

Tracking your Winning Photos

Why is file organization important?

- A great photo is useless if you can't find it
- Easy access to your photos makes your editing time more enjoyable
- Keeping track of images used for competition – a non-winning entry can be resubmitted but not in the same Tripod season
- Keeping track of winning images - When one of your photographs wins a non-novice ribbon (which includes Awards of Merit), it can no longer be used in competition (see rules for details)

What do you need to keep track of?

- Images that won a ribbon
- Images that didn't win
- Images for specific categories
- Images you would like to use for competition

How do you keep track of what has won a ribbon?

Ways to track images:

- Separate folders
- Collections (Bridge and Lightroom)
- Color labels (Bridge and Lightroom)
- Keywords

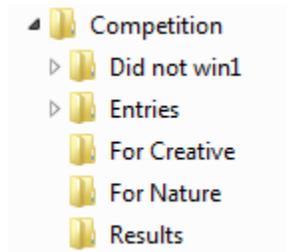
Most important – be consistent, diligent

- Remember to mark or move/copy files you have entered
- Remember to mark files after competition – winners, non-winners

Using separate folders

Make a small jpg copy of the photo to put in another folder. This keeps you from moving your photos from where you expect to find them

- Use Export feature in Lightroom or Save Image in Adobe Camera Raw in Bridge
- Place the jpg in the appropriate folder or collection



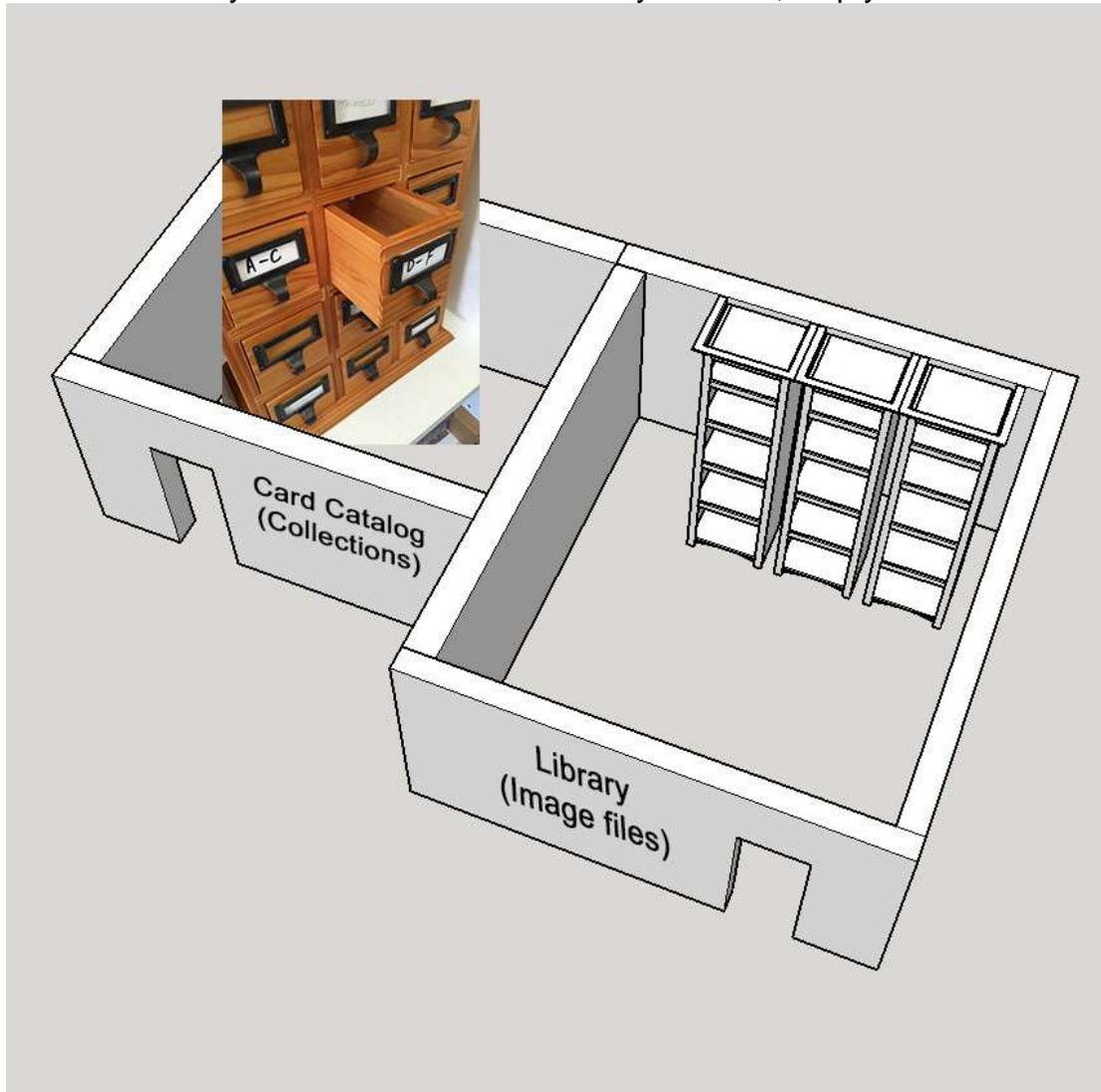
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In Bridge or Lightroom, use collections

