



Lightroom Classic Collection Tips

Lightroom Classic Collection Tips

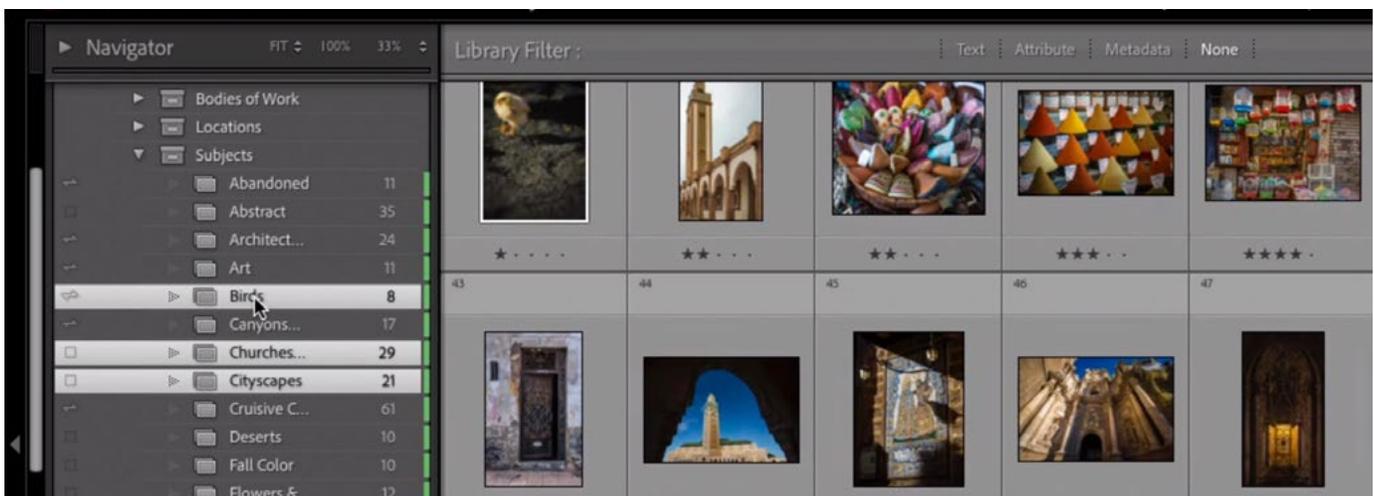
In this lesson, we're going to look at some tips and tricks for using collections in Lightroom Classic. Note that there is an earlier lesson that covers the basics on collections. If you are new to the concept, you may want to visit that lesson first. You can find it using the following link:

<https://mastersacademy.com/course/lightroom-collections/>

In Lightroom, the Collections Panel can be found on the left side of the interface. When expanded, it displays a list of all the collections you have created. Click on a collection and the images contained inside will appear in the main image window.

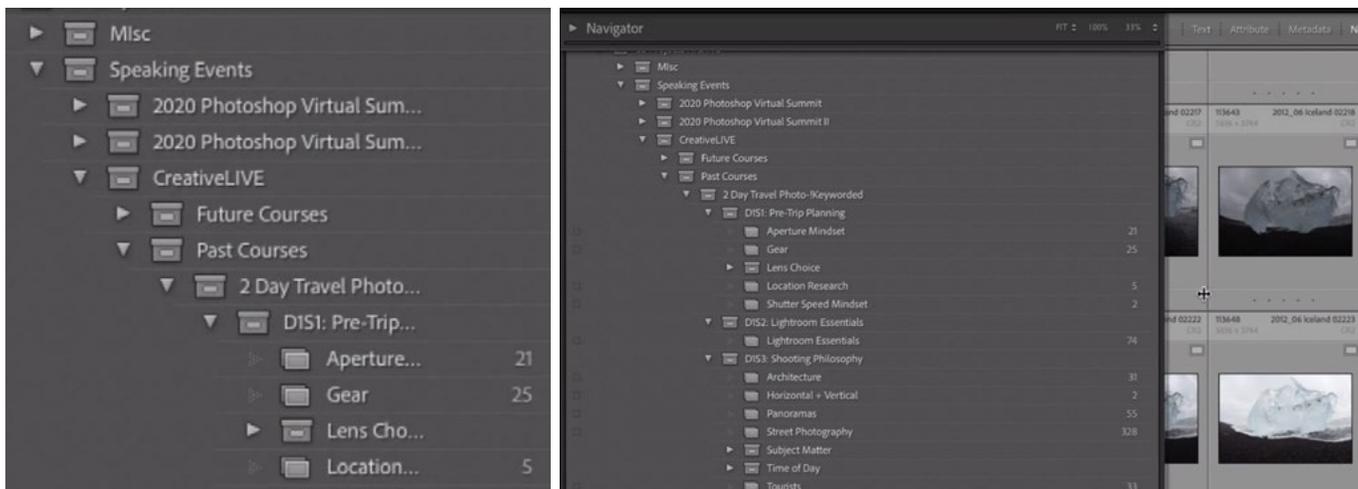
View more than one collection at a time One of the things that I like about the Collections Panel is that it allows you to view more than one collection at a time. To do this, click on the name of the first collection you want to view, hold down the Command key (Ctrl on Win) and then click on the names of the additional collections you'd like to include. To select a series of consecutive collections, click on the name of the first collection, hold down the Shift key and then click on the name of the last selection in the list that you want included.

