

TIPS & TRICKS

Professional Documentation of Artwork

1. Use the best quality equipment you have access to:

- **Camera** – A DSLR is best but a phone camera with high megapixel, optical zoom, and manual control is also very good.
- Shoot with the highest resolution and best file format (e.g. RAW) available.
- **Tripod** – A professional tripod for your DSLR or a small selfie stick or handheld tripod for your phone will help with stabilization and will prevent image blur.
- Make your own tripod, or prop your camera or phone up onto books, bricks or boxes from around the house.
- Use the delay timer at 2 seconds to reduce shake when pushing the shutter button.

2. Find the best lighting:

- Natural, soft, diffused light works best.
- To diffuse the light use a sheet of baking paper, tracing paper, thin note paper, or light white cloth to soften shadows.
- Take the photo by an open door or near a window.
- Take the photo outside on a cloudy day (clouds diffuse the light).
- Contrast lighting – For 3D artwork, experiment with a single light source for dramatic shadows or use a second light source like a flashlight for a strong, crisp contrast shadow that accentuates surface texture.

3. The background matters:

- **2-Dimensional Artwork** – Find a white or neutral surface like a wall, floor, or tabletop.
- **3-Dimensional Artwork** – Create an infinity wall using paper, card, cloth, or a window roller blind attached to the vertical and horizontal surface.
- Take time to consider the best composition within the camera frame to minimize later editing.

4. Alignment & distortion:

- Align all four edges of 2D artwork parallel to the edges of the camera frame to minimize perspective distortion.
- Turn on the grid feature in your viewfinder and hold phone/camera parallel to artwork.

5. Keep editing simple:

- Remember, your photo should be an accurate representation of your artwork; editing should not result in a new digital artwork.
- Crop to the outside of the artwork edges so some of the background is visible.
- Contrast and white balance can be adjusted minimally to correct for lighting variation.
- Adjust the image size & DPI to the required dimensions.

6. Archiving your photo:

- Save a copy of your original, unedited photo.
- Save a copy of your edited photo with the highest resolution.
- Finally, save a copy of your edited photo with the required resolution, dimensions, maximum file size, file type, and file naming requirements.