How to "Photograph" Paleobotany and Micropaleontology Specimens at SNOMNH

OPC 00001492
Neuropteris ovata Hoffman figured



Specimens



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se (Ciric to enlarge in another window) Scaler: Bar = 1cm unless etherwise indicated

Collected Date

Web Database



Common Oklahoma Fossils Webpage



Conservation Reports

Margaret Landis

What is Involved?

Entering Data











Scanning



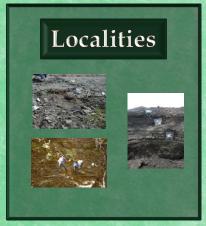


Adding Ancillary Data

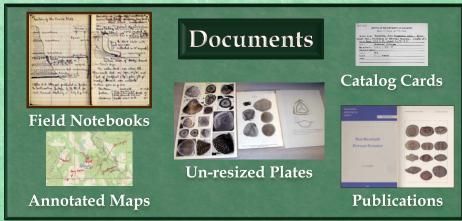


What Are We "Photographing"?









Some Tools We Use



Camera



Computer with Camera Software



Copy Stand with Photo Lights



Photography Procedures



Photography Volunteers



External Storage



Archival CD Backups



Scanner



Computer with Scanner Software



Scan Slide Template



Scanning Procedures



Scanning Volunteers



Scale Bars



Cardstock Numbers



Fabric Background



UV Filter Polarizing Filter



Brushes, Blower, & Lent Brush



Ethafoam
(for Supports)



Specimen Boxes

(for Supports)



Poly Pellets in Zip Top Bags (for Supports)



Clamp Holder(s)

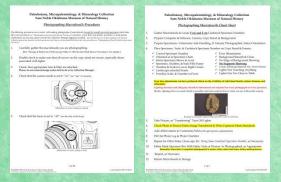


Tripod

(occasionally)

Procedure Depends On Kind Of Specimen

Macrofossils

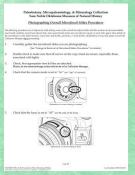


Overall Slides





Overall Microfossil Slides





Oversized Specimens

Pollen & Spores

Microfossils

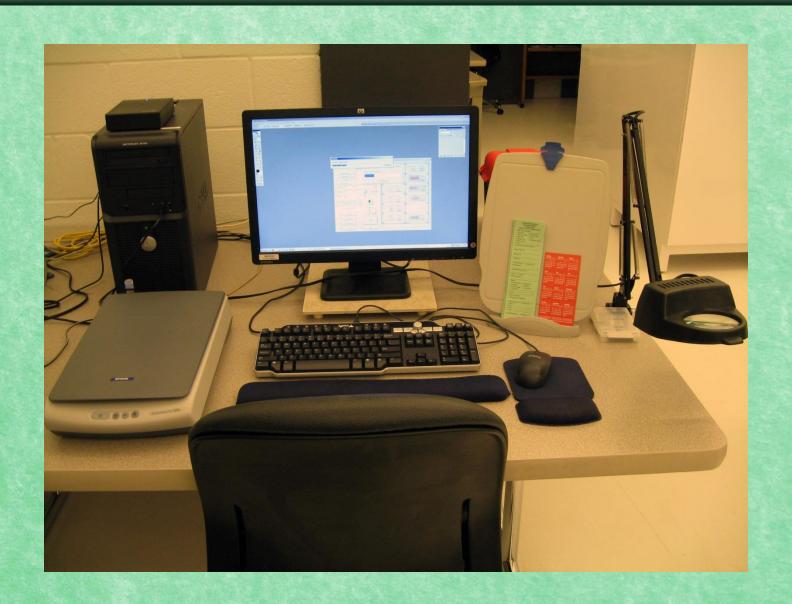
Minerals, Rocks, & Meteorites

Under Revision only as Research only

Determined

Determined
but
Needs
Written Up
(lower priority)

Scanning Setup @ SNOMNH



Scanning Procedures @ SNOMNH

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Scanning an Overall Microscope Slide or Thin Section Procedures

The following procedures are to help assist with making scans of the overall microscope slides and thin sections (to document labels and overall condition, not to show details of the slide or thin section contents); however if you have any doubts, questions, or need further clarifications at any step, please consult the Collection Manager before proceeding.

- Carefully gather the slide box of microscope slides or thin section slides you are scanning. [See "Storage & Retrieval of Microscope Slide or Thin Section Slide Boxes Procedures" for details.]
- Log onto computer using assigned account on the computer with the scanner attached.
- Open Adobe Photoshop using the desktop shortcut (double click the icon).



