**Preparation:**

1. Bring in a personal photo of either them or family.

LN = Last Name

FN = First Name

WC = Working Copy

* 1. Can scan the picture in.
  2. Can also take a picture.

**General Class Directions:**

1. Create a subfolder called: Valentine’s\_Day\_Card in your Photo1\_[LN] folder.
   1. Be sure to save your files to this folder.
2. Personal Picture of you and/or family
   1. Someone else can take your picture and you can use it.
   2. You can use the whole picture or remove the person [group] from the picture. Depends if you want to keep the picture’s background for your card’s background.

**Create a Word document and Save your URLs & Pictures:**

1. Be sure that you are logged onto YOUR logon at the computer.
   1. You CANNOT use someone else’s computer logon to make your matte pages.
2. Set **Margins** for this document

LN = Last Name

FN = First Name

* 1. Use File > Page Setup…
     1. Top, Bottom, Left and Right sides: set all to 0.5 inches.
     2. Leave the GUTTER at 0 inches.

1. Header/Footer
   1. Save as: LN\_VDC\_URLs\_Pics

How to open the Header and Footer dialog box:

Select View > Header and Footer

* 1. Open the Header/Footer Dialog box:
     1. Select View > Header and Footer
  2. Type in the:
     1. Header:
        1. Title: VDC Info
           1. Change Font style and size
     2. Footer:
        1. First and Last Name, Per #
           1. Change Font style and size
           2. Press Enter
        2. Use Insert AutoText:
           1. Filename and path

Change font size so that this takes up only 1 line

Arial Narrow, 10 point works nicely.

Press Enter

* + - * 1. Page X of Y

Change Font style and Font size

**Set up canvas:**

LN = Last Name

FN = First Name

WC = Working Copy

VDC = Valentines Day Card

[You can use VDC.]

1. In Photoshop, select File > New…
2. Setup
   1. Name = LN\_FN\_VDC\_WC
   2. 4”W x 6”H or 6”W x 4”H
   3. 300 resolution
   4. Mode = RGB color
   5. Contents = White [This sets your background to white.]
   6. Press OK button.
3. Select File > Save As…
   1. Navigate to your Valentine’s\_Day\_Card folder to save the file there.
   2. Format: PSD
4. Layer to help find flaws
   1. In the Layers Palette, click on the Create a New Layer icon to add a new layer above your white background layer.
   2. Change the Foreground color to a light bright color. [I like to use green or blue.]
   3. Select Edit > Fill… to fill this new layer with the color.
   4. Now you can click this layer on or off as needed.
5. You **MUST** keep any pictures, text and/or graphics ¼” **AWAY** from the borders or that item may not be printed by the store.
   1. Set up Ruler guides. See below for how to do this.

**Valentine’s Day Card Requirements:**

1. Appropriate Text for Valentine’s Day
   1. Add Layer Style effects to text.
2. Personal Picture
   1. Digital picture taken at school or brought from home
      1. Remove dust or scratches [see below for directions].
   2. OR personal picture that you scan in class
3. 4 Graphics [or more]
   1. NOTE: Do NOT use GIF or PNG files. These are harder to work with.
      1. Use JPEG and BMP files.
   2. May use the same graphic 4 [or more] times
   3. May have a picture/graphic as a background.
   4. Get internet addresses.
      1. Be sure to select the “Remove frame” link to get the address of the actual web site.
4. Backgrounds of picture(s) and graphic(s) MUST be REMOVED.



**Wrong**

**Right**

* 1. Save your picture(s)/graphic(s) as a PSD.
     1. Close it and Save it so that your history brush will work.
     2. Re-open it to remove the background.
  2. Tools you can use to remove background:
     1. Quick Selection Tool
        1. Select areas around person(s) and graphic(s) to delete
     2. Magnetic Lasso
        1. Go around person(s) and copy/paste
     3. Filter > Extract...
        1. Can use this to go around person(s) to extract them.
     4. Magic Wand
        1. Select areas around person(s) to delete
        2. Hold down Shift key to select several areas at once.

