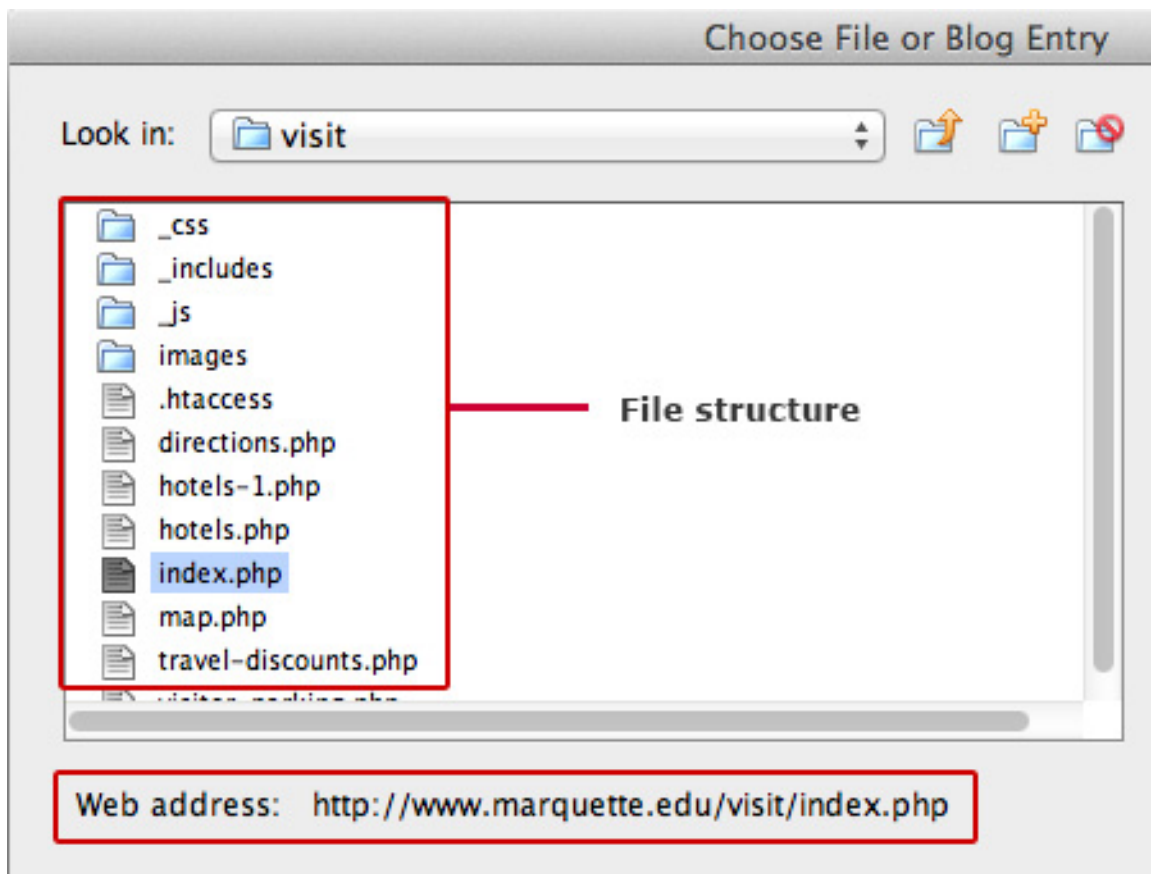


Contribute Documentation File Structure

Understanding the directory structure is very important, as it accounts for many web page errors. If the link is pointing to a wrong folder or file name, you will receive a "Page not found" error in your browser after clicking on a link.

Below is an example of how the web server stores files and folders that make up your department or office web site.

The directory structure is dynamic and will change as you add pages and/or files. Normally all of your pages will be at the root level of your site and not within another folder. Your department or office structure will look something like this:



Within your department or office web site, there will be several folders:

- css folder (for consistent styles throughout marquette.edu content)
- includes folder (also see editing include files which explains this in depth)
- documents folder is where all PDF's get uploaded
- images folder is where all images get uploaded
- page names with the .php or .shtml extension.

You can see why the page name should be short and concise instead of the default name of the whole page title as this would (also see "create a new page" which explains this in depth).

The bottom Web address will be your department or office URL

To view your department/office file structure, go to View, Choose File or Blog Entry:

