Art Documentation

- **Equipment needed:**
  - Camera (Canon 80D or similar)
  - Tripod
  - 2 Softbox light kits or other diffused lighting

- **Location:**
  - You can photograph your work wherever you want, but it is ideal to have a solid background. Usually white backgrounds are used but depending on the work you may need a different color.

- **Camera set up:**
  - Turn on camera and set it to “AV” to select Aperture Priority Mode.
  - Format the SD card (This will permanently delete any files currently on the card)
    - Press “menu” → Select the wrench icon → “Format card” → “OK”
  - Set your image quality
    - Press “menu” → “Image Quality” → RAW+L
      - Always keep copies of your photos in RAW format. RAW allows for more flexibility when editing and adjusting the photos to correct color, exposure, white balance, etc.
  - Set your white balance
    - Press “menu” → Select appropriate icon or “K” to enter custom value

<table>
<thead>
<tr>
<th>Display</th>
<th>Mode</th>
<th>Color Temperature (Approx. K: Kelvin)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWB</td>
<td>Auto</td>
<td>3000 - 7000</td>
</tr>
<tr>
<td>☀</td>
<td>Daylight</td>
<td>5200</td>
</tr>
<tr>
<td>🌌</td>
<td>Shade</td>
<td>7000</td>
</tr>
<tr>
<td>☁</td>
<td>Cloudy, twilight, sunset</td>
<td>6000</td>
</tr>
<tr>
<td>🔆</td>
<td>Tungsten light</td>
<td>3200</td>
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<tr>
<td>💡</td>
<td>White fluorescent light</td>
<td>4000</td>
</tr>
<tr>
<td>⚡</td>
<td>Flash use</td>
<td>6000</td>
</tr>
<tr>
<td>✰</td>
<td>Custom</td>
<td>2000 - 10000</td>
</tr>
<tr>
<td>K</td>
<td>Color temperature</td>
<td>2500 - 10000</td>
</tr>
</tbody>
</table>

- Select an appropriate WB setting for your current lighting conditions. The camera has preset WB settings for a variety of environments. Select the one that most closely matches your environment. The tungsten lights (Rifa 88 softboxes) in the Media Pool have a value of approximately 3200K. The LED lights in the media pool can be adjusted from 3200K to 5600K. If you know the color temperature of your lights, manually set the camera rather than relying on the presets. **Never use the auto white balance setting.**
• Set your ISO
  - You will want to keep your ISO as low as possible to avoid any grainy images. Lower number = clearer image. If you have your lights set properly, you should be able to set your ISO to 100 and have no issues.

• Your Aperture or “F-stop”
  - The f-stop refers to how wide the lens opens to allow light to pass through to the sensor. Your f-stop impacts your depth of field, or the amount of the field of view that appears in focus. The lower the number, the wider the lens will open to allow more light to pass through. The wide opening creates a more “shallow” depth of field. Playing around with your depth of field can be useful depending on what you are photographing and what environment you are photographing in.

• Aperture Priority Mode “AV”:
  - Setting your camera to “AV” will allow you to change your aperture while allowing the camera to adjust the shutter speed accordingly. You can use the scroll wheel on the top right of the camera to adjust your aperture and play with your depth of field.

• Lighting set up:
  - Quality lighting is crucial to capturing professional art documentation. Proper light placement allows you to control shadows and texture, making your work appear as vibrant and true to life as possible.
  - Start with a 45 degree angle from the work as seen below

  - For works with more texture, you may need to experiment with light placement in order to accentuate or reduce shadow.