

Step-by-Step Tasks in Full Color

## Includes

Workshops ▶

More than 500 of the  
Most Essential Lightroom  
Tasks ▶



Adobe®

# Photoshop® Lightroom® 2

●●●●●●●● on Demand

What you need, when you need it!

# Adobe® Photoshop® Lightroom® 2 on Demand

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# Introduction

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Welcome to *Adobe Photoshop Lightroom 2 On Demand*, a visual quick reference book that shows you how to work efficiently with Lightroom 2. This book provides complete coverage of basic to advanced Lightroom skills.

## How This Book Works

You don't have to read this book in any particular order. We've designed the book so that you can jump in, get the information you need, and jump out. However, the book does follow a logical progression from simple tasks to more complex ones. Each task is presented on no more than two facing pages, which lets you focus on a single task without having to turn the page. To find the information that you need, just look up the task in the table of contents or index, and turn to the page listed. Read the task introduction, follow the step-by-step instructions in the left column along with screen illustrations in the right column, and you're done.



## How You'll Learn

**How This Book Works**

**Step-by-Step Instructions**

**Exercise Files**

**Get Updates**

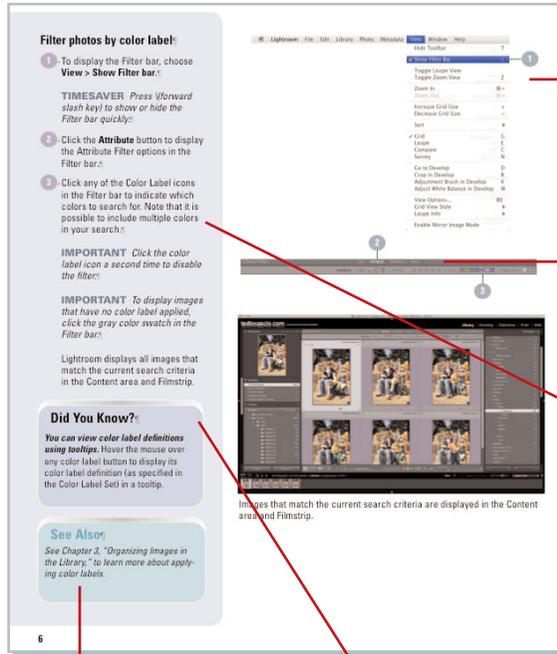
**Photoshop Family**

**Workshops**



# Step-by-Step Instructions

This book provides concise step-by-step instructions that show you “how” to accomplish a task. Each set of instructions includes illustrations that directly correspond to the easy-to-read steps. Also included in the text are time-savers, tables, and sidebars to help you work more efficiently or to teach you more in-depth information. A “Did You Know?” provides tips and techniques to help you work smarter, while a “See Also” leads you to other parts of the book containing related information about the task.



Easy-to-follow instructions focus on a single concept.

Illustrations match the numbered steps.

Numbered steps guide you through each task.

**Did You Know?**  
You can view color label definitions using tooltips. Hover the mouse over any color label button to display its color label definition (as specified in the Color Label Set) in a tooltip.

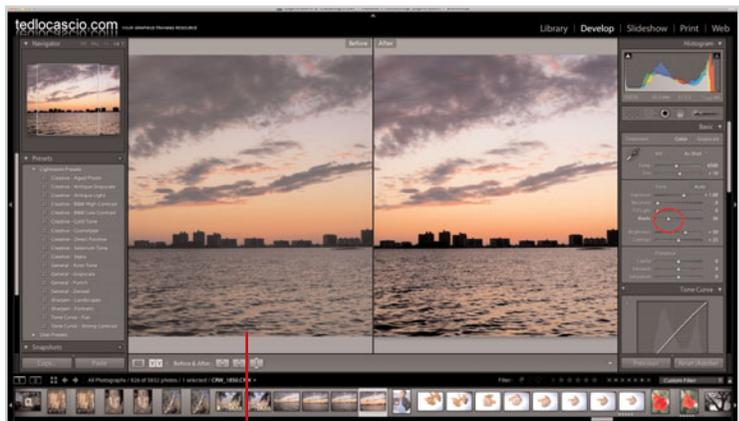
**See Also**  
See Chapter 3, “Organizing Images in the Library,” to learn more about applying color labels.

See Also points you to related information in the book.

Did You Know? alerts you to tips, techniques, and related information.

# Exercise Files

The Develop module section of this book uses exercise files that are available to you. You can locate these files on the Web by navigating to [www.queondemand.com](http://www.queondemand.com). By following along with the exercise files, you won't waste time looking for or creating your own assets. Note that not every task requires an exercise file, and some, such as those described in the Library module chapters, will require the use of your own catalog images.



Exercise files enable you to follow along with the steps.

## Get Updates

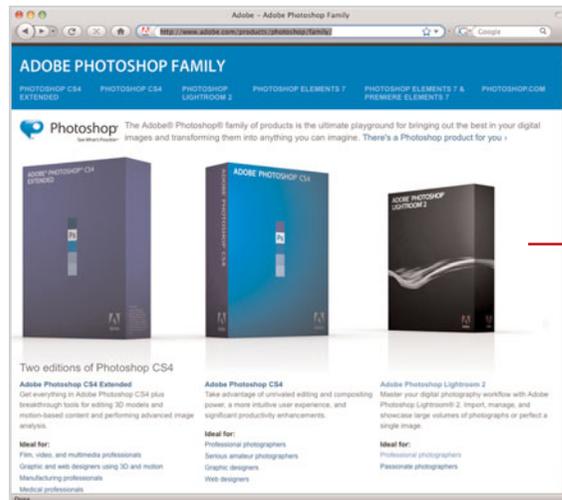
Like any software, Lightroom continues to change and get better with updates and patches, so it's important to regularly check the Adobe Photoshop Lightroom site at [www.adobe.com/products/photoshoplightroom/](http://www.adobe.com/products/photoshoplightroom/).



Get updates for Lightroom 2 online.

## Photoshop Family

Lightroom 2 is part of the Adobe Photoshop family, which also includes Photoshop CS4, Photoshop CS4 Extended, Photoshop Elements 7 (Windows only), and Photoshop Elements 6 for Macintosh. Lightroom 2 can be used in conjunction with any of the other Photoshop products. For more info about the Photoshop family of products, please visit [www.adobe.com/products/photoshop/family/](http://www.adobe.com/products/photoshop/family/).



