



# How to Photograph Your Artwork

**Simple Steps - Take NOTES!!**

**You are responsible for taking and editing your  
AP Portfolio photos so pay attention!**

# Please watch these YouTube videos

1. <https://www.youtube.com/watch?v=Vpj28da03JQ>
2. <https://www.youtube.com/watch?v=9u-O2t8pkxM>

# I recommend

- getting your own card for the camera
- getting your own flash drive
- taking photos of all of these slides and creating an album on your phone to find the directions easily

**(I have a card and a camera, but if others are using them then it wastes time, plus there are other benefits)**

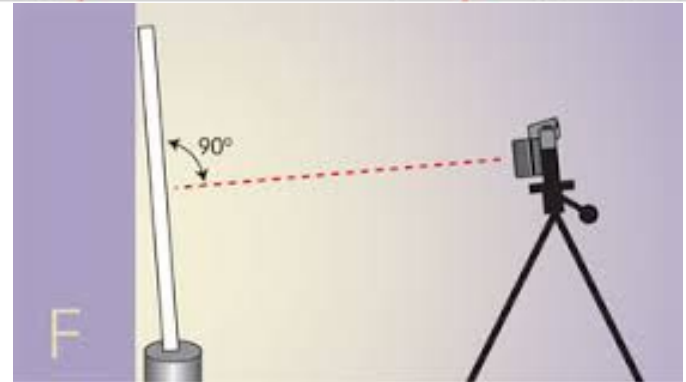
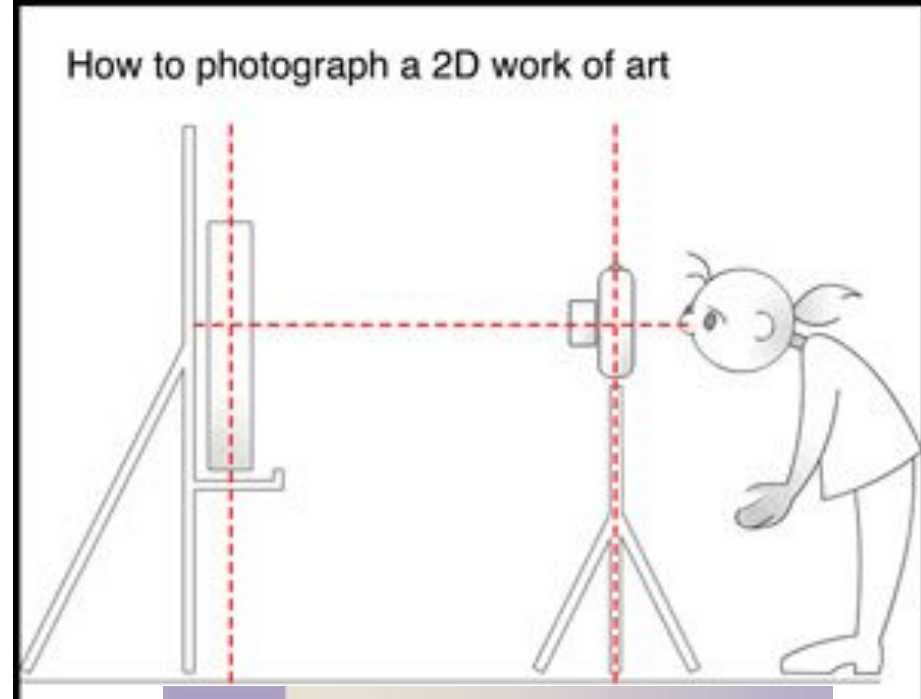
# Step One

- **Place your artwork on the easel in the studio**
  - **Make sure it is straight**
  - **Make sure it is not leaning too far back (otherwise it will distort the image)**
  - **Use a rolled piece of BLUE OR MASKING tape and a white poster if your artwork is not going to stand on its own**



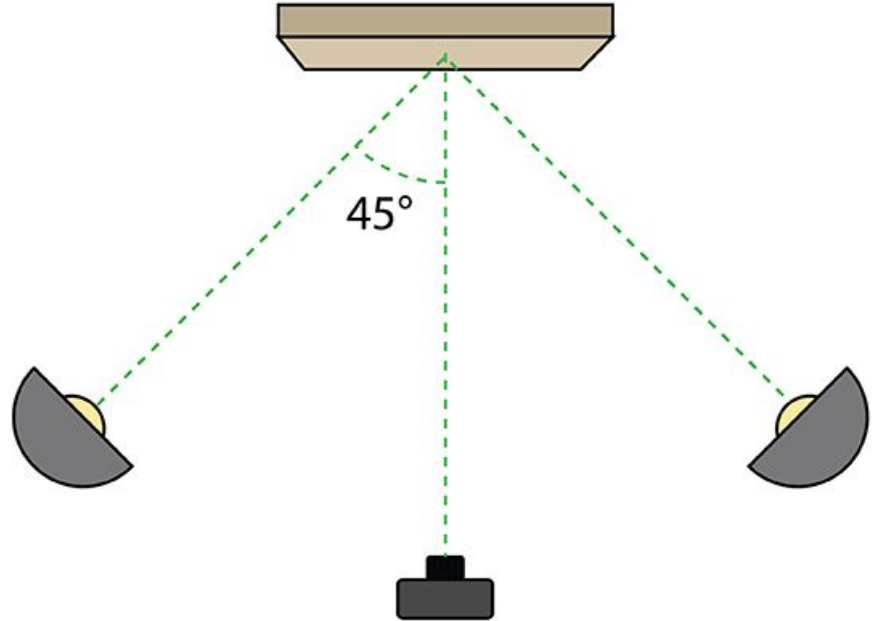
# Step Two

- **Set up your camera**
  - Use a tripod - Make sure it is securely in the tripod in locked position about 5 ft. from the art
  - Make sure your camera lens is aiming directly towards the middle of the artwork (otherwise it will distort the image)
  - If you need to slightly tilt your artwork, slightly tilt the tripod/camera in the same way



# Step Three

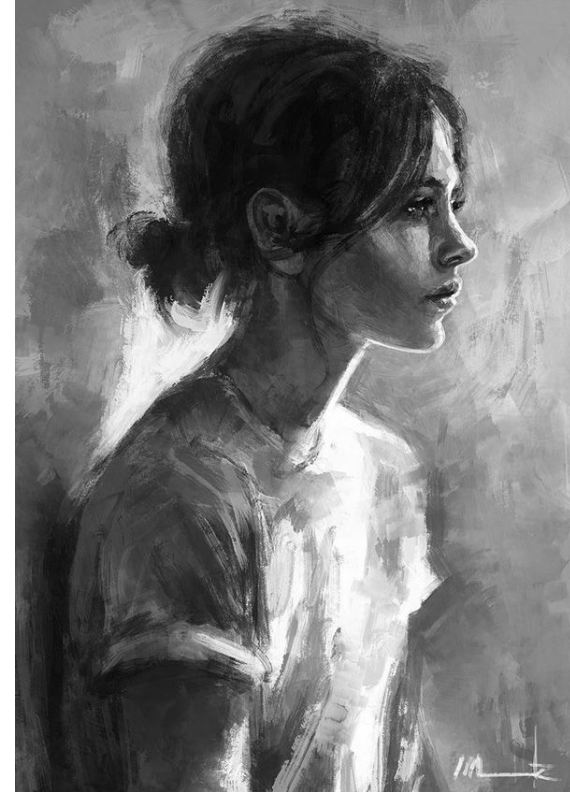
- **Set up the lights**
  - Use softbox lights - the lights with the white cover over them (cover softens glare)
  - Make sure your lights are set up at 45 degrees from the artwork on either side, this is so the light doesn't reflect back onto the camera's lens (otherwise it will effect the light and shadows)



