

GWL EVENT PHOTOGRAPY GUIDE



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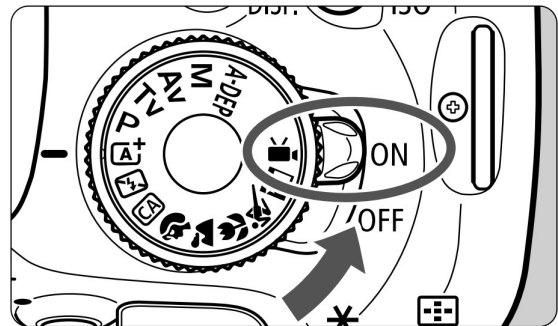
Using the Camera

Glasgow Women's Library has two Canon EOS 600D cameras. Both work the same and live in the office when not in use. We also have three different lenses: 18-55mm, 18-135mm and 55-250mm.

When handling the cameras, **put the strap around your neck** or wrap it tightly around your wrist.

Setup

1. Open battery compartment on the bottom of the camera and insert one of the grey batteries.
2. Open the memory card compartment on the right hand side of the camera and insert a memory card. Make sure it is larger than 1GB – anything smaller and you'll run out of space too quickly.
3. Turn the dial on the top of the camera so that the green **A+** is lined up with the white line. Set the switch next to this dial to 'ON'.
4. On the left hand side of the lens, set the switches to 'AF' and 'STABILIZER ON'.
5. Open the screen on the back of the camera and rotate it so it is facing towards you.
6. Press the 'MENU' button just above the screen. Then press the 'SET' button to the right of the screen to set the image quality. Use the arrow buttons to highlight either 'L' or 'M' image size. Press 'SET' to select the size. Press 'MENU' to exit.
7. Remove the lens cap from the front of the camera.

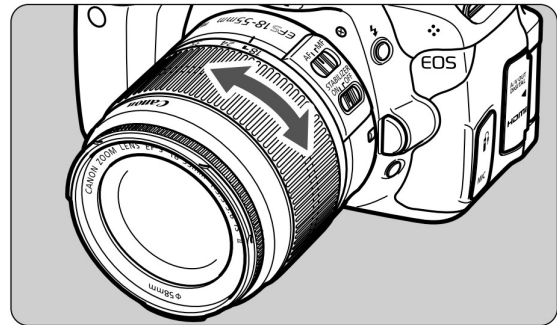


For photographing most events, **this will be enough**. The Automatic settings will help you take good photos without having to spend lots of time fiddling with complicated settings. If you want to try out some other functions, some useful ones for events are covered later in this guide.

Taking Photos

Once the camera is setup you're ready to take photos.

1. Lift the camera to your face, point the camera at the subject and look through the viewfinder.
2. Rotate the lens to zoom in or out on you subject.
3. Press shutter button down **halfway**. Through the viewfinder, anything in focus will have little red dots over them. The focus confirmation light will come on in the bottom of the viewfinder.
4. If the light is low, the flash will pop up and a countdown will start at the bottom of the viewfinder – wait for this to finish before pressing the shutter fully.
5. Press the shutter down the rest of the way to take your photo.
6. The picture will appear on the screen. Take a sec to admire your work, then take some more.



Focus confirmation light

Before the Event

If you're photographing an event, try to arrive earlier than the start time so you can get the camera out and set up. This also gives you a chance to scope out the space for good angles and introduce yourself.

Permission

GWL operates opt in consent for photos at events. This means that every person at the event will make a choice as to whether or not they want to be photographed. There should be a photography permission sheet that the person running the event will have everyone attending sign. Have them point out to you all the people who have declined to be photographed – that way you know who they are and you can

frame your shots so they're not in it.

Introduce Yourself

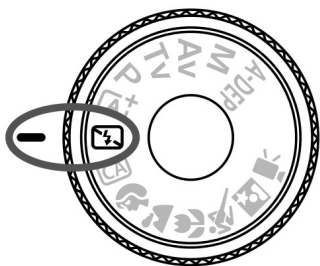
When you're photographing an event, introduce yourself to the person running it. If it's a GWL staff member, hopefully they already know that you'll be taking photos but it's still good to remind them and get some input. Hosts from outwith the library might not know that you'll be there so it's polite to introduce yourself and avoids surprising them in the middle of the event.

The host may have some ideas about specific things they'd like you to capture or let you know about parts of the event when you taking photos might be a distraction. Some events might even want a dedicated photo area, in which case use a tripod.

