

## Basic Editing Photoshop



Before Edit

After Edit Color Version

After Edit Black & White Version

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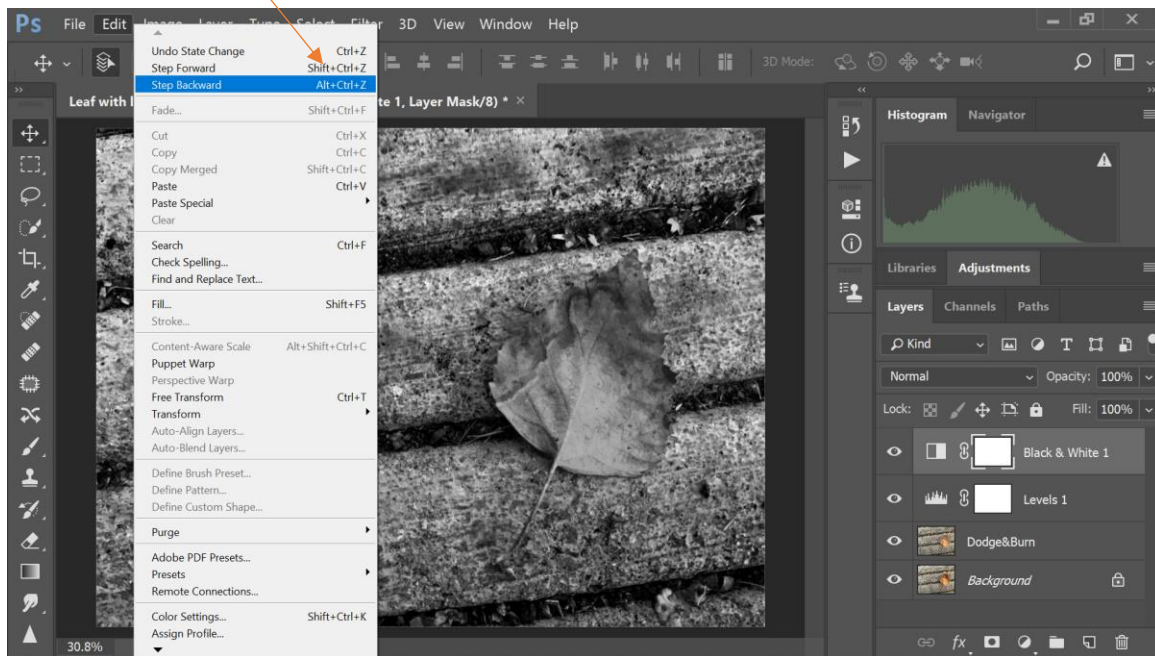
## Step backward/forward edits

You can open images up by going to your image on the computer and launching Photoshop from there. This tutorial will show how to launch your image from Photoshop.

## HOW TO GO BACK/FORWARD STEPS IN PHOTOSHOP?

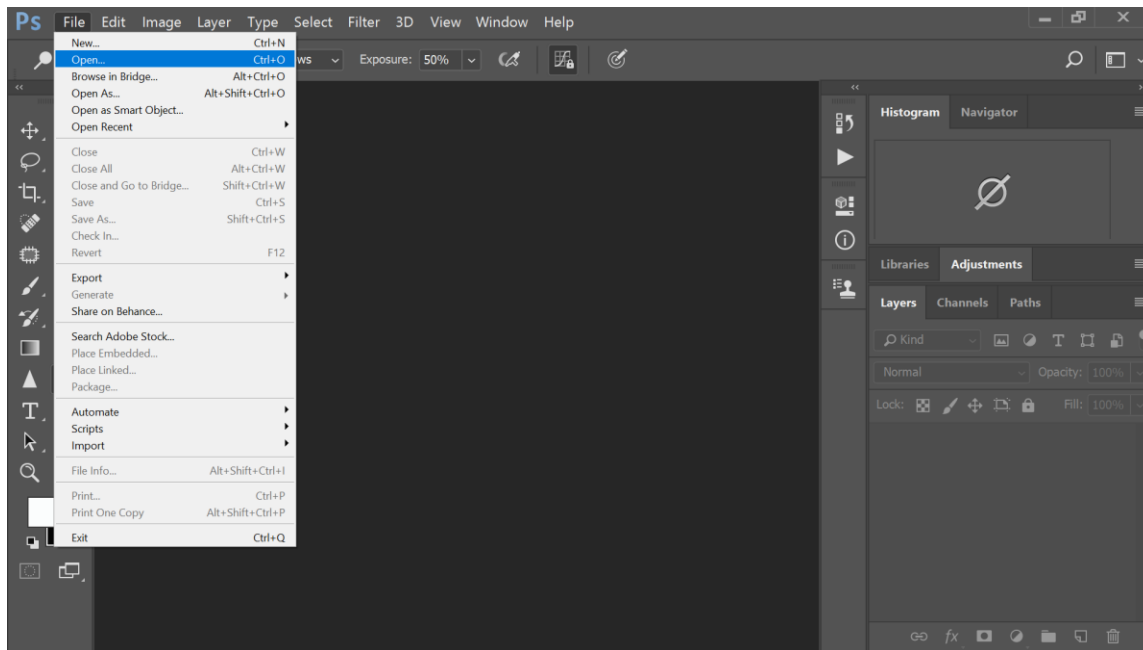
Photoshop has some different ways to go back steps. You can always go to Edit and you will see the options to select. The keyboard shortcuts are always displayed.

**Ctrl Z (PC) Command Z (Mac)** will toggle between the last two steps you did – great feature so you can see before and after over and over again with a quick keyboard command. You can go back up to 15 steps in Photoshop by either using the Step Backward on the Edit menu or use the keyboard shortcut displayed.



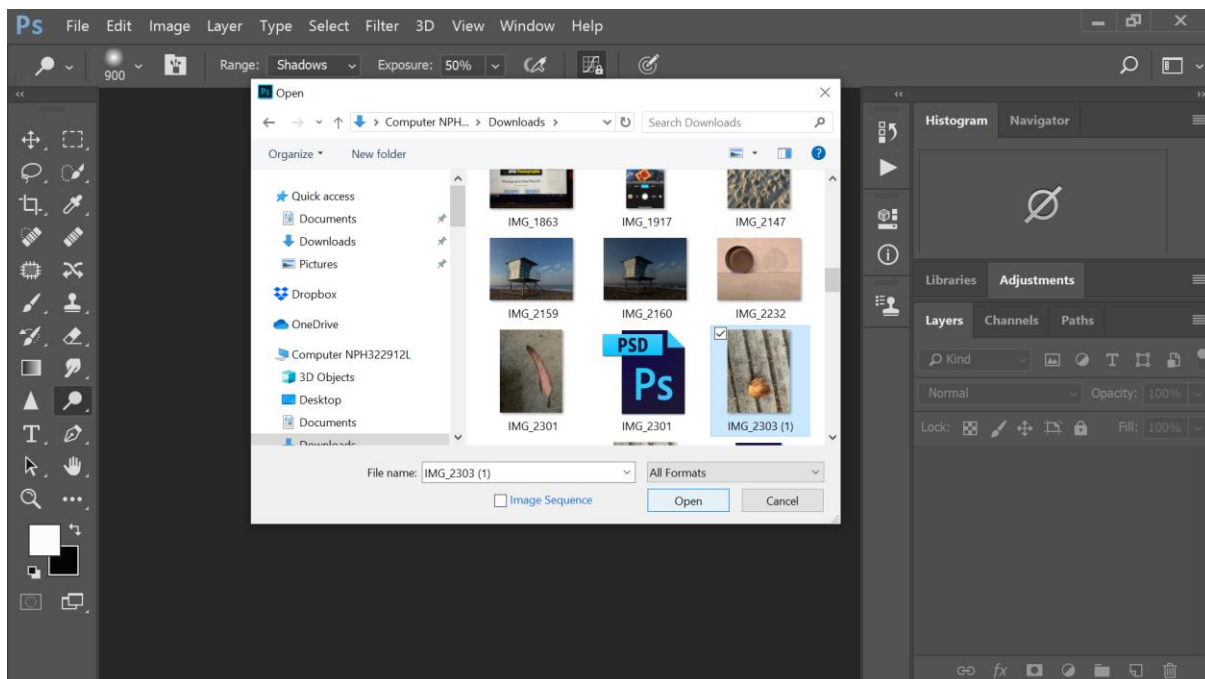
## OPENING FILE

Go to File > Open



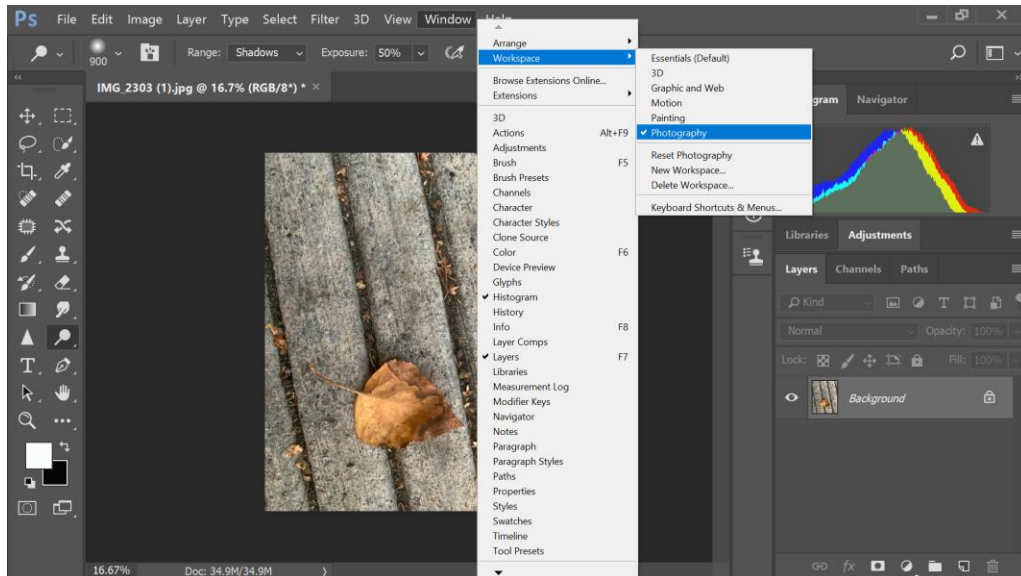
Go to the drive/folder where you will find your image. If you are using Google Photos, the image goes to the Downloads folder.

Left Click on your image and left click on Open



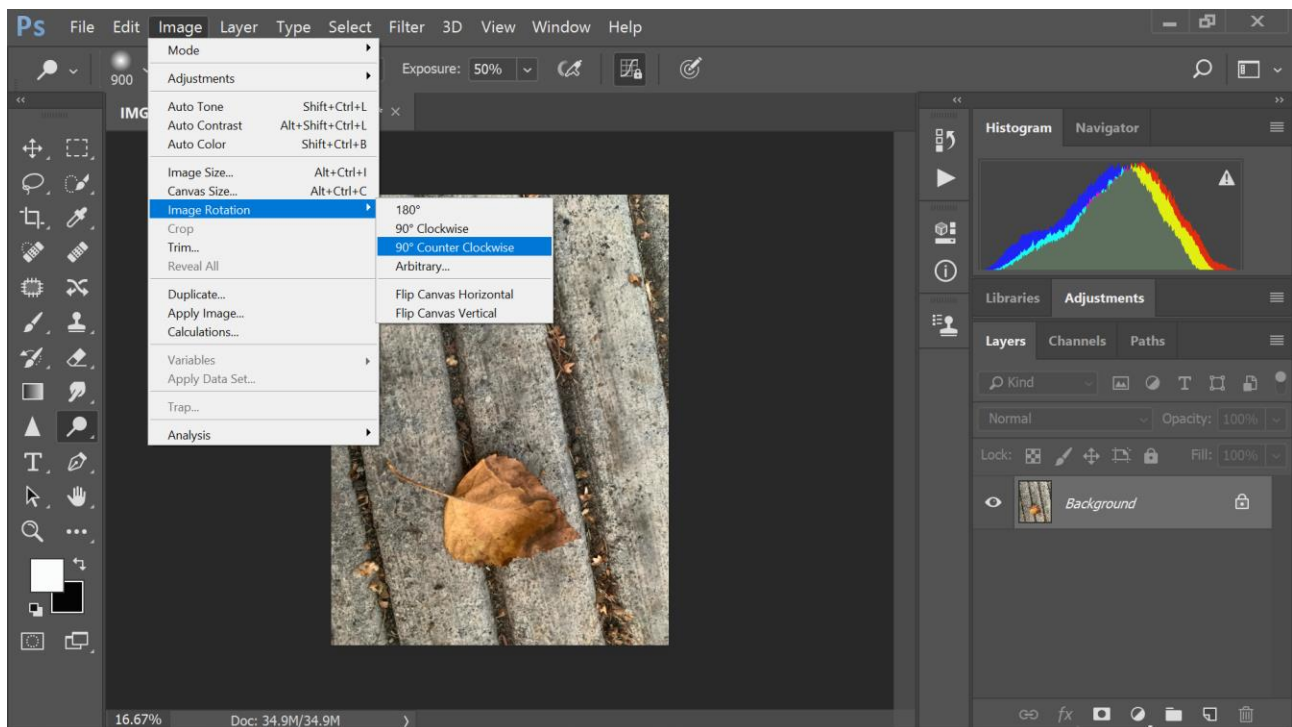
## WORKSPACE

Before you start, be sure you have chosen the correct Workspace. Click on Window > Workspace > Photography



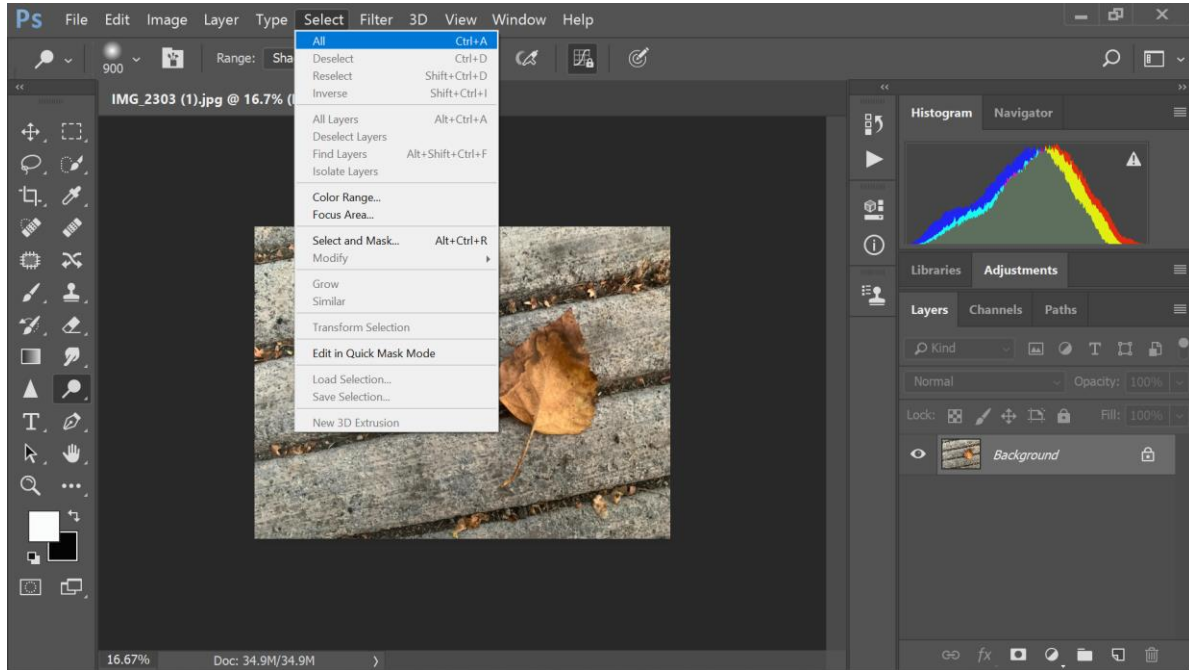
## ROTATING IMAGE

If you need to rotate your image to get it right side up, click on Image > Image Rotation > choose the correct orientation.

