DATA MANAGEMENT AND NAMING CONVENTIONS

Do I need that File?

-> Push files you don't need in the trash folder

Remember:

You **can** work in the same file as yesterday. You don't really need to save a new one.

WIP and other Fast Production

20191201_FileName_V01.blend

1 2 3

- 1. Date format ISO 8601: YYYYMMDD
- 2. Descriptive short file name (<25 characters), Use capitals for new words
- 3. If **necessary** use a version number. But try to avoid that

As	set n	ame	
	WIP	Workfiles, resources ect. kee	p all tidy

OUT Should only be one clean file

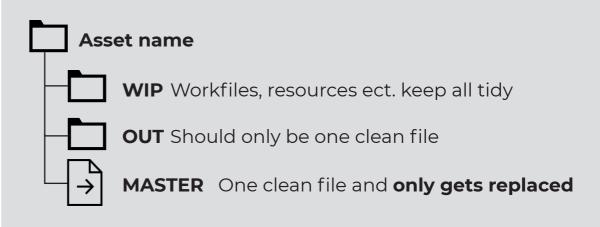
General Rules

- _Files should be named consistently
- _Try to save disk space (why is my file 500MB?)
- _File names should be short but descriptive (<25 characters)
- _Avoid special characters or spaces in a file name
- _Use capitals for new words in file names
- Use date format ISO 8601: YYYYMMDD
- _IF necessary include a version number (V01) But try to avoid it

Master Publishing

FileName_RIG_MASTER.blend

- 1. Descriptive short file name (<25 characters), Use capitals for new words
- 2. File type suffix (_RIG, _ANI, _LIGHT ect.) mandatory for linking (capitals), will be further defined
- 3. MASTER publishing suffix (capitals)



General Rules

- _WIP rules from above apply here
- _New Master publishes should be communicated

