



ADOBE® PHOTOSHOP®

LIGHTROOM® CC/6

THE MISSING FAQ

REAL ANSWERS TO REAL QUESTIONS ASKED BY LIGHTROOM USERS

VICTORIA BAMPTON

sample from Adobe Photoshop Lightroom CC/6 - The Missing FAQ
The full book is available from www.missingfaq.com

Adobe Photoshop Lightroom CC/6

The Missing FAQ

Real Answers to Real Questions asked by Lightroom Users

Victoria Bampton



Lightroom Queen Publishing

TABLE OF CONTENTS

Introduction	1
A Major Rewrite	2
The Book Format	3
Talk to me!	5
Fast Track Index	6
 Before You Start	 7
Designing Your Workflow	7
Installing Lightroom	12
Upgrading from Earlier Versions	17
Dot Releases	18
Installing Plug-ins	19
 Getting Photos & Videos into Lightroom	 23
Import in Detail	29
Source panel	29
Previewing and Selecting Individual Photos	31
Import Method	34
File Handling panel	35
File Renaming panel	37
Apply During Import panel	42
Destination panel	43
Saving & Reusing Import Settings	49
After Pressing Import	50
Troubleshooting Import	51

Tethered Shooting & Watched Folders	56
Backup	61
Back Up Your Catalog	61
Back Up Your Photos	65
Restoring From Backups	67
The Lightroom Workspace	73
The Lightroom Interface Overview	74
The Top Bar	76
Panels & Panel Groups	80
The Filmstrip	82
Viewing Your Photos	85
Viewing Your Photos in Grid View	85
Selections	90
Viewing Your Photos in Loupe View	92
Viewing Your Photos in Survey View	97
Viewing Your Photos in Compare View	98
Secondary Display	99
Previews & Smart Previews	102
Selecting the Best Photos	107
Rating your Photos	107
Quick Develop	112
Grouping Similar Photos using Stacks	113
Collections	115
Managing Your Photos	121
Managing Folders in Lightroom and on the Hard Drive	121
Managing Folders	126
Managing the Individual Photos	129
Adding Metadata to Your Photos	133
Adding Metadata using the Metadata Panel	133
Editing the Capture Time	137

Keywords	140
Faces	151
Map Locations	164
Finding & Filtering Your Photos	179
Sort Order	179
Filtering Your Photos	181
Using Smart Collections	190
Develop Basic Editing	193
Shooting Raw, sRAW or JPEG	199
Histogram and RGB Values	204
White Balance	206
Tone & Presence	209
Process Versions	222
Editing Videos	224
Develop Selective Editing	227
Cropping & Straightening	227
Spot Removal—Clone & Heal Tools	234
Red Eye & Pet Eye Correction Tools	240
Local Adjustments—Gradients & Brushes	241
Develop Advanced Editing	257
Tone Curves	257
B&W & Split Tones	263
HSL & Color	266
Detail—Sharpening & Noise Reduction	268
Lens & Perspective Corrections	273
Effects—Post-Crop Vignette & Grain	286
Photo Merge	288
Develop Module Tools	297
Copying Settings to Similar Photos	297
Presets—Saving Settings to Apply to Other Photos	301
Defaults	305

History & Reset	307
Before / After Preview	308
Versions—Snapshots & Virtual Copies	311
Color Management & Soft Proofing	314
Further Editing in Other Programs	323
Setting External Editor Preferences	326
Editing in Photoshop or Photoshop Elements	331
Adobe Camera Raw Compatibility for Photoshop	337
Setting Up Additional External Editors	341
Saving Metadata to the Files	343
Export, Email & Publish	347
‘Save As’ a copy on the Hard Drive using Export	347
Export Location & File Naming	350
Video & File Settings	352
Image Sizing & Resolution	357
Output Sharpening	361
Metadata & Watermarking	362
Post-Processing & Other Export Questions	367
Other Export Questions	368
Emailing your Photos	370
Publish Services	375
Synchronizing Changes	380
Slideshow Module	383
Slideshow Basics	383
Slide Layout & Design	384
Text Captions & Other Overlays	389
Playback Settings	395
Saving Slideshows & Templates	400
Exporting Slideshows for Use Outside of Lightroom	403
Print Module	407
Print Basics	407
Print Layout	412

Print Design & Overlays	419
Printing & Exporting	423
Saving Prints & Templates	430
Web Module	433
Web Gallery Basics	436
Web Gallery Layout & Design	437
Saving Web Galleries & Templates	442
Export for Web	444
Third Party Galleries	447
Book Module	451
Book Basics	451
Working with Pages & Templates	455
Auto Layout	460
Working with Photos	462
Page Styles	465
Adding Text to Your Book	467
Text Formatting	471
Saving Books	474
Exporting & Printing Books	477
Working with Multiple Computers or Catalogs	481
Managing Catalogs	481
Moving Lightroom	486
Working with Multiple Machines	492
Single or Multiple Catalogs	518
Troubleshooting & Performance	525
Missing Files	525
Other Frequent Problems	533
Catalog Corruption	533
Image & Preview Problems	537
Standard Troubleshooting	543
Default File & Menu Locations	548
Improving Performance	551

Mobile Sync	565
The Creative Cloud Subscription	566
Setting up Sync	566
Sync Updates	570
Register your book for additional benefits	576
Index	577
Appendix A—The Geeky Bits (eBooks only)	A-1
Proprietary Raw vs. DNG	A-1
DNG Profile Editor & Lens Profile Creator	A-16
Translated Strings.txt and Other Text Hacks	A-22
Photoshop Actions via Droplets	A-25
Importing From Other Programs	A-28
Appendix B - What's New (eBooks only)	B-1
What's New in Lightroom CC/6?	B-1
What was new in Lightroom 5?	B-14
What was new in Lightroom 4?	B-25
What was new in Lightroom 3?	B-41
What was new in Lightroom 2?	B-47
What was new in Lightroom 1?	B-55

INTRODUCTION

Adobe® Photoshop® Lightroom™ 1.0 was released on February 19th 2007, after a long public beta period, and it rapidly became a hit. Thousands of users flooded the forums looking for answers to their questions. In the years that have followed, Lightroom has continued to gain popularity, becoming the program of choice for amateur and professional photographers alike.

Google now turns up more than 30,000,000 web pages when you search for the word Lightroom. So when you have a question or you get stuck with one of Lightroom's less intuitive features, where do you look? Do you trawl through thousands of web pages looking for the information you need? Perhaps post on a forum, wait hours for anyone to reply, and hope they give you the right information? From now on, you look right here! *Adobe Photoshop Lightroom CC/6 - The Missing FAQ* is a compilation of the questions most frequently asked - and many not so frequently asked - by real users on forums all over the world.

Unlike many 'how-to' books, this isn't just the theory of how Lightroom is supposed to work, but also the workarounds and solutions for the times when it doesn't behave in the way you'd expect. We're going to concentrate on real-world use, and the information you actually need to know.

I know you're intelligent (after all, you chose to buy this book!), and I'll assume you already have some understanding of computers and digital photography. Unlike the other books, I'm not going to tell you what you 'must' do. I'm going to give you the information you need to make an informed decision about your own workflow so you can get the best out of Lightroom.

Two of my favorite comments about this series of books are "it's like

A MAJOR REWRITE

I've spent the last two years completely rewriting the book, so if you've read previous versions, you'll notice some changes. (All good, I hope!)

Easier for New Users

When I wrote the early FAQ books, they were designed as a reference book for experienced photographers moving over from Adobe Camera Raw in Photoshop and trying to get used to working with a database. Over the years, Lightroom's audience has changed. There's now a wide range of photographers using Lightroom, from those just starting out to others who shot medium format film. As a result, my primary focus with this release is to make the information accessible to less experienced users, without losing any of the advanced geeky detail, so the book's useful to you throughout your whole Lightroom journey.

A Complete Reference

Over the years, the books have grown organically. As new features have been added, I've delved into them in detail for upgraders, but some of the original output modules were missing information for beginners. I've been through the whole program with a fine tooth comb, ensuring that all of the sliders are explained in this release, so you have a complete reference. The main entry for each slider name is in bold to make it easy to spot when you're in a hurry.

Workflow Chapter Order

As the books started out purely as an FAQ, the questions were grouped by module and topic, and you had to skip around the book following the cross-references to find related information. With this release, the chapters follow a typical workflow so most of the related information is grouped together. There are still a few clickable cross-references in the text, but they refer to whole chapters or sections of information that would be redundant if repeated.

Color Print

As with my previous books, I'm still self-publishing, having turned down multiple offers from publishers. This means I have full control over the content, and can offer upgrade discounts and free eBooks, which wouldn't be possible with a large publishing house. A workable solution for color print and distribution has finally become available, so I'm thrilled to be able to release this book in color print. They're still printed on demand in the US and UK, so it's not a glossy paper, but it's a huge step up from the previous black and white print.

Easier to Find

It's a big book, so we've spent many weeks working on a brand new index to make it easy to find the information you need. (And if you go hunting for a word that isn't in there, let me know so I can add it!)

a conversation with a trusted friend” and “it’s like having Victoria sit next to you helping.” That’s my aim - I’m here to help.

THE BOOK FORMAT

Let’s just do a quick guided tour so you can get the best out of the book...

The Fast Track for Beginners

Lightroom’s a big program these days, and when you’re just getting started, it can be overwhelming. Have you heard of the Pareto principle or 80/20 rule? In short, the idea is that 20% of the effort creates 80% of the results. But when you’re just starting out, it’s hard to know which information you need to understand, so I’ve done the work for you.

Starting on page 7, the Fast Track weaves its way through the book, giving you the essential information you need to get started. At the end of each Fast Track section is a page reference and clickable link which takes you to the next Fast Track section, so you can either read the book cover to cover, or you can follow the Fast Track to understand the basics, and then dive into the rest of the book to round out your knowledge, or use it as a reference when you have a question.



**STARTS ON
PAGE 7**

Workflow Order

If you read the book cover to cover, I’ll lead you through a typical workflow. It begins with getting your photos and videos into Lightroom, then viewing them, selecting the best photos, grouping them, adding metadata and filtering the photos. Next, we move on to editing your photos, both in the Develop module and external editors, and then outputting the photos as individual images, emails, publishing them on social media websites or creating slideshows, prints, web galleries and books. Finally, we discuss how to access your photos on multiple computers or mobile devices.

Index

If you’re using the book as a reference, you can find the information you need in index at the back of the book. In the eBook formats, you can also use the search facility or bookmarks to find the specific words, and you can add your own bookmarks and notes too.

Appendix

In Appendix A, which is only available in the eBook formats, we explore the pros and cons of the DNG format and other geeky topics such as how to use the DNG Profile Editor and Lens Profile Creator, how to hack the TranslatedStrings.txt file and how to import from other software. Appendix B contains a list of the new features added to each Lightroom release over the years, in case you've skipped a version or two. These lists are also available on my website at <http://www.Lrq.me/whatsnew/>

Shortcuts

Many controls can be accessed in multiple different ways—buttons in the UI, menu commands, context-sensitive menus and keyboard shortcuts. If I listed every single one, you'd be bored stiff, so I've noted the most frequently used (and most easily remembered) options and listed the shortcuts in the sidebars. You can download the complete keyboard shortcuts list from <http://www.Lrq.me/keyboard-shortcuts/>

Sidebars

In the sidebars, you'll find additional useful information, links to plug-ins and other add-ons to speed up your workflow.

Links

The links in the eBooks are all clickable. In order to keep the website links current, and make them easy for you to access, I've used my own short-url domain <http://www.Lrq.me> (that's LRQ.ME) to handle the redirections. There's a full list of links at <http://www.Lrq.me/lr6-links>

Multiple Formats

You can choose how to you wish to read the book - PDF, ePub, Kindle, Paperback, or all 4! You might want the PDF version on your computer for searching while you work with Lightroom, the Kindle version for reading cover-to-cover while relaxing in the garden, and the paperback for scribbling extra notes. It's up to you.

eBook Images

The ePub or Kindle versions are optimized for viewing on eReaders, and many eReaders also allow you to click on screenshots to see a larger view. If you're viewing on a computer, I'd recommend using

Please note, registration only applies to PAPERBACK purchases from other websites.

eBook or paperback purchases made on www.lightroomqueen.com are automatically registered.

eBooks purchased from other websites (e.g. Amazon) don't qualify for registration.

REGISTER YOUR BOOK FOR ADDITIONAL BENEFITS

If you purchased the paperback from Amazon, Barnes&Noble or another retailer, register your copy of this book to download all the eBook formats and get access to updates, as well as gaining access to other member benefits. To learn more, turn to page 576.

the PDF format, because window scaling can make the screenshots difficult to read, and Amazon apply additional compression to images in the Kindle format. I've retained the real page numbers for all page references, so you can easily check them in the paperback edition as well as the eBooks.

Windows or Mac?

It doesn't matter whether you're using the Windows or Mac platform, or even both. Lightroom is cross-platform, and therefore this book will follow the same pattern. The screenshots are mainly of the Mac version because I'm writing on a Mac, but the Windows version is almost identical in functionality, and any significant differences will be explained and illustrated.

Where keyboard shortcuts or other commands differ by platform, both are included. The exception is the shortcut to view a context-sensitive menu, which is right-click on Windows or Ctrl-click on Mac. I'll keep that simple and just refer to right-clicking. If you use a trackpad on a Mac, right-click is a two-finger tap and dragging two fingers up or down the trackpad is the same as scrolling.

TALK TO ME!

This book is based entirely around user feedback, so I'd love to hear the things you like about this book, and anything you feel could be improved. I'm always looking for ways to make this book even better, so if you come across a question that I've missed, something that's not clear, or you just want to tell me how much you love the book, you can email me at [REDACTED] (start the subject with [REDACTED]) or send me a note through the Lightroom CC/6 Premium Email Support page in the Premium Members Area for priority attention (see page 576). I do reply!

If you enjoy the book, posting a review on Amazon or your favorite

HELP SHORTCUTS

Lightroom Help Files	F1
Module Help	Ctrl Alt / / Cmd Opt /
Main Module Shortcuts	Ctrl / / Cmd /

online bookstore would make my day, and would help other Lightroom users find it too. Thank you!

Now, where shall we start...?

FAST TRACK INDEX

Before You Start	7	Cropping & Straightening	227
Getting Photos & Videos into Lightroom	23	Spot Removal—Clone & Heal Tools	234
Backup	61	Red Eye & Pet Eye Correction Tools	240
The Lightroom Workspace	73	Local Adjustments—Gradients & Brushes	241
Viewing Your Photos in Grid View	85	B&W & Split Tones	263
Selections	90	Detail—Sharpening & Noise Reduction	268
Viewing Your Photos in Loupe View	92	Lens & Perspective Corrections	273
Viewing Your Photos in Survey View	97	Photo Merge	288
Viewing Your Photos in Compare View	98	Copying Settings to Similar Photos	297
Selecting the Best Photos	107	Presets—Saving Settings to Apply to Other Photos	301
Grouping Similar Photos using Stacks	113	History & Reset	307
Collections	115	Versions—Snapshots & Virtual Copies	311
Managing Folders in Lightroom and on the Hard Drive	121	Further Editing in Other Programs	323
Managing the Individual Photos	129	'Save As' a copy on the Hard Drive using Export	347
Adding Metadata using the Metadata Panel	133	Emailing your Photos	370
Editing the Capture Time	137	Publish Services	375
Keywords	140	Slideshow Basics	383
Faces	151	Print Basics	407
Map Locations	164	Web Gallery Basics	436
Finding & Filtering your Photos	179	Book Basics	451
Using Smart Collections	190	Missing Files	525
Introduction to Editing	193	Mobile Sync	565

BEFORE YOU START

If you're anything like me, the first thing you want to do with a new program is dive right in. Who wants to read an instruction manual when you can experiment? If you're nodding in agreement, that's fine, but do yourself a favor and just skim through the Fast Track before you jump in head first.



Lightroom's designed around a database, so it doesn't work in the same way as most other image editing software. You'll save yourself a lot of headaches by understanding the basics!

DESIGNING YOUR WORKFLOW

Before we start using the software itself, let's talk briefly about workflow. It's one of the most popular topics among photographers, but why? What does it actually mean?

The term workflow simply describes a series of steps undertaken in the same order each time. For photographers, this workflow runs from the time of shooting (or even before), through transferring the photos to your computer, sorting and selecting your favorites, editing and retouching them, and then outputting to various formats, whether on screen or in print.

