

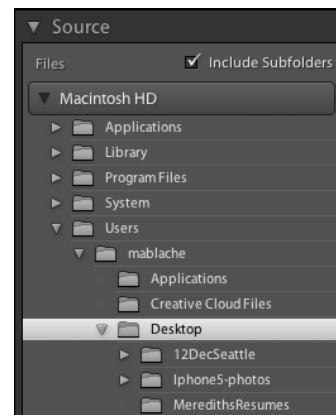
Lightroom - Importing Image

In the lower left of the Lightroom workspace click Import (The workspace will change to the Select a Source Workspace)



In the Select a Source workspace, first you will select a Source in the left panel

In the Center panel you have the option to Check or uncheck all. (and check those that you wish individually)



At the top of the Center panel you will select how you want to treat the images as you add them to Lightroom. Do you want to convert them to DNG (Raw - Digital Negative), Move them to a new location, or just add them to the lightroom organizer. *If the images are already on your computer, then most likely you will just add. If they are on a Card from your camera, you will want to Move to a new location.*

Last, in the Right panel, you decide what to do with the images as you import them.

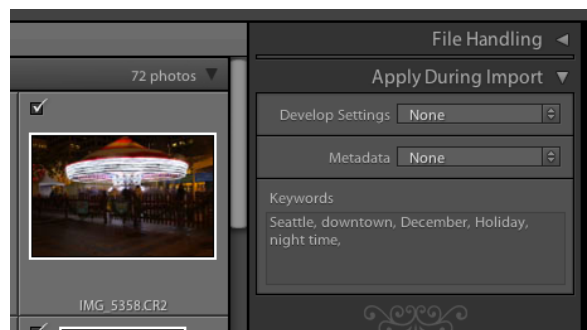
In the top, The default is to Add information to My Catalog (if you have more than one Catalog you may chose which Catalog now).

In the File Handling You can chose to not import suspected Duplicated

And you can also created a backup to a second location at the same time (if lets say you have an external drive for your back up)

In the Apply During Import: You may also create some presets to apply during import and you can also add keyword tags to the full import as well.

In the lower right click **Import**
This will return you to the main Workspace



Lightroom – Organizing Your Workspace

Show controls in the Library module toolbar

Depending on which view is active in the Library module, the toolbar contains controls for browsing photos, applying metadata, starting an impromptu slide show, rotating photos, and applying ratings, flags, or labels. The toolbar Info box displays the filename of the selected photo.

To show controls in the toolbar, choose any of the following from the toolbar pop-up menu:

View Modes Lets you select Grid View, Loupe View, Compare View, or Survey View.

Painter(Grid view only) Lets you apply keywords and other attributes quickly by dragging the Painter tool across photos.

Sorting(not available in Compare view) Specifies the sort direction or sorting criteria for displaying the photo thumbnails.

Flagging Assigns, removes, and displays a Pick or Rejected flag for selected photos.

Rating Assigns, removes, and displays rating stars for selected photos.

Color Label Assigns, removes, and displays color labels for selected photos.

Rotate Rotates selected photos clockwise or counterclockwise.

Navigate Selects the previous or next image.

Slideshow Plays an impromptu slide show of the photos.

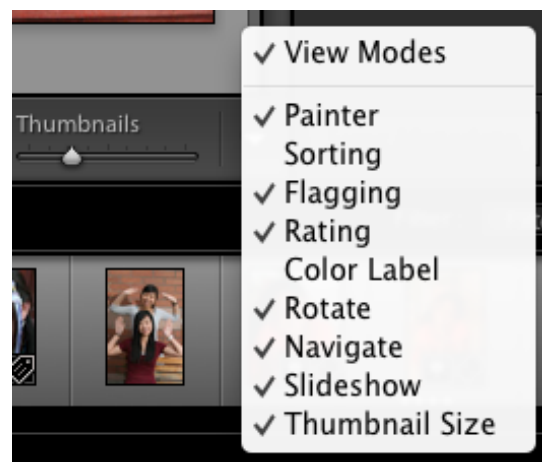
Thumbnail Size (Grid view only) Sets the size of the photo thumbnails.

Zoom (Loupe view only) Zooms the view in or out.

Info Displays the filename of the selected photo.

Compare (Compare view only) Displays options for zooming, swapping, and selecting compared photos.

