

Lightroom

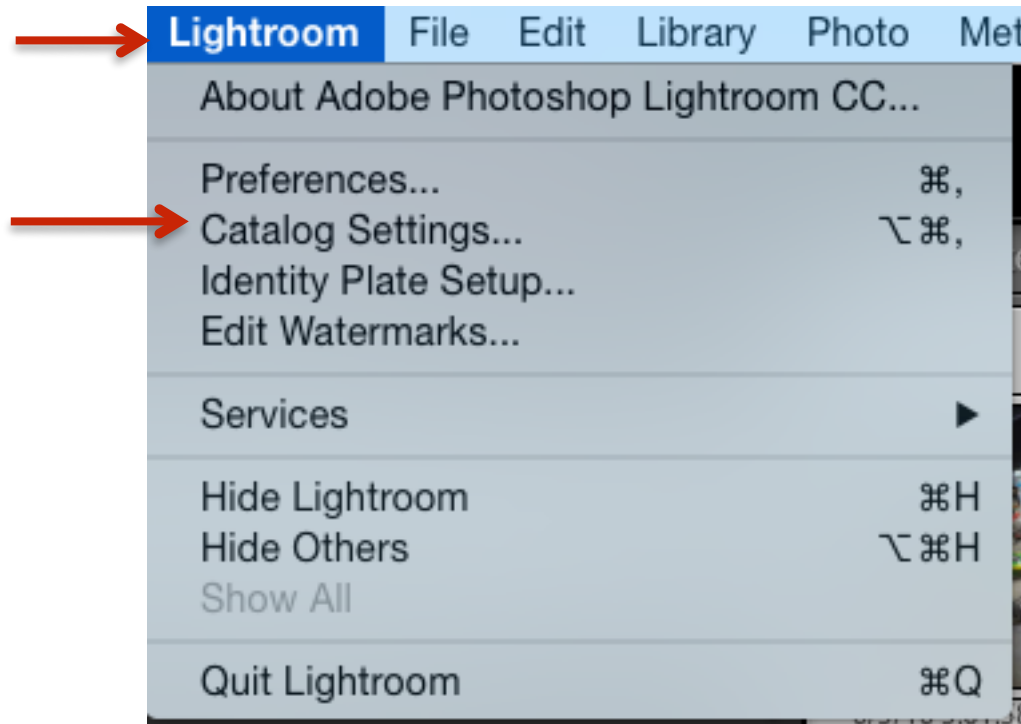
Catalogs, Importing, & Keywords

Lightroom Catalog

Lightroom Catalogs

- Catalogs are where Lightroom stores all information about your photos (file location, metadata, processing steps, etc.).
- You are always working from a catalog.
- You can have more than one catalog (not recommended).
- The actual image files **ARE NOT** stored in the catalog - just information about the files.
- Nearly every action in Lightroom is automatically stored in the catalog.
- Make sure you back up your catalog on a frequent basis (locally and externally).

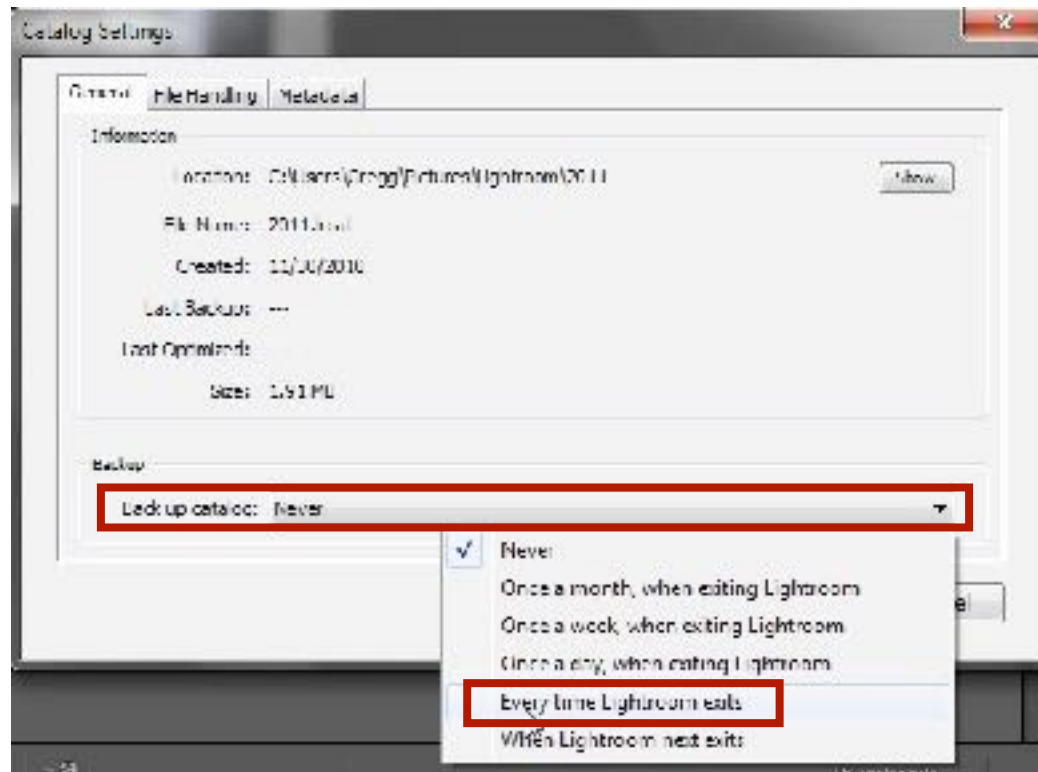
Catalog Backup



NOTE: Backing up your catalog is ***NOT*** the same as backing up your photos.

Catalog Backup

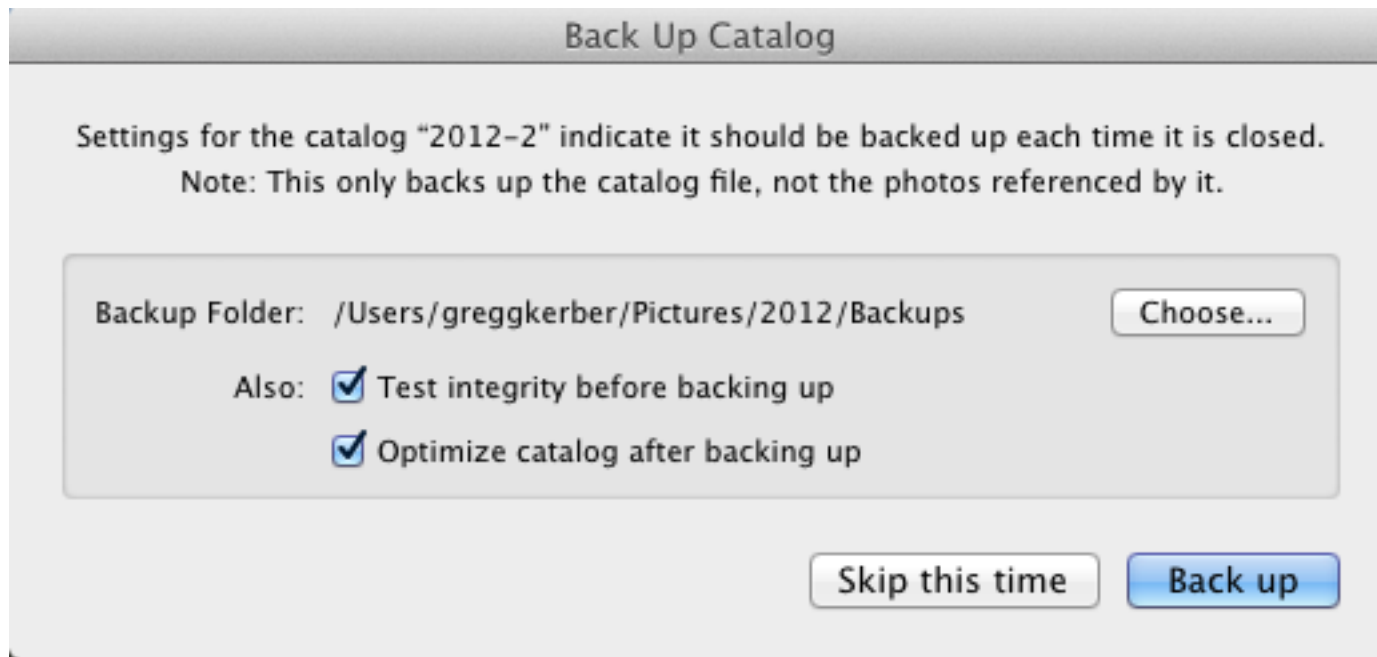
Select *Every time Lightroom exits* under *Back up catalog*



TIP: To save disk space, delete old catalog backups from your hard drive in the 'Backups' folder.

