

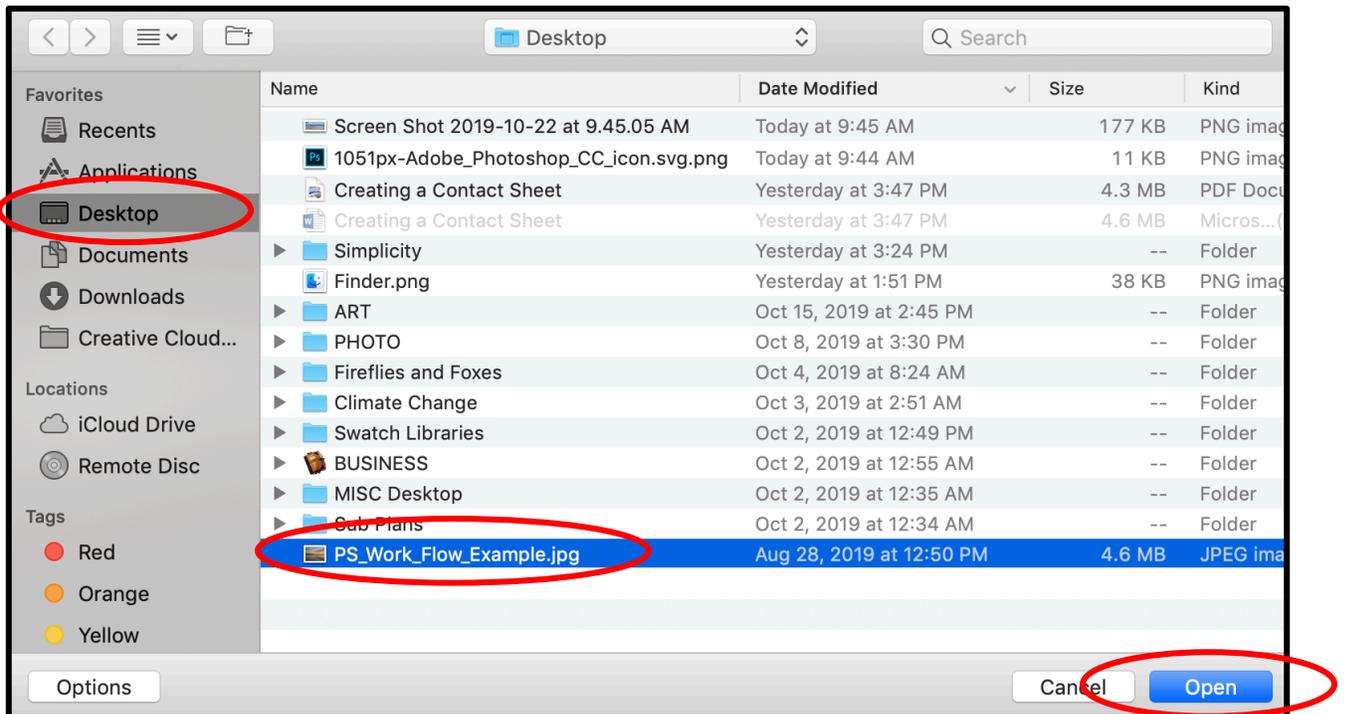
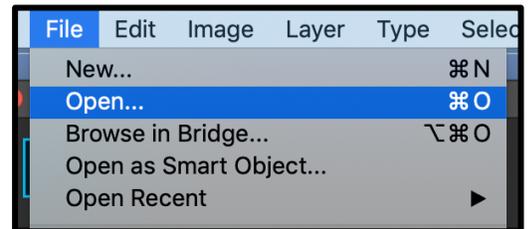
Workflow

Workflow is a routine series of steps that an artwork is put through in order to bring the project to completion. Back in the day photographers would complete these steps using chemicals and light in a darkroom. Today, photographers complete a digital workflow on their images and it is sometimes referred to as editing. This process includes cropping, resizing the image, and editing the color and contrast in an image to improve its quality. You should be completing this process for every single photograph that you turn in!

1. Begin the workflow process by opening the image that you want to work with in Photoshop. If this is your first-time doing workflow, drag **PS_Work_Flow_Example.jpg** off of Schoology or Canvas on to your desktop.

