

What is Lightroom?



- Lightroom is a database-driven image management software that automatically reads image metadata (such as camera make and model, date/time captured, aperture, shutter speed, ISO, white balance and more), known as EXIF and writes information about each photograph in a new database known as a “catalog”.

- As images are imported, Lightroom has built-in functionality to add additional information to each image, allowing you to tag images with specific keywords, flags and star ratings. This makes it very easy to sort through hundreds of images and pick the best ones, edit them selectively or in batches, then export the best images directly into websites like Flickr and Facebook.


- This type of tagging and indexing is not available in Photoshop, because Photoshop does not keep a database with cataloged images.

- Think of Photoshop as a sophisticated image editing tool while Lightroom is an image management tool with some image editing capabilities which keep expanding with each new version. Lightroom can be considered a subset of Photoshop with specific functionality that Photoshop does not and probably will never have. It was created for the main purpose of managing a large number of images, and keeping them organized in one place.



- Lightroom is easier to learn than Photoshop
- Lightroom already contains a big number of post-processing tools – good for 90%+ of editing tasks. Lightroom is the only post-processing application many photographers will need.
- Most plugins for Photoshop also work in Lightroom.
- Lightroom will help you in establishing a solid photography workflow process.
- Lightroom makes you more efficient, because you can go through and process many photos quickly, without having to deal with opening and closing file.
- Lightroom is good for working with multiple images simultaneously.
- Lightroom will keep you organized by cataloging all of your images in one place, making it easy to find and work with images
- Lightroom allows creating folders and sub-folders on your hard drive and can mass-rename files using templates.



- Lightroom consists of modules that lets one organize (library), post-process (develop), print (print) and share photographs (book, slideshow, web), all in one environment
 - Editing images in Lightroom is non-destructive, which means that the original file never gets permanently changed, whereas Photoshop is a mix of destructive and non-destructive editing
 - Photoshop does not keep historical changes. With Lightroom, you can go back and restore earlier history settings after making changes
 - Lightroom can display image metadata as an overlay as you edit photos. Photoshop cannot do that once an image is opened
 - Lightroom can import various files types- jpg, RAW, tiff, and psd.
 - Lightroom does not use layers and is not good for any sort of graphical work as you will not find any special brushes or pencils here.
 - You don't require a subscription to use Lightroom. You can still buy the software outright.
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So I have Lightroom, where do I start?*

*The following information has been taken from The Adobe Photoshop Lightroom 5 Book for Digital Photographers by Scott Kelby and PhotographyLife “How to Import Photographs in Lightroom”
By [Romanas Naryškin](#)



Before You Do
Anything,
Choose Where to
Store Your Photos



Lightroom assumes you're going to store your photos on your computer's internal hard disk, so by default, it automatically chooses your Mac's or PC's Pictures folder to store all your photos.

Unless you choose differently (in Lightroom's Import window), it's going to always choose to save your photos in this folder.

I would definitely recommend using an external hard drive to store your photo library. You can add additional hard drives as they fill up.



Next, Do This: Set Up Your Folder Organization (It's Really Important)

Some considerations-

Do you already have all your photos together in one main folder with sub-folders?

Or Are they scattered all over the place?



One simple, but critical,
rule:

**keep all your photos
inside one main folder.**

It doesn't matter how many other folders you have inside that main folder, just make sure all your photos reside within it. This is the key ingredient to making everything work smoothly. If, instead, you import photos from folders in different locations all over your computer, you're headed for trouble.

