

# Lightroom Workshop Syllabus

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<u>Powerpoint overview</u>	<u>Notes</u>
<p><u>Live shoot demo</u></p> <p><u>Create New Catalog</u></p> <p>Open Lightroom</p> <p>File / new catalog</p> <ul style="list-style-type: none"><li>• Location: (my) pictures - name LR workshop</li></ul> <p>Create identity plate</p> <ul style="list-style-type: none"><li>• can be used in slideshows and on prints</li><li>• text or graphical element (jpg or png)</li><li>• Create text plate: LR Workshop</li><li>• save first before hitting OK</li></ul> <p>switching between catalogs</p> <p>Catalog settings</p> <ul style="list-style-type: none"><li>• specific to each catalog</li><li>• access from edit menu (PC) Lightroom menu (Mac)</li><li>• <b>General</b><ul style="list-style-type: none"><li>Backup - every time LR exits; keep multiple BUs; delete older ones</li></ul></li><li>• <b>File Handling</b><ul style="list-style-type: none"><li>Standard previews size: base on monitor width</li><li>Medium quality</li></ul></li><li>• <b>Metadata</b><ul style="list-style-type: none"><li>write changes to XMP<ul style="list-style-type: none"><li>slows down processing but adds extra security against catalog crash</li><li>flags, virtual copies, collection membership, history, stacks, panel and zoom positions are NOT kept in XMP</li></ul></li><li>Include develop settings in JPEG/TIFF/PSD files - yes (written to header)</li><li>write to proprietary raw files - no</li></ul></li></ul> <p>Backup catalog</p> <p>Show location - delete older backups</p>	
<p><u>Import Photos</u></p> <p>Tour of import window</p> <ul style="list-style-type: none"><li>• Access<ul style="list-style-type: none"><li>Import button or menu</li><li>if LR open and connect memory card/ camera (preference setting)</li></ul></li><li>• Compact vs. full view</li><li>• from left to right: where from, how and where to</li><li>• FROM<ul style="list-style-type: none"><li>if memory card/camera is detected source will default to it</li><li>click on FROM for other options</li></ul></li><li>• HOW<ul style="list-style-type: none"><li>some options unavailable</li></ul></li></ul>	

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## DNG format

has 3 parts: image, metadata, and embedded preview (jpeg)

### advantages:

*long-term support (open source)*  
*no XMP sidecar files*  
*smaller file size than raw*  
*can open newer camera files with older software*

### disadvantages:

*takes longer to import*  
*one way process unless raw is embedded*  
*some software doesn't recognize format*

- Center preview

All photos / new / destination  
Double click for full screen or E & G keys  
Slider to resize  
Check-uncheck option

- TO

### Check solo mode

Defaults to last location  
Click TO for other options  
Destination panel shows path

### File Handling

#### Previews

*Minimal - quickest but takes time to build previews in loupe view*  
*Embedded+Sidecar - uses thumbnail from camera*  
*Standard - takes longer but gives 'fit in window' view; wait for 1:1 views*  
*1:1 takes longest to import; takes up lots of space*

#### don't import dupes

Second copy - temporary will not have future edits!!

### Renaming

Apply during import

develop settings

### create metadata template

*Personal copyright*

add keywords

### Destination

Into subfolder

Organize into one folder or subfolders by date

- With familiarity use compact view in future

- Can create import presets

FROM: Choose CD: Lightroom workshop/Workshop Images

HOW: Choose 'copy'

TO: Click on 'TO'; other destination: (my)pictures

create new folder 2010

File Handling: minimal

Organize into one folder

No rename

Apply: keyword: workshop; metadata: none

Destination: Destination Into subfolder: 12-4 session

### IMPORT

Note that they are going into a temporary collection called 'current import'

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## Set Preferences

Universal over all catalogs

Location: (Mac) Lightroom menu; (PC) Edit menu

### General

- Uncheck splash screen
- Treat JPEG as separate

### Presets

- Uncheck all

### External Editing

- (photoshop users)
- PSD / ProPhoto RGB / 16 bits / 300
- Make sure color space matches what you use in PS
- Additional editor: same

### File Handling

- Increase camera raw cache
- Up to 200 GB depending on your hard drive space

### Interface

- Lights out preference
- Black or white

## Quick tour of Library interface

Top panel

- Module picker
- Activity viewer
  - Replaces identity plate
  - Shows progress during imports, etc.

