This document serves as an outline of the workflow process for using the copy stand with the EOS Utility software which allows you to remote shoot through the computer.

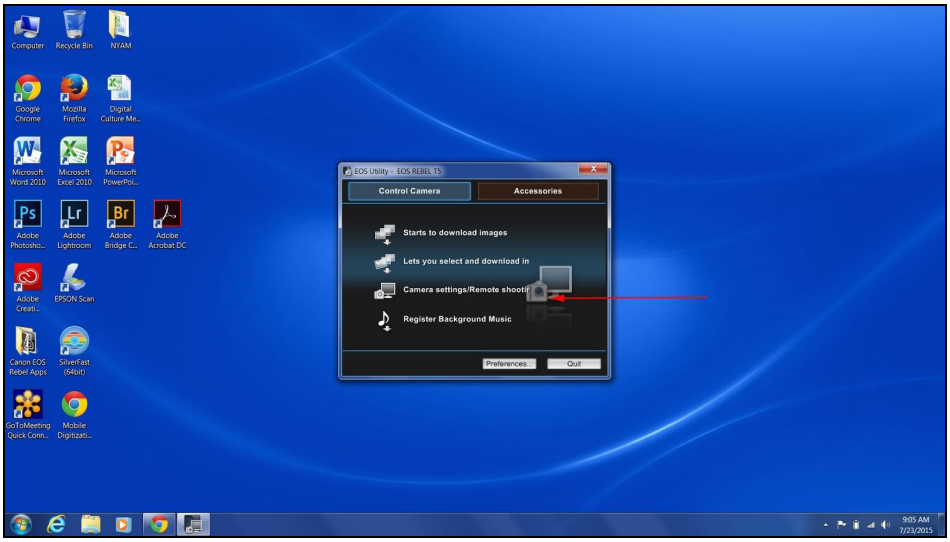
The copy stand will need to be setup prior to using the Utility software to capture images.

- Layout backdrop material
- Set up and position lights
- Set up tripod and attach camera to tripod
- Ensure you have all other necessary items such as color chart, ruler, color balance card and spare camera battery
- Connect the camera to the computer and turn the camera on

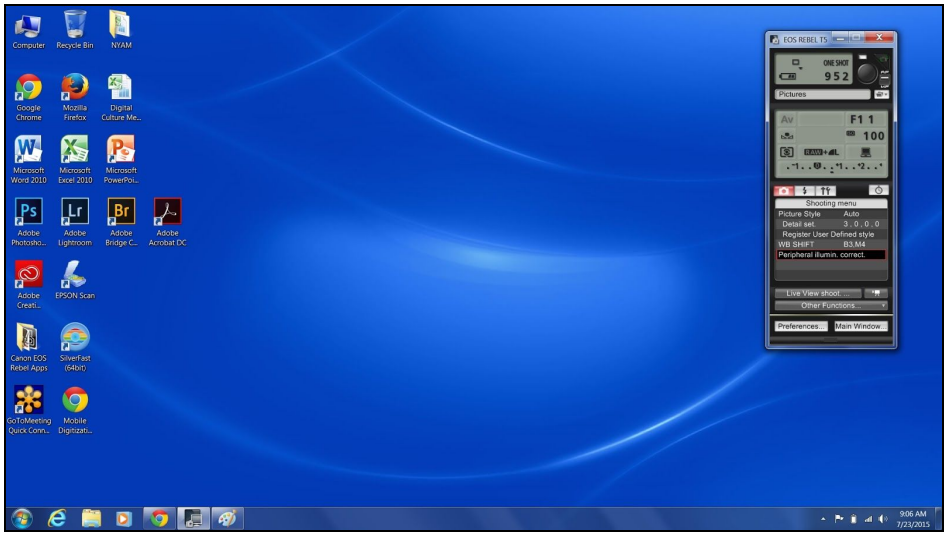
Set Up and Software Settings

Launch the Utility software (software launches automatically when camera is connected to the computer and is then turned on)

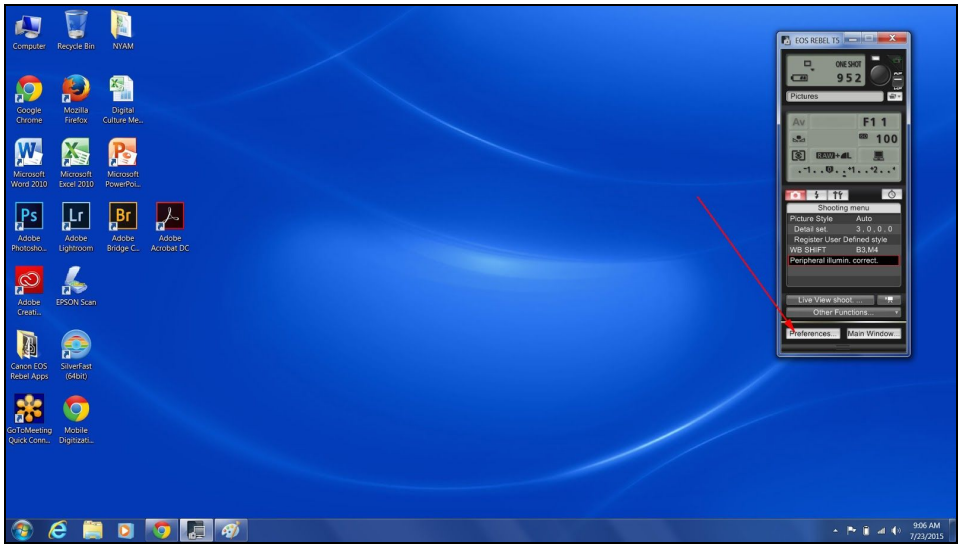
Select the third option, ‘camera settings/remote shoot’



