

3.1.2 Apply File Naming Protocol

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Spaces

- Avoid character spaces in filenames'
- Although this is perfectly acceptable for local files on a Macintosh or Windows machine, character spaces are not recognized by other systems.
- Instead use underscore or hyphen
- Web browsers and search engines do not expect spaces in URLs. Every space has to be replaced by "%20"

Lower Case Letters

- Consistently using all lowercase letters in filenames, while certainly not necessary, may make them easier to remember.
- filenames are case-sensitive on some servers, so keeping them all lowercase avoids potential hassles.
- Makes your job easier in the long run when trying to recall file names

Descriptive Short Title

- Although most operating systems allow extremely long filenames, it's best not to make them excessively long
- The first character of the file name should be a letter
- You want to keep it short but you need to be able to remember it

Special Characters

- Avoid special characters such as ?, %, #, /, and : in filenames.
- It is best to limit filenames to letters, numbers, underscores (in place of character spaces), hyphens, and periods.
- people who do not follow these guidelines end up spending much more time fixing broken links

Use Proper Suffixes

- HTML documents should use the suffix *.html*
- GIF graphic files take the suffix *.gif*,
- JPEGs should be named *.jpg*
- Whenever possible, make relative links for links from your project Web pages to other Web pages that are in that same project

Video

<https://vimeo.com/119453133>

Resources

1. <https://www.safaribooksonline.com/library/view/web-design-in/0596009879/ch04s03.html>
2. <https://www.thesitewizard.com/webdesign/create-good-filenames.shtml>
3. https://ed.fnal.gov/lincon/tech_web_naming.shtml