PORTLAND SOCIETY FOR Calligraphy

Photographing Your Work

1. **Please photograph or scan your piece *before* framing it.** Photographing through glass is tricky.
2. If you are using a scanner, please set the resolution of your scan to 300 ppi or higher. Scan in color in the JPG (or JPEG) format.
3. If you are taking a photograph with a phone, make sure you have your camera settings at the highest quality.
4. If you are emailing us your photo, please make sure your email software is not reducing the size of attachments. This setting can usually be found in the settings menu.
5. When photographing artwork, the camera must be directly in front of the piece and completely level, so that all four edges are straight in the resulting image.
6. If you must take a photo of a framed piece, be sure to take the photo straight on with no glass glare. Lighting should be from an angle such that lightbulb reflections are not visible in the photo.
7. Photos must be of the piece only, no mats or frames included. Anything that ends up in the photo besides the artwork itself will get cropped, resulting in some possible loss of the image area.
8. Photos need to be JPG (or JPEG) files at least 600 KB and no more than 2 MB, regardless of image resolution. **You do not need to change the image resolution.** If you would like help changing the image size, please do not hesitate to contact exhibits@portlandsocietyforcalligraphy.org, rather than continuing to struggle. We are delighted to help.
9. Identify your files with your first name, your last name, and the title of your artwork.
10. Photos that are out of square, that have glass glare, that contain the photographer's shadow, or that include mats or frames may possibly be excluded from our physical and digital publications. We also reserve the right to exclude photos for other reasons beyond those stated.
11. You may upload up to three images of your work.
12. Please contact exhibits@portlandsocietyforcalligraphy.org if you have questions.