"Power tends to corrupt,
and absolute power corrupts absolutely."

~ John Emerich Edward Dalberg-Acton

Light**room**

An introduction to editing and selection
http://www.adobe.com

May 2019

Light**room**

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Introduction

The Lightroom application allows us to look at, search, organize and edit our photographs. It works with Photoshop to give us a complete set of tools for our photographs. It can also be used to organize videos for video projects.

This **tutorial** is designed to introduce you to Lightroom and give you a basic set of skills. As with Photoshop, Lightroom offers many many features that are beyond the scope of this tutorial.

It is NOT designed to detail every single feature of the program. IT is specifically written for **Lightroom Classic 2019 and is current as of May 2019**

NOTE: Lightroom now comes in two varieties.
    Lightroom Classic is for desktop based assets - your photos are on your computer or external hard drives.
    Lightroom (not classic) is for workflow where you store your images in the cloud. The two programs are NOT   interchangeable.

This **tutorial** will look at these key features of Lightroom

     1. Importing Images from your camera

     2. Cataloging Images for archiving and organization

     3. Toning/Editing/Captioning Photos

     4. Sharing photos

- **NOTE:** This tutorial was written for the Mac OS.
But the program should look very similar on a Windows computer.
There is a tablet version of Lightroom as well - it offers fewer features than the desktop version.
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Tools and Workspace

Lightroom Classic(*from now on, when we say Lightroom know that we mean the Classic version*) is part of the Adobe Creative Suite of applications. This means the look and interface will feel familiar as you move from app to app, from Lightroom to Premiere to Audition to Indesign, etc.

Lightroom is complicated. In some ways trickier than Photoshop because it does many different things.

It is organized in two broad ways:

Modules   Panels

Modules There are seven Modules within Lightroom. Select the one you need based on what you want to accomplish. This tutorial will focus on the **Library** and **Develop** Modules.

Library   Where you'll import, store and organize your photos

Develop   Where you can adjust and edit photos

Map   Let's you see where your photos were taken

Book   Design books for printing or making PDFs

Slideshow   Create Presentations

Print   Print or prepare photos for printing

Web   Create Web galleries for uploading to a server

Panels are how Lightroom organizes its tools and controls. By default you'll see four panels set around the center display of your images. [Watch this 1:24 video on how to adjust the Panel view](#)
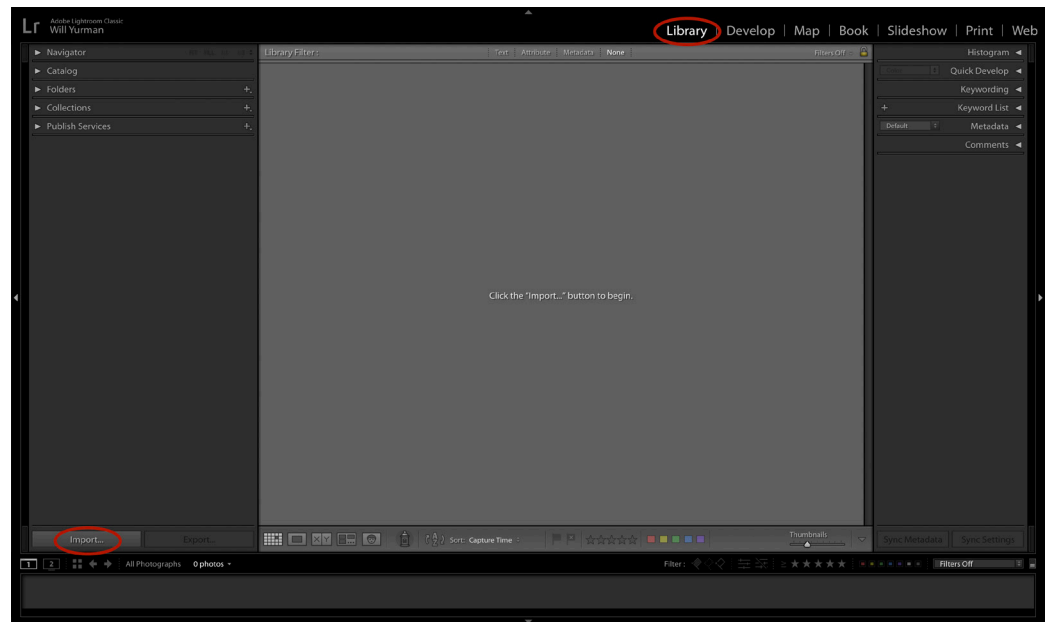
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- By default Lightroom will store your catalog in the Pictures folder on your computer.

  You can move your catalog. Shut down LIghtroom and drag the folder from the Pictures folder to anywhere you like. When you reopen Lightoom you'll have to point the program to the new location of your catalog.
-

When you open Lightroom you should see something like this. Note that we are in the **Library Module.**

Catalog

When you first open Lightroom it will ask you to **create a catalog**. This is where all the information for your photos is stored.

Lightroom does NOT move existing folders of photos. By default it does not make copies of existing photos. It WILL copy photos from your card or camera.

It makes a catalog that you can search and organize so you can find your photos.

Typically you will have just one catalog for all your images. You can sort and organize within that one catalog.

Tips & Tricks

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Remember to back up your images. If you're using LIghtroom to import from your camera you can have it copy your files to a second location.

Think about creating a workflow that automatically backs up your images.

Have two external hard drives, or use Box.com for one set of backups.

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IMPORTANT

A **catalog** is **NOT** the actual photos. Think of it as the table of contents to a book or a catalog for a clothing store. The actual clothes are not in the catalog. The actual words of the book are not in the index.

