



A 4F's Guide for Your Recorder's Table

Ask the five questions below for the top photograph. Repeat for the bottom photograph. If you have answered "yes" to all of the questions, the photograph is readable. Stop when you have a readable top and a readable bottom photograph (doesn't necessarily have to be on same photo).

1. Can you see both pupils?

Yes, continue . . .

No? Photo is not readable.



2. Are the pupils greater than 4 mm?

Yes, continue . . .

No? Photo is not readable.



3. Is the light reflex (white dot) round in each pupil?

Yes, continue . . .

No? Photo is not readable.



4. Is the light reflex in the center of each pupil?

Yes, continue . . .

No? Photo is not readable.



5. Double check the last question; it is the hardest to determine. Are the white dots in the **CENTER** of **EACH** pupil?

Yes, photograph is readable!

No? Photo is not readable.

Your Photo Goal!

Compare your photo to this one.

Four
eyes!

Eyes in
Focus!
Are the dots
round?



Fixation!
Are the dots
central?

> Four
millimeters

If all your photos look like this,
there would be **NO** retakes.