



## Sample Photographer's Workflow 2

(We recognize that every photographer has their own workflow. This is just an example of how one photographer does his.)

1. Download, install and register LP Digital Studio V5, LP Production Studio and any other LabPrints tools you will need.
2. Shoot plenty of great pictures in RAW or JPG format.
3. BACKUP your original images to CD, DVD, removable Drive, or Digital Vault. LabPrints supports 8 bit JPG (suggested, or TIF format) images with the sRGB color space. Your lab can provide you with a catalog with their printing requirements, pricing, and available sizes.
4. Copy your JPG images to a local hard drive. Importing images from a network, CD, DVD, or other source will take much longer than from an internal or external disk drive.  
SAMPLE FOLDER STRUCTURE: F:\2007\portraits\seniorpictures\  
SAMPLE FILENAME STRUCTURE: johnson-smith\_dsc0001.jpg
5. Open LP Production Studio and create a new project for the event (if using this component.) Or open project in LP Digital Studio and create a new LP project for the event. If using both components create projects in LP Production Studio first, then LP Digital Studio. *During the loading process, LabPrints will actually create a link between your high res images and a low res (proxy image) image. You will work with the proxy images within LabPrints, allowing you to work quickly. (However, you will send the high res images to your lab. The software will automatically do this for you.)*

(Our program by default sorts images by the date and time of the image. This makes it easier to view events with multiple photographers' images. (You can change this setting permanently under SETUP > Preferences > Light Table.))

6. You can now sort your images with the Filing/Grouping view, as well as rename your images with the Red Toolbox utilities (found in the upper right hand corner of the screen.) (TIP: Avoid using spaces at the beginning or end of the filename. SAMPLE FILENAME STRUCTURE: johnson-smith\_dsc0001.jpg)
7. 'Filing/Grouping' can be used to preview, select, and group your images. Check the box in the grouping pane to place images in a specific group. Images can also be dragged over to the appropriate group or you can left click to choose a group. (Standard drag and drop and file selection combinations work in LabPrints, such as Control and Shift key-mouse combinations. Control-F will search in the Light Table.)
8. Compare up to 6 images side-by-side with the 'Compare' button. This is very useful for deciding among similar images.
9. You can adjust cropping in the 'Edit/Order' screen, and the crop will always be the correct aspect ratio for the print size being ordered.
10. Post Processing: If you need to retouch or color correct images, use the Open in External Editor Feature. This button is located in the edit/order screen and resembles

a painter's palette. You can easily configure LP Digital Studio to automatically open the editing software of your choice, such as Photoshop®.

11. ONLINE HOSTING: After sorting and grouping your images, click on the Storefront tab. Under "online events and account settings," you can proceed to have your event hosted online in as little as 5 minutes. A wide range of options, services, packages, and themes of your storefront can be configured through the Storefront management interface. You can also change your LabPrints password, update your email address, and other studio information on this page.
12. You will be notified of your customer's online orders via email. Instructions are included in the message on how to Download and process the orders. Option 1 and Option 2 photographers will need to download "billing info" from the View Orders "billing info" for processing the client's credit card payments.
13. Design an Album: LP Composite Designer and LP Album Builder are convenient tools for designing and building albums and composites. You may wish to create a group for your customer's album selections. To access these tools, select VIEW > Composite Designer (Flush) or Album Builder (Matted.) (Or use the quick tools bar on the upper right hand corner of the screen.)
14. To print out a layout of your album, select FILE then Print Album to print layouts within the Album Builder. This hard copy can be kept for your records and/or sent to your album assembler for review.
15. After you have completed an album you can host it online for proofing with our Album Review Tool. To present and proof your album design online, click on the Storefront tab, then select the Album Design Hosting link. An unlimited number of Albums can be hosted for 60 days for only \$10 per month.
16. CREATE A BACKUP of your project by using the FILE > Manage Projects utility.
17. Review and Adjust crops before you submit the order to the lab using the EDIT/ORDER view. When finished, "Create Lab Order" under the INVOICE tab. You will get a confirmation number and email once the lab has received your order. Your lab will send the prints to you or some labs have drop-shipping options available.
18. After all of the customer's orders are filled, create a final backup (FILE > Manage Projects) of the project, and backup the original images to an external drive media. Once this is done you can delete the LabPrints project files from your computer. You can always restore the project from your backup, restoring all album design, cropping and order information.

#### Sample Summarized Workflow of a Project

Shoot Event > Backup images > Convert to JPG's > Import Images into LP Digital Studio > Host Event Online > Album Photo Selection (online or in studio) > Design the Album > Backup project > Host Album Online > Download Orders > Adjust Crops > Send/Create Order to Lab > Prints are Returned > Order Album Assembly > Deliver prints and Album to Customer > Backup Project and Original Images, Delete Project > Archive original images.