



# UTEP Biodiversity Collections Procedures Insect Photography



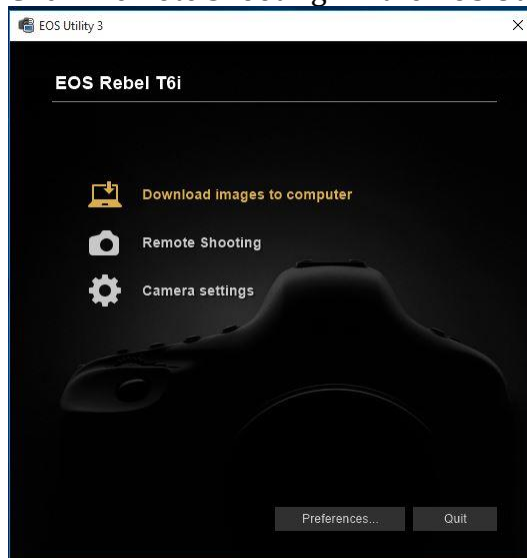
## Specimen Photography

Prior to setting up the camera, select a series of catalog numbers that you will use during your session.

1. Mount the camera and connect to power.
2. The camera should be at 47 cm on the copy stand.
3. The lights should be perpendicular to the photography surface and the lights at #5 on the posts.
4. Level the camera with the copy stand.
5. Turn on the computer.
6. Log in using your UTEP ID and password.
7. Connect the camera USB cable to the computer.
8. Turn on the lights on the copy stand (2 lights).
9. Turn on the camera.
10. Twist the round nob on the top of the camera until the camera is set to the M/Manual icon.
11. On the desktop of the computer, open “EOS Utility” icon.



12. Click “Remote Shooting” in the EOS Utility 3 window.



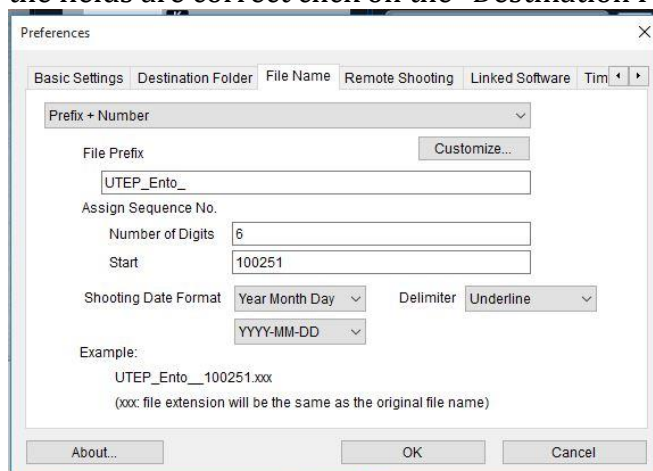
13. The EOS Camera control panel will open. Review the settings to make sure they are the same as those in the photo below.



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14. Select Preferences then the “File Name” tab and set the fields as shown below. Your start number should be the first number in the catalog number sequence that you selected before beginning this process. Once the fields are correct click on the “Destination Folder” tab.



