



# Ponteland Photographic Society

## **Workshop 1 Workflow, indexing & re-sizing.**

### **Why Catalogue?**

Greatly helps once you have a few hundred pictures.  
Find pictures using locations, people or items.

### **Which programme?**

Adobe Organiser is free with Photoshop Elements so most of you will have it already.  
Very flexible with tags. They can be renamed and collected into groups.  
Still fairly quick with large, (over 20,000), collections of pictures.

### **Import Photographs.**

Do this manually from the folders already created.  
Imported pictures stay together while you arrange tags and stacks.  
Click Show All to return to main view.

### **Find Pictures**

Using tags or the dateline.  
Multiple tags for items you're unsure of.

### **Editing Pictures from Organiser**

Checking levels, adjust mid-point.  
Brightness and contrast.  
What's the picture for?  
Re-size to suit the output. 800x800 max for website, 1024x768 for projected images.  
Use the crop tool with specific pixels to re-size.  
(Prints will be much larger but use at least 300 dot per inch to calculate.)  
Sharpen pictures using the Unsharp Mask filter  
Save for web. Always use jpeg and adjust quality slider for best picture.