SIMS 202 PHOTO PROJECT – Camera, Release Forms, Charging and Uploading Instructions
August 29, 2002

0. DOCUMENT SUMMARY

1. **Camera**
2. **Photo Release Form**
3. **Charging**
4. **Uploading**

1. Camera

SiPix StyleCam Blink Digital Camera
(http://www.sipixdigital.com/cameras/styleblink
/index.shtml)

Handling

Since the camera doesn't have a lens protection, please be careful to keep the lens protected when you are carrying the camera around. (You might want to put it in a small bag for that purpose.)

Manual

The camera comes with a manual that explains the different modes of the camera and the applications that come with it. You are free to read this, but you don't need to. Everything will be explained below.

Settings

- Functionality
  - Since the camera only has 2 buttons, it is really easy to operate. The round mode button turns the camera on and off and is used to set the different modes. The square button on top is the shutter.
  - To change the mode, you need to press the mode button several times until the settings for your desired mode are displayed on the screen.
- Turn on/off
  - To turn the camera on, push the mode button until the letters "ON" appear on the display.

- o To turn the camera off, hold the mode button until the letters "OFF" appear on the display. If you don't push the release or the mode button for a minute, it will automatically turn off.
- Delete photos
  - o To delete all photos, press the mode button until the display shows the letters "ALL", then press the shutter until you hear 2 beeps.
  - o To delete the last picture, press the button until the display shows the letters "LSt", then press the shutter until you hear 2 beeps.
  - o You can also delete your pictures while uploading, this will be explained below.
- Outdoors
  - o Just turn the camera on and start taking pictures! You don't need to set anything, we are using the defaults.
- Indoors
  - o IMPORTANT: By default, the camera turns on in outdoors mode, you have to change the setting to indoors mode before you start taking pictures.
  - o Always make sure to have enough light otherwise the camera won't work.
  - o Press the mode button until the shooting environment display shows indoor mode, then press the shutter until you hear 2 beeps.
- Low/High Resolution
  - o IMPORTANT: All photos should be taken in VGA (high resolution) mode.
  - o By default, the camera turns on in high resolution (VGA) mode. If the camera is in low resolution the letters "CIF" will appear in the lower right corner of the display. Please, change the mode back to high resolution by pressing the mode button until the letters "HI" appear, then press the shutter until you hear 2 beeps.
- Display

Icons	Description
▶ VGA	Camera set to VGA 640 x 480 resolution
CIF ◀	Camera set to CIF 320 x 240 resolution
16	Number of pictures taken
Full	Internal memory is full
🏔	Outdoor mode
🏠	Indoor mode
🗇	Streaming Snapshot mode enabled
LSt	Delete the LAST picture taken
ALL	Delete ALL pictures
🔋	Low battery warning

Photos

- Capacity
  - The manual says that you can take about 100 photos with the camera.
  - Because all photos are gone once the battery is empty, we really advice you to upload often.
- Calm hands
  - You need to hold the camera very still while you are taking pictures.
  - Moving the camera even a bit will result in blurred pictures.
  - Wait until you hear the beep indicating that the picture was taken before you remove your finger from the shutter and start moving again.
- Light sensitivity
  - The cameras are very sensitive to light and generally don't work well in artificial light or darker environments.
  - Keep the shutter pushed until you hear a beep that indicates the photo has been taken.
  - If it is too dark, you will hear a warning beep and the letters "ERR" will appear in the display. Without providing more light, you will not be able to make that picture.
- Focus
  - Do not get closer than 23" to your object.
  - Try to avoid taking photos without an object clearly in focus. Because of the image quality, closely focused photos will come out much better.
- Photo tutorial
  - Please refer to the photo tutorial to learn more about taking good pictures.

2. Photo Release Form

In order to avoid legal consequences from posting people's faces and names on a public web site, we will ask them to sign a release form to specify whether they allow us to post their pictures.