The settings dashboard (which would normally appear on the back of the camera) will appear to the right of the computer screen

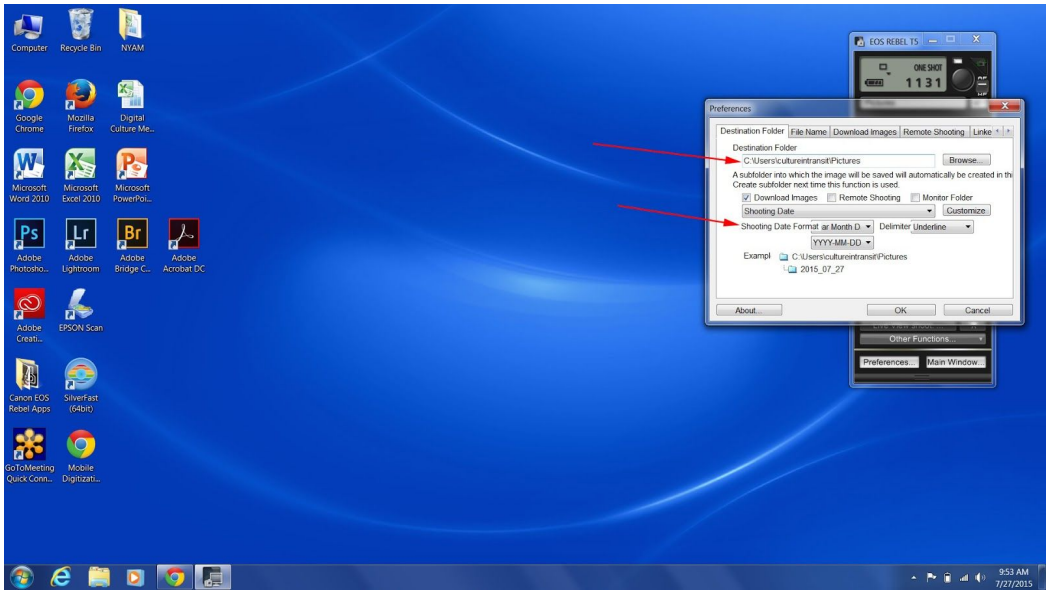


The first thing to do is to set preferences such as **destination folder** and **filename** for images



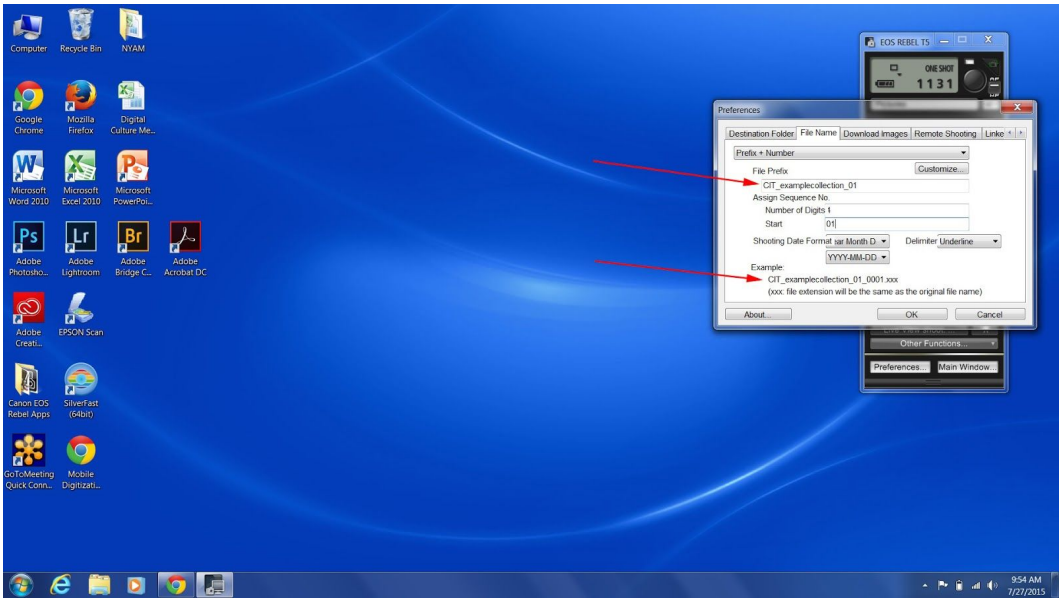
Select ‘Preferences’ in the bottom left corner of the dashboard to customize settings

