

# Mastering the Lightroom Workflow

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# **Overview**

- 1. Basic Lightroom Concepts**
- 2. Importing New Photos**
- 3. Quick & Easy Sorting**
- 4. Batch Editing Groups of Photos**
- 5. Exporting for the Lab and Clients**

# Resources

- ✓ **Free Videos:**
- ✓ <http://www.ddroom.com/free-lightroom-videos/>
- ✓ **Book:** Zen of Postproduction: Available at Amazon and bookstores worldwide.
- ✓ **Download this handout:**
- ✓ <http://www.ddroom.com/mppa-handout/>

# ***Understanding Lightroom***

# Photoshop vs. Lightroom

- ✓ **Photoshop is like having every tool** from the hardware store all in one big toolbox. Quite often, it's hard to find the right tool for the job because you don't know what it looks like or where to look for it. After you find the tool, you need to learn to use it.
- ✓ **Lightroom is like having just the tools photographers use the most.** What's more, they're arranged on the virtual workbench in the order in which they're most commonly used.
- ✓ Lightroom's **organizational features** are easier to use and more powerful than Adobe Bridge or Photoshop.

# What is Lightroom?

- ✓ Lightroom is ***not*** a replacement for Photoshop.
- ✓ Lightroom is more like a **combination** of Adobe Bridge and Adobe Camera Raw (ACR).
- ✓ Lightroom's **main tasks are** file organization, photo editing, and a variety of output options.
- ✓ Lightroom is designed to handle most aspects of a **photographer's workflow**.
- ✓ **Lightroom works with** JPEG, TIFF, PSD, PNG, raw files and many common video files.

## Like the Library Card Catalog

- ✓ **A library's card catalog has an entry for every book** on the library's shelves, with information on each of those books and where they're stored.
- ✓ **Lightroom creates a catalog for the photos** you import into it. Information about each file, including JPEG previews of it, are stored in the catalog.
- ✓ Just as the books in the library are not stored in the card catalog, the photos on your hard drive **are not stored** in the Lightroom catalog. The catalog is a reference to those photos.

# ***Importing Photos***

# Importing Photos into Lightroom

- ✓ Use the area at the top-center of the import dialog to choose how photos are managed as they're imported.
- ✓ When importing **new photos** from camera card, **choose Copy** and then use the panels on the right to determine where the photos are stored on the hard drive, what to name them, etc.
- ✓ When importing **existing photos** already on your hard drive, **Choose Add** so photos are added to the catalog without moving or renaming them. When this option is chosen, there are fewer panels on the right to work with.

# Creating a Metadata Template


- ✓ **Apply a metadata template** to add your name and other information to the metadata of all imported files.
  1. Click on Metadata menu and choose New.
  2. Add your name to the Copyright field. This way you can use that field later when adding a watermark to photos as they are output.
  3. Fill in any other important information.
- ✓ If two photographers are sharing a system, create a template for each user.
- ☞ *You can also create a metadata template by choosing Metadata > Edit Metadata Presets.*

# Importing from Camera Card

1. When the Import dialog opens, select your card from the list on the left under **Source**. If you're uploading from a camera card, it should be automatically selected.
2. Choose **Copy** at the top-center to copy photos from the camera card. (*Steps 3 and 7 determine where the location they are copied to.*)
3. **Use the folder tree on the bottom-right to locate and click on your main folder.** Remember that a shoot subfolder can be added in an upcoming step.
4. **File Handling panel:** Choose Standard preview size here. Choose “Don't Import Suspected Duplicates” to prevent the reimport of previously imported photos.

## Importing from Camera Card (2)

5. **File Renaming:** Deselect this option to maintain original camera file naming.
6. **Apply During Import:** Add any global keywords that apply to all images, such as league, place, job number, and photographer.
7. **Destination:** Select “Into Subfolder” and choose “Into One Folder from the Organize menu. Type the name of the job folder/photographer ID into the textbox.

 *Most settings (except keywords) are “sticky”- they’ll be the same the next time you import so be sure to change the subfolder name for each import.*

# ***Quick Organization***

# Customize Your View Options

- ✓ **Grid View Options:** In Grid view choose *View > View Options*, (*Cmd/Ctrl+J*). This allows you to customize the information that's displayed in Grid and Loupe views.
  - Select Show Grid Extras and then choose Expanded Cells to add four labels to the top of each thumbnail. Determine what info to display for each label.
- ✓ **Loupe / Develop View Options:** In Loupe or Develop view choose *View > View Options*, (*Cmd/Ctrl+J*).
  - Select Show Info Overlay then use the fields in the Loupe Info sections to customize the information.
  - After setup, Use the “i” key to cycle through Info 1, Info 2, and no info.

