

Workflow 101

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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?

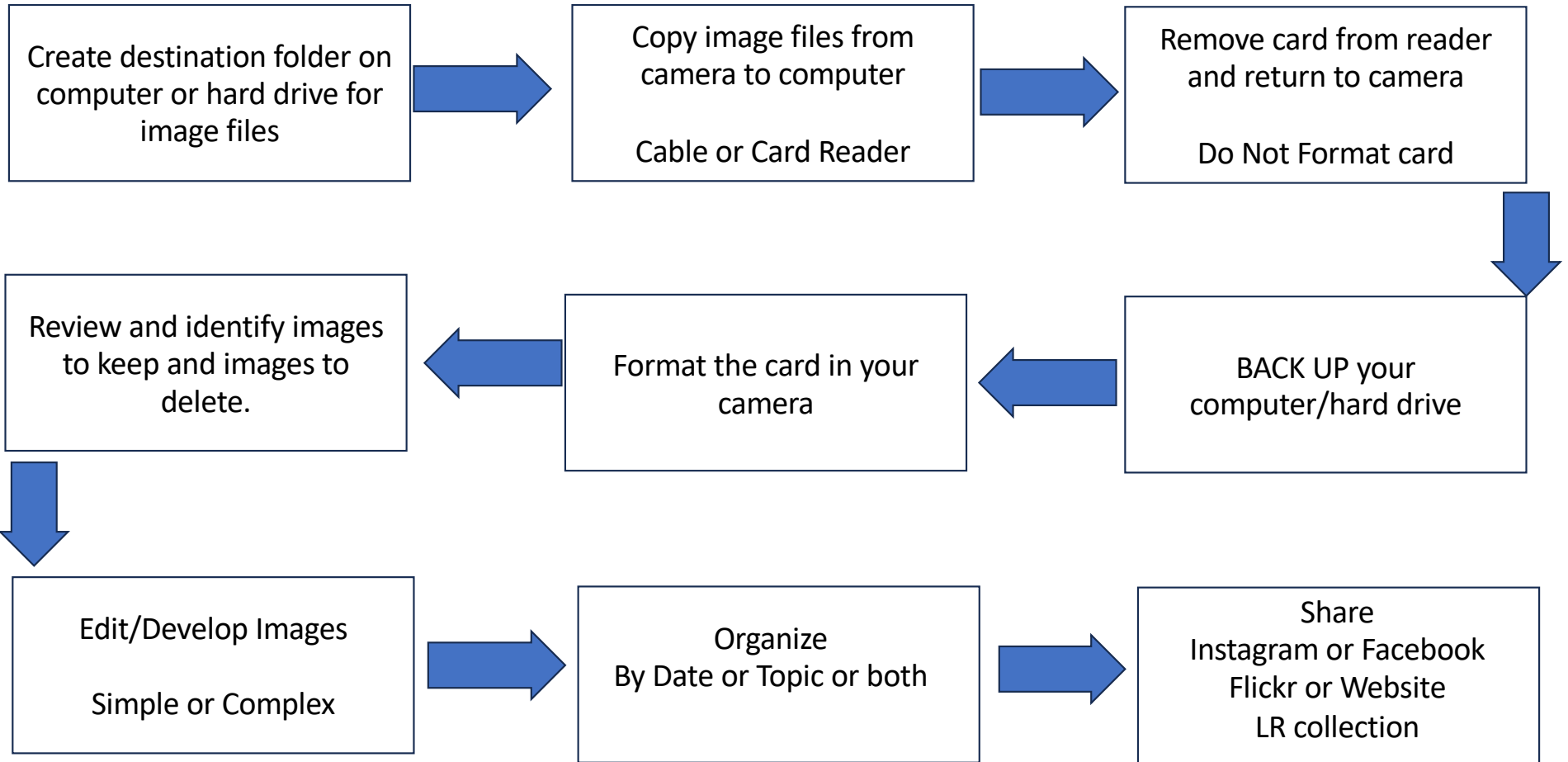
Leave you card at home in your card reader?



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 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

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 shown in flight against a clear, light blue sky. The birds are scattered across the entire frame, with some appearing as small silhouettes and others as larger shapes with distinct wing patterns. The overall scene conveys a sense of movement and natural order.

Without Workflow



With Workflow

Thank You