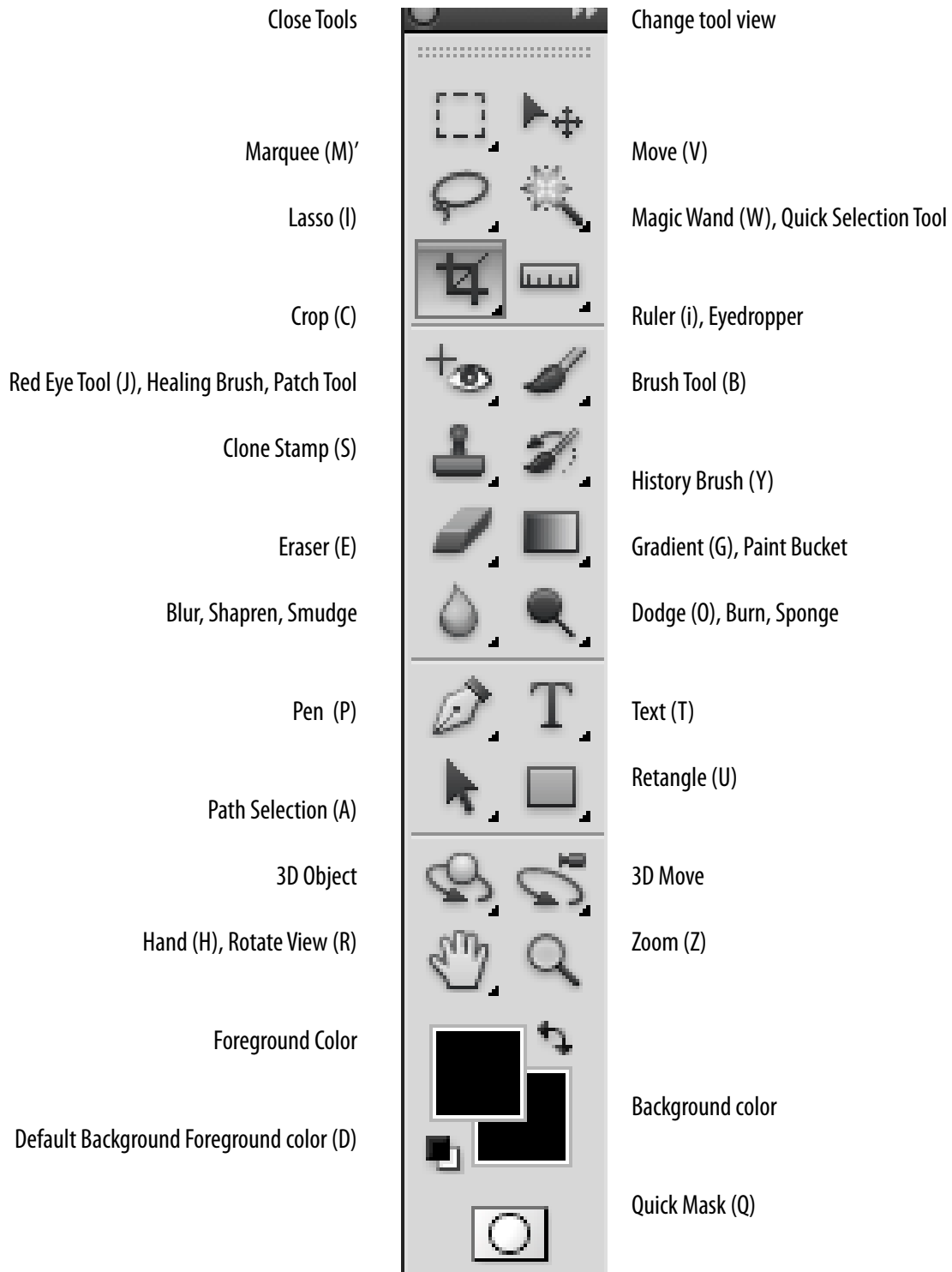


# The Photoshop Editing Process

Extremely helpful directions inside. Read me!

