

STANDARD OPERATING PROCEDURE- IMD-02

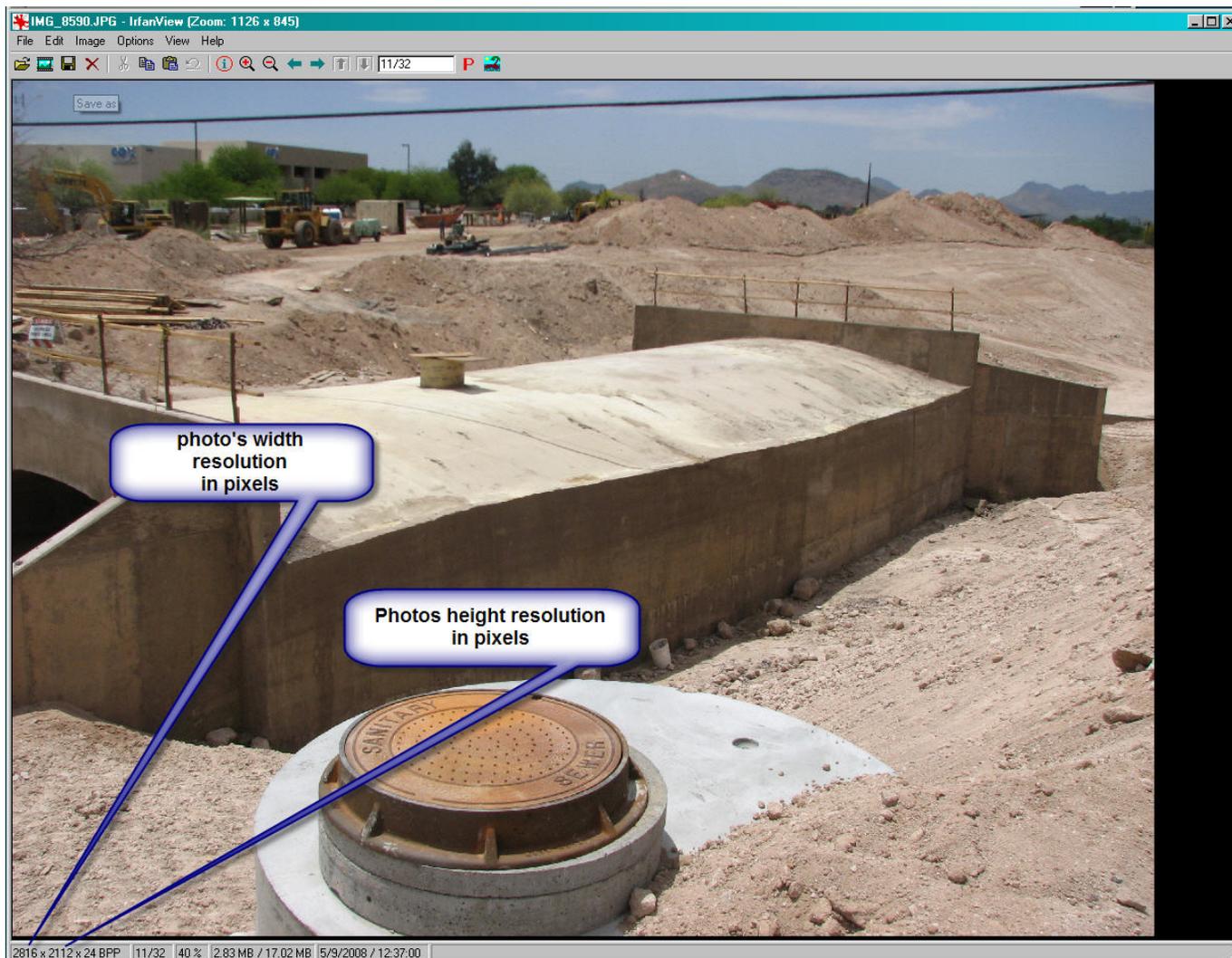
Preparing Photo files for MapGuide or the E-Library

