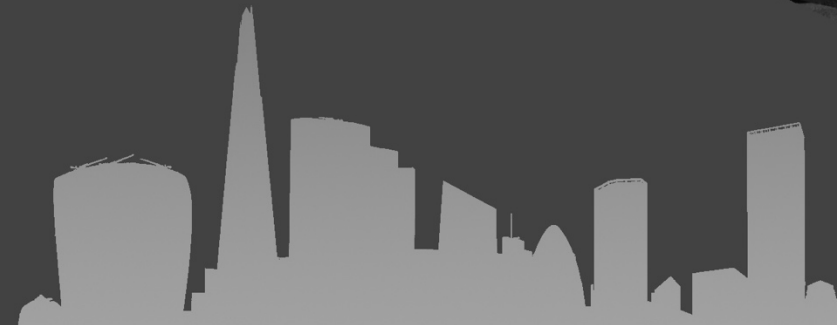
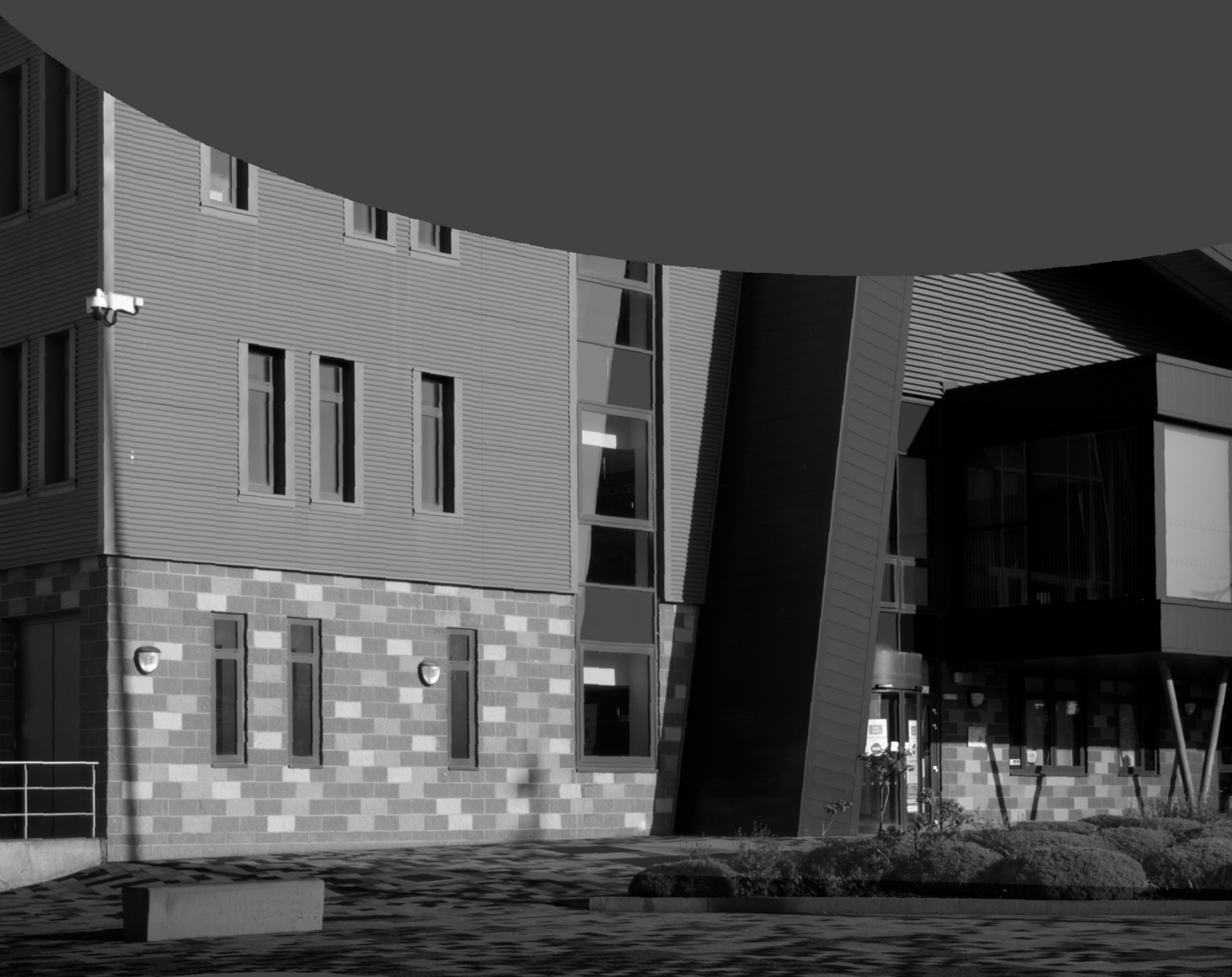


Image Management Workflow



Jim Scott Photography

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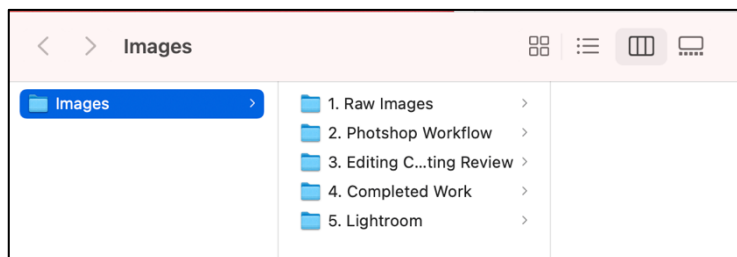
Introduction

This workflow guide is a process that can be utilised to manage images from import through to the storage of the final and can be adapted to user requirements. The workflow process is managed utilising Adobe Lightroom Classic and Adobe Bridge to facilitate image processing within Adobe Photoshop or within Adobe Lightroom Classic. The guide does not cover how to process images as this is a wide-ranging subject and is relative to individual taste and photography genre.

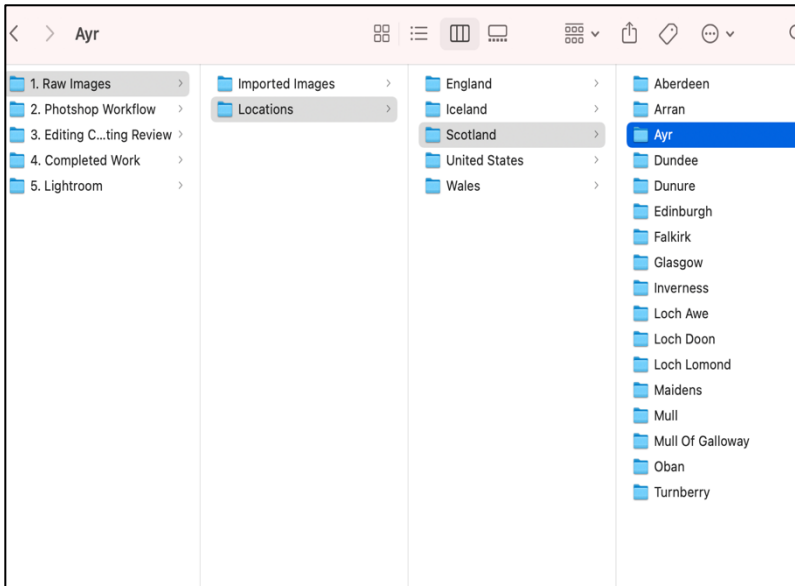
Initial Setup

On the drive where the images are to be stored, create a new folder, and name this folder **Images**. Within this new folder create additional sub-folders and name these....

1. **Raw Images** (*this is the main repository for all raw images*)
2. **Photoshop Workflow** (*This is where the raw images are exported to from Lightroom and subsequently processed when using Photoshop*)
3. **Editing Complete Awaiting Review** (*This is where images processed in Photoshop are moved to and 'cool down' pending a review prior to being stored in their final location*)
4. **Completed Work** (*This is where all images processed in Photoshop are moved to following a final review and will be stored for any future access*)
5. **Lightroom** (*This folder contains the Lightroom catalogue, and any subsequent back-ups made of the catalogue*)



*** if images are only going to be processed in Lightroom, then there will be no requirement to create the **Photoshop Workflow, Editing Complete Awaiting Review and Completed Work** folders, therefore only **Raw Images** and **Lightroom** folders will need to be created and don't need to be numbered.*



Within folder **1. Raw Images** create two additional sub-folders and name these folders...

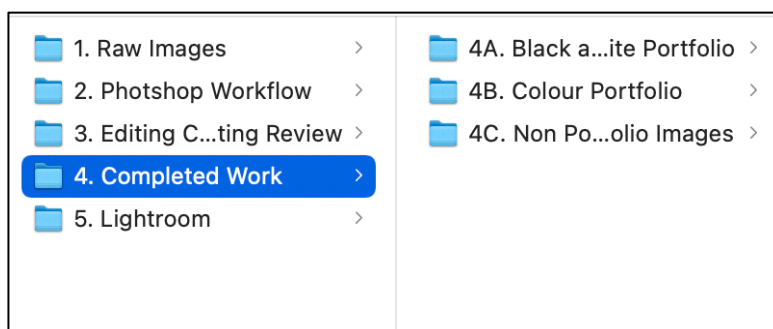
Imported Images (*this is where the raw images are initially imported to when being copied from a source pending their movement to a specified location*)

Locations (*this where images will be physically located after being moved following their import*)

The folder **2. Photoshop Workflow** is where images will be processed when using Photoshop. It is recommended that once an image has been exported from Lightroom separate folders are created within **2. Photoshop Workflow** to contain the Raw image and any versions of images created within Photoshop. This also will assist in moving the completed work to the **3. Editing Complete Awaiting Review** folder and then subsequently to the **4. Completed Work** folder (*this will be explained later in the workflow section of this guidance document*)

Within folder **4. Completed Work** create 3 sub-folders (*you can create any number of sub-folders and name them accordingly*) and named these folders...

- 4C. Black and White Portfolio** (*this where the best black and white images are kept when editing and review are complete following processing in Photoshop*)
- 4B. Colour Portfolio** (*this where the best colour images are kept when editing and review are complete following processing in Photoshop*)
- 4C. Non Portfolio Images** (*this is all other images are kept when editing and review is complete following processing in Photoshop*)



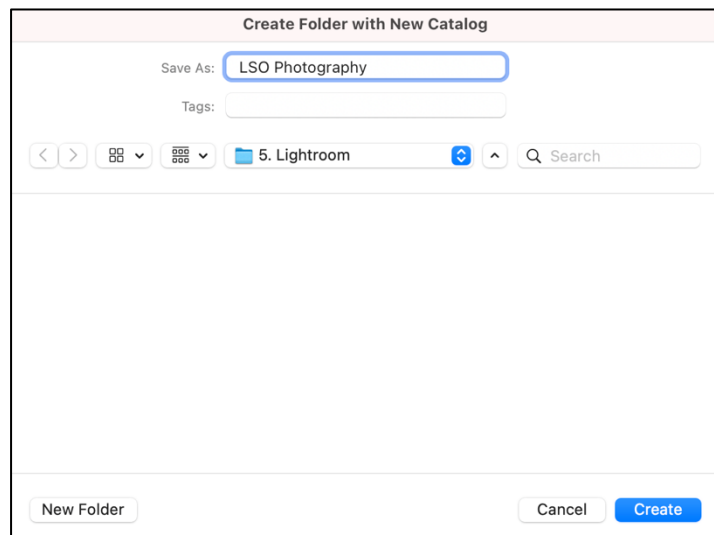
Lightroom Setup

Now the initial storage hierarchy has been set up, the next part of the image management workflow involves setting up Lightroom to receive and manage images.

