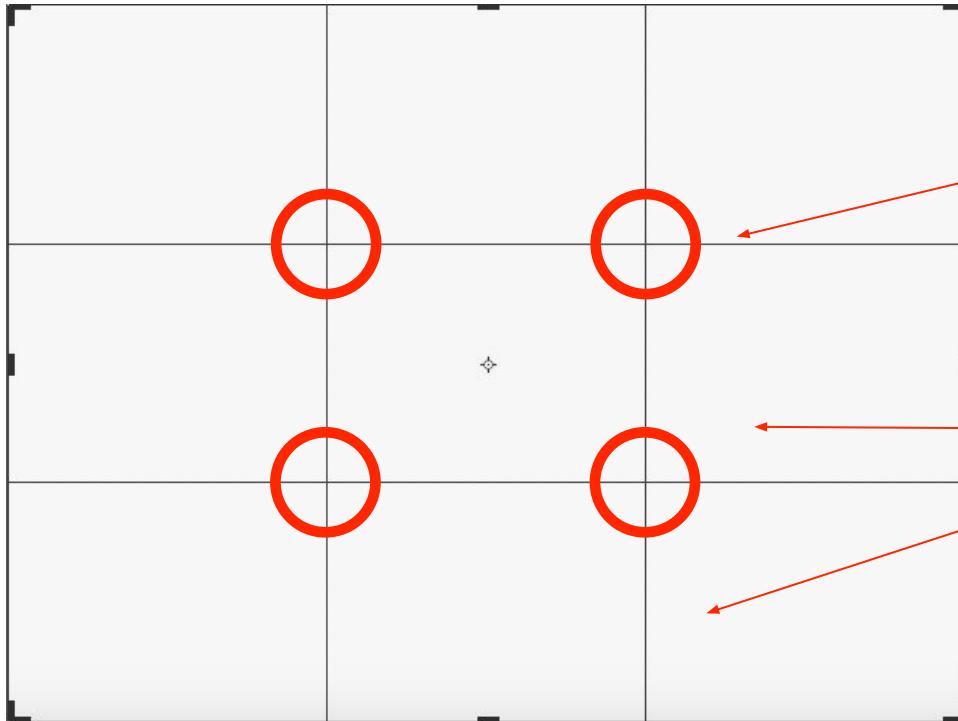


CROPPING GUIDE

GENERAL GUIDELINES

RULE OF THIRDS - EXPLANATION



1. TRY TO KEEP EYE LEVEL ON OR UNDERNEATH TOP HORIZONTAL LINE
 2. IDEALLY MAIN POINT OF INTEREST SHOULD BE KEPT TO WHERE HORIZONTAL AND VERTICAL LINES MEET
 3. WHERE POSSIBLE, KEEP SUBJECT WITHIN BOTTOM SIX SQUARES
- ABOVE WILL NOT ALWAYS BE ACHIEVABLE, BUT GET AS CLOSE AS POSSIBLE

GENERAL GUIDELINES

RULE OF THIRDS

BUILDING IS IMPORTANT PART OF IMAGE.

THIS IMAGE HAS BEEN SHOT WIDE TO INCLUDE BUILDING SO DO NOT CROP OUT.

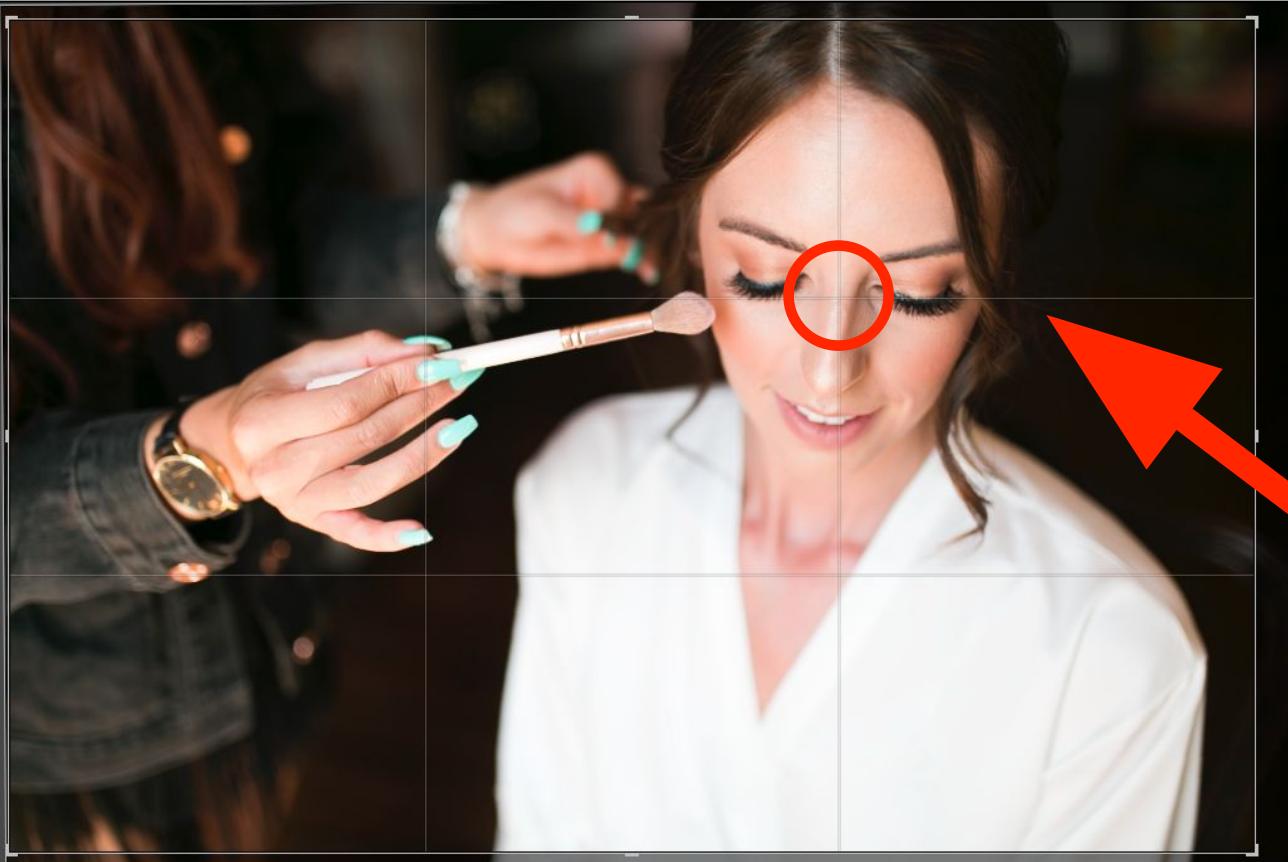
PLACE MAIN SUBJECT (COUPLE) ON ONE OF THE GRID LINES, THIS WILL ENSURE
IMAGE IS BALANCED.

UNNECESSARY SPACE ON RIGHT



GENERAL GUIDELINES

RULE OF THIRDS - EXAMPLE



PHOTOGRAPHER HAS SHOT THIS WITH RULE OF THIRDS IN MIND AS MAIN SUBJECT IS ON RIGHT HAND SIDE OF FRAME.

