Visual Ethnography

<u>Digital Photo Lab Workflow I</u>
Adobe Camera RAW

I. PRELIMINARY:

  A. Save photos to a CD or USB Drive
1. Using a chip reader, copy photos to computer hard drive
   a. Use *Windows* or *Toast* to burn files to CD <u>or</u>
   b. Copy photos to a USB drive
   c. *Do <u>not</u> just save it back to your camera chip!!* (That's a recipe for losing photos.)
2. Put CD or USB Drive in a safe place

  B. Review photos
1. Start *Adobe Bridge*, navigate to the folder that contains your shots
2. Review photos, choose those you wish to work on
   a. <u>Rename them</u>
   b. Save the keepers to a separate folder
   c. Switch *Bridge* to that folder
   d. Leave *Bridge* open. Go to Windows and copy that folder to a USB drive (if you have one).

II. HOW TO WORK ON A PHOTO USING *ADOBE CAMERA RAW*:

  A. Set *Photoshop* to open JPG & TIFF files in *Adobe Camera RAW*
1. Open *Photoshop* with no photo present
2. From the top menu bar, choose Edit, then Preferences, then File Handling
3. Make sure that the box is checked next to "Use Adobe Camera Raw for supported raw files"
4. Click the "Camera Raw Preferences"
5. When the box opens, set the JPEG and TIFF Handling section to "Automatically open all supported JPEGs" and "Automatically open … TIFFs"
6. Click "OK" several times until you are back at the main Adobe screen.

  B. Open a photo in *Camera RAW*
1. Go back to *Bridge*
2. Open a photo to work on.

  C. Set RAW preferences *(click the hyperlink below the photo)*
1. Adobe RGB colorspace
2. 16-bit
3. 300 dpi *[you'll adjust this later in Photoshop]*

  D. Rotate, straighten, and crop using tools from the row above the photo.
1. Use Rotate Image tools to rotate 90 degrees left or right.
2. Highlight the Straighten tool, then drag it across a line in the photo that ought to be horizontal <u>or</u> vertical
   a. You can repeat this, as needed
3. Highlight the Crop tool, drawing it across the photo to choose the section you want to keep.
   a. Use the handles to adjust your crop
   b. Hit ESC to remove the crop and start over.
4. Use Spot Removal and Red-Eye Removal tools to fix those problems.

  E. Adjust white balance using tool from row above the photo and 2 sliders.
1. Highlight White Balance tool, then click on something white, grey, or black in the photo
2. Adjust the "Temperature" and "Tint" sliders in the right-hand pane, if needed.

F. Lighten or darken the photo overall using the sliders on the Basics tab
1. Overall adjustments using the sliders in the right-hand pane
    a. <u>Midtones</u>:
        1) Use "exposure" slider
        2) Often you can add "contrast" when you add exposure
        3) ALT/Option-exposure shows location of blacks & whites
    b. <u>Highlights</u>: Use "highlight" and "white" sliders
        1) Lower "Whites" recaptures blown-out highlights (if possible)
        2) Raise or lower "highlights" to brighten or darken ¾-light tones
    c. <u>Shadows</u>:
        1) Raise "shadow" to brighten ¾-dark tones
    d. <u>Whites and Blacks</u>
        1) Use ALT/Option-black to set black point
        2) Use ALT/Option-white to set white point
            (a) Adjust so both are present but small
2. Handle contrast
    a. Raising "Contrast" while lowering "Highlights" and raising "Shadows" often improves photos
    b. Raising "Clarity" increases micro-contrast, esp in midtones

G. Overall color Adjustments – in two spots
1. Blunt instruments:
    a. "Vibrance" slider adds color to low-saturation pixels
    b. "Saturation" slider adds color to all pixels evenly
2. Better control: -- on the HSL tab
    a. Sliders on each sub-tab adjust individual colors

H. Adjust specific spots – three ways *(click tools above the photo)*
1. Use Brush Tool
    a. Click tool, adjust size and effect sliders, then paint adjustment on
    b. Click "New" to add a second (or third, etc.) point.
    c. Click "Erase" to brush OFF something you've added
    d. Click "Reset" to erase an entire layer
2. Use Split Neutral Density Tool
    a. Click tool, then adjust sliders as desired
    b. Place and size split figure as wished.
    c. New, Erase, Add, etc all work as for the Brush tool
3. Use the Radial Filter Tool
    a. Works the opposite of the other tools: adjustments change <u>the rest</u> of the photo, not the chosen part.