Catalog Backup

Exiting Lightroom will display this window...

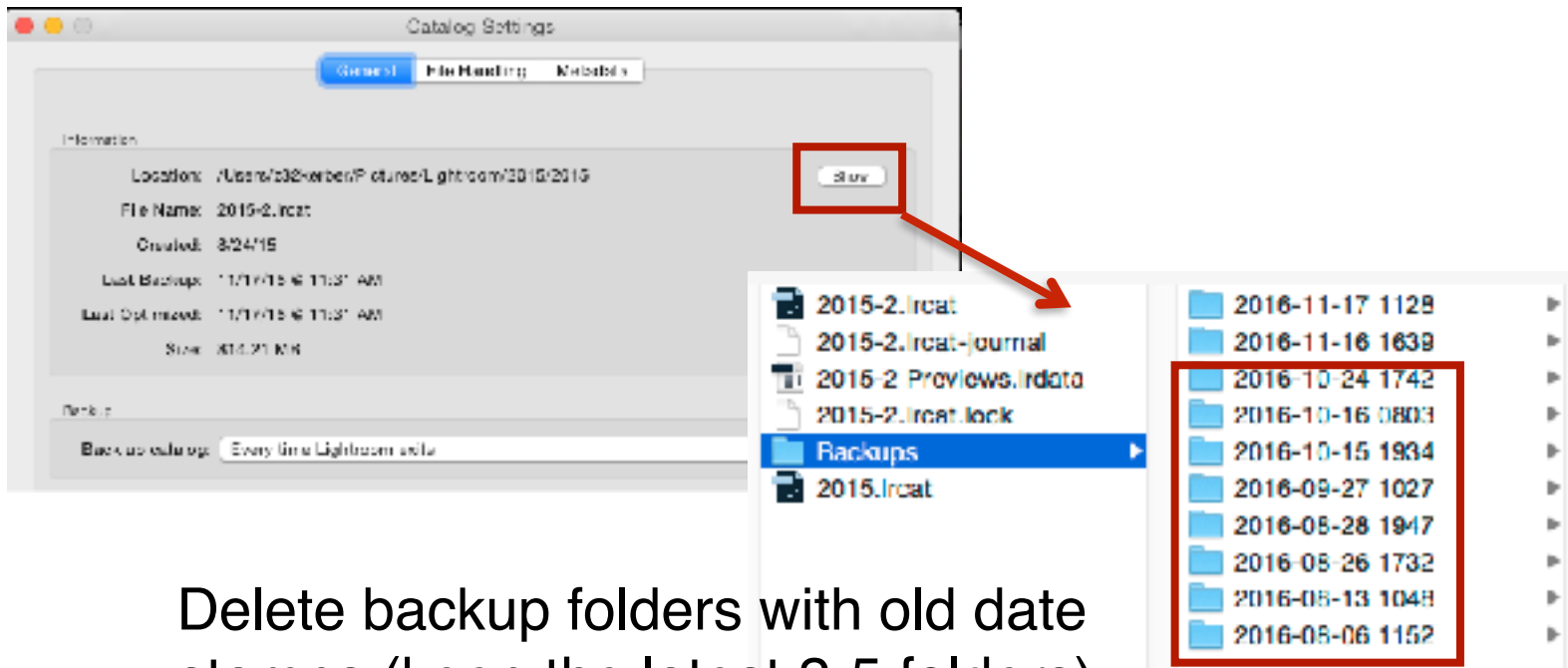


- Check both boxes next to *Also*
- Click *Back up* if you did anything other than just viewing photos...otherwise click *Skip this time*

Delete Old Backup Catalogs

To save disk space, delete old catalog backups from your hard drive in the *Backups* folder.

In Catalog Settings, select *Show*



Delete backup folders with old date stamps (keep the latest 2-5 folders)

Importing

Importing - 2 Scenarios

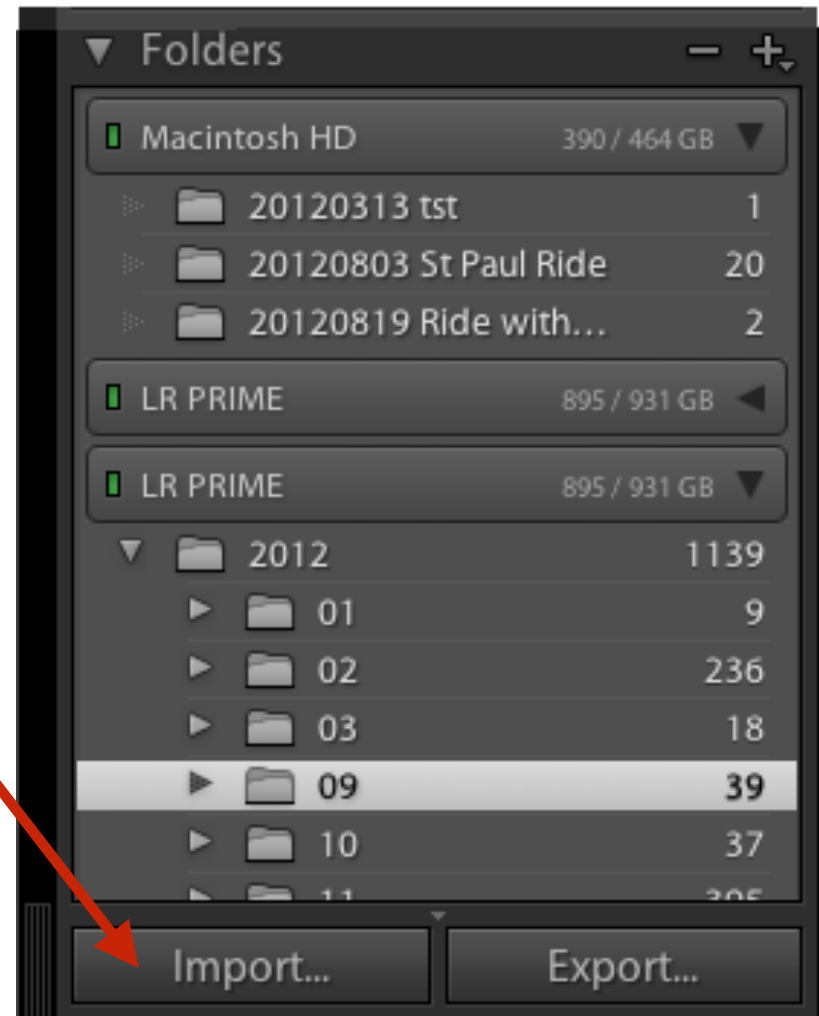
- I. **From:** Memory card
To: One (or more) hard drives
- II. Photos already on a device

Five Main Parts

1. Tell Lightroom where your photos are coming **FROM**.
2. Tell Lightroom **what photos** will be imported.
3. Tell Lightroom where photos will be going **TO**.
4. Import Panel Settings.
5. Back up image files (not the same as backing up a catalog).

