A. Purpose:

When adjusting image files to improve the image color or contrast, it is necessary to record and changes that were applied to the original image file resulting in the final product. Various photo editing software have tracking options available for the user that will provide a history of all filters and values assigned to an image. The changes should be documented in such a manner that the absence of the primary analyst another competent reviewer can evaluate and duplicate what was done and interpret the data.

B. Responsibility:

Forensic Science Examiners

C. Procedure:

.1   Set up of user profile in Adobe Photoshop

   .01.   Open Adobe Photoshop and check to make sure preferences are correctly set by doing the following:

   .1   Go to: Photoshop > Preferences > General
   .2   Make sure "History Log" is selected
   .3   Make sure "Meta Data" is selected
   .4   Make sure "Detailed" is selected
   .5   Close "Preference" window

   .02   Once the settings have been applied they will remain that way each time Photoshop is opened unless changed again.

Note: Other programs such as Corel Draw, Corel PhotoPaint or Adobe Premiere Pro may not contain a method to export the adjustment history. In these cases, the examiner should cut and paste screen captures of the settings and filters used when making adjustments. These screen captures should be placed in a Microsoft Word or NotePad Document and saved as the log to be printed and contained in the case jacket.

.2   Working Procedure

   .01   Open the image you will be working on and make the adjustments.

   .02   Save image under "File > Save As" with an appropriate extention.
   .1   Denote adjusted file with appendage *(ex. ####a.tiff a – denotes adjusted file)*
   .2   Original photo file will remain unchanged for reference.

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.03 Go to "File > File Info" and select "History" to open the history window.

.04 Using the mouse, select the text containing the recorded changes made to your enhancement.

.05 Once highlighted, select the "Command + C" keys to copy.

.06 Open "Microsoft Word" and open a new document.

.07 Go to "Edit > Paste" to paste the history information you copied in Photoshop.

.08 Print for your case file.

.3 Performance Check

.1 Open original photo file with Adobe Photoshop

.2 Follow "History Log" printed information or screen shots of adjustments.

.3 Completed photo document should appear similar in size, lighting levels, sharpness, etc as the adjusted photo file previously saved with case.

.4 Quality control should be completed quarterly or whenever new software or upgrades are installed on the computer being utilized.

.5 All corrective actions, problems and upgrades will be documented in the equipment log.

D. Sources of Error:

None

E. References:

Adobe Photoshop User Manuals

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