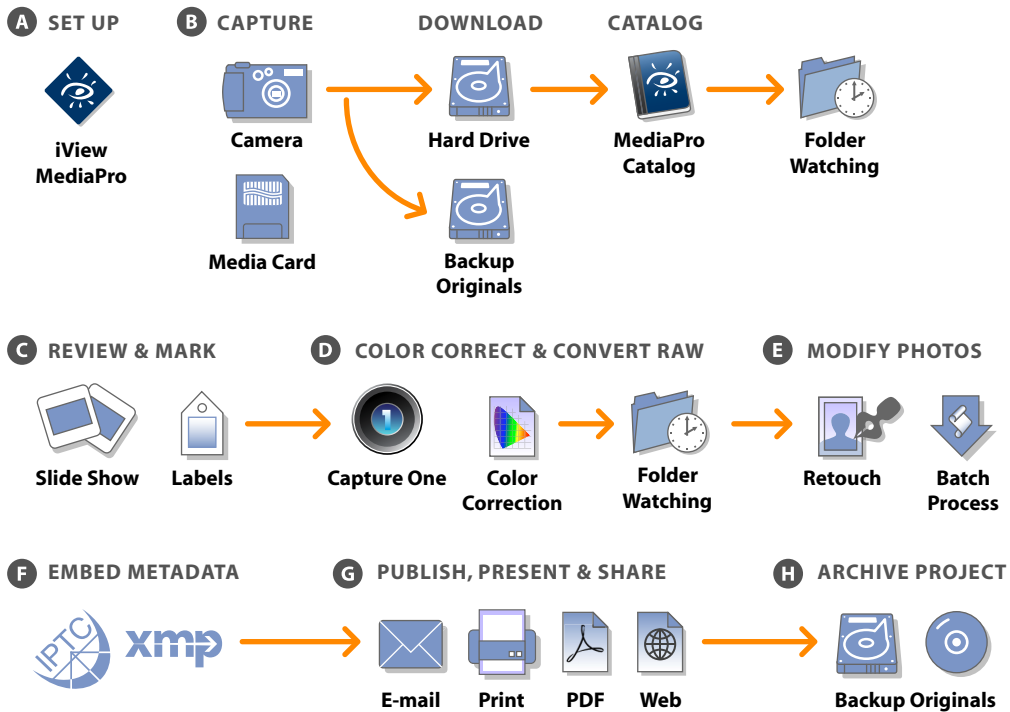


Digital photo management using iView MediaPro 2 & Capture One PRO

Effective digital asset management requires a consistent process. iView MediaPro's flexibility gives you complete control over digital post-production, from capture to archive. It also easily allows specialized applications, such as the raw workflow tool Capture One PRO, to be easily integrated into your overall workflow.

iView MediaPro & Capture One PRO workflow overview

Start by importing and cataloguing raw files in MediaPro. Review the images and mark the ones you wish to convert to TIFF or JPEG. These files will be sent to Capture One PRO for color correction and conversion, and catalogued by MediaPro. Your images can be further edited, annotated and archived with MediaPro.



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A. iView MediaPro 2 setup

1. Create a new catalog and set thumbnail size to 640px (maximum)
2. Turn on: Use embedded previews
Preferences > Media > Camera Formats
3. Turn on: Use Color Matching (Mac: ColorSync)
Preferences > Media > Images
4. Customize color label names. See Figure 2 for ideas about how to name color labels.
Preferences > Labels

B. Import & catalog raw files

1. Create folder: clientname_jobname or number_DDMMYYYY [8 digit date]
Example: nytimes_spielberg_21022005
2. Save catalog in this folder
3. Create sub-folder called **Originals**
4. Open the Import dialog
File > Import Items > From Camera
5. Turn on: Set file creation date to capture date
6. Assign your author, copyright and other information in the Annotations panel
7. Set MediaPro to download all of your raw files to Originals folder
8. Turn on: Folder Watching - Every minute
Edit > Folder Watching Settings
Use the folder drop-down menu (Fig. 6), to turn Auto-Update on for the jobname folder and Originals folder. This enables MediaPro to automatically catalog additional images as they are imported from multiple media cards.