They are the guides that tell you what is in the book or store. A Lightroom catalog does the same thing. You can look at previews and metadata and even adjust your photos. But the actual files exist on their own, separate from Lightroom.

Lightroom points to the actual photos. So that connection is important. If you move the photos Lightroom will not be able find them.

Importing Photos

You can import photos from an existing folder or hard drive into Lightroom. By default this doesn't copy or move the photos, it simply adds their information to the Lightroom database.

You can also import from a camera, or SD card or smart-phone. In this case, by default, the photos ARE copied to your computer or hard drive.
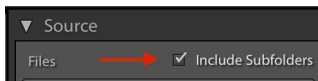
This makes sense. You want to get the image files off the camera or phone or SD card and stored on your computer or external hard drive (or, ideally, both)

To Import photos, click the Import button at the bottom left.

Tips & Tricks

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If you're importing a folder with sub folders make sure to click the 'include sub folders' checkbox.

if you've selected a folder and don't see any images in the center panel it's probably because you didn't check the sub folder box.

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Set the Lightroom preference to 'show import dialog when a memory card is detected' LIghtroom>Preferences...>General
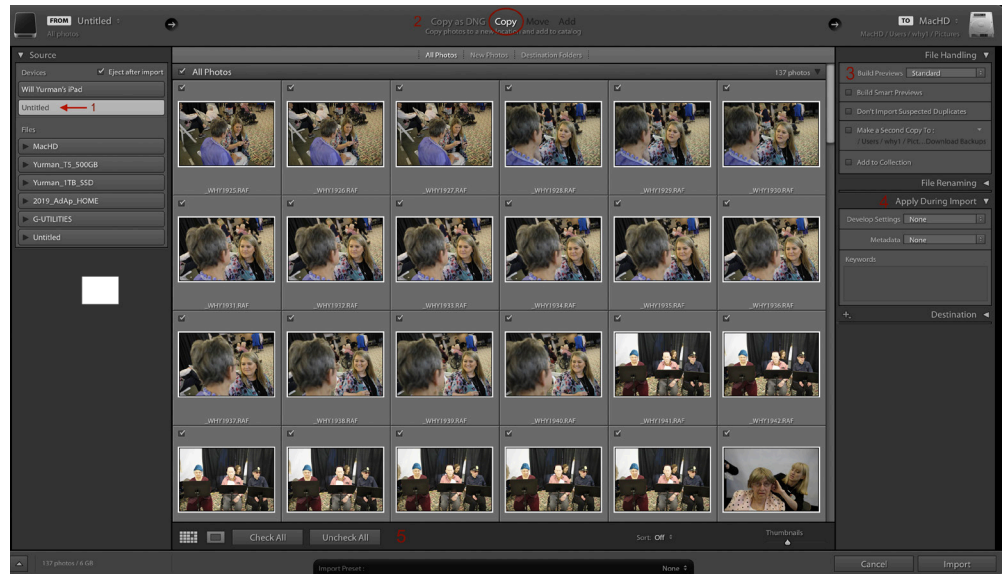
This is the Import Dialog box

1. Select the device. In this example there is an SD card called 'Untitled' and an iPad. The SD card is selected and we see the images on the center of the dialog box.

2. If you're importing from a device, select 'copy'. You want to copy the images from the device to your computer or hard drive as well as catalog the images. **IF you were importing files that already existed on your computer you would select 'add'** to add them to the catalog without making another copy.

3. I recommend setting build previews to 'Standard' and selecting 'Build Smart Previews' Smart Previews will allow you to work on an image even if the actual file is offline on another hard drive.
You can make changes to the Smart Preview and then when you connect the hard drive those changes will be applied to the actual file. Pretty nifty.

Select a destination for your photos. Find a system that works for you.

You can also select a second destination and have Lightroom make a second set of copies of the actual image files. Definitely a good idea!

4. Under Metadata, you can create a custom caption with your personal information and have it applied to every photo. Add your name, copyright information, etc to every image. Another smart idea. Metadata>New will let you create a preset you can apply to every photo.
OR, create a new preset each time and add more details about that assignment. You could write the basics of a caption here and then later add specific details to specific photos.

5. Typically you'll import every image from a card or camera. But if you don't want to, you can uncheck images and only import the ones you check.

Watch a 8:28 video on importing into Lightroom

Using the Catalog

Once we've imported photos, we have a catalog. An index/view/catalog of all our photos.

This is the heart and soul of Lightroom
Notice the settings in this sample Catalog

We are in the Library Panel

The display is broken into three columns.
The first column lets us navigate to the images we want to view. In this case we are looking at a subfolder called Tuesday-Thursday which is just one folder in the external hard drive that this catalog is based upon.

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Lightroom Classic

Tips & Tricks

- Switch between 'Grid' and 'Loupe' mode by double clicking on an   image, or by using the small tabs below the images or by using the quick keys: G for Grid view and E for Loupe view.

