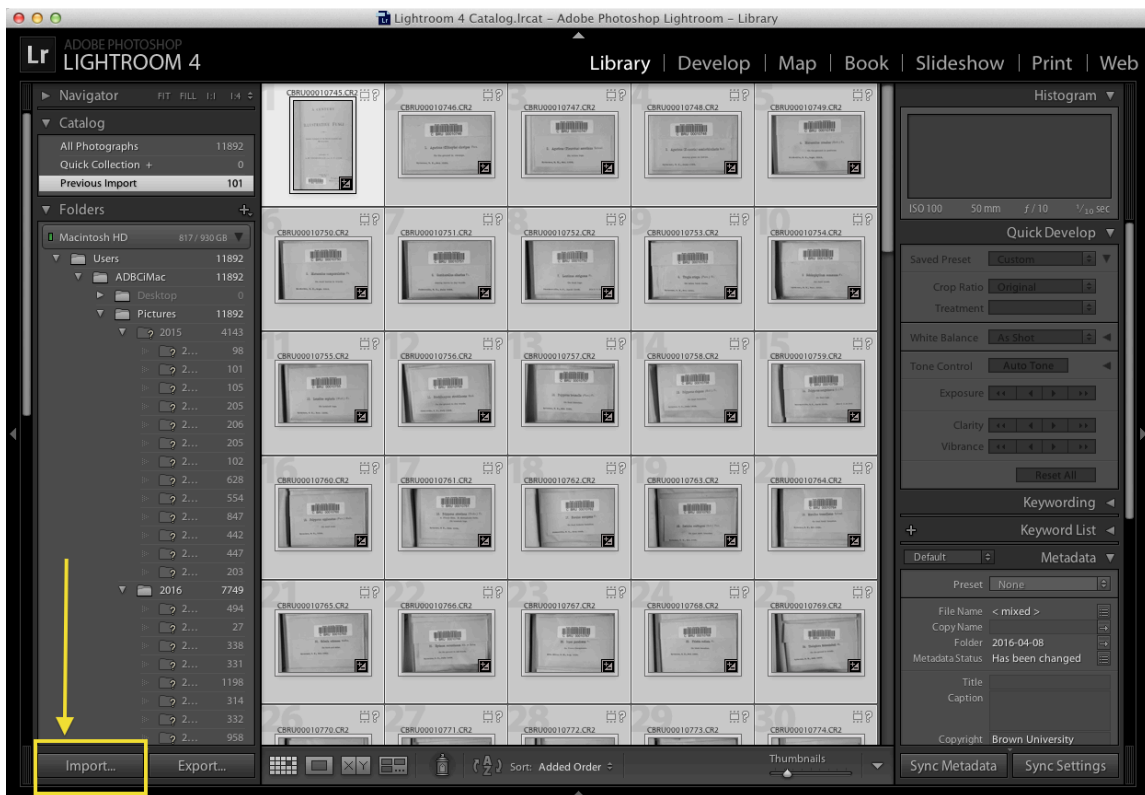# Using Lightroom to Process Images
