

TAMING your PHOTO LIBRARY

with Adobe Lightroom

ROB SYLVAN



FREE SAMPLE CHAPTER

SHARE WITH OTHERS



TAMING
your
**PHOTO
LIBRARY**
with **Adobe Lightroom**

ROB SYLVAN



Taming Your Photo Library with Adobe Lightroom

Rob Sylvan

Copyright © 2017 by Rob Sylvan

All photography © Rob Sylvan except where noted.

Adobe Press books are published by Peachpit, a division of Pearson Education.

For the latest on Adobe Press books and videos, go to www.adobepress.com.

To report errors, please send a note to errata@peachpit.com.

Adobe Press Editor: Nancy Davis

Development Editor: Linda Laflamme

Senior Production Editor: Tracey Croom

Copyeditor: Scout Festa

Technical Editor: Rocky Berlier

Compositor: Danielle Foster

Indexer: James Minkin

Cover Design: Chuti Prasertsith

Interior Design: Happenstance Type-O-Rama/Danielle Foster

Cover Image: Rob Sylvan

Author Photo: Rob Sylvan

Notice of Rights

All rights reserved. No part of this book may be reproduced or transmitted in any form by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the publisher. For information on getting permission for reprints and excerpts, contact permissions@peachpit.com.

Adobe product screenshots reprinted with permission from Adobe Systems Incorporated.

Notice of Liability

The information in this book is distributed on an “As Is” basis without warranty. While every precaution has been taken in the preparation of the book, neither the author nor Peachpit shall have any liability to any person or entity with respect to any loss, damage, or injury caused or alleged to be caused directly or indirectly by the instructions contained in this book or by the computer software and hardware products described in it.

Trademarks

Adobe, the Adobe logo, Lightroom, Lightroom Mobile, Photoshop, and Photoshop Fix are registered trademarks of Adobe Systems Incorporated in the United States and/or other countries. All other trademarks are the property of their respective owners.

Many of the designations used by manufacturers and sellers to distinguish their products are claimed as trademarks. Where those designations appear in this book, and Peachpit was aware of a trademark claim, the designations appear as requested by the owner of the trademark. All other product names and services identified throughout this book are used in editorial fashion only and for the benefit of such companies with no intention of infringement of the trademark. No such use, or the use of any trade name, is intended to convey endorsement or other affiliation with this book.

ISBN 13: 978-0-134-39862-4

ISBN 10: 0-134-39862-9

9 8 7 6 5 4 3 2 1

Printed and bound in the United States of America

*To everyone at Peachpit Press and Adobe Press, past and present,
who has given me so many opportunities to help others learn.*

This page intentionally left blank

Acknowledgments

My deepest thanks go to Jan Kabili and Victor Gavenda for starting me off on this book project. To Jan for coming up with the original idea for this book, and to Victor for enlisting me to carry the idea through to completion.

I also want to express my gratitude to Nancy Davis, Linda Laflamme, Rocky Berlier, Scout Festa, and Tracey Croom for their assistance, guidance, support, and (near infinite) patience with me throughout this entire process and all that I put them through. Thank you all.

I am grateful for all that I have learned from my friends and colleagues at KelbyOne, from the fantastic instructors at Photoshop World, to all of the members who have sent in Lightroom questions, and to my fellow Help Desk staffers. I am also indebted to my fellow photographers at Stocksy United and at Photofocus.com. You all have taught and inspired me over the years.

I also want to thank my wife, Paloma, for being the love of my life and my number-one supporter during this project; my son, Quinn, for assisting me on many shoots and being the model in many more; and my family, friends, and neighbors for being a part of the book in large and small ways.

Cheers to all who have asked me Lightroom questions over the years!

This page intentionally left blank

Contents at a Glance

| | | |
|----|---|-----|
| | Introduction | xv |
| 1 | Getting in a Lightroom Frame of Mind | 1 |
| 2 | Getting Oriented to the Library Module and Importing | 23 |
| 3 | File Management, Lightroom Style | 49 |
| 4 | Using Collections for Organization | 75 |
| 5 | Using Metadata | 95 |
| 6 | Care and Maintenance of Your Catalog | 127 |
| 7 | Increasing Lightroom Efficiency | 139 |
| 8 | Common Organizational Workflows | 167 |
| 9 | Advanced Workflows | 199 |
| 10 | Integrating with Lightroom Mobile | 221 |
| | Appendix: Troubleshooting 101 | 241 |
| | Index | 247 |

This page intentionally left blank

Contents

| | |
|---|-----------|
| Introduction | xv |
| 1 Getting in a Lightroom Frame of Mind. | 1 |
| Wrapping Your Head Around Lightroom | 1 |
| <i>The Catalog</i> | 2 |
| <i>Your Photos</i> | 4 |
| What to Do Before You Start Using Lightroom | 5 |
| <i>Get Your System Ready</i> | 5 |
| <i>Get Your Photos Ready</i> | 6 |
| Key Lightroom Files. | 8 |
| <i>The Lightroom Application</i> | 8 |
| <i>Catalog and Preview Caches</i> | 9 |
| <i>Managing the Lightroom Cache Files</i> | 11 |
| <i>Configure Preferences and Catalog Settings</i> | 13 |
| 2 Getting Oriented to the Library | |
| Module and Importing. | 23 |
| The Library Module's Interface | 24 |
| <i>Menu Bar</i> | 24 |
| <i>Identity Plate and Module Picker</i> | 25 |
| <i>Left Panel Group</i> | 26 |
| <i>Right Panel Group</i> | 26 |
| <i>Filmstrip</i> | 26 |
| <i>Main Workspace</i> | 27 |
| Library View Options. | 28 |
| <i>Grid</i> | 28 |
| <i>Loupe</i> | 30 |
| <i>Compare</i> | 31 |
| <i>Survey</i> | 33 |
| <i>People</i> | 34 |





| | |
|---|-----------|
| Customizing the Interface | 34 |
| Screen Modes | 35 |
| Collapsing Panels | 35 |
| Individual Panels and Solo Mode | 37 |
| Vanishing Panels | 37 |
| Lights Out | 38 |
| Importing Your Photos | 39 |
| Choosing a Source | 40 |
| Choosing a Destination | 42 |
| File Handling | 45 |
| File Renaming | 46 |
| Apply During Import | 47 |
| 3 File Management, Lightroom Style | 49 |
| Understanding the Role of the Folders Panel | 49 |
| Volume Browser Indicators | 51 |
| Show or Hide a Parent Folder | 52 |
| Find Your Folders and Photos | 53 |
| Create New Folders and Remove Old Ones | 54 |
| Adding New Folders | 54 |
| Renaming Folders | 57 |
| Removing Empty Folders | 58 |
| Using Lightroom to Delete Photos | 58 |
| Deleting Lots of Photos at Once | 59 |
| More Ways to Delete Photos | 60 |
| Moving Photos and Folders | 61 |
| Moving Photos Between Folders | 61 |
| Moving Folders | 62 |
| Moving Large Groups of Photos Safely | 63 |
| Move Shortcut | 63 |

| | |
|--|-----------|
| Using Lightroom to Rename Photos | 64 |
| <i>Rename a Single Photo.</i> | 64 |
| <i>Create and Apply Custom Filename Templates</i> | 65 |
| Reconnecting Missing Folders and Photos | 68 |
| <i>Dealing with an Offline Drive</i> | 68 |
| <i>Dealing with Deleted Photos.</i> | 70 |
| <i>Dealing with Folders and Photos Moved</i> <i>Outside Lightroom</i> | 70 |
| <i>Dealing with Photos Renamed Outside Lightroom</i> | 73 |
| 4 Using Collections for Organization | 75 |
| The Case for Collections | 75 |
| <i>The Collections Panel</i> | 77 |
| <i>The Catalog Panel.</i> | 78 |
| Collecting Your Photos | 79 |
| <i>Creating Structure with Collection Sets</i> | 80 |
| <i>Grouping Photos with Regular Collections</i> | 81 |
| <i>Automating with Smart Collections</i> | 83 |
| Maintaining Collections Over Time | 89 |
| <i>Moving Things Around</i> | 89 |
| <i>Using a Target Collection</i> | 89 |
| <i>Renaming and Deleting.</i> | 91 |
| 5 Using Metadata | 95 |
| The Metadata Panel | 96 |
| <i>Metadata Panel Views.</i> | 96 |
| <i>Adding Titles, Captions, and More</i> | 98 |
| <i>Applying Metadata to Multiple Photos</i> | 101 |
| Keywords | 103 |
| <i>The Keywording Panel.</i> | 104 |
| <i>The Keyword List Panel.</i> | 109 |





| | | |
|----------|--|------------|
| | Finding Faces and Assigning Names | 114 |
| | <i>People View</i> | 114 |
| | <i>Assigning Tags</i> | 115 |
| | <i>Drawing Face Regions</i> | 117 |
| | <i>Moving Forward</i> | 119 |
| | Tying Photos to Locations | 121 |
| | <i>Finding Photos with Geolocation Data</i> | 121 |
| | <i>Manually Placing Photos on Map</i> | 122 |
| | <i>Working with Tracks</i> | 124 |
| 6 | Care and Maintenance of Your Catalog | 127 |
| | Built-in Backup | 127 |
| | <i>Catalog Dashboard</i> | 128 |
| | <i>Scheduling and Running the Backup</i> | 128 |
| | <i>Testing Integrity and Optimization</i> | 130 |
| | <i>Managing the Backup Copies</i> | 131 |
| | <i>Restoring from a Backup</i> | 132 |
| | How to Move a Catalog | 133 |
| | How to Rename a Catalog | 134 |
| | How to Export a Catalog | 135 |
| 7 | Increasing Lightroom Efficiency | 139 |
| | Presets and Templates | 139 |
| | <i>Creating Different Types of Presets and Templates</i> | 140 |
| | <i>Managing Presets and Templates Over Time</i> | 156 |
| | Keyboard Shortcuts | 158 |
| | <i>Discovering Shortcuts</i> | 159 |
| | <i>Starter Kit</i> | 161 |
| | Custom Default Settings | 161 |
| | <i>Defaults versus Presets</i> | 162 |
| | <i>Synchronizing Previously Imported Photos</i> | 164 |
| | <i>Advanced Settings</i> | 165 |