# Lightroom's Golden Rule

- ✓ Do all file management in Lightroom. If you don't the catalog will get confused and Lightroom won't be able to find the photos.
  - **Delete** photos *in Lightroom*.
  - **Move** photos *in Lightroom*.
  - **Rename** photos *in Lightroom*.

# Deleting & Moving Photos

- ✓ **Deleting photos:** Select them and press Delete key.
  - Choose **Remove** to remove a file from the catalog, but keep it on the hard drive.
  - Choose **Delete from Disk** to remove and delete.
- ✓ **Moving files/folders:** When relocating files and folders (click and drag) inside of Lightroom so that Lightroom keeps track of them as they're moved on the hard drive.
- ☞ **Tip:** *When clicking and dragging thumbnails, click and drag by the image, not the border around it!*

# Dealing with Missing Files & Folders

- ✓ **Because Lightroom uses a catalog, when files are moved or deleted outside of Lightroom, it doesn't know where they went.** A “?” icon is displayed beside missing folders or files. If you know where the folder/file was moved to, you can click on the ? icon and then inform Lightroom where the file/folder is located.
- 👉 **Tip:** *If you don't know where a file or folder went, try synchronizing its folder or its folder's parent folder. (See next slide.)*

# Synchronizing Folders

- ✓ Another way to locate missing files is to synchronize the folder. This allows you to let Lightroom look at a folder and check for files that are no longer in it. It also checks for new files that haven't been cataloged, and any metadata changes caused by outside programs (like Photoshop).
- ✓ **To synchronize a folder:** right-click on the folder and choose *Synchronize Folder*. A dialog opens informing you of how many new photos are found and how many are missing.
- ✓ Choose *Show Import dialog* to view the found photos. A good idea when the number of photos is large.
- ✓ <https://www.youtube.com/watch?v=xTOzjLGUHJA>

# Using the Keywording Panels

- ✓ **Keyword Tags panel:** Add a new keyword by typing in the “Click here to add keywords” textbox or the larger box above.
- ✓ **Keyword Suggestions panel:** Based on existing keywords applied to the image and keywords used on images captured at the same time.
- ✓ **Keyword Sets panel:** Recent Keywords tracks the nine most recently used keywords. Click on one of them to add or remove it from the selected image.
- ✓ You can add or remove keywords to a single image or groups of selected images in the Library Grid view.

# Working With Keywords

- ✓ **Organize your keywords:** The Keyword List panel can get quite crowded. It's necessary to organize groups of keywords. Do this by creating main, “container” keywords and then click and drag sub-keywords into them. Collapse container keywords when you're not using them.
- ✓ **Filtering for keywords:** Click on the arrow to the right of a keyword in the Keyword List to filter the entire catalog. You can also use the Library Filter bar (see upcoming slide) to filter the current folder for date and other metadata.

# Using Labels and Stars

- ✓ **Use colored labels** to identify winners and losers. I use red for files to delete and green for files I want to take a closer look at. Click the color swatches on Toolbar to add or remove labels.
- ✓ **Add stars** for a second rating level – your favorites of the green labeled images.
- ✓ Use the **Library Filter bar** (\) to filter a folder for labels or flags.
  - Filter for red, select all, then delete.
  - Filter for green and then take a closer look. Add 1 or 2 stars to files that are winners. (If you're a pro, this is something you can do with your client.)

 *Labels and stars are applied globally. (Flags are not.)*

# Creating a Collection

- ✓ A collection is a **virtual grouping of photos**. When you add a photo to a collection, it remains in its original folder.
- ✓ A collection is a great way to organize photos you plan to show to clients.
- ✓ **To create a collection**, click the + symbol at the top of the Collections panel and choose Create Collection. Give the collection a meaningful name and add your highest rated photos to it.
- ✓ You can also synchronize collections with Lightroom on your **mobile devices**, which is a great way to have a portable portfolio.


# Using the Filter Bar

- ✓ **The Filter bar is only visible in the Grid view.** It works with the currently active folder or collection. (Choose All Photographs from the Catalog panel to filter everything.)
  - **Text:** Filter for text in any field or a specific field.
  - **Attribute:** Filter for color labels, stars, or flags - or a combination, such as green label with 2 stars.
  - **Metadata:** Filter for any metadata, such as date or type of camera used.
- ✓ **Second filter bar on filmstrip:** This second basic filter bar is in all modules when the Filmstrip is visible.  
*Caution:* Be sure not to confuse it with the colored swatches on the Toolbar that are used to add labels.

