

Photoshop CS Productivity – Part 1

The File Browser is the Key to Photoshop CS Productivity

Basic Use of the File Browser

The basic use of the File Browser is to preview thumbnails of your images and to select an image for edit within Photoshop.

- 1. Open and close the File Browser**
 - a. Click on the File Browser icon to open (pc: ctrl+shf+O, Mac: cmd+shf+O)
 - b. Click on the File Browser icon again to close

- 2. Change the thumbnail display**
 - a. File Browser: View > Small Thumbnail, Large Thumbnail, Detail
 - b. To continue, leave in Large Thumbnail

- 3. Select multiple images for edit**
 - a. ctrl+Click (Mac: cmd+Click) on thumbnails to select multiple thumbnails
 - b. double-Click on a thumbnail to edit

- 4. Select an image for edit and close the File Browser**
 - a. alt+double-Click (Mac: option+double-Click) on a thumbnail

- 5. Select a RAW image and bypass the Camera RAW window using the previously defined RAW parameters for this image**
 - a. Either,
 - i. shf+double-Click on a thumbnail to open a RAW image in Photoshop
 - ii. alt+shf+double-Click on a thumbnail to open a RAW image and close the Browser

Configuring the File Browser

The File Browser can be configured into a variety of layouts, each optimized for different purposes, and you can easily select each layout as needed.

- 6. Save your current Photoshop layout as a Workspace**
 - a. Open Photoshop as you would normally
 - b. Window > Workspace > Save Workspace > [Standard Layout]

- 7. Configure the File Browser as a Thumbnail Viewer**
 - a. Open File Browser and Maximize to full screen
 - b. Tab to hide palettes
 - c. Slide the File Browser's vertical divider to the far left to configure the Browser windows to display as many thumbnails as possible
 - d. Window > Workspace > Save Workspace > [File Browser – Thumbnails]

8. Configure the File Browser as an Image Viewer

- a. Open File Browser and Maximize to full screen
- b. Tab to hide palettes
- c. Slide the File Browser's vertical divider to nearly the far right to configure the Browse windows to display a single vertical row of thumbnails
- d. Slide the File Browser's horizontal divider to the top to allow the image to be as large as possible
- e. Window > Workspace > Save Workspace > [File Browser – Image]

9. Select a Photoshop File Browser Configuration

- a. Window > Workspace > [select workspace]
- b. To continue, leave in Standard Layout

In Part 2 of this discussion, we'll create an Action for each File Browser configuration and assign a Function Key to each Action.

Advanced Use of the File Browser

The File Browser can organize and process you images before editing in Photoshop.

10. Rotate a group of images

- a. ctrl+Click (Mac: cmd+Click) on thumbnails to select multiple thumbnails
- b. Click on the Rotate icon

Note: only the thumbnail is rotated at this point but the actual image (including RAW images) will be rotated properly when opened.

11. Flag a group of images to isolate for future review

- a. Either,
 - i. Select an image to view, Click on the Flag icon (or ctrl+') to flag; repeat for all images to be reviewed later
 - ii. Select all images to be reviewed later, Click on the Flag icon (or ctrl+') to flag
- b. File Browser: View > Flagged Files
- c. To continue, return to View > Flagged and Unflagged Files

12. Select all jpg images

- a. Click on the Search icon > Criteria = File Type | is | JPEG

13. Create a Metadata Template for standard data

Metadata is Data about Data

- a. Open an image
- b. File Browser: File > File Info > Description >
 - i. Author = "Daniel Moore"
 - ii. Copyright Status = Copyrighted
 - iii. Copyright Notice = "© 2005 by Daniel Moore. All Rights Reserved."
 - iv. Copyright URL = "www.MyWebSite.com"

Note: © = alt+0169 (i.e., hold alt down, press keypad 0169, and release alt); Mac Option-G

- c. ? Menu > Save Metadata Template > [Name & Copyright for 2005]

- d. Close the image without saving the template data into its metadata

14. Save a day's shoot with your name and copyright data

- a. File Browser: select the images
- b. File Browser: Metadata tab > ? Menu > Replace [Name & Copyright for 2005]

15. Save a day's shoot with a description

- a. File Browser: select the images
- b. File Browser: Metadata tab > IPTC metadata set > Description > [Solstice 2004], OK (check mark)

16. Setup a new Keyword Set and Keyword

- a. File Browser: Keywords tab > New Keyword Set icon > Dan
- b. File Browser: Keywords tab > New Keyword icon > Dancers

17. Save a Keyword with multiple images

- a. File Browser: select the images
- b. File Browser: Keywords tab > select the Dan/Dancers keyword
- c. Click in the box to the left of the Dan/Dancers keyword

18. Search for an image by a Keyword

- a. File Browser: Click on the Search icon or File > Search > Criteria: "Keywords | contains | Dancers"

19. Favorites: a list of frequently used folders

- a. File Browser: File > Add Folder to Favorites
- b. Either,
 - i. File Browser > Folders tab > Favorites Folders
 - ii. Use the File pull-down over the thumbnails

One File Browser item we are not going to cover today is the File > Build Cache for Subfolders. The File Browser cache is a group of 3 files for each image folder containing the thumbnails (AdobeP8T.tb0), the previews (AdobeP8P.tb0) and the metadata (AdobeP8M.md0). The File Browser cache files are used to export the thumbnail, preview, and metadata when a folder of images is moved to a different location (e.g., over a network or to a CD).

