**Workflow:**

Recommendations for Backing-up your Photos All right, let's talk about backup. There's two things you need to worry about backing up. One is your Lightroom catalog and the other is your photo library. These are two different things. The Lightroom catalog contains basically the reference to your photos which you can see in the Collections on the left side of the Library module.
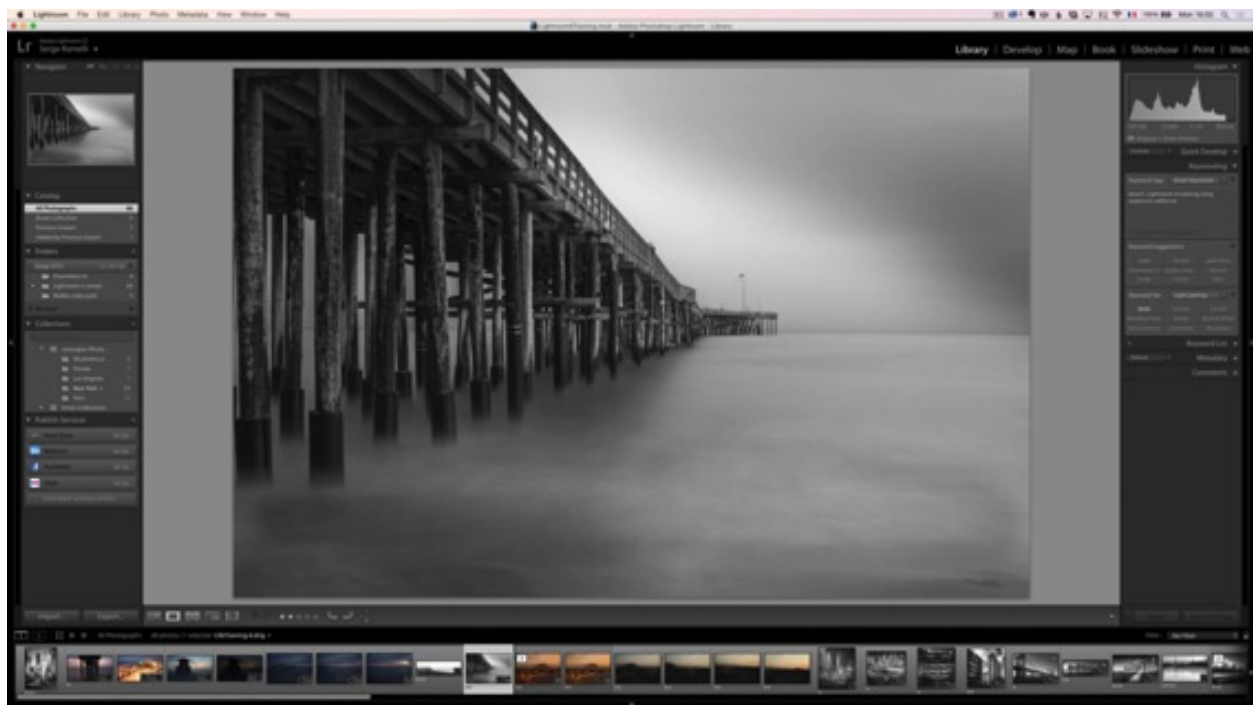
The Catalog also has all the retouching you did on your photos, all the books you made out of them, all the galleries you made out of them, all the printing collections, slide shows, but it does not contain the master photos themselves. You have to back this up and often.