The Photoshop family includes several other professional image-editing products.

# Workshops

This book shows you how to put together the individual step-by-step tasks into in-depth projects with the Workshop. You start each project with a sample file and then work through the steps. The Workshop projects and associated files are available on the Web at [www.queondemand.com](http://www.queondemand.com).

## Workshops

### Introduction

The Workshop is all about being creative and thinking outside of the box. These workshops will help your right-brain soar, while making your left-brain happy; by explaining why things work the way they do. Exploring Lightroom's possibilities is great fun; however, always stay grounded with knowledge of how things work. Knowledge is power.

### Getting and Using the Project Files

For certain projects in the Workshop, photo assets are provided. Before you can use these workshop project files, you need to download them from the Web. You can access the files at [www.queondemand.com](http://www.queondemand.com) in the software downloads area. After you download the files from the Web, uncompress the files into a folder on your hard drive and import them into your Lightroom catalog.

### Project 1: Adding a Photographic Border to a Print

#### Skills and Tools: Identity Plate Overlays

Just as you can choose to display an Identity Plate in the Lightroom Module Picker, you can also display one in your photo prints. By enabling the Identity Plate overlay feature in Lightroom's Print Module, you can insert a graphical Identity Plate overlay as a graphic border around your print images.

#### The Project

In this project, you learn how to apply a graphic border to a print image using the Identity Plate overlay feature in Lightroom's Print Module.

#### The Process

- 1 From the Library module Grid or the Filmstrip, select the **border\_photo.jpg** project file.
- 2 Choose **File > Print** or click the **Print** button in the upper-right corner of the interface.
- 3 Choose **Window > Panels > Layout Engine** to display the Layout Engine panel.



The Workshop walks you through in-depth projects to help you put Lightroom to work.

# Organizing Images in the Library

## Introduction

The key to good photo asset management is to maintain a well-organized photo catalog. This can prove to be a daunting task when you are managing thousands of photos at a time. Thankfully, Lightroom includes several organizational features that can help you manage large photo libraries with ease.

In this chapter, you learn how to rotate and flip photos so that they appear the way you like in the Library Content area. You'll also learn how to apply searchable attributes, such as zero-to-five-star ratings, pick or reject flags, and custom color labels.

This chapter also explains how to control the sort order for the thumbnails in the Content area and Filmstrip. You will learn the various ways you can sort images, as well as how to change their sort direction from ascending to descending and vice versa.

Lastly, you will learn how to conserve room in the Content area by stacking related photos into groups, and how to conserve room in the catalog by removing unusable photos.

## What You'll Do

**Rotate Images**

**Flip Images**

**Rate Images**

**Flag Images**

**Reject Images**

**Apply Color Labels**

**Create a Custom Label Set**

**Apply Ratings, Flags, and Labels  
with the Painter Tool**

**Sort Images**

**Change Sort Direction**

**Group Photos into Stacks**

**Promote a Photo to the Top of the Stack**

**Remove a Photo from a Stack**

**Unstack Photos**

**Remove Photos**

**Delete Photos**

# Rotating Images

## Rotate images clockwise or counterclockwise

**1** In Grid View of the Library module, select any image thumbnail (or multiple image thumbnails) that you'd like to rotate.

**TIMESAVER** *Shift+click to select multiple adjacent photos; Cmd+click (Mac) or Ctrl+click (Win) to select multiple non-adjacent photos.*

**7** Click the Rotate buttons in the Library Toolbar or choose **Photo > Rotate Left (CCW)** or **Rotate Right (CW)**.

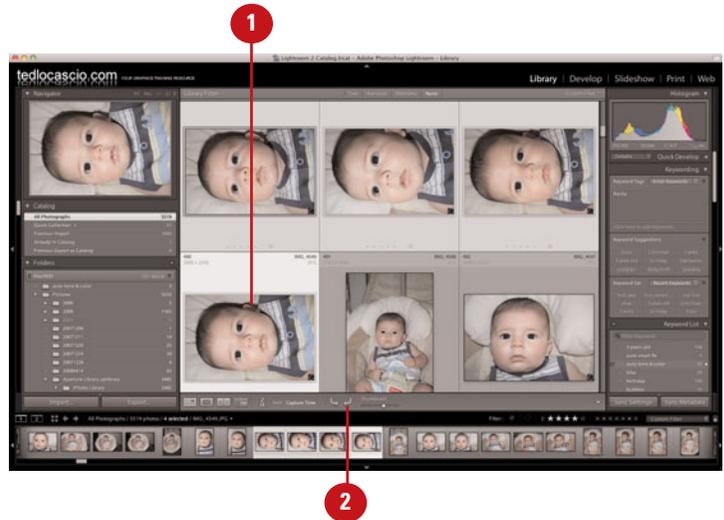
**IMPORTANT** *Choose Rotate from the Toolbar flyout menu to display the rotate buttons in the Library toolbar.*

The selected thumbnail(s) appear rotated in the Content area and Filmstrip.

### Did You Know?

*You can also apply the Rotate commands by selecting either one from the contextual menu. Right+click or Control+click (Mac) on the selected thumbnail(s) in the Content Grid or Filmstrip, and choose Rotate Left (CCW) or Rotate Right (CW) from the contextual menu.*

If the photos you import are taken using a digital camera that embeds camera orientation metadata (portrait or landscape), then Lightroom automatically rotates the image thumbnails in the Library Content area accordingly. If not, then you can click the Rotate buttons or apply the Rotate Left (CCW) or Rotate Right (CW) commands.



The selected images are rotated clockwise.

