Capture One 4 Software
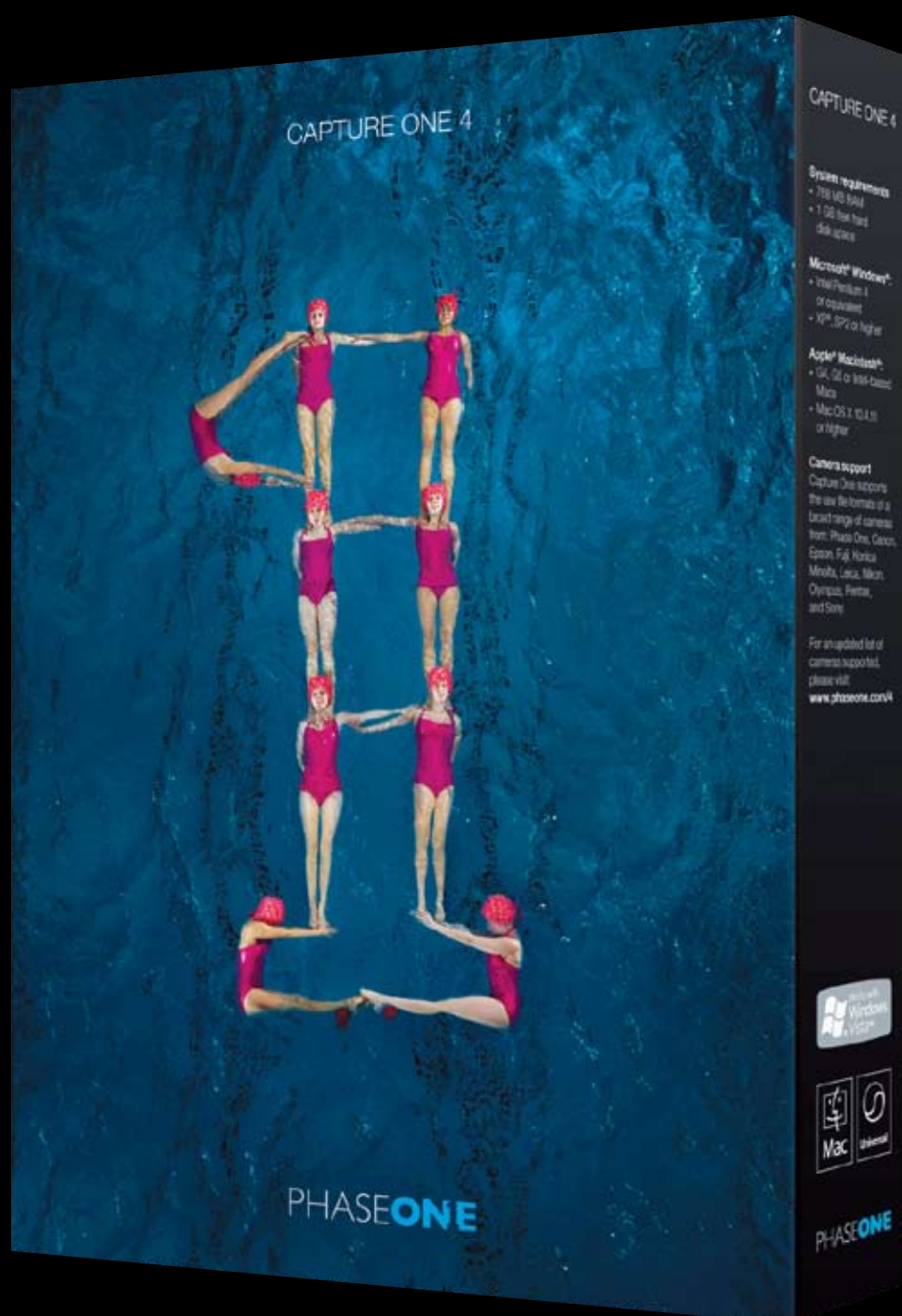# End User Visual Guide

by Walter Borchenko

Capture One 4 Software – End User Visual Guide

by Walter Borchenko

CONTENTS

Introduction

This document is not intended as an instruction manual.

The purpose of this document is to familiarize the Capture One 4 user to key features, functions, versatility and workflow possibilities.

Note: Capture One 4 is a service release. Upgrades are free to registered Capture One 4 users. The DB registered version of Capture One 4 is free for all users.

Capture One 4 - What's new at a glance

1. Extension option for RAW files

   Please note that the .IIQ extension is
   not compatible with Capture One 3.7.8.
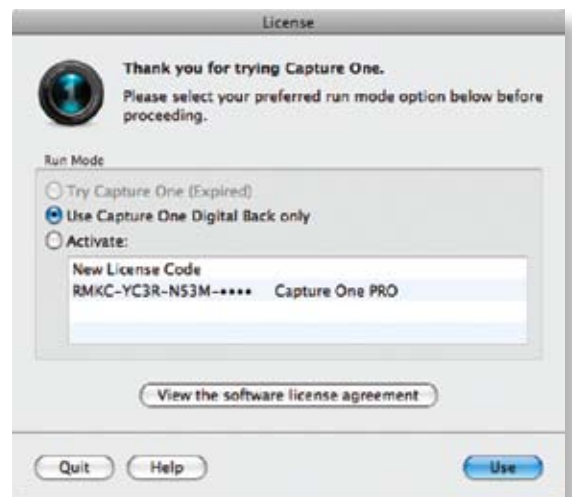
   This option is accessible in:
   Preferences>Capture>Extension
   drop-down menu

2. Registration for DB only or all
   supported products
   Digital back users do not require an
   Internet connection.

   This was designed for simplified rental,
   demo and DB back owner use.

3. Tethered operation

   Support for tethered operation for Phase One digital backs

   Camera Symbol added to Toolbar icons.

   Check updates regularly for listings of latest supported products. (DSLRs to follow soon).

   Window design provides most common functions for quick workflow:
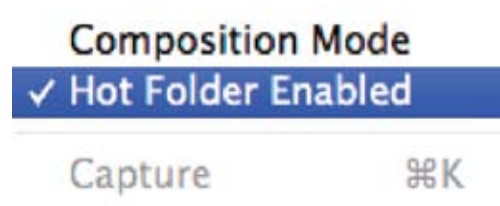   - Set capture folder
   - Set Next Capture Adjustments workflow
   - Set Balance
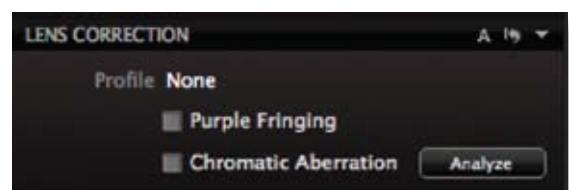   - Choose compression
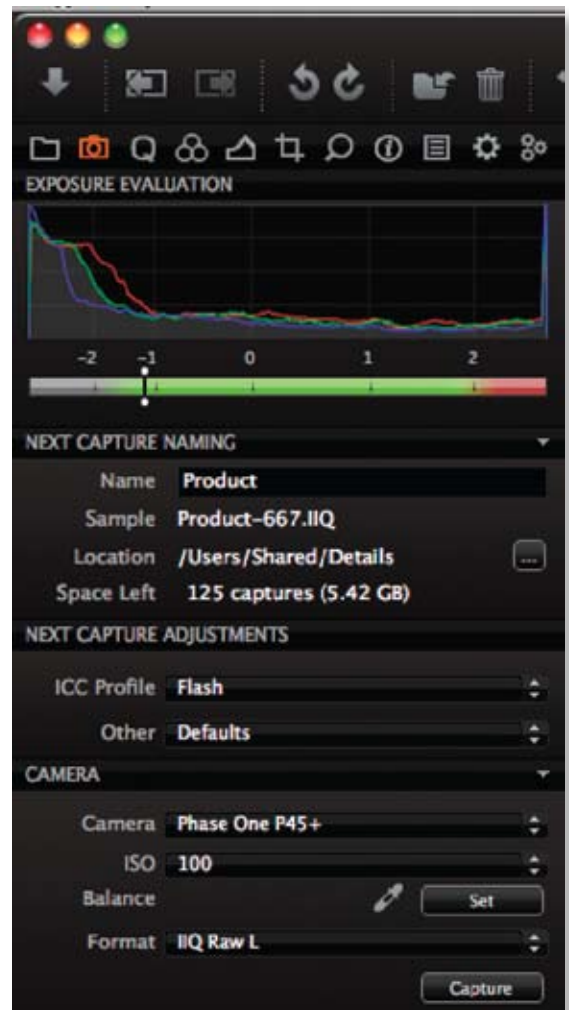
4. Hot folder workflow

   Make any folder a Hot Folder for capture.

   Previews refresh automatically as imagses are captured into native DSLR software.

5. Lens correction – Lens⁺, Focus⁺

   Purple Fringing and Chromatic aberration tools found in Color Tool set, at bottom.

PHASE**ONE** WORKFLOW

6. Multi - language support

   Now supports 8 languages: English.

   Japanese, French, German, Spanish, Czech,
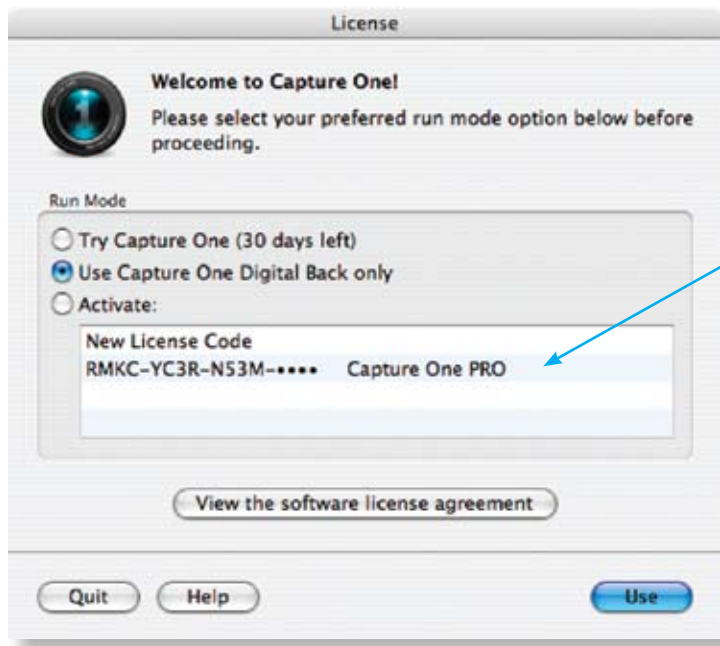
   Swedish, Korean and Chinese (simplified).

7 - New Camera support

   Mamiya ZD and a number of new DSLRs.

   Check the Phase One website for updates on supported products.

Software registration procedures

The installation of Capture One 4 offers both registered or purchased license activation and a free activation for DB users (Phase One digital backs).

If a user has Capture One Pro 3.7.8 installed, the license activation software will recognize the serial number and provide an option for full activation.

