

# Capture One Pro 8

## Quick start guide



# Introduction

Thank you for choosing Capture One, either as your new RAW converter of choice, or simply to trial its capabilities. The purpose of this guide is to get you acquainted with the basics of Capture One, such as importing, adjusting and exporting images. The early pages also cover how to start and activate Capture One. If you are already up and running, skip to page 5.

For more comprehensive instructions, please visit the following areas online.

For a complete written guide to Capture One Pro 8:

<http://help.phaseone.com>

For video tutorials:

<https://goo.gl/4fH68f>

The Capture One Pro 8 Webinar Archive:

<https://goo.gl/qvwFNe>

For fast and free support:

<http://www.phaseone.com/support>

# Contents

## Introduction

### Launching and Activating Capture One

Versions	3
Session Based File Management	4
Catalog Based File Management	4
The rest of this Quick Start Guide will be in four sections	4

### Section 1

Catalog File Management	5
Managing Images in a Catalog	6

### Section 2:

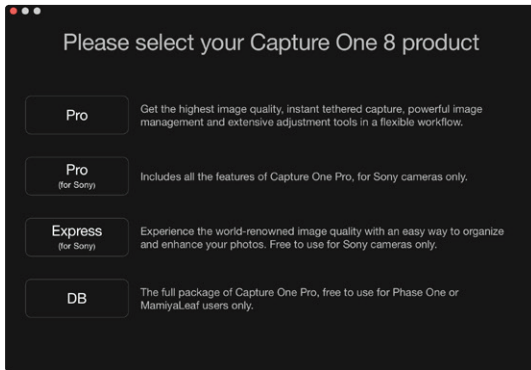
Session File Management	7
Importing Images into Capture One	7
Managing Images in a Session.	9

### Section 3

Interface and Basic Workflow	10
Working with RAW files	10
Copying and Applying Adjustments	11
Exporting Images	11
Tethered Capture	12



# Launching and Activating Capture One



Capture One is available in four different versions. When you first launch Capture One you will be given a choice of what version to start up Capture One. Throughout the trial period, it is possible to swap versions.

On launching Capture One for the first time you will see the following splash screen.

## Versions

- **Capture One Pro** - Full featured solution
- **Capture One Pro (For Sony)** - As above but for Sony Cameras only.
- **Capture One Express (For Sony)** - Fewer features than Pro, also only for Sony cameras. FREE application and upgradeable to either PRO or Pro (for Sony).
- **Capture One DB** - Same features as Pro but for Digital back customers only. Free to use.

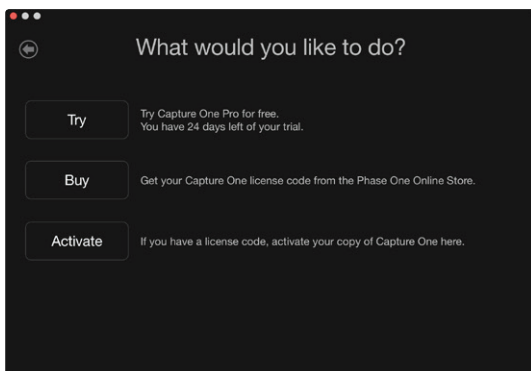
More information on Sony versions can be found here...

<http://www.phaseone.com/sony>

Download a feature comparison grid here...

<http://goo.gl/K7u7KL>

**Tip:** Choose Pro, to evaluate all features in Capture One.



The next screen will allow you to try the fully featured 30 day trial.

From this screen you can also buy a licence key from the Phase One e-store or register the application with your licence key (if already obtained).

A licence key can also be obtained from your local Phase One partner if you prefer: <https://goo.gl/2lly9v>

If you do not wish to purchase just yet, click Try to begin the 30 day free trial. This is fully featured and there is no obligation to buy.

A tutorial video is available on the Activation process:

<http://goo.gl/hrxDGw>

Next you will be asked if you want to begin Capture One with Catalog based file management or Session based file management. These are different ways of managing your images in Capture One:



### **Catalog Based File Management**

Catalogs are designed as an asset management system for larger collections of pictures or permanent projects.

