

TAKING ARTWORK PHOTOS FOR EXHIBITION SUBMISSIONS

This information is for taking photos with an iPhone for unframed prints. It also covers renaming your photo on your iPhone and saving them as jpeg images.

If you use an Android, the concepts are the same, but the settings will be different (if in doubt, ask Google).

For already framed artworks, please ensure there is no reflection from the glass seen in the final image, this is beyond the scope of this document, but Google is a great resource. TIP: Get into the habit of cataloguing your art and taking photos of it before you take it to a framer.

Most important tips:

- Do not use flash.
- Do not use the zoom function.
- Use natural light: take photos in a very well lit room, next to a large window, or open door.
- Turn off any artificial lighting in the room.
- Take photos during the middle of the day.
- Place your artwork on a flat even surface; such as the floor, a table top or against a wall.
- Flatten your artwork if it's not already flat! (See below for method).
- Make sure you have cleaned your phone lens, this can make a massive difference. (Use a microfibre cleaning cloth to avoid scratching - the ones used for sunglasses are good).
- SHADOWS: Check your photo to ensure there are NO shadows cast!

Note: if you are placing the artwork on a tabletop, please consider that you may need to stand on a chair; if that's the case, we do NOT recommend this. Your safest option is to take the photo with the artwork on the floor.

For a comprehensive guide the blogpost below tells you pretty much everything you need to know. We recommend you make yourself a cup of tea and read it (after you've read this document first of course). Note, further down the blog post talks about using third party photo editing apps, this is not required if you don't wish to get too technical:

<https://willkempartschool.com/how-to-photograph-your-paintings-with-your-iphone/>

TAKING YOUR PHOTO

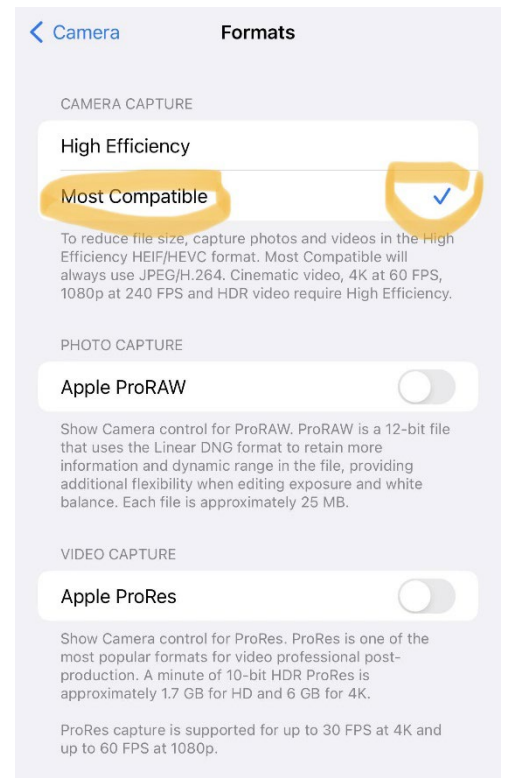
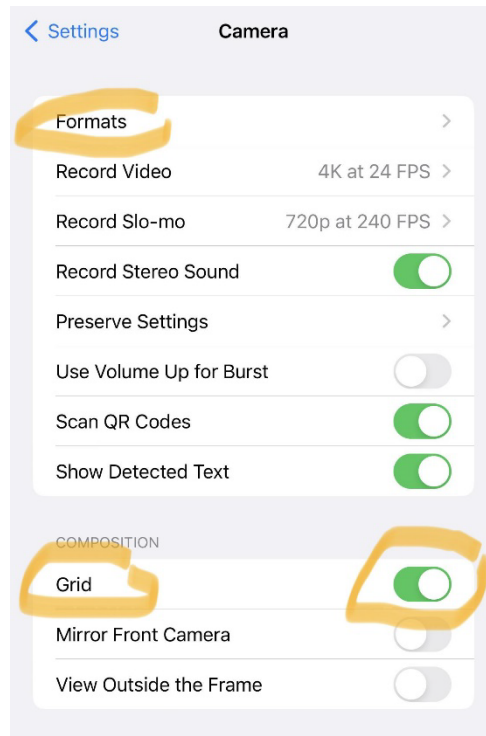
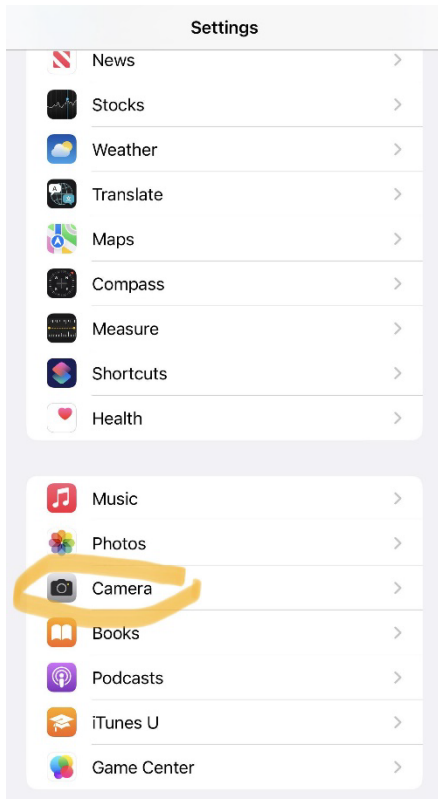
Camera Settings:

Go to your iPhone settings.

Find the “Camera” app.

In “Formats” make sure “Most Compatible” is checked.

Under “Composition” make sure Grid is toggled On (green).



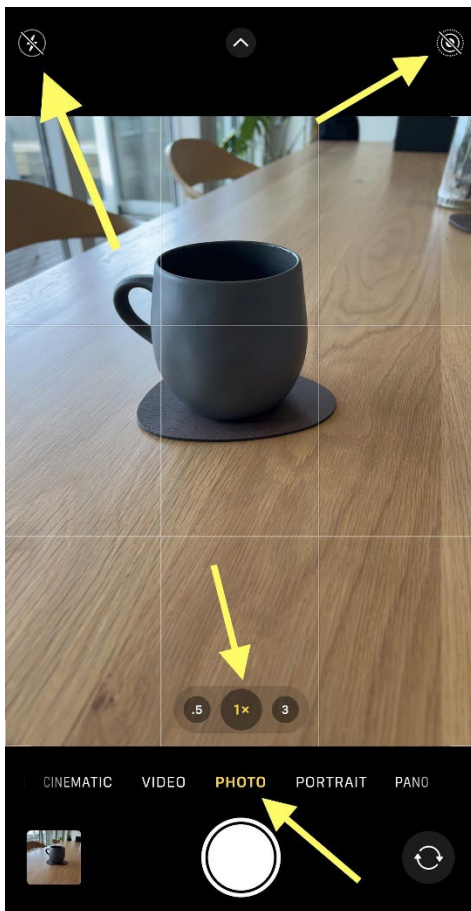
Open your Camera App:

Make sure your flash is off (there should be a line through the flash symbol in the top left corner, if there isn't just tap it).

Make sure Live is off (there should be a line through the Live symbol in the top right corner, if there isn't just tap it).

Make sure you are not using zoom (it should be set at “1x”).

Make sure you are in Photo mode and not some weird mode like Portrait or Cinematic.



Cross-hairs:

You will notice when you hold your phone horizontally, cross-hairs will appear.

They will help you hold your phone parallel to the ground.

When your phone is parallel, the cross-hairs will line up.

Obviously this is going to be a problem if your table, floor, or house is wonky - so adjust accordingly.

Trust your eyes, and use the grid to line up parallel edges, rather than solely relying on the cross-hairs.

Focusing:

Ensure your image is in focus. When you've lined up the shot, tap the screen once to focus the image.

Exposure:

Your smartphone photos will most likely be a little underexposed. If the photo needs a little more "brightness", you can increase the exposure by tapping the screen when you've lined up your shot, next to the yellow square, you'll see a sun icon. Slide your finger up/down to increase/decrease the exposure. Again, trust your eyes with this one, look at the photo you took and make sure it's not too bright, or too dark.

Taking the photo:

Line up the photo so you have the entire artwork within view plus some border extending past the paper edges. See the “original” image below for an example.

