



In this training we will learn:

- How to take a good photograph
- How to get photos off of your phone
- How to crop and resize a photograph

## Photo Training

# Composition Tips

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- simplify the scene
- fill the frame
- avoid the middle
- rule of thirds



# Simplify the scene

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- Get rid of any unseemly items that clutter the shot.
- Crop out these items by getting closer to the subjects.
- If there are objects in the frame that may be integral to the story of the photograph than they can be left in the shot. For example, if you have two students studying and they are surrounded by books and pads of paper its fine to leave a few of those objects in the frame. However make sure the shot doesn't look too cluttered.



# Fill the Frame!

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- Make your subject matter fill the frame
- To do so move closer to your subject
- Switching angles can also be helpful



VS.



# Don't always place your subject in the middle

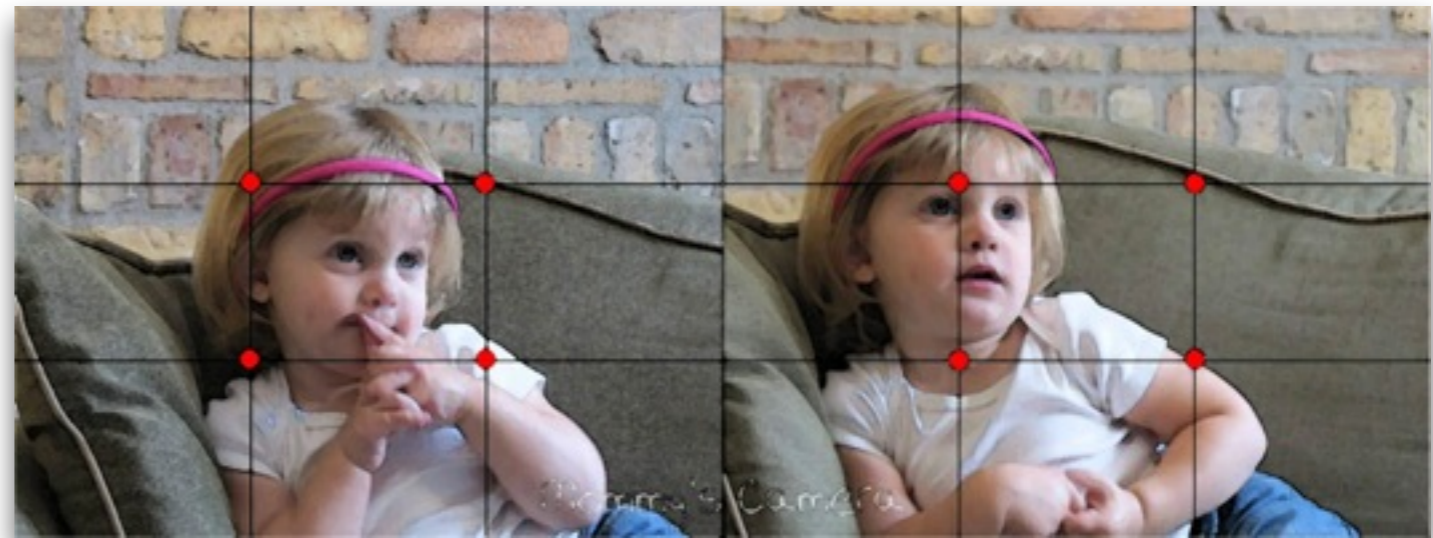
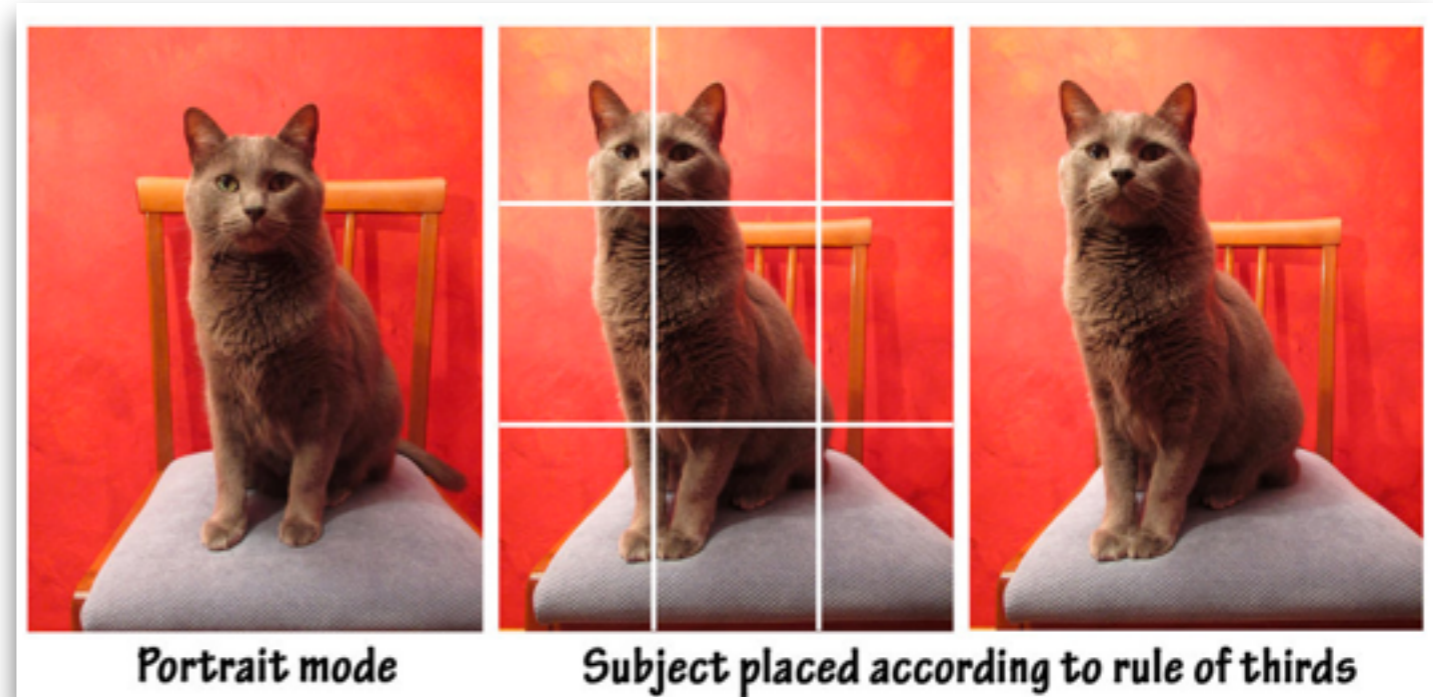
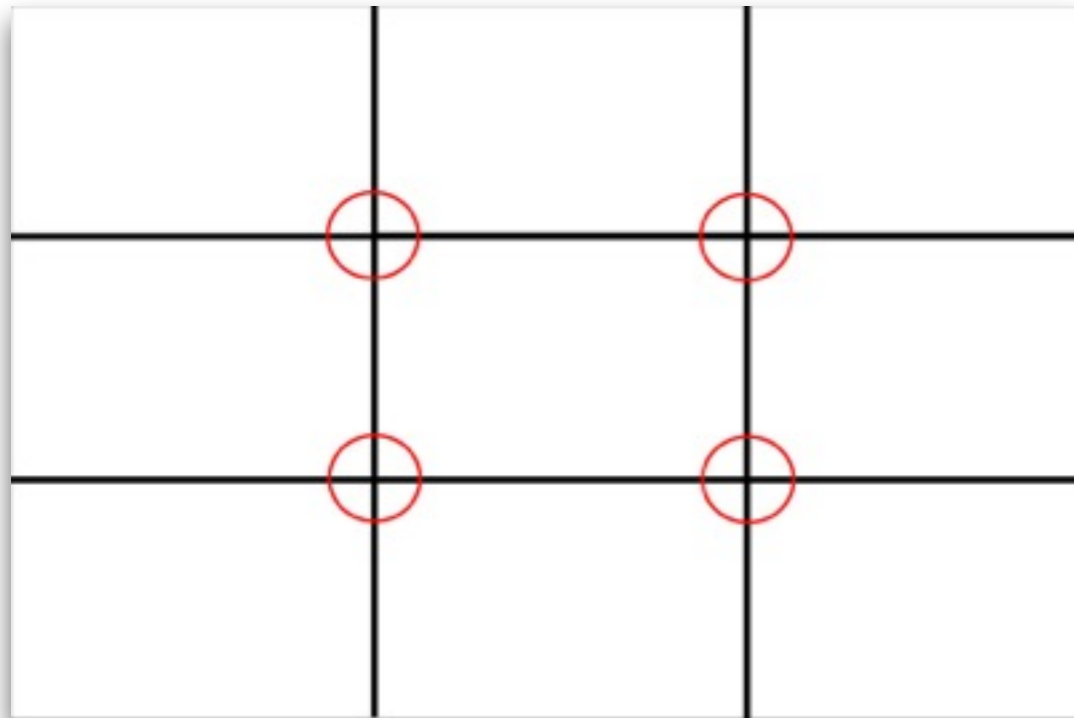
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- Play with placing your subject in the middle of the frame as well as off center.
- Certain compositions look fine centered while others do not so try both!
- Take lots of pictures and choose the best one!
- Small groups of people often look good centered.