When more than one collection is selected, the images for all collections will appear in the main image window.



You can select more than one collection at once. When multiple collections are selected, the images for ALL the selected collections will appear as thumbnails in the Library Module.

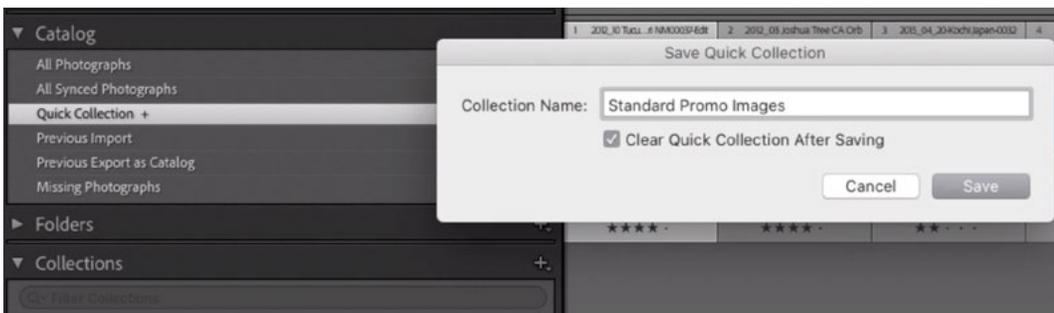
Expand sidebar containing Collections Panel You can make the left sidebar (that contains the Collections Panel) narrower or wider by clicking and dragging on the vertical bar that separates the sidebar and the image window. As you do this, however, you will find that Lightroom places a limit on how wide the sidebar can be expanded. This is not a big deal if you have a simple collection list. If, instead, you have collection sets inside of collection sets, they will become indented in the list and some of the collection names can get cut off from view. There is a trick for releasing the width limitation. Hold down the Option key (Alt on Win) as you drag the vertical divider bar and you will see that the sidebar can be expanded as far as you'd like, without limitation.



LEFT: When the left sidebar is contracted, some of the collection names can become hidden. **RIGHT:** By holding down the Option key (Alt on Win) while expanding the sidebar, it releases the limit on how far it can be expanded.

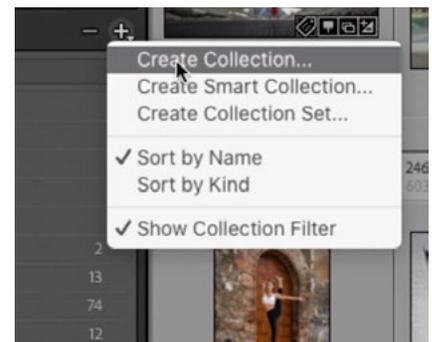
Expand or Contract all Collection Sets When you have a lot of collection sets within collection sets, you will find that Lightroom remembers what sets have been expanded or contracted when you close and open the base set. If you expand that base collection set, it will expand all of the included sets that were expanded in the past. If you would like to contract a collection set AND all of the collection sets inside of that set, hold down the Option key (Alt on Win) and click on the little disclosure triangle to the left of the collection set name. Now, when you click to expand the set again, all of the included sets will be contracted. You can also use the same shortcut to expand all of the contained sets.

