Photographing Your Artwork - The Copy Stand (Room 334)

The Copy Stand in the Small Photography Studio (Room 334) is an ideal tool for documenting small 2D artwork (up to approximately 18"x28").

The Copy Stand

<u>*Equipment Needed (available at the Checkout Window)*</u>
Canon 70D
Canon 50mm Prime Lens

The Copy Stand consists of a camera mount pointed down toward a flat surface with lights mounted on arms that have been calibrated to cast even light across the surface. This makes it ideal for getting evenly lit documentary photographs of small 2D artwork.

We will be using a 50mm Lens for this. Because you camera will be pointing straight down, the standard zoom lenses can slip and force the camera to zoom all the way in. The 50mm lens cannot zoom and thus avoids this problem. It will also reduce the amount of distortion in your photograph. Ask the Checkout Window lab assistant if you need help changing lenses on our cameras.

Before you begin, consult the Camera Settings PDF for information on how to set up you camera.
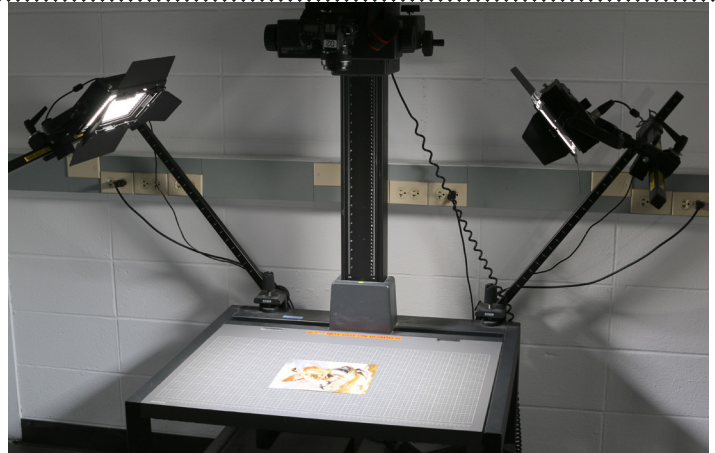

Fig 1 - The Copy Stand in Room 334

Fig 2 - Power Switch

1 Turn on both of the LED light panels on the Copy Stand by using the red power switches on the back. Make sure that the dimmer dials are turned up to full power. Turn off all other light sources in the room.

Note: Do not adjust the position of the lights. They are carefully calibrated to cast even light over the surface of the Stand. If the lights look out of alignment please inform the Checkout Window Lab Assistant and a staff member will come calibrate the lights.

2 Carefully mount your camera on the Copy Stand. The Stand uses a standard tripod mount. Hold your camera steady and rotate the screw from behind. Do NOT rotate your camera while screwing it in. Do NOT let go of your camera until you are sure it is securely mounted. Make sure that you camera is pointing straight down, perpendicular to the surface of the table.

Fig 3 - Camera Mounting

3 Adjust the camera mount and your artwork to get the piece centered in the view of the camera. You want the artwork to fill as much of the view as possible.

Fig 5 - Height adjustment

Fig 6 - Depth adjustment

4 Do not use any adhesives (tape, glue, spray, etc) on the Copy Stand table. If a piece needs to be secured to the table, place a sheet of butcher paper, cardboard, foam board, or some other backing material underneath it and secure the piece to the backing.

You may also want to consider backing material to give the piece a nicer looking backdrop that the gray gridded board. Black or white foam board, or various colored clothes or boards often make good backgrounds.

Fig 4 - Properly centered artwork filling the frame

To adjust the height of the camera mount, use the remote attached to the Stand.

To adjust the depth of the mount, unlock the two locks in the back then rotate the cranks while gently pushing or pulling the mount in or out.

Fig 7 - Artwork on white foam board

Fig 8 - Artwork on white foam board

Fig 9 - Use step stool if needed

5 If the camera is too high for you to reach or operate, DO NOT STAND ON THE TABLE. Use the step stool provided in the studio.