STEPS TO TAKE:

1. STRAIGHTEN
2. ENSURE POINT WHERE VERTICAL AND HORIZONTAL LINES MEET IS ON IMPORTANT PART OF IMAGE
3. TRY TO KEEP EYE-LINE ON TOP LINE

GENERAL GUIDELINES

REMOVE UNNECESSARY SPACE

NOTHING INTERESTING HERE = UNNECESSARY SPACE
REMOVING SPACE WILL MAKE IMAGE CLEANER & FOCUS MORE ON COUPLE



FINAL IMAGE IS MORE BALANCED.
DID NOT CROP IN TOO TIGHT, KEPT SPACE ON RIGHT SO SUBJECT CAN BREATHE.
ANY TIGHTER AND FRAME WOULD BE TOO FULL.
THIS KEEPS OVERALL FEELING OF IMAGE, JUST TIDIES IT UP.

GENERAL GUIDELINES

DO NOT OVER CROP

CLIENT HAS REQUESTED 'CENTRALISE SUBJECT' HOWEVER HERE IS AN EXAMPLE ON WHEN NOT TO DO THIS.
IF THE IMAGE IS SHOT WIDE INTENTIONALLY (E.G. RULE OF THIRDS HAS BEEN USED) THEN KEEP WIDE AND JUST STRAIGHTEN.



IMAGE HAS BEEN SHOT WIDE ON PURPOSE,
ONLY NEED TO STRAIGHTEN THIS IMAGE TO ENSURE THAT AS MUCH AS THE
GRAND HOUSE IS IN SHOT AS POSSIBLE.

CROP OUT DISTRACTIONS

CROPPING OUT DISTRACTIONS ONLY WHEN NECESSARY, REMOVING OBJECTS THAT COMPROMISE THE IMAGE VISUALLY.



CROP OUT DISTRACTIONS

CROPPING OUT DISTRACTIONS ONLY WHEN NECESSARY, REMOVING OBJECTS THAT COMPROMISE THE IMAGE VISUALLY.



CROP OUT DISTRACTIONS

CROPPING OUT DISTRACTIONS ONLY WHEN NECESSARY, REMOVING OBJECTS THAT COMPROMISE THE IMAGE VISUALLY.



CLEAN EDGE CROPPING

CROP A MAXIMUM OF 30% OF THE IMAGE.
DO NOT CROP ANYMORE THAN THIS. CROPPING OUT SIMPLE DISTRACTIONS AND
MAINTAINING A CLEAR FRAME AROUND THE MAIN FOCUS OF THE IMAGE



THIS LIGHT IS DISTRACTING

THE ARCHWAY TAKES
AWAY THE MAIN FOCUS
OF THE IMAGE



CENTRALISE SUBJECTS

SUBJECT IS CENTRAL HERE. NOTE THAT 'SUBJECT' ALSO INCLUDES VEIL AS THIS IS A BIG PART OF THE FRAME.



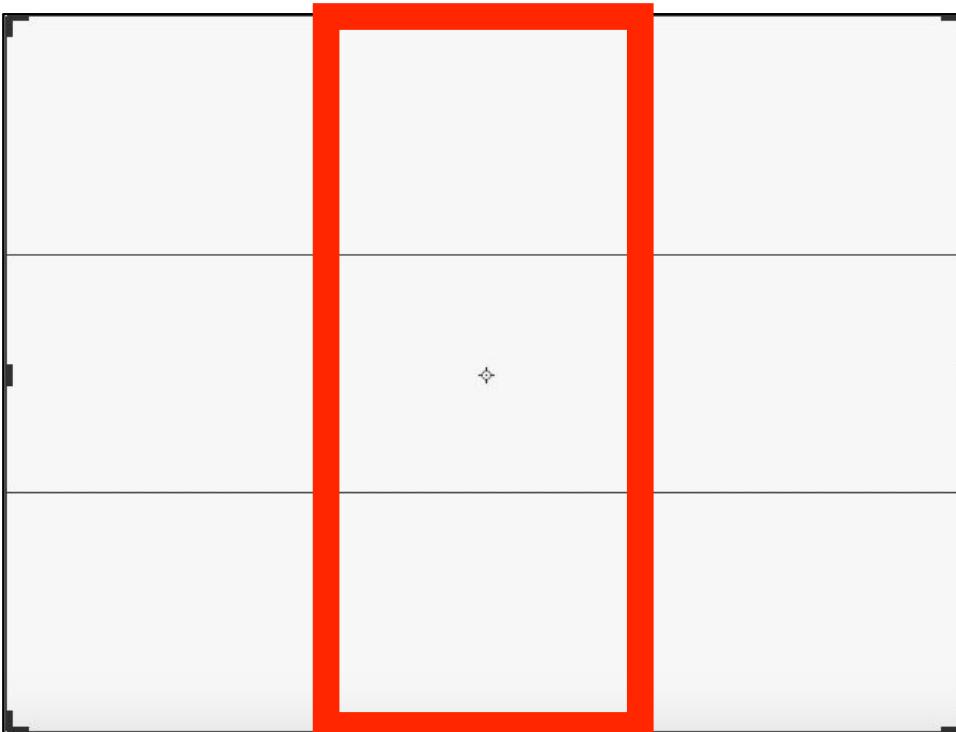
SYMMETRICAL CROP

ENSURING THAT THE CROP IS CLEAN AND SYMMETRICAL, THE SPACE EITHER SIDE OF THE SUBJECT IS EXACTLY THE SAME AND THE SUBJECT IS CENTRALISED



GENERAL GUIDELINES

CENTRAL - EXAMPLE



IF CROPPING CENTRAL THEN KEEP
SUBJECT OR POINT IN INTEREST IN
CENTRAL SQUARES WITH EQUAL DISTANCE
ON EDGES

STEPS TO TAKE:

1. STRAIGHTEN
2. ENSURE THE SUBJECT IS CENTRAL

GENERAL GUIDELINES

CENTRAL - EXAMPLE

THE SUBJECT
HERE IS THE
PERFUME
BOTTLE, SO
THIS NEEDS TO
BE PERFECTLY
CENTRAL.