Save Quick Collection as Saved Collection The Quick Collection is a special type of collection that is always found within the Catalog Panel on the left side of the interface. It is designed to be a temporary collection that you can quickly add images to while working on an active project. After you're done populating the Quick Collection for a particular purpose, you may want to save its contents as a permanent, saved collection. You can do this by right-clicking on the name "Quick Collection" and then choosing the "Save Quick Collection" option from the pop-up menu. A dialog box will appear, prompting you to name the new collection. The dialog also includes a setting that allows you to determine whether the Quick Collection should be cleared after saving its contents to a new saved collection.



You can save the Quick Collection as a regular collection. In the process, you also have the option of clearing the Quick Collection.

Settings for Creating a Collection Create a new collection by clicking the little plus icon at the top of the Collections Panel and choosing the "Create Collection" option from the pop-up menu. The Create Collection dialog box will appear. There is a field for naming the new collection at the top of the dialog, with additional collection settings below. If you would like the collection to be contained inside an existing collection set, turn on the "Inside Collection Set" check box and then use the dropdown menu to specify which set it should go inside. You should know, however, that I rarely manually work with this setting. If I want to place a new collection inside an existing collection set, I will click on the name of the collection set BEFORE creating the new collection. By doing this, the



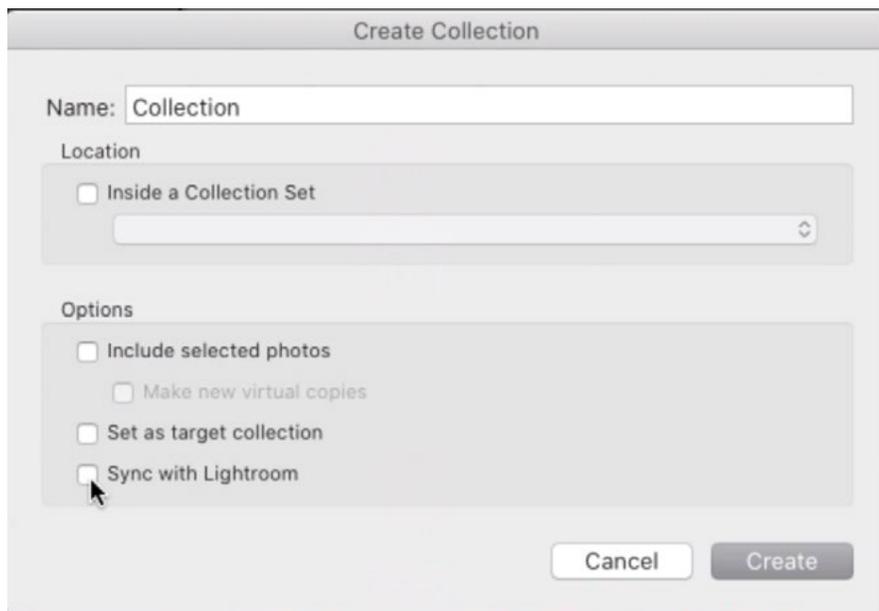
Create a new collection by clicking on the plus icon at the top of the Collections Panel.

check box will automatically be turned on and the correct set will automatically be chosen from the dropdown menu.

If you have any images selected at the time you create the collection, you can specify that those images be included in the collection by turning on the “Include Selected Photos” check box. Note: If you turn this check box on and then click the Create button, Lightroom will navigate away from the folder you previously had open and will switch to show you the contents of the new collection.

I, personally, do not use the “Include Selected Photos” check box because I do not want Lightroom to navigate me away from the folder I had active. I will instead manually add the images I’d like to be included in the collection.

If you do turn on the “Include Selected Photos” check box, you will have the additional option of creating virtual copies. Turn this on if you are going to make changes to the images in the collection, but you don’t want those changes to be reflected in the original folders where the images are stored.



