

PHOTO SHOP WORKFLOW ("ctrl Z" all image prior to correction)

ALT CTRL Z	multiple undo	CTRL J	create backup copy layer	CTRL SHIFT	inverse of selection	CTRL J	create a new layer	CTRL F	repeat last filter
D	reset background to white	CTRL D	deselect	CTRL H	get rid of marching ants	Q	quick mask		
FF TAB	presentation mode	ALT R	ruler	HOLD SHIFT	add to existing selection	[/]	inor / deor brush size		
F TAB	to get back			HOLD ALT	deduct from existing selection				

THE BIG PICTURE

1. open file ... make adjustment ... history brush ... flatten ... close file
2. Non Destructive Changes using Layers:
(create layer ... make adjustment ... history brush ... make new layer)
3. Non Destructive Changes using Layers and Layer Mask:
(non destructive changes using layers)

BASIC WORKFLOW

CORRECT A CROOKED IMAGE

- open image ... " U " to switch to RULER MODE
- drag ruler across top of image
- IMAGE ... ROTATE CANVAS ... ARBITRARY ... OK

CROP AN IMAGE (5.5)

- select CROP TOOL
- in CROP OPTIONS PALATTE
- width: 5 ... height: 7 ... resolution: LEAVE BLANK
(advantage of 5 x 7 is utilizes most of frame - can be cut to 8 x 10)

INCREASE TONAL RANGE

1. (find lightest and darkest part of image)
 - IMAGE ... ADJUST ... THRESHOLD
 - drag slider right till only small white ... SHIFT / left click mouse on white
 - drag slider left till small black ... SHIFT / left click mouse on black ... "X"
 - ESCAPE
2. IMAGE ... ADJUST ... CURVES
 - with left eyedropper ... click black
 - with right eyedropper ... click white
 - with middle eyedropper ... move line to adjust to taste

IMAGE IS TOO LIGHT

- LAYER ... DUPLICATE LAYER ... OK
- on layers palette ... MULTIPLY ... opacity = 1 to 100%
(add additional layers until OK)

SPOT IMAGE (with CLONE tool)

- | | |
|--------|--|
| ctrl + | 1. select RUBBER STAMP TOOL from TOOL PALATTE |
| ctrl - | 2. select a paint brush |
| ctrl) | 3. ALT CLICK a part of the image you want to clone |
| | 4. SINGLE CLICK anywhere else on image to paint pixels |

HOLD SHIFT add to existing selection
HOLD ALT deduct from existing selection

ADJUST DARK AREAS WITH KODAK DIGITAL GEM

- open file (layer's technique)
- LAYER ... DUPLICATE LAYER ... OK
- FILTER ... KODAK DIGITAL GEM
- LAYER ... FLATTEN IMAGE
- (if too strong, change OPACITY)
- use HISTORY BRUSH to undo selected areas (right col, down 4)
- save & close file

ADJUST BLACK & WHITE POINTS WITH PICTOCOLOR

- open file
- FILTER ... PICTOCOLOR
- check BLACK & WHITE boxes
- (if too strong, use LAYER'S TECHNIQUE)

COLOR CORRECTION

- a. IMAGE ... ADJUST ... AUTO LEVELS
- b. IMAGE ... ADJUST ... AUTO CONTRAST
- c. FILTER ... PICTOGRAPHICS ... I-CORRECT PRO

CURVES

- open file
- LAYER ... DUPLICATE LAYER ... OK
- IMAGE ... ADJUST ... CURVES (adjust appropriately)
- LAYER ... FLATTEN IMAGE
- WINDOW ... SHOW/HISTORY (if not showing)
- select HISTORY BRUSH (right column, 4 down)
- select SOFT BRUSH (screen upper left)
- use HISTORY BRUSH to undo selected areas
- save & close file

SELECTIVE COLOR CORRECTION USING CURVES

- select LASSO / POLYGONAL / MAGIC LASSO TOOL
(tool bar on left / 2 down / 3rd over)
- move curser, snaps to edge, click to anchor, move curser backward to erase, complete at 1st point ("o")
 - to make inverse selection: CTRL_SHIFT
 - to deselect: CTRL_D
- apply IMAGE ... ADJUST ... CURVES to modify selected area

ADDING POP

- LAYER ... DUPLICATE LAYER ... OK
- FILTER ... OTHER ... HIGH PASS
- in EMBOSS DIALOG BOX, move slider right till edges pop ... OK
- goto LAYERS PALATTE, change Blend Mode from "Normal" to "Hard Light"
(In Layer Palatte, slide OPACITY to 75 or to suit)
- LAYER ... FLATTEN IMAGE

SHARPENING with NIK SHARPENER

- LAYER ... DUPLICATE LAYER ... OK
- FILTER ... NIK SHARPENER ... NIK SHARPENER
- LAYER ... FLATTEN IMAGE
- (if too strong, change OPACITY)
- use HISTORY BRUSH to undo selected areas

SHARPENING with UNSHARP MASK - USM (always last operation)

- (always sharpen at 100% RGB)
- FILTER ... SHARPEN ... UNSHARP MASK (never use other sharp tools)

	practical	typical	low	high
Amount:	50 to 150	85	150	85
Radius:	1 to 2 (1=95%)	1 (2 soft focus)	2	0.6
Thresh:	3 to 10	4	9	3

(always view sharpening at 100% view size - use ruler if necessary)

FINAL FINAL

- IMAGE ... ADJUST ... BRIGHTNESS/CONTRAST

SIZING

SIZE AN IMAGE

- (if reduce image size, lose data - res = 72; if size down, res up)
- CTRL R for ruler
- IMAGE ... IMAGE SIZE ... uncheck RESAMPLE IMAGE

SIZING FOR PRINTING - CD BURN 50 MB TIFF --> JPEG60

- IMAGE ... IMAGE SIZE ... 2,500
- 02-sunflower-doubleyellow-1-2500pxlht-cdburn-jpeg60

SIZING FOR PRINTING - 8x10

- IMAGE ... IMAGE SIZE ... 2,000
- WIDTH: 8
- HEIGHT: 10
- RES: 266 (AUTO)
- JPEG 100 = 13.2 meg
- JPEG 60 = 3.2 meg
- 02-sunflower-doubleyellow-1-8x10-res266-jpeg60

SIZING FOR POWERPOINT

- IMAGE ... IMAGE SIZE ... 1,500 (horizontal)
- IMAGE ... IMAGE SIZE ... 2,100 (vertical)
- WIDTH: 7
- HEIGHT: 10
- RES: 266
- jpeg60 = 220 KB
- 02-sunflower-doubleyellow-1-1000pxlht-ppoint-jpeg60

SIZING FOR SLIDE

- (4096 x 2730 is maximum size for a slide)
- from 50 MB TIFF file:
 - JPEG 10 = 20 MB file
 - JPEG 8 = 2.3 MB file
 - JPEG 5 = 1.0 MB file
- 02-sunflower-doubleyellow-1-res4000-slide-jpeg80

FILE NAMING PROTOCOL

- see web page - technical ... work flow

SUMMARY WORK FLOW

- see web page - technical ... work flow