Travel Preparation

Before you leave for your trip

1. Set the local time of your camera shoot location if necessary!!!
2. Make a **TripName** folder on your laptop desktop (or on an external drive you will be using).
3. Create a subfolder called **IMAGES** (Jardine calls it Photo Library)
4. Within the **IMAGES** folder, create current year-folder (**2013_year**).
5. Shoot folders will be added under the year.
6. Open Lightroom and create new catalog: FILE|New Catalog and navigate to the **TripName** folder you created in #2. Name the catalog whatever—*TripName Location Catalog*
7. LR will backup your old catalog and reopen with the new *TripName Location Catalog*
8. For each shoot, use Explorer to add the shoot folders under the **IMAGES/2013_year** folder
9. Open LR and import the shoot folder images.
10. Before you exit the first time verify that these settings are checked: EDIT|Catalog Settings
    - o General: Backup catalog every time LR exits
   - o Metadata: ☑ Automatically write changes into XMP
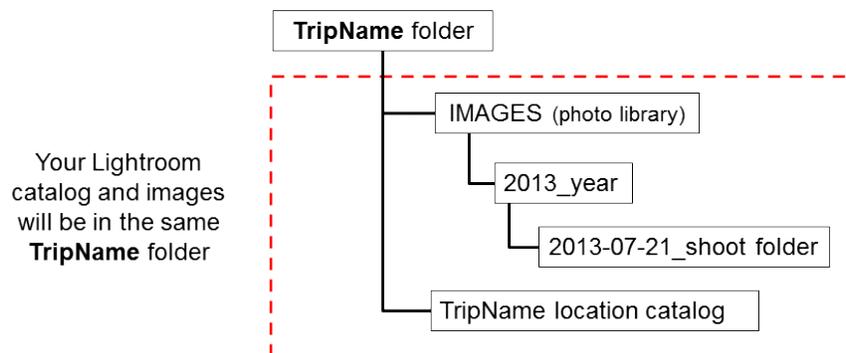
Travel Routine

1. Locate your **TripName** folder
2. Within this folder, locate your **IMAGES** folder and the correct **Year** folder; create a **shoot subfolder** under the appropriate **Year** folder and copy photo shoot files from camera card here
3. Make a backup
4. Open LR and Import these photos into the catalog;
    a. apply any desired preset
    b. apply metadata
    c. apply any generic keywords for the shoot
5. Once imported
    a. Apply specific keywords
    b. Adjust the date/time stamps if necessary
    c. Rename files to include more information if you want
    d. Apply GPS metadata if you have it
    e. Delete poor images; select images that you will edit using your favorite tagging system

Lightroom Location Workflow & Catalog Management

When You Get Home

1. Attach laptop to the network with a cord (will be quicker than wireless)
2. Share the TripName folder on your laptop desktop. Here is the location of the travel catalog on the desktop of VAIOGGLAPTOP:
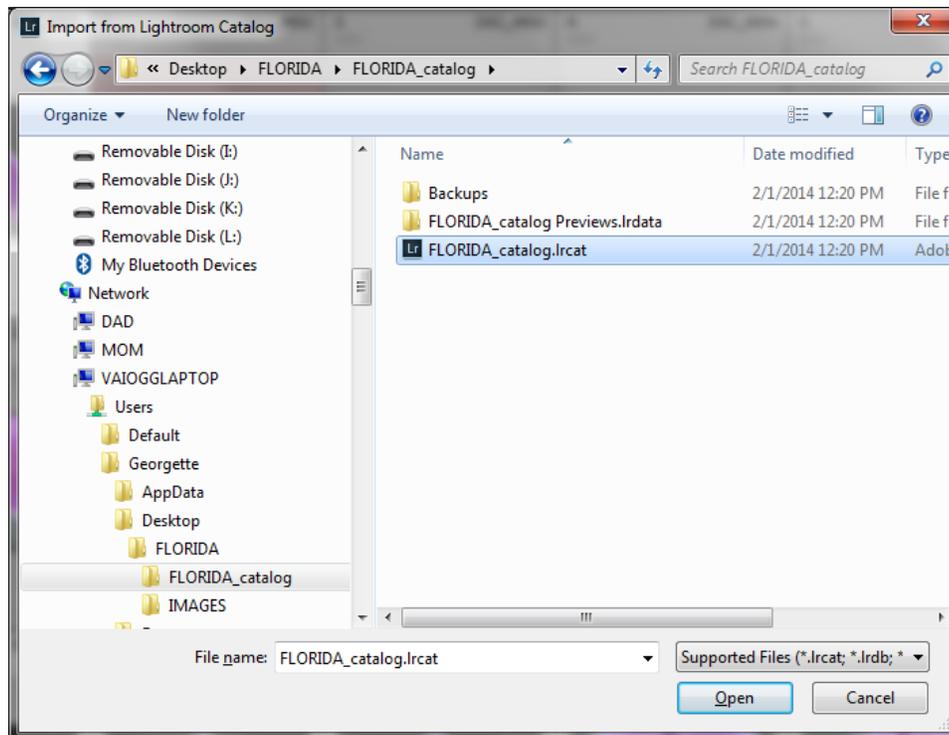