-
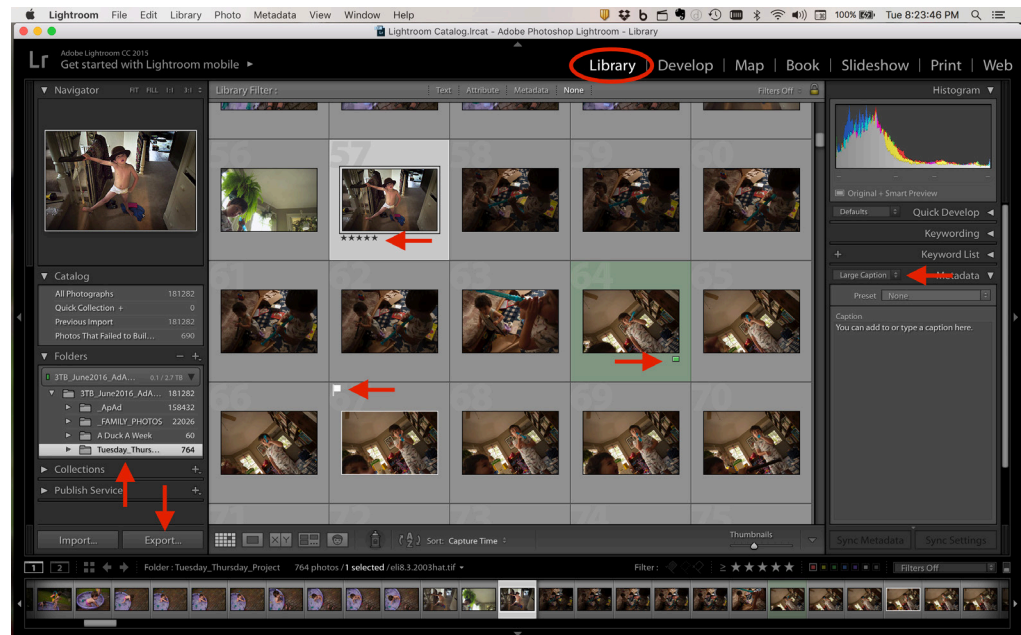
The second column is the image view. This is called the '**Grid' view.** Rows of small thumbnails. You can scroll up and down to see additional images. Double click on an image to view what is called the '**Loupe' view,** a close up of the photo. Double click again to return to 'Grid' view.

You can tag photos in three ways.
Assign a rating by clicking 1-5 stars
Click the 'flag' to flag the photo
Click the small square to assign a color

Watch this 2:40 video on using a Catalog

All of these methods are searchable.

Searching a Catalog

You can search within whatever group of photos you are viewing in several ways.

You can search by text – that could be file names or caption information.
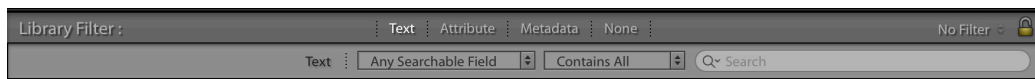
Tips & Tricks

You can search by attribute – color, rating, flags.

You can search by metadata – any of the information contained in the metadata field. This could be the kind of camera, the location, the date shot, etc.

The search options are located above the image(s) except for the attributes which are both above and below.

In the example above, 'Text' Search is selected. You have multiple ways to filter a text search using the dropdown menus.

[Watch a 3:04 video on searching a catalog](#)

Lightroom Classic

Viewing Images

Looking at your photos, and selecting your favorites is a core feature of Lightroom.

The program offers a variety of ways of viewing and comparing images.
Grid & Loupe View
Compare
Survey

Grid and Loupe view

Grid View means you're looking at a group of images in rows of small thumbnails. Select Grid View using the small button in the lower left

Lightroom Classic

Tips & Tricks

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There are multiple ways to switch between Grid and Loupe views.
1. Use the buttons at the bottom of the screen.
2. Double clicking on an image will move you from Grid to Loupe and back again. (I think this is the fastest method)
3. Use the quick keys:
G for Grid
E for Loupe

•

Loupe View means you're looking at a single image, close up. Select Loupe View using the second small button in the lower left.

[Watch a 2:09 video on using Grid and Loupe views](#)

Compare Lets you look at two images, side by side. Very useful if you're looking for subtle differences in expression or moment.

Click the Compare button or use the quick key C.

If you have one photo selected, Compare will show you the selected photo and the very next image, side by side.

If you select two photos and then select Compare, you'll see those two images side by side.

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Lightroom Classic

Tips & Tricks

Zooming

Notice the zoom tool under the images in Compare mode. If you leave the lock icon locked, you can zoom on both images at the same time.

If you unlock the zoom tool you can zoom on one image or the other. Click the 'synch' button and the two images will be magnified at the same amount.

The image on the left is the 'Select'. Use the film strip at the bottom to choose a different photo.   It's the first image you choose. You can use the arrow keys to scroll through other images in the 'Candidate' window.

[Watch a 2:58 video on using the Compare Tool.](#)

Lightroom Classic

- There are some fun and useful ways to change the view in Lightroom.

The Tab key will remove the side panels and the Shift/Tab keys will eliminate all the panels.

The 'L' button will darken the background. Lightroom calls this 'Lights Out'

The 'F' key will show you an image in full screen mode. A great way to show off your photos to other people.

[Watch a 2:05 video on these view options](#)

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 Survey Lets you look at a group of images. If you've narrowed your selections down to a handful of images, Survey can help you make that final selection.
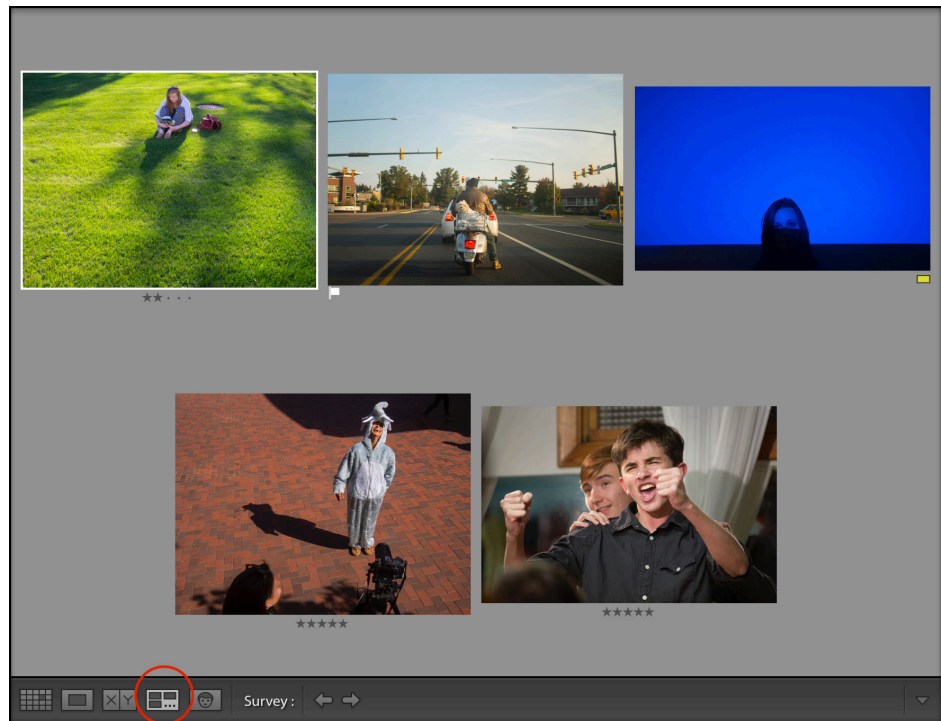
Simply select multiple photos by holding down the command key(on a mac) or control key (on a PC) and clicking on photos.

