Welcome to the first mini guide in our 11-part series, looking at how to get the best out of Canon’s Digital Photo Professional 4 software.

In this guide, which should be read whilst watching the corresponding video, we will look at how to check images for quality and organise them using a range of useful criteria. CPN writer George Cairns explains...

Normally our imported Canon photographs are stored in chronologically ordered folders, which means we need to rely on our memory of what was shot when to find specific shots. In this first video lesson we’ll demonstrate a range of ways to help you sort your shots, from displaying them in shooting order to filtering shots with high ISO speeds or a wide aperture values.

You’ll learn how to add ratings and check marks that enable you to filter out the rejects and display your favourite images at the top of the Digital Photo Professional 4 workspace. In addition to rating photos we’ll show you how to check individual shots for quality, courtesy of the handy Quick Check window.

Then we’ll finish off with ways to create easy to access collections to make specific shots even easier to find. Here’s a step by step summary of the tools and techniques featured in our first video lesson...
Sort by other attributes
You can use your photos’ metadata to sort them in a range of ways. By setting the Sort drop down to ISO Speed and clicking Descending you can display the shots captured with the highest ISO speeds at the top. This helps you find photos likely to suffer from noise artefacts for example.

Sort by time
In Digital Photo Professional 4 go to the Folders panel and click on a folder to view its contents as thumbnails. Click on the Filter/Sort icon (or press Ctrl+F). You can sort photos by the conventional Shooting Date/Time option. Tick Descending to display the newest shots at the top of the Digital Photo Professional 4 workspace.
Add ratings

Tap to choose a star rating for your shot (use keys 1-5 to rate it with a keyboard shortcut.) Add a check mark between 1 and 5. You can decide what you want each check mark to signify (a 5 might indicate the shot needs sharpening for example.) Click the Return to main window icon at the top left.

Use Quick Check view

To check an image’s quality more effectively, click on its thumbnail and click Quick Check. Click the x1 button to view the shot at 100%. This helps you see how sharp it really is. Tick AF to see the active focus points used by the lens. The histogram helps you see the image’s spread of tones.
Create collections

Collections help you gather specific shots into easy to access folders. Click the Add Collection label in the Collection panel. Label the collection according to its content (such as Birds). Drag thumbs from a variety of folders into the collection. Click on the collection to display its contents.

Sort by ratings

After adding ratings and check marks to a range of photos, click on the Filter/Sort icon. Set the sort drop down to Rating and click Descending. Now your highest rated shots will appear at the top. If you tick a specific Check Mark and turn the Filter On then only files with that mark will be visible.
MINI GUIDE NO.2
Recover missing shadows
Discover the floating histogram palette and the shadow adjustment slider.

Coming up...