Photopea Basic Editing

Before Edit   After Edit Color Version   After Edit Black & White Version
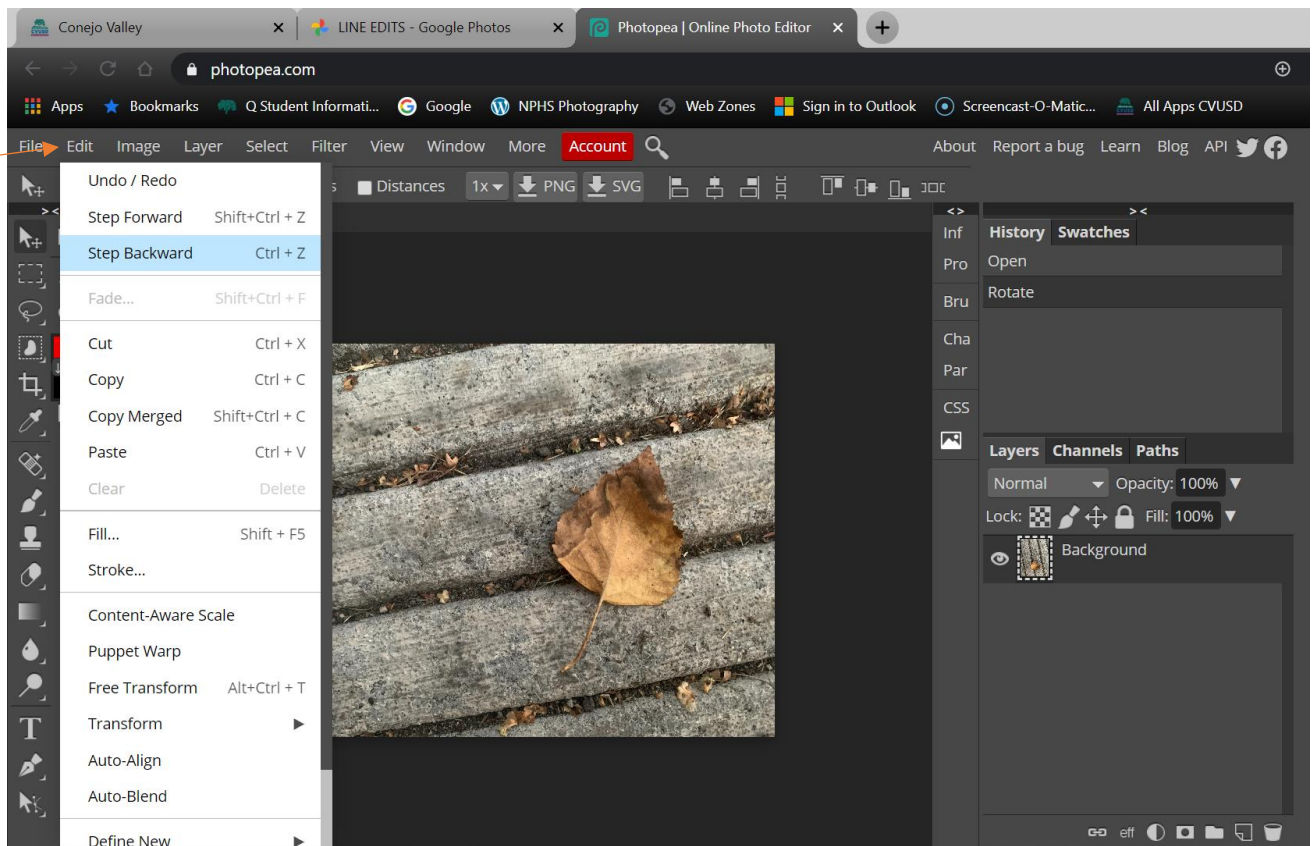
<u>What is included in this Tutorial:</u>

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Step backward/forward edits – before we begin: in case you need to go back in edting steps (or forward) this is the best way in Photopea
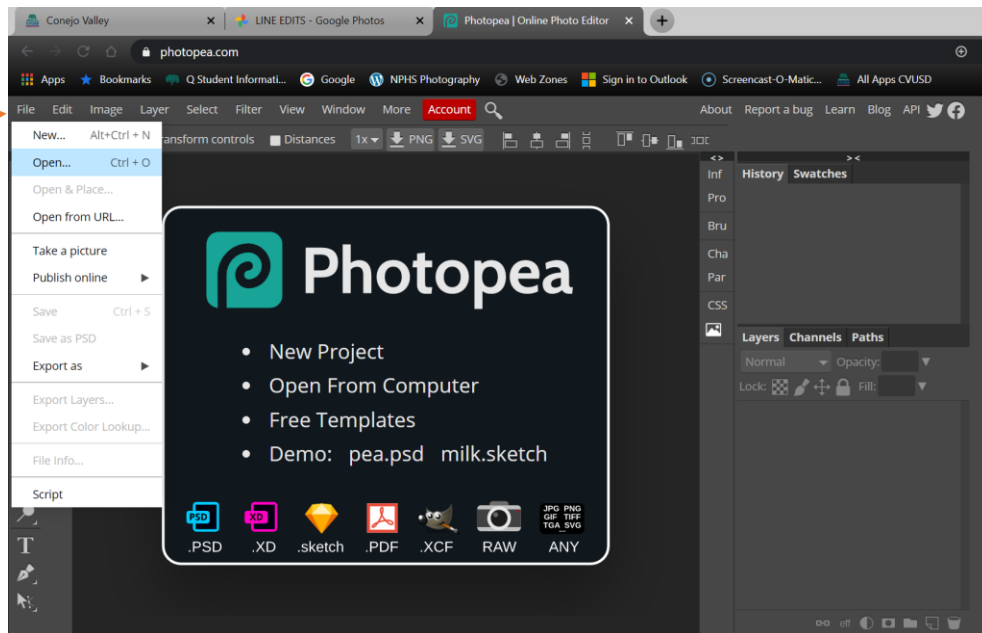
HOW TO GO BACK/FORWARD STEPS IN PHOTOPEA?

Click on Edit on the top left of the screen and look at the dropdown menu. You select Step Backward or Step Backward. You can see to the right there are keyboard shortcuts.
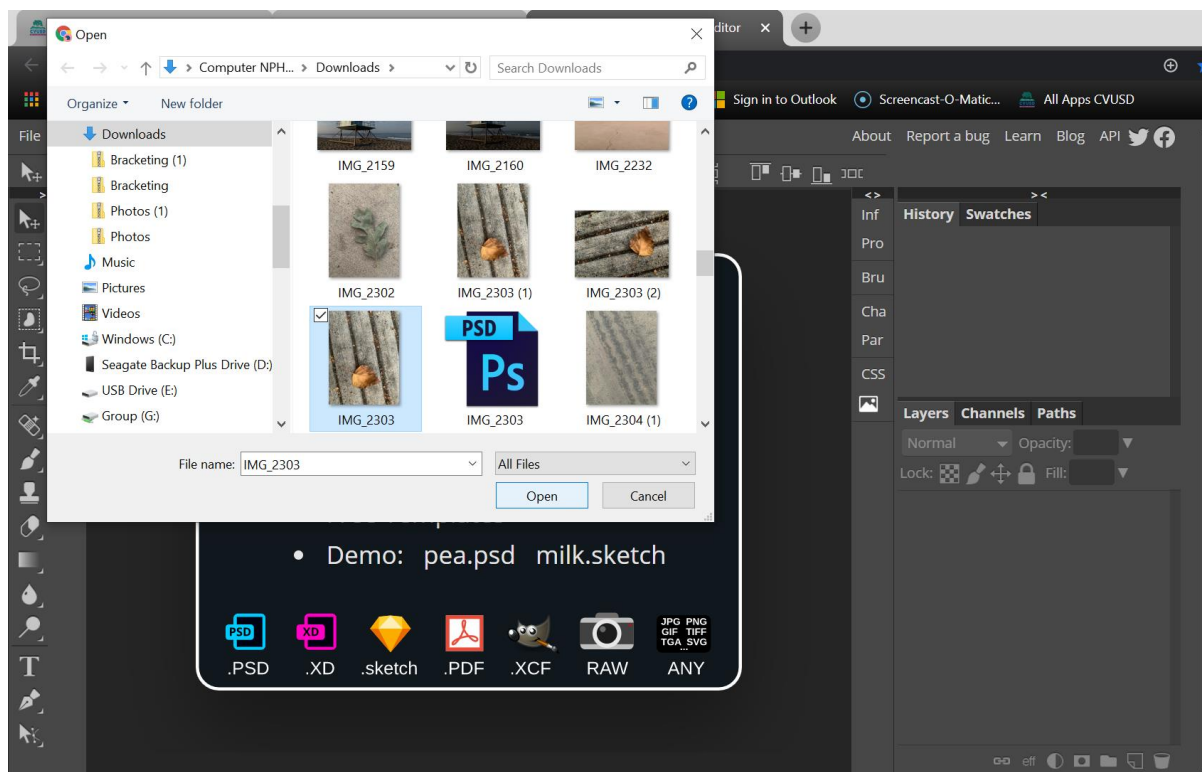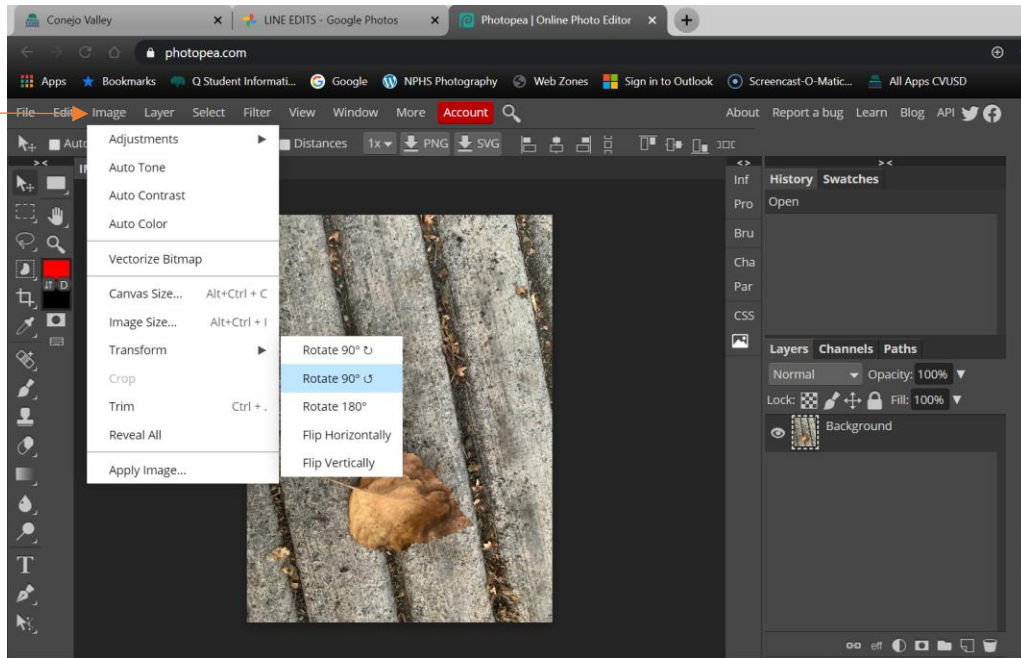
OPENING FILE

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.

