

Digital Photo Editing

Participant's Guide



Background

This workshop is designed to familiarize you with the basics of Photoshop CC. With the skills learned in this workshop you will be able to finish tasks that require basic Photoshop skills. You will learn a basic overview of Photoshop's layers, retouching an image (red eye, blemishes), and how to create a black and white image.

Required skills

The following skills are required before participating in the series:

- Knowledge of pc (Windows or Mac)
- Basic keyboard knowledge
- Ability to use a mouse

Digital Photo Editing

Agenda

- Overview of Photoshop Tools
- Creating a Document
- Opening an Image instead of a Document
- Checking the Image Size
- Basic Overview of Layers
- Exposure Adjustments
 - Curves Adjustment Layer
 - Black & White Adjustment Layer
- Basic Retouching
 - Red Eye and Spot Healing
- Saving/Exporting an Image

Overview of Photoshop Tools

- Selection Tools — Make selections within your image.
- Crop Tool — Re-crop your image for better use.
- Healing Tool(s) — Clean up blemishes and red eye removal.
- Brush Tool — Paint on your image or Layer Masks.
- Type Tool — Place text on an image.
- Grab Tool — Help move/navigate throughout the image.
- Zoom Tool — Zoom in and out of your image.

Opening an Image

There are two different ways to open an image in Adobe Photoshop CC.

Option 1: Opening the Image from the Menu Bar.

1. File/Open.
 Select the image you want to edit.
 Click *Open*.

Option 2: Opening the Image by dragging it into Photoshop (*Mac only*).

1. Locate the image you want to open on your Desktop or inside a Folder.
2. Click and drag the image over the Photoshop Logo on the Dock.
3. Release the mouse.
4. The image will open as a locked Background.
5. To **unlock the image**:
 - a. Right click (or double click) on the image in the Layers Palette, Click *Layer from Background*, then *OK*.

Activity 1: <u>Create a new blank document and open an image in Photoshop.</u>
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Checking the Image Size

It is important to know the size of your image because you want it to look perfect when you are finished. To check the image size, you need to find the dpi (dots per square inch) and change it to the correct setting.

To check the image size:

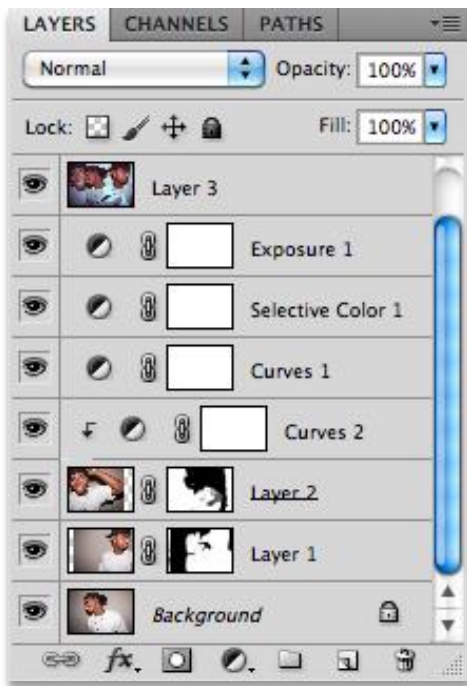
1. With the image opened in Photoshop, click *Image* on the top Menu Bar.
2. Click *Image Size*.
 - a. Or use the keyboard shortcut (*Mac*) Cmd+Alt+I.
3. Locate in the *Document Size*, the *Resolution*.
 - a. If the image is being printed, the dpi should be 300.
 - b. If the image is going on the web, the dpi should be 72.
 - c. If the image is being used in an e-mail, the dpi should be 150.
4. When finished making changes, click *Ok*.

Basic Overview of Layers

Layers are used to organize and edit photos in a non-destructive or invasive way. Think of Layers as a sandwich, each piece stacked on top of one another (i.e. blemish removal, black & white adjustment, etc.). The layers can be turned on and off or deleted without affecting any other adjustments or layers you have made.

