

# Photoshop CS4 – Photoshopping List

## Basic steps for enhancing most images

⌘ on MAC = **CONTROL** on PC

Photoshop CS4 enables “non-destructive” editing with adjustment layers created by default through use of the Adjustments palette (**WINDOW** menu → **Adjustments**). But for beginners, that window is too small to view and too cumbersome to navigate, and adjustment layers can be confusing, so here we will use traditional “destructive” editing.

Photoshop provides many online tutorials, accessed via the **HELP** menu → **How to ...**  
or at: [http://help.adobe.com/en\\_US/Photoshop/11.0/index.html](http://help.adobe.com/en_US/Photoshop/11.0/index.html)

- 1- **HAND** Tool (H)
  - double-click (on toolbar) to resize to Fit-to-Screen (⌘ + zero)
- 2- **ROTATE CANVAS**, if needs
  - IMAGE Menu → **IMAGE ROTATION** (90 CW , or 90 CCW)
- 3- **CROP** Tool (C) - and straighten image, if needs
  - CROP
- 4- **HAND** Tool (H)
  - double-click (on toolbar) to resize AGAIN to Fit-to-Screen (⌘ + zero)
- 5- **AUTO COLOR**
  - IMAGE menu → **AUTO COLOR**
  - EDIT menu → UNDO Auto Color, if needs (⌘ + Z)
  - OR: EDIT menu → Fade Auto Color → set slider as needed
- 6- If **B+W** image, change to **GRAYSCALE** (fast but not best way)
  - IMAGE menu → MODE → **GRAYSCALE**
- 7- **LEVELS**
  - IMAGE menu → ADJUSTMENTS → **LEVELS** (⌘ + L)
  - click AUTO button for AutoLevels
    - RESET (option/alt to activate button) or UNDO (⌘ + Z), if needs
    - OR: EDIT menu → Fade Levels → set slider as needed
  - Manually adjust, if AUTOLEVELS not right, then if needs, RESET or UNDO
  - White Eyedropper, if needs (long explanation required here, sorry)
- 8- **SHADOWS/HIGHLIGHTS**, if needs & view at least at 50%, 100% preferred
  - IMAGE menu → ADJUSTMENTS → **SHADOWS/HIGHLIGHTS**
  - SHADOWS customized default (A 33%, W 22%, R 22pix), never apply more
  - HIGHLIGHTS works poorly, move only AMOUNT (top) slider to 5% max, if at all
  - RESET (option/alt to activate button) or UNDO (⌘ + Z), if needs
- 9- **CLEAN-UP** – view at least at 50%, 100% preferred
  - **CLONE STAMP** (Rubberstamp icon) Tool (S)
  - &/or **SPOT HEALING BRUSH** (Band-Aid icon) Tool (J)
- 10- **SAVE AS**
  - FILE menu → **SAVE AS** (shift + ⌘ + S) - rename the file
  - FILE menu → **CLOSE** (⌘ + W) (Mac: or click red dot at top left of image window)
- 11- **DELETE** original, if you feel confident (otherwise if you are wise, save the original as is)
  - highlight thumbnail icon, then press **DELETE** key (Mac: ⌘ + delete)

for PDF of this document, see: <http://www.vraweb.org/resources/diag/photoshopresources.html>

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Mark M. Braunstein – Visual Resources – Connecticut College – [mark.braunstein@conncoll.edu](mailto:mark.braunstein@conncoll.edu)