

The Photoshop Editing Process

Extremely helpful directions inside. Read me!

PC directions

Photoshop toolbar

Tools Panel Overview



A Selection tools

- Move (V)*
- Rectangular Marquee (M)
- Elliptical Marquee (M)
- Single Column Marquee
- Single Row Marquee
- Lasso (L)
- Polygonal Lasso (L)
- Magnetic Lasso (L)
- Quick Selection (W)
- Magic Wand (W)

B Crop and Slice tools

- Crop (C)
- Perspective Crop (C)
- Slice (C)
- Slice Select (C)

C Measuring tools

- Eyedropper (I)
- 3D Material Eyedropper (I)
- Color Sampler (I)
- Ruler (I)
- Note (I)
- Count (I)

D Retouching tools

- Spot Healing Brush (J)
- Healing Brush (J)
- Patch (J)
- Content Aware
- Red Eye (J)
- Clone Stamp (S)
- Pattern Stamp (S)

- Eraser (E)
- Background Eraser (E)
- Magic Eraser (E)

- Blur
- Sharpen
- Smudge

- Dodge (O)
- Burn (O)
- Sponge (O)

E Painting tools

- Brush (B)
- Pencil (B)
- Color Replacement (B)
- Mixer Brush (B)

- History Brush (Y)
- Art History Brush (Y)

- Gradient (G)
- Paint Bucket (G)
- 3D Material Drop

F Drawing and type tools

- Pen (P)
- Freeform Pen (P)
- Add Anchor Point
- Delete Anchor Point
- Convert Point

- Horizontal Type (T)
- Vertical Type (T)
- Horizontal Type Mask (T)
- Vertical Type Mask (T)

- Path Selection (A)
- Direct Selection (A)

- Rectangle (U)
- Rounded Rectangle (U)
- Ellipse (U)
- Polygon (U)
- Line (U)
- Custom Shape (U)

G Navigation tool

- Hand (H)
- Rotate View (R)
- Zoom (Z)

▪ Indicates default tool * Keyboard shortcuts appear in parenthesis

Preparing an image for publication

Toning: An 11-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

1.1 Create a folder on your desktop, label it project name

1.2 Download the images from your digital camera.

- Insert card reader into computer
 - Insert memory card into card reader
- or

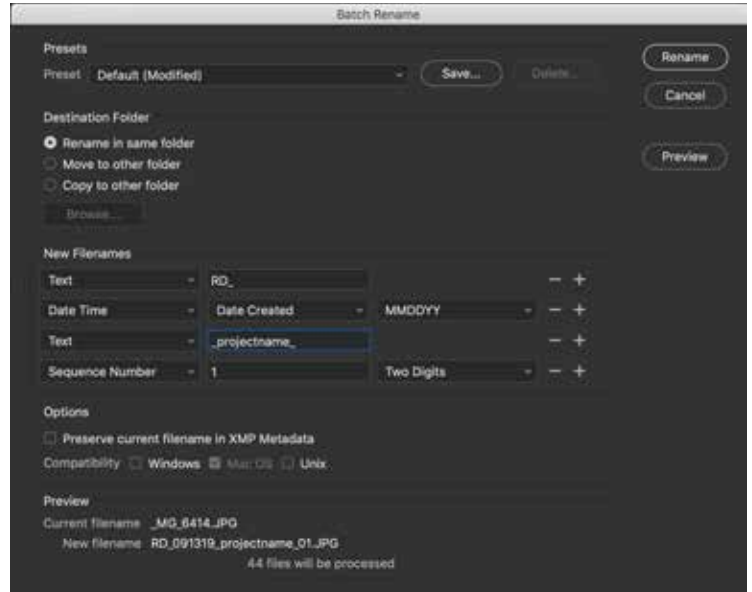
-Plug in USB cord to camera and computer and turn on

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

- Open computer
- Find removable disk drive under This PC icon on desktop
- 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

1.3 Right click folder where you copied your photos to and “Browse in Adobe Bridge 2019”

- 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.

