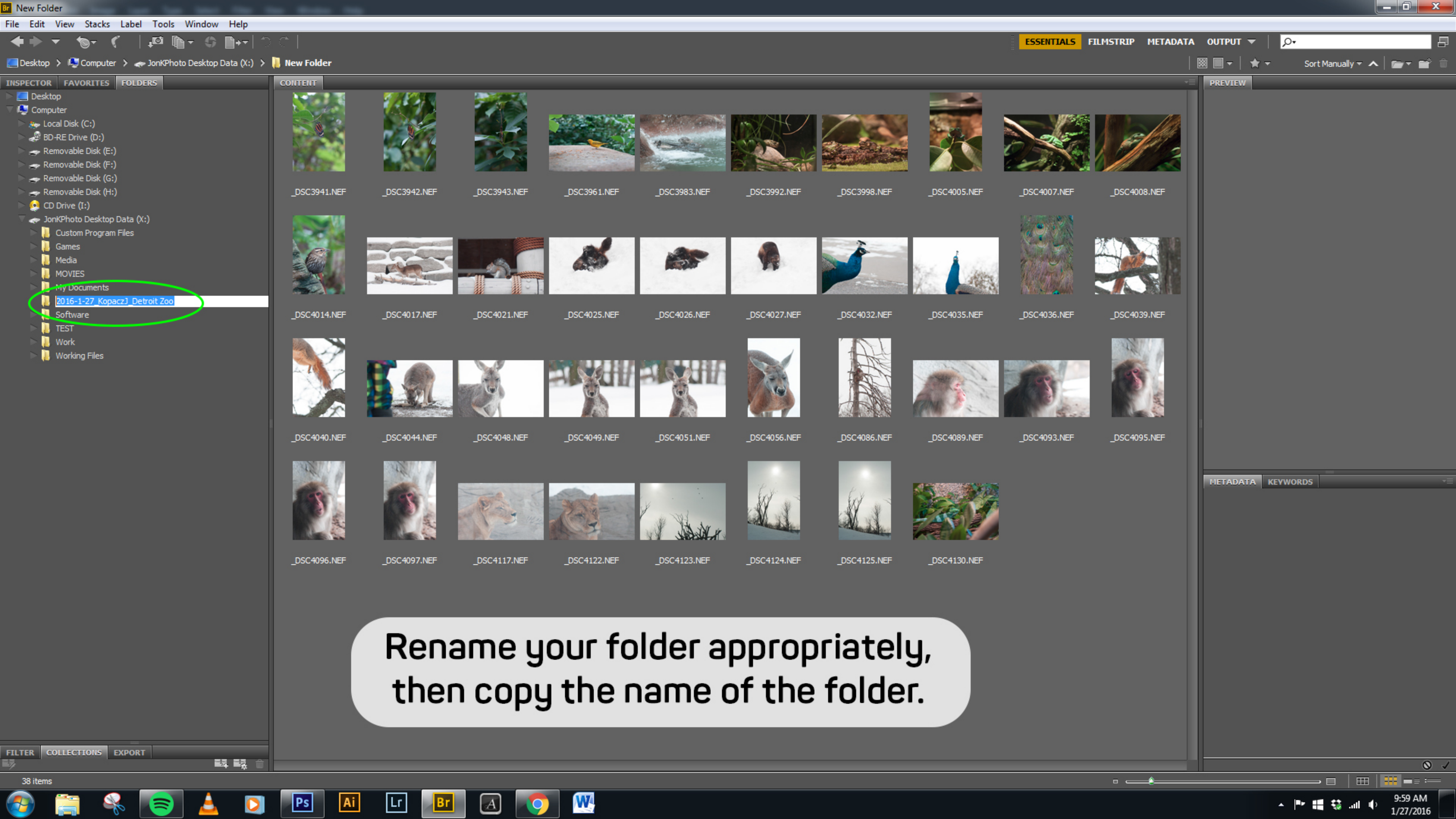
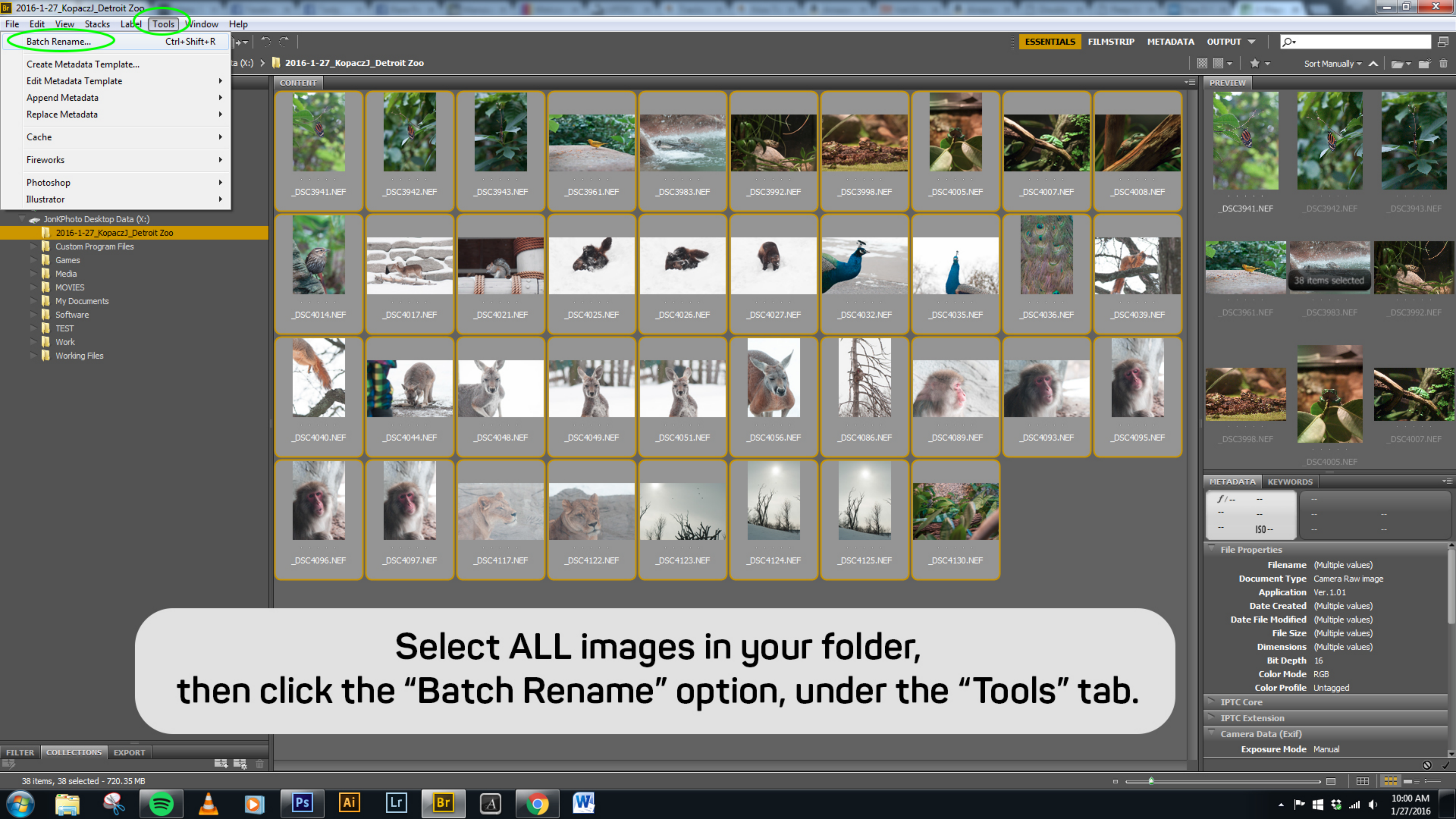
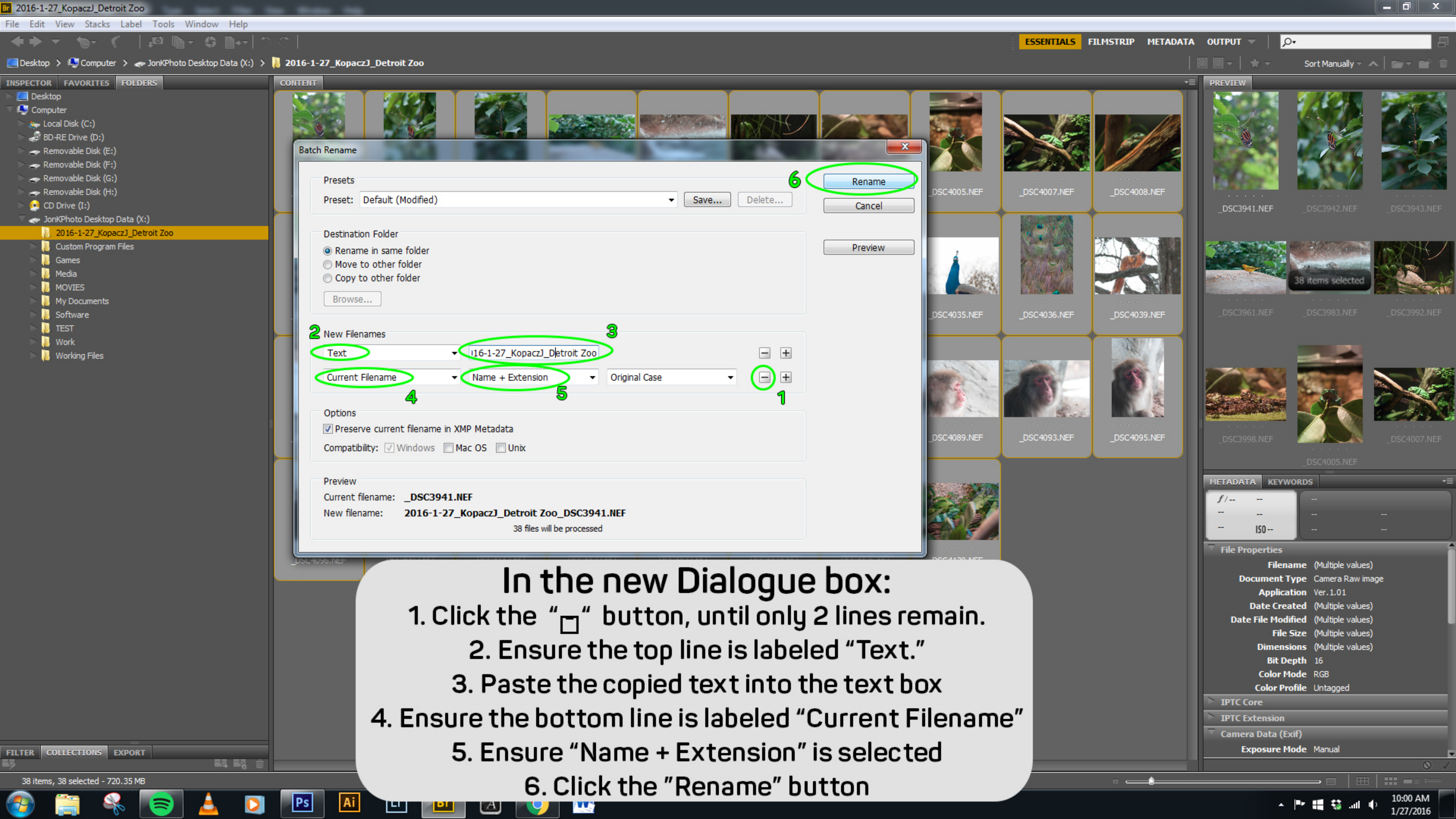


