

## **Titling**

### Name/Title your folder, file, or photo:

1. Select the folder/file or photo which you want to title/rename, by L click ONCE on it.  
The file will turn blue.  
(Depending on your operating system, you may only have to hover your cursor over the file)
2. R click on the file. Another window appears. Go to → 'Rename' (L click on Rename).
3. The title turns blue. Press the *Backspace* button on your keyboard, this deletes the words.  
Type in your new title for the folder, then press the 'Enter' button ←

### Competition titles.

1. You need to give your photo a title, which relates to the photo and the competition.  
(Eg: 'Weather' competition title could be 'Rainy Day'.)  
Please note that only 'Abstract' photos should NOT have a relevant title. The title should not give away what the photo is.  
Wildlife photos should have the correct animal name.
2. Use of amusing titles/play on words is allowed.
3. Try to keep the title fairly short: long titles are really annoying!  
(Eg: 'Water pouring from clouds in the sky during daylight hours')

### **For in-club competitions:**

1. At the **front** of the title, First add the code (Images = D1, D2, D3, or on your prints = P1, P2, P3, ) to show your own order of preference. (Eg: D1-Rainy Day-100)  
So D1 will be your favourite, D2 is your second favourite, etc.  
This will allow us to not enter the D3's and P3's if we have too many photos entered in the competition.  
For the digital copies of your Prints, please add the code: P1r, P2r, P3r to show it is the resized copy.
2. Next to the code: hyphen (-). NO spaces (D1-)
3. Next to the hyphen is the title of your photo. (D1-Rainy Day) CAN have a space between the words.
4. No space, then another hyphen (D1-Rainy Day-)
5. Then add you own competition number. (D1-Rainy Day-100)  
Judges do not like to know who took the photo so as to be fair when judging, so we add a our competition number to identify the owner, but not our name.

### Print Titles:

1. Titles of prints should be written on the reverse of the mount, in the **top right hand corner**.  
This will indicate to the judge which way up you want the photo to be viewed.
2. For in-club competitions: use a pencil to write the title. It can then be rubbed out if you want to re-use the mount for a different photo.
3. Some external competitions have their own rules (such as attaching a label) so please check before you enter.

### **For external competitions:** (CPA, Charles Hosken, WCPF comps, etc)

Image files **must** be named in the following format:

**Code-Image Title-Photographers Name-Camera Club**

Image 1 - code D1

Image 2 - code D2

Image 3 - code D3

Image 4 - code D4

e.g. D1-Bradford Church-Ann Other-Cornish CC

Note: Upper and lower case letters as shown, and hyphens between prefix, title, name and club.

But no 'spaces' either side of hyphens.

### **Spelling:** for all competitions:

**Please check the title is spelt correctly**, as it will be copied and projected as you have spelt it.