Photoshop Workspace

Basic Adobe Photoshop Instructions
For Editing Scanned Digital Images
Digital Stewardship Curriculum

Opening a File in Adobe Photoshop CC

1. Open **Adobe Photoshop CC** from the Desktop
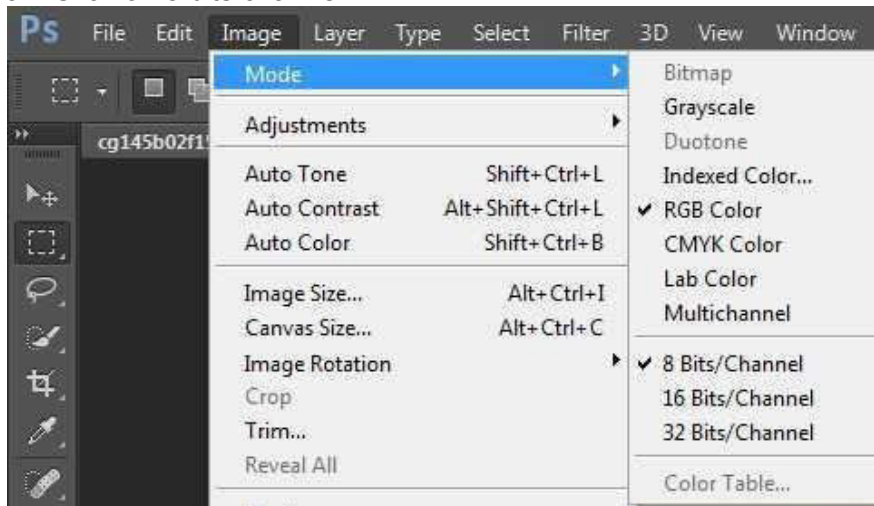2. Go to **File** and select **Open…**
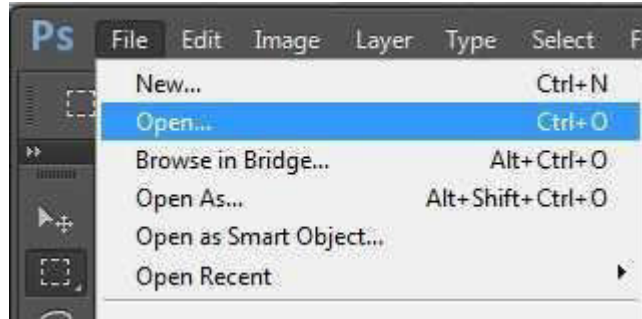
3. Navigate to the file you want to work on, select, and click **Open**
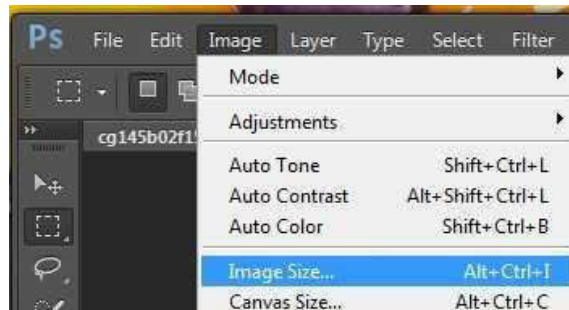
Converting a TIFF to JPEG (Creating Access Copy)

There are several steps to creating a proper access copy in Photoshop:

1. **Assign color profile and change Bits/channel to 8**
   a. Go to the **Image** menu, select **Mode**,
   b. Click on **RGB Color** if color
   c. Click on 8 bits/channel