PC directions

# Photoshop Basics — The toolbar



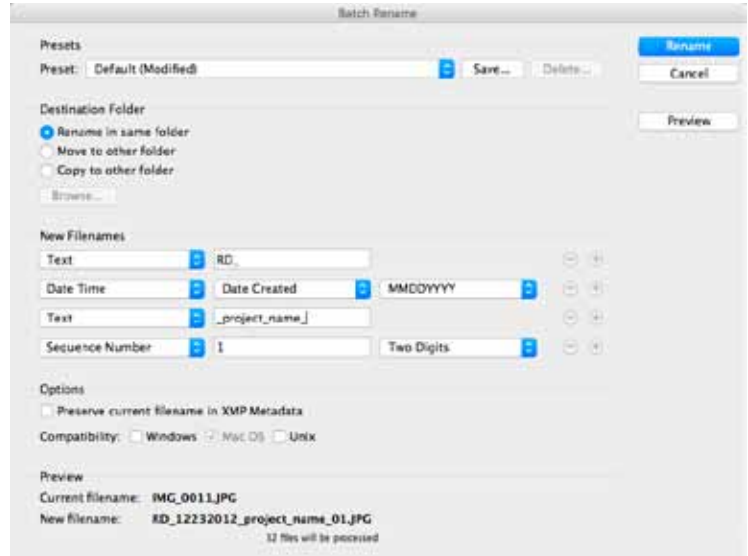
# Preparing an image for publication

## Toning: A 10 step process

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

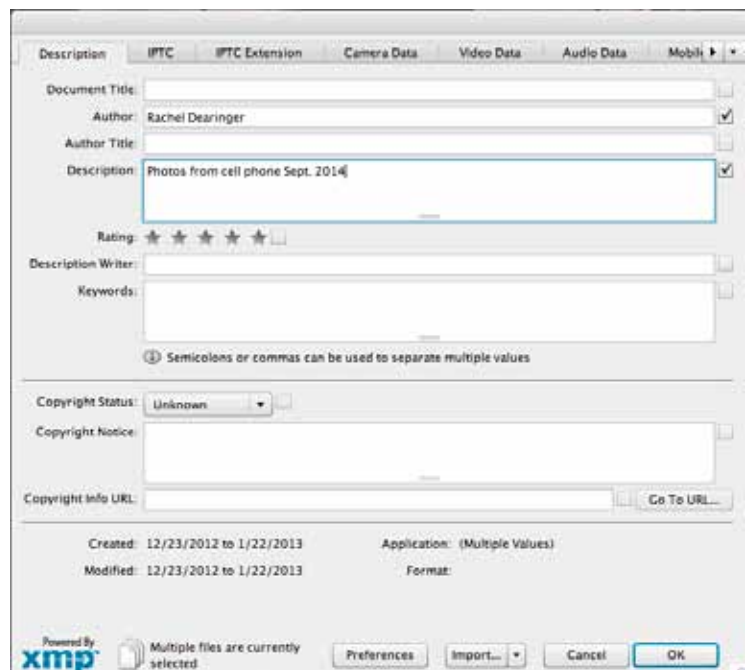
### STEP 1: GET THE IMAGE INTO THE COMPUTER AND BATCH RENAME IN BRIDGE

- Create a folder on your desktop, label it project name
- Download the images from your 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!!!!**
  - Open computer
  - Find removable disk drive under This PC icon
  - Find DCIM folder and copy images to folder on desktop
  - Close all folders
  - Remove card from card reader by Safely Ejecting under the ^ menu on the bottom right menu
  - Or turn camera off and unplug from USB  
  - Right click folder where you copied your photos to 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
    - ~Photographer's initials\_Date\_Event\_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.