To activate the DB version, no internet access is required. For a full activation, an internet connection is required. To active a recognized serial number, click on the License Code and select activate. A registration window appears requesting an email address.
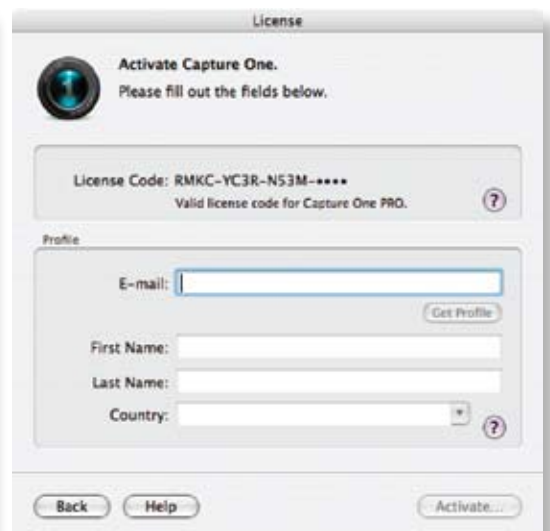
The original email address used to registered the software is required here. Once the correct email address is entered, click on the "Get Profile" button. This will open a new dialog box requesting a password.

When the Capture One Pro software is registered, an email address and password are required. To access a forgotten password when the email address is correct, click on the "E-mail My Password" button.
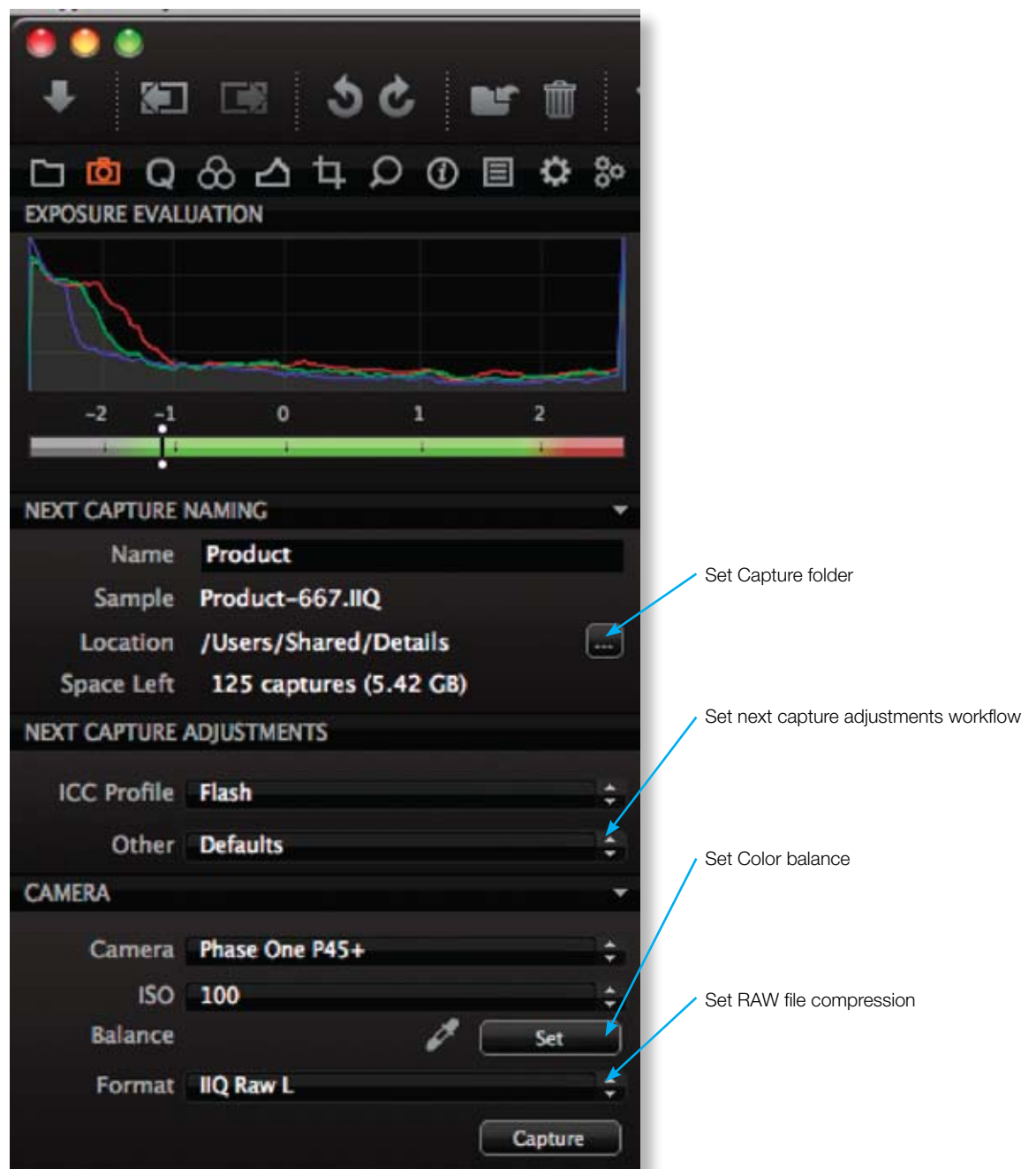
When the correct password is entered, the balance of the fields are automatically filled and the Activate button becomes live.
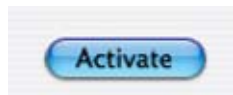
You must click on the "Activate" button to register the software properly and start using Capture One 4.

Tethered operation

Capture 4 only supports Phase One digital backs with tethered operation. To maximize convenience, common operations have all been grouped in the Capture tool set.

Set Capture folder

Set next capture adjustments workflow

Set Color balance

Set RAW file compression

EXPOSURE EVALUATION

The Exposure Evaluation tool is now dynamic. If a crop is applied to an image, the exposure tool adjusts to show the values for the cropped area only.
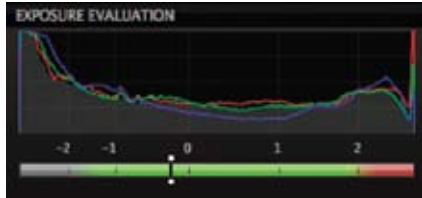
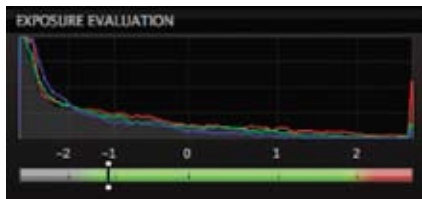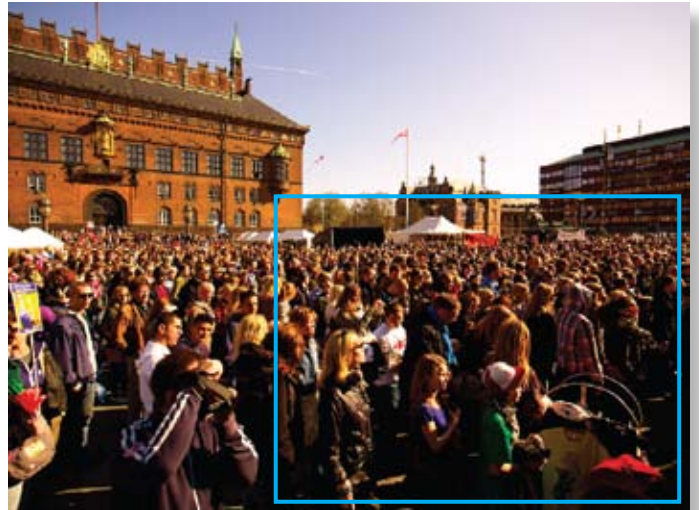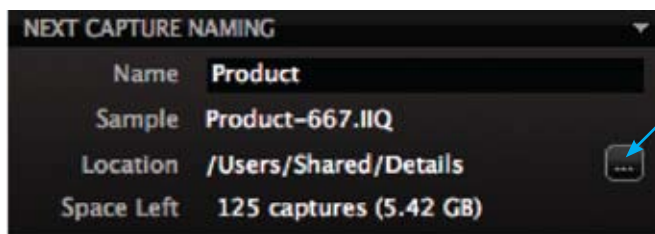Exposure scale and graph is now dynamic.

Image is cropped and the Exposure Evaluation only reflects the cropped image area.
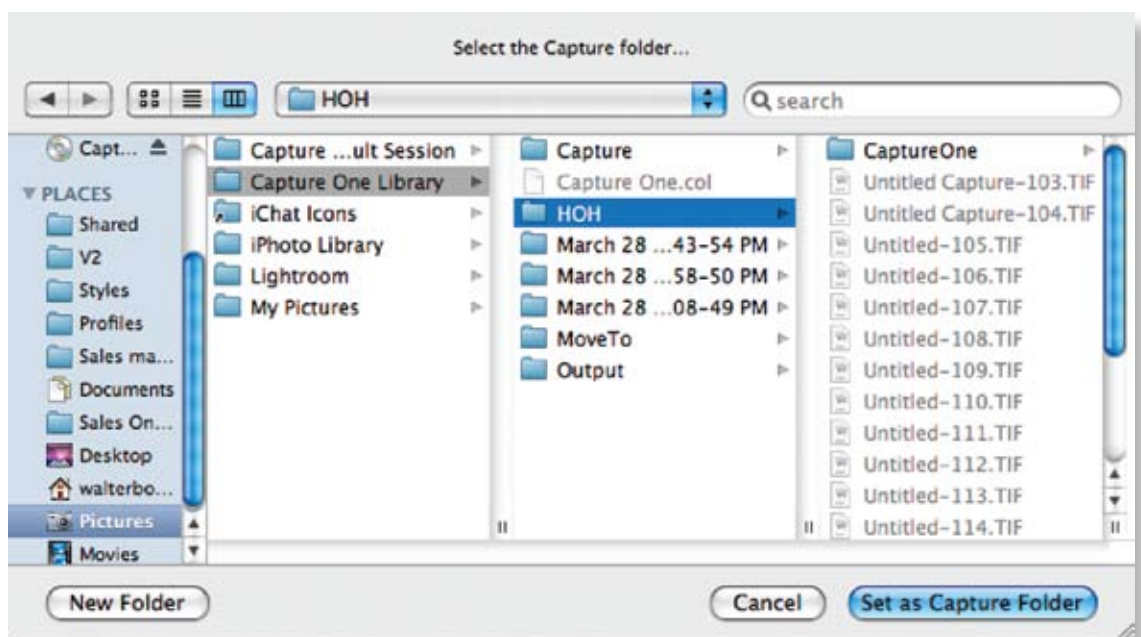
NEXT CAPTURE NAMING

Create new capture folders or switch to existing capture folders with out leaving the Capture tool.


Click on the button to access a full finder window. Create new folders and navigate to any accessible area.

