Master Photo Library

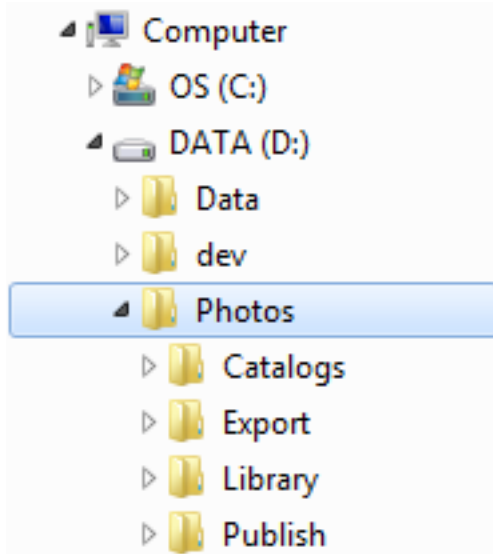Ariel Dynamics Inc.

V1.1.9.0

Introduction

- This document describes the workflow for:
  - Managing the Master Photo Library
  - Publishing Photo Albums to the Cloud
- It involves the use of two applications:
  - Adobe Photoshop Lightroom 4
  - Ariel Cloud Manager

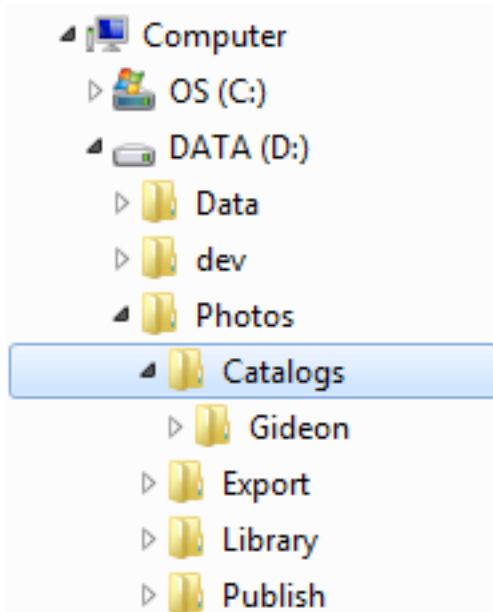Phase I: Ready? Steady? Let's get organized!
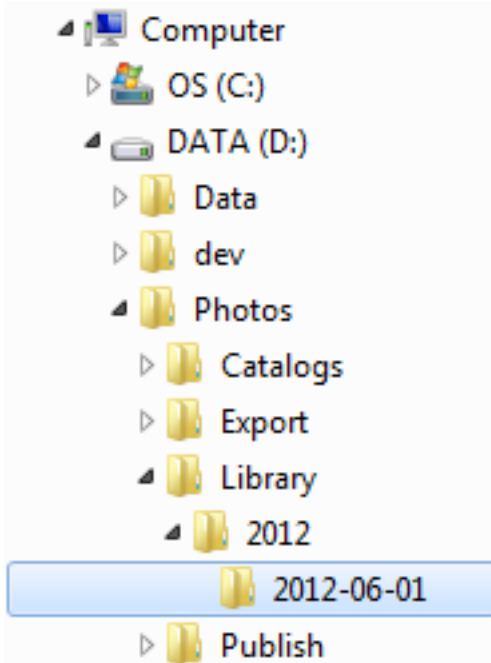
PREPARATIONS

Preparations

- Let's be methodical and consistent
- Let's first examine where our photos live.
- Working folder structure:
  - **D:\Photos**
    - Catalogs
    - Export
    - Library
    - Publish
- Note there are 4 main subfolders

Note 1: Lightroom Catalogs

- Subfolder **Catalogs**
- Lightroom Catalogs are stored in:
  - **D:\Photos\Catalogs**
- In this example, we have:
  - A **Catalog** called **Gideon**

Note 2: Lightroom Library

- Subfolder **Library**
- All original photos are organized in:
  - **D:\Photos\Library**
- Originals are organized
  - by **Year** and
  - by **Date**
- Files are organized automatically during **import** in Lightroom.

