

WebMasters

How to Name a File

Linking Files & Placing Images on a Web Page

v.05012009
Page 1 of 1

A problem that a few WebMasters are having is [Linking](#) files and placing [Images/Photos](#) on a web page. There are two items that needs to be accomplished to correct these problems.

How to Name a File

A file name can only contain dashes or underscores and nothing more --- **NO SPACES, NO SPECIAL CHARACTERS**. SiteBuilder only recognizes a dash or an underscore in a file name and will add underscores when it sees anything else in the file name. For this file example, **AT&T Pioneer Volunteers.pdf**, will be changed by SiteBuilder to **AT_T_Pioneer_Volunteers.pdf**. So, if you copied the **AT&T Pioneer Volunteers.pdf** file correctly to a sub-folder within your Chapters' main folder and selected the file as a link from that sub-folder, SiteBuilder would not recognize the file as being there because it has spaces and a special character. SiteBuilder would then prompt you with a Warning box stating, *"The selected file is not part of your website. Would you like to copy it into your website now?"* If you select OK then SiteBuilder will copy the file to a different folder that is not part of your Chapters' folders. And when you Publish your Chapters' web pages, the link will not work.

THEREFORE

All file names must have only dashes or underscores

All files and images/photos must be copied to your Chapters' respective folder within your Chapters' Main Folder

All files must be linked to within your Chapters' respective folders

All images/photos used on a Chapters' web page, must come from Chapters' respective folder

If this is not done properly, the link will not work --- the image/photo will not appear on the web page

WebMasters

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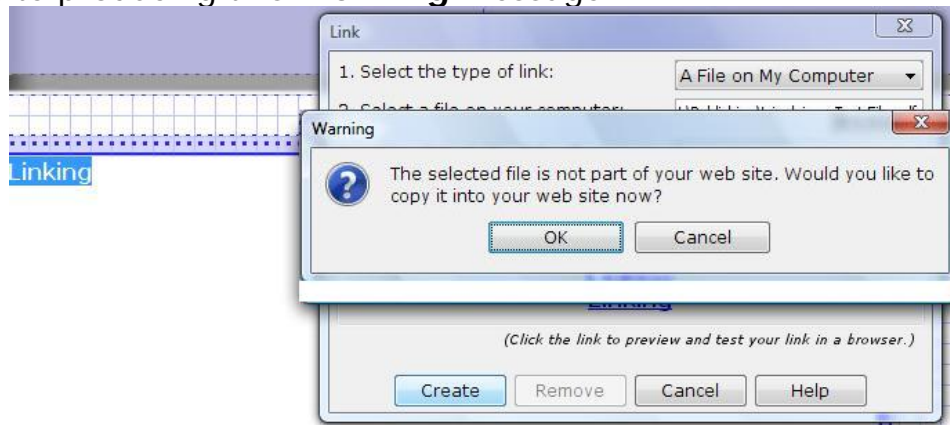
v.05012009
Page 2 of 2

LINKING

In this Linking example, I have used a file named, **L i n k i n g Test File.PDF**.

I high-lighted the word **Linking** and selected **Link To** and then **A File on My Computer**. I then **Browsed** to find the file in the **Chapters' File Folder**, selected the file, selected **Open** and selected **Create**.

The file, **L i n k i n g Test File.PDF** was in the Chapters' File Folder, but because there were spaces in the file name, SiteBuilder did not recognize the file as being within the web site producing this **Warning** message.