Importing

Start by clicking 'Import' from the Library Module (lower left corner)

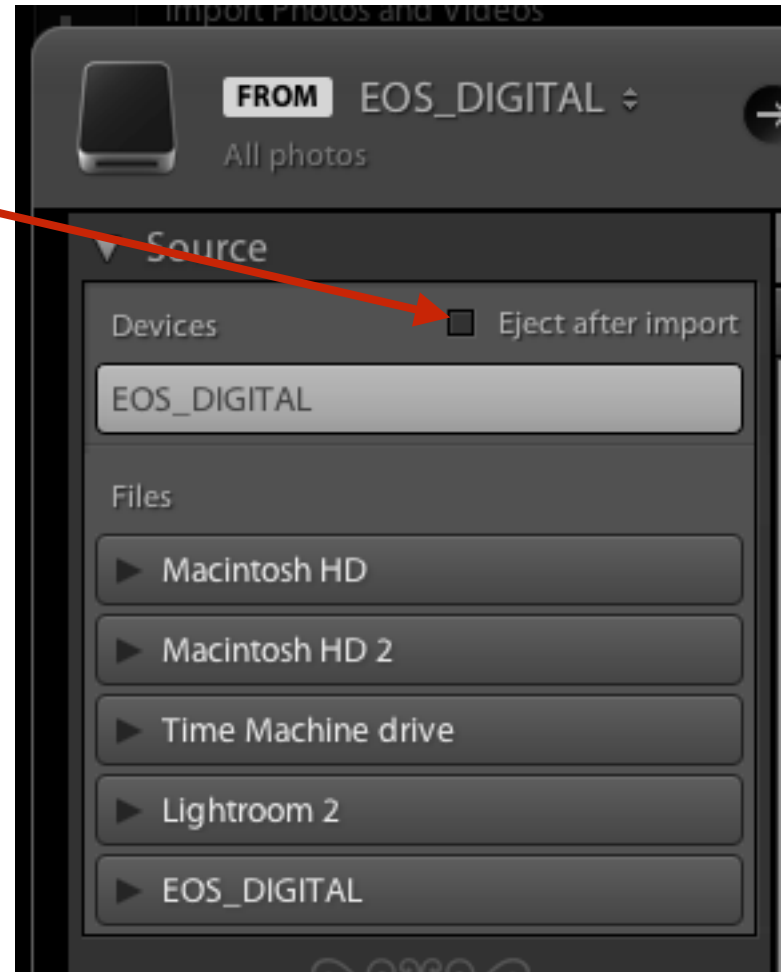


FROM - Eject After Import

If the box next to 'Eject after import' (upper left) is checked, your memory card will be ejected (disconnected) once the import process is finished.

To import again from your memory card, you must unplug the memory card and plug back in.

Uncheck this box to avoid this (a good thing).



Import Source

Tell Lightroom where your photos are coming **FROM**

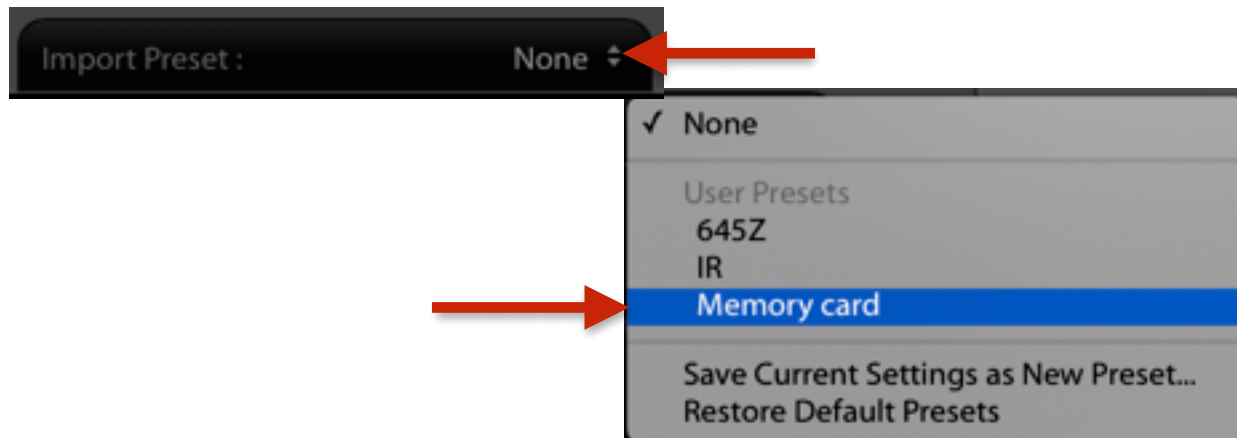
NOTE: When a memory card is plugged into your computer, Lightroom should select it as the source by default. SKIP this step if memory card is detected.



Import Preset

If you have a saved Import Preset, select it now (more on presets later).

At the bottom of the Import window, click the arrows to open up the Import Presets and select your preset.



Select Photos

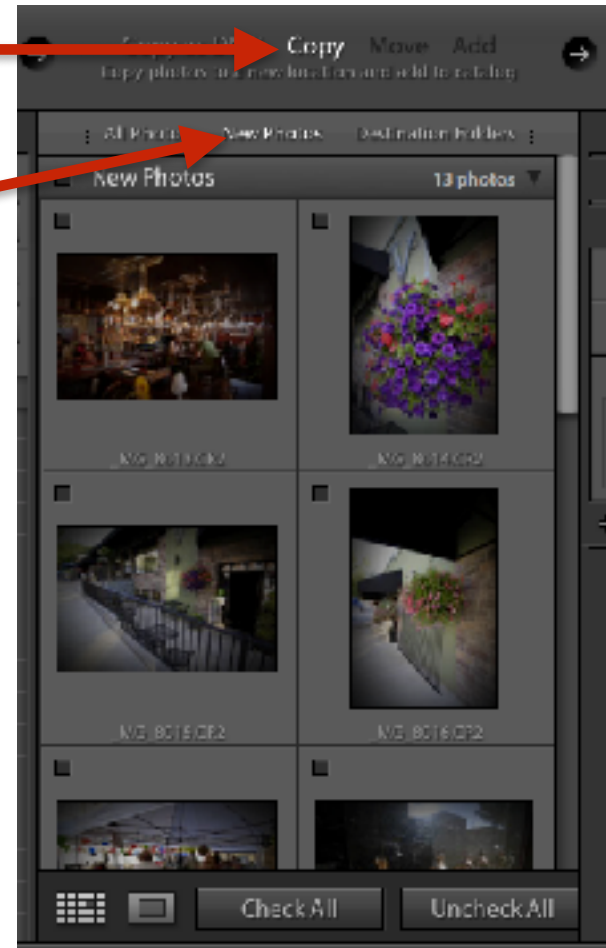
Tell Lightroom **what photos** will be imported

'Copy' should be active.

If not, select it.

Select 'New Photos'.

Photos previously imported into Lightroom will NOT be displayed (recommended).

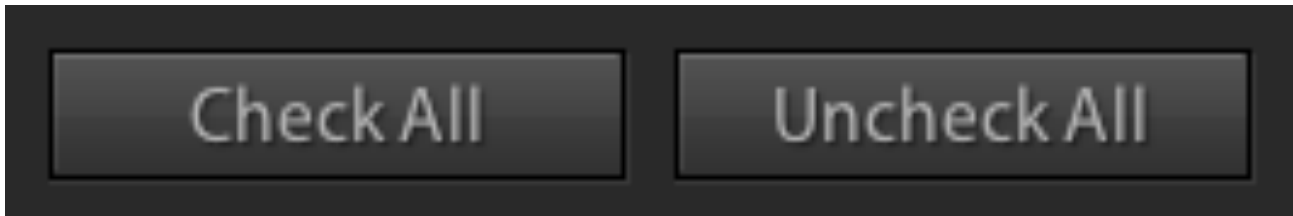


Select Photos

Leave all checked (default setting).

OR

Click 'Uncheck All' and select individual or groups of photos.



Select Photos

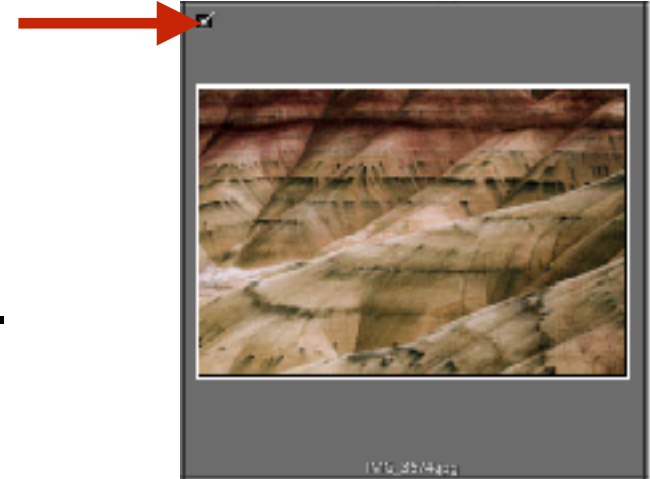
Selecting photos to be imported:

- **Check individual photos.**

Click the check box in the upper left corner of the photos you want to import.

OR

- **Select a block.** Select the first photo in the block. Hold the Shift key and select the last photo in the block. All photos in-between will be selected (border around photo will be silver).
- **Add (or subtract) individual photos to (or from) a block.** Hold the command (Mac) or ctrl (PC) key and select individual photos to add (or subtract) them to (or from) a block.
- When finished selecting photos, **click the checkbox** in one of the selected photos and all selected photos will be checked.