Once selected choose the **Survey button** at the bottom or use the quick key 'N' to enter Survey mode.

Once in Survey mode you can remove a photo by rolling over it and using the 'x' button to remove it from the survey.
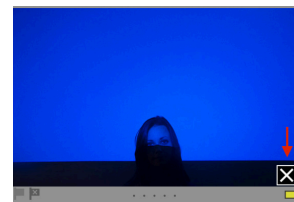
[Watch a 1:36 video on using the Survey tool](#)

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Lightroom Classic

Naming, Finding, Moving Photos & Folders

It is **very easy** to move folders and images and rename them **within Lightroom**

Lightroom gets **very unhappy** if you move or rename photos or folders **outside of the program**.

If you remember those two rules, you'll find working with Lightroom is much easier.

Within Lightroom you can drag and drop folders and photos from the Catalog column on the left.
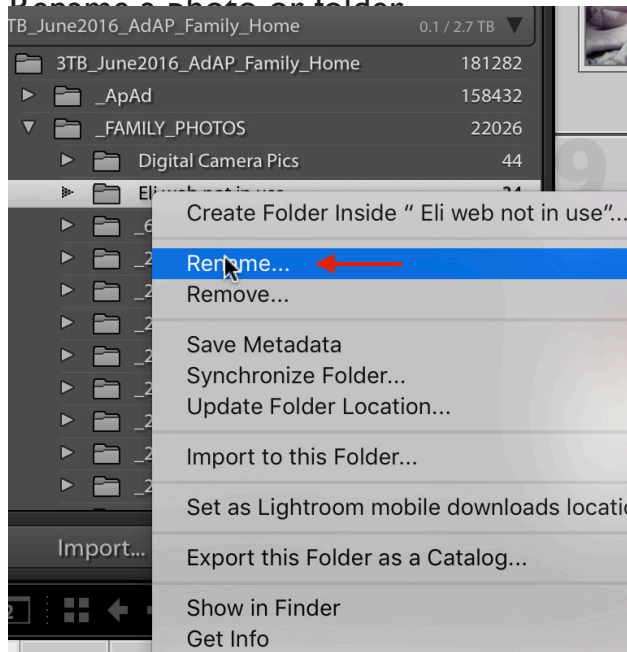
Right click on a folder and select 'rename'.

You can also simply click and drag a folder to a new location.

From the Loupe view you can drag a photo to a new folder.

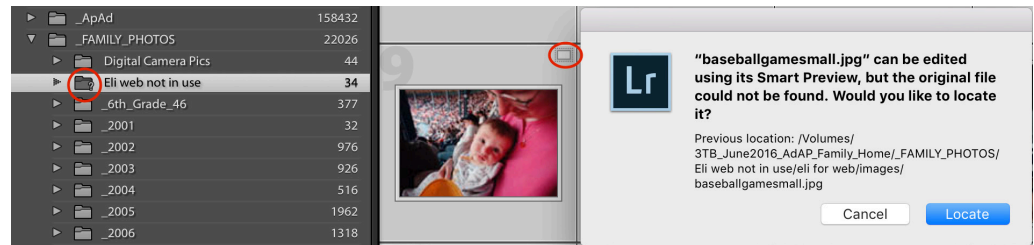Select a file or files from the grid and use Library>rename to change the file name.

All of this is done within the LIghtroom program and makes Lightroom very happy.

Lightroom Classic

Tips & Tricks

IF you move a photo or folder while outside the program, Lightroom will lose the connection to that photo or folder.

You will need to reconnect the content with Lightroom.

In this example, I renamed a folder outside of Lightroom.

From Lightroom's point of view, that folder is gone, missing, kaput. It can't find it.

Notice the question mark over the folder and the small box in the upper right of the thumbnail.

Because I generated a Smart Preview when I imported the folder, I can see the image. But the actual file is gone as far as Lightroom is concerned.

If you click the Locate button you can navigate to the newly renamed folder and reconnect it to Lightroom.

BEST PRACTICE: Move folders and photos and rename them within the Lightroom program. Make that your workflow to avoid problems.

[Watch a 3:55 video on renaming and moving and reconnecting photos and folders.](#)
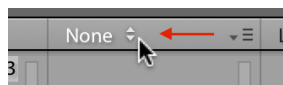
Tips & Tricks

- You can search for video files within Lightroom by creating a new column and selecting file type in the Metadata search tab.

