

Documenting Research/Study Abroad Experience with Photos Guidelines for Digital Images

Taking photos during your time abroad is a great way to share your experience with others and remember all the great moments when you return to Notre Dame. You may even be asked if your photos might be used on University web sites or in print materials, to encourage other students to participate in programs such as SLA, UROP, or study abroad. There are some important basic guidelines for taking digital photos that you need to follow, so that your photos look and print beautifully.

Types of usable images

Shots that relate to your study or research are the best. Try to get photos that represent your research or purpose:

- in an archive or library
- participating in local culture or activities with others
- conducting research in the field
- it never hurts to be wearing a Notre Dame shirt or jacket!



Try to avoid:

- Pictures of buildings where you are not part of the picture
- tourist-type shots of you with famous landmarks (unless your research pertains to them)
- photos where your face is obscured by sunglasses, hats or shadows
- don't be too generic—choose a location that shows where you are
- images in restaurants, especially while eating or drinking



don't leave yourself out of the picture!



don't be too touristy



don't be too generic with your location



don't show food or drinks

Technical info on Digital photography

Most of us have had this experience: we have a shot which on our computer screen looks great, but when we try to print it, it looks "rough" and pixelated. The reasons are the way the image is produced and the way the image is output.

Digital photography creates images with pixels—tiny dots of color which our eyes and brain blend to create the colors we perceive. Resolution on screen can be only 72 dots per inch (dpi) and still look sharp crisp. On web sites, the lower resolution allows images to load quickly. Ink jet printers and commercial printing presses use basically the same cyan, magenta yellow and black inks (CMYK) process to reproduce images. Smaller dots and higher the number of dots per inch (dpi) will result in more detail and information in the image.

Total number of pixels is the Key. Total pixels is what matters when you're talking about high resolution.

Photo resolution can be set to anything — 72 or 300 or even 3000 dpi — as long as the total number of pixels is high and stays the same when you resize. When someone says they need a 300 dpi file, every file can be measured at 300 dpi, whether it happens to be saved that way or not. The most important thing to remember is the dpi of a file is just a way to measure it.

Pixels = detail. Print quality digital images should be 300 dpi at the final size for best reproduction. If an image is 3500 x 3530 pixels / 48.6x49", at 72 dpi, it can be resized to a 300 dpi image that measures 3500 x 3530 pixels / 11.66x11.76"

Remember:

Large files can also be reduced down to smaller files, but low resolution files can't be enlarged without causing blurry or pixelated images. When in doubt, set camera on the highest resolution possible, and keep the high resolution original for printing and reduce a copy of the file for use on social media and web.