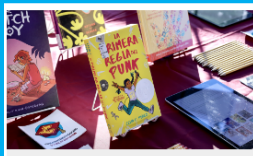


PORTRAITS CROPPING, SIZING, AND EDITING

EDITING IMAGES IN SMALLER FORMATS

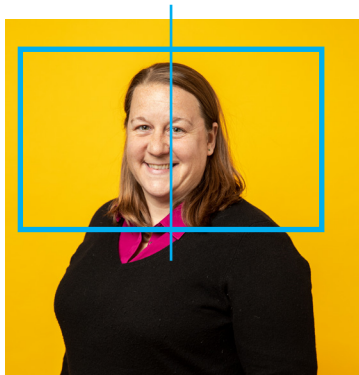
OUR COMMUNITY

 2022 PRESIDENT'S MEDALLION President's Medallion Recipient Erica Whitmore, EdD in Administration and OVERVIEW Aspect Ratio: 16:9 Resolution: 1000x560 PX Crop: Scale is good Tone / color: Adjust skin color 1 Use levels and color selection to correct	 ELEMENTARY EDUCATION Inclusive Texts in Elementary Classrooms Kids thrive when they see themselves in books and OVERVIEW Aspect Ratio: 16:9 Resolution: 1000x560 PX Crop: Scale is OK Tone / color: Could improve 2 Use levels, saturation, and color selection to correct	 ARTS & SOCIAL JUSTICE Leading With Music Loyola alumna Ayanna Williams is on a mission to OVERVIEW Aspect Ratio: 4:3 Resolution: 1000x650 PX Crop: Scale is too small Tone / color: Dark and dull 3 Use a different image	 Kimberly Hook, Ph.D. Counseling Psychology PSYCHOLOGY Addressing the Mental Health Crisis for Ukrainians in War OVERVIEW Aspect Ratio: 4:3 Resolution: 1000x650 PX Crop: Fix, head and shoulders Tone / color: Natural 4 Use a different image. No type unless it exists naturally - ie. signs
--	--	---	---

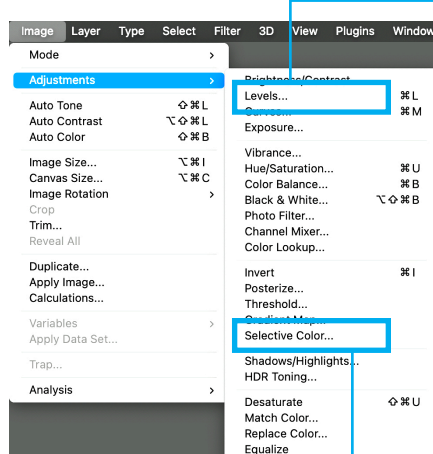
TIPS

- Edit images to make sense to the viewer at a glance
- Show faces when you can.
- Think outside of the box. It doesn't have to be literal.
- Ask for support if you don't find what you need.

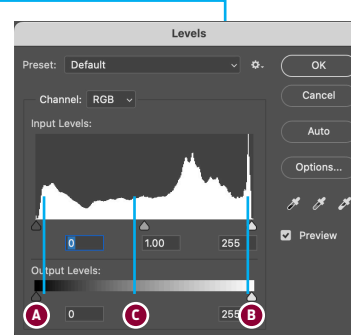
1 CROPPING AND TONING



CROP: The subject is turned slightly right. From the center of her head, this creates more open space in that direction. Offset the center of the subjects head. This creates an optical balance of the background space.



LEVELS AND SELECTIVE COLORS
Simple steps to tone and color correct an image.

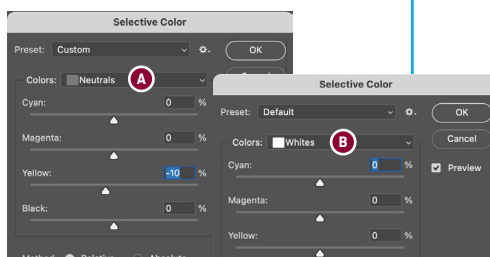


ADJUSTING LEVELS

- A** Move the black setting left to where the histogram starts to rise.
- B** Move the white setting to the right where the histogram starts to rise.
- C** Move the gray (halftone) setting left or right on the histogram and chose the appropriate setting. This is case by case per image.

