

Self Service Documentation Guidelines

Room contents

Seamless backdrop paper rolls: 53' in black, white, red, yellow, grey and purple. 86' in green. Use clamps to secure paper to desired length. Paper can be draped over the table or ground. When paper becomes too damaged/dirty please cut away and recycle. Try to keep paper as clean as possible so it lasts!

2 Interfit Three-Head lights with softbox: LED Color Temp 5400K, 25W, 2500 lumens. **Make sure the stand is secure with a sandbag to prevent tipping.** When using a stand with a boom arm please do not over extend the arm!

2 Impact portrait lights with umbrellas: LED Color Temp 5400k, 60W, 4200 Lumens.

1 Copy stand with lights. See pages 3-6 for safe usage. LED Color Temp 5400K, 25W, 2500 lumens

1 Nikon D3300 camera (upon request): SD card, charger and tripod; please don't take the quick release plate if you are using your own camera!.

1 Nanguang CN-30F Daylight LED Fresnel (upon request): Color Temp 5600k, dimmable, 4 way barn doors, 12 to 45° Focusable Beam, 2494 Lumens, Low Power Draw.

Ladder: Be safe, follow the instructions on the ladder and do not use it when alone!

Several pedestals of various sizes and a small table for photographing 3D work

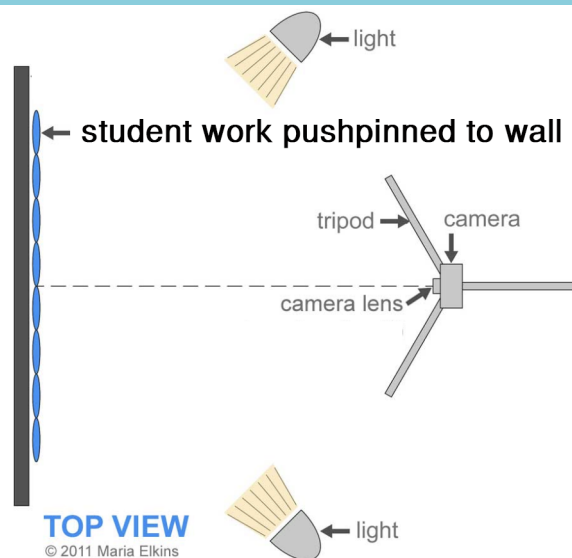
Photographing 2D work on the wall

Pushpin/putty/tape 2D work to wall. Position two lights with soft boxes at 45 degrees to the wall and about three to four feet away. One on each side. Put the camera on the tripod.

D3300 CAMERA SHOOTING SETTINGS

- Manual mode (turn top dial to M)
- Use Auto White Balance
- Shoot in RAW
- ISO 100 (press the *i* button on back of camera)
- Auto focus
- Shutter speed: after setting ISO and f-stop, use the light meter on the camera to determine the best place to begin for shutter speed. Start with a shutter speed around 1/60 and work from there. Preview your first shot on the camera LCD screen. Use the light meter to do a test shot, preview on camera and/or your computer, and if it looks good, continue, if not adjust until the exposure looks good (no washed out whites, and some value in the darkest darks). We encourage that you do a bit of bracketing- taking several shots at different shutter speeds so as to get an optimized exposure as well.
- F-stop f5.6 is plenty. The f stop does somewhat depend on the size of the work. To change press and hold the +/- button located right below the camera shutter, then rotate the rear command dial
- Use two soft box lights on stands.

By keeping the adjustments the same it will make the workflow in Photoshop much easier!



Note: Position the two lights at 45 degrees to the wall where the work is.

There are weighted bags that hold the tall lamp stands so that they do not topple. Make sure to use them for the stability of the lamp stands as they are a bit top heavy due to the lights and covers.



Image of an SFVL student photographing her own work

Photographing 2D work on Copy Stand

Put 2D work on the gridded base of the copy stand. The base can photograph 2D work up to 20" x 20". There are long thin magnetic strips that will hold the work flat.

