

### **Digital Photograph Guidelines**

**\*\*Please note: these do not apply to National Register of Historic Places Nominations\*\***

For consultants and other project applicants who elect to complete photographic tasks with a digital camera as part of intensive survey and evaluation, the following procedures apply.

#### Photo image

1. Image size (for 4" X 5" prints) must be 1600 X 1200 pixels at 300ppi (pixels per inch) or larger. For 5" X 7" prints, the image size must be 2048 X 1536 pixels at 300 ppi or larger.
2. Digital image will be saved in 24-bit (or larger) color format
3. Electronic image will be both taken and saved as an uncompressed .TIF (Tagged Image File format). The file name for each image saved on the CD-R must correspond with the photo log and state the Iowa Site Inventory number, image number, and property name. For example, the image files for the mansion called Bruce more in Linn County, Iowa, would be saved as: 57-01234-001-Brucemore.tif, 57-01234-002-Brucemore.tif, or the James Smith farm in Marion County would be saved as 63-03396-Smith Farmstead.tif.

#### Prints

An inkjet/laser print on archival paper (acid free, 25% or more cotton) of a photo (no more than 2 per page) with a caption at the bottom of the page identifying the property name, town, street address, UTM location, Iowa Site Inventory number, and CD-R number/photo image number.

#### CD-Rs submitted

Provide a CD-R for the report, inventory forms and photos, and a Photo Catalog Field Sheet. Finalize the CD-R so that it can be read in any CD or DVD drive. Do not include more than one project per CD-R. An assigned number for each CD-R will be available from the statewide inventory coordinator.

Each CD-R must be labeled with:

1. CD-R number
2. The name of the project, including grant number if applicable.
3. The name and HADB number of associated report or multiple property documentation form, if applicable
4. The county and city where occurred the survey/evaluation project
5. Name of person or firm providing the information and evaluation
6. Year when project was completed.
7. Inventory number, if for an individual property.