Digital Photo Organization

Organizing
& Using
Digital photos

From Shooting/Scanning to
Storing and Sharing

Why Organize?

- 50 years ago there was a shoebox
    - Room for maybe a few hundred photos

- Then came the Photo Album
    - Maybe room for a few thousand

- Now there's a computer and
    - Room for many thousands

- So How do you find that photo?

First Get your Photos into Computer

- Option 1 – use program that came with camera
  - But, do you know how to or even want to use this program?
  - Can this program bulk re-name? Does it help Organize? It's "free" so don't expect much.

- Option 2 – connect camera or remove card and put into a card reader
  - Then look in My Computer and one of the "Disk Drives" is now your camera or card
  - Now just copy and paste contents to folder of your choice

Photos on your computer

- Initially put photos into a folder called something like "New Photos"

- Check that the transfer worked then format the card in the camera to delete the photos!

- Now re-name your photos with a name that means something

- The idea is to add "intelligence" to the folder and file names so they mean something to you.

But renaming can be a pain

- In Windows, the simplest bulk renaming is:
    - select a group of files
    - Choose *rename* from right click or file menu
    - Type a name

- Windows will change the names so that all files have the same name but with a numerical sequence

Anything better?

- Use Photoshop Bridge or a similar program that provides for Bulk renaming
- Use a renaming Utility like the one in IrfanView or the stand-alone CKRename
- The hard part is to remember to do it before you modify any photos
- With files renamed, almost any folder system or organizing system will work.
    - I use Photo Shop Album 2 (Version 3.2 now free)
    - Picasa would work too (free – auto organizes by date)
    - Or even just Windows – Vista is similar to PS Album

Next step

- Shooting in RAW means you will modify 90% to 100% of the photos

- Even shooting in jpeg means some photos will have something adjusted

- Keep the originals in case you screw up or just adjust poorly!
  - I just have a folder (e.g.) Originals 2007

- Modified photos will be same name but stored elsewhere.

Organize Folders

- Group the folders in a "tree" that makes sense
  - E.g. Main folders by month with *sub-folders* by event or type of subject or client
  - Or the other way around - type of subjects with subfolders by date
  - Pick a method you are happy with but do it!
  -

- Don't forget to move photos from the New Photos folder to something else

Summary of Work Flow

- Make sure you have a suitable collection of folders
  - I start with "Latest Photos" then move later
- Move photos from your Camera to Computer
- Rename
- Do any RAW and/or basic corrections
- Save into organized folders

Corrections - 1

- You can't correct bad compositions – or at least not easily
- Only in RAW can you correct exposure and then only a stop or two.
- You can't fix focus errors – although you can and should sharpen a bit.
- You can't fix depth of field errors
- So what can you fix?
-
- Note: the following assumes you are using PhotoShop or Photoshop Elements.

Corrections – 2

- White balance is often wrong
  - the easiest way to fix it is to use a "levels" layer and sample something that should be grey (e.g. an old person's hair!)
  - If it is too much, back off using opacity less than 100%
- Contrast and/or brightness sometimes could need tweaking
- Maybe a touch more saturation would add zest
- Always try a little more sharpness – but don't overdo – if there are white lines on borders you've way overdone it.

Sharing Photos

- If you have a good camera, the file size when you are done will be at least 2 to 4MB.
- This size is ready to print – as is.
- But emailing needs about 100KB each! That's 20 to 40 times smaller.
- And for sharing on our web site or showing on the projector, the size (in pixels) should be no larger than 1024 x 768 and no larger than 1MB

Cameras and Formats

- Photo size starts as pixels
    - e.g. 3000 x 2000 = 6MP

- There are 3 pixels per colour, each needing 8 bits = typically 144Mbits or 18MBytes (= originals are big!)

- Most cameras process these inside the camera into approx. 2 - 4MB jpeg's for high quality or larger for RAW

- Scanners often produce TIFF files with no compression so are quite large

Formats on the Computer - 1

- Once downloaded (and for RAW, after processing), photo will be about 2-4MB jpeg but still 6MP

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- To print, you will need all the pixels and all the bits you can get.
    - Compressing below "high quality" will blur or cause pixelation – especially noticeable on large prints

    –

- For showing on a projector, you need to keep quality high (compression low) but reduce pixels to 1024 x 768 or whatever the capability of the projector is.

