Instructions for File Preparation

Organize image files in a folder for entry

The entry process for POYi is a one-time procedure. **<u>After uploading, you cannot resubmit.</u>** Carefully edit and organize before beginning the entry process.

Once your images are prepared, collect all the files into one folder. Do not create subfolders (except for multimedia entries that require reference files for the format). Sending all of your images within one folder will simplify the sorting process.

♦ Name the folder: Photographer's Name + "POY67." Example: LeahGalloPOY67.

♦ Compress the folder into a .zip format file. Instructions on how to compress your entry into a .zip file can be found on the first page of the online entry form.

♦ Click on "File Upload" on our Web page.

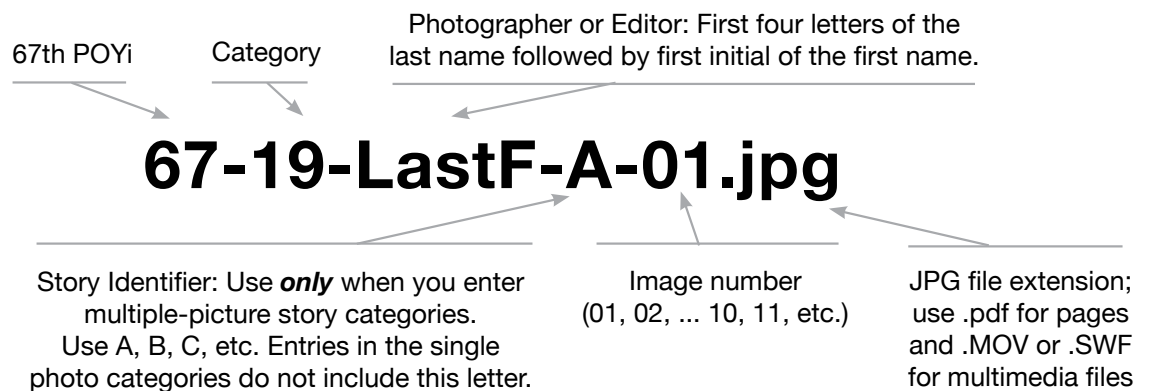♦ Follow the onscreen guides to upload your .zip compressed file.

Picture story identifiers

All pictures in multiple-picture story categories should include a story identifier letter. For the first story in a specific story 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

For premiere and portfolio categories, please use these category abbreviations in the file naming convention:

- POYN = Photographer of the Year - Newspaper
- POYFA = Photographer of the Year - Freelance / Agency
- DPOY = Documentary Project of the Year
- WUA = World Understanding Award
- GVA = Global Vision Award
- CAA = Community Awareness Award
- OWW = One Week's Work

67th POYi   Category   Photographer or Editor: First four letters of the last name followed by first initial of the first name.

67-19-LastF-A-01.jpg

Story Identifier: Use *only* when you enter multiple-picture story categories. Use A, B, C, etc. Entries in the single photo categories do not include this letter.

Image number (01, 02, ... 10, 11, etc.)

JPG file extension; use .pdf for pages and .MOV or .SWF for multimedia files

For example:

Single picture categories appear as

67-07-RemiS-01.jpg

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

Multiple-picture story categories appear as

67-12-QuinE-A-01.jpg

Category: #12
Photographer: Eduardo Quinones
Story: A
Image number: 01