

Br New Folder

File Edit View Stacks Label Tools Window Help

Desktop Computer JonKPhoto Desktop Data (X:) New Folder

ESSENTIALS FILMSTRIP METADATA OUTPUT

INSPECTOR FAVORITES FOLDERS

CONTENT

PREVIEW

METADATA KEYWORDS

Import your images from your camera to a new folder on your computer. Open Adobe Bridge and navigate to the folder.

38 items

Desktop Local Disk (C:) BD-RE Drive (D:) Removable Disk (E:) Removable Disk (F:) Removable Disk (G:) Removable Disk (H:) CD Drive (I:) JonKPhoto Desktop Data (X:) Custom Program Files Games Media MOVIES My Documents New Folder Software TEST Work Working Files

DSC3941.NEF DSC3942.NEF DSC3943.NEF DSC3961.NEF DSC3983.NEF DSC3992.NEF DSC3998.NEF DSC4005.NEF DSC4007.NEF DSC4008.NEF

DSC4014.NEF DSC4017.NEF DSC4021.NEF DSC4025.NEF DSC4026.NEF DSC4027.NEF DSC4032.NEF DSC4035.NEF DSC4036.NEF DSC4039.NEF

DSC4040.NEF DSC4044.NEF DSC4048.NEF DSC4049.NEF DSC4051.NEF DSC4056.NEF DSC4086.NEF DSC4089.NEF DSC4093.NEF DSC4095.NEF

DSC4096.NEF DSC4097.NEF DSC4117.NEF DSC4122.NEF DSC4123.NEF DSC4124.NEF DSC4125.NEF DSC4130.NEF

9:58 AM 1/27/2016

Br New Folder

File Edit View Stacks Label Tools Window Help

Desktop Computer JonKPhoto Desktop Data (X:) New Folder

ESSENTIALS FILMSTRIP METADATA OUTPUT

INSPECTOR FAVORITES FOLDERS

CONTENT

PREVIEW

METADATA KEYWORDS

38 items

Rename your folder appropriately, then copy the name of the folder.

Local Disk (C:)
BD-RE Drive (D:)
Removable Disk (E:)
Removable Disk (F:)
Removable Disk (G:)
Removable Disk (H:)
CD Drive (I:)
JonKPhoto Desktop Data (X:)
Custom Program Files
Games
Media
MOVIES
My Documents
2016-1-27 KopaczJ Detroit Zoo (circled)
Software
TEST
Work
Working Files

DSC3941.NEF DSC3942.NEF DSC3943.NEF DSC3961.NEF DSC3983.NEF DSC3992.NEF DSC3998.NEF DSC4005.NEF DSC4007.NEF DSC4008.NEF

DSC4014.NEF DSC4017.NEF DSC4021.NEF DSC4025.NEF DSC4026.NEF DSC4027.NEF DSC4032.NEF DSC4035.NEF DSC4036.NEF DSC4039.NEF

DSC4040.NEF DSC4044.NEF DSC4048.NEF DSC4049.NEF DSC4051.NEF DSC4056.NEF DSC4086.NEF DSC4089.NEF DSC4093.NEF DSC4095.NEF

DSC4096.NEF DSC4097.NEF DSC4117.NEF DSC4122.NEF DSC4123.NEF DSC4124.NEF DSC4125.NEF DSC4130.NEF

9:59 AM 1/27/2016

Br 2016-1-27_KopaczJ_Detroit Zoo

File Edit View Stacks Label **Tools** Window Help

Batch Rename... Ctrl+Shift+R

Create Metadata Template... **ESSENTIALS** FILMSTRIP METADATA OUTPUT

Edit Metadata Template

Append Metadata

Replace Metadata

Cache

Fireworks

Photoshop

Illustrator

JonKPhoto Desktop Data (X): 2016-1-27_KopaczJ_Detroit Zoo

Custom Program Files

Games

Media

MOVIES

My Documents

Software

TEST

Work

Working Files

CONTENT

PREVIEW

38 items selected

METADATA KEYWORDS

File Properties

Filename (Multiple values)

Document Type Camera Raw image

Application Ver. 1.01

Date Created (Multiple values)

Date File Modified (Multiple values)

File Size (Multiple values)

Dimensions (Multiple values)

Bit Depth 16

Color Mode RGB

Color Profile Untagged

IPTC Core

IPTC Extension

Camera Data (Exif)

Exposure Mode Manual

38 items, 38 selected - 720.35 MB

FILTER COLLECTIONS EXPORT

10:00 AM 1/27/2016

Select ALL images in your folder, then click the "Batch Rename" option, under the "Tools" tab.

Br 2016-1-27_KopaczJ_Detroit Zoo

File Edit View Stacks Label Tools Window Help

ESSENTIALS FILMSTRIP METADATA OUTPUT

Desktop Computer JonKPhoto Desktop Data (X:) 2016-1-27_KopaczJ_Detroit Zoo

Sort Manually

INSPECTOR FAVORITES FOLDERS

CONTENT

Batch Rename

Presets Preset: Default (Modified) Save... Delete... Rename Cancel Preview

Destination Folder Rename in same folder Move to other folder Copy to other folder Browse...

