

## Instructions for filling out the SHPO Digital Photo Catalog Sheet

1. Obtain a CD number(s) from the Statewide Inventory Coordinator: [berry.bennett@iowa.gov](mailto:berry.bennett@iowa.gov) or 515-281-8742

<b>State Historical Society of Iowa</b> State Historic Preservation Office 600 East Locust Des Moines, IA 50319 (March 8, 2005)	<h3 style="margin: 0;">DIGITAL PHOTO CATALOG SHEET</h3> <p style="margin: 10px 0 0 0;">CD #:</p> <p style="margin: 0 0 0 0;">Date Entered Into SHPO System:</p>
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Insert that number into the CD # field on the sheet. (Use the <Tab> key to move from field to field.)

2. Type the photographer's name into the appropriate field. Color Format should be 24 bit or higher. The size in pixels should be at least 1600x1200 for a 4"x5" print. Pixels per inch should be at least 300. The format should be TIFF (Tagged Image File Format). The filename will have .tif as the extension. The information on format and size can be obtained by right-clicking on the image file and looking at the properties for the file.

Photographer	Color Format	Size (in Pixels)	Pixels Per Inch (PPI)	File Format
	24 bit	##### x #####	300	TIFF

Example:

Photographer	Color Format	Size (in Pixels)	Pixels Per Inch (PPI)	File Format
Berry N. Bennett	24 bit	1600x1200	300	TIFF

3. The Site and Image Number should be the Iowa Site Inventory Number followed by a three digit sequentially assigned number for that particular property. This corresponds to the first twelve characters of the image file name. Enter the date taken. (This is also available by looking at the properties of the image file.) Enter the site's name, address, building type (barn, house, garage, etc.), and other notable features, such as "detail of cornice" or "close up of back door". Lastly, enter the direction the camera is facing.

If the information is identical to the field above you may use ditto marks to show that.

SITE AND IMAGE NUMBER	DATE TAKEN	SITE NAME, LOCATIONAL INFORMATION, BUILDING TYPE, AND OTHER NOTABLE FEATURES	FACING WHERE
##-#####-###			

Example:

SITE AND IMAGE NUMBER	DATE TAKEN	SITE NAME, LOCATIONAL INFORMATION, BUILDING TYPE, AND OTHER NOTABLE FEATURES	FACING WHERE
77-12345-001	4/8/05	Bert Ernest House, 123 Sesame St, Des Moines, Polk County	NE
77-12345-002	"	" Detail of cornice	N
77-12345-003	"	" Close-up of tuck pointing on SE corner of house	N
77-08261-001	3/28/05	Hooper Grocery, 129 Sesame St, Des Moines, Polk County, close-up of neon sign	W

Questions can be directed to the Statewide Inventory Coordinator, Berry Bennett at [berry.bennett@iowa.gov](mailto:berry.bennett@iowa.gov) or 515-281-8742 or by mail to State Historical Society of Iowa, 600 E. Locust St., Des Moines, IA 50319.