



Adobe® Photoshop® Lightroom® 5

CLASSROOM IN A BOOK®

The official training workbook from Adobe Systems



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The official training workbook from Adobe Systems

Adobe Photoshop Lightroom 5 Classroom in a Book

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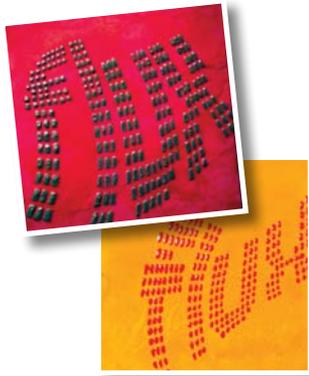
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GETTING STARTED

Adobe® Photoshop® Lightroom® delivers a complete workflow solution for the digital photographer—from importing, reviewing, organizing, and enhancing images to publishing photos, producing client presentations, creating photo books and 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’d expect from an Adobe application, using 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 photo library and to easily produce good-looking pictures and polished presentations for both web and print.

About Classroom in a Book

Adobe Photoshop Lightroom 5 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 5.

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

What's new in this edition

This edition covers many new features in Adobe Photoshop Lightroom 5, such as configurable grid and guide overlays, drag and drop geocoding, advanced content-aware retouching, and smart previews that enable you to go on editing the photos in your Lightroom library while you're on the road, though the original files are on the hard disk of your desktop computer at home.

New exercises will show you how to make feathered local adjustments and create custom off-center vignettes with the Radial Filter tool, how to remove unwanted objects with the enhanced Spot Removal tool, and how to correct perspective effects with a single click using the new Upright feature.

This edition also covers enhancements to both the Book and Slideshow modules, introduces the latest addition to the Publish Services panel—a link to the Behance service, and showcases the inspirational visions of seven guest photographers.

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 500 MB of free space on your hard disk for the downloaded lesson files (*see Accessing the Classroom in a Book files on the facing page*) 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 the lessons in *Adobe Photoshop Lightroom 5 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 5 software separately. For system requirements and complete instructions for downloading, installing, and setting up the software, see the topics listed under the header "Up and running" at <http://helpx.adobe.com/lightroom.html>.

Accessing the Classroom in a Book files

In order to work through the exercises in this book, you'll need to download the sample image files and other resources from your Account page at peachpit.com. You can either download the entire Lessons folder before you begin, or download the files for individual lessons as you need them.

Your Account page is also where you'll find any updates to the lessons or to the work files. Look on the Lesson & Update Files tab to access the most current content.

Downloading the Lesson files

- 1 Go to www.peachpit.com/redeem, and enter the code found at the back of this book. If you don't yet have a Peachpit.com account, follow the prompts to create one.
- 2 Click the Lesson & Update Files tab on your Account page to see a list of downloadable files. Click the links to download either the entire Lessons folder or the work folders for individual lessons to your computer.
- 3 Create a new folder named **LR5CIB** inside the *username*/My Documents (Windows) or *username*/Documents (Mac OS) folder on your computer.
- 4 If you downloaded the entire Lessons folder, drag the downloaded folder into the LR5CIB folder on your hard disk. If you downloaded the work folder for an individual lesson, first create a Lessons folder inside the LR5CIB folder; then, drag the downloaded folder to your LR5CIB/Lessons folder.

You'll import these sample images into your Lightroom library and learn to organize them using the catalog file that is central to many of the projects in this book. Keep the lesson files on your computer until you've completed all the exercises.

● **Note:** The downloadable sample images 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.

Understanding Lightroom catalog files

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.

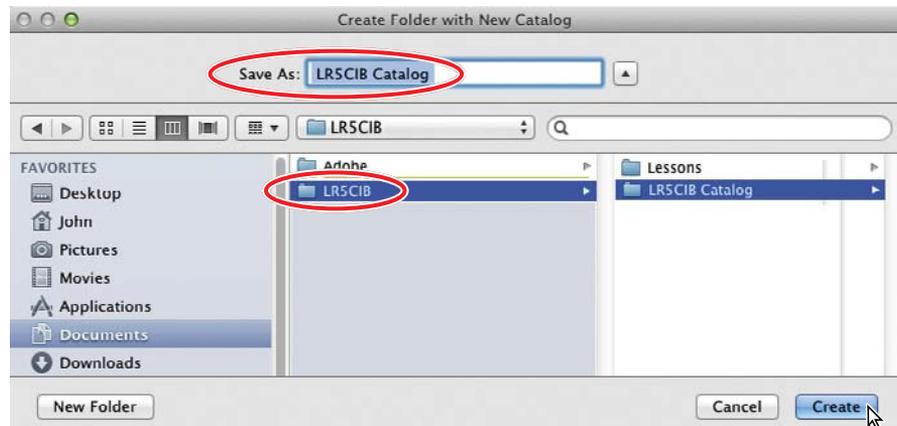
Creating a catalog file for working with this book

When you first launch Lightroom, a catalog file named Lightroom 5 Catalog.lrcat is automatically created on your hard disk. This default catalog file is created inside the folder *username/My Documents/My Pictures/Lightroom* (on Windows) or *username/Pictures/Lightroom* (on Mac OS).

You'll create your new work catalog file inside your LR5CIB folder, right beside the Lessons folder containing your downloaded work files.

- 1 Start Adobe Photoshop Lightroom 5.
- 2 From the Lightroom menu bar, choose File > New Catalog.
- 3 In the Create Folder With New Catalog dialog box, navigate to the LR5CIB folder you created on your hard disk.
- 4 On Windows, type **LR5CIB Catalog** in the File Name text box; then, click Save. On Mac OS, type **LR5CIB Catalog** in the Save As text box; then, click Create.

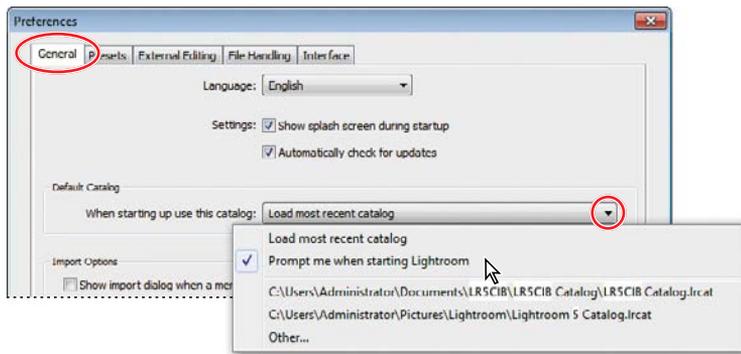
● **Note:** In this book, the forward arrow character (>) is used to denote submenus and commands found in the menu bar at the top of the workspace or in context menus; for example, Menu > Sub-menu > Command.



- 5 If you see a notification about backing up the current catalog before loading your new catalog, choose your preferred option to dismiss the message.

