The Commonwealth of Learning relies on our partners to help document our work by taking photos. These tips will help you take photos that can be used to tell the story of our work together.

1. **Set your camera at the highest resolution.** Some cameras will call this “image recording size” or “set image quality”. Once you find it, set it to the highest pixel resolution. That will help ensure your photos are high enough resolution to be included in printed newsletters, brochures and reports.

2. **Hold your camera still:** If your hands tend to move, ask someone else to take the photo. Take several shots so there’s more chance of getting a clear photo. Or use a tripod.

3. **Show people interacting:** Ask your photo subjects to look at something, read, write, talk, laugh…whatever they might naturally do in that setting. This also helps you avoid “posed” photos.

4. **Group shots:** Put people on different levels (sitting, standing/on stairs).

5. **Choose an interesting angle:** Stand on a chair, photograph a head table from the side rather than straight on. This also helps you avoid empty space in the middle of your photo.
**Show technology:** If it’s small, like a mobile phone, put it in the foreground and people in the background. Shoot a video camera from behind the eyepiece.

**Show faces, not backs of heads:** This is a common issue in meeting/workshop photos. Get close and show faces, emotion.

**Know your flash’s range:** Most flashes don’t work beyond 15 feet. Use your flash outside to eliminate shadows.

**Watch your background:** Be aware of clutter or objects that can dominate or complicate a photo. Avoid shooting subjects in front of windows. As seen in this photo, bright light in the background can cause shadows on faces.

**Use your camera to focus:** Most cameras will focus in on the subject if you tap the shutter once lightly. Then you just keep pressing the shutter to take the shot.

**Bonus tip:** Ask the people in your photo to put one shoulder towards the camera. This provides a flattering angle and encourages people to stand closer together.