LIGHTROOM

GETTING STARTED / IMPORTING PHOTOS

Put the SD card (or other memory card) in your computer directly if you have a built-in card reader or via an external card reader. Lightroom will automatically identify that a memory card is there.

Some cameras let you directly connect the camera to your computer.

Make sure you are in the "Library" module which is the first button on the top right.

Then click on "Import", which is the button on the bottom left.

You can select "Copy as DNG" or just "Copy" in the top line. I usually just use "Copy". This means the file will remain in the format your camera provided so for me that's a Sony file format. "Copy as DNG" converts to an Adobe format. It takes longer to import if you use "Copy as DNG". "Add" is when a photo is already on your computer but not in Lightroom, this would add to Lightroom, but the photo will remain in its current location.

All the photos on the card will be highlighted and have a tick on them in the top left-hand corner of the previews. If this is correct just leave as this.

If you don't want to import everything at once (say you have several different locations etc on one card that you want to go into different folders, you can import these separately).

To do this click on the "Uncheck All" button and this will turn off the check marks on all the photos.

The select the photos you want by selecting the first one and shift clicking the last one, then just left click in the top left square on any one of the selected photos and this will add a check mark to all of them.

Then click "Import" on the bottom right.

After you have loaded these, you can go back to do the others and place in different folders / locations.

On the left of the "Check All" and "Uncheck All" buttons there are two square buttons, called Loupe View and Grid View. The default is Grid View, and you can make the photos larger or smaller using the "Thumbnail" slider on the bottom right.

If you want to see a photo more clearly select it and click on the Loupe View button which will show a full-size image (or Double click on it). You can then scroll through the photos using the arrow keys. Hover over the "Include in Import" text below the photo to see the import options for this photo.

<u>RIGHT HAND PANEL</u>

<u>File Handling</u>

Build previews; I have this set to "Standard" but you can use "Minimal" which is a quicker install but can be slower in use.

I only have "Don't import Suspected Duplicates" ticked. This will mean when you go back to import more from the same SD card the ones already loaded will be greyed out so you can see what you have previously done.

<u>File Renaming</u>

I have the "Rename files" box ticked and use "Custom name Sequence" and starting number 1 plus leave Extensions as-is. You can change these if you wish.

<u>Apply During Import</u>

Develop Setting I leave as "None".

Metadata I leave as "None". You can add Copyright details here that will be added to the photo metadata. I don't do this and if I want to add a copyright, I add a logo later in Photoshop.

In the keyword box you enter things about your photos that you want to apply globally to all the photos being imported. I use the location where they were taken plus other identifiers such as "Birds", "Beach", etc. This can help you find photo later using a search function.

You can change Keywords later if you want by double clicking on a photo in the film strip to open it and then clicking in the Keyword box on the right and amend or add more Keywords as required.

<u>Destination</u>

I use the location where the photos have been taken as my main sub-folders under my main "Lightroom Photos" folder. I set up this main folder in Windows.

In the "into Sub-Folder" depends on where I'm placing the photos and if I want to sub-divide them from the main folder. For example, if I'm putting them into a place I've been to before I will just click on the place in the folder list on the right panel and the photos will be added automatically into a sub-folder named with the date taken as I have organised by date ticked. You can set the date format in the next box down to suit how you prefer to see dates.

If I wanted more detail, I could add a sub-folder name to help identify places with lots of visits.

I add a specific sub-folder when it's a new location that I want to have under my main "Lightroom Photos" folder or more information on an existing location. You tick the box and enter the name in the text box. Then make sure you click on the main folder, in my case Lightroom Photos or the specific location for a sub-folder.

When you have done this, I go to the locations list to double check that it is in the correct place, either a new location, sub-folder or the new date is under the correct location.

When you are happy that they are all going where you intended click on the "Import" button on the bottom right and just let lightroom import the photos. You will see a progress bar on the top left.