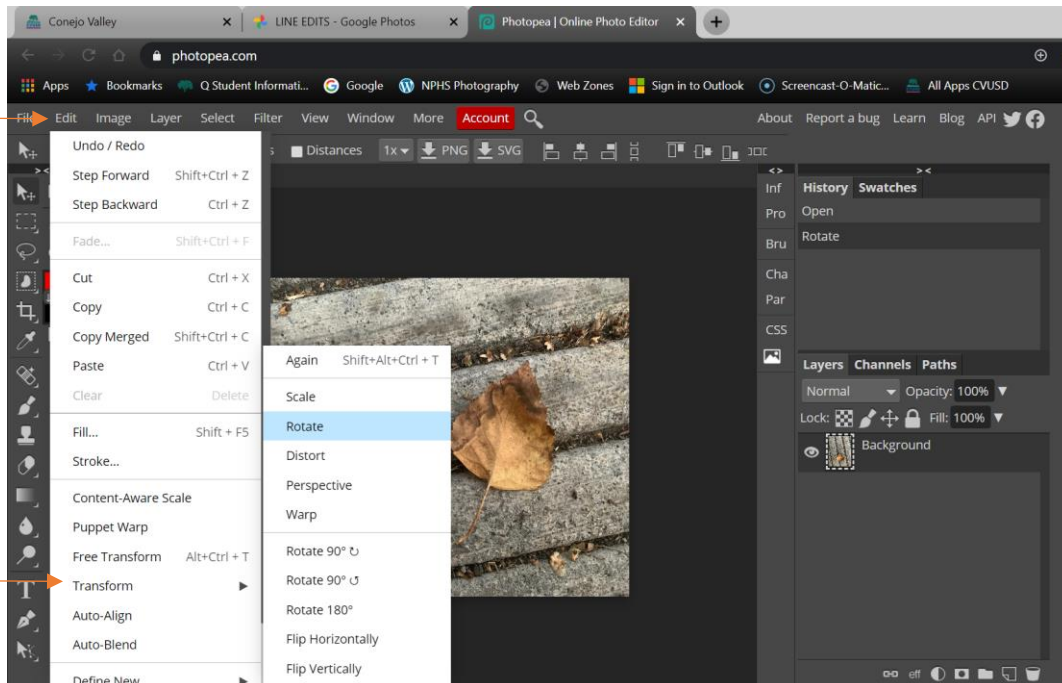Left Click on your image and left click on Open

ROTATING IMAGE

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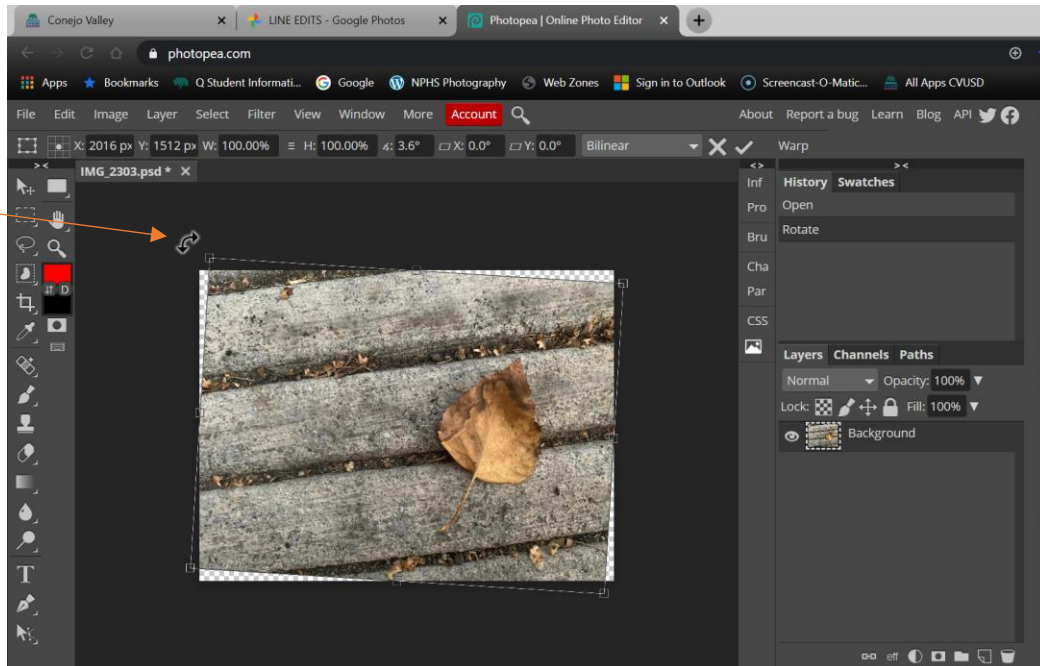

STRAIGHTENING IMAGE

Click on Edit > Transform > Rotate. The image will have small boxes on the corners and edges.
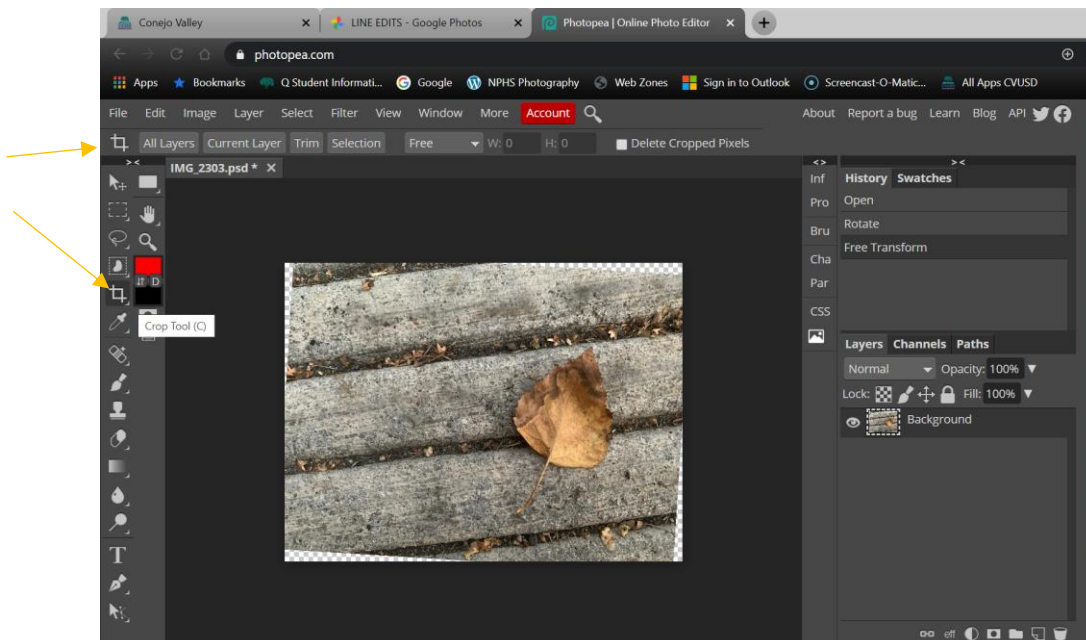
Take your cursor and pick a corner of your image. You will see a two sided, bent arrow (90 degrees). Move the arrow until you achieve your desired tilt. Then press Enter (PC)/Return (Mac)
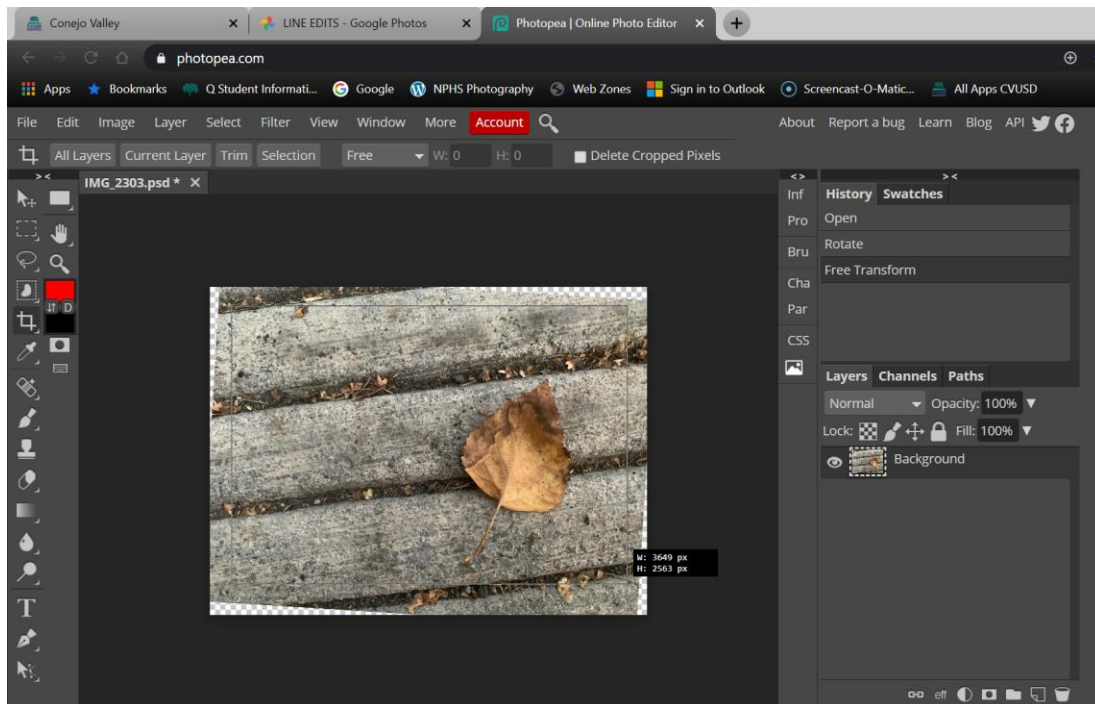

CROPPING

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.
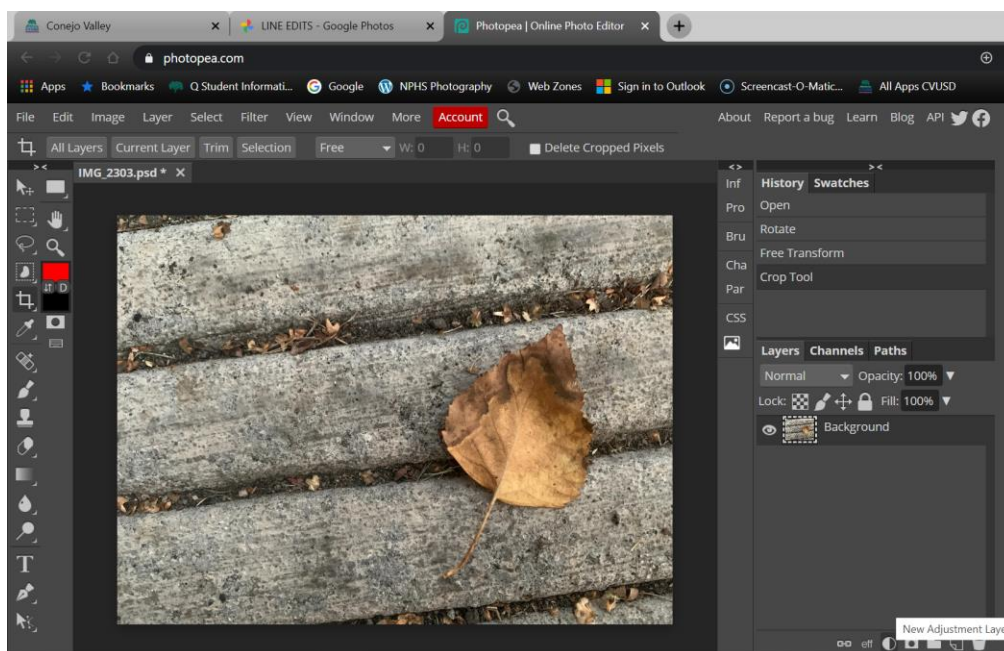
When you take your cursor over the image you will see a plus sign appear. Start in a corner of where you want to crop, left click and hold and pull across where you want to crop. Adjust as needed and then press Enter (Command on Mac).
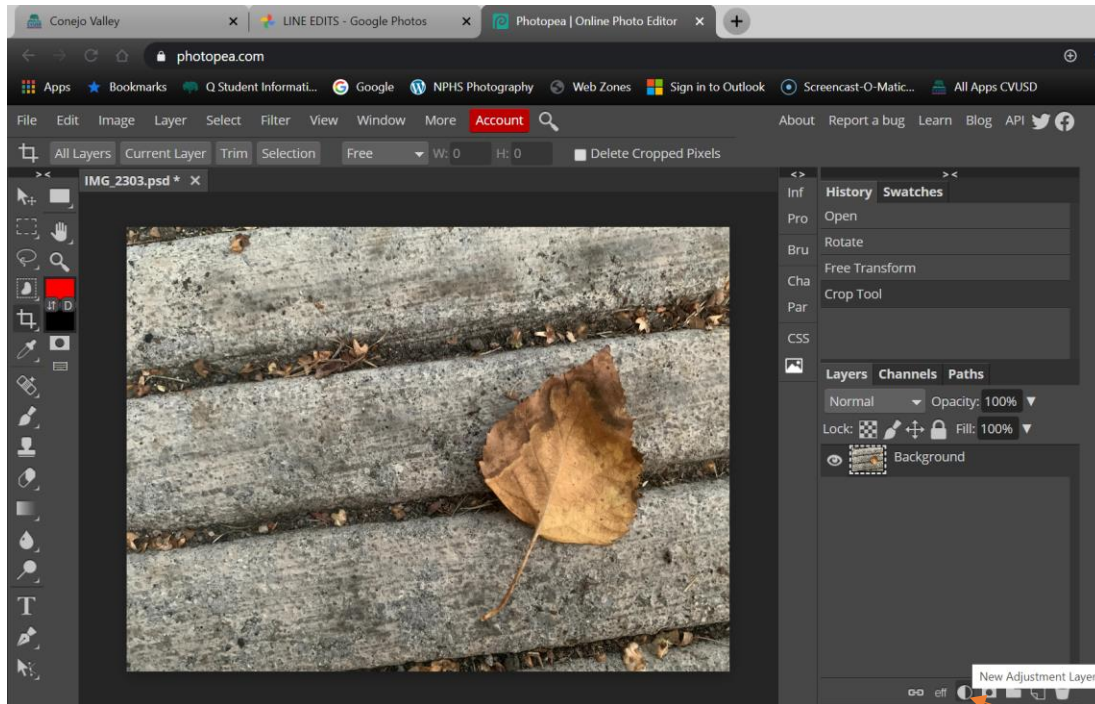