GENERAL GUIDELINES

CENTRAL - EXAMPLE

IT IS IMPORTANT THAT ALL GROUP SHOTS ARE CENTRAL AND THAT THE SPACE EITHER SIDE OF THE GROUPS IS THE SAME

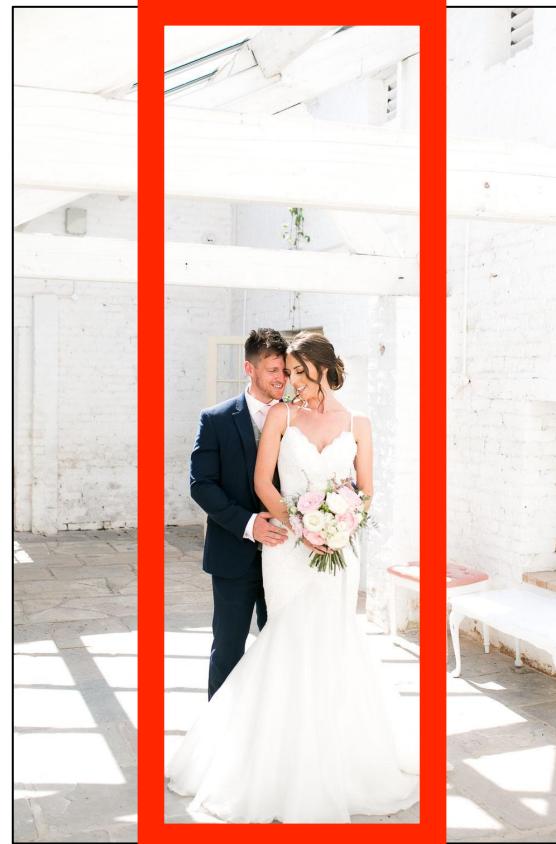


IN THIS EXAMPLE, WHERE THERE IS A DOORWAY IT IS ALSO IMPORTANT THAT THE DOOR IS AS CENTRAL AS POSSIBLE AND STRAIGHT.

GENERAL GUIDELINES

CENTRAL - EXAMPLE

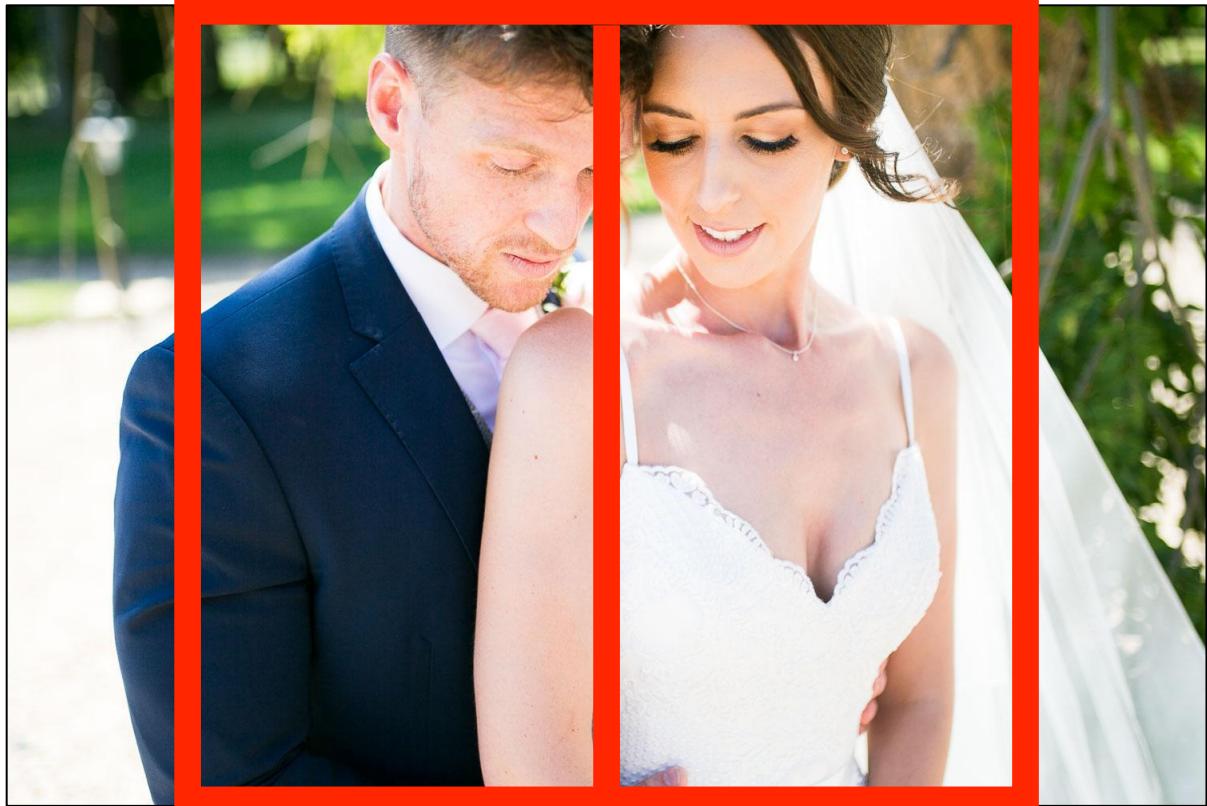
IN THIS COUPLE SHOT IT HAS BEEN INTENTIONALLY SHOT SO THAT THE COUPLE ARE IN THE CENTRE.



GENERAL GUIDELINES

CENTRAL - EXAMPLE

IN THIS CLOSE UP COUPLE SHOT IT IS IMPORTANT THAT THE COUPLES FACES ARE AS CENTRAL AS POSSIBLE AND THAT IT IS CROPPED WITH SYMMETRICAL SPACING



GENERAL GUIDELINES

LEAVE HEADROOM NOT FOOT ROOM

MOST CASES THIS LOOKS MORE BALANCED. DO NOT DO THIS IF THERE IS SOMETHING OF INTEREST THAT SHOULD BE INCLUDED IN THE FRAME



GROUP SHOTS



BEFORE

GROUP NOT 100% CENTRAL

TOO MUCH SPACE AROUND SUBJECT

GROUP ARE VERY CENTRAL IN ORIGINAL SO
KEEP CENTRAL WHEN CROPPING.

BIT TOO MUCH SPACE AROUND THEM.

STEPS TO TAKE:

1. ENSURE STRAIGHT
2. KEEP CENTRAL
3. REMOVE SPACE AROUND GROUP



GROUP SHOTS

- MAKE ITEM THAT IS IN FOCUS SUBJECT OF IMAGE
- IF SUBJECT IS CLOSE TO BEING CENTRED, THEN ENSURE IT IS CENTRED



BEFORE



AFTER

GROUP SHOTS



BEFORE

GROUP NOT 100% CENTRAL

BIT TOO MUCH SPACE AROUND THEM.

STEPS TO TAKE:

1. ENSURE STRAIGHT
2. KEEP HORIZONTALLY CENTRAL BUT VERTICALLY KEEP RULE OF THIRDS
3. REMOVE SPACE AROUND GROUP



GROUP SHOTS

- MAKE SURE GROUP ARE THE FOCUS OF THE IMAGE UNLESS SHOT VERY WIDE
 - KEEP TO RULE OF THIRDS OF CENTRED SUBJECTS



BEFORE



AFTER

GROUP SHOTS



BEFORE

GROUP IS NOT 100% CENTRAL

DISTRACTING



GROUP SHOTS

1. CENTRE SUBJECTS (UNLESS SHOT INTENTIONALLY WITH RULE OF THIRDS)

2. STRAIGHTEN

3. REMOVE DISTRACTIONS



BEFORE



AFTER

COUPLE SHOTS – WIDE

- CROP SYMMETRICAL (UNLESS SHOT WITH RULE OF THIRDS)
 - STRAIGHTEN



BEFORE



AFTER

COUPLE SHOTS – WIDE



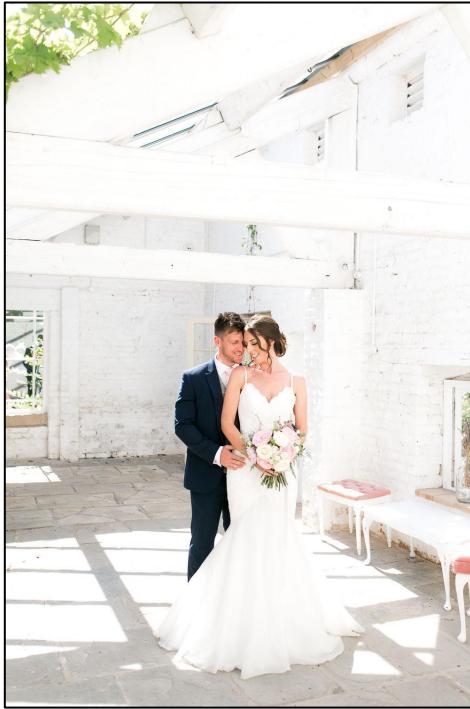
CROP IS NOT SYMMETRICAL

IMAGE IS NOT STRAIGHT

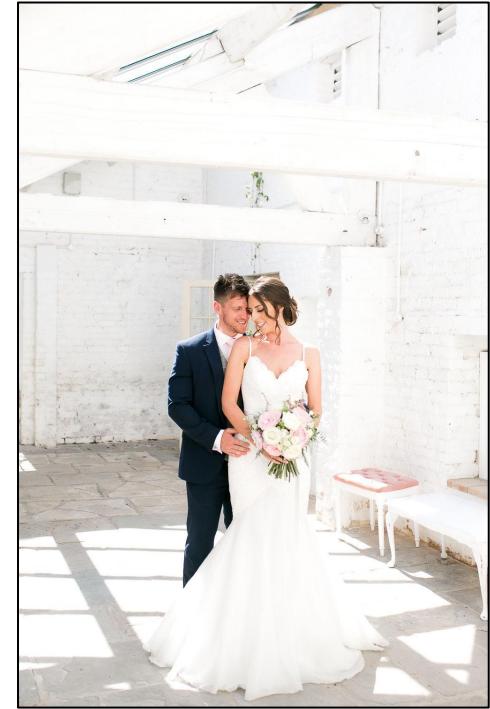


COUPLE SHOTS – FULL LENGTH

- CROP SYMMETRICAL (UNLESS SHOT RULE OF THIRDS)
- STRAIGHTEN
- LEAVE ROOM FOR PRINTING
- REMOVE DISTRACTIONS

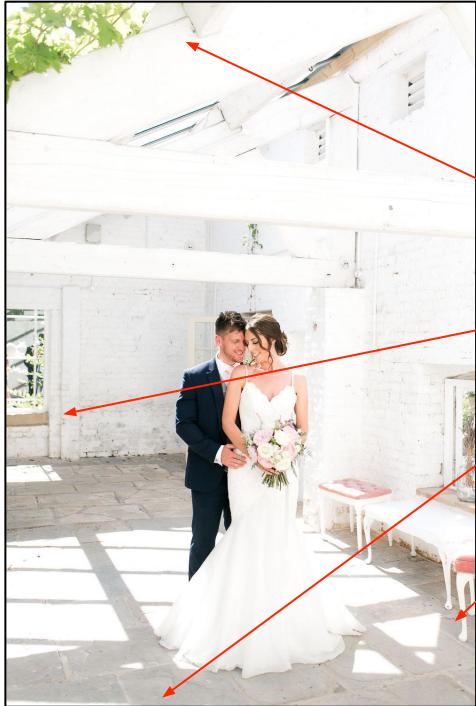


BEFORE

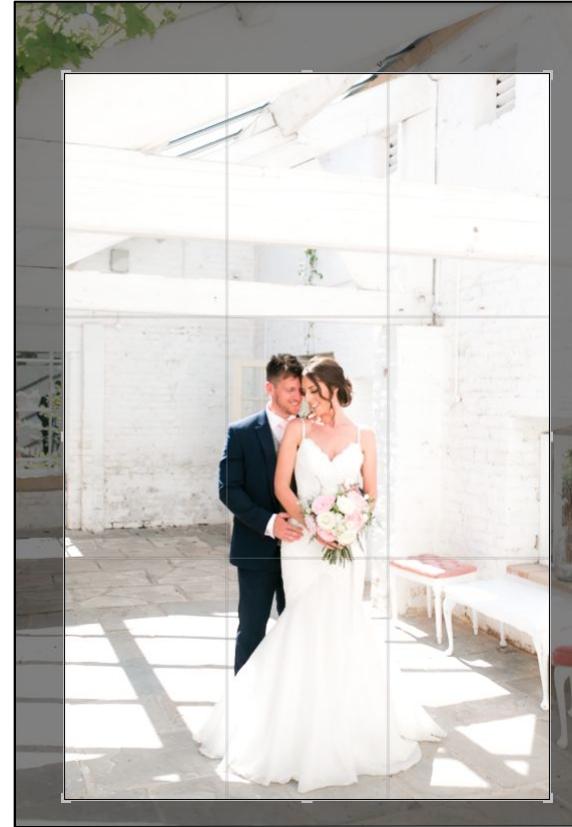


AFTER

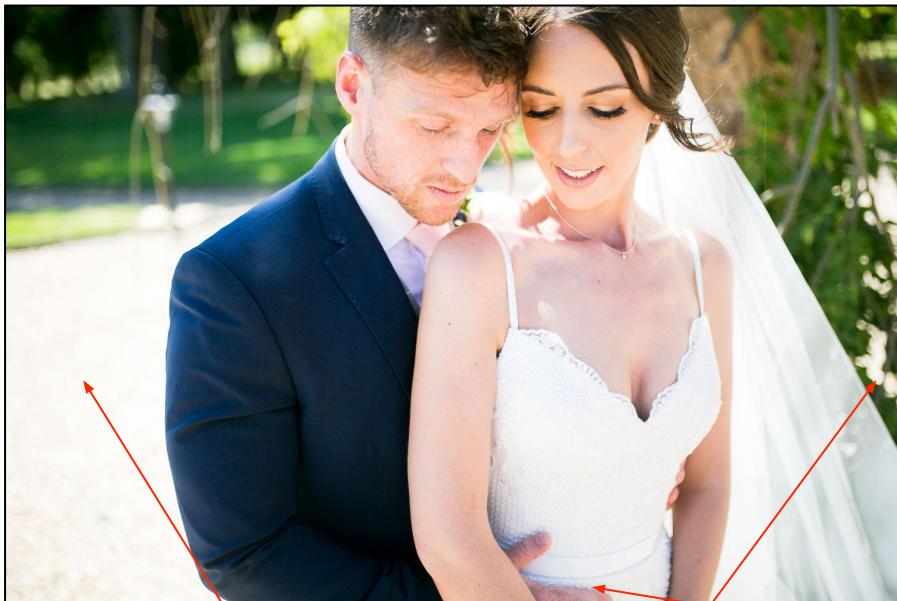
COUPLE SHOTS – FULL LENGTH



DISTRACTIONS

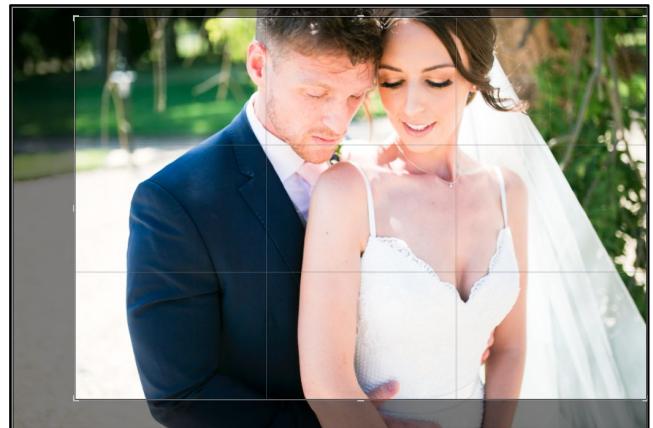


COUPLE SHOTS – CLOSE UP



SHOT IS NOT SYMMETRICAL OR SHOT WITH RULE OF THIRDS

Distracting



COUPLE SHOTS – CLOSE UP

1. CROP CENTRAL OR WITH RULE OF THIRDS
2. STRAIGHTEN
3. MAKE SURE IMAGE IS WELL BALANCED E.G. SUBJECT FILLS FRAME NICELY
4. REMOVE DISTRACTIONS AT EDGE OF FRAME



BEFORE



AFTER

DETAIL SHOTS



BEFORE

DISTRACTING

THIS IS AN EXAMPLE OF THE MAXIMUM TO CROP AN IMAGE.

RING HAS BEEN PLACED ONTO FLOWERS
