

VISUAL **QUICKSTART** GUIDE

Get up and running in no time!



*More than two dozen full-color
downloadable images!*

Photoshop Lightroom **3**

NOLAN HESTER

© LEARN THE QUICK AND EASY WAY!

Visual QuickStart Guide
Photoshop Lightroom 3

Nolan Hester

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Introduction

Welcome to *Adobe Photoshop Lightroom 3: Visual QuickStart Guide*. Built expressly for digital photography, Lightroom runs on Windows and Mac. It doesn't require a computer faster than you can afford. And it combines many of Adobe Photoshop's amazing powers with simpler, more intuitive tools. Adjusting tone curves, always a bit mysterious in Photoshop, is easier, more straightforward, and less prone to errors.

In ways big and small, Lightroom feels like a photographic process instead of something installed on a computer. That's because Lightroom is organized around a workflow that reflects photography itself, starting with moving photos off a camera into the computer and ending with either a print or screen image.

Lightroom does all this without ever touching the original photo. Unlike Photoshop, which writes over the pixels of your original photo with each save, Lightroom makes all its edits as software instructions, known as metadata. The edits are all stored in a database, which makes it possible to tweak the adjustments endlessly—and even

apply them to another photo with a couple of clicks. That's no knock on Photoshop, which remains an essential tool for me and every other digital photographer. In fact, using Lightroom and Photoshop in tandem now seems so natural it's hard to imagine photography before Lightroom's arrival.

What's New in Lightroom 3?

You'll find lots of improvements throughout the program. Here are some of the most important changes in Adobe Photoshop Lightroom 3:

Backup when quitting: It sounds like a little thing, but it embodies the kind of smart improvement you'll find throughout the new version. Now, when you *quit* Lightroom 3, you're asked if you want to back up the catalog. If you've been doing lots of work, it's the most logical time to back up. Previously, you had to back up when you *launched* Lightroom. (For more information, see page 46.)

Tethered shooting: Greatly expanded from version 2, Lightroom 3 supports a tethered connection to most current Canon and Nikon DSLR cameras. Adobe is regularly expanding that list, enabling more photographers to control shots with Lightroom and have the results imported and displayed automatically. (For more information, see page 21.)

Imports: The import process has been redone from the ground up, thank goodness. It's now much more intuitive, and it's always clear what you're importing from where. You can save frequently used settings as an import preset. You also can use Loupe view to inspect photos before moving them off the storage card. (For more information, see page 17.)

New process engine makes for greater noise reduction: A major under-the-hood reworking of Lightroom's process engine means big improvements in noise control. Luminance and color noise reduction are now as good as, or better than, all the major third-party plug-ins. Low-light, high-ISO photos now look much better. (For more information, see pages 145 and 175.)

Tone Curve: Lightroom's new ability to switch to Point Curve enables you to shape the tone curve directly. Photoshop veterans will feel right at home. (For more information, see page 157.)

Lens correction: Still a work in progress, the Develop module's lens correction feature offers the prospect of automatically correcting perspective and aberration based on the lens used. The list of supported lenses remains small, but it is growing. A downloadable manual option makes it possible for you to create a custom calibration for each of your lenses. (For more information, see page 176.)

Other develop improvements: The Develop module has been smoothed and buffed from top to bottom. Collections now appear right in the Develop module, eliminating the constant switching to the Library. The Adjustment Brush can now apply "negative sharpening," which you can use to creatively blur parts of a photo. (For more information, see page 173.)

Videos: Increasingly, our cameras shoot stills and video. No, you can't edit videos in Lightroom yet, but you now can import them into the catalog. That lets you rate them, apply keywords, and use all the organizational tools that make Lightroom so handy for stills. If you have ever accidentally deleted a video off a storage card because you forgot it was there, you will love this. (For more information, see page 17.)

Slideshows: Audio and video are becoming full citizens in Lightroom slideshows. You can take your stills and export them as a video. Soundtracks can be embedded into your slideshow, and it's easy to sync the length to match the number of photos you use. (For more information, see page 207.)

Watermarks: Lightroom 3 includes a simple watermark that you can quickly add to photos used in slideshows, Web galleries, or prints. Better yet, it includes a full-fledged Watermark Editor, similar to the Identity Plate Editor, for creating custom text- or graphic-based watermarks of your own. (For more information, see page 237.)

