

- Make the image** - Camera, camera phone, point and shoot, film, scanner. Shoot in RAW if possible. Shoot RAW and JPG if your camera has art modes you want to explore. There is no one answer, what works best for your desired out come. Make the best exposure possible in camera.
 - Download your images to your computer. I use the **Adobe Photo Downloader** found in The Adobe Bridge. Create a **Metadata Template** to embed your **Copyright** and more when you download. You can also back up to a second hard drive in one step using this tool. I organize work in folders by date and location. Then each year is in its own folder.
 - Use **Adobe Bridge** to select and rate your images. Place the images in folders. Rename images. Move the images around.
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- Open image in **Adobe Camera Raw (ACR)**, RAW, JPG or TIFF files.
 - Layered files cannot be opened in ACR. If in PS with a layered file stamp the layers - Shift - Option - Control - E - Then go to the Filter menu to access the ACR filter.*
- Start by looking at the **Histogram**. Move the **Black Slider** to the left darkening the blacks, do not block up the shadows.
- Next move the **White Slider** to the right, do not blow out the highlights. Now your image is looking much better.
- You may need to adjust your **Shadow and Highlight Sliders**, remember to keep the detail if it is important to your image. (most of the time it is!)
- With these steps first you usually will not need a **Contrast** adjustment, if you do it is usually minor
- Same thing with an **Exposure** adjustment if you made a good exposure in camera and adjustment will be minor.
- Then use the **White Balance Tool** to adjust the white balance of the image. I find it is best to do the WB after the tonal adjustments. If your image is way off on the **color balance** I will start the workflow there and then tweak it again at this point.
- I like my images to be a but warmer so I often use the **Temperature Slider** to warm up the image slightly, not so much as people will think it is the wrong color balance just enough to invite people in. What type of imagery do you shoot? You may like a colder image. There is no right or wrong, unless its wrong.
- Next add **Clarity** to the image. The amount is dependent on what you are trying to say with your work. What camera sensor and what lenses you use will also come into play with this tool. Pro lenses and cameras will need less clarity added here.
 - Add **Lens Correction** in ACR. distortion, vignetting, chromatic aberrations
 - Now decide if you want to move into Photoshop or stay here a bit longer? Stay in ACR if the image can be finished here or.
- Crop, Straighten, Transform** - ACR or PS?

- Spot Removal** - PS
- Red Eye Removal** - ACR or PS?
- Do you need selective enhancement? **Adjustment Brush or PS?**
- Will the **Gradient Tool** here in ACR get the job done?
- Do you need a layer mask for enhancements to look natural? Go to PS.
- Should you **Crop** here or in PS? Most of the time I use PS.
- The **Grain** works well in ACR.
- The **Post Crop Vignette** looks good in ACR.
- Do you have a **Preset** that gives a stylized look to the image you want to apply.
- Split Toning** works well in ACR.
- I do my **Noise Reduction** here, do you?
- What about **Dehaze**? This slider can add to the look of a photograph in many ways? Have you explored it yet? Set the white balance for the image before using Dehaze.
- I do my output **Sharpening** in PS not in ACR.
- Create your **Panoramas** in ACR
- Start your **HRD** in ACR
- What can you add to this list?

I always end up in Photoshop to finish my images. Total control for the control freak in me.

Now that we are in Photoshop

- Start with the **crop**, Decide if you want to keep the entire image or if a crop will help your composition. Crop out distractions and extra space. I believe in getting the framing right in camera so the only time I crop is if I am making a square image or if I am working on composites. Yes I do crop panoramas. Do what you need to do to make your image, but always strive to make the best image in camera before moving to ACR and PS.
 - This is where you will also **straighten** the image.
 - **Perspective** adjustments
- Next **retouch** dust and distractions. Depending on your images - For portraits: blemishes, wrinkles hotspots and more. Landscape: power lines, debris, stray branches, what is taking away from your image? Take it out of your image.
- What **Localized Corrections** do you want to make?
 - Open up the shadows?
 - Add a color tint to a shadow?
 - Brighten someones eyes?
 - Blur the background?
 - Sharpen the hair in an image?
 - Add contrast to a part of the image?
 - Dodge and burn using a **dodge and burn layer**?
 - Lighten or darken with curves? *Think localized corrections to make the image shine.*
 - Liquify/Warp**. You must *stamp the layers to be effective with these filters - Shift - Option - Control - E - Then go to the Filter menu to access the desired filter.*

Add **creative techniques** to make the image reflect your vision.

 - Add a dodge and burn vignette?

- Run an **action** to stylize the image?
- Drop a **texture** or two over the image? Explore the layer masks with this.
- Create a **diptych or triptych**?
- Make a **composite** image?
- Change the **perspective** in your architectural photography?

•What can you add to this list?

You get the idea, have fun here and push your vision!

- Make sure your whites are not blown out before printing. Pull back the RGB values to 250.

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- What will your output be? Web, print, book, alternative process?**

- Save your **Master File** as a .psd (Photoshop Document)
This is your worked, layered, original size file.

- Save As** - You will now have a second file - I title these files with the name of the master file, then add an underscore and the longest size dimension so I can keep everything in order.

- Flatten the file.

- Size for output.**

- Sharpen for output. (Global sharpening)

- Save this file as a JPG, PSD to TIFF, depending on your output needs or requests.

- Upload to the web or print this file.

- Backup all of this work to your second hard drive and the cloud.

This is just a start to help guide you to a workflow that will work best for you. Modify this, add additional items that work for your vision. Shoot more, grow, explore!