Basic Steps

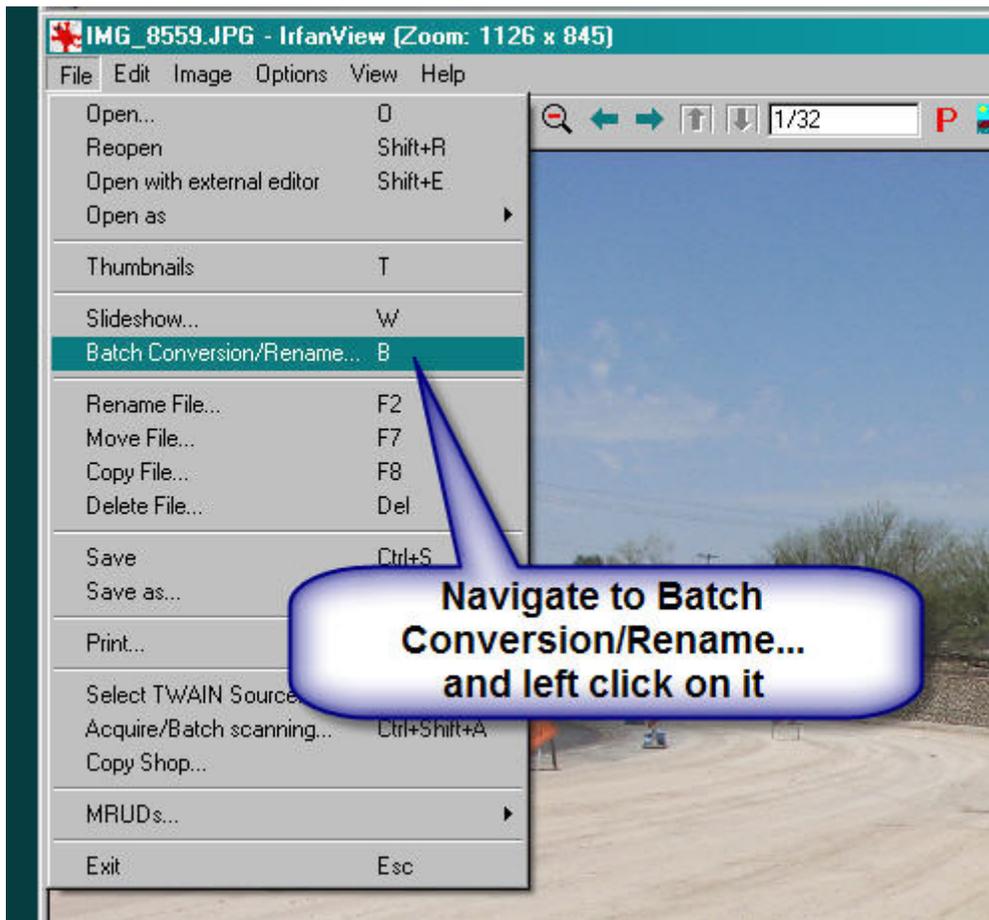
1. Set resolution of digital camera to 1024 x 768 for future project/site photo documentation activities.
2. If the photos are not 1024x768 pixels, resample all photos in IrfanView following the procedures outlined in this SOP
3. Assemble target photos into a pdf file.
4. Annotate individual photos with Acrobats drawing markup tools.
5. Following the file naming requirements as outlined in SOP-IMD-03 save the annotated photo file to the network.