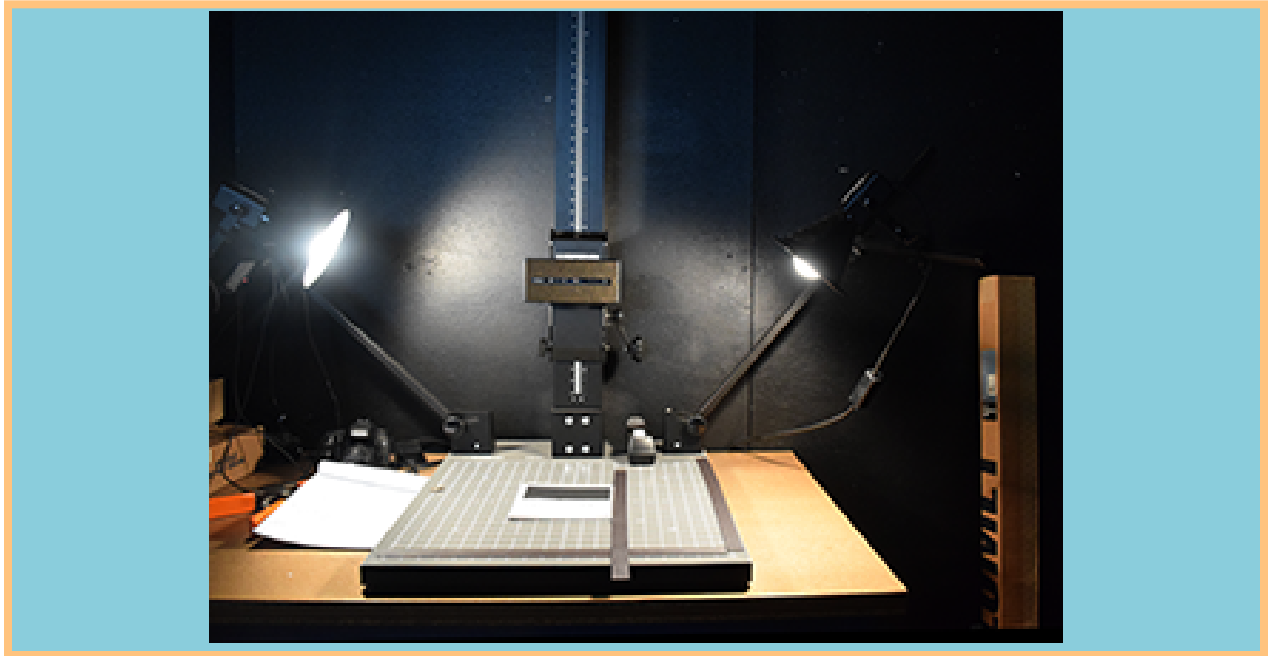
If using the D3300 please adjust settings before you attach the Nikon to the stand. It is easier to make adjustments before it is attached to the copy stand.

D3300 CAMERA SHOOTING SETTINGS

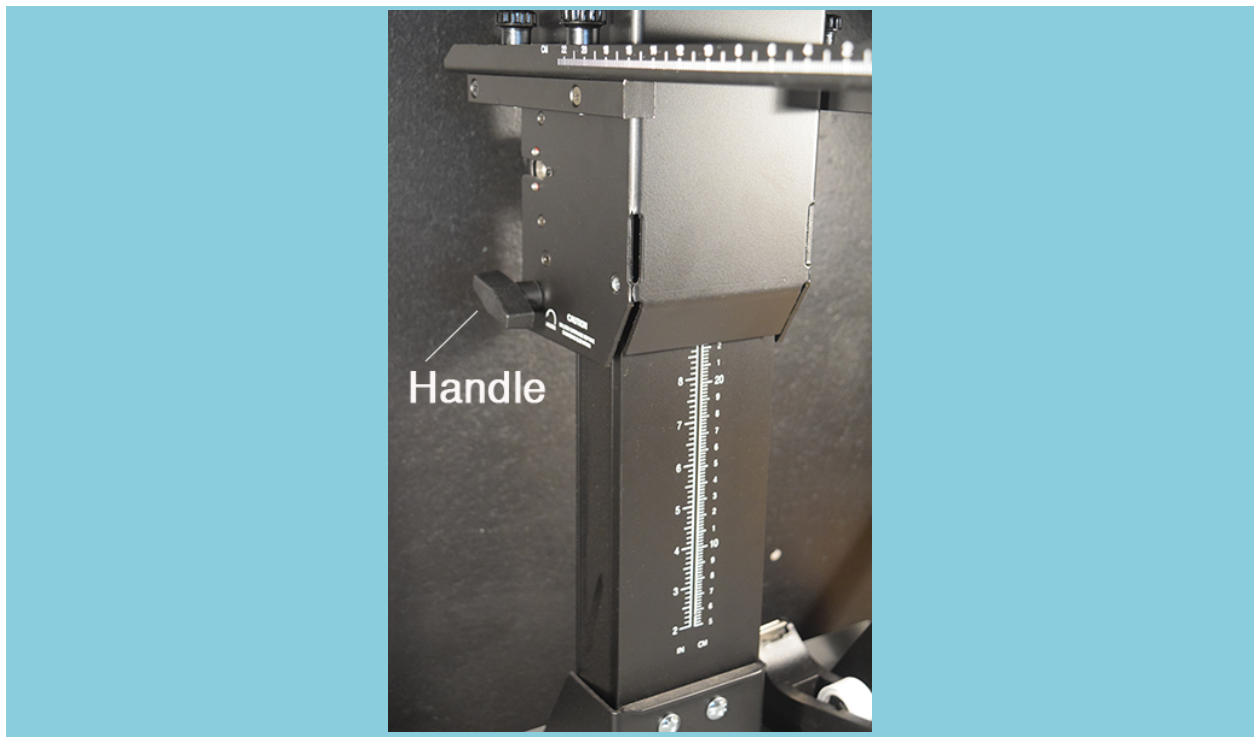
- Manual mode
- Use Auto White Balance
- Shoot in RAW
- ISO 100
- Auto focus
- Shutter speed: Start with 1/80th of a second. Then preview on the camera LCD screen. For shutter speed use the light meter, do a test shot, preview, and if it looks good, continue. We encourage that you do a bit of bracketing- taking several shots at different shutter speeds so as to get an optimized exposure.
- F stop of f/5.6 f stop is plenty. At the distance of the work on the copy stand, between 24 and 35 focal length makes it look normal. The f stop does somewhat depend on the size of the work.

