Complete this for EVERY PHOTO you turn in!

1. Choose a photo to Edit, then go to the Develop Module

2. In the Basics Panel: Adjust the White Balance. *Skin tones are the most important and need to look natural.*
   a. Choose the eye dropper and click a white or gray area in the photo
   b. If needed: Adjust the temperature slider to cool down or warm up the image

3. If needed, press R, to crop the image a little in order to improve your composition (3rds)

4. Press and hold the Option key on the keyboard while you move the Blacks slider until you see a small bit of color, then hold Option and slide the Whites slider until you see a small bit of color to get good Exposure and Contrast. Then adjust to make look nice and natural.

5. If the image is too dark, raise the Exposure, and the Shadows slider to make sure you can see some details in the shadow areas.

6. If your image is too bright or there are blow out areas, darken them by lowering the Highlights slider

7. If you want to increase texture detail or the appearance of sharpness raise the Clarity slider.

8. If you see grain or green, red, or blue noise in shadow areas go to the **Details** tab and raise the Noise Reduction slider

9. 

10. If you want to remove a few small skin imperfections, use the Spot Removal tool.

11. The editing is automatically saved into Lightroom.