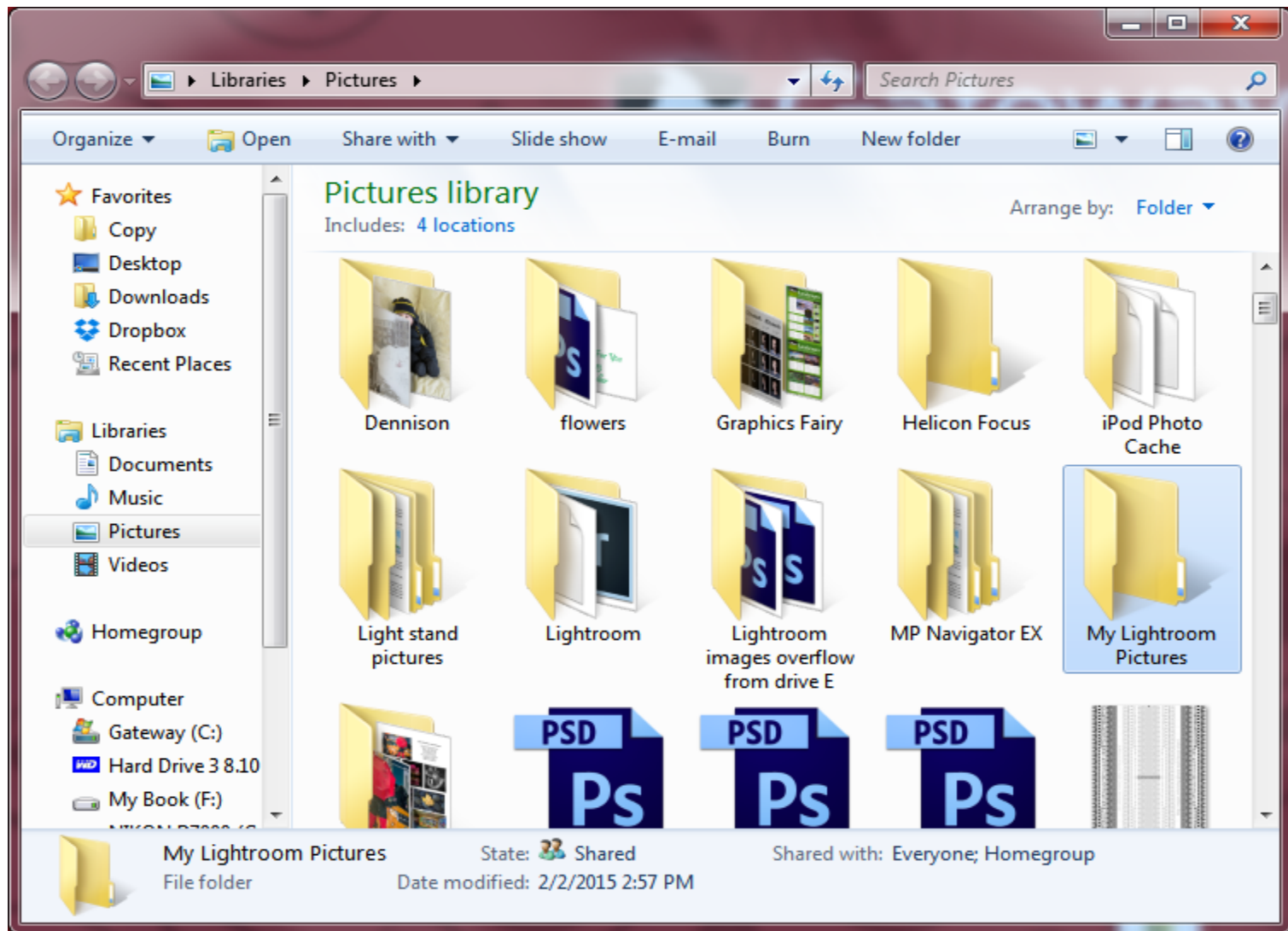


Decision time! Where are you going to put your “ folder” of photos? Is it going to reside-on your main computer, laptop, or external hard drive.

If it is on the same hard drive that Lightroom is installed on, just go inside your Pictures folder, create a new empty folder, and name it “My Lightroom Photos” or a name of your choosing.

If it is on an external drive than create a new folder and name it “My Lightroom Photos” or a name of your choosing.





If you already have folders full of photos on your computer, before you start importing them into Lightroom, you'll want to drag-and-drop those folders inside your My Lightroom Photos folder.

If you decide to use an external hard drive, just create a new folder, name it My Lightroom Photos (or whatever you'd like), then drag-and-drop any photos on your computer that you want managed by Lightroom into that My Lightroom Photos folder on your external drive.

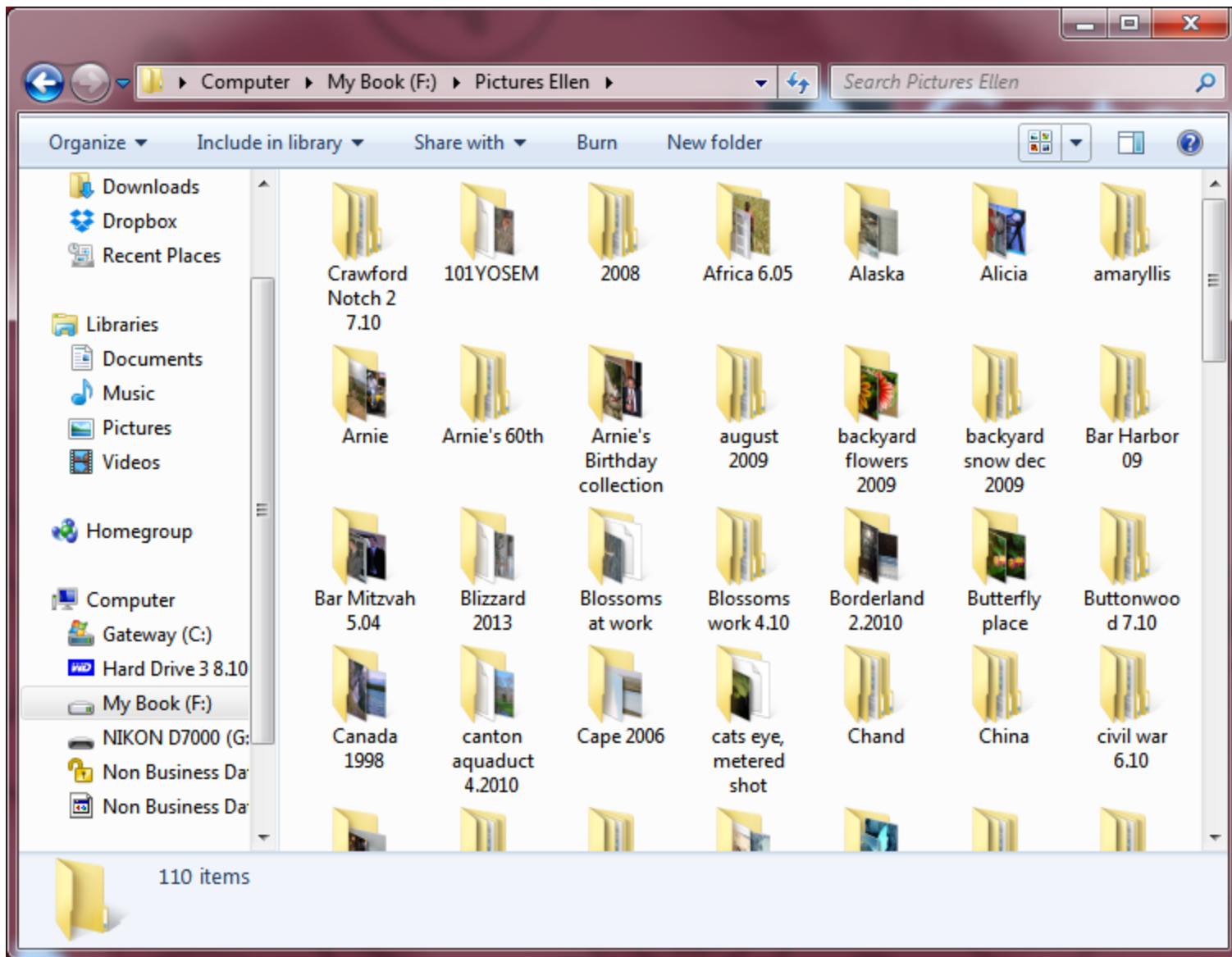
Important!