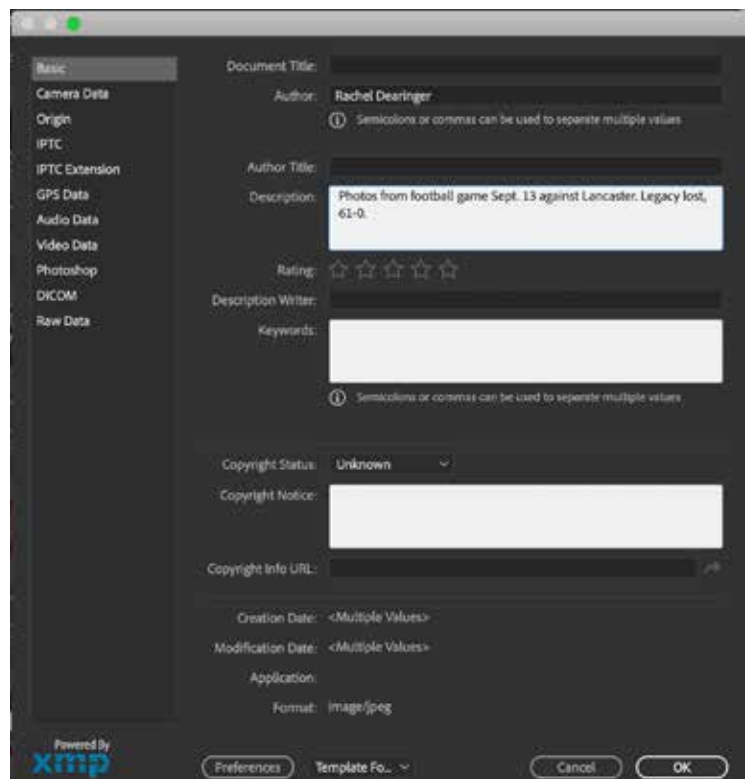


STEP 2: FILE INFO FOR CAPTIONS AND CREDITS

2.1 Select all of your photos

2.2 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

- 3.1 Go to the Output menu in the top bar 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 "Custom." Now set up the template with the specifications below.

Document:

Page size = letter
Filename font: Arial 8

Grids and Margin:

5 columns by 8 rows
Check Auto Spacing

Header and footer:

check include header
type your name/ class period

- Hit the + button next to the template name
- Title the template "Photo 1 Contact Sheet 5x8"
- You now have this ready to use next time

- 3.2 In the content box at the bottom of the page, click **ctl + A** to select all photos

- Now, click hold, drag and drop all photos to the white canvas area just above the photos
- Click "Export to PDF" at the bottom right menu
 - Title your PDF the name of the project
 - Make sure to save the pdf in the project folder
 - The PDF will generate and open on its own

- 3.3 Print the contact sheet pdf

- Make sure you select the printer with "L-103"
- With a red pen, select then circle the photos to turn in
- **Turn this in when you finish ALL steps**

- 3.4 Return to the Essentials menu at the top of the page to make your photo selections

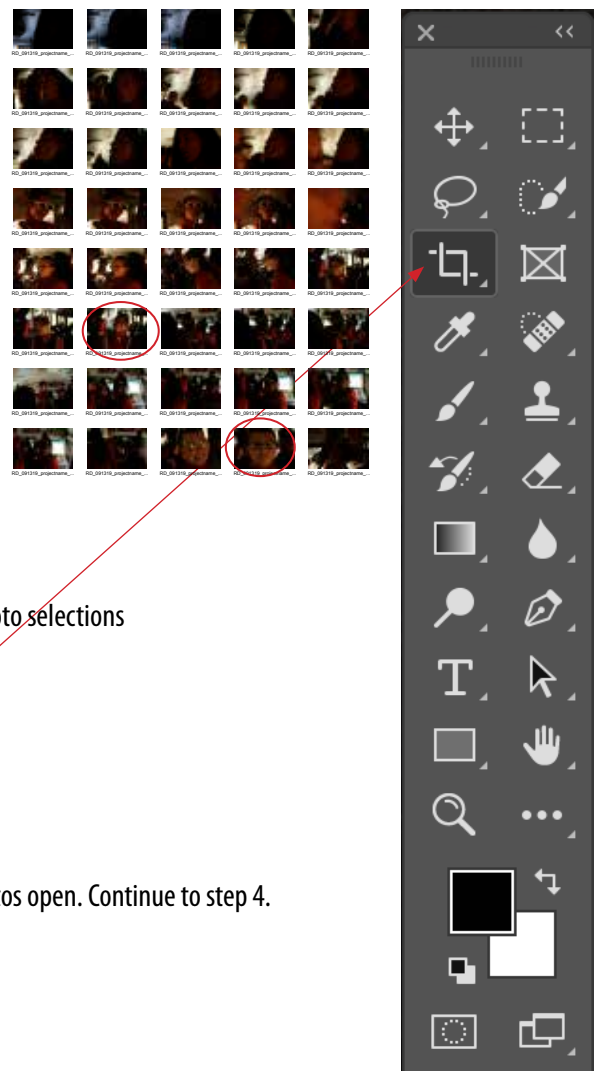
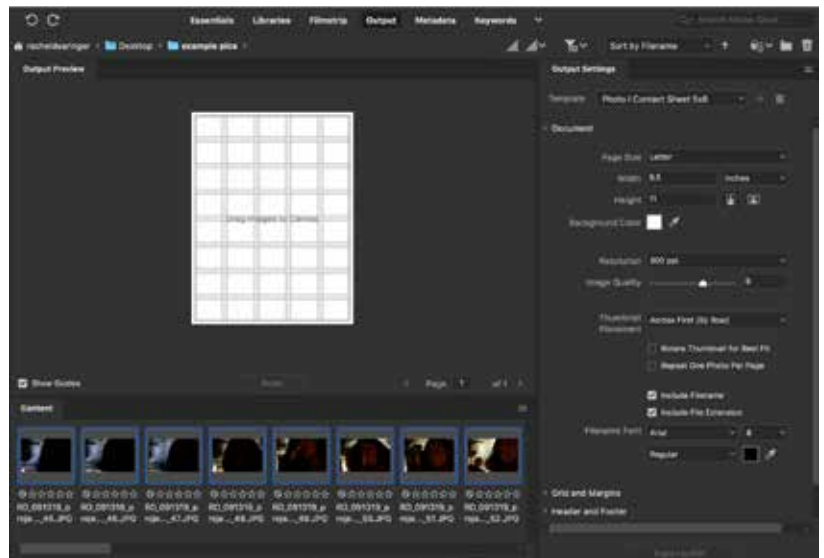
- Now, make your edits. Pick the photos you want to turn in.
 - ~ Select the Label menu
 - ~ Put 3 stars on the photos you like best