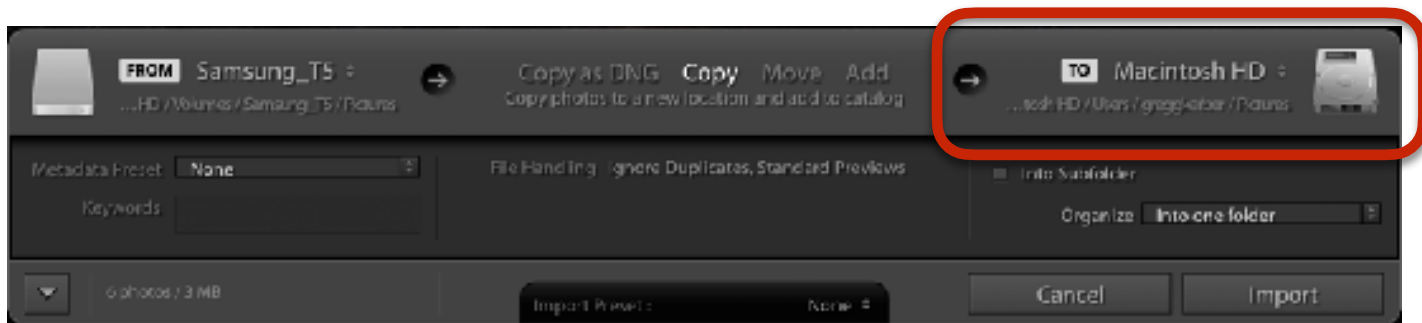


Review

- **Only checked photos will be imported.**
- If no photos are checked, the 'Import' button will NOT be available.
- If you want to import just certain photos:
 1. Uncheck all.
 2. Select the photos you want to import (they will become highlighted in the grid when selected).
 3. Check just one of the selected photos and all selected photos will be checked.

Import Destination

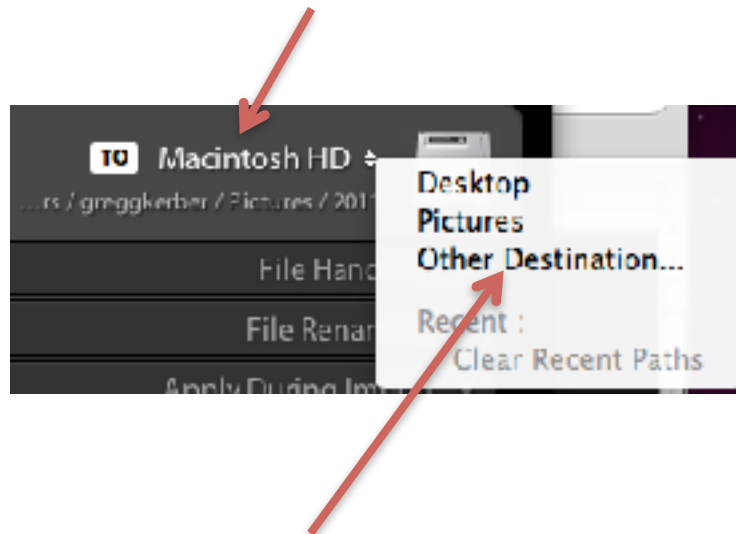
Tell Lightroom where photos will be going **TO**.



Import Destination

Select a destination (if applicable)

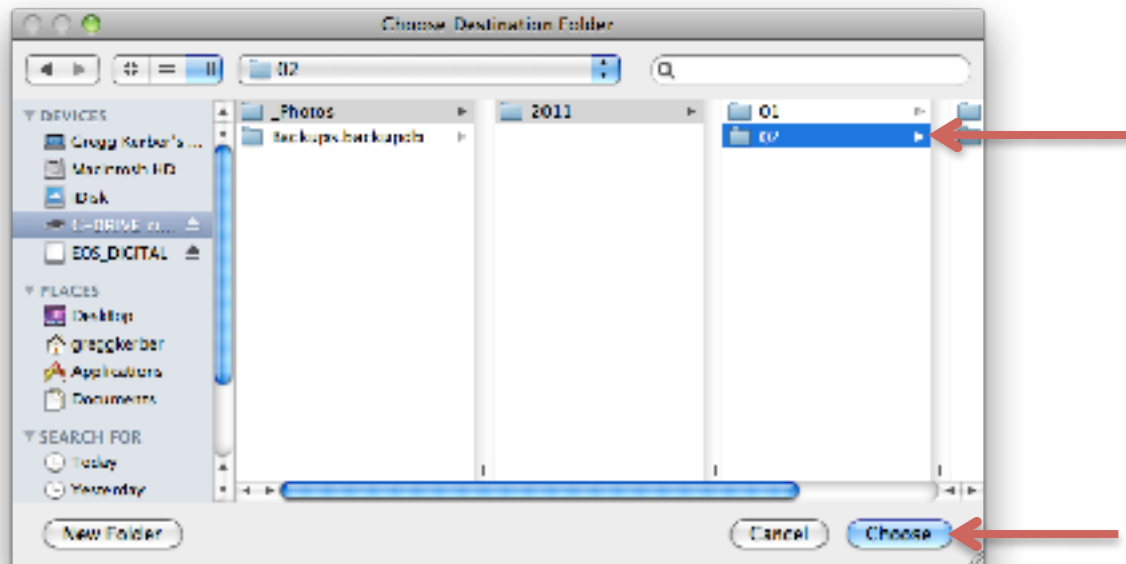
Select the text next to 'TO'.



Select 'Other Destination...'

Import Destination

Navigate to the folder where you want your photos to be imported to and select it.



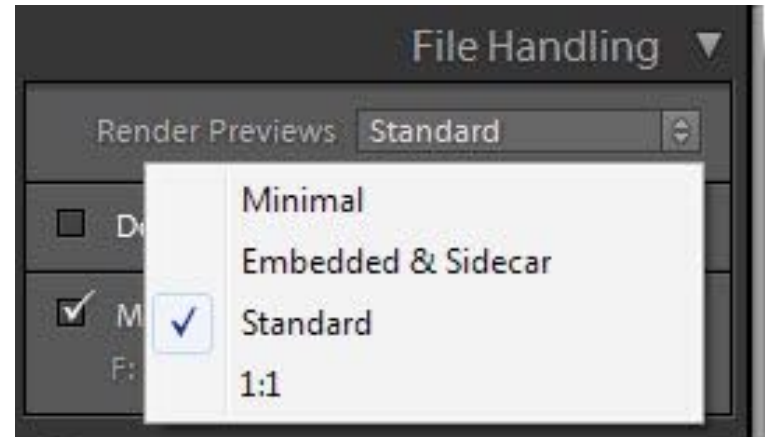
Click 'Choose' (Mac) or 'OK' (PC).

Import Panel Settings

Render Previews

Determines how fast (or slow) your photos will appear (render) in Lightroom. The choices are:

- Minimal
- Embedded & Sidecar
- Standard - Recommended
- 1:1

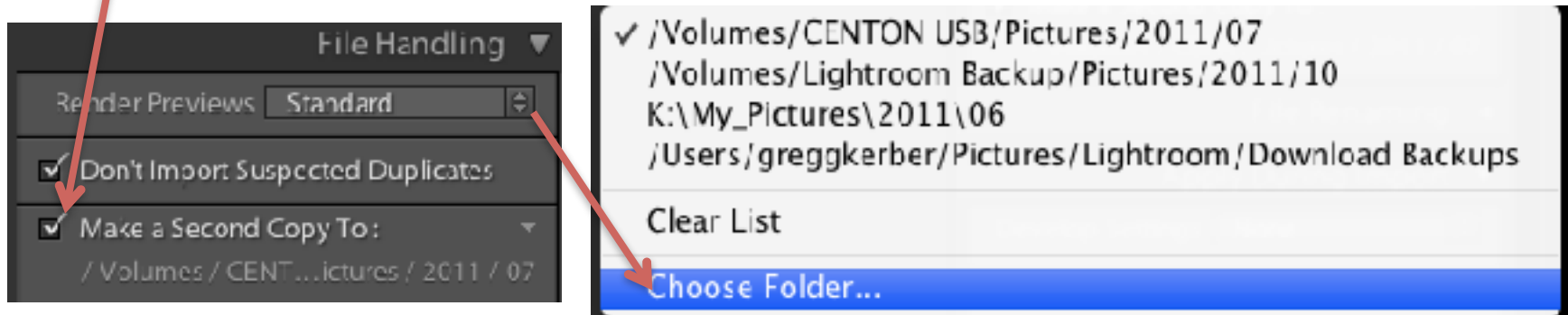


Backing up photos (Lightroom Method)

Make a Second Copy To

This step will tell Lightroom to make backup copies of your photos (this is NOT the same as catalog backups).