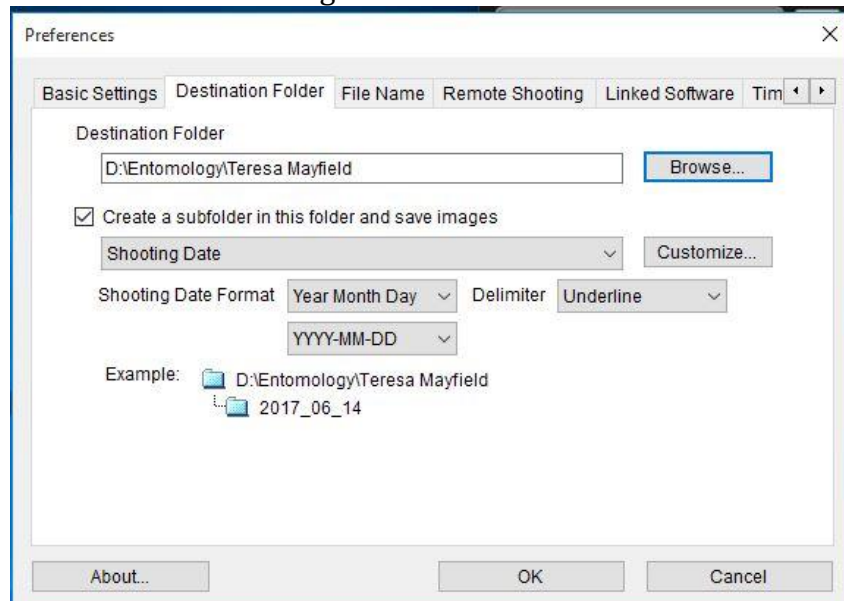


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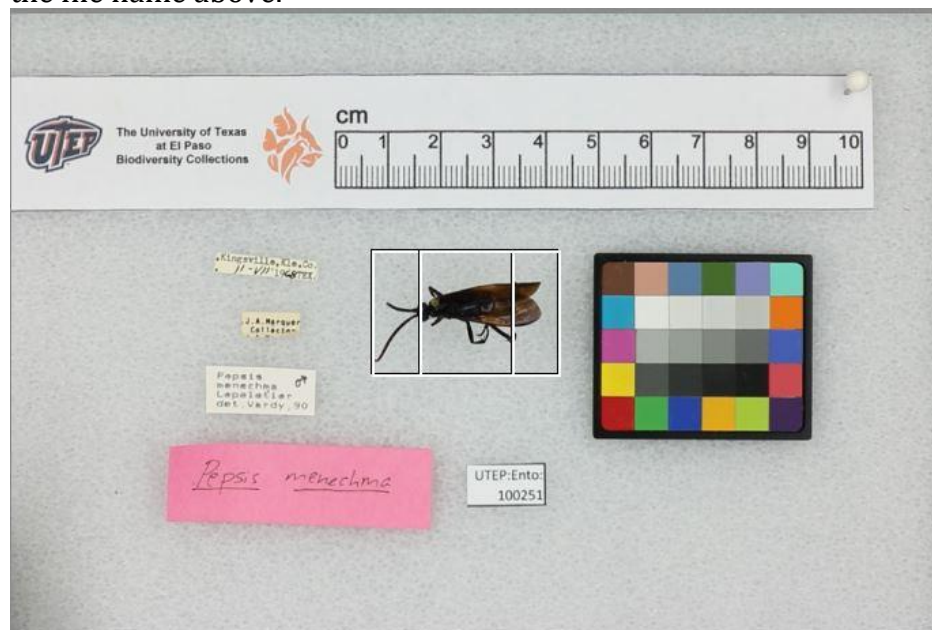
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- Under “Destination Folder” Browse to D:\Entomology\“Your Name” and make sure the “Create a subfolder in this folder and save images” box is checked with the settings as below. Select “OK”



- Arrange the specimen and its labels near the ruler and color target as in the photo below with the bottom label from the pin at the bottom of the photograph. Adjust the light tower and the camera lens to include in the photo frame the parts of the specimen you want to photograph, the label with the specimen catalog number, and the color target. For your first photo, be sure that the catalog number agrees with the number you set in the file name above.



- On the EOS Camera Control Panel (See step 11) click “Live View shoot...” near the bottom center of the panel. The Remote Live Window will open

