

# Some Web Rules You'll Need to Know

# WWW Rules for Naming Files:

- Only use lower-case letters (a through z).
- Never use spaces in file names.
- Use the underscore or the hyphen for spaces.

- Periods are only used to separate the name from the file extension, such as .jpg, .html, .gif, .swf.
- Do not use periods anywhere else.

- Do not begin a file name with a number. Numbers best appear after letters.
- If your number of files will exceed 10, use a zero in front of the single digits, as in “photo-02,” “photo-03”. This will make your files appear in the right order, instead of 11 coming before 2.

- Never use any characters besides: a-z, 0-9, and the underscore and the hyphen when naming files and folders/directories.
- No spaces or tabs.
- No commas or apostrophes

- No slashes, no quotation marks.
- No # & % + \* = @ ~ ^ \$, o < > ( ) [ ]  
{ } : ; ? !
- No letters with umlauts, or other foreign accent marks.
- No other unusual characters.

# Summary:

All file names (html pages, images, folders, etc) should be lower case, with no spaces, no caps and no special characters.

# Some Good File Names:

- index.html
- contact\_page.html
- ladygagarocks.html
- my-fabulous-pic.jpg



## Some Bad File Names:

- Indéxåü.html
- 12 grøøvey projects.html
- i.heart.justinbeiber.html
- “\$%?&@\*#”.jpg

The first page of your website, or the “cover” or “home” page *will always be named* **index.html**

# A web page file name will always end in .html

- Once you create a page, you can place things on it, like images and text, or even animations, or videos, and also links to other pages.
- These other kinds of files will have other extensions, like .jpg. But a jpg cannot be a page, it has to be placed on a page, in order to be seen on a web site.

# Proper File Management

- Sloppy file management is disastrous to web sites.
- You have to be organized, and keep to the right filing system, or your web pages and images won't be displayed properly.

- There are several file structures which will work, and many which will not.
- We will start with a simple system which works, and grow from there.

## For this class:

- Keep one central folder for your web site in progress; name it whatever you like.
- Two folders inside that folder.

One Folder Called EXTRAS:

This folder does NOT get uploaded to the internet. It is where you keep your original Photoshop and Illustrator files, etc., word and text files, and things you may or may not use.

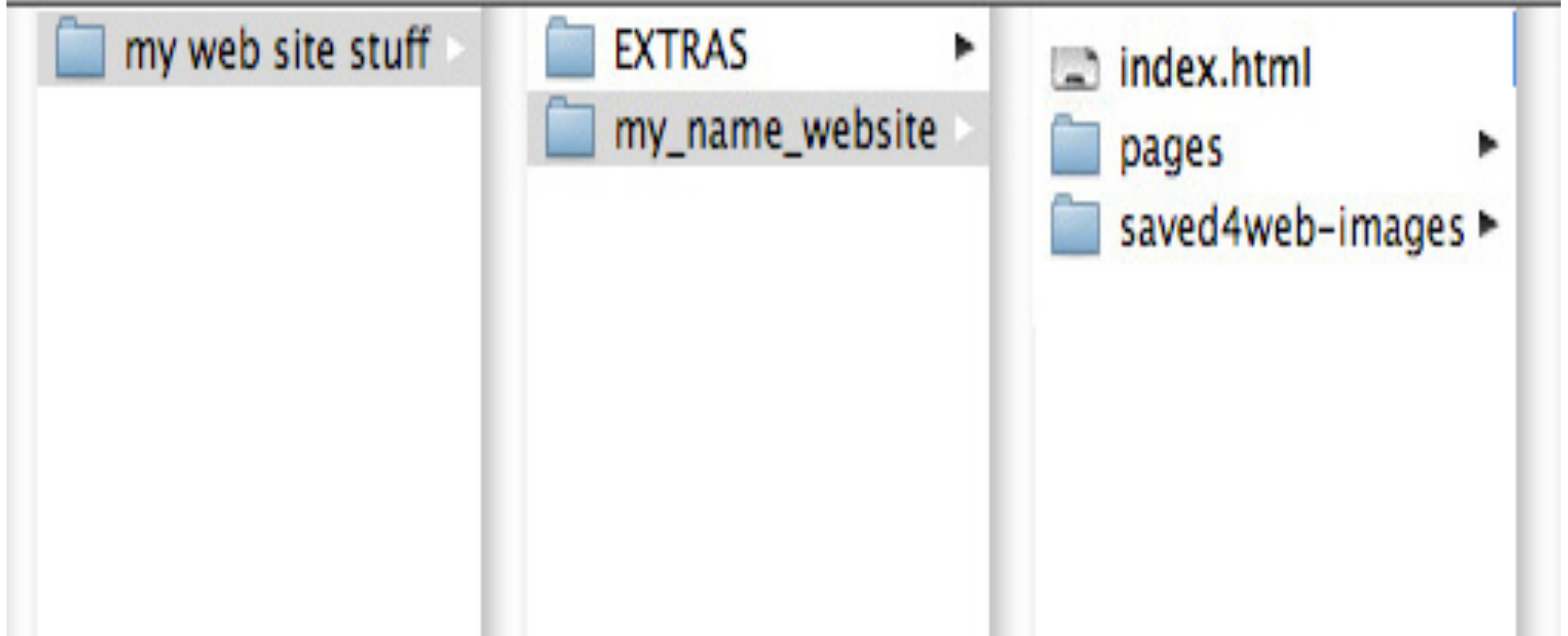
- The second folder is what we call the *local root folder*. This is where the naming and the folder-structure matters, because this one will eventually be uploaded to the Server and published to the web.
- Name this *your\_name\_website*