The initial aim for your workflow is consistency. If you do the same thing in the same order every time, you reduce the risk of mistakes. Files won't get lost or accidentally deleted, metadata won't get missed, and you won't end up redoing work that you've already completed (**Figure 2.1**)

There is no perfect workflow for everyone, as everyone's needs are different. The Fast Track sections of this book guide you through a

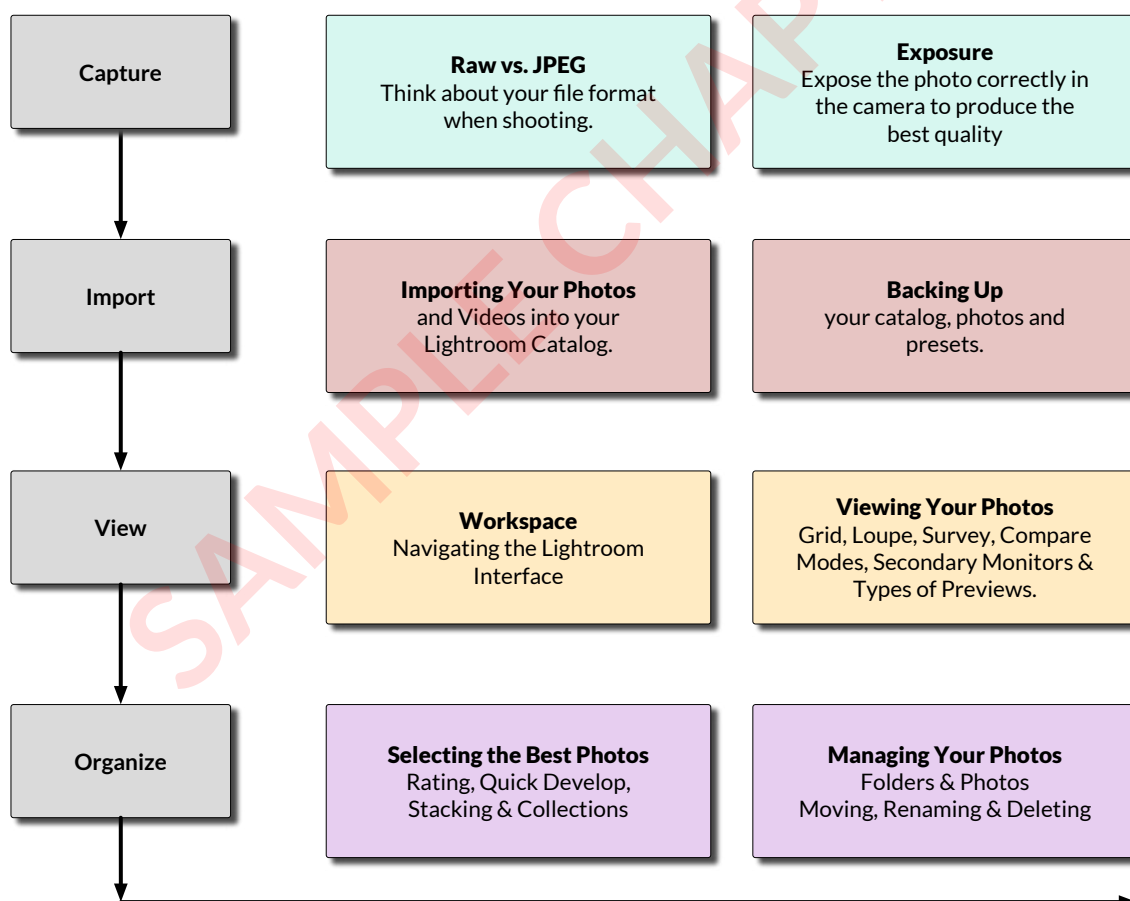
simple workflow, but outside of the Fast Track, we'll also consider other workflow variations and the thought processes behind them, so you can start to build your own ideal workflow. I've also included a diagram of my personal workflow to help get you started. (Figure 2.2)

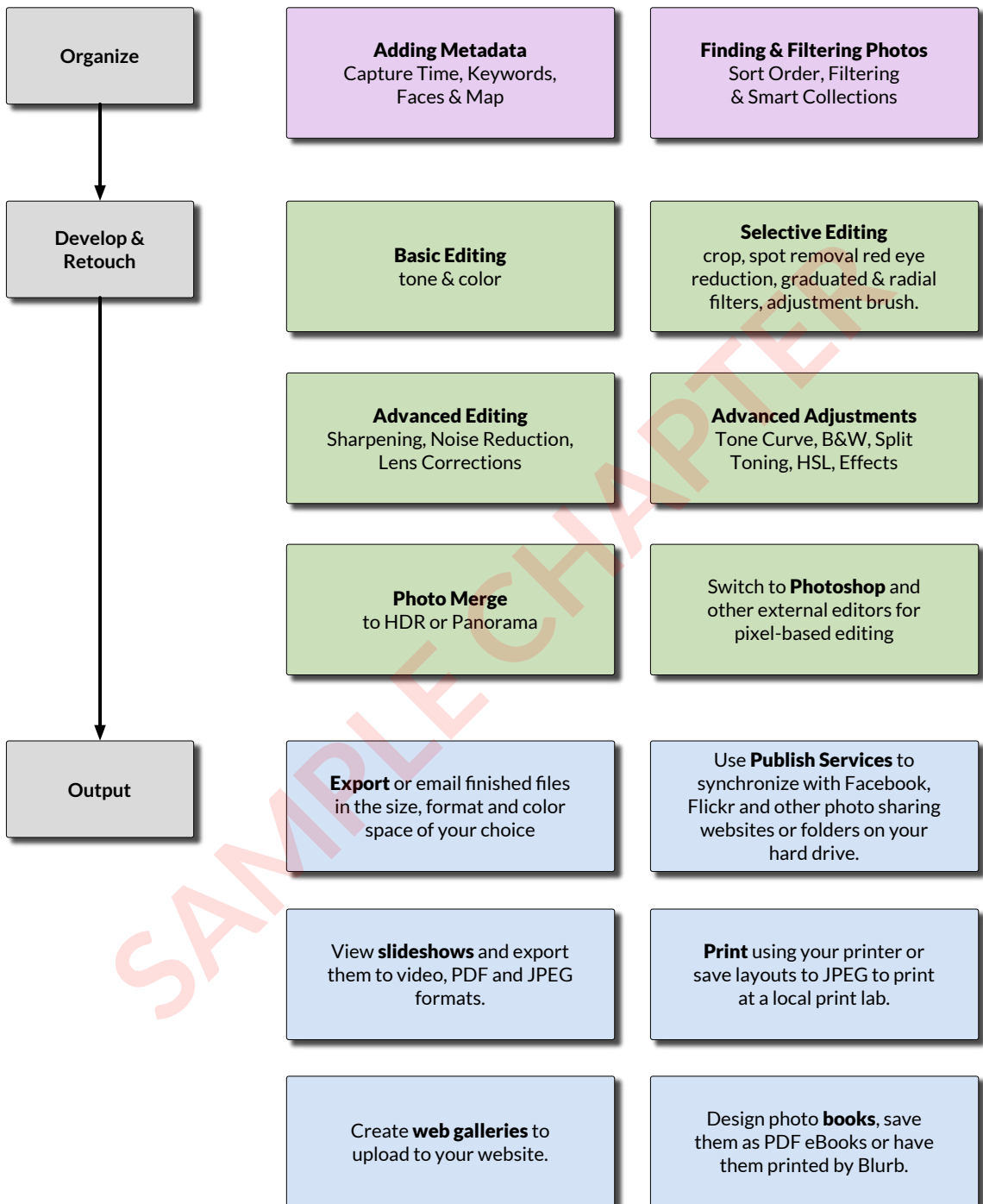
Once you've settled on a good workflow, that isn't the end of the story. You'll likely find that you continue to tweak it, finding slightly more efficient ways of doing things. It'll continue to build with time and experience, as well as with the introduction of new technology. The principles, however, remain the same.

For now, though, let's take a quick overview of the path we'll take...

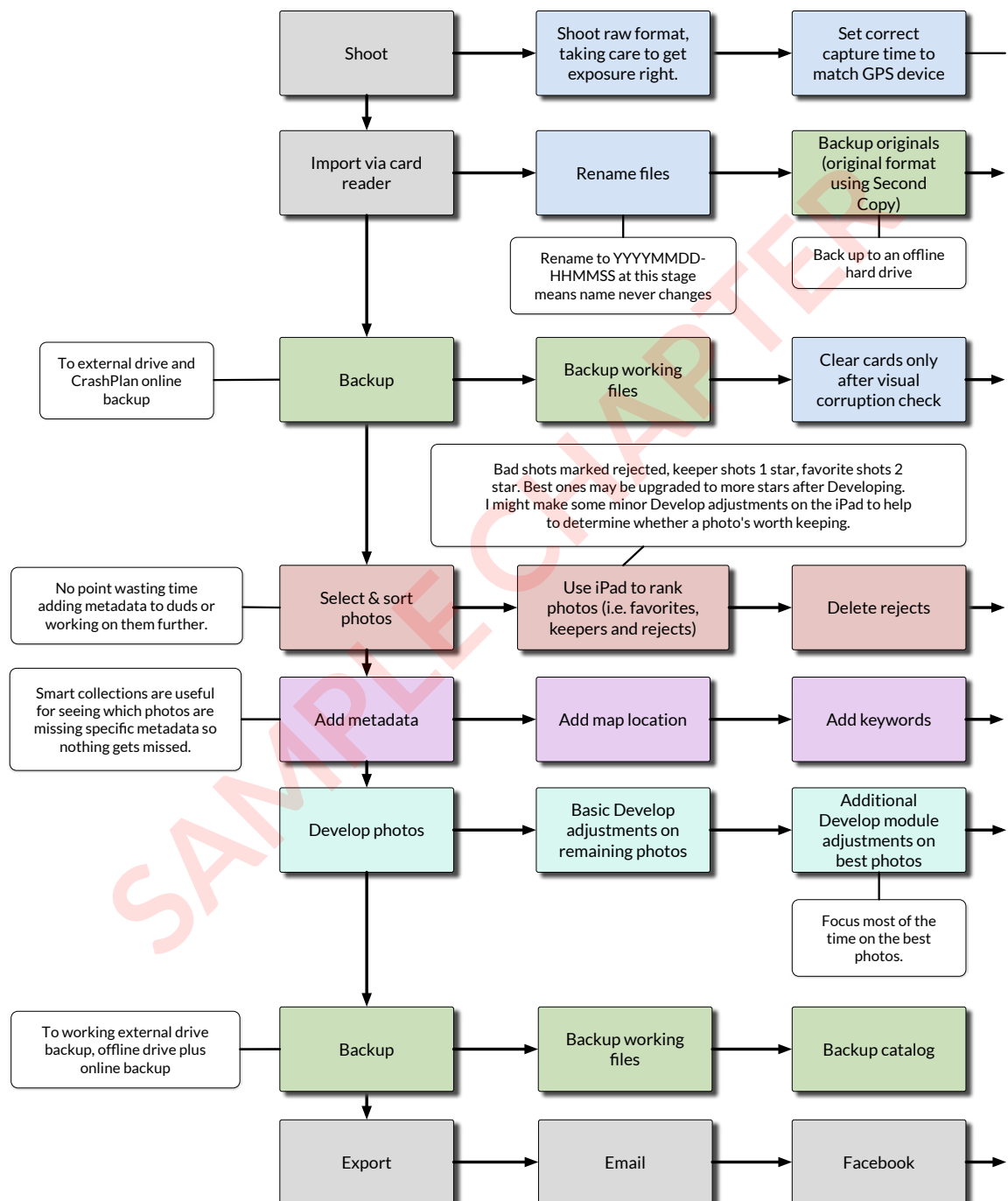
▼ **Figure 2.1** These are the basic workflow elements.

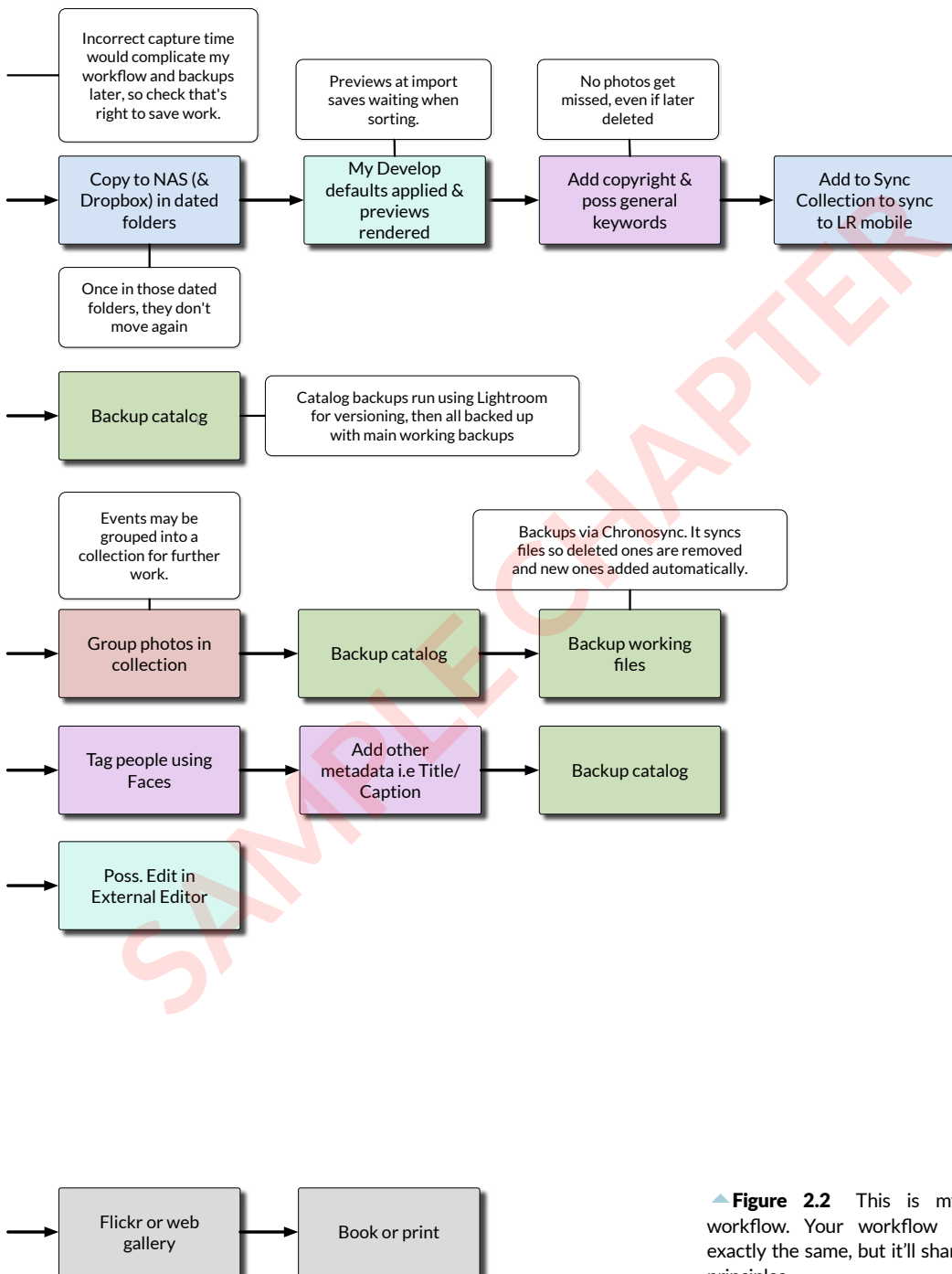
Basic Workflow Elements





My Personal Workflow





▲ **Figure 2.2** This is my personal workflow. Your workflow won't look exactly the same, but it'll share the same principles.

INSTALLING LIGHTROOM

Just in case you haven't installed Lightroom CC/6 yet, we'll briefly run through the installation and upgrade processes, as well as extending Lightroom using plug-ins. If you're already up and running, you can move on to the next chapter starting on page 23.

Lightroom 6 is available as part of the Creative Cloud subscription or as a standard perpetual license. The program itself is essentially the same in either case. It's just the installation and update process that differs.

Minimum System Requirements

The minimum system requirements for installing Lightroom CC/6 are:

Windows

- Intel® Pentium® 4 or AMD Athlon® 64 processor
- DirectX 10-capable or later graphics card
- 64-bit versions of Microsoft® Windows 7 with Service Pack 1 or later
- 2 GB of RAM (4 GB minimum recommended)
- 2 GB of available hard-disk space
- 1024x768 display
- Internet connection required for Internet-based services

SUBSCRIPTION VS. PERPETUAL LICENSE

Subscription

\$10 per month

Free upgrades

Includes Lightroom & Photoshop

Includes LR Mobile Sync Space

Download only

Some parts (Develop, Map, Mobile Sync) stop working when you stop paying

New features in dot releases

Perpetual License

\$149

\$79 upgrade for new releases

Lightroom only

LR Mobile not available

Download/boxed (updates are downloads)

Continues working indefinitely

Bug fixes and new camera/lens support only

Mac

- Multicore Intel® processor with 64-bit support (that's all Intel Macs apart from the original Core Duo)
- Mac OS X 10.8 (Mountain Lion) or later (Mac OS X 10.9 (Mavericks) or later required for GPU support)
- 2 GB of RAM (4 GB minimum recommended)
- 2 GB of available hard-disk space
- 1024x768 display
- Internet connection required for Internet-based services

That is the absolute minimum required in order to actually install Lightroom, but it is likely to 'walk' rather than run on these specs! Lightroom does benefit from higher specification hardware.

GPU support

Many GPU's, from integrated graphics to high end cards, can benefit from the new GPU support in the Develop module, although buggy drivers and underpowered cards may force Lightroom to disable GPU support or cause performance problems. The benefits are most noticeable on high resolution screens, such as 4K and 5K displays.

There is a point of diminishing returns. If you're looking to buy a new graphics card for a Windows machine, a recent generation 2 GB mid-range graphics card is an excellent choice. At the time of writing, these include the AMD R9 2XX series and Nvidia GeForce GTX 700 and 900 series. On a recent Mac, integrated graphics will work great as long as you have enough RAM available, but a discrete graphics card is a better long term investment.

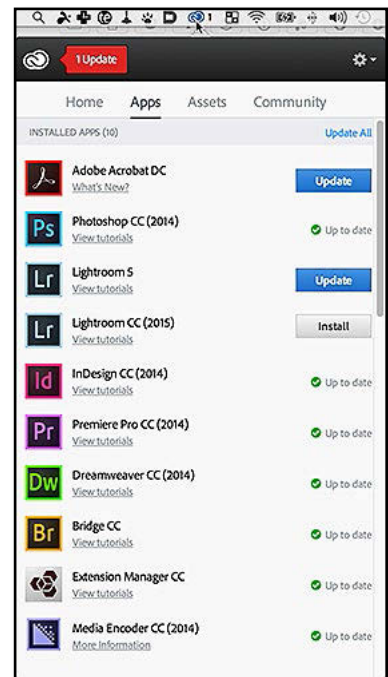
Installing Lightroom

If you want to trial Lightroom CC/6 before purchasing, visit <http://www.Lrq.me/cctrial> and follow the instructions on screen. The trial uses the Creative Cloud app to manage the installation.

If you have a Creative Cloud subscription, click on the Creative Cloud icon in the System Tray (Windows) / Menubar (Mac) and select the *Apps* tab. Scroll down to Lightroom and press *Install*. (Figure 2.2)

If you don't have the Creative Cloud desktop app installed, log in to your account at <http://creative.adobe.com> and select the *Desktop Apps* from the menu. Find Lightroom and click the *Download* button. It prompts you to install the Creative Cloud desktop app, and then you can follow the previous instructions.

If you've purchased a perpetual license, you can convert the



▲ **Figure 2.2** The Creative Cloud Desktop app allows you to easily install and update Adobe software.

UPGRADING?

If you're upgrading from a previous Lightroom version, skip to page 17.

LANGUAGES

Lightroom's not just limited to English—it's also available in Chinese Simplified, Chinese Traditional, Dutch, French, German, Italian, Japanese, Korean, Portuguese, Spanish, or Swedish.

To switch to another language, go to *Edit menu* (Windows) / *Lightroom menu* (Mac) > *Preferences* > *General tab*, select the language you want to use and then restart Lightroom.

Some keyboard shortcuts don't work on international keyboards. In Appendix A starting on page A-22, you'll find instructions for editing the keyboard shortcuts. If that looks a little daunting, there's a plug-in called Keyboard Tamer, which not only allows you to change existing keyboard shortcuts, but can also create some additional keyboard shortcuts. <http://www.Lrq.me/armes-kbtamer>

Lightroom CC trial to a Lightroom 6 perpetual version by following the instructions here: <http://www.Lrq.me/Lr6activate>

If you don't have the trial installed, a download link is provided with your purchase. This skips the Creative Cloud app and provides a basic installer (a .exe file for Windows or a .pkg file inside a .dmg file for Mac).

Opening Lightroom

On Windows, go to the desktop and double-click on the *Adobe Lightroom* shortcut or single-click on the Adobe Lightroom tile in the Start screen (Windows 8).

On Mac, go to the Launchpad and click on *Adobe Lightroom*, or go to the Applications folder, click on the *Adobe Lightroom* folder and then double-click on the *Adobe Lightroom* app to open the application. Once it's open, right-click on the icon in the dock and select *Options menu* > *Keep in Dock* if you prefer a dock icon.

Activation

Lightroom CC/6 now requires online activation, and it allows activation on two machines at any time (although you can have it installed on more computers). The activation process runs automatically while installing Lightroom, and all you need to do is remain signed in to your Adobe ID.

You don't need to remain connected to the internet after activation, so even traveling to remote areas isn't a problem. If you have a subscription, Lightroom needs to be able to 'phone home' at least every 99 days. If you have a perpetual license, Lightroom remains activated until you deactivate it.