Optional

- Use Backup function to create a backup of original raw files on to CD, DVD or hard drive
Make > Backup
- Print contact sheets of raw files
File > Print > Contact Sheet

C. Review & mark media

1. Review images in Media View or Slide Show mode
2. Using color labels that you defined earlier, edit your photos by marking them with color labels. The number keys – such as 1,2,3

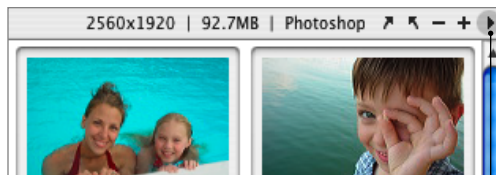


Figure 1: The size menu is located on the far right side of the header bar.

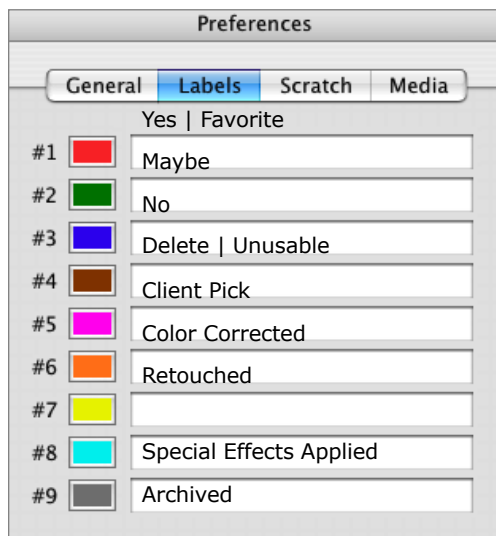


Figure 2: You can customize the colors and names of the labels using MediaPro's Preferences dialog.

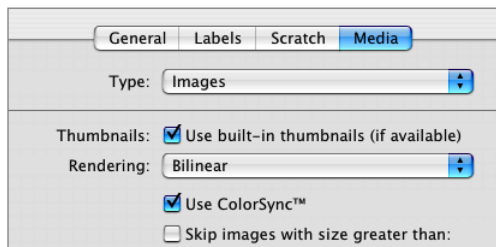


Figure 3: Preferences > Media > Images panel

- correspond to each color label. This makes assigning labels simple and fast.
3. Repeat marking images until you have the final ones you wish to convert
4. Show only the images in the catalog that you are going to convert with Capture One PRO
Find > Show Labelled > Favorite

D. Color correct & convert raw

1. Launch Capture One PRO
2. Create new session for JobName folder
3. This will create Captures, Processed folders
 - JobName Main Folder
 - 01_Originals
 - 02_JobName_C1
 - Captures
 - Processed
4. Duplicate raw files designated for conversion to the Captures folder
Action > Transfer to Folder > Duplicate Files
5. Use Capture One PRO to batch color correct and convert raw files to TIFF or JPEG
6. Import new folders created by Capture One into your MediaPro catalog
File > Import Items > From Folders
7. Turn on Folder Watching
8. Turn Auto-Update On for all folders

Optional

- Print contact sheets of raw files
File > Print > Contact Sheet
- Review images with client before time has been spent on final image corrections.

E. Modify photos

1. Create any new sub-folders for next steps in your workflow using the folder drop-down menu (Fig. 5), and turn Auto-Update on
 - JobName Main Folder
 - 01_Originals
 - 02_JobName_C1
 - Captures
 - Processed
 - Trash
 - 03_Color Corrected
 - 04_Retouching
 - 05_Finals
2. Open converted images with an image editor such as Adobe Photoshop® to retouch or apply special effect filters
3. Save the corrected file to the relevant folder, such as Retouching

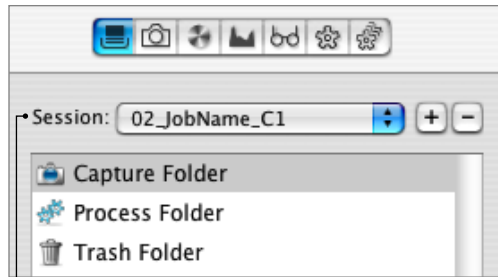


Figure 4: To create a new session in C1, select New Session from this drop-down menu.

