

**Photographing and Compressing Digital Photographs
of Artwork
for use in Digital Submission of College Portfolios
And creation of Portfolio Websites**

Taking the photos:

1. Camera Settings

Before you begin you need to adjust some of your camera settings to attain the best quality images possible. Go to the menu in your camera to adjust the following:

IMAGE SIZE/QUALITY- Set this to the highest setting available. The goal here is to capture as much pixel information as possible. We will compress the images later.

WHITE BALANCE- This should be set according to the lighting scenario you're shooting in. Ideally you should shot in sunlight (more info to follow). This is REALLY important because different types of light emit different colors (for example, flourescent emits cool tones while incandescent emits warm tones) and can distort the true colors of you work.

2. Taking the pictures

Choose a location where the light source is behind you and facing the artwork. Make sure there are no cast shadows on the artwork, including your shadow. A good place to shoot in school is outside of room 605. Also

be sure there is no evidence of glare marks on the work. This is particularly important with photographs and other materials with a high gloss surface. If a glare does exist, shift yourself or the artwork until it is not noticeable.

Fill as much of the viewfinder with the image without cutting any off. You can always crop unwanted background information later.

Be sure to shoot the image straight on, not at an angle. You can check this by checking the edge of the artwork in the viewfinder. Images shot at an angle will distort your artwork.

Where appropriate, take detail images of works as well. This is useful for works with intricate surface detail or material useage that may not be evident in a slide of the total work.

3. Adjusting/Correcting the Images

Open files in Photoshop.

If the file shows background beyond the borders of the work of art, crop the edges. This can be done using the selection tool and then going to the image menu and selecting crop.

If the colors/values in the images appear inaccurate, you can adjust them in the following way: Image: Adjust: Brightness/Contrast Image: Adjust: Color Balance Image: Adjust: Hue/Saturation

NOTE: Do not over exaggerate the colors/values!!! Your job is to capture accuracy, not change the appearance of the original work.

Save all changes before compressing the images.

The editing process will take you not less than 2-3 hours. Begin AS SOON AS your photos are taken!!!

A list of measurements for all works in the portfolio needs to be created for documentation on each "slide". Take the measurements and make the list

now.

4. Compressing Images

There are two ways to compress images, one through Photoshop, and one through Microsoft Office. Either are fine to use.

Rationale: Images taken on your digital camera are too large to be uploaded. Compressing images will not effect the clarity of the image when viewed online. Additionally compressing images online serves to protect your work from being downloaded and used without your permission/knowledge (the resolution will render the works useless offline)

NOTE: all compressed images should be saved as a new file so that the original high resolution image is not replaced.

Compressing through Microsoft Office: GO TO: Start: All Programs: Microsoft Office:Microsoft Office Tools:Microsoft Office Picture Manager

Once in Picture Manager select the image(s) you want to compressNext go to Picture: Compress Pictures (On the right hand side select the option for web pages and click OK) Once the image is compressed save it as a new file. To Manage these files consider making a folder called compressed images.

Compressing through Photoshop:

Check the image size of your works.

No file should be larger than 780x530 pixels and a total of 3MB per image.