Click on the Lightroom drop down at the top of your screen and choose **Lightroom> Catalog Settings**.
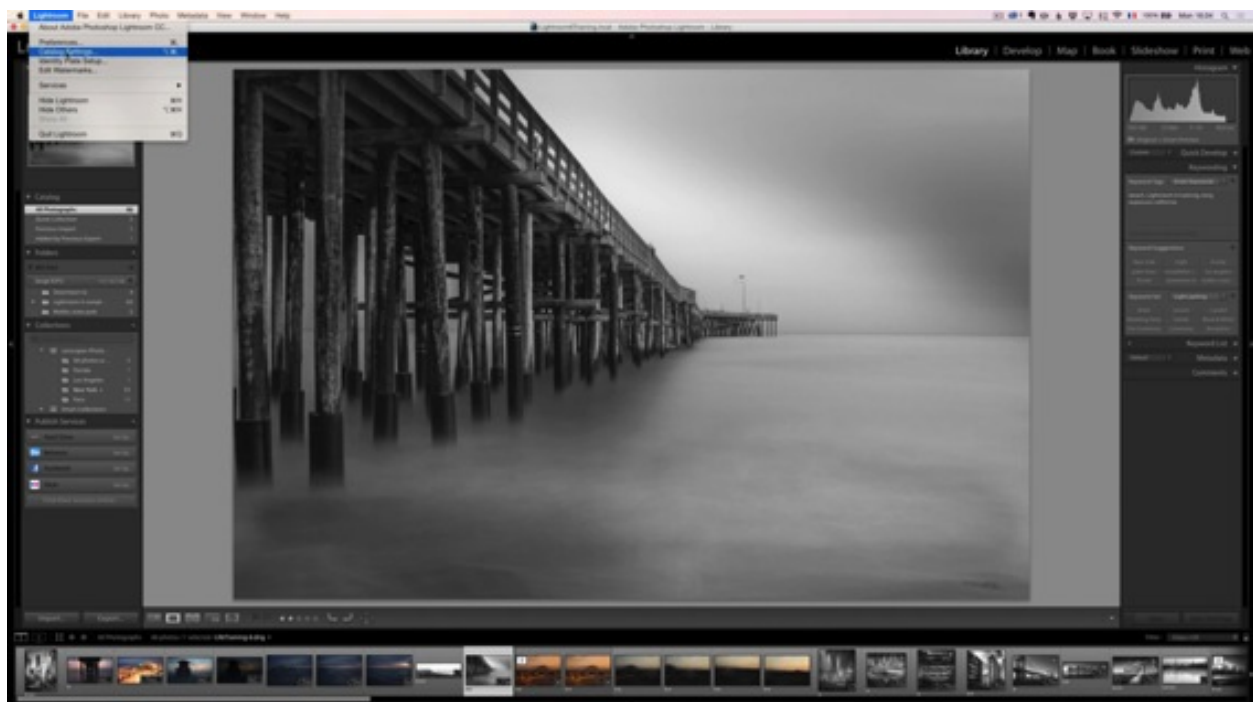
The Catalog Settings window is going to open. In the first tab, **General**, you have **Backup Catalog** and then drop down list to choose from going from **Never** to **Every Time Lightroom Exits**. You should set this to **Every Time Lightroom Exits**. Once you've done this go ahead and close the window.
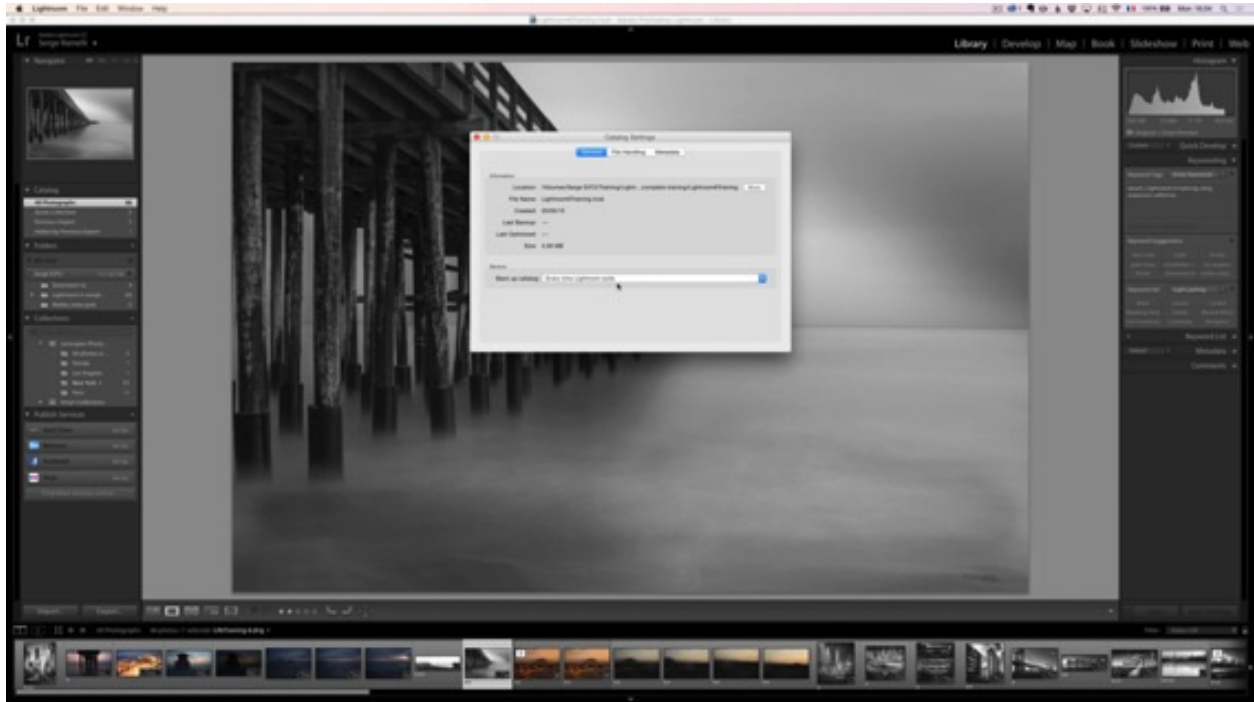
Now quit Lightroom, either press **Command Q** or choose from the drop down **Lightroom> Quit Lightroom**.
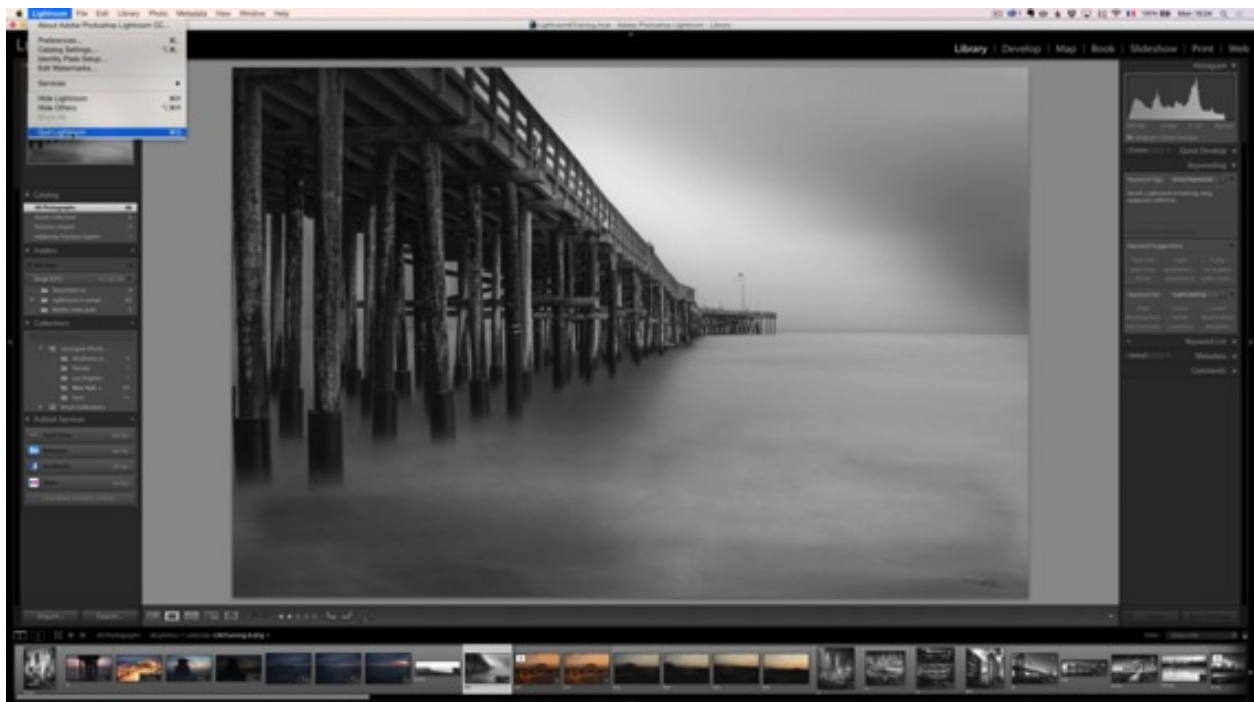
A **Back Up Catalog** window is going to open which reminds you "This only backs up the catalog file, not your photos," and you then have an option of where to back up to.
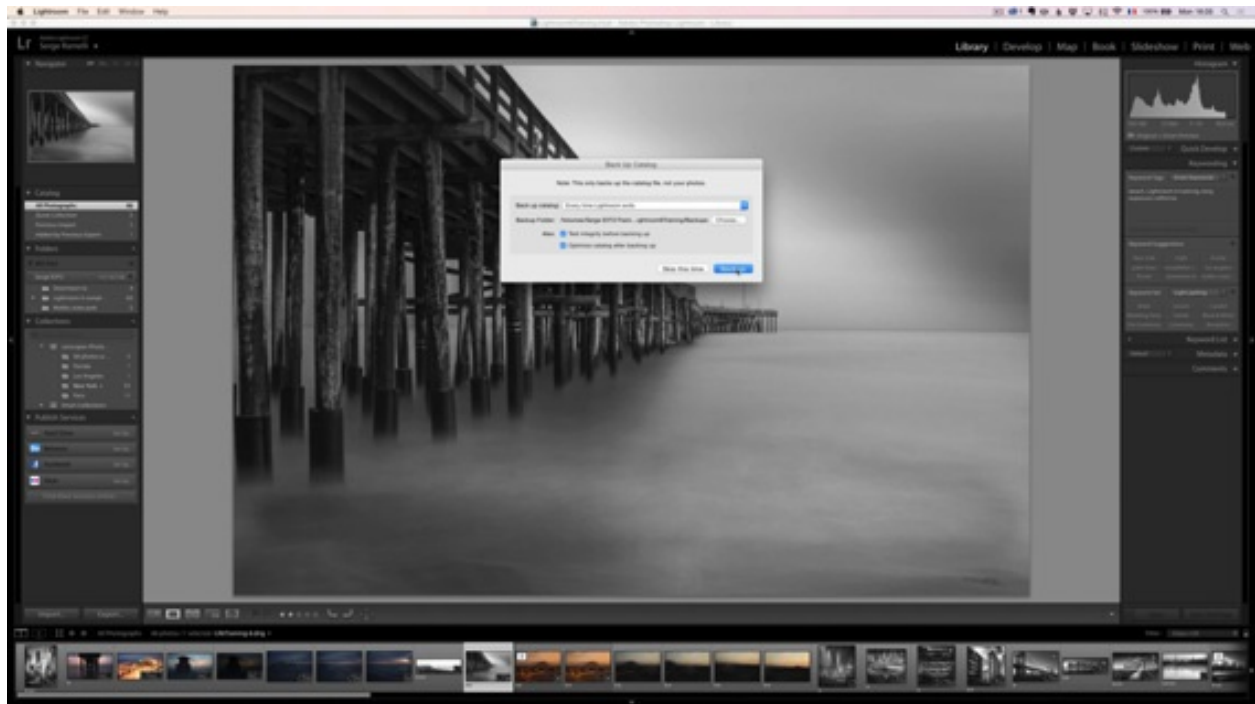

I strongly recommend having this backing up to a folder such as Dropbox or other on-line backup service. More on this in a moment. Once you choose **Back Up** it will check integrity of the catalog and it's going to back it up.

Well that's great, you've backed up your catalog, but what about your photos?

Listen to me carefully on this: **never have your photos and catalog only in one place**. Why? All hard drives fail eventually and when it happens, if you don't have a back-up, it can be devastating as a photographer.