Under the Metadata search, click on the small dropdown in any column to add a new column
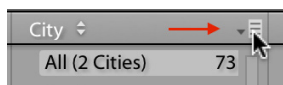
After adding a new column, Change 'None' to File Type by using the drop-down menu.
You can then search for files by type including Video.
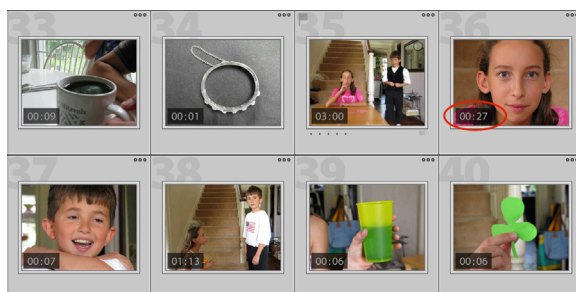

-

Video Files

Lightroom can catalog and display **video files** as well as still photos.
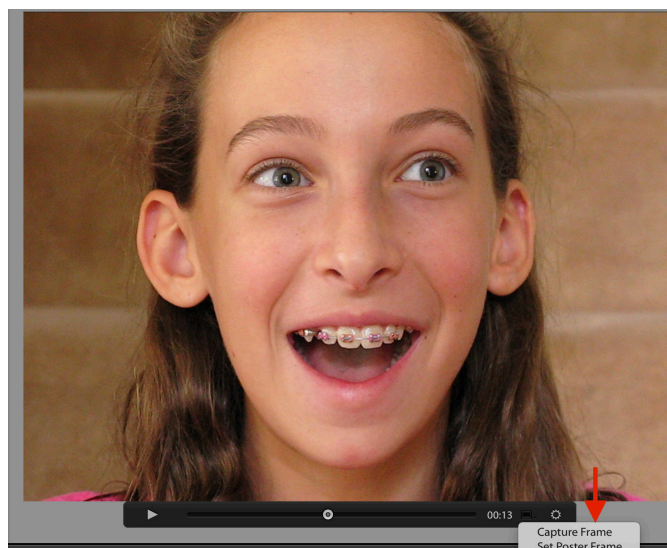
Import video just as you would still images. Lightroom will catalog video files along with your still images.

Video Files will show a time code in the Grid View

To play and hear your clip, look at it in Loupe View.

You can change the thumbnail image of the video, known as the Poster Frame and you can extract a jpeg of any frame within a video right inside Lightroom.

Capture Frame will create a jpeg of the frame of video and store it in the same folder as the video

Set Poster Frame will change the thumbnail that is displayed in Grid or Loupe views.

Watch a 3:31 video on viewing Video Files in Lightroom

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Quick Keys worth learning:

PUX
P - flags a photo
U - unflags
X - flags as reject

0-5 - adds star ratings

6-9 - adds color labels

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Using Ratings and Labels

To fully use the power of Lightroom you'll want to be familiar with rating and labeling your photos.

The options and ability to customize Lightroom is **almost over-whelming.** Once you find a workflow that fits yours needs, and you become comfortable with the quick keys and options, Lightroom can be a very powerful tool for organizing and finding your photos.

Rating your images

Lightroom offers three ways to label/rate your images
Flags
Stars
Color Labels

You can use these ratings any way you like. The most important rule is to **be consistent.**

Perhaps a Flag is any image you may want to use later.

Stars could tell you how much you like it. Save a five-star rating for only the best of the best.

Colors could mean a particular use. Red for the web, yellow for family, etc.

Or, maybe you want to keep it simple and only use the Flag rating.

Or, you'll find your own method. The quicker you can settle on a system, the more valuable the rating system becomes.

Lightroom Classic

Tips & Tricks

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IN GRID VIEW

J - toggles through what is displayed around the image
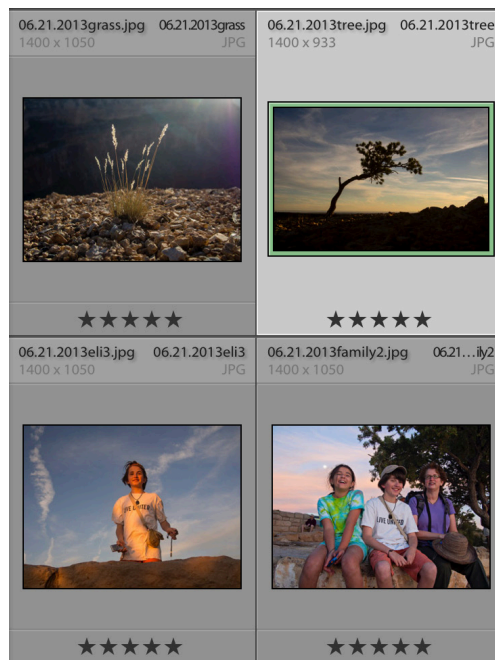
⌘J - displays view options

IN LOUPE VIEW

I - toggles through what is displayed

⌘I - displays view options

T - toggles toolbar on and off

**** - toggles search/filter bar on and off

This shows the '**expanded view**' in Grid View.
Use the '**J' key** to toggle through various views.
You can customize what is displayed by going View>View Options...

In this display, you can see the various ratings as well as the file name, type and size of the image.
Customize this to fit your needs.

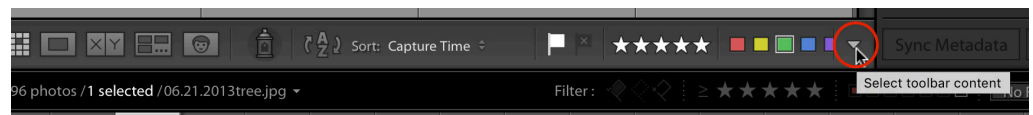This shows Loupe View with **Info** displayed.

Use the '**I' key** to toggle through two different displays or turn it off.

