Processing Photos in Photoshop

1. Create photo folder in progress folder with the name of the assigned photos or 'extra'
2. Cut/Paste photos from memory card into the appropriate folder in the progress folder
3. Open bridge & do 1st deletes
4. Rename files beginning with 1 and having 3 digits and a name like –murphygrunge
   So a finished name example would be 024-murphygrunge14
   The 14 at the end stands for the year the photo was taken. It's up to you if you want to include something like that.
5. Open photo (s) you want to process in photoshop
6. Pull guides from the side rulers representing where you would like to crop your 8x10 – Refer to step 9 below.
7. Possible adjustments you might make
   a. Adjustment layer **levels**
   b. Adjustment layer **curves**
   c. Adjustment layer hue/saturuation for **saturation**
   d. Adjustment layer convert to **black & white**
   e. If your image needs sharpening - Filter/sharpen or unsharp mask or smart sharpen
      i. Duplicate background layer, Filter/Other/Highpass, layer blending mode/overlay
8. Save as psd **WITHOUT CROP**
9. Crop at 8x10 300ppi
   a. Experiment & pull crop tool
   b. Pull guides to line up with all 4 sides of the crop
   c. Hit ESC key
   d. Ctrl S
   e. Pull crop again & hit enter
   f. SAVE AS and choose JPG
   g. Keep same name but add -8x10 at the end of the name. ex: 024-murphygrunge14-8x10.jpg
   h. Hit enter & choose 12 quality
   i. Save in TO BE GRADED
   j. Close **without saving** 8x10 over the top of your original