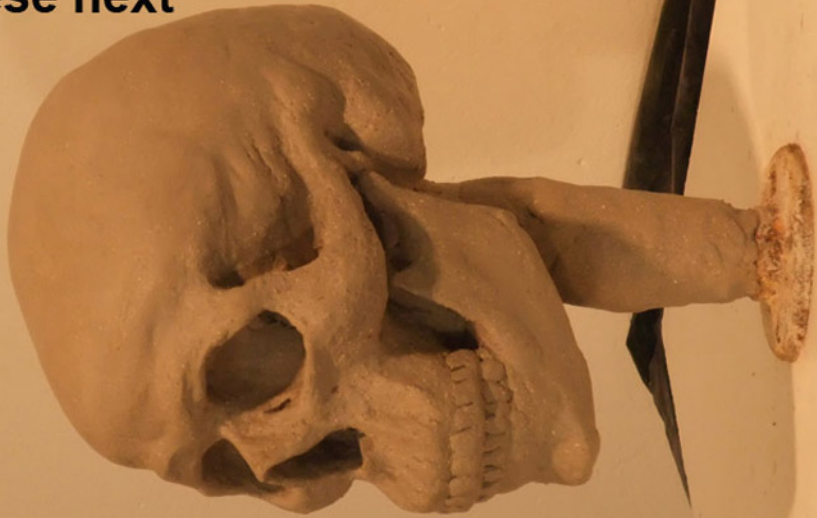
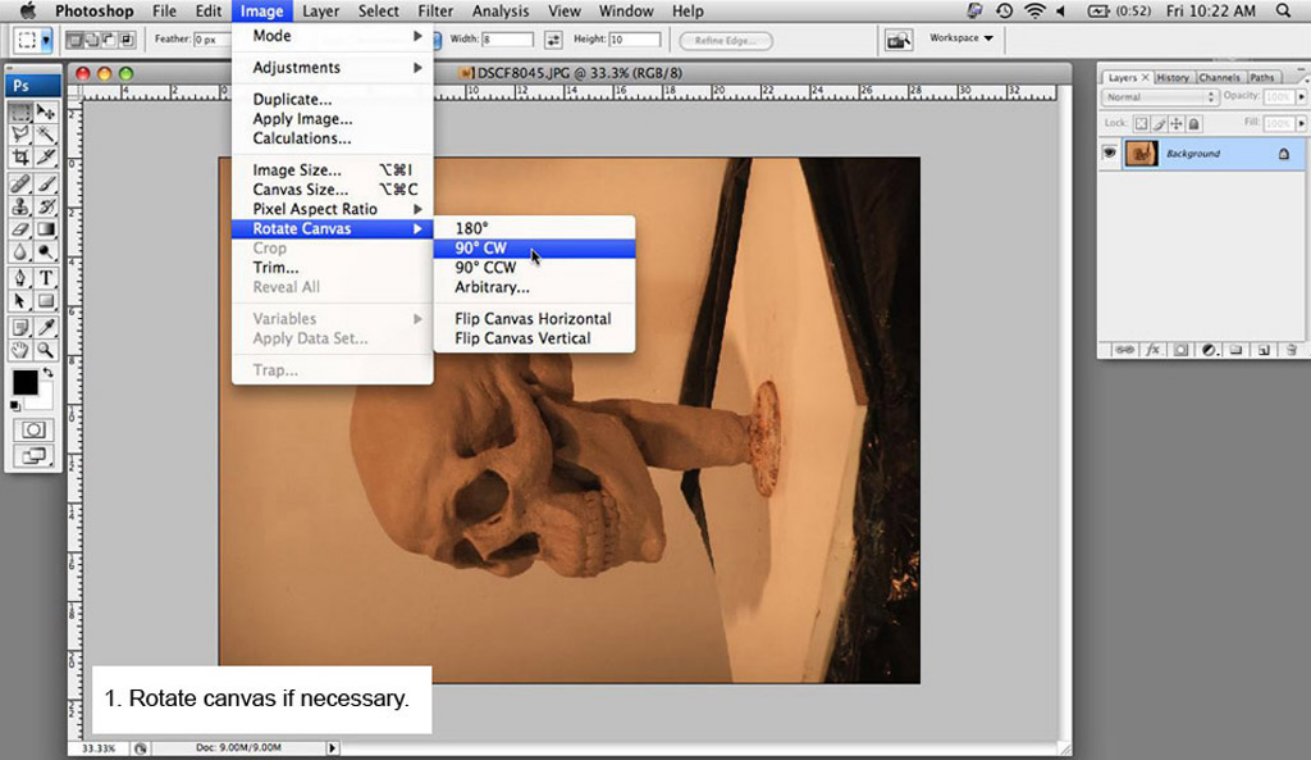
