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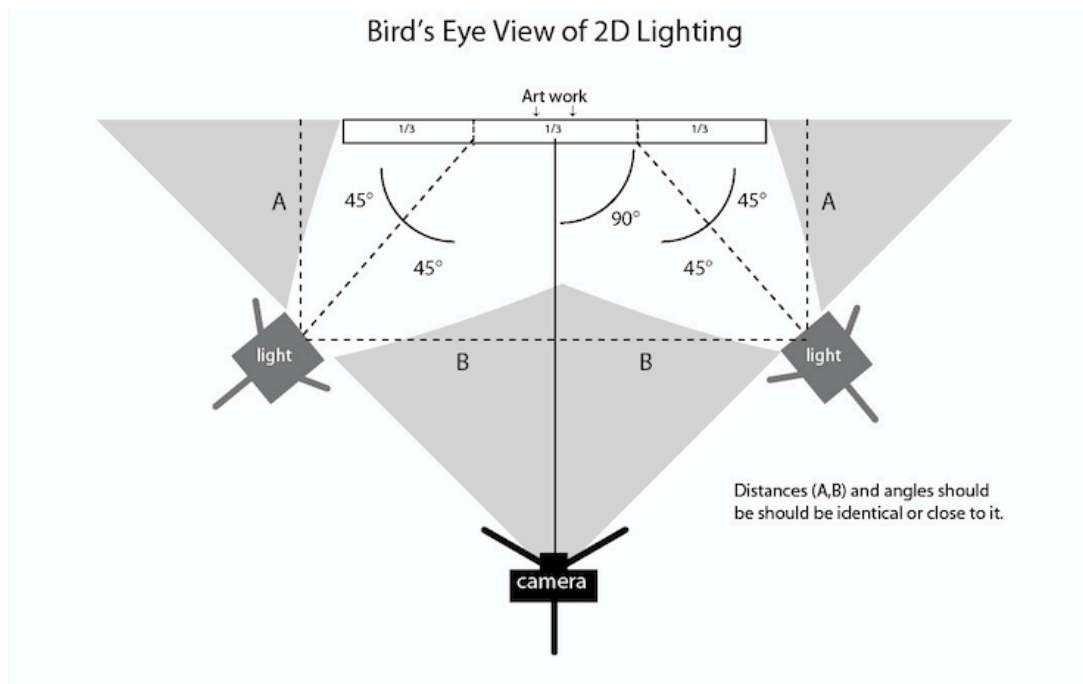
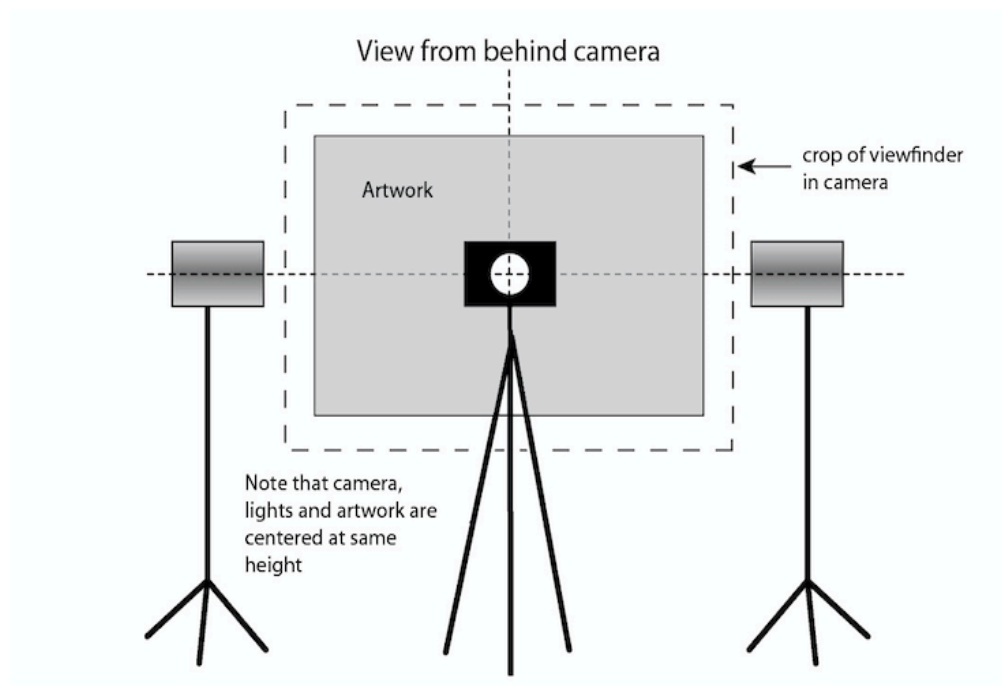
TIPS FOR DOCUMENTING YOUR PORTFOLIO

When documenting work for your portfolio, you want to create the best representation of what you have done- with accurate colors, details, textures, etc. Good documentation will allow us to focus on your work and not be distracted by extra information.

