

## Notes for Workshop: **Getting Started with Lightroom 4**

### **THE MODULES**

- **Library** – where you import, export and organize your photos
- **Develop** – where you enhance the images. This module has shown the greatest improvements with each new version of LR.
- **Map** – New in LR 4. Photos with GPS info show on map using Google Maps
- **Book** – New in LR 4. Allows layout of photo books and link to Blurb and other on-line printing sites. Also allows export as PDF ready for printing.
- **Slideshow** – Create basic slide shows
- **Print** – Very useful module. Allows great control over printing. Create or download templates for multi-photo spreads.
- **Web** – Create html or Flash-based slide shows for the web

### **1.0 LIBRARY MODULE**

1.1 Lightroom is first and foremost a Cataloguing program permitting you to easily and quickly build a database of all your images. Information about your images is stored in a file with the suffix **.lrcat**.

1.2 The .lrcat files include previews of your images and links to the actual images but not the images themselves. These are stored elsewhere on your hard drive. Lightroom doesn't care if the actual photos are scattered over one or more hard drives, though for backing up the photos it is probably best to keep them together.

1.3 Lightroom permits you to have many catalogues but to change from one catalogue to another, you must first close the open catalogue. You can only have one catalogue open at a time.

1.4 Multiple catalogues can be useful when your image collection becomes very large: rather than moving all your images to a bigger hard drive, you might start a new catalogue on a second hard drive. For example, I have 2 catalogues – my main “Photos” catalogue has most of my images, but at one time, I took a lot of photos of storytellers in performance. When my main catalogue became too large, I moved all the “storytelling photos” to a new catalogue on another hard drive.

1.5 Lightroom automatically backs up your Catalogue from time to time. You can control the frequency of the backups in the “Catalogue Settings”. Note that this is only backing up the .lrcat file – the data base – **not the photos themselves**. You need to have another way of backing up the actual images. From time to time, you should clean out some of these .lrcat backups. It's unlikely that you will ever want to go back to what your catalogue looked like a year ago. I have my LR Catalogue set to back up once a week.

1.6 A photo that is removed from your collection, deliberately or accidentally, will continue to show up in the catalogue because a thumbnail preview was created when you imported the photo into the catalogue. However, a question mark will appear to tell you that Lightroom has lost the link to this photo. If you know where the photo is, you can re-link it.

1.7 To avoid “lost photos” it is probably best to make all changes to your catalogue – adding, deleting images, creating new folders, sub-folders from within Lightroom. Note that changes made to the catalogue from within Lightroom will be reflected in your collection of images. Creating a subfolder in Lightroom, means that a new subfolder is added on the hard drive where your images actually reside. When deleting a photo from Lightroom, you will be asked if you wish to actually “delete” the image (move to the trash) or “remove” it from the catalogue. (The photo is still there but the catalogue no longer sees it.)

1.8 When subfolders are used, Lightroom provides the option of showing images in the sub folders when the main folder is opened. This is the default state. To change to excluding the sub folder images, right click on the plus (+) sign beside “Folders” and deselect “Show photos in subfolders.” Alternatively, you can go under “Library” and select or deselect “Show photos in subfolders”.

1.9 Lightroom offers many useful keyboard shortcuts. Tapping “G” will always take you to the grid view in the Library Module. “B” places an image in the Quick Collection. You can access the complete list of keyboard shortcuts for any module by using “Command (Control) Backslash (/).”

1.10 Within Grid View you can choose how much information is included about the image. Tapping the “J” key cycles through the options. You can also access the various options under “View” . . . “Grid View Style”.

1.11 You can also choose the information to be displayed with images in “Loupe View”. “Command (Control) J” allows you to select the info to be viewed. Tapping “I” cycles through the 3 different views.

## 2.0 IMPORTING PHOTOS INTO LIGHTROOM

2.1 The **import** command is accessed from the Library panel. If Lightroom is running when you insert a memory card it will begin the import process automatically. If importing images that are already located on the hard drive, you must initiate the import through the library panel.

2.2 Thumbnails of photos that Lightroom believes are already in the Catalogue are grayed out in the import grid. You can choose to import all or some of the photos from any source.

2.3 Lightroom gives you a number of options when importing photos.

- Choose to keep as raw files or convert to Adobe's .dng. .dng files are approx one-third smaller and retain all the raw file info. In addition the meta data remains embedded in the file; there are no sidecar files as are created when opening raw files in ACR. JPEG files are imported as .jpeg. Lightroom can import most file types including layered .psd files and .tif files.
- Lightroom can import movies alongside your still images.
- You choose the size/quality of the previews
- You can make a second copy as a backup at another location
- You can rename the file
- You can add Develop Presets
- You choose the metadata that will be included
- You can add "key words" at the time of import (or later if you prefer.)
- You choose where the photos will live on your hard drive (Destination)

2.4 By default imported files are organized by date but you can choose the option of having all the imported files placed in a single folder. The newly imported files generally show at the top.

## 3.0 WORKING IN THE LIBRARY MODULE

3.1 Lightroom allows 4 basic views of your images within the Library Module:

- Grid – shows thumbnails of all the images. Size of the thumbnails can be adjusted. You can always bring up the Grid view by hitting "G" on the keyboard.
- Loupe – shows a single image. Can choose to fit to the window, fill the window or zoom in to 1:1/1:2 or other magnifications. Keyboard command "E"
- Compare – select and view 2 images in the window
- Survey – select and view up to 4 images in the window

3.2 If screen space is limited, you can temporarily close the side panels by clicking on the grey arrows at both sides. Moving the cursor over the arrow brings the panel out of hiding when you want to work with its controls. Same can be done with the top and bottom panels. Hitting the "tab" key will hide both side panels but leaves the filmstrip visible.