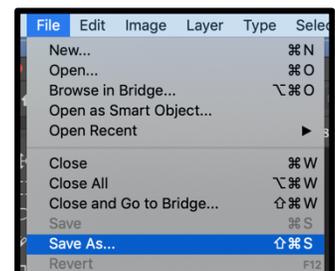
2. Drag and drop the file into the **Adobe Photoshop CC icon**  on your dock. If you do not have Adobe Photoshop CC in your

dock then click on the  **Finder icon > Applications > Adobe Photoshop CC folder > Adobe Photoshop icon**. Using this method you can then go to **File > Open** then click on **Desktop** and then **PS_Work_Flow_Example.jpg**.

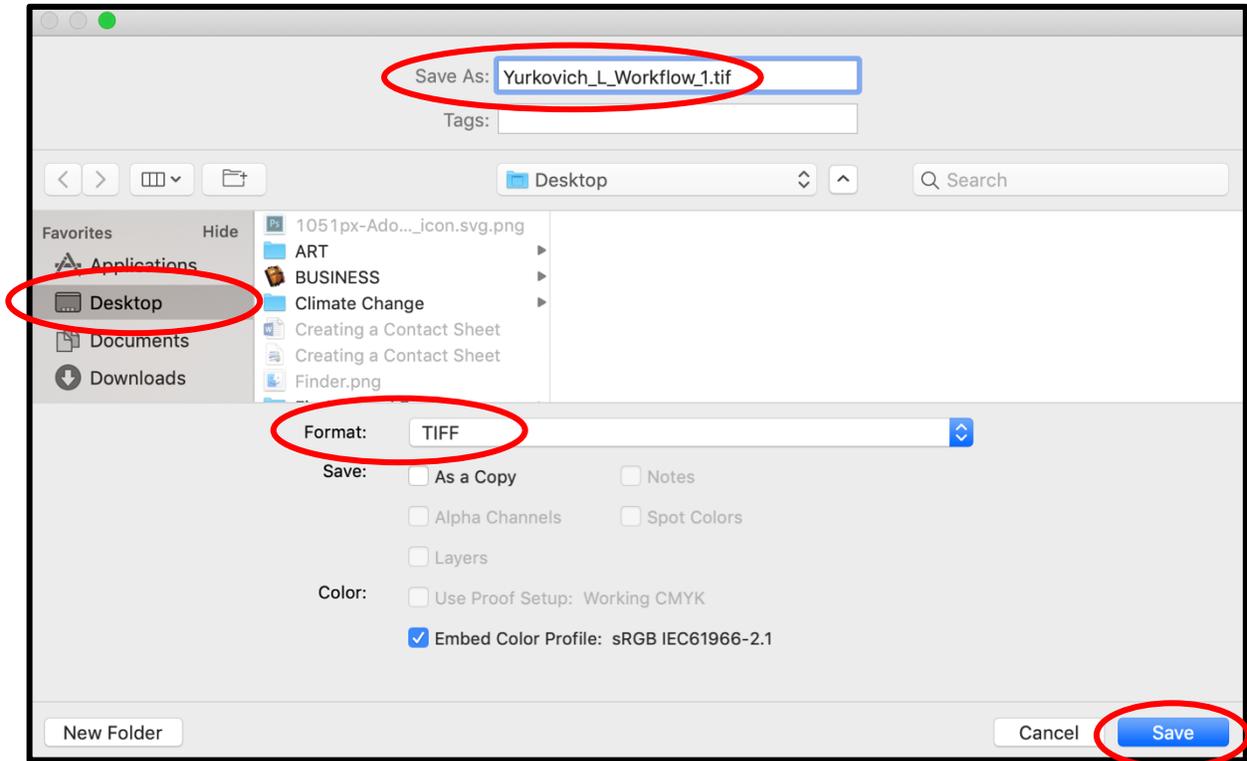


3. You'll want to save your file immediately so that you can save your work and easily find your file later. Go to **File > Save As**.

4. Click on **Desktop**, change the file format to **TIFF** using the drop down menu, and use proper naming protocol to save your photo. Proper Naming Protocol is your last name, your first initial, and the title of the

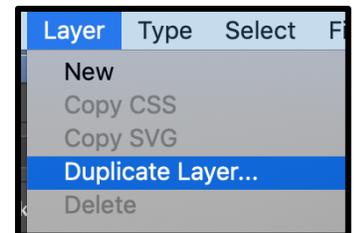


assignment. If you are turning in more than one image for the assignment then add a number to the assignment title. For example: and the title of the assignment. If you are turning in more than one image for the assignment then add a number to the assignment title. For example: **Yurkovich_L_Simple_1.tif** or **Smith_J_Thirde_3.tif**. Double check that you are familiar with the location that you are saving the file in or you might not be able to find or access the file later! Then click **Save** when you are done. (IMPORTANT NOTE: Go to **File > Save** regularly to save your work and prevent yourself from losing your work.)

