

Naming Or Renaming

- Once all the photos have been imported into LR
 - o Go through all photos and select the keepers
 - o Press **CTRL A** to select all Photos
 - o Go to Library on Menu Bar or **(F2)**
 - Select Re-Name Photo
 - The Naming dialog box will appear
 - Select **Bob's Re-Naming**
 - Add in the Name wanted – Ex. Jamestown
 - Add in Year and Month
 - Then the first name will be added with 001
 - Ex. Jonestown taken March 2015
 - o Jonestown1503_001

- Listed below is my set up for File Name

Bob's Rename Sequence

- Setup to add in Name – will have to type in name
- Will automatically add the number (001)
- Dialog Box
 - o Image File name – Do NOTHING
 - o Sequence & Date
 - Image #001
 - Date - Do NOTHING
 - o Metadata - Do NOTHING