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| **Elements** | **Performance Criteria** |
| Use Scanner to capture photo images | 1.1 Source and select appropriate photographic images according to requirements of photographic project brief.  1.4 Operate scanner according to manufacturer specifications.  1.5 Select scanner settings to ensure image capture meets production requirements.  1.6 Transfer and store photographic image files to a computer using standard naming conventions |
| Use digital camera to create photo images | 2.1 Discuss photographic project brief with relevant personnel  2.2 Assess digital camera features (menu functions, shutter speed, aperture, exposure  etc.) to ensure that outcomes will meet the requirements of brief  2.3 Plan camera shots taking into account lighting, framing, composition and other photographic techniques (composition, depth of field, framing)  2.4 Load and operate digital camera according to manufacturer specifications  2.5 Consider digital camera focus, exposure and shutter speed to ensure image capture  meets production requirements  2.6 Check photographic images for fitness of purpose to comply with brief  2.7 Transfer and store photographic image files to a computer using standard naming conventions |
| Edit photo images | 3.1 Load digital imaging software (Adobe Photoshop) and import photo image source files  3.2 Manipulate (cropping, editing, image enhancement) and save digital images using designated digital imaging software  3.3 Create photo images that incorporate visual design (balance, emphasis, movement, perspective etc) and communication principles (message, meaning, audience requirements) using designated digital imaging software  3.4 Evaluate the outcome for visual impact, effectiveness and fitness for purpose  3.5 Confirm outcome with relevant personnel |
| Prepare photo image assets | 4.1 Save files in appropriate output format (JPEG) to meet platform requirements (internet)  4.2 Assign metadata tags (keywords)  4.3 Group files logically in a folder system using standard naming conventions  4.4 Store files in share drive or repository for production team access |