

Effective Image Workflow

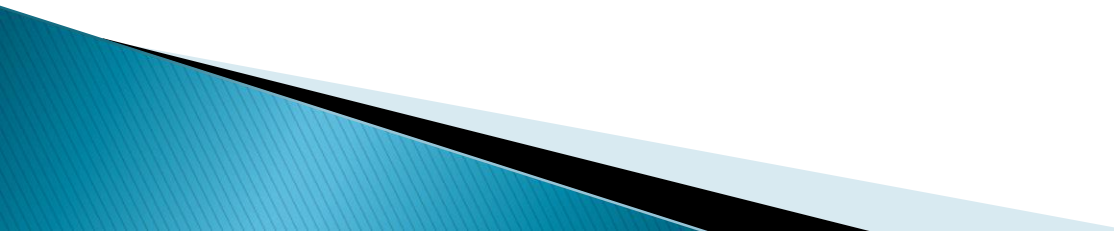
Keith Truman

23rd October 2018

To be covered

- ▶ Understanding how Lightroom Works
 - ▶ Importing Images
 - Folder structures
 - File Names
 - ▶ Managing Images within Lightroom
 - Keywords
 - Flags
 - Rating
 - Colour Labels
 - Sorting Images
- 

To be covered (cont'd)

- ▶ Benefits of using External Editing software from Lightroom
 - ▶ Collections
 - ▶ Avoiding multiple versions of the same image
 - ▶ Use of Export function
 - ▶ Keeping track of what you enter into competitions
 - ▶ Printing for external services
 - ▶ Use of Publish Services
 - ▶ Importance of back-ups
- 

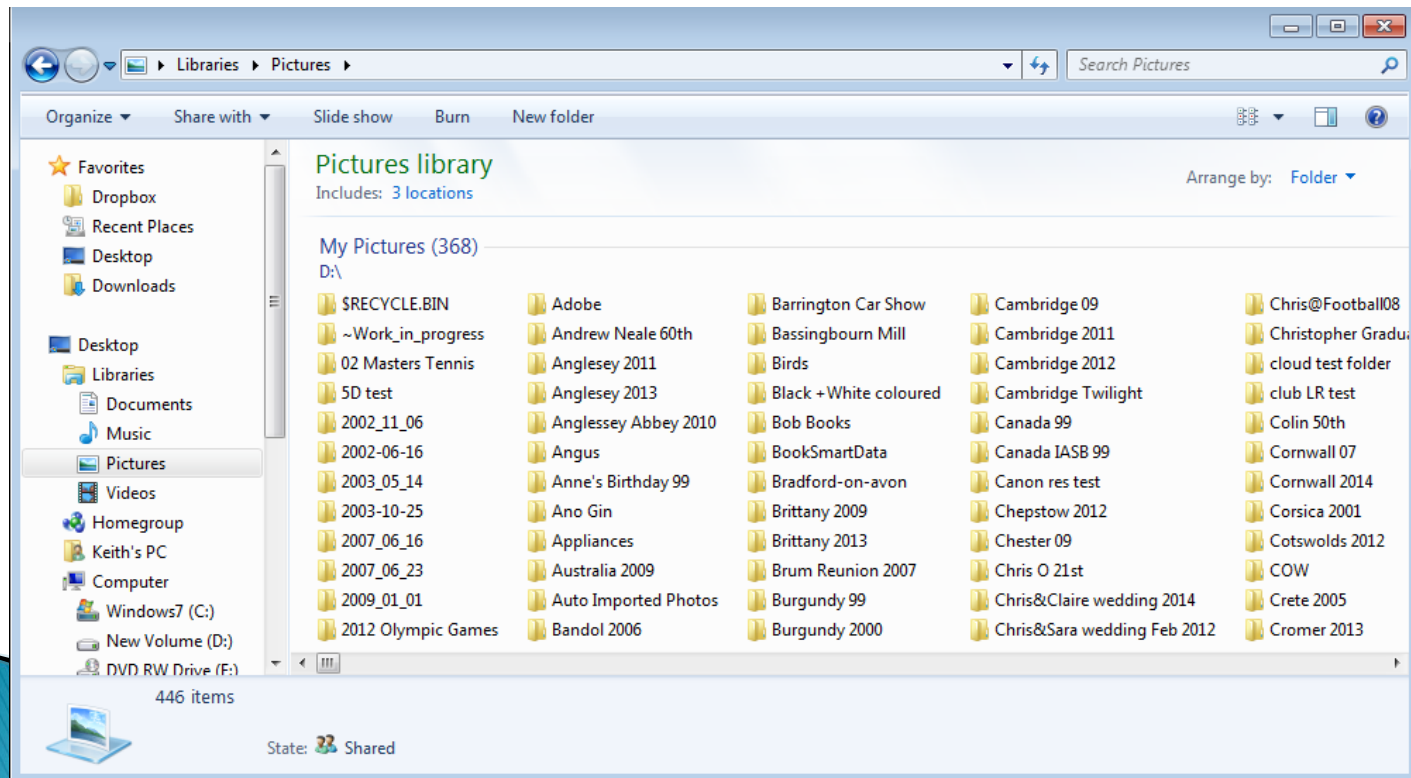
How does Lightroom Manage Images.....

Common misconception
Lightroom
does not STORE images



Images are stored in **Folders** on your PC, regardless of whether or not you use Lightroom

- ▶ Folders are where images are stored on PC
 - Normally in **My Pictures**



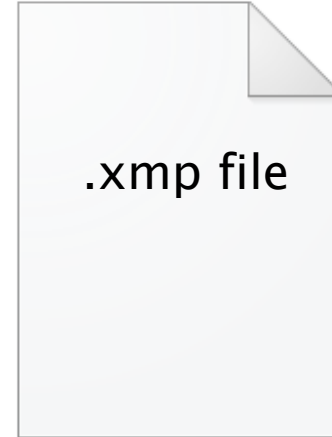
Importing Images

- ▶ When you import an image onto your computer **using** Lightroom...**BEST PRACTICE**
 - Image itself is not imported into LR
 - Image itself is imported into “My Pictures” or wherever else you store your images
 - Lightroom “views” your images
 - When image is edited in Lightroom, LR creates a file of changes which is stored within or beside your original image called an .xmp file (sometimes called a Sidecar File)
 - Original file in My Pictures is not altered
 - When you view your image in Lightroom, you are seeing your original image **plus** the changes/edits you have made in lightroom

<https://www.youtube.com/watch?v=IYKzz2a5Mts>

.xmp Files

Dependent on settings and file type, you might or might not “see” the .xmp “sidecar” file
–just don’t worry about this, LR takes care of it



Skye_-224.xmp



Catalogs in Lightroom

- ▶ Database that stores a record for each of your photos which you are **viewing** in Lightroom
- ▶ A **catalog** is a database that tracks the location of your photos and information about them
 - When you edit photos, rate them, add keywords to them, or do other things to photos in **Lightroom**, all those changes are stored in the **catalog** as is **location of .xmp file**.
 - The original photo files themselves are not touched.

Location of images

Lightroom 4, 2014-2 - Adobe Photoshop Lightroom - Library
File Edit Library Photo Metadata View Window Help