Formats on the Computer – 2

- To email, you need a small file size (in bytes)
- File should be resized to fewer pixels because you'll then need fewer bytes
- Computer screens are typically 1024 x 768 so choose 1024 pixels wide
- File should also be compressed or reduced in quality
- Choose medium or low quality so that the file size is 60 to 200KB

Note: Resolution (ppi or dpi) is of no concern until you print – ignore or use default for this setting.

How to change file size

- Use a photo editing program
    - First change pixels
    - Then change quality

- E.g. In Irfanview
    - choose Image>Resize/Resample then choose size wanted (e.g. 1024 X 768)
    - Choose File>Save as the file *type* jpg then *quality* 60 (medium)
    - Experiment with quality till you get size (KB) you want

- Get Irfanview free at www.irfanview.com
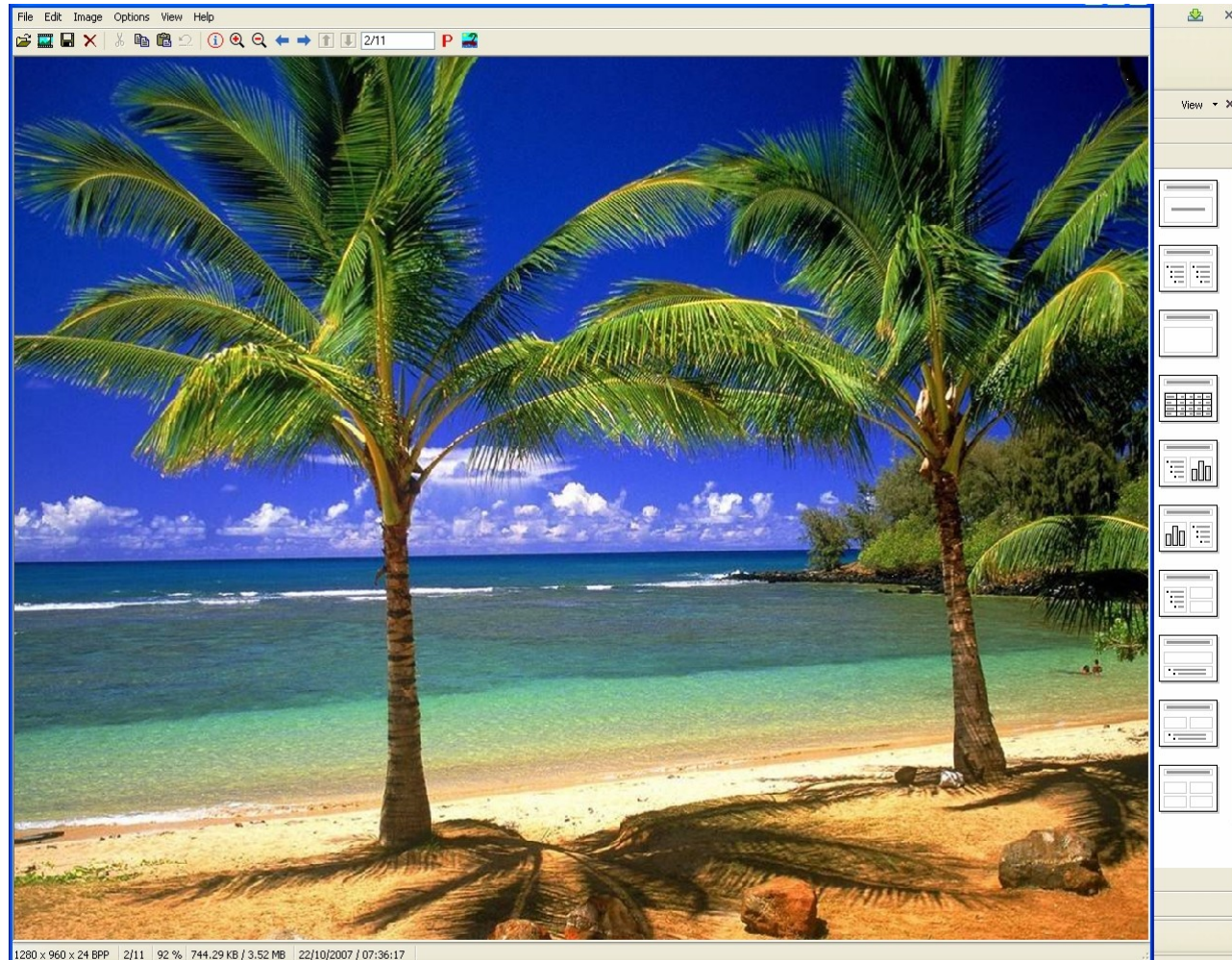
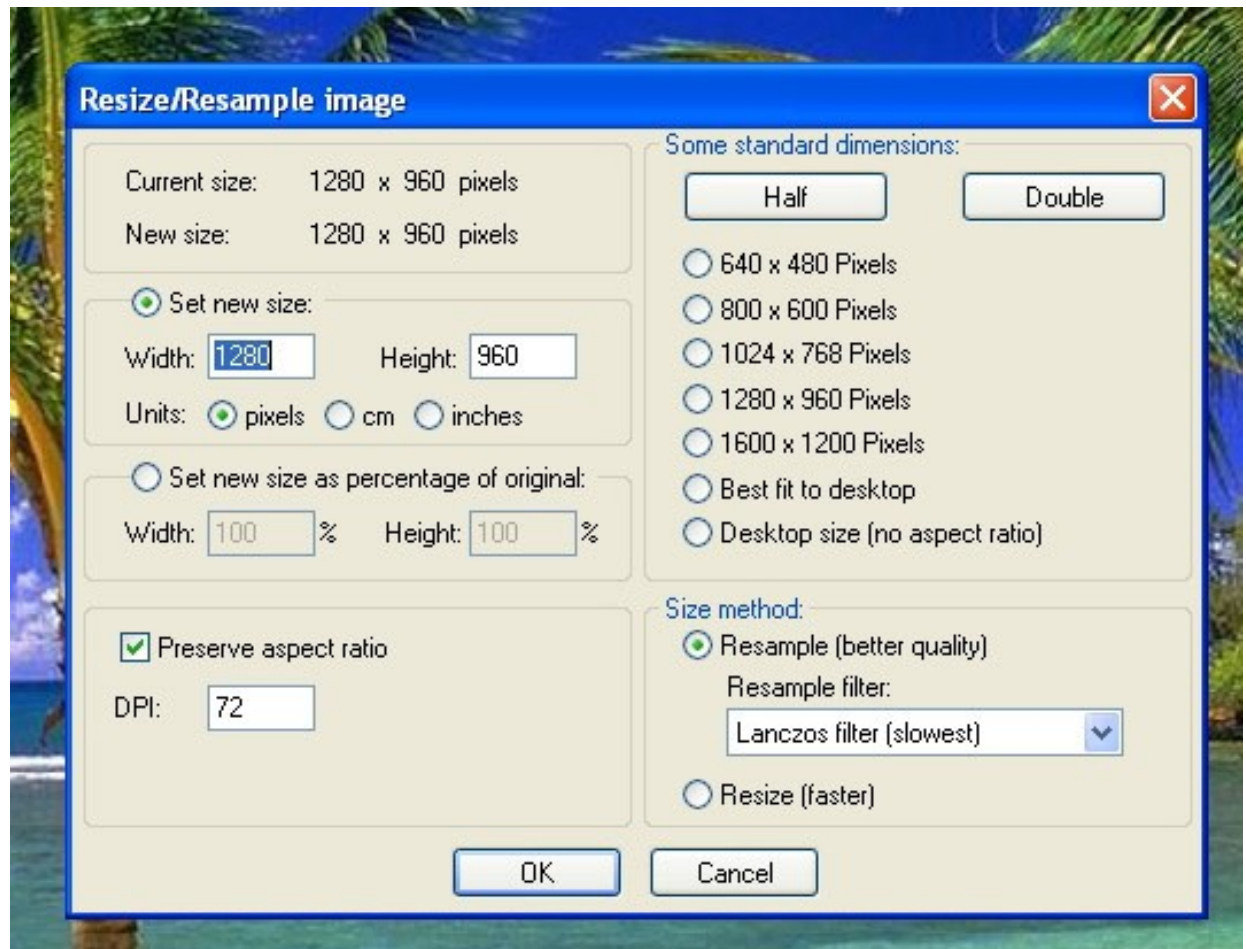# *IRFANVIEW 1*

