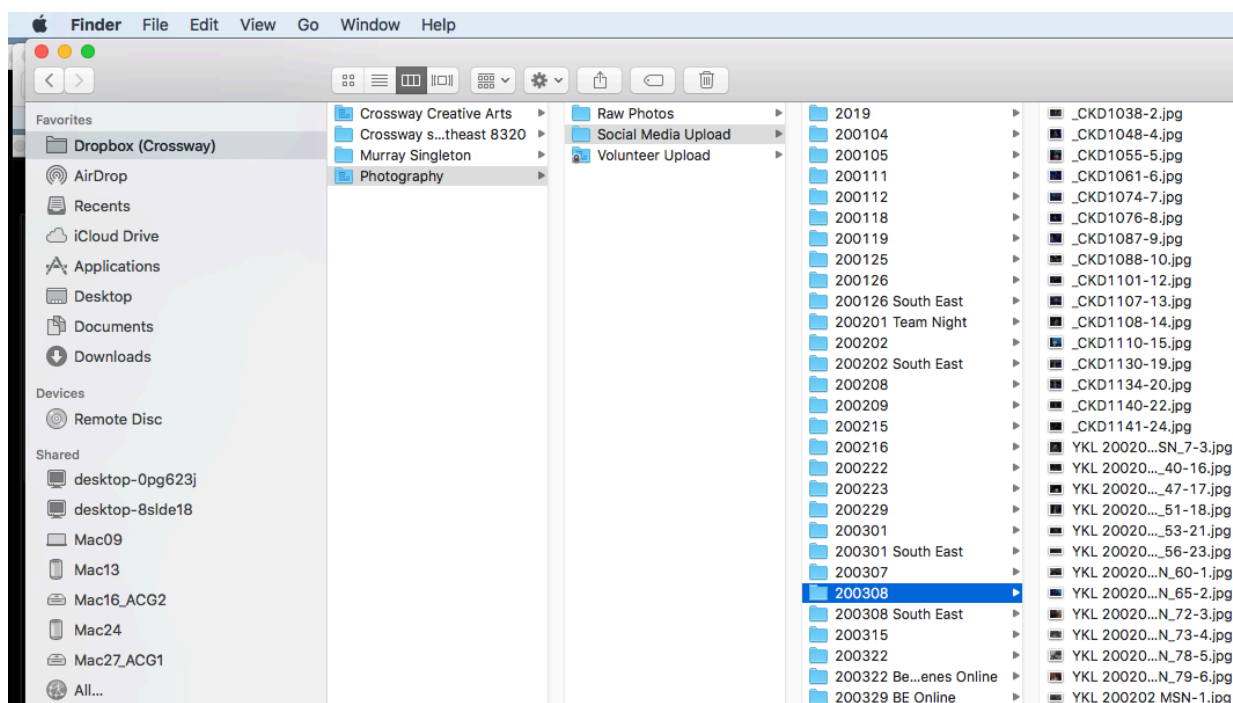


File naming is at the centre of our archiving and filing system. Folders must be correctly set up from the start to keep an organised system you can grow with.

A batch of images created on the same date can be stored in a folder labelled with the date backwards eg. 200315 folder created for 15th March 2020. Starting a file name with the creation or capture date keeps files in chronological order.



There are three critical characteristics that need to be included in any file name:

- » Each image must have a unique name that includes a unique identifier (sequential number)
- » File names should not be longer than 30 characters plus the file extension eg. CKD\_1045.jpg
- » Tags can be added to the end of the file name to indicate added features eg. CKD\_200518\_Baptism.jpg

# DAN0080-14\_Team Launch\_Final.JPG

1

2

3

4

5

1. Initials indicate that files were created by the same photographer. Use three letters to represent your name.

2. Each image in a folder includes a unique identifier number. In this example, 0080-14 indicates that a series of images have been combined into a single rendering.

3. Separating character sets with an underscore ensures cross platform compatibility.

4. Adding a tag, such as Team Launch allows the images to be quickly identified when there is no database or metadata search possible.

5. Adding a tag such as FINAL or MASTER indicates this is the final processed, colour corrected and retouched file. Currently, we are keeping raw photos in one folder and our edited photos are copied across to the folder SOCIAL MEDIA UPLOAD.



DAN0080-14\_Team Launch.jpg  
JPEG image - 923 KB

Tags [Add Tags...](#)  
Created Saturday, 1 February 2020 at 8:12 pm

Do you have any additional tips or processes that you use when file naming? Let us know!