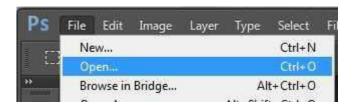# Advanced Adobe Photoshop Instructions
For Editing Scanned Images
Digital Stewardship Curriculum

Opening a File in Adobe Photoshop CC
1. Open **Adobe Photoshop CC** from the Desktop
2. Go to **File** and select **Open…**

3. Navigate to the file you want to work on, select, and click **Open**

Adding Text to an Image
1. Open the image file you would like to work with
2. From the left toolbar, select the **Text tool** from the menu

3. Drag the cursor over the area you would like to type your text to create a text box
4. Type the letters you wish to superimpose over the image

5. You can change the text's font, style, size, alignment, color and more from the Text tool menu on the top of the screen - just highlight your text and choose your options

Fixing Red Eye

1. Select the **Red Eye tool** from the left toolbar by right clicking on the Spot Healing tool, and finding the Red Eye tool from the options that pop up
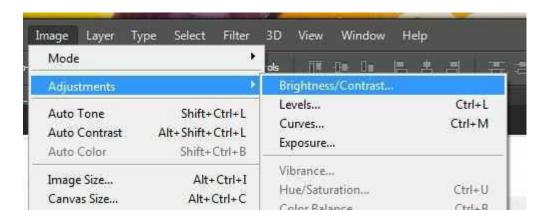

2. **Zoom in** if needed (From View menu, or change percentage in lower left corner of the screen)
3. Select the affected area on the photograph, dragging your cursor box around the eye
4. This will neutralize the red areas and leave the pupil area looking more balanced

Changing Brightness or Contrast

1. If image is too bright or dark, or there is not enough contrast, you can adjust this from the **Image Menu,** select **Adjustments**, and click **Brightness/Contrast**
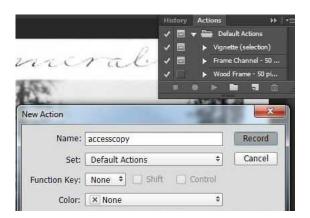

2. Use the sliders to create desired effect, with the preview box checked to see changes
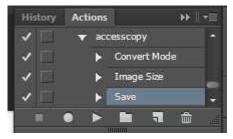3. Click **OK** to apply

Automation of Actions (Batch Processing)

1. Open the **Actions** panel by selecting from Window Menu
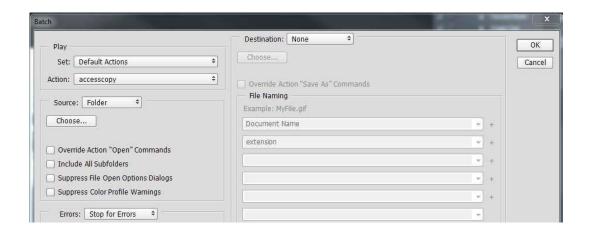2. **Create New Action** ("new page" icon), give a descriptive title, click OK

3. Your action has started **Recording** all steps that you choose, until you hit stop. Do all steps that you would like included in this action.
4. Click the **Stop** icon, now your steps have been recorded as an action you can apply to multiple images

5. From the **File** menu, select **Automate**, and click **Batch**
6. Choose your newly created Action, choose what folder or files you want to apply the action to, choose a destination, and set file naming settings.
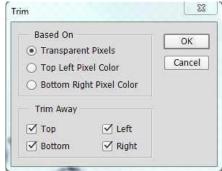
7. Click **OK** and Photoshop will proceed to process all the files you selected!
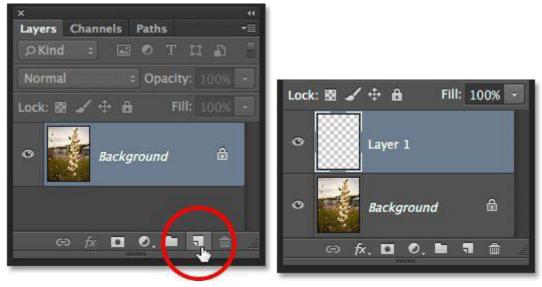
Adding a watermark pattern

1. From the **File** menu, select **New**
2. Give a filename, set up the document to a desired size, for example 800px by 600px, and set the **Background Color** to **Transparent** and click **OK**
3. Use the **Type** tool to create your watermark text
   a. **TIP:** If you want to insert the copyright symbol ©, hold down the ALT key on the keyboard, and type 0169 on the NumPad (the number keys on the right side of the keyboard). The © symbol will appear! (You MUST use the NumPad keys to the right, and not the number keys along the top of the keyboard).
4. Change the text's font, style, size, alignment (centered), color (set to black) and more from the Text tool menu on the top of the screen (see *Adding Text to an Image* above)
5. You can rotate the text if you like, from the **Edit** menu, select **Free Transform**, and then use your cursor to drag and rotate the image (the small rounded arrow icon will appear) and then click **Apply** when prompted
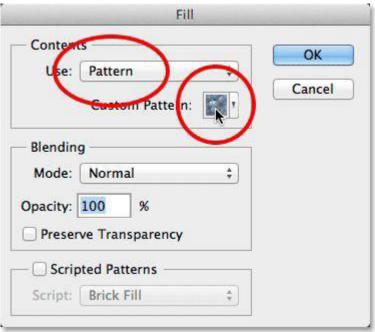