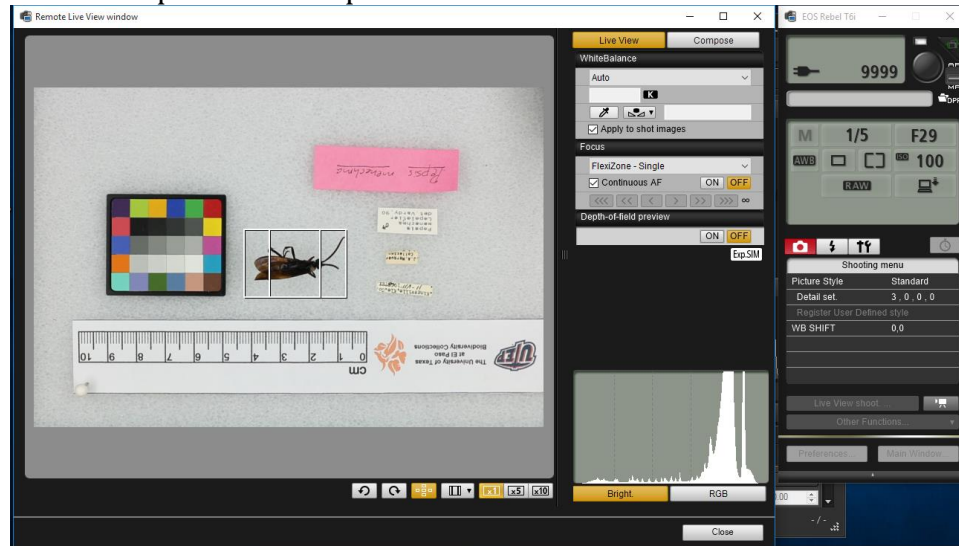


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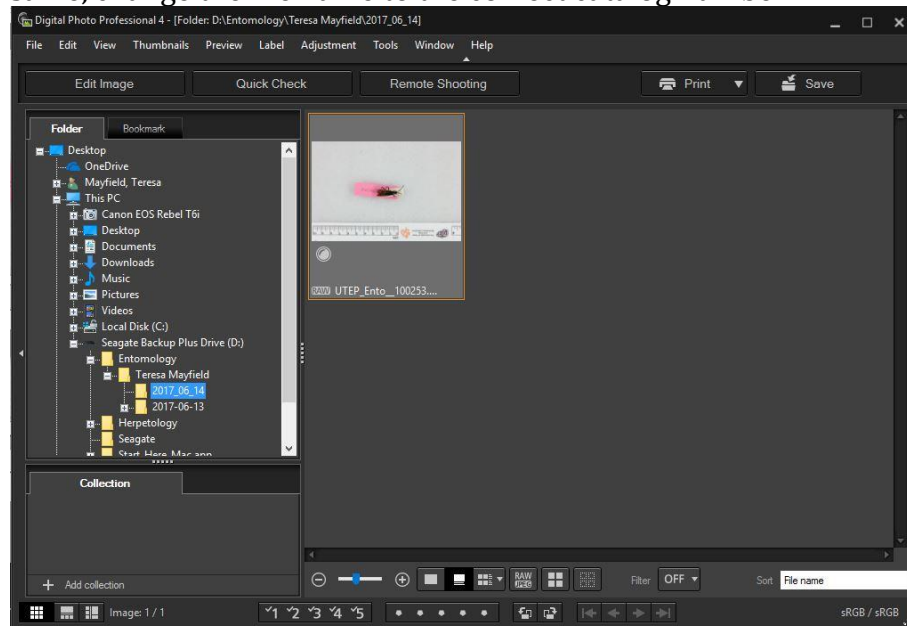
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and the image will appear upside down from your view at the copy stand. Move the specimen set up so that the insect is in the center focus frame.



18. Once your specimen is in place and ready to be photographed, click (on the computer) the round, black button at the top of the window "EOS Rebel T6i". This is your shutter button. The image will be saved as a RAW file in the destination folder with the file name using the first catalog number you set in the file name above. Review the photo to ensure that the file name includes the correct catalog number. If they are not the same, change the file name to the correct catalog number.