During the Event

Useful Settings

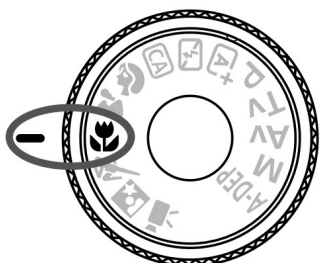
While most of the time, the Automatic settings will work for events, there are a few built in settings that can be helpful to use at them.



Disable Flash

This is probably the most often used setting after Automatic. It's actually the same as Automatic, the only difference is the flash is turned off.

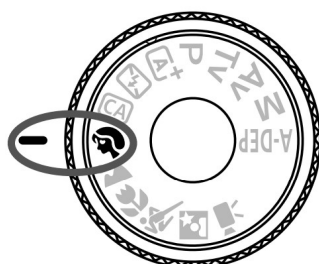
Flash can be incredibly distracting for people at an event which is why you might want to turn it off.



Close-up

Also called 'macro' mode. This setting is specifically for taking close ups and works well for taking pictures of objects at events. You may need to get the camera very close to the subject to take the best picture with this setting.

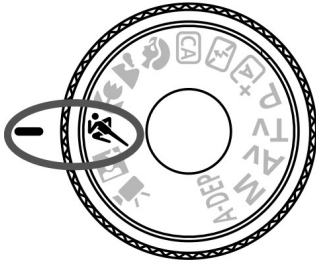
This setting blurs the background to make them stand out.



Portrait

background behind the subject
It works best when the subject

fills most of the picture and the shot is focused on their face. At events, it can be used to take good candid shots.



Sport

This setting is designed for moving subjects. It's especially useful for photographing dancing, bike tours or any other event when lots of people are moving around. If you hold the shutter button down, it will take a burst of continuous pictures.

Other Tips

Some other things that might be useful to remember when photographing events.

Change the lens: Especially in the Events Space, a longer lens can get you closer pictures from further away. Alternatively, a shorter lens can get more into your picture. Try different ones and see which works better for your event.

Switch off the camera: In periods when you're not going to be taking photos, turn the camera off and replace the lens cap. It saves battery and protects the lens.

Spare battery pack: Keep a spare charged battery pack close at hand, especially if you're photographing longer events. It means you won't get caught out if the one you're using runs out.

Manual focus: If the auto focus isn't picking up the part of the image that you want it to, you can switch to the Manual Focus ('MF') on the lens. Look for the same red dots in the viewfinder to let you know when your subject is in focus. You can switch back to Auto Focus ('AF') afterwards.

Know your light: Figure out where in the space the strongest light source is coming from – it might be a window, it might be overhead lights. You'll get different effects with a subject in front of a light source versus a subject lit by a light source. Also know that the light may change over the course of the event just from the transit of the sun.

Change the White Balance: White Balance is the colour temperature of the light – how warm or cold it is. Automatic and Disable Flash will take care of this for you but for the other useful settings you can set this yourself by pressing the 'Q' button.

After the Event

Good Camera Etiquette


When you put the camera away, make sure you replace the lens cap and turn off the camera. Remove the memory card and battery: **do not** leave these in the camera.

Put the battery you've used on charge. Ask a member of staff to switch the charging battery off before they leave or request it gets charged the next day.

Uploading Images

When you're finished, the photos need to be uploaded to Pandora, GWL's shared external drive.

Log into one of the GWL laptops (if you need help with this, ask a member of staff). Insert the memory card into the SD card slot in the side of the laptop or use one of the USB SD card readers from the camera cupboard.

You can find Pandora by clicking on the file explorer (this logo ) and clicking on 'Network' on the menu on the left. Pandora will be listed.

It can sometimes ask you to login – if it does, use the login *volunteer* with the password *mobilise*.

Copy the images to the right directory on Pandora.

For example, to upload images from a Story Cafe event:

Pandora Z:\Images\Projects\Story Cafe\Story Cafe [Topic and/or Date]

For a one off event:

Pandora Z:\Images\Projects\One-off Events\[Year]\[Event Name and Date]

If there isn't already a folder for them in the right place, make a new one.

Once the images have been uploaded to Pandora, delete them from the memory card so it can be used again. If it's an evening event or you need to leave quickly afterwards, arrange with a member of staff who will upload the images.

After you have saved your photos to a folder on Pandora please email Gabrielle, Ren and the staff member overseeing the event/exhibition to let them know where they can find the photos.

If you are able to pick out a few photos which you think are especially good (high quality, bright, showing people having fun, doing something etc) it would be great if you could point these out by adding the words "For Publicity" in the image title.

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