

# **Basic Photo Corrections**

**Organizing an efficient sequence of tasks.**

*Most retouching follows these eight general steps.*

- A. *Duplicating the original image or scan.*  
(Always work in a copy of the image file, so that you can recover the original later if necessary.)
- B. *Checking the scan quality and making sure that the resolution is appropriate for the way you will use the image.*
- C. *Cropping the image to the final size and orientation.*
- D. *Repairing flaws in scans of damaged photographs* (such as rips, dust, or stains.)
- E. *Adjusting the overall contrast or tonal range of the image.*
- F. *Removing any color casts.*
- G. *Adjusting the color and tone* in specific parts of the image to bring out highlights, midtones, shadows, and desaturated colors.
- H. *Sharpening the overall focus of the image.*