SELECTIVE COLOR

- A** NEUTRALS: Select Neutrals and adjust sliders as needed.
- B** WHITES: Select Whites and adjust sliders as needed.



TIPS

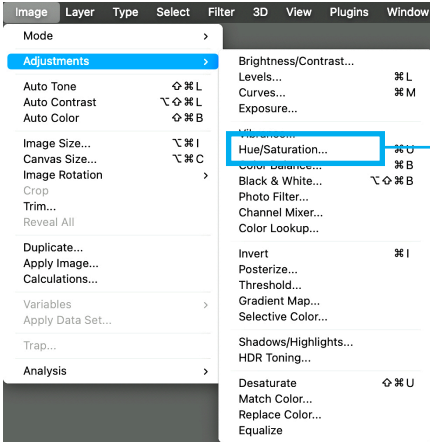
- Use only images when cropped will be 1000 x 560 without scaling the image.
- Use images with good natural color and a tonal range with good highlights and shadows.
- Better to not use an image than use a bad image. Every image represents the university.

PORTRAITS CROPPING, SIZING, AND EDITING

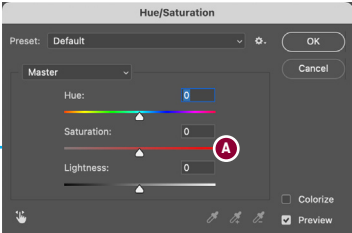
2 ADJUSTING COLOR



COLOR: Th



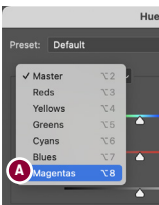
HUE/SATURATION Simple steps to selectively enhance an image.



ADJUSTING OVERALL SATURATION

- A Move the saturation slider right of 0 to enhance the color saturation or move the slider left of 0 to desaturate the image.
- B

Deselecting Preview will display the image prior to editing.



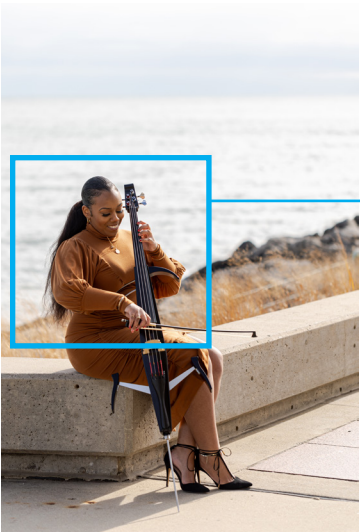
ADJUSTING SELECTIVE SATURATION

- A Select the hue family you wish to adjust. In this case, the purple tablecloth was darkened.

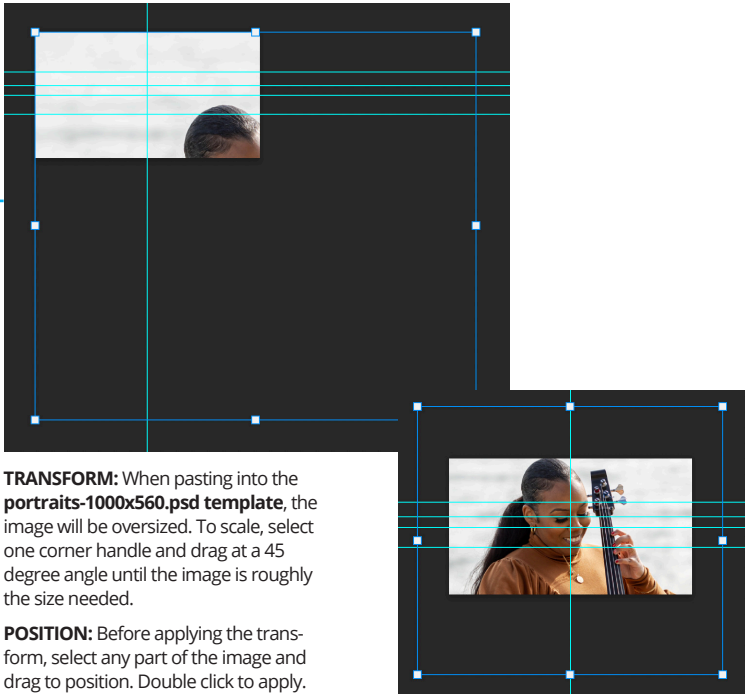
TIPS

- Make small adjustments. A little goes along way.
- Be careful when using selective saturation. It doesn't always work the way you want it to.

