

**Paleobotany, Micropaleontology, & Mineralogy Collection
Sam Noble Oklahoma Museum of Natural History**

Photographing Overall Microfossil Slides Cheat Sheet

1. Gather Microfossil Slides
2. Prepare Computer & Software, Camera, Copy Stand, & Background
3. Prepare the Specimen (Do **NOT** Blow/Clean Microfossil Slides) Checking to Make Sure That:

Cleaning & specially blowing might move or eliminate microfossils accidentally if concerned out how clean slides are consult with collection manager but we will probably still take a picture of them as is to document their condition before anything is done to them.

If background needs cleaned while microfossils on copy stand gently brush to eliminate dust/debris, do NOT use the blower.

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| ✓ Tray Parallel to Front of Copy Stand | ✓ Even Illumination |
| ✓ Entire Tray Shows & Level | ✓ Background Smooth & Clean |
| ✓ Tray & 2 cm Scale Fills Frame | ✓ No Edge of Background Showing |
| ✓ 2 cm Scale in Lower Left Corner | ✓ Cords, Diffusing Material, Etc. Not in Frame |
| ✓ Portrait-oriented Frame | ✓ Lights Not Touching Anything |
| ✓ Slide(s) & Label(s) in Focus | ✓ Lights Not Too Close to Table |

Even tiny adjustments can have profound effects on the visibility of individual fossils, surface features, and reflections.



(Example of a properly aligned/setup and framed tray)

4. Take Picture, as “Transferring” Turn Off Lights
5. **Check Photo to Ensure Entire Image Transferred & What Captured Meets Standards**
6. Fill Out Microfossil Slide Photo Log & Photo Checklist
7. Repeat, as Necessary
8. Return Microfossils to Storage