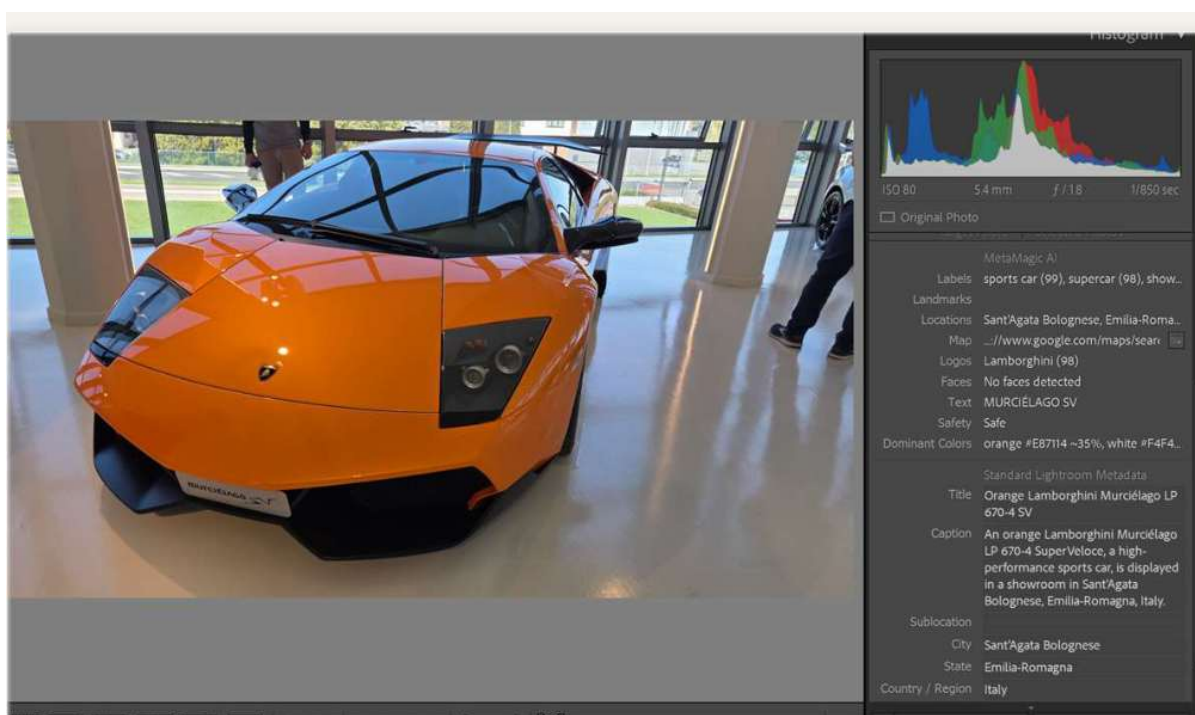


THE COMPLETE USER GUIDE

MetaMagic for Lightroom Classic

From your first installation to AI Collections, metadata review and a confident export.



Generated titles, captions and keywords appear in Lightroom's metadata panels.

Version 1.6.1.0 • September 2026

Your guide at a glance

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01 MetaMagic at a glance

MetaMagic analyses photographs and generates a title, caption and keywords. It can also use AI observations to organise photographs into Lightroom Collections and display additional classification information in the Metadata panel. You remain responsible for checking whether descriptions, place names and other details are correct.

There are three distinct kinds of organisation. Understanding them makes the rest of the guide easier to follow.

Feature	What it describes	Example
Standard keywords	Search terms attached to the photograph	mountain, landscape, hiking
AI classification and AI Collections	What the AI recognises in the image	Labels for objects or scenes; Landmarks for recognised places
Batch Review status Collections	Whether the metadata passes your chosen checks	Ready to Publish, Needs Attention, Missing Title

A photograph can belong to several Collections. For example, it can appear in an AI Collection about mountains and also in a Batch Review Collection called Missing Description. The first describes its content; the second describes work still to do.

The word “label” also has two meanings. AI Labels are descriptive concepts such as mountain or building. Lightroom colour labels are red, green, yellow, blue or purple markers that you apply to photographs. A green colour label does not automatically mean that an agency will accept the photograph.

The main workspaces

The Plug-in Manager holds your Customer Code and opens the Control Center. The Control Center sets how future generation should work. Generate Metadata with MetaMagic starts the analysis. Metadata Review lets you approve generated results. Batch Review checks metadata already in the catalog, including metadata you wrote yourself.

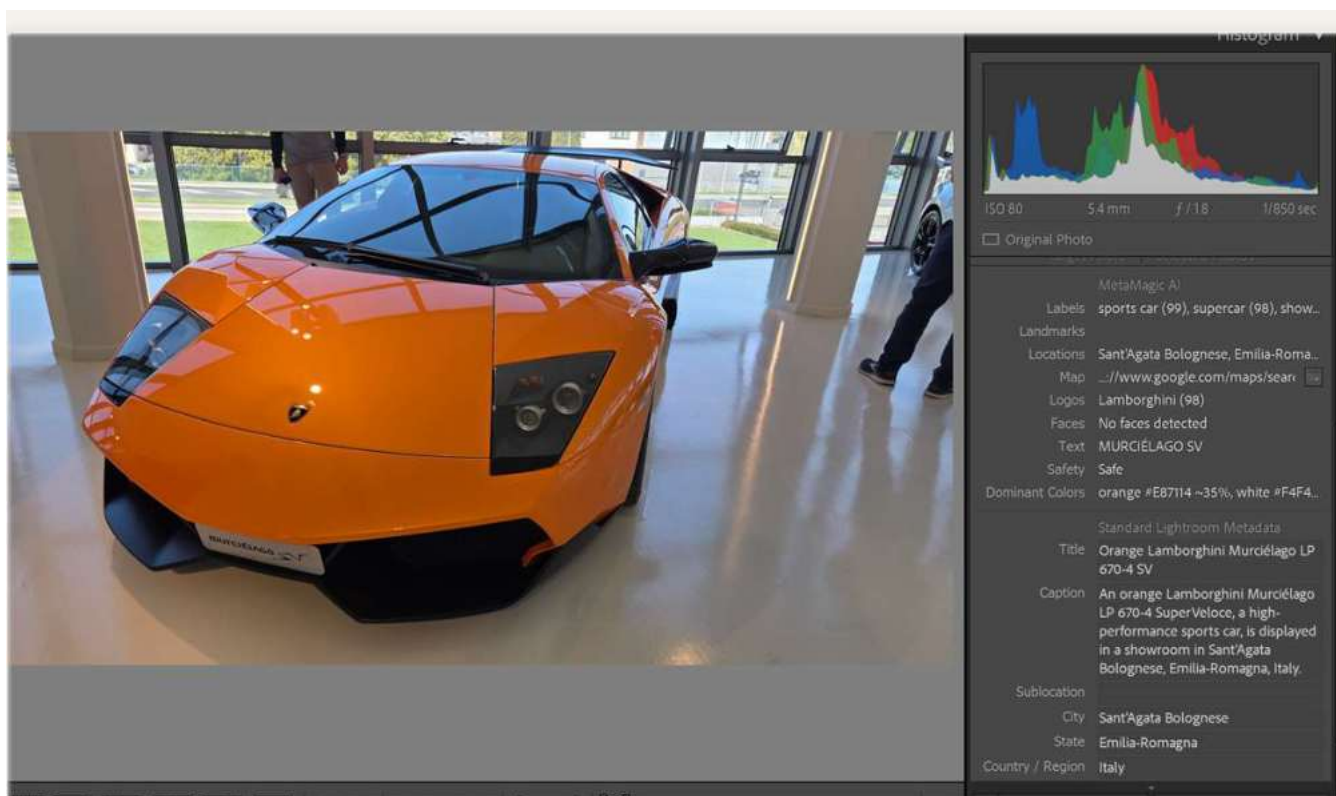


FIGURE 01 Generated titles, captions and keywords appear in Lightroom's metadata panels.

The Web App is a separate browser workspace for selecting files from your computer. It does not automatically write changes into a Lightroom catalog. Its file-selection workflow is explained later in this guide.

02 Install on Windows or macOS

You need Adobe Lightroom Classic, an Internet connection, a browser and a MetaMagic Customer Code. Lightroom Classic is the desktop application with a catalog and Plug-in Manager. The Lightroom cloud application and Lightroom mobile do not use this plug-in installation process.

1. Open <https://www.metamagicplugin.com/download.html> and download the plug-in package.
2. Extract the downloaded archive. The archive may be ZIP or RAR; use the extraction tool appropriate to the file you receive.
3. Find the folder ending in .lrplugin. For the version covered here, the source folder is MetaMagic1610.lrplugin. A distributed package may use a shorter folder name.
4. Move the complete .lrplugin folder to a permanent, writable location, such as Documents/Lightroom Plugins.
5. Open Lightroom Classic and choose File → Plug-in Manager.
6. Click Add. Browse to the .lrplugin folder, select it and confirm Add Plug-in.
7. Select MetaMagic in the list and check that Lightroom reports it as installed and running.

Select the entire .lrplugin folder, not an individual .lua file inside it. If the archive contains an outer folder and a second folder ending in .lrplugin, choose the inner plug-in folder. It contains Info.lua and the other plug-in files.

On Windows, the plug-in may look like a normal folder. On macOS, it may look like a package. Keep all its contents together. Do not move or rename the installed folder afterwards unless you also update its location in the Plug-in Manager.

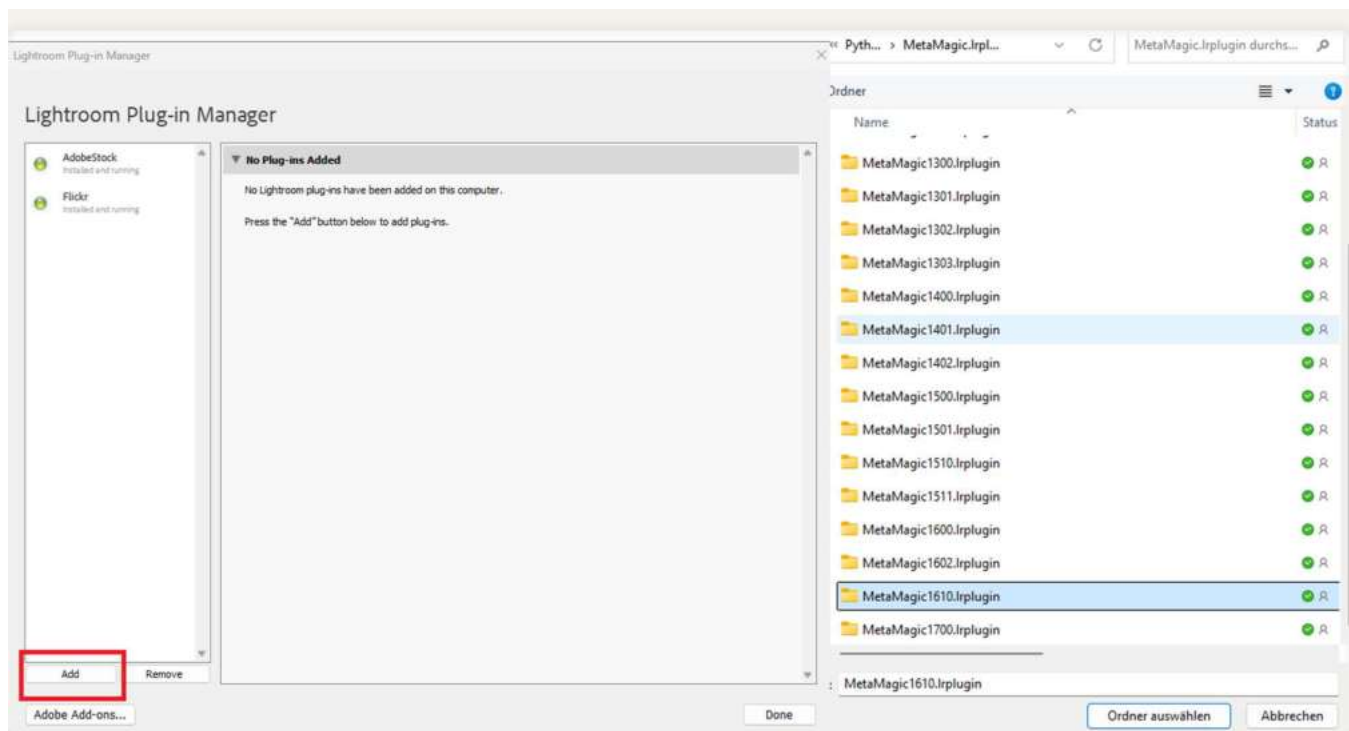


FIGURE 02 Choose the complete .Irplugin folder when adding MetaMagic to Lightroom.

Updating or reinstalling

MetaMagic includes an update check. Allow it to finish and follow any instruction to reload the plug-in or restart Lightroom. Check Plugin Version afterwards. If you reinstall manually, use a complete matching package for version 1.6.1.0 rather than combining files from different versions.

After an update, try one or two photographs first. Confirm that the Control Center opens, generation works and the AI Collections options are available. Keep your Customer Code so you can enter it again if needed.

03 Activate your account

1. Open <https://www.metamagicplugin.com/registration.html>.
2. Enter your first name, last name and email address.
3. Submit the form and open the verification email.
4. Follow the verification link. Check Spam or Promotions if the email is missing.
5. Receive your Customer Code. It normally begins with cus__.
6. In Lightroom, open File → Plug-in Manager and select MetaMagic.
7. Paste the code into Customer Code and wait for the credit balance to load.

The registration page offers 20 initial generations. MetaMagic uses prepaid credits rather than a subscription in the workflow documented here. The same Customer Code links the supported MetaMagic products to your account and shared balance.

Buy Credits opens the purchase page. Check that you use the correct account, complete the purchase and then refresh or reopen the plug-in panel to verify the balance. Consult the purchase page for current packages and prices.

You do not need to supply your own AI-provider API key for normal use. The Customer Code is the account information entered into MetaMagic. Hide it in screenshots intended for publication.