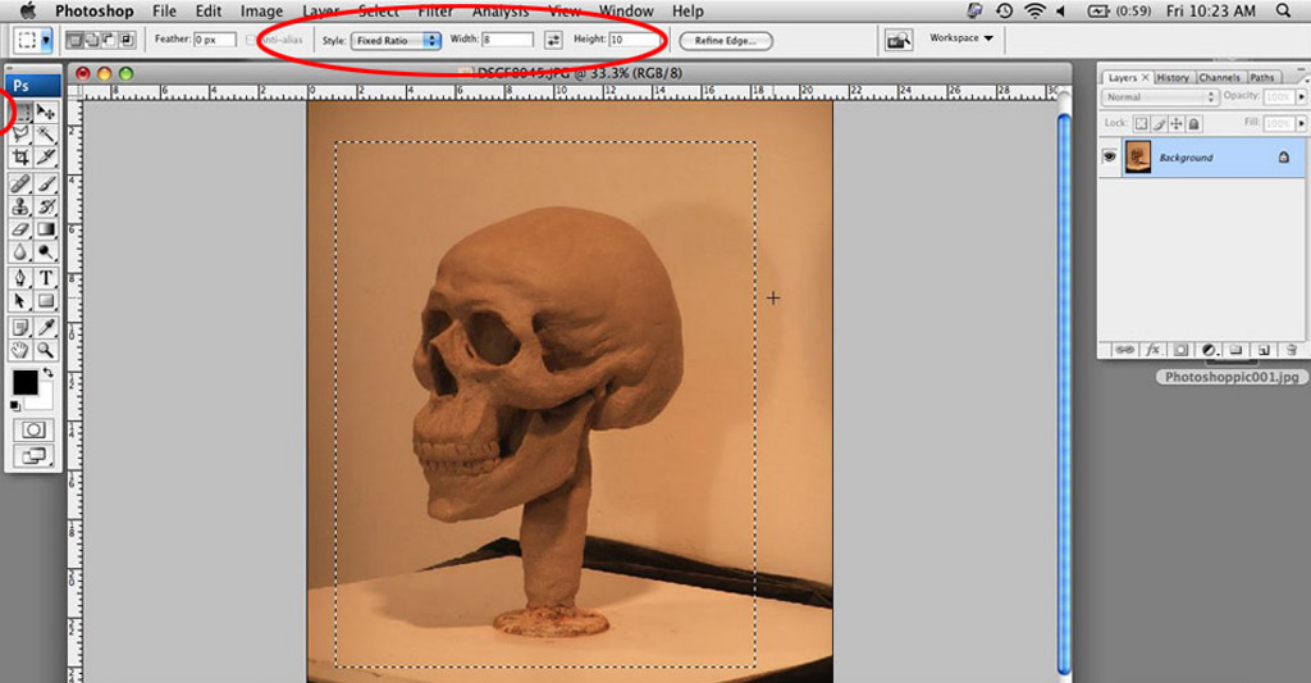