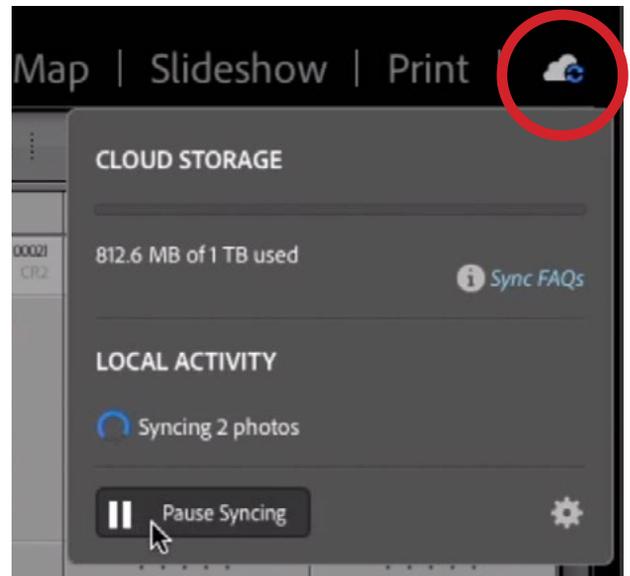
When creating a new collection, you will give the collection a name and specify the above settings.

When creating a collection, you have the option of setting the new collection as the Target Collection. When a collection is set as the Target Collection, you can quickly add images to the collection by tapping the B key. You will see a little plus sign (+) appear next to the name of the collection that is set as the Target Collection. (By default, the Quick Collection is set as the Target Collection.)

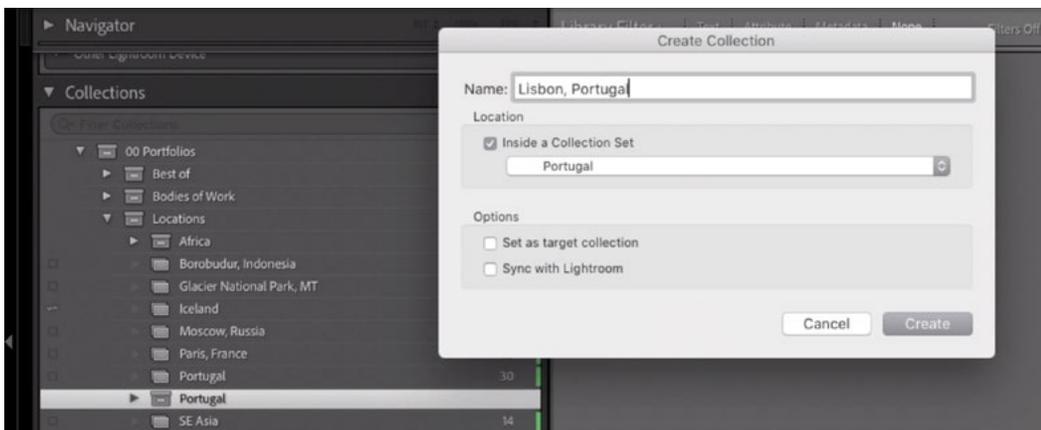
The final setting inside the Create Collection dialog is the “Sync with Lightroom” check box. If you turn this on, then the new collection will be synced with Lightroom on the iPhone, iPad or Android device. You can also specify that a collection should be synced with Lightroom by clicking on the little box to the left of the collection name. A little lightning icon will appear, indicating that the collection is synced.

If you are syncing collections with Lightroom, you can click on the little cloud icon in the upper right corner of the interface and an info box will appear. It will show you if any images are currently syncing and you have the option to pause the syncing process.

Once a collection accumulates a lot of images, you may want to divide those images up even further. For example, I may have a collection of images that I shot in Portugal, but I want to divide them up by city. To do this, create a new collection set by clicking the little plus icon at the top of the Collections Panel and choosing “Create Collection Set” from the pop-up menu. In the video example, I created a new collection set called “Portugal” and I made sure it was placed inside the existing collection set, called “Locations.”

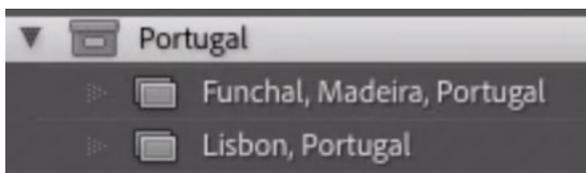


If you are syncing collections, you can click on the cloud icon (circled) to view syncing info.



