



## MYGATEWAY.NOCCCD.EDU COURSE STUDIO QUICKSTART FILE NAMING TIPS

### Why Rename Your Files For Web Download?

Did you know that anyone adding information to a MyGateway course homepage, and thus creating web pages, is considered a web author. Web authors must consider how a file destined for the web is named because file names become part of the address that specifies the location of that file on the web. In MyGateway, file names also often become the hyperlink itself.

In the Files section of MyGateway choosing a file to upload automatically creates the hyperlink to that file based on the file name:

File Name   english101\_syllabus.doc

#### WHEN NAMING FILES THAT WILL RESIDE ON THE WEB DO:



- Begin with a letter
- Keep file names short
- Use only lower-case letters, numbers, and if needed to space words, the underscore ( \_ )

#### WHEN NAMING FILES THAT WILL RESIDE ON THE WEB DO NOT:



- Put spaces in file names, as many servers will display a space as a %20 character. Spaces can also be misinterpreted as a broken file name.
- Put symbols, special characters (tildes, umlauts, accents), or non alphanumeric characters other than the underscore. Characters to avoid include: commas, periods (except when preceding the extension), <, >, (, ), {, }, [, ], |, \, ^, ~, #, %, ;, /, ?, :, @, =, and &.

#### SAMPLE FILE NAMES

For a syllabus in Microsoft Word:

- syllabus.doc
- eng101syllabus.doc
- english101\_syllabus.doc
- eng101\_syllabus\_fall08.doc

**TIP:** Keep things simple, be consistent when naming your files & use lower-case file names.

#### WHAT'S A FILE EXTENSION?

A file extension is the period and the last two or three characters of the file name. It identifies the file format, that is to say, the type of file it is. For example:

- For a web page: .html or .htm
- For images: .gif or .jpg
- For Microsoft Word: .doc or .docx (Word 2007)
- For Adobe Portable Document format files: .pdf