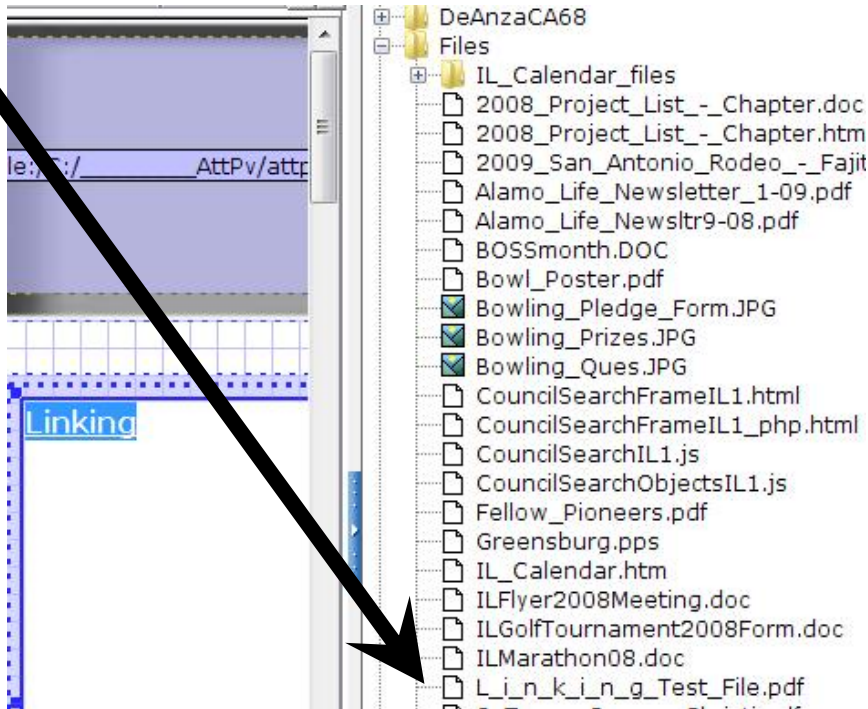
WebMasters

How to Name a File

Linking Files & Placing Images on a Web Page

v.05012009
Page 3 of 3

If you selected **OK**, SiteBuilder places the file in the **Files Folder** under the main attpioneervolunteers directory, **NOT YOUR CHAPTERS' FILE FOLDER**. In the screen shot below, the file is in the Files Folder with all spaces were replaced with underscores.



THIS IS WHERE YOU NEED TO CANCEL OUT OF LINKING, RENAME THE FILE WITHOUT SPACES AND SPECIAL CHARACTERS AND ENSURE THE FILE IS IN YOUR CHAPTERS' CORRECT FOLDER and then **Link To** the file again.

WebMasters

How to Name a File

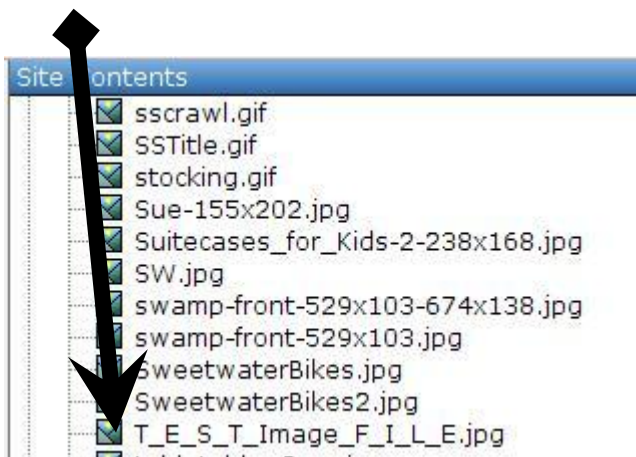
Linking Files & Placing Images on a Web Page

v.05012009
Page 4 of 4

IMAGES/PHOTOS

In the adding an Image/Photo to a Web Page example I used a file named, **T E S T Image F I L E.JPG**.

I selected **Insert an Image**, found and selected the Image in the Image/Photo Folder and selected **OK** and the Image was placed on the web page. THERE WAS NO WARNING MESSAGE THIS TIME TO TELL YOU WHERE THE IMAGE FILE WAS PLACED. It was placed under the main attpioneervolunteers folder in the Images Folder and replaced all spaces with underscores.



Again, THIS IS WHERE YOU NEED HAVE THE CORRECT FILE NAME WITHOUT SPACES AND SPECIAL CHARACTERS AND ENSURE THE FILE IS IN YOUR CHAPTERS' CORRECT FOLDER.