



Imaging Herbarium Sheets



Turn on the camera



Σ Set the switch to "on" in the middle position.



Σ When the camera is turned on, the Canon EOS software will start automatically on the computer. Make sure the settings match the values shown here.

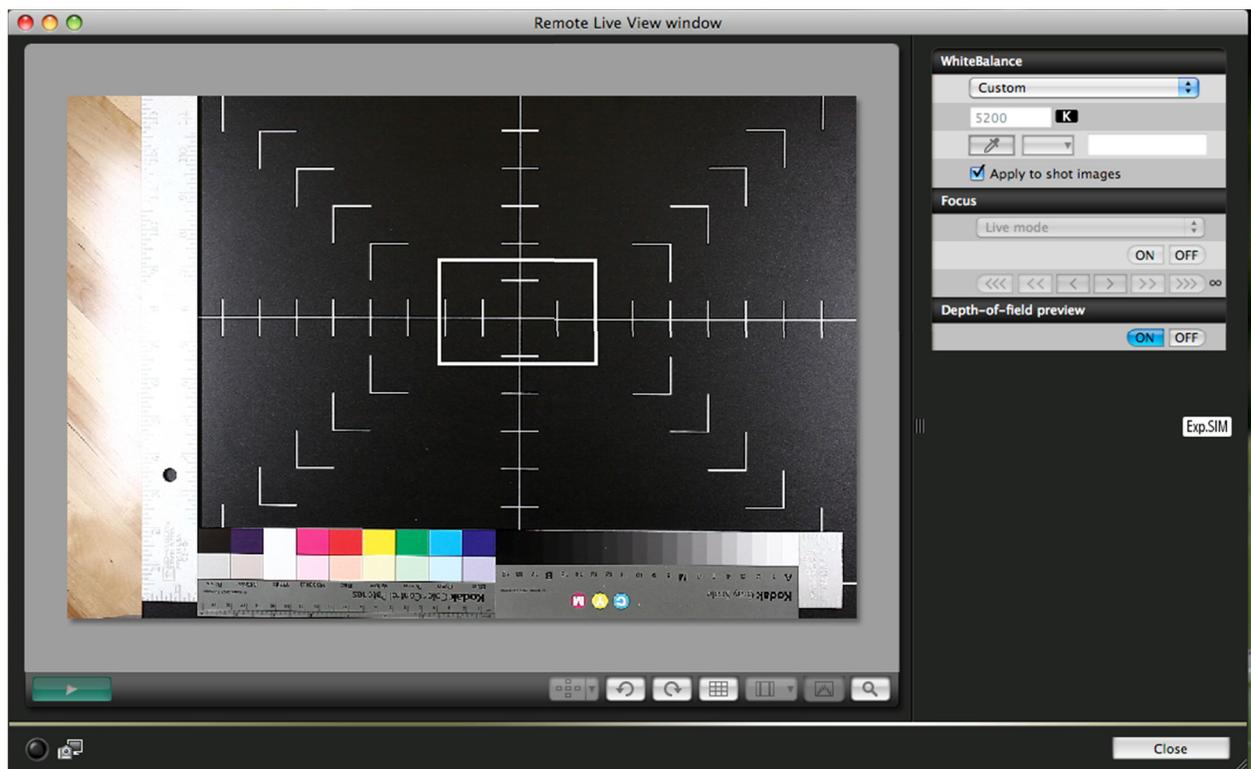
Σ Click "Live View shooting" to finish setting up the camera.

