

Background on using Word and Excel Photo Shoot Lists

(Editors: delete this background and the tips on the next page once you don't need them and are ready to have just the model and shoot table. If you or Neil might need to re-sort the list during the shoot, and you're not sure how to do it, you might want to leave the instructions on how to sort a table in Word on page 3 as a part of the file so the instructions are right there where you need them.)

Best Time to Use Excel

- If you have *no* descriptions, lists of equipment, or directions to add from the book that have hard returns.
- If you *don't* have thumbnails to add (since you cannot place thumbnails or images within the actual rows of excel; you can place images, but they float and do not sort with the row if you change the order at all).
- If you have more than three things you will need to sort the table with. For example, if you know you need to search by Time→Area→Equipment→Model→Figure number. You cannot sort by more than three fields in Word, so if this is your case, Word is not your friend.
- If you just really like Excel.

Best Time to Use Word

- If you have to input a lot of lists of equipment and lists of directions with hard returns that you'd like to copy and paste right into the table from the main text.
- If you need any image samples.
- If you don't need to sort by more than three (and possibly four*) factors.
- If you just really like Word.

*One way around the "no more than three factors" issue is to order your shoot table wisely so that you don't *need* to auto-sort by that many factors. For example, if you know which photos are going to be shot on different days, or know that some shots can only be shot at a certain location (like a pool versus swing set versus gymnasium), set up one table for each day or specific setting so that you can then just sort each table by area→equipment→model. That would probably be enough to keep things organized well enough for you without needing to mess with the hassle of having to type all of that information into Excel by hand, trying to get hard returns into Excel, and having to have a separate list or binder just for the sample images.

Working with Large Files

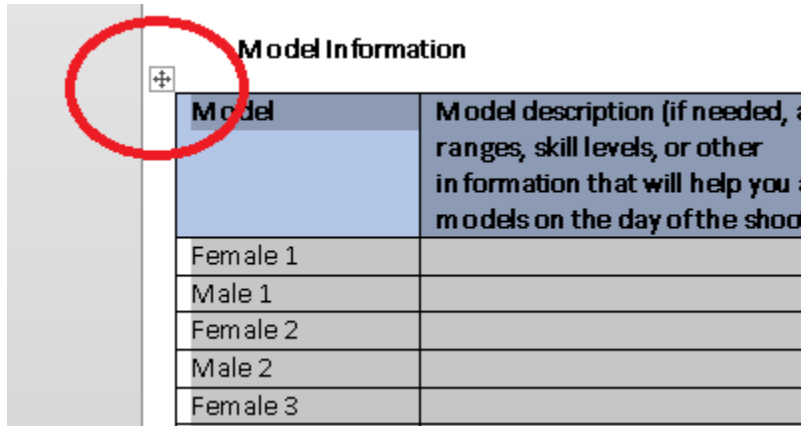
Whichever type of shoot list you create, the size of a file can get pretty large if you have a lot of screenshots or images in it. Compressing the images (in Word, click on an image, go to the FORMAT tab, click on "compress pictures" on the left top side of the screen) will only get you so far since screenshots are already pretty low-res. You can also break the file into several mini files, but this can be annoying and take away from the "whole picture" of the photo list. Instead, you should send the entire file through Dropbox or through our FTP site (to get an FTP site, you need to put in a tech request for them to set one up and get instructions from tech for how you and the author can sign in). Authors can simply view the file and make notes elsewhere or they can download the file, edit, resave, and upload their changes back to the FTP or Dropbox site for you to collect.

Tips for adding information to achieve the best sorting in both Excel and Word

- Be consistent about what you call things, the order you put them in, and the punctuation used.
 - The models, equipment, and locations should be listed in the same order each time they appear with the same punctuation, so that groupings of the same models or equipment would appear together. Examples:
 - If Sarah and Tim are often in photos together, just say “Sarah, Tim”. Don’t say variations like “Sarah, Tim”, “Sarah and Tim”, or “Tim and Sarah”.
 - If you know you’ll need equipment for baseball, just say “baseball, baseball bat, batting helmet”. Don’t switch it up and sometimes say “bat, baseball, helmet”. Another example would be “dumbbell” and “two dumbbells.” If sorting by equipment, “two dumbbells” won’t end up in the same section of the list as the rest of the dumbbell photos. But “dumbbell” and “dumbbells (2)” will be listed one after the other.
 - Be sure to consistently refer to different groupings of models. For example, don’t sometimes say “all models” and also sometimes say “everyone.”
 - Be sure to consistently refer to different locations. Don’t say “gym” *and* “PE class” if you mean the same place.
- Even throwing “and” into a list will mess up the sort if it’s not used every time.
- Your best bet is to decide what to call models, locations, time, equipment, or whatever you might need to sort by, and then use copy and paste as much as possible. This will help keep the information the same.
- Think of how to best-supply information for your particular shoot. If you are just shooting in one location, you wouldn’t need to put the name of the building in that “Location” column. But if you know that you are going to need different areas within that building, like “mailroom” and “club K”, or even different locations within one room like “floor” versus “wall”, then you would put those in that column and sort the list by location meaning “room” or “part of room” instead of “building”. Doing this saves Neil excess setup time because he has to shift the lights every time the location shifts. Equipment can have a similar impact on lighting if you have giant pieces to consider or something that covers the entire floor sometimes, like mats, but not mats at other times and the floor is shiny.