What are Collections?

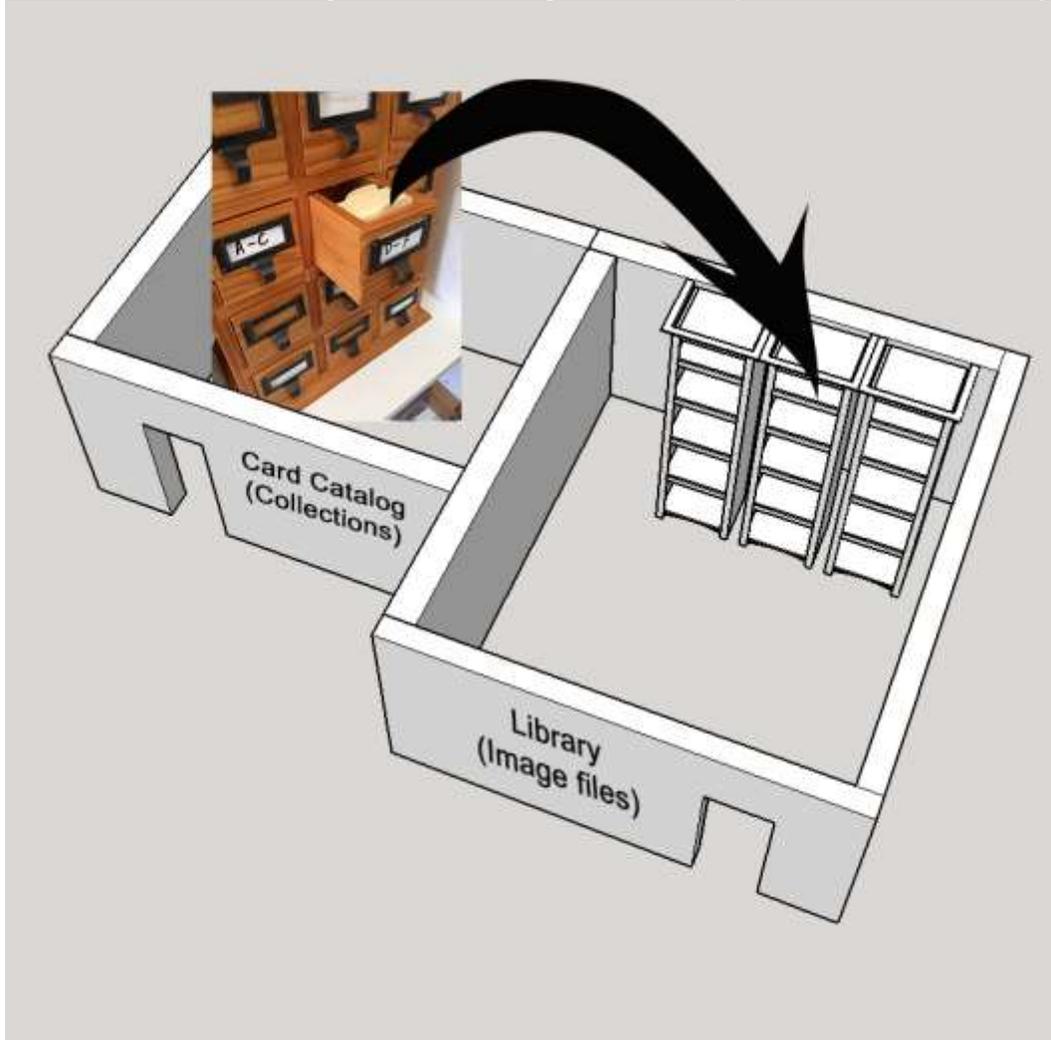
Think of collections like a card catalog in the library. If you want to know where a book is, you go to the card catalog, find the book, and it tells you the location of the book.