| | | |
|----------|--|------------|
| 8 | Common Organizational Workflows. | 167 |
| | Importing Photos | 167 |
| | <i>Adding Photos on Your Hard Drive</i> | <i>168</i> |
| | <i>Copying Photos from a Memory Card.</i> | <i>170</i> |
| | Evaluating Photos | 174 |
| | <i>During Import</i> | <i>174</i> |
| | <i>After Import</i> | <i>176</i> |
| | Applying Keywords | 180 |
| | <i>Using the Keyword List Panel</i> | <i>181</i> |
| | <i>Painting Your Photos with Information</i> | <i>184</i> |
| | Finding Photos | 186 |
| | <i>Using the Library Filter</i> | <i>186</i> |
| | <i>Creating Smart Collections.</i> | <i>189</i> |
| | Exporting Copies for Output | 191 |
| 9 | Advanced Workflows | 199 |
| | Using Lightroom with Multiple Computers | 199 |
| | <i>Word of Warning</i> | <i>200</i> |
| | <i>One Drive to Rule Them All.</i> | <i>200</i> |
| | <i>Keeping It Simple</i> | <i>201</i> |
| | <i>Making It Happen</i> | <i>203</i> |
| | <i>Take Your Presets and Templates Too.</i> | <i>203</i> |
| | Catalog for the Road | 207 |
| | <i>Exporting a Smaller Catalog.</i> | <i>207</i> |
| | <i>Working with the Exported Catalog.</i> | <i>209</i> |
| | <i>Bringing It All Home</i> | <i>210</i> |
| | <i>Clean Up</i> | <i>212</i> |
| | Import Multiple Catalogs into One | 212 |
| | <i>Choose the Master</i> | <i>213</i> |
| | Migrating to a New Computer | 213 |
| | <i>Before You Start</i> | <i>214</i> |
| | <i>Preparing the New Computer</i> | <i>214</i> |





Migrating Your Photos 214

Presets and Plug-Ins 216

Copying the Catalog 217

Transferring to the New Computer 218

A Word about Publish Services Connections 219

Walk It Through 219

10 Integrating with Lightroom Mobile 221

 What Is Lightroom Mobile? 222

 Syncing Your Desktop Catalog and Mobile Device 224

Lightroom on the Desktop 224

Lightroom on Mobile 225

 Working with Collections on Your Mobile Device 227

Adding Photos 227

Viewing Photos 229

Exporting Photos 233

Lightroom Web 234

Applying Ratings and Flags on the Go 237

Appendix: Troubleshooting 101 241

 Time for a Do-Over 241

 Resetting the Preference File 242

 Creating a New Catalog 243

 Uninstalling and Reinstalling Lightroom 244

 Finding Outside Help 245

Index 247

Introduction

Thanks for your interest in this book. You should know right away that this is not a book about how to use the Develop module to make your photos look better, as there are many good books and videos that do that already. You might even want to check out my video *Adobe Photoshop Lightroom CC (2015 release)/Lightroom 6 Learn by Video*, which is 10 hours of content about all aspects of Lightroom.

So, what is this book? In a sense, it's an answer to the many, many questions I've been asked since I started helping people learn about Lightroom and solve Lightroom-related problems, back in 2007, when Lightroom 1.0 came out. I've learned a lot from that experience, and my goal for this book is to pass along some of the key knowledge I've acquired to you, the reader, so that you may benefit from the collective experience of us all.

In that time, I've seen the same questions asked, the same problems encountered, and the same misunderstandings slow people down over and over again. I've designed this book to help you build a solid foundation for understanding the way Lightroom works, which I believe is the key to working smarter and faster and avoiding the pitfalls that so many encounter. I've also focused on teaching you about the most important (and often least intuitive) tools, techniques, functions, and tips you need to know to stay in control of your Lightroom library over time.

You don't need to read this book in its entirety or in any particular order, but I do recommend starting with Chapter 1 to get off on the right foot. From there, use the book as a reference and resource to help you with the areas that are most concerning to you.

On a final note, I wrote Chapter 8, on common workflows, as a way for you to see how many of the aspects of the other chapters work in a real-world context. The workflow steps I describe are not the only way to perform a given task (as there are usually many roads to the same destination) but rather the steps that I felt would best help you understand how something can be done and from there, as you gain experience, you can customize to best fit your needs and style. I wish you all the best as you learn how to get the most out of Lightroom and stay in the driver's seat throughout your journey.





4

USING COLLECTIONS FOR ORGANIZATION

In the previous chapters I've made a big deal about the fact that your photos only ever exist in folders on your hard drive and that those folders form the first level of your organizational system for your photos. Now, let's take a look at a second level of organization. One significant advantage of using a catalog to manage the data about your photos is that you can use *collections* (think of them as virtual folders) as a tool for helping you further organize and gain easy access to your photos.

The Case for Collections

Before database-driven programs like Lightroom, you were limited to using folders to group and organize your photos. For instance, you could create a new folder for each shoot and put all the photos from that shoot into it. However, what if you wanted to do a project using your photos? For example, what if you wanted to create a photo album for a family member to give as a gift?

You might start by creating a new folder for the album, and then you might place a copy of each photo you wanted to include in the album into that folder. Pretty simple and straightforward, right? The downside to this approach is that you're most likely going to create duplicates of all the album photos on your drive, which takes up more disk space. Suppose you wanted to create an album for every holiday or every vacation, or perhaps a "best of" album of your favorite photos. Over time you would end up dedicating more and more disk space to duplicates of your photos in these new album

folders. Now imagine that you decide you want to go back and reprocess some album photo using a new technique you learned; you've got to reprocess the original and then update all of those folders with duplicates of the new version too. What a headache!

Because Lightroom uses a catalog to manage your photos, you can instead create *collections*, which are like “virtual folders,” for each photo album and avoid wasting disk space on duplicates. Lightroom uses the power of the catalog to simply reference the source photo in its original folder but have it appear in a collection's virtual folder.

The Collections panel (**Figure 4.1**) gives you the power to create an infinite number of collections (or virtual folders or photo albums, if that's easier to visualize) based on whatever needs you may have for gathering a bunch of photos together. Because it uses the catalog to reference the original source photo each time, you are not creating any duplicates of your photos, and you have the power to place any individual photo in as many collections as your heart desires. That is a really useful and powerful feature. But wait, there's more! Because the collection references the original source photo, any time you make a change to that source photo (no matter whether you are viewing it in a collection or its home folder), that change instantly appears on that photo in every collection it belongs to as well—*because it is all the same photo*.

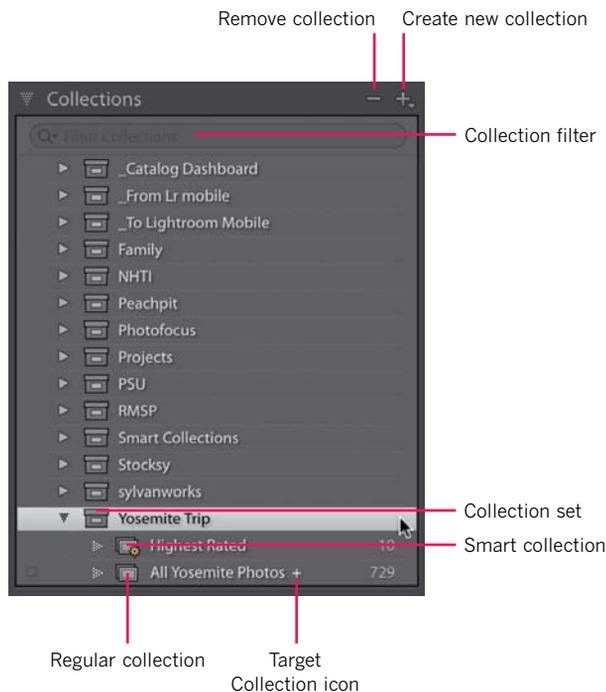


Figure 4.1 The Collections panel gives you the ability to create an infinite number of virtual folders to suit your organizational needs.

The Collections Panel

There are actually three types of collections you can use inside Lightroom:

- ▶ *Regular collections* are useful for manually grouping photos together based on a common theme or purpose.
- ▶ *Collection sets* are essentially containers for other collections and enable you to create an organizing structure for your various collections.
- ▶ *Smart collections* are basically saved searches that automatically gather photos together based on criteria you choose.

You can click the plus sign (+) in the header of the Collections panel to access the menu command for creating each type of collection (**Figure 4.2**).

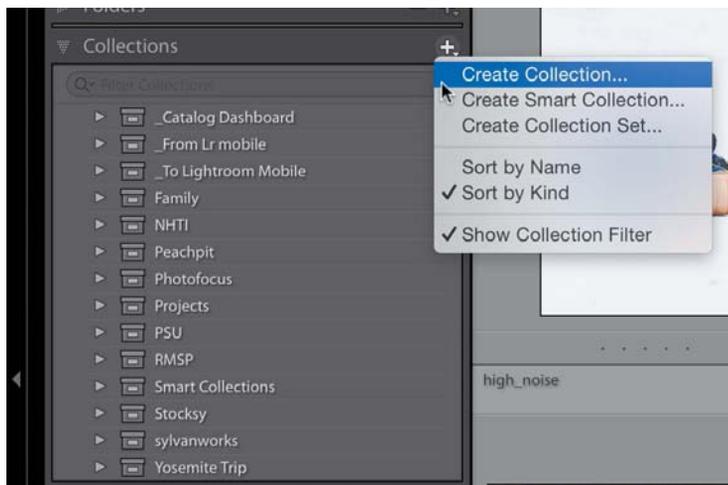


Figure 4.2 You can create new collections using the button at the top of the panel.

Which type of collection you use depends on its role in your organization and on how you like to work. For example, you might have a collection set named for a trip or event, and then within that set you could have a combination of regular collections and smart collections that contain relevant photos grouped together based on any criteria that suit your needs, such as dates, names of people, locations, and so on.

I typically use regular collections when I am choosing specific photos that I want to manually group together for some reason, but I use smart collections when I want to automatically gather up a group of photos that all meet the same criteria. For example, I might create a regular collection to hand-pick a small group of photos I want to print as photo cards for birthday presents or create a smart collection to automate the

gathering up of all photos taken in a given year that have at least four stars and have been processed in the Develop module. I organize those various collections inside relevant collection sets.