USING LIGHTROOM

LIBRARY MODULE

This is where you can look through your photos. The left-hand side panel is where the folder and photos are stored / located. To find a photo go to the drive & folder and click on it and this will bring up all the photos in this folder / sub-folder.

I explain how to find specific photos, using the find search function, in the collections section on the next page.

The single rectangle on the bottom left called Main Window shows the single photo in the central window.

The 4 squares ICON is Grid Mode and will show a grid of photos which can help when running through them. The size can be adjusted using the Thumbnail slider on the bottom right.

If you are in grid mode, just double - click on a photo to bring it into the main window format

When you select a photo, you will see the keywords you added in set up displayed on the right-hand panel. As noted above you can at this point click in the panel and amend or add keyworks that may be specific to this photo.

Scrolling down on the right-side panels you will see the Metadata attached to the photo showing in the main window.

I always have the film strip showing along the bottom of the screen and you can use this to move left or right along the images. This is on a toggle using the very small arrow in the bottom centre.

Rating & Colour Coding

To add a rating or colour identifier to a photo, you right click on a film strip photo, or the main window photo and it brings up a menu (they are slightly different but that's not important). Here you can select a rating, a colour label, a flag, remove photo, etc.

Deleting Photos

To delete an image, you can just press delete on the keyboard, right click on it, and select remove photo or flag it for a batch deletion. The first two options bring up a panel asking how you want to delete it. This happens every time so to avoid this I prefer flagging the images so If I make a mistake, I can correct it and I only get the warning panel when I finally delete the batch.

To flag / select an image for deletion just press the X key on the keyboard, either in main window or grid view. If you make a mistake, click on the little black flag that's been added to the top left-hand corner of the film strip photo and it will remove the flag. Once you are happy that you have flagged / selected the correct images for deletion go to the "Photo" menu on the top line and select Delete

Rejected Photos (or press Crtl + Backspace). Delete Rejected Photos is at the bottom of the menu list.

If you have given ratings to photos, you can delete all those not rated. Using the filter function on the bottom right only show those not rated, to do this select "Unrated" from the drop-down menu on the bottom far right. This will then show all the unrated photos on the bottom film strip. Select the first and then holding shift left click on the last image. This will select all of them and then delete them as a group by right clicking on them and selecting "Remove Photos" or go to Photo menu and selecting "Remove Selected Photos". This will delete these images leaving those rated behind.

To see those left behind go to the Filter box and select "Rated" or "Filters Off".

Be very careful doing this through as you can easily delete photos you didn't mean to.

Of all the methods I prefer flagging the photos, so I am clear on which photos are selected and those I have doubts about are not deleted for a later review.

Of course, you could give images you are not sure about a star rating of 1 or 2 and then these would not be deleted.

Whatever method you use be careful not to delate images by accident as its easy to do.

Collections

Collections are found in the left-hand panel (The order is Catalog, Folders and then Collections).

There are two basic types, Smart Collections and Standard Collections. With Smart Collections you can show for example all 5 star rated images or all images with a red colour identifier.

I tend to use the Standard Collections. Set up a collection by clicking on the + sign to the right of the Collection heading and give it a name. Select this as where Images should be added to by right clicking on this new collection name and in the pop-up menu select Set as "Target Collection". This is the step I miss the most and end up placing photos in the wrong collection.

To add a photo to this collection, open an image in the main window, you may already have this photo open but if not search using the Folders on the left panel or use the Find function.

To use the Find function open the "Library" menu and select "find" or press Ctrl+F. This opens the search function on the top of the Grid View of the photos. If you know the folder the photo is in then go to it by scrolling down the folders in the left-hand panel, otherwise go to the main folder heading (In my case this is Lightroom Photos). Click on the up down arrows in the search section at the top right of the central panel / window to open the search criteria menu and select your search criteria such as Keyword. Then type a Keyword you think is associated with your photo and press return. This is why Keywords are so important.

