

ASSET MANAGEMENT

or, How I learned to stop worrying, and love the standardized naming convention.

Prepared by Ryan Neff on 10-17-13 Version 1.0

Images

File Formats for photographs:

Jpeg or tiff are preferred, gif, png or RAW will work.

File Formats for diagrams or logos:

.ai or .eps are preferred, .svg will also work.

Image Quality:

Please use a DSLR or a "Point & Shoot" camera on the largest image size setting. If you do need to use a cell phone, please be sure you've got the options set to the highest quality possible, and please, no filters or photo enhancements.

How to name your image files:

Section Number_first initial_last name_caption

Example:

1020_R_Neff_Photo of the shoreline senior center.jpg

4120_R_Hebel_Floorplan sketch.png

Telling me where the photo should go:

If the image needs to be inserted in a precise spot in the text, add a line of text like the example below. If the image does not need to be in a precise spot, and merely accompanies a section, the WBS section number in the filename will tell me where to place the image.

Placement indication example:

Bacon ipsum dolor sit amet short loin sirloin flank, ham hock pig pork belly short ribs tongue turducken. Turducken corned beef shank shankle, chuck fatback flank brisket tenderloin rump shoulder pastrami swine jowl frankfurter.

The image 4120_R_Hebel_Floorplan_Sketch.png should go here

Getting the images to the integration team:

Please give your text and images to your Integration Liaison. All images should be attachments, rather than embedded in the text document.

Got Questions?

If there's anything I haven't covered, or if you have any general questions about file formats, please email me at r.neff1111@edmail.edcc.edu

Where Can I find the most recent version of this document?

This document and all subsequent revisions will be posted on the Canvas discussion board under the discussion titled "Asset management guidelines".

Why are we doing this?

With hundreds of different images and document revisions, coming from a score of contributors, we have to keep things organized to ensure we don't end up with "file stew".

Documents

Document Formats:

Google Doc (.gdoc) is preferred, Microsoft Word(.doc, docx) or Notepad (.txt) are also acceptable.

How to name your document files:

Section Number_first initial_last name_Date_Version (Every time you submit a new document to your Liaison, please increase the Version number by one - see example below)

Example:

4120_R_Hebel_10132013_Infrastructure plan_V1.gdoc

4120_R_Hebel_11162013_Infrastructure plan_V6.gdoc

Formatting

Please use the default Google docs formatting. (This means please use the default font and paragraph style, along with the predefined styles of “normal text”, “title”, “heading 1” or “heading 2”) If you use MS Word formatting, the formatting will be removed before the text is added to the master word document.