

# **Editing Letters of Your Name**

## **Photo Workflow Abstract:**

- 1. Take/ Capture Pictures**
- 2. Setup Jump Drive**
- 3. Transfer Images from Memory Card to Jump Drive**
- 4. Follow “How to Edit” Tutorial (Below)**
- 5. Upload to Google Drive**

### **Step 1: Take/ Capture Pictures**

### **Step 2 Setup Jump Drive:**

1. Plug your Jump Drive into your computer
2. Open your Photography Folder
3. Create a new folder in your your photography folder and call it “Letters of your name”
4. Create a new folder in “Letters of your Name” and call it “Edits”

### **Step 3: Transfer Image from Your Memory Card to Jump Drive**

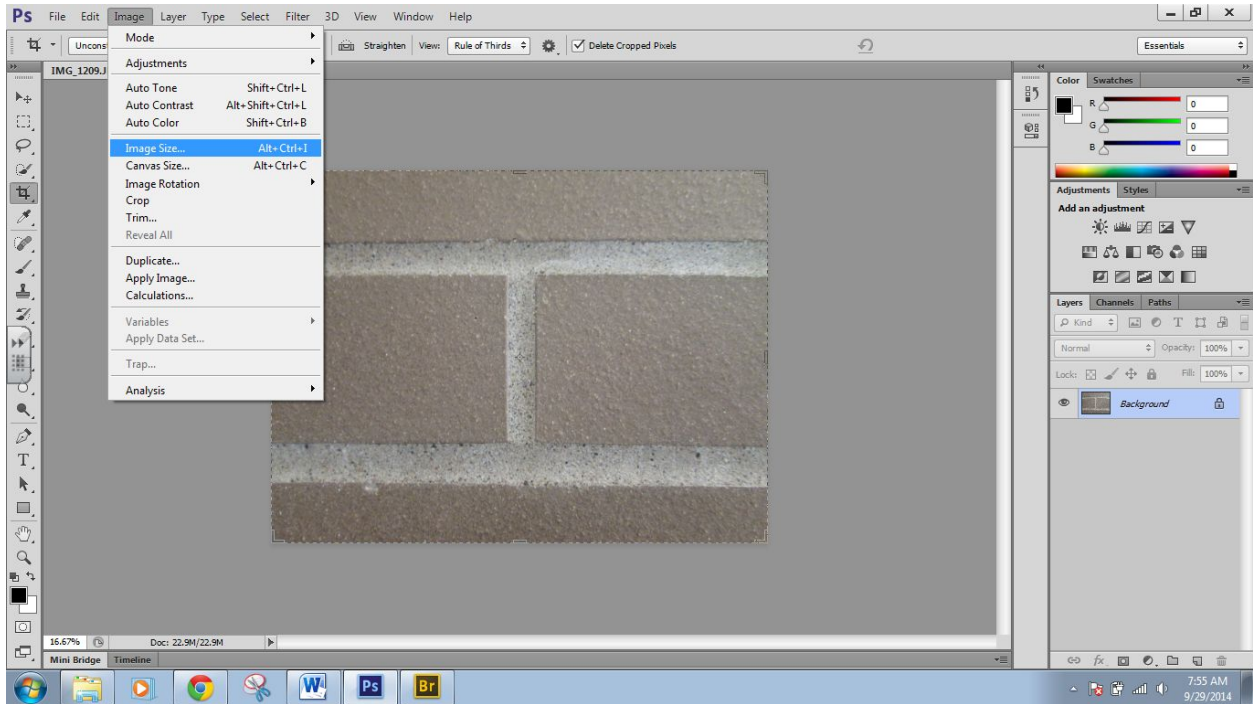
1. Insert your memory card into your computer
2. Open the file window
3. Open your jump drive file window
4. You should have 2 windows open.
5. Click and drag the images from the memory card window into the folder labeled “Letters of your name”

When all the images have transferred, you may remove your memory card from the computer. We will work from our jump drive for the remainder of this tutorial.

## **Resizing your Image**

Click Image (On the Application Menu)

Click Image Size



The menu below will show up:

Type a 5 where the smallest number is.

Make sure dimensions are in inches

Make sure your proportions are constrained.

With the proportions are constrained the image will adjust the height automatically.