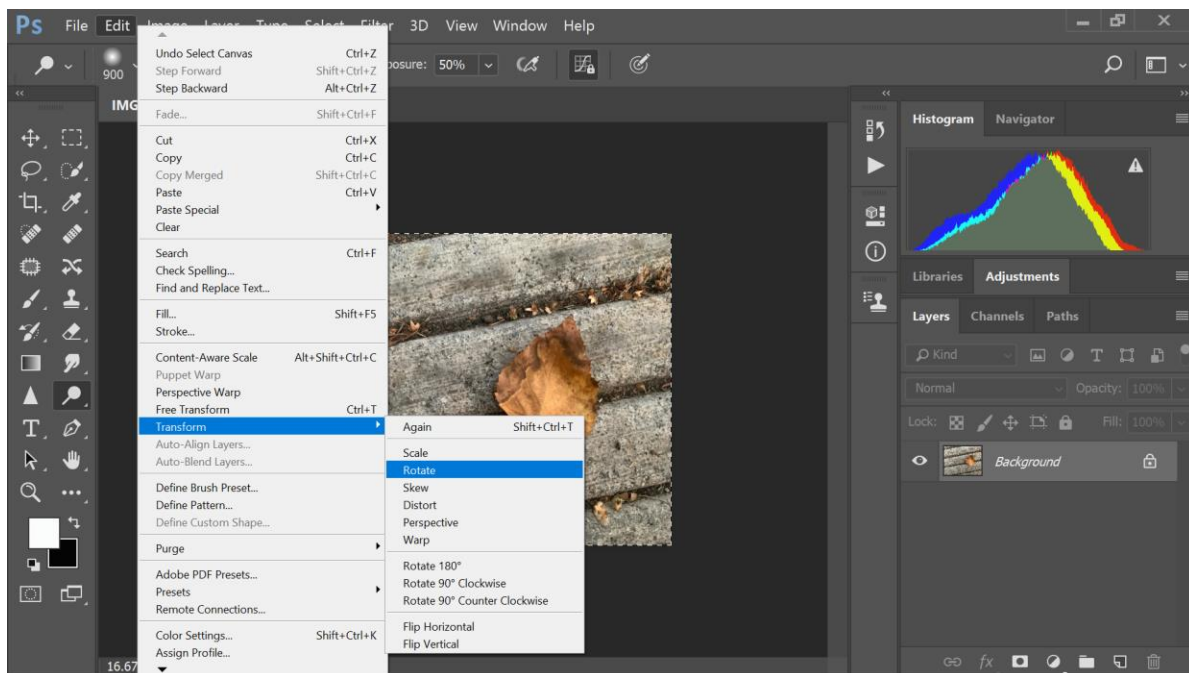


## STRAIGHTENING IMAGE

If you need to straighten your image, you need to select the entire layer. Go to Select > All (Keyboard Shortcut: Ctrl A on PC, Command A for Mac). You will see a dotted line moving around the layer indicating that it is selected (Photoshop calls this “Marching Ants”)

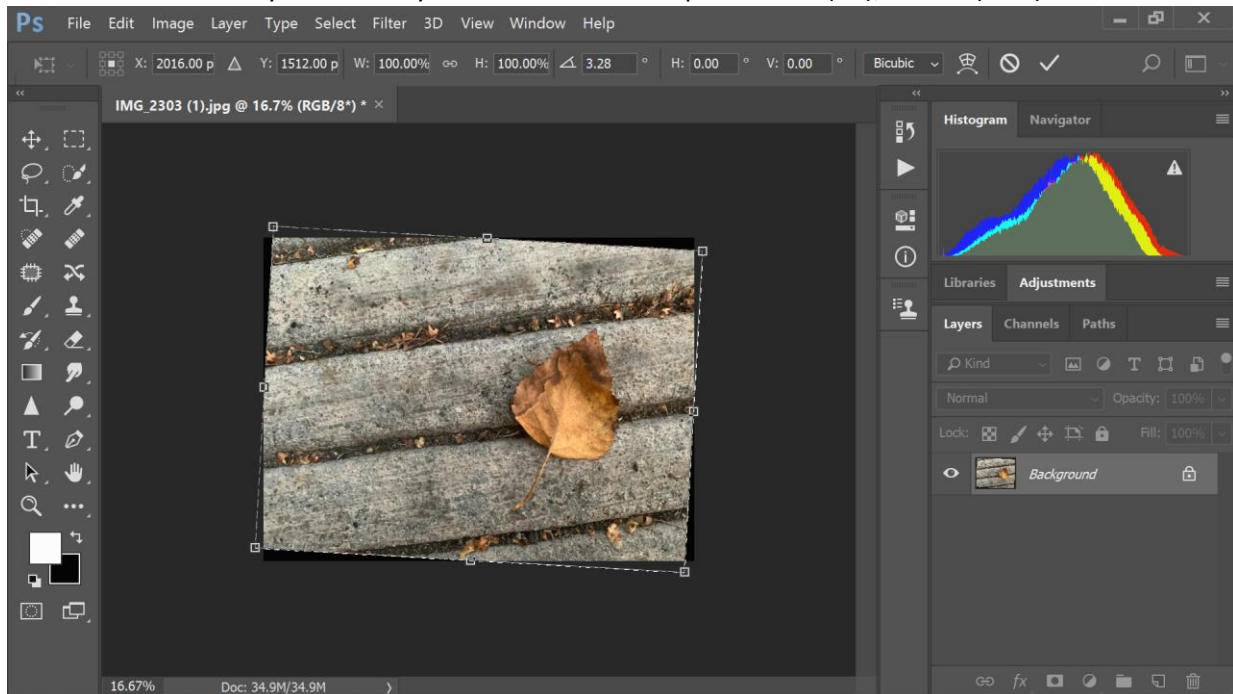


Click on Edit > Transform > Rotate. The image will have small boxes on the corners and edges.

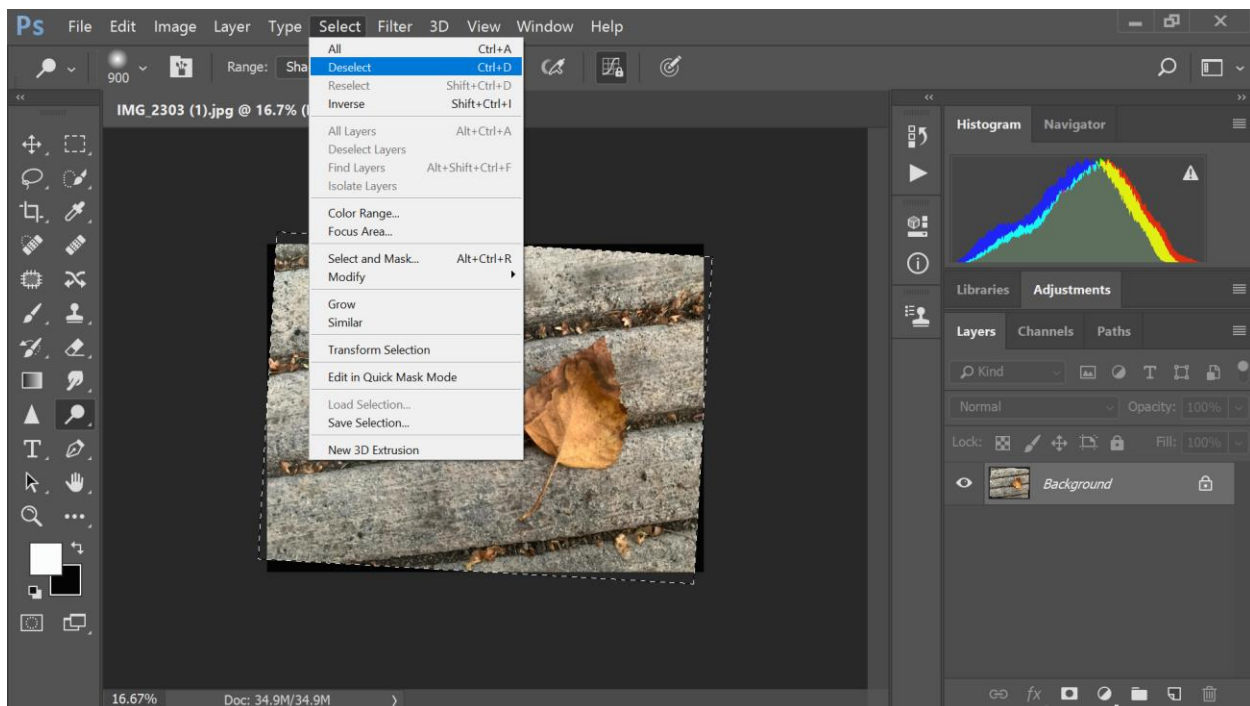




Take your cursor and pick a corner of your image. You will see a two sided, bent arrow (90 degrees). Move the arrow until you achieve your desired tilt. Then press Enter (PC)/Return (Mac)

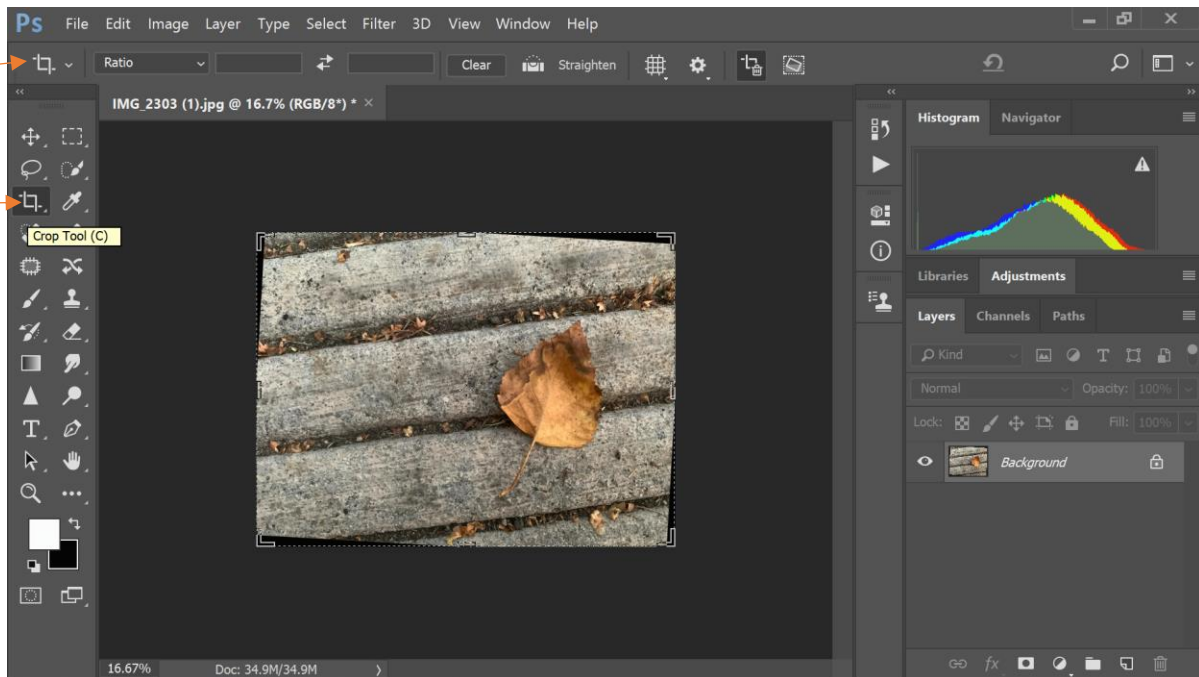


Now click on Select > Deselect (Shortcut: Ctrl D / Command D)

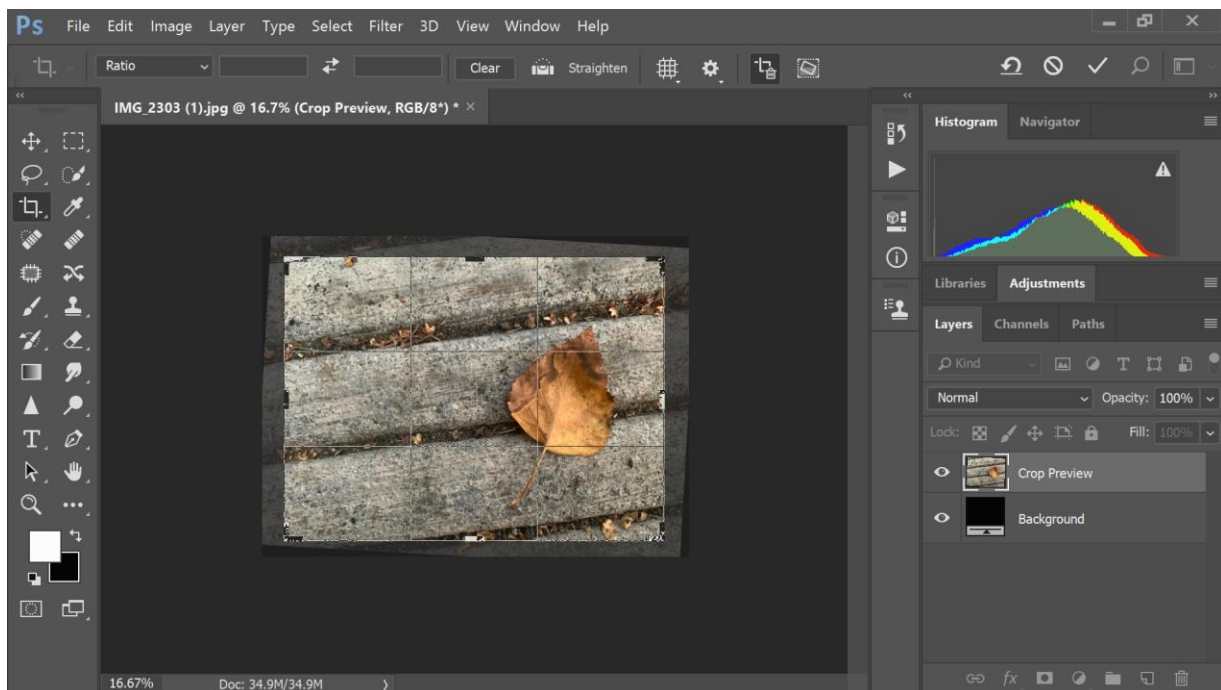


## CROPPING

To crop your image, go to the tools palette on your left and click on the Crop Tool. Be sure you see in the upper left corner that the Crop Tool is showing. This indicates that this is the active tool.