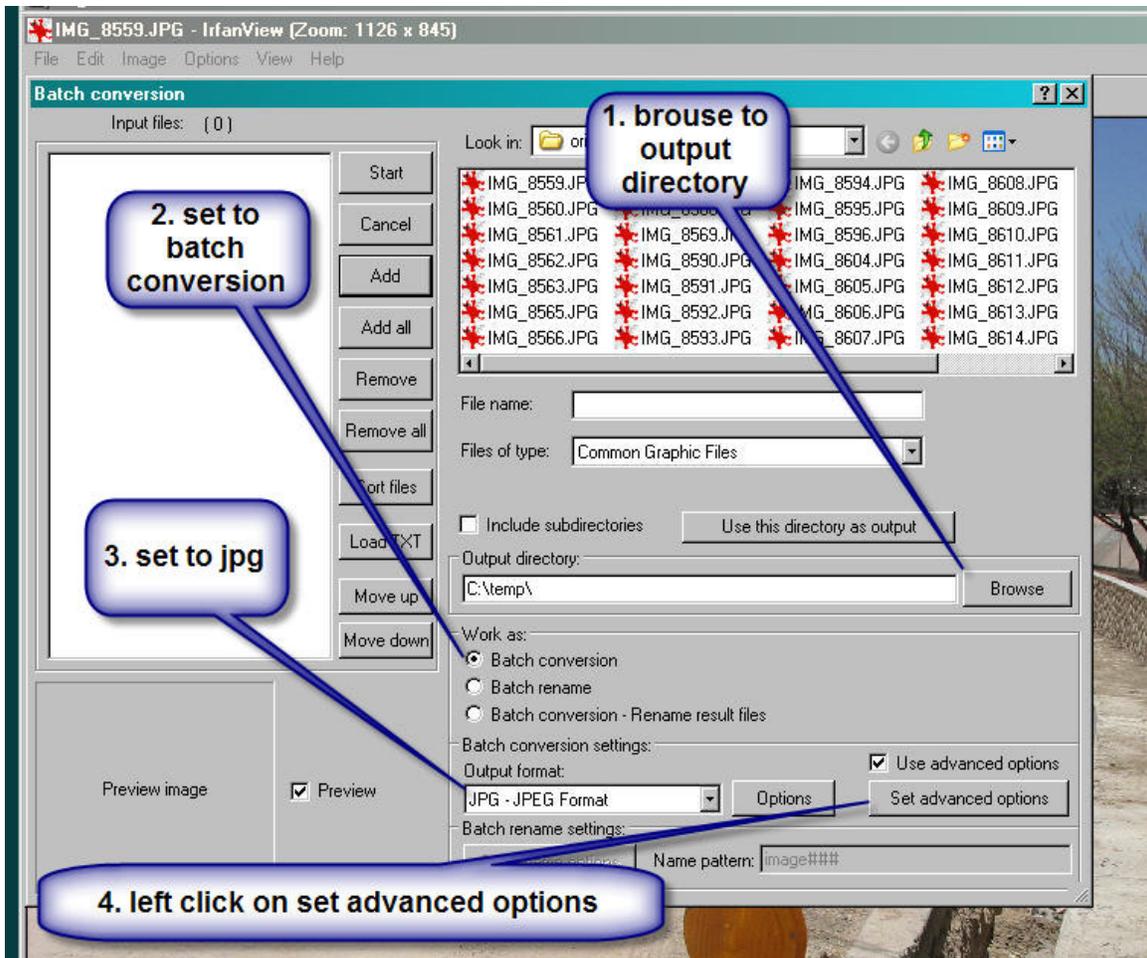
Step #2 details

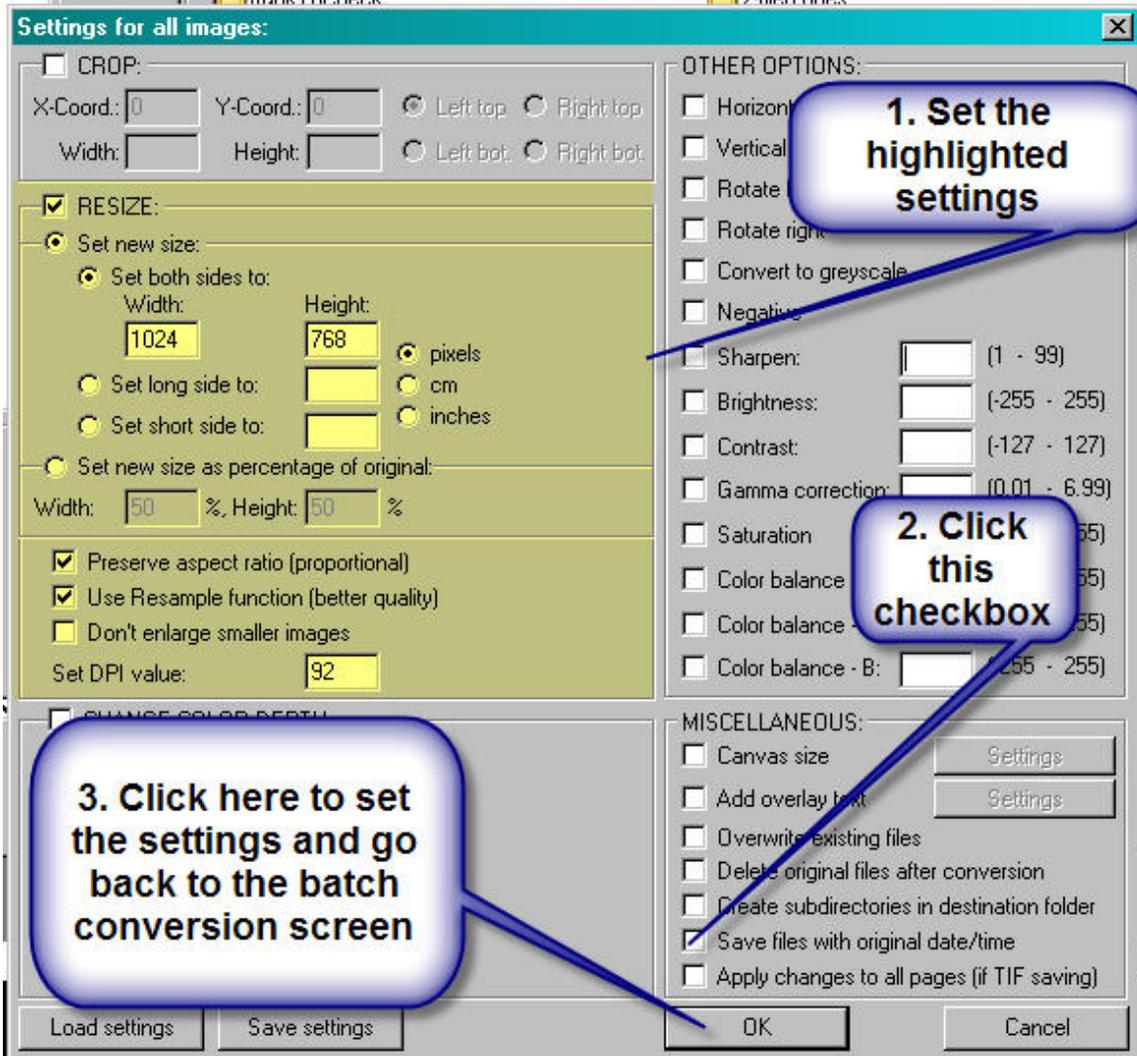
If photos have a resolution greater than 1024x768 pixels resample them to 1024x768 in IrfanView.

