

How To Create a Filename For Digital Entries

The first letter(s) of the file name must be a capital **B**, an **A** or **AA**. *This is the Group you are in.*

Type “**B**” if you are in the B Group (new member, novice, amateur)

Type “**A**” if you are in the A Group (advanced amateur, accomplished)

Type “**AA**” if you are in the AA Group (most accomplished).

So first we have...

B or
A or
AA

Now type a hyphen (-) *immediately after* the “B”, “A” or “AA”.

Do not skip a space. Do not use underscore (_).

Now it should look like this...

B- or
A- or
AA-

Next, type “**Assigned**” or “**Open**” *immediately after* the hyphen.

DO NOT use all upper case. Do not skip a space. Do not use underscore (_).

Now it looks like this...

B-Assigned or **B-Open**
A-Assigned or **A-Open**
AA-Assigned or **AA-Open**

Now type *another* hyphen (-) *immediately after* “Assigned” or “Open”.

Do not skip a space. Do not use underscore (_).

Your Filename should now have...

B-Assigned- or **B-Open-**
A-Assigned- or **A-Open-**
AA-Assigned- or **AA-Open-**

Next, type your title *immediately after* the last hyphen. *Do not skip a space.*

Keep the entire file name equal to or less than 40 characters. *Do not hyphenate the title.*

DO put a space between each word in the title.

Delete any File Sequence Numbers assigned by your camera (such as Nikon’s DSC number).

Do not add the date to the title. **Do not** add the JPEG extension as *part* of the file name. Allow the computer to assign it.

Your finished File Name should look like this...

B-Assigned-Your Image Title Here or **B-Open-Your Image Title Here**
or
A-Assigned-Your Image Title Here or **A-Open-Your Image Title Here**
or
AA-Assigned-Your Image Title Here or **AA-Open-Your Image Title Here**

ALWAYS BE SURE YOUR FILE NAMES AND WRITTEN TITLES ON ENTRY FORM MATCH!