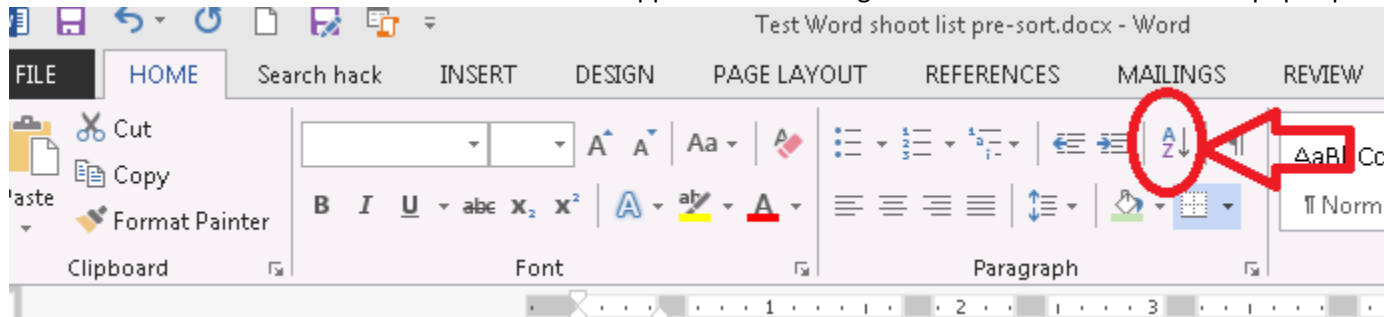
To Sort a Word Table

1. Select the entire table, including the headers. To quickly select the entire table, hover your cursor over the table until you see the little box with the crosshairs and click on the box to select the entire table.



Model Information	
Model	Model description (if needed, ranges, skill levels, or other information that will help you models on the day of the shoot
Female 1	
Male 1	
Female 2	
Male 2	
Female 3	

2. Click on the AZ sort button in the HOME tab. It also appears in the far right of the table LAYOUT tab that pops up after you select the table.



3. In the menu that appears, select which column you would like to sort the table by. For example, if you know you have shoots on different days, then you would probably want to start by sorting by time (assuming you put the date in the time column).

Sort

Sort by

Time
Figure
Description
of photos
Equipment
Model
Time

Type: Text

Using: Paragraphs

☒ Ascending
☐ Descending

Then by

Type: Text

Using: Paragraphs

☒ Ascending
☐ Descending

My list has

☒ Header row ☐ No header row

Options... OK Cancel

4. Word allows you to do a second and third sort (in the box it says “Then by . . .”). So you could first sort by time to get the rows into order according to the day of the shoot, and then sort by model within those days. Or, if you know that all of the models will be available on both days, you might want to sort by time, then by location, and then by the equipment needed, so that you don’t have to keep setting up the same equipment over and over again. The order in which you sort is really dependent upon the needs of your particular shoot.

Ebbbb [Author Name(s)] Photo Shoot List for [Title of Book]

Note to Editors (you can delete this): The green header on the Photo Information table will automatically repeat at the tops of subsequent pages. You can delete columns within the tables that you do not need or replace column headers to reflect information you need to include instead. Removing excess columns allows more room for you to resize the columns to best-fit your information.

Model Information

Model	Model description (if needed, add age ranges, skill levels, or other information that will help you assign models on the day of the shoot)	Name	Have signed model release form in hand? (must have in order to participate)	Have signed W-9 from in hand? (must have if the model is being paid)
Female 1				
Male 1				
Female 2				
Male 2				
Female 3				
Male 3				
Female 4				
Male 4				
Instructor female				
Instructor male				

Photo Information

Be sure to record the photo frame numbers for each photo taken during the shoot in the Frame # column. The photographer can tell you what range the photo frames were, or if you know which one you want to use, the specific number to record.

[illegible]

[illegible]