# Rule of Thirds

- Divide up the frame into 3 columns and 3 rows
- To create an interesting composition using the rule of thirds, line up the subject with the intersections of these lines



# Tips for taking photos at Events

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- Take a lot of photos
- Make sure you can see at least one persons face clearly in the photo unless you are taking a wide shot of an event
- Don't use flash unless you really need to or have a professional flash
- Don't take photos of people shoving food into their mouth or when their mouth is open (unless it's a smile of course).
- Groups of 2 or 3 work best and make a nice horizontal composition
- Crop tightly, head and shoulders are enough
- If people are standing they look better than if they're sitting



# Tips for taking group photos

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- Take multiple shots
- Get in close
- Pick a place to take a group shot: make sure there is enough light, enough room for everyone to fit, and make sure the setting looks nice in the background
- Pose the group: shorter people in the front and taller people in the back
- Make sure everyone is looking at the camera and you can see everyone's faces

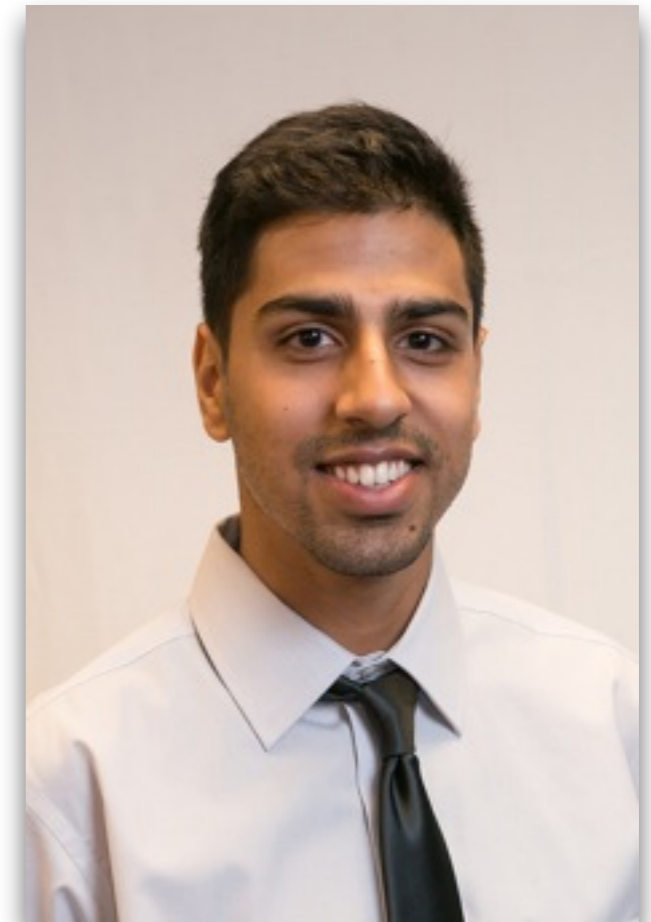




# Tips for taking Portraits

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- Keep it simple.
- Make sure there is enough light.
- Make sure your subject keeps eye contact with the camera.
- Make sure background is not distracting or your subject does not blend in with the background.
- Keep your subjects face in focus.



