

SAVING IMAGES WORKFLOW

Follow this workflow for uploading your images to the HS-SHARE YEARBOOK SERVER.

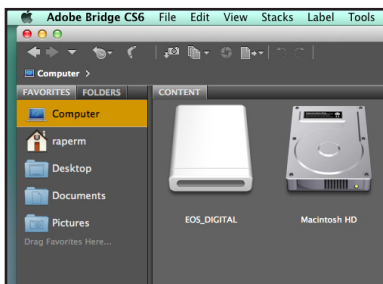
This workflow is to select the best images for publishing.

Do not save everything on your camera card on the server.

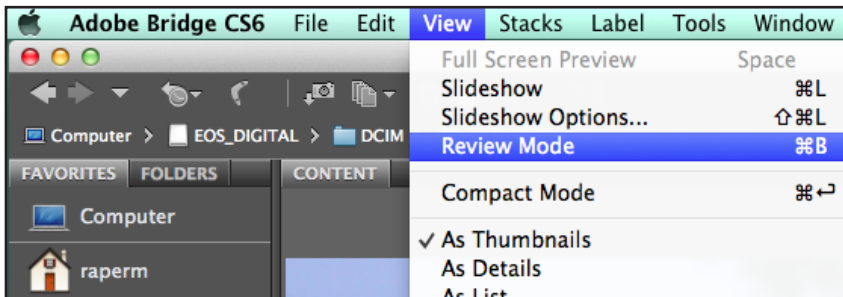
Always connect to the WHS HS-SHARE folder upon logging into your computer.

EDITING YOUR IMAGES FOR UPLOADING

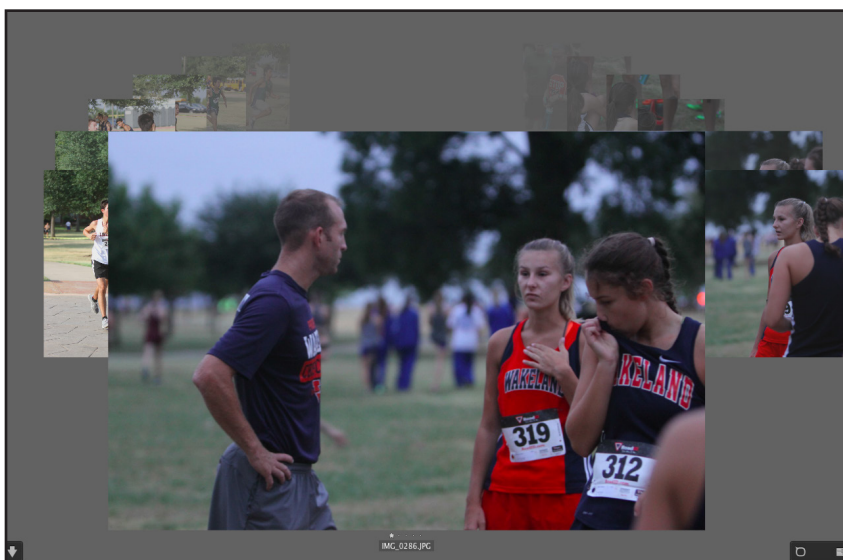
Editing doesn't just mean modifying. Editing also means condensing. Not every image is worth saving. Server space is precious. Condense the number of images BEFORE you upload.



1. Insert SD card into the slot of side of computer or plug CF card reader.
2. If ADOBE BRIDGE is not the default program for viewing images, you may need to open ADOBE BRIDGE software.
3. Navigate to the images on your card.
4. Two ways to view for editing:
Use the slider on the bottom right side of screen to enlarge thumbnail size.
-or- VIEW menu, select REVIEW MODE



5. RATE your images.
Keyboard Shortcut for star ratings - Press 1-5 in REVIEW MODE
COMMAND + 1-5 in default workspace
RATING SCALE
*****5 stars - Fantastic Image
****4 stars - Good image, little correction
***3 stars - Okay image, needs work
**2 stars - Seriously desperate
*1 star - Delete



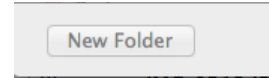
6. Evaluate your ratings. Do you have enough 3, 4 and 5 stars? Can you delete all the 2 stars along with the 1 star ratings, or do you need to bump some of them to 3 stars and save them? Click on the different ratings will change the workspace where you only see the images with that rating.



