

Auchenflower Residents Alliance Inc.
Notes for intending contributors to the built environment
pictorial record of Auchenflower houses:

Congratulations on volunteering to be involved in this project.

Contributing to the record is a simple 3-step process:

- 1. Take the photos of the houses, and download to your computer**
- 2. Edit the photos by changing the size, and name the photos**
- 3. Submit a CD of the original pictures and the resized image files to the ARA committee for:**
 - **Posting on the auchenflower.org website and**
 - **Archiving**

Read on for more detail on the three step process

1. Notes on taking the photos of the houses:

We are assuming you have a digital camera, contact one of the ARA committee if you need to borrow one! Here are some hints that may help you to take the best possible photos of the houses in your street.

1.1 Try to always take photos with the sun behind you if possible, e.g. you may want to photograph the houses on the West side of the street in the morning, and the East side of the street in the afternoon.

1.2 Early mornings and late evenings make for the best photos.

1.3 Blue skies look great, but direct sunlight casts strong shadows and hides the detail in the shadows, and so the ultimate photos will be taken just after sunrise or just before sunset, with blue skies, and the sun behind a cloud -but don't be too obsessive!

1.4 Take 2 or 3 photos of each house (one from each side angle and one from the front). For consistency, the main photo that will be used needs to be in **landscape** orientation.

1.5 When composing each photo, try to get the whole width of the front yard in the frame, but not too much of the neighboring properties. Depending on your camera you may need to stand on the opposite side of the street to get the whole house in!

1.6 Please **do not** have any people, car number plates, or advertising (showing logos or any copyright material) as we cannot publish these photos on the internet. If the inclusion of car number plates or similar is unavoidable, photo-editing software will allow you to blank these out.

1.7 Camera Settings: If you have a compact (non-SLR) automatic digital camera, choose a: "scenery" setting if it has one. If you have a camera that you can change the settings on, choose a small aperture (e.g. F22) or a corresponding a slow shutter speed (e.g. 1/125th of a second, depending on available light) to give a large depth of field and ensure everything in the foreground and background is in focus.

1.8 In some streets, there are a number of cars parked on the street during non-working hours. As a consequence, difficulty may be experienced in taking photos at the time of ideal lighting conditions, because of vehicles obscuring the view or spoiling an otherwise good picture. You may need to compromise in such a case.

Remember the above are just helpful hints and by no means mandatory, there is no right or wrong photo, just do your best!

2. Editing and naming the photos:

You will need some basic photo/image editing software to change the size of the photos. Most digital cameras come with such software.

Note: If you don't have software that came with the camera, then Windows (ever since Windows95) has a built-in image editor called "Paint". It is very basic but will allow the changing of the image size. Alternatively there are a number of free editing packages available on the internet. (For example www.acdsystems.com has a trial version of a very good package).

2.1 After uploading the photos from your camera to your computer, you will need to rename these photos. These are called the **original images**, and need to be named using the file naming convention as follows:

Countrycode_State_Suburb_Streetname_XXX-YY.jpg

(Where XXX is the street number and YY is the number of the photos for that house)

For example, a photographer took three photos of number 8 Patterson St in Auchenflower. These 3 photos would be named as follows:

AU_QLD_Auchenflower_PattersonSt_008-01.JPG

AU_QLD_Auchenflower_PattersonSt_008-02.JPG

AU_QLD_Auchenflower_PattersonSt_008-03.JPG

These higher resolution originals will be archived (not available on the internet at this stage. You will need to mail or hand deliver us a CD of these originals, or contact me at:

billphillips@acenet.net.au and we can make appropriate arrangements depending on circumstance.

2.2 Then, you need to select the single best photo of each house. This photo needs to be in "landscape" orientation, meaning the longest sides along the top and bottom and the shortest sides vertically.

2.3 The photo needs to be reduced in size to very close to 800 pixels wide by (typically) approximately 500 plus pixels high, but this will depend on the aspect ratio of your camera. Use your photo editing software to do this whilst maintaining the original aspect ratio.

2.4 Again, save the photos in JPG format with Minimum compression (maximum file size for the image size given above). These images should be around 100 to 400KB in size. These are called the **display images** and are the ones I will upload to the website photo album.

The naming convention is exactly the same, with the addition of _small on the end.

For example the chosen photo of number 8 Patterson St in Auchenflower might be photo number 2, and hence would be named:

AU_QLD_Auchenflower_PattersonSt_008-02_small.JPG

2.5 Repeat steps 2.2 to 2.4 for each house in your street.

If you do not feel comfortable with, or have insufficient time to resize or otherwise edit the images, ensure they are identified with the correct house number and I will be happy to do the rest!

Please send any brief information you may have about any of the houses (build date, renovation details etc.) as an accompanying text or MS Word file for the records. This last is entirely optional of course.

Currently, the previously available feature allowing contributors to upload images to the database has been removed owing to a website security breach in May 2006. In

addition, other than by the site's developer and yours truly, the upload facility has rarely been used, even though a number of would be contributors were given access rights. Bearing this lack of use in mind, I may not reintroduce this feature.

As a consequence, it will be necessary for me to obtain the images from the CD you forward to the ARA Committee or me. Alternatively if you have a broadband connection, you could email the resized (small images) to me at the email address given above.

Depending on the number of images and on the size of the email file you are allowed to send through your email server, you may have to spread them over several emails. In any event, please don't send me attachments totaling more than 5.0 megabytes in a single email. If you only have a dial up connection, I would advise against trying to email the images to me -unless you have a lot of patience!

Congratulations, and thank you in anticipation of your contribution to the Built Environment Pictorial record for the area.

Reviewed B.P. 6/6/06