Here are some reasons why you **should** use layers when editing a photo:

- They will not destroy or alter the original photo.
- You are working on top of or a copy of the photo.
- You will have more control.
- You can use blending modes to change the way layers interact. (This topic will be covered in the Intermediate Photoshop course).
- You can change the opacity of any effects.
- You can add layer masks in order to work selectively on the photo.

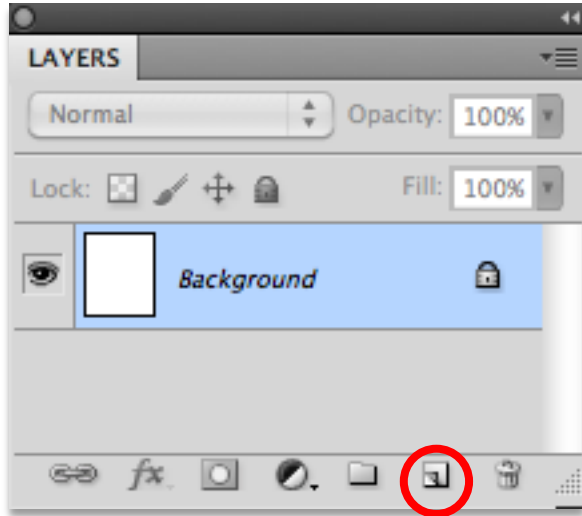


Create a New Layer

In generating a New Layer, you are creating a new space for something to be added: i.e. another image, an adjustment layer, text, etc.

To create a New Layer:

1. Locate the Layers Palette on the bottom right side of your screen.
2. Click the New Layer icon at the bottom right of the Layers Palette.
 - a. Looks like a *sticky note*.
3. A new transparent layer will be created.



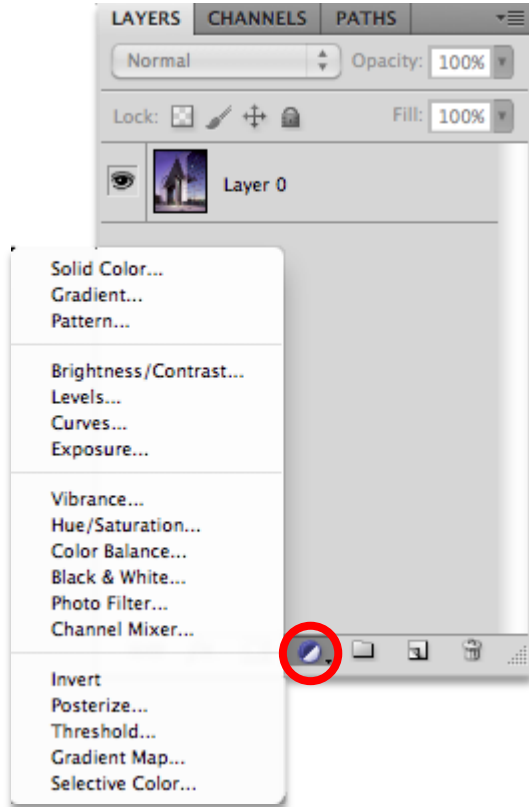
Activity 2: Add a New Layer.

Create/Apply an Adjustment Layer

An Adjustment Layer allows you to apply color and tonal adjustments to your image without permanently changing the integrity of your photo. Use adjustment layers to experiment with color and color tones. All Adjustment Layers are transparent (except for a select few) which allows the underlying layers to be seen.

To create an Adjustment Layer:

1. Locate the Layers Palette on the bottom right of your screen.
2. Click on the *Adjustment Layer icon*.
 - a. The black and white circle at the bottom of the Layers Palette.
3. A list of adjustments will appear.
 - a. Solid Color, Gradient, Pattern (not transparent).
 - b. Brightness/Contrast, Levels, Curves, Exposure.
 - c. Vibrance, Hue/Saturation, Color Balance, Black & White, Photo Filter, Channel Mixer.
 - d. Invert, Posterize, Threshold, Gradient Map, Selective Color.
4. Select *one* of the Adjustments
5. A new blank Adjustment Layer will appear.



