DIRECTIONS FOR BLACK WHITE PHOTO

What to look for…

- You need a HIGH resolution black and white photograph.
- We want a wide range of values, with really dark blacks and white whites, but also a wide range of greys in between.
- The subject matter is your choice. Close up images work best. You may use your own photo (using your own photography is always encouraged on any photo based project we do!) provided it is high resolution, with good contrast of values, and appropriate subject matter. If you use an image(s) from the internet, you will crop, cut, or collage the image, so you have control over the final composition.
- If you choose to use a face in your image, you will not use it in its entirety. You must crop to show only a portion of the face.
- **Sometimes "cool" photos don't make good drawings – consider this when choosing your photo**

Finding and Saving Image from Google

1. Use Google Images
2. Search your word or idea and add the word photography. If you have no ideas search "Black and White Photography"
3. Use "Search Tools"
    a. change "Size" to "Large"
    b. change "Usage rights"
    c. **You may also change "Type" to "Photo" or "Color" to "Black and White"

Getting your image from your email

1. If you have your photo on your phone, email it to yourself at "actual size." (It cannot be a screenshot. We need high resolution photos.) Do not use a photo that has been "filtered."

2. Open your email and download the photo.
3. On the bottom of your screen you can "Show the photo in its folder" and then copy and paste or drag into your Documents or Pictures

Getting your image from your Google Drive
1. Click on your image
2. Top right corner, choose "Download"
3. On the bottom of your screen you can "Show the photo in its folder" and then copy and paste or drag into your Documents or Pictures

EDITING IN PHOTOSHOP CS4
Finding your photo & opening in Photoshop
1. Open Photoshop
a. Go to Windows icon on bottom left corner.
b. Search for and Open **Photoshop CS4** (NOT 64 bit) ((a blue square icon w a PS on it))
c. Once in Photoshop go to top left corner and do File→Open and locate your image in your Documents or Photos folder and open.

Zooming In and Out
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-
Image Size
In order to see if your image will print clearly in high resolution, check your image size. On the top left, click **Image→Image Size**
☐ The "Document Size" width and height should be at least 8" (inches)

Turn it Black and White (Desaturate) – Yes, even if its black and white already!

1. Go to the top and find the "Image" tab
2. Go "Image" → "Adjustments" → "Desaturate" (This removes all the color from the photo and turns it black and white)
3. To "Undo" any changes hit CTRL+Z or click at the top "Edit" →"Undo Desaturate"
4. I recommend using the Brightness/Contrast edit to further enhance black and white images

Cropping your image

Mind the Rule of Thirds - Using estimation, align your focal point along a third line or at an intersecting point when you crop. **Ctrl+R** will turn on the rulers on your screen. You must visualize this as you crop.

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

ADDITIONAL EDITING IF YOU NEED

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

Shadows/Highlights
1. Go "Image" → "Adjustments" → Shadows/Highlights
2. Adjust levels, hit "OK" or enter

SAVE THE EDITED IMAGE
Saving your Image in YOUR documents
1. Save your image into your documents by going to the "File" tab on top
2. "File"→ "Save as" - In the pop up, where the box says "Save In," find your "Documents" folder or "Pictures" folder and Save it.
3. ***Make sure file type is a **JPEG**, not a PSD***
4. Press OK to the pop ups

ADD the 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. **Skip *Step 2, 3, AND 4*** because you will have done that in Photoshop.

4. ***Step 5: Grid***
a. Make sure there is a check in the box **Keep boxes square**
b. Change **Line Style color** to one that will contrast your image (Not black or white)
c. Change **Line Style** to **Pixel 1**
d. Now **"Boxes Wide"** depends on if your photo is a vertical rectangle or a horizontal rectangle or a square.
e. Should be about 90 boxes overall (multiply the number of boxes wide times boxes high)
f. Vertical pics set boxes wide to around 8, Horizontal pics set boxes wide to about 11, Square pics set to 10
g. Click "**Apply Grid"** to see changes

5. Adjust if necessary
6. Click "**Download"**

PRINTING

1. Go back to Windows start button and choose "Computer" then look on the left under "Favorites" for **"Downloads" folder**

2. Open your **Downloads folder** and right click on your image, choose **Copy**

3. Open your **"My Pictures" folder** and right click to **Paste** the photo there

4. Right click on the photo file and choose **"Print"**

5. In "Print Pictures" pop up box choose **8 X 10 in.** layout on the right

6. **Un-check the mark for "Fit picture to frame"** box on the bottom

7. Choose Printer→ **Color Lexmark**

8. **Click "Print"**

9. If its **blurry or pixelated**, pick a new photo or print 5x7

10. ****You also need to print a second picture of your photo in color *without the grid* to use as a reference during shading. Find it in your Documents or Pictures folder and follow Steps 4 through 8…YOU CANNOT PRINT FROM PHOTOSHOP**