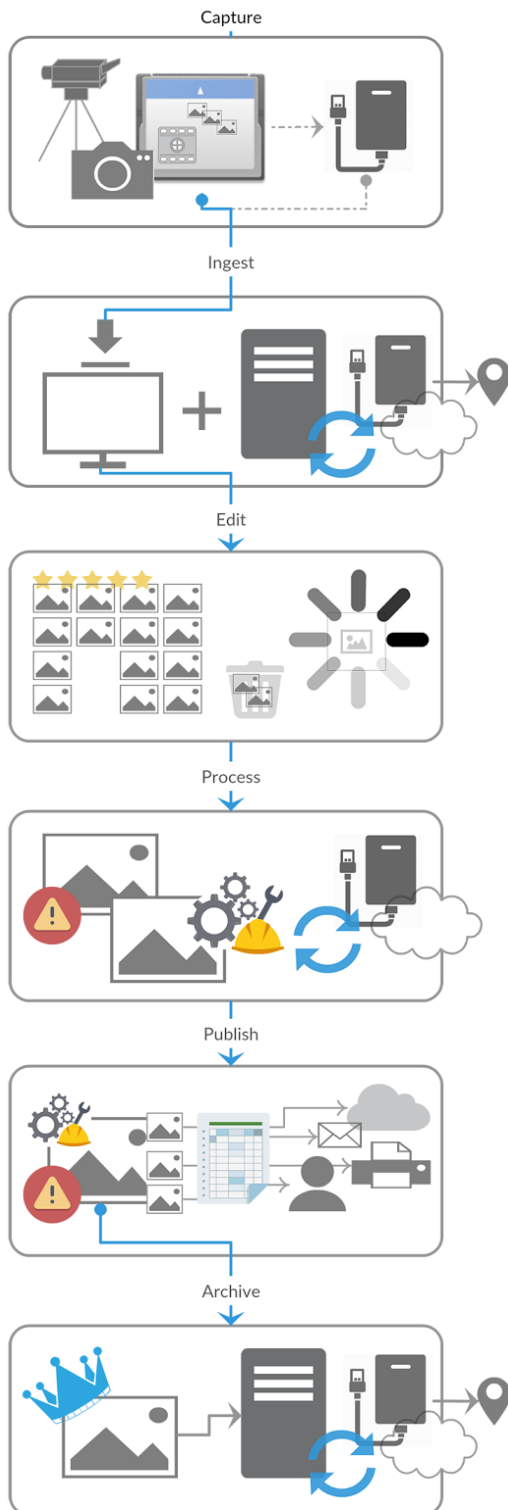


# Digital Asset Management Workflow

Related Tutorial: [The Digital Pipeline: How to Safely Manage Images and Video From Capture to Archive](#). By: Dawn Oosterhoff.



## Capture

Capture involves everything you do to create the original image or video. Prepare to export image or video files from the flash cards or, if you used one, from the external hard drive to your computer.

## Ingest

Ingestion is the process of getting image files from your camera to secure data storage media. During the import process, apply standardized filenames, write copyright information into the metadata, and organize your files into folders. Copy the original image or video files into your archive and backup your archive to a storage device, which you store offsite, or to a cloud service.

## Edit

Editing is the process of reviewing and sorting your pictures after the shoot. Sort and rank original images or video on your computer. Eliminate files that are clearly useless, group files in albums or catalogues as needed, and apply keywords to the files. Carry out any non-destructive editing.

## Process

This is the stage that involves manipulating pixels. Do not make any pixel changes to the original file. Make a copy of the original and carry out pixel changes to the copy. Keep your working files organized and regularly back up your working library and files to an external hard drive or cloud storage service.

## Publish

To publish means to send the image or video out to be seen by someone else. Protect the working version of your image or video file. Make TIFF, JPG, or PNG copies of your files to distribute from your library as needed. Be sure to track which images or videos you sent where and on what date.

## Archive

Archiving involves moving the final, completed version of processed images to long-term storage. The completed file will join with the archived copy of the original file. Regularly back up your archive to a storage device, which you store off site, or to a secure cloud storage service.