
Cataloguing: Tips about using a digital camera and editing images from a digital camera.

GLOSSARY: Words you need to understand

Copyright	The law that protects your artwork from being copied without your permission. If you give permission, you will need to sign a paper to explain what you're allowing your designs to be used for. Sometimes you can get paid for this.
Frame	The way that you choose to display an image. It is where you place the object or where you make the edges of the image.
Focus	The way the camera makes the image clear and sharp to look at.
Scroll	The button at the side of the page on your computer screen. It will move the page up or down on your computer screen.
Download	The action which gets the images from the camera and puts them on the computer. You can download many sorts of files from the internet or another device like an ipod.
Save	You keep a file, document or photo on the computer, stored in a folder, for example the "Images to Edit" folder.
Insert	Copy a photo into a space on your document. For example, insert the photo of a painting into the certificate of authenticity.
Field	A window or part of a window that you have selected on the computer.
New record	A blank copy of the window that you will write the art work catalogue details into if you use FileMaker Pro.

Window	The 'page' which opens up on the computer.
Tool bar	The row of icons and words at the top of your 'page' on the computer.
Edit	To change the look of a picture. The word edit is on the toolbar on your window.
Crop	To cut away a part of a picture. It is an icon on your tool bar.
Rotate	To turn around.
Save as	The list under File on your computer screen. It lets you put your file or photo safely away where you choose to keep it.
Catalogue number or code	What your art centre gives each artist's artwork. This is the number that is written on the artwork, and is put in the computer, with a photo of the artwork.
File	The name of the single letter or document (.doc) on the computer.
Folder	Where you might keep a group of files or docs. Usually they will all have something in common, for example "Art Centre Committee of Management".
Catalogue	The list of artworks on the art centre computer. It is also the list of artworks in an exhibition at a gallery

Artist's knowledge and permission: Copyright and Moral rights

If you take a photograph of an artwork you must have the permission of the artist.

The artist has the right to:

- Know where photos of their work are being used.
- Obtain a fee for the use of their artwork in some publications.
- Expect their artwork to be protected from being copied or altered.

One job of an art centre is to keep a record of the art works made by each artist at the art centre. This is a catalogue. The catalogue will keep the history of all the art centre artists. It helps to sell the art work and to prove it is authentic. Authentic means that it is made by the artist named.

It is very important that the details of who made the painting and where and when are correct.

Copyright and Moral Rights are very, very important. Your art centre can get free information about them from:

VisCopy: www.viscopy.com

ArtsLaw: www.artslaw.com.au

Use a digital camera to photograph

Each camera should have a manual that tells you how to use it. This is a basic guide only.

Taking a photo with a digital camera.

The camera might look like this.

On the top are buttons:

Shutter button. This one takes the photo. It also might read the light and focus first. Sometimes you need to press half way to set up light and focus and then press more until a loud click.

The ring outside the Shutter moves around left or right. It will make the picture look closer or further away. You can choose the best one. It is called the **Zoom**.

Set to take light and focus **Automatically** (Auto).

Turn on and off.

Here is the **Flash**. It is automatic. It will choose when to go off.



Behind the **Shutter** is the **Lens**. It will move in or out of the camera when you use the Zoom ring. It is the “eye” of the camera.

The camera has to have power from **batteries** to work.



There is a button on the camera to turn it **ON** and **OFF**.



Most digital cameras will set themselves the right way for a photo when you select **AUTO**. (Automatic).



Set this switch on the camera to:

1) Take a photo.



