Lightroom v5

A quick and dirty manual

Lightroom v5

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Getting Set Up

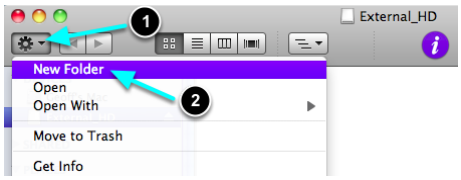
Setting up folders on your external hard drive

This lesson will show you how to set up your folders on an external hard drive.

Select your External HD

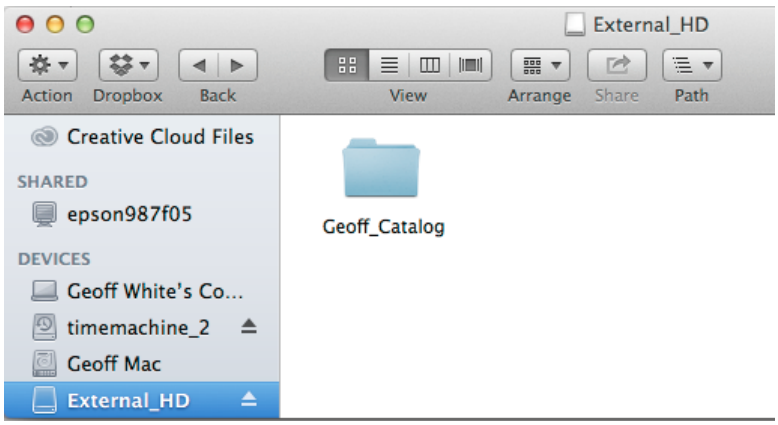
Find your external HD on your Desktop

Make first new folder



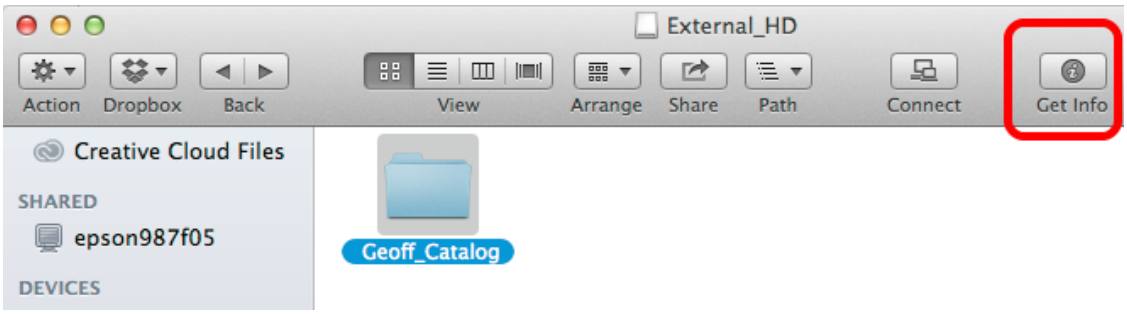
1. Press the Action Button
2. Select **New Folder**

Your catalogue and Images folder



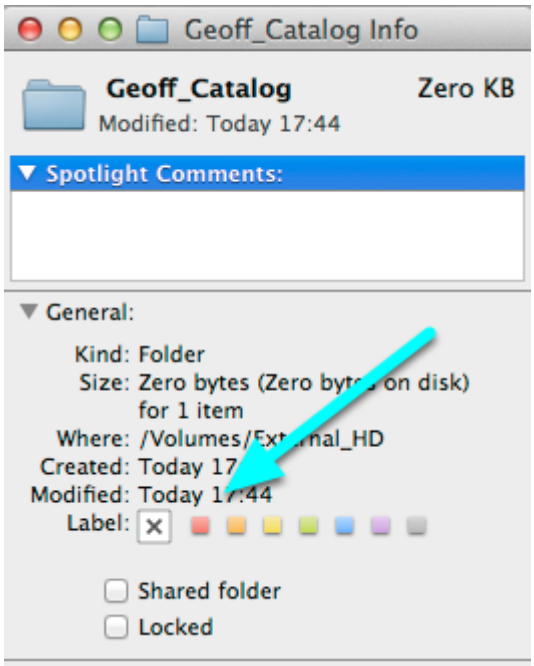
Make a new folder and name it: **YourName_Catalog**

Folder



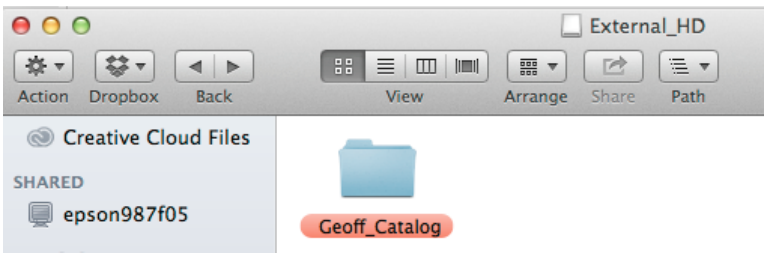
Select the new folder, then select **Get Info**. Note this may be located differently on some systems.

Label



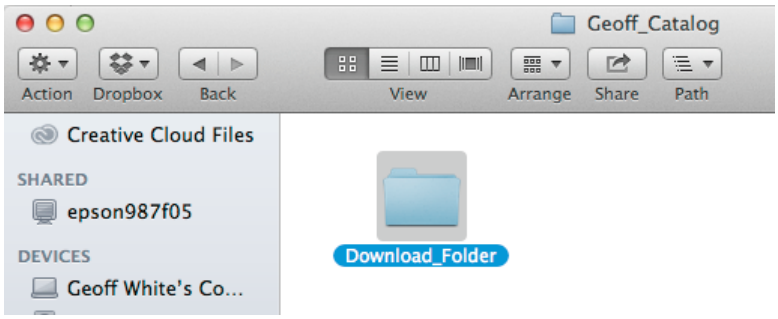
Now select the RED label. This will make the folder more visible in the Finder.

Red Label



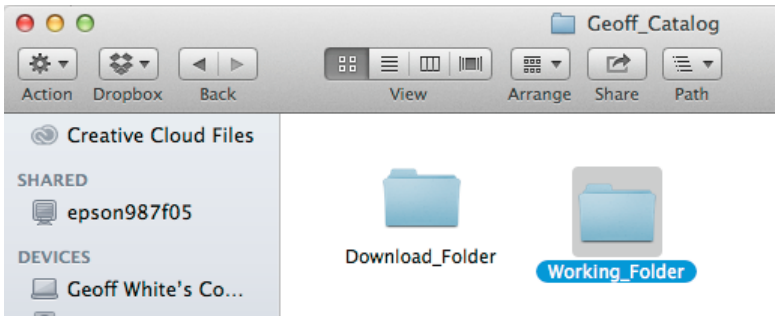
Now enter the new folder.

Download Folder



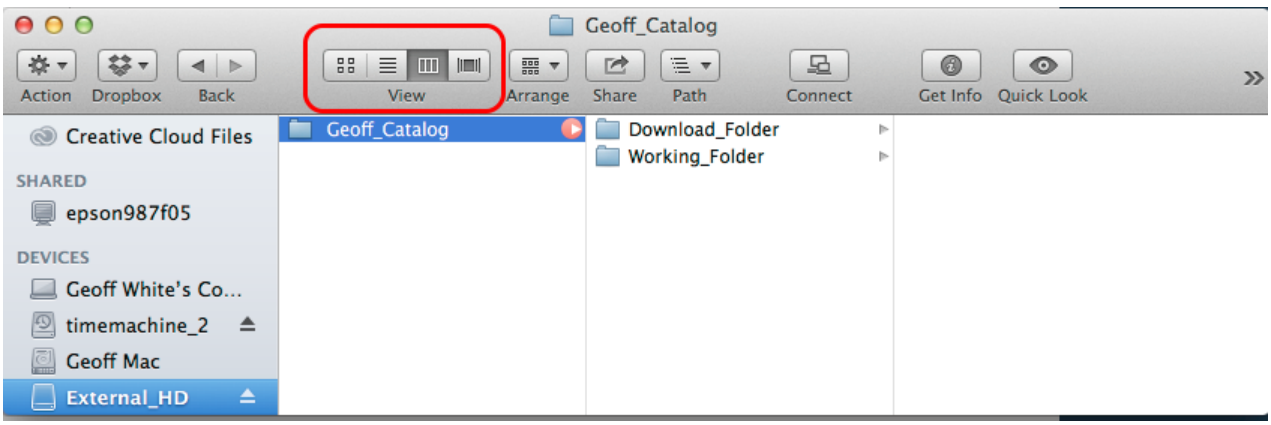
In the YourName_Catalog folder, make a new folder and title it: **Download_Folder.**

Working Folder



Now make a second new folder, and name it: **Working_Folder**.

Folder Structure



Change the folder view to Column View, your folder structure should look as illustrated.

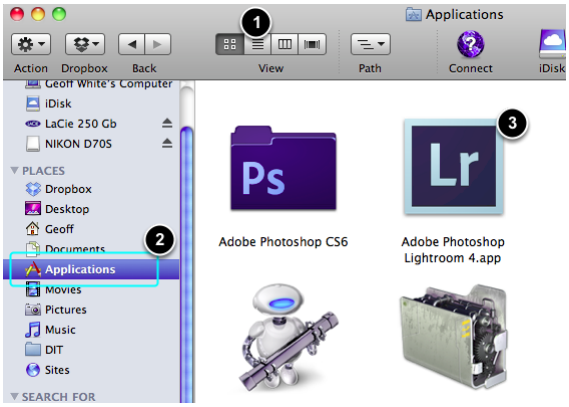
Make new catalog

This lesson will show you how to make a new catalog and where to save it

Opening Lightroom from the Dock

Hold down the **OPT (Alt) Key** then select **Lightroom icon** from the Dock (at the bottom of the screen)

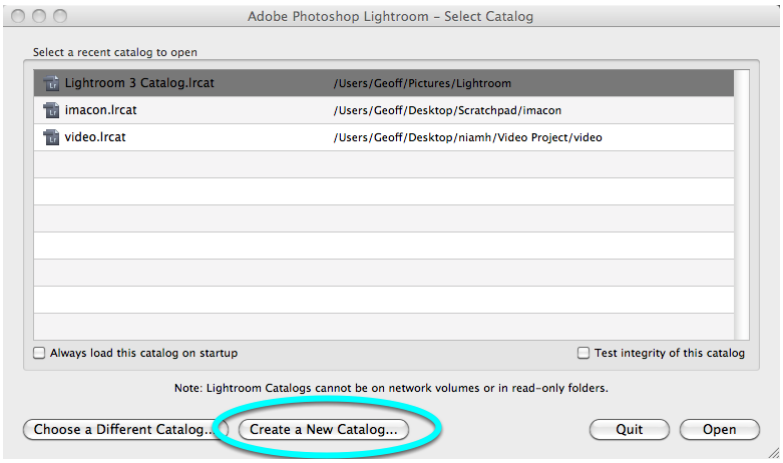
Opening Lightroom from the Applications Folder



Open the **Finder**,

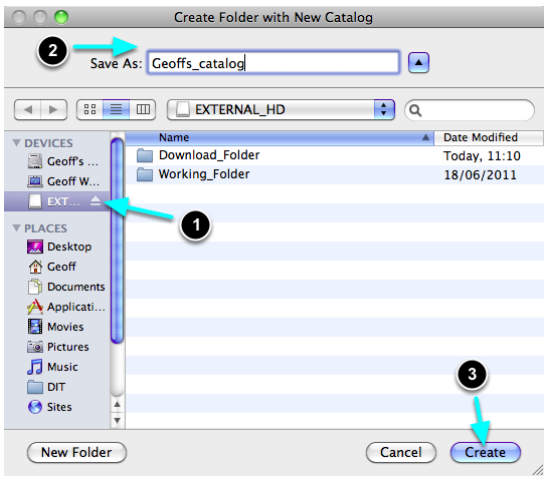
1. Choose the file view that suits you best
2. Navigate to the **Applications.**
3. Hold down the **OPT (Alt) Key** then double click **Lightroom icon.**

New Catalog



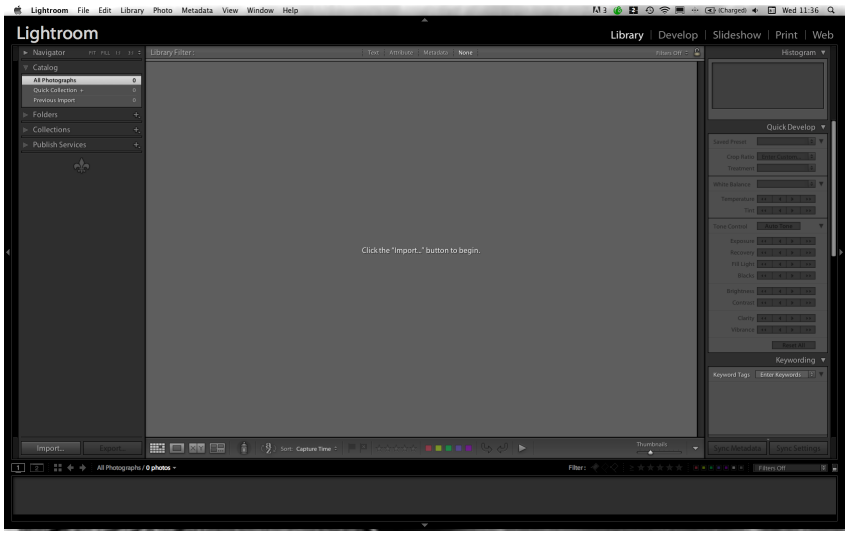
Since this is your first Lr catalog, it will give you the opportunity of making a new catalog, select **Create a New Catalog**

Enter catalog location and name



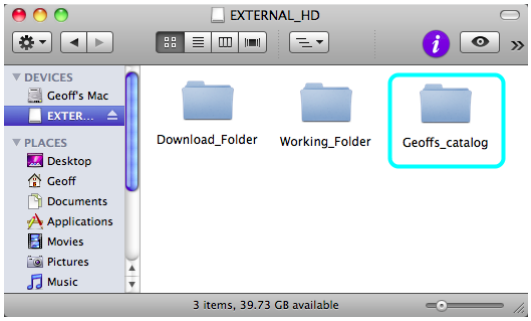
1. Navigate to the external HD where yur other Folders are located.
2. Enter a name for your catalog.
3. when finished, select **Create**

Lightroom opens



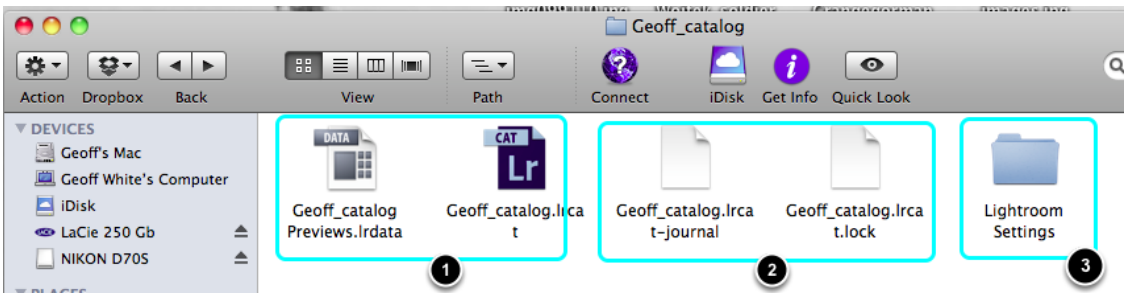
The Lr interface will now open. Since it has not yet been populated with images it will be largely blank.

The Finder



Now open the Finder, you will see a new folder which contains your new catalog fo;der.

Catalog folder contents

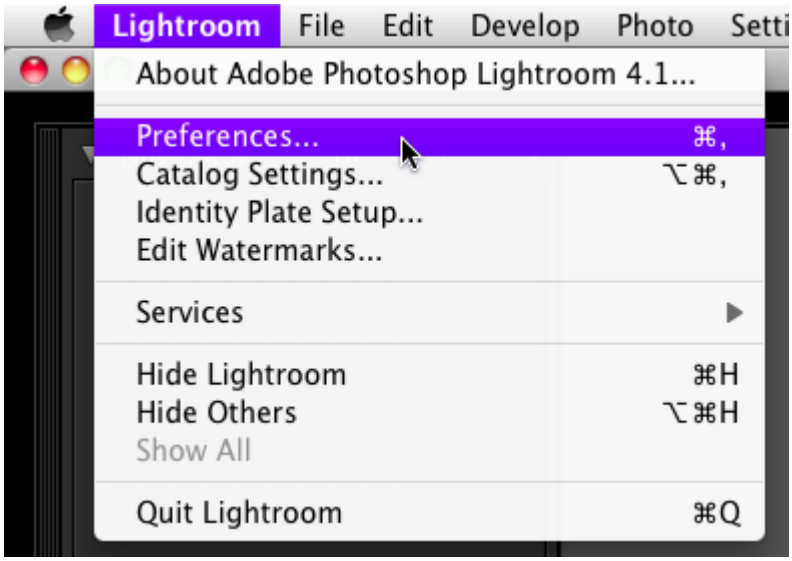


1. These two files are your catalog files. They will contain information *about* your images (Metadata) but not the images themselves.
2. These two files are temporary files which are created when Lr is opened and deleted again when it closes.
3. The **Lightroom Settings** Folder containts your presets and preferences.

Setting preferences

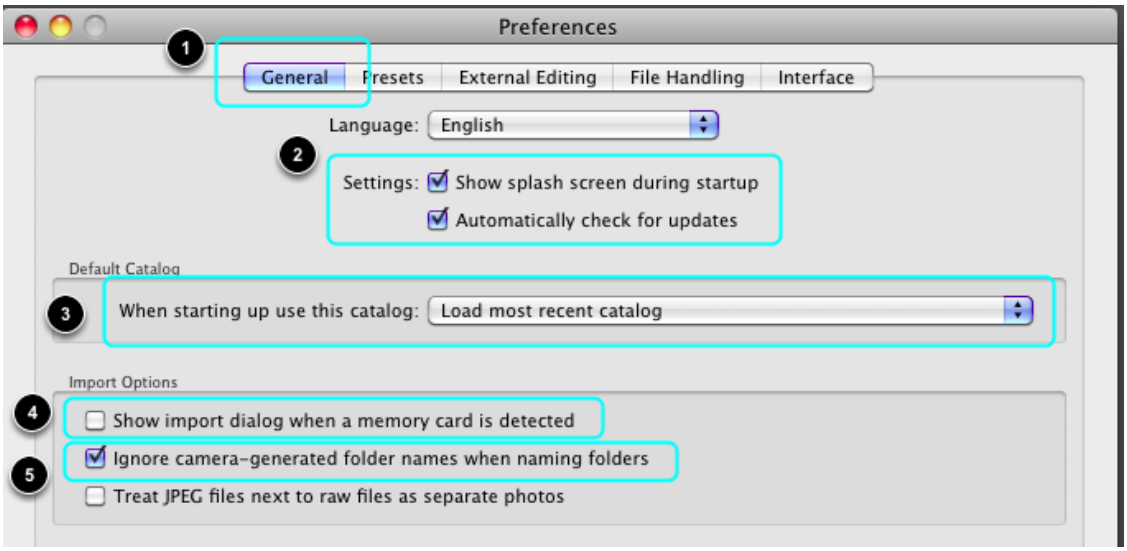
In this lesson you will set your Lightroom 4 preferences.

Open Preferences



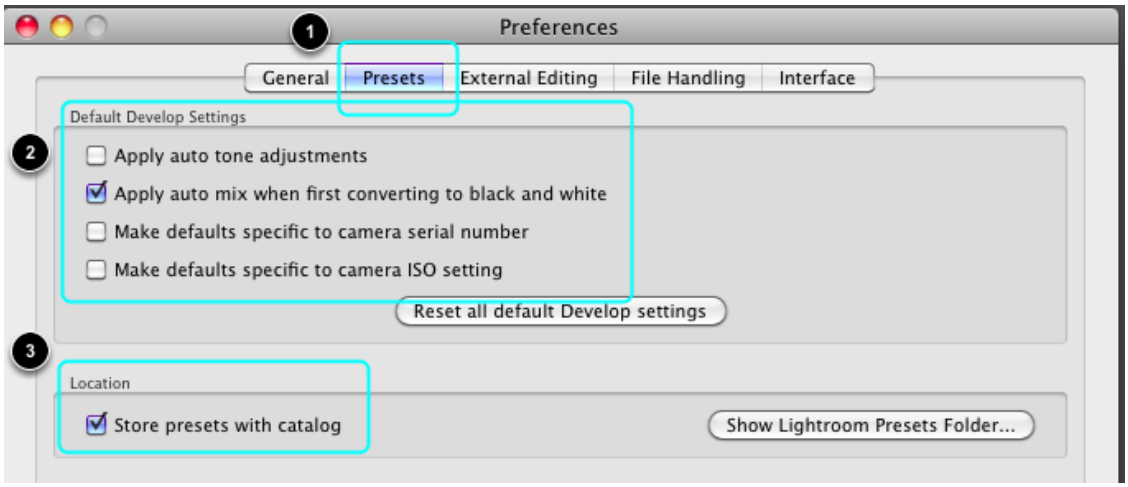
Go **Lightroom > Preferences**

General references



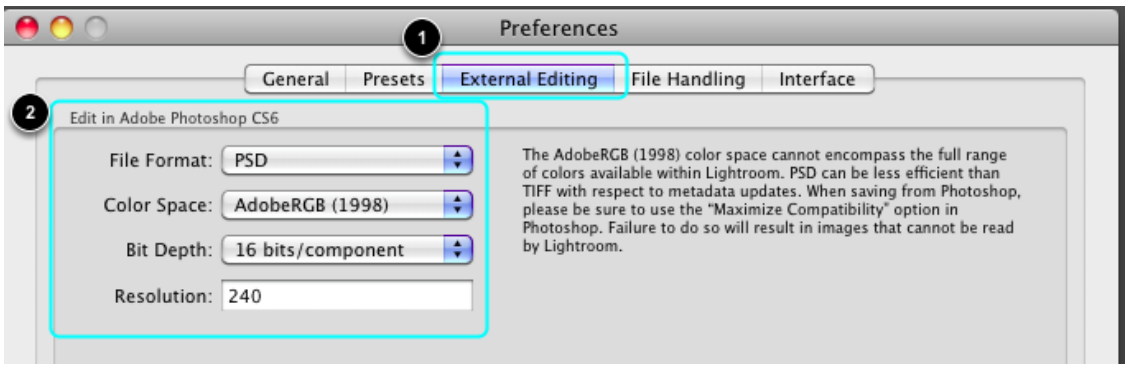
1. Select **General**
2. Tick both **Settings** boxes.
3. Under **Default Catalog**, select **Load default catalog.**
4. Do not tick box: **Show import dialogue . . . .**
5. Tick box: **Ignore camera-generated folder , , , , .**

Presets Preferences



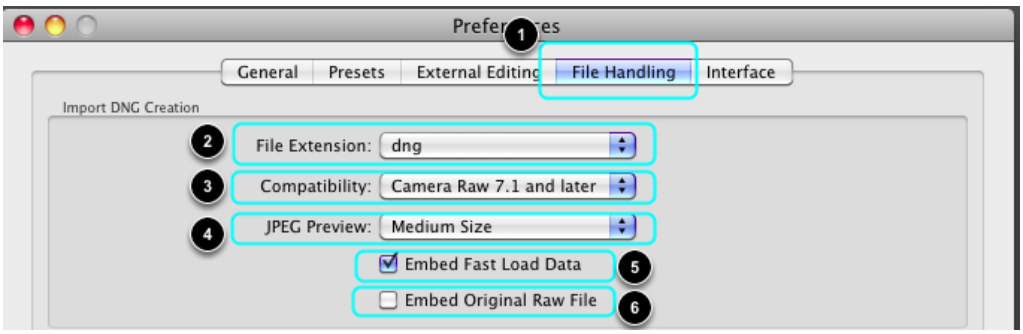
1. Select: ˇPresets**.**
2. Tick boxes as shown.
3. Tick box: **Store presets with catalog**.

Export Editing Preferences



1. Select: Export **editing Preferences**.
2. Enter settings for **Edit in Adobe Photoshop CS6** as shown.

File Handling Preferences

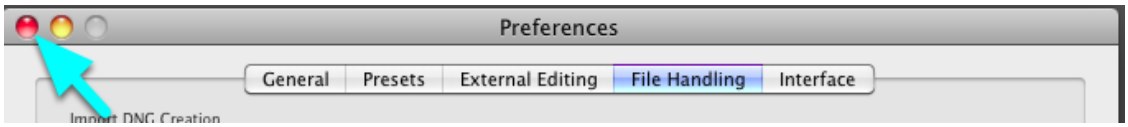


1. Select: **File Handling**.
2. Choose: **dng** (lowercase).
3. Choose: **Camera Raw 7,1 or later** (this will be compatible with Photoshop CS6 and later).

Use **Camera Raw 6.6 or later** for compatibility with Photoshop CS5.

4. Choose: **Medium Size**.
5. Tick box: **Load fast load s=data**.
6. Do not tick box: **Embed Original Raw File**

Close Preferences

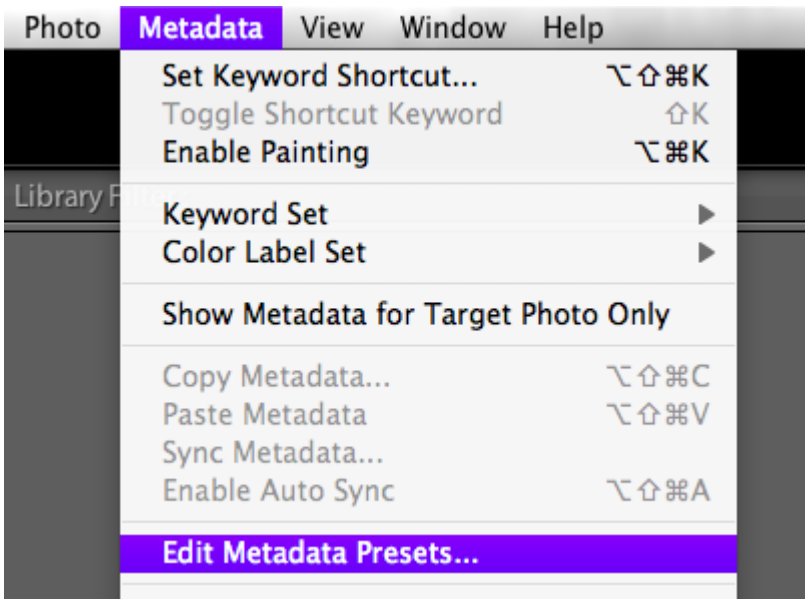


Click on red to close **Preferences**.

Setting your IPTC Identity

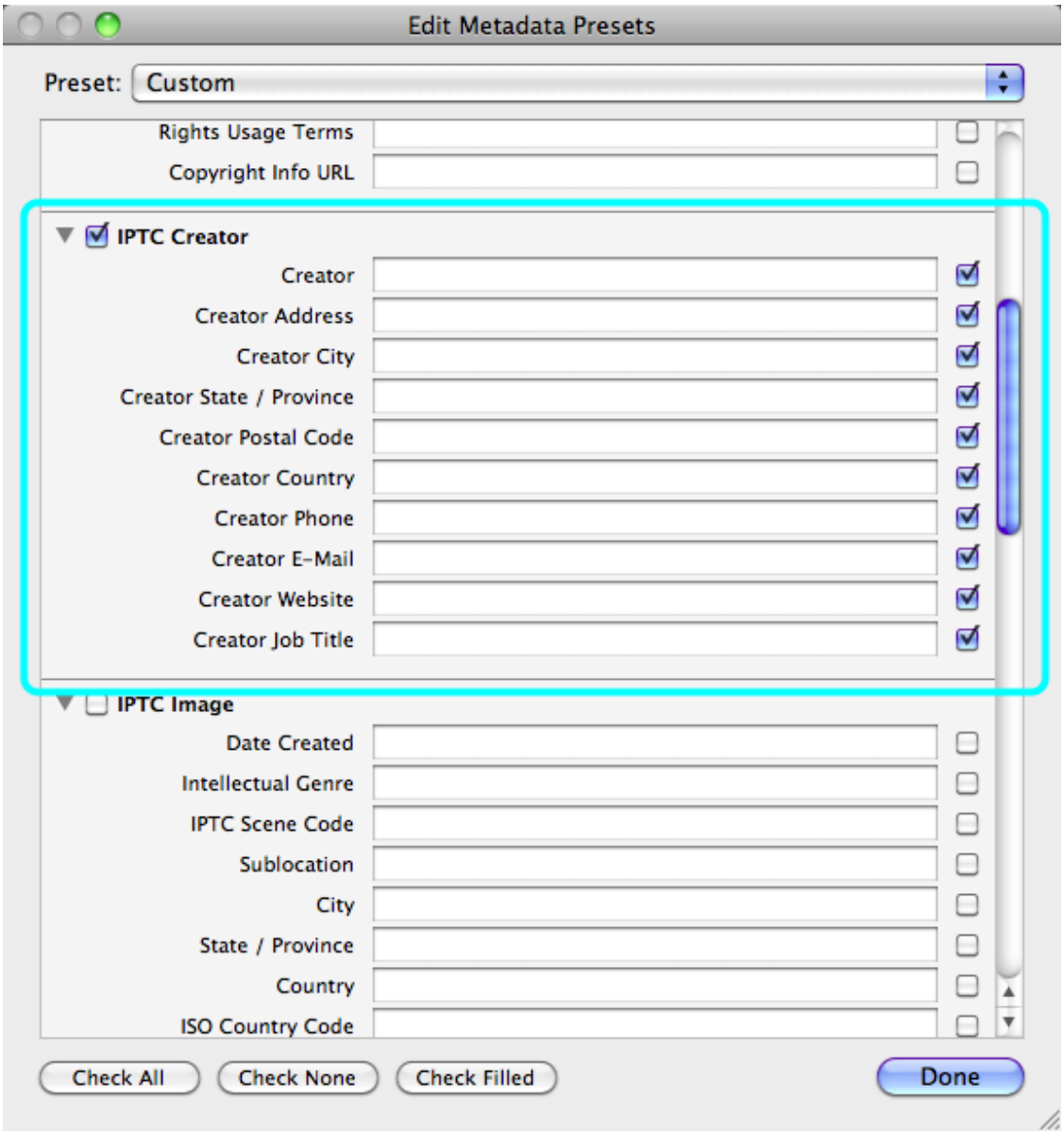
In this lesson you will learn how to set your IPTC identity data. This metadata should be automatically embedded in all imported and exported image files. The metadata will clearly state the file's owner's name and contact details

Edit Metadata Presets ..



