DIRECTIONS FOR PHOTOSHOP

Open your email or Google Drive.
Download your image

(On Mac, the minimize and close are on the top left as red, yellow, and green circles. Use tab browsing just as you would in Windows to switch windows)

Opening in Photoshop and Your Image
1.   From the desktop, press "Launch Pad" or Command F on the keyboard and look for Adobe Photoshop
2.   From Photoshop, File>Open and search in the "Downloads" for your image

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"

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

19. Save your image into your Drive by going to the "File" tab on top
20. "File"□ "Save as" - Make sure the file type is a JPEG and Save to the **Desktop**
21. Press OK to the pop ups
22. Go to your Google drive
23. Choose "NEW+" in top left
24. Upload>New file and choose the file from your desktop & Save in your Drive
25. Now "SHARE" the file with me - croche@bmchsd.org and I will be printing the files

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 your desktop

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> 100 boxes overall (can have more)
      i. So rectangular images may be 9X11 or 11X9, 8X13 or 13X8, 7X14 or 14X7 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 100 box range, give or take a few
6. Adjust if necessary
7. Hit **Download**
8. Go back to Google Drive
9. Choose "NEW+" > Upload> New file and choose the file from your desktop
10. Save in your Drive
11. Now "SHARE" the file with me - croche@bmchsd.org and I will be printing the files

<u>**You should now have shared 2 color images – 1 with a grid and 1 without a grid</u>