

DIGITAL WORKFLOW CHECKLIST

Before you Photograph

Place your name and Copyright info into camera metadata
Verify the camera's date and time accurate
Check that **File Numbering** is set for **Continuous**
Format all Compact Flash cards in camera prior to use.
Shoot RAW unless a decision is made to shoot another way
Use highest quality JPEG unless you have a specific reason to shoot otherwise
Example : web use only

Check and recheck camera settings

ISO Setting – Optimize ISO minimize noise
File Quality Setting (Set to RAW+JPEG and JPEG quality set)
+ / – Exposure Compensation – ZERO OUT to start with
set Auto White balance
Camera Mode – Usually set to MANUAL (A. AP, TV)
Lens – Auto Focus or Manual Focus
Optimize your exposure settings for each subject. Check your Histogram

DURING SHOOT

Use GretagMacbeth Color Checker whenever possible
Adjust White Balance for Illumination
Do not reuse CF cards until Downloaded and Backed Up

DOWNLOADING AND BACKUP

Create a Folder on the Desktop
DOWNLOAD images to this Folder
BACKUP images to another destination Portable Drive
After ingesting Flash cards to destination folder(s)
Launch Adobe Bridge
DOUBLE CHECK that all DOWNLOADS were successful

METADATA ADDITIONS AND FILE RENAMING

As necessary, ADD/CHANGE appropriate Metadata for Images in Bridge
CAREFULLY RENAME FILES DO NOT CHANGE EXTENSION
Rename files using suggested procedure

CATALOG AND EDITING

Use **Adobe Bridge** for primary image editing and labeling
First edit, label keeper with 1 star
Second edit, label **BEST** images with 3 stars

CAMERA RAW AND BRIDGE WORKFLOW

USE **BRIDGE AND CAMERA RAW** to:
Applying settings to groups of images for later Camera Raw processing
Use BRIDGE and CAMERA RAW (ACR) for Batch Processing.