Collection use is entirely optional inside Lightroom, but collections do provide one major advantage over folders: You can get at them in more places. The Collections panel appears inside all modules, whereas the Folders panel exists only in the Library module. You can create collections based on your needs and then have easy access to them when processing in the Develop module or preparing different forms of output with the Print, Web, Slideshow, and Book modules.

Beyond increasing accessibility inside Lightroom, collections are also the means by which you can sync photos between your catalog and Lightroom Mobile. I've dedicated Chapter 10 to Lightroom Mobile integration, so I won't dive too deep now, but suffice it to say that the only way to get your photos from your desktop catalog to the Lightroom Mobile app is through your regular collections.

The Catalog Panel

There is one other place where you can find a special set of collections: the Catalog panel (**Figure 4.3**). This panel is intended to provide you with a series of shortcuts to certain groupings of photos that Lightroom creates based on your activity within the program. For example, the All Photographs choice at the top of the panel gives you a one-click way to call up every photo (and video) that has been imported into Lightroom. Aside from providing you with an at-a-glance tally of how many photos are in your catalog, All Photographs is useful when you want to perform a search or filter of your entire library. The Quick Collection choice is just that: a quick way for you to put some group of photos aside for easy access later on (we'll cover this in more detail later). The Previous Import choice (it's called Current when an import is in progress) is intended to give you a way to see the last batch of photos to pass through the import process.



Figure 4.3 The Catalog panel gives you access to special collections such as All Photographs, Quick Collection, and Previous Import.

The panel shown in Figure 4.3 is for a new (and empty) catalog to show the three default collections you'll find in your catalog, but as you do more things in your catalog you may start to see other collections appear there as well.

For example, in **Figure 4.4**, I have collections named All Synced Photographs, which represents all the photos I have synced with Lightroom Mobile; Updated Photos, which is a collection of photos for which I had Lightroom update metadata; Previous Export as Catalog, which contains photos I exported as their own catalog; and Added by Previous Export, which was created when I exported a single photo and added it to the catalog as part of that process. You may have other collections or just the default collections.

If your Catalog panel is getting cluttered with these extra collections and you no longer need them, you can always right-click one and choose “Remove this Temporary Collection” from the context menu that appears (**Figure 4.5**).

Now that you have a sense of what collections are and where to find them, let's dig deeper into how to use them.



Figure 4.4 Other activities you do in your catalog may generate special collections of their own.



Figure 4.5 You can remove the temporary collections from the panel.

Collecting Your Photos

Keeping in mind that the Collections panel is available in all modules (and to a certain extent Lightroom Mobile) can help you determine your approach to how you might use collections. There really is no one right way to use them, and I've worked with a lot of photographers and seen all kinds of approaches. All that matters is that, like your folder structure, it has to make sense to you. Let's go through the mechanics of using each type of collection.

Creating Structure with Collection Sets

NOTE In Figure 4.6 you can see that all the collection sets have solid disclosure triangles and that the collections have dotted ones. Lightroom uses the same convention for folders and collections, which is that when one contains a sub-level, then it has a solid disclosure triangle, whereas the base level has a dotted disclosure triangle. That way, you have an additional clue as to whether or not there is another level down.

Collection sets are the tools you can use to collect your collections. They can hold both regular collections and smart collections, and they can also hold other collection sets. For example, in **Figure 4.6** you can see I have a collection set named Peachpit, and inside of that are collection sets for each book I have written for Peachpit Press as part of the Snapshots to Great Shots series on different camera models (Nikon D600, D750, D3200, and so on). Inside the D600 collection set you can see a regular collection holding the photos used in each chapter of the book, potential cover photos, and so on. Pretty straightforward, yes?

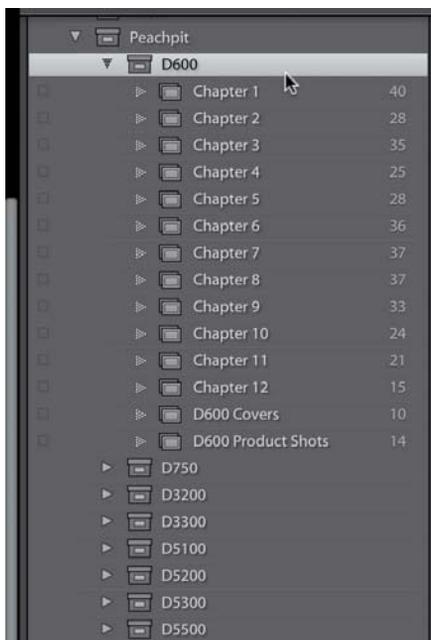


Figure 4.6 Collection sets can hold other collections and other collection sets.

When starting a new project, I like to create a parent collection set by clicking the plus sign at the top of the panel and choosing Create Collection Set from the menu. This opens the Create Collection Set dialog (**Figure 4.7**), where I can give the collection set a name and even choose to include it within an existing collection set (or not, if it is a top-level collection set). Once I enter a name, I click the Create button to add the set to the panel.

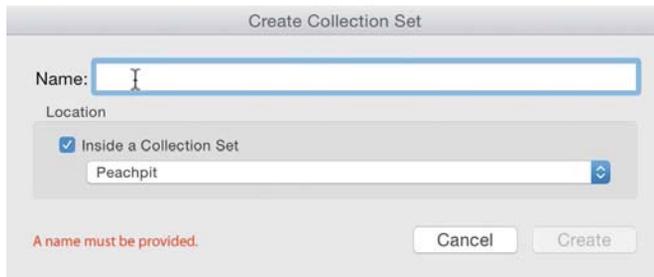


Figure 4.7 The Create Collection Set dialog is where you can create collection sets and assign them to existing collection sets.

Collection sets can also be dragged and dropped into other collection sets if you need to reorganize things or if you just forget to check the box to include a collection set within another.

Grouping Photos with Regular Collections

Once you've created a collection set, you may find it easiest to start by creating a regular collection to gather up the photos for that set. I think of regular collections like baskets—you can just drag and drop photos from any folder into them. You can create a regular collection from the same plus sign button at the top of the Collections panel that you used to create the collection set, or you can choose Library > New Collection. The bonus of using the menu bar at the top is that you can also see the keyboard shortcuts associated with various collection-related tasks (**Figure 4.8**).



Figure 4.8 The Library menu also contains commands for creating new collections, smart collections, and collection sets (among other things).

Whichever route you take to it, in the Create Collection dialog you can name the collection, add it to a collection set, and configure additional options (**Figure 4.9**). For example, I created a collection for all the photos from my 2015 trip to Yosemite and added it to my existing Yosemite collection set that contains photos from a previous trip.

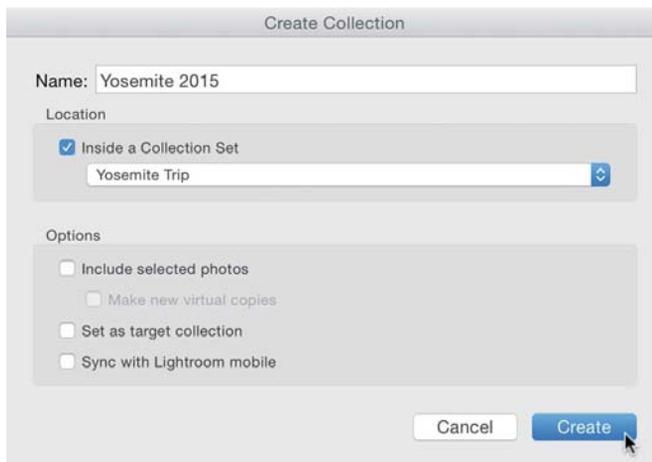


Figure 4.9 The Create Collection dialog contains all the options for creating a new collection.

In the Options section of the dialog you can:

- ▶ Include selected photos in the collection you're creating
- ▶ Make new virtual copies (see the sidebar “Virtual Copies”)
- ▶ Set the collection you're creating as a target collection (more on this in a bit)
- ▶ Sync the collection you're creating with Lightroom Mobile (more on this in Chapter 10)

If you have the foresight to select all the photos you want to add to the new collection first, then selecting the “Include selected photos” checkbox is a real help.

TIP You can quickly create a new collection from an existing folder simply by dragging and dropping the folder from the Folders panel to the Collections panel.

Virtual Copies

A virtual copy is another way to leverage the power of the catalog. As each photo is imported into the catalog, Lightroom creates a database record for that photo. That record contains a set of instructions on how to process the photo based on the adjustments you make in the Develop module. A *virtual copy* is simply a convenient way to make additional sets of instructions that all reference the same source photo. That way, you can have one set of instructions (or virtual copy) for creating a black-and-white version, for example, along with the original set of instructions (the master copy) for the color version. Sometimes when creating a collection, you might want to also fill that collection with virtual copies, so the option on the Create Collection dialog box to make new virtual copies just facilitates that process.

After you create a new, empty collection, such as mine inside my Yosemite Trip collection set, you can easily add the photos to it. Select them in Grid view, and then drag them into your collection (**Figure 4.10**).

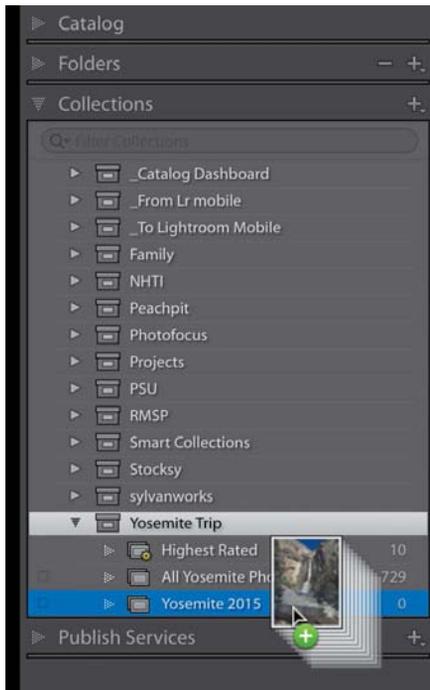


Figure 4.10 Adding photos to a regular collection is as simple as drag and drop.

Regular collections are helpful, but you can, however, make your collections a little smarter. Take a look.

