

APPENDIX 2. IMAGE CAPTURE WORKFLOW

1. Evaluate the environment (lighting, cloud cover)
2. Set up the shot: Place color bar, meter stick, and north arrow
 - Check placement, level, film, white balance, ISO, f-stop, exposure, date and time stamp (check that it is consistent with current time zone)
 - Clean lens and sensor
 - Check bracketing, and sun shade, tripod head (parallax, check stops, tighten screws), shutter speed
 - Check image type, file type, and quality
 - Check lens consistency and zoom level
 - Check focus, set focus on manual
 - Verify auto settings (if using: if not, be sure they are turned off)
 - Mark shot location on plan
 - Place bystanders for scale (if using)
 - Attach shutter release
3. Sound set-up, if collecting audio: levels, wind noise
4. GPS points (external only, at least two devices, mark location on plan: can coordinate with camera's time-stamp)
5. Shoot
 - Always shoot in the same rotational direction and sequence
 - Don't bump the tripod (start again if you do)
 - Note light reading and be consistent
 - Use consistent shutter speed and exposure time
6. Mark shots beginning a new node with piece of paper, hand or fingers in shot (like a clapstick)
7. Check the results immediately, repeat shot if possible/necessary
8. If bracketing exposures, be sure to do so before rotating to next shot
9. Back-up the data as soon as possible