# Flipping Images

## Flip images to face the opposite direction

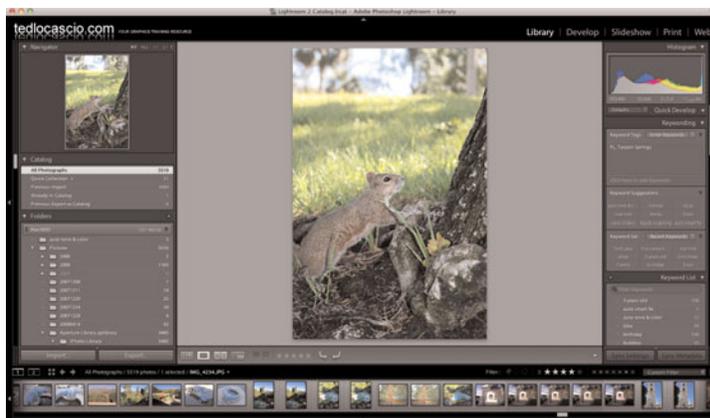
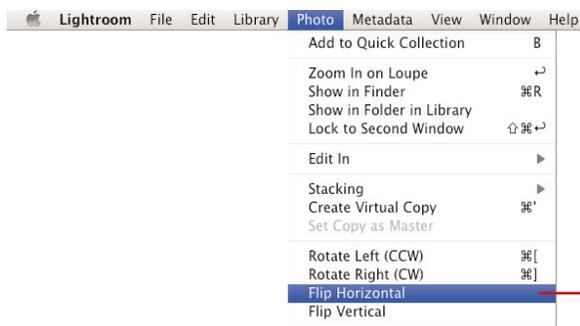
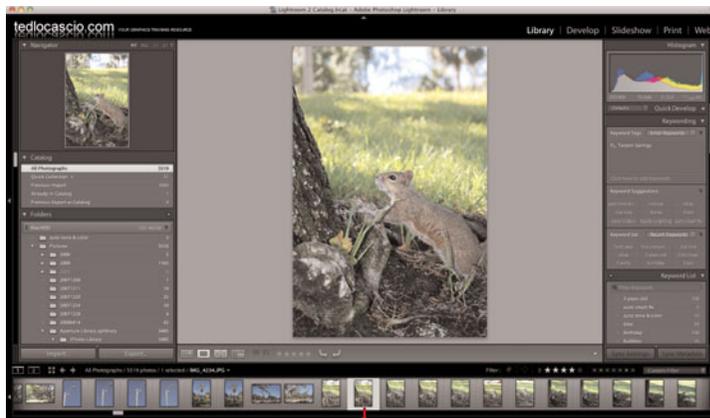
- 1 Select any image thumbnail (or multiple image thumbnails) from the Grid or Filmstrip.

**TIMESAVER** *Shift+click to select multiple adjacent photos; Cmd+click (Mac) or Ctrl+click (Win) to select multiple non-adjacent photos.*

- 2 Choose **Photo > Flip Horizontal** or **Flip Vertical**.

The selected photo(s) appear flipped in the Content area and Filmstrip.

In addition to rotating images in the Library, you can also flip them in the opposite horizontal or vertical direction from the way they were originally shot. Doing so can sometimes improve an image's composition, as long as it's not too obvious that the photo has been flipped.



The selected image flipped horizontally.

# Rating Images

## Apply 0-5 star ratings to your catalog images

- 1 Select any image thumbnail (or multiple image thumbnails) from the Grid or Filmstrip.

**TIMESAVER** *Shift+click to select multiple adjacent photos; Cmd+click (Mac) or Ctrl+click (Win) to select multiple non-adjacent photos.*

- 2 To apply a rating to the selected photo(s), choose **Photo > Set Rating** and then select a star rating from the flyout submenu. You can also right-click (Win) or Control+click (Mac) and choose one from the contextual menu. If you've chosen to display them, you can also apply a rating by clicking one of the star icons in the Toolbar.

**TIMESAVER** *Press the keyboard numbers 0 through 5 to assign a specific numbered rating quickly.*

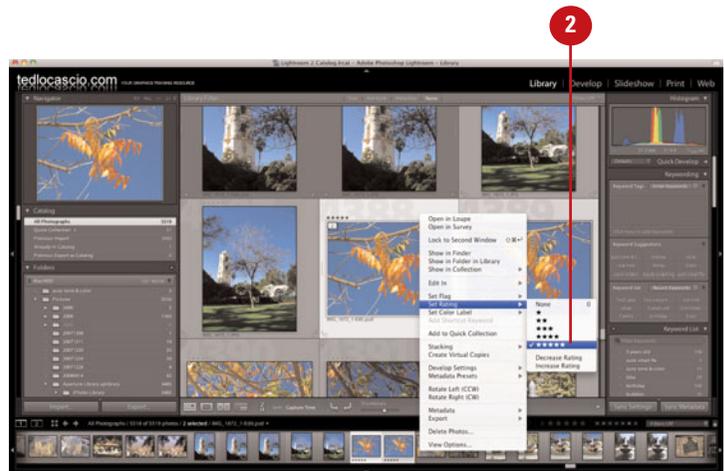
**TIMESAVER** *Press the right bracket key to increase the rating; press the left bracket key to decrease it.*

If the Show Grid Extras view option is enabled, Lightroom displays the rating in the grid cell.

### Did You Know?

**You can also apply a rating to an image by clicking in its grid cell.** When the Show Grid Extras view option is enabled, and clickable options are made visible, you can click on the star ratings in the grid cell to apply them. When using this method, it is not necessary to select a cell prior to applying the rating.

One excellent way to organize your catalog images is to categorize them by rating. Lightroom enables you to apply ratings from zero to five stars. After you apply them, you can then use the Filter bar or Filmstrip filter controls to search for specific catalog images based on their ratings. Ratings are stored in an image's metadata and are accessible in other applications, such as Adobe Bridge.



# Flagging Images

## Mark catalog images as flagged

- 1 Select any image thumbnail (or multiple image thumbnails) from the Grid or Filmstrip.

**TIMESAVER** *Shift+click* to select multiple adjacent photos; *Cmd+click* (Mac) or *Ctrl+click* (Win) to select multiple non-adjacent photos.

- 2 To flag or unflag the selected photo(s), choose **Photo > Set Flag** and then select **Flagged** or **Unflagged** from the flyout submenu. You can also right-click (Win) or Control+click (Mac) and select either option from the contextual menu. If you've chosen to display it, you can also flag or unflag an image by clicking the flag icon in the Toolbar.

