

Digital Photography “Workflows”

May 2022

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(Visit our webpages <https://u3asites.org.uk/hillingdon/page/61662>)

Introduction

- This presentation takes a *brief* look at the subject of “**Workflows**” in digital photography.
- What does this term “**Workflow**” mean?
 - -> To “methodically & efficiently take / store / process / “distribute” shots without missing/losing anything critical at the time, **OR later on!**
- OTOH, this is a suggested overall approach rather than an in-depth look at any specific aspects (*most of which have been previously addressed & discussed anyway*).
- Nevertheless, there are *at least* 2 areas where we would like volunteers to share their own experience with other members

The “Beginning”

Before leaving home/doing a project at home!:

- Check manufacturers’ latest firmware is installed
- Take sample shots to check the unit is working!]
- Lean how to adjust camera/lens/phone /tablet to:
 - -> familiarity with “buttons”/adjustments for “preferred” results
(*e.g. macro, flash control, lightening/darkening images, “vivid” images, aperture /shutter/zoom settings - & RAW/jpeg file formats if available*)
 - Specifically for phones /tablets: check Apple Store (*iphone /iPad*) or Google Playstore (*Android phones/tablets*) for “better” /more versatile camera Apps.
 - & thus “get the most” out of it, subject to any limitations!
- Ensure batteries **& the spares** are fully charged
- Ensure SD cards **& the spares** are formatted

Prepare for the “Location” (Outdoor or Indoor)

- If appropriate take clothing/footwear, food/drinks/sunscreen & *maybe sunscreen, umbrellas, seats??*
- If appropriate allow travelling (& recovery!) time!
- If time slots are booked or there are time-specific aspects, arrive well in advance.
- Understand/identify layouts, shooting spots, intended shots (*site maps/event schedules are useful!*),
- Adjust camera / App settings as appropriate
-> e.g.: use “local lighting” to enhance shots - especially morning/afternoon/ impressive skies, artificial lighting etc
- See previous presentations
(e.g., [“Macrophotography”](#), [“Event Photography”](#), [“Watery Worlds”](#))

ASAP after Taking your shots

- Check you got the intended shots
- Check for “unintended consequences”
(e.g., heads cut off, bad lighting, objects intruding into pictures, etc.)
- If not satisfactory, & if possible, “try again”!
- *Maybe* delete blank / accidental/“awful” images to avoid later confusion/disappointment

Transferring image files to a computer (&/or via “the cloud”) for “processing”

- Identify **your** “best methods” for file transfer
(e.g., “directly”, cable, WiFi, email (some cameras), the cloud” etc.)
- If “directly”, insert the SD Card directly into the computer, possibly using a USB card reader
(NB: cable connection transfers are slow!)
- If using installed image capture/editing s/w, understand how it works & **where** it stores files
If via “the cloud”, then know “which cloud”
(e.g., iDrive, OneDrive, Google Photos, Amazon Photos, etc.)
& how to transfer images “up” & down to the PC
- **Don’t** delete originals till transferred files verified!

BEFORE doing “ANYTHING ELSE”,

Backup original photo files to EXTERNAL storage!

- **“Must do”** - or risk losing stuff for many reasons!
- Various methods exist – **using 2+** strongly advised!
- **“Local storage”** – see: [Local & On-line storage](#), [“Computer Backups”](#), [“Identify Your USB Storage”](#) (also search online)
- **“Cloud Storage” Libraries** – some F.o.C, some are not:
 - **F.o.C:** e.g., Apple [“iDrive”](#), MS [“OneDrive”](#), [“Amazon Photos”](#) [“Google Photos & Albums”](#) [pCloud](#), – but limited storage space?
 - **F.o.C online photo-printing sites:** (e.g., [Snapfish](#), [Loxley Colour](#), [Jessops Photo](#), [Bonusprint](#), [Photobox](#)) - limited space?
 - **Free for limited files/expensive for many** (e.g. [“Dropbox”](#), [“Flickr”](#))

Editing on a PC -

Storing images for use in Photo Editing Apps

- Copying files into File Folders with a defined “Folder hierarchy” is preferable
- The ISO date format Folder Hierarchy (“*year-month-date*”) is probably the easiest & best (*i.e. “Date - general title”, e.g., “2021-04-22 – “Ruislip Lido”*)
- *OTOH*, copying into an editing App’s photo libraries is NOT generally recommended
 - *if libraries are later corrupted, shots may be unretrievable!*

(Re)Naming Image Files

- Understand how to rename files on the device!
- Use a “standardized” convention to rename shots
(e.g., *from* “imd_3547.jpg” *to* “YYYY-MM-DD -3547-Ruislip lido.jpg”)
- Maybe use a “batch processing” App to auto-number large numbers of files at the same time
(See online for methods, e.g., for [Win 10](#) or Apple [iOS](#))
- NB: However, ***AFTER editing***, maybe rename images again to reflect the subjects?
(e.g., “Swans over Ruislip Lido”)

Using Photo Editing Apps - General

- Far too many options to explore in detail today!
- If unsure search online or ask for advice
- “Experiment” to see what an App can /can’t do and whether you can understand how it works
(->set plenty of time aside - it probably won’t be quick or easy!)
- Decide if that suits your needs - or do you need something “better” / more versatile?