Creating a Lightroom Catalogue

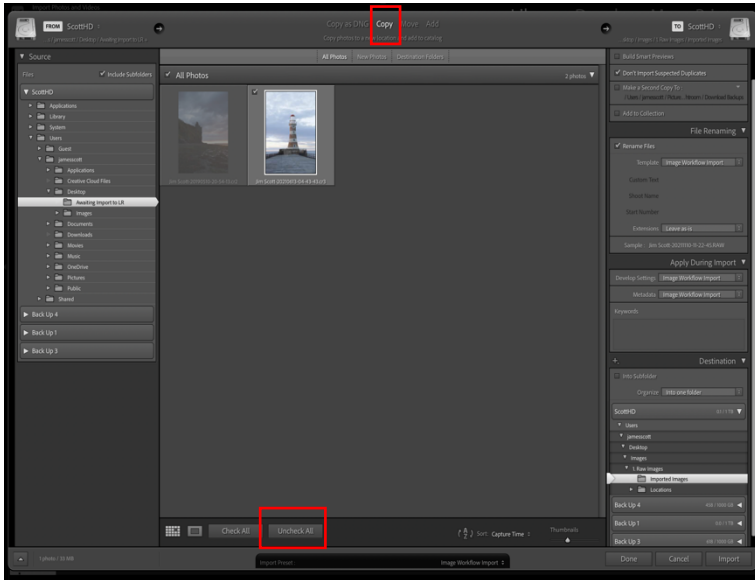
Start off by opening Lightroom and creating a new catalogue by going to the drop-down menu at top of the Lightroom screen and going to **FILE>NEW CATALOG**

Name your catalogue accordingly within the **Save As** field box and then navigate to the location on your storage drive where you created the folder **5. Lightroom** and then click on the **Create** button. Lightroom will then take a moment to set up a new workspace and the necessary files within the folder **5. Lightroom**

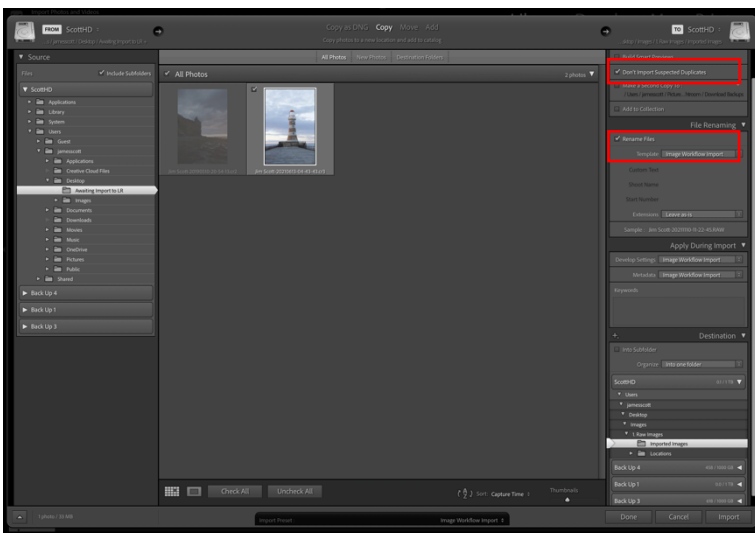


Creating an Import Preset

With the lightroom catalogue now created, it is now time to begin to customise Lightroom to enable the image management workflow to be utilised. The process will begin when images are imported into Lightroom. It is therefore important that the import process is undertaken the same way each time Raw images are imported into the Lightroom catalogue. Whilst this process can be done manually, using a customised Import Preset which will automatically carry out pre-defined actions will control what happens to the image when it is initially imported into Lightroom.



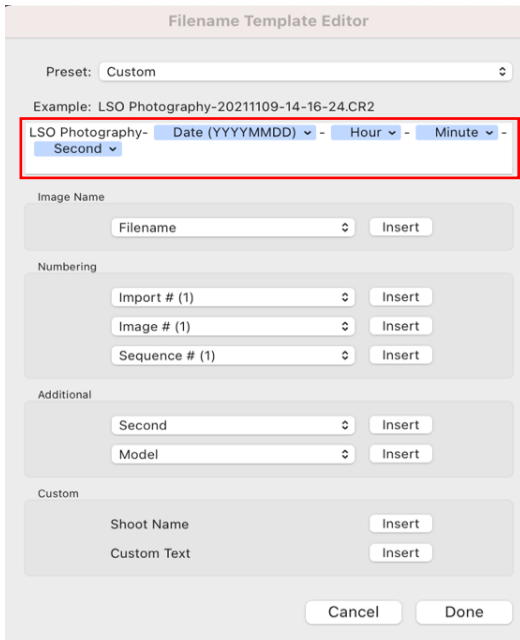
To create a preset, select the Library Module and click on the Import button and navigate to the source which contains the images to be imported. Click on the **Uncheck All** button at the bottom of the then select **Copy** from the options at the top of the screen and select a single image from the source where the images are being imported from.



In the File Handling panel, select **Standard** from the Build Previews drop down menu and tick the **Don't Import Suspected Duplicates** box

In the File Renaming Panel, tick the **Rename Files** box.

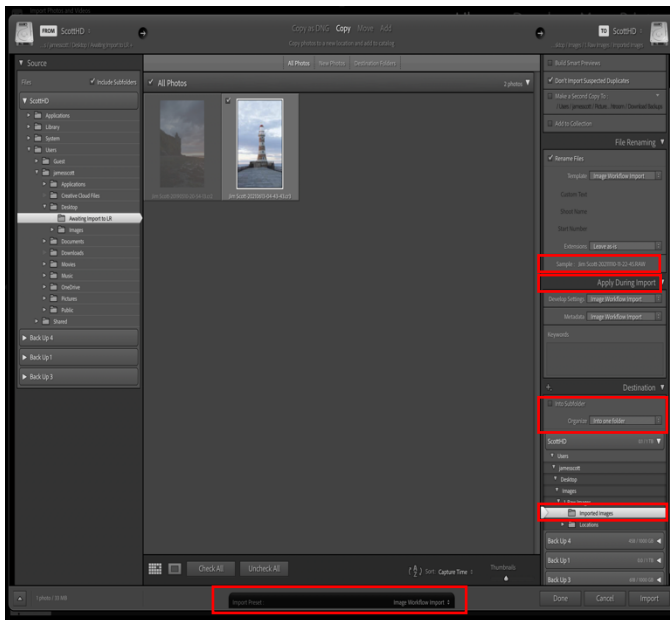
In the **Template** drop down menu, select **Edit**.



Decide on a naming convention for your image files and then use the field box to create the parameters. The example opposite begins by using a name specific to the user e.g., (LSO Photography)

The remainder of the naming convention can be created by clicking on the first drop-down menu in the **Addition** section. From here the Date, Hour, Minute and Second parameters can be added by clicking on them within the drop-down menu. Use a hyphen to separate the parameters. Above the field box an example of how the file name will appear with the selected parameters.

When the parameters have been inserted, go to the Preset drop-down menu and select **Save Current Settings as New Preset** and then in the pop-up field box name the preset **Image Workflow Import** then click on the Create button.



In the **Apply During Import** panel, ensure the Develop Settings drop-down menu is set to **None** (*will come back to this momentarily*).

Click on the Metadata drop-down menu and in Rating Section, select 1 Star. Add Copyright info as required. When the metadata information has been inserted, go to the Preset drop-down menu and select **Save Current Settings as New Preset** and then in the pop-up field box name the preset **Image Workflow Import** then click on the Create button.

Go to the Destinations panel and ensure the **Into Subfolder** is not ticked and the **Organize** drop-down menu is set to **Into one Folder**. Navigate to the location of the **Imported Images** folder and select this as the destination

Go to bottom of page and within the **Import Preset** drop down box, select **Save Current Settings as New Preset** and Save as **Image Workflow Import**.

With the single image selected, click on the **Import** button and then go to the **Develop Module**. In the Basic panel, select the image and set the **Profile** to **Adobe Neutral** and then set the **White Balance** to **As Shot**. Go to the Lens Corrections panel and ensure the **Remove Chromatic Aberration** and **Enable Profile Corrections** boxes are both ticked. Set the **Distortion** slider to **100** and the **Vignetting** slider to **50**. Within the **Detail** panel, ensure the **Sharpening** slider is set to **0** (*these settings can be changed later when it comes to edit the image*).

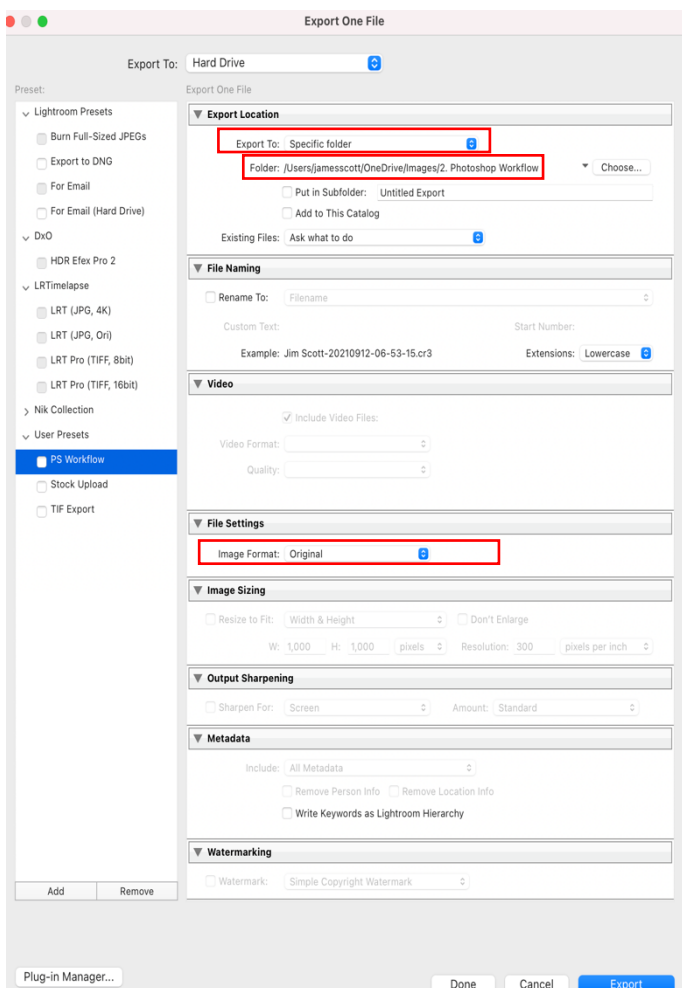
On left hand side of the **Develop** module workspace go to **Preset Panel** and create a new preset (click on the + icon) and name the preset **Image Workflow Import**. Uncheck all settings then recheck **Process Version**, **Lens Corrections**, **Sharpening** and **Calibration** boxes then click on **Create** button.

Go back to **Library Module** to import images. Select **New Photos** and go to **Apply During Import** panel and go to **Develop Settings** menu and select **User Presets > Image Workflow Import**. Go back to bottom of screen and click on the **Import Preset** drop down menu and select **Update Preset Image Workflow Import**.

Select and import images thereafter as required using the preset that has now been created for importing all images into Lightroom. To verify the created preset will be applied, the **File Renaming** and **Apply During Import** panels should now show **Image Workflow Import** in the respective drop-down menus and the **Import Preset** drop-down menu should also be displaying **Image Workflow Import**.

This preset will ensure that on import, the images will be placed into the **Imported Images** folder and will apply the same profile and white balance to the images and will also apply the previously specified lens corrections to the image and any requirements for sharpening or otherwise. Initial metadata information will also be added, and the image will be rated as 1 Star (this is to support the workflow process using smart collections which will be explained in the next section of this guidance document)

Creating an Export Preset



If an image is to be edited in Photoshop, it is possible to open Photoshop within Lightroom, edit the image then save it straight back into Lightroom. This workflow takes a different approach in that a copy of the RAW image is exported out of Lightroom and then edited within Photoshop and then a TIF version of the image is reimported back into Lightroom.

To support the workflow process to Photoshop an export preset within Lightroom can be created to ensure the same action is taken each time an image is to be exported.

From the menu bar across the top go to **File>Export**. In the pop-up dialogue box, go to the **Export Location** section and in the **Export To** drop-down menu, set this to **Specific Folder** and then click on the choose button and navigate to the folder **2. Photoshop Workflow**.

Go to the **File Settings** section and in the **Image Format** drop down menu, set this to **Original**.

Go to the **Preset** panel on the left-hand side and click on the **Add** button and in the pop-up dialogue box name the preset **PS Workflow** the click on the Create button to save the export preset.

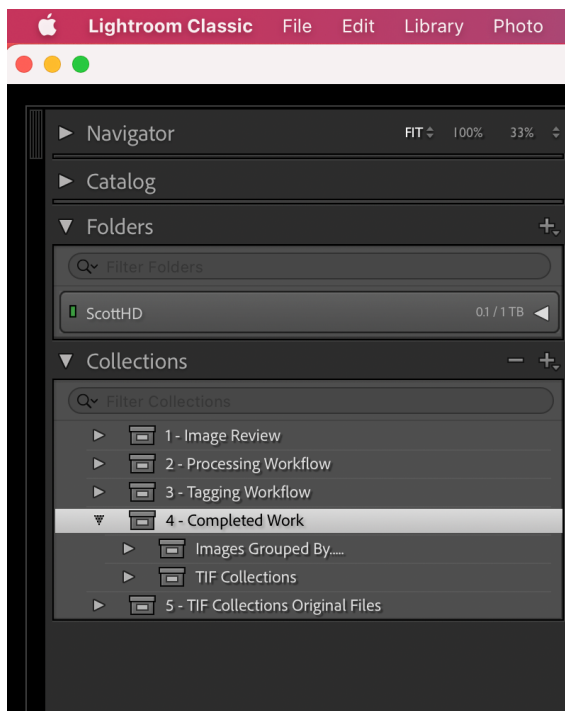
Creating Collection Sets for Processing & Tagging Workflow

Now the new catalogue and presets have been created, the next step is set up the Lightroom workflow using collection sets and smart collections. Movement through the workflow is managed using the image metadata through the use of flagging, ratings, colours and tagging using text (*this will be covered further on in this guide*).



Click and the Library Module tab at the top of the Lightroom workspace. Create 5 collection sets by clicking the + symbol on the right-hand side of the Collections panel and selecting **Create Collection Set** (make sure to untick the **Inside a Collection Set** box) and name these ...

