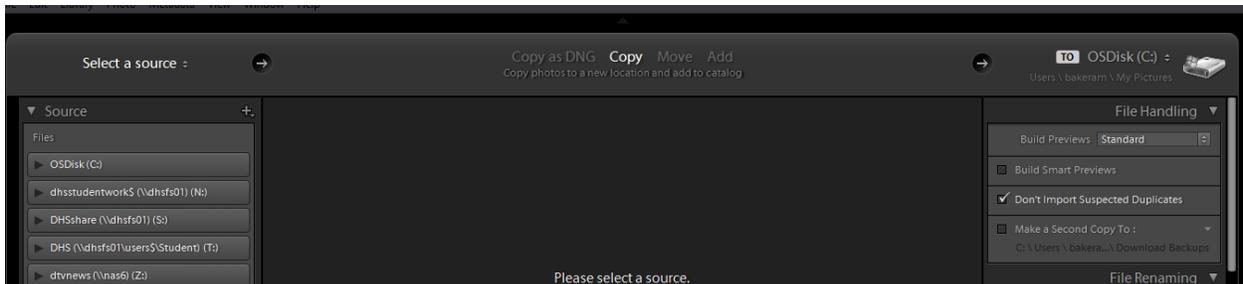**What do I do after I shoot?**

Remove the SD card from the camera. Put the lens cap back on the camera, put the camera back in the bag and return it to the camera bin on the black cart. (If the battery needs to be charged, pull it and put it on the top level of the cart, but not back in the battery bin).

Log into your assigned laptop as DTVNews, not your student account. If you log into your student account, you will not have access to either Lightroom or the network drive.

Plug the SD card into the card reader on your laptop (you do have your assigned laptop, right?) If the card reader on your laptop isn't working, grab a multi-card reader from me.

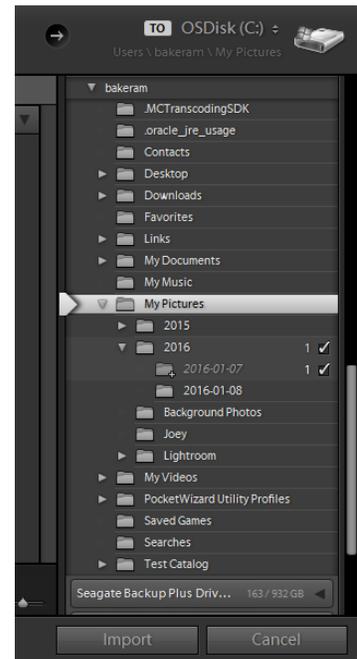Open up LR, go to File > Import Photos and Videos.

Here, I don't have a card as the source (because I didn't have one handy" but you should see the card (it'll be named D5200 or something similar).

Make sure "Copy" is highlighted at the top. (If you're adding pictures that are already saved on your computer, you'd choose "Add").

Under File Handling on the right hand side, you can choose "Custom Name + Original File Number" if you want to rename them here (I suggest going ahead and renaming them to whatever it is you were shooting. Otherwise, you'll wipe up with hundreds or thousands of "Untitled-0001.NEF," "Untitled-0002.NEF," etc. on your computer.

Under Destination, choose This Computer > Pictures > Lightroom > 2016 > and it will create a folder in the Year-Month-Day format.

Your folder structure should be Local Disk > Pictures > Your Name > and inside that you should have two folders, a 2016 folder and a Lightroom folder that holds your LR catalog, previews, etc.

Once you have your photos imported, what should you do?

The first step should be to sort and rate your photos. I go through and flag any bad photo as rejected (by selecting the photo and hitting the "x" key; the photo will be grayed out when you do this). Then, I filter the photos by their flag status (rejected) and right click > Remove Photos, and when promoted, I choose "Delete from Disk." This will permanently trash your photos, so make sure you photos you're flagging as rejected are ones you really want to trash.

Then, I go through and start rating what's left. I like to do a 3, 2, 1 star system. I start by rating all the photos I think I'm going to work on as 3 stars, then I apply an "equal to" filter of 3 starts to the filmstrip so that I only see the photos I've rated as 3 stars. Then, I go through those and decide which ones I'm actually going to edit. I rate those as 2 stars. I edit those photos, then I go back after I've finished all my editing and rate the ones I actually want to deliver as 1 star. I filter those photos again so that I only see the ones rated as 1 star, then I export those.

