

Workflow 101

PPC and DCC Training

Alan Daniel

Do I need a workflow?

Can't find the image you are looking for?

Forgot to download images from camera?

Delete an image(s) by mistake?

Lose images to a corrupt card or hard drive?

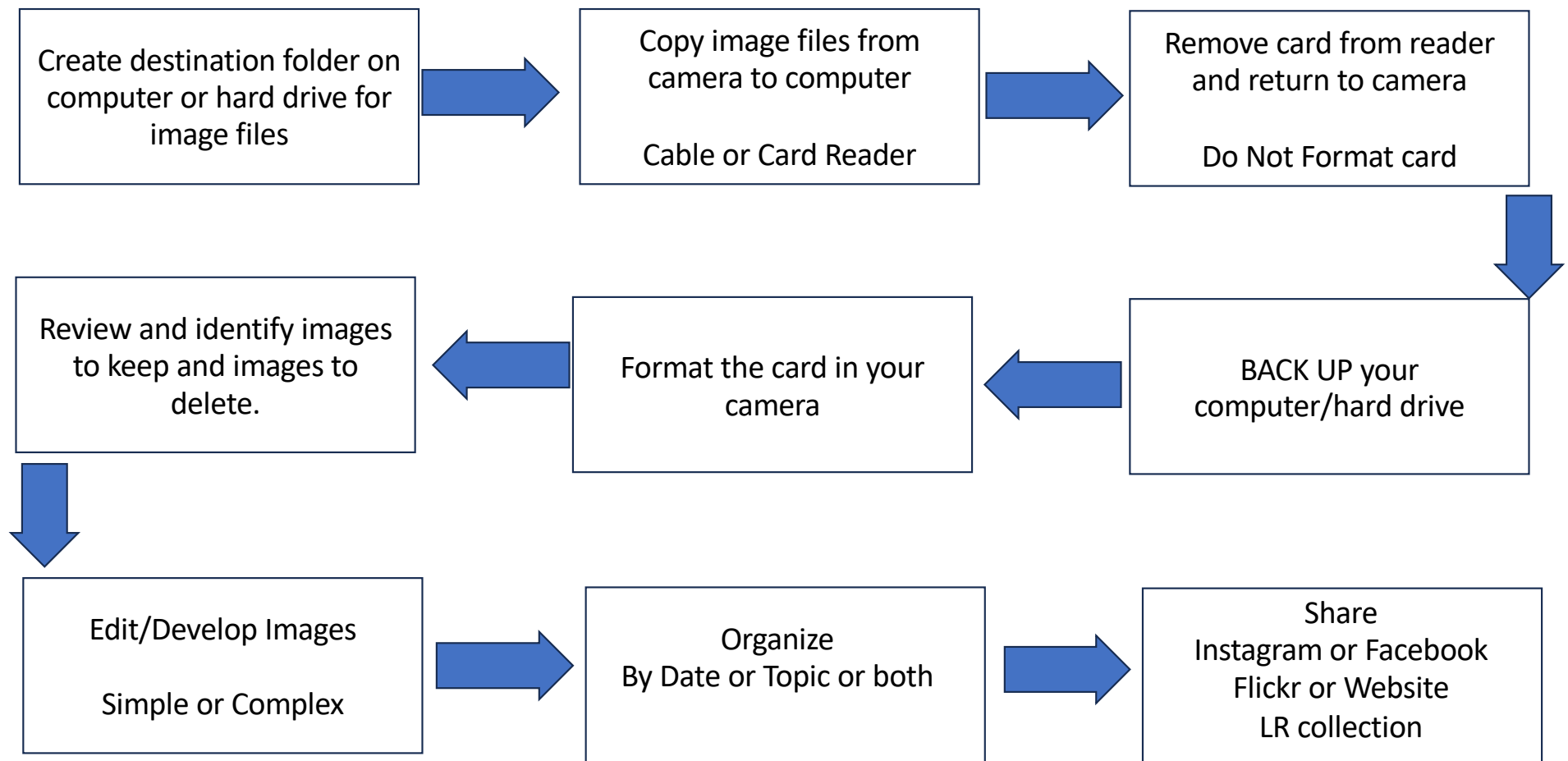
Leave your card at home in your card reader?



