

WORKFLOW

Digital Imaging Workflow

- 1 Assess image with output in mind.
- 2 Scan image appropriate to output.
- 3 Make project folders. (Originals, In Progress, For Printing)
- 4 Rotate, crop and adjust perspective, if needed.
- 5 Duplicate background layer or work on a copy of the original.
- 6 (For grayscale output: convert to grayscale if needed)
- 7 Global: set black and white points, adjust contrast and tonal range using levels and curves adjustment layers. Globally adjust colorcasts.
- 8 Local areas: adjust color and tone using layers, layer masks, and adjustment layers
- 9 Retouch any dust or defects.
- 10 Sharpen appropriate to output.
- 11 Save a layered file (for e-publishing: flatten and convert to appropriate file format).
- 12 Make test prints, tone and color adjustments, and final print.
- 13 Backup files and archive.