

Setting Up

- a. Camera: Nikon D60 Digital SLR (Single Lens Reflex).
- b. Clean all lenses and the polarizing filter, front and back surfaces.
- c. Attach polarizing filter to camera lens.
- d. Plug in AC power supply adapter; it goes in the battery compartment
- e. Mount camera on tripod, place opposite an easel, 4 to 6 feet away.
- f. Place a **painting** on the easel.
 - i. If it is a vertical image, place it on its side, this fits best in the camera's view.
 - ii. It should be nearly upright and face the camera squarely.
 - iii. Center of image should be aligned with camera; plane of the painting should be parallel to the lens plane.
 - iv. If the work is on paper, see item g.
- g. **Drawings** or other works on paper will not stand up on their own. Place a hardboard panel on the easel; it should be larger than the drawing. Use small pieces of Scotch 2-sided tape to hold the top corners of the drawing flat to the board. The drawing should be very flat—curling corners or bulging paper will distort the image. You may want to line the tray of a dirty easel with a non-reflective material (not foil or white paper) to protect the bottom edge of the drawing, which will be resting on it. A strip of hardboard works well.
- h. Set up four **lamps** with **polarizing filters**. Read instructions on filters. Arrange them to provide the most even and strong lighting of the art. The lamps are 200-watt true-daylight fluorescents. They may be left on throughout the work session.
- i. Stack work to be photographed neatly on one side of the setup; make sure there is place to deposit photographed work somewhere convenient.
- j. Minimize trip hazards (extension cords!).
- k. Turn camera on.
- l. On top of camera, rotate dial to **S** (for shutter priority)
- m. Press MENU button on left of monitor. Set white balance to **AUTO**
- n. While in MENU, check file size. It should be set to **JPEG FINE**

Shooting

1. View the artwork through the camera, rotate barrel of ZOOM LENS for maximum zoom.
2. Adjust tripod position so that the art nearly fills the view, leaving a small margin of space around it.
3. Rotate polarizing filter while viewing through camera. Choose setting with least glare, the darks will be maximized and the colors will look richest. You should not need to adjust this again, but check it occasionally.
4. Rotate COMMAND DIAL (on back of camera, top right) until F-stop is between 5.6 and 11. Shutter speed will change as you do this. Choose a shutter speed no longer than 1/8 of a second. Longer speeds risk blurring the image.
5. **Shoot first photo.** Be careful not to shake camera.
6. For your second photograph of the work, **adjust exposure one F-stop darker:**
 - a. Press EXPOSURE COMPENSATION BUTTON (has +/- on it, find it on top of camera, far right). Spin COMMAND DIAL; you can see the adjustment on the monitor as you spin it.
7. **Shoot second photo.**
8. Restore EXPOSURE COMPENSATION to zero.
9. Remove work from easel; place next work on easel.
10. Repeat.