Everyone Needs a Workflow

- A workflow is just a roadmap of steps to get you from the start to the final product.
- It can have as many steps as you want or need
- It must be easy to follow and structured so you can repeat it every time

Once developed – Use it!!!



Step One

Create destination folder for images

- This folder can be on your computer or an external hard drive
- Choose a location for the new folder – It does not have to be in your final folder structure - YET
- Give this folder a name that describes the images you are adding
- The folder name can be temporary (I use this method and rename the folder later in the process)
- I like to create the folder on my desktop. (easy to find and a reminder that I have images to review and process)

Step Two / Three

Copy image files and remove card from reader

- Copy the images files from the camera or card to your new folder.
- Confirm you have all the images – do a count check
- Do not delete image files from your card
- Remove the card from the card reader and return it to the camera
- Do not format your card – We will do this later

Step Four / Five

Back-Up your computer/Hard Drive

- This is a key step you do not want to skip
- Make a back up. (Folder or All Pictures or entire Computer)
- Use a SSD if possible – It will be faster
- You can also to a cloud back up, but that may take longer.
- Format the card in your camera. (you still have two copies)
- Now you are ready to go out and photograph tomorrow

Step Six

Review and Identify images to keep / delete

- This step can be done before or after you import your images
- I like to import the folder with my images to LR before I review
- Mark or flag the images you want to keep and delete the others.
- I like to delete from LR and the computer.
- Now you are ready to edit your keepers.
 - Note - (you may end up deleting more images later)

Step Seven

Edit /Develop/Process

- Now you want to edit/develop those Raw images
- It could be simple (take a photo on your phone, crop, auto adjust and send it to your friends
- Or – Use several processing programs, masks, layers and plug-ins to get the final result you are looking for.
- You can use the photo editor that came with your computer or
 - Lightroom/Photoshop, Luminar, DXO, Capture One, etc.

Post-Processing Tips

- Assuming you shoot RAW, then most images will be improved by editing with a software program.
- Getting your image composition and exposure right “in camera” means less post processing
- Any program you have will work.
- New to post processing? Start slow and develop your skills.
- Utilize your club resources.

Post-processing Education



Step Eight

Organize your images

- Organize your photos so you can find them in the future.
 - By date or year then activity/event
 - By activity/event then by date or year
 - Use folders and subfolders
 - Lots of options

A close-up photograph of a grid, likely a calendar or a project management tool, with a purple grid pattern. Numerous small, colorful star stickers are placed on the grid. The stars are in various colors including blue, red, green, yellow, and silver. They are arranged in a somewhat scattered pattern across the grid. The background is slightly blurred, showing some text on the left side.

Organizational Tools

- Keywords
- Star Ratings
- Color coding
- File names
- Collections

Find the ones that works for you

Sharing

Website

Facebook

Instagram or Flickr

E-mail or text

Links to collections

Dropbox or OneDrive

Prints and Books

Demo

A large flock of birds, possibly terns, is seen flying in a clear blue sky. The birds are scattered across the frame, with some appearing as small silhouettes and others showing more detail. The overall scene conveys a sense of movement and order.

Without Workflow

The image features three horizontal lines of birds, likely swallows, against a clear blue sky. The birds are arranged in three distinct rows. The top row contains approximately 25 birds, the middle row contains about 28 birds, and the bottom row contains about 15 birds. The birds are mostly dark with lighter underparts, and some are shown in profile, while others are facing the viewer. The text "With Workflow" is centered in the middle of the image, between the top and middle rows of birds.

With Workflow

Thank You