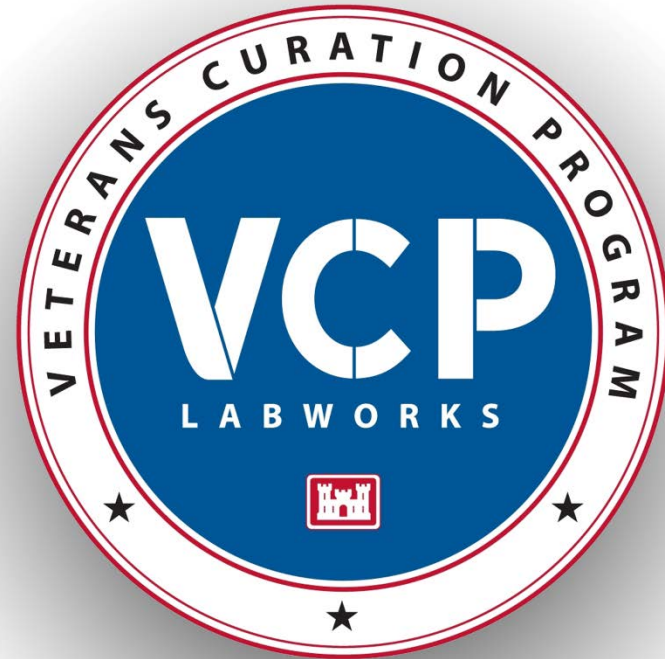
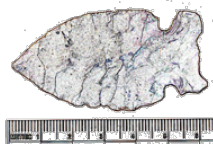


Artifact Photography Preparation Guide



**Step-by-step procedural guide for
Preparing Artifacts for Photography**

Composition
Required Views
Proper Handling
Scale Placement



Artifact Photography Preparation Basics:

- All objects to be photographed must be placed on a cleaned piece of 8x10 Plexiglas.
- Objects and scale should be elevated above the Plexiglas surface.
- The scale should be positioned at the same plane as the surface of the object closest to the lens.
- The scale must always display the metric scale
- The zero mark on the metric scale should be in-line with the left edge of the object in the view.
- When ready, carefully move the Plexiglas into position on the copy stand surface under the lens.



Table with artifacts preparation supplies



Erasers used to elevate object and scale



Artifact and scale is placed under the camera

Supplies used to elevate, prop-up, and support artifacts and scales



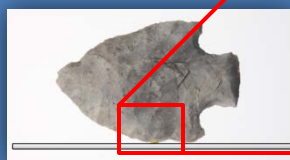
(Erasers) are the preferred method for elevating an artifact and scale.



(Clay) is another method used to support artifacts and scales



(Tacky Wax) is extremely sticky and used mostly for propping-up artifacts for the profile view.



Step 1.

Position the artifact in the center of a clean sheet of plexiglass, elevated with erasers or clay.

(At a minimum elevate the thickness of one eraser.)

Step 2.

Position a scale below the artifact, elevated to the same height as the top of the artifact.