So what do I use, I have a 3 way back-up system. First, I store my files on a RAID hard drive. And what this is, is two or more hard drives together to help protect your data so if one hard drive fails, you can just replace it with a new one and recover your data. I use G-Raid Technology RAID drives and they have worked awesome for me and saved me from catastrophe twice now. Each G-Raid comes with two or more drives which mirror each other, so when one fails you are still safe.
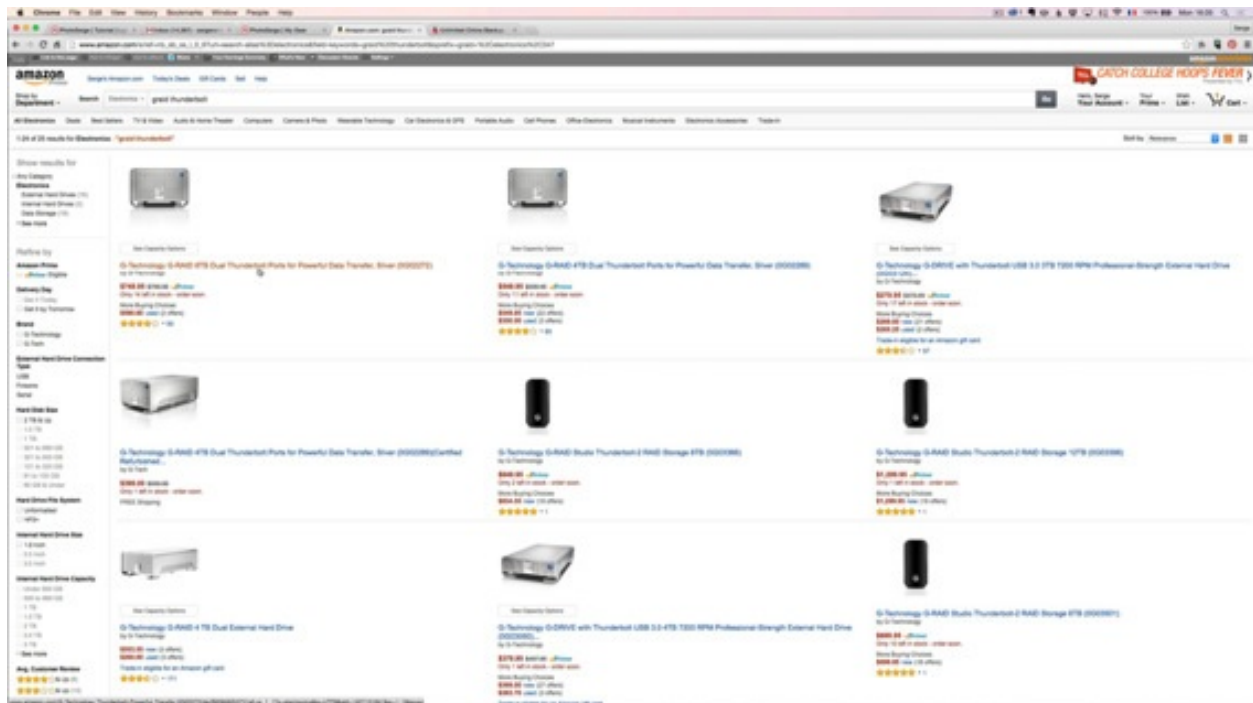
But that's only 2 way back up, it's not good enough. So here is my third fail safe. I use a service called BackBlaze to have a full and complete back-up of all my files up in the cloud at all times. It's $5 a month for unlimited data. It's pretty much the best deal in data back-up existence.
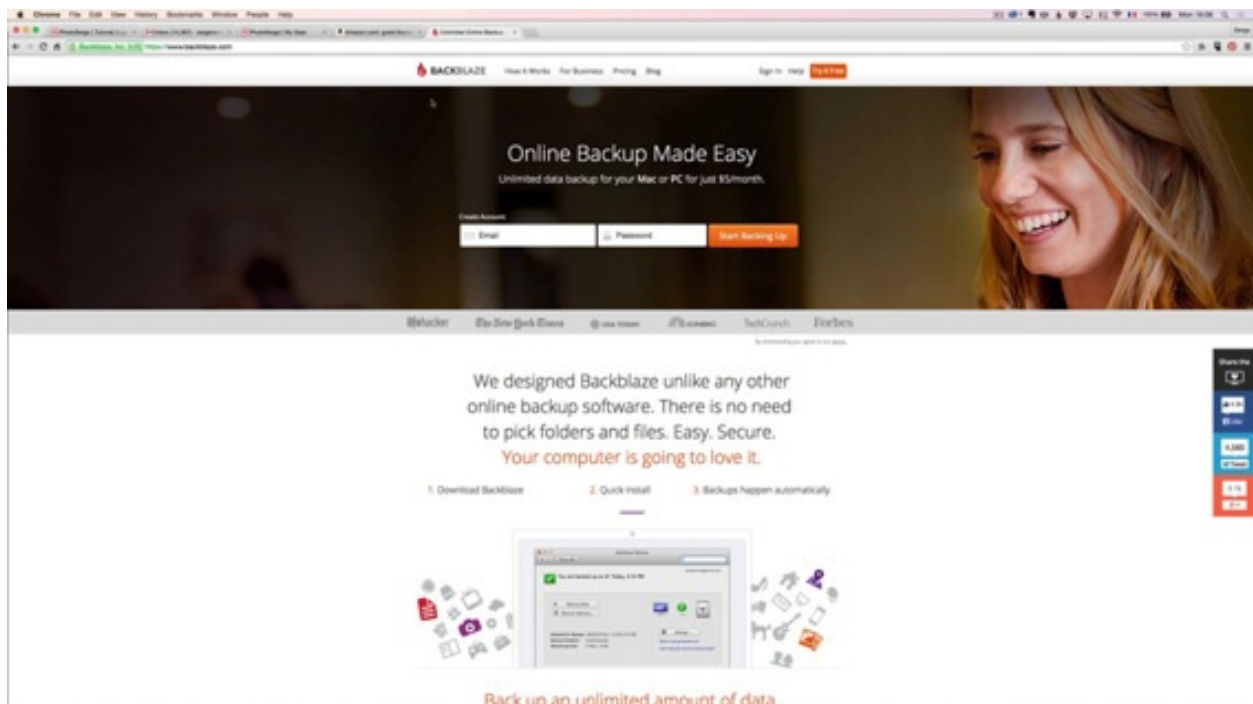
You can give it ten hard drive with each one 5 terrabytes of data; it will take it.

So at all time I always have one backup in the cloud, one on one RAID disk, and

one on the other RAID disk, without having to do anything because Backblaze, once you pay this per month, it's completely automatic, you don't have to worry about it. And by the way I'm not sponsored by them, I just recommend them because it's too good not to share.

So there you go, this is my advise on how to back up your catalog and how to back-up your photos. You can back up the catalog on exit, it's cool, but what's more important is to make sure your photos and catalog are always in three locations at the same time, especially if it's what you make a living with.

Some photos I have from the top of the Eiffel Tower 10 years ago are really dear to me, I would really hate to have lost them, so that's how I do it and that's my advise to you.

Workflow:
Suggested Workflow for Traveling with your Lightroom Catalog Now, I want to talk to you about travel strategies. I don't know about you but I often go out to shoot a city on holidays and I don't want to travel with my main computer and hard drives with me that has my main Lightroom catalog which now has over 120,000 photos!

However, I do like to retouch my photos on the go so what I do is I take a laptop and a small external drive with me where I retouch my photos there. Then, when I come back, I re-import them into my main Lightroom catalog. Let's simulate

this so you get how this works because it can be a little confusing, just bear with me here. I'll take it step by step.

Step 1. Create a New Catalog.

I'm going to create a new catalog on a new external drive. Let's say that I'm in New York doing some photos or I'm in some other city, like Paris. Select from the drop down at top **File> New Catalog** and the **New Catalog window** will open up. I'm going to name and create this catalog on this small external hard drive.
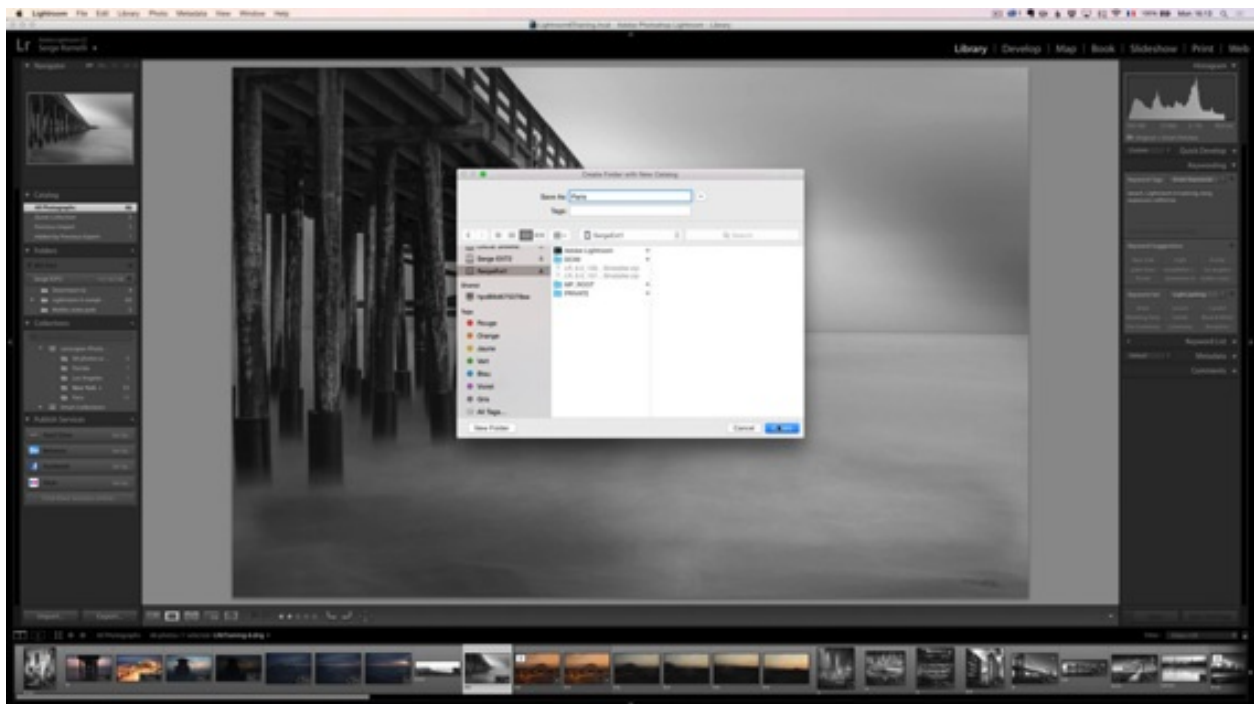
Step 2. Add Photos to New Catalog.