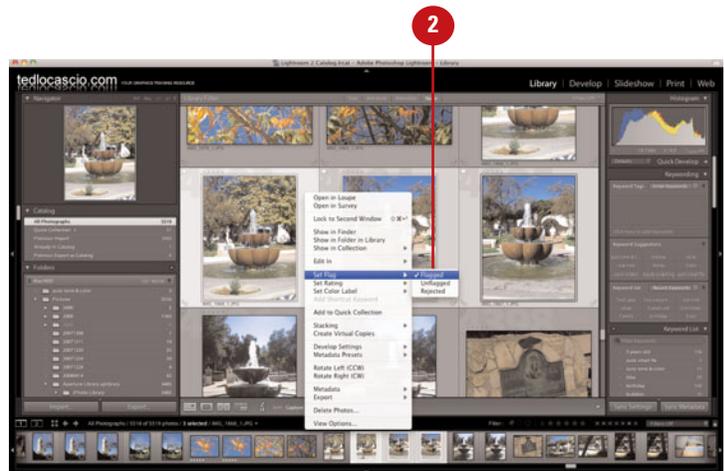
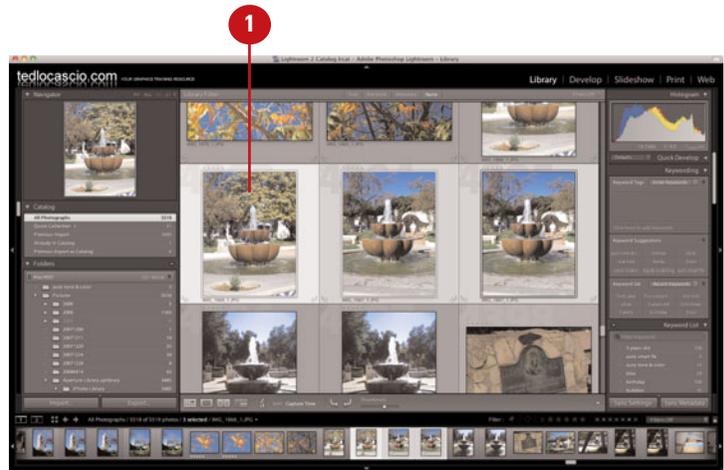
**TIMESAVER** *Press P* to mark an image as **Flagged**. *Press U* to mark an image as **Unflagged**.

**TIMESAVER** *Press the ` (left apostrophe) key* to toggle flag status.

**TIMESAVER** *Press Cmd+Up arrow* (Mac) or *Ctrl+Up arrow* (Win) to increase flag status. *Press Cmd+Down arrow* (Mac) or *Ctrl+Down arrow* (Win) to decrease flag status.

If the Show Grid Extras view option is enabled, Lightroom displays the flag in the respective grid cells.

Another way to label your best images as top picks from a photo-shoot is to mark them as flagged. When you flag an image, and the Show Grid Extras view option is enabled, a flag icon is displayed in the upper-left corner of the grid cell. You can then apply a filtered search for all flagged images and display just those photos in the Content area.



# Rejecting Images

## Mark catalog photos as rejected

1 Select any image thumbnail (or multiple image thumbnails) from the Grid or Filmstrip.

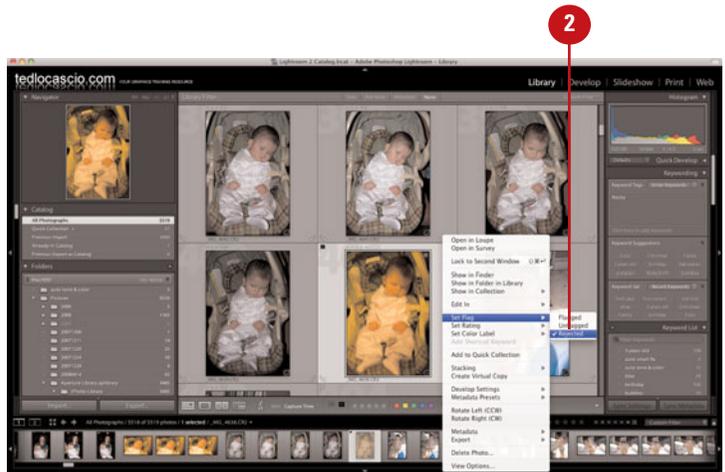
**TIMESAVER** Shift+click to select multiple adjacent photos; Cmd+click (Mac) or Ctrl+click (Win) to select multiple non-adjacent photos.

2 To reject the selected photo(s), choose **Photo > Set Flag** and then select **Rejected** from the flyout submenu. You can also right-click (Win) or Control+click (Mac) and select it from the contextual menu. If you've chosen to display it, you can also reject an image by clicking the reject icon in the Toolbar.

**TIMESAVER** Press X to mark an image as Rejected.

**TIMESAVER** Press Cmd+Up arrow (Mac) or Ctrl+Up arrow (Win) to increase flag status. Press Cmd+Down arrow (Mac) or Ctrl+Down arrow (Win) to decrease flag status.

In addition to marking your top image picks as flagged, you can also mark all of your out of focus or generally unusable photos as rejects. You should consider adopting this method as an alternative to deleting those images that you consider unusable. You never know when a photo that might not be suitable for one project could wind up being useful for another.



# Applying Color Labels

## Separate images into groupings with color labels

1 Choose **Color Label Set** from the **Metadata** menu and select one of the three default sets: **Bridge Default**, **Lightroom Default**, or **Review Status**.

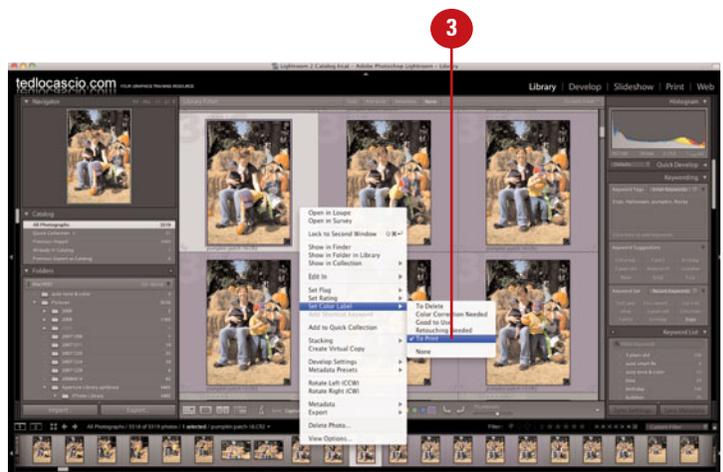
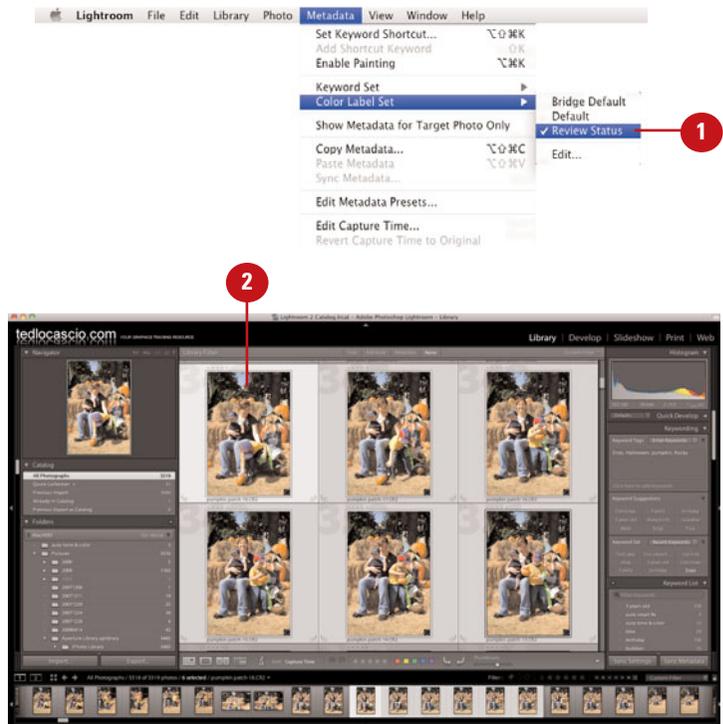
2 Select any image thumbnail (or multiple image thumbnails) from the Grid or Filmstrip.