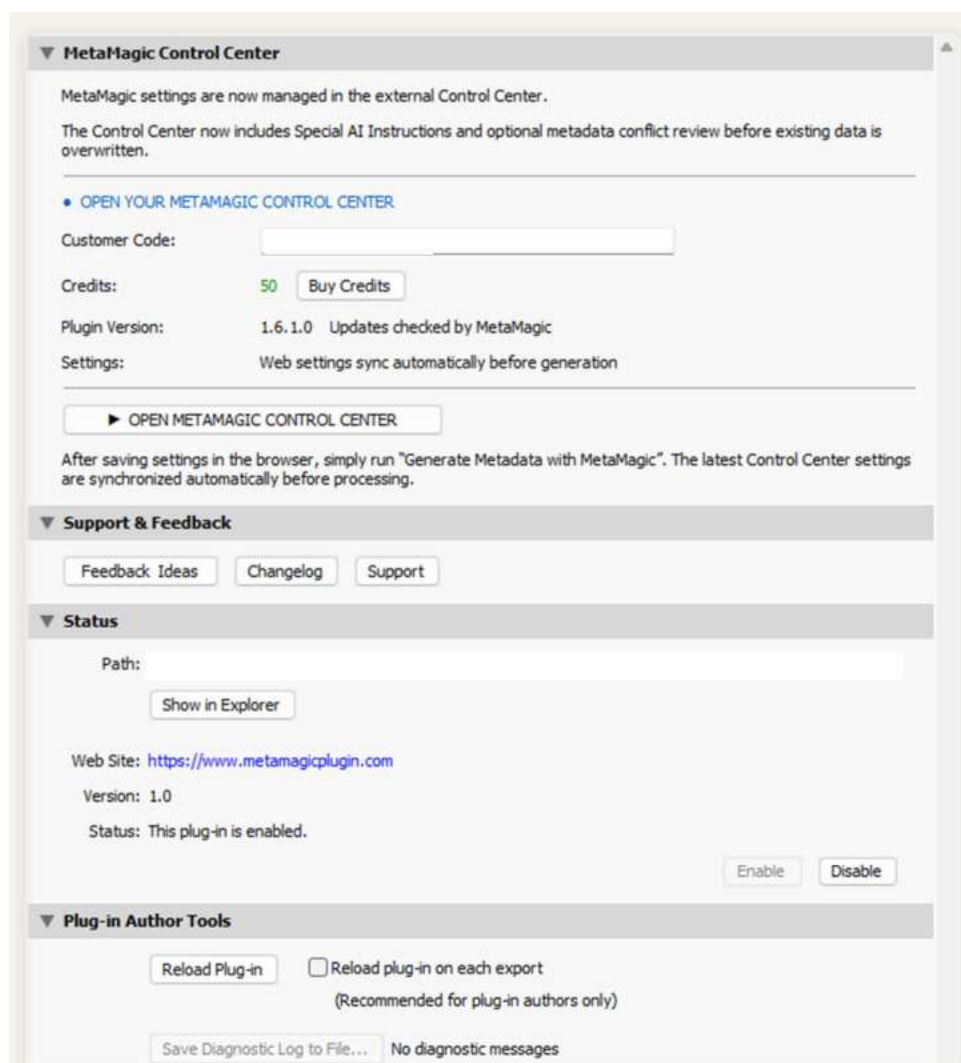


FIGURE 03 The MetaMagic plug-in panel. Your Customer Code is hidden in this guide.

04 Find your Lightroom tools

Start in the Library module. Select the photographs you want to work with and open Library → Plug-in Extras. MetaMagic also registers commands in File → Plug-in Extras. Menu wording and grouping can vary with the Lightroom language and installation.

Command	What it does
Generate Metadata with MetaMagic	Generates metadata for the selected photographs
Rebuild AI Collections (No Credits)	Rebuilds AI Collection membership from saved classification data
Batch Review	Opens the selected catalog photographs in the browser review workspace

The Plug-in Manager is a different window. Open it to enter your Customer Code, inspect Credits and Plugin Version, or click Open MetaMagic Control Center. The Settings status describes synchronisation with the browser settings.

Support & Feedback contains Feedback & Ideas, Changelog and Support. Use Changelog to read about updates, Support for a problem, and Feedback & Ideas to suggest an improvement.

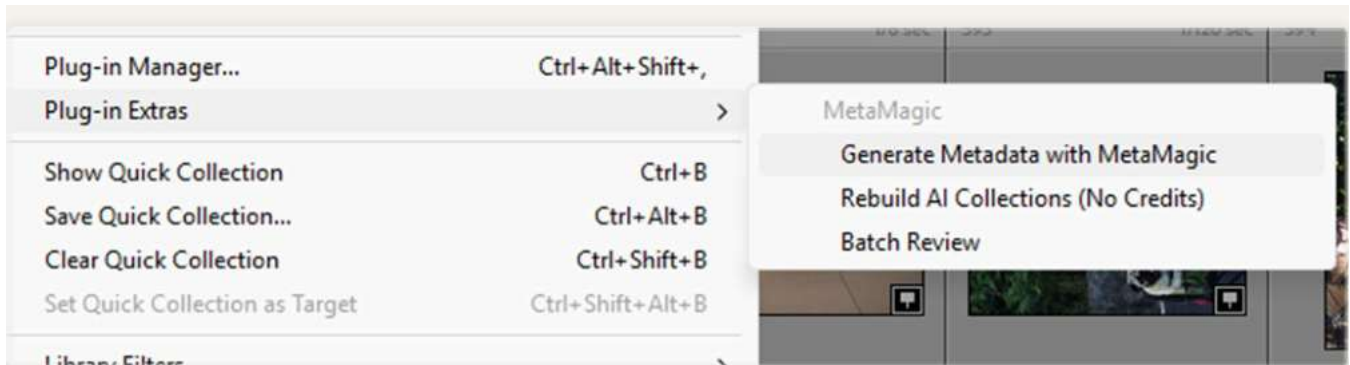


FIGURE 04 Open MetaMagic commands from Lightroom's Plug-in Extras menu.

05 Set up the Control Center

The Control Center is the browser page where you configure MetaMagic. Open it from the plug-in rather than typing its address into the browser. The link created by Lightroom supplies the session needed to access your settings.

1. Open File → Plug-in Manager → MetaMagic.
2. Click Open MetaMagic Control Center.
3. Wait for the connected page and your balance to appear.
4. Choose a preset or adjust the settings described in the following chapters.
5. Check Your current setup, the summary of the configuration.
6. Wait for All changes saved automatically before returning to Lightroom.
7. Run Generate Metadata with MetaMagic. The plug-in synchronises the saved settings before processing.

The current page saves changes automatically. Save preset is a separate action that stores a named configuration; it is not required after every individual setting change. If Autosave failed appears, the changed settings are not confirmed. Restore the connection and retry before starting a batch.

Reload from server reloads stored settings. The question-mark buttons open help for individual sections. The light/dark control changes the page appearance. A page marked Local Preview Mode is a demonstration: its sample values do not configure your connected plug-in.

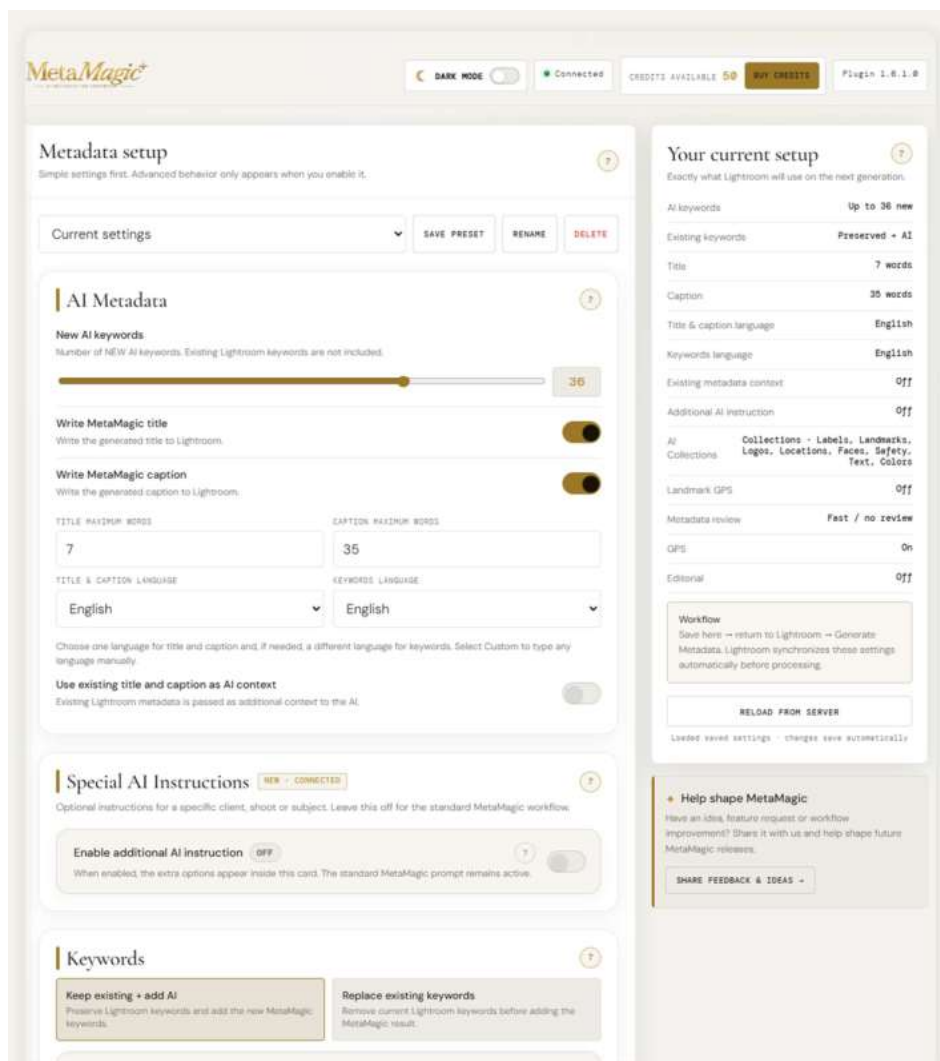


FIGURE 05 The Control Center brings generation settings and the current setup summary together.

Choose and manage presets

Current settings keeps your existing configuration. The supplied starting points are General Photography, Stock Photography, Editorial, Wildlife and Travel. They apply several settings at once, so inspect the summary after selecting one.

Preset	New keywords	Title maximum words	Caption maximum words	Distinctive settings
General Photography	40	5	20	General starting point
Stock Photography	50	6	25	Stock-oriented output lengths
Editorial	30	7	35	Editorial mode and capture date enabled
Wildlife	45	5	24	GPS context enabled
Travel	40	6	28	GPS context enabled

To create your own preset, configure the page, click Save preset and enter a recognisable name, such as "Travel captions English". Select a personal preset to reuse it. Rename changes its name and Delete removes a personal preset. To adapt a built-in preset, save your own named copy.

Control Center presets are saved to your MetaMagic account. They are different from Batch Review presets, which define checking rules and are stored in the browser.

06 Titles, captions & keywords

The screenshot shows the 'Metadata setup' window. At the top, it says 'Simple settings first. Advanced behavior only appears when you enable it.' Below this is a dropdown menu set to 'Shutterstock' with buttons for 'SAVE PRESET', 'RENAME', and 'DELETE'. The main section is titled 'AI Metadata' and contains several settings: 'New AI keywords' with a slider set to 50; 'Write MetaMagic title' and 'Write MetaMagic caption' both with toggle switches turned on; 'TITLE MAXIMUM WORDS' set to 5 and 'CAPTION MAXIMUM WORDS' set to 20; 'TITLE & CAPTION LANGUAGE' and 'KEYWORDS LANGUAGE' both set to 'English'; and 'Use existing title and caption as AI context' with a toggle switch turned off. A note at the bottom explains that existing Lightroom metadata is passed as additional context to the AI.

FIGURE 06 Set keyword targets, writing options, text lengths and output languages.

AI Metadata

New AI keywords sets the requested keyword target, from 1 to 50. Existing keywords and duplicate removal can affect the final list. Inspect the resulting Keywording panel and use Batch Review to check the total against your destination's limits.

Write MetaMagic title enables writing the generated title. Write MetaMagic caption enables writing the generated description. Turning a switch off keeps that field out of normal AI writing. It does not mean "fill only when empty". Use Metadata Review if you want to decide how existing values are handled.

Title maximum words accepts 1-30 words, and Caption maximum words accepts 1-100. These guide the generated text. Batch Review checks title and description lengths in characters instead, so passing a word-length setting does not guarantee passing a character limit.

Choose output languages

Title & caption language controls those two text fields together. Keywords language is separate. Both menus offer English, German, Italian, French, Spanish, Portuguese and Dutch. Choose Custom to type another language into the associated field.

For example, choose Italian for title and caption and English for keywords when you want Italian descriptions with English search terms. You do not need a Special AI Instruction just to choose a language.

Use existing title and caption as AI context passes existing text as additional information for generation. This can help when you have entered reliable details that are not visible in the image. Check those details first: incorrect context can lead to incorrect output. Using text as context and allowing it to be replaced are separate decisions.

The screenshot shows the MetaMagic settings panel. It has four main sections: 'TITLE MAXIMUM WORDS' with a value of 5, 'CAPTION MAXIMUM WORDS' with a value of 20, 'TITLE & CAPTION LANGUAGE' set to 'English', and 'KEYWORDS LANGUAGE' set to 'English'. Below these is a note: 'Choose one language for title and caption and, if needed, a different language for keywords. Select Custom to type any language manually.' At the bottom, there is a toggle switch for 'Use existing title and caption as AI context', which is currently turned off. Below the toggle is the text: 'Existing Lightroom metadata is passed as additional context to the AI.'

FIGURE 07 Title and caption share a language setting; keywords have their own.

Preserve or replace existing keywords

Setting	Effect
Keep existing + add AI	Preserves the current keywords and adds generated terms
Replace existing keywords	Removes the photograph's existing keywords before applying the generated set
Group AI keywords under a parent	Places normal generated keywords beneath a parent keyword in Lightroom
Parent keyword name	Sets the name of that parent keyword, normally MetaMagic

Use Keep existing + add AI when you want to preserve manual keywording. Use Replace only when you intend to replace the full existing list, preferably with Review enabled.

Parent keyword grouping affects the normal keyword hierarchy. It does not create the AI Collections described in the next chapter. Exported keywords also depend on Lightroom's keyword and export settings, so inspect an exported test image if the exact output matters.