Once the adjustments are made, then attach the camera.

Position the lights as shown below at 45 degrees on either side of the stand. Each light has a switch to turn on.



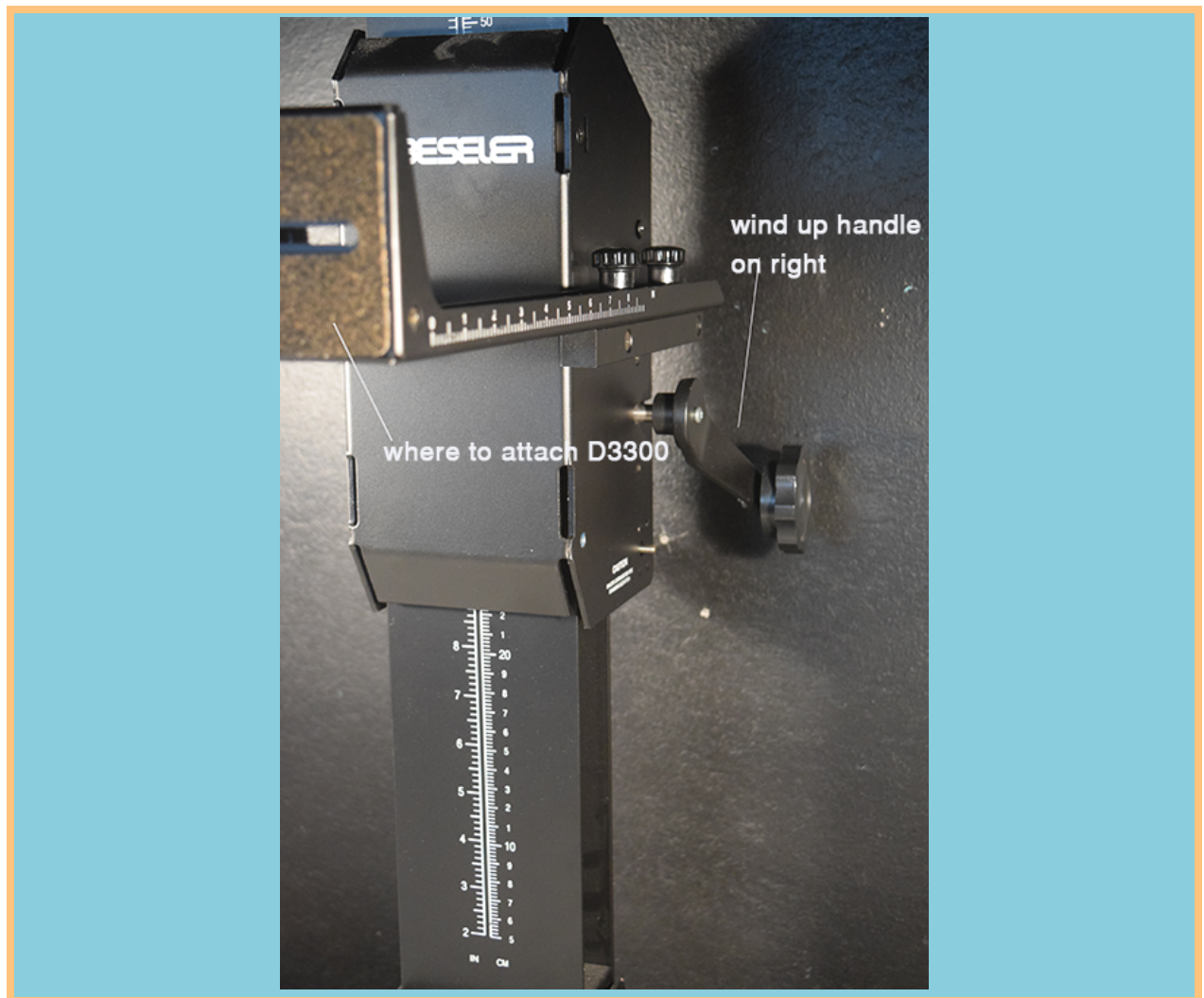
When you need to move the camera upwards, away from the base, loosen the small handle on the left of the shaft. **But once you loosen it, be careful it will snap up!!!**



The part of the copy stand to which you attach the camera has a spring and the camera will spring upward once you loosen the handle on the left and it moves with speed and some force and will hit anything in its path, including you! Make sure to keep well away! If your face or head are near it, the camera could hit you with some force!

For moving up the camera very high, make sure to stand on a ladder so that you can avoid the ascending camera! Once you have it positioned at the right height, tighten the handle on the left.

Next, remember to level the camera so that the lens will be parallel to the picture plane or base of the stand. Center the camera on the grid like a bullseye.



***Note: Photos do not show the camera, but the photo above does point out where to attach the camera.

Make sure to remove the camera when you are finished on the copy stand.