(Section of screenshot of Photoshop Icon on desktop @ SNOMNH)

- While program is loading, place the SNOMNH Slide Template Transparency on the Epson Perfection 1650 scanner, placing the corner of the transparency in the upper right corner of the scanner's glass area. (The lines need to be parallel to the sides of the glass area, not the sides of the transparency itself, because the transparency may have been pulled through printer at a slight angle during printing.)
 - · Each area of the SNOMNH Slide Template Transparency represents a slot in a slide box (see step 7 below for which area corresponds to which slot).



(Image of SNOMNH Slide Template Transparency) <Printed on overhead transparency from file: SNOMNH_Slide_Scan_Temp.pdf>



(Image of Slide Template Transparency on Epson Perfection 1650 scanner @ SNOMNH)

1 of 18

SNOMNH Phot Coll Procedures: Scan Slides

Last Updated: 09/20/2013 SNOMNH Pbot Coll Procedures: Scan Slides Cheat

Scanning Procedures

Multiple Pages with Screen shots & images

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Scanning an Overall Microscope Slide or Thin Section Cheat Sheet

- Gather Slide Box of Microscope Slides/Thin Section Slides
- Prepare Computer & Software, Scanner & Slide Template
- Prepare Slide Location & Scanning Form
- Place Slides/Thin Section Slides onto Slide Template Transparency in Correct Area & Close Lid







(Image of the SNOMNH Slide Template Transparency with numbered locations, bigger chart available (Photo & Scan of the SNOMNH Slide Template Transparency with some slides ready to be scanned with 1 empty slot/area) If a slot is empty, the corresponding area of the Slide Template Transparency is left without a slide in the scan

- Within Photoshop, Choose "Import" & Select "EPSON TWAIN 5..."
- Once Pre-Scan Complete Check That Template & Slides Are Squared Up
- Draw Box Outside Black Lines of Template
- Verify Scanner Settings, Then Click Scan
- Once Scanned, Close EPSON TWAIN 5 Window (NOT one labeled as Untiled1.jpg)
- Save & Close File (Filename Format: OPC_########-SB#####_#_#_jpg)
- Fill Out Slide Scan Log & Photo Checklist
- Flip Any Slides With Writing Underneath Label & repeat steps 5 to 11 12.
- Return Slides Slide Box

Please use the SNOMNH Slide Location & Scanning Form you created to ensure they are returned to the correct slots.

- 14. Repeat for Remaining Slides in Box, as Necessary
- Fill Out Slide Checklist
- Return Slide Box of Microscope Slides/Thin Section Slides to Storage

