

Feb. 21, 2012
Tripod Camera Club
Photoshop Basic Training

File Management

Where are my photos?

Keep your files organized



- Bill Woody says “Write it down!” (Say what you do, and do what you say)
- Keep Flash or SD cards organized
- Use logical and consistent folder structure
- File under “My Pictures” in Windows or “Pictures” on MacOS
- Organize by place, subject, or event, or by date (less important)
- Use sub-folders for multiple shoots (smaller chunks = more easily managed)

Backup, backup!



- ⦿ Backup originals (first) and edited files (later)
- ⦿ Use DVDs, external hard drives, online cloud-based service
- ⦿ Be sure you always have at least two copies of every file, on separate media, preferably at different physical locations
- ⦿ Format Flash or SD cards after backing up
- ⦿ Is your back-up plan travel friendly?
- ⦿ If you shoot JPG, don't overwrite a file unless you are sure it's not your original (consistent folder structure and file naming habits help)

Sorting and Editing



- ⦿ Use a file management tool designed for organizing photos (and videos)
 - Adobe Bridge (Included if you own Photoshop)
 - Lightroom
 - Picasa (free, great for family photos)
 - Other (Sony PMB)
- ⦿ Use ranking or labeling system to identify your top picks, then edit only those
- ⦿ Use keywords for easy searching (Do as I say, not as I do)
- ⦿ Take advantage of batch processing and actions when possible

File naming



Always keep original file name, use suffixes to distinguish between variations of each image (critical when searching later)

ORIGINALS (.jpg or RAW)

DSC00000.jpg (or DSC00000.arw)

PHOTOSHOP (.psd)

DSC00000.psd (okay to use same file name since extension is different)

FINAL EDIT (full-size for printing)

DSC00000_PS.jpg (or DSC00000_PS_B&W.jpg)

COPYRIGHTED (watermarked for web)

DSC00000_PS_C.jpg

SPECIFIC-SIZED (for web or contest entries)

(use longest pixel dimension and file in contest folder)

DSC00000_PS_768.jpg

Folder Structure



 PLACE, SUBJECT, EVENT

 DATE (OPTIONAL)

 FINALS

 PHOTOSHOP

 COPYRIGHTED

Keeping track of usage



Use folders or collections (or PDF contact sheets) to keep track of...

- Contest entries (and awards)
- Favorites (possible contest entries)
- Online portfolios (Facebook, Flickr, etc.)
- Your own website
- Exhibits
- Sales
- Files for printing (delete after printing)

Helpful resources



Tripod Website

<http://www.tripodcamera.com/Tutorials.html>

Adobe Website

<http://www.adobe.com/support/>

<http://tv.adobe.com/> (Great free videos)