Customize panels

- Change width (easier to adjust sliders)
- Auto hide vs. manual
- Solo mode - right click on panel header
- Hide individual panels - right click on header
- Tab key hides panels
- Change panel end marker
  - Right click on end marker
  - Choose panel end marker / go to folder
  - Open CD goodies/panel/
  - Drag cheat sheet.png to panel end markers folder
  - In LR right-click again and choose cheat sheet

Filmstrip

- Drag to enlarge
- Buttons: secondary display, grid, forward-back, breadcrumb bar shows folder or collection - click to navigate to recent or favorites
- quick filters

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## Side Panels

- Left: All organizational tools are here  
recommendation: close navigator
- Right: Information: metadata, keywords etc  
Recommendation: disable quick edit

## Preview Area

- Grid view: thumbnails in center - slider enlarges
- E or spacebar for loupe view  
Navigator enlarge options  
Click to enlarge  
Lights out mode
- Toolbar - 'T' to hide or show  
Arrow on right side to customize content
- Cell (Thumbnail) view  
3 states: minimal, compact, expanded  
Thumbnail icons  
Flag, metadata status, quick collection, badges, rotation  
View options (view/view options)
  - 'J' key toggles
  - Customize: my preference:
  - Compact cells
    - Check all except index and rotation*
    - Top label: file name; bottom label exposure and ISO*
  - Expanded cells
    - File name, capture time/date, exposure and ISO, Cropped dims.*
  - Loupe view
    - Info 1: exposure and ISO, lens setting, cropped dims.*
    - Info 2: none*
- Selection modes (very important)  
3 states: Active, selected, deselected  
Select multiple images
- Toolbar  
Sort order  
default: capture time  
right-click for options  
remembered for each folder  
custom order - results from drag and reorder  
*works only in folders, collections without sub components*
- folder panel  
show explorer view vs. LR  
don't move, add, delete, rename outside LR  
**create subfolders:**
  - LucyVincent
  - practice files**move pics into subfolders**
  - select and drag
  - click on folder - preview area shows only pictures in that folderview right click options  
folder with '?' -right click to find  
*move folder via explorer*  
synchronizing folders

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<p><i>Right-click on folder to synchronize</i></p> <p>Rating options</p> <ul style="list-style-type: none"><li>• Stars<ul style="list-style-type: none"><li>global</li><li>Viewable in other software (if in xmp)</li></ul></li><li>• flags<ul style="list-style-type: none"><li>specific to folder or collection (local)</li></ul></li><li>• labels</li></ul> <p><b>Edit photo shoot</b></p> <p><b>Edit Lucy Vincent</b></p> <ul style="list-style-type: none"><li>• reject via x key</li><li>• Create stacks</li><li>• Flag picks</li><li>• Survey and compare modes<ul style="list-style-type: none"><li>Link, sync compare mode</li><li>survey drag to reorder</li></ul></li><li>• Sort by picks and create collection</li></ul>	
<p><b><u>Tour of the Develop Module</u></b></p> <p>Right Panel: adjustments</p> <ul style="list-style-type: none"><li>• General workflow: work panels from top to bottom</li><li>• Alt/option key to reset individual panels</li><li>• Double click individual slider to reset</li><li>• Reset button to revert to original</li></ul> <p>Left Panel</p> <ul style="list-style-type: none"><li>• Navigator - keep open</li><li>• History<ul style="list-style-type: none"><li>Snapshots</li></ul></li><li>• Before/After<ul style="list-style-type: none"><li>Backslash key</li><li>Toolbar button</li><li>Switch before state</li></ul></li><li>• Presets<ul style="list-style-type: none"><li>Lightroom</li><li>User</li></ul></li></ul> <p>Concept: histogram</p>	
<p><b><u>Develop Module - Global Adjustments</u></b></p> <p>RAW version</p> <ul style="list-style-type: none"><li>• '!' warning: update from 2003 ACR process version</li></ul> <p>Crop</p> <ul style="list-style-type: none"><li>• Lights out mode</li><li>• Aspect ratio<ul style="list-style-type: none"><li>Lock / unlock</li><li>presets</li></ul></li><li>• Straighten tool</li><li>• ESC key</li></ul> <p>Camera Calibration</p>	