Note 3: Lightroom Export
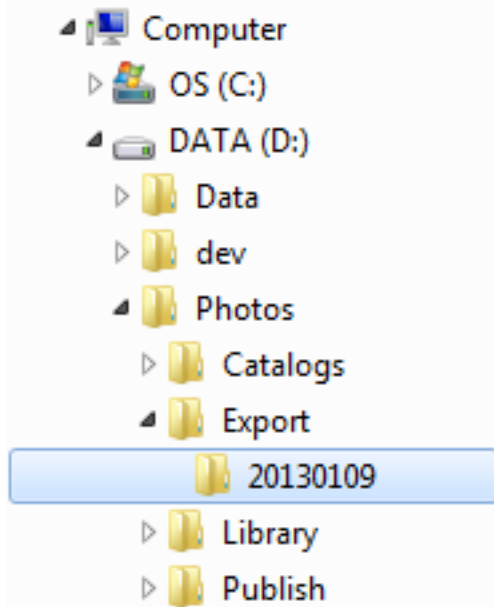
- Subfolder **Export**
- Photos exported from Lightroom
  - **D:\Photos\Export**
- Each folder maps to an online album. The example shows folder **20130109**.
- Note the naming convention: year, month, day. This ensures that folders are sorted **old** to **new** so they are easy to identify.
- Exported photos contain all meta-data and are uploaded to **GoDaddy** for backup.

Note 4: Publish Photos
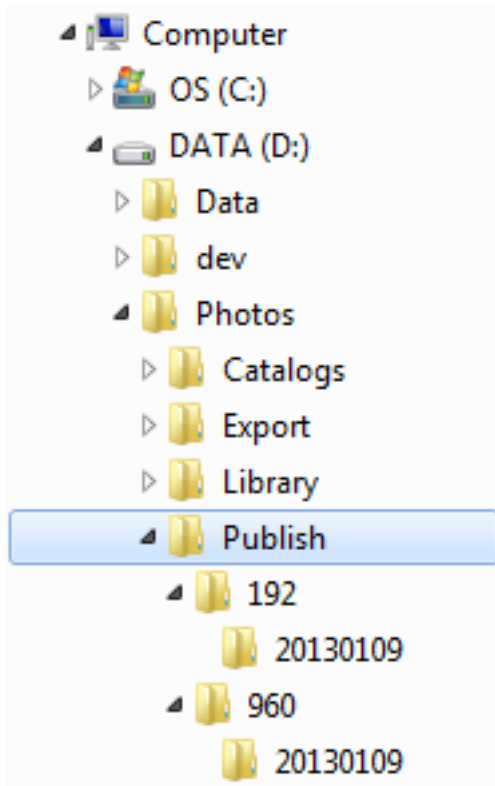
- Subfolder **Publish**
- Photos for the web are in folder:
  - **D:\Photos\Publish**
- You will find multiple trees here, each optimized for a specific size.
- The example shows "thumbnails" of **192** pixels, and "previews" of **960** pixels.
- Files are optimized (size vs. quality) for viewing on our website and stripped of all meta-data.
- Folders and files are generated and published to **GoDaddy** automatically.

Phase II: Let's ensure we file and process our original photos properly

MANAGING THE MASTER LIBRARY

Adobe Photoshop Lightroom 4

- All photos are in one place
- All photos are properly organized and classified
- Use **Adobe Photoshop Lightroom** version 4.3
  - **Step 1**: import photos
  - **Step 2**: filter photos
  - **Step 3**: improve photos
  - **Step 4**: tag meta-data
 - **Step 5**: export photos

Lightroom: Create Catalog

- Install and start Lightroom
- File > **New Catalog**
  - Store it in **D:\Photos\Catalogs**
  - Called it whatever you wish, e.g. "**Master Catalog**" or "**Gideon**"
- Lightroom will close and reopen the new catalog.

Lightroom step 1: import photos

- File > **Import Photos and Videos** (Ctrl-Shift-I)
  - **Configure settings**
    - File Handling: **Don't Import Suspected Duplicates**
    - Rename Files: **GBA_yyyymmdd-hhmmss.jpg**
    - Apply During Import: meta-data of choice
    - Destination: By **Date**, Date Format **2013/2013-01-08**
  - Note that settings will be remembered for future imports

