

## Setting up the imaging workstation in each herbarium

- 1) Find a suitable location for the equipment (section 5.1):
  - a. Stable surface large enough for lightbox, laptop, and camera.
  - b. Power outlets (three, for camera, lightbox, laptop).
  - c. Ergonomically acceptable for the imaging personnel.
- 2) Double-check the specimen holder and ruler. Replace the ruler if necessary (section 5.2).
- 3) Attach the camera mount to the top of the lightbox (section 5.3).
- 4) Plug everything in, connect camera to computer, and turn on the lightbox, laptop, and camera, and remove the lens cap (section 5.4).
- 5) Configure the camera settings: manual mode, auto-rotate off, format the card (section 5.5).
- 6) Configure the EOS Utility settings (section 5.6).
- 7) Configure the external hard drive (section 5.7).
- 8) Use Live View to adjust the position of the camera and mount to precisely frame the specimen within the view finder (section 5.8).

## Daily imaging workflow

### Prepare the imaging workstation:

- 1) Turn on the imaging equipment: lightbox, laptop, camera (in that order), and remove the lens cap (section 6.1).
- 2) Format the camera's compact flash card (section 6.2).
- 3) Open the EOS Utility and quickly double-check its settings (section 6.3).
- 4) Use Live View to quickly double-check camera alignment (section 6.4).
- 5) Open the Quick Preview window (section 6.5).
- 6) Open the metadata entry form and double-check its settings (section 6.6).

### Image and metadata capture:

- 1) For each folder, enter the folder name into the metadata entry form BEFORE imaging any specimens in that folder (section 7.1).
- 2) Image each specimen in the folder (place in the lightbox, lower the curtain, and click the shutter release with the mouse) (section 7.2).

### Finish up for the day:

- 1) Backup the metadata to the external hard drive (section 8.1).
- 2) Backup the day's images to the external hard drive (section 8.1).
- 3) Copy the day's images to the folder "C:\PNWHerbaria\ArchivedImages\" (section 8.1).
- 4) Shut down the imaging equipment (lightbox, camera, laptop) (section 8.2).