

# Surplus Photo Guidebook

There are good and bad ways to take photos. This guidebook will help guide you through what makes a good or bad photo for use with the State's surplus system.

# Bad Examples

Photos should display key features of the objects predominantly and at the center.

Blurry photos are no good, they can hide scratches and blemishes from customers.

Photos either too close or too far away can make the item difficult to surplus.

Photos of multiple different items can cause confusion as you can't identify what is being surplus.

Let's say we wanted to surplus the three monitors and the two keyboards on the desk.



Photo is blurry and not displaying all three monitor screens, making it difficult to see if screen is cracked, or other flaws in item



Photo is too close, we can't see all three monitors we want to surplus.



Photo is too far out and is grouping other items we want to surplus that aren't the same type (the keyboards)

# Good Examples

Good examples are shown to the right. The photo of those monitors are taken at the appropriate distance, and with a steady hand.

We included a photo showing the model of the three monitors as that is important info for a customer to know.

The photo of the keyboards was taken appropriately. For items like keyboards, model numbers are not as important.



Photo is from a good distance, shows screens of all monitors to customers



Photo shows the model number of the monitor and is able to be clearly read

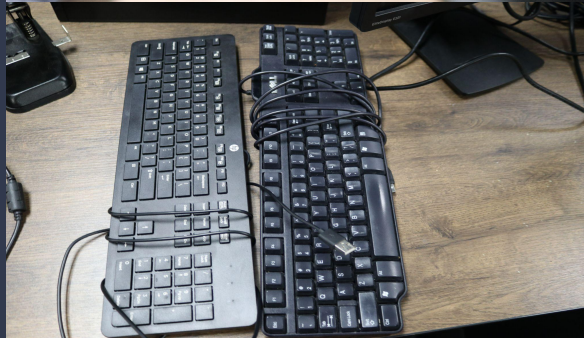


Photo of keyboards is from a good distance, and clears other items out of the frame.