

Tech Training: Projects Intermediate

This tutorial covers image editing, image enhancement, color photo printing, Compact Disc creation, and audio capture/digitization. You will need:

- Original picture of yourself to edit for our Meet The 4040 Team page
- 4" x 6" color print of your edited picture
- Foam core to mount your edited picture
- Blank CD-R optical disc
- Analog audio cassette

Image Editing/Enhancement in Photoshop

Clients bring photos to us for a multitude of projects. Some are ready to print, others require color or another type of enhancement. PhotoShop is the tool we use when images require enhancement. Make sure that you inform the client that there is a labor fee for photo enhancement. You will find the labor charge in the 3 ring binder at Station 3. **Refer to the PhotoShop Tutorial as you complete this project:**

http://4040.taylor.edu/tutorials/techtraining/tt_PhotoShop.pdf

Select a photo

- Browse the network to our CS\$ share. You should have notes on how to do this.
- Locate a folder of your pictures inside the _Projects\StaffPics folder. Move your pictures folder to CS\$\Graphics\StaffPics.
- Select a full-length photo of your choice.

Check the image size and resolution

- Open the photo in PhotoShop (installed on Stations 2 and 3)
- A size of 5" x 7" or larger is preferred. Resize if needed.
- A resolution of 200 - 300 is standard for image enhancement. Resize if needed.

Remove the Background

- Duplicate the layer (always best practice)
- Remove the background using the Eraser, Magic Wand, and Polygonal Selection tools

Save the PhotoShop project

Save your PhotoShop project: firstnamefull.

Enhance the photo

Use Levels, Curves, Red Eye Tool, Hue/Saturation or any other PhotoShop Tool you need to improve the look of the picture. You might use another Tech's picture as a guide.

Add yourself to the CS Staff photo

Create a final rendering of your finished photo (Ctrl-Alt-Shift-E)

Duplicate the final rendering to the CS Staff group picture and resize

Duplicate your full picture to your headshot

Copy Template.psd to firstname_lastname

Duplicate the final rendering of your full picture into this new headshot document

tt_ProjectsIntermediate.docx

Revised: 10/17/16

Print the photo

Now that your staff picture is saved and ready for printing, follow the steps in the tt_PhotoShop tutorial to print the picture on 4" x 6" glossy paper. We want it a bit undersized, so the document size is actually 3.5 x 4.25.

Mount the photo on foam core

- Use spray adhesive or double-stick tape to mount your staff picture on foam core
- Cut away the excess
- Mount a Velcro dot on the back
- Hang your completed staff picture on our Technicians On Duty sign

Optical Disc Creation

Clients often request audio/video content be converted and burned to optical disk. Generally, we burn audio to CD (compact disc) and video to DVD (digital versatile disc). In choosing which type of blank media to use, keep in mind that DVD players can play CDs, but CD players (like those in cars) cannot play DVDs.

Burn a CD

Generally, we use CDBurnerXP to burn CDs and DVDs. CDBurnerXP is a free, fully functional, and easy to use optical disc burning software. It is installed on all Client Services computers.

For this project, you will burn the contents of your staff picture folder to CD using the Data Disk option. Refer to the tt_CDBurnerXP tutorial for step-by-step instructions:

http://4040.taylor.edu/tutorials/techtraining/tt_CDBurnerXP.pdf

Optical Disc Cloning

The TLC has multiple ways to make copies of CDs and DVDs, but the Disc Cloning Towers (currently in Zon023) are by far the most efficient. These machines allow us to make multiple copies of CD and DVD discs in minutes as opposed to hours.

For this project, you will use one of the Disc Cloning Towers to create one copy of the CD you created in the previous step. Refer to the OpticalDiscCloning tutorial as you complete this project:

http://4040.taylor.edu/tutorials/techtraining/tt_opticaldisccloning.pdf