E. Processing Panels

These are panels for adjusting your photos and working with metadata, keywords and adjusting your images as well as exporting.
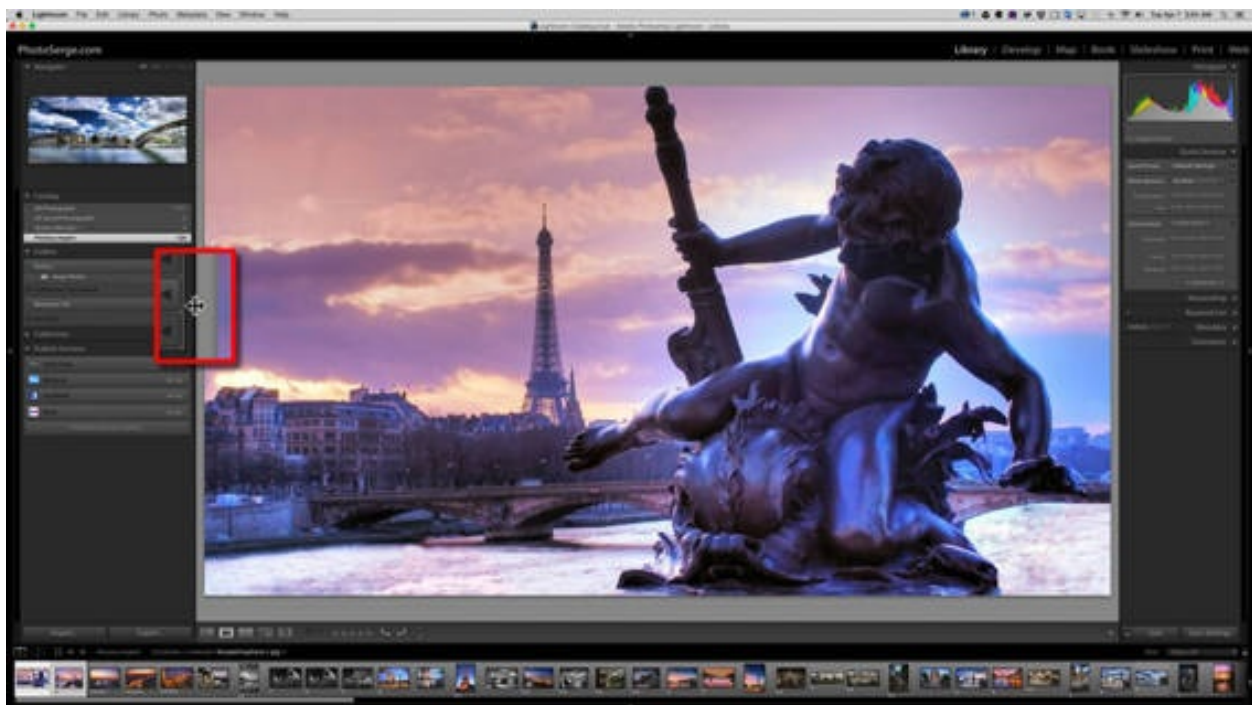
F. The Film Strip