- 3.5 View your starred photos and open in Photoshop

- Go to the star in the upper right corner
- Pick "show 3 or more stars"

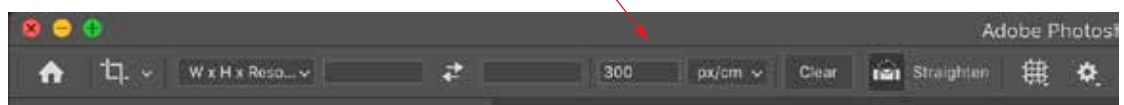
- 3.6 Double click each photo you need to edit to open in Photoshop.

- Do this one at a time in order to avoid confusion with too many photos open. Continue to step 4.



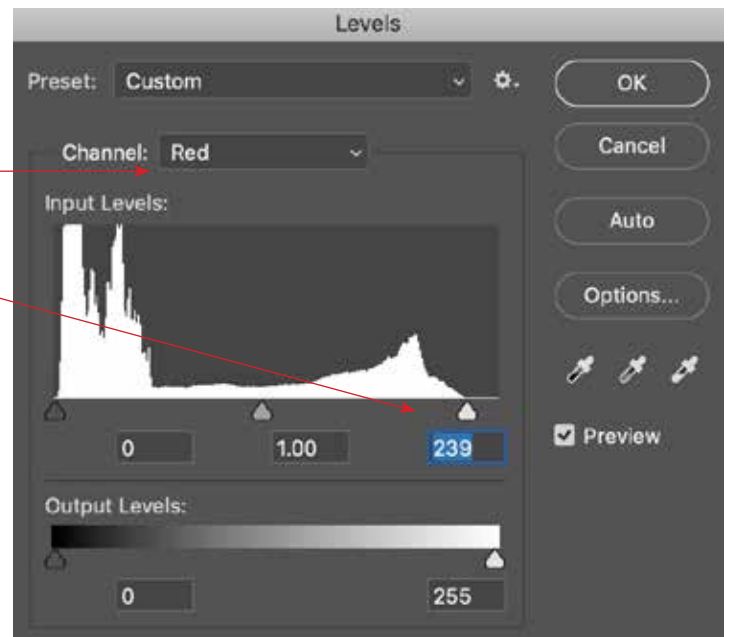
STEP 4: LEVEL, ROTATE AND CROP EACH PHOTO IN PHOTOSHOP

- 4.1 Use the cropper tool to crop unnecessary portions of the photo
- 4.2 Set the resolution in the menu at the top of the screen to 300 when cropping
 - Leave the height and width empty
- 4.3 Use the rounded corner arrows to straighten your photo if needed



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

- 5.1 Image Menu > Adjustment > Levels
- 5.2 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.
- 5.3 Repeat for Green channel and the Blue channel.
- 5.4 Return to RGB Channel and adjust midtones arrow, grey