GETTING IMAGE TO DISPLAY FULL SCREEN

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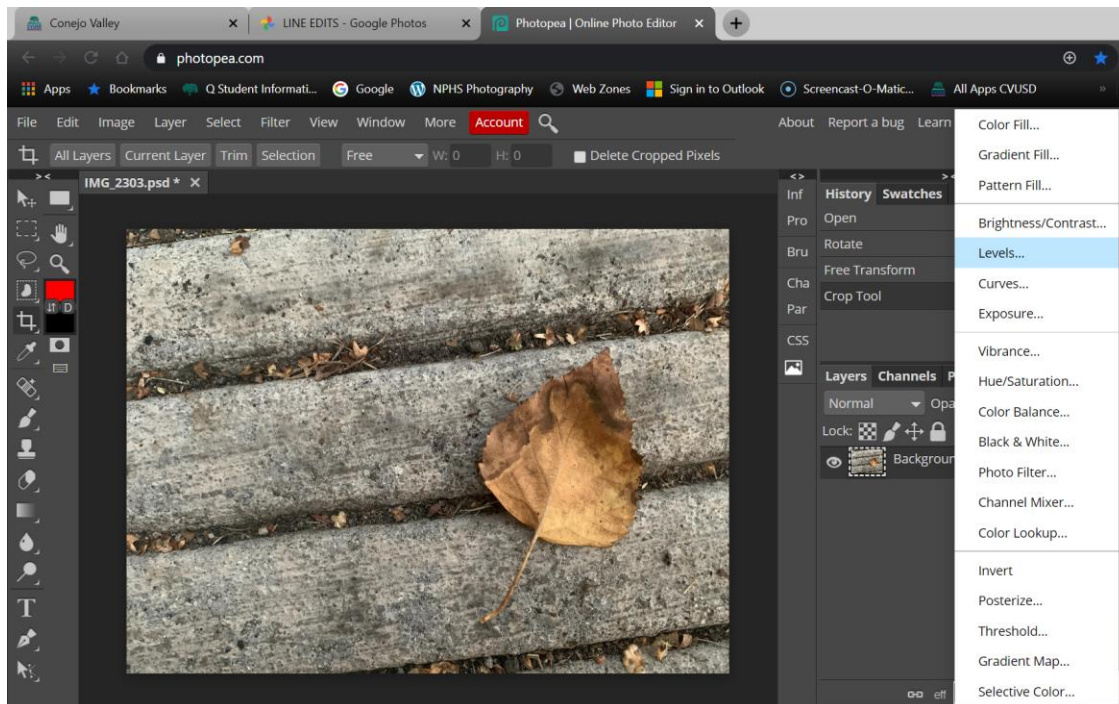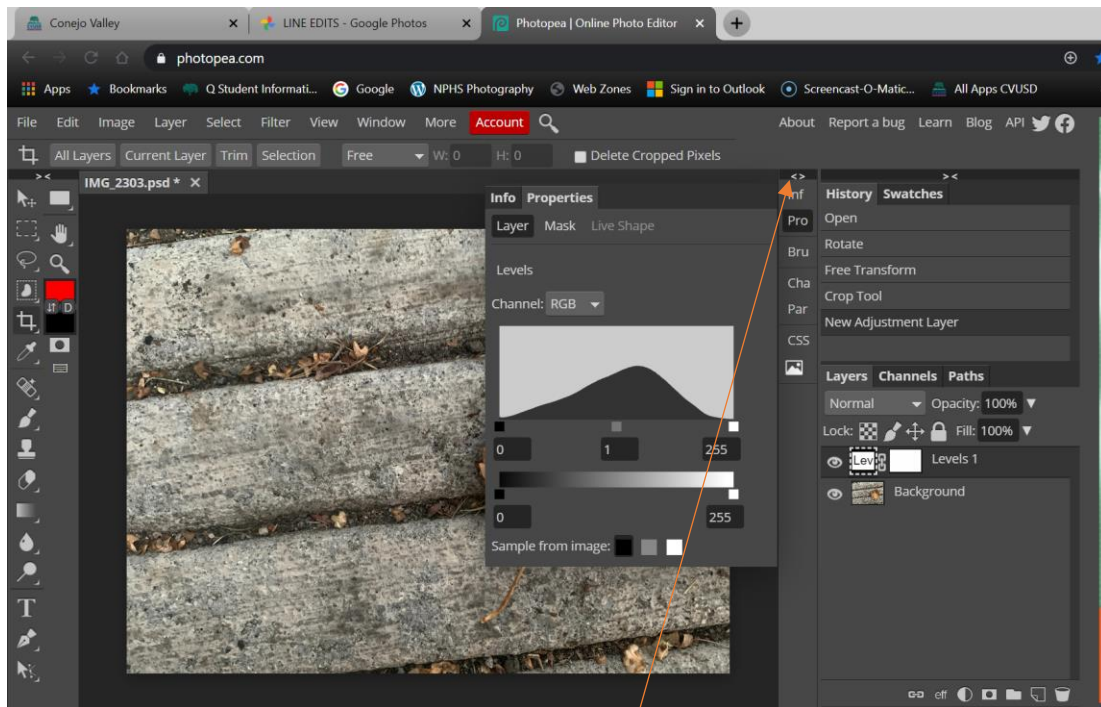
ADJUSTMENT LAYERS – LEVELS

Look on the very lower right of your screen and you will see a circle that is half white/half black. Click on that. You will see New Adjustment Layer as you hover over it.

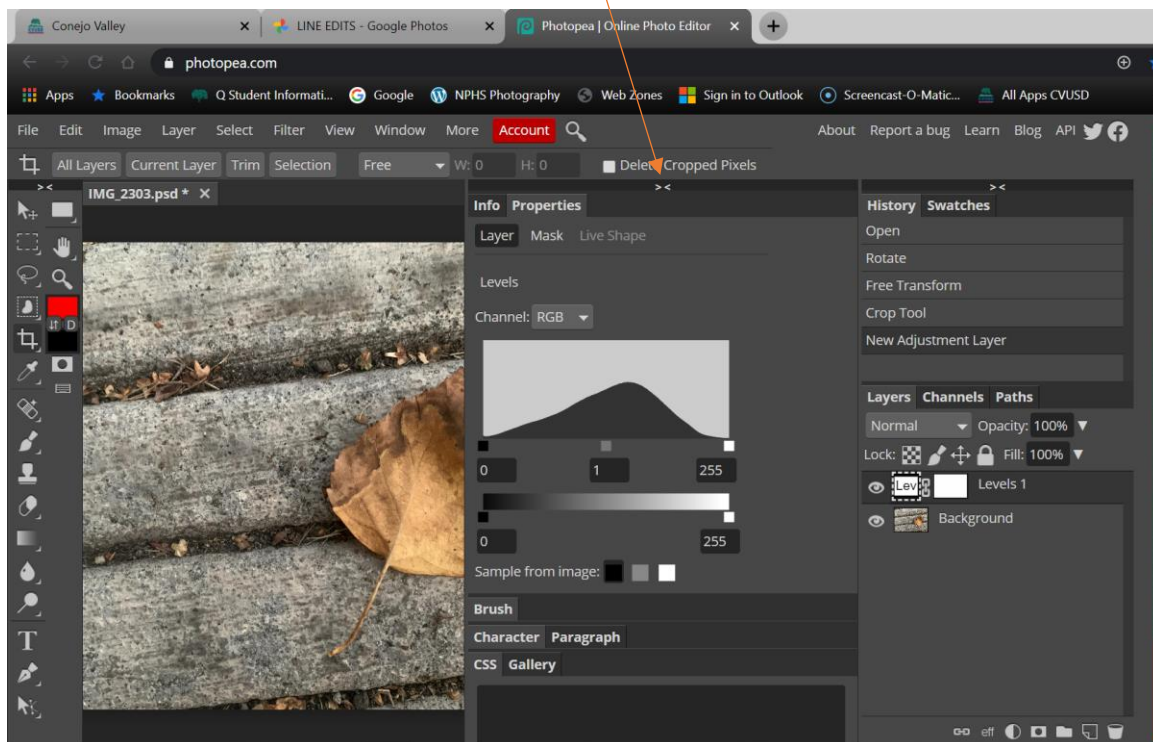You will see a menu pop up. Select Levels and left click.

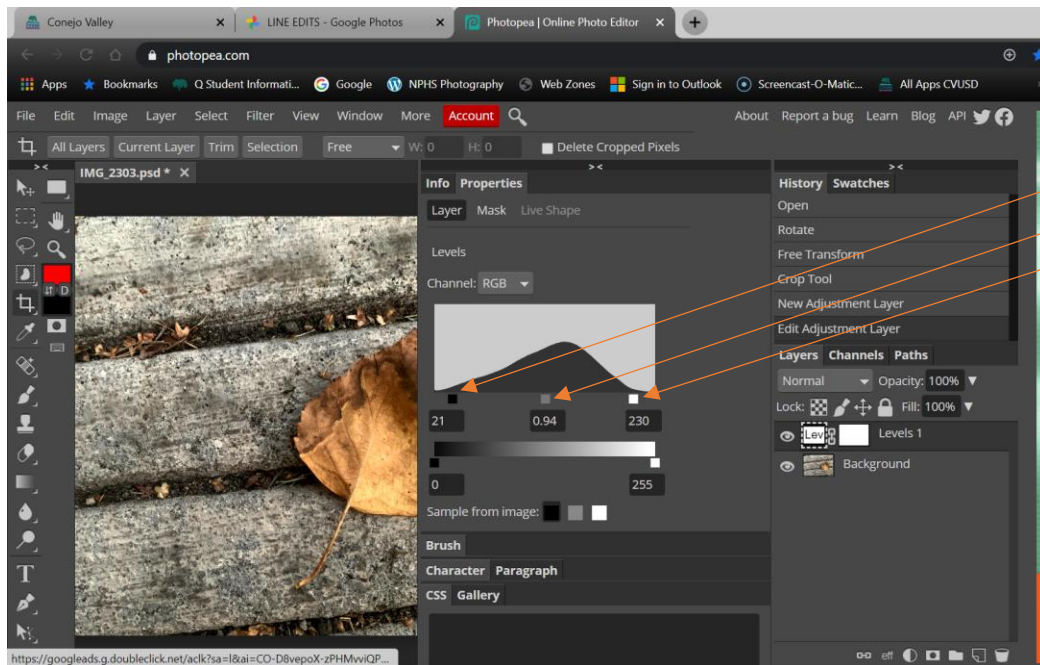Once you click on this, you will get this display.

If you have a desktop computer, you may see more of your image. This is on a laptop so it is a little difficult to see all of the image.

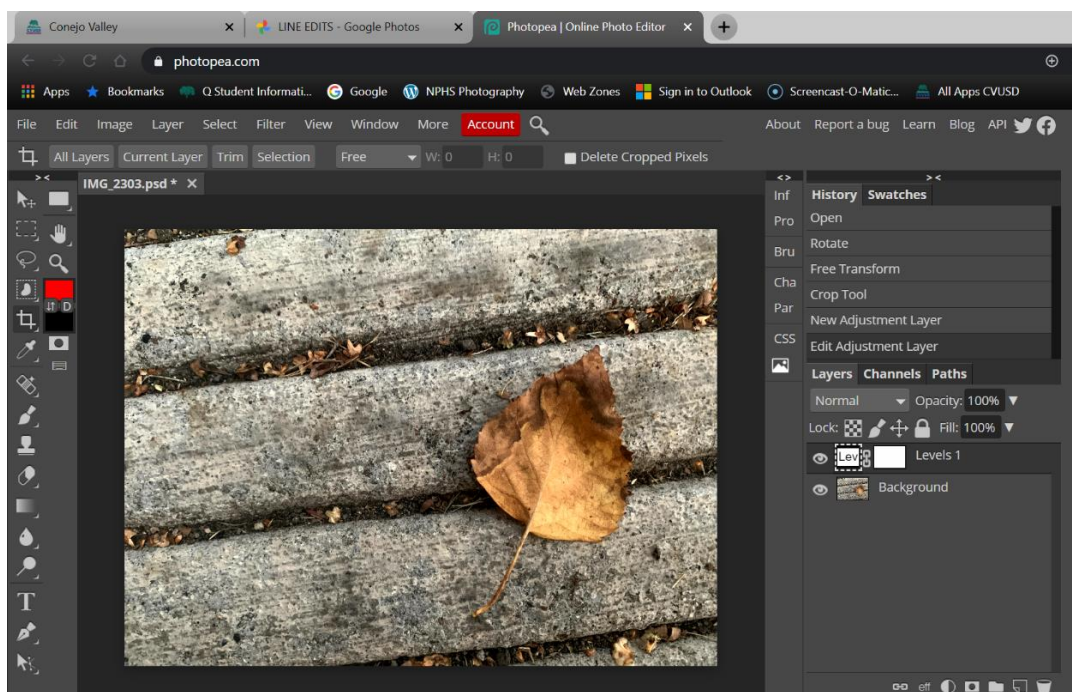You can click on these arrows to get more or less of the photo to display.