Once you click create, Lightroom is going to close and then re-open and it's going to be empty. OK so let's say you are going to import your photos from a memory card, for now just import some photos from wherever.
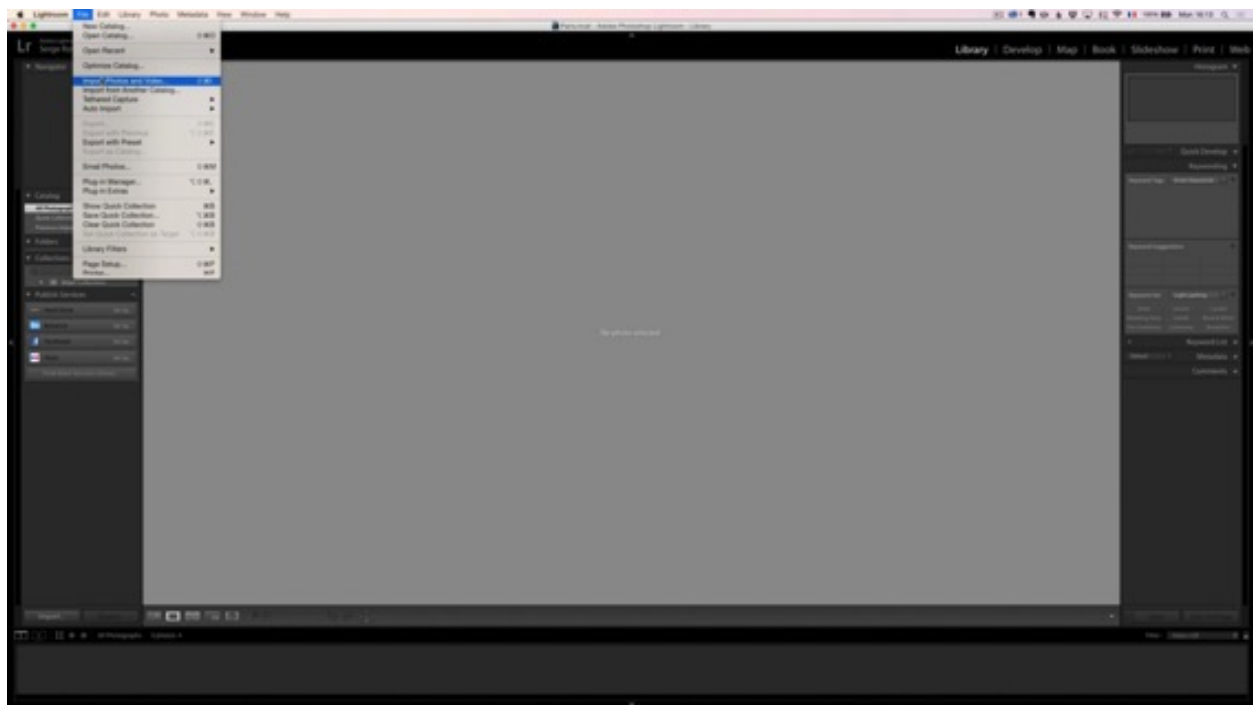
Step 3. Retouch your photos.

For the purpose of this simulation let's pretend that you've now fully retouched your photos in this new catalog. Awesome, you are so fast!

Step 4. Open up your main catalog.

OK, you are back home now. You've got the travel hard drive connected to your computer, now go into Lightroom and make sure your MASTER catalog is open and if you've been doing these steps, it isn't because you are in the travel catalog! So choose your master catalog from **File> Open Catalog** and open it.
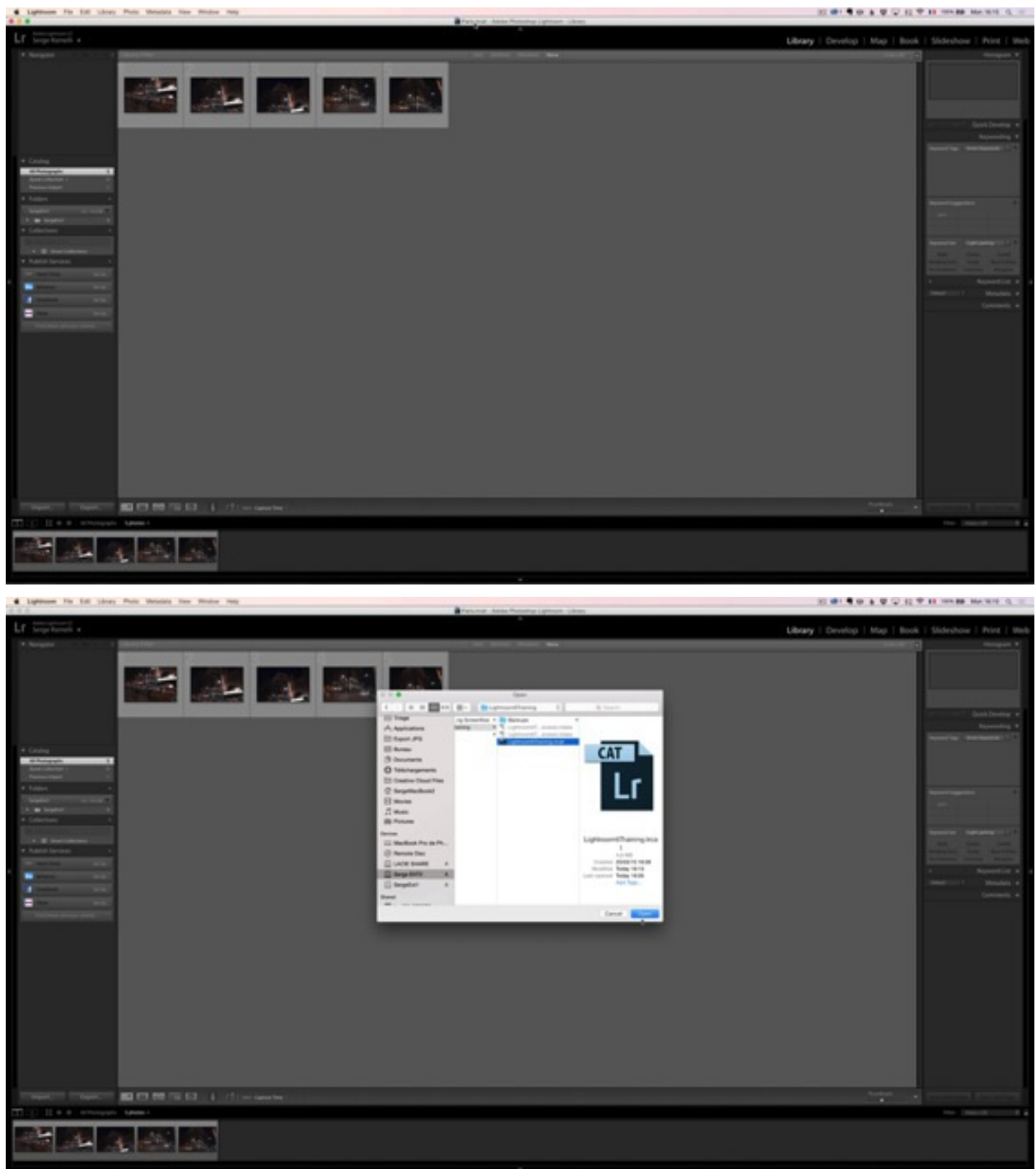
It's going to ask you if you want to relaunch Lightroom with this catalog, choose **Relaunch**.
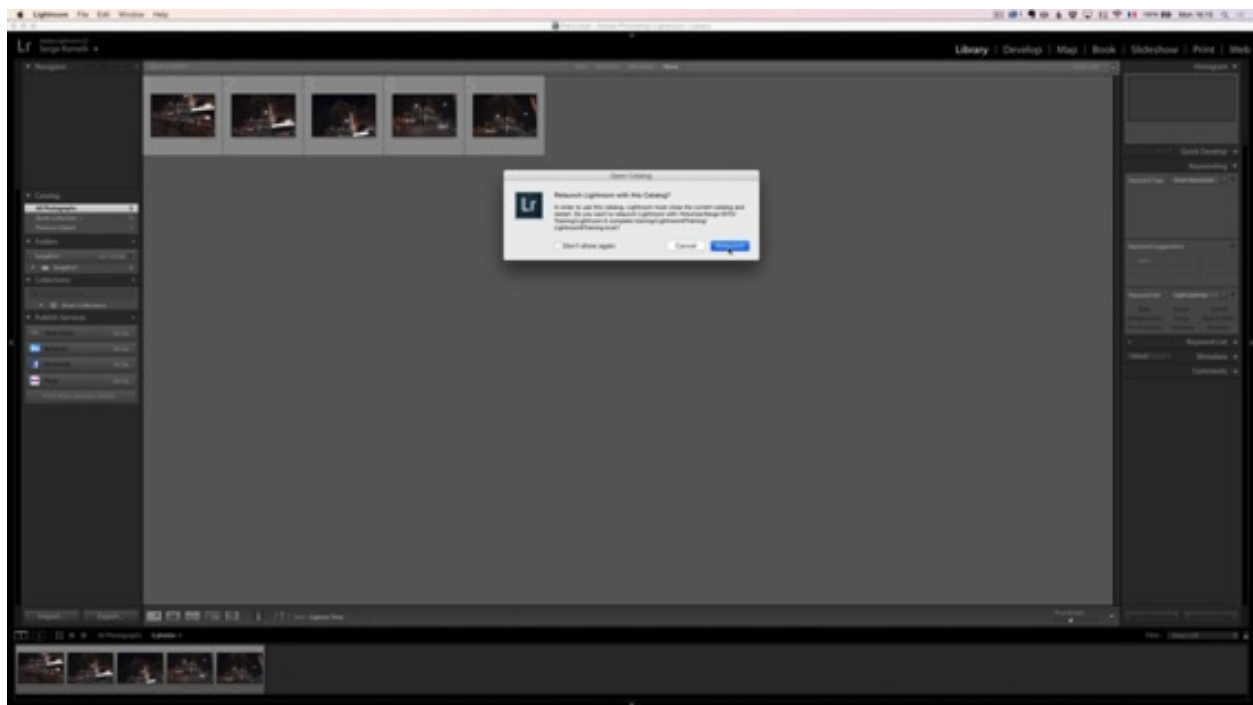
Step 5. Import the New Photos from your Travel Catalog into your main catalog.

