DIRECTIONS FOR "PORTRAIT" PHOTOS

Open your email or Google Drive.
Download your image to your "My Pictures" folder.

(After clicking "download" go to the little arrow on the pop up in the bottom of the screen, choose "Show in Folder" and drag and drop the image into your Documents or Pictures folder)

***STEP 1-22 ONLY IF YOU NEED PHOTOSHOP TO EDIT OR ADD FILTER…**

Finding your photo & opening in Photoshop
1. Click on the Windows icon on the bottom left of screen
2. Under "A" click on Adobe Photoshop 2020
3. For first time log in:
    a. Enter your bmchsd.org email address as their Adobe ID.
    b. Upon first login, users will then receive a <u>notification code</u> in your email to enter in Photoshop.
    c. Next, set a password – use your BMCHSD password for ease of remembering
    d. Once a password is set, you have access to the full creative cloud suite from anywhere, as it is cloud based.

4. Once in Photoshop, click "File" > "Open" and locate your image(s)

Cropping your image

5. Once in Adobe Photoshop, Find the **Crop Tool** on the left of the screen from the tool box.
6. Press, hold, and drag the **left click** over the image to your desired crop size. Use the arrow to move it around.
7. Press "Enter" on your keyboard to activate crop. (You may also click the crop button or right click)
8. To "Undo" any changes hit CTRL+Z or click at the top "Edit" →"Undo Crop"

Zooming In and Out

9. You can zoom in and out by using the magnifying glass tool on the bottom left in the tool box, or you can use the shortcut keys CTRL+ and CTRL-

Brightness/Contrast – used to enhance the photo
10.	Go "Image" → "Adjustments" → "Brightness/Contrast"
11.	Adjust levels, hit "OK" or enter
12.	To "Undo" any changes hit CTRL+Z or click at the top "Edit" →"Undo"

Turning it Black and White
	13.	Go "Image" → "Adjustments" → "Desaturate"

FILTERS
14.	Go "Filter" → "Filter Gallery" → Choose one you like
15.	Adjust levels, hit "OK" or enter
16.	To Un-do, CTRL+Z if you don't like it

Clone Stamp   - Copy one area to another; correct or eliminate details
17.	Right click to select "Clone Stamp" from the tool box on the left
18.	Adjust "Brush" size and quality on top left
		a.	Choose either the hard round brush or the soft round brush
		b.	Use the "Master Diameter" sliding scale to increase or decrease brush size
19.	Press "ALT" and click the area you want to clone
20.	Let go and move to the area you want to clone over
21.	Hold down the left click to clone
22.	To "Undo" any changes hit CTRL+ALT+Z or click at the top "Edit" →"Undo Clone Stamp"

NOTE: **The "Dodge" or "Burn" tool** can help as well if one of your objects is too dark or too light compared to the rest. See me for help.

SAVING your Image in YOUR documents
23.	Save your image into your documents by going to the "File" tab on top
24.	 "File"→ "Save as" - In the pop up, where the box says "Save In," find your "My Documents" folder or "My Pictures" folder and Save it.
25.	Press OK to the pop ups

NOTE: We will be using the "Trace & Transfer" method of drawing for this project in order to expedite our process. Therefore <u>you need 2 copies of your image</u>. One will be used and abused and thrown away, the other will be used as the reference photo for drawing/painting.

PRINTING - DO NOT print from Photoshop!!!!!!!!!!!!!!!!

26. Click on the Windows icon again, bottom left of your computer screen – click and open "Documents" or "Pictures" (wherever you saved it)
27. Find your photo and RIGHT click it.
28. Choose "Print"
29. The "Print Pictures" box will pop up
30. Choose **Full Page Photo** for size on the right
31. **<u>Un-check</u> the mark for "Fit picture to frame"** box on the bottom
32. Choose the **<u>Color Lexmark printer</u>** in the computer lab
33. **<u>**Number of copies, change to 2**</u>**
34. Click "Print"

<u>Do these steps *ONLY if you want to use a grid!*</u>

ADDING the GRID & PRINTING GRID

1. "Grid Drawing Tool" - Go to http://www.griddrawingtool.com/ and follow the steps below to grid your photo
2. *Step 1:Upload* "Choose File"
   a. Find your photo from "My Pictures"
3. Most likely you will skip *Step 2:Rotate, Step 3:Crop,*and *Step 4:Adjust* since you already have done this in Photoshop

4. Go to *Step 5: Grid* and
   a. Make sure there is a check in the box ☑ **Keep boxes square**
   b. **Change *Line style* to Pixel 1**
   c. **Change color to one that will stand out against your image**

d. Hit **Apply Grid** to see changes
e. Now decide how many **"Boxes Wide"** you will make your grid. *We will eventually convert this to inches.*
f. You want to have your photo <u>approximately</u> 80-90 boxes overall
   i. So rectangular images may be 8X11 or 11X8, 7X13 or 13X7, 6X14 or 14X6 etc.
   ii. Square images will be in the range of 9X9
g. Decide how wide you will want your work and enter that number in the "boxes wide" box
h. Click **Apply Grid** to see changes

5. Count the number of boxes across and down and multiply to check to see if it is in the 80-90 box range, give or take a few
6. Adjust if necessary
7. Hit **Download**
8. Go back to "Computer" and look on the left for "Downloads"
9. Open your **Downloads folder** and right click on your image, choose **Print**
10. In "Print Pictures" pop up box choose <u>**8 X 10 in.**</u> layout on the right
11. <u>**Un-check**</u> **the mark for "Fit picture to frame"** box on the bottom
12. Choose the Color Lexmark printer <u>OR</u> Print Release Color
13. **Click "Print"**
14. You should now have 2 color images – 1 with a grid and 1 without a grid