**CALIBRATION PROTOCOL**8 May 2024

*updated 2 July 2024 with expanded tolerance of within 20 units difference across page*

*updated on 22 August 2024 to add workstation to filename*

*To be adopted at the beginning of all first imaging sessions of the day from Week 20*

**Take an image**

At the beginning of an imaging session, with lights and camera turned on and set up

Place a white sheet of paper on the stage

Take an image with shutter speed at 1/30 second

**Perform a quick check of the values**

Assess the image by dropping a singular color readout pin in each corner and in the middle

Click the arrow next to the eyedropper icon at the top of the window

Select ‘Add Color Readout’

Click in the image to drop a pin

To undo, click the arrow next to the ‘Add Color Readout’ icon at the top of the window and select ‘Delete Color Readout’

**Adjust the lighting, if necessary**

If the values differ by more than 13 units (5% error), make adjustments to the lighting in order to achieve even illumination

Repeat ‘Take an image’ and ‘Perform a quick check of the values’ steps until you have achieved even illumination (within 13 units across the sheet)

*If it is not possible to achieve this in a few quick attempts, a difference of 20 units (8% error) is acceptable*

**Save your final calibration image**

Rename the final image with the date, AM or PM, the workstation and your initials, for example 20240308PM\_Herb01\_CG

Please do not perform any edits or export to TIFF

Save to .raf file to **N:\SCI-SNM-DigitalCollections/DaSSCo/Workflows and workstations/Herbarium/Calibration/Calibration**

**More comprehensive assessment**

Chelsea will make more comprehensive assessments with annotations weekly and save them to GitHub (<https://github.com/NHMDenmark/Herbarium-Sheets-workstation/issues/95>).

A screen shot of a whiteboard

Description automatically generated