If you need to switch computers, you can go to *Help menu* > *Sign Out* to deactivate a computer, but if you forget, don't worry. When you try to activate on a third computer, Lightroom warns that you're already activated on two machines and offers to deactivate them remotely.

Desktop App Usage Information

When you start Lightroom for the first time, it warns you that it'll send some usage information back to Adobe, to help them improve the program. This includes information about your Lightroom usage, but not your photos or other personal information.

If you don't want to share this information with Adobe, go to *Help*

MULTIPLE COMPUTERS

Lightroom's license agreement is cross-platform (both Windows and Mac) and it allows the main user to use Lightroom on two computers, for example, a desktop and a laptop.

Lightroom isn't designed to be used over a network. The Lightroom catalog needs to be stored on a locally attached drive (internal or external), and can only be used by one person at a time. The photos, however, can be stored on a network drive or NAS unit.

There are options for using your catalog on multiple machines, such as between your desktop and laptop. We'll explore the options in the Multiple Computers chapter starting on page 481.

menu > Manage My Account, log in, and select *Desktop App Usage Information* under *Security & Privacy*, then uncheck the checkbox.

Creating Your First Catalog

Once Lightroom's installed, there are very few differences between the Windows and Mac versions, apart from the slightly different appearance. We'll carry on using the Mac version for screenshots, but where there are notable differences, we'll show both. Let's get started...

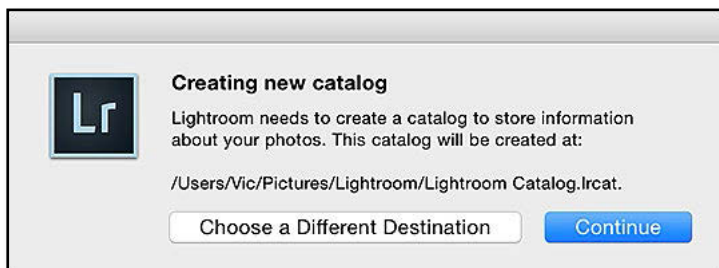
If you haven't used Lightroom before, it asks where to store the catalog and how to name it. (Figure 2.3) This is important, because the catalog contains your Lightroom edits. By default, the catalog is called *Lightroom Catalog.lrcat* and it's stored in a Lightroom folder in your main Pictures folder.

Next to the catalog, Lightroom creates a Previews folder (Windows) / file (Mac) called *Lightroom Catalog Previews.lrcat*. The previews folder/file contains a small JPEG preview of all the photos you import so it can grow very large.

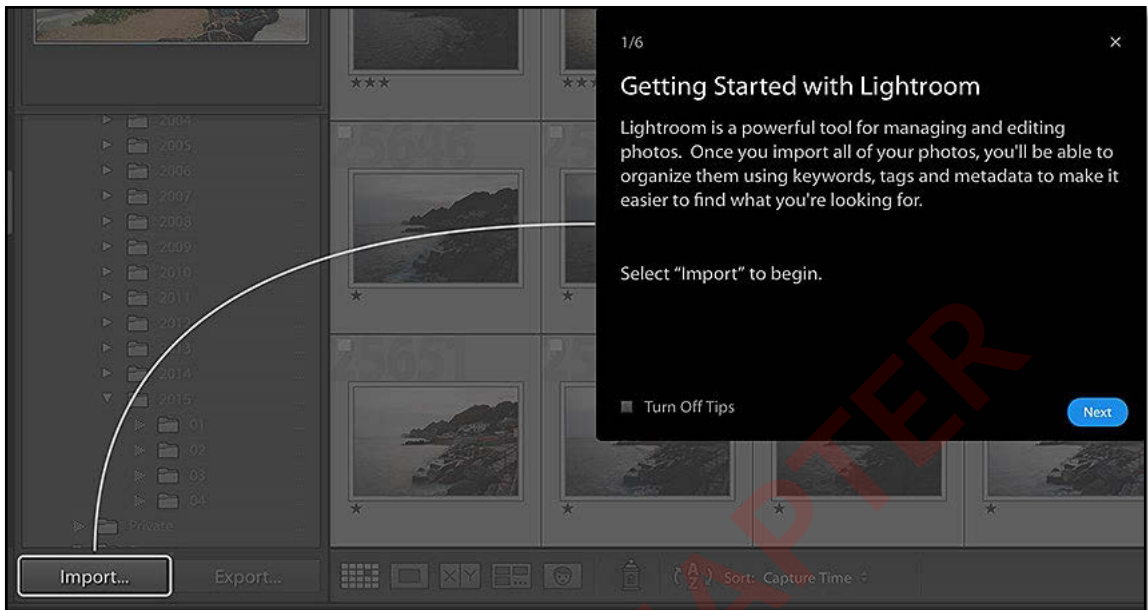
If you have plenty of space on your boot drive (usually C:\ on Windows or Macintosh HD on Mac), click *Continue* to select the default location.

DO I HAVE TO USE A CATALOG?

Lightroom always creates a catalog, but you can add the files at their existing location, so it doesn't have to turn your existing workflow upside-down. It's also possible to write some of the settings into the files themselves, or sidecar files for proprietary raw files, using a metadata format called XMP.



◀ **Figure 2.3** Lightroom asks where to store your new Lightroom catalog.



▲ **Figure 2.4** Tips appear in the center of the screen.

If your boot drive's low on space or you'd prefer an alternative location for your catalog, click *Choose a Different Destination* and select your chosen folder and catalog name. (The catalog must be stored on an internal or external hard drive, not network storage.)

Either way, make a note of the catalog name and location you choose, as you'll need to ensure these files are backed up.

If you have a subscription or you're running the trial, Lightroom asks whether you want to sync your photos. We'll come back to these options in more detail in the Sync chapter starting on page 565. If in doubt, turn it off for now.

Lightroom's main interface opens with some initial tips in the center of the screen. (Figure 2.4) These tips give you a quick guided tour of Lightroom. Press *Next* to view the tips or click anywhere else on the screen to hide them.



CONTINUES ON
PAGE 23

A CLEAN SLATE

If you're just getting started with Lightroom, you may be 'playing,' and then decide to start again with a clean slate for your primary catalog. Rather than deleting everything from the catalog, consider storing that catalog somewhere safe, in case you want to go back to it, and create a new catalog using *File menu > New Catalog*.

If you later decide to delete the original catalog, simply find it in Explorer (Windows) / Finder (Mac) and delete the *.lrcat and * Previews.lrdata files, and any related backups too.

UPGRADING FROM EARLIER VERSIONS

If you're upgrading from a previous version (Lightroom 5 or earlier), you'll need to upgrade your catalogs in addition to upgrading the program. The good news is that's an easy process and any release version catalogs (1-5) can be upgraded to the Lightroom CC/6 catalog format.

How do I install the Lightroom upgrade?

If you have a Creative Cloud subscription, open the Creative Cloud app and click *Install* next to *Adobe Lightroom CC (2015)*.

If you prefer a perpetual license, you'll need to purchase the discounted upgrade license from Adobe's website (it's well hidden, but it is there!) and run the provided installer.

Installing the upgrade doesn't affect your existing Lightroom program installations or update your shortcuts/dock icons. You can choose to uninstall older versions when you're ready.

How do I upgrade my catalog for use in Lightroom CC/6?

Before you open Lightroom CC/6, make sure you have a current catalog backup, just in case something goes wrong. Proper measures have been put in place to avoid disasters, but you can never be too careful.

When you open Lightroom CC/6, it automatically finds your last-used Lightroom catalog and asks for permission to upgrade it. (Figure 2.5) This creates a copy of your Lightroom catalog, adds -2 to the end of

BACKWARDS COMPATIBILITY

Once you've upgraded your catalog, you won't be able to open the upgraded catalog in an earlier release. You'll still have your earlier catalog untouched, however if you work on the upgraded copy in Lightroom CC/6, for example, using a trial version, and then decide to go back to Lightroom 5 or earlier, the changes you've made to your photos in version 6 will not show up in your earlier catalog.

▼ **Figure 2.5** When you try to open an older Lightroom catalog, Lightroom asks for permission to upgrade it to the current format.



SKIPPED A VERSION

If you're upgrading from Lightroom 4 or earlier, the upgrade process may take a while as it adds additional information to the database, for example, the bit depth and color profile. Note that if the original files are offline, for example, on disconnected external hard drives, then that extra metadata will not be added to the catalog and can't easily be added later.

the catalog name, borrows the previews files from the earlier version, and upgrades the catalog format.

Your original catalog remains untouched, so you may want to move it to your backups folder once the upgrade is complete.

If Lightroom doesn't automatically find your catalog, or you want to upgrade a different one, go to *File menu > Open Catalog*.

DOT RELEASES

Lightroom's usually updated with new camera and lens support on a 3-4 monthly basis. The updates also include bug fixes, particularly in the early dot releases such as 6.1, so it's worth staying current with these updates.

How do I check which version I'm currently running?

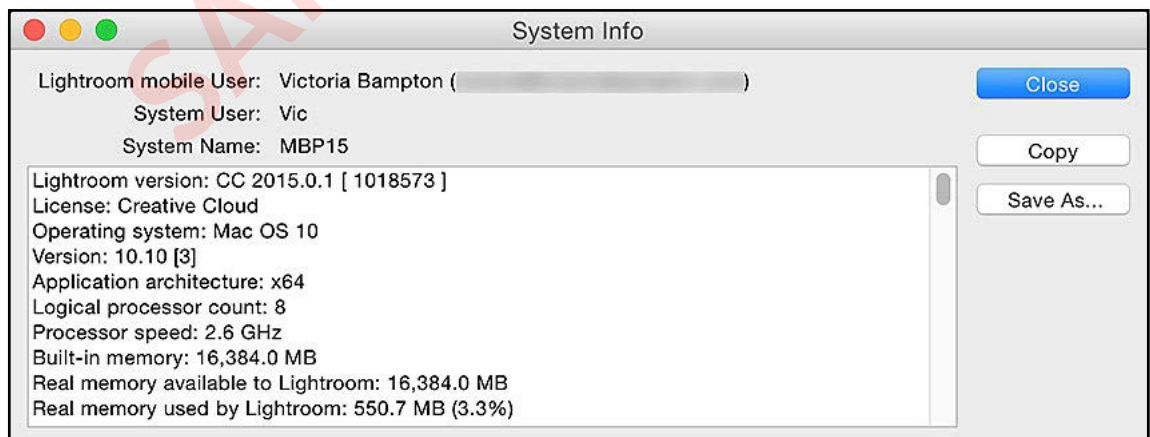
To check which version you're running, go to the *Help menu > System Info* and the first line confirms the version and build number. (Figure 2.6)

How do I update to a newer Lightroom dot release?

If you have a Creative Cloud subscription, the updates appear automatically in the Creative Cloud system tray/menubar app.

If you have a perpetual license, Lightroom automatically checks for updates on a regular basis, or you can go to *Help menu > Check for Updates* at any time, to see if a new version has been released. Unlike earlier versions, the updates are now a patch installer rather than the whole program, so the downloads are much smaller.

▼ **Figure 2.6** The System Info dialog shows your current build number.





◀ **Figure 2.7** To uninstall, click the cog icon in the Creative Cloud app.

How do I uninstall Lightroom?

If you have the Creative Cloud app, the easiest option is to click the cog icon to the right of Adobe Lightroom and select *Uninstall*. (Figure 2.7)

Otherwise, on Windows, Lightroom uses a standard uninstaller, so just select *Control Panel > Programs & Features*, select *Adobe Lightroom* and click *Uninstall*.

Mac users are used to just dragging the app to the trash. Don't do that with Lightroom CC/6! That's fine for older versions, but Lightroom CC/6 now requires an uninstaller, and just trashing the app can create a mess. If you can't use the Creative Cloud app to uninstall, navigate to the *Applications folder > Adobe Lightroom* and select *Uninstall Adobe Lightroom* to run the uninstaller.

INSTALLING PLUG-INS

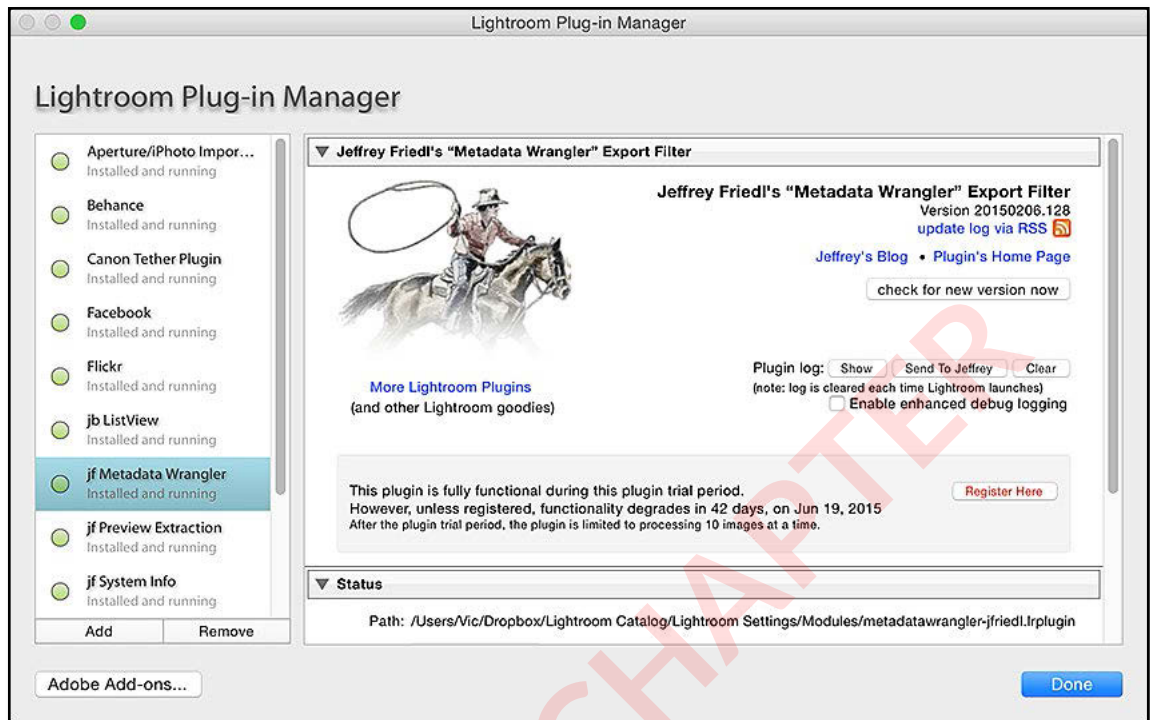
While we're talking about installation, we must also mention plug-ins. Plug-ins allow third-party developers to add additional functionality to Lightroom. They're written in Lua, and the SDK (Software Development Kit) is freely available from: <http://www.Lrq.me/sdkdownload>

There's a wide variety of plug-ins now available, doing everything from adding a *List view* to the Library module, to adding borders while exporting photos, to automatically uploading photos to various websites. I've mentioned my favorites in sidebars through the book, but you can find a longer list at <http://www.Lrq.me/links/plugins>

How do I install a plug-in?

Having downloaded the plug-in of your choice, you need to install it.

1. If the plug-in has a .zip extension, double-click to unzip it, and store it somewhere safe.
2. Go to *File menu > Plug-in Manager* to show the Plug-in Manager dialog. (Figure 2.8)



▲ **Figure 2.8** Plug-ins are installed and uninstalled using the Plug-in Manager dialog.

3. Click on the **Add** button in the lower-left corner.
4. Navigate to the `.lrplugin` or `.lrdevplugin` folder/file for the plug-in you would like to install. On Windows, you need to select the folder, rather than its contents, whereas `.lrplugin` files are a single package file on Mac.
5. Some plug-ins have additional instructions, for example, the LR/Mogrify plug-in also needs you to install the Mogrify application. Most developers include full installation instructions.

Where should I store my plug-ins?

It's a good idea to keep all of your plug-ins in one place, to make them easy to find, update, transfer, back up or delete. Creating a *Plug-ins* folder alongside the other presets folders would be an ideal place, and you can find that folder easily by going to *Preferences dialog* > *Preset tab* and clicking the *Show Lightroom Presets Folder* button.

How do I uninstall a plug-in?

To remove any plug-ins that you've installed by means of the *Add* button, simply select the plug-in in the Plug-in Manager dialog and

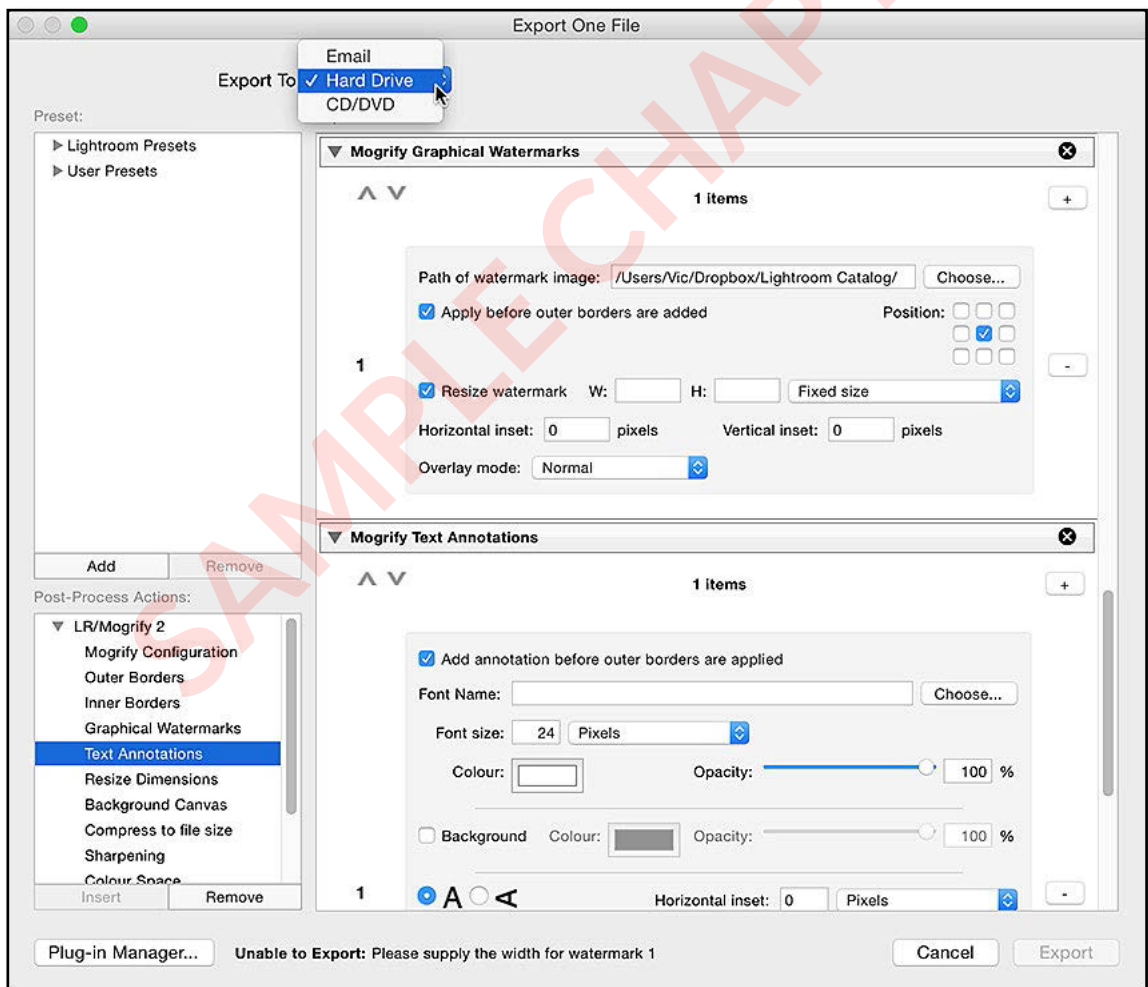
press the *Remove* button. The *Remove* button isn't available for plug-ins stored in Lightroom's own Modules folder, such as the Tether plug-ins, in case you want to reinstall them later.