Adobe
Lightroom 5

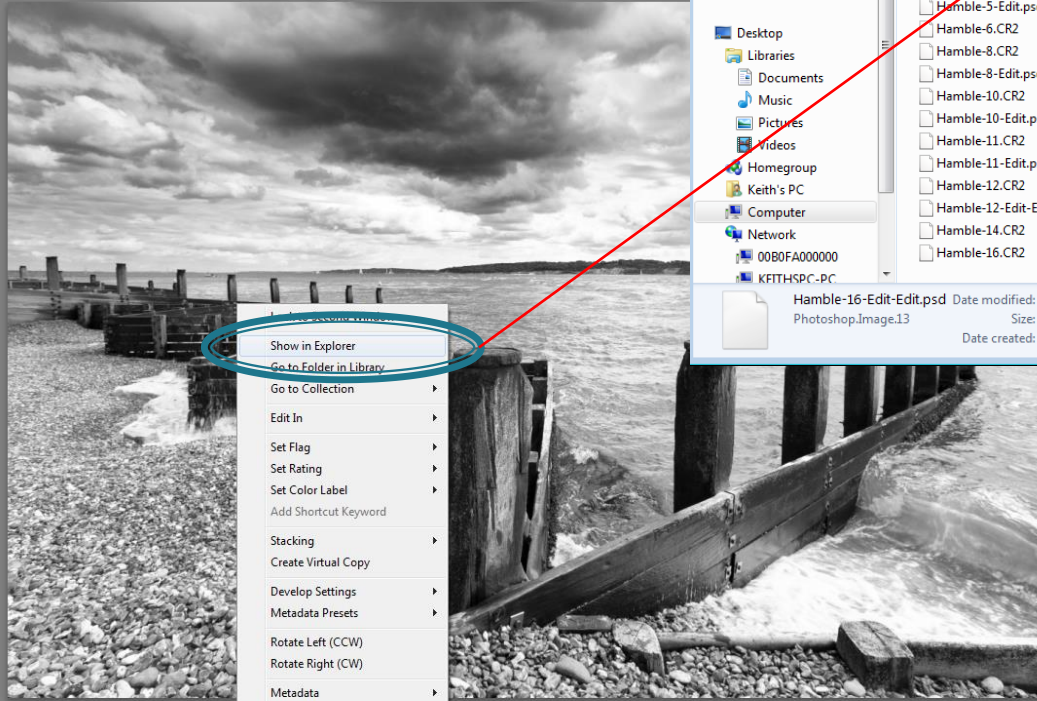
▼ Navigator

FIT FILL 1:1 1.8

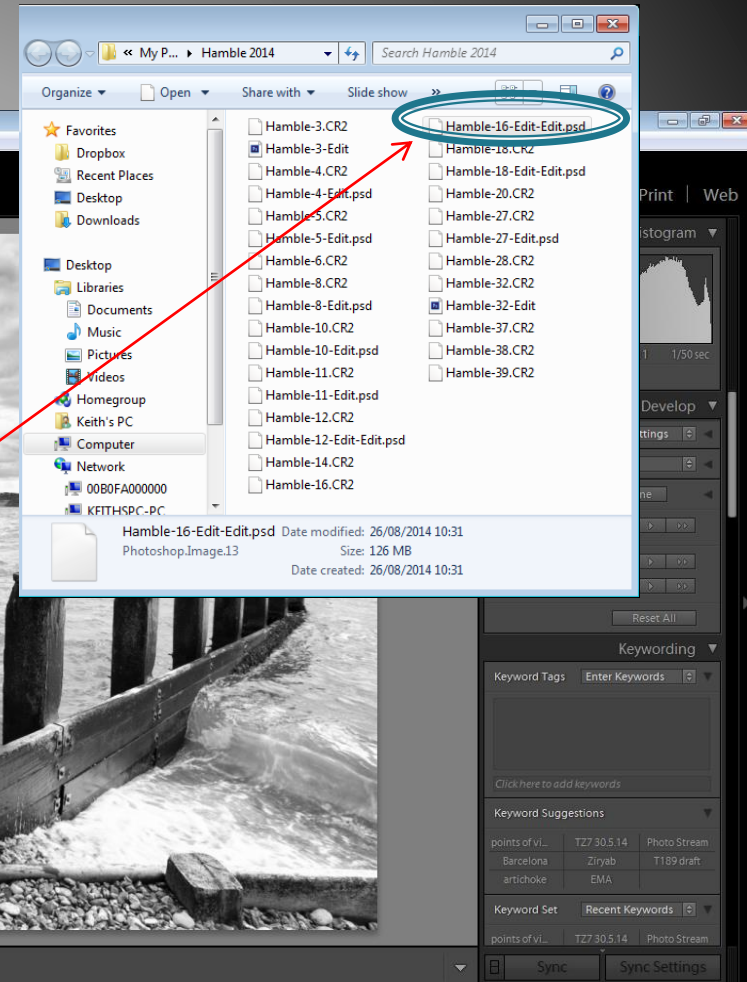


- Freddy Oliver_April 2013 14
- Colin 50th 194
- Cornwall 2014 42
- Cromer 2013 33
- Cycling_Velodrome 19
- Dorset 2012 73
- Foxton Skateboards 13
- General Family Pics 3
- Prohibition 2014 3
- General Photos 119
 - Bins 12
 - Black Backdrop 14
 - Studio 33
 - Wild Flowers 60
 - Bluebells 33
 - Pasqueflower 23
 - Rape 4
 - Grad Test 10
- Hamble 2014 18
- Hunstanton 2013 24
- Iceland 2014 143
- Italy 2014 43
- Kent 2014 31
- London Derelict 2013 31

Import... Export...



- Show in Explorer
- Go to Folder in Library
- Go to Collection
- Edit In
- Set Flag
- Set Rating
- Set Color Label
- Add Shortcut Keyword
- Stacking
- Create Virtual Copy
- Develop Settings
- Metadata Presets
- Rotate Left (CCW)
- Rotate Right (CW)
- Metadata
- Export
- Email Photo...
- Add to Quick Collection
- Remove Photo...
- View Options



Print | Web

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1 1/50 sec

Develop

Settings

ne

Reset All

Keywording

Keyword Tags Enter Keywords

Click here to add keywords

Keyword Suggestions

points of vi... T27 30.5.14 Photo Stream

Barcelona Ziriyab T189 draft

artidhoke EMA

Keyword Set Recent Keywords

points of vi... T27 30.5.14 Photo Stream

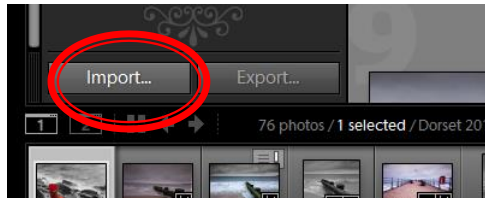
Sync Sync Settings

Catalogs and Folders Continued

- ▶ Bottom line, you don't need to even think about Catalogs
 - Unless you have bought a new PC in which case Catalog can be moved to new PC
 - Generally you'd only have 1 Catalog on your PC which Lightroom creates and manages
- ▶ When you import images, you do need to think about the Folder you want the images in

Importing Images using Lightroom

- ▶ Recommended that Lightroom is used whenever new images are being put on your computer, whether directly from your camera or from a memory card
 - This will help you to.....
 - Create a new folder or put your images in a folder which already exists
 - Give your images a meaningful File Name



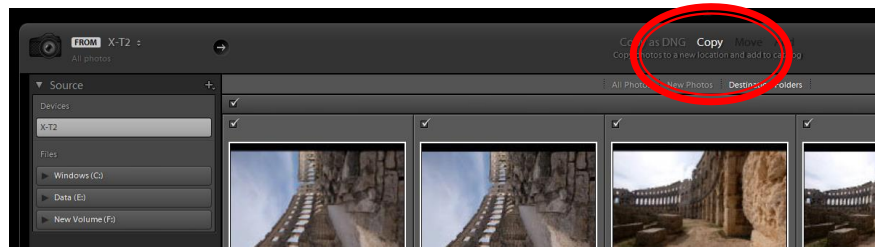
Attach camera to computer and switch camera on

Click "Import" in Library Module of Lightroom



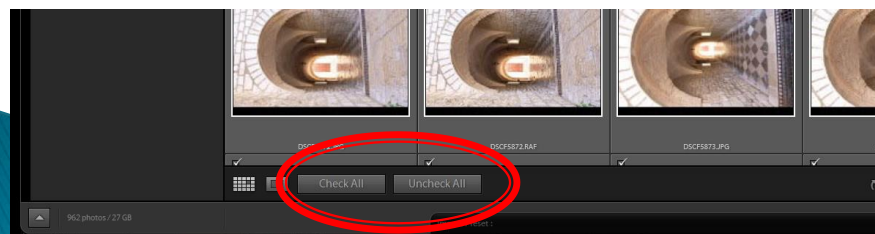
Dialogue box will open and your camera should be listed as a Source

Click on your camera source and all photos on camera Memory Card will be shown



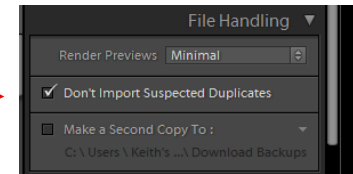
Make sure you select "Copy"

Need to select (by Checking or Unchecking) the photos you wish to download onto Computer and view in Lightroom



File Handling

Click "Don't import suspected duplicates"



File Renaming

Generally you will wish to give your filename a more useful name

Tick Rename File box

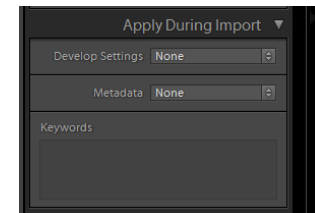
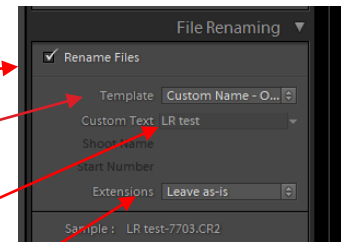
Use Custom Name-Sequence template

Type in the Text for the way you want the filename

Extensions - Leave as is (that way, if the files are raw, they stay raw, if they are jpgs, they stay jpgs etc)

Apply during Import

No need to do anything here



Destination– where do you want your images?

