Lightroom

Beginning Procedure

Adding Photos

- Find the Folder wanted (left side panel)
    - o Ext. HD -> G:/Lightroom
      Press **ADD** at the top of Browse Screen

- Right Side Panel
    - o Select Import – use Standard
    - o Select – Using an External HD
    - o Apply during Import
        - ▪ Develop Setting (may use)
        - ▪ Metadata – Use Bob's Metadata
        - ▪ Keywords – add in general words
- When done – press Import

- The dialog box below will appear
    - ▪ Use the Information in the dialog box (below)
    - ▪ Then import

Working up Photos
- Once all photos are imported into LR
    - o Go through each photo
    - o Go to Photo Menu Bar
        - ▪ Turn on Advance to Next Photo
    - o Flag each photo with a "**P**" for Pick or an "**X**" for Reject
    - o Once done
        - ▪ Go to Photo Menu
        - ▪ Delete all Rejected Photos
            - • Remove them from Disk (totally)

- Select all the Flagged Images using the Filter

- Then go to **Survey Mode**
    - o Select the Images that are the same (Hold down Shift Key)
    - o Press **N** for **Survey Mode**
    - o Press **Shift Tab** to remove all the Panels
    - o Selecting
        - ▪ Remove Photos that you do not want (reverse from selecting best photo)
        - ▪ Press **X** to re-move from **Survey Mode**
    - o You will be left with your best image for that group
        - ▪ Tag the image with **Star Rating**
- Once done with selections – Re-Name all photos
    - o Use Bob's Naming Sequence