# Taking Photos for your Website

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- Keep in mind the shape and size of the photo you need.
- If you are shooting an image for the banner of your site remember that the ratio of the banner area in Sites is not the same ratio as a normal photograph. Make sure you take a photograph that you can crop to the banner size.
- Make sure you take a high quality photograph so that the image is not blurry or pixelated.



# Ways to get photos off of your phone:

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- Email them to yourself.
- Connect your phone to your computer.
- Apps for image transfer:
- <http://www.pcmag.com/article2/0,2817,2348830,00.asp>



# Connecting your phone to your computer

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- Your phone should have come with a cable (usually USB) that can attach your phone to your computer.
- Each type of phone and computer may be different. Some phones may need you to download an app or plug in on your computer. Doing a Google search can help you find out how best to get images off of your phone.



# Emailing pictures to yourself

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- This is only helpful if you only have a few images to get off of your phone.
1. In your smartphone, go to your email app.
  2. Compose a new email and name it something that you can search for in your email that makes sense with the images you attached.
  3. Then attach the images to the email.
  4. Once you get to your computer, open up your email and download the images onto the computer.

# Apps for Image Transfer

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- If you transfer photos between your phone and your computer often, it may be a good idea to get an app on your phone and computer to help!
- This app can transfer images between all different kinds of phones and computers:
  - <http://www.phototransferapp.com/>

# How to download Adobe Photoshop

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- <https://wiki.umbc.edu/display/faq/Adobe+Creative+Cloud>

# The basics of photoshop

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- Work space layout
- Menues
- Most used tools
- <https://helpx.adobe.com/photoshop/tutorials.html>
- <http://petapixel.com/2012/12/03/a-simple-but-thorough-primer-on-getting-started-with-photoshop/>
- <http://design.tutsplus.com/articles/new-to-photoshop-get-started-here--psd-31007>



# Cropping an Image

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1. Open the image using Photoshop.
  2. Select the Crop tool.
  3. After clicking on the Crop tool you will notice a border around your image.
  4. When you click on the borders arrows will appear and let you drag the edges of the crop boarder around where you need them. You will notice the parts of the photo that will be cropped out will be turned grey.
  5. Once your done choosing how you will crop your image press Enter on your keyboard. Then you are done cropping your image.
  6. Make sure to save your new cropped image as a new image so as not to overwrite the original image (File>Save As).
- <https://blog.udemy.com/how-to-crop-in-photoshop/>

# Resizing an Image

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1. First you need to know what size you are changing your photo to. Keep in mind that making the photo bigger will degrade the quality.
  2. Open the photograph you want to edit in Photoshop.
  3. Once open, go to Image in the menu bar at the top of the window and select Image Size.
  4. A window will pop up that will show you the current dimensions and size.
  5. To make sure the photo does not stretch while resizing make sure that the link symbol (do not constrain aspect ratio) is selected.
  6. Then type in the size you need into the width or height box. The units of measurements (inches, pixels, etc.) can be changed in the drop down boxes next to the height and width boxes.
- <https://helpx.adobe.com/photoshop/how-to/resize-image.html>

# Cropping and resizing to specific dimensions

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- Say you have an image that needs to fit an exact size, for instance the myUMBC group spotlights need to be 800x600 pixels.
1. Open the image in Photoshop.
  2. Select the crop tool.
  3. At the top of the screen you will see a drop down box in the upper left hand side of the screen. Set that drop down to W x H Resolution.
  4. In the W (width) box type in the pixel width that you need. In our case it will be 800 px (pixels).
  5. In the H (height) box type in the pixel width that you need. In our case it will be 600 px (pixels).
  6. You will see the constraints appear around the image.
  7. Now drag the photo to the composition you want.
  8. Double click and save your image
- <http://www.photoshopessentials.com/photo-editing/crop-images/>