2 New Filenames Text 16-1-27_KopaczJ_Detroit Zoo 3
Current Filename Name + Extension 4 5 Original Case 1

Options Preserve current filename in XMP Metadata
Compatibility: Windows Mac OS Unix

Preview Current filename: _DSC3941.NEF
New filename: 2016-1-27_KopaczJ_Detroit Zoo_DSC3941.NEF
38 files will be processed

PREVIEW

DSC4005.NEF DSC4007.NEF DSC4008.NEF
DSC3941.NEF DSC3942.NEF DSC3943.NEF
DSC4035.NEF DSC4036.NEF DSC4039.NEF
DSC3961.NEF DSC3983.NEF DSC3992.NEF
DSC3998.NEF DSC4093.NEF DSC4095.NEF
DSC4005.NEF

METADATA KEYWORDS

File Properties

Filename (Multiple values)
Document Type Camera Raw image
Application Ver. 1.01
Date Created (Multiple values)
Date File Modified (Multiple values)
File Size (Multiple values)
Dimensions (Multiple values)
Bit Depth 16
Color Mode RGB
Color Profile Untagged
IPTC Core
IPTC Extension
Camera Data (Exif)
Exposure Mode Manual

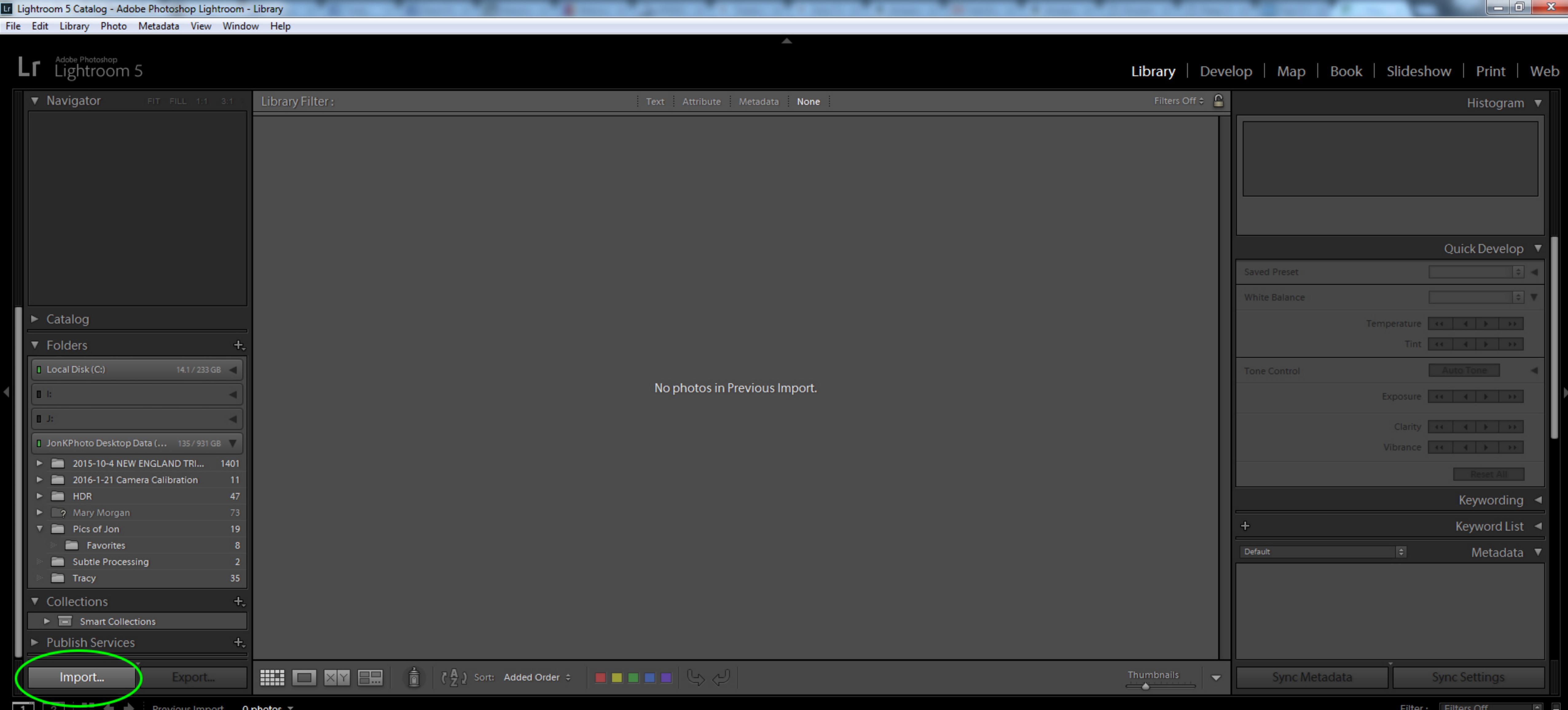
FILTER COLLECTIONS EXPORT

38 items, 38 selected - 720.35 MB

10:00 AM 1/27/2016

In the new Dialogue box:

1. Click the “-” button, until only 2 lines remain.
2. Ensure the top line is labeled “Text.”
3. Paste the copied text into the text box
4. Ensure the bottom line is labeled “Current Filename”
5. Ensure “Name + Extension” is selected
6. Click the “Rename” button



Open Adobe Lightroom and click the "Import Button"

FROM **JonKPhoto Des...** →

TO **My Catalog** 

Copy as DNG Copy Move Add
Add photos to catalog without moving them

Source 

Files Include Subfolders

Local Disk (C:) 

JonKPhoto Desktop Data (X:) 

2016-1-27_KopaczJ_Detroit Zoo 

Custom Program Files 

Games 

Media 

MOVIES 

My Documents 

Software 

TEST 

Work 

Working Files 

All Photos

All Photos  New Photos 

38 photos 

File Handling 

Build Previews **Minimal** 

Build Smart Previews

Don't Import Suspected Duplicates

Make a Second Copy To: **C:\Users\JonK...\Download Backups**

Apply During Import

  Check All Undo  Sort: **Off**   Thumbnails 

38 photos / 720 MB  Import Preset: **None**  Import 

Navigate to your project folder.

