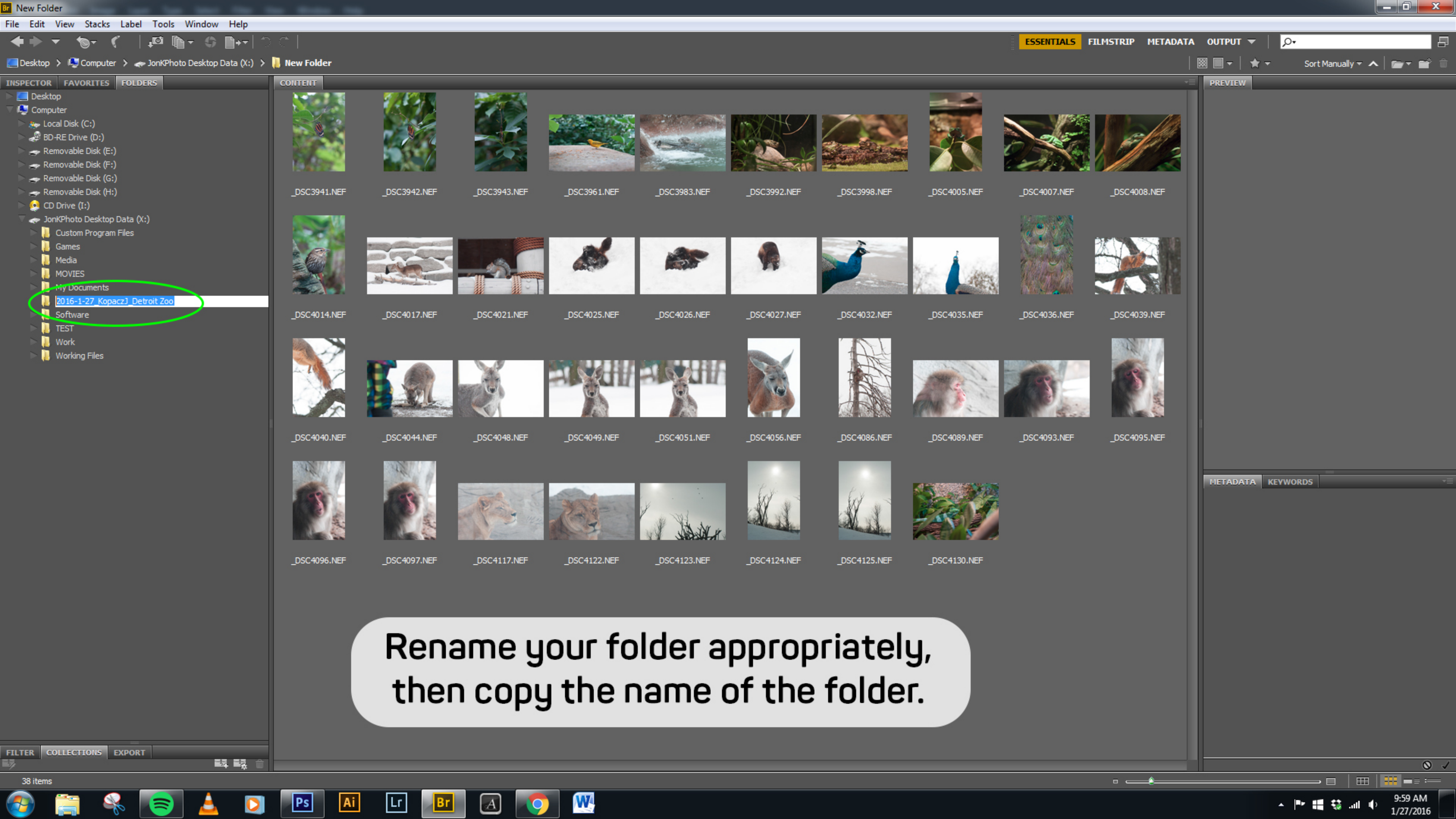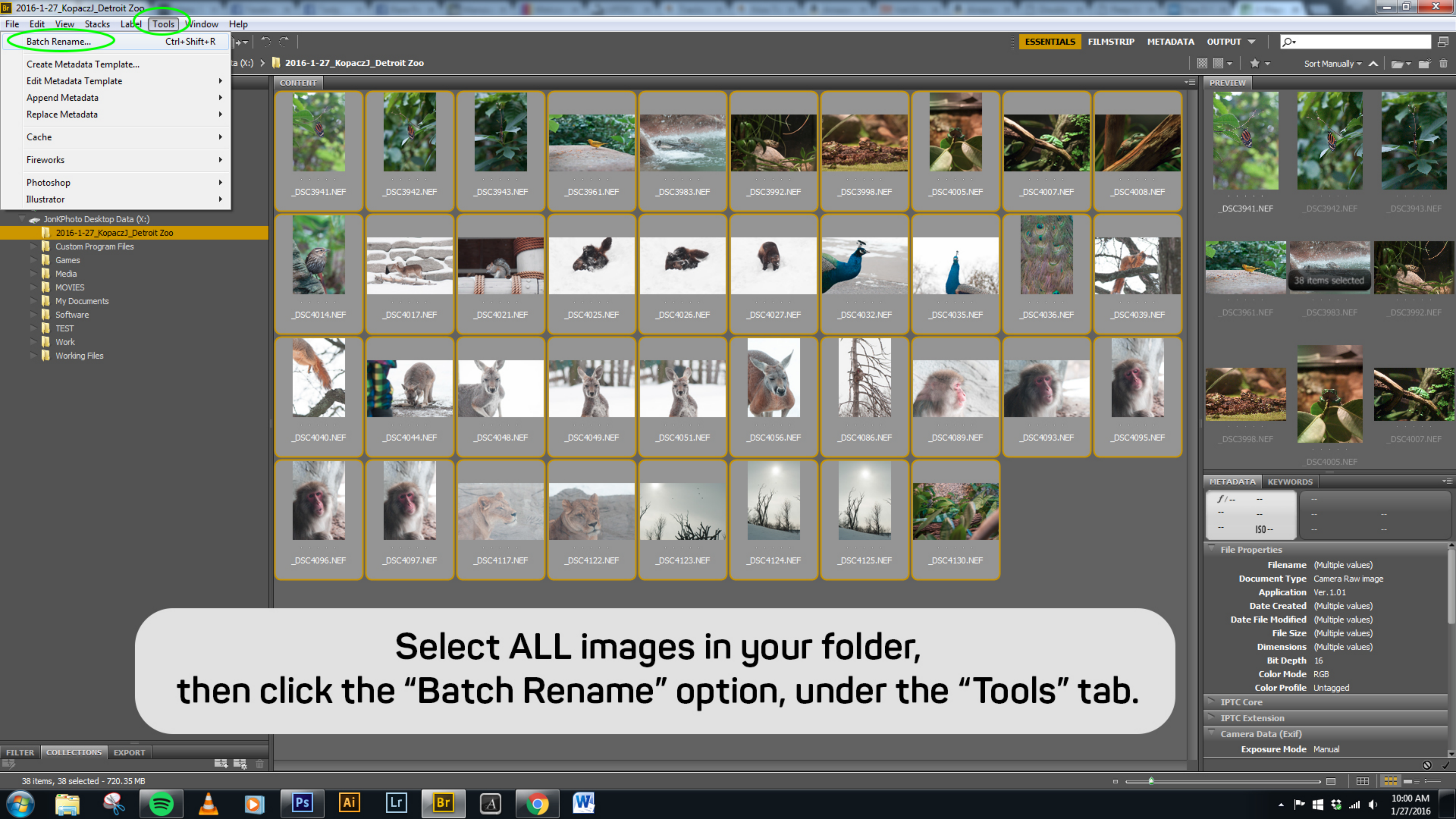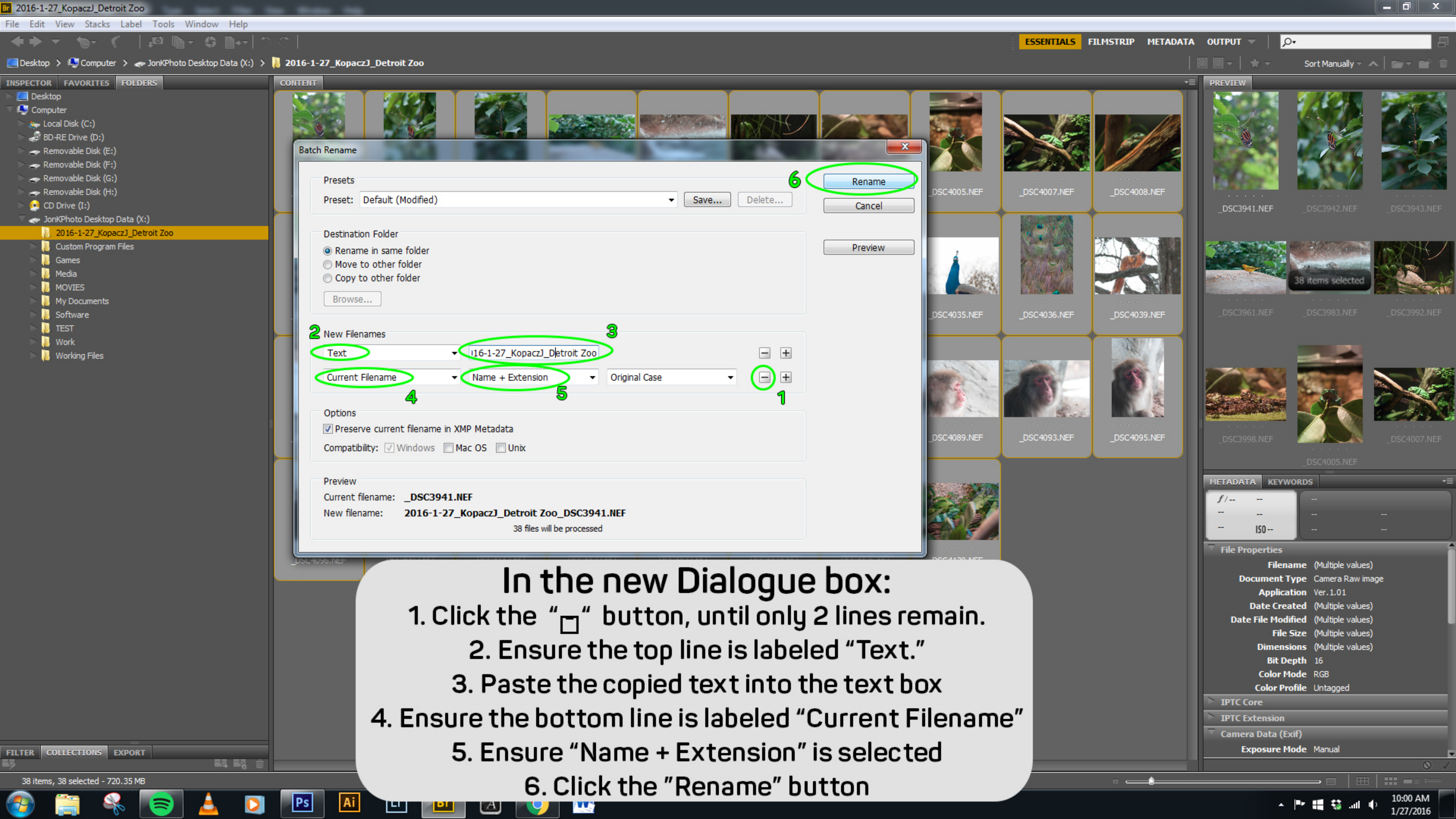Import your images from your camera
to a new folder on your computer.
Open Adobe Bridge and navigate to the folder.