In order to be sure that you're always aware of which catalog you're working with as you progress through the exercises in this book, you will now set the preferences so that you'll be prompted to specify the LR5CIB 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.

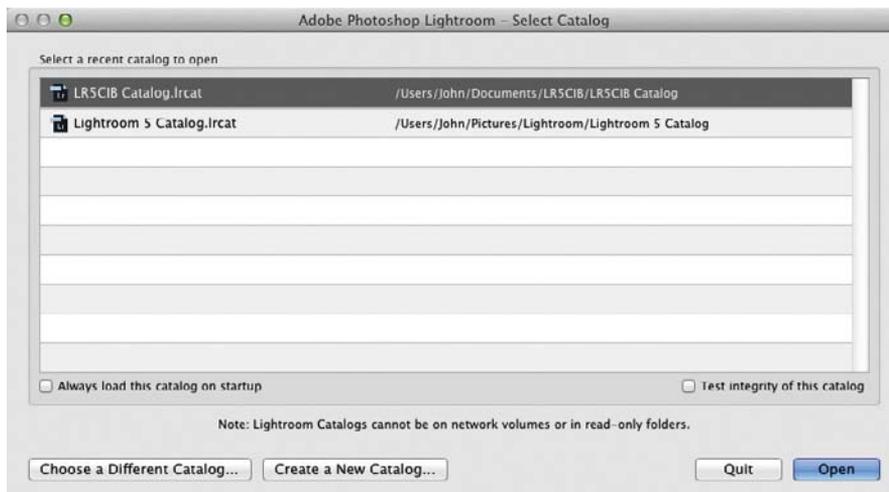
- 6 Choose Edit > Preferences (Windows) / Lightroom > Preferences (Mac OS).
- 7 In the Preferences dialog box, click the General tab. From the Default Catalog menu, choose Prompt Me When Starting Lightroom.



● **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.

- 8 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 LR5CIB Catalog is selected before Lightroom launches.



► **Tip:** Even if you've set Lightroom to load the most recent catalog by default, you can open the Select Catalog dialog box by holding down the Ctrl+Alt / Control+Option keys immediately after you launch Lightroom.

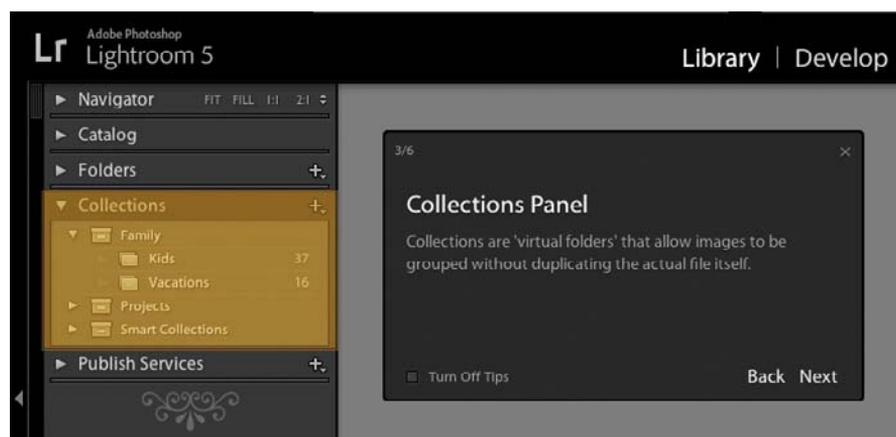
Getting help

Help is available from several sources, each one useful to you in different circumstances:

● **Note:** You don't need to be connected to the Internet to view Help in Lightroom. However, with an active Internet connection, you can access the most up-to-date information.

Help in the application: The complete user documentation for Adobe Photoshop Lightroom is available from the Help menu, in the form of HTML content that displays in the Adobe Community Help application. Even without the Community Help application, this content will display in your default browser. This documentation provides quick access to summarized information on common tasks and concepts, and can be especially useful if you are new to Lightroom or if you are not connected to the Internet.

The first time you enter any of the Lightroom modules, you'll see module-specific tips that will help you get started by identifying the components of the Lightroom workspace and stepping you through the workflow.



You can dismiss the tips if you wish, by clicking the Close button (x) in the upper right corner of the floating tips window. Click the Turn Off Tips checkbox at the lower left to disable the tips for all of the Lightroom modules. You can call up the module tips at any time by choosing Help > [Module name] Tips.

In the Help menu you can also access a list of keyboard shortcuts applicable to the current module.

Help on the Web: You can also access the most comprehensive and up-to-date documentation on Lightroom via your default browser. Point your browser to <http://helpx.adobe.com/lightroom.html>.

Help PDF: Help is also available as a PDF document, optimized for printing; download the document at: http://livedocs.adobe.com/en_US/Lightroom/1.0/help.pdf.

Additional resources

Adobe Photoshop Lightroom 5 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 Photoshop Lightroom 5 Help and Support You can search and browse Help and Support content from Adobe at <http://helpx.adobe.com/lightroom.html>.

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

Adobe Creative Cloud Learn <https://helpx.adobe.com/creative-cloud/tutorials.html> provides inspiration, key techniques, cross-product workflows, and updates on new features. The Creative Cloud Learn page is available only to Creative Cloud members.

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.

Resources for educators 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 Photoshop Lightroom 5 product home page
<http://www.adobe.com/products/photoshop-lightroom.html>

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 Design Center 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 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>.

Visit <http://training.adobe.com/certification.html> for information on the Adobe Certified programs.

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4

REVIEWING

Lesson overview

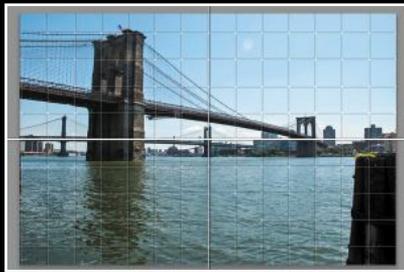
It's a good policy to spend some time reviewing, sorting, and marking your newly imported images. A little time spent organizing and grouping photos at this stage will make it much easier to find exactly the images you want when you need them.

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
- 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. If you haven't already done so, download the Lesson 4 work files from the Lesson & Update Files tab on your Account page at www.peachpit.com.



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.

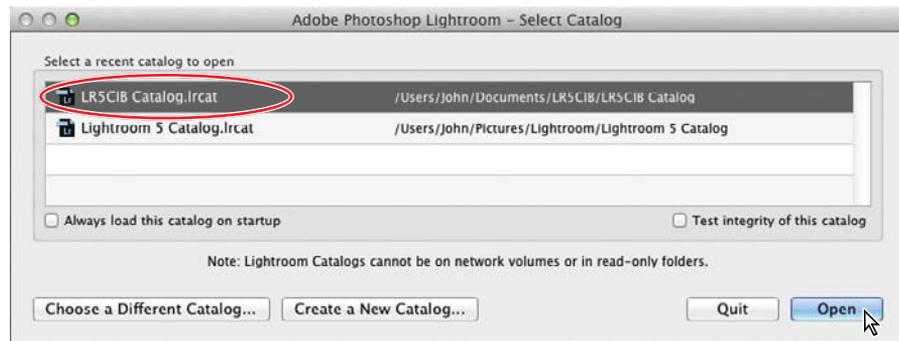
Getting started

● **Note:** This lesson assumes that you already have a basic working familiarity with the Lightroom workspace. If you find that you need more background information, refer to Lightroom Help, or review the previous lessons.