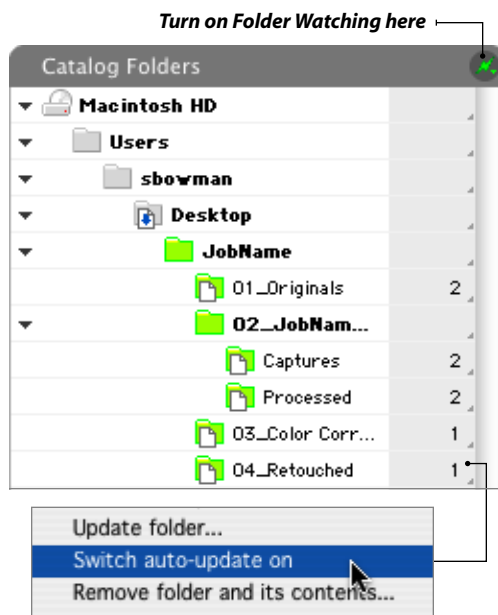


Figure 5: For each folder, turn Auto-Update on by selecting this item in each folder drop-down menu.

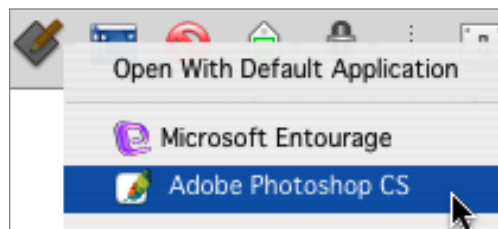


Figure 6: To open images with a specific application, select the images, then choose the application in the Open With toolbar drop-down menu.

F. Embed metadata

1. Batch annotate final image files. Select the images you want to include in your batch. Open the Info Panel and type your information into the desired annotations fields (e.g. caption, keyword or category), or you can use AutoFill. Then press the green checkmark button at the top of the Info Panel to confirm.
2. Embed the metadata you just added by writing the information into the image header
Action > Sync Annotations > Export to Original

G. Publish, present & share

1. Distribute to final images to client by:
 - a. Burning images onto a CD or DVD
 - b. Single, high resolution image prints as large as a poster
 - c. Present as a slide show
 - d. E-mail images
 - e. Create a Web gallery to upload online
 - f. Create a PDF to e-mail or upload online

H. Archive project

1. Backup all files from the project by either:
 - a. Selecting all files in the catalog, then chose
Action > Transfer to Folder > Duplicate Files
Choose a destination folder on your network.
 - b. Use Backup function to create a backup of all files and folders onto CD-ROMs, DVDs or a hard drive on your network.
Make > Backup

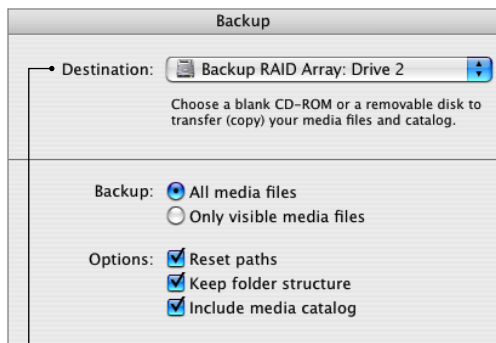


Figure 7: MediaPro automatically scans your computer for available hard drives, partitions and removable media and places them in the *Destination* pull-down menu.

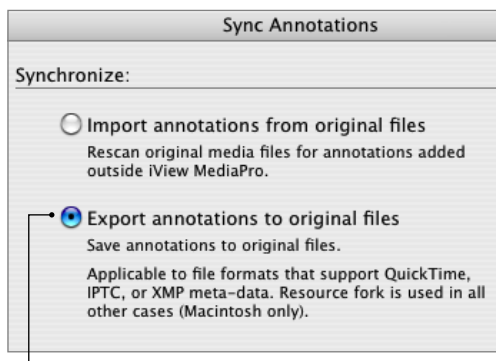


Figure 8: With this function, you can export (or write) annotations from catalog to original files (use on TIFFs or JPEGs). Annotations are also called metadata. MediaPro supports the embedding of QuickTime, IPTC and XMP metadata into TIFF, JPEG and Photoshop image formats.

SOFTWARE BY

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www.iview-multimedia.com

For additional instructions on using iView MediaPro, visit this URL:

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<http://support.phaseone.com/>