# Workshop Camera Club Inc.
# Introduction to Workflow and Backup

**Before Import**

Decide on a place to store your images and the file structure you wish to use

- use an HDD in the range 1 - 2 TB
- set up a base folder called IMAGES
- consider various options for folder structure within IMAGES

**Import**

Get images from camera

- decide whether to launch Lightroom automatically or not
- use Lightroom to import the images
  - choose the destination folder - possibly create a new folder
  - make a preliminary choice of images
  - add copyright notice
  - add keywords
  - consider making a second copy
  - decide whether to put all the files into a single destination folder or make extra folders based on date

**Immediately after import**

- Review images in the Library using Loupe view and use X to mark images for deletion
- It may be helpful to classify your images with star ratings

**Develop**

- straighten, correct perspective (if relevant) and crop
- correct white balance if necessary
- adjust tonal range
- adjust presence
- adjust sharpening and noise reduction and lens corrections
- where possible copy and paste adjustments to similar images

**Advanced development**

- local adjustments (gradient, spot removal, red-eye)
- exporting for projection

**Backup**

- Types of disaster
    - Software damage (files corrupted or overwritten)
    - Physical damage to disk (head crash)
    - theft (loss of computer but perhaps not loss of a backup disk)
    - fire (total loss)
- Types of backup
    - ask yourself what and how much am I prepared to lose?
    - full system backup
    - data only backup
    - incremental backup
    - recovery disk
    - where to store your backup
    - time to do a backup
- Backup software
    - Windows backup
    - Software supplied by HDD makers
    - Third party
- Traps
    - Complacency
    - It'll never happen
    - Software changes
    - Relying on a RAID array
    - Not testing