

Introduction to Lightroom 5

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
- **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
 - Center preview area
 - collapsible panels
 - content based on module’s function
 - comprised of subpanels
 - the shift-tab key shortcut
 - The top menu bar
 - identity plate
 - customize
 - becomes activity viewer w/ progress bar

Introduction to Lightroom 5

- module picker
 - Bottom filmstrip
 - Contextual Menus (Right-clicking)
- **Library Module:**
 - The management hub of LR: evaluate (pick favorites, delete rejects), rate, keyword organize into collections
- **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 of photos and view on Google Earth map
 - Add via GPS enabled camera; or tracklog from a dedicated GPS device or Smartphone app; or manually (drag and drop)

Library Module

Left panel

- **Catalog Subpanel:** All Photographs to view all your images
- **Folders Subpanel**
 - What you highlight appears in central preview panel
 - Synchronizing Folders
 - Managing file locations via drag and drop
- **Collections Subpanel:** 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 Subpanel**
 - Managed collections for uploading to social media sites
 - Requires one-time account setup

Central preview panel with toolbar

- **Grid view:** The light table metaphor
 - Cell states:
 - Minimal, compact, expanded; J key to toggle

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- Thumbnail icons:
 - Flags, metadata status, collection, badges, rotation
 - Missing photo, save metadata, metadata changed externally warnings
- Customizing the view mode content
 - Dropdown menu: view/view options
 - Compact cells
 - Check all except index and rotation
 - Top label: file name; bottom label exposure and ISO
 - Expanded cells
 - File name, capture time/date, exposure and ISO, Cropped dims.
 - Loupe view
 - Info 1: file name; exposure & ISO, lens setting
 - Info 2: file name; exposure bias, cropped dimensions
- Toolbar (T key)
 - Customizing content: arrow on right
 - Sort order
 - Remembered for each folder
 - Custom order option available only in folders without subfolders
- About Selection modes
 - Active, selected, deselected (light gray, medium gray, dark gray)
 - 'the active' image
 - 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

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- EXIF and IPTC

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

PANEL TIPS

- Disabling auto hide and show
- Enabling solo mode
- Removing unused panels
- Hide all panels with shift-tab
- F key (LR5)

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
 - Photos will appear in center panel
 - Any photos already in catalog will be grayed out
 - HOW
 - Copy as DNG
 - **Copy**
 - Default setting if memory card is detected (verify)
 - Add
 - Adds existing photos without moving them
 - May only needs to be done once (new users)
 - Note fewer options available in 'where to' section
 - Move
 - For existing uncataloged photos when a new location is desired
 - Central preview screen

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- Check / uncheck to choose
- Already in catalog are grayed out
- View options: grid view/ loupe view / thumbnail slider
- WHERE TO
 - Contains 4 sections (subpanels): File Handling, File Renaming, Apply during Import, Destination
- **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
 - Make a second copy: choose an external drive
 - Temporary solution: *will not have future edits!!! And can fill up your drive quickly if not periodically emptied!*
 - Leave build Smart Previews unchecked: Check only if you will be developing offline photos. Takes up more disk space
 - Check 'Don't import suspected duplicates'
 - Duplicates have same file name, date and time and file length;
 - different file formats will not be considered duplicates
- **File Renaming**
 - [optional] choose custom plus original file number; enter custom text
- **Apply During Import**
 - Develop Settings
 - Metadata: copyright
 - Add any global keywords, if any, that apply to ALL photos in the shoot
 - Make sure to clear old keywords (Lightroom 3 and earlier)!
 - Location of shoot is usually a good choice
- **Destination**
 - My recommendation:
 - Uncheck 'Into Subfolder'
 - Set organize to: by date (choose top option)
 - Highlight your umbrella folder 'all photos' in the folder list below. It will be within (my) pictures folder
 - dated folder will be beneath, grayed out and italicized with a little + sign next to the folder icon - *this is where your photos will go*
- **Click 'Import'**