The Film Strip is constant in all modules and gives you a rapid view of what photos are currently selected to be worked on. Selecting any photo in it will select it in the **Display Area**.
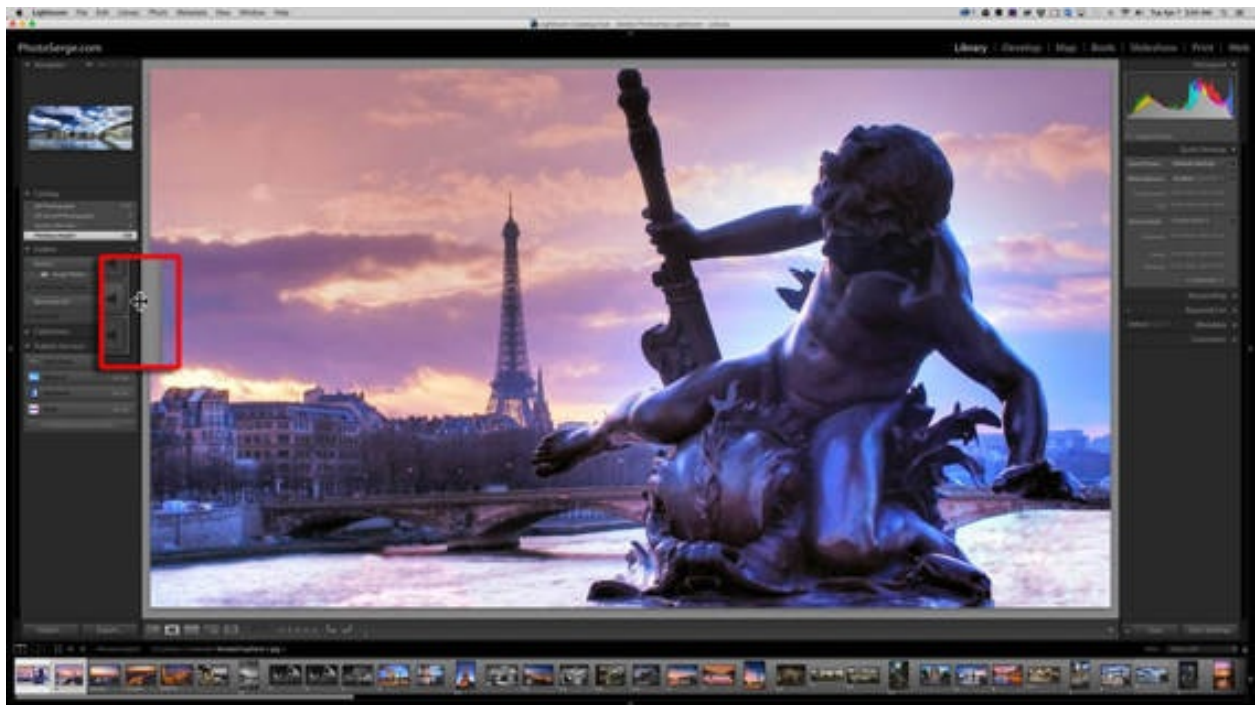
Working With Panels

I don't want to burden you down with a lot of insignificant details right at the start. So let me keep this brief.

As I said, the options in your Panels are going to change depending on what Module you are in so there is no sense in going through each of these now. But you should know a few things: 1. Resizing the Panels

You can resize panels to suit your preference by clicking and dragging on the edge closest to the photo display area. (The pointer will change when you are right on the borderline).
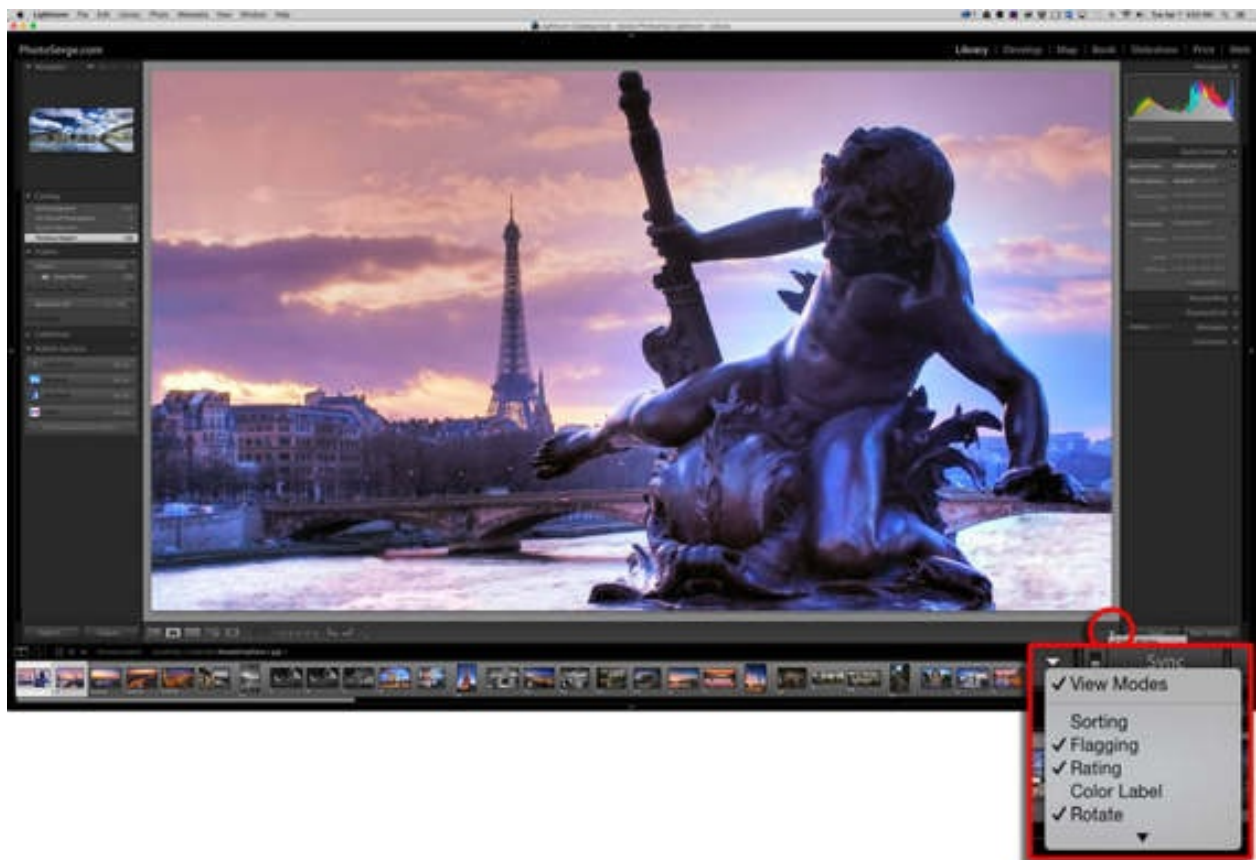
2. Hiding Panels

