DIRECTIONS FOR PHOTOSHOP CS4

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)

Finding your photo & opening in Photoshop
1. Open All programs > Adobe Design Premium CS4 > Photoshop CS4
2. In Photoshop, click "File" > "Open" and locate your image(s)

Cropping your image

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

Zooming In and Out

7. 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
8. Go "Image" → "Adjustments" → "Brightness/Contrast"
9. Adjust levels, hit "OK" or enter
10. To "Undo" any changes hit CTRL+Z or click at the top "Edit" →"Undo"

Shadows/Highlights or Hue/Saturation
11. Go "Image" → "Adjustments" → Shadows/Highlights or Hue/Saturation
12. Adjust levels, hit "OK" or enter

Clone Stamp - Copy one area to another; correct or eliminate details

13. Right click to select "Clone Stamp" from the tool box on the left
14. 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
15. Press "ALT" and click the area you want to clone
16. Let go and move to the area you want to clone over
17. Hold down the left click to clone
18. To "Undo" any changes hit CTRL+ALT+Z or click at the top "Edit" →"Undo Clone Stamp"

<u>Saving your Image in YOUR documents</u>
19. Save your image into your documents by going to the "File" tab on top
20. "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.
21. Press OK to the pop ups

<u>Printing - DO NOT print from Photoshop!!!!!!!!!!!!!!!!!</u>
22. Click on the Windows circle or Start in bottom left of your computer screen – click and open "Documents" or "Pictures" (wherever you saved it)
23. Find your photo and RIGHT click it.
24. Choose "Print"
25. The "Print Pictures" box will pop up
26. Choose **8 X 10 in.** format on the right
27. **<u>Un-check</u> the mark for "Fit picture to frame"** box on the bottom
28. Choose the **<u>Color Laser printer </u>in the computer lab**
29. Click "Print"

ADDING the GRID –

If you are making a collage you do not have to do this step – I will provide you a plastic grid to lay over your images.

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>at least</u> 90 boxes overall (can have more)
      i. So rectangular images may be 9X10 or 10X9, 8X12 or 12X8, 7X13 or 13X7 etc.
      ii. Square images will be in the range of 10X10
   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 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 Laser 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