Printing: Creating custom photo packages has become as simple as grabbing and rearranging photos on a layout. There's also a rotate-to-fit option to help you build paper-saving layouts. Maximum print resolution has been boosted to 720 pixels per inch from the previous limit of 480 ppi. (For more information, see page 217.)

Publish Services: Combining aspects of the collections feature with semi-automated exports, Publish Services enables you to track and update images exported from Lightroom. You can export directly to your Flickr account to share photos over the Web. Or export to folders that you use to sync photos with a mobile phone, a screensaver program, or even Web-based storage sites such as Dropbox. (For more information, see page 244.)

Using This Book

Like all of Peachpit's Visual QuickStart Guides, this book uses lots of screenshots to guide you step by step through the entire process of importing, organizing, and adjusting your photos within Lightroom. Succinct captions explain Lightroom's major functions and options. Ideally, you should be able to quickly locate what you need by scanning the illustrations and captions. Once you find a relevant topic, dig into the text for the details. Sidebars, which run in a light-beige box, highlight the

details of a particular topic, such as how previews affect your import speed or how to calibrate your monitor.

Windows and Mac: For the most part, Lightroom's features are available for both computing platforms, and within the program it's hard to even know what platform you're running. The few major differences are noted in the text. Throughout the book when keyboard-based shortcuts are shown, the Windows command is listed first, followed by the Mac command: (Ctrl-O/Cmd-O). By the way, you can see Lightroom's list of keyboard shortcuts within the program by pressing Ctrl-/ (forward slash) in Windows or Cmd-/ (forward slash) on the Mac.

This book's companion Web site (www.waywest.net/lightroom) has example photos from the book that you can download to work through many of the tasks step by step. The site also features tips on how to get the most from Lightroom. Feel free to write me at books@waywest.net with your own tips—or any mistakes you may find.

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Navigating the Library

The Library module is where you'll do most of your organizing and selecting of images. This chapter focuses on how to get around the Library efficiently. The following chapter, "Organizing and Reviewing Images," dives into picking, labeling, and otherwise identifying images you want to use for slides, prints, or the Web.

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Using the Toolbar

Lightroom's toolbar, visible by default, runs across the bottom of the Library module's main window. If you're working on a laptop display, you may want to hide it sometimes to see more thumbnail images.

To turn off/on toolbar:

- From the Menu bar, choose View > Hide Toolbar. If the toolbar is hidden, choose View > Show Toolbar **A**.

or

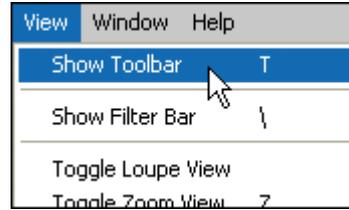
- Press the T on your keyboard. If the toolbar is visible, it disappears; if it's hidden, it reappears.

To set toolbar choices:

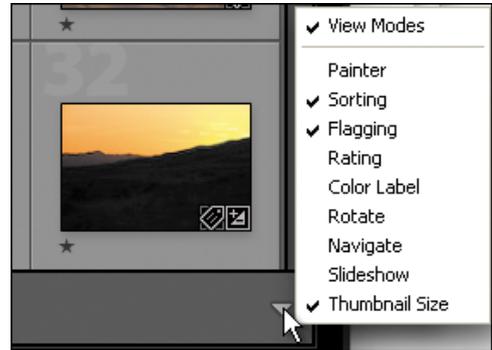
- Make sure the toolbar is visible and click the triangle at the right end of the toolbar. Use the pop-up menu to show or hide a particular set of tools **B**. Repeat for each of the ten choices you want to show or hide.

TIP While the toolbar can display up to 11 sets of items, to see them all you'd need a really wide monitor or you'd need to collapse the side panel workgroups. It's more practical to turn on just those you use regularly. My own working sets for the Library module: View Modes, Sorting, Flagging, and Thumbnail Size **C**.

