



1. Make sure copy stand arm and camera are raised all the way up.
2. In Autofocus mode (AF), focus the lens on an item placed in the center of the blank herbarium sheet (anything with \pm low relief and high contrast).
3. With your mouse, toggle the switch to Manual Focus (MF).



3. Select “Live View Shoot”

The “Live View” mode will open. This allows you to view in real-time any changes made in positioning the camera and blank herbarium sheet, while the camera remains focused on the sheet.

4. Adjust the camera relative to the box, making sure no edges of the box appear in the image. The camera can be moved forward/backward and/or pivoted slightly right or left by adjusting the knob on the copy stand arm.
5. If necessary, detach the taped herbarium sheet from the velvetine background, center it, and reattach it with gaffer’s tape.
6. When finished, close “Live Mode”, switch back to Auto Focus, take a picture. If herbarium sheet is still not centered, try all of the above again until it is.