# ***Developing Photos***

# Working with Profiles

- ✓ Most cameras enable you to shoot with **camera profiles**, such as Portrait, Landscape, Neutral, Standard, etc. However, when you shoot raw files, these settings are replaced by the Adobe Standard profile. (i.e. Canon = Picture Style, Nikon = Picture Control, etc.)
- ✓ You can change the standard profile to a different one in **Profile menu** (at the top of the Basic panel in the latest LR, or in the Calibration panel in previous versions.)
- ✓ A profile **modifies colors as well as contrast** to provide a specific look. It is important to consider adjusting white balance after changing a profile because a profile is more about the differences between colors than overall color balance.


 ***Lightroom Classic CC 7.3** also has a new section of creative profiles in the Profile section of the Basic panel.*

# Adjusting White Balance

- ✓ **White Balance:** White Balance is used to neutralize the influence of the color of the light that illuminated the scene you photographed.
- ✓ If you're working with raw files, you can use the **WB menu** at the top of the Basic panel to choose one of the white balance settings your camera uses.
- ✓ If you have an exposure target (such as a gray card) in image, you can use **White Balance tool (W)** to “click-balance” on the target.
- ✓ The goal with the White Balance tool is to **neutralize a color cast** in a tone that should be gray, white, or black.
- ✓ Use the **Temp and Tint** sliders to fine tune overall color.


# Using the Histogram's Clipping Previews

- ✓ The **Histogram panel** has two small triangle icons above each end of the histogram. If these triangles display a color or white, clipping is occurring.
- ✓ Hover over these icons to see where the clipping is in the image. Highlight clipping is **red**. Shadow clipping is **blue**.
- ✓ **Click on a clipping preview triangle** to turn on the red and blue clipping previews so that it isn't necessary to hover over the icons to see them.

 *An alternate method for seeing a on-image clipping preview is to **hold down the Option/Alt key** while clicking and dragging Tone sliders.*

# Concepts of Tonal Adjustment

1. Adjust the **white point** to control highlight brightness and clipping. Be careful about clipping highlights. (Sometimes, though a “flat” image needs brighter highlights)
2. Adjust **black point** to control shadow clipping. Pure black in appropriate areas of the image can add depth. (Try not to clip shadow detail on the main subject.)

 *White point + black point = overall contrast.*

3. Adjust Exposure slider whenever it's necessary to modify overall **brightness**.
4. Accentuate shadows and highlights in the **midtone**s using the Highlights and Shadows sliders.

# Basic Panel Adjustments

1. **Exposure:** Adjust the overall brightness with this slider.
2. **Whites:** Use this slider to control highlight clipping.
3. **Blacks:** Use this slider to control shadow clipping.
4. **Highlights:** Used to lighten or darken highlights tones.
5. **Shadows:** Used to lighten or darken shadow tones.



*Hover over a slider then look at the histogram to see a preview of the corresponding tonal range controlled by the slider.*

- ✓ **Clarity:** Use plus value to increase midtone contrast and add some sharpness. Using negative values softens.
- ✓ **Dehaze:** Used to remove atmospheric haze. (Was recently moved from the Effects panel.)
- ✓ **Vibrance:** Affects saturation of subtle colors more than others.
- ✓ **Saturation:** Affects color intensity of all colors equally.

# Working with the HSL/Color/B&W Panel

- ✓ **HSL:** Adjust the **Hue, Saturation, and Luminance** of individual color ranges. Use the Targeted Adjustment tool to click and drag up and down to change values. If that range contains overlapping colors, both sliders will be adjusted.
- ✓ **Color:** A different way of presenting the same controls that are in HSL. The main exception is that there isn't a Targeted Adjustment tool.
- ✓ **Black and White:** Choose B&W to control how colors are mapped to gray. Sliders work the same as HSL sliders for precise grayscale tonal adjustment of color ranges.


# Editing Batches of Similar Photos

- ✓ Lightroom makes it easy to **edit batches** of similar photos.
- ✓ Adjust one photo, then select multiple similar photos and **click the Sync button** at the bottom-right of Develop module. *(This button only shows when multiple files are selected. It replaces the Previous button.)*
- ✓ When the Synchronize dialog opens, **choose the settings** you want to synchronize and then click the Synchronize button.