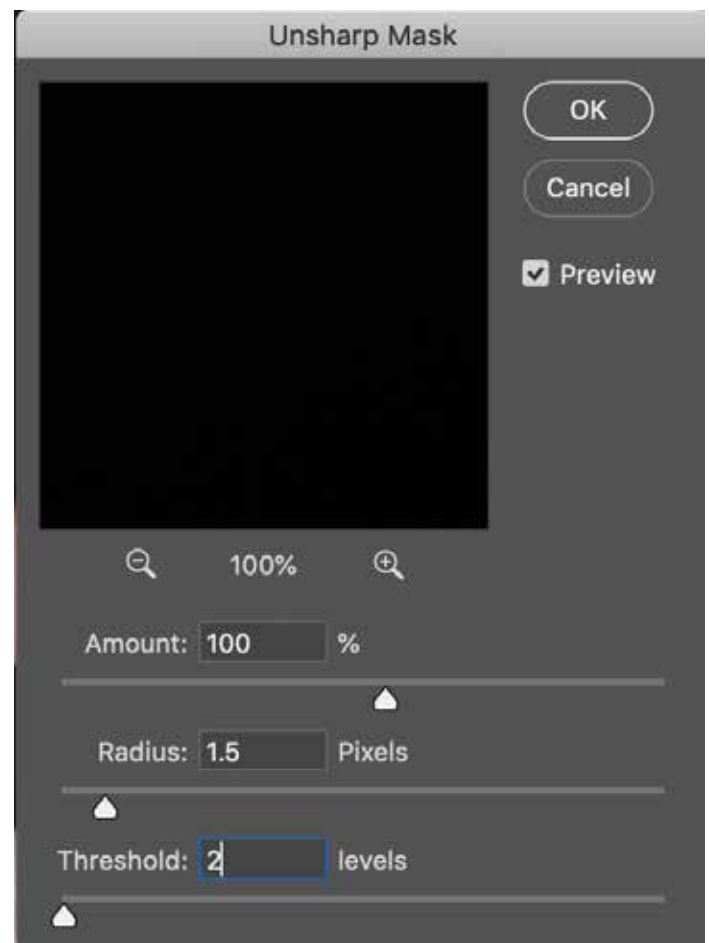


STEP 6: DUST, SCRATCHES, DODGE AND BURN, RED EYE, ETC.

- 6.1 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

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



STEP 8: COLOR MODE

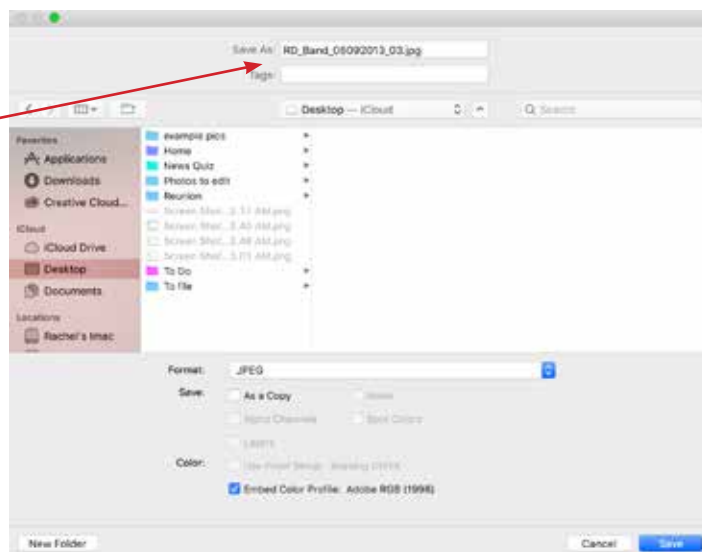
- 8.1 Save color photos in RGB mode
- 8.2 For Grayscale images convert the image to grayscale
 - Image>Mode>Grayscale
 - Check Levels (Step 5) after converting to Grayscale

** 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

9.1 Create an "Edits" folder in the folder with all of your photos for this assignment

9.2 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**

10.1 Get the "Assignment turn in template" from Google Drive
-some assignments have specific templates otherwise use the general "Assignment turn in template"

10.2 Open the InDesign document

10.3 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

10.4 Repeat as necessary

10.5 Double click the caption box to write the caption.

10.6 Fill in the info at top of the page, (name, class assignment etc.)

10.7 Save in folder you are working from

- Save as name of the project

10.8 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

10.9 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.**

10.10 Check with Mrs. Dearing to make sure your PDF showed up in Google Drive

- If turning in late work mention that to Mrs. Dearing.

10.11 Turn in your contact sheet, which signals to Mrs. Dearing you are ready for the project to be graded.

STEP 11: FORMAT YOUR SD CARD TO BE READY FOR THE NEXT ASSIGNMENT