- ▶ You can either....
 - Create a new folder using Lightroom within My Pictures

Or

- Add images into an existing Folder on your Computer

Destination - setting this correctly will ensure the imported photos go into the right place on your hard drive

In this example, we want the photos to go into a **new** Sub Folder in My Pictures called "Anne's Pics"

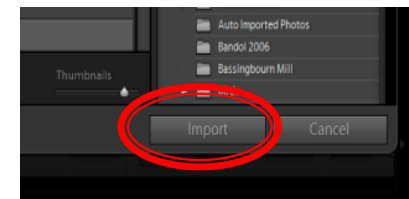
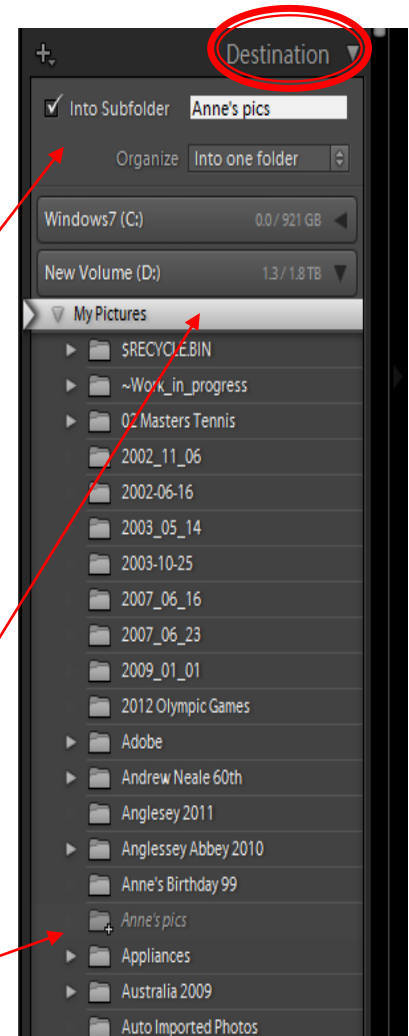
Tick "Into Subfolder" and type in the name of the folder you want to create (in this case, "Anne's Pics")

Click "My Pictures" (ie the directory all your photos go into)

Then you will see a folder being created with the name

Import files by clicking the Import Button

NOTE – IF YOU ARE ADDING PHOTOS TO AN EXISTING Folder, don't click "Into Subfolder" and just click the folder where you want the images to go to highlight it



Files in “My Pictures”

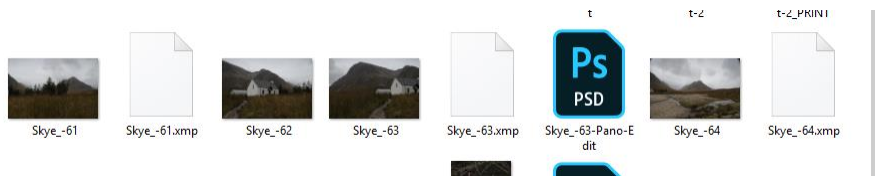
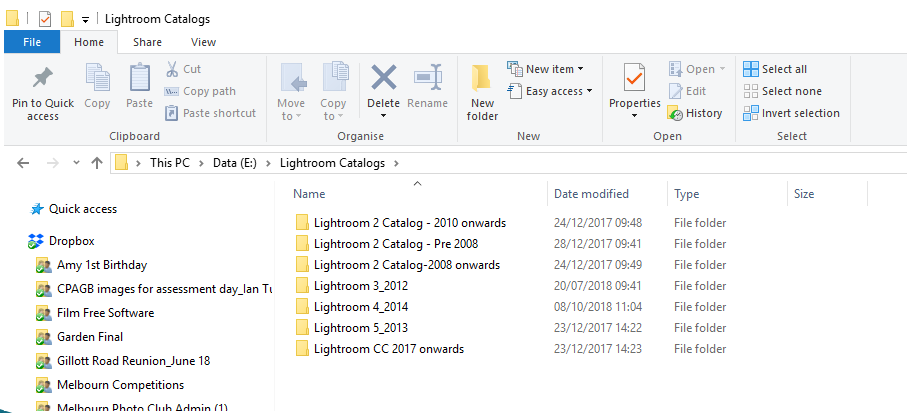


Image files and .xmp files

Lightroom Catalog generally stored automatically in My Pictures too



When LR is opened

- It accesses your images in My Pictures
- It associates any changes to those images using the xmp files

Lightroom does not **change**
or alter any of
your original image files

Demo

Managing images in Lightroom

- ▶ Keywords
 - ▶ Flags
 - ▶ Ratings
 - ▶ Colour labels
-
- ▶ Using all/some of these will enable you to search or categorise images

Keywords – way which will help you find specific images

In Library Module

Add keywords to images

Find all images with a specific keyword

<https://www.youtube.com/watch?v=hegp3ecIHUY>

<https://www.youtube.com/watch?v=JtLMAK1kt2g>

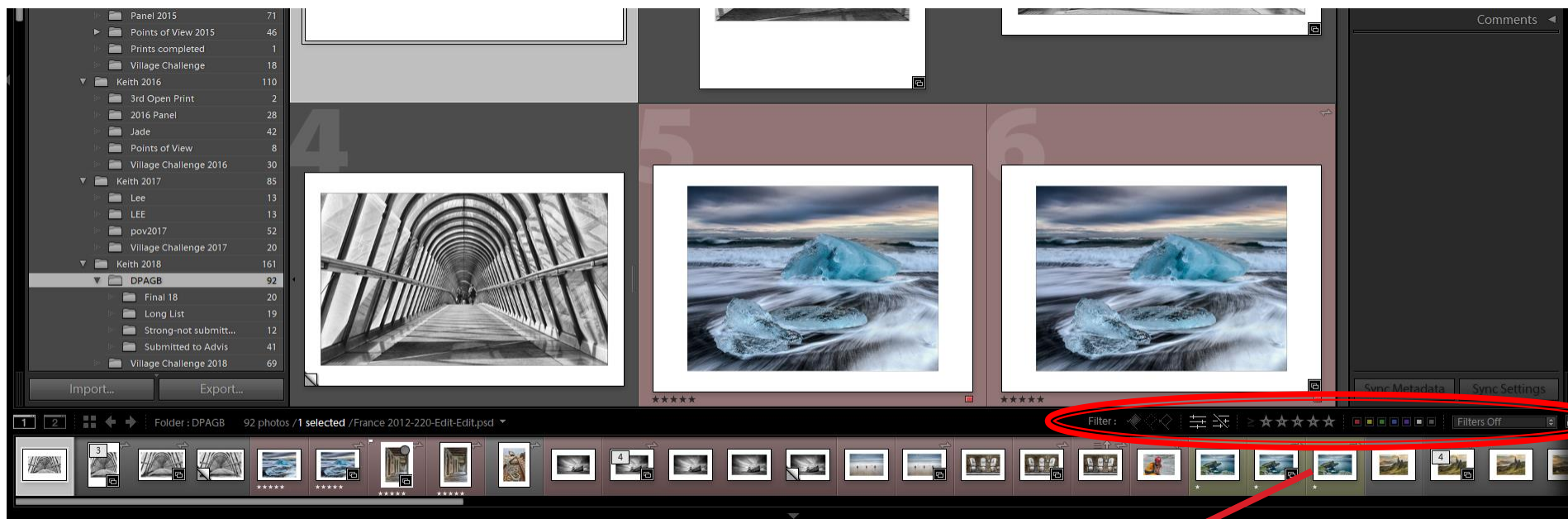


Demo

Rating Photos

- ▶ Flags
- ▶ Ratings (give your images “x” stars)
- ▶ Colour Labels
 - Red means xxxx
 - Blue means YYY
 - etc
- ▶ All help you to “rank” or “sort” your images
- ▶ Use whatever system works best for you

https://www.youtube.com/watch?v=a0lgJyw_R3o



If you don't see these choices click
Word "Filter"