If you are taking photos of an anonymous crowd or a random group of people, it is not necessary to ask them for permission to publish this photo. However, if you take a picture of a person or group (but not a crowd) who have a purpose in this picture other than just being there by accident, then a release form becomes necessary. As a criterion, you should ask yourself whether you would want to annotate the photo with the name of the person pictured. If that is the case, you will need the form.

On the form, people can choose between granting permission for only internal publication on the SIMS website or external publication on the SIMS external website (www.sims.berkeley.edu).   Please encourage people to grant permission for both internal and external use, but don't pressure them.

Please, always get a signed release form from the subjects of a portrait picture of a person or group that you plan to upload and publish.

We will hand out 2 release forms per person, but you will have the possibility to print out any number you want from this location:

http://www.sims.berkeley.edu/academics/courses/is202/f02/docs/photo_releaseform.pdf

3. Charging

Your cameras come with rechargeable batteries. You will be able to recharge the batteries at SIMS.

Each group will get 2 batteries. One of the batteries should always be in the camera, the other one in the charger.

The chargers are located in the downstairs computer lab in room 3 next to the door on the right side (coming into the room)

- Each of the chargers can charge 4 batteries at the same time.
- Charging a battery will take approx.12 hrs.
- Keep the slide on the Ni-MH position.
- Please write your group number or any other name on the labels to identify them as yours.

We will collect the batteries together with the cameras at the end of the project.

Beware! Once you take the battery out of the camera or the battery is empty, all your photos will be gone. Please upload the photos before you recharge the battery.

3. Uploading

General

Every photo will be uploaded to the same folder and is therefore accessible for everyone in the class. You will be able to use everyone's photos for your application.

IMPORTANT:
In order to avoid naming confusion of files, every person in the project group should only upload their pictures once a day.

Uploading stations

USB docking stations and the downloading software are provided on *Lime* and *Emerald*. Lime and Emerald are the machines immediately to the right as you enter room 210 (the upstairs computer lab).

You have to log in with your login names and password to use these computers.

Naming Convention

Your photos will be saved with your login name and date and a number, which will be provided by the uploading program. The date should be in the format [full year]-[full month]-[full day], ie. "2002-09-01". More instruction on where to type in the file name will follow below.

Photo file name format:

   [your_login]-[date]_[number_provided_by_program].jpg

Example:

   vivienp-2002-08-27_001.jpg

All photos are saved in standard size.

Uploading folder

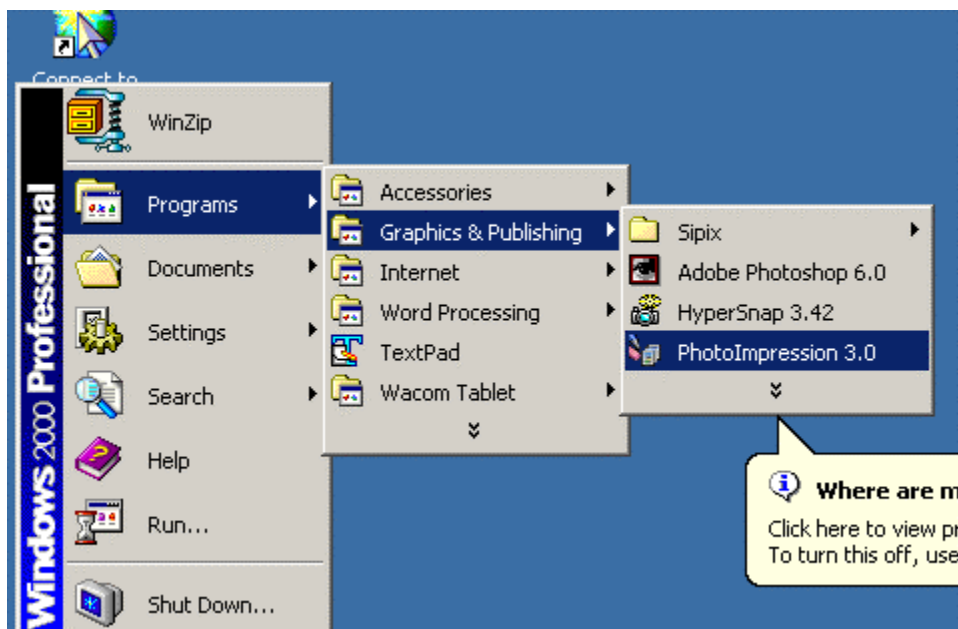The folder for all your photos is:

