

File Naming of Digital Images, Niagara Falls Camera Club (2007 – 2008)

Digital files are to be named using the following six fields:

- theme
- level
- entry number
- member's name
- space (one space)
- title of image

Below is an explanation of each of the above fields:

1. Theme (Entry Category)

This is the first field in the file name. A single letter is used to define this field.

- action - **a**
- creative - **c**
- nature - **n**
- pictorial - **p**
- photojournalism - **j**
- portrait - **t**

2. Level- Member's level in the slide division. This is a single letter as shown below.

- bronze - **b**
- silver - **s**
- gold - **g**
- diamond - **d**

3. Entry number of the file, 2 digits:

This is the number of that entry for the year. There are a maximum of 18 entries for the year. The entry number is a 2 digit number between 01 and 18.

Month			
September	01	02	03
October	04	05	06
November	07	08	09
December	10	11	12
January	13	14	15
February	16	17	18

4. **The member's name.** A six (6) letter ID will be used as an identifier for the member's name. It will consist of the first 3 letters of the first name and the first 3 letters of the last name. The first letter of each name **may** be capitalized.

Name	ID
John Smith	JohSmi or johsmi
Karen Fulham	Karful or KarFul
Alexis Williams	AleWil

5. **Space.** One space is used to separate the maker's name from the title of the image.
6. **Title of the Image.**

Fields in the File Name:

Theme, Level, Entry number, Member's Name (ID), space, Name of image

Examples:

1. John Smith's third entry in November (i.e. his 9th entry for the year). John is at the silver level and has a pictorial entry. His membership ID is johsmi.

The file will be named as follows: **ps09JhoSmi Red Rose**

2. Maria Sprague's membership ID is marspr. She is in the gold level. This is her first submission in October and the image is a portrait.

The file should be named as follows: **tg04MarSpr Rising Waters**

There are no spaces in the first 4 fields.

Submission Guidelines

1. Images should be submitted as JPEG files.
2. Maximum pixel dimensions should be 768 pixels on the long side (this will ensure that both vertical and horizontal images will project as the same size image).
3. Color space should be sRGB.
4. Resolution: There is no need to change the resolution.
5. Image quality: highest quality JPEG to fit maximum file size.
6. Borders are not allowed on digitally projected images.

Files may be submitted by email (recommended) to Karen Fulham at fulham@cogeco.ca or brought to the club on a CD or USB storage device or flash card 2 weeks before the day of the competition.