Review important settings "Import"
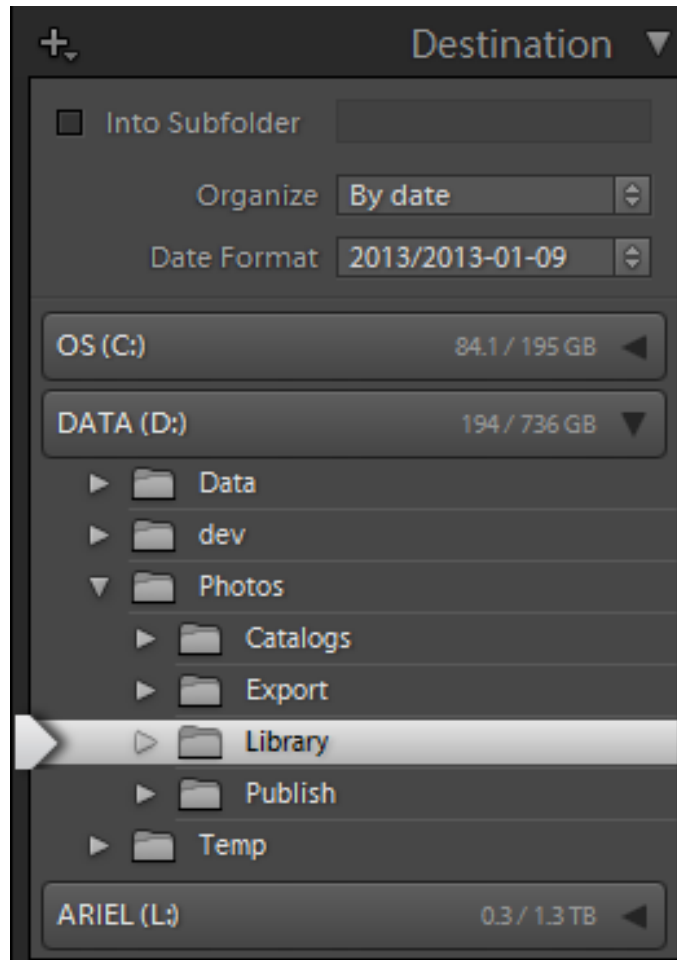
- Verify Import Destination:
  - **Organize:** By date
  - **Date Format**: Year/Date
  - **D:\Photos\Library**

Review all settings "Import"

Render Previews: **Minimal**
Don´t Import Suspected Duplicates
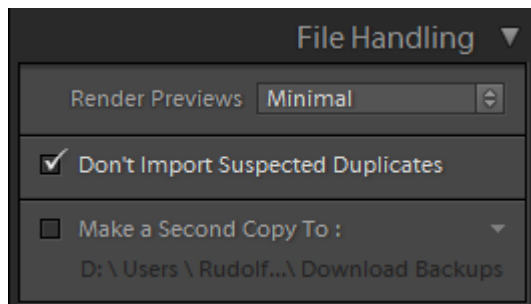
Organize: **By Date**
Date Format: **2013/2013-01-08**
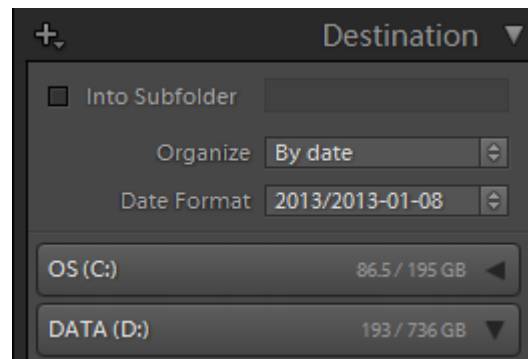
Rename files
Template: **GBA_yyyymmdd-hhmmss**
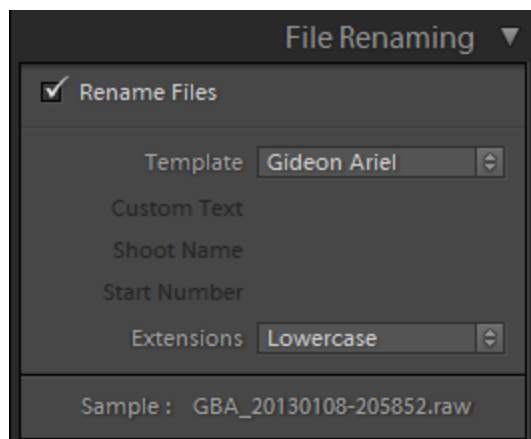
Develop Settings: **None**
Metadata: **Gideon Ariel**
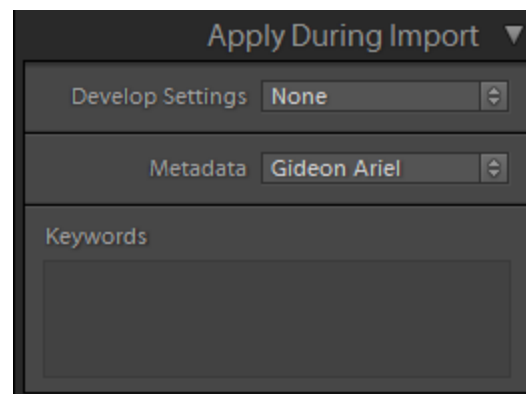
Lightroom step 2: filter photos