NEXT CAPTURE ADJUSTMENTS

The Other drop down menu offers 3 workflow options:

1. Defaults – using setting currently in Capture One 4

2. Copy from Last – Use settings in last image for all new images captured.

3. Copy from Primary – Use settings from first image in Capture folder for all new images captured. This can be powerful if images are saved in a folder as styles. Copy the image that has the style you need into the folder. All images captured will use this image as the reference for settings.
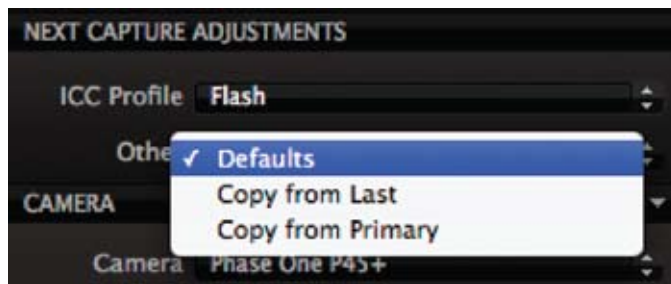
CAMERA

White balance and compression choices are offered here. For most capture situations, these tools remove the need to change tool sets.
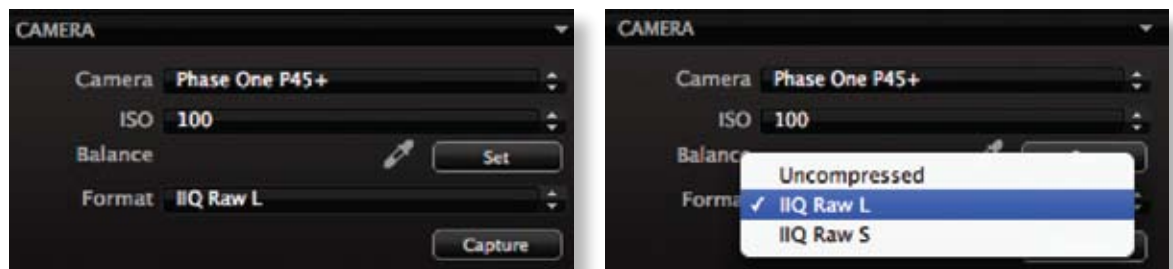
Hot Folder workflow

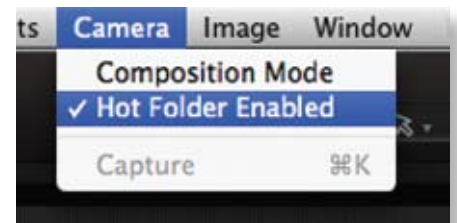The Hot Folder option in Capture One 4 software is design to create a virtually tethered workflow with DSLRs that do not have tethered support. Images automatically appear in Capture One 4 while the DSLR is shooting using the manufacturer's tethered application.

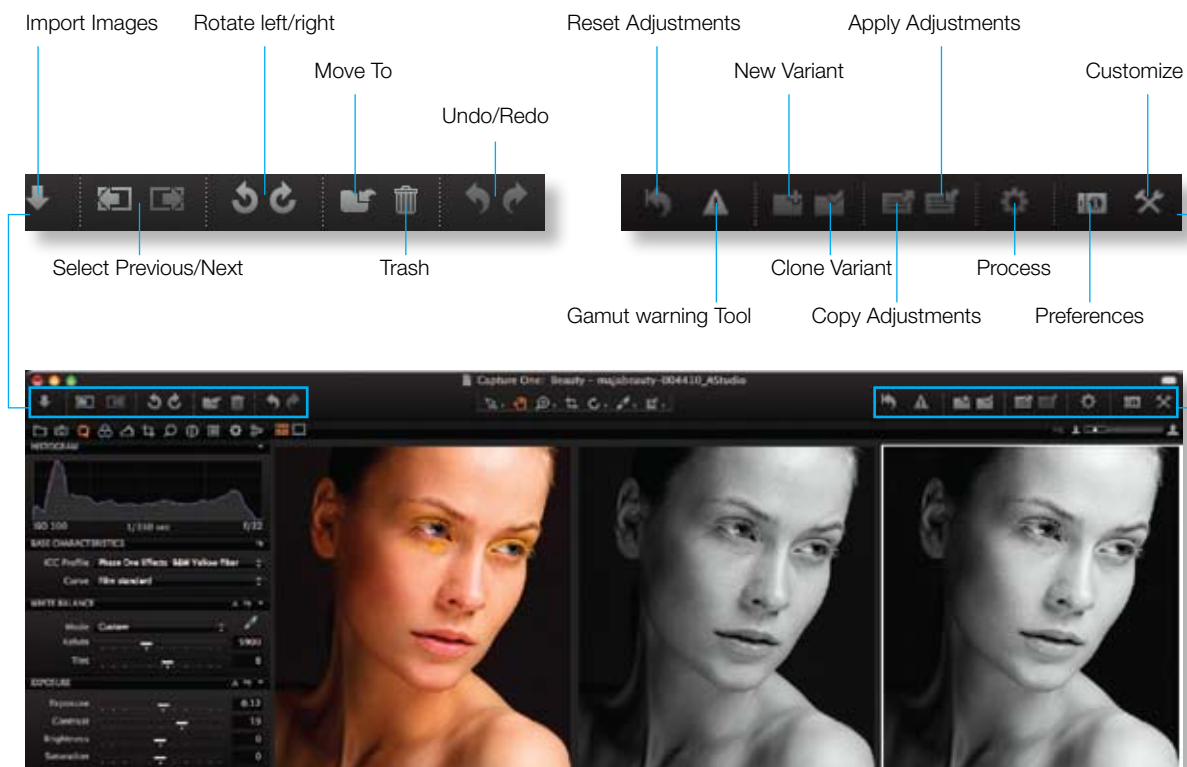To activate a Hot Folder workflow, select the DSLR Capture folder in the Capture One 4 application. Add the folder to the Favorite Folders area and Set as Capture Folder from the File menu. With the folder still highlighted in the Library tools set, Select the Hot Folder option from the Camera drop down menu. Images will now automatically update in Capture One 4 as they are captured in the DSLR application.

Basic Capture One 4 Workflow

TOOL BAR, CURSOR TOOLS AND TOOL TABS

Tool bar

Import Images

Rotate left/right

Move To

Undo/Redo

Reset Adjustments

New Variant

Apply Adjustments

Customize

Select Previous/Next

Trash

Gamut warning Tool

Clone Variant

Copy Adjustments

Process

Preferences

Tool tabs

Select Image Folder

Capture

Color Tool

Crop Tool

Metadata

Output

Multi-view

Quick Tool

Exposure Tool

Detail Tool

Adjustments

Batch

Single-view

PHASE**ONE** WORKFLOW

Cursor tools

Select
Move To Trash

Pan

Crop

Pick White Balance
Pick Shadow Level
Pick Highlight Level
Pick Curve Point

Zoom In
Zoom Out

Straighten
Rotate Freehand
Rotate Left
Rotate Right

Copy Adjustments
Apply Adjustments

PHASE**ONE** WORKFLOW

Workflow 1
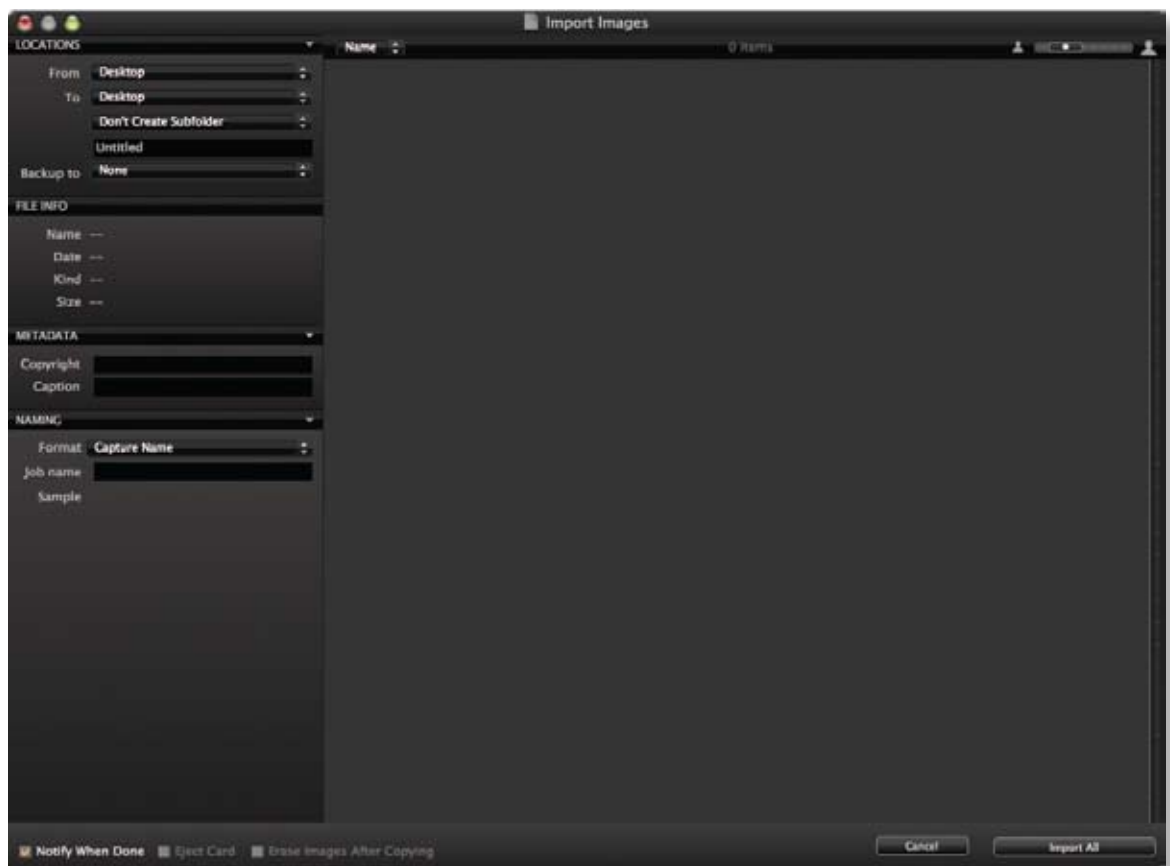
FEATURES DISCUSSED:

- New Import utility

- Multi-view images

- Ultra fast detail and focus check

- Quick Menu

- Variants

- High dynamic range tool

- Web Contact Sheet

- New Batch processing

IMPORTING FILES

- With Capture One 4 launched and running, insert your CF card into your card reader.

- Click on the Import images button [⬇] at the top left to open the import dialog box.

- In the *Locations* area (top left), click on the *From* drop down menu and choose *Select Folder*.

