



Inspire 20 Handy Guidance

Photographing Your Artwork

1. Set up –
 - If your artwork is framed remove it from the frame.
 - If your artwork is on paper attach it to a background that you can hang or lean against a wall.
 - Keep the background as plain, clean and simple as possible.
2. Think about lighting –
 - If possible, photograph your artwork outdoors because colours are more accurate in daylight, but avoid direct sunlight.
 - If you photograph your artwork indoors set up as close to a window as you can to get as much natural light as possible.
 - You could use lights to help you photograph your artwork but don't place them too close to your work. Try and place one on either side of your artwork at the same distance away so that they shine an even light on it.
 - Try not to use flash as it can distort the colours of your work.
 - Check that no shadows are falling on your work.
3. Prepare your camera –
 - If your artwork is flat, angle the lens of the camera so it is parallel to your artwork.
 - If your artwork is on a slant, tilt the camera lens to match the angle.
 - Compose your photo so you only leave a small amount of space around the edge of your artwork.
4. Photograph –
 - Take a few photographs to give you some options.

Scanning Your Artwork

1. Set up –
 - Clean your scanner with a damp cloth so that no marks appear on your image.
 - Put your artwork face down on the glass and make sure it is within the edges of the scanner.
 - Set the scanner to scan in pixels in the highest format (around 900 pixels) so that the colours are true to life and the image is clear.
 - For scanning images larger than the scanner size, please refer to this website for instructions https://blog.artweb.com/how-to/how_to_scan_artwork/
2. Scan –
 - Try a few scans to give you some options.
 - If the scan appears skewed, line it up again and repeat the process.

Sending a file via WeTransfer

1. Accessing WeTransfer -
 - Go to <https://wetransfer.com>
 - If it asks 'Would you like to make this official' click 'No thanks'
 - You'll then go to the page to upload your files
2. Upload your files -

- click 'Add your files'
- select your files and entry form from your computer
- In the 'email to' section add our email address inspire@birminghammuseums.org.uk
- In the 'your email' section add your email address.
- In the 'message' section add anything else you would like us to know
- Click 'transfer'
- Wait for a verification code which is sent to your email address (this may take a few minutes up to approx 10 minutes)
- Verify your email by adding the verification code and click 'verify'
- Wait until the transfer has completed.

Submitting Your Artwork

1. Prepare your image/file -
 - Make sure your image is in sharp focus.
 - Choose the photograph that is closest to your original artwork in terms of colour.
 - Crop out as much background as possible.
 - Save your photos as .jpegs
 - The file size should be between 1 and 5 MB.
2. Submit –
 - Send your completed images and completed Inspire Entry Form to inspire@birminghammuseums.org.uk
 - If you are submitting a video please send it to the email address using WeTransfer – remember to also send your entry form at the same time