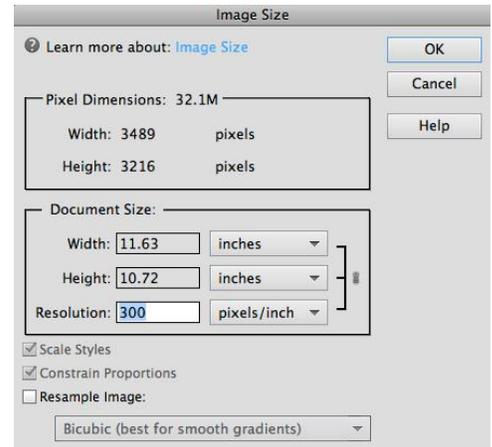


PART 1

1. OPEN the photo
2. CROP your photo if needed. If you know the size crop it to size.
3. ROTATE or STRAIGHTEN your image if necessary.
4. RESIZE your image if necessary.

Choose Image→Resize→Image Size and enter your desired width, height, and resolution. Note that to avoid resampling your image, keep the Resample Image check box deselected. The only exception to this is if you want to reduce the size and resolution of image because your image is too large. If your size and resolution are linked (you see the bracket and link icon), entering one of the three values changes the others.



PART 2

1. ENHANCE menu
 - a. Can start with the AUTO FIXES
 - b. Don't stack them on top of each other. If it doesn't work, click the Reset button and try another.
 - c. In the manual adjustments for contrast correction, the LEVELS on the ADJUST LIGHTING sub menu is the feature I find most useful.
2. You can always apply fixes to selected portions of your image.
 - a. DODGE to lighten
 - b. BURN to darken
3. Eliminate any Color casts if necessary. Again, you can apply an Auto Fix, such as Auto Color Correction. If you wish to use a more manual correction, try one of the commands on the Adjust Color sub menu, such as Remove Color Cast or Adjust Color Curves.
4. If your image looks a tad washed out or undersaturated, choose Adjust Color→Adjust Hue/Saturation to adjust the saturation if necessary.
5. Grab the retouching tools, such as the healing tools and filters, to retouch any flaws. Here are a few things you can do to eliminate common flaws:
 - a. *Eliminate red eye.* Automatically fix red-eye by selecting the Red Eye Removal tool from the Tools panel and clicking the Auto Correct button in the Tool Options. If that doesn't work, try clicking the red eye in your image with the Red Eye Removal tool itself.

b. Get rid of wrinkles and other blemishes. Using the Spot Healing Brush (small flaws) and the Healing Brush (big flaws) tools zap away anything you don't want on a face or any other body part for that matter. Choose either tool from the Tools panel and select an appropriate brush size from the Tool Options. Specify your settings and brush over the offending flaw. The Spot Healing Brush tool can also eliminate other flaws such as scratches, dust, and miscellaneous crud.

c. Whiten teeth. This handy tool is found in Quick mode, not Expert, so you have to click Quick at the top of your workspace. Choose the Whiten Teeth tool (which looks like a toothbrush) from the Tools panel and select an appropriate brush size from the Tool Options. Specify your settings and brush the teeth to whiten. Be very careful with this.

d. Apply filters. If you have so much dust in your image that your hand would cramp trying to clean it with the Spot Healing Brush tool, you can try applying the Dust & Scratches filter under the Filter→Noise submenu. You can also use the Reduce Noise filter under the submenu to reduce noise in your image. Be careful about overdoing either filter; they may obliterate detail and sharpness in your image.

6. Apply any desired enhancements or special effects.

You can apply filters, effects, and styles to your images. All are found in the Effects pane in Expert mode. You can also find effects, textures, and frames in Quick mode. And don't forget about some of the cool things you can find in Guided mode, such as the Zoom Burst Effect, Lomo Camera Effect, and High and Low Key Effects. Vignette is one I like to use.

7. Sharpen your image if you feel that it could use a boost in clarity and sharpness.

In Quick mode, you can sharpen your image either automatically by clicking the Auto button under Sharpen in the right pane or dragging the Sharpen slider. Or in Expert mode, choose Enhance→Adjust Sharpness or Unsharp Mask and specifying your settings.

This fix should always be the last adjustment you make on your image. Sharpening increases contrast, so you want to fix the flaws first so you don't exacerbate them by making them more noticeable.