3. Open your MASTER LR catalog on your PC and choose FILES|Import from another catalog). Under File handling choose Copy new photos to a new location and, for trips, copy to E:\IMAGES\My Pictures\TRIPS & VACATIONS. Click Import

Lightroom Location Workflow & Catalog Management
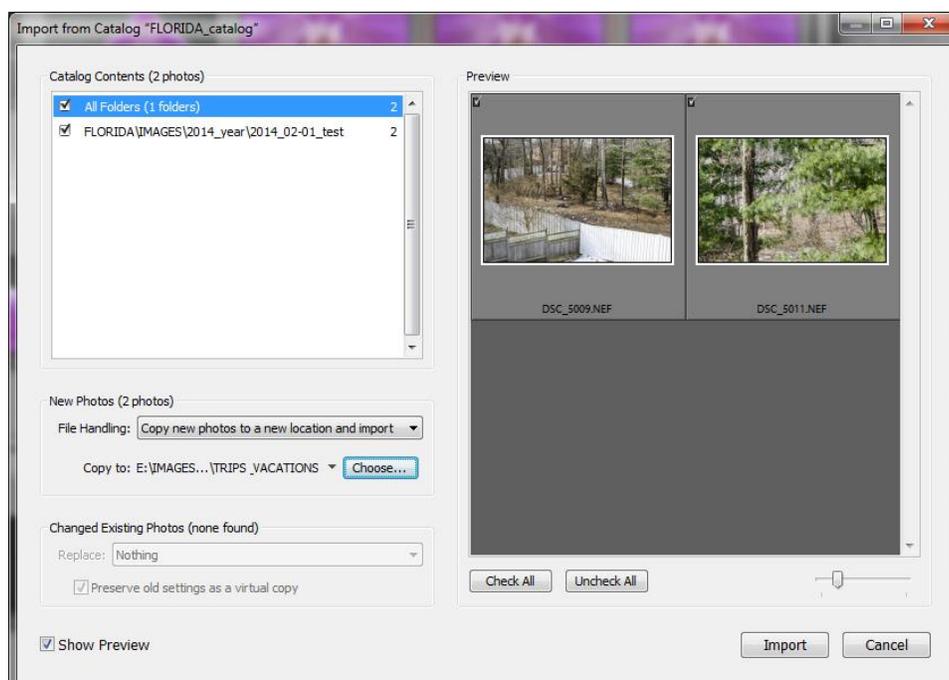
4. The images and the information from the TRIP (FLORIDA) catalog will be imported into the PC main catalog. Exit LR and save.
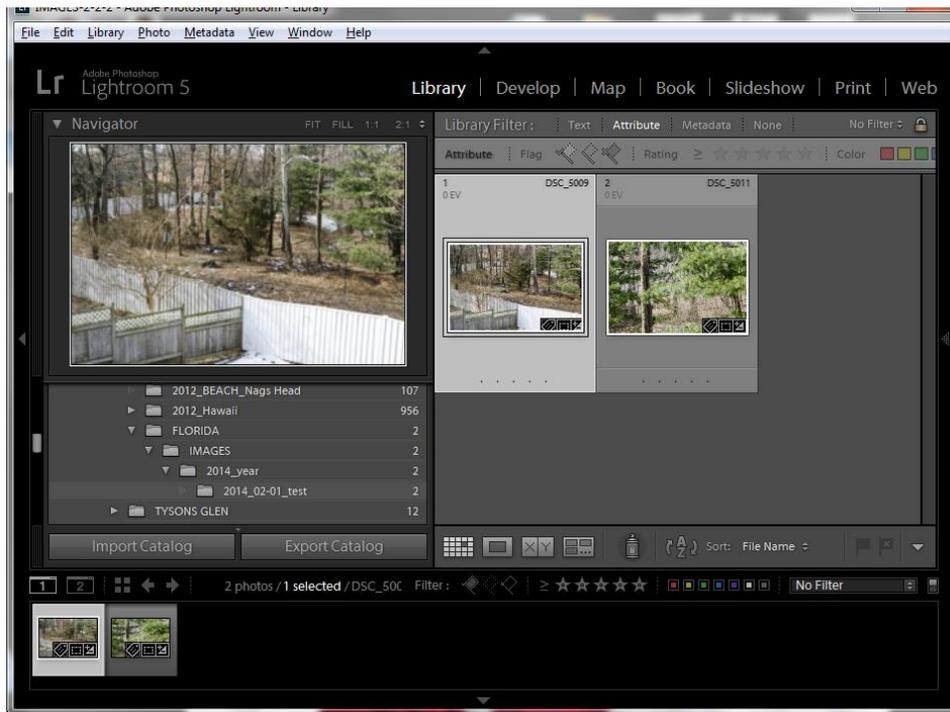
5. Once you know the import has happened, in Lighroom, rename the trip folder to year_TRIPNAME and move the actual named shoot folders under year_TRIPNAME. Now you can delete IMAGES folder (containing 0 images).

Lightroom Location Workflow & Catalog Management