

D.I.T Guide

Here are examples of how each folder should be named based on each type of shoot you may have:

XXXXP_Client_Title_Day_Camera_Card

Please do not use any spaces when naming files.

e.g. for a job called 8457P British Gas - Big Film

Standard Shoot

8457P_BritishGas_BF_Day1_C300_Card01

8457P_BritishGas_BF_Day2_C300_Card01

International Shoot

8457P_BritishGas_BF_Brazil_Day1_C300_Card01

8457P_BritishGas_BF_Brazil_Day1_C300_Card02

Multicam Shoot

8457P_BritishGas_BF_Day1_C300A_Card01

8457P_BritishGas_BF_Day1_C300B_Card01

Accompanying Audio

8457P_British_Gas_BF_Day1_Card01_Audio

Illegal Characters – Do not use these in any of your file names!

#	Hash	>	Right Angle Bracket	“	Double Quotes
%	Percent	*	Asterisk	:	Colon
&	Ampersand	?	Question Mark	@	At Sign
{	Left Bracket	/	Forward Slash	+	Plus Sign
}	Right Bracket	\$	Dollar Sign	`	Backtick
\	Back Slash	!	Exclamation Point		Pipe
<	Left Angle Bracket	'	Single Quotes	=	Equal Sign