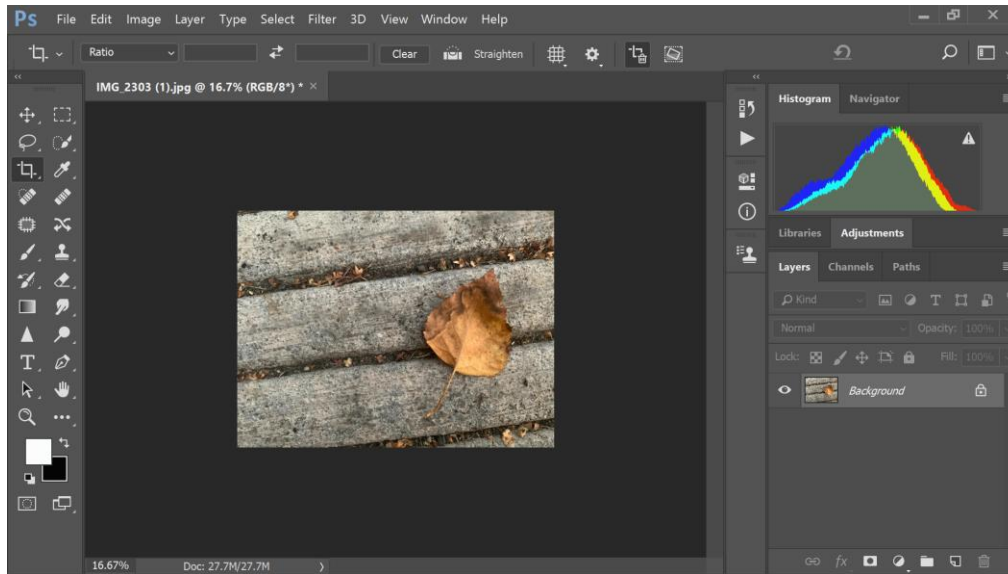


From the corners and/or sides, left click and pull in to where you want image cropped. Press Enter (PC)/Command (Mac).



## GETTING IMAGE TO DISPLAY FULL SCREEN

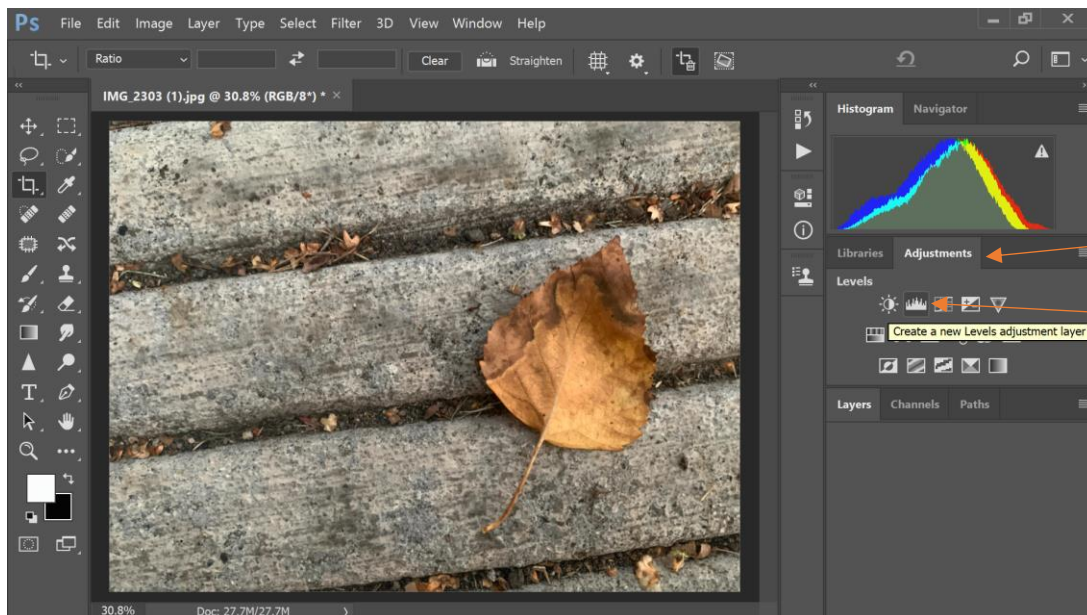
Once image is cropped, Press Ctrl 0 (PC) / Command 0 (Mac) (that's a zero not an O). Image will go to full screen



## ADJUSTMENT LAYERS – LEVELS

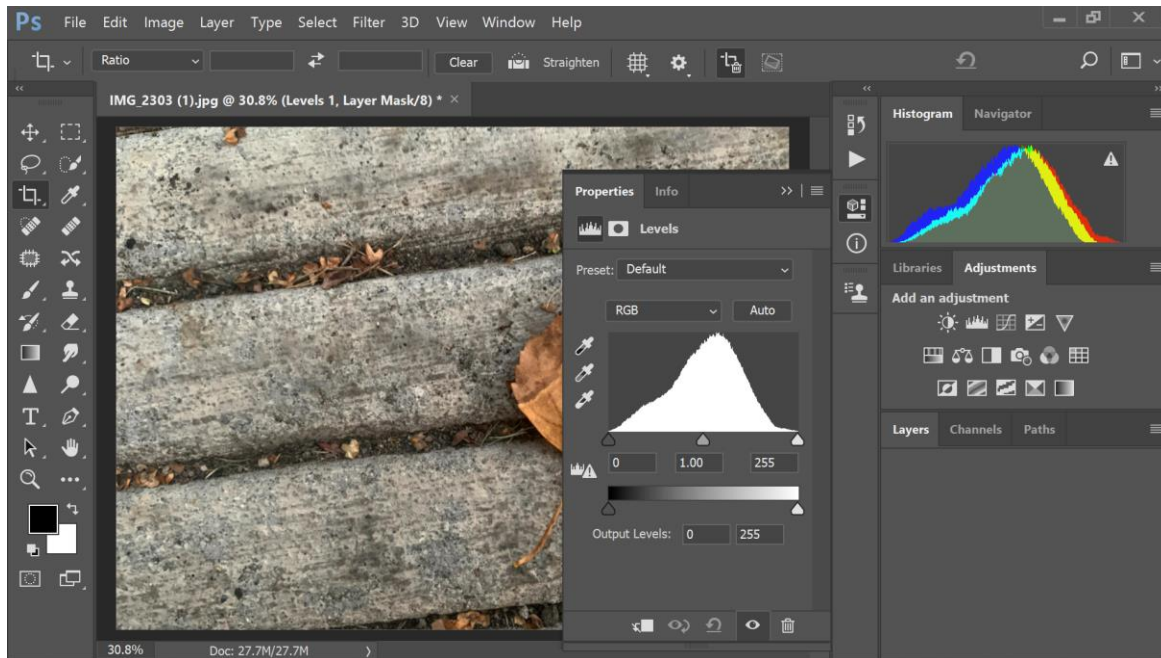
Note: This display may look different on a desktop computer. I am using a laptop, so the display is more crowded. Desktops are usually easier to use with Photoshop. So if you are using a desktop it will be easier to find some of the things mentioned.

On the right of your screen you will see the Adjustments tab. Click on this. Click on the Levels adjustment layer (looks kind of like a crown) “You should see me in a crown” (Billie Eilish)

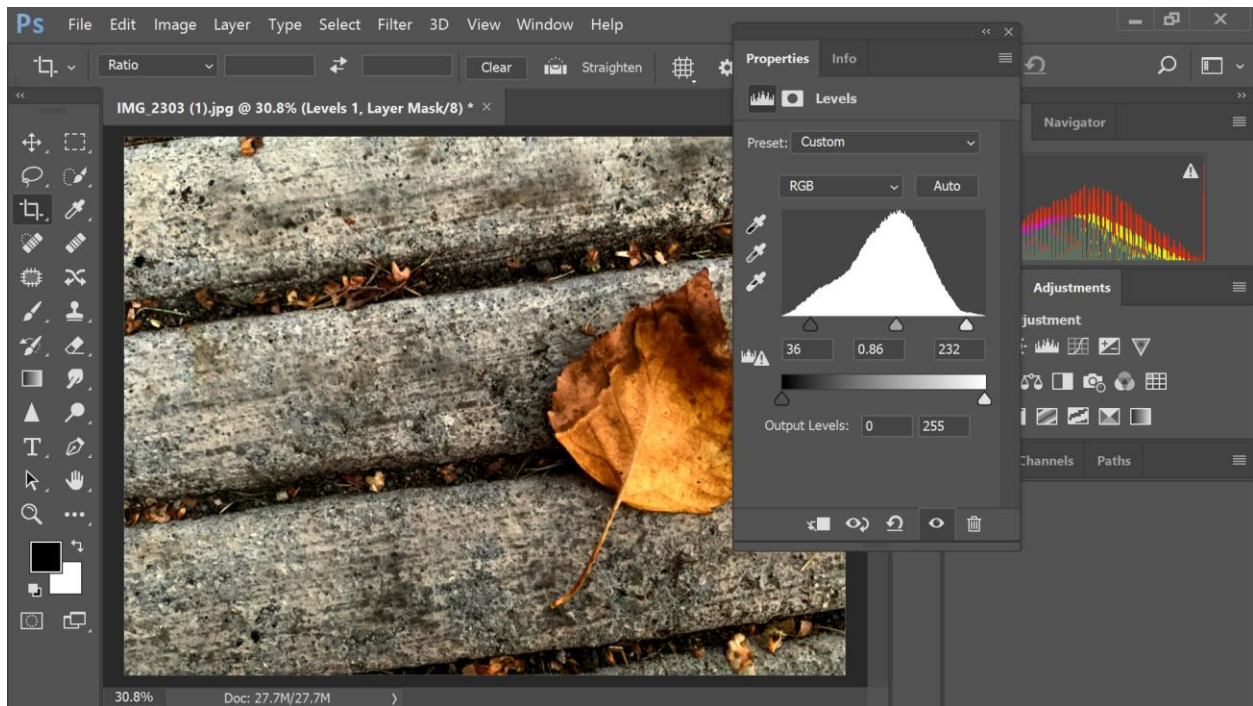




Once you click on this, you will get this display. If you are using a laptop, you may want to left click on the top of the pop out window and move it a little so you can more easily see your image.

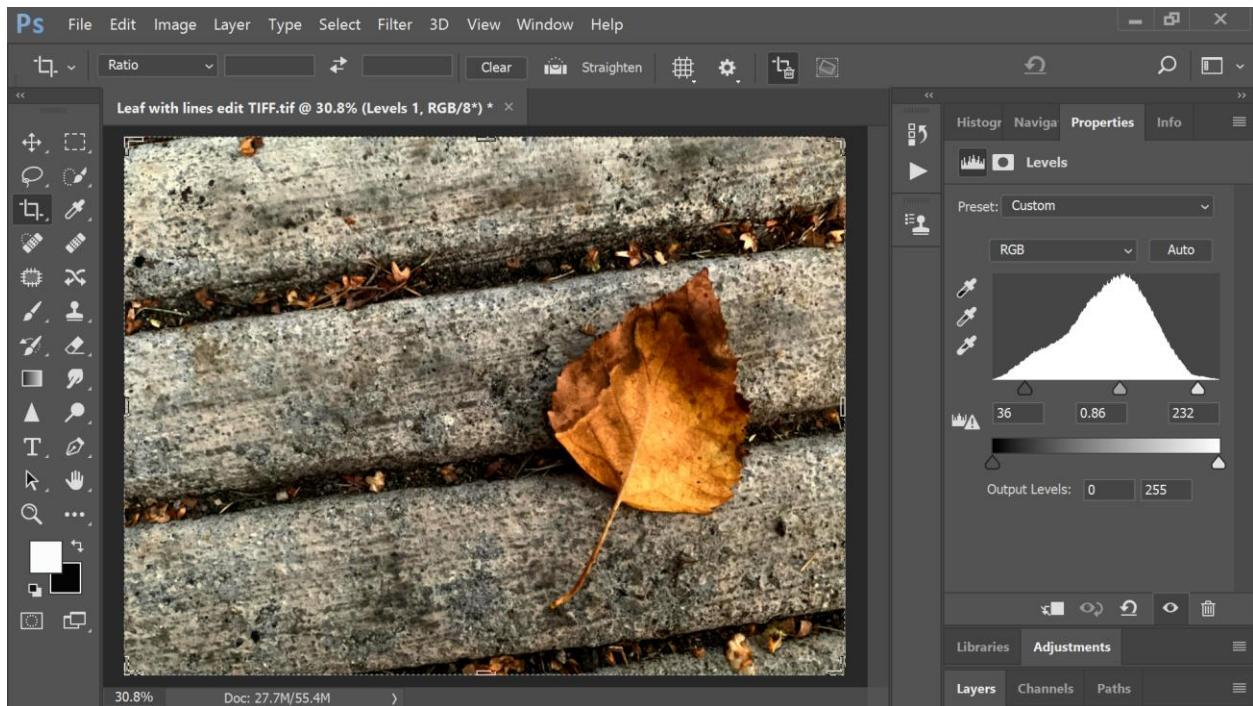


This is after moving the window.