Editing on a PC/MAC/Phone/Tablet:

Choosing & Using Photo Editing Apps – Pt 1

- Windows & Mac PC default Operating Systems (“OS”) include basic photo editing Apps.
 - Win 10/11 include the “**MS Photo**” App
(*& sometimes “**Paint**”, especially on “upgraded” PCs*)
 - Macs have the “**Photos.app**” App
- Many (most?) digital camera brands have “free” included /downloadable image processing s/w.
- Phone/tablet camera installations include “basic” editing - more on Apple Store & Google Playstore
- Be careful about Apps from “unknown” internet sites due to malware (i.e. probably ***don’t*** do it!)

Editing on a PC/MAC/Phone/Tablet:

Choosing & Using Photo Editing Apps – Pt 2

- Free/low cost downloadable Apps for PCs & MACs
(e.g., :“[FastStone Image Viewer](#)” (Windows only), [GIMP](#), [XnView](#), [IrfanView](#), etc. - more info on [Pentaxforums website](#) & elsewhere)
- Moderate cost (£50-£80/less) single-payment Apps
(e.g., [PhotoShop Elements](#), [Affinity Photo](#))
- Subscription Apps but can be expensive longterm!
(e.g., “[Adobe Creative Cloud](#)”/”Adobe CC”)
- Tablets & Phones: Image editing is resource-hungry
-> needs very good h/w like Surface Pro/iPad, for which special versions of Adobe CC /Affinity exist.
- More advice Editing App advice to be found here
[reports/presentations](#) (e.g., “[Simple Photo Editing](#)”)

Editing on Phones & Tablets & Editing “online”

- Unfortunately we/I have little current or useful experience with these to pass on to you! ☹
- Anyone who willing and able to give relevant short presentations will be most welcome!
-> please demonstrate them & your experience with the appropriate s/w – particularly w.r.t. image editing!

Editing – Basic tips for editing on ANY device

- Low contrast, “flat” lighting & “wrong colours”
-> *improve with App controls for “Contrast”, etc.*
- If detail is lost in overblown highlights/ shadows
-> use App “Highlight”, “Shadow”, “Contrast” controls
- Remove/disguise “distractions”,
-> *crop edges, clone out unwelcome objects, Poor perspective (esp. “converging verticals”) ruins shots!*
-> *correctable in **some** Apps (but then even more cropping!)*
- **ALWAYS** give edited files **new** names to avoid overwriting original files!
-> **ALWAYS** use “Save As” & **NEVER** simply “Save”!

Images for the web, Prints, PowerPoint, Impress, etc.

Some recommendations for different uses:

- **Web** - keep to <1 Mb, aspect ratio 3:2 if possible
except for (at least) Google Photos which uses [18:11](#) !!!
- **Prints** - 300 dpi recommended for A5, A4
- **Scanned documents** - 150 dpi is OK for PDF
- **PowerPoint/Impress/etc.**, - typically not “HD”
 - Use standard & fairly simple slide layouts
 - (Generally) centralise photos on contrasting backgrounds
 - Clear Fonts & sizes (*e.g. 54pt, 36pt, 18pt – but “opinions differ”!*)

Backing up Final processed images

- You don't want to lose and waste all that editing and processing time & effort, do you?
- Thus, back-up the new files to same/similar locations as the original image files
- HOWEVER, ensure you know **where** it all is
 - ***AND “which is which”!***

Exporting/transferring images & large file images

- Email – “Attach”, *but* **NOT** “Insert”, files to emails.
Send multiple files in groups of <10 (*e.g.*, 1-10, 11-20, 21-30, *etc.*) – see “[Attaching Photos to emails](#)”
- Big files - send via subscription-based websites but which have “free” versions for low-volume use:
 - mailbigfile.com - <https://www.mailbigfile.com/>
 - WeTransfer - <https://wetransfer.com/> files up to <2GB
 - Dropbox - <https://www.dropbox.com/individual>
OK, but “complicated” for file transfers!
- Sharing -> use “Cloud Storage” already mentioned
- & “Social Media” platforms, of course!

- And so that's all from me for today, Folks 😊

- ***And so it's time for your questions***

- *(and, no doubt, your sarky comments! 😏)*