

Set up

- Place your artwork against a neutral background
- For smaller artwork, try laying it on the floor and taking the shot from above

Lighting

- Harsh lighting can cast shadows so try to photograph your artwork in soft natural light. Try to get an even light across the whole artwork, with no shadows, reflections or hotspots
- If you are using light from a window, make sure other lights are turned off, including your camera flash, as they can affect the tones and colours in your artwork

Using your camera, smartphone or tablet

- Try not to use the zoom on smartphones or tablets - it will reduce the quality of your image
- Leave the smallest of margins around the work; you can crop any background out later

Keep your camera steady

- Your image will be sharper if your camera is still, so rest it on a flat surface, use a tripod or use a self-timer

Take several shots

- Take several shots and make sure that the photographs you've taken look as close as possible to the artwork

Scanning your work

- With smaller two dimensional pieces try using a scanner to copy your artwork

Editing

- Use photo editing software or an app to crop out any background in your image. You may want to boost the contrast to bring out the details but try to keep your image as close as possible to the original artwork

Image formats and size

- Images must be in one of the following formats: JPG, PNG, GIF. The file size of your image should not exceed 5MB. There are plenty of free online tools that will help you resize your image