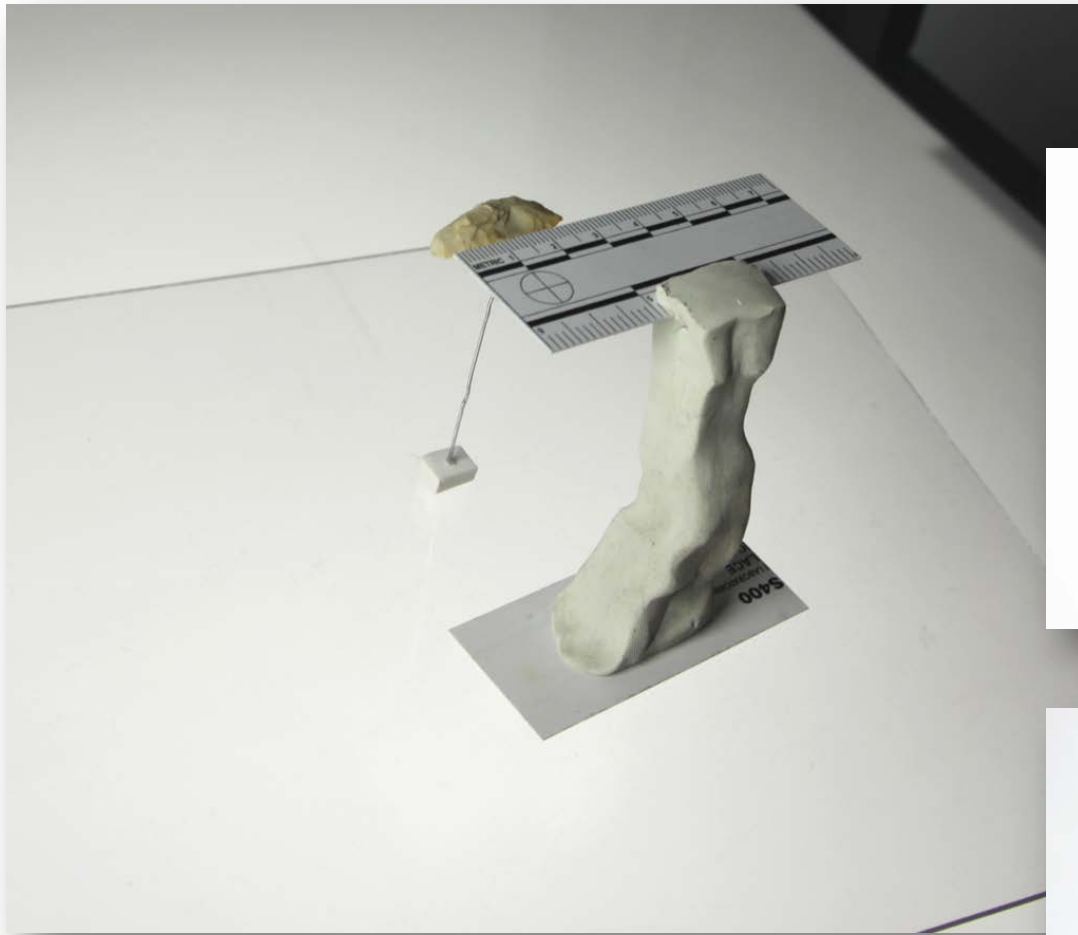
(The metric side of the scale always faces the artifact)

Step 3.

Position the scale so that the (zero mark) is in alignment with left edge of the artifact.

(Scale must be at least the size of the artifact)





Light colored and glass artifacts

Position the artifact at a much higher elevation.

Ensure that the scale is also elevated to the same height



Clear plastic pedestals and Clay / Clothes Pin scale holder

Clear pedestals can be made from strips of Mylar to hold up transparent objects like glass.

Clay with a clothes pin attached is used to hold the scale in place.

Place the clay on a piece of paper so that it can slide easily across the plexiglass.



