think[box]
Photo Studio
Tutorial: Use the Photo Backdrop

CASE WESTERN RESERVE
UNIVERSITY — EST. 1826

Introduction

1. The photo backdrop is used to capture portraits or larger objects that don't fit on the photo table. It has a few choices of background colors making it perfect for any situation. This tutorial will guide you through setting up the photo backdrop.
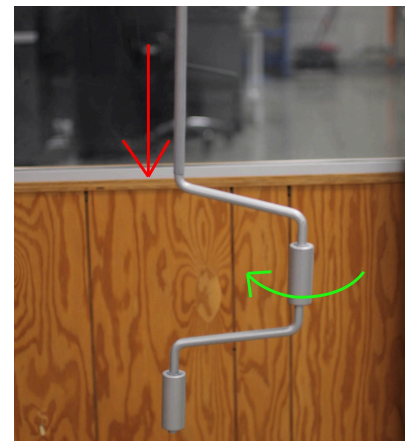

Setting Up

2. We will start by first lowering the background color of choice. To do so, put the handle bar hook in the loop of the color you want to use.

3. **Pull down** on the handle bar and **turn** to lower the backdrop. Keep the handle bar pulled down while rotating. Let go when the backdrop reaches the floor.

If you plan to stand or place objects flat on the background, please take your shoes off prior to stepping on the backdrop.

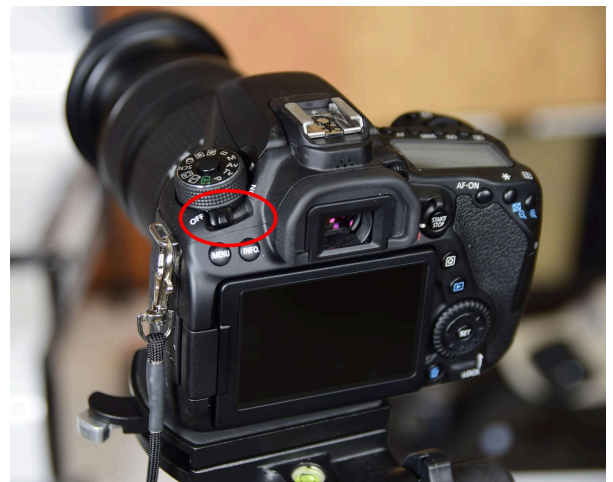|	
4. Next, turn on the flashes and then move the stands labelled **A2** and **C2** on their correct spots marked on the floor. This is the recommended setup for most use cases but you can experiment with the lighting setup to achieve different results.	
5. Move the camera tripod as shown in the final setup on the right.	

Adjusting the Settings

6. Turn the camera on using the **slider switch**. If the camera displays and error message saying "No Card in Camera", ask one of the student technicians for help.	
7. Remove the lens cap from the camera and put it in a secure location.	,

8. Make sure the camera is in Manual mode. The "M" should be in line with the white mark. If it's not, press the round button and rotate to dial to change the mode.

9. Press the "Q" button.

10. Use the "Set" button and the left/right keys to set the following ISO, Shutter Speed and Aperture settings. **ISO: 100** **Shutter Speed: 1/125** **Aperture: F8.0** The camera display should match the image on the right. If something is different, stop now and recheck your settings.	
11. Turn on the flash controller mounted on top of the DSLR and verify that the numbers match the numbers on the right. They should be: A: 1/2 C: 1/4 If these are not the numbers on the flash controller, use the scroll wheel to move over the desired letter you intend to change and then press "**GR**". Use the **scroll wheel** again to change it to the desired number and then press "GR" again to lock the settings. If you are having issues with the flash controller, please refer to its manual.	
12. Press the "**Test**" button on top of the controller to test the flash operation. If the flashes don't flash, it is probably due to low battery or settings.	

13. If there is a low battery icon like the one shown on the right, swap out the rechargeable cells from the back of the photo table. Make sure to put the discharged cells back into the charger. Pay attention to the orientation of the cells because they are supposed to go in a certain direction.	
14. If the screen doesn't show the wireless icon your flash needs to be set up for wireless functionality. Follow this tutorial to do so.	

Frame your Shot

15. It's time to place your subject in front of the backdrop and frame your shot. A good thing to remember is to leave almost a foot between the subject and backdrop.	

