

ADOBE® PHOTOSHOP® LIGHTROOM® 3

# CLASSROOM IN A BOOK®

The official training workbook from Adobe Systems

CD-ROM Included for Windows and Mac OS



Adobe Photoshop Lightroom 3 Classroom in a Book

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# CONTENTS

## GETTING STARTED 1

About Classroom in a Book .....	1
Prerequisites .....	1
Requirements on your computer .....	2
Required skills .....	2
Installing Adobe Photoshop Lightroom .....	2
Copying the Classroom in a Book files .....	2
Copying the Lesson files from the CD .....	2
Creating a catalog file for working with this book .....	3
Creating a library folder .....	3
Creating a new catalog file .....	3
Additional Resources .....	6
Adobe certification .....	8

## 1 A QUICK TOUR OF PHOTOSHOP LIGHTROOM 10

Understanding how Lightroom works .....	12
Managing photos in a library .....	12
Non-destructive editing .....	13
The Lightroom workspace .....	14
The top panel .....	15
The work area .....	15
The left and right panel groups .....	15
The Toolbar .....	15
The Filmstrip .....	16
Customizing the workspace .....	16
The Lightroom modules .....	16
The Library module .....	16





The Develop module .....	18
The Slideshow module .....	19
The Print module .....	20
The Web module .....	21
A typical workflow.....	22
Importing photos .....	22
Reviewing and organizing .....	24
Working while watching a slideshow.....	24
About keyword tags .....	25
Creating a collection .....	27
Rearranging and deleting images in a collection .....	29
Comparing photos side by side .....	30
Comparing several photos.....	31
Developing and editing .....	33
Using Quick Develop in the Library module .....	33
Working in the Develop module .....	34
Using the Crop Overlay tool .....	37
Correcting Lens Distortion.....	39
Using Fill Light .....	41
Adjusting the Exposure and Blacks settings.....	42
Sharing your work.....	43
Exploring the Web module .....	43
Previewing in a browser .....	45
Getting help .....	47
Navigating Help in the application .....	47
Accessing Help and Support on the Web .....	48
Search tips .....	48
More resources.....	49
Review questions .....	50
Review answers .....	50

## 2 INTRODUCING THE WORKSPACE 52



Getting started.....	54
Importing images into the library.....	54
Toggling screen modes.....	56
Adjusting the workspace layout.....	58
Working with the application window on Windows.....	58
Working with the application window on Mac OS.....	59
Using a secondary display.....	59
Resizing panels.....	63
Showing and hiding panels or panel groups.....	65
Working with the left and right panel groups.....	66
Expanding and collapsing panels.....	67
Hiding and showing panels.....	68
Customizing the appearance of the panel groups.....	69
Working with the main display area.....	70
View modes.....	70
Grid and Loupe view options.....	73
Dimming lights.....	76
Personalizing the identity plate.....	77
Keyboard shortcuts.....	79
Review questions.....	80
Review answers.....	80

## 3 IMPORTING 82



Getting started.....	84
The import process.....	84
Importing photos from a digital camera.....	85
Organizing your copied photos in folders.....	89
Backup strategies.....	91
Renaming files as they are imported.....	91
About file formats.....	93

Creating import presets .....	94
Importing images from a hard disk.....	95
Applying metadata.....	98
Importing via drag and drop.....	100
Evaluating photos before importing .....	101
Importing to a specific folder .....	103
Importing from other catalogs.....	104
Re-importing existing photos.....	105
Importing from a watched folder .....	107
Specifying initial previews when importing .....	108
Tethered shooting.....	109
Tethered shooting with a supported camera .....	109
Tethered shooting with other cameras .....	111
Review questions .....	112
Review answers .....	112

## 4 REVIEWING 114



Getting started.....	116
Importing images into the library.....	116
Viewing and managing your images .....	118
Switching views .....	119
The Grid view .....	119
View options for the Grid view .....	121
Zooming with the Navigator in Loupe view.....	122
Comparing photos .....	124
Using Survey view to narrow a selection .....	126
Flagging and deleting images .....	127
Grouping images in the Quick Collection .....	129
Moving images into or out of the Quick Collection ..	129
Converting and clearing the Quick Collection .....	130
Designating a target collection .....	131

Working with the Filmstrip.....	132
Hiding the Filmstrip and adjusting its size.....	132
Using filters in the Filmstrip.....	133
Changing the sorting order of the thumbnails.....	134
Review questions.....	136
Review answers.....	136

**5 ORGANIZING AND SELECTING 138**



Getting started.....	140
Importing images into the library.....	140
Organizing folders.....	142
Creating subfolders.....	142
Making changes to a folder's content.....	143
Synchronizing folders.....	144
Using collections to organize images.....	145
The Quick Collection.....	146
Collections.....	146
Smart collections.....	147
Stacking images.....	148
Applying keyword tags.....	149
Viewing keyword tags.....	149
Adding keyword tags.....	150
Working with keyword sets and nesting keywords....	151
Searching by keywords.....	152
Using flags and ratings.....	154
Flagging images.....	154
Assigning ratings.....	156
Working with color labels.....	157
Adding metadata.....	158
Storage of metadata.....	159
Using the Painter tool.....	160
Finding and filtering files.....	161

Using the Filter bar to find photos. ....	161
Using the Metadata filter .....	163
Using the filters in the Filmstrip .....	163
Reconnecting missing files and folders.....	164
Review questions.....	167
Review answers .....	167

**6 DEVELOPING AND EDITING 168**



Getting started .....	170
Importing images into the library .....	170
Quick Develop .....	172
The Develop module .....	174
Cropping and rotating images .....	176
Undoing, redoing, and remembering changes .....	178
Using the Undo and Redo commands.....	178
The History panel.....	178
Creating snapshots.....	179
Changing the Before image.....	180
Creating virtual copies.....	180
Removing spots .....	182
Applying basic color corrections .....	185
Adjusting the white balance and the tonal range .....	185
About white balance .....	188
Adjusting contrast using the tone curve.....	192
Sharpening detail and reducing noise.....	196
Correcting lens effects.....	199
Adding effects.....	200
Updating the process version.....	202
Making discrete color adjustments.....	203
Understanding hue, saturation, and luminance.....	203
Adjusting colors selectively .....	204
Converting an image to black and white .....	206

Split toning .....	208
Synchronizing settings .....	210
Local corrections .....	210
Using the Graduated Filter tool .....	211
Using the Adjustment Brush tool .....	213
Working with an external image editor .....	214
Review questions .....	216
Review answers .....	216

## 7 CREATING SLIDESHOWS 218



Getting started .....	220
Importing images into the library .....	220
Playing an impromptu slideshow .....	222
Setting up a slideshow .....	222
Creating a new collection .....	222
The Lightroom Slideshow module .....	223
Choosing a slideshow template .....	224
Template options for slideshows .....	224
Customizing your slideshow template .....	225
Adjusting the slide layout .....	225
Setting the slide background .....	226
Adjusting stroke borders and casting shadows .....	228
Adding a text overlay .....	229
Using the Text Template Editor .....	232
Adjusting the playback settings .....	233
Adding music to your slideshow .....	233
Saving the customized slideshow template .....	234
Exporting a slideshow .....	235
Modifying and organizing user templates .....	237
Review questions .....	239
Review answers .....	239

## 8 PRINTING IMAGES

240



Getting started . . . . .	242
Importing images into the library . . . . .	242
Creating a new collection . . . . .	244
About the Lightroom Print module . . . . .	245
About layout styles and print templates . . . . .	247
Selecting a print template . . . . .	249
Specifying the printer and paper size . . . . .	249
Customizing print templates . . . . .	250
Changing the number of cells . . . . .	250
Modifying the page layout of a print template . . . . .	251
Creating stroke and photo borders . . . . .	253
Using the Rotate To Fit option . . . . .	254
Customizing your identity plate . . . . .	255
Printing captions and metadata information . . . . .	256
Saving your customized print template . . . . .	258
Creating a Custom Package print layout . . . . .	259
Changing the page background color . . . . .	261
Configuring the output settings . . . . .	262
Using color management . . . . .	263
Color managed by your printer . . . . .	263
Color management controlled by Lightroom . . . . .	264
Saving print settings as an output collection . . . . .	265
Printing your job . . . . .	266
Working with 16 Bit Output on Mac OS 10.5 . . . . .	266
Review questions . . . . .	267
Review answers . . . . .	267

**9 PUBLISHING YOUR PHOTOS 268**



Getting started..... 270

Importing images into the library..... 270

Publishing photos from the Library .....272

Setting up a Flickr account.....272

Publishing photos to Flickr .....274

Publishing photo comments.....275

Re-publishing a photo.....276

Creating a new Photoset on Flickr.....277

Publishing photos to your hard disk.....278

The Lightroom Web module ..... 280

Creating a basic web gallery .....281

Creating a new collection.....281

Choosing a template in the Web module.....282

Distinguishing between HTML and Flash templates .283

Rearranging the order of your images.....284

Customizing your web gallery .....285

Replacing text.....285

Changing colors.....287

Tweaking the layout of a web gallery.....288

Personalizing your web gallery.....291

Working with identity plates.....293

Providing more information .....293

Specifying output settings.....295

Watermarking images .....295

Previewing the gallery.....298

Saving your custom template.....299

Exporting your gallery..... 300

Uploading your gallery to a web server .....301

Review questions.....303

Review answers .....303

**10 BACKUPS AND EXPORTING PHOTOS 304**



Getting started .....306

Importing images into the library .....306

Preventing data loss .....308

Backing up the catalog file.....308

Exporting metadata ..... 310

Backing up the library .....311

Exporting images as a catalog .....312

Doing incremental backups .....314

Exporting photos.....315

Exporting JPEG files for on-screen viewing .....315

Using export plug-ins .....317

Exporting as PSD or TIFF for further editing .....318

Exporting as Original or DNG for archiving ..... 320

Using export presets .....321

Setting up post-processing actions .....323

Creating user presets .....324

Review questions.....325

Review answers .....325

**INDEX 327**

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# GETTING STARTED

Adobe® Photoshop® Lightroom® delivers a complete workflow solution for the digital photographer—from importing, reviewing, organizing, and enhancing digital images to publishing photos, producing client presentations, creating web galleries, and outputting high-quality prints. The user interface is highly intuitive and easy to learn, yet Lightroom has all the power and versatility you would expect from an Adobe application, utilizing state-of-the-art technologies to manage large volumes of digital photographs and to perform sophisticated image processing tasks. Whether you're a home user, a professional photographer, a hobbyist, or a business user, Lightroom enables you to stay in control of your growing digital photo library and to easily produce good-looking pictures and polished presentations for both web and print.

If you've used an earlier version of Lightroom, you'll find that this Classroom in a Book® will teach you advanced skills and covers the many new innovative features that Adobe Systems has introduced in this version. If you're new to Lightroom, you'll learn the fundamental concepts and techniques that will help you master the application.

## About Classroom in a Book

*Adobe Photoshop Lightroom 3 Classroom in a Book* is part of the official training series for Adobe graphics and publishing software developed with the support of Adobe product experts. Each lesson in this book is made up of a series of self-paced projects that give you hands-on experience using Adobe Photoshop Lightroom 3.

*Adobe Photoshop Lightroom 3 Classroom in a Book* includes a CD attached to the inside back cover. On the CD you'll find all the image files used for the lessons in this book, along with additional learning resources.

## Prerequisites

Before starting on the lessons in this book, make sure that you and your computer are ready by following the tips and instructions on the next few pages.

## Requirements on your computer

You'll need about 400 MB of free space on your hard disk for the lesson files and the work files that you'll create as you work through the exercises.