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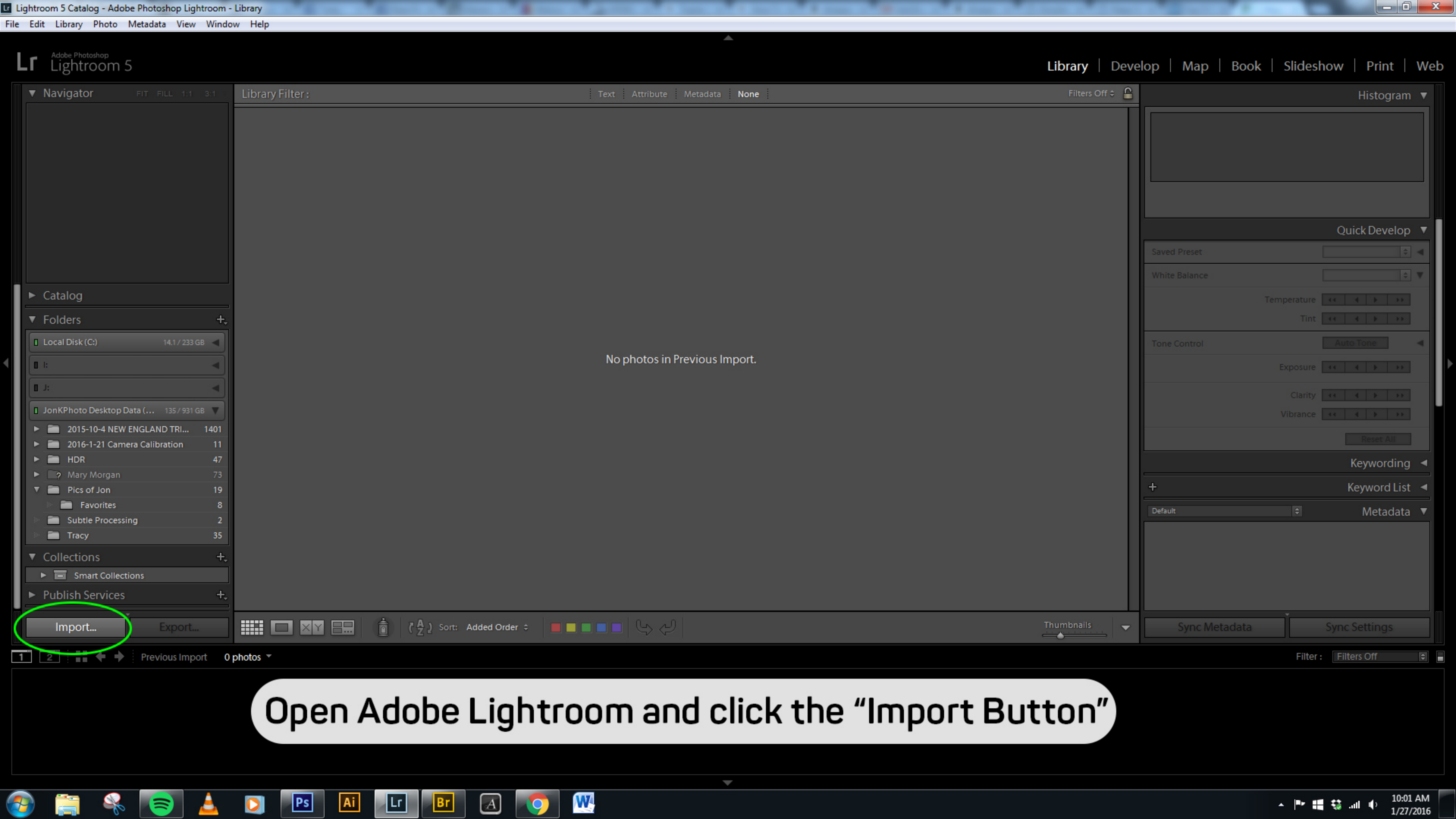then copy the name of the folder.