You can create your own Collections and they start out, empty.

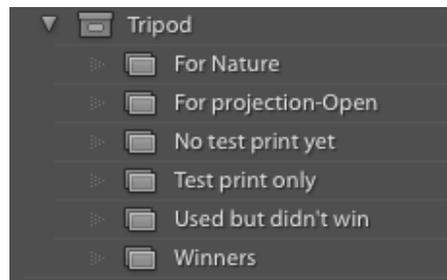


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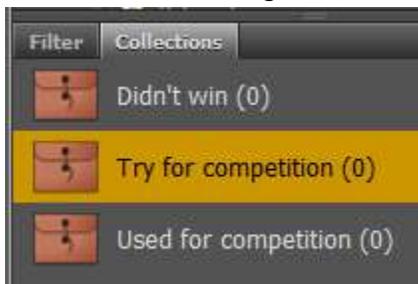
You then drag and drop photos from your library of photos and add them to the Collection. This tells Lightroom or Bridge where the photos are located in your library.



Example of file folder organization or Collections in Lightroom:

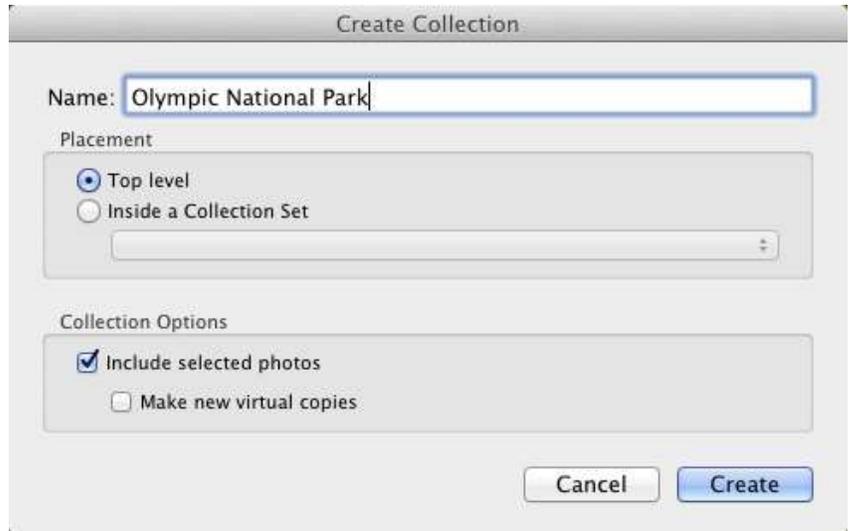


Collections in Bridge:



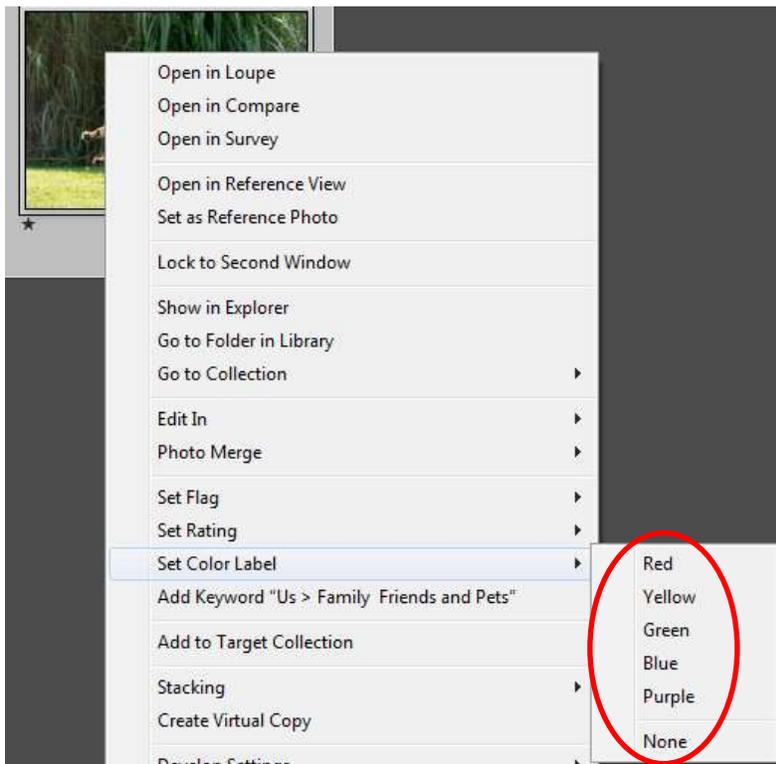
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Select one or more of the photos you want to put into a collection, go to the Collections panel, click on New Collection icon (+) and choose Create Collection. Give it a descriptive name. You can then drag and drop photos from the Preview panel to the collection at any time.

