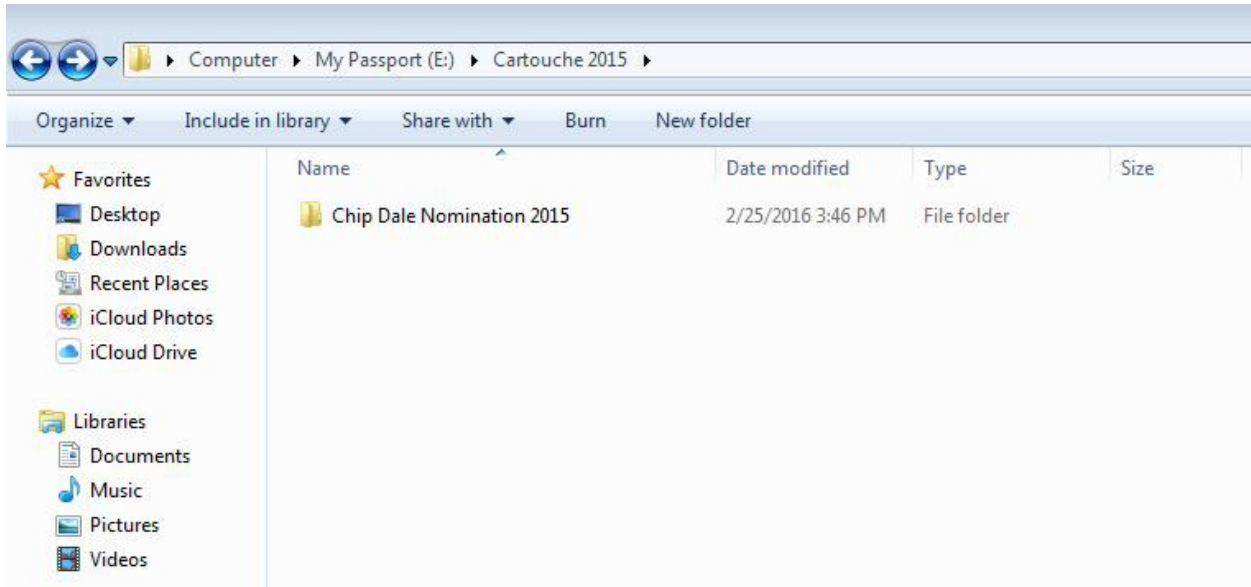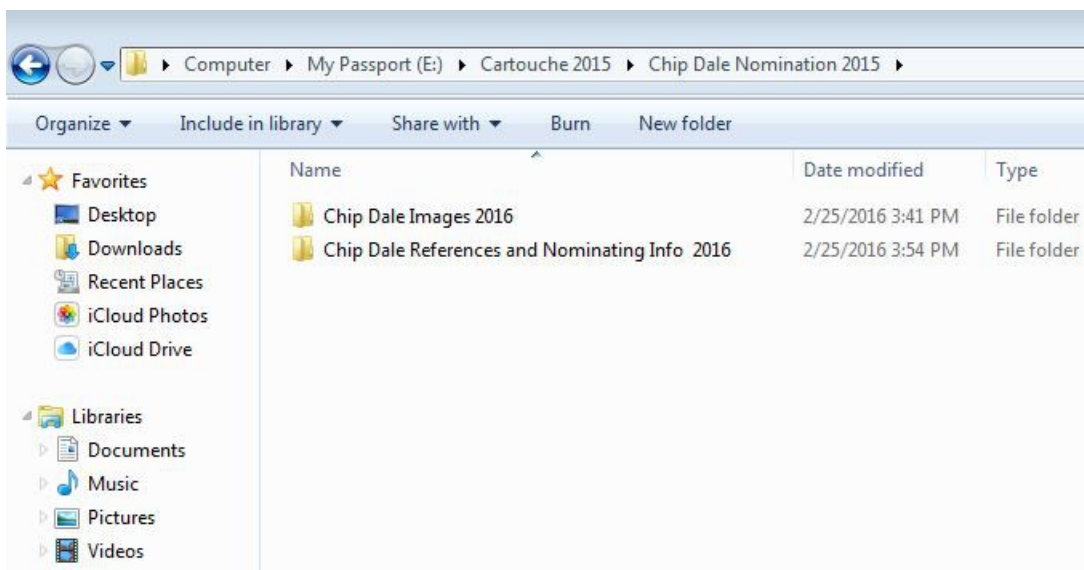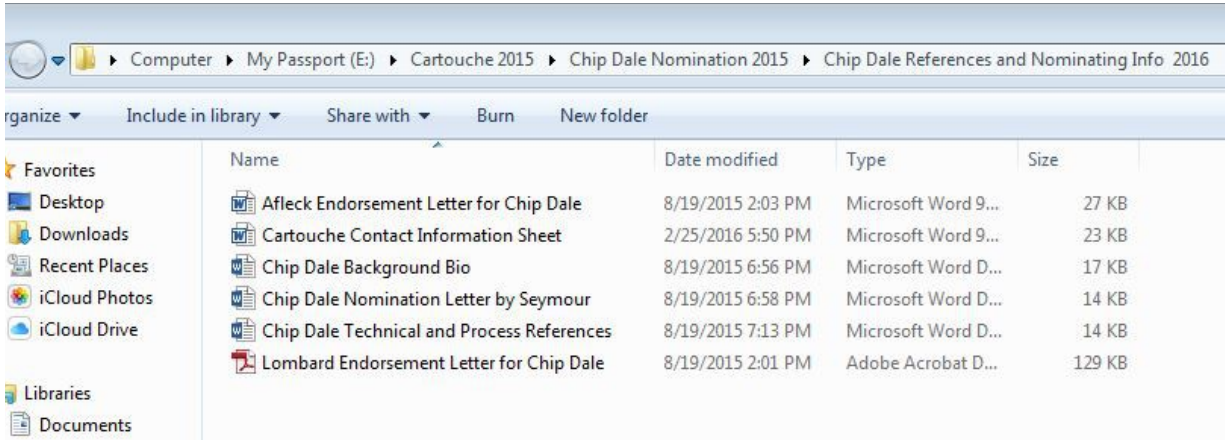# Cartouche Nomination Formatting Guidelines