WHICH MEANS IT IS THE MAIN SUBJECT.

CROP IN TO MAKE RING THE MAIN FOCUS
AND REMOVE DISTRACTING FLOWERS ON
EDGE OF THE FRAME.



DETAIL SHOTS

MAKE ITEM THAT IS IN FOCUS SUBJECT OF IMAGE
CENTRALISE OR USE RULE OF THIRDS



BEFORE



AFTER

DETAIL SHOTS



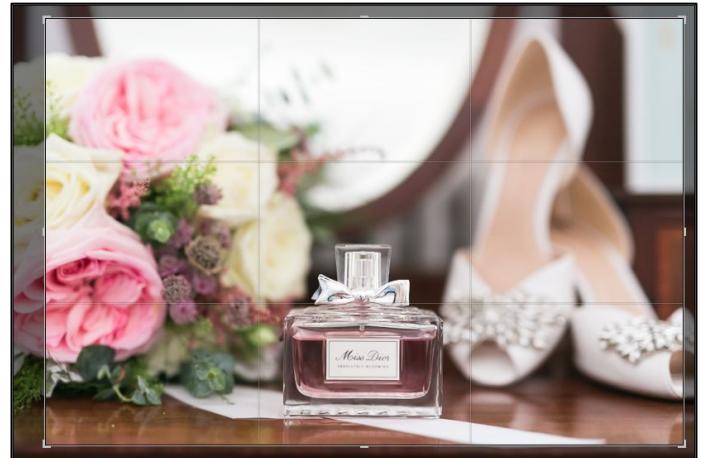
NOT 100% CENTRAL

DISTRACTING

PERFUME IS SUBJECT OF THIS PHOTO AS IT IS THE ONLY ITEM IN FOCUS

PERFUME IS NEARLY CENTRAL IN ORIGINAL, BUT NOT QUITE. THEREFORE ENSURE SUBJECT IS CENTRAL.

ITEMS IN BACKGROUND HAVE BEEN STYLED THIS WAY SO DO NOT CROP OUT



DETAIL SHOTS

- MAKE ITEM THAT IS IN FOCUS THE SUBJECT OF IMAGE
- IF SUBJECT IS CLOSE TO BEING CENTRED, THEN ENSURE IT IS CENTRED



BEFORE



AFTER

DETAILS

ITEM HAS BEEN SHOT WITH SUBJECT ON ONE SIDE E.G RULE OF THIRDS, SO DO NOT CENTRE SUBJECT. STRAIGHTEN AND CROP OUT DISTRACTIONS.



BEFORE

NOT STRAIGHT



DETAILS

1. CROP CENTRAL OR WITH RULE OF THIRDS
2. STRAIGHTEN + CROP OUT DISTRACTIONS
3. MAKE SURE IMAGE IS WELL BALANCED



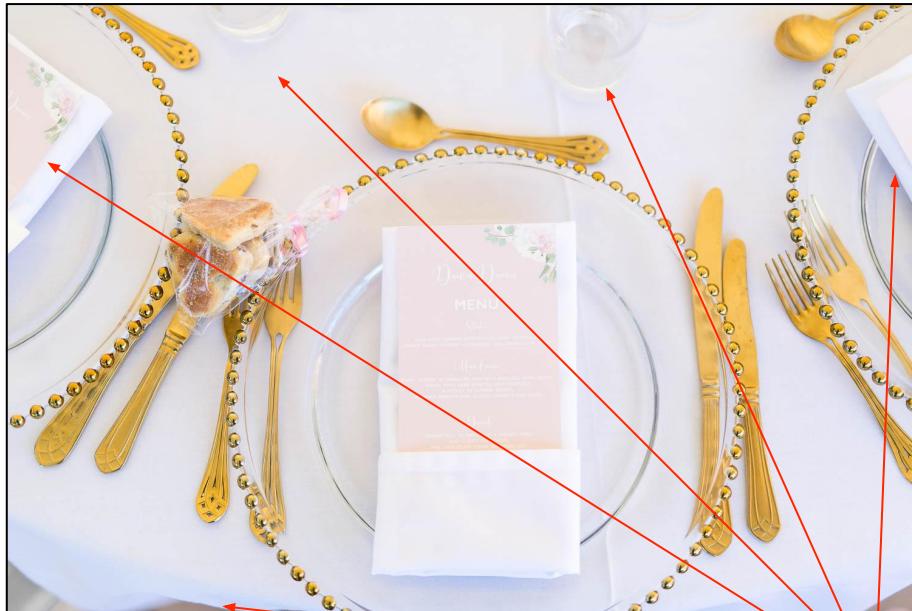
BEFORE



AFTER

DETAILS

MINIMISE OR REMOVE DISTRACTIONS AND BRING FOCUS TO THE SUBJECT



DETAILS

1. CROP CENTRAL OR WITH RULE OF THIRDS
2. STRAIGHTEN
3. MAKE SURE IMAGE IS WELL BALANCED E.G. SUBJECT FILLS FRAME NICELY
4. REMOVE DISTRACTIONS AT EDGE OF FRAME



BEFORE



AFTER

CENTRALISING OBJECTS

1. WHEN THE MAIN FOCUS IS THE OBJECT OR SCENE BEHIND THE COUPLE
2. MOST COMMONLY SEEN IN THE CEREMONY
3. MAKE SURE THE MAIN FOCUS IS CENTRALISED OVER THE COUPLE
4. REMOVE DISTRACTIONS AT EDGE OF FRAME