Before you start on this lesson, make sure you've set up the LR5CIB folder for your lesson files and created the LR5CIB Catalog file to manage them, as described in "Setting up a work folder" and "Creating a catalog file for working with this book" in the Getting Started chapter at the beginning of this book.

If you haven't already done so, download the Lesson 4 folder from your Account page at www.peachpit.com to the LR5CIB/Lessons folder, as detailed in the section "Accessing the Classroom in a Book files" in the chapter "Getting Started."

- 1 Start Lightroom.
- 2 In the Adobe Photoshop Lightroom - Select Catalog dialog box, make sure that the file LR5CIB Catalog.lrcat is selected under Select A Recent Catalog To Open, and then click Open.



► **Tip:** If you can't see the Module Picker, choose Window > Panels > Show Module Picker, or press the F5 key. If you're working on Mac OS, you may need to press the fn key together with the F5 key, or change the function key behavior in the system preferences.

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



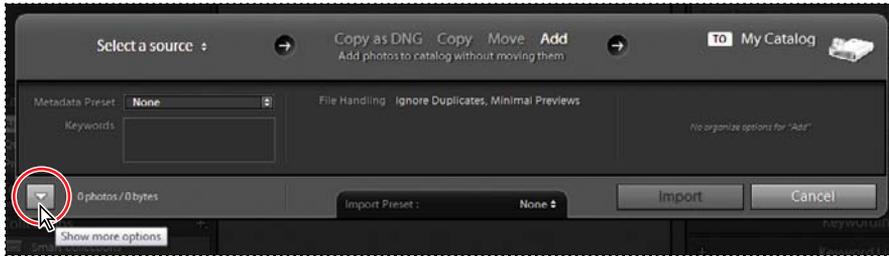
Importing images into the library

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

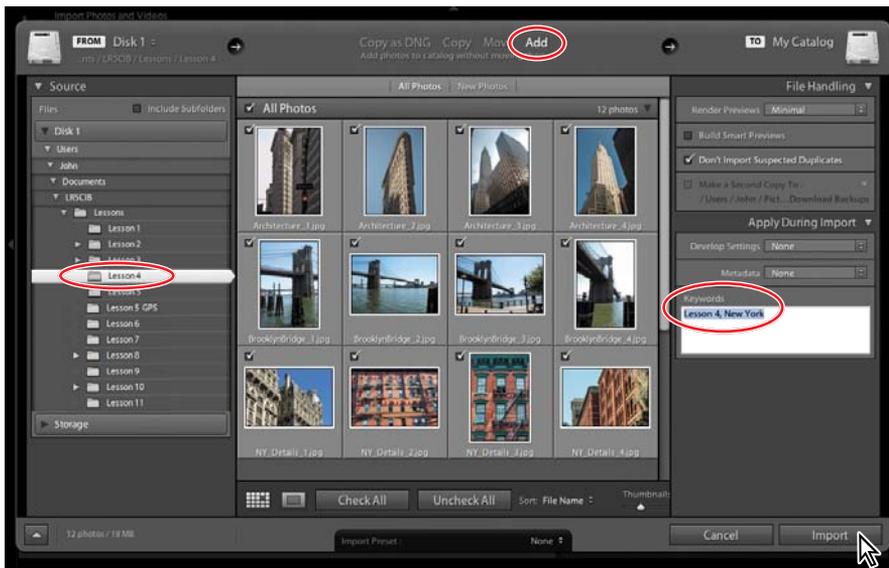
- 1 In the Library module, click the Import button below the left panel group.



- 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 and select the LR5CIB > Lessons > 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, select Add so that the imported photos will be added to your catalog without being moved or copied. 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 Suspected Duplicates option is activated. 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 that your import is set up as shown in the illustration below, and then click Import.

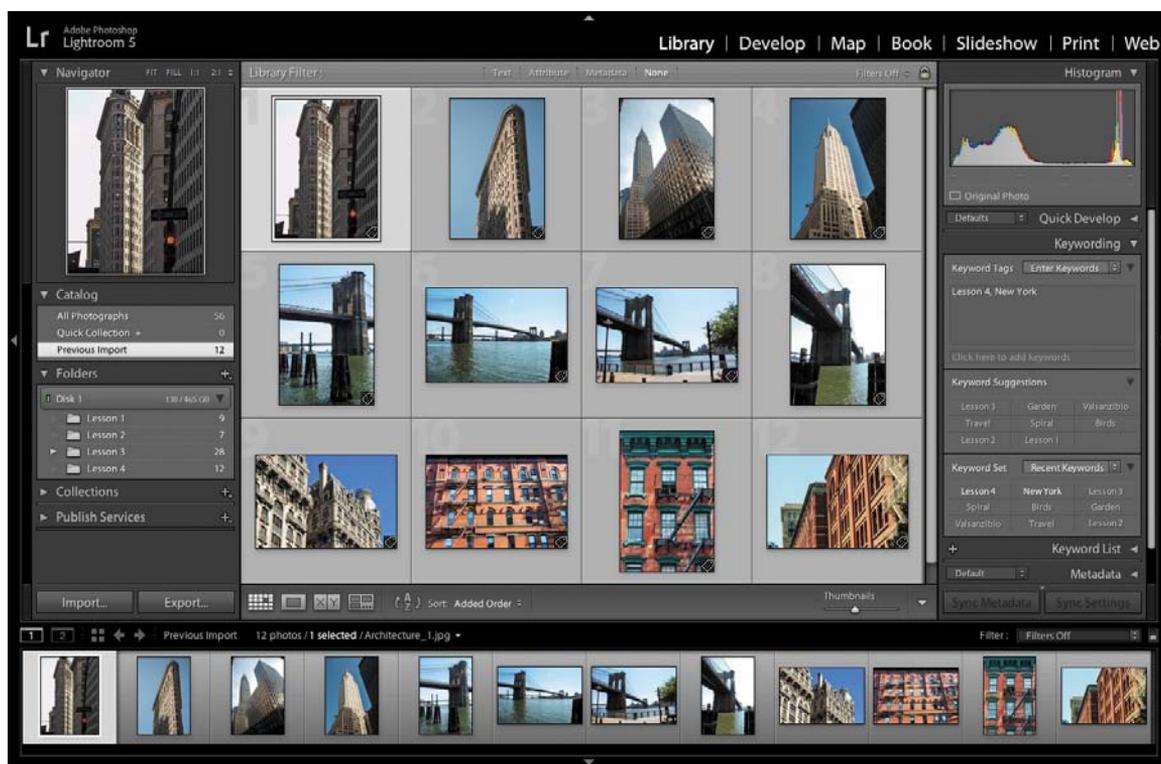


The twelve images are imported from the Lesson 4 folder and now appear in both the Grid view of the Library module and in the Filmstrip across the bottom of the Lightroom workspace.

