

Intro to Digital Photography
 MPPH-301-01
 MassArt - Spring 2019
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DIGITAL WORKFLOW 1: FROM CAMERA TO LIGHTROOM

OFFLOADING IMAGES (FINDER) AND SORTING (ADOBE BRIDGE)

1. Offload the images from your memory card using the Finder and a simple drag-and-drop system. Remember that **⌘-N** (command+N) creates a new finder window. Always put your images from each offload into a *single bfolder* inside “Assignments,” such as “01-DoF.” Do not subdivide your images by date.
2. Once all images have been copied over to their new home, use the finder window to eject your card .
3. Open Adobe Bridge and navigate to the folder where you just put your images (usually **Your External Drive → Intro to Digital Photo → Assignments → The folder for that weeks assignment (such as “01_DoF” or “02_Motion”)**).
4. Make a “first pass” of your images. I use this initial pass to give a 1-star rating to anything that I want to get rid of completely (unusable files). Use **⌘-#** (command+1 in this case) to apply a rating in the *Bridge Filmstrip view*.

***NOTE:** You can simply use the number itself (no command key) if you’re in the *full-screen slideshow view*. **⌘-L** gets you into the slideshow view, the **spacebar** key pauses the slideshow so that you can arrow through on your own, and **ESC** gets you out of the slideshow view.

5. After your first pass, *view only your 1-star images using the star drop-down filter or the Filters panel*. Make sure that you really want to remove all of these images. Hit **⌘-A** (Select all), right-click in the image area of any selected thumbnail, and choose “Move To Trash.”
6. Clear your filters so that you’re looking at all of your images again. Note how many images are in this week’s folder by checking the number at the bottom left corner of the Bridge interface. You’re now ready to import to Lightroom.

IMPORTING IMAGES TO LIGHTROOM

1. Open the Lightroom catalog (.lrcat) that you made for the course, and make sure that you are in the Library Module.
2. **Click the *IMPORT* button** on the bottom left. If you don't see it, it's probably because you're not in the Library module. Clicking this button will bring up the IMPORT DIALOG BOX.
3. **Select a source on the left.** Start by closing up drives that you're not using (like Macintosh HD). You can both close and expand any item on that list by single-clicking the dark gray triangle to the left of any drive/folder name (Arrow facing right means closed; arrow facing down means open). Your source should be **YOUR EXTERNAL DRIVE → COURSE FOLDER → ASSIGNMENTS → FOLDER CONTAINING THIS WEEK'S IMAGES**. Single-click this week's folder.
4. This will bring up a thumbnail grid of your images for this week. On the bottom left of the Import Dialog Box, you will see the number of images contained here. It should match the number you saw previously in Bridge.
5. **At the top center of the Import Dialog Box, choose "Add"** (Make sure that this is the option highlighted in white). As noted, this will add these photos to your catalog without moving them. It will simply bring them into Lightroom, keeping them at their current location.
6. On the top right, make sure the destination chosen is **"TO: My Catalog."**
7. Under "File Handling" on the right, set the "Build Previews" drop-down to **"Standard"** and make sure the box that says **"Don't Import Suspected Duplicates"** is checked.
8. Close the loop by clicking "IMPORT" on the bottom right.
9. Now you're ready to start rating and processing your images in Lightroom. We'll use the **LIBRARY** module to rate images and the **DEVELOP** module to process.