## Required skills

The lessons in this book assume that you have a working knowledge of your computer and its operating system. Make sure that you know how to use the mouse and the standard menus and commands, and also how to open, save, and close files. Can you scroll (vertically and horizontally) within a window to see content that may not be visible in the displayed area? Do you know how to use context menus, which open when you right-click (Windows) / Control-click (Mac OS) items?

If you need to review these basic and generic computer skills, see the documentation included with your Microsoft® Windows® or Apple® Mac® OS X software.

## Installing Adobe Photoshop Lightroom

Before you begin using *Adobe Photoshop Lightroom 3 Classroom in a Book*, make sure that your system is set up correctly and that you've installed the required software and hardware.

You must purchase the Adobe Photoshop Lightroom 3 software separately. For system requirements and complete instructions on installing the software, see the Adobe Photoshop Lightroom 3 Read Me file on the application CD or the Adobe Photoshop Lightroom Support Center on the web at [www.adobe.com/support/photoshoplightroom](http://www.adobe.com/support/photoshoplightroom).

## Copying the Classroom in a Book files

The CD attached to the inside back cover of this book includes a Lessons folder containing all the image files you'll need for the lessons. You'll import these images into your Lightroom library and learn to organize them using the catalog that is central to many of the projects in this book. Keep the lesson files on your computer until you have completed all the exercises.

### Copying the Lesson files from the CD

- 1 Create a new folder named **LR3CIB** inside the *username/My Documents* (Windows) or *username/Documents* (Mac OS) folder on your computer.
- 2 Insert the *Adobe Photoshop Lightroom 3 Classroom in a Book* CD into your CD-ROM drive.

● **Note:** The files on the CD are practice files, provided for your personal use in these lessons. You are not authorized to use these files commercially, or to publish or distribute them in any form without written permission from Adobe Systems, Inc. and the individual photographers who took the pictures, or other copyright holders.

- 3 Locate the Lessons folder on the CD and copy it into the LR3CIB folder you created in step 1.
- 4 When your computer finishes copying the Lessons folder, remove the CD from your CD-ROM drive and put it away.

## Creating a catalog file for working with this book

The catalog file stores information about all the photos in your library. It includes the location of the master files, any metadata you've added in the process of organizing your images, and a record of every adjustment or edit you've made. Most users will keep all their photos in a single catalog, which can easily manage thousands of files. Some might want to create separate catalogs for different purposes, such as home photos and business photos. Although you can create multiple catalogs, you can only have one catalog open in Lightroom at a time.

For the purposes of working with this book, you'll create a new catalog to manage the image files that you'll use in the lessons. This will allow you to leave the default catalog untouched while working through the lessons, and to keep your lesson files together in one easy-to-remember location.

### Creating a library folder

First you'll create a folder to contain your new catalog as well as the files that you'll create as you complete the lessons in this book.

- 1 Locate the LR3CIB folder you've created on your computer.
- 2 Within that folder, create a new folder called **LR3CIB Library**. This new folder should be located right next to the Lessons folder that you've just copied from the CD.

### Creating a new catalog file

The first time you launch Lightroom, a catalog file named Lightroom Catalog.lrcat is automatically created on your hard disk. This default Lightroom catalog file is created in the *username/My Documents/My Pictures/Lightroom* (Windows) or *username/Pictures/Lightroom* (Mac OS) folder.

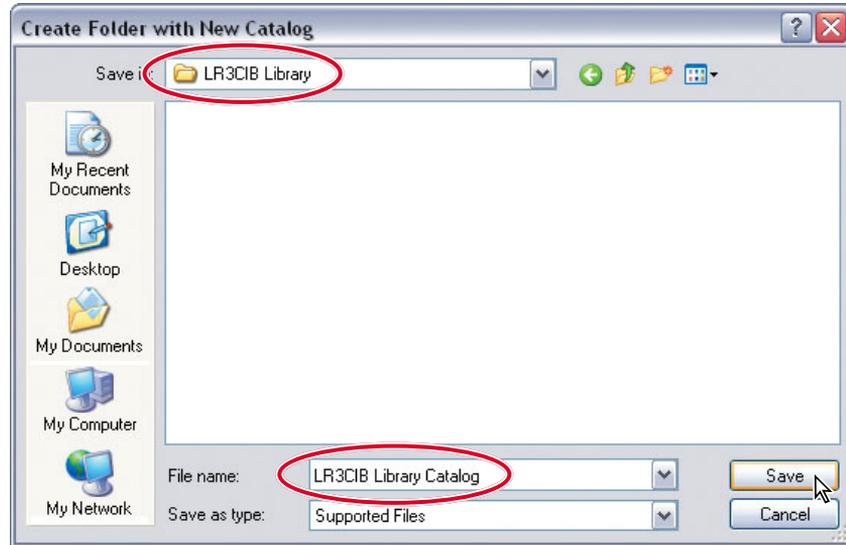
You'll create your new catalog file inside your LR3CIB Library folder.

- 1 Start Adobe Photoshop Lightroom 3.
- 2 From the Lightroom menu bar, choose File > New Catalog.
- 3 In the Create Folder With New Catalog dialog box, navigate to the LR3CIB Library folder inside the LR3CIB folder you created on your hard disk.

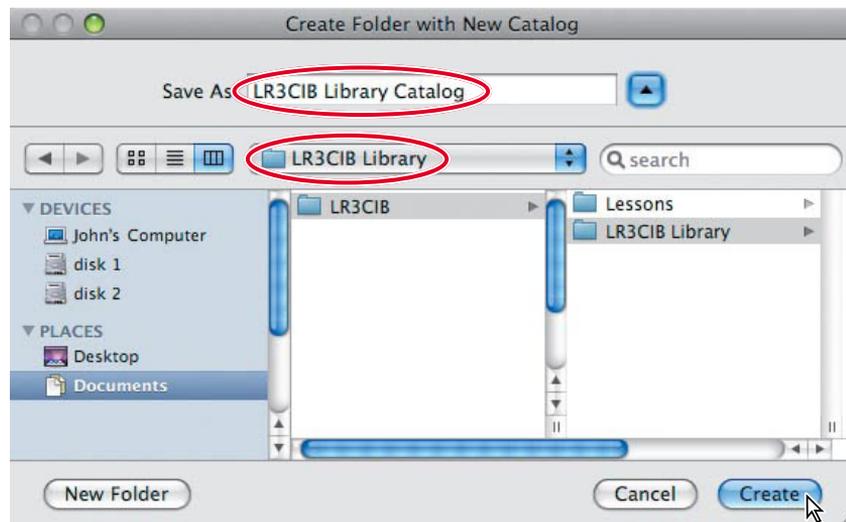
● **Note:** In this book, the forward arrow character (>) is used to denote submenus and commands found in the menu bar at the top of the workspace or in context menus; for example, Menu > Sub-menu > Command.

4 Create a new catalog by doing one of the following:

- On Windows, type **LR3CIB Library Catalog** in the File Name text box, and then click Save.



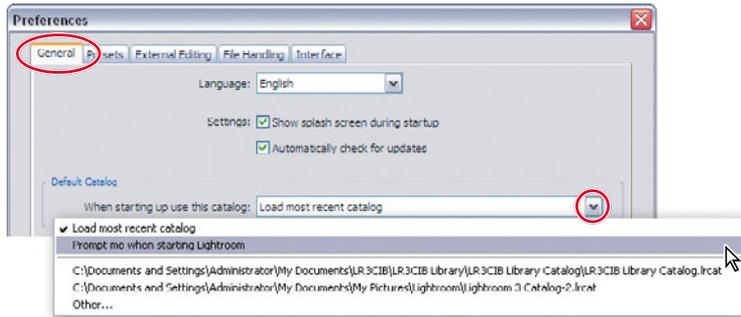
- On Mac OS, type **LR3CIB Library Catalog** in the Save As text box, and then click Create.



Lightroom opens your new library catalog, which is empty as you have not yet imported any photos.

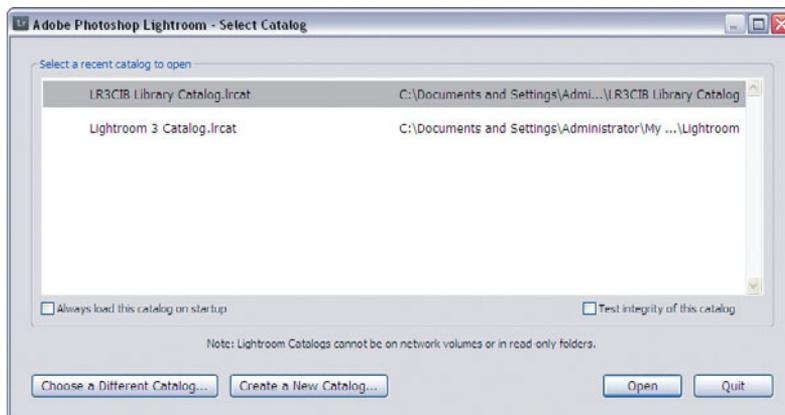
In order to be sure that you're always working with the right catalog as you progress through the lessons in this book, you will now set the preferences so that you will be prompted to specify the LR3CIB catalog each time you launch Lightroom. It is recommended that you keep this preference set as long as you're working through the lessons in this book.

- 5 Choose Edit > Preferences (Windows) / Lightroom > Preferences (Mac OS).
- 6 In the Preferences dialog box, click the General tab. From the Default Catalog menu, choose Prompt Me When Starting Lightroom.



- 7 Click OK (Windows) / the Close button (ⓧ) (Mac OS) to close the Preferences dialog box.

Next time you start Lightroom the Select Catalog dialog box will appear, giving you the opportunity to make sure that your LR3CIB Library Catalog is selected before Lightroom launches.



● **Note:** In the remainder of this book, instructions that differ for Macintosh users and those working on Windows systems are given in a compact format as follows; the forward slash character (/) is used to separate equivalent terms and commands for Windows / Mac OS, in the order shown here.

▶ **Tip:** You can hold down the Ctrl+Alt / Control+Option keys immediately after you launch Lightroom to open the Select Catalog dialog box regardless of your Default Catalog preference settings.

## Additional resources

Adobe Photoshop Lightroom 3 Classroom in a Book is not meant to replace documentation that comes with the program or to be a comprehensive reference for every feature. Only the commands and options used in the lessons are explained in this book. For comprehensive information about program features and tutorials, please refer to these resources:

**Adobe Community Help** Community Help brings together active Adobe product users, Adobe product team members, authors, and experts to give you the most useful, relevant, and up-to-date information about Adobe products. Whether you're looking for a code sample or an answer to a problem, have a question about the software, or want to share a useful tip or recipe, you'll benefit from Community Help. Search results will show you not only content from Adobe, but also from the community. With Adobe Community Help you can:

- Access up-to-date definitive reference content online and offline
- Find the most relevant content contributed by experts from the Adobe community, on and off Adobe.com
- Comment on, rate, and contribute to content in the Adobe community
- Download Help content directly to your desktop for offline use
- Find related content with dynamic search and navigation tools

**To access Community Help** If you have any Adobe CS5 product, then you already have the Community Help application. To invoke Help, press F1 or choose Help Lightroom help. This companion application lets you search and browse Adobe and community content, and to comment on and rate any article just as you would in the browser.

You can also download Adobe Help and language reference content for use offline, and subscribe to new content updates (which can be downloaded automatically) so that you'll always have the most up-to-date content for your Adobe product. You can download the application from [www.adobe.com/support/chc/index.html](http://www.adobe.com/support/chc/index.html)

Adobe content is updated based on community feedback and contributions. You can contribute in several ways: add comments to content or forums—including links to web content, publish your own content using Community Publishing, or contribute Cookbook Recipes. Find out how to contribute at [www.adobe.com/community/publishing/download.html](http://www.adobe.com/community/publishing/download.html)

See <http://community.adobe.com/help/profile/faq.html> for answers to frequently asked questions about Community Help.

