



THE PHOTO ACADEMY

Student booklet

Lightroom #1

This document provides you with a summary of the operations to be performed in Lightroom; from creating a catalogue, to exporting images, to importing, sorting within the library, and using development tools.

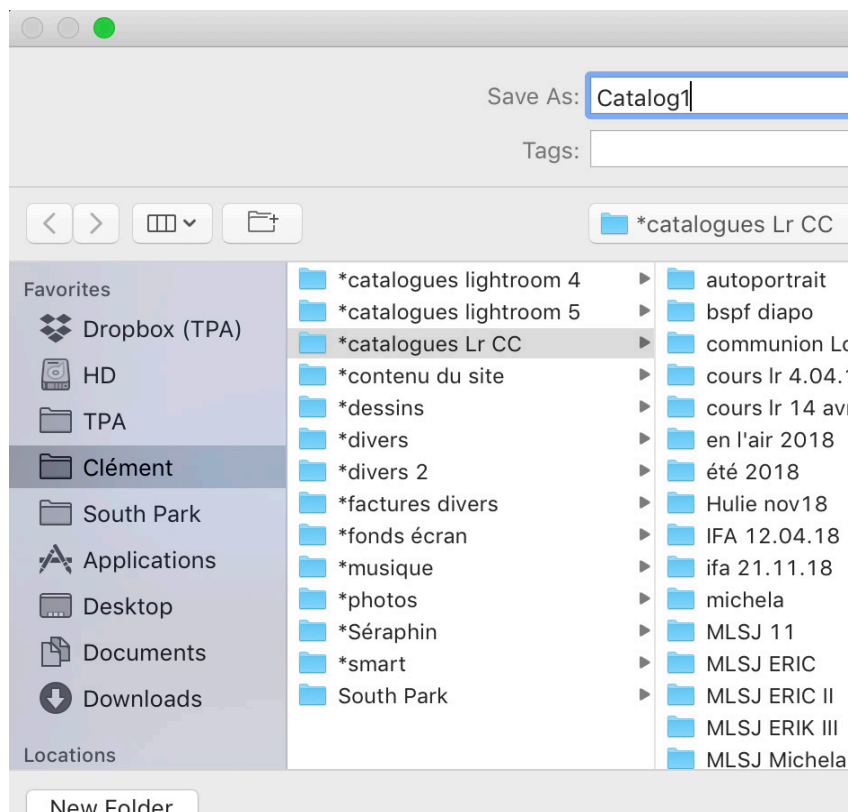
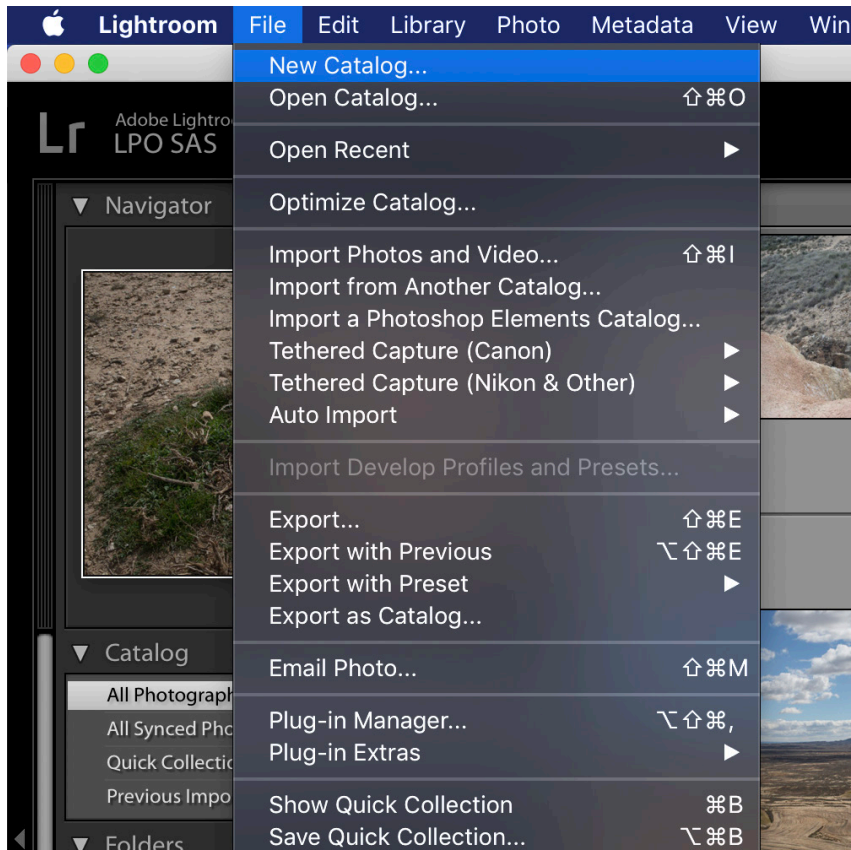
#1