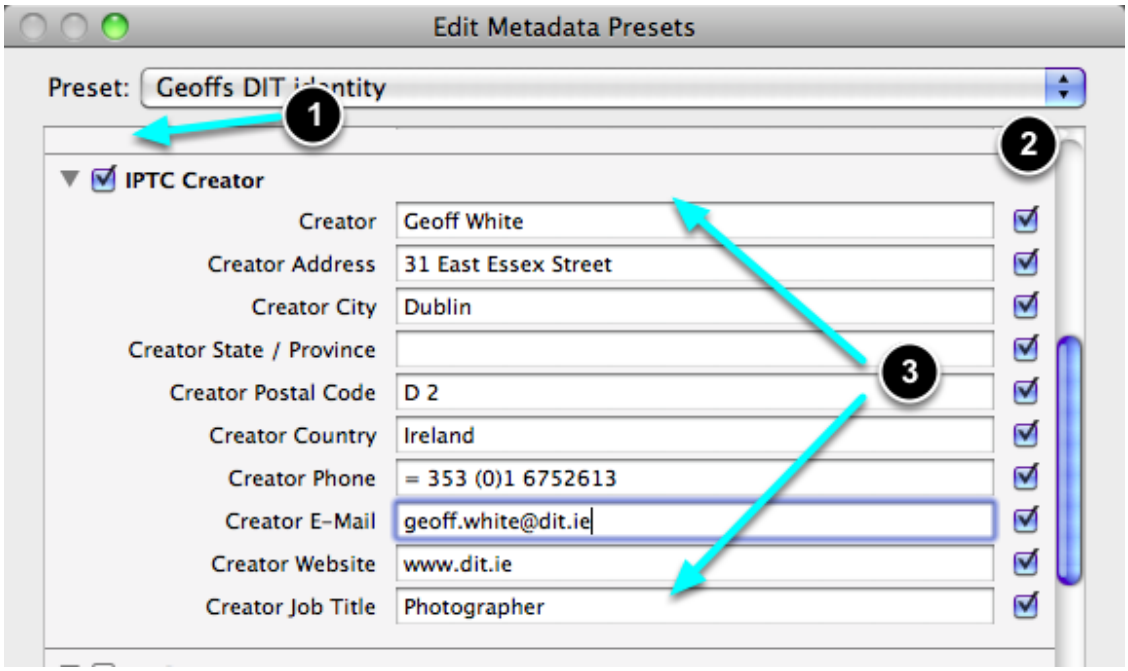
Go **Metadata > Edit Metadata Presets ...**

Metadata Presets Panel



Scroll down the panel to view the **IPTC Creator** panel.

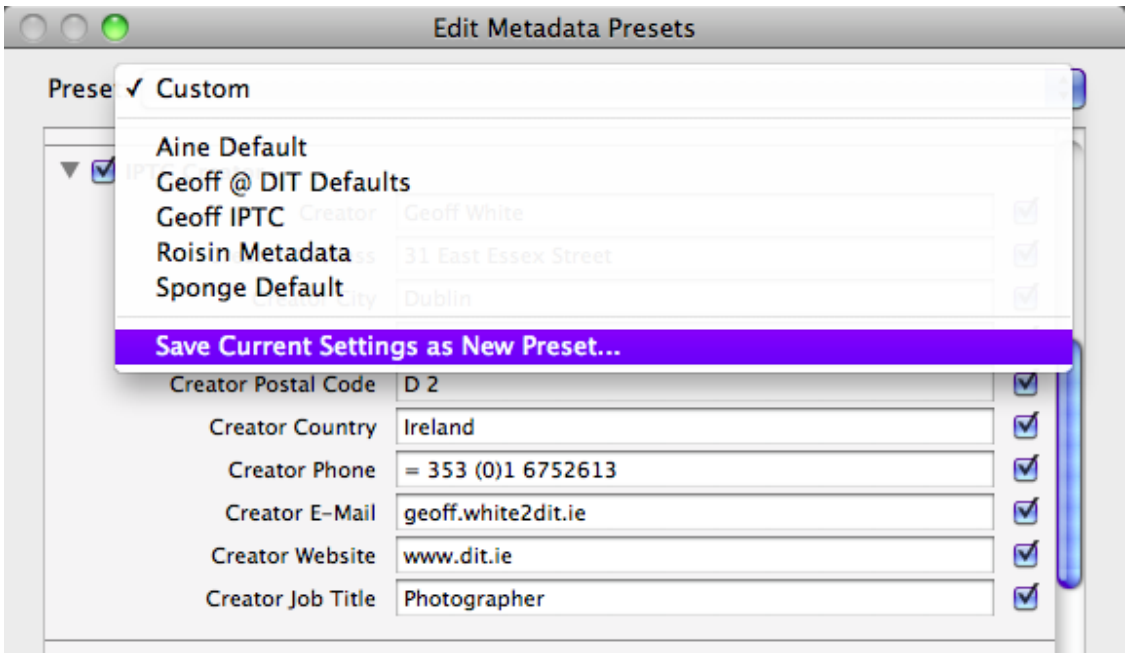
Complete the form



1. Make sure that the box is ticked.
2. Unless the boxes below are ticked, then the corresponding data will not be saved.
3. Now fill in your personal details as appropriate.

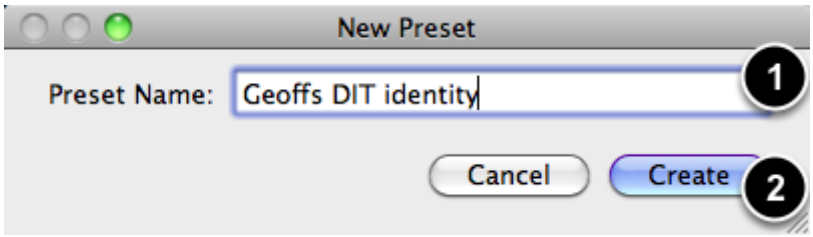
Remember, this information will be attached to all your images. Do not use data which is likely to be short term or temporary.
This data can be changed and updated at a later time if necessary.

Save the New preset



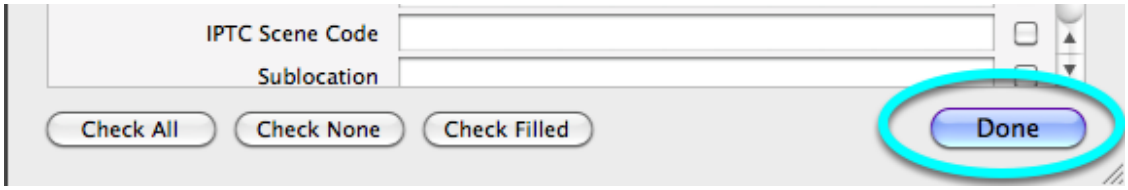
Go **Preset > Save Current Preset as New Preset ...**

Name it



1. Give the Preset a name.
2. Select **Create**.

Complete this step

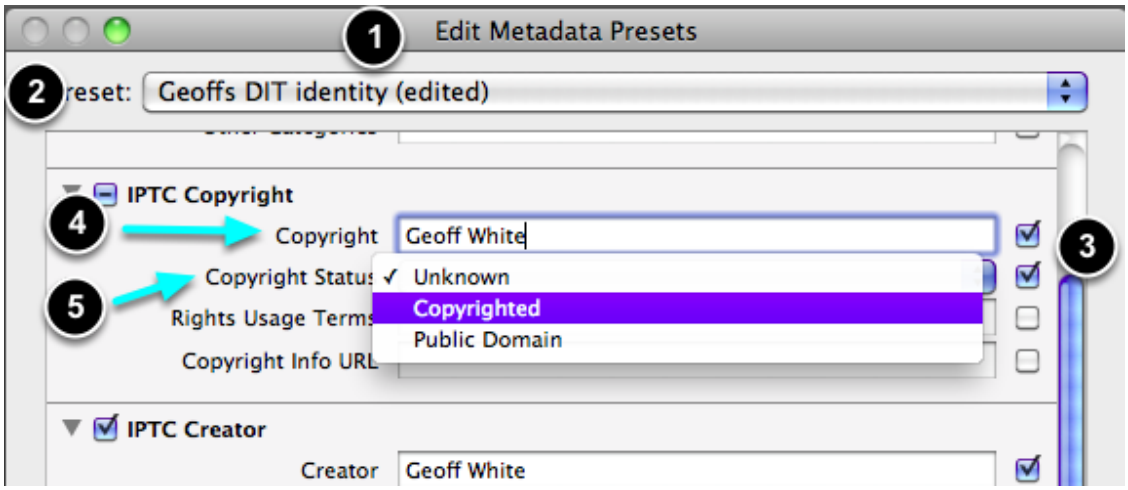


Complete the process by selecting **Done**.

Setting your Copyright

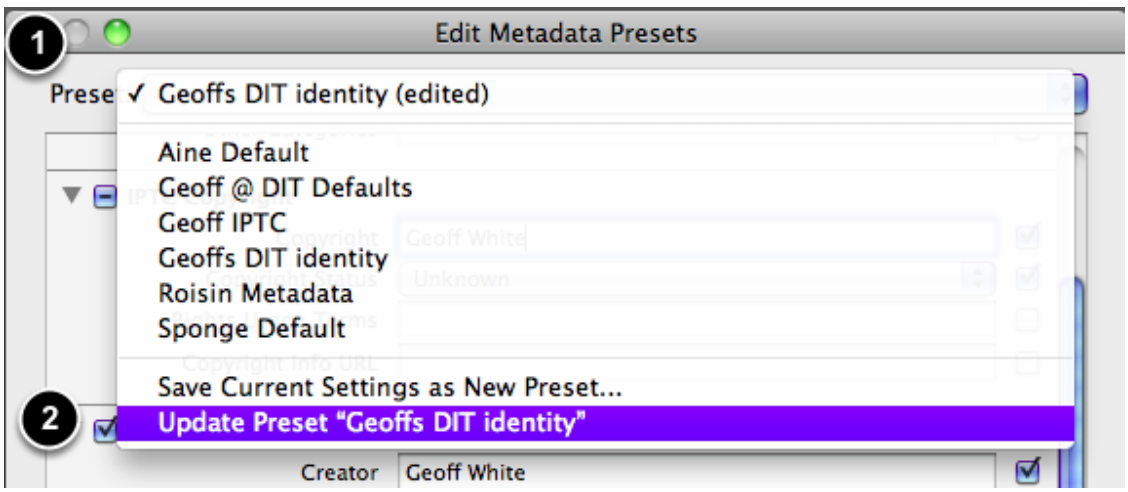
In this lesson you will set yourself as the copyright owner of the material that you produce. This metadata should be automatically embedded in all imported and exported image files.

IPTC Copyright



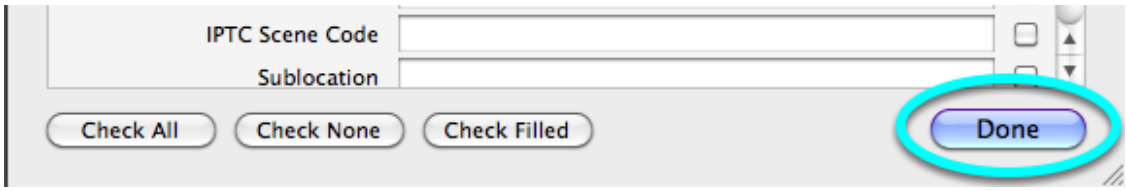
1. Open **Edit Presets** again
2. Scroll down to **IPTC Copyright**.
3. Ensure that the first two boxes are both ticked.
4. Enter your full name.
5. From the drop down menu, select **Copyrighted**.

Save changes



1. Go **Presets**.
2. Select **Update Preset "Your Name"**

Complete this step

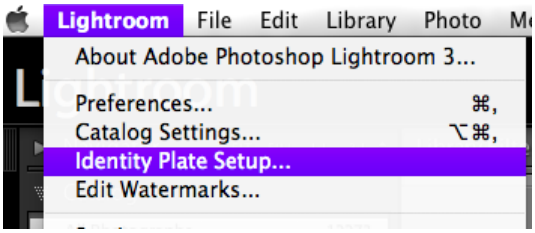


Complete the process by selecting **Done**.

Making your Identity Plate

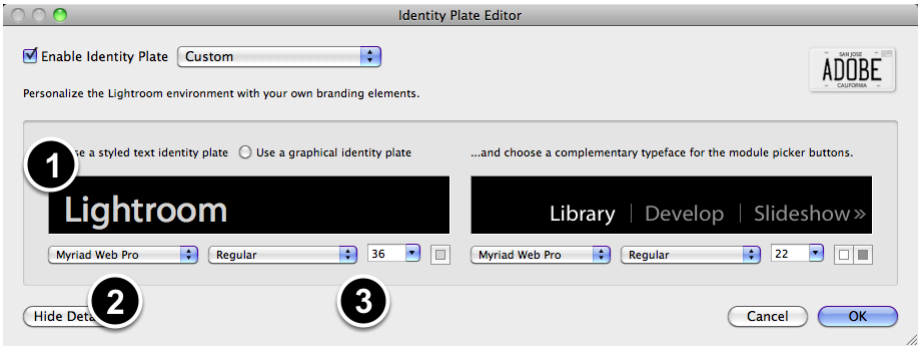
In this lesson you will make a Name Plate to disply on the top let of the Lightroom interface

Preferences



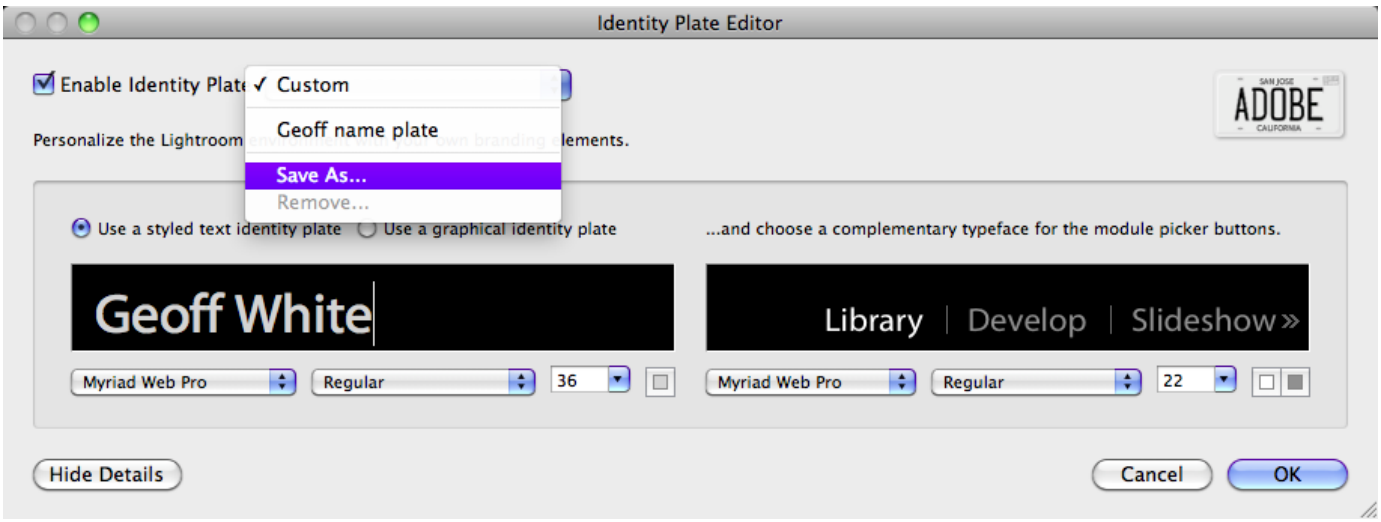
Go to **Preferences > Identity Name Plate ...**

Enter name



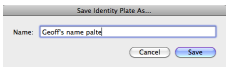
1. Select the current name plate. Type in your name in its place.
2. Change the typeface if you wish.
3. Adjust the weitght and size if you also

Save as ...



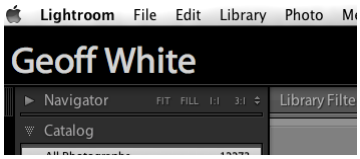
Using the drop down menu, **Save as ...**

Name the identity plate!



Give your name plate a name. **Save**.

New identity plate



Your identity plate will now be visible.

Importing Raw Files

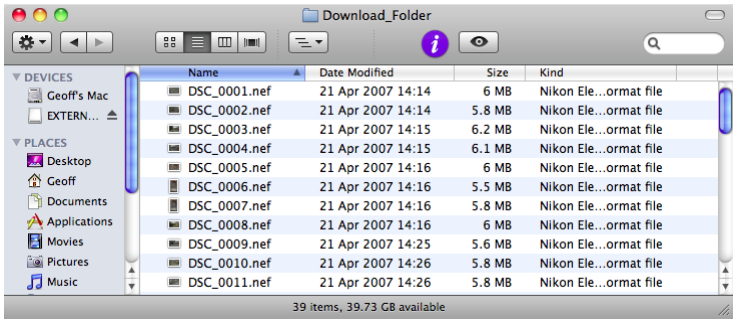
Transfering files to Download folder

In this lesson you will transfer your RAW files from your camera's memory card to your **Download_Folder**

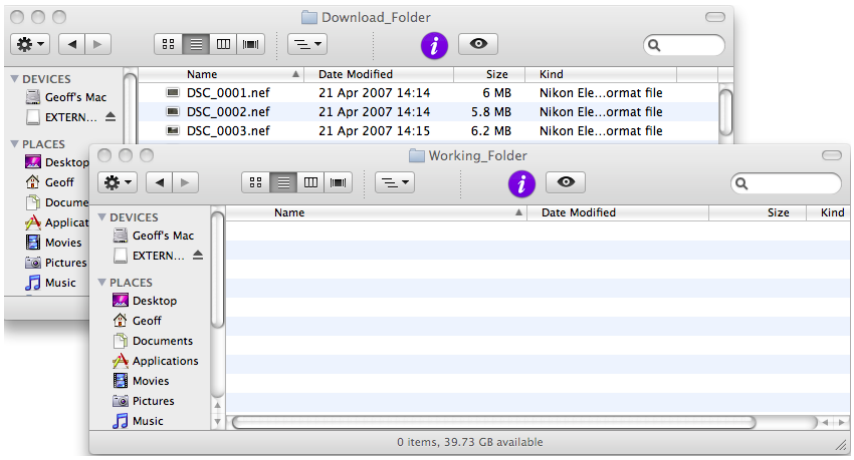
Card reader

Ensure that your card reader is visible in the **Finder.**
Navigate to your RAW files.

Download Folder

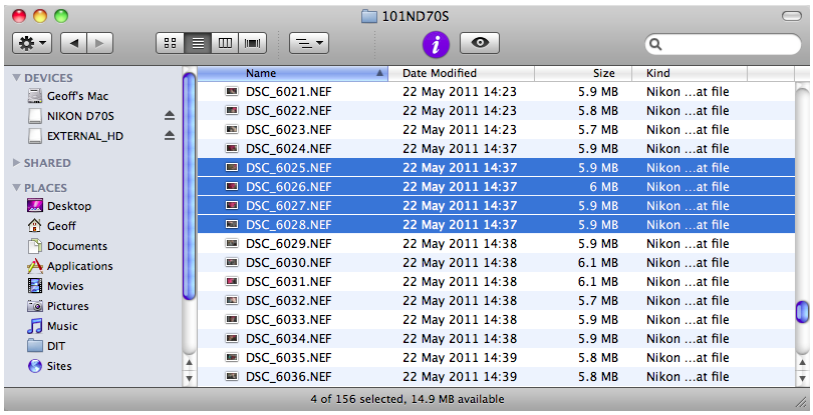


Open the **Download_Folder**



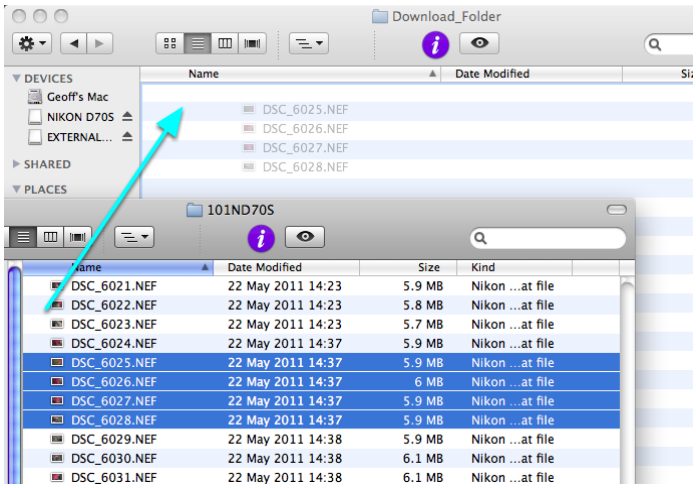
1. Press **CMD + N**, to Open an New Finder Window
2. In the new window, navigate to the **Working_Folder**.

Select RAW files to transfer



To select ALL image files: **CMD + A**
To select a range of files: S**elect** the first file, then **Shift + Select** the last file in the range, as illustrated.
To select a remove a file rom a selection: **CMD + Select**

Drag and Drop

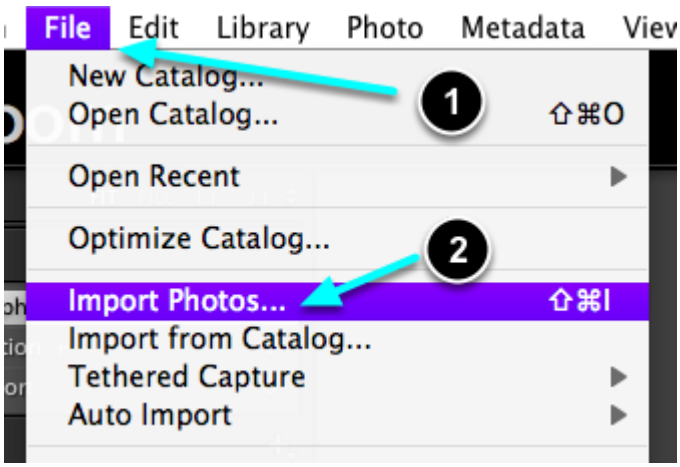


Ensure that both folders are open and visible.
Now drag your select RAW files to the **Download_Folder** and drop.

Setting up File Naming template

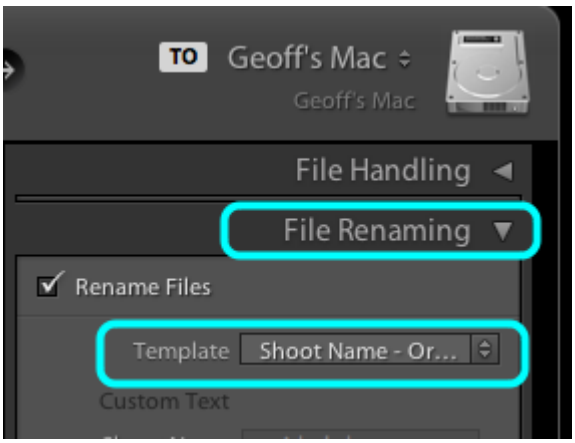
Before importing for the first time you need to set up the **File Naming** template. This will apply the correct file naming convention to all imported image files.
All files should follow the format: **yourname_YYYYMMDD_0001.** Once this template is set up, it must be used for all file imports as part of the import procedure..

Import Photos . . .



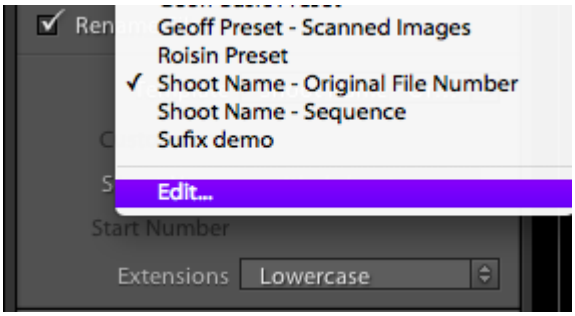
1. Go **File > Import Photos ...**
2. Or, press the **Import ,,,,** button (bottom left).

File Renaming



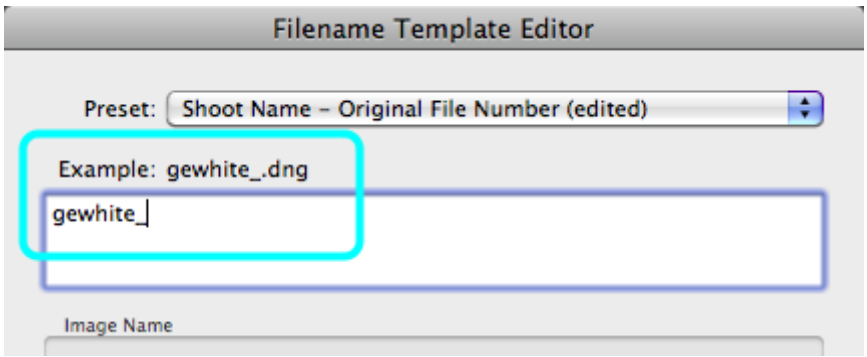
Open the File Naming panel on the righthand side.
Select **Template**.

Edit template



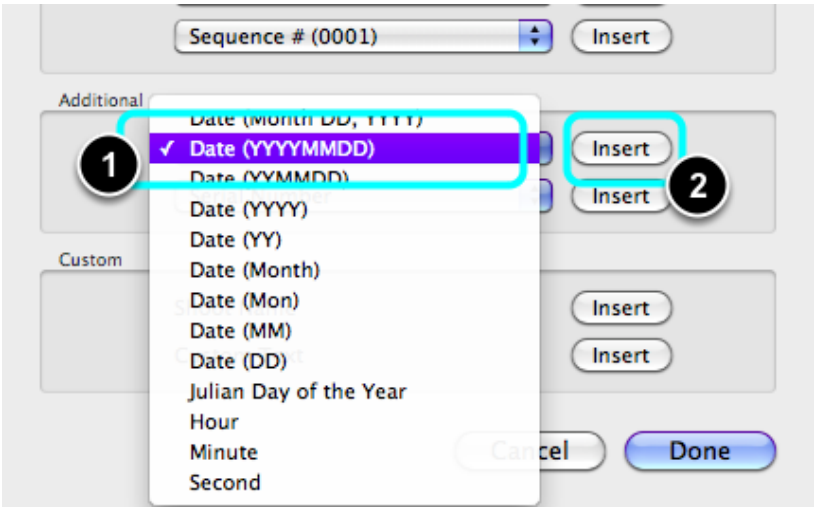
Select **Edit ...**

Template Editor



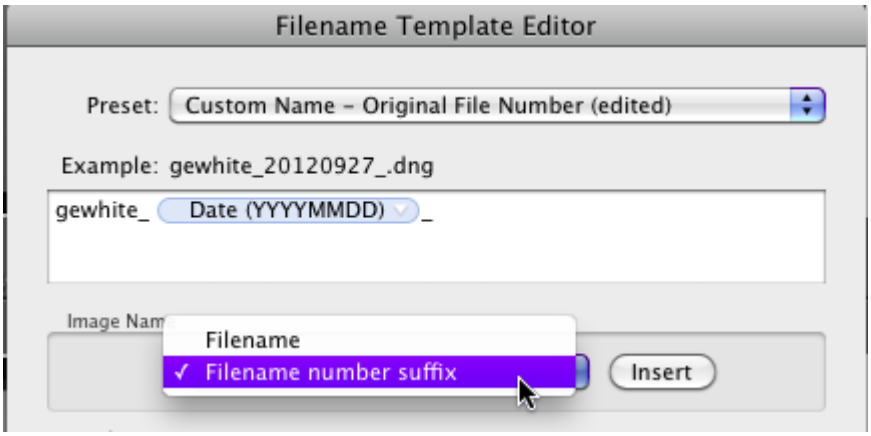
1. Clear the text box,
2. Enter your name using lowercase in the form: two initials followed by family name. **Do not use any spaces or punctuation marks.**
3. Now enter an **Underscore. N**ote example above the text box.

Add date information



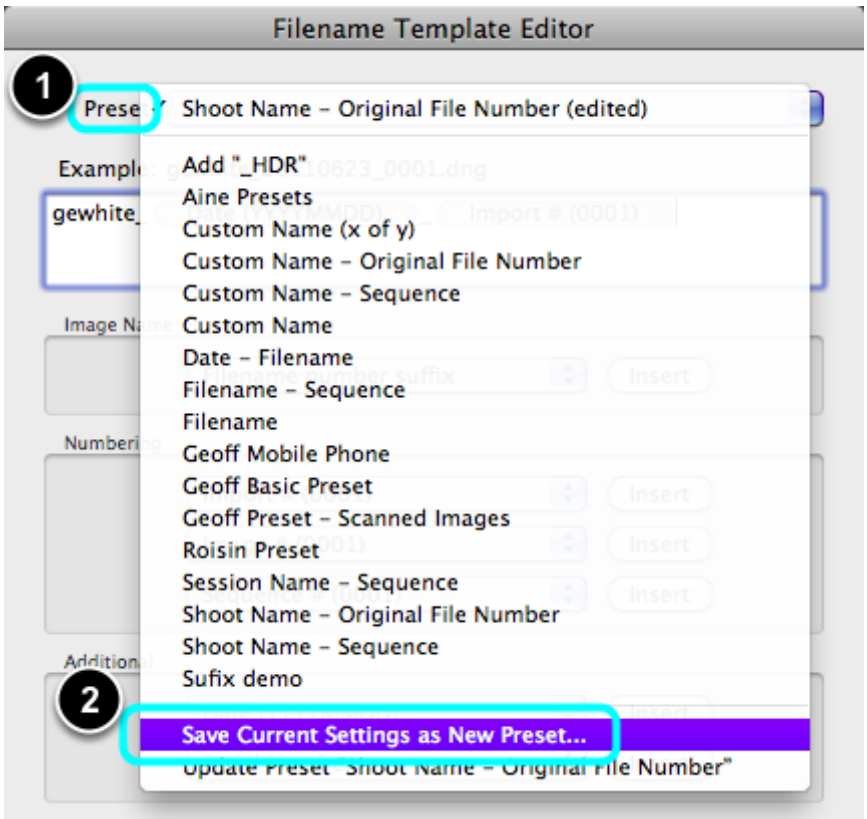
1. Select from the drop down menu: **Date (YYYYMMDD)**.
2. Select **Insert.**
3. Enter another **Underscore.**

Add the File Number



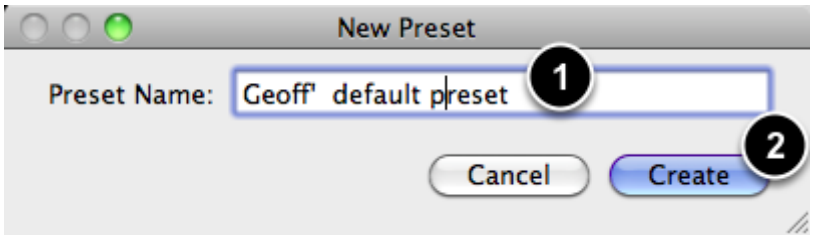
1. Select: **File Name Suffix**
2. Select **Insert.**

Save the preset



1. Open the **Preset** drop down menu.
2. Select **Save Current Settings as New Preset ...**.

Name the preset



1. Enter your name fo the **Preset Name**.
2. Select **Create**.

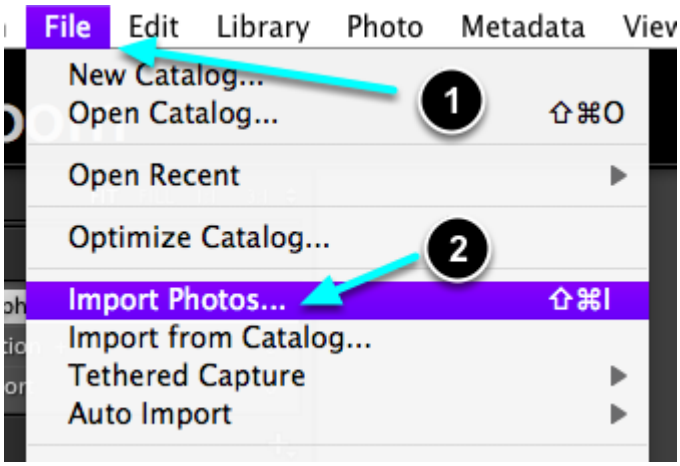
Complete it

Select **Done**.