**Here is what your beginning image just off your camera might look like....  
Always save an unedited copy just in case and then with a duplicate file follow these next steps....**

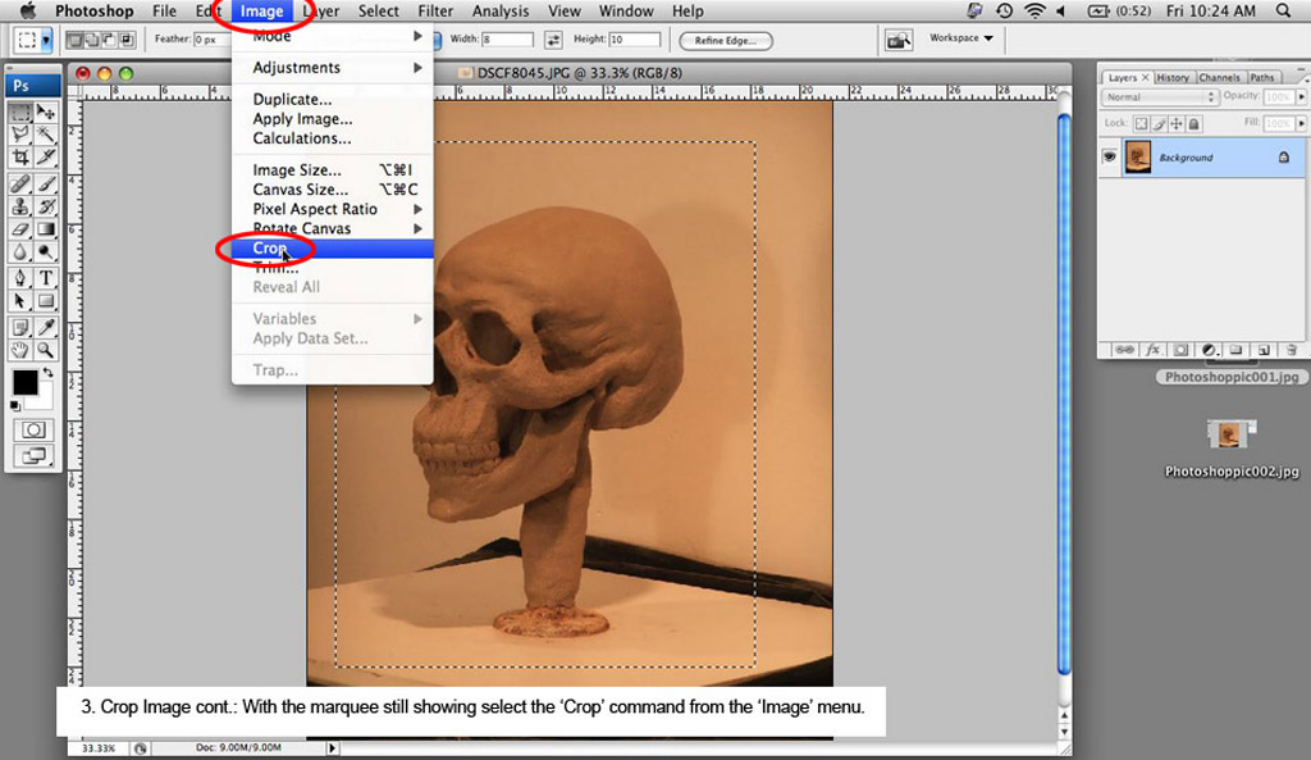




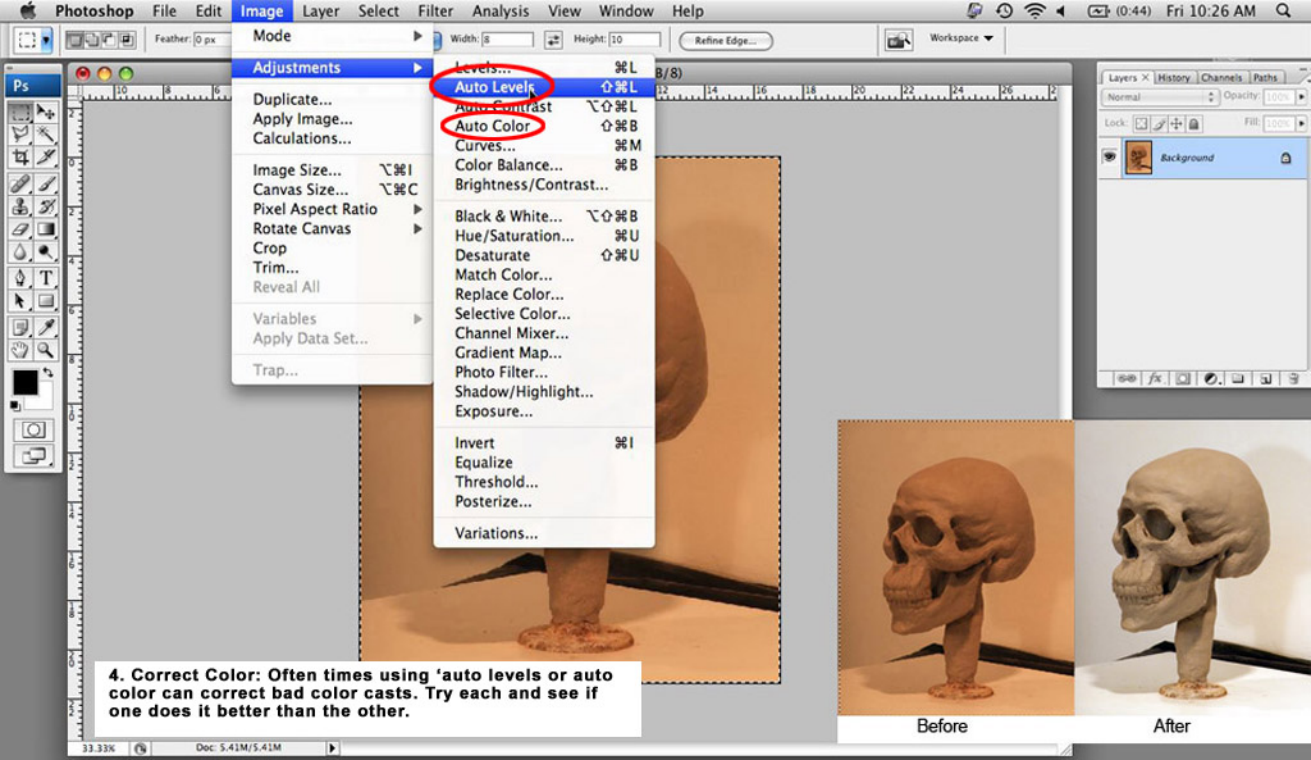
1. Rotate canvas if necessary.