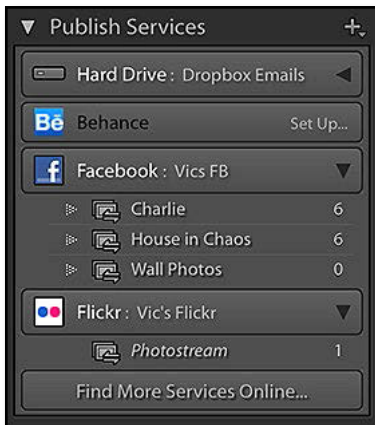
How do I use a plug-in?

Once you've installed the plug-in, it's ready to use. The way you access it depends on the individual plug-in, but each developer should provide instructions.

Some plug-ins that export directly to a different destination, such as LR/TreeExporter, show in the pop-up menu at the top of the Export dialog, where it usually says *Hard Drive*. They may also create their own panels in the Export dialog. (Figure 2.9)

▼ **Figure 2.9** Some Export plug-ins appear in the pop-up at the top of the Export dialog. Other plug-ins create their own section in the bottom left corner of the Export dialog.





▲ **Figure 2.10** Plug-ins for Publish Services appear in the Publish Services panel.

Some plug-ins, such as LR/Mogrify and Metadata Wrangler, appear in the Post-Process Actions section of the Export dialog, below the Export Presets. From there, you can choose which options you want to make available for your current export, for example, on LR/Mogrify, a single border. The plug-in panels that you choose then appear beneath the normal export panels.

Publish Service plug-ins appear in the Publish Services panel, like the built in Facebook and Flickr plug-ins. (**Figure 2.10**)

Most other Export Plug-ins have a menu listing under the *File menu* or *Library menu* in the Plug-in Extras section instead (yes, there are two different menus with the same name!).

PLUG-IN SHORTCUTS

Plug-in Manager

Ctrl Alt Shift , / Cmd Opt Shift ,

► **Figure 2.11** The splash screen displays when you start Lightroom.



CUSTOM SPLASH SCREEN

The splash screen shows when you start Lightroom, (**Figure 2.11**) but if you'd prefer to display your own photo, create a folder called Splash Screen in the following locations, and put the photo inside.

Windows—C: \ Users \ [your username] \ AppData \ Roaming \ Adobe \ Lightroom \ Splash Screen

Mac—Macintosh HD / Users / [your username] / Library / Application Support / Adobe / Lightroom / Splash Screen

If you add multiple photos to this folder, Lightroom cycles through them.

To turn it off completely, uncheck **Show splash screen during startup** in Lightroom's Preferences dialog.

GETTING PHOTOS & VIDEOS INTO LIGHTROOM

As Lightroom is built around a database, the first thing you need to do is add the information about your photos and videos to this database. This process is called Importing, but don't let that confuse you. Although it's called Importing, the photos don't go 'into' Lightroom. A better word to describe the process might be reference, link, or register.



Importing the photos simply means that the metadata about the photos and videos is added to the database as text records, along with a link to that file on the hard drive and a small JPEG preview. It's like an index of the books in a library. (Figure 3.1) The library catalog tells you a little about the book and which shelf it's stored on, and maybe even gives you a preview of the cover, but it doesn't contain the book itself.



▲ **Figure 3.1** Like a manual library card catalog, Lightroom keeps track of where your photos and videos are stored, and information about them, but it doesn't contain the photos/videos themselves.

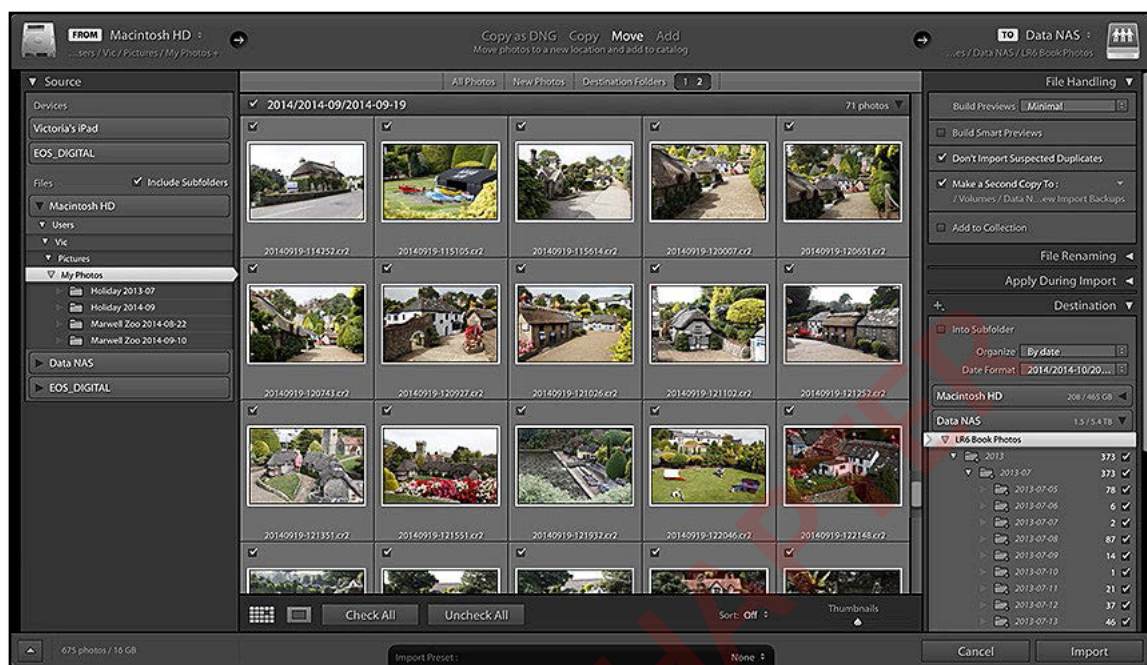
While you're importing the photos, Lightroom can copy or move the photos to a new location of your choice, but that's not required—if

WHAT IS METADATA?

Metadata is often defined as 'data describing data'.

As far as photos are concerned, metadata describes how the photo was taken (camera, shutter speed, aperture, lens, etc.), who took the photo (copyright) and descriptive data about the content of the photo (keywords, caption).

Lightroom also stores all of your Develop edits as metadata, which means that it records your changes as a set of text instructions (i.e. Exposure +0.33, Highlights -30, Shadows +25, etc.) instead of applying them directly to the image data. This means you can edit the photo again later without degrading the image quality.



▲ **Figure 3.2** Photos are added to Lightroom's catalog using the Import dialog.

IMPORT FROM OTHER PROGRAMS

As a keen photographer, you likely already have a large number of photos stored on your hard drive. Those older photos can also be imported into your Lightroom catalog, either at their current location or while copying/moving them to a new location.

If your photos are already cataloged using other software, for example, Photoshop Elements, Aperture or iPhoto, read Appendix A starting on page A-28 before continuing.

the photos are already safely on your hard drive, Lightroom can reference them at their existing location instead.

Don't worry, importing photos into Lightroom doesn't mean you're locked in to using Lightroom forever. Your photos remain accessible to other software, most of the metadata can be written to the file in a standardized format that other software can understand (excluding Develop settings), and you can export the edited photos to standard image formats. You're in control.

When you initially open the Import dialog (**Figure 3.2**), it may look a little overwhelming, but don't worry, it's simpler than it looks. There are three main decisions to make: where to find the photos (the source), how to handle the photos (copy/move/add) and if you're copying or moving the photos, where to put them (destination). The rest of the options are, well, optional!

First, we'll step through the basics of getting your photos into Lightroom, and then we'll go back through the individual elements of the Import dialog in more detail. Although we'll mainly refer to importing photos throughout the chapter, the instructions apply to videos too. Let's get started...

Importing Your Photos

1. If you're importing from a memory card, insert your memory card into the card reader or attach the camera to the computer. Card readers usually work more reliably with Lightroom than USB camera connections. By default, the Import dialog displays automatically when inserting a memory card.

If you're importing from your hard drive, open the Import dialog by going to *File menu > Import Photos and Videos* or by pressing the **Import** button in the lower left corner of the Library module.

2. On the left of the Import dialog is the Source panel, with memory cards at the top and hard drives listed below.

If you're importing from a memory card, click on its name. If you only have a single device (i.e. card reader, camera or phone) attached, it's selected automatically.

If you're importing existing photos, navigate to the location of your photos in the lower *Files* section of the Source panel.

If the photos are stored under a single folder, such as the My Photos folder in **Figure 3.3**, select that folder and check the *Include Subfolders* checkbox. If you have thousands of photos to import, it can help to break the import into smaller chunks, for example, 10,000 at a time.

If your photos are spread across multiple folders, hold down Ctrl (Windows) / Cmd (Mac) while clicking on each folder, or hold down Shift while clicking on the first and last folder in a series of consecutive folders.

3. Thumbnails start to appear in the central preview area. They make take a while to appear if you have thousands of photos, but you don't need to wait for them to finish appearing before continuing. It's possible to view and check/uncheck photos in the Import dialog, but it's easier to sort through them in the Library module after import.
4. At the top of the Import dialog (**Figure 3.4**), decide how to handle the files you're importing.

If you're importing from a memory card, select *Copy*, *Move* and *Add* are automatically disabled when importing from a memory card.

If you're importing from a hard drive, you have a choice: do you want to leave the photos where they are, or copy/move them to a new location?

- To reference the photos at their existing location, select **Add**.



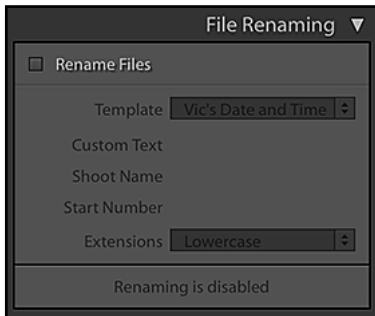
Figure 3.3 Select the memory card or folder of photos in the Source panel.



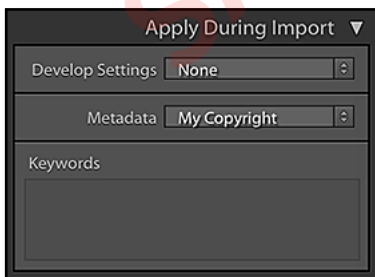
Figure 3.4 Select *Copy* at the top of the dialog to copy the photos to your hard drive, or *Add* to leave them in their current location.



▲ **Figure 3.5** In the File Handling panel, choose your preview size and temporary backup location.



▲ **Figure 3.6** In the File Renaming panel, set a new file naming template, or leave it unchecked to retain the camera filename.



▲ **Figure 3.7** In the Apply During Import panel, add your copyright metadata.

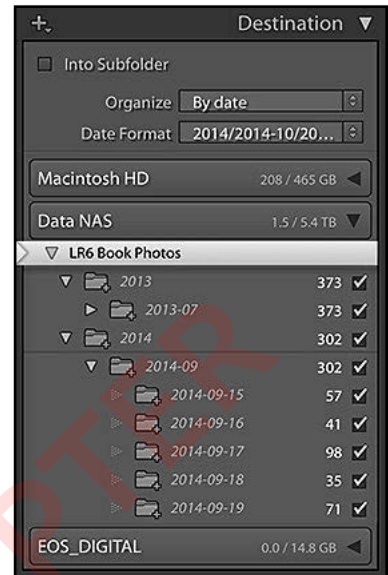
This is a good choice if your photos are already arranged in a tidy folder structure that you'd like to keep.

- To let Lightroom move the photos to a new location and automatically reorganize them, select **Move**. This is most useful if your photos are spread across your hard drives in a slightly disorganized fashion.
 - To leave the original photos alone and create a copy in the location you choose in the Destination panel, select **Copy**. You'll need twice as much hard drive space if you choose this option, as you'll be duplicating all of your photos, but it leaves your current system intact.
5. On the right-hand side of the Import dialog are a variety of different settings you can apply while importing the photos. We'll use some default settings to get started, and explore the options in more detail later in the chapter.
 6. In the File Handling panel (**Figure 3.5**), set the following:
 - **Build Previews**—*Standard*. If you're importing thousands of photos, select *Embedded & Sidecar* instead. It's quicker initially but stores lower quality previews).
 - **Build Smart Previews**—unchecked.
 - **Don't Import Suspected Duplicates**—checked.
 - **Make a Second Copy**—If you're importing existing photos, leave it unchecked. If you're importing from a memory card, check it then click on the file path and choose a location on another hard drive as a temporary backup.
 - **Add to Collection**—unchecked.
 7. In the File Renaming panel (**Figure 3.6**), if it's available), leave *Rename Photos* unchecked or turn to the File Renaming panel section starting on page 37 to learn more.
 8. In the Apply During Import panel (**Figure 3.7**), set the following:
 - **Develop Settings**—*None*.
 - **Metadata**—*None* or turn to page 42 to learn how to create your copyright metadata preset.
 - **Keywords**—leave it blank.
 9. If you've set the import type to *Add*, your work is done—press *Import* and allow Lightroom to register all the selected photos in the catalog.
 10. If you've chosen *Move* or *Copy*, you need to choose where to put the photos. By default, Lightroom copies your photos into



◀ **Figure 3.8** When copying from a memory card, you can create a new subfolder to store the photos.

▶ **Figure 3.9** Alternatively, you can automatically create a dated folder structure based on the metadata of the selected photos.



the Pictures folder in your user account, but you can choose another hard drive by selecting a folder in the lower half of the Destination panel.

11. Then you need to decide how you're going to organize the photos. The options at the top of the Destination dialog allow you to set the folder structure. As you try different settings, the folders in the lower half of the Destination panel update, so you can test different options to see what will happen. The folders in italic will be created by your import settings.

To copy/move the photos directly into the folder you've selected, select *Into One Folder* in the **Organize** pop-up.

To create a subfolder for the photos, check *Into Subfolder*, enter the name of the new subfolder, and select *Into One Folder* in the **Organize** pop-up (**Figure 3.8**). This is useful when copying photos from a memory card into a manually-created folder structure.

To create a date-based folder structure automatically, select *By Date* from the **Organize** pop-up and a folder structure from the **Date Format** pop-up. If you're not sure which to select, the YYYY/YYYY-MM/YYYY-MM-DD option is a good default. (**Figure 3.9**) We'll go into more detail in the Destination panel section starting on page 43.

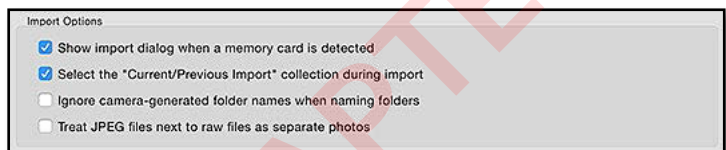
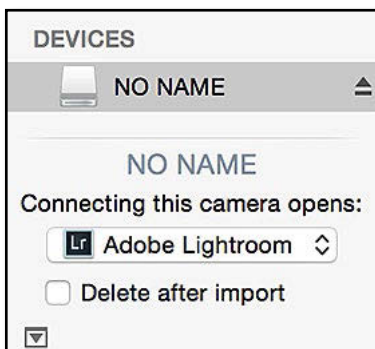
12. Finally, press **Import**.
13. The Import dialog closes and the new photos start to appear



▶ **Figure 3.10** The photos are grouped in a special collection called *Previous Import*.

in the Library module. The photos are grouped in a special collection in the Catalog panel called *Current Import* (which then changes to *Previous Import*) (**Figure 3.10**), and their folders also appear in the Folders panel.

Congratulations, your photos are now cataloged by Lightroom! If you're itching to start using Lightroom, you can now skip on to backing up your photos (page 61) and then viewing them in Lightroom (page 85), and come back to the rest of this chapter later. If you're still with me, let's go back and explore the individual elements of the Import dialog in more detail.



▲ **Figure 3.11** The *Show import dialog when a memory card is detected* checkbox in the *Preferences dialog > General tab* controls whether the Import dialog automatically opens when a device is connected. On Windows it also launches Lightroom if it's closed.

◀ **Figure 3.12** On Mac OS X, Image Capture controls whether Lightroom opens.

AUTOMATICALLY OPENING THE IMPORT DIALOG

There are two different behaviors involved in the Import dialog opening automatically: whether Lightroom opens the Import dialog when the program is already open, and whether the program launches by itself even though it was closed.

To change this auto-open behavior, go to Lightroom's *Preferences dialog > General tab* and check or uncheck **Show Import dialog when a memory card is detected**. (**Figure 3.11**)

On Windows, this checkbox controls whether the Import dialog opens automatically when a card is detected, and also whether the program launches from closed (using Windows Auto Play).

On a Mac, the checkbox only controls whether Lightroom opens the Import dialog when the program is already open. To set Lightroom to launch from closed, insert the memory card or plug in the device. Go to the Applications folder, open the Image Capture app, and select the memory card or device on the left-hand side. In the lower left corner, click the arrow, and select Lightroom as the program to automatically open when that device is detected. (**Figure 3.12**)

The same logic applies, not just to card readers and cameras, but also to mobile phones and tablets, USB keys, printers with card readers, and various other devices.

Check the **Eject after Import** checkbox to automatically eject the device when the import finishes,

IMPORT IN DETAIL

In Lightroom, there are usually multiple ways to accomplish the same task. For example, to open the Import dialog you can go to *File menu* > *Import Photos*, press the *Import* button at the bottom of the left panel group in the Library module, or use the keyboard shortcut. (The keyboard shortcuts are listed in sidebar boxes throughout the book.) Lightroom can also open the Import dialog automatically when you insert a memory card.

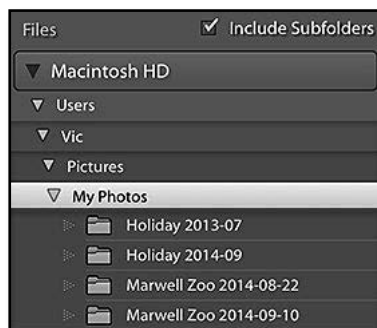
SOURCE PANEL

When importing photos into Lightroom, you first need to select the source of the photos using the Source panel. (Figure 3.13) Remember, at the top of the panel are your devices—cameras, card readers, mobile devices, and so forth—and below that are the hard drives attached to your computer, as well as any mounted network drives. To select a source, simply click on the folder or device of your choice.

Why do the folders keep jumping around when I click on them?

