COLLECTIONS AND STARS

FOLDERS AND WHY NOT TO MESS WITH THEM

Inside of your pictures folder you will see all the sub-folders containing your actual photos.
You can move folders here and then update your LR Library or move files and folders directly in LR.
In the Library module, in the Folders panel, you can select a folder / file and drag it into another folder.
The error message tells you this CANNOT be undone.
But you could always move the file back.

If you see a question mark near a grayed out folder, you can right click and choose FIND MISSING FOLDER.
Navigate to the folders location and it relink the photos.

In the Folders panel, you can also SYNCHRONIZE.
This may be necessary if you add or delete photos from the folders on your hard-drive and need to update your LR catalog. The Synchronize Folder option will add images into your LR catalog.

COLLECTIONS

Collections are a great way to sort out your best photos from a shoot.
First SORT out your favorites:
1-5 will add a star rating.
6-9 adds a color rating.
0 removes a star rating.
P lets you mark a photo as a Pick.
X lets you mark a photos as a Reject.
U to unflagging.

1.   To move your picks into a collection, use the Attribute menu in the Library filter bar that appears at the top of the center Preview Area. Select the way you want to sort and then CMD A to select all.
2.   In the Collections panel on the left side, click on the little plus and choose Create Collection, CMD N.
3.   Create a collection and choose the Option to include selected photos.
4.   Collections do not affect actual photos on your computer, they are working collections to make it easier to choose your best compositions. You can delete photos from a collection and it will not affect the real photo.

If you have a few photos selected and you want to compare them, choose the SURVEY MODE, N.
CMD A to select your photos and press the X in the bottom right corner to take a photo out of consideration.
Another photo will come into contention.

G, will return you to the GRID MODE.

COMPARE MODE, C, is designed to let you go through your photos and find the perfect one.
•   The left is the current choice, the Select and the right is the contender, Candidate.
•   Use the right arrow key on your keyboard and the next photo will appear in your collection.
•   If you want to swipe out the Candidate to be the new Select, press the Make Select button, the X | Y button with the single arrow.
•   Once you have gone through your photos, whatever photo remains on the left should be your pick.
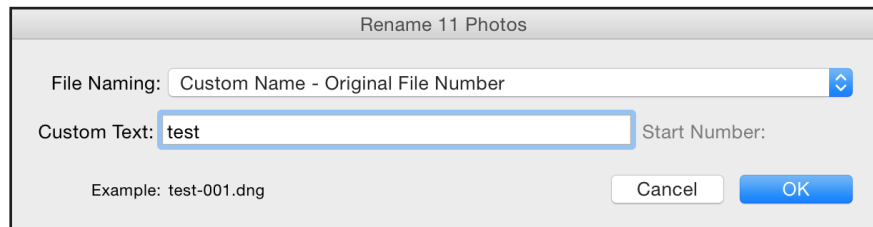
QUICK COLLECTION
- Quick collections are a temporary way to group photos.
- Press B to add / subtract photos from a quick collection.
- Press delete to remove a photo from the QC.
- CMD return will start a LR slide show option.

To save as a regular collection, right click on the QC in the Catalog menu and choose save.

RENAMING PHOTOS IN LIGHTROOM
If you need to rename photos or did not name them when importing them into LR,
CMD A to select the photos you want to name and under the Library menu > Rename Photos.
I choose Custom Name < and keep original file number.

Rename 11 Photos	
File Naming:	Custom Name - Original File Number
Custom Text:	test Start Number:
Example: test-001.dng	Cancel OK

SYNCING CATALOGS ON TWO COMPUTERS
If you are working on a laptop and then want to work on your photos in another computer or lab, you have to choose if you want to export the photos or a collection.
This way all the metadata you added, and any edits you made in LR will be transferred.

YOU CAN ALSO EXPORT AS CATALOG
File > export as catalog, and type in the name you want for your catalog.
Make sure the option to include available previews is checked.
You can also just export selected photos (depending on what you want!)
The most important choice is Export Negative Files. With this off, it only exports previews and metadata and NOT the actual photos. So keep this checked to export the actual photos.
Click export catalog and you will have a folder that you can copy to an external hard drive.
Then you can choose Import from Another Catalog and click on the file that has the LRCAT extension.
Click CHOOSE and the Import from Catalog will ask if you want to add or copy the photos to your new catalog. Choose Copy.

RELINK MISSING PHOTOS
If a photo has a little exclamation mark, it has lost its link to the original photo.
Click on the exclamation mark and choose Missing Photo, click on a window will come up and ask you to locate it.
Keep Find Nearby Missi...

BACKING UP YOUR CAT...
Under LR preferences, y...

Catalog Settings		
General	File Handling	Metadata

Information

Location:	/Users/ac1711/Pictures/Lightroom Show
File Name:	Lightroom 5 Catalog.lrcat
Created:	2/26/15
Last Backup:	---
Last Optimized:	---
Size:	8.34 MB

Backup

Back up catalog:	Once a week, when exiting Lightroom