

Documenting Your Art Work

Adjusting Your Images

Selecting your work:

Wherever you are sending your work, it is not necessary to send every photo you have shot. Choose the best image of each work, with any detail images that compliment them. Remember you need to select images which best represent your work for people to see.

Adjusting the brightness and contrast:

Your camera will probably read the scene you are shooting and average the colours out to mid grey. This means that if you are shooting a drawing with a lot of white paper, it may make the paper grey rather than white. You can correct this with your computer but be careful as computer programs can only tweak things so much. If an image is very dark or very bright you may need to take it again. **DO NOT ADJUST THE CONTRAST SO MUCH THAT YOU BLOW OUT THE HIGHLIGHTS OR SHADOWS.** It is important to see all the work, remember, this photo needs to be a good representation of your image.



Good



Too bright



Too much contrast

If you are using a PC:

1. Right click on the file and in the menu that opens go to Open With > Microsoft Photo Editor.
2. Click on the yellow sun icon along the top menu bar (or go to the Image menu, then choose Balance)
3. Make the image lighter by sliding the top slider to the right, and give it more contrast by sliding the middle slider to the right. Adjust these two in relation to each other – if you add more contrast after lightening the image, you may have to darken it again to stop the highlights blowing out.

Microsoft's website has tutorials that cover the image editing software which will have come with your PC if you don't have Photo Editor. Just go to the website and look under the version of windows which your computer is running. <http://www.microsoft.com/windows/products/default.mspx>

If you are using a Mac:

If you are using a Mac you will probably have Apple iPhoto installed. This has a good help menu in it which will link to Apple's website. On the website you will find video tutorials that cover how to adjust your images and resize them for emailing.

<http://www.apple.com/ilife/tutorials/#iphoto>

NB. There are many different kinds of image editing software. All will have brightness and contrast adjustments in them. Unfortunately we can't include instructions for all of them but most will have some kind of help menu you can search in.