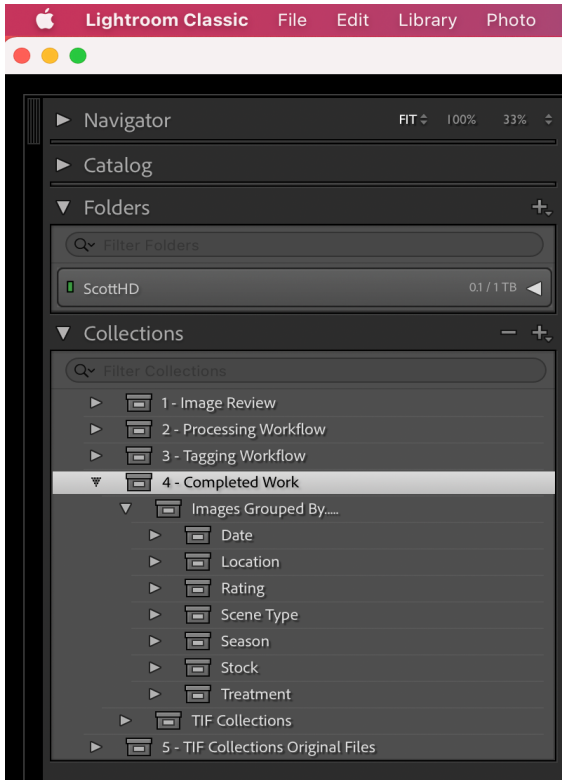
- 1 - Image Review**
- 2 - Processing Workflow**
- 3 - Tagging Workflow**
- 4 - Completed Work**
- 5 - TIF Collection Original Files**



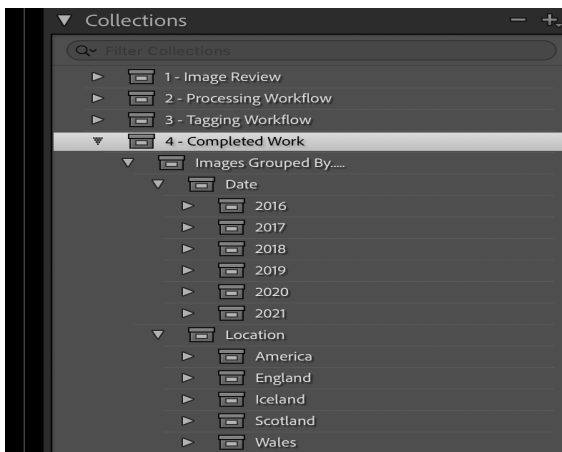
Right click mouse over **4 – Completed Work** and create 2 additional collection sets and name these...

Images Grouped By TIF Collections

****make sure to tick the **Inside a Collection Set** box when creating these collection sets ensuring the parameter displays **4 – Completed Work****



Additional collection sets can be added within the **Images Grouped By...** collection set, and these will contain smart collections to further refine the collection. The number of collection sets and the names of these sets will be user dependent. The key principle is the smart collections within the Completed Work collection sets will be populated using the metadata within each image which will be added during the images progressing through the workflow

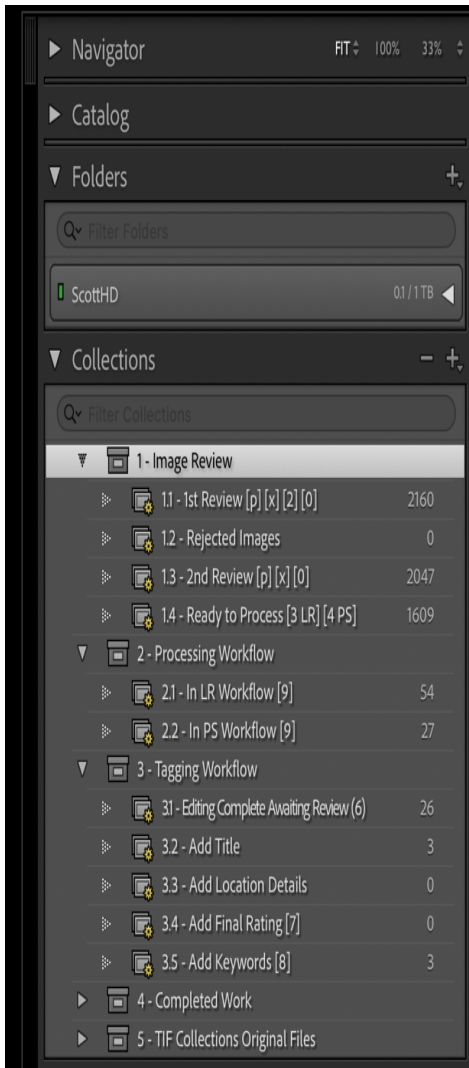


In the example opposite a final set of collection sets have been created to contain smart collections based on the date the image was taken and based on the location data entered during the tagging workflow and in this example the geographical locations.

use the same methodology to as previously described to create these additional collection sets ensuring to tick the **Inside a Collection Set box for the corresponding collection set

Creating Smart Collections for Processing & Tagging Workflow

With the Collection Sets created it is now time to create a series of smart collections within each of these Collection Sets as this will enable the status of each image to be tracked through the workflow starting at stage 1.1 and finishing it at stage 3.5



Right click mouse button on **1 – Image Review** and from the pop-up menu select **Create Smart Collection**. In the dialogue box name this smart collection

1.1 – 1st Review [p] [x] [2] [0] (the numbers and letters after the name represent keystrokes that will be used to move on from the stage in question and will be explained in the final section of this guidance document)

Ensure the box beside **Inside a Collection Set** is ticked and the location is set to **1 – Image Review**

Repeat the previous step and create the following Smart Collections within **1 – Image Review**

1.2 - Rejected Images

1.3 - 2nd Review [p] [x] [0]

1.4 - Ready to Process [3 LR] [4 PS]

Move on to Step 2 of the workflow and right click mouse button on **2 – Processing Workflow** and again select **Create Smart Collections** and name these smart collections

2.1 – In LR Workflow [9]

2.2 – In PS Workflow [9]

On this occasion ensure the box beside **Inside a Collection Set** is ticked and the location is set to **2 – Processing Workflow**

To complete the processing workflow stage, right click mouse button on **3 – Tagging Workflow** and once again select **Create Smart Collections** from the pop-up menu and name these smart collections, ensuring the location is set to **3 – Tagging Workflow**

3.1 – Awaiting Review

3.2 – Add Title

3.3 – Add Location Details

3.4 – Add Final Rating [7]

3.5 – Add Keywords [8]

**** if you wish to see the number of images that are within each stage of the workflow (smart collections) then in the menu bar at the top of the screen, go to the **Library** drop down menu and ensure **Show Photos in Sub-Folders** is active (ticked)**

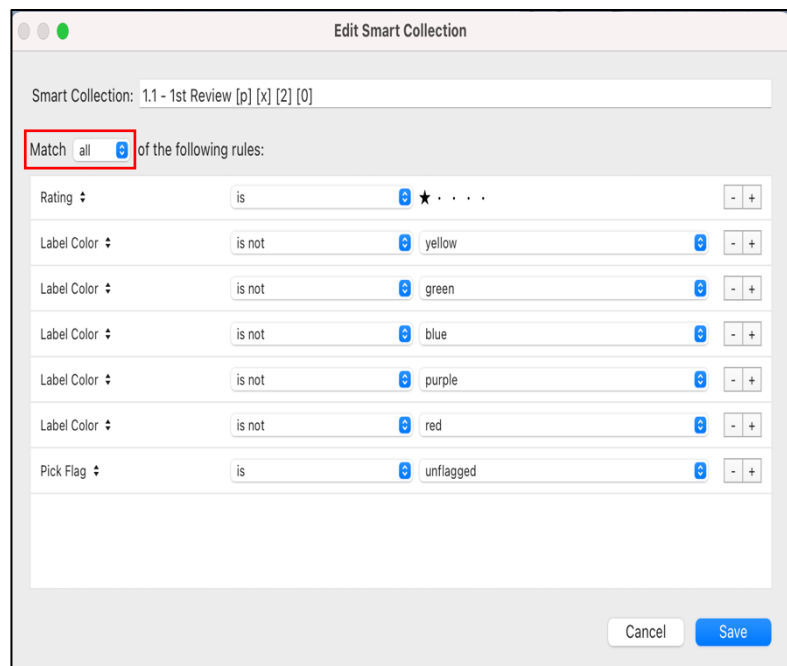
Creating Rules for Smart Collections for Processing & Tagging Workflow

With the workflow Collections and Smart Collections now created, to manage the images through the workflow, a set of rules for each Smart Collection now must be defined. These rules will contain a set of parameters and determine where in the workflow the image will be situated. It should be noted the actual image does not move each time there is a change in the workflow status. The smart collection is a virtual collection of the images and is a method to group images based on the prescribed smart collection rules. The movement workflow through the Smart Collections will be detailed in the final section of this guidance document.

Right click on smart collection **1.1 – 1st Review [p] [x] [2] [0]** and in the pop-up menu select **Edit Smart Collection**

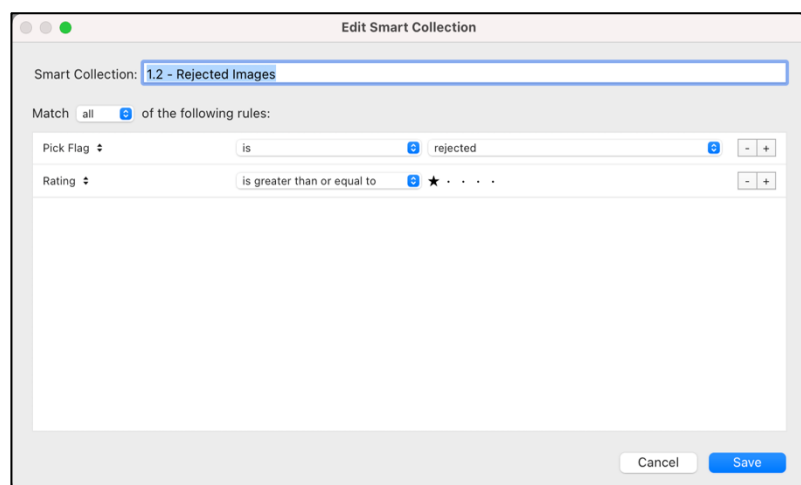
In the dialogue box ensure the instruction is set to Match **All** of the following rules

Create all the rules detailed exactly in the example opposite. To create a rule, use the + button on the right-hand side and use the up and down arrows on the left-hand side of each rule to change the rule type. When all rules are created click on the **Save** button.



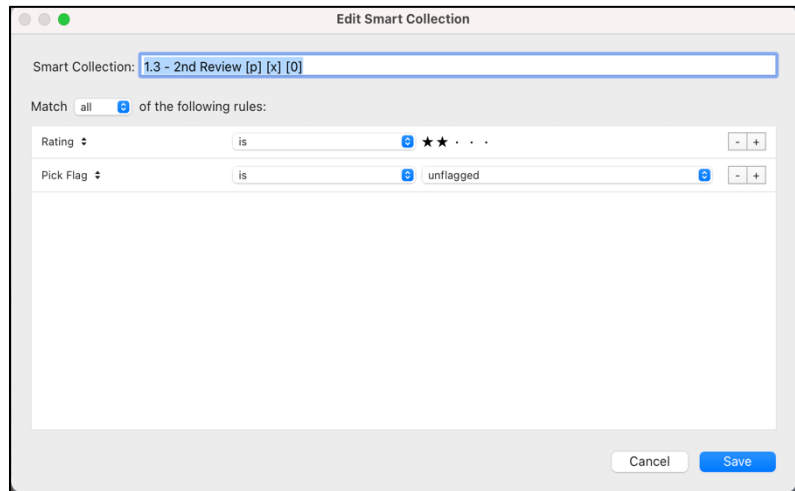
This smart collection is where images will be located following their import into the Lightroom catalogue awaiting review to be either processed, deleted from the storage device or to be transferred from Raw File library to the Raw File Archive

Right click on smart collection **1.2 – Rejected Images** and in the pop-up menu select **Edit Smart Collection** then create all the rules detailed exactly in the example opposite and then created click on the **Save** button