Keep them in their original folders when you drag-and-drop them over into your My Lightroom Photos folder (after all, you don't want to just drag-and-drop thousands of photos into one big empty folder).

Very Important!

Do all this before you start importing them into Lightroom





Importing Photos Already on Your Computer or Hard Drive- Making Your Catalog

You will only need to do this once,
when you first set up Lightroom



Lightroom is a catalog-based photo manager and post-processing tool. That means in order to start working with photographs, you need to first Import them into your Catalog. Importing is a very simple, straightforward process done using the Import window.

When you import, you are **NOT** making an additional copy of the image. You are just telling Lightroom where to find the image.

To start the process of Importing photographs, launch Lightroom and then click “Import” at the bottom of the left-side panel in Library Module.

Alternatively, you can Import photographs by selecting “Import Photos and Video” from the File menu.

This will open the Import window for you to choose your source directory, image files, destination and other details.

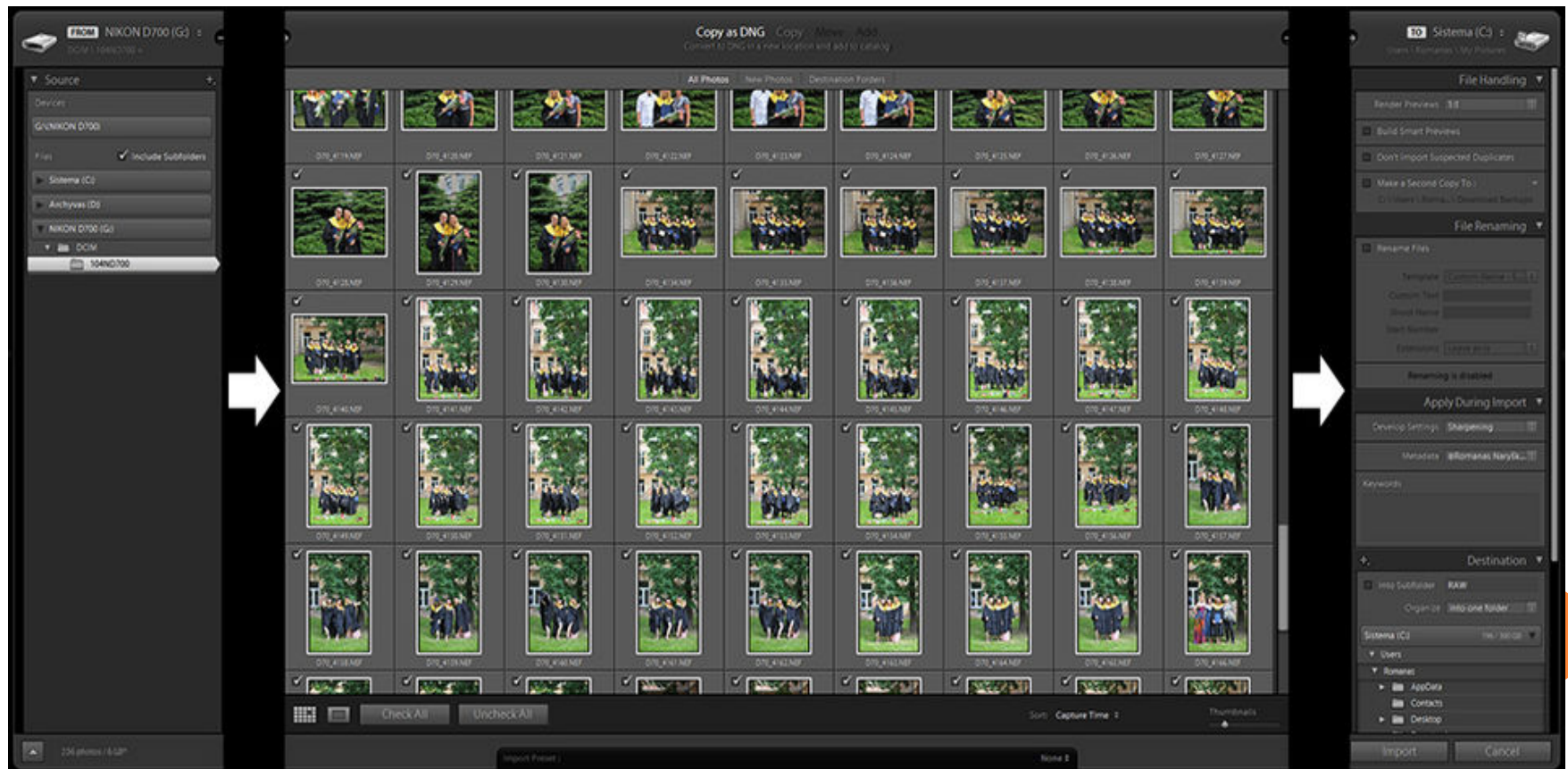
Lightroom's Import window consists of three main sections. These three sections clearly mark the sequence of actions you need to take to successfully Import photographs into your Catalog.



Import time saver If you have a specific folder of photos to import, you can save a couple of steps by dragging the folder from your operating system into the grid in Lightroom's Library module. That will pop open the Import window with all the photos in that folder ready to import.