6. Now, we don't need this whole area for the watermark file. From the Image menu, select Trim
7. Select Based on: **Transparent Pixels**, and make sure all 4 sides under **Trim Away** are selected and click **OK** - the image will trim down to exactly the edges of the watermark

8. We will make this a pattern, from the **Edit** menu, select **Define Pattern…**
9. Now **Open** the file you would like to apply the watermark to
10. In your new window, add a new layer by clicking the **New Layer** icon in the lower right corner of the **Layers** panel

11. Select your new blank layer, then from the **Edit** menu, select **Fill…**
12. From the Fill window, choose **Pattern**, and use the Custom Pattern picker to find the pattern you just created.

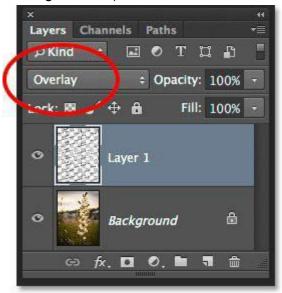13. Your new watermark layer has been created! Change Opacity to make the watermark more subtle by decreasing the Opacity from 100% to a lower percentage

14. If desired, you can also change the Blend Mode from Normal to Overlay or Soft Light (will show the image through the text)

15. You can make a single watermark instead of a pattern by combining the steps of Adding Text to an Image (using Type tool, changing color) and Adding a Watermark Pattern (changing opacity, blend mode, rotating an image)

Sharpen using Unsharp Mask

On the Epson scanners, we leave the Unsharp Mask option checked, which helps with unwanted blurriness. However, if you have legacy scans that were done on an unknown scanner, or will need to sharpen in post-editing for your digitization process, then you may want to be familiar with the Unsharp Mask filter. It will allow you to define edges on blurry images and make them more clear and distinct. Learn more about this process before trying - but here where the filter is located:

1. If you are applying this filter to an access copy, it should be the final step after all other edits are applied
2. From the **Filter** menu, select **Sharpen**, and click on **Unsharp Mask** filter.
3. View your image at 100% and adjust the **Amount**, **Radius**, and **Threshold**
4. Our image defaults are Amount: 50%, Radius: 1.0 pixels, Threshold 0 levels
5. Another filter option is Smart Sharpen

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Remember, there are COUNTLESS resources online for Adobe Photoshop, and many other image editing software. From Adobe support, to SHN resources, to youtube videos, to written tutorials, chances are there are directions out there to follow for any task you need to complete. Here are a few places we have found helpful for Adobe Photoshop:

Sustainable Heritage Network - tutorials with Jeanine Nault from the NAA
www.sustainableheritagenetwork.org

Adobe TV
http://tv.adobe.com/

Lynda.com (subscription needed)
www.lynda.com

Cambridge in Colour
http://www.cambridgeincolour.com/

Photoshop Essentials
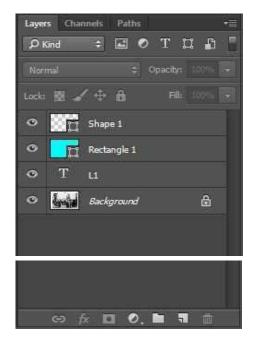http://www.photoshopessentials.com/

Some other general Photoshop concepts and tools

General Guide to Layers

Layers let you organize your work into distinct levels that can be edited and viewed as individual units. Every Photoshop CC document contains at least one layer or more. Creating multiple layers lets you easily control how your artwork is printed, displayed, and edited. You can easily revert to previous versions if you keep your project files as well as original image files.

New files are generally created with a background layer, which contains a color or an image. When directly opening an image, it will automatically become the background layer. All new layers in an image are transparent until you add text, other images, edits, or artwork.

The Layers panel lists all the layers in an image, displaying the layer names and thumbnails of the content on each layer. You can use the Layers panel to hide, view, reposition, delete, rename, and merge layers. The layer thumbnails are automatically updated as you edit the layers.
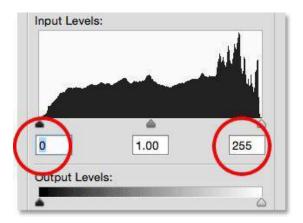

A) Layer Visibility -The eye next to a layer shows that the selected layer is visible. Click on or off to see or to hide a layer.

B) Layer Locking Options -Click the checkered square icon to lock Transparency, click the brush icon to lock the Image, click the arrow icon to lock the Position, and click the lock icon to lock all.
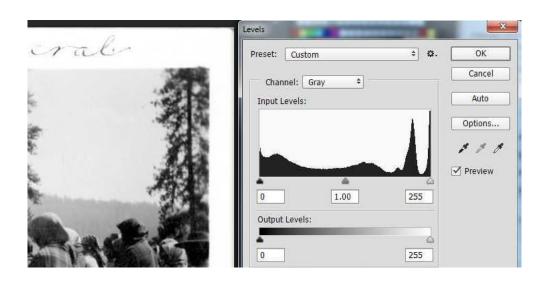
C) Layer Blending Mode -Defines how the layer's pixels blend with underlying pixels in the image. By choosing a particular blending mode from the drop-down menu you can create a variety of special effects.

