

Standard	Samples meet standards (✓/✗/ not applicable)	Comments
Appropriate resolution size		
Appropriate image size		
Uncompressed tiff image		
24 bit RGB (8 bit per colour channel)		
Image is in focus and text is sharp		
Aperture Priority/Manual setting		
Correct white balance		
No image distortion		
ISO setting of 100 or 200		
Aperture Priority setting with ISO to 100 and the aperture to f8 or smaller (f11 or f16).		
Colour/grey chart and scale in image		
Appropriate background colour		
Appropriate amount of border around image		
No excessive shading or reflections		
Correct exposure		
Correct naming convention for image		
Item placed in the centre of the frame		
Item is straight		
Item fills the frame of the photograph		
Bound items, gutter is clearly visible with partial text of opposite page visible		
Bound items only show single page		
Bound item has appropriate support (opened no more than 120 degrees)		