

Basic Image Editing in Ten “Simple” Steps

1. Set Resolution (Are you working for print or the web): Photo Quality prints need thousands of linear pixels. This means between 180 and 360 pixels per inch (ppi.) So, if a print is 10” long, you need 1800 – 3600 linear pixels for it to look good. (10” x 360=3600pixels)

Images for the web or email need to be sized for screen resolution. Depending on the monitor you'll need 800-1920 pixels to fill the screen.

2. Crop image if needed. The crop tool is found on the tool bar. Specific aspect ratios can be set at the top of the screen.

3. Adjust density (the overall brightness or darkness of an image). Photoshop offers several ways to adjust density. The two simplest ways are the “Brightness and Contrast” slider (found under Image=>Adjustments=>Brightness and Contrast) and Levels (found under Image=>Adjustment=>Levels)

4. Adjust color (Use the Red, Green and Blue channels to neutralize tone of your image). Two different tools can be used to adjust color. The simplest is the Color Adjustment tool (found under Image=>Adjustment=>Color Balance); use the slider to adjust color. The second and more accurate choice is Levels (found under Image=>Adjustment=>Levels). Curves is a third choice that can be found in the same place and is even more accurate, but also more complicated.

5. Selections can be made to fine-tune certain areas of your image. There are a several tools that can be used to make a selection. All found on the tool bar. I recommend the “Quick Selection Tool”.

6. Hue and Saturation (found under Image=>Adjustment=>Hue and Saturation, can be used to add or decrease the vibrance of your image.

7. Correct any flaws using the “Rubber Stamp” or “Spot Healing Brush” tools. Both can be found on the tool bar.

8. Sharpen image (found under Filter=>Sharpen=>Smart Sharpen). A good place to start is around Amount=75%, Radius=0.7px and then pick Remove Lens Blur.

9. Save As: Jpg (compressed file format, good for the web) or Tiff/Psd (Uncompressed file format, good for multiple edits, working with layers or printing)

10. Open up another file and repeat.