



TAKING GREAT PHOTOS IN THE FIELD

LAYOUT

- Horizontal/Landscape mode is preferred because it allows for more options when placing the photos into layout. Naturally, photos that are taken in vertical/portrait mode are more tightly cropped and harder to work with afterward.
- It is better to take photos that are not framed tightly around the subjects and to allow for cropping later, than to "zoom in" on the subject. Take 3 steps back.
- Avoid "pinch to zoom" on your phones and instead adjust your location relative to the subject. Zooming in on your phone stretches pixels.

Pro tip: Use the grid settings to master the "rule of thirds"

On iPhone: Go to "Settings," choose "Photos & Camera," and switch "Grid" on. **On Samsung Galaxy:** Launch the camera app, go to "Settings," scroll down and switch the "gridlines" option to "on."

SIZES

- Try not to crop or resize the photos prior to storing them. Only crop the images once they are being placed into projects (website, etc.) and maintain the originals for future use.

POSES

- Consider both candid photography and staged photography.
 - > Staging may be done before or after any experimentation to avoid disrupting your research.
 - > Candid photos typically give a better feel of the situation and allow for spontaneity.
- Ensure that images are technically accurate and that the correct safety gear (PPE) is being worn.
- Avoid cutting off portions of the body.
- Avoid distracting backgrounds and photo filters.
- Avoid logos/branding on items/clothing besides ND.
- Limit selfie/group shots of people just standing together.
- Aim to get action or candid shots.
 - > Designate a photographer within the group ahead of time and rotate as the location or activity changes to make sure everyone is still included.
- Where possible, please be mindful of diversity and inclusion in the photos.
- Be mindful of the lighting; try to have lighting to either side and not directly in front of or behind.
- Pay attention to patterns or shapes that are part of equipment, experiments, or your surroundings. Some of these are also visually interesting as well!



ETHICAL/PERMISSION

- Ask permission when photographing anyone outside of your group.
 - > If appropriate, use the [Notre Dame Photo/Video Authorization and Release](#) to gain permission.
 - > If possible, document names of the people in the photo if they are not part of your group.
- Do not trespass or enter private areas to take photos.
- Be respectful of wildlife and nature.

STORAGE

Please discuss where to store and how to store the images with your faculty director, faculty advisor, unit administrator, and/or the Notre Dame Research Communications Director.

There should be a plan in place for who to share the photos with either while in the field or upon your return and that person should work with the aforementioned parties to ensure any photography is kept safe for future use.

Faculty directors and administrators, if using a Google Team Drive:

- Collect the original, high resolution images in a folder on Google Team Drive and organize by year, student, project, etc.
- Naming Convention:
 - > Name the folder by Program and nest subfolders for the Year (i.e. 2021) and Course
 - > Then use a naming convention with underscores between each element and then leave the original device name (i.e. "IMG-XXXX") at the end: ProgramName_Year_Course_IMG-0001.jpg.