Customize what is displayed by going View>View Options...

To see and set your ratings, **make sure they are displayed** in the tool bar below the images.

If you don't see the ratings, use the drop down window to select what is displayed.

[Watch a 7:04 video on using ratings and labels](#)

Tips & Tricks

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Once nice feature of Collections is that you can **reorder photos** by clicking and dragging within the Grid View

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You can also **delete images** from a Collection. Simply click on the photo and hit the delete key.
The original file and folder aren't altered. The image is just removed from the Collection.

•

Collections

Think of **Collections as virtual folders**, another way to organize your images within Lightroom.

Collections are **NOT real folders** that exist on your hard drive. They don't add file size or copy images. They are a way to view a particular group of photos within Lightroom.

For example, you might have photos of your dog taken over many years and stored in many folders. You could create a Collection of your dog photos. The original files would remain. The Collection would just let you view them all in one place.

Create a Collection

Select photos from a folder displayed in Grid Mode

Click the + next to Collections and Create Collection
Give it a name and click Create.
Voila, you're done
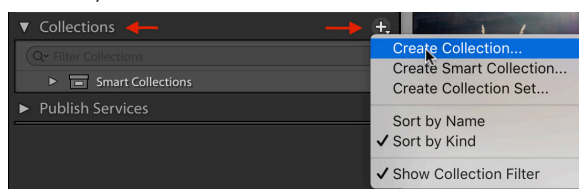
Smart Collections

Think of Smart Collections as automated Collections. You can set them up to collect together any photos with a particular attribute. You could, for example, gather all your three-star photos into a Collection. And anytime you rate a photo with three stars, it would automatically be added to that Collection.

Tips & Tricks

There are default Smart Collections already created by Lightroom. You can create your own, with your own set of attributes/filters easily.
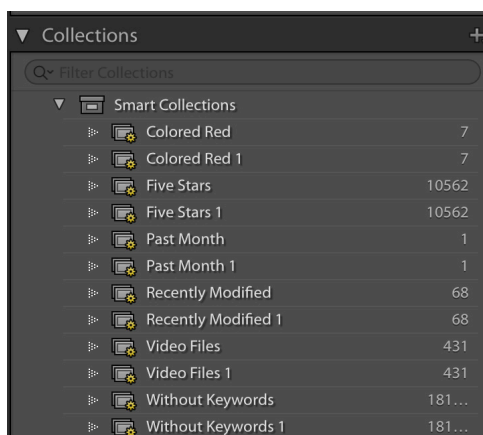
These are Smart Collection that Lightroom created.

You can create your own as well.

Any photo added to Lightroom will automatically be added to the appropriate Smart Collection
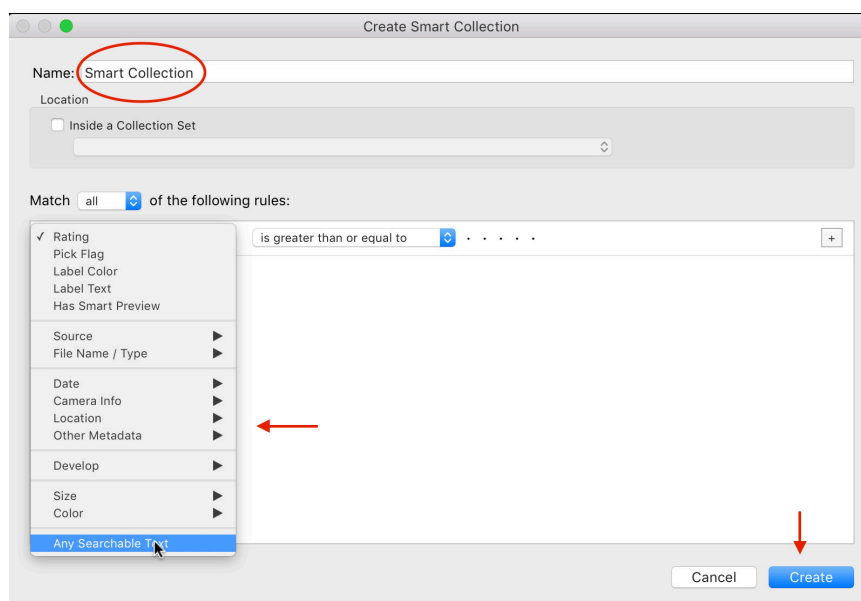
To create a Smart Collection give it a name, set the attributes and click create. Any photo (or video) with those attributes will be added to the collection.

[Watch a 6:06 video on creating and using collections](#)

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Tips & Tricks

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Changes in Lightroom are non-destructive.

This means if you change the color, brightness, cropping of a photo inside Lightroom you can always undo it at a later date.

Pretty cool!
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Editing Photos

Lightroom has it's own tools for adjusting and toning photos. But you may want to work in Photoshop either because:
A. You are more familiar with Photoshop
B. You want to make changes that are only possible in Photoshop.

The advantage of Lightroom - one stop shopping. You can adjust and tone photos without ever leaving Lightroom.

The disadvantage is that Photoshop is a more powerful tool and not everything you want to change is possible inside of Lightroom.

Let's look at some basic adjustments you can make to a photos inside of Lightroom

Captions

Captions are vital

Captions give photo context and meaning

They explain what is happening in the image

They give facts and details the image alone can't explain

They are searchable - this is key.

They make your photos more valuable

Tips & Tricks

- Remember that basic caption information can be applied to a group of images when you first import them into Lightroom.

  Basic facts about the photos – who, what, where, where and why – can be attached to all the photos in a single shoot.

  Then specific information can be added photo by photo.
-

Captions are applied in the **Library module**

Select a photo and then click on the **Metadata Tab** on the right.