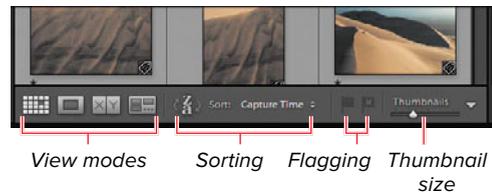
TIP The toolbar settings can be set differently for each module. So you could turn on the Slideshow set for the Slideshow module only.



A To show or hide the toolbar, choose View > Show Toolbar/Hide Toolbar. Or press the T on your keyboard to toggle it on or off.



B Use the toolbar's pop-up menu to show or hide a particular tool set.



C It's more practical to turn on just the toolbar items you use regularly.

Setting Library Source

What appears in the Library module's main window and the Filmstrip is controlled by which catalog, folder, or collection you select in the Left Panel Group. You can change the contents instantly by selecting another source among these three.

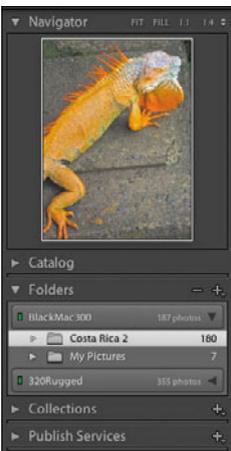
To set the Library module's photo source:

If the Left Panel Group is hidden, press Tab. In the panel group, do any of the following:

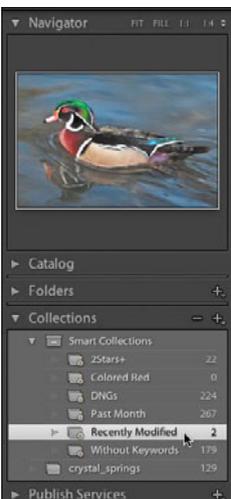
- Click the triangle on the left side of the Catalog panel to see a list of four catalogs: All Photographs, Quick Collection, Previous Import, or Previous Export as Catalog **A**. Select one of the four, and the images in the main window and/or Filmstrip change to reflect your choice. (See “Creating and Using Collections” on page 121 for more information.)
- Click the triangle on the left side of the Folders panel to see a list of all connected hard drives containing images you've already imported into the Library. Navigate to the particular folder you want displayed in the main window.
- Click the triangle on the left side of the Collections panel to see a list of all of Lightroom's collections. The collections listed in the first subfolder, Smart Collections, are generated automatically. Collections you've created manually are also listed. Make a selection and the images in the main window and/or Filmstrip change to reflect your choice **C**. (See “Creating and Using Collections” on page 121.)



A The Catalog panel gives you four choices: All Photographs, Quick Collection, Previous Import, or Previous Export as Catalog.



B The Folders panel shows all connected hard drives containing images you've already imported into the Library. Navigate to the particular folder you want displayed in the main window.



C The Collections in the first subfolder, Smart Collections, are generated automatically. Any collections you create manually are also listed.

Setting the Library View

The Library module offers four basic views, each of which can be tweaked with plenty of options. The Grid view works well for getting an overview of your images. The Loupe view helps you take a closer look at a single image. Use Compare view to spot the differences between a pair of images, while the Survey view lets you inspect several images at once. (For more information on using the Compare and Survey views to winnow images, see page 52.)

To switch to Grid view:

- If the toolbar is visible, click the  button on the far left.
or
- Press the G on your keyboard.
- or*
- From the Menu bar, choose View > Grid.

To switch to Loupe view:

- If the toolbar is visible, click the  button on the far left.
or
- Press the E on your keyboard (think E for Expanded).
- or*
- From the Menu bar, choose View > Loupe.

To switch to Compare view:

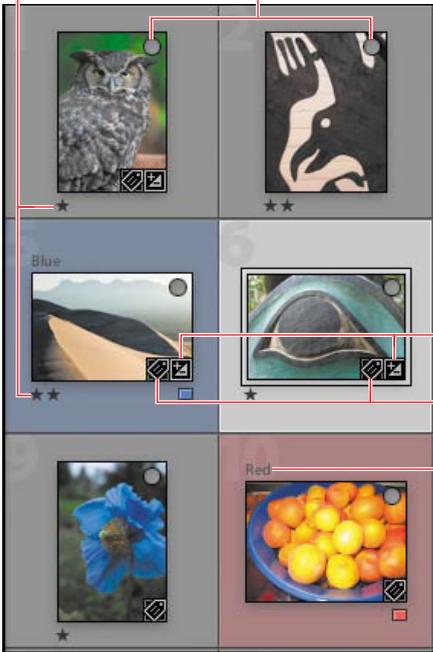
- If the toolbar is visible, click the  button on the far left.
or
- Press the C on your keyboard.
or
- From the Menu bar, choose View > Compare.