Now you will look at this mountain range looking display. This is call 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 squares 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.
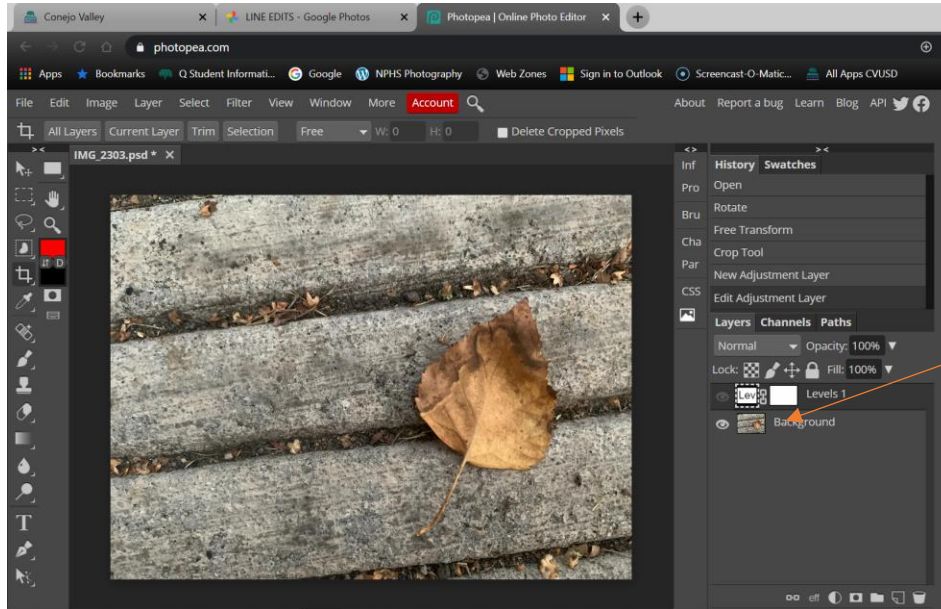

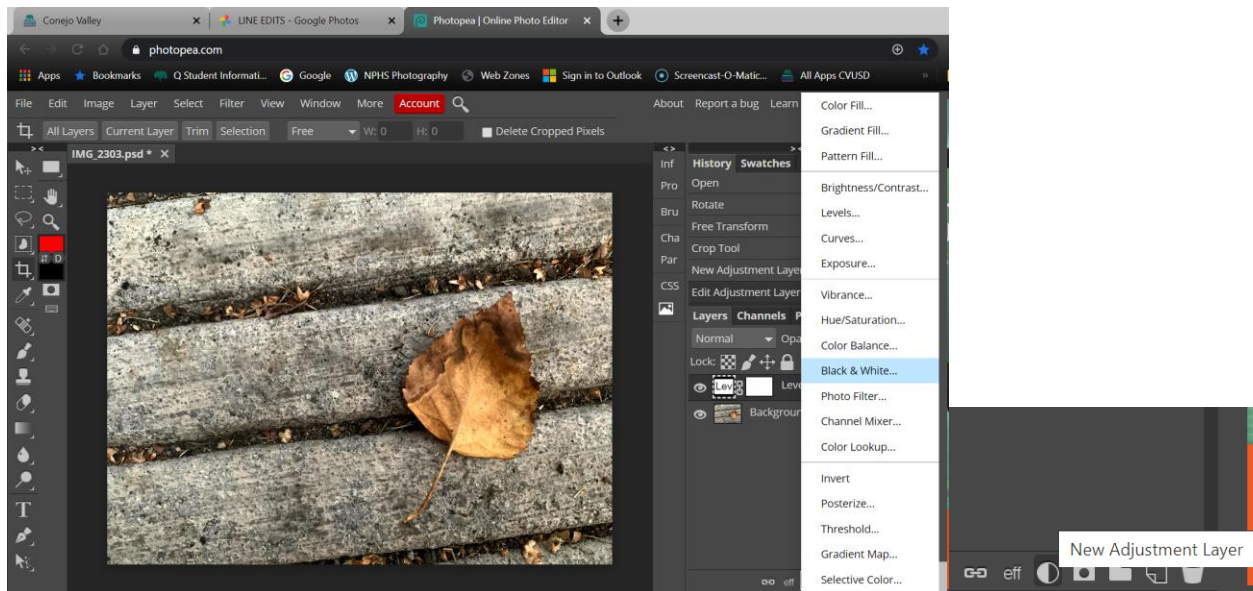This is after the Levels adjustment was made.

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.
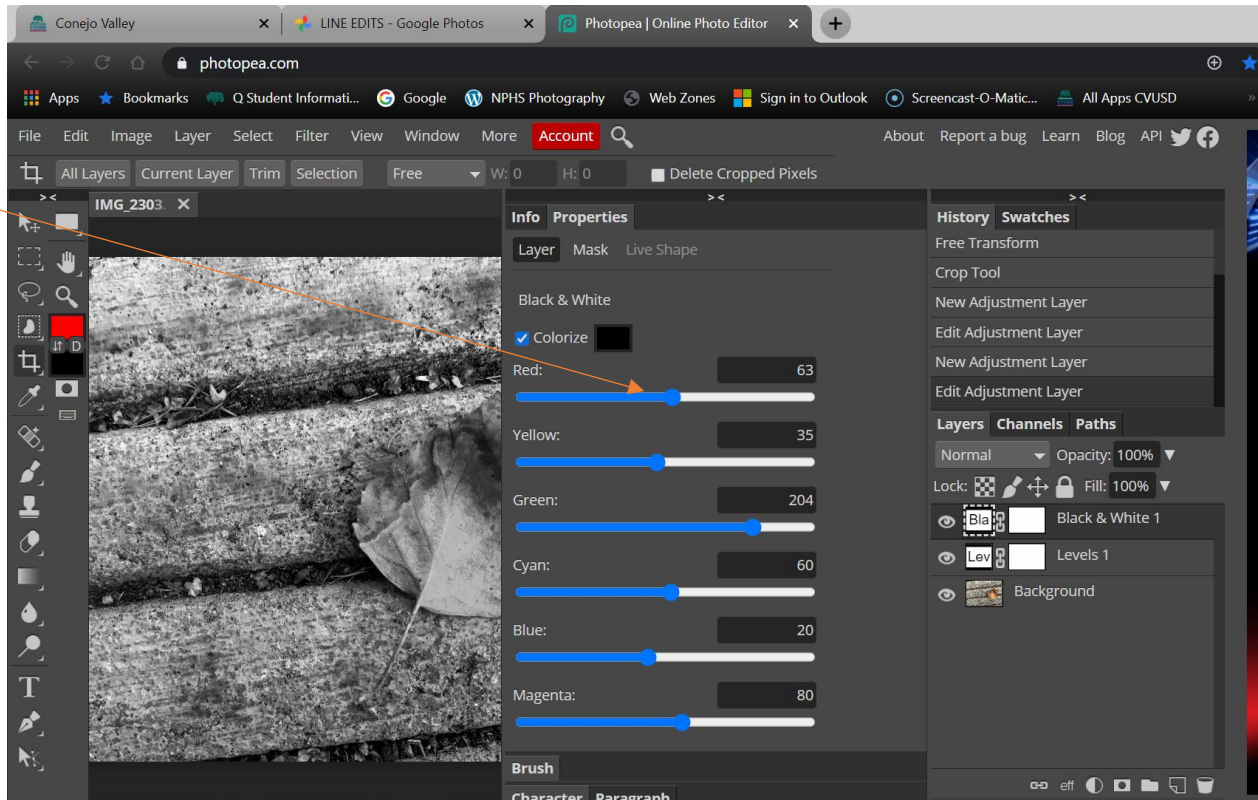

ADJUSTMENT LAYER – BLACK AND WHITE

To make the image black and white, click on the New Adjustment Layer symbol again at the lower right of the screen. Select Black & White and left click on it.
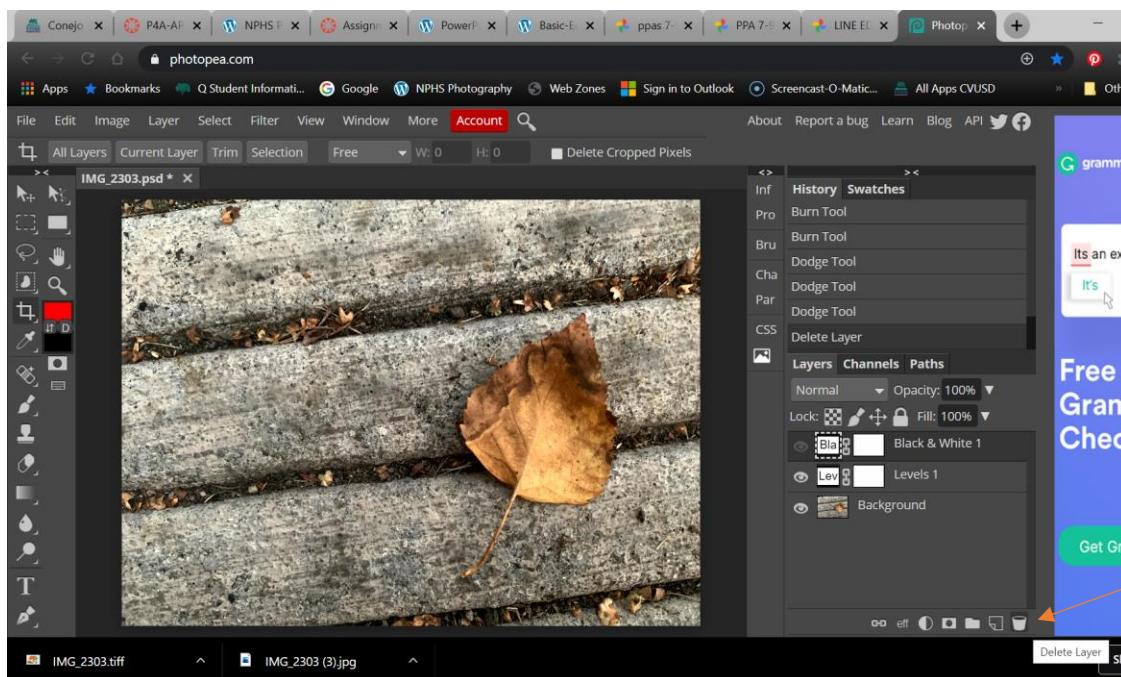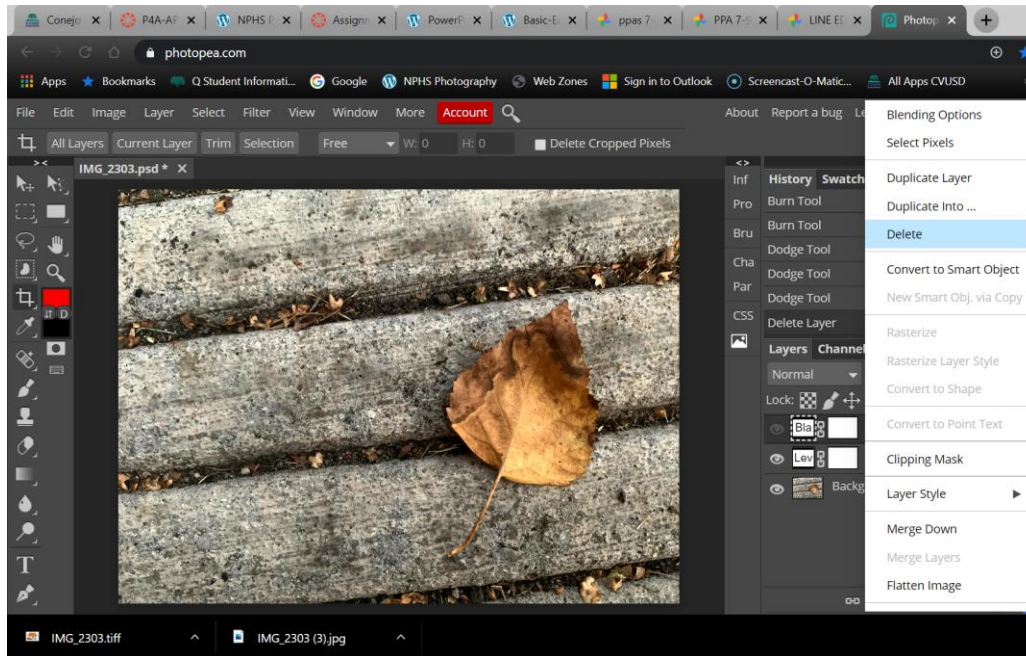
You will see a window pop up with different colors and sliders under each. By moving these sliders the adjustment layer will read the color layer and adjust only the selected color. It does not change the color layer at all. You may not see much of a change with certain colors. This is because there 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.
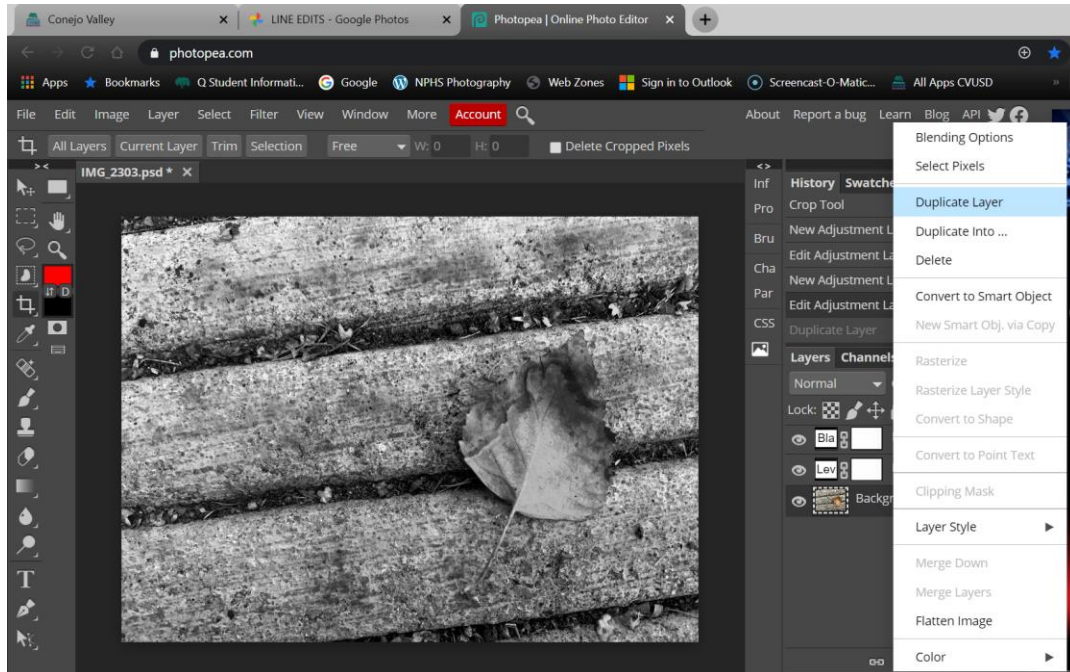

