

Organising Your Images in Lightroom

STester_ME

1. Open LR > Preferences > External Editing > Check box, Stack with original > Template > Click on Disclosure Triangle > Edit
2. Clear out text in Example > Type in STester > Click on Date (YYYY) > Click on Insert > Click on Filename number suffix > Click on Insert > Type in ME > Add an underscore between each insert to give separation > Sample will display as **STester_2005_0002_ME**
3. Click on disclosure triangle next to Preset > Click on Save Current Settings as New Preset > Preset Name **STester_ME**

Metadata Copyright

1. Click on Metadata Panel > Click on disclosure triangle next to Preset > Click on Edit > Click on disclosure triangle next to IPTC Copyright > Next to Copyright, type in © 2017 Sheila Tester All Right Reserved (copyright symbol Alt/G on the keyboard) > Next to Copyright Status, type in Copyrighted > Next to Rights Usage Terms, All Rights Reserved No Reproductions Without Prior Permission. > Click on disclosure triangle next to IPTC Creator and fill in your details.
2. Click on disclosure triangle next to Preset > Click on Save Current Settings as New Preset > Preset Name **© 2017 Sheila Tester** > Click on Done

Card Reader > Import Photos > Show in Finder

Rename Photos

Make New Folder > 2017 > Click on + sign, *Show Photos in Subfolder*

Find Missing Photos > !

Keywording

Library Filter > Text > Attributes > Metadata

Collections > Create a *Collection Set* > Create a *Collection*

For further detailed help I suggest you go to the Julieanne Kost tutorial on this link.
<https://www.youtube.com/watch?feature=youtu.be&v=XUqqm3DaTmE&app=desktop>