Editing the photo:

Edit the photo and crop it so only the printed image is in view.

Make sure you crop out plate edge embossing, signature, title etc.

If you do not have a rectangular shaped image, see the appendix for an example of cropping.

If you have a bleed print, crop out edges of paper, we don't want to see the edges of the paper.

Remember, whatever changes you make to your photo on your iPhone, the original image is always retained and you can go back to the original by tapping “Edit” (top right) and then tapping “Revert”.



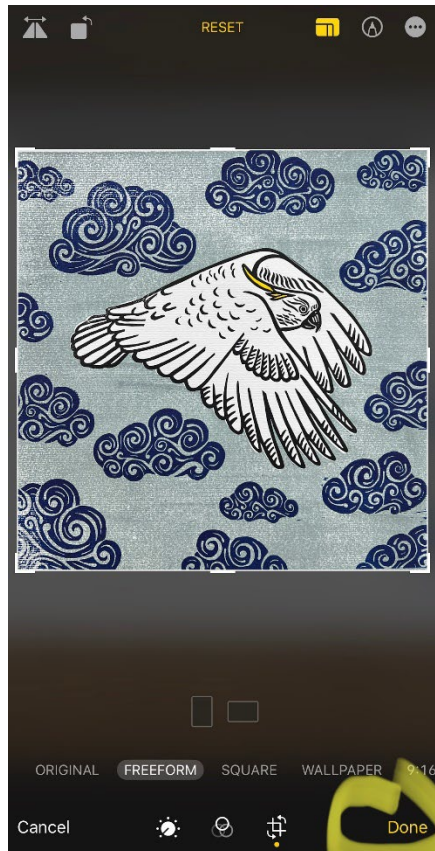
← From this (the ORIGINAL image)

To this, using the Crop tool in Edit →



See images below for the steps to crop your image.

Taking Artwork Photos For Exhibition Submissions



Renaming Your Image on your iPhone:

Find the image in your camera role, tap the bottom left icon.

Scroll down and find “Save to Files”

Choose the folder you want to save it to.

(Take note of which folder you’re saving it to. You can select “Browse” and choose the folder e.g. a folder either on your “iCloud Drive” or “On my iPhone”)

Change the name by tapping the field at the bottom.

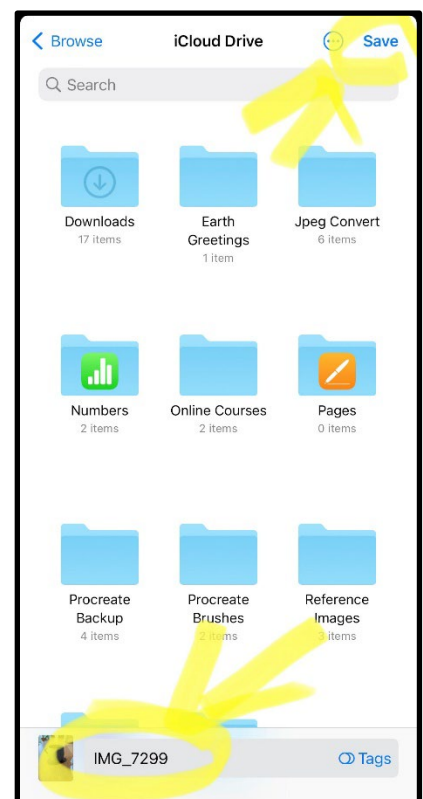
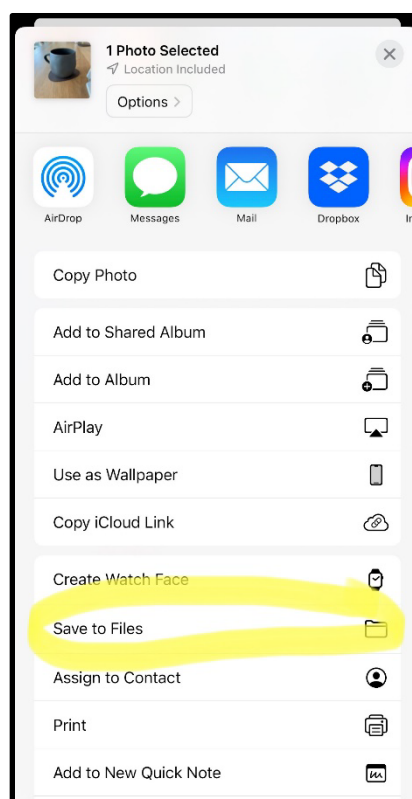
Change the name. “Lastname_Firstname_Title”.

