

# FORMFONTS X-CHANGE

## Guidelines for submission of models

Please take a moment to read and follow these guidelines as closely as possible. They are based on good practice; and failure to do so may result in a delay in the model being approved...or in some cases rejected.

Always remember that these models are likely to be imported into other, more complex models...not viewed in glorious isolation...so you need to take that into account.

### Copyright:

As in the more technically worded Exchange Agreement, please do not post content to which you are not the sole copyright holder. Do not re-post slightly edited versions of content already on the site.

### Quality:

Please ensure that the model is at least vaguely in keeping with the general low-polygon nature of the site. Few, if any of the commercial models are as large as 1MB...most are much smaller. If your model is much larger than this, then we would suggest checking the size of the texture maps. If your model is geometry-only then, unless it is a highly complex model, the number of segments in the arcs and circles probably need to be greatly reduced.

Please ensure that all SketchUp models have been fully purged of unused Materials, Components and Layers. This can be done individually, starting with Components (An unused material cannot be purged if it is part of a component that itself has not yet been purged). Or all 3 can be purged at the same time via the Model Info dialog box.

Unless there is a very good reason not to, all models should be on a single layer...usually Layer0. If people are importing your component into a much more complex model, they will not be impressed by suddenly inheriting an extra 20 layers.

Please ensure that all faces are correctly oriented. In SketchUp this can be checked, even after applying materials, by hitting the Monochrome Face Style button. There should be no light blue "back" faces showing, unless this is unavoidable. Such faces are likely to show up either dense black or white if the model is exported to certain Raytracing renderers.

Make sure that your model is in some way connected to the origin. If it isn't, then it will have a larger than necessary bounding box when imported into someone else's model.

Do a quick check to see that no Hidden Geometry has been left floating out in space...especially if you have imported other stuff.

### Uploading:

Please supply a 400x400 square thumbnail image of the model against a plain white background. Or at least a thumbnail that appears to be square and is about that size. Submitting a 3000 pixel wide render as a thumbnail will result in a delay in the model being approved...perhaps by several days. In Photoshop you can force a square crop by holding down Shift. In Corel Photopaint use Ctrl.

We operate a configuration system, so that related models can be kept together...i.e. different pieces of furniture in a single bedroom suite. Each configuration will be counted as a separate model upload. If you use this feature, please supply a thumbnail of the entire range/suite for the Main Info page, then separate thumbnails of each item for the different config pages. You don't access the config upload page (even if you are just uploading a single model) until you have completed the main Info page and clicked "Submit Model".

Please supply a meaningful description of your model...not just "A chair."

Please post the polygon count of your model. This can be found in Model Info > Statistics.

Please supply a decent list of Tags/Keywords so that your model can be easily found after it has disappeared off the Most Recent pages. You don't need to bother with plurals that just take an extra "s".

So, for example, if you uploaded a Billy bookcase from IKEA, you might give the following as Tags....separated by commas:

bookcase, shelf, shelves, shelving, ikea, billy, storage

If you spot a model that you think is inadequately tagged, you can add more of your own.

**Thanks for taking the time to read this. We hope that if these guidelines are followed that the Exchange will develop into one of the best free resources on the Net and that every one who uses it will be able to find what they are looking for (if it is here) with the minimum of delay and will be confident that anything they use from here will be of good quality.**