Use the application "Bridge" to preview your images and open your files with "Camera Raw" – Review the information about the Camera Raw Dialog Box Adjustments to help you adjust the sliders. Your goal is to create a neutral image where the colors appear natural.

- Select your Image in Bridge. Make sure you are opening the RAW version of your image file!
- File → Open in Camera Raw (⌘+R)
- The following dialog box will appear:
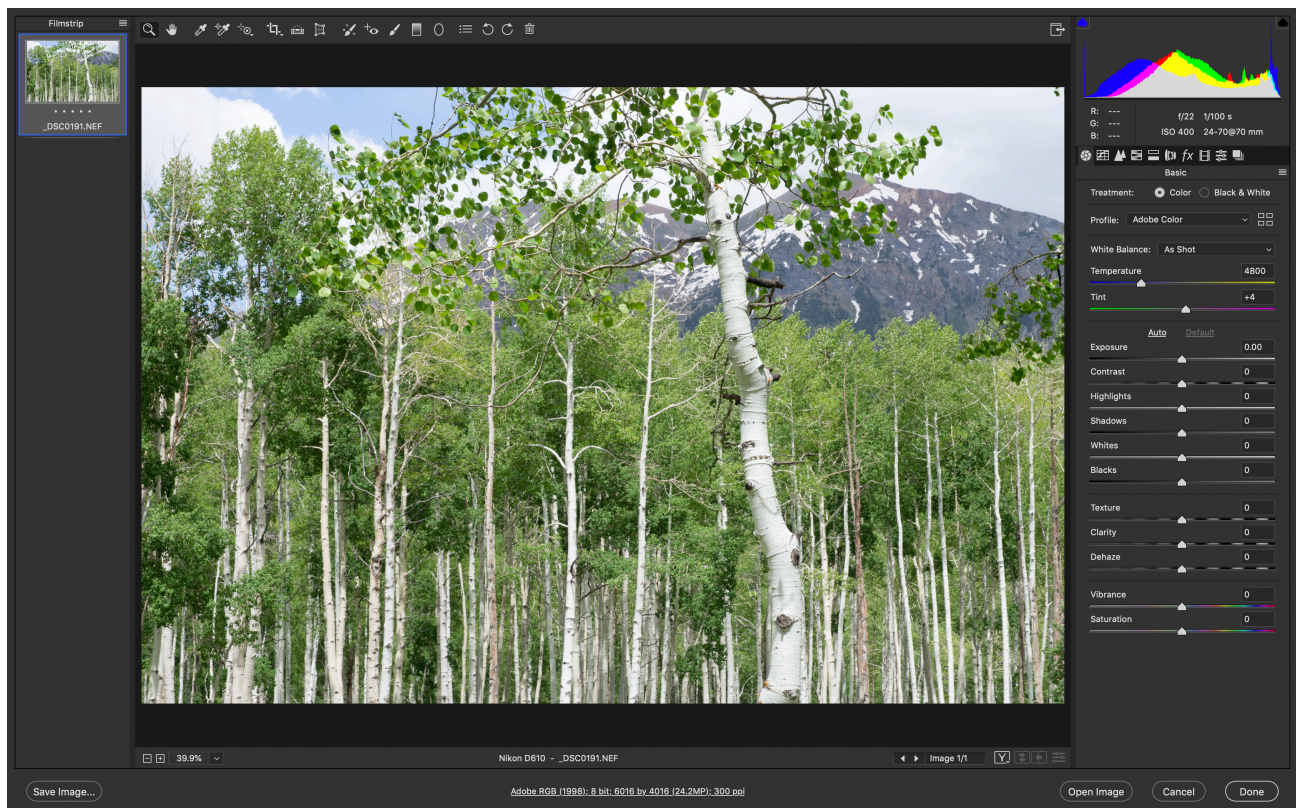
Make changes to your image by adjusting the following sliders found in the BASIC Tab.

> **Temperature, Tint** (if necessary)
> **Exposure** (if necessary)**, Contrast** (if necessary)**, Highlights, Shadows, Whites, Blacks**
> **Clarity**
>
> In general, you should not use the **Texture** or **Dehaze** sliders for 'straight' images
>
> Do NOT adjust the **Vibrance** or **Saturation** sliders when working with an image to be converted into B/W
>
> Your goal is to create a neutral image. An image is considered "neutral" when the colors appear natural – as if you were looking at the actual objects, not a photograph of them.

After you make your adjustments in the BASIC Tab go to the LENS CORRECTIONS Tab:
(6th tab over in adjustments panels)
In the profiles sections (default) – click "Enable Lens Profile Corrections"
Choose the make, model and profile for your lens

Switching To Photoshop:

Hold done the shift key when you are finished with your adjustments. The "Open Image" button will change to the "Open Object" button. Click to open your image as a Smart Object in Photoshop.