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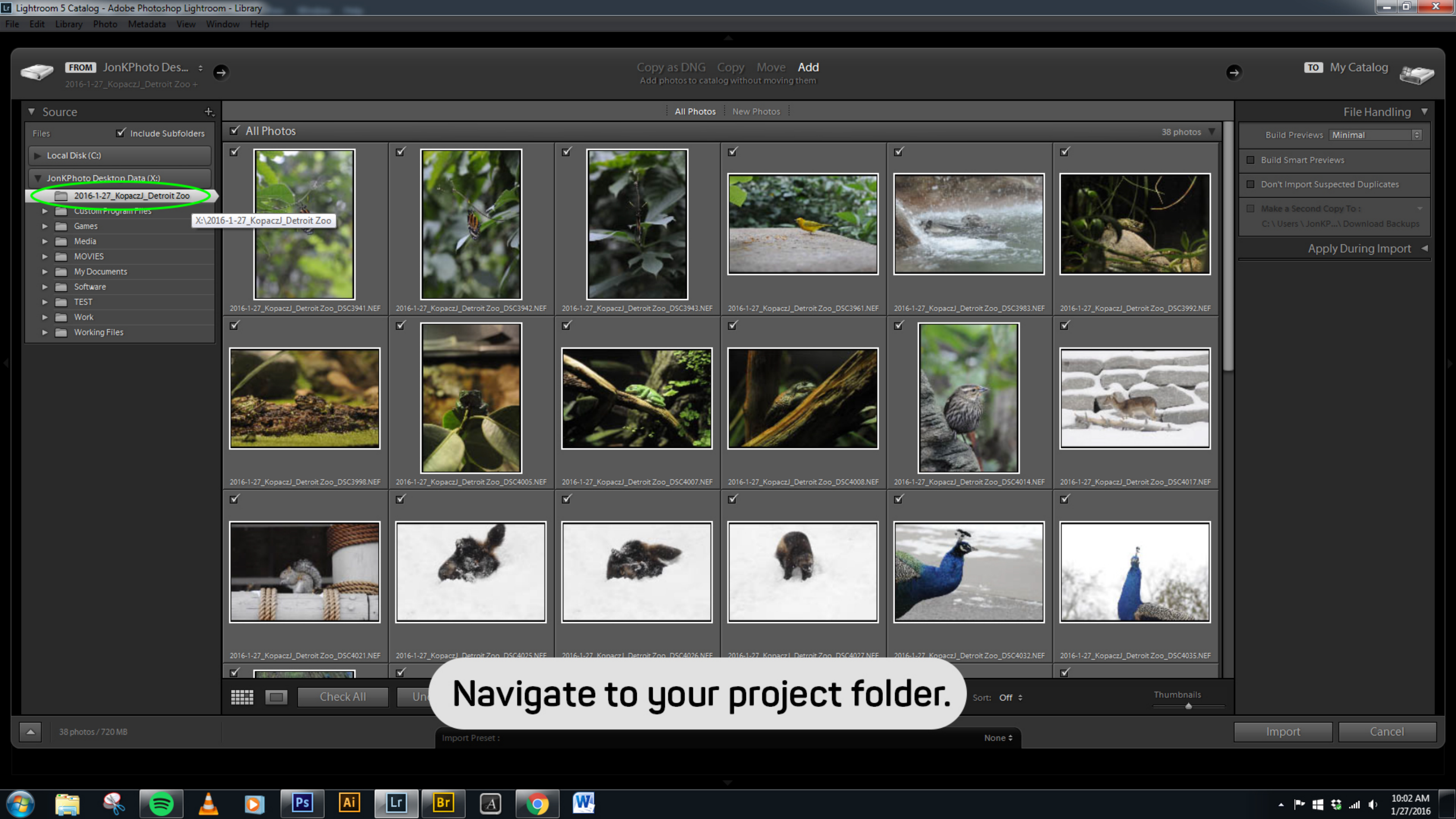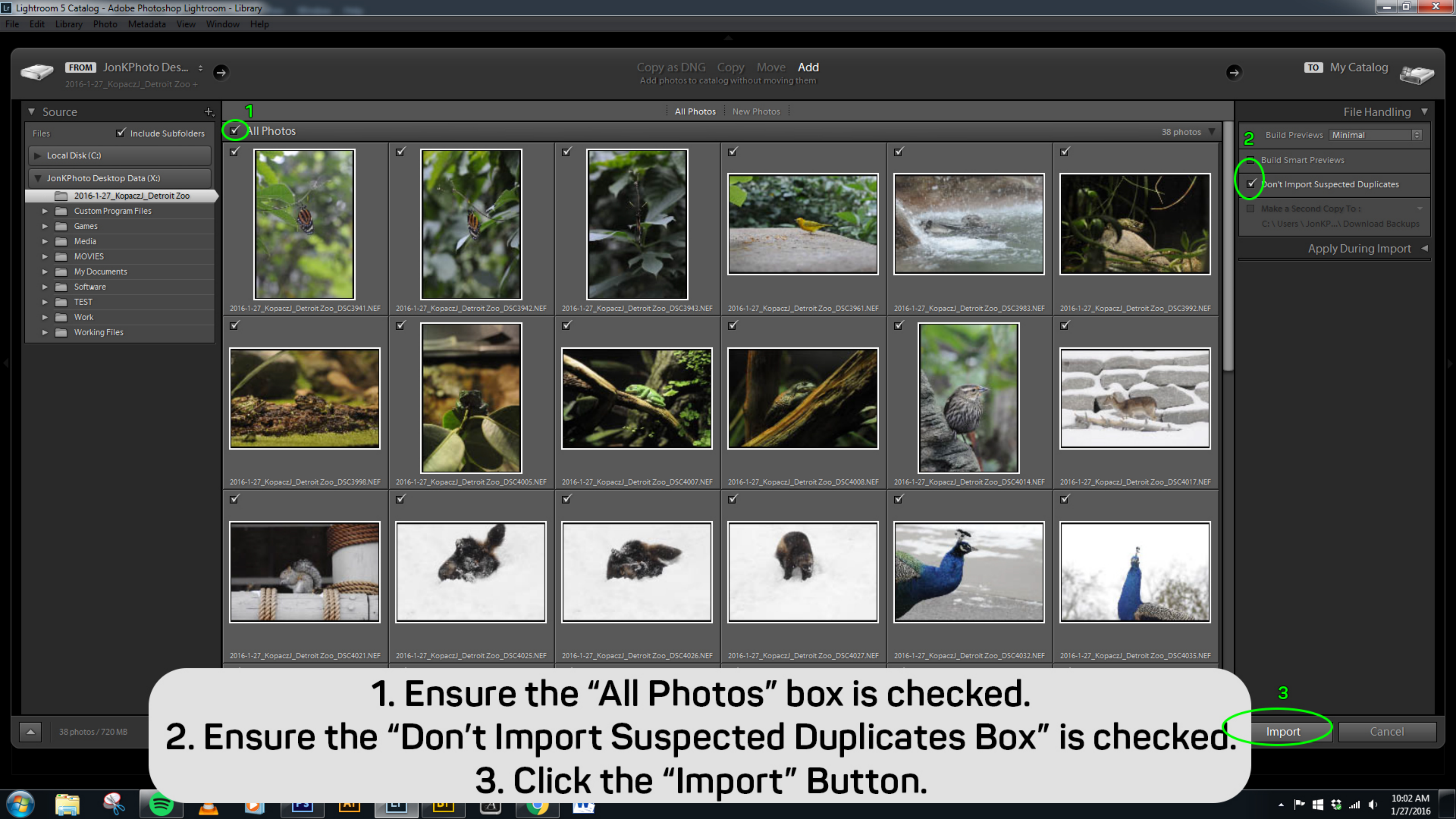then click the "Batch Rename" option, under the "Tools" tab.

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

File   Edit   Library   Photo   Metadata   View   Window   Help

Lr   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 ▼

▶ Catalog

▼ Folders   +

□ Local Disk (C:)   14.1 / 233 GB ◀
□ I: ◀
□ J: ◀
□ JonKPhoto Desktop Data (... 135 / 931 GB ◀

   ▶ 📁 2015-10-4 NEW ENGLAND TRI...   1401
   ▶ 📁 2016-1-21 Camera Calibration   11
   ▶ 📁 HDR   47
   ▶ 📁? Mary Morgan   73
   ▼ 📁 Pics of Jon   19
      ▶ 📁 Favorites   8
   ▶ 📁 Subtle Processing   2
   ▶ 📁 Tracy   35

No photos in Previous Import.

▼ Collections   +

   ▶ 📷 Smart Collections

▶ Publish Services   +

   Import...   Export...

