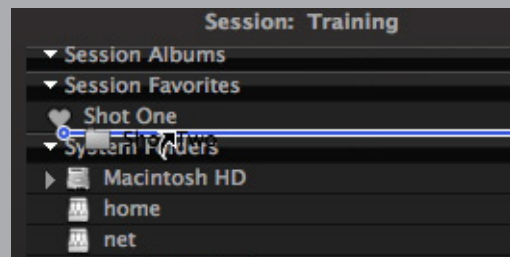


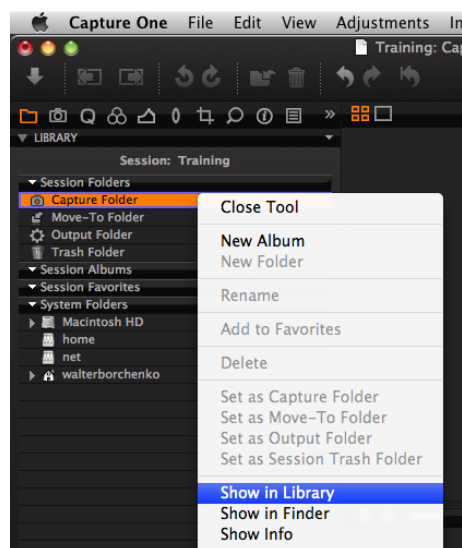
Tips & Tricks: Adding new folders to an existing session

By Walter Borchenko

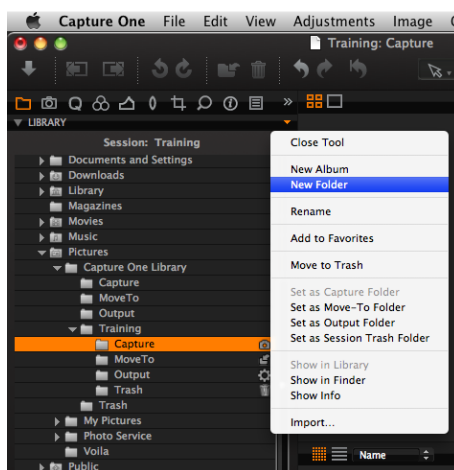
New folders can be created using the Library tool drop down menu and selecting New Folder. Additionally, folders can be pre-made and added very quickly with the drag and drop method on Mac or PC.



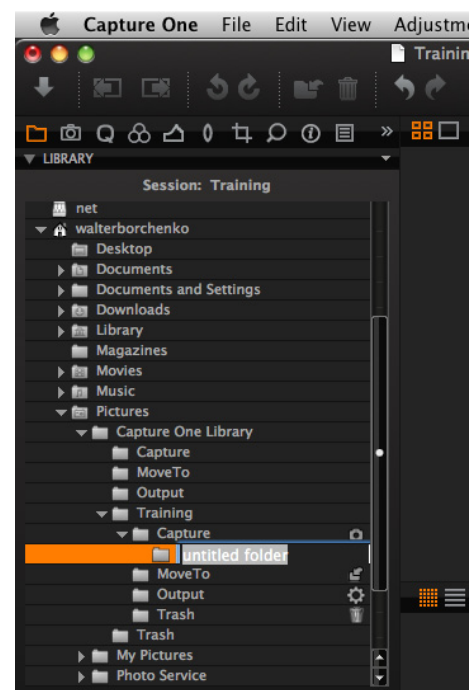
Start by selecting a master folder that makes sense. Both tethered and untethered sessions can have new folders added. With a tethered session, additional folders are commonly added to the Capture folder. With an untethered session, folders are commonly added to the session folder itself. For this article, the Capture folder in a tethered session will be used. Here are the steps to follow:



Use "Show in Library" contextual menu item to find the Capture folder

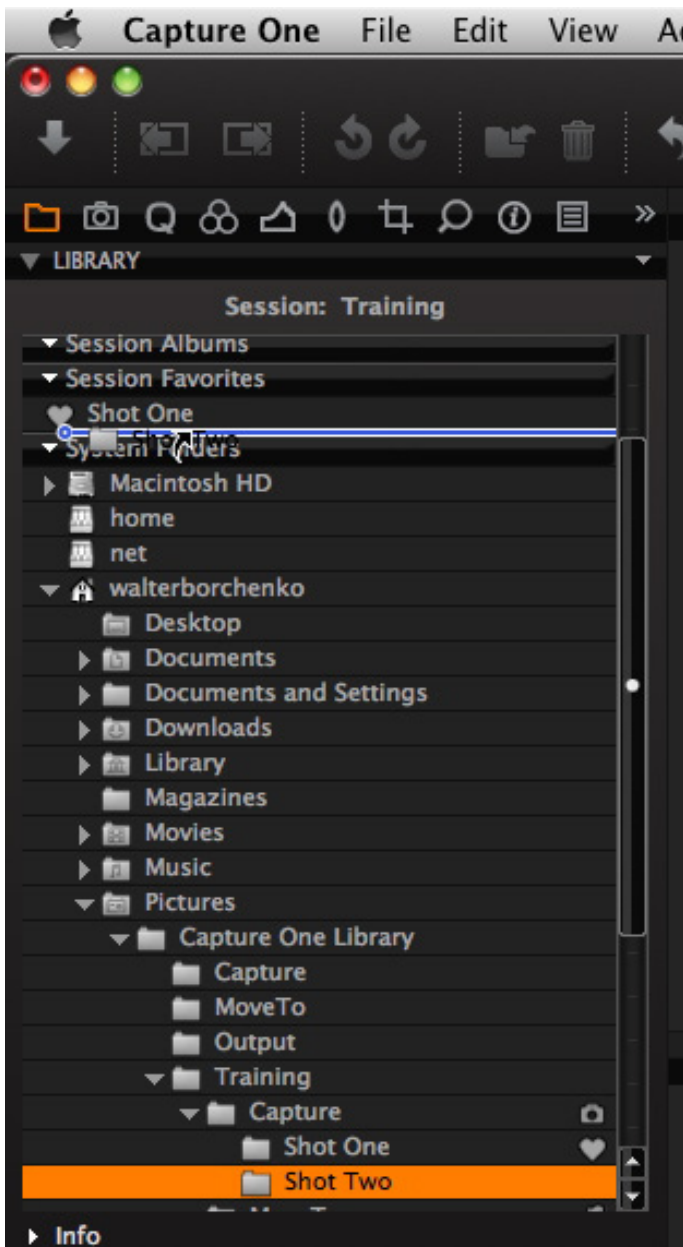


The Library drop-down menu offers a "New Folder" item.



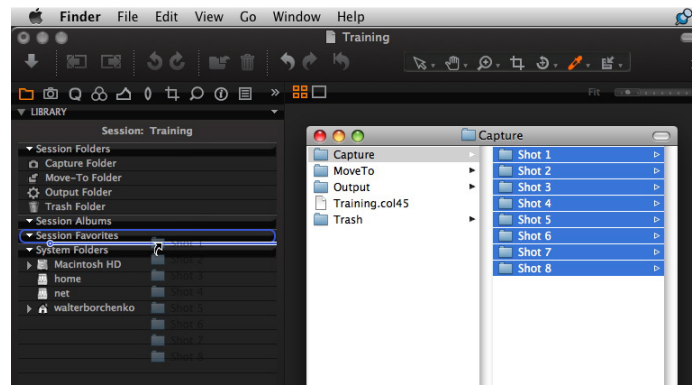
New folder are added to the highlighted folder and automatically ready for naming.

1. In the System Folders area of the Library tool, find the folder that will be the master folder. In this example, the session Capture folder is being used. Highlight the folder by clicking on it in the Library tool and now right mouse click or Control Click (Mac) for the contextual menu. Select "Show in Library".
2. The Capture folder is now automatically highlighted. Using the Library tool drop down menu (little triangle on the right side of the Library menu) select "New Folder".
3. A new folder is created and is automatically highlighted for naming.
4. For additional folders, remember to select the Capture folder each time, before using the "New Folder" item from the Library tool drop-down menu.

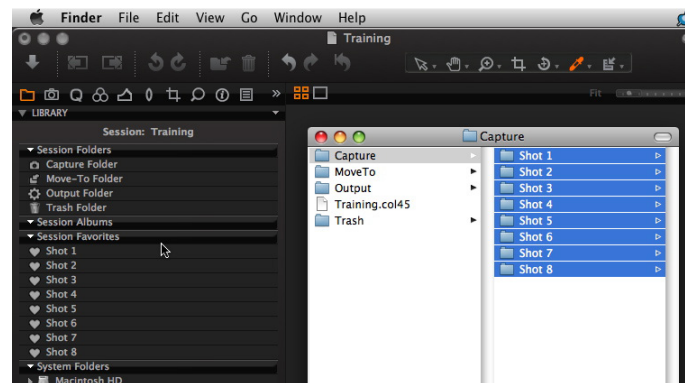


Drag new folders to the Favorites area to make them easily accessible.

Add folders to the Favorites area to make them easily accessible by dragging and dropping the new folders to the favorites area of the session.



Dragging the folders to the Session Favorites area.



Folders in the Session Favorites area are now easy to access

Another option is to create the folders in the Mac or PC finder, then drag and drop the files to the Session Favorites area as a group. This can be a real time saver if a lot of folders are required for a shoot.

Walter Borchenko is an active photographer based in Toronto Canada and is also the developer of the independent educational website www.capture-u.com. This site includes both subscription and free public materials with registration. The content is dedicated to Phase One's Capture One software, photographic technique and the advancement of better photography to reduce post-production and retouching. Save up to 33% on a subscription with a limited time special offer available from the Phase One web store or your local Phase One dealer.

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