Now, your main catalog is open.
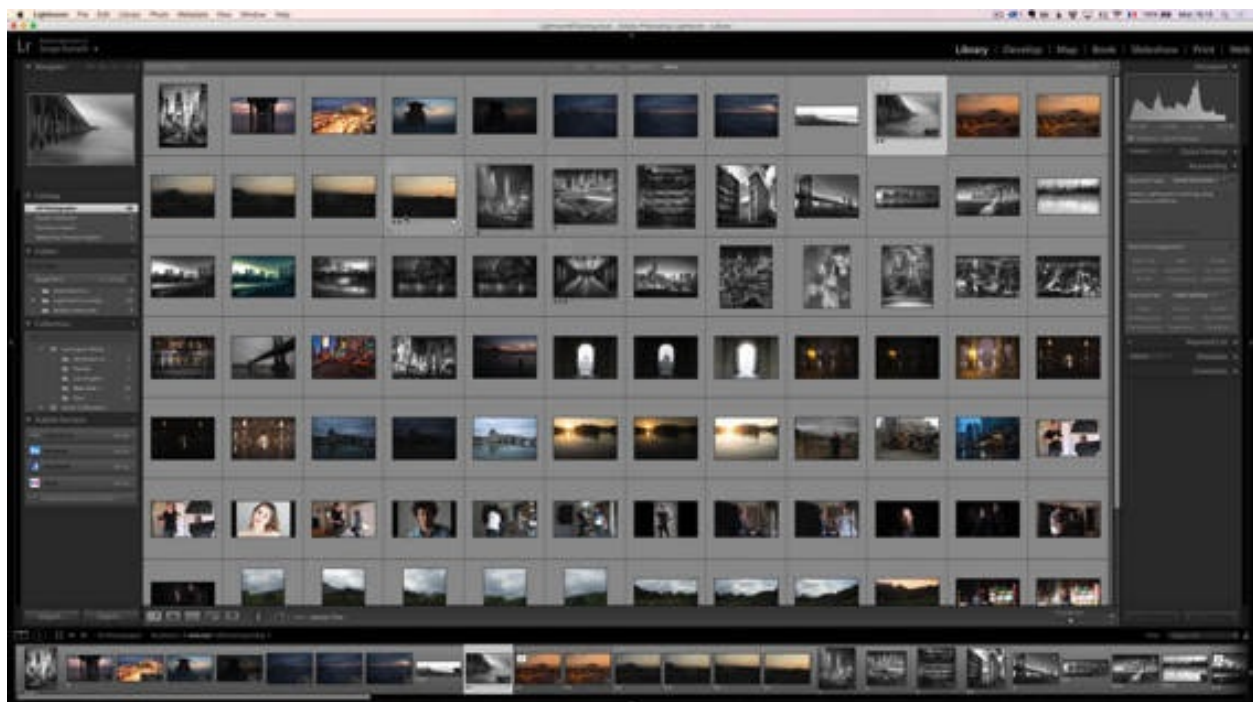
Next you want to import the catalog that I've been using in Paris (or wherever you traveled to for the purposes of this simulation. What? You went to Saturn?

