

## Visual Media Resources Using the Copy Stand

### 1. Check and Set your Camera Settings

**Digital Cameras** (NB: Please note that this may vary somewhat from camera to camera. We will do all we can to assist you with this process using your own camera, but will not always be able to answer equipment-specific questions.)

- **Flash:** turned to “off”
- **Focus:** “Auto” or to focus below 1” set the camera to “macro” or “close-up”. If there is a lack of strong contrast or lines, set the camera to “infinity” mode and fine-tune the camera focus by adjusting the copy stand arm slightly up or down as needed (instead of zooming in/out).
- **ISO:** “Auto” or set at 100 (To make an image darker or lighter, use your camera’s E.V. (exposure value) to E.V. to +1.0 to brighten, or E.V. – 1.0 to darken)
- **Image quality and Image size:** before setting these features, ask yourself what format you need the image in – screen image, print, or both? Choose size and image quality with these factors in mind, for example:
  - 1024 x 768 pixels (at “Fine” resolution for PowerPoint)
  - 1600x1200 (at “Fine” resolution for a print size of 5”x4”) you can always derive lower-quality versions from this file as well.
- **White Balance:** “Auto” is fine but you will get color closer to what you see in the LCD monitor if the white balance is measured manually by selecting the “Measure White Point” feature on your camera and holding the shutter halfway down. Otherwise chose your camera’s white balance pre-set for “Tungsten light”. **(NB: The copy stand lights will need to be on for when you take this measurement.)**
- **File Format:** JPEG
- **Bit Depth:** 8-bit

**35MM Settings: Nikon FM2** (NB: The specific directions below apply only to the BGC’s Camera. We will do all we can to assist you with this process, but will not always be able to answer equipment-specific questions.)

- **Film type:** ASA 64T (Tungsten), Fuji or Kodak
- **ASA:** 64
- **Shutter speed:** 1/60th of a second
- **Aperture:** depends on light meter reading (see below)

### 2. Setting up the Shot

- Turn off overhead lights and turn on the copy stand lights. **(NB: Do not leave the copy stand lights on while you are gathering your materials, as they emit a lot of heat.)**
- Attach camera to copy stand and remove lens cap. Make sure camera lens is clean.
- Use a level to make sure camera lens is parallel with table.
- Place black paper behind the image to block out any text interference from other pages.
- Make image flat with weights or your hand
- Align objects on copy stand directly under the camera, and align the image squarely to the viewfinder or monitor.

- Bracket shot by moving copy stand arm up or down so that the image fills the frame as much as possible. For digital cameras avoid using the zoom buttons as it may distort your image.

### 3. Capturing the Image:

#### *Digital Cameras*

- Preview the image through the viewfinder or the LCD viewer on the camera before you take the picture.
- Try not to create camera shake while depressing shutter.
- For digital cameras, check your image in the LCD monitor to make sure it looks OK.
- **NB: Be sure to readjust focus and check to make sure the camera is level between shots, as the camera may shift its position. Also, some images are darker than others and you may need to readjust the light settings.**

**35MM Settings: Nikon FM2** (NB: The specific directions below apply only to the BGC's Camera. We will do all we can to assist you with this process using your own camera, but will not always be able to answer equipment-specific questions.)

- Set aperture reading: depress shutter release button slightly for light meter reading (you can view this inside the viewfinder to the left). Move aperture ring so that the meter reads:
  - **Color images: 0**
  - **B/W images: 0+**
- Focus using a sheet of paper with a straight line on top of your image.
- Press shutter release button all the way to take the shot
- Advance film and set up the next shot. **(NB: Be sure to readjust focus and check to make sure the camera is level between shots, as the camera may shift its position. Also, some images are darker than others and you may need to readjust the light settings.)**

### 4. After you have captured your images:

#### *Digital Cameras*

- Be sure to TURN CAMERA OFF before reading card
- Download the images to the computer (See **Downloading Images Using the Card Reader**)
- Look at output in low, but not dark, light and make corrections as necessary (See **Basic Photoshop Image Correction**)

#### **35MM Settings: Nikon FM2**

- If you are using the BGC camera, please bring it to a VMR staff member to rewind and remove the film so you can take it to be processed. (See listing of **Camera Stores and Services near the BGC**)

**Camera Stores and Services near the BGC**  
**(These should all have digital services as well as supporting analog cameras)**

<p><b>Spectra</b>  451 Amsterdam (between 81st &amp; 82nd St.)  212.362.0094 – show BGC ID for 10 % discount  Does not carry 64T  Next day processing, \$9.00 (36 exp.)</p>	<p><b>B&amp;H Photo/Video</b>  9th Avenue (between 33 &amp; 34th)  212.502.6234  Film cost: Fuji is approx. \$7.59  2-3 day processing call 1 800 947 9950 ext. 2543</p>
<p><b>Ritz Camera</b>  2400 Broadway (at 88th St.)  212.877.8760  Film cost: approx. \$13  Next day processing, \$10.99 (36 exp.)</p>	<p><b>One Hour Fromex Photo Systems</b>  1247 3rd Avenue – (at 72nd)  212-288-8897  May not have film in stock.  1 or 2 hour slide processing, \$8.95</p>