If you want to maximize your photo viewing space, you can hide or auto-hide your panels by clicking on the small triangle on the borders of each of the sides and then either hovering over it to have it reappear or reclicking on the triangle to bring the panel back.
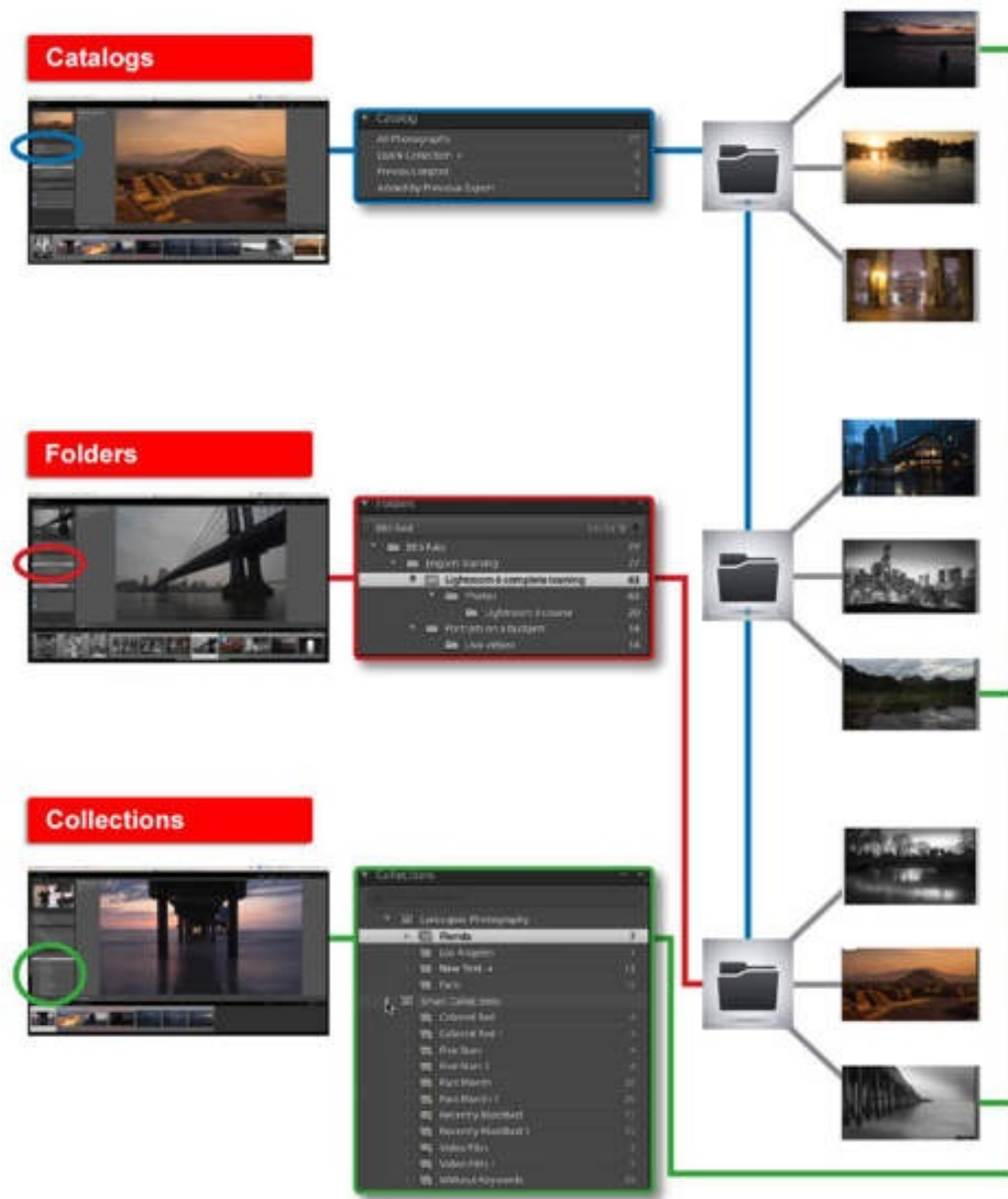
3. Customizing the Toolbar