  Select your CF card. The image thumbnails should now appear in the import window.
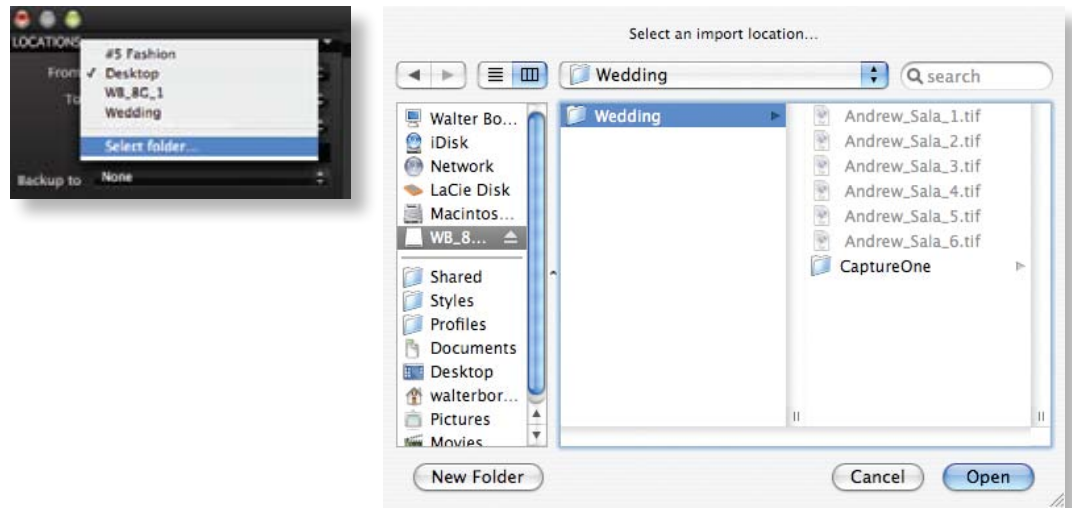
- In the *Locations* area, click on the *To* drop down menu and select *Pictures*. If you have a preferred

  location, choose your preferred location.
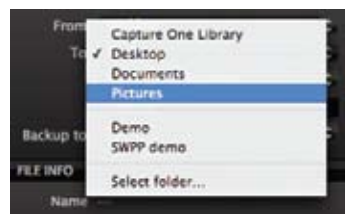
- In the *Locations* area from the next drop down menu (unnamed) select *Create Subfolder using Name*

  and type in an appropriate name.
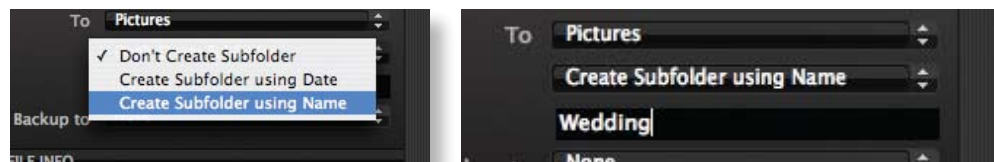
- The last item to set in the *Locations* area is the back-up location. Use the drop down menu and choose *Select* folder. Navigate to your external hard drive, make an appropriate folder there and then click the *Open* button. This sets your external drive as the location for a complete back-up of all files transferred from the CF card.

- In the Metadata *Copyright* area type in your copyright info.

- On the bottom left of the Import dialog box check the functions required.
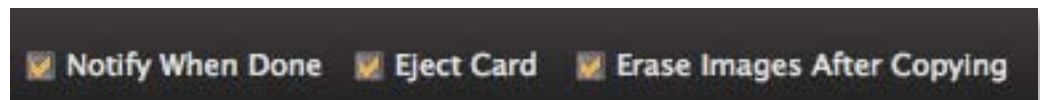
- Holding down the Command key (Mac) or Control (Windows) and click on 2 nonconsecutive frames to select them (white border shows selected images). Using this method, specific files can be downloaded while others are not selected.
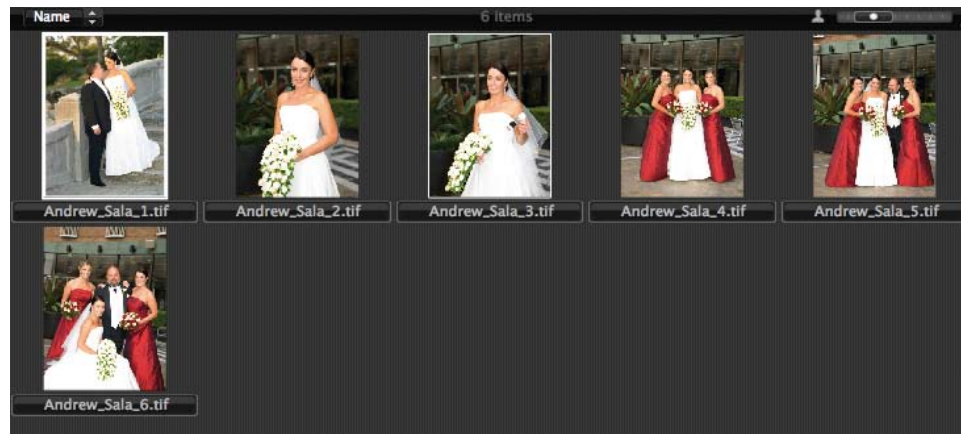

- Select all the images by using Command & A (Mac) or Control & A (Windows).

- To import the selected images, click on the *Import* button on the bottom right.

- When the file transfer and back-up is done, a completion message will appear. The RAW file folder, set for transfer, is automatically added to the Favorite Folders area for quick access.
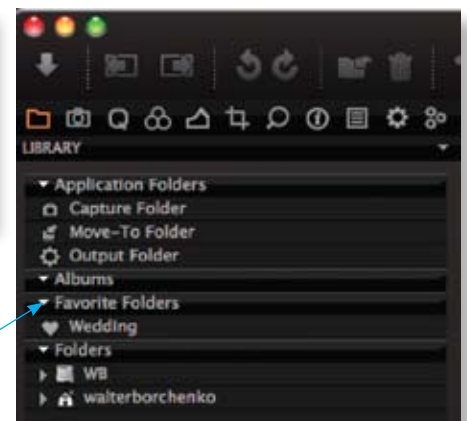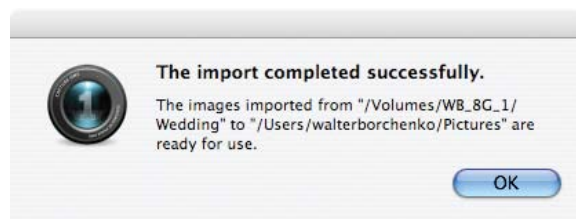
Import is now in Favorite
Folders for easy access

PHASE**ONE** WORKFLOW

IMAGE VIEWING OPTIONS

- Select the *Wedding* folder in *Favorite Folders* to view the images.

- Click on one of the thumbnails to bring up a preview of the file.

- Select the hand tool from the *Cursor Tools* menu and place your cursor over the selected image. Double click the image to go to 100% for focus and detail check at the position of your cursor.

- Choose Multi view from the tool switch. To select more than one image hold down the Command key (Mac) or the Alt key (PC) and click on as many images as required for selection. In Multi view, up to 12 images can be viewed together.

- Place cursor over the first image and double click while holding the shift key (Mac only. On PC double click each image separately to go to 100%). All selected images should now be at 100%. While holding down the Shift key (MAC and PC) click and drag. All images will track together. Here follows a list of viewing options:

| Function - hand tool must be selected	Mac	PC
Double click image to go to 100% view	Yes	Yes
Hold Shift key to take all images (up to 12) to 100% view	Yes	No
Hold Shift key to track all images together when navigating image using details tool 🔍 or using hand tool, clicking and dragging on image	Yes	Yes
Viewer zoom in	No	Control & +
Viewer zoom out	No	Control & -
Zoom to fit	Command & 0	Control & 0

PHASE**ONE** WORKFLOW

NEW - QUICK TOOL SET

Find the most commonly used tools from all the tool sets in a single new tool set. Most workflows can be handled without leaving the Quick tool set. For really difficult images, the balance of the toolsets can be used to access all possible adjustment tools.

IMAGE WHITE BALANCE, VARIANTS, HIGHLIGHT SHADOW RECOVERY, ADJUSTMENTS CLIPBOARD

- De-select images by clicking on the gray space between thumbnails. Select one of your images by clicking on one of the thumbnails at the bottom. Use the clone variants button to duplicate the original image. In the thumbnails area click on the new clone while holding down the shift key (Mac and PC). Both images should now be in the viewer window. Click the image on the right to select the clone. A white box should now appear around the right image confirming your selection.

- To apply a white balance, from the Cursor tools palette select the eyedropper and choose Pick White balance (w) from the menu. Click on the gray card to apply a white balance to this image.
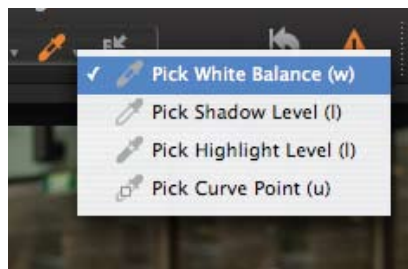
- Turn on the Gamut warning tool ⚠️ by clicking on it in the tool bar. The tool goes orange to indicate the Gamut warning is on. All parts of the image missing data in highlight areas (burned out) should now be shown in red. Assuming RGB, a single color, 2 colors or all colors may have no data. Without correcting the no data situation, colorcasts are possible in highlights when images are printed. Choose the *Quick* **Q** tool set from the tool switch.

NEW - HIGH DYNAMIC RANGE TOOL

A new addition the Exposure tool set (part of Quick tool set) is the new High Dynamic Range tool. In combination with the Gamut warning tool, fast visual corrections can be made to balance exposure variations and correct highlight and shadow areas. Produce unparalleled consistency quickly.

- If the gamut warning tool shows that you have overexposed areas, use the High Dynamic Range tool. Adjust the Highlight slider until the gamut warning is gone.

- Click on the clone thumbnail then hold control and click (Mac) or right mouse click (Mac and PC) to access the contextual menu. Select *Pick*. Next click on the original thumbnail and click on the collapse stack button on the top left. The *Pick* is now on top with all other versions underneath. The setting for the *Pick* file will be used for processing the output.

NEW - ADJUSTMENTS TOOL

Apply all settings from any given image quickly to any other image with two mouse clicks.
The first click is to copy the adjustments and the second is to apply the adjustments to all
selected images.

• Change to the Adjustments tool [icon] in the tool switch. Use the Copy button at the bottom of the
Adjustments tool. Use Command A (Mac). Control A (PC) to select all images. Or select specific
images you would like to apply adjustments to. Use by the Apply button [Copy] [Apply] to use
the White balance and High Dynamic Range (HDR) settings for all of your selected images.
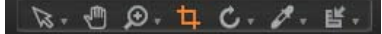
SCALING AND CROPPING

For most workflow situations, a specific output size is required in addition to cropping and image rotation. Capture One 4 combines all of these functions together in a fast workflow. In this case the output size will be 8x10 300 DPI and scaling will be used to maintain output size, irrespective of cropped area. In this case output of 8x10 inches will be created.
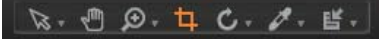
- In the Composition tool set the aspect ratio to 4x5 in the crop area. In the Output tool change the scale option to Size and enter a size of 8x10 inches.
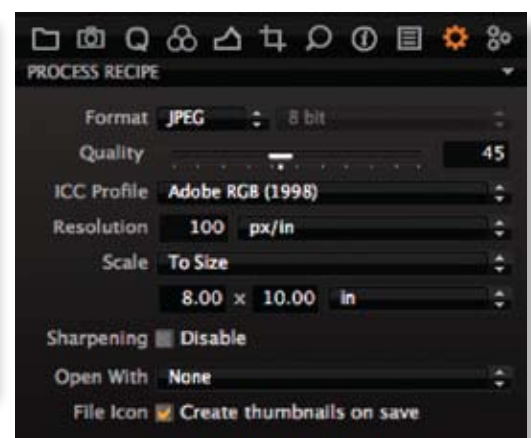
- Select the crop cursor tool from the Cursor tools and apply a crop to a selection of your images.

