

FILE MANAGEMENT

PURPOSE

To effectively store your original images, edits, and other files in an efficient way. This will allow to search for certain images easier and save on time.

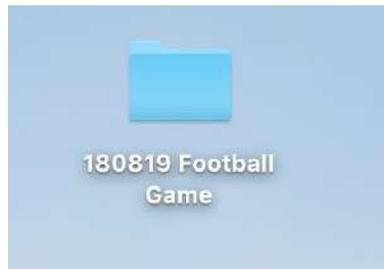
HOW TO ACCOMPLISH

THE EVENT/PROJECT FOLDER

Create a folder in your photography folder. It is easiest to sort by date, so for this class we will create a folder using the way we use dates for our file naming. If the date of our shoot happened on August 19, 2018, we would start off with **180819**. We also need an easy way to identify what the shoot was, especially if we did more than one shoot in a day, so we would give a name to a shoot.

Example

We took photos of a Caballero Football game on August 19, 2018. Our first folder would be named **180819 Football Game**.



INSIDE THE EVENT/PROJECT FOLDER

In this folder we will create three separate folders:

- **RAW**
- **Edited**
- **JPEG**



Edited



JPEG



RAW

THE PURPOSE OF EACH FOLDER

RAW Folder

This folder is for all the unedited photos from your shoot. It's important to never save over these files with edits you've made in case you need to go back from the start and go a different way with how you edit these photos. If you save over the original image file with edits you make, then later have to go back to make different edits a potential client wants instead, you won't be able to change that.

Edited Folder

This folder is for all the edited photos you create from the RAW folder. You want to keep these as Photoshop Documents(PSD) or any other Non-Lossy file types. You should never crop or resize the image at this stage(This will allow you to retain the best possible quality of the image and be able to crop at different ratios for potential clients desires), but have every other kind of edit done that you want for this image. Never flatten the edit layers at this point, either. This allows you to remove certain edits if need be without having to start all over if you need to make changes.

JPEG Folder

This folder is where you save your edited images in a JPG version. This is after you've done every edit you need to do as well as cropped and resized to the necessary size. For class, this will be where you saved your final files for turning in projects(If JPEG's are asked for, which by default it is). Clients might want to receive different sizes/cropped ratios and you'd want to send them JPG files of the images to them.

THINGS THAT WILL HELP

CREATING A NEW FOLDER

- To create a new folder, you can right click and select **New Folder**.
- You can also go to **File** in the Menu Bar and select **New Folder**.
- The keyboard shortcut to create a new folder is **Shift + Command + N**.

RENAMING A FOLDER

- To rename a folder, you can select the folder and then click it again, which should prompt the ability to rename the folder.
- You can also right click on the folder and select **Rename**.
- You can go to **File** in the Menu Bar and select **Rename**.

SAVING IMAGES

- To make sure that you save the image into the correct folder, make sure to use the **Save As...** option when saving images for the first time in each folder.
- You can use the keyboard shortcut **Shift +Command + S**.
- You can also go to **File** on the Menu Bar and select **Save As...**

When saving your image in the JPEG folder, make sure to select **JPEG** under Format when you're in the Save screen so you can make sure it doesn't save as a PSD file.