When you click on different folders in the Source panel (and later in the Destination panel too), it can appear to have a mind of its own, with different behavior depending on whether you single-click or double-click, but it's actually a useful feature.

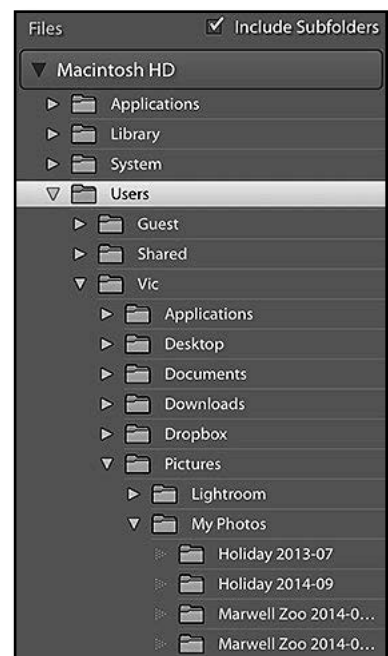
If you navigate around by single-clicking on the folder arrows or folder names, the navigation behaves normally. If you double-click, or if you right-click and choose **Dock Folder** from the context-sensitive menu, you can collapse the folder hierarchy to hide unnecessary folders. (Figure 3.14) It makes it easier to navigate through a complex folder hierarchy, especially if it's many levels deep and the panel is too narrow to read the folder names. If you collapse it down too far, just double-click on the parent folder to show the full hierarchy again. (Figure 3.15)



▲ **Figure 3.14** With the My Photos folder docked, the parent folders are hidden.



▲ **Figure 3.13** The Source panel on the left of the Import dialog allows you to select the folder or device to import.



▲ **Figure 3.15** When the folders list is undocked, the folder list can become very long and folder names can be clipped.



▲ **Figure 3.16** You can select multiple folders for import.

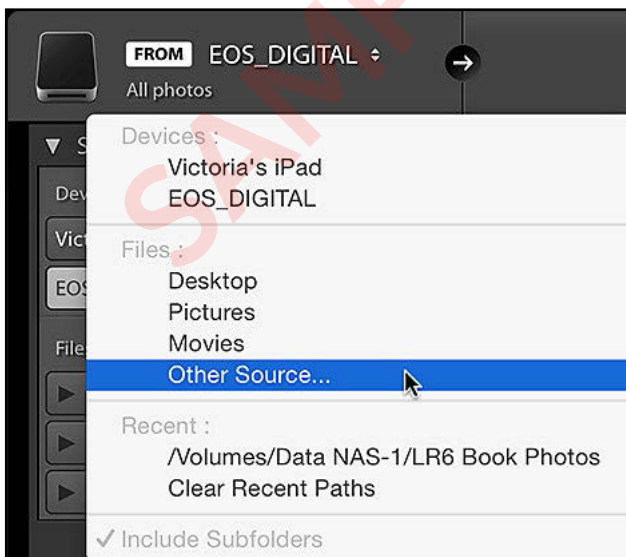
How do I import from multiple folders or memory cards in one go?

If all the photos you want to import are in subfolders under a single parent folder, for example, within a Photos folder, then you can select that parent folder and check the *Include Subfolders* checkbox. All the photos from the subfolders display in the preview area, ready to be imported.

If your photos are spread around multiple folders, hold down Ctrl (Windows) / Cmd (Mac) while clicking on each folder. (Figure 3.16) The multiple folders don't even have to be on the same drive as long as they appear in the *Files* section of the Source panel. If the folders are consecutive, hold down Shift while clicking on the first and last folder in a series to select them without having to click on each one.

Multiple selections are limited to folders shown in the *Files* section. You can't import from two separate devices in one go, for instance, two card readers. However if the operating system sees the memory cards as two drives in the lower *Files* part of the Source panel, you can Ctrl-click (Windows) / Cmd-click (Mac) on the folders to import both at once.

▼ **Figure 3.17** Click on the top corners of the Import dialog to view a menu of recent sources and to access the operating system dialog.



Can I use the operating system dialog to navigate to a folder instead of using Lightroom's Source panel?

If you're more comfortable using the operating system dialog to select a folder, click on the large button in the top left corner of the Import dialog. (Figure 3.17) (Yes, those corners are large buttons, even though they don't look like it!) The *Other Source* option in that menu displays the operating system dialog. It also lists shortcuts to popular folders such as *Desktop* and *Pictures*, as well as recent sources. When you select a folder using any of these options, the Source panel automatically updates to display that folder.

The top right corner behaves the same way, except it updates the Destination panel.

PREVIEWING AND SELECTING INDIVIDUAL PHOTOS

Having selected the source of the photos, the photo thumbnails start to populate the central preview area. In this grid, you can view the photos and select the ones you want to import.

A photo count displays in the bottom left corner of the dialog, showing how many photos are checked and how much hard drive space they fill. (Figure 3.18)

How do I select only certain photos to import?

The checkbox in the corner of the thumbnail controls whether the photo is included in the import. They're all checked by default. The **Check All** and **Uncheck All** buttons below the grid check/uncheck all the photos in one go, or you can click the individual checkboxes to select or deselect specific photos.

To check or uncheck a series of photos, hold down Ctrl (Windows) / Cmd (Mac) while clicking on photos to select non-consecutive photos, or Shift-click on the first and last photo to select a group of consecutive photos. Once you have the photos selected, shown by a lighter gray surround, check or uncheck the checkbox on a single photo to apply that same checkmark setting to all of the selected photos.

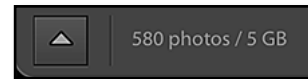
Why are some photos unavailable or dimmed in the Import dialog?

You might notice that some of the photos appear dimmed in the Grid. Photos shown with a vignette are unchecked photos, but they can be selected for import by toggling the checkbox. (Figure 3.19)

Dimmed photos that don't have a checkbox are unavailable for import, either because they're already in your current Lightroom catalog at that location, or they're already in your catalog at a different location and you have *Don't Import Suspected Duplicates* checked in the File Handling panel.

How do I change the preview size?

On the Toolbar below the grid, to the right, the **Thumbnails** slider adjusts the size of the thumbnails. The thumbnails embedded in the files are usually small and low quality, but there's also a larger JPEG preview embedded in most photos. These larger previews aren't used



▲ **Figure 3.18** A photo count displays in the bottom left corner..



▲ **Figure 3.19** Dimmed thumbnails without a checkbox aren't available for import. Thumbnails with a vignette are unchecked and can be imported by checking the box.



▲ **Figure 3.20** Below the thumbnails or preview are Grid and Loupe buttons for switching between these views.

► **Figure 3.21** The Loupe view allows you to see a larger preview of the photo before importing.



for the Grid view as they're slower to load, but the Loupe view allows you to take advantage of the larger preview.

To show the larger Loupe view of a photo, select any thumbnail and press the Loupe button on the Toolbar (**Figure 3.20**) or double-click on the thumbnail. (If it doesn't work, the file may not include a larger preview, or Lightroom may be having trouble reading it, so go ahead and import the photos and view them in the Library module instead).

Below that Loupe preview is the checkbox to include or exclude the photo from the Import. Press the Grid button on the Toolbar or double-click on the photo to return to Grid view again.

As these previews are embedded in the files, it can be a faster way of doing any initial selections than waiting for Lightroom to build previews. (**Figure 3.21**) However, if you accidentally close the Import dialog before importing, you can lose all the work you've done selecting files, whereas marking photos in the Library module saves as you go along.

Can I change the sort order?

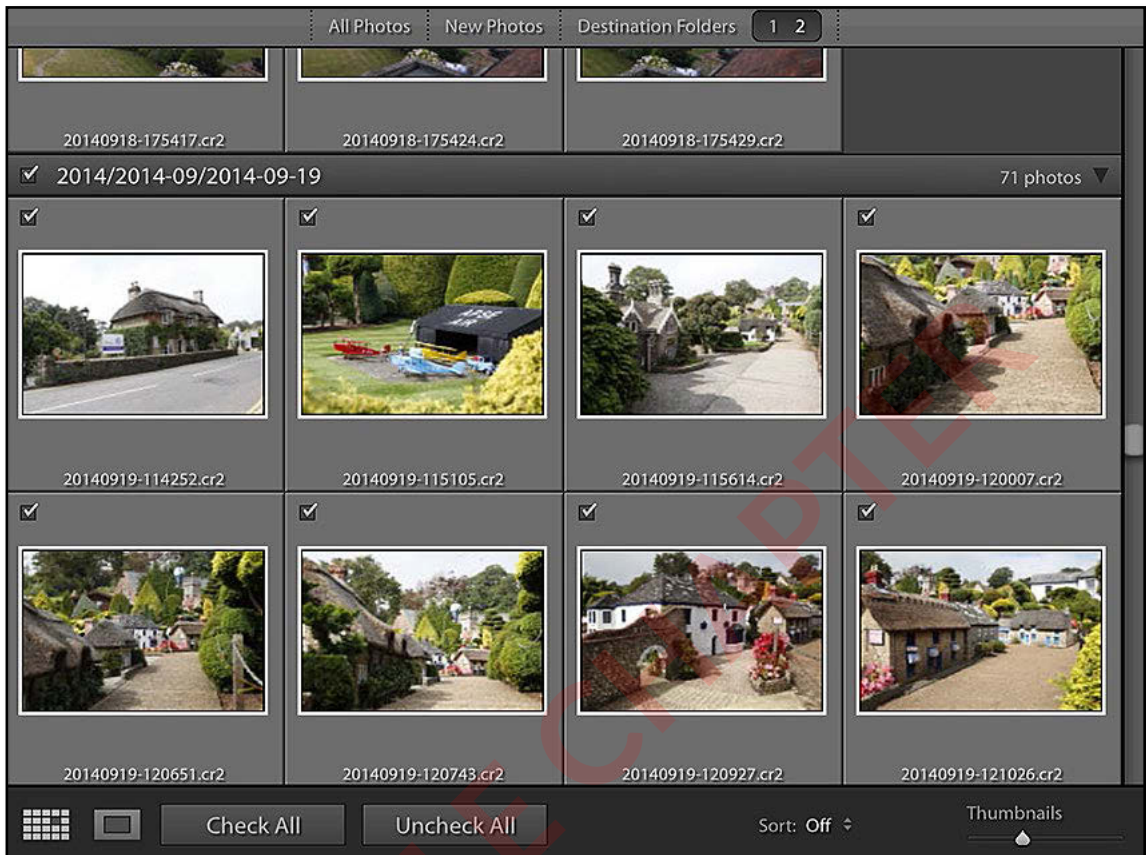
Also on the Toolbar is the **Sort** pop-up (**Figure 3.22**), which allows you to sort the thumbnails in the Grid.

The options are:

- **Capture Time** sorts the photos based on their capture time.

▼ **Figure 3.22** At the bottom of the Import dialog grid, you'll find the sort order pop-up and thumbnail size slider.





- **Checked State** displays the checked photos first, followed by the unchecked photos.
- **Filename** sorts the photos in alpha-numeric filename order.
- **Media Type** displays the videos first, followed by the photos.
- **Off** disables sorting.

▲ **Figure 3.23** Along the top of the Import dialog grid is a Filter bar. Clicking on Destination Folders divides the thumbnails into groups.

SELECTING SPECIFIC FILE TYPES

You can't filter for specific file types, for example, just the raw files, using Lightroom's Import dialog. One solution is to import all the photos into Lightroom and then filter them using the Library module's Filter bar and remove specific photos. We'll come back to that in the Finding & Filtering Photos chapter starting on page 179.

Alternatively, you can make use of your operating system's sort by file type in Explorer (Windows) / Finder (Mac). Select the files you want to import and drag and drop them onto Lightroom's icon in the Dock (Mac only) or directly on the Grid view in the Library module (Windows or Mac). The Import dialog opens with these specific photos already selected, ready for import.

IMPORT SHORTCUTS

Open Import dialog	Ctrl-Shift-I / Cmd-Shift-I
Grid view	G
Loupe view	E
Move between photos	Left/right arrows
Zoom	Spacebar
Check selected photo	P
Uncheck selected photo	X
Toggle checkbox	`
Auto Advance	Caps Lock
Begin Import	Enter
Cancel / Close Dialog	Escape

Copy as DNG Copy Move Add
Copy photos to a new location and add to catalog

▲ **Figure 3.24** At the top of the Import dialog, choose how to handle the files.

EXPLORE DNG

DNG, or Digital Negative, is an openly documented raw file format. Some cameras create DNG files natively, and other raw files can also be converted to the DNG format. It's worth understanding the pros and cons so you can make an informed decision. In the Appendix starting on page A-1, we explore all the benefits and disadvantages, as well as how DNG can be integrated into your workflow.

Can I filter the photos?

As well as changing the sort order, you can filter the photos shown in the Grid using the Filter bar above the thumbnails. (**Figure 3.23**)

- **All Photos**—displays all the photos in the selected source.
- **New Photos**—hides any photos that have already been imported and are recognized as duplicates.
- **Destination Folders**—breaks up the grid into sections based on the folder structure you set in the Destination panel, for example, by date. These grid sections can be collapsed by clicking on the triangle on the left, and whole groups of photos can be checked or unchecked using the checkbox on the dividing row.

IMPORT METHOD

Having selected the photos, you need to decide how to handle them. While importing, you can copy them, move them, or leave them where they are. (**Figure 3.24**) These options are found at the top of the Import dialog.

- **Copy as DNG** copies the photos to a folder of your choice, and converts the copies of any raw files to DNG format, leaving the originals untouched.
- **Copy** also copies the photos to a folder structure of your choice

but it doesn't convert them to DNG format. As it's duplicating the photos, it takes up additional hard drive space, so it's primarily used when copying photos from a memory card or other device, rather than importing existing photos from the hard drive.

- **Move** copies the photos to the folder structure of your choice but it also removes the files from their original location. The Move option is particularly useful if you want Lightroom to reorganize your existing photos while importing, as it doesn't take up additional hard drive space.
- **Add** leaves the files in their current folder structure with their existing filenames, and references them, or links to them, in that original location. This is a great option for importing existing photos if you already have an organized filing system. You'll note that the File Renaming and Destination panels on the right are missing, since they don't apply when adding photos without moving them.

FILE HANDLING PANEL

Further file handling options appear in the File Handling panel on the right. (Figure 3.25) Using this panel, you choose the size of the previews to be created after importing, how to handle duplicate photos, and whether to copy the photos to a temporary backup location.

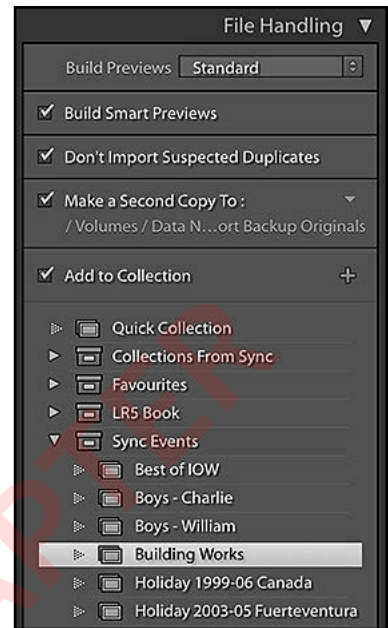
Why do I have to create previews? Why can't I just look at the photos?

The first option in the File Handling panel is **Build Previews**. All raw processors create their own previews because raw data has to be converted in order to be viewed as an image. Lightroom creates previews of all file types, so that non-destructive edits can be previewed without damaging the original image data. These previews also allow you to view the photos when the original files are offline, for example, when your external drive is disconnected.

What size previews should I build?

There are four preview size options:

- **Minimal**—stores the thumbnail preview embedded in the file. It's a quick option initially, but it's a very small low quality preview, usually with a black edging and about 160px along the long edge,



▲ **Figure 3.25** The File Handling panel on the right of the Import dialog allows you to set initial preview size, duplicate handling, temporary backups and collection membership.

DELETE FROM A MEMORY CARD

When you're importing from a device such as a camera or card reader, Lightroom disables the *Move* and *Add* options to protect you from accidental loss. Most file corruption happens during file transfer, and if you moved the files instead of copying them, you would no longer have an uncorrupted copy on the card. Also, if you use *Add* to reference the photos directly on the card, you could format the card believing that the files are safely imported into Lightroom, only to discover that Lightroom can no longer find the files.

For that same reason, there's no *delete photos from memory card once uploaded* option, because it's good practice to verify that the data is safe before you delete the files. Formatting the cards in your camera, rather than the computer, also minimizes the risk of corruption.

so you then have to wait to for previews to build as you browse. Minimal previews aren't color managed.

- **Embedded & Sidecar**—stores the main preview embedded in the file (approx. 1024px or larger), so it's also quick to import, but gives you something to look at while waiting for Lightroom to build its own previews.
- **Standard**—builds the previews immediately after import, so it takes time initially but it's much quicker when you're viewing the photos.
- **1:1**—builds full size previews. They're slower to build, and take up more space on the hard drive, but they're much quicker when browsing if you need to zoom in to check focus.

There's also a **Build Smart Previews** checkbox. Smart Previews are primarily used for editing the files when the originals are offline, for example, when the original files are on a disconnected external drive. If your original files are always accessible, you can leave this unchecked. We'll come back to Previews & Smart Previews in more detail starting on page 102.

What does **Don't Import Suspected Duplicates** do?

Next in that panel is **Don't Import Suspected Duplicates**. If it's checked, Lightroom matches the photos that you're importing against those that are already in the catalog, to see whether you're trying to import duplicates.

For example, if you forget to reformat the card in the camera before shooting more photos, it recognizes the photos that are already in the catalog and skips them rather than duplicating the files. It's worth leaving checked unless you're intentionally importing duplicate photos.

To be classed as a suspected duplicate, the files must match on the original filename (as it was when imported into Lightroom), the EXIF capture date and time, and the file length (size).

If it doesn't recognize the duplicates, make sure you've inserted the card before opening the Import dialog, as it can be more temperamental if you open the Import dialog first. It also only works if the photos are still in the catalog, so if you've deleted some, they will be reimported from the card. It also won't recognize photos that you've re-saved as an alternative format—only exact duplicates.

What does the *Make a Second Copy* option do?

When using one of the *Copy* or *Move* options, the **Make a Second Copy To** checkbox becomes available in the File Handling panel. This backs up your original files to the location of your choice, in a dated folder called “Imported on [date]”. If you choose to rename your files while importing, these backups are renamed to match, but they always remain in their original file format, even if you’re converting the working files to DNG while importing.

The Second Copy option is useful as a temporary backup, while the photos make their way into your primary backup system, but it’s not a replacement for good primary backups as it doesn’t replicate your working folder structure. We’ll consider backup systems in the next chapter starting on page 61.

How do I add imported photos to a collection while importing?

While you’re importing the photos, you can also add them to a collection. This is particularly useful if you use Lightroom mobile sync, your workflow is designed around collections, or you’re importing photos from an event that spans multiple days such as a vacation.

Enable the **Add to Collection** checkbox to display and select your existing collections and collection sets, or click on the + button to create a new collection. You can only add the photos to a single collection while importing, although you can add them to additional collections once the import completes.