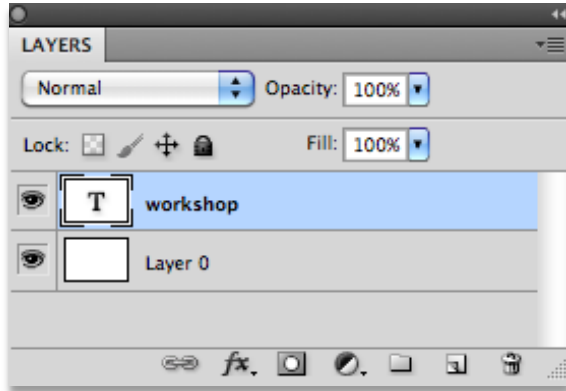
Activity 3: Add an Adjustment Layer.

Create a Type Layer

The Type Tool is used to create text layers. By clicking on the Type Tool icon on the left Menu Bar, there are a few options to choose from: Horizontal, Vertical, Horizontal Type Mask, and Vertical Type Mask tools.

To create a Type Layer:

1. Press the letter (t) on your keyboard to turn on the Type Tool.
2. Click and drag your mouse to create a box onto your image.
3. Type a few words.
 1. A *Type Layer* is created in the Layers Palette when you start typing.



Activity 4: Add a Text Layer.

Create a Duplicate Layer

A Duplicate Layer is a copy made of another layer. By making a copy of your original image, you can make changes to the copy and not destroy the original image. A manual version of edit undo.

To create a Duplicate Layer:

Option 1:

1. Select the Layer you would like to duplicate in the Layers Palette.
2. Click *Layer* on the very top Menu Bar.
3. Click *Duplicate Layer*.
4. A copy will be made of the layer that was selected.

Option 2:

1. Select the image that you want to make a duplicate in the Layers Palette.
2. Right click to the right of the image's name.
3. Click *Duplicate Layer*.
4. Click *Ok*.

Activity 5: Add a Duplicate Layer.

Exposure Adjustment

Exposure is the amount of light that reaches the sensor of a camera. Exposure is what makes the photo very bright or very dark. A photo should be given the correct exposure otherwise the image will be under- or overexposed.

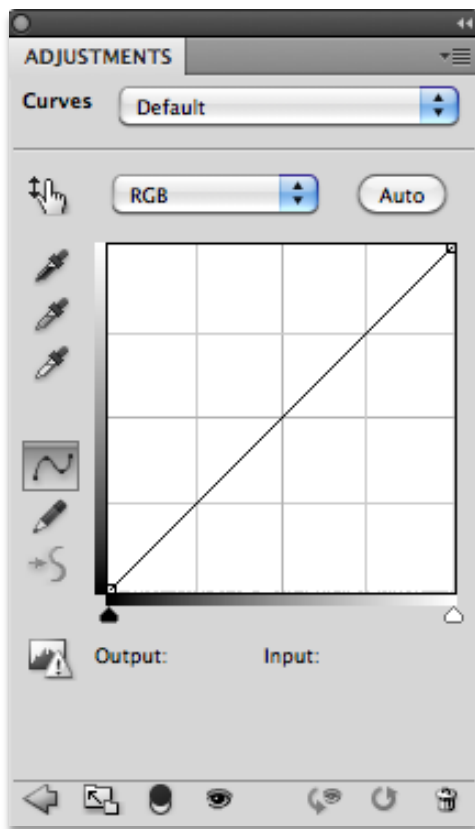
Curves Adjustment Layer

Here are some reasons why you **should** use a Curves Layer for exposure adjustments:

- It is the most accurate way to make exposure adjustments with the most control.
- It will not harm or alter the original photo.
- You can go back and change the layers settings.
- You can delete the layer without affecting the original image.