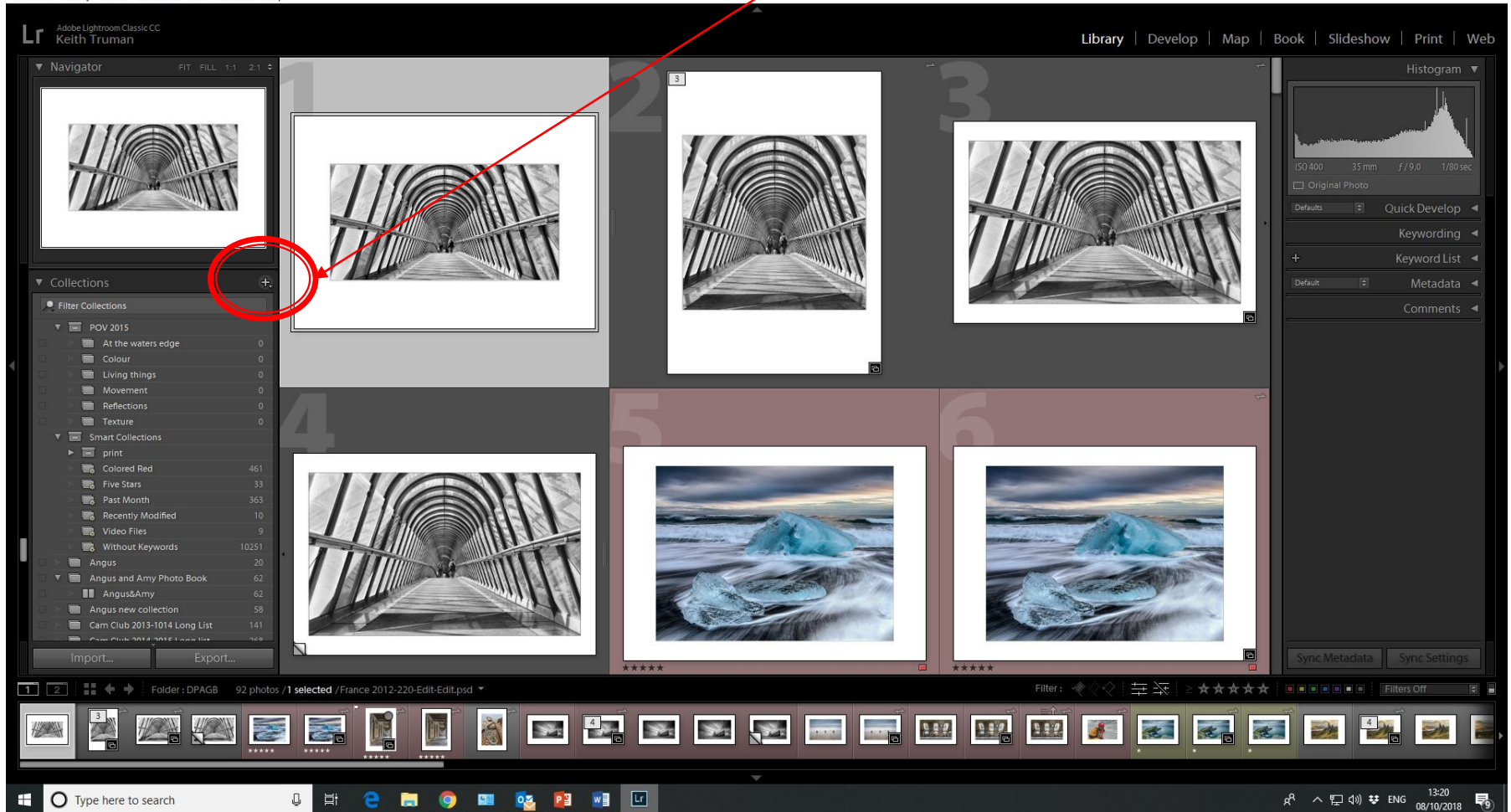
Demo

Collections – why use them?

- ▶ Collections are designed to group photos for a specific purpose
- ▶ Unlike folders, a single photo can be in multiple different collections without taking up extra space on your hard drive
- ▶ Images in Collections are **views** of the image – they are not duplicate images
- ▶ Photos in Collections can come from any number of different folders on the hard drive

In Library Module, click here to Create a new Collection

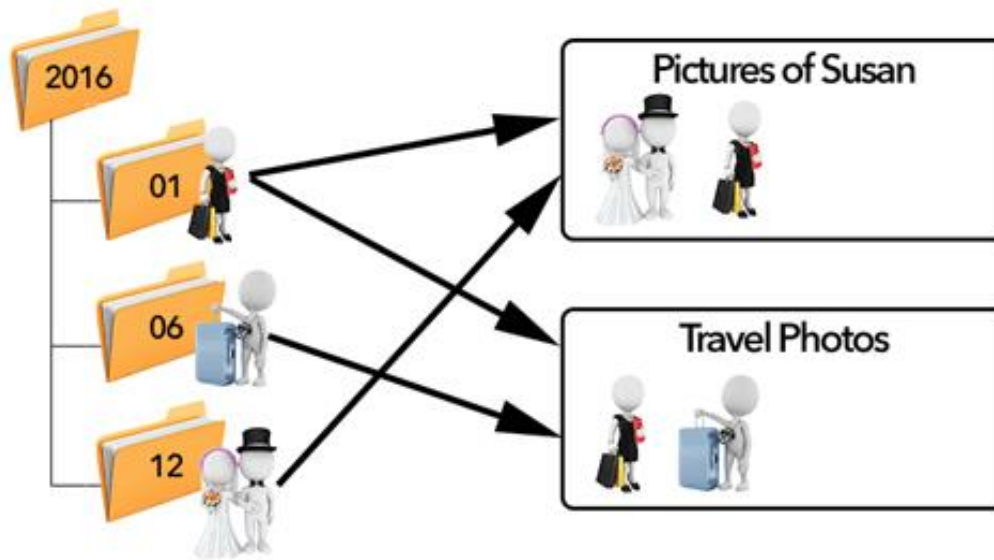
Lightroom 4_2014 - Adobe Photoshop Lightroom Classic - Library
File Edit Library Photo Metadata View Window Help



Collections vs Smart Collections

- ▶ Collections are created by you by dragging and dropping images from multiple folders into a single place
- ▶ Smart Collections are created by you but are created automatically by using the metadata
 - Ratings, labels, keywords etc
- ▶ Collections Sets (set of collections within a Collection)

<https://www.youtube.com/watch?v=qbx4dwMfds8>



I use Collections to Shortlist Images for Camera Club

You can edit a photo from either the Collection or the same Photo in the folder
=same thing