Check the focus



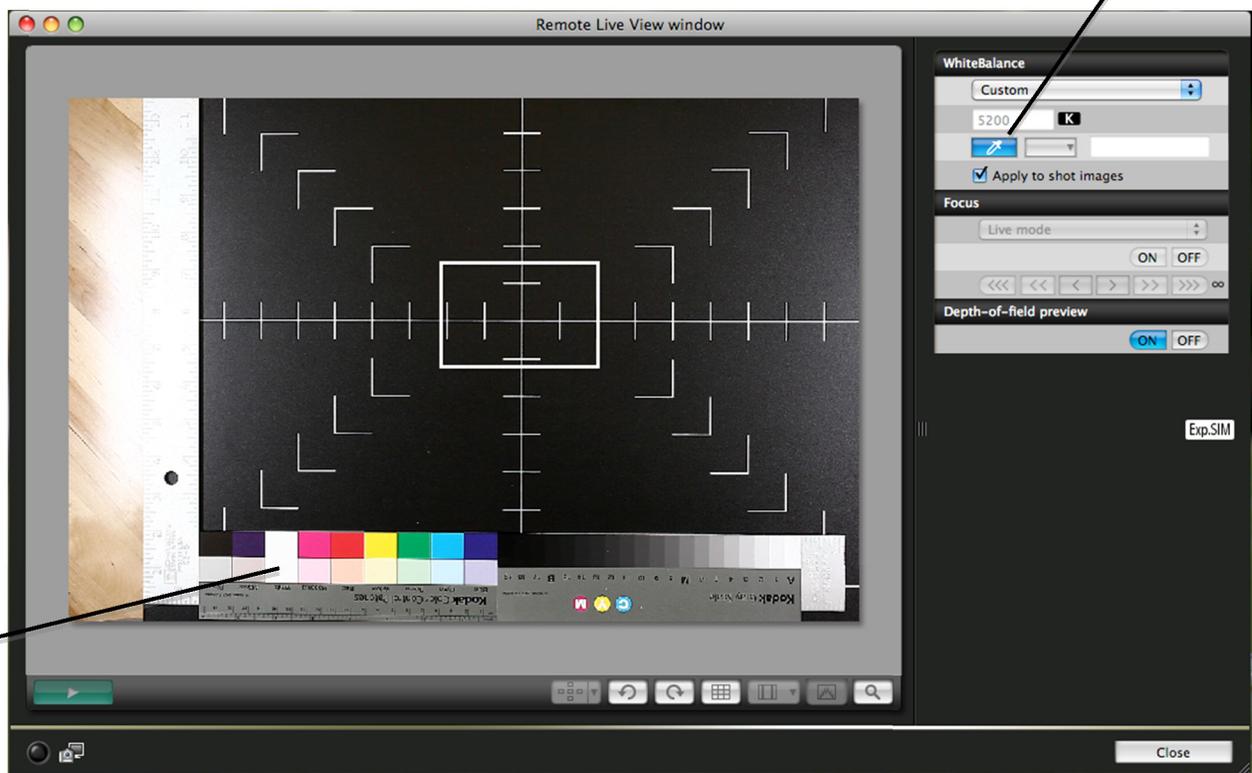
Σ On the camera lens, set the switch to Auto Focus (AF).

Σ Set Focus to "Live mode".
Σ Set Depth-of-field preview to "ON"



Set the white balance

- Σ Be sure that Depth-of-field preview is “on”.
- Σ Set White Balance menu to “Custom”.
- Σ Click on the eyedropper icon.