   G:/is202_photos/photos

Uploading manual

1. Put the camera in the holder and connect the USB cable to the USB slot at the camera.
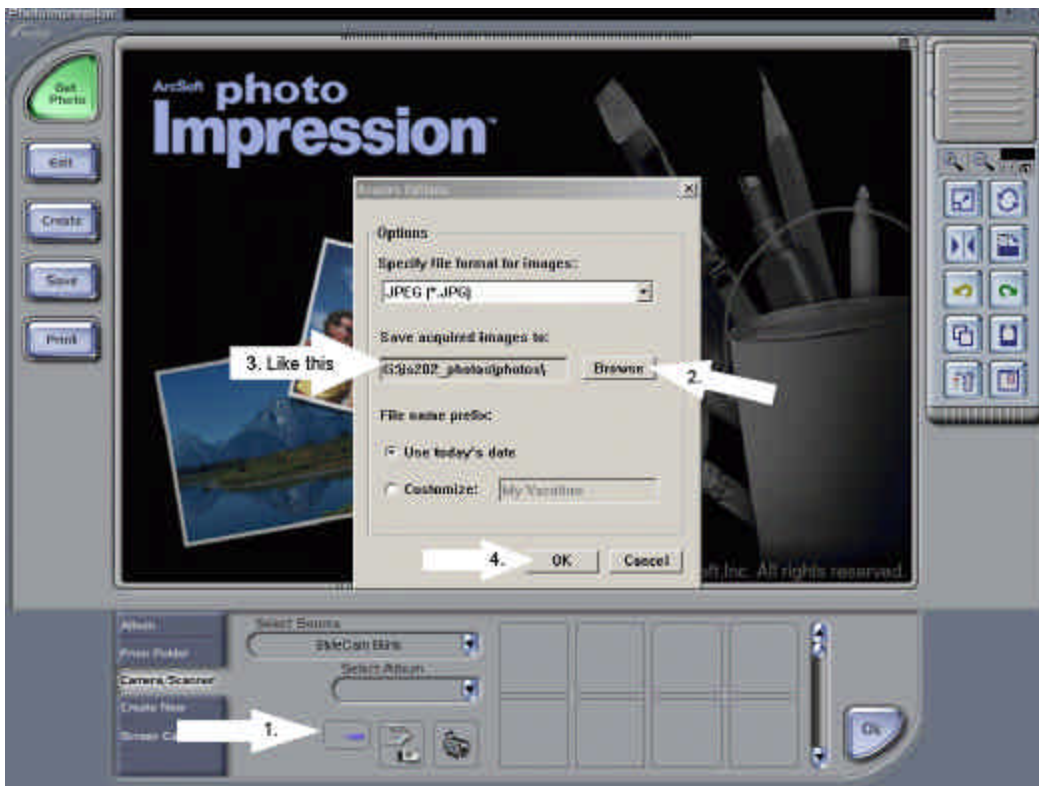

2. Open the ***PhotoImpression*** application via

   Start -> Programs -> Graphics & Publishing -> PhotoImpression

3. Click the "Get Photo" button in the upper left and the "Scanner/Camera" button in the lower left.

4. Click the "Tool" button to set your standard setting. Click "Browse" to find the G:/is202_photos/photos/ directory. Then click OK.

5. Click the "Acquire pictures" button to load the pictures from the camera.


6. Select the pictures you would like to upload by clicking on them. If you want to
    select all pictures, click the "Select All" button.

