
Basic Daily Steps in Getting Ready to Photograph Manuscripts

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-Turn on PC computer. Allow system to boot up and be ready for work.

-Turn on both photographic flash lighting units. The modeling lights should come on and a small green “ready” light should glow on the back of each unit, indicating that the flash units are charged and ready.

-Turn the camera on using its on/off switch. Shortly after you do this, the computer will often pop up a message asking you what you want to do. Simply exit this window by clicking on the “X” at the upper right of it.

-Check the folder, “Camera” under “My Pictures.” If you are starting a new book, this folder should be empty. If you are continuing work on a book, it should contain the images photographed so far.

-Launch the application “Digital Photo Professional” using the icon on the desktop. It should be set to the “Camera” folder so that images photographed will appear in the window.

-Under the “Tools” menu of Digital Photo Professional, click to launch the “start EOS utility” application. Check the control panel to see that nothing has changed from last time—typical settings for flash photography are:

Shutter speed 1/100th
Aperture: F 11
White Balance: K
K value: 5600
ISO: 100
RAW+ Large/Fine JPEG

-If starting a new book, make sure that a metadata sheet exists for it. This is either produced from the Microsoft Access database application or is filled out by hand on a blank form.

-If starting a new book cut a small piece of paper and write the source number on it, then affix this to the centimeter scale that will be next to the book while the pages are photographed. Use a small dab of wax or a bit of the blue “sticky putty” provided.

-Using the sticky blue putty, affix a small “up” arrow symbol on the end of the grayscale metric ruler to indicate proper orientation of the manuscript’s writing scheme.

-Position book for photography, either starting at the beginning (if starting a new book) or picking up where you left off. Check the images in Digital Photo Professional to verify where you left off.

-if starting a new book, reset the file number in the capture control panel back to 1.

-If autofocus doesn't work, switch the lens to manual focus and use the "live view" function to focus the images. This isn't usually needed for pages that are covered in writing. For the "additional" shots, manual focus is often used, as the shots are generally re-framed for each of these pictures.

-after photographing the pages of the book, move the page shots to another folder, generally named to match the source number of the manuscript at hand. If photographing a book as recto and verso pages, the images are moved into a "recto" or "verso" folder for renaming with the proper "r" or "v" in the filename.

-Photograph the additional shots:

sp	spine
se	side edge
te	top edge
be	bottom edge
fc	front cover
bc	back cover
s	metadata sheet
fp	front pastedown (when shooting single pages)
bp	back pastedown (when shooting single pages)

X01, X02, etc, for any loose pieces of paper found in the book.

These are best renamed (both RAW and JPEG) as they are photographed to avoid confusion.

-Move additional to temporary holding folders where the page images are located.

-If a manuscript was photographed as separate recto and verso images, use the file renaming utility application to create the proper filenames containing "r" and "v."

When you have verified that all is well, Create folders for the manuscript on the HMML drive in their respective RAW and JPEG folders. At this point, the temporary folders on the PC can be emptied for further work.

-Record the manuscript source and number of images on the Google Drive spreadsheet.

-Return book to library and obtain another for further photography.