To switch to Survey view:

- If the toolbar is visible, click the  button on the far left.
or
- Press the N on your keyboard.
or
- From the Menu bar, choose View > Survey.

Rating applied

Part of Quick Collection



Grid and Loupe View Options

The Grid and Loupe views enable you to display extra information for 31 different items **A**, **B**. It's easy to toggle this information on and off as you need it, letting you bounce between detailed and clutter-free views.

Develop adjustments applied

Keywords applied

Color label applied

A Just some of the Grid view's extra information options.

Click to add/remove flag



Click to rotate left/right

B To minimize visual clutter, another Grid view option enables you to display clickable buttons, such as rotate left/right, only when you roll over the image.

To set Grid view options:

1. In the Library module, from the Menu bar choose View > View Options.

or

Press Ctrl-J/Cmd-J.

or

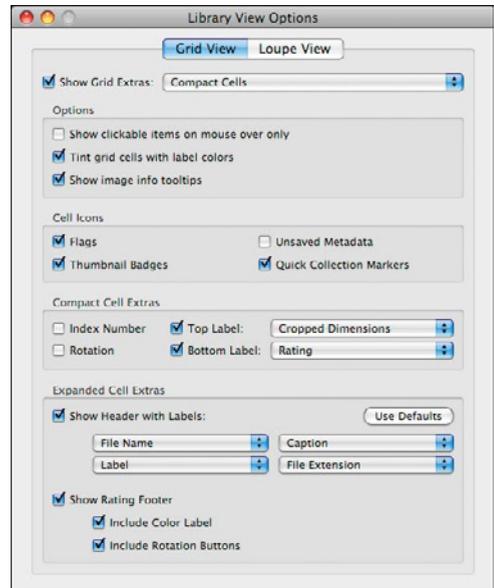
Right-click (Control-click on single-button Macs) any image and choose View Options in the pop-up menu **C**.

2. When the Library View Options dialog appears, click the Grid View tab **D**. Select the Show Grid Extras check box and then set the remaining check boxes and drop-down menus. (For more information, see the “Grid View Options” sidebar on the next page.)

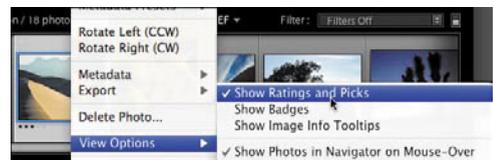
TIP You can control what information appears in the Filmstrip by right-clicking (Control-clicking on single-button Macs) a thumbnail. Choose View Options and make a choice in the pop-up menu **E**.



C To set Grid view options, right-click (Control-click on single-button Macs) any image and choose View Options.



D In the Grid View tab of the Library View Options dialog, select the Show Grid Extras check box and then set the remaining check boxes and drop-down menus.



E To control what information appears in the Filmstrip, right-click (Control-click on single-button Macs) a thumbnail. Choose View Options and make a choice in the pop-up menu.

Grid View Options

Show Grid Extras is turned on by default; deselect it if you want to hide the extra information. Use the drop-down menu to choose Compact Cells or Expanded Cells. Then set the remaining check boxes and drop-down menus **D**:

Options: Select which of the three options you want to appear. If you deselect “Show clickable items on mouse over only,” the rotate and flag buttons appear on all the thumbnails. “Show image info tooltips” helps you learn Lightroom’s many interface items.

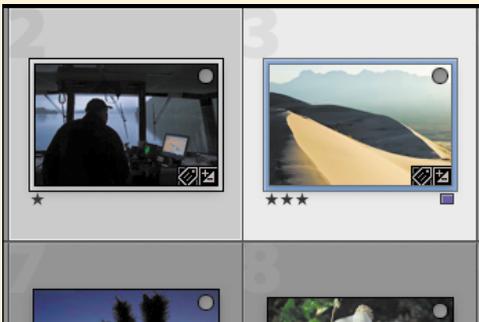
Cell Icons: See **A** to understand how the first three icons are used. The last, Unsaved Metadata, alerts you when edits have been made to an image but have not been saved back to the *original* image.