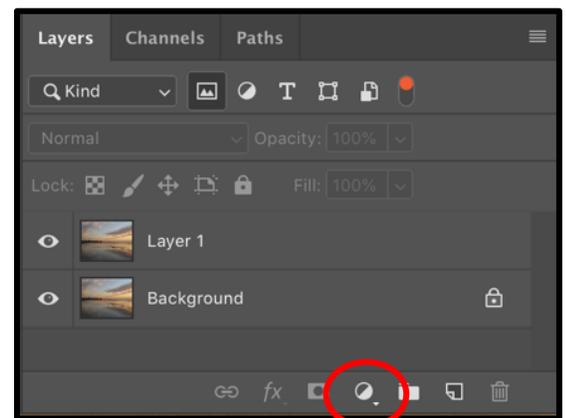


5. When you click **Save** two more boxes will appear. That's okay. That's normal. Click **Okay** for both boxes.

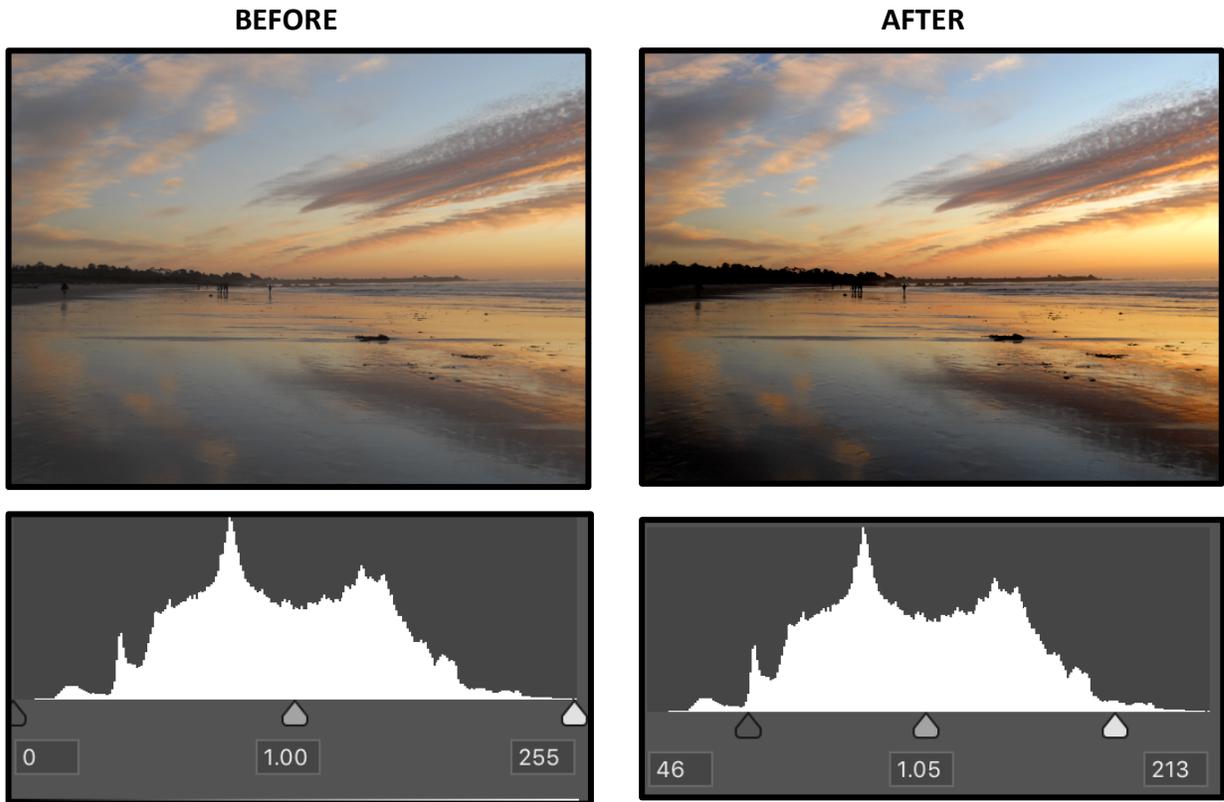
6. Make a duplicate background layer so that you can go back to your original image if you make any mistakes. Go to **Layer > Duplicate Layer** at the top left-hand side of the screen. You should now see two layers listed on your **Layers** palette. They should be called **Background** and **Layer 1**.