As opposed to a session where the previews and settings are stored locally in the parent folders, a Catalog stores all settings and previews in the Catalog database. This allows fast and efficient search capabilities over large collections.

This is extremely similar to a Lightroom Catalog or an Aperture Library

Managing a Catalog video tutorial - <http://goo.gl/t00RbB>

Capture One can run Catalogs or Sessions independently so it is a simple process to evaluate both. You are not confined to one method or the other.

### **Session Based File Management**

Sessions are designed to work as a simple files and folders interface. Images are viewed via a folder browser and any folder on the system can be viewed. The adjustments and settings for the RAW files are stored in a subfolder within the viewed folder.

A session is ultimately a simple template of folders within a master project folder. Each of these folders is automatically assigned a task (eg. Capture, Selects, Output or Trash). This way data for the shoot is maintained inside the working session. As new jobs or projects are created the user compartmentalises the work into individual sessions.

As all the data for the shoot is in the session by folders, it is easy to move, copy and backup the whole session or just parts of it. You can move an entire Session from your Capture system to your processing system, or even send a folder of images to a third party; for example a retoucher.

The Session structure can be tailored to your needs. For example, a days fashion shoot with multiple looks can easily be divided by adding additional capture folders making high pressure, high volume shoots easy to manage.

Sessions are the preferred choice for professionals that need to repurpose data easily or work in a tethered workflow.

Managing a Session Tutorial - <http://goo.gl/bZqKuj>



### **The rest of this Quick Start Guide will be in four parts**

1. Catalog File Management
2. Session File Management
3. Interface and basic workflow
4. Capturing tethered with a compatible camera.

# Section 1

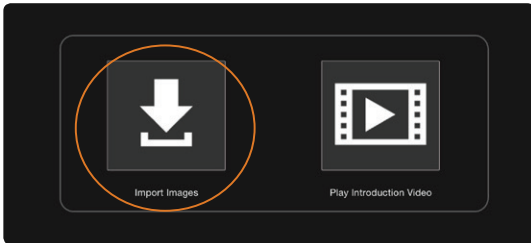
## Catalog File Management



If you have yet to make a new Catalog, go to File>New Catalog. You will be asked to name your Catalog and choose a location. This creates the Catalog database file. This file records the location of images on your system and also the applied adjustments, as well as other data. Try to keep this file on local storage (i.e. the internal hard drive of your system) to maximise Catalog performance. The default location is the Pictures folder in your user account.

The Catalog will open and you can begin to import and adjust images in Capture One. Note the folders area at the bottom of the library tool does not allow direct interface into folders contents. Unlike sessions, a catalog cannot show you the contents of a folder until it is first imported and indexed.

Go to **File>Import Images** or click on the large icon in the centre of the screen.



The import dialog will open. If you have placed a memory card in your system, then it is likely that this window will open automatically.

This dialog essentially deals with four things:

1. Choose the location of images you wish to import
2. Decide where you want to store them
3. Decide if you want to add additional data (metadata) and adjustments
4. Decide which images from the window you want to import

Choose in the first section, Import From, the location of images to be imported into the Catalog. These could be on a camera memory card or already present on your system, locally or on an external hard drive.

The location is chosen from the drop down menu.

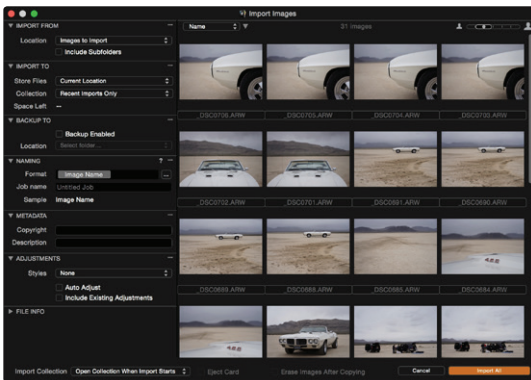
Check the Include Subfolders box if you wish Capture One to import all images in a folder hierarchy. This is very useful if you have already organised your images in some kind of hierarchy on your system. The hierarchy will be preserved for browsing in the Capture One Catalog.