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- Profile
- Basic Panel
- Treatment
  - White Balance
    - WB tool
    - View changes in navigator
  - Tone
    - Auto
    - Histogram
      - Warnings: right-click on histogram for options
      - Can drag histogram with mouse
    - Exposure: sets white point
      - Alt key reveals blown out areas
    - Recovery: pulls back highlights
      - Can cause hue shift
    - Fill Light: brings detail into shadows
      - Best not to push too far; can create halos and flatten contrast
      - May need tonal adjustment to compensate
    - Blacks: sets the black point
      - Alt key shows filled in shadows
    - Brightness: primarily lightens midtones
    - Contrast: Increase contrast
      - Avoid using
    - Workflow:
      - Adjust exposure first, then brightness to bring back midtones
      - Set black point, then adjust fill light
  - Presence
    - Clarity: increases midtone contrast
      - Avoid overusing; can create halos
    - Vibrance: increases saturation of unsaturated colors more than saturated ones
    - Saturation: increases all colors equally
- Tone Curve
- Description
  - Targeted Adjustment Tool (TAT)
  - Drag curve
  - Region sliders
  - Point curve presets
- HSL / Color / B&W
- Color theory
    - Choose either Hue, Saturation or Luminance
    - Adjust sliders individually or use TAT tool (preferred)
    - HSL and color panels: different views of the same thing
  - B&W mixer
    - Use before and after panels to compare
- Detail Panel
- Sharpening
    - 1:1 view
      - Alt/option to view
    - Amount

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Radius - width of effect along edges  
Detail - Halo suppression  
Mask - suppresses flat areas

## Develop Module - Local Adjustments

### Adjustment Brush

- To reset sliders: Option/alt 'effect' becomes 'reset'
- Show edit pins options
- Show mask options
- Presets
  - create 'portrait' preset

### Gradient Tool

- 'Flippy' triangle to access

### Spot Healing

- Use default Heal setting
  - Use clone if near edges
- Scroll wheel or bracket keys to change brush size
- Click (don't paint) and drag to 'from' area
- To check image:
  - Set navigator to 1:1
  - Cursor in navigator window: page down key to scroll

### Red Eye Tool

### Applying Develop Presets

- Viewable in navigator
- Create user preset
  - Vignetting preset
- Install presets

### History Panel

- States viewable in navigator
- Drag individual state to before/after
- Revert to previous state
- Clear all button
- Create and name snapshot

## Applying Develop Settings to Multiple Photos

- Select multiple images
- Click 'sync settings' button on bottom of right panel in either Library or Develop module
- Choose which settings you would like to copy

## Exporting photos

Concept: why do you have to export?

dialog box

- export to:
  - Add to catalog option
- location
- File Naming
- File Settings

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- Image Sizing
  - Output Sharpening
  - Metadata
  - Watermarking
    - create watermark
    - different from metadata copyright
  - Post Processing
- presets
- create user preset
  - right-click on user preset to import downloaded presets

## Library Module - part II

Virtual Copies

Collections

- like playlists in iTunes
- Collection sets
- Smart Collections
  - Create smart collection: pick flag
  - Flag images and note collection updates on the fly
- Quick Collections
- Make collection

Keywording

- Why Keyword?
  - Tour keywording and keyword list panels
- Keyword strategies
- Multiple ways to add
- Go to Lucy Vincent folder in Library
  - Open keywording panel
  - Select all
  - Type: Massachusetts in 'click here to add.'
  - Go to Keyword List
  - Create Martha's Vineyard subfolder by right-clicking
- Go to Practice Files folder
  - Choose painter tool
  - Examine options for painter tool: Choose keywords
  - Enter keyword; Children
  - 'Paint' appropriate photos
- View Keyword Sets
  - Create set: children, churches, trains, etc.
  - Add appropriate keywords

View Keyword suggestions

View Keyword List

- Use + to create new keyword
- Drag and drop thumbnail to keyword list entry
- Check box vs arrow

Filtering

- Backslash key or ctrl/command F to open filter bar
- All photos or specific folder / collection
  - switching folders disables filter (LR3)
  - filter lock switch enables last filter when moving to new

