

Key Lightroom Shortcut Keys

Show/Hide Side Panels:

Windows: **Tab**
Mac OS: **Tab**

Show/Hide All Panels:

Windows: **Shift + Tab**
Mac OS: **Shift + Tab**

Enter Library Grid View:

Windows: **G**
Mac OS: **G**

Light Out Modes:

Windows: **L**
Mac OS: **L**

Set Star Ratings:

Windows: **1 - 5**
Mac OS: **1 - 5**

Remove Star Ratings:

Windows: **0**
Mac OS: **0**

Assign Red, Yellow, Green, Blue Labels:

Windows: **6,7,8,9**
Mac OS: **6,7,8,9**

Library vs Catalog vs Folders vs Collections ????

Library:

Think Library **Module** - the Lightroom Library module is where you import, view, and organize your images

Catalog:

Contains Everything LR needs to know about your images - A catalog is a database that stores the location and descriptions of your images.

Folders:

Actual locations of where images are located - The Folder panel contains all the folders of images you have loaded into your LR Catalog

Collections:

Think Groups of Images - Collections are a way to group photos in one place for easy viewing or for performing a variety of tasks.

A brief discussion on Lightroom Import and LR Catalogs:

Most Photographers import one of two ways:

- Either import their photos directly from a card or
- Manually copy their images from their card onto their hard drive and then import images directly from a folder on their hard drive into LR

When you import images into LR, LR creates metadata about the photo and this information is stored in your catalog.

Your LR Catalog is very similar to Library Card Catalog.

Your LR Catalog Tells:

- Where your photos are located
- Information about your photos
- Keywords, ratings, etc
- Does not contain your actual photos, they are located typically on your hard drive

Your LR Catalog File also stores:

- Changes you have done to your photo (cropping, correcting color, enhancing, edits) – these are recorded only as instructions in the catalog file.
- The actual photo does not get changed – non-destructive editing. The original photo file remains unchanged
- Edits only get applied to the file when you export the file
- This is different from Photoshop which does change the original file

Multiple Catalogs vs A Single Catalog:

Initially, When you launch Lightroom and import photos, a catalog file (Lightroom Catalog.lrcat) is automatically created for you.

- The catalog tracks the photos and their information, but it doesn't contain the actual photo files themselves.
- Most people want to keep all their photos in one catalog, which can have thousands of photos, but you can create separate catalogs for different purposes.

Should you create lots of catalogs for your images, or keep them all in one single catalog?

This question doesn't have a right or wrong answer – you'll need to consider your needs carefully.

If you use one Catalog:

- You only have to open one catalog and you will not have to switch between catalogs to find images.
- If you have personal photos and professional photos a single image can be both personal and professional.

There are also good reasons to maintain separate catalogs, such as:

- If you Shoot a significant number of images per year you may want to have a catalog for each year.
- If you're working multiple distinct areas, it obviously makes sense to limit the catalog to images have been taken with the context of the of each area (by Year: Company, School, Personal) .
- If there's no cross over between the type of photography that you do then it'll probably be easier to maintain separately organized databases. For example, if you do weddings then it seems sensible to maintain a catalog specifically for this work.

Creating and Managing Folders:

Folders (Where are my pictures):

- The folders that contain your photos are displayed in the Folders panel of the Library module.
- The folders in the Folders panel reflect the folder structure on the volume itself and appear in alphanumeric order.
- Click the disclosure triangle to the right of a volume name to see the folders on that volume.
- Click the triangle to the left of a folder to see any subfolders it contains.

Whenever you import photos, the folders in which they are located are added automatically to the Folders panel.

After Import sometimes the Parent Folder does not show up, to add a parent folder to the Folders panel hierarchy, select a top-level folder, right-click (Windows) or Control-click (Mac OS), and choose Add Parent Folder.

To Locate missing folders:

- If a folder is moved in the operating system instead of in Lightroom, the link between the catalog and the folder breaks, and a question-mark icon appears on the folder in the Folders panel.
- To restore the link, right-click (Windows) or Control-click (Mac OS) on the folder and choose Find Missing Folder from the context menu.
- Navigate to the file path of the moved folder and click Choose.

Renaming folders:

- In the Folders panel of the Library module, select a folder.
- Right-click (Windows) or Control-click (Mac OS) and choose Rename from the menu. then Overwrite the folder name

Synchronize Folders:

If the contents of a folder in your catalog don't match the contents of the same folder on the volume, you can synchronize the two folders.

- In the Folders panel, select the folder you want to synchronize.
- Choose Library > Synchronize Folder.
- To import photos that appear in the folders but have not been imported in the catalog, select Import New Photos.
- To scan for any metadata changes made to the files in another application, choose Scan For Metadata Updates.
- Click Synchronize.

Reviewing Images and Selecting Keepers

At time of import, photos can be viewed and keepers selected based upon your Selection Approach

- As photos are imported to library they will be displayed in Viewing Area
- Double Click on first photo, then use arrow key to review each photo

Selection Approaches

- What ever you use – be consistent!
- Star Rating Selection Approach (Nancy's Approach, consistent with Bridge)
 - 3 Stars are keepers
 - Later you can increase rating for Best of the Best or lower rating if you don't like it
- Flag Selection Approach
 - Picks, Rejects
 - To mark as a pick (flag it) – Press letter "p"
 - To Un-mark it as a pick (un-flag it) – Press letter "u"
- For really bad, fuzzy shots that you will never ever use, flag as reject (Press letter "x") – you can easily delete these later
- Can be used for either Star or Flag approach