**Adobe Photoshop Lightroom 3 Help and Support** [www.adobe.com/support/photoshoplightroom](http://www.adobe.com/support/photoshoplightroom) where you can find and browse Help and Support content on adobe.com.

**Adobe TV** <http://tv.adobe.com> is an online video resource for expert instruction and inspiration about Adobe products, including a How To channel to get you started with your product.

**Adobe Design Center** [www.adobe.com/designcenter](http://www.adobe.com/designcenter) offers thoughtful articles on design and design issues, a gallery showcasing the work of top-notch designers, tutorials, and more.

**Adobe Developer Connection** [www.adobe.com/devnet](http://www.adobe.com/devnet) is your source for technical articles, code samples, and how-to videos that cover Adobe developer products and technologies.

**Resources for educators** [www.adobe.com/education](http://www.adobe.com/education) includes three free curriculums that use an integrated approach to teaching Adobe software and can be used to prepare for the Adobe Certified Associate exams.

Also check out these useful links:

**Adobe Forums** <http://forums.adobe.com> lets you tap into peer-to-peer discussions, questions and answers on Adobe products.

**Adobe Marketplace & Exchange** [www.adobe.com/cfusion/exchange](http://www.adobe.com/cfusion/exchange) is a central resource for finding tools, services, extensions, code samples and more to supplement and extend your Adobe products.

**Adobe Photoshop Lightroom 3 product home page**  
<http://www.adobe.com/products/photoshoplightroom>.

**Adobe Labs** <http://labs.adobe.com> gives you access to early builds of cutting-edge technology, as well as forums where you can interact with both the Adobe development teams building that technology and other like-minded members of the community.

# Adobe certification

The Adobe training and certification programs are designed to help Adobe customers improve and promote their product-proficiency skills. There are four levels of certification:

- Adobe Certified Associate (ACA)
- Adobe Certified Expert (ACE)
- Adobe Certified Instructor (ACI)
- Adobe Authorized Training Center (AATC)

The Adobe Certified Associate (ACA) credential certifies that individuals have the entry-level skills to plan, design, build, and maintain effective communications using different forms of digital media.

The Adobe Certified Expert program is a way for expert users to upgrade their credentials. You can use Adobe certification as a catalyst for getting a raise, finding a job, or promoting your expertise.

If you are an ACE-level instructor, the Adobe Certified Instructor program takes your skills to the next level and gives you access to a wide range of Adobe resources.

Adobe Authorized Training Centers offer instructor-led courses and training on Adobe products, employing only Adobe Certified Instructors. A directory of AATCs is available at <http://partners.adobe.com>.

For information on the Adobe Certified programs, visit [www.adobe.com/support/certification/main.html](http://www.adobe.com/support/certification/main.html).

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# 4

## REVIEWING

### Lesson overview

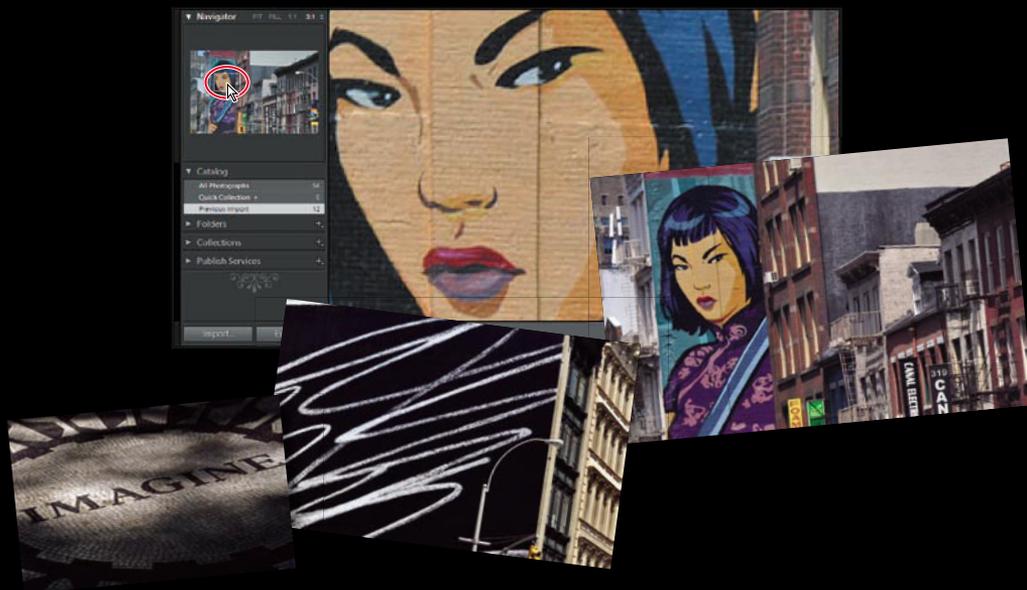
It's a good policy to spend some time reviewing, sorting, and marking your newly imported images. A little time spent organizing and grouping photos at this stage will make it much easier to find exactly the images you want when you need them.

In this lesson you'll become familiar with using a variety of viewing modes, tools, and techniques for reviewing your images and navigating through your Lightroom catalog:

- Working in the different Library module views
- Navigating through your catalog
- Using the Navigator panel
- Comparing photos
- Flagging rejects and deleting images
- Using the Quick Collection
- Converting and clearing the Quick Collection
- Designating a target collection
- Hiding the Filmstrip and adjusting its size
- Applying the Filmstrip Source Filters
- Rearranging photos in the Grid view or the Filmstrip



You'll probably need between one and two hours to complete this lesson.



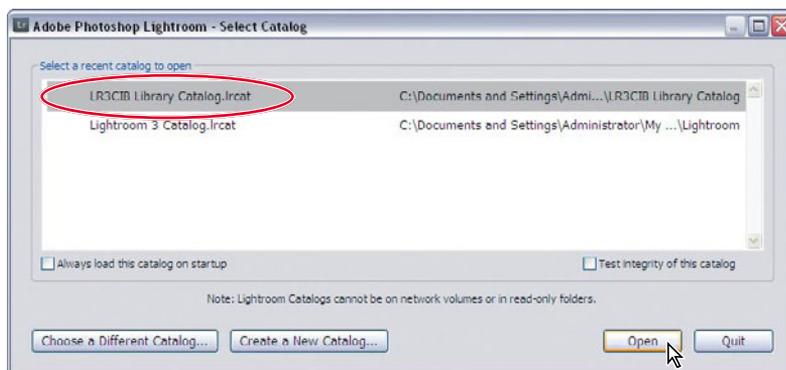
The Lightroom Library module offers you a variety of ways to review, evaluate, mark, and label your photos after you import them, making it easier to organize and manage your growing image library. You can sort and group thumbnails in the Grid view, examine a single photo up close in Loupe view, assess images side by side in Compare view, or refine a multiple selection of shots in Survey view.

# Getting started

This lesson assumes that you are already familiar with the Lightroom workspace and with moving between the different modules. If you find that you need more background information as you go, refer to Lightroom Help, or review the previous lessons in this book.

Before you begin, make sure that you have correctly copied the Lessons folder from the CD in the back of this book onto your computer's hard disk and created the LR3CIB Library Catalog file as detailed in "Copying the Classroom in a Book files" on page 2 and "Creating a catalog file for working with this book" on page 3.

- 1 Start Lightroom.
- 2 In the Adobe Photoshop Lightroom - Select Catalog dialog box, make sure the file LR3CIB Library Catalog.lrcat is selected under Select A Recent Catalog To Open, and then click Open.



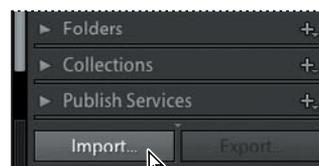
- 3 Lightroom will open in the screen mode and workspace module that were active when you last quit. If necessary, click Library in the Module Picker to switch to the Library module.



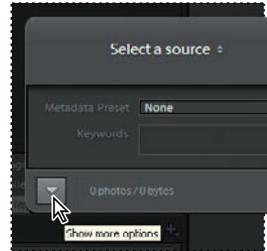
## Importing images into the library

The first step is to import the images for this lesson into the Lightroom library.

- 1 In the Library module, click the Import button below the left panel group.



- 2 If the Import dialog box appears in compact mode, click the Show More Options button at the lower left of the dialog box to see all the options in the expanded Import dialog box.



- 3 Under Source at the left of the expanded Import dialog box, navigate to the Lessons folder that you copied into the LR3CIB folder on your hard disk. Select the Lesson 4 folder. Ensure that all twelve images in the Lesson 4 folder are checked for import.
- 4 In the import options above the thumbnail previews, click Add to add the imported photos to your catalog without moving or copying them.
- 5 Under File Handling at the right of the expanded Import dialog box, choose Minimal from the Render Previews menu and ensure that the Don't Import Selected Duplicates option is activated.
- 6 Under Apply During Import, choose None from both the Develop Settings menu and the Metadata menu and type **Lesson 4, New York** in the Keywords text box. Make sure your settings are exactly as shown in the illustration below, and then click Import.



The twelve images are imported from the Lesson 4 folder and now appear in both the Grid view of the Library module and in the Filmstrip across the bottom of the Lightroom workspace.

# Viewing and managing your images

The Library module offers a range of viewing modes and a variety of tools and controls to help you evaluate, compare, sort, mark, and group your images. During the import process you applied common metadata in the form of keyword tags to the selection of images as a whole. As you review your photos in the Library module you can add another layer of organization to your catalog, flagging images as picks or rejects, assigning ratings, and applying tags and labels. The Library module also provides sophisticated search functions and customizable filters that enable you to leverage the metadata you attach to your photos. You can search and sort the images in your library by category, subject, or any other association, and then create Collections and Smart Collections to group them—making it easy to retrieve exactly the photos you want quickly, no matter how extensive your catalog.



In the left panel group of the Library module are panels where you can access and work with the folders and collections containing your photos. The right panel group contains panels for adjusting your images and working with keywords and metadata. At the top of the work area is the Filter bar, where you can set the criteria for a customized search of your catalog. The Toolbar, immediately below the work area, provides easy access to your choice of tools and controls.

# Switching views

In the Library module you can move between four viewing modes to suit different phases of your workflow. Press the G key or click the Grid view button (📄) in the Toolbar to see thumbnails of your images while you search, apply flags, ratings and labels, or create collections. Use the keyboard shortcut E or click the Loupe view button (🔍) to inspect a single photo at a range of magnifications. Press C or click the Compare view button (🔍) to see two images side by side. Click the Survey view button (📄) in the Toolbar or use the keyboard shortcut N to evaluate several images at once. The Toolbar displays a different set of controls for each view mode.

## The Grid view

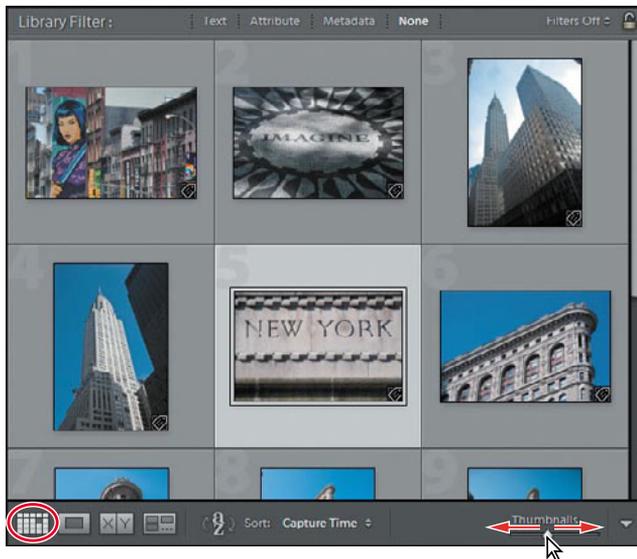
By default your images will be displayed in Grid view after they've been imported.