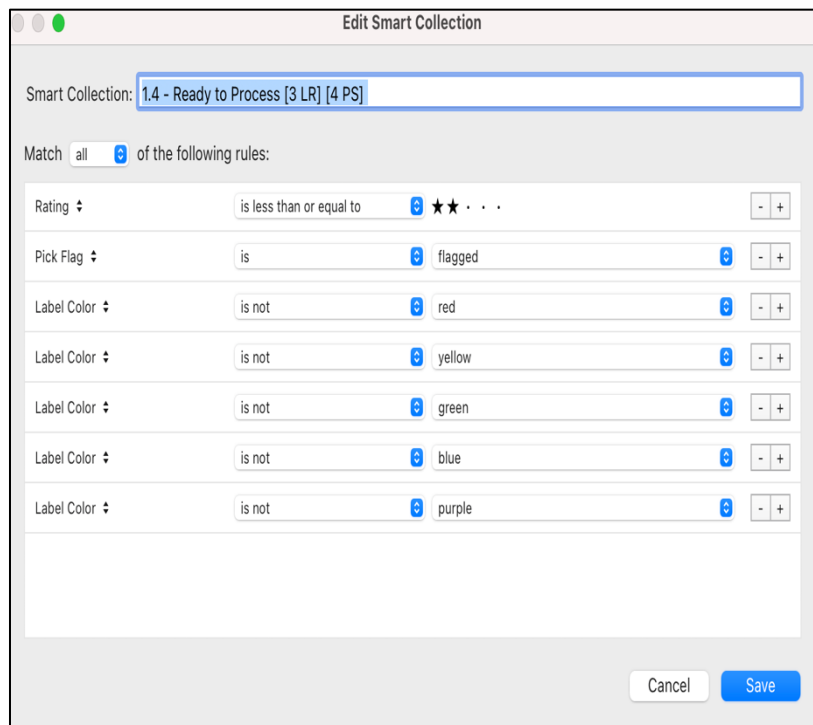
This smart collection is for images that been reviewed and then flagged for rejection and awaiting deletion

Right click on smart collection **1.3 – 2nd Review [p] [x] [0]** and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite and then created click on the **Save** button



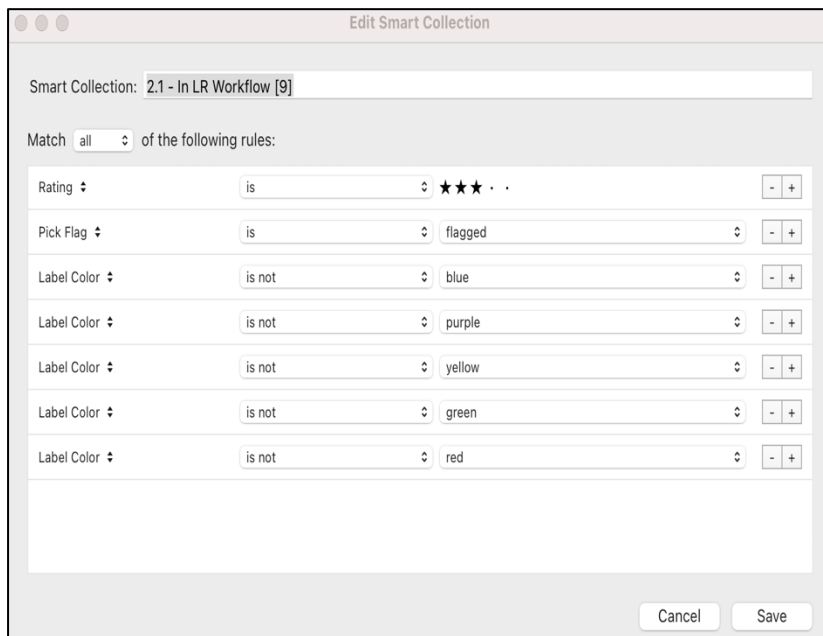
This smart collection is for images awaiting a 2nd review to be either processed, deleted from the storage device or to be transferred from Raw File library to the Raw File Archive

Right click on smart collection **1.4 – Ready to Process [3 LR] [4 PS]** and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite and then created click on the **Save** button



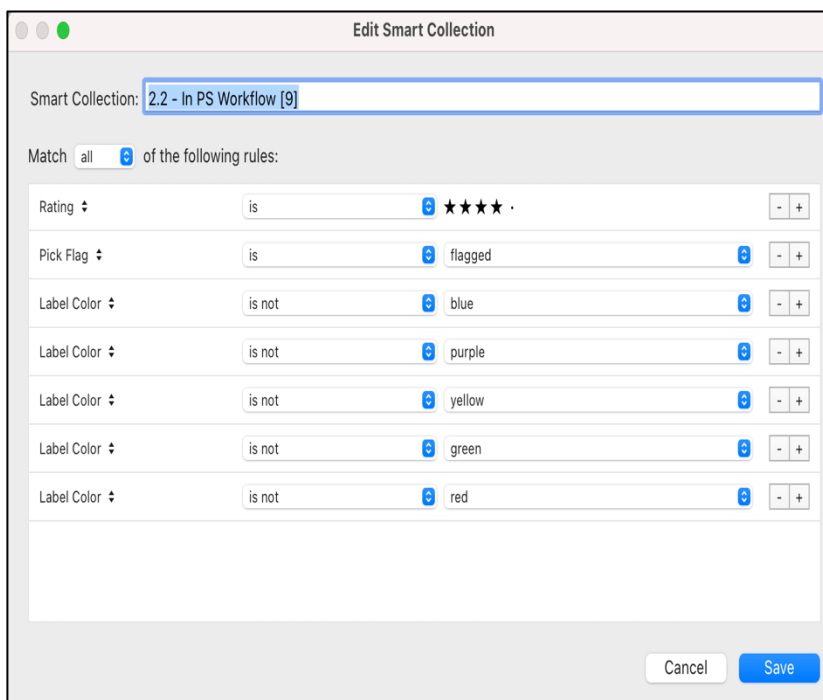
This smart collection is for images that have been reviewed and as a result will be processed in either Lightroom or Photoshop

Right click on smart collection **2.1 – In LR Workflow [9]** and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite and then created click on the **Save** button



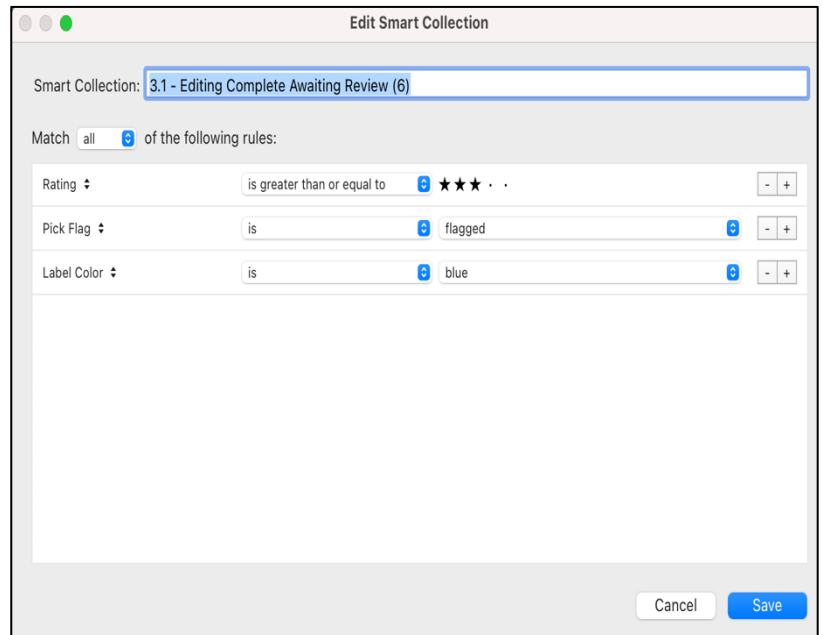
This smart collection is for images which will be processed only within Lightroom. (If you do not intend to use Lightroom for processing then there will be no need to create this smart collection)

Right click on smart collection **2.2 – In PS Workflow [9]** and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite and then created click on the **Save** button



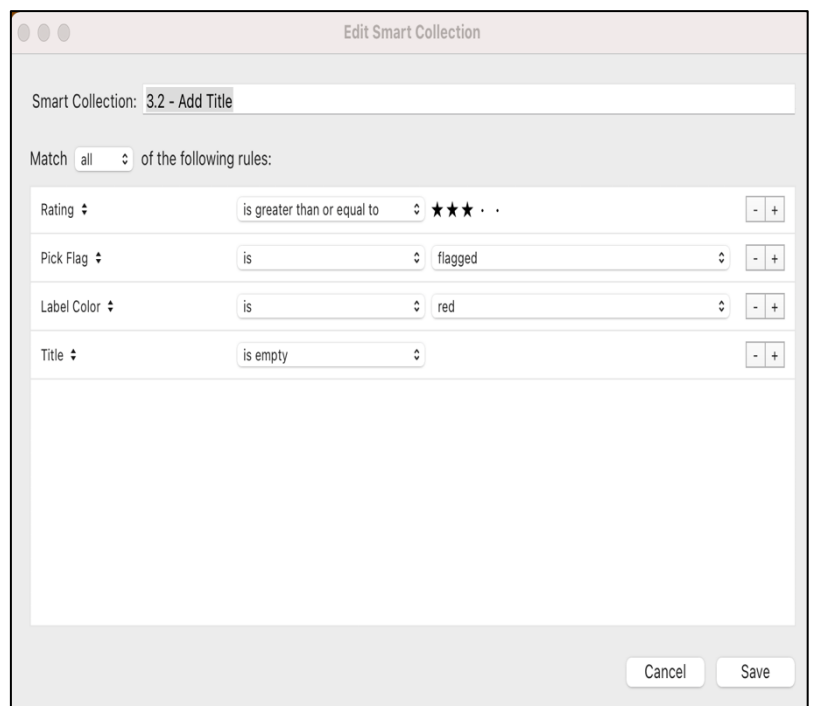
This smart collection is for images which will be processed within Photoshop. (If you do not intend to use Photoshop for processing then there will be no need to create this smart collection)

Right click on smart collection **3.1 – Editing Complete Awaiting Review [6]** and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite and then created click on the **Save** button



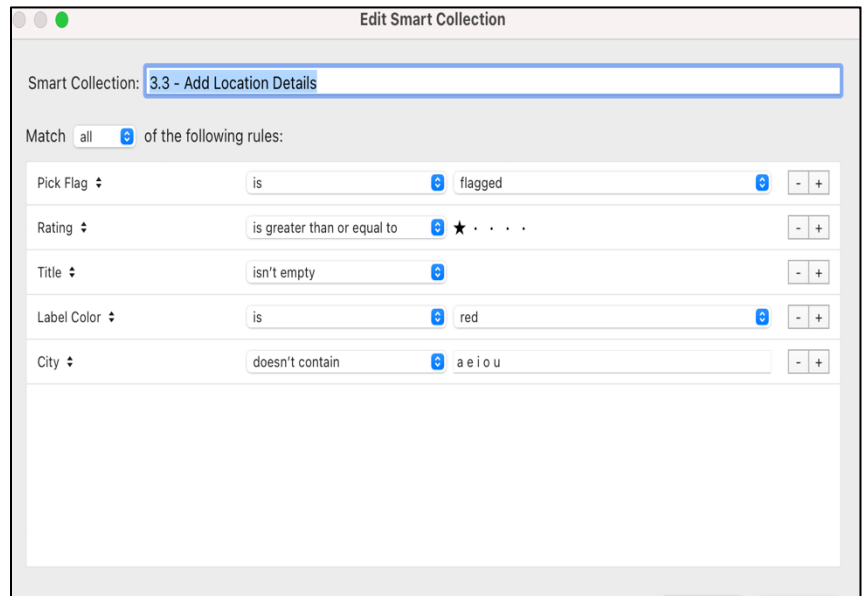
This smart collection is for all images which have been processed and are now ‘cooling down’ for a period of time, prior to a final review and tagging

Right click on smart collection **3.2 – Add Title** and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite and then created click on the **Save** button



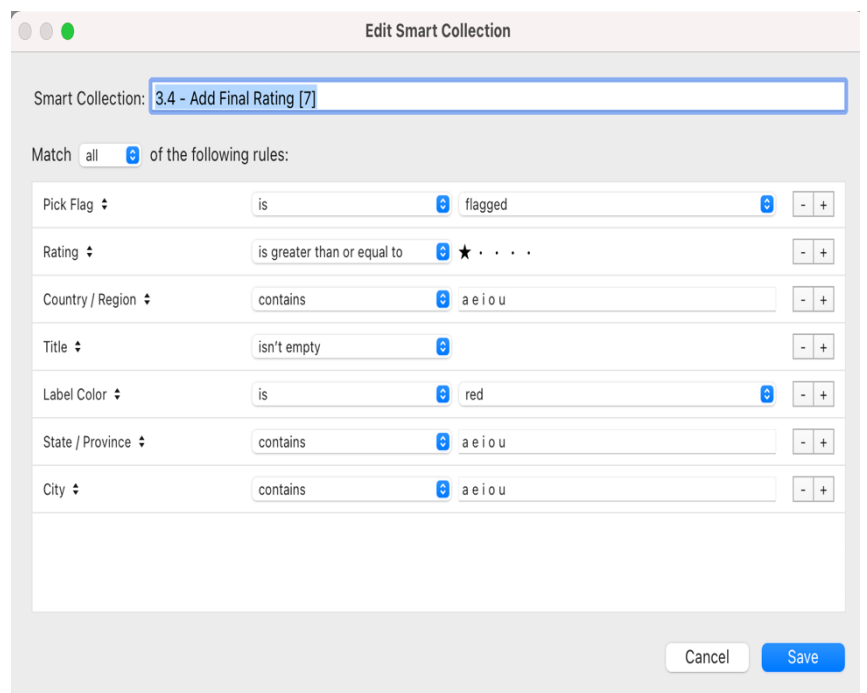
This smart collection is for all images which have now been reviewed and are awaiting a title. These titles will be user specific based on personal preferences and method of identify or naming images.