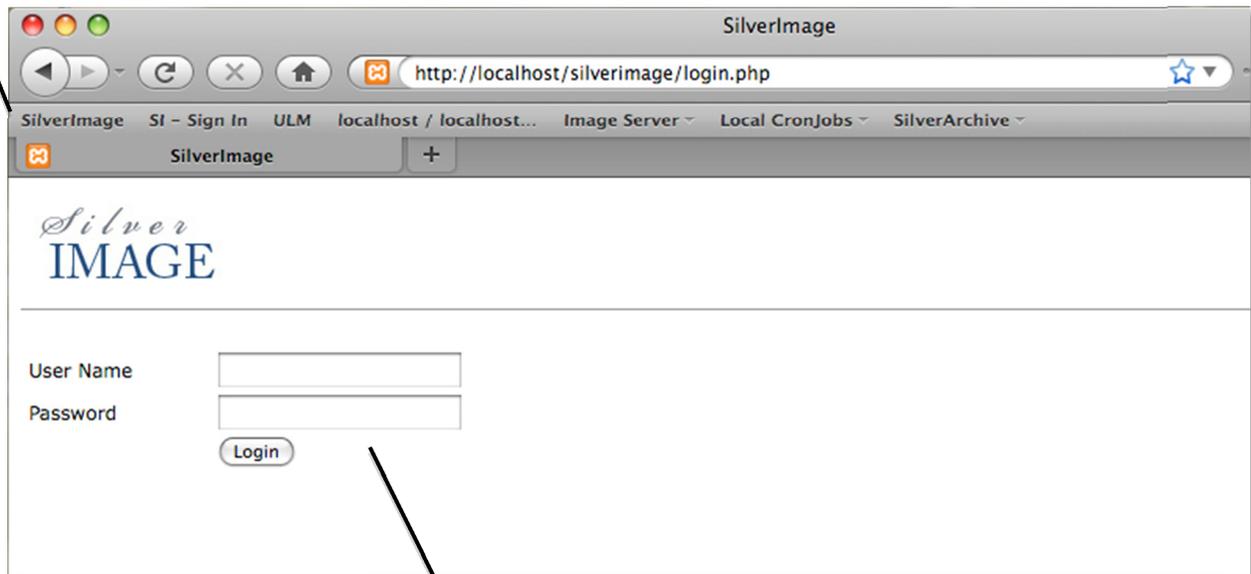


- Σ Place the eyedropper cursor on the white patch on the color bar.
- Σ Click to set the white balance.

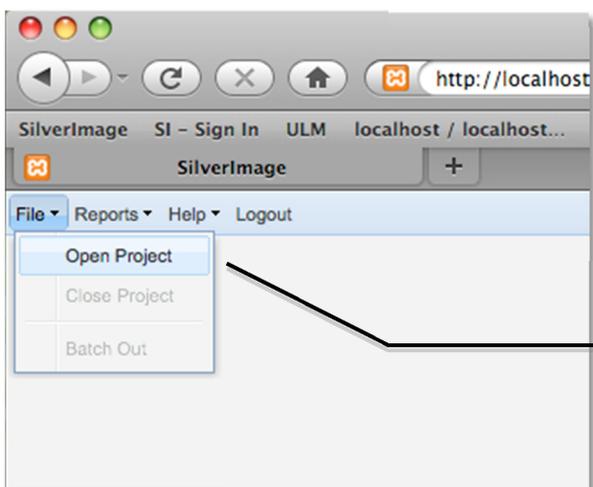
Σ Close the **Remote Live View window** before taking pictures.

Imaging software

- Σ Open the Firefox browser.
- Σ Select "SilverImage" from the bookmark bar.