We created a collection set called “Portugal” and we are now creating a new collection that will be placed inside the Portugal collection set.

With that collection set active, you can click on the plus icon again and this time choose “Create Collection.” This will place a new collection inside of the new collection set. In the video example, I created a new collection called “Lisbon, Portugal.” Now, you can return to that original collection, select all of the images that you want inside the new, categorized collection, and drag them to that new collection. In the video example, I returned to the original collection that contained all my images from Portugal. I selected all the images that were shot in Lisbon and I dragged them to the new collection. Then you can repeat the process for the next category of images. Create a new collection and make sure it’s placed within the new collection set. Then drag all relevant images into the new collection. In the video example, I created a new set called Funchal, Madeira, Portugal. I returned to my original collection, selected all of the images shot in Madeira and then dragged them to the new collection. Continue this process until all the images in the original collection have been categorized. After this has been



We have a collection set, called “Portugal,” which contains collections for the individual cities.

done, you can delete all of the images from that original collection, since you have a new collection set, with sub collections, that now contain and categorize those same images. Remember, when you delete an image from a collection, it is not removed from your hard drive or from other collections.

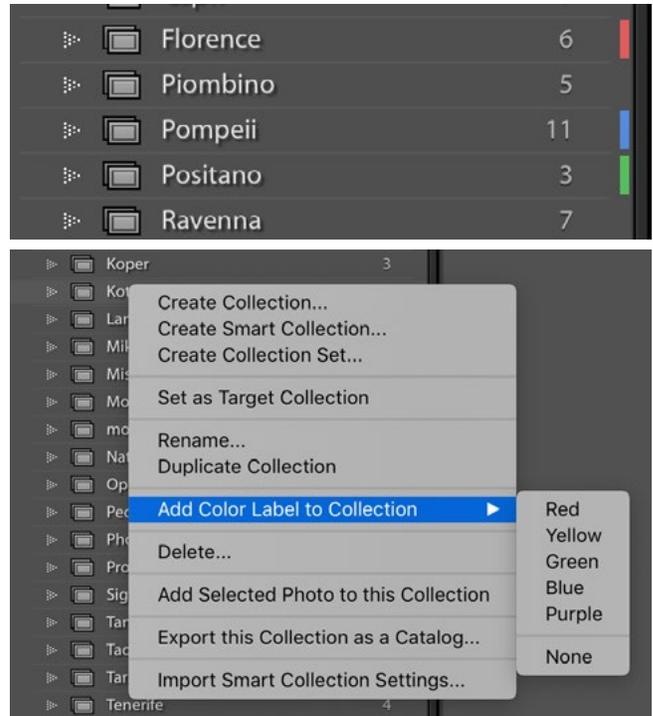
Convert smart collections into regular collections A smart collection is a special kind of selection that is essentially a saved search. It will be auto populated based on the search parameters you set up when creating the collection. You can learn more about smart collections in the lesson video that covers the basics of collections. There may be instances where you want to take a smart collection and convert it into a regular collection so that it no longer auto-populates. Unfortunately, there is not a simple setting that allows you to do this. You would first need to create a regular collection of the same name. Then activate the smart collection, select all of the images and drag them into the new, regular collection. Then, you can right-click on the name of the smart collection and choose Delete from the pop-up menu.

Collections and labels Lightroom has a feature that allows you to add color labels to your collections. Add a color label by right-clicking on the name of the collection and choosing Add Color Label from the pop-up menu. You will have the color options of Red, Yellow, Green, Blue and Purple. After a color label has been added, you will see the color appear to the right of the collection name.

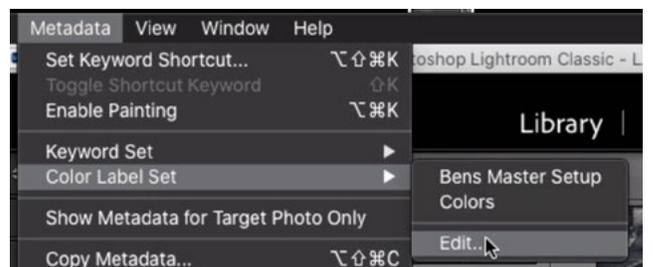
You can also apply meanings to the color labels and, if you do this, those meanings would show up instead of the color names when applying the labels. For example, when I add a label, my menu does not list Red, Yellow, Green, etc. Instead, my color label list reads as follows:

- Teaching Ready
- Utility
- Ready for Public Display
- Work Me
- Active Projects

Color labels can be defined by clicking on the Metadata menu at the top of the screen and choosing Color Label Set. If you have already defined sets of color label meanings in the past, they will be listed in the pop-up menu. To define a new set, click Edit.

