DNREC Photo Contest Submission Guide
File naming and metadata instructions for contest entries

This guide explains how to properly prepare photo files for submission to the Delaware Department of Natural Resources and Environmental Control (DNREC) Photo Contest. Following these steps helps judges efficiently organize, review and credit each entry.

Part 1: Adding metadata

Metadata is embedded information within a photo file. It allows DNREC staff and judges to identify the photographer and ensure proper credit is maintained throughout the judging and archiving process.

Step 1: Use a free tool to edit metadata, such as EXIFEditor.io.

Step 2: Upload photo to the webpage or tool. Metadata should populate for you to edit.

Step 3: Locate and complete the following fields:
- **Artist:** Enter your full name as the photographer.
- **Copyright:** Enter "Delaware DNREC/Your Name."
  If the fields are not immediately visible, use the search bar on the page and type "Artist" or "Copyright."

Step 4: Click "Save" or "Save As" and download the updated image to your computer.

Part 2: File naming

File naming ensures each submission can be quickly identified by date, category, title and photographer.

Step 1: Locate the saved image on your computer.

Step 2: Rename the file using one of the following methods based on your operating system:
- **Mac:** Single-click the file name.
- **PC:** Right-click and select Rename.

Step 3: Use the following naming format:
- Category-Photo-Title-photo-by-Your-Name-YYYY-MM-DD.jpg
- **Example:** Watershed-Tracks-photo-by-John-Doe-2026-01-05.jpg

Final Notes:

Each participant can enter up to three photos, so choose your strongest images. Using this standardized format ensures a smooth judging process and accurate crediting of all entries.

Thank you for participating in the DNREC Photo Contest, and best of luck.