- Camera:** A DSLR camera will produce high quality images, but your smartphone can also do a great job.
- Light:**
- The source/type of a light will determine its color. The combination of your brain and your eyes usually compensates for the color from different light sources and interprets it as white light or neutral light.
 - It is important that your lighting is even across your work. Depending on what you have around you, you may do this by setting up extra lights or working during the daytime.
 - Diffused, natural light works well. This is light that is evenly distributed across the surface of your image with no sharp shadows. Imagine a cloudy day.
 - When photographing your work, put it close to a door or a window, so that it is not in direct sun, but there are no shadows.
 - Don't use your camera flash.
- Tripod:**
- An inexpensive tool that makes a big difference. You may also need an adapter mount for your smartphone which works in both horizontal and vertical formats.
 - Maintain shooting angle and height to ensure that there is no distortion. All of your lines will be straight and your image will remain in focus.
- Background:**
- Keep background simple, plane and neutral. White, grey or black work well.
 - For 2D works consider a piece of foam-core or paper, a clean wall or fabric.
 - For 3D works, use white, grey or black fabric or background paper (seamless). Attach fabric to wall then gradually curve the fabric to conform to the horizontal surface (table) your work will sit on.
- Editing:**
- Edit your images after you take them. This might be in-camera/on your phone or using software, like Photoshop.
 - Crop your image to what you want the viewer to see.
 - Pay attention to the accuracy of colors and contrast, and make adjustments
 - Check that all your lines are straight and there is no distortion (your rectangle looks like a rectangle).

