



Introduction

From this time on, ALL files you submit to me must be named correctly according to the formula below. This is intended to introduce you to the far more complex conventions used by professional studios. There are several purposes for company-wide naming conventions:

- A) They allow anyone to work on any file/project at any time without having to “decipher” its name, location, folder structure, etc.
- B) The thousands of assets going into the game-engine are identified by the engine by their **names** -- if the names aren't organized, it greatly increases the chances that an asset will get lost and the game will fail.
- C) When there is a problem, conventional-naming greatly streamlines trouble-shooting.
- D) Programmers work in CODE, and frequently use conventions to designate assets and functions without having to search and actually find them.

3D files

For all [3DS-MAX](#) files:

- 1) A project code: ALL CAPS (I will give you this for assignments; Develop your own for advanced projects, but be consistent)
- 2) A prefix letter:
 - SPECIFIC ASSIGNMENTS:
 - Final assignment file: A
 - Increments: AI
 - Exams: E
 - ADVANCED PROJECTS:
 - Project assets: P
- 3) The asset category:
 - Animations: an
 - Characters/creatures: ch
 - Models: mo
- 4) The individual asset name: Any ONE-WORD title you give the asset. Asset names should be logical and descriptive -- creativity and humor is NOT appreciated here (see A thru D above).
- 5) Your first-initial, last name, and .max

IMPORTANT: Separate each item with an underscore (_).

- Examples:
- For an assignment file: DOORS_A_an_ismo_ebinkley.max
 - For an incremental save: BLDGS_AI_m_bridge_ebinkley02.max
 - For an asset to go into a larger project: SALOON_P_ch_sheriff_ebinkley.max



2D files For all [PHOTOSHOP](#) files:

- 1) A project code: ALL CAPS (I will give you this for assignments; Develop your own for advanced projects, but be consistent)
- 2) A prefix letter:

Layered DSNs:	DSN
Flattened diffuse:	D
Flattened spec:	S
Flattened normal:	N
Flattened displacement:	Ds
Flattened opacity:	O
Concept drawings:	C
- 3) The individual asset name: Any ONE-WORD title you give the asset. Asset names should be logical and descriptive -- creativity and humor is NOT appreciated here (see A thru D above).
- 4) Your first-initial, last name, and .xxx (varies with Photoshop format)

IMPORTANT: Separate each item with an underscore (_).

Examples: For an assignment file: CASTLE_DSN_drawbridge_ebinkley.psd
For a map: ASSAULT02_N_pistol_ebinkley.tga
For a concept drawing: MEDIEVAL_C_dog_ebinkley.psd

NOTE: Always check the memory size of Photoshop files before you copy to server. Find ways to streamline the file to make it manageable and easy for me to handle, without sacrificing too much quality.