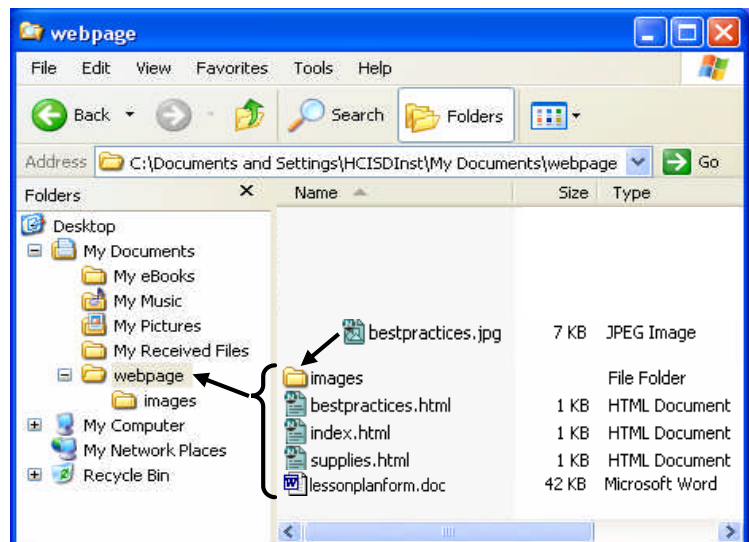




Web Page File Structure Tips & Tricks

- Directory Structure
 - Put ALL Web-page content in ONE folder:
 - Web Pages
 - Graphics & Pictures
 - Word, Excel, or Adobe (pdf) Files
 - PowerPoint Presentations (preferably saved as Web pages)
 - The “main” folder can contain “sub-folders” (such as an “images” folder, an “edocuments” folder, or a “2ndgrade” folder) to help with file organization. (Once the files or images are in the folder and they are placed in the Web page, the files cannot be moved to another folder or renamed without editing the Web page.)

- File Name Formats
 - No spaces
 - All lowercase letters
 - No symbols or punctuation
 - Keep it short



- Suggested Steps for file structure when working with Web pages...
 1. Create a folder to hold all Web page contents.
 2. Start the Web page and save it to the folder.
 3. Put all graphics and files that you are going to use in the Web page into the folder BEFORE inserting them into the Web page.
 4. Place graphics and/or links to files in the Web page.
 5. Avoid the file abyss and Save Often!
 6. All Web pages, graphics, and other related files that are used in your web page must be transferred to the Web server in order to be seen on the Internet. Unlike Microsoft Word, PowerPoint or Publisher, the images that are used in a Web page are not embedded or somehow merged into the web page – they remain separate and must all be included when the Web page is FTP'd (transferred) to the remote system (i.e., web server).