Right click on smart collection **3.3 – Add Location Details** and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite and then created click on the **Save** button



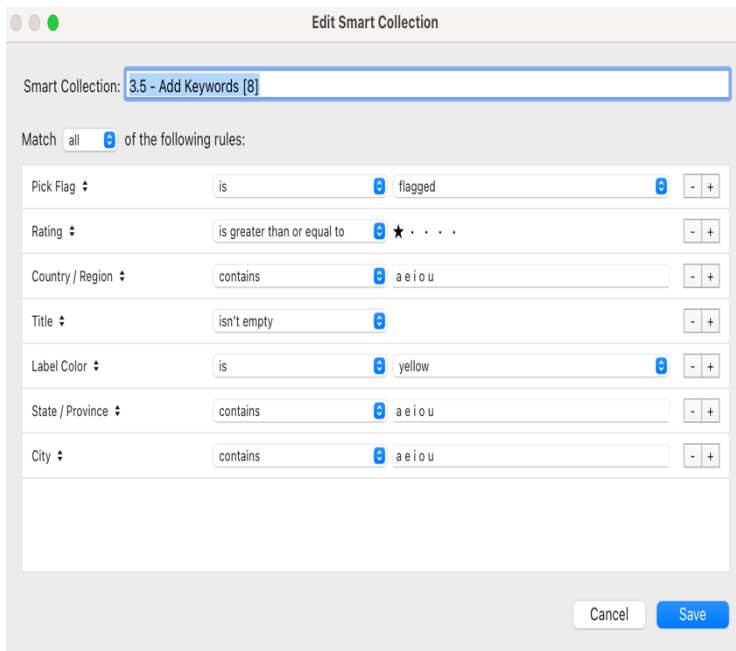
This smart collection is for all images that are awaiting the addition of geographical details using the Map Module

Right click on smart collection **3.4 – Add Final Rating** and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite and then created click on the **Save** button



This smart collection is for all images that have had a title and geographical information added and are now awaiting their final rating (the rating system is explained later in this document)

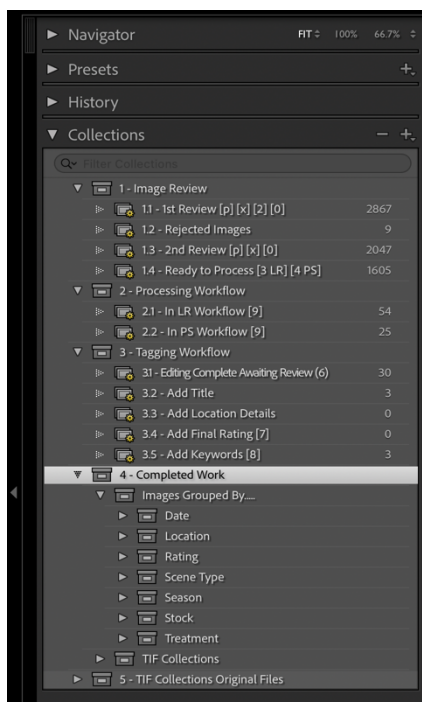
Right click on smart collection **3.4 – Add Keywords** and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite and then created click on the **Save** button



*This smart collection is the last stage in the processing and tagging workflow and contains images that are awaiting Keywording. When the keywording is complete the image will move out the workflow and into **Section 4 – Completed Work** where it will now be stored.*

Creating Collection Sets and Smart Collections for Image Storage

The storage hierarchy within **4 – Completed Work** consists of additional collection sets and smart collections and using a combination of the image’s Exif Data, Numerical Ratings, Colour Ratings and Keywords added at the various stages in the tagging workflow.

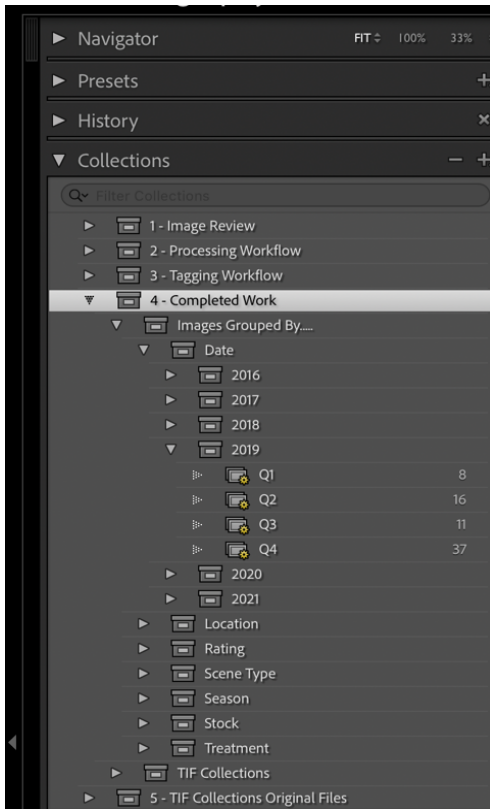


To set up the storage hierarchy, right click over **4. – Completed Work** and select **Create Collection Set** in the pop-up menu and name this collection set **Images Grouped By**.

Create additional collection sets and place these within the **Images Grouped By** collection set and name these

- Date**
- Location**
- Rating**
- Scene Type**
- Season**
- Stock**
- Treatment**

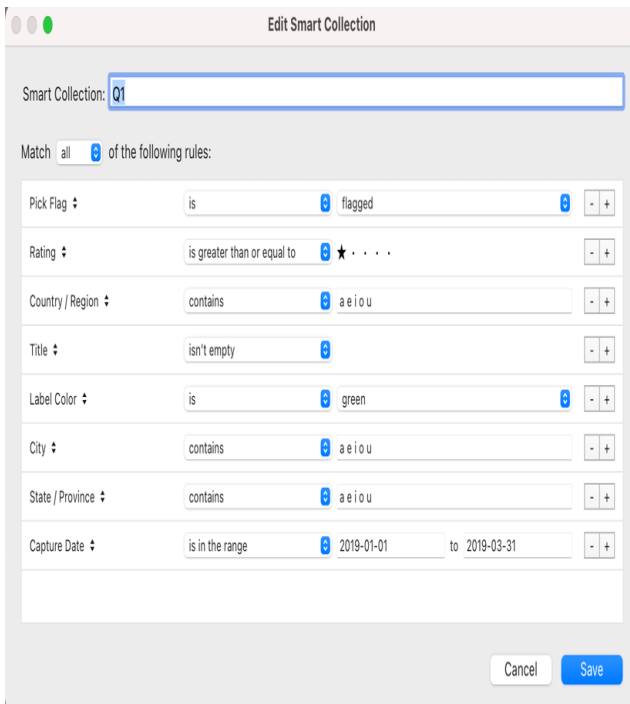
These names can be changed to suit individual storage requirements and can be differ in the number of collection sets being used



Within the **Date Collection Set**, create additional collection sets and name these based on a year (number of years will be specific to each user). In naming these collection sets ensure the **Images Grouped By** box is ticked and the location is set to the specific collection set which for the example opposite would be **Date**.

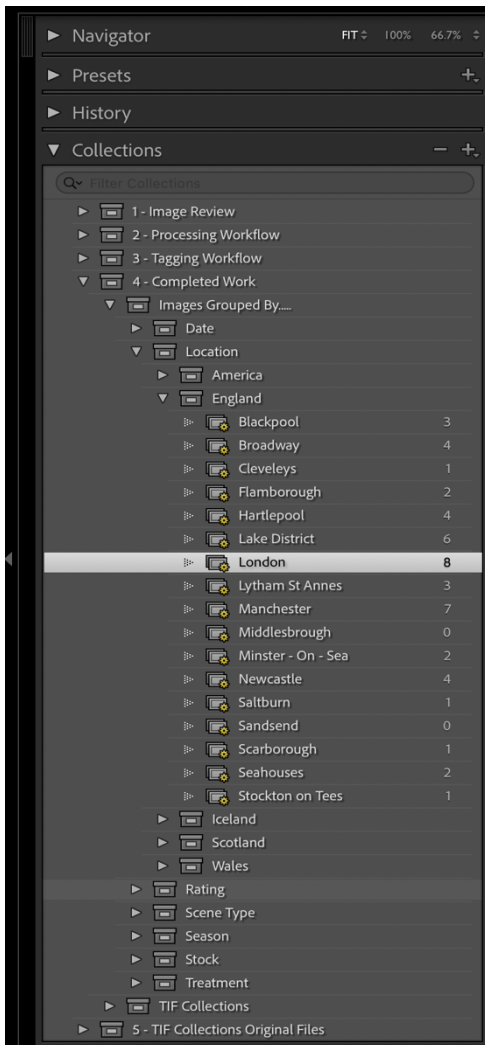
To group images in a smart collection based on the year the image was taken, right click mouse button over the Collection Set for the year in question and from the pop-up menu select **Create Smart Collection**. In the dialogue box name this smart collection **Q1** and ensure the box beside **Inside a Collection Set** is ticked and the location is set to the respective collection set which for the example opposite would be **2019**. Repeat and create smart collections and name these **Q2, Q3, Q4**.

In creating a smart collection for dates this can be done using different parameters for example dividing the year up into quarters such as the example opposite or can be divided up by respective months i.e. January, February, March etc.



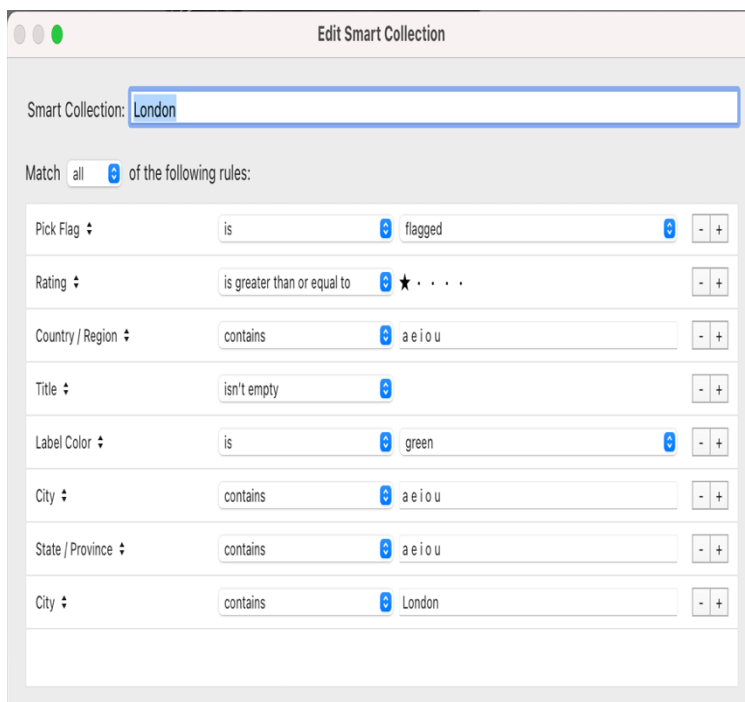
To create the rules for the smart collections grouped by date, right click on smart collection for the date range in question and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite. With respect to the last rule for **Capture Date**, ensure the date range corresponds to the smart collection's range. Using Quarter 1 (2019) opposite as the example the range would be from the 1st of January 2019 to the 31st of March 2019 for the year in question. If the smart collection is based on a month, then the range will be first and last date of the respective month

When the rules have been created click on the **Save** button and repeat for all years and corresponding smart collections



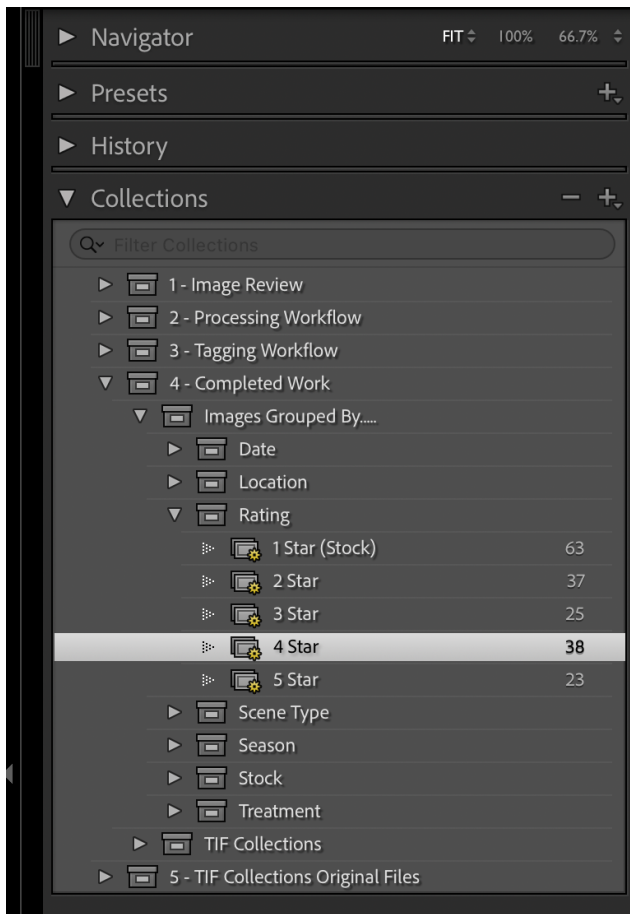
Within the **Location Collection Set**, create additional collection sets and name these based on the country where the image was taken (locations will be specific to each user). In naming these collection sets ensure the **Images Grouped By** box is ticked and the location is set to the specific collection set which for the example opposite would be **Location**.