- We will only publish "good" photos
- Select **Catalog** > **Previous Import** (Library, west pane)
- Purge all photos that are out-of-focus, blurred, under-exposed, over-exposed, ugly, inappropriate or otherwise unacceptable:
  - Photo > **Set Flag** > **Rejected** (X)
- Rate photos
  - Photo > **Set Rating** > **1 Star** (1)
  - Photo > **Set Rating** > **2 Star** (2)
  - Photo > **Set Rating** > **3 Star** (3)
- If desired, we can purge rejects from the master library
  - Photo > **Delete Rejected Photos** (Ctrl-Backspace)

Example filter photos

Photo **#1** has been rated with **2 Stars (2)**

Photos **#2** and **#3** have been rated with **1 Star (1)**

Photo **#8** has been flagged as **Rejected (X)**

Lightroom step 3: improve photos

- Improve photos as you see fit
  - **Cropping**
  - Spot Removal, Red Eye Correction, Graduated Filter
  - Basic corrections
  - Tone Curve corrections
  - Etc.
- Note that all operations are **non-destructive**

Example: cropping undesired elements

Lightroom step 4: tag meta-data

- Select all photos to be tagged (Ctrl-A)
- Under **Location** (east pane), input:
  - **Sublocation** e.g. "On the Beach", "Disneyland", "Bangkok Sports Research Center", "C'est la Vie",
  - **City**
  - **State / Province**
  - **Country**
  - **Title**: describe event e.g. "Trip to Europe", "ISBS Conference"
  - **Caption**: describe contents of photo
- Note that metadata may be (should be) set on multiple photos at once.

What, When, Where, Who, Why

Sublocation On the Beach
City Laguna Beach
State / Province California
Country USA