The photos with the relevant Keyword etc will be shown but not where they are located. Therefore if you also want to find the folder / sub-folder the photo is in, click on the small arrow to the right of the photo file name and your most recent folders will be listed. If its longer ago you looked at the

photo double-click on the photo to open it and go to the Metadata section on the right and hover over the folder name and the path will be shown so you can then go to it in the left-hand panel.

When the photo is located and showing in the main window just press the B key on the keyboard and the image will be added to this collection.

Double check that you have the correct collection identified as the target collection by going to it just to be sure as its easy to forget to make the correct collection the target.

DEVELOP MODULE

Basic Processing

Click on the "Develop" Module button on the top right.

In the "Basic" panel click on the "Auto" button. This provides a reasonably good starting point for further processing but is often all that's required.

Then click on the "Crop Overlay" tool (The square grid icon on the left end of the tools) to adjust the image to get a balanced photo with items usually on the third points and crop out unwanted items around the edges (Edge patrol).

Go down and in the "Lens Corrections" panel add a tick on two boxes called "Remove chromatic aberration" and "Enable Profile Corrections". These can be added to every import if preferred.

Then in the panel above check the sharpening slider. The default is 25% but you can push this to say 35 - 40% if required. I wouldn't go any further as this can add halos to the image. These are generally white edges to dark objects but can also be dark edges to lighter objects. If you see halos pull back on sharpening.

If the image is noisy (i.e., has a lot of speckled grain on the image) add a little "Noise Reduction" by moving the "Luminance" slider to the right just a little. Don't use too much as it makes the image soft / blurry.

There is now an automatic denoise option which adds a bit of sharpening as well to avoid the issue with the manual slider. This is new in the 2023 version. It creates a new file for use going forward so it probably best to use this first.

If the image is not level, then go to the "Transform" panel and use the Auto button. If this doesn't work, try doing it manually using the "Rotate" slider.

There are lots more things you can do in Lightroom Classic but these are covered in a separate document.

EXPORTING YOUR PHOTOS

Once you have finished editing it's time to export your photo. Go back to the Library Module by clicking on the button top right.

I set up folders on my PC using Windows to export into for example I have an Ely Photography Club folder, with a sub-folder called possible competition photos and I export photos into this sub-folder. This builds up a cache of photos for competition use.

Click on the "Export" button on the bottom left.

In the top panel called "Export Location" click on the "Choose" button and it will open a new Windows Document panel and just select the folder / sub-folder you want in the normal way and the destination will be shown in the Lightroom box on the right.

The Export panel does allow you to set up folders and sub-folders as well if you haven't already done so just using the New Folder system in the Windows Documents panel.

Give the photo a unique name in the Lightroom panel. If you have used the name before in the same folder, it will ask you if you wish to overwrite the previous one. If this happens use a different name (I usually just add 2, 3 or 4 etc to the name)

For club competitions the photo must be in the following sizes

> Landscape 1600 px wide maximum; At 4:3 ratio this will give you a 1600 x 1200 px image; At 3:2 ratio it will be approximately 1600 x 1067 px

> Portrait 1200 px high maximum by whatever width this gives (obviously less than 1200 px or it would be square or Landscape)

> Square 1200 x 1200 px maximum

The photo must be exported in SRGB and jpeg for club competitions.

Usually best to have the sharpen for screen ticked. Be careful here as this can change if you slide the curser past it.

When you press the "Export" button on the bottom right you will see a progress bar on the top left. Once this has finished the photo has been exported.

Go to your computer folder outside of Lightroom to check that the jpeg is as you expected. If not go back and edit.

If you have been using a RAW photo, I find that the conversion to jpeg can both darken and over saturate the photo, so I often add a touch of positive "Exposure" and reduce the "Saturation" slightly before exporting. This is obviously to taste so play around until you find the look you want to achieve.

PDI are generally brighter when projected than prints on paper so when printing you may need a slightly brighter image, before printing.