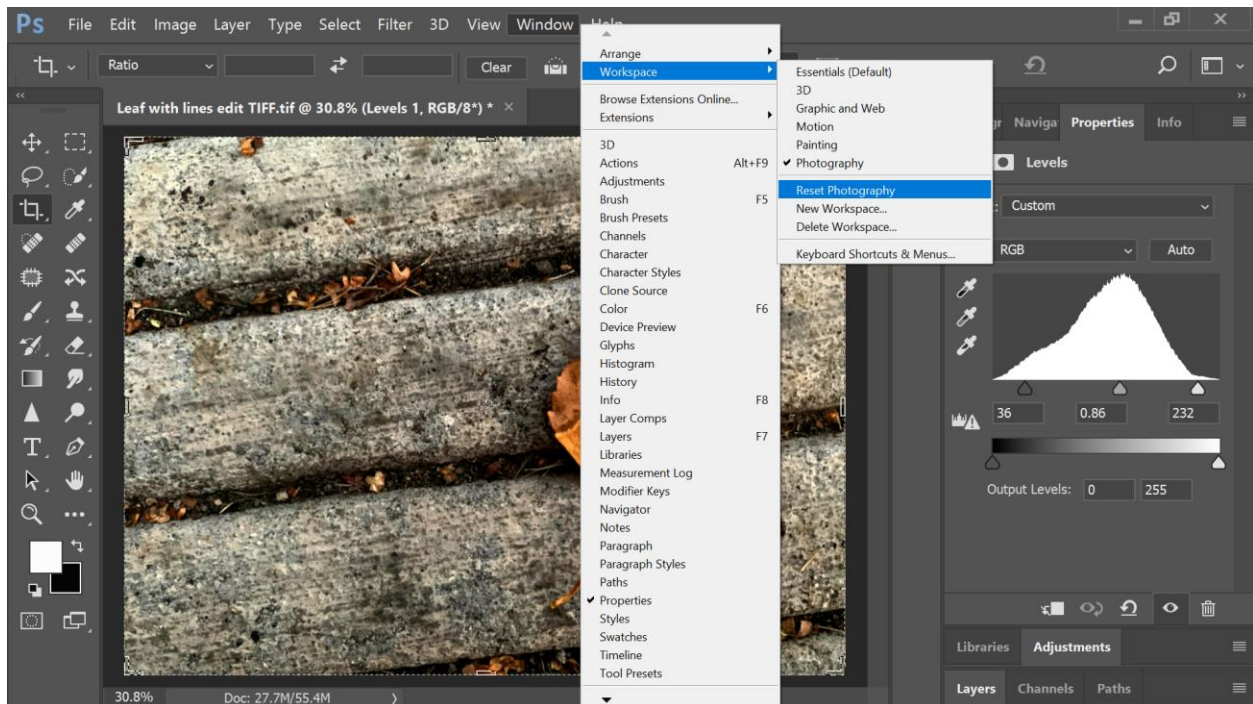


## RESETTING WORKSPACE (only if necessary)

Sometimes when you move it, you may move it a bit far and it ends up here. This is not terrible, but it will make finding tabs more difficult. Look at the next screen to see how to fix this.



Go to Window > Workspace > Reset Photography

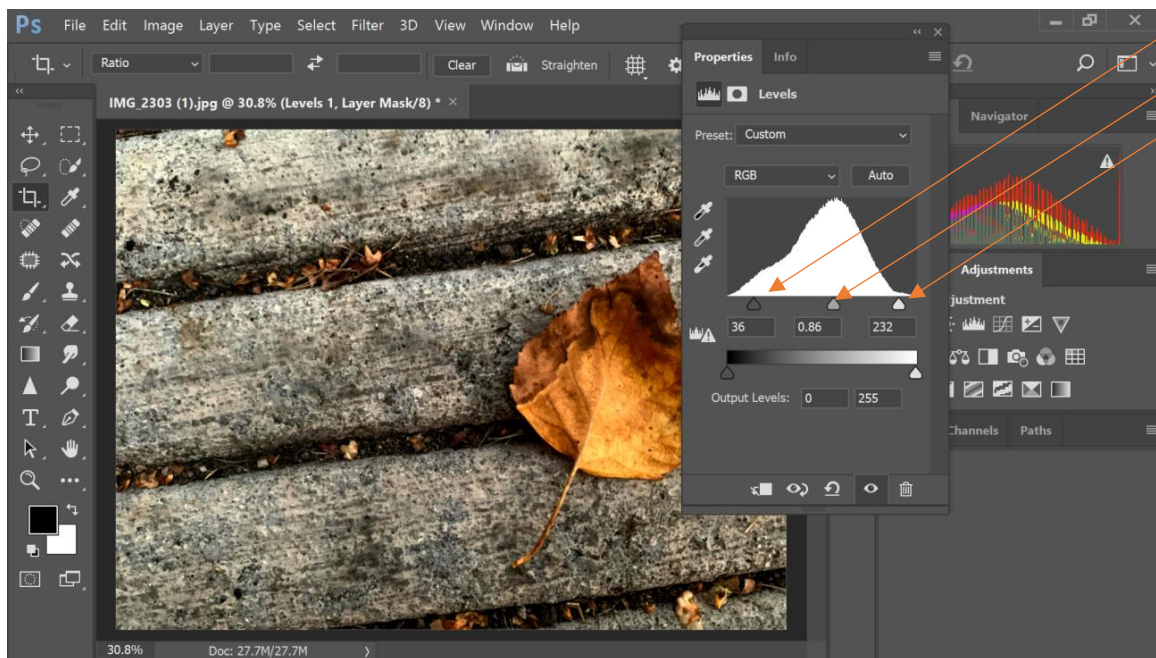
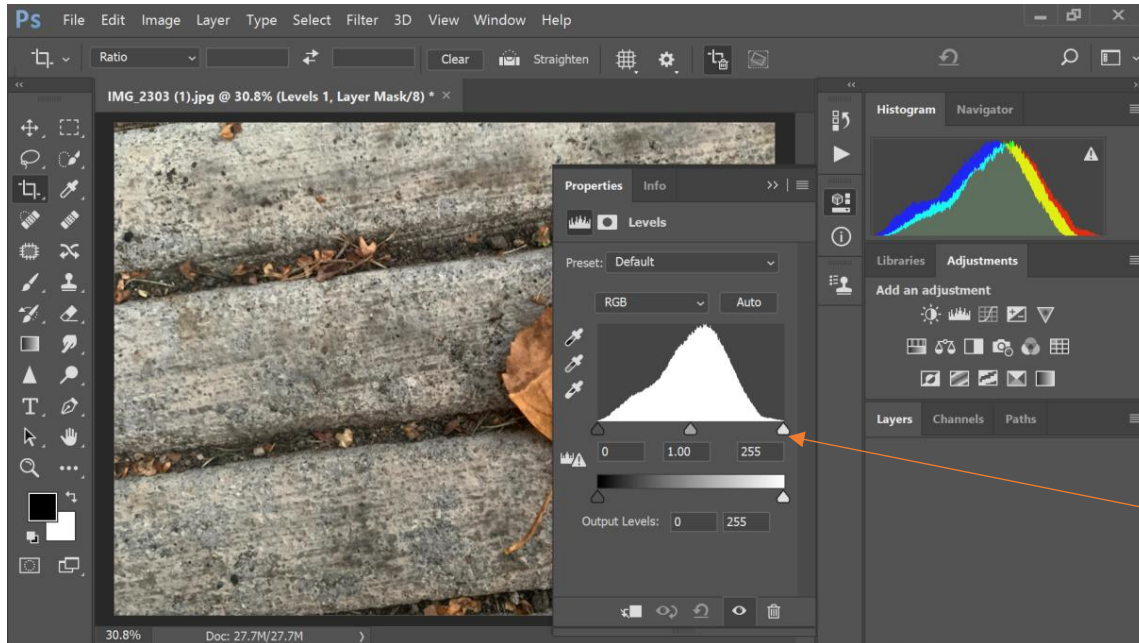




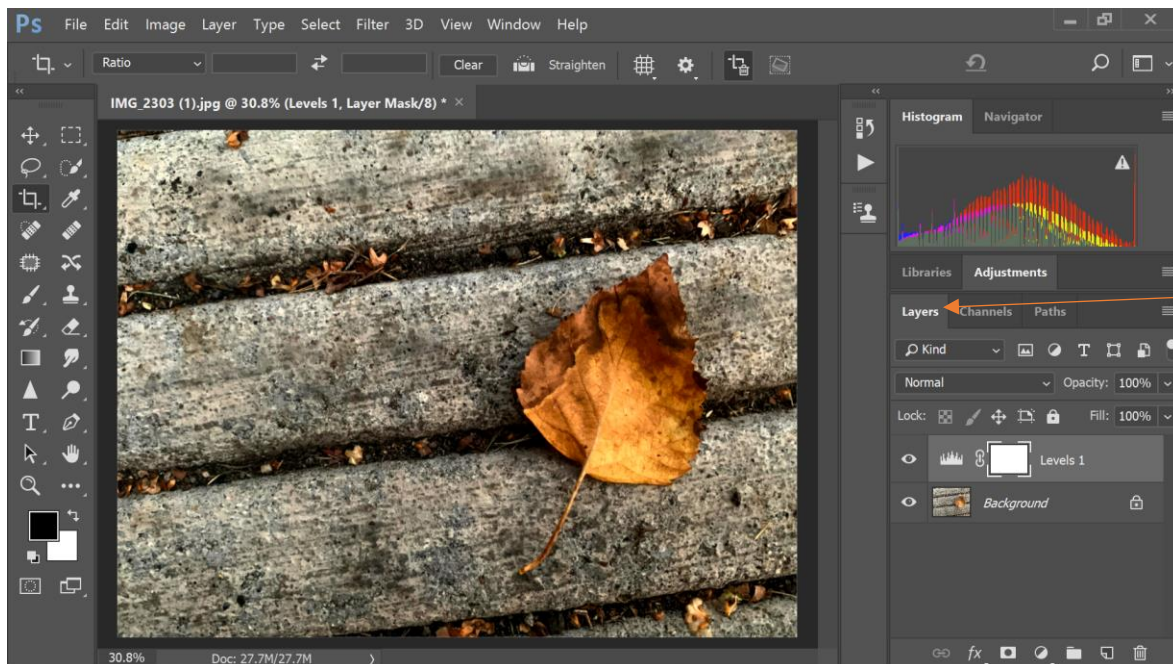
## LEVELS (CONTINUED)

Now you will look at this mountain range looking display. This is called a Histogram. All images you have ever shot or will shoot (film or digital) have a Histogram. What this is showing you is the tonal value of your image, dark tones on the left, mid-tones in the middle, and light tones on the right.

This adjustment layer is used to adjust contrast on your image. Click on the black, mid-tone and white triangles at the bottom of the Histogram mountain and see how they adjust the contrast. The one above here is the Histogram as it came off the camera and the one below is after I adjusted it to my liking.

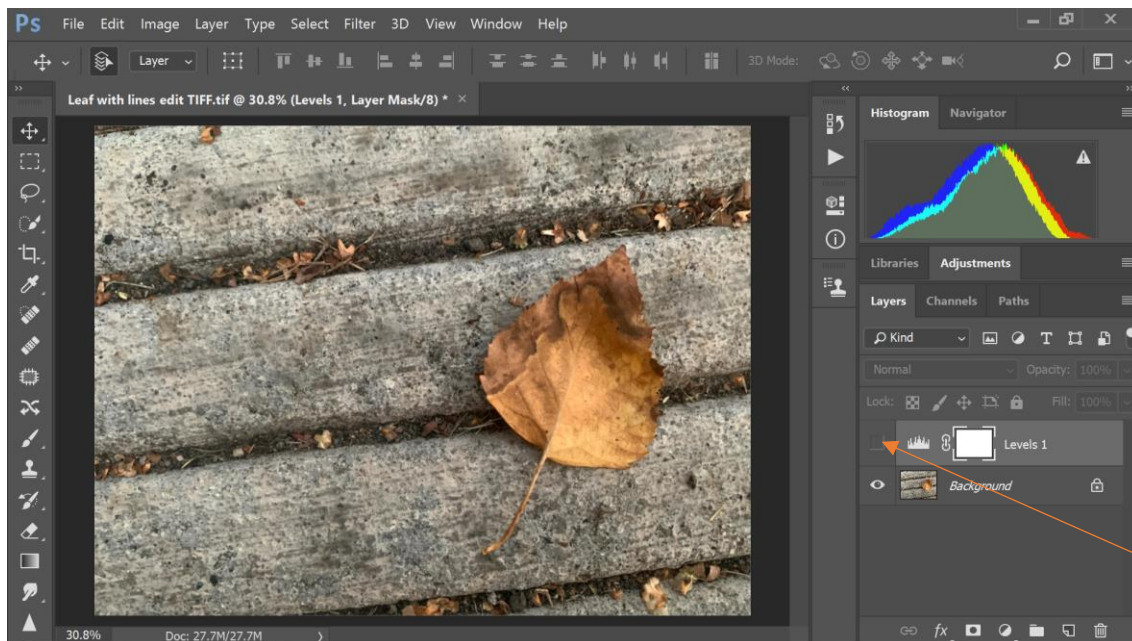


Now left click on the Layers tab in the lower left of the screen (on a Desktop the layers will just be showing). You will see the Background layer with the Levels adjustment layer on top.



## **HIDING A LAYER**

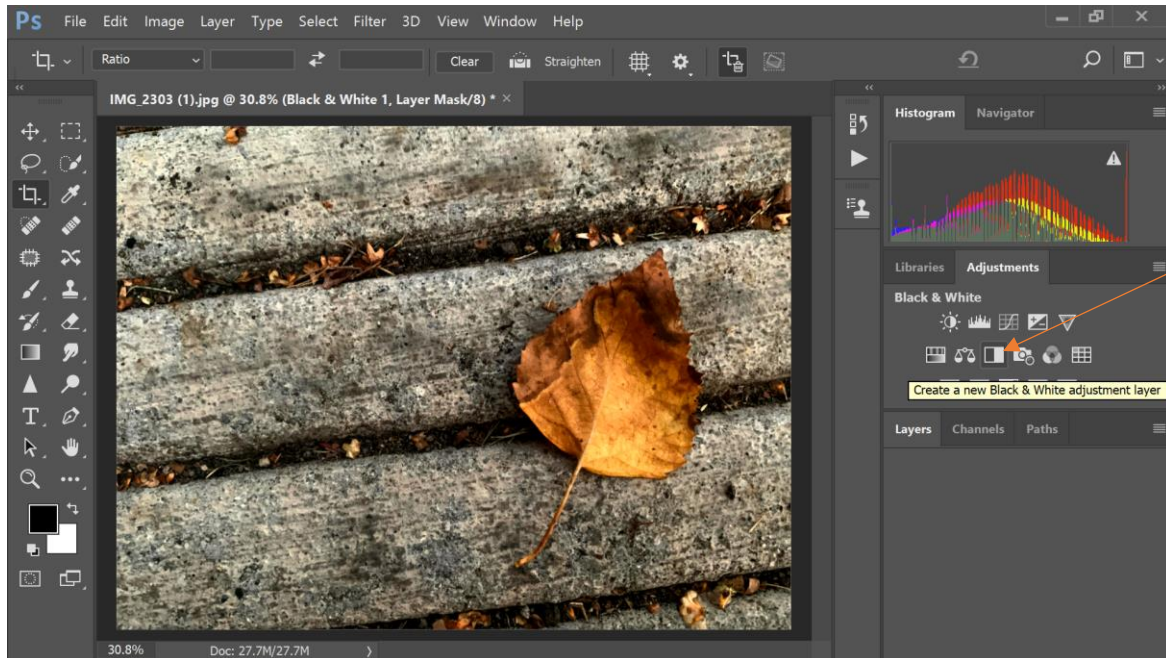
If you click on the eyeball to the left of the Levels layer, you will see your image before you adjusted the levels. This is a great feature as you can see various versions of your image when you have several layers.