3 TRANSFORMING SCALE



COPY: Although the image is taken from a wide point of view, only the top of the subject is needed for the final crop. Use the marquee tool to select the area needed. Be generous.



TRANSFORM: When pasting into the portraits-1000x560.psd template, the image will be oversized. To scale, select one corner handle and drag at a 45 degree angle until the image is roughly the size needed.

POSITION: Before applying the transform, select any part of the image and drag to position. Double click to apply.

TIPS

- If the image is too small and must be scaled larger by more than 20%, use another image.
- Transform can be applied repeatedly until the desired crop is made.
- If a transform has been applied and an adjustment where the image needs to be scaled larger, it's best to start again with the original.

Images

PORTRAITS CROPPING, SIZING, AND EDITING

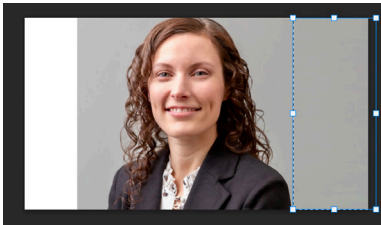
4

WORKING WITH LIMITATIONS

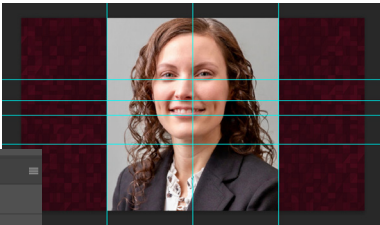
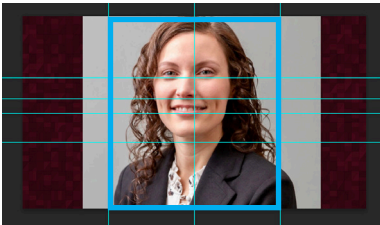


ORIGINAL IMAGE: This image doesn't have the information needed to fit the 16:9 aspect ratio. There are two solutions shown at right.

Following the TRANSFORM SCALE instructions, transform and position the image in the **portraits-1000x560.psd** template.



ADD: In this case there's just enough simple background to scale it and fill the 16:9 area on each side. Select the background, select transform*, and while holding the shift key drag the center handle to the edge of the 16:9 area.

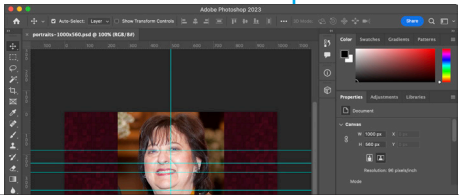
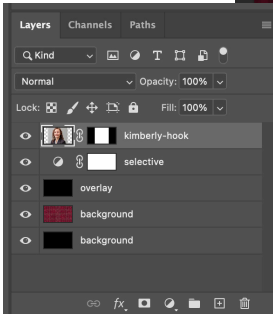


MASK: Select the area to be masked. Select the mask tool at the bottom of the Photoshop LAYER palette. The mask is applied. Make certain the layer to be masked is selected.

*
MAC: COMMAND T
PC: CONTROL T

TIPS

- When extending the background of an image, the background must be simple. When extended, distortion should not be obvious.
- Do not use images with typography in them.



5

FORMAT



LABEL HERE

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[READ MORE](#)

1000 x 1350 pixels



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[READ MORE](#)

1000 x 1000 pixels



LABEL HERE

Lorem ipsum ulnum lorem

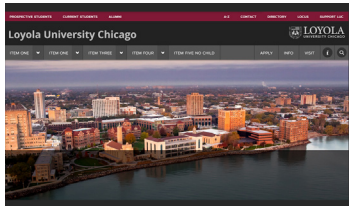
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt

[READ MORE](#)

1000 x 560 pixels

IMAGE TEMPLATES AVAILABLE
All guidelines and instructions apply in any of these templates.

- **faculty-staff-1000x1350.psd**
- **profile-1000x1000.psd**
- **portraits-1000x560.psd**



OTHER TEMPLATE AVAILABLE
• **homepage-1800-735.psd**

TIPS

- Any of the three formats are acceptable. Determine the most common format available and commit to that format.