

File Saving Tips

- When you first start using a Mac, you will need to adjust your Save dialog box. Make sure you click the small triangle to the right of the Save As box to open the entire interface. This way, you have more options to pick when saving and you get to see the whole computer.
- Extensions are the 3-4 characters after the period at the end of a file name. 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
 - Photoshop file - .psd
 - 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)

- **No spaces or capital letters in folders or filenames.** 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 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 files 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. Get organized from the beginning of a project and stay organized. It reduces troubleshooting later.