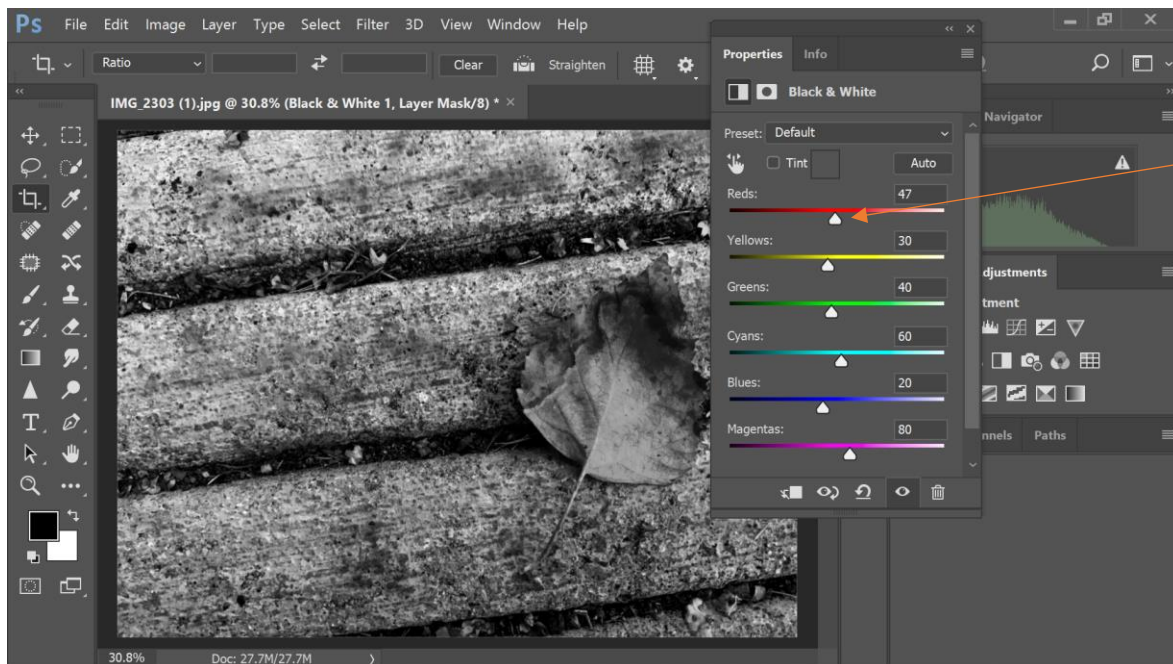


## ADJUSTMENT LAYER – BLACK AND WHITE

If you would like to see your image in black and white, go back to the Adjustments tab. Click on the Black & White adjustment layer (half black/half white box)

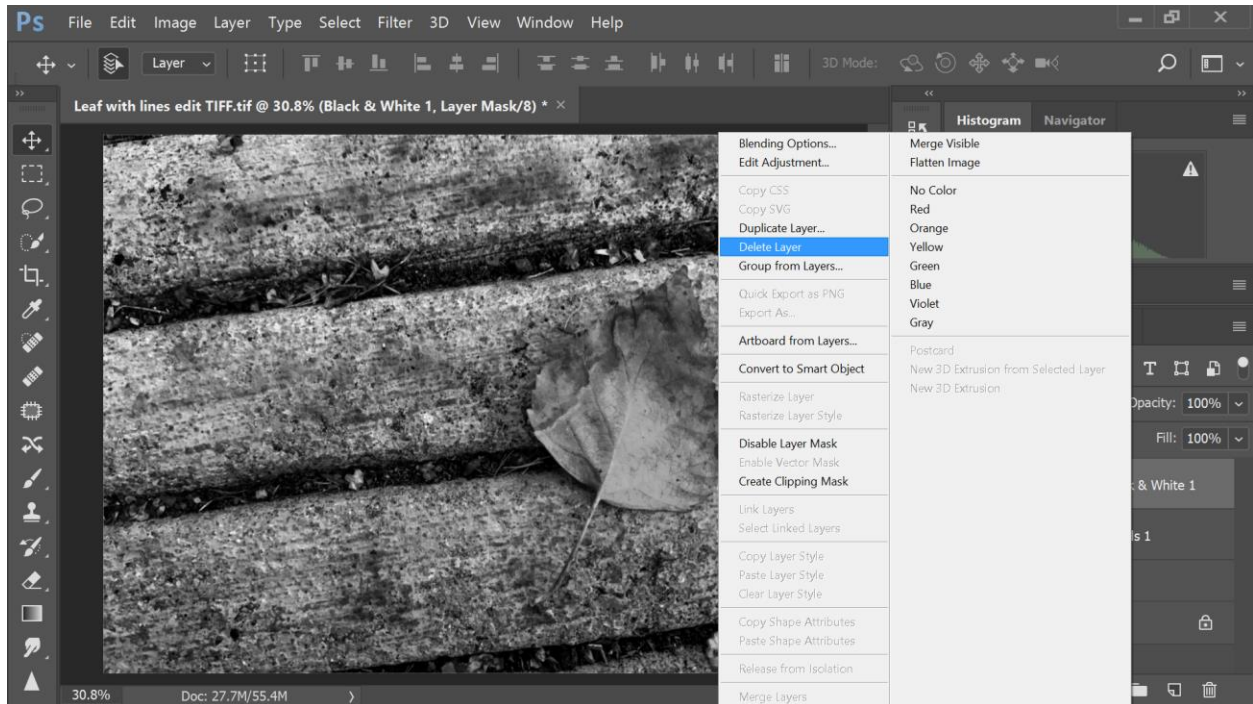


You will see a window pop up with different colors and triangle sliders under each. By moving these sliders the adjustment layer will read the color layer and adjust only the selected color. It does not change the color layer at all. You may not see much of a change with certain colors. This is because there is very little or none of that color present in the image. In this image, the only two colors that make a change are Reds and Yellows. I adjusted them to my liking.



## DELETING A LAYER

Once you have done this, you can keep the black and white layer and hide the eyeball if you want to not display it. Or if you would like to simply get rid of this layer, you can delete the layer. You can left click and hold on the layer itself and drag it into the trash can in the right bottom of the screen or you can right click on the Black and White layer on the layer tab and select Delete Layer. See below.



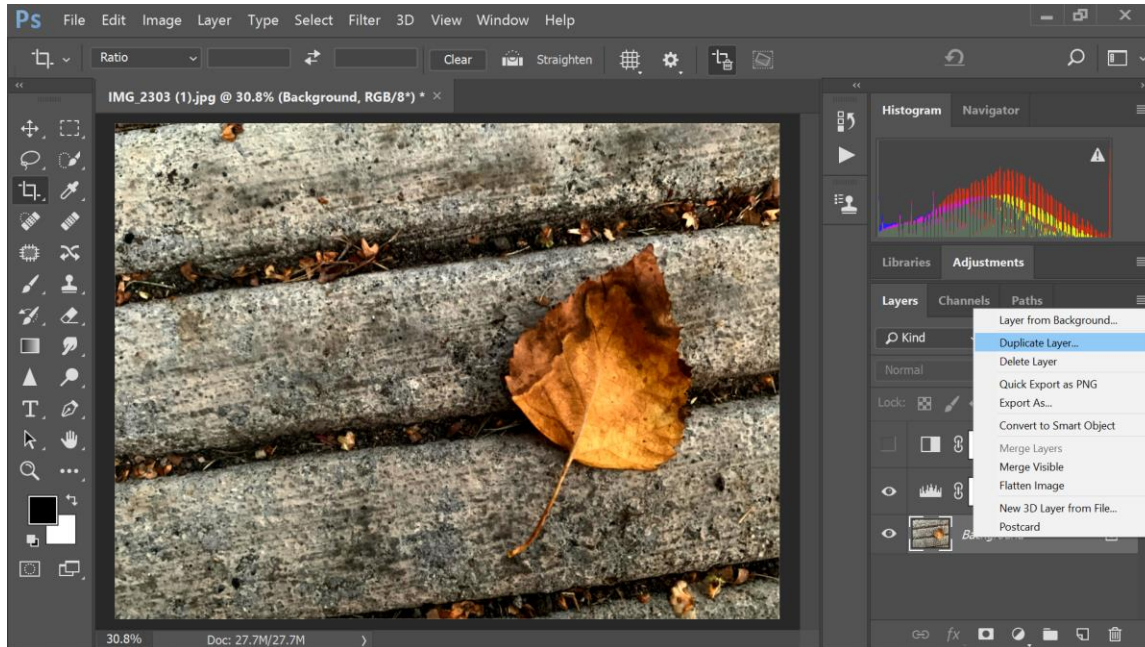
I have decided to keep the Black & White layer and have just hidden it for now by clicking the eyeball on that layer.



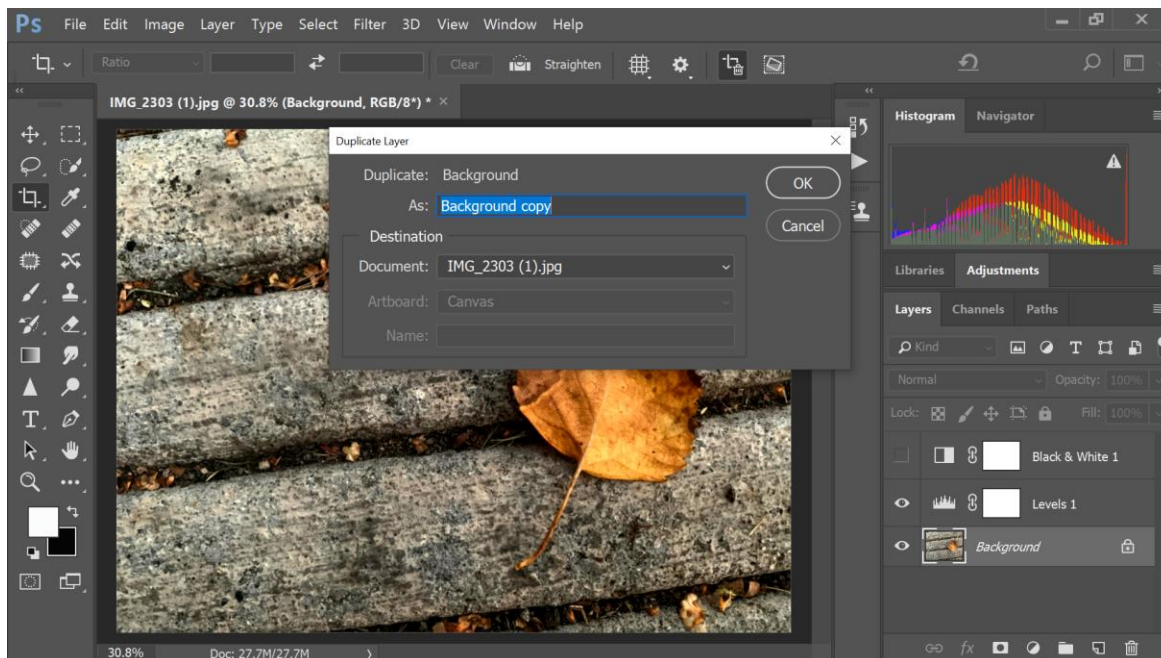
## DODGING AND BURNING

Dodging and Burning is a technique to specifically darken or lighten parts of a photo (Burning darkens, Dodging lightens). These terms come from the darkroom.

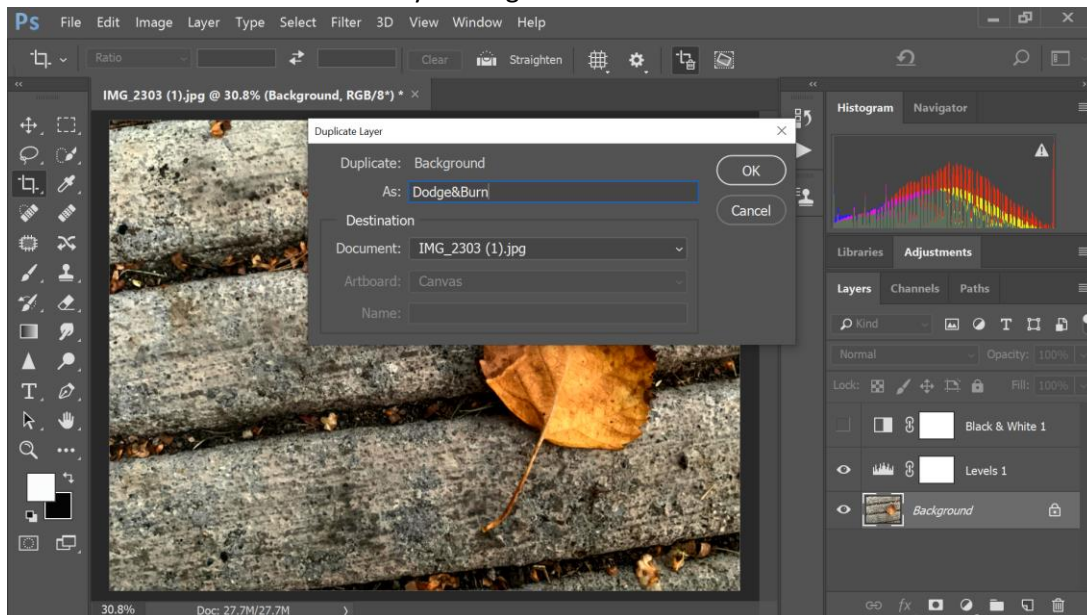
What you will need to do is to duplicate the background layer. Be sure your layers are showing and then right click on the Background and click on Duplicate Layer.



A window will pop up that looks like this. Do not click OK yet.

