

FILE STORY

The journey of an image

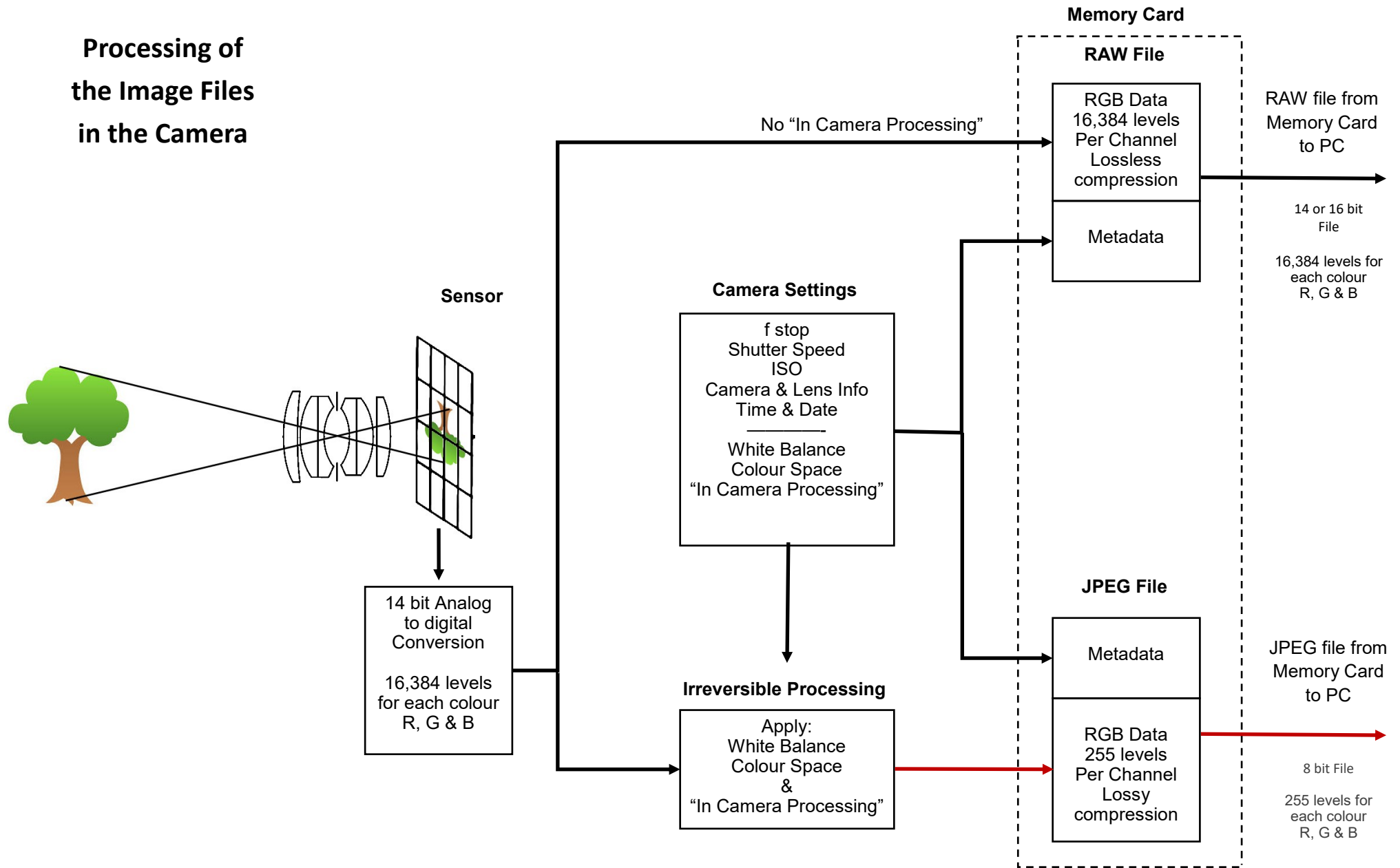
from

the Camera

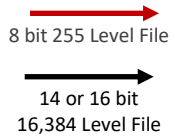
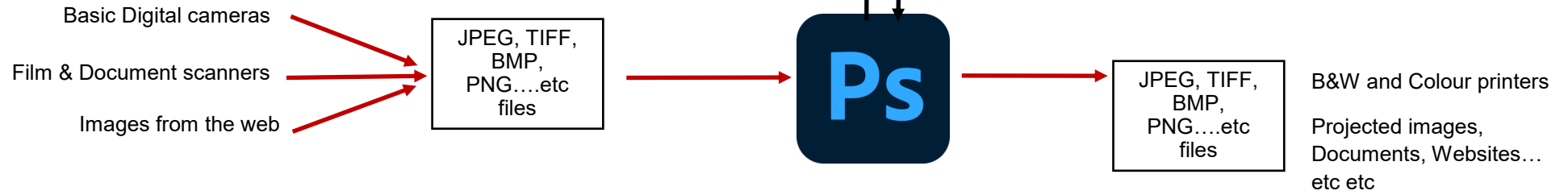
to a .jpg file

Using the Adobe Photography Suite.