- 1 Click the triangle at the right end of the Toolbar and ensure that View Modes is activated in the tools menu. If you're working on a small screen, you can disable all the other options except Thumbnail size for this lesson.

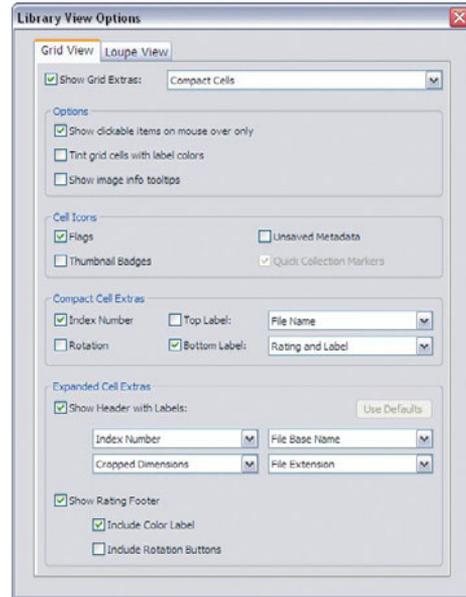
Tools and controls that are currently visible in the Toolbar have a check mark beside their names in the menu. The order of the tools and controls from top to bottom in the menu corresponds to their order from left to right in the Toolbar.



- 2 If Grid view is not already selected, click the Grid view button (📄). Adjust the size of the thumbnails by dragging the Thumbnails slider so that you can see about two rows of thumbnails in the Grid view without having to scroll down.



- 3 To specify how your photos will be displayed in the Grid view image cells, choose View > View Options. The Library View Options dialog box appears.
- 4 Activate the Show Grid Extras option and choose Compact Cells from the menu beside it. Customize the Options, Cell Icons, Compact Cell Extras, and Expanded Cell Extras settings to your liking. As a guide to the options available, please refer to “View Options for the Grid view” on the next page.

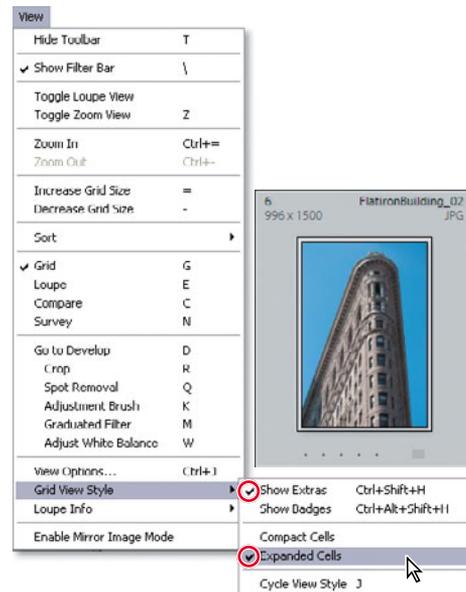


- 5 From the Show Grid Extras menu at the top of the Library View Options dialog box, choose Expanded Cells. Examine the options available and make whatever changes you wish. When you’re done, choose Compact Cells from the Show Grid Extras menu and close the Library View Options dialog box.

► **Tip:** To conveniently cycle through the different Grid view styles, press the J key on your keyboard repeatedly, or choose View > Grid View Style > Cycle View Style.

To switch quickly between the two groups of options that you just set in the Library View Options dialog box, choose from the Grid View Style options on the View menu.

- 6 Switch to the Expanded Cell mode by choosing the Expanded Cells option from the View > Grid View Style menu. Make sure that the Show Extras option is activated in the same menu.



## View options for the Grid view

Depending on the way you like to work, you can choose from a wide range of options that affect the way your photos are displayed in the Grid view image cells—from simplified cells containing nothing but the image thumbnails to expanded cells that display your choice of image information, status indicators, labels, and clickable (interactive) controls.

**Show Grid Extras** Displays your choice of labels, markers, and controls in each image cell. If this option is disabled most of the other Grid view options are unavailable.

**Compact Cells** Shows simple cells with less information so more thumbnails are visible in the Grid.

**Expanded Cells** Expands the image cells to include more information in cell headers and footers.

**Show Clickable Items On Mouse Over Only** Displays rotation controls, flags, and labels only when you move the pointer over an image cell. Disable this option to show these controls at all times.

**Tint Grid Cells With Color Labels** Tints the image cell around a photo to indicate its color label.

**Show Image Info Tooltips** Displays a brief description of an item when you hold the pointer over it, including image info and the names of the controls, status badges, and indicators in the image cell.

**Flags** Activates clickable flag status indicators in the upper left corner of the image cells. Click the indicator to change the flag status.

**Quick Collection Markers** Shows a clickable Quick Collection marker in the upper right corner of each thumbnail. Images with a solid grey dot are part of the Quick Collection. Click the marker to add an image to, or remove it from, the Quick Collection.

**Thumbnail Badges** Displays indicator badges on the thumbnail images indicating which photos have keywords attached and which have been adjusted or cropped.

**Unsaved Metadata** An icon with a down arrow in the upper right of a cell indicates that an image has changes in its metadata that have not yet been saved to file. An up arrow icon shows that the image file's metadata has been changed in an external application and an exclamation mark icon indicates that a photo's metadata has unsaved changes made in both Lightroom and an external application.

**Index Number** Shows image cell numbers indicating the order of the photos in the Grid view.

**Rotation** Displays Rotation buttons in the lower corners of the image cells.

**Top Label** and **Bottom Label** Displays your choice of image information and attributes above and below the thumbnail in a compact image cell.

**Show Header With Labels** Displays up to four labels in the headers of expanded image cells, showing whatever information you specify. For each label, you can choose from a menu of image information and attributes.

**Use Defaults** Restores the Header Label options to their default settings.

**Show Rating Footer** Shows the rating stars, and optionally the color label and rotation buttons, below the thumbnail in expanded image cells.

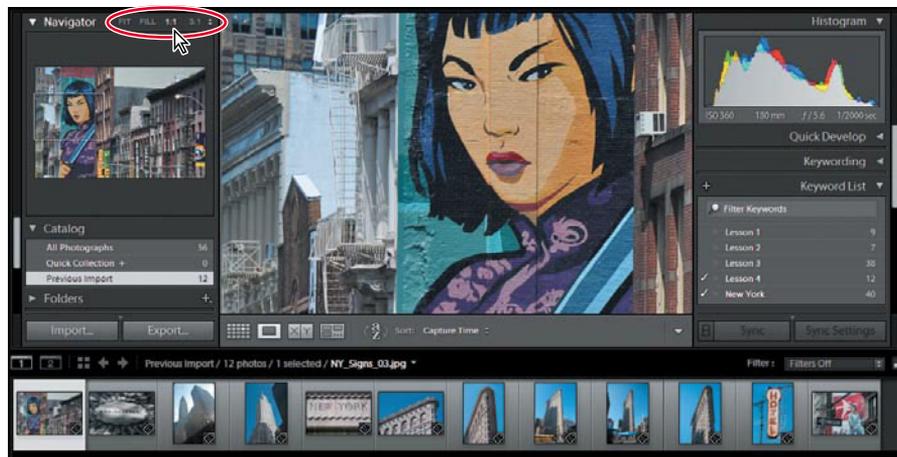
## Zooming with the Navigator in Loupe view

In Loupe view you can look closely at one photo at a time at a wide range of zoom levels. Use the Loupe view to help you to evaluate your images as you sort them in the Library module and to inspect and adjust them in the Develop module. In the Navigator panel you can set the level of magnification for the Loupe view and find your way around a zoomed image with ease. Like the Loupe view, the Navigator is common to both the Library and Develop modules.

- 1 Select the first image NY\_Signs\_03.jpg in the Grid view or the Filmstrip, and then click the Loupe view button (  ) in the Toolbar. Alternatively, press the E key or double-click the thumbnail in the Grid view or the Filmstrip.



- 2 If necessary, expand the Navigator panel at the top of the left panel group. The zoom controls for the Loupe view are in upper right corner of the Navigator panel. Click 1:1 to see this photo at 100% (or “actual pixels”) magnification.



- 3 Click the small triangle at the right of the Navigator panel header and choose the zoom ratio 3:1 from the menu.



- 4 When you're working at such a high level of magnification, the Navigator helps you to move around in the image quickly and easily. Click anywhere in the Navigator preview and the zoomed view will be centered on that point. Drag in the Navigator preview to reposition the view. The white rectangle indicates the area currently displayed in the Loupe view. Click in the Loupe view to move back and forth between the last two zoom levels used; when zooming in, the view will be centered on the point you click. Double-click the image to switch quickly back and forth between the Loupe and Grid views.



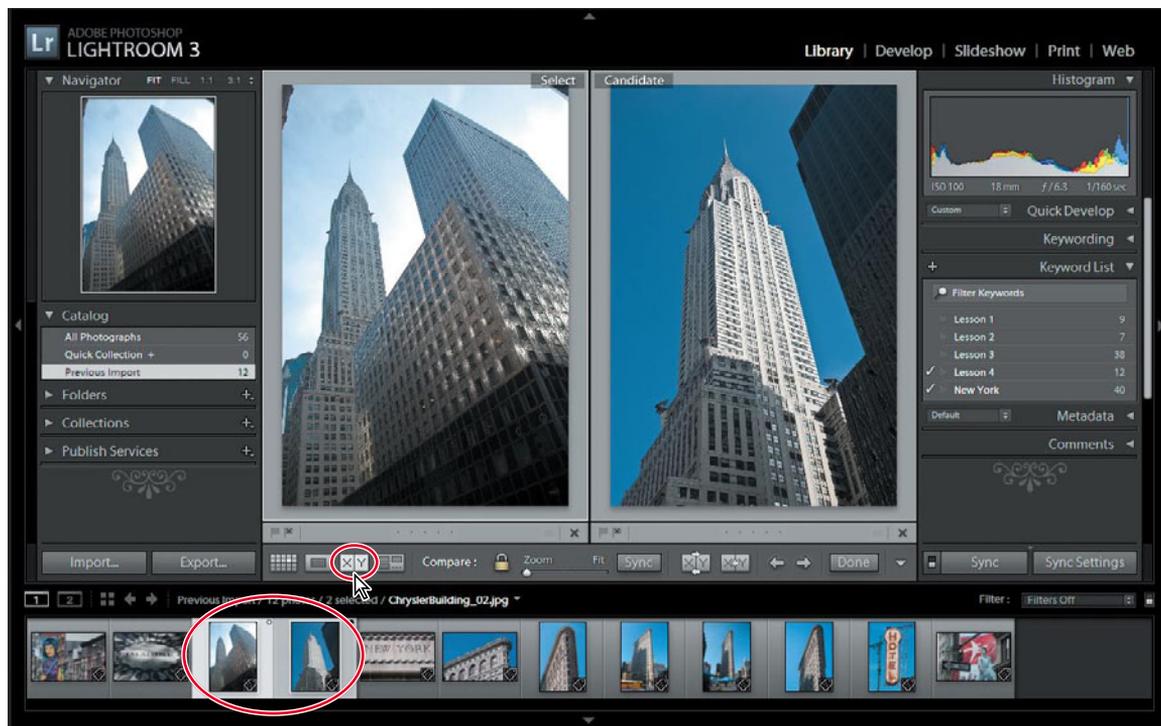
- 5 In the header of the Navigator panel, click each of the four zoom levels in turn (Fit, Fill, 1:1, and 3:1—the option you chose from the menu). Press the Ctrl key (Windows) / Command key (Mac OS) together with the Minus key (-) repeatedly to zoom out through the last four zoom levels used and to finally switch to Grid view; press the Ctrl key / Command key together with the Equal key (=) repeatedly to switch back to Loupe view and to progressively zoom in. Finally, set the zoom level to Fit.