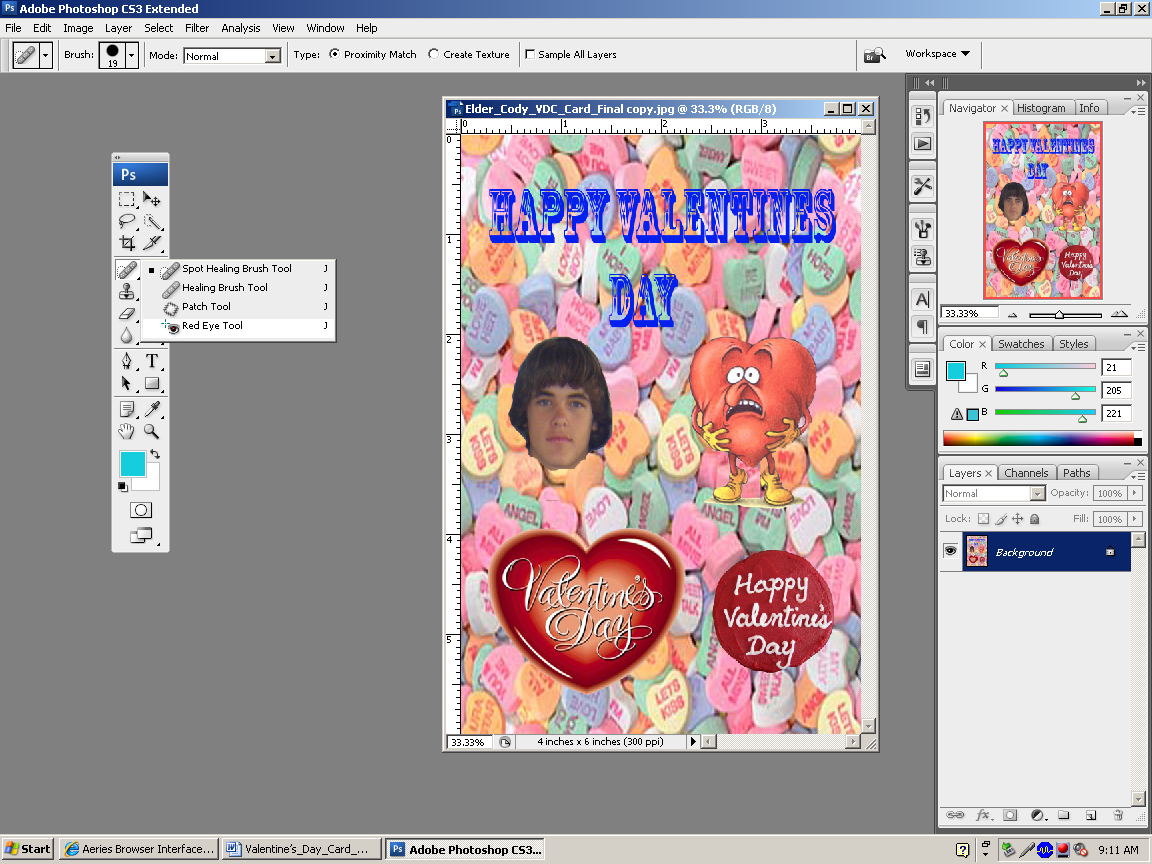
1. Composition
   1. Use one or more of the 7 Rules of Composition to help you place your items on the canvas.

