

Work Flow

Each person will fine-tune their workflow to their liking. Here is a basic outline for an efficient workflow.

The workflow begins in the camera so it must be addressed from that point forward.

1. As soon as time permits after taking a series of photographs review them while they are still in the camera. If there are any that you are certain that you do not want, this is the time to delete them. This will save space on the memory card and will eliminate the culling at a later time.
2. Download the memory card to the computer desktop.
3. Open the file browser Bridge found in Photoshop CS2.
4. From the Bridge select the folder just downloaded.
5. View the photographs and again delete the unusable files.
6. Drag the folder just edited to reside under my documents.
7. Rename the folder to reflect the place, date, subject, etc. This will be a temporary folder and will be deleted when all files within it are processed or deleted.
8. Assuming that all the files were captured in raw, now use Adobe DNG Converter or the Bridge to convert the files and save them in the Digital Negative format in same folder. Batch processing will save time and using the DNG extension allows files with otherwise the same name to be stored in the same folder.
9. Make a backup copy of the entire folder and label it appropriately to allow future fast access.
10. Review the files just saved on the DVD or CD and make certain that all is in order. Assuming that there were no errors, your memory card may be formatted to prepare it for making more pictures, as all of the files are now in RAW and DNG on your hard drive and on a DVD or CD backed up disc.
11. In your word processor open the file that contains an alphabetical listing of all backup copies. Insert the file or title of the backup just completed in its proper alphabetical location. Use title first followed by date and the assigned number of the just completed backup disc. Give some details about location. Example: Glacier park 3/20/06, 12, East side of park, snow scenes, wildlife, lake, mountains, children.
12. Most important!!!! Label the disc and case of the backup just completed and store with other backup copies. Note: If using a felt tip pen, use an acid free pen.

13. Open the first file in the raw converter contained in CS2. Make all of your adjustments of color, tint, etc and select done when finished.
14. If all of the pictures were taken in the same lighting conditions, location etc., and you believe that all of the pictures will require basically the same corrections, then go to the bridge and select the remaining pictures you wish to adjust. Right-click on one of the selected icons and choose "Previous Conversion". This is a batch processing routine and all of the pictures selected will have the same corrections as the first picture. This saves time and a lot of it.
15. At this point each file will be opened independently and all of the remaining corrections, manipulations, layering, etc. will be accomplished.
16. Open an individual file with the RAW extension. Immediately save it as a Photoshop or TIFF format file. Make the remaining adjustments to the file
17. Print the file or save on individual disc for transport to Costco or other location for printing.
18. Save the file in its final location. I would suggest a folder for only completed work. Use a specific name and choose a format, such as JPEG, TIFF, PSD, STN, etc. The intended use of the file will greatly determine the file format to use.
19. When the folder for completed work gets full or it has been some time since last backed up, then perform the backup. During this process use a format that will allow you to add files to an already backed up disc. Again as in #11 go to the word processor file and add the new additions to the alphabetical listings.
20. When you have finished with all of the files in the temporary folder created for this specific group of files and when the backups have been made, delete this folder from the computer to open up more space on the hard drive. If you have no problem with limited disc space, then forget this step.

In the end you will have 3 backup copies of your files with 3 different extensions; one is in RAW one is in DNG as taken with no manipulation (original) and the finished file in the extension of your choice.

Digital Workflow Goals

Goal	Needed skills
1. Good Capture	Traditional photographic technique, skills specific to digital camera or scanner
2. Successful transfer to computer	Computer skills
3. Preserve original and edited versions	Computer skills, an understanding of the limitations of backup media
4. Locate images as needed	Organizational and computer skills
5. Use photographs	Traditional photographic technique, design and presentation skills, computer skills

Digital Workflow Sequence

1. Capture images
2. Transfer images to computer
3. Cull, sort and add keywords to images
4. Convert to Digital Negative (DNG) format if using RAW files (optional)
5. Backup original files
6. Catalog backups
7. Edit selected images
8. Save edited images in a lossless format
9. Backup edited images
10. Catalog backups