

Topic 6 - File Management

Learning Outcomes

In this topic, we will be looking at how you should manage your photography. By the end of this topic you will know about the importance of organising your work.

Introduction to Software

We need to look beyond the hardware or folders on your laptop or PC and take a look at some software to deal with the photos that we take. Some of these are free and some are very expensive.



1 Adobe Photoshop, iViewmedia Pro

2 Adobe Lightroom

3 Gimp

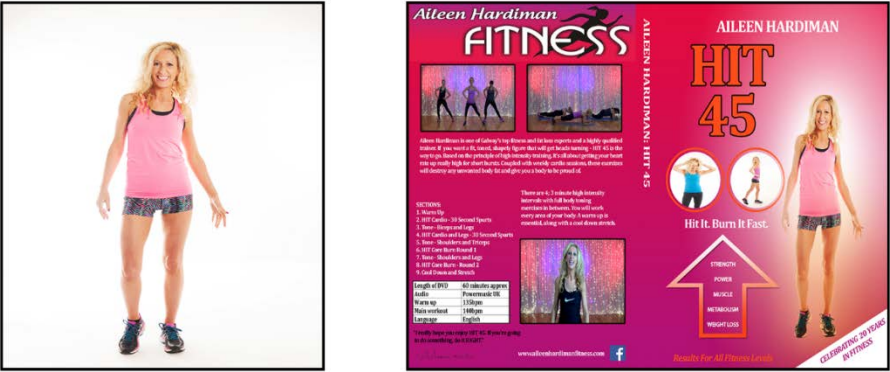
4 iViewmedia Pro

5 PhaseOne,

Introduction to Photography

The Emergence of Photoshop

The Emergence of Photoshop & Software

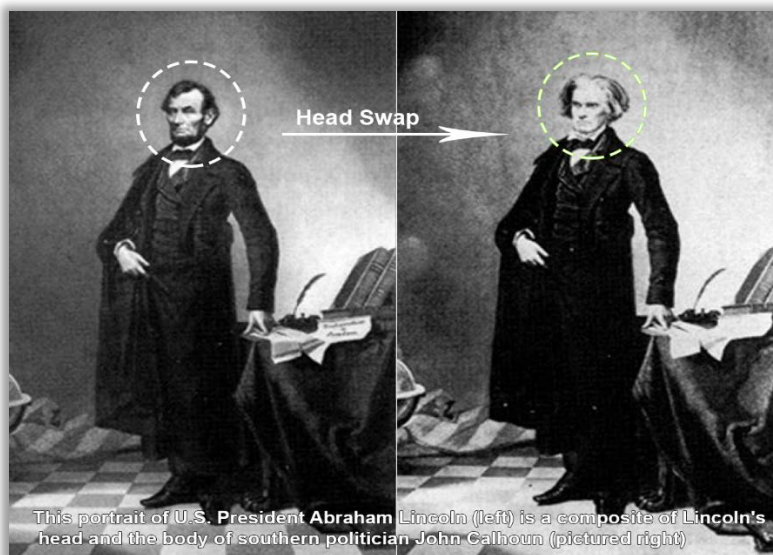


Normal JPEG Photograph (Before Edit)

PSD DVD Cover (After Edit)

Photoshop is one piece of software that can be used for both photo organisation and editing. Photoshop cannot be used to fix everything – otherwise it is just a manipulated piece of digital art.

