Photoshop
Making Basic Changes and Improvements to Photos
(These instructions show the Mac version, but they are the same for the Windows one.)

To change the color of a photo:

1. After opening Photoshop and the photo you want to fix, click on the Image menu and choose Adjustments: Auto Contrast, Auto Color, and Auto Levels. This sometimes works wonders in improving the color and contrast of a photo. Sometimes this does nothing, but it's worth the try.

2. Next, if the photo is still too dark or light, click on Brightness/Contrast. Move the sliders back and forth until you get the effect you want. (As long as the Preview box is checked, you can watch the changes happen as you move the slider.) Click OK.

To change the photo’s size, click on the Image menu and choose Image Size...

1. If your photo is less than 266 dpi, click on the Auto... button, then click Best, then OK. Photoshop will adjust your photo for a better print. (If you are going to put this picture on the Web, 72 dpi is enough.)

2. Otherwise, just change the width OR the height to the size you want. As long as the Constrain Proportions box is checked, Photoshop will adjust the other dimension to match the one you changed.

Remember, a good print begins with a good original!