2. **Change Resolution and Size**
   a. Go to the **Image** menu, click on **Image Size**

    b. Change **Resolution** to **200** pixels/inch. Make sure that Resample is checked. You can also change the width and height - which you may need to think about this for printing or creating a file for a specific purpose (ex. specifically sized Mukurtu header image). Try changing the long edge of the image (width or height) to 600 pixels - make sure the "lock aspect ratio" is on so the image does not get distorted. These numbers are rough recommendations, you should choose the best Image Size and Resolution for your items, based on your needs.
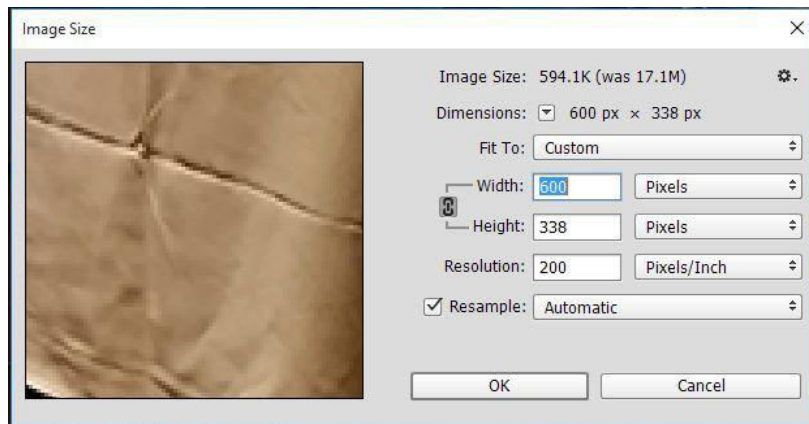

*REMEMBER: After you click OK, the image will most likely be displayed on the screen as smaller than it really is. You can change the display size under the View menu.

3. Go to the file menu and select **Save As…**
4. Select the appropriate folder to save the file in, give your access copy a name (following our file naming convention)
5. Choose **JPEG** from **Save as type,** and click **Save**

6. A **JPEG Options** Window will pop up. Enter **8** in **Quality**, choose **Baseline ("Standard")**, and click **OK**
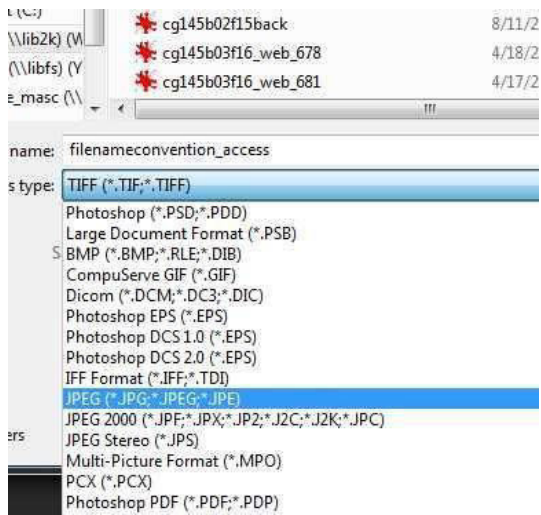

5.)
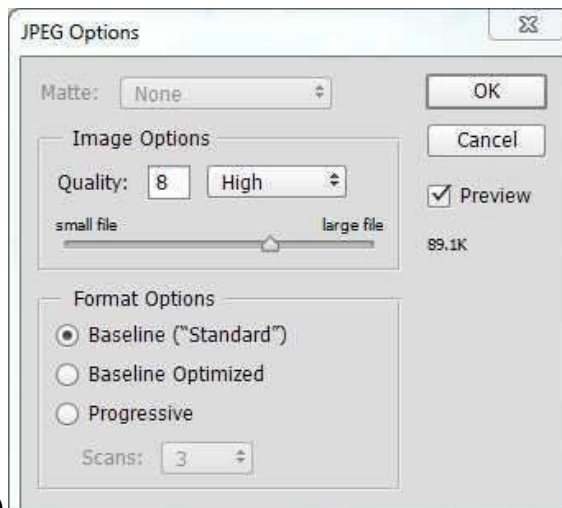
6.)

For this project, copy your access file also to the web-ready copies folder. Then work from those files as you experiment with any other editing steps. Edit access copies and leave the original file alone. You may have more than one edited access copy - this is called Versioning and is a VERY important step in any workflow for digitization and access. Make sure you and all your staff understand and follow this principle through your digitization workflows.