- Check the box next to 'Make a Second Copy To'.
- Select 'Choose Folder...'



- Navigate to your backup drive/folder and select it.

Backing up photos (Manual Method)

Instead of letting Lightroom automatically backup your photos, **manually copy** your photos (and respective folders) from your primary storage to your backup storage.

PROS:

- Maintains the exact same folder and naming structure as on your primary drive.
- Take less time during import than having Lightroom automatically back up your photos.

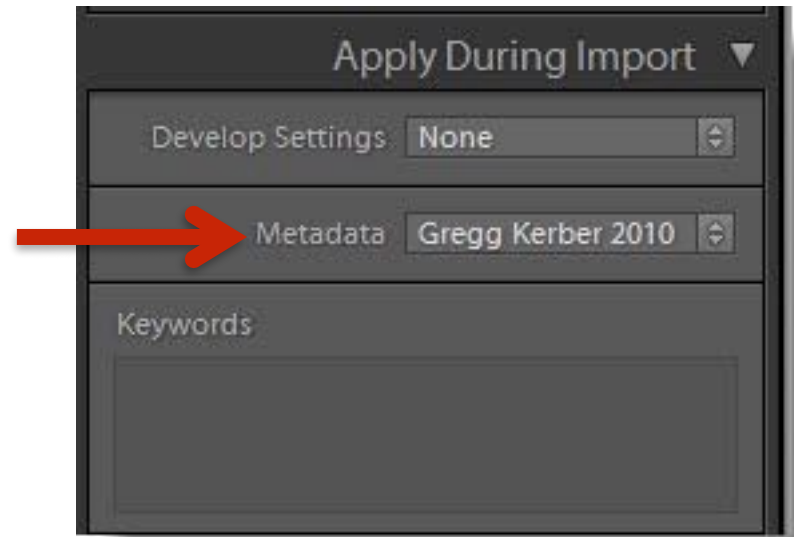
CONS:

- You must remember to do this.

Apply During Import (Metadata)

Custom Metadata

Select your Metadata preset from the pull down list (skip if you don't have custom metadata).



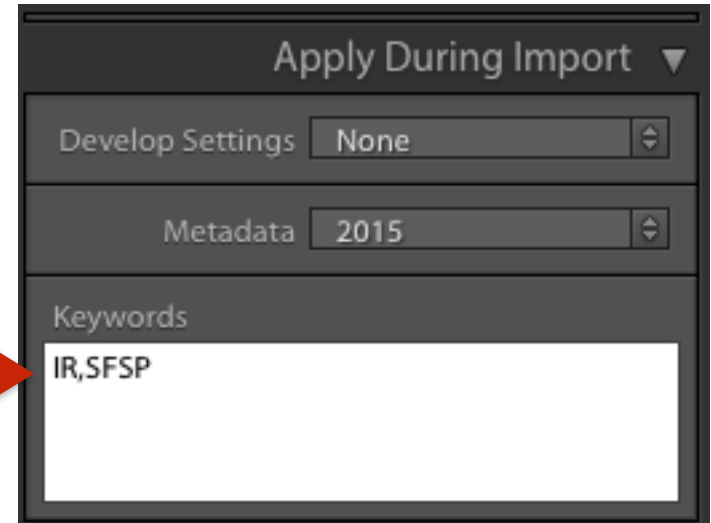
Note:

All image files have metadata recorded by your camera each time a photo is taken. This information is always imported with each photo.

Apply During Import (Keywords)

Keywords

Type in keyword(s) separated by commas (these keywords added to ALL photos being imported).



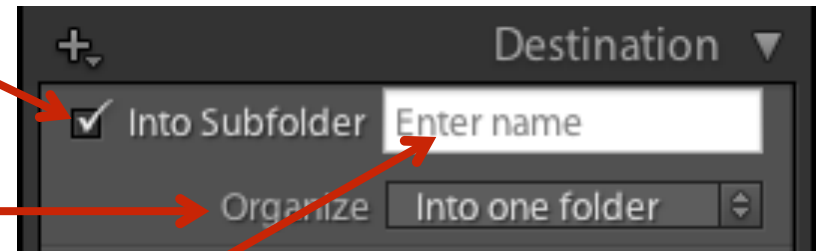
Destination

Into Subfolder

Check the box and leave the Subfolder field blank for now.

Organize

Select 'Into one folder' from the drop down list.



Open text field

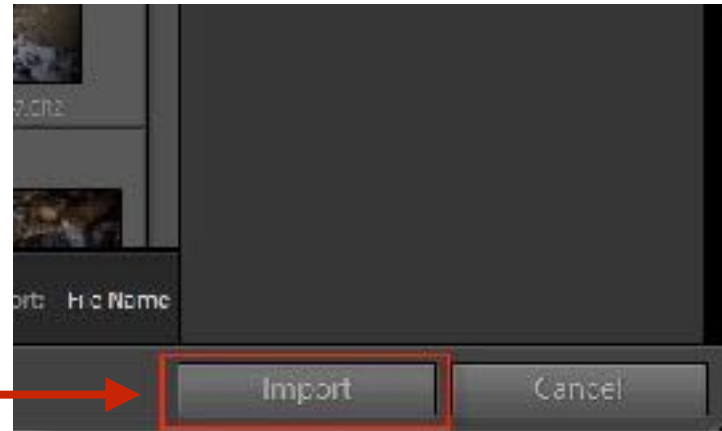
Type in the name of the subfolder you want your imported photos stored in (Lightroom creates this folder for you).

Note: Leave this field blank when creating an Import preset.

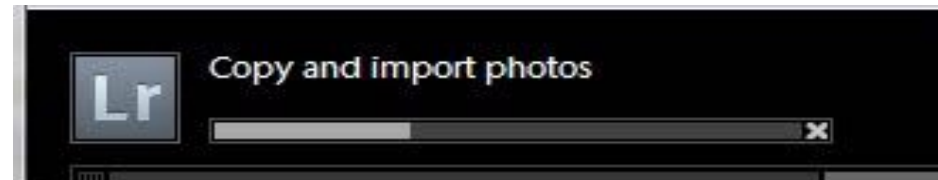
Importing

Once ALL Import panel settings are complete...

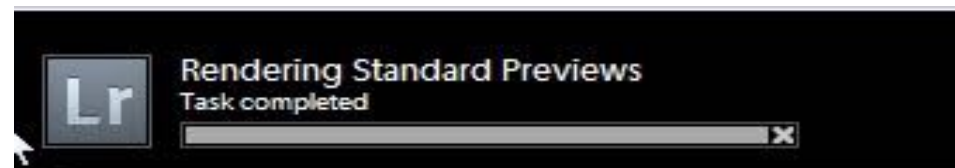
Click 'Import'
(lower right)



The 'Copy and import photos' progress bar appears in the upper left corner...



...then the 'Rendering' progress bar appears



Import Presets

Settings **to** save in an import preset

- Render previews (Apply During Import panel).
- Where your photos will be imported TO.
- Custom metadata (Apply During Import panel).
- Into Sub-Folder (box checked) and Organize > Into One Folder (Destination panel).

