



video
39

Lightroom Tips & Tricks

Lightroom Tips & Tricks

In this lesson, we're going to cover a random array of tips and tricks in Lightroom that will help to speed up your workflow and teach you about some new features.

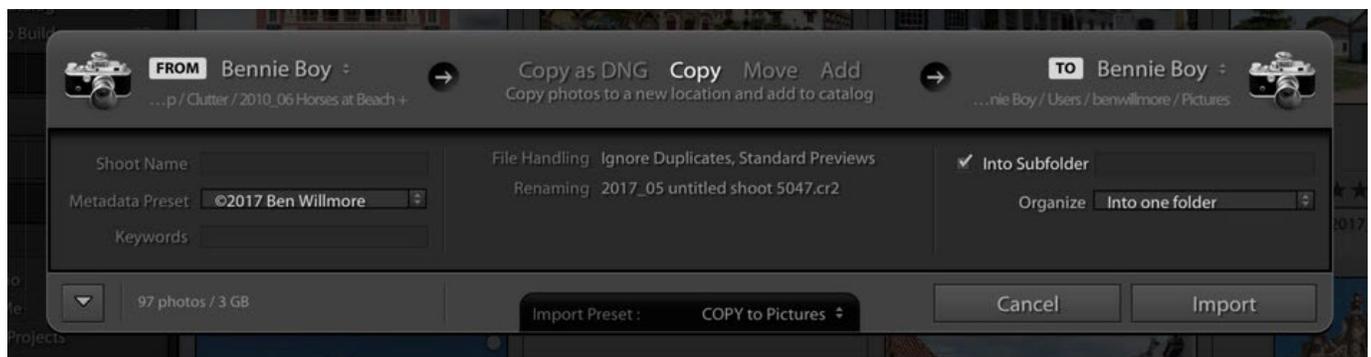
Simplified Import dialog Lightroom's Import dialog is large and full of settings, so it can sometimes be a lot to take in. There is, however, a mini, simplified version of the Import dialog that you can switch to if you have some import presets set up.

To access the Import dialog, you can either click the Import button in the bottom left corner of the interface or you can go to the main menu and choose File > Import Photos and Videos. The Import dialog will then open. To create a preset, you would first set up the import preferences using the settings you most commonly use. Then, click on the Import Preset menu at the bottom of the dialog and choose "Save Current Settings as New Preset." You'll be prompted to give the preset a name and then click Create.



To save your import settings as a preset, click the Import Preset menu at the bottom of the Import dialog.

After you have some presets set up, you no longer need to deal with all of the settings in the large Import dialog. You can instead click on the little arrow icon in the bottom left corner of the interface to condense the dialog into a smaller, more simplified version. In this mini dialog, your import presets will appear in the menu at the bottom of the dialog and there are areas for typing in the Shoot Name, selecting a Metadata Preset and creating a subfolder in which to place the images.



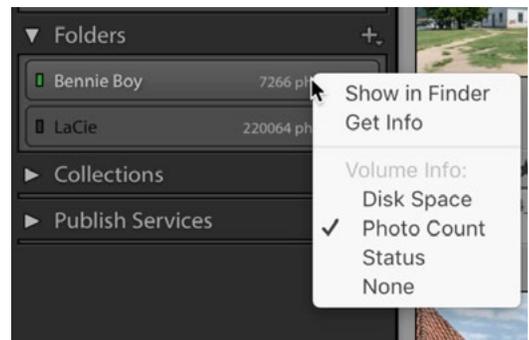
The condensed, simplified Import dialog.

Removing keywords before importing If you're ever importing images that were taken by someone else, any keywords assigned to those images will be imported as well. Personally, that's a problem because I like to have a very organized keywords list that only contains the keywords that I created. To remove keywords from a folder of images before importing them into Lightroom, I'll first open Bridge and select all of the images inside the folder. Then, I'll click on the Keywords tab on the right side of the interface, click on the little menu icon in the top right corner of the panel and choose Remove Keywords.



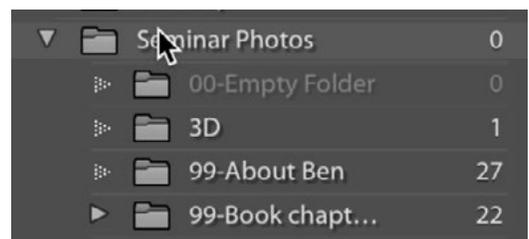
You can remove all keywords within Bridge's Keywords panel.

Viewing hard drive information The Folders panel on the left side of Lightroom's interface contains a list of the hard drives containing your images. When a hard drive is attached and turned on, a green light will appear next to the name of the drive. There is also some informational text to the right of the name. If you right-click on that text, a menu will pop up, from which you can choose what information you'd like to appear there. You can have the options of Disc Space (the default choice), Photo Count or Status (online or offline).