Compact Cell Extras: The Index Number is not applied to the actual photo; its display simply gives you a relative sense of where you are in a large group of photos. The Rotation buttons make it easy to correct a photo without traveling down to the toolbar. Use the Top Label and Bottom Label drop-down menus to choose from 31 information items that can be displayed **F**. I prefer to apply such labels in the Loupe view to keep the thumbnails less cluttered.

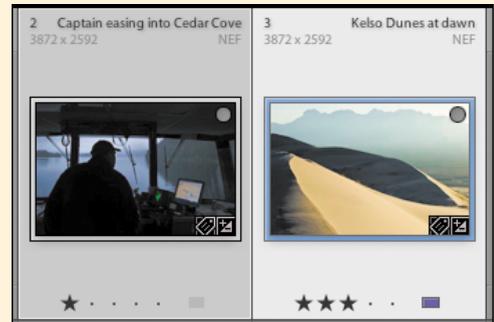
Expanded Cell Extras: These choices allow each thumbnail to display up to six extra items of information. The drop-down menus offer the same 31 choices found in the Compact Cell Extras drop-down menus. All that extra information, however, means that you cannot squeeze as many thumbnails into Lightroom’s main window **G**, **H**. However, you can always press the J key to cycle from compact to expanded cells.



F The Grid view drop-down menu offers 31 different information items you can display.



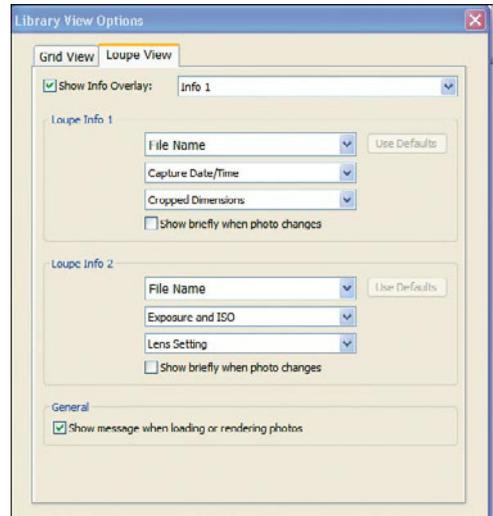
G The Compact Cell view option shows only minimal information extras—but lets you squeeze more thumbnails into a given view.



H The Expanded Cell view option offers lots of information extras, at the cost of showing fewer thumbnails in a given view.

To set Loupe view options:

1. In the Library module, from the Menu bar choose View > View Options.
2. When the Library View Options dialog appears, click the Loupe View tab . Select the Show Info Overlay check box and then set the remaining check boxes and drop-down menus. (For more information, see the “Loupe View Options” sidebar on the next page.)



 In the Loupe View tab, select the Show Info Overlay check box and then set the remaining check boxes and drop-down menus.

Loupe View Options

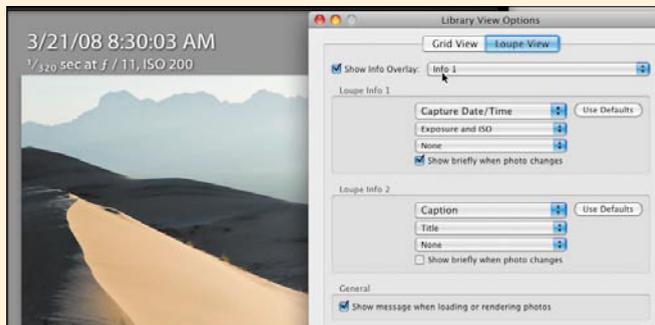
You can cycle through the Loupe view options—show Info 1, show Info 2, hide all extra information—by pressing the I key.