- Note, regardless of crop size, all output is 8x10. Apply a rotation to any image by selecting Rotate Freehand (r) from the Crop drop down menu that is part of the Cursor tool bar. To rotate, click on image and drag.
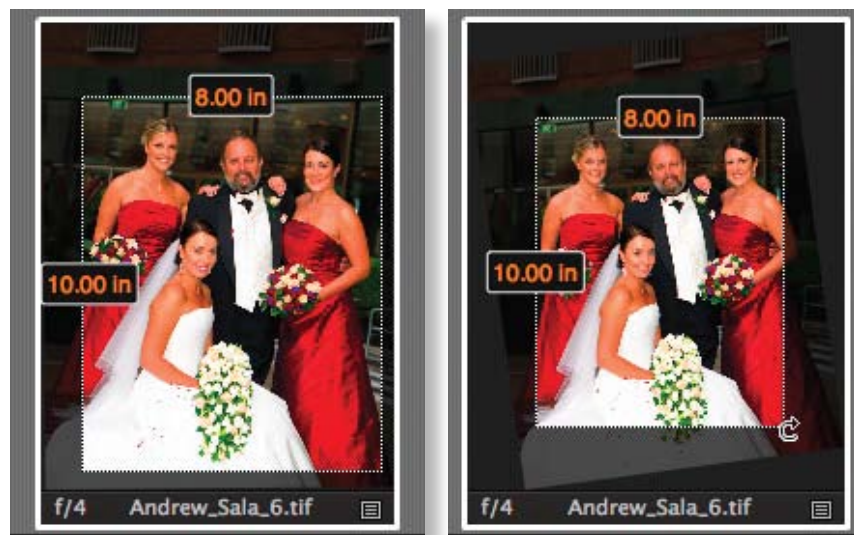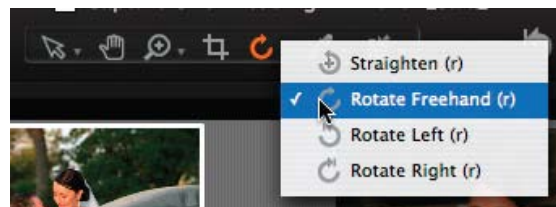
- To see all previews to crop, choose the hand cursor in the cursor tool bar. To switch back to seeing all crops, select the crop cursor tool.

NEW – WEB CONTACT SHEET

The Web Contact Sheet tool generates all the thumbnails, full sized previews and HTML code required for the finished contact sheet. All the elements are stored on the desktop in a single folder for uploading to a website or sending to clients.

GENERATE WEB CONTACT SHEET

- From the File drop down menu at the top, select Generate Web contact sheet. The Web Contact Sheet dialog box will open in a new window.
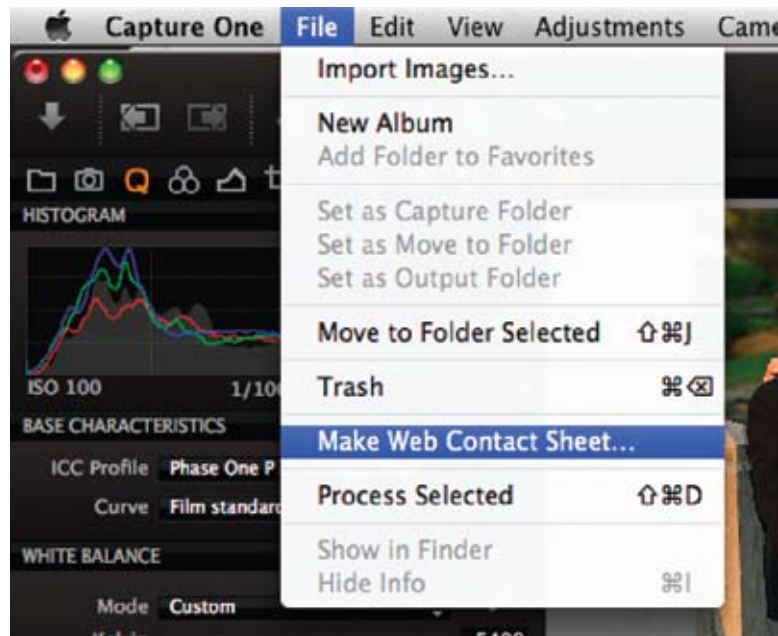
- Enter information for Title, Description and Copyright

- Click on the Export button at the bottom to generate a web contact sheet. This is an ultra hi-speed tool that can produce over 100 images per minute depending on the speed of your computer.
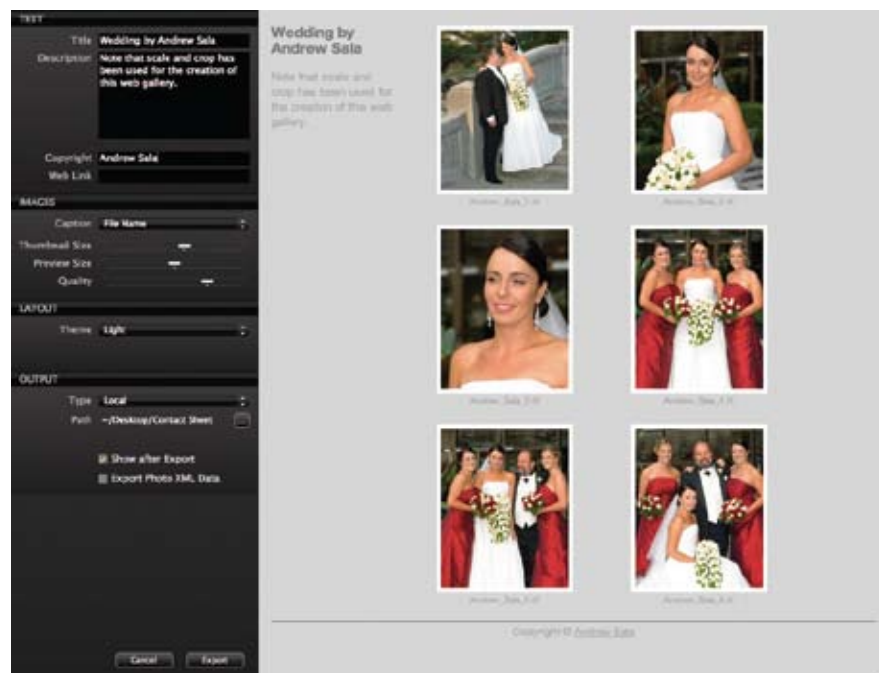
- The final HTML code is placed in a folder on the desktop called Contact Sheet and the results are previewed in your default browser.
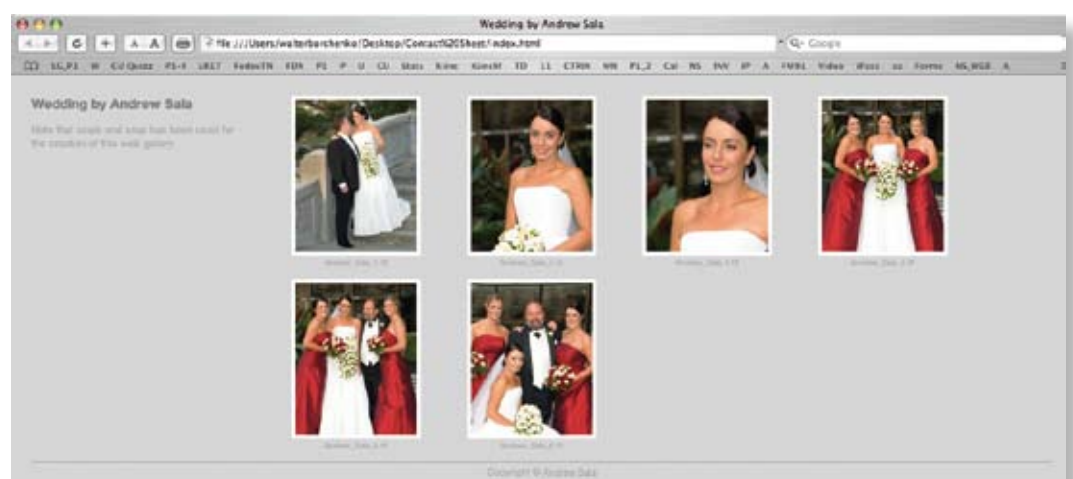
• Click on any image to see a larger preview with navigation tools.
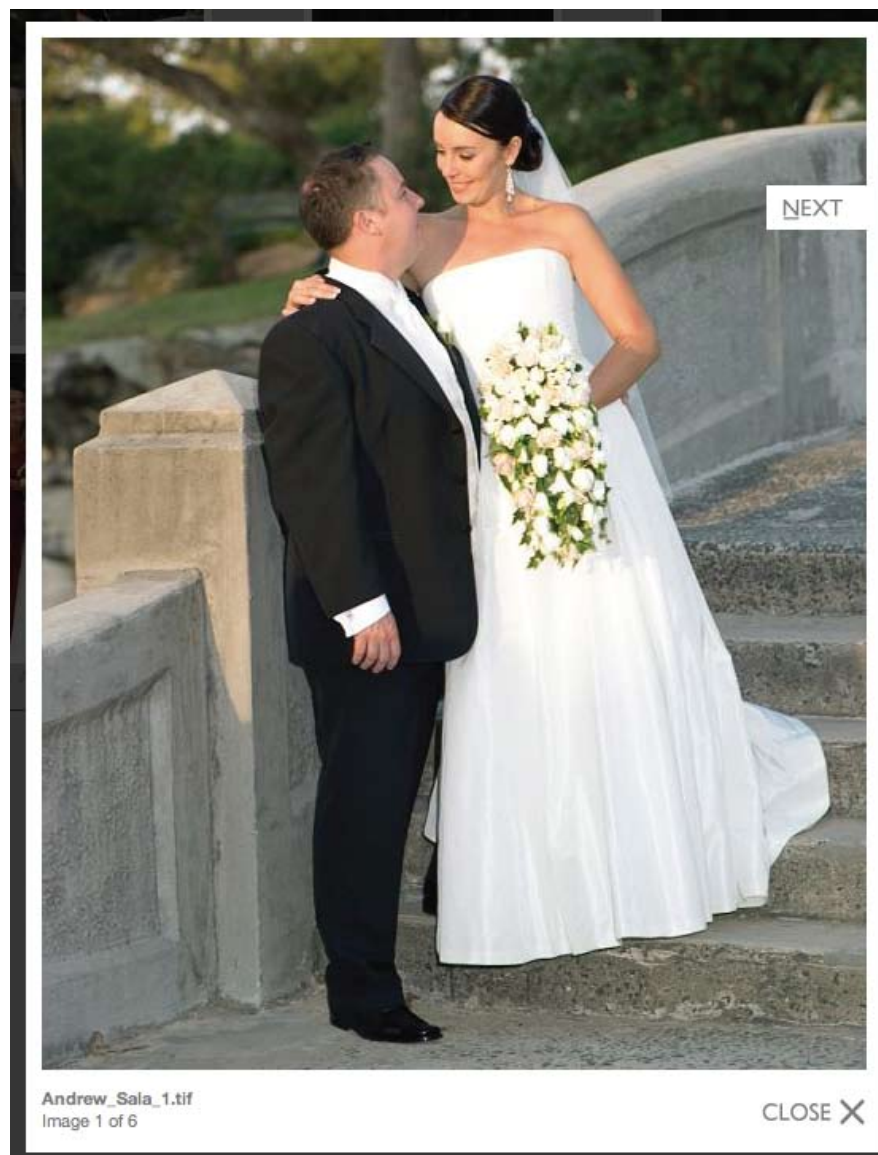
OUTPUT

- Select the Output tool set [⚙]. Choose an application in the *Open With* drop down menu. Check mark file icons. To process all selected images, hold down the Shift key (Mac and PC) the click on the process button. All images should now open up in your selected image viewer. Workflow #1 complete.

