DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
OFFICE OF ENVIRONMENTIAL AND HISTORIC PRESERVATION

Guidance for Project Photographs

1. Obtain an aerial photo; there are multiple online sources for aerial photos that are either free or request a nominal fee. Use a digital camera to take ground-level photograph(s).
2. For the aerial photo, use the screen capture feature (Ctrl +PrtSc) and copy the image to the computer's photo editing software (Start-Programs-Accessories-Paint). Use that software to crop the image so the photo has the content necessary.
3. Open Power Point, or other graphics-oriented software, and paste the aerial image on the canvas.
4. Using drawing tools such as line drawing, shapes, and fill colors, label exactly where facility security enhancements will be installed (for example: fencing, lighting, cameras).
5. Cut and paste completed drawing into Word document and explain details of the facility security enhancements.
6. An example of a completed product is provided below.
7. Use the same process to illustrate proposed features (e.g., cameras, light poles) on ground-level pictures.

Applicant Name: _____
Grant Program: _____
Grant Number: _____
Project Title: _____