

TAKING A PHOTO WITH YOUR DIGITAL CAMERA, SMARTPHONE OR IPAD

GENERAL TIPS

1. Keep the photo simple - don't put more than 3 people in the frame.
2. Try to take a mixture of portrait and landscape shots. Turn your phone on its side to take landscape shots. For cover shots, take portrait shots - hold your phone vertically.
3. Make sure you focus before taking the photo. To focus, simply tap on the screen where you want the focus to be, then take the photo.
4. Hold the phone or iPad still and stable. Photos that are blurry or out of focus cannot be used.
5. Make sure you are not cutting off anyone's head or arms.
6. Look at what is in the background of the photo. Is there anything distracting? Try to choose a background that is not busy or disruptive.
7. Try to avoid rows of people standing and sitting. Look for action shots or photos where people might be doing something interesting.
8. Check the lighting the room. Dark rooms will not be good for photos. If possible, try to take photos outside in natural light.

SUGGESTED PHOTOS FROM SPECIAL EVENTS:

Good shots to try to take at special events could be:

1. 1 or 2 VIEW members with a *Learning for Life* student / Guest Speaker - looking at camera
2. *Learning for Life* student / Guest Speaker talking (don't take it from the back of the room)
3. Small groups (no more than 3) VIEW members interacting, looking at camera. Try not to get them at their table.
4. VIEW members with special guest - looking at camera.
5. VIEW Members with TSF staff - talking, looking at camera

SENDING PHOTOS TO VIEW NATIONAL OFFICE

- For photos to be printed in VIEW Matters they need to high resolution - i.e. at least 1MB in size. Your smartphone should automatically take photos at a high resolution but when you download and send them you will need to make sure you are sending

them in the largest size possible. It's best to download the photos from your phone or camera to your computer before emailing to VIEW. You can do this by connecting your phone or camera by USB or the cord provided and selecting to download the relevant photos. Make sure you download the photos in their largest size.

- If you are using a digital camera, make sure you have the camera set on the highest possible setting (usually L) for photos.
- Photos must be sent as attachments, not in word documents or embedded into emails. (They must show in the email message as a separate document not appear in the message).