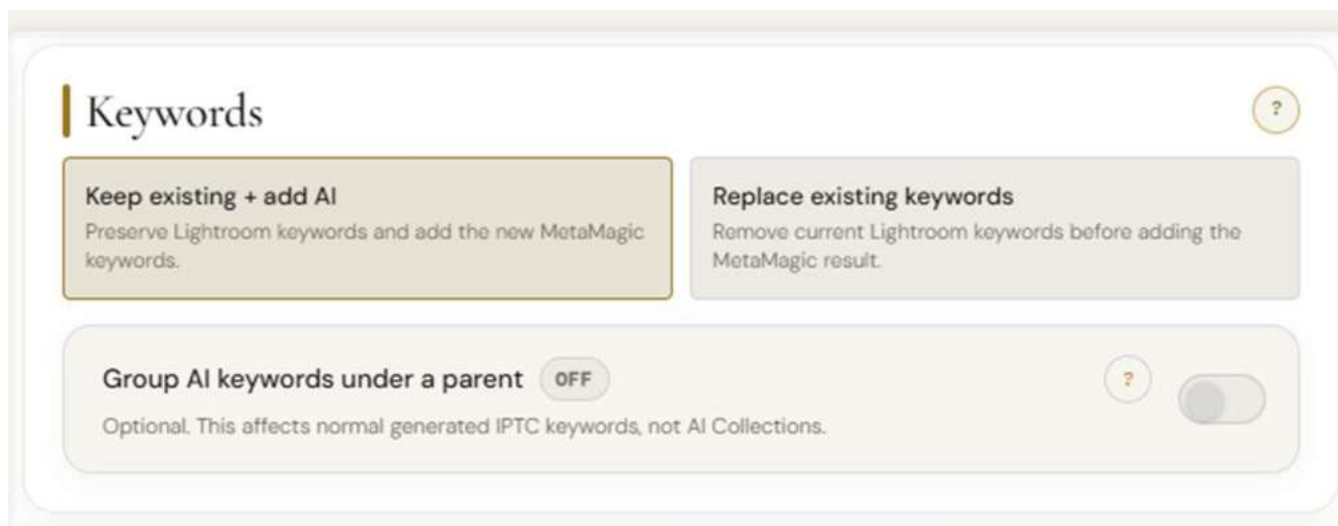


FIGURE 08 Preserve existing keywords or replace the list deliberately.

07 AI classification & Collections

AI Collections are a central feature of version 1.6.1.0. They let you browse photographs according to what MetaMagic recognises, without placing all classification terms in the normal Keywording panel. Classification reuses the analysis performed during generation rather than requesting another AI analysis solely to create Collections.

For example, the AI might recognise a building, a landmark, visible writing and a dominant colour. Depending on your enabled fields and thresholds, MetaMagic can use those observations to place the photograph in several relevant Collections. The exact classifications depend on the result; they are not guaranteed for every image.

Enable Collections for the next generation

1. Open the Control Center from Lightroom.
2. Find AI Classification & Search.
3. Turn on Create MetaMagic AI Collections.
4. Choose how to organise the collection tree and which Classification fields to include.
5. Set confidence thresholds if you want to filter uncertain results.
6. Leave optional OCR and GPS writing off unless you specifically need those actions.
7. Wait for autosave, return to Lightroom and generate metadata for a small selection.
8. Open the Collections panel and inspect the classifications created for those photographs.

Enabling this option configures processing; it does not immediately analyse your whole catalog. For photographs that already have saved MetaMagic AI data, use Rebuild AI Collections instead of generating again just to reorganise them.

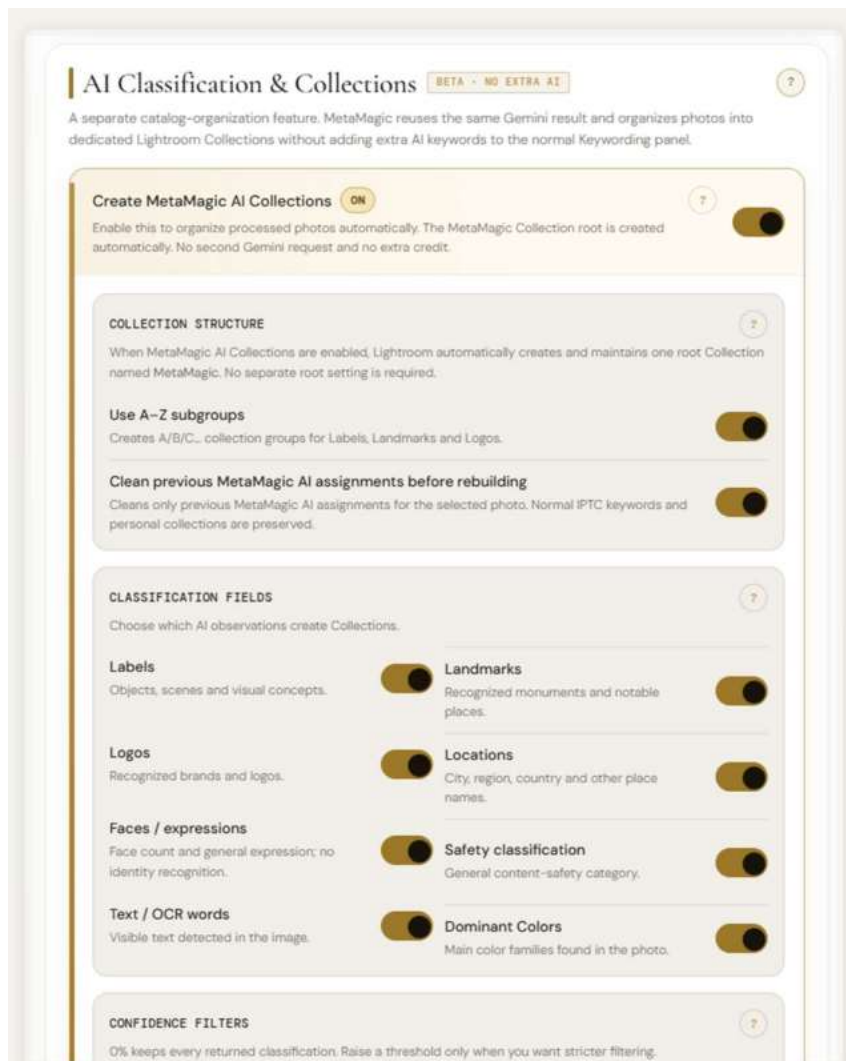


FIGURE 09 Enable AI Collections and choose the classification fields for your workflow.

Choose the collection structure

Create under one MetaMagic AI root groups the AI tree beneath a single Collection Set where supported by the connected settings. Collection root name names that root. Keeping AI Collections together makes them easier to distinguish from personal or delivery Collections.

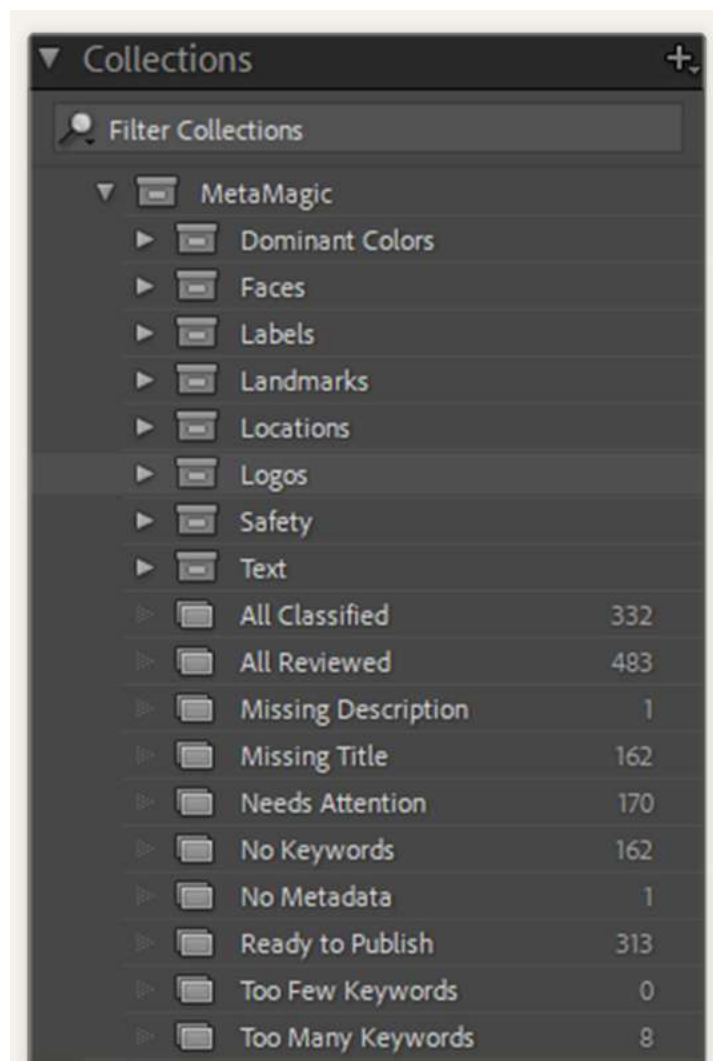


FIGURE 10 AI content Collections and review-status Collections can coexist in Lightroom.

Use A-Z subgroups creates alphabetical groups for Labels, Landmarks and Logos. This is useful when a category contains many recognised terms. Expand the arrows next to Collection Sets to move through the tree, then click a Collection to display its photographs.

Clean previous MetaMagic AI assignments before rebuilding removes previous AI assignments for the affected photographs before placing them in the recalculated groups. It is intended to avoid accumulating outdated memberships. It does not mean deleting the photographs, their normal IPTC keywords or all of your personal Collections.

Example structure: an enabled Labels category may contain an alphabetical group and then a Collection for a returned term. The actual root, category and term names shown by your installed configuration take precedence over an example diagram or screenshot.

Choose classification fields

Field	What it contains	How it can help
Labels	Objects, scenes and visual concepts	Browse subjects such as buildings, landscapes or food
Landmarks	Recognised monuments and notable places	Group photographs by a recognised landmark
Logos	Recognised brands and logos	Locate images with visible branding

Field	What it contains	How it can help
Locations	City, region, country and other place names	Browse geographic classifications
Faces / expressions	General face count and expression information	Group relevant visual observations without identifying people
Safety classification	General content-safety observations	Review the categories returned by the AI
Text / OCR words	Writing detected in the image	Find groups based on recognised visible text
Dominant Colors	Main colour families	Browse photographs by colour characteristics

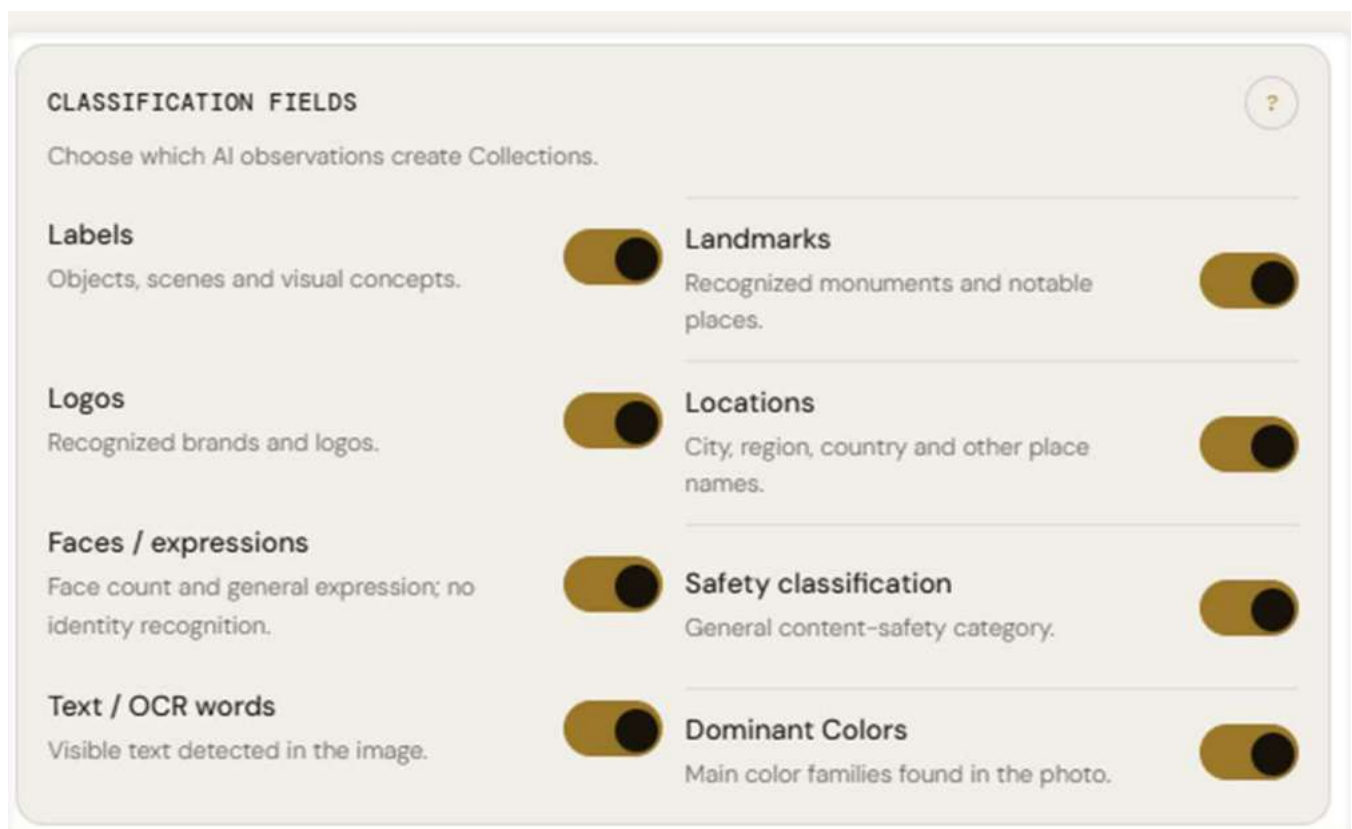


FIGURE 11 Choose which recognised fields should contribute to classification.

Choose the categories useful to your work. An architecture archive might start with Labels and Landmarks. A product archive may benefit from Logos and Dominant Colors. These are suggested starting configurations, not claims that every object or brand will be recognised correctly.

Faces / expressions does not identify a named person. Safety classification is an AI observation, not a publishing approval. OCR can misread letters, especially in small, stylised or partially hidden text. Review classifications that affect an important decision.

Set confidence filters

Labels, Landmarks and Logos each have a threshold from 0 to 100. A threshold of 0 keeps every classification returned for that category. Raising it keeps only classifications with higher reported confidence.