Documenting 2D Work

1. Hang It on the Wall

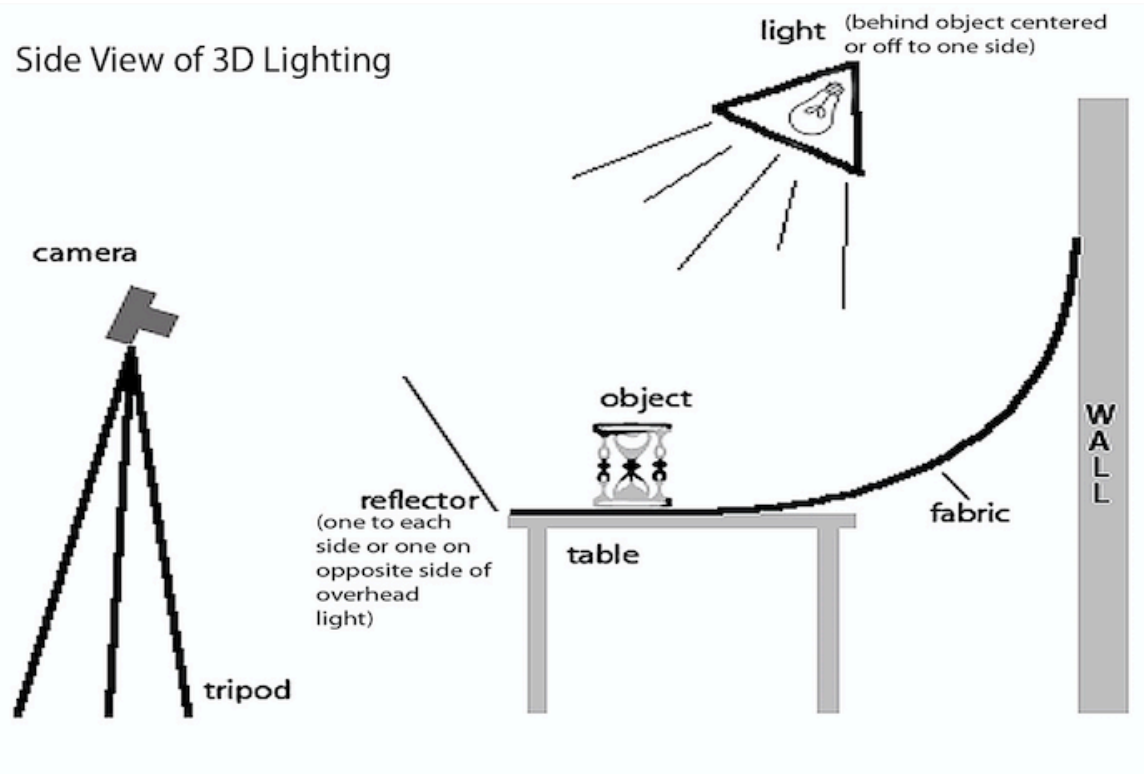


2. Working Flat

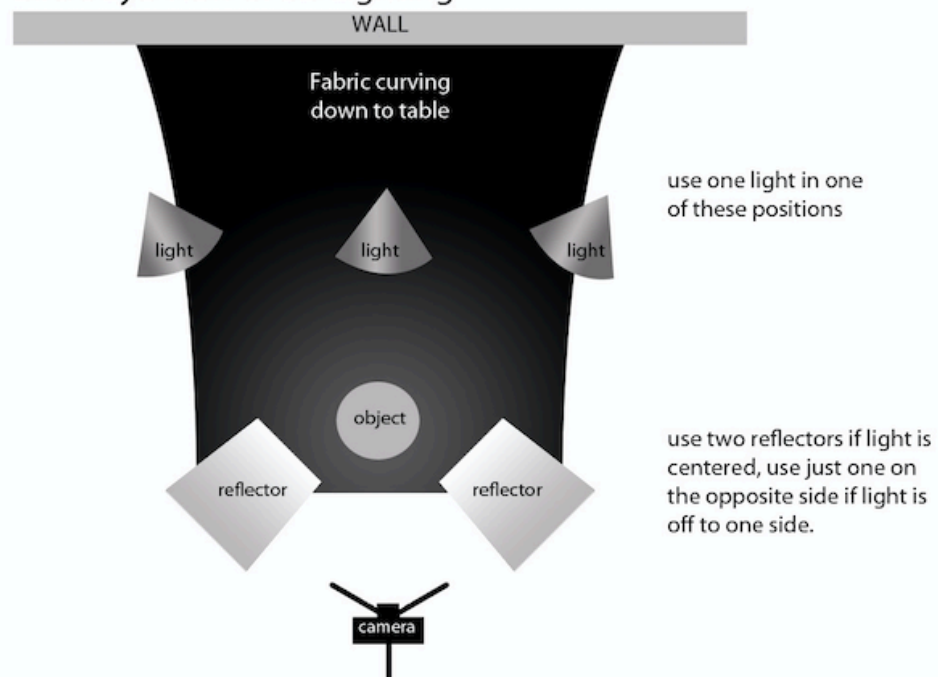
Lay your image on the floor or table, close to a door or window so that you have indirect natural light. Stand directly over the image that all lines are straight, but make sure that your own shadow is not affecting the artwork. Make sure that your background is a neutral color. If your work is small enough, you can also use a flatbed scanner.

Documenting 3D Work

Side View of 3D Lighting



Bird's Eye View of 3D Lighting



Documenting Installation and Temporary Work

You may not be able capture your entire piece in single photograph, so you will need to experiment with different points of view. Try to avoid background information that may not be part of the piece. Include overall shots as well as detail shots.

With this large installation, it is difficult to show all the important aspects of the piece in one image. To describe this work, you might use a photograph from the front, the back as well as a closer view (detail) of the image on the screen.



Some Examples of DOS and DON'TS



DON'T! Here, there is excess space and a distracting surface. The image was taken from an angle (camera not parallel to the image) and there is a hot spot from uneven lighting.



DO! Even lighting, saturation adjusted, excess information has been cropped out, image is not distorted.



DON'T! This sculpture is overly illuminated. There is not enough contrast between the background and sculpture. Background has distracting marks.



DON'T! Too many questions raised. Is this an installation? What are we looking at? Why is it on the floor? The background is distracting and confusing.



DON'T! This is getting better. Background is neutral and form has more contrast. Cast shadows may be distracting.



DON'T! Overhead view creates a potentially confusing image with distortion. Proportions are not clear.



DO! Background contrasts with the form, emphasizing the shape. Lighting doesn't flatten or create distracting shadows. Background was made using paper and is clean with no distracting smudges.