Slide 1

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File Structure
&
Naming

Slide 2

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File Structure & Naming

- computers organize data in hierarchies
- metaphor is file folders

Slide 3

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File Structure & Naming

- the drives are the drawers
- inside the drawers
  - your file folders.
  - sometimes you can have a large number of folders within folders.
  - (This is called nesting folders.)

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Naming Files & Folders

- **short file names**
- **try to keep under eight characters**
  - **long names** – server problems

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Naming Files & Folders

- **no blank spaces in the name**
- **use underspace _ or dash –**
- **server problem – space is shown as %20**

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Naming Files & Folders

- **all lowercase letters**
- **web file structure is case sensitive**
- **if all lowercase, don't have to remember or worry**

Slide 1

Naming Files & Folders

- **names should make sense**
- **names that are descriptive.**
- **imagine that a total stranger has to use your file structure — will they understand words?**

Slide 2

File Structure

Why is this important?
- **File structure is basis of good architecture**
- **Web pages are instructions for Browser (IE, Firefox, Opera, Safari, etc.)**

Slide 3

File Structure

Why is this important?
- **HTML files are instructions or recipes**
- **Some ingredients are stored in other files**

Slide 4

File Structure

- **images are loaded into a page**
- **html code:**
  - `<img src="http://mit220.ca/images/logo.gif">`
- **This means:**
  - Show an image, and here's how you find it:
  - Look on a web server called: mit220.ca
  - Look into a folder called: images
  - Show a file called "logo.gif"

Slide 5

File Structure

- **many other things are loaded into a page in a similar way**
- **pages link to one another too**
- **html code:**
  - `<a href="http://mit220.ca/exercises/critiques.htm">`
    `Here are the critiques</a>`
- **This means:**
  - This is a link, and here's the file you are going to take us to:
  - Look on a web server called: mit220.ca
  - Look into a folder called: exercises
  - Show a file called "critiques.htm"

Slide 6

Hints for good file structure

- If you don't have a folder for your work, create that first
- The first time you save something, try using the 'save as' function
- Remember where you want to put this file
- Don't just click save or use the save shortcut until you've already saved it to the right folder