In the second section, **Import To**, choose where to store the images from the drop down menu, **Store Files**. There are three choices here:

1. **Current Location.** The images will stay at their current location. Capture One will record the location of these images in the Catalog database. No images are moved, copied or duplicated. These are known as **Referenced Images**.
2. **Inside Catalog.** The images will be **duplicated** and copied into the Catalog Database that was created earlier. These are known as **Managed Images**.
3. **Choose Folder.** The Images will be **duplicated** and copied into the location chosen here. For example, this would make sense if you were importing from memory card and wished to copy the images onto your system.


Other options in the import window allow backing up, renaming, adding Metadata and adding adjustments.

Click on the import button to start the import process. Capture One will create high quality previews to enable swift browsing of your Catalog. The preview size can be adjusted in the **Preferences**.





## Managing Images in a Catalog

Image Management takes place in the **Library**  tool tab. This is the first tool tab in the default workspace. (See Section 3 “Interface and Basic Workflow” for more details)

The Library tool tab is divided into three areas:

1. **Catalog Collections**  
These contain fixed collections and shortcuts. For example, the last ten **Recent Imports** and **All Images** in the Catalog.
2. **User Collections**  
Projects, Albums, Smart Albums and Groups can be created here to organise your catalog.
3. **Folders**  
This section shows the actual location of images on your system. If you have chosen to import images as **Managed Images**, the total number of managed images will be displayed next to the **Catalog** icon. Click this icon to view them too.

Referenced Images are shown with their exact path on the system.

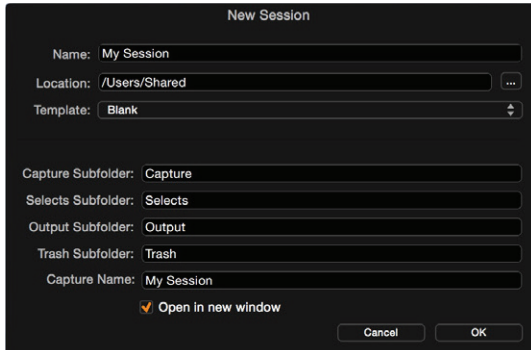
Use the + icons in the User Collections tool and the Folders tool to create new organisational items (Albums, Smart Albums, Projects and Groups) or new Folders on the system.

Capture One uses a simple drag and drop principal to transfer images to and from Albums (for example) and when moving images in the Folders section.

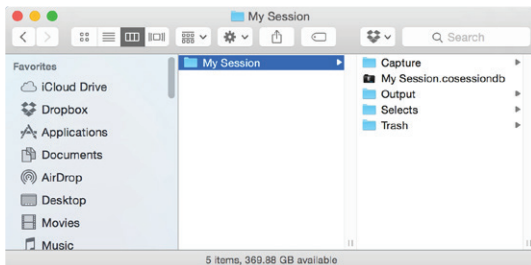
A video tutorial on Catalog Management can be watched here - <http://goo.gl/XIMI45>

## Section 2:

### Session File Management

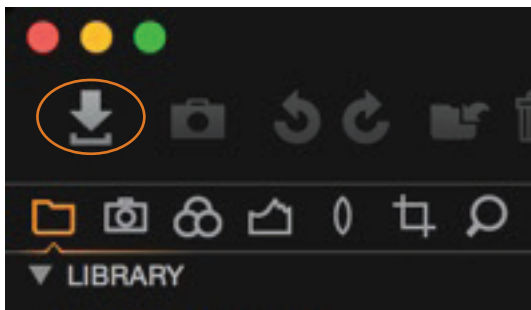


If you have yet to make a new Session, go to **File>New Session**. You will be asked to name your Session and choose a location.



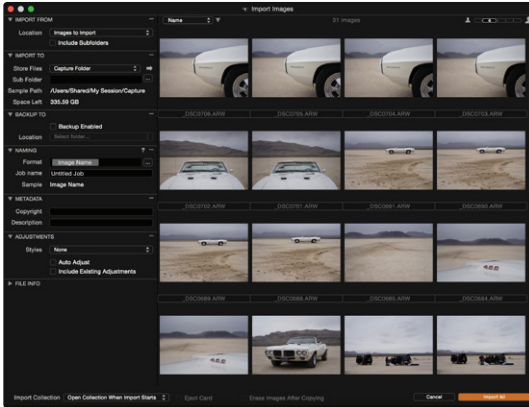
This creates a basic Session structure, with the default folders of Capture, Selects, Output and Trash, nested in one folder.