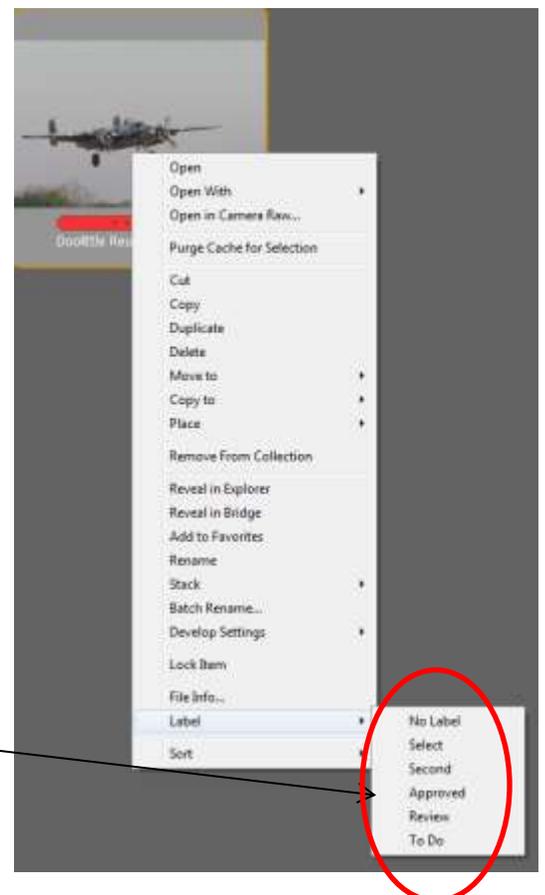


Use Labels

In Lightroom, labels are color based:



In Bridge, labels are based on ratings



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Choose a label for each purpose. For example:

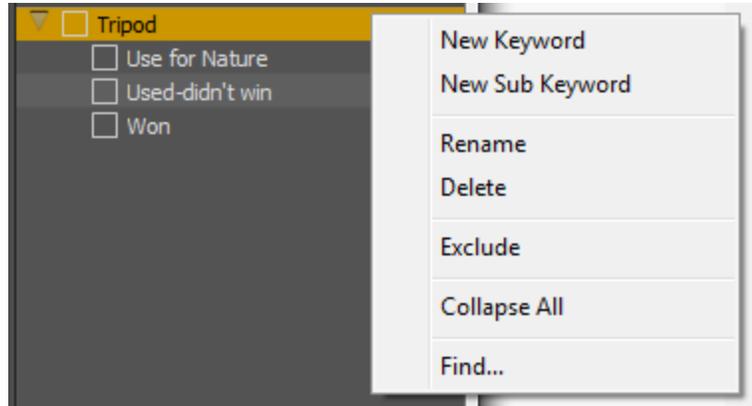
- Red (or Approved) means it “won a ribbon”
- Yellow (or Second) for “used, but didn’t win”
- Green (or To Do) for, “would like to use in competition”

Keywords

You can create keywords in Bridge and Lightroom and assign them to images

- Won
- Used-didn’t win
- Use for Nature

You can then assign those keywords to photos and later, search for them by keyword.



File Organization

Pick a location on your computer that you will remember, like My Pictures

Keeping all your photos within one folder structure makes them easier to find – e.g. My Pictures. You can have as many subfolders within My Pictures as you like.

