

# File Naming Convention for Electronic PDI submission

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The following file naming convention is for use in the submission of PDI's for internal competitions via the link <http://cwok.me/cu/WDPS-PDI> .

This password for this season is wdps2016/17

This file naming convention is in addition to each PDI having accurate Author and Title EXIF fields, both of which are required to ensure correct projection by the FilmFree projection software used by the club. The absence of these fields may result in issues in competition. If you are unsure how to complete these EXIF fields for your images please consult the club projectionist.

Images should also continue to adhere to pixel sizing as defined in the current club rules.

## File Naming

When images are submitted electronically via the <http://cwok.me/cu/WDPS-PDI> link they are all stored in a single folder and therefore to ensure accurate management it is necessary to be able to identify them quickly and easily by filename.

NOTE: your name will automatically be prepended to the file name during upload, so it is important that you complete this section of the upload accurately (see upload instruction).

## Standard

File names should follow the standard outlined below:

<Choice>\_<Competition name>\_<xxx>.jpg

Where:

<Choice> = Your choice of image i.e. 1,2 or 3 (used to discard images in the event of over subscription)

<Competition Name> = the name of the competition being entered e.g. Thurgood

<xxx> = any other text you wish to append to your image to make it unique e.g. 'Chick on a stick'

Remember, your name is not required on the image as the uploading software will prepend this.

## Examples

So combining the examples above gives:

**1\_Thurgood\_Chick on a stick.jpg**

Other examples might be:

An entry of a third choice image into the Hildreth by would have a filename of:

3\_Hildreth\_The third best image I could find.jpg

A second choice image in the Kendrick Cup would have a filename of:

2\_Kendrick\_Wot I took on my holiday.jpg

If you are unsure of the competition names then please consult the latest club rule set, available on the website.

### **Conformance**

Whilst it is not the intention to penalise members for failing to adhere to the file naming standard exactly, the Internal Competition Secretary may be unable to identify an images' author or relevant competition and may be forced to exclude it.

Hopefully members can see that by taking a little time to name their images correctly then it will make it easier for all members in the longer term.