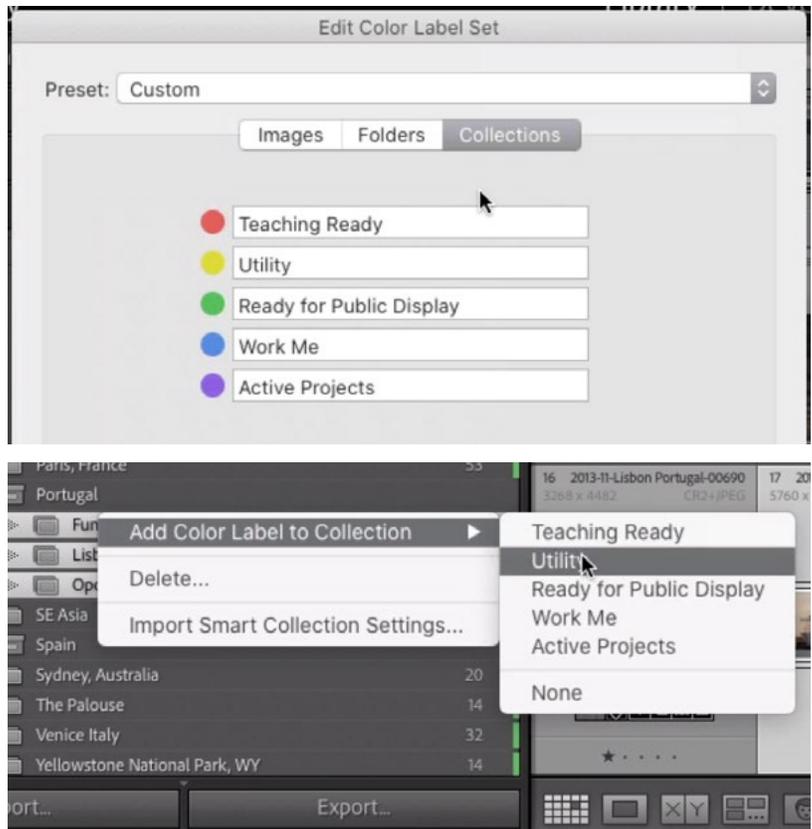


Lightroom gives you the ability to add color labels to your collections.

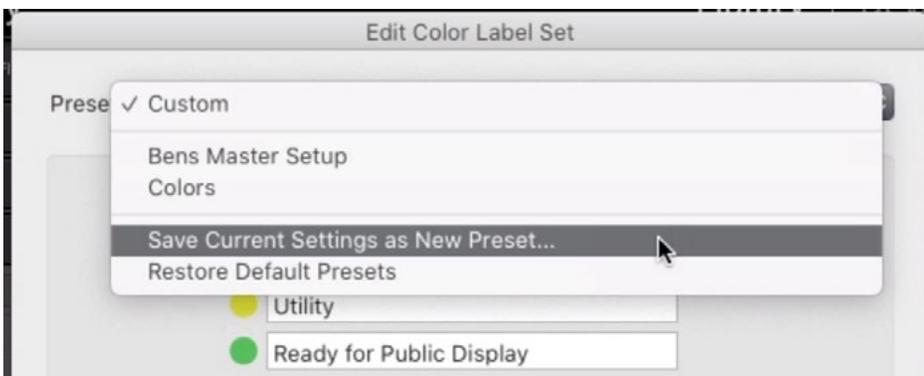


To apply or create a color label set, click on the Metadata menu and choose Color Label Set.