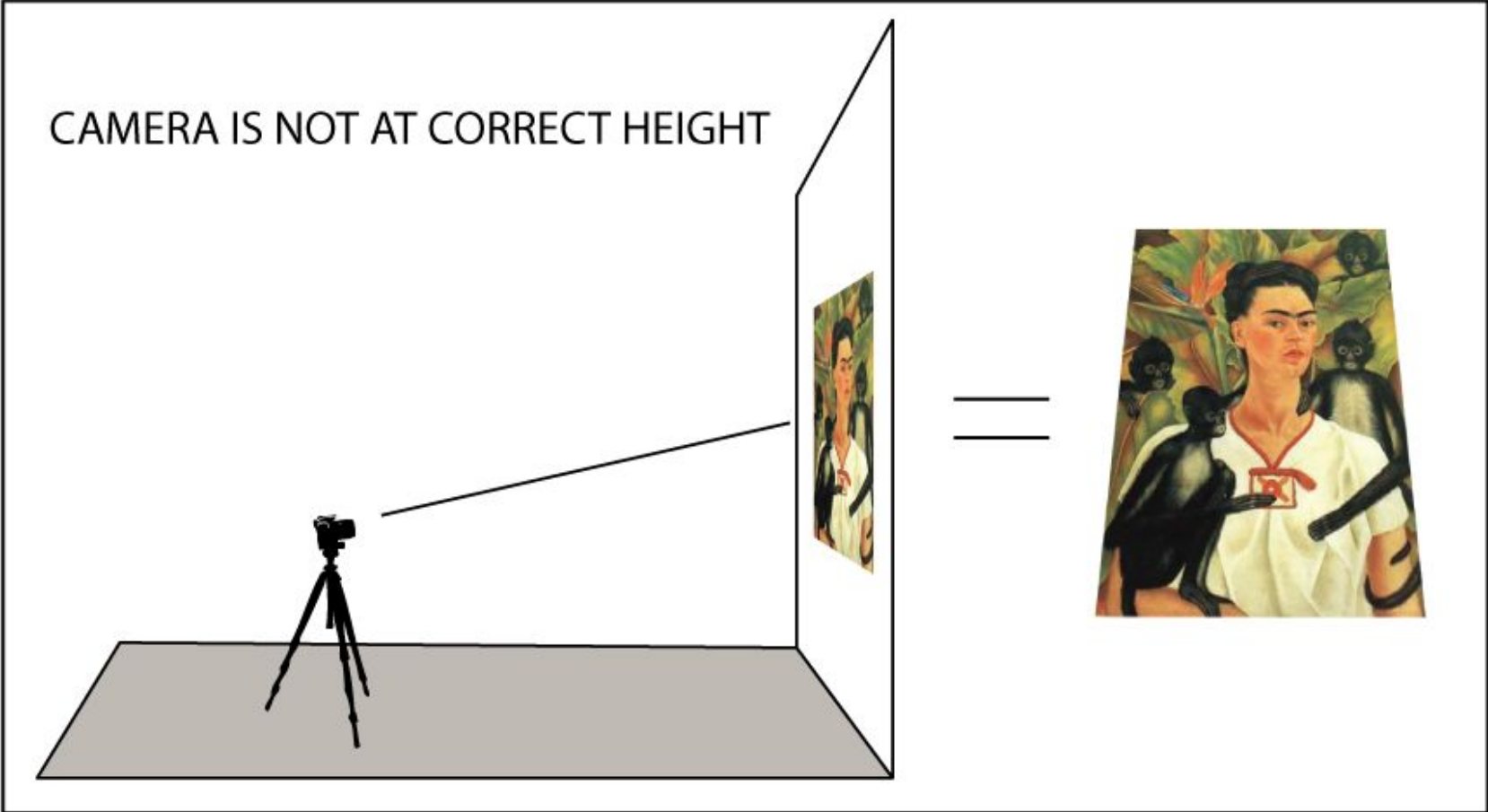
# Step Four

- **Position the Artwork on Camera Lens**

- Look through the viewfinder on the camera, Fill the frame as much as possible with the artwork without being too close (zoom in)
  - This will produce a higher quality image, rather than shooting a small image from far away
- Match the edges of your artwork (if it is a square or rectangle) with the viewfinder as you look through - this will make sure you are not distorting your image and your camera is aligned successfully