The Import Window- First of all, you will need to select the source to Import image files from. Once you do that, choose which images to Import from the middle section of the window. Lightroom will generate thumbnail previews for both JPEG and RAW image files. Finally, specify additional information in the right-most section of the window. The tabs that will be available here depend on what settings you choose in the two previous steps. In all cases, you will have File Handling and Apply During Import tabs available.



In the **Source** list on the left side, find the folder on your computer or hard drive that has the photos you want to import. When you click on that folder, you'll see thumbnails of the images in that folder.

To change the size of the thumbnails, drag the **Thumbnails** slider at the bottom right of the Preview area.

By default, all the photos in that folder will be imported, but if there are any you don't want imported, just turn off the checkbox at the top left of each of those photos.

Since you're just adding these photos to Lightroom, you can leave them right where they currently are on your computer or hard drive and just import them by clicking on **Add** at the top of the Import window.





FROM Gateway (C:) →
(Users\Arnold\My Pictures\flowers)

Copy as DNG Copy Move Add
Add photos to catalog without moving them

TO My Catalog

Source

Devices

G:\NIKON D7000

Files

☐ Include Subfolders

Gateway (C:)

- book
- Intel
- logs
- Program Files
- Program Files (x86)
- Users
 - Arnold
 - .AS
 - Contacts
 - Copy
 - Desktop
 - Downloads
 - Dropbox
 - Favorites
 - Incomplete
 - Links
 - MediaEspresso
 - My Documents
 - My Music
 - My Pictures
 - Dennison
 - Graphics Fairy
 - Helicon Focus
 - iPod Photo Cache
 - Light stand pictures
 - Lightroom
 - Lightroom images overfl...
 - MP Navigator EX
 - My Lightroom Pictures
 - flowers
 - quad 1st place 2014
 - My Videos
 - Saved Games

All Photos New Photos

10 photos

✓ New Photos



Postcard_Front copy.psd



Postcard_Front.psd



DSC_9161-Edt2.jpg



DSC_9161-Edt.jpg



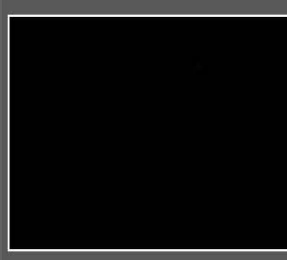
colors of the rainbow.jpg



_D7X2359-Edt-Edt-2.jpg



DSC_9119-Edt-Edt-Edt.jpg



FrenchKiss_Chalkboard.jpg

✓

✓

✓

✓



Check Videos

Uncheck Videos

Sort: Capture Time

Thumbnails

File Handling

Build Previews Minimal

☐ Build Smart Previews

☒ Don't Import Suspected Duplicates

☐ Make a Second Copy To:
D:\Bain NH July 2012

Apply During Import

Develop Settings: None

Metadata: None

Keywords

Import

Cancel

10 photos / 54 MB

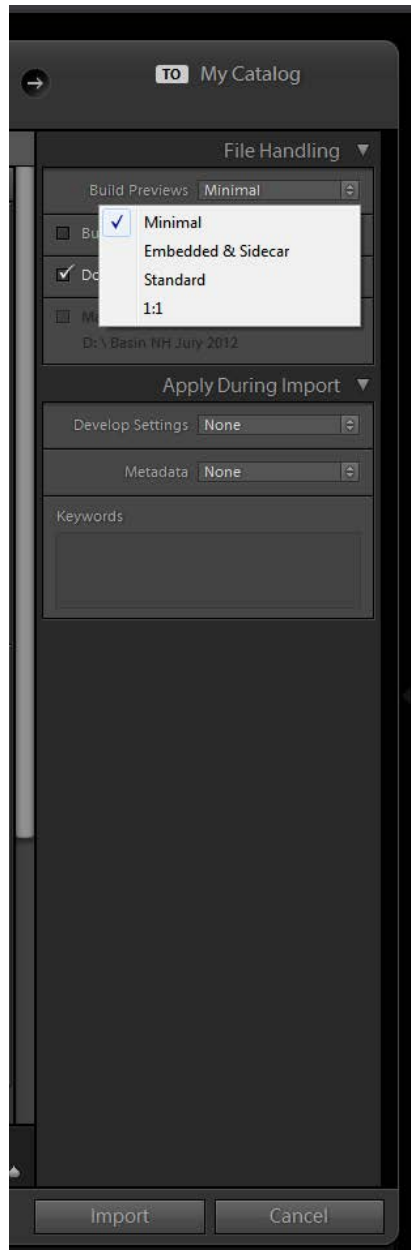
Import Preset:

None

Import...

Export...





More Decisions- Look over at the right hand panel under **File Handling**.

Render Previews- Minimal

Minimal doesn't worry about rendering previews of your images, it just puts them in Lightroom as quickly as it can, and if you double-click on a photo to zoom in to Fit in Window view, it builds the preview right then, which is why you'll have to wait just a few moments before this larger, higher-quality preview appears onscreen (you'll literally see a message appear onscreen that says "Loading"). If you zoom in even closer, to a 100% view (called a 1:1 view), you'll have to wait a few moments more (the message will read "Loading" again).

Embedded & Sidecar


This method grabs the low-res JPEG thumbnails that are embedded in the files you're importing, too (the same ones you see on the back of your camera on the LCD screen), and once they load, it starts to load higher-resolution thumbnails that look more like what the higher-quality zoomed-in view will look like (even though the preview is still small).

Standard

The Standard preview takes quite a bit longer, because it renders a higher-resolution preview as soon as the low-res JPEG previews are imported, so you don't have to wait for it to render the Fit in Window preview (if you double-click on one in the Grid view, it zooms up to a Fit in Window view without having to wait for rendering). However, if you zoom in even closer, to a 1:1 view or higher, you'll get that same rendering message, and you'll have to wait a few seconds more.

