

# File Naming Conventions

We will follow some naming conventions which enable your files to work on either a pc or a macintosh computer. Files will probably work ok on your machine, but when you post pages to the internet, there may be some difficulty with the server software.

1. Keep file names short. Use eight characters or less.
2. Use only lower case letters, no capitals.
3. No special characters. Use only a-z...0-9.  
do not use hyphens, slashes, commas, periods, parenthesis, etc.
4. No spaces in file names.

These are difficult habits to develop.

Include the correct extension name.

.html for web pages (htm works, but html works on both platforms)

.txt for text files

.jpg for jpeg images on the pc

.gif for gif images on the pc

.tif for tiff images on the pc

.eps for encapsulated images on both platforms.

More information to follow as issues arise in class.