Quick Develop ▼

Saved Preset   ◀

White Balance   ▼

         Temperature ◀◀ ◀ ▶ ▶▶
              Tint   ◀◀ ◀ ▶ ▶▶

Tone Control   Auto Tone ◀

         Exposure   ◀◀ ◀ ▶ ▶▶
          Clarity   ◀◀ ◀ ▶ ▶▶
         Vibrance   ◀◀ ◀ ▶ ▶▶

                        Reset All

Keywording ◀

Keyword List ◀
+

Default   Metadata ▼

Sort: Added Order ↕   Thumbnails   Sync Metadata   Sync Settings

1 2   ▦ ◀ ▶   Previous Import   0 photos ▾   Filter :   Filters Off

Open Adobe Lightroom and click the "Import Button"
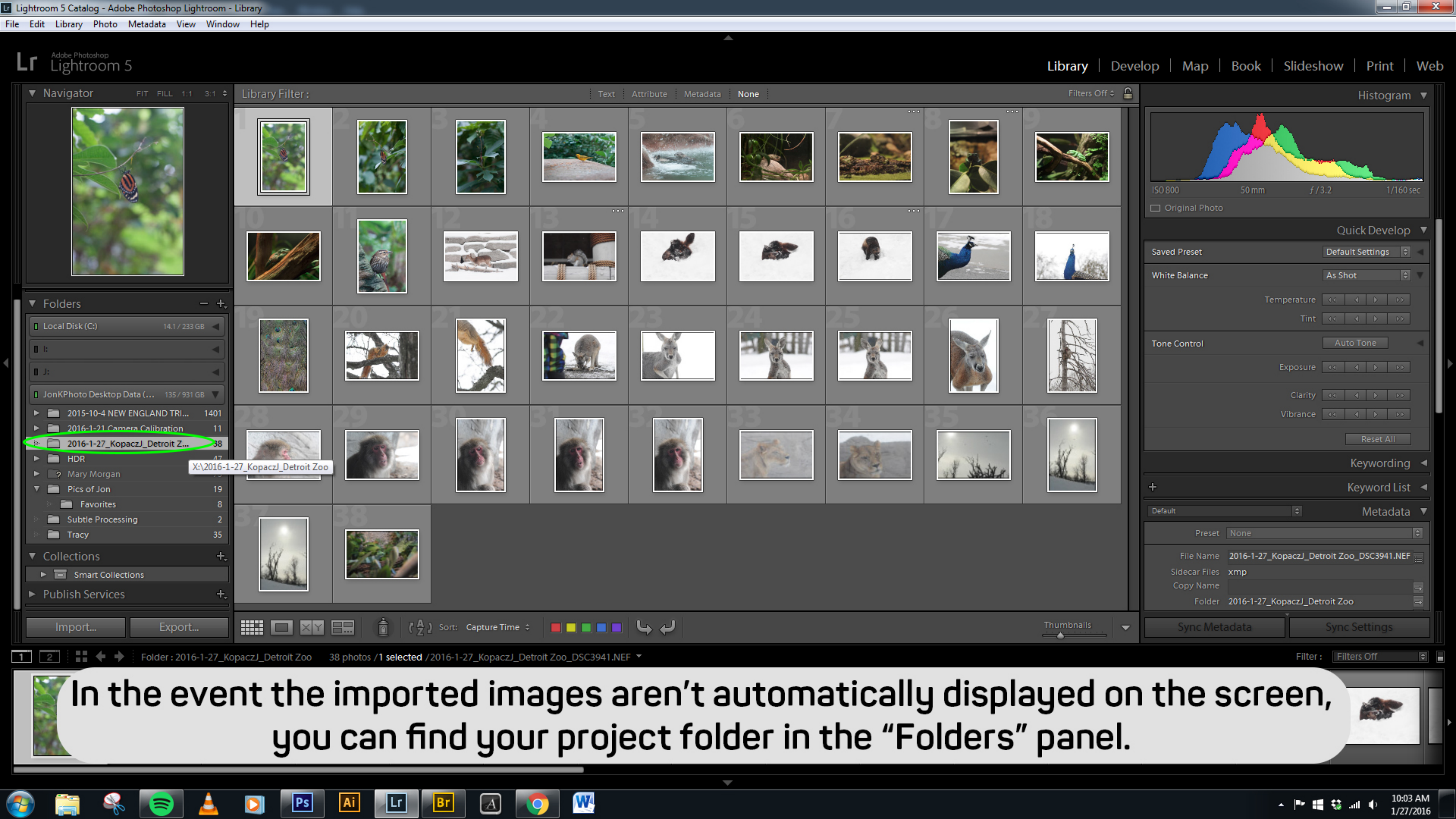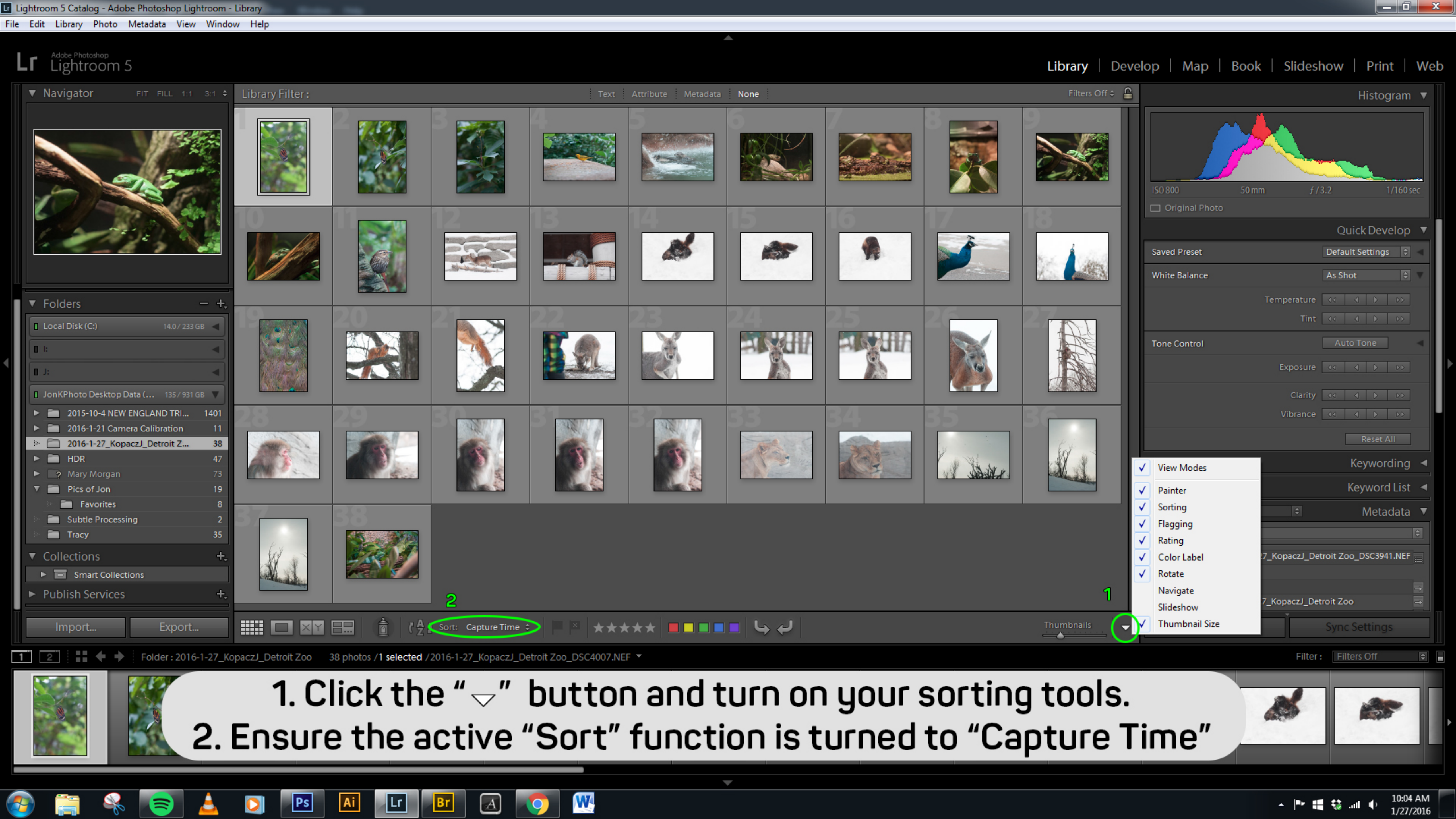
Navigate to your project folder.
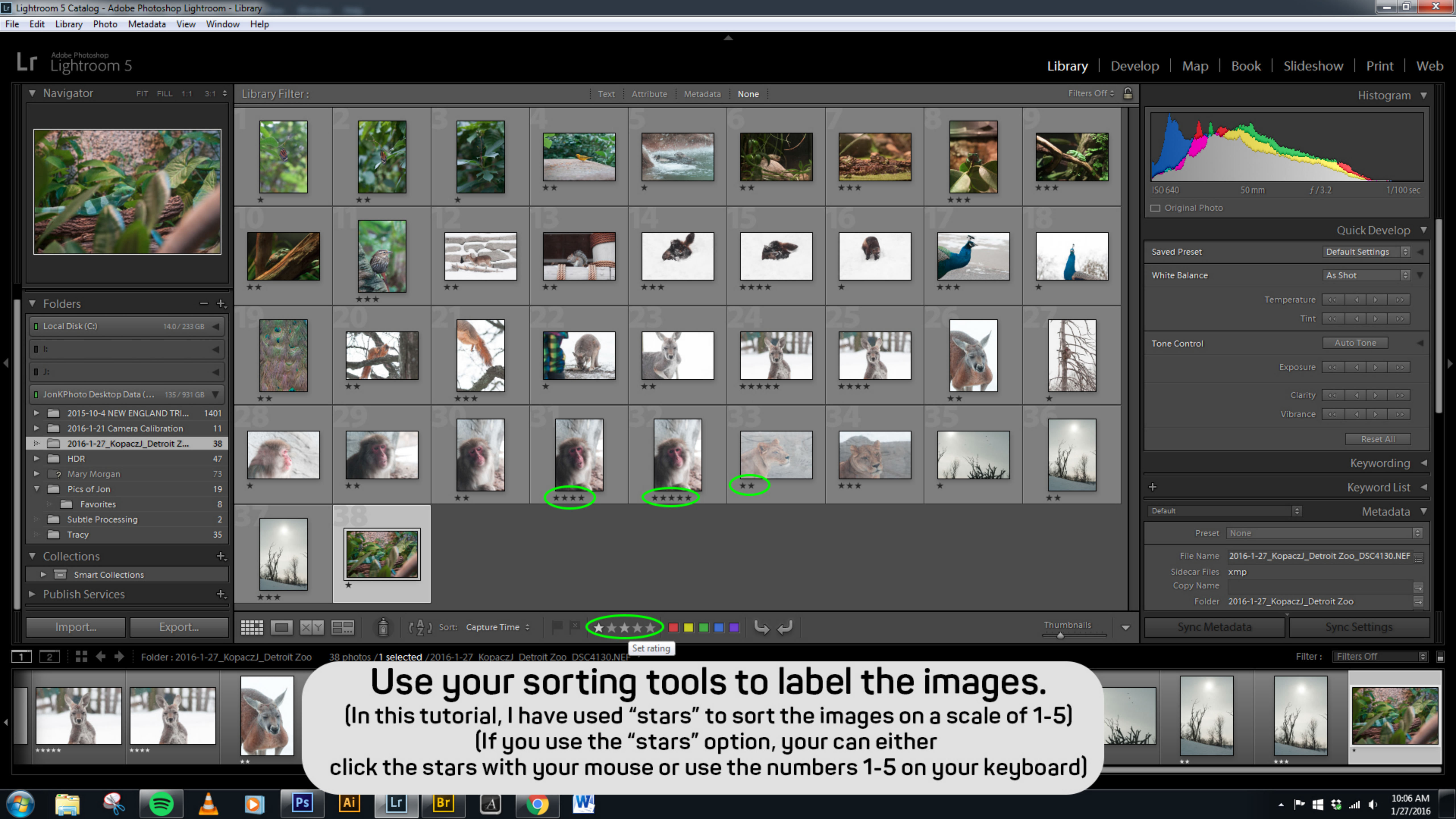
1. Ensure the "All Photos" box is checked.
2. Ensure the "Don't Import Suspected Duplicates Box" is checked.
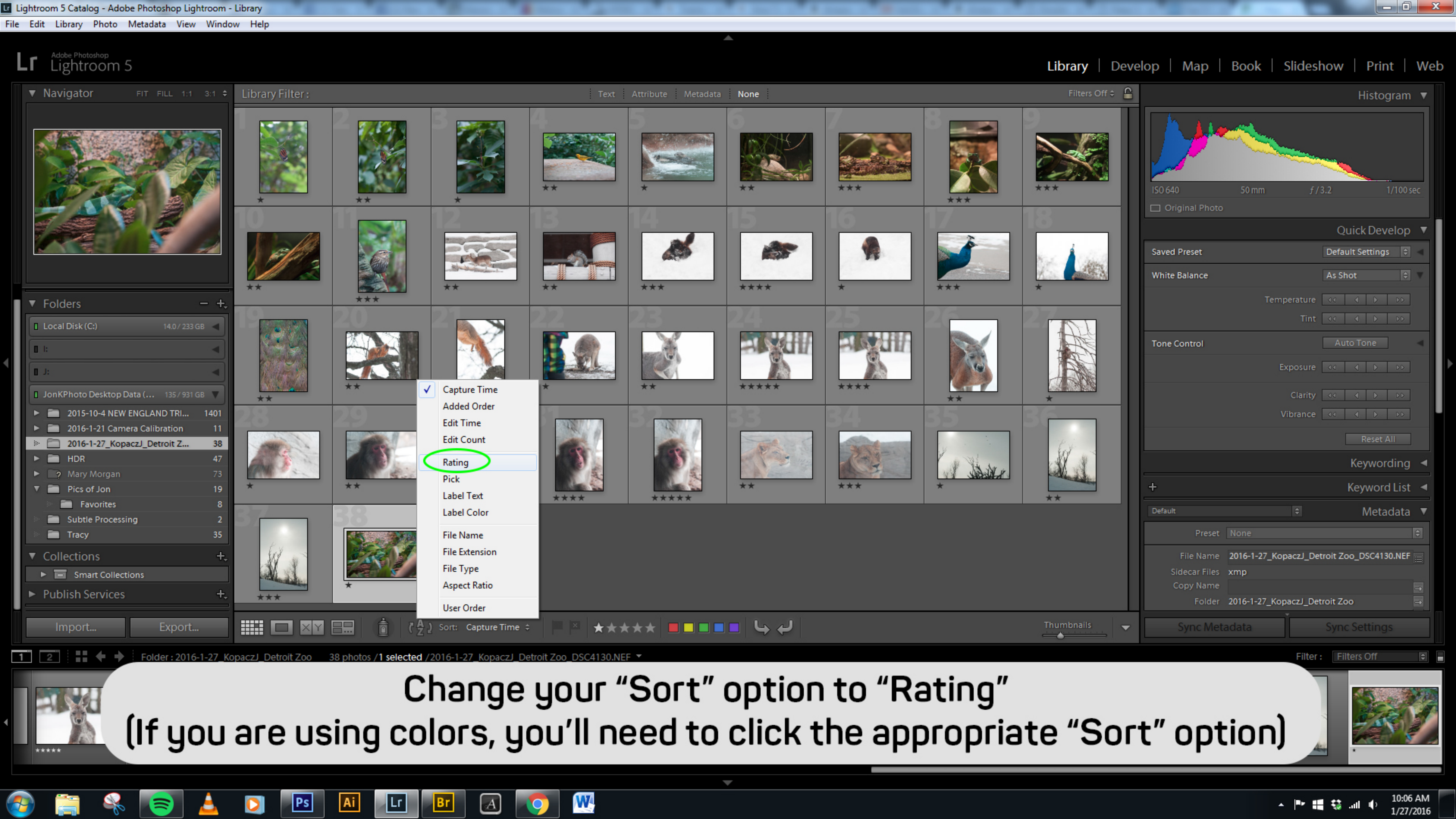3. Click the "Import" Button.

