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)
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

**What:** Having fun with Ann and Rudolf

**Where:** On the Beach, Laguna Beach, California, USA

**When:** 06/01/2012, 01/02/2013

**Title:** 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](http://www.arielnet.com/cloud/Albums/Recent/10)
Ariel.Cloud.Manager

Initializing...

Analyzing image GBA_20120601-134709E.jpg
Verifying remote directory __resources__/photos/albums/20130109
Creating remote directory __resources__/photos/albums/20130109
Verifying remote file __resources__/photos/albums/20130109/GBA_20120601-134709E.jpg
Publishing file __resources__/photos/albums/20130109/GBA_20120601-134709E.jpg
Restoring image D:\Photos\Publish\960\20130109\GBA_20120601-134709E_360Q50.jpg
Verifying remote directory __resources__/adi_meta_photos/albums/960/20130109
Creating remote directory __resources__/adi_meta_photos/albums/960/20130109
Verifying remote file __resources__/adi_meta_photos/albums/960/20130109/GBA_20120601-134709E_360Q90.jpg
Publishing file __resources__/adi_meta_photos/albums/960/20130109/GBA_20120601-134709E_360Q90.jpg
Restoring image D:\Photos\Publish\192\20130109\GBA_20120601-134709E_192Q50.jpg
Verifying remote directory __resources__/adi_meta_photos/albums/192/20130109
Creating remote directory __resources__/adi_meta_photos/albums/192/20130109
Verifying remote file __resources__/adi_meta_photos/albums/192/20130109/GBA_20120601-134709E_192Q50.jpg
Publishing file __resources__/adi_meta_photos/albums/192/20130109/GBA_20120601-134709E_192Q50.jpg
Updating resource 192/20130109/GBA_20120601-134709E_192Q50.jpg
Verifying album 20130109
Updating album "Having fun with Ann and Rutolf"

Analyzing image GBA_20120601-144720E.jpg
Verifying remote directory __resources__/photos/albums/20130109
Verifying remote file __resources__/photos/albums/20130109/GBA_20120601-144720E.jpg
Publishing file __resources__/photos/albums/20130109/GBA_20120601-144720E.jpg
Publishing file __resources__/photos/albums/20130109/GBA_20120601-144720E.jpg

Publishing file __resources__/photos/albums/20130109/GBA_20120601-144720E.jpg
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.
Conclusion