Automating with Smart Collections

Smart collections (think saved searches) enable you to automate the process of finding, grouping, and organizing your photos in meaningful ways by leveraging the information contained in your photo's metadata, plus any additional data you may have added to the catalog. To help illustrate this saved search functionality further, Lightroom comes preinstalled with a collection set named Smart Collections, which contains six starter smart collections:

- ▶ Colored Red: Contains all photos in your catalog with the red color label applied.
- ▶ Five Stars: Contains all photos in your catalog with a five-star rating.

- ▶ **Past Month:** Contains all photos in your catalog whose capture date is within the last month.
- ▶ **Recently Modified:** Contains all photos in your catalog whose edit date is within the last two days.
- ▶ **Video Files:** Contains all video files that have been imported into your catalog.
- ▶ **Without Keywords:** Contains all photos within your catalog whose keyword field is empty.

The very simple smart collections in this “starter kit” are intended to give you a sense of how you can use different types of criteria and image metadata to smartly gather up matching photos. You can also remove any or all of them, if you like. Even better, by looking at how these collections are constructed, you can learn a lot about how to create your own. For example, let’s take a look inside the Colored Red collection. Double-click the collection name or its smart collection icon to open the Edit Smart Collection dialog (**Figure 4.11**).

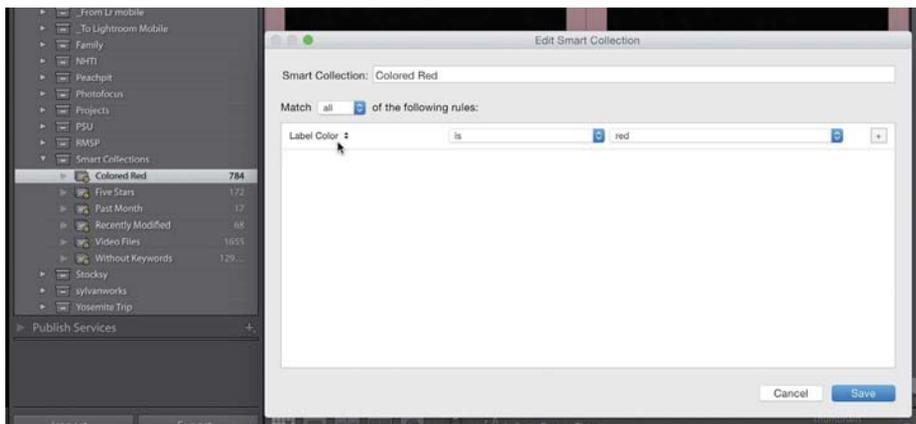


Figure 4.11 You can edit smart collections at any time to change up the rules that govern them.

The Edit Smart Collection dialog features a name field at the top and a list of rules Lightroom uses to create the collection underneath. This collection is based on a single rule being applied to the entire catalog: *Label Color is red*. Lightroom essentially scans the entire catalog for photos matching that criterion and automatically adds them to the collection. Click Cancel to close the dialog without making any changes. Take a moment to double-click the preinstalled smart collections to view the rules they contain. As you can see, a smart collection is nothing more than a saved search that can be as simple or complex as your needs demand.

To create a new smart collection, you can use the Create Smart Collection menu in the panel header, choose Library > New Smart Collection, or simply right-click anywhere inside the Collections panel to access the same Create Smart Collection menu (yet another way to access all those Create Collection options). The Create Smart Collection dialog is similar to the Edit Smart Collection dialog, but it has the addition of the Location section, which allows you to add this new smart collection to an existing collection set or leave it at the top level of the Collections panel (**Figure 4.12**). Remember, you can always drag and drop collections into collection sets later.

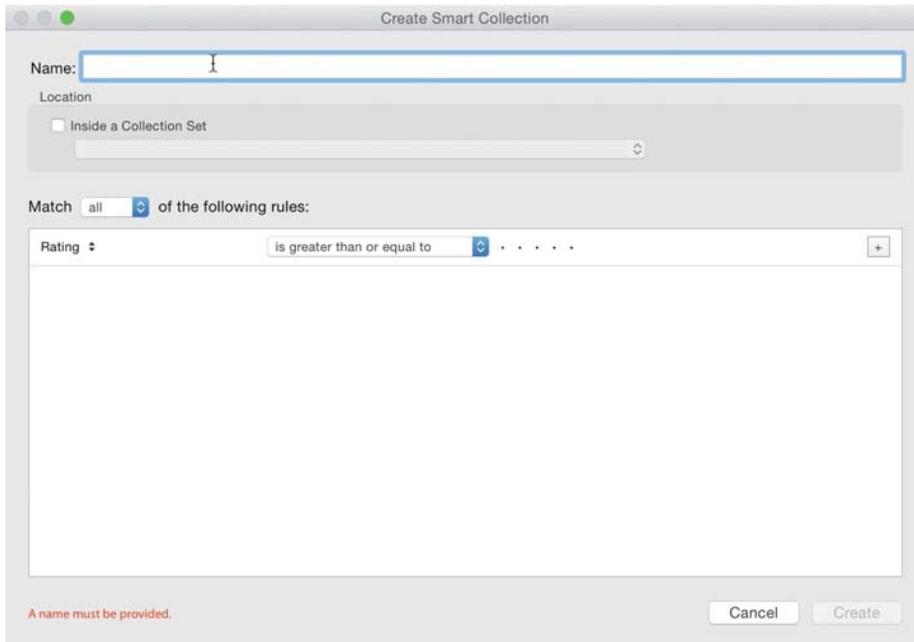


Figure 4.12 The Create Smart Collection dialog box is where you configure the rules.

When it comes to creating the rules for the smart collection, you first need to decide if you want the photos added to this collection to match all, any, or none of your rules. Simply choose the option you prefer from the Match drop-down menu. Leaving match set to “all” is the most straightforward (and default) way to get started (which I’ll use in the example that follows). Choosing the “all” option means that only photos matching every single criterion are added to the collection. Setting Match to “any” means that any photo matching any rule will show. Setting to “none” means only photos that *don’t* match any of the rules will show. Experimenting with each setting is the best way to get a handle on how they affect the results.

To see all of the possible rules at your disposal, click the rule drop-down menu and scroll through the list. For example, when I am writing books on a specific camera model, I create smart collections that pull together all the photos I've taken with that specific camera as the first rule, and then I might add additional rules for specific camera settings, capture dates, ratings, focal length, and so on (**Figure 4.13**). This automates the process of pulling those photos together in groups that fit my needs for that project.

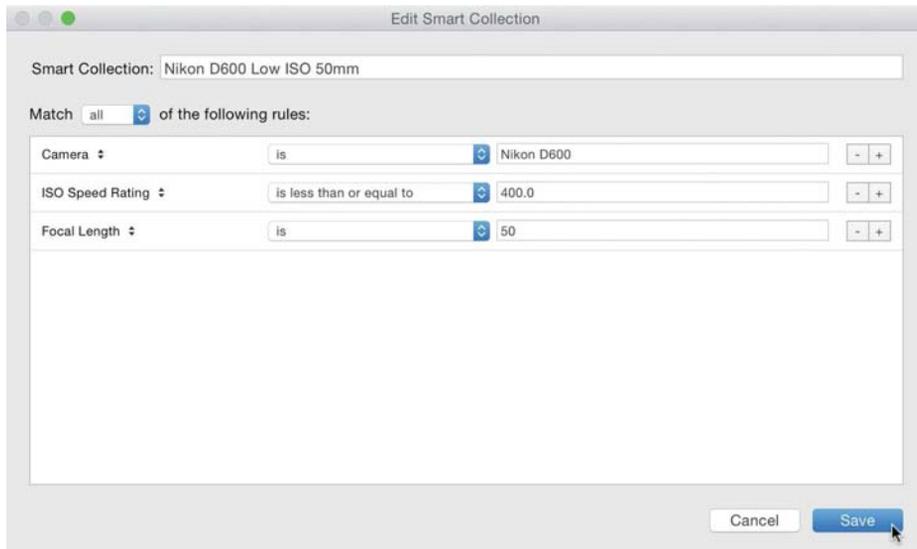


Figure 4.13 This is a smart collection I use when looking for photos from a specific camera and camera settings.

Create an Example Smart Collection

To help you better understand the power of smart collections, let's build one that you can use to pull together your best unedited photos from a trip. Imagine you know you will be on a shooting assignment from February 21 to February 24, 2017 (or send yourself on vacation for those dates, if you'd rather). You also know that you will want to pull together all the photos to which you assign a star rating of 4 or higher and that you have not yet worked on in Develop. By collecting them in one place, you can easily find all of your 4-star or higher photos from this trip that still need processing in the Develop module before you export them. To create your collection set and smart collection, follow these steps:

1. Create a new collection set by clicking the plus sign in the Collections panel header and choosing Create Collection Set. Give your set a name, and unless you are putting the set inside another set, leave "Inside a Collection Set" unselected. Click Create.

2. Select the collection set you just created; then click the plus sign again and choose Create Smart Collection to open the Create Smart Collection dialog. Give the smart collection a name.

Starting with the collection set selected expedites the process of adding the new collection to the selected collection set, so that when you select “Inside a Collection Set,” your collection set should be used automatically.

3. Click the drop-down arrow for the first rule, and choose Date > Capture Date. Set the condition to “is in the range,” and enter the start and end dates of the range you want to target. I used 2017-02-21 to 2017-02-24 for this example (**Figure 4.14**).