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

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, your 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)
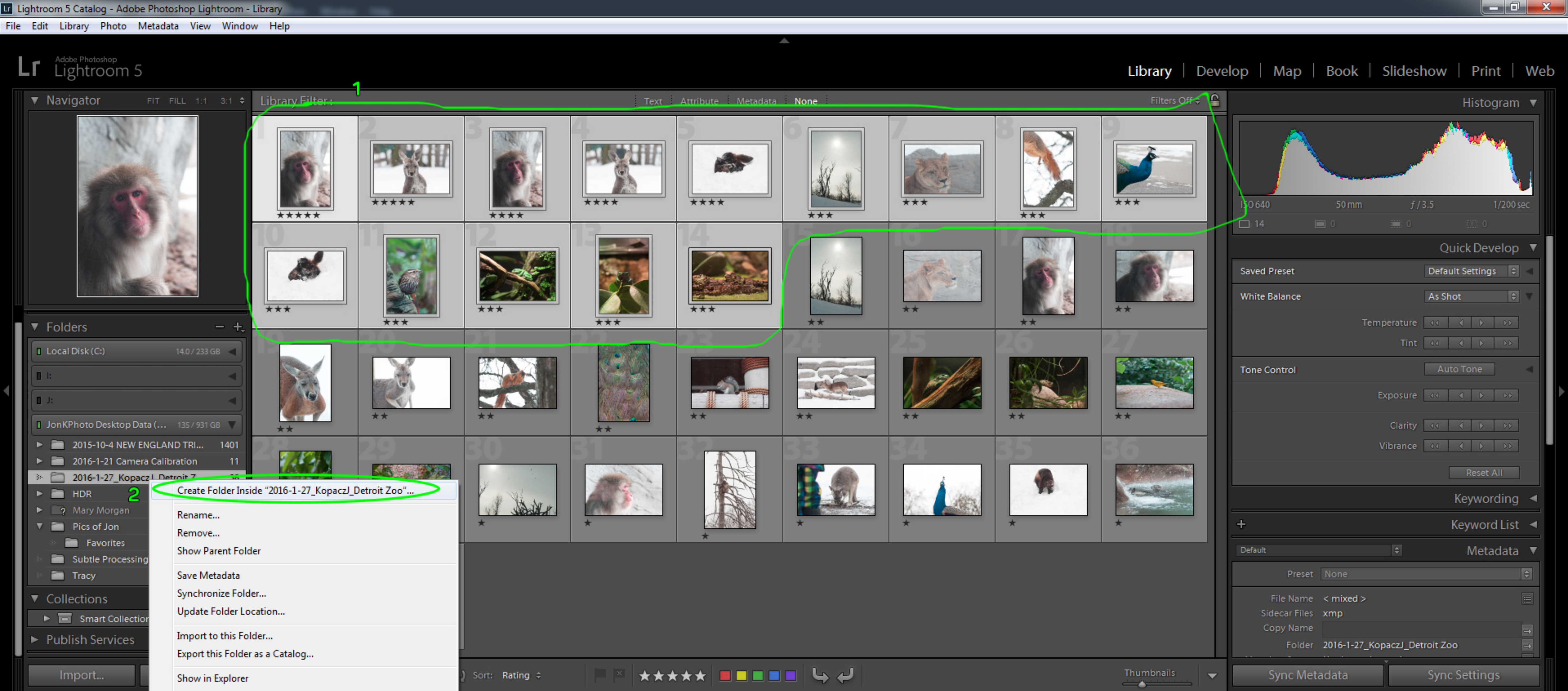
Your images will now be sorted from highest to lowest.
1. Select the images you have determined to be worth processing.
2. RIGHT CLICK on your project folder and select "Create Folder Inside...."
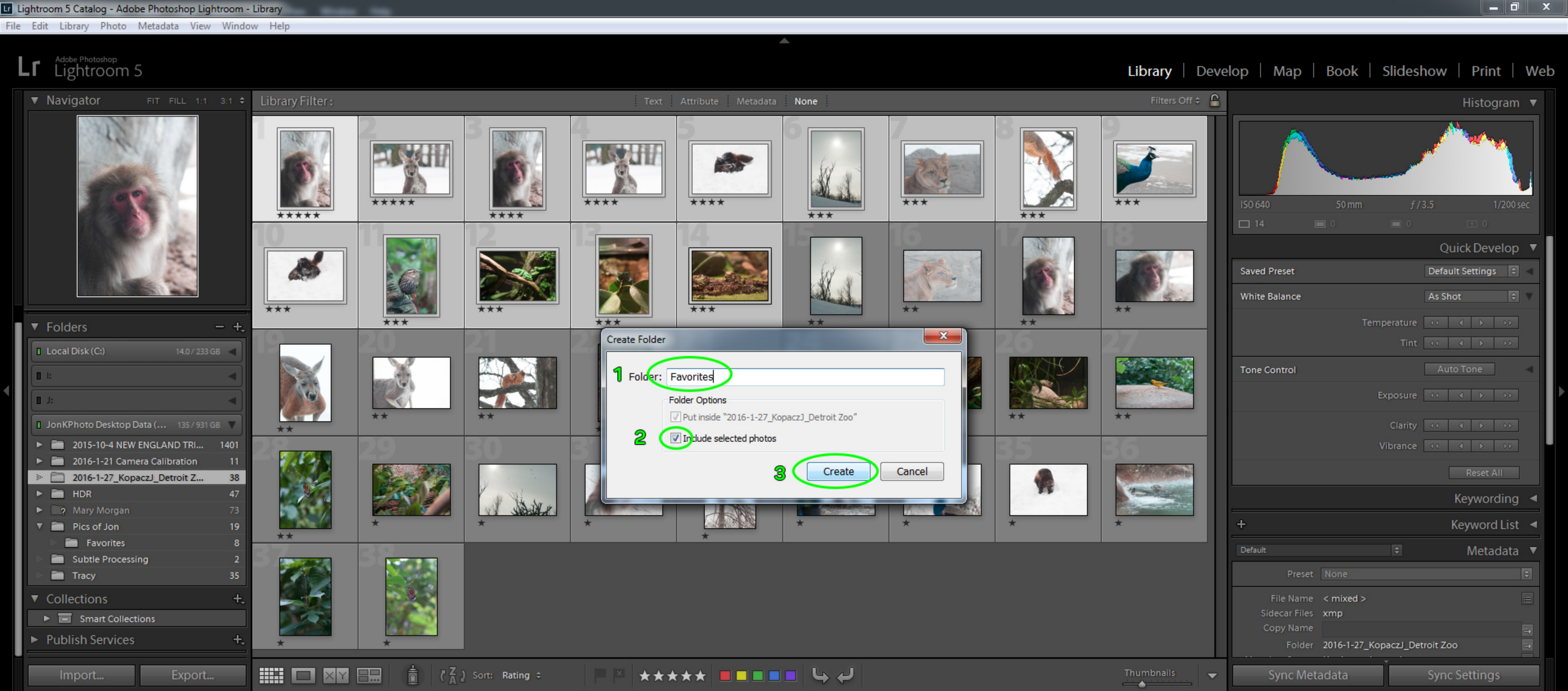
1. Title the new folder

2. Ensure the "Include selected photos" option is checked

3. Click "Create"

By selecting the newly created folder in the "Folders" pallette, Lightroom will only display the files located in that folder.
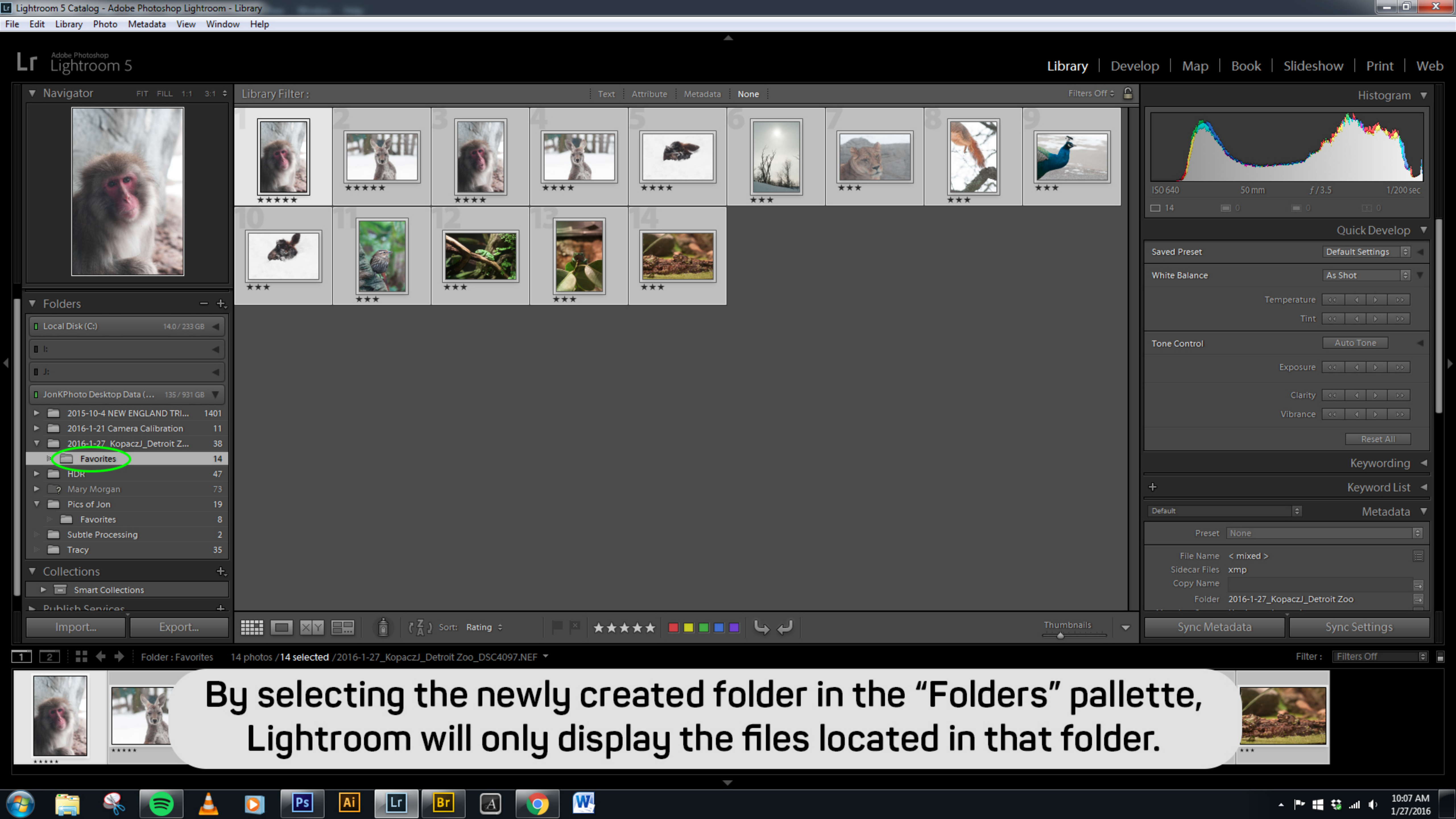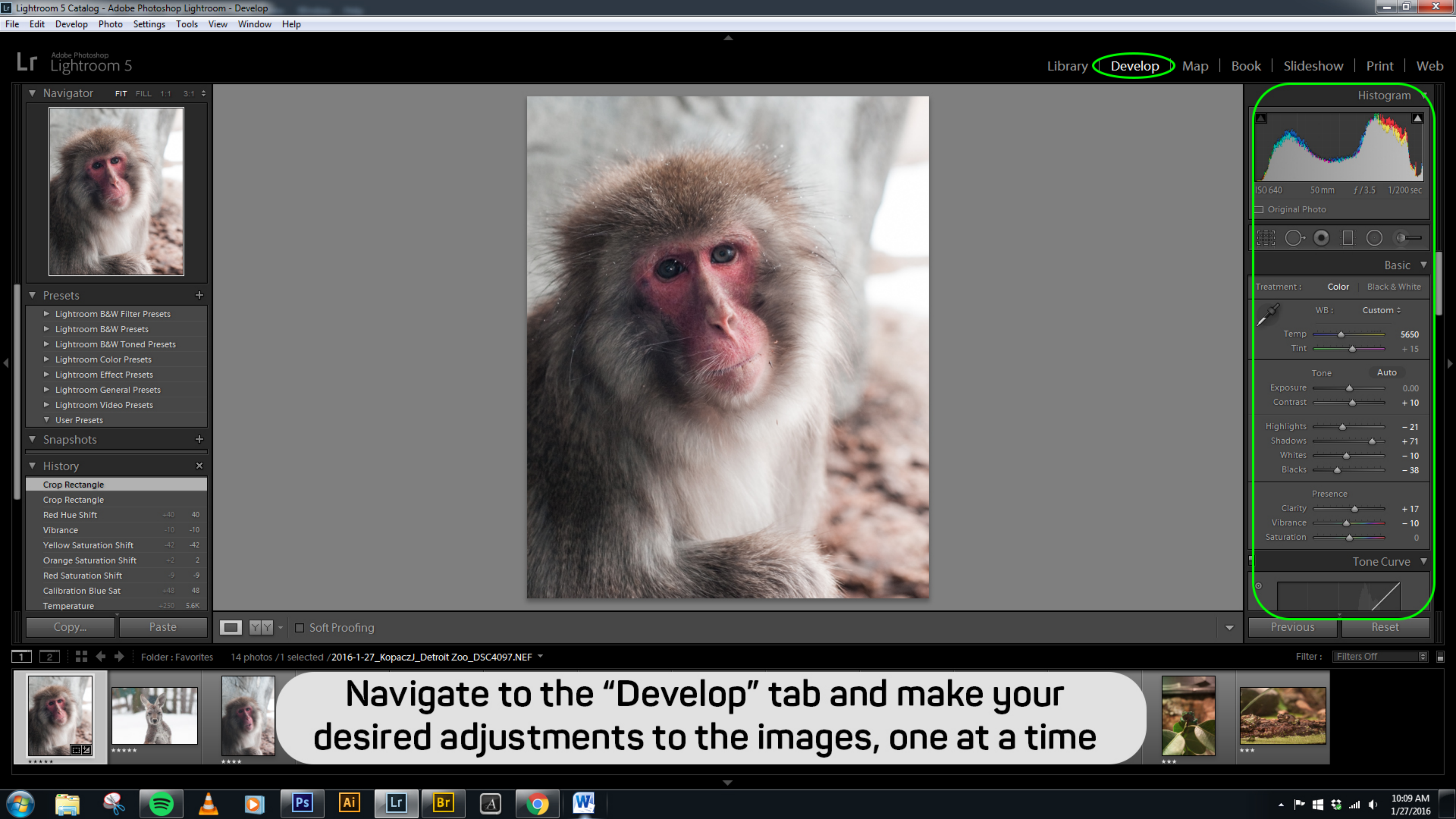
Navigate to the "Develop" tab and make your desired adjustments to the images, one at a time