The File Browser's Automate Command

Automate speeds up the processing of multiple image files.

20. Execute an Action on selected image files

- a. Open the File Browser and select several images
- b. File Browser: Automate > Batch >
 - i. Set: "Default Actions.atn"
 - ii. Action: "Wood Frame – 50 pixel"
 - iii. Destination: Save and Close

We'll discuss the creations of an Action and a more detailed discussion of the Batch command in part 2 of this discussion on productivity.

21. Rename image files based upon the date and location of the shoot

- a. Open the File Browser, select a folder, and ctrl+A to select all images
- b. File Browser: Automate > Batch Rename >
 - i. Box 1 = "2/1/2005, SB at Night"
 - ii. Box 2 = 3 digit serial number
 - iii. Box 3 = extension

Note: 2/1/2005 is converted into 2_1_2005 as "/" can't be included in a file name.

Note: renaming a jpg file does not actually open the file and thus image quality is not reduced.

Note: Batch Rename can be used to rename non-Photoshop files; set View > Unreadable Files.

22. Rearrange the order of the image files and add a sequence number starting with 100

- a. Open the File Browser, select a folder, and drag the thumbnails into the desired order
- b. Do NOT select any images (this select all images)
- c. File Browser: Automate > Batch Rename >
 - i. Box 1 = 3 digit serial number
 - ii. Box 2 = document name
 - iii. Box 3 = extension
 - iv. Starting Serial # = "100"

23. Perform the Camera RAW conversion once for all images with the same lighting condition

- a. Open the first RAW image and color correct as required
- b. ? Menu > Save Settings > [file name]
- c. OK to go to Photoshop
- d. File Browser: select the remaining RAW thumbnails photographed in the same light
- e. File Browser: right-Click on the selected thumbnails > Apply Camera RAW Settings or Automate > Apply Camera RAW Settings
- f. Either,
 - i. Basic Mode > Apply Settings From [file name]
 - ii. Advanced Mode > select settings to apply

24. Create a Slide Show

- a. Open the File Browser, select a folder, and click+drag the thumbnails into the desired order
- b. Select the images to be included in the slide show
- c. File Browser: Automate > PDF Presentation >
 - i. Source Files: arrange the sequence if not previously done
 - ii. Save As = Presentation
 - iii. Set "View PDF after Saving" to open Acrobat Reader to verify the presentation
 - iv. Don't set "Advance Every" so the mouse may manually advance the presentation

But, this slide show saves images at the actual resolution which may create a huge file! We'll fix this problem in Part 2 of this discussion by discussing the previous Action, "PSD to Display-jpg".

25. Create a Contact Sheet

- a. Open the File Browser and select images to be printed on one page
- b. File Browser: Automate > Contact Sheet II >
 - i. Width = 8, Height = 9
 - ii. Set Flatten All Layers
 - iii. Thumbnails = 4x4
- c. Photoshop: Image > Canvas Size > 8.5 x 11 to add room for the job name at top
- d. Layers palette: add a Layer Style > Stroke, Black, 2 pixels
- e. Photoshop: Text tool > type an id such as the job name or the folder name, and your name

26. Print multiple images on one page

- a. Open the File Browser and select an image to be printed
- b. File Browser: Automate > Picture Package > (2)5x7
- c. Click on lower image, select a different image

27. Create a custom Picture Package configuration for 4x6 prints

- a. Open the File Browser and select one image to be printed
- b. File Browser: Automate > Picture Package > (1)5x7+(2)3.5x5, a similar layout
- c. Edit Layout > Name="(3)4x6", Page Size=8½ x 11, Grid Snap To=0.25
- d. Click on lower-left box, set Size= 4x6, position box 0.25" from left & 0.5" from bottom
- e. Click on lower-right box, set Size= 4x6, position box 0.25" from right & 0.5" from bottom
- f. Click on top box, set Size= 6x4, position box aligned with the top-left side of the lower boxes

28. To create a web page of your images

- a. Open the File Browser and Click+drag the thumbnails into the desired order
- b. Select the images to be included in the web page
- c. File Browser: Automate > Web Photo Gallery >
 - i. Style = select the image page format
 - ii. Use = Selected Images from File Browser
 - iii. Options = set as needed

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