

## TEMPLATE INSTRUCTIONS:

- Go to [dallascameraclub.org](http://dallascameraclub.org) > Click on “*Field Trips*” > Choose “*Photographic Opportunity Inventory*”
- [\(or just click this link to get directly to the Inventory page\)](#)
- Scroll down to “*Photo Opportunity Templates for download*”
- Download one of the templates:
  - For Microsoft Word users: choose the first *Style #1 Template*
  - For Apple users: choose the second *Style #1 Template*
- Your download includes an example template for guidance and a blank template for you to fill in
- “*Trip Name*” details:
  - The master list of photo locations is organized by country, state, and city; if the photo location is not in a city, use the closest city to it
  - For large cities like Fort Worth or Dallas, put the geographic area in parentheses after the city; using Central, North, South, East or West; some examples:
    - USA\_Texas\_Dallas (Central)\_Belo Garden
    - USA\_Texas\_Fort Worth (North)\_Abandoned Swift Meat Plant
  - For smaller cities, just use the city name; some examples:
    - USA\_Texas\_Denton\_The Purple Door
    - USA\_Texas\_Weatherford\_Chandor Gardens
- Fill in the remainder of the “*Trip Profile*” details for each listed topic, if known; if unknown, leave it blank
- In the “*Special Notes*” section at the bottom, add any other information that you think might be helpful and then add one or more photos, if possible
  - Re-size photos to 1920 pixels wide and 1280 pixels high
  - If possible, include a photo taken with your cell phone since GPS data may be embedded in the photo
- When you are finished, delete the example pages and email your completed template to TAPC Photo Locations Coordinator Bill Webb: [info@BillWebbPhoto.com](mailto:info@BillWebbPhoto.com)
- Questions: call Bill Webb at 817-235-2671