

In developing a standard operating procedure for downloading and managing your images I will suggest this with an open mind. Everyone will have a different example for why and how this or that system does not work for his or her workflow. Having had the experience of instructing large photography workshop groups to efficiently download and manage images for critique, I have worked up a system that can be very effective for most users.

Follow along with this basic workflow method and adapt any changes you feel are necessary.

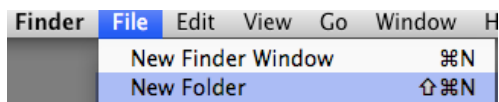
I normally do not like using the software application to auto download my images. I have more control and **more comfort** with inserting the Compact Flash (CF) or Secure Digital (SD) card into a reader and having the card mount onto my desktop as a volume to be copied.

This way I am **secure** in the fact that the images are truly downloaded through the Operating System's "select all" and copy process to a target folder. When I see the operating system illustrate the copy process, I take comfort in knowing the images are on my computer and not just thumbnail views. Once the images are copied I can move them to a location I choose and start the process of importing them into Lightroom.

This extra step confirms for me that the images are on my computer!

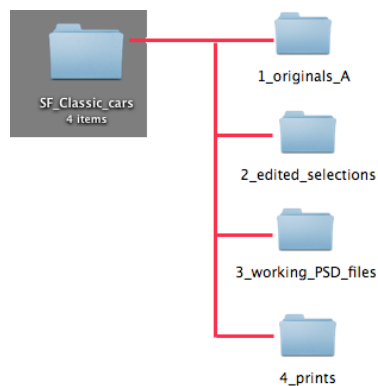
Let's explore this strait forward system I use:

I create a **New Folder** and then a series of subfolders which I use each time I download images after a shoot.



The main folder is named with a new event, location, or client. The sub folders are named.

- 1\_originals\_A
- 2\_edited\_selections
- 3\_working\_PSD\_files
- 4\_prints



This folder and the sub folders can be duplicated each time you are ready to download images. Once you have duplicated this folder, rename it with a new event, location, or client.

Now download your images directly to the originals folder. In my case I was out shooting a classic car show event locally in my hometown Santa Fe NM.

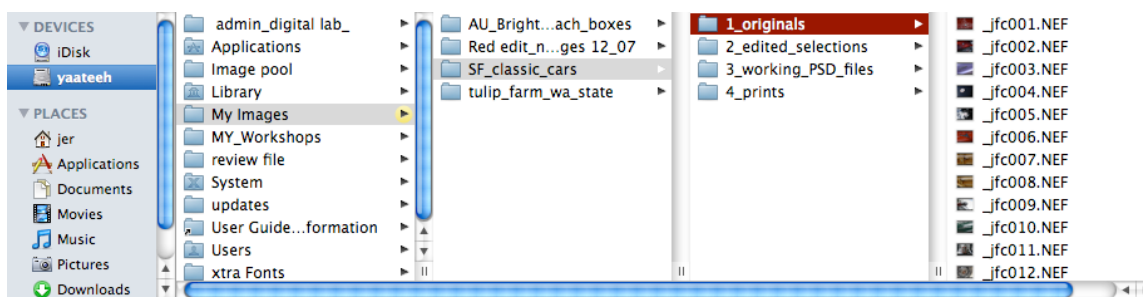
I have renamed the duplicated template folder - SF\_classic\_cars.  
I now download the files from my D2Xs camera flash card to the "1\_originals\_A" sub folder within the SF\_classic\_cars folder.

Once this is complete and there are other cards from the same event, I will create another original folder called "1\_originals\_B" as a sub folder within the event folder and download the second card images and so on.

In most cases I shoot with 2GB or 4GB cards

Because the current technology with DVD will hold 4 GB of information, I can burn the originals folders now or after editing to back up the event shoot.

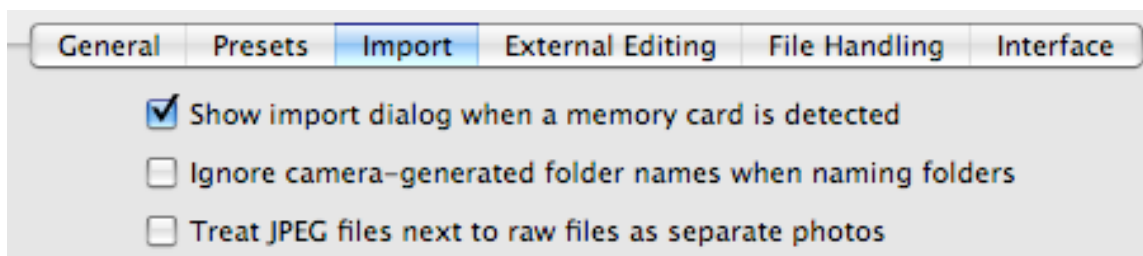
Now I would move the folder (SF\_classic\_cars) to the location of choice on my Hard Drive. In this example the "My Images" is the folder I use.



Now I'm ready to launch into Lightroom and import these images at the referenced location.

### Note

You can elect not follow this SOP and certainly specify in Lightroom's preferences dialog box that your images will be directly imported when a compact flash card is inserted into a card reader attached to your computer.



### Just a few updates and plugs:

I will be teaching a series of **2 ½ day Lightroom and Photoshop Intensive** workshops this year. These short "hands on" workshops can without doubt help you to get up to speed quickly. So check both web sites for upcoming dates in Santa Fe or at location near you. [www.santafeworkshops.com](http://www.santafeworkshops.com) or [www.jerrycourvoisier.com](http://www.jerrycourvoisier.com)

Also check out the **Australian Photographic Journey 2008**  
<http://www.santafeworkshops.com/workshops/calendar-detail.php?workshop=239>

All the best! Jerry Courvoisier [jer@Jerrycourvoisier.com](mailto:jer@Jerrycourvoisier.com)