

Capture One Essentials

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- When upgrading, the software may not update on its own
 - Go [here](#), then click on order history
 - If you are a subscriber the key is located under the subscription tab
- Creating a catalog
 - Create a new catalog and look at where it is stored. This does not have to be the same place where the images are stored
 - Import images from computer
 - From the computer, locate the images
 - Copy into catalog versus add to catalog
 - Backup enabling should be a separate drive
 - Import images from memory card is the same, but you do need to select where the images go
 - Please note the collection option, which is for sorting. With a new catalog there will not be collections or albums to add to, but we will build these as we go along
 - Select all or select individual images to import
 - Naming
 - This is an essential part of catalog creation. Change the name when importing for sorting purposes later.
 - You will use what they call the token system, this creates a naming structure using whatever parameters you want.

I use job name and perhaps a counter or a date, but it can work however you like.

- Please note you can reset the import counter or not between imports
- You can also save a preset of the naming structure you like for future use.
- Metadata
 - Can have different copyright names for business or personal use
 - Add descriptions if they will be viewed by clients or other photographers
- Adjustments
 - Building styles as part of your workflow will make your later editing easier, you can select a style here or an editing preset, we will make these as we go along.
- File Info
 - Here you can double check that your essential metadata is attached to the image
- After import
 - You can have the software open the collection if you want or merely tell you the download has finished.
 - If you are uploading from a memory card you can eject or erase when finished. I eject the card but I do not erase,
- Sessions

- Sessions are a discrete shoot that you want to reference by itself, particularly useful for events or work with clients. Whereas catalogs are meant to handle large quantities of images.
- Look at the location when creating the sessions.
 - Folders: capture, output, selects, trash. Effectively, a session watches what is happening with these images and does not track images and metadata the way that catalogs do.
 - Images enter the capture folder either by shooting through the tethering icon or by being in the “capture” folder. They can simply be copied in, if they have already been shot or imported in the typical way. Please note that the images must have a copy within the session’s folder structure.
- You use the physical location of the image as its place in your workflow. While this makes your workflow faster with one shot it also makes a session untenable for a large catalog of images.
- Layout
 - First, you will see the catalog or session selection option on the left.
 - Icons near the top are for import, export, capture, and a live (shared) folder.

- The workflow icons are for the library, live capture, lens correction, color correction, exposure correction, details correction, adjustments clipboard, and info.
 - Right click and you can add or remove tool tabs from this space. You can also add and subtract tools from within a tab by right click on the tab icon. I think of this as my essential workflow pattern, moving from left to right.
- Image view and navigation.
 - Toggle for primary or comparative viewing, proof margin icon, and viewing options (the eye icon.)
 - In previous editions the eye viewing icon was seeded inside the layers tab. Now this viewer has options for the layers.
 - A view drop down menu for the layer you are on and the ability to add an adjustment layer from the viewer.
- Customization
 - Right click on a workspace icon to add or remove icons or to add or remove tools from an icon.
 - I like my workflow to move from left to right in order of operations, but yours can be however you like.
 - Delete and add icons to create an order, but you can also click and drag on tabs within an icon to arrange the order however you like.
 - Command and click and drag to move the icons around.
 - The full workspace itself is customizable

- I prefer to always have the before/after, undo, and copy and paste tools at my fingertips.
 - You can move the browser and the tools around as you want through the same “view” drop down menu.
 - You can save a particular workspace as a favorite and have as many as you want. This is down under the “window” drop down menu.
- Toolbar customization
 - You have the import and export tools, used as you would expect.
 - We will use the copy and apply tools to paste edits onto a series of images.
 - We can reset a whole image or simply undo actions.
 - We can access the tethering ability.
 - The edit selected tool allows us to edit multiple images simultaneously (very useful).
 - We can rotate images.
 - There is the auto adjust, to give you a place to start.
 - Live is the same control we saw before, which can share albums.
 - We can proof exports.
 - We can access style (more on this later).
 - For sessions we can move to the selects folder or trash an image.
 - We can view exposure warnings or the focus mask.

- I love the before and after tool, as we can see the work we've done.
 - We can view guides or grids for composition.
 - We can see annotations we have made about an image (or the composition mode itself).
 - The overlay tool allows you to put in a guide of something that might be printed on top of the image, or a spread that the image might be printed on top of (for instance, magazine covers).
 - We can select or print images, or work with variants or other workspaces or capture one preferences.
 - We can create slide shows.
 - We can view battery status or tips.
 - We can access the learning tools from capture one, provided we have internet.
- Cursor tools
 - Select tool, which we will use a lot.
 - The pan tool (to zoom use to zoom slider on the ride side of the screen).
 - The loope tool to check focus, you can change the size and zoom of the loope.
 - Crop and straighten tools are useful right away. But don't try to hand straighten an image, use a line instead.
 - The mask, heal, and erase tools are for masking, which we will cover in week three.

- The color dropper tool helps select a color or choose a white balance (very useful).
- We can copy and paste adjustments here as well as with the toolbar options.
- Lastly we can add annotation to an image for later reference.
- Searching
 - Catalog collections are essential sorting rules.
 - There are albums, groups, and projects. An album sits within a group or project.
 - A group can find images to populate its albums from anywhere within the catalog.
 - A project will populate images within its albums only from images within the project, thus limiting the images it can work with.
 - A “group” can find images from anywhere. A project limits the images that populate in the search to images within the project itself.
 - Albums have images manually added and they will not change on their own.
 - Smart albums will auto populate based on rules.
 - Create rules based on naming structure to quickly create an organizational structure.
 - Other useful organizational tools are rating and color tag.
 - Rating
 - Rate some new images in camera or in software.

- Search within a folder to find favorites before every editing.
- Color tags
 - Add color tags
 - You can then create a workflow around color tagging and smart albums. For instance, red being “unedited”, orange being “in progress”, and green being “ready to export”.
- Searchability
 - Search for those images by name, rating, and color. Once you have a smart album you may add search criteria based on as many filters as you want.