

FILE NAMING INSTRUCTIONS, FILE TRANSFER INSTRUCTIONS

These are part of the rules and must be obeyed

File Format

Best quality jpeg only TIFF files, PSD files, RAW files will NOT project and cannot be used.

Image Size

Regardless of the format of the image – portrait or landscape - the maximum vertical dimension is **1200** pixels and the maximum horizontal dimension is **1600** pixels. Any image exceeding these dimensions will result in you being asked to supply a replacement.

Titles

All titles must be in the format –

THE TITLE by An Author.jpg

Which is – THE *space* TITLE *space* by *space* An *space* Author *dot* jpg

Where

THE TITLE must be in upper case

by is in lower case

An Author must be in initial uppercase, rest lowercase

.jpg – file designator - do not add this, the computer does it for you.

Hence what is produced should be for example A GOOD PICTURE by Joe Bloggs.jpg

Submission

Fill in the PDI Entry Form with the title & author of the 40 images you are using for the competition, nature images should be marked "(N)" after the title. Please only use author's names without distinctions - it saves space. In the Rnd 1 column mark with X the 16 images you will use for round 1. This must be done electronically - hand written is not acceptable and will be rejected. You can use either the Word or Pages version but not any other. Please put your club name on the top of the form or I will have to do it for you.

If you get into the second round you will be given a paper copy of this sheet to mark up with your entries.

It is permissible to compete without attending the event, in which case you also mark your list with the 20 images you wish to use should you get to the second round, and you do not need to send more than your nominated images.

Please send one folder called "CLUB NAME" containing 3 sub folders –

"CLUB NAME ROUND 1"

"CLUB NAME BANK"

"CLUB NAME ENTRY FORM"

The Club Name should be long enough to identify it - full names are not necessary.

These names are required because they all get separated and if you don't do it then I have to.

When you have sent it, send me an email so that I know to look out for it.

The folder should be sent using the website wettransfer.com which everyone has used for several years.

Do not use the CMS system - I am not geared up to use it and I am too old to learn new tricks.

All entries will be checked, but please try to get it right – it just makes my life easier!

A lot of the checking is also done by computers which require 100% consistency as they do not have a 'you know what I mean' function - make sure that the image and the list have exactly the same spelling and also that the list is in the same order as the images.

If you have any queries please ask - Peter Farnworth Tel 01332 810061 peter.farnworth@nempf.org