FILE RENAMING PANEL

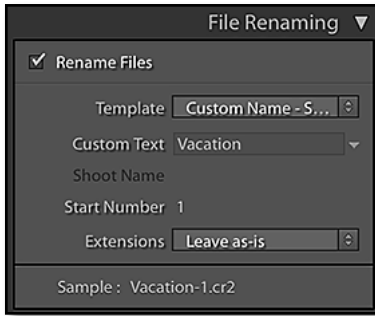
Most cameras use fairly non-descriptive file names such as IMG_5968. The problem with these names is, over the course of time, you’ll end up with multiple photos with the same name.

Using the options in the File Renaming panel (**Figure 3.26**), you can rename your photos while you’re importing them. (If your Import dialog is set to *Add*, you won’t be able to rename while importing. Either change to one of the *Copy* or *Move* options, or wait until the photos are imported and rename in the Library module.)

FILENAME CHARACTERS

It’s sensible to only use standard characters, such as plain letters and numbers, and use underscores (`_`) or hyphens (`-`) instead of spaces when you’re setting up your filenames, so your filenames will be fully compatible with web browsers and other operating systems without having to be renamed again. Some characters, such as `/ \ : ! @ # $ % < > , [] { } & * () + =` may have specific uses in the operating system or Lightroom’s database, causing all sorts of trouble, so those are best avoided.

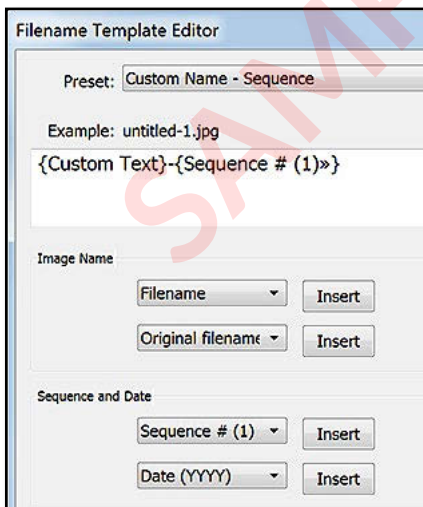
For more information on recommended filename limitations, check <http://www.Lrq.me/cv-filenames>



▲ **Figure 3.26** The File Renaming panel allows you to rename the photos at the time of import, which means that all versions and backups of the photos will have the same name.

► **Figure 3.27** Use the Filename Template Editor to build a filename structure of your choice.

▼ **Figure 3.28** The Windows version displays the tokens as curly brackets rather than lozenges.

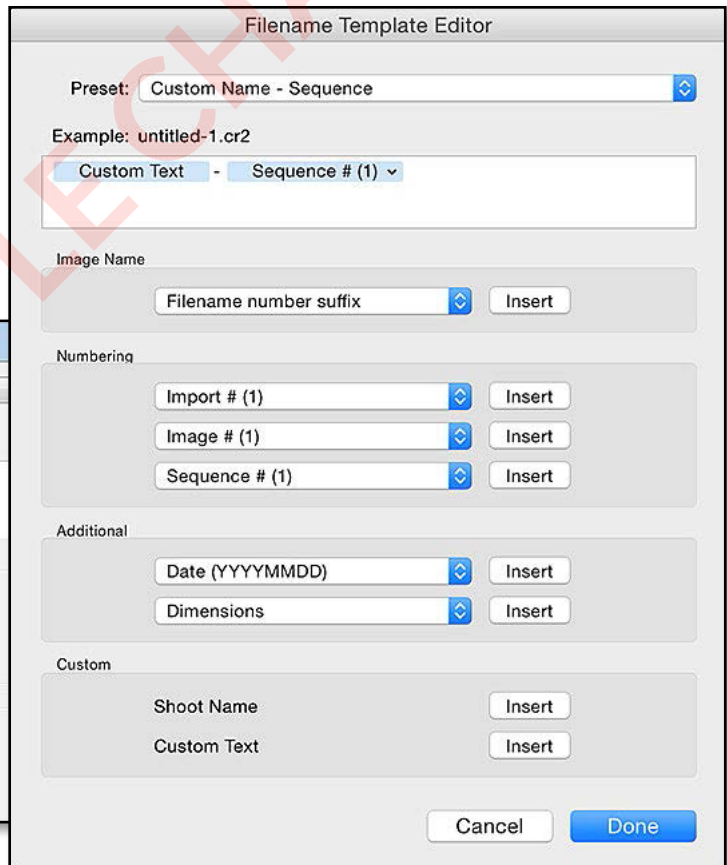


How will you name your photos?

The main thing to consider when naming your files is how you'll make the names unique. If a file doesn't have a unique name, and it's accidentally moved to another folder, other photos could be overwritten.

The date and time works well as a unique file name, for example, YYYYMMDD-HHMMSS (year month day—hour minute second). If you regularly shoot in sub-second bursts or you prefer to keep to the camera file name, YYYYMMDD-original file number (and a camera code if you're shooting with more than one camera) can work well with a low risk of duplication.

Others prefer a sequence number combined with some custom text, for example, *Vacation2015_003.jpg*. Don't add the words *Vacation2015* into the template itself, otherwise you'll have to go back to the Filename Template Editor each time you need to change it. Instead, use the *Custom Text* and *SequenceNumber(001)* tokens, so you can enter *Vacation2015* directly in the Import dialog.



Example: 20150124-092816.raw			
Date (YYYYMMDD) ▾	-	Hour ▾	Minute ▾
		Second ▾	

Example: 20150124-001.raw	
Date (YYYYMMDD) ▾	Filename number suffix ▾

Example: untitled-0001.raw	
Custom Text	- Sequence # (0001) ▾

◀ **Figure 3.29** These are a few example filename templates.

The first one becomes 20150124-092816.jpg.

The second one becomes 20150124-001.jpg.

The last one becomes London2015-0001.jpg.

You can rename the files at any time, as long as you do it within Lightroom, but doing so while importing means your initial backups will have the same names as the working files. This can be invaluable if you have to restore from import backups.

How do I rename the files while importing?

To rename the files, check the **Rename Files** checkbox and select a template from the pop-up to the right. There's a selection of templates built in to Lightroom, but if you select *Edit* in the **Template** pop-up, you can create your own template using tokens in the Filename Template Editor. (Figures 3.27, 3.28 & 3.29)

How do I build a filename template?

1. In the Filename Template Editor, click in the white field and delete the existing tokens. The tokens appear as text in curly brackets on Windows, or blue lozenges on Mac.

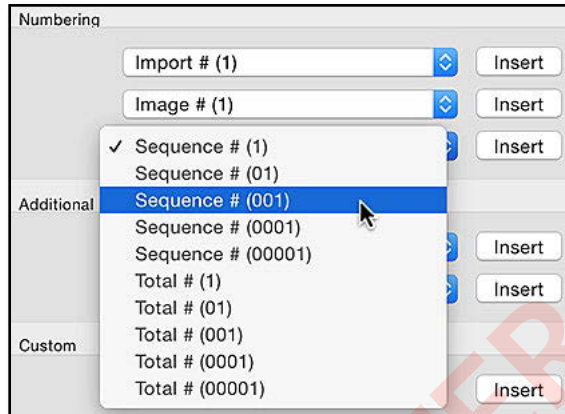
Below the white field is a selection of pop-ups, each containing different types of tokens. There's a huge selection to choose from! The tokens are grouped into pop-ups. The first contains filename tokens (i.e. current filename), then there are 3 pop-ups for numbering tokens (i.e. sequence numbers) with 1 to 5 digits, then date-based tokens (i.e. YYYYMMDD, and metadata-based tokens (i.e. camera model, star ratings, etc.). Finally there are *Insert* buttons for two custom text fields—*Shoot Name* and *Custom Text*.

2. To add a token, click the *Insert* button next to one of the pop-ups or select a different option from a pop-up.
3. Repeat to add additional tokens.
4. You can type directly into the white field to add punctuation such as hyphens and underscores between tokens. You can also

RENAMING OPTIONS

The available options differ slightly between the Import dialog and the Library module. Import has a *Shoot Name* token, which isn't available in the Library module, but the Library module gains tokens such as *Folder Name*, *Original Filename*, *Copy Name*, slightly different sequence number options and additional IPTC metadata. The basic principles remain the same.

► **Figure 3.30** Lightroom offers a range of numbering systems, including a standard Sequence number which you set in the Import dialog.



add text such as your initials. Add a custom text field for text that changes regularly, such as the name of the shoot or other descriptive text.

5. Finally, save it as a **preset** by selecting the Preset pop-up at the top of the dialog and choosing **Save Current Settings as New Preset** and giving it a name.
6. Press **Done** to close the dialog, and check that your new preset is selected in the File Renaming panel.

NUMBER PER DAY OR FOLDER

Lightroom can't automatically restart the numbering for each day (i.e. day3-001.jpg) or remember the last number used in a folder (i.e. start at London-253.jpg). To use that type of numbering system, rename the photos in chunks in the Library module, using the *Sequence #* token and setting a start number manually for each batch.

How do I add additional padding zeros to sequence numbers?

In the Numbering pop-ups, such as Sequence #, you'll note that there are options from (1) to (00001). (**Figure 3.30**) Some programs can have problems sorting in intelligent numerical order, so they sort files as 1, 10, 11... 19, 2, 20, 21. The solution is to add extra padding zeros to set the filenames to 001, 002, and so forth.

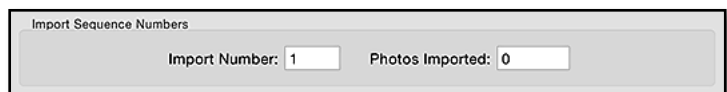
To use a padded 3-digit sequence number, select *Sequence # (001)* instead of *Sequence # (1)* from the pop-up menu.

What's the difference between *Import#*, *Image#*, *Sequence#* and *Total#*?

While you're looking at the Numbering pop-ups, you'll notice that there are a number of different types of sequence number available.

- **Sequence #** is the most useful, and the most familiar type of

► **Figure 3.31** In *Catalog Settings > File Handling* tab, you can set the Import Sequence Numbers which are used for the Import # and Image # tokens.

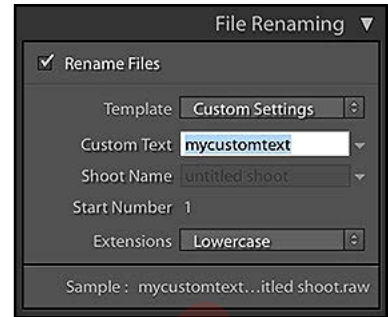


numbering. It's an automatically-increasing number which starts at the number you set in the File Naming panel in the Import dialog or in the Rename Photos dialog in the Library module.

- **Import #** increases with each batch of photos you import. The first time you use the token during import, it's set to 1, then the next time it's 2, etc. It's only available while importing photos.
- **Image #** increases with individual photo you import. The first photo is set to 0, then the next is 1, etc.

Both *Import #* and *Image #* have starting numbers set in *Catalog Settings > File Handling tab*, with **Import Number** used for *Import #* and **Photos Imported** used for *Image #*. (Figure 3.31) If you don't use these tokens, the count doesn't increase. Later, when renaming in the Library module, *Image #* always starts at 1 regardless of the Catalog Settings.

- **Total #** refers to the number of photos it's renaming in one go, so if you're renaming 8 photos, the *Total #* token is replaced with 8. It's only available in Library module Rename Photos dialog.



▲ **Figure 3.32** If a template includes *Custom Text* or *Shoot Name* tokens, they can be updated in the File Renaming panel.

Where do I enter custom text and start numbers?

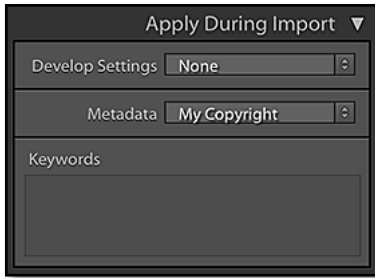
After creating your filename template, the availability of the additional fields in the File Renaming panel (Figure 3.32) depends on which tokens are used in the selected template.

There are two custom text fields—**Custom Text** and **Shoot Name**—which allow you to add custom text into your filename without returning to the Filename Template Editor each time you want to change the text. The arrow to the right of each field displays recent entries.

Start Number is used with the *Sequence #* token, allowing you to set a starting number of your choice. For example, you may want your numbering to start at 1, or you may want to carry on from a specific number such as 253.

The **Extensions** pop-up sets the case of the file extension (i.e. .jpg, .JPG, etc.). The default is *Leave as-is*, but you can change it to *uppercase* or *lowercase* if you prefer. That choice is personal preference.

At the bottom of the File Renaming panel is the **Sample** filename, which allows you to double check you have the correct template selected.



▲ **Figure 3.33** The Apply During Import panel allows you to apply initial Develop settings to your photos at import, as well as adding any Metadata or Keywords that will apply to all of the selected photos.

APPLY DURING IMPORT PANEL

Next in line is the Apply During Import panel (**Figure 3.33**). These options allow you to apply settings to the photos as they're imported—Develop Settings, Metadata or Keywords. The settings apply to all the photos in the current import.

What Develop settings should I apply in the Import dialog?

The **Develop Settings** pop-up allows you to apply a Develop preset to the photos while importing, for example, you may always apply a specific preset to all studio portraits as a starting point. *None* just applies the default settings to new photos but preserves any existing Develop settings stored with the files, so it's the option to choose if you're ever uncertain. Be careful not to confuse *None* with *Lightroom General Presets > Zeroed* which sets every slider back to zero even if there were existing settings.

How do I add copyright metadata to my photos?

Import is the ideal time to apply copyright metadata to ensure that all of your photos include this vital information. To create a metadata preset:

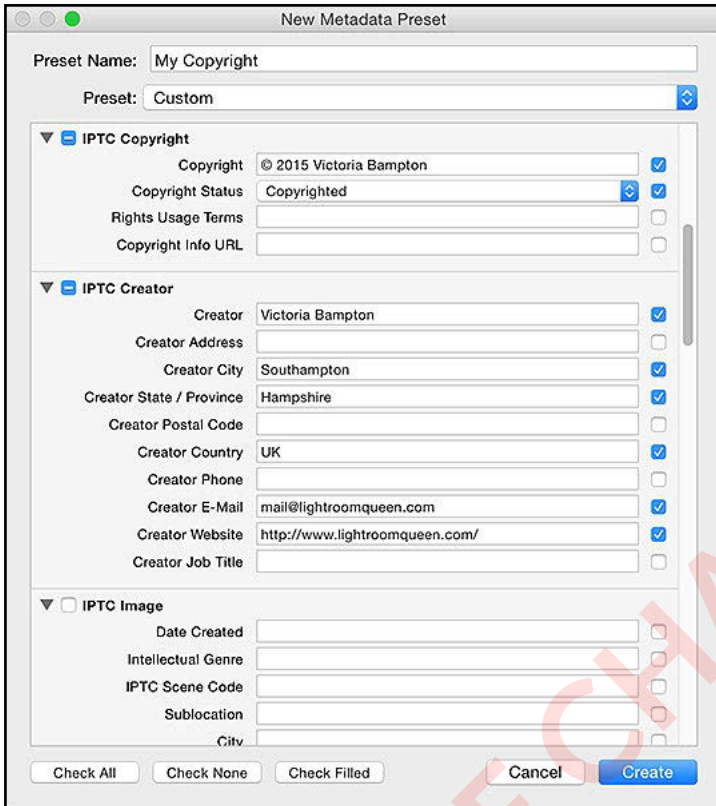
1. Select **New** in the **Metadata** pop-up and the New Metadata Preset dialog appears. (**Figure 3.34**)
2. At the top, enter a name for the preset such as "Copyright Preset".
3. Enter your copyright information below. Only checked fields are saved in the preset.

In many countries, the copyright notice requires the copyright symbol ©, the year of first publication and then the name of the copyright owner, for example, © 2015 Victoria Bampton. Copyright laws vary by country, so please check your local laws for exact specifications. You may also want to include personal details such as your name, address, website and other contact details.

4. Press the **Create** button to return to the Import dialog, where your new preset is automatically selected.

APPLYING DIFFERENT SETTINGS

You can't apply different settings to different photos in the same import. You could start the first import with selected photos, however doing so runs the risk of missing a photo or two. It's easier to import all the photos in a single process and then add the different settings, or move photos into different folders in the Library module once they've all finished importing. All the settings that are available in the Import dialog, such as Metadata and Develop presets, can also be applied in the Library module.



◀ **Figure 3.34** Create a Metadata preset to automatically embed your copyright data in every photo.

COPYRIGHT SYMBOL

To add a © symbol in the Copyright field, hold down Alt while typing 0 1 6 9 on the numberpad (Windows), type Ctrl-Alt-C (Windows) / Opt-G (Mac).

Should I apply keywords in the Import dialog?

Keywords can also be applied while importing the photos by typing them in the **Keywords** field, however remember that they're applied to all the photos in the current import, so it's only useful for keywords that apply to everything. Specific keywords are better applied individually in the Library module.

DESTINATION PANEL

Finally, you need to decide where to put the photos (unless you're using *Add* to leave them in their current location) and that's where the Destination panel comes into play. It's worth taking the time to get this right before you start importing, as moving the photos after import is a manual process. We covered the basics in the Fast Track at the beginning of the chapter (starting on page 25), but let's go into a little more detail.

REMOVE EXISTING METADATA

To remove metadata while importing the photos, perhaps because you've entered metadata in other software and want a fresh start, check the applicable fields in a Metadata preset but leave the fields blank. This prevents the metadata being added to Lightroom's catalog. Simply leaving the Apply During Import panel **Keywords** field blank without checking the tick box retains any existing keywords.

Where will you store your photos?

Lightroom doesn't hide your photos away from you. They're kept as normal image files in folders on your hard drive. You can access them using other software, and they don't have to be stored in the same place as the catalog.

By default, Lightroom copies your photos into the Pictures folder in your user account, but you can choose another location, such as another hard drive.

It's best practice to keep the folders of photos under a single parent folder (or one for each drive), rather than scattering them in random locations, because it makes them easy to back up and move. As your collection of photos grows, you may need to expand onto additional hard drives, which isn't a problem for Lightroom.

So where are you going to store your photos? Make that decision before you go any further.

How will you organize your photos into folders?

Once you've decided where to store the photos, you then need to decide how to organize them. There's no right or wrong way of organizing photos on your hard drive, but it's worth spending the time to set up a logical folder structure at the outset.

As far as Lightroom's concerned, your choice of folder structure doesn't make a lot of difference. Folders are just a place to store the photos, and you can use metadata and keywords to organize them. You could just dump them all into a single folder, but that would become unwieldy in time, so some kind of organization helps.

We'll come back to some sample folder structures in a moment, but first let's consider the basic principles behind the best practices.