Cropping an Image

1. From the left toolbar, select the Crop tool

2. Cropping guides will appear outlining your image, click on an edge or a corner where the guides appear
3. Using your mouse, drag the outline until only the desired area is selected (the parts to be cropped out will be greyed out. For scanned images, you may want to crop closer to the item for Access or Web-ready copies, but leave at least a little space around the outside on your Preservation Master.
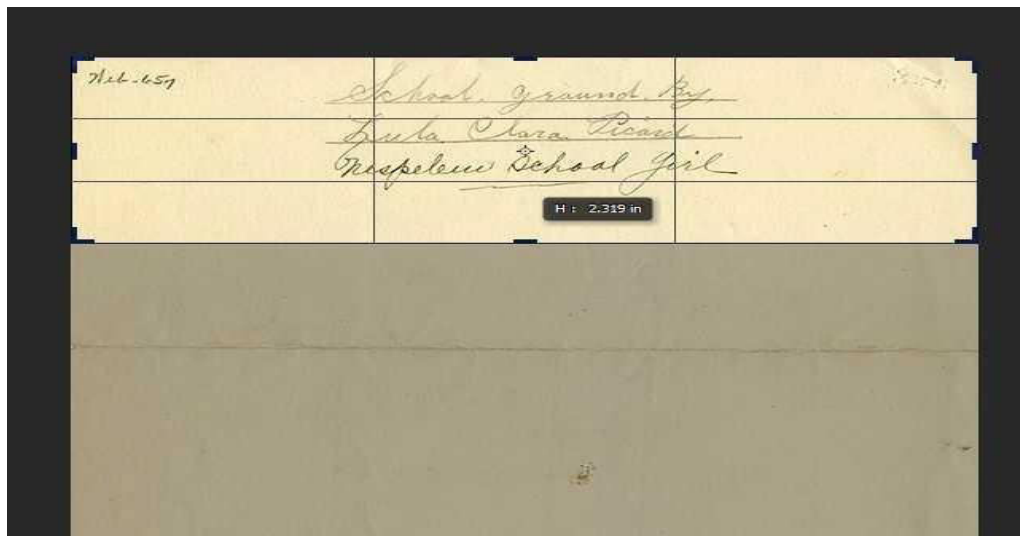
4. Once the image is cropped to the area you desire, you can complete those changes
   a. By pressing enter on the keyboard
   b. By selecting another tool and clicking **Crop** when a window comes up asking **Crop the Image?**
   c. By clicking the check mark in the upper right corner (Commit current crop alteration)

5. Another way of cropping (instead of dragging borders), is to use ratio options in the **Crop menu** at the top of the screen - the crop area will scale to the area you type in. This can be very useful when making files uniform sizes, or sizing to fit a specific purpose.
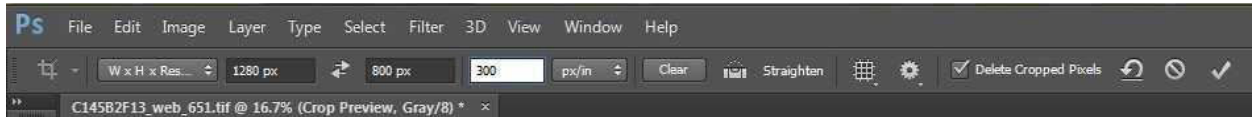
6. Go to the **File** menu and select **Save as…**
7. Save to your desired location, with desired filename, and as desired format