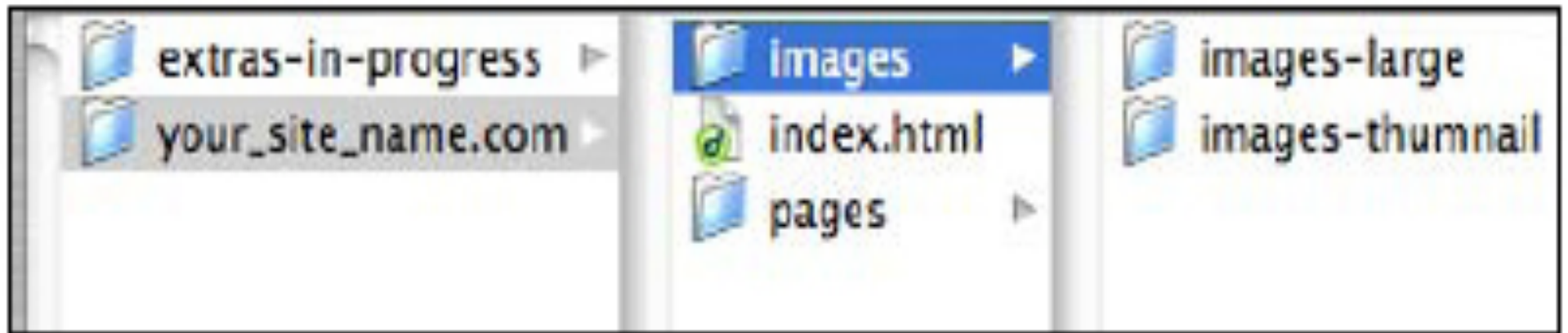
Inside your local root folder you will have:

1. One page-file (called `index.html`, which is your home page, or cover page) and also two folders:
2. One folder for your saved for web-images
3. Another folder for pages.

It should look like this:



# Functioning alternatives:



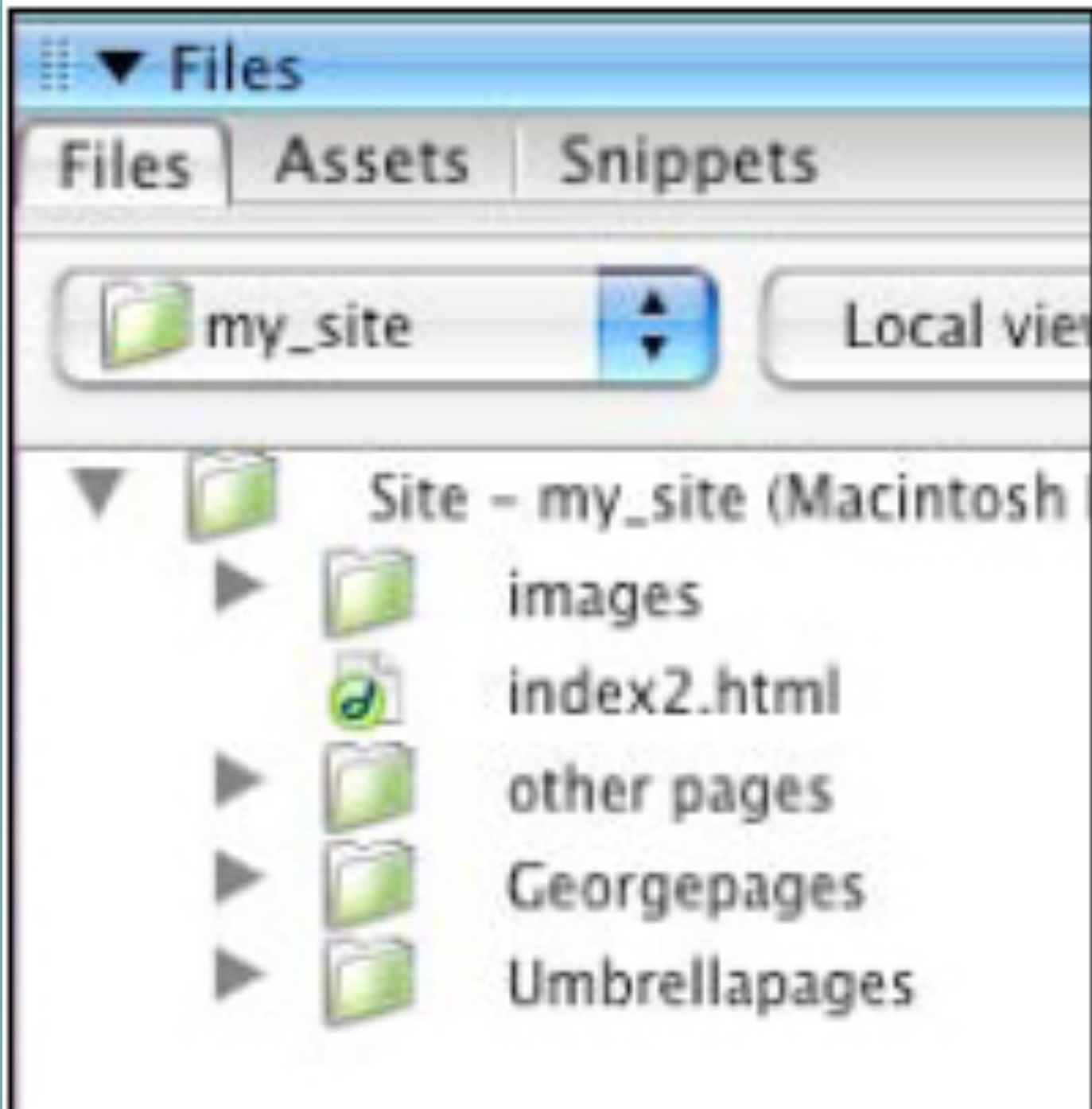
Files

Files | Assets | Snippets

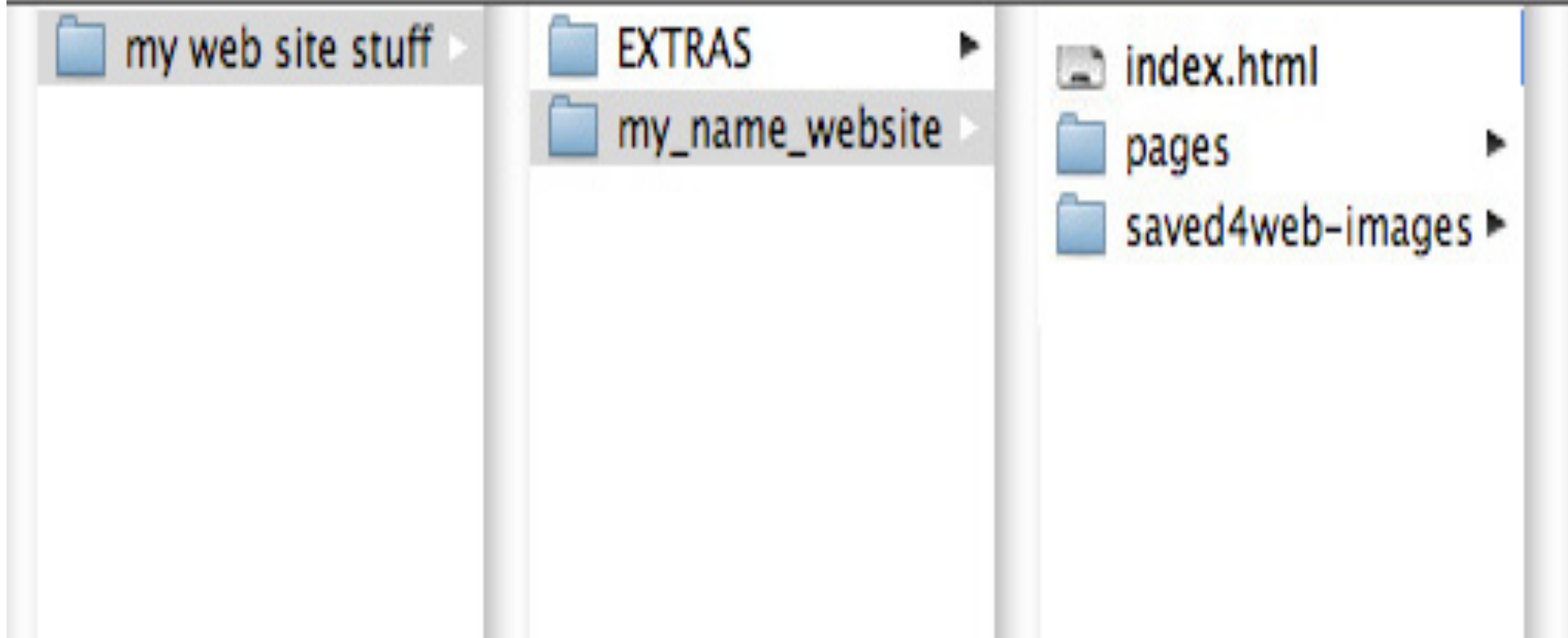
my\_site

Local view

- Site - my\_site (Macintosh H
  - images
  - index2.html
  - Umbrella1.html
  - Umbrella2.html
  - umbrella3.html
  - Umbrella4.html



Again, please start off like this:



# Remember:

- Moving files around, re-naming files and changing the structure can destroy the links.
- Try to save to the correct folder as you create pages and as you save images.
- Always test links after you make changes.

end