Import your images from your camera
to a new folder on your computer.
Open Adobe Bridge and navigate to the folder.



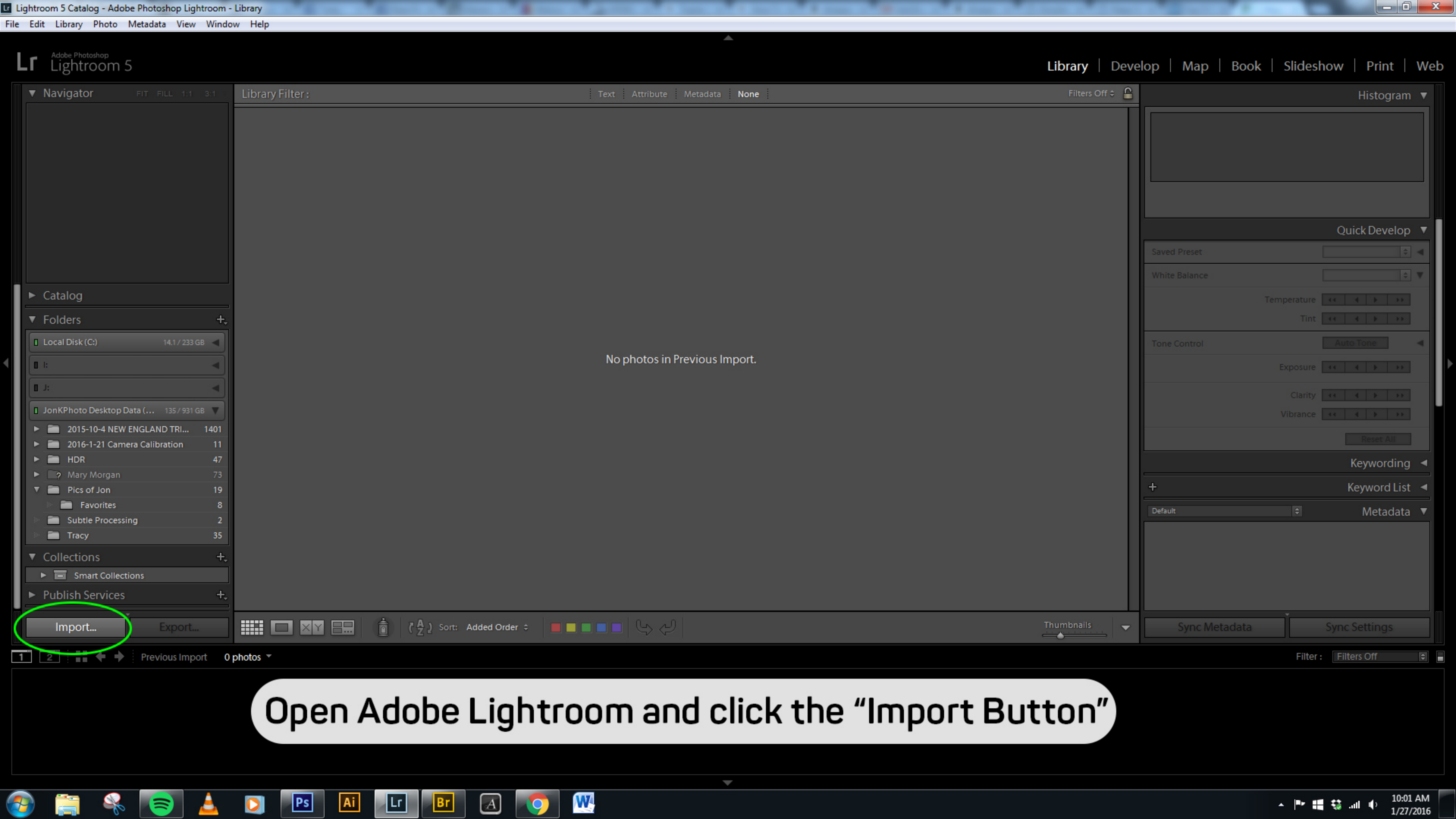


Select ALL images in your folder,
then click the "Batch Rename" option, under the "Tools" tab.