Wow!) First, make sure that your drive is connected again (trust me, it happens). Now go to the file drop down and choose **File> Import From Another Catalog**.
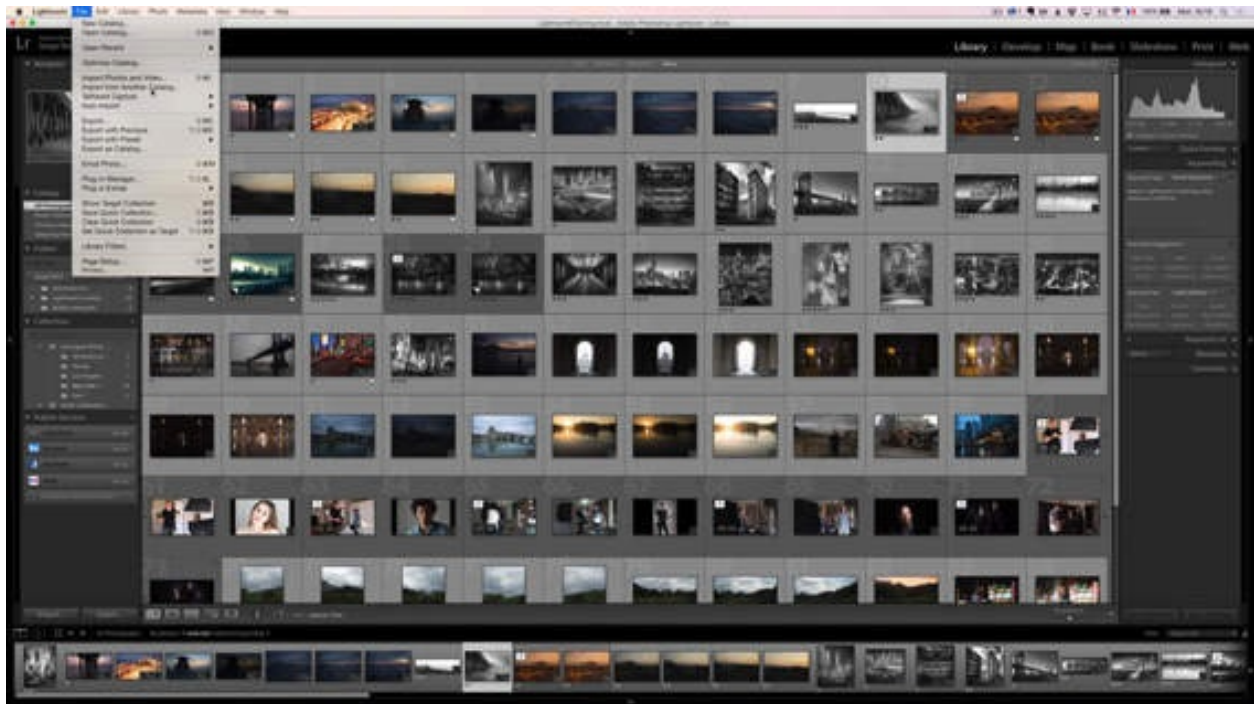
Next you'll need to navigate to where you had that travel catalog on the external hard drive and choose it.
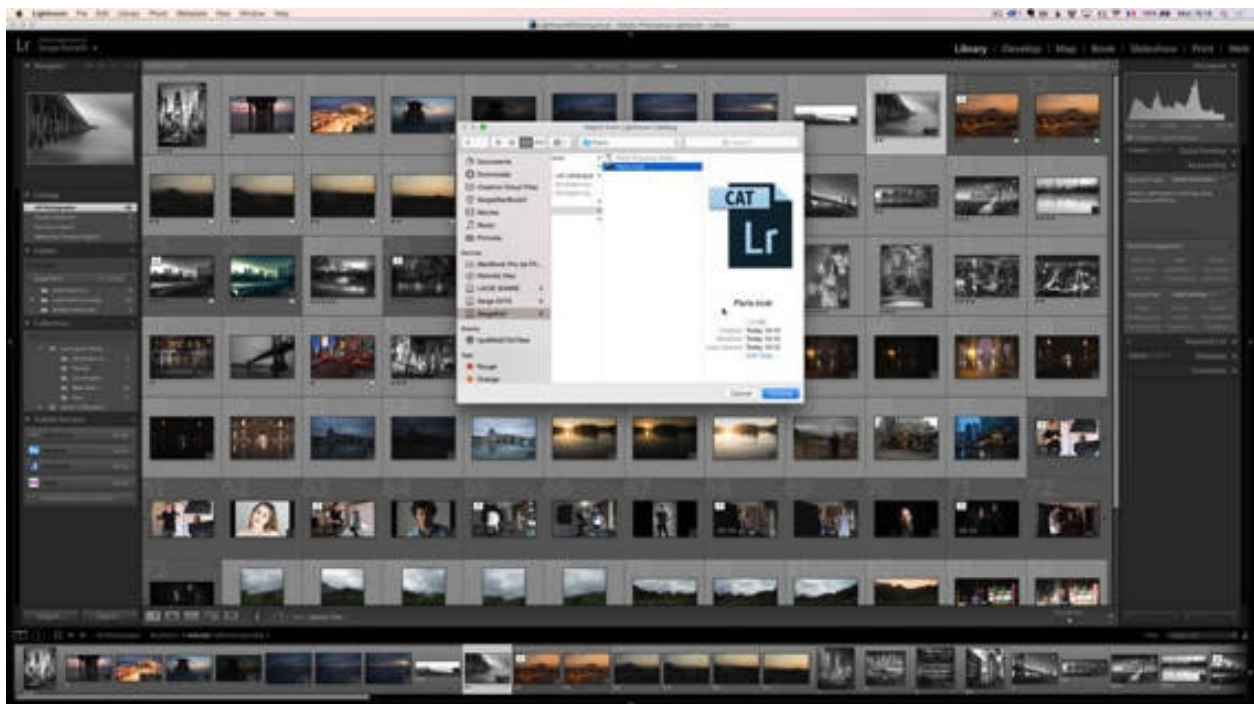
This next step is very important, in the **Import from Catalog window** ensure that you have the correct folders selected and then choose the right **File Handling** drop down. I choose **Copy New photos to a New Location and Import** because **I don't leave my photos on the external drive.** I put them in my master hard drive library on my RAID hard drive.
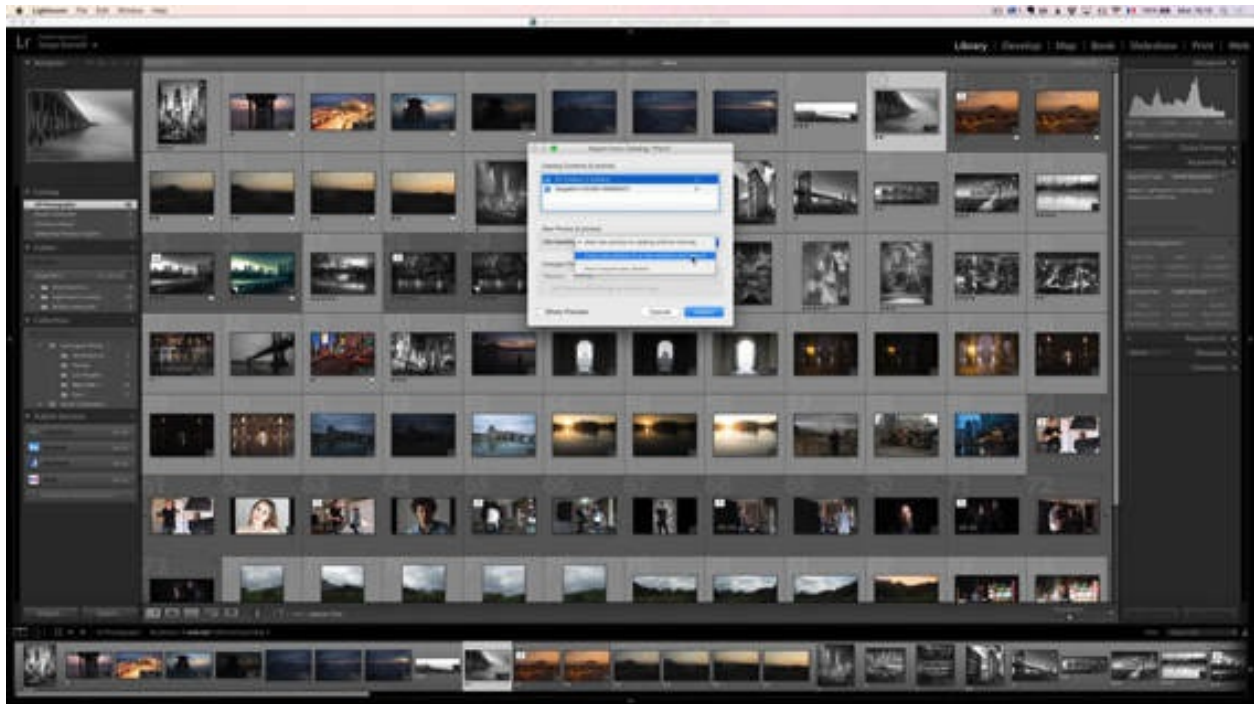
And if you click on that little Show Preview button you will see thumbnails of what's selected for import and then click import.
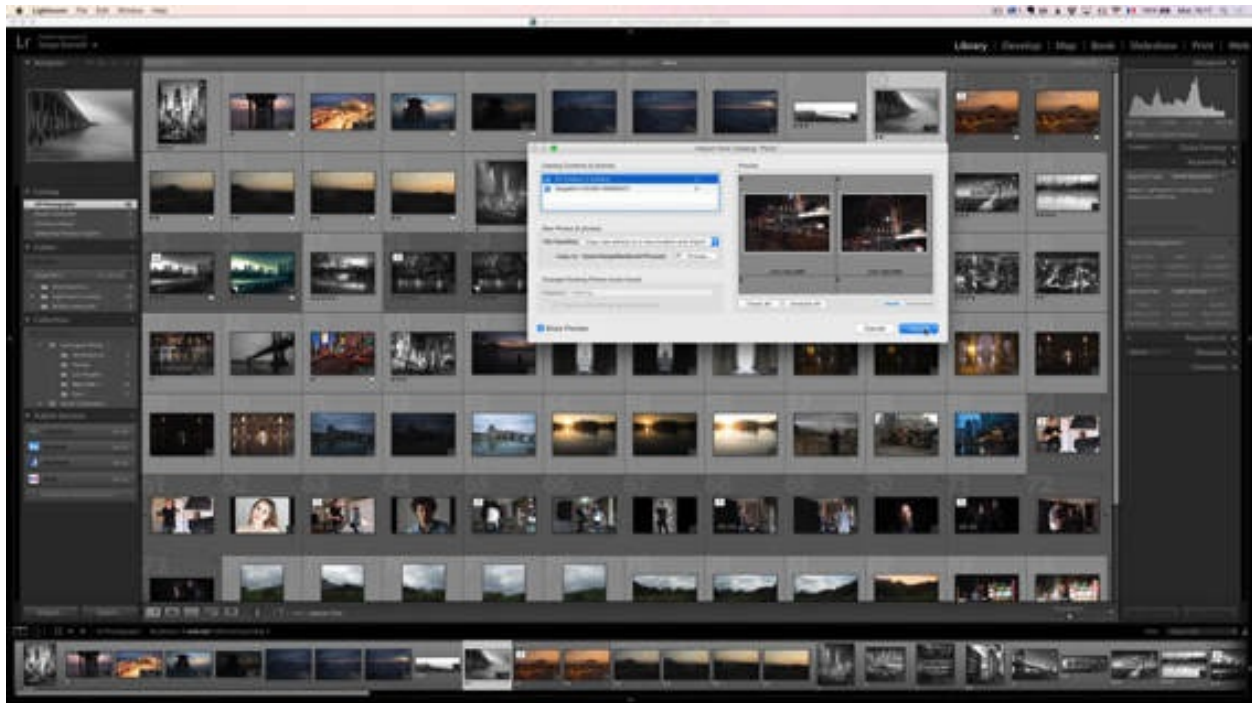
Voila.

What that's going to do is that it's going to move the photos that I took from Paris onto my main hard drive and import everything. I can refer to it now in my master Lightroom catalog.

That's really how I do it. I'll have all these small catalogs but when I come back home, I always import them with the photos into my main catalog so that when I do a research, I'm researching my entire body of work. As I said, right now, my main catalog is over 120,000 photos. Voila. That's my suggested work flow on your traveling and retouching on the road.

The Lightroom Keyboard Shortcuts

I've included here in the appendix the full list of Lightroom keyboard shortcuts for your reference. Some people are amazing at remembering dozens and dozens of these. But for me, there are a handful that I use every day which are: **G** to go in **Grid mode** in Library module **E** to go in **full screen**/Loupe mode

1 to **5** to **rate** the photos Select 2 photos and press **M** for **Compare mode** Select photos and press **N** for **Survey mode** Select panorama photos and press **Ctrl + M** to **merge** Select HDR photos and press **H** to **HDR**!

Cmd + D to **deselect**

Cmd + A to **select all**

In Develop module:

K for **Brush**

M for **graduated filter**

Q for **spot removal**

R for **crop tool**

Cmd + E to **edit in Photoshop**

There you go, those are my usual suspects and really the ones that I use all the time.

But as I mentioned, all of the Lightroom Keyboard shortcuts as given by Adobe have been included for your reference.