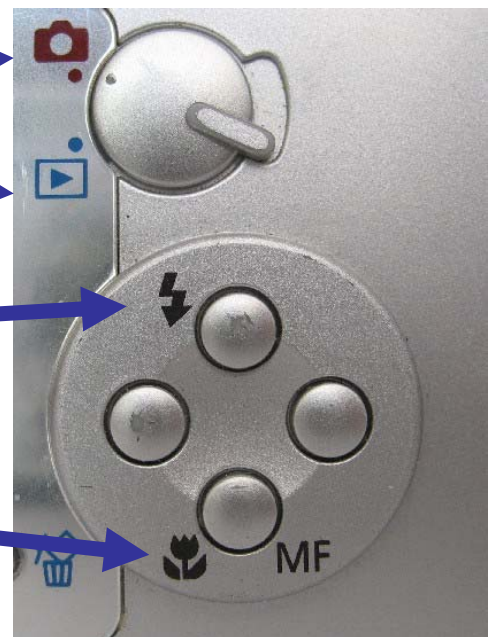
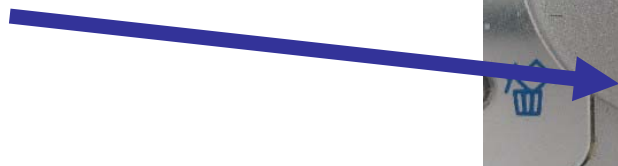
2) Review photos taken.



This crooked arrow is like a lightning flash! This button will stop the camera from making a flash when you take a picture.



The camera has a setting to take very close up photos. The flower symbol tells you it is the button for close up.



Transferring photos onto the computer.

Plug it in. The camera can connect to the computer with a cable. The cable has special plugs on each end. One to fit into the camera and the other to fit into the computer.

Set the switch on the camera to view photos and turn the camera on with the power button.

The computer should then recognise the camera and tell you the next steps to view the photo.



Using the Crop tool on the computer

Select the photo you will use from the file. Choose the icon on the computer screen that looks like this.



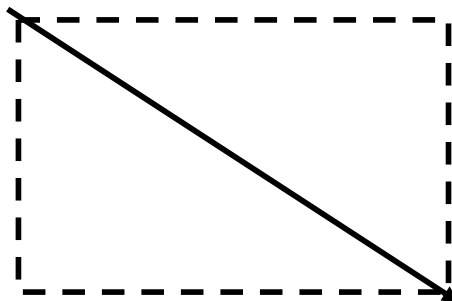
The cursor (the marker showing on the Computer screen) that you will use is like a PLUS



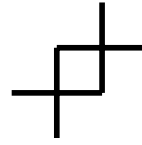
sign.

You can put the cursor on the top corner of the part you want to save in the picture.

Hold the left side of the mouse down and drag the mouse across the opposite bottom corner.

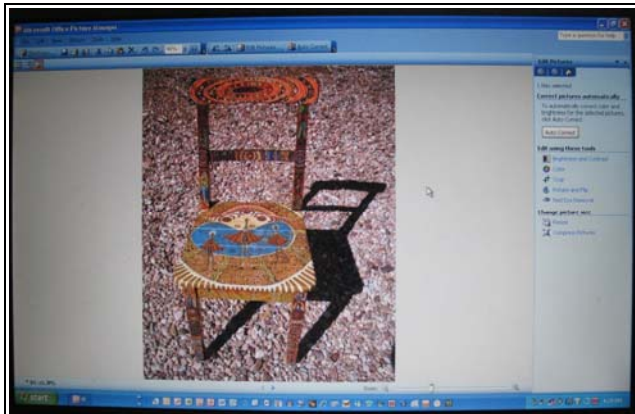


A square shape like the one here will appear around the part of the picture that you selected.

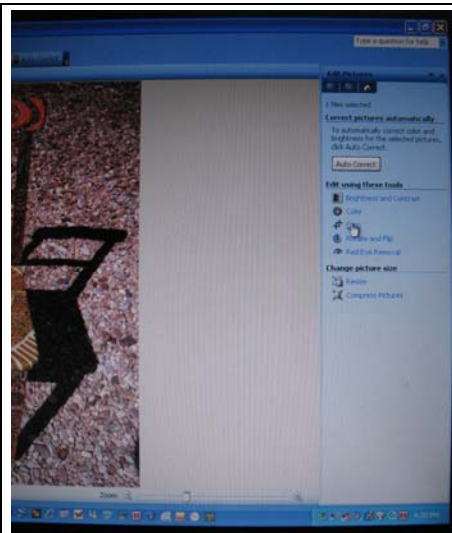


Next you choose the word **CROP** or icon.