The Edit Color Label Set dialog will appear. At the top, you can choose to define the color labels for Images, Folders or Collections. Click on the Collections tab to make it active. Then, you can type in the labels that each color should represent. These are the labels that will show up in the menu when applying a color to a collection. After you've entered in the labels, click on the Preset menu at the top of the dialog and choose to Save Current Settings as New Preset. You'll be prompted to give the new preset a name. Note that the preset will include not only the Collections labels but ALSO the Images labels and the Folders labels. If you think that you will also be using labels for your images and folders, make sure that you click on the tabs at the top of the dialog and set up those color labels as well.

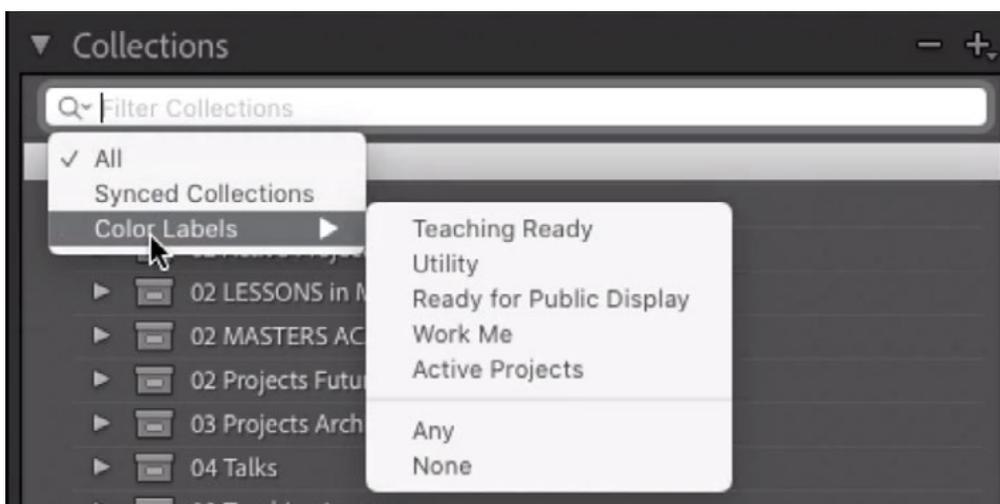


The color label set has been customized and you can see that the new labels appear when using the “Add Color Label” menu.



After creating a new set of color labels, click on the Preset menu and choose to “Save Current Settings as New Preset.”

Filter by color labels At the top of the Collections Panel is a search bar that will allow you to filter your collections. If you don't see this search bar, know that you can toggle its visibility by clicking on the little plus icon at the top of the panel and clicking on the "Show Collection Filter" setting. You can type a word into the search field in order to filter and search collection names. You can ALSO filter by color label by clicking on the little magnifying glass icon on the left side of the search field and choosing Color Labels from the pop-up menu that appears. Choose a label from this menu and the Collections Panel will change to show you ONLY the collections with that label applied.

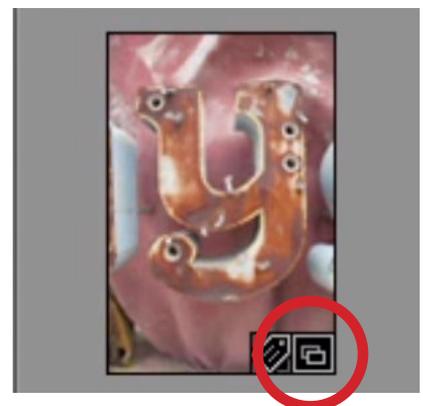


Click on the little magnifying glass icon on the left side of the search field and you will have the option of sorting the panel based on color labels.

Change how collections are sorted You can change how collections are sorted within the Collections Panel. Click on the little plus icon (+) at the top of the panel and the pop-up menu will give you the option to Sort by Name or Sort by Kind. The "Sort by Kind" option will place all of the collection sets at the top of the panel and all of the collections will appear below them. The "Sort by Name" option will sort collections alphabetically. I use the "Sort by Name" option. With this option, I can have more control over the order of things by using numbers at the beginning of the collection names. For example, the collection named "00 Portfolios" will appear at the top of the list because it starts with 00. The collection that starts with "01" will appear next in the list.

