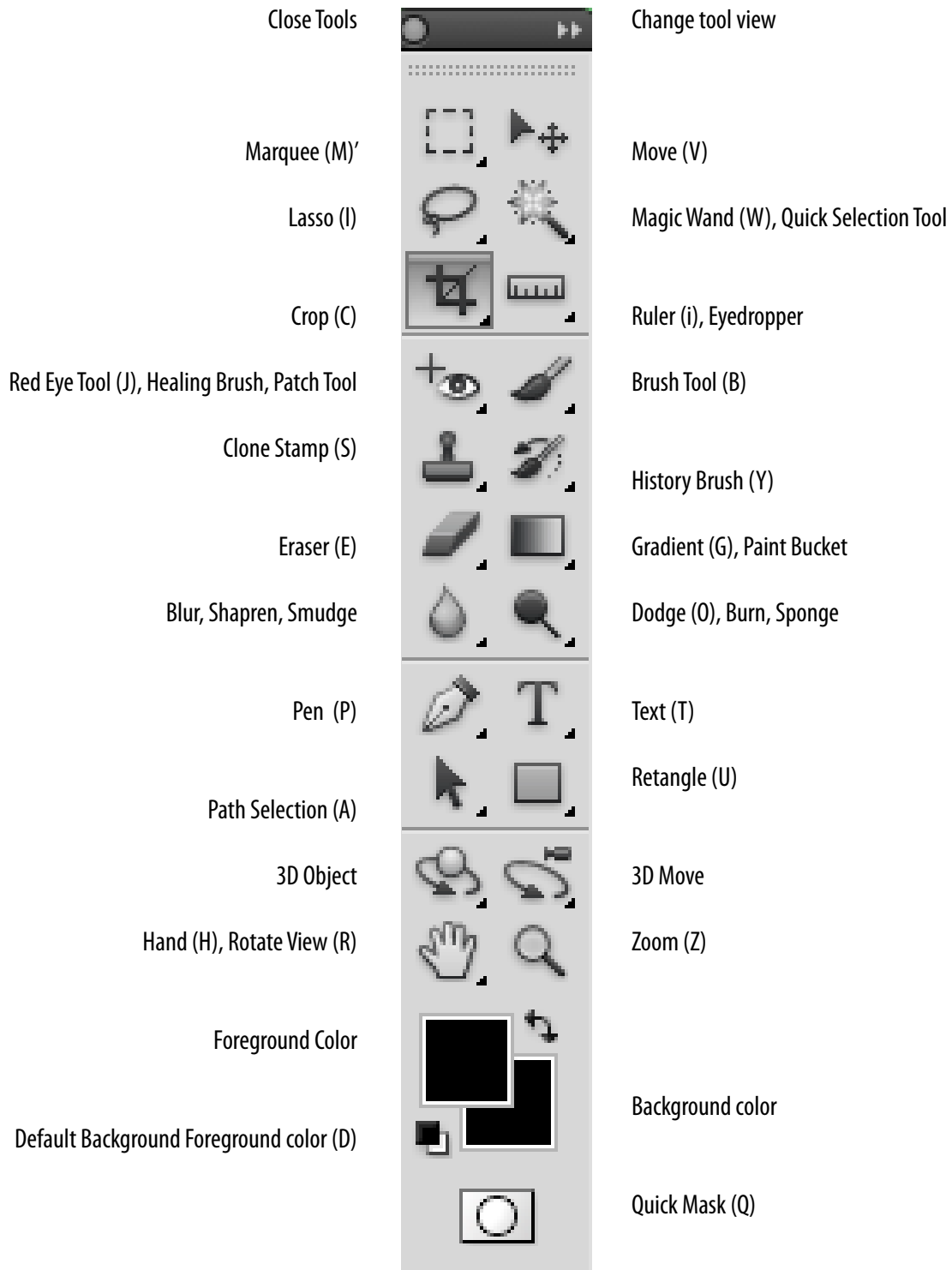


The Photoshop Editing Process

Extremely helpful directions inside. Read me!