The Session will open and you can begin to browse, capture or import and adjust images in the Session.



### Importing Images into Capture One

Go to File>Import Images or click on the import icon in the toolbar



The import dialog will open. If you have placed a memory card in your system, then it is likely that this window will open automatically.

This dialog essentially deals with four things:

1. Choose the location of images you wish to import
2. Decide where you want to store them
3. Decide if you want to add additional data (metadata) and adjustments
4. Decide which images from the window you want to import

Choose in the first section, Import From, the location of images to be imported into the Session. These could be on a camera memory card or already present on your system, locally or on an external hard drive.

The location is chosen from the drop down menu.

Check the Include Subfolders box if you wish Capture One to import all images in a folder hierarchy.

In the second section, **Import To**, choose where to store the images from the drop down menu, **Store Files**. There are four choices here:

1. **Capture Folder.** Images will be **deduplicated** to the Session Capture folder.
2. **Session Folder.** Images will be deduplicated to the Session folder. i.e. **My Session** in the example above
3. **Selected Folder.** Images will be deduplicated to the currently selected folder in the Library tool tab of Capture One.
4. **Choose Folder.** Any folder can be selected. Images will be deduplicated there.

Sub folders can be generated by filling out the **Sub Folders** field with text, or using a token to automatically generate a folder. Select a token by clicking to the right of the Sub Folder field.


Other options in the import window allow backing up, renaming, adding Metadata and adding adjustments.

Click on the import button to start the import process. Capture One will create high quality previews to enable swift browsing of your Session. The preview size can be adjusted in the **Preferences**.





## Managing Images in a Session.

Image Management takes place in the **Library**  tool tab. This is the first tool tab in the default workspace. (See Section 3 “Interface and Basic Workflow” for more details)

1. **Session Folders**  
Shortcuts to the currently nominated session folders. (Capture, Selects, Output, Trash). Right click on a session folder then “show in system folders” if you want to see where these are currently in the file system
2. **Session Albums**  
Albums and Smart Albums can be created here to help organise overview of multiple folders in a Session.
3. **Session Favourites**  
Drag any system folder here to create a shortcut
4. **System Folders**  
Browse any folder on your current system\*

*\*In this way it is possible to use Capture One purely as a browser, but you will not necessarily enjoy all the workflow benefits a Session has to offer.*

Images can be dragged and dropped between the various session folders. For example, drag selected images from the Capture folder to the Selects folder. Various shortcuts can be used to facilitate this as well.

The ideal scenario for a very simple Session based workflow is to:

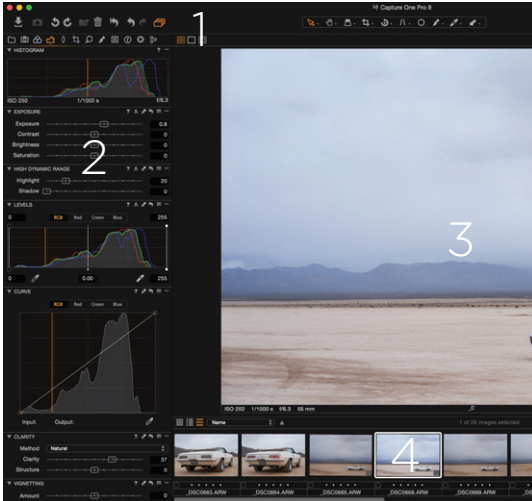
1. Import or Capture images to the Capture Folder
2. Move selected images to the Selects folder
3. Move rejected images to the Trash folder
4. Process the Selects to the Output folder

Any Session structure can be modified to your needs. For example, multiple Capture folders are easy to add via the **System folder** area.

