

1. USE A VIEWING CARD to plan exactly what will be included in a photograph, the camera position, and which lens to use.
2. LEVEL THE CAMERA. If the horizon isn't visible and there are no parallel lines in the subject, this admonition need not be followed strictly.
3. FOCUS VERY ROUGHLY with the focus knob, rather than swings or tilts, just enough to see what is included on the groundglass.
4. USE SHIFTS TO POINT THE CAMERA at what you selected with the composing card.
5. CHOOSE THE BEST LOCATION FOR THE PLANE OF FOCUS.
6. MAKE AN INFORMED ESTIMATE OF THE AMOUNT OF SWING OR TILT NEEDED.
7. CHOOSE NEAR AND FAR FOCUSING TARGETS.
8. USE THE FOCUS and CHECK PROCEDURE TO PERFECT THE TILT OR SWING.
9. CHOOSE THE LARGEST APERTURE THAT WILL PROVIDE ADEQUATE DEPTH OF FIELD.
10. RETURN THE CAMERA MOVEMENTS TO NEUTRAL.