



Photography Toolkit

How to take great photos

The camera – what to buy

- DSLR cameras for the office
- We recommend a Sony SLTA65V Alpha Camera with 18-55mm Lens.



Know your functions

- We are not expected to be professional photographers, but it's helpful to be familiar with your camera's basic functions.
- Play with them
- Set quality to highest possible
- Image stabilizer on
- Use red-eye reduction
- If you are unsure switch to AUTO mode



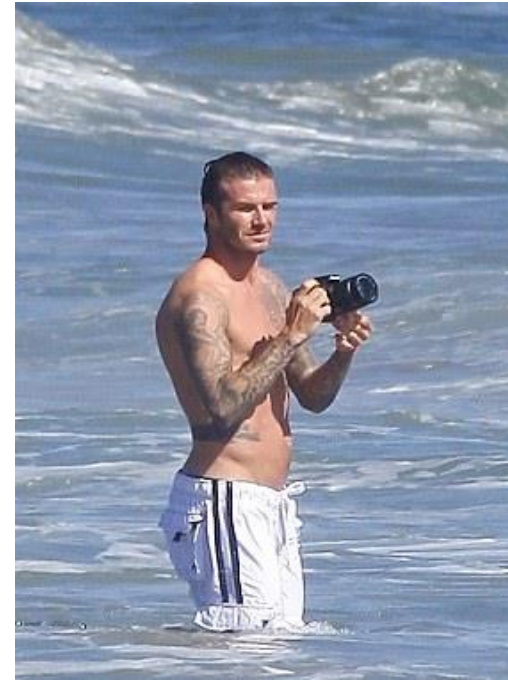
Holding your camera

- Be confident holding your camera
- Always hold the camera steady with two hands, preferably with the strap around your neck, arm or hand.
- Make sure your fingers, hair or the camera-strap do not get in front of the lens when you are taking a picture.
- Do NOT carry the camera around with the lens out– it's the easiest way to damage the camera.



Taking care of your camera

- Keep the camera away from water, despite the example set by world football star David Beckham.



ISO is the light sensitivity setting of your camera

- On a cloudy day set to 400 ISO
- On a sunny day set to 100 ISO
- Don't use the flash unless you really, really have to!



The sun over your shoulder

- It is easier to take a good photo with the sun either behind you (be careful your shadow isn't on the subject) or to one side.
- If the background is brighter than the subject you will also have to use the flash (or move around to another angle).
- Photos are best **before 11am and after 3pm.**
- When possible take advantage of the 'golden hour' (1 hour before sunset) when the sun is low in the sky and the light has a gold-ish hue.



Focus lock

- Move the camera and set the focus on one of the two people.
- While the shutter button is pressed halfway, the camera will maintain its focus setting. (The camera will remain in this status until you press the shutter button completely.)
- Keep the shutter button pressed halfway, and move the camera to the desired composition.
- Press the shutter button down completely without letting go of the button. The shutter is released (the picture is shot).



Shutter button



Press shutter button halfway



Press shutter button halfway



Shutter button

Take more than one photo of a person

- People don't always stay in the position you want them to be in - they blink, put their hand to their face, etc.
- Try to capture expressive or active moments.
- You can always delete the ones you don't like.
- Move around the person as you take photos.



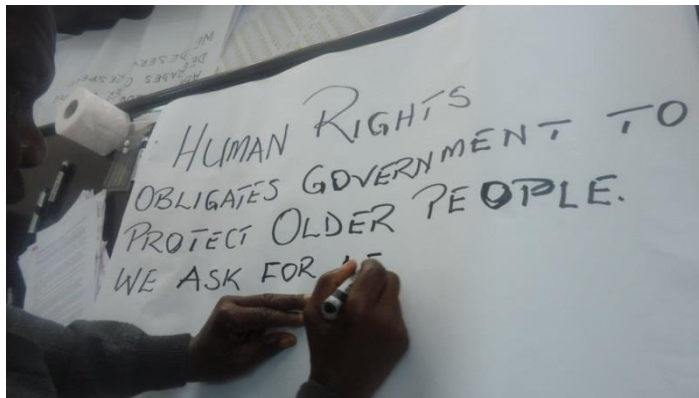
Try different positions

- Don't try to fit everything in to one photo – or stand too far away from people.
- Try not to take photos of people's feet – ideally, be as close as 1 metre.
- Don't always photograph from a standing position - bend your knees.
- Get down and photograph from below or climb onto something.
- Especially when photographing children, get down to their level.



Eliminate busy backgrounds

- Remove objects that distract from the image you are trying to create e.g. toilet paper (!), water bottles, handbags.



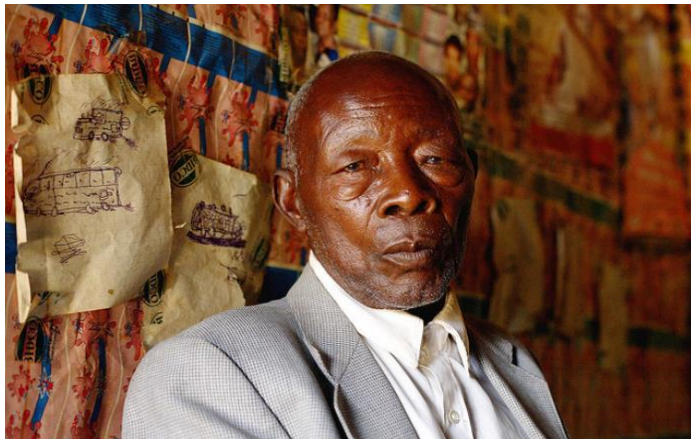
- When taking a portrait shot, ensure that the subject is the focus of the photo and there isn't anything distracting or irrelevant in the background.



Turn, Turn, Turn

- Examples of photos taken from different angles and heights.

N.B. Don't stand too high above the person you are photographing – note how this can portray them in a vulnerable position.



Rule of thirds

- A trick for getting good composition (framing elements in the rectangle).
- Put important elements of the picture on a third line e.g. the eye-line of a portrait.







- Put important elements of the picture on a third line
e.g. people in a landscape or the horizon of a landscape.





5 types of photos to make a set for communications

1) Straight portrait and with props

- Get close and fill the frame
- If inside a room or house is too dark, take the photo outside against a wall



2) Context portrait

- Fill half the frame with the person and the other half with an important context: house, field, water pump, banner, action card, church etc.
- Use the focus lock to focus on the face first and move the camera to compose the photo.



3) Group portrait

- With grandchildren, family, neighbours, friends, community groups, animals, government minister...



4) Activity portrait

- Working in a field, cooking, walking on a march, talking to the media, signing a petition, receiving a medical check-up...



5) Details

- Close-up of objects e.g. tools, food, hands, id card.



5 types of photos to make a set for communications

- Straight portrait
- Context portrait
- Group portrait
- Activity portrait
- Details

