Opening Times
9.30am - 4.45pm
Mon - Fri

Technician:
David Gibbons
Email: drg@soton.ac.uk
Telephone: 023 80 596987
Room: W.1197

Use the little giant ladder if you need to.
The ladder is found in the Copy Studio: W.1207

Use Henry to clean the floor after use. Henry is found in the Photo Studios: W.1217/9

Getting Started

In order to use the photo studios, you must follow the Health & Safety rules. Anyone found to be breaking these rules will be asked to leave immediately.

No Food or Drink allowed in this area
Do not cut the backdrop paper
No Aerosols
No shoes on backdrop
No Trip Hazards
Bottled Water is OK
Do not obstruct Fire Exits
Do not leave lights on unattended

Once Finished

→ Turn off the camera and lights via the switch on the wall
→ Transfer your files to TBM or another suitable storage drive
→ Take away any rubbish

Tidying up time

Each studio booking includes an additional 15 minutes to allow you to tidy up all equipment and transfer your images. There is no excuse for leaving the space untidy.

Leaving the studio untidy is unprofessional and inconsiderate to your peers. An untidy studio can cause trip hazards and poses a fire risk. If this happens, you will be reported to the Faculty Health & Safety Officer.
Introduction

The copy studio has been designed to photograph 2D work, up to 1.1 x 1.6m in size. The facility is equipped with a 36MP Nikon D800 DSLR fixed to the ceiling, and Bowens flash lighting on the walls. The DSLR is tethered to the iMac, allowing Capture One to control the camera and manage all images.

As the camera and lighting remain in a fixed position, images will be extremely similar in appearance even if shot over different days.

The Photography Technician has made a style that contains a range of minor adjustments aimed at improving the exposure and contrast of the images shot in the Copy Studio. Using this style will help to ensure your images come out perfectly.

The Copy Studio is best used when you need to reproduce work digitally. If you need to photograph anything larger than the maximum dimensions, or you wish to shoot at a different angle, you must book out the photo studios.

Images from the Copy Studio can be printed roughly around A2 size, 300dpi. Cropping an image will reduce the output dimensions and subsequent printing size.

Once Finished

Before leaving the Copy Studio, please make sure you have done the following actions.

→ Turn off the DSLR
→ Turn off the Flash lighting
→ Log off the iMac
→ Take away any rubbish
Shooting Workflow

When shooting in the Copy Studio it is useful to be aware of the preferred workflow to follow. Following this workflow ensures that all steps have been followed. Most importantly it allows you to check where you are in the workflow and what to do next.

Set up Tethered Session

Apply Styles

Shoot Images

Straightening/Colour Corrections
Optional

Process into JPEGs
takes up to 1hr

Transfer files to TBM
takes a few mins

Process into JPEGs
Processing your files can take a long time. It is important to not shoot more images than you require as this will slow you down.

Transfer Files
We recommend transferring only the JPEGs to the TBM drive. Once files are on the TBM drive they are backed up and secure. The TBM drive can be accessed from any workstation or from your own laptop off-campus.

We discourage the use of external hard drives or USB drives. Data stored on these devices is not backed up or secure. You may also find that transfer speeds can take a lot longer than simply dragging your files to TBM.
Copy Studio Induction

Bookings

It is recommended to attend a Copy Studio Induction but it is not essential. The induction covers how to work safely in the space using the equipment correctly in relation to Health & Safety. The induction ensures you are able to use the facilities effectively and also to make sure you get the most out of the resources.

The Copy Studio can be booked in slots of 1 hour from Monday–Friday. Unfortunately the Copy Studio cannot be used beyond 5 pm or at weekends due to University of Southampton workshop policies.

| A | 09.30 - 10.30 |
| B | 10.45 - 11.45 |
| C | 12.00 - 13.00 |
| D | 13.15 - 14.15 |
| E | 14.30 - 15.30 |
| F | 15.45 - 16.45 |

Each booking gives you an extra 15 minutes to tidy up and transfer images before the next booking starts.

To book a studio, visit the link below to view the studios, calendars, and bookings page.

If successful, you will receive a booking confirmation e-mail within 24 hrs.

wsa.wikidot.com/studios

View the available slots

Send a request using the form
Lenses

The copy studio allows you to shoot with 4 different lenses. Below are diagrams and dimensions to help you decide if you need to use a different lens.

If you need a different lens fitted you must ask the Photography Technician. As the lenses are also for general use in Media Stores we cannot guarantee that any lens will be available for your booking.

35mm 109cm x 163cm Up to A0
50mm 75cm x 113cm Up to A1 *Default lens
85mm 45cm x 68cm Up to A2
105mm 35cm x 53cm Up to A3

The Copy Studio is geared more towards photographing large artwork. Please use a scanner for anything A3 or smaller.

The Photography Technician must fit the lens for you in order to not damage the DSLR or affect its alignment.

Please note that the availability of lenses is not guaranteed.
Setting Up Capture One

1. Turn on the DSLR and lights - switches behind iMac

2. Load up Capture One

3. Click New Session...

4. Name the session and click OK

IMPORTANT!
All local files are deleted after 72hrs. Remember to back up your work once finished.
Applying Styles

Set the Style to Apply to All Captures

In order for each capture to have the adjustments in the style automatically applied, you must set the style in next capture adjustments.

Click the Capture Tool [Q] Tab

Next Capture Adjustments > Built-in Styles > Copy Studio > 50mm

Once you have selected the style, the Next Capture Adjustments tool should look like this.

Capture Images

Press the capture button to take an image. Alternatively you can use the keyboard shortcut: cmd+K

You can zoom in and out of an image by double clicking in the viewer.