**TIMESAVER** Shift+click to select multiple adjacent photos; Cmd+click (Mac) or Ctrl+click (Win) to select multiple non-adjacent photos.

3 To apply a color label to the selected photo(s), choose **Photo > Set Color Label** and then select a color from the flyout submenu. You can also right-click (Win) or Control+click (Mac) and select one from the contextual menu. If you've chosen to display them, you can also apply a color label to an image by clicking the color icons in the Toolbar.

**TIMESAVER** Press the keyboard numbers 6 through 9 to assign a color label quickly: red (6), yellow (7), green (8), and blue (9). There is no keyboard shortcut for purple.

With color labels, you have the freedom to associate whatever interpretations you like to each color. For example, you may assign a red color label to mean “reject,” or a green label to mean “good to print.” These interpretations can be saved in a Color Label Set. Note that all applied color labels are specific to the color label set that is currently chosen. If you’re using Lightroom with Bridge, be sure to assign the same interpretations to the colors in both applications. Doing so ensures that there will be no color label metadata conflicts.



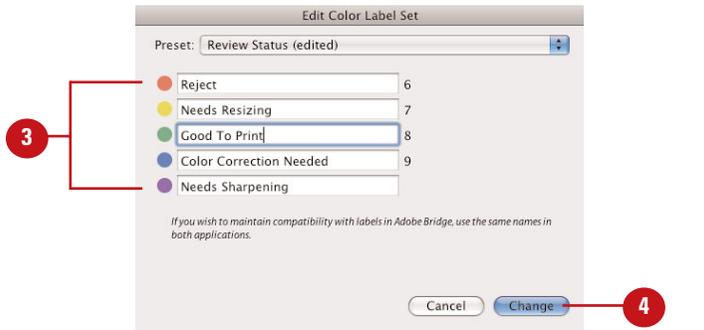
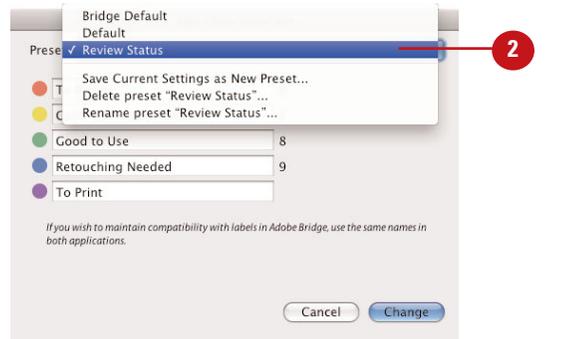
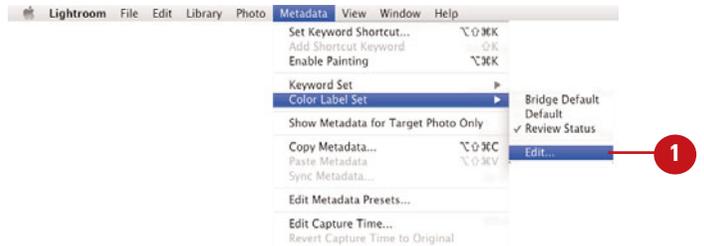
# Creating a Custom Color Label Set

## Edit and save a Color Label Set

- 1 Choose **Color Label Set** from the **Metadata** menu and select **Edit**.
- 2 In the Edit Color Label Set dialog box that appears, choose a Color Label Set from the **Preset** drop-down list.
- 3 Enter new text in the respective color fields.
- 4 From the Preset menu, choose **Save Current Settings as New Preset**.
- 5 In the New Preset dialog box that appears, enter a name for the preset and click **Create**.

The new set is added to the Color Label Set Preset list.

Lightroom includes three default Color Label Sets: Bridge Default, Lightroom Default, and Review Status. However, you are not limited to working with just these three presets. In fact, you can edit them and save as many custom presets of your own as you like.



# Applying Ratings, Flags, and Labels with the Painter Tool

## Apply ratings, flags, and labels repeatedly with the Painter

- 1 To access the Painter tool, choose **Metadata > Enable Painting**. Or if you've chosen to display the Painter icon in the Toolbar, you can click it to access the tool.

**TIMESAVER** Press *Option+Cmd+K (Mac) or Alt+Ctrl+K (Win)* to enable or disable the Painter tool quickly.

**IMPORTANT** You must be in Grid View in order to access the Painter tool.

- 2 In the Toolbar, choose **Rating**, **Flag**, or **Label** from the **Paint** drop-down list.

