

File Naming

In an effort to standardise the method of file naming, ensure that each photograph has a title, make it easier for us to identify the photographer and to ease future searches, please adopt the following file naming method.



Claire_DSC_7460_RBow2022

Title

File name given by camera

The first letter of your Christian Name and the first three letters of your Surname and the year it was taken.

Method

Click on the box containing the file name

Left hand click on the image and chose RENAME, right hand click at the beginning of the box.

Type in the Title of the photograph (in this case Claire) followed by an underscore.

Left hand click at the far right of the box that will take the curser to the end of the file box (after the reference number given by the camera in this case DSC_7460). If this number is no longer there you will need to retype it in.

Type in an underscore followed by your unique initials and the year (in this case RBow 2022)Your unique initials will identify you and the year will enable you to search for files taken in that year in years to come.

This can also be done **before** exporting out of lightroom or Photoshop etc.

If your Initials are the same as someone else the admin team will issue identification numbers E.g. John King and Jenny King—would be JKin(1) and JKin(2).