PHOTO BACKUP WORKFLOW

Hey!

If you're here then you're most likely feeling overwhelmed with the thought of maintaining the thousands of photos that you've taken and want a better, more efficient process. Well my hope is that this guide gives you a boost of confidence knowing your photos are safe and easily accessible.

The workflow has been designed to make your life WAY easier when it comes to all the logistics of backing up, organizing and delivering your photos.

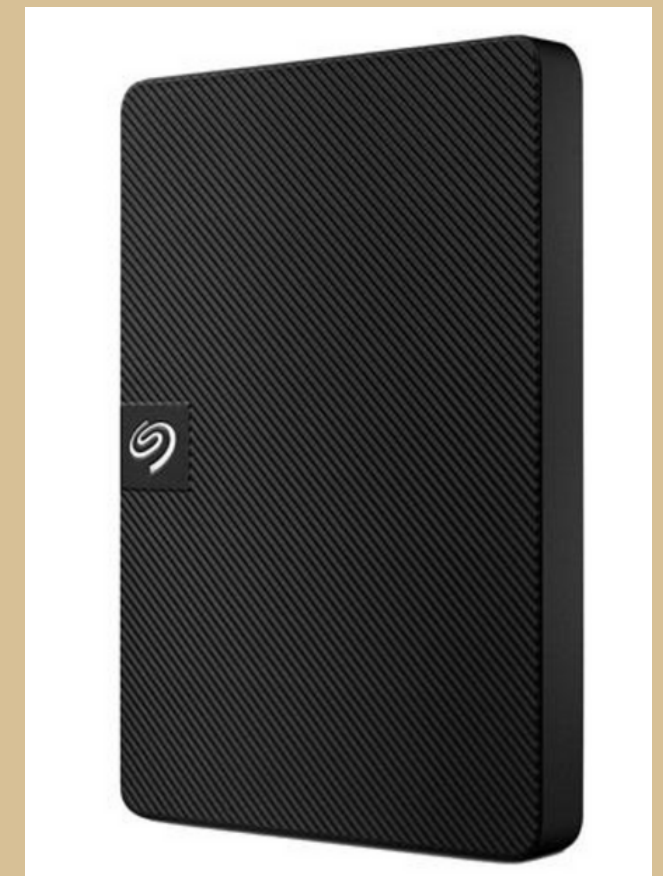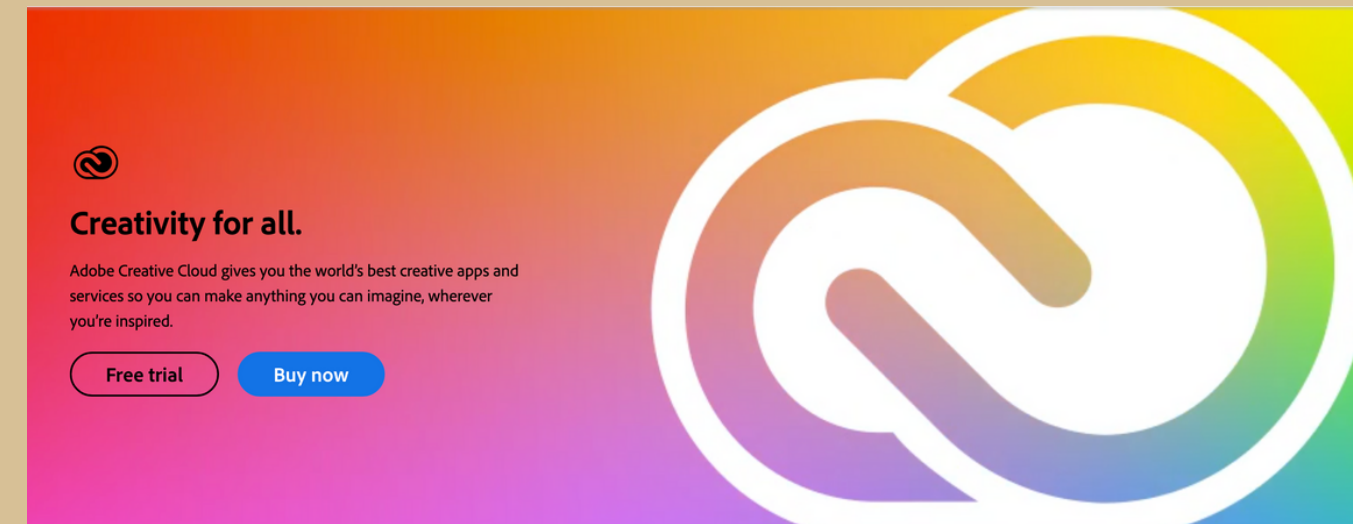# EQUIPMENT AND SOFTWARE

Each item is linked to the site for purchase

1) Sandisk Extreme Pro
170MB/s and 128GB

2) Creative Cloud

    - Lightroom
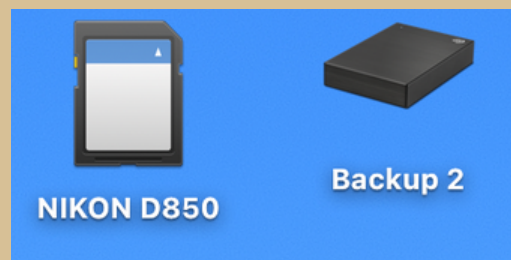   - Bridge

3) Seagate Backup Drive (5TB)