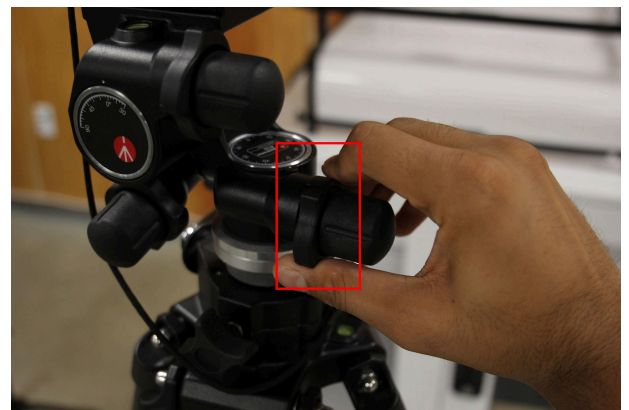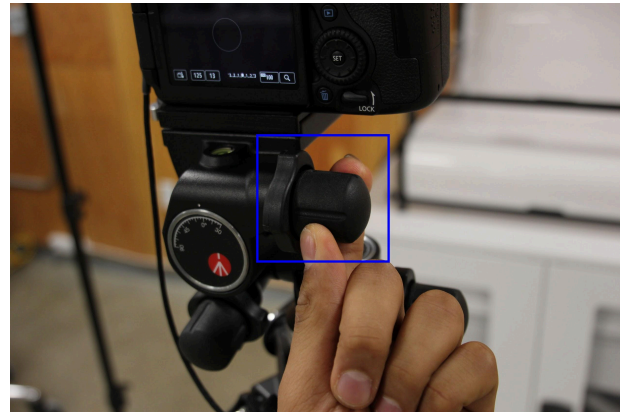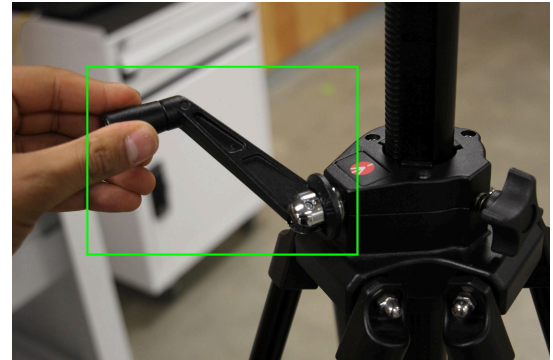|	
16. Turn on the live view by pressing the "**Start/Stop**" button.	
17. Use the live preview on the camera to get an idea of what the camera is seeing. If the live preview is showing all black, press the **shutter release** button halfway. This will brighten up the frame temporarily so that you can make the appropriate adjustments.	
18. Use the tripod controls to adjust the orientation of the camera. Rotate the **smaller knobs** for bigger adjustments but do this operation **carefully** while supporting the camera with your other hand so that it doesn't swing into the tripod.	

Rotate the **larger knobs** for finer adjustments.	
You can also raise the camera using the **turn handle** as shown on the right.	

19. Next, adjust the zoom on the lens to make sure that your frame is the right size for your subject. The image on the right shows which **dial** to rotate on the lens to adjust the zoom.	

Taking the Picture

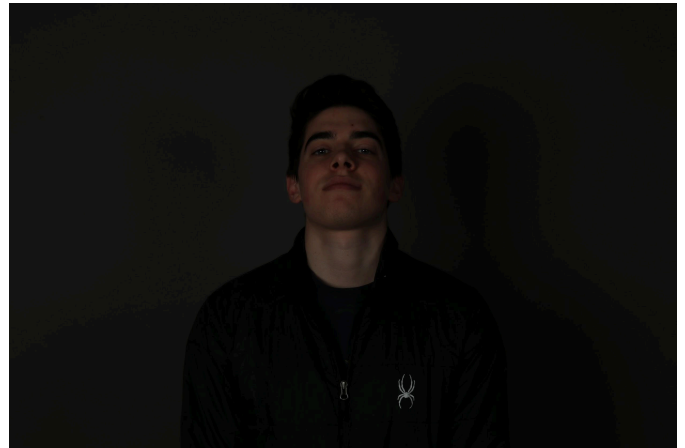|	
20. All that is left now is to take the picture. You can use the shutter release button on the camera. Something to keep in mind is that you should give a gap of at least 10 seconds between subsequent shots to allow the flashes to recharge to their full intensity.	

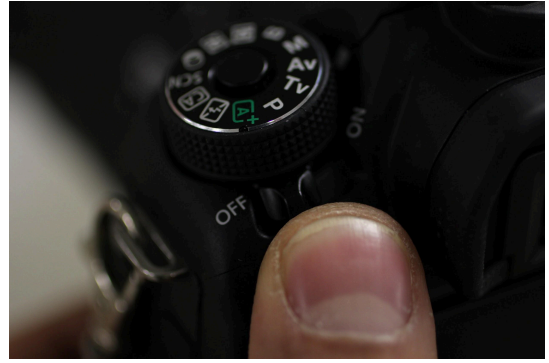|	
21. In most cases, your picture should look pretty decent but if your picture looks too bright or too dark, you can adjust some settings to fix that.	
22. If your picture looks something like the picture on the right, it means that your lights are not bright enough. We will change the settings on the flash controller to increase their brightness. Adjust each of the fractions to twice of what it was before. For example if it was ¼, change it to ½. Alternatively you can adjust the camera settings to make the image brighter. The recommended setting to change is decreasing the aperture value.	
23. If your picture looks something like the picture on the right, it means that your lights are too bright. We will change the settings on the flash controller to decrease their brightness. Adjust each of the fractions to half of what it was before. For example if it was ¼, change it to ⅛. Alternatively you can adjust the camera settings to make the image brighter. The recommended setting to change is increasing the aperture value.	
24. If your picture still doesn't look good, you can search online to learn more about the exposure triangle. Here is a great link explaining what the aforementioned settings mean and how to adjust them to capture a perfect photograph.	

Saving the Picture

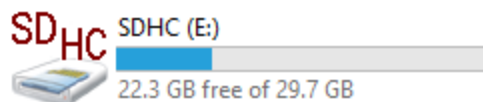|	
25. Once you are all done, you can transfer the images from the SD Card to your personal storage. First, turn off the camera and then remove the SD Card.	
26. Now you can either use the laptop in the media station or your own personal device to copy the images over. If you use the laptop in the media station, login with the credentials posted on the top of the screen.	

27. Insert the SD Card into the built in card reader below the trackpad.	
28. Open the SD Card folder on the computer and copy over the pictures you took into you personal cloud or flash storage.	
29. Remove the SD Card from the laptop and insert it back into the camera.	

Cleanup

30. It is very important that you turn off everything and put it back in its place. First, turn off the following: 1. Both flashes 2. The camera 3. Flash controller	

31. Move the two light stands back in their respective spot against the wall.	
32. Place the lens cover back on the camera and move the tripod to its spot against the wall.	
33. Raise the back drops.	

34. You are all done. Celebrate your newly found photography skills.