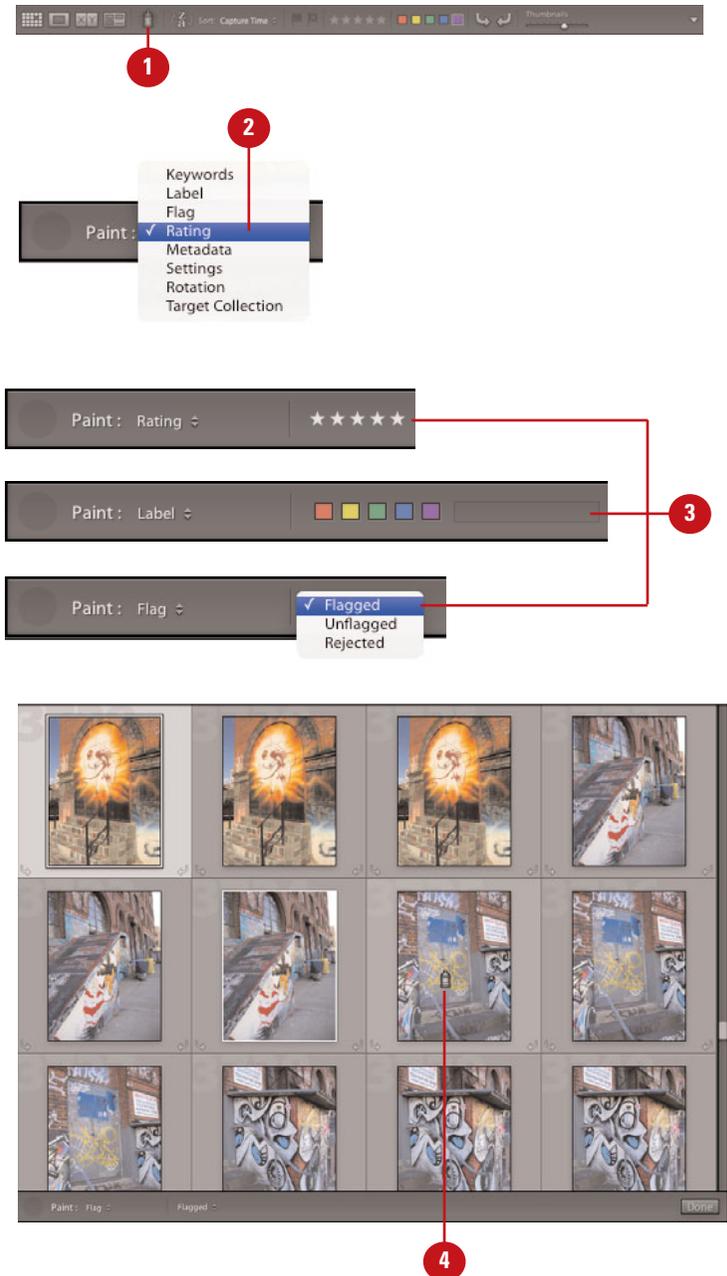
- 3 When you choose **Rating** or **Label**, the star rating and color label options appear next to the drop-down list. Select a star rating or a color label before painting with the tool.

When choosing **Flag**, you must choose an option from the drop-down list that appears. Options include: **Flagged** (the default), **Unflagged**, or **Rejected**.

- 4 Hover over any thumbnail in the Grid and click with the Painter tool to apply the chosen rating, color label, or a flag.

**IMPORTANT** You must click directly on the thumbnail and not the grid cell in order to apply attributes with the Painter tool.

The Painter tool enables you to apply the same attributes to multiple images in Grid View quickly, without having to select them first. You can use the Painter tool as an alternative to working with clickable grid cell items to apply ratings, flags, and color labels.



# Sorting Images

## Choose how to sort images in the Content area and Filmstrip

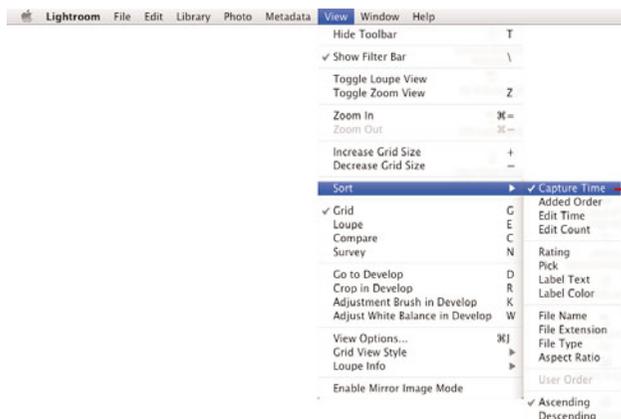
- 1 Under the **View** menu, choose a sort option from the **Sort** submenu. Or if you've chosen to display the Sort tools in the Toolbar, you can choose an option from the **Sort** drop-down list.

The image thumbnails are displayed accordingly in the Content area and Filmstrip.

### Did You Know?

*You can sort thumbnails manually when viewing a collection or folder.* To sort thumbnails manually, simply click and drag them to a new position in the Grid or Filmstrip. Note that this cannot be done when viewing all photographs in a catalog.

Lightroom enables you to control how the image thumbnails are sorted in the Library Content area and the Filmstrip. The most common way to sort is by Capture Time, but you can also sort by Added Order, or Edit Time, or by applied attributes such as Rating, Pick (flag), and Label Color or Label Text. You can change the way the thumbnails are sorted at any time.



The thumbnails are sorted accordingly.

## Changing Sort Direction

### Toggle sort direction

- 1 Under the **View** menu, choose **ascending** or **descending** from the **Sort** submenu. Or if you've chosen to display the Sort tools in the Toolbar, you can click the **Sort Direction** icon.

The image thumbnails are displayed accordingly in the Content area and Filmstrip.

After you choose how you would like to sort the thumbnails in the Content area and Filmstrip, you can also choose whether to display them in ascending or descending order. The most common way to sort images is by Capture Time in descending order, so that your most recent images are positioned at the top of the thumbnail grid.



The thumbnails are displayed accordingly.

# Grouping Photos into Stacks

## Group related photos into a virtual stack

- 1 Select any image thumbnail (or multiple image thumbnails) from the Grid or Filmstrip.

**TIMESAVER** *Shift+click to select multiple adjacent photos; Cmd+click (Mac) or Ctrl+click (Win) to select multiple non-adjacent photos.*

- 2 Choose **Photo > Stacking > Group Into Stack**. You can also right-click (Win) or Control+click (Mac) and select **Stacking > Group Into Stack** from the contextual menu.