For example, if a returned label has a score of 65 and your Labels threshold is 70, it should not be included by that threshold rule. Reducing the threshold admits more results; raising it can remove useful as well as incorrect classifications. The scores are



FIGURE 12 Confidence thresholds filter the observations used for Collections.

AI estimates, not calibrated probabilities.

Show confidence scores in MetaMagic AI metadata includes scores in the displayed classification text, such as mountain (87). It changes the classification display rather than adding that score to every normal keyword.

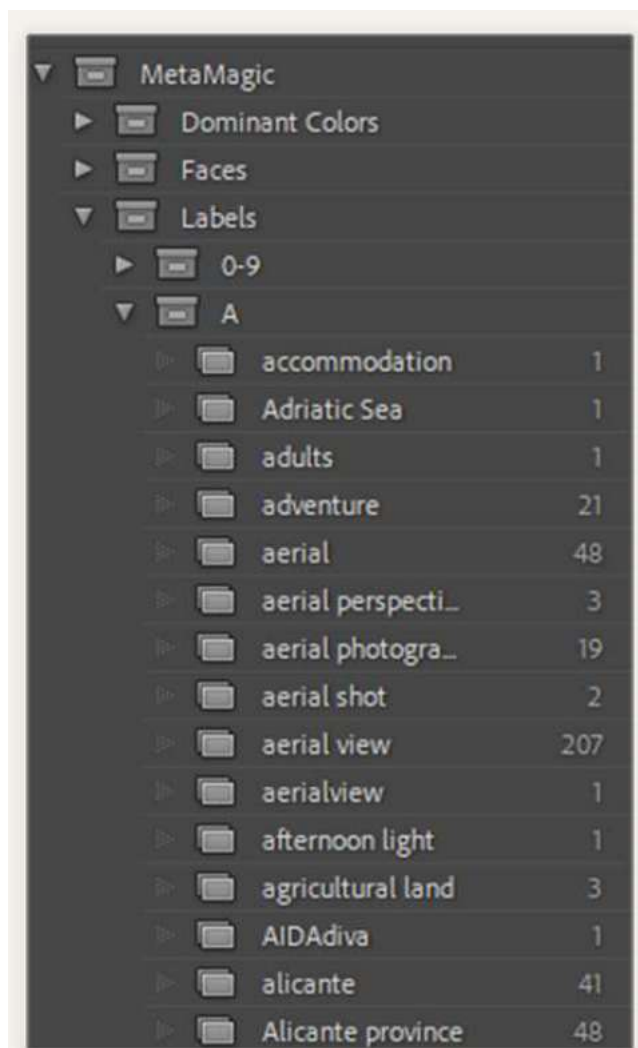


FIGURE 13 Expand a category and its alphabetical groups to browse recognised subjects.

08 AI metadata, OCR & GPS

After processing, select a photograph in the Library module. Open the Metadata panel's view dropdown and choose MetaMagic AI. This view brings the plug-in's classification fields and standard Lightroom fields together.

The AI fields are Labels, Landmarks, Locations, Map, Logos, Faces, Text, Safety and Dominant Colors. They are read-only classification displays. The same view also shows standard Title, Caption, location fields and GPS, making it easier to compare the result with the ordinary metadata.

An empty field can mean that the result did not contain information for that category; it does not automatically mean that generation failed. The Map field can contain a link when map information is available. These plug-in fields are not the same as ordinary exportable IPTC keywords.

Copy visible text into Title or Caption

OCR copy to standard Lightroom metadata lets you copy detected text into either Caption or Title. Select the destination and then choose the behaviour.

OCR mode	What happens
----------	--------------

OCR mode	What happens
Don't copy OCR	Keeps OCR out of the standard title and caption
Copy only if field is empty	Copies detected text only when the destination has no existing text
Always copy / replace	Replaces the destination text with the detected text
Append to existing field	Adds the detected text after the existing destination text

This is an optional writing action applied in the post-processing workflow. If generation has already filled the destination, Copy only if field is empty will not overwrite it. Always copy / replace can replace a generated caption as well as a pre-existing one. Check the final Lightroom field rather than assuming the generated caption is still its final value.

Copy landmark coordinates to Lightroom GPS

Copy recognized landmark location to Lightroom GPS can use coordinates returned for a specifically recognised landmark. Off never changes GPS through this action. Only when Lightroom GPS is empty fills an empty GPS field. Always replace Lightroom GPS permits replacing existing coordinates.

Keep this distinct from Use GPS information, which reads existing coordinates as context for generation. Recognised landmark coordinates need checking: they are not a guaranteed reconstruction of the exact camera position.

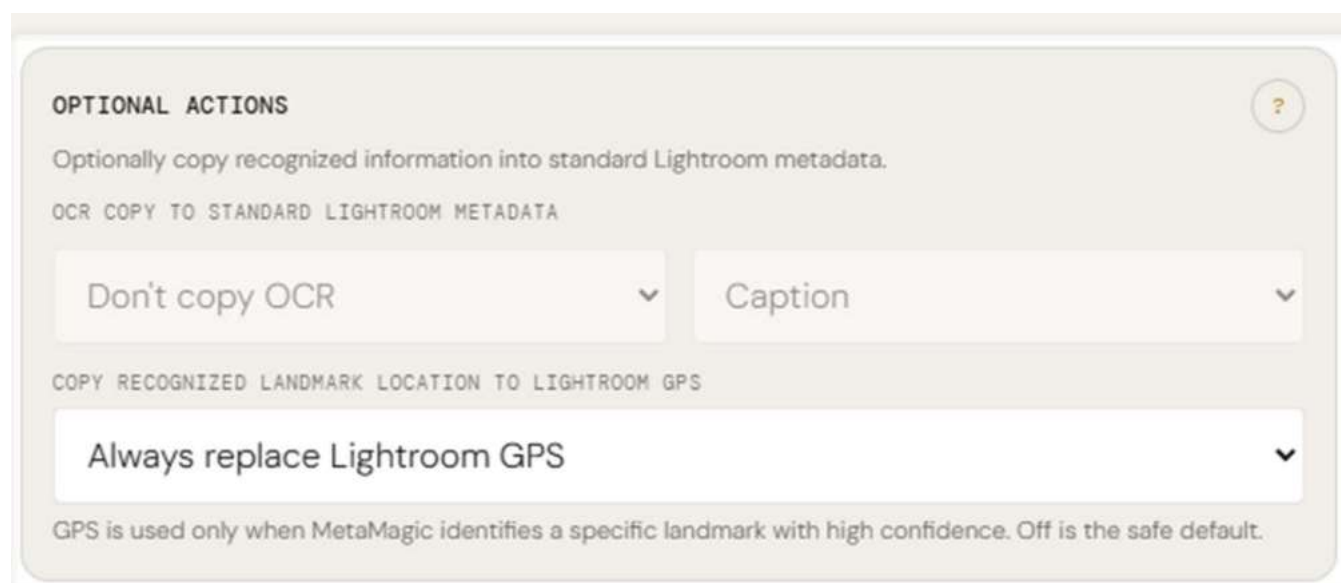


FIGURE 14 OCR and landmark GPS writing are optional actions with separate controls.

09 Rebuild your AI Collections

Use Rebuild when you want to reorganise photographs that already have saved MetaMagic AI data. Typical reasons include changing included categories, adjusting confidence thresholds or rebuilding memberships after changing the collection structure.

1. Open the Control Center and change the AI Collection settings.
2. Wait for the settings to save.
3. In Lightroom, select the photographs you want to reorganise.

4. Open Plug-in Extras → Rebuild AI Collections (No Credits).
5. Wait for processing to finish.
6. Read the summary, including photographs rebuilt, photographs without saved AI data and any failures.
7. Inspect the Collections panel and check a few photographs.

Rebuild in the 1610 code changes Collection membership only. It does not rerun image analysis, regenerate title or caption, or reapply the OCR and landmark GPS writing actions. It consumes no new AI credits, but this version communicates with the MetaMagic service and therefore still needs a working connection.

A photograph with no saved AI data cannot acquire new classifications through Rebuild alone. Generate metadata with the compatible classification workflow first. Rebuild also cannot discover something the saved analysis did not return.

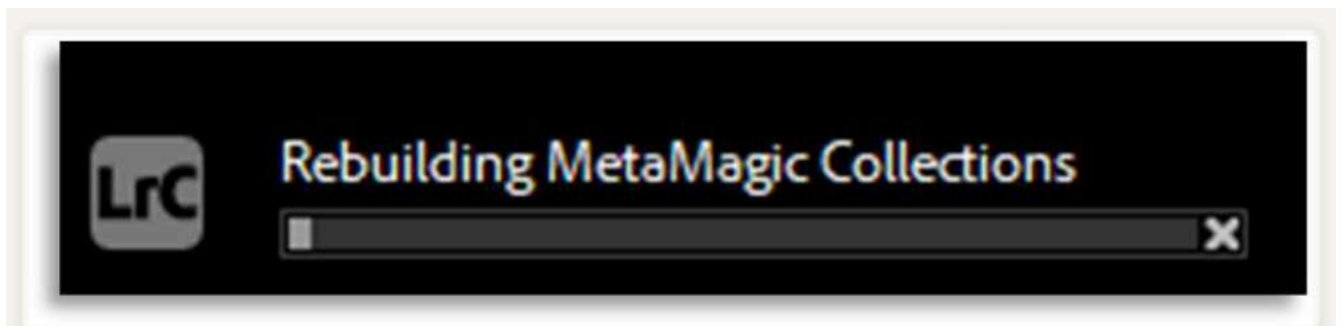


FIGURE 15 Rebuild uses saved AI data rather than starting another generation.

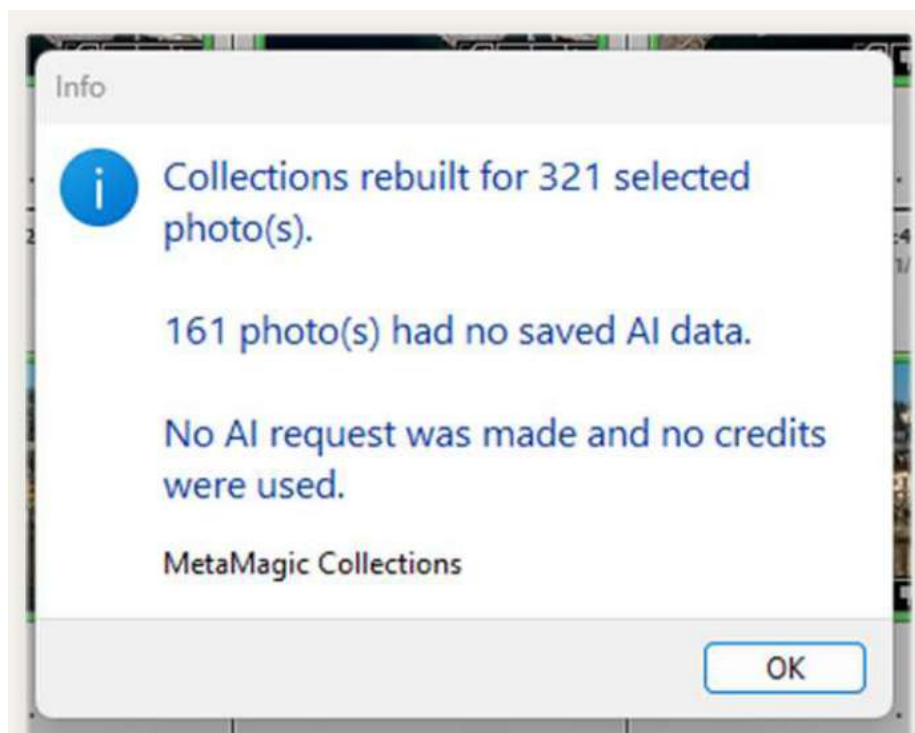


FIGURE 16 The completion message identifies photos without saved AI data.

Example: you originally included Labels, Landmarks and Logos, but now want only Labels and Landmarks. Change the categories, enable cleaning of previous AI assignments if appropriate, and rebuild the selected photographs. You do not need to pay for a new image analysis simply to reorganise saved classifications.

10 Instructions, location & workflow

Special AI Instructions

Enable additional AI instruction reveals Additional instruction. Your text supplements MetaMagic's normal instructions; it does not replace its built-in output format and rules.

Ask before each generation opens a small prompt in Lightroom before the batch. The saved instruction is offered as a starting point. Use this instruction automatically reuses it in future generations until you change or disable the option.

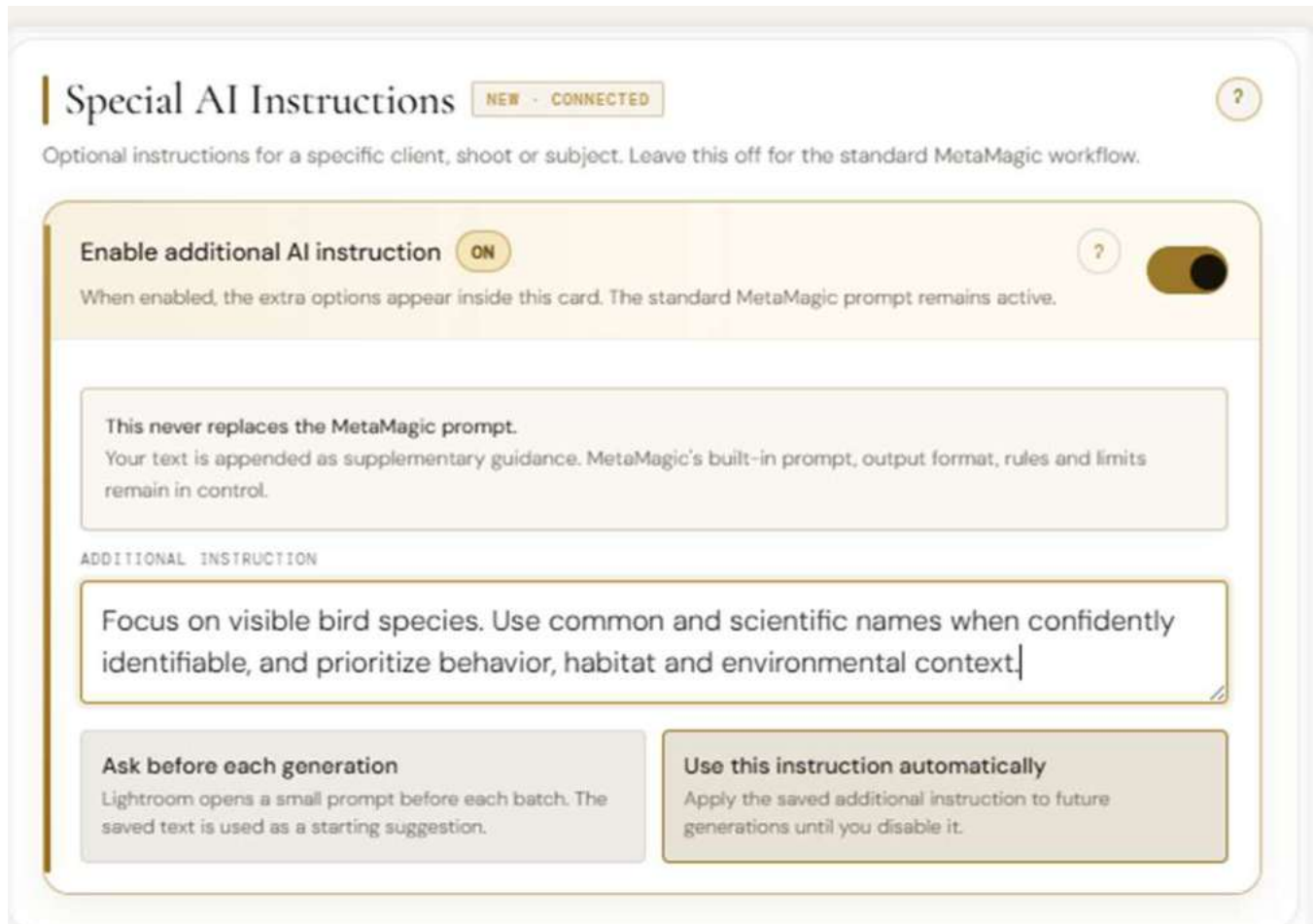


FIGURE 17 Add a supplementary instruction for a specific shoot or subject.

