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QuickGuide to Digital Photo Professional 3.8.x Workflow and Keyboard Commands

The instructions in this Quick Guide provide an overview of the typical workflow you would use to process Canon RAW files (CRW and CR2 file entensions) in **Digital Photo Professional (DPP) 3.8.0** for Windows 7 or **DPP 3.8.1** for Mac OS X.

The keyboard commands we have provided will save time and increase your efficiency. For your convenience, **Windows commands are in green** and **Mac commands are in blue**. All keyboard commands are also available from the DPP menu bar at the top of each window.

Preferences

Enter **Ctrl+, / Cmd+,** to open the **Preferences** dialog box. Preferences allow you to set basic workflow parameters such as General Settings, View Settings, Tool Palette, and Color Management. Click **OK** to apply the preferences you have selected.

Importing/Ingesting/Downloading Images

Images can be downloaded from your camera or memory card reader to your computer by using **EOS Utility** from within DPP. If you use a different application to download and rename your files, be sure **not** to change the CRW or CR2 file extensions.
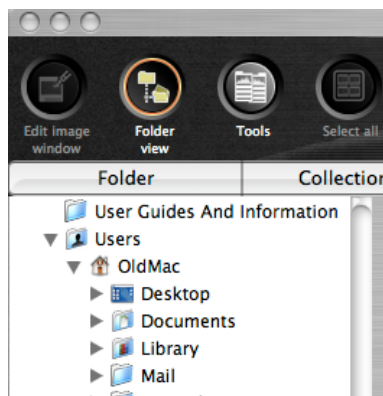

Once images have been downloaded to your hard drive, use the **Folder View Button** to locate the folder where the images have been stored. The file structure in Folder View will be the same as on your hard drive. Navigate to the folder that contains the images you wish to view, then double-click the folder to display the contents in the **Main Window.**

Viewing, Browsing and Selecting

The Main Window displays thumbnails for each compatible file format. Compatible formats include JPEG, CRW, CR2, TIFF, and TIF. You can adjust the thumbnail size by using the following keyboard controls:

1. **Ctrl+1 / Cmd+1** – large
2. **Ctrl+2 / Cmd+2** – medium
3. **Ctrl+3 / Cmd+3** – small
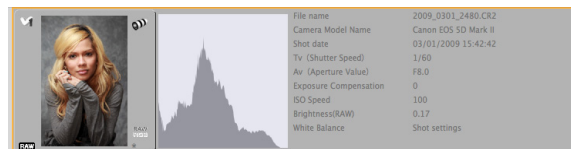
To **view thumbnails with EXIF data and a histogram** displayed, type **Ctrl+4 / Cmd+4.**
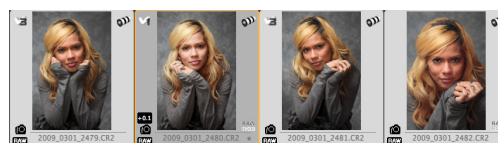
Click once on a thumbnail to select it. The selection will be highlighted in orange and the frame will change to dark gray. Hold down the Shift key to extend the selection to multiple consecutive images.

To select multiple non-consecutive images, click each image while holding down the **Control / Cmd (⌘)** key.


Use **Rotate Left** (**Ctrl+L / Cmd+L**) to rotate an image counter-clockwise. Use **Rotate Right** (**Ctrl+R / Cmd+R**) to rotate an image clockwise.

Sorting

Click-and-drag any thumbnail to move it before or after any other thumbnail. **To sort by Checkmark rating**, click a thumb-nail or group of thumbnails, then use **Add Checkmark** (**Ctrl+F1 Cmd+F1, Ctrl+F2 / Cmd+F2,** or **Ctrl+F3 / Cmd+F3**) to apply the number of your choice. Use **Ctrl + F4 / Cmd + F4** to **Clear Checkmarks.** Use **View/Sort/Checkmark** to select whether 1, 2, or 3 will have sort priority. You can also use **View/Sort** to sort by File name, RAW Priority, and Shooting Date/Time.

Creating Collections
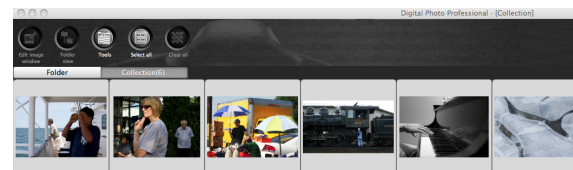
Collections are a temporary group of images that you can gather together in one window. They consist of links to the original files rather than duplicates. This allows you to gather a collection from as many folders as you like, regardless of where the actual images are located. To view images in the Collection Window click the Collection tab.