Show Info Overlay is turned on by default; deselect it if you want to hide the extra information. Use the drop-down menu to choose Info 1 or Info 2. Then set the remaining check boxes and drop-down menus **I**:

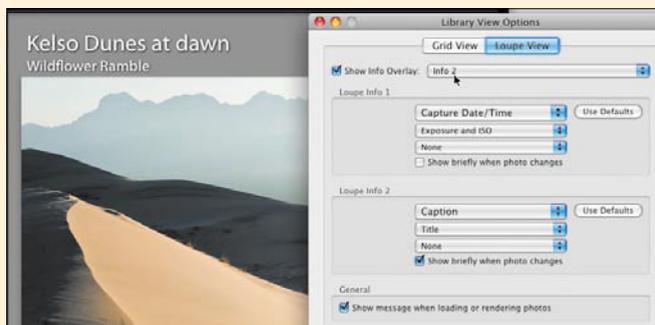
Loupe Info 1: Each of the three drop-down menus offers the same 31 information choices as in the Grid view options **J**. I find it useful to display exposure information in this group **K**.

Loupe Info 2: As with Loupe Info 1, the drop-down menus offer 31 information choices **J**. I find it useful to display caption/name information in this group **L**.

General: Depending on the speed of your machine and the size of the preview being generated, Lightroom sometimes takes several seconds to display the Loupe view. If you click the check box here, Lightroom handily tells you that it's working on the preview instead of just showing a blank window **L**.



K Here the Info 1 choice displays exposure-related information.



L Here the Info 2 choice displays caption/name information.

File Name
File Base Name
File Extension
Copy Name
Folder
Common Attributes
Rating
<input checked="" type="checkbox"/> Label
Rating and Label
Capture Date/Time
Cropped Dimensions
Megapixels
Caption
Copyright
Title
Location
Creator
Common Photo Settings
Exposure and ISO
Exposure
Lens Setting
ISO Speed Rating
Focal Length
Exposure Time
F-Stop
Exposure Bias
Exposure Program
Metering Mode
Camera
Camera Model
Camera Serial Number

J Each of the Loupe view's three drop-down menus offers the same 31 information choices as in the Grid view options.

Setting Thumbnail Size

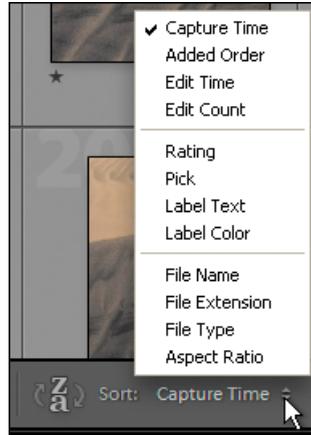
Depending on what you're doing, you can fine-tune the size of the thumbnails to suit the task. For example, to quickly find all your obvious duds—lens cap on, flash failed to fire, and so on—you might zoom out to look over as many images as possible. To get a better sense of your best shots, you'd want to zoom in enough to actually see some details of the images.

To set thumbnail size:

- If the toolbar is visible, drag the Thumbnails slider to change the size of the images.

or

- Press the – (minus) or + (plus) key to zoom out or zoom in on the thumbnails. (On the Mac, press Ctrl with the – [minus] or + [plus] key.)



- Click the Sort pop-up menu to pick the type of sort applied to the main window.

Setting Sort View

Lightroom offers 12 ways to sort your view of images in the Library module. Since it's easy to switch from one to another, you can pick the sort view that works best for a particular task. When you first review a batch of newly imported images, for example, sorting by reverse order of capture time puts the most recent images at the top where you can see them immediately.

To set sorting:

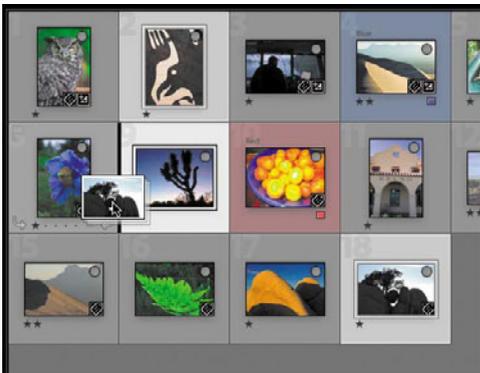
- Click the Sort pop-up menu to pick the type of sort applied to the main window. Click the a–z button just left of the Sort menu to set the sort order (descending or ascending).



A Drag a photo to another spot in the Grid. The thin vertical line between the existing images becomes bold black, marking the selected photo's destination.