Rotating an Image

1. Go to the **Image** menu, select on **Image Rotation**
2. Select the option that you need 180 degrees, or 90 degrees in clockwise or counterclockwise direction
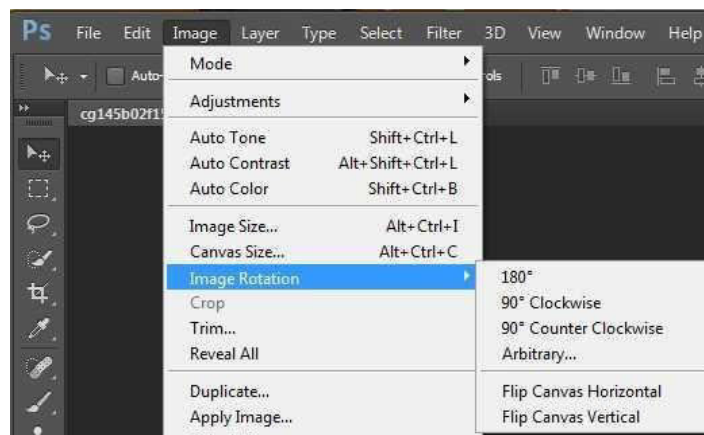

3. Go to the **File** menu and select **Save as…**
4. Save to your desired location, with desired filename, and as desired format

Fix flaws with the Spot Healing Tool

1. This tool is very useful for noise or dust introduced during scanning. **Zoom in** on the area you would like to edit by going to **View** and **Zoom In**, or holding (**Ctrl+** on the keyboard)

2. Select the **Spot Healing Tool** from the left toolbar

3. Make sure all the settings are correct at the top of the screen (size of the brush, mode: Normal, and make sure **Content Aware** is selected)
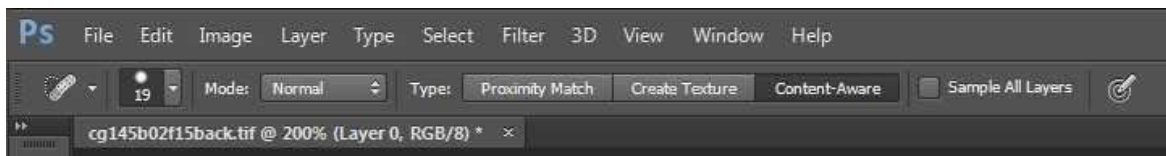
4. Drag your brush over the area you would like to erase, the tool will read the pixels around the area, and automatically blend the area in with the background.
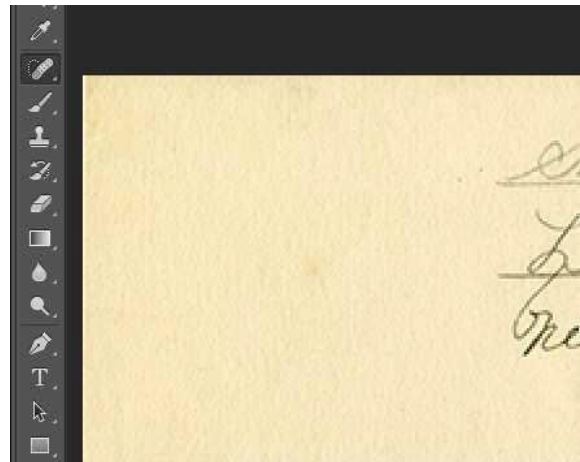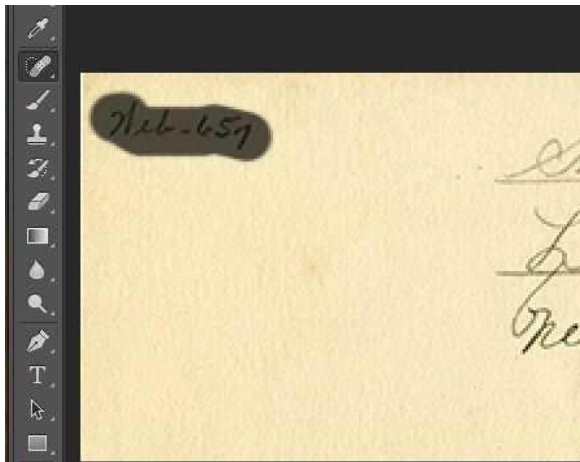
Note: In this screenshot example I am trying to get rid of the item number that was written on the document. This tool is very powerful, so, as always, **only work with access copies**, and

carefully consider what you consider flaws and what you consider part of the faithful representation of the image or document. You never want to get rid of marks or flaws that are historically relevant.