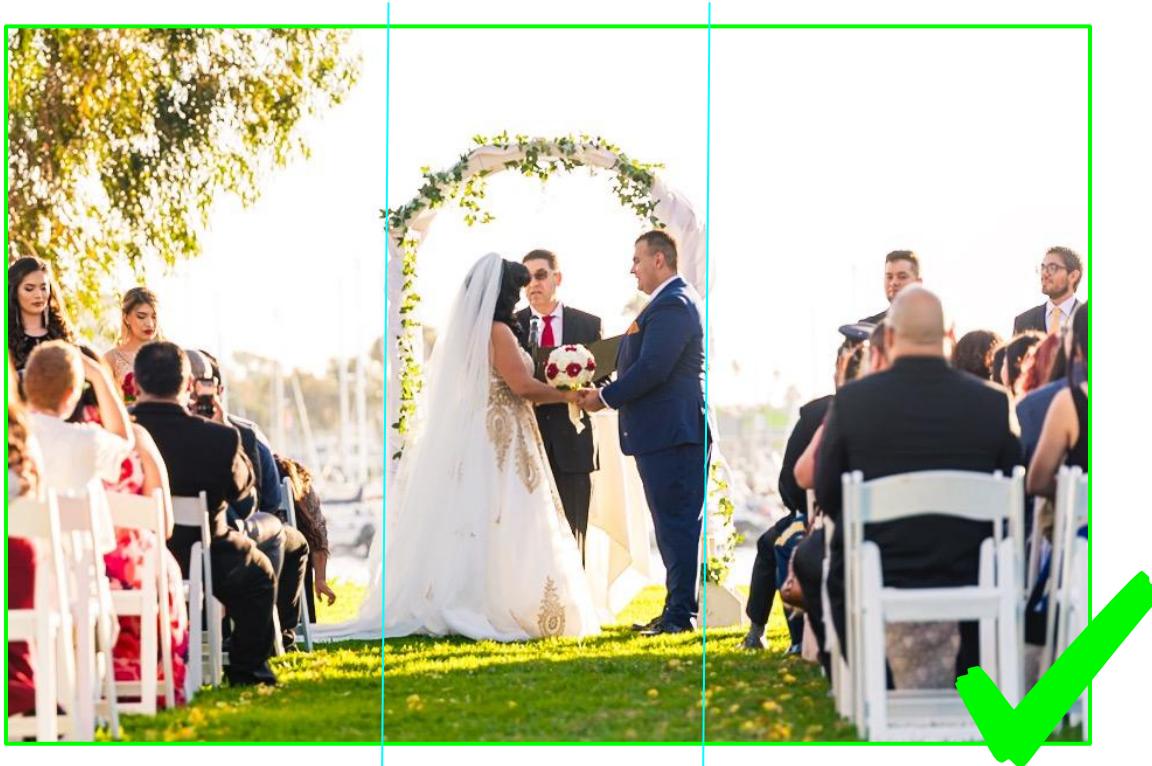
BEFORE



AFTER

CENTRALISING OBJECTS

THE MAIN FOCUS HERE IS THE ARCH BEHIND THE COUPLE, SO IT'S IMPORTANT THAT THE ARCH IS CENTRAL AND NOT THE COUPLE



CENTRALISING OBJECTS

1. WHEN THE MAIN FOCUS IS THE OBJECT OR SCENE BEHIND THE COUPLE
2. MOST COMMONLY SEEN IN THE CEREMONY
3. MAKE SURE THE MAIN FOCUS IS CENTRALISED OVER THE COUPLE
4. REMOVE DISTRACTIONS AT EDGE OF FRAME