- Opening Screen
- Go to File
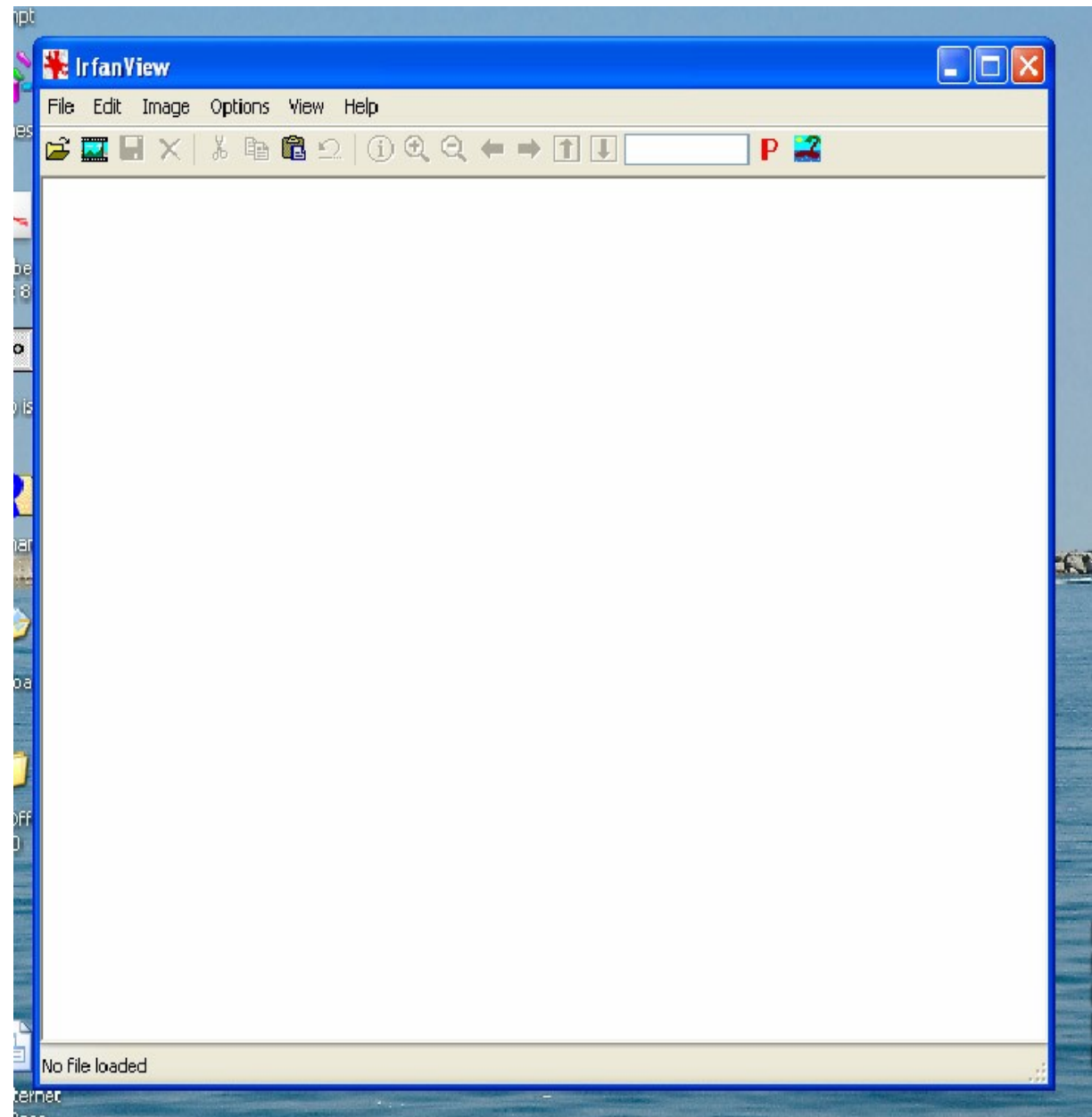
IRFANVIEW 2