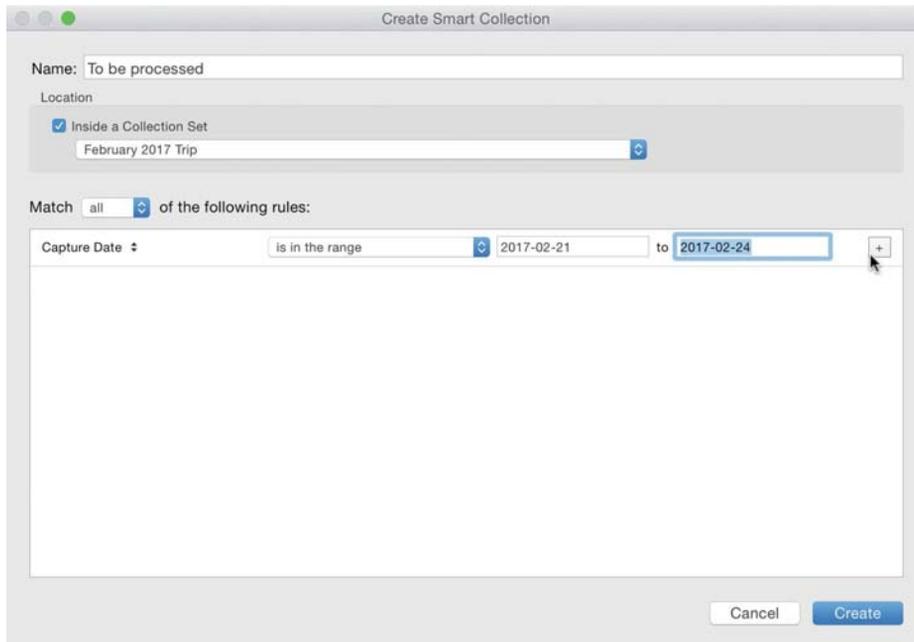


Figure 4.14 I've given my smart collection a name and added the first rule.

4. Click the plus sign at the end of the first rule to add a second rule. Rating, the next rule you need, appears by default because it is at the top of the list. Leave Rating and “is greater than or equal to” set, and click the number of stars you want defined for your rule.

Now that you have more than one rule, a minus sign also appears at the end of each rule, which allows you to delete a rule.

TIP Hold the Alt key (Mac: Option), and the plus signs all change to pound signs. Click a pound sign, and you can add additional advanced conditions to your set of rules for that smart collection.

5. Click the plus sign at the end of the second rule to add the third. Click the rule drop-down menu, and choose Develop > Has Adjustments. Change the condition to “is false” so that only photos without any Develop settings will be added (**Figure 4.15**).

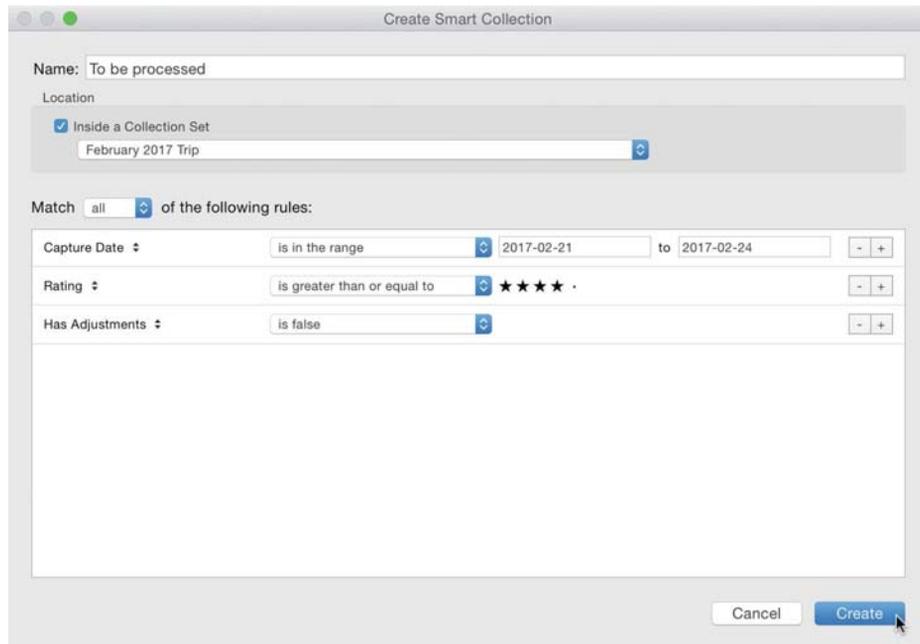


Figure 4.15 The completed smart collection has all the rules I need.

6. Click Create.

As soon as you click Create, the dialog closes, Lightroom adds the smart collection to the set, and photos matching the criteria automatically appear in the collection. Because the example trip is in the future, however, don't be surprised when no photos appear.

Removing Photos from Smart Collections

The only way photos can be removed from a smart collection is when a particular photo no longer matches the defined criteria. So in the example, as soon as any photo gets adjusted in any way, it will no longer match the rules; Lightroom automatically removes it from that smart collection. Similarly, if I change my mind on a photo's rating and reduce it to three stars, it too would be automatically removed. This is just one of the many ways smart collections can leverage the power of the Lightroom catalog and make your life simpler.

Maintaining Collections Over Time

As you play around with ideas for collections, you will undoubtedly need to move photos between collections, remove photos from collections, remove collections entirely, rename collections, and so on. You can never escape housekeeping chores, and keeping the Collections panel clean will only help you in the long run.

Moving Things Around

Because any photo can be in any number of collections without duplicating the original photo on your drive, it makes sense that you'll have situations where you have a photo in one collection and decide to add it to another. Smart collections handle this sort of situation automatically; photos appear in a smart collection when they meet all of a smart collection's criteria, and Lightroom removes them when they no longer meet the criteria. When it comes to regular collections, however, you have to manually add or remove photos from the collections.

If you are viewing a photo in one regular collection and decide to add it to another, you can simply drag and drop the photo onto the other collection. Remember, however, that doing so does not remove the photo from the original collection; it only adds the photo to the destination collection. If you want to remove the photo from the original collection, you have to select it while viewing that collection and press Delete.

Likewise, you may need to move a collection into a collection set or even move an entire collection set into another collection set. In each case, you select the collection and then drag and drop it into the destination collection set, all within the Collections panel.

Using a Target Collection

Setting a regular collection as the target collection gives it a special keyboard shortcut that enables you to quickly add photos to that collection with a single keystroke. Only regular collections can have this honor, and the original default target collection is the Quick Collection, found in the Catalog panel. Before you delve deeper into how to use a target collection, it can help to understand the role of the Quick Collection.

The purpose of the Quick Collection is to provide a simple way to quickly gather together a group of photos for whatever reason that makes sense to you. Perhaps you need to temporarily round up several photos that are stored across a range of folders for a quick export, or maybe you need to print them to give to a family member or have some other short-term reason that doesn't quite justify creating a long-term collection for that group of photos.

NOTE Because Lightroom is only referencing the original when you view a collection, the Delete key acts as a "remove from collection" button and does not delete the photo from your drive. If you need to delete an image from your drive, do so when viewing the source folder.

You can drag and drop photos into the Quick Collection just like a regular collection, but the real benefit of the Quick Collection is its keyboard shortcut (the B key), which enables you to send selected photos to the Quick Collection with a single keystroke. If you prefer, a click of the small round button that appears in the upper-right corner of thumbnails when you move the cursor over the photo does the same thing (**Figure 4.16**). The button stays visible on photos in the Quick Collection to provide a visual clue to their status.

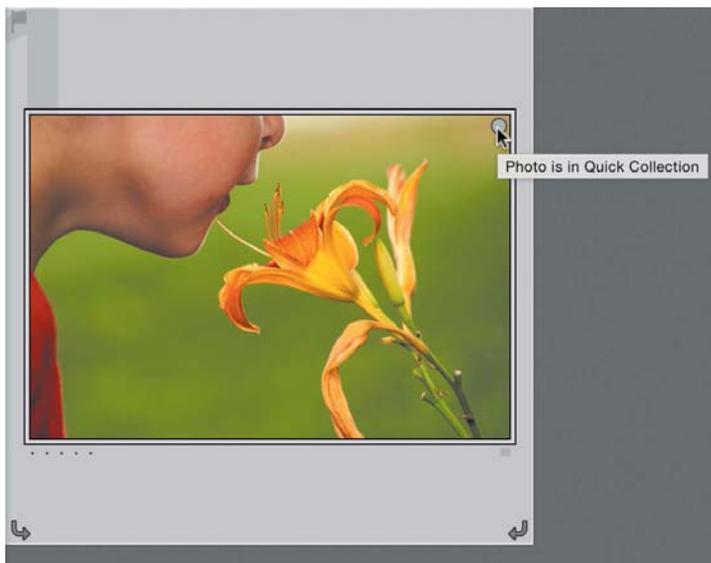


Figure 4.16 This button allows you to send photos to the target collection, which in this example is the Quick Collection.

You can remove photos from the Quick Collection by selecting them and pressing the Backspace key (Mac: Delete), by pressing the B shortcut, or by clicking that round button.

As you can see, the functionality of the Quick Collection is very useful, and now we come full circle back to another way to use the target collection. You can assign any regular collection to be the target collection (only one target collection can be assigned at a time). When you assign a regular collection as the target collection, the B key and the round button send selected photos to that collection instead of to the Quick Collection. To assign a collection as the target collection, right-click the collection and choose Set as Target Collection from the context menu that appears. The chosen collection will be marked with the same small + icon that was previously showing on the Quick Collection as a visual reminder of its new status (Figure 4.1). Or, when creating a new collection, you'll see the option "Set as Target Collection" appear in the Create Collection dialog.

One way I love to use the “Set as Target Collection” feature is when I need to sort through large numbers of photos to add them to different collections, such as when I am working on a book project and I need to choose photos for the various chapters. I start by creating a collection set for the book, and then I create a regular collection for each chapter. I’ll assign the chapter I want to work on as the target collection, and then it is easy to go looking through my catalog and quickly add photos to that target collection just by selecting the photo and pressing the B key. It is a simple little feature, but one that saves me a lot of time, and I think you’ll find it just as useful in your workflow.

Renaming and Deleting

For one reason or another you will eventually come upon the need to rename existing collections and collection sets, or even delete them outright. You can delete any collection from the Collections panel by selecting the collection and clicking the minus sign that appears in the panel header (Figure 4.1). Deleting the collection removes it from the panel (but remember that it does not delete the photos from the drive).

My go-to option, however, is the context menu that appears when you right-click. This trick works all over the place inside Lightroom, so when in doubt anywhere, right-click and see what context options appear. For example, suppose your February trip got postponed to April, so now you need to rename your collection set and update your smart collection relating to that trip. All you need to do is right-click the collection set and choose Rename from the context menu (Figure 4.17).