Lr Lightroom 5 Catalog - Adobe Photoshop Lightroom - Library

File Edit Library Photo Metadata View Window Help

FROM JonKPhoto Des... →

2016-1-27_KopaczJ_Detroit Zoo +

Copy as DNG Copy Move Add
Add photos to catalog without moving them

TO My Catalog →

Source +

Files Include Subfolders

Local Disk (C:)

JonKPhoto Desktop Data (X:)

- 2016-1-27_KopaczJ_Detroit Zoo
- Custom Program Files
- Games
- Media
- MOVIES
- My Documents
- Software
- TEST
- Work
- Working Files

1 All Photos

All Photos New Photos 38 photos

2 Build Previews Minimal

Build Smart Previews Don't Import Suspected Duplicates Make a Second Copy To : C:\Users\JonK...\\Download Backups

3 Apply During Import

38 photos / 720 MB

Import Cancel

1. Ensure the “All Photos” box is checked.

2. Ensure the “Don’t Import Suspected Duplicates Box” is checked.

3. Click the “Import” Button.

10:02 AM 1/27/2016

Lr Lightroom 5 Catalog - Adobe Photoshop Lightroom - Library

File Edit Library Photo Metadata View Window Help

Library | Develop | Map | Book | Slideshow | Print | Web

Navigator FIT FILL 1:1 3:1

Library Filter: Text Attribute Metadata None

Filters Off

Histogram

ISO 800 50 mm f/3.2 1/160 sec

Original Photo

Quick Develop

Saved Preset Default Settings

White Balance As Shot

Temperature

Tint

Tone Control Auto Tone

Exposure

Clarity

Vibrance

Reset All

Keywording

Keyword List

Metadata

Default Preset None

File Name 2016-1-27_KopaczJ_Detroit Zoo_DSC3941.NEF

Sidecar Files xmp

Copy Name

Folder 2016-1-27_KopaczJ_Detroit Zoo

Sync Metadata Sync Settings

Import... Export...

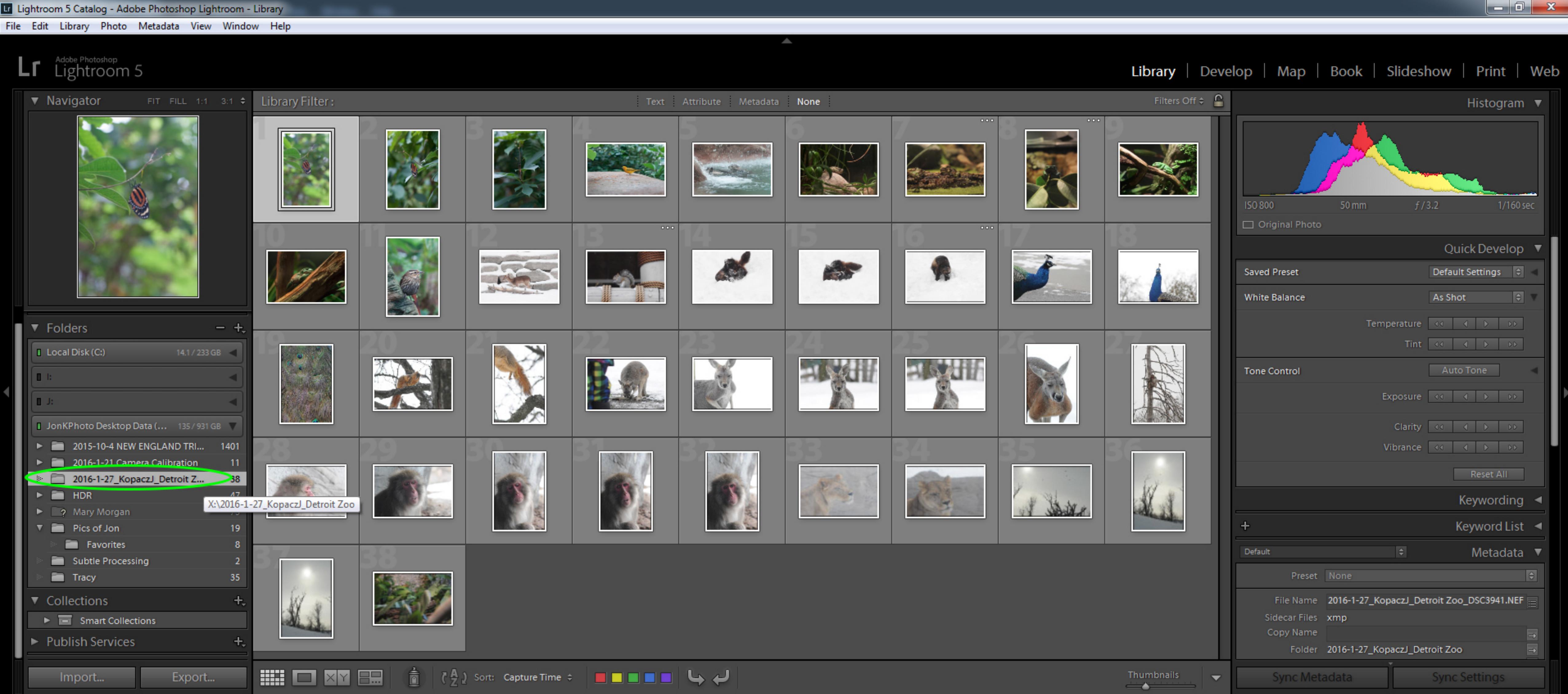
Sort: Capture Time

Thumbnails

1 2

Folder : 2016-1-27_KopaczJ_Detroit Zoo 38 photos / 1 selected /2016-1-27_KopaczJ_Detroit Zoo_DSC3941.NEF

Filter : Filters Off



 In the event the imported images aren't automatically displayed on the screen, you can find your project folder in the "Folders" panel.