Preferences: Destination Folder



Hit ‘Browse’ to select folder

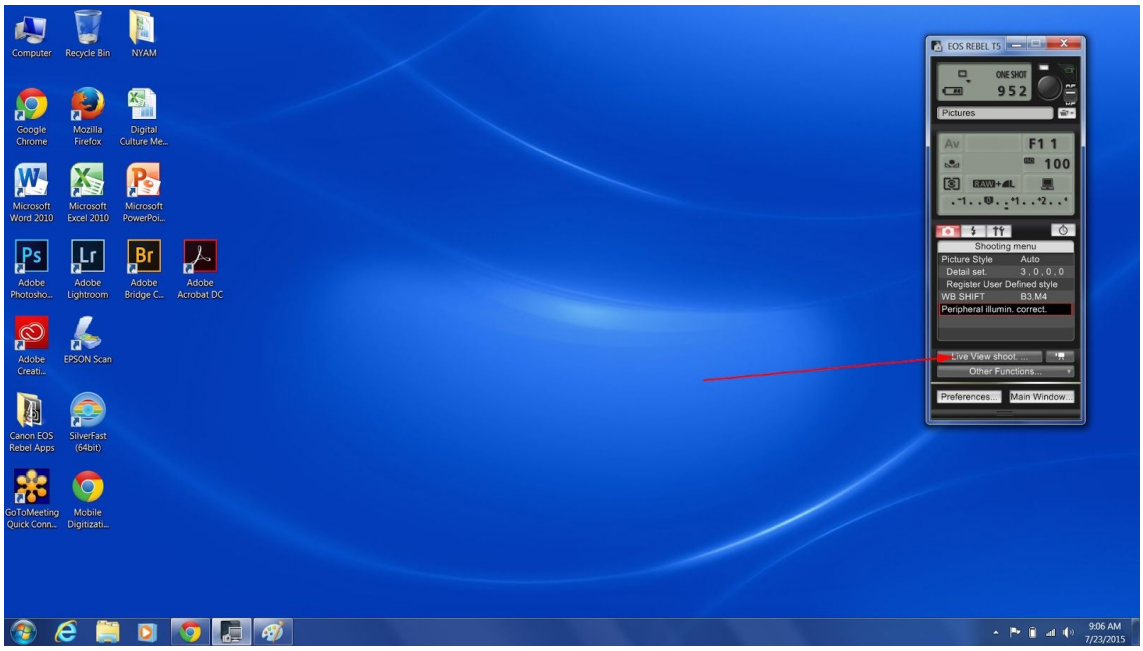
Preferences: File Name



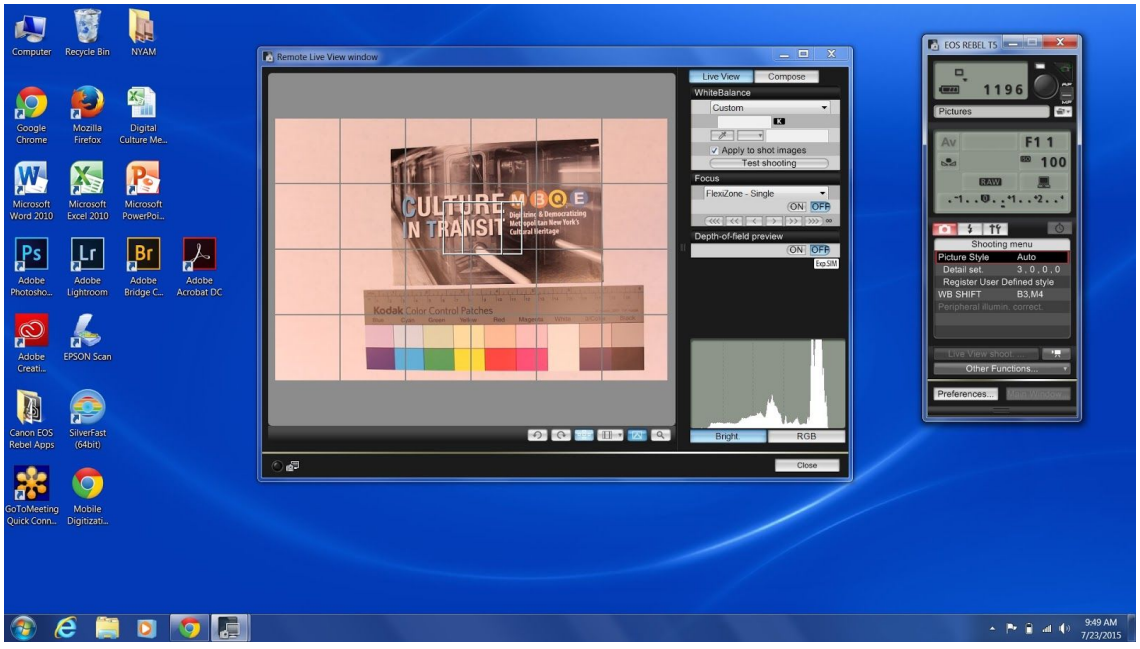
Filename will need to be set for every unique object

[It will be necessary to work on the filenames during post processing, as Utility software automatically adds the number sequence starting at 0001 to the images.]

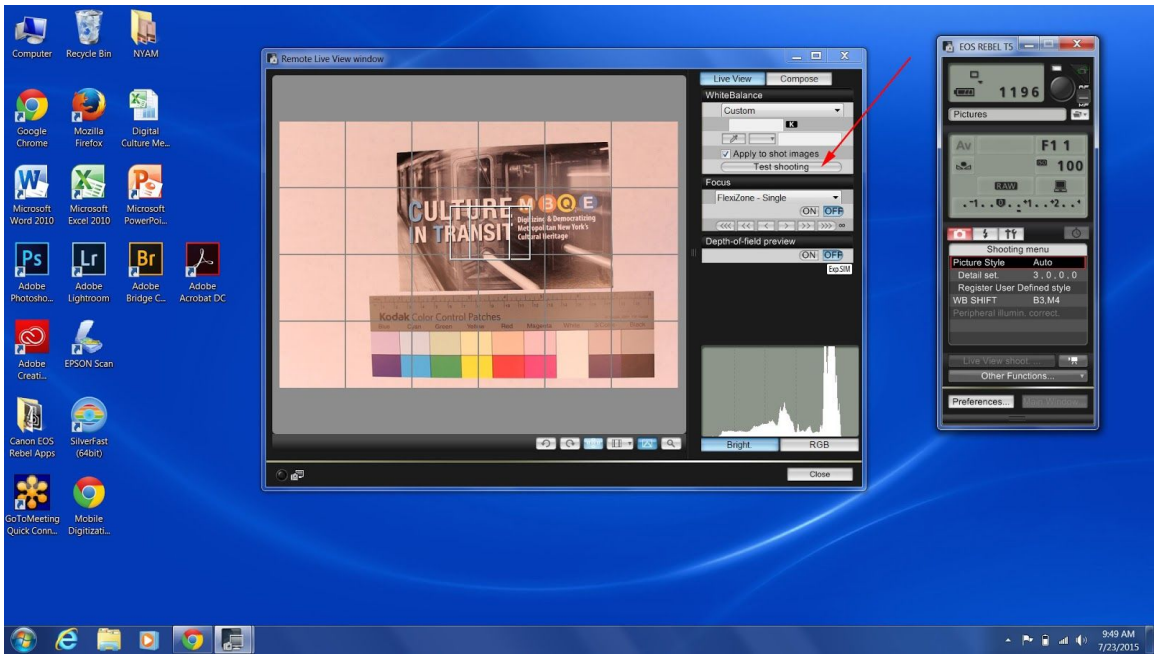
Click on ‘Live View Shoot’