If you want to get the layer back just go a Step Backward and it will appear again. I have decided to keep the Black & White layer and have just hidden it for now by clicking the eyeball on that layer.
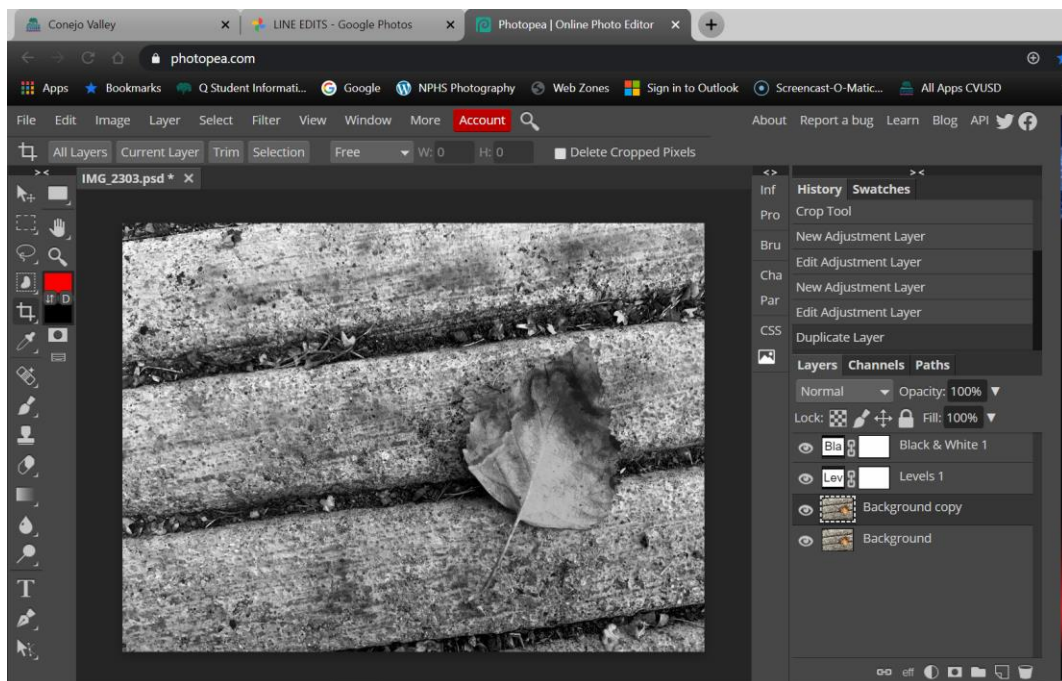
DODGING AND BURNING

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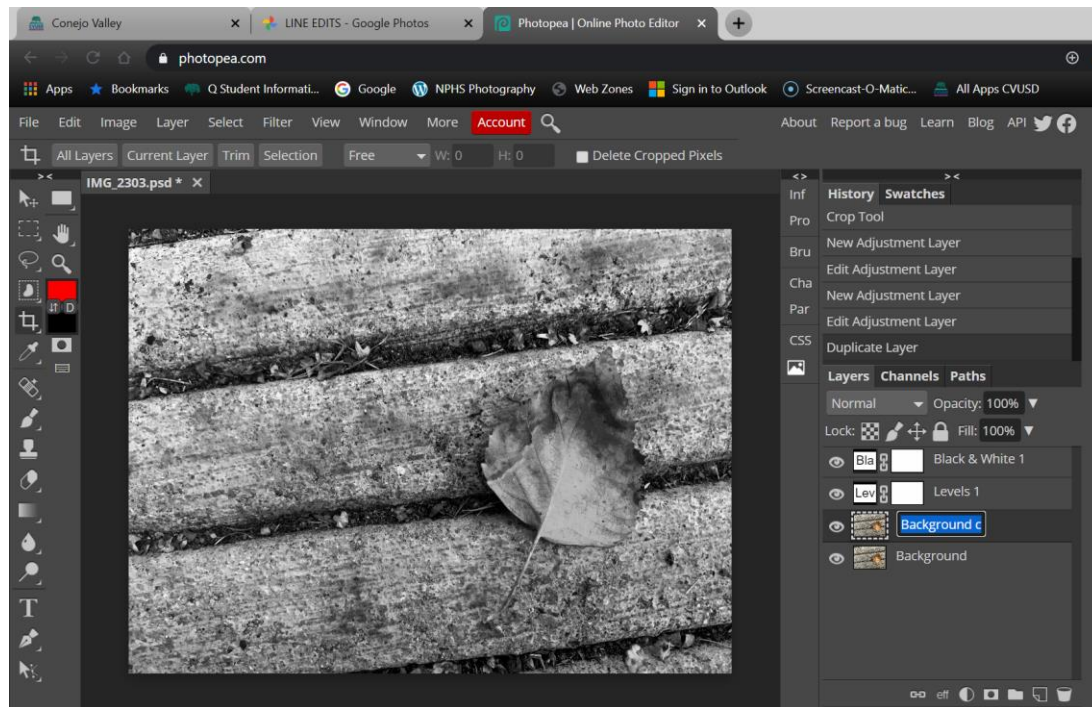
What you will need to do is to duplicate the background layer. Be sure your layers are showing and then right click on the Background and click on Duplicate Layer.
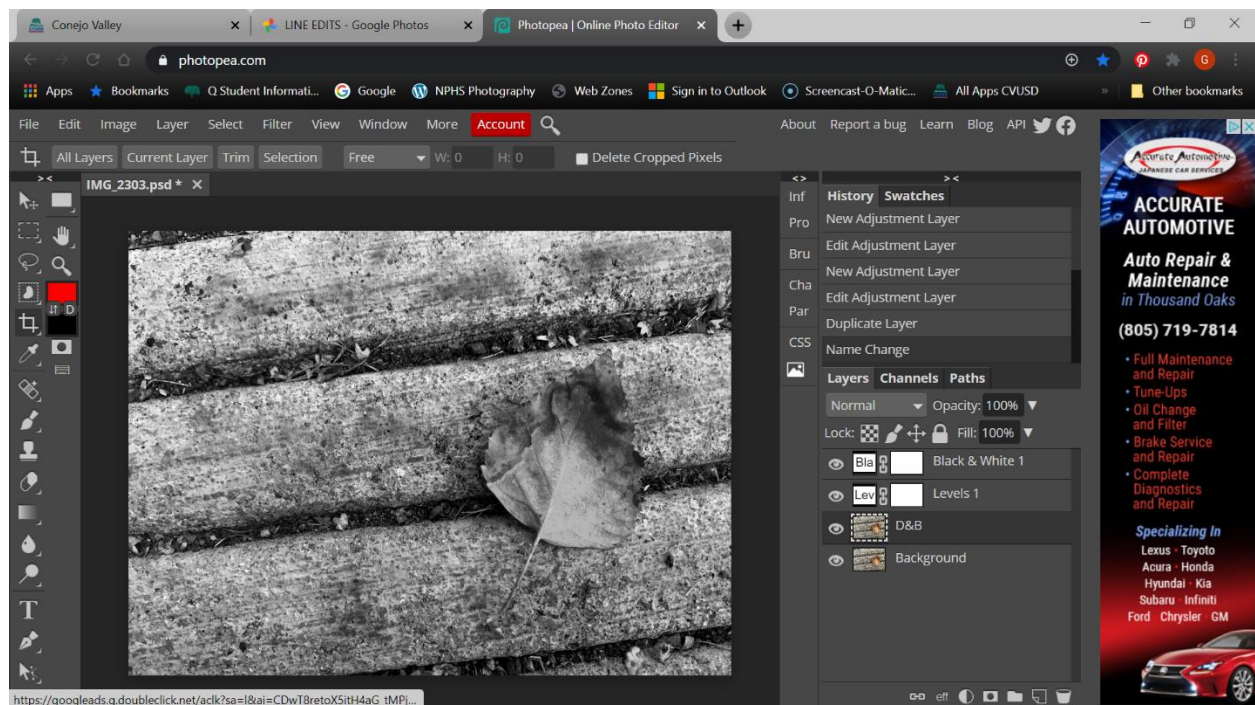

The Background Copy of the layer will appear.