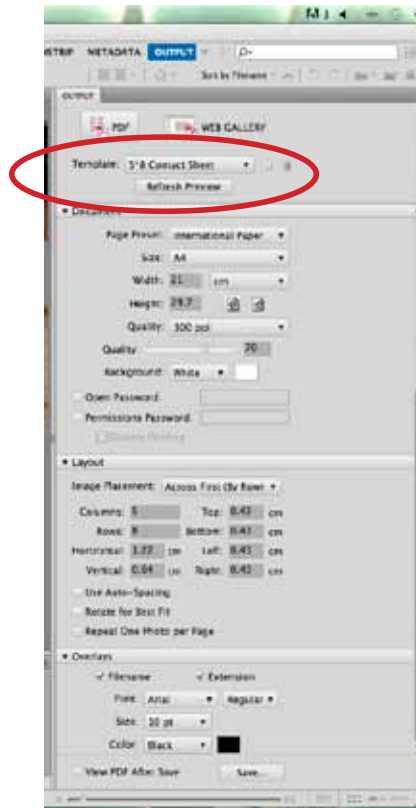
### STEP 2: FILE INFO FOR CAPTIONS AND CREDITS

- 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

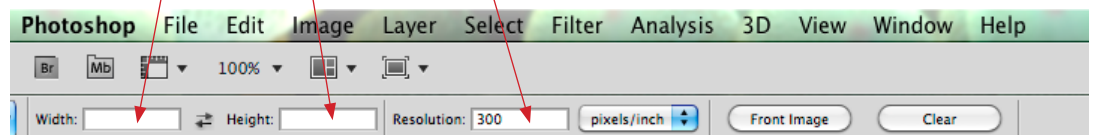
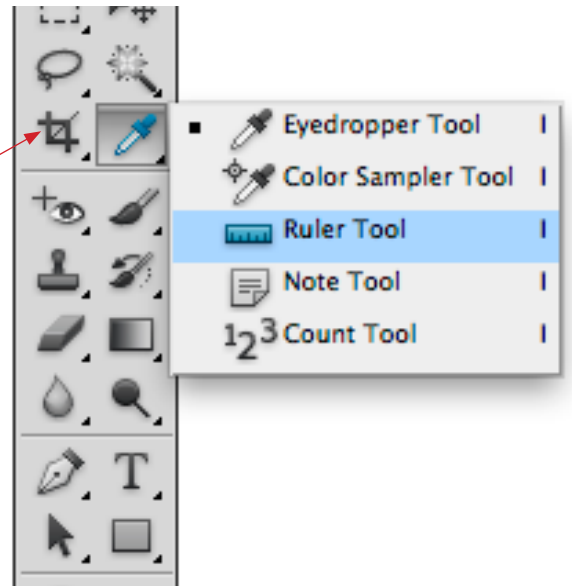
- Select all photos in the folder you would like to turn in (ctl a)
  - Go to the Output menu in the upper right of the screen
    - ~It will open a different screen
  - Under the template menu at the top of the palette on the right side of the screen pick 5x8 contact sheet
  - Click the square next to "View PDF after Save" at the bottom of the menu
  - Click save. Type in the name of the project when the SAVE AS menu appears.
    - ~Make sure to save the pdf in your folder
  - The PDF will open on its own.
  - Print the contact sheet pdf
    - Make sure you select the printer with "L-103"
    - ~ Turn this in when you finish all steps
    - ~ 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 "show 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. Continue to step 4.

