# Photo Sheet Template

Refer to “RECOMMENDED BEST PRACTICES FOR: DIGITAL PHOTO DOCUMENTATION” and review first.

## Template Directions:

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| **Place photos onto Photo Sheet Template beginning on next page**  Simply drag and drop each picture file from the folder they are stored in to each empty square in the word document to automatically fill that square with the image.  To get more rows, go to last square and hit the “Tab” button on your keyboard.  *\*\* best done with both windows open at once side by side\*\** |
| **Labeling Photos and Types of Labels in Report**  Type in a label next to each image as you insert it in the empty square for labels next to each larger square for the pictures.  *\*\*Make sure that the photo description matches the work diagram or schematic, i.e. “Bedroom 2” and “Suzy’s Room” should match as one label.\*\** |
| **Description of Photos**  Make sure any image that is showing a repair is labeled for that repair, and if there are  multiple repairs in each photo describe each repair shown in the photo.  *\*\*i.e. Three of the same picture of a kitchen sink area: 1, Cabinet door repair 2, New faucet 3, New p trap\*\** |
| **Save Photo Sheet and Submit**  Once you have all photos in the word document, remove this page, and you will click "save as .pdf" and it will convert to a pdf document.  Understand your customer’s capabilities for upload sizes, and adjust accordingly. |

# Photo Sheet Template

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| **Insert photo** | **Insert draft description**  Include: Date, Location, Description, Photographer Name  May include: Notes, Annotations |
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