A picture containing text

Description automatically generated

**Photograph Submission Guidance and Template**

Photographs must always be clearly labeled, whether submitted hard copy or electronically. Compiling photographs into one photo document enhances the clarity and efficiency of your submission and its review. Photographs should be compiled into one document and not attached individually to an email or document exchange website. Easement Program staff does not have the resources to download, sort, identify, and print individual photo files. The attached template and example page are provided for your convenience. Alternate submissions with similar intent and content are acceptable.

**Tips and Guidance for Using the Template:**

Delete the instructional and example pages by highlighting the text on both pages.

Estimate the number of photo pages you’ll need. Copy the final page entirely and paste at the end until you have enough blank photo pages for your submission.

*Top of First Page (after deleting instructional and example page content)*

Double click into the header. Fill out the easement property name and date fields at the top of the page. Header will automatically repeat on additional/following pages.

*Boday of First Page and onward*

Click within a photo box. Choose the “Insert” tab in the ribbon at the top of the Word Document and select “Pictures” to choose a photo from your files. (The photo image will automatically resize and pop up within the box.)

* Label Photo #: Use this number to cross reference photos with your property or project description narrative.
* Feature/Space: Identify what space and/or feature is highlighted in the photo.
* Date Taken: Identify what date these photographs were taken.
* Description: Briefly describe what you intend the reader to “see” in the photo. What feature, impact, or project work are you using the photo to show. If “before and after” photos are included in one document, then note the dates of each and identify which are which in the photo descriptions. (Note: The cells will expand into additional lines. However, 3 additional lines per description is typically the limit before content will be bumped to the next page.)

Save a copy of the document without this guidance page once all photos are inserted and labeled.

Save your Photo Pages document as a PDF file.

Print or upload the PDF file for submission to Easement Program staff, as appropriate.

A picture containing tree, grass, outdoor, building

Description automatically generated

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| --- | --- | --- | --- | --- | --- | --- |
| Photo #: | 1 | | Feature/Space: | Front elevation of the Assay Office | Date: | 03/21/2023 |
| Description: | | The photograph shows the front elevation of the Assay Office before the landscaping project commenced, which implemented flower beds along the main sidewalk. | | | | |

A picture containing tree, outdoor, grass, stone

Description automatically generated

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| --- | --- | --- | --- | --- | --- | --- |
| Photo #: | 2 | | Feature/Space: | West Elevation of the Assay Office | Date: | 07/19/2023 |
| Description: | | The photograph shows the front elevation of the Assay Office after the landscaping project was completed in July 2023. The flower beds run parallel to the main sidewalk which leads to the front door of the Assay Office. | | | | |

A picture containing tree, outdoor, grass, stone

Description automatically generated

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| --- | --- | --- | --- | --- | --- | --- |
| Photo #: | 2 | | Feature/Space: | West Elevation of the Assay Office | Date: | 07/19/2023 |
| Description: | | The photograph shows the front elevation of the Assay Office after the landscaping project was completed in July 2023. The flower beds run parallel to the main sidewalk which leads to the front door of the Assay Office. | | | | |

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