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 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

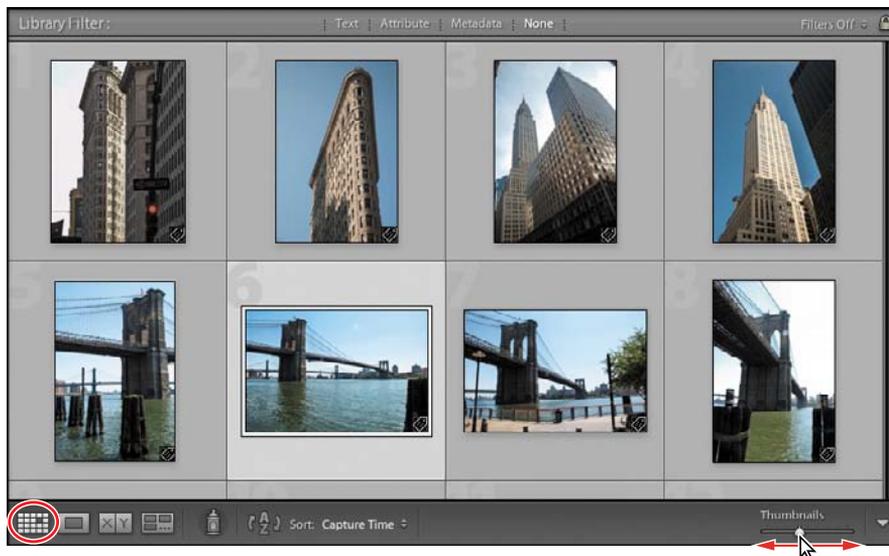
By default your images will be displayed in Grid view after they've been imported.

- 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 at least 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.

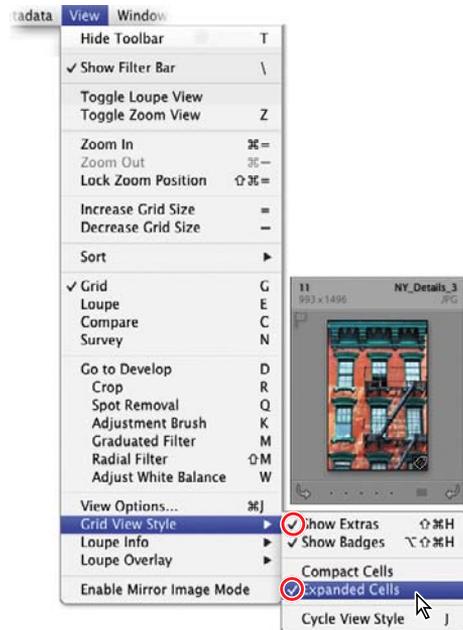
4 Activate the Show Grid Extras option and choose Compact Cells from the menu beside it. Customize the Options, Cell Icons, Compact Cell Extras, and Expanded Cell Extras settings to your liking. As a guide to the options available, please refer to “View Options for the Grid view” on the facing page.



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.

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.



7 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.

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.

Working 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 evaluate your images as you sort them in the Library module and to inspect and edit them in detail 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 In the Grid view or the Filmstrip, select the image NY_Details_1.jpg, and then click the Loupe view button () in the Toolbar. Alternatively, double-click the thumbnail in the Grid view or the Filmstrip, or press the E key.

► **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.



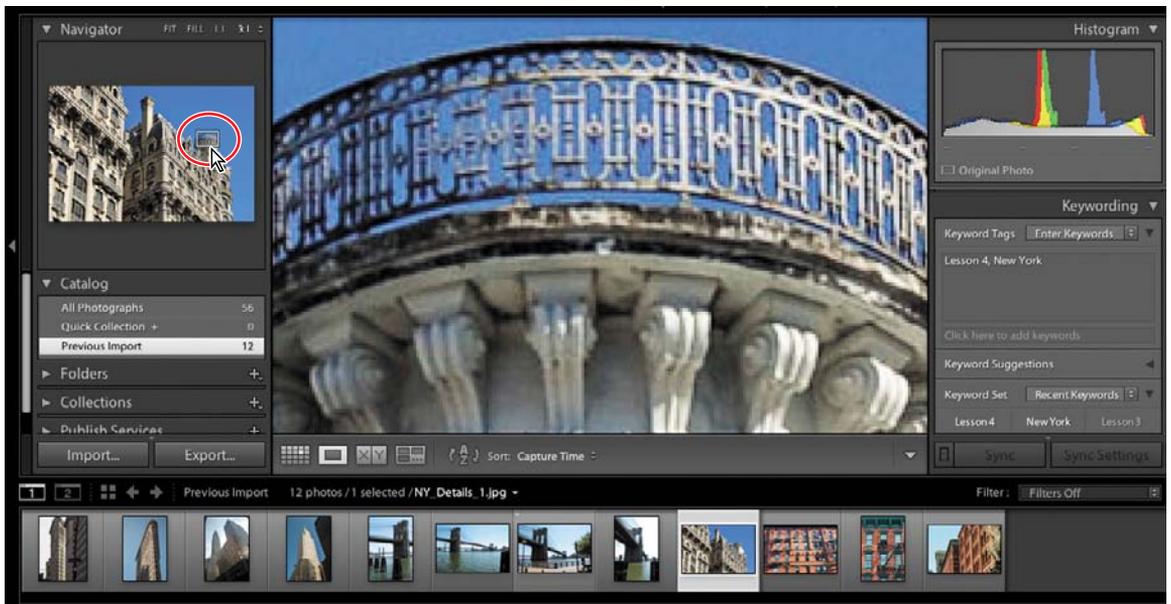
- 2 If necessary, expand the Navigator panel at the top of the left panel group. The zoom controls for the Loupe view are in upper right corner of the Navigator panel. Click 1:1 to see this photo at 100% (or “actual pixels”) magnification.



- 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. The white rectangle overlaid on the Navigator preview indicates the area currently displayed in the Loupe view. Drag the rectangle to pan the zoomed view.



- 5 Click in the Loupe view to move back and forth between the last two zoom levels; when zooming, the view will be centered on the point you click. Double-click the image to switch quickly back and forth between Loupe and Grid views.

- 6 In the header of the Navigator panel, click each of the four zoom levels in turn. Press the Ctrl key / Command key together with the Minus key (-) repeatedly to zoom out through the last four zoom levels and then switch to Grid view; press the Ctrl / Command key together with the Equal key (=) repeatedly to switch back to Loupe view and then zoom in. Finally, set the zoom level to Fit.