This will allow you to re-open the ACR dialog box and make further adjustments. Any adjustment made in ACR is non-destructive – you can re-do the basic image sliders, crop, and also any other available adjustments. You can just "double-click" on the image icon in the Layer tab to re-open and click "OK" when you are finished.

(NOTE: Photoshop will have multiple ways of navigating menus and dialog boxes to make desired adjustments. It's ok.)

**In Photoshop:**

Crop slightly if desired (or required)
- Check your assignment sheet for required aspect ratio (*H : V*)

- Select the Crop Tool, uncheck 'Delete Cropped Pixels' in the Tool Options Dialog Box

Toolbox is on the left hand side of your screen   →   Delete Cropped Pixels
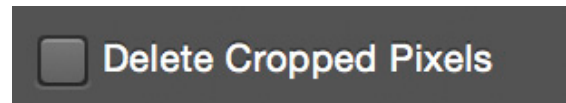
- Check your assignment sheet for the minimum final image size, expressed as pixel data. You can see the document sizes after cropping by looking at the info box on bottom left side of screen. *(You may need to switch screen modes back to the standard screen mode to see the box pictured below)*
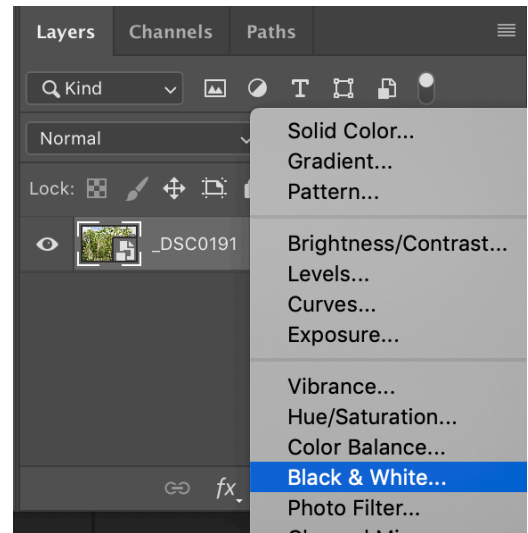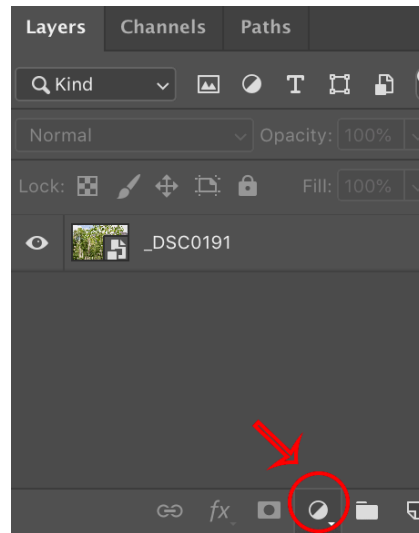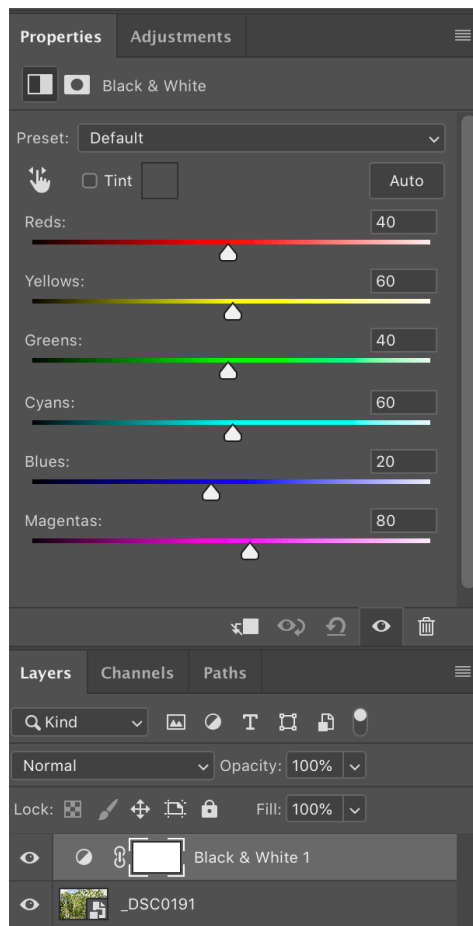
(pixel data) / (saved file size)

Doc: 51.3M/69.1M
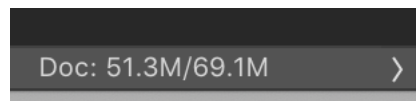
- If you need to re-crop at a later date, Choose Image → Reveal All to return to un-cropped image.