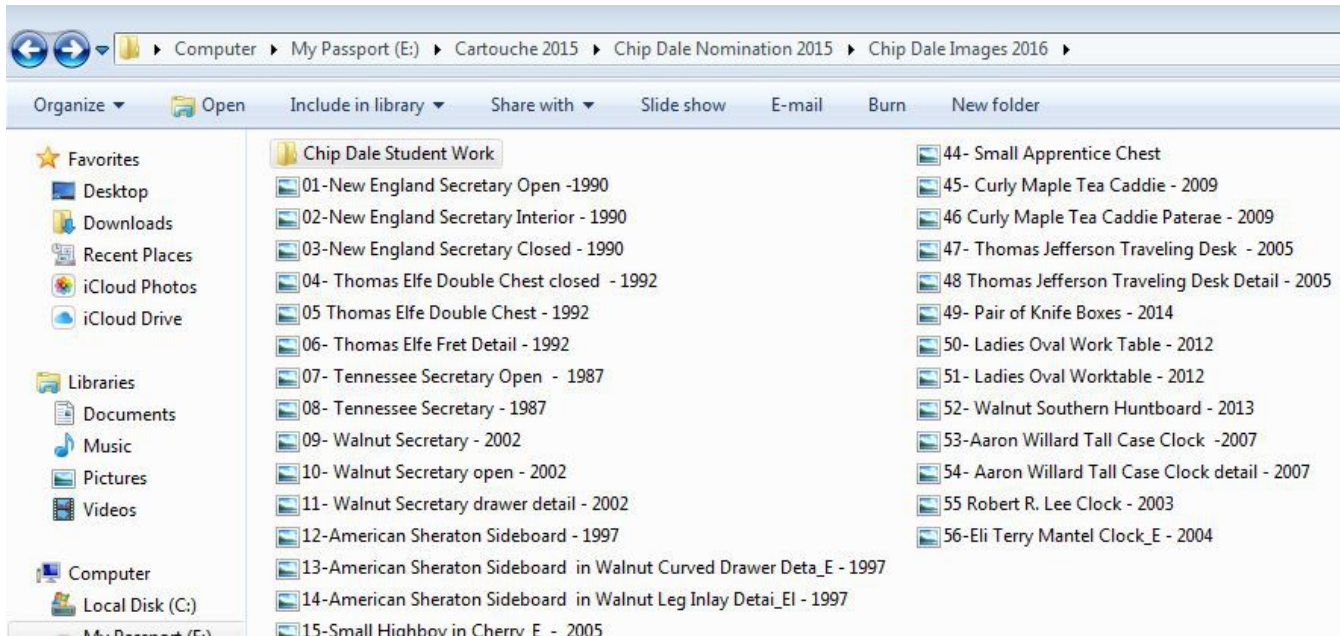The Main Folder should be labeled in the manner shown below:

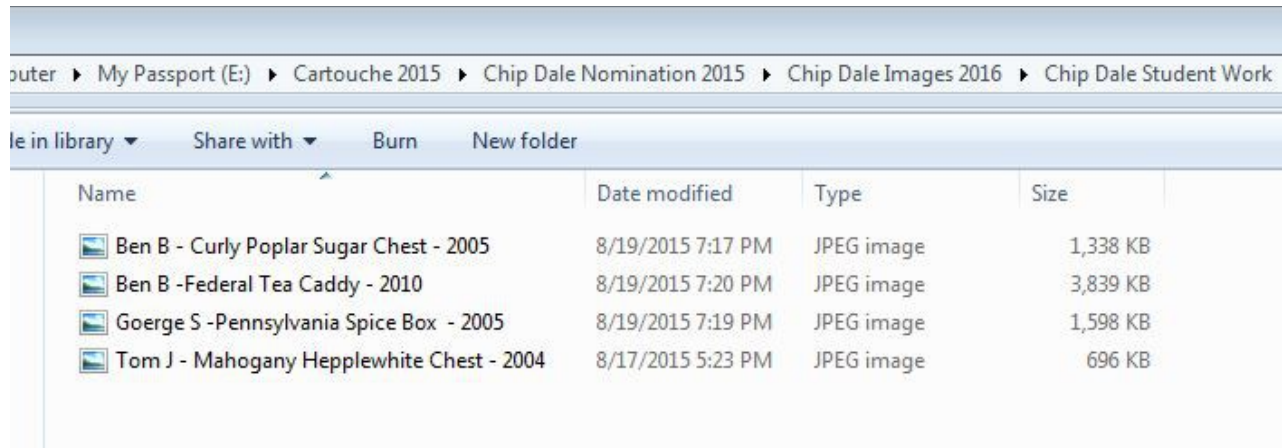Opening that folder should reveal the following two subfolders:

Opening the References and Nominating Folder should reveal the proper documentation labeled in the following manner:

When opening the Images Folder, the images should be j-pegs labeled in the following manner:

Student Work should be represented in a similar format:

Name	Date modified	Type	Size
Ben B - Curly Poplar Sugar Chest - 2005	8/19/2015 7:17 PM	JPEG image	1,338 KB
Ben B -Federal Tea Caddy - 2010	8/19/2015 7:20 PM	JPEG image	3,839 KB
Goerge S -Pennsylvania Spice Box - 2005	8/19/2015 7:19 PM	JPEG image	1,598 KB
Tom J - Mahogany Hepplewhite Chest - 2004	8/17/2015 5:23 PM	JPEG image	696 KB

Remember that the total number of images must not exceed 60.