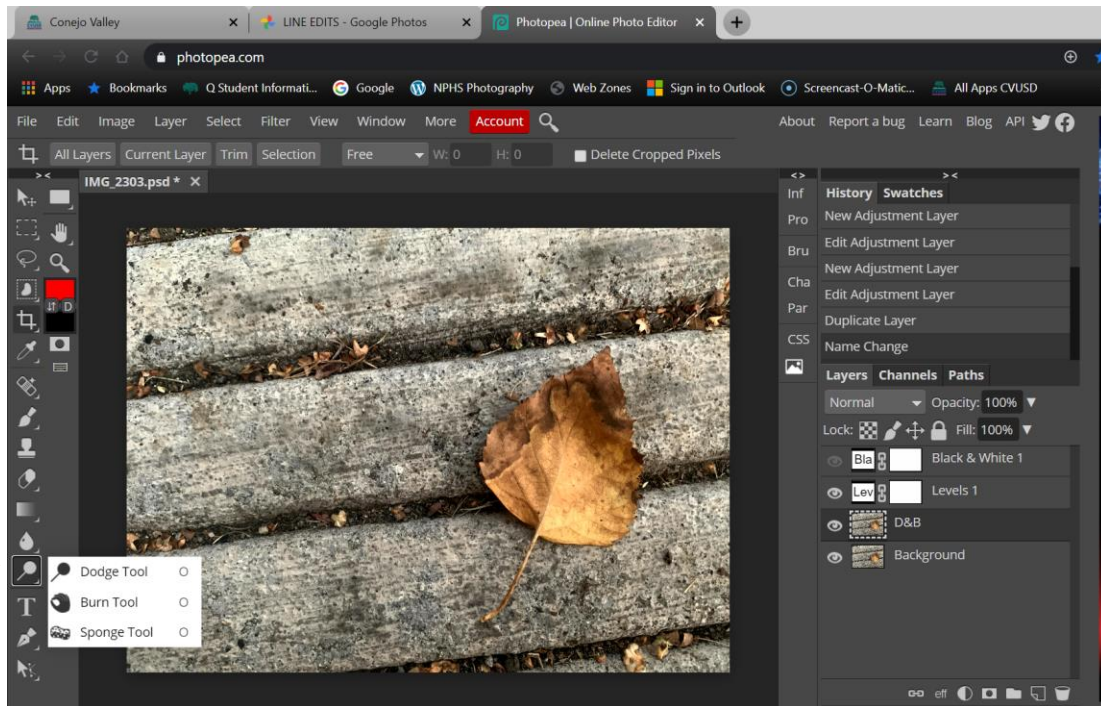Now double click on the words Background Copy and it will turn Blue.

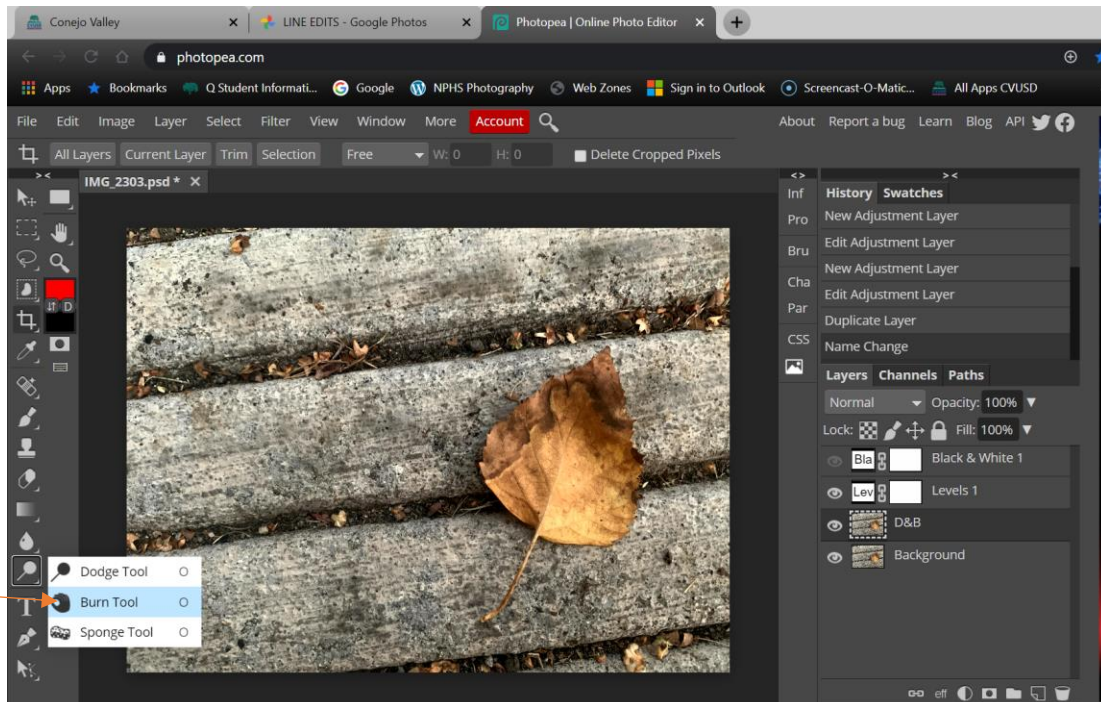Now type in on that layer Dodge & Burn or D&B.

You can keep your image in Black & White or just hide the eyeball next to that layer if you want to work in color for Dodging and Burning. I have chosen to work with the color display.

Find the Dodging tool symbol (looks like a lollypop). Right click on it and you will see Dodge Tool, Burn Tool, and Sponge Tool.
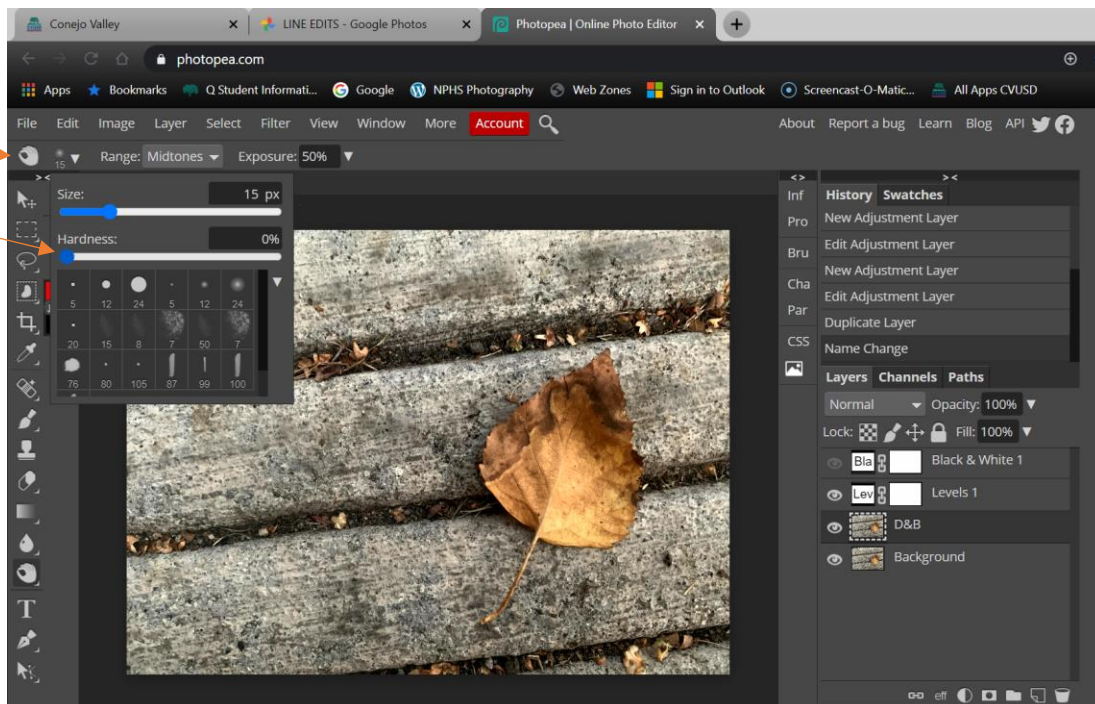

We will start with Burning. Click on the Hand symbol and make sure it is in the upper left corner as the active tool. This is the Burn Tool. It will darken selected areas of your image.

Be sure the active layer is the Dodge&Burn layer (the layer appears a darker 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 Photopea screen somewhere but not on your photo and the brush palette will disappear.
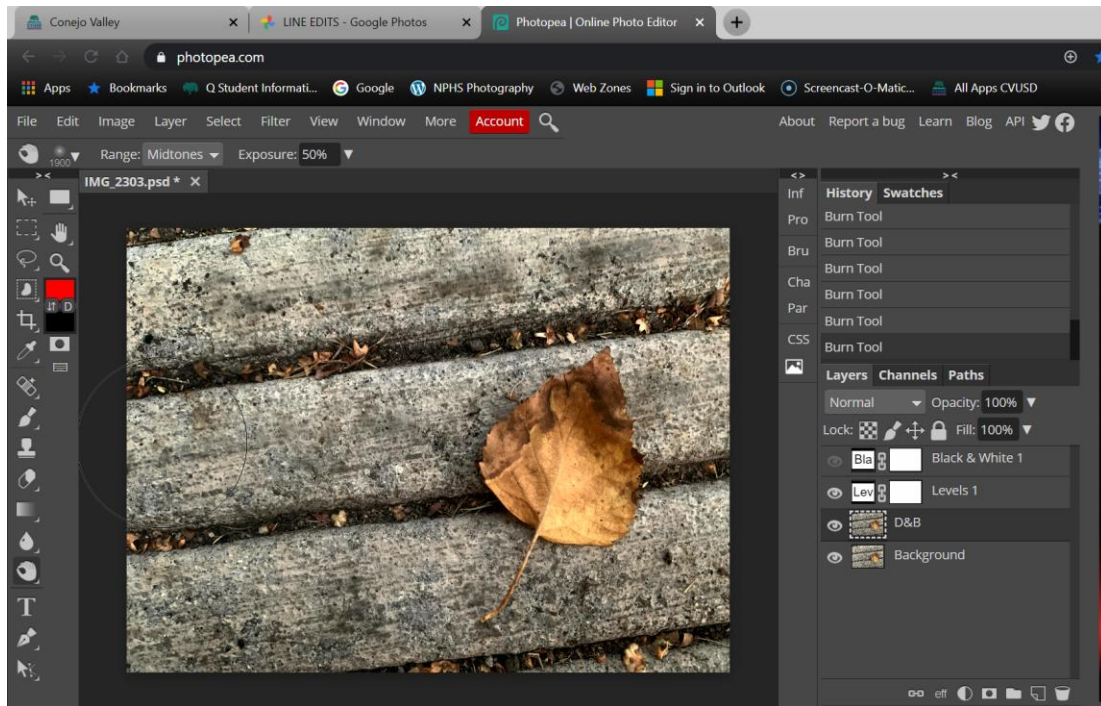

To adjust the size of the brush we will use a keyboard shortcut. Make sure CapsLock is not on, and hold your brush over your image but do not click yet on your photo. Use the brackets on your keyboard to adjust the size of the brush.
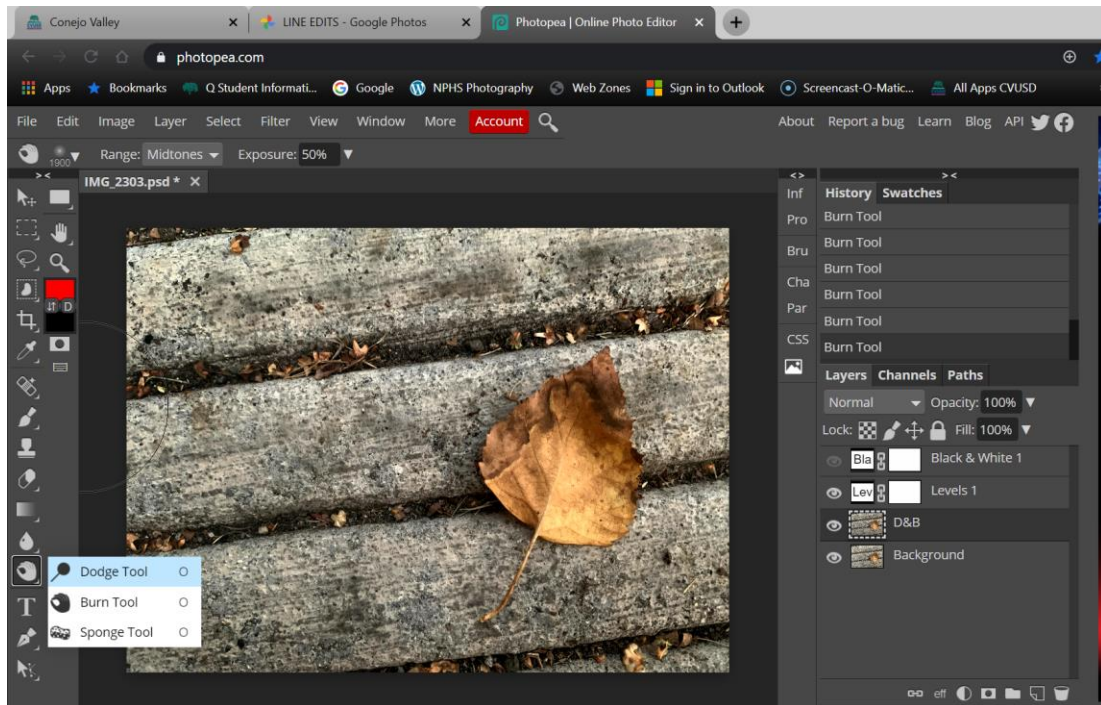

