

## Folder and File Names for Club PDI Competitions

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The images in an author's entry must be contained in a single folder.

To set up a folder, assuming that your images are in 'My Pictures' (Windows) or 'Pictures' (Vista): display 'My Computer' (Windows) or 'Computer' (Vista); click on 'My Pictures' (Windows) or 'Pictures' (Vista);; click on 'File' at the top left of the window, and choose 'New' and then 'Folder' from the menu. A folder will appear called 'New Folder' and highlighted in blue. Right click on this new folder, choose 'Rename', and name it in accordance with the rules set out below.

The folder should be named <Author's first name> <space><Author's last name>. The author's name derived from this folder name is used to credit the author of the images during the competition.

Make sure that the filename of each image is its title. If necessary, right-click on the file name of an image, select 'Rename', and enter the title of the image.

Filenames must conform to the usual Windows conventions. Avoid punctuation marks and special symbols. Upper and lower case letters and digits are OK, along with space, underline, hyphen, single-quotes, exclamation marks and parentheses. Note particularly that period and comma are not allowed. The file name should not be more than 60 characters in length. The files must have the .jpg extension.

*.Mac OSX users need to be particularly careful to follow these Windows conventions.*

Examples of typical filenames are:

01 Sleepy Head.jpg  
02 Salisbury - South Isle.jpg  
03 HMS Victory - Detail.jpg  
04 Dawn at Martin Mere.jpg  
05 'Missed It!'.jpg

*Produced by Anthony Macdonald Smith, based by kind permission of Michael Wood on his notes for Wilmslow Guild Photographic Society. Feb 2009*