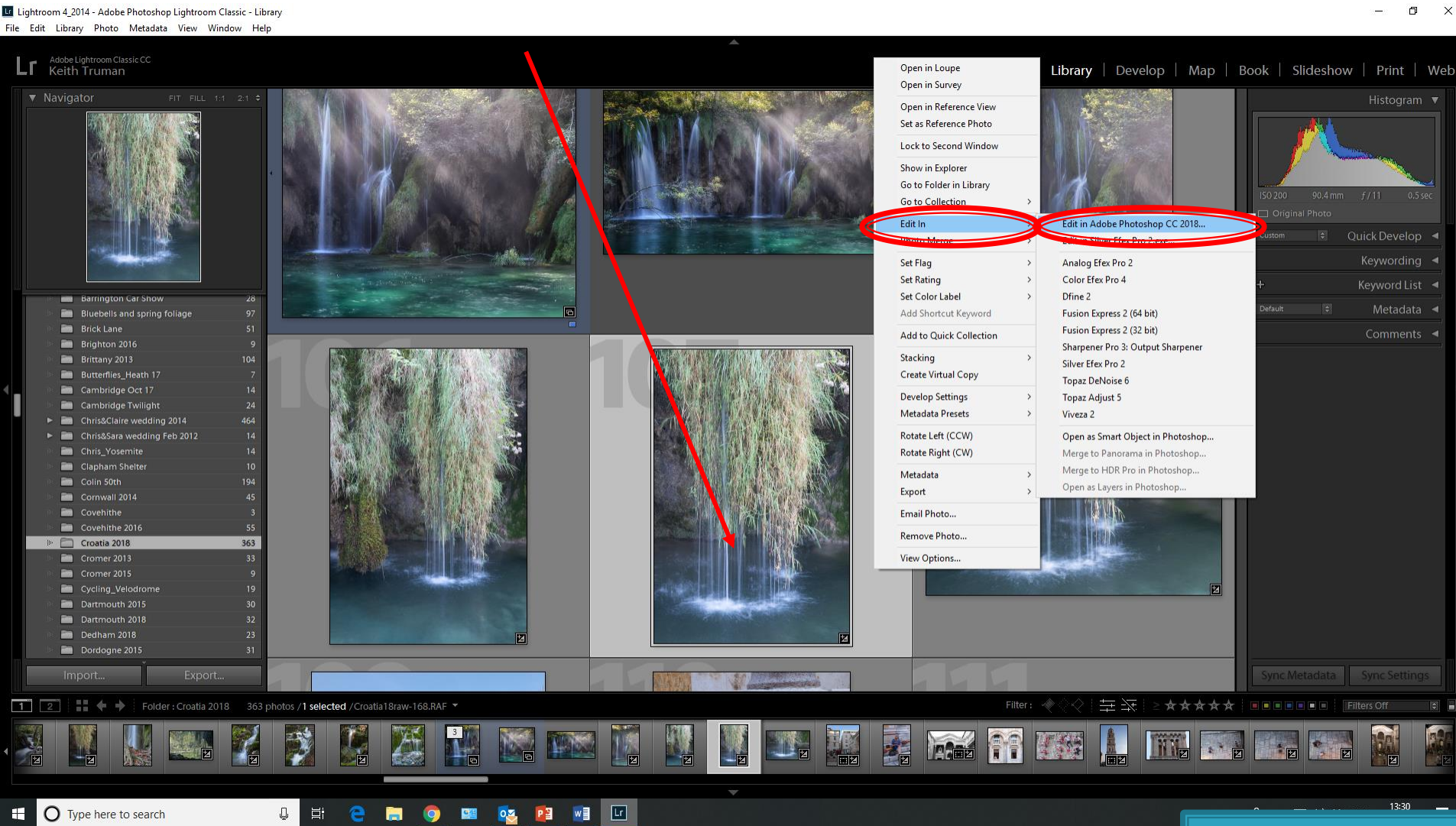
Demo

Editing in other Software

- ▶ To avoid multiple versions of your images
 - Always enter the other software FROM lightroom
- ▶ Images will export FROM Lightroom
- ▶ Do your editing
- ▶ Close image as a “save image” in other software and image will save into Lightroom
 - But more importantly be saved in your “My Pictures Folder”

For instance, editing a photo in Photoshop.....

Right mouse click the image



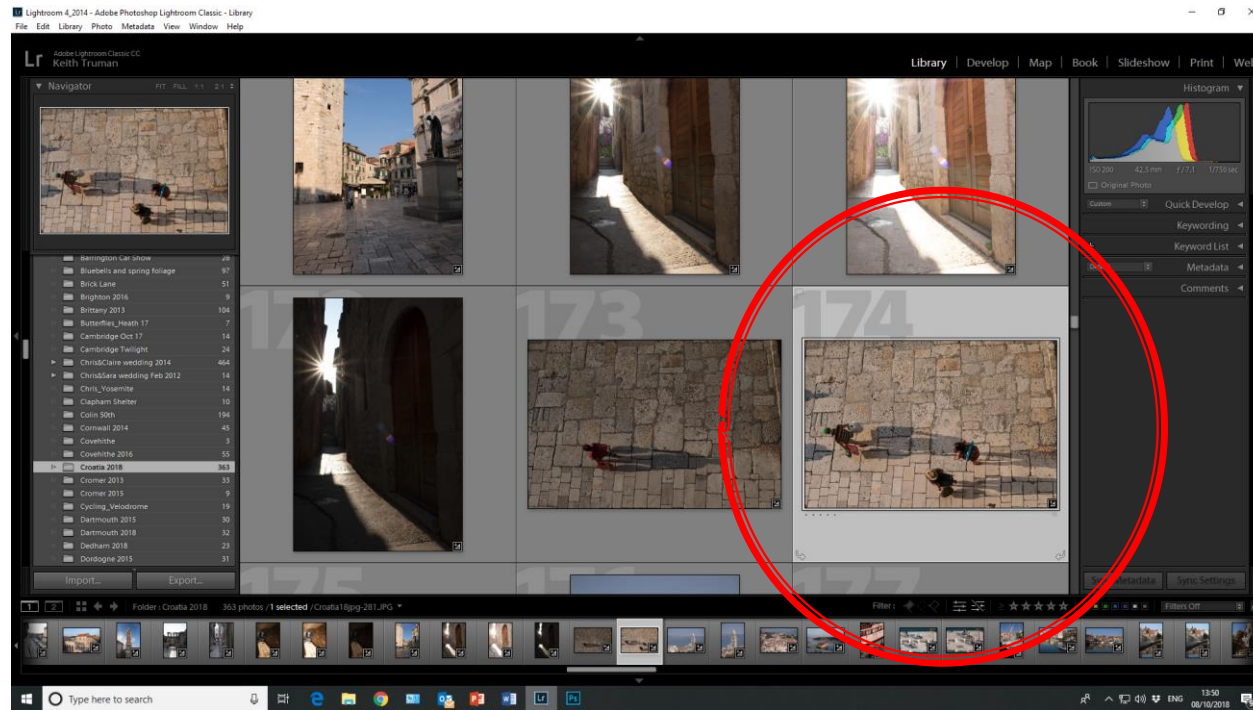
Demo

Avoiding multiple versions...

▶ Target

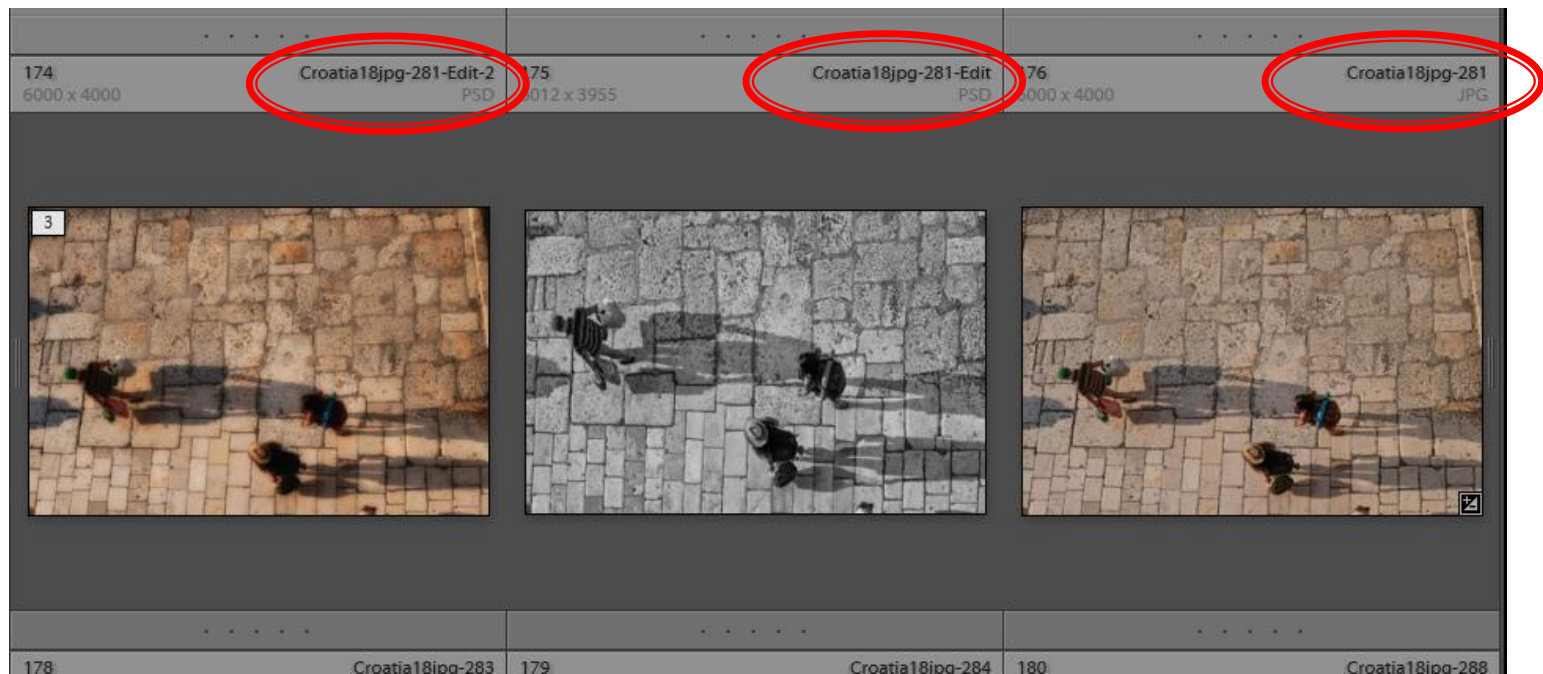
- Keep original RAW file
- Only store your best Final edited Image

Consider this file in Lightroom.....

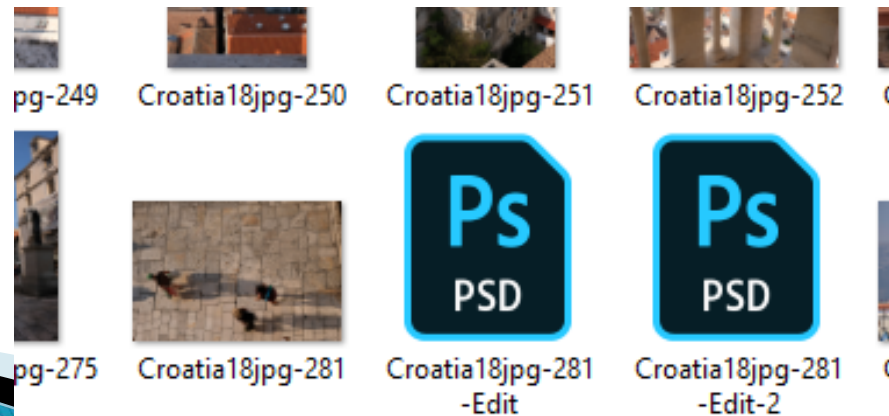


Not sure whether I want a B&W version, whether I want to enhance the colours, different crops etc

Editing In Photoshop by “editing in” command, multiple versions could be created and closed back into Lightroom.....

