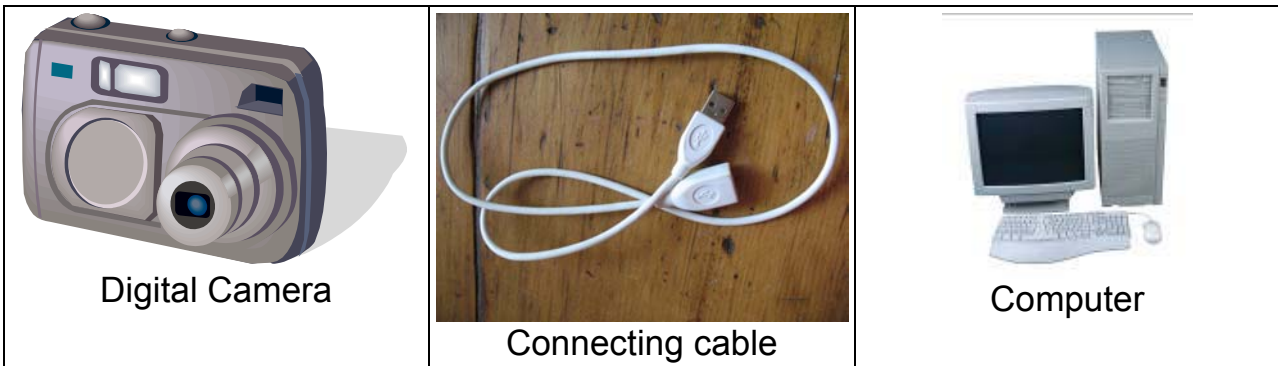

Cataloguing: Take A Digital Photo and transfer it to the computer. This shows you how to photograph art with a digital camera and then download it to the computer.

EQUIPMENT: What you will need



SAFETY: How to stay safe

Make sure you have your desk and chair at the correct height for your comfort
Keep you feet firmly on the floor.
Do not place any drinks or food near any computer or power plugs.

GLOSSARY: Words you need to understand

- Save** You keep a file, document or photo on the computer, stored in a folder, for example the “Images to Edit” folder.
- Insert** Means copy a photo into a space on your document. For example, insert the photo of a painting into the certificate of authenticity.
- Edit** to change the look of a picture. The word edit is on the toolbar on your window.

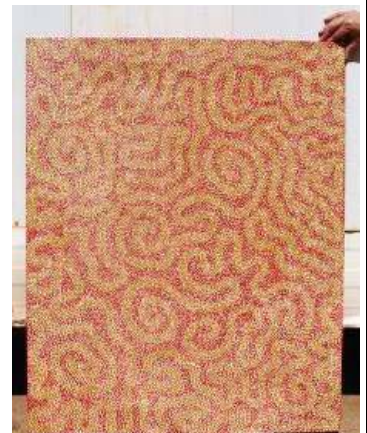
Crop	To cut away a part of a picture. It is an icon on your tool bar.
Rotate	To turn around.
Save as	In the list under File on your computer screen. It lets you put your file or photo safely away where you choose to keep it.
Catalogue number or code	What your art centre gives each artist's artwork. This 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".
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.

Take a photo and download it

Choose place for photograph

Select a place to make your photograph.

- You need bright light that is even all over the art work.
- Full sunlight can work well.



Check camera and set it up for photo

Turn your camera on. Make sure the batteries have power to take a photo.

- Look through the viewer or at the screen on the camera and:
- Frame the image. You need to see all of the artwork in the viewer.
- Make sure you give your camera time to focus properly.
- Try to make the artwork look really good in the photo.



Hold and focus camera

Hold your camera very still. Put your arms on something to help hold still if you can.

- Push the button on the camera firmly. You should hear a real click.
- Take your photo.



Review photo on camera

Check the photo to make sure it looks right in the screen on the back.



- Select this icon to take a photo.



- Select this icon on the camera to view an image.



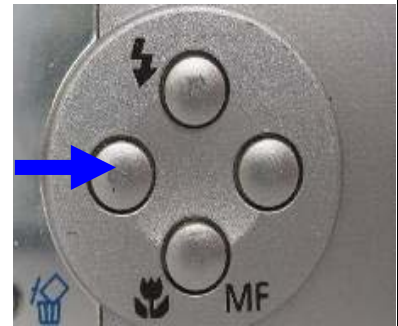
Review

Your photo will pop onto the screen.



Review

If you have taken several photos you can scroll back through them on the viewer by selecting the back arrow.



Attach camera to computer

When you are happy with your photos:

- Take the camera to the computer.



- Plug it in so that you can copy the picture onto the computer for cataloguing.

Begin download

Your computer will then show a window to tell you that your photos can be downloaded from the camera and saved into a file to use in the catalogue.



Follow steps to the end

The wizard program will then lead you through the steps to saving the photo file into the folder you select to keep images in, so they can be edited and used.

There are many different combinations of cameras and image software. Using the simplest combination that is on your computer is a good idea to begin with.

You will still get the quality of results you need as long as you take a good photograph to begin with.