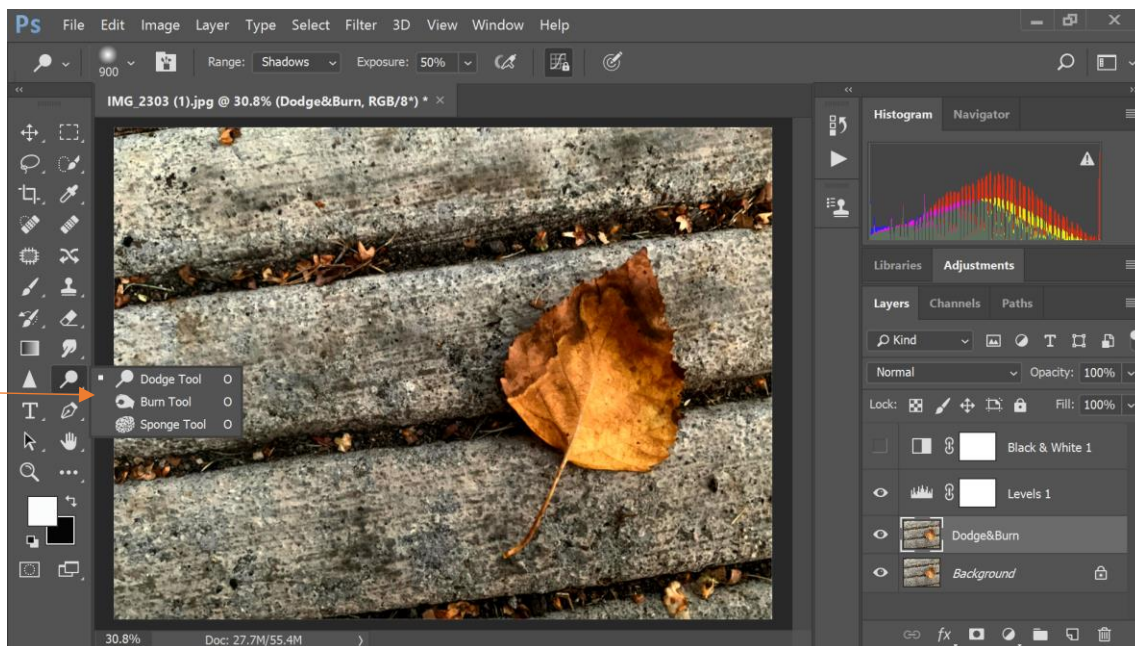


Click the “As:” box and title the layer Dodge& Burn or D&B and then click OK



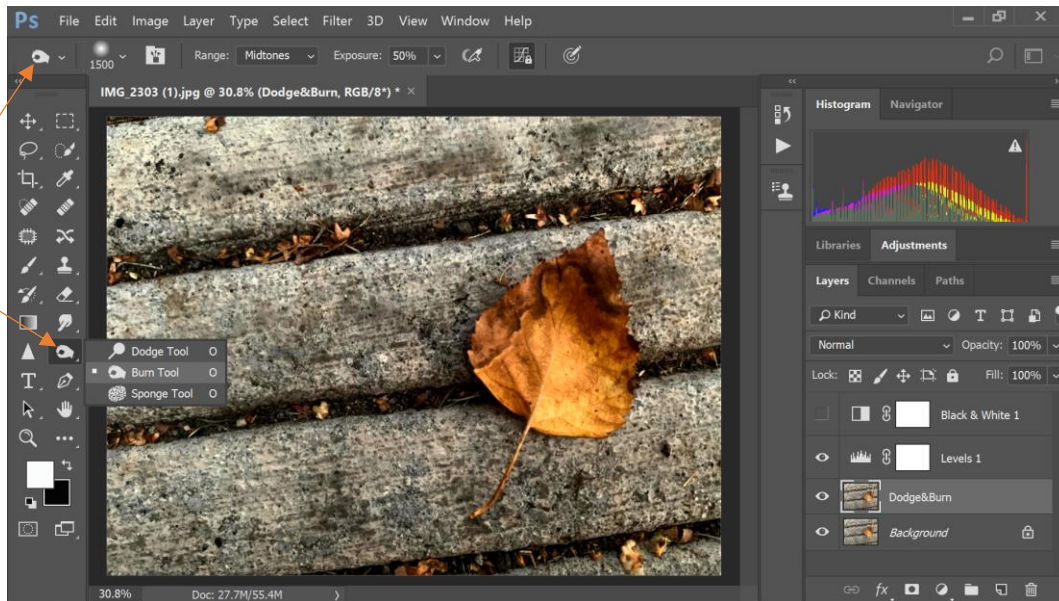
You will see this new layer appear. Why do we do this? When using Photoshop’s Dodge and Burn tools, the pixel tonal range is altered right on the pixels themselves. If you do this editing on the Background and really mess it up, you would have to start all over on you image. When you duplicate the layer, if you mess up, you can simply delete that duplicate layer and just start that edit over again.

Look on the Tools Palette to your left. You will find a symbol that looks like a lollipop or hand. Right click on that symbol.



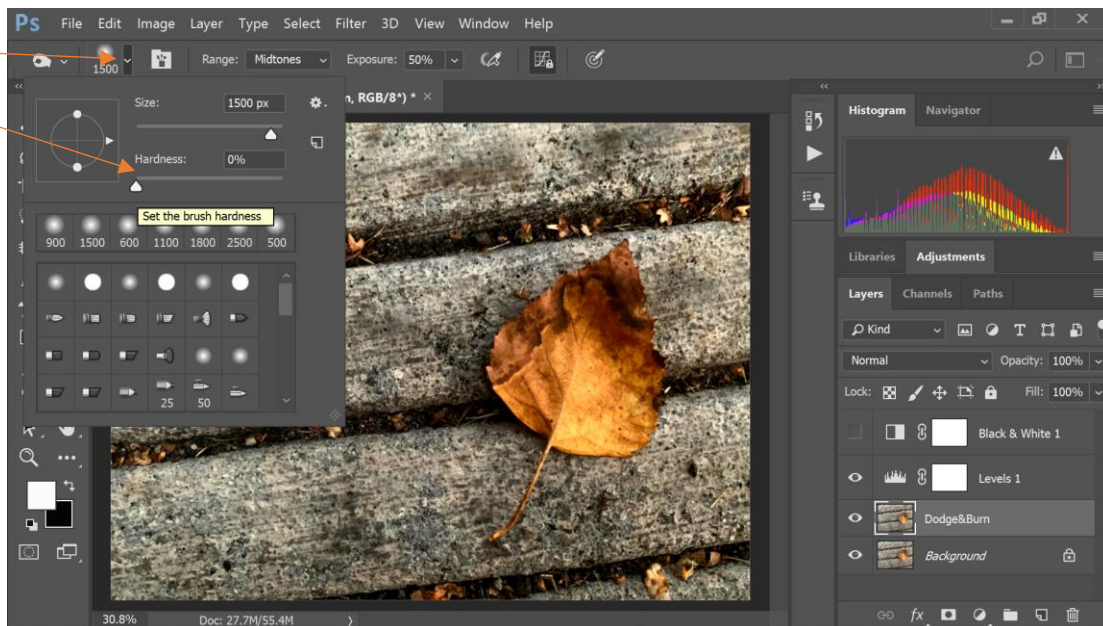


Click on the Hand symbol and make sure it is in the upper left corner as the active tool. This is the Burn Tool. It will darken selected areas of your image.

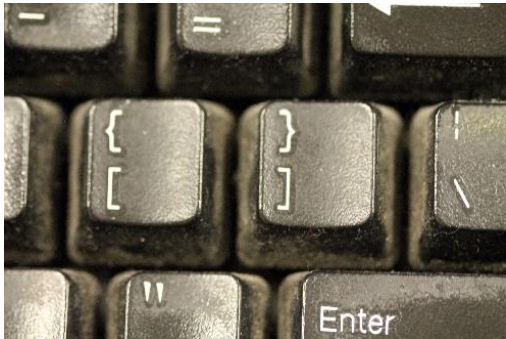


Be sure the active layer is the Dodge&Burn layer (the layer appears a lighter gray than the others when active).

We need to soften the Burn Tool brush. To the right of the hand is a number with a circle or sphere over it. Click on the drop down arrow to the right of this number and the Brush Palette will appear. The only thing you will adjust here is the Hardness of the brush. Pull the triangle slider under Hardness and bring it down to 35% or lower. I have taken it down to zero. This will create a nice soft blend with effect we are going to employ. Once you have adjusted it, click on the Photoshop screen somewhere but not on your photo and the brush palette will disappear.

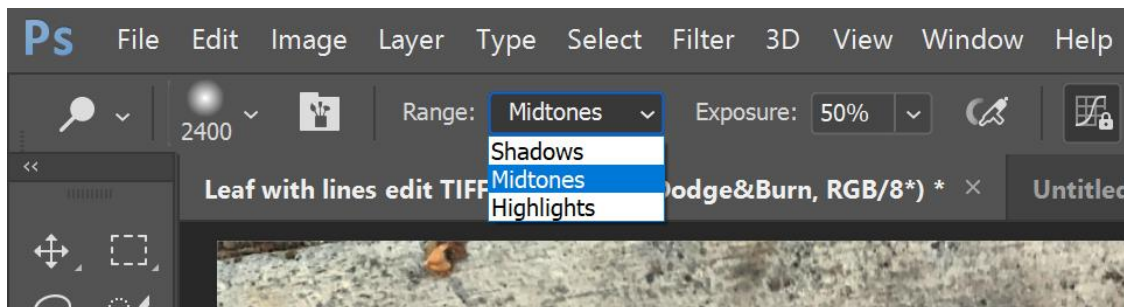


To adjust the size of the brush we will use a keyboard shortcut. Make sure CapsLock is not on, and hold your brush over your image but do not click yet on your photo. Use the brackets on your keyboard to adjust the size of the brush.

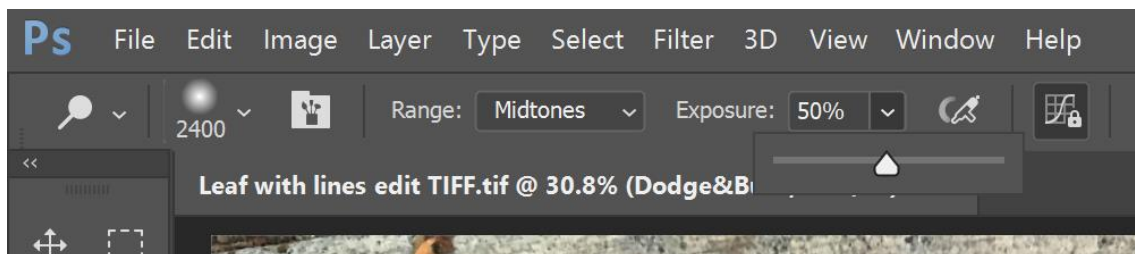


Once you have gotten the brush size where you want it, left click and hold then move the burning tool over the image where you want to darken it. If you don't like something you do, press Ctrl Z/Command Z to go back a step.

Alternative settings: You will see "Range:" and "Exposure:" at the top of the screen. Range can be set to Shadows, Midtones, or Highlights. Click on the dropdown arrow to see them. These different settings will focus on different tonal ranges. You can try them out to see what they do. Ctrl Z/Command Z if you don't like the effect.

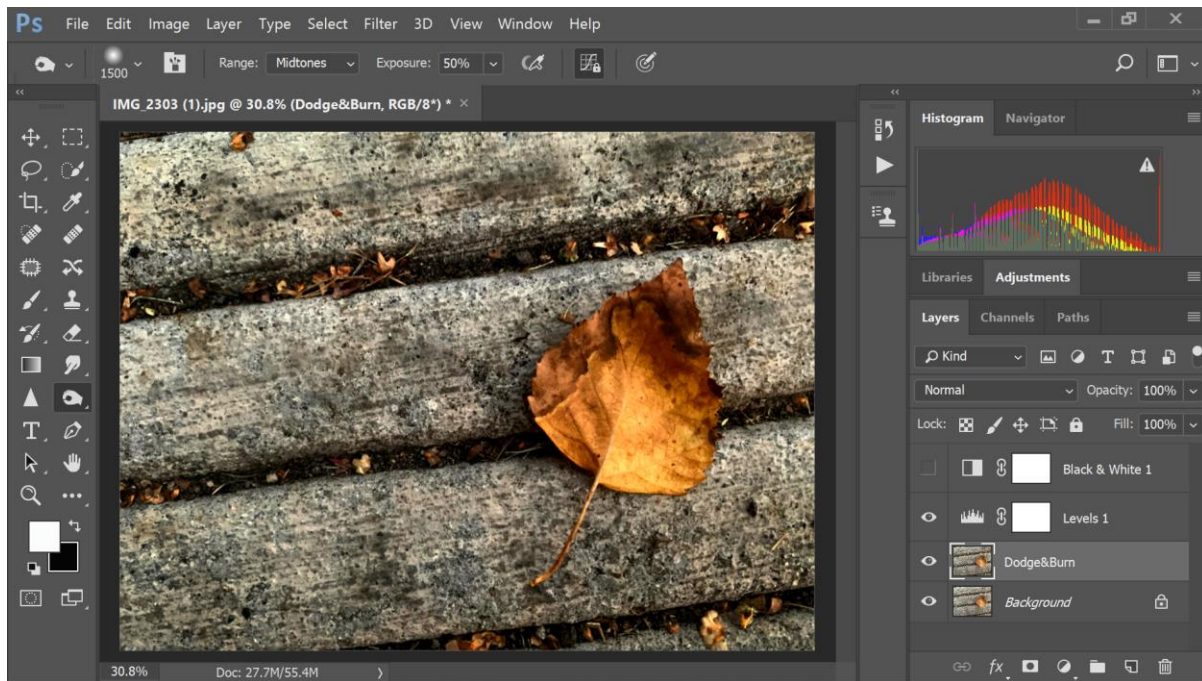


You can also change the Exposure. Click on the dropdown arrow next to Exposure and then move the triangle slider. The lower the exposure the less the effect will appear (lighter for burning), the more the exposure, the more the effect will appear (darker for burning)

