

ProSelect Workshops

Suggested Workflow Overview

SALES & PRESENTATION

1.1 Open ProSelect Album and BackUp Raws

Shoot Raw & Small Jpeg with *Expo Disc*
On Production computer, Duplicate Master Client Folder
Copy Cards into Raw & Jpeg Folder -- *Quick Rename* prefix Job No.
Drag & Drop Folder into ProSelect Maybe Tab
Sets - Favourites, Support, Remainder, Culled, Retouched
Move Grey cards to Support Set
Cull by moving to No Tab - then Move No's (Original Images) to Culled Folder
Back up Client Folder (excluding Culled sub-folder) on CD/DVD

1.2 Head Swap (if necessary)

Select images to combine
CommandT opens Jpegs in Photoshop
Bring in new elements to main image and name each layer with image number
Save as psd and add A (for adjusted) to file name
Add new adjusted image back to ProSelect Album
Move all the element images to Support Set

1.3 Prepare Images for Viewing

Change images to Sepia / B&W
Prepare Layouts
Set up client details in Order Groups
Move Best 20 to Yes Tab for Slide Show
Save ProSelect Album
Copy album to Sales Room Computer

1.4 Client Viewing

Show Slide Show with Music
Choose shortlist -- comparing up to 10 at a time
Cropping -- Add any Notes -- duplicate
Project real size -- composites - templates/edges
Place Order -- Order Adjustments - take deposit and note on invoice
Printout Order/Invoice and save.
Copy album back to Production Computer

PRODUCTION

1.5 Production

Order any support images required (grey cards or elements for head swap image) under a new Order Group called "Support"
Move ordered images (Original Images) to Master Images Folder
Produce High-Res Images -- Check Preferences to your output requirements
Select ordered images and Open Raw's in Photoshop
Adjust Raw images, convert and save as Tiffs back in same folder (Master Images)
Relink All - Flag Orange
Open images in Photoshop, complete retouching and save -- Flag Green
Check Image boxes and Make High-Res Images

1.6 Archiving

Copy Retouched images into ProSelect Client Album Set
Downsize retouched to jpegs and move to Annual Master Gallery Folder
Add jpegs to Annual Master Gallery ProSelect Album
Copy favourite untouched & retouched to Proselect Sample Album to show new clients
Backup Client Print Order folder onto DVD
Delete client job

1.7 Annual Master Gallery

Keep all your finished client work at your fingertips by creating an annual album - eg Finished Client Images 2006, and name the sets, Babies, Families, Seniors, etc. When a job is finished, load your retouched images into this album.

By making a 12jpeg copy and keeping in an adjoining folder you will also have the finished images ready for any artwork, exhibitions, competitions, uploading to your website, or showing as a slide show to potential clients.

1.8 3 level Master Client Folder

Suggest using Job Number, and/or Client Name, and Date with the following sub-folders as shown:

9384 Robinson 1-12-07 > Culled
Raw & Jpeg
Album & Print Order > Album
Master Images
Sized Images

When job is finished and ready to be archived, only the "Album & Print Order" folder and sub-folders needs to be burnt to CD/DVD.