To group images in a smart collection based on the location where the image was taken, right click mouse button over the Collection Set for the country in question and from the pop-up menu select **Create Smart Collection**. In the dialogue box name this smart collection according to where the image was taken. Ensure the box beside **Inside a Collection Set** is ticked and the location is set to the respective collection set which for the example opposite would be **England**. Repeat and create smart collections and name these as required based on user requirements



To create the rules for the smart collections grouped by location, right click on smart collection for the location in question and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite. With respect to the last rule for **City**, ensure the name corresponds exactly to the name of the smart collection. The example opposite is based on images taken in London.

When the rules have been created click on the **Save** button and repeat for all smart collections based on location

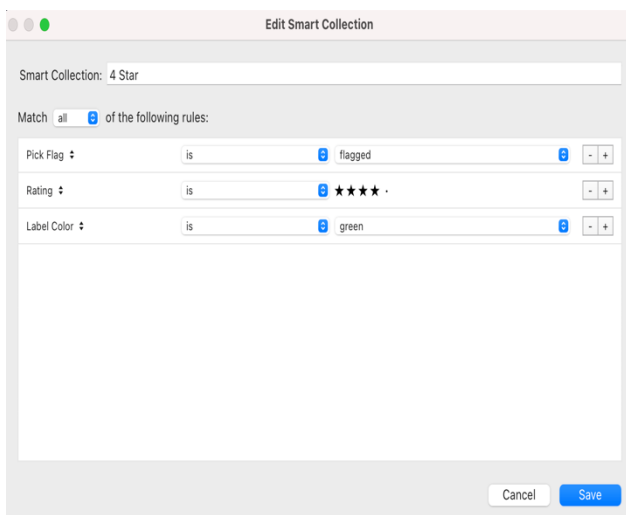


To group images in a smart collection based on the location star rating of the image, right click mouse button over the **Rating Collection Set** and from the pop-up menu select **Create Smart Collection**. In the dialogue box name these smart collections.

- 1 Star**
- 2 Star**
- 3 Star**
- 4 Star**
- 5 Star**

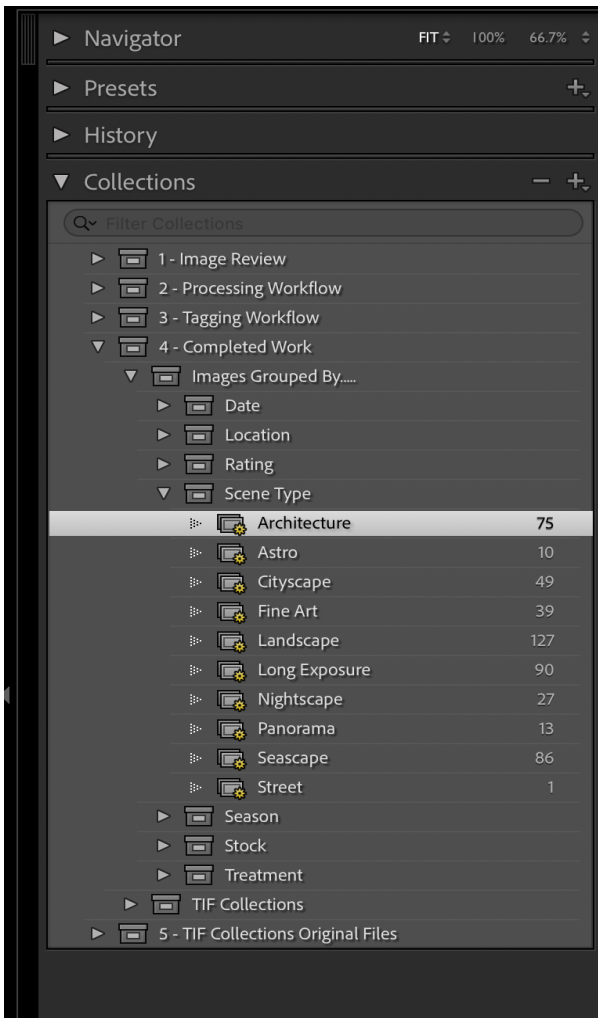
Ensure the box beside **Inside a Collection Set** is ticked and the location is set to **Rating**.

In respect of the 1 Star Collection set, the example opposite is named 1 Star (Stock) as this is where all stock images can be located that have been uploaded an approved on stock photography sites



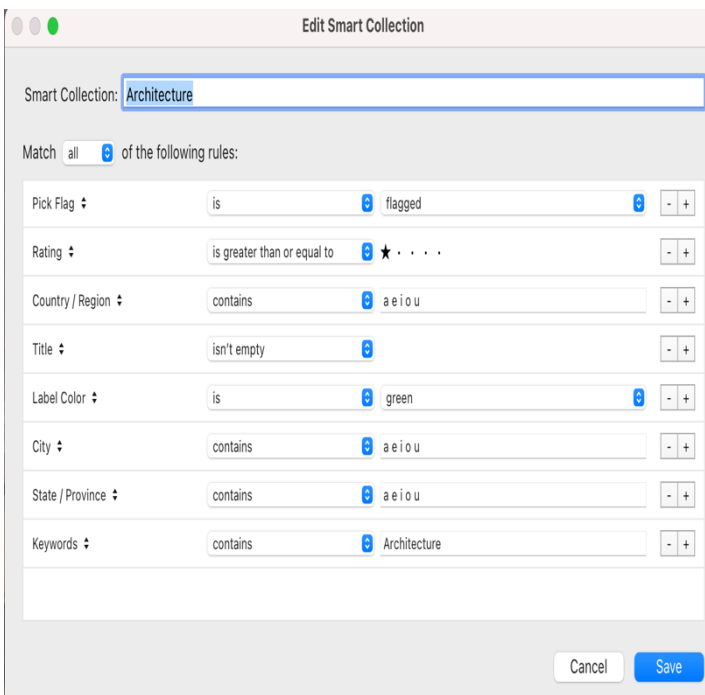
To create the rules for the smart collections grouped by star rating, right click on smart collection for the star rating in question and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed in the example opposite. The example opposite is in relation to the 4 Star smart collection

When the rules have been created click on the **Save** button and repeat for all smart collections based on star location



To group images in a smart collection based on a description of the scene type the image relates to, right click mouse button over the **Scene Type Collection Set** and from the pop-up menu select **Create Smart Collection**. In the dialogue box name these smart collections. The examples on the left are not definitive or exhaustive and can be named as required based on user specific needs.

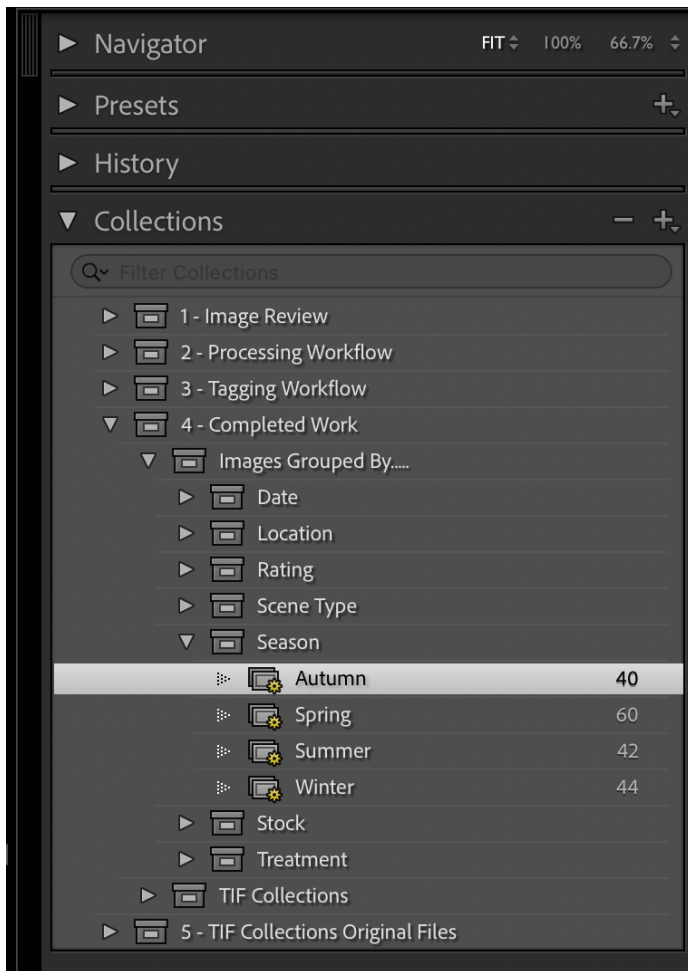
In naming these smart collections ensure the **Images Grouped By** box is ticked and the location is set to the specific collection set which for the example opposite would be **Scene Type**.



To create the rules for the smart collections grouped by scene type, right click on smart collection for the scene type in question and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite. With respect to the last rule for **Keywords**, ensure the name corresponds exactly to the name of the smart collection. The example opposite is based on images to be grouped as Architecture images.

When the rules have been created click on the **Save** button and repeat for all smart collections based on location

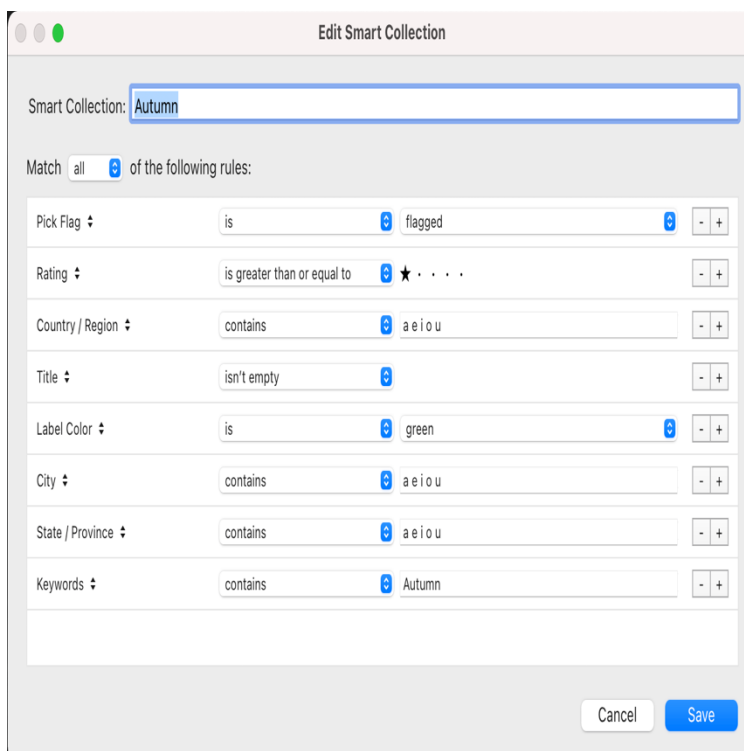
Images can appear in more in one smart collection within Scene type if required as this can be controlled using keywording



To group images in a smart collection based on the season the image relates was taken, right click mouse button over the **Season Collection Set** and from the pop-up menu select **Create Smart Collection**. In the dialogue box name these smart collections

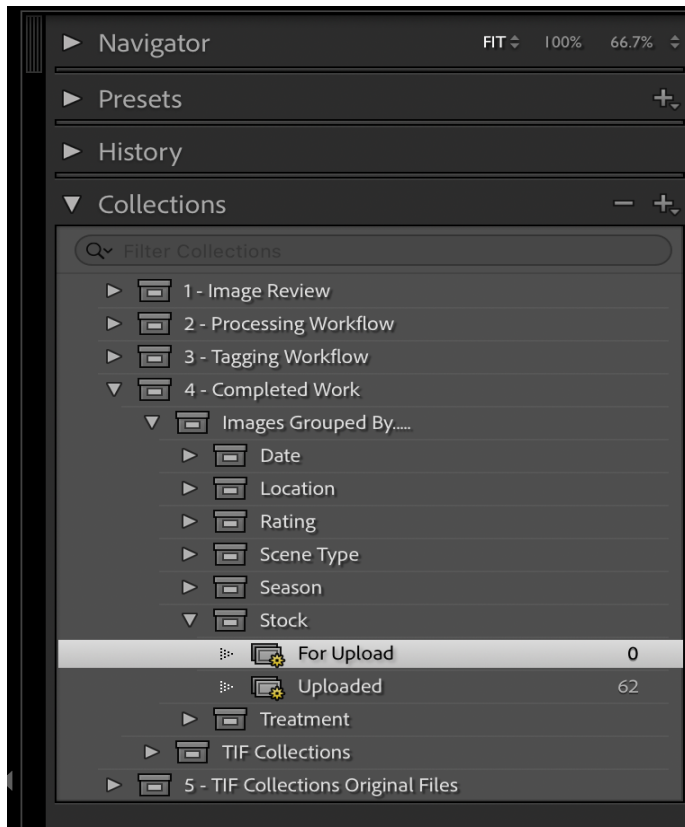
- Autumn**
- Spring**
- Summer**
- Winter**

In naming these smart collections ensure the **Images Grouped By** box is ticked and the location is set to the specific collection set which for the example opposite would be **Season**.



