

## Photograph one practice page

In about twenty minutes, make and check one readable practice image, then record its filename and any fault. Use only a new sheet you make yourself. This is a skills exercise, not an archive, backup or release approval.

### Make the page and clear the space

Write PRACTICE at the top. Add a date, one ordinary sentence in the middle, a small number in each corner and a small word near the bottom. Use invented information. Bring a camera or phone, a clean table, cool even light, pencil and this kit.

A computer is useful for the final full-size check. No subscription is needed.

### Set up safely

1. Clear food, drinks and clutter. Lay the sheet flat. Use a matte background with a little space around every edge.
2. Clean the lens. Use ordinary color and the best original camera quality. Turn off decorative filters and automatic cleanup where possible. Check where automatic uploads go.
3. Hold the camera steadily above and parallel to the page, or secure a suitable stand over the empty table first. Keep the whole sheet in view. Move the light or camera to remove glare and shadows.

#### Say before capture

"This is my new practice sheet. All four edges fit. The camera is stable and my shadow is off the writing."

Work alone at your own pace. With a partner, one takes the picture and one checks it; then switch. For a class, use the short script on page 3. Watching or passing is fine.

**Never substitute a historic volume, private record or fragile item for this sheet. Those require authority and safe-handling decisions not supplied by this kit.**

# Take the picture and inspect it

## Capture one view

Tap or select focus on the writing if your camera allows it, then take the picture without moving. Open the saved image itself, not just the camera thumbnail. Keep its original format and file extension.

## Check five things

1. All four edges and a small surrounding margin are visible.
2. The center sentence can be read.
3. Each corner number and the bottom word can be read.
4. No glare, blur or shadow hides marks.
5. The image matches the actual sheet; no mark has been cropped or changed.

Use a computer at full size if available. If checking on a phone, zoom into every part rather than judging a tiny preview. Record “phone-only check” as a limitation. If you copy to a computer, open the copied file and repeat the check; a successful transfer message alone is not the check.

## If something fails

Name the fault. Improve light, focus, distance or stability and take another picture. Keep both and identify the retake. Enlarging a blurry picture does not recover missing detail.

Do not use software to invent writing.

## Make a traceable name

Keep the original untouched. If naming a separate copy, write both names in the log. Example for an actual JPEG: Practice\_0001.jpg; retake: Practice\_0001\_retake-01.jpg. Keep .heic or another actual extension when applicable; changing it does not convert the file.

**Complete page 4 after comparing image and paper. A recorded fault is an honest result; a failed image is not a passed exercise.**

## See an honest practice result

Made-up example. These names assume the camera made JPEG files. Keep the actual ending if yours makes another type.

### Filled log, fields 1-3 — made-up

1. October 8; new PRACTICE sheet, center sentence, four numbered corners and bottom word END. Phone on steady support; cool even light.
2. IMG\_1042.jpg → Practice\_0001.jpg; saved in computer folder Practice. Original kept.
3. Computer check: all edges and center pass; corner 4 blurred. Retake needed.

### Filled log, fields 4-5

4. Steadied camera and focused again. IMG\_1043.jpg → Practice\_0001\_retake-01.jpg in Practice. Selected retake: all marks clear; no hiding glare. Keep both files and first fault.
5. Reopened copied retake on computer; all five checks pass. No remaining practice fault. Next: write an approval question before real-record work.

## Lead a fifteen-minute practice

0-3: say, "We use new practice paper, not lodge records. You may watch or pass." 3-7: show setup and capture. 7-12: use the five checks on page 2 and fill page 4. Ask, "Can we read every corner?" If quiet, point to one.

12-15: name one result and next step. Stop.

No camera? Draw a frame on another sheet and mark the checks. No computer? Zoom into each part on your phone and note that limit.

Call paper-only work a rehearsal, not a saved image.

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## Log one practice image

Use your new sheet and made-up facts; keep this log with the files. Print one-sided. Write “not checked” when true. Copy this page for another view.

**Date? What is on your practice sheet? Camera and light setup?**

**Original file name? New copy name, if used? Where is the file saved?**

**Do edges, center, corner numbers and bottom word pass? Any glare or blur?**

**What failed? What changed? Retake name? Which image did you choose and why?**

**Phone or computer check? Did you reopen the copied file? What limit or next step remains?**

**You can find the image, match it to the sheet and name each result or fault. This does not prove a whole book, backup or release is complete.**