

Procedures for framed images and plaques taken with the digital camera

1. Align picture/plaque on the stand and take the picture with the digital camera.
2. Camera Settings:
 - For taking pictures set the button on the top of the camera to “A Rec”
 - Auto Focus
 - Set “QUAL” on the face of the camera to “Fine”
 - Use the “W” and “T” buttons on the face of the camera to zoom in and out as needed – try to stay as tight as possible on the plaque or frame.
 - Turn Flash Off
3. Once picture has been taken and is sufficient switch the button on the top of the camera to PLAY
4. Record the image number from the top right corner of the screen (ex. 3289.jpg) next to the picture/plaque number on the sheet.
5. For plaques use the accession number from the back for processing. Record the number on the sheet.
6. For framed items take a picture of the object with and without the frame (use the zoom to crop the frame).
7. Repeat steps 1-4 for each 3-dimensional object
8. Now plug in the camera into the computer and upload the images using the camera software.
9. Create a file folder for each box of pictures/plaques and label it with the name of the box.
10. Inside each folder place the corresponding images associated with each box and rename these images according to the picture/plaque number recorded
11. Open the images in Photoshop and edit according to the Editing Procedures.
 - Resize to 5x7
 - Save as a jpg file
 - Save with a quality of 10