

## *Naming Scheme for HTML Documents*

When an HTML browser (Netscape, Internet Explorer, Lynx, Opera ....) retrieves a file it must know what to do with it. Hypertext servers (HTTP [hypertext transfer protocol] servers) specifically tell the browser the type of data being sent. In other cases, such as when the browser is using FTP or local file access, the browser guesses the data type from the filename extension – which is the part of the filename after the period.

Always keep file names SIMPLE, SHORT, and RELATED to your page content.

*For example* – naming pages such as: contact.html, product.html, location.html is better than page1.html, page2.html, this is my page.html or U\_canFindUs\_here.html

### **Simple rules**

1. use all lower case
2. check for the appropriate extension (.html)
3. DON'T use spaces, only *\_*for\_spacing\_purposes.

HTML files are identified by **name.html**, where the **.html** extension indicates an HTML (Web page) document. Four-letter extensions are common. This is not a problem with VAX or UNIX computers or Macintosh, since these machines place no restriction on the filename size. However, most DOS/Windows machines are restricted to a three-letter extension. Generally this extension is truncated (chopped off) to three letters (i.e. **.html** becomes **.htm**).

### **The following is a list of some of the standard extensions, and their meanings:**

**.html** and **.htm** - HTML document, containing text and HTML markup instructions.

**.txt** or **.text** - A plain text file. The browser presents the file as a block of text and does not try to process it for HTML instructions. It should be noted here that the browser will assume a file to be a text file if nothing else is appropriate, and no **.htm** or **.html** filetype is evident.

**.gif** - A GIF formatted graphic file.

**.jpeg** or **.jpg** - A jpeg-encoded graphic file.

**.mpeg** or **.mpg** - An mpeg-encoded movie file.

**.qt** - A QuickTime-format video file

**.avi** - A (Microsoft) AVI-format video file

**.au** - An aiff-encoded audio (sound) file.

**.ra** - A RealAudio sound file.

**.png** - The graphic filetype that will soon replace .gif as the standard for web graphics.

**.zip** - A "zipped" file, another compression format most commonly found with DOS/Windows files.

Utilities such as **zip.exe**, **unzip.exe**, **pkzip.exe**, **pkunzip.exe**, and **WINzip** perform the zipping and unzipping functions.

# The Goal:

To have a single folder named SITES to hold all your root folders and web page assets.

## The Process:

**Step 1:** Create a new folder on your drive (hard drive, or zip drive) named SITES (if you don't already have one).

**Step 2:** Inside the SITES folder, you will create ONE root folder for EVERY web site you will manage.

**Step 3:** Inside each ROOT folder you should create:

- one **index.html** web page for the web site
- one **Images folder** to hold your graphics
- one **workfiles** folder to hold your template files.
- one **folder** to hold each specific kind of material for your site (.pdf's or music files.)

When you're finished and have defined your site, your site files window should look similar to this...

