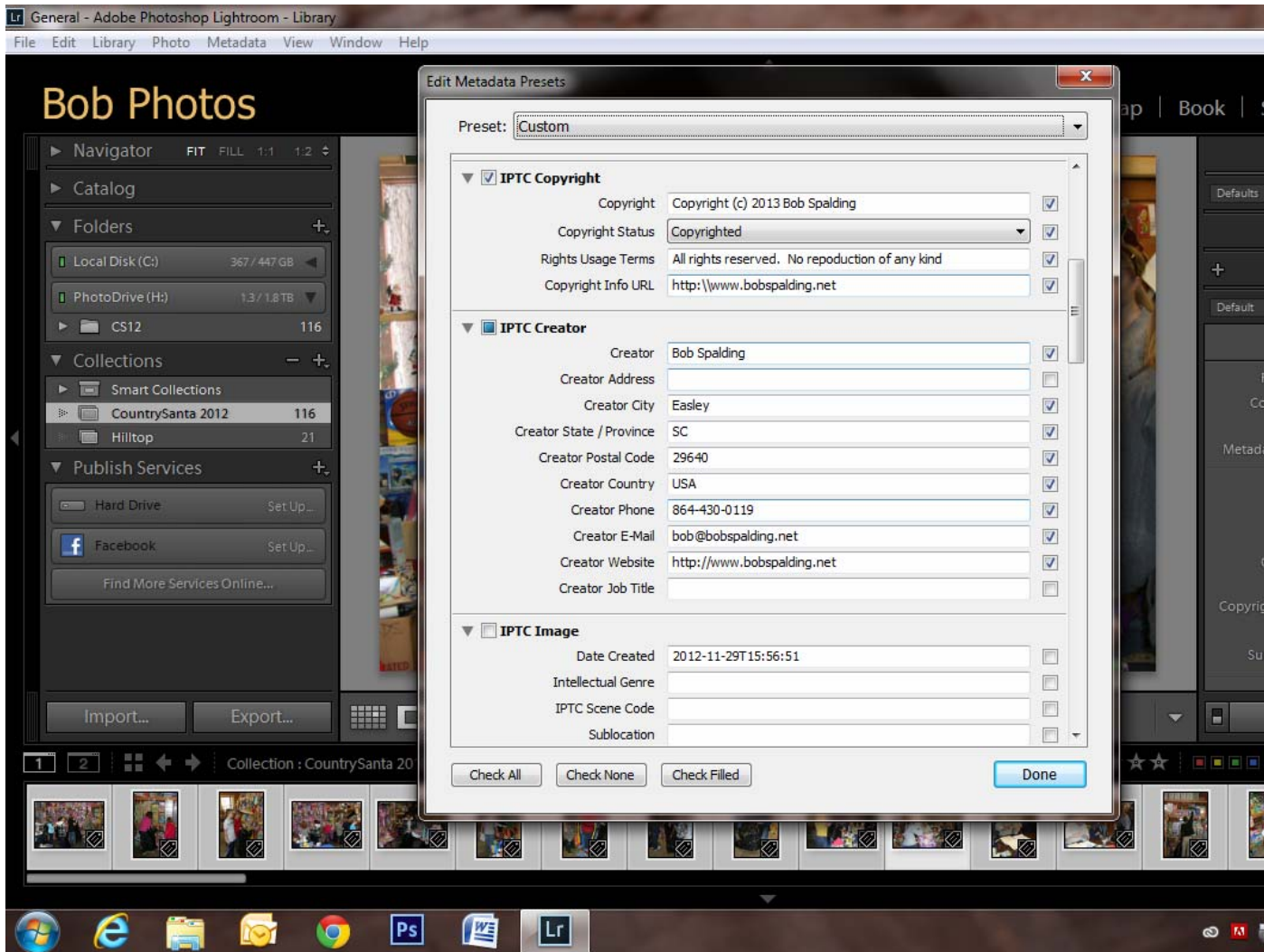


Metadata

- Go to Library Mode
 - Click on Import button (lower left at bottom of screen)
 - On Right side Panel
 - Go to Apply During Import
 - To create a new Metadata File – select New
 - Fill in the Copyright information
 - To Edit a Metadata File
 - Go to Import Mode
 - Right side Panel
 - Select Apply during Import
 - Edit Presets
 - Select Metadata
 - Select Bob's Metadata
 - Edit
 - Save
 - To select a existing Metadata File – select the file name
 - Go to IPTC Copyright
- Information that should be added
 - **Copyright:** 2015 All Rights Reserved Bob Spalding (bob@bobspalding.net)
 - **Copyright Status:** Copyrighted
 - **Right Usage Terms:** All Rights Reserved, no reproductions of any kind without written permission.
- Create a Metadata File – see below



- You can Edit the Metadata file on an individual Photo
 - On the Right Panel
 - Select Metadata
 - You can add in a Title and/or Description (Caption) of the Photo
 - Good idea if you will be adding the photo to Facebook
 - It save time, so you don't have to add it at the time you upload to Facebook
 - Can add in any additional information wanted