Label (Survey view only) Displays Survey view label.



Film Strip

Show or Hide the film Strip depending on if you use the film strip or not.

To Hide the film strip Click the Down facing triangle below the filmstrip. This will hide it. Show the film strip again by clicking the up facing triangle.

Lightroom – Organizing Your Photos

Creating stacks (grouping photos)

You might want to Stack image to allow more images to be seen at one time in the main window of lightroom. To create a stack, click on the first photo you wish to stack, hold down the shift key and click on the last (you can also Ctrl/command click of the image are not side by side) Next use Ctrl/command G to stack/group the images.

You will know they are now stack as they will be a number in the upper left of the thumbnail and two bars on each side of the thumbnail. Click on either of the two bars to expand the stack.

You might want a different photo on the top of the stack. To make a new photo the top photo, choose Photo > Stacking > Move To Top Of Stack

Photo > Stacking is where you will control all other edits to the stack.



Flag, Label and Rate Photos

In the Library panel, photos can display rating stars, flags, and color labels, depending on the view options you set.

Note: Slide shows can display photos with rating stars.

In the Library panel, do any of the following to show ratings, flags, and labels:

- To show flags and labels in the thumbnail cells of the Grid view, choose View > View Options. Then, in the Grid View tab of the Library View Options dialog box, select Flags and Tint Grid Cells With Label Colors. To display rating stars, choose Rating from the Top Label or Bottom Label menu.
- To show ratings, flags, and labels in the toolbar in the Grid or Loupe view, choose one or more of the following from the toolbar menu: Rating, Flagging, or Color Label.

Note: Ratings, flags, and labels are always available beneath photos displayed in the Compare and the Survey views.

Viewing and Editing Metadata

(Sometimes you might not see Metadata if Keywording or expanded. Toggle Keywording and Keyword list up to see Metadata in the right panel)

Metadata is a set of standardized information about a photo, such as the author's name, resolution, color space, copyright, and keywords applied to it. For example, most digital cameras attach some basic information about a file, such as height, width, file format, and the time the image was taken. Lightroom also supports the information standard developed by the International Press Telecommunications Council (IPTC) to identify transmitted text and images. This standard includes entries for descriptions, keywords, categories, credits, and origins. You can use metadata to streamline your workflow and organize your files.

File information is stored using the Extensible Metadata Platform (XMP) standard. XMP is built on XML. In the case of camera raw files that have a proprietary file format, XMP isn't written into the original files. To avoid file corruption, XMP metadata is stored in a separate file called a sidecar file. For all other file formats supported by Lightroom (JPEG, TIFF, PSD, and DNG), XMP metadata is written into the files in the location specified for that data. XMP facilitates the exchange of metadata between Adobe applications and across publishing workflows. For example, you can save metadata from one file as a template, and then import the metadata into other files.

Metadata that is stored in other formats, such as EXIF, IPTC (IIM), and TIFF, is synchronized and described with XMP so that it can be more easily viewed and managed.

Specify where to write metadata changes


Lightroom automatically writes adjustments and settings metadata to the catalog. You can also instruct Lightroom to write the changes to XMP. In order for changes made in Lightroom to be recognized by other applications, metadata must be written to XMP.

1. Choose Edit > Catalog Settings (Windows) or Lightroom > Catalog Settings (Mac OS).
2. Click the Metadata tab, and then do either of the following:
 - To write adjustments and settings metadata to XMP, select Automatically Write Changes Into XMP.
 - To write adjustments and settings metadata only to the catalog, deselect Automatically Write Changes Into XMP.

If you don't write adjustments and settings metadata to XMP automatically, you can select a file and choose Metadata > Save Metadata To File.

Save metadata changes to a file manually

To manually save metadata changes to a photo in Lightroom, do one of the following:

- Select one or more photos in the Grid view of the Library module and choose Metadata > Save Metadata To File(s), or press Ctrl+S (Windows) or Command+S (Mac OS).
- Click the Metadata File Needs To Be Updated icon  in a thumbnail in the Grid view of the Library module, and then click Save.
- If you're working with a DNG file, choose Metadata > Update DNG Previews & Metadata to save metadata changes to the file and also generate a preview based on the current raw processing settings.

