

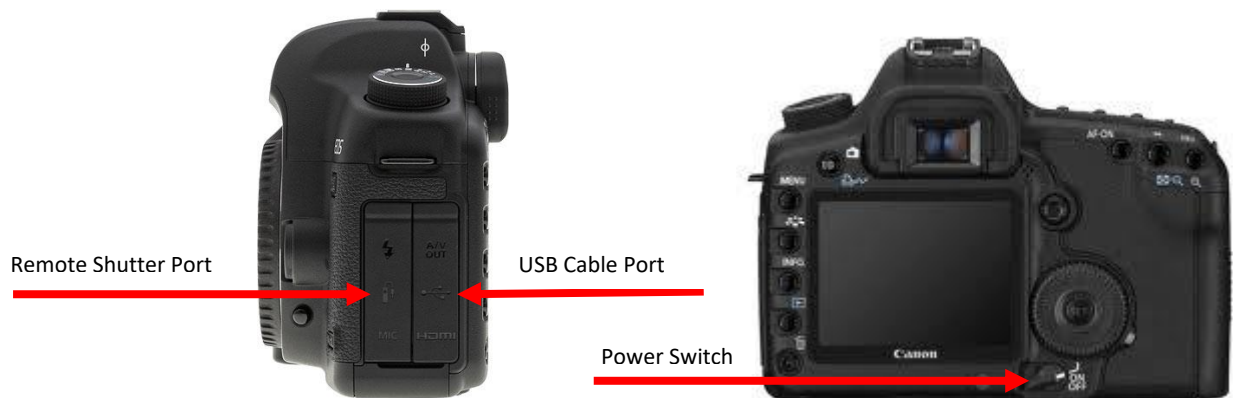
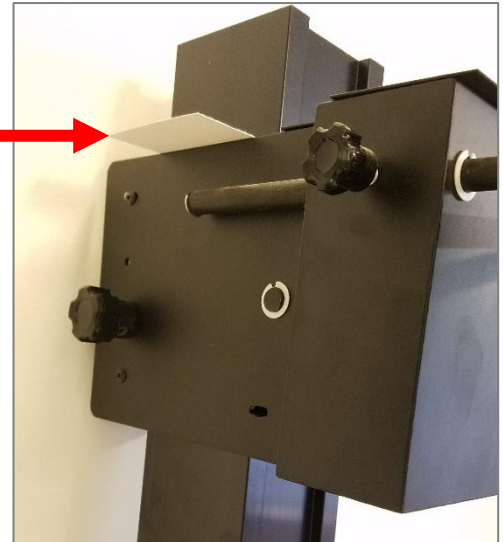
# KHD Specimen Imaging Protocol

## Equipment

- Laptop with EOS Utility and Digital Photo Professional Installed (Fuchsia)
- Imaging Soft Box
- Camera (Canon EOS 5D Mark II)
- Copy Stand and Lights
- Remote Shutter
- Ethernet cable
- Camera USB cable
- Laptop power cable
- Camera power cable
- Color Square
- Scale Bar
- Magnetic Square

## Step 1: Set Up Camera and Computer

- Adjust camera height on copy stand to align white card
- Level camera on mount
- Connect camera to laptop with USB cable
- Connect laptop to internet Ethernet cable
- Connect remote shutter to camera
- Connect laptop to power source
- Connect Camera to power source
- Power on copy stand lights
- Power on laptop
- Power on camera
- Remove lens cap



