

## **BASIC METHOD OF CREATING A PHOTOGRAPH USING ADJUSTMENT LAYERS**

- 1 **FILE > OPEN > 'your filename.\*\*\*'**  
(TO CHOOSE AND OPEN THE PICTURE)
- 2 **IMAGE > ROTATE** (IF NECESSARY)
- 3 **CROP THE IMAGE**  
(USING TOP LEFT TOOL ON TOOLBAR)
- 4 **CLEAN UP IMAGE – USING RUBBER STAMP TOOL or PATCH TOOL**

### **NOW YOU CAN START ADDING ADJUSTMENT LAYERS -**

- 5 **LAYER > NEW ADJUSTMENT LAYER > LEVELS**  
(AND SET IN THE SAME WAY AS YOU DID BEFORE) –  
**ADJUST THE BLACK AND WHITE POINTS**, AND MAKE SURE YOU ARE NOT LOSING ANY DETAIL AT BOTH ENDS BY  
**HOLDING DOWN THE 'ALT KEY' WHEN YOU MOVE THE BLACK AND WHITE SLIDERS** – ANY COLOUR YOU SEE MEANS YOU ARE LOSING DETAIL,  
**THEN ALTER THE MID POINT TO LIGHTEN OR DARKEN THE MIDTONES OF THE IMAGE** (THE ALT KEY DOES NOTHING HERE)
- 6 **LAYER > NEW ADJUSTMENT LAYER > COLOUR BALANCE**
- 7 **LAYER > NEW ADJUSTMENT LAYER > HUE SATURATION**
- 8 **IF YOU WISH TO GO BACK LATER AND CORRECT ANY OF THE SETTINGS YOU HAVE DONE IT IS IMPORTANT TO SAVE A COPY WITH ALL THE LAYERS IN IT BEFORE YOU FLATTEN THE IMAGE**  
**TO SAVE YOUR FILE TO DISC USE THE FILE FORMAT .PSD** (AS YOU WILL FIND YOU CANNOT SAVE IN AS MANY DIFFERENT TYPES OF FILES EG JPEG)  
**FILE > SAVE AS > 'your filename. PSD'**
- 9 **LAYER > FLATTEN**
- 10 **AFTER FLATTENING YOU CAN NOW SHARPEN YOUR IMAGE, AS YOU DID BEFORE**  
**To Sharpen > FILTER > SHARPEN > UNSHARP MASK** (for slides use approx 100%, 1.0 to 1.8 radius, 0 threshold (digital up to 1.0 radius))
- 11 **To save a version of the flattened, sharpened image to your hard disc –**  
**FILE > SAVE AS > 'your filename. TIFF'**  
– IF YOU USE THE TIFF FILE FORMAT YOU WILL HAVE TWO VERSIONS OF THIS FILE ON YOUR HARD DISC, ONE WITH LAYERS (THE .PSD VERSION) AND ONE FLATTENED (THE .TIFF VERSION)

YOU CAN THEN GO ON TO SIZE AND PRINT THE IMAGE AS BEFORE -

- 12 **IMAGE > IMAGE SIZE**  
(TO SIZE IMAGE FOR PRINT)
- 13 **FILE > PRINT > PRINT SETUP ETC.**  
(TO SET PRINTER & SEND THE IMAGE TO PRINT)

**ONE MAJOR PART OF ADJUSTMENT LAYERS IS THAT YOU CAN 'MASK OUT' AREAS YOU DO NOT WANT TO BE AFFECTED BY WHAT YOU ARE DOING WITH THAT ADJUSTMENT LAYER**

You can use this method to lighten or darken areas within an image – eg lighten the FOREGROUND, darken a SKY; or darken a background and lighten a face; or make a background black and white, and leave a car in colour

AN ADVANTAGE OF ADJUSTMENT LAYERS IS THAT YOU ARE NOT HARMING YOUR ORIGINAL – IT IS UNTOUCHED

YOU CAN USE THE METHOD BELOW ON ANY ADJUSTMENT LAYERS

**WE WILL ASSUME WE ARE GOING TO DARKEN A SKY -**

**1 TO ADJUST THE LEVELS TO DARKEN THE SKY IGNORING ANYTHING ELSE IN THE PICTURE**

**LAYER > NEW ADJUSTMENT LAYER > LEVELS;  
WHEN YOU ARE ASKED TO NAME IT CALL IT 'SKY' > OK**

**2 IF YOU HAVE MORE THAN ONE ADJUSTMENT LAYER THEN CLICK ON THE ADJUSTMENT LAYER YOU WISH TO PAINT IN OR OUT OF ON 'THE LAYERS PALETTE' – IN THIS INSTANCE THE ONE YOU CALLED 'SKY' - YOU WILL SEE IT GOES DARK BLUE**

**3 THEN CLICK ON THE PAINTBRUSH ON THE 'TOOLBOX'**

**YOU WILL SEE THAT THE 'COLOUR SQUARES ON THE TOOLBOX' ARE NOW ONLY BLACK OR WHITE (or grey) (CLICKING ON THE LITTLE ARROWS WILL CHANGE THEM) IE BLACK ON BOTTOM & WHITE ON TOP OR THE OPPOSITE**