The creation of the catalogue

The catalogue is a computer file (.lrcat) that will gather various information related to your photographs, and your actions on them. A catalogue file will contain in particular:

- Information on the location of your original files
- Your image ratings (stars, colors, collections, etc.)
- The keywords of the images
- The history of the retouching carried out on the images

To create a catalogue, click on [FILE > NEW CATALOGUE](#). Then choose the location of the catalogue, and give it a name. Once created, Lightroom will restart with your new catalogue.

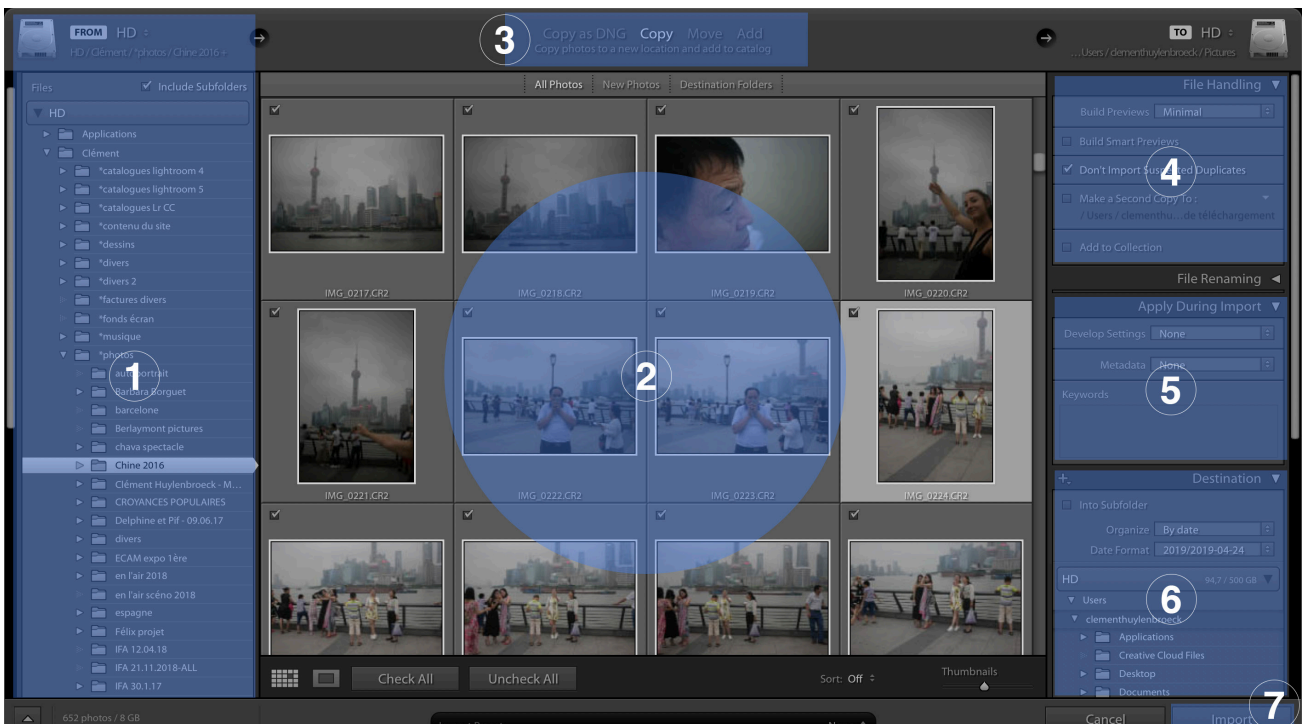


#2

Importing images

In this new catalogue, it will be necessary to add / import images. Here's how to do it:

- Click on [FILE > IMPORT PICTURES AND VIDEOS](#) (a dialog box opens)
- Choose the images in their location [\(1\)](#)
- If necessary, deselect some images in the source folder [\(2\)](#)
- Choose the import method [\(3\)](#):
 - ◇ Select "Copy" to copy the source files to another media (internal / external hard disk)
 - ◇ Select "Move" to copy the source files to another media (internal / external hard disk), and delete them from the original media
 - ◇ Select "Add" to leave the source files in their location
- Choose the size of the previews (rendering of images offline), and if necessary, enable the creation of dynamic previews (allows you to edit when Lightroom is not connected to source files) [\(4\)](#)
- Choose to add, if necessary, metadata to your images (copyright in particular) [\(5\)](#)
- Choose the location where to save the source images (only with the "Copy" and "Move" options) [\(6\)](#)
- Click on "Import" [\(7\)](#)



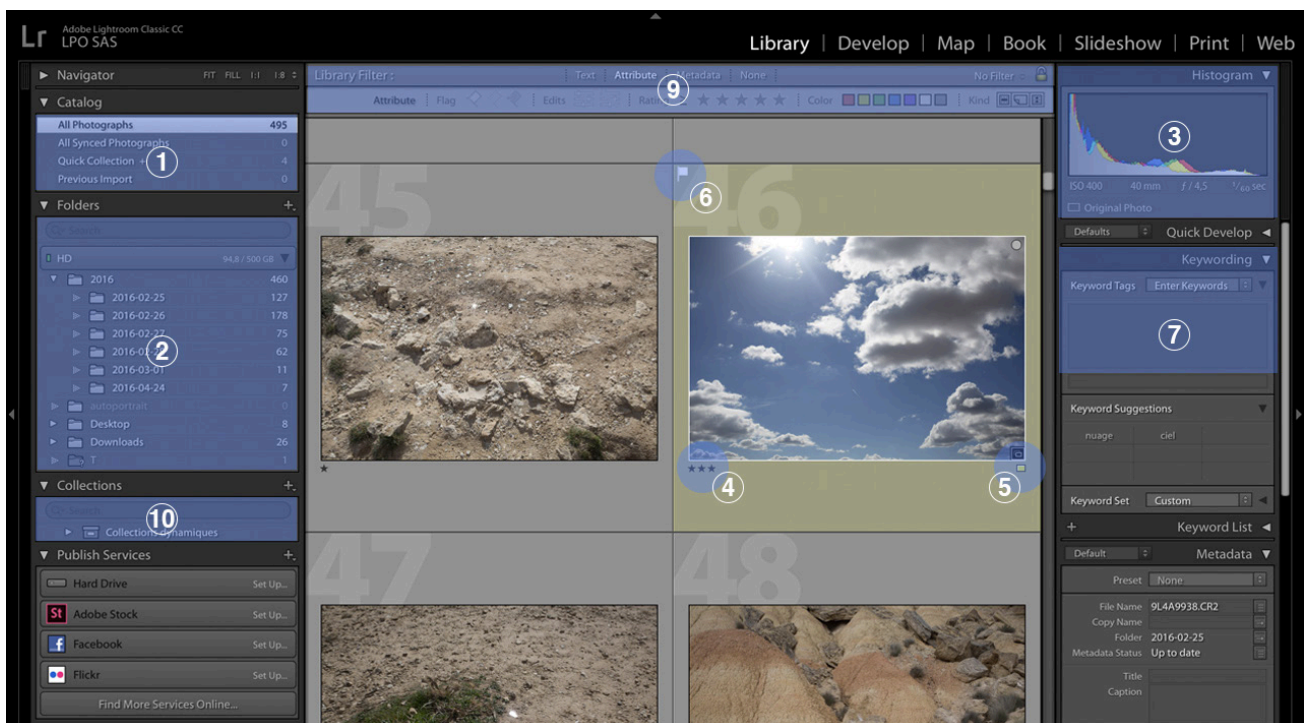
#3

The selection of images

The “Library” tab will be used to sort your images, and to select the best ones.