Click "OK"

Your Image may seem to have shrunk however **REMEMBER THIS: The image size on the screen is not the actual size!**

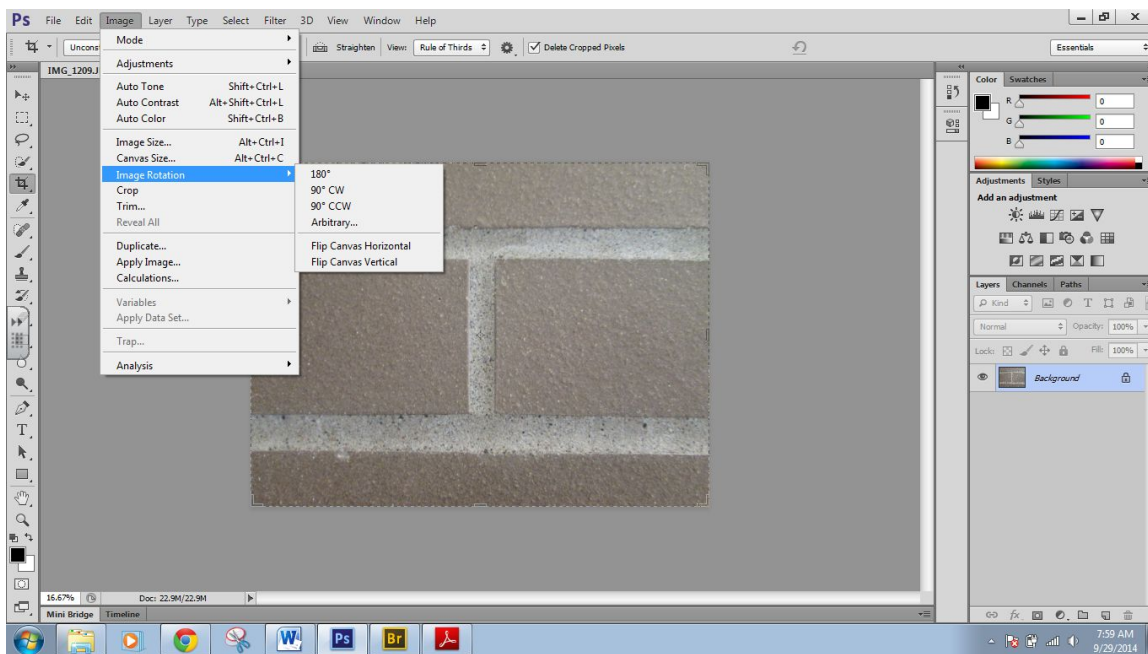
Click on the magnifying glass tool to enlarge your working area or Quick Key Cmd + 0 (Zero)



## **Rotating Your Image (If Applicable)**

Click Image (On the Application Menu)

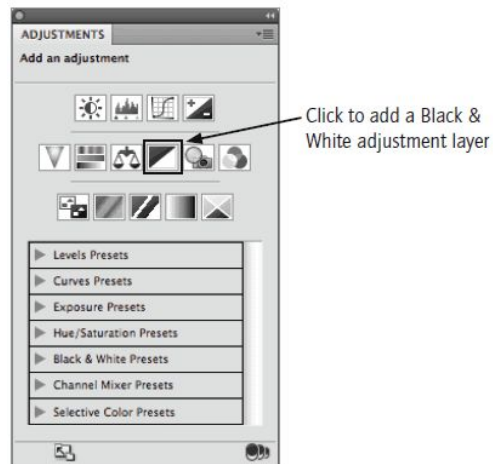
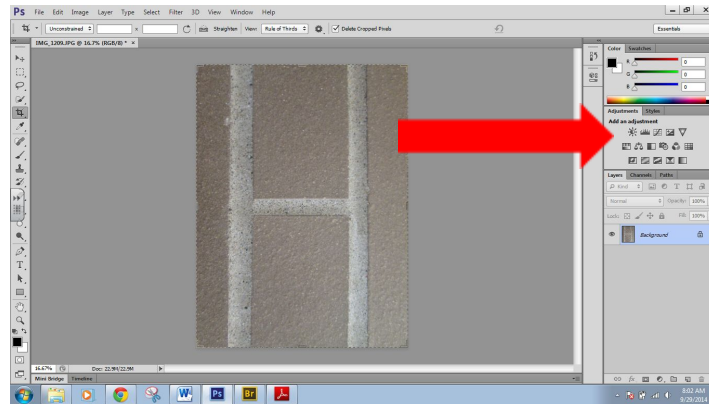
Click Image Rotation