2. Crop Image: With rectangular marquee tool selected, choose fixed ratio from the style drop down and type in 8 wide by 10 tall (because you'll be making 8x10" prints). Then drag a proportionately constrained rectangle over your image in such a way as to center and focus on your image.



3. Crop Image cont.: With the marquee still showing select the 'Crop' command from the 'Image' menu.



- Adjustments
  - Levels... ⌘ L
  - Auto Levels** ⇧ ⌘ L
  - Auto Contrast ⇧ ⌘ L
  - Auto Color** ⇧ ⌘ B
  - Curves... ⌘ M
  - Color Balance... ⌘ B
  - Brightness/Contrast...
  - Black & White... ⇧ ⌘ B
  - Hue/Saturation... ⌘ U
  - Desaturate ⇧ ⌘ U
  - Match Color...
  - Replace Color...
  - Selective Color...
  - Channel Mixer...
  - Gradient Map...
  - Photo Filter...
  - Shadow/Highlight...
  - Exposure...
  - Invert ⌘ I
  - Equalize
  - Threshold...
  - Posterize...
  - Variations...

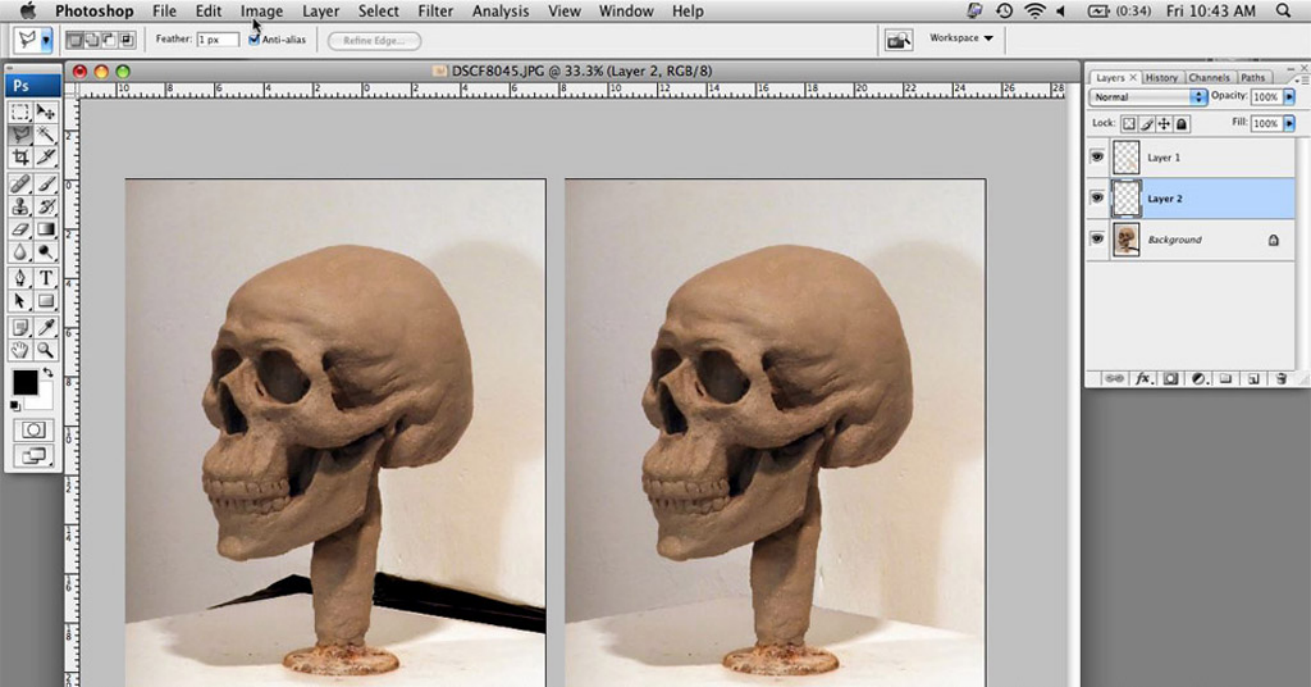
**4. Correct Color:** Often times using 'auto levels or auto color can correct bad color casts. Try each and see if one does it better than the other.