A video tutorial on Session Management can be watched here – <http://goo.gl/CRZ68R>

# Section 3

## Interface and Basic Workflow



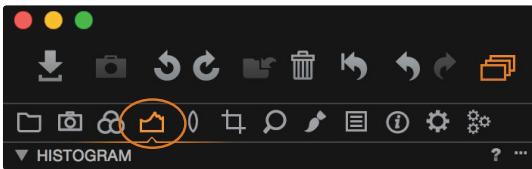
The interface consists of four key sections shown below:

1. **The toolbar**  
This contains clickable action buttons and the cursor tools (in the centre), which change the behaviour of the cursor.
2. **Tools placed in Tool Tabs**  
The tabs are divided into different groups. Hover the mouse over the tabs to display the name. Each Tool Tab contains a set of Tools.
3. **The Viewer**  
The selected image(s) in the browser are shown here.
4. **Thumbnails displayed in the Browser**  
All the thumbnails in the current selected collection are shown here. **Collection** is the term used to describe any group of images. For example, from an Album, a filtered search result, or a folder.

The Capture One workspace can be extensively modified to suit your needs.

A tutorial on customisation can be watched here - <http://goo.gl/dYR0Iq>

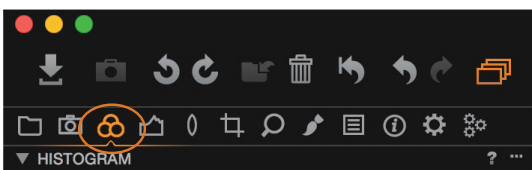
### Working with RAW files



Adjustment workflow is handled in a left to right manner, starting with organisation and ending with processing.

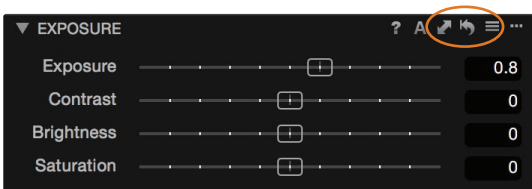
Basic image adjustment tools can be found in the **Exposure tool** 🏠 tab.

Here you can find commonly used tools - Exposure, HDR (Highlight and Shadow Recovery), Levels (Very similar to Photoshop behaviour), Curves (Again, similar to Photoshop), Clarity and Vignetting.



Tools for adjusting Color are found in the **Color tool** 🍷 tab.

This includes the White Balance tool and the extremely powerful Color editor.

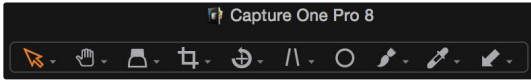


Each tool functions in an extremely similar way...

- Drag a slider to change the value
- Double click on a slider to reset it
- Use the cursor keys also to change value or enter numerical data.
- Click ? for help
- Click **A** for Auto adjust

The next three icons 📄 ↶ ↷

- Copy the selected values to the adjustments clipboard
- Reset all values in the tool (Option / ALT clicking this icon shows a temporary reset to preview the effect)
- Save and/or recall preset values

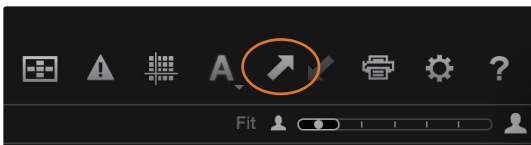


Browse the additional tool tabs to find more adjustment possibilities.

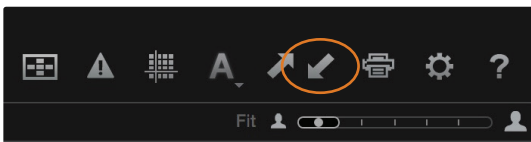
The cursor toolbar at the top of the screen...

...changes the behaviour of the cursor. For example, Panning, using a Loupe or Cropping. Most cursor tools show additional options by clicking and holding.

## Copying and Applying Adjustments



To copy adjustments from one image to another, first edit one image and then click the **Copy Adjustments** icon in the toolbar:



Then select additional images in the Browser. (Either Shift-Click a group of images or Ctrl-Click (PC) or CMD-Click (MAC) for individual images).