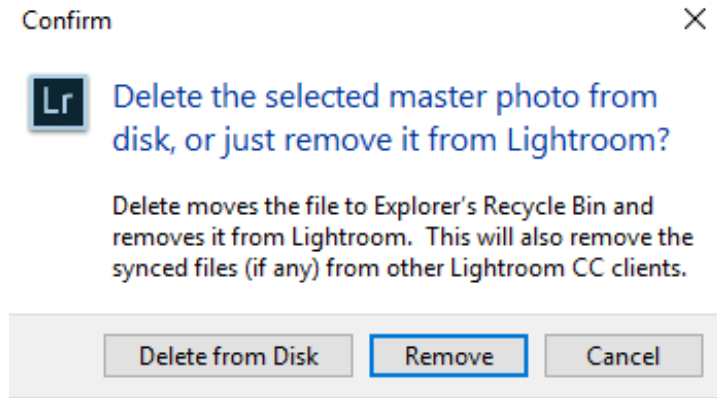


....and to show that all 3 versions have been saved in “My Pictures”...



The Goal.....

- ▶ ONLY **final** best version left in Lightroom
- ▶ If you have edited in external software such as PS, **remove** RAW (or jpg) original from Lightroom but keep edited file
- ▶ Right Mouse Image ----Remove Image Option



Remove the original file
(won't be deleted from My Pictures only
being removed from LR)

Delete from Disk, all “non-final” versions

Demo

Keeping track of what you enter into Competitions

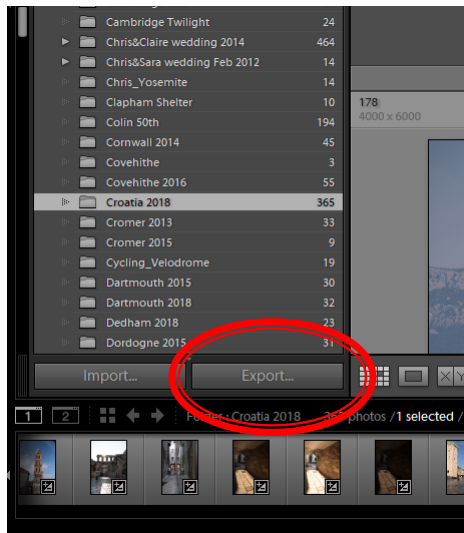
- ▶ You could create collections

Or

- ▶ You could export Final Versions outside of Lightroom for storage
 - Benefit is you keep PDI resized versions away from final full version in Lightroom
 - You keep “bordered” print versions away from Lightroom

Exporting images

In Library Module



Export One File

▼ Export Location

Export To: Specific folder

Folder: F:\Picture2TB\~Work_in_progress\Melbourn Camera Club\Keith 2018\1st Open Print Choose...

☐ Put in Subfolder: garden

☐ Add to This Catalog ☐ Add to Stack: Below Original

Existing Files: Ask what to do

▼ File Naming

☐ Rename To: Custom Name - Sequence

Custom Text: Example: Croatia18.jpg-281.jpg Start Number: Extensions: Lowercase

▶ Video

▼ File Settings

Image Format: JPEG Quality: 100

Color Space: sRGB ☐ Limit File Size To: 100 K

▼ Image Sizing

☒ Resize to Fit: Dimensions ☐ Don't Enlarge

1600 × 1200 pixels Resolution: 300 pixels per inch

▼ Output Sharpening

☐ Sharpen For: Screen Amount: Standard

▼ Metadata

Include: All Metadata

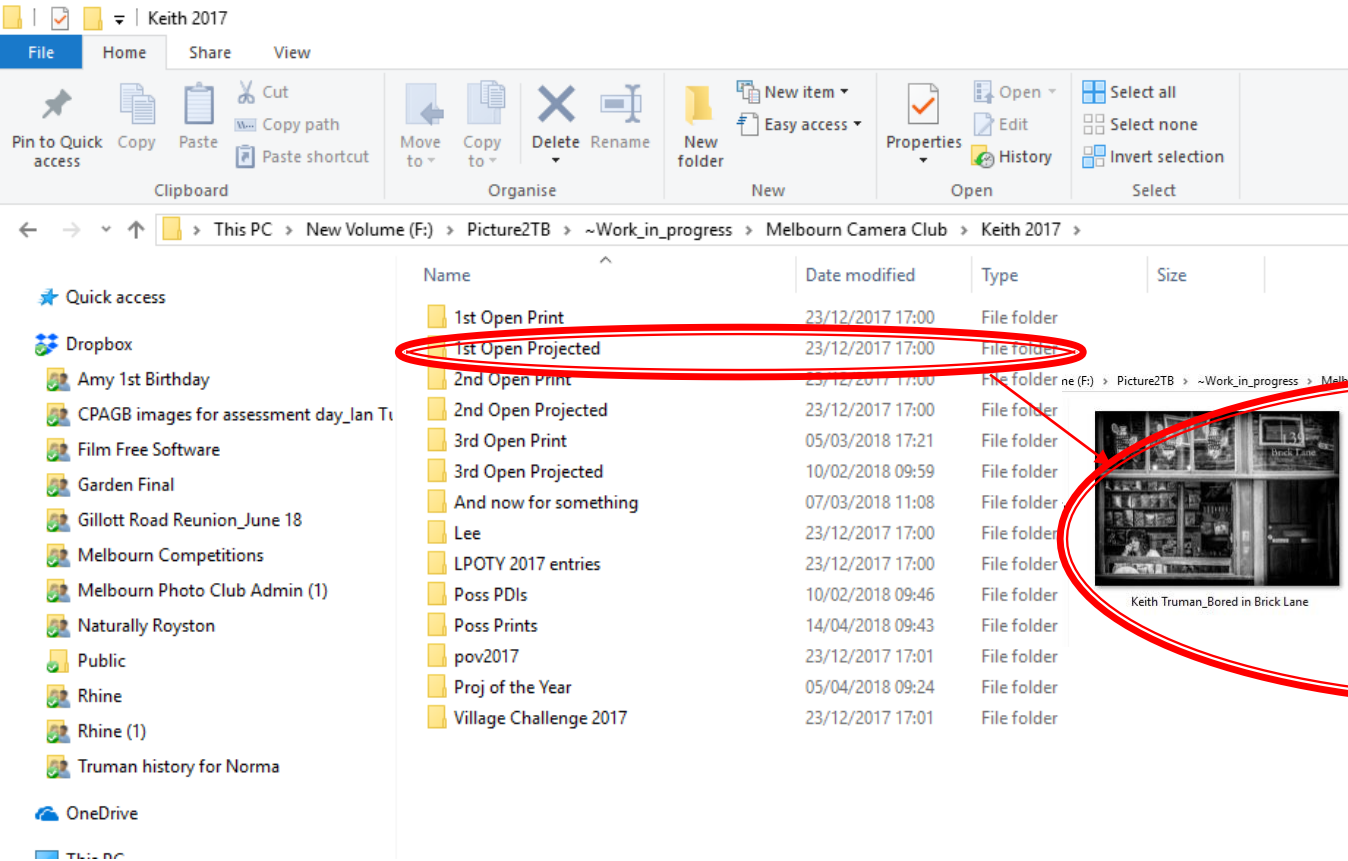
☐ Remove Person Info ☐ Remove Location Info