Lr Lightroom 5 Catalog - Adobe Photoshop Lightroom - Library

File Edit Library Photo Metadata View Window Help

Adobe Photoshop Lightroom 5

Library | Develop | Map | Book | Slideshow | Print | Web

Navigator FIT FILL 1:1 3:1

Library Filter: Text Attribute Metadata None

Filters Off

Histogram

Quick Develop

Saved Preset Default Settings

White Balance As Shot

Temperature

Tint

Tone Control Auto Tone

Exposure

Clarity

Vibrance

Reset All

View Modes Keywording

Painter

Sorting

Flagging

Rating

Color Label

Rotate

Navigate

Slideshow

Thumbnail Size

Sync Settings

Import... **Export...**

Sort: Capture Time

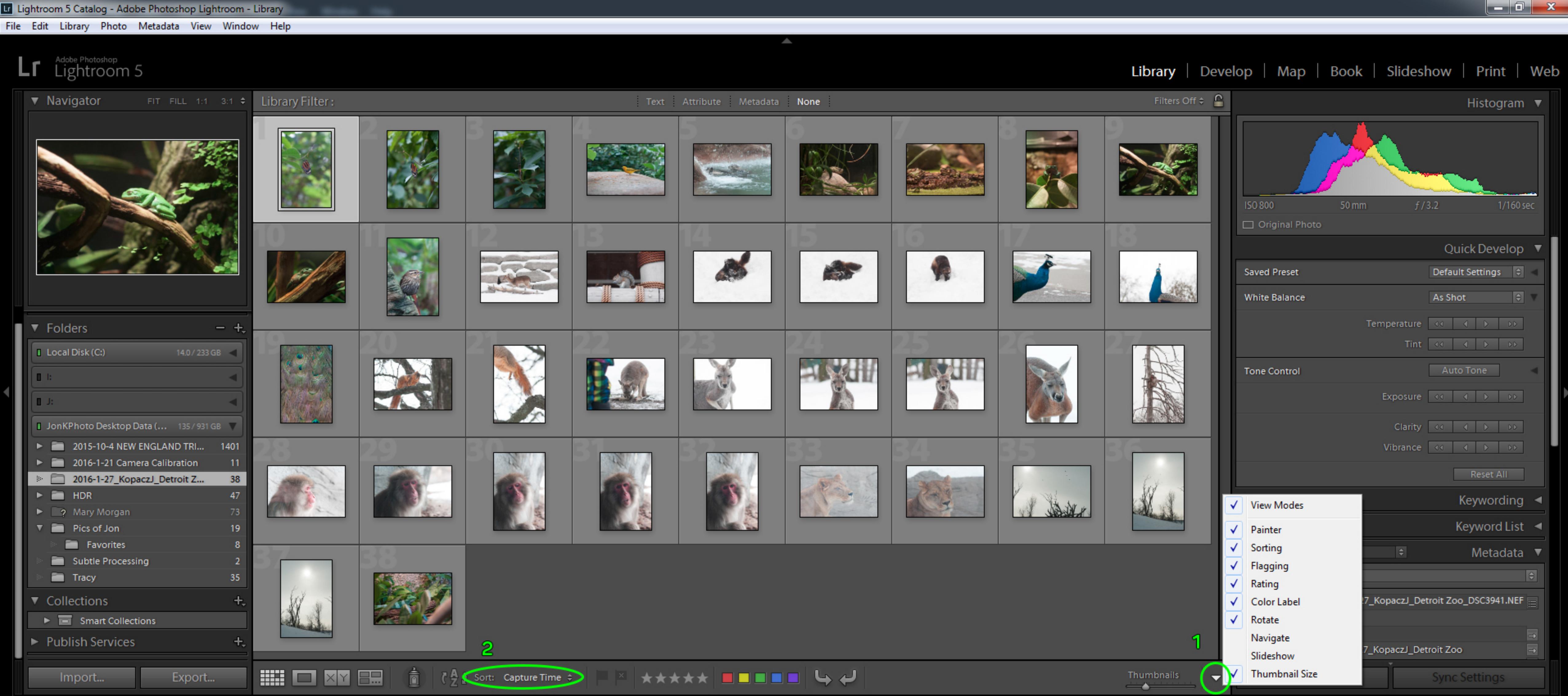
Thumbnail

Filter: Filters Off

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38

1 2

Folder : 2016-1-27_KopaczJ_Detroit Zoo 38 photos / 1 selected /2016-1-27_KopaczJ_Detroit Zoo_DSC4007.NEF



1. Click the “▼” button and turn on your sorting tools.
2. Ensure the active “Sort” function is turned to “Capture Time”

Use your sorting tools to label the images.

(In this tutorial, I have used “stars” to sort the images on a scale of 1-5)

