# Lightroom

## Catalogs, Importing, & Keywords



Lightroom Catalog

- 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**

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**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

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

### Exiting Lightroom will display this window...

Settings for the catalog "2012-2" indicate it should be backed up each time it is closed Note: This only backs up the catalog file, not the photos referenced by it.
Backup Folder: /Users/greggkerber/Pictures/2012/Backups Choose
Also: 🥑 Test integrity before backing up
🗹 Optimize catalog after backing up

- 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

• • •	Catalog Settings			
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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)

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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 Photos and Videos
FROM EOS_DIGITAL + All photos
▼ Source
Devices Eject after import
EOS_DIGITAL
Files
Macintosh HD
Macintosh HD 2
Time Machine drive
Lightroom 2
► EOS_DIGITAL
0.0990.0

## 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.





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





Leave all checked (default setting).

## OR

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





- 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 <u>one</u> 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.

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

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🔹 ó photos / 3 MB	Import Preset: None #	Cancel Import



## Select a destination (if applicable)



Select 'Other Destination...'



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

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



## **Import Panel Settings**



#### **File Handling**

## **Render Previews**

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

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







## 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...'



✓ /Volumes/CENTON USB/Pictures/2011/07 /Volumes/Lightroom Backup/Pictures/2011/10 K:\My\_Pictures\2011\06 /Users/greggkerber/Pictures/Lightroom/Download Backups

Navigate to your backup drive/folder and select it.

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)**

Apply During Import 🔻
Develop Settings None \$
Metadata 2015 🗘
Keywords
IR,SFSP

### **Keywords**

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



#### Destination

+.

Into Subfolder Enter name

Organize Into one folder

### **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.

Destination **v** 



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



## **Save your Import Preset**

Click the double arrow.



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

None Save Current Settings as New Preset... Restore Default Presets

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

	New Preset		
Preset Name:	t Name: From memory card		
	Cancel Create		

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.



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

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lmp	oort	Export	


#### **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.



Leave all checked (default setting).

## OR

Click 'Uncheck All' and select individual photos.





#### **Apply During Import (Keywords)**

	Apply During Import			
	Develop Settings None \$			
*	Metadata 2015 \$			
	Keywords IR,SFSP			

## **Keywords**

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



### Importing



## **Click 'Import'**





## **Overview**





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



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

**Control the Second Sec** 









## 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.

Apply During Import 🔻					
Develop Settings	None	¢			
Metadata	Gregg Kerber 2010	\$			
Keywords					
waterfall,gorge					



## 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.

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 subpanel.
- 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).



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





# **Find Photos via Keywords**

PHETOGRAPHY



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

	Brooklyn Roundhouse	154	+
-:E	Central Oregon	0	
	christmas	0	
<u>.</u>	clouds	1	
1910-	contest	0	

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

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.





