

Introduction to Lightroom 4

Description of Program

- **What Lightroom is**
 - System Requirements
- **3 One Minute Demonstrations**
 - Finding photos fast
 - Quick photo makeover
 - Syncing multiple photos
- **What Lightroom is not**
 - Difference between Lightroom and Photoshop
 - Difference between Lightroom and File Browsers

How it Works

- **Understand basic concepts used by Lightroom**
 - The Catalog
 - Non-Destructive Editing
 - Metadata
 - Keywords
- **The Lightroom Workflow: Import, Evaluate, Develop, Export**
 - ‘Import’ photos into the LR catalog
 - Organize and Evaluate photos in the Library Module
 - Add descriptive terms (keywords) so you can find them later
 - Choose your favorites (flag or rate)
 - Sort them into groups (collections)
 - Delete any rejects
 - Adjust and retouch in the Develop Module
 - Crop and straighten
 - Make tonal and color adjustments
 - Sharpen, remove noise, do lens correction
 - Add effects (B&W, split toning)
 - Exporting options
 - Export copies for email or disk
 - Create slideshows, prints, photo books or web galleries

Basic Interface Layout:

- **7 Modules** – look similar but each serves a different function
 - collapsible panels
 - content based on module’s function
 - comprised of subpanels
 - the shift-tab key shortcut
 - The top menu bar
 - Contextual Menus (Right-clicking)
- **Library Module:**
 - The light table metaphor
 - The management hub of LR: evaluate (pick favorites, delete rejects), rate, keyword organize into collections

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- **Develop Module:** Adjust photos to make them look their best (exposure, contrast, color balance, crop, etc.)
- **Print Module:** Create print layouts for single image, multiple images, or contact sheets
 - Print directly from LR or upload to print service.
- Slideshow Module: Create .pdf or movie based slideshows
- **Web Gallery Module:** Create web photo galleries and upload to your website
- **Book Module:** Create photo books using template-based drag and drop
 - upload to Blurb.com for printing
- **Map Module:** Add location metadata to photos either manually or via GPS and view on map

Lightroom Tour

- **Library Module:**
 - Left panel
 - Catalog Panel: All Photographs to view all your images
 - Folders panel
 - What you highlight appears in central preview panel
 - Synchronizing Folders
 - Managing file locations via drag and drop
 - Collections: a way to group photos without moving them
 - A visual listing of selected photos chosen from anywhere in your photo library and independent of their actual location
 - Removing an image from a collection or deleting the entire collection does NOT delete the images from your hard drive or catalog
 - IMPORTANT: Because they're the same image, edits made to collection image are made to folder image and vice versa
 - Uses for collections
 - Creating and adding to a collection
 - » Click '+' on collection panel to create collection
 - » Add to collections via 'drag and drop'
 - Publish Services
 - Managed collections for uploading to social media sites
 - Requires one-time account setup
 - Central preview panel with toolbar, Grid and Loupe views
 - Grid view
 - » Cell states:
 - Minimal, compact, expanded; J key to toggle
 - » Thumbnail icons:
 - » Flags, metadata status, collection, badges, rotation
 - Missing photo, save metadata, metadata changed externally warnings
 - » Customizing the view mode content
 - » Sort Order
 - Custom order option available only in folders without subfolders
 - About Selection modes
 - » Active, selected, deselected (light gray, medium gray, dark gray)
 - 'the active' image

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- histogram refers to active images
- D shortcut key takes active image to develop module
- » Selecting multiple images
 - In grid view actions apply to all selected (keywords, flags, ratings)
 - All selected images used in slideshows, web galleries
- » Deselecting multiple images
- » Clicking on image thumb vs. on cell border
- » Develop module will use the active image
- » Right-click for contextual menu
 - 'Show in folder and show in browser' options
- Loupe View
 - » Essential shortcut keys: G, E, D
 - » Navigator enlarge options
 - Toggle between fit/fill plus zoom level (fit and 1:1 best option)
 - » Click on image to zoom or scroll
 - » Lights out mode (L key shortcut)
- Right panel: info about selected (active) photo
 - » Histogram
 - » Keywords
 - » Metadata
- The Filter Bar
 - Access via backslash key or dropdown menu: view > show filter
 - Find photos based on specific criteria, such as picks, ratings, keywords, metadata
 - Filter by multiple criteria (e.g.: all birds, shot with 600mm lens, at ISO 400, in 2007, with a rating of 4 stars)
 - Filter entire catalog or specific folders

Workflow Demonstration

• Importing Photos

- About Hard Drive Organization: My Recommended Folder Structure
 - One main 'umbrella' folder within the default pictures folder
 - Location of pictures folder:
 - » Windows XP—C: \ Documents and Settings \ [your username] \ My Documents \ My Pictures
 - » Windows Vista or 7—C: \ Users \ [your username] \ My Pictures
 - » Mac—Macintosh HD / Users / [your username] / Pictures
 - All your photos should reside in subfolders of this main folder
 - Subfolder: YEAR with subfolders named by date and descriptor
 - This entire folder/subfolder structure should be regularly backed up to separate drive
- The Import Screen
 - Import dialog: 3 sections across top: 'FROM', 'HOW', 'WHERE TO'
 - FROM
 - » Lightroom will automatically recognize camera memory card
 - HOW