Below is a non-exhaustive list of the Library’s selection / viewing tools:

- Choose to display all the images in the catalog, or only those from your last import (1)
- Know the location of the source files, and connect broken links with the previews (right click on the folder > “find the missing folder”) (2)
- View the histogram of the selected image, and its exposure settings (3)
- Assign a number of stars (4)
- Choose a color label (5)
- Put a marker / flag, or reject the image (right click on the flag) (6)
- Add one or more keywords to the selected images (7)
- Choose the “grid” mode to see the images in thumbnails, and change their sizes (8)
- Choose the “full screen” mode to view only the selected image (8)
- Choose the “compare view” mode to compare two selected photos (8)
- Filter a part of the images according to selection criteria (9)
- Create a simple collection to drag a selection of images into (it is possible to change the order of the images arbitrarily) (10)
- The “quick collection” is a simple pre-created collection (1)
- Create a dynamic collection in which a part of the images will be displayed according to selection criteria (10)

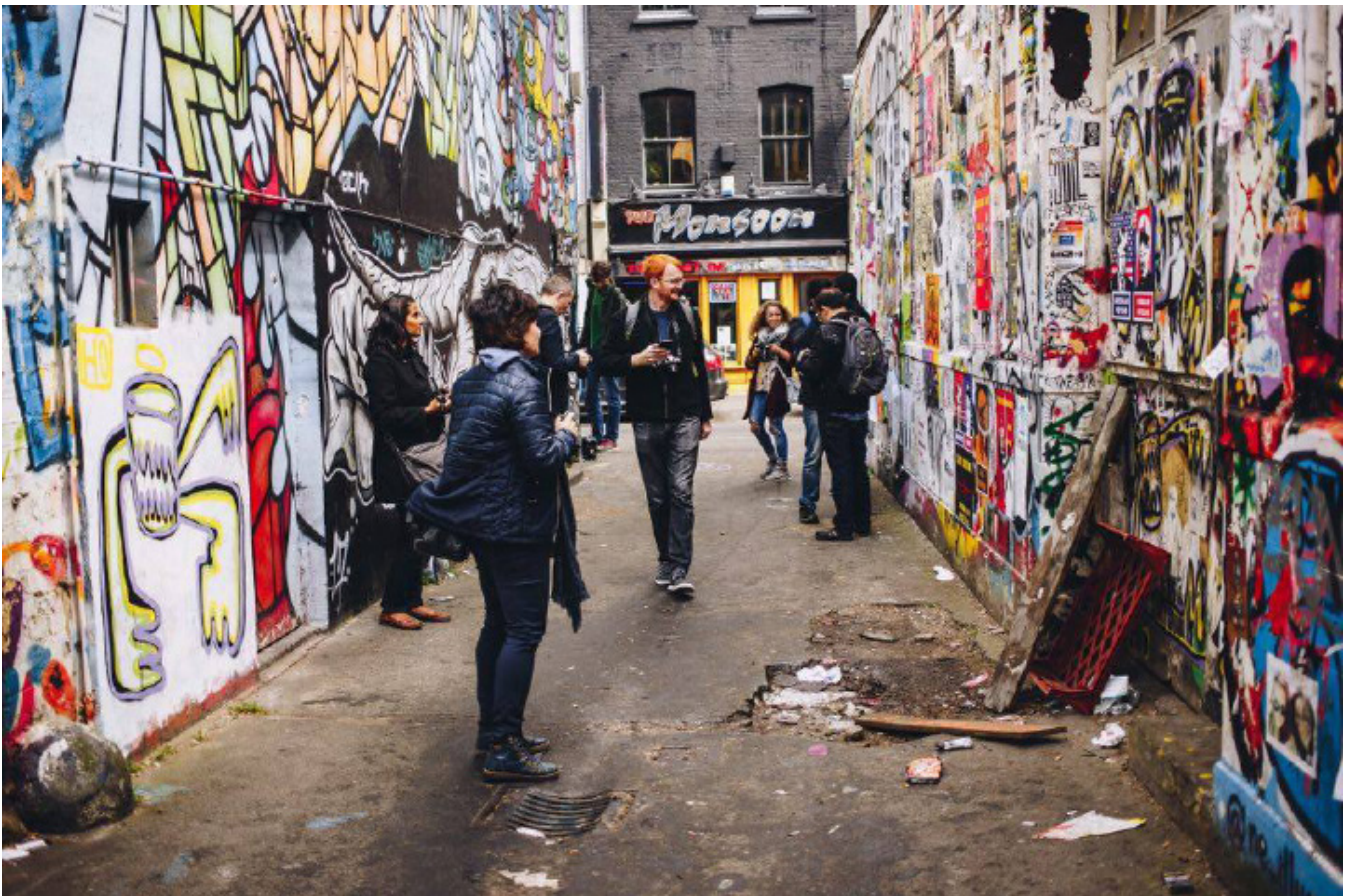


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