

# Organizing Your Site

When designing your Web site there are certain rules and restrictions on how you name and organize your files. Smaller sites can be controlled in one folder. However, if your site has a lot of files, which include graphics, web pages, etc., you will probably want subfolders to help organize your site and give it structure.

## File Names:

Make sure all your files have an extension to indicate the type of file. Web pages have the **.html** or **.htm** extension. The home page is usually called **index.html**.

The following are basic rules in naming files:

- Use all lowercase letters
- Never use a space in any file name (use a hyphen or underscore instead)
- Use only letters or numbers
- Web pages must end in .html or .htm extensions
- Graphics should have a graphics extension (graphic.jpg, graphic.gif, graphic.tif, etc.)
- Keep the name short--under eight characters
- Whenever possible use a descriptive title in naming files

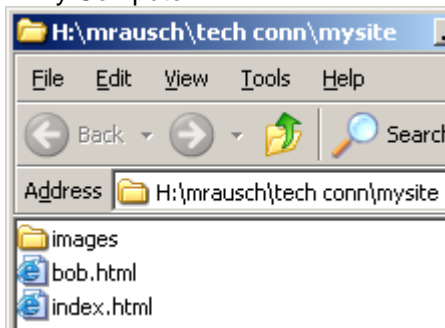
## Organization of Files:

If you place files in different directories, carefully check the links that connect your Web pages to ensure the links still work. When transferring files you must take all file folders to ensure that all links and graphics appear and work the way they are intended.

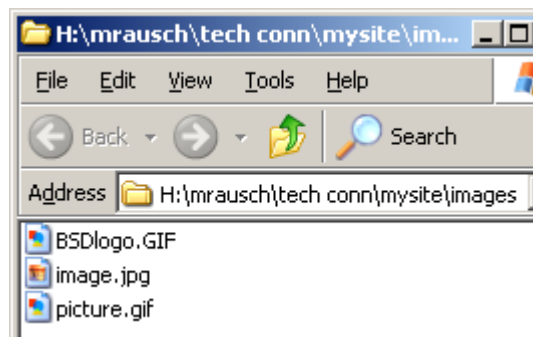
## Examples:

1. When linking to a file that is located in the same directory, type the name of the file (example: bob.html)
2. When linking to a file that is located in a subdirectory, type the name of the subdirectory, followed by a slash (/) and the file name (example: images/picture.gif). Note that the **images** folder is located **inside** the **mysite** folder.
3. For more complex sites, when linking a subdirectory file to a file that is located in the top (root) directory, type two dots and a slash (/) before the file name (example: ../index.html).

This is how the directory (folder) looks in My Computer:

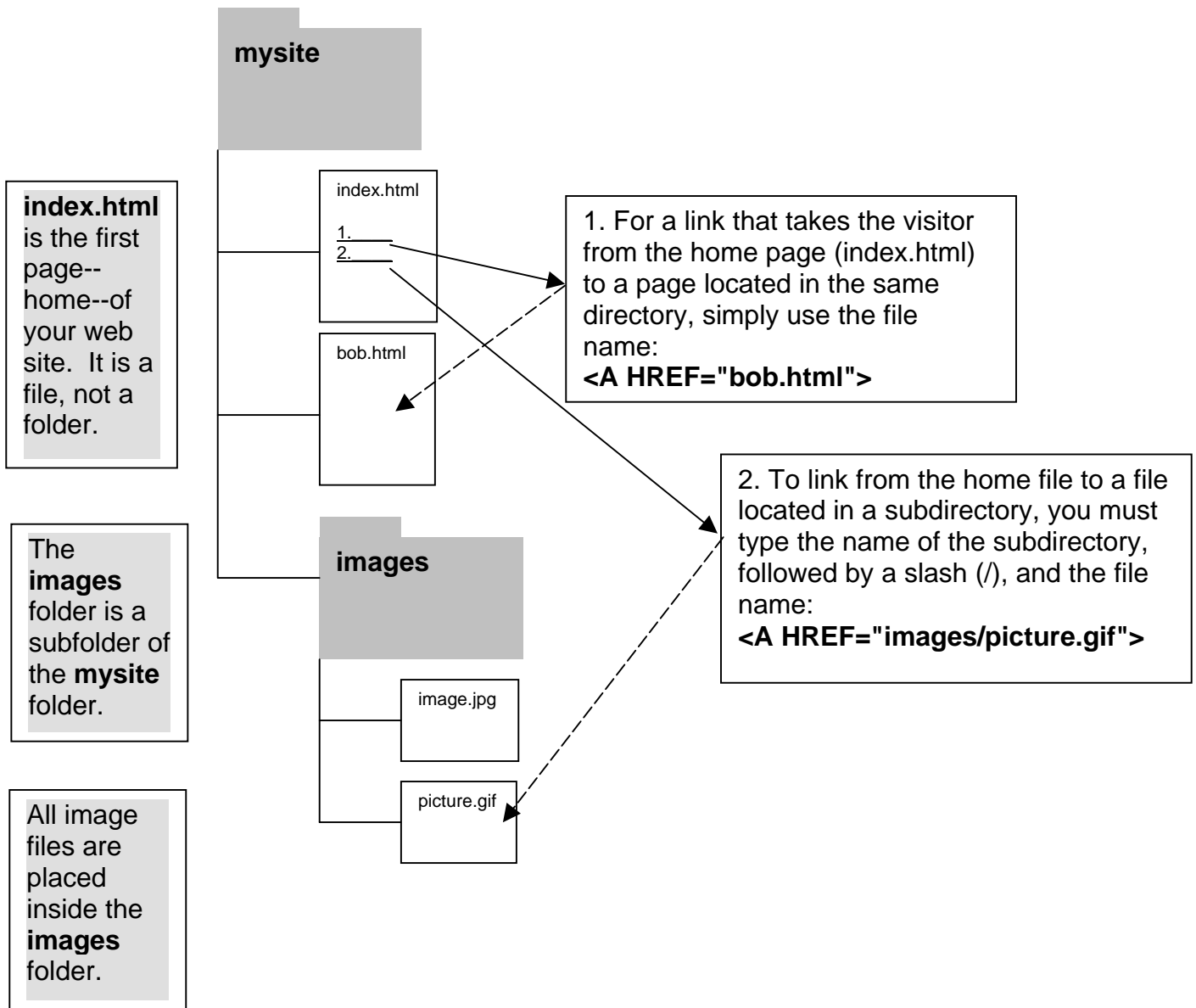


And with the images folder open:



Remember that your window shows folders first, then files, and all are in alphabetical order. The diagram on the next page shows Web site folder and file relationships, and illustrates correctly written file links.

Here is another way to represent the file structure of a web site.  
**Folder** structure is explained on the left.  
**File** linking conventions in HTML are illustrated on the right.



Note that these terms are synonymous:  
Directory = **Folder**  
Subdirectory = **Subfolder**