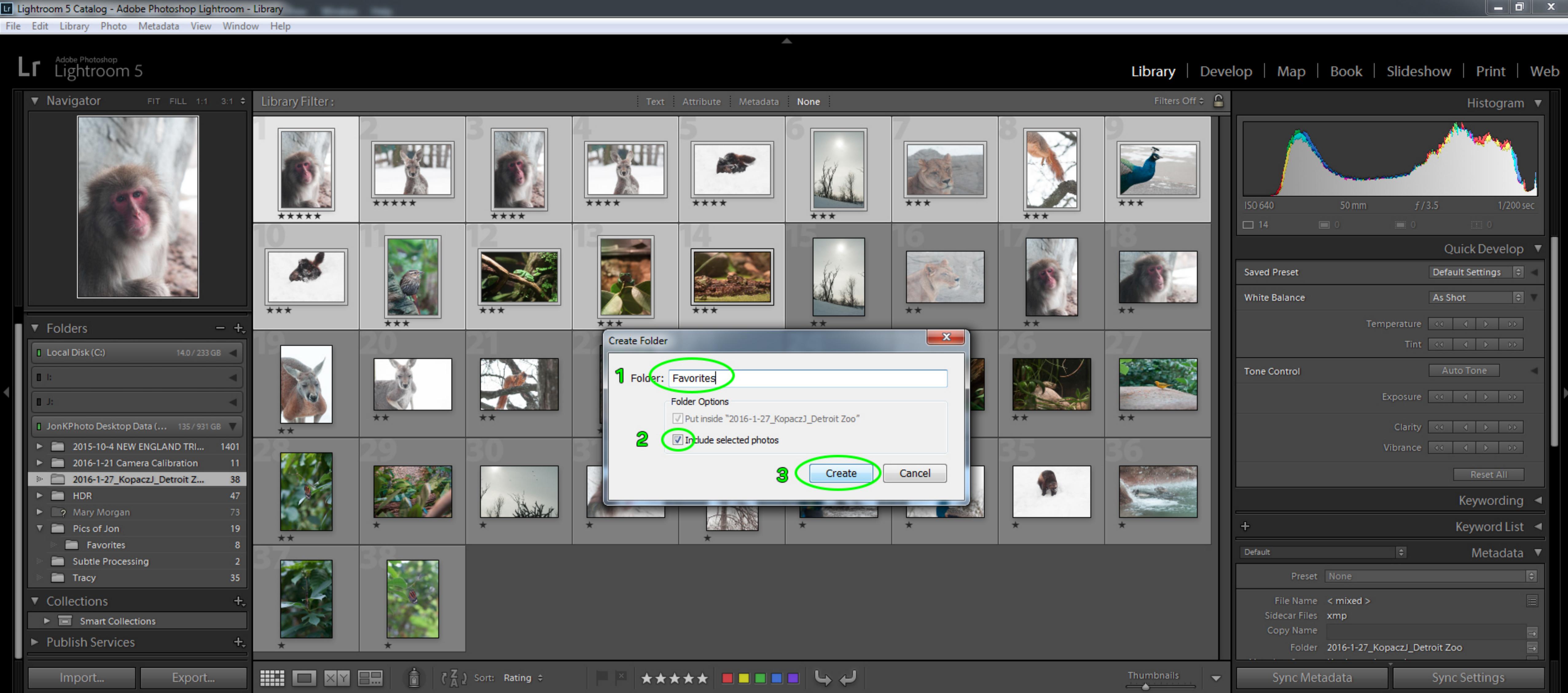
(If you use the “stars” option, you can either

click the stars with your mouse or use the numbers 1-5 on your keyboard)

Change your “Sort” option to “Rating”
(If you are using colors, you’ll need to click the appropriate “Sort” option)

Your images will now be sorted from highest to lowest.

1. Select the images you have determined to be worth processing.
2. RIGHT CLICK on your project folder and select “Create Folder Inside...”



1. Title the new folder
2. Ensure the “Include selected photos” option is checked
3. Click “Create”

Lr Lightroom 5 Catalog - Adobe Photoshop Lightroom - Library

File Edit Library Photo Metadata View Window Help

Adobe Photoshop Lightroom 5

Library | Develop | Map | Book | Slideshow | Print | Web

Navigator FIT FILL 1:1 3:1

Library Filter: Text Attribute Metadata None Filters Off

Histogram

Quick Develop

Saved Preset Default Settings

White Balance As Shot

Temperature, Tint, Exposure, Clarity, Vibrance

Tone Control Auto Tone

Keywording

Keyword List

Metadata

Default

File Name: < mixed >, Sidecar Files: xmp, Copy Name, Folder: 2016-1-27_KopaczJ_Detroit Zoo

Sync Metadata **Sync Settings**

Folders

- Local Disk (C): 14.0 / 233 GB
- I:
- J:
- JonKPhoto Desktop Data (...): 135 / 931 GB
- 2015-10-4 NEW ENGLAND TRI...: 1401
- 2016-1-21 Camera Calibration: 11
- 2016-1-27 KopaczJ_Detroit Z...: 38
- Favorites**: 14 (highlighted with a green circle)
- HDR: 47
- Mary Morgan: 73
- Pics of Jon: 19
- Favorites: 8
- Subtle Processing: 2
- Tracy: 35

Collections

- Smart Collections
- Publish Services

Import... Export...

Sort: Rating

Thumbnails

1 2 Folder : Favorites 14 photos / 14 selected / 2016-1-27_KopaczJ_Detroit Zoo_DSC4097.NEF

Filter: Filters Off

By selecting the newly created folder in the “Folders” palette, Lightroom will only display the files located in that folder.



Navigate to the “Develop” tab and make your desired adjustments to the images, one at a time

Once you have made corrections to your images,
you will need to save those corrections to your image files.