- The default Output folder is: Mac: Live User>Pictures>Capture One Library>Output

    PC: Users>Live User>Pictures>Capture One Library>Output

Workflow 2

FEATURES DISCUSSED:

- Phase One Effects profile
- Albums

USING PHASE ONE EFFECTS PROFILES

The Phase One effects profiles offer a unique way to approach black and white as well as bluetone and sepia effects for images. The consistency of the effect is predictable and easy to reproduce in future images.

- Select an image that you would like to experiment with in black and white by clicking on the thumbnail. Create two new clone variants. Shift click the two new files to show all three files in the preview window.

- Click on the second image to select for adjustment. Select the "ICC profile" drop down menu in the quick tool set and choose the "Show all" option. Re-select the "ICC profile" drop down menu and in the effects area select "B&W". Adjust Exposure settings to Exposure 0.50, Contrast 10 and Brightness 10. The adjusments are only a suggestion. Please make adjustments that best fit your image. This is the standard black and white approach typical of most digital black and white. The tones are accurately mapped from color to black and white. If you have dark red items or red lips in your image, note how the red lips have now shifted to a light gray.
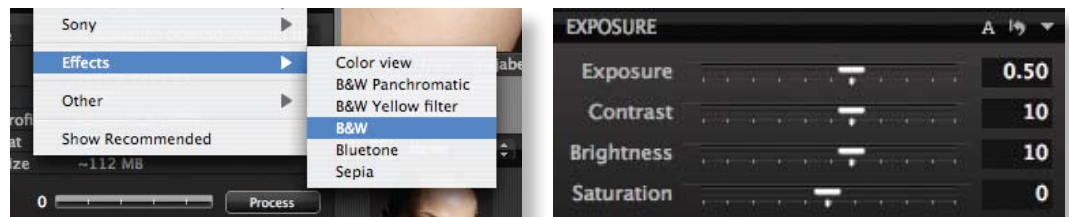
- Click on the third image to select for adjustment. Select the "ICC profile" drop down menu and in the effects area select "B&W Panchromatic". Adjust Exposure settings to Exposure 0.50, Contrast 10 and Brightness 10 or use the settings from your last image. This Effects profile is similar to a panchromatic film like Kodak Tri-X.
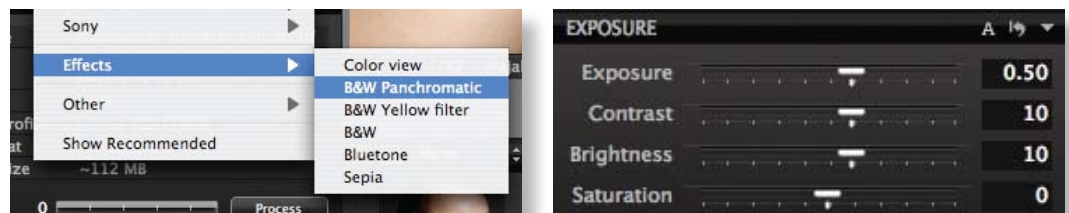
- If you have red lips or dark red in the image, note how the red lips go to a darker tone and the overall image has more depth. Experiment with other settings and Effects profiles.

PHASE ONE EFFECTS PROFILES

All of these effects profiles are available for use with all supported RAW files for DSLRs and Phase One backs. Two black and white effects profiles offer a new way to work.

B&W PANCHROMATIC

This profile provides a result that is consistent with the response of panchromatic black and white film. Based on the analysis of real black and white film.

B&W YELLOW FILTER

This profile provides the response of black and white panchromatic film with the use of a deep yellow or red filter.

ALBUMS

- Albums offer the opportunity to compare images from different folders. From the file menu select "New Album" and name it comparison in the Library tool set.

- You will need at least 2 different folders to work with to use albums as described here. Select your first folder and select an image you would like to compare. Drag and drop the image to your Album folder.

- Go to your next folder and repeat.

- Select the Album folder to see the comparisons.
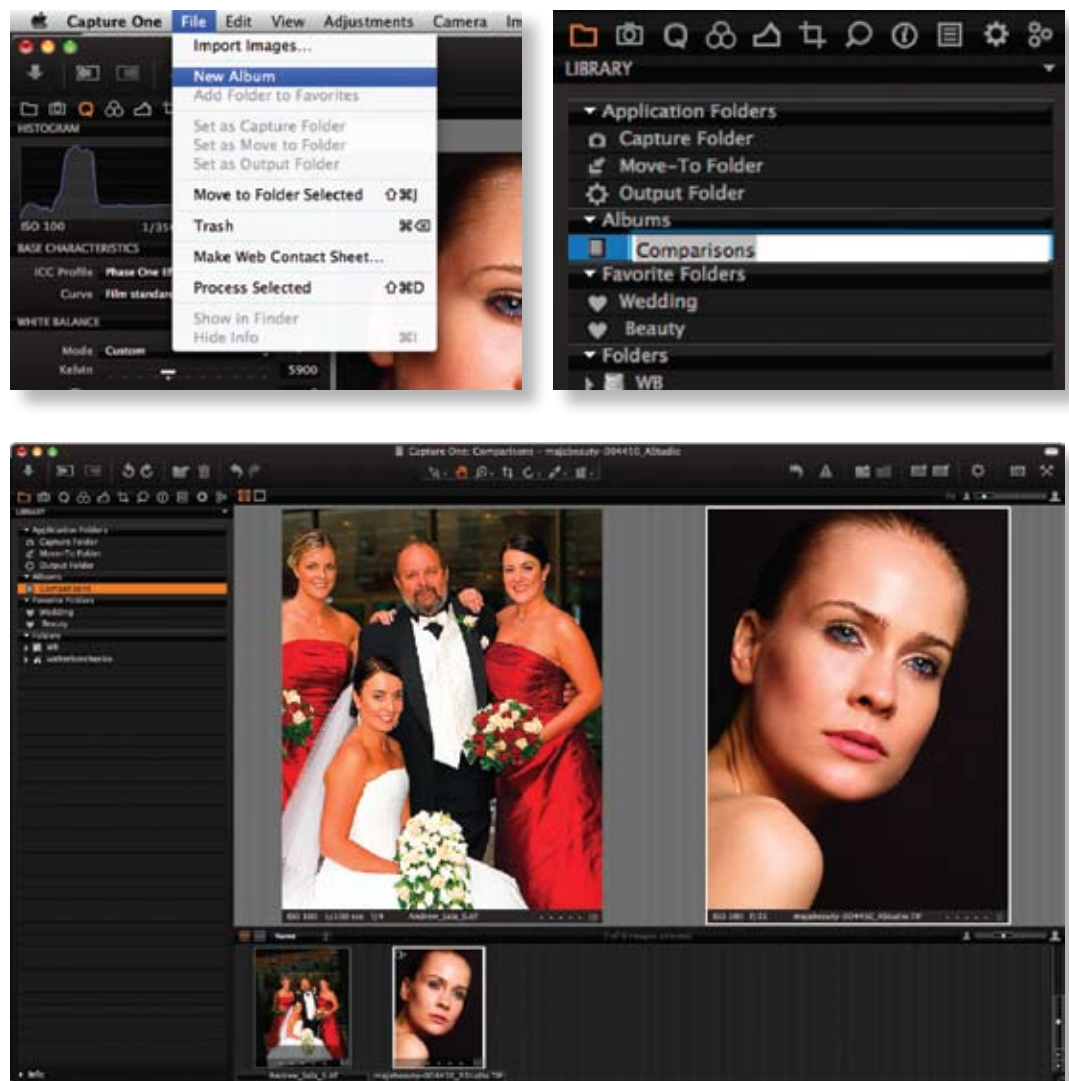
Purple Fringing and Chromatic Aberration Workflow

APPLICATION OF FOCUS+, LENS+ TECHNOLOGY

Implementation

Lens+ and Focus+ technology (L&F+) is evolving and has developed rapidly through the close integration of lens, body, back and software in the Phase One 645 Camera. Additional breakthroughs in R&D indicate that some form of L&F+ c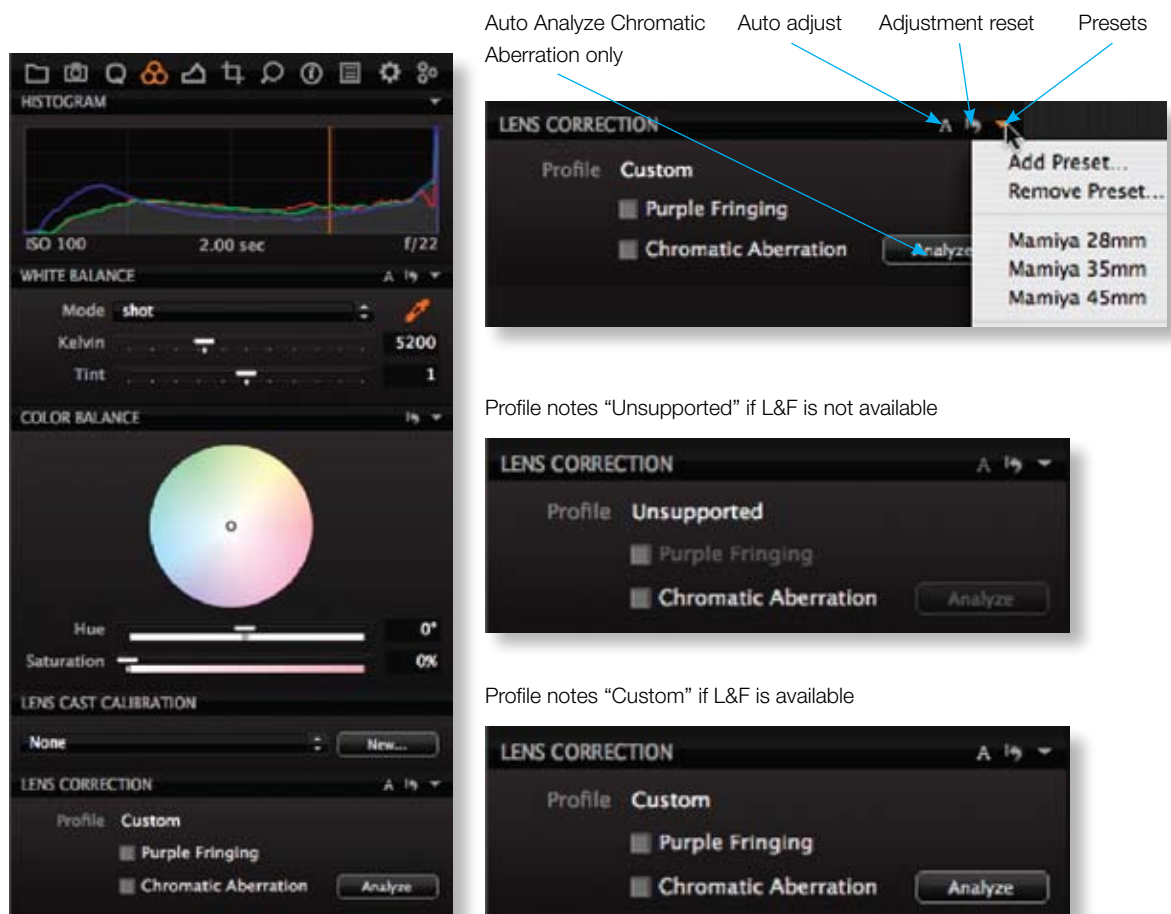ould be applied to all Phase One P and P+ back platforms in the near future. At some point, elements of L&F+ may become available for DSLRs as well.