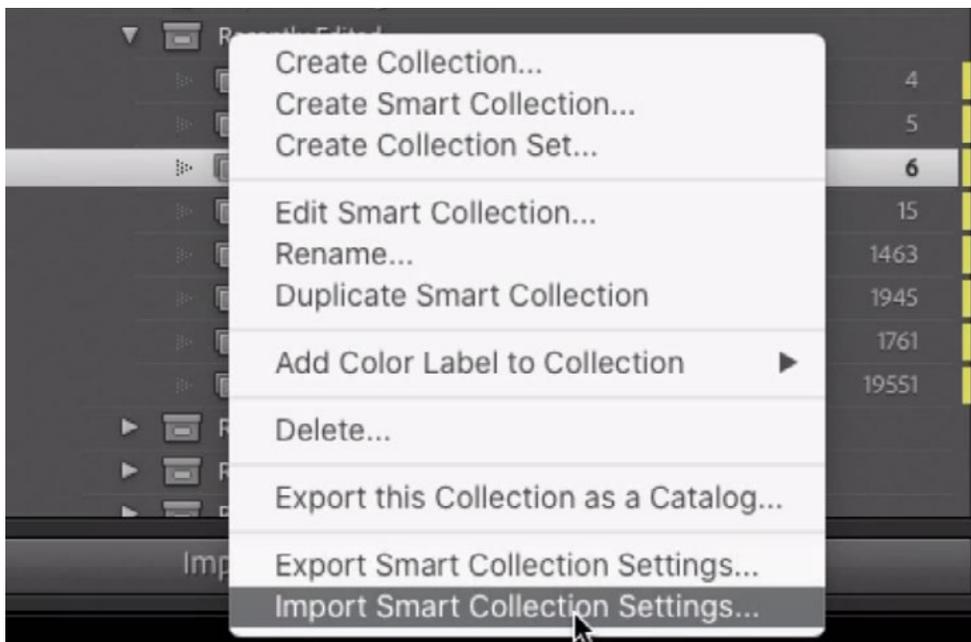
What happens with virtual copies or images edited in Photoshop If you are working inside a collection and you create a virtual copy of an image, that virtual copy will appear within the collection. However, if you are working within a folder and you make a virtual copy of an image, that virtual copy will NOT automatically be included in any collections that the original image is in. The same thing will happen for images edited in Photoshop. If you are working within the collection and you edit the image in Photoshop, then the new edited image will be added to the collection. If you are working within a folder and you edit an image, that newly-edited image will NOT automatically appear within any collections that the original image had been added to. Knowing this, make sure that you create virtual copies or Photoshop adjustments from within the collection IF you want the resulting file to be included in that collection. If you do this from within the folder, you will need to remember to manually add the file to the collection.

The collection icon When an image is contained within one or more collections, a little icon will appear at the bottom corner of its thumbnail. The icon looks like two overlapping rectangles (see screen shot). When viewing the image from WITHIN the collection, this icon will only appear if the image is also contained within another collection. If you don't see that icon, it means that the image is only contained within the collection you're currently viewing.



View Options You can control what information appears in and around the image thumbnails, including the little badges that appear in the bottom right corner of the thumbnails. The collection icon is an example of one of these. Click on the View menu and choose View Options. Make sure that the Grid View tab is selected at the top of the View Options dialog. Here, you will find a lot of settings, including the "Thumbnail Badges" check box. Keep this check box on if you would like to see the badges. Turn it off if you want them to go away.

Share smart collections After specifying the series of parameters that define a smart collection, you can export those settings so that you can share them. To do this, right-click on the name of the smart collection and choose “Export Smart Collection Settings” from the pop-up menu that appears. This will create a little file on your hard drive that you can give to someone else. If you have one of these files, you can import the settings into your catalog by choosing the “Import Smart Collection Settings” option from that same menu.



Right-click on a collection name to access the menu at left. From here, you can export or import smart collection settings.

Export a collection as a catalog You can also export the contents of a collection as a separate Lightroom catalog that can be shared with someone else. Do this by right-clicking on the name of the collection and choosing to “Export this Collection as a Catalog.”

Collections Panel in other modules Up until now, we have been working solely within the Library Module. The Collections Panel can be found in all of the other Lightroom modules as well. If you are working within a collection using one of these other modules, then all of the collection images will appear within the Film-strip that runs along the bottom of the interface.