

INSTRUCTIONS FOR TAKING PHOTOGRAPHS

Photographs made by the Administration may be roughly divided into two types:

1. Progress photographs
2. Action photographs

Progress photographs are made during the life of the project to show the actual progress of the work.

It is very important that such pictures be planned so that "before, during and after" photographs can be submitted. Pictures of this type should preferably be taken from exactly the same viewpoint. One of the accompanying prints shows two such pictures, recording progress on a drainage ditch project. In connection with photographs of this type it is useful to have pictures illustrating particularly interesting details, such as the use of a new type of machinery, the use of some unusual paving substance on a road, or the use of unusual special apparatus devised by project engineers to meet a particular problem.

Action photographs are usually of greatest value to the Public Relations Department. They should show men, animals or machines engaged in some form of project activity. Close-up shots are often much more effective for this type of picture than more distant views with somewhat vague figures. At the same time, it is desirable that the type of work on which the men are engaged should be shown in the photographs.

Other points to be considered in taking action photographs are:

- a. People included in such pictures should not look as if they had been posed for the taking of the photographs, and in no case should they be looking into the camera.
- b. A viewpoint should be so selected that figures stand out prominently against the background. This is necessary in order to allow successful reproduction of the finished pictures.

Although it has been noted in letter WPA-89, attached herewith, that pictures 4 x 5 inches are acceptable, where possible contact prints or enlargements 5 x 7 inches or 8 x 10 inches should be submitted.

Photographs accompanying the Narrative Reports should not be attached or mounted, but the text of the Reports should be closely keyed to the captions of the photographs so that ready reference will be possible. As noted in WPA-89, two sets of photographs should be submitted with each pair of Narrative Report copies sent to this office.