



## Instructions for file preparation

### Organize image files in a folder for entry

Once you have all of your images prepared, collect all your files and upload them in one folder. It is possible to upload individual files, but sending all of your images within one folder will simplify the process.

- Be sure to follow the consistent file naming convention as shown, then collect all files into a folder.
- Name the folder: Photographer's Name + "POY65." Example: LeahGalloPOY65.
- Compress the folder into a .zip file.  
Windows XP users: Right-click on the folder icon, select "Send To..." and then "Compressed (zipped) folder."  
Mac OS X users: Control-click the folder icon, and select "Create Archive of 'Folder Name'."
- Click on the "File Upload" button on the Web page.
- Follow onscreen guides to upload your .zip or .sit file.

### Picture story identifiers

All story pictures in multiple picture categories should

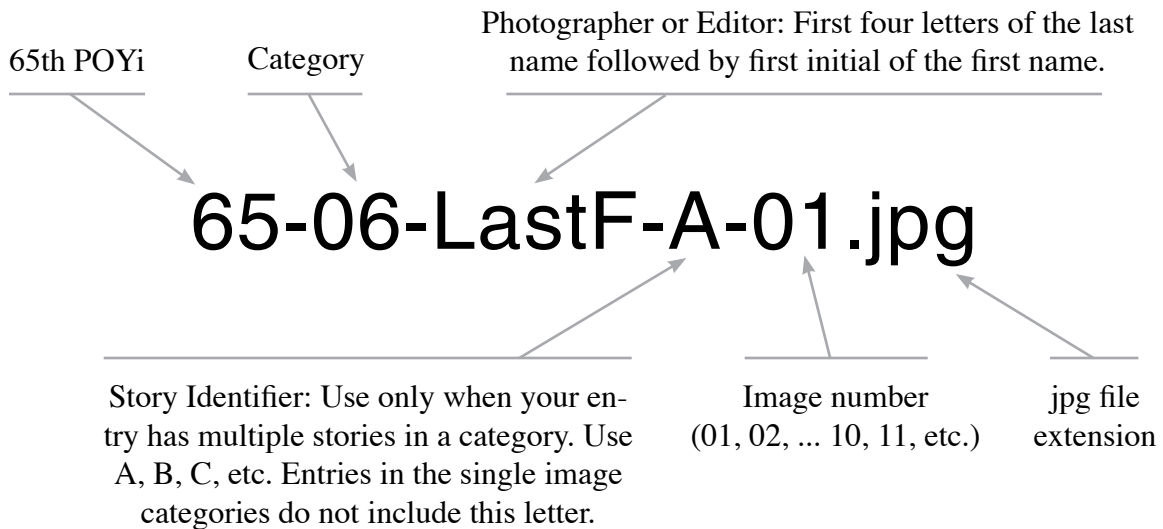
include a story identifier letter. For the first story in a specific multiple picture category, use story identifier "A." For the second story in the same category number, use story identifier "B." The third would be "C," and so on.

### Premiere category identifiers

The "Call for Entries" reads that premiere and portfolio categories are numbered. We added the numbers to help with our online accounting system. But for your convenience, please continue using these category abbreviations in the file naming convention:

NPOY = Newspaper Photographer of the Year  
MPOY = Magazine Photographer of the Year  
WUA = World Understanding Award  
GVA = Global Vision Award  
CAA = Community Awareness Award  
OWW = One Week's Work  
Use the number "48" for Best Photography Book Award

## File naming convention guidelines



For example:

Single picture category would appear as

**65-07-RemiS-01.jpg**

Category: #07 Pictorial  
Photographer: Stephen Remich  
Image #: 01

Multiple picture category would appear as

**65-14-QuinE-A-01.jpg**

Category: #14 News Picture Story  
Photographer: Eduardo Quinones  
Story: A  
Image #: 01