7. Click the "Save" button. Choose folder G:/is202_photos/photos as your target folder (should already be in text box, if not, use the "…" button to find it). Choose "Standard picture size" for size and "JPG" as image format. In the name field, enter your file name prefixes: "loginname-date" (i.e. "vivienp-2002-08-29"). Then click OK.
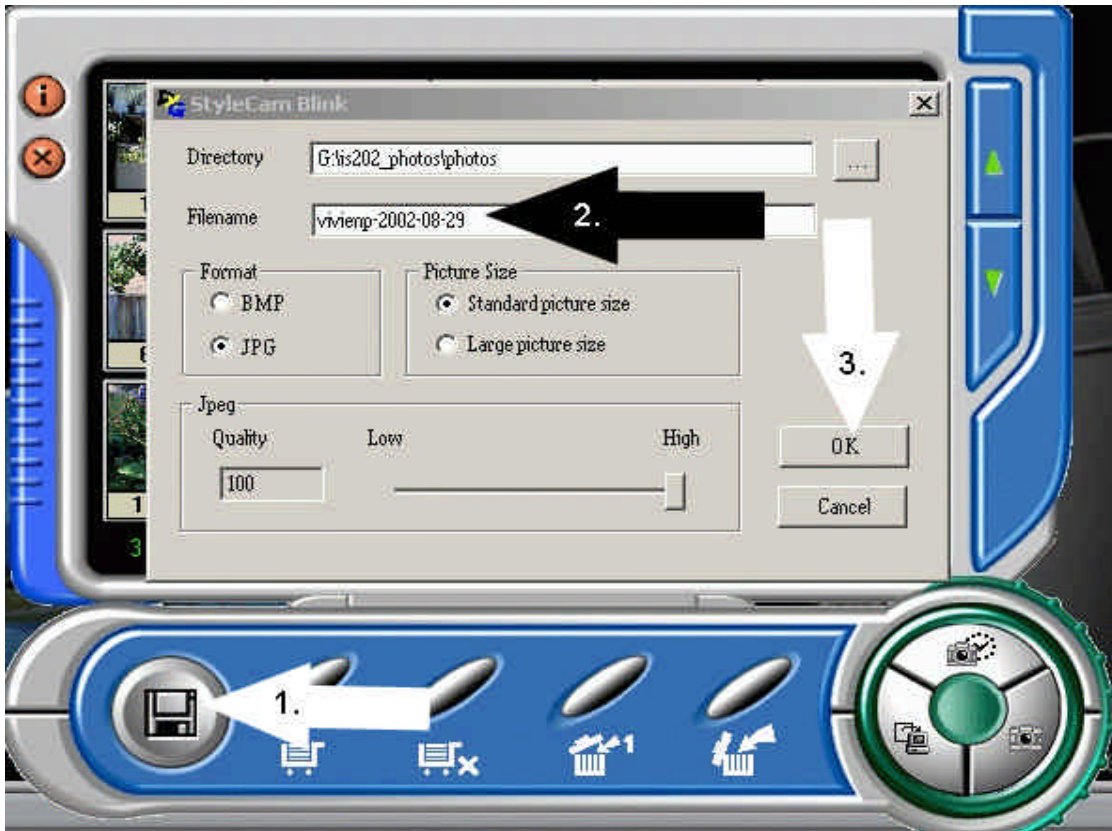
8. Once you are done uploading all your pictures, you can either delete the last or all pictures on the camera by clicking the trash can buttons.
    (Please delete all pictures from the camera immediately after you have uploaded. Make sure not to delete photos that weren't, though).

9. You have to close the window by clicking on the orange cross in the left upper corner.

10. Close PhotoImpression.

11. You can browse your pictures in the G:/is202_photos/photos/ directory by selecting View -> Thumbnails when using the Windows 2000 Explorer. You can also use any photo viewing application: Photoshop is one example.

Questions? Email: is202-ta@sims.berkeley.edu