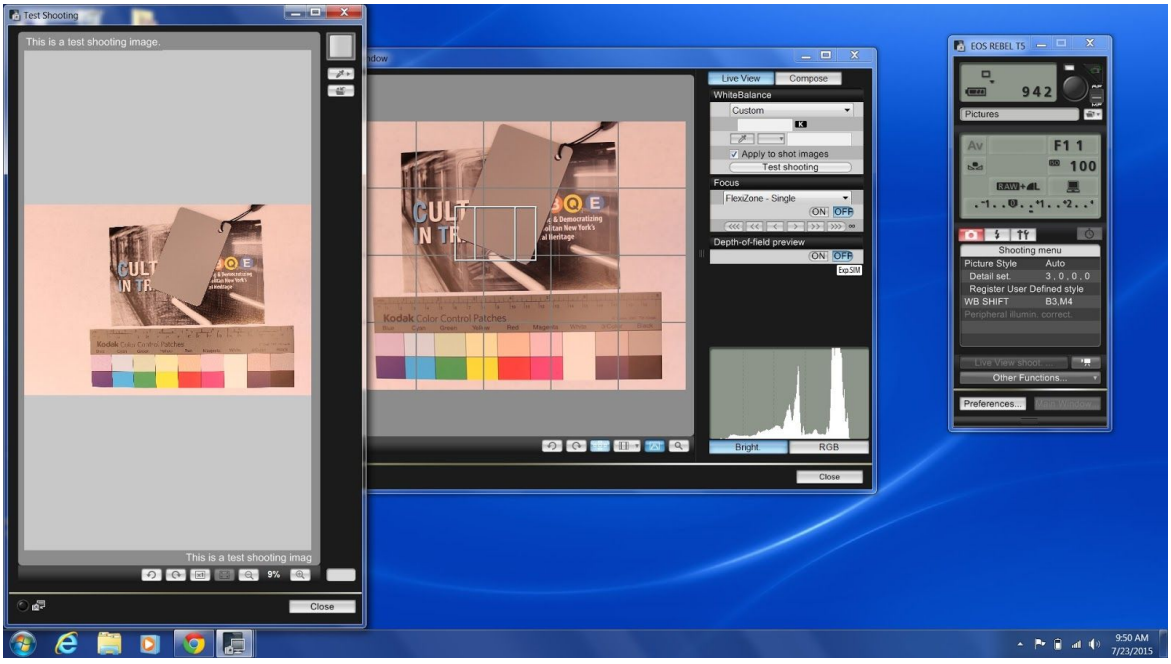
A new window will appear with the live view shoot window



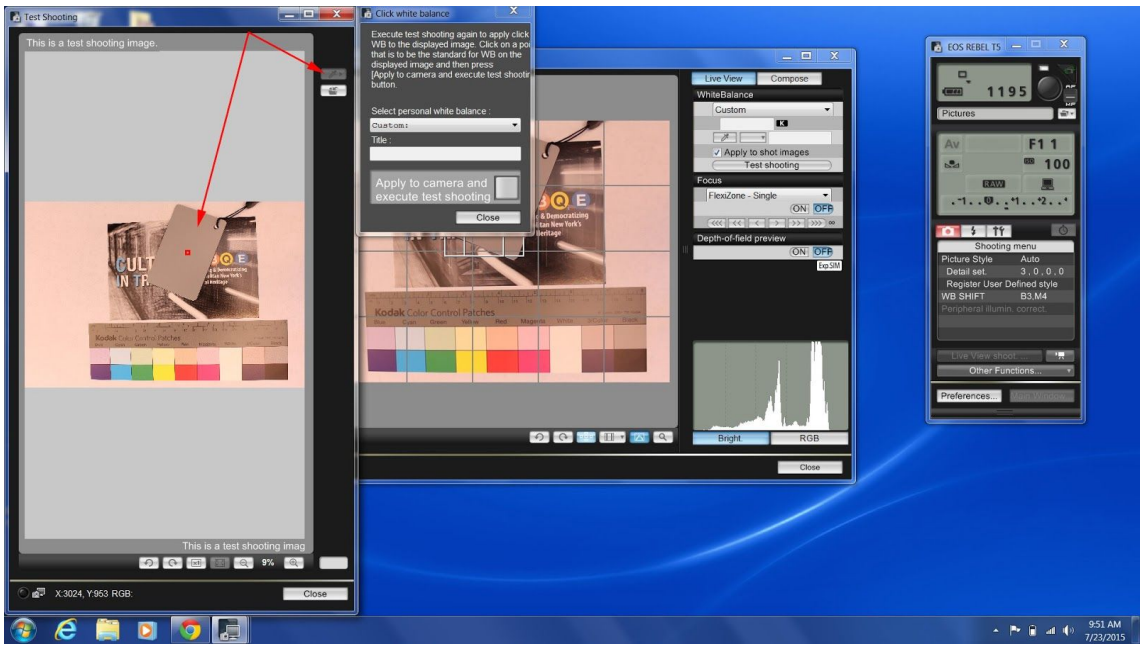
Set the white balance: Select the **‘Test Shooting’** option in the live window



A new window will open with the test shot of the image (grey card has been added to enable the white balance to be set)