Viewing Photo Metadata

In the Library module, the Metadata panel displays the filename, file path, rating, text label, and EXIF and IPTC metadata of selected photos. Use the pop-up menu to choose a set of metadata fields. Lightroom has premade sets that display different combinations of metadata.

With one or more photos selected in the Grid view, or with a single photo selected in the Filmstrip in Loupe, Compare, or Survey view, choose any of the following from the pop-up menu at the top of the Metadata panel:

Default

Shows the filename, copy name, folder, rating, text label, and a subset of IPTC and EXIF metadata.

All Plug-In Metadata

Displays custom metadata created by third-party plug-ins. If you don't have any plug-ins installed, filename, copy name, and folder are displayed.

EXIF

Shows the filename, file path, dimensions, and EXIF camera metadata such as Exposure, Focal Length, ISO Speed Rating, and Flash. If your camera records GPS metadata, the information appears as EXIF metadata.

EXIF and IPTC

Shows the filename, size, type, location, metadata status, as well as all EXIF and basic IPTC metadata.

IPTC

Shows the filename and basic IPTC metadata: Contact, Content, Image, Status, and Copyright metadata.

IPTC Extension

Shows the filename and IPTC metadata for model and artwork releases and other types of licensing rights.

Large Caption

Shows a large caption edit box and the copyright box.

Location

Shows the filename, copy name, folder, title, caption, and location fields, including GPS coordinates.

Minimal

Shows the filename, rating, plus Caption and Copyright metadata.

Quick Describe

Shows the filename, copy name, file path, rating, and the following EXIF and IPTC metadata: Dimensions, Date Time, Camera, Title, Caption, Copyright, Creator, and Location.

In the Metadata panel, if an IPTC metadata field displays an arrow, clicking the arrow is a quick way to find and view all photos containing the specific metadata.

If multiple photos with different metadata settings are selected, the metadata fields display <mixed>. To show the metadata for the photo that's targeted (active) within the selection, choose Metadata > Show Metadata For Target Photo Only. If more than one photo is selected in the Filmstrip in Loupe, Compare, or Survey view, the Metadata panel displays metadata only for the active photo.

Copy Metadata from one Photo to another

Copying and pasting metadata from one photo to selected photos provides a fast way to add information and IPTC metadata to photos. Using the Copy Metadata and Paste Metadata commands saves you the effort of repeatedly typing the same metadata into photos.

1. In the Grid view, select a photo that you want to copy metadata from and choose Metadata > Copy Metadata.
2. In the Copy Metadata dialog box, select the information and IPTC metadata that you want to copy, and then click Copy.
3. Select photos in the Grid view, and choose Metadata > Paste Metadata.

Changing a Capture time (date)

Sometimes you need to change the capture time for your photos. For example, you might need to change the capture times if you traveled to a different time zone and didn't change your camera's date/time setting before you started photographing, or if you imported a scanned photo into Lightroom, the photo would contain the creation date of when it was scanned, rather than when it was taken.

In order to save an edited capture time to a raw photo, you must enable the option in the Catalog Settings dialog box. See Change catalog settings.

Changing the capture time changes the Date Time Original EXIF metadata in the Metadata panel. For most cameras, Date Time Original and Date Time Digitized are the same, so Date Time Digitized changes, too. The Date Time metadata indicates the last time the photo was updated and is not affected when you change the capture time.

Note: The Edit Capture Time command cannot be undone by pressing Ctrl+Z (Windows) or Command+Z (Mac OS). You would need to use the Revert Capture Time To Original command.

1. With one or more photos selected in the Grid view, or with a single photo selected in the Filmstrip in Loupe, Compare, or Survey view, do one of the following:
 - Choose Metadata > Edit Capture Time.
 - In the Metadata panel with EXIF information displayed, click the arrow in the Date Time field.
2. In the Edit Capture Time dialog box, select the type of adjustment:

Adjust To A Specified Date And Time

Changes the capture time to the date and time you specify.

Shift By Set Number Of Hours (Time Zone Adjust)

Changes the capture time by the number of hours you add to or subtract from the original time.

Change To File Creation Date For Each Image

Changes the capture time in the camera EXIF data to the file creation date. If you select this option, skip step 3.