► **Tip:** The Show Grid Extras option on the Grid View tab of the Library View Options dialog box enables you to display a range of information about your photos in their image cells. In the Loupe View options, activate Show Info Overlay to display the same kind of information overlaid on your enlarged image in the Loupe view. By default, the Loupe view info overlay is disabled.

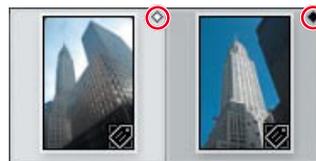
## Comparing photos

As the name suggests, the Compare view is ideal for examining and evaluating images side by side.

- 1 In the Filmstrip, click to select the photo ChryslerBuilding\_01.jpg, and then Ctrl-click / Command-click its neighbor, ChryslerBuilding\_02.jpg. Click the Compare View button () in the Toolbar.



The first image selected becomes the *Select* image, which is displayed in the left pane of the Compare view; the image displayed in the right pane is the *Candidate*. In the Filmstrip, the Select image is marked with a white diamond in the upper right corner, and the Candidate image with a black diamond.



To use the Compare view to make a choice from a group of more than two photos, select your favored choice first to place it as the Select image, and then add the other photos to the selection. Click the Select Previous Photo and Select Next Photo buttons ( ) in the Toolbar or press the left and right arrow keys on your keyboard to move between the selected candidates. Should you decide that the current Candidate is better than the Select image, you can reverse their positions by clicking the Swap button () in the Toolbar.

2 To compare fine detail in the images, zoom in by dragging the Zoom slider in the Toolbar. You'll notice that the images are zoomed together. Drag either of the images in the Compare view and the images move in unison. The closed lock icon to the left of the Zoom slider indicates that the view focus of the two images is locked.



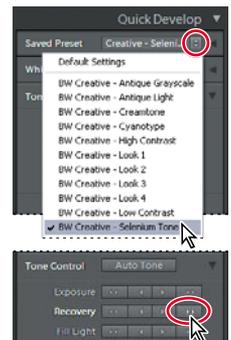
3 If you wish to zoom and move the Select and Candidate images independently, you need to click the view focus lock icon to unlink them.

A thin white line surrounds whichever of the two images in the Compare view is currently the active image: the image that will be affected by the Zoom slider, the controls in the right panel group, or any menu command you may apply.



4 Click the lock icon to link the view focus for the two images, and then choose Fit from the zoom levels at the top of the Navigator panel.

5 Click the Candidate photo to make it the active image; then expand the Quick Develop panel, if necessary. From the Saved Preset menu, choose the BW Creative - Selenium Tone preset. In the Tone Control area, click the double-arrow at the right of the Recovery control four times.



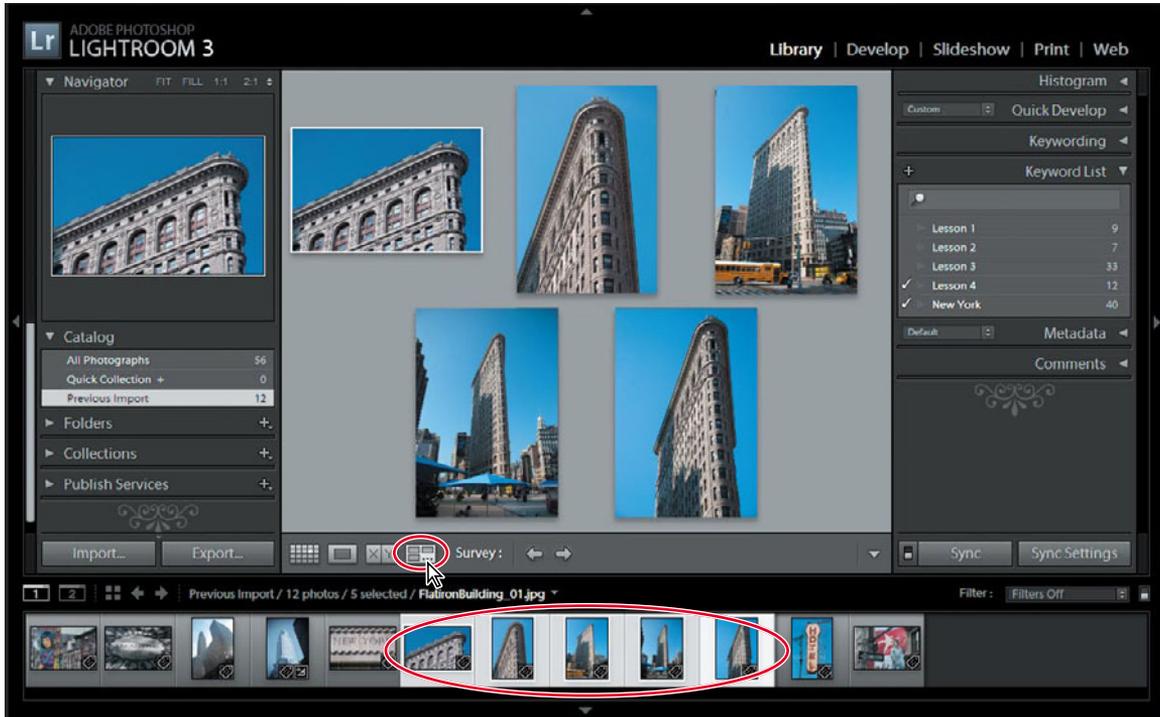
Using the controls in the Quick Develop panel while you're working in Compare view can be a helpful aid in making a choice between images. Although the candidate image in our example contains more detail and is a less cluttered composition, the Select image is more atmospheric. Applying a develop preset or making other adjustments in the Quick Develop panel can help you to make a judgement on how a candidate image will look once it's edited and adjusted. You can then either undo your Quick Develop operations and move to the Develop module to edit the image with greater precision, or keep the modifications you've made as a starting point.

► **Tip:** For the purposes of the illustration above, the Saved Preset menu has been abridged; you'll find the preset BW Creative - Selenium Tone much further down the list.

## Using Survey view to narrow a selection

The last of the four viewing modes in the Library module, the Survey View lets you see multiple images together on one screen, and then refine your selection by dropping one photo after another from the view.

- 1 In the Filmstrip, select the five images of the Flatiron Building. Click the Survey view button (🖼️) in the Toolbar, or press the N key on your keyboard.



- 2 Navigate between the images by pressing the arrow keys on your keyboard or click the Select Previous Photo and Select Next Photo buttons (⬅️ ➡️) in the Toolbar. The active image is surrounded by a thin white border.

▶ **Tip:** If you have eliminated a photo accidentally, choose Edit > Undo to return it to the selection, or simply Ctrl-click / Command-click its thumbnail in the Filmstrip. You can easily add a photo to the selection in the Survey view in the same way.

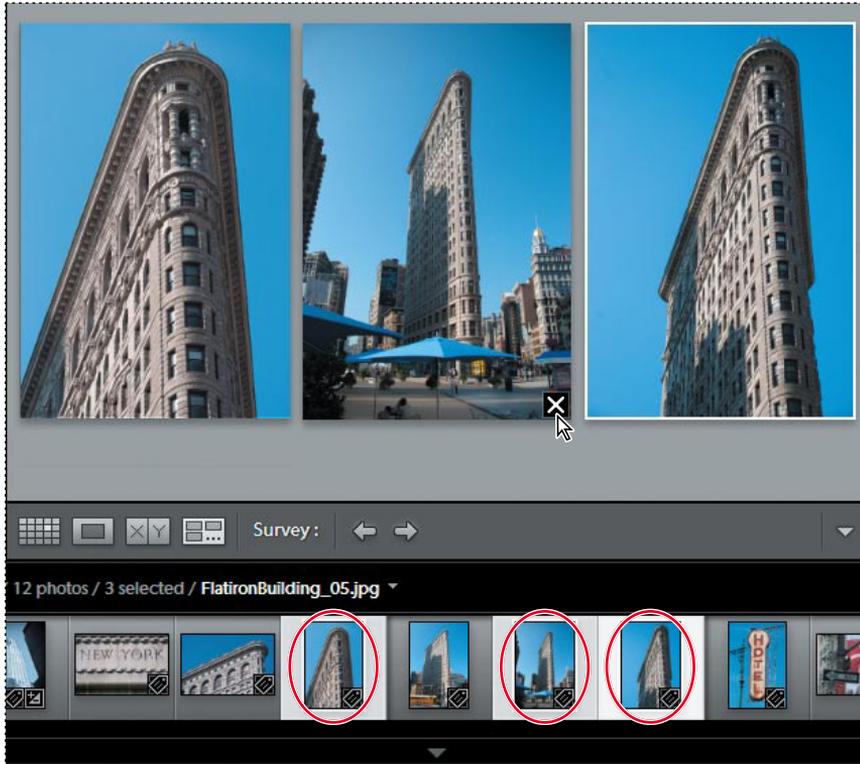
- 3 Position the pointer over the third photo. A Deselect Photo icon (❌) appears in the lower right corner of the image. Click this icon to drop the image from the selection in the Survey view.

As you eliminate candidates the remaining photos are progressively resized and shuffled to fill the space available in the work area. To help in comparing the photos, you can drag any of the images to reposition it in the Survey view. The other images will automatically be shuffled to accommodate your action.



- 4 Continue to eliminate photos from the Survey view. For the purposes of this exercise, deselect all but one favorite (we chose the active photo—marked with a white border—in the illustration below).

Dropping a photo from the Survey view doesn't delete it from its folder or remove it from the catalog; the dropped image is still visible in the Filmstrip—it has simply been deselected. You can see that the images that are still displayed in the Survey view are also the only ones that remain selected in the Filmstrip.



## Flagging and deleting images

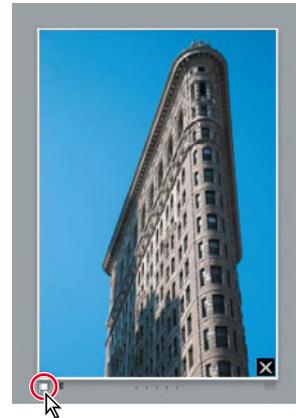
Now that you have narrowed down a selection of images to one favorite in the Survey view, you can mark your choice with a flag.

Flagging images as either picks or rejects as you review them is an effective way to quickly sort your work; flag status is one of the criteria by which you can filter your photo library. You can also quickly remove images flagged as rejects from your catalog using a menu command or keyboard shortcut.

A white flag denotes a pick (🚩), a black one with an x marks a reject (🚩), and a neutral grey flag indicates that an image has not been flagged (🚩).

▶ **Tip:** Press the P key on your keyboard to flag a selected image as a pick (🚩), the X key to flag it as a reject (🚩), or the U key to remove any flags.

- 1 Still in the Survey view, move the pointer over the remaining photo to see the flag icons just below the lower left corner. The grayed icons indicate that the image is not yet flagged. Click the flag to the left. The flag turns white, which marks this image as a pick. In the Filmstrip, you can see that the thumbnail now displays a white flag in the upper left of the image cell.



- 2 Select a different image in the Filmstrip, and then press the X key. The black reject flag icon appears at the lower left corner of the image in the Survey view and at the upper left of the thumbnail in the Filmstrip. The thumbnail of the rejected image is dimmed in the Filmstrip.



- 3 Choose Photo > Delete Rejected Photos, or simply press the Delete key on your keyboard. A confirmation dialog box appears; click Remove to remove the photo from your catalog without deleting the master file from your hard disk.



Having been removed from the Lightroom library catalog file, the rejected image is no longer visible in the Filmstrip.

- 4 Press the G key or click the Grid view icon in the Toolbar to see all the remaining images as thumbnails in the Grid view.

# Grouping images in the Quick Collection

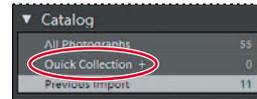
A collection is a convenient way to keep a group of photos together in your catalog, even when the image files are actually located in different folders on your hard disk. You can create a new collection for a particular presentation or use collections to group your images by category or any other association. Your collections are always available from the Collections panel where you can access them quickly.