When you're working in Loupe view in the Library, the Develop module, or during a tethered capture session, you can choose to show configurable overlays that can be useful for setting up a layout, aligning elements, or making transformations.

- 7 Select any image in the Filmstrip, and then press Shift+Tab to hide all panels, making more space for the Loupe view. Choose View > Loupe Overlay > Show. Make sure the Grid and Guides options are both checked in the same submenu.

► **Tip:** Alternatively, You can show and hide the Loupe overlays as you work, by pressing Ctrl / Command +Alt / Option together with the 0 (zero) key.



- 8 Hold down the Ctrl / Command key to show controls for customizing the layout grid and guides. Drag over the Size and Opacity values at the top of the view to change the appearance of the Grid overlay. Drag the pin at the intersection of the Guides overlay to reposition it.

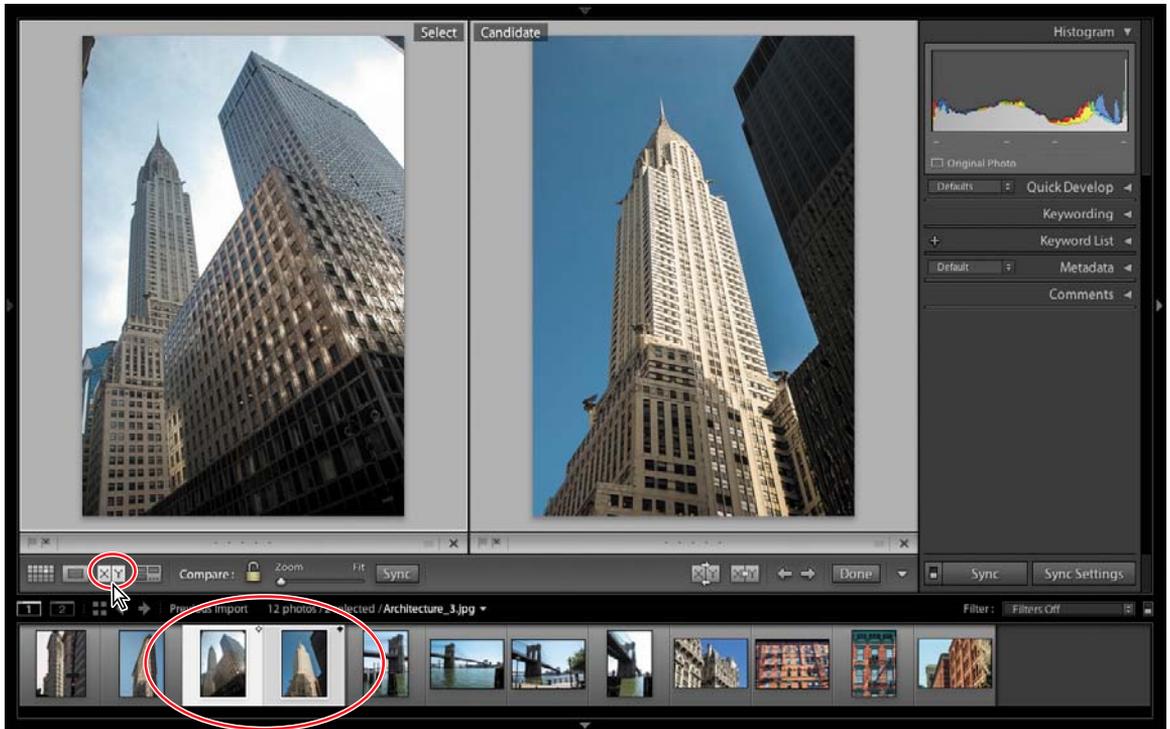


- 9 Press Shift+Tab to show all panels. Press Ctrl+Alt / Command+Option together with the O (for Oscar) key to hide the layout grid and guides.

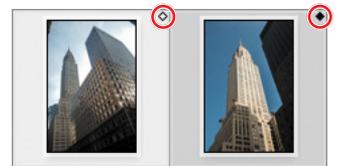
Comparing photos

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

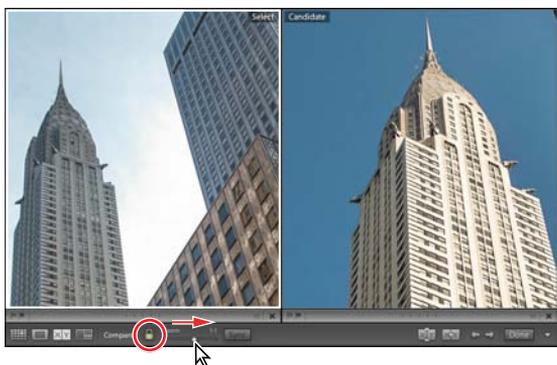
- 1 Press F5 and F7, or click the white arrows at the top and left edges of the workspace to hide the Module Picker and the left panels. In the Filmstrip, select the photo `Architecture_3.jpg`; then, Ctrl-click / Command-click its neighbor, `Architecture_4.jpg`. Click the Compare View button () in the 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, or un-filled, diamond in the upper right corner of the image cell, and the Candidate image with a black diamond.

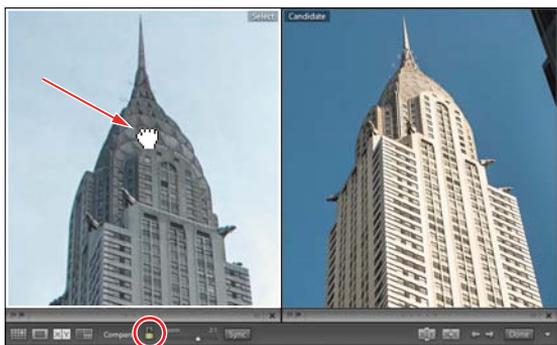


To use the Compare view to make a choice from a group of more than two photos, select your favored choice first to place it as the Select image, and then add the other photos to the selection. Click the Select Previous Photo and Select Next Photo buttons ( ) in the Toolbar or press the left and right 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.

In some situations, this may prove to be inconvenient; In our example, for instance, the detail we are comparing was photographed at different zoom levels.



- 3 To zoom and move the Select and Candidate images independently, click the view focus lock icon to unlink them. Click the Select photo to make it the active image, increase the zoom ratio to 2:1, and then drag to match the views.

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, and any menu command that you may apply.

- 4 Press Shift+Tab twice to show all panels. Click the lock icon to re-link the views, and then choose Fit from the zoom picker at the top of the Navigator.



