

GETTING STARTED AND ORGANIZED

Creating, Saving and Organizing Files

CREATING AN HTML FILE

You need create an HTML file by using a basic text editor such as:

TextWrangler

Notepad ++

Sublime Text

Brackets

Or Other Text Editor

SAVING AN HTML FILE

When you're ready to save what you have, go to File > Save as > index.html

When selecting a name to save as your main/home HTML file it is important that you save the file name as **index.html**

Every website on the web has an index.html file. This is how the browser knows what page to land on and serves as the homepage

Once you have a main/home page called index.html you can later create multiple pages called about.html, contact.html, etc

Remember..

Do not save as .txt or .doc

Do not use spaces or capital letters in folders or file names

ORGANIZATION AND FILE NAMES

It is very important to keep your files organized and not accidentally create multiple versions of an HTML file.
Always have a folder titled with your project name and the proper files within that folder.

Always use lowercase letters and short names for naming files
Do NOT use spacing in your file names

YES

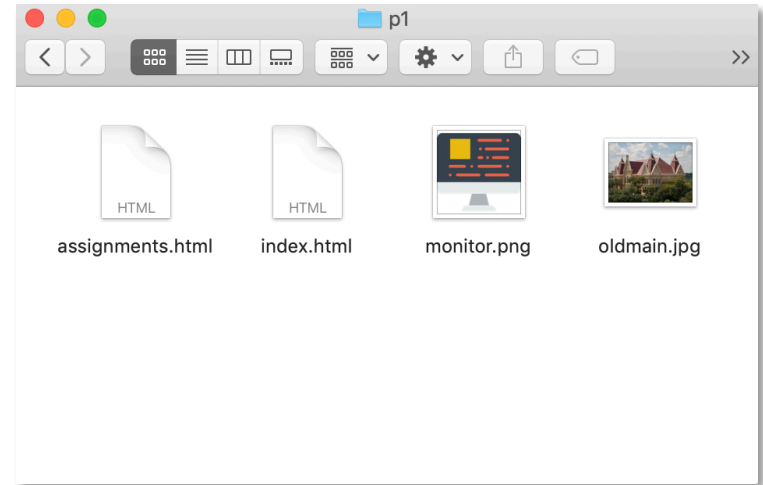
oldmain.jpg
oldmain.jpg
oldmain.jpg

index.html
Index.html

NO

IMG1283193_9912_09.jpg
OldMain.jpg
old main.jpg

Index.html
Home Page.html



FILE SAVING TIPS

SAVING

You can use the keys cmd+s to save your files.

Do not put spaces or capital letters in folders or filenames. Macs will allow long filenames, spaces, capital letters and punctuation in naming files. However, other applications might have problems with some of these conventions. Many web servers are UNIX-based and have problems with capital letters and punctuation in particular. It is a good practice to get in the habit of using short, descriptive file names, all in lower case; no spaces or punctuation other than period before extension.

Folder or Directory Structure – You can create subfolders within folders to assist in organizing your work. This is done on your regular storage (Flash Drive, Computer) and on the Web. You should organize the work on your disk in the same manner that you organize it on your web space. Get organized from the beginning of a project and stay organized. It reduces troubleshooting later.

EXTENSIONS

Extensions are the 3-4 characters after the period at the end of a file name. Many programs, specifically when you are working on the Web, need extensions to know which applications to invoke to read files. Assign an appropriate extension to each file as you save it:

HTML File	.html
Word Document	.doc
Photoshop File	.psd
Photos	.jpg or .gif or .png

Photoshop files have a .psd extension. These are large files that cannot be read on the Web. Photoshop files can be Saved for Web into .jpg or .gif or .png formats, but keep a copy of the .psd file for future changes and updates.