Keys for working with panels

Result	Windows	Mac OS
Show/hide side panels	Tab	Tab
Show/hide all panels	Shift + Tab	Shift + Tab
Show/hide toolbar	T	T
Show/hide Module Picker	**F5**	**F5**
Show/hide Filmstrip	**F6**	**F6**
Show/hide left panels	**F7**	**F7**

Show/hide right panels	**F8**	**F8**
Toggle solo mode	Alt-click a panel	Option-click a panel
Open a new panel without closing soloed panel	Shift-click a panel	Shift-click a panel
Open/close all panels	Ctrl-click a panel	Command-click a panel
Open/close left panels, top to bottom	Ctrl + Shift + 0 - 5	Command + Control + 0 - 5
Open/close right panels, Library and Develop modules, top to bottom	Ctrl + 0 - 8	Command + 0 - 8
Open/close right panels, Slideshow, Print, and Web modules, top to bottom	Ctrl + 1 - 7	Command + 1 - 7

Keys for navigating modules

Result	Windows	Mac OS
Go to Library module	Ctrl + Alt + 1	Command + Option + 1
Go to Develop module	Ctrl + Alt + 2	Command + Option + 2
Go to Slideshow module	Ctrl + Alt + 3	Command + Option + 3
Go to Print module	Ctrl + Alt + 4	Command + Option + 4

Go to Print module	Ctrl + Alt + 4	Command + Option + 4
Go to Web module	Ctrl + Alt + 5	Command + Option + 5
Go back / go forward	Ctrl + Alt + Left Arrow / Ctrl + Alt + Right Arrow	Command + Option + Left Arrow / Command + Option + Right Arrow
Go back to previous module	Ctrl + Alt + Up Arrow	Command + Option + Up Arrow

Keys for changing views and screen modes

Result	Windows	Mac OS
Enter Library Loupe view	E	E
Enter Library Grid view	G	G
Enter Library Compare view	C	C
Enter Library Survey view	N	N
Open selected photo in the Develop module	D	D
Cycle forward / backward through Lights Out modes	L / Shift + L	L / Shift + L
Toggle Lights Dim mode	Ctrl + Shift + L	Command + Shift + L
Cycle screen modes	F	F

Cycle screen modes		
Previous screen mode		Shift + F
Switch between Normal and full-screen, hide panels	Ctrl + Shift + F	Command + Shift + F
Go to Normal screen mode	Ctrl + Alt + F	Command + Option + F
Cycle info overlay	I	I
Show/hide info overlay	Ctrl + I	Command + I

Keys for using a secondary window

Note: The shortcuts for using the secondary window are the same as the equivalent shortcuts in the Library module, with the Shift key added.

Result	Windows	Mac OS
Open secondary window	**F11**	Command + F11
Enter Grid view	Shift + G	Shift + G
Enter normal Loupe view	Shift + E	Shift + E
Enter locked Loupe view	Ctrl + Shift + Enter	Command + Shift + Return
Enter Compare view	Shift + C	Shift + C
Enter Survey view	Shift + N	Shift + N

Enter Slideshow view	Ctrl + Alt + Shift + Enter	Command + Option + Shift + Return
Enter full-screen mode (requires a second monitor)	Shift + F11	Command + Shift + F11
Show/hide Filter bar	Shift + \	Shift + \
Zoom in / zoom out	Ctrl + Shift + = / Ctrl + Shift -	Command + Shift + = / Command + Shift + -

Keys for managing photos and catalogs

Result	Windows	Mac OS
Import photos from disk	Ctrl + Shift + I	Command + Shift + I
Open catalog	Ctrl + O	Command +Shift + O
Open Preferences	Ctrl + , (comma)	Command + , (comma)
Open Catalog Settings	Ctrl + Alt + , (comma)	Command + Option + , (comma)
Create new subfolder (segmented tethered capture)	Ctrl + Shift + T	Command +Shift + T
Hide/show tether capture bar	Ctrl + T	Command + T
Create a new folder in the Library module	Ctrl + Shift + N	Command + Shift + N

Create virtual copy (Library and Develop module only)	Ctrl + ' (apostrophe)	Command + ' (apostrophe)
Show in Explorer/Finder (Library and Develop module only)	Ctrl + R	Command + R
Go to next/previous photo in the Filmstrip	Right Arrow/Left Arrow	Right Arrow/Left Arrow
Select multiple folders or collections (in Library, Slideshow, Print, and Web modules)	Shift-click or Ctrl-click	Shift-click or Command-click
Rename photo (in Library module)	**F2**	**F2**
Delete selected photo(s)	Backspace or Delete	Delete
Remove selected photo(s) from catalog	Alt + Backspace	Option + Delete
Delete selected photo(s) and move to Recycling Bin (Windows) or Trash (Mac OS)	Ctrl + Alt + Shift + Backspace	Command + Option + Shift + Delete
Delete rejected photo(s)	Ctrl + Backspace	Command + Delete
Edit in Photoshop	Ctrl + E	Command + E
Open in other editor	Ctrl + Alt + E	Command + Option + E
Export selected photo(s)	Ctrl + Shift + E	Command + Shift + E

Export with previous settings	Ctrl + Alt + Shift + E	Command + Option + Shift + E
Open plug-in manager	Ctrl + Alt + Shift + , (comma)	Command + Option + Shift + , (comma)
Print selected photo	Ctrl + P	Command + P
Open Page Setup dialog box	Ctrl + Shift + P	Command + Shift + P

Keys for comparing photos in the Library module

Result	Windows	Mac OS
Switch to Loupe view	E or Enter	E or Return
Switch to Grid view	G or Esc	G or Esc
Switch to Compare view	C	C
Switch to Survey view	N	N
Switch from Grid to Loupe view	Spacebar or E	Spacebar or E
Swap select and candidate photos in Compare view	Down Arrow	Down Arrow
Make next photos select and candidate in Compare view	Up Arrow	Up Arrow
Toggle Zoom view	Z	Z

Zoom in / zoom out in Loupe view	Ctrl + = / Ctrl + -	Command + = / Command + -
Scroll up/down zoomed photo in Loupe view (also works in Develop and Web modules)	Page Up / Page Down on full-size keyboard	Page Up / Page Down on full-size keyboard
Go to beginning/end of Grid view	Home / End	Home / End
Play impromptu slide show	Ctrl + Enter	Command + Return
Rotate photo right (clockwise)	Ctrl +]	Command +]
Rotate photo left (counterclockwise)	Ctrl + [	Command + [
Increase/decrease Grid thumbnail size	= / -	= / -
Scroll up/down Grid thumbnails	Page Up / Page Down on full-size keyboard	Page Up / Page Down on full-size keyboard
Toggle cell extras	Ctrl + Shift + H	Command + Shift + H
Show/hide badges	Ctrl + Alt + Shift + H	Command + Option + Shift + H
Cycle Grid views	J	J
Open Library view options	Ctrl + J	Command + J
Select multiple discrete photos	Ctrl-click	Command-click

Select multiple contiguous photos	Shift-click	Shift-click
Select all photos	Ctrl + A	Command + A
Deselect all photos	Ctrl + D	Command + D or Command + Shift + A
Select only active photo	Ctrl + Shift + D	Command + Shift + D
Deselect active photo	/	/
Add previous/next photo to selection	Shift + Left/Right Arrow	Shift + Left/Right Arrow
Select flagged photos	Ctrl + Alt + A	Command + Option + A
Deselect unflagged photos	Ctrl + Alt + Shift + D	Command + Option + Shift + D
Group into stack	Ctrl + G	Command + G
Unstack	Ctrl + Shift + G	Command + Shift + G
Toggle stack	S	S
Move to top of stack	Shift + S	Shift + S
Move up in stack	Shift + [	Shift + [

Move down in stack	Shift +]	Shift +]

Keys for rating and filtering photos

Result	Windows	Mac OS
Set star rating	**5-Jan**	**5-Jan**
Set star rating and go to next photo	Shift + 1 - 5	Shift + 1 - 5
Remove star rating	**0**	**0**
Remove star rating and go to next photo	Shift + 0	Shift + 0
Increase/decrease rating by one star	] / [	] / [
Assign a red label	**6**	**6**
Assign a yellow label	**7**	**7**
Assign a green label	**8**	**8**
Assign a blue label		

Assign a color label	9	9
Assign a color label and go to next photo	Shift + 6 - 9	Shift + 6 - 9
Flag photo as a pick	P	P
Flag photo as a pick and go to next photo	Shift + P	Shift + P
Flag photo as a reject	X	X
Flag photo as a reject and go to next photo	Shift + X	Shift + X
Unflag photo	U	U
Unflag photo and go to next photo	Shift + U	Shift + U
Increase/decrease flag status	Ctrl + Up Arrow / Ctrl + Down Arrow	Command + Up Arrow / Command + Down Arrow
Cycle flag settings	' (back quote)	' (back quote)
Refine photos	Ctrl + Alt + R	Command + Option + R
Show/hide Library Filter bar	\	\
Open multiple filters in the Filter bar	Shift-click filter labels	Shift-click filter labels
Toggle filters on/off	Ctrl + L	Command + L

Find photo in the Library module	Ctrl + F	Command + F

Keys for working with collections

Result	Windows	Mac OS
Create a new collection in the Library module	Ctrl + N	Command + N
Add to Quick Collection	B	B
Add to Quick Collection and go to next photo	Shift + B	Shift + B
Show Quick Collection	Ctrl + B	Command + B
Save Quick Collection	Ctrl + Alt + B	Command + Option + B
Clear Quick Collection	Ctrl + Shift + B	Command + Shift + B
Set as target collection	Ctrl + Alt + Shift + B	Command + Option + Shift + B

