


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] [SHFT] Q

DESKTOP USE

Use Keyboard commands whenever possible

new window [CMD] N

move a file drag

copy a file [OPT] drag

rename a file click once on name to select,
click again slowly to highlight name,
type new name or edit

trash a file click once to select, [CMD] [DELETE]

empty the trash [CMD] [SHIFT] [DELETE]

switch between apps [CMD] [TAB]

switch backwards [CMD] [SHIFT] [TAB]

hide other apps [CMD] [OPT] H

okay in any dialog box hit [ENTER] or [RETURN]

open a file DOUBLE-CLICK on its name or icon

Use the Dock to select applications

the dock will pop up when the cursor moves to bottom of screen

click on an icon to run the app

GENERAL COMMANDS

Mac [CMD] = PC [CTRL]

[RETURN] = clicking on the default button (in blue)

DOUBLE-CLICK = selecting and hitting the default button

EDITING BASICS

Bottom Left Keys

[CMD] Z = undo

[CMD] X = cut

[CMD] C = copy

[CMD] V = paste

[CMD] N = new

Top Left Keys

[CMD] Q = quit

[CMD] W = close window

[CMD] E = eject disk or memory stick

Top Right Keys

[CMD] O = open

[CMD] P = print (but not for photos)

GENERAL INPUT WORKFLOW, importing

IMPORTING PICTURES into COMPUTER

run Adobe BRIDGE

set up the screen for best workflow

click on the **ESSENTIALS** button in the top right of the screen

place the **CONTENT** window into the top center, and enlarge

reduce the size of the **PREVIEW** window and place it on the bottom left

keep the **FOLDERS** window in the top left

connect storage device

import directly from Camera

attach camera to computer

use *your* USB cable

plug into the USB extension cable,

not the back of the computer

turn camera on

make sure there is plenty of battery life

or connect the power supply

import from Memory Card Reader

put memory card into card reader and connect to computer

upload pix

use **FILE> GET PHOTOS FROM CAMERA...**

Photo Downloader application will run

Source: the camera or memory card

Import Settings:

Location: browse to find your *Pictures* folder

Rename files: do not rename files

Options:

Open Adobe Bridge

Convert to DNG if you have a specific camera type

Advanced Dialog button:

This allows the selection of individual photos

Suggestion: download them all and edit on the computer

disconnect the storage device when finished importing

go to the Desktop

open a New Window

[CMD] N

locate the device in the window toolbar

click on the **EJECT** icon

[⏏]

or –

click on the camera or memory stick icon

RIGHT-CLICK> EJECT DISK, or –

hit **EJECT** keyboard command

[CMD] E

or –

drag the camera or memory stick icon to the **TRASH**

the **TRASH** icon in the **DOCK** will turn into an **EJECT** icon

GENERAL INPUT WORKFLOW, selection & organization

SELECT PHOTOS for PROCESSING

run Adobe BRIDGE

create a *crit1* folder

click on the *Pictures* folder in the Folders panel

create a new folder

[CMD] [SHIFT] N

name it *your_nameC1*

edit your shots

click on the **FOLDERS** tab

find your *shotDate* folder inside your *Pictures* folder

MacintoshHD> Users> Art Student> Pictures> *shotDate* (*yymmdd*)

select the best pix

CLICK to select 1 photo

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

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

drag the selected photos 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 photos

remember, you will also need 2 self portraits

DOUBLE-CLICK any picture to open it in Photoshop

Edit & Organize

add Keywords

examine the collection of photographs selected for each crit

find similarities

invent terms to describe these attributes

assign these keywords to the photos as appropriate

create Keywords

open the **KEYWORDS** panel (in the lower right)

create keywords and sub keywords from the drop down menu

click on the top right corner menu button

assign Keywords

select one or many photos in the content window

click in the checkbox of any keyword to be assigned

sort by Keywords (later)

open the **FILTERS** panel (in the lower left)

open the **KEYWORDS** tab

click on any keywords and only photos that have that keyword

will be shown in the Content window

GENERAL INPUT WORKFLOW, DVD backup

BACKUP to MEMORY STICK

copy the *your_nameC1* 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.

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, i.e. for backup
to clear the disk space for future storage

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