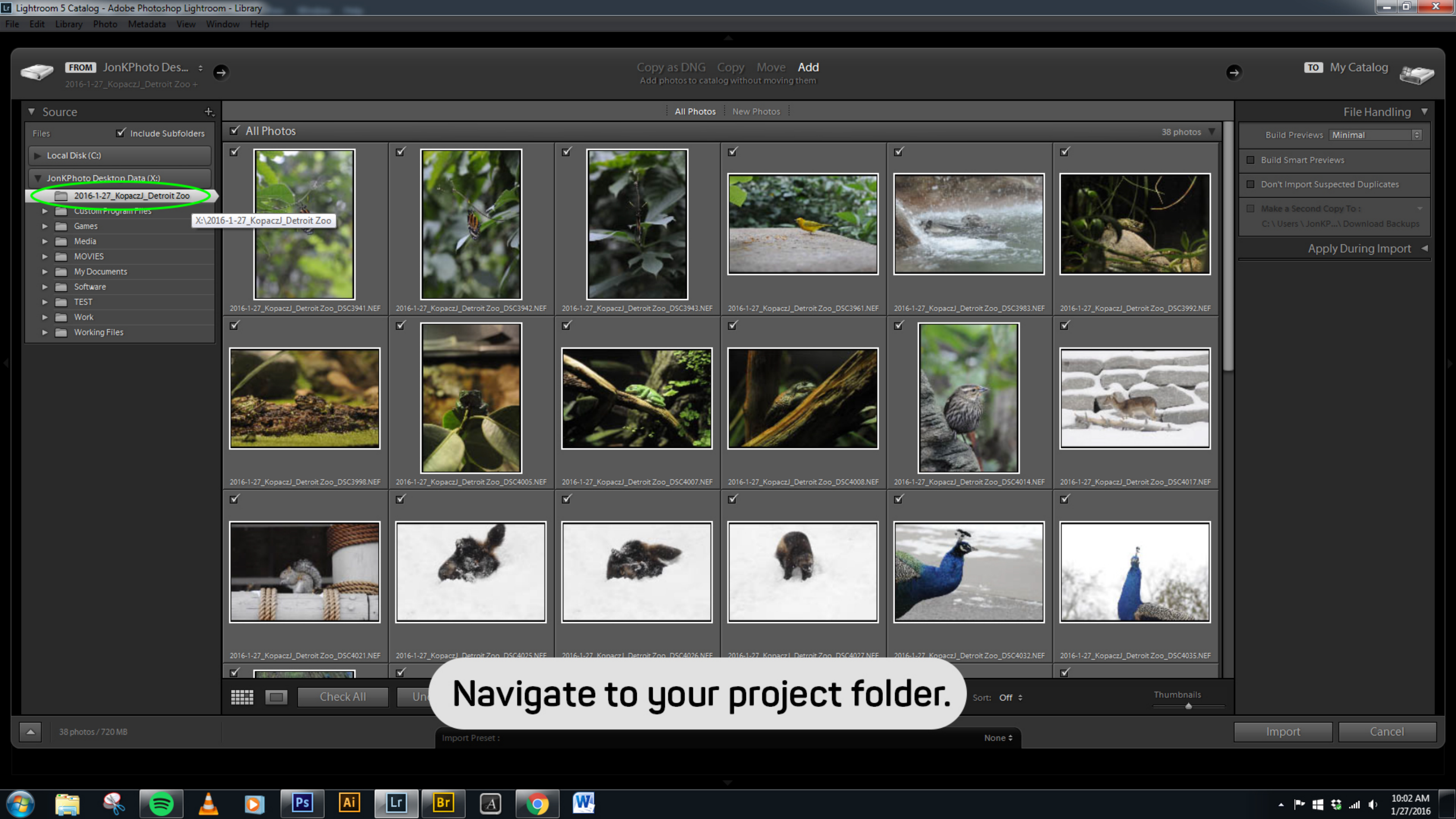


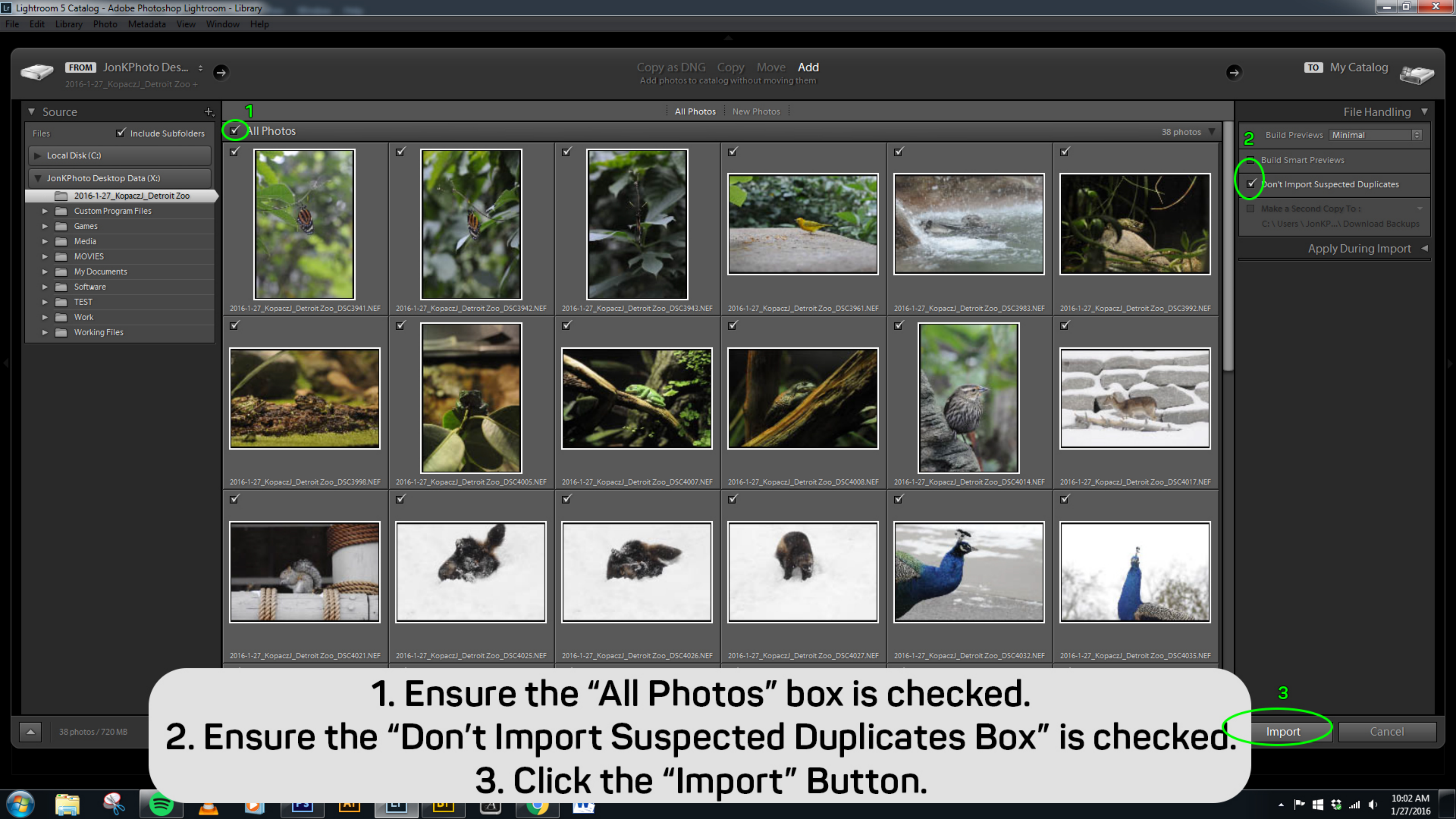
In the new Dialogue box:

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"