How do I rate photos in LR? It's simple, select the photo you want and hit any of the number keys, 1-5. If you want to quickly turn filters on or off, click the two little buttons on the far right hand side of the filter bar (one is white, the other, and gray). If you ever find that you're missing photos, it may simply be that you have a filter applied.

How do I export photos? Select the photos you want, and right click, Export (it's the top option on the right click menu). Once you click that, you'll see a new window.

What export options should I select?

First, you need to select the location you'd like LR to export the photos to. You should select the folder (on your hard drive, not on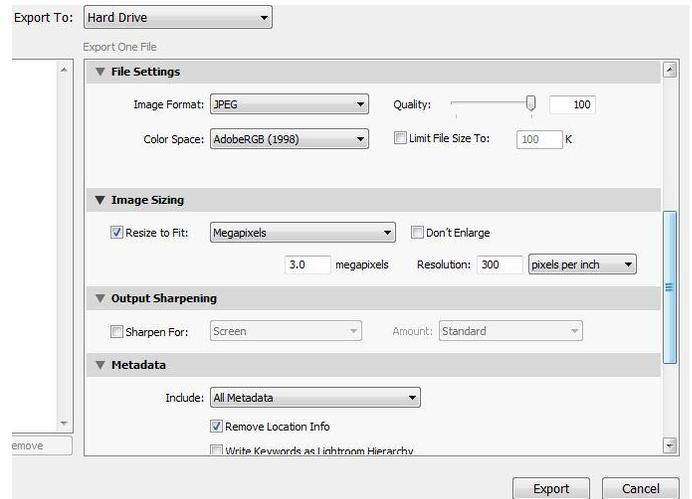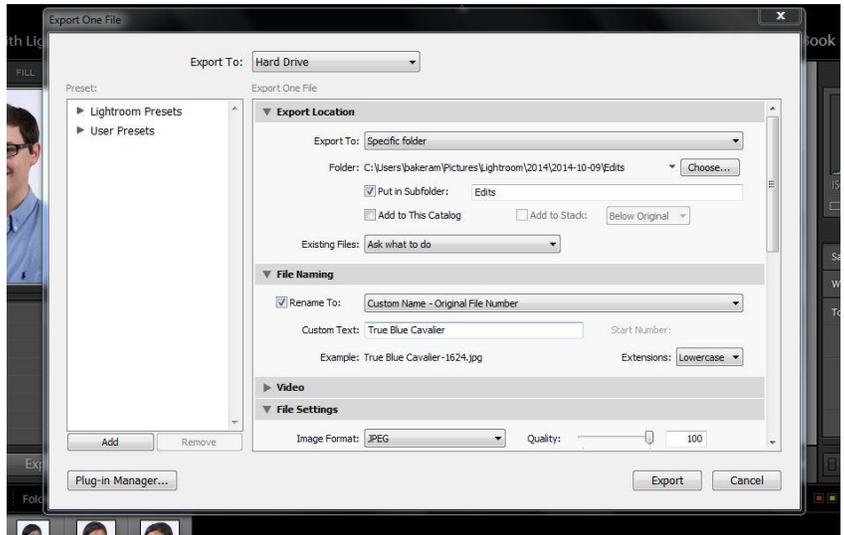 the network drive) where you have the raw photos from that shoot located. This way, you keep the raw and edited photos together. This will make your life easier should you ever need to go back and look for either raw or edited images (and you will have to do this, so just go ahead and get in the habit now).

You should have the "Put in Subfolder:" option ticked, and you should name it "Edits."

Under "File Naming" you should tick off "Rename To: Custom Name—Original File Number" you should name your photos "Your Name – Name of Shoot," LR will automatically add the original filenumber to the end.

Under "File Settings" make sure you are exporting to JPEG format, at quality 100. Always quality 100; *the only reason you would ever use something under 100 is if you wanted to export low-res copies for the web (to keep people from stealing the hi-res version from your website).* Resize them to "Megapixels" and make sure that's set to between 3 and 5 (most of the time, you'll want them at 5). You can also choose dimesions here, like 8x10. Also, set the resolution to 300.

Once you set this up, the only thing you'll have to change the next time you're ready to export is the location and the file name, unless you want to export to a different file size, file dimension, or quality.

When you've exported your finished photos (we'll cover how to actually edit the photos in a different post), you should locate the "Edits" folder in your raw files folder, copy that folder, and paste it to the appropriate "Finished Assignments" folder on the network drive, renaming it to your First Name and Last Initial.