**Herbarium Imaging Checklist**

1. **Start**

* Open the enclosure and adjust the fabric to your liking.
* Adjust table height to your liking (standing/sitting).
* Make sure power supply is turned on behind the copy stand.
* Turn on PC and EIZO monitor.
* Check “DaSSCo\_Digitization” for backlog:
  + Delete “empty” folders containing only a Capture One folder.
  + Mark error folders (containing JSON, TIFFs, and RAFs).
  + Convert RAF-only folders.

1. **Prepare for Imaging**

* Create a new folder in “DaSSCo\_Digitization” for images.
* Open Capture One and start a TIFF export of the backlog.
* Turn on the camera, light panels, and reference monitor.
* Set up ‘Next Capture Location’ and the ICC profile.
* Check the camera settings and start a Live View.

1. **Calibration**

* Adjust the camera’s focus and use the Calibration Protocol to image a white sheet of paper.
* Rename and move the final calibration image to the N-drive Calibration folder.
* Delete remaining calibration attempts in your **local** imaging folder.

1. **Imaging Session**

* Image the FADGI 19264 target.
* Place the first herbarium sheet on the stage and adjust the focus.
* Start your imaging session.
* Note start time and run the Ingestion Client post TIFF export.
* Turn off camera and lights at lunch

1. **Finishing the Imaging Session**

* Establish white balance and lens correction for all images.
* Close Capture One.
* Input your data in “Digitisation Statistics.”
* Vacuum and turn off the workstation. Leave the PC on if the Ingestion Client is running.
* Cover up the enclosure.
* Move imaged material back in the collection. Mark box with DaSSCo sticker.