

# 10 STEPS

## Digital Workflow

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The trick to managing your digital images from start to finish is to have an efficient workflow. Here's our simple solution:

### STEP 1 TAKE YOUR DIGITAL CAMERA IMAGE

Your digital camera image is captured by the camera sensor and saved in either the JPEG or RAW format on the camera's memory card.

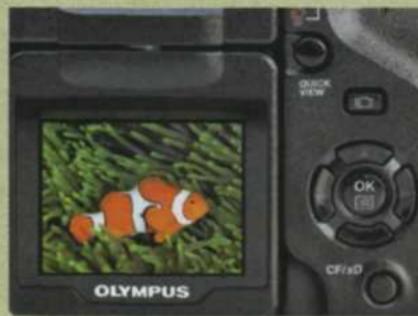
### STEP 2 TRANSFER IMAGES FROM THE MEMORY CARD

The digital camera image is transferred from the memory card to your computer hard disk, a portable hard disk or a CD or DVD writer via a cardreader or communications cable.

### STEP 3 DUPLICATE AND ARCHIVE ORIGINAL FILES

At the first opportunity, make a duplicate of the original digital camera file and save it to a CD or DVD. Once you have your images archived twice – once to the hard disk and once to CD or DVD –

then you can erase the images from the memory card and take more pictures.





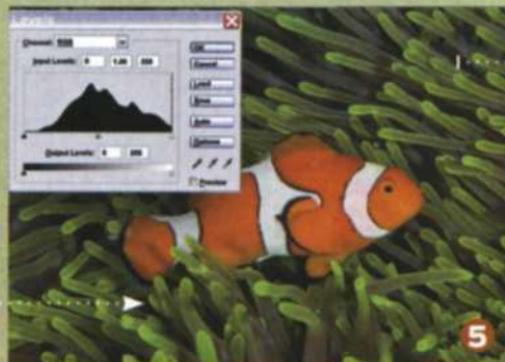
#### **STEP 4a OPEN RAW FILE IN A RAW FILE EDITOR**

If you took your digital images in the RAW format, open them in a camera RAW file editor such as Adobe Camera RAW or Nikon Capture.



#### **STEP 4b OPEN JPEG FILE IN AN IMAGE EDITOR**

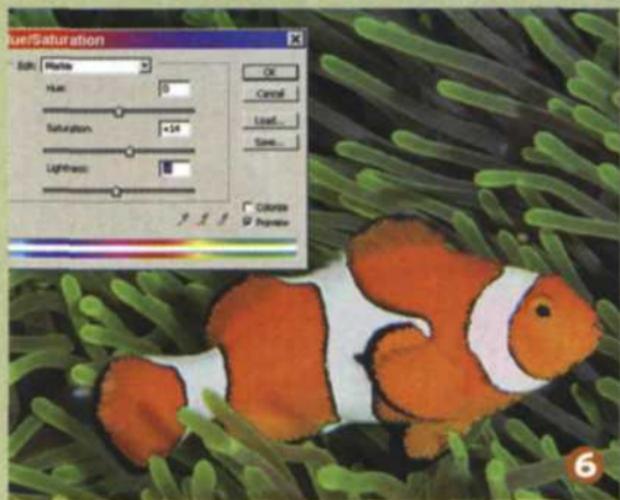
If you saved your images in the JPEG format, open them in an image editing program like Adobe Photoshop or Adobe Elements.



#### **STEP 5 MAKE GLOBAL CORRECTIONS**

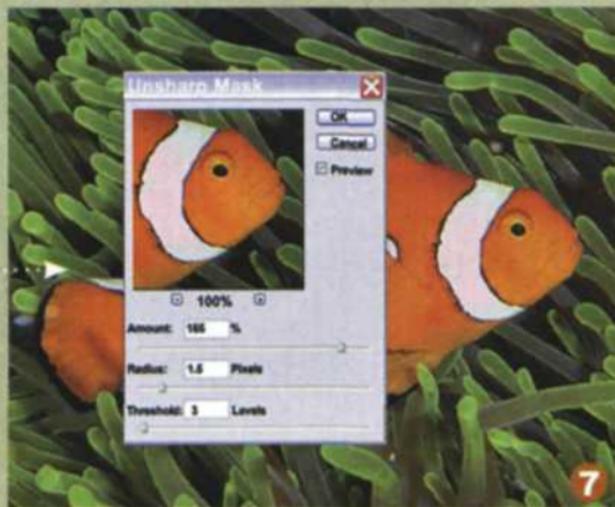
Global corrections such as color balance, contrast, saturation, cropping and Gamma are made to the image, and then the image is saved as an Adobe PSD

file. By saving it as a PSD file, you no longer are making your adjustments on the original.