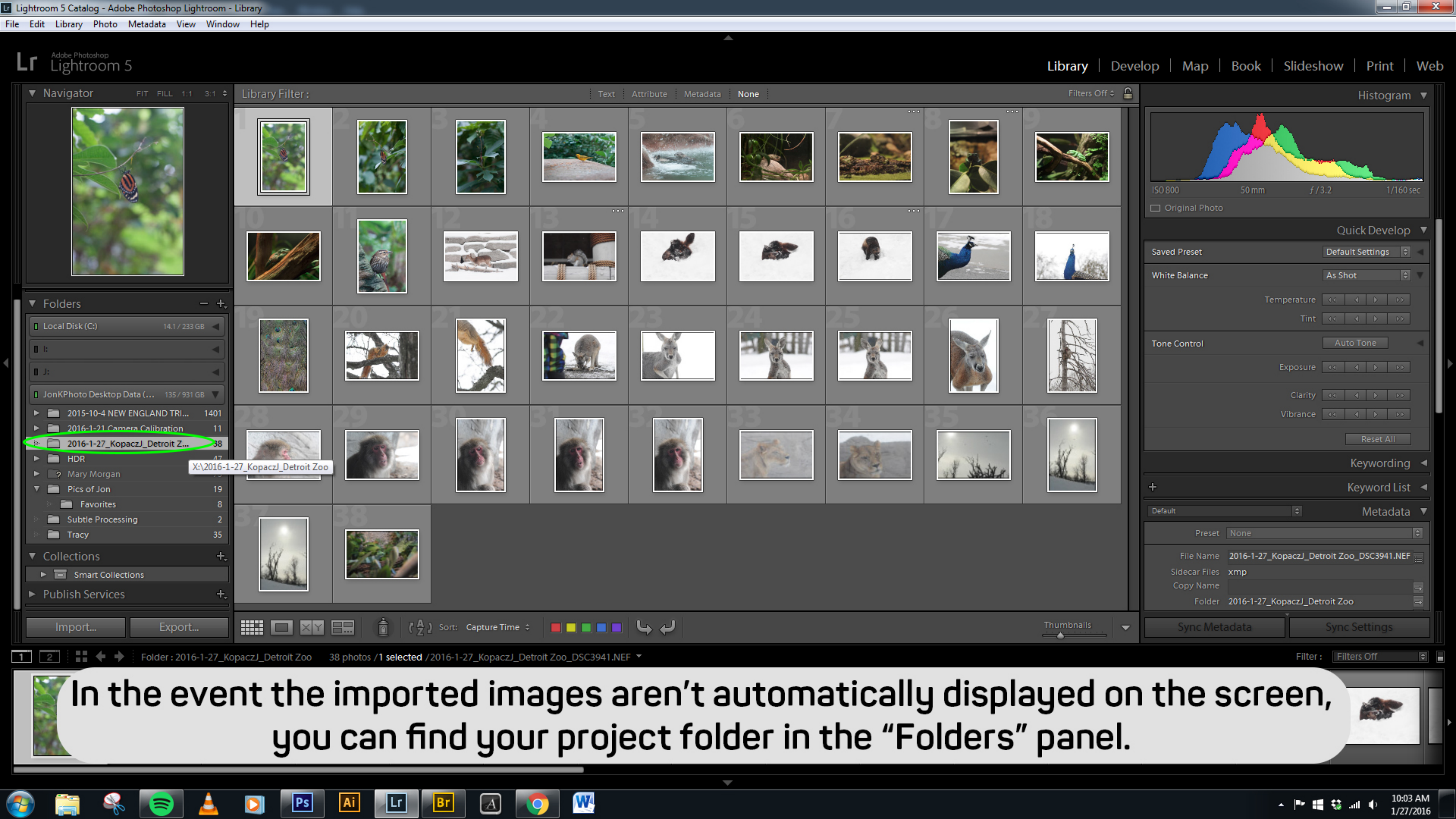




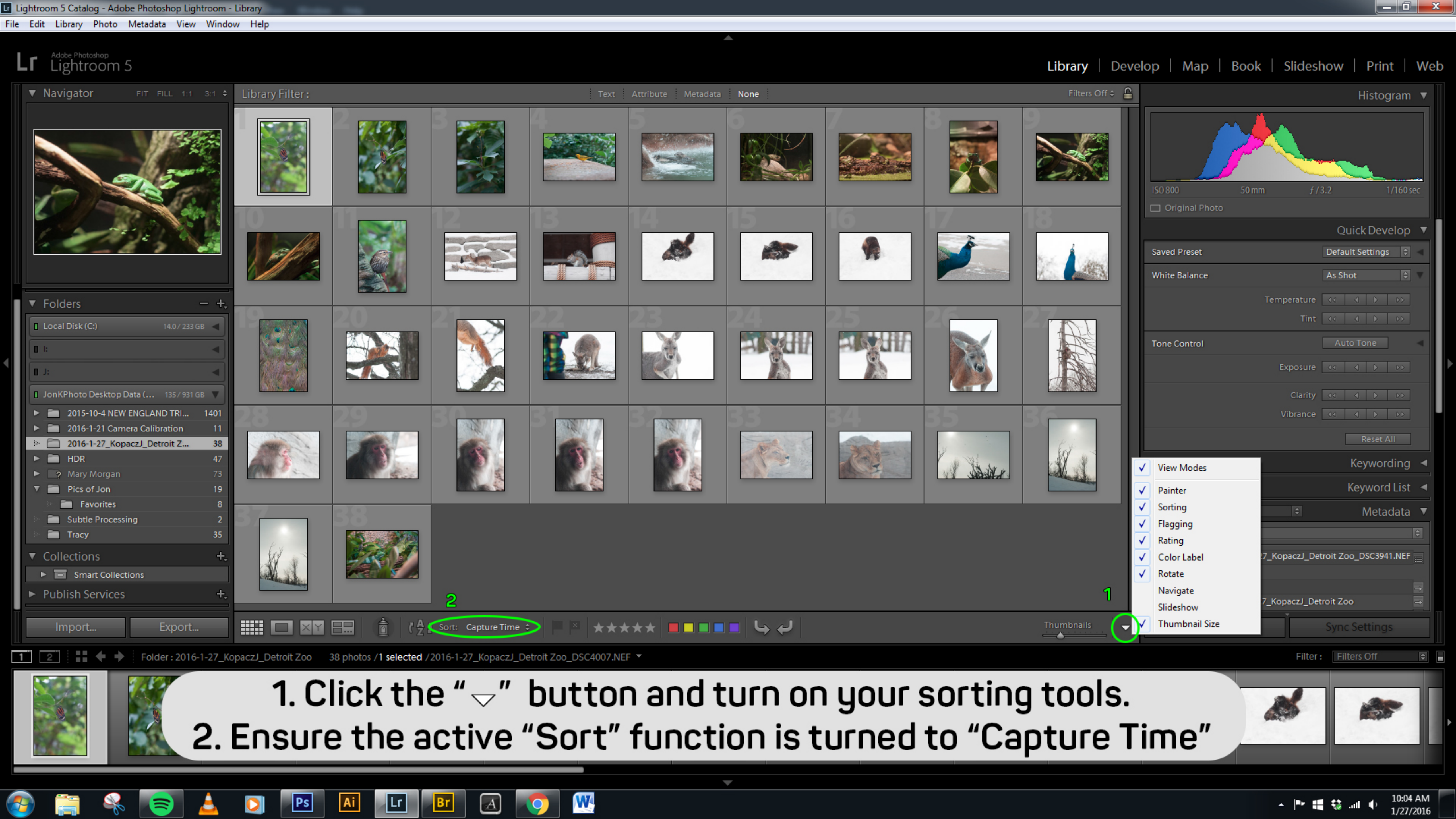
1. Ensure the "All Photos" box is checked.

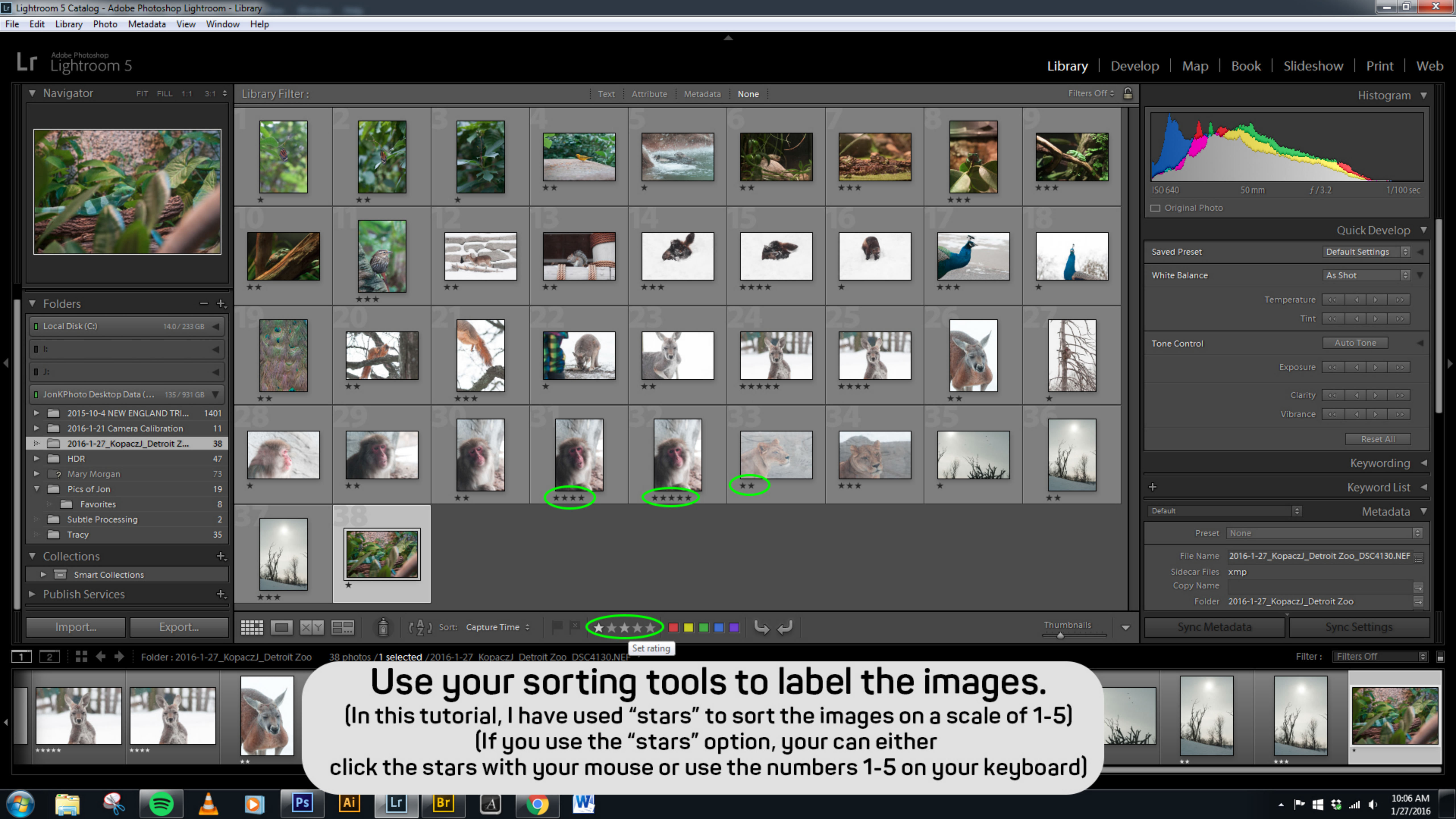
2. Ensure the "Don't Import Suspected Duplicates Box" is checked.

