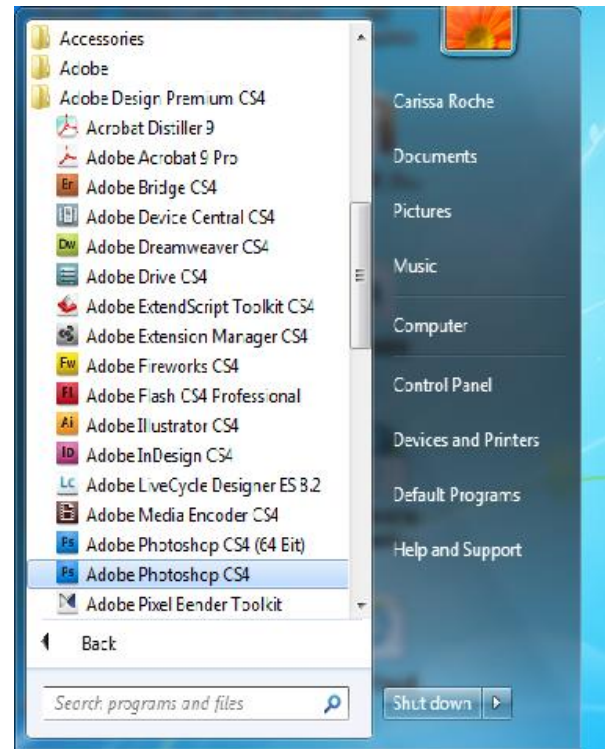


# DIRECTIONS FOR POSTERIZING the “SELFIE” PHOTO



## Saving your photo & opening in Photoshop

1. Download your image from your email or Google drive
2. **Save it in your “Pictures” or “Documents” folder**
3. Go to the Windows “Start” button in the bottom left of your screen and click **“All Programs”**
4. Scroll down just a bit to the **“Adobe Design Premium CS4”** folder
5. Open **“Adobe Photoshop CS4”** (blue square icon)
6. Once in Photoshop, open your photo...  
**File→Open**

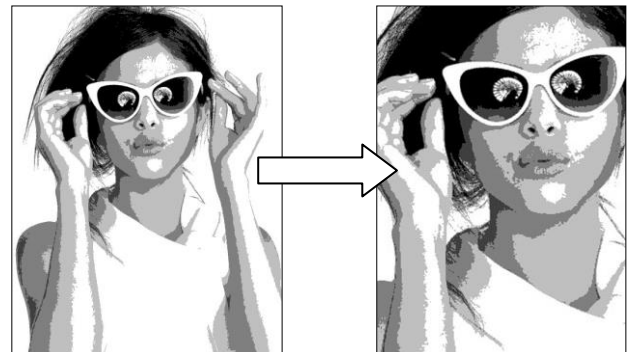


## Turning your photo Black and White

7. **Image→Adjustments→Desaturate** (Ctrl Shift U)

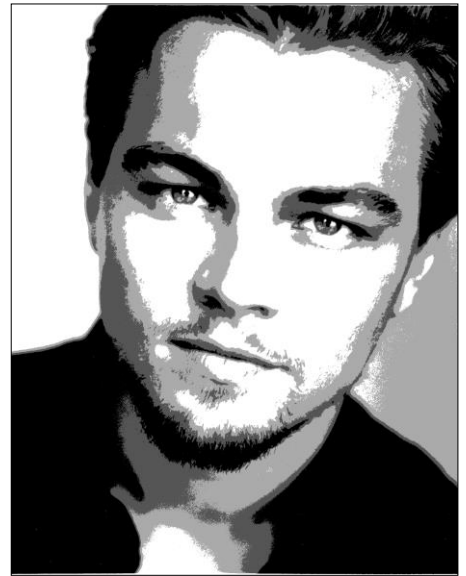
## Cropping your image – The image works better cropped in close

8. Find the **Crop Tool** on the left of the screen from the tool box.
9. Press, hold, & drag the **left click** over the image to your desired crop size. Use the **Move Tool** (arrow/cursor) to move it around.
10. Press “Enter” on your keyboard to activate crop. (You may also click the crop button or right click)
11. To “Undo” any changes hit click at the top **Edit →Undo Crop** or Ctrl Alt Z



## Posterize the Image

12. Click **Filter**→**Filter Gallery**
13. Choose the “**Cut Out**” filter in the *Artistic* folder
14. This will break your photo down into values
  - a. Find the right combo that makes the image look its best and most accurate
  - b. Levels should be 4 or 5...(6 only if needed)
  - c. Edge Simplicity should be 2, 3, or 4
  - d. Edge Fidelity should be 1 or 2
  - e. Click OK when you're happy



15. To “Undo” any changes hit Ctrl Alt Z or click at the top Edit→Undo

## Troubleshooting Posterizing - \*Only do this step if necessary\*

16. **Undo all Posterize.** Go back to your black and white photograph.
17. Click **Image**→**Adjustments**→ **Brightness/Contrast**
18. Adjust levels to makes whites lighter and darks darker.
19. Re-try the Posterize steps 14. & 15. & 16.
20. **NOTE:** The “Dodge” or “Burn” tool can help as well if one of your face features is not showing up. See me for help.

## Saving your Image in Documents folder

21. Save your image into your documents by going to the “File” tab on top
22. **File**→ **Save As** - In the pop up, where the box says “Save In,” find your “My Documents” folder or “My Pictures” folder and Save it.  
\*\*\*\* (Make sure it is a JPEG file format)\*\*\*\*



## **Printing - DO NOT print from Photoshop!!**

23. Leave the Photoshop program. Go to the Windows Start button.
24. In order to print in the correct size format you must find your file from you're “Documents” or “Pictures” folder – click and open this folder – find your photo and RIGHT click it.
25. Choose “Print” (The Photo Printing Wizard will pop up)
26. Choose “COLOR Lexmark”
27. Choose the “Full Page photo” format on the right
28. Keep check in box “Fit picture to frame”
29. Click “Print”