
3 Everything in Moderation

As you work through your web content, remember that your job is not to strip all file attachments from your website and cram the information into web pages. There is no one correct format for all content. There is, however, a correct format for each particular piece of content, and you must have the discretion to determine what that is. So think carefully about the information you want to convey, and if you can say it in a web page?which is most often the case?do so. But if a webpage truly won?t cut it, then use a file attachment that has an appropriate and accessible format.

Keep these tips in mind, and you should have a good handle on wrangling those files in no time!

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