

# SAHARA Image Contribution Guidelines

(Updated July 20, 2015)

## SAHARA image resolution requirements:

- Members' Collection: minimum of 1024 pixels on the long side
- Editor's Choice: minimum of 2,000 pixels on the long side
- Most digital cameras manufactured since 1999, and all digital SLRs, can meet the requirements for the Editor's Collection

## Shooting guidelines:

- Use a camera that allows you to control the aperture and shutter settings. All DSLRs, and many advanced compact cameras, provide this flexibility
- Use an aperture between f/8 and f/11 for sharpest focus across a wide depth of field.
- Frame views carefully so that vertical lines are parallel. Often, for exteriors, this will require orienting the camera vertically
- Avoid back-lit views. If you must shoot toward a light source, set the exposure manually. Take full advantage of overcast days, when the light is even and diffuse, perfect for capturing north elevations and details that would otherwise be obscured in deep shadow.
- Avoid using the on-camera flash. When you need an additional light source, use a separate, dedicated flash unit and bounce it off walls and ceilings to avoid the harsh light of a straight-on flash.
- Where feasible, use a tripod when shooting interiors

## Scanning guidelines:

- For most prints, scan at 300 dpi. For high quality prints made from medium- or large-format film, use 600 dpi.
- For slides, scan at 4000 dpi. Take special care to dust and clean slides before scanning to minimize time required to remove stains, dust particles, etc., in the digital file.

## An ideal image set would include the following views:

### Exterior

- A long distance view, showing context
- Straight-on views of principal fronts, and  $\frac{3}{4}$  views to illustrate mass and scale.
- Select details to illustrate the structural system, key ornament, etc.

### Interior

- Select interior overviews to illustrate principal spaces (lobby, nave, parlor, etc.)
- Select details

## Notes:

- Redundancy: Please cull your images before contributing. Do not submit multiple views of the same element, or multiple exposures of the same shot. Choose the views that illustrate the building most effectively and most clearly. Favor judicious selectivity over comprehensiveness.
- Orientation: Ensure all images are oriented correctly. If rotation is necessary please do this before uploading.
- File Naming: A simple convention that ensures unique file names uses a combination of a photographer's initials, the date of the photograph, and a three-digit sequence, for example, yyyyABCmmddnnn, where yyyy is the year, ABC is the photographer's initials, mm is the numeric month, dd the day, and nnn a sequential number. So the 134<sup>th</sup> picture I shot on February 15 of 2007 has this filename: 2007JEK0215134. Most programs that import images onto a computer from cameras or memory cards have some provision for renaming in bulk. Adobe software allows this to be automated, conveniently. Avoid descriptive information in the filename, as well as spaces and special characters. It is best to describe images using embedded metadata, which allows for much more flexibility and descriptive detail than filenames and folders. SAHARA, of course, includes rich descriptive information in its cataloging database.