3. In the New Time area of the dialog box, do one of the following:
 - If you selected Adjust To A Specified Date And Time, type a new date and time in the Corrected Time text box. You can also select the date and time values and then use the Up or Down Arrow buttons to increase or decrease the values.
 - If you selected Shift By Set Number Of Hours, choose a value from the pop-up menu to adjust the time forward or back.

Important: If more than one photo is selected in the Grid view, Lightroom changes the capture time for the active photo by the specified adjustment. (The active photo is previewed in the Edit Capture Time dialog box.) Other photos in the selection are adjusted by the same amount of time. If more than one photo is selected in the Filmstrip in Loupe, Compare, or Survey view, the capture time is changed only on the active photo.

4. (Optional) To revert the capture time back to the original, select the photos in the Grid view or the Filmstrip and choose Metadata > Revert Capture Time To Original.

Lightroom What Are Collections

Collections are a way to group photos in one place for easy viewing or for performing a variety of tasks. For example, photos in a collection can be assembled into a slide show, contact sheet, or a web photo gallery. Once created, collections are listed in the Collections panel of every module. They can be selected anytime you need them. You can create as many collections as you need.

A regular *collection* is a group of any photos you choose to put in a group.

Smart Collections are collections based on rules that you define. Unlike regular collections Smart Collections are dynamic. For example, you can create a Smart Collection of all photos that have a five-star rating and a red color label. Photos that meet the criteria are automatically added to the smart collection even after the Smart Collection is created.

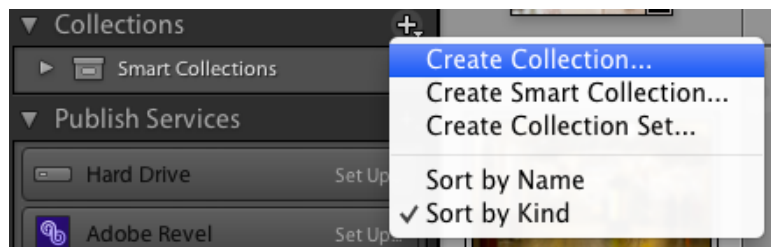
You can also create temporarily groups of photos for certain tasks into the **Quick Collection**. Unlike regular or smart collections, there can be only one Quick Collection at a time in the catalog.

Here are some things to keep in mind about working with collections:

- Make sure that you understand the difference between catalogs and collections: Collections are groups of photos within a catalog.
- Photos can belong to more than one collection.
- You cannot stack photos in a collection.
- You can change the sort order of the photos in a regular collection, but you cannot sort by User Order or drag photos to rearrange them in a smart collection.
- Removing a photo from a collection doesn't remove the photo from the catalog or send it to the Recycle Bin (Windows) or Trash (Mac OS).
- You can create collection sets to organize your collections.
- You can explicitly save Slideshow, Print, and Web module settings as *output collections*.

Creating a Collection

To Create a Collection Select at least one photo, click the **+** to the right of Collection and select **Create Collection**



Name the collect

In the next window you will see the photos in the current collection. To add more photos, click on the folder(s) that contain the images you would like to add. Drag and drop the images on to the new collection.

You can then see the new collection again by clicking on the collection. You can add to the collection by dragging photos into the collection. You can remove photos from the collection by right clicking on a photo (when viewing the collection) and selecting > Remove From Collection

Smart Collections

To create a quick collection, next to Collections click the + and select Create Smart Collection.

In the next window you will have some options to set up the Smart Collection.

Placement: You can decide where you want the Smart Collection to be placed. (within the preset Smart Collections or another Collection Set)

Match: **Any** – will collect photos with any of the criteria you set, not all. **All** – will collect photos only if they meet all of the criteria you set. **None** – will collect photos when they meet none of the criteria.

Next you set the criteria. The first dropdown are all of the options you have for setting the criteria. Click the + to add additional criteria. Click Create when you are ready to start your Smart Collection.

Again, Smart Collections are dynamic. Photos will be added (and taken away from) as photos meet the criteria.

Quick Collections

Photos can be added to (or removed from) the quick collection by tapping the **letter B** on your keyboard when a photo is selected.

You can save a Quick Collection (turning it into a Collection) by going to the **Catalog>Quick Collection, Right Click > Save Quick Collection.**

You can clear the quick collection by going to **Catalog>Quick Collection, Right Click > Clear Quick Collection.**