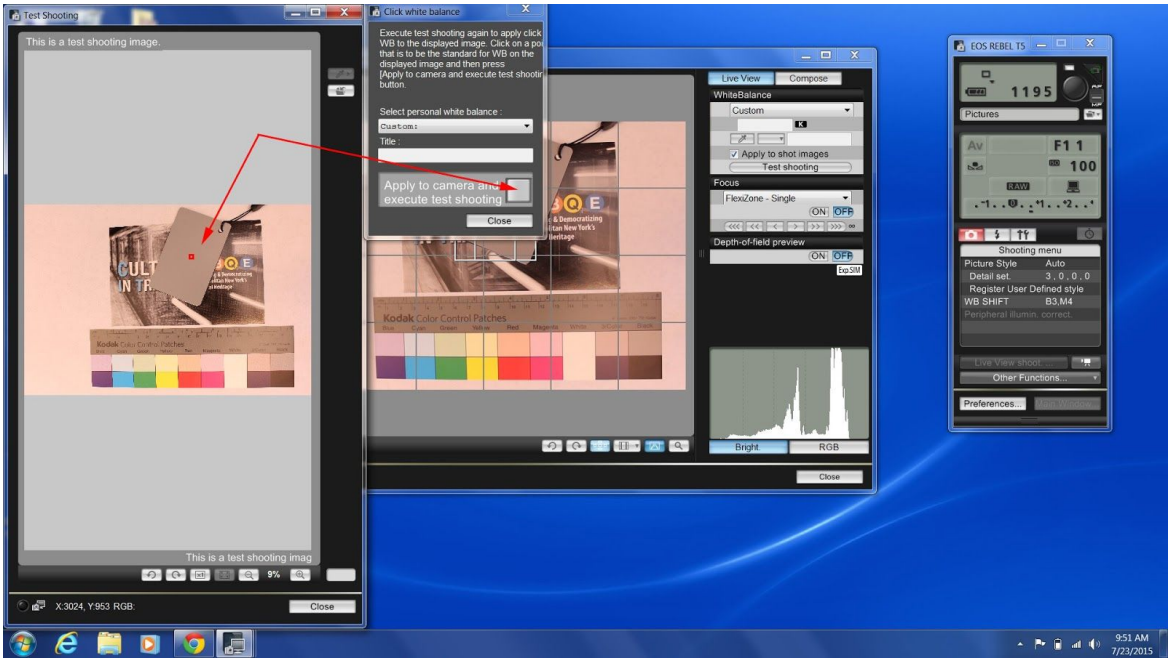


Select **‘eyedrop’** tool. A new window will open. Click a part of the grey card with the eye drop tool where a small red square will appear

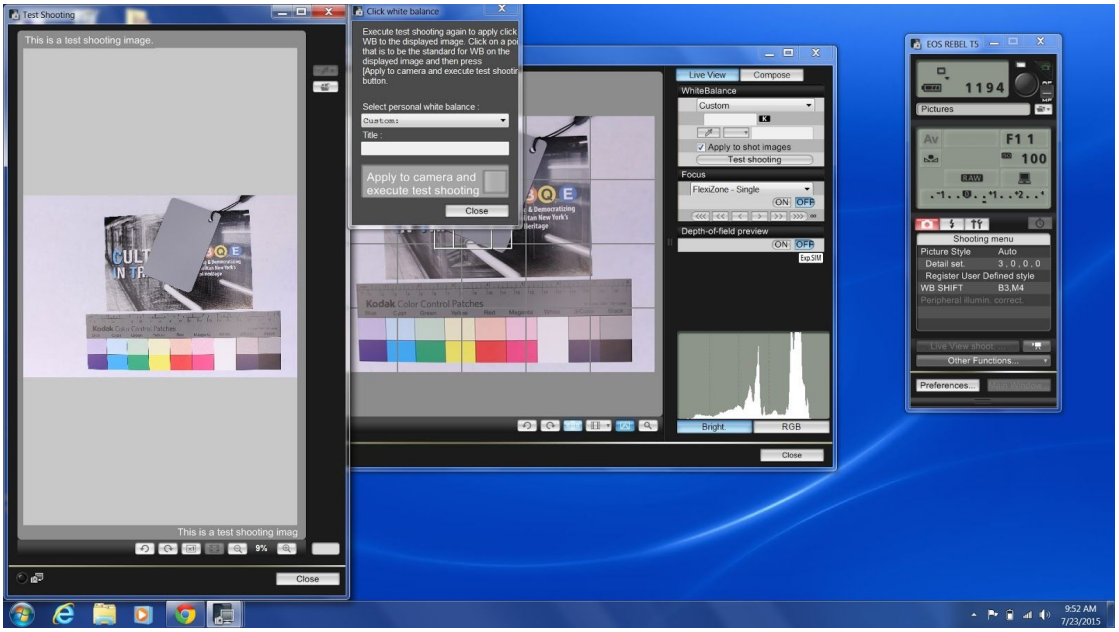


The selected red square will be the area used to set the white balance.