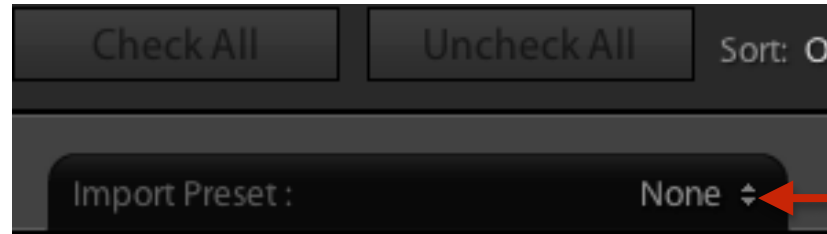
Settings **to NOT** save in an import preset (unique for every import)

- Into sub-folder text field should be blank.
- Keywords

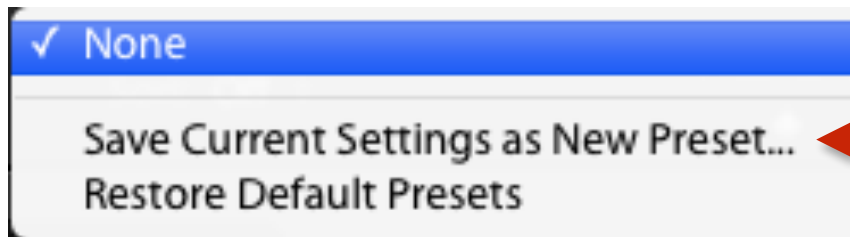
Import Presets

Save your Import Preset

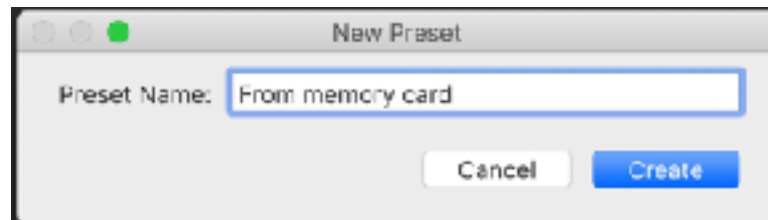
Click the double arrow.



Select 'Save Current Settings as New Preset...'

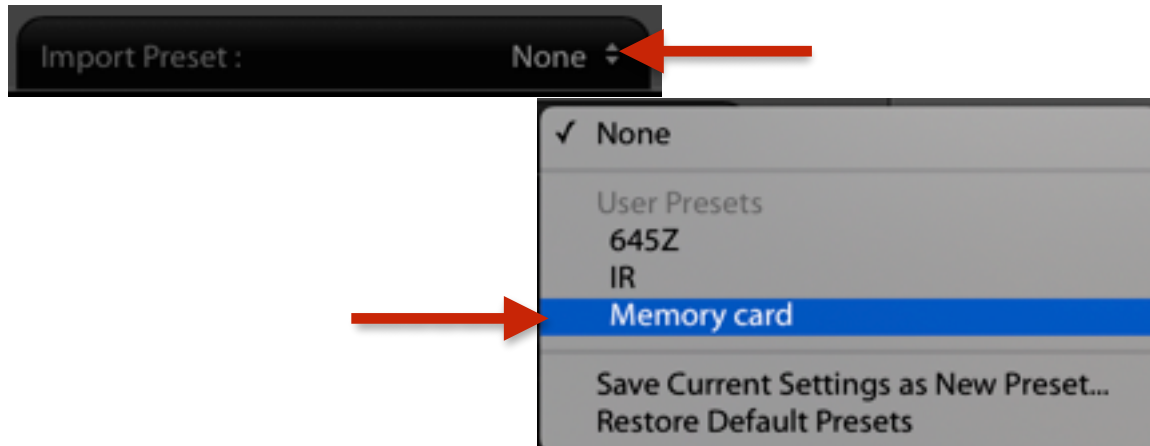


Type in name for new preset and click 'Create'.



Import Presets

Your new preset will now be available from the Import Preset list (click the double arrows).



Note: You can also delete or rename your preset.

Importing

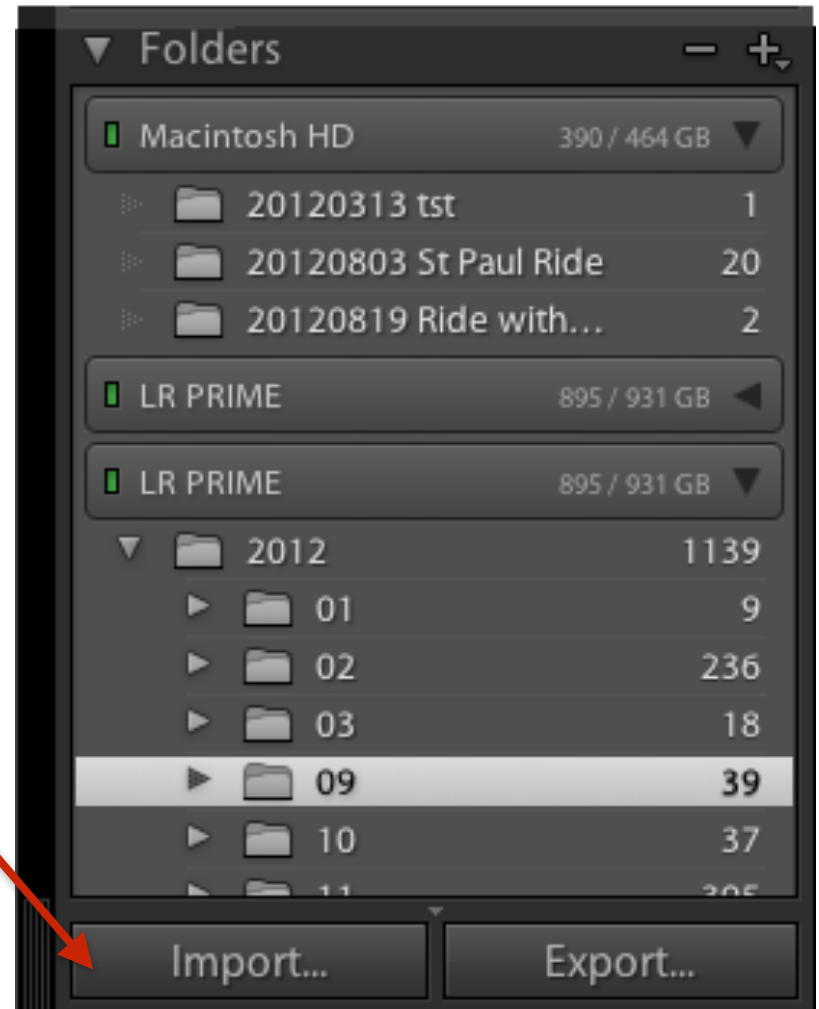
Photos already on a hard drive

Three Main Parts

1. Tell Lightroom where your photos are coming **FROM**.
2. Tell Lightroom **what photos** will be imported.
3. Import Panel Settings.

Importing Existing Photos

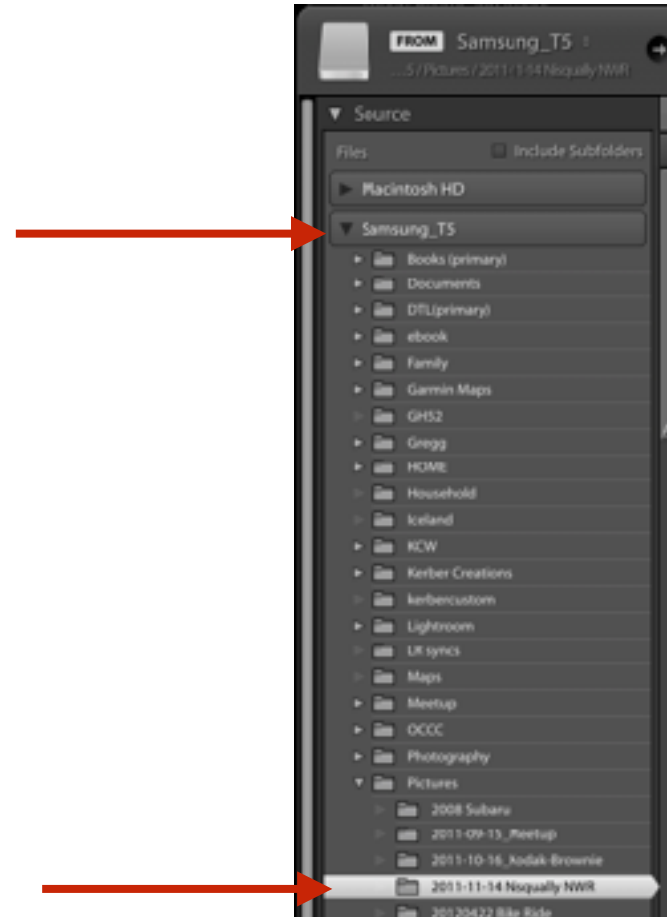
Start by clicking 'Import' in the Library Module (lower left corner)



Import Source

Tell Lightroom where your photos are coming **FROM**

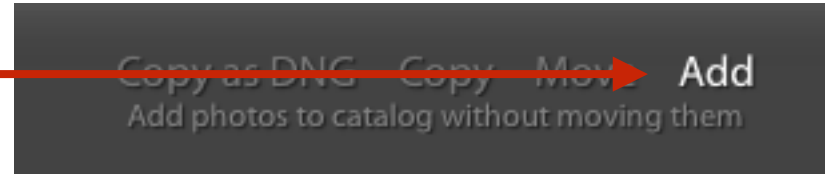
Under 'Source', navigate to the device/folder where the photos you want to import from are located and click on the source folder.



