

## *PHOTOGRAPHY INSTRUCTIONS - DIGITAL*

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WHEN            During the day, when the sun is bright

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WHERE            Outside, in the open shade  
The sun must NOT hit ANYTHING in the photo  
Stand away from colored objects like red brick  
Nothing distracting in the background  
No dogs

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CAMERA  
SETTINGS  
(digital only)    Camera must take at least two megapixels  
File size: largest  
Flash: off  
Zoom: off (but use OPTICAL zoom for face)  
White balance: shade or auto  
Focus: auto (exactly on the wound in all shots)  
Exposure: auto  
File type: .jpg

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PREPARE  
THE  
VICTIM  
BEFORE  
THE  
SHOOT            Clean, very well washed. No dirty face, dirty nose, dirty ears.  
  
Shaved or hairless face, if an adult. No day-old beard on a man. No hair on  
the upper lip of a woman.  
  
No make-up.  
  
No jewelry, wristwatches or chains.  
  
Conservative clothing -- clothes that would be appropriate for a meeting at the  
bank, or for testifying at court. No doggie images on clothes.  
  
However, if the wounds were to an area that clothes would cover, then that  
particular clothing should be removed. If undergarments appear in the  
photograph, they too should be conservative, and the victim's face should not  
appear in the same picture as the undergarments if possible.  
  
If the wounds are to the buttocks, thighs, breasts or another private area,  
there must be conservative clothing around it so that the victim appears  
modest. Conservative appearance even if the bite wounds are on the  
buttocks, thighs, breasts, etc. Nothing that would embarrass the onlooker or  
the victim, if it can be avoided. The victim must appear modest.  
  
No fashion accessories.

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POSING  
THE  
VICTIM AT  
THE  
SHOOT

Body position should be natural and conservative. Unless it is physically impossible, the victim should be standing, even if the wounds were to the legs or feet.

Serious. The victim must not smile. No smiles except where the smile has been affected by the bite wounds.

Eyes looking straight ahead, with little or no expression. However, if the scars or wounds affect the victim's smile or any other expressions, then there should be a series of photos in which the victim is smiling or making those expressions, so that there is a complete photographic record. Show the relaxed face and then the expression in adjacent shots.

No pressed lips. Mouth to be slightly open, relaxed -- except in an "expression" photo.

No crying. No tears. No photos soon after crying.

Do not point at anything. Do not point at wounds.

No doggie in the photo.

No friends or family in the photo.

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WHAT TO TAKE	When injury is to the face:	When the injury is to arm or leg:
	ENTIRE head in ALL shots Front view One-quarter to the left Left side One-quarter to the right Right side	ENTIRE arm (from shoulder to hand) ENTIRE leg (from hip to foot) Shoulder to elbow OR elbow to fingertips Thigh to knee OR knee to toes Closer shots of wounds Same shots of OTHER arm or leg
	When injury is to hand or fingers:	
	ENTIRE hand and wrist The OTHER hand and wrist	

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WHAT AND  
HOW TO  
SEND

If there are just a few, E-mail them to [kphillips@dogbitelaw.com](mailto:kphillips@dogbitelaw.com)  
If a lot, upload them to Kodak Gallery, <http://www.kodakgallery.com> OR  
Zip them with PK-Zip at <http://nct.digitalriver.com/fulfill/0018.042#download>  
and then upload them to [www.yousendit.com](http://www.yousendit.com)  
If you mail prints, write victim's name on each, and date photos were taken  
If you mail a CD-ROM, write victim's name on it, and date photos taken  
Do not rotate shots  
Do not use Photoshop or any other software to change shots in any way

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