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

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- Stacking Photos
- 'I' key toggles data
- Compare mode (C key)
 - Link/ unlink option
- Survey Mode (N key)
 - X key removes from view (picture still exists)
- 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)

Exporting Photos

- Explanation of export dialog parameters
- Presets
 - email
 - Creating your own preset

Enhancing Photos: Develop Module Demonstration

- The Workspace
 - Non-Destructive Editing and the History Panel
- Global Adjustments
- 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 menu (Presets)
 - Full menu only available for RAW captures
 - JPEG captures set white balance in camera
 - Manual adjustment of Temp/Tint Sliders

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- 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 or decrease overall contrast (more useful than in previous versions)
 - Tone Curve is a better option
 - **Highlights:** adjusts primarily brighter tones (70-80%)
 - Alt/option key reveals blown out areas
 - **Shadows:** adjusts primarily darker tones (10-30%)
 - Alt/option key reveals filled in areas
 - **Whites:** sets white point – affects lightest 20% of image pixels
 - **Blacks:** sets the black point – affects darkest 20%
- Presence
 - **Clarity:** adds contrast, concentrating primarily on the midtones; enhanced texture
 - **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)
 - 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

Introduction to Lightroom 5

- Luminance vs. Color
- Lens Correction
 - Lens profile
 - Color
 - Chromatic Aberration
 - Manual
 - Correct distortion
- Effects
 - Post-Crop Vignetting
 - Grain
- Local Adjustments
 - Gradient Tool
 - 'Flippy' triangle to access
 - Pin options
 - Radial Gradient Tool (LR5 only)
 - Invert option
 - Adjustment Brush
 - 'Flippy' triangle to access full menu
 - Preference: Brightness slider for tonal adjustments
 - Scroll wheel or bracket keys to change brush size
 - To reset sliders: Option/alt 'effect' becomes 'reset'
 - Edit pins options
 - Mask options
 - Spot Removal (LR5 only)
 - Use default Heal setting
 - Use clone if near edges
 - Scroll wheel or bracket keys to change brush size
 - Paint area needing replacement
 - Click inside replace from area to move it if necessary
 - Check Visualize spots to look for sensor dust.
 - To check entire image:
 - Set navigator to 1:1
 - Cursor in navigator window: page down key to scroll
 - Spot Healing (LR4 and previous versions)
 - Use default Heal setting
 - Use clone if near edges
 - Scroll wheel or bracket keys to change brush size
 - Click (don't paint) and drag to 'from' area
 - H key to hide or reveal circles
- Develop presets
 - Preview in navigator
 - Cumulative aspect
- Before/After

Introduction to Lightroom 5

- Backslash key
- Toolbar button (Y shortcut)
- Virtual copies
- Applying adjustments to multiple images
 - Previous option (one photo selected)
 - Sync button (more than one)
 - Select multiple images
 - Click 'sync settings' button on bottom of right panel in either Library or Develop module
 - Choose which settings you would like to copy
- Photoshop integration

Important Preference Settings

- Location: (Mac) Lightroom dropdown menu; (PC) Edit dropdown menu
- Applies to all catalogs you create
- **General**
 - Uncheck 'splash screen'
 - Check 'automatically check for updates'
 - Check 'treat jpeg files as separate'
 - Check 'show import dialog when a memory card is detected'
- **File Handling**
 - Increase camera raw cache up to 200GB depending on hard drive space

Important Catalog Settings (specific to each catalog)

- **General**
 - Shows location of backups
 - Backup frequency
 - Depends upon how often you use Lightroom
 - I use "every time Lightroom exits"
- **File handling**
 - Standard preview size should be approx. same as monitor pixel width
 - Does not affect photo size
 - Medium quality
- **Metadata**
 - Auto write changes into XMP
 - Flags, virtual copies, collection membership, history, stacks, panel and zoom positions are NOT kept in XMP
 - Slows down processing but adds extra security against catalog crash
 - Include develop settings in JPEG/TIFF/PSD files - yes (written to header)
 - Write to proprietary raw files - no