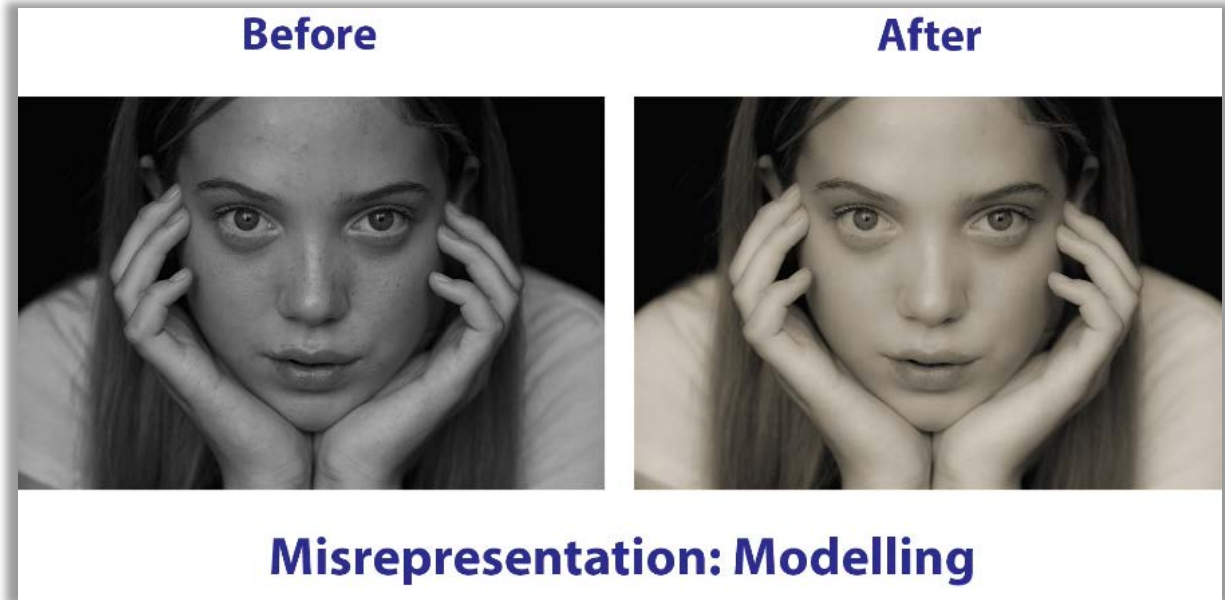
Photoshop has become part of our language with the term “photoshopped”.



We have a long history of manipulating photos eg. Example: Lincoln head paste

Introduction to Photography

In the fashion and beauty industries, models are often airbrushed to enhance the skin. This manipulation can also be an issue found in photojournalism or war photography.



Folders

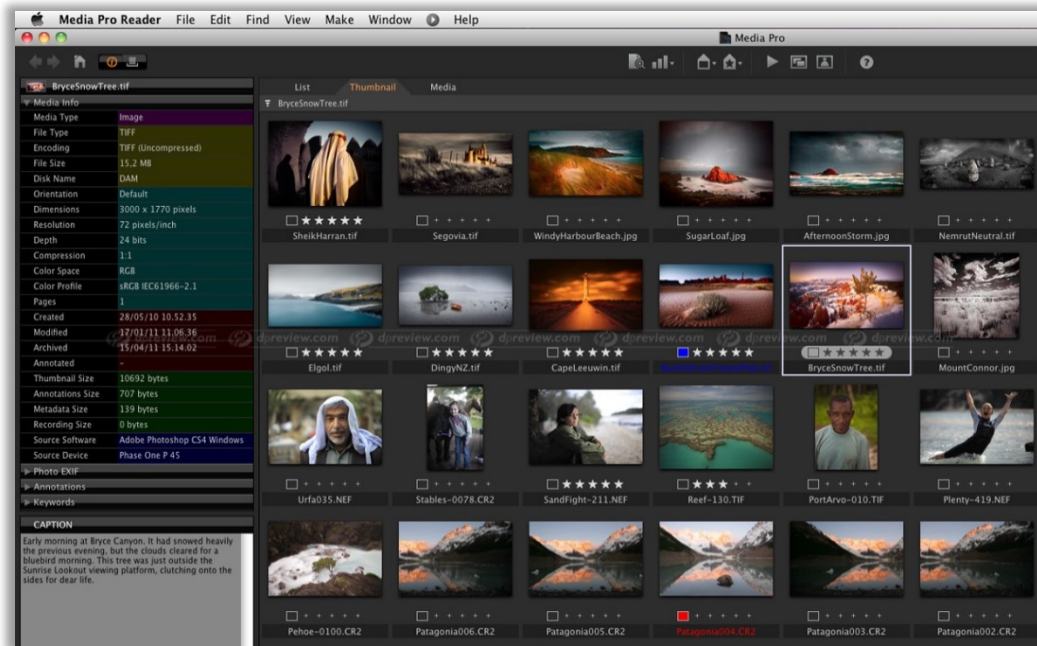
Folders cannot be underestimated. They can be used to easily organise your files but you cannot be bound by the limitations of this tool.