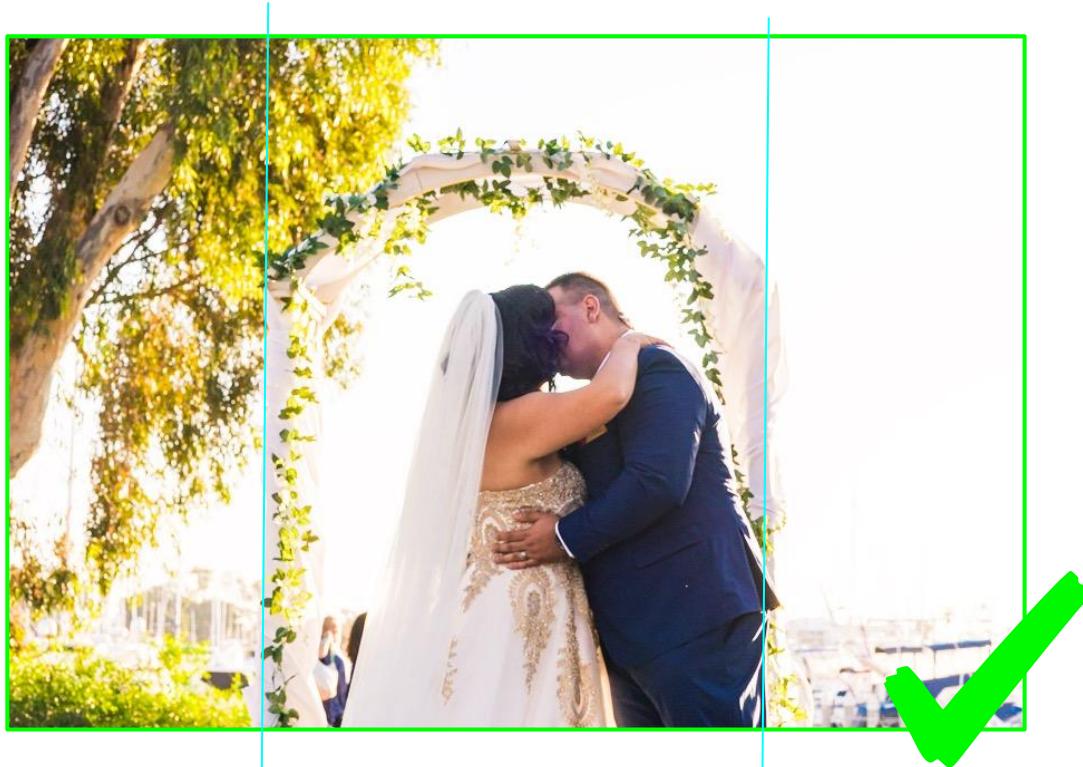
BEFORE



AFTER

CENTRALISING OBJECTS

THE MAIN FOCUS HERE IS THE ARCH BEHIND THE COUPLE, SO IT'S IMPORTANT THAT THE ARCH IS CENTRAL AND NOT THE COUPLE



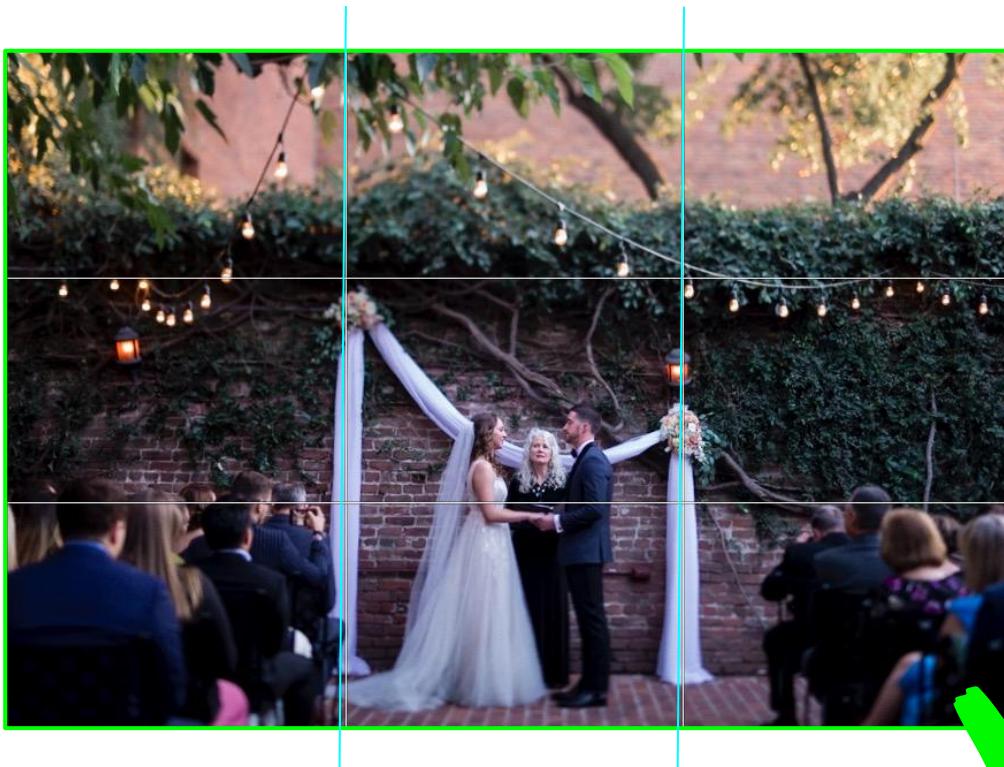
CENTRALISING OBJECTS

THE MAIN FOCUS HERE IS THE ARCH BEHIND THE COUPLE, SO IT'S IMPORTANT THAT THE ARCH IS CENTRAL AND NOT THE COUPLE



CENTRALISING OBJECTS

THE MAIN FOCUS HERE IS THE ARCH BEHIND THE COUPLE, SO IT'S IMPORTANT THAT THE ARCH IS CENTRAL AND NOT THE COUPLE



CANDIDS



DISTRACTING

CANDID IMAGES ARE USUALLY TAKEN WITHOUT PLANNING SO ARE RARELY COMPOSED WELL.

THIS IS A GREAT SHOT, BUT THE MAN IN FRONT OF THE CAMERA IS VERY DISTRACTING.

STEPS TO TAKE:

1. ENSURE STRAIGHT
2. CROP OUT AS MUCH OF DISTRACTION AS POSSIBLE TO MINIMISE IT.

IN THIS EXAMPLE THE DISTRACTIONS COULD NOT BE TAKEN OUT COMPLETELY, JUST DO YOUR BEST TO CREATE A CLEAN IMAGE.



CANDIDS

1. CROP CENTRAL OR WITH RULE OF THIRDS
2. STRAIGHTEN
3. MAKE SURE IMAGE IS WELL BALANCED E.G. SUBJECT FILLS FRAME NICELY
4. MINIMISE DISTRACTIONS AT EDGE OF FRAME



BEFORE



AFTER

CANDIDS



DISTRACTING

CANDID IMAGES ARE USUALLY TAKEN WITHOUT PLANNING SO ARE RARELY COMPOSED WELL.

THIS IS A GREAT SHOT, BUT THE TWO GUESTS ARE DISTRACTING SO THE SUBJECT GETS LOST IN THE IMAGE.

STEPS TO TAKE:

1. ENSURE STRAIGHT
2. CROP OUT AS MUCH OF DISTRACTION AS POSSIBLE TO MINIMISE IT.

IN THIS EXAMPLE THE DISTRACTIONS COULD NOT BE TAKEN OUT COMPLETELY, JUST DO YOUR BEST TO CREATE A CLEAN IMAGE.



CANDIDS

1. CROP CENTRAL OR WITH RULE OF THIRDS
2. STRAIGHTEN
3. MAKE SURE IMAGE IS WELL BALANCED E.G. SUBJECT FILLS FRAME NICELY
4. MINIMISE DISTRACTIONS AT EDGE OF FRAME



BEFORE



AFTER

SPEECHES/TOASTS



IMAGE ISN'T STRAIGHT

DISTRACTING

IMAGES TAKEN DURING THIS PERIOD ARE VERY INFORMAL AND CROPPING PLAYS A BIG PART IN MAKING THEM LOOK GOOD.

THIS IS A GREAT SHOT, BUT THE GUEST ON THE RIGHT IS DISTRACTING SO THE SUBJECT (LADY IN HAT CRYING) GETS LOST IN THE IMAGE.

STEPS TO TAKE:

1. ENSURE STRAIGHT
2. CROP OUT AS MUCH OF DISTRACTION AS POSSIBLE TO MINIMISE IT.

IN THIS EXAMPLE THE DISTRACTION COULD NOT BE TAKEN OUT COMPLETELY, JUST DO YOUR BEST TO CREATE A CLEAN IMAGE.



SPEECHES/TOASTS

1. CROP CENTRAL OR WITH RULE OF THIRDS
2. STRAIGHTEN
3. MAKE SURE IMAGE IS WELL BALANCED E.G. SUBJECT FILLS FRAME NICELY
4. MINIMISE DISTRACTIONS AT EDGE OF FRAME



BEFORE



AFTER

SPEECHES/TOASTS



DEAD SPACE

DISTRACTING &
NOT
EMOTIONAL

IMAGES TAKEN DURING THIS PERIOD ARE VERY INFORMAL AND CROPPING PLAYS A BIG PART IN MAKING THEM LOOK GOOD.

THIS IS A GREAT SHOT, BUT THE GUEST ON THE RIGHT IS DISTRACTING SO THE SUBJECT (MAN SPEAKING)

STEPS TO TAKE:

1. ENSURE STRAIGHT
2. CROP OUT AS MUCH OF DISTRACTION AS POSSIBLE TO MINIMISE IT.
3. CROP USING RULE OF THIRDS AS CENTRALISED WOULD LOSE BRIDES REACTION.



SPEECHES/TOASTS

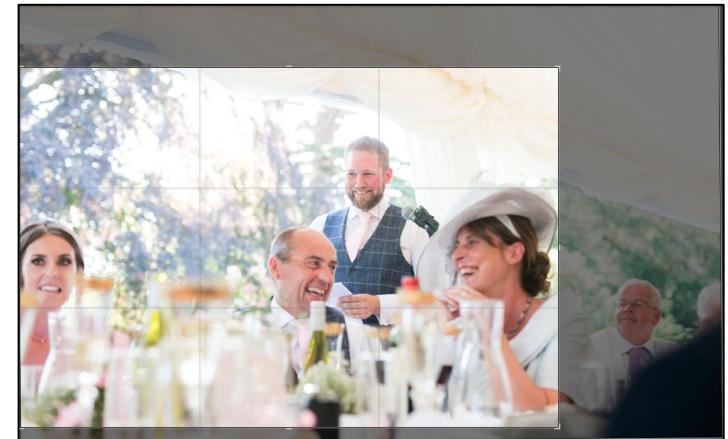


IMAGES TAKEN DURING THIS PERIOD ARE VERY INFORMAL AND CROPPING PLAYS A BIG PART IN MAKING THEM LOOK GOOD.

