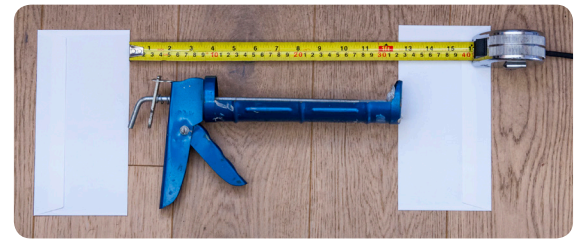# Photography Guide

1. Choose a well lit area with a contrasting background to the colour of your tools

2. Position the tool with a marker (piece of paper etc) at each end. Place a ruler/tape measure on top of and perpendicular to the markers, so an accurate tool length can be taken off the measure.

3. Position the camera as above, ensuring the tool is a reasonable size in the viewfinder. Use zoom if it is available. The further from the tool you can get, the better, as this reduces the effect of perspective.

4. Take the photo and ensure it is sharp and free of camera shake.

5. If the tool is too thick to accurately photograph, place it on a piece of paper and trace around it with a pen. Take the tool off and photograph the paper.

Tool / file supply guide

Where possible, photograph each tool in the same orientation as you wish it to be hung on the finished board.

If two or more tools need to be hung on the board in fixed positions relative to each other, photograph these tools in the positions required as well as separately. Add the word 'position' to the file name.

When photographing deep/thick tools, perspective can make the photo appear a different shape to the required shadow. If this appears to be the case, rotate the tool through 180 degrees and photograph the back (the side that faces the board) as well. This will give a better chance of achieving the correct shape. Add the word 'back' to the file name. If this still doesn't clearly show the required shadow shape, refer to point 5 above.

Name each image file with the name/code of the tool(s) pictured. If the name is to be shown on the board, please ensure it is written how you wish it to be reproduced.

If you require a specific layout of tools, take a single photograph of all the tools together in their required positions. If this isn't possible, supply a digital image (photo, scan, PDF etc) showing a 'sketch' of the board and the required tool positions.

When supplying images for more than one board, place the photos into separate folders named with the board name.

When transmitting files, compress all the files/folders into a single .zip file and send to design@clarityvm.com using one of the many bulk transfer services such as wetransfer.com, mailbigfile.com and yousendit.com.

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