

# **GOOD PRACTICES FOR PERSON PHOTOGRAPH CAPTURING** **(Waqif/Mutawalli/MC Members/Lessee/etc)**

1. Please ensure that the Digital Camera's Battery is fully charged and earlier visit Photographs on the Memory Card are already transferred on Desktop/Laptop, so to create some space for new Photographs. If possible, keep an extra Battery fully charged and an extra Memory Card when leaving for the Field Visit.
2. Person Photograph Format and Size should be set as JPG and 100x150 pixel respectively. It would be better if the Capture Date were imprinted on the Photograph's Bottom.
3. Maximum Disk Size of 50KB for Person Photograph is allowed. So, please restrict the Disk Size Limit of the Photograph while uploading.
4. Logical File Naming Convention should be used for the Photograph for easy recognition such as

PersonID\_Photo.jpg

For example, for PersonID: P12345678901, the file name should be

P12345678901\_Photo.jpg

**Last updated on May 05, 2015**