


## GENERAL INPUT WORKFLOW

### COMPUTER : TURN ON & LOG IN

turn on the computer

the Power Button is on the back of the screen, on the bottom left

don't ever turn these computers OFF with the power button

use the [SHUT DOWN...] command in the  Apple menu (top left)

or hit the [CTRL] and [EJECT] buttons simultaneously

login using your own individual TU ID and password


this will open your own personal Desktop

you can create folders and no one else will have access to them

*no Internet access or E-mail during class, please*

log out when you are finished working

protect your files and the computers in general

use the [LOG OUT...] command in the  Apple menu (top left)

or hit [CMD] [SHIFT] Q

### CREATE STORAGE FOLDERS

create your own work folder

create a new *semester work* folder

[CMD] [SHIFT] N

name it *firstname\_lastname\_S10*

create another new folder inside the new *semester work* folder

[CMD] [SHIFT] N

name it *lastname\_shotDate\_S10*

create a third new folder inside your work folder

name it *yourName\_Crit1*

### PICTURE FILE TYPES

Your camera may have one of several file types:

Compressed files:

JPEG is the old standard, but it is a lossy format and not recommended

Raw files:

DNG is Adobe's general Raw file format

NEF is the Nikon Raw file format

CR2 is the Canon Raw file format

These may or may not be readable by the TUCC computers

If your files are not readable, or not viewable,

you should convert them to the Adobe DNG format

Adobe Bridge gives you the option to convert when importing

XMP files are sometimes next to the Raw files

these hold any information if the Raw files have been opened and altered

They should be kept with the Raw files

## GENERAL INPUT WORKFLOW, loading pix

### LOAD PIX into COMPUTER

directly from Camera

attach camera to computer

use USB cable

turn camera on

make sure you have plenty of battery life  
or connect power supply

run Bridge

use FILE> GET PHOTOS FROM CAMERA...

Photo Downloader application will run

Source: will be your camera

Import Settings:

Location: browse to find your *shots* folder on your Desktop

Create Subfolder(s): as you like

Rename files: do not rename files

Options:

Open Adobe Bridge

Convert to DNG if you have a specific camera type

Advanced Dialog button:

Allow the selection of individual photos

*Suggestion:* download them all and edit on the computer

from Memory Card Reader

put card into reader and connect to computer

an icon will appear on the Desktop

**DOUBLE-CLICK** it to open

position the windows on the desktop

so both the camera folder and your *shots* folder are visible

copy the pix from the camera folder to the *shots* folder

select all [CMD] A

or just drag the folder

drag to your new Work Folder

when moving file from one disk to another, copies are made

when moving file on the same computer, files will be moved

to make a copy of a file or folder

hold the [OPT] key while dragging

with Image Capture application

attach camera to computer

run Image Capture application

browse to find destination *work* folder

hit [OKAY] to transfer all files, or select specific files for transfer

## GENERAL INPUT WORKFLOW, selection & backup

### SELECT PHOTOS for PROCESSING

run Bridge

click on the **FOLDERS** tab

find your *yourName\_Crit1* folder inside your *work* folder

MacintoshHD> Users> Art Student> Desktop> TEMP> *yourName\_S10*

select the best pix

**CLICK** to select 1 pic

**[CMD] CLICK** to select several non-adjacent pix

**[SHIFT] CLICK** to select a range of pix

drag the selected pix into the Crit1 folder

**[OPT] DRAG** to make a copy of each photo

click on the actual picture, not just the area surrounding it

continue to collect all the best pictures for Crit 1

collect at least 20 pix for each crit

from which you will edit down to make 10 killer prints

remember, you will also need 2 self portraits

**DOUBLE-CLICK** to open any picture in Photoshop

### BACKUP to MEMORY STICK

copy the *yourName\_Crit1* folder onto your Memory Stick for safe keeping

this will be your transportable working folder

you can work on these files in the Tech Center or at Home

eject the disk before disconnecting it from the computer **[CMD] E**

or –

**RIGHT-CLICK> EJECT DISK**

After you have selected all you working photos for the critique, or after the critique is finished, **please delete all of your unprocessed picture files from the computers.** Back them all up to DVD first, however. (*see below*) Disk space is somewhat limited so do not clog up all the memory of the school computer. You are not the only one using that machine.

## GENERAL INPUT WORKFLOW, DVD backup

### BACKUP to DVD

When you have collected enough photos, around 4GB, you should copy the whole group onto a recordable DVD-R. This should happen regularly.

You should absolutely **remove all camera files from the computer the class after the crit.** If you are shooting onto a 4GB memory card, you should back up **each time** you move pictures to the computer.

insert a blank DVD-R into the computer  
the disk drive is on the right side edge of the computer  
an icon will appear on the screen (in a minute)  
2xClick to open the DVD window  
copy the files to the disk drive  
[OPT] drag the files to the DVD window  
make sure the **green plus sign** is visible  
if the file icons have small arrows in the bottom left corner  
you have only made an ALIAS, and are not burning the real files  
hit the **BURN** button  
define the name of the disk  
burn at 4x speed, not the maximum  
  
when finished take the DVD to another computer  
make sure the files are there readable

Delete all the pix on the original computer.  
select all the picture files in the folder [CMD] A  
trash the files [CMD] [DELETE]  
empty the trash [CMD] [SHIFT] [DELETE]

This is important for several reasons:  
to prevent the loss of your pictures, ie. for backup  
to clear the disk space for future storage

PROCESS all SELECTED PIX into KILLER B&W PHOTOS  
next class...