B Release the cursor and the selected photo moves to its new spot in the Grid.



C A stack of mini-thumbnails signals that you are moving more than one image.

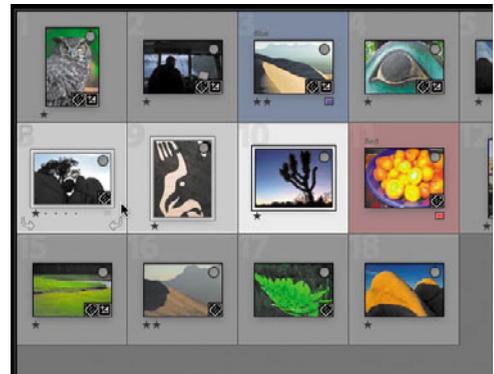
Rearranging Photos

If you are working within a collection, you can easily rearrange photos in the Grid view if that makes it easier to compare or organize them. The shuffling doesn't change the photos, just your view of them. (For more information on collections, see 121.)

To rearrange photos:

1. Click to select a photo you want to move. Its surrounding frame lightens.
2. Click again in the center of the photo and drag it to another spot in the grid. The thin vertical line between the existing images becomes a bolder black, marking the selected photo's destination. A mini-thumbnail of the selected image also appears **A**.
3. Release the cursor and the selected photo moves to its new spot in the Grid **B**.

TIP You also can select multiple images and drag them to a new place in the grid. A stack of mini-thumbnails signals that you've selected more than one image **C**. The selected images do not need to be next to each other, though they will be once moved **D**.



D The selected images, which may not have been next to each other before the move, are grouped together afterward.

Moving Through Photos

Lightroom offers several ways to move among the images in the Library's main window: forward or back one image at a time, from screen to screen, or to the top or bottom of the window.

To move from photo to photo:

In any view (Grid, Loupe, Compare, or Survey), do one of the following:

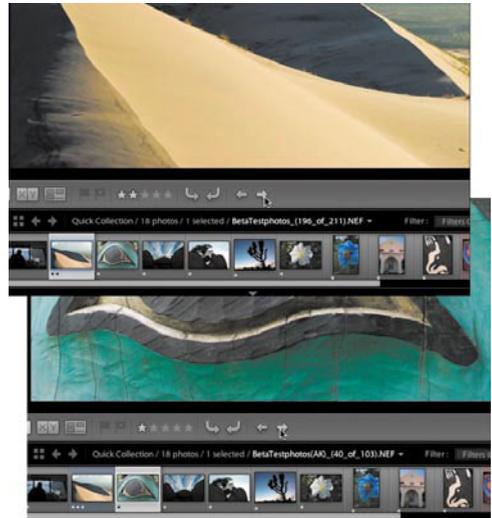
- Press the keyboard's left/right arrow keys to move back or forward one photo at a time.
- If Navigate is turned on in the toolbar drop-down menu, use the previous or next buttons to move to another image **A**.

TIP In the Grid view, you also can press the up/down arrow keys to move to the image above or below the current image.

TIP When working in the Loupe view, you can keep a sense of your place in the image sequence by turning on the Filmstrip (Shift-Tab, then Tab again to hide the side panels) **B**.



A If the Navigate buttons are turned on in the toolbar, you can use them to move to another image.



B When working in the Loupe view, the Filmstrip helps you keep a sense of where you are in the overall image sequence.

To move from screen to screen:

- In the Grid or Loupe view, press the Page Up/Page Down keys. The Library's main window changes to display a new screen of images (in Grid) or a new single image (in Loupe).

or

Scroll through the Filmstrip to find another image, click its thumbnail, and the Library's main window displays that selection.

To move to top or bottom of the Grid:

- In the Grid view only, you can jump to the top of the thumbnails by pressing the Home key. Or move to the very bottom of the thumbnails by pressing the End key.

Selecting Images

Lightroom offers several ways to select one image, a group of adjacent images, or multiple images not next to each other. Once selected, you can apply the same action to all those images.

To select an image:

- In the Grid view, roll the cursor over an image you want to select, and click. The image is selected, as indicated by its surrounding frame becoming lighter than the other images **A**.