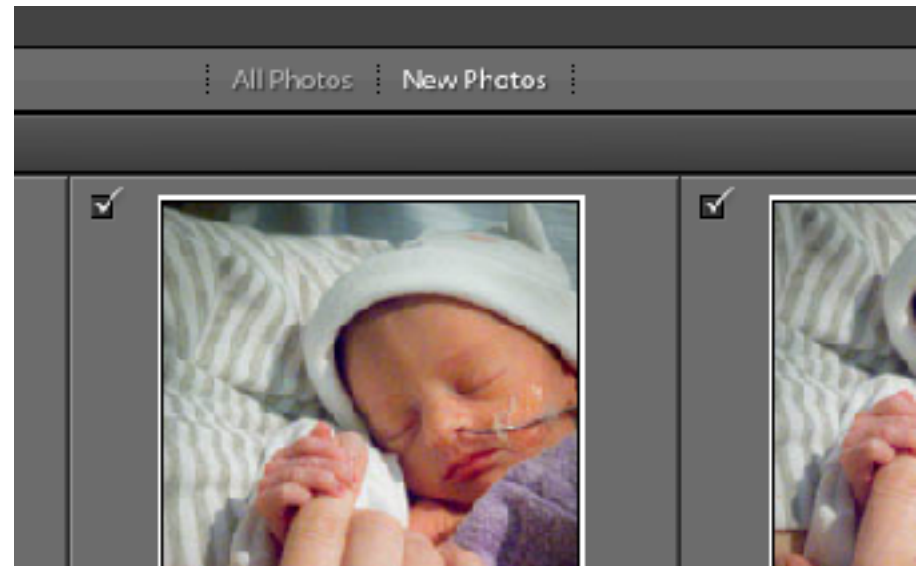
Select Photos

Tell Lightroom **what photos** will be imported.

'Add' should be active.
If not, select it.



Select '**New Photos**'.
Photos that have been
previously imported into
Lightroom will NOT be
displayed.

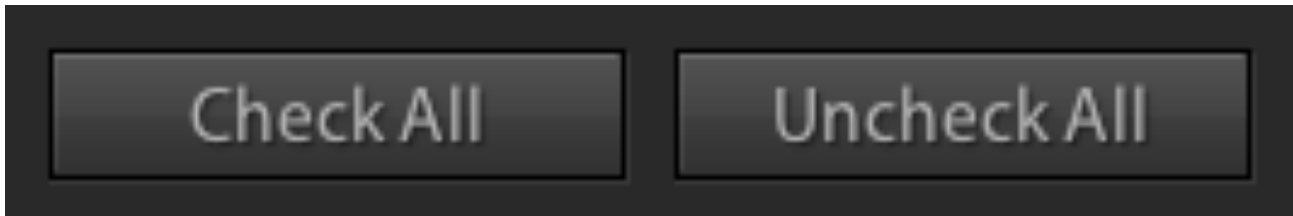


Select Photos

Leave all checked (default setting).

OR

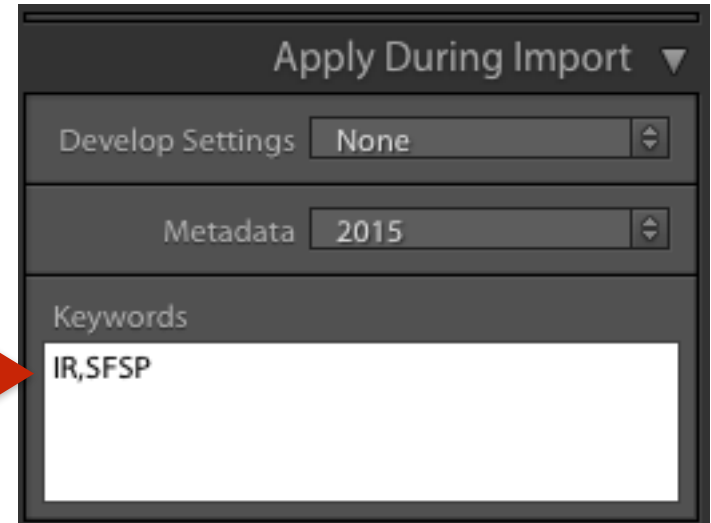
Click 'Uncheck All' and select individual photos.



Apply During Import (Keywords)

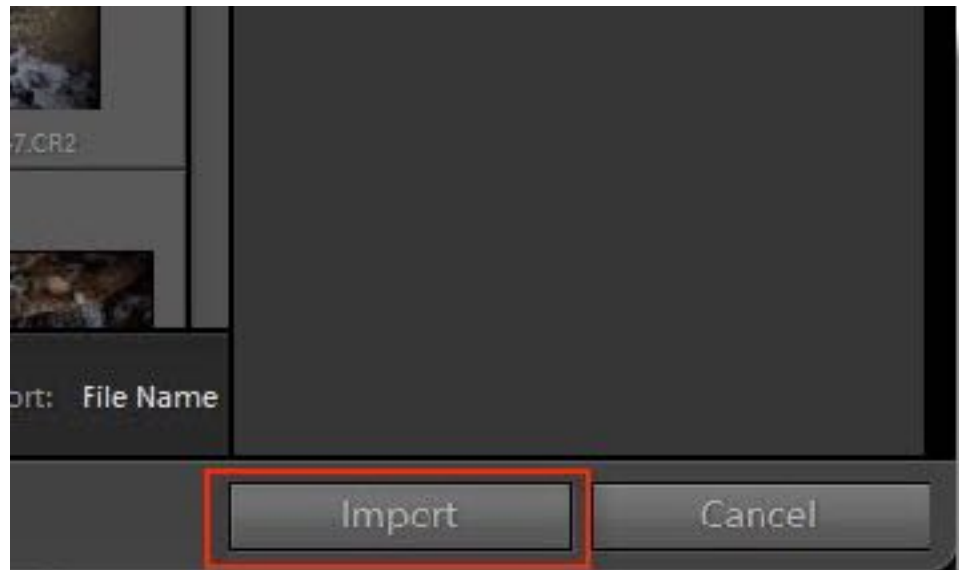
Keywords

Type in keyword(s)
separated by commas
(this will add the keywords
you type in to ALL photos
being imported).



Importing

Click 'Import'



Keywords

Overview

Keywords

Once you have thousands of photos in Lightroom, finding them can be a challenge.

Folders are one way to help you find photos.
Attribute filters are another way.

Keywords are a powerful way to find photos.

Keywords can be:

- Anything you like.
- More than one word (e.g., Milky Way, Mt St Helens).
- As many as you like (separated with a comma).
- Added to multiple photos at once.
- Removed from multiple photos at once.
- Added during import or after.
- Deleted.
- Renamed.
- Grouped.

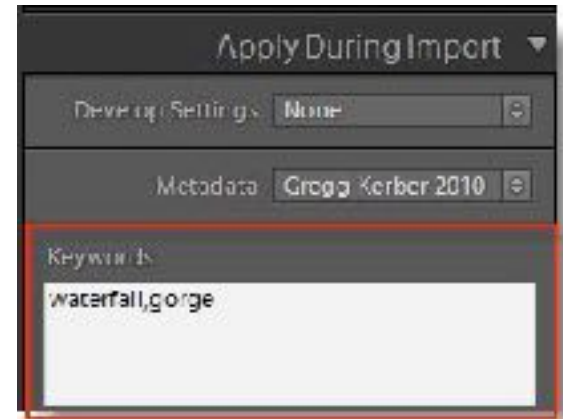
Applying Keywords To Photos

Keywords

There are two basic ways to apply keywords to your photos:

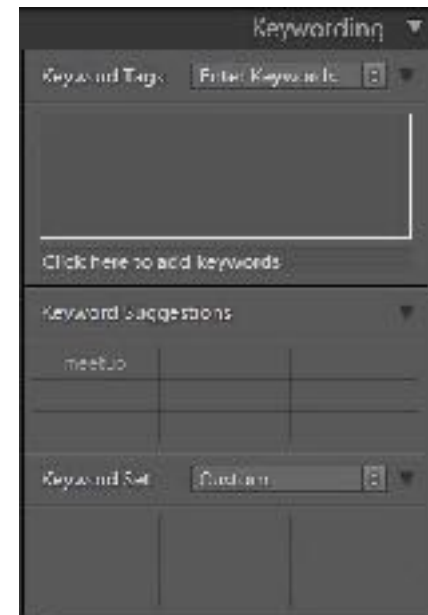
* **During the Import process.**

Keywords are entered in the Import window and attached to all photos being imported.