**For help, look in Y:\Commstud\Photo\Directions\_for\_Students:**

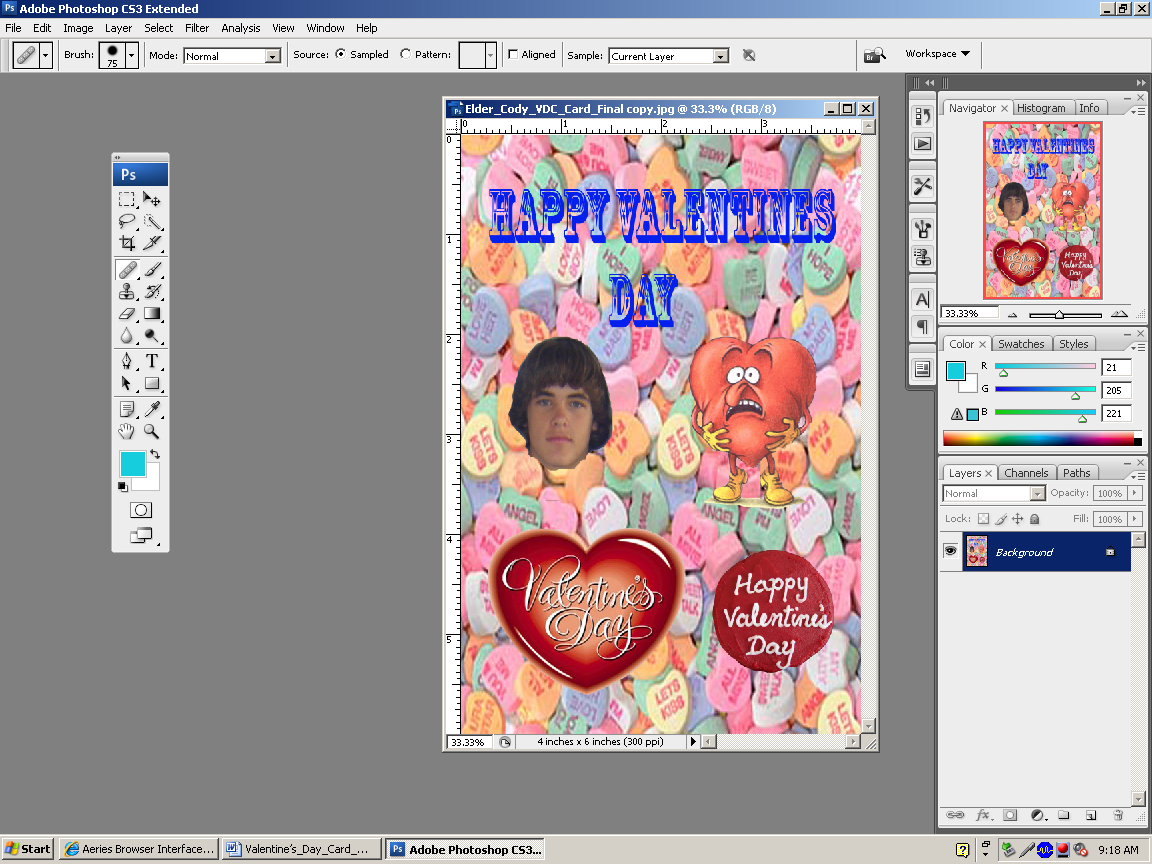
1. Making a picture the background of your canvas, open
   1. How\_To\_make\_a\_pic\_your\_background.
2. Extracting picture from background
   1. How\_to\_Extract\_Pic\_web\_directions

**Personal Picture(s) Guidelines**

1. These cannot “float”.
   1. If you do not have feet, then you must put the picture into a box **OR** put a graphic around the picture(s).
      1. Box: Use the Marquee Tool to draw the box.
         1. Use Edit > Stroke… to fill the box outline with color.



1. Remove Red Eye: Use the Red Eye tool
   1. Right click on the Spot Healing Brush tool and select the Red Eye tool
   2. Click the red eye of the person with the + that appears. Adjust options as needed.
2. Remove Dust and Scratches
   1. Use the Healing Brush or Clone Stamp tools.
   2. Press ALT+Click and click the area you want to use to cover up the dust or scratch.



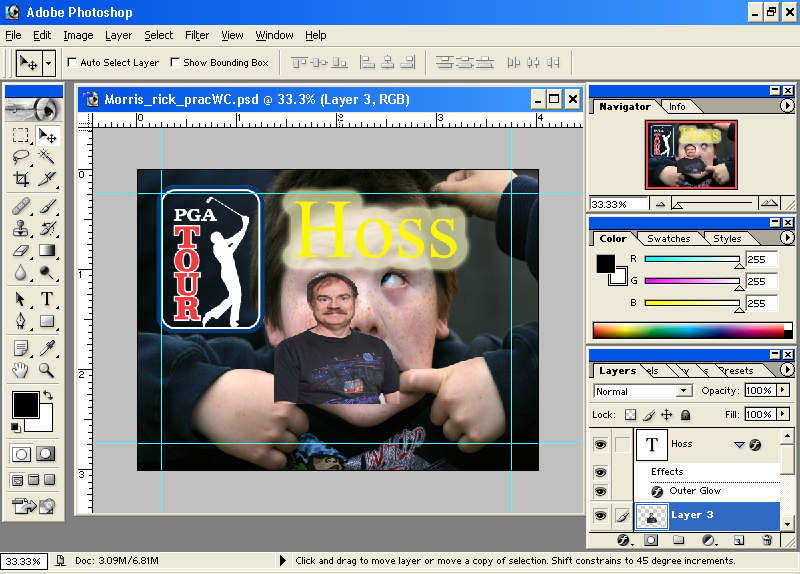
Healing Brush tool

Clone Stamp tool

* + 1. Now click onto the dust or scratch.
    2. Adjust the size and opacity of the tool as needed.
    3. Also adjust the Hardness. You don’t want your correction to be too “hard” or the edges will show.

