A day in the life of…

CUFDIG303A- Produce and prepare photo images

Aspects of competency covered

1. Use scanner to capture photo images

1.1 Source and select appropriate photographic images according to requirements of photographic project brief

1.2 Discuss selection of images with relevant personnel

1.3 Assess scanner features to ensure that outcomes will meet the requirements of brief

1.4 Operate scanner according to manufacturer specifications

1.5 Select scanner settings to ensure image capture meets production requirements

1.6 Transfer and store photographic image files to a computer using standard naming conventions

2. Use digital camera to create photo images

2.1 Discuss photographic project brief with relevant personnel

2.2 Assess digital camera features to ensure that outcomes will meet the requirements of brief

2.3 Plan camera shots taking into account lighting, framing, composition and other photographic techniques

2.4 Load and operate digital camera according to manufacturer specifications

2.5 Consider digital camera focus, exposure and shutter speed to ensure image capture meets production requirements

2.6 Check photographic images for fitness of purpose to comply with brief

2.7 Transfer and store photographic image files to a computer using standard naming conventions

3. Edit photo images

3.1 Load digital imaging software and import photo image source files

3.2 Manipulate and save digital images using designated digital imaging software

3.3 Create photo images that incorporate visual design and communication principles using designated digital imaging software

3.4 Evaluate the outcome for visual impact, effectiveness and fitness for purpose

3.5 Confirm outcome with relevant personnel

4. Prepare photo image assets	4.1	Save files in appropriate output format to meet platform requirements
	4.2	Assign metadata tags if required
	4.3	Group files logically in a folder system using standard naming conventions
	4.4	Store files in share drive or repository for production team access

Notes for Trainers and Students

You will need access to digital cameras and scanners for this task.

Task

Your school has asked you to help in creating a photographic book titled "A day in the life of my school".

They would like a range of photos from all around the school to contribute to this publication.

Part 1

1. You need to think about which images would be most appropriate to showcase various aspects of the school. Decide the five you will shoot, three of which will be selected.
2. Organise to use a digital camera and take the five images. These can be of the same event but perhaps try to highlight different aspects of the event.
3. Load the images into Photoshop and manipulate them as you see fit so that they promote a positive image of the school.
4. Select the three best images for submission.
5. Save your images using standard file naming conventions, and in an appropriate file format for submission to the editor of the school book.
6. Use Adobe Bridge to add appropriate metadata to your image. You can find out more about this here: http://www.photometadata.org/node/74
7. Back up your work.
8. Submit your images.

Part 2

They also wish to add a historical perspective on the life of the school. Your teacher will provide you with a number of archive photographs.

1. In consultation with your classmates, select one image to submit.
2. Scan the image in and save it in an appropriate format.
3. Use Photoshop to 'clean up' the image. Remove any spots, crease marks or signs of age.
4. Save your image, making reference in the filename to its content and the year it was taken.
5. Submit your image

Review Questions

1. What camera features did you use during the photo shoot?
2. What camera settings did you use in your selected photograph? Describe why you chose those settings. (Mention shutter speed, exposure and focus)

Assessment Matrix

Aspect	Competent	Not Yet Competent	Feedback
Photos manipulated	☐	☐	
Photos in appropriate format	☐	☐	
Photos submitted	☐	☐	
Appropriate file name	☐	☐	
Deadline met	☐	☐	
Scanning	☐	☐	
Archive Photo Optimisation	☐	☐	
Student Reflection	☐	☐	

Overall- Competent / Not Yet Competent

Date		Document Version	1
Student Name		Signature	
Trainer Name		Signature	