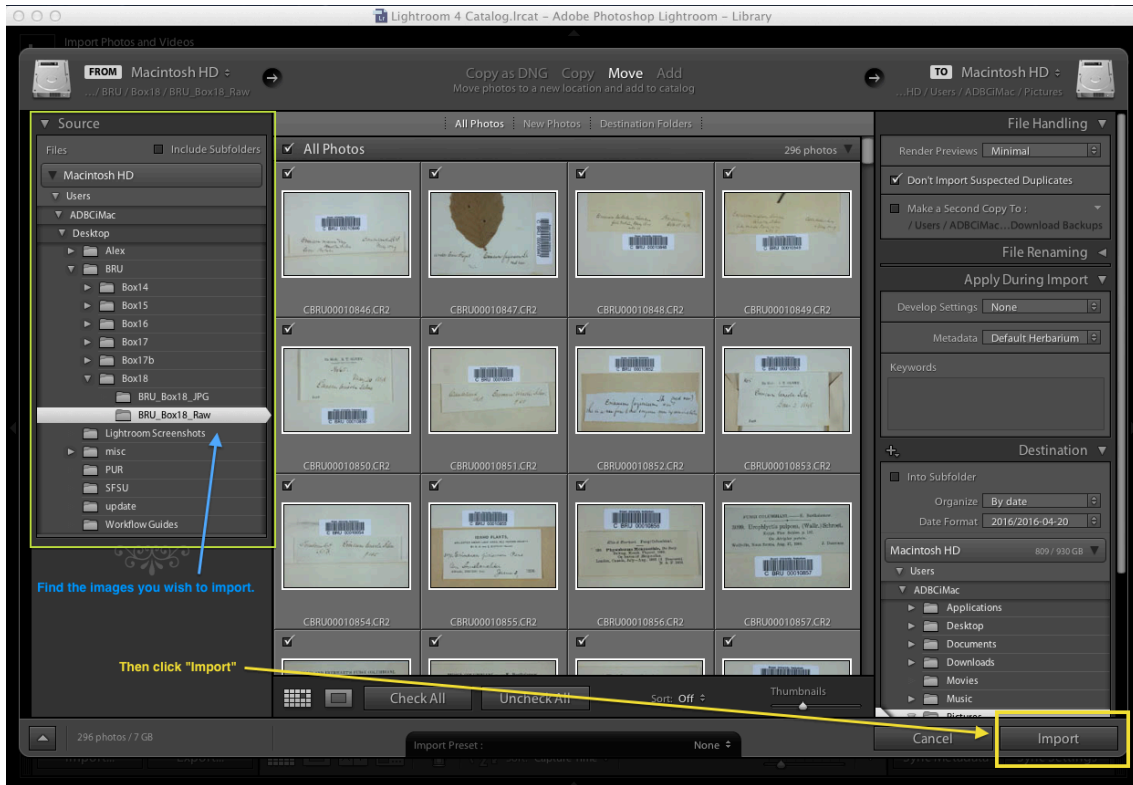**(as an alternative to Adobe Photoshop)**

