

Tips for Naming Photos

Photos can be named as **Year-Location-Program or Exhibit-Date-Names** (volunteers, staff and sometimes public). Even though it's not ideal, put as much info as possible in the name of the photo. For example, if I have a picture from A Christmas Long Ago in Moose Jaw, it might look like this:

2024-MJ-A Christmas Long Ago-Dec 10-staff Alexis Jones-volunteer Karen Dolan

If there are a series of photos from a program, it might look like this:

2024-MJ-A Christmas Long Ago-Dec 10 (1) staff Alexis Jones-volunteer Karen Dolan

2024-MJ-A Christmas Long Ago-Dec 10 (2) volunteers Karen Dolan-Carol Moran

2024-MJ-A Christmas Long Ago-Dec 10 (3) program room set up

...and so on.

If volunteers are from a volunteer club, try to include that if there's room.

If we have photos with lots of volunteers or staff, you can include a Word document in the file. The document might be named something like: "A Christmas Long Ago-Dec 10 2024 Photo Info." In that document, list the volunteer's full names or other details that don't fit on the photo name.

If the photo is of a gallery, exhibit or artifact then include those details such as:

2025-MJ-BCATP-Feb 19

OR

2025-MJ-ARIES B Rocket-WDM-1985-S-54-Feb 19

For exhibit photos, don't worry if you don't have an exact date the photo was taken.

OR

2025-MJ-100 Years of SK History-Weather exhibit

If a photo has WDM visitors and we have permission to use their photo then note that in the photo name like the following:

2024-MJ-A Christmas Long Ago-Dec 11 (4) Smith Family-with permission

OR

2024-MJ-A Christmas Long Ago-Dec 10 (4) Lindale School Moose Jaw-Grade 2-with permission

Save a copy of photo permission forms with the photos and label the forms with the individual, group or school name like the following:

2024-MJ-WDM 75th-April 2 Event-Photo Permission-Smith Family

If you're unsure of the year of a photo, you can list it as:

1990s-MJ-Snowbirds Gallery

You could also say something like:

1990s-MJ-Snowbirds Gallery (1) possibly 1993 **or**

1990s-MJ-Snowbirds Gallery (1) circa 1993

Any detail you can provide is helpful.

If you don't know who someone in the photo is then you don't need to include a name in the file name. Or if you recognize some people and not others, you can list some as unknown which might look something like:

2024-MJ-A Christmas Long Ago-Dec 10 (2) volunteers Karen Dolan-unknown-Carol Moran

If you don't have room, then don't list "unknown."