3. Click the "Import" Button.

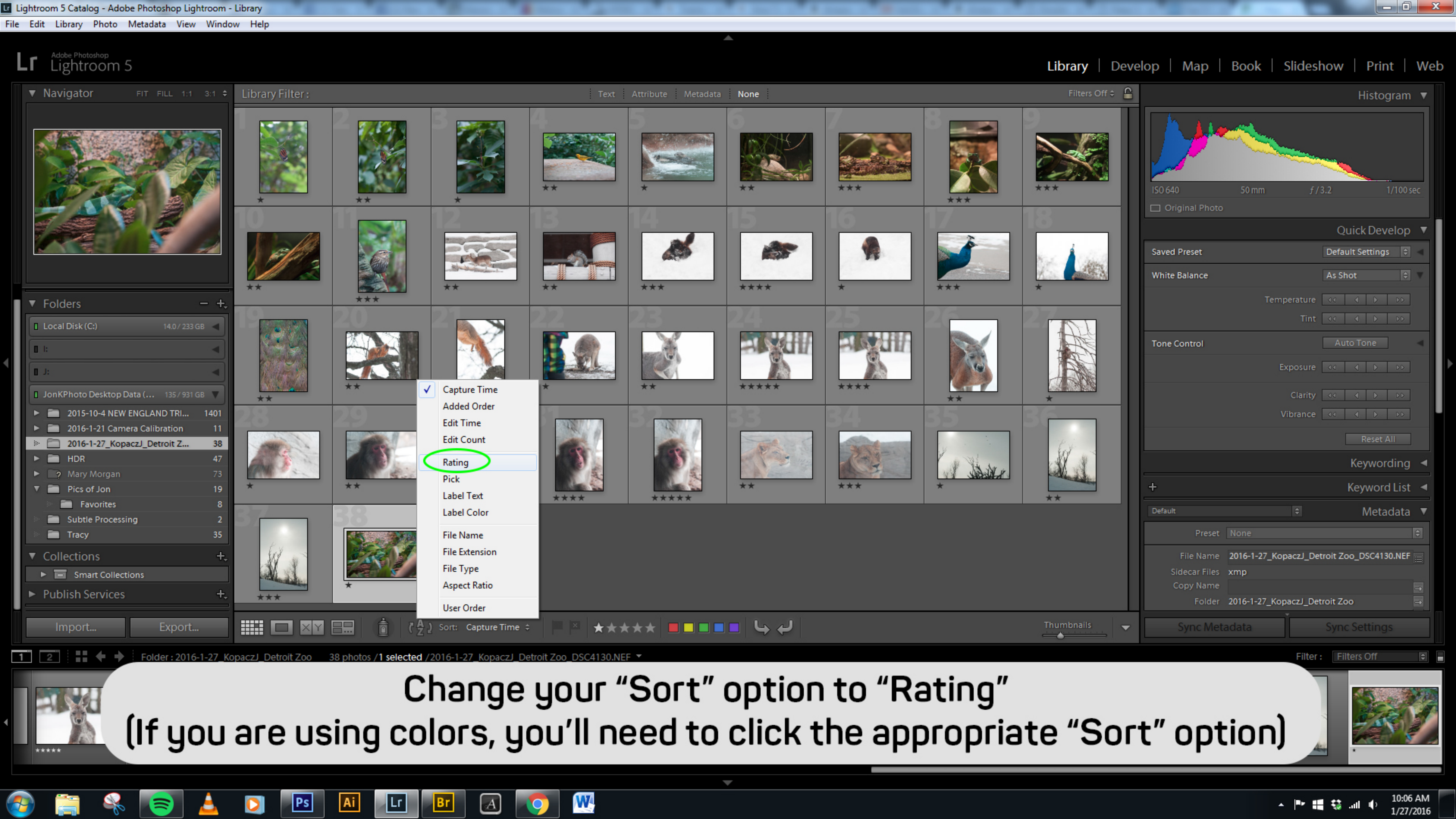


In the event the imported images aren't automatically displayed on the screen, you can find your project folder in the "Folders" panel.





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



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

▼ 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 Zoo... 38 HDR 47 Mary Morgan 73 Pics of Jon 19 Favorites 8 Subtle Processing 2 Tracy 35 Collections Smart Collections Publish Services

Import... Export...

Sort: Capture Time

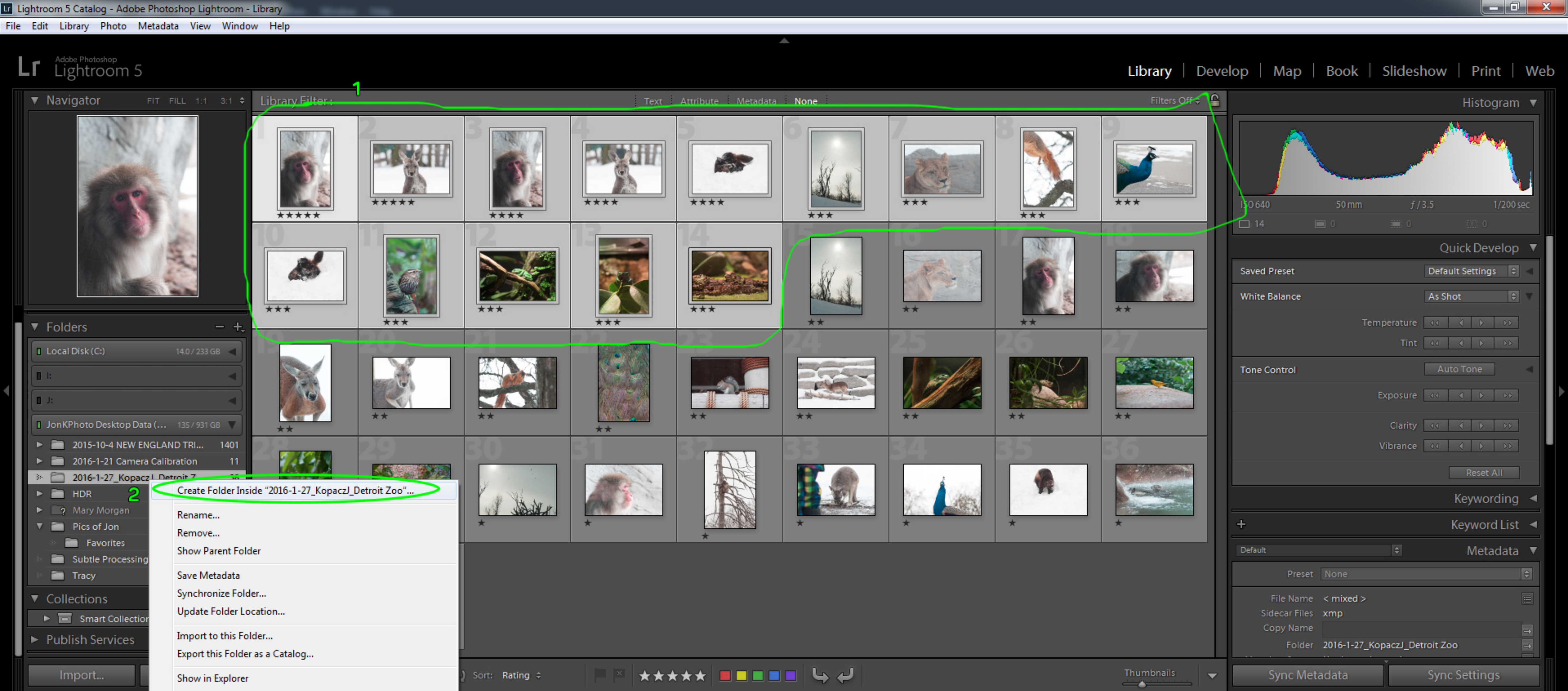
Thumbnails

Filter: Filters Off

Folder: 2016-1-27_KopaczJ_Detroit Zoo 38 photos / 1 selected / 2016-1-27_KopaczJ_Detroit Zoo_DSC4130.NEF

Quick Develop Saved Preset Default Settings White Balance As Shot Temperature Tint Tone Control Exposure Clarity Vibrance Reset All Keywording Keyword List Metadata Preset None File Name 2016-1-27_KopaczJ_Detroit Zoo_DSC4130.NEF Sidecar Files xmp Copy Name Folder 2016-1-27_KopaczJ_Detroit Zoo Sync Metadata Sync Settings

Change your "Sort" option to "Rating"
(If you are using colors, you'll need to click the appropriate "Sort" option)