- Open a file

- Go to image > Resize/Resample
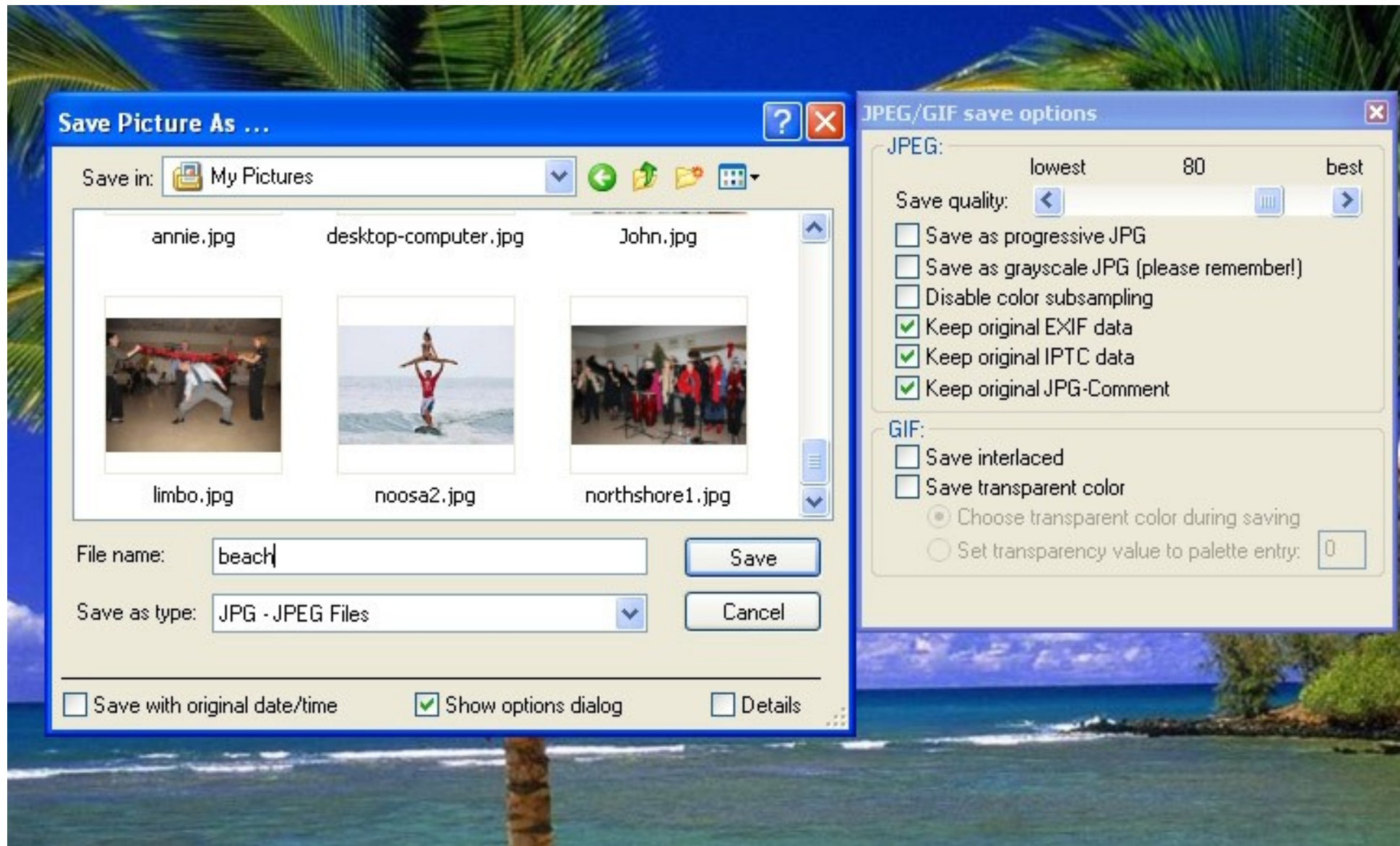
IRFANVIEW 3