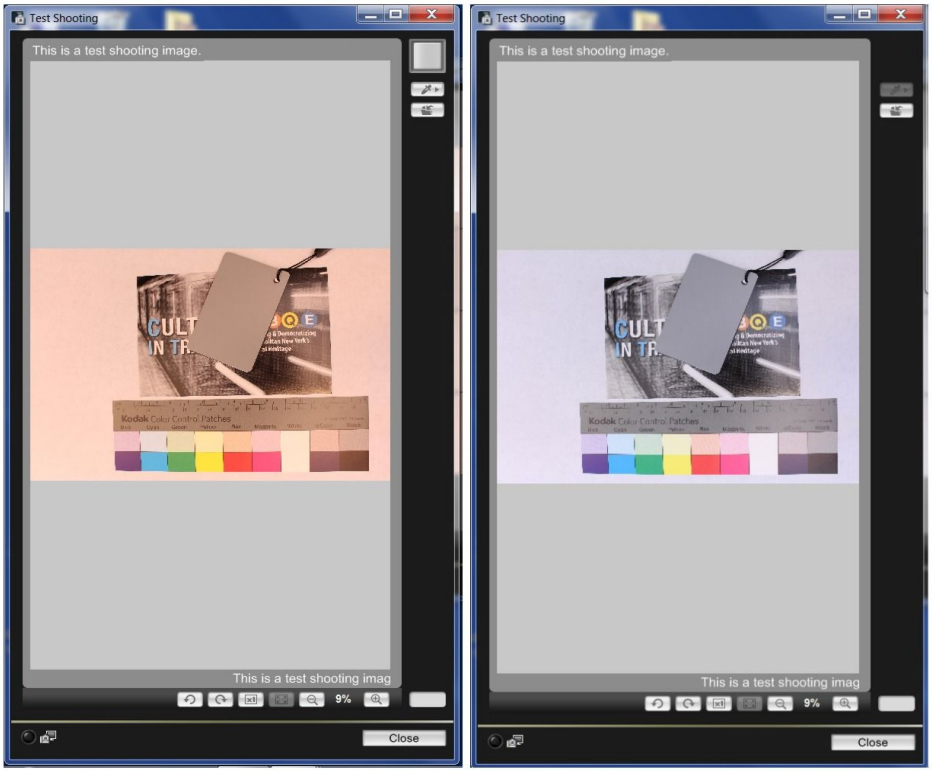
Execute the white balance test by clicking the square grey button in the ‘check white balance window’



The left hand test shoot image will adjust to the correct white balance levels

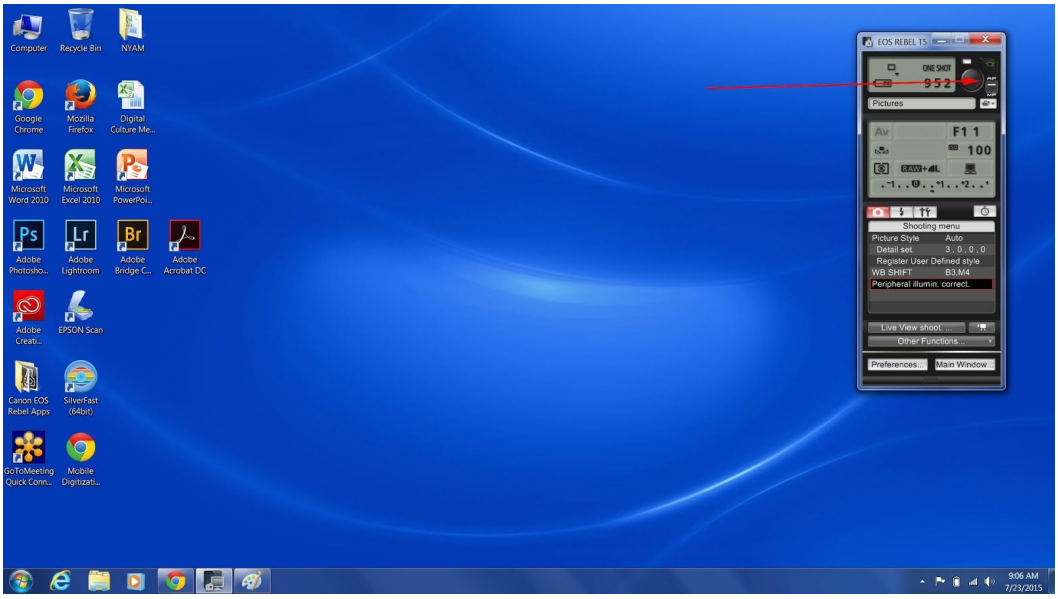


The importance of setting the white balance can be seen by comparing the **before** and **after** images

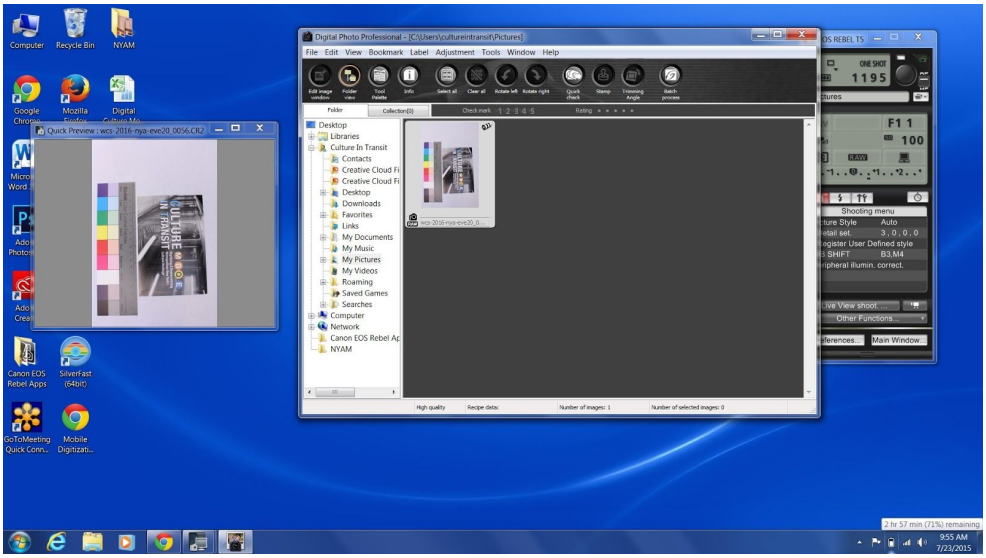


White balance not set on left & after it has been set on right

Test shoot window can be closed and the **shutter button** on the Utility software can be selected to capture the image