* **After the Import process.**

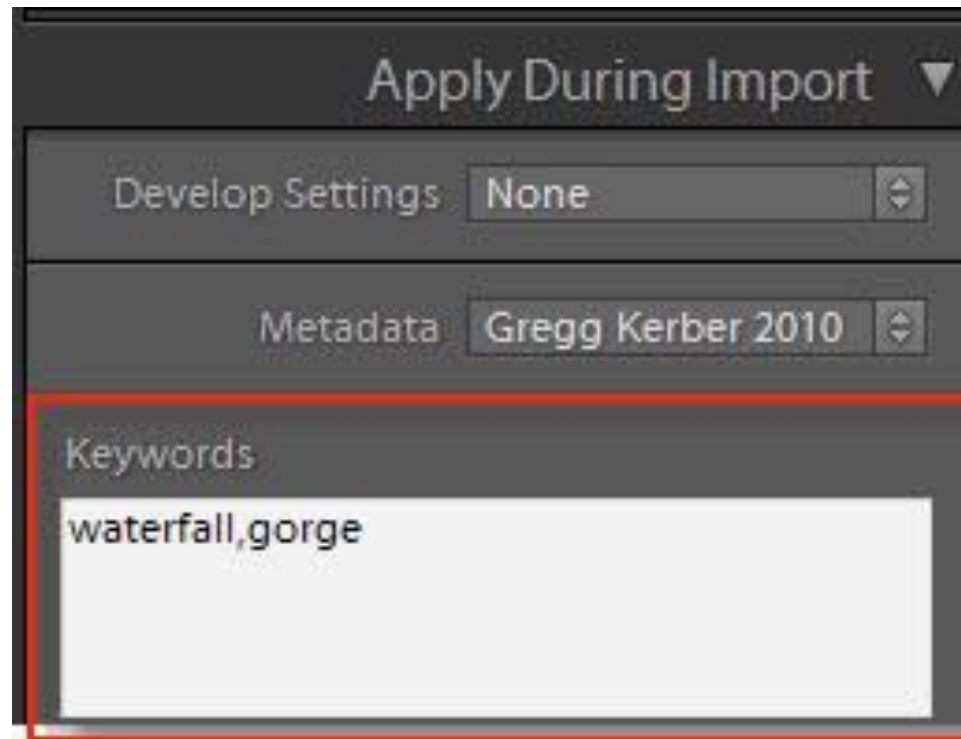
Keywords are applied to photos in the Library Module in the Keywording panel.



Keywords

Add keywords **during** the Import process.

Type in keyword(s) in the **Apply During Import** sub-panel in the Import window. Separate keywords with commas.



Add keywords **after** the Import process.

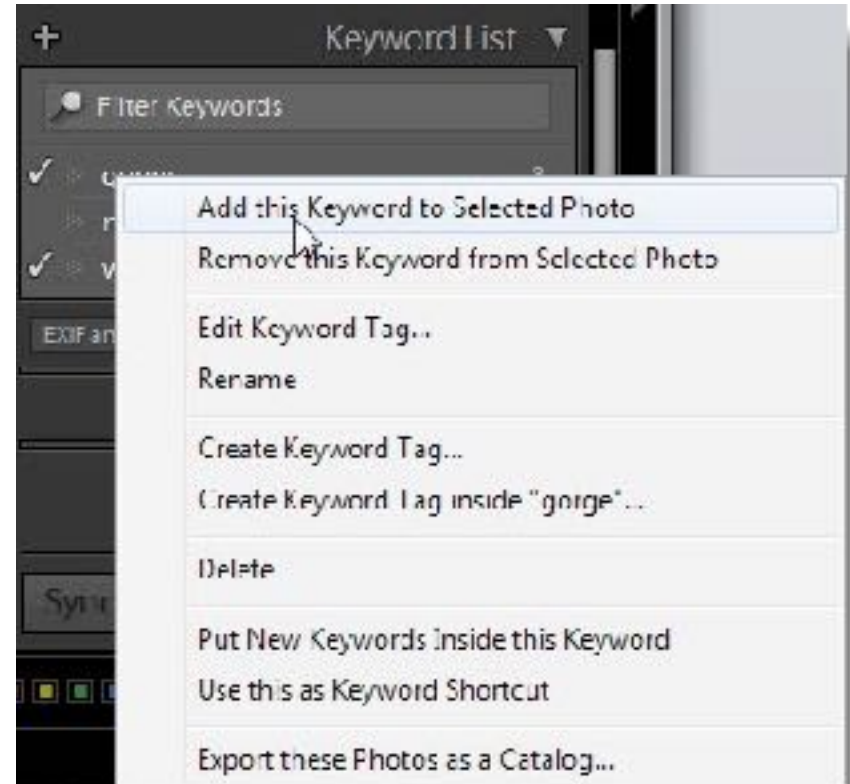
You can add keyword(s) to **one or several** photos after the import process:

- Through a contextual menu.
- Through the Keywording sub-panel.
- With the spray can.

Keywords

Add a keyword to one or more photos through the **Keyword List** sub-panel and the contextual menu.

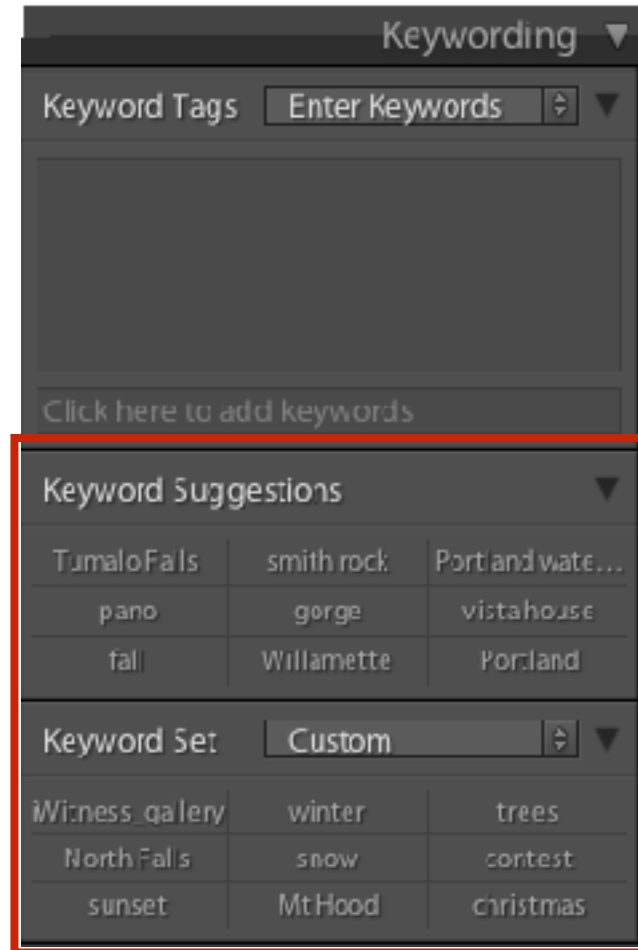
- In the grid view (press 'G' or click the Grid icon), select all the photos you want to add a keyword to.
- Open the **Keyword List** sub-panel.
- Right mouse click on the keyword and select **Add this Keyword to Selected Photos**



NOTE: You can also remove keywords from several photos at once from this menu (Grid view only).

Keywords

Add keywords to photos with from the **Keywording** sub-panel.



Find Photos via Keywords

Keywords

To quickly see all photos associated to a keyword, hover over the keyword and click the arrow to the right.



▶▶ Brooklyn Roundhouse	154	➔
▶▶ Central Oregon	0	
▶▶ christmas	0	
▶▶ clouds	1	
▶▶ contest	0	

NOTE: Clicking a keyword arrow will take you from your Library folder to a temporary collection of photos associated to that keyword.

Keywords

To find all photos associated to a keyword:

1. Go to a folder or All Photographs.
2. Go to the Grid view (press "G" or click the grid icon).
3. Click the **Text** filter.
4. Open the options for **Any Searchable Field** and choose **Keywords**.
5. Type in the keyword.
6. All photos with the keyword will be displayed.