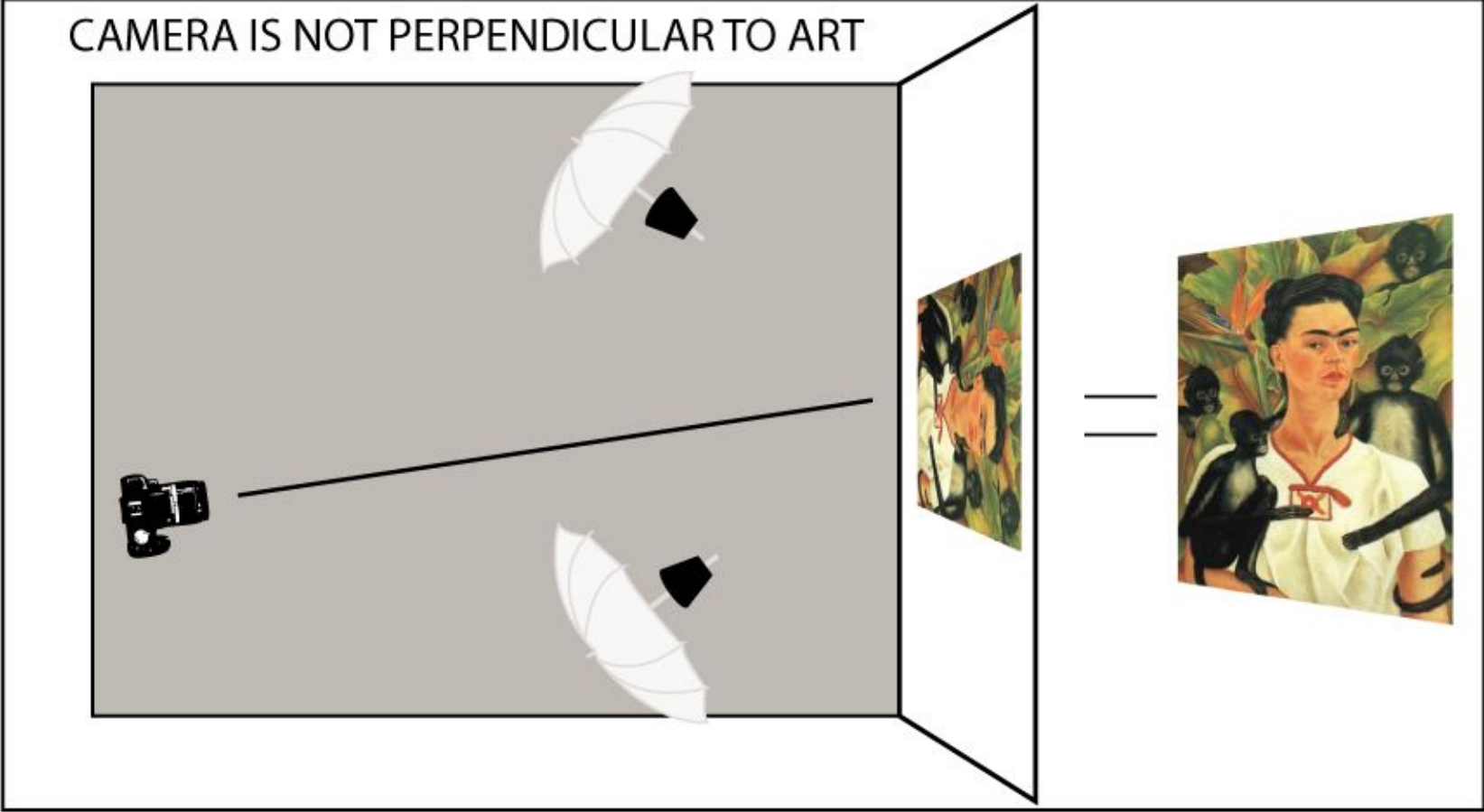


# Common Distortions When Shooting Artwork

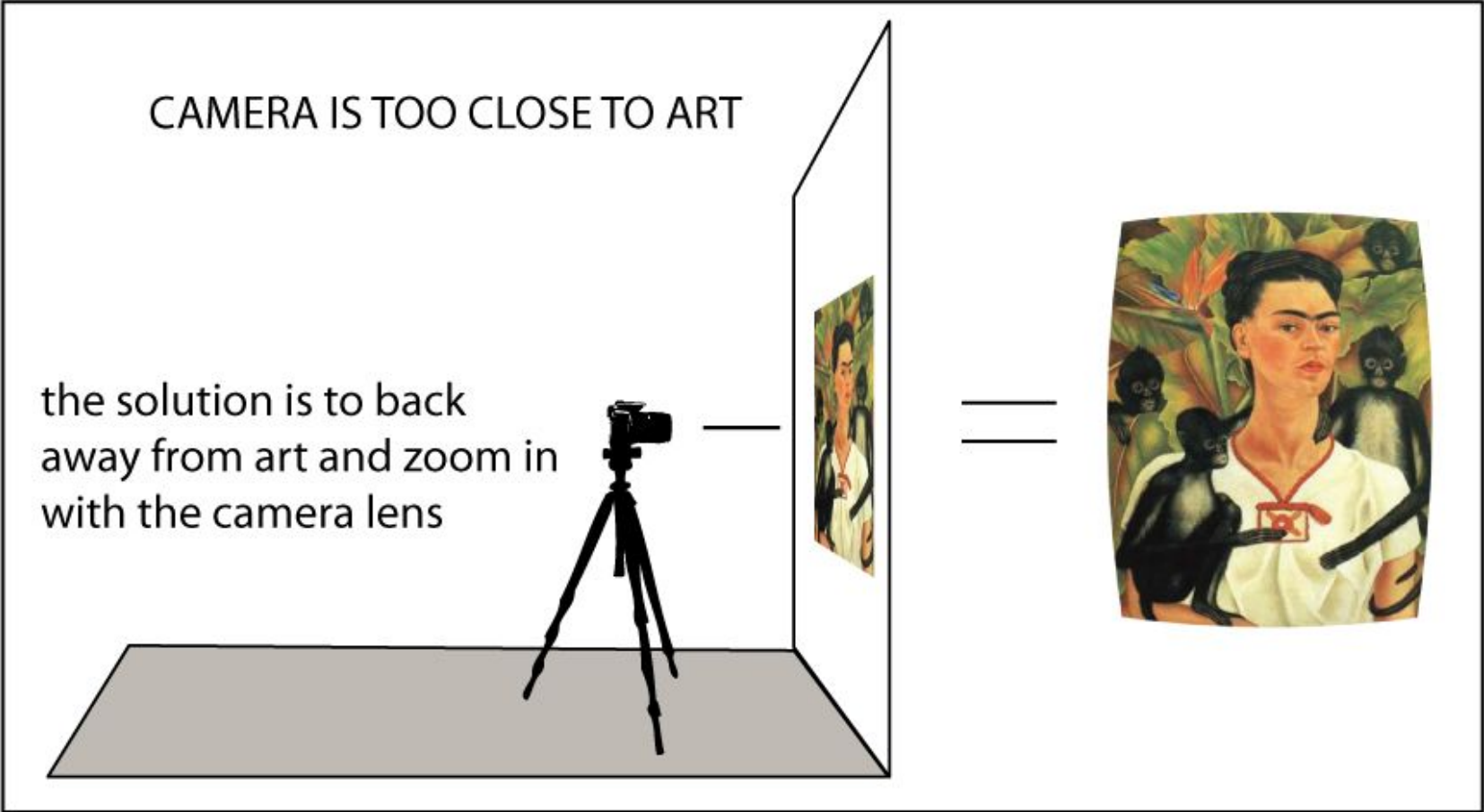




# Common Distortions When Shooting Artwork



# Common Distortions When Shooting Artwork



# Step Four

- **Take test shots**

- Take a photo and look at how it came out, do you need to adjust anything?
- Look back and forth at your first photos and the actual artwork to see if the colors match, the white matches, and it is not distorted or angled



**If you answer these questions with a “No” then your photo is not successful**

**1. Do the colors match the original artwork?**

**2. Do the whites match?**

**(not yellow, pink, green, purple, or blue?)**

**3. Is the image properly aligned and zoomed/cropped?**

**4. Is the surface free of reflections and/or glares from improper lighting?**

# Helpful Hints:

- Don't add varnish or gloss to an acrylic or oil painting before photographing it (glare)
  - Don't frame your artwork behind glass
- Set camera on auto with no flash (unless you know more about photography)
  - DO NOT use a flash
- Take LOTS of shots, you choose the best
  - Help each other and don't mess around

# Getting your photos from the camera to the computer

- Log into one of the computers here
- Plug the camera card into my card reader
- Plug the card reader into the computer's USB  
(back of the computer not the keyboard)
- Go into computer and it should show up there
- Drag your photos you just took onto the computer  
or YOUR flashdrive
- Make sure the photos are secure on the computer  
or your flash drive
- Delete the photos off of MY camera card **CAREFUL!**  
(if it is my card delete, if it's yours, keep them if you want)
  - Eject the card reader **SAFELY** and return items

**NOTE:** Remember the computer you were on (look at the label above) because if you dragged them onto that computer (versus dragging them onto your OWN flash drive), they will be on that specific computer!

