

# WORKFLOW:

Capture  
to  
Archive

# Why establish a workflow?

ARCHIVE! Backup to never lose images  
Find what you want, when you want  
Retain image quality with no degradation  
Storage flexibility for future growth  
Software independence

# Tips for establishing an efficient workflow

Pre-visualize what you need – plan for the future (hardware, software)

Plan the steps - be systematic

Batch processing whenever possible

Retain original image data

Remain adaptable

# Steps of a digital workflow

**Capture in camera – shoot raw**

**Import images – download from  
memory card**

**Metadata**

**Develop**

**Output**

**Archive**

# Capture RAW vs JPEG

## RAW (NEF, CR2, etc.)

Image data, metadata, jpeg preview

Unprocessed in camera

Proprietary format to camera manufacturer

Uncompressed

Must be rendered by software to use image

## JPEG

Image data, metadata

Process in camera based on settings

Universal format


Compressed in camera

Easily shared

## SPORTRAITS PHOTOGRAPHY

Library | Develop | Slideshow | Print | Web

Before After



Histogram

Feather 50

Camera Calibration

Profile: Camera Standard 1

Shadows

Red Primary

Green Primary

Blue Primary

0 Keep  
★ I like - something I like  
★★ Yes - shows potential  
★★★ Good - worth printing  
★★★★ Boost - hang on wall  
★★★★★ Round - showcase

Panorama  
HDR

Auto Sync Reset

Before & After: [Icons]

Previous Import / 2 photos / 2 selected / MK\_130714\_D5C\_4014.DNG

Filter: Custom Filter

# Import Convert to DNG

Nondestructive adjustments

Open standard for multiple software programs

Store adjustments, metadata and preview in one file

Smaller than RAW file

Option to imbed RAW file for later use

# Import

## Place in folders

Folder structure – keep derivative files separate from archived files

### 1. Download to pictures\RAW folder

- Convert to DNG

- Add metadata

- Apply develop presets

- Keyword

### 2. Move to Transfer to RAW archive

- Copy to RAW ARCHIVE on separate drive

- RAWDVD\_01\_xxx ,etc.

### 3. Move to Transferred to RAW Archive – OK to DELETE

- Delete files when RAW archive has been backed up to DVD



## SPORTRAITS PHOTOGRAPHY

Library | Develop | Slideshow | Print | Web

**Navigator** FIT FILL 1:1 5:1 4

**Folders**

- PICTURE-1 (D6) 123/1908
  - Pictures-Derivative Working 2
  - 1\_Downloaded\_work-in-progress 2
    - temp\_HDR 0
    - temp\_pans 0
    - 2\_Transfer\_to\_DRP\_Archive 0
    - 3\_Transfer\_to\_DRP\_Archive\_OK\_to\_DELETE 0
  - Pictures-RAW 0
    - 1\_Downloaded 0
    - 2\_Transfer\_to\_RAW\_Archive 0
    - 3\_Transfer\_to\_RAW\_Archive\_OK\_to\_DELETE 0
- My Book (L6) 28/278
  - \_001\_TEMP\_IMPORT 603
    - Cruise 2010 603
  - 1\_RAW\_ARCHIVE 1276
    - RAW001\_001\_Misc 1064
    - RAW001\_002\_Misc 212
      - CES 2008 42
      - COMPUTER 44
      - Cruise 2008 126
  - 2\_DERIVATIVE\_ARCHIVE 34
    - DVDRV\_001\_Misc 34

**Collections**

- 0 Workflow
  - 0 Overview
    - 0.00 Current work 603
    - 0.01 Shot in last month 0
    - 0.02 Shot this month 0
    - Flagged

**Library Filter:** Text Attribute Metadata **None** Custom Filter 1

**Histogram**

**Metadata**

Preset: None

File Name: MK\_130714\_DSC\_C\_4014.DNG

Copy Name: [icon]

Folder: 1\_Downloaded [icon]

File Size: 17.39 MB

File Type: Digital Negative L...

Metadata Status: Has been chan...

Metadata Date: 10/13/2013 4:22:5...

Rating: ★★★★★

Label: [input]

Title: [input]

Caption: [input]

EXIF

Dimensions: 3264 x 4928

Cropped: 3264 x 4928 [icon]

Exposure: 1/80 sec at f / 5.6

Exposure Bias: 0 EV

Flash: Did fire

Exposure Program: Aperture priority

Metering Mode: Pattern

ISO Speed Rating: ISO 100

Focal Length: 105 mm

Focal Length 35mm: 157 mm

Lens: 18.0-105.0 mm f/3.5

Subject Distance: 1.66 m

Date Time Original: 7/14/2013 7:34:51 [icon]

Date Time Digitized: 7/14/2013 7:34:51 [icon]

Date Time: 10/13/2013 4:22:51



Import... Export...

Grid Web Compare Web Compare Web Compare Web Compare

Sort: Capture Time [icon]

Sync Settings Sync Metadata

1 2 Folders / 1\_Downloaded\_work-in-progress / 2 photos / 1 selected / MK\_130714\_DSC\_C\_4014.DNG Filter: Custom Filter [icon]

# Import

Place in folders

Internal hard drive has working folders and  
Lightroom catalog

Backed up live and continuously

External drive has archived files

Backed up with DVD

# Metadata

## Bulk assignment during import

### EXIF

- Camera, exposure, GPS, date, etc

- Filename

  - MK\_yymmdd\_filename

  - MK\_yymmdd\_filename\_sequence

### IPTC

- Copyright

- Contact information

- Keywords – Hierarchical

### XMP

- Processing data, preview

# Metadata After Import

Flag

Rating

Label

Keyword

0 Keep

★ Hm - something I like

★★ Yes - shows potential

★★★ Good - worth printing

★★★★ Boast - hang on wall

★★★★★ Flaunt - showcase

 Panorama

 HDR

# Develop

Use non-destructive software!

Lightroom

Photoshop – adjustment layers

Aperture

# Output

Print - paper

Web -screen

Export to different derivative files

Save as HDR, BW, pano, v2, v3 etc.

Save and archive in derivative folders

# Archive

## 3-2-1

*Three* copies:

- Primary - Master (hard drive)

- Two backups - Local (DVD), Offsite

*Two* media types

- Hard drive

- DVD

*One* copy offsite

- Dropbox, swappable hard drive, DVD

RAW and Derivative Archive files

Working files – need local automatic daily as well as  
periodic offline backup



# Archiving Options

CD

DVD

Hard Drive

Cloud (online service)

Never

# CD

Pro:

- Easy to make many copies

- Durable

- Inexpensive

Con:

- Small capacity

# DVD

## Pro

- Easy to make many copies

- Durable

- Inexpensive

- Large capacity

## Con:

- Careful with format (DVD-R, +R, RW)

# Hard Drive

## Pro:

- Very large capacity

- Easy

- Inexpensive per MB

## Con:

- Risk of failure

- Hard to duplicate

# Cloud (online service)

## Pro:

- Easy

- Off site storage

- Inexpensive

## Con:

- Service may go out of business

- Upload takes long

# Never

## Pro:

- Feeling of exhilaration

- Saves time

- Inexpensive

## Con:

- May loose all your images

- Impending feeling of image doom

What other methods are out there?

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# Resources

The DAM Book by Peter Krogh

Digital Asset Management for Photographers

<http://dpbestflow.org/>

Lightroom - Aperture

Adobe Bridge



THANK YOU!!!