PC directions

Photoshop Bascis — The toolbar



Preparing an image for publication

Toning: A 10 step process

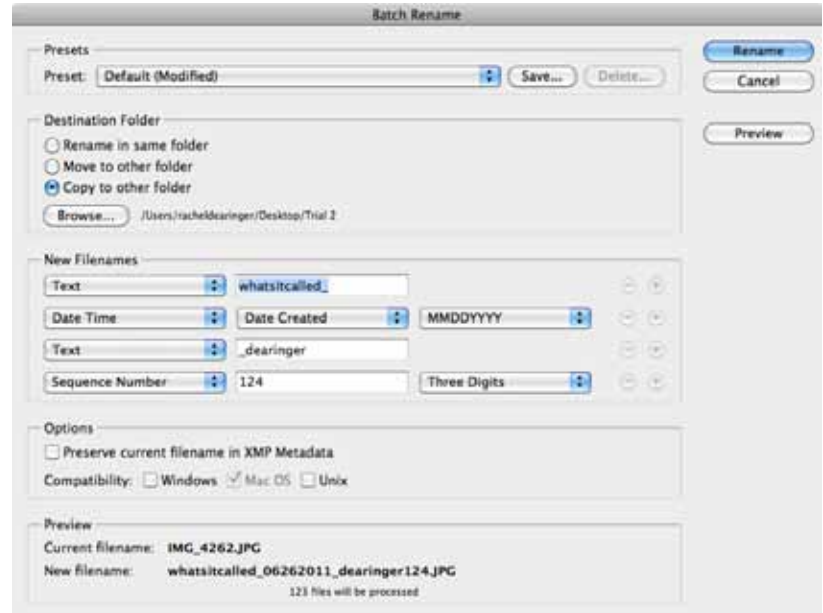
These steps are based on an article written by Bradley Wilson for C:JET magazine, a JEA publication.

STEP 1: GET THE IMAGE INTO THE COMPUTER AND BATCH RENAME IN BRIDGE

- Download the images from a digital camera.
 - Insert card reader into computer
 - Insert memory card into card readeror
 - Plug in USB cord to camera and computer and turn on

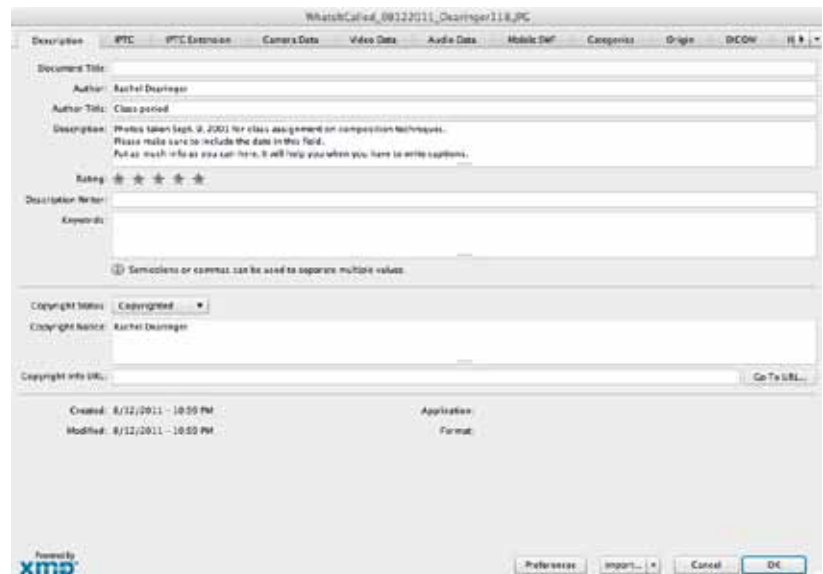
*** Ignore any messages on the computer — do not import or use preview!!!

 - Create a folder on your desktop, label it project name
 - Open computer
 - Find removable disk drive
 - Find DCIM folder and copy images to folder on desktop
 - Close all folders
 - Right click folder and “Browse in Adobe Bridge CS5.5
 - Select all images (ctl a)
 - Select “Batch Rename” under the Tools Menu
 - Fill in the “Batch Rename” prompt
 - ~Choose rename in same folder
 - Work with a standard naming convention for all images
 - ~Event_Date_Photographer’s initials_Number
 - ~Do not use periods or \ in the file name.
 - ~Do not work with images directly off the media card or camera – download to the hard drive first.
 - Delete any images that are not suitable for publication.



STEP 2: FILE INFO FOR CAPTIONS AND CREDITS

- Select all of your photos
- Under the File menu, select File Info
 - enter your photo credit and caption info into the author and description fields.