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<p>folder</p> <ul style="list-style-type: none"><li>• search by text, attribute or metadata multiple search criteria</li></ul> <p>Metadata</p> <ul style="list-style-type: none"><li>• <b>Set to EXIF and IPTC</b></li><li>• Examine fields</li><li>• Sync settings vs. sync metadata</li></ul>	
<p><b><u>Printing photos (Print Module)</u></b></p> <p>Left panel</p> <ul style="list-style-type: none"><li>• page setup - set page size first</li><li>• shown in center panel overlay</li><li>• user templates - printer settings from page setup and print settings are saved</li></ul> <p>Right panel</p> <ul style="list-style-type: none"><li>• use solo mode for clarity</li><li>• 3 options<ul style="list-style-type: none"><li>Single Image/Contact Sheet = 2 or more different photos all the same size</li><li>Picture Package = same photo in different sizes in fixed grid</li><li>Custom Package = different photos; different sizes; freeform drag and drop from filmstrip</li></ul></li></ul> <p>right-click in preview for options</p> <p>identity plate - click to move</p> <p>Print job</p> <ul style="list-style-type: none"><li>• draft mode prints previews of offline piles</li><li>• install profiles on your computer<ul style="list-style-type: none"><li><i>Windows XP/Vista/7: C:\Windows\system32\spool\drivers\color (may be hidden folder)</i></li><li><i>Mac: MacintoshHD/Users/[your username]/Library/ColorSync/Profiles (or global ColorSync folder)</i></li></ul></li></ul>	
<p><b><u>Slideshow Module</u></b></p> <p>Go to slideshow module and choose collection</p> <ul style="list-style-type: none"><li>• Choose all filmstrip photos</li><li>• Change order by drag and drop</li><li>• View templates</li><li>• Customize<ul style="list-style-type: none"><li>Add, move and resize identity plate</li><li>Click ABC and custom text for options</li><li>Save preset</li></ul></li></ul>	
<p><b><u>Web Module</u></b></p> <p>Go to web module and choose collection</p> <ul style="list-style-type: none"><li>• View different templates</li><li>• Customize template</li><li>• Add text</li><li>• Add email or website link</li></ul>	

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<ul style="list-style-type: none"><li>• Add watermark if desired</li><li>• Put gallery on the web<ul style="list-style-type: none"><li>Via built-in FTP</li><li>Export and upload manually</li></ul></li></ul>	
<p><b><u>Miscellaneous</u></b></p> <p>Photoshop integration</p> <ul style="list-style-type: none"><li>• right-click on image for options<ul style="list-style-type: none"><li>JPEGS and TIFFS bring up dialog with 3 choices</li></ul></li><li>• preferences: external editing<ul style="list-style-type: none"><li>edit in PS - file only created on 'save'</li><li>additional ext. editor - file added to catalog first</li></ul></li><li>• Automating LR with PS<ul style="list-style-type: none"><li>In Photoshop<ul style="list-style-type: none"><li>Create action</li><li>Create droplet<ul style="list-style-type: none"><li><i>File/automate</i></li><li><i>Name droplet</i></li></ul></li><li>Save to desktop</li></ul></li><li>In Lightroom<ul style="list-style-type: none"><li>Go to export dialog</li><li>Go to post processing panel</li><li>Choose 'go to export action folder now'</li><li>Drag droplet from desktop into folder</li><li>Close export</li></ul></li></ul></li></ul> <p>Tethered shooting</p> <ul style="list-style-type: none"><li>• LR2 required third-party software</li><li>• Attach camera via USB cable</li><li>• File menu / start tethered capture</li><li>• Enter import settings in dialog box</li><li>• Ctrl/command T hides tether window</li><li>• View in loupe or develop</li></ul> <p>LR on multiple machines</p> <ul style="list-style-type: none"><li>• Options to split or merge catalogs</li><li>• File/Export as Catalog<ul style="list-style-type: none"><li>Right-click on specific folder or collection</li><li>Choose location</li><li>'Export negative files'<ul style="list-style-type: none"><li>Includes actual copies of your photos</li><li>Needed if you want to edit them</li></ul></li><li>'include available previews'<ul style="list-style-type: none"><li>Necessary if you want to see thumbnails of your images</li><li>Can't use develop module unless 'export negatives' was checked</li></ul></li></ul></li><li>• File/Import from Catalog<ul style="list-style-type: none"><li>First open primary catalog</li><li>Choose import and navigate to secondary catalog</li><li>Check or uncheck specific photos</li><li>Choose file handling options: add, move, copy</li><li>Import</li></ul></li><li>• alt/option key makes 'export' and 'import' keys become 'export catalog' and 'input catalog'</li></ul>	

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## Working on Laptop and desktop

- 3 options:
- A single portable catalog
  - Catalog and photos on portable external HD
- Split and merge catalogs
  - Use one machine as main
  - Move catalogs as outlined above
- Use XMP to transfer settings between machines
  - Least preferable
  - Must have set in preferences
  - Will not copy history; but will copy edited version

## Upgrading from previous versions of LR

- Difference between upgrade and update
  - Updates are free and done 3-5 times a year to accommodate new cameras, bug fixes, etc.
  - Set updates automatically in preferences
- Upgrading from version 2 to 3
  - When you install LR3 your preferences, presets will be carried over from LR2
  - You must upgrade your LR2 catalog
    - You will be prompted to do so upon trying to open the catalog
  - Once you are sure LR3 is running properly you can uninstall LR2, the LR2 catalog and LR2 previews.
  - Make backups of LR3 catalog first
  - Once you start using LR3 don't use LR2 as any changes you make will not go into the LR3 catalog