After you've completed your photo session:

1) Connect Backup Drive to computer
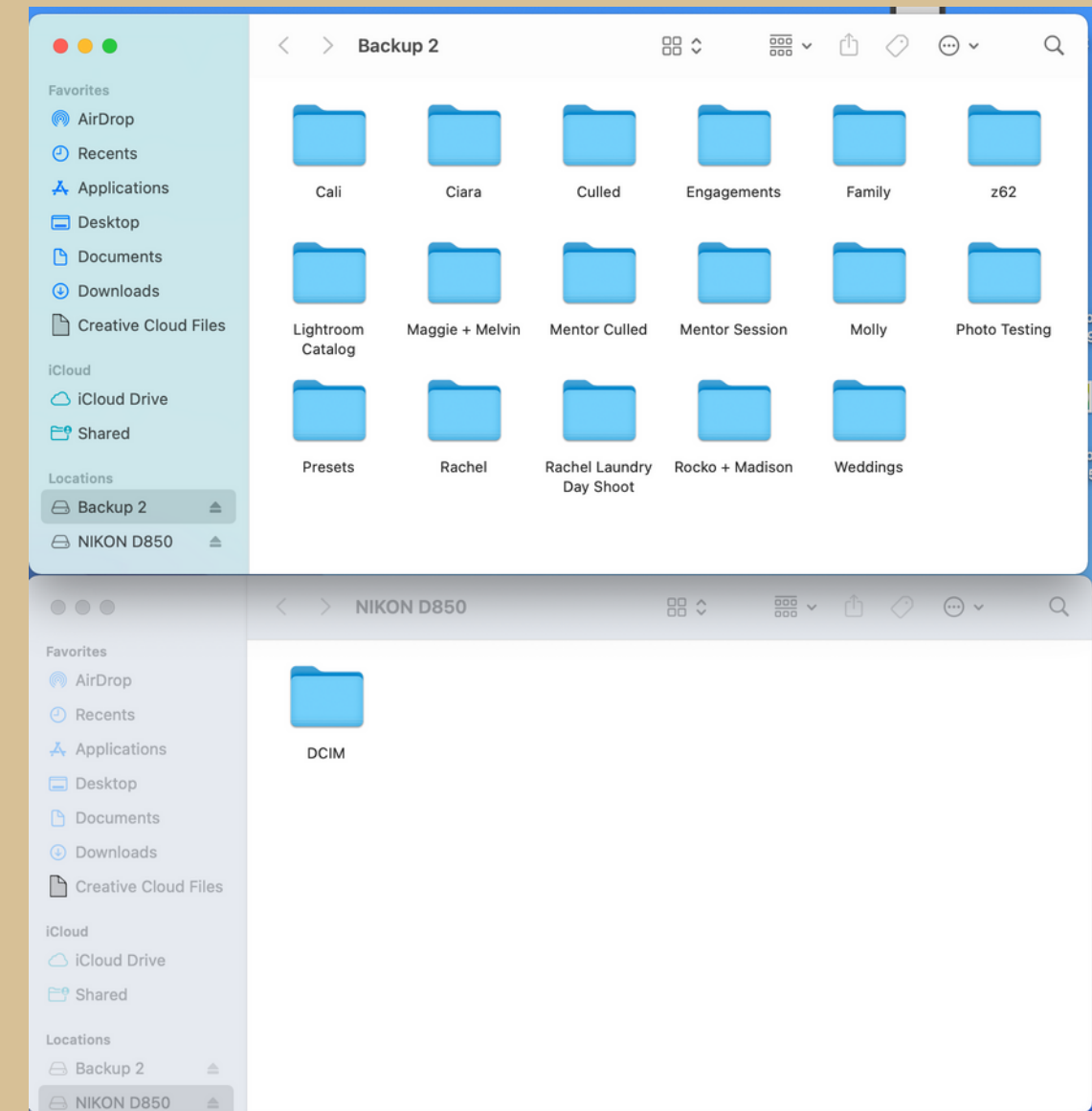
2) Insert SD Card into computer

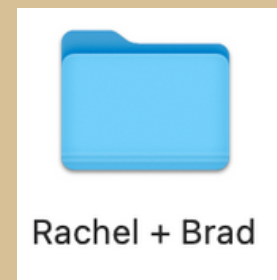3) You will now see these two icons on your desktop:

(Rename these icons to whatever suits you)

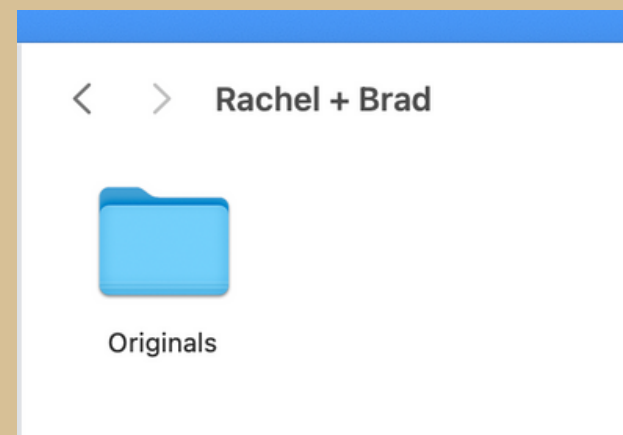4) Open both the sd card and the backup drive

