

DATA MANAGEMENT AND NAMING CONVENTIONS

V_1.0

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

Asset name

 **WIP** Workfiles, resources ect. keep 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 2 3

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)

Asset name

 **WIP** Workfiles, resources ect. keep all tidy

 **OUT** Should only be one clean file

 **MASTER** One clean file and **only gets replaced**

General Rules

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