Example: "Describe the visible architectural materials and avoid naming a building unless it can be identified confidently." Another example is "Use the client's term guest lounge when describing that room." Keep instructions relevant to the selected shoot and review the result.

GPS context and editorial text

Use GPS information lets MetaMagic use available coordinates to determine location context such as city, region and country. The generation workflow can populate standard location fields from available information. Without GPS, generation can continue, but geographic details may be less reliable.

Turning this setting off does not automatically erase GPS from the original photograph or an exported file. Control exported location information through Lightroom's export settings as well.

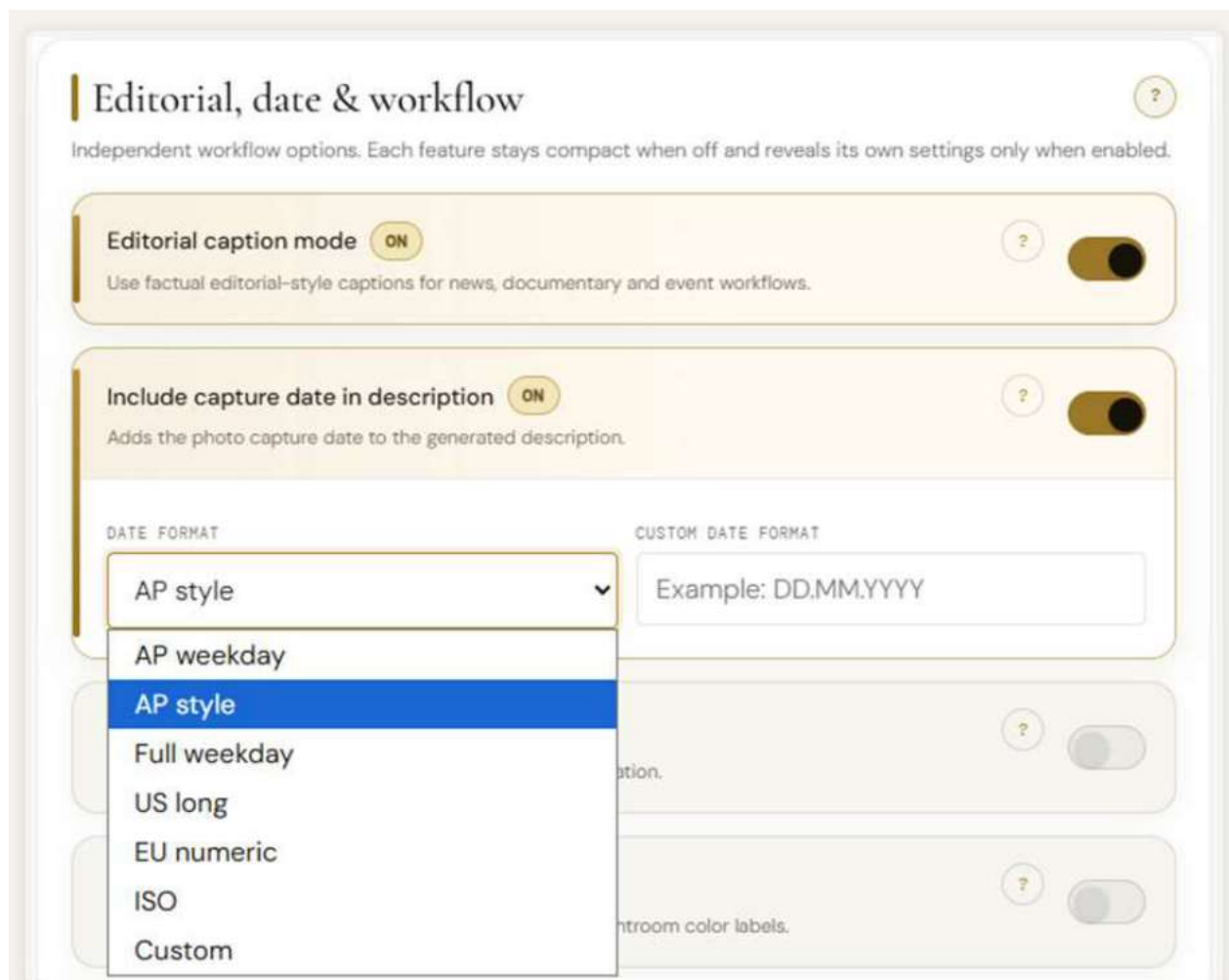


FIGURE 18 Configure editorial captions, capture dates and location context.

Editorial caption mode requests factual editorial-style captions. Include capture date in description adds the available capture date. Check that the camera date is correct before generating captions that depend on it.

Date format offers AP weekday, AP style, Full weekday, US long, EU numeric, ISO and Custom. For numeric dates, EU numeric uses a day-month-year style and ISO uses year-month-day. If you choose Custom, test the configured format on one photo before processing a whole shoot.

Include author notes reveals Author notes, an additional context field. Do not assume that entering a note populates every standard Creator or Copyright field; check any required authorship information separately in Lightroom.

Colour labels after generation

Color labels after processing marks photographs according to generation success or failure. Success color offers Green, Blue, Yellow, Purple and None. Failure color offers Red, Yellow, Purple and None. The source defaults are green for success and red for failure.

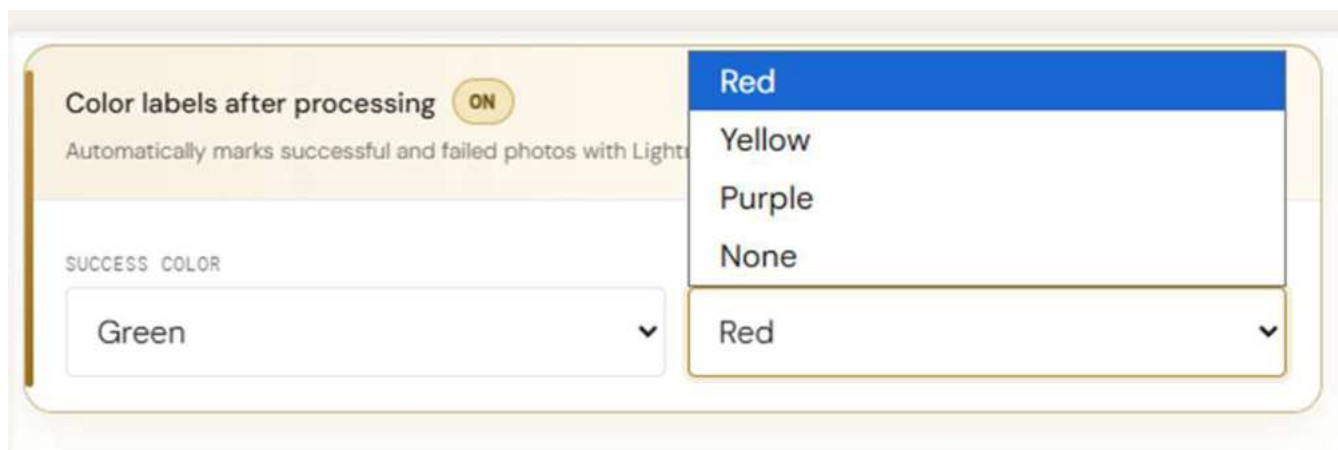


FIGURE 19 Choose the Lightroom colour labels used after processing.

These labels can replace a photograph's existing colour label. If you already use colours for another workflow, choose your mapping deliberately or leave the feature off. After a batch, use Lightroom's colour filtering to locate failures and inspect them before retrying.

11 Generate metadata

1. Import the photographs into Lightroom Classic using your normal import process.
2. In Library Grid view, click a photo to select it. Use Ctrl-click on Windows or Command-click on macOS to add individual photographs; use Shift-click to select a range.
3. Open the Control Center and confirm your preset, languages, writing choices and keyword behaviour.
4. Turn on AI Collections and choose classification fields if you want the new organisation workflow.
5. For your first test, choose Review everything under Metadata Review.
6. Wait for autosave, return to Lightroom and choose Generate Metadata with MetaMagic.
7. If prompted, enter the additional instruction for this batch.
8. Read the photo and credit summary, then confirm Start.
9. Wait for generation and complete any browser review.
10. Return to Lightroom and check Title, Caption, Keywords, the MetaMagic AI view and Collection membership.

For a batch, select several photographs before launching the same command. Keep Lightroom open throughout. If your balance is lower than the number selected, the plug-in can offer to process only as many photographs as the available credits allow. Read that message before continuing.

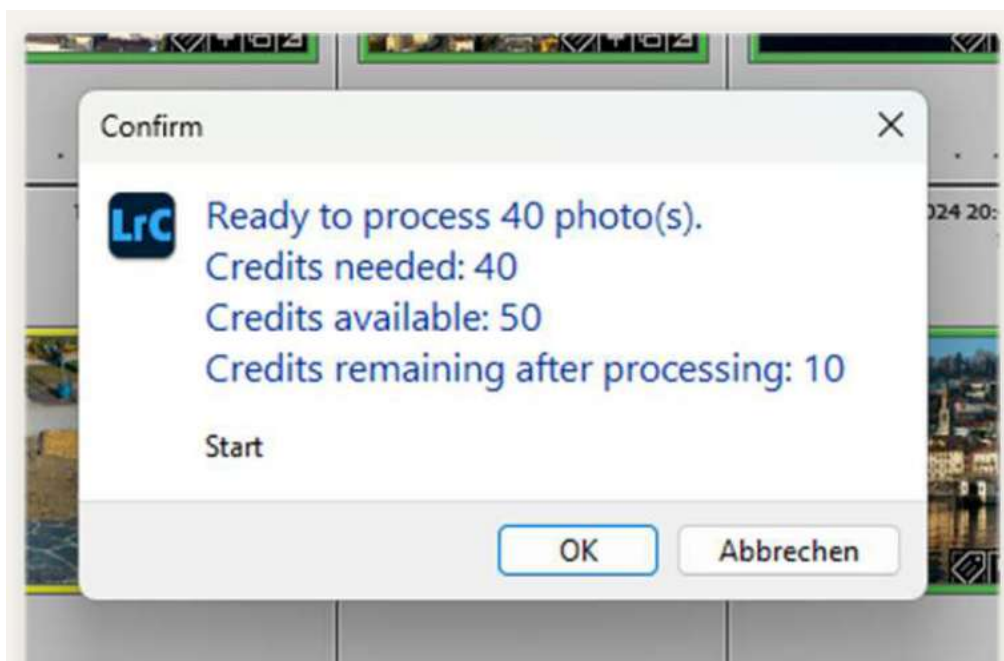


FIGURE 20 Check the selection and credit estimate before starting a batch.

Cancelling interrupts remaining work; it does not automatically restore photographs already written earlier in the batch. Check the result summary and current metadata before running the same selection again.

12 Review before applying

Metadata Review belongs to generation. It compares existing Lightroom metadata with the new AI result before the reviewed fields are applied. Batch Review is a separate final-checking workspace for metadata already in the catalog.

Review mode	Behaviour
Fast	Applies the normal writing settings without opening Review
Only when replacing existing data	Opens Review when an enabled field would replace existing data
Review everything	Opens Review for every generated result to be approved

Adding keywords while preserving the existing list is not the same conflict as replacing that list. Choose Review everything if you also want to inspect ordinary additions.

In the browser, Photos to review lets you move between photographs. Existing values are shown in red and the editable MetaMagic result in green. Red means “current”, not necessarily “incorrect”. The preview can be enlarged when available.

