

ADJUSTING A PHOTO

Please adjust your photos ONLY

1. After cropping and Saving As (In other words, used the picture in your Cropped Photo folder)
2. After confirming that your monitor has been calibrated
3. Before placing the photo on your page

Problem One: Too dark/Too light

Fix one: Fixing minor problems using Photoshop

1. Open your photo in Photoshop
2. Use Layer>Duplicate Layer to duplicate the background layer
3. With the background copy layer selected, go to Image>Adjustments>Levels
4. Look at the histogram (also known as the “mountains). Slide the black and white point sliders (the little triangles) so they touch the edges of the “mountain peaks.” Do not slide the white slider past 1.4 or the black slider past 1.0 or the photo will be muddy
5. If more help is needed, click on the gray mountain, and slide it from side to side. Watch carefully, because a little bit of adjustment can make a big difference!
6. If additional help is needed, try fix two located below. If you have been able to adjust the photo successfully, make sure you use File+Save to replace your cropped photo.

Fix Two: Fixing more major problems using Bridge and Camera Raw

1. Open Bridge
2. Navigate to the picture you want to adjust
3. Select the photo you want to use and use File>Open in Camera Raw to open
4. Use the exposure slider to adjust for the proper exposure
5. If more adjustment is needed, experiment with the recovery, fill light, blacks, brightness and contrast sliders. You may need to use just one of them; you may need to use a combination. Remember, a little adjustment goes a long way!
6. When you are satisfied with the adjustment, click on open image. This will open the photo in Photoshop.
7. Use File+Save to save the photo. You want to replace your cropped image. Please save the file as a JPEG.

Problem Two: Funky Color

Fix one: Fixing minor problems using Photoshop

1. Open your photo in Photoshop
2. Use Layer>Duplicate Layer to duplicate the background layer
3. With the background copy layer selected, go to Image>Adjustments>Levels
4. Look for the three eyedroppers at the bottom right corner. Click on the one filled with white. Now, click on the whitest part of your picture (hint: notebook paper, whites of eyes, or tennis shoes are all good choices.)
5. That will likely adjust the color balance. If it does it too much, just pick a new white point until it looks about right. Remember, you can always hit cancel and start over.
6. If there isn't a good white point, try the gray dropper instead (Or, you can use the gray dropper in addition to the white dropper). Fortunately, there is a lot of gray at this school. (Try the desktop, the stripes on the gym wall, a sweatshirt...) If it adjusts it too much, just pick a new gray point until it looks about right. Remember, you can always hit cancel and start over.
7. If additional help is needed, try fix two located below. If you have been able to adjust the photo successfully, make sure you use File+Save to replace your cropped photo.

Fix Two: Fixing more major problems using Bridge and Camera Raw

1. Open Bridge
2. Navigate to the picture you want to adjust
3. Select the photo you want to use and use File>Open in Camera Raw to open
4. Use the temperature slider to adjust the photo's undertone.
5. If more adjustment is needed, use the tint slider to adjust even more.
6. Play around a bit! You may need to also try the vibrance and saturation buttons. Remember, a little adjustment goes a long way!
7. When you are satisfied with the adjustment, click on open image. This will open the photo in Photoshop.
8. Use File>Save to save the photo. You want to replace your cropped image. Please save the file as a JPEG.