

About the Workflow Chart and Speed Keys

- The **Workflow Chart** is an essential element on how best to approach and use Photoshop for photographers. It's important to **Standardize your Workflow**: Contrast should be adjusted before Color Correction, Cropping should be done before Sharpening, and so on.
- Notice that the Workflow Chart is divided into 4 sections which further reflect a proper workflow (*see boxes on left-hand side of page*):
 - 1) *Open File in ACR (Adobe Camera RAW),*
 - 2) *Optimize File in ACR*
 - 3) *Optimize Master File in Photoshop*
 - 4) *Work with your Master in Photoshop*
- You should also get into the habit of using a few basic **Speed Keys**: Once you start to memorize these, you'll significantly increase the speed with which you work. There are hundreds of speed key combinations -- Don't be over-whelmed, as you only need a handful - The ones in the chart are the ones that I believe you'll find the most essential and useful.
- As this information is from my Photoshop book, "**Not Just Another Photoshop Book: Photoshop Instruction Designed for Photographers**", the Section and Chapter Names are listed in italic after each step, with page numbers in parentheses.

The book is available here exclusively on Amazon, in either paperback or Kindle:
<http://www.amazon.com/dp/B07HNLS1Q2>

- *More Free "Post-Processing" Resources for Photographers:*
<https://www.wattsdigital.com/freecolorwheelstuff.html>
- *Need more? Visit my website - -* <https://www.wattsdigital.com/Home.html>

Questions? I'm only an email away ...

[John Watts](#) ☺

■ Workflow

Section / Chapter Names listed in italic after each step, with page numbers in parentheses ...

Open File in ACR

- ✓ **Duplicate, rename and work on the copy of your original file**
“Opening, Duplicating and Renaming Files” (p. 23)
 - ✓ **If the copy is a RAW File, open in Adobe Camera RAW Plug-In**
“The ACR Workspace” (p. 55)
- OR**
- ✓ **If the copy is not a RAW file (JPG, etc.), open in Camera RAW Filter**
“Using Camera RAW Filter for non-Raw files” (p. 53)

Optimize File in ACR

- ✓ **Adjust the “*Lens Corrections*” Tab** (Except Camera RAW filter)
See “ACR in Action” (p. 57) for all steps in this section
- ✓ **Adjust the “*Basic*” Tab** – Adjust Exposure and Contrast first, then Color
- ✓ **Adjust the “*HSL*” Tab**
- ✓ **If necessary, adjust the “*Detail*” Tab for Noise Reduction**
- ✓ **Open in Photoshop** (except in Camera RAW Filter)

Optimize Master File in Photoshop

- ✓ **Save as a new .TIF or .PSD in Photoshop** (with “_M” in the filename)
“Save Options” (p. 25)
- ✓ **Touch Up**
“Clone Stamp Tool / Healing Brush” (p. 101)
- ✓ **Adjust Contrast**
“Levels” (p. 37)
- ✓ **Adjust Color Correction**
“Levels” (p. 37), “Hue and Saturation” (p. 43)
- ✓ **Local vs. Global Corrections**
“Selection Tools, Adjustment Layers, Layer Masks” (p. 63)
- ✓ **Enhancement / Impact**
“Dodging & Burning” (p.89)
- ✓ **Save as Unflattened Master File** (Duplicate for the rest of the workflow)
“File” Menu → “Save As”, “Image” → “Duplicate...”

- ✓ **Flatten Image / Resize /Crop Image to Desired Size & Composition**
"Layer" Menu → "Flatten Image" / "Resize Your Image" (p. 91) / "Crop Tool" (p. 93)
- ✓ **Sharpen Image /Flatten Image Again**
"Sharpening" (p. 97)
- ✓ **Convert from 16 bit to 8 Bit (if necessary)**
"Image" → "Mode" → "8 Bits/Channel"
- ✓ **Save to Size**
"Save' Options / Naming Files" (p. 25)
- ✓ **Check Page Setup / Send to Printer**
"Print Your Image" (p. 129)

■ **Speed Keys** (Mac in Parentheses)

Save:

Control (Command) + " S " *Save your File*

View (for best results, set preferences properly –see pg 9):

Control (Command) + " + " *Enlarge Image Size*

Control (Command) + " - " *Reduce Image Size*

Control (Command) + " 0 " *Fit to Monitor Screen*

"F" Key *Toggle through Standard & Full Screen Modes*

"Tab" Key *Toggle to Show/Hide all Panels*

Navigation:

"Navigator" Panel *Drag with mouse to desired location*

"Space Bar" Key + Left Mouse Button *Drag with mouse to desired location*

Process:

"Arrow" Keys *Use to make small changes in:
A) numerical values in menus
B) position of crop guides while using crop tool*

Control (Command) + "Z" *Undo a History Step*