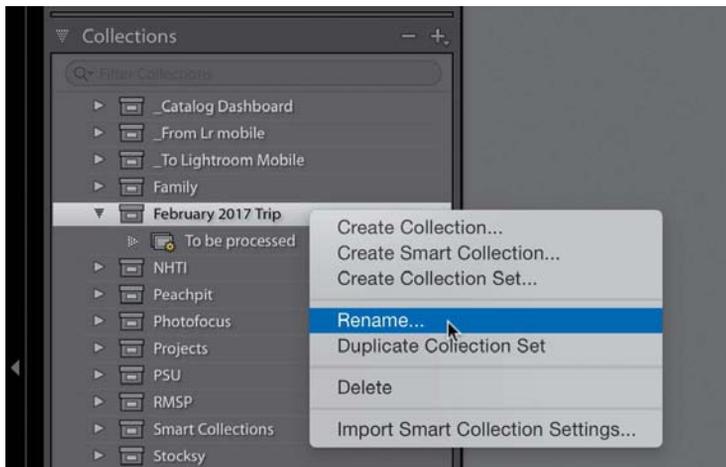


Figure 4.17 The context menu on a collection brings up a number of useful options.

TIP Collections sort alphanumerically inside the Collections panel, so if you want a collection to appear at the top of the list, you can start its name with a number or non-alphanumeric character, like an underscore, to force it to the top.

Choosing Rename from the menu opens the Rename Collection Set dialog, where you can update the name and click Rename to commit the change. There is a Delete option in that menu too, and that's the route I usually take when I want to delete a collection.

The right-click trick comes in handy on a photo when you are viewing it in a collection and you want to quickly jump to its source folder for some reason (such as to delete it from disk). Just right-click the photo and choose the "Go to Folder in Library" option to quickly jump to the folder view. Alternatively, you can choose "Go to Collection" from the menu and jump to another collection that the photo belongs to as well (**Figure 4.18**).

Now that you have a better appreciation for how the information you add to your photos (aka metadata) in Lightroom can begin to help you in your organizational efforts, let's move on to the next chapter to learn all the ways that info can actually be added.

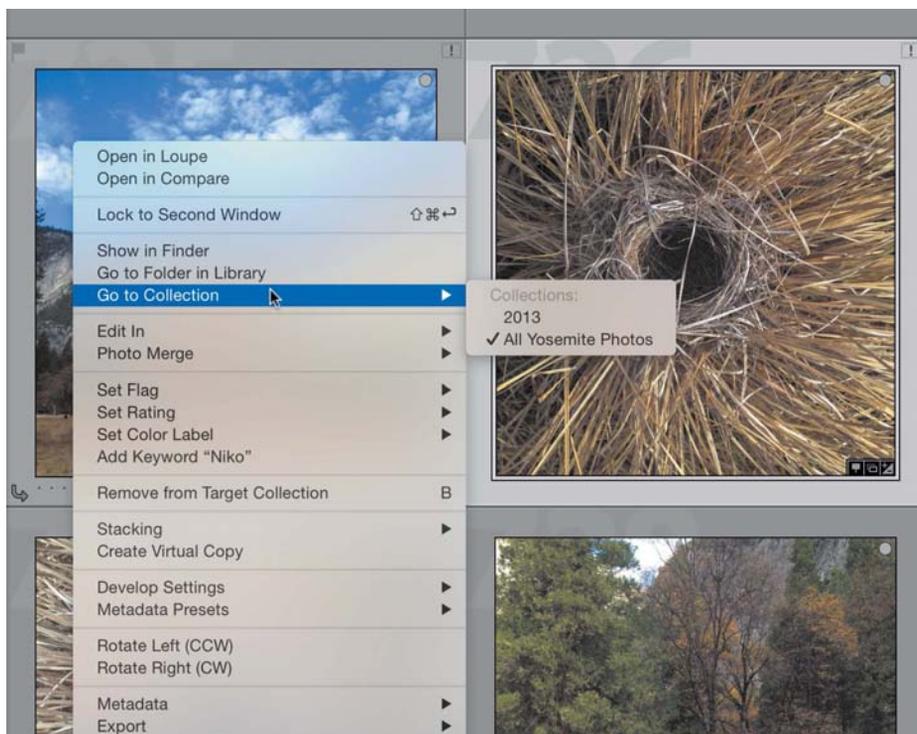
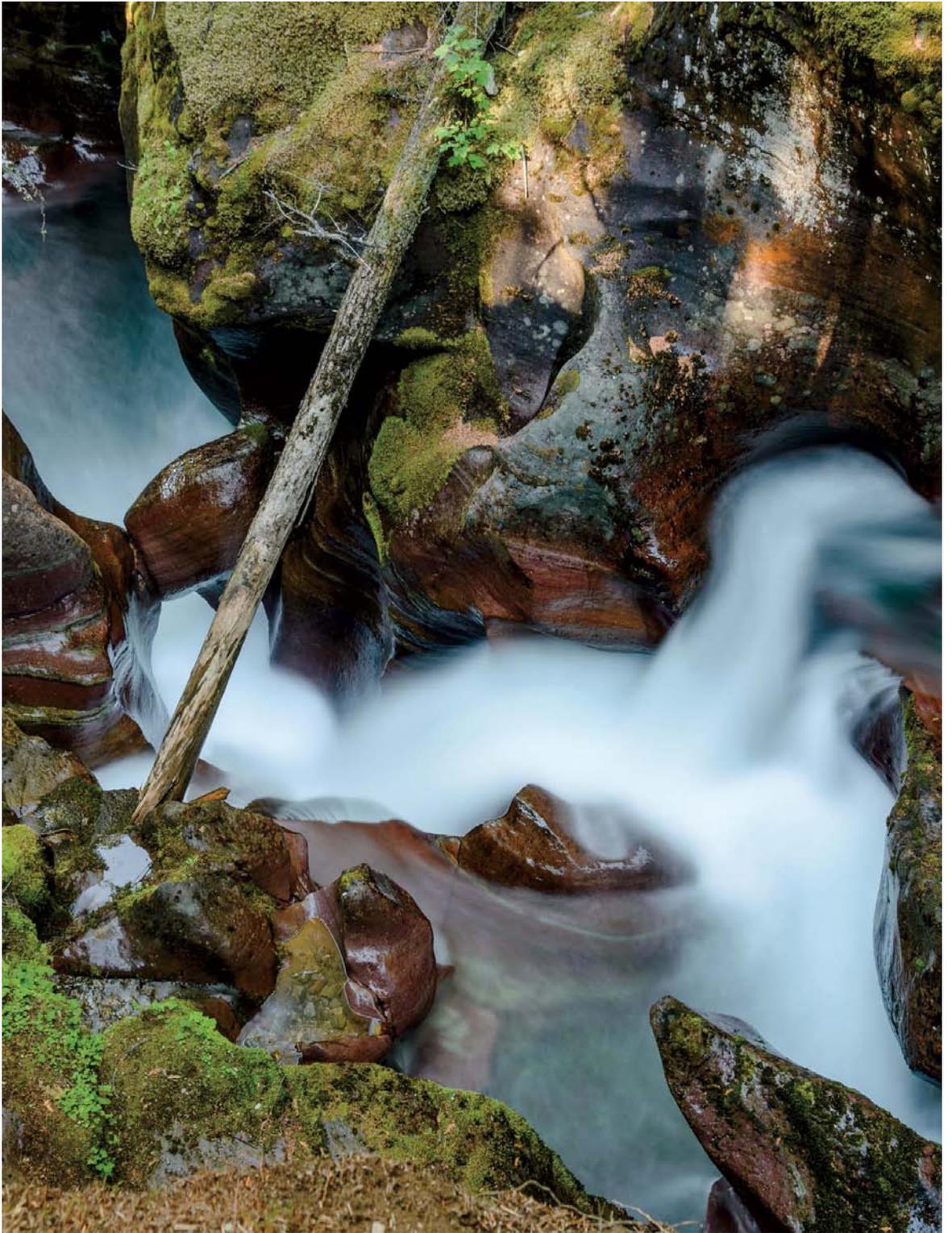


Figure 4.18 The context menu on a photo gives you all kinds of shortcuts.



Index

1:1 previews, 12–13, 178

A

ABC button, 150
Adobe Application Manager, 244, 245
Adobe Lightroom. *See* Lightroom
Adobe Photoshop, 18
Adobe User Forums, 246
Apply During Import panel, 47, 154, 170, 172
Attribute filter, 179, 186, 187
Auto Advance option, 178, 179
Auto Hide setting, 35
auto-complete feature, 100, 106, 116–117

B

Back Up Catalog dialog, 129, 130
backups
 catalog, 127, 128–130
 photo, 45–46
Book module presets/templates, 140
Build Previews setting, 178

C

cache files
 deleting, 13
 management of, 11–13
 types of, 9–10
Camera Raw cache settings, 19
cameras
 importing from, 170
 profiles for, 162
captions, 99
Catalog panel, 78–79, 136
Catalog Settings dialog, 12, 128, 129
catalogs, 1, 127–137
 backing up, 127, 128–130
 collections exported as, 207–209

 creating new, 243–244
 default location for, 9
 explanation of, 2–4
 exporting, 135–137, 203, 207–209
 external drive for, 200–201, 203
 finding location of, 217
 importing, 210–211, 212–213
 integrity test for, 130
 managing backups of, 131–132
 merging multiple, 212–213
 migrating to new computers, 213–219
 moving to a new location, 133
 multiple computer use and, 200–204
 opening individual, 212
 optimize function for, 131
 presets stored with, 203–204
 renaming, 134–135
 restoring from a backup, 132–133
 settings dashboard for, 128
 single vs. multiple, 11
 startup setting for, 15
 syncing with mobile devices, 224–226
 working with exported, 209
chimping, 174
Choose or Create New Folder dialog, 55
collapsing panels, 35–36, 37
collection sets, 77, 80–81, 89, 190
collections, 75–92
 Catalog panel, 78–79
 deleting, 91, 92
 explained, 75–76
 exporting as catalogs, 207–209
 Lightroom Mobile, 224–225, 227–239
 maintaining, 89–92
 Quick, 89–90
 regular, 77, 81–83
 removing photos from, 89
 renaming, 91–92
 sets of, 77, 80–81, 190

