PERSONAL PICTURE GUIDELINES

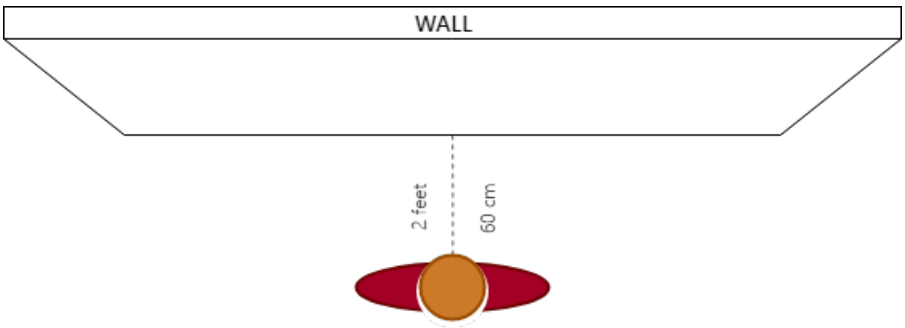
Every personal picture helps your organization to build the identity and create personal relationships between people who use ScheduleInterpreter®. The recommended guidelines can be user to establish the standard for the personal pictures. Professional image is always a good choice while modern cell phones, with minor preparation of the environment, can take excellent images.

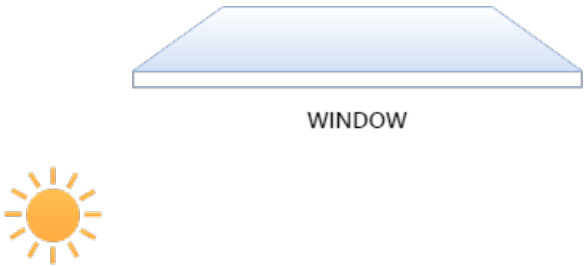
> Avoid taking pictures outside during sunny day, these images always have high contrast with dark shadows.

PREPARE ENVIRONMENT FOR TAKING A PICTURE

Image should be taken during the day time with person facing or, in small rooms, be next to the source of light such as window.

Select the the day when sun is high in the sky and the room is well lit. White background is universally accepted as good choice and requires no special preparation. Make sure to step about 2 feet (60cm) away from the wall behind. Being away from the wall helps to avoid shadows and produces clean image. Avoid using flash when taking the picture.

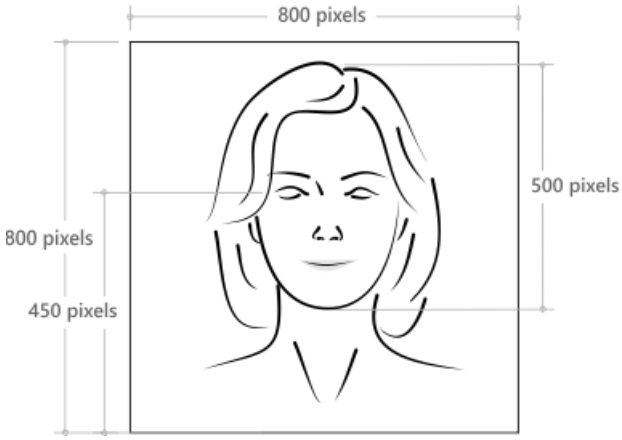




PROPORTIONS FOR A PICTURE

The picture should be square with recommended dimensions of not less than 800 pixels by 800 pixels. Most often

white or nearly white background is preferable. Consider to take a picture leaving some space, about 1/10 above the head and approximately 1/4 of the space below your chin. In general, your eyes should be about 1/3 from the top of the picture or a little more. The diagram below provides ideal proportions for the picture.



SAMPLES OF ACCEPTABLE AND UNACCEPTABLE PERSONAL PHOTOS

			
Acceptable	Unacceptable Photo is underexposed	Unacceptable Shadows on the face and background	Unacceptable Color is not accurate
Photo is clear and in color, reproduces skin tones accurately, and is properly exposed with no shadows	Photo tip: Photo should not be overexposed or underexposed. You should adjust your camera exposure or use extra lighting.	Photo tip: You should use uniform illumination to prevent shadows on face and background.	Photo tip: You may need to adjust your camera's white balance setting depending on the lighting.

Revision #4
★Created Tue, Oct 1, 2019 3:42 PM by Dennis Ayzin
Updated Wed, Sep 15, 2021 3:13 AM by manual admin