

Workflow Chart

About the Workflow Chart and Speed Keys

- This **Workflow Chart for Photographers** 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 vertical 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 File 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 chapter numbers in parentheses.

The book is available here exclusively on Amazon, in either paperback or Kindle:

<http://www.amazon.com/dp/B07HNLS1Q2>

- To see this Workflow Chart in action (and more), check out my **free, live & online "Photoshop 101" Meetups**: <https://www.meetup.com/san-diego-photoshop-for-photography>
- *More Free "Post-Processing" Resources for Photographers*: <https://wattsdigital.com/free-useful-downloads>
- *Need more? Visit my website* - - <https://wattsdigital.com>
- *Questions? I'm only an email away ...*

[John Watts :\)](#)

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

Open File in ACR

- ✓ Duplicate, rename and work on the copy of your original file
"Opening, Duplicating and Renaming Files" (Ch 10)
- ✓ If the copy is a RAW File, open in Adobe Camera RAW Plug-In
"The ACR Workspace" (Ch 21)
- OR
- If the copy is not a RAW file (JPG, etc.), open in Camera RAW Filter
"Using Camera RAW Filter for non-Raw files" (Ch 20)

Optimize File in ACR

- ✓ Adjust the **"Optics"** Panel (Except Camera RAW filter)
See "ACR in Action" (Ch 22) for all steps in this section
- ✓ Adjust the **"Light"** & **"Color"** Panels – Adjust *"Light"* first, then *"Color"*
- ✓ Adjust the **"Effects"** & **"Color Mixer"** Panels
- ✓ If necessary, adjust the **"Detail"** Panel 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" (Ch 11)
- ✓ Touch Up
"Clone Stamp Tool / Healing Brush" (Ch 38)
- ✓ Adjust Contrast
"Levels" (Ch 16)
- ✓ Adjust Color Correction
"Levels" (Ch 16), "Hue and Saturation" (Ch 17)
- ✓ Local vs. Global Corrections
"The Power of Layer Masks" (Section 4)
- ✓ Enhancement / Impact
"Dodging & Burning" (Ch 34)
- ✓ Save as Unflattened Master File (Duplicate for the rest of the workflow)
"File" Menu → "Save As", "Image" → "Duplicate..."

Combine these 3 steps to divide your image into "Zones" of Brightness, Contrast, and Color

Discussed in detail in my [Small Group Workshop](#), "The Power of Layer Masks"

**Work with Master File
in Photoshop**

- ✓ **Flatten Image / Resize / Crop Image to Desired Size & Composition**
"Layer" Menu → "Flatten Image" / "Resize Your Image" (Ch 35) / "Crop Tool" (Ch 36)
- ✓ **Sharpen Image / Flatten Image Again**
"Sharpening" (Ch 37)
- ✓ **Convert from 16 bit to 8 Bit (if necessary)**
"Image" → "Mode" → "8 Bits/Channel"
- ✓ **Save to Size**
"Save" Options / Naming Files" (Ch 11)
- ✓ **Check Page Setup / Send to Printer**
"Print Your Image" (Section 8)

■ **Speed Keys** (Mac in Parentheses)

Save:

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

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

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*