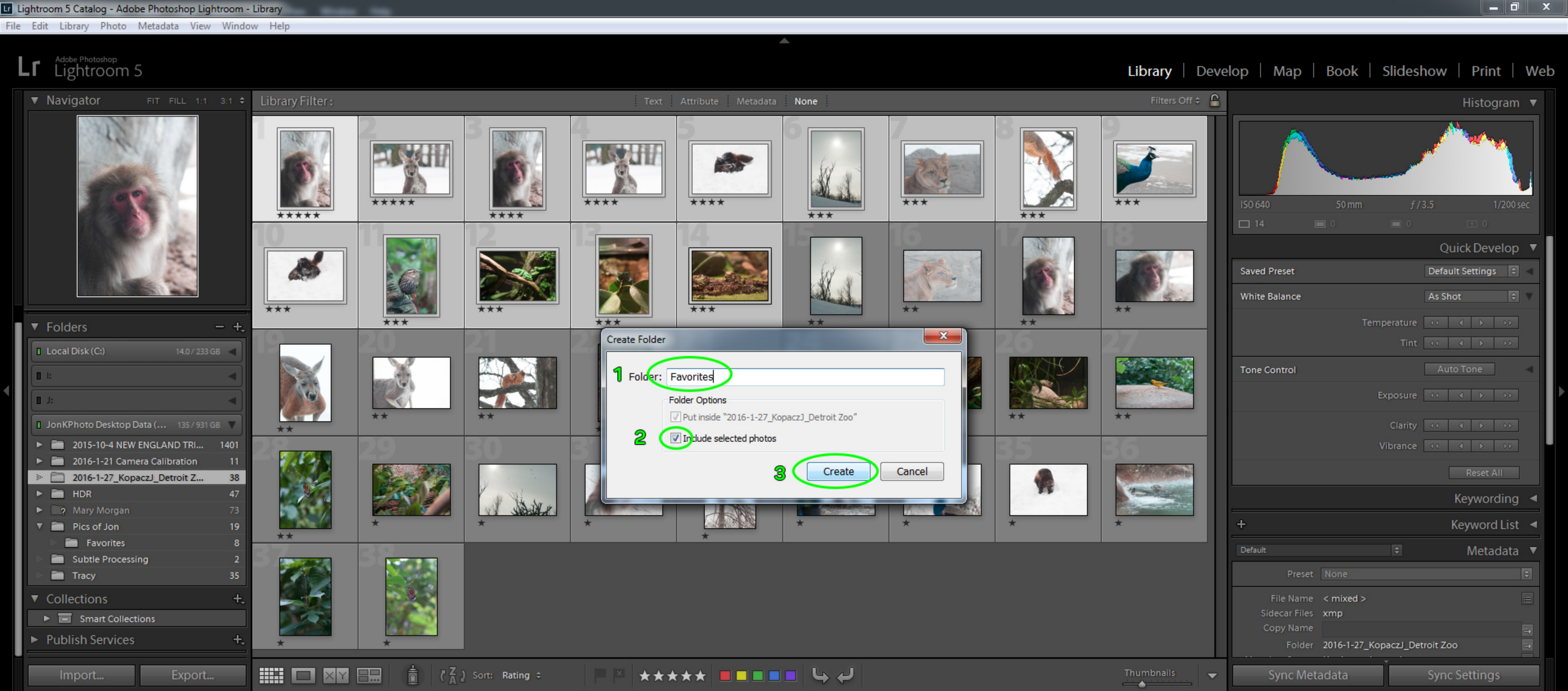


Your images will now be sorted from highest to lowest.

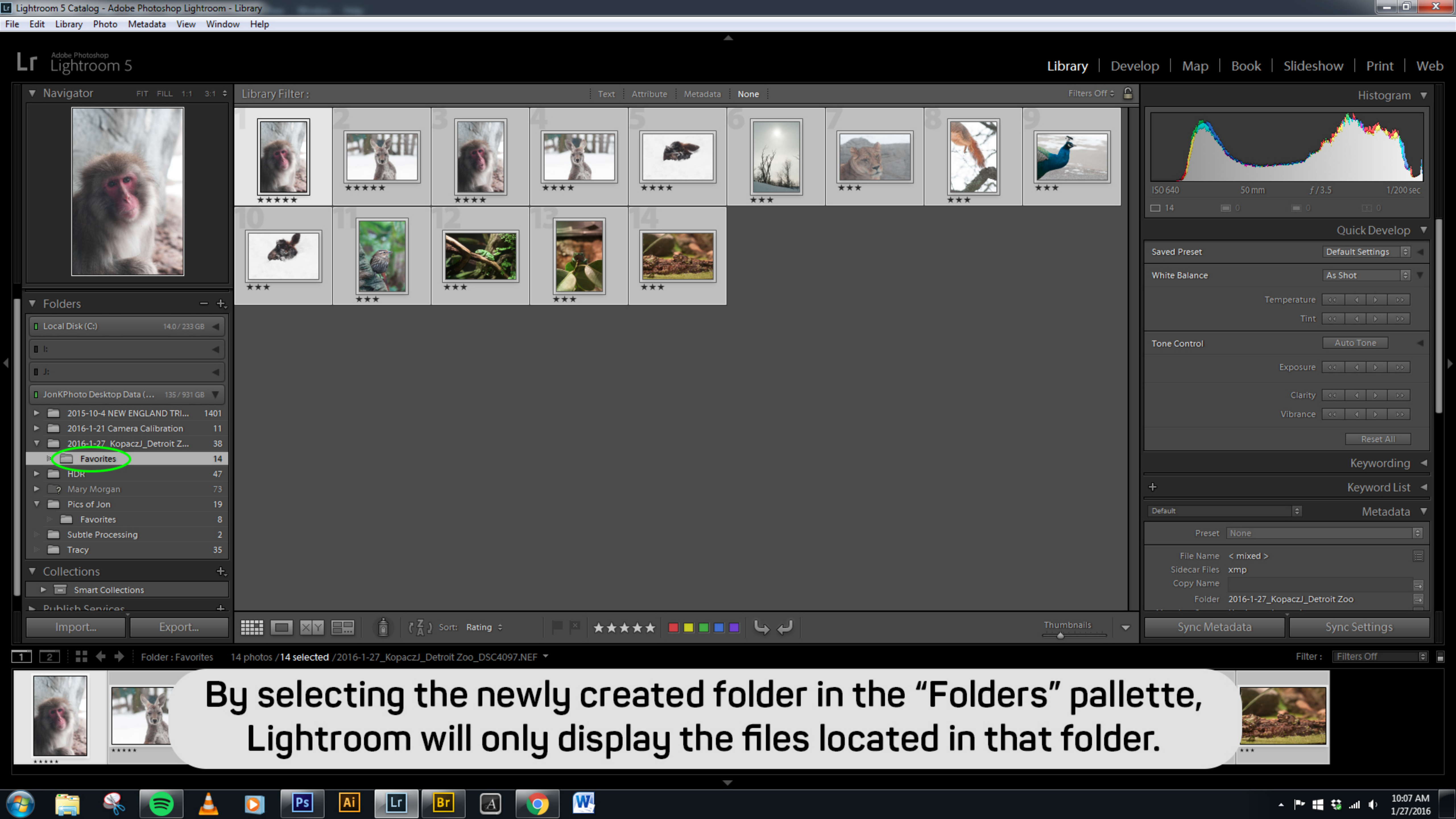
1. Select the images you have determined to be worth processing.

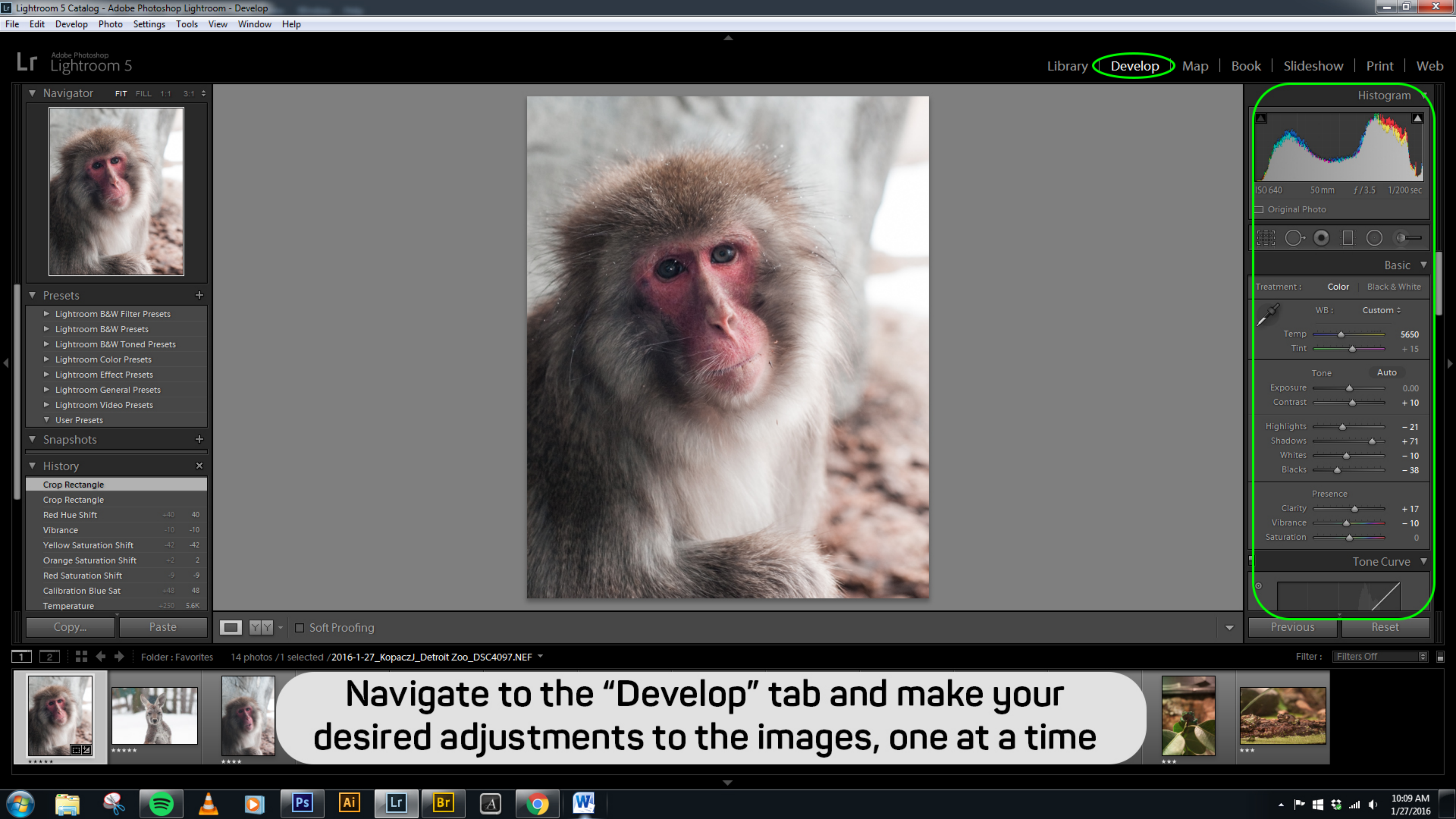
2. RIGHT CLICK on your project folder and select "Create Folder Inside...."





