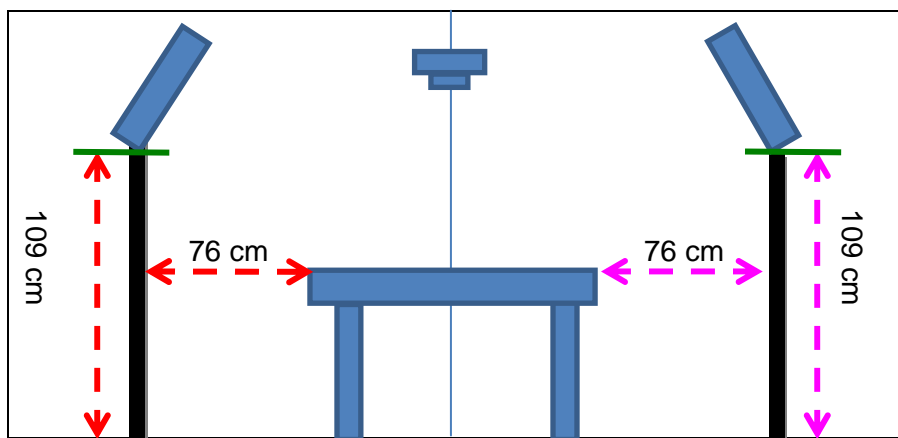


Workflow—A quick Review

1. Profile monitor using i1.
2. Make sure the camera column is leveled and the camera mount is centered.
3. Setup lights
 - 1) Check the position of the lights. See the Powerpoint diagrams.
 - 2) Set both lights to **25° angle** using angle finder. The angle finder might read 25 or 65 depending on which direction the light is tilting.
 - 3) Light tripod to the edge of the Keiser table = 76 cm
 - 4) Bottom of the light to floor = 109 cm
 - 5) Have both lights on for at least 10 minutes to stabilize.



4. Connect camera to computer
 - 1) Turn on computer
 - 2) Insert the battery pack to camera. Turn on the camera.
 - 3) Before mounting the camera to the Keiser column and connecting to the computer, do the following steps.
 - a. Set camera lens focus to “AF” and “Full” (for 24-70 mm lens, has only “AF” marking) and “M” for manual exposure mode on the camera body.
 - b. Select “Adobe RGB” for color space on the second page on menu.
NOTE: This is the only color space setting should be used all the time. No change should be made, thus this setting will remain the same all the time. As long as you don’t change this setting, there is no need to check this setting every time you use the camera.
 - 4) Mount camera to Keiser camera mount and connect camera to computer
 - 5) Insert the **black lens hood** to the lens. Make sure the hood is secured and will not fall down.
 - 6) Check camera’s angle to be the same as the Keiser table (angle=0.0).

5. Setup Bridge and EOS Utility

- 1) Open EOS Utility and Adobe Bridge
- 2) In Bridge, open the destination folder (as a favorite), set the preview, content, and metadata panels
- 3) Set camera settings from the EOS panel
 - **ISO 100**
 - **f stop = 11**
 - **shutter speed**
 - a. **for Normal illumination = 1/4 sec**
 - b. **for specular illumination = 0.6 sec**
 - set **custom white balance**
 - Landscape picture style (4, 0, 0, 0)
 - “Live view/Movie func. Set”: check “still only”, “exposure simulation”, “1920 x 1080” (see camera setup handout for detail)
- 4) Set **Preferences**:
 - Basic Settings: check only “Show [Camera settings/Remote shooting] screen”.
 - Destination Folder: choose the folder where the images will be saved; uncheck “Remote Shooting”.
 - Do nothing for File Name, Download Images, and Remote Shooting pages.
 - Linked Software: select None

6. **Obtain CRI.** **NOTE:** Check the CRI when the first time the lights are used. Repeat CRI reading every year to make sure the light bulbs have the same CRI quality. Record CR = **91 (October 19, 2011).**

7. Evaluate the lighting with Elsec light meter.

- 1) Place the white paper with a hole in the middle of the Kei.ser table. Use camera to position the paper at the center of field of view.
- 2) Place the Elsec at different locations on the white paper and press “**Vis**” on the light meter. Check the **footcandle** value.
- 3) It should read around **175 (+/- 2)**
- 4) Adjust the barn doors so that the footcandle value can match the recorded footcandle value
- 5) If the footcandle is too low, let the light stabilized longer.

