

NAMING CONVENTIONS

- Give files unique names that indicate the contents of the file. The name might also identify the type of object.

Example: “feedback_button.gif” instead of “button3.gif”

- Use lowercase letters instead of uppercase (capital) letters.

Example: “class_picture.gif” instead of “Class_Picture.gif”

- Use a hyphen (-) or an underscore (_) instead of spaces.

Example: my-dog.gif” or “my_dog.gif” instead of “my dog.gif”

- Use letters and numbers. Many special symbols aren’t recognized by Web browsers.

Example: “my2friends.gif” instead of “me&friends.gif”

- Use filenames that help others recognize the contents of the file.

Example: “class-pet.gif” instead of “roo-roo.gif”