You can choose what info appears next to the hard drive name by right-clicking on the name to get this pop-up menu.

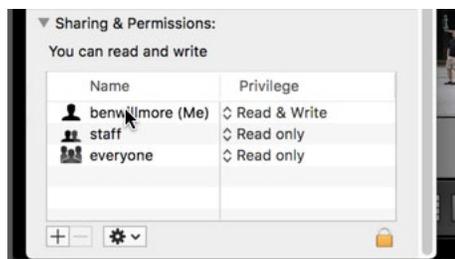
Expanding & Collapsing Folders In the folders panel, if you ever see a folder that is grayed out, it means that the folder is empty. To the left of each folder name and icon is a little disclosure triangle that you can click to expand the contents of the folder, revealing what's inside. If that little triangle is solid, it indicates that the folder contains subfolders. If the triangle is dotted, it



Solid triangles mean that the folder has subfolders. Dotted triangles mean that the folder does not contain subfolders.

means that the folder has no subfolders. Let's say you have expanded a folder as well as some of the subfolders inside of it. If you hold down the Option key (Alt on Win) and click on the triangle, it will collapse not only the targeted folder, but all of the folders inside of it. If the folders are all collapsed, you can hold down the Option key (Alt on Win) and click on the triangle to expand the folder as well as all of the subfolders inside it.

Changing file permissions If you ever try to rename an image that Lightroom currently has access to and it doesn't let you, it could be that you don't have proper permissions to make changes to the file. To fix this, right click on the image and



The permissions settings in the Get Info dialog on Mac.

choose "Show in Finder" from the menu that pops up. With the image selected in the finder, click Command+I to make the Get Info screen appear. At the bottom of the Get Info screen is an area for Sharing and Permissions. Make sure that the Privilege setting next to your name is set to "Read & Write." If it doesn't let you change this, you might have to click the little lock symbol at the bottom of the dialog so that it's set to unlocked.

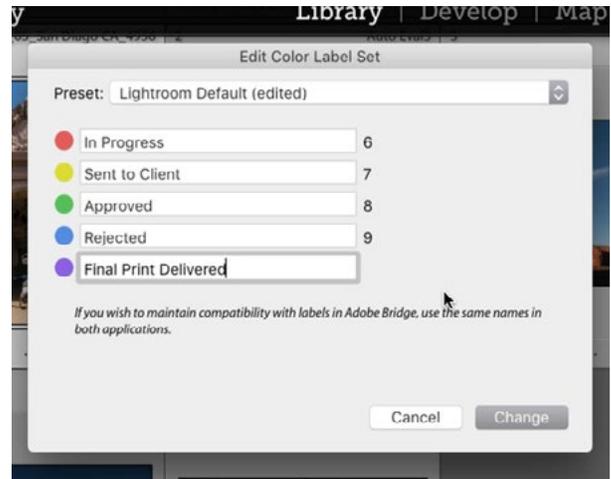
View what collections an image is contained within Before deleting a photo, I like to make sure that it hasn't been placed in any collections that might cause me to reconsider deleting it. To see if a photo is in any collections, right click on the photo, choose "Go to Collection" from the menu and see if a list appears showing any collection names. You can also tell whether an image is in a collection by looking at the icons in the bottom right corner of the thumbnails. The icon that looks like two overlapping rectangles indicates that the photo is in a collection.



This icon indicates that the image has been placed in a collection.

Info in thumbnail view When viewing your images as thumbnails, you can change what information is displayed around the thumbnails. Type the letter J to cycle between three different views that show different amounts of information.

Custom Color Labels You can set different color labels to your images by selecting an image, going to the View menu and choosing Set Color Label. But what if you'd like to customize these labels so that they mean something different to you? You can do this by going to the Metadata menu and choosing Color Label Set > Edit. This will allow you to designate different labels to the different colors. After clicking Change, you can then apply those labels by going to the Photo menu and choosing > Set Color Label.



This icon indicates that the image has been placed in a collection.

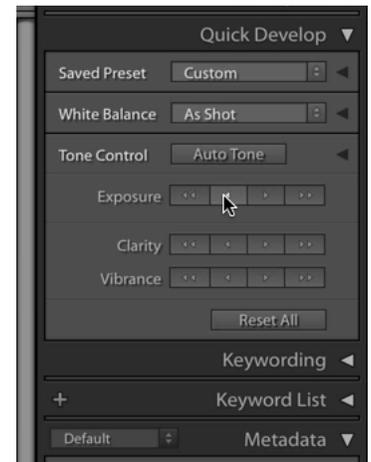
To quickly find images tagged with a specific label, go to the Filter Bar at the top of the Library Module. Click on the Metadata tab and you will find a Labels category on the right, which lists all of the labels that can be found in the group of images you're viewing. Simply click on one of them to view all the images tagged with that label.