(p.s. There has been one time where the computer lost someone's image... this is why getting your own flash drive is important)

(p.p.s. If you do get your own flash drive, make folders and keep all of your photographs organized!)

# Now you are ready to edit your photos

Start by choosing the most **clear,**  
**centered, and accurate photo**



# **Tutorial:** **How to Edit Your Photo on Photoshop**

**Goal is to Match the Original Artwork,  
not do anything crazy!**

# Please watch these YouTube videos

1. <https://www.youtube.com/watch?v=2NosHNaZwzq>
2. <https://www.youtube.com/watch?v=lq-nMNsdCdc>

# Let's Go Over

History Tab

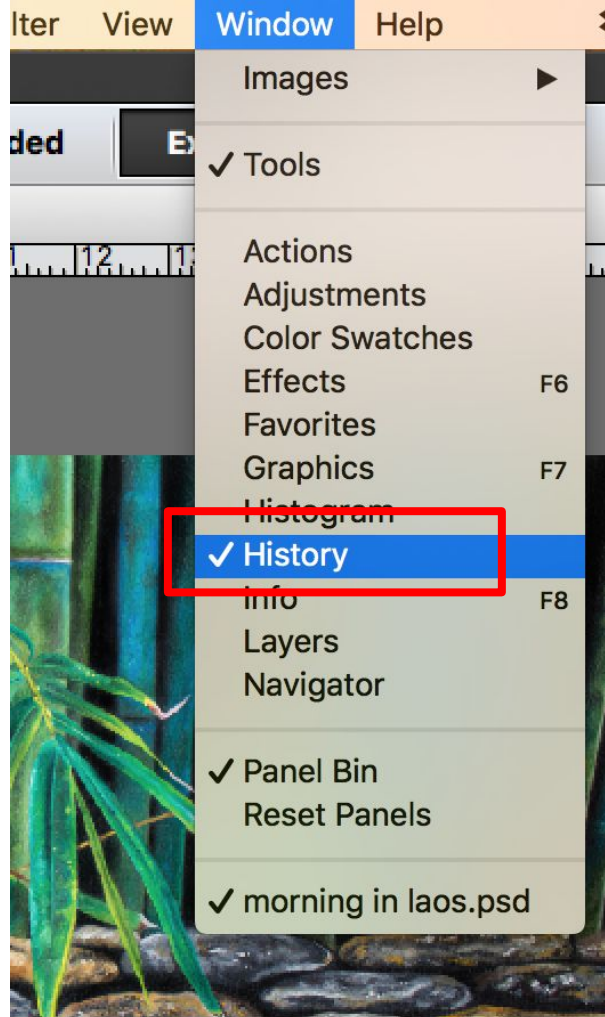