☐ Write Keywords as Lightroom Hierarchy

▶ Watermarking No watermark

▶ Post-Processing Do nothing

Export Cancel



<https://www.youtube.com/watch?v=44g4r9BNla0>

Demo

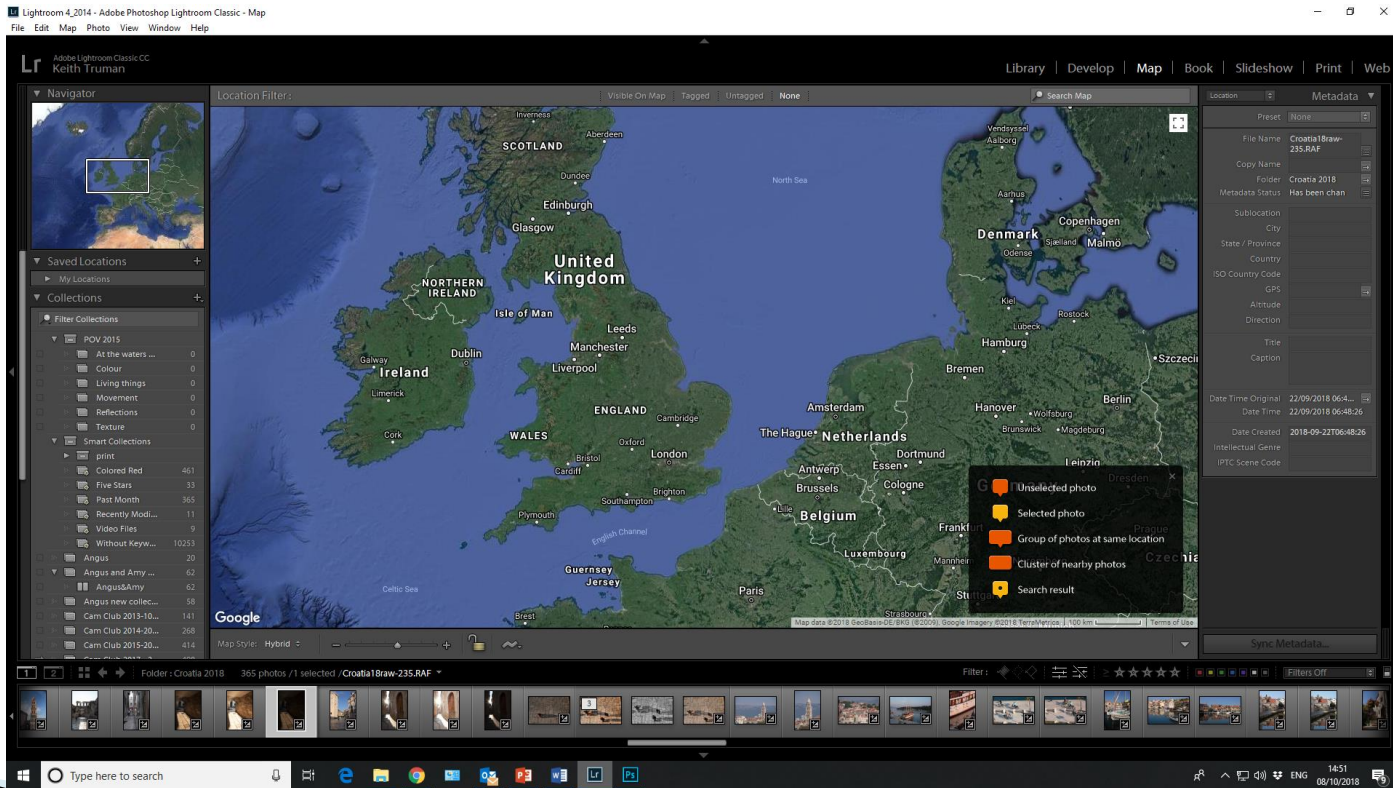
Use of Publishing Services

- ▶ Great way to effortlessly transfer images to Facebook or Flickr or Twitter etc
- ▶ In Library Module, “Set Up” whichever Services you use
- ▶ Once set up, drag and drop images directly onto the Service and “Publish”

<https://www.youtube.com/watch?v=w8l8cNBVQZE>

Map Module

- ▶ Enables you to add photos to a map to allow you to find them in future

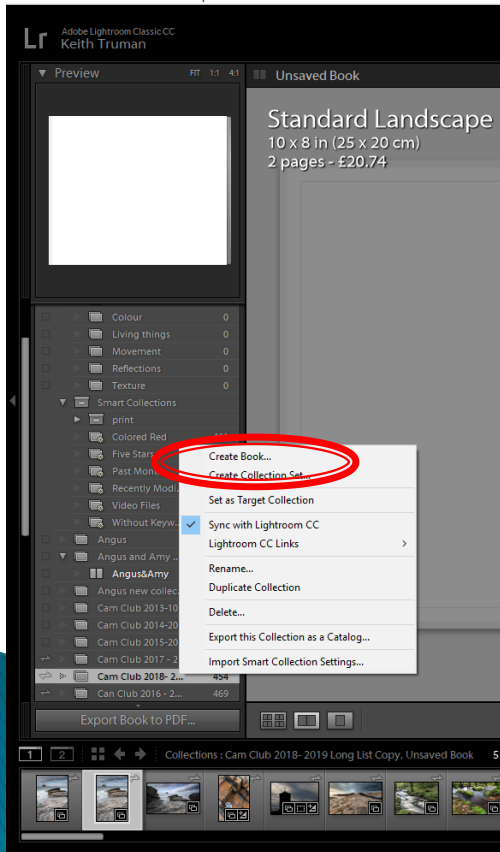


Demo

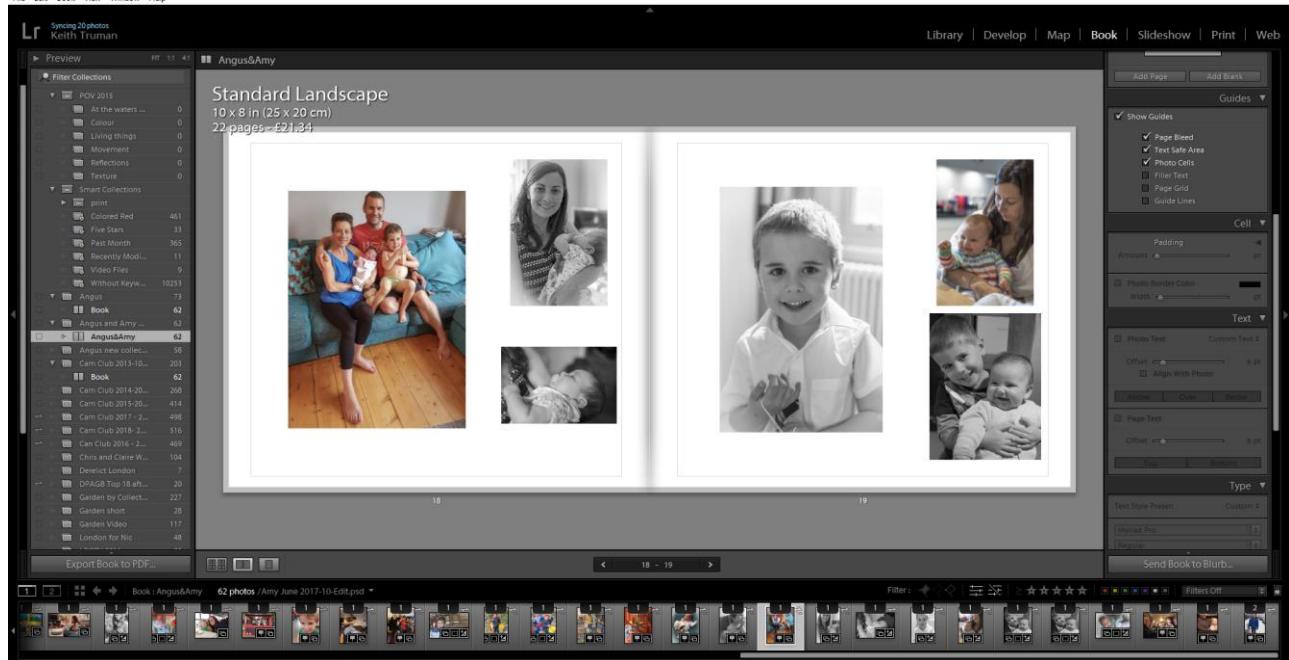
Making a Photo Book

- ▶ In the Book Module, from a Collection, Right-Mouse.....