**4 NOW WITH 'BLACK' SELECTED (on top) –**

**5. PICK A LARGE SIZE OF BRUSH, BY GOING TO THE OPTIONS PALETTE ACROSS THE TOP OF THE SCREEN, AND SELECTING 150 OR BIGGER, MAKE SURE THAT THE HARDNESS IS AT '0' AS YOU WANT A VERY SOFT EDGED BRUSH, ALSO IN THE OPTIONS PALETTE SET Mode: Normal, Flow: 100%; and Opacity: 100%**

**6. NOW TRY PAINTING ACROSS THE FOREGROUND PART OF THE PICTURE, YOU WILL SEE THAT THE FOREGROUND AREA IS GETTING LIGHTER AGAIN, THIS IS BECAUSE THIS AREA HAS BEEN 'MASKED OUT' – NOW LOOK AT THE LITTLE MASK ON THE 'LAYERS PALETTE' AND YOU WILL SEE THE 'BLACK HAS APPEARED THERE TOO, SHOWING THE AREA THAT YOU HAVE MASKED OUT, this is referred to as an 'Adjustment Layer Mask'**

**CONTINUE UNTIL YOU HAVE MASKED OUT ALL OF THE FOREGROUND AREA; IF YOU MAKE A MISTAKE AND GO OVER THE SKY SLIGHTLY THEN DON'T WORRY, USE 'STEP 7' TO CORRECT ANY MISTAKES**

- 7 **SELECT 'WHITE' AND PAINT OVER THE AREA OF SKY YOU DIDN'T INTEND TO LIGHTEN – YOU WILL SEE IT HAS TURNED BACK TO WHITE ON THE LITTLE MASK – BECAUSE THE 'MASK' HAS BEEN REMOVED**
- 8 **TO GET BACK TO YOUR MAIN IMAGE CLICK ON 'BACKGROUND' ON THE LAYERS PALETTE**

## **TIPS AND REMINDERS**

- **IT IS IMPORTANT THAT YOU ZOOM IN UNTIL YOUR IMAGE IS AT LEAST FILLING THE SCREEN, IF NOT AT 66 OR 100%**
- **THE WHITE PART IS THE PART OF THE IMAGE THAT IS AFFECTED THE BLACK PART IS UNAFFECTED – IT IS 'MASKED OFF'**
- **IT IS IMPORTANT THAT YOU MAKE SURE THAT YOUR PAINTBRUSH SHOULD HAVE HARDNESS 0%, THE FLOW IS 100% AND THE OPACITY 100% AND MODE: NORMAL**
- **TO SEE THE ACTUAL SIZE OF THE PAINTBRUSH AS A LARGE CIRCLE, IF YOU DON'T AT THE MOMENT, THEN GO TO -  
EDIT > PREFERENCES > DISPLAY & CURSORS > NORMAL BRUSH TIP > OK**
- **THAT YOU USE THE EDGE OF THE SOFT BRUSH TO PAINT ROUND THINGS**
- **THAT YOU VARY THE SIZE OF THE BRUSH FOR MORE FIDDLY AREAS, BUT STILL USE IT AS LARGE AS YOU CAN, (YOU SHOULD NEVER BE DOWN AT SAY 20)**
- **YOU CAN GO BACK AT ANY TIME AND CHANGE OR VIEW THE SETTINGS YOU HAVE MADE – BY 'DOUBLE-CLICKING' ON THE ADJUSTMENT LAYER IN THE 'LAYERS PALLETTE' eg lightening your sky if you feel after doing other adjustment layers you have over darkened it. YOU CAN ADJUST AS MANY TIMES AS YOU LIKE**
- **THIS MEANS THAT IF YOUR SELECTIONS ARE NOT RIGHT YOU CAN CORRECT THEM AS LONG AS YOU KEEP AN UNFLATTENED COPY OF YOUR IMAGE – NO MORE HAVING TO GO BACK TO THE BEGINNING EVERYTIME YOU SEE A SELECTION IS WRONG AT THE PRINTING STAGE**
- **REMEMBER TO KEEP AN UNFLATTENED COPY OF YOUR IMAGE (.PSD)**
- **WARNING - IF YOU DO NOT CHECK TO MAKE SURE THAT YOU ARE WORKING ON AN ADJUSTMENT LAYER (THE DARK BLUE LAYER IS THE ACTIVE ONE) IN 'THE LAYERS PALETTE' YOU WILL PAINT BLACK OR WHITE PAINT ACROSS YOUR IMAGE!!!!**
- **YOU CAN ALSO USE THE PAINTBUCKET TO FLOOD THE WHOLE LAYER WITH BLACK, THEN PAINT IN THE SMALL OBJECT TO BE AFFECTED WITH WHITE.**
- **DO SEVERAL LITTLE CHANGES ON DIFFERENT ADJUSTMENT LAYERS RATHER THAN EVERYTHING ON ONE**