Importing - source and destination

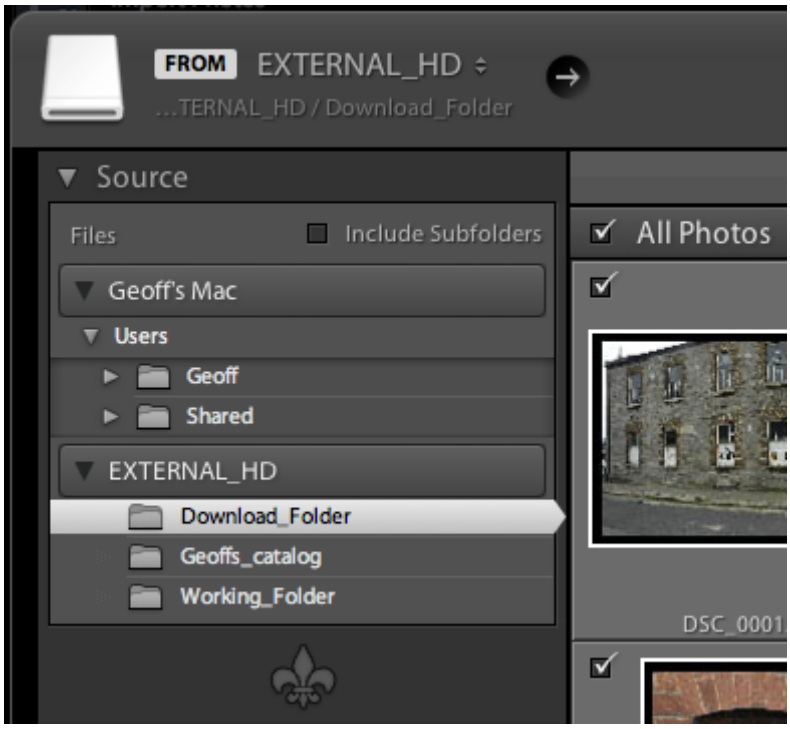
In this lesson you will set the source and destinations for your files, plus conversion from camrea manufacturer's Raw files to DNG Raw files.

Import Photos . . .



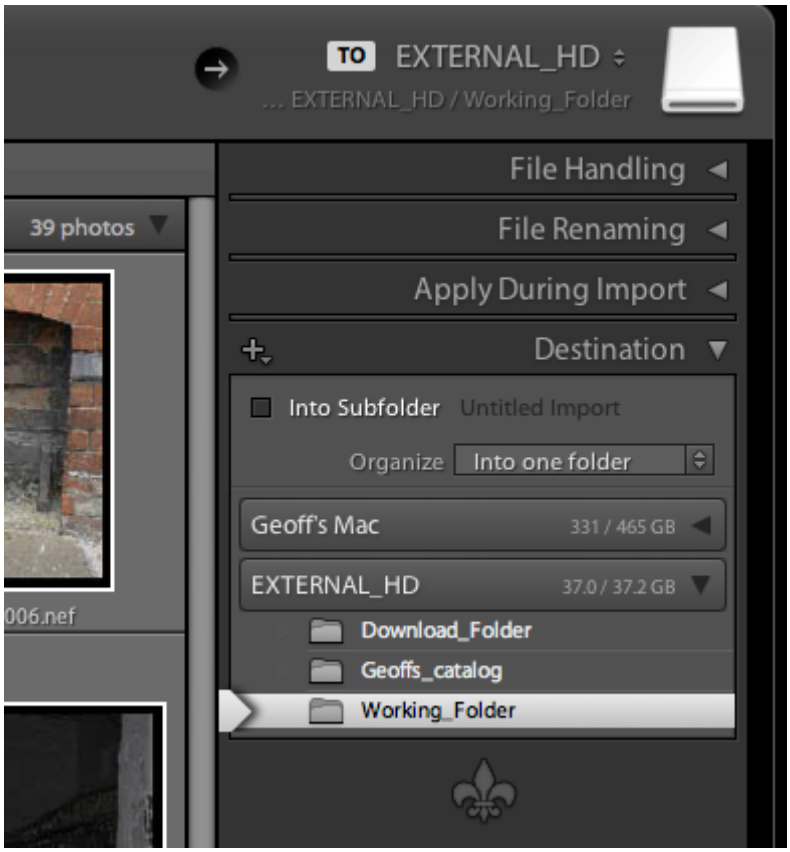
Go **File > Import Photos ...**
Or, press the **Import ,,,,** button (bottom left).

Source



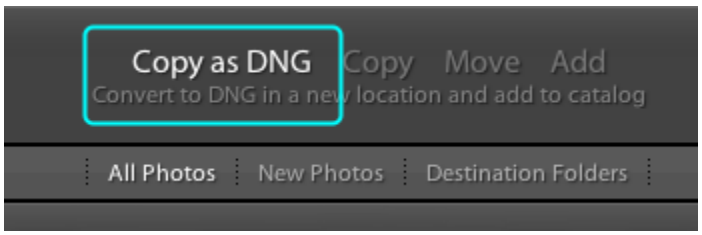
Select the source folder, **Download_Folder**, on your external HD.

Destination



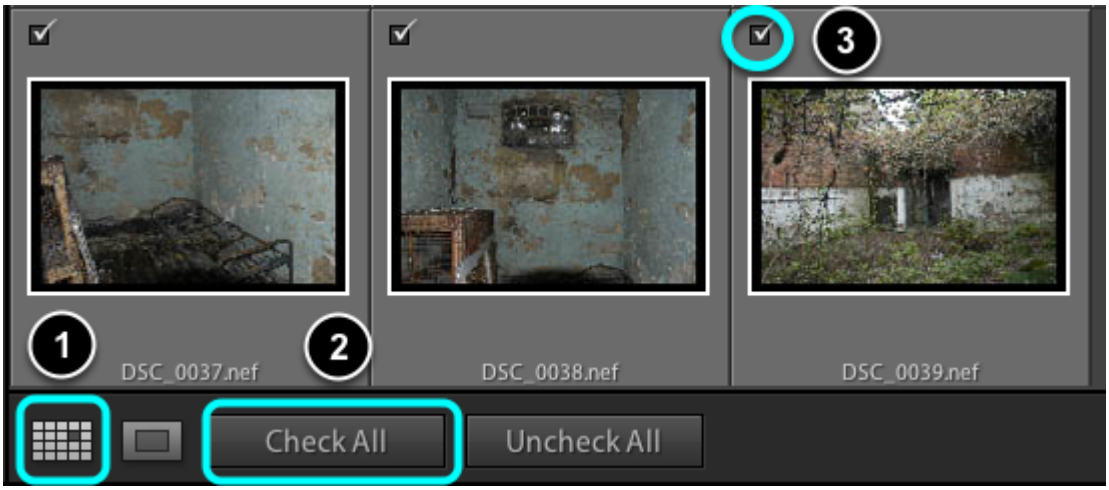
Select the destination folder, **Working_Folder**, on your external HD.

Convert RAW files to DNG (Digital Negative Raw files)



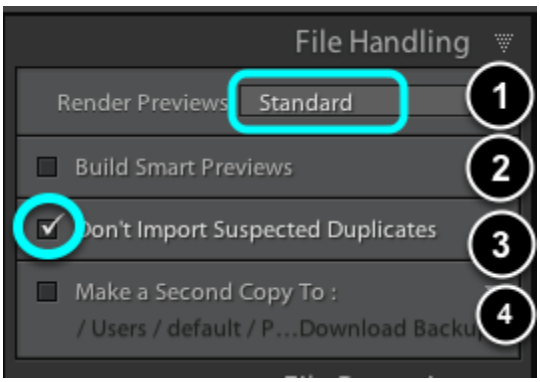
Select, **Copy as DNG**.

Selecting files to Import



1. Ensure that you are in **Grid View**.
2. Select **Check All** to select all images to be imported.
3. Individual images can be selected, or de-selected, by usinf the tick boxes.

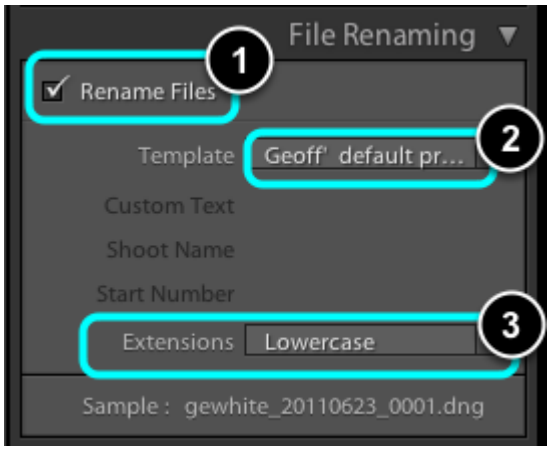
File Handling



1. Select: **Render Previews > Standard**.
2. Leave unselected the tick box: **Build Smart Previews**
3. Tick box: **Don't Import Suspected Duplicates**.
4. Leave unselected the tick box: **Make a Second Copy TO:**

(If you want to make a second copy of your imported files at the same time to a defferant extenal HD then select his option.)

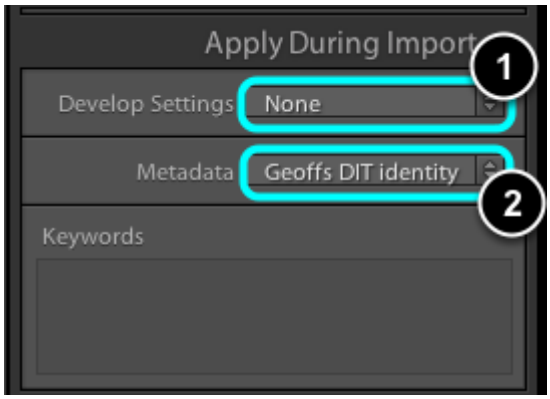
File Naming



1. Make sure that the tick box is selected: **Rename Files**.
2. Select your personal filenaming template which you made previously.
3. Select: **Extensions > Lowercase**. This will ensure that all filenames are uniformally lowercase (i.e. no CAPITAL letters).

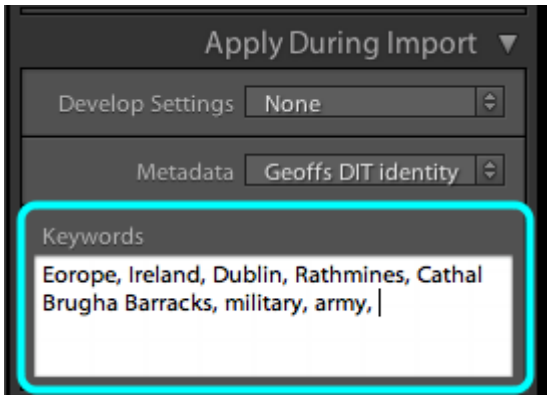
Note example of filename format displayed at bottom of panel.

Apply During Import



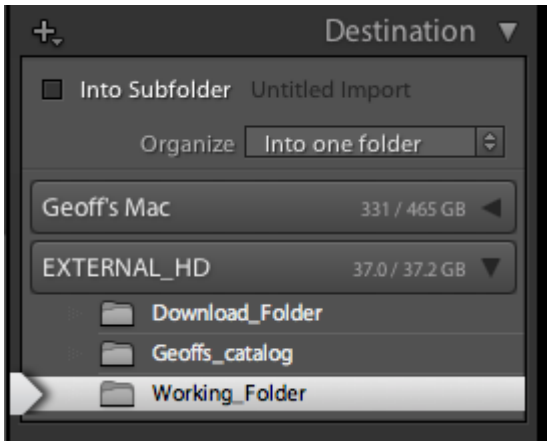
1. This allows you to choose how the files are developed on ipmort after being converted to DNG. More prosessing means a longer import time. Choose **None,** this time
2. This will apply your IPTC Creator and Copyright presets to your files as they are imported automatically. Saves time and grief later.

Keywords



In the keywords box add descriptive words which could be applied to the overall set of images being imported.
Start with location words, such as the continent, country, city, place etc.
Continue with words which might describe to subject matter: activity, context, objects etc.

Destination Check



Check that the **Destination Folder** is the intended folder. This check will avoid endless extra work and lost files at a later stage.

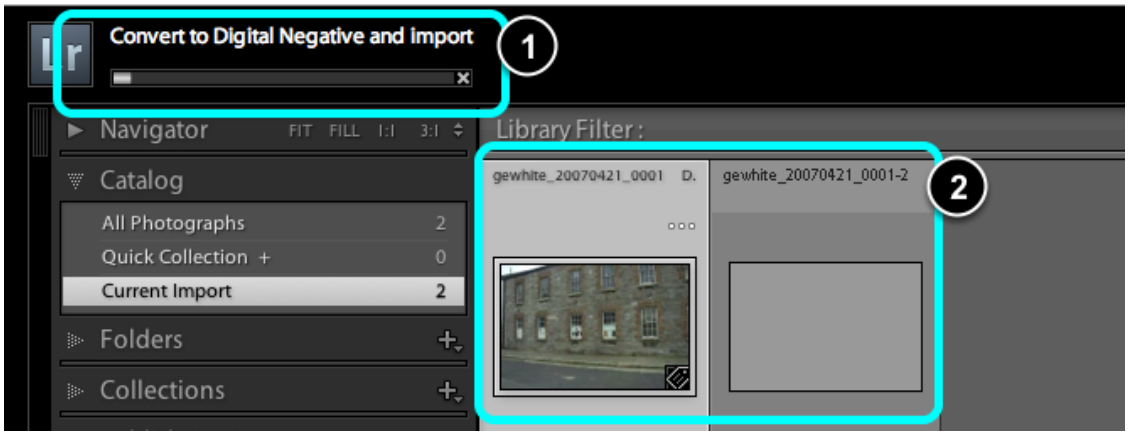
Go for it

Slect the **Import** button

Where have my files gone?

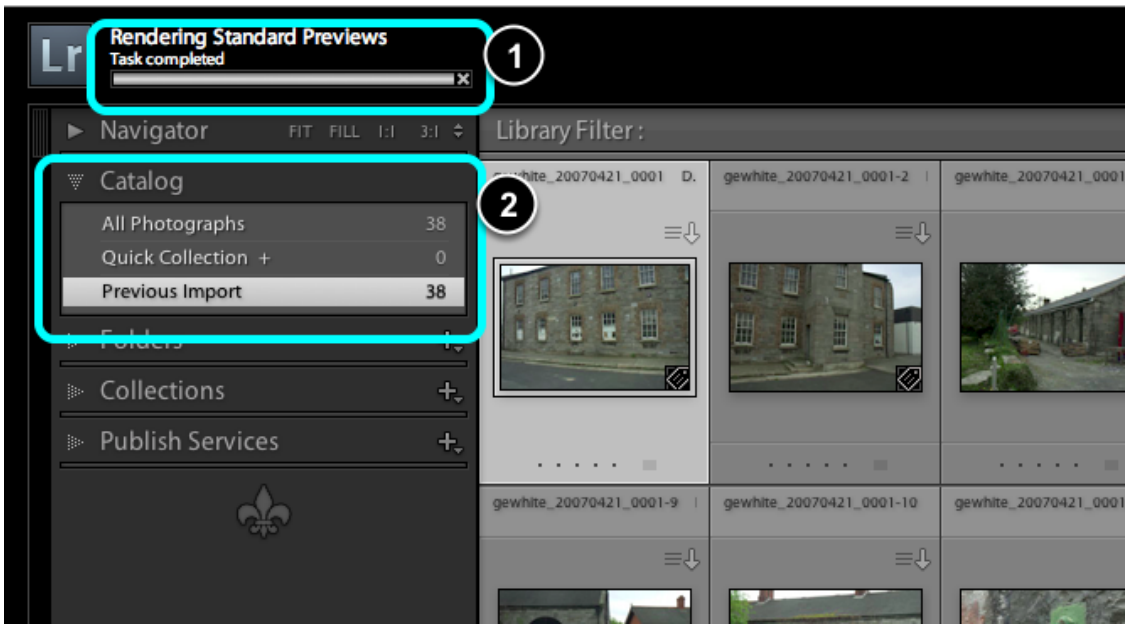
Converting to DNG and rendering previews. Finding my files.

Conversion to DNG



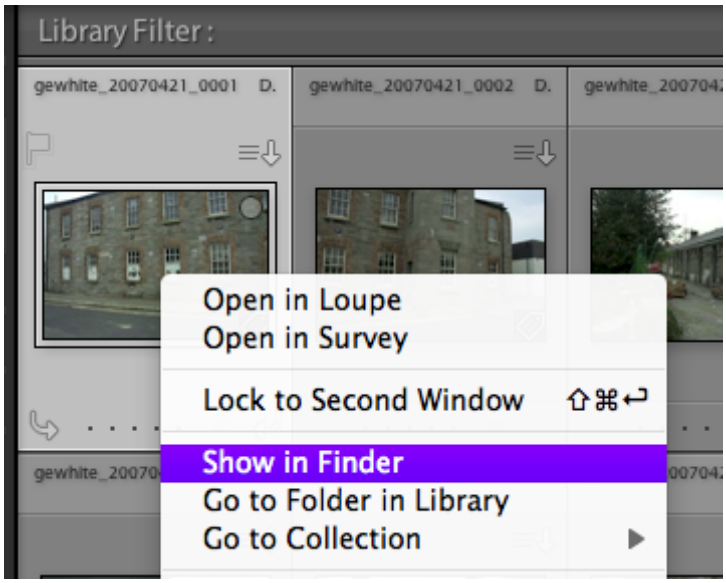
During the **Import** phase your RAW files are converted to DNG and saved into the **Working_Folder**. The rate of progress is visible in the Progress Bar (1).
As as each image is converted, they will appear in the **Grid View** (2).

Rendering Previews



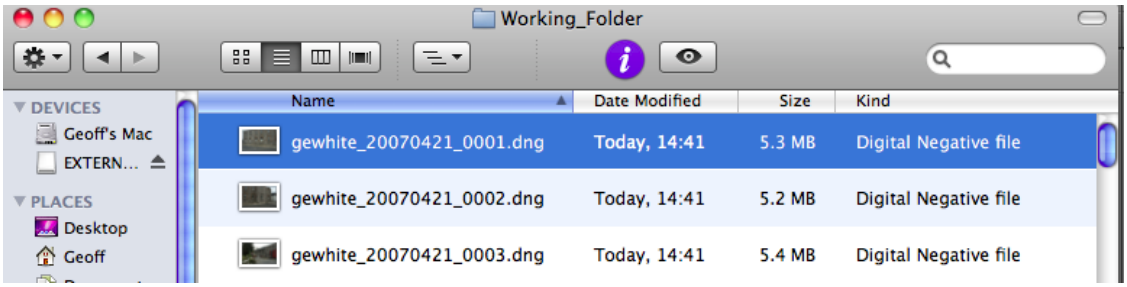
Previews of each file are then rendered and saved to the catalog. The rate of progress is visible in the Progress Bar (1).
Your last import of images is always visible in the **Catalog** panel, grouped under **Previous Import**.

Where is this file now?



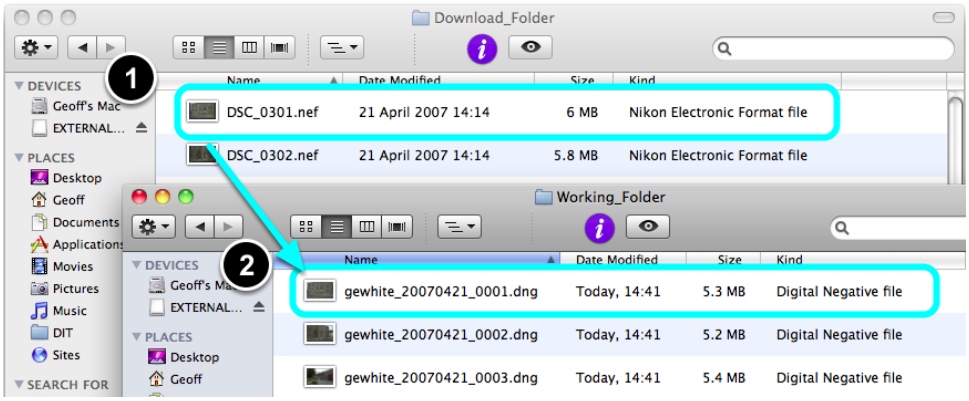
CTRL + Click on an image in **Grid View**, then select **Show in Finder**, will reveal the individual image file in the **Finder**.

Finder view



The file is now revealed in the **Finder**.

View of Download_Folder and Working_Folder



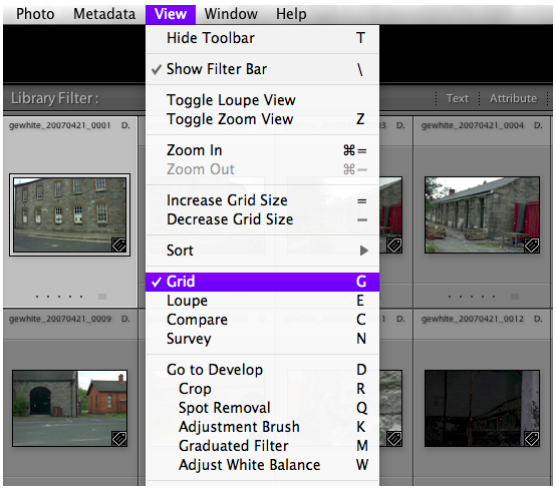
If you open both folders you will notice there are now two sets of identical image files. (1) contains the original camera files, the second contains the same files only converted to DNG Raw. The DNG files will also have any added metadata which you applied during import such

as IPTC Creator and Copyright data.

Adding additional Keywords after Import

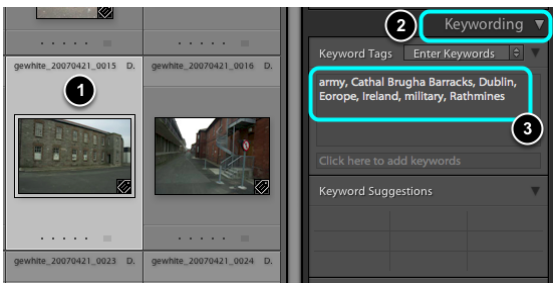
You will now add additional **Keywords** to individual images as is appropriate to each one.
There are a number of different methods for doing this.

Grid View



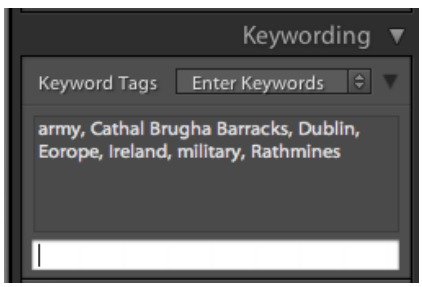
Ensure that you are in **Grid View**.
Enter the shortcut; "**G"** or go **View > Grid**.

Keywords from Import phase



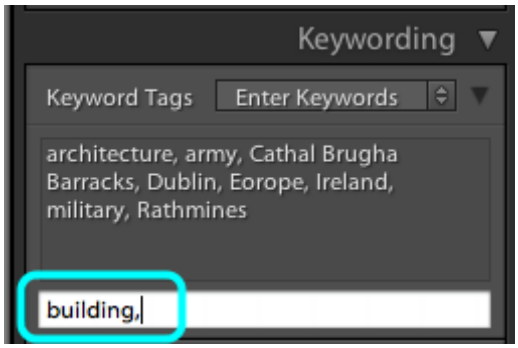
1. Select an imaage.
2. Open the **Keywording** panel.
3. Note the Keywords in the panel for that image from import.

Entering a new Keyword



Clisk on below the text area where is says: **Click here to add Keywords**.

Enter new Keyword



Add a new word followed by a coma.
You can enter several words at a time but **each** keyword **must** be followed by a coma.
Press **Enter** to complete the action.

The Spray Can

Select the **Spray Can** from the **Toolbar** at the bottom of the screen.

Enter Keywords

1. Ensure that **Keywords** is selected in the drop down menu.
2. Now enter your new Keywords in the text box, plus comas.

Spray Keywords

Now using the Mouse, click on any images that you want to add the new keyword(s) to.

Assigned Keywords

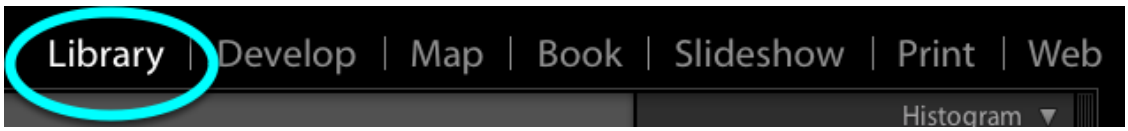
As you spray each image the above notice will be flashed on screen.
If you spray an image a second time, the same Keywords will be removed from the image again.

Organising and Editing

Library View

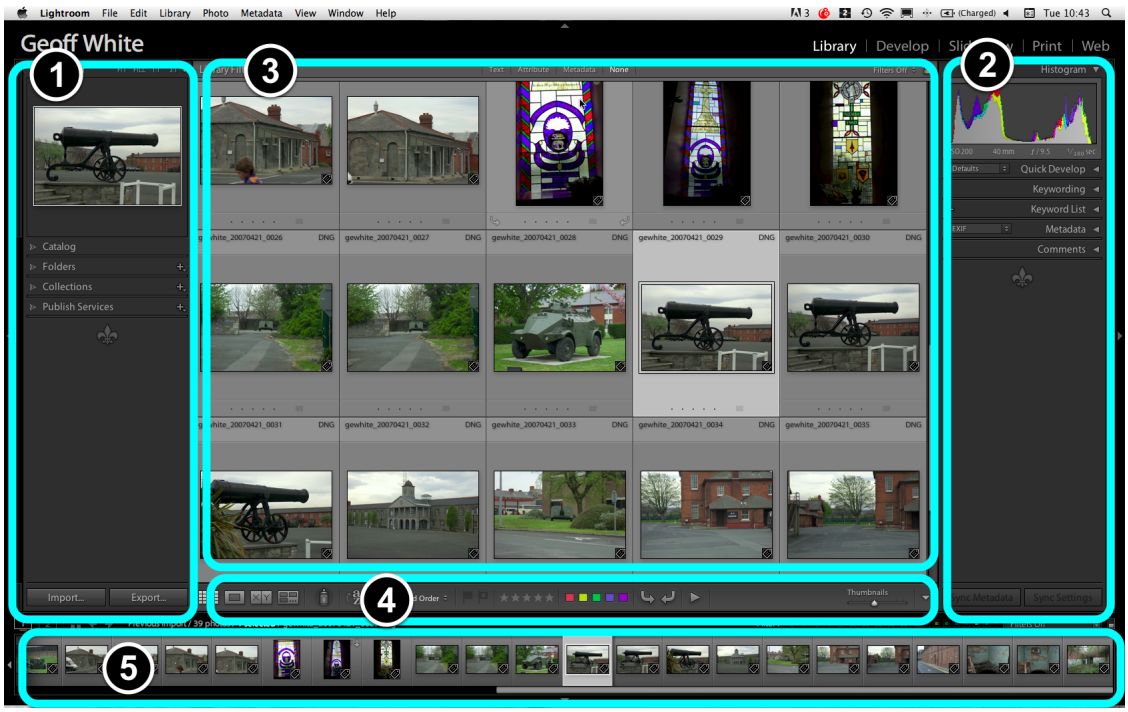
In this lesson you will examine the main components of Lightroom in **Library** view.

Library View



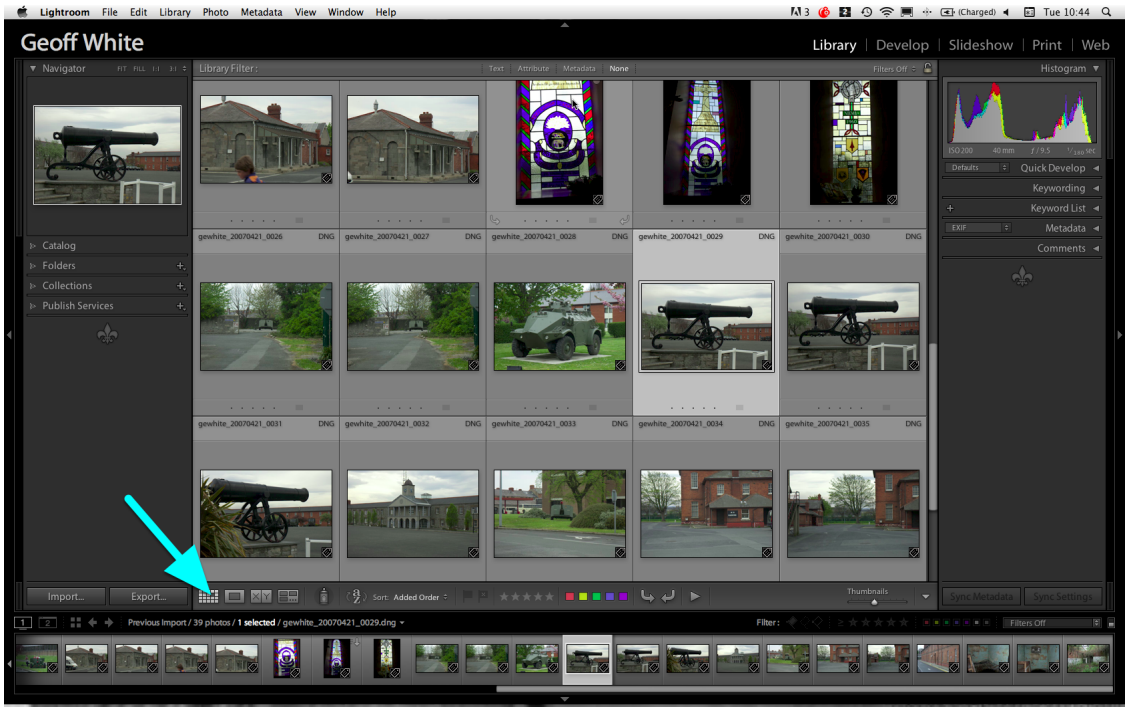
Select **Library**.
if this is not visible on screen, then press the small white triangle at the top of the screen.

