

FILE MANAGEMENT

Root Directory

Store all webpage (.htm) files there

Separate folders for like documents

Images

Documents

Audio

Video

Animations

Images:

Save raw, in process graphics in a RAW folder

Save to processed graphics in IMAGES folder in root directory

Sub-folders for each section of the site

Global folder

Naming Convention:

- Give each image a meaningful name
- Rollover image should have _over extension (e.g. button_over)

Favicons

Go in the root folder

Backup

Backup your files to 2 locations locally

The files on the server act as another copy