Cropping

Levels- adjusting lights/darks

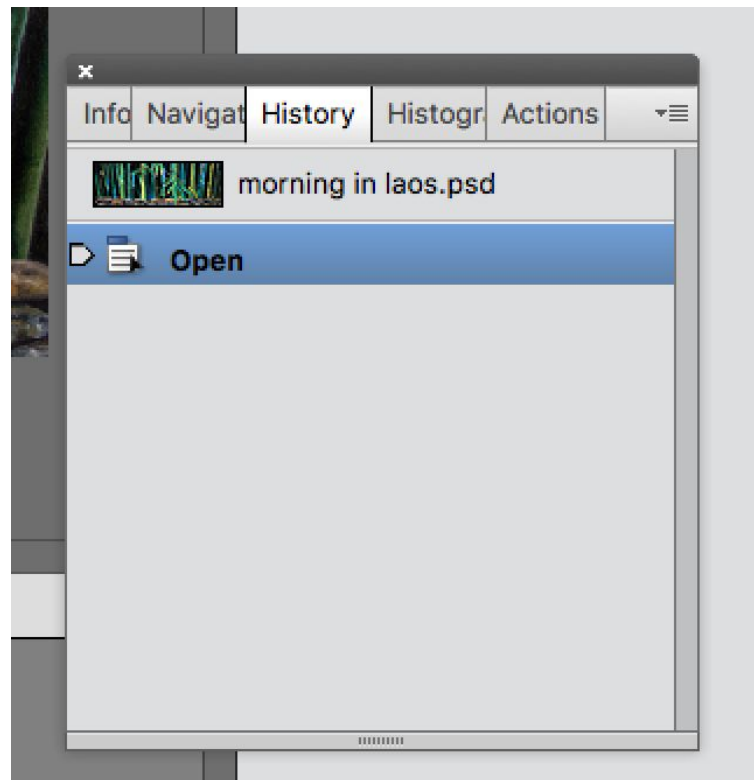
Changing the file size

Saving your image

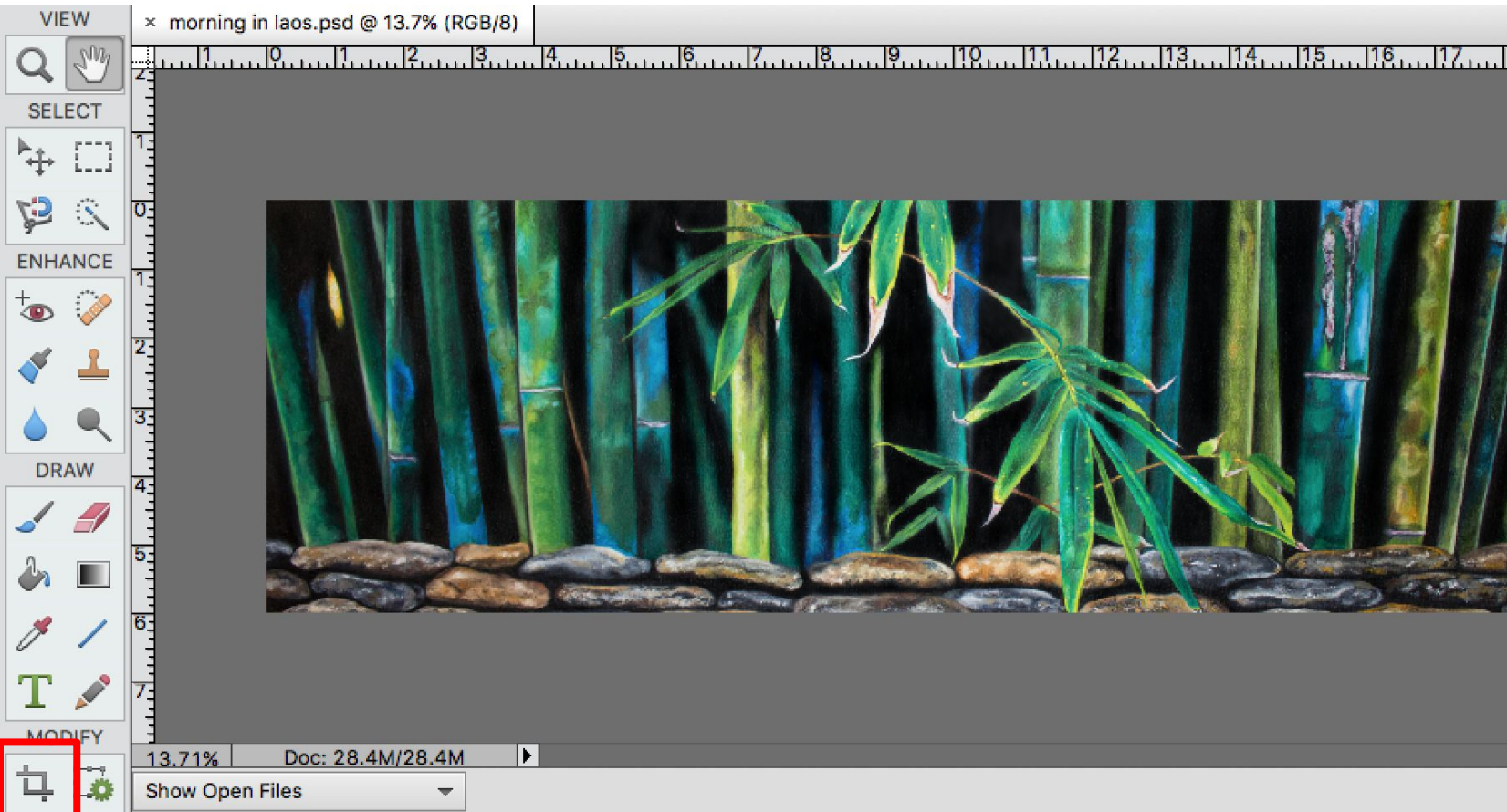
**IT IS IMPORTANT TO VIEW YOUR ORIGINAL ARTWORK WHILE EDITING!**



# History Tab



# Crop Tool



VIEW

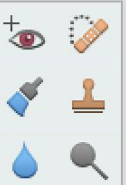
x morning in laos.psd @ 13.7% (RGB/8)



SELECT



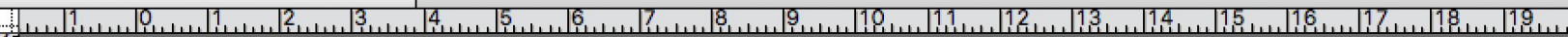
ENHANCE



DRAW

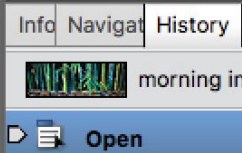


MODIFY



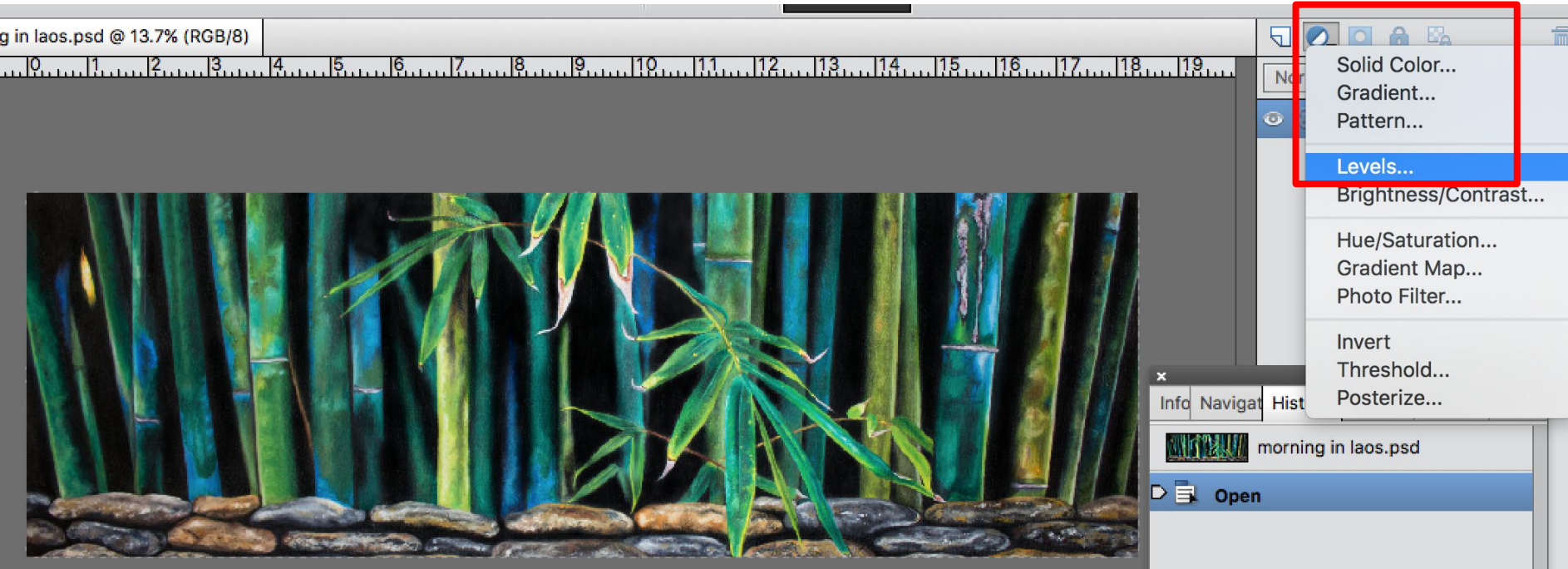
13.71% Doc: 28.4M/28.4M

Crop





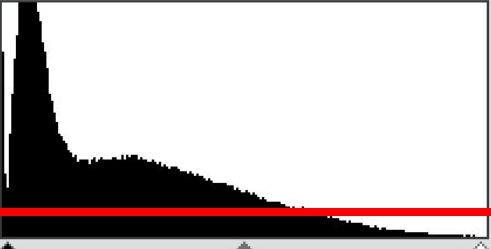
# Levels






Levels

Channel: RGB Auto



0 1.00 255

Output Levels:



0 255

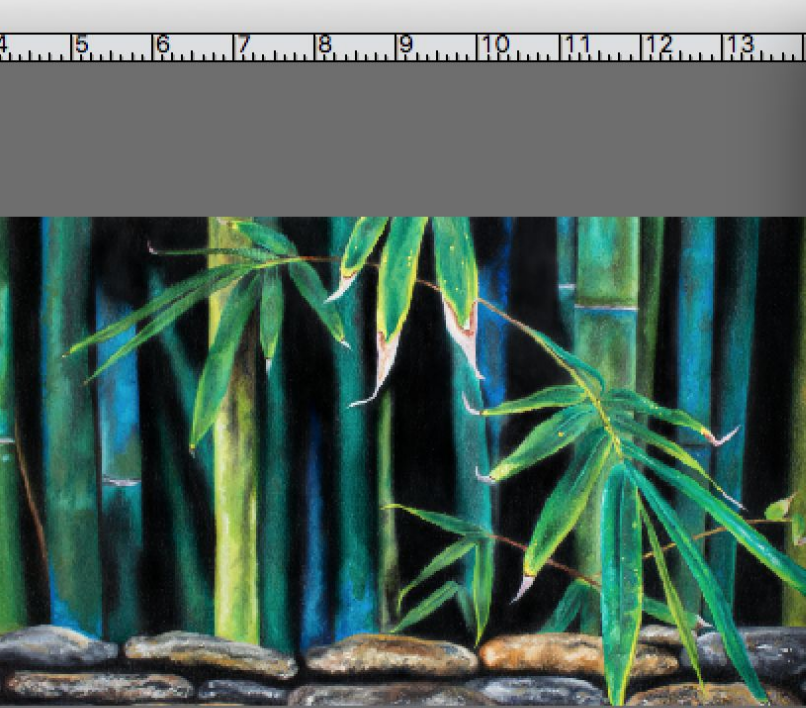
The image shows a histogram window in a software application. The window is titled 'Levels' and has a close button in the top right corner. Below the title bar, there is a 'Channel' dropdown menu set to 'RGB' and an 'Auto' button. The main area contains a histogram showing the distribution of pixel values. The x-axis is labeled with '0', '1.00', and '255'. The y-axis represents the number of pixels. The histogram shows a high concentration of dark pixels (black) on the left side, with a long tail extending towards the right. A red box highlights the x-axis and the histogram area. Below the histogram, there are three vertical sliders for adjusting the input levels. The bottom slider is labeled 'Output Levels:' and has a range from 0 to 255.



# FIRST ALWAYS SAVE A PSD

- **Under Image Size**  
**change it to 300dpi (resolution)**
- **Then SAVE AS photo**
  - As a Photoshop file (psd)  
Name it:  
1Concentration\_Name  
7Concentration\_Name
- **YOU save the PSD (Photoshop file)**  
(Don't give me the Photoshop file, it takes too long to open on my computer)

# Changing Resolution



Learn more about: [Image Size](#)

Pixel Dimensions: 28.4M

Width:  pixels

Height:  pixels

Document Size:

Width:  inches

Height:  inches

Resolution:  pixels/inch

Scale Styles

Constrain Proportions

Resample Image:

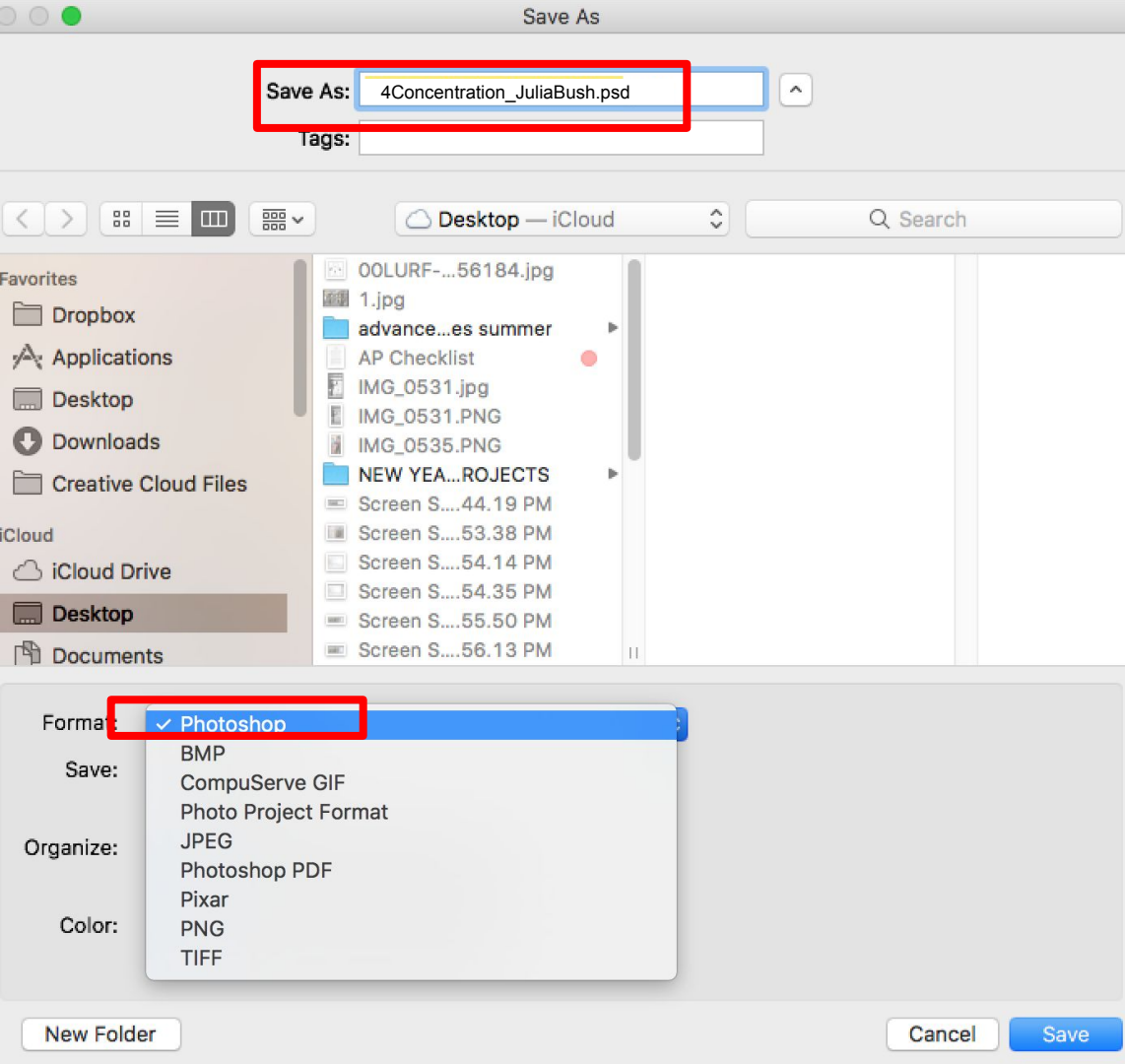
OK

Cancel

Help

Don't change this yet!

ONLY THIS!



