

ACTIVITY 3-9


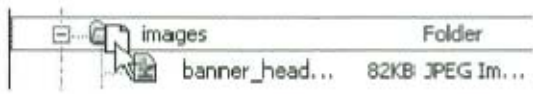
Organizing Files and Folders

Data Files:

contactinfo.html, contactus.html, trademarks.html, news_image.jpg, contactimage.jpg

Scenario:

As you build your website, you notice that the .number of files used on the website has increased. Most of the files are placed in the root folder and you find it difficult to locate the files.

What You Do	How You Do It
Move the images from the root folder	<ol style="list-style-type: none"> On the FILES panel toolbar, click the to the images folder. Expand to show local and remote sites button.  In the right pane, scroll up and expand the images folder to view the files within it. Within the root folder, select contact , image.jpg, hold down Ctrl, and select news_image.jpg. Drag the selected files to the images folder.  <ol style="list-style-type: none"> In the Update Files dialog box, click Update to update the links to the files. Collapse the images folder.
Create a new folder	<ol style="list-style-type: none"> Select the Site -Our Global Company root folder. Choose File→New Folder to create a new folder. Type Info and press Enter.
Move the contactinfo.html	<ol style="list-style-type: none"> In the right pane, select contactinfo.html, contactus.html, and trademarks.html hold down Ctrl, and select the files into the Info folder. contactus.html and trademarks.html files. Drag the selected files to the Info folder.