- collections (*continued*)
 - sharing, 235–236
 - smart, 77, 83–88
 - sort order for, 92
 - syncing, 224–225
 - target, 89–91
 - types of, 77–78
 - Collections panel, 76, 77, 91
 - color labels, 176–178
 - Colored Red smart collection, 83, 84
 - compact view, Import screen, 173
 - Compare view, 31–32
 - computers
 - disk maintenance functions on, 6
 - freeing up startup drive space on, 5–6
 - migrating Lightroom to new, 213–219
 - using Lightroom on multiple, 199–206
 - See also* Mac systems; Windows systems
 - configuration settings
 - Mac system access to, 14
 - Windows system access to, 13
 - See also* preferences
 - controlledvocabulary.com website, 109
 - copying
 - files to new computers, 213–219
 - photos from memory cards, 40–42, 170–173
 - Create Collection dialog, 81–82, 227
 - Create Collection Set dialog, 80–81
 - Create Folder dialog, 56–57
 - Create Keyword Tag dialog, 110
 - Create Smart Collection dialog, 85, 87
 - cross-platform issues, 202
 - custom filename templates, 65–68
- D**
- date
 - organizing folders by, 7, 8, 43–44
 - syncing GPS and camera, 124, 125
 - Date Format menu, 43
 - date/time stamp, 124, 125
 - default settings, 161–166
 - customizing, 162–164, 165
 - explained, 161–162
 - presets versus, 162
 - synchronizing new, 164
 - deleting
 - collections, 91, 92
 - keywords from lists, 113–114
 - photos in Lightroom, 58–60, 70
 - presets, 157
 - rejected photos, 60, 180
 - templates, 158
 - See also* removing
 - desktop catalog
 - definition of term, 222
 - syncing with mobile device, 224–226
 - destination options, 42–44
 - Destination panel, 43, 172
 - Develop settings
 - applying during import, 47
 - customizing default, 16
 - presets for, 140, 145–148
 - disk maintenance functions, 6
 - DNG file format, 42
 - dragging-and-dropping
 - photos between folders, 61
 - photos into collections, 83
 - drives. *See* external drives; hard drives
- E**
- Edit Keyword Set dialog, 108
 - Edit Keyword Tag dialog, 113
 - Edit menu, 25
 - Edit Metadata Presets editor, 155
 - Edit Smart Collection dialog, 84, 86
 - editing
 - existing keywords, 113
 - preferences for external, 17–18
 - evaluating photos, 174–180
 - after import, 176–180
 - during import, 174–176
 - EXIF metadata, 96–97, 98

Export as Catalog dialog, 136, 207–208
Export dialog, 140, 143, 192
Export Location panel, 192–193
exported catalogs, 207–212

- collections created for, 207–209
- deleting temporary, 212
- importing into main catalog, 210–211
- info on working with, 209

exporting

- catalogs, 135–137, 203, 207–209
- collections as a catalog, 207–209
- copies for output, 191–197
- keywords, 109, 111–112
- photos from Lightroom Mobile, 233–234
- presets for, 143–145

external drives

- cross-platform issues with, 202
- multiple computer use and, 200–201, 202, 203–204
- reconnecting offline, 68–70
- Smart Previews and, 10
- See also* hard drives

External Editing panel, 17–18
external editors, 17–18

F

faces

- assigning names to, 115–117, 119
- drawing regions around, 117–118
- finding in People view, 114–115
- tips for working with, 119–120

File Handling panel

- import process and, 45–46, 170, 171
- managing the preview cache in, 11–13
- setting preferences in, 19

File Name field, Metadata panel, 64, 65
File Naming panel, 64, 193
File Renaming panel, 46, 64
File Settings panel, 194
Filename Template Editor, 65–68
Fill settings, 30

Filmstrip, 26–27, 36
finding photos, 53–54, 186–191

- geolocation data for, 121–122
- Library Filter bar for, 186–189
- People view for, 114–115
- smart collections for, 189–191

Fit setting, 30
Five Stars smart collection, 83
flags, 60, 176–180, 237–239
folders

- collections from, 82
- creating new, 54–57
- date-based structure for, 7, 8, 43–44
- displayed in Folders panel, 49–50
- exported catalog, 209
- finding photos and, 53–54, 169
- moving photos and, 61–63
- organizing for photos, 6, 7–8, 44
- reconnecting missing, 70–73
- removing empty, 58
- renaming, 57
- showing/hiding parent, 52–53
- storage structure for, 215–216
- subfolders nested under, 50, 56–57
- tip on docking, 168

Folders panel, 49–54

- explanation of, 49–50
- finding folders in, 53–54
- folder structure displayed in, 215
- showing/hiding parent folders in, 52–53
- volume browsers in, 50, 51–52

formatting memory cards, 45
Full Screen mode, 35

G

General preferences, 14–15
geolocation data, 121–125

- finding photos with, 121–122
- manually adding to photos, 122–124
- reverse geocoding for, 123–124
- tracklogs for adding, 124–125

- gesture shortcuts, 225
- Google Maps, 122
- GPS coordinates. *See* geolocation data
- graphics processor (GPU), 20–21
- Grid view, 28–29
 - applying metadata in, 101–102
 - deleting photos using, 59–60
 - Library Filter bar in, 186
 - Painter tool visible in, 184
 - rating photos in, 178

H

- H.264 video format, 194
- hard drives
 - adding photos from, 41, 42, 168–170
 - disk maintenance for, 6
 - moving photos between, 5, 63
 - photo storage on, 8
 - See also* external drives
- hiding
 - panels, 37–38
 - parent folders, 53
- hierarchy of keywords, 105, 110, 112

I

- identity plate, 25, 224
- Image Info panel, 150
- Image Sizing panel, 195
- Import button, 39, 47
- Import dialog, 39, 140
- Import from Catalog dialog, 210
- Import Keywords menu, 109
- Import Preset menu, 142
- Import screen, 4, 39–40, 168, 173
- importing catalogs, 210–211, 212–213
- importing keywords, 109
- importing photos, 39–47, 167–173
 - adding from hard drive, 41, 42, 168–170
 - Apply During Import options for, 47
 - copying from memory card, 170–173
 - destination options for, 42–44

- evaluating photos while, 174–176
- file handling options for, 45–46
- Import screen overview, 39–40
- presets for, 141–142
- renaming photos while, 46
- source location options for, 40–42
- workflows for, 167–173
- installing Lightroom, 8, 214
- interface
 - components, 24–27
 - customizing, 34–38
- Into Subfolder checkbox, 44
- IPTC metadata, 97, 98

J

- JPEG files, 15, 192, 194

K

- KelbyOne Advice Desk, 246
- keyboard shortcuts, 158–161
 - discovering, 36, 159–160
 - rating photos using, 178
 - starter kit for, 161
- Keyword List panel, 109–114
 - applying keywords in, 181–183
 - creating keywords in, 110–112
 - deleting keywords from, 113–114
 - editing keywords in, 113
 - explanatory overview of, 109–110
 - importing keywords into, 109
 - ordering lists in, 113
 - removing keywords from photos in, 183
 - replacing bad keywords in, 183–184
- keyword sets, 107–108
- Keyword Suggestions feature, 107
- Keyword Tags drop-down menu, 106, 107
- Keywording panel, 104–108
 - explanation of, 104
 - keyword hierarchy and, 105
 - tools for working in, 107
 - views available in, 106–107

keywords, 103–114

- applying, 47, 180–186
- creating new, 110–112
- deleting from list, 113–114
- editing existing, 113
- explanation on using, 103
- exporting, 109, 111–112
- filtering, 181
- hierarchy of, 105, 110, 112
- importing lists of, 109
- Keyword List panel for, 109–114, 181–184
- Keywording panel for, 104–108
- lists of existing, 105–106, 109–114
- Painter tool for, 184–186
- parent and child, 105, 110, 112
- person, 115–117
- removing from photos, 183
- replacing bad, 183–184
- sets of, 107–108
- speeding up application of, 107
- structuring lists of, 113
- viewing entered, 106–107

L

library card catalogs, 2–3

Library Filter bar, 27

- Attribute options, 179
- finding photos using, 186–189
- tooggling visibility of, 186

Library menu, 81

Library module, 23–38

- Compare view, 31–32
- customizing, 34–38
- Filmstrip, 26–27
- Grid view, 28–29
- Lights Out mode, 38
- Loupe view, 30–31
- main workspace, 27
- menu bar, 24–25
- panels, 26, 35–38
- People view, 34

- presets, 140
- screen modes, 35
- Survey view, 33–34
- toolbar, 27, 176–177
- view options, 28–34

Library View Options dialog, 29

Lightroom

- installation, 8, 214
- instructional video, xv
- migration process, 213–219
- multiple computer use, 199–206
- preparing to use, 5–8
- troubleshooting, 241–246

Lightroom Catalog.lrcat.lock file, 10

Lightroom Catalog.lrcat-journal file, 10

Lightroom Catalog Previews.lrcat file, 9

Lightroom Catalog Smart Previews.lrcat file, 10

Lightroom Forums, 246

Lightroom Help Group, 246

Lightroom Keyword List Project, 109

Lightroom menu, 25

Lightroom Mobile, 221–239

- adding photos to collections in, 227–229
- app interface and settings, 225–226
- creating collections in, 227
- exporting photos from, 233–234
- functional overview of, 222–223
- info on editing capabilities of, 223
- Lightroom Web and, 234–236
- photo storage location for, 205–206
- Photoshop Fix and, 234
- Presentation mode in, 232
- ratings and flags applied in, 237–239
- Segmented view in, 230–231
- smart previews used in, 223
- syncing desktop catalog with, 224–226
- viewing photos in, 229–232
- volume browsers for, 52