Please use the naming convention as shown above, capitalise each word and separate them with an underscore “_”.

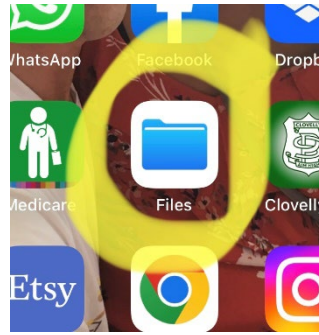
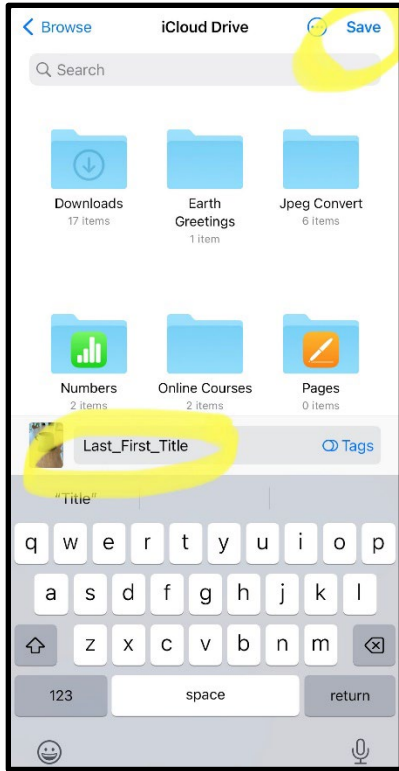
Tap Save.

You can also check image size by finding the image in your Files folder, tap the image, then tap the name of the image at the top of the screen, and a drop down menu will appear and the file type and size can be seen.

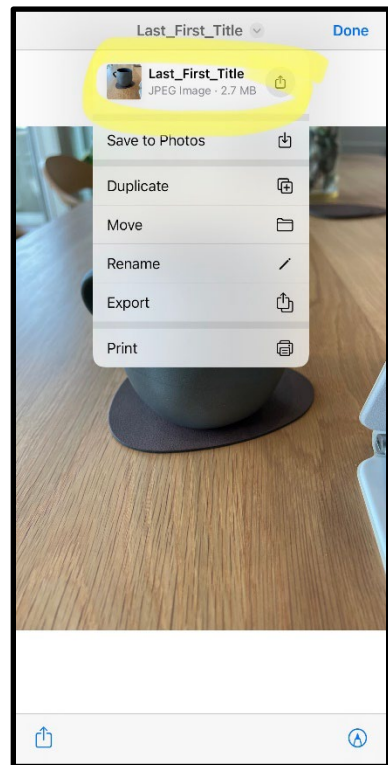
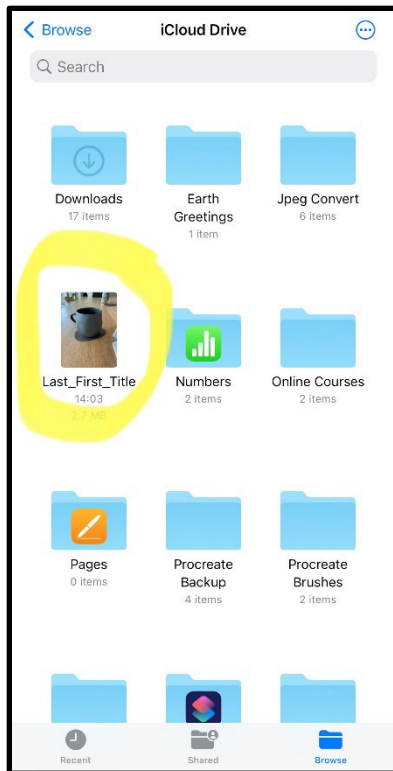
See images below for steps.