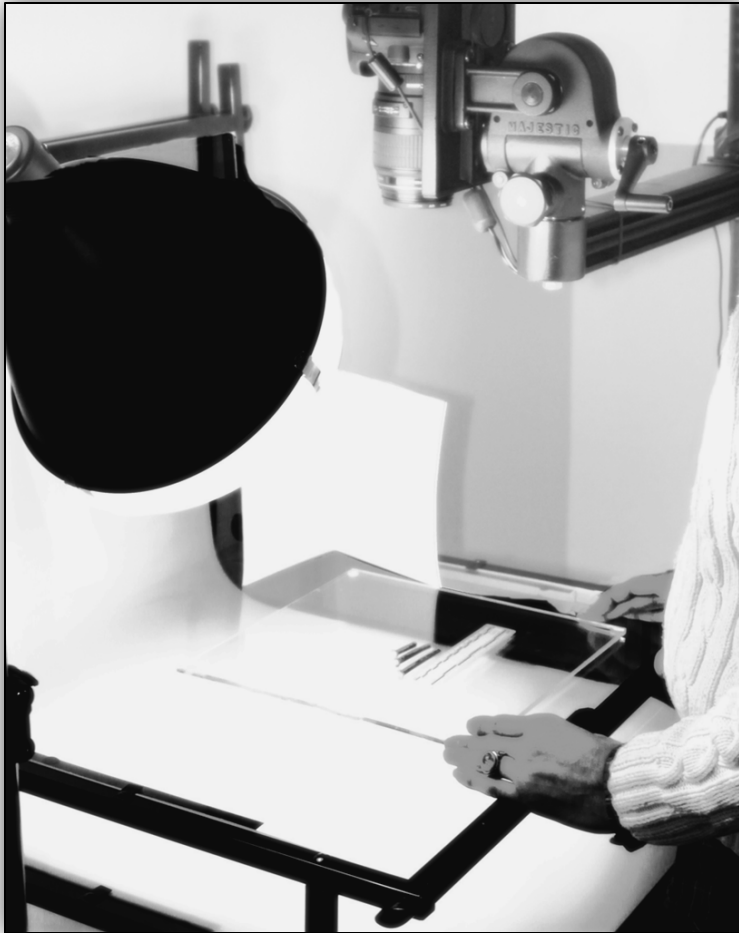
Things to check

- ✓ Scale is properly positioned in alignment with the artifact
- ✓ None of the erasers or clay are showing when viewed from above
- ✓ The plexiglass is clean and free of eraser or clay debris
- ✓ Scale is metric



Step 5.

Carefully transport the plexiglass with the artifact on it to the camera station and place it directly under the lens.



Required Views

Projectile Points Projectile point always points to the left.

View (a) With the point facing left position the artifact with the side that has markings on it facing you.

View (b) With the point facing left position the artifact with the opposite side (of markings side) facing you.

View (c) With the point facing left position the artifact on its edge propped up to show the profile view.



Rim Sherds The rim is always positioned facing up for views (a) & (b) and to the left for view (c).

View (a) Position the rim facing up and the exterior (convex) curve of the artifact facing you.

View (b) Position the rim facing up and the interior (concave) curve of the artifact facing you.

View (c) Position the artifact so that the rim is facing left and the (convex) exterior curve is facing up.





Artifact is not in-line with scale



Scale is in inches (not metric)

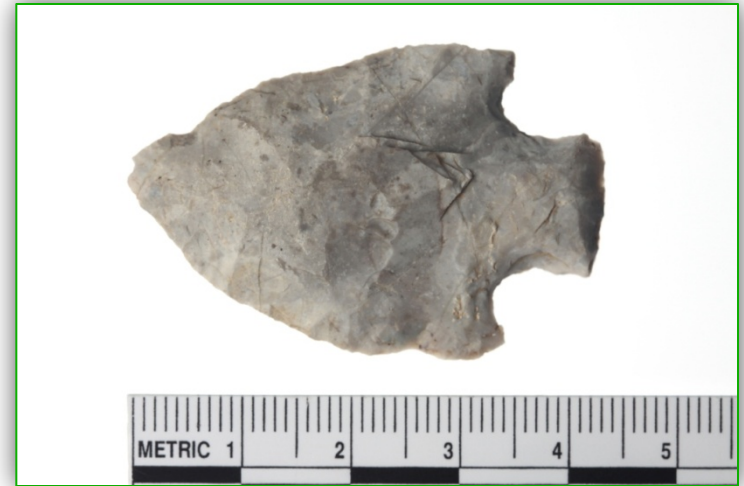


Projectile point is facing right



Final Check

Artifact composition and scale placement



Clean-up

- Return erasers, clay, or tacky wax to their containers
- Clean the artifact of any clay or tacky wax if used
- Clean the plexiglass with a dry cloth or window cleaner if needed
- Clean the scale with a dry cloth or window cleaner if needed
- Clean the artifact photography set-up work area
- Advise Lab Manager when supplies are low