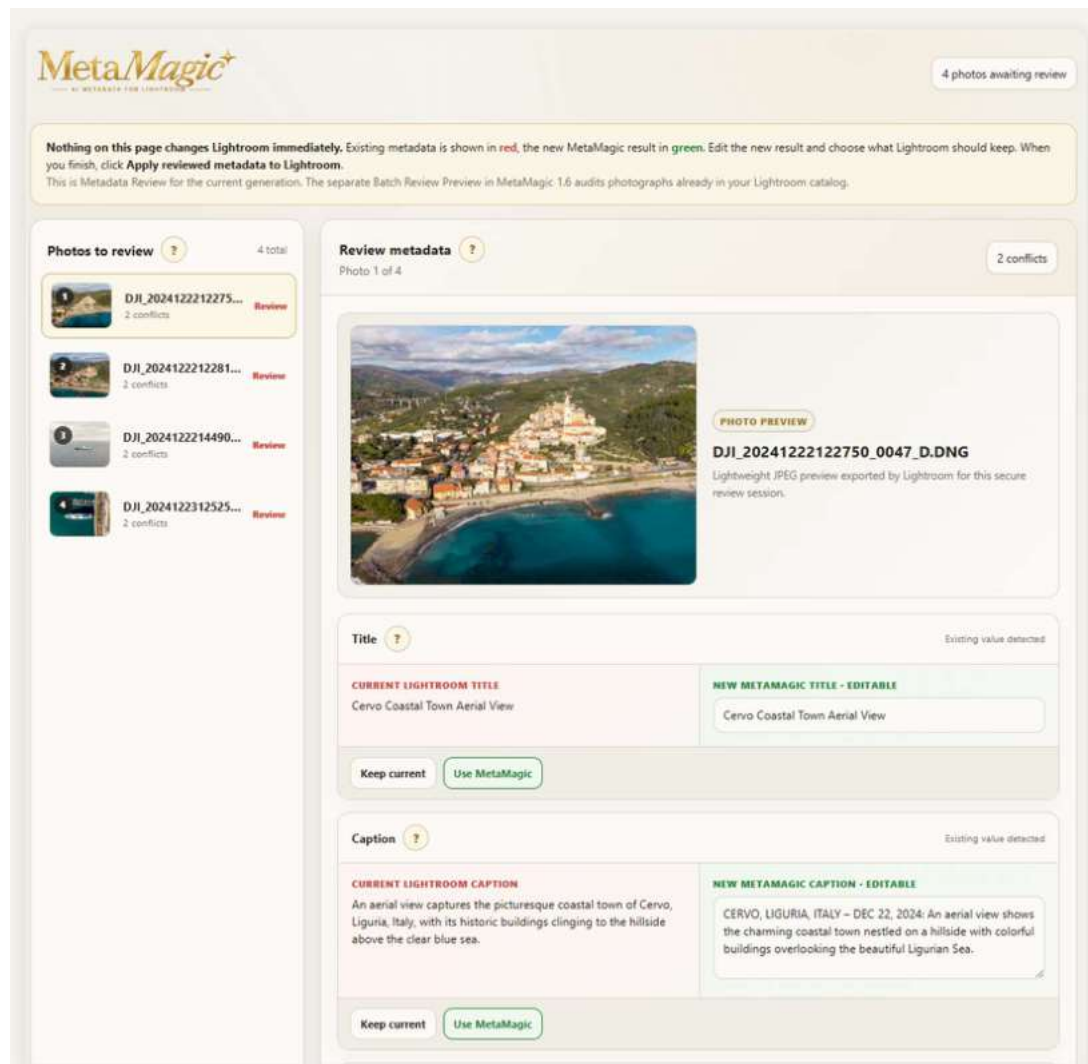


FIGURE 21 Review proposed metadata and choose what to keep before applying it.

Decide what to keep

For Title and Caption, Keep current retains Lightroom's value and Use MetaMagic chooses the generated value. You can edit the generated text before applying it. For Keywords, choose Keep existing, Keep existing + add MetaMagic or Replace with MetaMagic. Remove unwanted generated terms and add missing ones using the available keyword controls.

Previous returns to the earlier photo. Confirm & Next keeps your current choices in the review and moves forward. Apply this decision to remaining photos with the same conflict type reuses a keep/replace/merge decision for corresponding conflicts. It does not copy an identical caption to every photograph.

When finished, click Apply reviewed metadata to Lightroom and wait for the plug-in to apply the choices. Moving through the photos alone does not complete this step. Cancel review keeps the affected reviewed fields unchanged; it does not promise a refund for AI generation already performed or undo other earlier writes.

The screenshot shows the MetaMagic interface with three buttons at the top: 'Keep existing', 'Keep existing + add MetaMagic' (highlighted with a yellow border), and 'Replace with MetaMagic'. Below these is a section titled 'Want a different AI result?' with a question mark icon and a note '1 credit when successful'. A text input field contains the placeholder text 'Optional: e.g. Focus more on the architecture and use more specific keywords.' Below the input field is a note: 'Only this photo will be regenerated. Your current Lightroom metadata remains untouched until you apply the review.' A large button labeled 'Regenerate this photo' is prominently displayed. At the bottom of this section is a checkbox labeled 'Apply this decision to remaining photos with the same conflict type'. Below the checkbox are three buttons: '← Previous', 'Confirm & Next →', and 'Cancel review' (in red). A large orange button labeled 'Apply reviewed metadata to Lightroom' is at the bottom right.

FIGURE 22 Regenerate when needed, then confirm and apply the reviewed metadata.

Regenerate one result

Regenerate this photo requests another result for the currently opened photograph. Add optional guidance, such as “Focus more on the architecture”, then start regeneration. A successful regeneration costs one credit; manual editing in Review has no additional credit cost.

The feature needs an available preview. After regeneration, inspect the new text and confirm the field decisions again. The new result is not automatically approved just because it was generated.

13 Get started with Batch Review

Batch Review checks photographs already selected in Lightroom. You can review existing titles, captions and keywords even if they were entered manually or created by another tool. Opening Batch Review does not itself generate new metadata or consume a credit.

1. Select the photographs in Lightroom’s Library module.
2. Choose Library → Plug-in Extras → Batch Review.
3. Wait while the plug-in reads catalog metadata and prepares previews.
4. Keep Lightroom open when the browser workspace appears.
5. Follow Rules, Collections, Review and Export in that order.

The initial Lightroom selection determines what is loaded. Selecting or filtering cards inside Batch Review then creates a working subset of that loaded group. To load a different set from Lightroom, save your current work and start a new Batch Review session.

The Lightroom-connected workflow creates local previews and communicates with the MetaMagic service for metadata and commands. Optional AI correction uploads the preview needed for that analysis. The originals are not replaced by the browser page.

To select files directly from a computer file picker instead, use the Web App chapter later in this guide. The Lightroom-connected Batch Review page described here obtains its photographs from Lightroom; it does not have the same file-import workflow as the Web App.

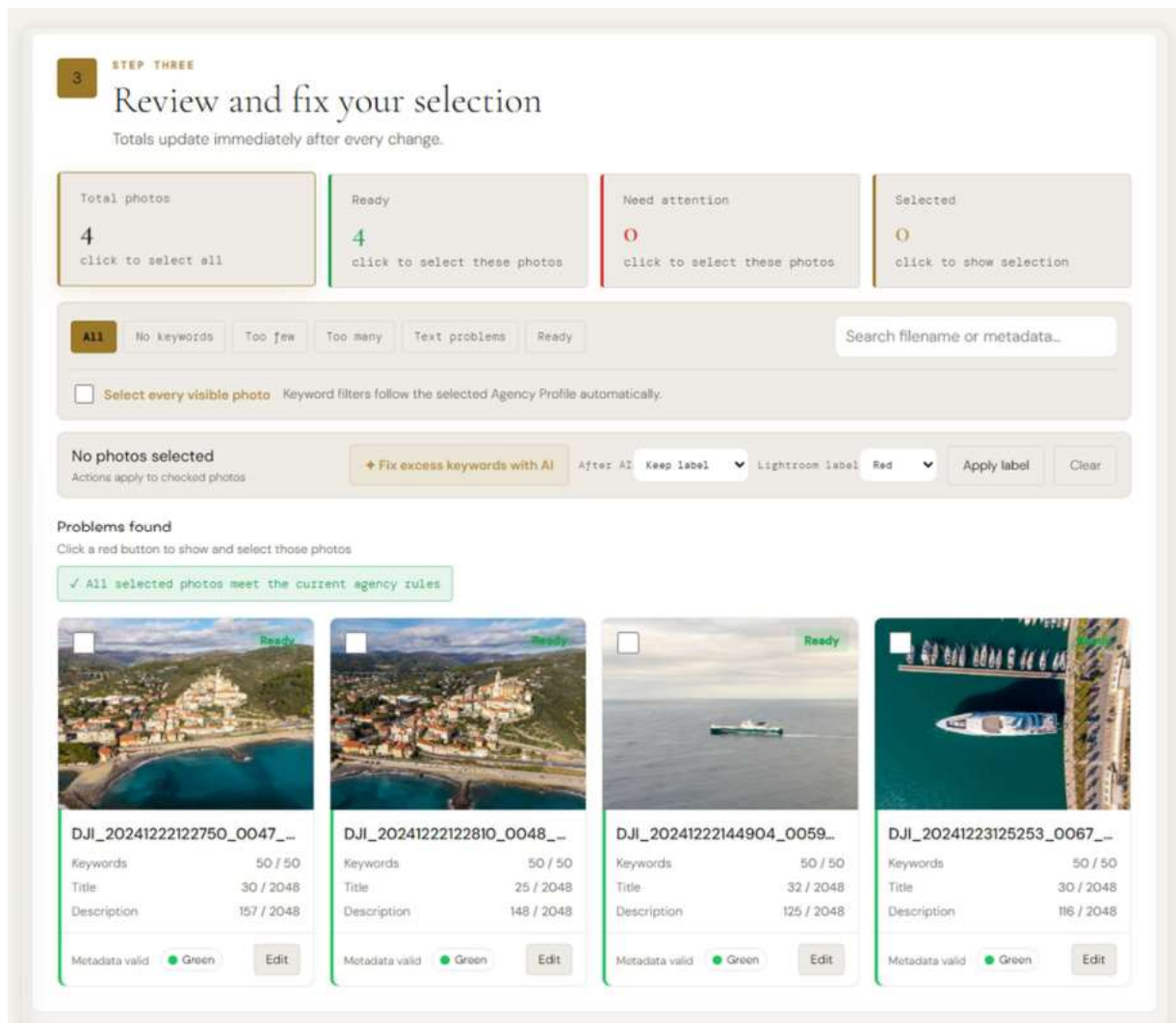


FIGURE 23 Batch Review combines filters, validation status and individual photo cards.

14 Agency rules & personal profiles

Agency profile sets the checks applied to the loaded photographs. It controls minimum and maximum keyword counts and maximum title and description lengths. The latter two are measured in characters, not words.

1. Open the Agency profile dropdown and select your destination, for example Shutterstock.
2. Inspect the displayed limits.

3. Click Edit if you want to adjust the limits for this workflow.
4. Watch Ready and Need attention update as the rules change.
5. Save a personal preset if you want to reuse your own configuration.

Ready means that the metadata passes the implemented checks. It does not guarantee accurate descriptions, valid releases, image quality or agency acceptance. Changing the profile can change a photograph's status without changing its metadata.

The following values come from the current backend profile definitions in the inspected MetaMagicWeb repository. They document the application's rules rather than independently verified current agency requirements.

Profile	Keywords min-max	Title max characters	Description max characters	Description required
Custom limits	7-50	200	200	Yes
Shutterstock	7-50	2048	2048	Yes
Adobe Stock	1-50	70	2048	No
Alamy	5-50	150	150	Yes
Pond5	10-50	80	500	No
Vecteezy	5-50	200	200	No
123RF	7-50	200	200	Yes
Dreamstime	5-80	200	2000	Yes
Depositphotos	5-50	200	200	Yes
Freepik Contributor	5-50	200	2048	No
Getty / iStock	5-50	200	200	Yes
Stocksy	5-50	200	200	Yes
Envato Elements	1-50	99	5000	Yes

Save your own rule preset

Choose the starting profile, click Edit and enter your limits. For example, for a personal archive you could use a smaller keyword maximum and shorter titles. Click Create new preset, give it a name such as "Client archive" and save it. This is your own checking policy, not an agency certification.

Select the personal preset to reuse it. Its edited limits save automatically in the browser. Delete My preset removes a personal preset; it does not delete a built-in agency. Browser storage means the preset may not be available on another computer, browser or after browser data is cleared.

The optional Yes, prepare CSV switch enables an export preparation panel. Agency profile and CSV destination are separate selections: check both if you intend to create a CSV.

FIGURE 24 Agency profiles supply the checking limits used by Batch Review.

FIGURE 25 Save a personal rule preset with a recognisable name.

15 Find photos that need attention

Total photos counts the loaded photographs. Ready counts those passing the current checks. Need attention counts photographs with one or more issues. Selected counts checked photographs, which are the targets for selected-photo actions.

A photograph can have several problems. One image might have too many keywords and a missing title, so adding all problem counts does not necessarily equal the number of photographs needing attention.

Filter	What it shows
All	Loaded photographs matching any other active filters
No keywords	Photographs with an empty keyword list
Too few	Photographs with some keywords but fewer than the minimum
Too many	Photographs exceeding the maximum keyword count

Filter	What it shows
Text problems	Missing required text or title/description exceeding its limit
Ready	Photographs passing the selected profile checks

Search checks filename, title, description and keywords. The problem buttons under Problems found let you focus on a particular issue. The summary counters can also select or show groups, such as Ready or Selected.

Select every visible photo checks the cards currently shown. Clear removes the selection. Changing a filter does not necessarily clear photographs checked earlier. Always inspect Selected before applying a bulk operation so that previously selected, now-hidden photographs are not included by surprise.

Each card shows the preview, filename, keyword count, text lengths, detected issues and current colour label. Edit opens the metadata editor. A changed-state marker can indicate edits waiting to be saved to Lightroom.



FIGURE 26 Totals distinguish loaded photos, passing photos, issues and the selection.

16 Edit one photo or a selection

Correct one photograph

Click Edit on its card and check that the editor identifies one photograph. Change the title, description or comma-separated keywords. Click Apply changes to update the page, then Save changes to Lightroom to send the modified metadata to the catalog.

For too few keywords, add relevant terms manually or return to the generation workflow if you need new AI metadata. For too many, remove unnecessary terms manually or use the optional AI reduction described next. For missing text, write a suitable title or description. For overlong text, shorten it while preserving its meaning.

Correct selected photographs together

1. Filter the group you want to change.
2. Check the target photographs and confirm the Selected count.
3. Click Edit on one of the checked cards.
4. Confirm that the editor says BULK EDIT SELECTED PHOTOS and shows the expected number.
5. Check only Apply title, Apply description / caption or Replace all keywords as needed.
6. Enter the shared value, click Apply changes and inspect the result.
7. Click Save changes to Lightroom.

Every enabled field receives the same entered value across the selected group. For example, applying one title to 20 photos gives all 20 that title. Replace all keywords replaces complete lists;

it does not simply append one term. Checking Keywords and leaving it empty clears all keywords from the target photos.

To edit just one photograph when several are checked, clear or adjust the selection first and confirm the editor's target count. Manual corrections do not use credits.

BULK EDIT SELECTED PHOTOS

4 selected photographs

Only checked fields apply to every selected photograph. Check Keywords and leave it empty to clear all keywords.