THE DAM BOOK

We could write a whole book on Digital Asset Management, and the pros and cons of various systems, but fortunately, the world-renowned DAM expert Peter Krogh has already done so. If it's a subject that you would like to learn more about, I recommend The DAM Book <http://www.Lrq.me/dambook>

- **Scalable**—First and foremost, your folder structure must be scalable. You may only have a few thousand photos at the moment, but your filing system needs to be capable of growing with you, without having to go back and change it. Can you add new folders to your system without disturbing existing folders, especially if some of the folders are archived offline?
- **Easy Backup & Restore**—Your folder structure needs to be easy to back up, otherwise you may miss some photos, and it needs to be easy to restore if you ever have a disaster. This is particularly important as your library grows and becomes split over multiple hard drives.
- **Standard characters**—When naming your folders, stick to standard characters—A-Z, 0-9, hyphens (-) and underscores (_)—to

prevent problems in the future. Although your current operating system may accept other characters, you might decide to move cross-platform one day, leaving you the time-consuming job of renaming all of the folders manually.

- **No duplication**—Each photo should be stored in a single location, plus backups.
- **Consistent**—You should always know where a photo should go without having to think about it. If you have to debate each time, there's a higher chance of making a mistake.

Why use a date-based folder structure?

The simplest option for most people is to use a date-based folder structure. It ticks all of the boxes, and more:

- It's scalable, because you just keep adding new dates to the end.
- It's easy to back up the original photos, even to write-once media like optical discs, because you're adding new photos to the latest folders. (Note that if you save derivative files with the original files, such as those edited in other software, you might still be adding photos to older folders too.)
- It's easy to restore from a good backup. In the event of a disaster, it's even possible to rebuild from files rescued by recovery software, because the capture dates are stored in the file metadata.
- It uses standard characters which are accepted by all operating systems.
- The folders can be nested with days inside of months inside of years, so you don't have a long unwieldy list of folders.
- Lightroom can create the folder structure for you automatically on import, so you don't even have to organize it manually.

Why not organize the photos by topic?

Before you used photo management software, such as Lightroom, you may have organized your photos by subject, so why not carry on doing that? Two reasons: duplication and consistency.

A file can only be in one folder at a time, so if you divide your photos up by topic, how do you decide where a photo should go?

If you have a photo of Mary and Susan, should it go in the *Mary* folder or the *Susan* folder? Perhaps you duplicate in both folders, but then, what happens when you have a larger group of people? Do you

FOLDERS GONE AWOL

If your folders disappear from the Destination panel, click on the + button and select View : *All Folders*. The other option—*Affected folders only*—only displays folders that are receiving new photos, so they only appear when you have photos selected for import.

ASK FOR HELP

There's a friendly group of photographers at <http://www.lightroomforums.net/> who will be happy to discuss your proposed folder structure and point out the pros and cons.

FOLDERS PANEL SHORTCUT

In the Library module, right-click on a folder in the Folders panel and select *Import to this Folder* to automatically open the Import dialog and set your Destination folder.

duplicate the photo in all of their folders too, rapidly filling your hard drive and making it difficult to track? And then when you come to make adjustments to that photo, do you have to find it in all of those locations to update those copies too?

Folders work best as storage buckets rather than organizing tools. If you keep one copy of each photo (plus backups!) in a folder, you can then use keywords, collections and other metadata to group and find photos easily. That photo of Mary and Susan may be stored in a 2015 folder, but would show up when you searched for Mary, Susan, or even that it was taken at the beach.

Can I adapt a dated folder structure to suit me?

That's not to say you shouldn't adapt the folder structure to suit your needs.

If you're grouping photos by day or month, you may want to add a descriptive word to the folder name to describe the overall subject, for example, 2015-04-21 Zoo or 2015-06_Vacation. This makes it easy to find the photos in any other file browser too.

A wedding photographer may prefer to use a folder for each wedding within a parent year folder, sorted by name rather than date, for example, 2015/John_Kate_wedding_20150421.

If you're not shooting thousands of photos a year, you may decide that you don't need a full folder hierarchy with one folder per day. A folder for each year may be plenty, or perhaps one per month.

If you shoot for work as well as pleasure, you may want to have separate dated folder structures for Work vs. Personal. But if you decide to split your system, make sure there are no overlaps where a photo may fit into more than one category.

Alternative filing systems aren't 'wrong' but you'll save yourself a lot of headaches if you follow the basic principles. If you're not using a basic dated structure, make sure you think it through properly, and perhaps discuss it with other experienced digital photographers, in case they can see a pitfall that you've missed.

Also, consider how you're going to manage derivatives—retouched masters, and copies exported for other purposes. Are you going to manage these alongside your originals, and if so, how are they going to be backed up and archived?

RENAMING DATED FOLDERS

You can't edit the new folder names in the Import dialog, for example, to add a description after the date. Once the photos have finished importing, you can rename any of the folders by right-clicking on the folder in the Folders panel and selecting *Rename*.

How do I select a Destination folder?

The Destination panel works just like the Source panel, including single-clicking for standard navigation, double-clicking to dock folders, and the large button in the top right corner which shows recent destination folders and the operating system dialog.

Select your Destination folder by clicking to highlight it. Any folders that Lightroom creates are placed inside your selected folder.

How do I create a new folder?

There are two main ways of creating a new folder. If you click the + button on the Destination panel header, you can use the operating system dialog to create a new folder in the location of your choice.

Alternatively, select a folder in the Destination panel and check the **Into Subfolder** checkbox at the top of the Destination panel. Enter the name of your new subfolder in the field to the right. The new subfolder appears in italic below your selected folder, showing that it will be created by the import process. (Figure 3.35)



▲ **Figure 3.35** Select the Destination folder and preview the results before starting the import.

I've chosen Copy or Move—how do I organize the photos into a folder structure that suits me?

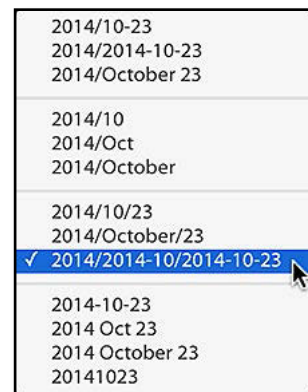
How the photos are organized within your selected folder depends on your **Organize** pop-up selection. You have three choices:

- **By date** gives you a choice of date-based folder structures. It automatically organizes your photos into a tidy folder structure.
- **Into one folder** places the photos in the single folder that you select. It allows you to create your own folder structure manually. For example, a portrait photographer may create a folder for each shoot, or you may choose to create a folder for each family event you attend.
- **By original folders** imports in the same nested hierarchy as their existing structure, but at a new location. This is useful if you're importing existing folders of photos and you wish to keep the existing organization.

Any of these folder structures can also be placed into an existing folder on your hard drive or a new folder.

How do I pick a date structure?

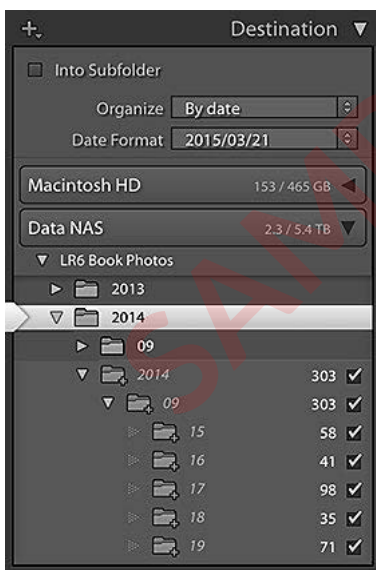
If you select **By date**, the **Date Format** pop-up appears, giving you a choice of difference dated folder structures. (Figure 3.36)



▲ **Figure 3.36** A selection of dated folder structures are available in the Date Format pop-up menu.



▲ **Figure 3.37** Your selected folder structure is previewed in italic. Make sure you check the folder structure is correct before importing the photos.

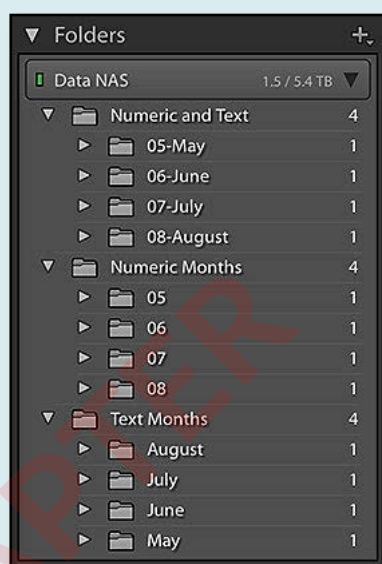


▲ **Figure 3.38** In this case, we've selected the wrong folder, resulting in nested 2014 folders. We should have selected the LR6 Book Photos folder.

SORTING DATES

To sort the folders in chronological order, use 05 for the month rather than the word May.

The Folders panel sorts in alpha-numeric order and isn't quite smart enough to know that May should come before August.



The slash (/) creates nested folders so 2014/10/07 creates a folder 07 inside of a folder 10 inside of a folder 2014, not a single folder called 2014/10/07.

If you want a single folder, you need to use a format with hyphens (-) or underscores (_), such as the 2014-10-07 format.

Why are some of the Destination folders in italic?

As you test the different *Organize* and *Date Format* options, watch the folder hierarchy below. The folders shown in italic are folders that don't currently exist, but will be created by the import. (**Figure 3.37**) It's an easy way to check that the folder organization setting that you've chosen is the one that you want.

There's one particular thing to look out for here... nested year folders. If the Destination panel shows a 2014 folder inside another 2014 folder, as shown in **Figure 3.38**, you've selected the wrong Destination folder. Click on the parent folder (*LR6 Book Photos* in this screenshot) and the 2014 month/day folders will slip back into the correct place in the hierarchy. Watch this panel closely to ensure the photos are saved in the correct location.

The 2014 folder has been selected, resulting in the new 2014 folder being nested inside. If you select the *LR6 Book Photos* folder, then it would work correctly.

To the right of the folder names are numbers and checkmarks. The numbers show how many photos in the current import will be placed in that folder. Two numbers divided by a slash are checked (left) and unchecked (right) photos.

The checkmarks next to the italicized folders select and deselect photos from those folders. They're particularly useful when you're using a dated folder structure, allowing you to select or deselect a whole day or month's photos in one go.

Can Lightroom manage my photos, like iTunes moves my music files?

Lightroom doesn't automatically manage or rearrange your photos once they've been imported. You can move the photos manually by dragging and dropping them into other folders within the Library module, but that could be a big job, so it's better to decide on a sensible filing system at the outset.

Once you've imported the photos, don't tidy up or rename them using Explorer (Windows) / Finder (Mac) or other software, because Lightroom would no longer know where to find them, leaving you the labor-intensive job of relinking the files individually. We'll investigate how to do that in the Missing Files section starting on page 525, but it's easier to prevent than to fix.

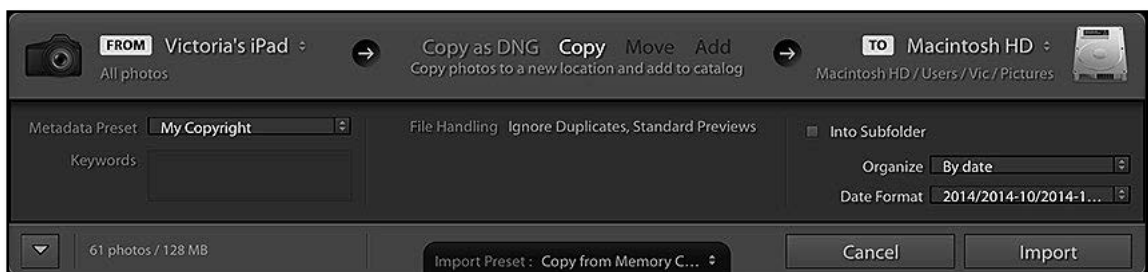
THE COMPACT IMPORT DIALOG

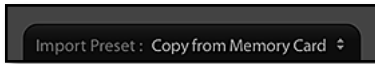
If you click the arrow in the lower left corner of the Import dialog, it toggles between compact and expanded dialog views. The compact Import dialog allows you to change a few of the settings, such as the Source or Destination folders, and add basic metadata. (Figure 3.39) It doesn't read thumbnails of the photos so it's usually quicker, especially on a slow machine or when importing large numbers of photos. The compact Import dialog also displays a quick summary of your other settings, but if you want to change these settings, you need to switch to the expanded Import dialog.

SAVING & REUSING IMPORT SETTINGS

Don't worry, having made all these decisions the first time, you can save them to reuse again later. Lightroom remembers your last used settings, but you might need different settings for different uses. For example, you may use different settings when copying from a memory card than you do when importing existing photos. You can save these sets of settings as Import presets.

▼ **Figure 3.39** The compact Import dialog only offers a summary of settings. Press the triangle in the lower left corner to switch to the expanded Import dialog





▲ **Figure 3.40** Import Presets save the combinations of settings you use regularly.

How do I create Import presets, and what do they include?

The **Import Preset** pop-up is tucked away at the bottom of the Import dialog in both the compact and expanded Import dialog views. (**Figure 3.40**) (See The Compact Import Dialog sidebar) Select your import settings and then choose *Save Current Setting as New Preset* from the pop-up menu and give it a name.

All of the settings in the right-hand panels are included in the presets, along with the *Copy as DNG/Copy/Move/Add* choice. Source panel selections and checked/unchecked thumbnails aren't included in the preset, as these change each time you import.

To use these settings again later, simply select the preset from the *Import Presets* pop-up. You can also update or delete existing presets by selecting the preset, editing it and then selecting *Update* (or *Delete*) from the same pop-up.

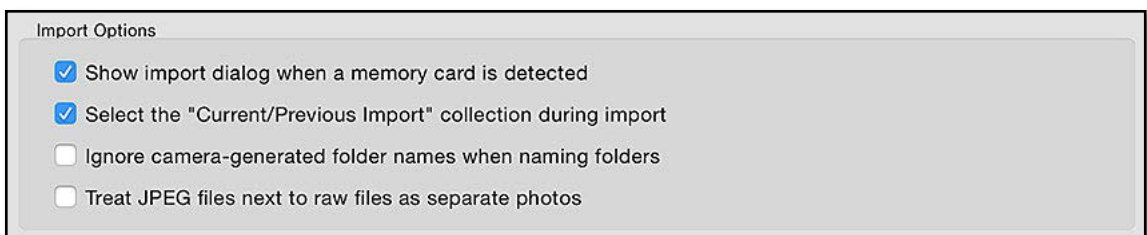
AFTER PRESSING IMPORT

Having set up your import preferences, click the *Import* button in the lower right corner of the dialog to start the import. The *Cancel* button closes the dialog without importing any photos.

The import runs as a background task, allowing you to start (or continue) working in Lightroom while it adds the new photos to the catalog. The progress bar displays in the Activity Center in the top left corner of the screen.

Lightroom selects the *Current Import* collection in the Library module's Catalog panel while importing the photos. If you switch to another folder or collection, it then flips back to the same collection (now called *Previous Import*) automatically when the import completes. This can be frustrating if you're trying to work on other photos while the import runs in the background, so there's a **Select the 'Current/Previous Import' collection during import** checkbox in the *Preferences dialog > General tab*. (**Figure 3.41**) It's checked by default,

▼ **Figure 3.41** Unchecking the *Select 'Current/Previous Import' collection during import* checkbox stops Lightroom automatically switching views when an import completes.



but unchecking it prevents Lightroom from automatically switching view.

Once the import completes and you've built standard-sized or 1:1 previews, visually check the files to ensure that they're not corrupted and your backups are safe before wiping your memory cards.

Some photographers like to delete the files from the memory card using Explorer (Windows) / Finder (Mac), as a reminder that the card's ok to reuse, but it's worth then reformatting the card in the camera. This reduces the risk of corruption.

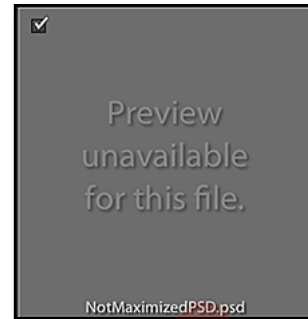


Figure 3.42 If a preview is unavailable, Lightroom displays a gray thumbnail in the Import dialog.

TROUBLESHOOTING IMPORT

We've covered all the controls you need to know about, but there are a few issues that could prevent you importing your photos. To avoid you tripping at the first hurdle, we'll run through the most frequent of these problems and error messages now, and translate them into more helpful terms.

How do I stop the Import dialog hanging?

If the Import dialog simply hangs before displaying any or all of the thumbnails, it's usually caused by having a mobile phone or tablet attached to the computer. It can also be caused by a drive that's slow to respond (perhaps a network drive), or cloud drives that appear as network drives (e.g. JungleDrive). Try detaching all peripherals from your computer and ejecting network drives before attempting to open the Import dialog again, to narrow down the cause of the problem.

Why can't I see my photos in the Import dialog?

Assuming you've correctly selected a source, there are a few reasons why the thumbnails of the photos might not be visible.

If the photo cells are visible, but the thumbnails are gray and say *Preview unavailable for this file* (Figure 3.42), there are a few likely reasons:

- The raw file format isn't supported by your Lightroom version.
- The file is corrupt or has the wrong file extension.
- The file doesn't have an embedded preview.
- Lightroom is unable to get the previews from the images. If your camera's connected directly to the computer, a lack of previews

SIDECAR FILES

Sidecar files aren't treated like photos, so you can't view them separately. If you move or rename the primary file (usually a raw file), the sidecar file is moved or renamed too. Sidecar files can be metadata files such as XMP files, audio files such as WAV files, or image files such as the JPEG from a RAW+JPEG pair. If the sidecar is an image file, the filename of the primary file displays as IMG0001.CR2 + JPEG. Sidecar files are also listed in the Metadata panel.

FILE FORMATS

Lightroom can import photos and videos in the following formats:

- Camera raw file formats for supported cameras. You can check whether your camera is supported by the latest version of Lightroom by visiting Adobe's website: <http://www.Lrq.me/camerasupport>
- Digital Negative (DNG) format
- PSD files set to Maximize Compatibility (8-bit & 16-bit only)
- TIFF (8-bit, 16-bit & 32-bit)
- JPEG
- PNG files
- Some video formats from digital still cameras—AVI, MOV, MP4 and the video files from within AVCHD folders. There's a full list at <http://www.Lrq.me/lr5-video>

There are a few limitations to be aware of:

- Photos can be no larger than 65,000 pixels along the longest edge, and no more than 512 megapixels (not megabytes)—whichever is smaller. A photo that is 60,000 x 60,000 is under the 65,000 pixel limit, but it still won't import as it's over the 512 megapixel limit. As most cameras range between 8-36 megapixels, that's only likely to become an issue for huge panoramic or poster shots created in Photoshop.
- CMYK, Lab and Grayscale photos can be imported and managed, but editing and exporting them converts them to RGB. This could result in unexpected shifts in files with other color modes, so you may prefer to control the conversion to RGB yourself using Photoshop, and then import the RGB file into Lightroom for further editing.
- PNG files can be imported and managed, but editing in Photoshop or exporting requires conversion to another format (i.e. TIFF/PSD). Transparency shows as white in Lightroom.
- 32-bit HDR files can only be DNG or TIFF format.
- AVCHD format has limited support—Lightroom imports the MTS video clips but not the whole AVCHD folder structure. You'll need to manually copy the AVCHD folder structure from the memory card to your hard drive if you want to retain the additional metadata.
- Sound files (i.e., WAV and MP3) with the same names as imported photos are copied and marked as sidecar files. This means that they're listed in the Metadata panel, and if you move or rename the original file, the sidecar is also updated.
- Files that aren't created by digital cameras, for example, text files that you may have placed alongside the photos, are not be copied to the new location, so always check before formatting the card or drive if you've added extra files.



