Below are some tips to keep in mind when photographing for The Source:

**DO:**
- Obtain Model releases if photographing people
- Take your time to follow the basic exposure steps and decision making
- Try shooting subject from different angles and perspectives to achieve the best possible composition
- Be aware of lighting—try to use this to your advantage

**DON'T:**
- Shoot into the sun
- Use fish-eye or other special lenses
- Use on camera flash unless it is absolutely necessary
- Use artistic filters
- Manipulate color to appear unrealistic
- Collage several photos into a montage

**ON LOCATION:**
1. Set the file size/image quality the camera will create.
   - Always set to highest/largest setting, either large/fine jpeg or RAW.

2. Set the ISO (digital equivalent of film speed).
   - This is based on the amount of light available.
   - Use the lowest ISO (generally 100) when photographing in daylight, and increase the ISO when in situations with less light (if without a tripod).
   - The exposure available will be dependent on the ISO, so this is very important. The higher the ISO, the faster images can be captured, but high ISO’s generally create digital noise which is very unappealing.

3. Set the White Balance (Reads the color temperature)
   - Each camera should have a white balance setting, in which the type/temperature of light is specified, allowing for correct color.
   - Options usually include Daylight, Cloudy, Tungsten light, Fluorescent light, Shadows and electric flash. (Many cameras have pictures representing each of these)

4. Set the exposure (Combination of F-stop and Shutter speed)
   - F-stop-Adjusts the amount of light entering the camera.
     • Adjusts the range of what is in focus
     • 2 extremes:
       - F2.8 – Lots of light entering camera
         - Only the subject is in focus, everything in front of and behind the subject is out of focus.
         - Allows for a faster shutter speed
       - F32 – Small amount of light entering camera
         - Most everything will be in focus.
         - Requires a slower shutter speed
   - Shutter Speed-Adjusts the speed the image is captured.
     • If without a tripod, images should be taken at 1/100 of a second or faster to prevent “camera shake”.
     • Decide which f-stop is most appropriate for the image.
       - Generally portraits will be lower F-stop (F2.8-F5)
       - Generally landscapes will be higher F-stop (F16-F32)
   - Adjust shutter speed accordingly to make a proper exposure (there will be a meter in each camera that shows if the image will be exposed correctly).
   - WITH a tripod or in daylight- Always 100 ISO, base shutter speed from appropriate F-stop
   - WITHOUT a tripod in low light - work with ISO, F-stop, and shutter speed to gain an image with as little noise as possible and no camera shake. (Minimum 1/100 shutter speed)

   5. Once exposure is set, make sure subject is in focus and take picture.