### STEP 6 MAKE SELECTIVE CORRECTIONS

Selection tools and brushes are used to modify specific sections of the digital image. Once



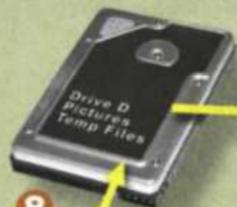
your selection has been made, you then adjust the exposure of your selection and use the clone tool to eliminate backscatter particles.

### STEP 7 SHARPEN THE IMAGE

One method for sharpening your images is to first save the edited PSD file, then sharpen the file and save it as a new PSD file. A more advanced method involves the use of layers. Add a copy of the base layer and sharpen it separately, so that it can be blended with the base layer for maximum control.

### STEP 8 SAVE YOUR FINAL EDITING

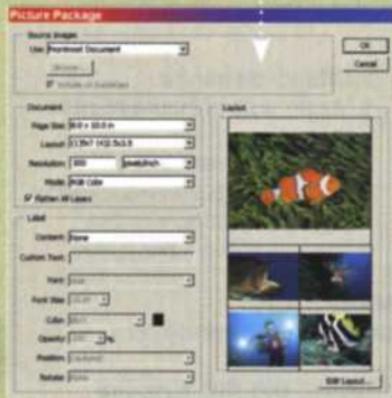
Save your final edited PSD file including a letter extension indicating you have finished your editing. For example, dsc0070



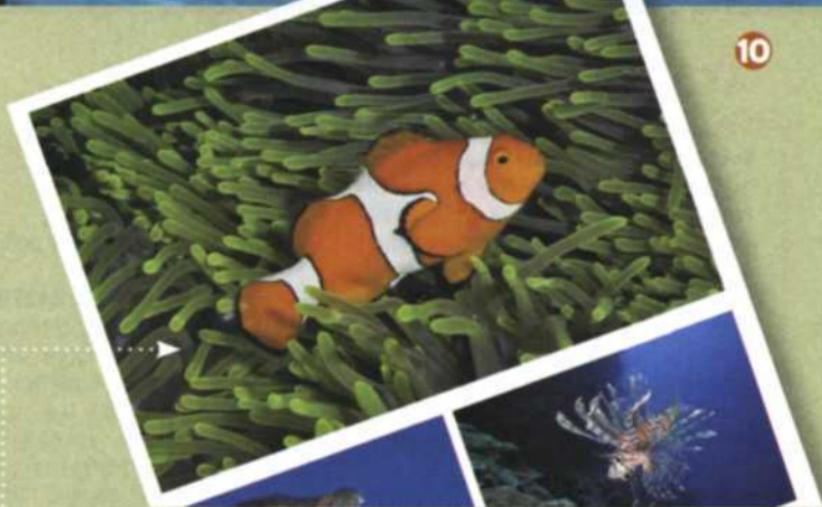
DSC0070.PSD



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.jpg (original) > dsc0070.psd (edited file) > dsc0070F.psd (final edit). Then archive and save a copy of this final file to CD or DVD.

### STEP 9 PRINT YOUR FILE

This is where you reap the rewards

of your efforts. You can now send the file to your printer and make enlargements or e-mail a copy to your friends and family.

### STEP 10 SUBMIT YOUR IMAGE TO A PHOTO CONTEST

If you plan on submitting your

image to a photo contest or for a magazine article, you may want to consider flattening all the layers and renaming the image. You will want to flatten the image so that no one can see your editing efforts, and rename the file to avoid any file-name confusion.

Digital cameras make it easy to enjoy taking pictures. You can see the results instantly and know with confidence that you got the shot. Now that you better understand the digital workflow process, it's time to go out and enjoy taking pictures.