Asset Management

File Naming Convention

Scenes are to be named using 3-letter uppercase code designated the type of file, followed by lowercase 4 letter code designating status, followed by a 2 digit code showing version number, followed by an underscore and then the artists initials. Artists can add additional information to files stored on their personal directories, but when submitting files to the Final or Test folder, remove the version number and artist's initials.

EXAMPLE: *MODhero07_MSG.max* is a scene file that is of a model of a hero, version 7 created by an artist with the initials MSG.

Maps are to be named using 3-letter uppercase code followed by lowercase code indicated the part, again followed by a version number, and artist's initials.

EXAMPLE: *MAPeye01_MSG.max* is the first version of a texture map used for the eye created by the same artist.

Models with Animations should be named using the uppercase 3 letter code showing Object type, followed by a lowercase 4 letter code designating the action.

MODwalk04_MSG.max could be the name of file with the hero walking. This would be the fourth version of the walking animation by the same artist.

TIP: Since the abbreviations can only describe so much, it's a good idea to make a chart that maps the abbreviations to the various lengthier descriptions. Print the chart out on paper and tack it where you can see it, so you can easily reference this during the workday.