EDITING IMAGES IN PHOTOSHOP

Access and facilities:

You can use the lab any time that the building is open and a class is not in session

- building hours are: M - Th: 7AM - 10PM; Fri and Sat: 7AM - 6PM; and Sun: 8AM - 7PM
- a schedule of when the lab is available and when it's reserved specifically for
  photography is posted on the bulletin board
    - it will also be E-mailed to you so you can download it to your phone
- generally speaking, 7 -11AM during the week, and weekends anytime, are good times

using Macs:

Logging in on Macs:

Note: if the computer is shut off, turn on by pressing button on back of machine
    - it will take a few minutes for the desktop to set up

1. the initial log-in window sometimes has only 'LeMoyne College' as an option.
    - to make 'Other' option visible, try double clicking 'Le Moyne College' option or just
        be patient and wait a minute or so

2. if you get a Keychain prompt, choose 'Continue log in'
    - if you get a window saying: Message agent wants to use log-in keychain, we'll
        discuss this in class

3. check screen brightness by pressing the F1 and F2 keys in top left corner of
    keyboard: indicator should be in middle

Note: if there are technical problems on computer you're using:
  - use another machine; please leave note describing problem

Opening Photoshop Creative Cloud (PS CC):
- we are now using Photoshop Creative Cloud, not Photoshop CS 5.5
    - icon for PS CC is black; it will either be on your dock or in the Applications folder
    - to find it in the Applications folder, open 'Adobe Photoshop CC 2014' folder
    - to place it on the dock, drag the icon from the Applications folder to your dock

Calibrating monitors at beginning of semester:
- click on Apple icon in upper right corner of screen
- open System Preferences > Displays > Color > Calibrate, then follow directions

Accessing image files from USB flash-drive:
- insert flash-drive in USB port on back of computer, near bottom, or on keyboard

- icon for flash drive will appear on desktop
  - if no icon appears, click on Computer and locate it there

- open Photoshop; then choose File > Browse in Bridge
    - in window that opens, click on Computer, on left side
    - your flash drive icon should be displayed
    - open your image folder; you will see thumbnails of all images
    (when you are done, drag your flash drive icon to Trash icon on lower right of
    screen)

Note: do NOT insert your camera memory card into the computer
- working from your memory card causes problems when you put memory card back in
   camera
- printing from files on memory card can cause error messages on the printers

Deleting files and folders:
- simply drag that file or folder to the trash icon at the bottom of your screen

Logging off:
- log off as your name
- do not shut the computer down

EDITING YOUR IMAGE
Free image-editing software, if you need to work at home:
- pixlr.com: an excellent on-line editor that includes layers
- look at techradar.com: 10 best image-editing programs

good tutorials on youtube for anything you want to do in Photoshop

other editing programs on-line: lunapic.com, photobucket.com
- these programs are usually simplistic and gimmicky, and don't allow you to learn the step-by-step process of image editing and in doing so, limit your creativity and your options
- Photoshop editing methods described here are easy to learn and allow much more flexibility

Using Photoshop

1. To access your files directly from your flash drive:
   - insert flash drive in USB port on back of computer, near bottom, or on keyboard
     - icon for flash drive will appear on desktop

   - open Photoshop; then choose File > Browse in Bridge
     - in window that opens, click on Computer, on left side
     - your flash drive icon should be displayed
     - open your image folder; you will see thumbnails of all images
     - open your chosen image

2. next, **save a version** of your image that you will be editing
   - this leaves an unedited version of your file available for future use
   - under File, choose Save As
   - in window that appears:
     - give file a name
     - under Format, choose PSD (Photoshop) or JPEG
       - if save as JPEG, in JPEG options window, for 'Quality' choose '12'
     - navigate to your flash drive and save your file here

3. **B&W classes only:** to convert your file from color to black and white, choose:
   - Image > Adjustments > Black and White; use the default setting here

4. you now need to **resize your image – remember to DE-SELECT RESAMPLE**
   - printer paper is 8 1/2 x 11" and image size should be at least 3/4" smaller than printer paper
   - choose Image > Size:
     - in window, **deselect Resample Image**, if it is selected, at bottom left of window
     - to right of Width and Height, make sure 'inches' has been

- under Document Size, make sure 'inches' has been chosen
- set longer dimension of your image to 10.2 "
- shorter dimension will be set automatically
    - if you are using a 3:2 format, other side will be about 6.7"
    - if you are using a 4:3 format, other side will be about 7.5"
- after re-sizing, Resolution should be at least 200PPI

- to fit your image to the screen, on top menu bar, you can choose View > Fit on Screen

Using the toolbox:

1. Toolbox - located at left side of screen
   - icons indicate different image editing tools
   - pass mouse over icon to show name of tool
   - click on icon to open Options Bar, which is displayed on top of screen
   - to show alternate tools (if there are any), click on icon and hold down
   - Options Bar describes choices with specific tool

2. Menu bar on top of screen - offer other image-editing methods

Undoing changes that you make:
- to undo last edit you did: choose Edit > Undo

- to undo previous steps: choose Edit > Step Backward

- to undo all changes made to the image since it was last saved (you saved an unedited version of the image, remember?), choose File > Revert

- to go back to any previous stage of editing, choose Window > Show History on top menu bar
    - in History window, you can select any previous stage
    - when file is closed, History window is cleared

BASIC IMAGE EDITING TECHNIQUES:

Adjusting Brightness and Contrast:
  a. to create a pure white in your image - almost all images should have this
    - use Levels command: choose Image > Adjust > Levels
    - a window appears which contains a histogram
    - drag white slider on right to the edge of the 'shoulder' of the histogram

  b. to adjust overall image brightness
    - Note: images requiring major adjustments in brightness are better off re-shot
    - choose Image > Adjust > Levels
    - move Input Levels mid-tone slider to left or right
       - this affects mid-tones the most, but also shadows and highlights somewhat

  c. to increase image contrast:
    - move both Input Levels highlight and shadow sliders towards middle, to edge of
      shoulder

  d. to reduce overall image contrast:
    - use Shadow/Highlight adjustment
    - on top menu bar, choose Image > Adjustment > Shadow/Highlight
    - bring shadow slider down to 0
    - make shadows lighter by moving shadow slider to the right
    - make highlights darker by moving highlight slider to the right
       - don't overdo adjusting highlights, or your file will lose a lot of data and highlights
         in your print will look posterized, ie, glowing

Note: you can always choose File > Revert to undo any changes you're made and
  start over

Cropping your image - select Crop tool in tool box
  - Note: significant cropping will degrade image quality

  1. <u>Free Crop</u>: means you can crop to any shape you want
    - in Options Bar, make sure no numbers are typed in

  2. <u>Dimensional Crop</u>: if you wish to maintain same image dimensions you had
     originally, on Options bar, choose Ratio > Original Ratio

    - use Crop tool to select an image area
    - place cursor in upper left portion of your image
    - click and drag tool across image to select area you want to keep

    - if you place cursor inside image area and drag, you can move image around w/in
      crop

      - to un-do selection: press Escape key
      - to apply crop: press Enter key

  - if you did a Free Crop, resize your image after cropping:
      - choose Image > Size and deselect resample
      - type in 10.2" for your longer dimension
      - look at the shorter dimension: if it exceeds 7.8", then type in 7.8" for this
        dimension
      - remember that longer dimension can't exceed 10.2, shorter one can't exceed 7.8

  3. <u>Tilt Crop</u> - this is new in PS CC
      - place crop tool outside image area; you will see double arrows
      - move cursor in chosen direction to tilt the image

Sharpening a soft image
  - Note: sharpening can increase visible grain

  - only images w/ some textural detail can be effectively sharpened

  - zoom in on your image to at least 50%

  - choose Filter > Sharpen > Smart Sharpen
      - select Preview option
      - try dragging Amount slider to 100% as a starting point
      - choose Radius of 1.5;   Reduce Noise: 10% 1
      - check and uncheck Preview to see the change in your image
        - if you see no visible change in the preview window, look directly at your image
          to see the change in sharpness

  - remember: sharpening will be more visible on the screen than in the print

Making basic selections, using Lasso tool and Quick Selection brush
  - selecting part of an image allows you to make changes to only that part of your pic

  First, use the Zoom tool to enlarge area you want to select:
   - icon is magnifying glass and is at bottom right corner of tool box
   - after selecting zoom tool, position cursor in area of your image you want to enlarge

   - to zoom out (shrink image), press Alt key and click mouse

    A. Lasso tool: located near the top of the toolbox
    - options: Freehand Lasso, Polygon Lasso, Magnetic Lasso

    - Freehand lasso is useless and Magnetic Lasso has been replaced by another tool

    - Polygon Lasso: best tool to use if your area to select and its background are
        similar in color or tone
        - creates a straight line from one anchor point to another
        - press down and release mouse at successive points around desired selection

- to lock in selection: double click when you return to starting point
- Note: press Escape on keyboard if you are having trouble deselecting

B. Quick Selection tool: icon is the 4th one down
- very good selection tool for making quick selections of areas that are a
    diffferent in tone or color to the background
- on Options bar, pass cursor over brush icons to see options; eg, add to, or
    subtract from selection
- also, select brush size on Options bar
  - a larger brush size will select a larger area, w/ each click of the mouse

- you can 'paint', i.e., click and drag, to make a selection w/ this tool
- selection expands outward and finds defined edges in your image

Re-touching your photo (removing unwanted spots) using Healing Brush
- use Zoom to to zoom in on area you want to re-touch

- you can also use the Hand tool (near bottom of toolbox) to scroll around image

Healing brush icon is a bandaid
- this tool allows you to retouch spots on your image by sampling an area of the
    image right next to the one you want to re-touch

- within healing brush Options, choose 'Spot Healing Brush'

- click icon to display it's Options Bar on top of screen
- on Options bar, under Mode, choose Normal

- on Options Bar, click on Brush, and drag diameter slider to create a brush size
    slightly larger than the area you are retouching; leave hardness at about 20%

Uploading image files to your personal class folder on the Macs:

- you will have a personal folder for this class which has 600MB of storage space
    - do not confuse this folder with the one you have as a student at the college
        - that folder is much smaller and will not be able to hold multiple image files

- always download your image files on to your own hard drive first, so you have a saved copy of all your files

- you can then copy your files to your personal class folder with a flash drive
    - it is easier to do on a PC (we will discuss this)

- open browser: Firefox or Safari icons on bottom dock
    - go to netstorage.lemoyne.edu and log in

- navigate to your personal folder for this course by following this sequence:
    - DriveL@Shared > Courses > your photo course, eg, ART 240 > folder w/ your name

- click on File > Upload; then navigate to the image file you want to upload

- in 'Upload File' window, click on 'Upload'
    - the file will be uploaded into your personal folder

if you want to copy a **large** number of image files to this folder, it is much easier to do on a school PC than a Mac, because when using a Mac, you have to go through netstorage

Uploading image files to your personal class folder on a PC:
    - see other handout