STEP 3: MAKE A CONTACT SHEET

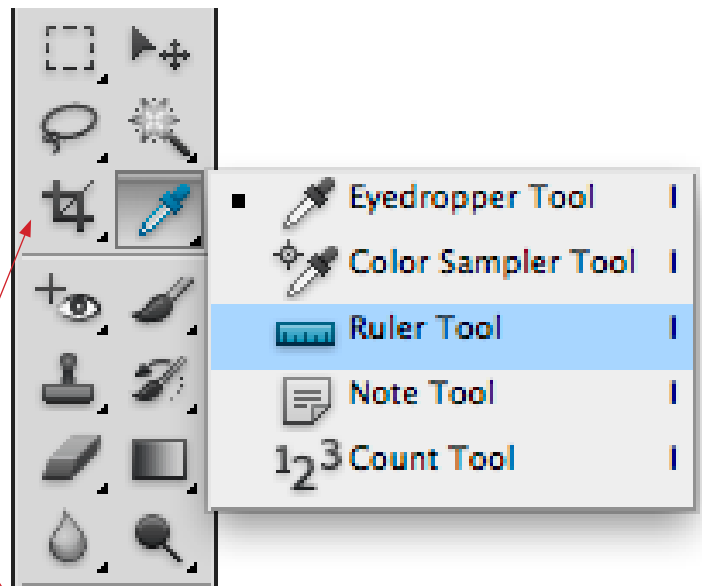
- Select all photos in the folder you would like to turn in (cmd/ctl a)
 - Go to the Output menu in the upper right of the screen
 - ~It will open a different screen
 - Under the template menu at the top of the palette on the right side of the screen pick 5x8 contact sheet
 - Type in the name of the project when the SAVE AS menu appears.
 - ~Make sure to save the pdf in your folder
 - Print the contact sheet pdf (hang on to this until you are finished all steps then turn in)
 - ~With a red pen, circle the photos you will hand in



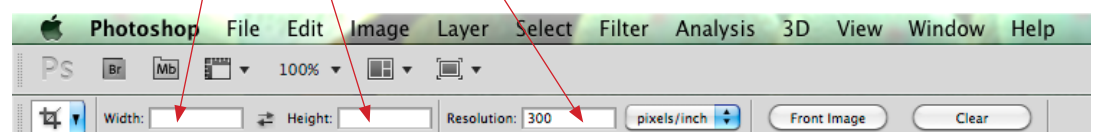
- Return to the Essentials menu at the top of the page
- Now, make your edits. Pick the photos you want to turn in.
 - Select the Label menu
 - Put 3 stars on the photos you like best
- View your starred photos and open in Photoshop
 - Go to the ☆ in the upper right corner
 - Pick "view 3 or more stars"
- Double click each photo you need to edit to open in Photoshop. Do this one at a time in order to avoid confusion with too many photos open.

STEP 4: LEVEL, ROTATE AND CROP EACH PHOTO IN PHOTOSHOP

- Use the ruler to level the photograph
 - Select the ruler (I). It's under the eye dropper pull down menu
 - Draw the ruler along a horizontal or vertical line of your photo that needs to be straightened
 - Image > Image Rotation > Arbitrary > OK
 - Rotate the canvas so you can see the image facing the right direction, if necessary
- Use the cropper tool to crop unnecessary portions of the photo
- Set the resolution in the menu at the top of the screen to 300 when cropping
 - Leave the height and width empty

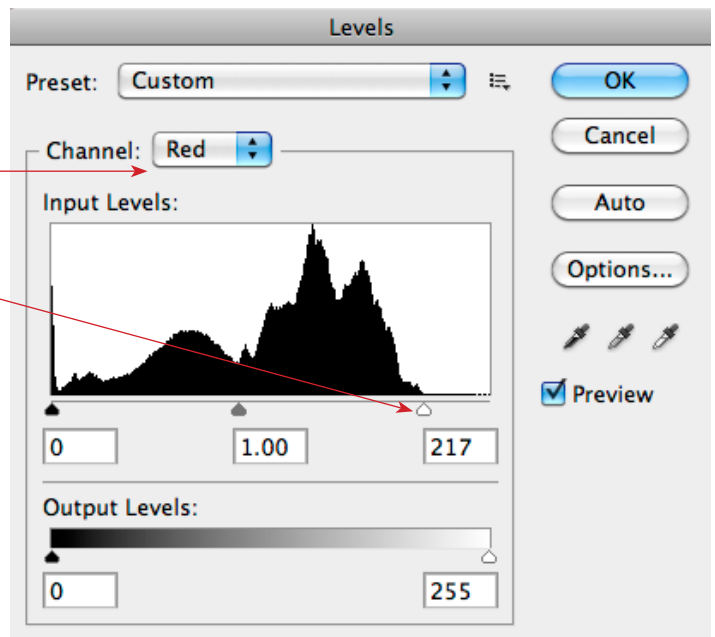


- ** You can change the resolution under the Image Menu > Uncheck the Resample Image box > Change resolution to 300
- ** The file size at the top of the window should stay the same or get smaller – never larger!



STEP 5: CLEAN UP BRIGHTNESS, CONTRAST AND COLOR BALANCE USING LEVELS

- Image Menu > Adjustment > Levels
- Change to the Red channel
 - Adjust the highlights arrow, the white arrow, and the shadows arrow, the black arrow, until they are at the end of the graph.
- Repeat for Green channel and the Blue channel.
- Return to RGB Channel and adjust midtones arrow, grey, as needed.