☐ Apply title 0 / 2048

☐ Apply description / caption 0 / 2048

☐ Replace all keywords 0 / 50

Separate keywords with commas; leave empty to clear all

Cancel APPLY CHANGES

FIGURE 27 Confirm the target count before applying the same metadata to several photos.

17 AI keyword correction & colour labels

Fix excess keywords with AI chooses less relevant existing terms to remove when the keyword count exceeds the maximum. It is a keyword-reduction tool, not full generation of missing titles, descriptions and keywords.

1. Choose the correct profile and filter Too many.
2. Check the photographs to correct and review Selected.
3. Choose After AI: Keep label, a colour, or Remove label.
4. Click Fix excess keywords with AI.
5. Read Photos to correct and Maximum credit cost.
6. Confirm Start AI correction and wait for processing to finish.

7. Review the removed terms shown as AI removed.
8. Save the approved keyword changes with Save changes to Lightroom.

The documented workflow charges one credit for each group of up to 25 successful corrections in the operation. For example, 25 successful corrections cost one credit and 26 cost two. The maximum is shown before starting. Failed or incomplete corrections do not count as successful corrections; successful work can still be charged if the operation stops later.

After AI can keep the current label, mark green, red, yellow, blue or purple, or remove the label. This label action is sent to Lightroom separately from saving the corrected keyword text.

Mark photographs without AI

Check the photographs, choose a colour in Lightroom label and click Apply label. Choose Remove to remove their colour labels. This does not consume credits and does not require running AI correction.

Colour labels change Lightroom when the command is applied. They are not merely unsaved text edits waiting for Save changes to Lightroom. Use them for your own workflow, such as yellow for a manual check or green for your completed review.

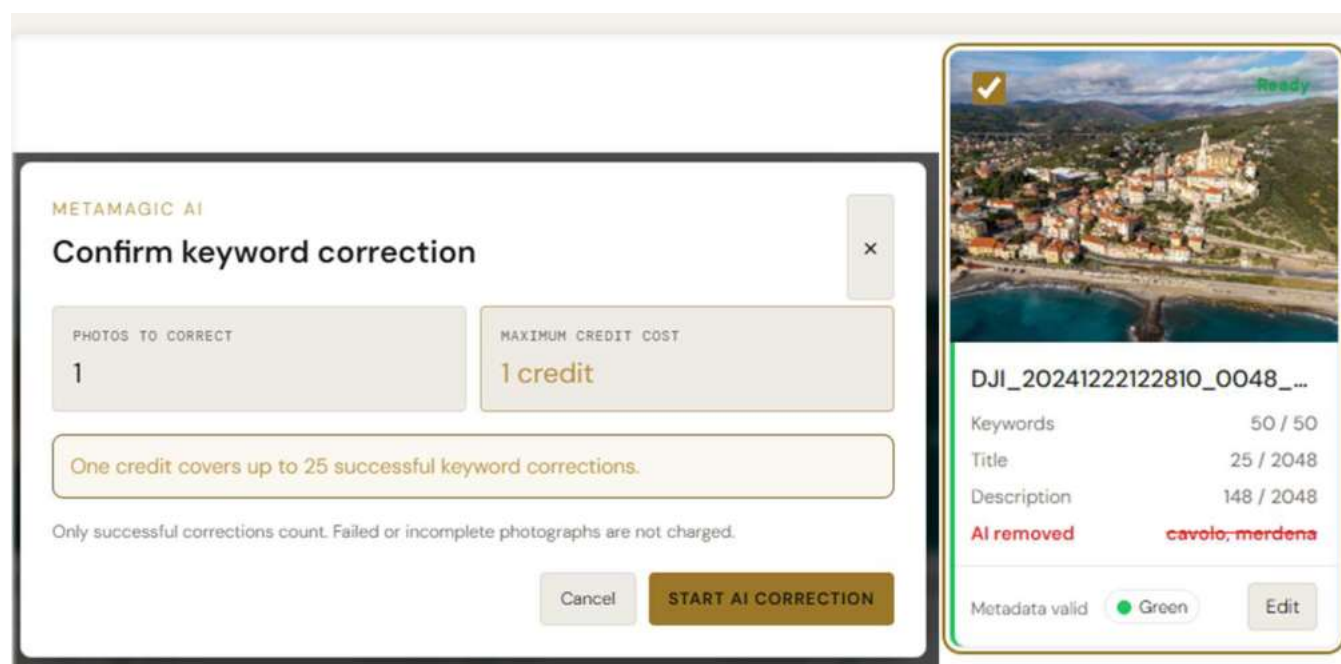


FIGURE 28 Review the maximum credit cost and the keywords removed by AI.

18 Organise ready and problem photos

Batch Review can maintain status groups in a Lightroom Collection Set. These are separate from the AI content Collections: they organise work by metadata readiness rather than recognised subject matter.

1. In Collections, choose an existing Collection Set or enter a new name, such as "Shutterstock review".
2. Confirm that you have chosen the intended set, not an unrelated delivery set.
3. Click Update Collections.

4. Return to Lightroom's Collections panel and expand the chosen set.
5. Click a status Collection to see the matching photographs.

Status Collection	Photographs included
All Reviewed	All photographs loaded in the review
Ready to Publish	Photographs passing the current profile
Needs Attention	Photographs with at least one issue
No Metadata	Empty title, empty description and no keywords
No Keywords	Empty keyword lists
Too Few Keywords	Non-empty lists below the minimum
Too Many Keywords	Lists above the maximum
Missing Title	Photographs without a title
Missing Description	Photographs without a description when the profile requires one

After corrections or a profile change, click Update Collections again. These are normal Collections updated by a command; they do not continuously react to every later Lightroom edit. The update recalculates membership for photographs in the loaded session, rather than deleting their original files.

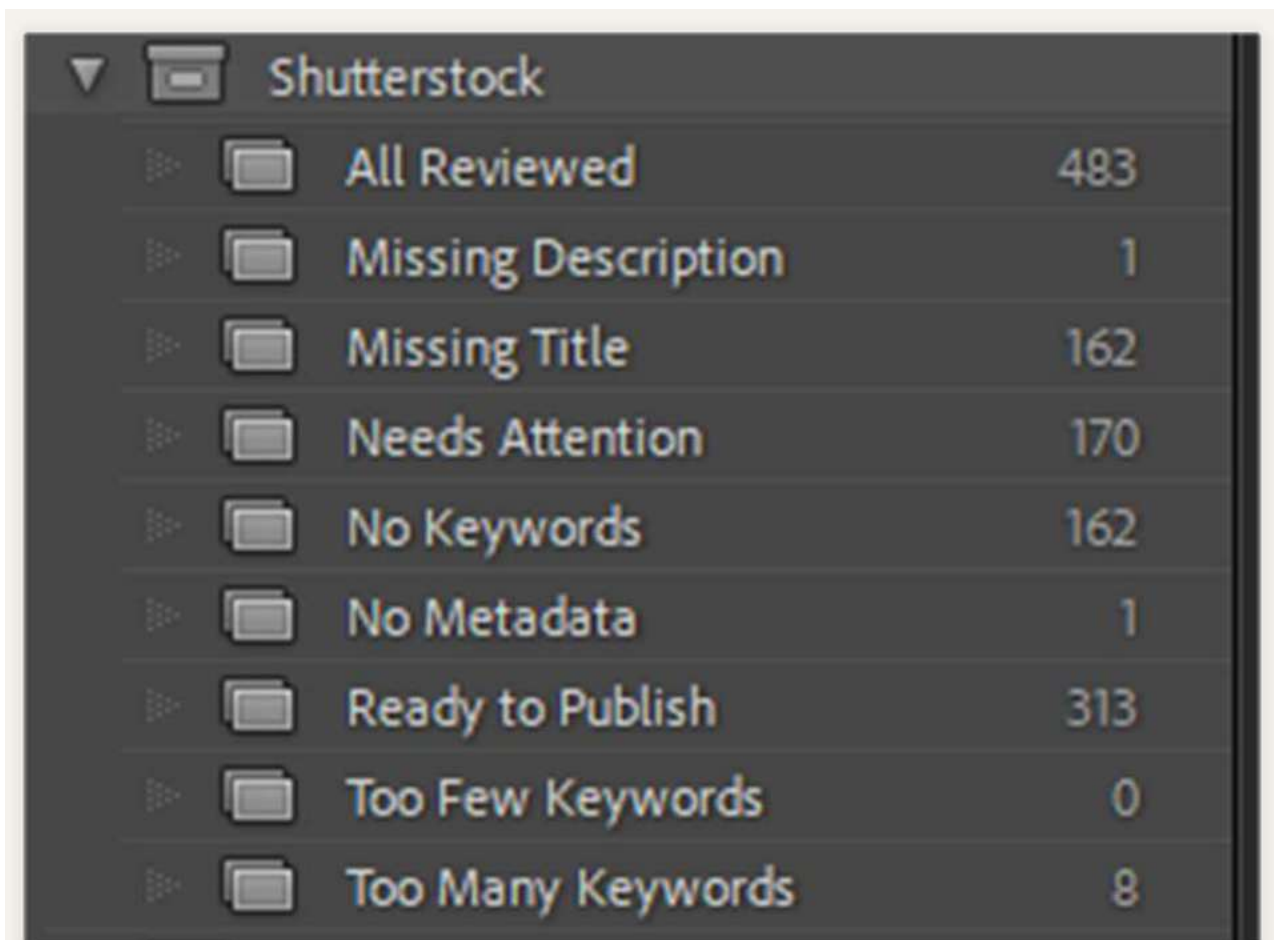


FIGURE 29 Status Collections group photographs by the results of the current checks.

Ready to Publish is the application's generated name. If your workflow uses "To submit", create a personal Collection with that name and add your chosen photographs. MetaMagic does not automatically submit them to an agency or convert that personal Collection into a publishing service.

Add or remove photographs in personal Collections

Manage individual Collections lets you work with a single Collection. First check the photographs in Review. Select the destination Collection and click Add selected. To remove them from that Collection, choose it and click Remove selected. Removal from a Collection does not delete them from the catalog or disk.

To create a new empty Collection, choose its parent Collection Set, enter the name and click Create Collection. Then select the photographs and use Add selected. Creating an empty Collection does not automatically add all loaded photos.

For a "To submit" workflow, select Ready photographs after checking them, create or select your To submit Collection, and click Add selected. After submission, you can move your organisation forward manually by adding the appropriate photos to a Submitted Collection and removing them from To submit.

19 Save to Lightroom & export

Apply changes in the text editor changes the browser's working values. Save changes to Lightroom sends the modified titles, descriptions and keyword lists to the catalog. Wait for processing and check a changed photograph in Lightroom, especially after connection problems.

Action	Where the change happens
Apply changes in the metadata editor	Updates the page; text still needs saving to Lightroom
Save changes to Lightroom	Sends modified text and keyword lists to the catalog
Apply label	Sends a colour-label command to Lightroom
Update Collections, Add selected or Remove selected	Sends the corresponding Collection operation to Lightroom
Apply or Save export settings in agency panels	Saves agency-specific fields through the compatible plug-in
Download CSV	Creates a metadata file, not the image files
Open Lightroom Export	Opens Lightroom's image export dialog

Before closing Batch Review, save pending metadata edits and wait for any agency-field operation to finish. Close ends the review session; it does not replace the save action. A later session starts from information stored in the catalog.

Export the photographs

Click Open Lightroom Export and check which photographs are selected in the resulting dialog. Choose your normal size, quality, colour profile, destination and naming preset. In Metadata, include the fields needed for delivery, for example All Metadata when appropriate.

Lightroom's export settings determine whether standard metadata is embedded in the exported files. AI Collections and plug-in classification fields should not be assumed to become ordinary IPTC keywords. Export one test photograph and inspect it if the exact metadata matters.

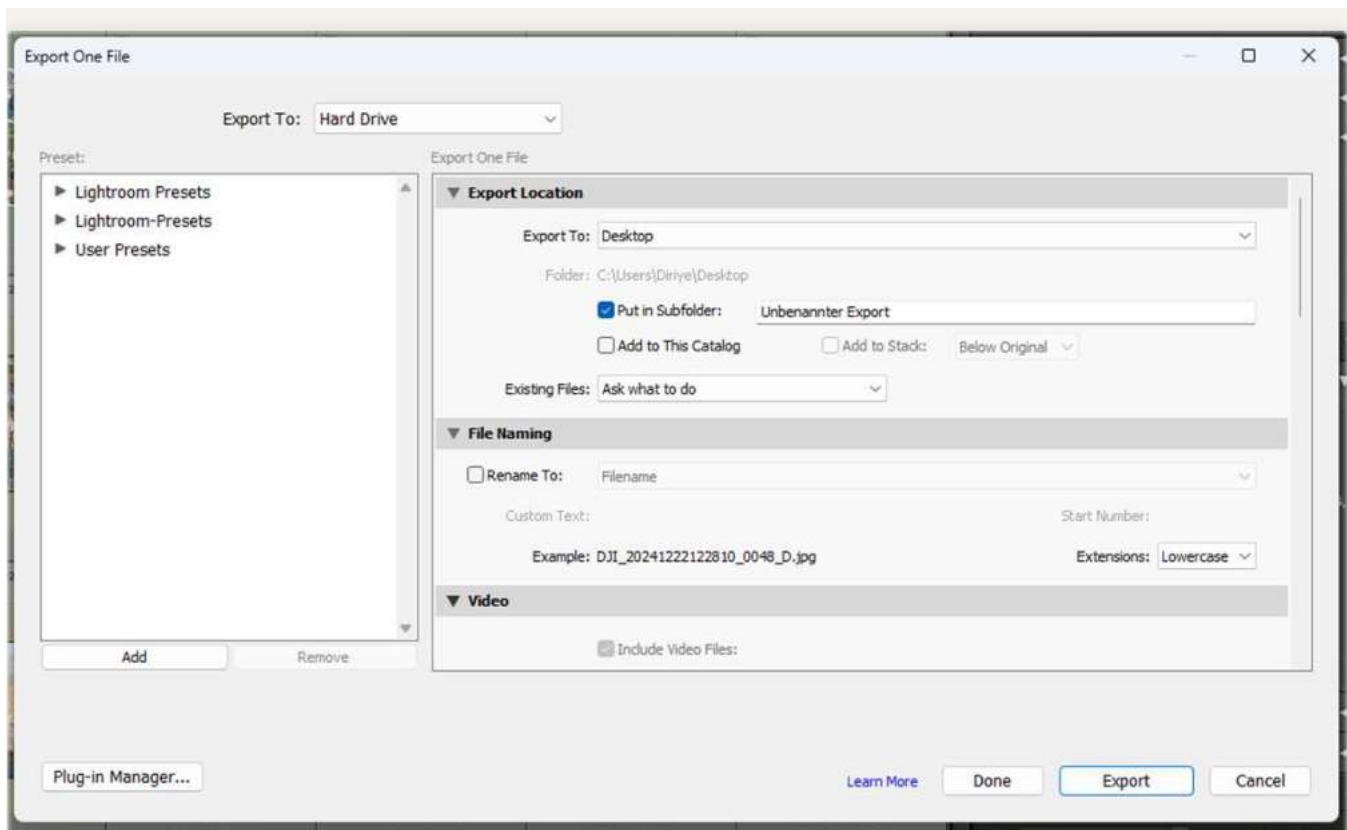


FIGURE 30 Lightroom's Export dialog creates the image files for delivery.