Name	Date modified	Type
Charity	10/04/2017 13:23	File folder
Current Projects	10/04/2017 13:24	File folder
Education	10/04/2017 13:24	File folder
Personal	10/04/2017 13:23	File folder
Work	10/04/2017 13:24	File folder

With software, you can tag photos with key words and see information about each file.

IView Media Pro has an interface in which you can see information provided by the photo such as ISO meter and resolution.

Introduction to Photography



Work photography should not be mixed with your personal work for obvious reasons. Use 0-5 stars for rating your photographs.

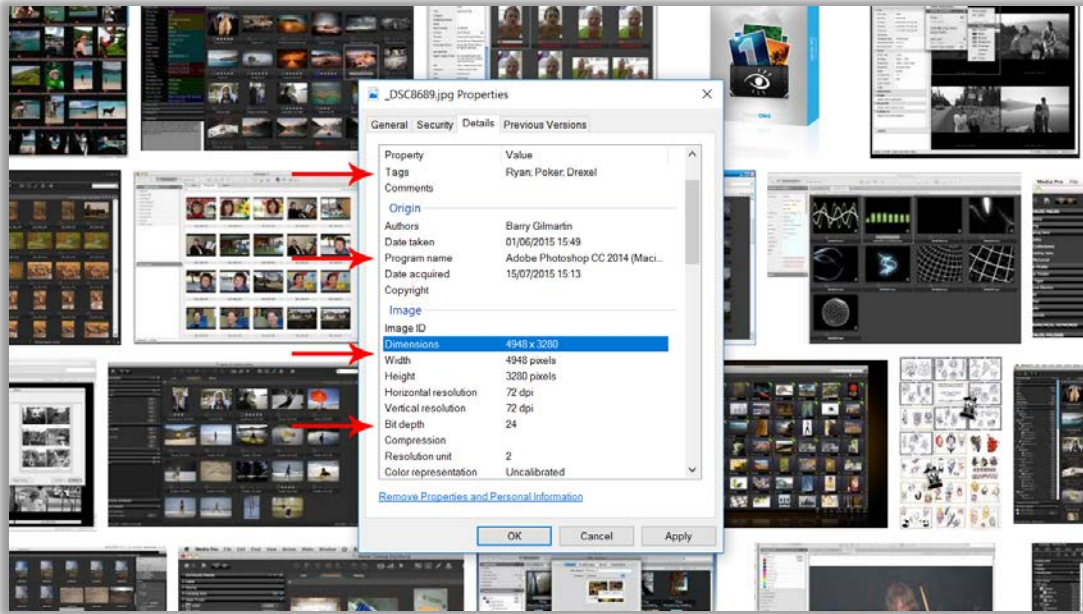
Photo Organisation



Keywords = Tidy Library

Keywords are also useful for selling stock photography, should you decide to pursue this route.

Introduction to Photography



Good photo organisation software will tell you specific data such as date of photo, camera model, image size, all of which is important information for each photograph.

Backing up data is very important.

The Ideal Combination

The Ideal Combination

Server Storage + **Hard Drive**

The image illustrates 'The Ideal Combination' for data storage. It features logos for cloud storage services: Dropbox, iCloud, Google Drive, and Evernote. Below these is a photograph of a server room with rows of server racks. To the right, there are logos for Lacie and Seagate, and a photograph of a Seagate Backup Plus Slim external hard drive. The text 'Server Storage' and 'Hard Drive' is written in large, bold letters, separated by a plus sign.

Introduction to Photography

Nowadays, server space combined with an external hard drive is the common method used by people who work in the digital arts. Keep hard drives safe and do not drop them as they are very sensitive. Dropbox, iCloud, Google Drive and EverNote offer very reasonable prices for online storage.

What have we learned today? A Summary

We have learned about the importance of making sure that your work is backed up and use a combination of hardware and software to do so.

We've also learned that we should never mix 'work' projects with 'personal' projects.