You can search a group of images by label within the Metadata tab in the Filter Bar.

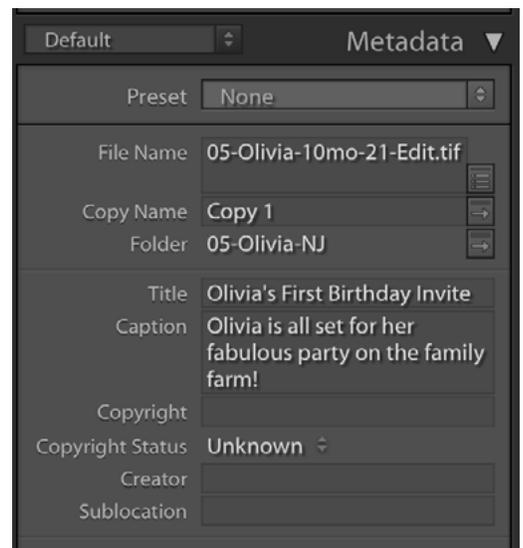
Match Total Exposures Let's say that you have multiple images that were shot at different exposures. Only one of the images has the correct exposure and you'd like make the other images' exposures look like that correct one. You can do this by selecting all of the images in the Library Module, making sure that the image with the correct exposure is the most selected (it will be highlighted a bit lighter than the rest), going to the Photo menu and choosing Develop Settings > Match Total Exposures.

Adjusting multiple images at once You can adjust multiple images at once by selecting them all, turning on the Auto Sync setting in the lower right of the interface and then using the adjustment sliders in the Develop Module. This could create a problem, however, if each of the images had different adjustment settings applied to start with. Let's say we select three images: one with an exposure setting of 0, another with an exposure setting of +1 and another with an exposure setting of -1. If I activate that first image and set the exposure setting to .5, the other two images will get an exposure setting of .5 as well. Lightroom won't take the previous settings into account. If you'd like the settings to be adjusted relative to what they already are, you can use the Quick Develop panel, which can be found in the Library Module. In this panel, you will see plus and minus icons for each setting and when you use those buttons, Lightroom will adjust all selected images relative to what their settings already were. If you selected three images, with the exposure settings of -1, 0 and +1, and then bumped up the exposure setting by .5, those three images would then have exposures of -.5, .5 and 1.5.



In the Library Module, you can adjust the exposure of an image or images within the Quick Develop panel.

Optimizing images in Lightroom for use in other programs If you plan on using your images in a book that will be created in another program like InDesign, you can make things easier on yourself by creating the captions for the images within Lightroom. In the Metadata panel in Lightroom's Library Module, you will find fields for Title, Caption, etc. Add text for whichever field you would like to use in InDesign. After you do this, hit Command+S (Ctrl+S on Win) or go to the main menu and choose Metadata > Save Metadata to File. This will ensure that the info you type in to the Metadata panel will be saved in the image file.



Information in the Metadata panel can be used in other programs.

After placing the image in your InDesign document, make sure it's active and then go to the main menu and choose Object > Captions > Caption Setup. In the dialog that appears, use the Metadata menu to tell InDesign which type of info you want it to import as the caption. If you want to use the Caption information, choose the option called "Description."

After clicking OK, go back to the menu and choose Object > Captions > Generate Live caption. A Live Caption is one that will update if you change the information attached to the file.

If you change the information attached to the file, you will see a warning icon appear in the top right corner of InDesign, as well as in the Links panel. This means that the information being displayed in the document is old and does not match the information currently attached to the file. You can update the text in InDesign by clicking the Update Link icon in the bottom of the Links panel.



If you update the information attached to a file, you will need to update the link in InDesign by clicking this icon at the bottom of the Links panel.

Note that the text box containing the Live Caption needs to be touching the image box in order for the correct text to appear.

If you're working with raw files, then you'll need to export the images as JPEG or TIFF before you place them in InDesign. When exporting an image, be sure to use the setting of All Metadata in the Metadata section of the export dialog box to ensure that the Title and Caption is included with the exported image. With exported JPEG or TIFF files, updating the metadata (caption, etc.) on the original image in Lightroom will not affect the previously exported JPEG or TIFF file. You'll have to re-export the image as a JPEG or TIFF file and replace the one you originally exported. An alternative would be to change the metadata of the JPEG or TIFF file directly using Adobe Bridge.

NOTE:

In this lesson's video, I am using a JPEG file within Lightroom as an example for the InDesign/caption tip. The steps would be slightly different if you are using a raw file, and that is detailed in the paragraph at left.

<-----