Library layout



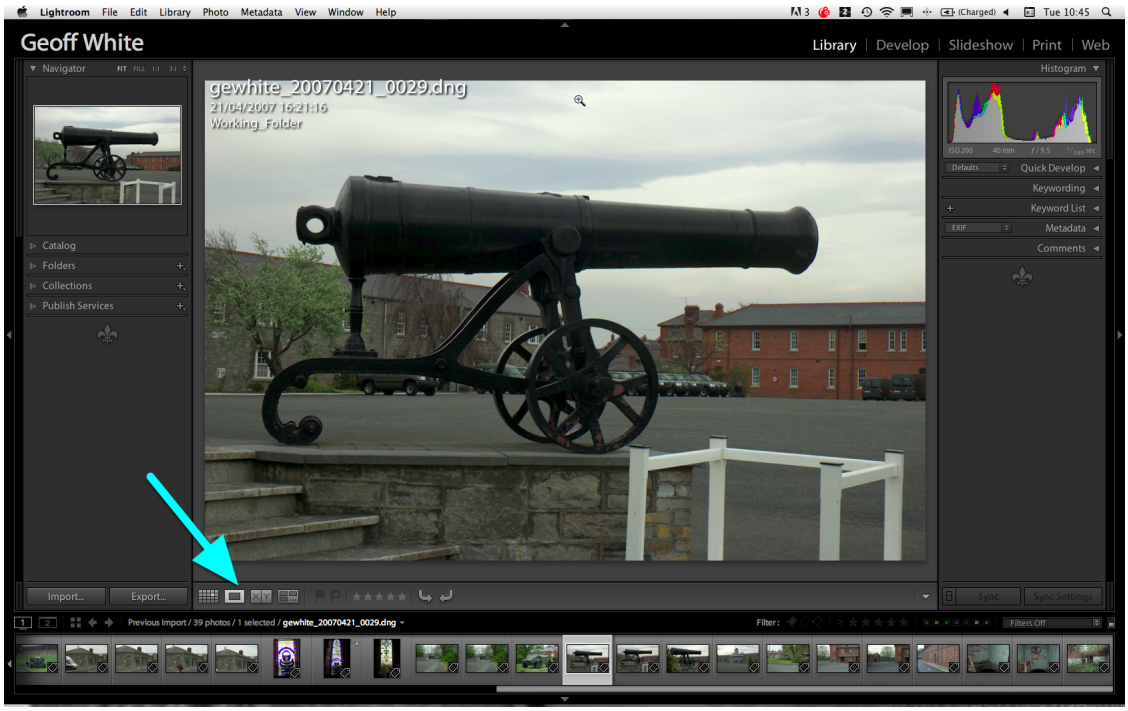
1. **Left Panel** - contains the **Catalog, Folders** and **Collections**.
2. **Right Panel -** contains the **Histogram, Quick Develop** tools, **Keywording** and **Metadata**.
3. **Content Area -** contains your images which can viewed in four different modes.
4. **Tool Bar** - this selects different views of the **Content Area** and gives access to some of the editing tools.
5. **Filmstrip** - this allows for the selection images when not in **Grid View**.

Content Area - Grid View



To select **Grid View**:
Enter the letter **G**, or select the **Grid** icon on the **Tool Bar**.

Loupe View



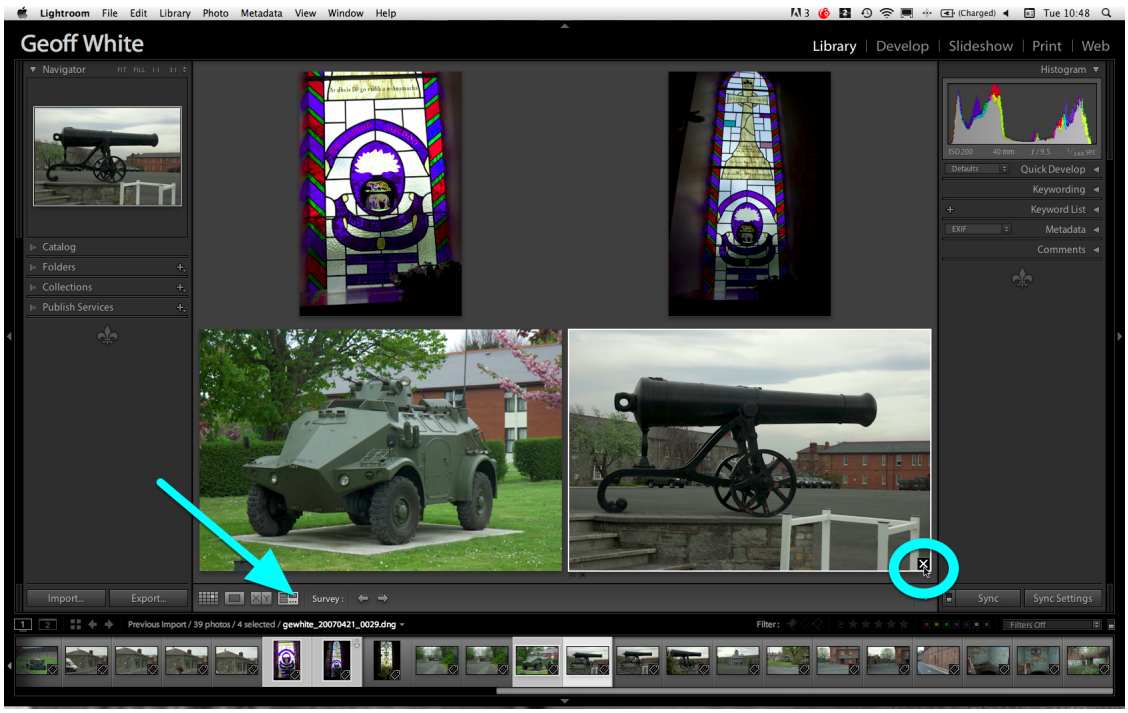
To select **Loupe View**:
Enter the letter **E,** or select the **Loupe View** icon on the **Tool Bar**.

Filmstrip

This allows you to select images for viewing in **Loupe View** and **Survey View**.

- **Mouse Click** to select a singe image.
- **CMD + Mouse Click** to select a second or subsequent image.

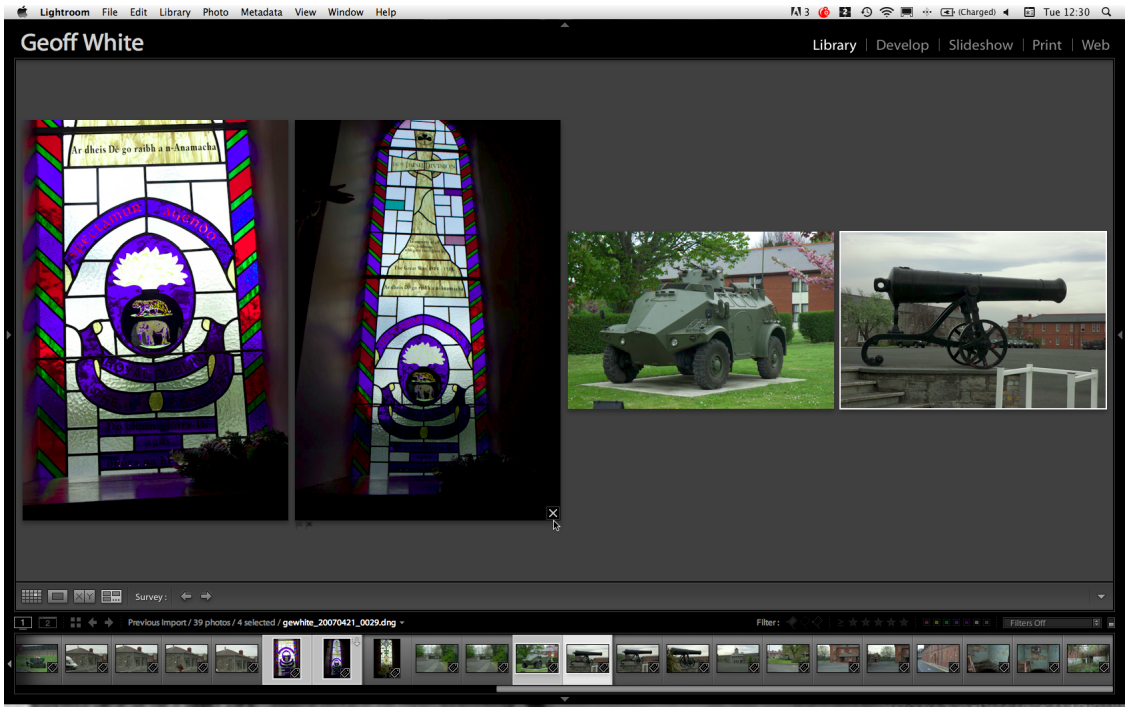
Survey View



Survey Mode allows for two or more images to be viewed at the same time.This useful for editing purposes.

- Select two or more images in the **Filmstrip**.
- Enter the letter **N,** or select the **Survey View** icon on the **Tool Bar**.
- To remove an image from **Survey View** simply select the **X** icon on the bottom right of the image.

Opening and closing Panels



The **Panels** can be opened or closed to create more on screen room as follows:

- **TAB** key opens and closes the **Left** and **Right Panels**.
- **TAB + SHIFT** opens and closes all **Panels**.
- Individual Panels can be opened or closed using the small white triangles beside each Panel.

Quick Collection

In this lesson you will learn to make a temporary **Collection** of your work.

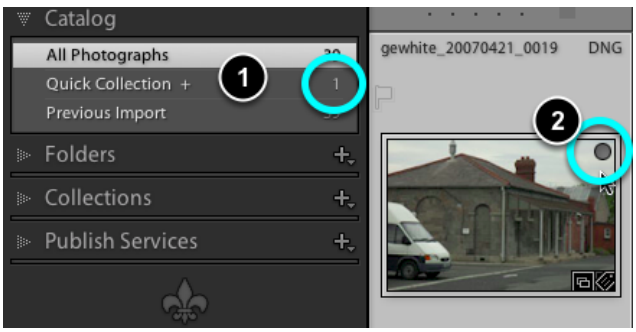
Catalog

1. Open the **Catalog Panel**.
2. Select **All Photographs** view.
3. Note the number of images in the catalog.

Add an image to Quick Collection

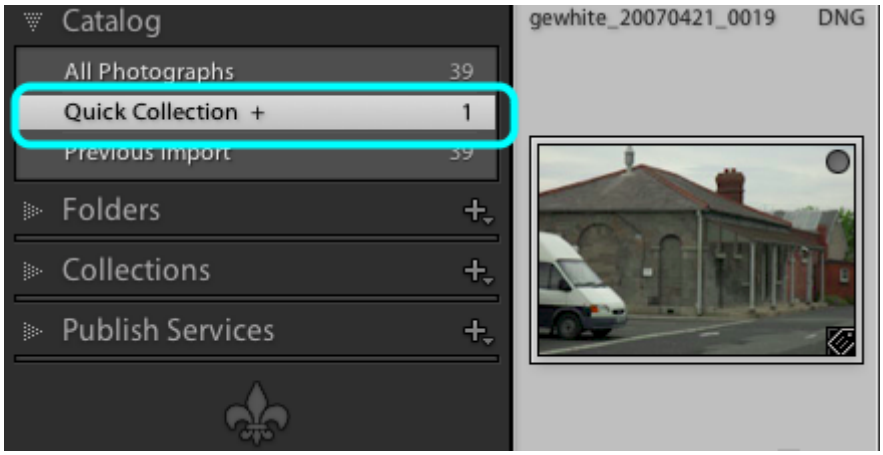
Place the cursor over the top right area of an image in **Grid View**.
When the small circle appears, **CLICK** on it.

In the Quick Collection



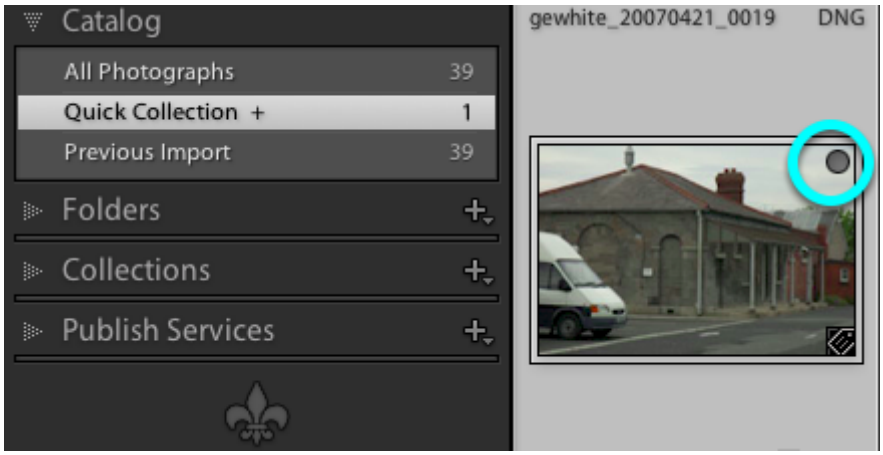
1. The image has now been added to the **Quick Collection**. Note the numeral indicating the number of images in the collection.
2. Note also the addition of a grey circle to the image in **Grid View**.

Quick Collection view



Select **Quick Collection** view now. You will only see those files which have been placed in the collection.
Note, this file has not been moved from its original location on your HD. The collection is *virtual*.

To remove an image from Quick Collection

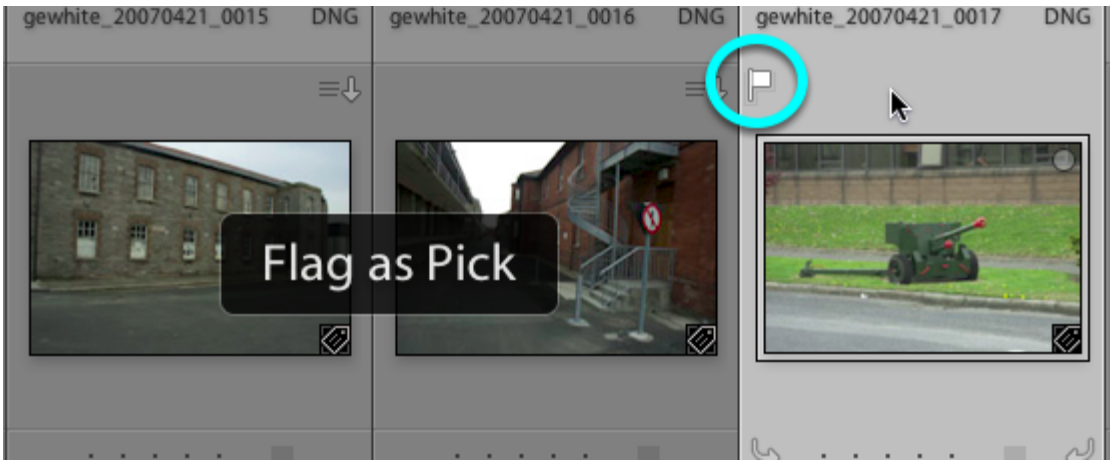


To remove an image, simply **CLICK** on the grey circle and it will be removed from **Quick Collection**.
Note, the file will not be deleted from your HD. It is simply removed from the *virtual collection*, it still remains, unmodified, in the **All Photographs** catalog.

Flags

You can edit your photographs using a simple flagging system.

Picks



Press the **P** Key to **Flag** an image as a **Pick**. Note the **White Flag**.

Rejects

Press the **X** Key to **Flag** an image as a **Reject**. Note the **Black Flag**.

Remove the Flag

To remove a Flag, use the **U** Key. Note the **Outline Flag**.

Filter Flagged images

Select the **White Flag** icon to the right of **Filter**: on the **Toolbar**.
Now you should only see the **Flagged** images without the **Unflagged** images or the **Rejected** images.

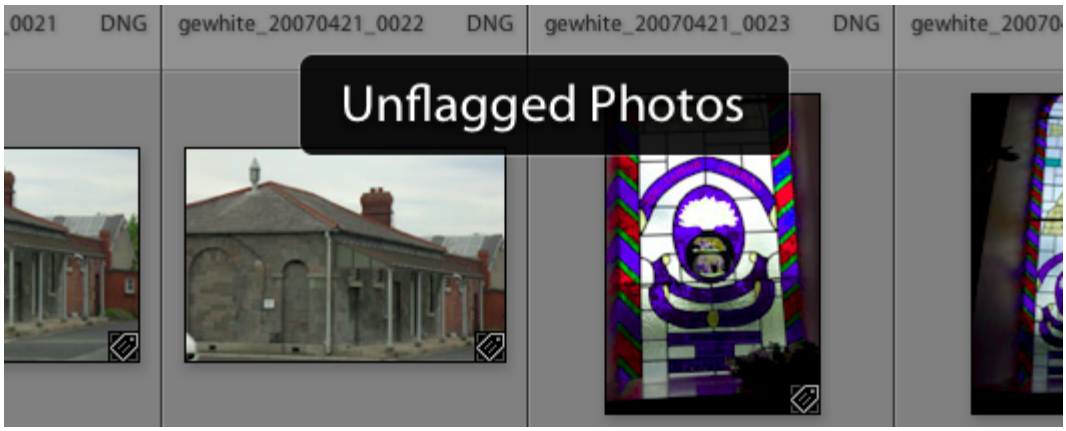
Filter Rejected images

Select the Black **Flag** icon to the right of **Filter**: on the **Toolbar**.
Now you should only see the **Unflagged** images without the **Fagged** images or the **Unflagged** images.

Filter Unflagged images

Select the **Outline Flag** icon (in the the centre) to the right of **Filter**: on the **Toolbar**.
Now you should only see the **Unflagged** images without the **Flagged** images or the **Rejected** images.

Which view am I in?

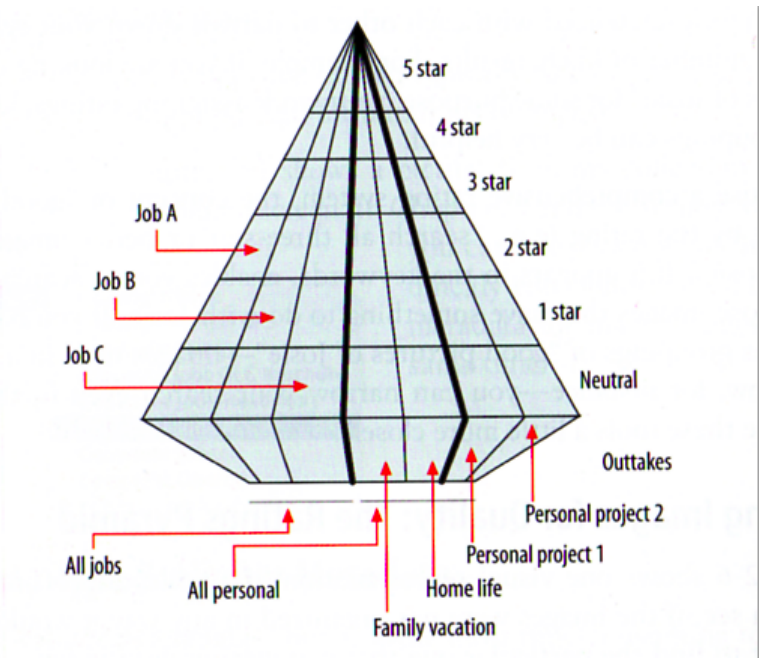


When you choose a **Filter: Flag** view, you will always get an onscreen notice informing you. Note it is possible to filter with two flags at the same time, for example you could choose to view both the **Rejected** and **Unflagged** images together.

Stars

A more useful way of editing is to use the *Star System.* This allows for a graded selection of images rather than the more absolute Flag system.
This method is better for editing large numbers of images.

The Editing Pyramid



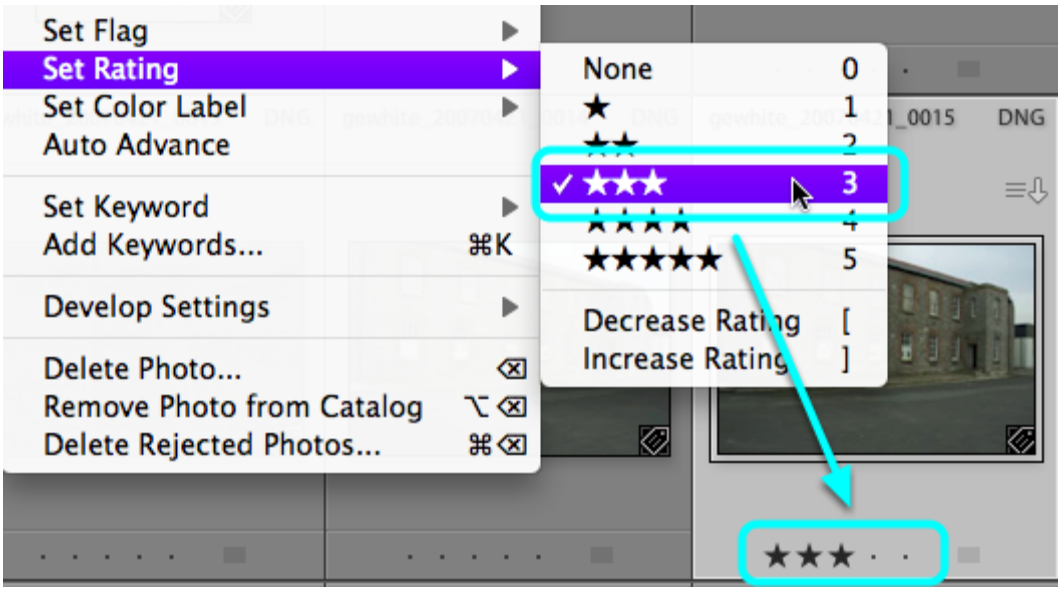
The editing process should be seen as a "Pyramid".
The best, and rarer, material near the top, the bulk of your material further down. Rejects and Outtakes at the bottom.

The Star Ratings

Stars	Usage
(None)	Neutral. Not good enough for a star, not bad enough for a negative rating or Reject Flag
★	1 Star. Images are considered as *rough cuts*, to be further considered again at a later stage. If in doubt, give it 1 star.
★★	2 Stars. Images can be considered as *good enough* to be included as part of the job or project.
★★★	3 Stars. This indicates a strong image or one that could be considered for a possible portfolio collection. 3 stars rating should be used sparingly to have any value.
★★★★	4 Stars. Keep this rating for the *best of collection*, or portfolio images. Use this rating very sparingly.
★★★★★	5 Stars. Rarely used rating. Keep it for a *best-of-collections/portfolios* group.

View this as a guide to how you should edit your digital material.
Images which show bad technique or processing, should not be rated without a good reason.
"I like it", is not a good reason!.

Setting the Rating



Select an image in **Grid View**.
Go: **Photo > Set Rating >** Choose a Rating

Rating shortcuts

1. Click on the *dots* below each image to set a **Rating**.
2. On the **Toolbar,** select a **Star Rating**.
3. Use the Keyboard numbers (**#)** to set a rating. Zero can be used to remove a rating.
4. **SHIFT + #,** this will set the **Rating** and move the selection to the next image.

Filtering the edit

In this lesson you will now view your images according to their rating and apply it to the editing process.

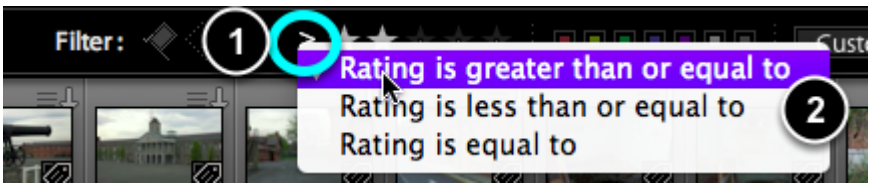
Unfiltered View

This view shows all your images and their Star Rating.
Tip: Make sure that you have not left any **Flag** filters active at this point.

Choose a Star Filter

in the **TOOBAR**, choose a Star Rating to view. Example choose **2 Stars**.

Filter Method

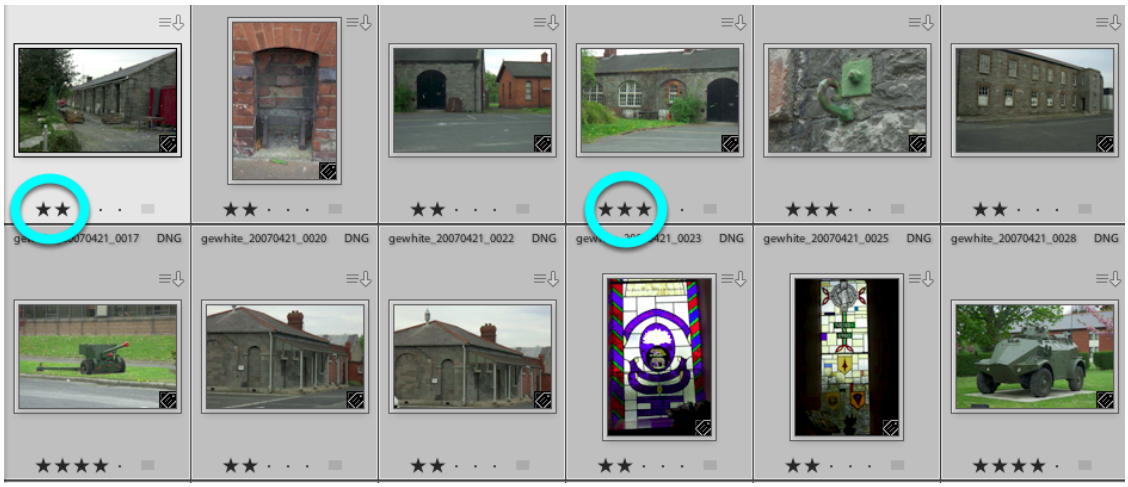


You can change the method of filtering your rated images as suits your editing process as follows:

1. Select the Mathematical symbol to the left of the **Stars** in the **TOOLBAR**.
2. Choose the method you require.

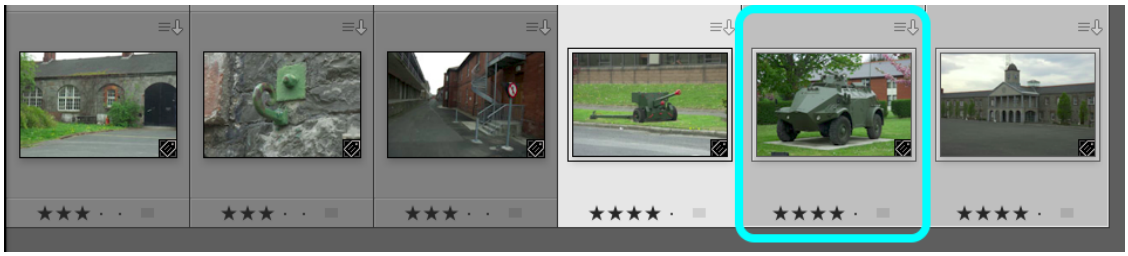
Tip: the **Rating is greater than or equal to** is the most useful for most pyramid based editing.

2 Star Filter



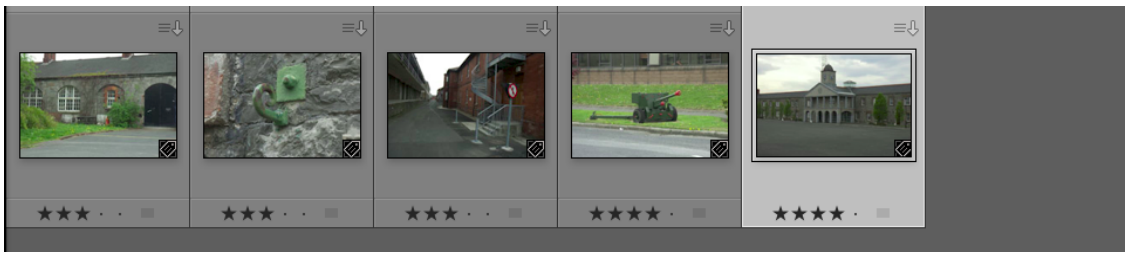
This will now show only images of **2 Stars or greater.**

3 Star Filter



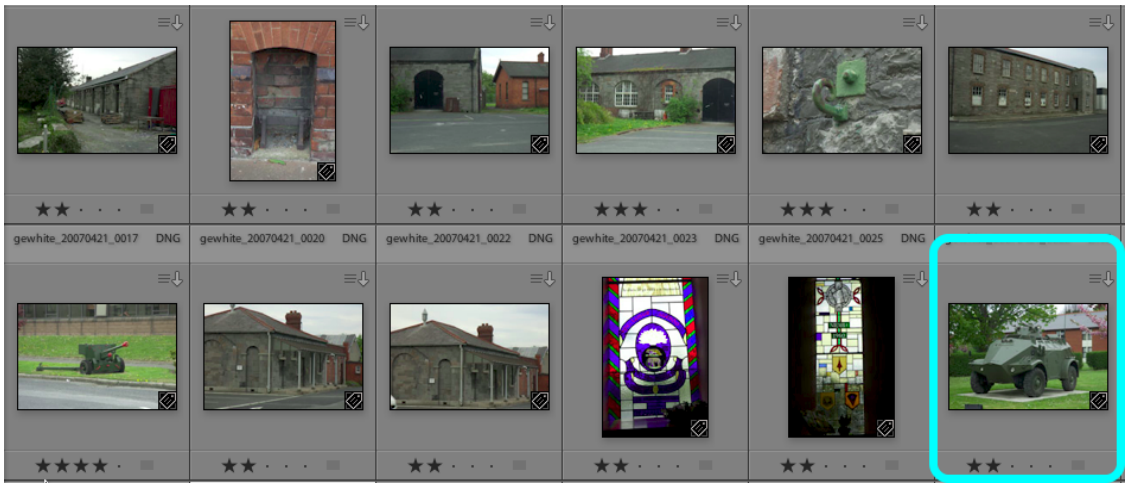
Change the filter to **3 Stars** now.
This will now show only images of **3 Stars or greater.**
Changing the **Star Rating** of an image to **2 Stars** will now mean that that image will be demoted and will now be excluded from the **3 Star View.**

New 3 Star View



Note that the demoted image has been removed from the 3 Star View.

