Photopoint Setup & Data Management
v 1.2, August 2006

New for this document! See the guidance for installing software to print contact sheets for repeating photos.

Written by River Source v.1.2, date in footer plus page number

Equipment for site set-up
- Rebar posts, 1 feet long or rocks to stack to make a monument
- Aluminum tags and a tool for marking the site number on the tag
- Sledgehammer for installing rebar
- Elevation standard such as a broomstick, stadia rod, or walking stick
- Photopoint Identification Sheet with clipboard & pencil. Also bring blank copies of the "picture_point_form", a blank clipboard, and a large tipped marker if appropriate.
- Digital camera or print camera

Locate your Photopoints and and Shoot the Photos

Identify a location where restoration work you want to monitor has or will occur. Locate fixed points that provide maximum coverage of the area where you expect to see change. Try to find a location near a footpath or trail that will be relatively easy to find. If

You can take two or more photos from the same location, such as upstream and downstream, uphill and downhill, left and right). If you take more than one photo at the same place, write the direction of each photo using a compass or a describing landscape feature.

2. **Set Your rebar, wooden stake or build your monument.**
Pound a rebar post in at your photopoint location with a sledgehammer (or rock). Make sure the rebar or rock monument is tall enough to find again (particularly important in river or riparian areas). This helps you find the rebar later.

3. **Name Your Photopoint:**
Make sure every photopoint has a unique code to identify its location. An example would be PL-P 1, which would represent

PL - P	Paper Lake - Photopoint data site
1	Photo point location number 1

Write the name of the photopoint you have come up with on an aluminum tag and attach the tag to rebar or hide under a rock cairn.

4. *Optional*. Use the Picture_Point_Form if you are taking a photo of a grassland or flat area or need to have a visual description in the photo itself. Complete the picture point form and place it on a clipboard approximately 10 feet away from the standing location. Try to make sure the light on the board is entirely shadow or full sun.

5. **Take the photo without any zoom feature, record the time of day and describe the location of the photopoint:**
Make sure you take the photo without any zoom activated so that you can easily repeat it next time. Record the time of day you take the photo. Write yourself directions to the photopoint that you will remember. Describe and name the gully or hills nearby, and remember that you will be coming back in a year, and your memory might not be enough. Take a GPS position and record it on the sheet if you have a GPS available if appropriate.

IMPORTANT: If you are using a print camera with physical film it is highly recommended that you get a digital CD of your photos. Try to get the photos digitized at high resolution.

Photopoint Data Management

Managing your photo data is critical to help you repeat the photos later. Load your photos to a file folder on your computer and make sure create back-ups of the files regularly.

Use the Resource CD from the training to load photo management software. Here is a step by step installation procedure.

1. Click Install for the Digital Camera Software.
2. Click "Next" for the Welcome screen and for the Easy installation
3. Click "Yes" for the Agreement
4. Click "Next" to start copying files
5. Click "Finish" to complete the installation

Using PhotoRecord to set up and print contact sheets
1. Open the program
2. Click on the Fetch photos button. This enables you to load photos on the contact sheet. Go to the file folder with your photo files you want to add to the contact sheet. Once in that folder click on the photo in the top left side, then go to the bottom of the file folder to see the last photo on the right and click on it WHILE HOLDING THE CTRL key on your keyboard. This will select all of the photos in the folder to go on the contact sheet.
3. Click on number 2 button on the left of the wind that is called "Select Printer and Album type" Select a color printer. For "album type" select "contact sheet" Select 3 columns and 3 rows per page. I also select "small" on the Exif information.
4. Go to step 4, "Print". Select the high print quality option. Press the print button and see what happens.
5.   Consider saving the album if you think you'll want to print the album again.

Repeating the Photos

Take the contact sheet and the completed Photopoint Identification Sheet from your original sampling trip. Take the photos in the exact same sequence starting at the same time of day. Record any new photos or variations on a new Photopoint Identification Sheet.

Optional. One way to help organize the photos is to change the file names to describe the name of the point you took the photo. Make sure you retain in the name a number sequence that keeps the photos organized by the sequence they were shot. This helps a lot when you need to go out

in the field and shoot the photos again around the same time of the day. For instance, a set of 4 photos shot at one photopoint get named by the camera as shown in the left column could be changed to what they are called in the second column.

Name of photo given by camera	Edited name
IMG_1090	IMG_1090 PL – P 1 of riffle upstream
IMG_1091	IMG_1091 PL P 2 of riffle across
IMG_1092	IMG_1092 PL P 3 of riffle across
IMG_1093	IMG_1093 PL P 4 of riffle downstream

Examples of repeat photopoints on next page

Santa Fe River, Camino Carlos Rael, new retaining wall at bank failure

Photopoint 2, looking upstream at retaining wall under construction. November 11, 2005

Photopoint 2, looking upstream at retaining wall under construction. December 9, 2005. Note channel is filled with dirt and downstream side of wall has sloped fill loosely placed.

Photopoint 2, looking upstream at retaining wall under construction. August 30, 2006. Note that loosely placed fill is gone and dirt covering footings of gabions is gone. Also note graffitti.