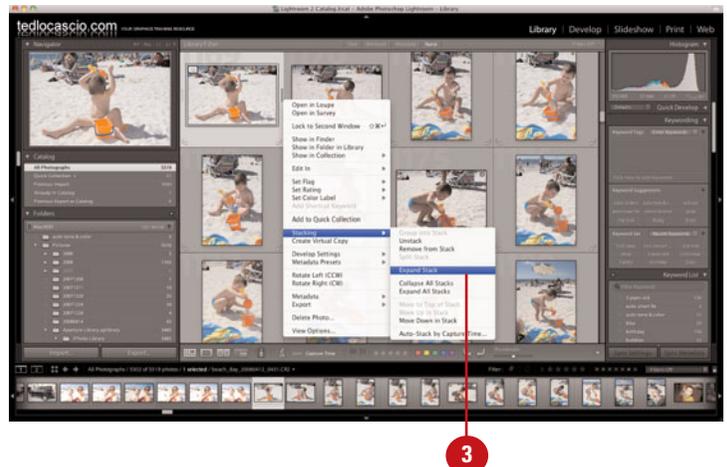
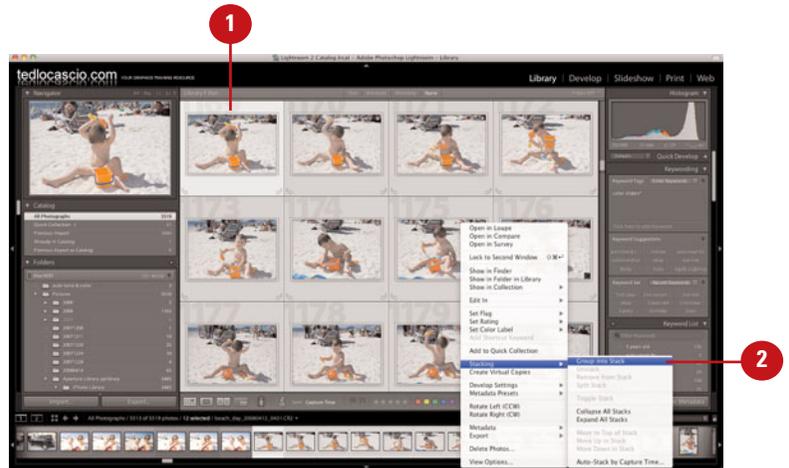
**TIMESAVER** *Press Cmd+G (Mac) or Ctrl+G (Win) to create a stack quickly.*

Lightroom creates the group. The number of images in the stack is displayed in the upper-left corner of the topmost thumbnail.

- 3 To expand the stack, click the left or right edge of the topmost thumbnail, or choose **Photo > Stacking > Expand Stack**. You can also right-click (Win) or Control+click (Mac) and select **Stacking > Expand Stack** from the contextual menu.

**TIMESAVER** *Press S to expand or collapse a stack quickly.*

Lightroom's Stacking feature enables you to group related photos into a condensed stack in the Library Grid. By grouping images into stacks, you can save room in the Content area and ultimately spend a lot less time scrolling through thumbnails to find a specific image you'd like to work with. Note that grouping images into stacks will only affect the way the thumbnails are displayed in the Grid. It does not change the location of the files on your system.



## Promoting a Photo to the Top of the Stack

### Select an image to represent the stacked group

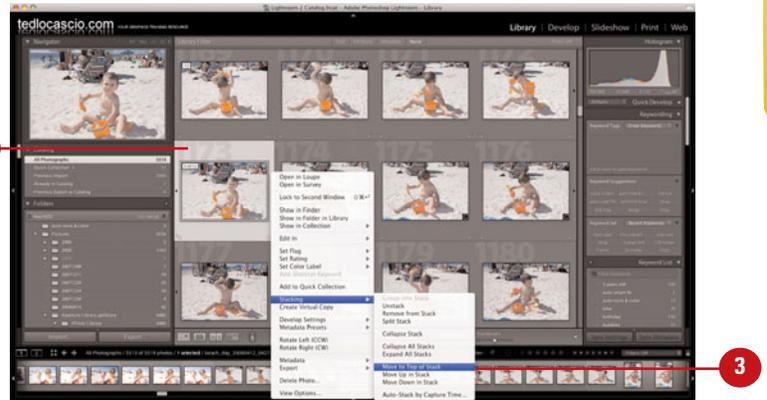
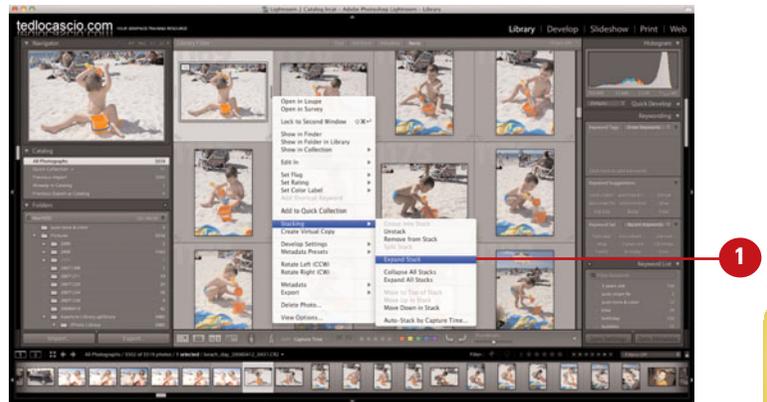
- 1 Select the stack from the Grid. To expand the stack, click the left or right edge of the topmost thumbnail, or choose **Photo > Stacking > Expand Stack**. You can also right+click (Win) or Control+click (Mac) and select **Stacking > Expand Stack** from the contextual menu.

**TIMESAVER** Press *S* to expand or collapse a stack quickly.

- 2 Select the image in the stack that you would like to promote to the top.
- 3 Choose **Photo > Stacking > Move to Top of Stack**. You can also right+click (Win) or Control+click (Mac) and select **Stacking > Move to Top of Stack** from the contextual menu.

The image thumbnail is displayed at the top of the stack and remains visible even when the stack is collapsed.

When you group a related series of photos into a stack, only one image remains visible when the stack is collapsed. By default, the first image selected is automatically positioned at the top when you create the stack. However, you can choose a different image from within the stack to represent the group at any time.



The selected thumbnail is promoted to the top of the stack.

# Removing Photos from a Stack

## Select and remove an image from a stacked group

- 1 Select the stack from the Grid. To expand the stack, click the left or right edge of the topmost thumbnail, or choose **Photo > Stacking > Expand Stack**. You can also right-click (Win) or Control-click (Mac) and select **Stacking > Expand Stack** from the contextual menu.