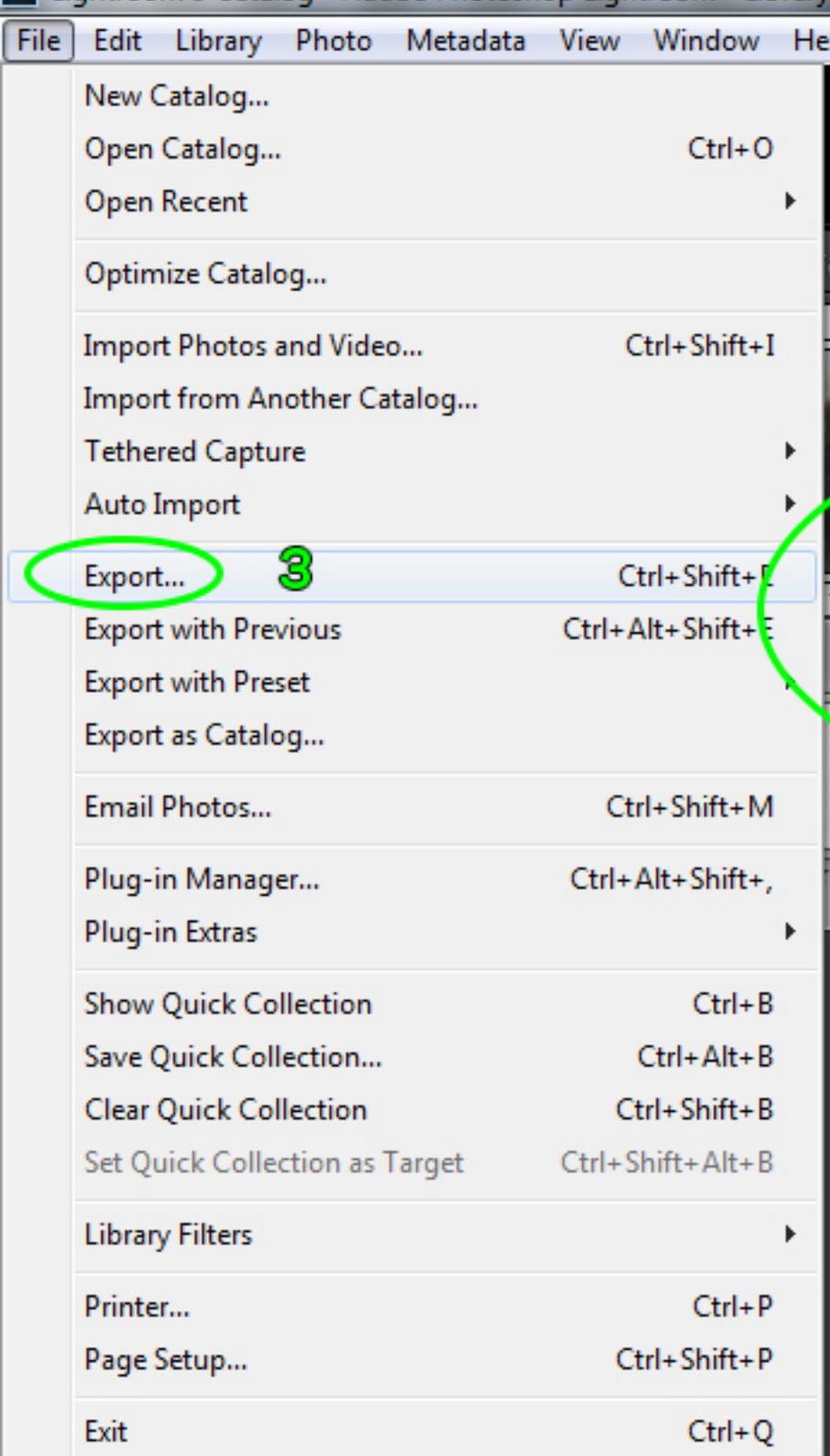
This can be done 2 different ways.

1. A secondary XMP file.
2. Saving the original image, as well as the changes, into a single DNG file.

Option #1 - XMP file

Once you have made corrections to the images:

1. Navigate back to the “Library” tab
2. Select ALL your corrected images
3. Click the “Metadata” tab
4. Click the “Save Metadata to Files” option



Option #2 - DNG file

1

Library

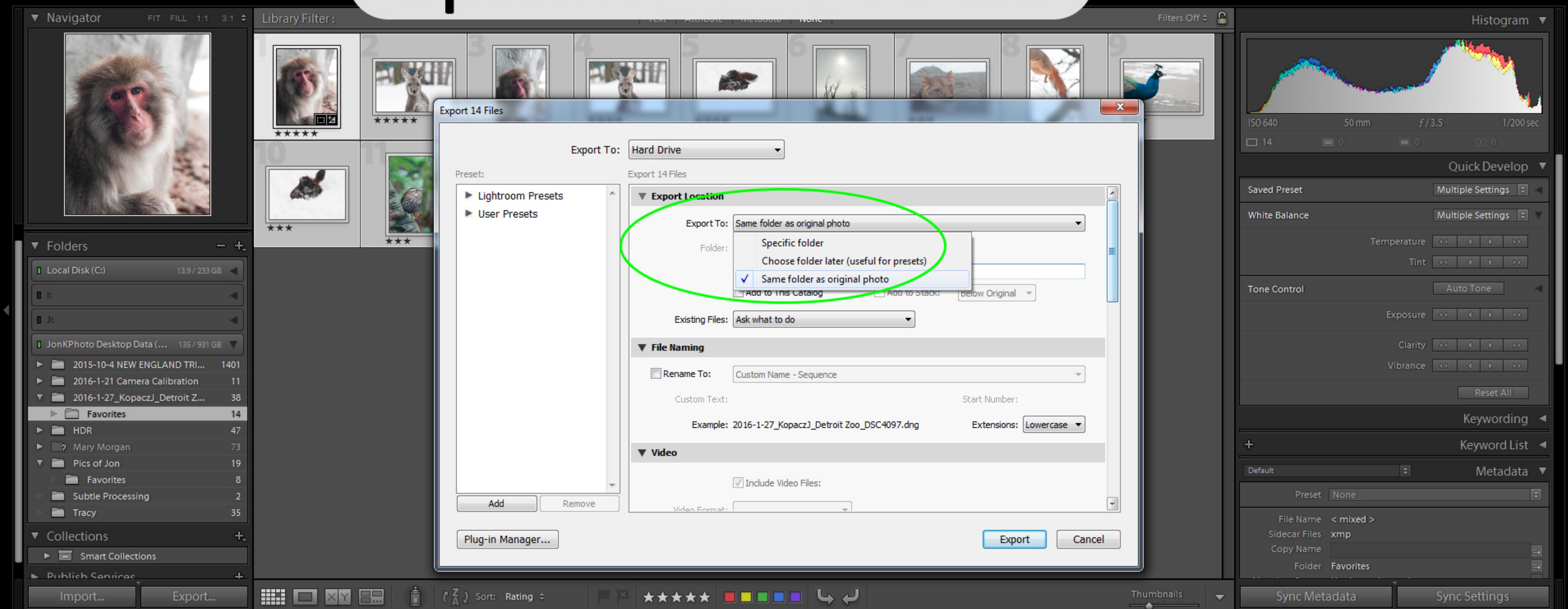
Develop | Map | Book | Slideshow | Print | Web