Translate your color file into a monochromatic (B/W) image.

Create a new "Black & White" Adjustment Layer

This is the dialog box for the "Black & White" Adjustment Layer:

Adjust the sliders until your image contains the optimum contrast levels.

OR -

*You can just use the basic adjustment (preset none) and fine-tune your image with Curves.*
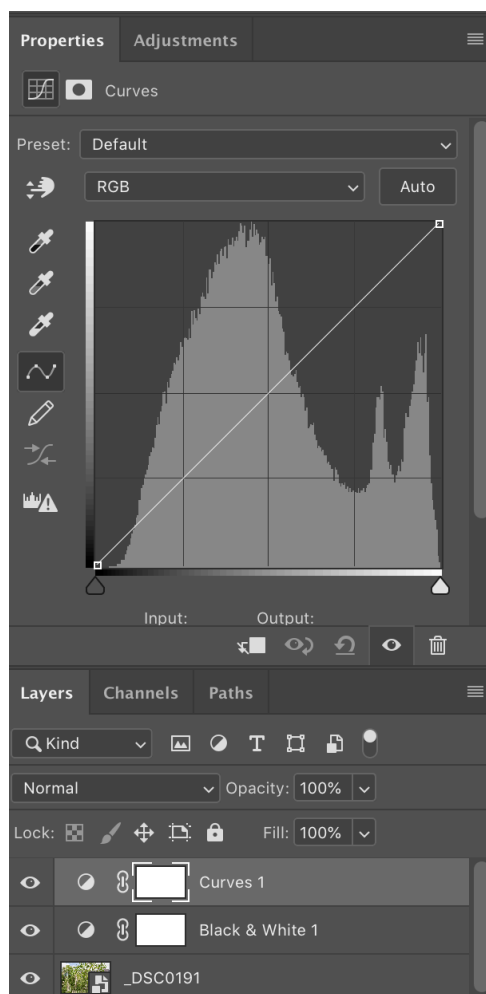
Do NOT "✓" the Tint box

You can also click on the hand icon (above). Once you do so, simply place your cursor into an area of the image that you wish to adjust and 'drag' to the left to darken or 'drag' to the right to lighten the selected tones.

Adjust the contrast using Curves via an Adjustment Layer

Create a new "Curves" Adjustment Layer
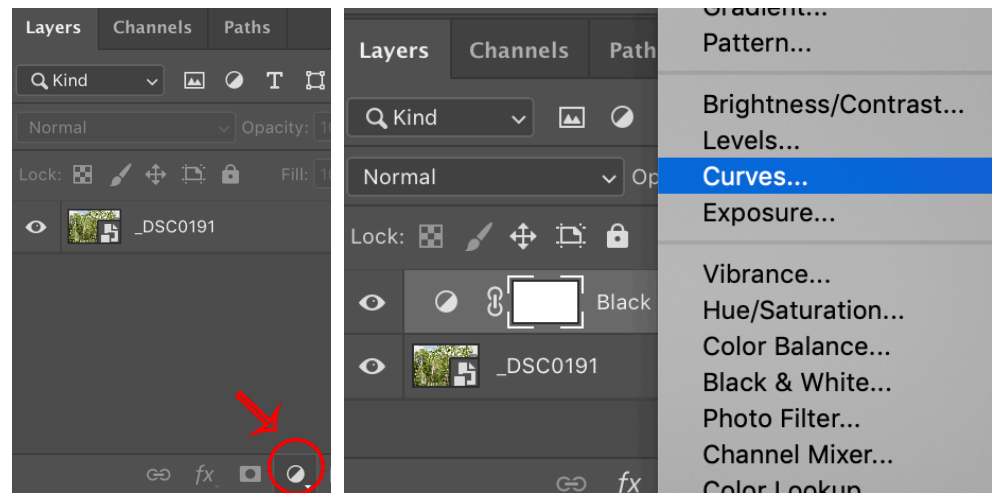
This is the dialog box for the "Curve" Adjustment Layer:

- *Click on the Curve to create an editable point.*

- *Moving the point up or to the left will brighten that part of the image.*
- *Moving the point down or to the right will darken that part of the image.*

