

## Subpart B – Employee Responsibilities

400.12 Kinds of information activities.

### INF-Photography of Conservation Practices for Communications Uses

Indiana NRCS employees can assist with the agency by taking usable photos to communicate conservation practices on the land. When taking photos for agency use, please follow the guidelines listed below.

#### Types of Images

Take photos of all conservation practices, both structural and management, such as:

- Grassed waterways
- No-till
- Cover crops
- Buffers/filters
- Prescribed grazing
- Wetland restoration
- Two-stage ditches
- Irrigation practices
- Forestry practices

The agency particularly needs ‘before and after’ images to communicate the work we do. ‘Before’ images may include the gully before the waterway, the erosion and tilled up fields before the no-till and cover crops, the tilled crops next to the ditch before the buffers, the overgrazed pasture before the prescribed grazing, etc.

#### Image File Type and Size

Images of any file size can be submitted to Public Affairs staff at any time. In general, NRCS prefers large file sizes of high resolution. Images can always be reduced, but not enlarged. Quality images that may be submitted to the NRCS Photo Gallery need to be shot at the highest resolution the camera allows.

- Tiff files – for high resolution uses (print, displays, poster, etc.) 6mb to 12mb
- JPEG files – for medium to low resolution uses (PowerPoint, Web site, email) 400kb to 1mb

*Note:* To set resolution on the Olympus Camedia C-4000 (see page 16 of the owner manual) go to the Mode Menu and select Tiff (10-15mb file), SHQ (1.5mb file), or HQ (600kb – 1mb file).

Other digital models will have similar instructions for setting resolution and size. Check the Operator Manual or contact the State Public Affairs Specialist if you have questions.

### Submit Images

Copy any digital images that meet the needs described above to a CD/DVD. Mail the CD/DVD to the State Public Affairs Specialist at the Indiana NRCS state office at 6013 Lakeside Boulevard, Indianapolis, IN 46278. Low resolution images can be emailed to the State Public Affairs Specialist.

Images need to be identified as to the photographer, date image was taken, and brief description of the practice and site. Name your images and prepare a document listing this information for clarity. Include this document with the CD/DVD.

If your office has existing 'before and after' prints or slides that meet the needs described above, mail them to the State Public Affairs Specialist at the address above. These prints/slides can be scanned and returned to the sending office.