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





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

The screenshot shows the Adobe Lightroom Library grid with several animal photos. A green circle labeled '1' highlights the 'Library' tab in the top right. A green circle labeled '2' highlights the entire grid of photos. A green circle labeled '3' highlights the 'Metadata' tab in the top left. A green circle labeled '4' highlights the 'Save Metadata to Files' option in the Metadata menu. A large white text box at the bottom contains the following instructions:

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

The bottom of the screen shows the Windows taskbar with icons for various applications and the system clock displaying 10:09 AM on 1/27/2016.

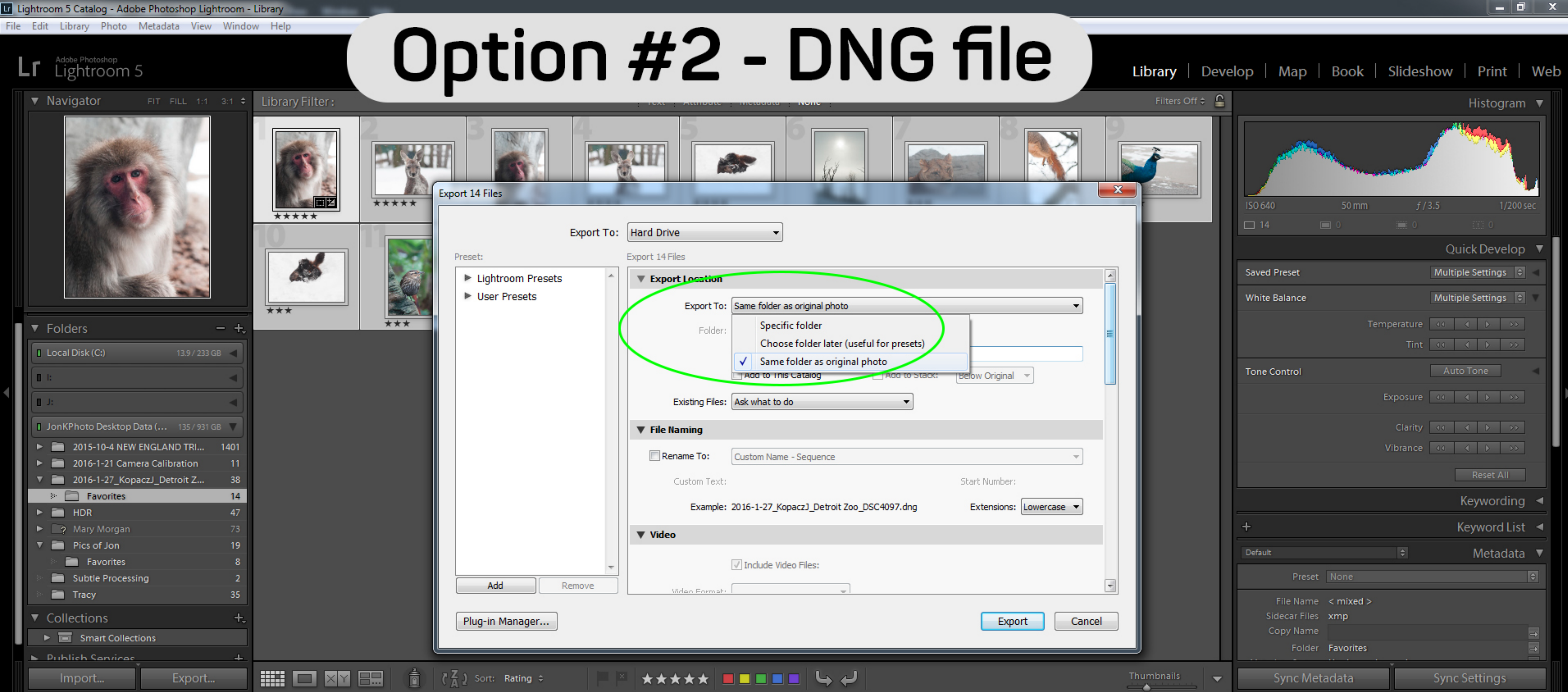
Option #2 - DNG file

The screenshot shows the Adobe Photoshop Lightroom 5 Library grid. A green circle labeled '1' highlights the 'Library' tab in the top right. A green circle labeled '2' highlights a selection of images in the grid. A green circle labeled '3' highlights the 'Export...' option in the File menu. The File menu is open, showing options like 'New Catalog...', 'Open Catalog...', 'Open Recent', 'Optimize Catalog...', 'Import Photos and Video...', 'Import from Another Catalog...', 'Tethered Capture', 'Auto Import', 'Export...', 'Export with Previous', 'Export with Preset', 'Export as Catalog...', 'Email Photos...', 'Plug-in Manager...', 'Plug-in Extras', 'Show Quick Collection', 'Save Quick Collection...', 'Clear Quick Collection', 'Set Quick Collection as Target', 'Library Filters', 'Printer...', 'Page Setup...', and 'Exit'. The 'Export...' option is highlighted with a green circle and the number '3'. The 'Library' tab is highlighted with a green circle and the number '1'. A green circle labeled '2' highlights a selection of images in the grid.

Once you have made corrections to the images:

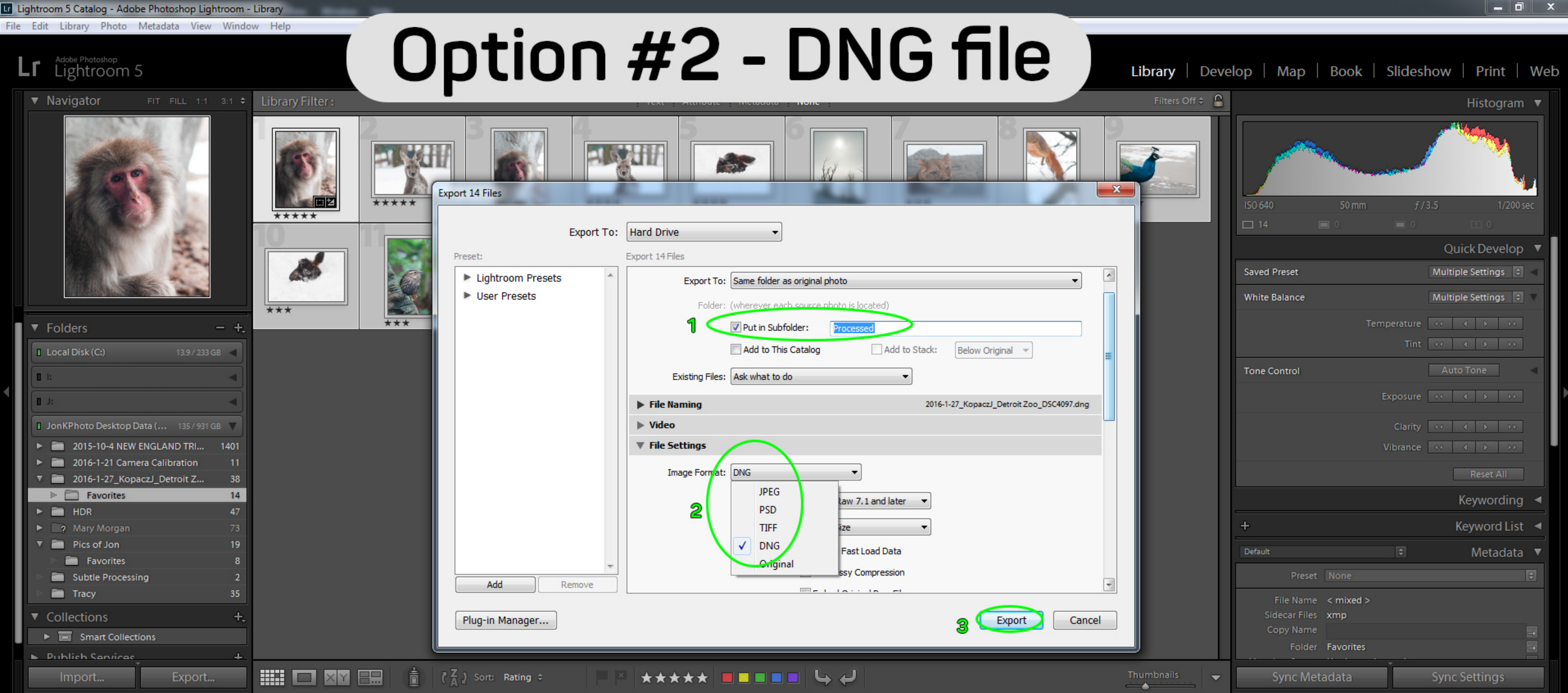
1. Navigate back to the "Library" tab
2. Select ALL your corrected images
3. In the "File" tab, click the "Export" button