Up to 1,000 images can be grouped in a Collection. DPP allows creating only one collection at a time. To add an image to the **Collection** window:

- Use **Ctrl+G / Cmd+G** or
- **File/Add to Collection** or
- Right-click the image and select **Add to Collection** from the resulting pop-up menu

Select **File/Clear Collection** to delete an entire Collection.

Main window | **Thumbnails** | **Tool** | **Grid** | **Fit to window** | **50% view** | **100% view** | **200% view** | **Previous image** | **Next image** | **Rotate left** | **Rotate right** | **Batch process**

RAW | RGB | NR/Lens/ALO

Brightness adjustment — 0.17

White balance adjustment
1 2 3 Register...
Shot settings   Tune...

Picture Style
Portrait   Browse...

–10.0 –8.0 –6.0 –4.0 –2.0 0 2.0 4.0

Contrast: (0)
Highlight: (–1)
Shadow: (–1)
☐ Linear
Color tone: (1)
Color saturation: (–1)
Sharpness: (4)

Editing

After selecting a thumbnail image, click the **Edit Image Window** button or type **Ctrl+→** / **Cmd+ →** to enlarge and view the image in the **Edit** Window**.** If the **Tool Palette** (on right side of window above) is not visible, type **Ctrl+T**/ **Cmd+T** to view the editing **Tool Palette**. **To change the image magnification**:

> **Ctrl+1** / **Cmd+1** for 50%
> **Ctrl+2** / **Cmd+2** for 100%
> **Ctrl+3** / **Cmd+3** for 200%
> **Ctrl+4** / **Cmd+4** for fit to window. Resizing the window will automatically resize the image.

Any changes you make to the Tool Palette are applied in real-time to the image. Right-click on the image to view and select from the pop-up **Edit menu**. Use **Before/After**
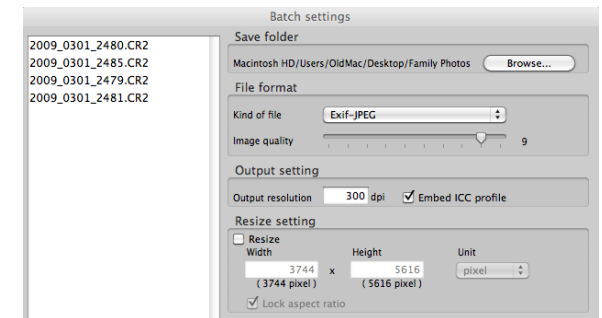
Comparison to compare how an image looks before and after the adjustments you make to the tool palette. You can select whether to compare in a split window or a split image. You can also choose whether the image split is horizontal or vertical.

DPP keeps track of all editing steps you make on a single image. This collection of steps is called a "recipe." To **copy an image recipe** to the clipboard, type **Alt+Ctrl+C** / **Option+Cmd+C**. To **paste image an recipe** to another image or group of images, first select the images, then type **Alt+Ctrl+V** / **Option+Cmd+V**. The edits you made to the original image will be applied to the image(s) you selected. You can also **Save a recipe** to use later on other RAW files taken in similar conditions. To Save a recipe, open an

image with the desired edits and select **Edit/Save recipe in file…** To apply a saved recipe to another RAW file, select the file(s), then select **Edit/Read and paste recipe from file…**

Batch processing

Batch processing allows you to apply a set of processing instructions to either a single image or any group of images you have selected.

Batch settings
2009_0301_2480.CR2
2009_0301_2485.CR2
2009_0301_2479.CR2
2009_0301_2481.CR2

Save folder
Macintosh HD/Users/OldMac/Desktop/Family Photos   Browse...
File format
Kind of file   Exif–JPEG
Image quality   9
Output setting
Output resolution   300 dpi   ☑ Embed ICC profile
Resize setting
☐ Resize
Width   3744   Height   5616   Unit   pixel
(3744 pixel)   (5616 pixel)
☑ Lock aspect ratio

Type **Ctrl+B** / **Cmd+B** (or click **Batch Process**) to open the **Batch settings window.** Choose the settings you wish to change and enter the values you want. Settings include:

- Save folder
- File format
- Output setting
- Resize setting
- File name
- Image transfer

Click **Execute** to apply the settings you have entered to all the images you have selected. Type **Ctrl+D** / **Cmd+D** to **Convert and Save** a single image in a different file format and/or size.

Printing

1. Type **Alt+Ctrl+P** / **Option+Cmd+P** for Page Setup.
2. Type **Ctrl+P** / **Cmd+P** for the Print dialog box.

To print a contact sheet, select the images you want to include, then type **Ctrl+P** / **Cmd+P**.

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