Since it's not possible to automate processes in Lightroom, your images should be cropped and straightened before importing. This is most easily accomplished by lowering the camera toward the stage so that only the specimen label (or other data to be imaged) and the barcode are in the frame. Use the guidelines/crosshairs in the field of view to make the label and barcode level and "neat." There are crop and straighten tools in Lightroom, but they can only be used on a single image at a time.

Once all of your images are renamed and in a single folder, open Lightroom.

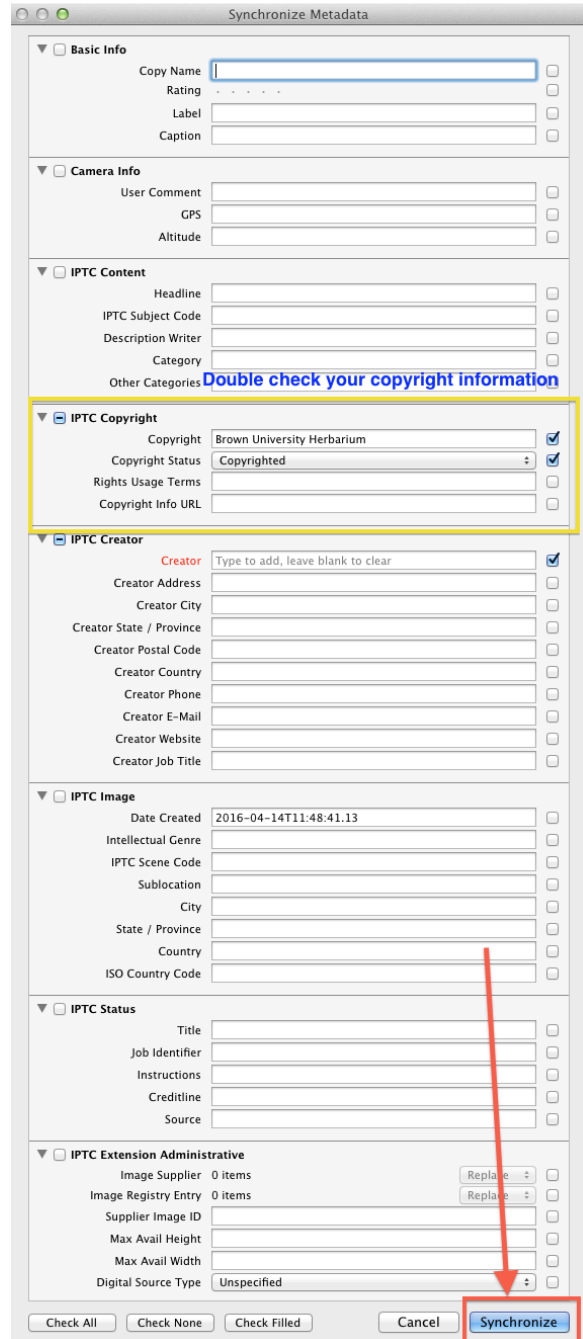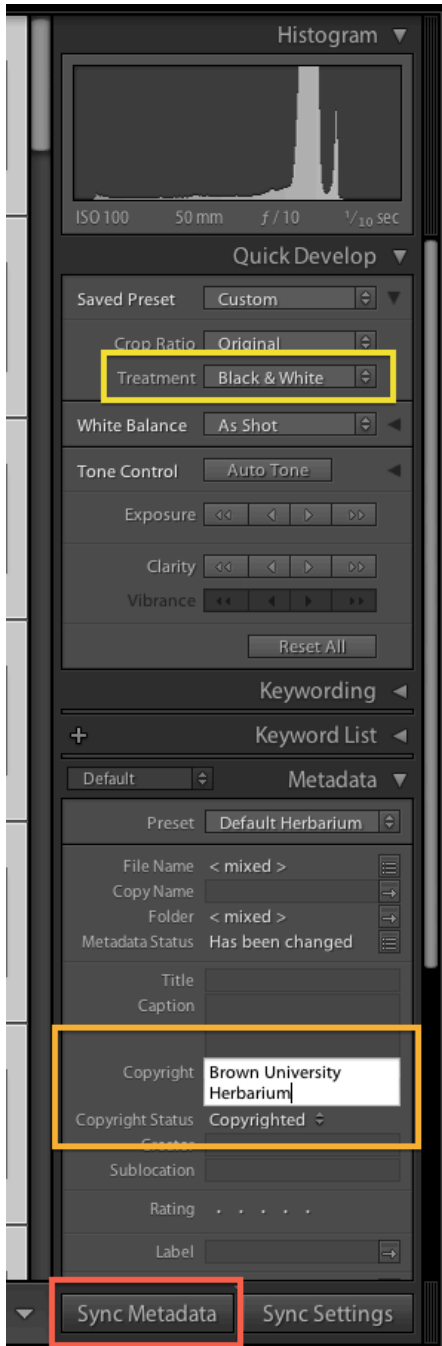**1**. Click the "Import" button at the bottom, left corner of the screen.