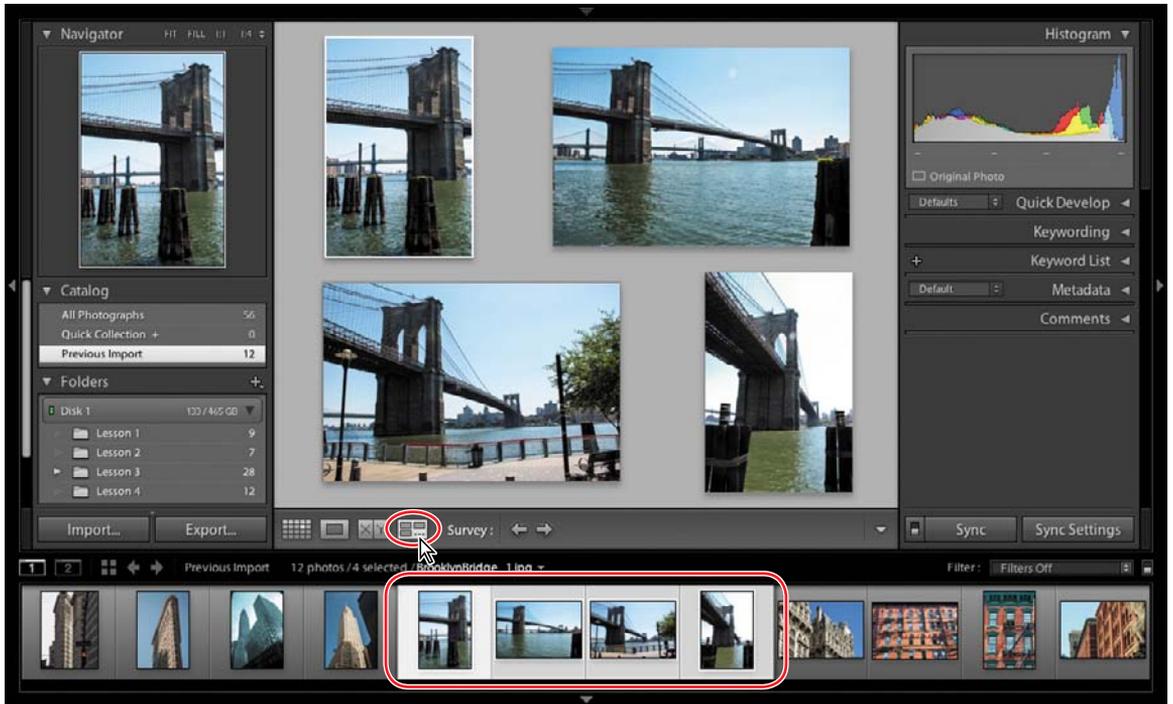
- 5 Click the Select photo to make it the active image: the image to which your edits will be applied. Expand the Quick Develop panel; then, choose Lightroom B&W Toned Presets > Cyanotype from the Saved Preset menu at the top of the Quick Develop panel. In the Tone Control pane, click the third button to the right of the Exposure control (the right-facing single arrow) once, and then click the right-facing double arrow buttons for Shadows and Clarity twice each.

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 is sharper and better exposed, the Select image is more graphically striking and—with the Cyanotype effect—more atmospheric. Applying a develop preset or making Quick Develop adjustments can help you to assess 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.

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 four images of the Brooklyn Bridge. Click the Survey view button (📄) in the Toolbar, or press the N key on your keyboard. Press F5, or click the arrow at the left edge of the workspace, to hide the Module Picker.



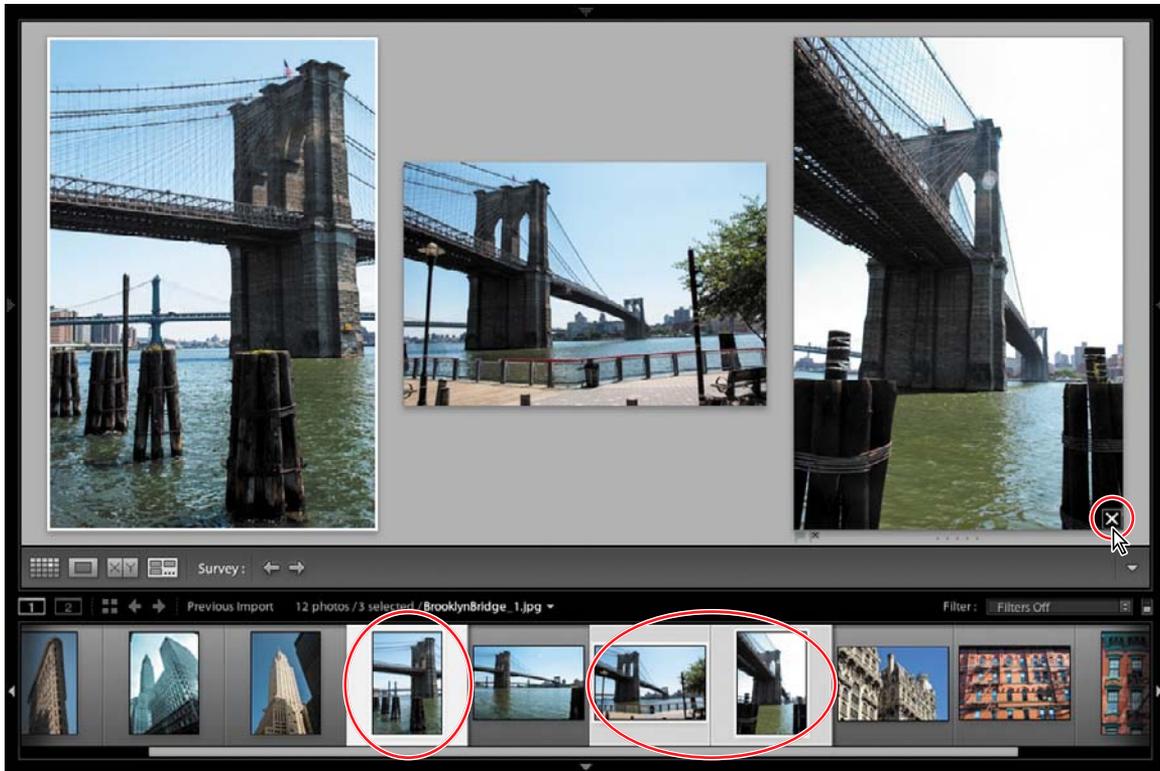
- 2 Navigate between the images by pressing the arrow keys on your keyboard or click the Select Previous Photo and Select Next Photo buttons (← →) in the Toolbar. The active image is surrounded by a thin white border.
- 3 Position the pointer over the second photo; then, click the Deselect Photo icon (✕) in the lower right corner of the thumbnail to drop this 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.



► **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.

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.