There are many fields you can complete. All of this information is attached digitally to the image file - collectively this data is called **metadata** – it is data about data. Information about your photo.

This information can be viewed in applications other than Lightroom - clients will be able to read your captions, Websites can import it, etc.

Develop Module

The **develop module** is where you'll adjust your image - crop, tone, etc.

Select a photo in the Library module and then click the Develop Tab

Lightroom Classic

Tips & Tricks

- ## THIS IS IMPORTANT

Lightroom is a very powerful tool and you can make all sorts of changes to your image.

BUT, just because you can doesn't mean you should.

Changing the content of a photo - removing something, changing a color or tone, distorting the image – changes the meaning.

If you are a journalist there are very strict ethical guidelines that limit what you can do to a photo.

But other photographers should be wary as well about altering images. Consider why you're making changes and how people will respond to a photo that no longer accurately represents the reality of the scene.
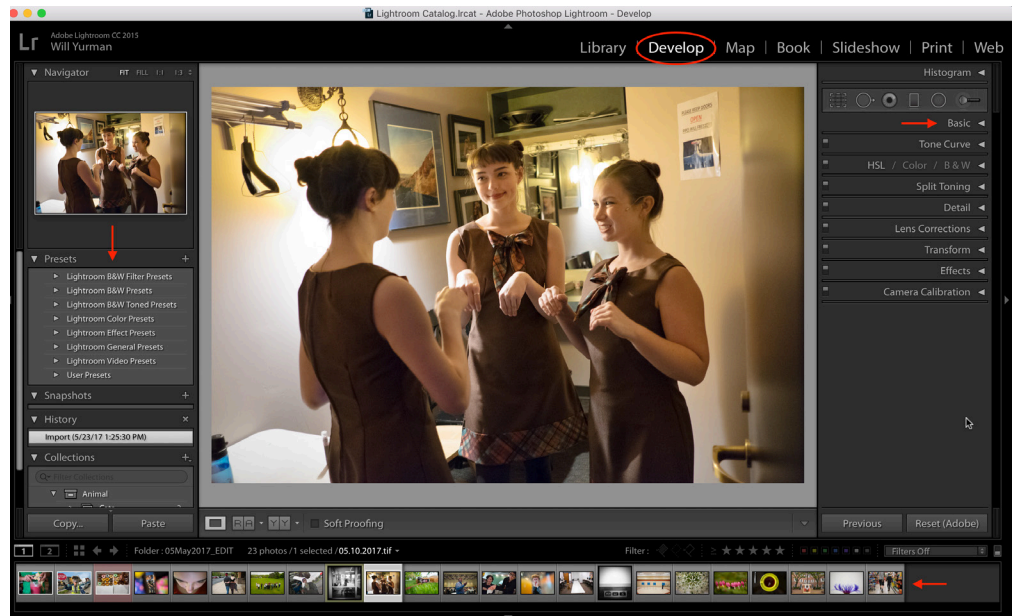
Note the various panes in the Develop Module

Presets – Some prebuilt filter sets that you can apply to your image. Rollover a preset and you'll see the change . Click on the preset to apply it to the image. Click the Reset button to remove the preset.

Filmstrip – all the images in the folder are visible at the bottom of the Module. Use the arrow keys to scroll through other images.

Toning Tabs – Multiple options for altering and adjusting your photos can be found in the various tabs on the right starting with **Basic**.

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Tips & Tricks

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Not everything can be fixed.

It is very important to get a proper exposure in the camera. While Lightroom and Photoshop are powerful tools they are not magic.

Blurry photos can't be magically made to be in focus or sharp.

Highlights and shadow areas that are missing details can't be fixed.

"Fixing" a poor image has its limits.

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BASIC

The controls in the basic tab let you adjust color, brightness and saturation.
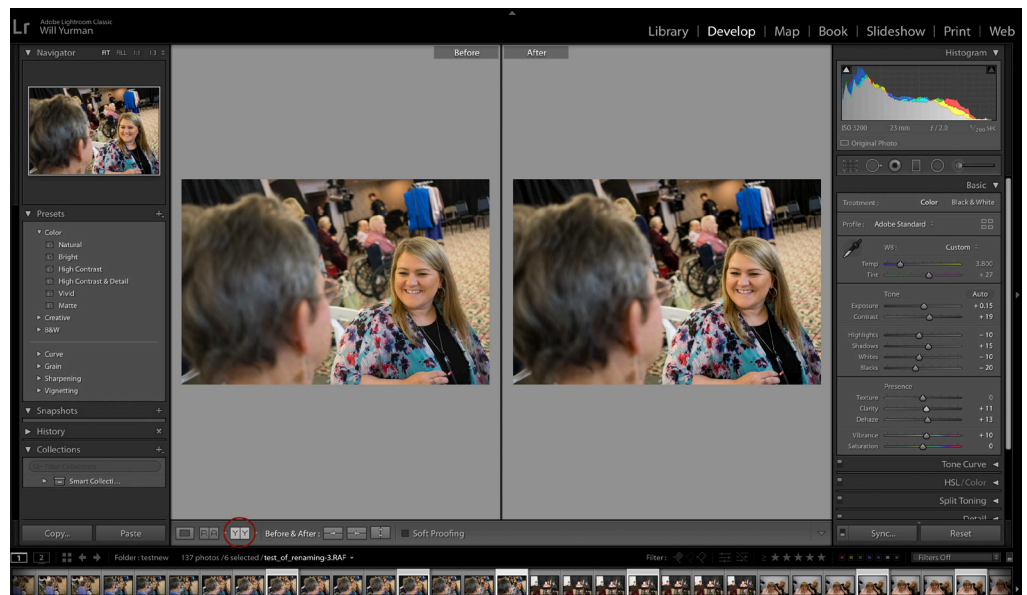
The original image is on the left.
(The **"Before and After"** tab at the bottom allows you compare the image as you tone it - a useful feature)

The Basic panel is the first and primary panel you will use to adjust your images. Often it will be the only panel you need to use.

