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## Camera Settings

Make Sure:

- Focus is set to **A** on lens
- ISO is set to **100**
- MODE is set to **M**
- Aperture is set between f8 and f11 (start with f8)
- Shutter Speed is set between 1/60th and 1/125th (60 -125 in display) (start with 60)
- White Balance (WB) is set to 5000K
- Image Quality (QUAL) is set to RAW

## Camera Setup

- Attach camera to tripod
- Attach shutter remote to camera
- Attach TTL flash remote to top of camera
- Remove camera lens cap
- Link camera to laptop
- Open and Setup Lightroom
  - Make sure Lightroom opens with the catalog you are working with (ex. “soviet\_posters” or “film\_posters”)
  - From the File menu, choose Tethered Shooting, then Start Tethered Shooting
  - Settings:
    - Give the session a name (ex. soviet02, film03, etc.)
    - Next to Template, choose Edit from the pulldown menu
      - In the text box, delete the pattern that is there
      - Type in the filename prefix followed by an underscore “” (ex. soviet )
      - In the Number section, choose Sequence # (00001) and Insert
      - The template should like something like: “soviet\_ Sequence # (00001)
      - Click on Done
      - Click OK

## Setup the Light Battery Pack & TTL Flash Remote

On Battery Pack:

- Check to make sure lights are plugged into battery pack
- Turn on battery pack

- Set channel on battery pack to 1
- Press SYNC until set to AIR
- Set light levels to 8 (start with 8, then move up or down to adjust as needed)

On TTL Flash Remote:

- Turn TTL Flash Remote ON
- Set channel to 1 (or the same channel set on battery pack)
- Set MODE to MAN

## Taking photographs

- First, take one photograph with the ColorChecker Passport
- Begin shooting each poster
  - Mount poster
  - Take photograph
  - Record the localID (number from the back of poster) in the “Copy Name” field in the Metadata section
  - Repeat until all posters are photographed

## Finishing the shoot

- Put lens cap on camera lens
- Remove camera from tripod
- Check batteries on camera & TTL Flash Remote - do they need to be charged?
- Turn off camera & TTL Flash Remote
- Remove and charge (camera) or replace (TTL Flash Remote) batteries if needed
- Turn off light battery pack
- Press white button on light battery pack to discharge remaining power
- Unplug light cables from light battery pack
- Remove battery from light battery pack and charge

## Post-processing (in Lightroom)

In the Develop tab, crop images and straighten

Create Color Checker Profile for session

- Export image with Color Checker to Desktop as DNG
  - Select image
  - From the File menu, choose Export
  - Settings:
    - Export to: Desktop
    - Image Format: DNG
  - Click the Export button (this will save the reference image on your desktop)

- Open ColorChecker Passport Software
- Drag and drop image into ColorChecker Passport window
  - Wait for profile to load
  - Click on the “Create Profile” button
  - Name the new profile with the session name (ex. soviet001)
- Close ColorChecker Passport
- Close and re-open Lightroom to load the new profile

Apply ColorChecker profile to all images in session

- Open Lightroom, select Develop tab
- Select all images in session
- In the Camera Calibration section, choose the Profile you just created from the pull-down menu to apply to all selected images (ex. soviet001)

Export image batch as TIFF

- Select all images in current session
- From the File menu, choose Export
- Settings:
  - Under Export Location, choose destination to export files (Desktop or an external drive), check “Put in a Subfolder”, and give new folder a name
  - Under File Naming, check “Rename To:” and choose Edit from the pull-down menu
  - In the Filename Template Editor window, add “Filename\_Copy Name” to the template editor using the Insert buttons (see image below), then select Done
  - In File Settings section, set file extension to TIFF
  - Export

Give the external drive with the new batch of images to the metadata team Done!