▲ **Figure 3.43** In *Preferences dialog > General tab*, the *Treat JPEG files next to raw files as separate photos* checkbox controls the handling of Raw+JPEG pairs.

can be a result of problems with the camera driver at the operating system level. You may consider purchasing a card reader, as they're usually quicker, reduce the wear and tear on your camera, and can show previews more reliably.

- Lightroom simply hasn't finished retrieving all the embedded previews yet.

Regardless of the cause, you can go ahead and press *Import* as normal. Lightroom displays a more descriptive error message if it can't import the photos. We'll discuss some of these errors shortly.

If the photos are completely missing from the Import dialog, there are three main possibilities:

- The photos are in a subfolder inside the selected source, but you've forgotten to check the *Include Subfolders* checkbox.
- The file type isn't supported, for example, Lightroom won't display Word documents. See the *File Formats* sidebar for a list of supported file types.
- In Lightroom's *Preferences > General tab* is an option to **Treat JPEG files next to raw files as separate photos**. With this option checked, Lightroom displays the JPEG files alongside the raw files, ready for import. If the checkbox is unchecked, the JPEGs are added as sidecars when you import the matching raw file but they're not visible in the Import dialog. (Figure 3.43)

What does this error message mean?

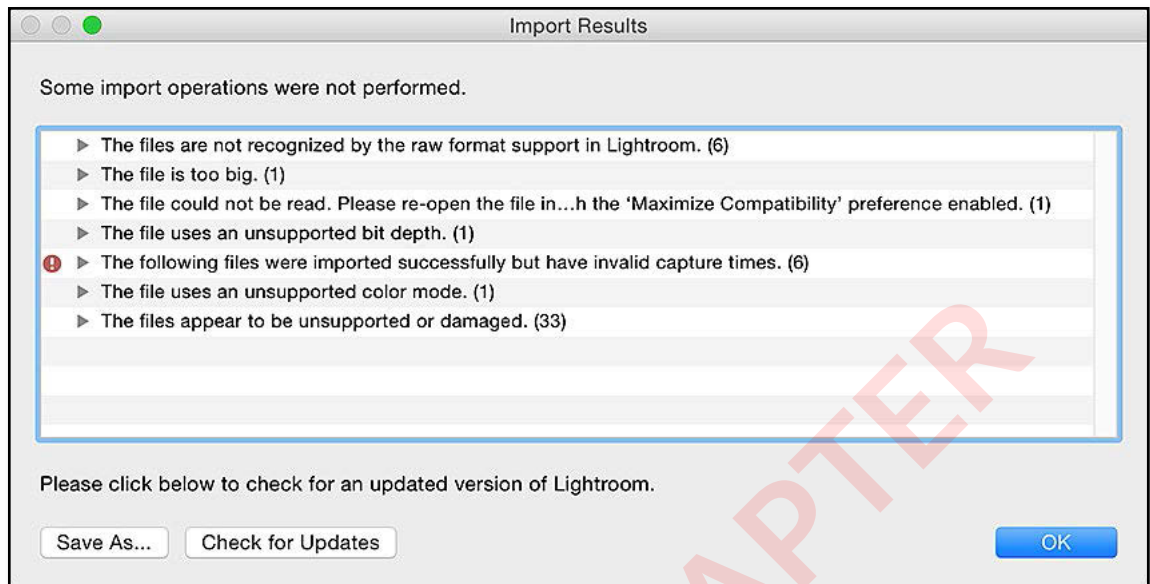
If Lightroom can't import the selected files, it displays an error message (Figure 3.44) starting with **Some import operations were not performed** followed by the reason:

"Could not copy a file to the requested location."

If Lightroom can't copy or move the photos to their new location, it's usually because the Destination folder is read-only. Try another location with standard folder permissions, such as the desktop, to confirm that permissions are the problem. If it works correctly on the desktop, use the operating system to correct the permissions for

RAW + JPEG FILE FORMATS

If you've imported the raw files already, and you now want to import the JPEGs as separate photos, you can turn off the checkbox and re-import that folder—the raw files are skipped as they already exist in the catalog, and the JPEGs are imported as separate photos. The raw files remain marked as Raw+JPEG, and there isn't an easy way of changing that. Removing them from the catalog and reimporting them resets that label, but if you've made any changes since import, these changes may be lost, so the best solution currently is to close your eyes and ignore them.



▲ **Figure 3.44** If Lightroom can't import your photos, it lists the photos in the Import Results dialog, along with an error message explaining the reason for the failure. Many of these issues can easily be overcome.

that folder. If the permissions appear to be correct already, it may be a parent folder that has the incorrect permissions. (You'll need to Google for instructions on correcting file/folder permissions, as it's an operating system function rather than Lightroom.)

Other possibilities include the drive being nearly full or the drive being formatted using an incompatible format, such as a Mac computer trying to write to an NTFS formatted drive.

"The files could not be read."

When Lightroom says *"The files could not be read,"* it more frequently means that they couldn't be written. Yes, I know that's not very helpful! As with the *"Could not copy a file to the requested location"* error, check the folder permissions for the Destination folder and its parent folders.

Lightroom also shows *"The files could not be read"* error if the memory card or camera is removed while the photos are still copying, or if the photos are deleted from the source folder before the import completes.

"The files already exist in the catalog."

If you're importing a large number of photos and you press the Import button before Lightroom's finished checking the new photos against the catalog, it may get to the end of the import and say *"The files already exist in the catalog."* It simply means that Lightroom didn't need to import them as they're already registered in your catalog at that location. If you search the *All Photographs* collection or look in the folder in the Folders panel, you'll be able to find them.

“The file is from a camera which isn’t recognized by the raw format support in Lightroom.”

Each time a new camera is released, Adobe has to update Lightroom (and ACR plug-in for Photoshop) to be able to read and convert the raw files. The list of supported cameras can be found at: <http://www.Lrq.me/camerasupport>

The Lightroom updates are released at 3-4 monthly intervals. Go to *Help menu > Check for Updates* to make sure you’re running the latest version. If your brand new camera doesn’t appear on the list yet, you can also check to see if Adobe has released an Release Candidate of the next update.

There’s one other possibility if Lightroom says *“The file is from a camera which isn’t recognized by the raw format support in Lightroom.”* If a raw file is corrupted, it may show this error instead of the *“unsupported or damaged”* error.

“The file uses an unsupported color mode.”

Lightroom supports RGB, CMYK, Lab and Grayscale color modes. If you try to import a photo in another color mode, for example, Duotone, Lightroom shows the *“unsupported color mode”* error. In this case, you’ll need to convert the photo to a supported color mode, or import an RGB copy as a placeholder instead.

“The file is too big.”

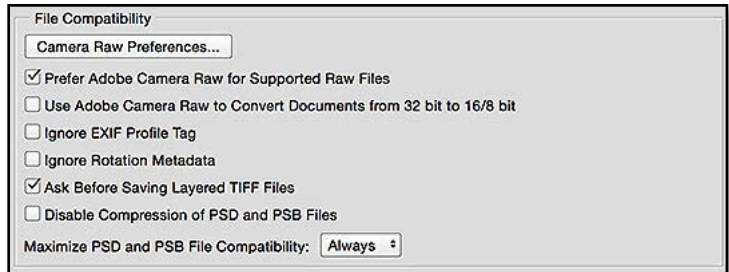
Lightroom has a file size limit of 65,000 pixels along the longest edge, and up to 512 megapixels, whichever is the smaller. If it tells you that the file is too big, then you’re trying to import a photo that’s larger than that—perhaps a panoramic photo. If you have any such files that you can’t import, create a small version of the photo (i.e. using Photoshop) to import into Lightroom to act as a placeholder.

“The files could not be read. Please reopen the file and save with ‘Maximize Compatibility’ preference enabled.”

Lightroom doesn’t understand layers, so if there isn’t a composite preview embedded in a layered PSD file, it can’t import it and Lightroom displays an error asking you to save the file with *Maximize Compatibility* enabled.

To do so, you’ll need to open the PSD files in Photoshop and re-save them. You’ll find Photoshop’s Preferences dialog under the *Edit menu (Windows) / Photoshop menu (Mac)*, and in the *File Handling > File Compatibility* section, there’s an option to *Maximize Compatibility* with other programs by embedding a composite preview in the file. (Figure 3.45) The preference only applies to PSD and PSB format files, as other formats (such as TIFF) embed the composite by default.

► **Figure 3.45** Maximize Compatibility in Photoshop saves a composite layer which other applications, including Lightroom, can understand.



Maximize Compatibility does increase file size, but it ensures that other programs—not just Lightroom—can read the embedded preview even if they can't read the layers. It's safest to set your Photoshop Preferences to *Always*, or simply use TIFF format, which is generally a better choice now anyway.

"The file appears to be unsupported or damaged."

Files that have the wrong file extension, or 32-bit PSD files, can trigger the *"unsupported or damaged"* error message. 32-bit HDR floating point TIFF or DNG files are supported, but not 32-bit PSD's. Most unsupported file formats aren't even shown in the Import dialog, but those are the exceptions.

More frequently, severe file corruption triggers the *"unsupported or damaged"* error message, although files with less significant corruption may import without warning.

SALVAGING CORRUPTED RAW FILES

If you don't have an uncorrupted version, Instant JPEG from RAW may be able to extract a readable embedded JPEG preview from a corrupt raw file. You can learn more at <http://www.Lrq.me/instantjpegfromraw>

TETHERED SHOOTING & WATCHED FOLDERS

Before we move on to backing up your photos, we should mention one final way of getting photos into Lightroom. Tethered shooting involves connecting your camera directly to the computer. As you shoot, the photos appear on the computer's monitor, rather than having to download them later. Lightroom offers two different options, depending on your requirements.

If you're using one of the supported cameras, you can use the Tethered Capture tool, which allows you to connect your camera to the computer, view your camera settings and trigger the shutter using Lightroom's interface.

If you're shooting wirelessly, for example, using an Eye-Fi card, or other remote capture software, you can use Auto Import to monitor a watched folder instead. Auto Import collects photos from a folder of your choice as they appear and automatically imports them into Lightroom, moving them to a new location in the process.

Which cameras are supported by the built-in Tethered Capture?

The current list of cameras supported for tethering can be found on Adobe's website at: <http://www.Lrq.me/tethersupport>

Lightroom uses the manufacturer's own SDKs to control the camera, which results in some slight differences between manufacturers. For example, if there's a memory card in the camera, Canon cameras can write to the memory card in addition to the computer hard drive, whereas Nikon cameras only write to the computer hard drive. Waiting for the manufacturer to release an updated SDK can also lead to delays in tethering support for new cameras. Nikon cameras are limited to the list linked above, but due a difference in the SDK's, some unlisted Canon cameras may work. Some Leica cameras are also supported.

How do I set Lightroom up to use Tethered Capture?

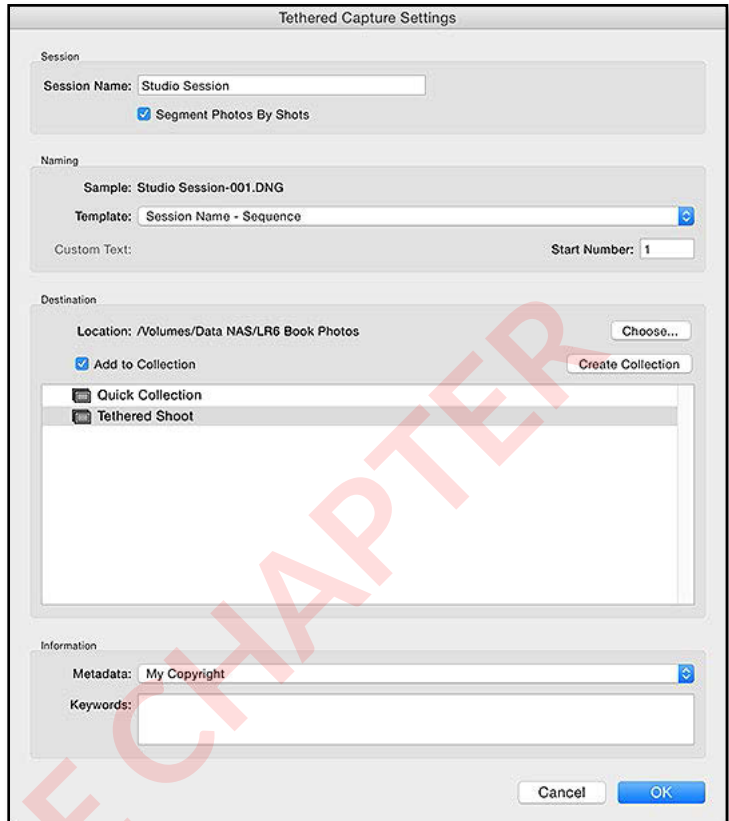
To set Lightroom up for tethering:

1. Connect your camera to the computer using your USB or Firewire cable. A few cameras need to be in PC Connection mode, but most need to be in PTP Mode.
2. Go to *File menu > Tethered Capture > Start Tethered Capture* and choose your settings in that dialog: **(Figure 3.46)**
 - Enter a name into the *Session Name* field. This becomes the folder name for the photos.
 - (Optional) Check the *Segment Photos by Shot* checkbox. This subdivides the photos into further subfolders, inside the *Session Name* subfolder. The *Shot Name* can be changed from the main Tethered Capture window while you're shooting.
 - Select a file naming template. The default *Session Name—Sequence* template uses the *Session Name* you've entered at the top of the dialog, followed by a 3 digit sequence number.
3. Select a *Destination* folder. The *Session Name/Shot Name* folder hierarchy is placed inside your selected folder.
4. (Optional) Select your *Metadata Preset* and any keywords to apply to the photos as they're imported.
5. Press OK to display the Tethered Capture window. **(Figure 3.47)** The Tethered Capture window displays the current camera settings, but doesn't allow you to change the settings remotely. You can drag the dialog to another location if it's getting in your way. It floats over the top of Lightroom's

CONVERT TO DNG

For performance reasons, Tethered Shooting doesn't offer the option to convert to DNG while importing. If you prefer the DNG format, once you've completed the shoot, select the files and go to *Library menu > Convert Photos to DNG* to automatically convert the files.

► **Figure 3.46** The Tethered Capture Settings dialog sets initial import settings including the Destination folder, file renaming and metadata.



standard window so you can carry on working without closing the Tethered Capture window.

- (Optional) If *Segment Photos by Shot* is enabled, enter a shot name in the Shot Name dialog. To update it for future shots, click on the *Shot Name* field in the Tethered Capture window to show the dialog again.
- (Optional) Select a Develop preset to apply to each photo on import. Certain settings, such as Crop, can't be included in Develop presets, however that doesn't prevent you from applying them automatically. Simply shoot the first photo, apply your crop along with any other Develop settings, and then select the *Same as Previous* option in the Develop presets pop-up menu. Any further tethered shots automatically have those previous settings applied, including the crop.

▼ **Figure 3.47** The Tethered Capture window shows the current camera settings and triggers the capture.



6. Press the shutter button on the camera or the silver button on the dialog to trigger the shutter.
7. When you're finished, close the Tethered Capture window by clicking the X in the top right corner.

How do I set Lightroom up to use a watched folder?

If Lightroom's tethering doesn't support your camera, you need to change the camera settings remotely, or you're shooting wirelessly, you can use other tethering tools such as EOS Utility, Camera Control Pro or Eyefi to capture the photos and drop them into Lightroom's watched folder. Lightroom then collects the files from that watched folder, and moves them to another folder of your choice, importing them into your Lightroom catalog, renaming if you wish, and applying other settings automatically.

To set it up:

1. Go to *File menu > Auto Import Settings*.
2. In the *Watched Folder* section, select an empty folder, perhaps on your desktop. (**Figure 3.48**)
3. Select a destination folder and subfolder to store the photos.

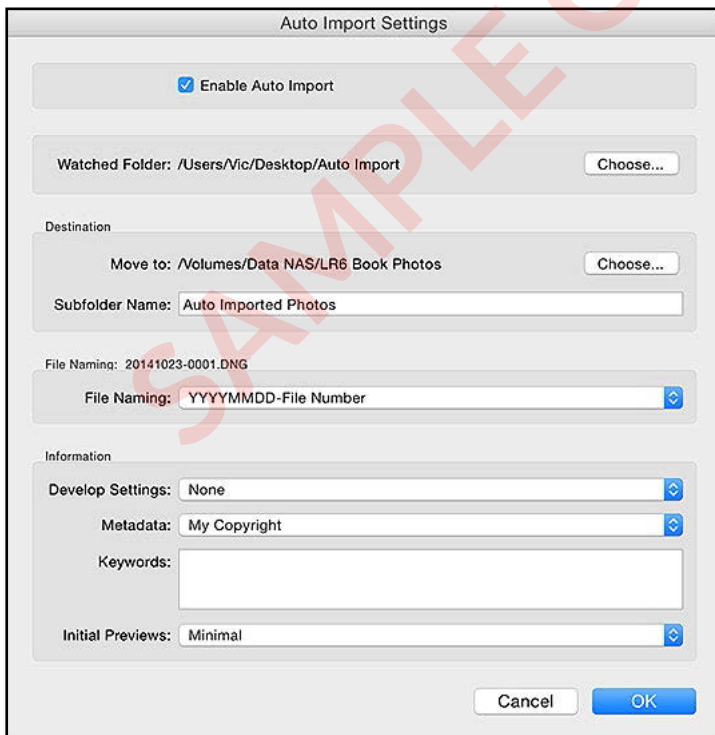


Figure 3.48 You can use alternative tethered capture software to capture your photos, and automatically import the photos into Lightroom using Auto Import.

NO SUBFOLDERS

Make sure your camera's remote capture software (i.e. EOS Utility, Camera Control Pro, Sofortbild) doesn't create a dated subfolder as Lightroom won't look in any subfolders in the watched folder.

4. Select your filename template in the *File Naming* pop-up.
5. Choose any other import options in Auto Import Settings dialog—*Develop Settings*, *Metadata Preset*, *Keywords* and *Preview Size*. These are the same as the choices in the main Import dialog.
6. Enable the *Auto Import* checkbox at the top of the dialog or go to *File menu > Auto Import > Enable Auto Import*. The watched folder needs to be empty when you enable Auto Import, and Lightroom needs to remain open.
7. To check you've set it up correctly, copy a file from your hard drive into the watched folder. As soon as the file lands in the folder, it should start the import, and you should see the file vanish from the watched folder. It should then appear in the destination folder and in Lightroom's catalog. If that works, then you've set up Lightroom properly.
8. Switch to your camera's remote capture software and set it to drop the photos into that folder.
9. Finally, connect the camera to the capture software, and ensure it's saving to the right folder. Release the shutter. The file appears in the watched folder, and then Lightroom moves to your destination folder and imports it into your catalog.

TETHERING SHORTCUTS

Hide Tethered Capture Window	Ctrl T / Cmd T
Shrink Tethered Capture Window	Alt-click / Opt-click on close button
New Shot	Ctrl Shift T / Cmd Shift T
Trigger Capture	F12