- Choose size wanted
- Click OK

IRFANVIEW 4

- Choose File> Save as Type jpeg – below => 186KB

IRFANVIEW 5

- Can also Batch Convert and rename!

- Do limited colour adjustments

- Run a decent slide show

IRFANVIEW 6 – Batch processing

- First be sure you know which folder the photos are in and create a destination directory e.g. "Resized photos".
- Choose File>Batch Conversion Rename (or press B)
- Navigate Look in until you find photos to be processed
- Highlight wanted pictures then click Add
- Under Output directory, navigate to the folder where the modified files will go.
- Go to "Work as" and select Batch Conversion – rename result files.
- Check Use Advanced options

IRFANV
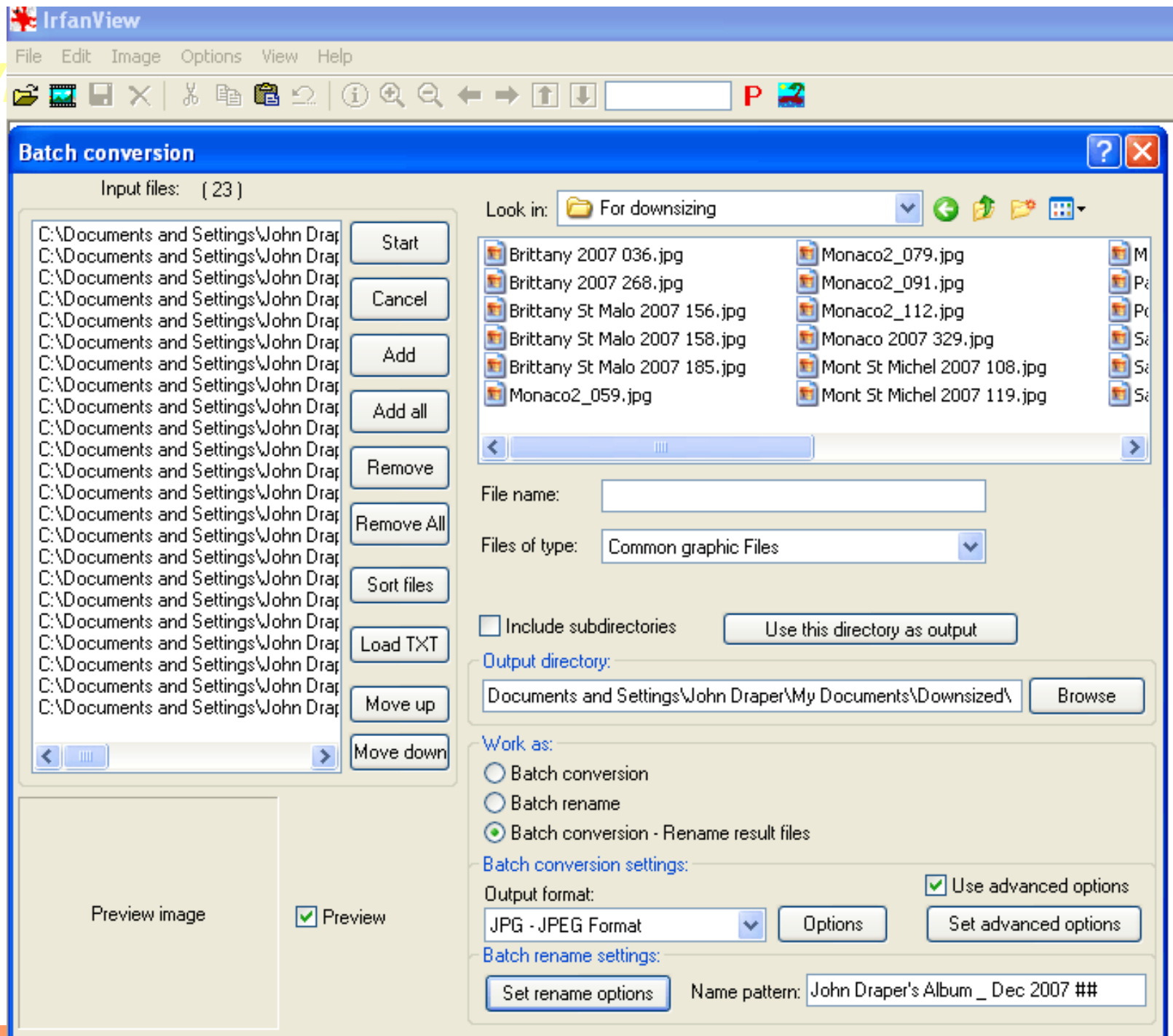
IRFANVIEW 8

Set for all images:

CROP:
- X-Coord.: `0`   Y-Coord.: `0`
- Width: `____`   Height: `____`

☑ RESIZE:
- ◉ Set new size:
  - ○ Set both sides to:
    - Width: `____`   Height: `____`   ◉ pixels
  - ◉ Set long side to: `1000`   ○ cm
  - ○ Set short side to: `____`   ○ inches
  - ○ Set new size as percentage of original:
    - Width: `____` %, Height: `____` %

- ☑ Preserve aspect ratio (proportional)
- ☑ Use Resample function (better quality)
- ☑ Don't enlarge smaller images
- Set DPI: `____`

CHANGE COLOR DEPTH:
- ○ 16,7 Million colors (24 BPP)
- ○ 256 Colors (8 BPP)
- ○ 16 Colors (4 BPP)
- ○ 2 Colors (Black/White) (1 BPP)
- ◉ Custom: `0`   (2 - 256 colors)
- ☑ Use Floyd-Steinberg dithering

