

Logistics Cluster Photos and Pictures Guidelines

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1. Introduction

Why do we need a guideline about photos and pictures?

The Logistics Cluster and other partners in the field are increasingly using digital cameras to take snapshots of humanitarian situations.

Within the Logistics Cluster core business, photos are a good way to catch infrastructure details and status.

Although digital cameras give higher and better picture quality, the techniques to transfer and communicate these nice and smooth pictures from the field to elsewhere are not catching up.

Indeed, the back side of the 3-5 Mega pixel pictures that you take with your nice little cameras in the field is that they are huge files which cannot be transferred through our actual communication systems. They will only be nice for you and your computer.

These pictures are much larger than we usually think they are. Even when embedded within a word document and re-sized to fit the paper format their true size will be incorporated in the word document too and you will end up with a huge word document which will not go through your email and usual communication network. (Not to say that it won't be possible to put it on the web or distribute it to others).

We will thus present some methods to deal with pictures and images generated by our various information technology tools.

2. General Rule

- Keep your images into their original format, or converted into a compressed image format (see bellow) and do not include them into MS-PowerPoint or MS-Word.
- Once pictures are embedded into a Microsoft application (Word-Excel-PowerPoint) they cannot be removed or extracted correctly for another usage without loosing a lot of their resolution.
- If pictures need to be added within a document, they have to be optimized and reduced in size BEFORE doing so!
- Convert your images/photos into a graphic compressed format like GIF or JPG. Do not send BMP or TIFF (too heavy).
- Use the file name to give a description, title and date of the picture, following standard naming rules for files and documents described in the Logistics Cluster Filing and Files Guidelines. Descriptions of pictures are mandatory to know what the picture is about and so we can use them within our various information products. Description should have the following: SOURCE – DATE – LOCATION – Description or Explanation
- If you are making a PowerPoint diagram, please save it as pictures too. (Except if it is a PowerPoint presentation, then the presentation will be posted on the website for download by users.)
- Within a normal document, to be printed or to be read on a computer, images do not need to be of high definition. Most of the printers will not print higher resolution than 600 dpi. On a screen, or on the web, pictures do not need to exceed 800x640 in size.
- The higher resolution, produced by the new 3-5 Mega pixel cameras are needed when you want to print pictures on a special photo printer. This is certainly not the case for the majority of our reports and information products.

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3. Format

- Preferred format for pictures and images are JPG or GIF format;
- DO NOT use BMP or TIF format;
- The size of the image should preferably not exceed 100/200 Kb;
- The width should be max. 800x640;
- When you want to insert pictures within WORD documents or any MS-Office application, reduce it to 300 in width (see below for technical explanation) or smaller BEFORE embedding it into the MS-Office application.

4. Sending

If you have several photos of one single subject, please zip them and note that the zipped files are from the same 'photo gallery'. Give a name to this gallery.

5. Technical Information – Irfanview

A preferred picture management software is Irfanview, because:

- Free of charge
- Simple
- Small and can be emailed
- All main functions for picture management are available: resizing, format converting, screen capture, ...

5.1 Installation

- Save the file in your computer (like Desktop or Temp folder)
 - Unzip it
 - Double click on it in order to launch the installation program
 - Press NEXT button
 - Press NEXT button
 - Select IMAGE only button and Press NEXT
 - Press NEXT Button
 - Confirm that you are really sure to associate the images to Irfanview
- Once installed, you can use Irfanview like any other software on your laptop.

5.2 Change image size / dimension

- Open Irfanview
- Double click on any images and it will launch Irfanview or select the 'File - Open ' menu and open any images within the tool.
- Select the 'Images' menu
- Select Resize/resample
- Set a new size for the Width (keep ' preserve aspect ratio checked!), like 640
- Save the picture using the menu ' Open - Save as... '
- Select a format ' save as type' and choose .jpg or .gif
- Type a description of the picture
- Use the file naming standard

5.3 'CAPTURE' screen windows and images (select 'CAPTURE' in the Irfanview 'OPTION Menu).

- Open IrfanView
- Options → Capture → Start
- Open a window (like a web page) or whatever it is you want as an image
- Press CTRL + F11 and save in appropriate file under appropriate name
- Continue to do so for as many pages as desire