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
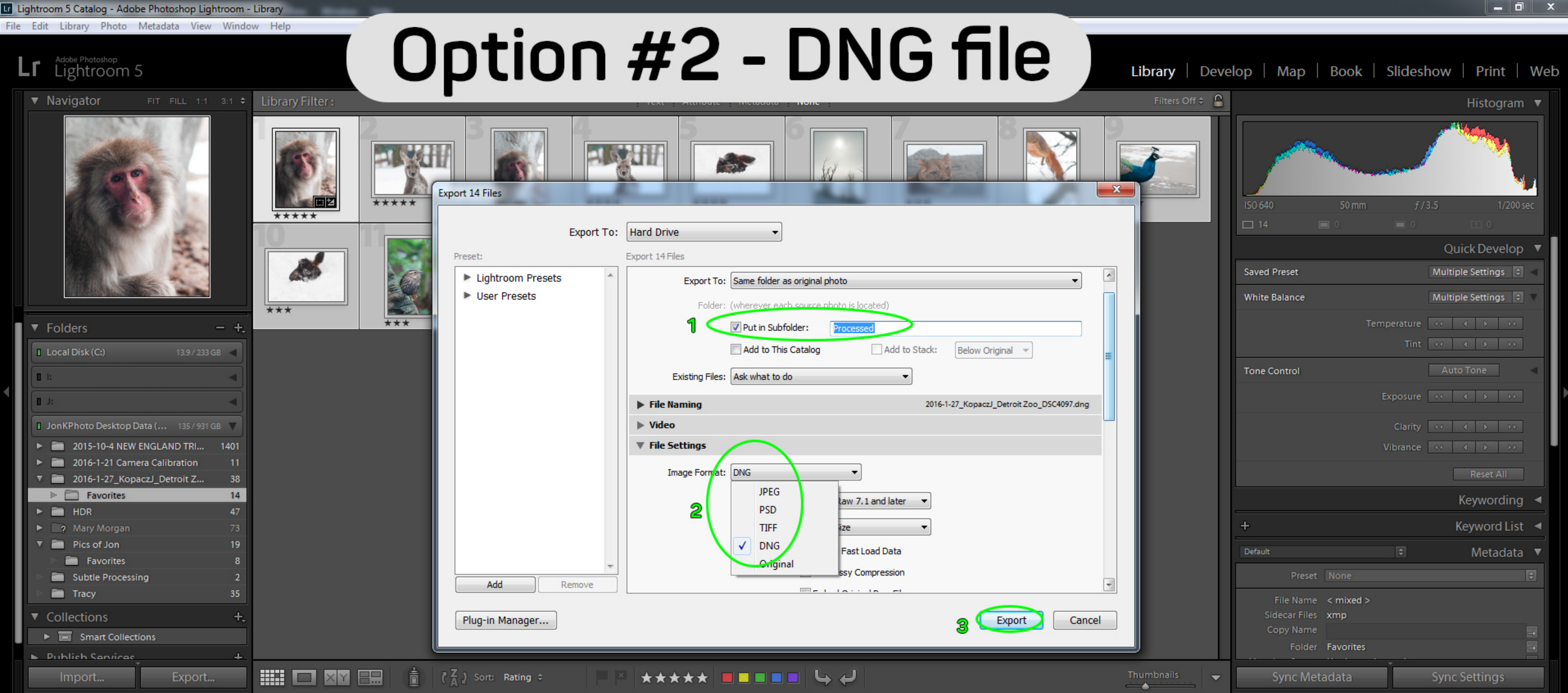
Once you have made corrections to the images:
1. Navigate back to the "Library" tab
2. Select ALL your corrected images
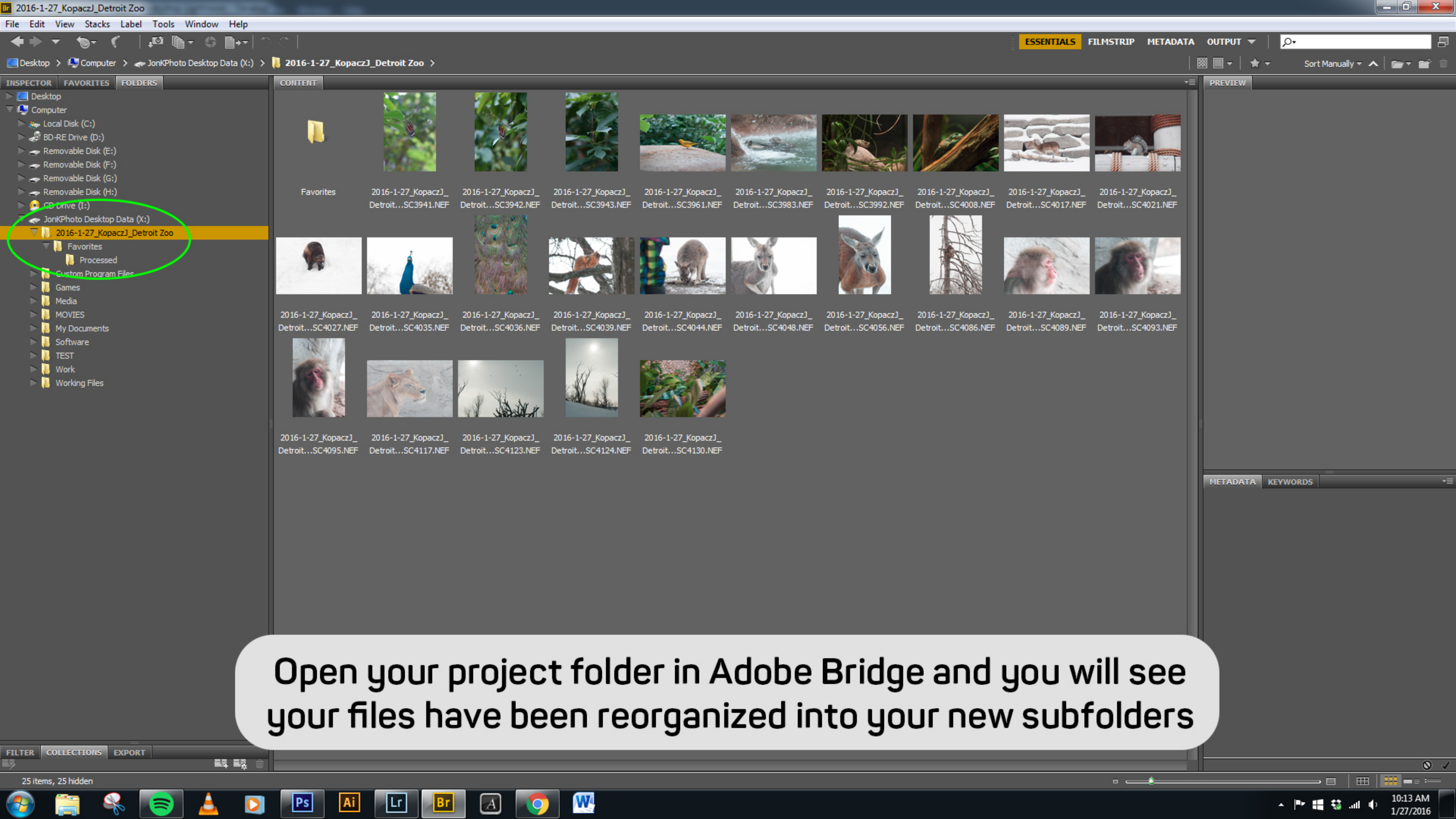3. In the "File" tab, click the "Export" button