Keys for working with metadata and keywords in the Library module

Result	Windows	Mac OS
Add keywords	Ctrl + K	Command + K
Edit keywords	Ctrl + Shift + K	Command + Shift + K

Set a keyword shortcut	Ctrl + Alt + Shift + K	Command + Option + Shift + K
Add/remove keyword shortcut from selected photo	Shift + K	Shift + K
Enable painting	Ctrl + Alt + K	Command + Option + K
Add a keyword from a keyword set to selected photo	Alt + 1-9	Option + 1-9
Cycle forward / backward through keyword sets	Alt + 0 / Alt + Shift + 0	Option + 0 / Option + Shift + 0
Copy/paste metadata	Ctrl + Alt + Shift + C / Ctrl + Alt + Shift + V	Command + Option + Shift + C / Command + Option + Shift + V
Save metadata to file	Ctrl + S	Command + S
Open Spelling dialog box		Command + :
Check spelling		Command + ;
Open Character palette		Command + Option + T

Keys for working in the Develop module

Result	Windows	Mac OS

Convert to grayscale	V	V
Auto tone	Ctrl + U	Command + U
Auto white balance	Ctrl + Shift + U	Command + Shift + U
Edit in Photoshop	Ctrl + E	Command + E
Copy/paste Develop settings	Ctrl + Shift + C / Ctrl + Shift + V	Command + Shift + C / Command + Shift + V
Paste settings from previous photo	Ctrl + Alt + V	Command + Option + V
Copy After settings to Before	Ctrl + Alt + Shift + Left Arrow	Command + Option + Shift + Left Arrow
Copy Before settings to After	Ctrl + Alt + Shift + Right Arrow	Command + Option + Shift + Right Arrow
Swap Before and After settings	Ctrl + Alt + Shift + Up Arrow	Command + Option + Shift + Up Arrow
Increase/decrease selected slider in small increments	Up Arrow *Down Arrow or* + -	Up Arrow *Down Arrow or* + -
Increase/decrease selected slider in larger increments	Shift + Up Arrow *Shift + Down Arrow or Shift* + + Shift + -	Shift + Up Arrow *Shift + Down Arrow or Shift* + + Shift + -
Cycle through Basic panel		

settings (forward/backward)	. (period) / , (comma)	. (period) / , (comma)
Reset a slider	Double-click slider name	Double-click slider name
Reset a group of sliders	Alt-click group name	Option-click group name
Reset all settings	Ctrl + Shift + R	Command + Shift + R
Sync settings	Ctrl + Shift + S	Command + Shift + S
Sync settings bypassing Synchronize Settings dialog box	Ctrl + Alt + S	Command + Option + S
Toggle Auto Sync	Ctrl-click Sync button	Command-click Sync button
Enable Auto Sync	Ctrl + Alt + Shift + A	Command + Option + Shift + A
Match total exposures	Ctrl + Alt + Shift + M	Command + Option + Shift + M
Select White Balance tool (from any module)	W	W
Select the Crop tool (from any module)	R	R
Constrain aspect ratio when Crop tool is selected	A	A
Crop to same aspect ratio	Shift + A	Shift + A

Crop to same aspect ratio as previous crop	Shift + A	Shift + A
Crop from center of photo	Alt-drag	Option-drag
Cycle Crop grid overlay	O	O
Cycle Crop grid overlay orientation	Shift + O	Shift + O
Switch crop between portrait and landscape orientation	X	X
Reset crop	Ctrl + Alt + R	Command + Option + R
Select the Spot Removal tool	Q	Q
Select the Adjustment Brush tool (from any module)	K	K
Select the Graduated Filter tool	M	M
Increase/decrease brush size	] / [	] / [
Increase/decrease brush feathering	Shift +] / Shift + [	Shift +] / Shift + [
Switch between local		

adjustment brush A and B	/	/
Temporarily switch from brush A or B to Eraser	Alt-drag	Option-drag
Paint a horizontal or vertical line	Shift-drag	Shift-drag
Increase/decrease Amount	Drag adjustment pin right/left	Drag adjustment pin right/left
Show/hide local adjustment pin	H	H
Show/hide local adjustment mask overlay	O	O
Cycle local adjustment mask overlay colors	Shift + O	Shift + O
Select Targeted Adjustment tool to apply a Tone Curve adjustment	Ctrl + Alt + Shift + T	Command + Option + Shift + T
Select Targeted Adjustment tool to apply a Hue adjustment	Ctrl + Alt + Shift + H	Command + Option + Shift + H
Select Targeted Adjustment tool to apply a Saturation adjustment	Ctrl + Alt + Shift + S	Command + Option + Shift + S

Select Targeted Adjustment tool to apply a Luminance adjustment	Ctrl + Alt + Shift + L	Command + Option + Shift + L
Select Targeted Adjustment tool to apply a Grayscale Mix adjustment	Ctrl + Alt + Shift + G	Command + Option + Shift + G
Deselect Targeted Adjustment tool	Ctrl + Alt + Shift + N	Command + Option + Shift + N
Show clipping	J	J
Rotate photo right (clockwise)	Ctrl +]	Command +]
Rotate photo left (counterclockwise)	Ctrl + [	Command + [
Toggle between Loupe and 1:1 Zoom preview	Spacebar or Z	Spacebar or Z
Zoom in / zoom out	Ctrl + = / Ctrl + -	Command + = / Command + -
Play impromptu slide show	Ctrl + Enter	Command + Return
View Before and After left/right	Y	Y

View Before and After top/bottom	Alt + Y	Option + Y
View Before and After in a split screen	Shift + Y	Shift + Y
View Before only	\	\
Create a new snapshot	Ctrl + N	Command + N
Create a new preset	Ctrl + Shift + N	Command + Shift + N
Create a new preset folder	Ctrl + Alt + N	Command + Option + N
Open Develop view options	Ctrl + J	Command + J

Keys for working in the Slideshow module

Result	Windows	Mac OS
Play slide show	Enter	Return
Play impromptu slide show	Ctrl + Enter	Command + Return
Pause slide show	Spacebar	Spacebar
Preview slide show	Alt + Enter	Option + Return
End slide show	Esc	Esc

Go to next slide	Right Arrow	Right Arrow
Go to previous slide	Left Arrow	Left Arrow
Rotate photo right (clockwise)	Ctrl +]	Command +]
Rotate photo left (counterclockwise)	Ctrl + [	Command + [
Show/hide guides	Ctrl + Shift + H	Command + Shift + H
Export PDF slide show	Ctrl + J	Command + J
Export JPEG slide show	Ctrl + Shift + J	Command + Shift + J
Export video slide show	Ctrl + Alt + J	Command + Option + J
Create a new slide show template	Ctrl + N	Command + N
Create a new slide show template folder	Ctrl + Shift + N	Command + Shift + N
Save slide show settings	Ctrl + S	Command + S

Keys for working in the Print module

Result	Windows	Mac OS
Print	Ctrl + P	Command + P
Print one copy	Ctrl + Alt + P	Command + Option + P
Open Page Setup dialog box	Ctrl + Shift + P	Command + Shift + P

Open Print Settings dialog box	Ctrl + Alt + Shift + P	Command + Option + Shift + P
Go to first page	Ctrl + Shift + Left Arrow	Command + Shift + Left Arrow
Go to last page	Ctrl + Shift + Right Arrow	Command + Shift + Right Arrow
Go to previous page	Ctrl + Left Arrow	Command + Left Arrow
Go to next page	Ctrl + Right Arrow	Command + Right Arrow
Show/hide guides	Ctrl + Shift + H	Command + Shift + H
Show/hide rulers	Ctrl + R	Command + R
Show/hide page bleed	Ctrl + Shift + J	Command + Shift + J
Show/hide margins and gutters	Ctrl + Shift + M	Command + Shift + M
Show/hide image cells	Ctrl + Shift + K	Command + Shift + K
Show/hide dimensions	Ctrl + Shift + U	Command + Shift + U
Play impromptu slide show	Ctrl + Enter	Command + Return
Rotate photo right (clockwise)	Ctrl +]	Command +]
Rotate photo left (counterclockwise)	Ctrl + [	Command + [
Create a new print template	Ctrl + N	Command + N
Create a new print template folder	Ctrl + Shift + N	Command + Shift + N

Save print settings	Ctrl + S	Command + S

Keys for working in the Web module

Result	Windows	Mac OS
Reload web gallery	Ctrl + R	Command + R
Preview in browser	Ctrl + Alt + P	Command + Option + P
Play impromptu slide show	Ctrl + Enter	Command + Return
Export web gallery	Ctrl + J	Command + J
Create a new web gallery template	Ctrl + N	Command + N
Create a new web gallery template folder	Ctrl + Shift + N	Command + Shift + N
Save web gallery settings	Ctrl + S	Command + S

Keys for using Help

Result	Windows	Mac OS
Display current module shortcuts	Ctrl + /	Command + /
Hide current module shortcuts	Click	Click
Go to current module Help	Ctrl + Alt + /	Command + Option + Shift + /