3.3 Lightroom displays in 1 or 2 windows. Selecting 2 windows allows you to have one window in Grid View while the other is in Loupe View.

3.4 For better viewing of images, tapping the “L” key turns out the lights – greys/blacks out all the panels except the main window. Tap once for grey, twice for black. A third tap brings the panels back on.

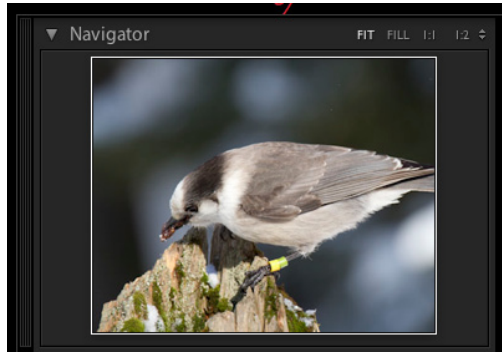
3.5 When you have a number of similar images or images that represent a sequence you can stack these within the Library so that only the first image shows in the Grid. Select the images that you wish to stack; right-click on any of these image and select “Stack” from the contextual menu. Lightroom shows you how many images are in the stack. Expand the stacked photos by right-clicking and selecting “Unstack” to permanently open the stack or “Expand” to temporarily open the stack to reveal all the images in it.

### 3.6 Virtual Copies

Right-click on a photo and select “Create a virtual copy”. (Also can be done in the “Develop” Module. Useful when you want to try a couple of different ways of developing the image.

### 3.7 Left -hand panel basics

**Navigator** (Choose how you view the images.)



<b>Catalog</b>	
• All Photos	
• Quick Collection	
• Previous Import	
<b>Folders</b> (How you organize your collection)	
<b>Collections</b> (Links only)	
<b>Publish Services</b> (Link to Facebook, Flickr, Smugmug, etc.)	
<b>Import</b> (Photos in)	<b>Export</b> (Photos out)

**Navigator:** shows the selected photo and, when zoomed in, the area shown in the main window.

**Quick Collection:** Useful for pulling together a temporary set of photos for a project. Keystroke “B” to add or remove photos from the Quick Collection

**Folders:** These are the actual files on your hard drive. Images deleted from here are placed in the computer’s trash. Left-click on a folder to select it and view the contents. Right-click for options, including adding sub-folders

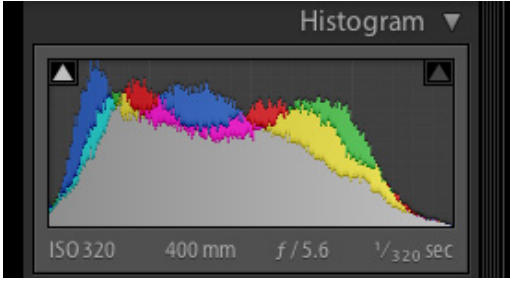
**Collections:** Links only. Very useful for “best of”. Collections are visible in all modules. This can be really handy at times.

### 3.8 Sorting and Culling

Lightroom allows you to rate your photos using flags (Pick (p) / Reject) (x), stars or colours. In my first run through of a shoot I generally flag the “Rejected” photos. Rejected photos can then be deleted (in the trash) or removed from Lightroom. Under “Photo” . . . “Delete rejected photos”.

3.9 By default Lightroom organizes the photos in the order in which they were shot. You can change this order. See “Sort” under the main window.

### 3.10 Right-hand Panel Basics

<b>Histogram</b>	
	
<b>Quick Develop</b> (1/3 stop or Full Stop Adjustments)	
<ul style="list-style-type: none"><li>• Presets</li><li>• Exposure</li><li>• Recovery</li><li>• Fill Light</li><li>• Blacks</li><li>• Brightness</li><li>• Contrast</li><li>• Clarity</li><li>• Vibrance</li><li>• Reset All</li></ul>	
<b>Keywording</b>	
<b>Metadata</b> (Lots of Options)	
<b>Comments</b>	

**Histogram:** Useful but I generally use it more in the Develop Module

**Quick Develop:** Allows less control than in the Develop Module. I seldom use this.

**Keywording:** Go crazy, but is only useful if you have a system and stick to it. LR remembers keywords. Add keywords by typing, clicking or “spray can”.

**Metadata:** Create your preset.

### 3.11 Finding Images in your catalogue

Because LR is essentially a database of your images you can find images using the embedded metadata, added keywords, attributes. Under “Library” . . . “Find” Lightroom only looks within the selected folder.

### 3.12 Exporting Images

Choose “Export” to create copies of selected images ready for printing or sharing. Opens a dialogue box with options regarding location, naming, size etc.

Changes made to images in the “Develop” module are applied when the image is exported.

Cropping changes done in the “Develop” module are only changes to the aspect ratio. (Exporting through the “Print” module applies the actual crop to the specified size.

3.13 Lightroom permits limited adjustments to movies from within the Library Module. You can also “grab a still” from within the video or watch the video from within the Library panel

## 4.0 Lightroom Resources

Kelby, Scott – *The Adobe Photoshop Lightroom 4 Book for Digital Photographers*, New Riders, 2012

*Adobe Photoshop 4 Crash Course for iPad or iPhone* (\$9.95)

### On the Web

[www.lightroomkillertips.com](http://www.lightroomkillertips.com)

[www.youtube.com](http://www.youtube.com)

[www.lynda.com](http://www.lynda.com)

[http://help.adobe.com/en\\_US/lightroom/using/index.html](http://help.adobe.com/en_US/lightroom/using/index.html)

<http://tv.adobe.com/show/getting-started-with-adobe-photoshop-lightroom-4/>

<http://digital-photography-school.com/>