

# Janice Braud's WPC PHOTOSHOP WORKSHOP HANDOUTS

## DIGITAL WORKFLOW SUMMARY

- **INITIAL SETTINGS** - 1 time in beginning
  - Set camera settings
    - Choose raw or jpeg (or other) file format
    - Choose Adobe color space (unless images are for web use only, in which case use sRGB)
    - Choose white balance or use auto white balance
  - Set Bridge Preferences
    - General
      - Set background color (black, gray, white)
      - Choose thumbnail metadata (data to show with thumbnails on bridge “browser” screen)
    - Metadata – fields to display on metadata screen
    - Advanced
      - Use centralized cache or use distributed cache files
      - Set “double-click opens Raw in Camera Raw only”
      - Set maximum size file to process (default 200mb)
  - Set Camera Raw preferences
    - Save image settings (database or xmp)
    - Apply sharpening settings (all or previews only)
  - Set Photoshop preferences
  - Create Bridge custom workspaces
  - Decide on file naming conventions
    - Examples:
      - Adding info such as date or initials to camera supplied name
      - Using a code structure
      - Using a system some professionals use to facilitate files searches:
        - Name of bird, flower, etc. or item or location, followed by date, followed by initials of photographer, followed by seq number. Ex. Blue Jay JLB061006\_01

- **PROCESSING WORKFLOW**
  - Capture photos – digital or film
  - Transfer files to computer
    - Scan slides/negatives
    - Copy digital images from camera to computer
  - BACK UP STEP
    - If digital capture, back up photos to CD/DVD
  - DELETE STEP
    - Using Bridge Slide-show or Bridge preview (or Windows Explorer or other preview software), DELETE *obvious* bad pictures (unsharp, poor composition, etc.)
    - If shooting raw, do not delete due to mild exposure or color balance problems until camera raw processing step.
    - If shooting in raw, and you are uncertain if picture is “keeper,” wait for camera raw processing step below
  - BATCH RENAME step
    - If you rename your files, use Batch Rename function to rename multiple files at one time. (In same folder or copying to another folder)
    - If shooting raw, you can also rename files while converting them to jpeg or tiff, using the Camera Raw “Save” function – as part of the following step. You cannot rename the raw files themselves with this process.
  - If shooting raw, CAMERA RAW PROCESSING STEP
    - Select all (or a group) of files in Bridge
    - Right click, and choose “OPEN IN CAMERA RAW”
    - In Camera Raw screen
      - Set “workflow” options inside Camera Raw
        - Lower left corner of screen
        - Space, depth, size, resolution
      - If needed, zoom to 100% to check sharpness, etc.
      - Adjust image (individually or in groups) for Exposure, Color Balance, contrast, etc.
      - Delete if image not a “keeper” (i.e., Mark for deletion)

- If desired, Convert files to tiff or jpeg, using “Save” option while still in Camera Raw
  - If shooting jpeg, METADATA and KEYWORDS STEP
  
  - CONVERSION STEP
    - Batch convert files to Tiff format (if space allows, otherwise convert to Jpeg format) For batch conversion, use:
      - Camera Raw “Save” processing
      - Or Image Processor (with or without Actions)
      - Or Photoshop Batch command (with Actions)
  - If shooting raw, METADATA AND KEYWORDS STEP
  
- **ONE BY ONE PHOTOSHOP PROCESSING STEPS**
  - Open any files **needing further work** in Photoshop
  - Perform any needed dodging and burning and localized tonal corrections
  - Perform spotting and retouching
  - Perspective corrections if needed
- Save with layers if lots of space available, otherwise flatten image
- For “Creative Effects” – re-open image in Photoshop and save a copy under a new name
  - Apply creative effects such as
    - Black and White Conversions (including “pseudo infrared”)
    - Antique coloring, hand coloring and tinting
    - Adding density with blend modes
    - Diffused Glow and High Key Glow
    - Combining and Collaging
    - Framing and Overlays
- If space is a major problem, convert files to jpeg, using Image Processor feature in CS2 (or “Process Multiple files” in Elements 3).
- Archive/Save finished files
- Print selected images if desired (use working copy, don’t change or save over original master).
  - Crop and Scale to size

- Sharpen
- Choose printer paper, settings, and profiles