2. In the side bar on the left side of the screen, navigate to the folder of images you wish to process, and then click the "Import" button again (located in the bottom, *right* corner now).
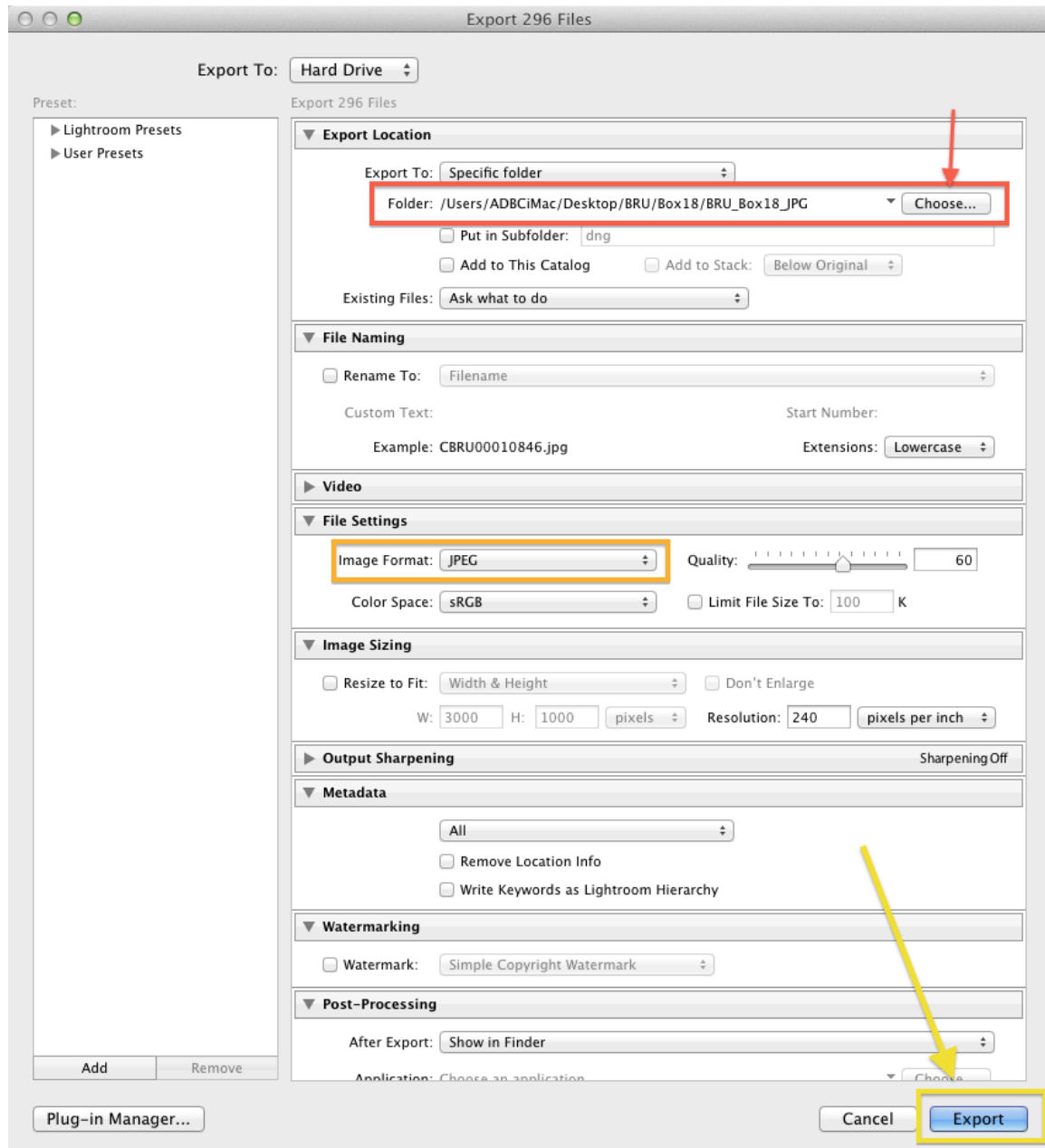

3. Once all of the images have been imported, highlight all of them (ctrl+A for PCs or ⌘+A for Macs, Edit → Select All).

4. On the right sidebar, set the Treatment to "Black & White," put the herbarium's information in the Copyright box, and set the Copyright Status to "Copyrighted" and add any additional metadata that you want. Then, click "Sync Metadata". In the box that pops up, check that the information is correct before clicking "Synchronize."

5. You are now done processing your images, and just need to export them as jpg's to the folder of your choice. To do this, click Export in the lower right of the screen. In the pop-up, select your export location, set the Image Format to "JPEG," and then click Export. Depending on the number of images you have, this may take a while.

6. Once all the images have been exported, upload the images through the FTP (FileZilla).