Photoshop Steps

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1. Straighten

-click the double blue square tool

-find the horizon line (or a line you know should be straight but looks crooked)

-click and hold @ one end then drag across the horizon line

2. Crop

-click on the crop tool

(make sure your aspect ratio is 8x10 and your resolution 300)

-click and hold, then drag your mouse till you get the square size you want

- then click the check mark

-go up to the top and click view>fit on screen

3. Levels

-click layers> new adjustment layer> levels then click Ok

-toward the bottom of the screen, there is a tone histogram

look at the black triangle, if there is not information in the histogram above the black triangle drag the black triangle until it is directly under the 1st bit of information in the histogram on the left hand side.

Then….

look at the white triangle, if there is not information in the histogram above the white triangle drag the white triangle until it is directly under the 1st bit of information in the histogram on the right hand side.

4. Highlights and shadows

-then click background layer in the layer pallet

- go to layer>duplicate layer>Ok

- Background copy/your title will show up – title it highlights and shadows

-the go to the top of the screen and click Enhance>adjust lighting> shadows/highlights

-the adjust your lighten/darken shadows and maybe midtone contrast, then click ok

5. Brightness and Contrast

-next go to new adjustment layer>brightness and contrast>ok

-adjust your brightness and contrast

6. Saturation/Hue

-go to

Layer>new adjustment layer> Hue/Saturation>ok

Take the saturation all the way to black and white and then slowly add color until it looks best

Then look at the photo… are there any colors that are off?

If so use the drop down menu (it says “master”) to the color that you think is off and adjust the hue and saturation of just that color