

APPENDIX V

Naming Your Photo Files

The most important part of naming a photo is to name it in such a way that we can determine exactly where, when, and by whom the photo was taken. If you have completed Survey Site Visit Forms for your visits and have checked the box for PHOT in the identification section for some species, we need to be able to easily determine which photos correspond to which species on which forms.

Digital Photos

If you are taking digital photos, the preferred format is a jpeg (.jpg), but other commonly used formats such as bitmaps (.bmp), are also fine.

Below are some suggested naming formats for several different scenarios. It is assumed that all people submitting photos for the New York Dragonfly and Damselfly Survey will have received a copy of the *Handbook for Workers* and will have submitted a Volunteer Registration Form (and will therefore have a Volunteer ID).

Your Volunteer ID is the first three letters of your last name, followed by a dash, the first initial of your first name, followed by a dash, the last four digits of your phone number.

Example: HOU-C-7567

Please use one of the following formats to ensure that the name of each photo file either includes or can be associated via the database with 1) who took the photo, 2) where the photo was taken and, 3) date the photo was taken. The examples all include the use of dashes instead of underscores to avoid confusion over when to use which. Also, do not include spaces after the letters and numbers.

How to decide which name format to use:

Type of record you have	Use photo name format #
Survey Site Visit Form (has been entered into a copy of the database)	1
Survey Site Visit Form (completed by hand but not entered into a copy of the database)	2
An incidental photo (no Survey Site Record Form completed, either hand written or entered into a copy of the database)	3
A photo <u>and</u> a voucher specimen submitted for the same <u>individual</u> (with Survey Site Visit Form entered into a copy of the database)	4
A photo <u>and</u> a voucher specimen submitted for the same <u>individual</u> (Survey Site Visit Form completed by hand but not entered into a copy of the database)	5

Photo Name Format #1 – You have submitted one or more photo and have entered your Survey Site Visit Forms into a copy of the database

Use your Volunteer ID, then a “p” (short for "place"), followed by the Site ID as found in the Survey Site Visit Form. The Site ID is automatically populated in the Survey Site Visit Form when you enter your survey visit information into the database. The Site ID appears in the upper left-hand corner of the database record. After the Site ID, include a dash, then add the initials for the suspected species or genus (*Williamsonia lintneri* in the example below). Finally, add a dot and then the file type (jpg, bmp, etc.).

Format: Volunteer ID - p site id - initials of the species and/or genus

Single photo example: HOU-C-7567-p12-WL.jpg

If you have multiple photos of the **same individual**, use lower case letters to denote this as in the example below.

Multiple photos of the same individual at same survey site:

NOV-P-7567-p2-WLa.jpg

NOV-P-7567-p2-WLb.jpg

Photo Name Format #2 – You have submitted one or more photos and have completed Survey Site Visit Forms (hand written, but not entered into a copy of the database)

This situation is similar to Photo Name Format #1 above; however, because you have not entered your Survey Site Visit Form into a copy of the database, you will not have a Site ID number. Use your Volunteer ID, then a dash, followed by the Survey Site name that you have listed on your form. Use dashes to separate portions of the site name, rather than underscores. Follow the Survey Site name with a dash and then the initials for the suspected species or genus (*Williamsonia lintneri* in the example) as in Photo Name Format #1 above. Use letters for multiple photos of the same individual.

Format: Volunteer ID - Survey-Site-name - initials of the species and/or genus

Single photo example: HOU-C-7567-Black-Pond-WL.jpg

If you have multiple photos of the **same individual**, use lower case letters to denote this, as in the example below.

Multiple photos of same individual at same survey site:

HOU-C-7567-Black-Pond-WLa.jpg

HOU-C-7567-Black-Pond-WLb.jpg

Photo Name Format #3 – You have submitted a photo that was not taken as part of a planned survey. In such a case, you will not have completed a Survey Site Visit Form, either by hand or within a copy of the database.

Treat this situation the same as Photo Name Format #2 above. Use a logical place name for the location the photo was taken in lieu of the Survey Site name. We may need to follow up with you to get a map of the location where the photo was taken.

Photo Name Format #4 – You have submitted a photo and a voucher specimen record for the same individual and have entered your Survey Site Visit Forms into a copy of the database. Note that if you are submitting a voucher specimen, you need not also submit photos, but if you did take photos as well, we'd be happy to look at them.

Use the NYDDS Voucher number found in the database for this individual specimen record. The NYDDS Voucher number includes your Volunteer ID and a specimen record ID. It is found near the upper right-hand portion of the Specimen Record Data Entry screen (in gray) in the database, and is populated automatically when you transfer specimen information from the Survey Site Visit Form.

Format: NYDDS Voucher number - followed by the file type (jpg, bmp, etc.)

Single photo example: HOU-C-7567-72.jpg

In this example, the 72 is the specimen record ID from the database.

If you have multiple photos of the **same individual**, use lower case letters to denote this, as in the examples below.

Multiple photos of same specimen: HOU-C-7567-87a.jpg
HOU-C-7567-87b.jpg

Photo Name Format #5 – You have submitted a photo and a voucher specimen record for the same individual and have completed Survey Site Visit Forms (hand written, but not entered into a copy of the database)

This situation is similar to Photo Name Format #2 above, where you have not entered your Survey Site Visit Form into a copy of the database. In this case, you will have neither a Site ID number nor a specimen record ID number. Use your Volunteer ID, then a dash, followed by the Survey Site name that you have listed on your form. Use dashes to separate portions of the site name, rather than underscores. Follow the Survey Site name with a dash and then the initials for the suspected species or genus (*Williamsonia lintneri* in the example) as in examples above. Use letters for multiple photos of the same individual.

Format: Volunteer ID - Survey-Site-name - initials of the species and/or genus

Single photo example: HOU-C-7567-Black-Pond-WL.jpg

If you have multiple photos of the **same individual**, use lower case letters to denote this, as in the example below.

Multiple photos of same specimen:

HOU-C-7567-Black-Pond-WLa.jpg
HOU-C-7567-Black-Pond-WLb.jpg