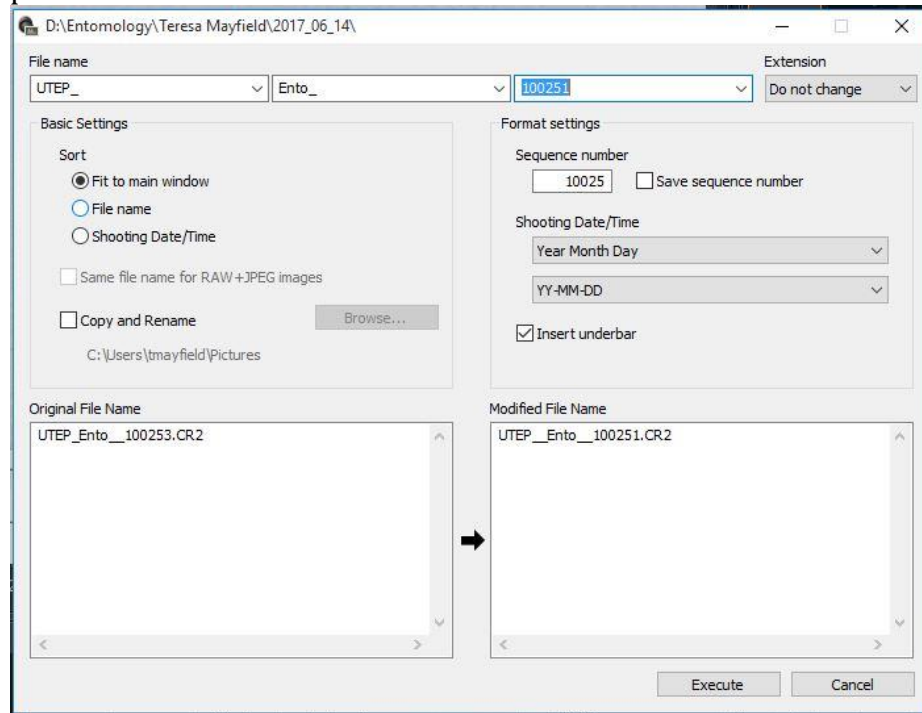
If they are not the same, change the file name to the correct catalog number. Select Tools from the menu on the screen above and then Start Rename Tool. Using the rename tool enter the correct file name as seen below. When the Modified File Name is correct, select Execute. Your file



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should now have a name that corresponds to the catalog number in the picture.



19. There should be one individual photo taken per specimen. If you need to retake a specimen photo, you will need to reset your file name so that the first number agrees with the catalog number of the retake (See step 12).
20. You should now proceed to converting this file to a .jpg format.



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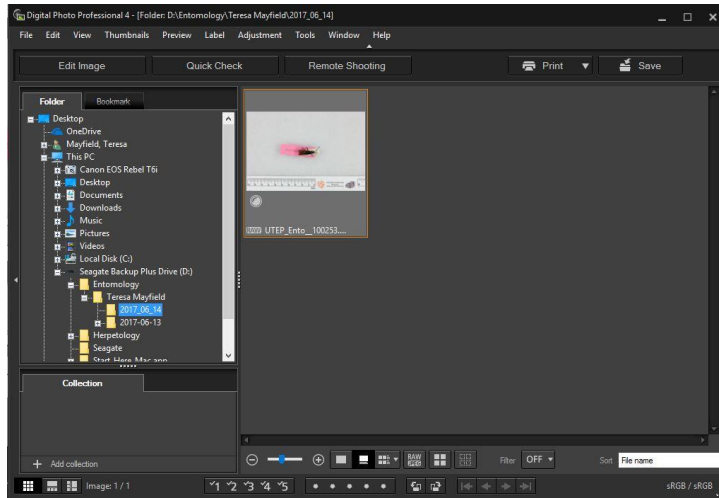
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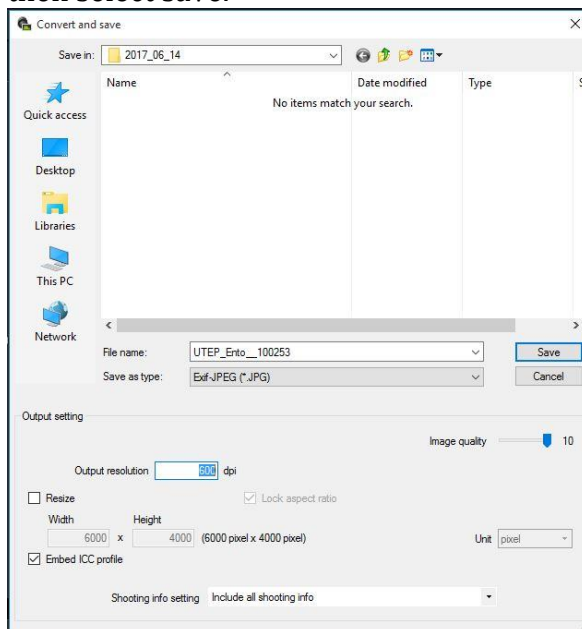
### Conversion of RAW files to JPEG

The photo you have just taken is not useable on a web format and can only be read by the camera's software. Each photo must be converted to .jpg format. You should start this process before replacing the specimen you have photographed as it will take several minutes.

