**CAMERA HANDLING**

**Checking out your camera:**

1. Request the equipment sign-in sheet in the newsroom.
2. Each piece of equipment will be labeled with its own number. Mark down the number of the equipment that you will be using, including the date you will be returning the items.
   1. No item should be checked out for more than two days. Please check with adviser for extension approval.
3. Sign your name and return the sheet to the proper location.

**TIPS:**

* When handling your camera make sure to keep the equipment in its baggage/case when not in use.
* Replace the lens cap when your camera is not in use.
* Grip the camera with your right hand and place your index finger on the shutter release, grasping the bottom of the lens with your left hand for support. Your left hand should act as a tripod. Rest your left elbow on your rib cage for additional support.
* If you’re taking a photo at ground level, place your elbows or knee on the ground for added support.
  + ***Two hands:*** (grip camera handle with right hand, use left hand to hold the bottom of the lens and anchor your elbow on your rib cage for additional support and stability.)
  + ***Elbows:*** (keep elbows close together near your torso to help create additional support.)
  + ***Eyebrows***: (Bring your forehead close to the camera, lining up your eyebrows with the viewfinder for additional stability.)
  + ***Legs***: (Put one foot slightly forward to help with balance.)