MEMO Workflow
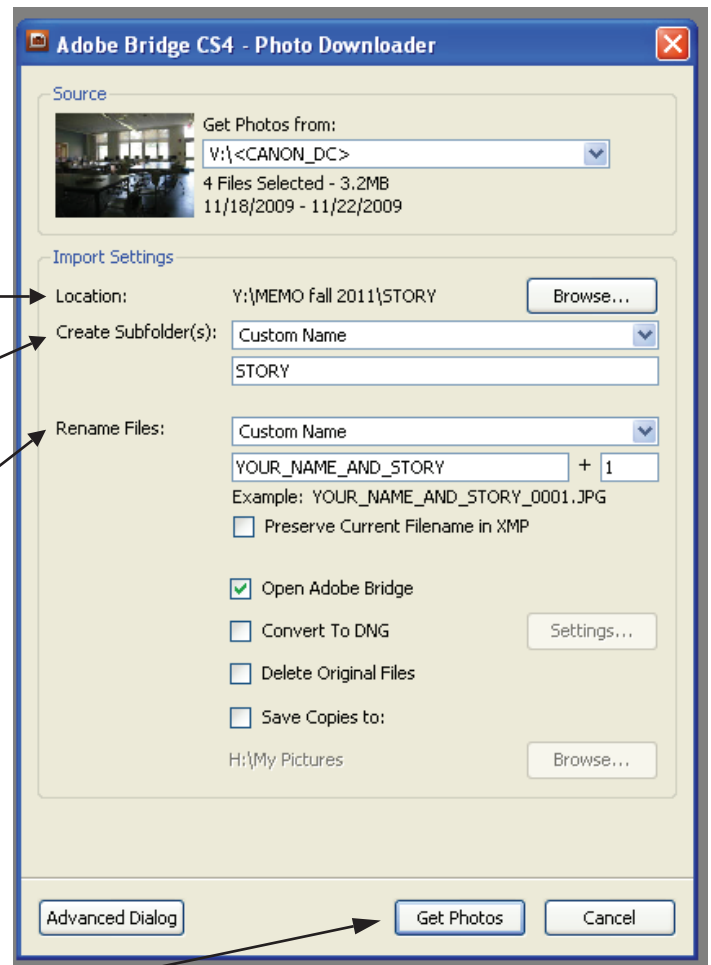
1) choose the U or V drive
(or wherever the card/removable disk is)

2) Browse and choose
Y:\MEMO spring 2012

3) Choose CUSTOM NAME
and then type the subject
of your story. INCLUDE THE
DATE

4) Choose CUSTOM NAME
and then type your name
and the story subject
(like sarahsmithgirlsfieldhockey)

Adobe Bridge CS4 - Photo Downloader

Source
Get Photos from:
V:\<CANON_DC>
4 Files Selected - 3.2MB
11/18/2009 - 11/22/2009

Import Settings
Location: Y:\MEMO fall 2011\STORY   [Browse...]
Create Subfolder(s):   Custom Name
                       STORY
Rename Files: Custom Name
                       YOUR_NAME_AND_STORY   + 1
                       Example: YOUR_NAME_AND_STORY_0001.JPG
                       ☐ Preserve Current Filename in XMP
                       ☑ Open Adobe Bridge
                       ☐ Convert To DNG   [Settings...]
                       ☐ Delete Original Files
                       ☐ Save Copies to:
                       H:\My Pictures   [Browse...]

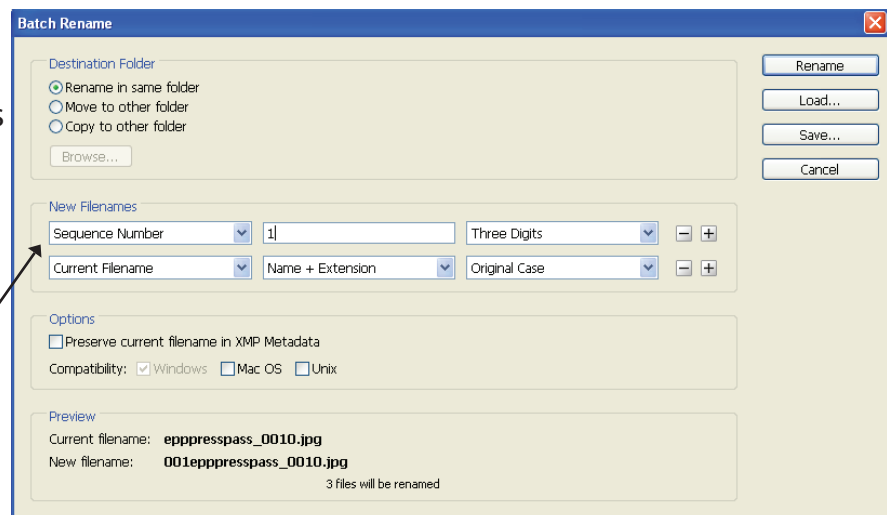[Advanced Dialog]   [Get Photos] [Cancel]

5) Click GET PHOTOS

If you are adding photos to an already existing folder, then in STEP 2 you should browse
and find the folder, and in STEP 3, make sure you choose "NONE"

Next:

--hit the spacebar and go through
  assigning 1-5 stars by pressing the number keys
--when done, select only the 5 star
  photos and put them in a BEST folder
  that you create
--place the images in order and
  do a BATCH RENAME
---make sure it has the following in order:

Sequence Number
Current FIlename

Batch Rename

Destination Folder
● Rename in same folder
○ Move to other folder
○ Copy to other folder
[Browse...]

[Rename]
[Load...]
[Save...]
[Cancel]

New Filenames
Sequence Number | 1 | Three Digits | – +
Current Filename | Name + Extension | Original Case | – +

Options
☐ Preserve current filename in XMP Metadata
Compatibility: ☑ Windows ☐ Mac OS ☐ Unix

Preview
Current filename: epppresspass_0010.jpg
New filename: 001epppresspass_0010.jpg
                    3 files will be renamed

THEN WRITE YOUR CAPTIONS!