Option #2 - DNG file
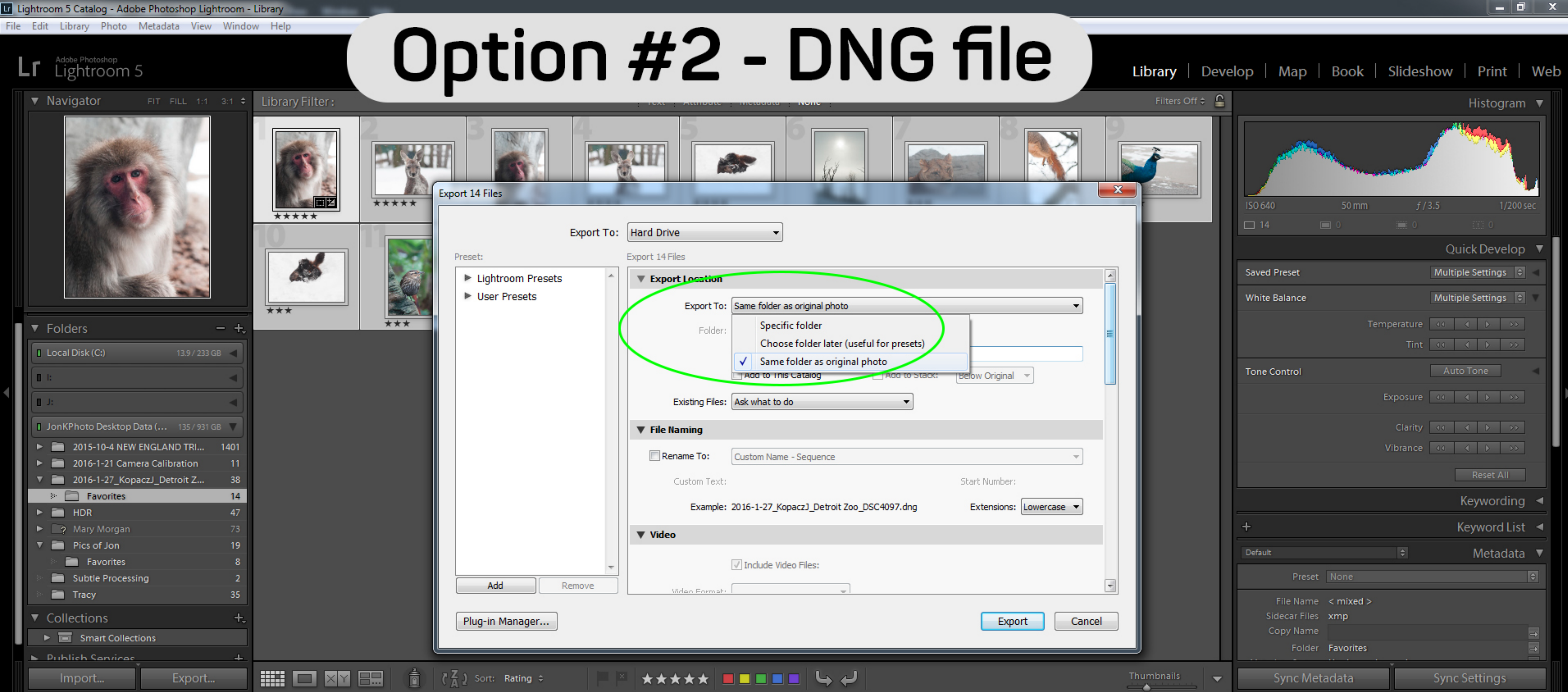
In the "Export" dialogue box, select where you want to save your new files
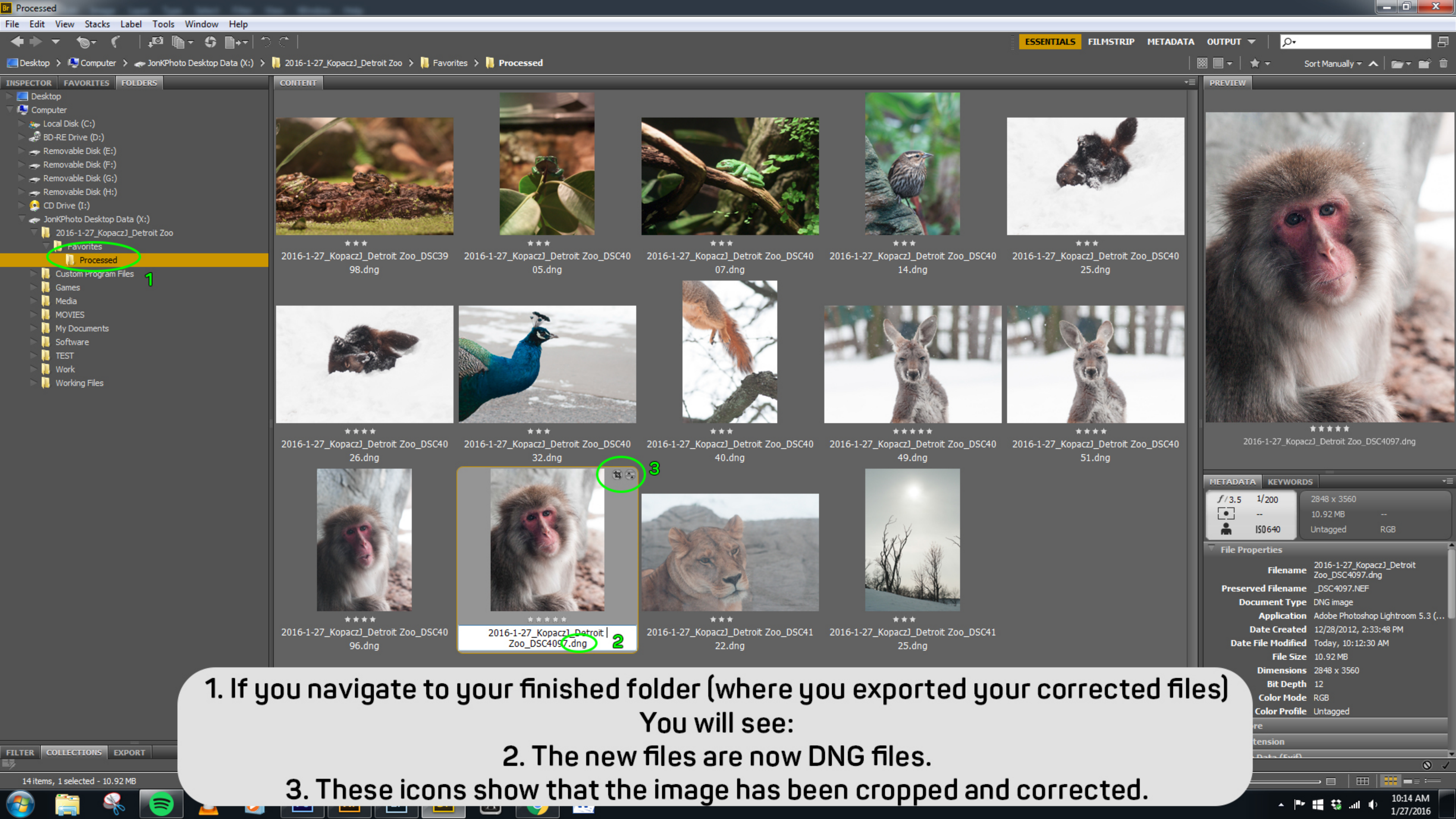
Option #2 - DNG file

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.