

File Saving Tips

- Extensions are the 3-4 characters after the period at the end of a file name. Macs do not require extensions in filenames, but 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
 - Photo - .jpg and Graphic - .gif

(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 format, but keep a copy of the .psd file for future changes and updates. More on this in Photoshop training)

- 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 (like the ones at UT) 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 subfolder 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.