New 2 Star View

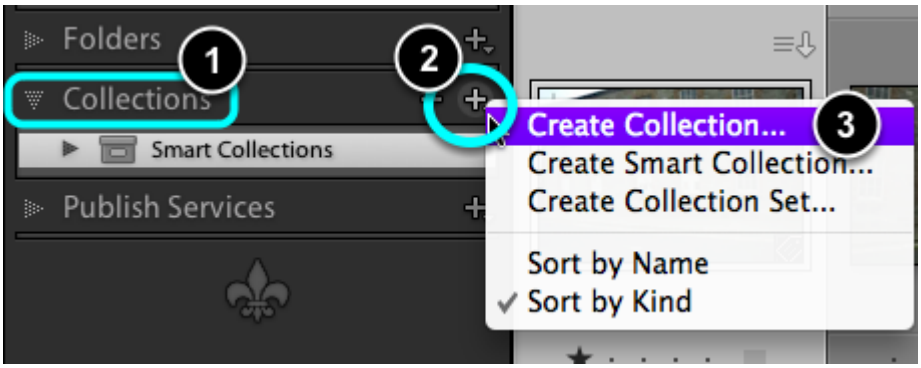


The same image is now in the 2 Star View.

Make a Collection

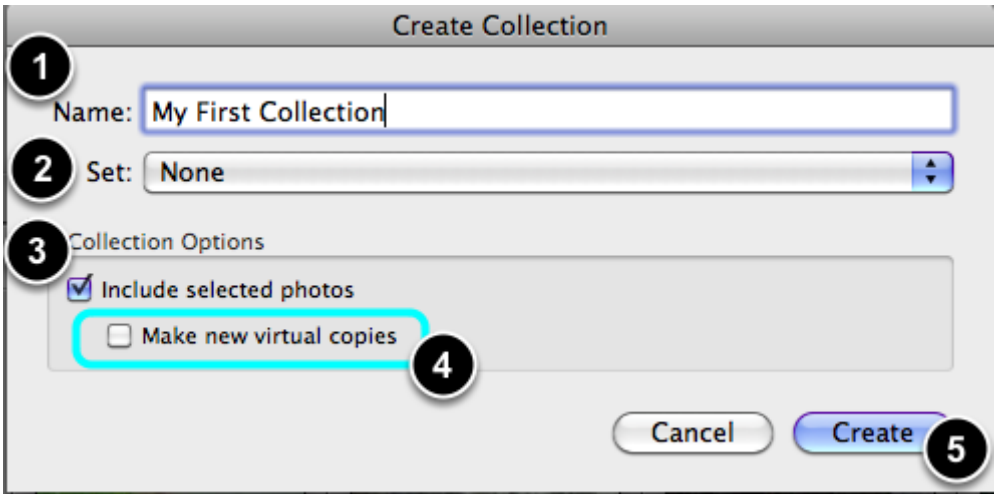
In this lesson you will learn how to make a collection in order to gather a group of images together in. This will be separate from the **Quick Collection**.

New Collection



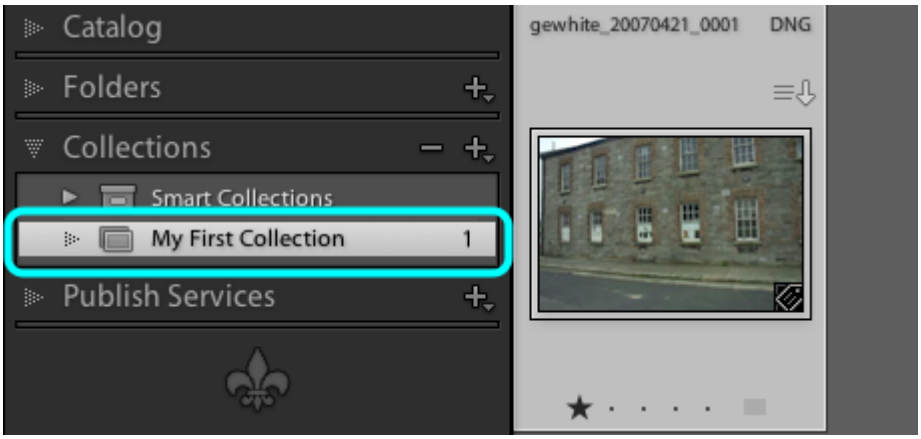
1. In the **Left Panel,** open **Collections**.
2. Click on the **+** icon.
3. Choose **Create Collection ...**

Name the Collection



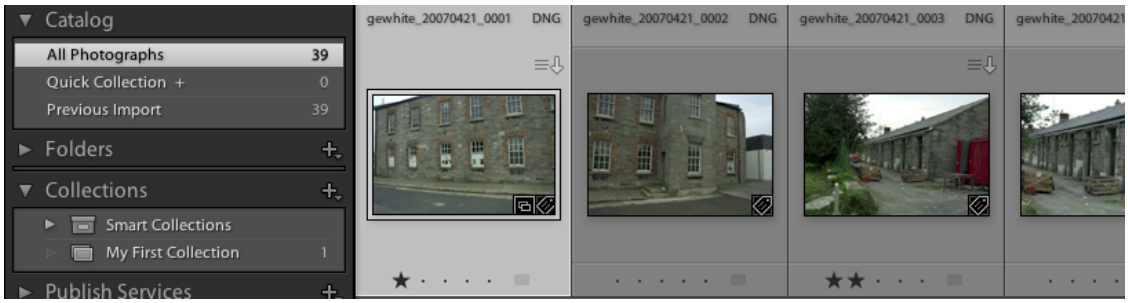
1. Give your **Collection** a name.
2. Under **Set:** choose **None**.
3. Tick the checkbox if you want any already selected images to go into the new collection.
4. Do not tick the **Make new virtual copies** checkbox.
5. Finally select **Create** to finish the process.

Viewing the new collection



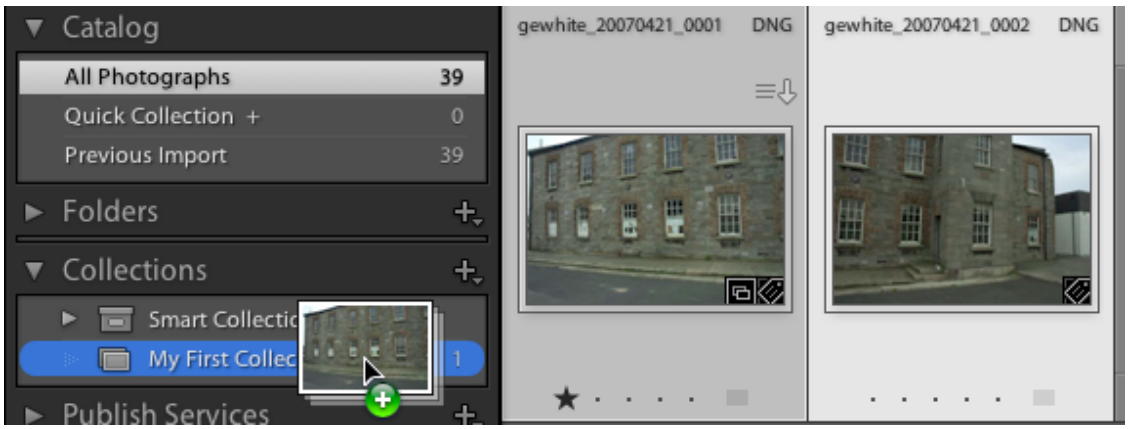
Under Collections, your new collect should be visible.
Choose it. If it has any images already in it already, only they will be on view.

Adding more images to your collection



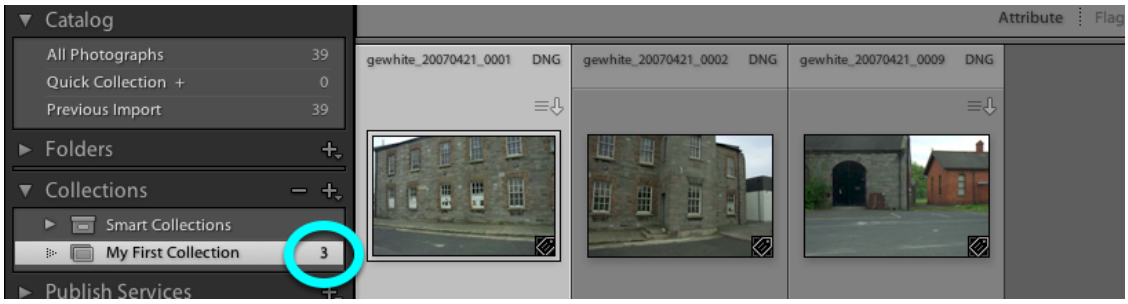
Return to the **All Photographs** view, make sure that your **Collections** panel is also open at the same time.
Tip, if both panels do not stay open at the same time, then **Ctrl + Click** on the panel name and deselect **Solo Mode.**

Drag and Drop



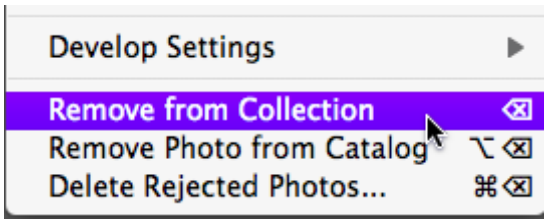
Select the images to add to the **Collection**. **Drag** your images over the **Collection** name, when it changes colour **Drop** the files.

Updated collection



The files will have been added to the collection and the total of images in the collection revised to reflect the addition.

Removing an image from the collection.



To remove a selected image from a **Collection**, do one of the following:

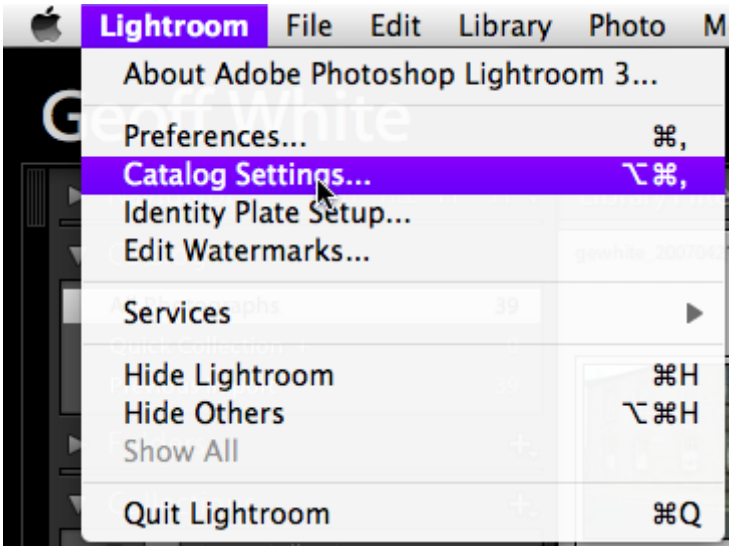
1. Go **Photo > Remove from Collection**.
2. Go **Ctrl + Click** , then choose **Remove from Collection**.
3. Select the image and press **Del.**

Note, none of these options deletes your file, it simply removes the imgae from the **collection's** *membership list.*

Catalog Backup Option

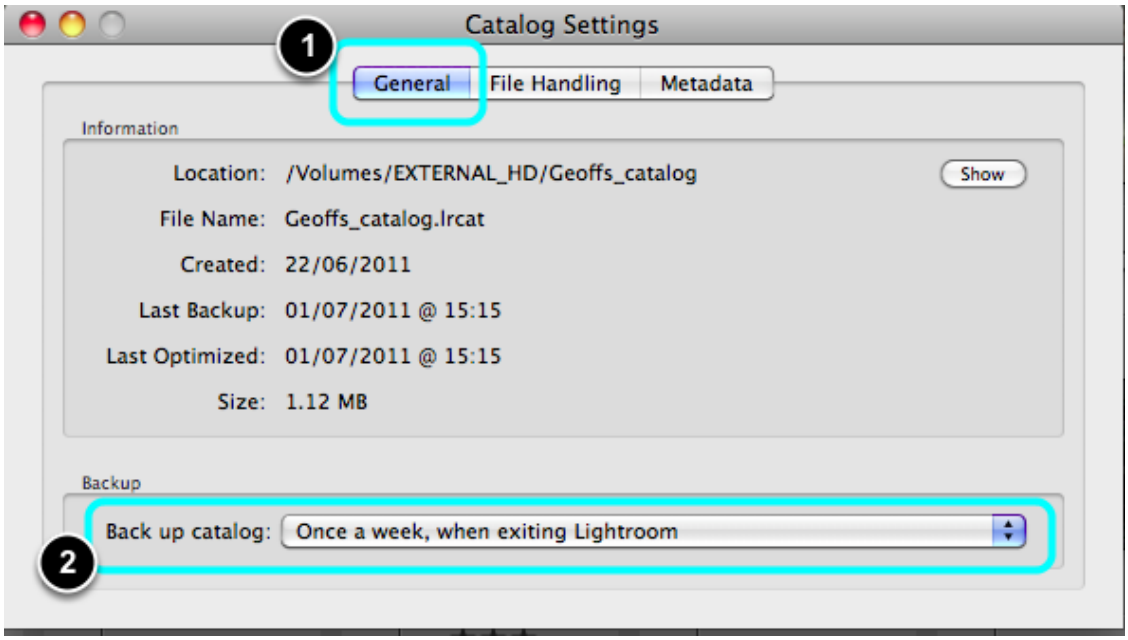
Your Catalog contains copies of all your metadata, processing settings, framing and many other items of information. If the catalog is lost than most of this information is also lost. Your Raw files are separate from the catalog and are unaffected by this. Note, they are not backed up by this process.

Setting the Backup option



Go **Lightroom > Catalog Settings ...**

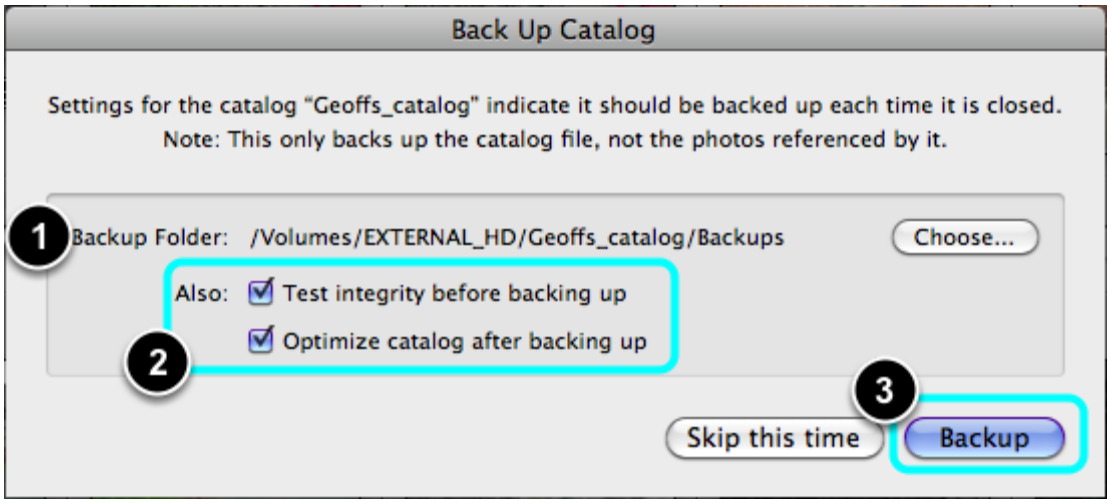
Backup settings



1. Select **General**.
2. Under **Back up catalog**: Select: O**nce a week, when exiting Lightroom.**

Note, you can choose to back up daily if you prefer which would be preferable.

Exiting Lightroom

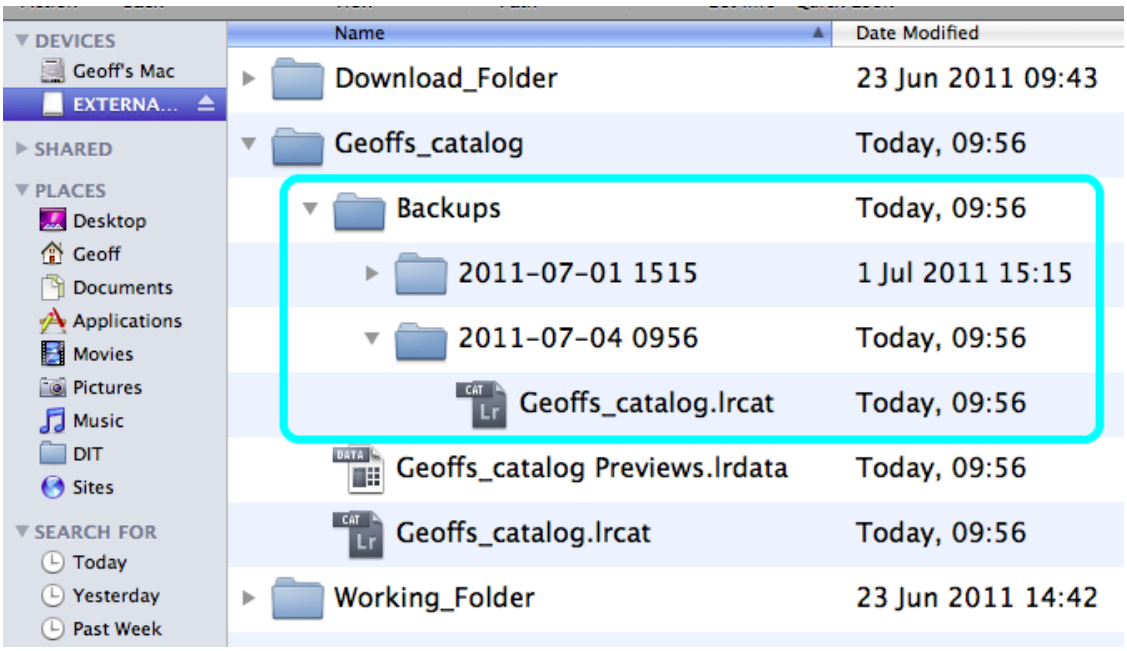


When exiting Lightroom the above panel will ask you to back up.

1. Use the default Backup Folder, which will be beside your regular catalog. Normally there is no need to set or change this.
2. Check both Tick Boxes.
3. Select Backup.

Note, these setting should onlty need to once, after that Lightroom will ask you to backup when exiting.

Where are my Backups?



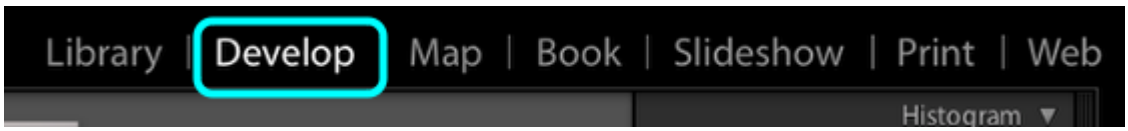
Backup catalogs can be found in your **Catalog folder**. Each Folder is dated according to when it was made.

Develop Mode

Develop Module

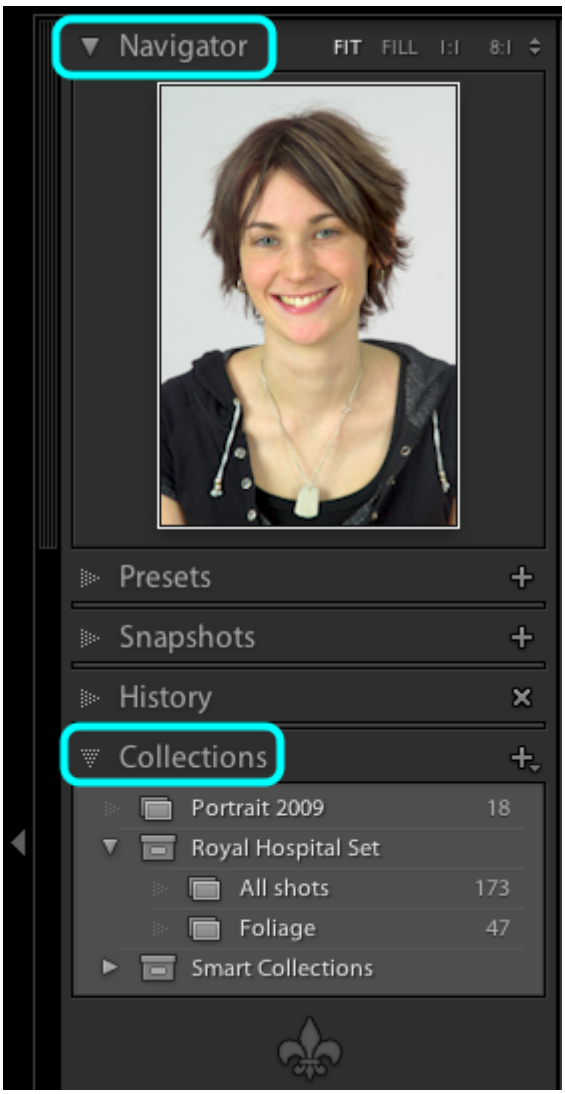
In this lesson you will prepare the interface for developing a Raw file.

Develop mode



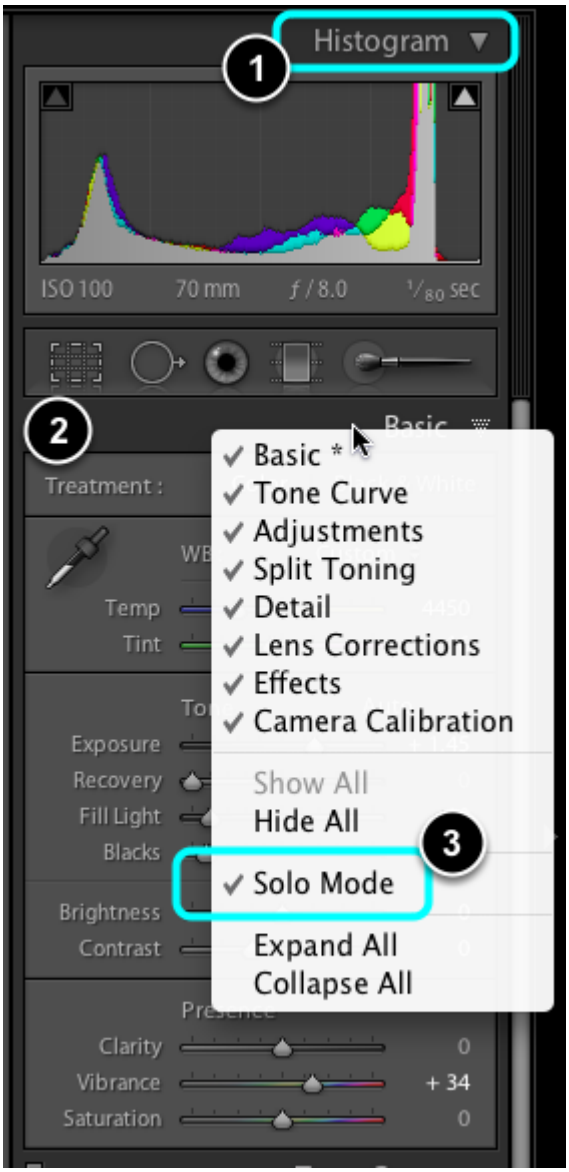
Select **Develop** on the top right of the Lightroom interface.

Left Panel



In the **Left Panel**, open both the **Navigator** and **Collections** panels.

Right Panel



1. Open the **Histogram** interface.
2. **CTRL + Click** on the **Basic** panel
3. Select **Solo Mode.**

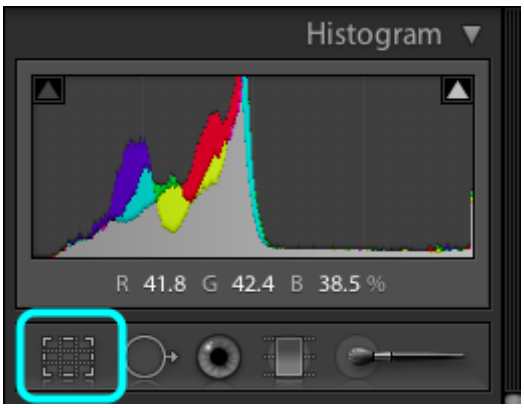
Choose image to process

Select a image to process from the **Filmstrip** at the bottom of the screen.

Cropping the image

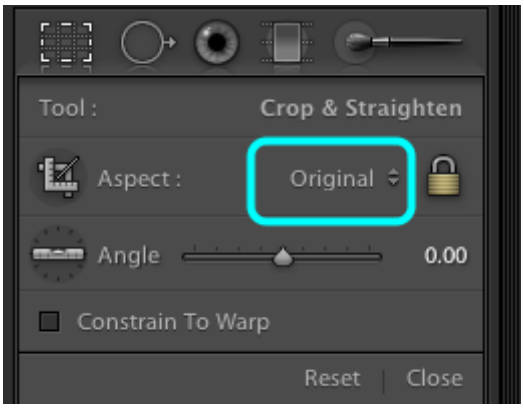
In this lesson you will learn to crop and straighten an image.

Crop Tool



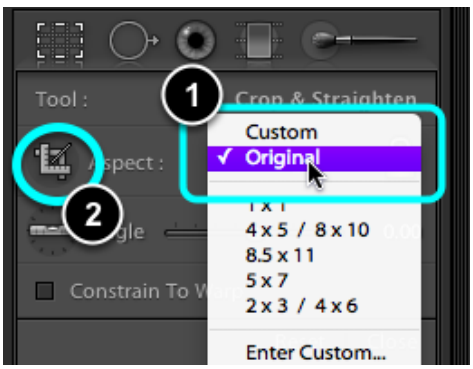
Select the **Crop Tool.**

Maintaining Aspect Ratio



Select the drop down menu.

Original Aspect Ratio

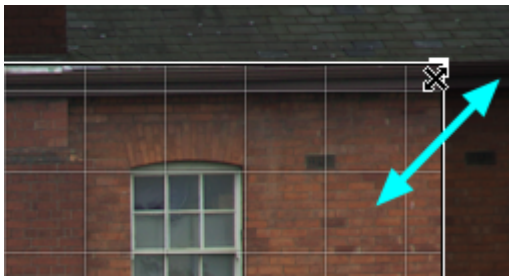


1. Choose **Original**, this will maintain the same Height to Width ratio as the original exposure.
2. Select the **Cropping Tool**.

Make the Crop

Drag the tool across the image to make an initial crop.

Refining the crop

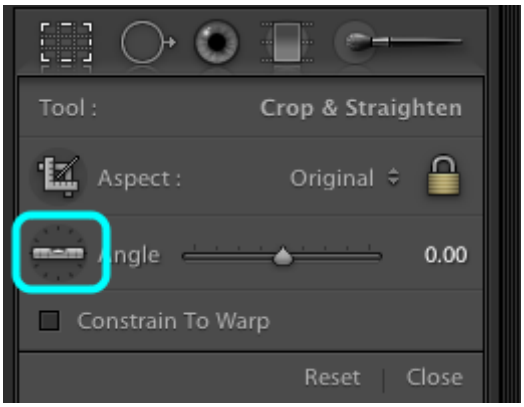


Select one of the corners or sides of the crop and drag it to the required position.

Complete the crop

Select **Done** when you are finished cropping your image.

Straightening an image



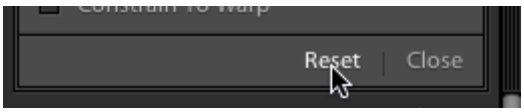
Select the **Straighten Tool**.

Apply straightening

1. **Click, Hold and Drag** it along a section of the image which could be used as a guide, e.g.. an architectural feature.
2. Release the **Mouse.**
3. The image will rotate slightly.
4. If you didn't get it right, simply **CMD + Z,** to undo the change, or take a step backwards in the **History Panel.**

Note: the cropping of an image in LR does not destroy any image data, your original image data is unaffected.

Reseting an image



You can return an image to its original full frame by Selecting: **Reset**.

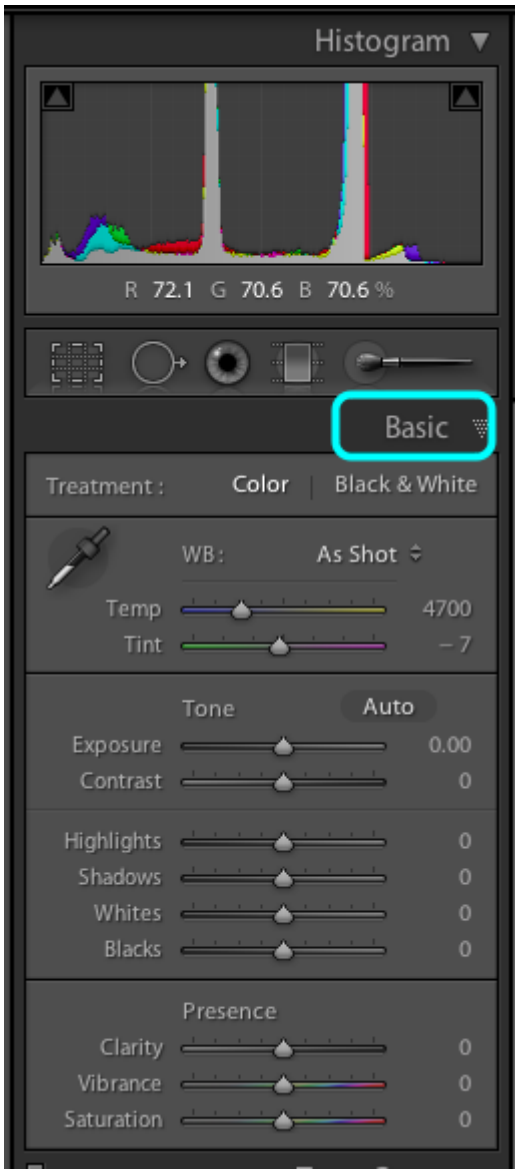
Finding cropped images

Cropped images a can be identified in the **Filmstrip** by the small icon on the bottom right of a cropped image.

White Balance

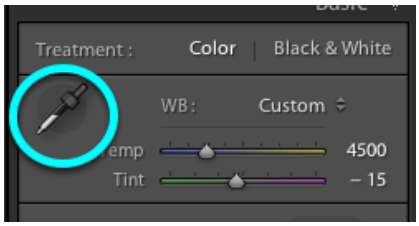
In this lesson you will set the **White Balance** (WB). This sometimes referred to as the **White Point** or the Colour **Temperature**.