Lightroom 4_2014 - Adobe Photoshop Lightroom Classic - Book
File Edit Book View Window Help



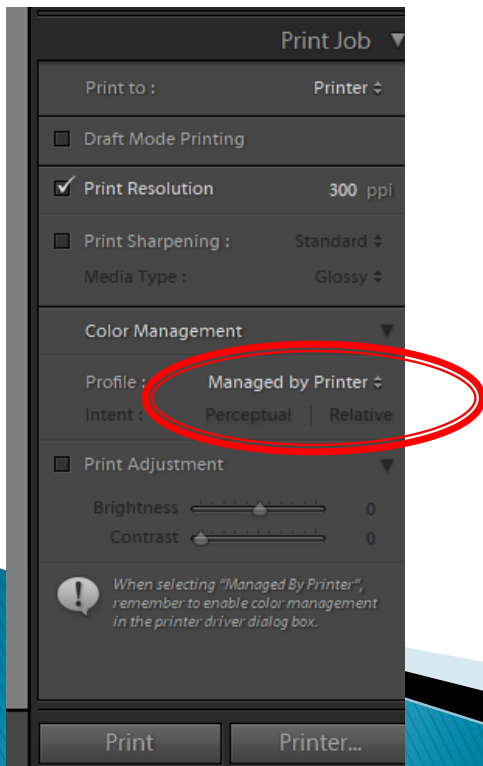
Lightroom 4_2014 - Adobe Photoshop Lightroom Classic - Book
File Edit Book View Window Help



<https://www.youtube.com/watch?v=1i4Vr3KdpM4&t=1037s>

Printing

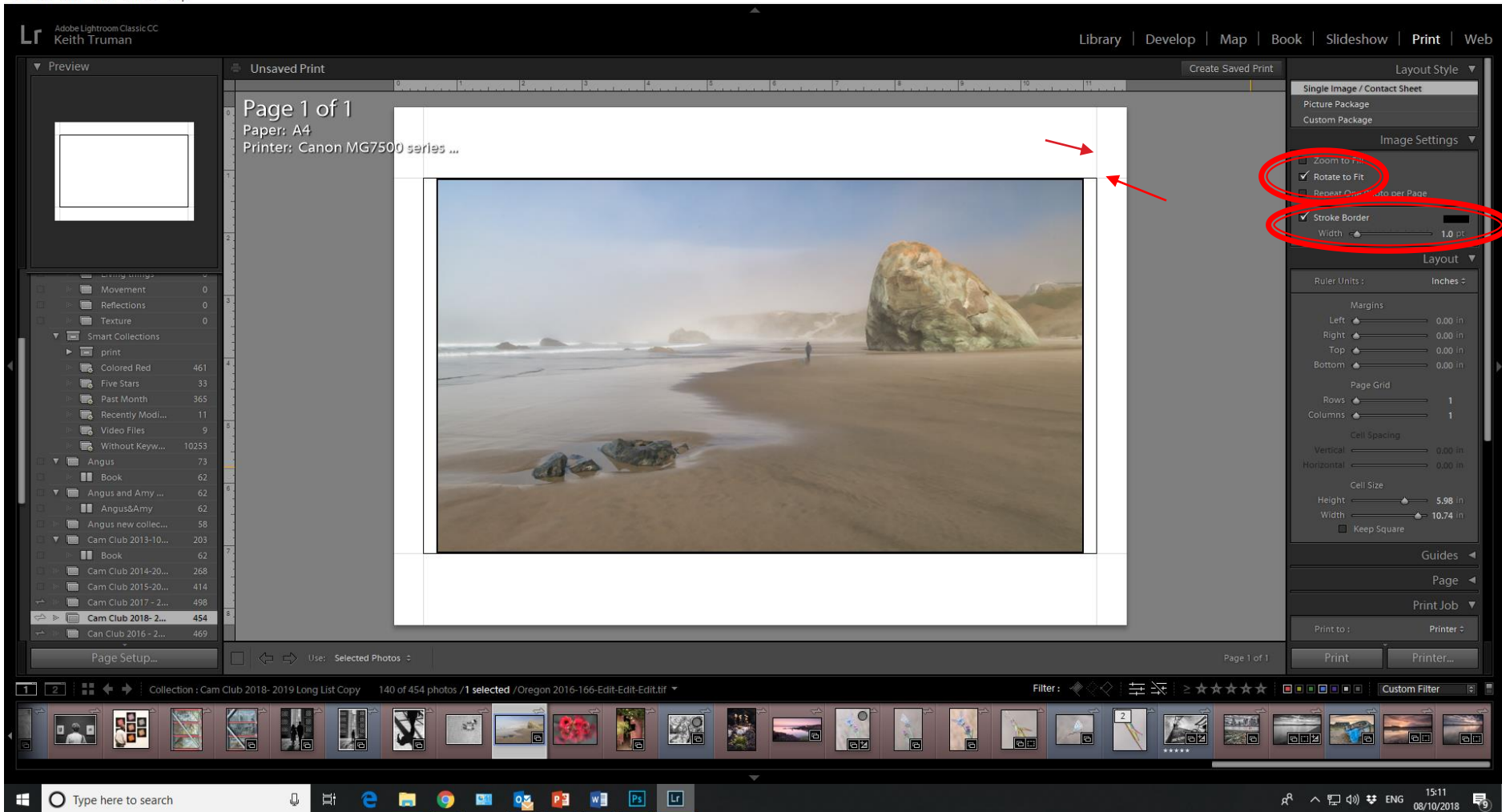
- ▶ Printing direct from Lightroom to a Printer
 - Straightforward
 - Use Page SetUp for paper size
 - Add Stroke if required
 - Click Rotate to Fit and then drag borders as required



Either set “Managed by Printer”

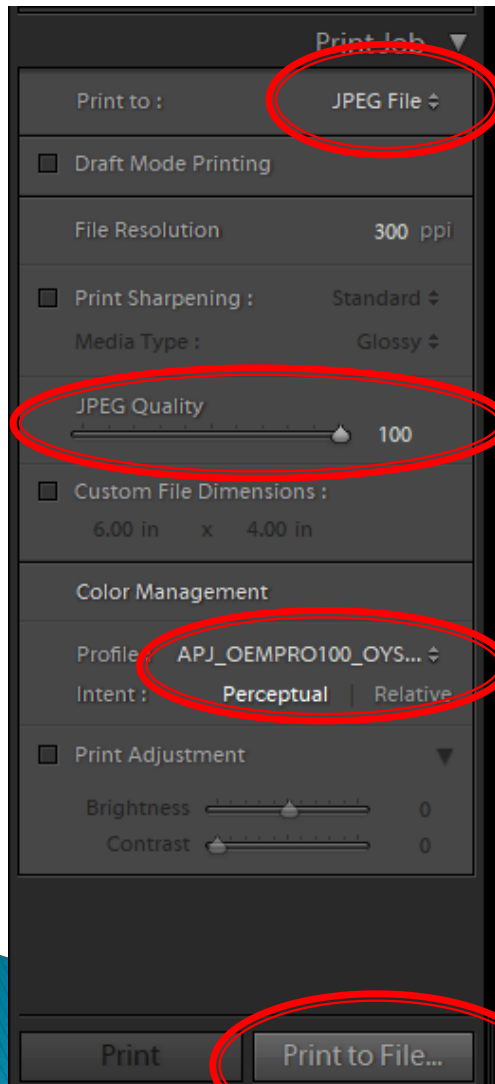
Or

Click “twisties” to navigate to Profile for paper
If known



Demo

To create a file to send to DS Colour



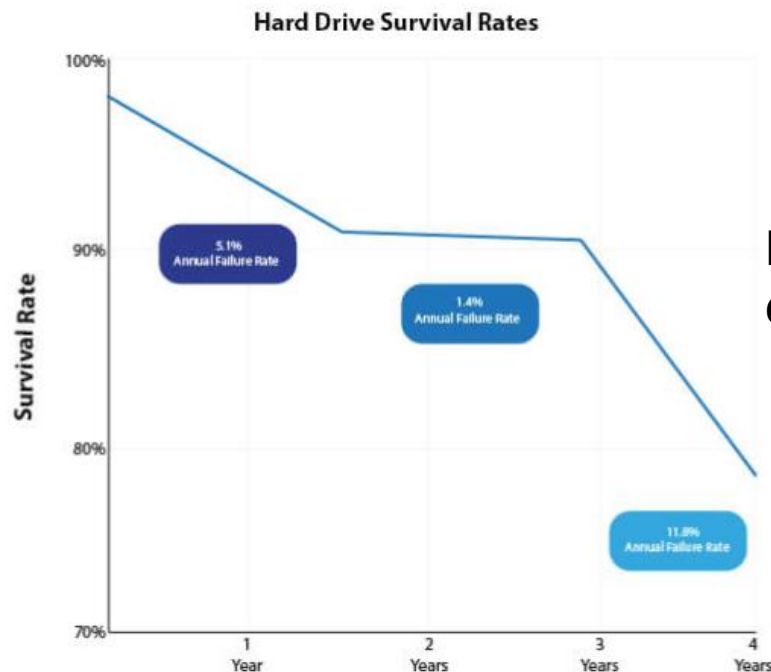
▶ Prepare your image as previously described, then Print to “jpeg” file

▶ Use the DS Labs Colour profile –need to download first

When you click this box, a dialogue box will open to define where your file is stored

Importance of Backing up your images

- ▶ How many members don't have their images on multiple hard drives?
- ▶ Hard Drive failures may mean you loose ALL your precious photos



Data analysed from 25,000 hard drive failures

Hard Drives are
cheap
images are priceless

3Tb external drive on Amazon = £80

Connect to PC monthly and use SyncToy

The End

Questions?