

File names for websites

You need to know this if . . .

... you are uploading files to your hosted web space.

Acceptable file types include:

html (or htm) – complete web pages

jpg (or jpeg) – graphics file (usually photos, logos or drawings)

png – graphics file (photos, drawings, logos)

gif – graphics file (either logos or line art – not recommended for photos)

pdf – Portable Document Format documents (can be created from Word documents or DTP documents)

You may need to change the names of files before they are uploaded to the web server. Some aspects of filenames that you may have used on your own computer can cause problems (or even be prohibited) on the web.

Please note the following:

1. Filenames on the web are sometimes case-sensitive, and so it is best to assume that they are *always* case-sensitive, and therefore it is best to **use lower-case letters** throughout – e.g. *londonbridge.jpg* not *LondonBridge.jpg*. Never use upper-case throughout (*LONDONBRIDGE.JPG*).

2. Acceptable characters: Please do *not* use spaces in filenames, as a space can cause confusion or substitution with “%20”. If necessary a hyphen - can be used, but preferably not an underscore character _ .

So *londonbridge.jpg* is OK, and *london-bridge.jpg* is OK, but *London Bridge.jpg* is not OK.

You can use a hyphen [-] (but not at the beginning of the file name). Underscores [_] are permitted, but Google doesn't like them, so it's best to avoid them. Please do not use any other punctuation marks or symbols such as \$ % @ etc: these are not permissible names for website files and if you try to use them, the user will receive an error message.

3. Extensions: The *extension* is the three or four (usually) letters that appear after the dot. In the examples above, *.jpg* is the extension. Your computer will normally add the appropriate extension. There must always be an appropriate extension, otherwise the browser will not know what to do with the file if it is called. Graphics files for the web will have an extension that indicates the type of file format used to render the image, such as *.jpg*, *.gif* or *.png*.

4. Permissible file types: The only types of files (other than *html* pages) that you can upload to the web server are as follows:

.jpg, *.gif* and *.png* – these are all graphics files (pictures etc)

.svg, *.wav*, *.mp3* - these are formats for various kinds of video or audio files

.pdf – Portable Document Format files for reading with Adobe Reader etc.

5. Microsoft Office documents: Do not upload Microsoft Word documents (*.doc* or *.docx*) or Excel spreadsheets (*.xls* or *.xlsx*). The browser cannot normally display them correctly. It is easy to convert these files to PDFs.



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