Digital Image Workflow

All imaging systems consist of three (3) distinct steps… ***Capture, Process*** & ***Output***

In Digital Photography, the 3 steps of the Digital Imaging Workflow are:

<u>image</u> Capture [*i*C]
This is the step where we acquire the digital image, either with a digital camera or scanner, and prepare it for the <u>processing</u>.

<u>image</u> Process [*i*P]
In this step we use software to enhance and profile our captured digital image for <u>output</u>.

<u>image</u> Output [*i*O]
This step is where we prepare our processed digital image for output to the desired medium (resize, sharpen, color manageS, etc.)

= =

*<u>Below is a detailed progression of steps used in the **image Capture** [iC] phase</u>...*

1. *<u>Acquire</u>* images with digital camera *(make sure the camera time/date properly set!)*

2. *<u>Ingest</u>*[1] digital camera images into your system
   a) **Transfer** and **Rename** from flash cards (or field storage device) to PC
   b) **Check integrity** of Transferred & Renamed files.
   c) **Enter Copyright** info in to your files Metadata
   d) **Duplicate Files** (magnetic Back Up #1)
   e) **Erase files** on flash card(s) or field storage device

3. *<u>Archive</u>* Original Shoot *[Optical Storage]*
   a) Archive original files to CDs/DVDs (in duplicate?)

4. *<u>Review</u>* digital images:
   a) Rank, Adjust Camera Raw Settings & Add Metadata in Adobe Bridge

5. *<u>Catalog</u>* Digital Images using Photo Database software

---

[1] "Ingesting" or "Ingestion" is the term used for bringing your digital images into your computer environment. Although every one has their own method, if analyzed, the steps for the "Ingestion workflow" are probably very common. The following two pages are my step-by-step progression of the "Ingestion Workflow" – one for *JPG files* the other for *Camera Raw files*. Adopt or modify these as you see fit. The intent is to raise awareness of how we "Ingesting" our digital images. An efficient "Ingestion Workflow" is essential to your successful storage, retrieval and efficient production of your digital photos… is all starts here!

Ingesting
Camera JPG Files

1. *Acquire* images with camera in .JPG file format *(make sure the camera's time & date is set properly!)*

2. *Ingest* camera .JPG images in to your system
    a) **Transfer** and **Rename** camera JPG files from flash cards (or field storage device) to PC
        1   Select the source files location the folder where the files exist.
        2   Select files to Transfer & Rename
        3   "Right mouse click" and select "Batch Rename"… *(you will see this menu)* [1]
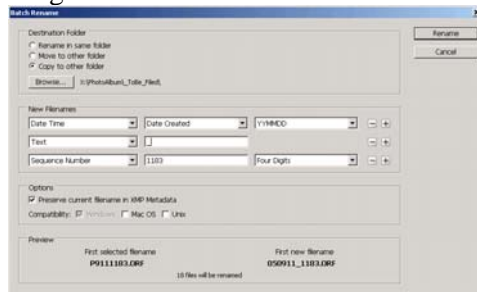
        Select:
        ➢ "Destination Folder" = "Copy to other folder"
        ➢ "New Filenames": *(this assumes your camera date was set properly)*
            a) + Date Time: Date Created: YYMMDD *(opt. YYYYMMDD)*
            b) + Text: "_" *(underscore)*
            c) + Sequence Number: ####*: Four Digits
                (* can start new sequence numbering or enter last 4 numbers of 1st file)
        ➢ "Options"… check off "Preserve current filename"
        ➢ Click "Rename" to start file transfer & Renaming
    b) **Check integrity** of Transferred & Renamed files.
    c) **Enter Copyright** info in to your files Metadata
    d) **Duplicate Files** (magnetic Back Up #1)
    e) **Erase files** on flash card(s) or field storage device

3. *Archive* Original Shoot *[Optical Storage]*
    • Archive original files to CDs/DVDs (in duplicate?)

4. *Review* digital images: .... *(see "4. Digital Lightbox Review using Adobe Bridge")*
    • Rank, Adjust Camera Raw Settings & Add Metadata in Adobe Bridge

5. *Catalog* using Photo Database software

    Note:
        *Backup to 2nd magnetic disk drive often during steps 4&5...how often is dictated by your fear of
        lost data! I used SynchroMagic software (Windows platform) to "Mirror" file redundancy.*

---

[1] These settings are "Sticky" which means they will maintain the last settings used.

Ingesting
Camera RAW Files

1. _Acquire_ images with camera in RAW file format[1] *(make sure the camera's time & date is set properly!)*

2. _Ingest_ camera Raw images in to your system *
   a) **Transfer** Camera Raw files from flash cards *(or field storage device)*; **Convert** to DNG [2] file format on your PC and **Rename** files to personal naming convention
      - *if you shoot **only Raw files**:*
        see: [**2a. Transfer, Convert & Rename camera RAW files - Using DNG Converter 3.2**]

      - *if you shoot save a Jpg file when capturing you Camera Raw images:*
        see: [**2b. Transfer, Rename & Convert camera RAW files - Using Adobe Bridge 1.0.2**]

   b) **Check integrity** of Transferred, Converted: & Renamed files.
   c) **Enter Copyright** info in to the Metadata of the DNG (or .XMP) file…
   d) **Duplicate Files** (magnetic Back Up #1)
   e) **Erase files** on flash card(s) or field storage device

3. _Archive_ Original Shoot *[Optical Storage]*
   - Archive original files to CDs/DVDs (in duplicate?)

4. _Review_ digital images: ....*(see "**4. Digital Lightbox Review" using Adobe Bridge"**)*
   - Rank, Adjust Camera Raw Settings & Add Metadata in Adobe Bridge

5. _Catalog_ using Photo Database software

   Note:
   Backup to 2nd magnetic disk drive often during steps 4&5…how often is dictated by your fear of lost data! I used SynchroMagic software (Windows platform) to "Mirror" file redundancy.

   *Future
   Currently, this is a 2-step process. This will be done in 1 step when Adobe incorporates the ability to "Convert to DNG" in their Bridge's "Batch Renaming" function and/or adding "Renaming to date created" and "preserving original filename" to their DNG Converter Program. The request is in and should be in a future upgrade.

---

[1] When using Adobe's Bridge in the default "Auto adjust" mode and CS2's "Image processor" capabilities, saving a ".jpg" file with your Raw file is optional.

[2] Converting to DNG file format has many benefits: it is more robust (has the ability to hold more info) than your camera Raw file. It has the ability to store cropping info, keywords, ranking, etc. without the need of a second "XMP" sidecar file to hold this info. Not to mention the obvious problems having two files needed for one image. These two files, the RAW and .XMP files, MUST be moved in tandem or all your metadata info and RAW processing instructions will be lost!