

# Composition Checklist

## 7 Steps to Successful Photos

- ✓ Frame subject with full face, front view, eyes open
- ✓ Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1 $\frac{3}{8}$  inch (25 mm to 35 mm)
- ✓ Center head within frame (see Figure 2. below)
- ✓ Make sure eye level is between 1 $\frac{1}{8}$  inch to 1 $\frac{3}{8}$  inch (28 mm and 35 mm) from bottom of photo
- ✓ Photograph subject against a plain white or off-white background
- ✓ Position subject and lighting so that there are no distracting shadows on the face or background
- ✓ Encourage subject to have a natural expression

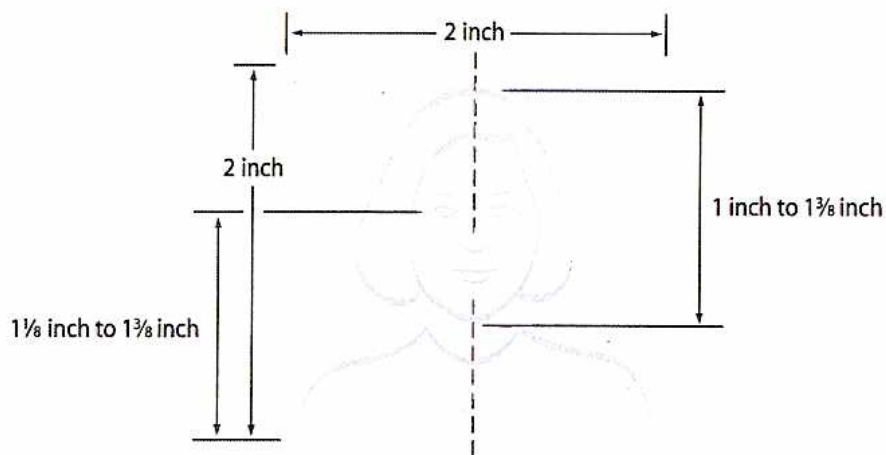


Figure 2. Head Position & Placement

### Well-Composed Photos



# Head Position & Background

- Head should be positioned directly facing the camera
- Photo should capture from slightly above top of hair to middle of chest
- Eyes should be open and looking at the camera
- Eyeglasses should be worn if normally used by the subject
- Glare on eyeglasses can usually be avoided with a slight upward or downward tilt of the head
- Background should be plain white or off-white
- Include headpieces if worn daily for religious purposes; they should not obscure or cast shadows on the eyes or any other part of the face

*Head Not Facing Camera*



*Head Facing Camera*



*Glare on Glasses*



*No Glare on Glasses*



*Background Not Plain*



*Plain Background*



# Exposure & Lighting

- Over- or under-exposure may render the photo unusable
- Three-point balanced lighting is strongly recommended (see Figure 1.)
- Facial features should be clearly evident in the photo
- Lighting should be adjusted to avoid shadows on the face or background
- Diffuse sources of light, such as umbrella lights, are preferable to point sources

*Over Exposed*



*Correctly Exposed*



*Shadows on Background*



*Background Uniformly Illuminated*



*Shadows on Face*



*Face Uniformly Illuminated*