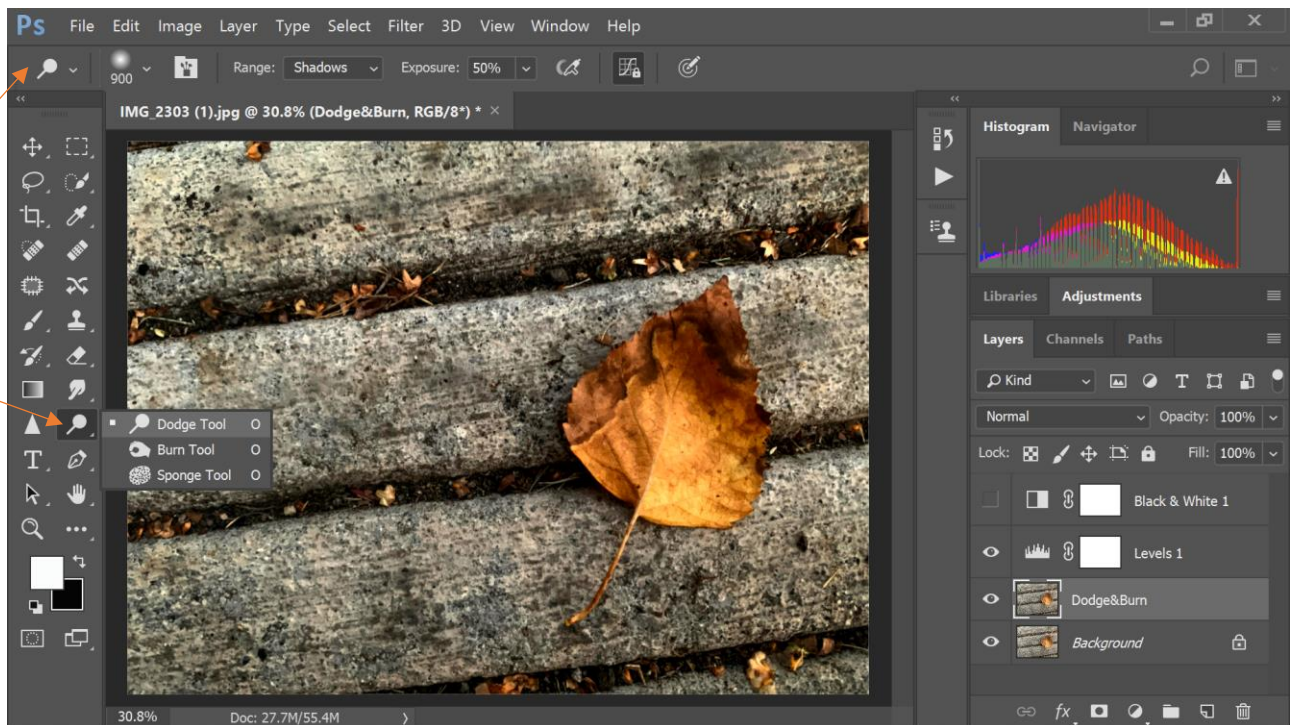




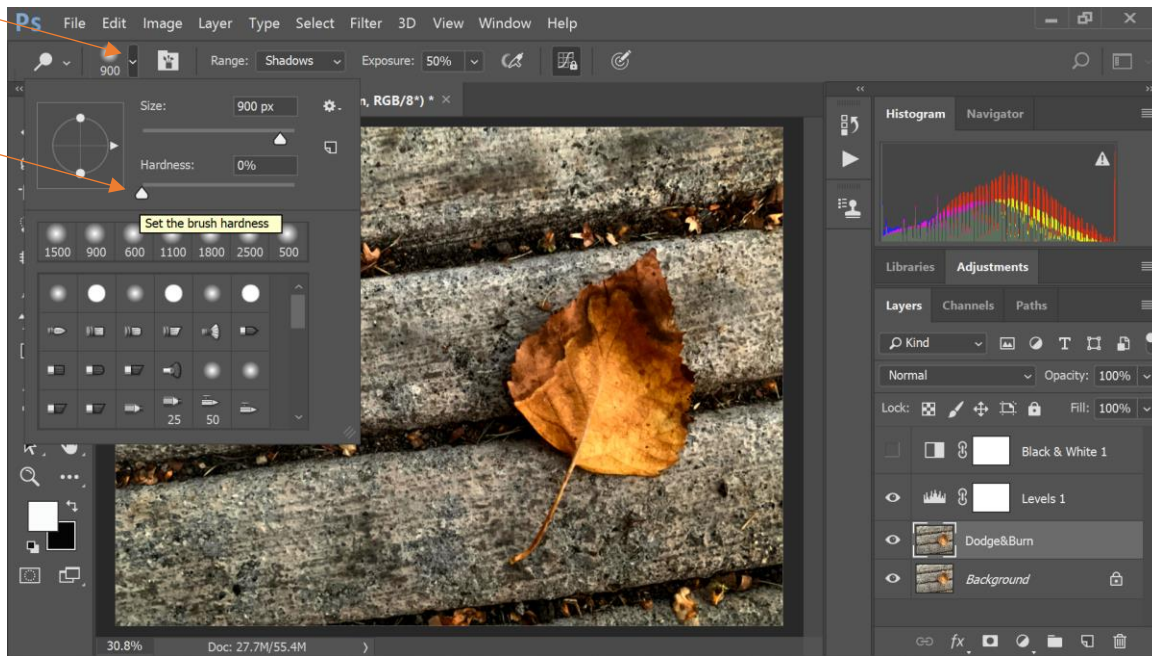
Now left click and hold and move over the image where you want it darker with the Burn Tool. In this image I have darkened the edges of the image so that our eye is drawn more to the leaf which I will lighten.



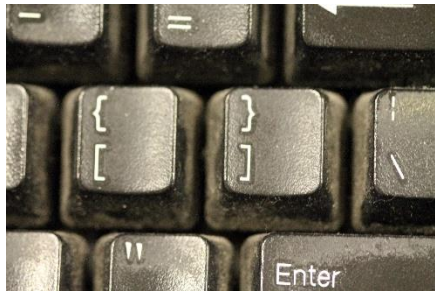
Now for dodging. Go to the Tools Palette and select the Dodge Tool.



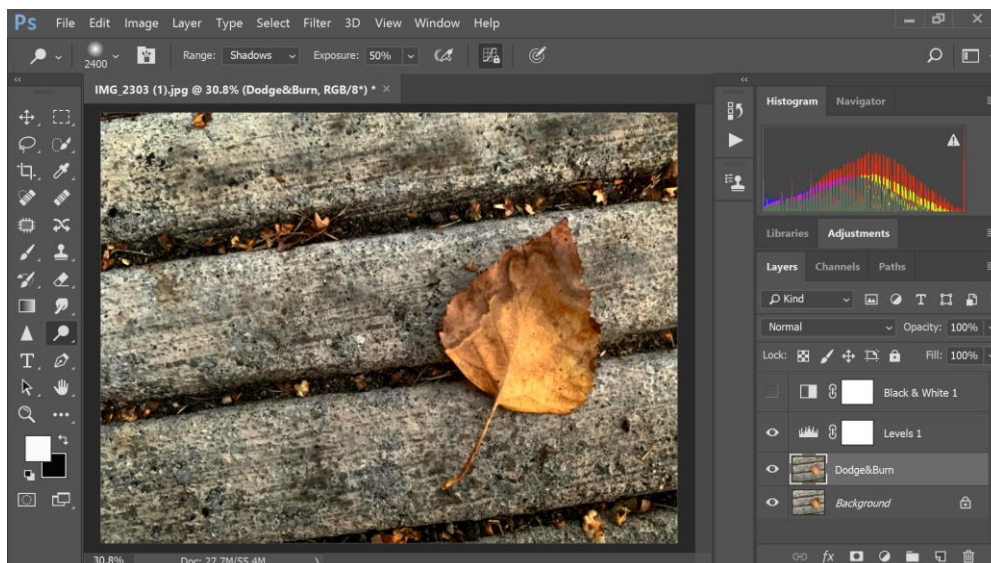
As with the Burn Tool, adjust the hardness of the brush down.



And adjust the size of the brush using the brackets keys.



Again, left click and hold then brush over the areas you want to be lighter. I lightened the leaf a little.





So again here are the results:



**Before Edit**

**After Edit Color Version**

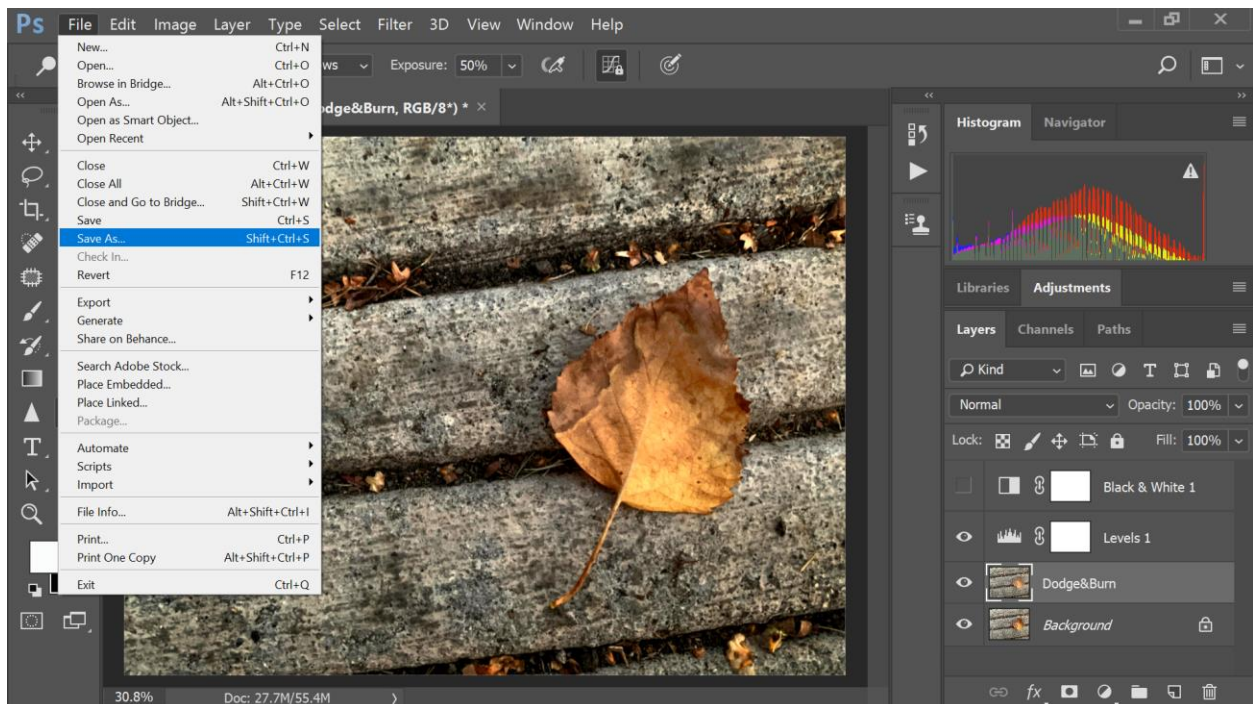
**After Edit Black & White Version**

## SAVING YOUR FILE

You are only required to save your final image in a JPEG format. However, you may need to take a screen shot of your image open in Photoshop, so make sure you do this before you ever close an image if it is required.

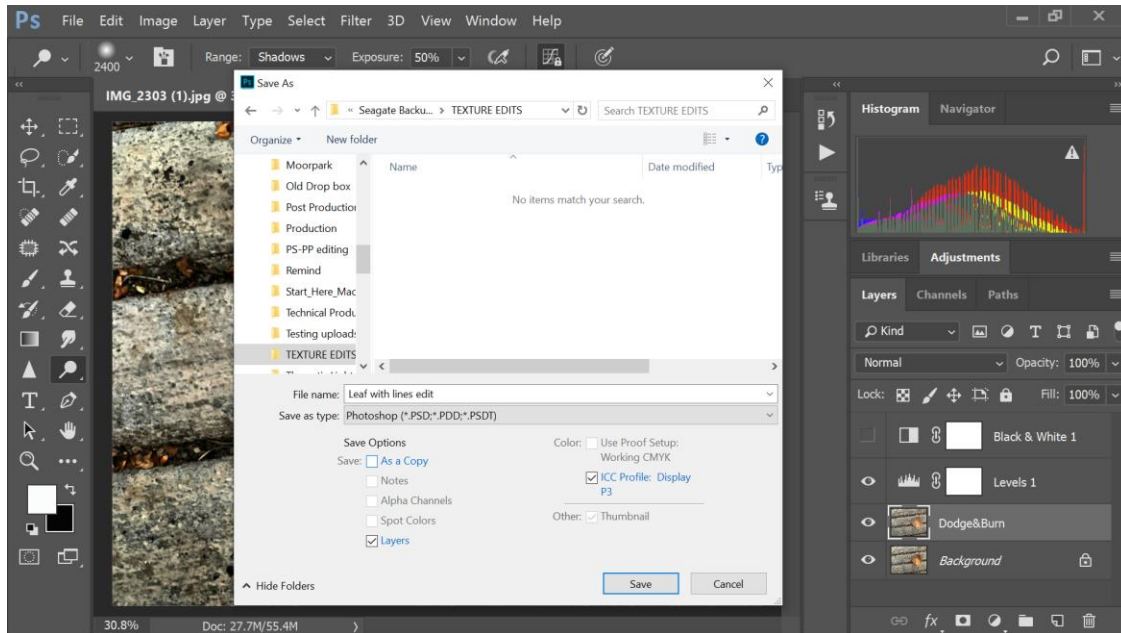
I am going to demonstrate how to save your file in several different versions. Again, most of the time you only will be required to save a JPEG.

Go to File > Save As

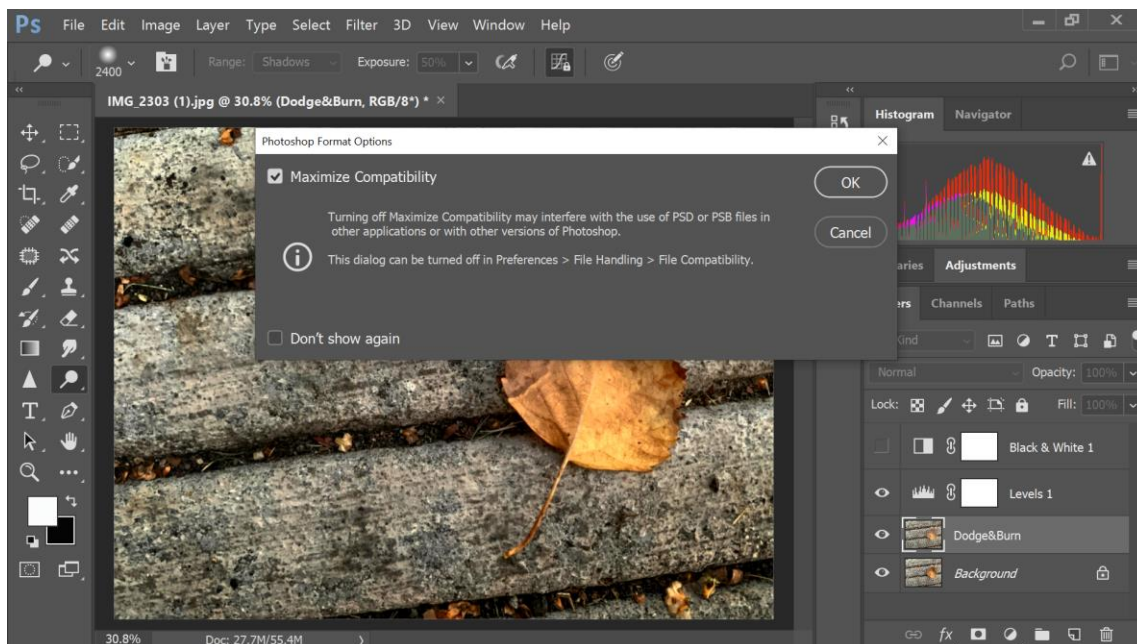


If you want to save your Photoshop file choose Photoshop Document in the “Save as type:” box. It is always good to give your images a title so that they are easy to recognize later. Also, it is good to create a folder on your computer to put them in to stay organized.