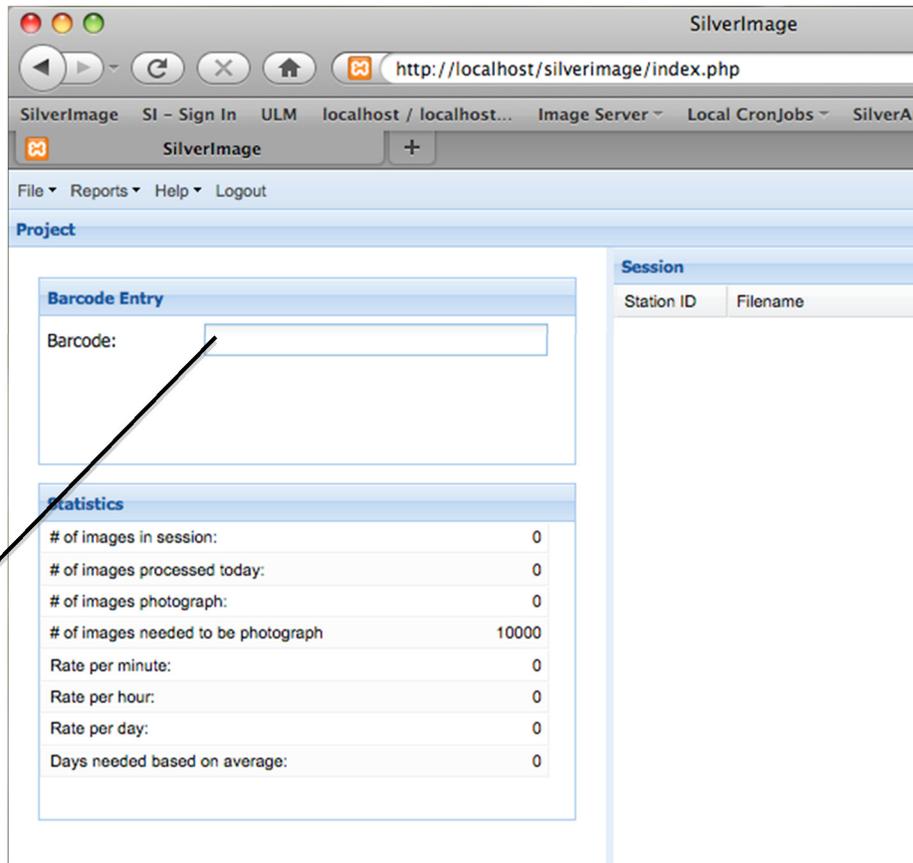


- Σ Enter your user name.
- Σ Enter the Password "_____".



- Σ Click on the "File" drop down menu.
- Σ Select "Open Project".

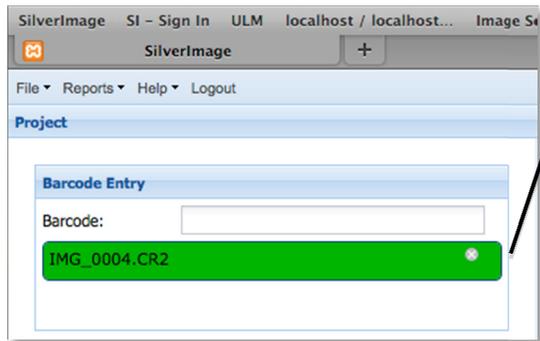
Imaging software



- Σ Make sure that the cursor is in the barcode box.
- Σ When the sheet is properly placed on the copystand, press the remote shutter button for the camera.



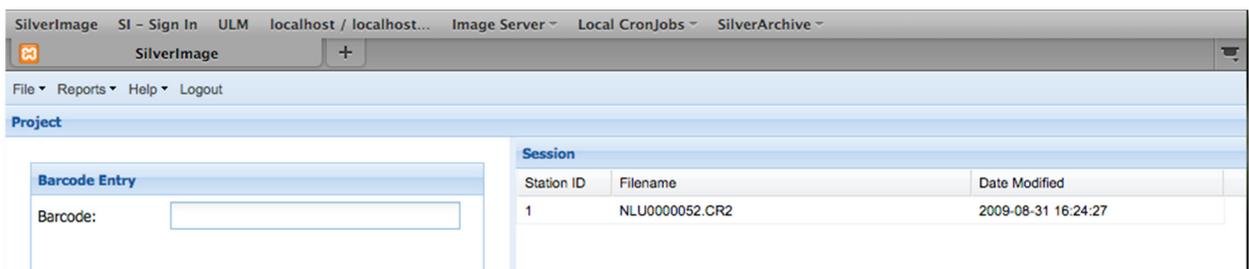
Imaging software



- Σ It takes about 5-10 seconds for the picture to be transferred from the camera to the computer.
- Σ When complete, the green box will appear showing the file name.



