

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

Photographing Macrofossils Cheat Sheet

1. Gather Macrofossils & Locate **5 cm and 2 cm** Cardstock Specimen Numbers
2. Prepare Computer & Software, Camera, Copy Stand, & Background
3. Prepare Specimens – Determine: Safe Handling, If Already Photographed, Sides/Orientation
4. Place Specimen, Scale, & Cardstock Specimen Number on Copy Stand & Ensure:
 - ✓ Correct Specimen Number
 - ✓ Oriented as in Specimen Chart
 - ✓ Entire Specimen Shows & Level
 - ✓ Specimen, Number, & Scale Fills Frame
 - ✓ Number & Scale in Lower Right Corner
 - ✓ Landscape-oriented Frame
 - ✓ Fossil(s), Scale, & Number in Focus
 - ✓ Even Illumination
 - ✓ Background Smooth & Clean
 - ✓ No Edge of Background Showing
 - ✓ **No Supports Showing**
 - ✓ Cords, Diffusing Material, Etc. Not in Frame
 - ✓ Lights Not Touching Anything
 - ✓ Lights Not Too Close to Table

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

Lighting direction and obliquity should be determined and adjusted for every photograph of every specimen.

Ideally, lighting shows as much detail as possible and looks natural/true to what you see without the camera.



(Example of a properly aligned/setup specimen, scale, & cardstock)

5. Take Picture, as “Transferring” Turn Off Lights
6. **Check Photo to Ensure Entire Image Transferred & What Captured Meets Standards**
7. Add Abbreviation to Comments Field (with appropriate capitalization)
8. Fill Out Photo Log & Photo Checklist
9. Repeat for Other Sides, Close-ups, Etc. *Using Same Cardstock Specimen Number, as Necessary*
10. Either Mark Specimen Box With Sticky Note or Drawer As Photographed, as Appropriate
Remember when draw is completed photographed to remove sticky notes from boxes, before marking drawer.
11. Repeat, as Necessary
12. Return Macrofossils to Storage