To create the rules for the smart collections grouped by season, right click on smart collection for the season in question and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite. With respect to the last rule for **Keywords**, ensure the name corresponds to the season smart collection. The example opposite is based on images to be grouped as Autumn images.

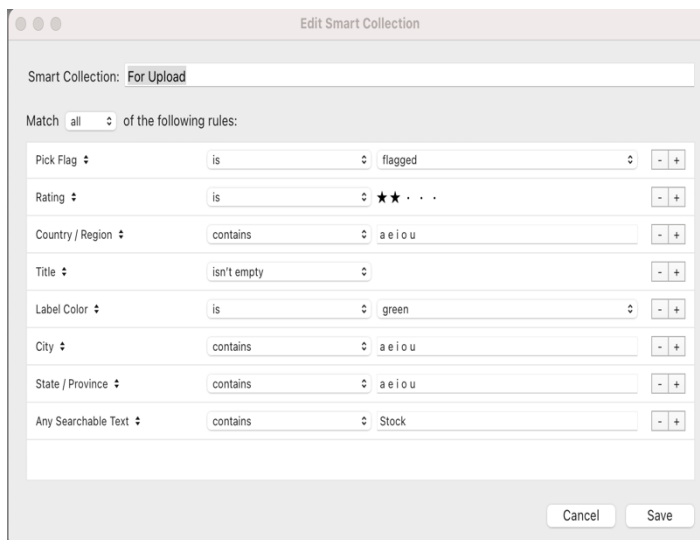
When the rules have been created click on the **Save** button and repeat for all smart collections based on location



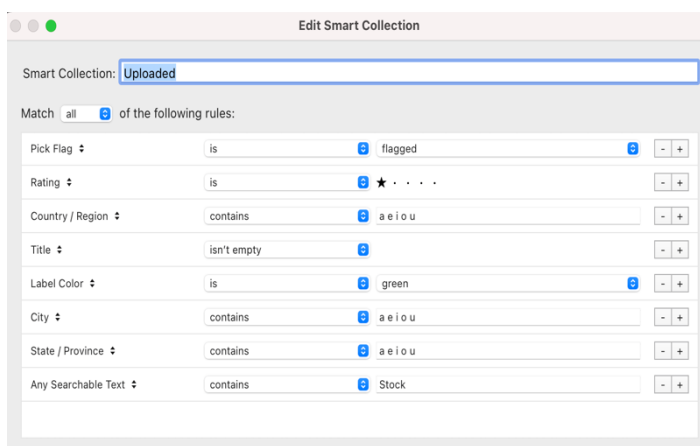
To group images in a smart collection based on being used as Stock images, right click mouse button over the **Stock Collection Set** and from the pop-up menu select **Create Smart Collection**. In the dialogue box name these smart collections

For Upload Uploaded

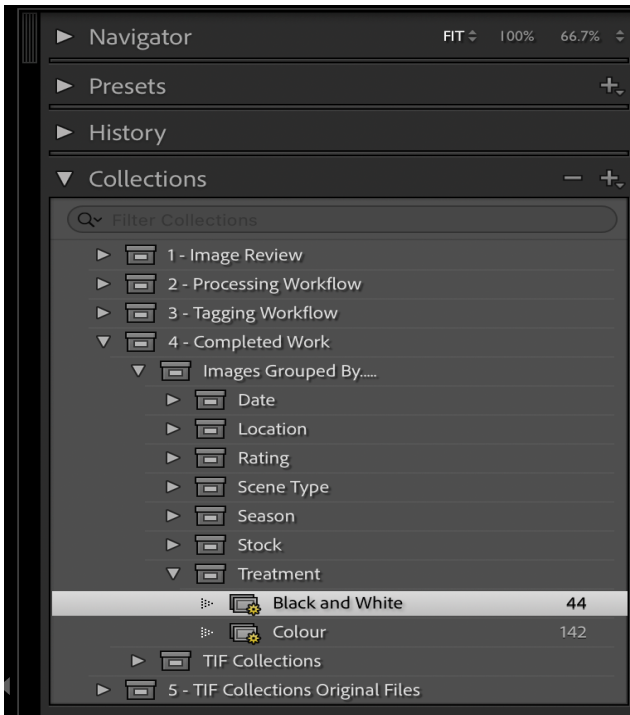
In naming these smart collections ensure the **Images Grouped By** box is ticked and the location is set to the specific collection set which for the example opposite would be **Stock**.



To create the rules for the smart collections grouped by stock images awaiting upload, right click on smart collection for the scene type in question and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite.



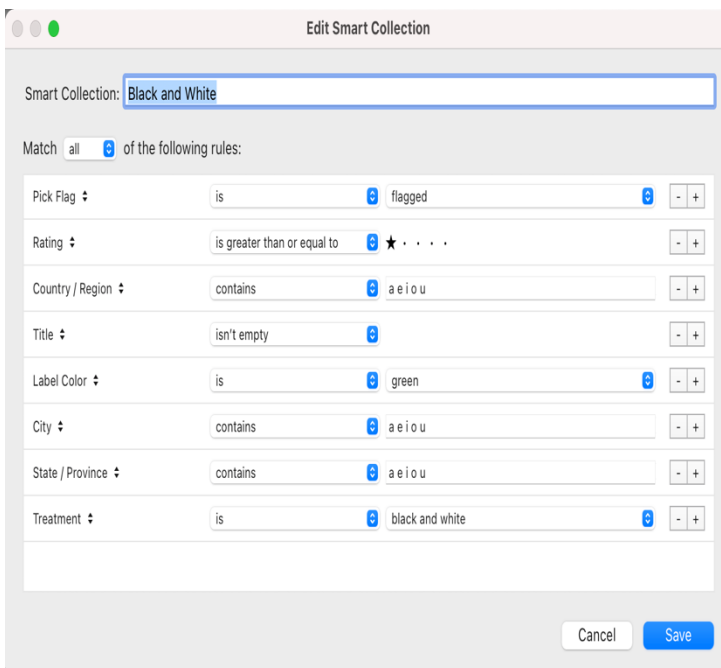
To create the rules for the smart collections grouped by uploaded stock images, right click on smart collection for the scene type in question and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite.



To group images in a smart collection based on their treatment (i.e., Black and White or Colour), right click mouse button over the **Treatment Collection Set** and from the pop-up menu select **Create Smart Collection**. In the dialogue box name these smart collections

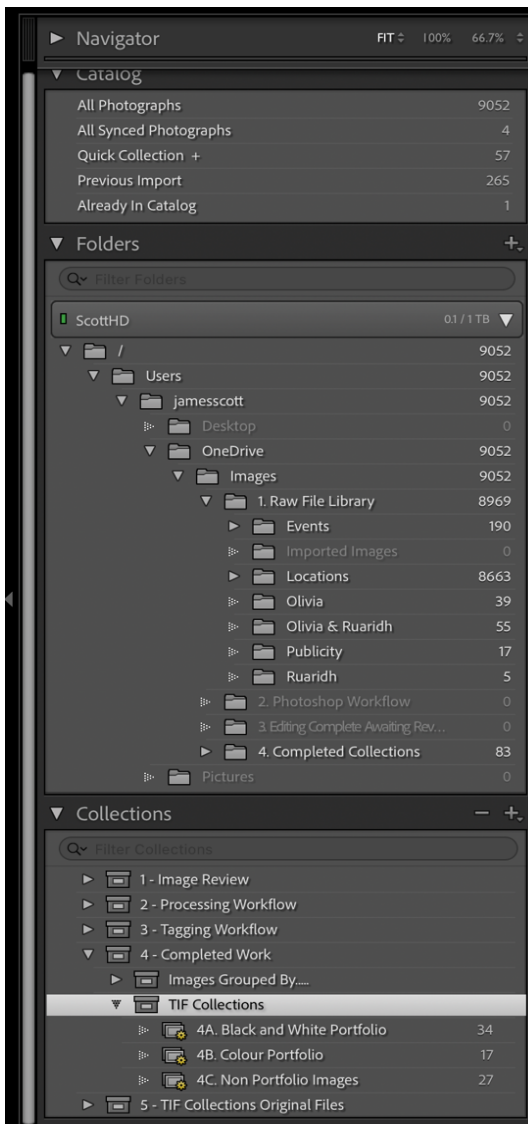
Black and White Colour

In naming these smart collections ensure the **Images Grouped By** box is ticked and the location is set to the specific collection set which for the example opposite would be **Treatment**.



To create the rules for the smart collections grouped by treatment, right click on smart collection for black and white and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite. With respect to the last rule for **Treatment**, ensure this is set to **black and white**.

Repeat for the colour smart collection and change the **Treatment** rule to **color**



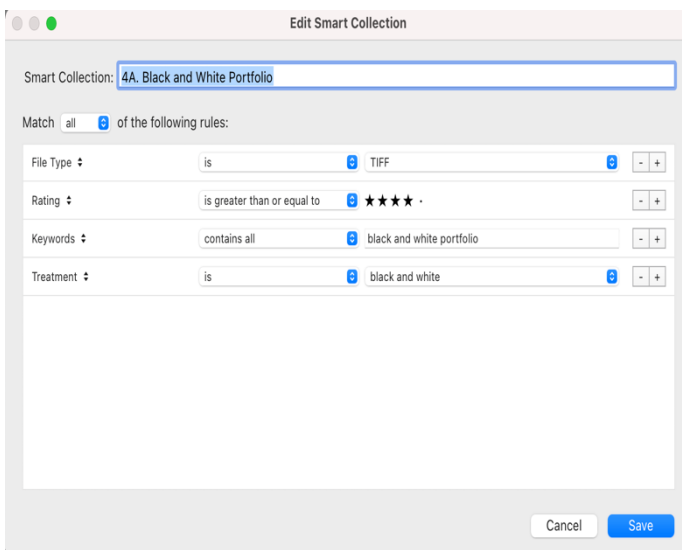
In addition to grouping images based on the aforementioned criterion, an additional collection set and smart collections can also be set up to catalogue all images processed in Photoshop and saved as TIF files for the purposes of creating portfolios for the best Black and White images, the best colour images and creating a smart collection for remaining TIF file images that are non-portfolio images.

To create these collections, right click over **4 – Completed Work** and select **Create Collection Set** from the pop- up menu and name this collection set **TIF Collections**. Ensure the **Inside a Collection Set** box is ticked and the location is set to **4 – Completed Work**.

To group the TIF images in a smart collection based on their designation right click mouse button over the **TIF Collections Set** and from the pop-up menu select **Create Smart Collection**. In the dialogue box name these smart collections

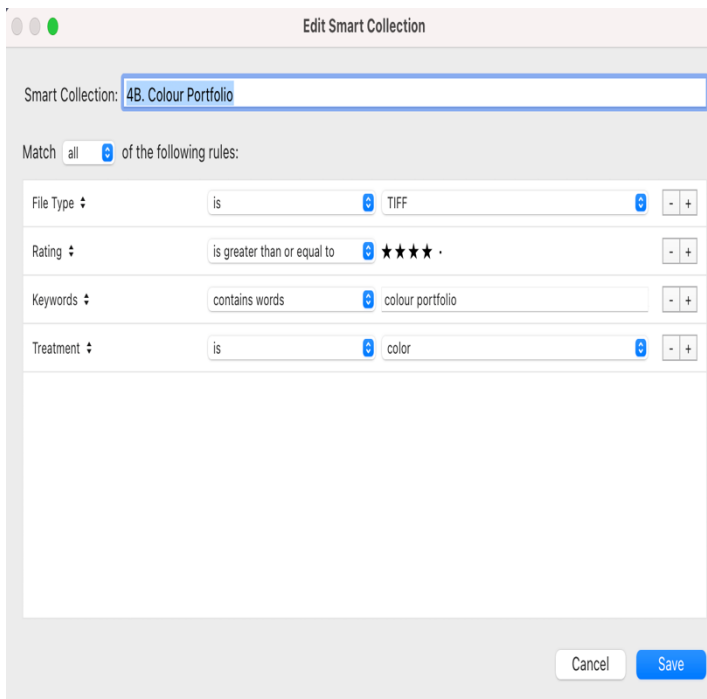
- Black and White Portfolio**
- Colour Portfolio**
- Non Portfolio Images**

In naming these smart collections ensure the **Images Grouped By** box is ticked and the location is set to the specific collection set which for the example opposite would be **TIF Collections**.



