

IOWA STATE UNIVERSITY

CSAFE

CENTER FOR STATISTICS AND APPLICATIONS IN FORENSIC  
EVIDENCE

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# Vinyl Photo: Procedure

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# 1 Introduction

This is a continuation of the Paper Print/Vinyl Print Procedure. The following is the recommended procedure taking Vinyl Print photos.

## 1.1 Procedure

1. In the marked off area, position a piece of flooring, with a print, on the pre-laid spike tape. Place a piece of clean/blank flooring on either side of the print. Position an "L" ruler around the print (Figure 1).



Figure 1: Example of a vinyl flooring image

2. Position a night stick in the center of each clean/blank piece of flooring. These should also be on the same level as the print, in the center (Figure 2).



Figure 2: Approximate position of night sticks.They should be placed in the center of blank/clean vinyl flooring.

3. Retrieve the camera and turn it on/make sure that the lens cap is removed.Then place it on the tripod that is positioned directly over the vinyl staging area. This tripod will be stationary for all vinyl photos.

3. Turn off computer monitors, shut the door, and turn off the lights. Place a note on the door asking people to knock and wait outside if they need you. This will make sure that light dose not effect the photos.

4. Check the image pre-view to make sure that the vinyl/ruler is fully visible while keeping the tripod out of the shot. The camera should be zoomed in on the full print even if the toe or heel is not completely visible (Figure 3). The lights should be positioned as they are in the example images (do not use the flash). Take multiple photos if needed and the best will be selected when reviewing the images . (Note: the label written in dry erase marker must be visible in the photo.)



Figure 3: Example of a vinyl flooring image

4. For the second rep., alter the name written in marker to account for the second image using the naming guide behind the cover of this manual. Make sure not to damage the print. Take a second photo using the same procedure as above.
5. Once all photos have been taken, completely clean the print and name off of the vinyl and allow to dry.
6. For uploading these photos, please see the Camera/tripod and camera software procedure.