



color lab

ORDER ENTRY SERVICES

SHOOT INSTRUCTIONS

SHOOT PACKET

Enclosed in this packet are the following. If you did not receive all of these items, please call the Order Entry Services immediately.

1. Camera cards, both with Student Data and Blank cards in the requested sort
2. Package Label Barcodes from the Project for use with the Opticon scanner (Green Screen projects not applicable)
3. Hard Drive with Cable or jump drive
4. Shoot Instructions
5. Zip ties

ORIGINAL PICTURE DAY

- Photograph **ONE** clearly recognizable slate image per camera, per day.
- **KEEP CAMERA CARDS IN SEQUENCE AS SHOT!**
- Write camera file number on each camera card. It is NOT necessary to record the entire range of numbers if shooting multiple images per subject.
- **Zip Ties** – Separate camera cards with zip ties per camera/per day. Please secure zip tie through the camera cards while allowing enough slack to flip through the cards easily. Clearly label each set of zip tied cards. *Example: "D1C1" for Day 1/Camera 1, "D1C2" for Day 1/Camera 2, etc.*



Start Slate Example

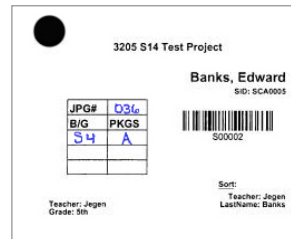
CAMERA CARDS

PRE-PAY FLYERS

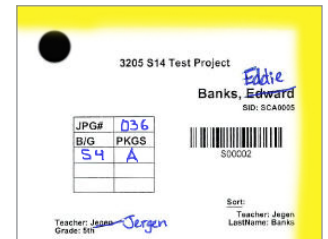
Please legibly print the packages and backgrounds (if green screen) on each camera card.

PROOF PLAN FLYERS

You will have no package information at this point.



Camera Card Example



Incorrect Data Camera Card Example

- **Green screen** - use a separate row for each unique background the subject has ordered from.
- **Non Green Screen** - Leave background section blank.
- **Packages** - ONLY use upper case characters for letter packages. *Example: The letter "L" is not confused for the number "1", the letter "O" should look different than the number "0" (put a line through zeros).*
- **Opticon scanner** - Packages should be written on camera cards even if you are scanning packages.
- **Scanning Errors** - If using the Opticon scanner and you suspect there has been a scanning mistake. Make a note on the card indicating what you believe may have happened, highlight the card (as shown in Incorrect Data Camera Card example) and move to the next subject. *Example: "Missed Scan" will let us know that you forgot to scan the camera card for a subject. We will manually assign the image to the correct data within the project and give them the proper backgrounds/packages from the card that was not scanned.*
- **Separate Envelopes** - Using a "/" between package letters/numbers to indicate that the packages should be put in separate envelopes (usually for divorced parent situations). *Example: PKGS – B1/C will give you packages B and 1 in one portrait envelope and package C in another.*
- **Incorrect Data** - Please highlight the entire edge of the camera card, mark through the incorrect data, and hand write the correct data if a subject has incorrect data on their pre-printed camera card. **IMPORTANT NOTE - Cards that are not highlighted will not receive any data changes.**

BLANK CAMERA CARDS - Please use a blank camera card if you have a walk-on student or staff member who does not have a pre-printed camera card. Be sure to include all data required for the subject. Please print legibly. Missing data may lead to delays in future Service Item orders. If there is no data printed on the camera card, then "Unknown" will be placed in the data field for the subject.

GROUPS - Please use a separate camera for the group images If you are photographing groups the same day.



Blank Camera Card Example

UNUSED CAMERA CARDS – KEEP! Be sure to keep and retain at your studio the unused pre-printed and blank camera cards after the shoot. These will be needed for a Retake or Absentee Day Shoot.