See also multiple computer use

Lightroom Settings folder, 204

Lightroom Templates folder, 149

- Lightroom Web, 234–236
 - lightroomers.com blog, 246
 - Lights Out mode, 38
 - location data, 121–125
 - finding photos with, 121–122
 - manually adding to photos, 122–124
 - reverse geocoding for, 123–124
 - tracklogs for adding, 124–125
 - Location Filter bar, 122
 - Loupe view, 30–31
 - deleting photos in, 60
 - Lightroom Mobile, 229–230, 237
 - .lrcat file, 9, 134, 209, 218
 - .lrdata file, 9, 13, 134, 205, 209, 218
 - .lrplugin file, 217
- M**
- Mac systems
 - configuration settings on, 14
 - disk maintenance functions on, 6
 - Lightroom on Windows vs., 8
 - menu bar on, 25
 - Make a Second Copy To checkbox, 45–46
 - Map module, 121–125
 - finding geotagged photos in, 121–122
 - GPS tracklogs used in, 124–125
 - manually mapping photos in, 122–124
 - master catalog, 213
 - memory cards
 - copying photos from, 170–173
 - importing photos from, 40–42, 45–46, 170–173
 - menu bar, 24–25
 - merging multiple catalogs, 212–213
 - metadata, 95–125
 - applying to multiple photos, 101–102
 - auto-complete feature, 100
 - captions applied as, 99
 - definition of, 95
 - EXIF and IPTC, 96–97, 98
 - exporting with photos, 196
 - geolocation data as, 121–125
 - importing photos and applying, 47
 - keywords applied as, 103–114
 - person keywords as, 115–117
 - presets for, 154–156
 - syncing across photos, 102
 - tips for entering, 100–101
 - titles applied as, 99
 - Metadata filter, 186, 188–189
 - Metadata panel, 96–102
 - Default view, 98
 - Export dialog and, 196
 - File Name field, 64, 65
 - Title and Caption fields, 98–100
 - views available in, 96–98
 - migrating to new computers, 213–219
 - copying the catalog for, 217–218
 - essential components for, 213
 - folder structure and, 214–216
 - preparing the new computer for, 214
 - presets and plug-ins for, 216–217
 - Publish Services connections and, 217, 219
 - transferring files for, 218–219
 - walkthrough following, 219
 - missing folders/photos, 70–73
 - computer migration and, 218
 - disconnected drives and, 68–70
 - moved outside Lightroom, 70–73
 - renamed outside Lightroom, 73
 - <mixed> metadata warning, 101
 - Mobile Downloads.lrcat file, 10, 205
 - mobile version of Lightroom. *See* Lightroom Mobile
 - Module Picker, 25
 - moving
 - catalogs to new locations, 133
 - caution on importing by, 173
 - folders into other folders, 62
 - large groups of photos, 63
 - photos between folders, 61–62
 - shortcut feature for, 63

- multiple computer use, 199–206
 - cross-platform issues and, 202
 - external drives for, 200–201, 202, 203–204
 - network drives and, 200, 201–202
 - presets and templates for, 203–204
 - word of warning about, 200
- See also* Lightroom Mobile

N

- naming. *See* renaming
- Navigator panel, 30–31
- negative files, 137, 208–209
- network drives, 200, 201–202
- New Develop Preset dialog, 146–147
- New Preset dialog, 142, 144
- New Template dialog, 149
- Nik Collection, 18

O

- offline hard drives, 68–70
- ON1 Photo 10 application, 18
- Organize drop-down menu, 43, 172
- organizing
 - folders for photos, 6, 7–8, 44
 - imported photos, 43–44
- Output Sharpening panel, 195–196

P

- Painter tool, 184–186
- panels
 - collapsing, 35–36, 37
 - hiding, 37–38
 - left/right groups of, 26
 - Solo mode for, 37, 171
- See also specific panels*
- parent and child keywords, 105, 110, 112
- Past Month smart collection, 84
- People view, 34, 114–120
 - assigning names to faces in, 115–117
 - drawing face regions in, 117–118

- finding faces in, 114–115
 - tips for using, 119–120
- Performance panel, 20–21
- person keywords, 115–117
- Photo Info checkbox, 150
- Photo menu, 177
- Photofocus.com website, 246
- photos
 - deleting, 58–60, 70
 - evaluating, 174–180
 - exporting for output, 191–197
 - face tagging, 114–120
 - finding, 53–54, 186–191
 - geolocation data for, 121–125
 - importing into Lightroom, 39–47, 167–173
 - keywords added to, 103–114
 - metadata for, 95–125
 - moving folders and, 61–63
 - organizing folders for, 6, 7–8
 - preparing for Lightroom, 6–8
 - rating, 176–178, 237–239
 - reconnecting missing, 68–73
 - renaming, 64–68
 - storage location of, 4
- Photoshop, Adobe, 18
- Photoshop Fix app, 234
- Pick flag, 178
- plug-ins, 217, 219
- Post-Processing panel, 197
- preferences, 13–21
 - External Editing, 17–18
 - File Handling, 19
 - General, 14–15
 - Mac access to, 14
 - Performance, 20–21
 - Presets, 16–17
 - resetting, 242–243
 - Windows access to, 13
- Preferences dialog, 15, 16, 17
- Presentation mode, 232

- presets
 - defaults vs., 162
 - deleting, 157, 158
 - develop, 145–148
 - export, 143–145
 - external editor, 18
 - filename template, 67
 - import, 141–142
 - installing downloaded, 147
 - metadata, 154–156
 - overview of, 139–140
 - renaming, 157, 158
 - setting preferences for, 16–17
 - storing with catalog, 203–204
 - transferring to new computer, 216–217
 - updating, 156, 157
 - See also* templates
 - Presets panel, 16–17
 - previews
 - 1:1 ratio, 12–13, 178
 - cache files for, 9–10, 13
 - creating on import, 45
 - size/quality settings, 11–13
 - Smart, 10, 208, 223
 - print templates, 140, 148–149
 - profiles, camera, 162
 - Publish Services connections, 217, 219
 - Purge Unused Keywords option, 114
- Q**
- quality setting for previews, 12
 - Quality slider, 194
 - Quick Collections, 89–90
- R**
- rating photos, 176–178, 237–239
 - Recently Modified smart collection, 84
 - reconnecting folders/photos, 68–73
 - on disconnected drives, 68–70
 - moved outside Lightroom, 70–73
 - renamed outside Lightroom, 73
 - regular collections, 77, 81–83
 - reinstalling Lightroom, 244–245
 - Reject flag, 178, 180
 - Remove Photo option, 60
 - removing
 - folders from Lightroom, 58
 - keywords from photos, 183–184
 - photos from smart collections, 88
 - See also* deleting
 - Rename Photos menu, 64
 - renaming
 - catalogs, 134–135
 - collections, 91–92
 - folders, 57
 - import-based, 46
 - individual photos, 64–65
 - Lightroom options for, 64
 - multiple photos, 65–68
 - presets, 157, 158
 - resizing copies for output, 195
 - restarting Lightroom, 241–242
 - restoring the catalog, 132–133
 - reverse geocoding, 123–124
 - rules for smart collections, 85–86
- S**
- screen modes, 35
 - Segmented view, 230–231
 - Select a source drop-down menu, 169
 - sequence numbers, 67
 - Set Default Develop Settings dialog, 163–164
 - Set Metadata on Multiple Photos warning, 102
 - sharing collections, 235–236
 - sharpening, output, 195–196
 - shortcuts. *See* keyboard shortcuts
 - slideshow templates, 140, 150
 - smart collections, 77, 83–88
 - creating new, 85–86, 189–191
 - dashboard view using, 189–191
 - example of creating, 86–88

- preinstalled, 83–84
- removing photos from, 88
- setting rules for, 85–86
- Smart Previews, 10
 - cache file for, 10
 - exported catalogs and, 208
 - Lightroom Mobile use of, 223
- Smart Previews.lrdata file, 218
- Snapseed app, 18
- Solo mode, 37, 171
- source files, 40–42
- Source panel, 41, 171
- Speed Review Combined option, 238
- star ratings, 176–178, 237–239
- startup drive space, 5–6
- Startup preferences file, 14
- “sticky” settings, 141
- structuring keyword lists, 113
- subfolders, 50, 56–57
- Survey view, 33–34
- Synchronize Metadata dialog, 102
- synchronizing
 - metadata, 102
 - with mobile devices, 224–226
 - new defaults, 164
- system setup, 5–6

T

- Tab key navigation, 100
- tagging faces, 115–117
- target collections, 89–91
- Template Browser, 148–149
- templates
 - custom filename, 65–68
 - deleting, 158
 - management of, 156–158
 - overview of, 139–140
 - print, 148–149
 - text, 150–153
 - web and slideshow, 150
 - See also* presets

- temporary collections, 79
- Text filter, 186, 187
- Text Template editor, 151–153
- text templates, 150–153
- thumbnails
 - enabling badges for, 182
 - moving photos using, 61
- time/date stamp, 124, 125
- titles, 99
- tokens, 67
- toolbar, 27, 176–177
- tooltips, 160
- tracklog files, 124–125
- transferring files. *See* migrating to new computers
- troubleshooting Lightroom, 241–246
 - creating a new catalog, 243–244
 - finding outside help for, 245–246
 - resetting the preference file, 242–243
 - restarting the program, 241–242
 - uninstalling/reinstalling Lightroom, 244–245

U

- Uncheck All button, 174
- uninstalling Lightroom, 244–245
- Update Folder Location command, 63
- updating presets, 156, 157
- User Presets folder, 146

V

- video files
 - exporting copies of, 194
 - icon indicating, 176
- Video Files smart collection, 84
- video tutorial on Lightroom, vx
- view options, 28–34
 - Compare view, 31–32
 - Grid view, 28–29
 - Loupe view, 30–31
 - People view, 34
 - Survey view, 33–34

- views
 - compact Import screen, 173
 - Lightroom Mobile, 229–232
 - Metadata panel, 96–98
- virtual copies, 82
- volume browsers, 50
 - info provided by, 51
 - Lightroom Mobile and, 52
 - offline drives shown in, 69

W

- Watermarking panel, 196–197
- web templates, 140, 150
- Windows systems
 - configuration settings on, 13
 - disk maintenance functions on, 6
 - Lightroom on Mac vs., 8
 - menu bar on, 25

- Without Keywords smart collection, 84
- workflows
 - for applying keywords, 180–186
 - for evaluating photos, 174–180
 - for exporting copies of photos, 191–197
 - for exporting smaller catalogs, 207–209
 - for finding photos, 186–191
 - for importing catalogs, 210–212
 - for importing photos, 167–173
 - for merging multiple catalogs, 212–213
 - for migrating to new computers, 213–219
 - for multiple computer use, 199–206
- workspace in Lightroom, 27

Z

- zoom level setting, 30