Histogram and Basic Panels



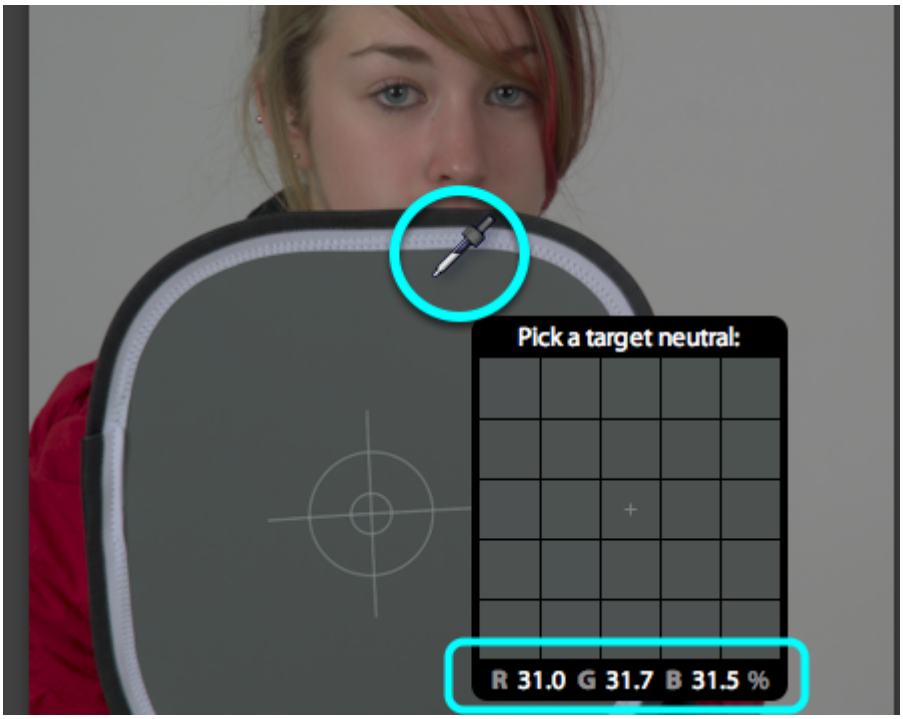
Open the Histogram and Basic panels.

White Balance tool



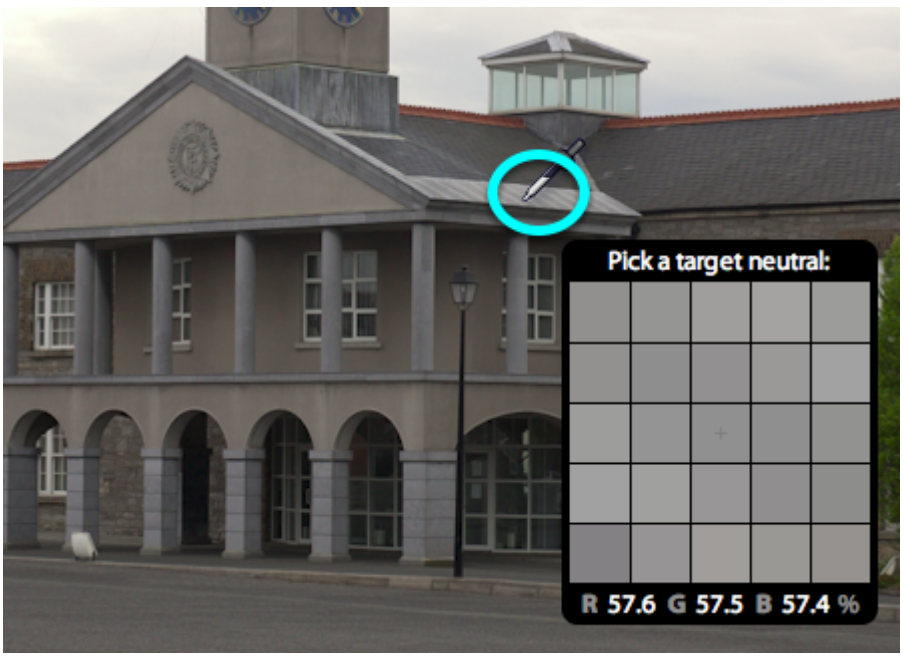
Select the **White Balance tool** and drag it over to the image you are working on.

Grey Card Method



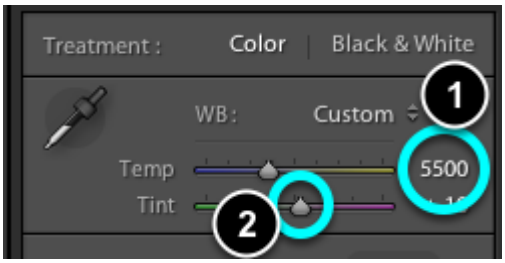
Click the end of the tool on the Grey card.
Note the proportions of **Red, Green** and **Blue** in the grey area.
Note, do not use a White or Black area of the card.

No Grey Card available?



If the image was shot without a grey card, then try to find an area in the photograph which you judge should probably be a neutral grey.
Avoid areas which look like they should be white or Black.

The final setting

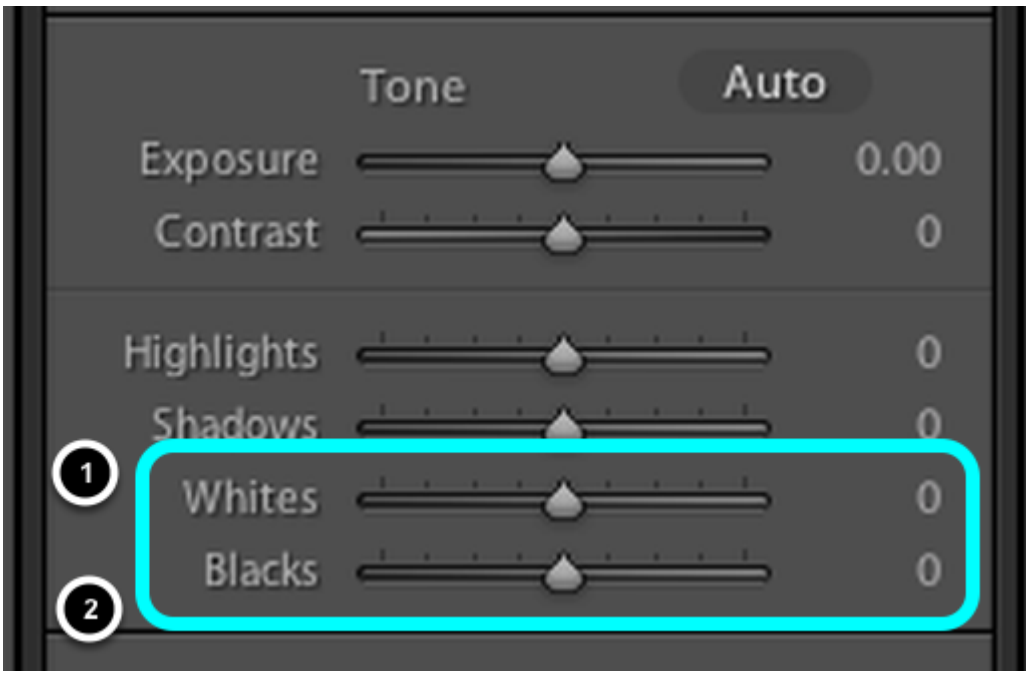


1. The WB Tool will now set the White Balance to a number, known as the Colour Temperature.
2. This can be further refined by using the **Tint** slider. Moving it to the left makes the image colder (green), to the right warmer (magenta).
3. Return the WB Tool to its position in the panel when you are finished with it.

Setting the Histogram

In this lesson you will set the White and Black points of the Histogram. This refers to the spread of Tones across your image.
Note: the initial image, a RAW file, will look *flat* and *dull* before processing. This is normal.

Histogram sliders



1. The limit of the lightest tones is controlled by the **Whites Slider**.
2. The limit of the darkest tones is controlled by the **Blacks Slider**.

Initial tonal range

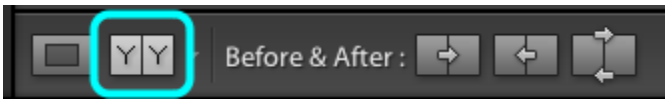
The initial range of tones is restricted and needs to be expanded by resetting the **Histogram**.

Set the Whites

1. Hold down **OPT [Alt}** key and increase the **Whites** slider to about **+85**.
2. White areas (see above image) represent area of the image which will be clipped in the whites, i.e. no detail.
3. Now, hold down **OPT** key again and decrease the **Exposure** slider to about **+45**. This

should be to the point where all white areas have just disappeared.

Before and After Views

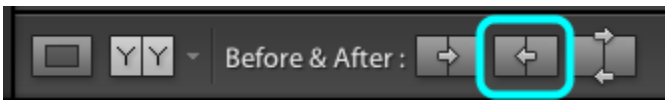


Select the **Before & After Views** button to view your image's progress.

Different Before and After views

Using the same **Before & After Views** button, cycle through different views until you have the image as below

Update the Before and After views



Select the button with the left pointing arrow. This will now update the **Before** view with the **After** view,
Note: both images will now appear the same, but you will only be making changes to the After view.

Set the Blacks

Now repeat the same methodology using the **Blacks** slider.

1. Hold down **OPT** key and increase the **Blacks** slider to about **-25**
2. Black areas (see above image) represent area of the image which will be clipped in the Blacks, i.e. no detail, therefore pure black.
3. Now, hold down **OPT** key again and decrease the **Blacks** slider to about **-12**. This should be to the point where there is still some small amount of black remaining.

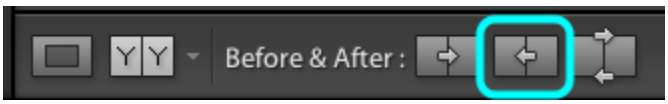
Compare the Before and After Black areas

Enlarge the black areas and note that the ***Blacks*** are now darker but also lacking in detail.

Fine tuning the Histogram

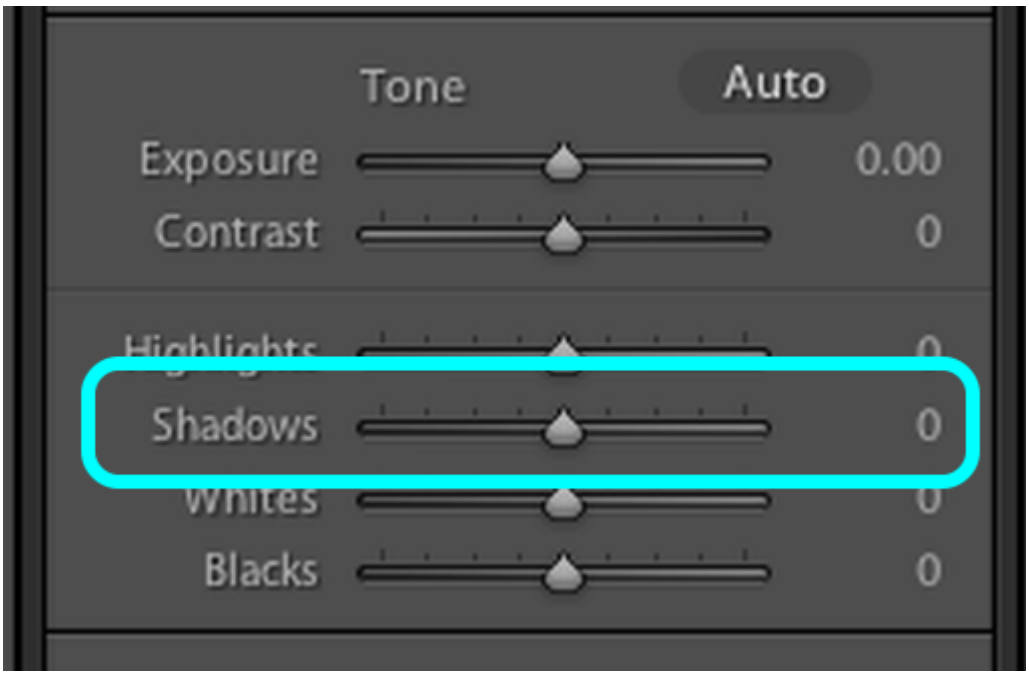
In this lesson you will refine the tonality in the shadow areas.

Update the Before and After views



Now update the **Before** view with the **After** view again.

Shadows

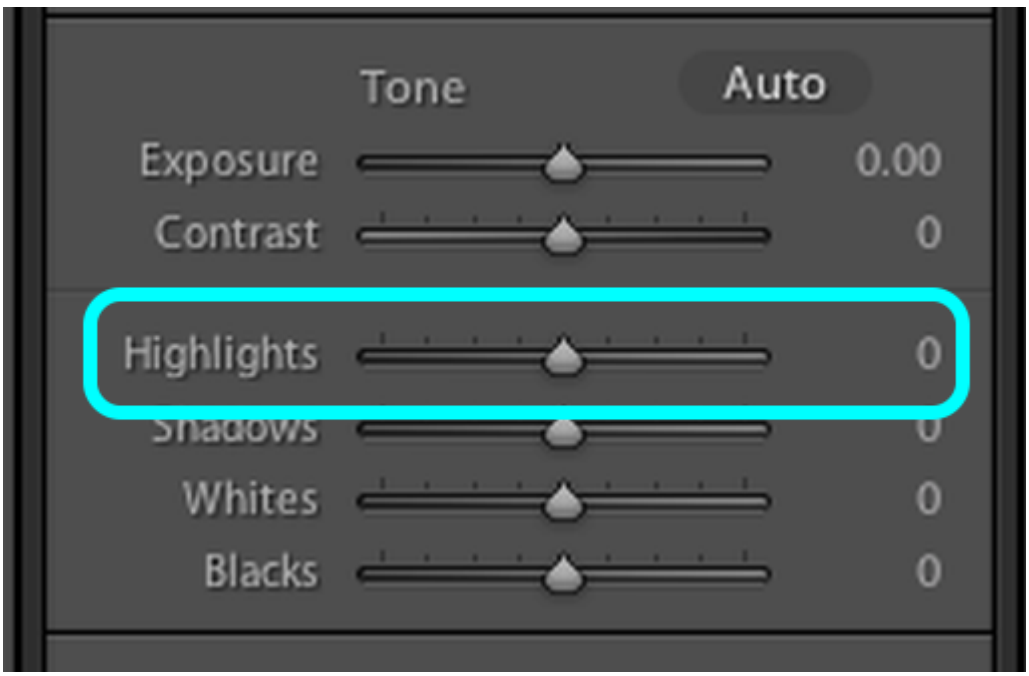


Now slide the **Shadows** slider right to about **+60**
This will lighten the tonality in the shadow area but leave the blacks unaffected.
Tip: watch the **Histogram** as you do this.

Compare the Black again

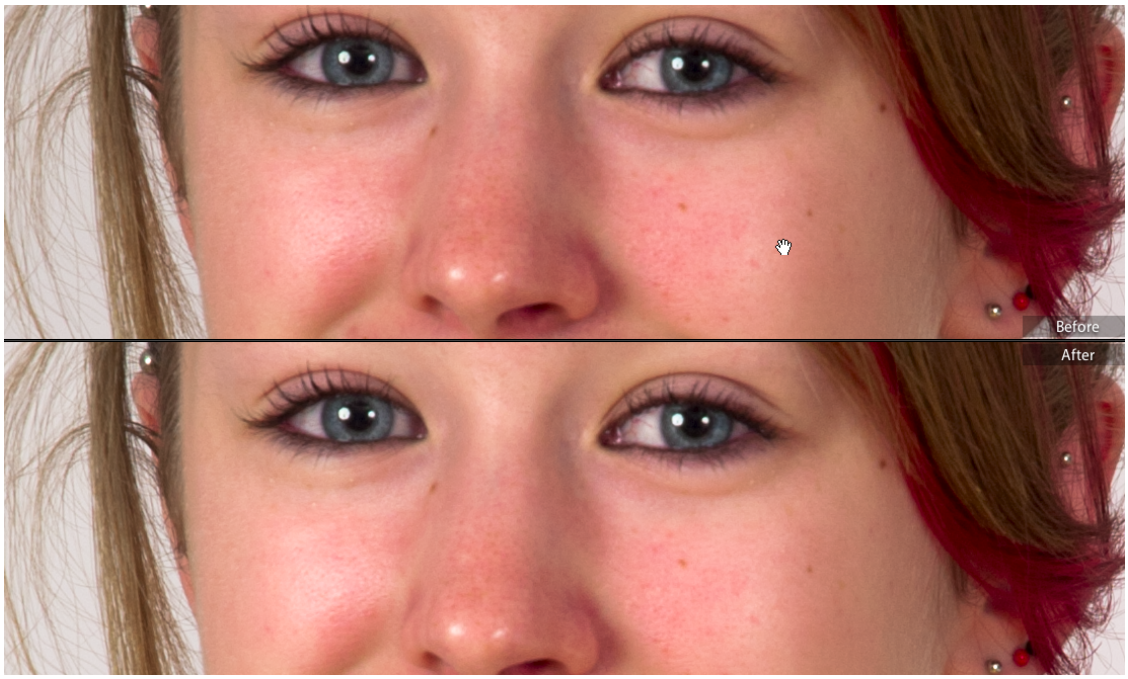
Note how the detail in the black scarf is now visible.

Highlights



Highlights slider works lighteninging or darkening the lighter tones in the image without efecting the lightest tones.
Applying a small amount, **+ 20**, with the **Highlights** slider slightly lightens the image.

Highlights effect

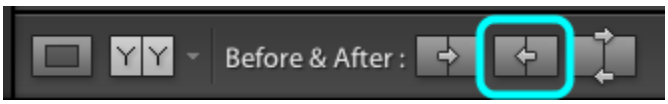


Notice how the skin tone has been splightly lightened.
Highlights can also be to darken liht areas of an image in order to restore detail.

Curves

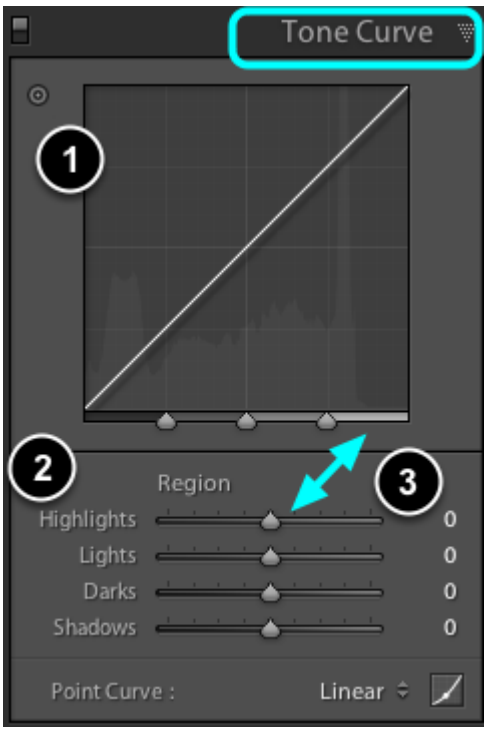
In this lesson you will apply a Curve in order to give the image a visual dynamic.

Update the Before and After views



Now update the **Before** view with the **After** view again.

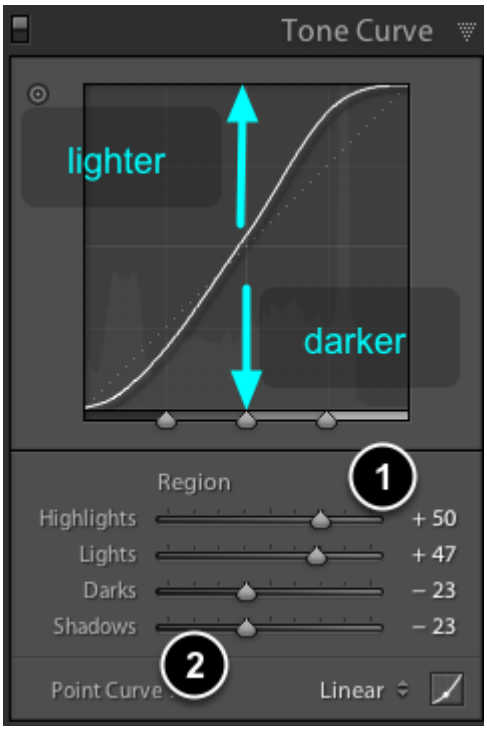
Tone Curve



Now open the **Tone Curve** panel.

1. **Curve** panel, note the faint representation of the **Histogram** behind the *Curve*.
2. **Curve** sliders.
3. Each slider corresponds to one **Region** (or **Quadrant**) of the **Curve**, e.g. **Highlights** slider controls the Curve's lightest tones.

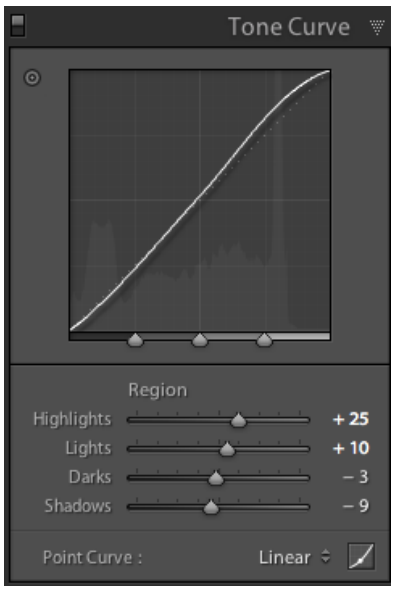
Curve principle



1. Moving the sliders to the right will lighten tones in that **Region** and move the **Curve** upwards.
2. Moving the sliders to the left will darken tones in that **Region** and move the **Curve** downwards.

Tip: as a general rule you are trying to achieve a slightly "S" shaped curve for best overall tonal distribution.

Apply the Curve



Now apply the following setting to the image:

1. **Highlights +25**
2. **Lights +10**

3. **Darks -3**
4. **Shadows -9**

Settings 1 & 2 will lighten the lighter tones giving a greater tonal separation.
Settings 3 & 4 will darken the darker areas slightly but will maintain the tonal separation.
Note: Mid-tone contrast will also have been increased slightly. Contrast refers to the rate of tonal change.

Compare the Before and After views

Note the changes in the overall tonality.

Compare the highlight and shadow details

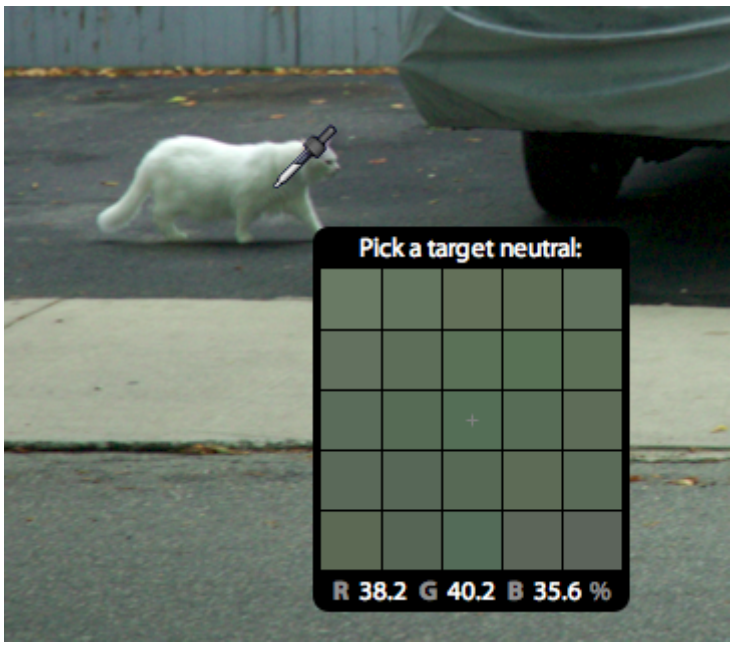
Note how the **Curve** influences the final output of the image, Despite the full range of tones in the Before view, it is the redistribution of the tones in the After view which adds a visual dynamic to the image.

Monochrome Images

In this lesson you will make a monochrome (Black & White) image

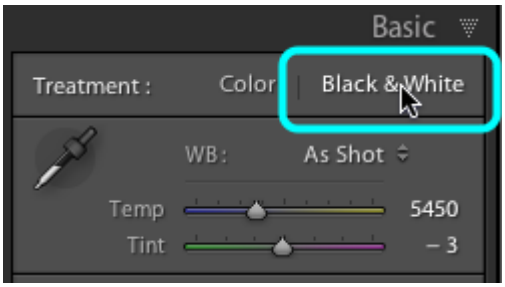
Open the colour image to be converted

Find the White Point



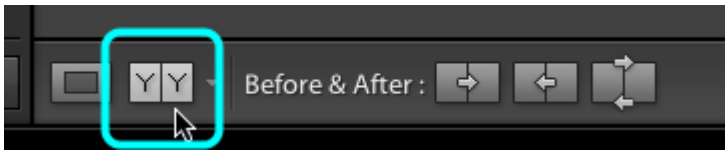
Use the White Balance Selector to find the White point.
In this case, using the shadow area of the white cat..

Black and White



Now Select **Black & White**.

Before and After Views



select the **Before and After** views.

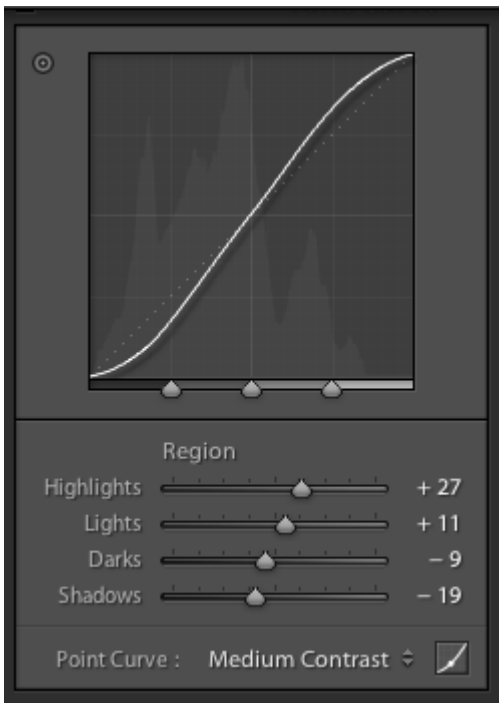
Colour and Black and White views

You now have both the colour and B/W views of your image on screen. As you make modifications, only the **After** image will change.

Levels

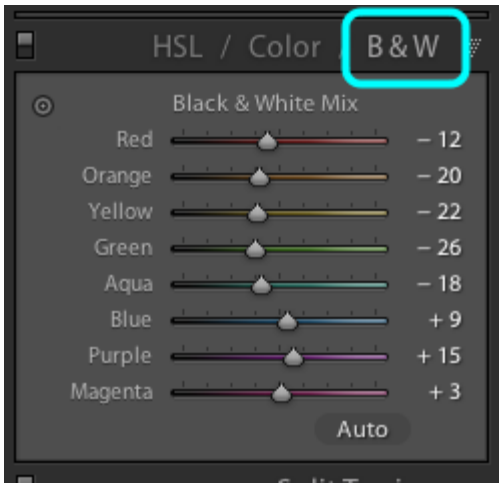
- Select the **Levels** tools and apply as required.

Curves



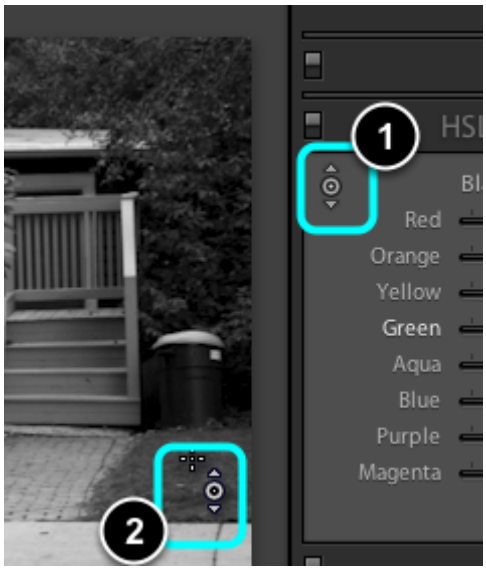
- Select the **Curves** tools and apply as required.

Colour/tone modification



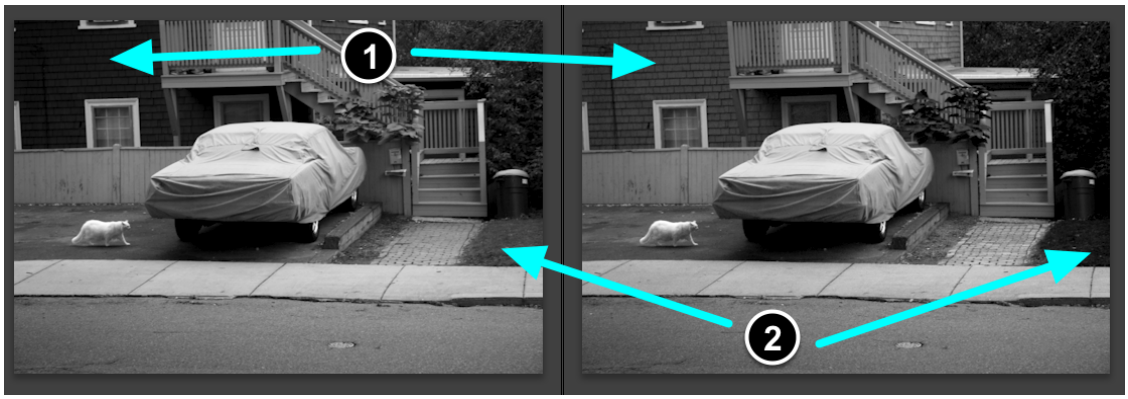
Now open the **Black & White Mix** tools.

Black and White Mix



1. Select the **Target Adjustment** tool.
2. Place the crosshairs of the tool over a "coloured" area.

modifying tones based upon original colour



1. Hold the Mouse down and move the it upwards to lighten the tone for the corresponding colour, e.g.. Reds are modified to become a lighter greys.
2. Hold the Mouse down and move the it downwards to darken the tone for the corresponding colour, e.g.. Greens are modified to become a darker greys.

Complete the modification

Select **Done**.

View finished image

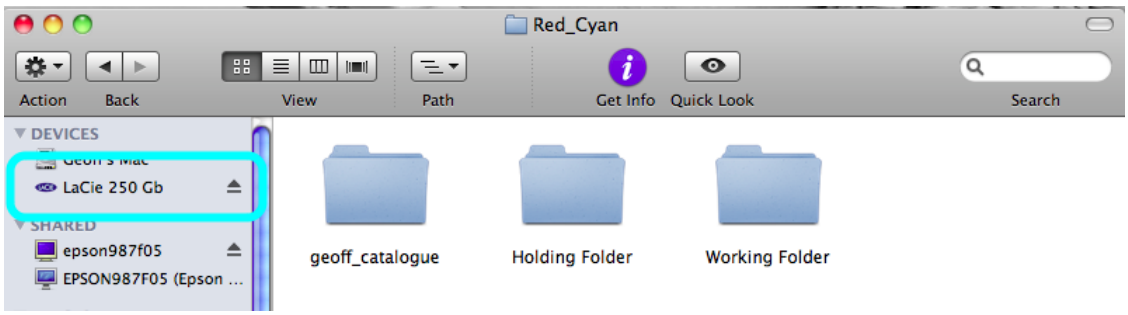
Now view your final image.