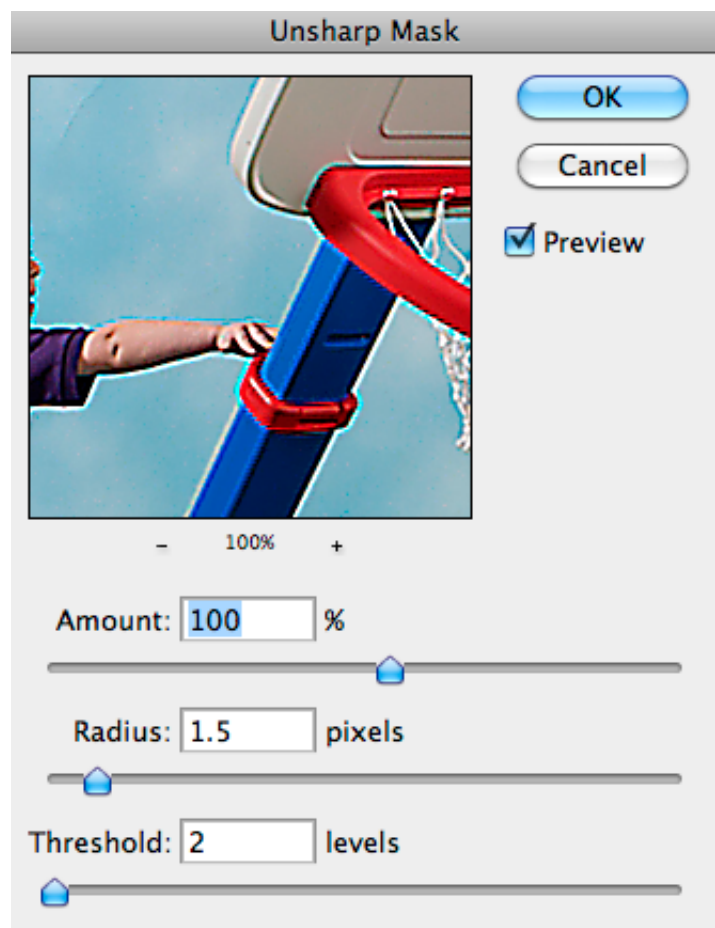


STEP 6: DUST, SCRATCHES, DODGE AND BURN, RED EYE, ETC.

- Use the clone stamp(s), the healing brush(j) and other tools to remove dust spots and scratches from the image.
 - Most images from a digital camera will not require this step.
 - Photoshop has a red eye tool(j) built into the program.
 - ~To see detail use zoom tool or cmd/ctr + to zoom in and cmd/ctl - to zoom out

STEP 7: UNSHARP MASK

- Run sharpening filter
 - Filter > Sharpen > Unsharp Mask
 - Amount 100%
 - Leave Radius and Threshold alone at 1.5 and 2



STEP 8: COLOR MODE

- Save color photos in RGB mode
- For Grayscale images convert the image to grayscale
 - Image>Mode>Grayscale
 - Check Levels (Step 5) after converting to Grayscale

** The final photo, in Grayscale or RGB mode, should have a good contrast range – a good black, a good white and good shades of gray in between. The subject should fill the frame and should be sharp.

STEP 9: SAVE AS

- Create an “Edits” folder in the folder with all of your photos for this assignment
- Save TONED photos in folder as:
Event_Date_Photographer’s initials_Number_EDITS.jpg

STEP 10: TURNING IN YOUR ASSIGNMENT

- Get the “Assignment turn in template” from Google Drive
 - some assignments have specific templates otherwise use the general “Assignment turn in template”
- Open the InDesign document
- Place your photos
 - Using your black arrow click on the blue box
 - File place
 - Navigate to where your edited photo is saved, choose it
 - Right click the photo >Fitting >Fit Content Proportionally
- Repeat as necessary
- Double click the caption box to write the caption.
- Fill in the info at top of the page, (name, class assignment etc.)
- Save in folder you are working from
 - Save as name of the project
- Export as a pdf
 - File export, pick Adobe PDF print in the menu at the bottom of the page
 - Navigate to the folder where you would like the PD saved
 - Click save
 - In the “Adobe PDF Preset” menu pick “High Quality Print”
 - Click export to create your PDF
- Upload the PDF to GoogleDrive — DON’T UPLOAD THE INDESIGN DOCUMENT
- Check with Mrs. Dearinger to make sure your PDF showed up in Google Drive
- Turn in your contact sheet, which signals to Mrs. Dearinger you are ready for the project to be graded.

*** DON'T FORGET ...

- format your card before shooting again