POST SHOOT

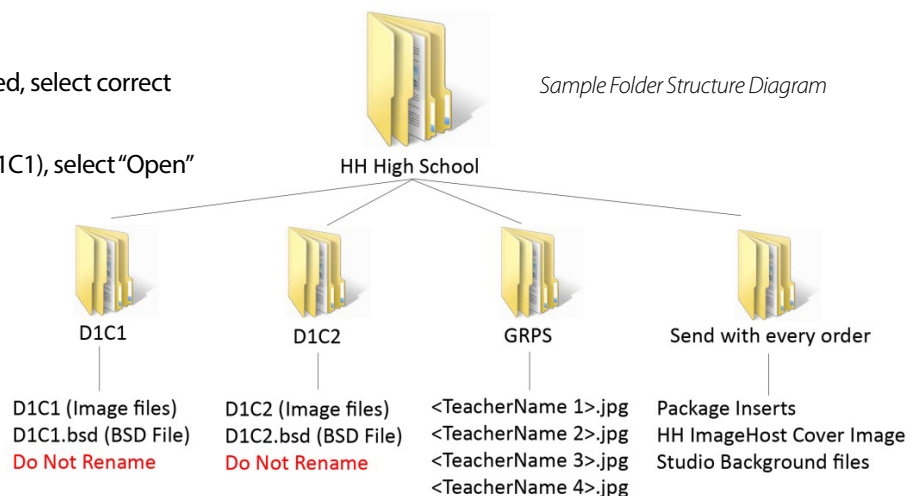
1. After returning to the studio, create a folder named with the school name on your computer's desktop.
2. Create a subfolder named "D1C1" (Day one, Camera one) Copy the images from your D1C1 camera card into the folder
3. **IMPORTANT NOTE: Do not crop or rename the files, the files MUST remain in sequence as shot.** Keep the folder name to a 4 character limit.
*See Sample Folder Structure Diagram below, BSD file will only be included if using Opticon scanner.
4. Create additional folders as needed so that you have one folder per camera, per day.
5. Group Images - Please create an additional folder called "GRPS". Within this folder, rename each group image with the teacher's name. This is the ONLY instance where we will advise you to rename files.
6. Verify using the correct external hard drive by identifying the school name listed on the label.
7. Plug in the external hard drive provided in the H&H Color Lab packet.
8. Copy the folder created in step one to the external hard drive provided by H&H Color Lab.
9. Move the folder created in Step 1 to your studio's archive location.
10. Return the hard drive, camera cards (zip tied), and OES order form(s) in the project folder provided to H&H Color Lab. Use an [H&H FedEx Billable Stamp](#) (available for free on Supply Order Form) to ship the packet back to H&H for project maintenance and package/proof plan/service item orders.

OPTICON SCANNERS (IF APPLICABLE)

If you are scanning with the Opticon scanners at your shoot, please follow the above POST SHOOT instructions AND the following (you will need HH Schools installed on your computer in order to follow these procedures):

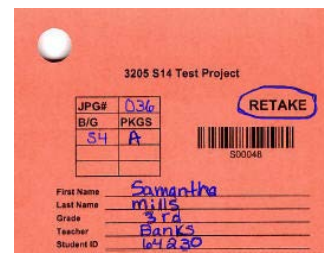
For each camera folder, add a scanner text file in addition to the subject images.

1. Plug the scanner into your computer.
2. Select "Tools"(upper left) and
3. Select "Quick Scanner Download"
4. Browse to the school folder previously created, select correct Day/Camera folder (D1C1)
5. Type name of text file by day and camera (D1C1), select "Open"
6. Select "Import"



RETAKE DAY

1. **CAMERA CARD** - Use the remaining white camera cards that were left over from the original shoot for those subjects who were absent.
2. **BLANK CAMERA CARD** - Walk-on or staff members who were not in the original data will get a blank camera card just like the original picture day.
3. **RETAKE CAMERA CARD** – Use a BLANK CAMERA CARD and circle "RETAKE" if a subject was photographed at the original shoot and is having their picture taken again on Retake Day.
IMPORTANT NOTE - We will find the original image(s) and delete them from the project. We will order the original package(s) from the retake image(s).



Retake Camera Card Example

POST SHOOT RETAKE DAY

1. After returning to the studio, create a folder named with the school name on your computer's desktop.
2. Create a subfolder named "R1C1" (Retake Day one, Camera one)
3. Copy the images from your R1C1 camera card into the folder **IMPORTANT NOTE: Do not crop or rename the files, the files MUST remain in sequence as shot. Keep the folder name to a 4 character limit.** * See Sample Retake Day Folder Structure Diagram below, BSD file will only be included if using Opticon scanner.
4. Create additional folders as needed so that you have one folder per camera, per day.
5. Copy the folder created in step one to CD/DVD.
6. Move the folder created in Step 1 to your studio's archive location.
7. Return the CD/DVD, camera cards (zip tied), and OES order form(s) in the project folder provided to H&H Color Lab. Use an H&H [H&H FedEx Billable Stamp](#) (available for free on Supply Order Form) to ship the order(s) back to H&H. Retake images will be added to the existing project from your original Picture Day for project maintenance and package/proof plan/service item orders.

OPTICON SCANNERS (IF APPLICABLE)

If you are scanning with the Opticon scanners at your shoot, please follow the above POST SHOOT instructions AND the following (you will need HH Schools installed on your computer in order to follow these procedures):

For each camera folder, add a scanner text file in addition to the subject images.

1. Plug the scanner into your computer.
2. Select "Tools"(upper left) and
3. Select "Quick Scanner Download"
4. Browse to the school folder previously created, select correct Retake Day/Camera folder (R1C1)
5. Type name of text file by day and camera (R1C1), select "Open"
6. Select "Import"