(There is now a window open for both the sd card and the backup drive as shown below)

5) Create a folder in the backup drive and title it the couple's name:
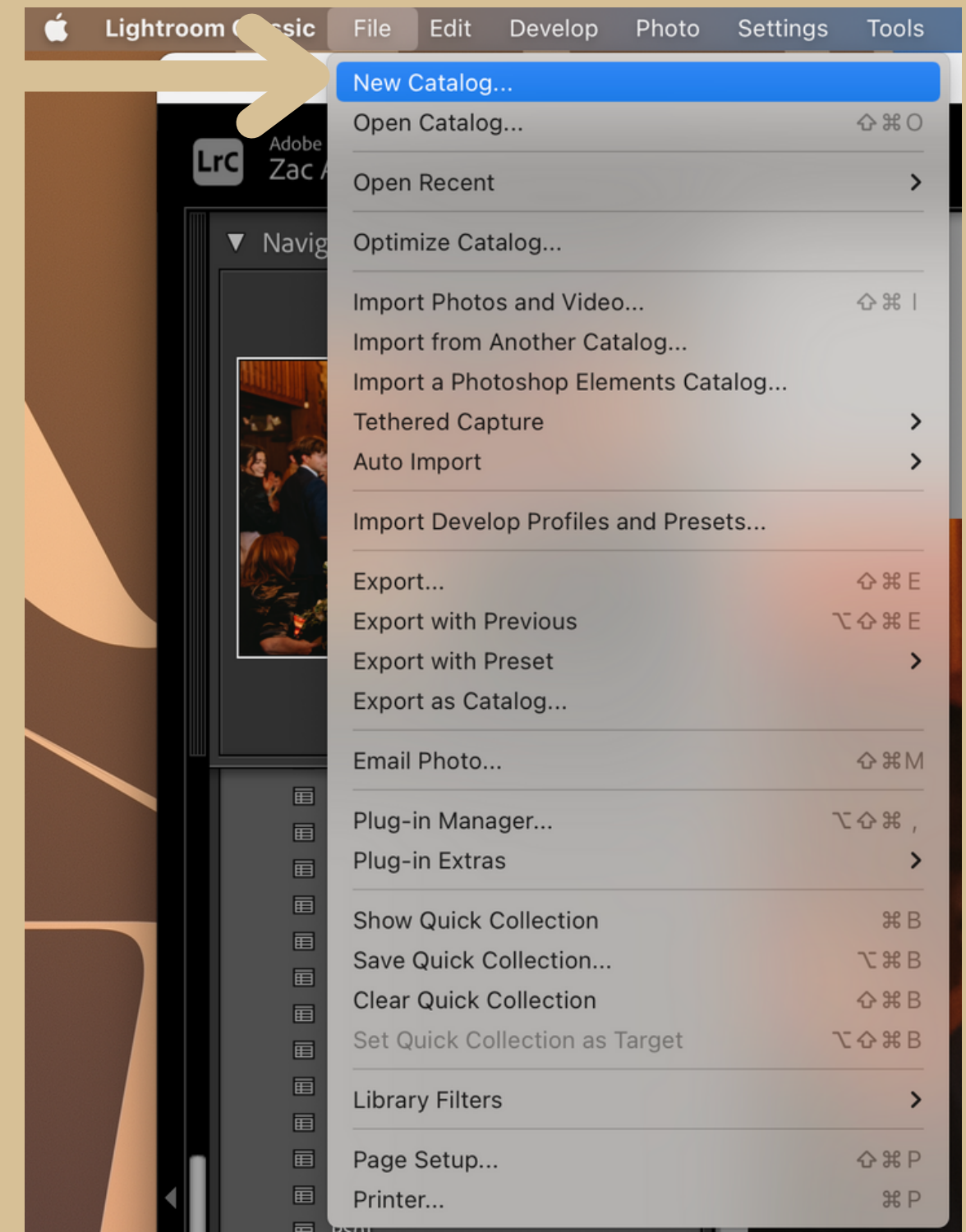

