



1. Use a piece of poster board or a plastic panel to make a seamless background *sweep* on a tabletop.
2. Move your camera close to your object, but be careful to not block your light or cast a shadow.
3. Use a tripod to steady the camera. **Turn off the flash.**
4. Turn your camera's ISO to 100, for noise-free photos.
5. Remember: depending on the shape of your object, turn your camera to **landscape** or **portrait** mode.
6. Check your photos for clarity on the LCD while shooting.
7. Use a white board or a stiff piece of paper as a reflector, to bounce fill light into the shadows.

### FOCUSING

- **Point & Shoot cameras:** Leave the lens' zoom setting at **wide angle**, and choose the Macro setting on your camera (this often looks like a flower icon). 🌸  
  
*alternative: for larger items (non-macro) pull the camera back from the table, turn off the macro setting, and use the zoom lens to re-frame your shot.*
- **SLR cameras:** Usually you will be able to focus the closest using your **highest zoom setting**, and then auto-focusing. You can also try manual focusing—as well as moving the camera in relation to your subject to achieve sharp focus.

**TIP #1:** Flat items, like paper, cards, folders, and letters, can be laid on the floor or tabletop and photographed with the camera aiming straight down.

**TIP #2:** Soft light from a window can be a great source of illumination—no electricity necessary!