Using a Curves Adjustment Layer:

1. Click on the *Adjustments Layer icon* at the bottom of the Layers Palette.
2. Click on *Curves*.
3. The Curves Options will show up in the Adjustments Palette.
 - a. Also a Curves Layer will appear in the Layers Palette.
4. Click the middle of the diagonal line.
5. Move the line up or down until you get the proper exposure for the image.



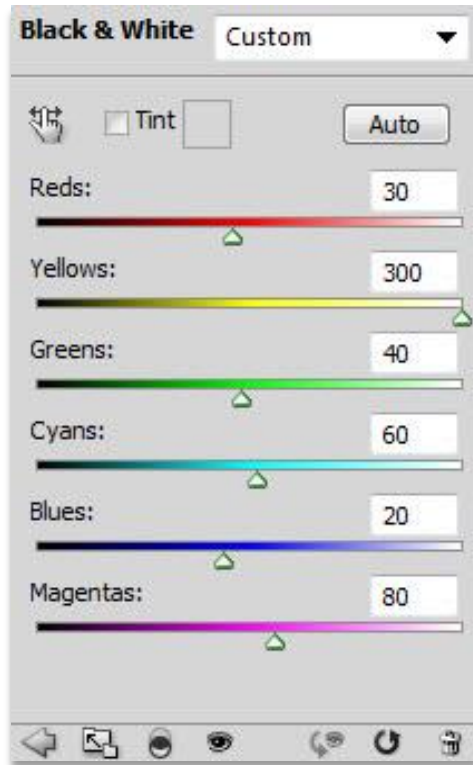
Activity 6: Add a Curves Adjustment Layer to your image and raise the Exposure.

Black & White Adjustment Layer

The Black & White Adjustment Layer is an extremely popular effect. Instead of changing the original image to black and white, you can add an adjustment layer that can be deleted if it does not turn out how you intended.

To create a Black & White Adjustment Layer:

1. Click on the *Adjustments Layer icon* at the bottom of the Layers Palette.
2. Click on *Black & White* in the Adjustments Window.
3. The Black & White Options will show up in the Adjustments Palette.
 - a. Also a Black & White Adjustment Layer will appear in the Layers Palette.
4. Your image will become black and white.



Activity 7: Add a Black & White Adjustment Layer.

1. Raise the exposure of the photo.
2. Apply the Black & White Adjustment Layer.
3. Delete the Layer when finished.

Basic Retouching

Retouching an Image (Red Eye Removal and Blemish Removal)

Red Eye Removal and Blemish Removal is a great skill to have when touching up photos of family or friends. When editing, You always want to do these removals on a blank layer so if you make a mistake you can go back and delete the layer.

1. Create a *Merged Photo Layer* by pressing: (Mac) Cmd+Option+Shift+E.
2. Select your *Red Eye Tool* under the healing tools pull out bar.
3. Click on the topside of the eye that has the red eye.

4. Drag the *Red Eye Tool* all the way to the opposite side of the eye so the box completely covers the area with red eye.
5. Release the click and the *Red Eye Tool* will create an overlay color that will cover up the area of the eye.



Activity 9: Remove the Red Eye within the image with the Red Eye Tool.

Spot Healing Brush

The Spot Healing Brush is a unique tool, best used for removing blemishes and smoothing out skin surfaces.

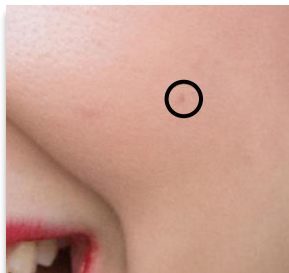
It can be turned on by:

- Clicking on the icon of the Band-Aid.
- Or using the keyboard shortcut (j).



To use the Spot Healing Brush:

1. Create a New Empty Layer by clicking the *New Layer icon*.
2. Click on the *Spot Healing Brush Tool*.
3. Make sure that "Sample All Layers" has a checked box at the top Menu Bar.
4. Move the *Spot Healing Brush Tool* over the blemish.
5. Use the left and right bracket on your keyboard to make the brush slightly bigger than the blemish.
6. Click and drag over the blemish and the *Spot Healing Brush Tool* will remove the blemish for you.

