Session Checklist (Print/Image)

### 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!