Choose the amount of rotation you need

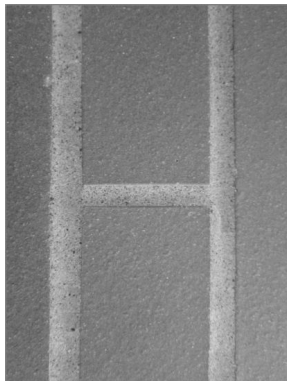
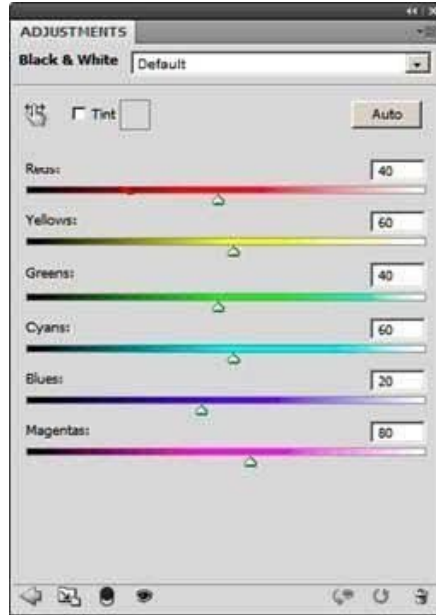
## Changing Your Image to Grayscale (Black and White)

Click on the “Black and White” Adjustment on the right of your screen

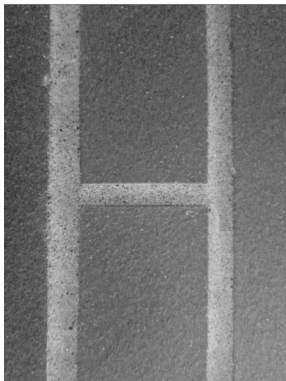


The Menu below allows you to adjust the contrast of certain colors within the picture.

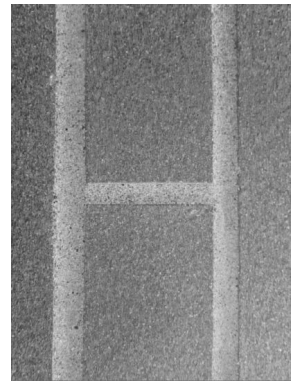
Adjust the color bands to change the “Contrast” of lights and darks in your image using the color bands. Each band will manipulate/ change the colors in that band. Do not be afraid to experiment and see what changing these can do!



Default



Red Reduction



Red Reduction with Yellow Enhancement

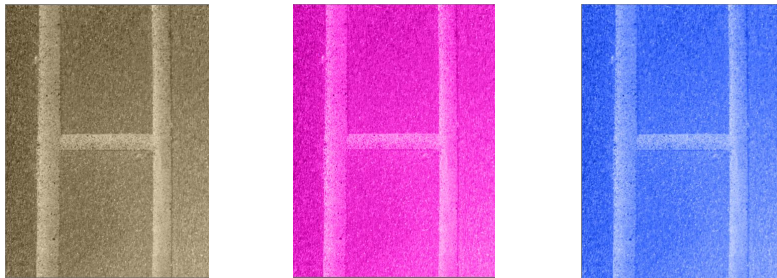
Above shows a variety of slight changes that the editing of color bands can do.

## Adding Tint to Your Images (Optional)

Click on the tint box (in the black and white adjustment box)

Default color is tan

Click on the color box to change the color



Example of some color tint variants

## Saving Your Image(s)

Create a “Edit File” in your “Letters of Your Name Folder”