The toolbar can be customized to suit your taste by clicking on the triangle at the far right of the box. You can also show or hide the Toolbar with the keyboard shortcut **T for Toolbar**

Using Catalogs, Folders and Collections We will talk about all of these in detail later in the book, but these are the bullet points:

Catalogs

A **Catalog** is basically the database that tells Lightroom where you photos are,

how you want to change them through retouching and how you want to organize them to find them quickly. The Catalog generally has **all your photos** in it.

Yes it's possible to have multiple catalogs, but it's best just to stick with one as this helps keeps all your photographic information in one place. In the left hand Panel in the module you will see a Catalog dropdown which shows you several options to view items in the Catalog.

Folders

Right below the **Catalog** panel is **Folders.** Folders mirror the folder file structure on your hard drive and allows you to access photos stored in them. Accessing a folder in Lightroom displays **just the photos from that folder.**

Any changes you make to folders within Lightroom, such as renaming or moving them, will be applied to the folders on the hard drive. **So if you delete a folder in Lightroom, you are also deleting it from the hard drive.**

Right below the **Folders** panels are **Collections.** Collections are similar to "albums" in other programs and are selections of photos you create putting whatever photos you want inside them so you can rapidly find them. Creating Collections is a way to organize and rapidly access types or groups of photos.

Let's say you had a hundred photos of Paris spread between 14 folders on your computer and you wanted to work on all of them. I think we can all agree that it would be a bummer to have to individually sort through 14 folders to do that. The good news is that you don't! You could create a Collection which had all hundred of those Paris photos for you to work on at once!

Okay! Let's move on to the Toolbar.

Using the Toolbar (T)

What is the Toolbar

The Toolbar is an amazingly convenient way to work with your photos in pretty much every module of Lightroom.

You will find that while most of the Toolbar tools are the same module to module and viewing mode to viewing mode there are some slight differences and this is best discovered by experimenting with it.

I want to briefly touch upon what each of the basic tools are in the Toolbar, how

to access them and what they do. More detailed explanations of how to use each tool follows in sections of the book covering them.

A. Viewing Modes

Allows you to switch through the five main viewing modes: Grid (G), Loupe (E), Compare (C), Survey (N), People (O) B. Painter Tool

Allows you to rapidly make changes and add tags to your photos for easy sorting and organization.

C. Sorting

Allows you to sort your photos by different methods. As an example: alphabetically by name. Or by date, rating, color label, *etc.*

D. Flag/Pick System

The Lightroom Flag attribute tool allows you to set Flags on your photos tagging them as "Picked", "Rejected", or if left with no flag, "Unflagged".

E. Rating System

The Lightroom Star Rating attribute tool allows you to set one to five stars to help you organize and easily find photos.

F. Color Label System

The Lightroom Color Label attribute tool allows you to set colors to help you organize and easily find photos.

G. Rotate Tool

Turn your photos clockwise or counterclockwise to get them oriented properly.

H. Navigate Tool

Move from one photo to the next by using the arrows to move forward or backward.

I. Slideshow Tool

Play your selected photos as a simple slideshow.

J. Thumbnail Size

Set the size you want your photos to be displayed at while viewing them in Grid mode.

K. Toolbar Options

A dropdown menu that allows you to choose what tools you want displayed on the toolbar for easy access and use.

In Summary

Alright, I hope you understand now the basic layout of Lightroom and what the interface, panels and toolbar are designed to do!

That's not quite enough information to make you dangerous, but it is enough to get you started. So let's get some photos into Lightroom!