Then click the **Apply Adjustments** icon, also in the toolbar:

## Exporting Images

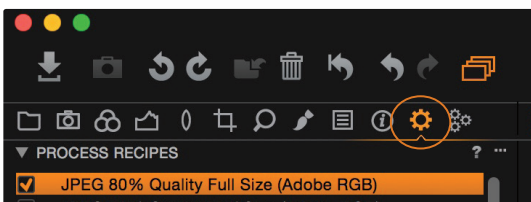
Images can be exported into final formats in two ways. Either with **File>Export Images>Variants** or via **Process Recipes**.

From the File Menu

1. Select the images to be exported
2. Go to **File>Export Images>Variants**
3. In the export dialog, decide on the Location, Naming and Recipe for the exported images.

Via a Process Recipe

Process Recipes offer a more powerful way to export images. Different Recipes can be created and recalled to export images to any location and in any format. More than one recipe can be used simultaneously.




1. Go to the **Output** tool tab
2. Select one or more recipes from the default list. The function of that recipe is shown in the Process Recipe tool. (New recipes can be created by clicking on the + button in the Process Recipes dialogue).
3. Decide on the Output Location and Output Naming in the corresponding tools. (NB If using a Session based workflow, by default, images will be processed to the Output folder in the current session.)
4. Click on the Process button in the Process Summary tool.

## Tethered Capture

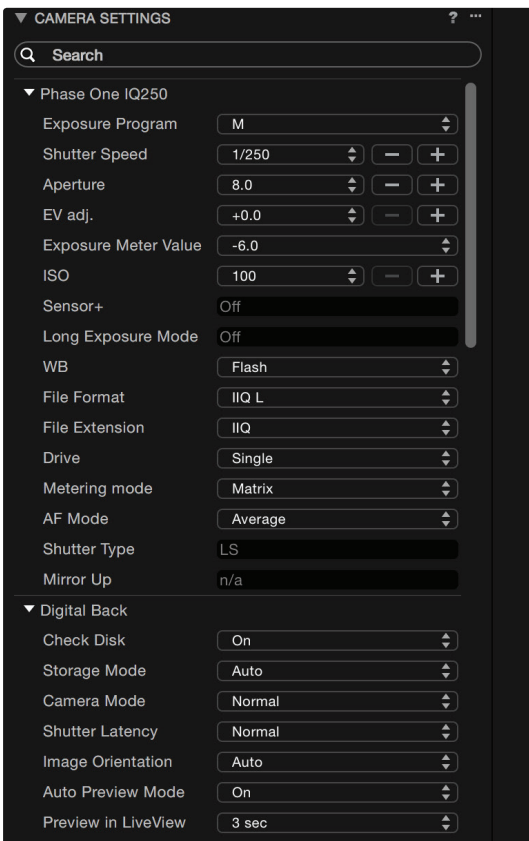
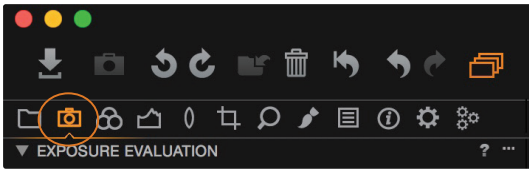
Compatible cameras from Phase One, Leaf, Canon, Nikon and Sony can be connected via USB or Firewire, and transfer images directly to Capture One, for immediate adjustment and evaluation.

Check camera compatibility on the Phase One website: <https://goo.gl/hUH0zG>

The **Capture Tool**  Tab has a host of features for tethered capture.

The Camera tool shows the currently attached camera and various options to adjust camera settings, like shutter speed and ISO and to trigger a capture. The number of available options in this tool, depend on the attached camera.

Adjust items by clicking on their respective values.



The Camera Settings tool shows a complete list of camera settings that can be modified in Capture One. Again, the list of available settings here is camera dependent.

The Next Capture Location and Next Capture Naming are set in the similarly named tools.

Next Capture Adjustments handles how adjustments in Capture One are applied from one capture to the next. The default behavior is to simply copy any existing adjustments from the current capture to the next capture.

It is possible to capture into a Catalog or Session, but a Session based workflow is more suitable and suits the process of tethered capture well.

Guide to Tethered Capture video tutorial - <https://goo.gl/mkuDb2>