Once you have gotten the brush size where you want it, left click and hold then move the burning tool over the image where you want to darken it. If you don't like something you do, press Crtl Z/Command
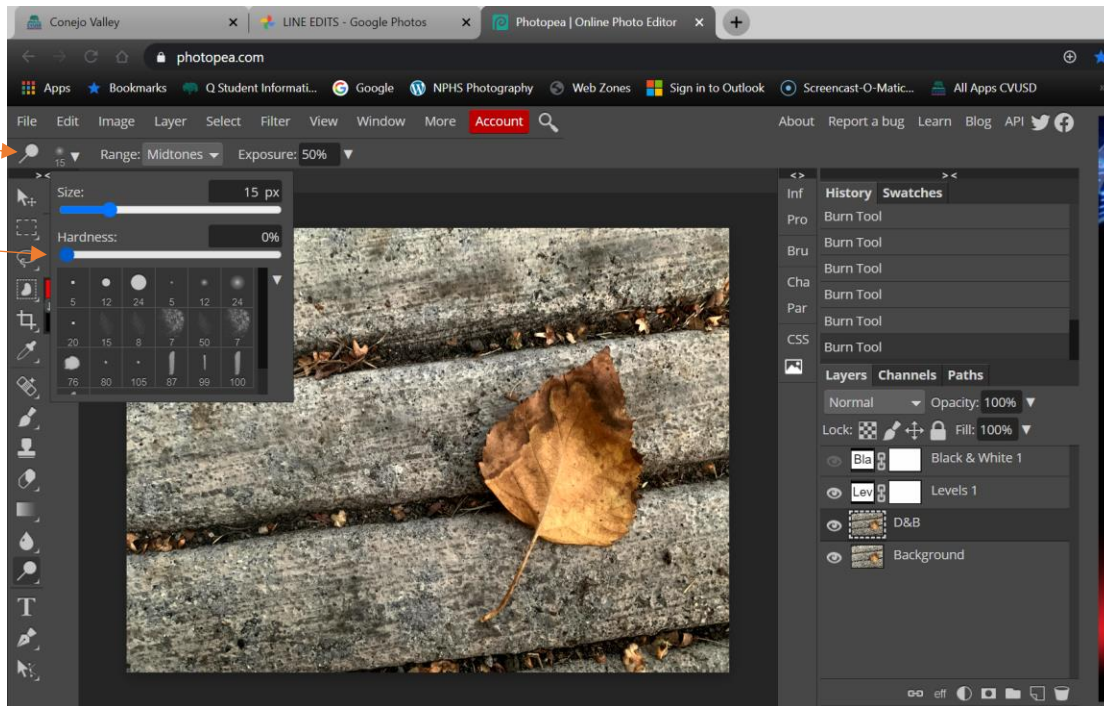
Z to go back a step. In this image I have darkened the edges of the image so that our eye is drawn more to the leaf which I will lighten.
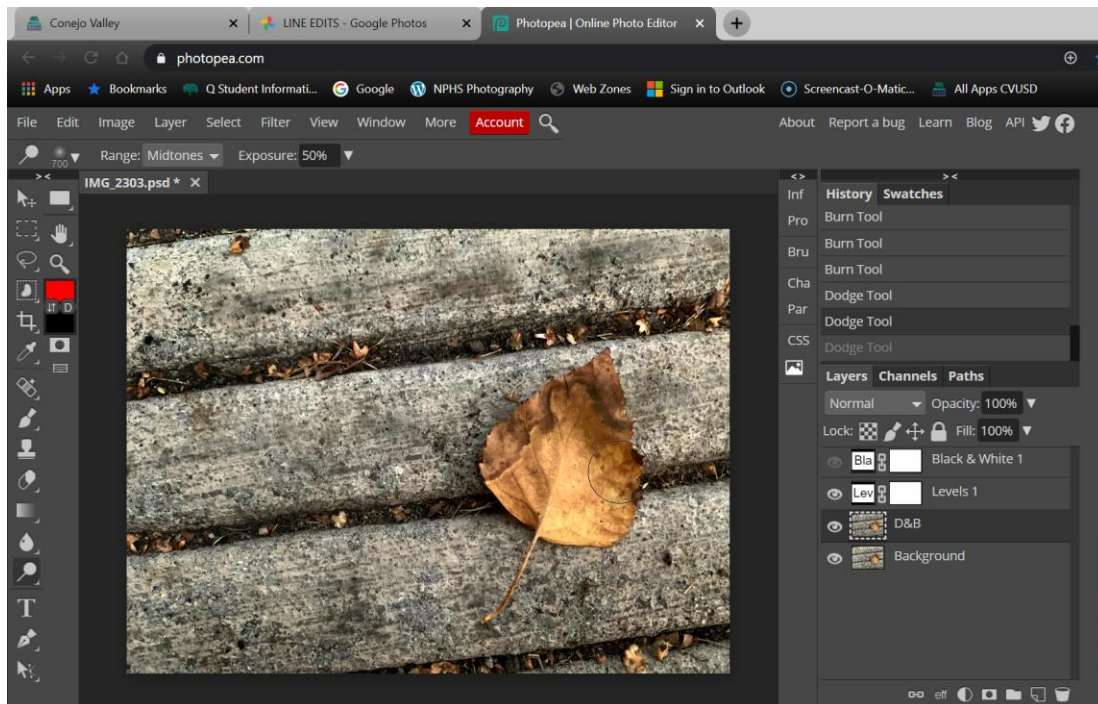

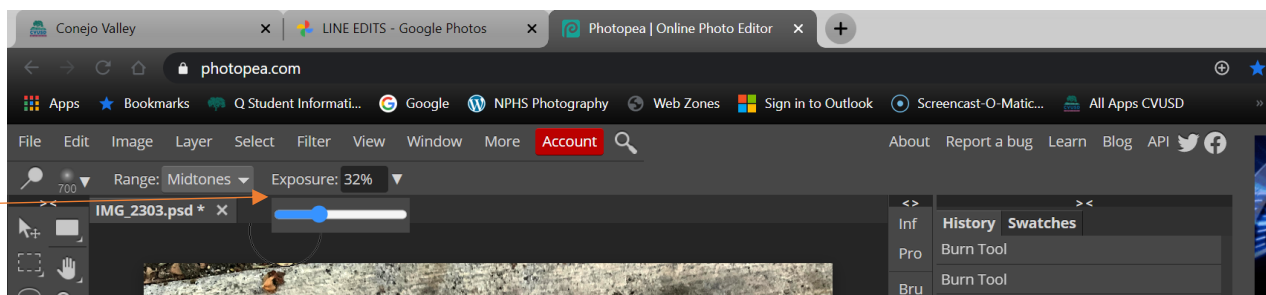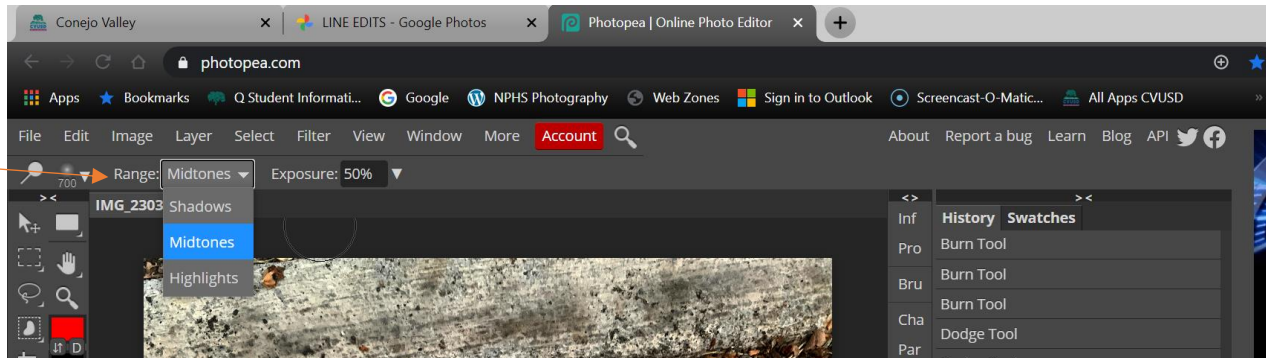Now for dodging. Go to the Tools Palette and select the Dodge Tool.

As with the Burn Tool, adjust the hardness of the brush down. Be sure the Dodge Tool is the active tool by checking the upper left corner.

I have lightened some of the darker areas of the leaf to brighten that part of the image.

Alternative settings for Dodge and Burn Tools: 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 setting will focus on different tonal ranges. You can try them out to see what they do. Crtl Z/Command Z if you don't like the effect.
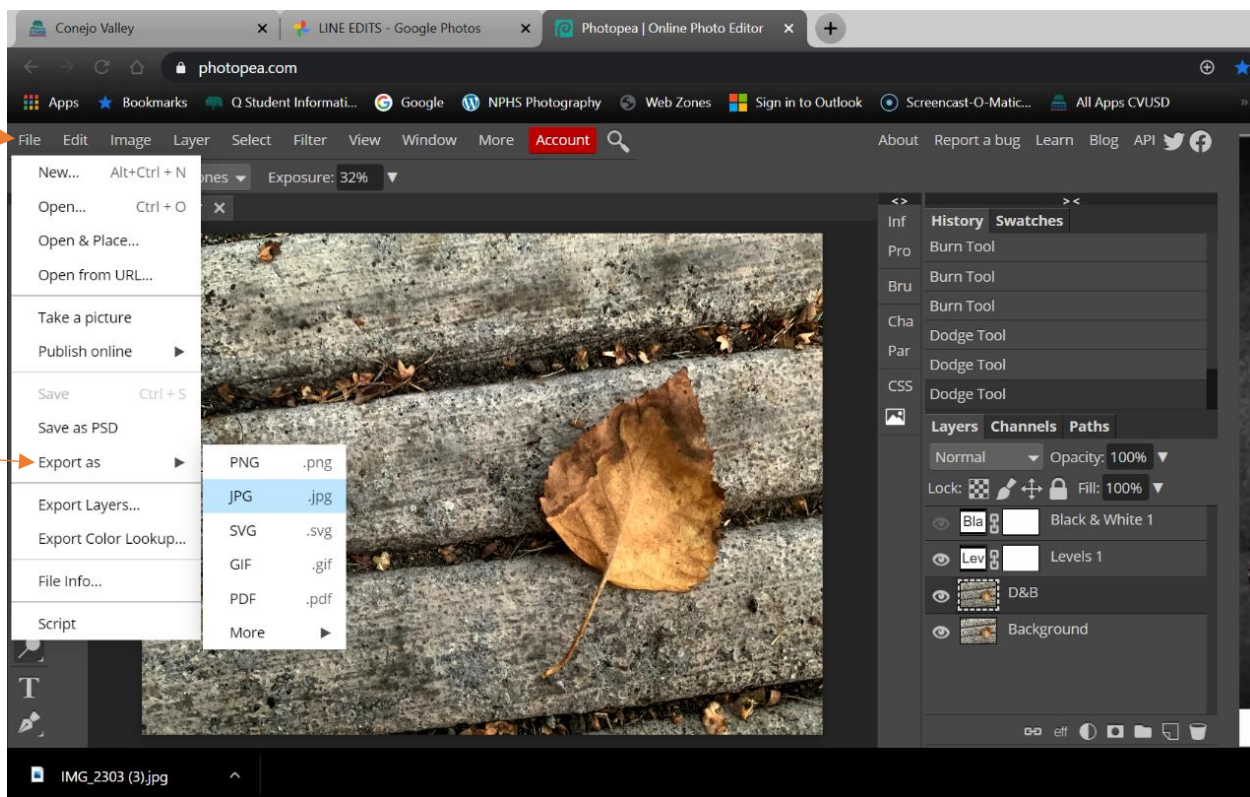
SAVING YOUR FILE

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 Photopea, so make sure you do this before you ever close an image if it is required.
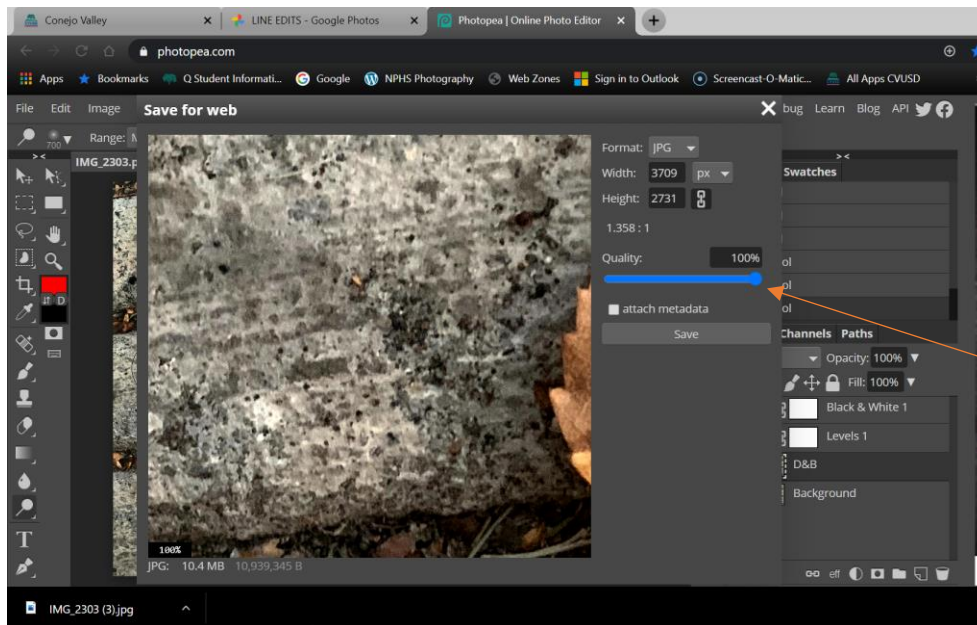
I am going to demonstrate how to save your file in several different versions. Again, most of the time you only will be required to save a JPEG.