Two new windows will appear when the image has been captured. The image can be assessed for quality and the windows then closed to move onto the next item



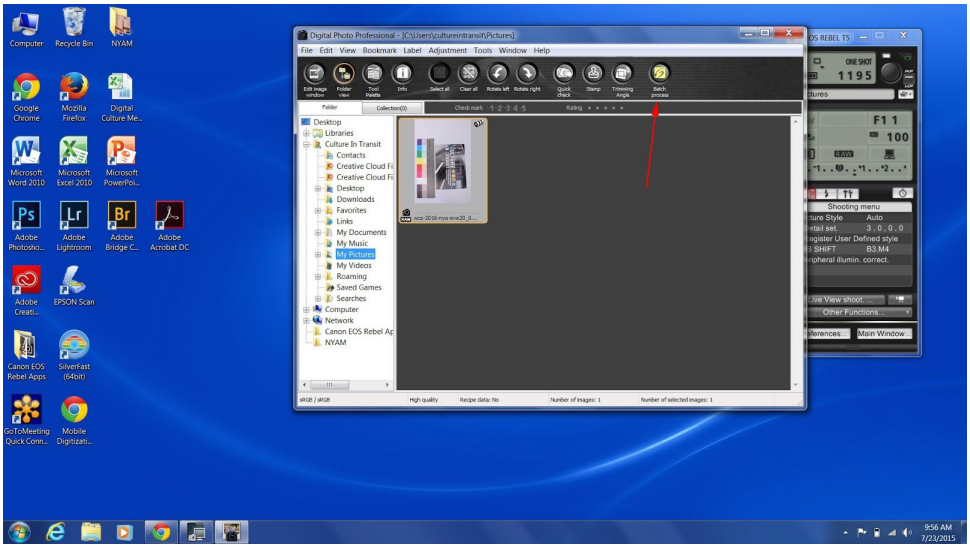
For every unique item captured:

- The filename will need setting.
- The white balance will need setting.

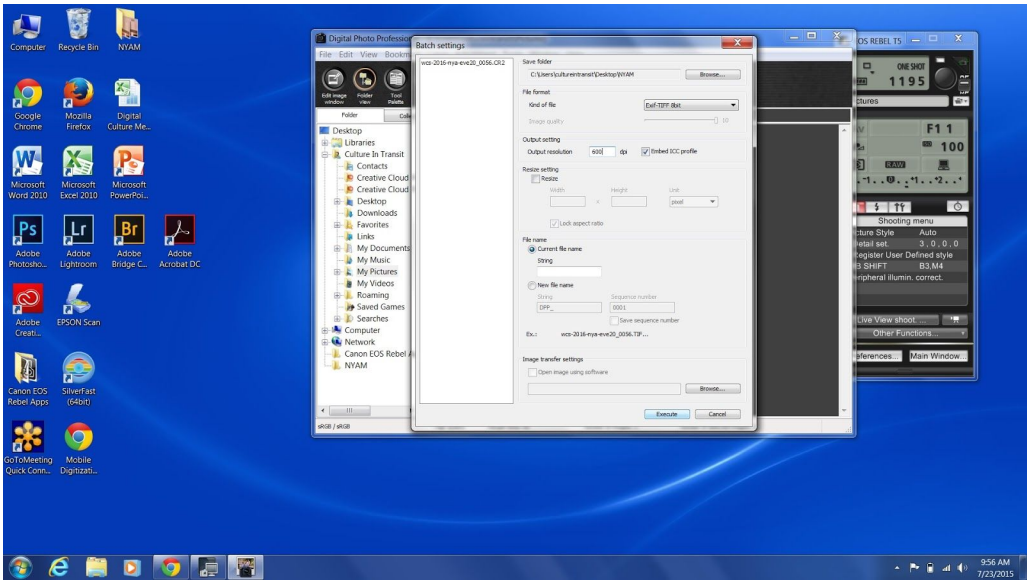
Post Capture Work

The images are captured as RAW files (in this case CR2 Canon proprietary files). They will need converting to TIFFs for the master preservation images. This can be done via batch process.