# Save As PSD

# THEN SAVE AS

- **Under Image Size**

**Keep as 300dpi (resolution) no larger than 3M**

- **Then SAVE AS photo as**

**-A JPEG**

**Name it:**

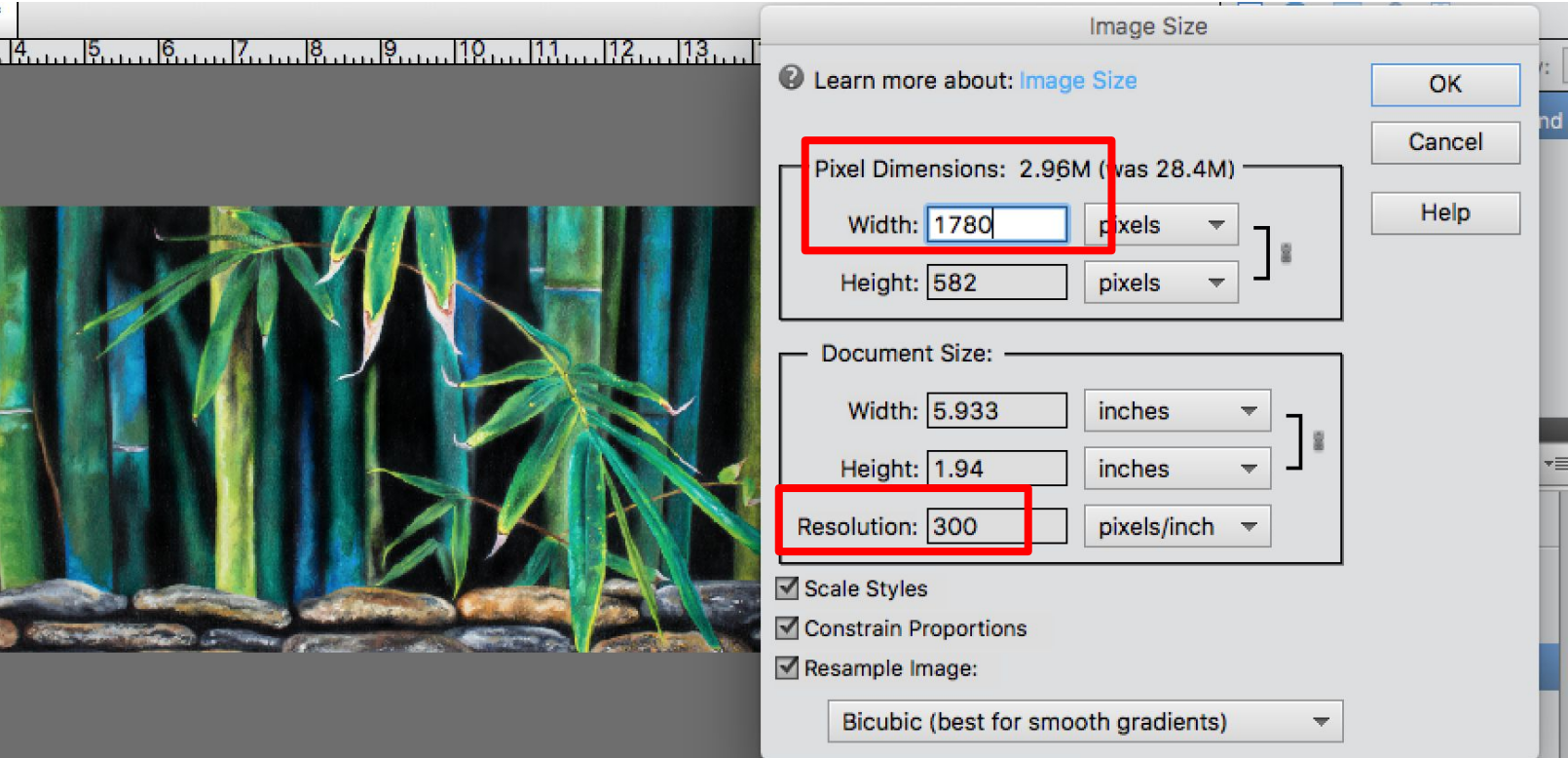
**1Concentration\_Name**

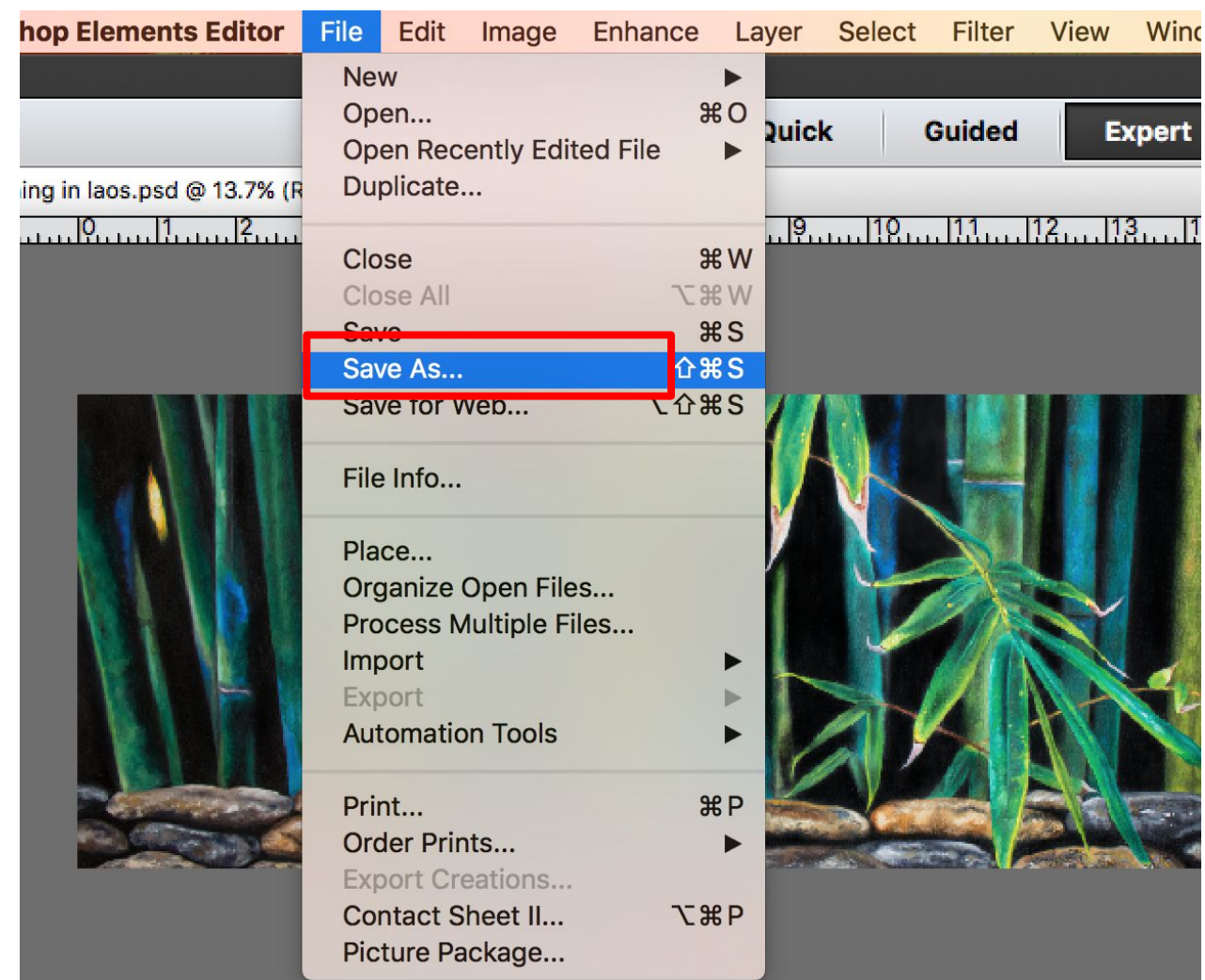
**7Concentration\_Name**

- **Put the 300dpi, under 3M JPEG file in  
Google Drive shared folder**

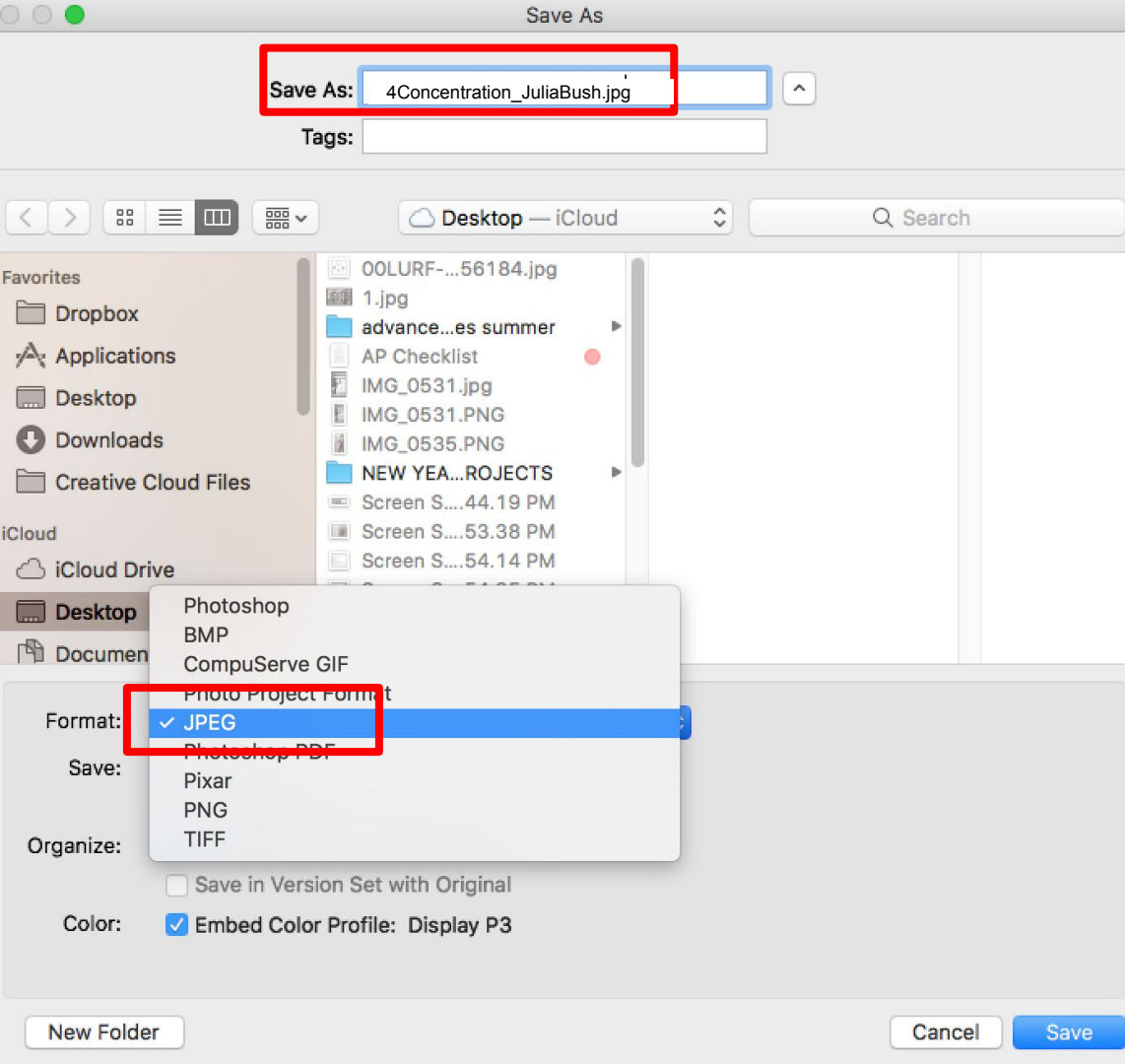
**(ex: save 7Concentration\_JuliaBush, drag JPEG  
into Google Drive shared folder named “your name”)**

# File Size





# Save As



# Save As JPEG

**NOTE:** Do not save over the ORIGINAL image from the camera, create a NEW image. This way if you mess up then you can always go back to the original!



# Now you are ready to drop the JPEG into Google Drive

- You want to put these into the Google Drive folder before your project due date
  - UP TO 5pts for every photo
- I will let you know if you need to retake them using the photo submission paper
  - Let's look at the Photo Submission paper

# AP Artwork Photo Submission

Name: \_\_\_\_\_

Mrs. Bush

Per: \_\_\_\_\_

If changes need to be made, you get ONE re-submission for the entire set of photos. Must be submitted before grading period ends. Images will not be graded and considered late unless they are labeled correctly, in our shared folder, and the correct size.