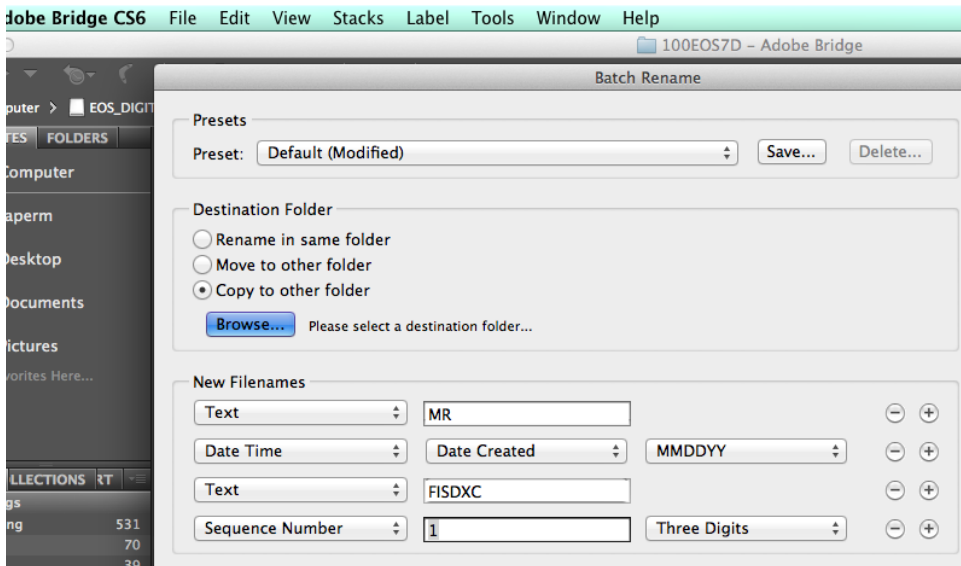
FILTER	LLECTIONS	RT
Ratings		
No Rating		531
★		70
★★		39
★★★		37
★★★★		21
★★★★★		3

7. Now you are ready to upload your 3, 4 and 5 star images.

- SELECT ALL images
- TOOLS menu
- BATCH RENAME
- Select COPY TO OTHER FOLDER
- BROWSE for your WHS HS-SHARE YEARBOOK Folder, 2016 YEARETECH, DIGITAL PHOTOS, select the CATEGORY FOLDER. If a subject folder does not exist, make one. You may need to select NEW FOLDER at any point under the category folder to make a SUBJECT FOLDER. Once in the correct subject folder, title your photo folder YOUR INITIALS_STORY DATEYYYYMMDD_STORY TOPIC.



EXAMPLE: HS-SHARE, YEARBOOK, 2016 YEARETECH, DIGITAL PHOTOS, CROSS COUNTRY, MR_20150822_FISDMeet



- Change the filenames before you upload. You need four fields under NEW FILENAME area in the palette.

TEXT - Your Initials

DATE - MMDDYY

TEXT - Story Topic

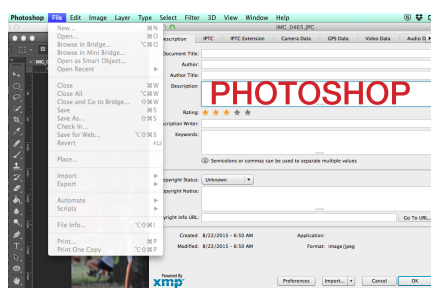
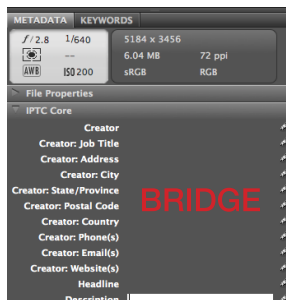
SEQUENCE NUMBER - 1

EXAMPLE: MR_20150822_FISDMeet_001.jpg

- Press RENAME and let the program load your images to the server.

8. After you have uploaded your images to the correct server folder, evaluate the top 7-10 storytelling images. Move those images into a new subfolder named TOP IMAGES.

- Look for a visual variety in wide, medium, close and tight shots with range from single, pairs and small group subjects.
- High quality. Properly exposed.
- Storytelling, story-enhancing images.
- TOP 7-10 images must have captions included, written in the the FILE INFO/DESCRIPTION field in Adobe Photoshop or Bridge.



Captions are expanded captions with first sentence in active voice describing the 5Ws and H of the image. The second sentence provides a detail not obvious, but adds to the storytelling power of the image. "The third sentence is actually a direct quotation for the subject of the image," Publication adviser Margie Raper said.