1:1

The 1:1 preview displays the low-res thumbnails, then starts rendering the highest-quality previews, so you can zoom in as much as you want with no waiting. However, there are two downsides: (1) It's notoriously slow. You can zoom in on any photo and never see a loading message. (2) These large, high-quality previews get stored in your Lightroom database, so that file is going to get very large. So large that Lightroom lets you automatically delete these 1:1 previews after a period of time (up to 30 days). If you haven't looked at a particular set of photos for 30 days, you probably don't need the high-res previews. You set this in Lightroom by going under the Lightroom (PC: Edit) menu and choosing Catalog Settings, then clicking on the File Handling tab and choosing when to discard.



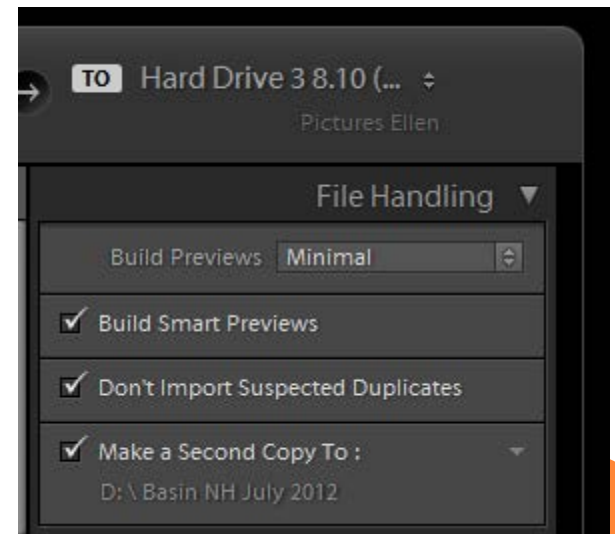
Build Smart previews (new in LR 5) makes it longer to import photos, and takes up more drive space.

It allows you to edit your images when they're "offline" (the external hard drive with your images is not currently attached to your computer or laptop), and export them to the web, etc. If you want this feature, just turn on the Build Smart Previews checkbox in the top-right corner.

Please note: You can always add Smart Previews after importing and if you find you don't need them you can deleting them after importing.

Don't Import Suspected Duplicates If you leave the check box on, it prevents you from importing two copies of the same image.

Make a Second Copy To, which makes a backup copy of the photos you're importing on a separate hard drive. Once you turn on the checkbox, click right below it and choose where you want your backup copies saved (or click the down-facing arrow on the right to choose a recent location). This option is only available if you chose Copy as DNG, Copy or Move Import methods and doesn't work with Add.




Apply During Import

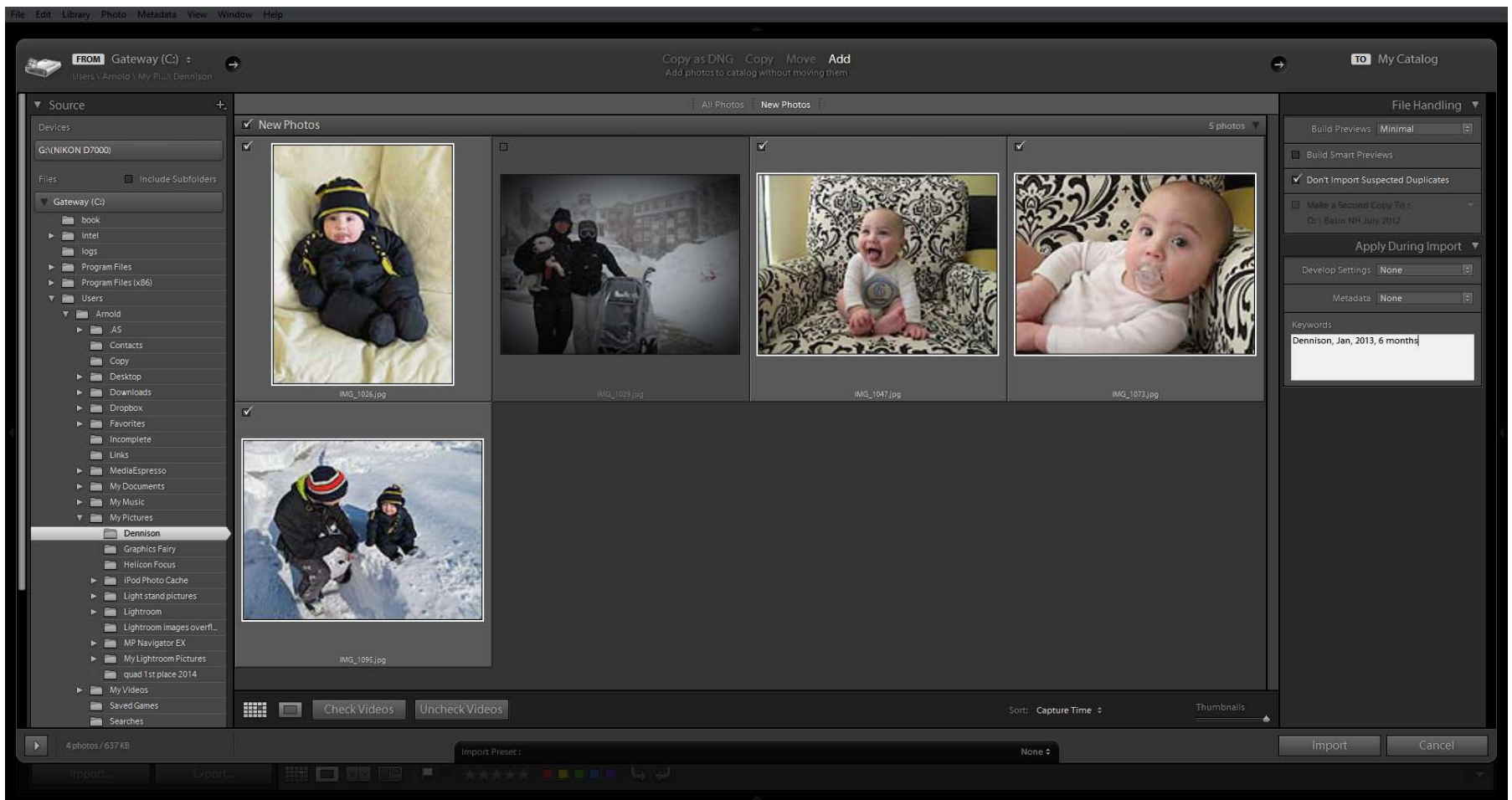
Yet another set of important options you will definitely want to fill in.