Title Having fun with Ann and Rudolf
Caption A match made in heaven
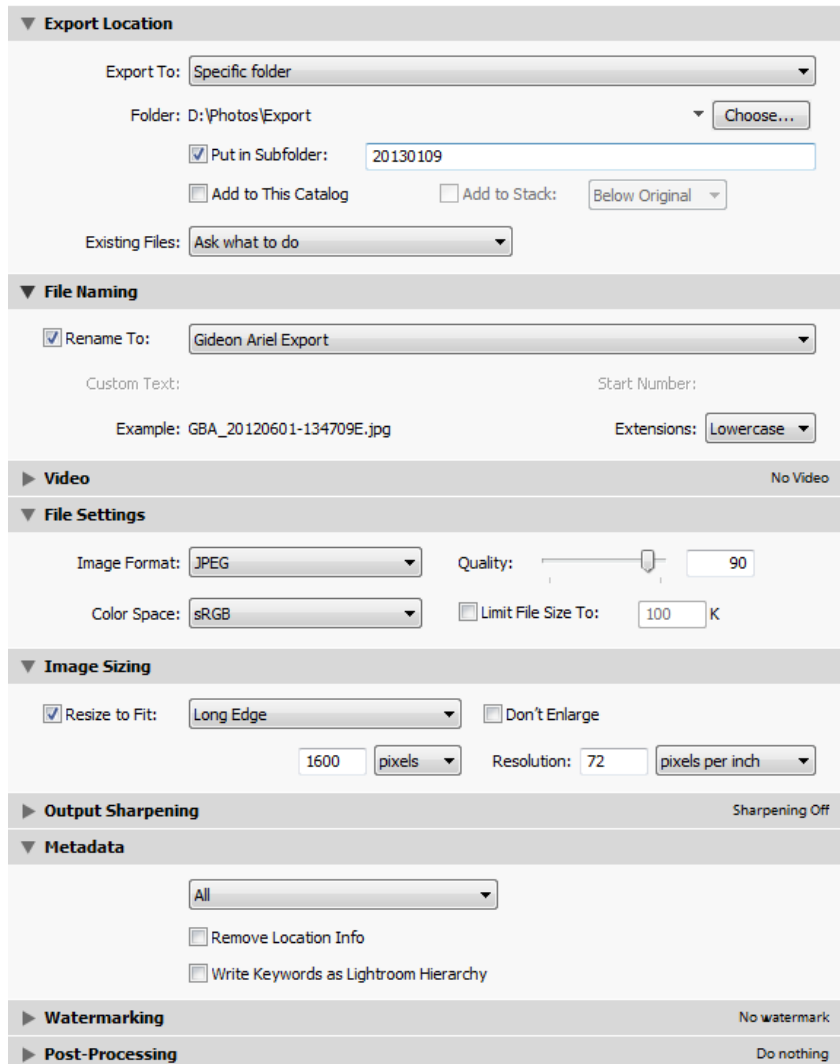
What, When, Where, Who, Why
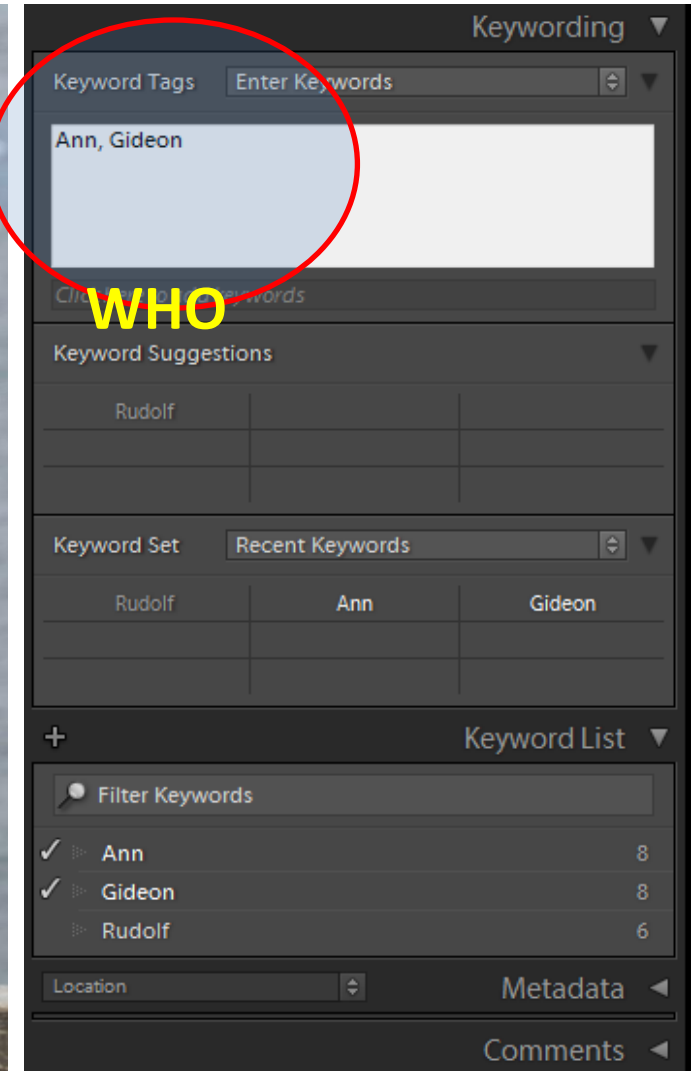
Lightroom 4: exporting data

- Select photos to be exported
- Choose **File** > **Export**
  - Export Location
    - Folder: **D:\Photos\Export\Root**
    - Put in Subfolder: **20130101** (yyyymmdd)
  - File Settings: Jpeg; Q-90; sRGB
  - Image Sizing: Resize to Fit; Long Edge; 1600 pixels
  - Output Sharpening: N/A
  - Meta data: All, checkboxes unchecked
- Settings will be remembered for future exports

Review settings "Export"

