

File Naming Conventions

Your website consists of individual (webpages) and images that are all linked together. Naming these files appropriately is important and will help you throughout the process, especially if you later need to come back and make changes. Here are some basic rules to follow:

- 1. Don't use spaces in your filenames:** spaces typically are replaced with %20, but can also cause problems beyond the obvious readability issues. Delete spaces, or replace with a dash or underscore.

✔ contact-us.html ✘ contact us.html
 contact_us.html
 contactUs.html
- 2. Use shorter file names** as opposed to longer (i.e. *www.mysite.com/readthis.html*): again, it is a big help when you are referring people to a page (you want them to type it correctly and find it).
- 3. Avoid using capital letters (or at least be very careful!):** most servers will do fine with this, but many unix servers are case sensitive and you would have to remember if the letters were upper or lower case.
- 4. Don't use special characters other than dash or underscore**
avoid: . " , ! ? / \ ~ * & % \$ # @ () : ;
Some of these characters have special uses (dots and slashes) and others just won't work. Basically, just stick with letters, numbers, dashes and underscores.
- 5. Either .htm or .html are fine for file extensions on the web**
The main thing is to pick one and be consistent.

Orca

BEST PLACE TO VIEW: Lime Kiln Point State Park, San Juan Island, Wash., (360) 902-8844, parks.wa.gov/parkpage.asp?selectedpark=lime%20kiln%20point.

BEST MONTHS: May through October.