OTHER OPTIONS:
- ☐ Horizontal flip
- ☐ Vertical flip
- ☐ Rotate left
- ☐ Rotate right
- ☐ Convert to greyscale
- ☐ Negative
- ☐ Sharpen: `1`   (1 - 99)
- ☐ Brightness: `____`   (-255 - 255)
- ☐ Contrast: `____`   (-127 - 127)
- ☐ Gamma correction: `____`   (0.01 - 6.99)
- ☐ Saturation: `____`   (-255 - 255)
- ☐ Color balance - R: `____`   (-255 - 255)
- ☐ Color balance - G: `____`   (-255 - 255)
- ☐ Color balance - B: `____`   (-255 - 255)

MISCELLANEOUS:
- ☐ Canvas size   [Settings]
- ☐ Add overlay text   [Settings]
- ☐ Overwrite existing files
- ☐ Delete original files after conversion
- ☐ Create subdirectories in destination folder
- ☑ Save files with original date/time
- ☐ Apply changes to all pages (if TIF saving)

[Load settings] [Save settings]   [OK] [Cancel]

IRFANVIEW 9

- Rename and numbering
- Sample will name all files:
  "John Draper's Album_Dec 2007"
  With a 2 digit sequential number

Batch rename settings

Name pattern: John Draper's Album_ Dec 2007 ##

$N = old file name, without extension
\# = one digit, number

Help

For numbers/digits:

Starting index: 1   Increment: 1

Replace text (1):   with
Replace text (2):   with
Replace text (3):   with

○ Copy original/input files to output directory (recommended)
○ Move original/input files to output directory
○ Rename original/input files (for advanced users only; at your own risk!!!)

☐ Overwrite existing files (at your own risk!!!)