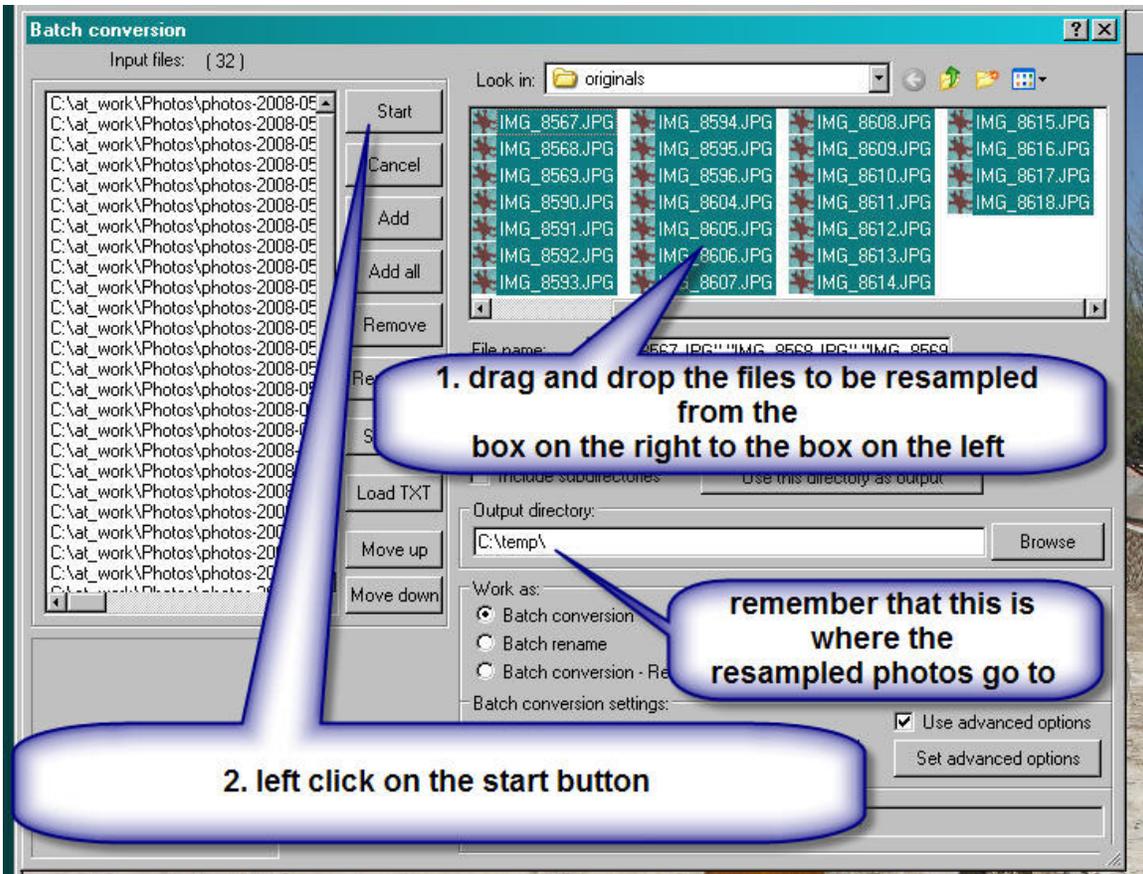


To resample photos-open a photo in IrfanView then