Exporting Files

Create an Export Folder

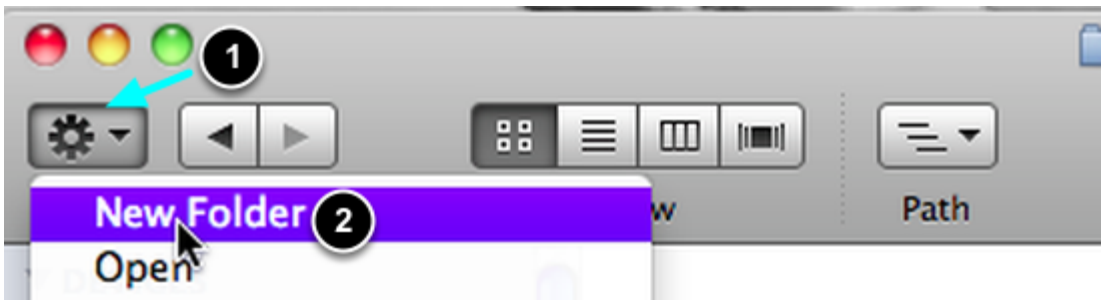
In this lesson you will make a new Folder for exported image files.

External Drive



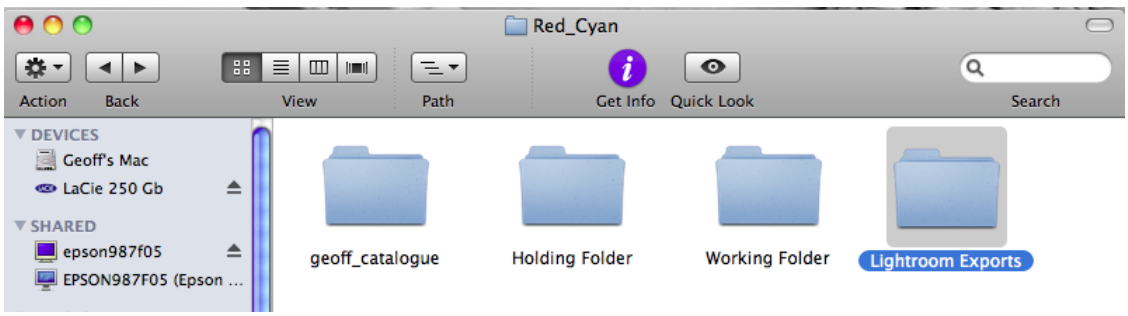
Navigate to your External drive and find your Holding and Working Folders.

Create New Folder



1. Select the **TASK** Button.
2. Select **NEW FOLDER** from the menu

Name it

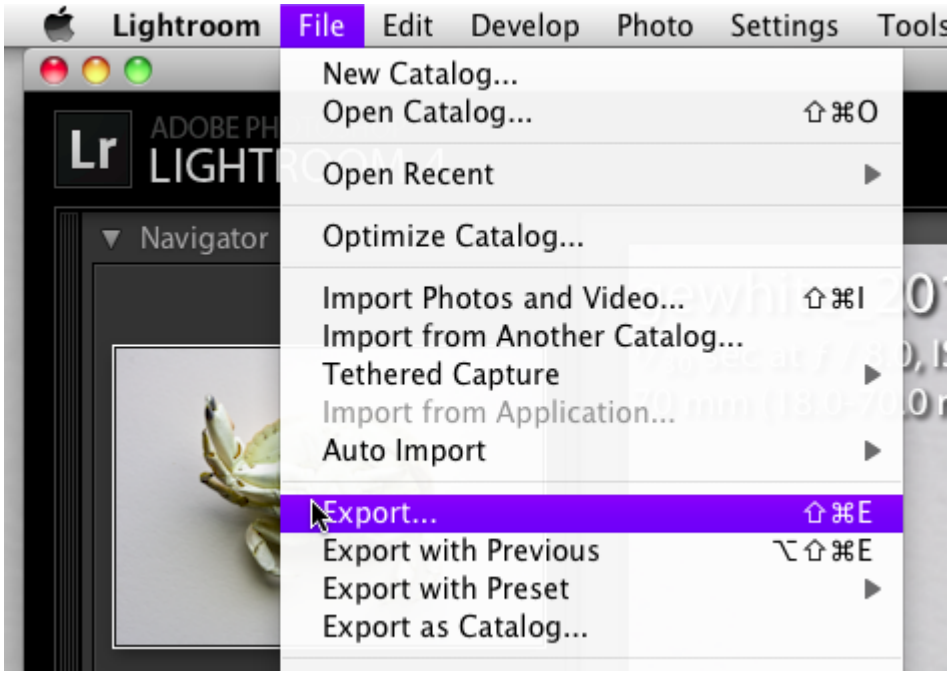


Name the folder **Lightroom Exports.**
Ensure that this folder is in the same location as the Holding and Working Folders, and not inside one of them.

Export to email

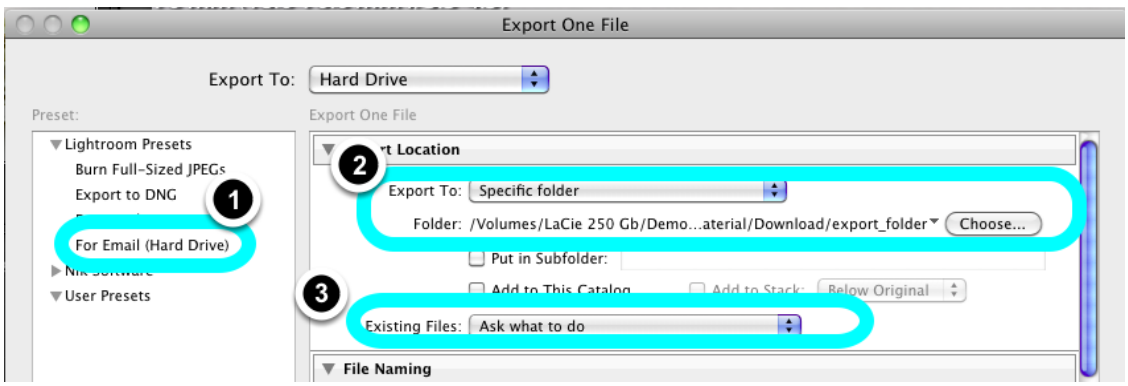
In this tutorial you will learn to export a Jpeg file to your Export folder for emailing.

File menu



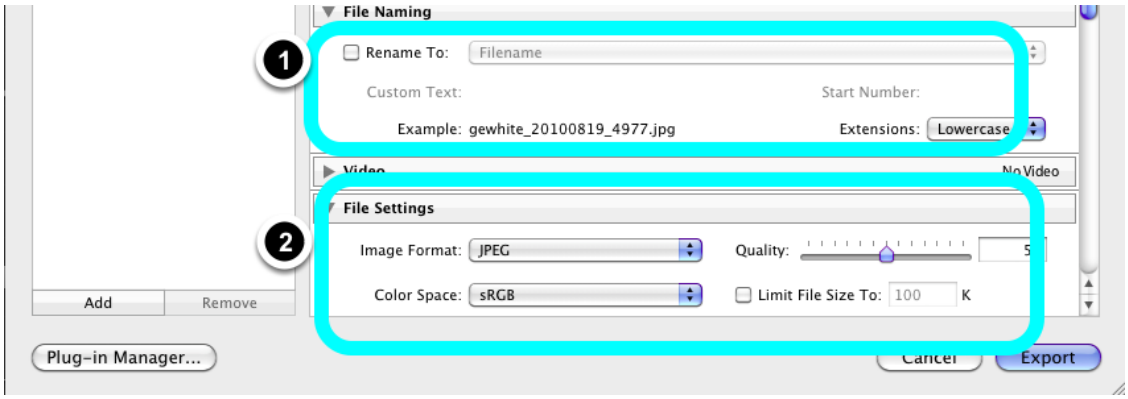
1. Select the files you wish to email
2. Then go **File > Export . . .**

Email (Hard Brive} setting 1



1. Choose **Email (Hard Drive)**.
2. Set **Export to: select Specify Folder.** This should be your **Export Folder.**

Email (Hard Brive} settings 2



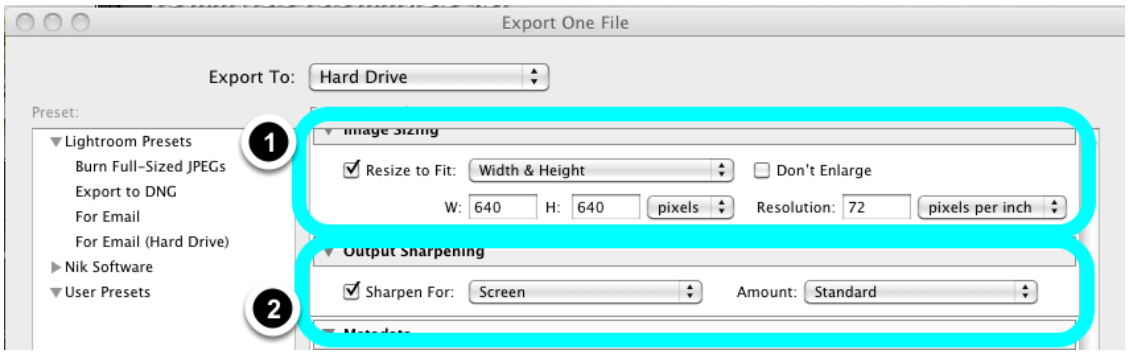
1 . Do not select the **Rename to** box, so the exported file will retain the same name as the original.

2 . Select **Image type: Jpeg**

Select **Color Space: sRGB**

Select **Quality: 50**

Email (Hard Brive} settings 3



1. Set **Image Size** as follows:

Select the Tick Box.

Choose **Resize to fit: Height x Width**

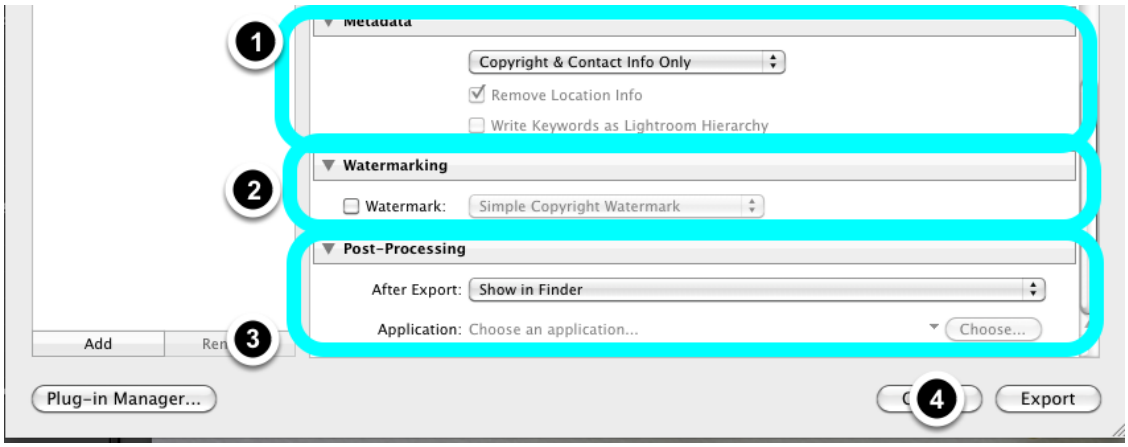
Enter **W: 640 H 640 pixels Resolution 72 pixels per inch.**

2. Set **Image Sharpening** as follows:

Select the Tick Box..

Choose **Sharpen for: Screen. Amount : Standard**

Email (Hard Brive} settings 4



1. Set **Metadata** as follows:
Choose **Contact and Copyright Info Only**.

2. Set Watermarking as follows:
Do not tick box unless you want your name across the image.

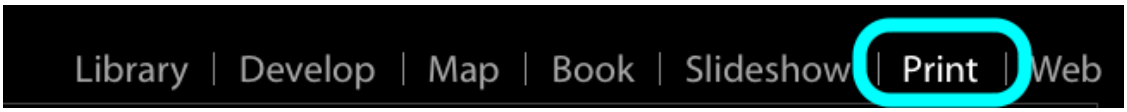
3 Set **Post-Processing** as follows:
Choose **After export: Show in Finder**.

4. Select **Export**.. The exportted file should now be in your Expor folder.

Making a single page layout and Exporting it as a Jpeg file

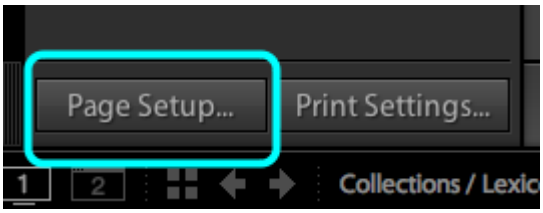
In this lesson you will make up a 5 x 3 cell page and export the layout page as a single Jpeg file.

Print Module



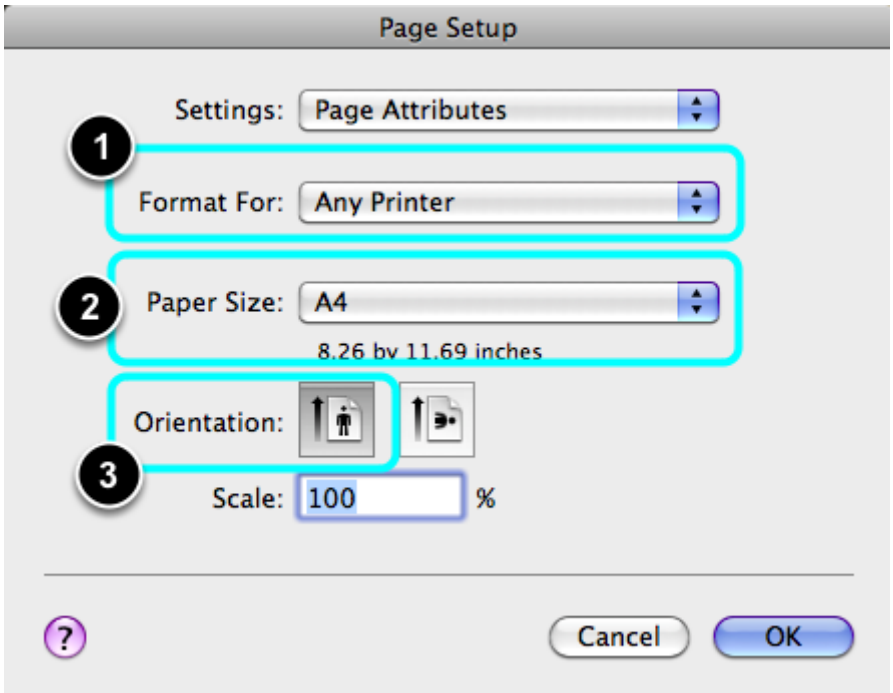
Select the **Print Module**

Page setup



Select **Page Setup . .**

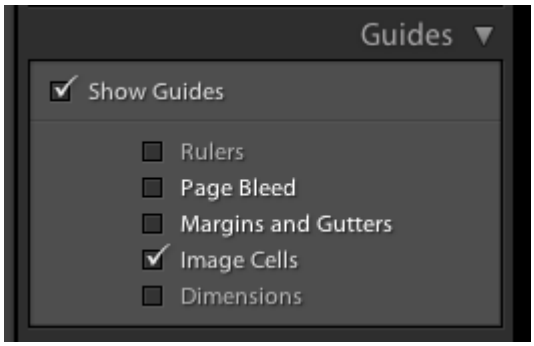
Designate Page Size



1. Set **Format For: Any Printer**.
2. Set **Paper Size: A4**.
3. Set Orientation to **Portrait Orientation**.

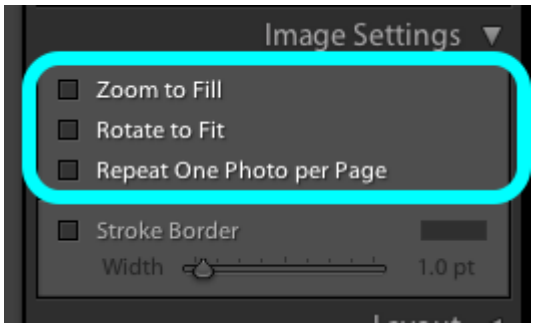
When complete, Select **OK**.

Guides



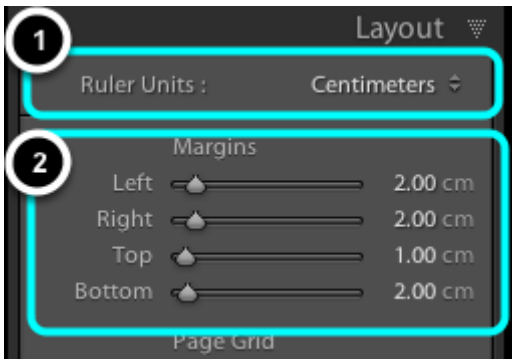
In the **Guides** panel, Select the **Show Guides** Box and the **Image Cells** Box only.

Image Settings



Ensure that none of the three boxes are selected in this panel.
Optional: If you want to put a fine black line around each image, then **Tick** the **Stroke Border** box.

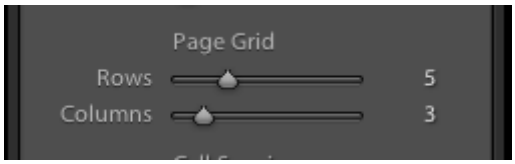
Layout and Margins



Ensure that **Centimeters** is selected for **Ruler Units.**

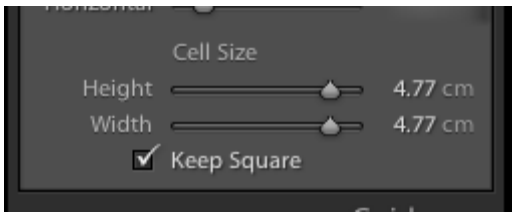
Enter **Left: 2.00**
Enter **Right: 2.99**
Enter **Top: 1.00**
Enter Bottom**: 2.50**

Page Grid



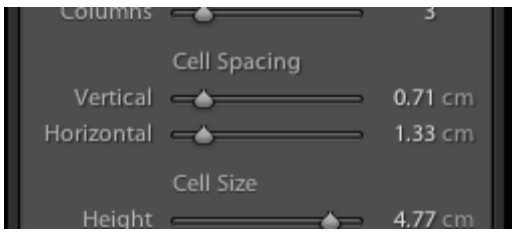
Under the **Paper Grid** section:
Enter **Rows: 5**
Enter **Columns: 3**

Cell Size



Tick the **Keep Square** box
Enter **Height: 4.77**
Enter **Width: 4.77**

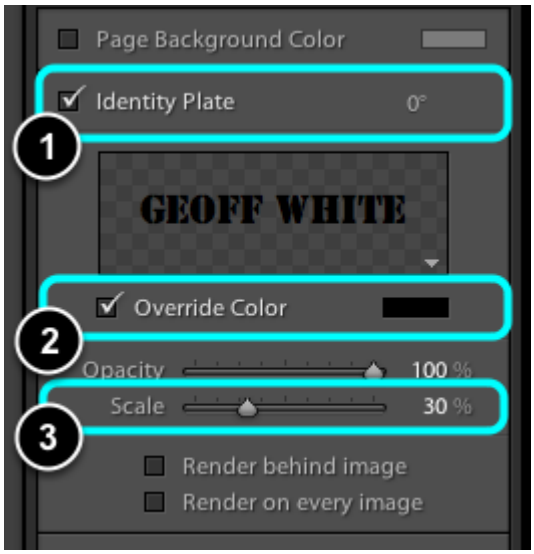
Cell Spacing



Enter **Vertical: 0.71**
Enter Horizontal**: 1.33**

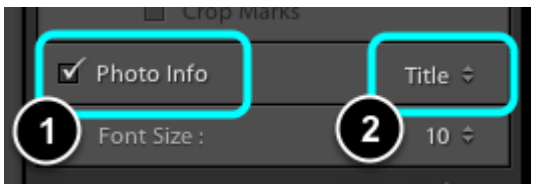
Note: The above settings are indicative and will vary.

Identity Plate



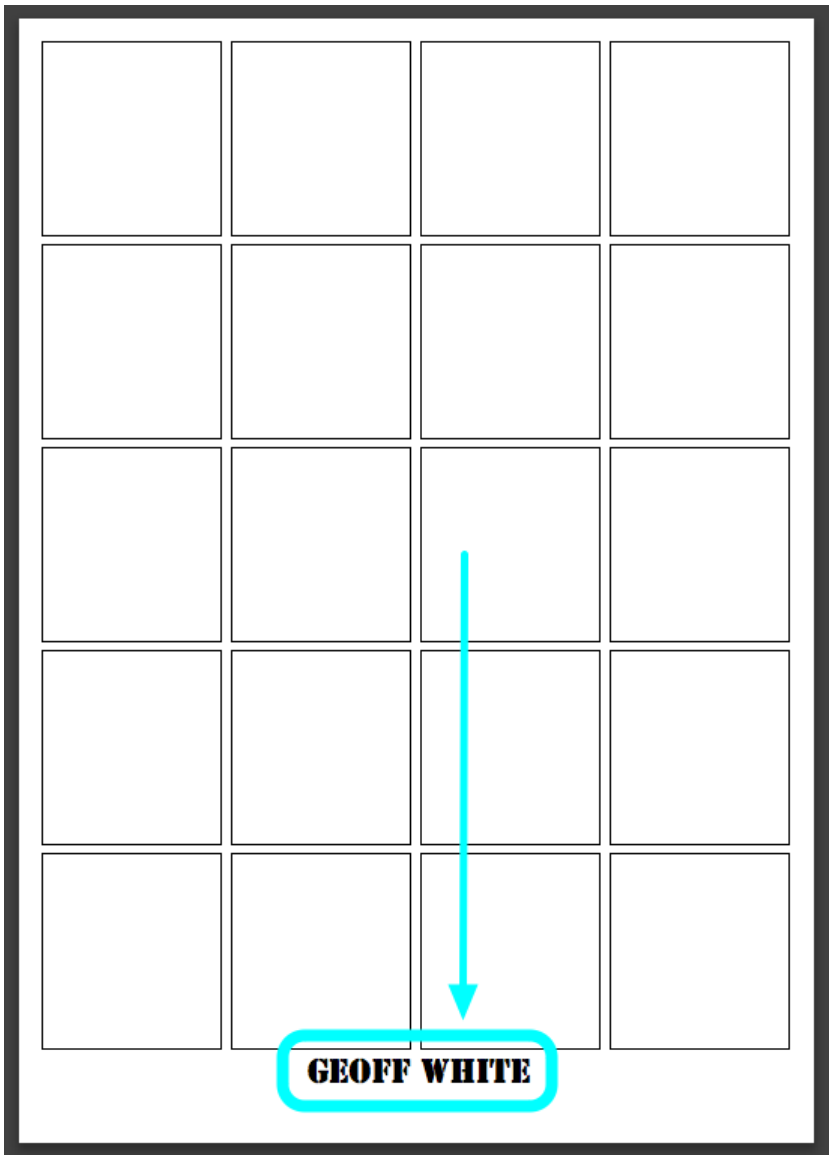
1. Select: **Identity Plate**
2. Select **Override Color**
3. Set **Scale 30%**

Title



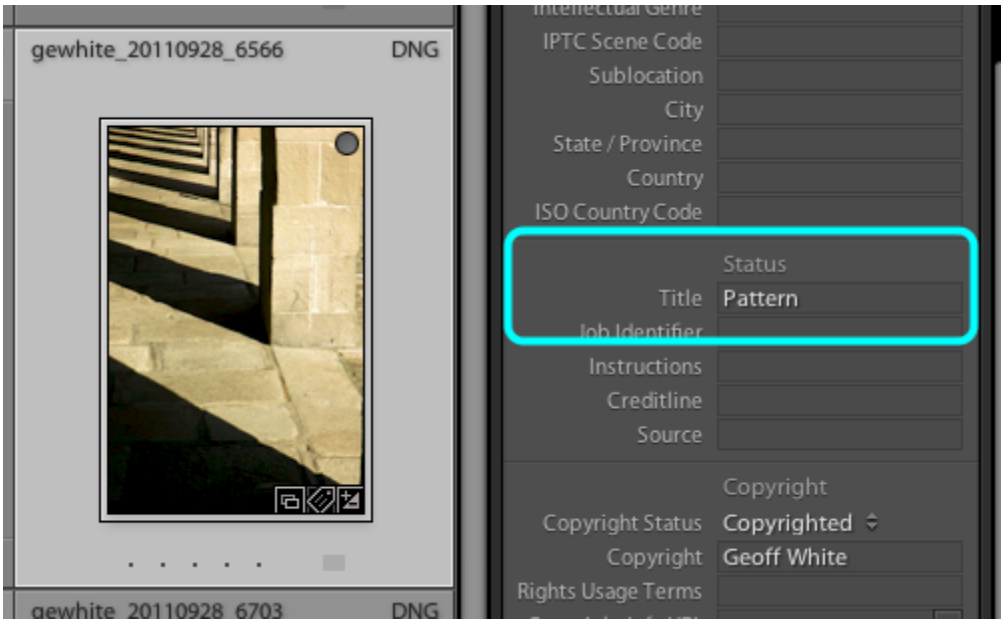
1. Select **Photo Info**
2. Select **Title** from the menu of metadata headings

Page View



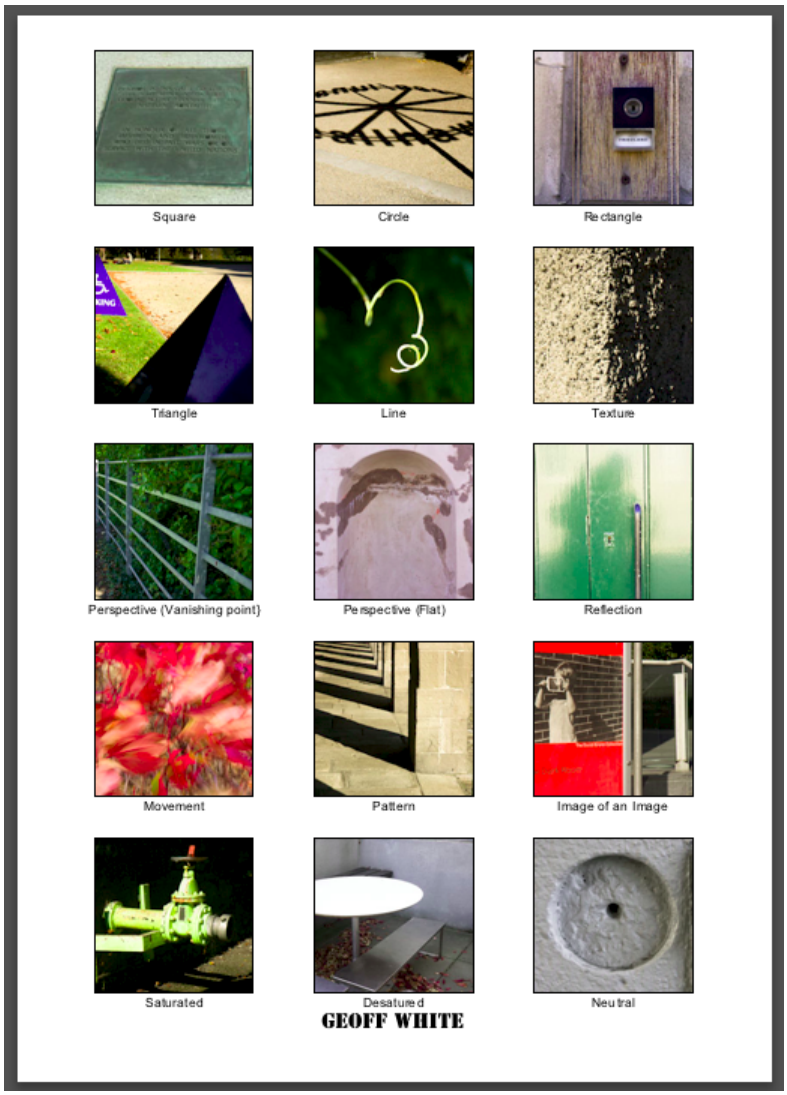
Drag the **Identity Plate** down to the bottom of the page.
Your page layout should look similar to the above.
Make sure the your **Identity Plate** does not *disappear* under the bottom margin. Reduce the text size if necessary.

Select Images



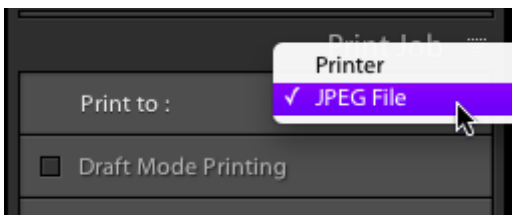
In **Collections** select to be used and ensure that they are in the correct order to be printed. Ensure that the images have text entered under the **Title** heading in the IPTC metadata.

Image and Text on the Page



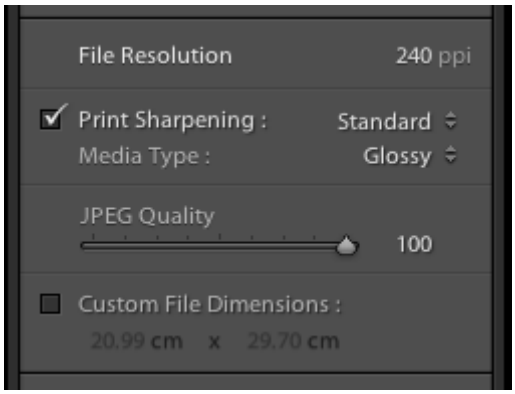
In **Print** mode, check the order and positioning of the images on the page before preceding.

JPEG File



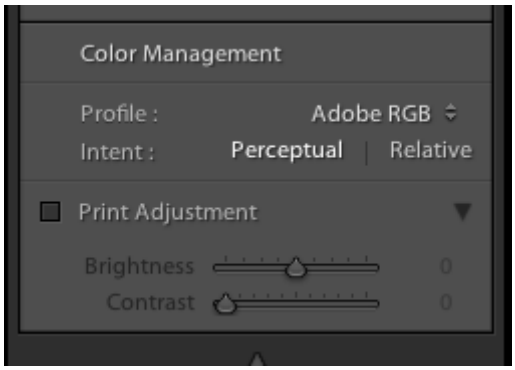
Open **Print Job**
Select **Print to: JPEG File**
Leave **Draft Mode Printing** unselected

File Settings



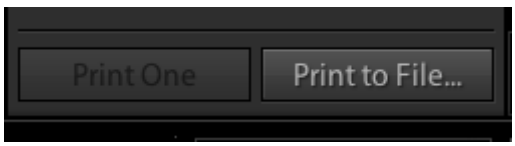
Set **File resolution: 240 ppi**
Set **Print Sharpening: Standard**
Set **Media Type: Glossy**
Set: **Jpeg Quality: 100**
Leave **Custom File Dimensions** unselected.