You can also click on the hand icon (above). Once you do so, simply place your cursor into an area of the image that you wish to adjust and 'drag' down to darken or 'drag' to up to lighten the selected tones.
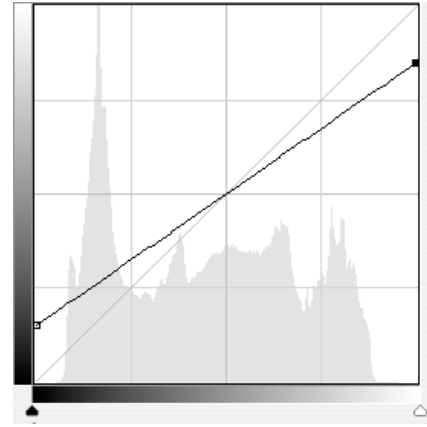
A good curve will produce an image that has a true black, a good highlight and many distinct shades of grey in between those points.
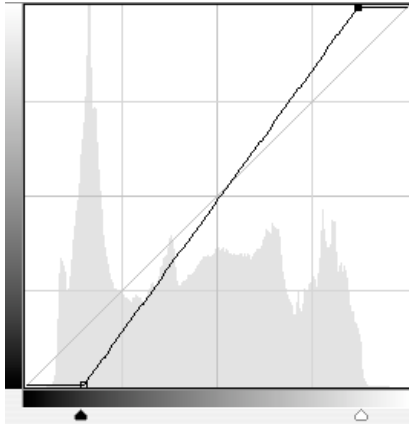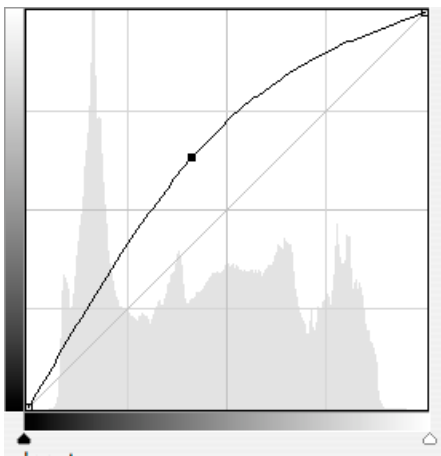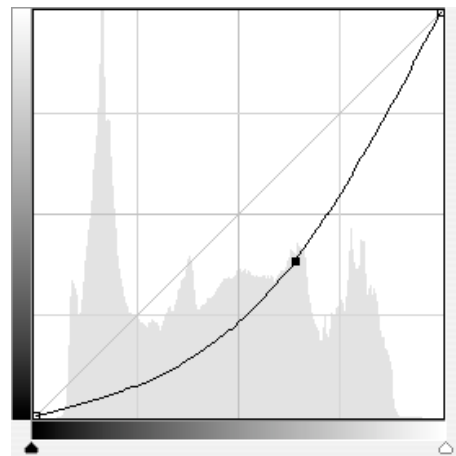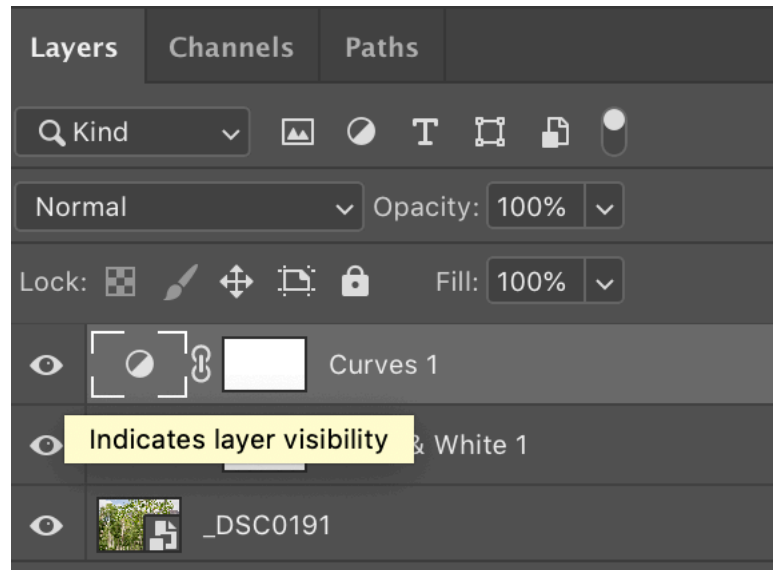
To Add Contrast:	To Decrease Contrast:
To Brighten An Image:	To Darken An Image:

See your changes by "Double-Clicking" on the EYE

This works for all image areas

To make changes at a later time, access by "Double-Clicking" on the ICON

Save your file according to project specifications

- You will always need to save your image as a Photoshop File (.psd). Check your assignment sheet for the proper naming conventions for each project. Always save "Layers". You can check 'Embed Color Profile' if you want.
  Do not worry about options not listed here.