Filenames, and Keeping Images in the right order

If you have 75 images in a Competition, you require to present them to the Judge, in a specific order 1 to 75, rather than expect him to randomly find his way through 75 images on a CD.
If you place your Club's images into a folder in the correct order, but you have not numbered them, when the CD is opened by the Judge, or you on the Club night, the images will probably be in a different order.

A way round this, without using specific software, is to number each of the images from 01 to 75, putting this number immediately before the title of the image on the filename - e.g. *06 Winter Morning*
It is a good idea to include both a 'number' and 'title' in the filename, so that the judge can readily identify the image, and also allow for different authors using the same title.

- Do not open and resave jpeg files to rename them – the quality of the file will have deteriorated when it is opened next time – tiff files can be opened and resaved without any deterioration
- You can renumber without opening the images by going to Windows Explorer, right mouse click and choose the 'Rename' option

You should also supply the Judge with a 'paper list' or 'scoresheet' for him to enter his marks or positions, this should be in the same order as the images on the CD (1 to 75).
To do this -

- make up the paper copy first as you would do normally for slides or prints.
- Put all the images into the one folder in Windows Explorer, by copying and pasting them from the CDs or memory devices that you have been supplied with (Remember, do not open and resave jpeg files into the folder, or quality will be lost)
- then re-number the images to match, in Windows Explorer.

Or alternatively -

- ask all your authors to 'number and title' all their images 01,02,03,04..
- Put all the images into the one folder in Windows Explorer, by copying and pasting them from the CDs or memory devices that you have been supplied with, - *the 1st image from every author will then come up first, followed by the 2nd image from every author and so on*
- then re-number the images from 01 to 75 in Windows Explorer. *(this can be done automatically by using some other programs e.g. namewiz*)*
- once the order has been established, create your scoresheet. *(the filenames can be copied and pasted from Explorer automatically by using some other programs e.g. ddfilecatcher**)*

When asking authors to Title their images -

- No author names should be included in titles
- ask all your authors to 'number and title' all their images 01,02,03,04.. this makes it easier for competition secretaries to keep track of images, and avoids confusion, particularly with truncated titles, or those too long to be displayed in full.
- If you use Author ID numbers, in order to avoid confusion put any author numbers at the end of a filename

Notes –

- When numbering with single digits it is always advisable to put a zero '0' immediately before so that your order will not change when viewed in a different program. e.g. 1,2,3… would become 01,02,03…
- Remember that a space in the wrong place can alter the order of your images so make sure that you don't put a space before either the 0 or the 1…
- If you are asking the Judge to judge Beginner, Intermediate and Advanced, then create three different folders for your author's images to be sorted into.
- No special requirements are necessary for the paper list, you can do it with pencil and paper although MS Excel will allow you to do sorting which may speed things up
- Remember that some characters cause problems when used in filenames – if in doubt avoid all but alpha-numeric characters e.g. 1 2 3 4 A B C D
  - namewiz – a program that will allow you to rename or renumber an entire folder of images (www.softbytelabs.com)
  - ** DDfilecatcher – a program that will copy all the filenames from a folder in Windows Explorer and import them into MS Word or MS Excel (www.ddfilecatcher.com)