I. Use Targeted Adjustment tool (tool row above photo) to adjust a particular section of the photo
1. Lighten/darken on the Basics tab
    a. Highlight tool, place over desired are, then hold down left mouse button.
    b. Move mouse up/down & right/left to chance tones
    c. Watch the histogram move, to see what effect each has
2. Adjust colors on the HSL tab – *use Hue, Saturation, and Luminescence separately*
    a. Highlight tool, place over desired are, then hold down left mouse button.
    b. Move mouse up/down & right/left to chance tones
    c. Watch the histogram and sliders move, to see what effect each has

J. Handle noise issues (on the "Detail" tab)
1. Magnify the photo to check for noise
2. Set "sharpness" to zero
3. Adjust "luminescence smoothing" to reduce noise in large, smooth areas
4. Adjust "color noise reduction" in dark areas

K. "Open Image" opens in Photoshop
1. Save it there as a PSD or TIFF file
2. Save for Web to save a JPG (see Digital Photo Lab Workflow II for details)

<u>Digital Photo Lab Workflow II</u>
Photoshop

I.   PHOTOSHOP ADJUSTMENTS

  A. Remove unwanted objects
    1. Small:
       a. Use Healing Brush, Patch, etc. (from left bar)
    2. Larger:
       a. Select segment around object with Quick Selection tool, Marquee tools or Lasso tools (left bar)
       b. Edit menu, Fill, Content-aware fill

  B. Change image shape & orientation:
    1. Crop Tool (from the left bar)
    2. Ruler Tool (from the left bar)
       a. Then Image menu: image rotation
    3. Transform
       a. Select the whole image
       b. Edit menu, Transform:
          1) Choose between Perspective, Distort, Skew, etc
          2) Pull handles to adjust
          3) Escape to cancel, Enter to confirm and crop

  C. Adjust the image using layers:
       o Sample Purposes *(a few among many)*
          ▪ Lighten, darken, or adjust the photo as a whole
          ▪ Shift colors globally
          ▪ Convert to Black & White
          ▪ Emphasize sections of the picture using layers
          ▪ Emphasize sections of the picture using layer masks
    1. Click "Layers" button on the right bar to show layers
    2. To create a layer, either:
       a. Choose "Layer, Adjustment Layer, _____" from the top menu
       b. Click "Adjustment" button in the right bar, then choose your adjustment type
       c. Click "New Layer" icon on the Layers palette, then choose what type.
    3. Techniques *(highlight the layer)*
       a. To lighten/darken/etc, use
          1) Brightness/contrast
          2) Levels
          3) Curves
          4) Exposure
       b. To adjust colors, use
          1) Vibrance
          2) Hue/saturation
          3) Color balance
          4) Photo Filter
          5) Selective Color
       c. To switch to Black/White, use
          1) Black & White
       d. To emphasize sections using layers
          1) Select the part you want
             (a) Marquee tools
             (b) Lasso tools
             (c) Quick selection or magic wand
          2) Layer via copy or layer via cut

         3)   Choose a blending mode
         4)   Adjust the copied or cut layer as above (a, b)
      e.   To emphasize sections using layer masks
         1)   Click the mask section of the layer you want to alter
         2)   Choose the Brush Tool
         3)   Switch brush color to Black to remove a part of a layer
         4)   Switch brush color to White to add part of a layer

D. Special Effects:
1. HDR
   a. File, Automate
   b. Merge to HDR Pro
2. Panorama
   a. File, Automate
   b. Photomerge
3. Blur & Other Filters
4. Filter Gallery *(8-bit only)*
   a. Convert to 8-bit (Image, mode, 8-bit)
   b. Filter, Filter Gallery, choose what you want

E. Sharpen for screen or printing (on Filter menu)
1. Smart sharpen works well

F. Save changes
1. ***Save as PSD or TIFF***
2. ***Save for Web***
   a. *Set:*
      1) Save as JPG
      2) Quality = 90
      3) Make sure "Convert to sRGB" is checked
      4) Pixels to about 1600 wide (if landscape orientation) or 1200 high (if portrait orientation)
3. ***Use Windows to copy to USB drive or CD*** *(don't lose your work!)*