Decide on a file structure that helps you find your files

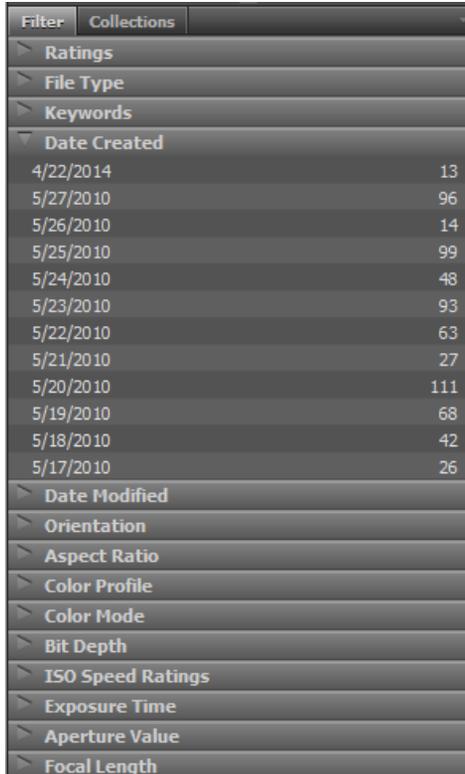
- Arrange your photos by a category that helps you remember the event, such as:
 - By subject or
 - By location or
 - By event, etc.
- Organizing by date is risky because will you remember in 2 years what you took pictures of in Oct 2013? If you need to find photos by date, Bridge and Lightroom can do that for you anyway, whenever you want. In Bridge use the Filter Panel and in Lightroom use the Filter Bar (View > Show Filter Bar and select filters in the upper right)

Filters in Lightroom:

Keyword	Count	Camera	Count	Date	Count	Label	Count
All (All Cameras)	17	All (All Cameras)	1819	All (All Dates)	1819	All (All Labels)	1819
Alligator	15	Canon EOS 5D Mark II	345	2002	154	Green	41
Amish	203	Canon EOS 40D	308	2004	85	Red	31
Antelope	49	Canon EOS-1D Mark III	532	February	46	Yellow	2
Apples	11	Canon PowerShot SD450	7	July	19	No Label	1755
Architecture	1819	DMC-TS3	1	2005	158		
Artist's Drive	33	iPhone 6 Plus	13	2006	84		

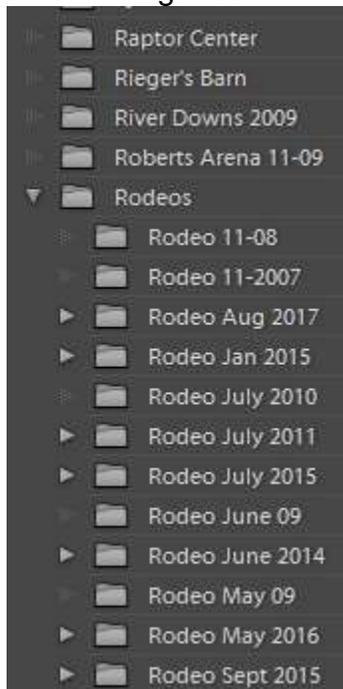
Filters in Bridge:

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Filter	Collections
▶ Ratings	
▶ File Type	
▶ Keywords	
▶ Date Created	
4/22/2014	13
5/27/2010	96
5/26/2010	14
5/25/2010	99
5/24/2010	48
5/23/2010	93
5/22/2010	63
5/21/2010	27
5/20/2010	111
5/19/2010	68
5/18/2010	42
5/17/2010	26
▶ Date Modified	
▶ Orientation	
▶ Aspect Ratio	
▶ Color Profile	
▶ Color Mode	
▶ Bit Depth	
▶ ISO Speed Ratings	
▶ Exposure Time	
▶ Aperture Value	
▶ Focal Length	

Folders view in Lightroom:



Might want to group similar events

When you create a folder in Bridge or Lightroom, it creates a folder on your hard drive by that name

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Rename your files to something meaningful – If you move a copy of the file to another folder or Lightroom collection, you'll know where to find the original.

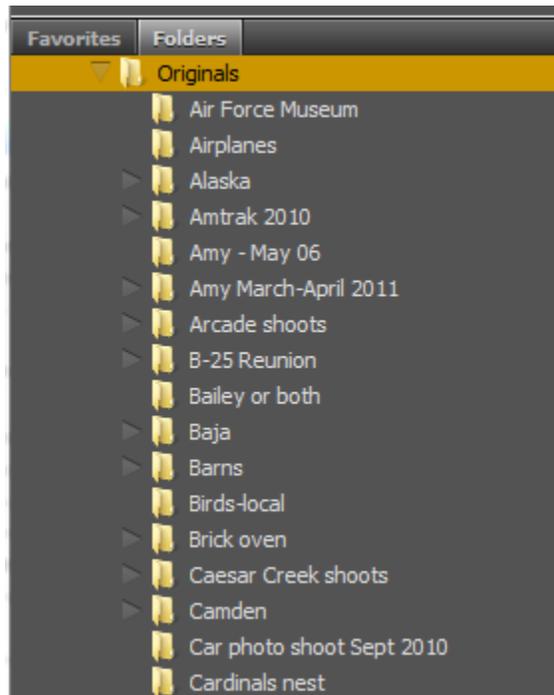
If you use Bridge, you can create new folders and rearrange images using Bridge or by using your computer's file explorer.