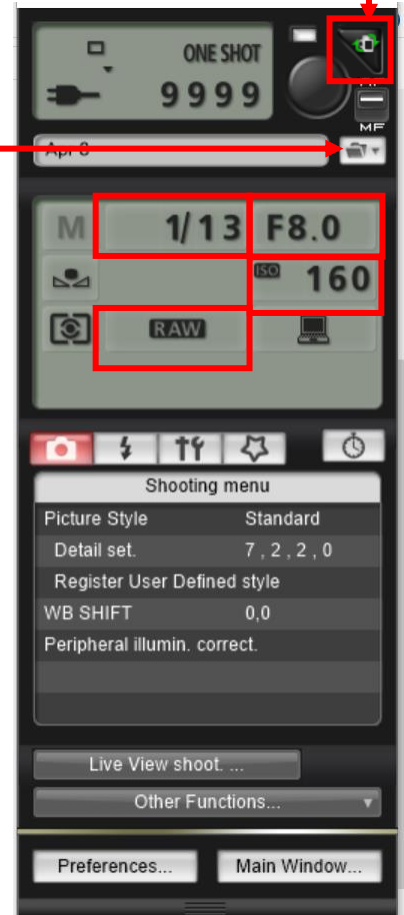
## Step 2: Set Up Software

- Open EOS Utility software
- From the opening dialog window, select “**Camera settings/Remote shooting**”
  - If this option is unavailable, make sure the camera is on
- Adjust camera settings as follows
  - Shutter Speed set to **1/13**
  - F-Stop set to **F8.0**
  - ISO set to **160**
  - Image Format set to **RAW + JPG**
  - Rotate Images



EOS Utility

- Set the destination folder where images are to be placed once created as  
**C:\Users\labguest\Desktop\YourFolder**