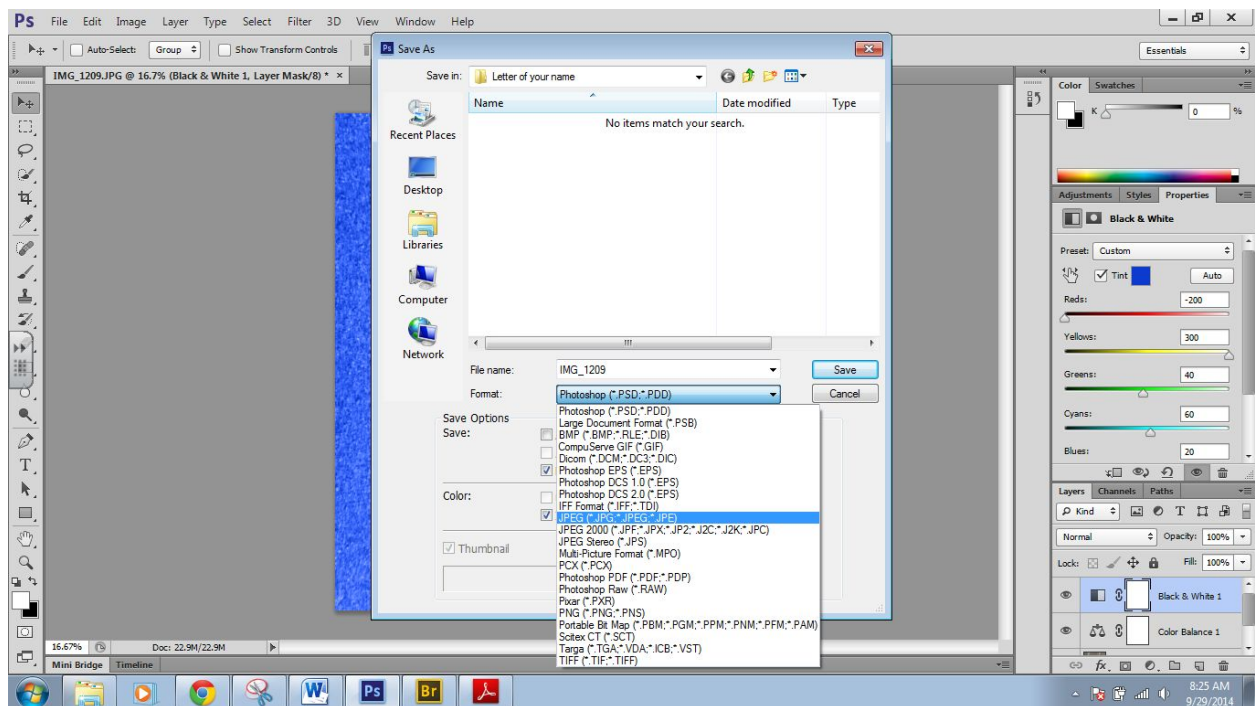
Click File (on the menu bar)

Click Save As

Choose the “Edit” Folder to save to

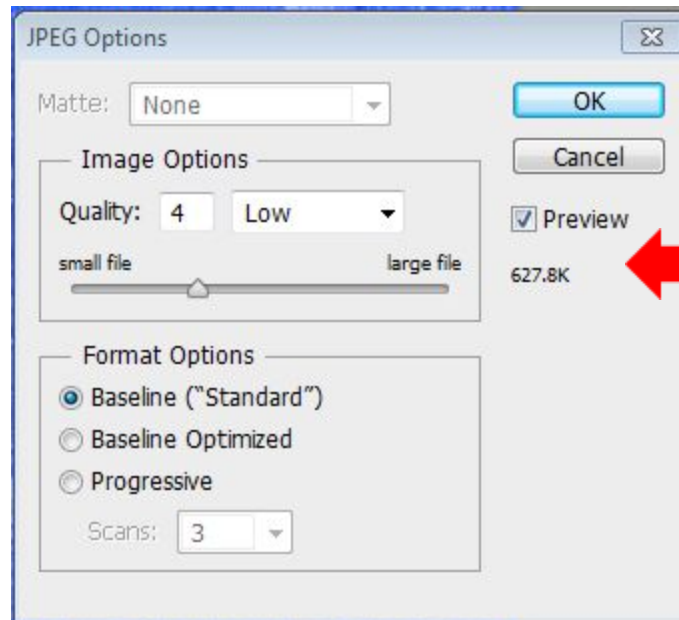
Choose Jpeg in the drop down menu

Click Save



Make sure this number between 1.0M - 2.0M

Click ok





## Uploading to Google Drive



Log onto Google Drive

Open your Photography Folder (Shared with me) ex P1 Last Name, First Name

Click New



Choose Folder

Label Folder "Letters of your name"

✕

### New shared folder

The created item will have the same sharing permissions as the selected folder.

Please enter a name for the new folder:

**Create and share**

Cancel

Drag and Drop your files into the folder you created, yes just drag em in!!!

