

Preparing images for ADAM

This document is a quick guide to preparing images for upload to the ADAM database, it contains links to more detailed information throughout the text.

The photos that go onto ADAM should be ready to be used.

That means that if you scan a photograph only the photograph should be scanned, not the whole of the scanner bed, there shouldn't be any white space around the photo.



Here is a link to a more detailed document on scanning images: [English](#)

They should be colour corrected so that strong casts have been removed:



But you must keep the original image; this should be added to the corrected Image Asset as an Item.

Please ensure that your monitor is calibrated before you correct any images, calibrating your monitor ensures that it reproduces colours and shades correctly, if it is not calibrated the edits you make to images might actually be making the image look worse.

Upload original uncropped images onto ADAM.

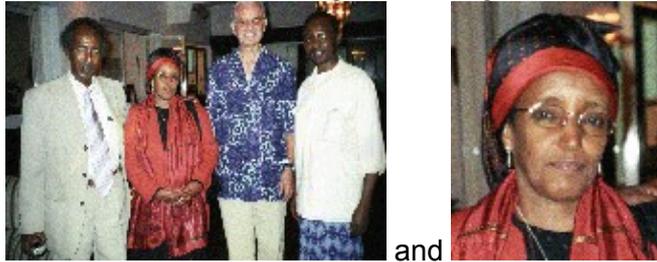
If an image is cropped when it is used in a document or on the web the whole of the original image should go onto ADAM not the cropped version.

Images should not be cropped for aesthetic reasons. For example [this](#) cropped version was put onto ADAM, but it looks worse than the [original](#):



There are rare exceptions to this, for example if someone in the photo refused to give their consent for Amnesty to use their image or if one of the people in the image might be put at risk if Amnesty used their photo, then consider cropping them out of the photo.

Also if you re-scan a small part of the image - like someone's face - at a higher resolution, then both images should go onto ADAM as separate assets for example:



Removal of dust and scratches, only remove intrusive dust and scratches, but do no more than return image to the state that it would have been in an ideal dustless world.

Do not remove people, objects or logos from images. If someone asks you to, say "no", and point them to the [Photo manipulation guidelines](#). If you suspect that someone has manipulated an image, the image should not be published.

Do not add people, objects or logos either. Here is an example: at AI Denmark's torture free skies action the planes couldn't fly because the weather was too bad, so they added one:



This sort of manipulation harms Amnesty's reputation: "You added a plane to that photo, so you could have added those bruises to that 'torture victim'."