D) Fill -By typing in a value or dragging the slider, you can specify the transparency.

E) Opacity -By typing in a value or dragging the slider, you can specify the transparency of the entire layer.

F) Layer Lock -The icon shows when the layer is locked and disappears when it is unlocked. Double-click the icon to unlock the layer.

G) Layer Options Menu -Click the black triangle to display the following options: New Layer, Duplicate Layer, Delete Layer, Layer Properties, etc. Some of the options are presented as icons at the bottom of the Layers palette.

H) Link Layers – Can be used to link layers together.

I) Layer Styles -If a layer has a style, an "F" icon shows at the bottom of the Layers palette. Click the little black triangle to see style options. 9

J) Layer Mask -Allows you to hide certain parts of the layer, which can then be revealed by using the paintbrush and the white paint color to expose portions of the layer.

K) Create New Group-This option helps to organize images with multiple layers. Click the icon to create a folder for several layers.

L) Create New Fill or Adjustment Layer -Have the same opacity and blending mode options as image layers and can be rearranged, deleted, hidden and duplicated in the same manner as image layers. Click the icon and select an option to create a new fill or adjustment layer.

M) Create New Layer -Click this icon to create a new layer.

N) Delete Layer -To delete a layer, select a layer in the Layers palette and drag it to the trash can icon, or select a layer and click the icon.

General Guide to Histograms and Levels tool

To view an image's histogram, go to **Image**, select **Adjustments** and click **Levels**

A histogram is a graph that represents the tones present in an image. A balanced histogram should be Tapered at each end (black has low values to the left, white has high values to the left). Midtones are the point at the center, and may be a low curve or higher slope depending on the image.

This histogram has a problem - the whites are too bright - the image is overexposed. You can see this laid out in the histogram, because the whites do not taper off at 255, but they are the highest point in the histogram. In the image, the whites will be very white and light - so much that there will be loss of detail. The same thing can happen with blacks - becoming so dark that there is loss of detail.

When an image is over or underexposed, you can change the tones present. If you are regularly doing such adjustments on photographs (or are printing photographs), and need a fine level of detail, you should be using a color bar.

You can automatically adjust the low (black) and high points (white) by using the Presets located at the top of the Levels window. Clicking the Preview checkbox on and off can help you see what changes are made. You can manually change the numbers using the sliders with preview view toggled on. Or you can use the eyedropper tool to manually find the deepest black and lightest white.
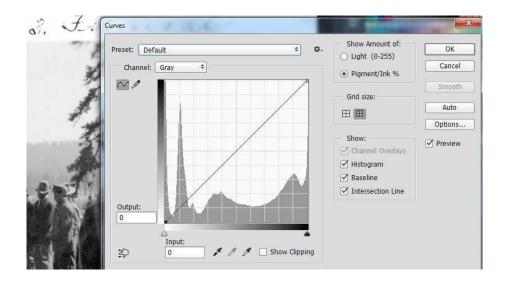

When using any of these powerful options, be thinking about how much you want to be changing the historic photo. Perhaps the overexposure or poor lighting is part of the story that this photograph tells. Many tools in photoshop are not relevant to historic photos, since it was developed for different reasons, so do not feel compelled to do unnecessary editing on photos.

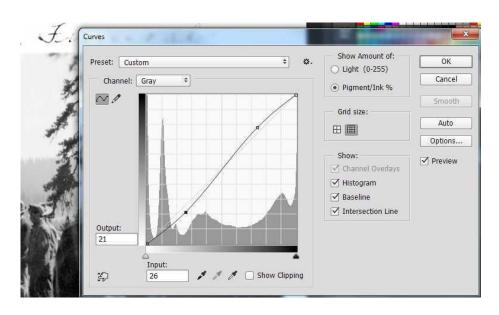## Another tool for correcting tone and color: Curves

To adjust an image using **Curves**, go to the **Image** menu, select **Adjustments** and click **Curves**.

In the **Curves** adjustment, you adjust points throughout an image's tonal range. Initially, the image's tonality is represented as a straight diagonal line on a graph. The upper-right area of the graph represents the highlights and the lower-left area represents the shadows. The horizontal axis of the graph represents the input levels (original image values) and the vertical axis represents the output levels (new adjusted values).

Similar to the Levels tool, you are able to balance the tone of over or underexposed images. This is just a different tool to make those adjustments. Again, there is an option to use the Presets at the top of the Curves window to automatically adjust the image.

You can also manually adjust the Curves using the graph on the screen. The diagonal line represents the tones from darkest black to lightest white. You can move these black and white points if needed to create the brightness and contrast that you desire in the image. As you add control points to the line and move them, the shape of the curve changes, reflecting your image adjustments. The steeper sections of the curve represent areas of higher contrast while flatter sections represent areas of lower contrast.

Again, this is a very powerful tool. If you plan to make these types of adjustments on any access copies of images, please learn more about the Curves tool specifically and Tone and Color of images in general.