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- » When you first start using LR, the catalog will be empty
 - ADD existing Photos to a new catalog
- » New photos from camera
 - COPY to hard drive and add to catalog simultaneously
- » File Handling
 - Preview rendering
 - Choice depends upon computer speed; how you use Lightroom
 - Minimal: takes less time for import; but slight delay when viewing larger previews later
 - Standard: longer time to import: no delay for 'fit in window' library view
 - » Renaming (optional)
 - Recommendation: custom text plus original file number
 - » Apply During Import
 - Add any global keywords
 - Metadata: Add copyright
 - » Destination
- Tethering: A method for direct import from camera
 - Connect camera directly to computer (wireless or via USB)
 - Go to : File > Tethered Capture > Start Tethered Capture
 - Photos are immediately visible in LR and added to catalog as shot
 - Only certain cameras supported
 - » Non-supported cameras can be tethered using camera manufacturer's software and watched folder option.
- **Shoot Evaluation**
 - Use arrow keys to navigate among photos
 - Evaluate
 - Flags: pick and rejects: 'P' key for picks; 'X' key to reject; 'U' key to change your mind
 - View screen verification
 - Stacking Photos
 - 'I' key toggles data
 - Compare mode (C key)
 - Link/ unlink option
 - Delete rejects:
 - Dropdown menu: photo/delete rejected photos
 - Delete from hard drive vs. remove from catalog option
 - 'D' key to access develop module; 'G' or 'E' to return to library
 - Applying Keywords
 - Create collection from picks (optional)
- **Enhancing Photos: Develop Module Demonstration**
 - The Workspace
 - Non-Destructive Editing and the History Panel
 - Global Adjustments

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- Basic Panel workflow:
 - TIPS:
 - Widen right panel for greater precision when moving slider
 - Double-clicking a slider handle or slider name returns it to default position
 - Alt/option key resets individual sub panels
 - Crop Tool: A good place to start
 - Lights out mode
 - Aspect ratio
 - Lock / unlock
 - Presets
 - Straighten tool
 - 'X' changes orientation (make sure crop tool is active)
 - ESC key
 - White Balance
 - 3 methods to adjust:
 - » WB tool (eyedropper)
 - View potential changes in navigator
 - » Dropdown presets (RAW)
 - » Manual adjustment of Temp/Tint Sliders
 - Tone Adjustments
 - Auto tone option
 - Exposure
 - » Set overall brightness using the same *f*-stop increments as camera
 - » Adjust exposure first
 - » Alt/option key reveals blown out areas
 - Contrast: Increase contrast (more useful than in previous versions)
 - Highlights -adjusts only brighter tones
 - » Alt/option key reveals blown out areas
 - Shadows -adjusts only darker tones
 - » Alt/option key reveals filled in areas
 - Whites - sets white point
 - Blacks: sets the black point
 - Presence
 - Clarity: adds contrast, concentrating primarily on the midtones
 - Vibrance: increases saturation of unsaturated colors more than saturated ones
 - » Helps to prevent tones from becoming over saturated (e.g. skin tones).
 - Saturation: increases/decreases all colors equally
 - Updating from previous process versions: the [!] icon
 - Histogram
 - Warnings: right-click on histogram for options
 - Drag graph to adjust exposure
 - Tone Curve
 - Targeted Adjustment Tool (TAT)

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- Drag curve
 - Region sliders
 - Point curve presets
 - HSL / Color / B&W
 - Choose either Hue, Saturation or Luminance
 - Adjust sliders individually or use Targeted Adjustment (TAT) tool (better option)
 - HSL and color panels: different views of the same thing
 - B&W mixer – use as starting point for grayscale images
 - Detail Panel
 - Sharpening
 - » View at 1:1 zoom
 - » Alt/option to view results for all sharpening sliders
 - » Amount - degree of sharpening
 - » Radius - width of effect along edges
 - » Detail - Suppresses halo effect along edges
 - » Mask - suppresses sharpening in flat areas
 - Noise Reduction
 - » Luminance vs. Color
 - Lens Correction
 - Lens profile
 - Color
 - Chromatic Aberration
 - Manual
 - Correct distortion
 - Effects
 - Post-Crop Vignetting
 - Grain
 - Local Adjustments
 - Graduated Filter
 - Adjustment brush
 - Spot Removal Tool
 - Red eye Tool
 - Develop presets
 - Virtual copies
 - Applying adjustments to multiple images
 - Photoshop integration
- **Exporting Photos**
 - Explanation of export dialog parameters
 - Presets
 - Creating your own preset