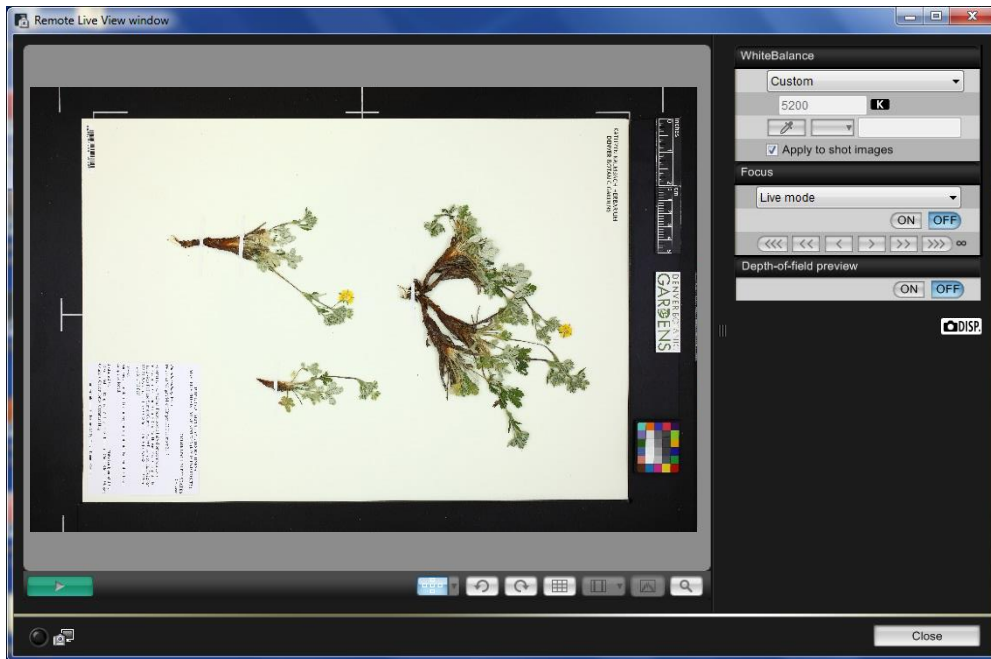


### Step 3: Set Up Camera

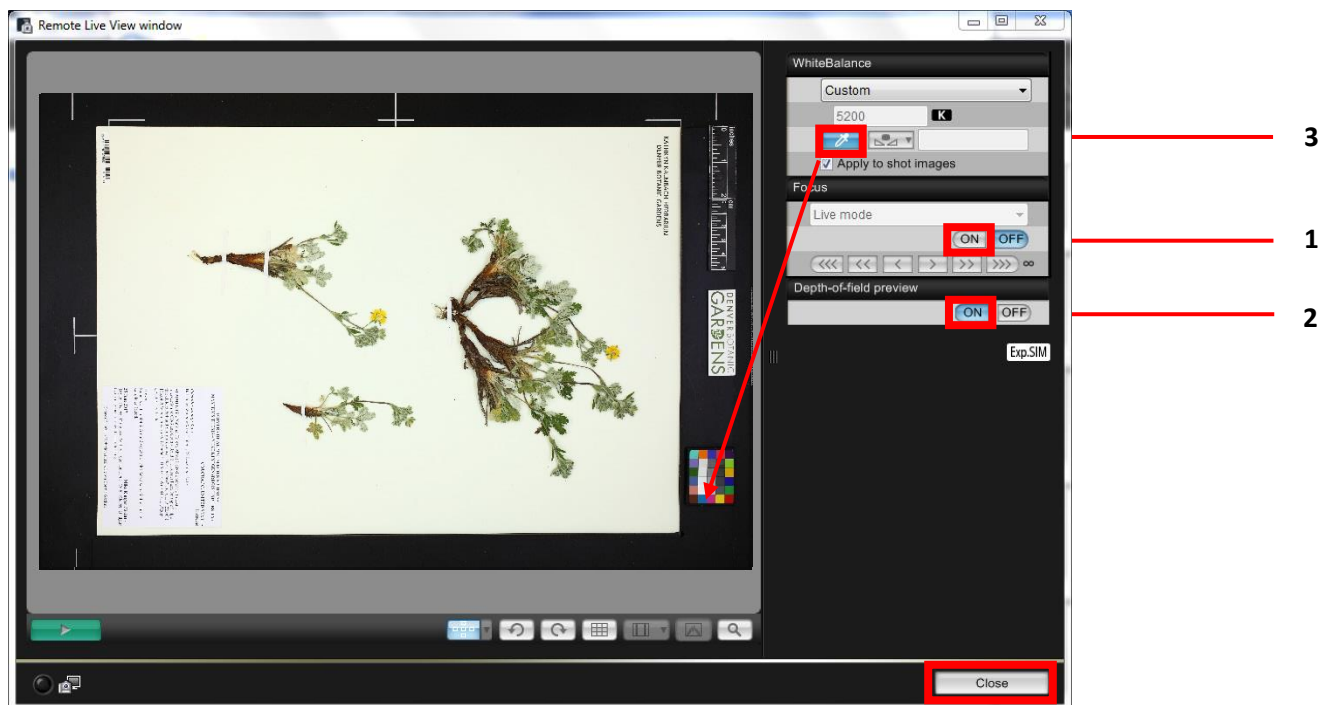
- Make sure the camera lens is set to Auto Focus mode



- Click on “**Remote Live View shooting**”
- A new window will open that displays the camera’s field of view. Place a specimen.
- Double check that the logo, scale, and color square are straight and correctly positioned.



1. Switch the Focus to ON
2. Switch the depth of field preview to ON
3. Select the White Balance eye-dropper and click on the white portion of the color square
4. Close the live view window



## You are now ready to Photograph Specimens

### Step 4: Capturing Images

- Use the pre-placed black metal carpenter's square to position and align the specimen.
- Press the remote shutter button to capture an image. You will hear a chirp to focus.
  - The first time an image is captured in a session, Digital Photo Professional will automatically open. This allows for the image to be previewed, leave the program open.
- Open a preview of the image in Digital Photo Professional. Always check the first image for a session.
- Periodically check that the image is in focus, double click to zoom. Look at the center of the specimen as well as the corners, including the barcode and the label.
- Hover the cursor over the white block on the color bar. The RGB values at the bottom of the screen should all be within 3 of 240

### Step 5: Finishing a Session

- Once a session of imaging has been completed, transfer the images to the Q drive. They are to be placed in your "Incoming" folder here:
- Q:\Research\Images(new)\MuseumSpecimens\KHD
- Consult with the Database Associate if you need assistance.
- Shut down laptop, turn off camera, and put everything away in its right place.