

LIGHTROOM PREFERENCES

Lightroom > Preferences > General - Import Options and select Show Import Dialog When A Memory Card Is Detected

To back up your LR catalog

Lightroom>Catalog Setting- choose weekly

Find Backup folder grouped in with lrcat- delete old backup files periodically

Optimize catalog- File>Optimize Catalog

Used to help speed up the working of the Lightroom lrcat. If you have a large number of photos in your catalog you want to do this every few months to help flush out the catalog.

LIBRARY Module

(J) Change info on the thumbnail

(L) Lights out mode in Library viewing

(F) Full screen view

IMPORT

Linking files from a location to be able to manage, view and edit through your LR catalog.

PHOTO IS MISSING?

Relinking missing photos

'? Or !' locate/ word or title search

Library>Find all missing photos

RATING

(P) Flag pick

(U) Flag unpick

(X) Flag rejected

(1-5) Star

(6-9) Color

FOLDERS

The folders in the Folders panel reflect the folder structure on the volume itself and appear in alphanumeric order. Click the disclosure triangle to the right of a volume name to see the folders on that volume. Click the triangle to the left of a folder to see any subfolders it contains.

You can add and move folders in the Folders panel, rename folders, and delete them. Changes you make to folders in Lightroom are applied to the folders themselves on the volume.

COLLECTIONS

Regular collection A group of any photos you choose to put in a group.

Smart collection Collections based on rules that you define. For example, you can create a smart collection of all photos that have a five-star rating and a red color label. Photos that meet the criteria are automatically added to the smart collection.

Quick collection You can temporarily group photos for certain tasks into the Quick Collection. Unlike regular or smart collections, there can be only one Quick Collection at a time in the catalog.

Collection Set A *collection set* is a container that includes one or more collections. A collection set does

not actually contain photos; it only contains collections, including regular collections, smart collections, and output creations.

METADATA

Metadata panel has many options to edit or add to along with navigation to find or locate source folders for photos.

KEYWORDING

The Keywording panel of the Library module lets you add keywords to photos by either typing a new keyword or applying keywords from a keyword set. You can also add keywords to photos by dragging photos to keywords in the Keyword List panel

When you add keywords to photos, the changes are stored in Lightroom, but the keywords aren't saved to the files unless the Automatically Write Changes Into XMP option is selected in the Catalog Settings dialog box. To save the keywords to the files manually, choose Metadata > Save Metadata To File.

LIBRARY FILTER

Once you enable the filter in Lightroom's library module, you are able to search your images in three ways – text, attributes and metadata. To activate the filter bar, the keyboard shortcut is backslash (\)
Check the Location on your Folder or Catalog to be sure where you are searching