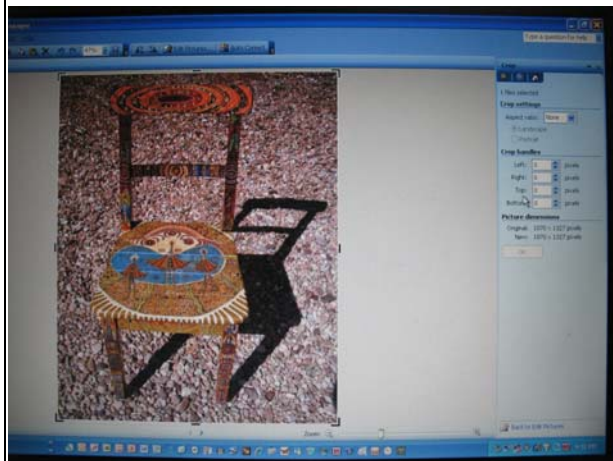
Try using the crop tool to make the artwork look well positioned in the photo.



This program is called Picture Manager. It has a button you select called 'edit pictures'.



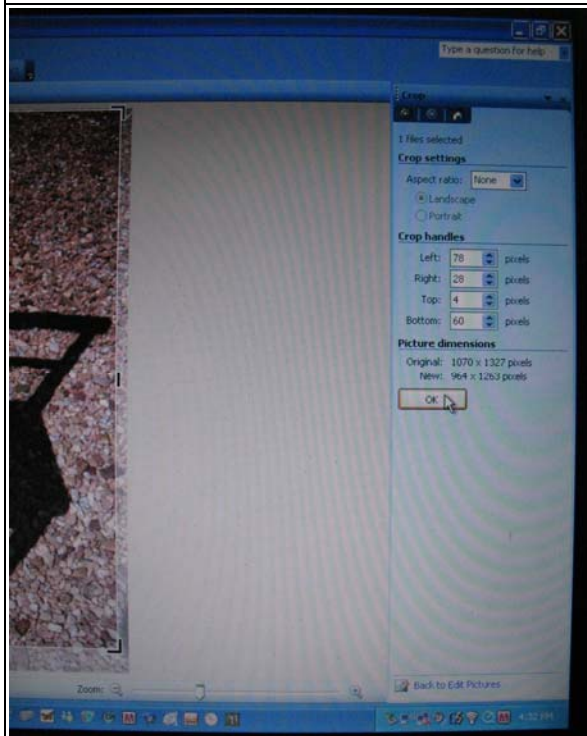
From edit pictures you can select 'crop'.



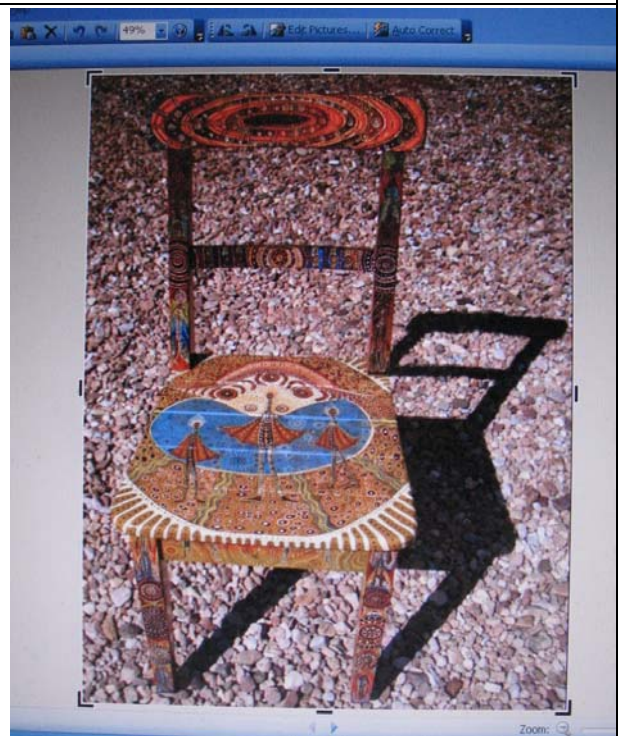
The crop tool shows up as short dark lines at the side, top and bottom of the picture.



You can move the 'crop' marks on the picture to screen off the area you want to remove.



When you have chosen what you will remove, select OK from the tools at the side of the picture on your screen.



The finished picture is shown here, after the edges are removed by the crop tool.