



WORKS ON PAPER PHOTO GUIDELINES

FOR AUTHENTICATION OF A WORK ON PAPER

CAMERA SETTINGS

- In the camera settings select the highest resolution (Quality) it is capable of. 300 dpi is good.
 - In the camera settings select the largest photo dimensions it is capable of. 4,000 x 6,000 pixels is good.
- In the camera settings select you want to save the photos in RAW or NEF format. If the camera does not offer these file formats select TIFF. If not available either just save as JPGs.

SHOTS REQUIRED

- Full view of the front, uncropped, meaning with a margin of a couple of inches or cm all around.
- Full view of the back, also uncropped. Even if the back is entirely blank.
- Close-up of signature
- If titled close-up of title
- If numbered close-up of number
- If dated close-up of date
- Close-ups of 4 or 5 details from the composition. In particular hands and feet if there are any. Horses if any.

- If there is anything on the back, such as stencil, label, sticker, stamp, mark, seal, number, inscription, close-up of each one
- Holding the picture to a light, take a photo of it showing by transparency if there is a paper manufacturer watermark embedded in the paper. See attached photo examples.
- Look around the entire border of the paper, on both sides, for an embossed blind stamp. If there is one, also take a photo of it. See attached examples.

RECOMMENDATION

- Works on paper cannot be photographed behind glass. They need to be extracted from the frame. If you do not know how to do this, take it to a frame shop. The cost will be insignificant and the frame undamaged and re-useable for re-framing later.
- Wait to reframe until we tell you we don't need any more photos.

HOW TO TAKE QUALITY PHOTOS

- Frame each photo to occupy nearly all the room in the view finder
- There should be no glare, no reflections.
- The best is to take the photos in natural light.
- The camera should be set on a tripod so that it does not move at all when you press the shutter release. Tripods are available from \$10.
- Preferably use the shutter auto-release function. This way you will prevent that the camera moves when you press the shutter release.

N.B.

- Do not doctor the photos to increase intensity, saturation, brightness or anything at all.
- Measure the entire sheet exactly and send dimensions

SEND US YOUR PHOTOS

- Using Dropbox at www.dropbox.com
- Or using Google Drive
- Or using a service such as www.wetransfer.com
- Or attach the photos to emails but don't exceed 15 MB per email. Send as many emails as necessary.
- Or mail us a memory card, a flash drive or a CD