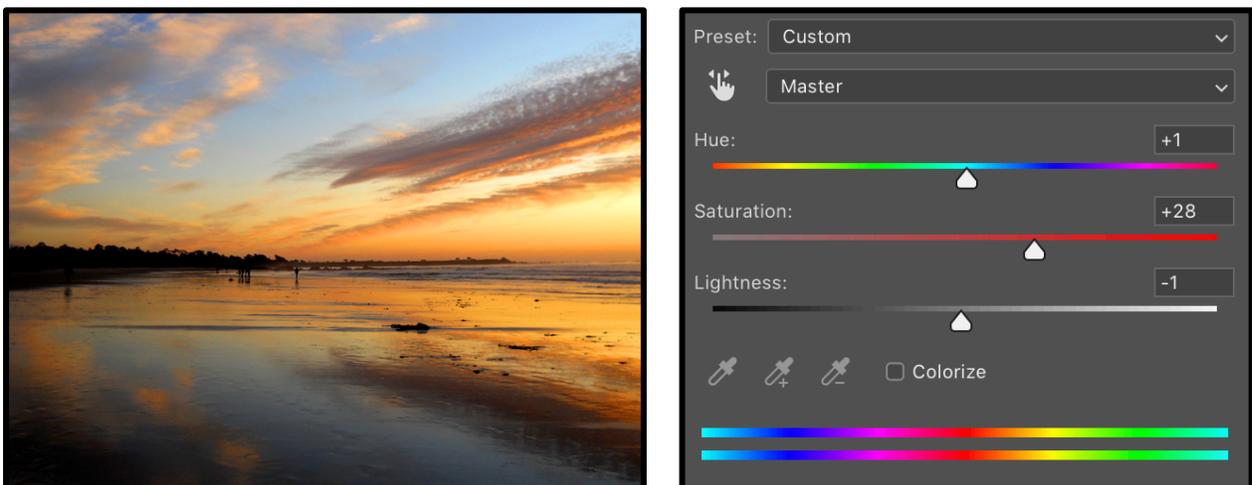
7. Now we are ready to begin editing! One of the best ways to edit your images is to use something called **Adjustment Layers**. You will find the **Adjustment Layers palette** under the half filled in circle at the bottom of the **Layers palette**. There are a lot of different options on the Adjustment layers palette. You are welcome to use any on the list and play with the sliders and settings in the window that pops up in adjustments. For now, though, we will go through a few of the most important adjustment layers to be aware of. **Keep in mind that you will be required to use at least 3 adjustment layers on every image you turn in.**



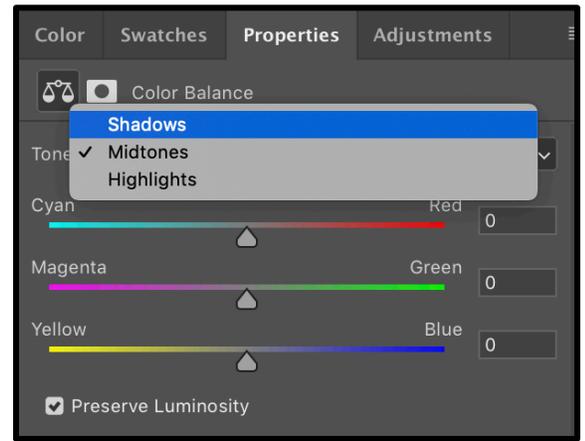
- Go to the **Adjustment Layers Icon** at the bottom of the **Layers** palette and from the drop down menu select **Levels**. This will pop up a histogram above the Layers palette called **Properties**. The histogram is a map of the different values (amount of dark, gray, and white) in the photograph. The slider on the far left controls the level of black in the image. The slider on the far right controls the amount of white in the image and the slider in the middle controls how dark or light the midtones are in the photo. Adjust the sliders to improve the contrast in your photos. Here's what the before and after images look like:



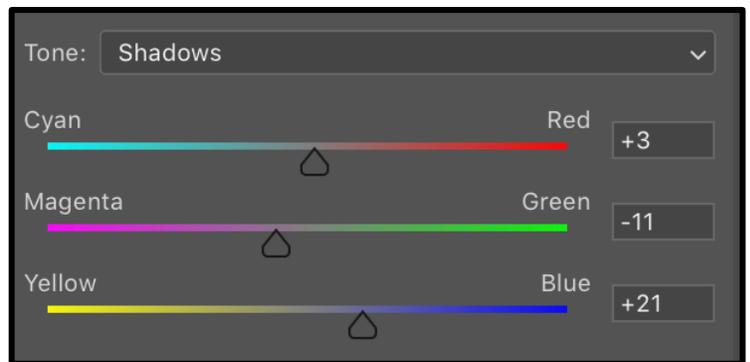
- Go to the **Adjustment Layers Icon** at the bottom of the **Layers** palette and from the drop down menu select **Hue/Saturation**. This adjustment layer allows you to saturate your colors (make them brighter and more intense), lighten/darken the whole image, and change the overall hue of the image. Play with the sliders to enhance your image.



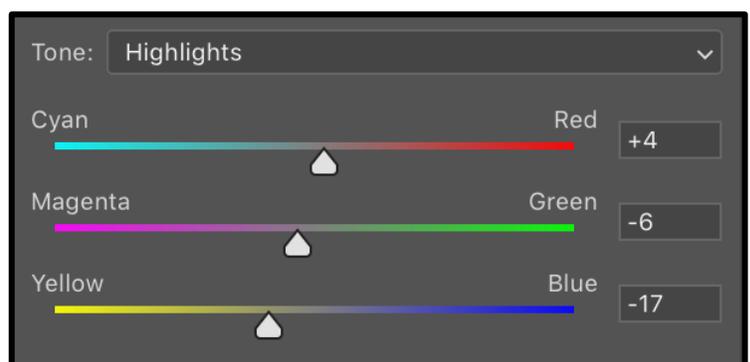
10. Go to the **Adjustment Layers Icon** at the bottom of the **Layers** palette and from the drop down menu select **Color Balance**. Similar to Hue/Saturation, Color Balance allows you to adjust the colors in your photo, but Color Balance allows you to adjust colors for the highlights, midtones, and shadows separately.



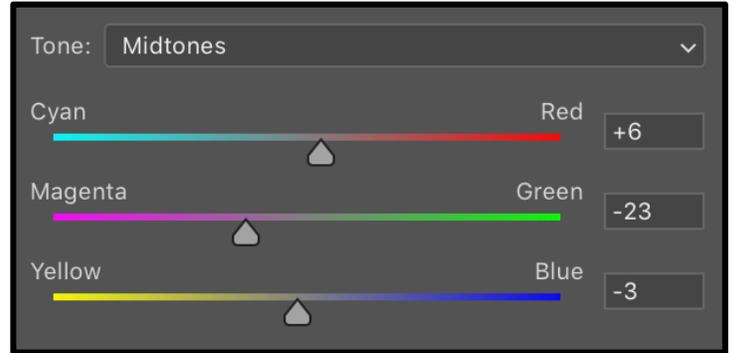
11. Start with selecting **Shadows** from the drop down **Tone** menu. Play with the sliders to change the color of the shadows in the image. Adjust it to your taste. For example: it might look like the image below.



12. Select **Highlights** from the drop down **Tone** menu. Play with the sliders to change the color of the shadows in the image. Adjust it to your taste. For example: it might look like the image below.



13. Finally, select **Midtones** from the drop down **Tone** menu. Play with the sliders to change the color of the shadows in the image. Adjust it to your taste. For example: it might look like the image below.



14. You are welcome to continue experimenting with additional Adjustment Layers. The 3 layers listed above are simply 3 of the more useful adjustment layers. **Each image you turn in is required to utilize at least 3 adjustment layers.** As a frame of reference here's the before and after pictures.