1 of 1

Last Updated: 09/20/2013

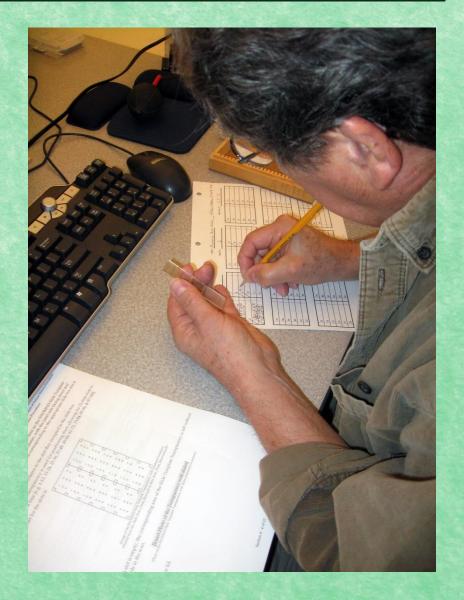
Scanning Cheat Sheet

Single Page image(to remind of alignment

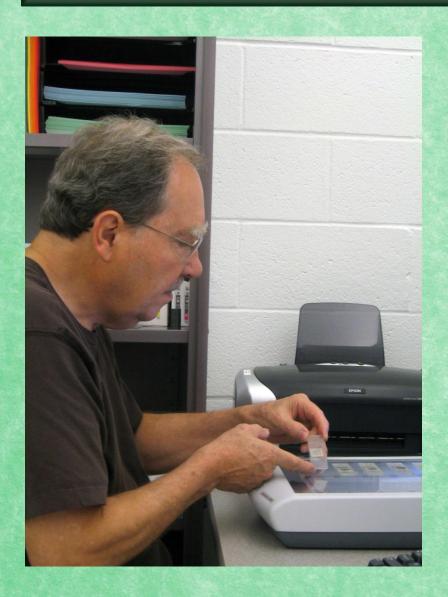
Scanning Record Keeping



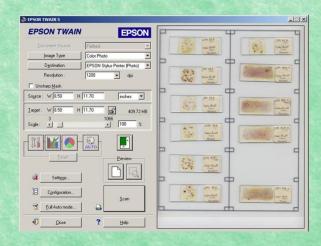
MLL SJWP 08/09/2018 09/04/2018		5 need attenti			
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/ 1 09C1284A #	/ 7 DPC 1284F	/ 13 coc stannighte	19	/ 25 OPC 1284T	/ 31 OPC 1284T
2 0901234% #	/ 8 000 t234q	14 000 123411-38744	/ 20 OPC 1234Q	26 OPO 1284T	32 OPO 1284T
g 0F01294%	g CPO 1294K	15	21	27 DPC 1284T	/ 39 OPC:1284T
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5 000 12340	/ 11 DEC 1284K	17	/ 23 OFGERS49ER	29 DPG 1284T	35 OF0 5284T
6	12 OPCERSEL	* / 18 OFC 1234P	24	/30 OPC1284T	36 DF01284T
38 39 40 41	/ 44 CPC 1284 / 45 CPC 1284 / 46 CPC 1284 / 47 CPC 1284	50	/ 56 OPC 1284 9 / 57 OPC 1284 9 / 58 OPC 1284 8 / 59 OPC 1284 3	62 63 64 65	68 0PC 123+01/49291 69 0PC 123+01/49291 70 0PC 123+01/479291 71
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/ 75 000 1004-074-00	80	7.00	92 / 93 OFO 12:84 FF	98	+
	82	/ 87 CPC 128400 / 88 CPC 128400	94	/ 100 OPC 1234AZ	+
76	82	/ 89 DFC 123466	95	100 240123442	+
100	83	90	95		

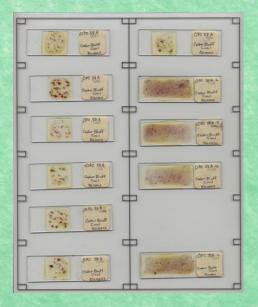


Slide Scanning









Some Examples of Slides Scanned































Some Slides Are Actually Thin Sections











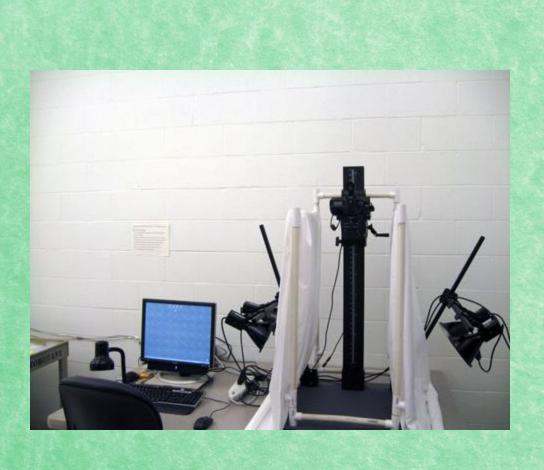
Single Cut Out Portion of Coal Ball Section Peel



Cut Out Seed from Serial Coal Ball Section Peels



Basic Photography Setup @ SNOMNH





Photography Procedures @ SNOMNH

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

Photographing Macrofossils Procedures

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- [See "Storage & Retrieval of Microscope Slide or Thin Section Slide Boxes Procedures" for details.]
- Double check to make sure that all screws on the copy stand are secure, especially those



Check that the focus is set to "AF" (on the side of th





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Photographing Overall Microfossil Slides Procedures

- Carefully gather the microfossil slides you are photographing
- Double check to make sure that all screws on the copy stand are secure, especially those
- Check, that appropriate lens & filter are attached.
 Please, do not remove/change unless told to do so by Collection Manager



Check that the focus is set to "AF" (on the side of the lens)



Photography Procedures Multiple Pages with Screen shots & images



Fill Out Photo Log & Photo Checklist

Repeat, as Necessary

12. Return Macrofossils to Storage

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Sam Noble Oklahoma Museum of Natural History

Photographing Macrofossils Cheat Sheet Gather Macrofossils & Locate 5 cm and 2 cm Cardstock Specimen Numbers

Repeat for Other Sides, Close-ups, Etc. Using Same Cardstock Specimen Number, as Necessary Either Mark Specimen Box With Sticky Note or Drawer As Photographed, as Appropriate

Prepare Computer & Software, Camera, Copy Stand, & Background

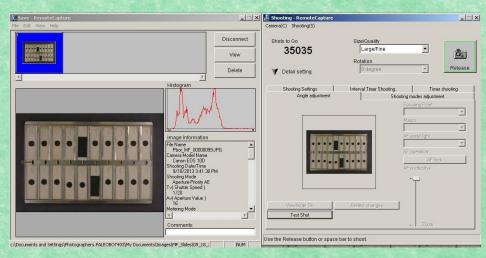




Photography Cheat Sheets Single Page image(to remind of alignment)