Develop Settings – allows you to apply a Develop Preset on images as they are imported. You can only apply a single Develop Preset on Import. Leave this on **none** until you become more familiar with Lightroom.

Metadata – specify metadata preset to apply. This is where you can embed your own personal copyright and contact info, usage rights, captions, and loads of other information right into each file as it's imported. Leave this on **none** until you become more familiar with Lightroom. (See referenced article on recommended resources handout)

Keywords – a fancy name for search terms (words you'd type in if, months later, you were searching for the photos you're now importing). Lightroom embeds these keywords right into your photos as they're imported, so later you can search for (and actually find) them by using any one of these keywords. Use very generic keywords—words that apply to every photo you're importing like the event name. Put a comma between each search word or phrase. Do not apply keywords that are only appropriate for some of the photographs. For example, if you have both portraits and landscapes selected, it is better to add "Portrait" and "Landscape" keywords to these images separately in the Library Module after the Import. All of the keywords can be edited at any time after the Import.





Now you are ready to go, click **Import** (on the bottom right)



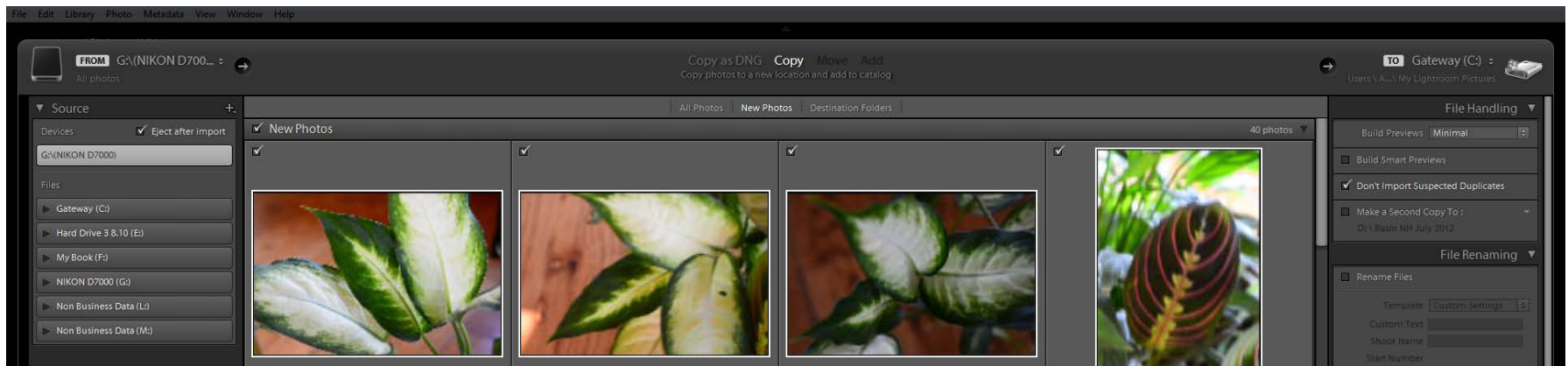
Now You Need to
Know How to Import
Photos From Your
Camera



With Lightroom open, connect your camera or memory card reader to your computer. If you set up your main image folder on an external hard drive, make sure it is attached to the computer.

The Import window you see here appears over your Lightroom window. The top section of this Import window is important because it shows you what's about to happen. From left to right: (1) it shows where the photos are coming from (in this case, my Nikon memory card); (2) what's going to happen to these images (in this case, they're getting copied to a new location and added to the catalog); and (3) where they're going to (in this case, onto my computer, into My Lightroom Pictures folder).

If you don't want to import the photos from your camera or memory card right now, just click the Cancel button and this window goes away. If you do this, you can always get back to the Import window by clicking on the Import button (at the bottom of the left side Panels area in the Library module).



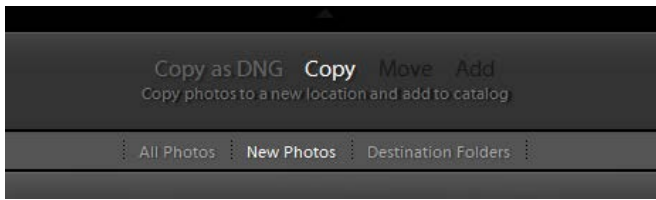
If your camera or memory card reader is connected, Lightroom assumes you want to import photos from that card, and you'll see it listed next to "From" in the top-left corner of the window.

If you want to import from some place else, click on the From button, and a pop-up menu will appear where you can choose to import photos from somewhere else, like your desktop, or Pictures folder, or any recent folders you've imported from.

Remember, there is a Thumbnails size slider in the bottom-right corner of the center Preview area that controls the size of the thumbnail previews, so if you want to see them larger, just drag that slider to the right.

By default, all the photos have a checkmark beside them (meaning they are all marked to be imported). If you see one or more photos you don't want imported, just turn off their checkboxes.





At the top center of the Import window, you get to choose whether you want to copy the files “as is” (Copy) or Copy as DNG to convert

them to Adobe’s DNG format as they’re being imported.

