The photograph checklist.

One page. Print it, or hand it to somebody who is arranging a service and has not slept.

> **THE SHORT ANSWER**
> **Work in this order: choose, copy, repair, size, print.** Everything below is in that sequence, and doing it out of order is what makes this week difficult.

01 · CHOOSE The photograph.

- **Recent beats beautiful.** The room will be full of people who knew them at the end, not thirty years ago.
- **Ask two people** who saw them regularly: "which of these looks most like them?" Not which is nicest.
- **If the family disagrees**, use the recent one for the service and the older favourite in the slideshow. They are allowed to be different pictures.
- **Group shots are fine.** Crop to head and shoulders, keep the whole head, cut below the collarbone, and do not cut through a shoulder someone is leaning on.

02 · COPY The file.

- **Do not send the original anywhere.** Copy it, then work from the copy.
- **Scan at 600 dpi**, colour, no sharpening, no auto-correct. Save as TIFF or high-quality JPEG.
- **No scanner?** Photograph the print flat on a table, in daylight, no flash, phone parallel to the paper, whole print in frame.
- **Avoid** screenshots, social media downloads and photos of framed prints under glass if anything better exists.

03 · REPAIR The line.

- **Fix:** creases, dust, scratches, fading, colour casts, glare, a date stamp, a distracting background.
- **Do not change:** the face, the hairline, the teeth, a mole, a scar, glasses, a squint, the expression.
- **Missing pieces are invented**, not recovered. If a face is torn, print it with the tear rather than accept a guess.
- **Always ask for the untouched scan back.**

04 · SIZE The pixels.

PIECE	SIZE	PIXELS NEEDED
Easel portrait	16 × 20 in	2400 × 3000
Program cover	5.5 × 8.5 in	1650 × 2550
Prayer card	2.5 × 4.25 in	750 × 1275
Slideshow	16:9	1920 × 1080
Obituary notice	square	1200 × 1200

> **A 4×6 print scanned at 600 dpi** gives 2400 × 3600 — enough for every piece above. A photograph received through a messaging app is usually enough for the card and the program, and not enough for the easel.

05 · PRINT The counter.

- **Ask for auto-enhance and auto-crop to be turned off.** They will undo a careful repair.
- **Matte or lustre**, not gloss. Gloss reflects the room.
- **Mounted on foam board** for any print on an easel. Unmounted paper curls.
- **Check it in the shop** before you leave: nothing cropped through a head, skin the right colour, correct size.

06 · ASK The funeral home.

- What size print does your easel take?
- Do you supply the frame or the mount?
- Do you print the order of service in house?
- When do you need the photograph — and the file?
- Is there a local printer you would recommend?

> If the restoration will not arrive in time, **print what you have**. A visible crease is not a failure. An empty frame is.

Join Pinin is written and published by the team behind Pinin, a photo restoration service. That relationship is disclosed because you should know who is talking. Where a restoration service is the

sensible route we say so; where it is not, we say that instead.

Nothing on this site is medical, legal or financial advice. Sizes and print requirements here are the common trade standards, and the funeral home or printer always has the final say.