

# The Documentation Volunteers' Notes

The Humanitarian Development Department

## Understanding the process and goals before participating activities

- Knowing the activity theme, details, processes, event venue, participants, and workers.
- Paying attention to special themes, participants and guidance notes.
- Discussing the shooting plan with the documenting team in advance.
- Scheduling the shooting plan before the start of a large activity, arranging work duties, and participating documenting volunteers to prevent a lack of volunteers and to avoid repetition of duties.

## Be familiar with the operation of the camera

- Whether an automatic or an SLR camera, be sure to be familiar with the various functions and settings of the camera.
- Check the camera settings: Set the correct date, image size setting (low-end digital cameras, set to the highest pixels), image quality "compression ratio" is set to be optimized.
- Carry enough backup batteries, memory cards, a charger, a transmission line, and a card reader.
- Before the activity, test whether the camera can operate normally.

## The Day of the Activity: photography etiquette and Tzu Chi Culture

- Wear standard Tzu Chi volunteer clothing with a neat, solemn appearance with identification card.
- Arrive early at event venue, carefully observe the surrounding environment, people and things, then arrange shooting lines to avoid interfering with each other.
- Pay attention to your own safety by not entering a danger zone to avoid the risk of danger.
- Respect the wishes of the subject. Be faithful to uphold the principles of honesty, and making a true, accurate record.

## The Day of the Activity: Completely record all activities

- Photos should include long-range shots, medium-range shots, close-up shots to fit the theme for editing and narrating the theme.
- Photos of people, things, times, and places should be included to be able to explain the entire event clearly.
- Carry a pen and paper to record shooting content and subjects names.
- Make good use of the surrounding environment to assist in recording, such as banners identifying activities, street address venue, signs and other markers.
- In case there are people shooting not in appropriate an Tzu Chi uniform, please remind them.

Arrange Photos: Set up a data folder and select photos which are filled with the spirit of *renwen*.

- Open a new folder, name the folder using the time, place, event, and photographer, and then transfer all of the photos into the new folder.
- The preliminary stages of selecting photos is to delete photos which are blurred, dark, out of focus, slanted or have other problems.
- Rename photos using batch processing → date + photographer + a serial number.
- Open a new folder with the name of "selected photos ", then add those selected photos into this folder. The other way is to open two folders which are named A and B. Add selected photos to the A folder, unselected photos to the B folder.

# Notes on selected photos

- The selected photos should include long-range shots, , medium-range shots (single-person height), close-up shots. Those photos must be in focus, be able to explain the entire event clearly.
- When we choose the subject's photos, it's better to select those photos filled with warm interaction, and comprehensively explain the activity.
- Only one or two similar photos need to be kept.
- When we select photos, we have to be impartial to prevent omitting important people.
- If there are monks or nuns in the photo, we should pay attention to whether their robes are worn properly or not.
- If there are good landscapes, animals, flowers or other natural images, we can select these photos, too.
- Do not modify any photos, and save all photos in their original form.

# Writing description of the photo

- The description of the photo should include: event, character, date, location, and photographer.
- The descriptions of photos should be brief, but record the meaning behind each activity truthfully.
- In order to be able to search photos more easily, the description of photos have to include the location or specific activity title. Also, everyone should write the description the same way.
- If the photo has important persons or care recipients, we have to write the real name and the position of the them into the description. If Tzu Chi volunteers are in the photos, we should write down the full name and Buddhist name into the description of the photos.
- If we write the description of the photo into the content field of a photo file in file manager. It is important to export \*.txt files, unicode or use 3in1 app to transfer to Microsoft Word document (\*.doc) and add into the selected photos folder.



# Uploading photos

- Check the photos' folder again
  1. Did you open the photos' folder and rename according to the aforementioned rules?
  2. The photos' folder includes the original photos, selected photos and their descriptions.
  3. All of the processed information, documents, PowerPoint files, duplicate of a letter of authorization from the photographer, a letter of consent to be interviewed can be added to the photos' folder.
- Upload the photos' folder to FTP using FileZilla software, or upload it to the Cloud. Please follow the standard procedure organizing by districts.
- Backup your photos' folders.

## Arranging your photos' notes

- Do not make the name of the folder or the file name too long, do not use punctuation or special symbols, do not have more than 32 alphanumeric characters or 16 Chinese characters.
- Do not use the description of the photo as a file name.
- Do not keep your data only on one single hard disk. It is suggested that you regularly back up your data onto DVDs, which is a safer and easier way. You can also save your data onto two different hard disks.
- After backing up your data onto DVDs, you need to use a different DVD driver to check your data to make sure it is burned well.
- Regularly check your backup data to prevent the loss of data.

Thank You