Lightroom Classic

Tips & Tricks

Local Adjustments

You may need to adjust part of an image - darken a sky, lighten a face, adjust the color in one area of a photo.

Lightroom offers limited tools for making these kinds of adjustments.

Photoshop offers much more control over local adjustments.

Clicking on the tools at the top will open the adjustment window.

Each tool allows you to selectively adjust part of the image.

Crop tool allows you to crop and straighten an image.

Spot removal - can remove or clone content from one part of the image to another.

Red Eye Correction for removing red eye

Graduated Filter can create a graduate band of adjustment to darken a sky for example.

Tips & Tricks

Radial Filter can create a round or oval area of adjustment.

Adjustment brush allows you to paint over an area of the image adjusting color, brightness etc.

[Watch a 14:21 video on using the tools in the Develop Module.](#)

Editing in Photoshop

If you need to use Photoshop to further adjust an image, simply right-click or control-click(Mac) on an image and select **Edit In**, and then select Photoshop.

(This requires you have Photoshop installed on your computer)

You'll get this dialogue box:

Edit Photo with Adobe Photoshop CC 2017

What to Edit

○ Edit a Copy with Lightroom Adjustments
Apply the Lightroom adjustments to a copy of the file and edit that one.

○ Edit a Copy
Edit a copy of the original file.
Lightroom adjustments will not be visible.

○ Edit Original
Edit the original file.
Lightroom adjustments will not be visible.

Cancel   Edit

Selecting the top option, **Edit a Copy with Lightroom Adjustments**, usually makes the most sense. This will preserve the original image and allow you to further adjust the image after making corrections in Lightroom.

The only downside is you're adding an image to your collection which will increase the size of your image collection.

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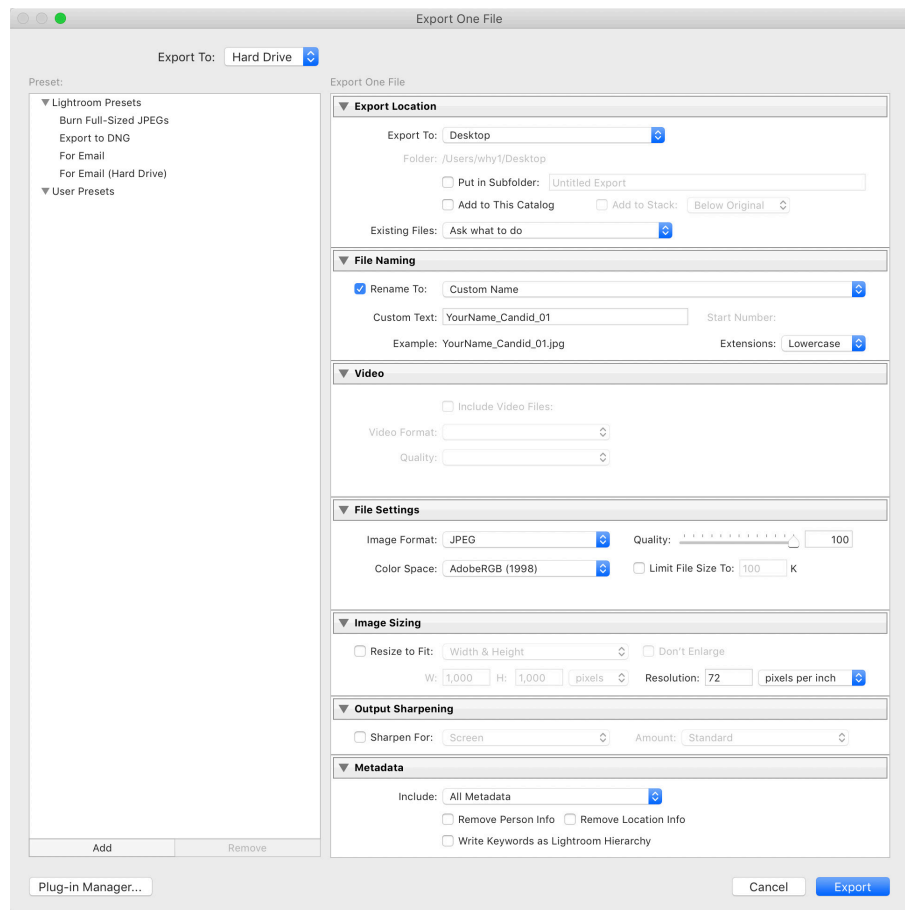
Tips & Tricks

Exporting

Ultimately your photo does you no good sitting in Lightroom.

You want to use it - post it to the web, publish a book, email it to a friend.

To do this, you need to export the image from Lightroom.

To Export
File>Export...

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Tips & Tricks

You have a lot of choices.

You can select different file formats, image size, quality, etc.

Jpeg: compressed files, good for emailing and the web.
Resize the image if you know the size you'll need.
Lower the quality setting for smaller files that are quicker to upload and email.
sRGB is the usually the best color space for viewing on a computer.

Tiff: uncompressed files. These will be larger files and are not designed for posting online.
They work well when editing in Adobe Premiere or other video editors.

watch a 2:42 video on exporting your images from Lightroom.

This tutorial didn't explore other modules in Lightroom. Lightroom can export to the web, publish books, slideshows etc.

Further information about the program can be found at www.adobe.com.

www.Lynda.com (free to Penn State students at Lynda.psu.edu) is another great resource.