Before



After



5. Clean up image imperfections: Various problems of the original picture can be corrected including rotating if image isn't square to canvas (Edit> Transform> Rotate), carefully removing distractions (use cloning, spot healing etc.) Note: many adjustments cannot be done on a locked background layer, to unlock double click on the layer in the layer palette and it becomes layer 0.

6. Add detail to shadows: The easiest way to adjust the shadows is to use the "Shadow/ Highlights" dialog box (Image> Adjustments> Shadow/Highlights). Do not over do it, see next page for a before /after comparison.

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Shadows/Highlights

Shadows

Amount: 12 %

Enter the amount of correction desired

Highlights

Amount: 0 %

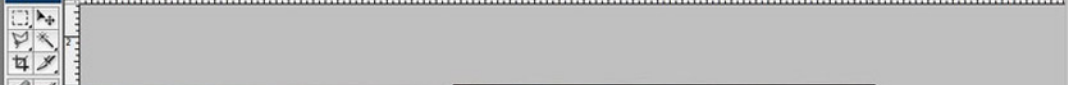
OK

Cancel

Load...

Save...

Preview



Layers | History | Channels | Paths

Normal Opacity: 100%

Lock: Fill: 100%

Background



Before



After with a 12- 40 % adjustment depending on image

**You might also try other image adjustments including increasing brightness (image> adjustment>brightness/contrast) as a way to make the overall image look lighter. But consider doing an auto contrast after these adjustments seeing how they both can dull the image. Remember, you should use your visual judgement, if you make a change and it doesn't look any better then don't do it.**