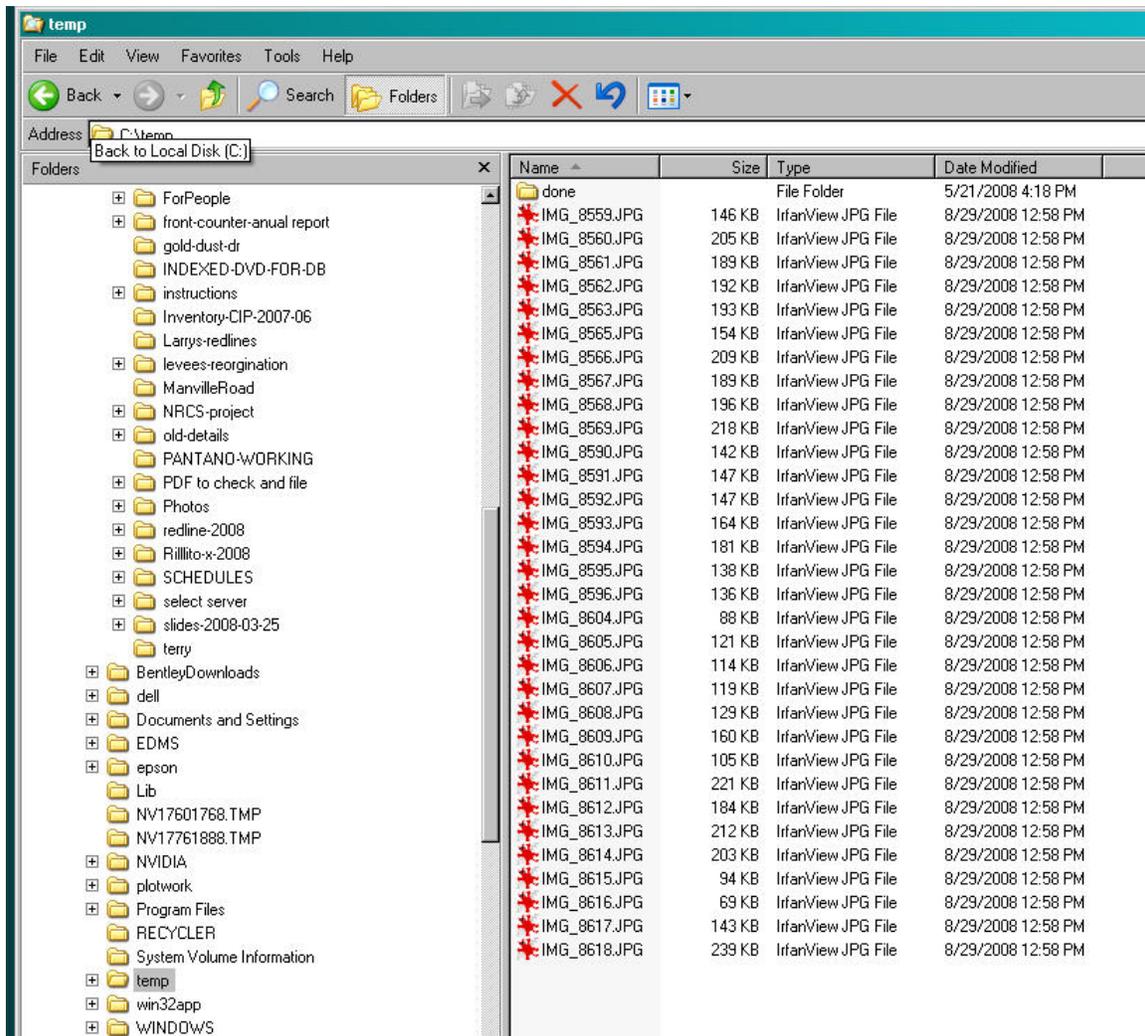






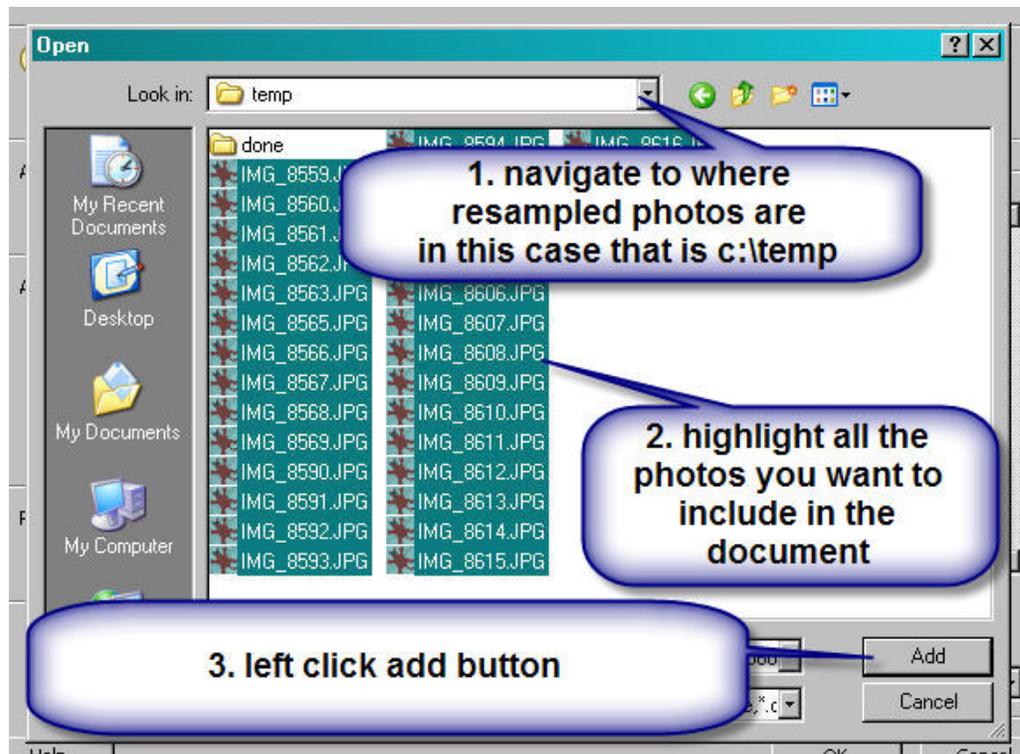
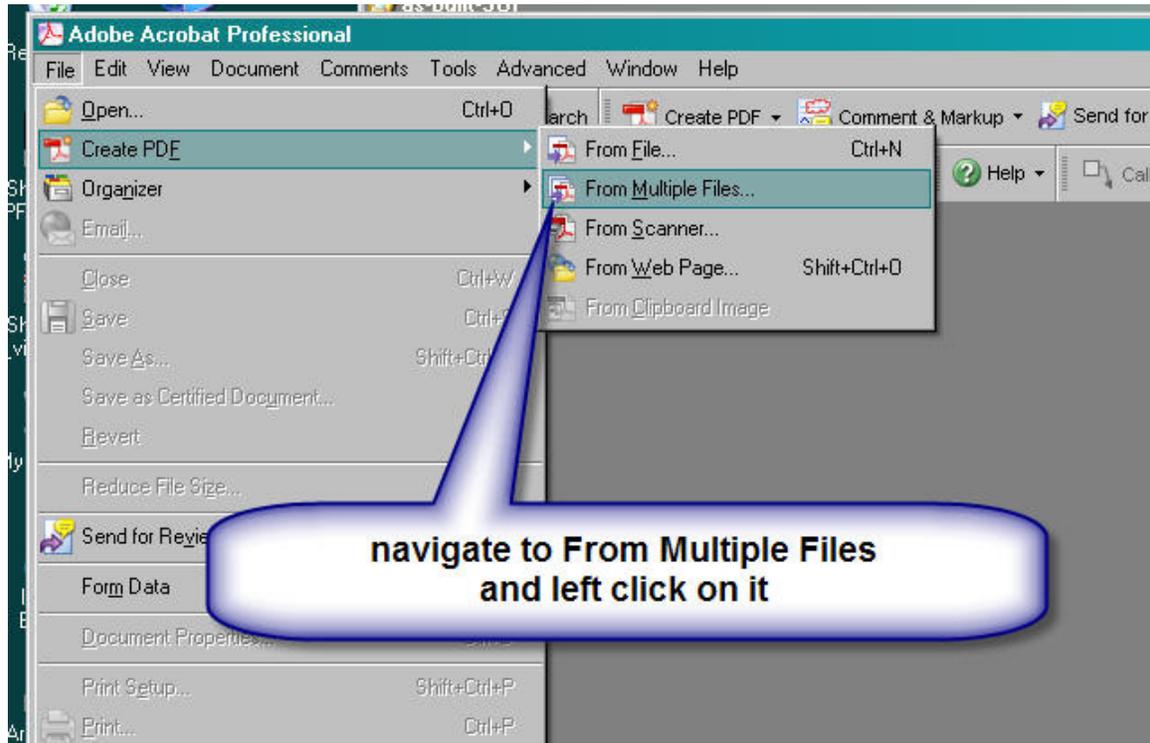


