Processing Photos Using Lightroom
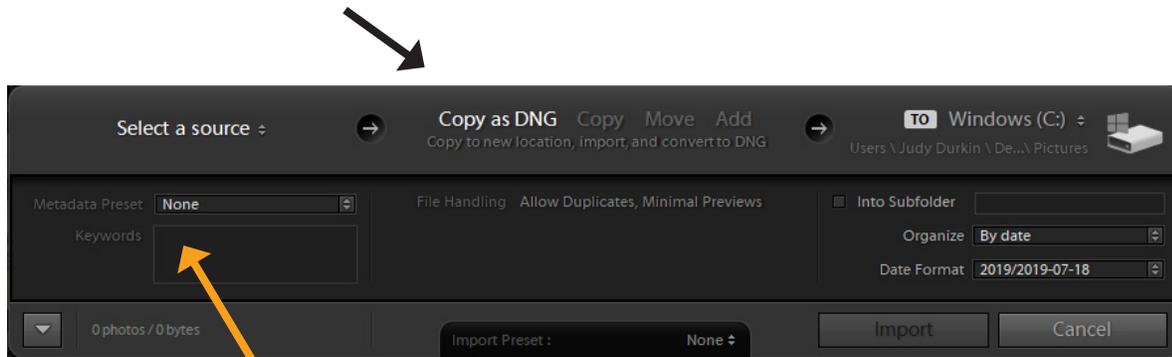
Insert your Camera Card into the reader

Open Lightroom Classic

File>Import Photos & Video
> Select your camera card as the source.
> Be certain to select **Copy as DNG** - see screenshot below

Be certain to add Keywords (example: football practice Jul 17)

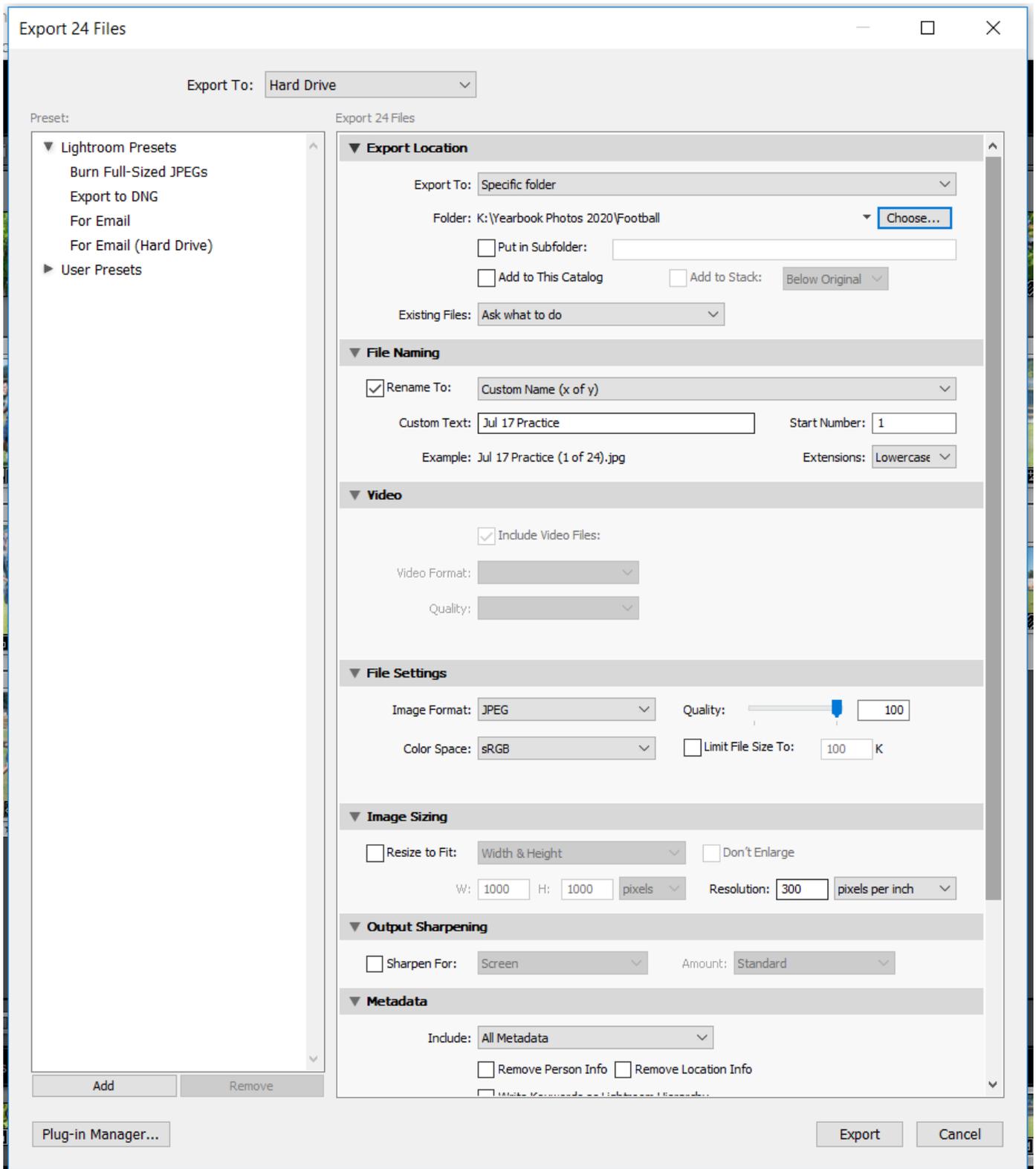The photos from your camera card should populate the screen

Select all of the photos by clicking on the first photo, holding down the **Shift key**, and click on the last photo.

On the left panel, locate the **Collections** section and click on the **+** sign (located to the right of the word, Collections). Select **Create Collection** and Name it: **Event Date** (example: *Football Practice Jul17*). Maker certain that the ☑ **Include selected photos** box is checked. Click **Create**.

If the photo is unusable (blurry, too light) Remove it by **right-clicking** on the photo in the strip and selecting **Remove Photo**. *Do NOT remove ANY photos due to personal preference (whether you like the people in the photo or not)!*

On the top information bar, click on **Develop**. Now, slowly and carefully **double-click each photo** and correct for exposure, vibrance, saturation, and sharpening according to the demonstration given earlier. If you crop, be very careful not to crop too tight- it is better to leave space and crop later in the layout app.

When you have completed the Develop mode, Select all of the photos. Click **File>Export**. Export to **Hard Drive** - use the settings in the screenshot below to guide your selections. Make certain that under *File Settings, Quality* you push the slider all the way to the right (see screenshot). In *Image Sizing*, be certain to change the resolution from 240 to **300 pixels per inch**. Click **Export**.

After exporting to .jpg, check the Yearbook hard drive, Drive>Yearbook Photos 2020> to make certain that your photos have all been uploaded in .jpg format.

Now go to Treering.com, login, click *MyPhotos>My Folders* and if there is not a category for your photos, create a new folder (example: football). If the corresponding folder exists, select that folder and add your photos!

NOW you can put the card back into the camera and format the card. **Do NOT format the card until you are absolutely certain that ALL of the photos have been saved in .jpg format to the hard drive!**