Before: Fresh Out of the Camera



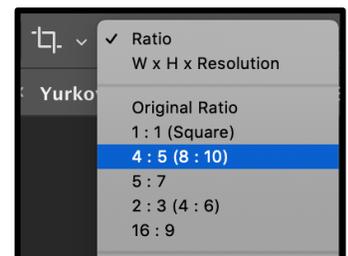
After: Adjustment Layers Added



15. Save your work. Go to **File > Save**.

16. As a final step you will need to crop and resize your image. Click on the **Crop**

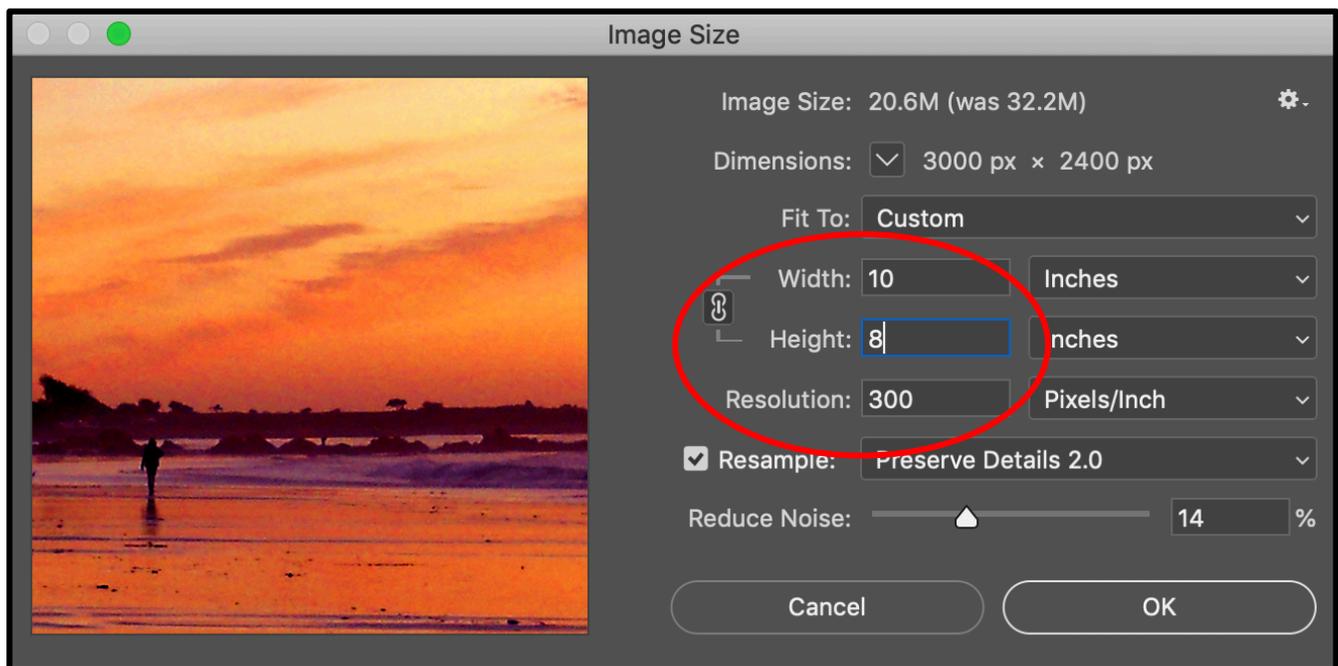
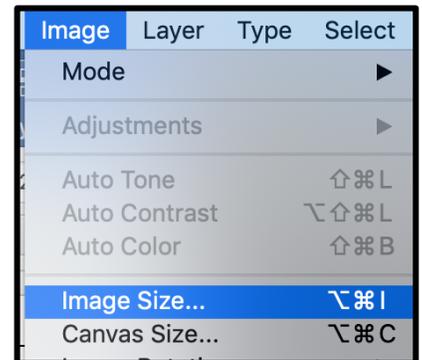
Tool  (you can also press **C** on your keyboard). Click on the **Ratio** drop down menu and select **4 : 5 (8 : 10)**. This will crop your image to 8 x 10 proportions. Use the handles that show up to alter the crop size and location. You can rotate the box, make it smaller, move it to the left, etc. When you are



happy with the composition and the photograph looks as strong and beautiful as possible, press **Return** twice on the keyboard to finalize your crop.



17. Your image is now cropped to 8 x 10 proportions, but your file is still probably not 8 inches by 10 inches exactly. It is important to remedy this so that your file is a manageable size. Go to **Image > Image Size**. The dialog box below will immediately pop up. Under **Resolution** type in **300**. This is the resolution that photo printers print at. For the proportions of your image type **10** into the larger of the two sides. Your smaller side should immediately turn into 8 inches. Click **OK**.



18. Your workflow is complete! Go to **File > Save**. Turn in your work.