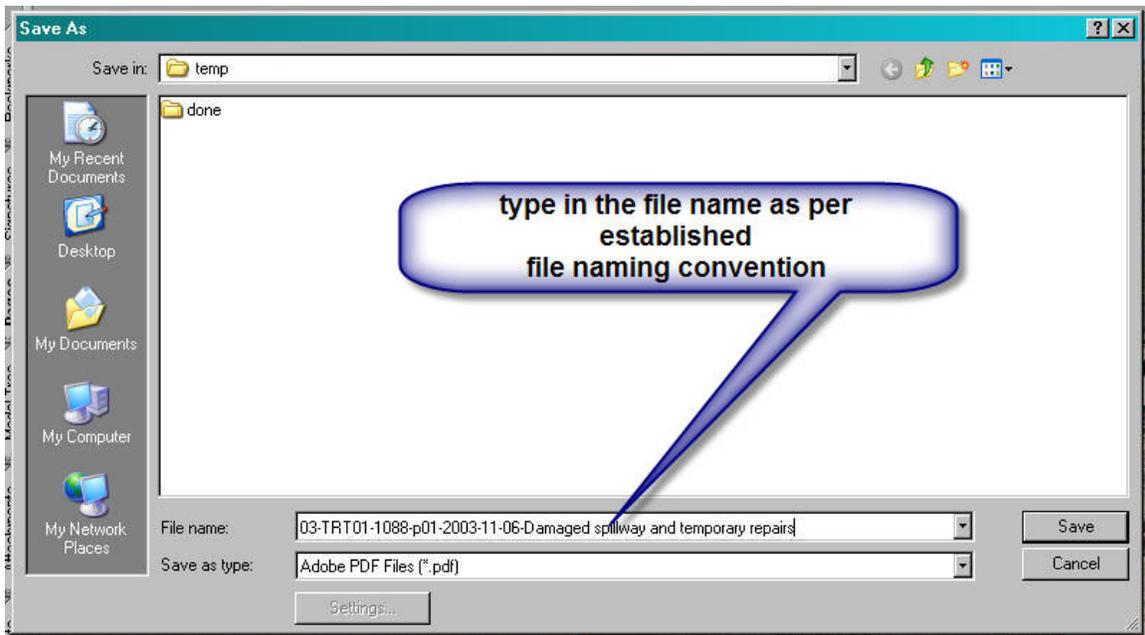
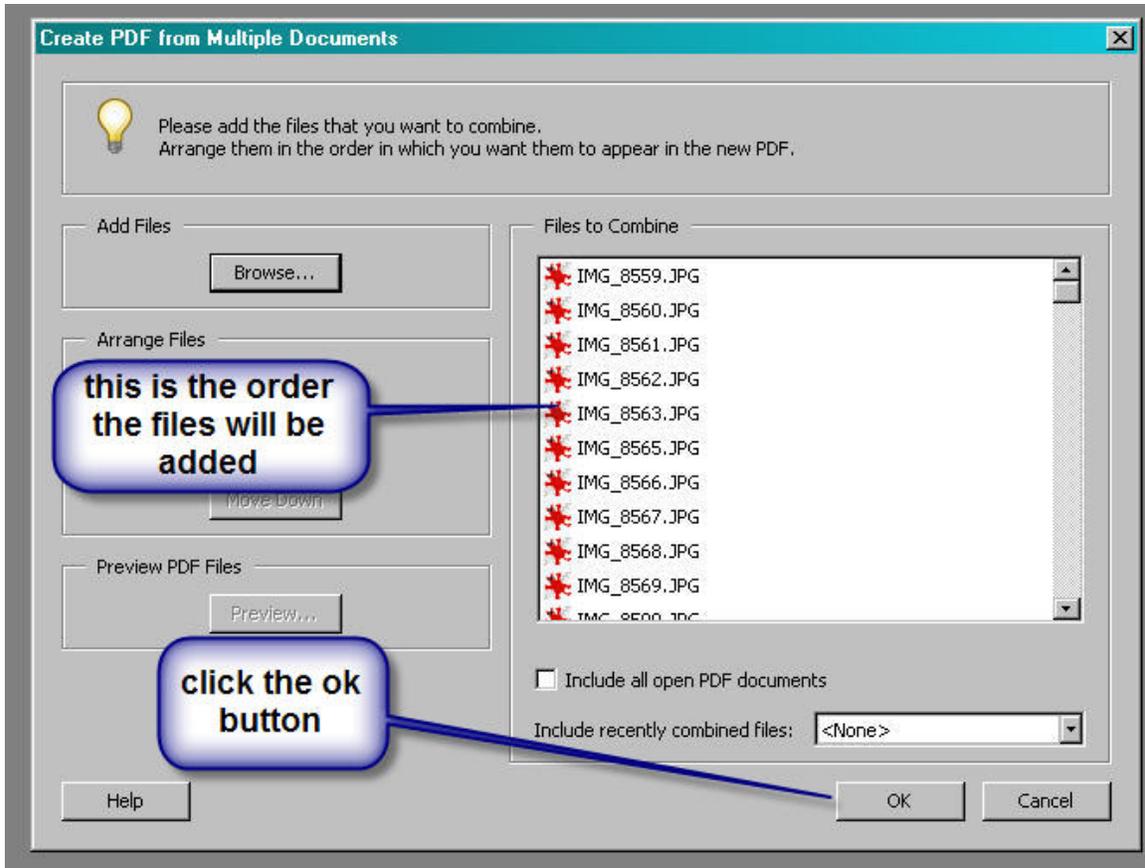
Notice the size of the resampled photos are less than 300 KB (0.3 of a megabyte). The original high resolution photos were in the 3 megabyte range.