If you are using Lightroom, do all of your image rearranging in Lightroom. This will keep you from confusing Lightroom on the location of your images. The same is true for Elements Organizer.

In Bridge, making use of the Favorites tab makes finding images quicker and easier

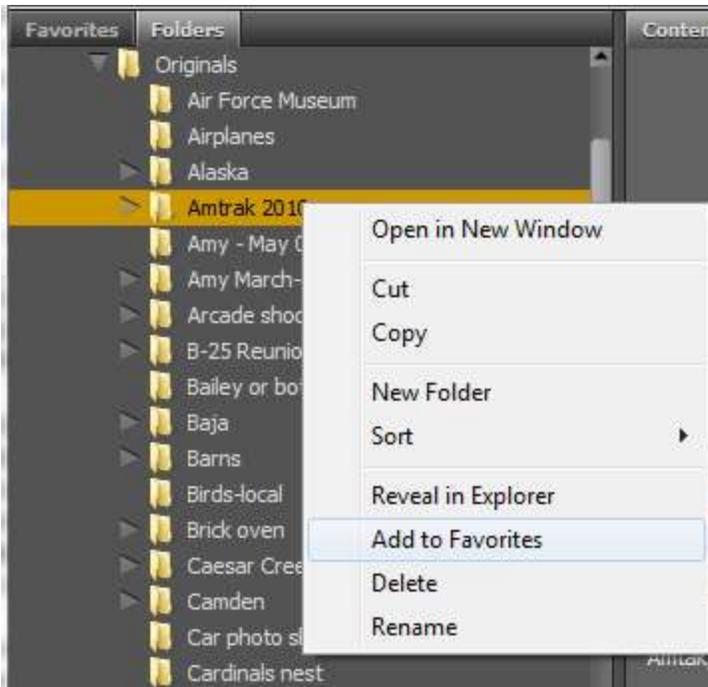


To add folders to the Favorites tab, first select the Folders tab. It will look like this:



Then right click on a folder you want to add to the Favorites and select Add to Favorites:

Tracking your Winning Photos



You already have thousands of photos and no organization. Now what?

- Reorganizing your files can seem like too much work but it is well worth the effort in the long run
- Start by moving all your photo folders into one master folder, like My Pictures.
Note: moving any files and folders that Lightroom is aware of, should really be done from within Lightroom. That way Lightroom can keep track of their new location. The same is true for Elements Organizer.
- Rename your folders by something meaningful as mentioned on page 1
 - Right click on a folder and select Rename
- Just the steps above should help a lot. If you have time, it would help to rename the files too. (F2 will bring up the rename dialogue) Keep in mind, if you have made copies of any of these files the names of the copies will no longer match the name of the originals.

Advanced organization

Assign Keywords to photos

- Keywords allow for searching by subjects that span across folders. e.g. Bridges
- To be useful, it requires adding keywords to all your existing photos and to all future photos
- You could then create Smart Collections with any keyword(s) in Bridge. (In Lightroom once you assign keywords, you wouldn't need collections for keywords unless you wanted multiple keywords in a collection)

Rate your photos

- You can rate your photos with one to five stars

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- Create your own definitions for each rating, such as, 1 star = good, 2 stars=great, come back to later, 3 stars = make a print NOW!, etc.
- This allows searching by “ratings” which narrows down your search
- To rate your photos in Bridge, select the photo and you will see five small dots under the photo. For one star, click on the first dot. For two stars, click on the second dot, and so on. In Lightroom, select the photo and press the number 1 for one star, 2 for two stars, etc.
- If you want to change the rating later, in Bridge, click in the empty space next to the stars to set the rating to zero or click on a different star. In Lightroom type in a different number or use the number 0 to remove the star rating.

Consider your backup procedures when deciding on a file structure

- The best backup method is automated, incremental backup. Allway Sync is free for monthly backups and only \$26 for unlimited backups. They also have cloud storage options
- If you don't have automated backup software you might want to only backup the files you have changed. To make that easier, you could put your changed files in folders separate from your originals.