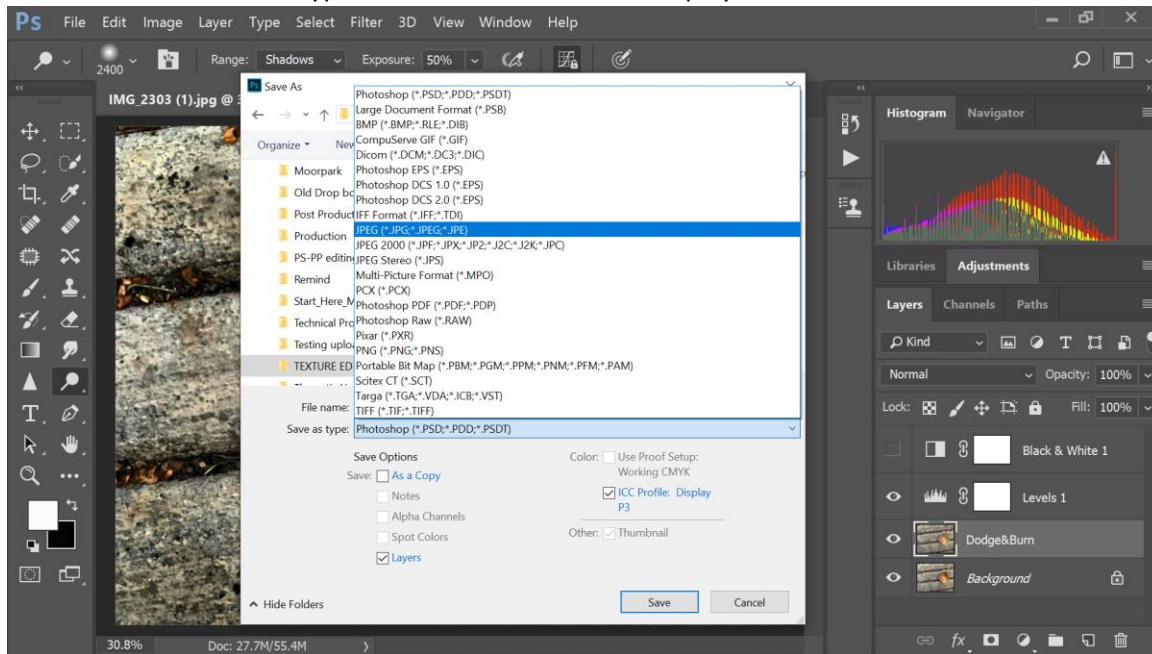
(it is usually a good idea to save your image as a Photoshop Document (PSD) if you have enough storage – just in case you want to come back and edit the image more – if you do not save your Photoshop Document, all the layers you made will be gone forever)



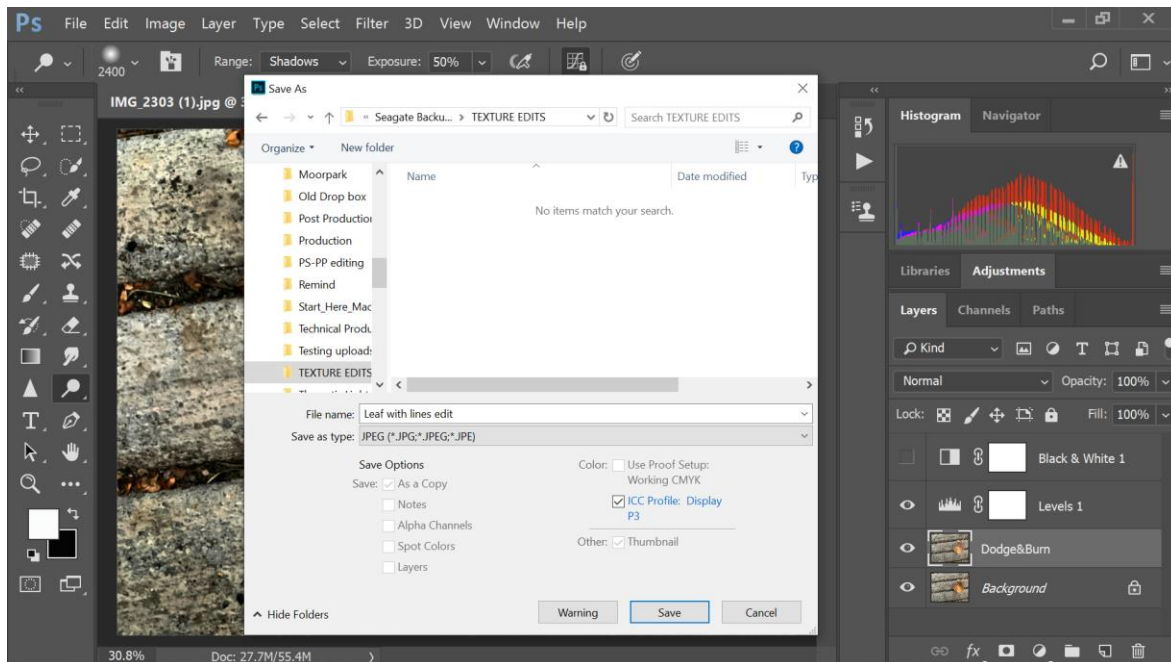
This dialogue box will appear. Click OK



Saving as a JPEG. This is one is required. Go to File > Save As and then left click in the “Save as type:” box and choose the first type of JPEG file from the list displayed.

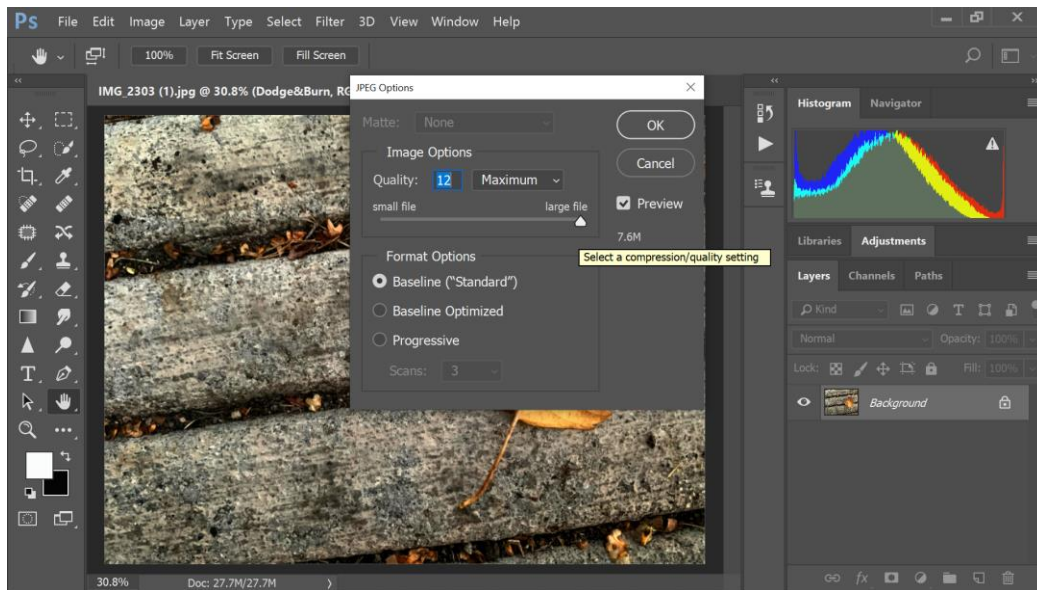


Again title the image and save it.

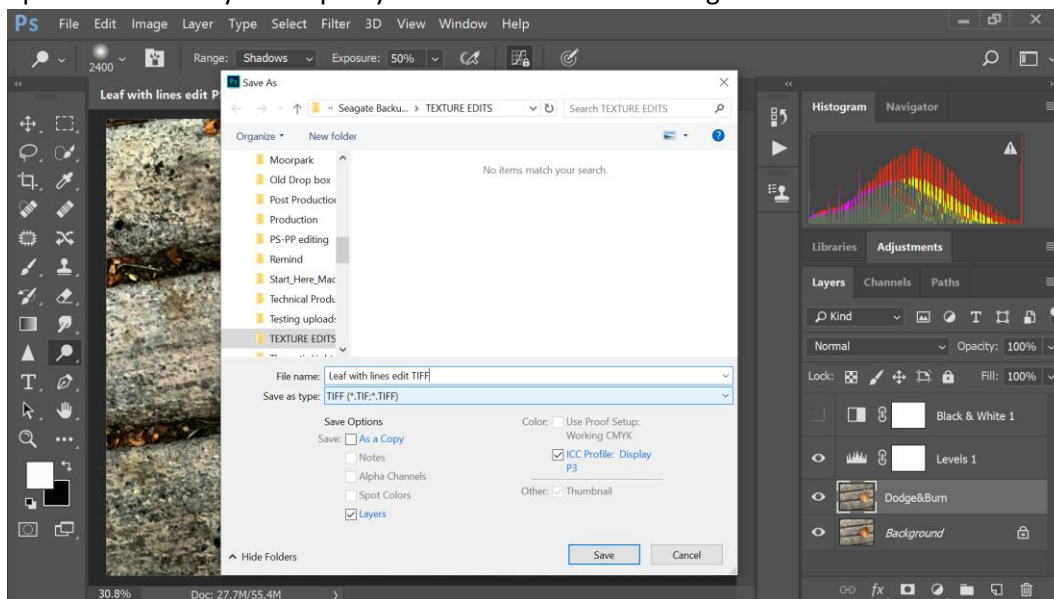




You will see this dialogue box. Be sure the triangle slider is set to the far right: Quality: 12

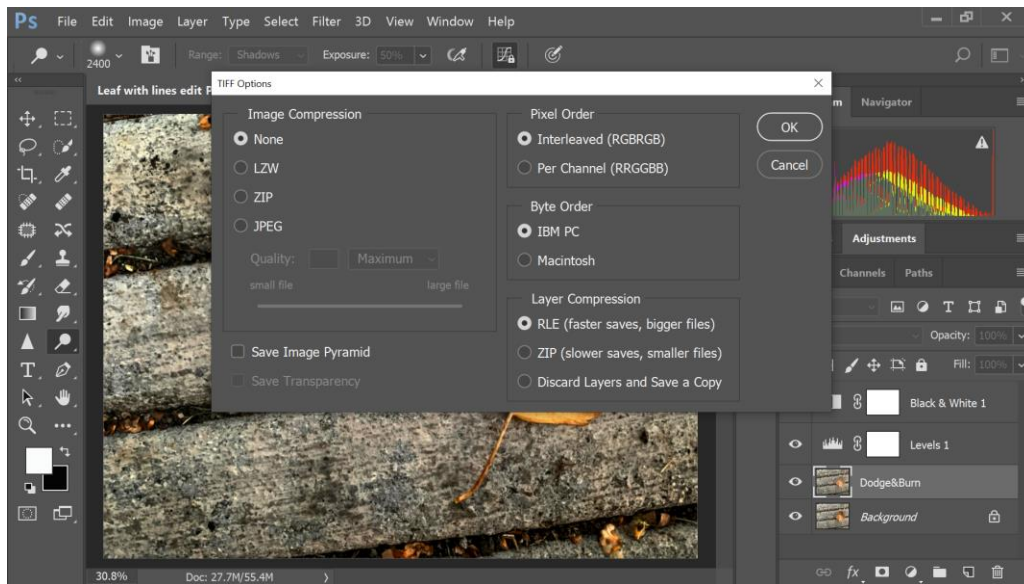


Saving as a TIFF. This is optional. A TIFF is a non-compressed file. JPEGs are compressed. The advantage of TIFFs is that they save more file information than a JPEG (about as much as a PSD if you set it up that way), and yet they will be able to see the image on most platforms. PSDs will not open up on most platforms. TIFFs can be stored and viewed on Google Photos. The only thing is that they take up a lot of memory. It is up to you on whether to save images as TIFFs. Here is how:

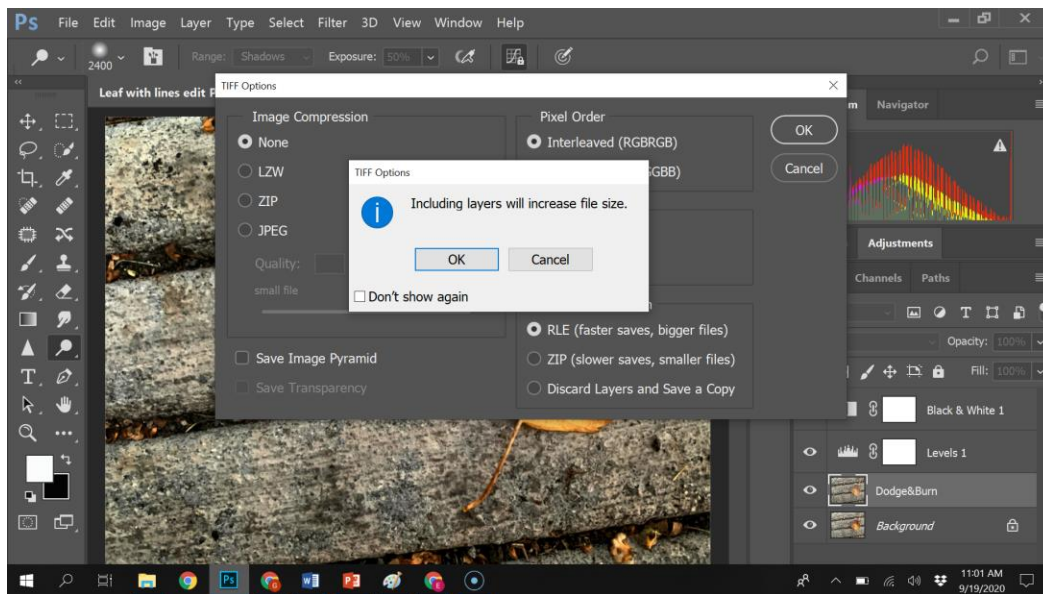




You can select the amount of compression. JPEG being the smallest file, None being the largest file.



If you choose none this will appear and you select OK.



Here you can see how I have organized my files in a folder. You only need the Original and the Final Edit JPEG and sometimes you will need a screen shot of your image open in Photoshop.