1. Be sure that the photograph you just took is highlighted on the Digital Photo Professional 4 window as below.



2. Select File from the main menu and then Convert and Save. In the Convert and Save window ensure that the file name correctly matches your catalog number, save as type is Exif-JPEG (\*.JPG), and output resolution is 600dpi then select save.



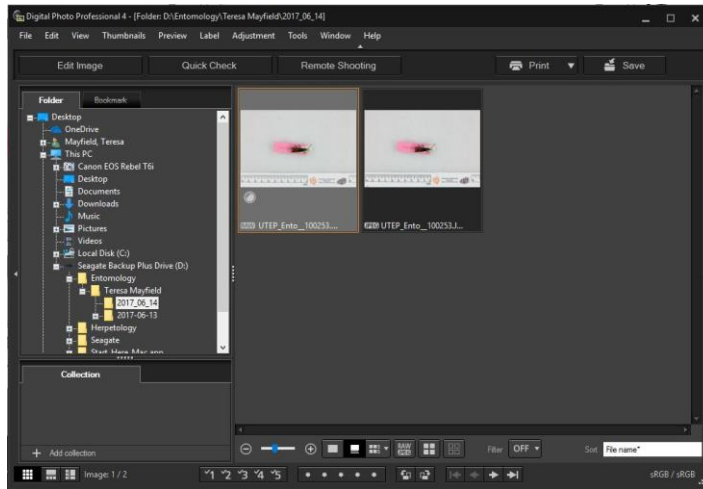


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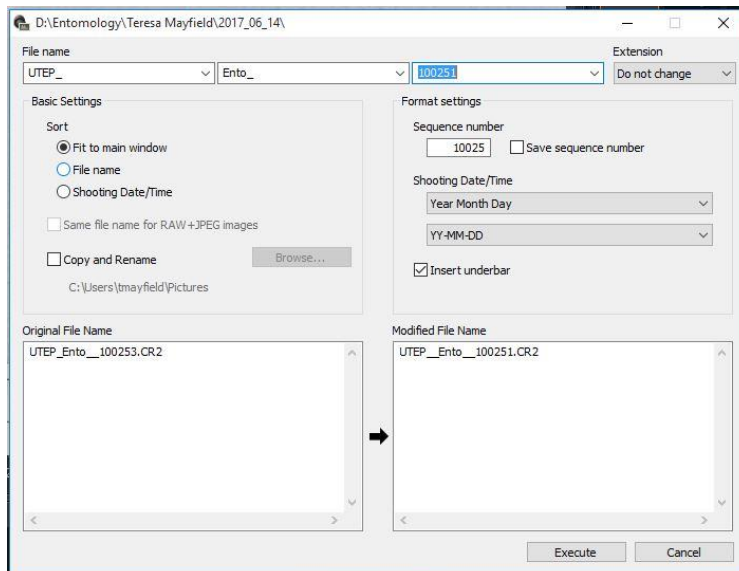
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3. The file will process and then you will see the .jpg file next to your RAW file in the Digital Photo Professional 4 window.



4. Ensure that the .jpg file name corresponds with the catalog number in the photograph. If it does not, then you will need to correct the file name (and probably correct the RAW file name as well). Select Tools from the menu on the screen above and then Start Rename Tool. Using the rename tool enter the correct file name as seen below. When the Modified File Name is correct, select Execute. Your file should now have a name that corresponds to the catalog number in the picture.



5. If the filenames are correct and the files are stored in the correct destination folder, you can move on to your next specimen. Simply return to the EOS Rebel T6i window that is open on the desktop and return to step 14 in Specimen Photography.



## **UTEP Biodiversity Collections Procedures Insect Photography**



### **Cropping JPEG files for Notes from Nature**

The .jpg photos we will use in our database are too large for Notes from Nature. Photos will need to be cropped to include only the insect, labels and ruler (if possible). Photos for Notes from Nature can be no larger than 64KB.