Legend of Light - File Naming & Upload Rules

To keep our team organized and aligned, please follow these file naming conventions and upload rules when sharing work. Consistency across environments, sound files, thumbnails, and FX scripts ensures smooth collaboration and easy version tracking.

File Naming Convention:

- Zone Environment: Z[Zone#]_[ZoneName]_Environment_v1

- Sound Layers: Z[Zone#]_[ZoneName]_Soundtrack_v1

- Lighting FX: Z[Zone#]_[ZoneName]_LightingFX_v1

- Thumbnails: Z[Zone#]_[ZoneName]_Thumbnail_[Locked/Unlocked]

- Shared Documents: LOL_[DocumentTitle]_v1

Upload Guidelines:

- Always upload into your personal team folder

- Do not overwrite shared reference materials

- Include version numbers (v1, v2, etc.) in filenames

- Use underscores (_) instead of spaces

- For collaborative files, notify Donna in Fiverr when updated

Final Delivery Format:

- Documents: .docx or .pdf

- Images: .png or .jpg (high resolution)

- Audio: .wav or .mp3 (320 kbps preferred)

- Terrain / Scripts: Roblox-compatible format or .rbxl/.txt when appropriate

Thank you for honoring the clarity that keeps our light moving forward.