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

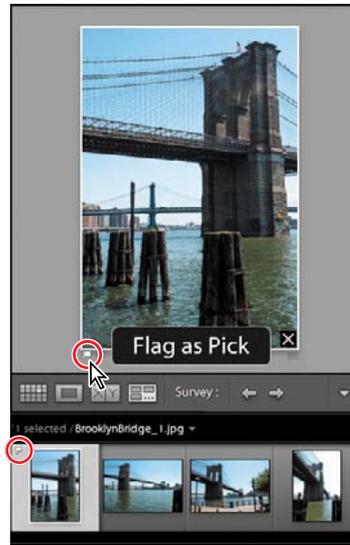
Flagging and deleting images

Now that you've 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 (🚩).

- 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.



► **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.

- 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 press Ctrl+Backspace / Command+Delete; then, click Remove to remove the rejected photo from your catalog without also 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.

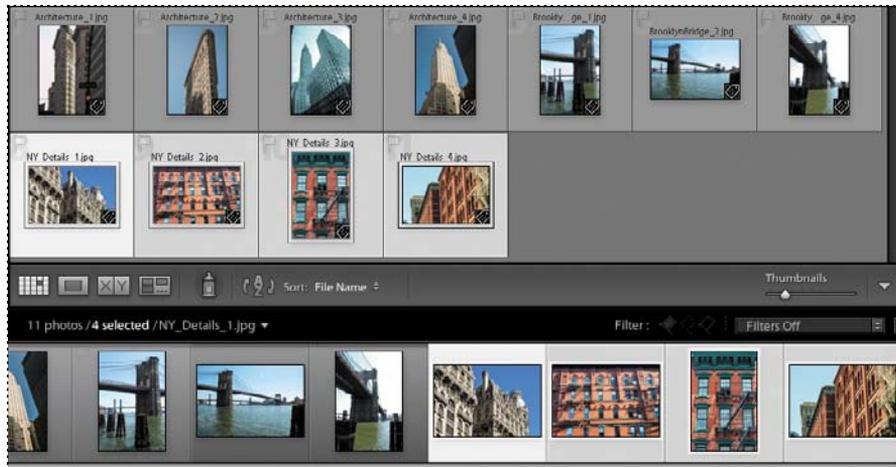
In the Grid view or the Filmstrip, you can add images to the Quick Collection with a single click—and remove them just as easily. Your images will stay in the Quick Collection until you're ready to convert it to a more permanent grouping that will be listed in the Collections panel. You can access the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

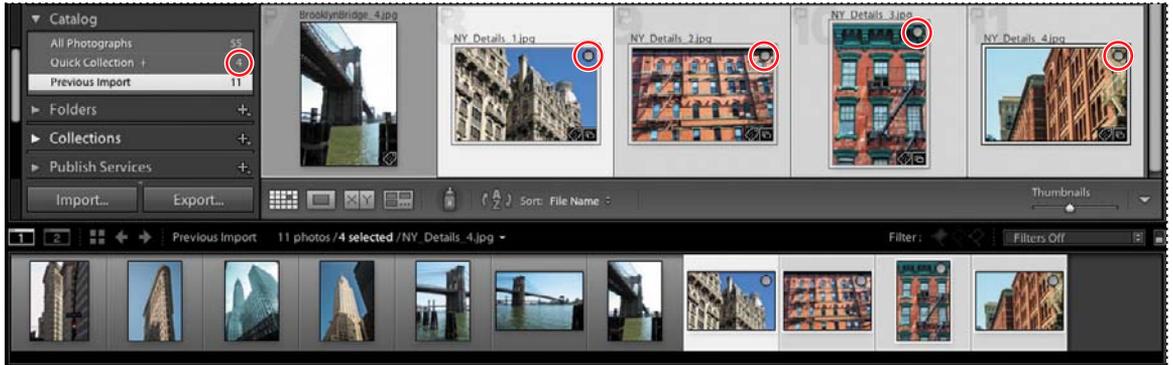


- 2 In the Grid view or the Filmstrip, select the image NY_Details_1.jpg, and then Shift-click the image NY_Details_4.jpg to select all four NY_Details photos.



- 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 four 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.



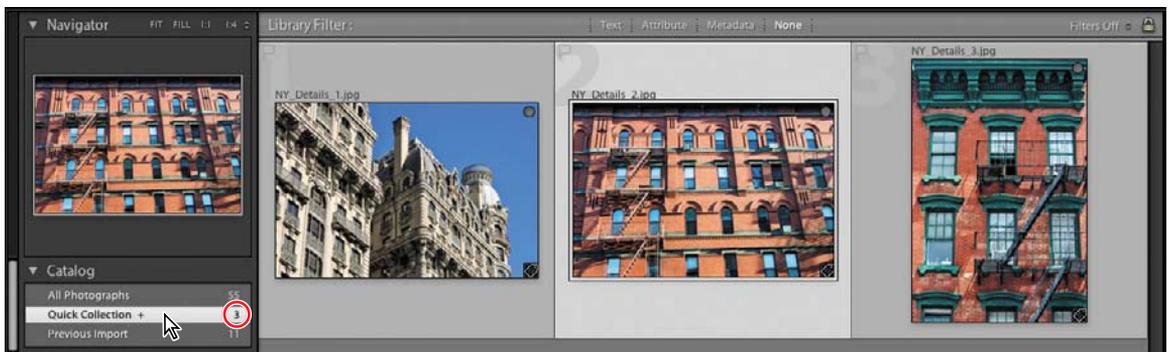
You can remove all of the selected photos from the Quick Collection by simply clicking the marker on one of the thumbnails or by pressing the B key.

- 4 For this exercise, you'll remove only the last image, `NY_Details_4.jpg`, from the Quick Collection. First, deselect the other three images; then, with only the image `NY_Details_4.jpg` selected, press the B key. The image count for your Quick Collection has been reduced to three.

► **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 Style menu. Choose View > View Options and activate Quick Collection Markers under Cell Icons in the Library View Options dialog box.

Converting and clearing the Quick Collection

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

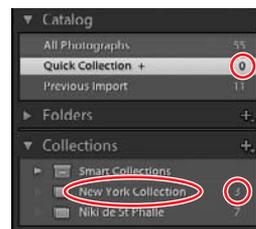


Now that you've refined your selection you can move your grouped images to a more permanent Collection.

- 2 Choose File > Save Quick Collection.
- 3 In the Save Quick Collection dialog box, type **New York Collection** 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 3.



- 5 In the Folders panel, click the Lesson 4 folder. The grid view once more shows all the lesson images, including those in your new 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 New York 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; then, Control-click / Command-click to select two or three images in the Grid view or the Filmstrip.
- 3 Open the Collections panel and watch as you press the B key on your keyboard; the image count for the New York Collection increases the selected images are 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 enable you to set the viewing mode for each display independently.