The Quick Collection is a temporary holding collection: a convenient place to group images as you review and sort your new imports, or while you assemble a selection of photos drawn from different folders in your catalog.

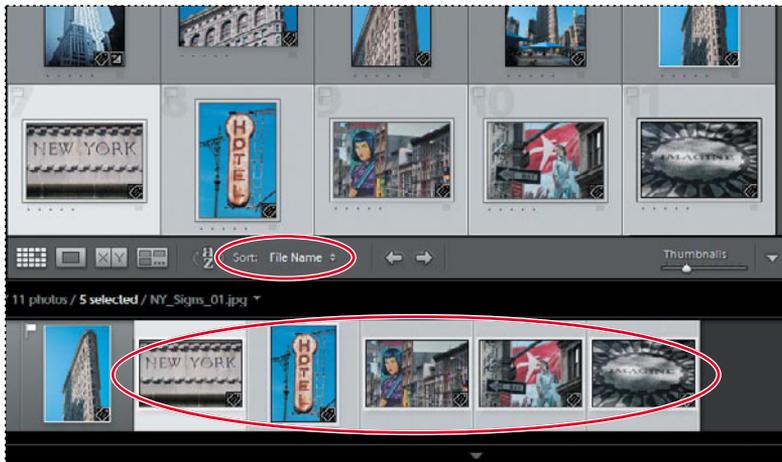
In the Grid view or the Filmstrip, you can add images to the Quick Collection with a single click—and remove them just as easily. Your images will stay in the Quick Collection until you're ready to convert it to a more permanent grouping that will be listed in the Collections panel. You can access the Quick Collection from the Catalog panel so that you can return to work with the same selection of images at any time.

## Moving images into or out of the Quick Collection

- 1 Expand the Catalog panel in the left panel group, if necessary, to see the listing for the Quick Collection.

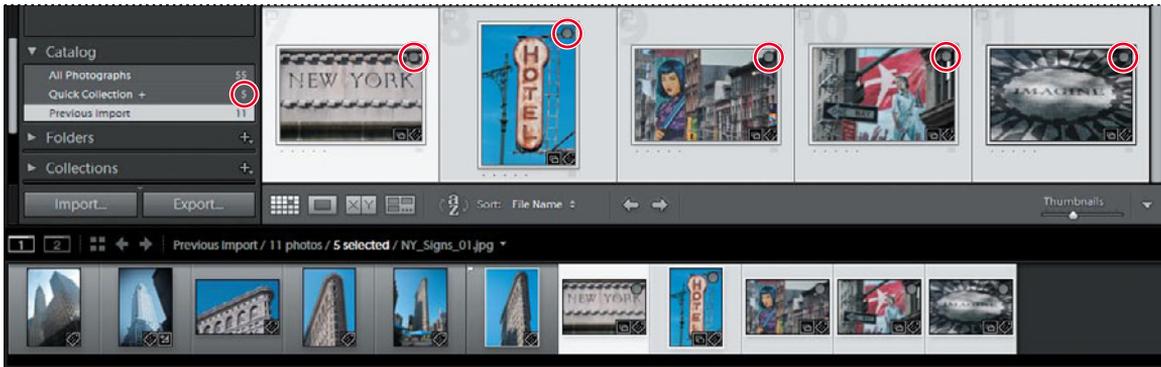


- 2 Choose View > Sort > File Name, or choose File Name from the Sort menu in the Toolbar; then, select the five NY\_Signs images by Ctrl-clicking / Command-clicking their thumbnails in the Grid view or the Filmstrip.



- 3 To add the selected photos to the Quick Collection, press the B key or choose Photo > Add To Quick Collection.

- The image count beside the Quick Collection in the Catalog panel indicates that the Quick Collection now contains five images. If you have activated the option Show Quick Collection Markers in the Library View Options dialog box, each image in the Quick Collection is marked with a gray dot in the upper right corner of its thumbnail in the Grid view. The same markers are also shown in the Filmstrip unless the thumbnail size is too small.



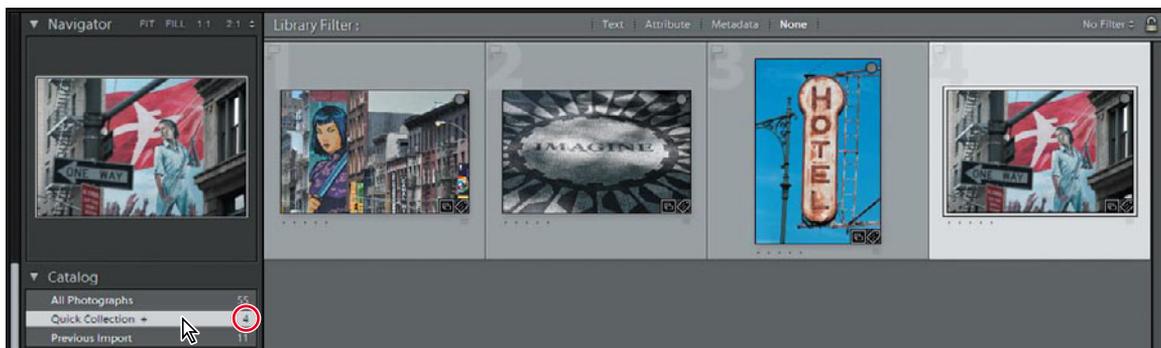
▶ **Tip:** If you don't see the Quick Collection marker when you move your pointer over a thumbnail, make sure that Show Extras is activated in the View > Grid View Styles menu. Choose View > View Options and activate Quick Collection Markers under Cell Icons in the Library View Options dialog box.

You can remove all of the selected photos from the Quick Collection by simply clicking the marker on one of the thumbnails or by pressing the B key.

- For this exercise, you'll remove only the first image, NY\_Signs\_01.jpg, from the Quick Collection. First, deselect the other four images, and then, with only the image NY\_Signs\_01.jpg selected, press the B key. Your Quick Collection is reduced to four images.

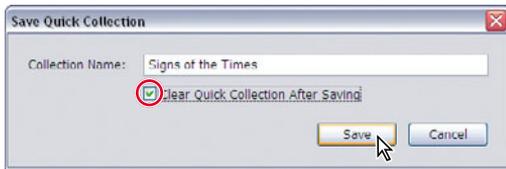
## Converting and clearing the Quick Collection

- Click the Quick Collection entry in the Catalog panel. The Grid view now displays only four images. Until you clear the Quick Collection, you can easily return to this group of images to review your selection.

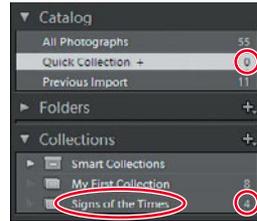


Now that you've refined your selection you can move your grouped images to a more permanent Collection.

- 2 Choose File > Save Quick Collection.
- 3 In the Save Quick Collection dialog box, type **Signs of the Times** in the Collection Name box. Activate the option Clear Quick Collection After Saving, and then click Save.



- 4 In the Catalog panel, you can see that the Quick Collection has been cleared; it now has an image count of 0. If necessary, expand the Collections panel so that you can see the listing for your new collection, which displays an image count of 4.



- 5 In the Folders panel, click the Lesson 4 folder. The grid view once more shows all the photos of New York including those in the signs collection.

## Designating a target collection

By default, the Quick Collection is designated as the *target collection*; this status is indicated by the plus sign (+) that follows the Quick Collection's name in the Catalog panel. The target collection is that collection to which a selected image is moved when you press the B key or click the circular marker in the upper right corner of the thumbnail, as you did in the previous exercise.

You can designate a collection of your own as the target collection so that you can use the same convenient techniques to add and remove photos quickly and easily.

- 1 Right-click / Control-click the entry for your new Signs of the Times collection in the Collections panel, and then choose Set As Target Collection from the context menu. The name of your collection is now followed by a plus sign (+).
- 2 Click the Previous Import folder in the Catalog panel, and then select the image NY\_Signs\_01.jpg in the Grid view or the Filmstrip.
- 3 Watch the Collections panel as you press the B key on your keyboard; the image count for the Signs of the Times collection increases to 5 as the selected image is added to the collection.
- 4 Right-click / Control-click the Quick Collection in the Catalog panel and choose Set As Target Collection from the context menu. The Quick Collection once again displays the plus sign (+).



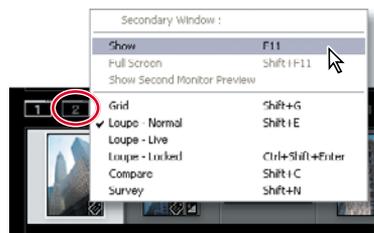
# Working with the Filmstrip

No matter which module or view you're working in, the Filmstrip across the bottom of the Lightroom workspace provides constant access to the images in your selected folder or collection.

As with the Grid view, you can quickly navigate through your images in the Filmstrip using the arrow keys on your keyboard. If there are more images than will fit in the Filmstrip you can either use the scroll bar below the thumbnails, drag the Filmstrip by the top edge of the thumbnail frame, or click the shaded thumbnails at either end to access photos that are currently out of view.

Across the top of the Filmstrip, Lightroom provides a convenient set of controls to help streamline your workflow.

At the far left you'll find buttons for working with two displays, with pop-up menus that offer a choice of viewing mode for each.



To the right of these buttons is the Grid view button, and arrow buttons for navigating between the different folders and collections you've recently been viewing.



Next is the Filmstrip Source Indicator, where you can see at a glance which folder or collection you're viewing, how many photos it contains, which images are currently selected, and the name of the image currently under your pointer. Click the Source Indicator to see a menu with all the image sources you've recently accessed.

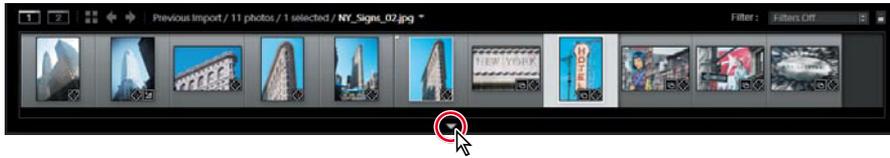


At the far right of the Filmstrip header are the Filter controls, which we'll look at later in this lesson.

## Hiding the Filmstrip and adjusting its size

You can show and hide the Filmstrip and adjust its size, as you can with the side panel groups, to make more screen space available for the image you're working on.

- 1 Click the triangle in the lower border of the workspace window to hide and show the Filmstrip. Right-click / Control-click the triangle to set the automatic show and hide options.



- 2 Position the pointer over the top edge of the Filmstrip; the cursor becomes a double arrow. Drag the top edge of the Filmstrip up or down to enlarge or reduce the thumbnails. The narrower you make the Filmstrip the more thumbnails it can display.



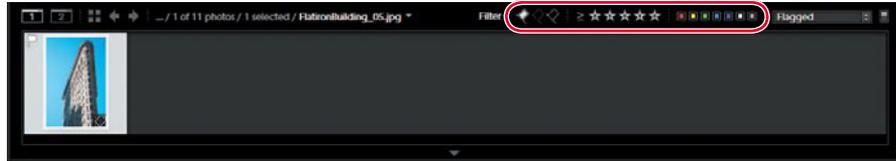
## Using filters in the Filmstrip

With so few photos in the Lesson 4 folder it's not difficult to see all the images at once in the Filmstrip. However, when you're working with a folder containing many images it can be inconvenient to scroll the Filmstrip looking for the photos you want to work with. You can use the Filmstrip filters to narrow down the images displayed in the Filmstrip to only those that share a specified flag status, rating, color label, or any combination of these attributes.