Be aware that everything you save from Photopea will automatically go into your Downloads folder. It will always use the name of the original file. You will have to go into the Downloads folder to rename your files and organize them (more on that later).

On the upper left of your screen go to File > Export As and then select JPG and left click on iy
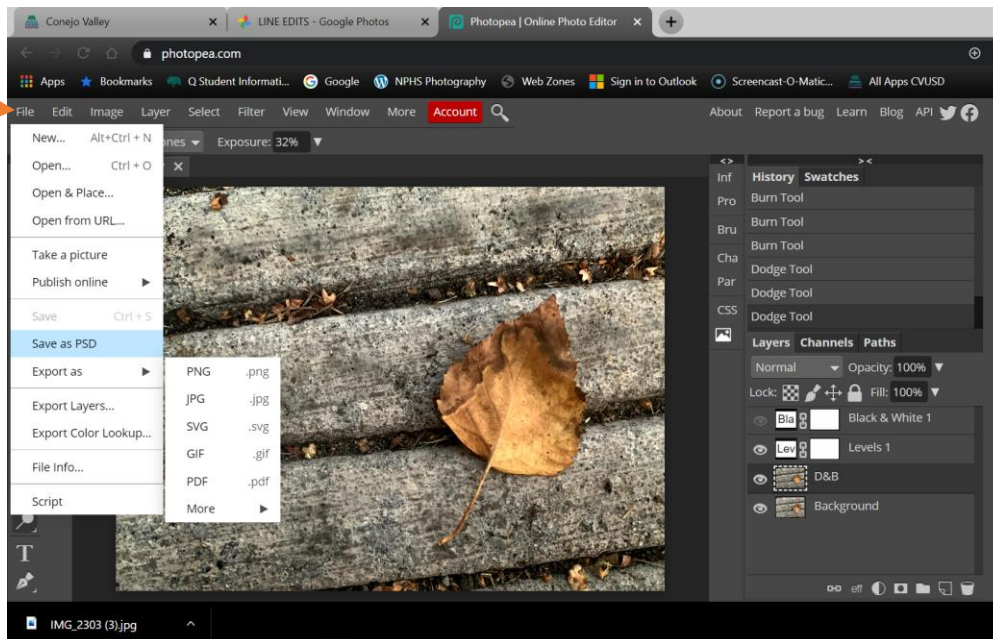
This dialogue box will appear. Be sure to move the Quality slider all the way to the right to 100%.
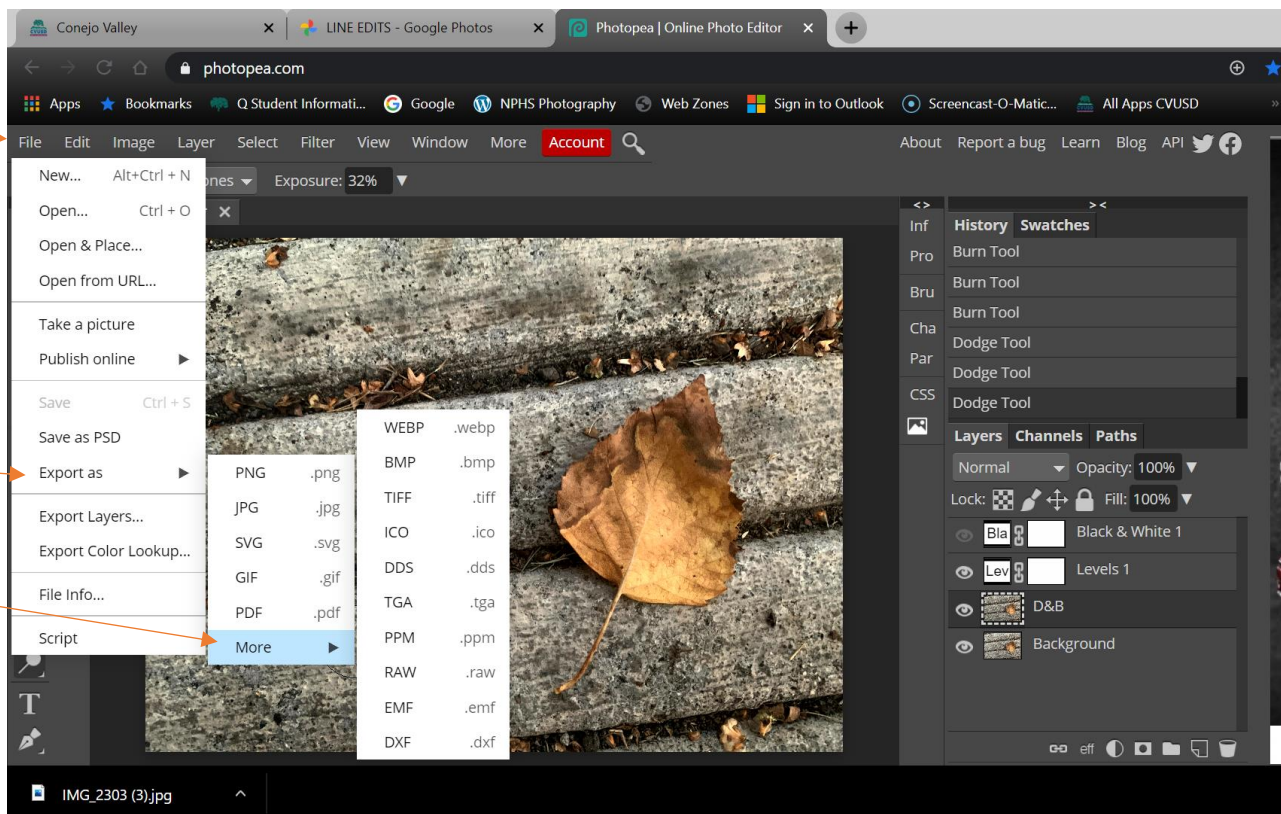

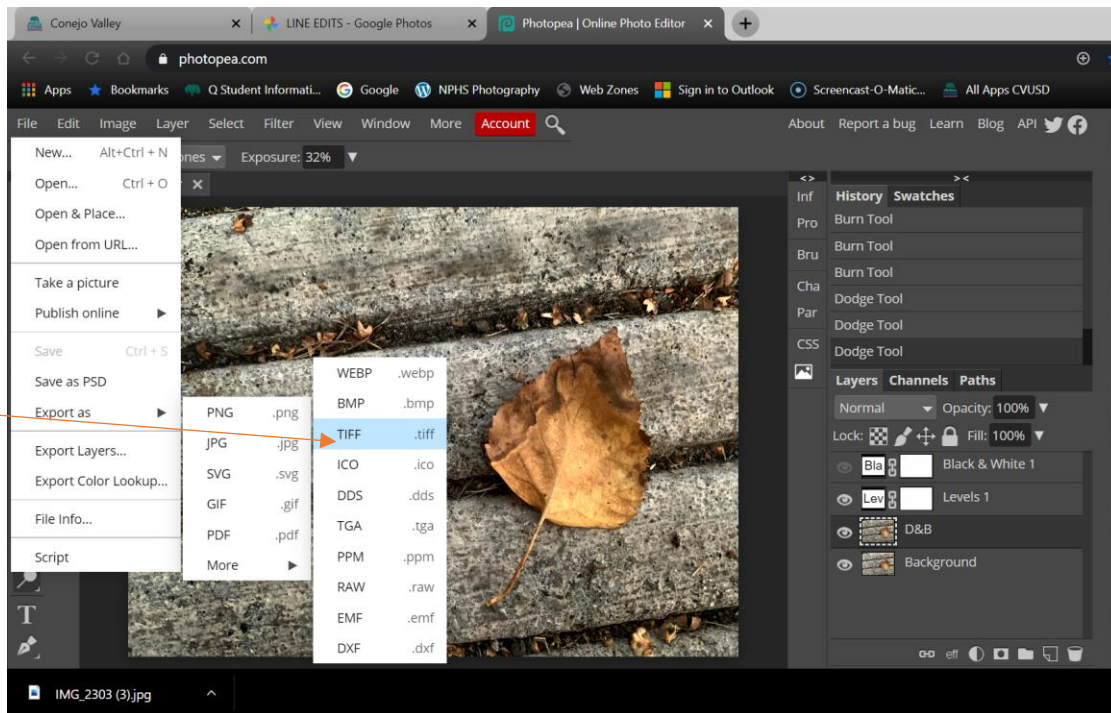If you want to save your Photoshop file go to File>Save As PSD

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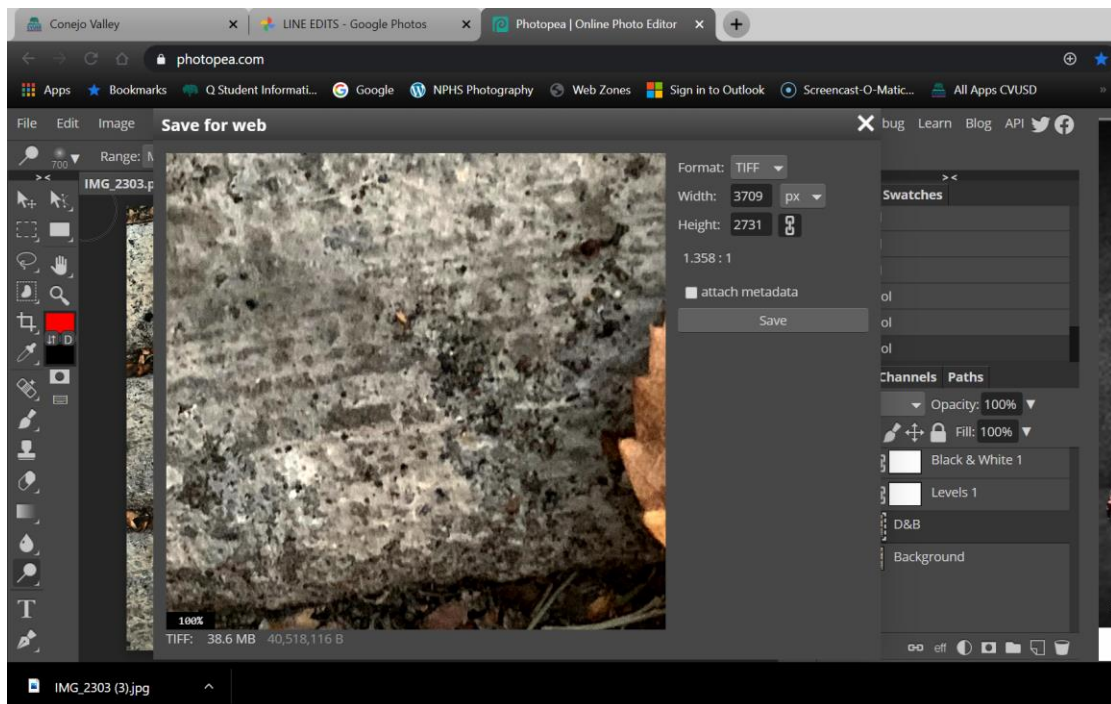
Saving as a TIFF. This is optional. A TIFF is a non-compressed file. JPEGs are compressed. The advantage of TIFFs is that they are save more file information than a JPEG (about as much as a PSD if you set it up that way), and yet they will be able to see the image on most platforms. PSDs will not open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

Go to File>Export As and then go to More and then Select TIFF.

This dialogue box will appear. Click Save.

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.