THIS IS A GREAT SHOT, BUT THE GUEST ON THE RIGHT IS DISTRACTING SO THE SUBJECT (MAN SPEAKING)

STEPS TO TAKE:

1. ENSURE STRAIGHT
2. CROP OUT AS MUCH OF DISTRACTION AS POSSIBLE TO MINIMISE IT.



SPEECHES/TOASTS

1. CROP CENTRAL OR WITH RULE OF THIRDS
2. STRAIGHTEN
3. MAKE SURE IMAGE IS WELL BALANCED E.G. SUBJECT FILLS FRAME NICELY
4. MINIMISE DISTRACTIONS AT EDGE OF FRAME
5. KEEP IN REACTIONS OF GUESTS IN BACKGROUND/FOREGROUND



BEFORE



AFTER

UNCONSTRAINED CROP

CLIENT NOTES WILL DICTATE WHAT TYPE OF CROPPING THEY REQUIRE, IF UNCONSTRAINED CROPPING THIS WILL BE DISPLAYED HERE.

A BRIEF DESCRIPTION ON HOW THEY WOULD GENERALLY CROP WITH NO CONSTRAINTS

The screenshot displays two main windows related to image processing preferences and notes.

Cropping Straightening Preferences: This window lists various cropping and straightening options. The "Unconstrained Crop" option is highlighted in yellow. Other listed items include "Straightening" and "Custom - *SEE *".

Cropping Straightening Notes: This window contains a list of notes. The first note, "doesn't like dead space - crop it out", is highlighted with a blue border and has a checked checkbox next to it. The second note, "Crop out distractions. Doesn't mind more extr...", is partially visible.

Red arrows point from the text descriptions on the left to the corresponding sections in the screenshots.

Left Descriptions:

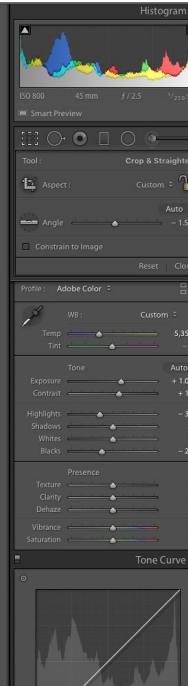
- CLIENT NOTES WILL DICTATE WHAT TYPE OF CROPPING THEY REQUIRE, IF UNCONSTRAINED CROPPING THIS WILL BE DISPLAYED HERE.
- A BRIEF DESCRIPTION ON HOW THEY WOULD GENERALLY CROP WITH NO CONSTRAINTS

Screenshots:

- Cropping Straightening Preferences:** A list of options including "Straightening", "Unconstrained Crop", "Custom - *SEE *", "Straightening", "Unconstrained Crop", "Crop out distract...", "Straightening", "Unconstrained Crop", "Crop out distract...", "Straightening", "Crop-Out-Distractions", "Unconstrained Crop", "Unconstrained Crop", "Straightening", "Crop out distract...".
- Cropping Straightening Notes:** A list of notes:
 - "doesn't like dead space - crop it out"
 - "Crop out distractions. Doesn't mind more extr..."

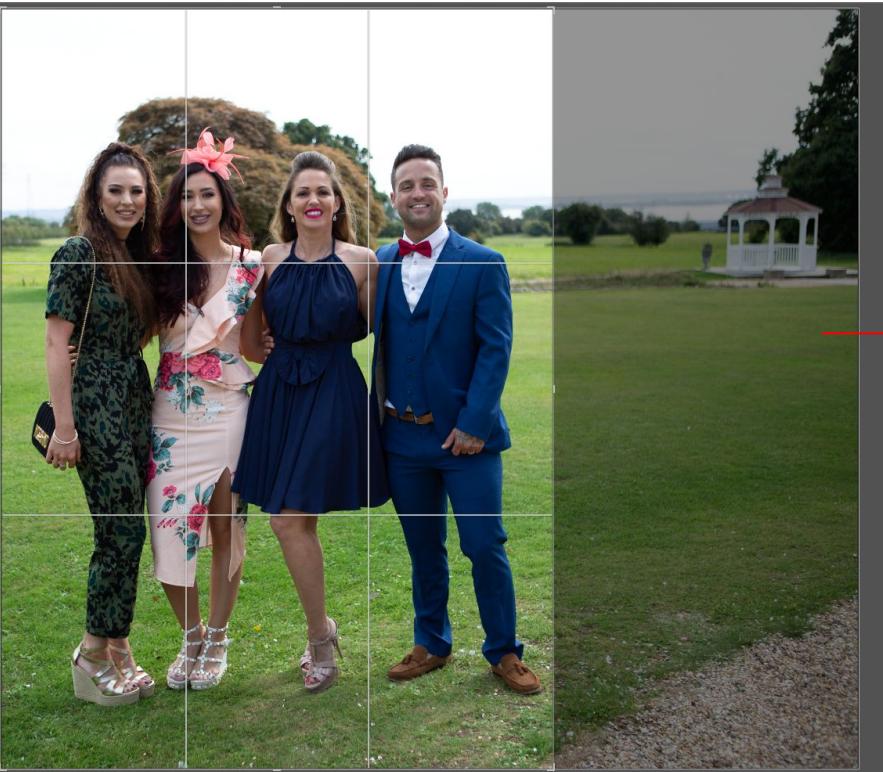
UNCONSTRAINED CROP

EXAMPLE ONE



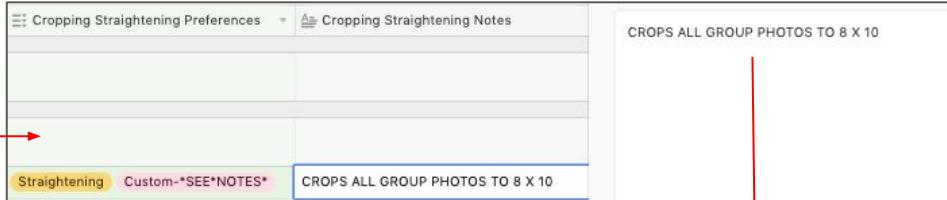
UNCONSTRAINED CROP

EXAMPLE TWO



CUSTOM CROPPING

A CLIENT MAY REQUIRE SOMETHING CUSTOM WHICH WILL BE DISPLAYED IN THE PREFERENCES AND NOTES.



CROPS ALL GROUP PHOTOS TO 8 X 10



ENSURE THAT THE NOTES HAVE BEEN READ AND THE CUSTOM RULES HAVE BEEN APPLIED, IN THIS CASE THE CLIENT WANTS ALL GROUP SHOTS CROPPED TO A RATIO OF 8X10