The screenshot shows the Lightroom 5 Library module with the 'Library' tab selected. A green arrow points from the 'Export...' option in the 'File' menu to the 'Library' tab in the top navigation bar. Number 2 is placed next to the arrow. The main workspace displays a grid of 14 images, and the right panel shows the 'Quick Develop' and 'Metadata' panels.

Once you have made corrections to the images:

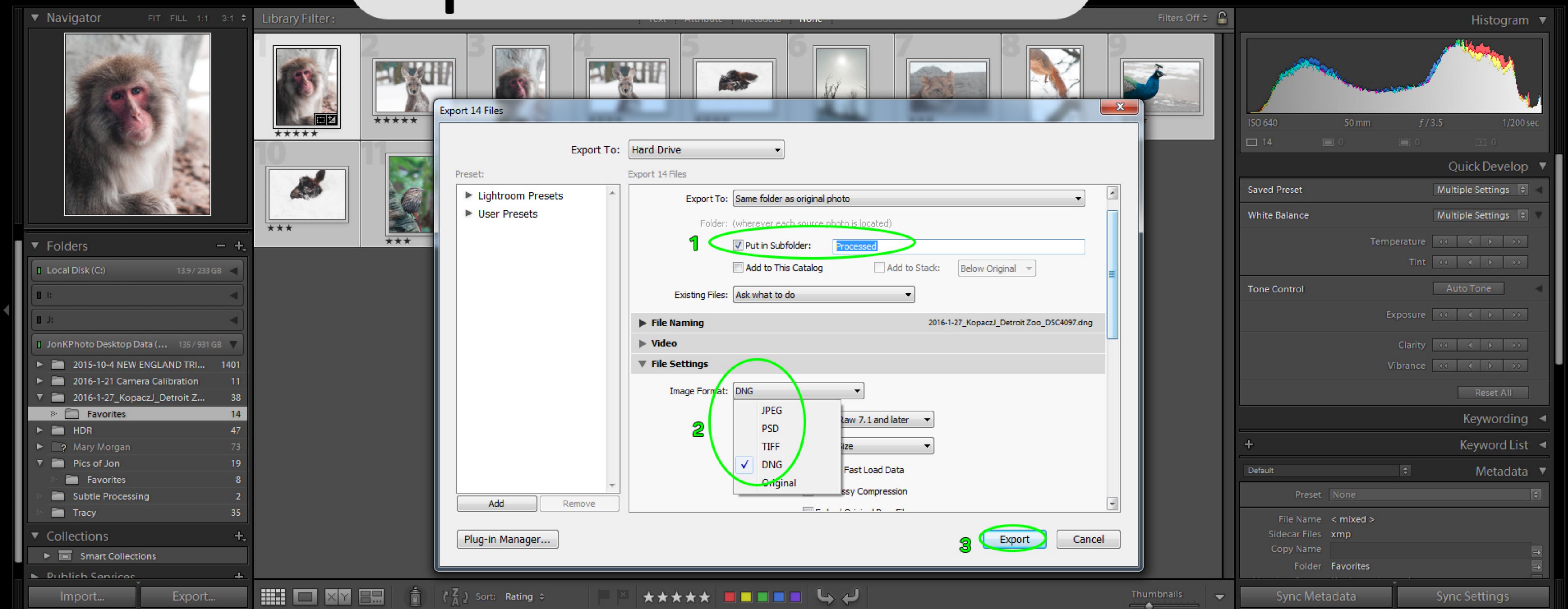
1. Navigate back to the “Library” tab
2. Select ALL your corrected images
3. In the “File” tab, click the “Export” button