To select multiple images:

1. Click the first image you want to select in the Grid view.
2. Press and hold Ctrl (Windows) or Cmd (Mac) while clicking each of the other images you want to select. The surrounding frame of each selected image lightens **B**.

or

If all the images you want are in a row, press Shift and click the last image in the group. The surrounding frames lighten for all the images between the first and last clicked images **C**.

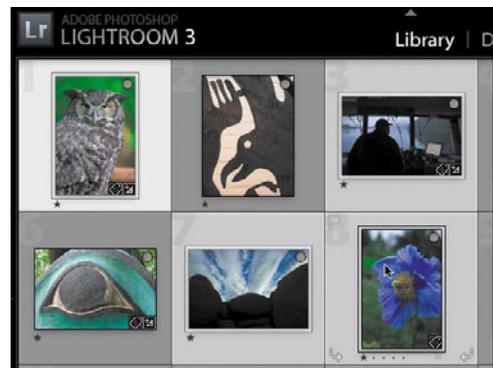
TIP When you select multiple images, the surrounding frame for the one selected *first* is brighter than the rest **B**.

TIP To select all the images in the Grid, press Ctrl-A/Cmd-A. The surrounding frames for all the images lighten, indicating that they are selected.

TIP To deselect an image in the Grid, press the / key. If multiple images are selected, they are deselected one at a time as you continue pressing the / key.



A The frame of a selected image is lighter than those of the other images.



B To select multiple images, press and hold Ctrl (Windows) or Cmd (Mac) while clicking the other images you want.



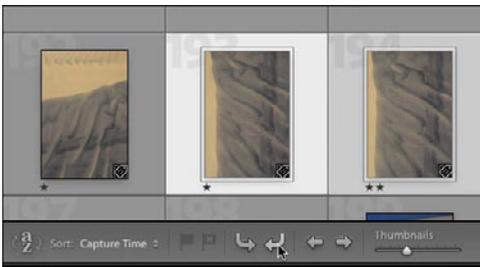
C If all the images you want are in a row, just press Shift and click the last image in the group to select them all.



A To rotate an image, click one of the two arrows at the bottom corners.



B You also can rotate selected images by right-clicking them (Control-clicking on single-button Macs) and choosing Rotate Left or Rotate Right.



C If the two rotate arrows are turned on in your toolbar, click the one you need.

Rotating Images

Most digital cameras now do this automatically, but manually rotating images may still be necessary, especially with scanned images. While rotating images arguably belongs in the “Developing Images” chapter, you’re more likely to notice unrotated images at this stage, so I’ve put it here.

To rotate an image:

Select the image(s) you want to rotate in the same direction and do any of the following:

- Roll the cursor over any of the selected images and click one of the two arrows at the bottom corners to rotate the image clockwise or counterclockwise. The images rotate in the selected direction **A**.
- Right-click (Control-click on single-button Macs) any of the selected images and choose Rotate Left or Rotate Right from the drop-down menu **B**. The images rotate in the selected direction.
- If the two rotate arrows are turned on in your toolbar, click the one you need **C**. The images rotate in the selected direction.

TIP If the rotate arrows are not visible in the Grid view, you can turn them on using the Grid view options. (See “To set Grid view options” on page 54.)

TIP To deselect an image you’ve selected in the Grid view, press the / key. If multiple images are selected, they are deselected one at a time as you continue pressing the / key.

Putting It All Together

1. Turn on the toolbar and use the pop-up menu to show or hide a particular set of tools.
2. Set a Library source and switch its view to each of the four options: Grid, Loupe, Compare, and Survey.
3. Change the view options for each of those four views.
4. Change the thumbnail size using the slider, and then change it using the keyboard.
5. Change the Library view sorting order, and then reverse that order using the a–z button.
6. Rearrange the photo order using the click-and-drag method.
7. In any Library view, use the keyboard to move forward and backward one photo at a time.
8. In any view, use the keyboard to move through the photos screen by screen. Try the same thing using the Filmstrip.
9. In the Library's Grid view, use the keyboard to jump to the top and bottom of the thumbnails.
10. In the Grid view, select several photos sitting next to each other. Again in Grid view, select several photos scattered throughout the grid of thumbnails.
11. Select and rotate an image using the toolbar, and then using the drop-down menu.

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