The default setting is **Copy**, which copies the images off the card onto your computer (or external drive) into the main folder we created and imports them into Lightroom.

Neither choice moves your originals off the card (you’ll notice Move is grayed out), it only copies them, so if there’s a serious problem during import, you still have the originals on your memory card.

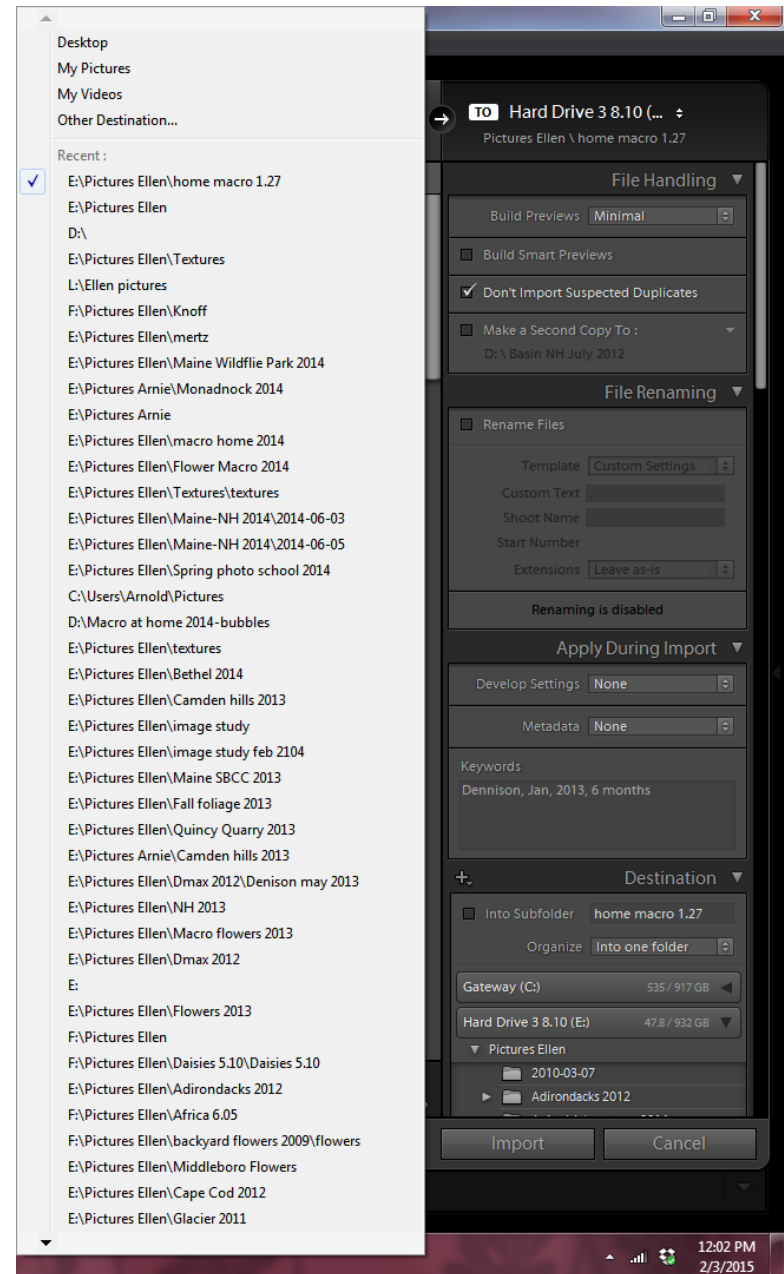
Below the Copy as DNG and Copy buttons are three handy view options. By default, it displays all the photos on your card, but if you shoot to a card, then download those photos, pop the card back into the camera, shoot some more, then download again, you can click New Photos, and now it only shows the photos on the card that you haven’t imported yet, and hides the rest from view.

There’s also a Destination Folders view, which hides any photos with the same name as photos that are already in the folder you’re importing into.

Next we need to tell Lightroom where you want the photos to be stored. In the top-right corner of the window, you'll see the To section, which shows where they'll be stored on your computer (in my case here they're going onto my hard drive under Pictures Ellen)

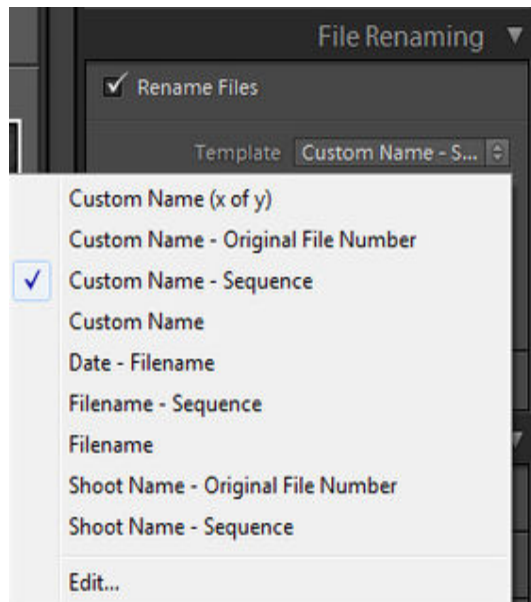
If you click-and-hold on To, a menu pops up (as seen) that lets you choose your default Pictures folder, or you can choose any recent folders you've saved into. Whatever you choose, if you look in the Destination panel below the To, it now displays the path to that folder on your computer, so you can see where your photos are going.

Now you know three things: (1) the photos are coming from your memory card; (2) they're being copied from that card, not just moved; and (3) they're going into a folder you just chose.



The **File Handling** and **Apply During Import** panels have already been discussed. These will be completed just like they were before.