Option #2 - DNG file

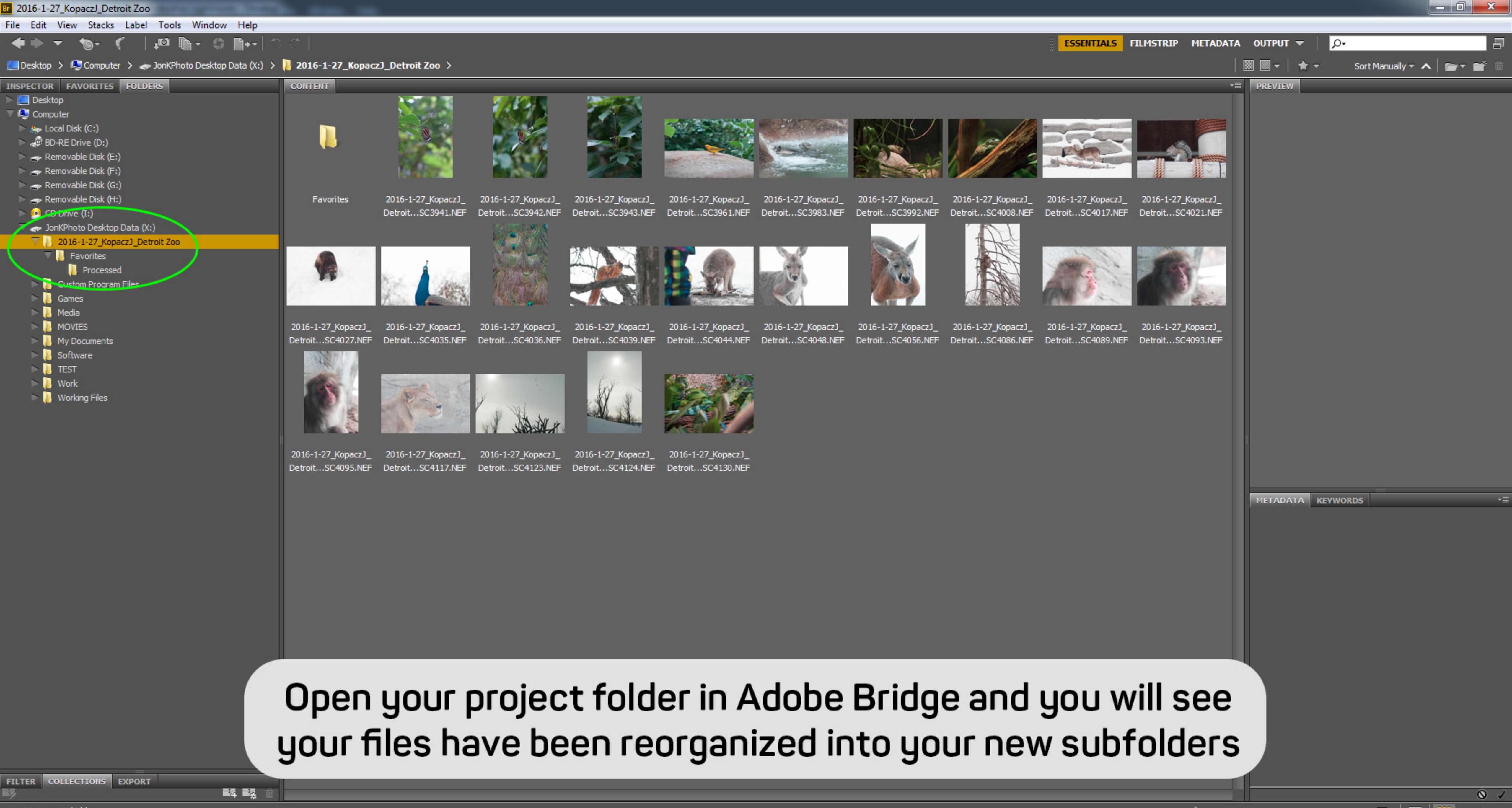


In the “Export” dialogue box, select where you want to save your new files

Option #2 - DNG file



1. Select the “Put in Subfolder” option and name your new subfolder
2. Change the “Image Format” to “DNG”
3. Click the “Export” button



Open your project folder in Adobe Bridge and you will see your files have been reorganized into your new subfolders

Br Processed

File Edit View Stacks Label Tools Window Help

Desktop Computer JonKPhoto Desktop Data (X:) 2016-1-27_KopaczJ_Detroit Zoo Favorites Processed

ESSENTIALS FILMSTRIP METADATA OUTPUT

INSPECTOR FAVORITES FOLDERS

CONTENT

Computer Local Disk (C:) BD-RE Drive (D:) Removable Disk (E:) Removable Disk (F:) Removable Disk (G:) Removable Disk (H:) CD Drive (I:) JonKPhoto Desktop Data (X:) 2016-1-27_KopaczJ_Detroit Zoo Favorites Processed 1

Custom Program Files Games Media MOVIES My Documents Software TEST Work Working Files

2016-1-27_KopaczJ_Detroit Zoo_DSC39 98.dng 2016-1-27_KopaczJ_Detroit Zoo_DSC40 05.dng 2016-1-27_KopaczJ_Detroit Zoo_DSC40 07.dng 2016-1-27_KopaczJ_Detroit Zoo_DSC40 14.dng 2016-1-27_KopaczJ_Detroit Zoo_DSC40 25.dng

2016-1-27_KopaczJ_Detroit Zoo_DSC40 26.dng 2016-1-27_KopaczJ_Detroit Zoo_DSC40 32.dng 2016-1-27_KopaczJ_Detroit Zoo_DSC40 40.dng 2016-1-27_KopaczJ_Detroit Zoo_DSC40 49.dng 2016-1-27_KopaczJ_Detroit Zoo_DSC40 51.dng

2016-1-27_KopaczJ_Detroit Zoo_DSC40 96.dng 2016-1-27_KopaczJ_Detroit Zoo_DSC4097.dng 2 2016-1-27_KopaczJ_Detroit Zoo_DSC41 22.dng 2016-1-27_KopaczJ_Detroit Zoo_DSC41 25.dng

PREVIEW

2016-1-27_KopaczJ_Detroit Zoo_DSC4097.dng

METADATA KEYWORDS

f/3.5 1/200 2848 x 3560
10.92 MB
ISO 640 Untagged RGB

File Properties

Filename 2016-1-27_KopaczJ_Detroit Zoo_DSC4097.dng
Preserved Filename _DSC4097.NEF
Document Type DNG image
Application Adobe Photoshop Lightroom 5.3 (...)
Date Created 12/28/2012, 2:33:48 PM
Date File Modified Today, 10:12:30 AM
File Size 10.92 MB
Dimensions 2848 x 3560
Bit Depth 12
Color Mode RGB
Color Profile Untagged

FILTER COLLECTIONS EXPORT

14 items, 1 selected - 10.92 MB

10:14 AM 1/27/2016

1. If you navigate to your finished folder (where you exported your corrected files)
You will see:
2. The new files are now DNG files.
3. These icons show that the image has been cropped and corrected.

Because the newly created DNG file contains the original RAW file, if you open it in Lightroom or Camera Raw, both the original image as well as the corrected image will be accessible.