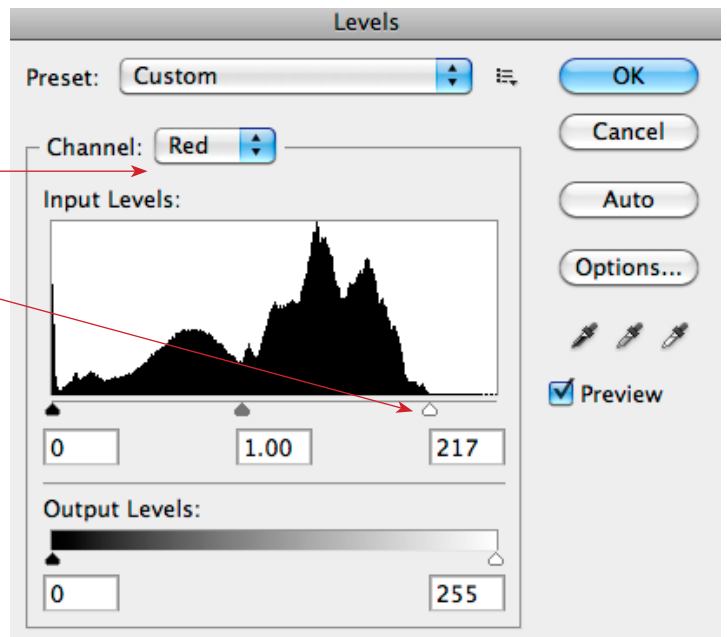
### STEP 4: LEVEL, ROTATE AND CROP EACH PHOTO IN PHOTOSHOP

- 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
  - Use the rounded corner arrows to straighten your photo if needed
- \*\* 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.

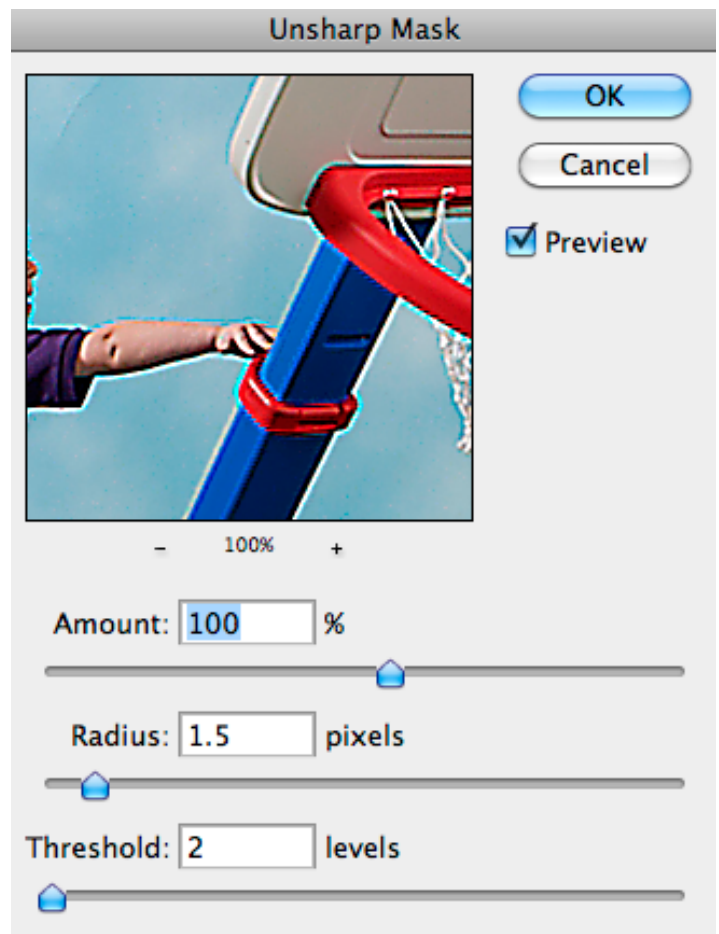


## STEP 6: DUST, SCRATCHES, DODGE AND BURN, RED EYE, ETC.

- 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 EDITED photos in folder as:  
Photographer's initials\_Date\_\_Event\_Number\_EDITS.jpg

## STEP 10: TURNING IN YOUR ASSIGNMENT W/A TEMPLATE

**\*\*Sometimes you will turn in jpgs directly to Google Drive. Check directions for each assignment to verify how they should be turned in**

- 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 PDF saved
  - Click save
  - In the "Adobe PDF Preset" menu pick "High Quality Print"
  - Click export to create your PDF
- Upload the PDF to the appropriate GoogleDrive folder — **DON'T UPLOAD THE INDESIGN DOCUMENT**
  - \*\* Do not put the PDF in the graded folder. That folder is for assignments already graded.
- Check with Mrs. Dearinger to make sure your PDF showed up in Google Drive
  - \*\* If turning in late work mention that to Mrs. Dearinger.
- Turn in your contact sheet, which signals to Mrs. Dearinger you are ready fo the project to be graded.

### \*\*\* DON'T FORGET ...

- format your card before shooting again