Shoot all artwork before performing adjustments to specific images, such as straightening and colour editing.

If you just need to export images, skip to p13: Exporting
Straightening Images

It can be time consuming and inefficient trying to photograph artwork perfectly horizontal. Capture One has a simple to use straightening tool that can speed up your workflow.

Select the Straighten cursor tool
Alternatively, press R on the keyboard.

Click and drag to draw a line across part of the image that you wish to be perfectly vertical or horizontal.

The image will rotate. If you are not satisfied with the rotation, you can repeat this process.

To exit the straighten tool, select the Hand cursor tool. Alternatively, press H on the keyboard.
Colour Corrections

Certain materials and dyes do not react to the flash lighting as they should. When this happens, it is necessary to perform colour corrections. It is best to carry out all colour corrections in Capture One as you will maintain the best final image quality this way.

Color Editor is similar to the HSL tool found in Photoshop. The advantage of Capture One is that you can create multiple selections and refine them in a simple workflow.

Click the Color tool tab

Color Editor > Advanced

Start by clicking the eye dropper tool inside Color Editor to sample a colour that requires adjustment.

To view what will be adjusted in a selection, click View selected color range.
This will desaturate all colours that are outside of the selection. Colours that remain saturated are inside the selection and can be adjusted.

This selection has isolated the blue hues in the image, but has failed to include the lighter cyan hues.

To refine a colour selection, drag the sliders on the colour wheel and the smoothness slider. If a slider will not rotate any further, you may need to click and drag the selection dot in the colour wheel.

Smoothness adjusts the feathering of similar hues in the selection. Decreasing this value can help to isolate colours, but harsh changes in colour may become visible.

This selection now includes a wider range of blue and cyan hues without picking up any additional colours in the rest of the image.

Once you are happy with the selection, untick View selected color range.
The colour can now be corrected by adjusting the Hue rotation, Saturation, and Lightness sliders.

**Hue Rotation**
Adjusts the tint of all colours in the selection.

**Saturation**
Adjusts the intensity of all hues in the selection.

**Lightness**
Brightens or darkens all hues in the selection.

If you need to reset a slider, double click it.

Each time you sample a colour with the eye dropper, it will be added to the list, beneath the adjustment sliders. When making adjustments, ensure you have the correct layer selected.

If you have additional colour selections that are not needed, you can remove them by pressing the - button.
Currently all your captures are saved as RAW files 41MB in size. RAW files need to be exported into an image format before they can be used in other applications such as Photoshop and InDesign. It is recommended to output images as JPEG 80% Full Size. Other recipes are available to give you different file types if required.

Click the Output Tool 🌟 Tab

Click and select:
Process Recipes > JPEG 80% Full Size (Adobe RGB)

Make sure the recipe is TICKED and SELECTED to avoid export errors.

Select all images you wish to export.

Click Process.

The progress bar will estimate the time remaining until complete. Exported Images will be roughly 5MB in size.

**Image Export times**

<table>
<thead>
<tr>
<th>Number of Images</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>15mins</td>
</tr>
<tr>
<td>200</td>
<td>30mins</td>
</tr>
<tr>
<td>400</td>
<td>60mins</td>
</tr>
</tbody>
</table>

It is your responsibility to make sure you leave enough time to export all images before the next booking starts.

Unfortunately if you overrun, we reserve the right to log you off before all images have exported.
1. Open up your folder in TBM

2. Open Pictures/Your Session/

3. Drag Output into TBM

Files should take no more than 2 minutes to transfer

**WARNING!**

Local files are deleted after 72hrs. Make sure they are backed up before you log off.

Once your files have transferred you can log-off. Please remember to turn off the DSLR and lights on the wall.
Accessing Images

On Campus
You can now access your processed JPEGs from any workstation on campus at WSA. Simply log in, and you should see the TBM drive attached.

Off Campus
If you need to access files from off-campus please follow the instructions in the Media Stores Guide:
wsa.wikidot.com > Media Stores > Media Stores Guide p59-61
You will need to first set up the VPN (Virtual Private Network)
Then connect to the TBM server

Need help?
Alternatively, bring your MacBook to the Photography Technician and he can help you set it up. It takes roughly 5 - 10 minutes.
Troubleshooting

If you are experiencing problems in the photo studios, make sure you have followed these basic troubleshooting tips.

1. Make sure the DSLR is turned on by the wall.
2. Make sure the lighting is turned on by the wall.
3. Disconnect the USB cable from the iMac and try another socket.
4. Make sure your Session location is set to Pictures. If not, close Capture One and drag it to Pictures.

Advanced Troubleshooting

**DSLR not detected**
Turn the DSLR power OFF and ON. Try connecting the USB cable into a different socket on the iMac.

**Error when Exporting**
Make sure you have clicked and selected only one Output recipe. (see page 13)

**Images are black**
The lights may be failing to fire. Turn the lighting power OFF and ON.

**I can't find my exported JPEGs**
You should be able to find them in the Pictures folder on the Desktop or Dock.

**Dark band on the image**
Settings on the DSLR may have changed. Ask the Photography Technician for assistance.

**Colours are not accurate**
You will need to adjust colours using Color Editor in Capture One. (see page 10)

**Images are black**
The lights may be failing to fire. Turn the lighting power OFF and ON.

**Only one flash fires**
See the Photography Technician immediately.

**All my images are missing**
You may have failed to transfer your images to TBM correctly. Unfortunately if it has been longer than 72hrs your images will have been deleted.

Still having problems?
Better ask the Photography Technician. Chances are its a simple fix!

Email: drg@soton.ac.uk
Telephone: 023 80 596987 Room: W.1197