The next panel down is **File Renaming**, only available if you chose to Copy/Copy as DNG or Move files on Import. You can use this if you want to have your photos renamed automatically as they're imported. Here you can change the file name from DSC0399.NEF to something more meaningful like Sue's Birthday.



If you turn on the **Rename Files** checkbox, there's a pop-up menu with lots of different choices. Several naming templates are available or you can choose to create your own. Creating your own template is very simple. Lightroom offers a huge amount of options for you to include. To create your own template, click on the drop-down list of available templates and choose "Edit...". Filename Template Editor will pop-up – an extremely flexible tool you will use to create your own naming template. (see Filename Template Editor article on the resources handout)



Decision Time Again!

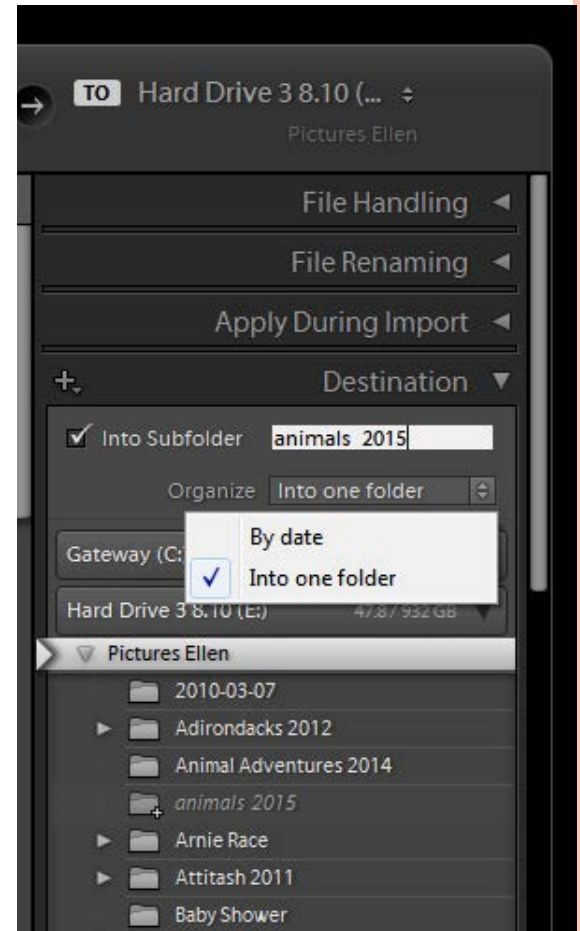
Are you going to import your photos and organize them into subfolders by date or name?

The **Destination** panel allows you to either put them in a folder organized by date, or you can have it create a folder for you, and name it whatever you like (which is what I do).

Go to the **Destination** panel on the right side of the window, turn on the **Into Subfolder** checkbox (shown here), and a text field appears to the right where you can type in whatever name you want for your folder. I'll be importing my photos into a folder called "Animals 2015" inside Picture Ellen.

Change **Organize** to **Into one folder** using the drop down menu.

Highlight the main folder name, in my case Pictures Ellen. It automatically makes a new folder called "animals" inside the main folder.



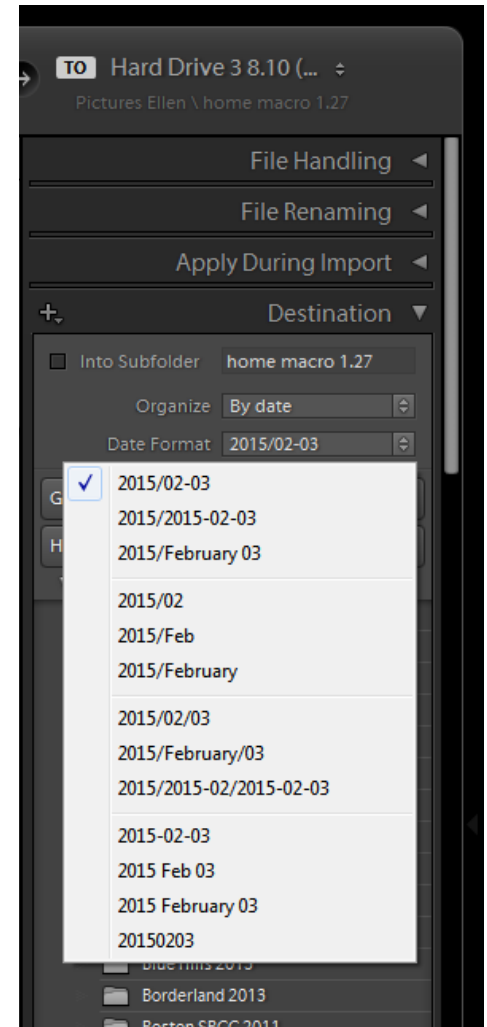
If you want your folders organized by date-

Make sure the **Into Subfolder** checkbox is turned off, set the **Organize** pop-up menu to **By Date**, then click on the **Date Format** pop-up menu, and choose which date format you like best (they all start with the year first, because that is the main subfolder. What appears after the slash [/] is what the folder inside the main folder will be named.

If I chose the date format shown here, then my photos would be stored inside My Lightroom Photos, where I'd find a 2015 folder, and inside of that there would be another folder named "02-03"

What you're really choosing from this list is the name of the folder that appears inside your new 2015 folder.

If you choose a date option with no slash, it doesn't create a 2015 folder with another folder inside. Instead, it just creates one folder with that exact name (automatically using today's date).



Click the **Import** button in the bottom-right corner of the Import window and all of your selected images will appear in your Library Module and have the keywords and metadata entries attached to them.

Create an Import Preset

In case you find yourself setting up the Import dialogue the same way on a regular basis, you can also save these settings as an Import Preset. To do that, use the Import Preset tool located at the very bottom of the Import window. (See Making an Import Preset on the Resource Handout.