Rachel + Brad

6) Now create another folder inside the "Rachel and Brad" folder and title it "Originals"
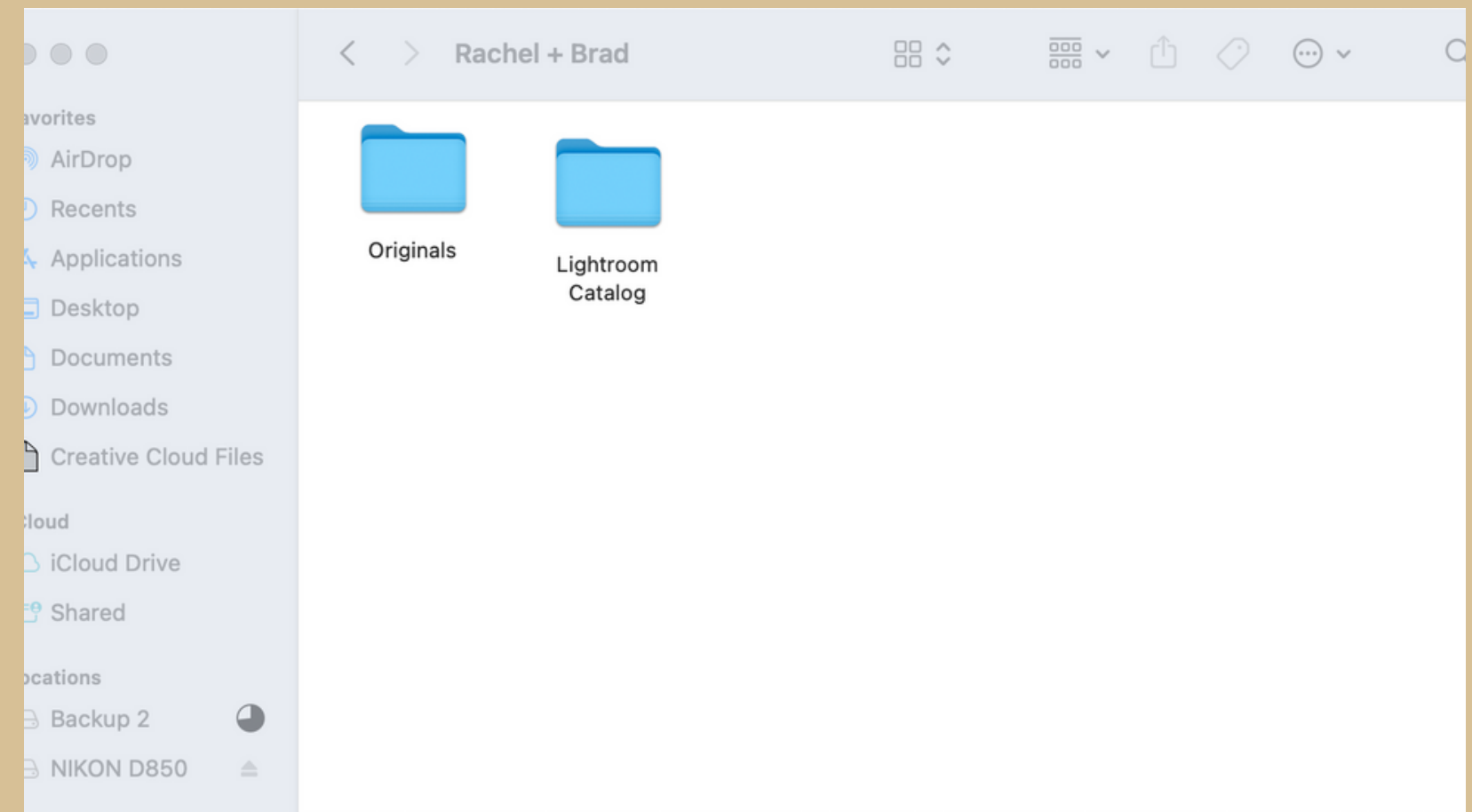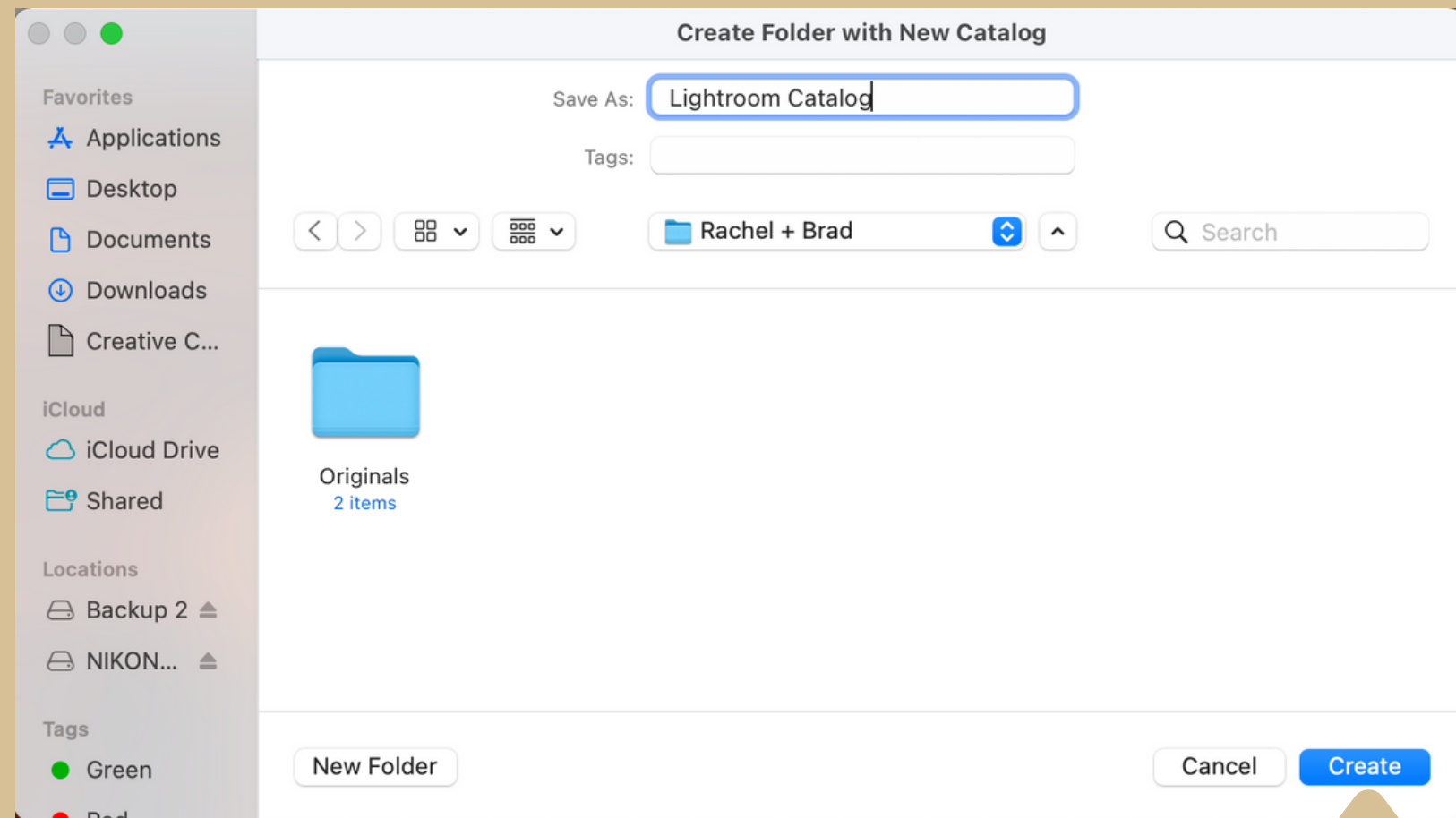