# Using & Creating Develop Presets

- ✓ Lightroom comes with a number of Develop presets. However, you can **easily create your own**.
  1. Make the desired adjustments to a photo.
  2. Click the Create New Preset button (+).
  3. When the dialog box opens, name the preset and choose the settings you want to include from the list.

Apply the preset to selected photos by choosing it from the Presets panel.

-  *To modify a preset, right click on it and choose Update with Current Settings.*

# Saving Default Settings

- ✓ If there is a specific Develop setting you use all the time, such as Lens Correction, it's a good idea to save it as a default setting.
- 1. Choose a file that has not been developed or Reset one that has been developed.
- 2. In the Develop module apply the desired settings.
- 3. Choose Develop > Set Default Settings > Update to Current Settings.
- 👉 *You should do this for each of the cameras you use.*

# Creating Custom Develop Presets

- ✓ Lightroom comes with a number of Develop presets. However, you can **easily create your own**.
  1. Make the desired adjustments to a photo.
  2. Click the Create New Preset button (+).
  3. When the dialog box opens, name the preset and choose the settings you want to include from the list.

Apply the preset to selected photos by choosing it from the Presets panel.

 *To modify a preset, right click on it and choose Update with Current Settings.*

# ***Mastering the Tools***

# Toolstrip Overview

- ✓ The Lightroom Toolstrip has five powerful tools. When you choose one, its dropdown panel opens below the Toolstrip.
  - **Crop Overlay** – Nondestructive, flexible cropping.
  - **Spot Removal** – Remove spots and distractions.
  - **Red Eye** – Follow the instructions to quickly remove red eye.
  - **Graduated Filter** – Add linear gradients to sky, etc.
  - **Radial Filter** – A radial version of the Gradient Filter.
  - **Adjustment Brush** – Paint localized adjustments anywhere in the image, such as burning and dodging.

# Using the Crop Overlay Tool (R)

- ✓ **Choose a preset** from the menu to crop to specific aspect ratio. Change orientation of the crop by clicking and dragging a corner in the “wrong direction”.
- ✓ Click on the **lock icon** to lock/unlock aspect ratio. Use the “X” key to flip the orientation between portrait/landscape.
- ✓ **Rotate the crop** by moving the cursor outside the box and clicking and dragging up or down.
- ✓ Use **Straighten tool to rotate by drawing** on the image.
- ✓ Click **Close** on the panel or **Done** on the Toolbar to apply crop.
- ✓ **Cropping can be modified at any time.** It can be completely undone by choosing Reset at the bottom of the Crop panel.

# Using the Spot Removal Tool

- ✓ **Adjust the size of the brush using your scroll wheel.**
- ✓ Click on a spot or paint a shape to cover the area.
- ✓ Use the **Feather slider** to change edge quality of your stroke.
- ✓ **A sample is automatically selected** from the surrounding area (indicated by the second circle). Click and drag this circle to change the sampled area.
- ✓ **Choose Clone or Heal** before or after removing a spot to change the way the tool blends the sample. **Clone** takes a literal sample. **Heal** blends the color of the sample, but not the texture.
- ✓ **Click a pin** to activate a previous application of the tool. Modify it using the sliders, or remove it by pressing the delete key.

# Using the Graduated Filter


- ✓ **Graduated Filter (M)** ~ Apply gradients anchored to edges of the image.
- ✓ **Click and drag** inward from any edge or corner to create a gradient. Adjust the settings before or after creating the gradient.
- ✓ Click the **middle indicator line** to rotate the gradient after it's in place.
- ✓ Multiple gradients are **indicated with individual “pins”**. Make a previously applied gradient active by clicking its pin. Then modify its adjustment sliders or delete it using the Delete key.

# Range Masking a Gradient

- ✓ Range Masking is a **cool newer feature** in Lightroom enables you to control which areas are affected by a gradient.
- ✓ You can range mask a gradient **based on color or brightness** using the menu at the bottom of the panel.
- ✓ When you choose the **color masking option**, select the eyedropper to select the color you want the mask to affect. Click and drag to select a range of colors.
- ✓ When **masking based on brightness**, use the Luminance option. Then use the range slider beneath it to mask out tonal ranges you don't want to affect.

 *You can also use Range Masking with the Radial Gradient and the Adjustment Brush tools.*

# Using the Radial Filter

- ✓ **Radial Filter (Shift+M)** ~ Create elliptical gradients with the same qualities of the Gradient Filter.
- ✓ A great way to add an off-center vignette or a vignette with special qualities, such as desaturation or soft focus (as opposed to post-crop vignetting).
- ✓ Click and drag outward from the center of the area you want to isolate. Adjust the settings before or after creating the gradient.
- ✓ Modify the ellipse by clicking and dragging **anchor points**.
  -  *Hold down the Option/Alt key to adjust one anchor point.*
- ✓ Use the **Feather slider** to modify the edge hardness/softness.
- ✓ Click and drag outside the ellipse to rotate its angle.