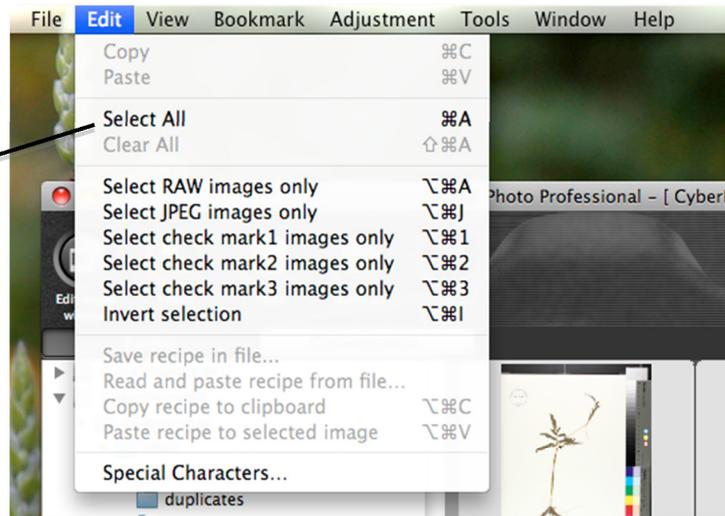
- Σ Scan the barcode to enter the number into the barcode box.
- Σ When the barcode and green box disappear, the system is ready for the next sheet to be imaged.



Process the images

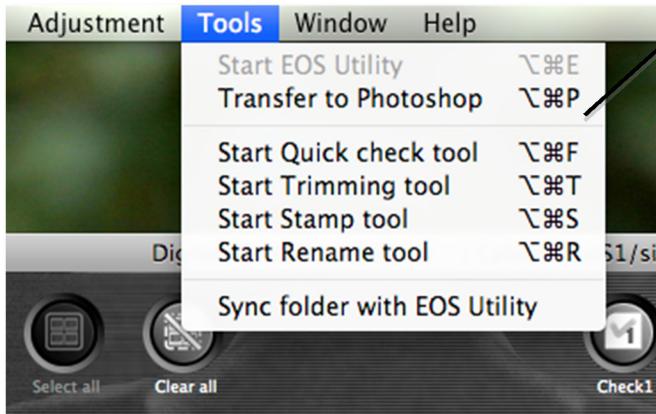


Σ In **Digital Photo Professional**, scroll through the images to make sure they are all vertically oriented.

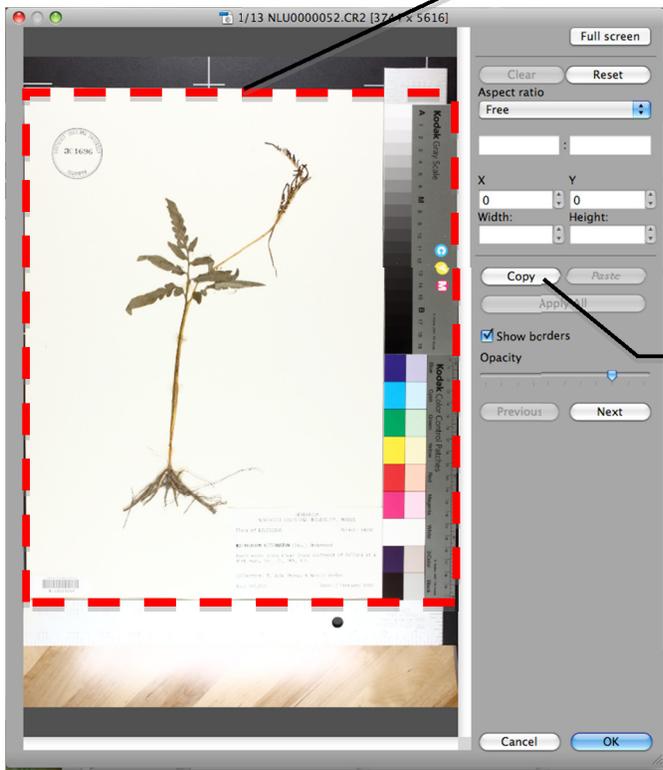


Σ Pick "Select All" to select all of the images to be processed.