- 1 In the Filmstrip you can see that one of the images in the Lesson 4 folder displays the white Pick flag that you assigned in a previous exercise. If you don't see the flag, right-click / Control-click anywhere in the Filmstrip and activate the menu option View Options > Show Ratings And Picks in the context menu. Examine the other options available in the Filmstrip context menu. Many of the commands apply to the image or images currently selected in the Filmstrip; others affect the Filmstrip itself.
- 2 From the Filter menu at the top right of the Filmstrip, choose Flagged. Only the image with the white flag is displayed in the Filmstrip.



- 3 The white flag icon is now highlighted among the Filter controls in the top bar of the Filmstrip. Click the word Filter at the left of the flag icons to see the attribute filter options displayed as buttons in the Filmstrip header.



You can activate or disable any of the filters you saw in the Filter menu by clicking the respective Filter buttons. You can set up a combination of filters and save it as a custom preset by choosing Save Current Settings As New Preset from the menu.

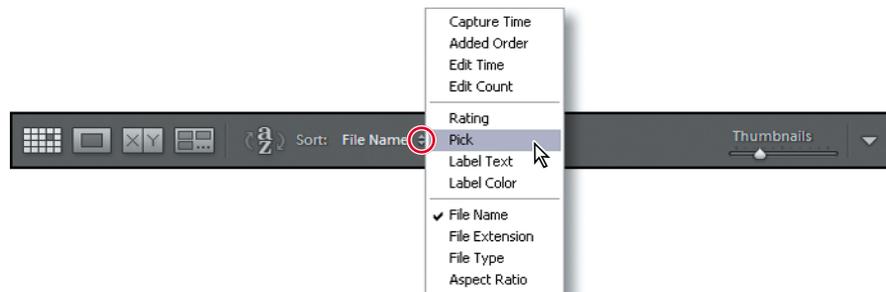
- 4 Click the white flag button to deactivate the active filter or choose Filters Off from the menu to disable all filters. The Filmstrip once more displays all the images in the folder. Click the word Filter again to hide the filter buttons.

You'll learn more about using filters in Lesson 5, "Organizing and Selecting."

## Changing the sorting order of the thumbnails

Use the Sort Direction control and the Sort Criteria menu in the Toolbar to change the display order of the thumbnails images in the Grid view and the Filmstrip.

- 1 If the sorting controls are not currently visible in the Toolbar, choose Sorting from the tools menu at the right of the Toolbar.
- 2 Choose Pick from the Sort Criteria menu.

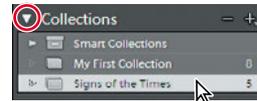


The thumbnails are rearranged in both the Grid view and the Filmstrip to display the image with the white Pick flag first.

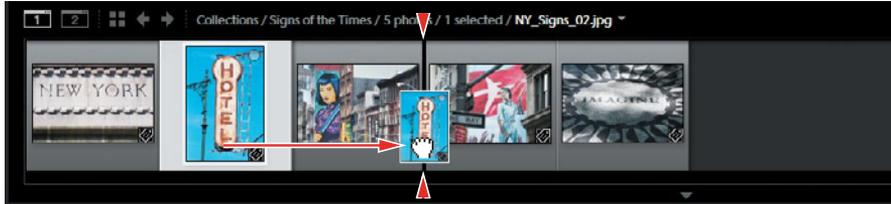
- 3 Click the Sort Direction control () to reverse the sorting direction of the thumbnails. The image with the white Pick flag now appears last in the order.

When you've grouped images in a Collection, you can manually rearrange their order however you wish. This can be particularly useful when you're creating a presentation such as a slideshow or web gallery, or putting together a print layout, as the images will be placed in the template according to their sort order.

- 4 Expand the Collections panel and click the Signs of the Times collection that you created earlier. Choose File Name from the Sort Criteria menu.

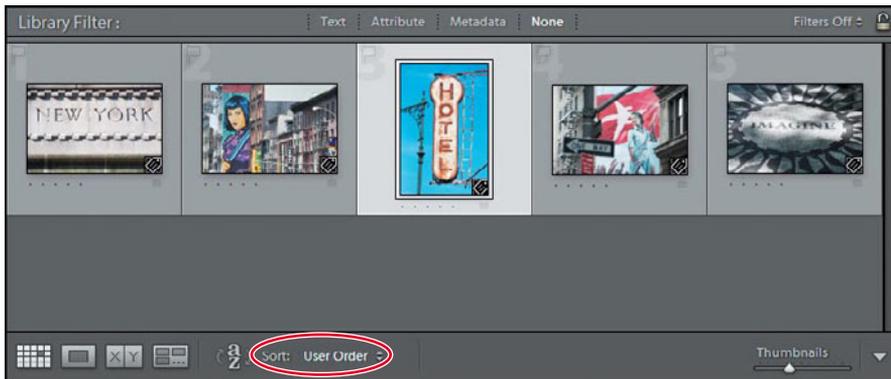


- 5 In the Filmstrip, drag the second thumbnail (NY\_Signs\_02.jpg) to the right and release the mouse button when you see a black insertion bar appear between the third and fourth images.

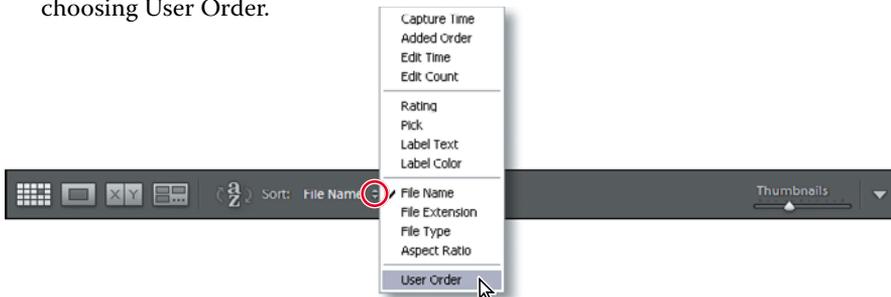


► **Tip:** You can also change the order of the photos in a collection by dragging the thumbnail images in the Grid view.

The image snaps to its new location in both the Filmstrip and the Grid view. The new sorting order is also apparent in the Toolbar; your manual sorting order has been saved and is now listed as User Order in the Sort Criteria menu.



- 6 Choose File Name from the Sort menu; then return to your manual sorting by choosing User Order.



Congratulations; you've finished another lesson. You've gained confidence navigating through your library and learned techniques for reviewing, sorting, filtering, and grouping your images as collections. You'll learn more about structuring and organizing your photo library in the next lesson.

## Review questions

- 1 How would you use each of the views in the Library module?
- 2 What is the Navigator?
- 3 How do you use the Quick Collection?
- 4 What is the target collection?

## Review answers

- 1 Press the G key or click the Grid view button () in the Toolbar to see thumbnails of your images while you search, apply flags, ratings and labels, or create collections. Use the keyboard shortcut E or click the Loupe view button () to inspect a single photo at a range of magnifications. Press C or click the Compare view button () to see two images side by side. Click the Survey view button () in the Toolbar or use the keyboard shortcut N to evaluate several images at once or refine a selection.
- 2 The Navigator is an interactive full image preview that helps you move around easily within a zoomed image in Loupe view. Click or drag in the Navigator preview to reposition the view while a white rectangle indicates the portion of the magnified image that is currently visible in the workspace. The Navigator panel also contains controls for setting the zoom levels for the Loupe view. Click the image in Loupe view to switch between the last two zoom levels set in the Navigator panel.
- 3 To create a Quick Collection, select one or more images and then press the B key or choose Photo > Add To Quick Collection. The Quick Collection is a temporary holding area; you can continue to add—or remove—images until you are ready to save the grouping as a more permanent Collection. You'll find the Quick Collection listed in the Catalog panel.
- 4 The target collection that collection to which a selected image will be moved when you press the B key or click the circular marker in the upper right corner of the thumbnail. By default, the Quick Collection is designated as the target collection; this status is indicated by the plus sign (+) that follows the Quick Collection's name in the Catalog panel. You can designate a collection of your own as the target collection so that you can use the same convenient techniques to add and remove photos quickly and easily.

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# INDEX

## SYMBOLS

8 bit output, 319  
16 bit color space, 319  
16 bit output, 266, 319

## A

Additional resources, 6  
Add To Quick Collection  
    menu command, 129  
adjustment areas, 214  
Adjustment Brush tool, 213  
Adobe Bridge, 149, 311  
Adobe Community Help, 6  
Adobe Photoshop Lightroom  
    Installing, 2  
    support center, 2  
AdobeRGB (1998) color space, 319  
aspect ratio, 176  
As Shot setting, 173, 186  
Attribute filter, 155, 161  
Auto Hide option, 66  
Auto Hide & Show option, 66  
Auto Import Settings dialog box,  
    107, 111  
Auto Mask option, 213  
Auto Tone button, 34, 173  
Auto Tone command, 187

## B

Backdrop panel, 226  
backing up the catalog file, 308  
backing up the library, 311  
Back Up Catalog dialog box, 309  
backup copies during import, 91  
backup frequency, 309

backups  
    backup strategies, 91  
    incremental, 314  
barrel distortion, 39  
Basic panel, 175, 186  
    keyboard shortcuts, 191  
Before & After view, 18  
black-body radiation, 189  
Blacks settings, 42  
blurring, 198  
book files  
    copying, 2  
Bottom Label option, 121  
brightness, 186  
burning images to CD/DVD, 322  
By Date option, 90

## C

calibrating computer screen, 319  
camera raw file format, 93  
candlelight, 189  
Caption And Rating  
    slideshow template, 224  
Caption option, 293  
card reader, 86  
Cast Shadow option, 228  
catalog  
    creating, 3–6  
Cells panel, 246  
Choose Burner dialog box, 322  
chromatic aberrations, 199  
chrominance noise, 197  
clarity, 191  
Classroom in a Book, about, 1  
clipping, 186  
clipping indicators, 186  
clipping mask, 190

- Clone mode, 182
- collapsing panels, 67–69
- collections, 27, 145–148
  - rearranging images, 29
- Collections panel, 28–29, 43, 67, 129, 146, 222, 244–245, 265–266, 281
- color adjustments, 203, 204
- color cast, 188
- color corrections, 185
- color fringes, 199
- color gamut, 189, 319
- color labels, 26, 157–158
- color management, 319
  - by Lightroom, 264
  - by printer, 263
  - using, 263
- Color Palette panel, 287
- ColorSync, 263
- color temperature, 186, 189
- Color Wash option, 227
- color wheel, 203
- Compact Cells option, 121
- Compare view, 30–32, 31, 62–63, 73, 119, 124–126
- comparing photos, 30–34, 124–126
- compatibility problems
  - avoiding when naming files, 302
- Contact Sheet layouts, 246
- contrast, 191
  - adjusting, 192
- cool colors, 189
- copying
  - Classroom in a Book files, 2
  - lessons files from CD, 2
- crop overlay rectangle, 176
- Crop Overlay tool, 37–39, 176–178
- cropping images, 176
- Crop To Fill slideshow template, 224
- Custom Name option, 91
- Custom Package layouts, 246
  - creating, 259

## D

- data loss, preventing, 308
- daylight, 189
- Default Columns option, 163

- Default slideshow template, 224
- Delete Selected Snapshot button, 179
- Deselect Photo icon, 32, 126
- Detail panel, 196
- Develop module, 18, 34–40, 174–212, 262
- develop presets, 15, 19, 33, 36, 172, 175
- Digital Negative (DNG) file format, 93
- dimming lights, 76
- Distortion slider, 40
- Don't Enlarge option, 316
- Draft Mode Printing option, 248, 262
- duotone effects, 203