*Digital Artworks: Looking highly at composition and sharpness. Look for awkward cropping, tangents, and dirt spots.*

*Physical Artworks: Cropping of background and lighting are key. Use the original as you match it to the digital and edited version.*

<b>Artwork (5 Points for Each Photo)</b>	<b>Student Checkmark: Submission to Google Drive Shared Folder?</b>	<b>Student Checkmark: Correct Label in Google Drive Shared Folder?</b>	<b>Student Checkmark: At 300 dpi? Under 3 megabytes?</b>	<b><u>Teacher's Comments:</u></b>	<b>Student Checkmark: Re-Submission? If so, check the edited photos</b>
1 Concentration					
2 Concentration					
3 Concentration					
4 Concentration					
5 Concentration					
6 Concentration					
7 Concentration					
8 Concentration					
				<b>Teacher Total: /40</b>	<b>Revised Total: /40</b>

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9 Concentration					
10 Concentration					
11 Concentration					
12 Concentration					
13 Concentration					
14 Concentration					
15 Concentration					
				<b>Teacher Total:</b>	<b>Revised Total:</b>
				<b>/35</b>	<b>/35</b>

Please be aware that you will be tested on this information. It is so that you can submit photos to the College Board that reflect your original artworks. Keep practicing and refreshing your memory on these steps.