Process the images



Σ From the Tools menu, select “Start Trimming tool”.



Σ Drag the trimming tool to highlight just the herbarium sheet and the color bar

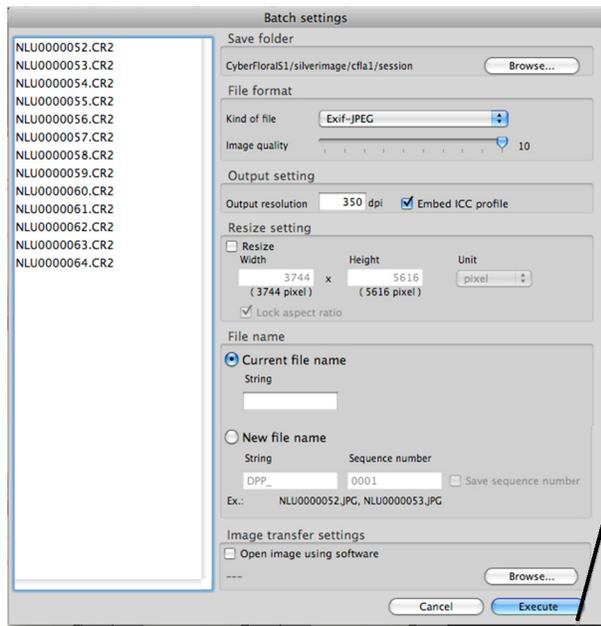
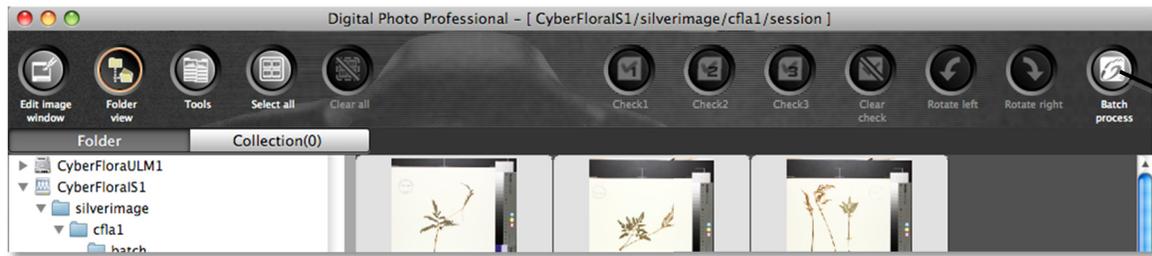
Σ Click on “Copy” to copy the position of the trimming rectangle.



Σ Click on “Apply All” to copy the trimming rectangle to all of the images.

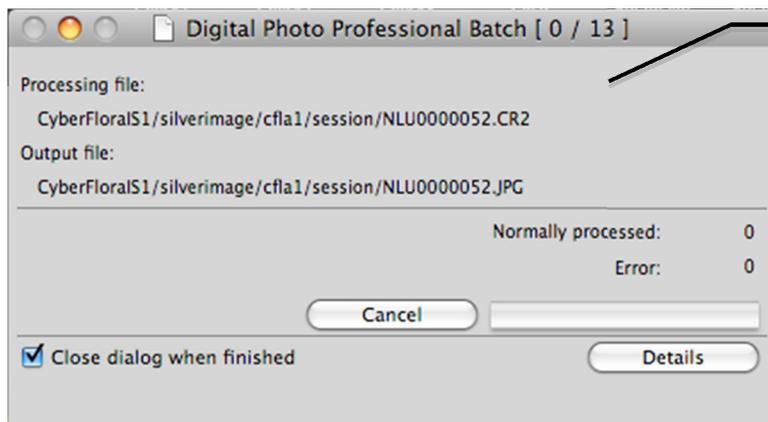
Σ Click “OK”