L&F+ is implemented in the color tool as "LENS CORRECTION" at the bottom of the tool set. Physical corrections are applied through "Purple Fringing" and "Chromatic Aberration". Both Lens+ and Focus+ are applied through these two tools. Additional controls are intended with future releases that may separate the application of Lens+ and Focus+ technology.

Auto Analyze Chromatic Aberration only   Auto adjust   Adjustment reset   Presets

Profile notes "Unsupported" if L&F is not available

Profile notes "Custom" if L&F is available

If a lens is supported by L&F+ technology, Capture One will indicate with the word "Custom" beside the word "Profile". If L&F+ is not available for a particular lens, Capture One will indicate "Unsupported".

Once settings have been applied, overall image quality can be very strongly affected by utilizing additional tools like the noise reduction sliders in the details tool.
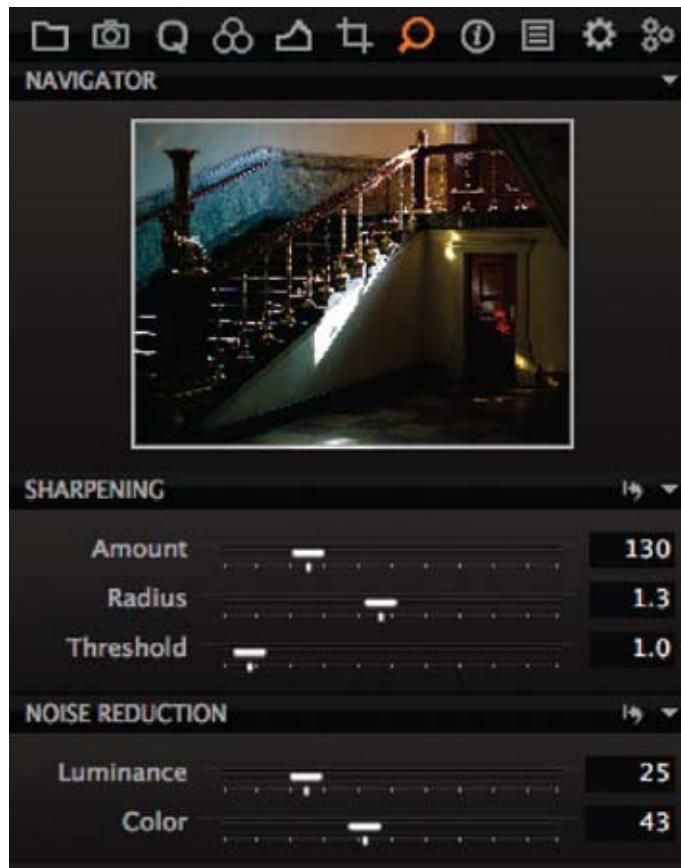

Image
© Walter Borchenko

Current supported lens range, backs and bodies

The full lens range from Mamiya and Phase One is not as yet supported, however, the current and most popular lenses are now available for Lens+ and Focus+. The following list will be updated as new lenses are supported.

- Phase One 80mm lens
- Mamiya AFD
- Mamiya AF lenses
- Mamiya 120 macro (MF lens)

Support for P and P+ backs is also implemented with some restrictions on P backs. Check the lens reference matrix on the Phase One dealer site regularly for updates. Firmware for the Mamiya mount P back must be up to date for Lens+ and Focus+ to be available.

Lens+ and Focus+ is available for the following list of Mamiya mount bodies. Check the lens reference matrix on the Phase One dealer site regularly for updates. If a customer has existing lenses and bodies, test the lenses to determine what is supported.

- Phase One 645 Camera
- Mamiya AFD III
- Mamiya AFD II – some limitations – check dealer website for update

Workflow

Start by creating a variant for your image. Select both images while making sure that the multi-view function is chosen. Place your cursor on one of the images and while holding down the Shift key, double click the image. This will bring both images to 100% view in the same area.

Images
© Walter Borchenko

In the LENS CORRECTION tool area, click on the letter "A" in the menu bar to active automatic correction for both Purple Fringing and Chromatic Aberration. When the analysis is done and the correction is applied, the effect is easy to see when compared to the variant.

Images
© Walter Borchenko

Wide angle lenses can have both Purple Fringing and Chromatic Aberration towards the edges as displayed in the following example. The results achieved with the lens correction tool for this example is significant.
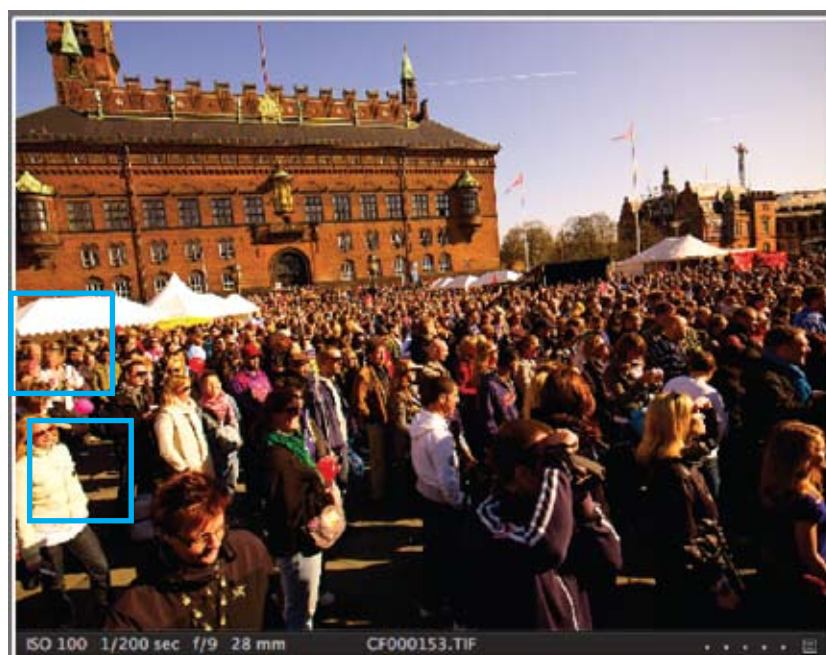
Image
© Walter Borchenko

Note correction of purple fringing line on nose of subject in center.
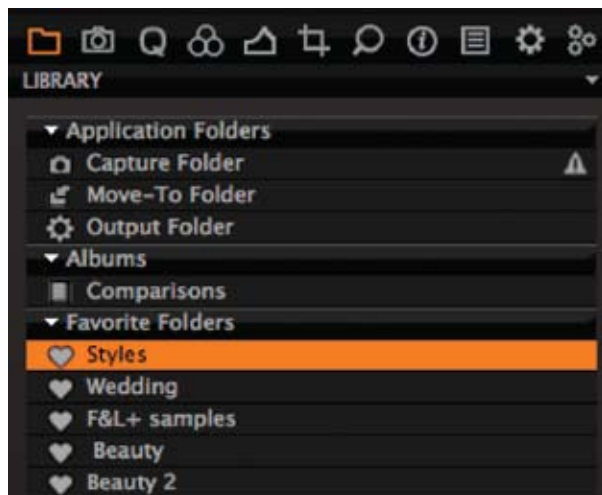
Image
© Walter Borchenko

Note chromatic aberration correction on right side of white jacket.

CREATING STYLES IN CAPTURE ONE 4

This workflow provides a simple method of saving a look and reusing it for another image or shoot.

Create a folder named Styles and add the folder to the Capture One 4 favorites area.

Copy an image that has all of the Capture One 4 settings applied, creating a look for the image. To copy the image, hold donw the Option key and drag thumbnail to the Styles folder.

Images
© Drew Gardner

Select the Styles folder. Select the image and use the "Copy" function to save all settings to the clipboard.

Image
© Drew Gardner

Switch to a new folder of images you would like to apply this style to. Select the images you would like to change and use the "Apply" function to use the saved Style.

Images
© A Studio

Copy as many images as you need into your Styles folder. This becomes your library of Style recipes that can be quickly and easily accessed and applied.

## Capture One 4 – Web Contact Sheet tool detailed description

This segment includes speed test results, how to and technical information and is divided into the following 3 sections:

1. What is Web Contact Sheet
2. Where to find the Web Contact Sheet
3. How to use Web Contact Sheet

RAW files for this segment are both courtesy of and copyright Charles Cramer. See more of Charles Cramer's work on his website *www.charlescramer.com*. Charles is also featured as one of the thirty-eight photographers in Terry Hope's book *The World's Top Photographers: Landscape.*

Please note that Web Contact Sheet has the same operation and look in both Mac and PC versions of Capture One 4 software.

WHAT IS WEB CONTACT SHEET
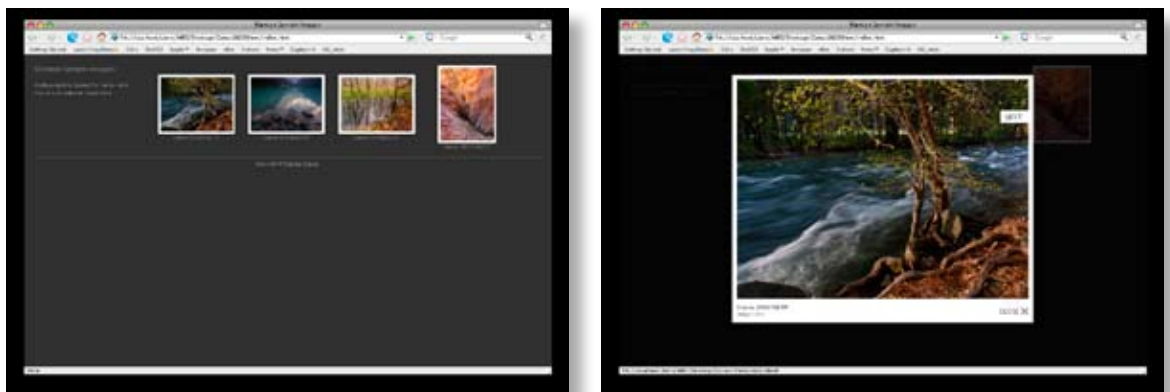
Web Contact Sheet builds a complete website page that includes thumbnails, higher resolution images, navigation, copyright and all the special files that are needed to make the web page work. Once created, the end result can be emailed to a client, uploaded to your website or used on your computer to present a collection of images. If you have a group of clients in the studio, all with laptops connected wirelessly, in minutes you can have hundreds of images for each client to look at.

Web Contact Sheet is fast, really easy to use, and requires no knowledge of HTML programming. The technology is HTML based and for the advanced user, XML files can be created as well.