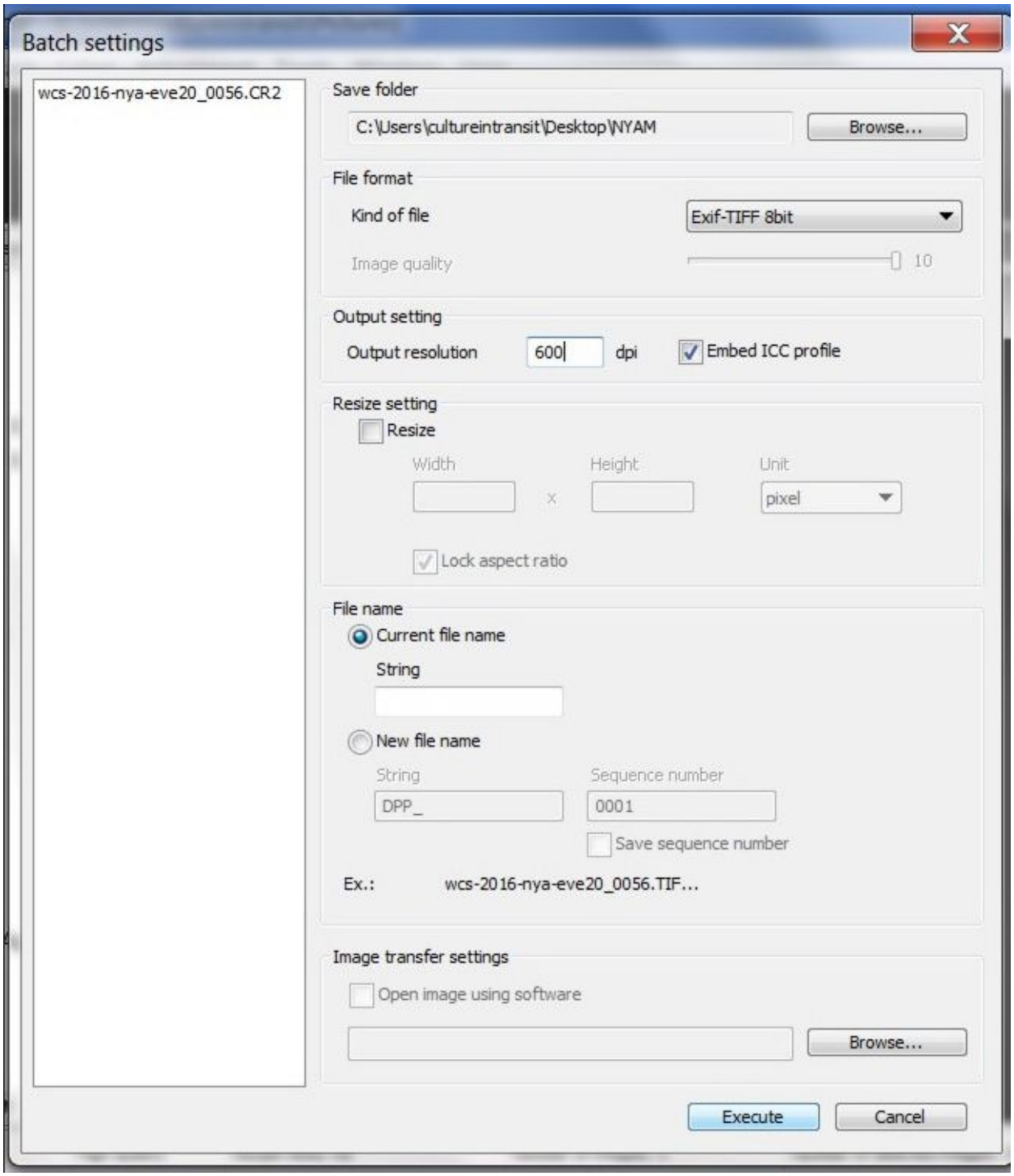
In Digital Photo Professional window, select images to be converted and click on the ‘batch process’ icon.



Once the ‘batch process’ icon is selected, a new window will appear, where you are able to select settings for the images

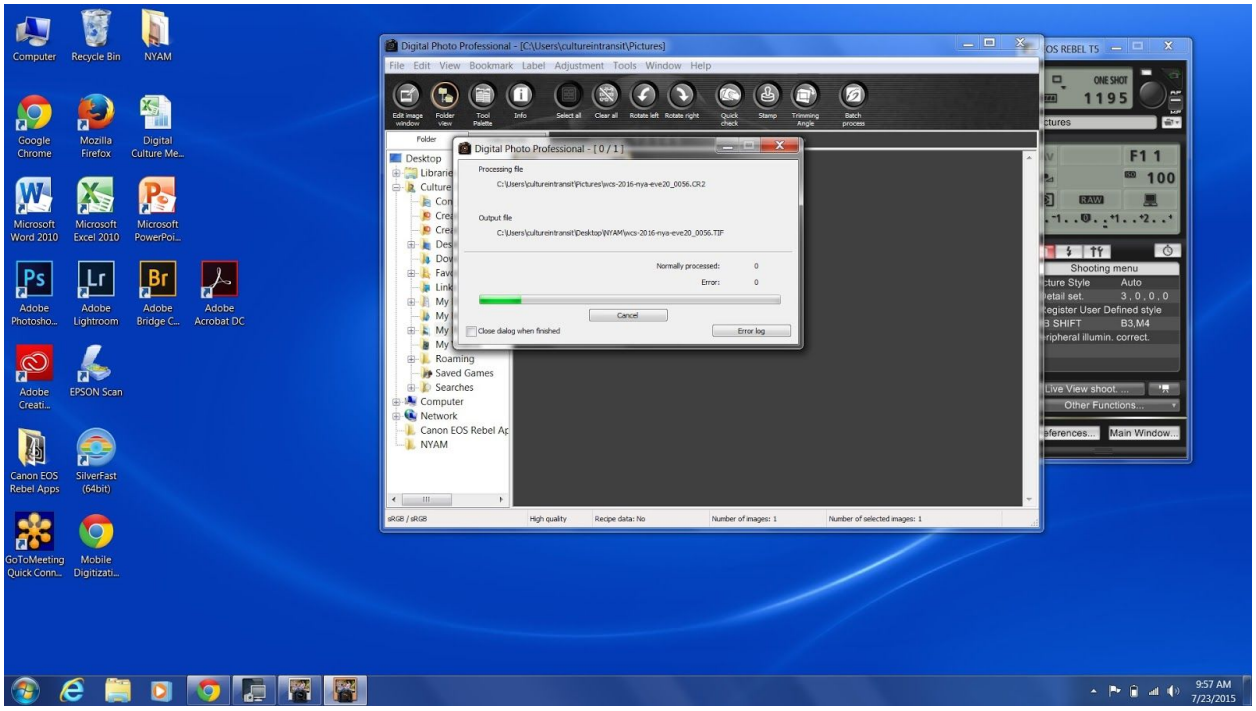


Batch settings window



- Images to be processed will appear in left hand box.
- Destination folder for TIFFs can be set.
- Set File format to Exif-TIFF 8bit and output resolution to 600dpi.
- Keep file name as ‘current file name’.
- Hit ‘Execute’.

When processing, a progress bar will appear



Once batch process complete, all TIFFs will be saved in destination folder. Digital Photo Professional can also be used to batch process the TIFFs into derivative files.