Process the images



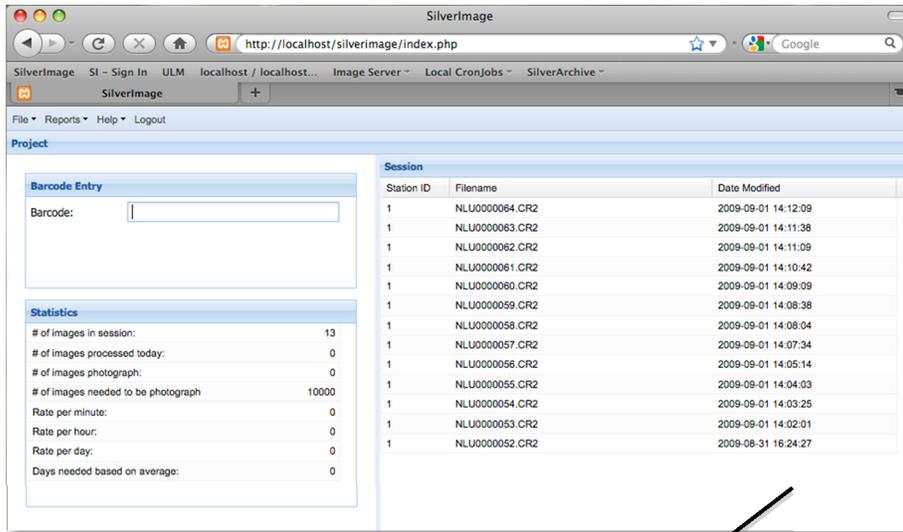
Σ Click "Batch process".
Σ Make sure the "save folder" is correct.
Σ Click "Current file name".

Σ Click "Execute".

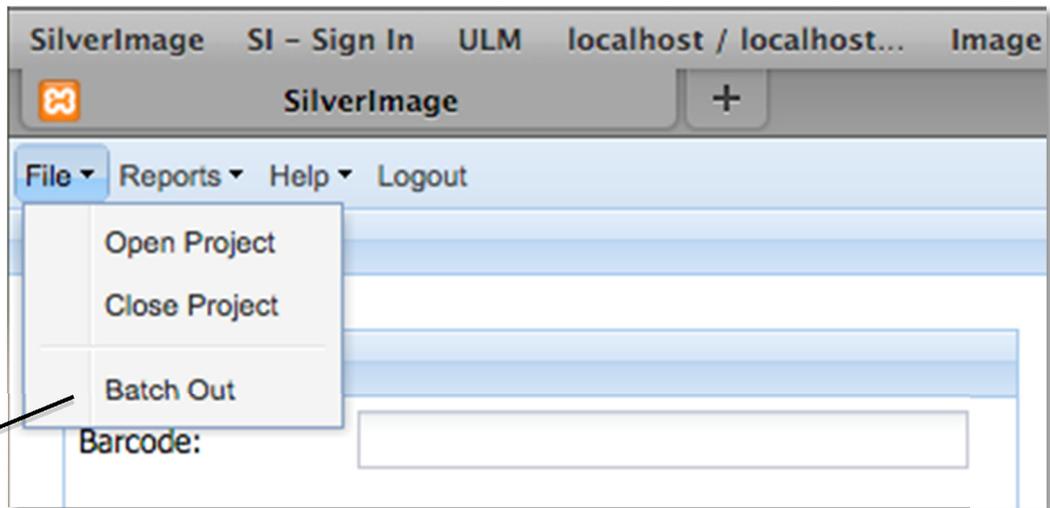


Σ Processing the images will take several (many) minutes.

Process the images



Σ Return to **SilverImage**.



Σ Select "Batch Out" from the File menu to move the images to the outgoing folder on the server.