Option #2 - DNG file

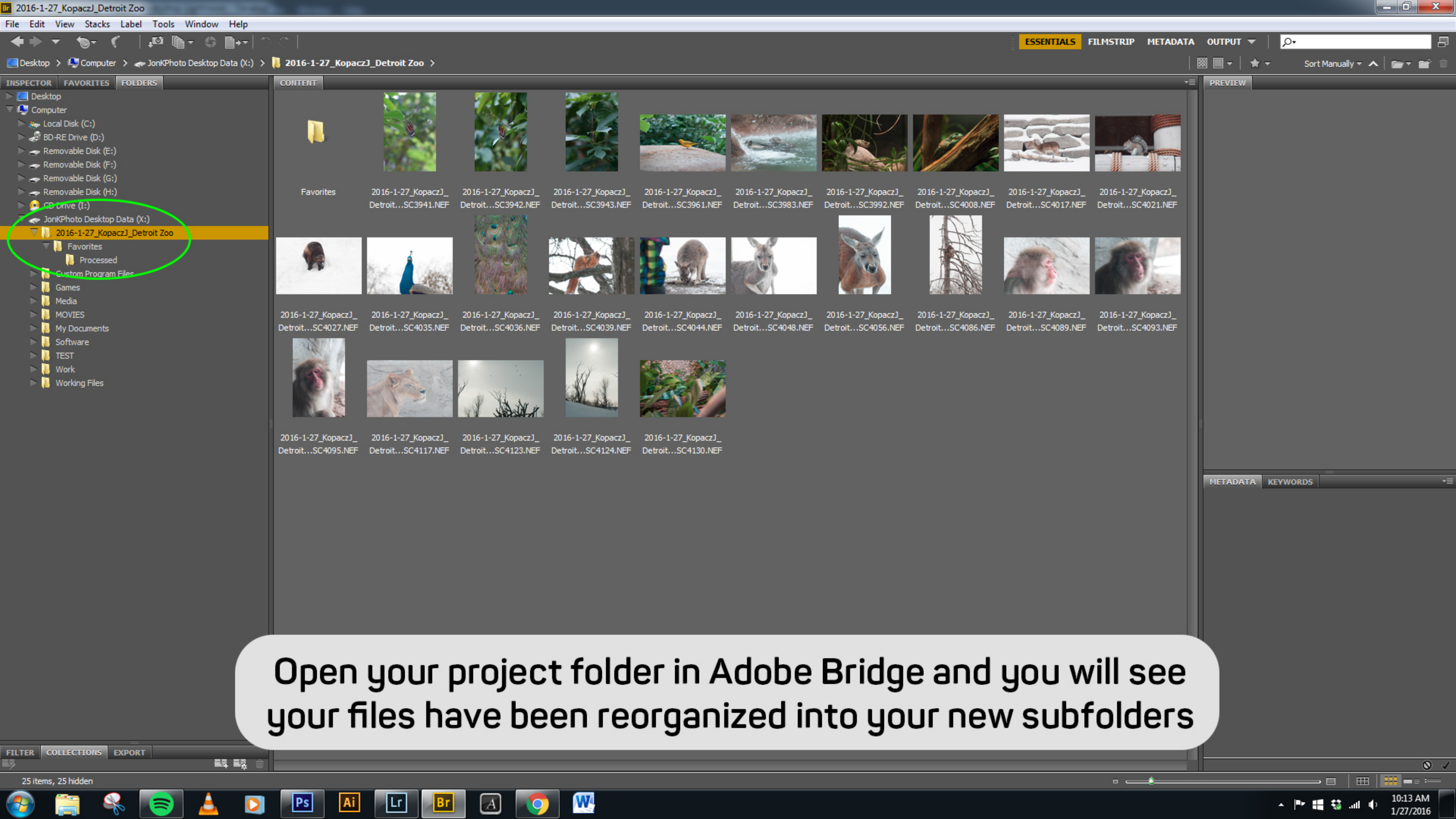


In the "Export" dialogue box, select where you want to save your new files

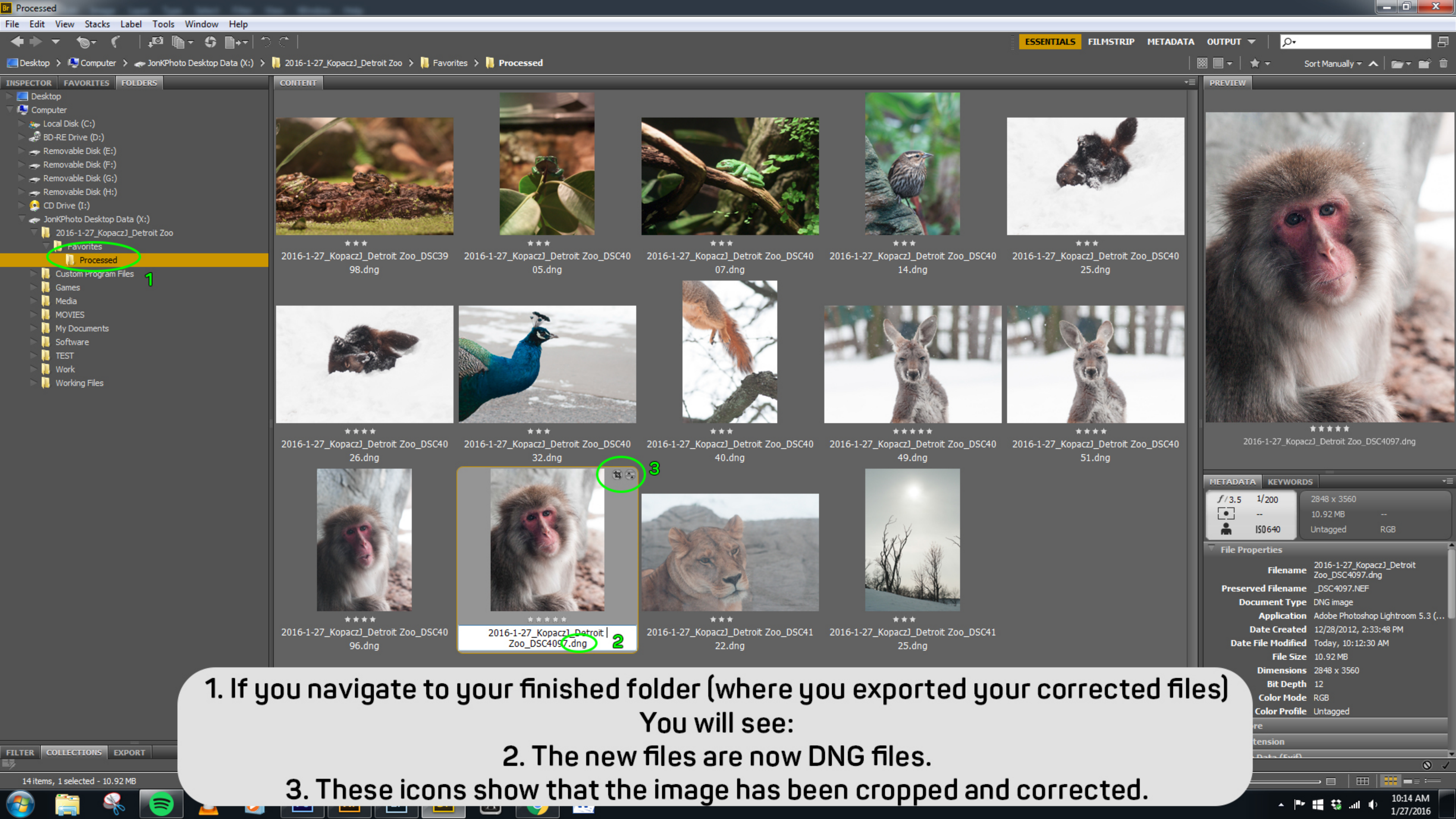
Option #2 - DNG file



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



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.