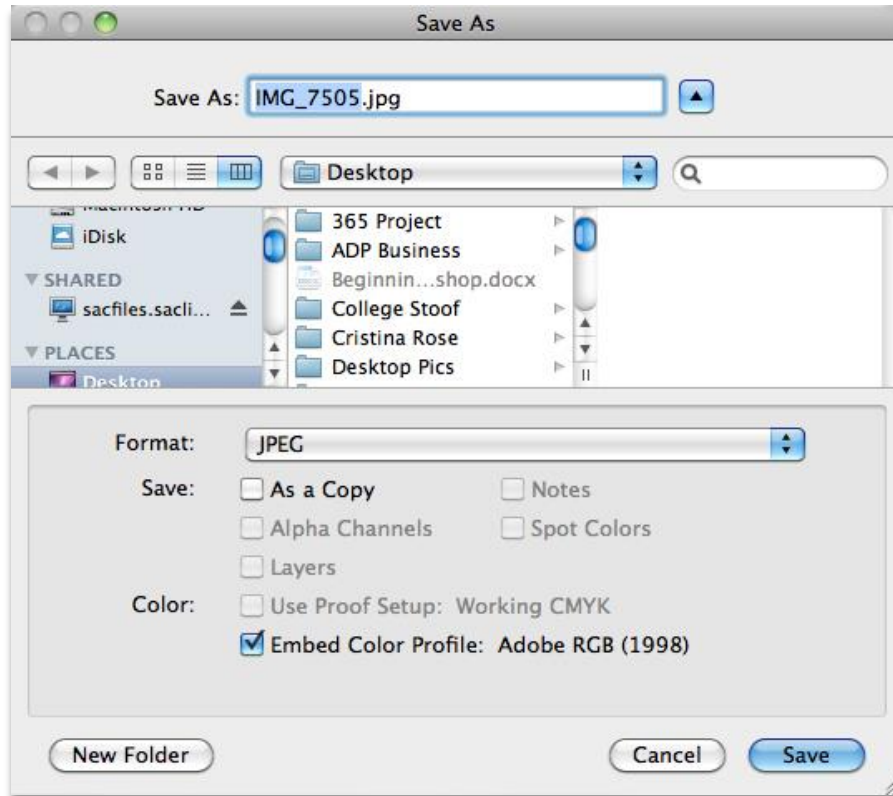


Activity 10: Use the Spot Healing Brush Tool to remove blemishes within the image.

How to Save a Document/Image

There are two major files types that are used when editing an image: *PSD* and *JPEG*.

1. Click File\Save.
 2. Choose the destination where you want to save your image.
 3. Choose the file type (*PSD*, *JPEG*, etc.).
 4. Click *Save*.
- When you are working on a document with multiple layers, make sure to save the image as a *PSD*. This file type allows you to re-open the document in Photoshop and continue editing the layers and adjustments you previously created.
 - A *PSD* can be a large file size depending on the type and amount of layers.
 - A *PSD* file can only be opened in Photoshop. It cannot be opened on a computer that either does not have the Photoshop program or the same version/higher.
 - When finished with the file — it is ready for email or print — it should be saved as a *JPEG*. This format compresses all of the layers and makes a readable image that can be opened on any computer.
 - If you save a photo as a *JPEG* and reopen it in Photoshop, all the layers and adjustments will not be there since the file was compressed.
 - The file size on a *JPEG* can range from a small image file with low resolution to a large image file with a high resolution.



Activity 11: Save the image as a JPEG and a PSD.

Things Learned from this Course

- How to Open a Document or Photo in Adobe Photoshop CC.
- Basic Overview of Layers.
- How to Change the Image Size.
- How to Create a Curves Adjustment Layer.
- How to Create a Black & White Adjustment Layer.
- Basic Retouching Techniques
 - Red Eye Removal and Spot Healing.
- How to Save the Image as a JPEG.