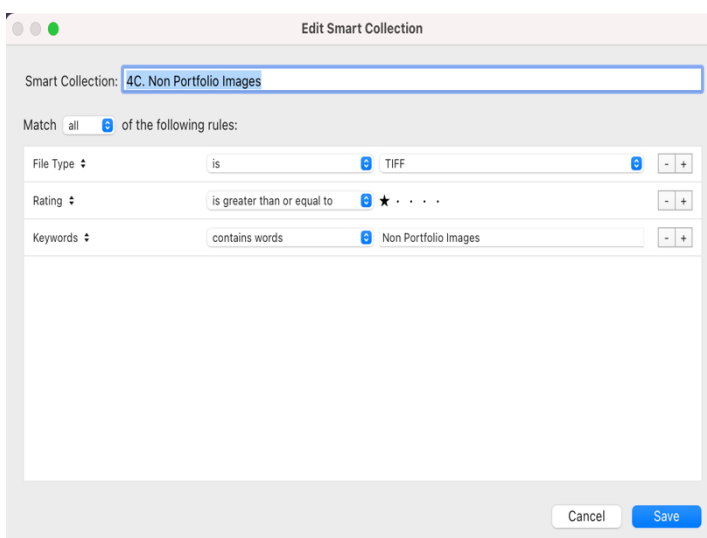
To create the rules for the **Black and White Portfolio** smart collection, right click on black and white portfolio smart collection and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite.

When the rules have been created click on the **Save** button



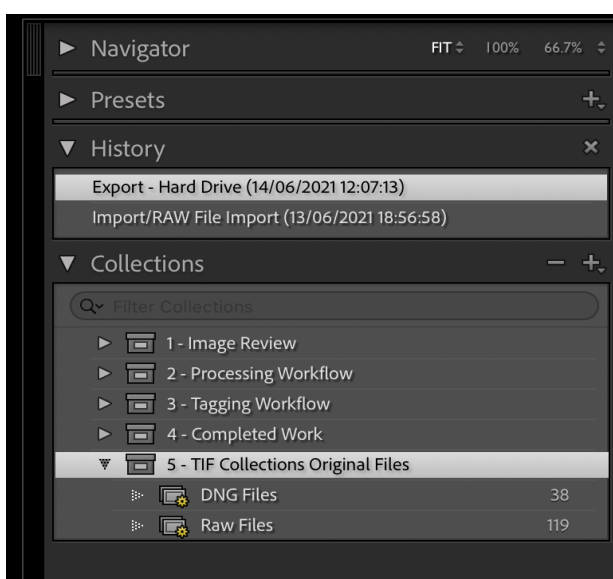
To create the rules for the **Colour Portfolio** smart collection, right click on colour portfolio smart collection and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite.

When the rules have been created click on the **Save** button



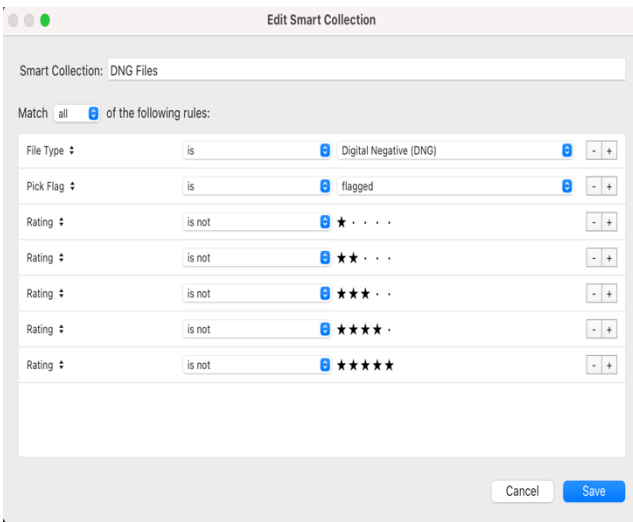
To create the rules for the **Non Portfolio Images** smart collection, right click on colour portfolio smart collection and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite.

When the rules have been created click on the **Save** button



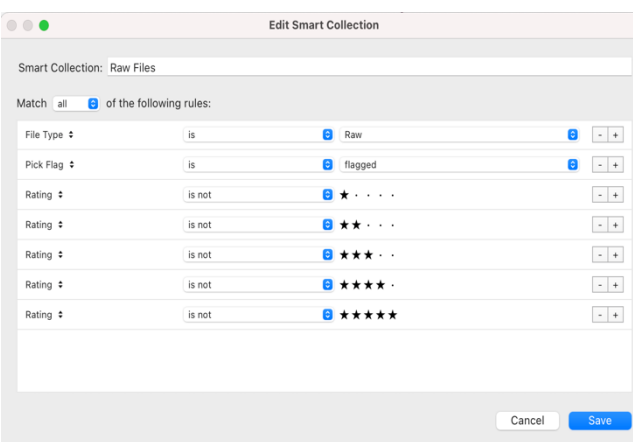
The final stage of the image management workflow is related to the storage of those Raw images that were exported to Photoshop and have now been imported back into the Lightroom Library as TIF files. This ensures the original Raw files are retained and can be used again for future processing if required.

Right click over **TIF Collections Original Files** and create smart collections for **DNG Files** and **Raw Files**. In naming these smart collections ensure the **Images Grouped By** box is ticked and the location is set to the specific collection set which for the example opposite would be **TIF Collections Original Files**



To create the rules for the **DNG files** smart collection, right click on DNG Files smart collection and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite.

When the rules have been created click on the **Save** button



To create the rules for the **Raw files** smart collection, right click on Raw Files smart collection and in the pop-up menu select **Edit Smart Collection** and create all the rules detailed exactly in the example opposite.

When the rules have been created click on the **Save** button

The full workflow has now been set up and is ready to support the image management process from through the various stages from import through to final storage. As indicated this workflow can be used in its entirety or adapted based on user specific needs. With all the Collection Sets and Smart Collections now created the next part of this guidance document will detail the workflow of moving images through the various stages

Moving Images Through the Workflow

The key method of moving images through the workflow is by updating the metadata of an image to enable it to move through the various stages. As previously mentioned, this is managed through the use of flagging, ratings, colours, and tagging using text. When the metadata is updated at a particular stage, the image will then move to the next stage (smart collection) either using a keystroke or some instances automatically until the process is complete. The following is a step-by-step guide to moving the image through the workflow. Letters and numbers in square brackets designate making a keystroke e.g. [P] means press the letter P

- Select the **Library** module and **Import** images (**Copy**) using the **Image Workflow Import** preset. Ensure **Image Workflow Import** (Develop Settings & Metadata options) are selected within the '**Apply During Import Panel**' and the **Import Preset** is also displaying **Image Workflow Import** at the bottom of the import workspace
- Within the **Library** module, go to the **Imported Images** folder and move images to corresponding folder based on the geographical location the image was taken. If folder(s) need to be created, then for Countries right click over the **Locations** folder and select **Create Folder Inside "Locations"** from the pop-up menu and enter a name for the folder. For specific locations within the country in question right click over the country folder and select **Create Folder Inside** (name of the country concerned). Naming conventions are user specific, however the storage principle is the same. (Creating folders and sub folders within the Library module in Lightroom will result these folders being created on the storage device that contains all the images
- Select the **Library** module and go to sub-section **1.1 – 1st Review** and go through each image to assign a designation to it
 - [P] – Picked (image moves to sub-section **1.4 – Ready to Process**)
 - [X] – Rejected (image moves to sub-section **1.2 – Rejected Images**)
 - [2] – Held for 2nd review (image moves to sub-section **1.3 – 2nd Review**)
 - [0] – Removes image from Lightroom Catalogue **Manually Copied to Raw File Archive**
- To process image in Lightroom move image into the Lightroom workflow [3]. To process in the Photoshop workflow, right click over the image and select **Export>Export**. (Alternatively go to the menu bar at top of the screen and select **File>Export**). In the dialogue box select the **PS Workflow** preset in the left-hand panel then click **Export**. Move image from **1.4 – Ready to Process** into the **Photoshop workflow [4]** to indicate it will be edited in Photoshop. Open Adobe Bridge and in the folder **2. Photoshop Workflow** create a folder with an appropriate name for the exported Raw file and move it into this folder. When the image edit is complete within Photoshop save a copy of the image as a TIF file
- When processing of the image in either Lightroom or Photoshop is complete update the image status [9] which moves the image to sub-section **3.1 – Editing Complete Awaiting Review**. In the case of images processed in Photoshop go back to Adobe Bridge and move the image folder from **2. Photoshop Workflow** to **3. Editing Complete Awaiting Review** folder.

- When image review is complete (Photoshop only) use Adobe Bridge move image folder within Adobe Bridge to the relevant portfolio or non-portfolio collection within **4. Completed Collections**. Go back to the **Library** module in Lightroom and import (**Add**) the TIF to the Lightroom Catalogue using the **Image Workflow Import** (navigate to **4. Completed Work** and the relevant sub-folder to where the TIF is now located in order to import it by adding it to the Lightroom catalogue instead of copying it)
- Stay in the **Library Module** and select the imported TIF (**Section 1.1 – 1st Review**) then move it through the workflow by using **[P] [4] [9]** keystrokes. This moves the TIF image from **1.1 – 1st Review** to **3.1 – Editing Complete Awaiting Review** where the corresponding unedited Raw file is now located
- Go to the **Detail** panel within **Develop** module and check the **Treatment** being displayed for the image is correct. Should this need corrected, click on **Color** or **Black and White** to designate accordingly then return back to the **Library Module**
- When the image has been reviewed and no further changes are required move the image to the **3.2 – Add Title** stage **[6]** (Raw images which were edited in Photoshop should not be moved forward as only the corresponding TIF file will go through the full tagging process). Go to the Metadata panel on the right-hand side of the Library module and insert a name for the image in the **Title** box. On pressing the Enter key on the keyboard the image will then automatically move from **3.2 – Add Title** to **3.3 – Add Location Details**
- Click on the Map module and select an image to be updated with location details. Go to the right-hand panel and fill in the **Metadata** information for in the following order

ISO Country Code (ISO codes can be found online)
Country/Region
State
City

When details have been added in with City being the last field to be completed, the image will automatically move into **3.4 – Add Final Rating**

- Go to the **Library** module to add a final rating (Lightroom processed images and TIF only) to the image. The following classifications have been created based on the workflow within this guidance document and can be adapted to user needs
 - 1 Star** – Accepted Stock images
 - 2 Star** – Pending Stock images, rejected stock images & record images
 - 3 Star** – Processed images that are not in Black and White or Colour Portfolios
 - 4 Star** – Black and White or Colour Portfolios
 - 5 Star** – Black and White or Colour Portfolios
- When final rating has been allocated move the image **[7]** to **3.5 – Add Keywords** which is the final stage of the tagging process

- Go to the Keywording and add keywords as appropriate. Ensure any smart collections created within **4. Completed Work** have associated keywords added at this stage in order for them to be added to the corresponding smart collection at the conclusion of the workflow. In the case of the smart collections mentioned within this guidance document, keywording includes **Scene Type** (Architecture, Astro, Cityscape etc), **Season** (Spring Summer, Autumn, Winter) **Collection Type** (Black and White Portfolio, Colour Portfolio or Non Portfolio Images). Any tagging for specific smart collections should have the same spelling as the corresponding smart collection
- If processing images for Stock Photography agencies, ensure the word '**Stock**' is added into the keywording and rating value is initially **2 Stars**. If stock image is accepted by the agency, change image rating to **[1]**. If rejected **remove** the word '**Stock**' from the keywording
- When keywording is complete remove the image from the processing workflow **[8]**. At this stage the image should now be located within the previously created smart collections within **4 – Completed Work**. A quick check (sample) of these collections can be carried out to ensure image has appeared in relevant smart collections
- When TIF files has been removed from workflow and stored in smart collections, go back to **3.1 – Editing Complete Awaiting Review** and locate corresponding Raw image and remove the rating from the image **[0]**. Image should now be moved to **Section 5 – TIF Collections Original Files** and be located within the **DNG Files** or **Raw Files** smart collection (*unlike the beginning of the process, changing the rating to zero wont remove the image from the lightroom catalogue as the image is tagged with the blue colour to keep it in the catalogue for reference as the image has been processed in Photoshop*)
- To delete images from the Lightroom Catalogue and from the storage device, go the **Folders** panel in the **Library Module** and select the root folder (For Mac this is the Users folder) where the images are stored and then navigate to **Photos>Delete Rejected Photos** on the Lightroom toolbar at the top of the screen. It should be noted you cannot delete images from within smart collections.

This concludes the full image management workflow process and as stated previously, this can be adapted to suit user specific requirements regardless of the photography genre. There are many ways to work within Adobe Lightroom, Photoshop and Bridge to store, edit and organise images, this workflow is one example of how it may be achieved.

A summary of the workflow is appended as a flow chart at the end of this document for reference.

Image Management Workflow Summary