To test out the speed of the Web Contact Sheet in Capture One 4, a collection of 875 images was used. A Status bar at the bottom of the Web Contact Sheet creation tool provides an idea as to when all of the files are loaded into the application.
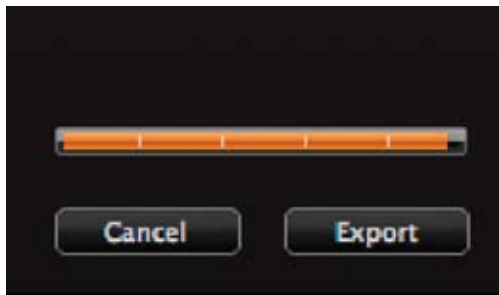
The import status bar only appears if lots of images are being imported. This indicator appears at the bottom left of the screen, just above the Cancel and Export buttons. When all of the files are loaded, the status bar disappears.

For this test a MacPro desktop 2.66 GHZ (Dual, dual core Intel) computer with 5 GB of RAM was used. The image import status bar took 5 minutes, 28 seconds to load all 875 images. Next, the Export button was used and the Web Contact Sheet was created in 6 seconds including the time to open the FIreFox browser and display the results. This truly is blazingly fast! Imagine the impact of creating and sharing the images this quickly.

WHERE TO FIND WEB CONTACT SHEET
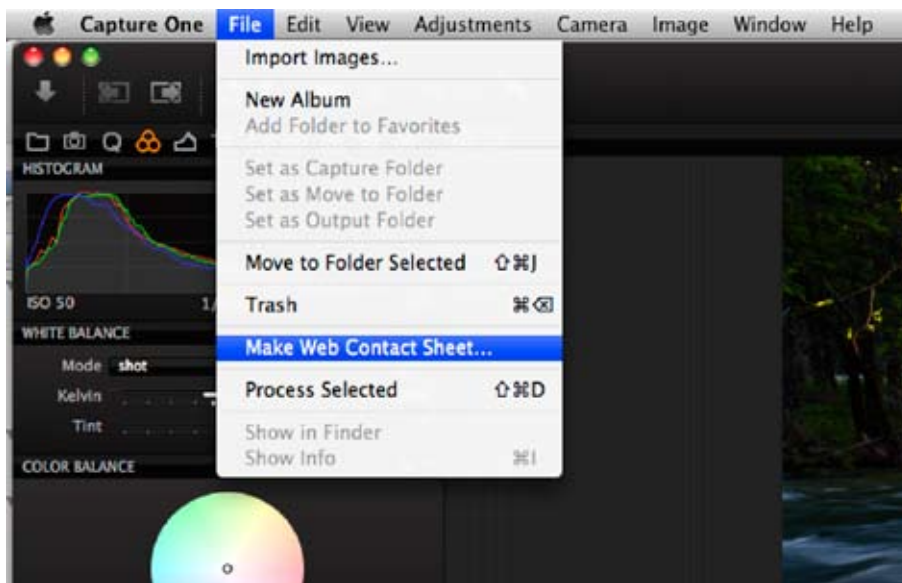
To access the Web Contact Sheet tool, use the File drop down menu and select. The Web Contact Sheet is integrated into Capture One 4 however, your pre-selected files must be imported into the tool for the required files to be created.
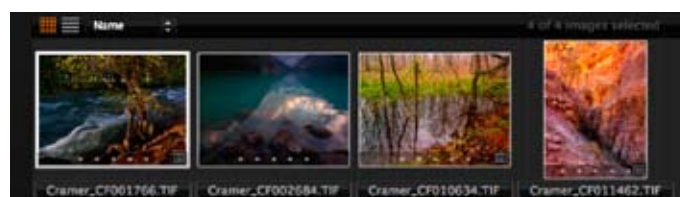
HOW TO USE WEB CONTACT SHEET

Using the Web Contact Sheet is very simple. The following guide takes you through the steps followed by a description of all the options.
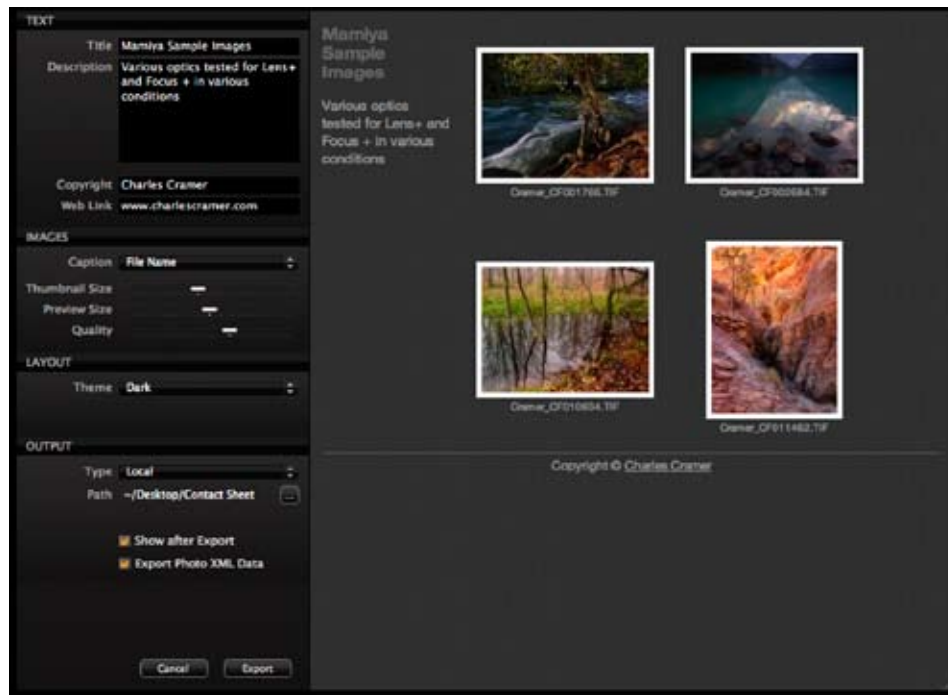
1a. Select the images you would like to create a web contact sheet from. You have a few options on how to do this. All selected images have a white bounding box.

b. Create and album with all of your selections. View the album and select all images.

c. Use Command key (MAC Apple symbol) or Control (PC) and click on the specific files you want to choose.

d. Delete all files except the final selection. Select all remaining images.
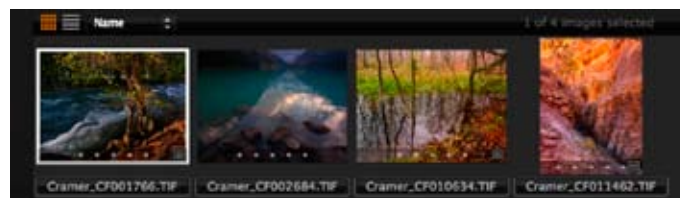

Single Image selected

All images selected

2. From the File menu select "Make Web Contact Sheet". This opens a new window for input and settings.

3. Type in data and select appropriate settings.

4. Click on the "Export" button on the bottom left to create your Web Contact Sheet!

There are a number of choices and input windows in the Web Contact Sheet tool.
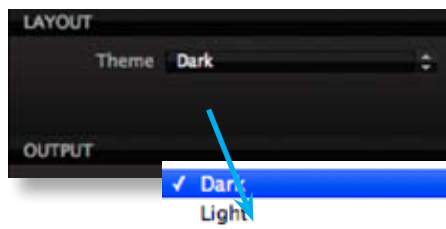

Use the text area to communicate your message, set copyright and set your internet address.
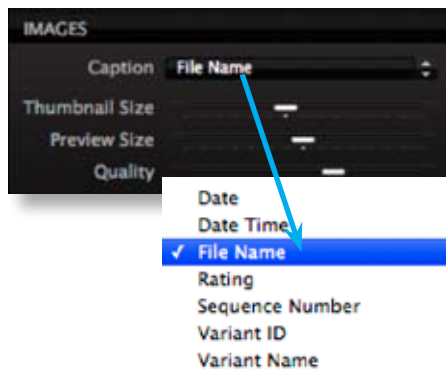
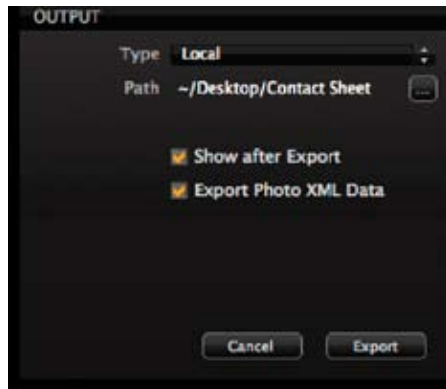In the Images area, set Caption in the drop down menu.

Both Thumbnail size and Preview size are indicated in pixels as you slide the selector.

Quality is set with a slider ranging from 20 (low) to 100 (high).

The Light and Dark Theme in the Layout area is used to change the background.

The output area is set to Local as a default and is the only activated option.

"Show after Export" automatically loads the Web Contact sheet in you default internet browser.

For users who require it, XML is also made available. XML is often used for translating the data to other systems automatically.

When settings are completed, use the Export button to create the Web Contact sheet.

The completed folder includes all of the resources, images and programming required to make the Web Contact Sheet work.
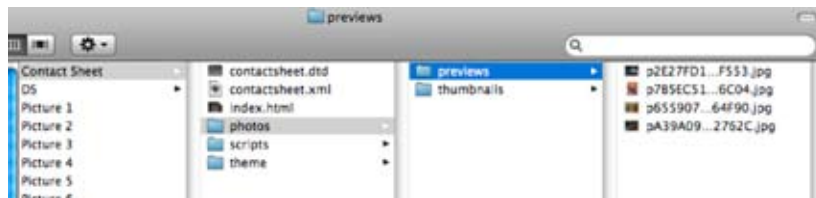
If you would like to see any Web Contact sheet at any time, open the contact sheet folder and double click on the "index.html" file. You default browser will open and the Web Contact sheet will be shown.

If the final folder is being emailed, a compression product like Alladin's Stuff-it works really well. Compress the folder and then email it out. This creates problem free workflows.

NOTES:

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Phase One A/S
Roskildevej 39
DK-2000 Frederiksberg
Denmark
Tel: +45 36 46 01 11
Fax: +45 36 46 02 22
email: info@phaseone.dk

Phase One U.S.
200 Broadhollow Rd., Suite 312
Melville, NY 11747
Tel: +1 (631) 547-8900
Fax: +1 (631) 547 9898
email: info@phaseone.com

Phase One Germany
Oskar-Jäger-Str. 160
50825 Köln
Germany
Tel: +49 (0) 221 54 02 26 - 0
Fax: +49 (0) 221 45 02 26 - 22
email: info@phaseone.de

Phase One AS (Japan)
#302, 2-11-1 Nakano Nakano-ku
Tokyo, 164-0001 Japan
Tel: +81 3 3229 -0977
Fax: +81 3 3229 0987
E-mail: japan@phaseone.com

Phase One Asia
Qing Hai Lu, 138, 25B
Jing An District
Shanghai, 200041
China
Tel: +86 21 62676808
Fax: +86 21 62676807
email: lzm@phaseone.com

www.phaseone.com