**TIMESAVER** Press *S* to expand or collapse a stack quickly.

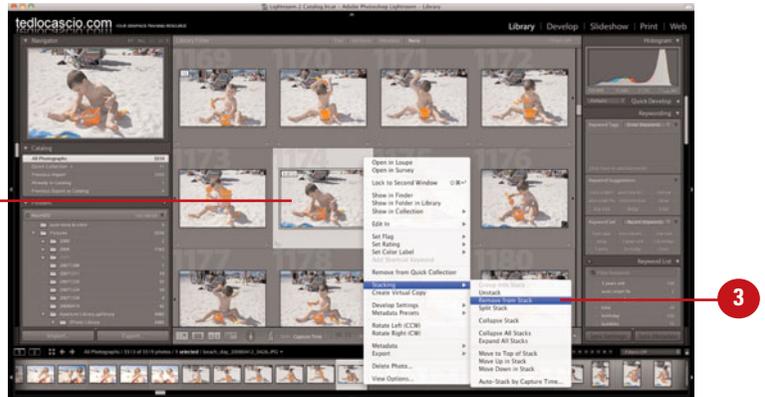
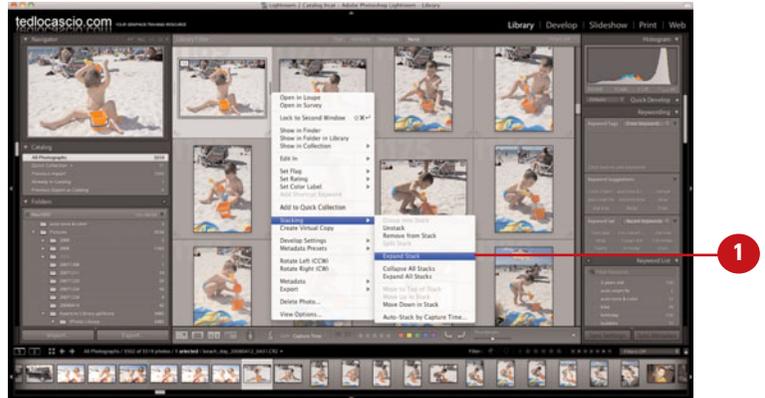
- 2 Select the image(s) in the stack that you would like to remove.

**TIMESAVER** *Shift+click* to select multiple adjacent photos; *Cmd+click* (Mac) or *Ctrl+click* (Win) to select multiple non-adjacent photos.

- 3 Choose **Photo > Stacking > Remove from Stack**. You can also right-click (Win) or Control-click (Mac) and select **Stacking > Remove from Stack** from the contextual menu.

The image thumbnail is removed from the stack and placed outside the group in the Library Grid.

If for any reason, you want to remove a grouped image (or several grouped images) from a stack, all you need to do is select the image(s) from the group and apply the Remove from Stack command. Once removed, the image thumbnails are placed outside the group and back into the main Library Grid.



The selected thumbnail is removed from the stack.

# Unstacking Photos

## Release a stacked group

- 1 Select the stack from the Library Grid. It does not matter if it is expanded or collapsed.
- 2 Choose **Photo > Stacking > Unstack**. You can also right+click (Win) or Control+click (Mac) and select **Stacking > Unstack** from the contextual menu.

**TIMESAVER** Press *Shift+Cmd+G (Mac) or Shift+Ctrl+G (Win)* to unstack quickly.

The stack is released and the image thumbnails are no longer grouped together.

In Lightroom, image stacks are extremely flexible and are never permanent. You can release a stacked group of images at any time by selecting it from the Library Grid and applying the Unstack command.



The grouped photos are released from the stack.

# Removing Photos

## Delete an image from the catalog, but not the hard disk

- 1 From the Grid or Filmstrip, select the image thumbnail (or multiple image thumbnails) for the photo(s) you would like to remove from the catalog.

**TIMESAVER** *Shift+click to select multiple adjacent photos; Cmd+click (Mac) or Ctrl+click (Win) to select multiple non-adjacent photos.*

- 2 Choose **Photo > Delete Photo**, or press the **Delete** key. You can also right-click (Win) or Control+click (Mac) the thumbnail and select **Delete Photo** from the contextual menu.

- 3 In the warning dialog box that appears, click **Remove**.

Lightroom removes the image(s) from the catalog; however, the original file still remains on your computer's hard disk.

**TIMESAVER** *To bypass the warning dialog box, choose Photo > Remove Photos from Catalog or press Option+Delete (Mac) or Alt+Delete (Win).*

Not every photo is perfect. In fact, some may even be less than perfect. To avoid cluttering up your catalog with unusable images, it is possible to remove them from the database. However, you should consider keeping copies of these photos on your computer's hard disk, just in case you find another use for them down the road.



# Deleting Photos

## Delete an image from the catalog and the hard disk

- 1 From the Grid or Filmstrip, select the image thumbnail (or multiple image thumbnails) for the photo(s) you would like to remove from the catalog.

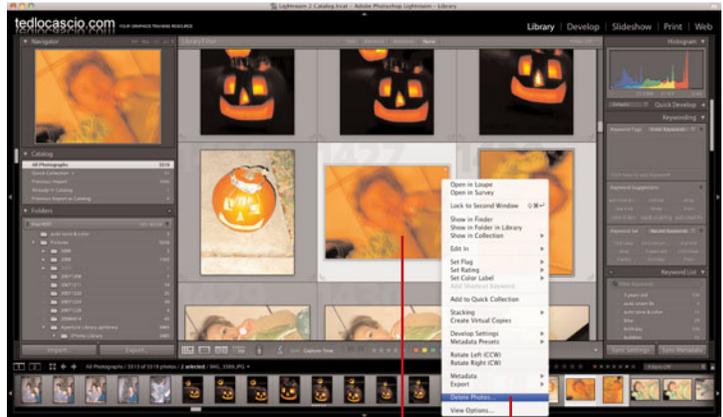
**TIMESAVER** *Shift+click to select multiple adjacent photos; Cmd+click (Mac) or Ctrl+click (Win) to select multiple non-adjacent photos.*

- 2 Choose **Photo > Delete Photo**, or press the **Delete** key. You can also right-click (Win) or Control+click (Mac) the thumbnail and select **Delete Photo** from the contextual menu.

- 3 In the warning dialog box that appears, click **Delete from Disk**.

Lightroom removes the image(s) from the catalog and places it in the system's **Trash** (Mac) or **Recycle Bin** (Win). Note that the image is not officially deleted from the hard disk until you manually empty the **Trash/Recycle Bin**.

Although it's always a good idea to keep copies of all your images (both good and bad) stored somewhere, you can still delete them from both the catalog and hard disk at the same time. However, just as a safeguard, Lightroom places these photos in your system's Trash (Mac) or Recycle Bin (Win) without emptying it.



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