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Structures

Drives

Real drives

Drive letter	Function
C:	Windows drive
D:	Sync work drive here + other work related stuff
E:	Sync all media here (foto, music, video)

Mapped drives

Drive letter	Function
I:	Active projects
M:	Music
P:	Personal files for software (settings, adons)

From the command line:

```
subst A: /d
```

Replace A with drive you want deleted

Music

[Artwork finder](#)

Folder structure

- MusicProduction
 - Practice
 - Ideas
 - InProgress
 - FinalTouches
 - Finished
 - Publish
- DJSets
- Library
 - Samples
 - AmbiguousRoyaltySounds
 - FreeUse

Photography

Folder structure

- Year
 - 01_Incoming
 - 02_Outgoing

File structure

Template: YYYY-MM-DD_Location_Subject(abbreviated, PubLib (Public Library))_FileVersion.Extention

Example: 2020-12-19_Zele_PubLib_001.jpg

CG

Folder structure

- YYYY-MM-DD_NameClient_NameProject
 - _Library
 - 00_Incoming
 - 01_Preproduction
 - 02_Production
 - 01_Preproduction
 - 01_Moodboard
 - 02_Storyboard
 - 02_Production
 - _Blender
 - _DaVinci
 - _Houdini
 - Scene_01
 - 03_Outgoing
 - YYYY-MM-DD

File structure

Naming Convention

[CamelCaps](#), geen spaties, underscores/streepjes enkel gebruiken bij opdeling filenaam.

Maak genoeg iteraties van je bestand, zodat je steeds een versie terug kan gaan, moest er iets mislopen.

Models

Export files (FBX, OBJ) hebben steeds zelfde versienummer als work file (Blender, Maya).
Afkortingen:

- Character: CH
- Prop: P
- Foilage: F

Template: Project_SceneNumber_Modeltype-ModelName_FileVersion.Extension

Example: Silver_000_CH-Nora_v001.blend

Texture Maps

Export files (PNG, JPG) hebben steeds zelfde versienummer als work files (Substance, Photoshop)
Afkortingen:

- Diffuse: DIFF
- Ambient Occlusion: AO
- Glossiness: G
- Normal: N
- Roughness: R
- Subsurface Scattering: SSS
- Metallic: M

Template: Project_SceneNumber_TextureName_FileVersion_TextureType.Extension

Example: Silver_010_NoraHair_v001_DIFF.PNG

Scenes

The count of scenes starts from 010, models with the scene number 000 are not restricted to one scene.

Template: Project_SceneNumber-Description_FileVersion.Extension

Example: Silver_010-MudWorld_v001.blend

In 3D Software

Max 5 letters voor afkortingen

Afkortingen:

- Group: GRP
- Mesh: MESH
- Curve: CRVE
- Joint: JNT
- Light: LGHT
- Camera: CAM
- Locator: LOC
- Controller: CTRL
- Low Poly: LP

- High Poly: HP
- Forces: FRCE

Template: [Type_Name_PolyType](#)

Example: [GRP_Nora_LP](#)

Reference Library

For my collection of reference images, I only use broad categories as folders, the other information I put in the name and metadata.

I'm using a combination of tools, including Advanced Renamer, digiKam, Python and a tool from GitHub called [taggui](#).

Workflow

First, I will change the name with Advanced Renamer.

Using TagGUI, I will then let the program generate captions into separate text files, which are named after the image they are describing.

Now we need the Python script to take the information from the text file, and add it to the metadata of the images.

For clean organisation, I opted to convert all files to .jpg. This to make sure the metadata is displayed in a clean way.

The name

CATEGORY_SUBJECT_inc Nr

The metadata

A description/caption in the images "Title" and "Subject" fields.

The script

```
1. import os
2. from PIL import Image as PilImage, PngImagePlugin
3. from pyexiv2 import Image as Pyexiv2Image
4.
5. def add_text_to_image_metadata(image_folder):
6.     try:
7.         # Iterate through all files in the specified folder
8.         for filename in os.listdir(image_folder):
9.             image_path = os.path.join(image_folder, filename)
```

```
10.         text_file_path = os.path.join(image_folder,
11.         f"{os.path.splitext(filename)[0]}.txt")
12.
13.         print(f"Processing {image_path}") # Debugging line
14.
15.         if os.path.exists(text_file_path):
16.             # Read the content from the text file
17.             with open(text_file_path, 'r') as file:
18.                 caption_text = file.read()
19.
20.             # Convert filename to lowercase for extension checking
21.             filename_lower = filename.lower()
22.
23.             if filename_lower.endswith(('.jpg', '.jpeg')):
24.                 # Load the image's metadata
25.                 image = Pyexiv2Image(image_path)
26.
27.                 # Add the caption to the image's EXIF UserComment
28.                 and ImageDescription fields
29.                 image.modify_exif({'Exif.Photo.UserComment':
30.                 caption_text, 'Exif.Image.ImageDescription': caption_text})
31.                 elif filename_lower.endswith('.png'):
32.                     # Convert the PNG image to JPEG
33.                     image = PilImage.open(image_path)
34.                     rgb_image = image.convert('RGB')
35.                     rgb_image.save(os.path.splitext(image_path)[0] +
36.                     '.jpg', 'JPEG')
37.
38.                     # Load the image's metadata
39.                     image =
40.                     Pyexiv2Image(os.path.splitext(image_path)[0] + '.jpg')
41.
42.                     # Add the caption to the image's EXIF UserComment
43.                     and ImageDescription fields
44.                     image.modify_exif({'Exif.Photo.UserComment':
45.                     caption_text, 'Exif.Image.ImageDescription': caption_text})
46.
47.                     # Delete the original PNG image
48.                     os.remove(image_path)
49.
50.                     # Delete the text file
51.                     os.remove(text_file_path)
52.
53.             print("Processing completed for all images.")
54.         except Exception as e:
55.             print(f"Error: {e}")
56.
57. # Example usage: Specify the folder containing your images
58. image_folder_path = '/path/to/your/source/folder'
59. add_text_to_image_metadata(image_folder_path)
60. }();
```

Sources: https://www.youtube.com/watch?v=6KcTPnam6Sk&ab_channel=TimvanHelsdingen
<https://github.com/alexanderrichtertd/plex/wiki/Project-Structure>
<https://www.youtube.com/watch?v=o2LqKH6ahDA>

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