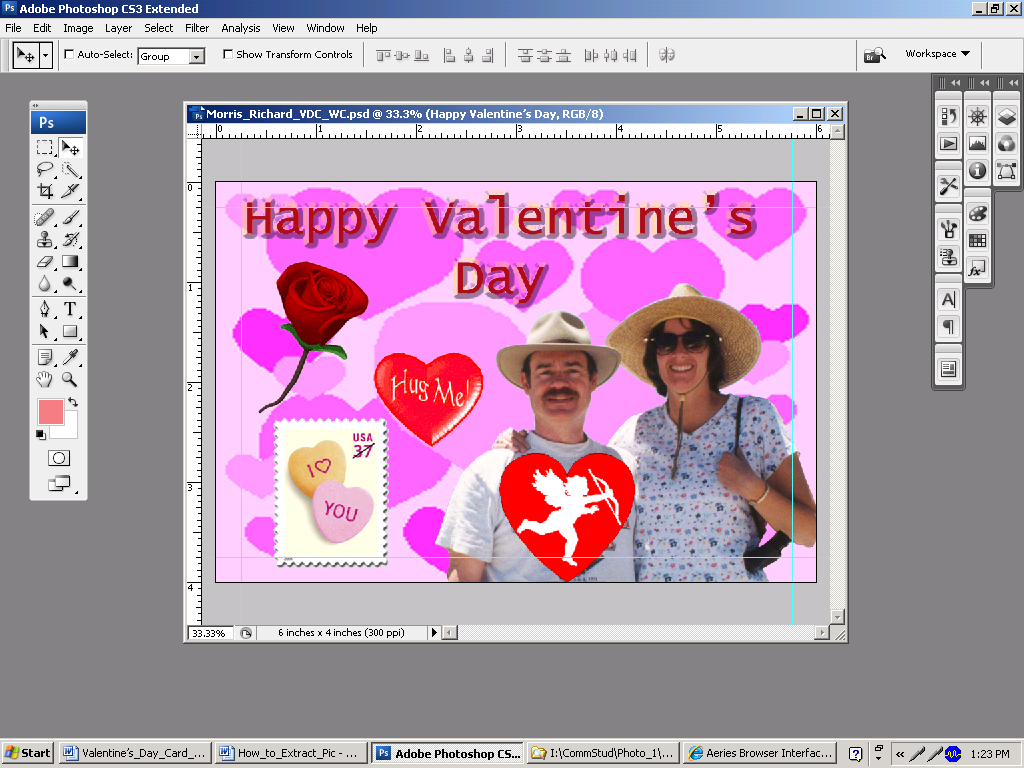
**How To use the Ruler and set guide lines for Photo\_Pass**

1. Select View > Ruler
2. Be sure to select your Bottom layer
3. Drag the “Zero” corner to the top left corner of your canvas.
   1. This will set that corner at 0,0



**Drag this to the corner.**

1. Put your mouse arrow onto the ruler, left click and hold while you drag the guide line from the Ruler to the appropriate mark on the Ruler Bar for both top/bottom and right/left sides.
   1. You want to have 4 guides that are ¼” from all sides.



1. Move text and graphics so that they are inside the boundary.
2. **AFTER you have moved/resized all of the layers, be sure to select View > Clear Guides**
   1. **If you don’t, they will show up in your final project when you save it as a JPEG.**

**How to turn in this assignment**

1. Fill out Grading sheet and turn in.
   1. Did you fulfill all of the requirements mentioned in the grading rubric?
      1. If not, go back and fix your file **BEFORE** you save it as a JPEG and turn in.
2. Saving your PSD as a JPEG file
   1. Select File > Save As… LN\_FN\_VDC\_Final
      1. Change WC to Final
   2. Format: JPEG
      1. JPEG options dialog box
         1. Image Options – Quality:
            1. Choose 12 Maximum
3. Copying to the Y:\ Drive
   1. DO NOT drag and copy your file to the Y:\ directory stated below.
      1. For some reason, the file gets “locked” and it cannot be graded.
   2. Select Start > My Computer
   3. Navigate to your Photo1\_[last name]\Valentine’s\_Day\_Card folder
      1. Right Click on your LN\_FN\_VDC\_Final.jpeg file and select Copy
   4. Navigate to Y:\Commstud\Photo\Student Work\Teacher\Assignment folder
      1. Right Click and select Paste to place a copy of your JPEG file into the specified directory.
         1. DO NOT put in the Graded folder or I will not grade it.

**CHECK: Did you REMOVE the Ruler Guides?**

**Select View > Clear Guides**. **If you don’t, they will show up in your final project when you save it as a JPEG.**