Taking Artwork Photos For Exhibition Submissions



↑
Your image can be found in the "files" folder. If you don't have the app icon on your home screen, just search for "Files" in your apps.



Emailing Your Image:

You can email the image to yourself if you want to save it on another device (or upload to Dropbox etc)

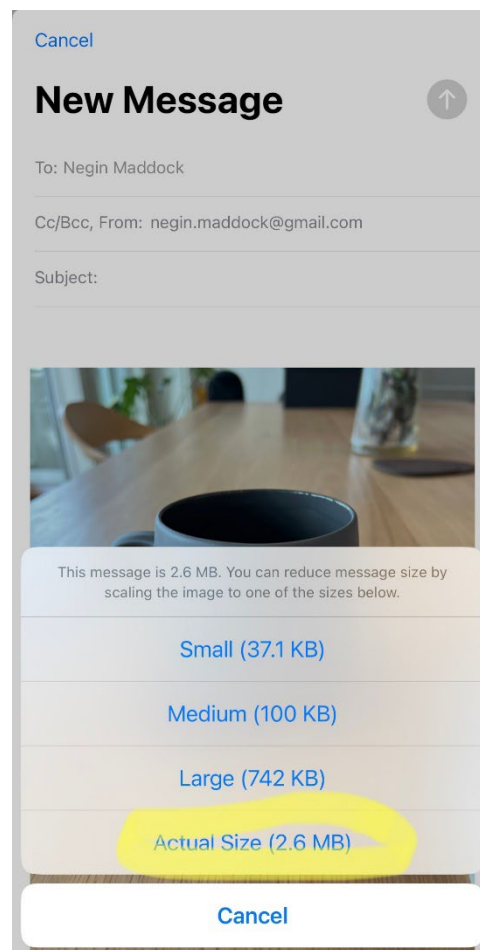
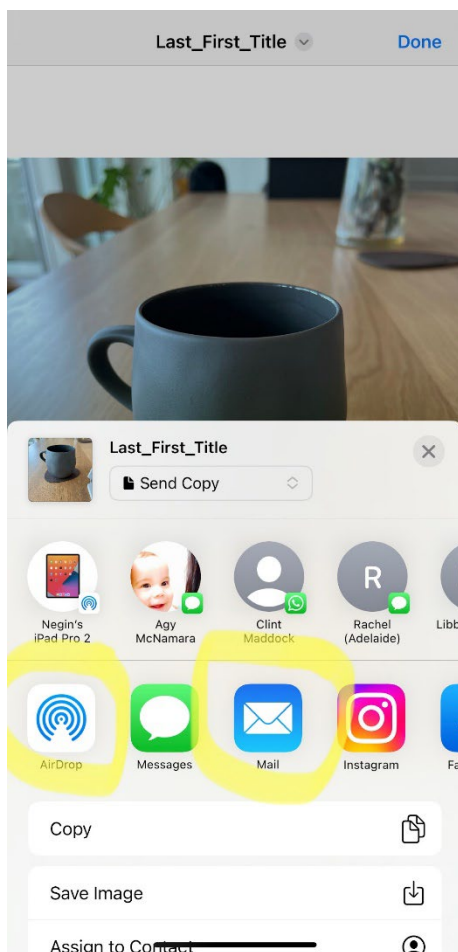
Go to your “Files” app on your phone.

Find your image in the folder you saved it in.

Select it, tap the bottom left icon and tap the Mail icon (or find the Dropbox, Google Drive etc. icons).

Input the email address and hit send.

When prompted always select “Actual Size”



If you find your image is too large for submission (greater than 3Mb), take the original image from further away, so your artwork takes up less of the photo area. Trust your eyes! If your cropped photo looks pixelated/blurry then you have taken the original photo from too far away.

FLATTENING YOUR ARTWORK

This is not very hard to do at home.

You will need boxboard, a water sprayer and some heavy books.

Please refer to this blog post by WPS member Negin Maddock for the method:

<http://www.negindesigns.com/blog/2017/9/23/how-to-flatten-buckled-watercolour-paper>

APPENDIX

Example of Cropping a Weird Shaped Print:

Original image (left) versus cropped image (right). (Please note, this image is an example of ideal cropping, rather than ideal exposure – it could do with increasing the exposure a little!).