Folder: D:\Photos\Export
Put in Subfolder: yyyymmdd

Rename to
GBA_yyyymmdd_hhmmssE.jpg

JPEG, Quality 90, sRGB
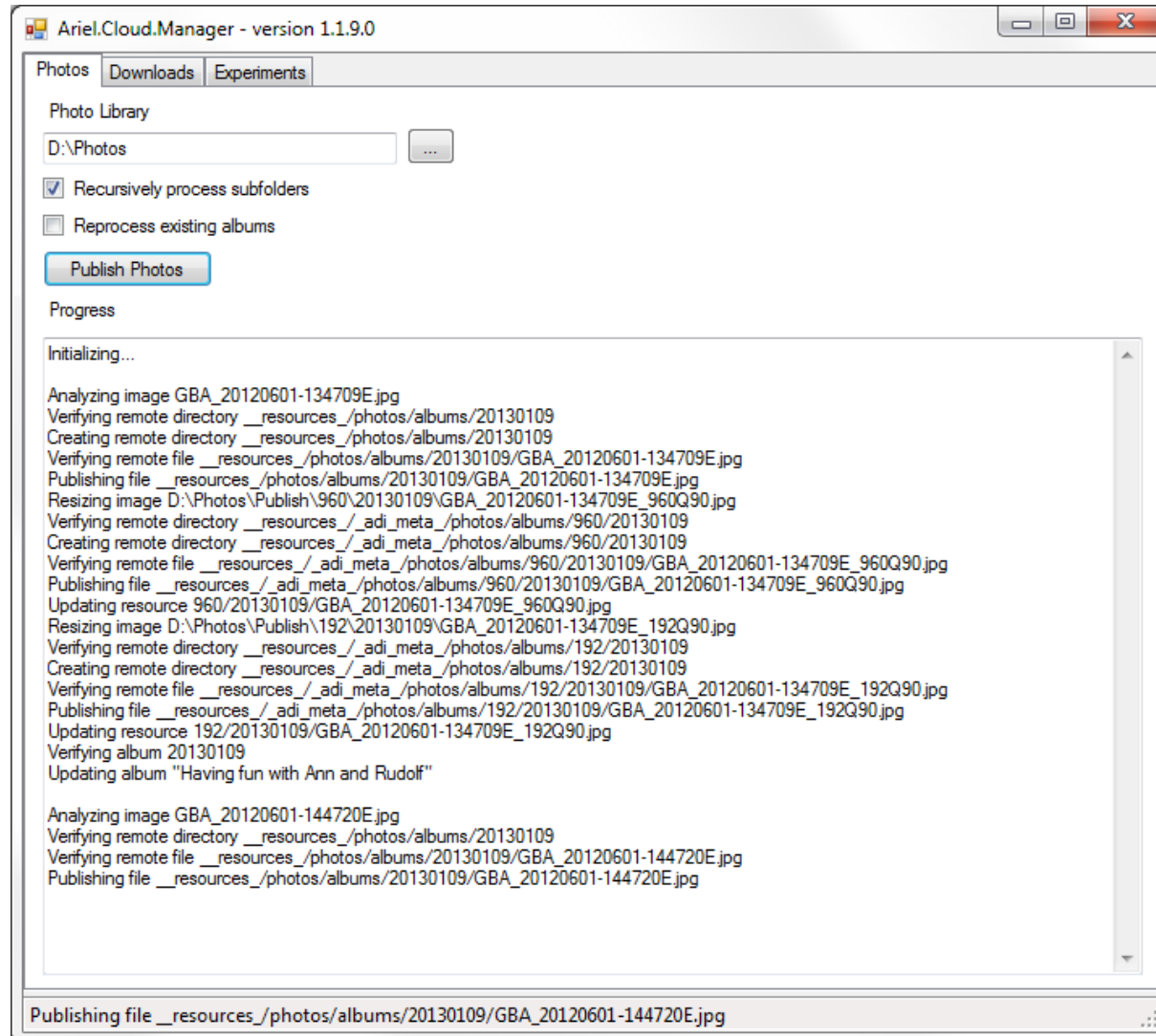
Resize Long Edge to 1600 pixels

Keep All Metadata

Phase III: Let's get these local files to the cloud for the world to see

PUBLISH TO THE CLOUD

Ariel Cloud Manager

- Start application **Ariel.Cloud.Manager**
  - Select tab **Photos**
  - Select folder
    - **D:\Photos**
  - Select "**Publish**"
  - Wait for it to finish
- See results on the web:
  - www.arielnet.com/cloud/Albums/Recent/10

Ariel.Cloud.Manager

Results

After publishing, the album is online.

Note that **Titles**, **Subtitles**, and **Tags** have all been set automatically.

Clicking any Tag will lead you to a list of albums with that same tag, e.g. for "**Laguna Beach**", "**2012**", etc.

Tags
On the Beach; Laguna Beach; California; USA; 2012; Having fun with Ann and Rudolf;

Conclusion