# Using the Adjustment Brush

- ✓ **Adjustment Brush (K)** ~ Paint tonal or other changes into an image. Use the **Feather slider** to soften the edge of the strokes.
- ✓ Use the **Flow slider** to control how much paint is delivered to the brush. Multiple strokes are additive.
- ✓ Use the **Density slider** to control opacity. Multiple strokes are not additive.
- ✓ Select **Auto Mask** to automatically paint in specific areas. Just remember to deselect it when you're done.
- ✓ Adjust one or more sliders and begin painting.
- ✓ To apply different settings to another area, click **New**.
- ✓ Use **Erase** to remove paint on selected pin/area.

 *Choose Show Selected Mask Overlay on the Toolbar to display a red mask of painted areas on the selected pin.*

# Adjustment Brush Tips

- ✓ Use the **Exposure slider** to “burn and dodge”.
- ✓ Paint with high **Feather values** for a softer edge.
- ✓ Reduce **Flow** when you want to “build-up” the effect with successive brush strokes.
- ✓ Click **New** to start a new treatment for a different area.
- ✓ The brush settings at the bottom of the panel must be adjusted before painting.
- ✓ Adjustment sliders of the selected pin can be modified after painting.



*It's important to monitor which sliders are adjusted before beginning. Easy to accidentally modify unintended aspects. Always check every setting before beginning a new session with the Adjustment Brush or gradient tools.*

# ***Exporting Finished Files***

# The Export Dialog

- ✓ Exporting is **used to create derivative files** for other uses. For example; if I need to email a small version of a raw file, or send a JPEG file to a lab for printing.
- ✓ Use the Export dialog to create the type of file you want and to save it to the desired location.

# Exporting Photos Overview (1)

- ✓ Select files and click the **Export button** in the Library module.
- ✓ **Export Location:** Add files to a specific folder and/or save in original folder. You can also add to the catalog on the fly.
- ✓ **File Naming:** Create a new filename or leave the same.
- ✓ **File Settings:** Determine what type of file to create: TIFF, PSD, JPEG, DNG, Original (which is a duplicate of the original).
- ✓ **Image Sizing:** Resize to specific size and choose resolution. Choose Long Edge to size mixed vertical and horizontal more easily.
- ✓ **Output Sharpening:** Basic sharpening for print or screen.

## Exporting Photos Overview (2)

- ✓ **Metadata:** Minimize Embedded Metadata to keep metadata private. Add a watermark from the copyright field of the metadata preset.
- ✓ **Post-Processing:** Open files in Finder/Explorer. Open files into Photoshop for advanced editing.
- ✓ Use Lightroom's default presets as starting points. Customize with the settings you want and **save your own personal User presets**.
- ✓ **To update a User preset** with new settings, right-click on it and choose *Update with Current Settings*.

# **Exporting Email to Hard Drive**

1. Select the LR preset For Email (Hard Drive) as a starting point then personalize.
2. Choose the desired export location – usually a folder on the desktop.
3. Choose the file size in pixels on the longest edge. 800 pixels is a good starting point.
4. Choose file quality – somewhere between 50 & 60.
5. Add any other settings, such as sharpening or watermarking.
- ✓ Save a preset to record your settings.

# Creating Custom Watermarks

- ✓ The **Watermark Editor** can be opened directly (*Lightroom > Edit Watermarks* (Mac); *Edit > Edit Watermarks* (Windows)). Or you can open it by choosing Edit Watermarks from the Watermarks popup menu in the Export dialog.
- ✓ Use the dialog to create a watermark with the font and layout you prefer and **then save it** so it will be added to the Watermark menu.
- ✓ Consider creating similar **custom watermarks for the right and left**. To do so, create one watermark and save it. Then open the Watermarks Editor and modify the one you just saved. Then choose Save Current Settings As New Preset from the menu at the top of the Watermark Editor.

# **Saving An Export Preset**

- ✓ Use Lightroom's default presets as starting points. Customize with the settings you want and **save your own personal User preset**.
- ✓ Click the **Add button** at the bottom-left of the Import dialog and then type a name for your preset.
- ✓ **To update a User preset** with new settings, right-click on it and choose *Update with Current Settings*.

# ***Final Thoughts***