Shadows/Highlights

Shadows

Amount: 12 %

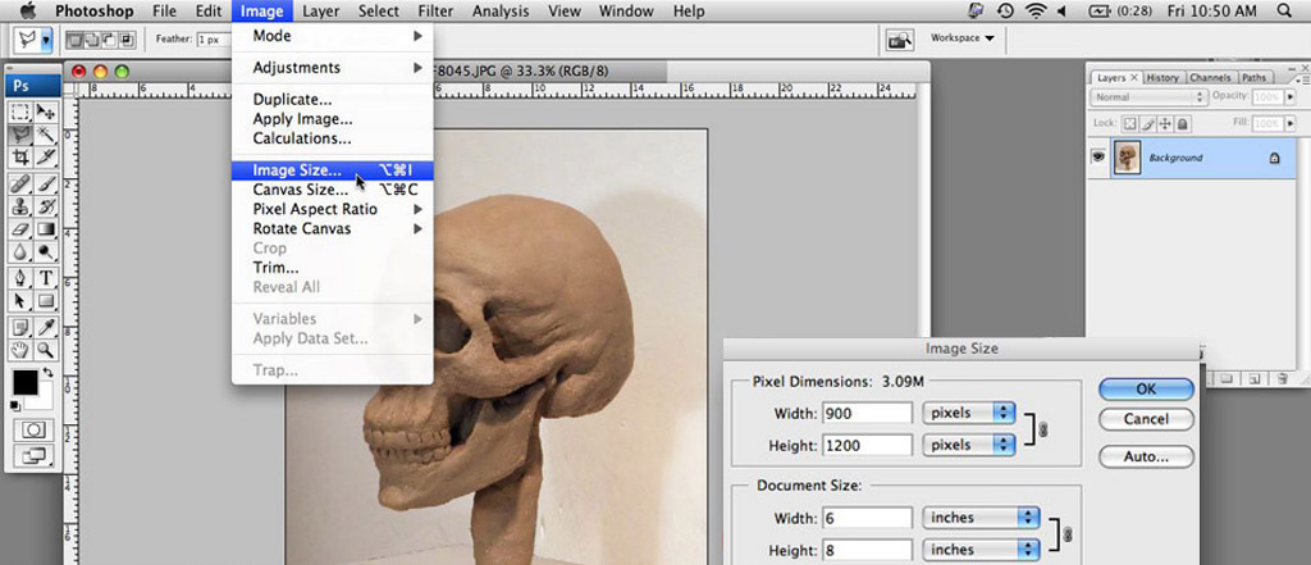
Enter the amount of correction desired

Highlights

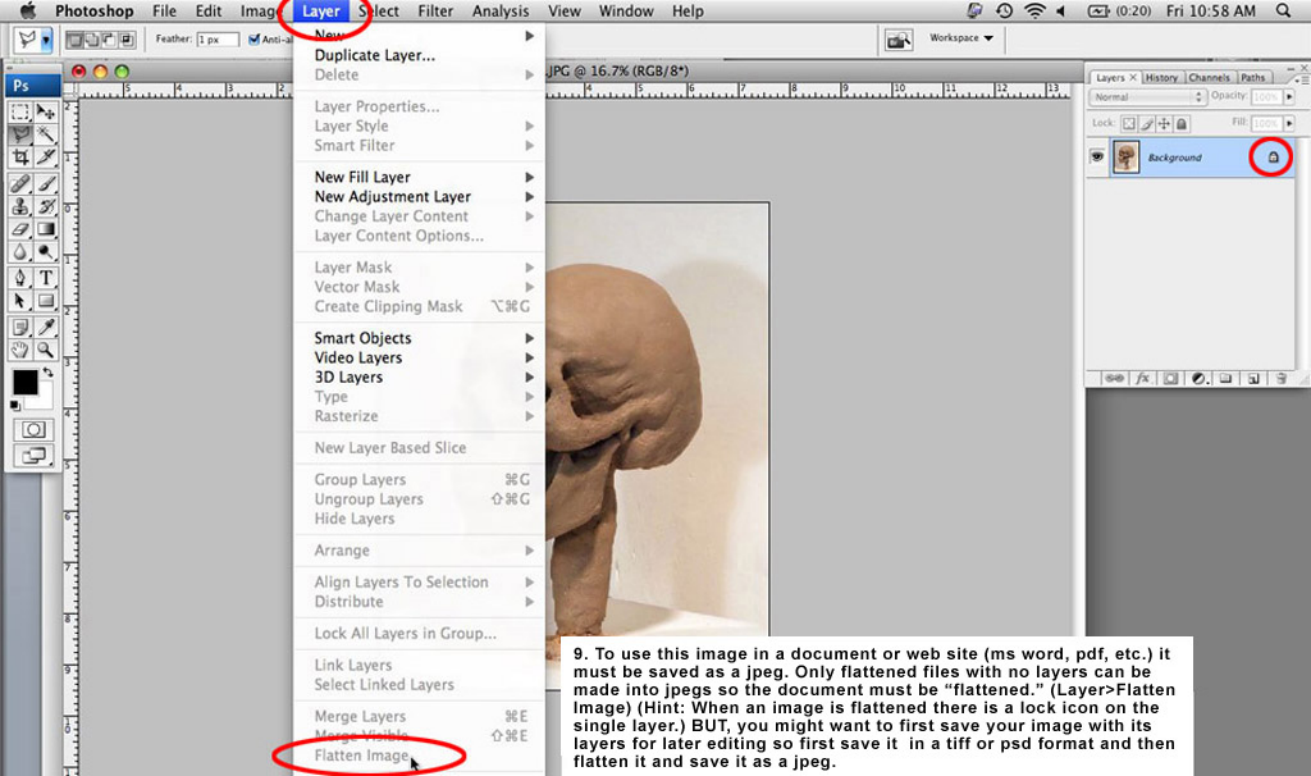
Amount: 0 %

OK Cancel Load... Save... Preview

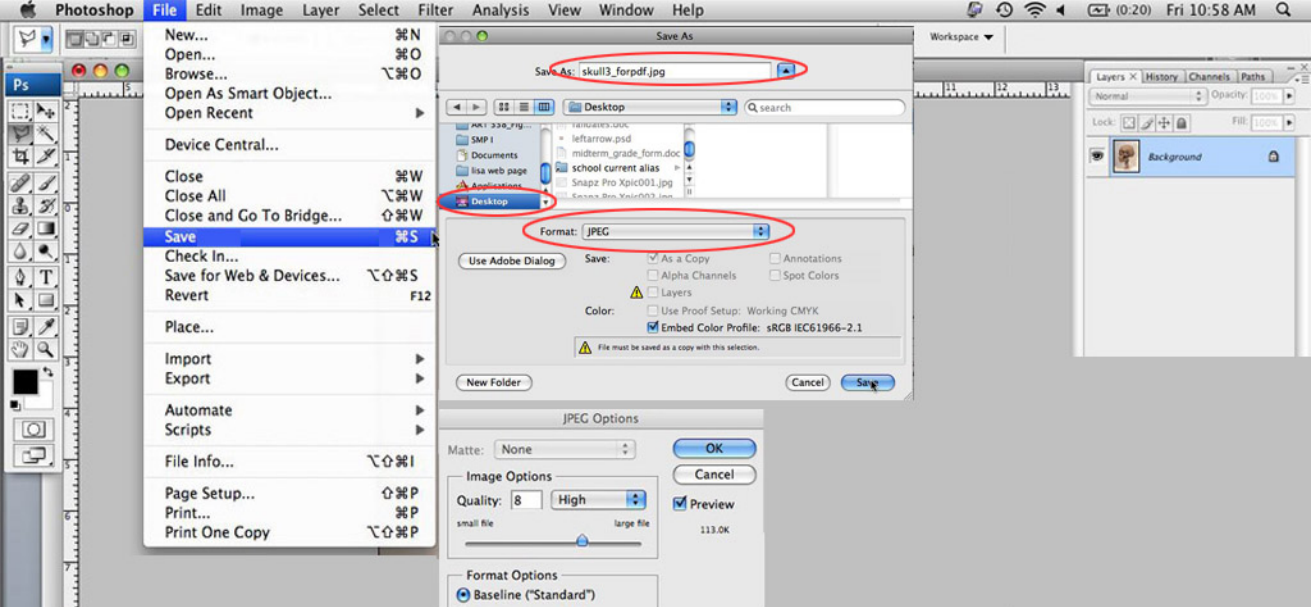




7. Change image size: Bring up the "image Size" dialog box. Set the height to no more than 1200 pixels and change the resolution to 150. This will give you a medium sized image to paste into your digital portfolio. You do not need to change the width or height in the "Document Size" boxes, they will change according to pixels and resolution. Keep constrain proportion always checked. You should not be radically increasing your image size (if you follow photographing instructions you might be decreasing it). Click ok (note: If you might want to make high quality prints of this image you should be taking and saving a higher res. versions)



9. To use this image in a document or web site (ms word, pdf, etc.) it must be saved as a jpeg. Only flattened files with no layers can be made into jpegs so the document must be "flattened." (Layer>Flatten Image) (Hint: When an image is flattened there is a lock icon on the single layer.) BUT, you might want to first save your image with its layers for later editing so first save it in a tiff or psd format and then flatten it and save it as a jpeg.



**Save the File:** Name it (something that helps you identify it\*\*), tell it where to save it to (do not store files on lab hard drives! use your network folder or a zip drive etc. and always back it up somewhere!!!), and select JPEG as its format. When the JPEG Options box will pops up set the quality to 8.

\*\* If you have other versions of this image (larger file size, one that is layered etc.) be sure to save this one named in such a way to be able to keep them organized such as "skull3\_forpdf.jpg"