

**ADM(PA) Canadian Forces Combat Camera
Aide-mémoire**

Standard Operating Procedures (SOP)

**Guidelines for Image Submission to the
Canadian Forces Image Gallery**

ADM (PA) Canadian Forces Combat Camera Aide-mémoire: Guidelines for Image Submission to the Canadian Forces Image Gallery

Camera preparation: Please ensure the camera “date” is set to the current day.

Photo Approval: Photos **must** be approved by a Public Affairs Officer and the Combat Camera Photo Editor

Photo selection: Please submit a small selection of your **best** photos of an event. Do not send all images taken.

Image Upload

- Photos can be uploaded at www.combatcamera.ca/upload
- If necessary, photos can be sent to the Combat Camera Photo Editor at combatcamera@dnd.ca

Image Format

- Guidelines for size and dimensions include the following:
 - Image files should be **jpgs only** between 1mb to 2mb; this means saving at approximately an image quality level of 8 to 10 if using Photoshop.
 - Dimensions should be whatever you originally shot at; normally it is approximately 9in x 14in (unless the photo is cropped). **Do not re-size the image (i.e 4x6 or 5x7).**
 - Resolution should be a minimum 300ppi
- No image alterations allowed (cropping, correcting for dust / skin tones **are exceptions**). Please refer to Chapter 17 of your Handheld Imaging Instructions (A-PH-007-000/AG-001) guide for further info.

Captions

- Write in the language you are most comfortable with.
- Captions must be 700 characters or less (excluding the translation, ie. 1600 characters in total)
- Follow the format described in example below
- Ensure the cutline **describes the photo itself** along with other paragraphs describing the event, background info, etc.
- Ensure you insert the “**Date created**” in the Date Created field (m/dd/yy format)
- **Write the full term of an acronym in its first use** (e.g. International Security Assistance Force (ISAF) Following uses can simply be by acronym as it has been explained once
- Ensure caption is free of spelling and grammatical errors and that paragraph spacing is correct, etc.)

English / Anglais (Language written)

IS2009-2012 (Image annotation number)

March 16, 2009 (Date the image was taken)

RESOLUTE BAY, NUNAVUT (Location)

Canadian Forces soldiers erect a Figure 11 target as they set up a small-arms firing range in a valley outside Resolute Bay, Nunavut. (Descriptive paragraph about the photo)

The Canadian Forces have been conducting their Winter Warfare Advanced Course (WWAC) in the Northwest Territories and Nunavut. The High Arctic phase is being conducted in Resolute Bay, NU, from March 3rd to March 21st, 2009. The aim of this training is to hone CF members' skills while operating in an arctic environment and demonstrate proficiency in fieldcraft, equipment operation, safety standards, survival techniques, and navigation. (Additional info about the overall event. Other paragraphs can be added for more description)

Photo by: MCpl Kevin Paul, Canadian Forces, Combat Camera (Photo credit)

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