OK   Cancel

IRFANVIEW 10

- Choose Output Format Options
- Choose 60 Quality
- Check keep data
- Click Start

JPEG/GIF save options

JPEG:

| | lowest | 60 | best |

Save quality:

- ☐ Save as progressive JPG
- ☐ Save as grayscale JPG (please remember!)
- ☐ Disable color subsampling
- ☑ Keep original EXIF data
- ☑ Keep original IPTC data
- ☑ Keep original JPG-Comment

GIF:

- ☐ Save interlaced
- ☐ Save transparent color
  - ⦿ Choose transparent color during saving
  - ◯ Set transparency value to palette entry: 0

OK   Cancel
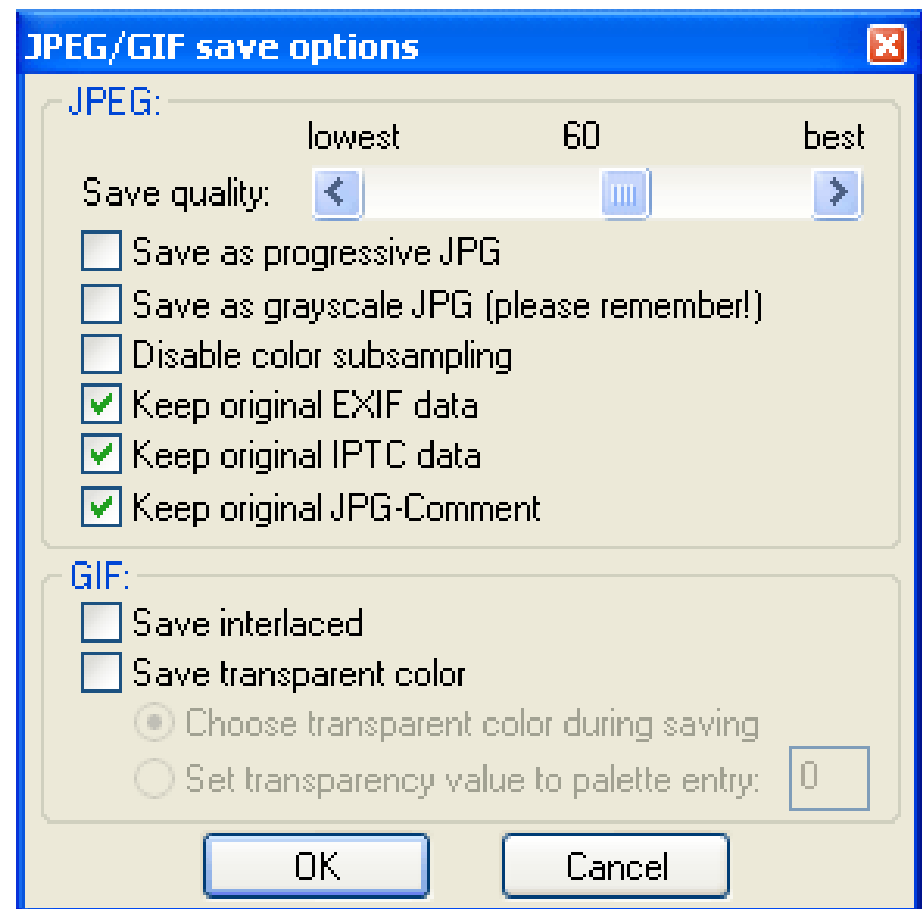
Other Programs

- Adobe Photo Shop Album Starter 3.2 – Good organizing and simple adjustments – free
- Google Picasa – good organizer (but no tags) and simple adjustments – free
- Adobe PhotoShop Elements 6 – very good adjustment capability, good organizer $75
- Adobe Photoshop CS3 (includes Bridge). Best in class adjustments, $649. Bridge is good organizer but no tags.

Club Sharing – web site

- Send 8 photos to John Draper by email, CD or prints for scanning.
- These will go in members gallery
- OR
- Go online to new gallery that allows for comments, self-uploading etc. Members can upload up to 50 photos at 1024 pixels and 1MB each.

Questions?

- Download Irfanview from www.irfanview.com

- Download CKRename from
  www.cobourginternet.com/images/downloads/Ckrn_108.zip

- Download this presentation – printable and original versions at
  www.northumberlandfilm.ca/program.htm - go to Jan 7 presentation.