20 Prepare an agency CSV

A CSV is a table of metadata that a destination may import separately from your photographs. It does not contain the photographs and does not upload them to an agency. You can complete Batch Review without creating a CSV.

1. In Rules, enable Yes, prepare CSV.
2. Select the CSV destination and inspect its extra fields.
3. Choose whether to apply values to Checked photos, Currently filtered photos or All loaded photos.
4. Fill shared values only for photographs that should receive them. Keep existing leaves a field unchanged.
5. Apply the agency settings and review individual exceptions.
6. Use Show incomplete photos to find rows missing required values.
7. Export the photographs from Lightroom and note their exact output filenames.
8. Correct Exported filename in the review if Lightroom renamed the files.
9. In Export, choose the group to include in the CSV, confirm the filename check and download it.

The filename in each CSV row must match the exported photograph. If IMG_0123.CR3 becomes Travel_001.jpg during export, the CSV must use Travel_001.jpg. Changing the name in the CSV panel does not rename a file on disk.

The checker identifies issues such as duplicate exported names, missing required agency fields and invalid filename formats. Ready under the general profile does not necessarily mean the CSV is complete: an additional category or filename check may still fail.

Prepare an agency CSV during review?
Optional. Turn it on now or later; the actual CSV is downloaded only when you reach Export.

☒ **Yes, prepare CSV**

Verified CSV destination: Shutterstock

Export metadata CSV
Shutterstock CSV: 4 photographs will be included.

Photographs included:

- All loaded photos (4)
- All loaded photos (4)**
- Checked photos (2)
- Currently filtered photos (4)

SHUTTERSTOCK CSV

Prepare categories and submission options
Assign different values to one photograph, checked groups, the current filter or the complete Lightroom selection

Apply the fields below to: Checked photos (2) Search target: 2 checked photos. Final CSV group: 4 photos.

Primary category: required

Keep existing

Second category: optional

Keep existing

Editorial

Mature content

Illustration

Keep existing

Keep existing

Keep existing

Keep existing changes nothing in that field. Category suggestions can be added later. Editorial and Mature Content remain under your control.

APPLY TO 2 CHECKED PHOTOS Show incomplete photos Applied changes are saved in this Lightroom catalog.

Review individual photos & JPEG filenames
JPEG names below are suggested from the originals. If Lightroom renames your exports, add the matching names here. No image files are renamed by this panel.

Original - exported JPEG	Categories	CSV check	Action
DJ_201402222790_0041_D10HG → DJ_201402222790_0041.jpg	Not assigned	Missing primary category	Edit
DJ_201402222810_0048_D10HG → DJ_201402222810_0048.jpg	Not assigned	Missing primary category	Edit
DJ_2014022244904_0056_D10HG → DJ_2014022244904_0056.jpg	Not assigned	Missing primary category	Edit
DJ_201402225253_0067_D10HG → DJ_201402225253_0067.jpg	Not assigned	Missing primary category	Edit

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FIGURE 31 Prepare the destination-specific CSV and resolve missing values before export.

Available destination fields

Shutterstock provides Primary category, Second category, Editorial, Mature content and Illustration. The panel requires the primary category. Use the individual-photo editor for exceptions and the exact exported JPEG filename. These settings do not replace the title, caption, keywords or colour label.

Adobe Stock provides an optional category and Release JPEG filename. The CSV validator limits image and release filenames to 30 characters and expects a JPEG release filename. Its profile does not require a description. Check both the general profile and CSV validation results.

Pond5 provides City, Region / state, Country, Camera model / source, Model released, Property released, Uploaded release filename(s), Copyright owner, Price in USD and Editorial. Enter a non-negative number in the price field when used; avoid currency symbols in a numeric value.

Vecteezy has no extra agency fields in this panel. Verify Filename, Title, Description and Keywords and the exported filename correspondence.

Dreamstime provides a required Primary category plus second and third categories, Allow free section, W-EL licence, P-EL licence, SR-EL licence, SR price, Editorial, Model release ID(s) and

Property release ID(s). The release fields use numeric platform IDs separated by commas. Apply submission and licence choices only when they match the intended photographs.

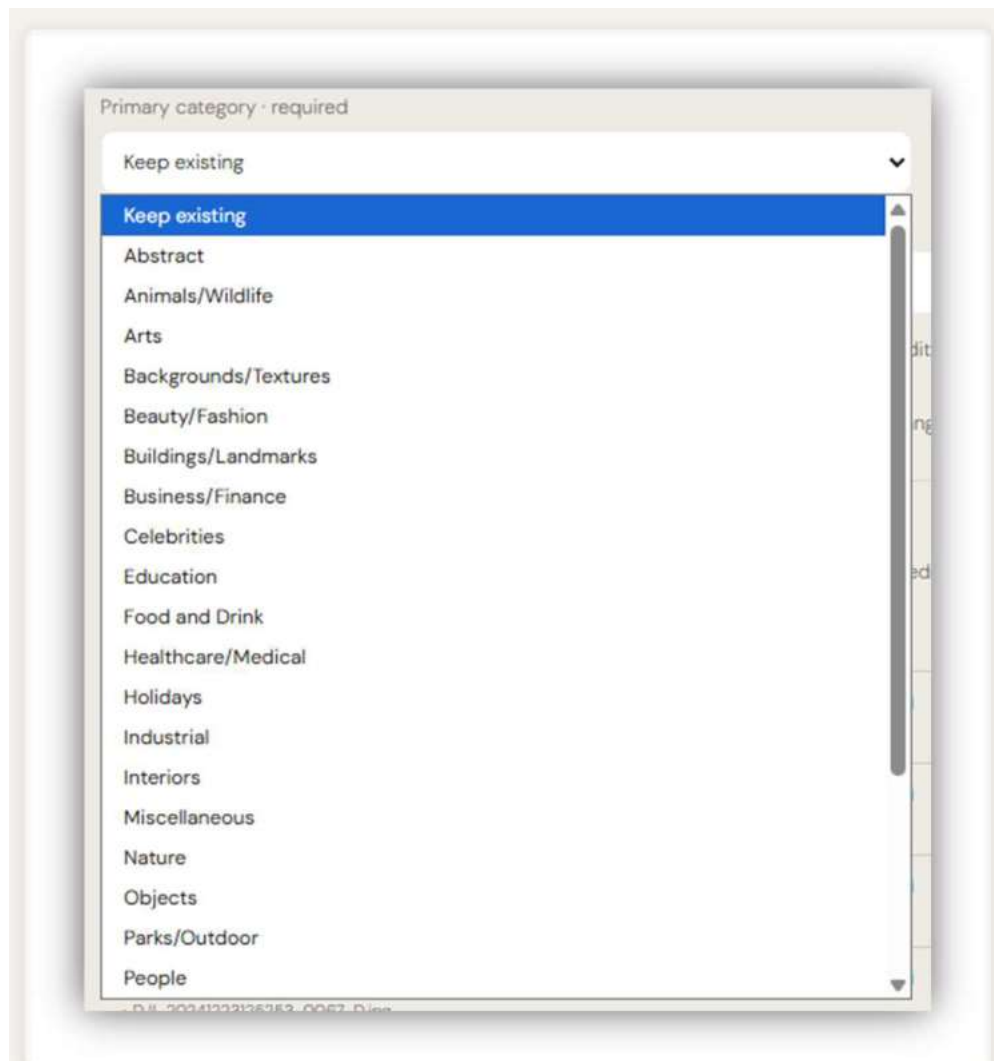


FIGURE 32 Agency categories belong to the destination-specific export settings.

Freepik Contributor provides optional AI prompt and AI model fields for AI-generated imagery. A camera photograph does not become AI-generated imagery merely because MetaMagic wrote its metadata. The configured CSV uses semicolons between columns and commas within the keyword field.

Envato Elements Photos provides an optional Location field and a photographic CSV layout using filename, title, tags, description and location. The documented configuration requires a description and limits the title to 99 characters.

Universal / archive CSV creates a general metadata table when you do not need an agency-specific layout. Do not assume an agency will accept it unchanged. Follow the destination's current contributor instructions for importing any CSV; MetaMagic does not perform submission.

21 Use the standalone Web App

Open <https://www.metamagicplugin.com/webapp.html> when you want to work with files selected directly from your computer. This is a separate workspace from Lightroom Batch Review. It shares your account credit balance but does not automatically update the Lightroom catalog.

1. Enter your Customer Code in Account and click Check Credits.
2. Click Select files to open your computer's file picker, choose photographs and confirm. Select folder loads a folder where the browser supports that action. You can also drag files into the drop area.
3. Review the loaded photographs. File-format decoding and folder selection depend on the browser and file.
4. Configure Keywords per photo, Title length and Caption length.
5. Set Editorial mode, GPS location, Date in caption and Include author if needed.
6. Use Select all, Select none or Pending only to choose targets.
7. Click Generate Selected, or open one photo and use Generate this photo.
8. Review the result, save your edits in the app and download the required output.

All, Pending, Done and Errors help you follow processing. Bulk edit applies the supported common agency fields to selected photographs. In the individual-photo window, edit Title, Caption / Description and Keywords; the window also contains Agency Tags, IPTC Location, EXIF information and Copyright fields.

Save in app saves within this workspace. Save & Download JPG produces a download; neither is the Lightroom Batch Review command Save changes to Lightroom. The export options include selected agency CSVs, Generic CSV, XMP Sidecar, JPG+EXIF, ZIP and All CSVs. Selected only limits the export to checked photographs.

Check exported results before using them for a whole archive, especially with RAW or non-JPEG source formats. Download what you need before closing the session, then handle any import or metadata update in Lightroom separately.

22 A complete workflow

This example combines the main tools without generating the same photographs unnecessarily. Use a small selection first, then repeat with a larger shoot once the workflow is familiar.

1. Import and select your finished photographs in Lightroom.
2. Open the Control Center, choose your output languages and preserve existing keywords if needed.
3. Enable AI Collections, starting with the categories relevant to the shoot. Leave optional OCR and GPS replacement off unless wanted.
4. Choose Review everything and wait for autosave.
5. Generate metadata and inspect the proposed titles, captions and keywords. Approve the reviewed results.
6. In Lightroom, check the MetaMagic AI Metadata view and expand the AI Collections to browse the recognised content.
7. Open Batch Review for the same photographs and select Shutterstock or another appropriate checking profile.
8. Filter missing text, too few keywords and too many keywords. Make manual edits or request AI keyword reduction only where useful.

9. Save the corrected metadata to Lightroom. Apply your chosen colour labels if helpful.

10. Choose a review Collection Set and click Update Collections.

11. Inspect Ready to Publish and Needs Attention. Add the photographs you have personally approved to a Collection named To submit.

12. Export from Lightroom with the required metadata, and prepare a matching CSV only if your destination uses one.

If you later want to change only the AI Collection categories or thresholds, use Rebuild on photographs with saved AI data. If you want to check a different agency's limits, change the Batch Review profile. Neither task requires automatically regenerating all metadata.

23 Credits, troubleshooting & support

Operation	Credit behaviour in the documented workflow
Generate metadata	One credit per normal photo generation
Successfully regenerate from Metadata Review	One additional credit
Manually edit in Metadata Review	No additional credit
Open, filter and manually edit Batch Review	No credit
AI excess-keyword correction	One credit per up to 25 successful corrections per operation, with a quote before starting
Apply colour labels or organise status Collections	No credit
Prepare a CSV	No credit
Rebuild AI Collections from saved data	No new AI credit

AI processing and saving the result are separate stages. Keeping your previous text after a successful generation does not automatically make that generation free. Inspect the quoted maximum and final balance when using optional AI correction.

Customer Code or balance does not load

Check the complete code, account and connection. Reopen the Plug-in Manager and wait for the balance. Unavailable is not the same as a confirmed zero balance. Avoid repeatedly starting the same batch while the account status is unclear.

Control Center will not open or save

Open it again from Lightroom. A copied or expired session link may not work. Local Preview Mode does not save operational settings. Wait for successful autosave before generating.

Another batch running

Look for an active generation or review waiting for your decision. Complete or cancel that workflow before starting another. If no task remains but the message persists, restart Lightroom and inspect previously processed photographs before retrying them.

Titles or captions did not change

Check the writing switches and Keep current choices. In Metadata Review, use Apply reviewed metadata to Lightroom. In Batch Review, Apply changes must be followed by Save changes to Lightroom. Keep Lightroom open and check the final catalog value.

Too many keywords after generation

The generation setting counts new keywords, not the combined total. Keep existing + add AI can exceed an agency maximum. Reduce the list in Batch Review or deliberately choose replacement after checking the terms you would lose.

AI Collections are missing or incomplete

Confirm that version 1.6.1.0 is installed, AI Collections is enabled and the relevant classification categories are selected. Check the MetaMagic AI panel for returned data. High thresholds may exclude some results. Rebuild needs saved AI data and the compatible service; it cannot analyse a previously unprocessed photo by itself.

Review status Collections look out of date

Save corrected metadata and click Update Collections again. The groups do not continuously refresh after every later edit in Lightroom. Check that you selected the intended Collection Set and profile.

Batch Review is not applying commands

Keep Lightroom open, check that the plug-in is active and close any blocking Lightroom dialogs. Check the connection. Save what you can and note any unconfirmed edits before opening a new session from Lightroom.

CSV download is blocked

Check the destination, required fields, duplicate filenames and exact JPEG names. Verify whether you are exporting All loaded, Checked or Currently filtered photographs. Changing a CSV filename does not rename the actual export.