Step #3 details

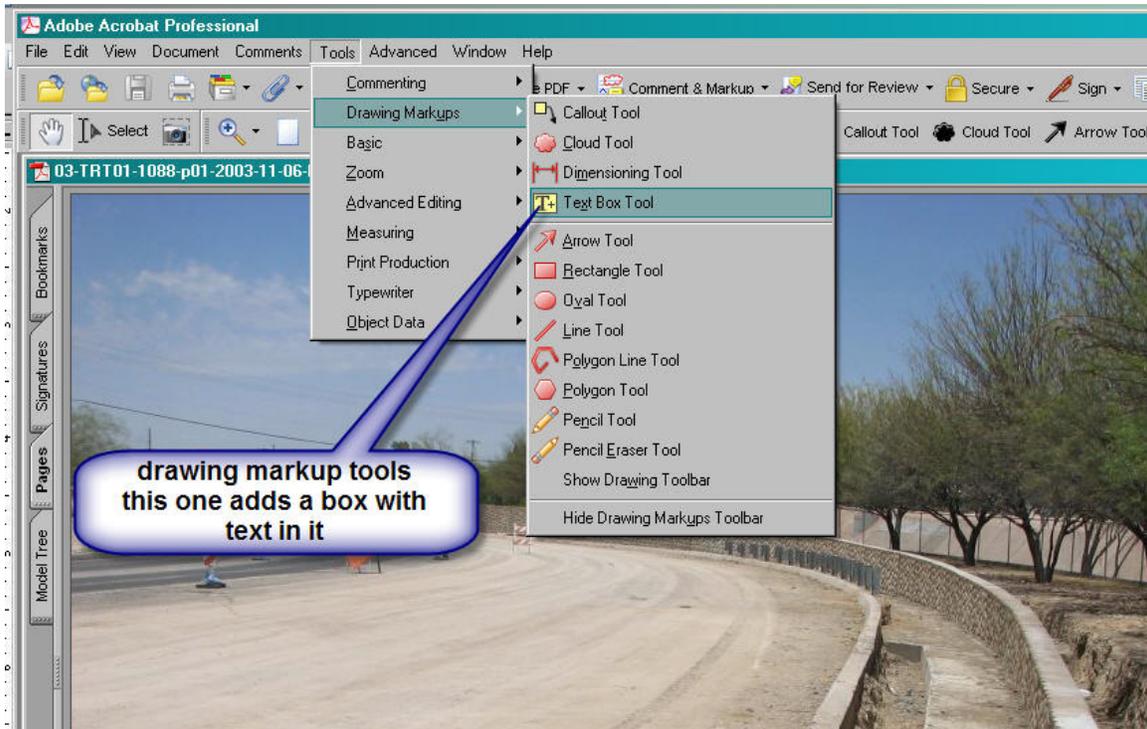
Open Adobe Acrobat Professional and assemble target photos into a pdf file