7) Click and drag all the folders from your sd card that hold the photos of Rachel and Brad's session and place them in the "Originals" folder on the backup drive. The "Originals" folder now has every photo you took from there session.

8) Open Lightroom and create a new Lightroom Catalog.

| File | Edit | Develop | Photo | Settings | Tools |

New Catalog...
Open Catalog...   ⇧⌘O
Open Recent   ›
Optimize Catalog...
Import Photos and Video...   ⇧⌘I
Import from Another Catalog...
Import a Photoshop Elements Catalog...
Tethered Capture   ›
Auto Import   ›
Import Develop Profiles and Presets...
Export...   ⇧⌘E
Export with Previous   ⌥⇧⌘E
Export with Preset   ›
Export as Catalog...
Email Photo...   ⇧⌘M
Plug-in Manager...   ⌥⇧⌘,
Plug-in Extras   ›
Show Quick Collection   ⌘B
Save Quick Collection...   ⌥⌘B
Clear Quick Collection   ⇧⌘B
Set Quick Collection as Target   ⌥⇧⌘B
Library Filters   ›
Page Setup...   ⇧⌘P
Printer...   ⌘P

9) Title the new lightroom catalog "Lightroom Catalog" and save it inside the "Rachel + Brad" folder on your backup drive.
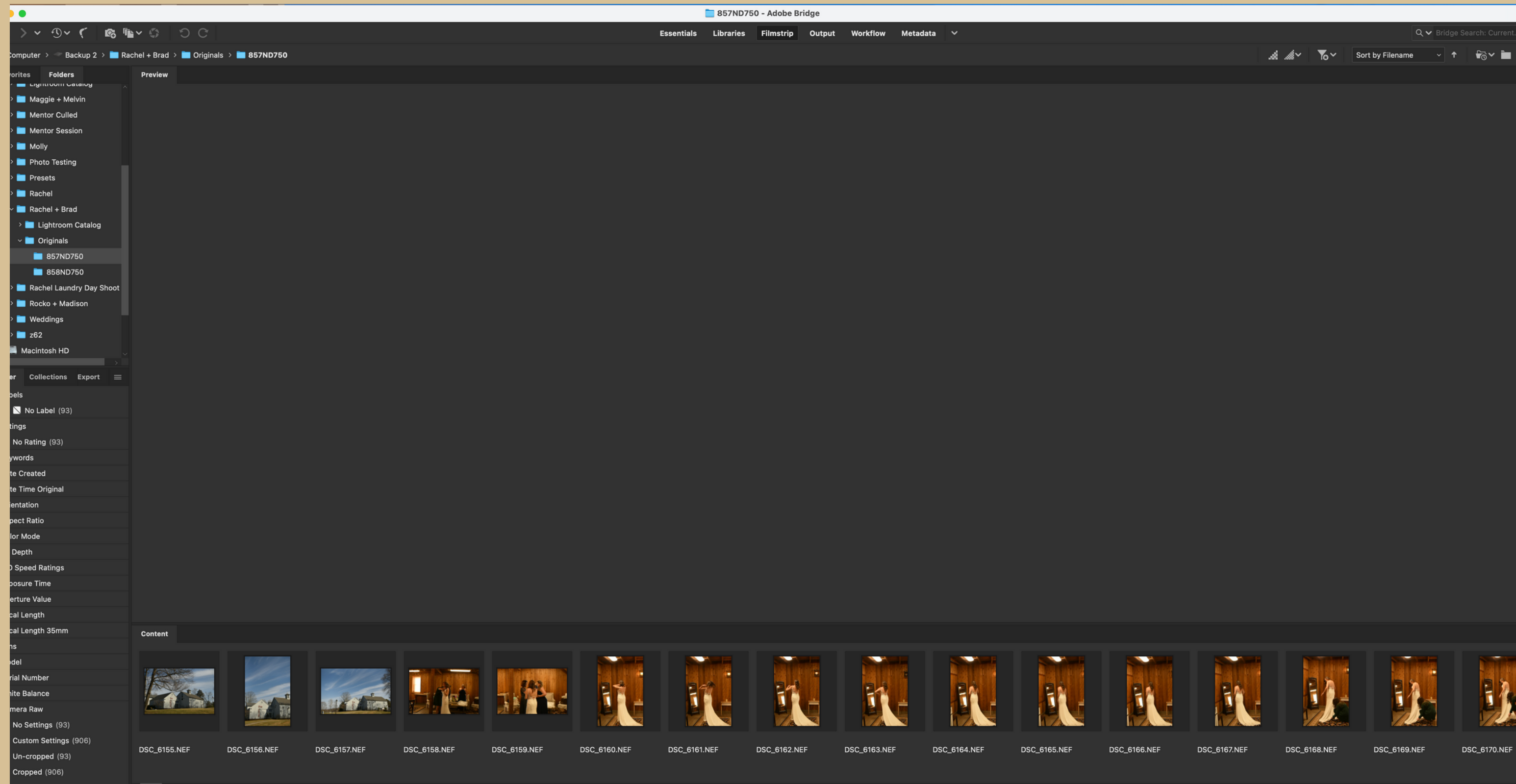
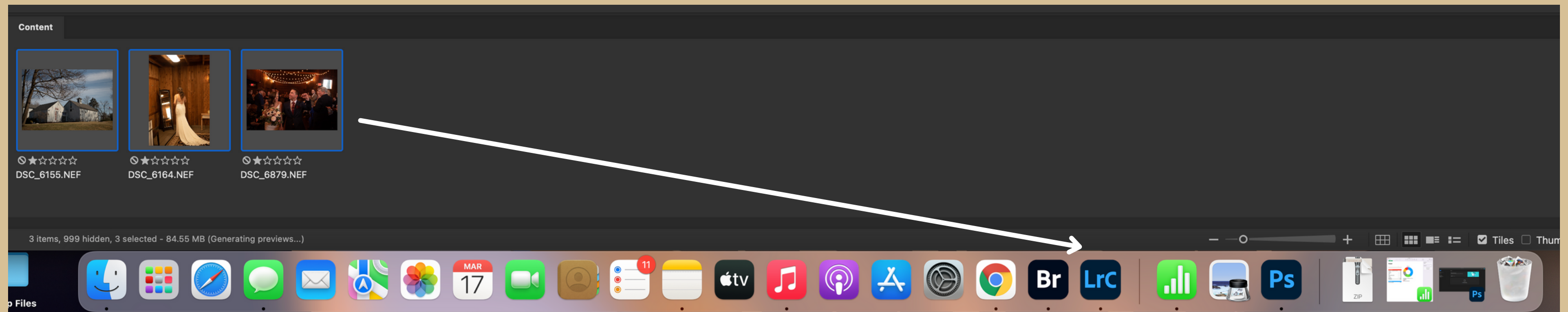10) The "Rachel + Brad" folder should now look like this:

11) Next, open Bridge and begin culling through all the photos from the session.

12) As I'm culling the photos in Bridge, I'm putting a 1 star rating on those that I want to edit and no rating on ones I don't need.

13) Once the culling process is completed, I tell Bridge to filter all the photos based on their rating. This will allow Bridge to only show me the photos I've given a 1 star rating to.

14) Now that the filter has been applied, I highlight all of them and drag them into Lightroom by clicking, dragging and dropping onto the LrC icon on my desktop.

15) Lightroom will then display an import window asking you where you would like to import these photos.

The left side of this window shows you where your importing from (Originals folder)

The middle section asks you if you want to copy or move these photos to the new folder. I choose "move" to avoid duplicates and taking up extra storage space

Tha right side asks you where you want to import these culled photos. I check the box that says "into subfolder" and title it "Culled"
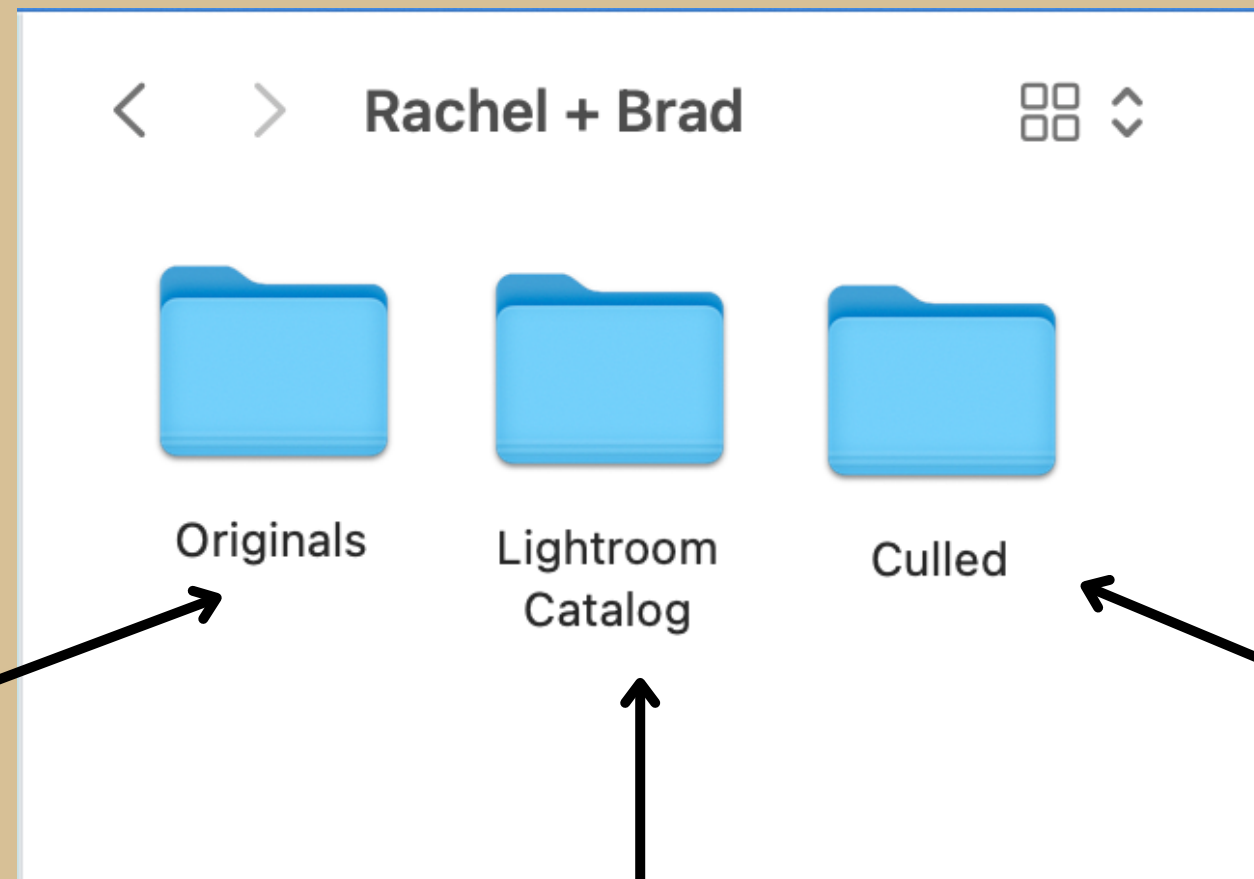
15 continued)

Be sure to have the "Rachel + Brad" folder highlighted so Lightroom will create the "Culled" folder inside the "Rachel + Brad" folder

16) The "Rachel + Brad" folder should now look like this:

Rachel + Brad

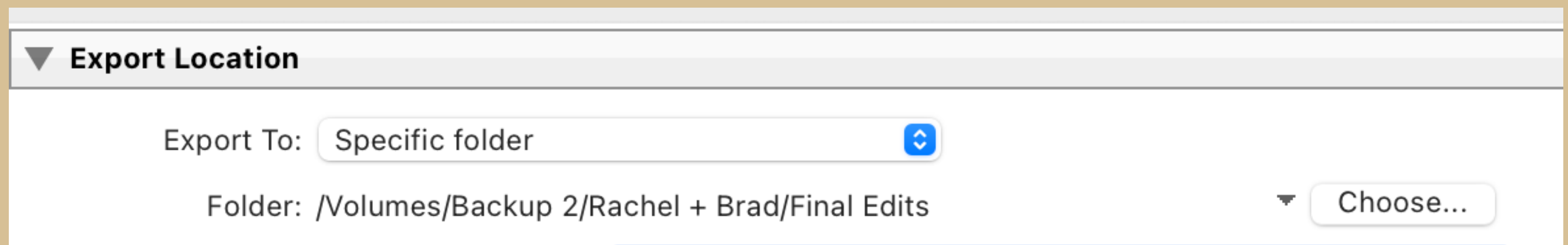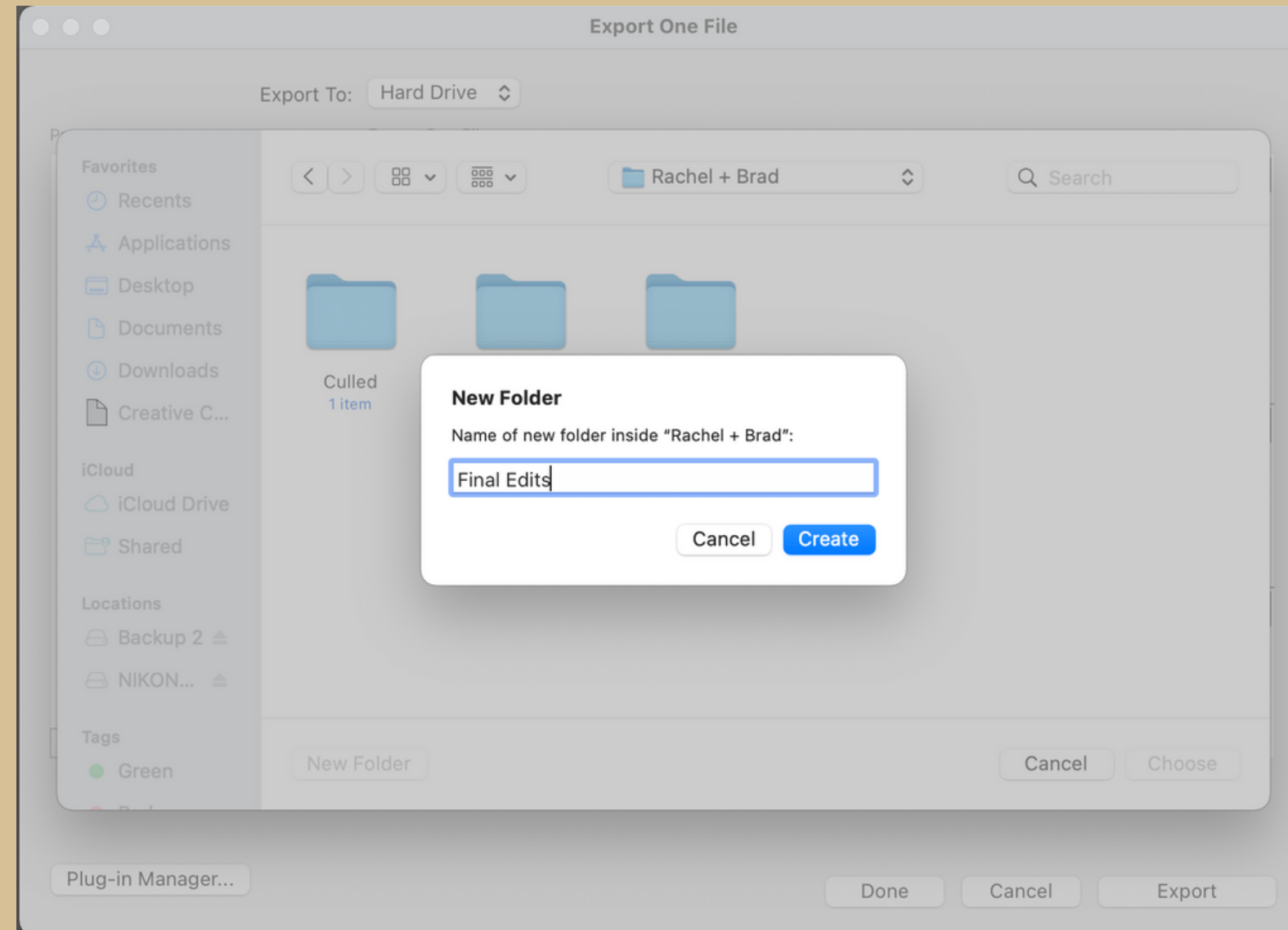Originals   Lightroom Catalog   Culled
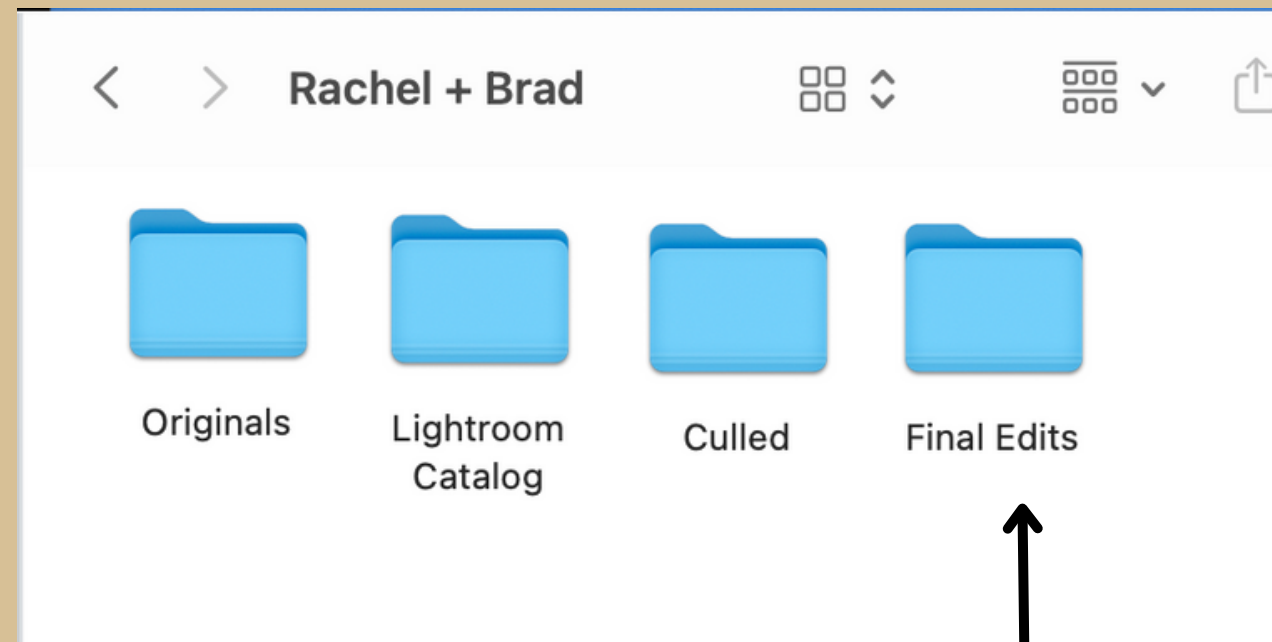
All the photos you took at the session.

The photos you selected and imported into Lightroom to be edited

A lightroom catalog solely dedicated to Rachel + Brad. If you ever need to re-edit any photos, you would just open this up and locate the photo you need to adjust.

17) Edit the photos in Lightroom and once complete, export them into a new folder titled "Final Edits" which will also be located inside the "Rachel + Brad" folder

17) Your "Rachel + Brad" folder should now look like this:

All of your edited photos can now be found in the "Final Edits" folder.

You are now ready to import these into your photo sharing platform and send them off to your couple!

Cheers!
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