Colour Management



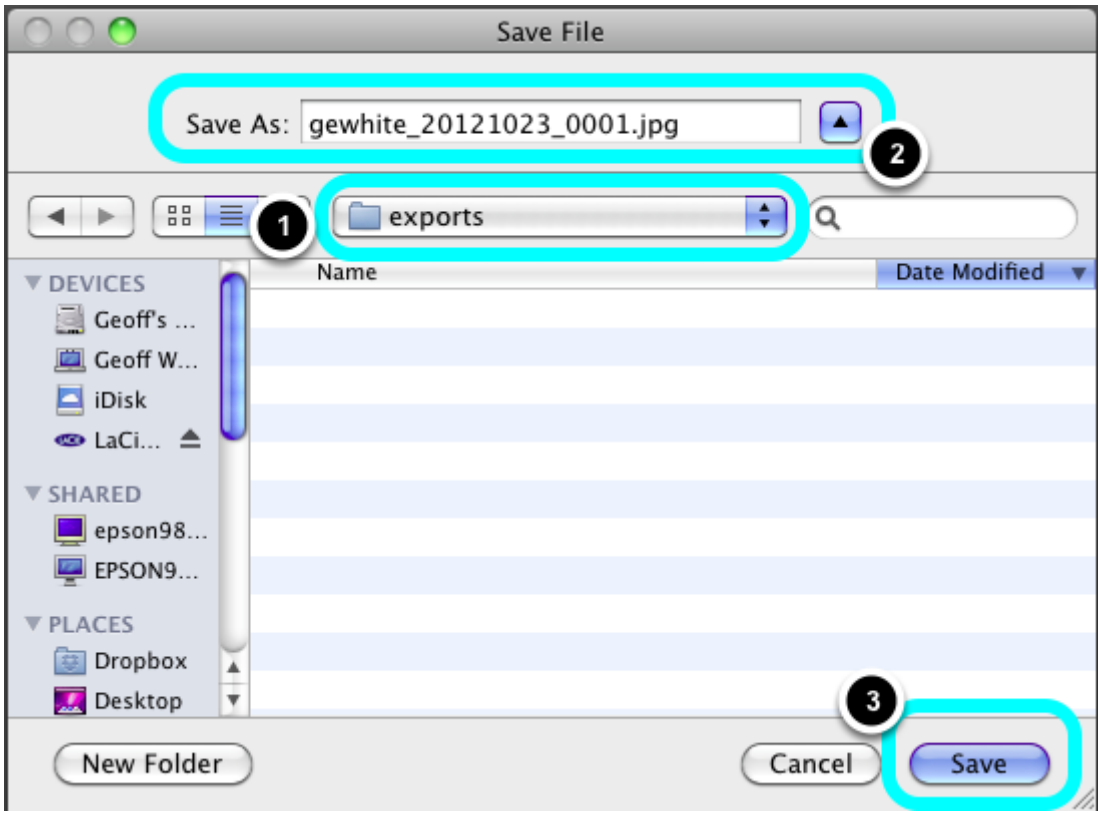
Set **Color Management: Adobe RGB**
Set **Intent: Perceptual**
Leave **Print Adjustments** unselected.

Print to File



Select **Print to File . . .**

Save File



1. Navigate to your **Exports Folder**
2. Name your new file, using the correct filenaming format
3. Press **Save**

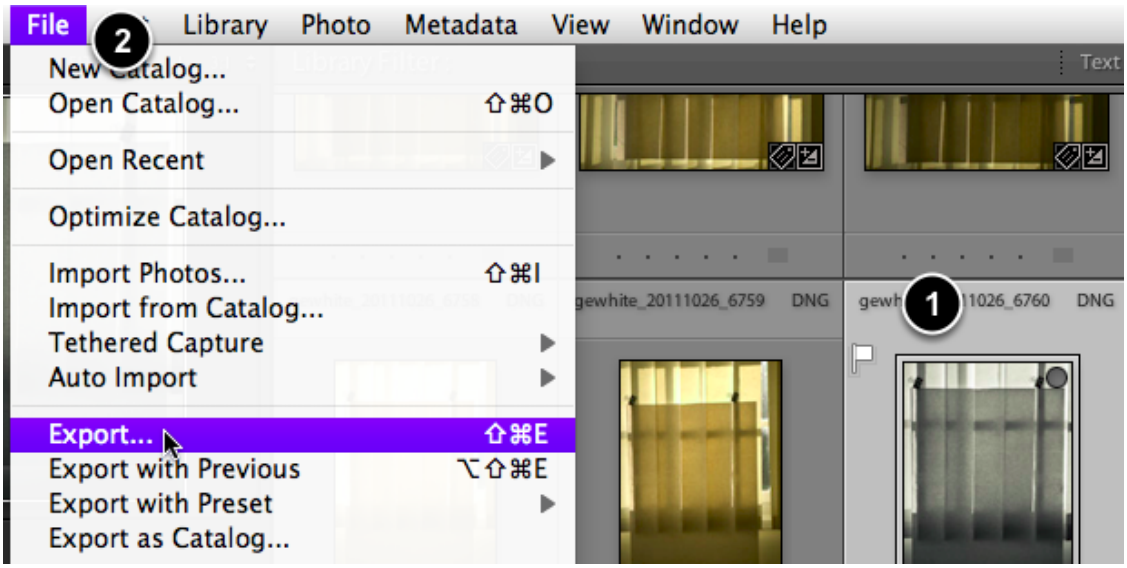
Verify the file

Using the **Finder**, navigate to your **Export Folder**
Check that your saved file is correctly located there.

Exporting a JPEG file

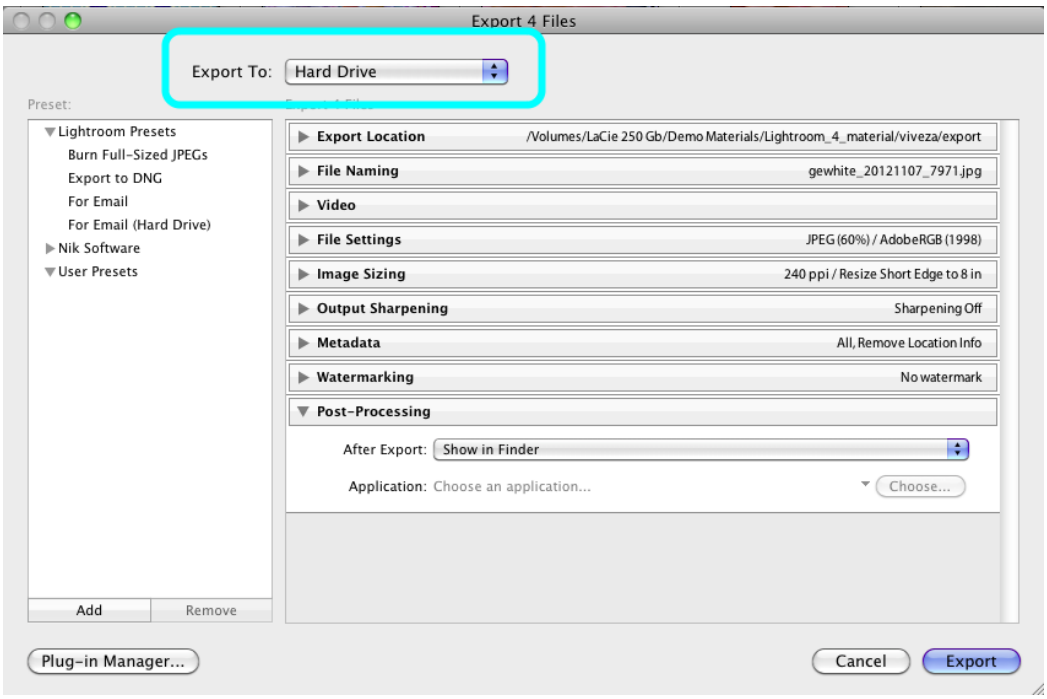
In this lesson you will learn how to set up Lightroom to export a Jpeg image to a set required dimension

Select files



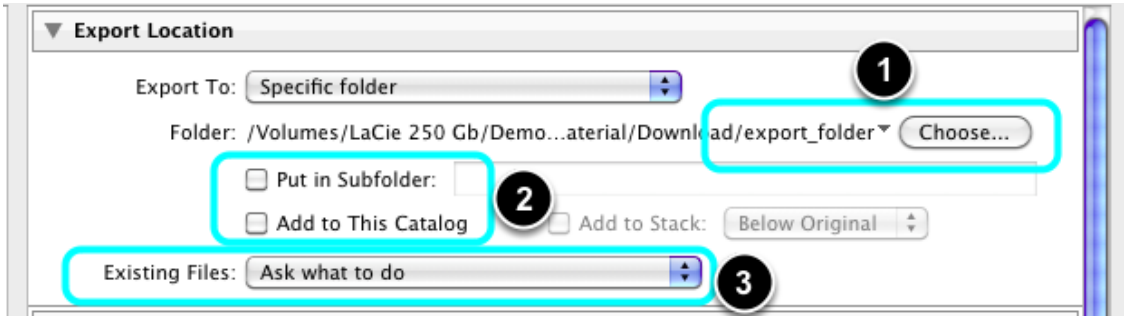
1. Select the files for export.
2. Then go **File > Export . . .**

Export Panel



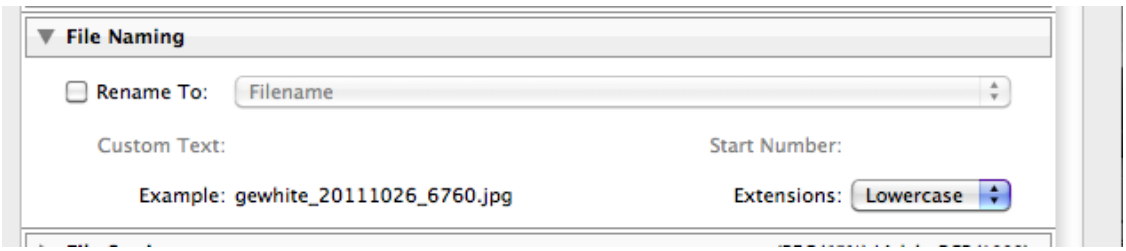
Select **Export to: Hard Drive**
Export settings are made on the right hand panels.
Settings can be saved as Presets for future use on the left by selecting the Add button.

Export Location



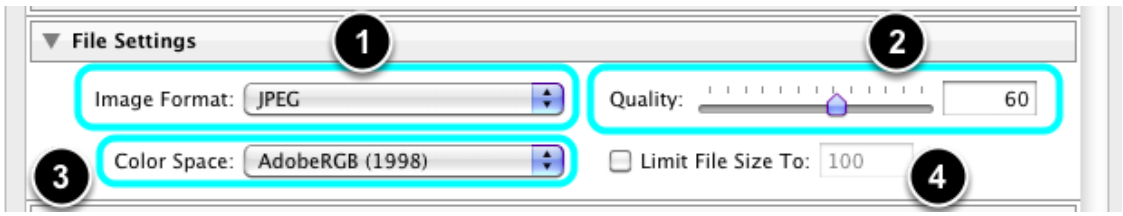
1. Choose the destination folder on your external drive,: **Lightroom Exports**.
2. Leave the two boxes unselected.
3. Choose: **Existing files: Ask what to do.**

File Naming



File names should remain the same as the original file, so do not select the box.

File Settings

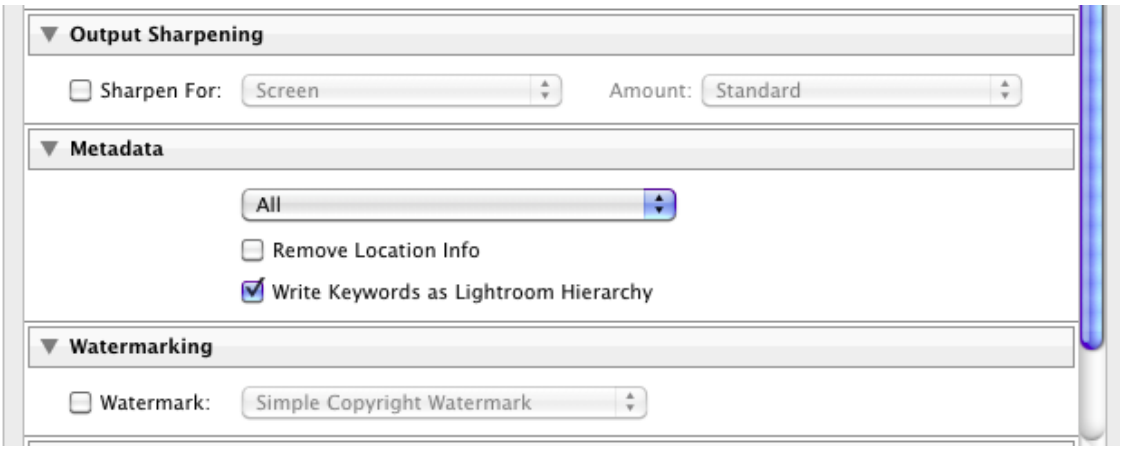


1. Select **Format : JPEG**.
2. Set **Quality: 60**.
3. Select **Color Space: AdobeRGB (1998)**.
4. Leave the remaining boxes unselected.

Image Size

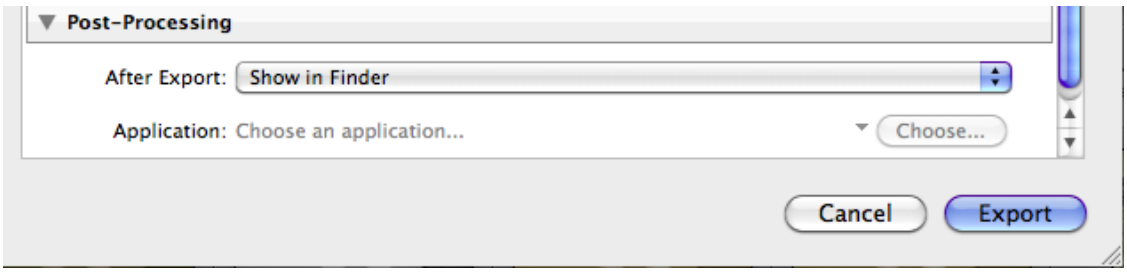
1. Select the box and then **Short Edge**.
2. Input **8.00** and choose **Inches**.
3. Input the Resolution:: **240,** and choose **Pixels per inch.**

Sharpening, Metadata and Watermarking



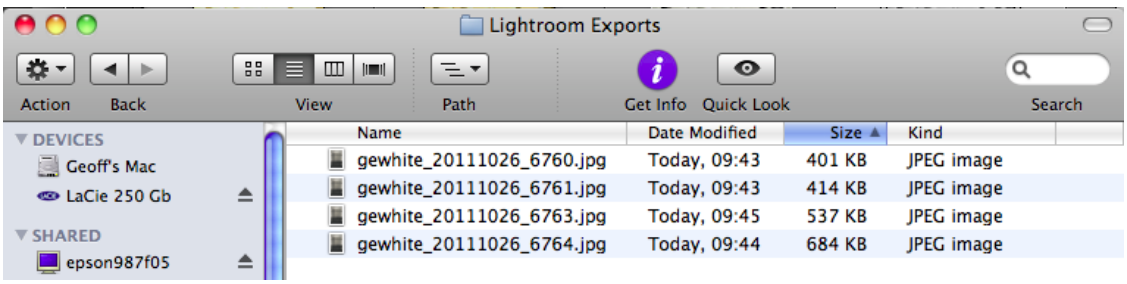
Leave the remaining boxes unselected, except **Write Keywords as Lightroom Hierarchy**.

Post-Processing



Select: **After Export: Show in Finder**.
You can now save your settings as an Export Preset at this stage by selecting the **Add** button on the Preset panel (left).
To export your files now, select **Export**.

Check in Finder

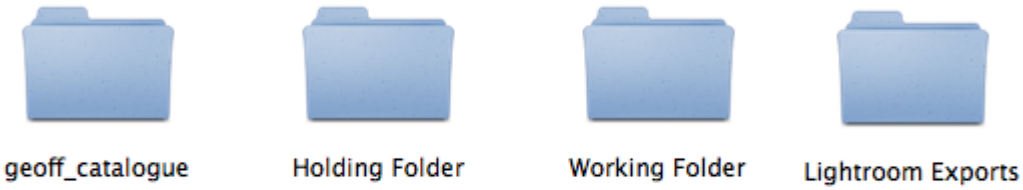


Check your exported files in your **Lightroom Exports** Folder.

Exporting a Catalog

In this lesson you will learn how to export a catalogue plus copies of its image files.
Very important: if you only need to export the catalog with preview images, but without the original image files, please note **item 3** in the **Export Dialogue** step below.

Export folder

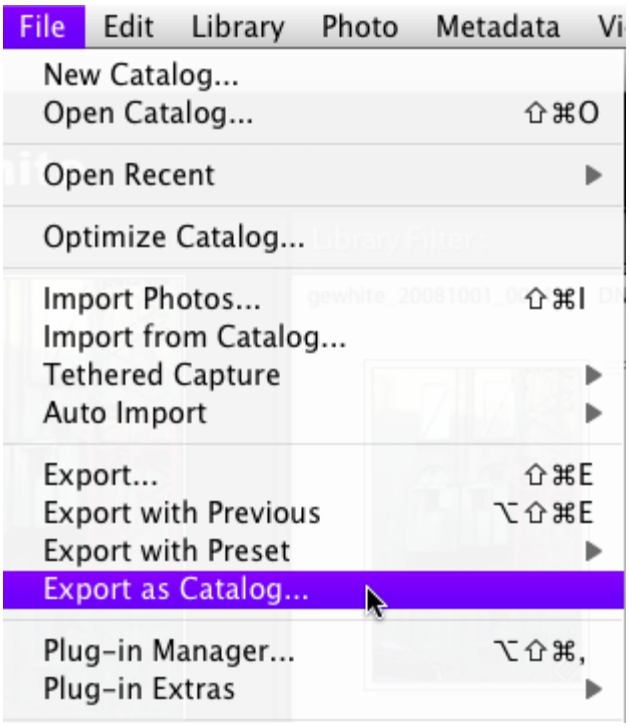


Ensure that you have an **Lightroom Export** folder beside your **Holding** and **Working** Folders. If you do not have one, see the earlier tutorial titled: *Create an Export Folder*

Select images to export

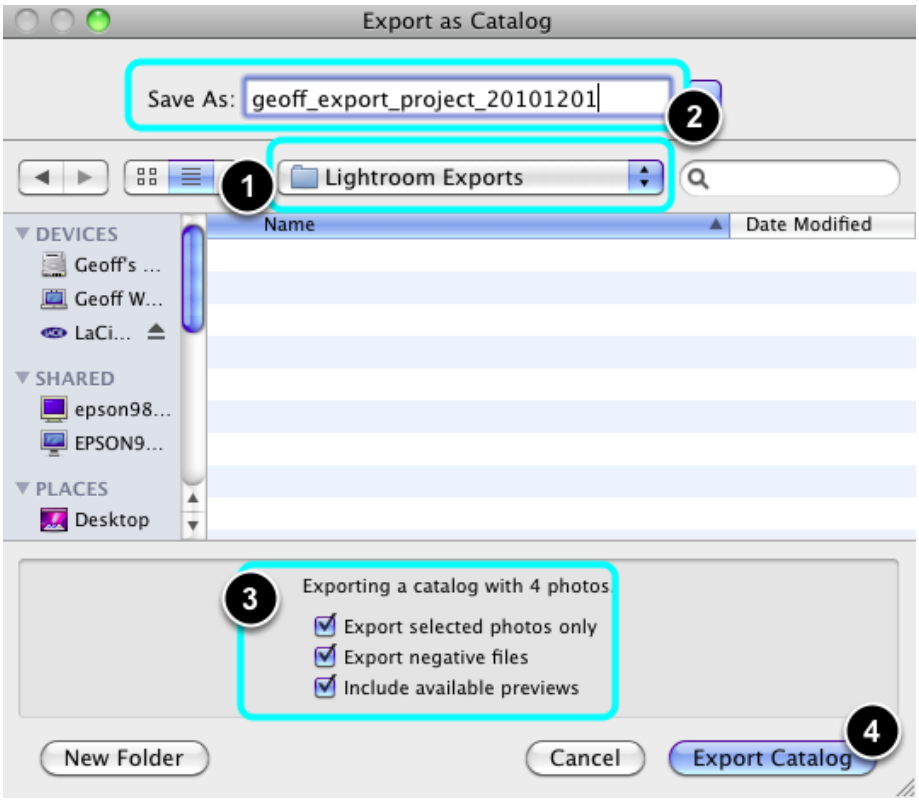
Select the images which are to be included in the exported catalog. If necessary, place them in a separate Collection for convenience.

File > Export as Catalog



Go **File > Export as Catalog . . .**

Export dialogue

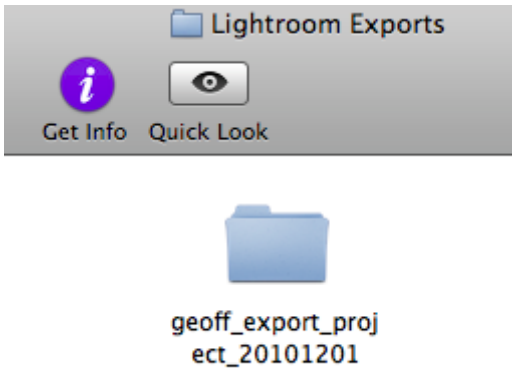


1. Navigate to your **Lightroom Export** folder.
2. Name your new catalog using your name, project brief and date of submission.
3. Ensure that all three boxes are selected if you want to export copies of your image files

with your catalog. Otherwise, do not select the box **Export negative files,** thus only the catalog and image previews will be exported.

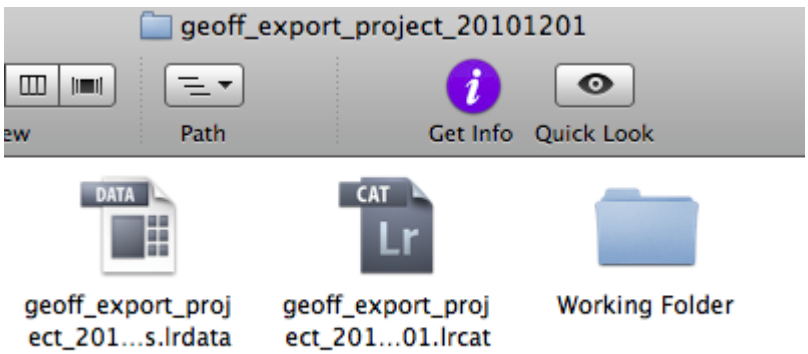
4. Select: **Export Catalog**.

The exported catalog



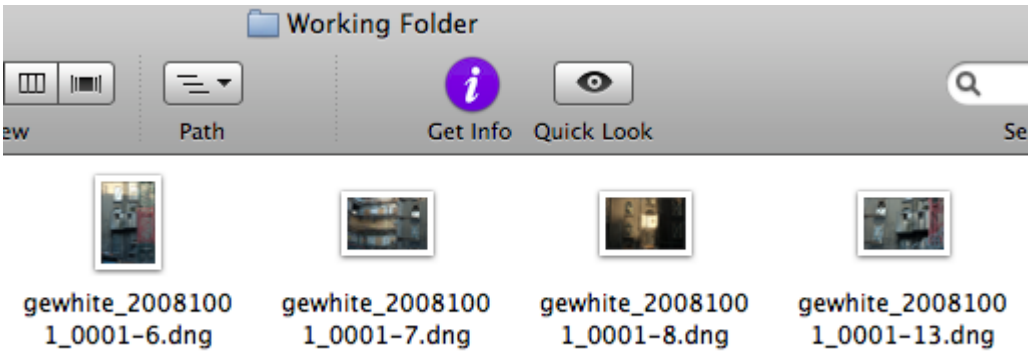
Lightroom will now make a new catalog containing only the selected images plus copies of the image files.
These will be placed in a new folder within the **Lightroom Exports** folder.

The exported catalog and Working folder



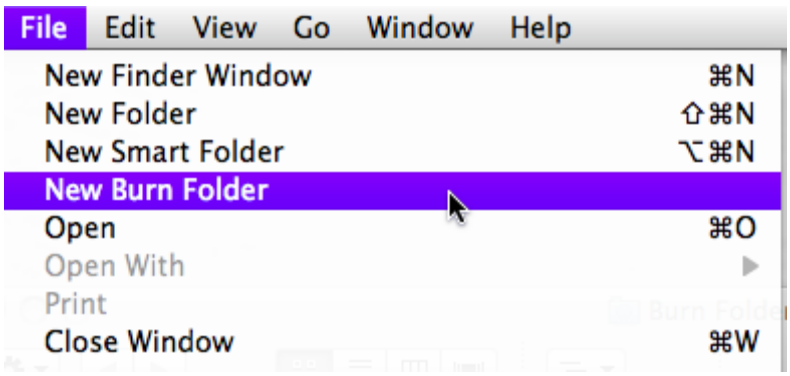
Use the **Finder** to check the catalog is correctly saved in the right location. You should see two **Lightroom** catalog files plus a new copy of your **Working Folder.**
Open the new catalog in **Lightroom** to ensure that it is as you intended it. You can now **Quit Lightroom** if you are satisfied with the new catalog.

Check the images



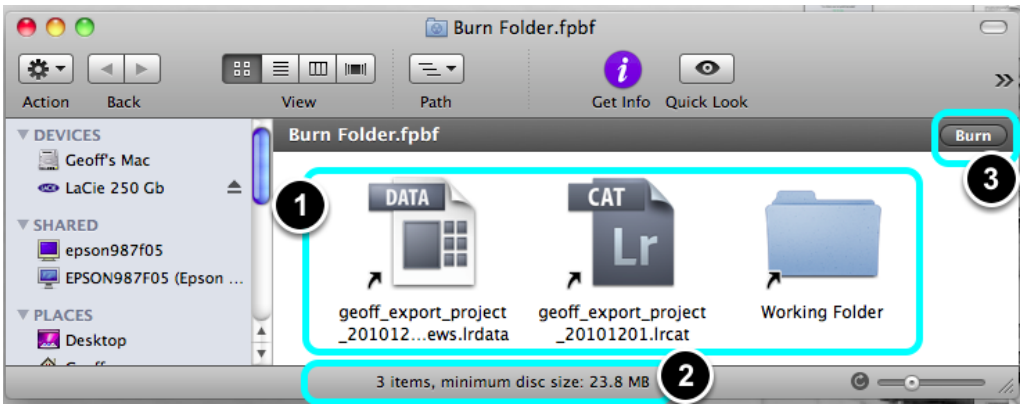
Open the new **Working Folder** in the Finder and check that the images are present and correct. Use **Bridge** to check the images. This step is not relevant if you have not exported your image files with your catalog.

Burn Folder



Open a **New Burn Folder** in the **Local Share,** or on your **Desktop** if working on your own machine.

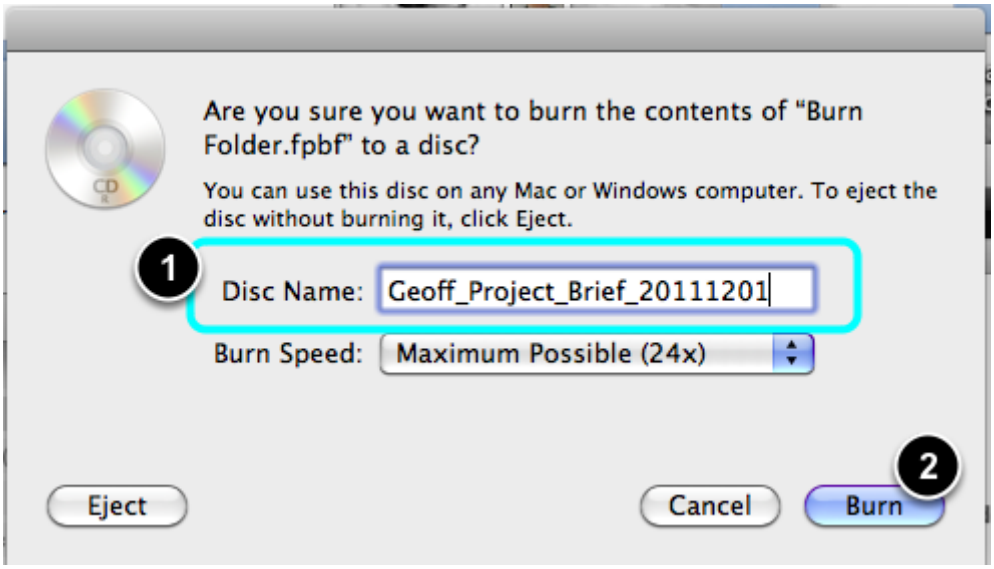
Select files



1. Drag the catalog files and the Working Folder into the **Burn Folder.**
2. Check the size of the export. Insert a new CD or DVD into the Mac depending on the total size of the export.

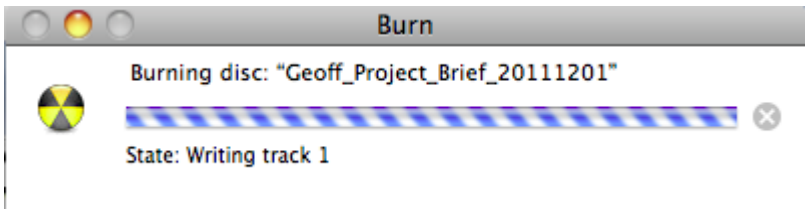
3. Select **Burn**.

Burn dialogue



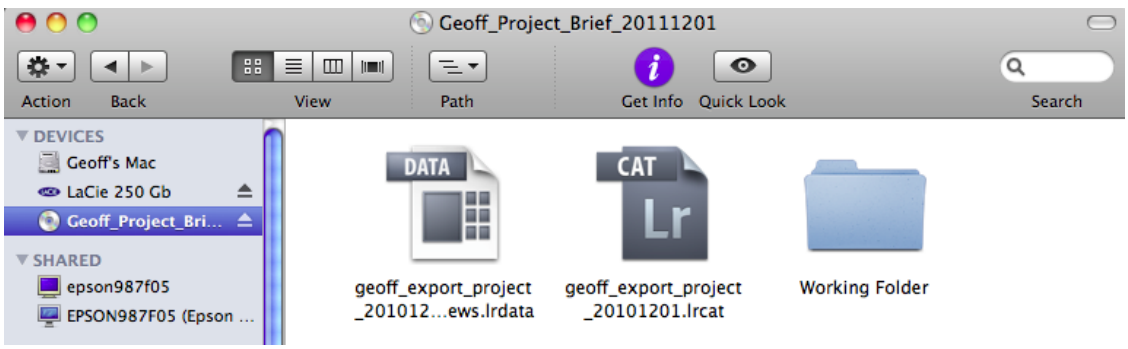
1. Name the new disc.
2. Select **Burn**.

Burn



The software should now burn the CD/DVD and Verify it.

Check the disc



Using the **Finder** check the new disc to ensure that both the catalog files and image files are present.

Troubleshooting

If your files on the disc show small arrows as above, then your disc did not burn the files only a series of Short Cut icons which contain no data. You will need to redo the burning process.

Burning discs on the TB network is best done with all material copied into the **Local Share** as working from your external drive and the network is generally too slow.
If you are working on your laptop or PC then place the files into a temporary folder on your **Desktop.**

NB. You will not be able to open your **Catalog** directly from your CD/DVD, and you will get an error message. This is because **Lightroom** expects to be able to write to the drive where the **Catalog** is but can't since it is now on a locked CD/DVD. This is normal so do not worry.