Processing of the Image Files in the Camera

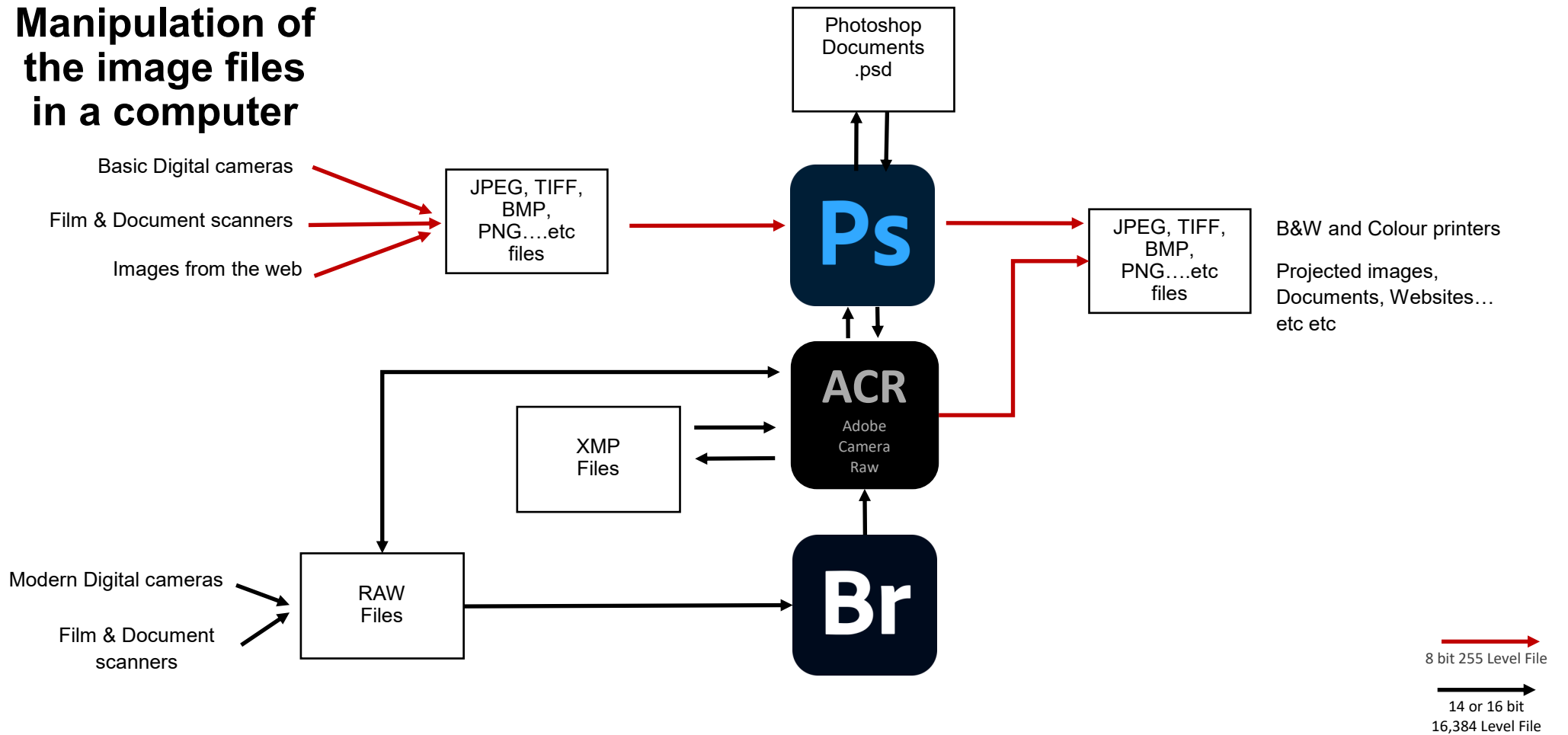


Manipulation of the image files in a computer



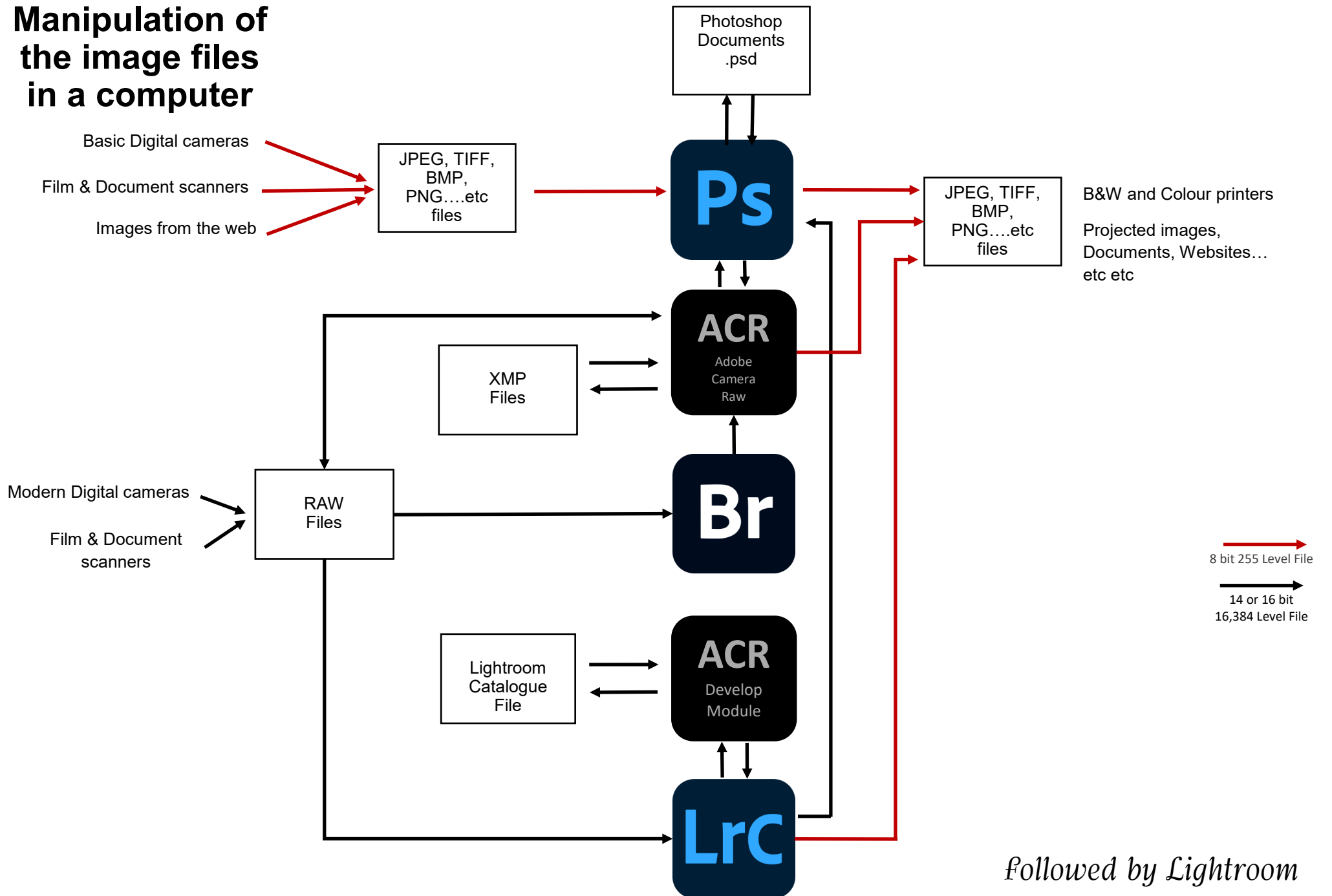
The early days—Photoshop only

Manipulation of the image files in a computer

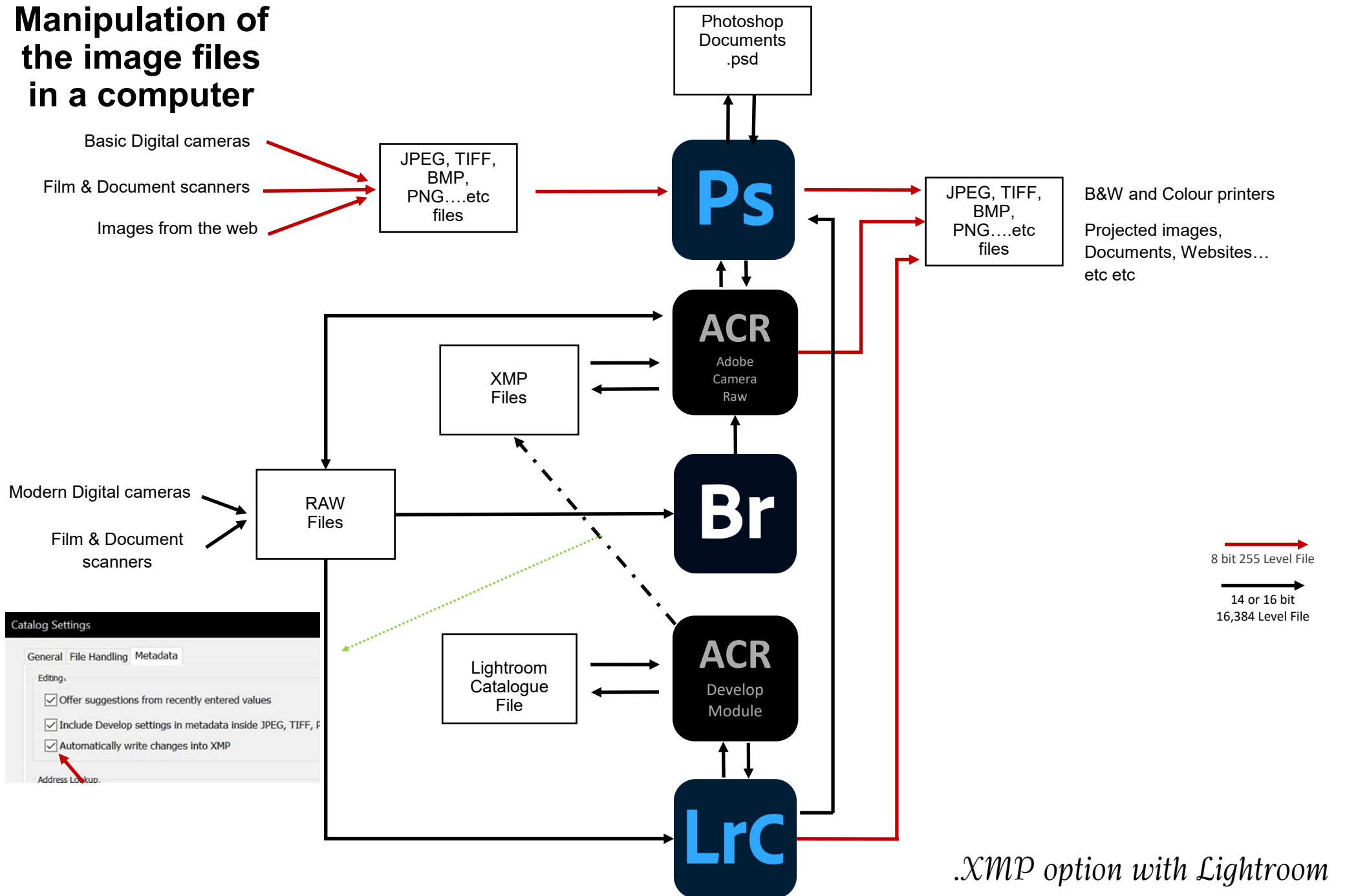


Then RAW files & Bridge came along....

Manipulation of the image files in a computer



Manipulation of the image files in a computer



File and Folder naming

File naming is important to keep things tidy and easy to find. Files should be named consistently.

Sorting files

File viewing programs, Apple Finder, Windows File Explorer, Adobe Bridge etc. allow files to be sorted by their names “Alphabetically”, which for letters is obvious ABCD.... but other characters such as numbers

1, 2, 3, 9, 12, 23, 67

will sort alphabetically as

1, 12, 2, 23, 3, 67, 9

To avoid this, leading zeroes are required so that each number has the same number of characters.

01, 02, 03, 09, 12, 23, 67 or 001, 002, 003, 009, 012, 023, 067.

The months

Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec.

Will sort alphabetically as

Apr, Aug, Dec, Feb, Jan, Jul, Jun, Mar, May, Nov, Oct, Sep.

So, it's best not to use them. Use month numbers with leading zero's instead - 01, 03, 07, 12.

Special characters

Special characters are sorted before A so the underscore _ is very useful to keep a file or folder at the top of the list by adding it before the file name e.g.

_Tony.jpg will be at the top of the list above Arron.jpg.

The space works the same way in Windows but as its invisible it can cause confusion.

Avoid these special characters in a file name

: \ / < > | " ? [] ; = + & £ \$, . # % ~ { }