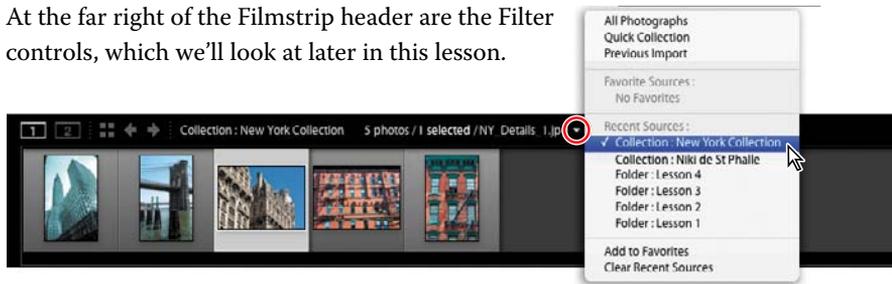


To the right of these buttons is the Grid view button, and arrow buttons for navigating between the different folders and collections you've recently been viewing.



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.

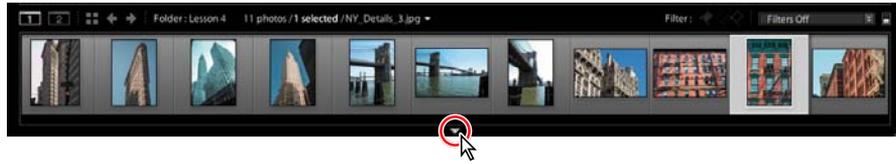
At the far right of the Filmstrip header are the Filter controls, which we'll look at later in this lesson.



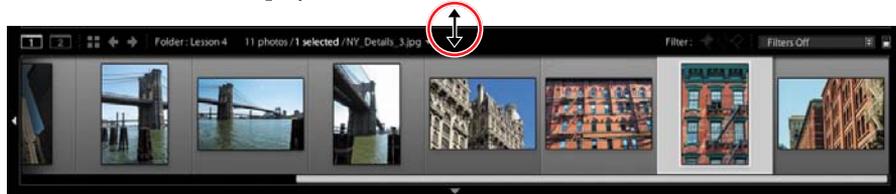
Hiding the Filmstrip and adjusting its size

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.

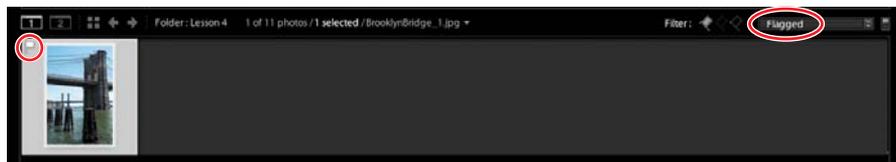


Using filters in the Filmstrip

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 context menu option View Options > Show Ratings And Picks. Examine the other options available in the Filmstrip context menu. Many of the commands apply to the image or images currently selected; 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.

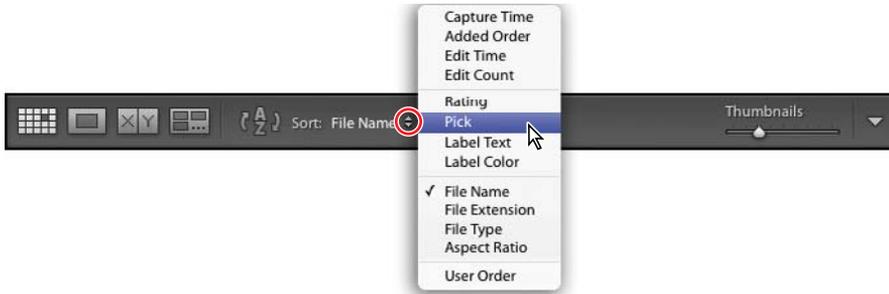
- 4 Click the white flag button to deactivate the active filter or choose Filters Off from the menu to disable all filters. The Filmstrip once more displays all the images in the folder. Click the word Filter again to hide the filter buttons.

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.

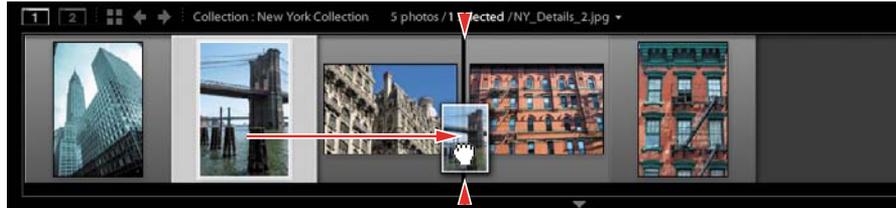
When you've grouped images in a Collection, you can manually rearrange their order however you wish. This can be particularly useful when you're creating a presentation such as a slideshow or web gallery, or putting together a print layout, as the images will be placed in the template according to their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

- 4 Expand the Collections panel and click the New York Collection that you created earlier in this lesson. Choose File Name from the Sort Criteria menu.

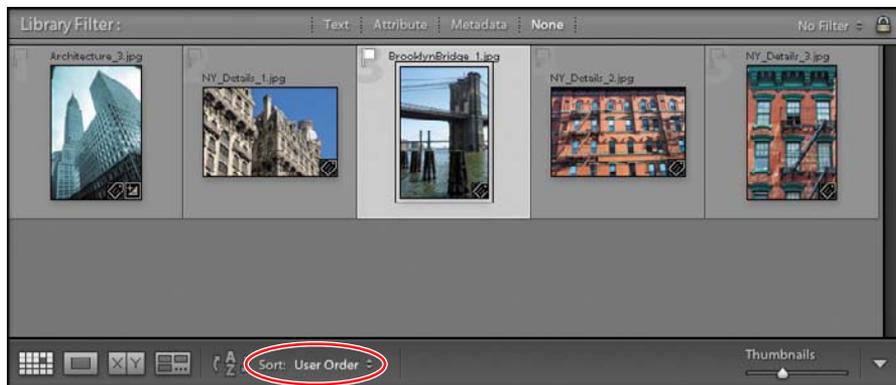


- 5 In the Filmstrip, drag the second image to the right and release the mouse button when you see a black insertion bar appear between the third and fourth thumbnails.

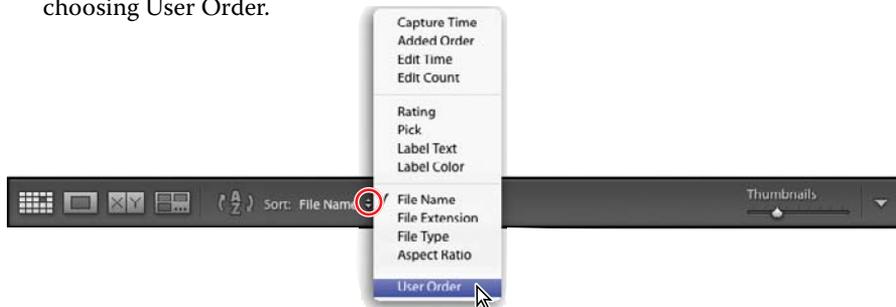
► **Tip:** You can also change the order of the photos in a collection by dragging the thumbnail images in the Grid view.



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 Name the four working views in the Library module, and explain how they're used.
- 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 is the 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.

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