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Scanning/Photographing Tips

Translated with www.DeepL.com

1. Foreword

In all probability you are not a trained photographer and do not have a professional photo studio. When photographing or scanning your portfolio, the colours will therefore not be reproduced true to the original, the scans/photos will have a light fall-off etc. Also, the depth of representation will not match the originals, otherwise the data would be much too large.

Of course we take all these circumstances into account, there will be no disadvantages for you. Trust in our abstraction skills and experience.

Please try to give us an authentic impression of your portfolio.
Just take a picture of the whole thing. If you have mounted the work on a larger sheet or worked it into passepartouts, please take a photo of it. If you also submit sketchbooks or similar, please also include the cover and the following double pages.
You will find examples below.

2. Tips for photographing

The best results are obtained in diffuse light.
Outdoors: in cloudy weather or in the shade of a large building.
Indoors: with indirect light. Two light sources shining against the ceiling are best. Experiment a little with distances to the ceiling and your work. Depending on the ceiling height and light source, different settings will result.

3. Camera

3.1 Images

The resolution of modern smartphones is completely sufficient. If you use a digital SLR camera, you will probably receive very large files. In both cases, first make a test how large the individual image data are and if necessary adjust the size or resolution of the number of your works. Then combine all the images into a multi-page PDF.

3.2 Scan software/applications for smartphones

You can also digitize your work/folder/sketchbook with scan apps, which automatically capture the image/format, and the automatic correction of exposure and colours can be activated or deactivated. At the end some of these apps generate a coherent pdf. Scanning and compressing the image content results in information being lost and the images are coarsened. In most cases the resolution cannot be adjusted. In return, however, you receive very small data formats, which is pleasant for us. The free apps recommended here are suitable for your or our purposes up to a size of A0.

for iOS
- Adobe scan
- Evernote Scannable

for Android
- Google Drive
- vFlat
- Adobe scan

4. image formats/files

PDF is a universal data format and we only accept that.
The above mentioned apps usually generate coherent PDFs. Contiguous PDFs are the professional way of presentation!

There are various free programs or browser-based applications available, with which you can generate coherent PDFs from single images or single PDFs or edit them afterwards. We do not give any recommendations here, the offers change too fast. If you have time and desire, you are welcome to try out here.

Use your time wisely! Don't get too tangled up in the technology! Use your time wisely and perhaps work on your portfolio. How you finally hand over the data to us is irrelevant for our assessment.

AND: Under no circumstances should you spend too much time on having your work professionally digitized.
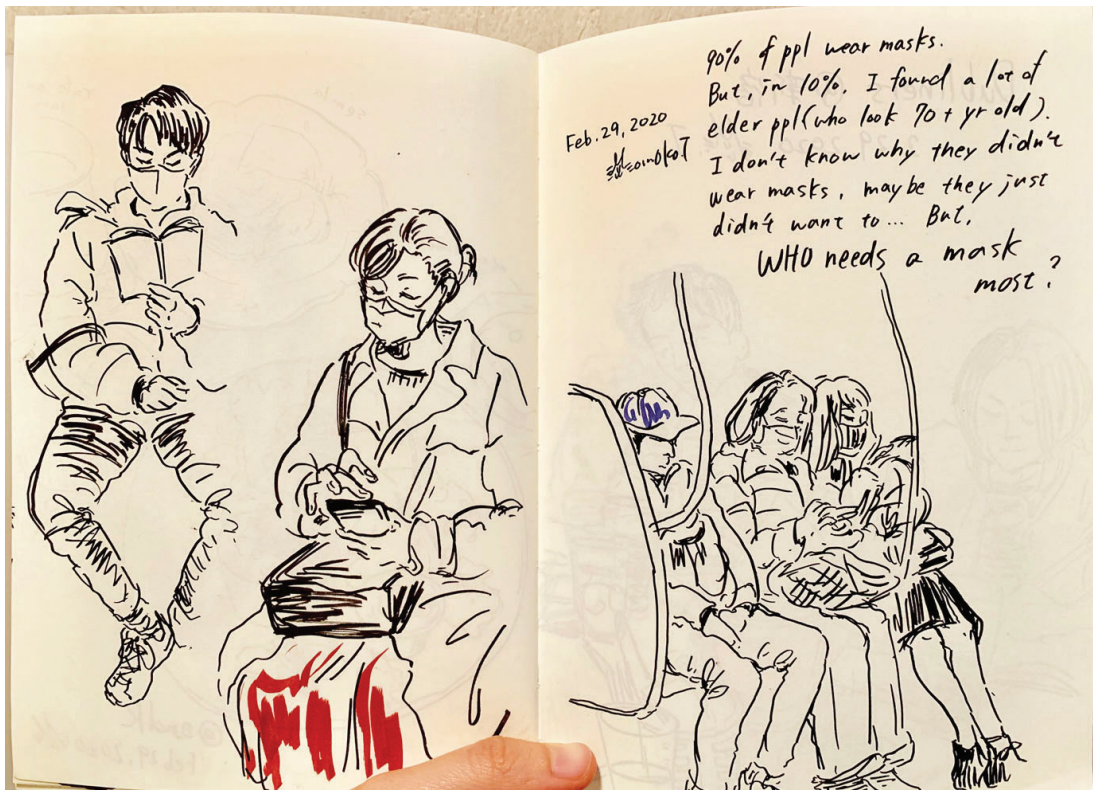
I wish you much success!

Professor Klaus Michel
Vice Dean Department of Design

PS: PS: If the course of study you wish to take requires films/animations/moving images:

Please do not upload any of these works to our server. For the submission of moving images / audio files etc. as download links (e.g. Googledrive, Dropbox, Vimeo, YouTube), please add them to your texts.

A few examples, don't be frightened, these are not drawings of applications at our high school, but fished out of the net.

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