Photoshop Series:
Extreme Makeovers - Photo Retouching Techniques

Duplicate the original image
Check the scan quality and image resolution

- Web – 72 to 96 dpi
- Print – 200 to 300 dpi

Crop the image to its final size and orientation
Repair flaws in scans of damaged photographs such as rips, dust, or stains.

Adjust the overall contrast or tonal range of the image.
Remove any colour cast

Adjust the colour of the image to bring out highlights, midtones & shadows
Sharpen the overall focus of the image