## E

- editing
  - using external editor, 14
- EXIF Metadata slideshow template, 224
- Expanded Cells option, 121
- expanding panels, 67–69
- Export As Catalog dialog box, 312
- Export Containing Keywords
  - export option, 151
- Export dialog box, 316
- exporting images
  - as catalog, 312
  - as e-mail attachment, 323
  - as JPEG, 315
  - as original or DNG, 320
  - as PSD or TIFF, 318
- Export PDF button, 235, 236
- export presets, 321
- Export Synonyms option, 151
- Export With Previous
  - menu command, 319
- Exposure settings, 42
- external editor
  - preferences, 14, 214
  - working with, 214

## F

- file formats, about, 93
- Filename Template Editor
  - dialog box, 92
- Fill Light controls, 41, 173, 190

- Filmstrip, 16
  - changing height of, 64, 133
  - changing order in, 134, 246, 285
  - showing and hiding, 33, 41, 65–66
  - using filters in, 133, 163
  - working with, 132
- Filter bar, 25, 26, 70, 155, 157, 161, 181
- filtering images, 161
- Filter Presets menu, 163
- Filters Off option, 163
- finding images, 161
- Find Nearby Missing Photos option, 165, 166
- Flag As Pick button, 155
- Flagged option, 163
- flags, 26, 127, 154, 156
- Flags option, 121
- Flash galleries, 283
- Flickr
  - creating an account, 272
  - publishing photos to, 274
- Folders panel, 28, 99, 142–145
- FTP server, 302

## G

- galleries
  - exporting, 300
  - previewing in web browser, 298
  - saving customized template, 299
  - uploading, 301
- Gallery Editor, 280
- Gallery Editor view, 44
- gallery layout options, 288
- gradient mask, 211
- Graduated Filter tool, 211
- grain effects, adding, 201
- Graphical Identity Plate option, 293
- grayscale, 206
- Grid view, 70, 119
- Guides panel, 246, 250

## H

- HDR (High Dynamic Range), 214
- Heal mode, 182

## Help

- navigating, 47
- using, 47
- hiding panels, 68
- highlights, 36, 41, 186, 187, 190, 193
- histogram, 186–187, 190–191
- Histogram panel, 17, 19, 68, 190
- History panel, 18, 175, 178–179
- home page, 287
- HSL / Color / Grayscale panel, 203
- HTML galleries, 283
- hue, 203

## I

- ICM Color Management, 263
- identity plates
  - creating and modifying, 293
  - graphical option, 293
  - in print module, 255
  - in slideshows, 224, 229
  - in web gallery, 291
  - personalizing, 77–79
  - presets, 79
  - styled text option, 293
- Ignore Camera-Generated Folder Names When Naming Folders option, 86
- Image Info panel, 293
- image quality settings, 295
- Image Settings panel, 246, 248, 253
- Import button, 95
- Import From Catalog menu command, 104
- importing images, 22
  - by drag and drop, 100
  - from digital camera, 85
  - from hard disk, 95
  - from other catalogs, 104
  - from watched folder, 107
  - to a specific folder, 103
- Import New Photos option, 145
- import options
  - Add, 95
  - Copy, 88
  - Copy As DNG, 96
  - Move, 97

- Import Photos menu command, 95
- import presets, 94
- Impromptu Slideshow
  - menu command, 24, 222
- incremental backups, 314
- Index Number option, 121
- initial previews, 108
- Into One Folder option, 90

## J

- Joint Photographic Experts Group (JPEG) file format, 93
- JPEG file format, 93

## K

- kelvin (K), 186
- keyboard shortcuts, 79
- keystone distortion, 39
- Keywording panel, 106, 149–151
- keyword sets, 151
- Keyword Suggestions pane, 150
- keyword tags
  - about, 25
  - adding, 150
  - applying, 149
  - applying during import, 99
  - backing up, 308
  - creating, 151
  - editing, 17
  - exporting, 151–152
  - importing, 153
  - nesting, 151
  - removing, 150
  - searching by, 152
  - synonyms, 151
  - using, 24, 92
  - viewing, 149
- kuler, 287

## L

- Layout panel, 246
- Left layout option, 291
- Lens Corrections panel, 39
- lens distortion

- correcting, 39
- lens vignetting, 199
- lessons files
  - copying from CD, 2
- Library Grid button, 284
- Library module, 16
- Library View Options dialog box, 73
- Lightroom Defaults options, 151
- Lights Dim mode, 38, 76–77
- local contrast, 191
- local corrections, 210
- Location Columns option, 163
- lock icon, 125
- Loupe view, 18, 71, 119
  - using during import, 101
- LR3CIB folder, 3
- luminance, 186, 203
- luminance noise, 197

## M

- Masking slider, 197
- Maximize Compatibility option, 93, 215
- metadata
  - applying, 98, 158–161
  - exporting, 310
- Metadata File Needs To Be Updated icon, 310
- Metadata filter, 161–162
- Metadata Set menu, 158
- Metadata Was Changed Externally icon, 311
- mid-range contrast, 193
- missing files
  - reestablishing links to, 13, 164
- module picker, 23, 65, 77–78, 293
- modules, 14, 16–20
- moving files between folders, 142

## N

- navigation controls, 284
- Navigator panel, 122, 175
- neutral gray, 188, 203
- New Catalog menu command, 3
- New Collection button, 147
- New Metadata Preset dialog box, 98

noise reduction, 185, 198  
non-destructive editing, 13

## O

On/Off switch icon, 196, 205, 207, 212  
Options panel, 228  
organizing images, 89  
output collections, 265  
output settings, 262  
Output Settings panel, 295  
overcast sky, 189  
Overlays panel, 229

## P

Page panel, 246, 261  
Paginated layout option, 289  
Painter tool, 160–162  
panel end mark, 69  
panel groups, 15  
    customizing, 69  
    resizing, 63  
    showing and hiding, 65  
panels  
    expanding and collapsing, 67  
    in Lightroom workspace, 14  
    resizing, 63  
    showing and hiding, 18, 68  
    solo mode, 68  
panorama, 214  
perceptual rendering, 264  
Photoshop, 12, 14, 93, 149, 177, 214,  
    215, 320  
Photoshop Camera Raw plug-in, 215,  
    311  
Photoshop Elements, 12, 14, 149, 214,  
    215  
Photoshop (PSD) file format, 93  
pick flag, 26, 127, 127–128, 133, 154–  
    155, 163  
Picture Package layouts, 246  
pincushion distortion, 39  
pixel-based editing, 214  
Playback panel, 233  
Playback Screen pane, 233  
playback settings, 233

post-processing actions, 323  
prerequisites, 1  
Preview In Browser button, 298  
Print button, 266  
Print Editor view, 247  
printer profiles, 264  
printer resolution, 262  
Print Job panel, 246, 248, 262  
Print module, 20  
Print One button, 266  
print resolution, 262  
Print Sharpening options, 262  
print templates, 247  
    customizing, 250  
    saving, 258  
print to JPEG file, 262  
progress bar, 15  
ProPhoto RGB color profile, 319  
publish collections, 27, 272  
Publishing Manager dialog box, 272  
publishing photo comments, 275  
Publish Services panel, 272  
Put In Subfolder option, 90

## Q

Quick Collection, 27, 129–132, 146  
Quick Collection Markers option, 121  
Quick Describe metadata set, 159  
Quick Develop panel, 33–34, 172–175

## R

Rated option, 163  
Rating And Label option, 156  
rating images, 156  
Raw images, 42, 86, 188, 196, 215  
reconnecting missing files, 164  
redoing changes, 178  
reducing noise, 196  
Refine Photos menu command, 156  
re-importing existing photos, 105  
reject flag, 26–27, 127–128, 154–155  
relative rendering, 265  
removing photos from catalog, 144  
removing spots, 182  
renaming files, 91

- renaming folder names, 143
- rendering
  - perceptual, 264
  - relative, 265
- Rendering Intent options, 264
- required skills, 2
- resetting controls, 174, 191, 201
- resetting filters, 162
- Restore Keyword Set Presets option, 151
- restoring library from backup, 312
- reviewing and organizing, 24
- RGB values, 189, 203, 227, 288
- rotating images, 176
- Rotation option, 121
- Rulers, Grid & Guides panel, 246

## S

- sample area, 183
- saturated colors, 203
- saturation, 190, 203
- Scan For Metadata Updates option, 145
- screen modes, 56
- Scrolling layout option, 289
- Select Catalog dialog box, 5
- shade, 204
- shadows, 186
- sharpening images, 185, 196
- Show Briefly When Photo Changes option, 75
- Show Clickable Items On Mouse Over Only option, 121
- Show Clipping menu command, 187
- Show Filter Bar menu command, 152
- Show Grid Extras option, 121
- Show Header With Labels option, 121
- Show Image Info Tooltips option, 73, 121
- Show Import Dialog When A Memory Card Is Detected option, 86
- showing panels, 68
- Show Message When Loading Or Rendering Photos option, 75
- Show Module Picker command, 23, 65, 77
- Show Rating Footer option, 121
- Show Second Window button, 60
- Site Info panel, 285
- Slide Editor view, 20, 223
- Slideshow module, 19, 223
- Slideshow Only layout option, 290
- slideshows, exporting, 235
- slideshow templates
  - about, 224
  - customizing, 225
  - selecting, 224
- smart collections, 27, 147
- snapshots, 18
  - creating and deleting, 179
- Snapshots panel, 18, 175
- Solo mode, 68
- sound, playing when process is complete, 317
- split toning, 208
- Split Toning panel, 203, 208
- Spot Removal tool, 182
- sRGB color profile, 316
- star rating, 25
- Start Number text field, 92
- Store Password In Preset option, 301
- straightening images, 177
- Straighten tool, 37
- stroke borders, 228
- Styled Text Identity Plate option, 293
- subfolders, creating, 142
- Survey view, 62, 73, 119, 126–129
- synchronizing folders, 144
- synchronizing settings, 210

## T

- tagged image (TIFF) file format, 93
- target area, 183
- target collection, 131
- Target tool button, 194, 205, 207
- temperature, 188
- Template Browser panel, 44, 224, 234–235, 245, 247, 258–259, 299
- Temp slider, 186, 189
- tethered shooting, 109
- Text filter, 161
- text overlays, 229
- Text Template Editor, 232

- Thumbnail Badges option, 121, 146–149
- TIFF file format, 93
- tint, 188, 204
- Tint Grid Cells With Color Labels option, 121
- Tint Grid Cells With Label Colors option, 73
- Tint slider, 189
- Title option, 293
- Toggle Zoom View command, 72
- tokens, 92, 232
- tonal corrections, 185
- tonal ranges, 186, 193
- tone, 204
- Tone Curve panel, 192
- Tone Curve Target mode, 194
- Toolbar, 15
  - customizing, 16, 71, 119
  - showing and hiding, 58, 71
- Top Label option, 121
- top panel, 15
- Transform sliders, 40
- Treat JPEG Files Next To Raw Files As Separate Photos option, 86

## U

- undoing changes, 178
- Unrated option, 163
- Unsaved Metadata option, 121, 310
- Upload button, 302
- Upload Settings panel, 301
- upsampling images, 316
- Use Defaults button, 75
- Use Defaults option, 121
- Use Second Monitor button, 60

## V

- vibrance, 191
- video files, 93
- View Gallery button, 291, 299
- view modes, 70, 119
- view options, 73
- View Slideshow button, 291
- virtual copies, 30, 105, 180, 266, 311

## W

- warm colors, 189
- watched folder, 107
- watermarking, 295
- Watermark Editor dialog box, 295, 303
- web galleries
  - customizing, 285
- Web module, 21, 43
- white balance, 173
  - about, 188–189
  - adjusting, 185
- White Balance Selector tool, 189
- white point, 188
- Widescreen slideshow template, 224
- work area, 15, 70
- workflow, 22
- workspace
  - customizing, 16
  - overview, 14

## X

- XMP metadata, 149, 159
- XMP sidecar file, 310

## Z

- zoom levels, 123
- Zoom To Fill option, 248