Step #4 details

Annotate individual photos with Acrobat's drawing markup tools



Minimum descriptions for the 1st photo:

1. Project name
2. Date photo was taken
3. General location

All other photos

1. specific location
2. photo direction- i.e.: north, south, east, west, upstream, downstream
3. description of photo objects

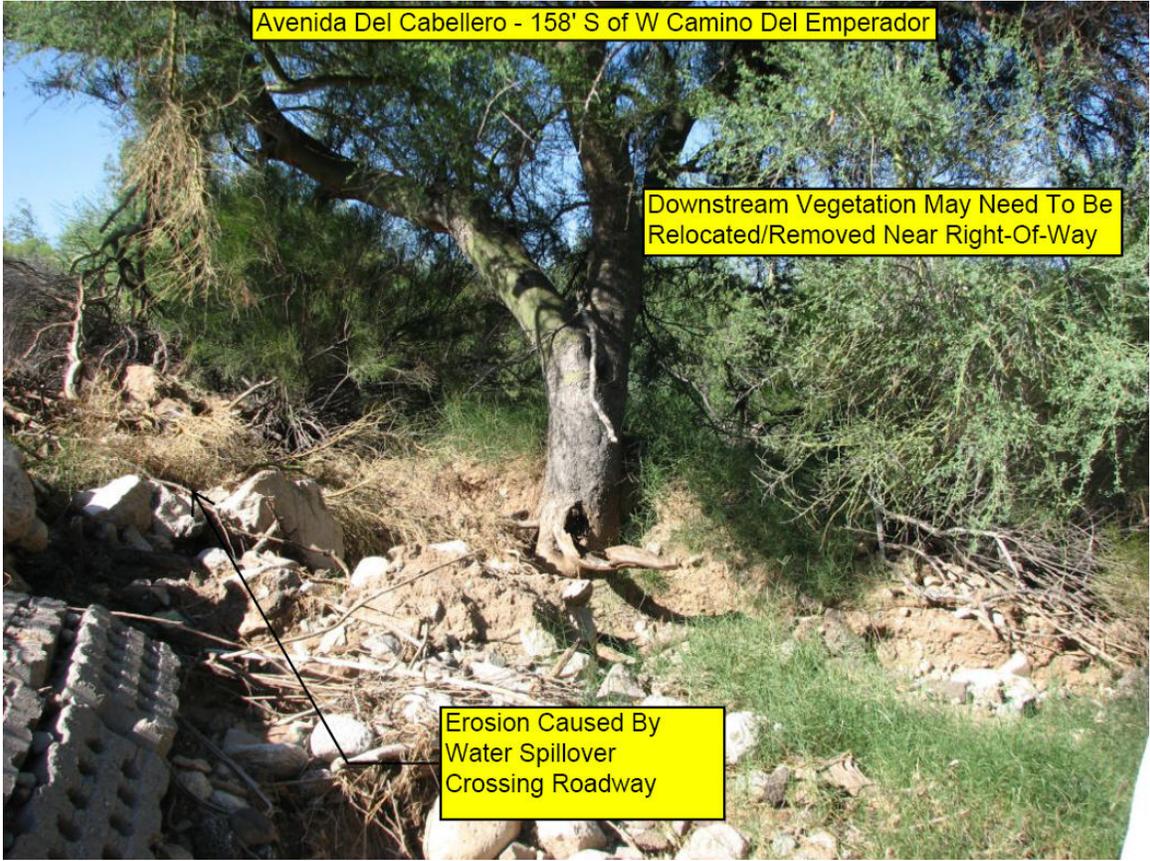
See examples on following pages

Step #5 details

Save file to the network and email location to IMD (Dana)

The next pages are some examples of marked up photos





Avenida Del Cabellero - 158' S of W Camino Del Emperador

Downstream Vegetation May Need To Be Relocated/Removed Near Right-Of-Way

Erosion Caused By Water Spillover Crossing Roadway