8. Position object

- 1) Start with Normal Overall back (n4). Position the daguerreotype accordingly. Insert the corresponding **label** for each picture.
- 2) Click the “**Live view shoot...**” on the EOS panel and select “**Live mode**”
- 3) Rotate the image to be the same orientation as you see in front of you.

- 4) Fill the field of view the daguerreotype and PhD target as much as possible. The neutral patches of the PhD target should be next to the object and the color patches away from the object.
- 5) **Avoid shadow of the object on the PhD target; or avoid the shadow of the PhD target on the daguerreotype.**

9. **Do White Balance**, see handout for how to do custom white balance with Live View

10. **Finalize focus**, see handout for detail about focusing.

11. **Quickly click shutter button to take the picture**

12. **Open the image with Camera Raw**

13. **Check Image Quality**

- 1) Framing first, if not satisfactory, take the picture again
- 2) Check focus next (zoom in to **100%**), if not focused well, take the picture again to obtain an image with the perfect focus.

14. **Image Processing**, still with Camera Raw:

- 1) Black, Contrast, and Brightness: Zero out all adjustments.
- 2) Tone curve: select Point and then “Linear” curve.
- 3) Check Exposure using eye dropper on every neutral patch. **NOT TINT!!**
 - Move the exposure slider until the RGB value of the lightest grey (2nd neutral)
 - a. **For Normal lighting = 200 or 199.**
 - b. **For specular lighting = 170**
 - if the adjusted exposure is more than **0.66** in either + and – direction. Change the exposure compensation accordingly and retake the picture. It is necessary to focus again if you have to retake the picture.
 - Pay attention to **histogram** in Camera to make sure the darkest and the lightest areas are recorded and none of the RGB channel is over below 0 or over 255.

15. **Save Image**

- 1) Once the image is okay, click “**Save image**” at the lower left corner of the Camera Raw window.
- 2) Select correct folder name and type the correct file name.
- 3) Select the folder where the image should be saved.

- 4) Type the correct name, such as 22474_a_n1, see handout about how to name the files.
- 5) Choose **Digital Negative** as the new format
- 6) Check "embed Original Raw File"
- 7) Click **Save**
- 8) A new file with extension .dng will show in Bridge.

16. Save Metadata

- 1) Record necessary information on the Metadata Preparation Sheet (a separate Word file).
 - **IMPORTANT!! Record column height = _____ on Metadata-fill-in sheet before changing the column height for the next picture.**
 - Record shutter speed if changed
 - If there is any change to setting, record that in metadata
- 2) Copy all the information and paste to the **Description** field under **IPTC Core** box
- 3) Click the thumbnail in Bridge. Click **Apply** in the dialouge window to save the added metadata.

17. Delete all .CR2 files

18. Do Normal front overall next and repeat step 8 to 17.

19. Do Normal plate only side view next and repeat step 8 to 17.

20. Do Normal plate only correct view next and repeat step 8 to 17. Remember to tape the grey card, so the position of the daguerreotype will not move for the next picture in specular lighting.

21. Keep the same camera height and framing. Turn off the fluorecent lights and use the light box for specular lighting. Position the 45 degree angle black boards and the cleaned glass. Repeat step 8 to 17.

22. Do specular picture for the next object and then n3, n4, n1, n2.

- 1) Keep the light box on
- 2) Remove the glass and the black triagle stand in the front, so you can position the daguerreotype easier.
- 3) **Remember to tape the grey card once the framing is okay. So the next picture (n3) has the same framing as this specular picture (s)**
- 4) **when the fluorescent lights are turned back on, make sure the lights come back to full intensity. Use Elsec light meter to check.**

23. Follow the sequece to minimize the movement of the daguerreotype and change of lighting

- $n2 \rightarrow n1 \rightarrow n4 \rightarrow n3$ (tape the grey card) $\rightarrow s \rightarrow$ (**next object**) s (tape the grey card) $\rightarrow n3 \rightarrow n4 \rightarrow n1 \rightarrow n2 \rightarrow$ (**next object**) $n2 \rightarrow n1 \rightarrow n4 \rightarrow n3$ (tape the grey card) $\rightarrow s \dots\dots\dots$

BACK UP ALL FILES IN THE END OF THE DAY!