Understanding the File/Folder Fracas

AGCJ 407
Web Authoring in Agricultural Communications

Learning Objective
Describe and demonstrate initializing external storage media, creating archival folder systems, and file naming protocols.

Creating Folders
- Right click in the drive or folder
- Highlight “New” in the pop up menu

Naming Folders
- “New Folder” is the default name
- Type in desired name for your new folder
AGCJ 407: Web Authoring in Agricultural Communications

**Folders**
- You can have multiple folders within a folder.
- AGC 407 Folder has folders within the folder.

**File Names**
- You will be working with various files in this class.
- It is important to know the difference between file types.
- Use “one-word” file names when saving new files to your Web.

**Common File Names**
- *html or *.html ➔ Hypertext Mark Up Language (Web page files)
- *jpg or *.jpeg ➔ Joint Photographic Experts Group (medium image files)
- *gif ➔ Graphics Interchange Format (large detailed image files)
- *bmp ➔ Bitmaps (lower quality image files)
- *pdf ➔ Portable Document Format (precise image of a document)

**Review**
- It is helpful to develop a “visual” image of your folder/file structure so you know where everything is located on your disk.
- Use single words to describe folders and files; help decrease amount of Web drill down.
- Get to know the difference between graphic file types; it goes back to your intended purpose for the file.

*El Fin*

See you next week!