

I. Preflighting Images

A. Preflighting an image refers to making certain decisions about what must be done to a given image.

B. Things to know in advance:

1. *Should you match the original photograph or match the meaning?*
2. *What global filtering should be applied?*
3. *What global color correction is required?*
4. *What local color correction is required?*
5. *What elements (if any) should be specifically accentuated?*
6. *What elements (if any) are to be suppressed?*
7. *What local correction, such as removal of defects or color correction in specified areas, are to be accomplished?*
8. *What retouching, such as the complete removal or addition of elements, is necessary?*
9. *Does the image (or any part of the image) need to be scaled or rotated?*

II. Match the photograph or match the meaning

A. Previously discussed

III. Global filtering

A. Sharpening

1. *Unsharp mask is required for most images*

B. Blurring

1. *Blurring may be necessary to reduce moiré.*

C. Special Effects

1. *Filter:Distort*
2. *Filter:Noise*
 - a) Noise:Despeckle, Noise:Add Noise, and Noise:Median may remove moiré
3. *Filter:Pixelate*
4. *Filter:Render*
5. *Filter:Stylize*

IV. Global color correction

- A. Global color correction must be done before any local color correction**
- B. Use the Lab lightness channel to set the highlight to 5% and shadow to 95%.**
- C. If you scan a gray/color scale with the color original, you can use it to set the highlight, midtone, and shadow in the levels dialog box—creates gray balance.**
 1. *Use about .80 density for the middle gray*
- D. Use any one of the following to set the highlight to 5 2 2 and the shadow to 80 70 70 70.**
 1. *Image:Adjust:Levels*
 2. *Image:Adjust:Curves*
 3. *Image:Adjust:Brightness/contrast*
 4. *Image:Adjust:Color balance*
 5. *Image:Adjust:Variations*

E. Adjust the midtones of each channel as required, especially for flesh tones.

F. This procedure will bring most images into fairly close balance.

V. *Local color correction*

A. Selecting

1. *magic wand*
2. *Bezier curves (paths)*
3. *lasso*
4. *marquee*
5. *Select menu:*
 - a) All
 - b) None
 - c) Inverse
 - d) Color Range command
 - e) Grow
 - f) Similar
 - g) Float (makes a copy of the selection that can be moved)

B. Tools

1. *Image:Adjust:Replace Color*
2. *Image:Adjust:Hue/Saturation*
3. *Dodge, burn, sponge tools*
4. *Paint brush (select color first)*
5. *Paint bucket (select color first)*

6. *Select color in color picker, reverse color to background, and press delete*

VI. Accentuating elements

A. Selecting: Same as selecting for local color correction

B. Tools

1. *Same as tools for local color correction*
2. *Filters: especially sharpening*
 - a) *Select:feather*
 - (1) *softens edges when silhouetting*
 - (2) *accentuates image inside the feather*
3. *Image:Adjust:Brightness/Contrast*

C. Increase saturation and alter brightness and contrast to accentuate images.

1. *Convert a selection to a path, then stroke the path to create a frame around the image.*

VII. Suppressing elements

A. Selecting: Same as selecting for local color correction

B. Tools

1. *Same as accentuating elements*
2. *Smudge tool*
3. *Filters: especially blur*

- C. **Decrease saturation or increase lightness to suppress images.**

VIII. Local correction

- A. **Selecting: Same as selecting for local color correction**

- B. **Tools**

1. *Rubber-stamp tool*
2. *smudge tool*
3. *blur/sharpen tool*
4. *Filter:Noise:Dust and Scratches*
 - a) This filter blurs-out scratches and dust
 - b) You need to run unsharp mask afterwards to return the image to a sharp focus.

IX. Retouching

- A. **Removing images**

1. *Select image and press backspace (deletes to background color)*
2. *Use rubber stamp tool to copy an image over an unwanted image.*
3. *Airbrush color over an unwanted image*
4. *Select and copy an image and paste it over an unwanted image.*

- B. **Adding images**

1. *cloning*
 - a) Select an image and float it (copy it if from another file)
 - b) Drag it to new location (paste, then drag if from another file)
 - c) Deselect the image
2. *Use rubber-stamp tool*

3. *Copying from another image*
 - a) Be sure canvas is correct size
 - b) Be sure resolution is the same on both images
 - c) You can scale, skew, flip, or create perspective in a copied image.
 - d) Use layers
 - (1) *reposition, scale, correct while new image is on its own layer*
 - (2) *flatten image before saving as TIFF or EPS.*
4. *Pasting a selection from one file into a selection in the target file*
 - a) select and copy the part of the source file you want to copy into the target file.
 - b) Select the area(s) on the target image in which you want to paste the source image
 - c) Choose Paste Into from the Edit Menu
 - d) Move the selection into the correct place.
5. *Use painting tools to create new images.*
 - a) pencil
 - b) paint brush
 - c) airbrush
 - d) gradient tool
6. *Use type tool to insert type in an image.*
 - a) Not preferable (bit-mapped type), but necessary to trap colored type surprinted over a color image. (QXP cannot trap type and images created in another program)

X. Rotating or scaling images

A. Use Image:Rotate to rotate a selected image.

B. Use Image:Effects:Scale to scale an image.

1. *Select an image*
2. *Drag a handle until the image is the desired size.*
3. *Hold the shift button down to constrain proportions.*
4. *When you are satisfied, move the pointer into the selection (it changes to the gavel pointer) and press the mouse button to confirm.*
5. *Drag the image where you want it.*
6. *Choose Select:None to deselect the image.*