Microfossil Slide Photography







Some Examples of Microfossil Slide Photos























Macrofossil Photography Training



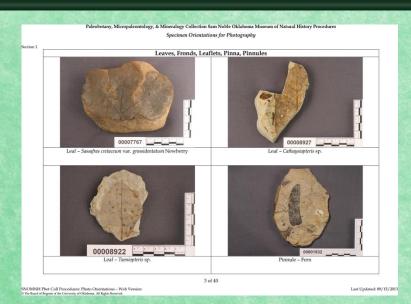


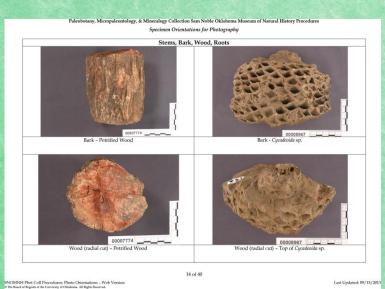


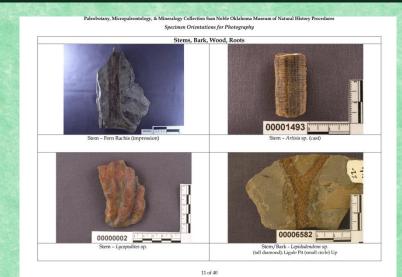




Orientation of Specimens - Standards







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

Specimen Orientations for Photography

Rocks With No Visible Fossils

Rock - No ID

Last Undated: 09/15/2013

Last Updated: 09/15/2013

SNOMNH Pbot Coll Procedures: Photo Orientations - Web Version

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SNOMNH Phot Coll Procedures: Photo Orientations - Web Version

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Photography Record Keeping



				rnoto	Log — SNOMNH Paleobotan	у ве мистора	reontotogy		Date	08/15/2006 (mm/dd/yyy)
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		(numbers following dash)			Case/Shelving Number	Drawer/Shelf Number		(approved abbreviations)		
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1238						
1239				2.		



Some Examples of Photos Taken

























"Less Pretty" Examples of Photos Taken











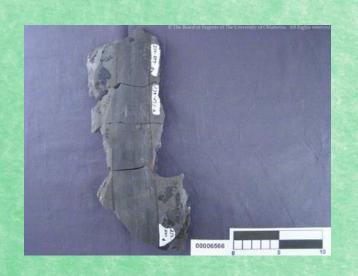








Review Procedures & Look for Improvements







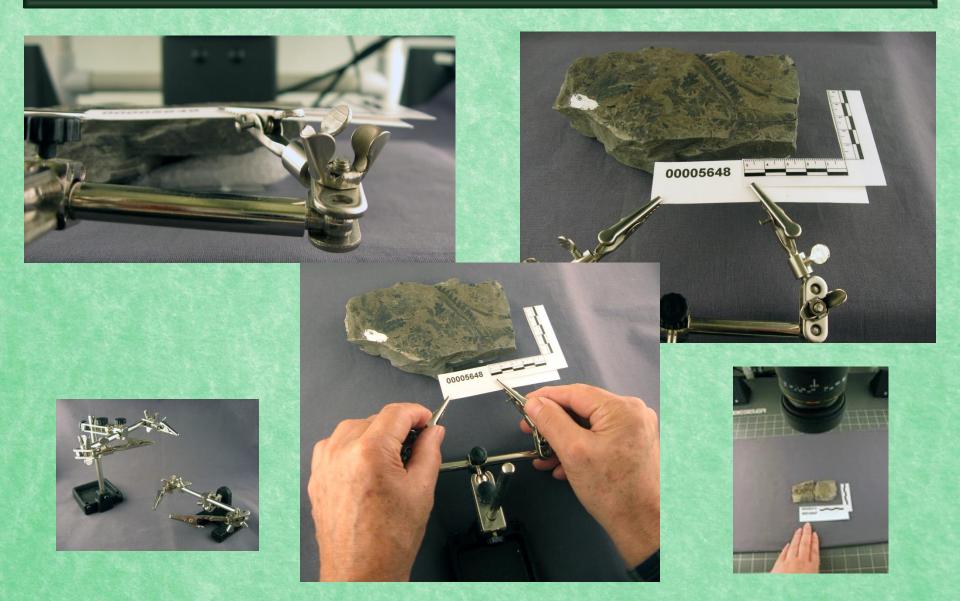






24-70mm Lens

Know Your Slowest Step



Want More Information?

Some of Our Procedures on Web:

http://www.snomnh.ou.edu/collections-research/PaleobotanyPolicies.htm

Web Database

http://www.snomnh.ou.edu/db2/invp-pbot-grant/index.php

Common Fossils of Oklahoma Webpages:

http://commonfossilsofoklahoma.snomnh.ou.edu

Contact Me

Margaret Landis

Paleobotany, Micropaleontology, & Mineralogy Collection Manager

http://www.snomnh.ou.edu/collections-research/paleobotany.htm

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