

# Chapter Three

## Organizing

### How to Effectively Use the Library Module



The necessity of organization is often something that many aspiring photographers take for granted. And yet if you really want to use Lightroom as professionals do, you need to become intimately familiar with all of the built in organizational tools that allow you to rapidly group, catalog, sort, itemize, sequence and access all of your photos.

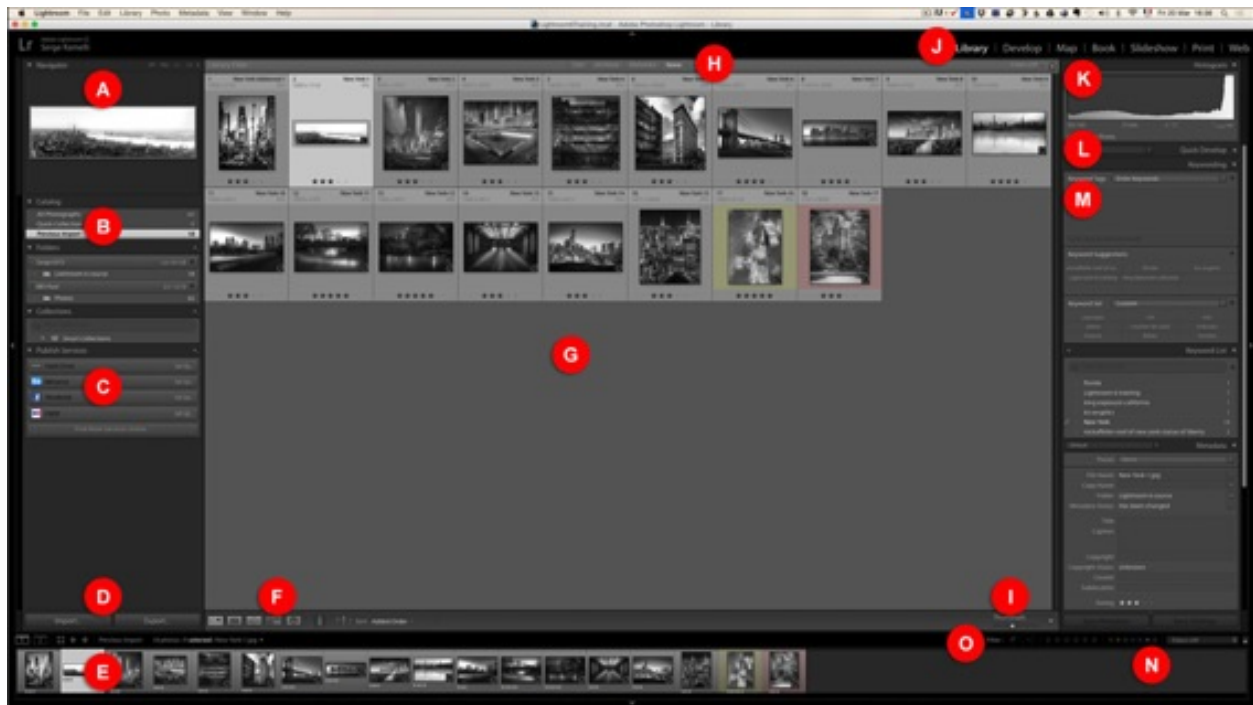
What I cover in this part of the book will rapidly familiarize you with the powerful organizational tools that are contained within Lightroom's Library Module.

### The Library Module Interface

As your catalog of photos continues to grow, so will your appreciation for just how vital organization is. The vast majority of this is done inside Lightroom's

Library Module and while there are many complex functions you can perform from here, they are surprisingly easy to learn.

Let's begin by getting familiar with the different parts of the Library Module. And don't worry, this is meant as a rapid orientation. We'll take up each of these parts in detail in this chapter.



## A. Navigator

This shows a thumbnail view of your selected photo that you can move around in when zoomed in tightly.

## B. Catalogs, Folders, Collections

This is where your photos are kept, grouped and where you choose what sets of photos you are going to work on.

## C. Publish Services

Handy dandy access to publishing your photos on social media sites such as Facebook and photo sharing sites such as Flickr.

## D. Import and Export

Well placed buttons to give you one click access to pulling photos into Lightroom or outputting them.

#### E. FilmStrip

An easy way to see all the photos that you are reviewing in the library module.

#### F. The Toolbar

This is a customizable tool area with tools that give you different ways to display and work with the photos in the library module as well as reference them for easy sorting.

#### G. Photo Display Area

This is where your photos are displayed for sorting and selection.

#### H. Library Filter

These are options to display photos based off a set of attributes such as embedded text, metadata or some other particular attribute.

#### I. Thumbnail Slider

Controls the size of your thumbnails in the Photo Display Area.

#### J. Module Navigator

You can jump between the different Lightroom Modules here such as Library, Develop, Map, Book and so on.

#### K. Histogram

This your photo's histogram giving you a graphical representation of how the exposed image information is distributed across the image.

#### L. Quick Develop

This is a convenient feature area in case you wanted to rapidly apply some presets to your photos without going through the Develop module.

## M. Keywords & Metadata Tagging

Easily add more metadata or Keywords to your photos here.

## N. Sync Options

Apply metadata or settings from one image to many others with these buttons here.

## O. Photo Filters

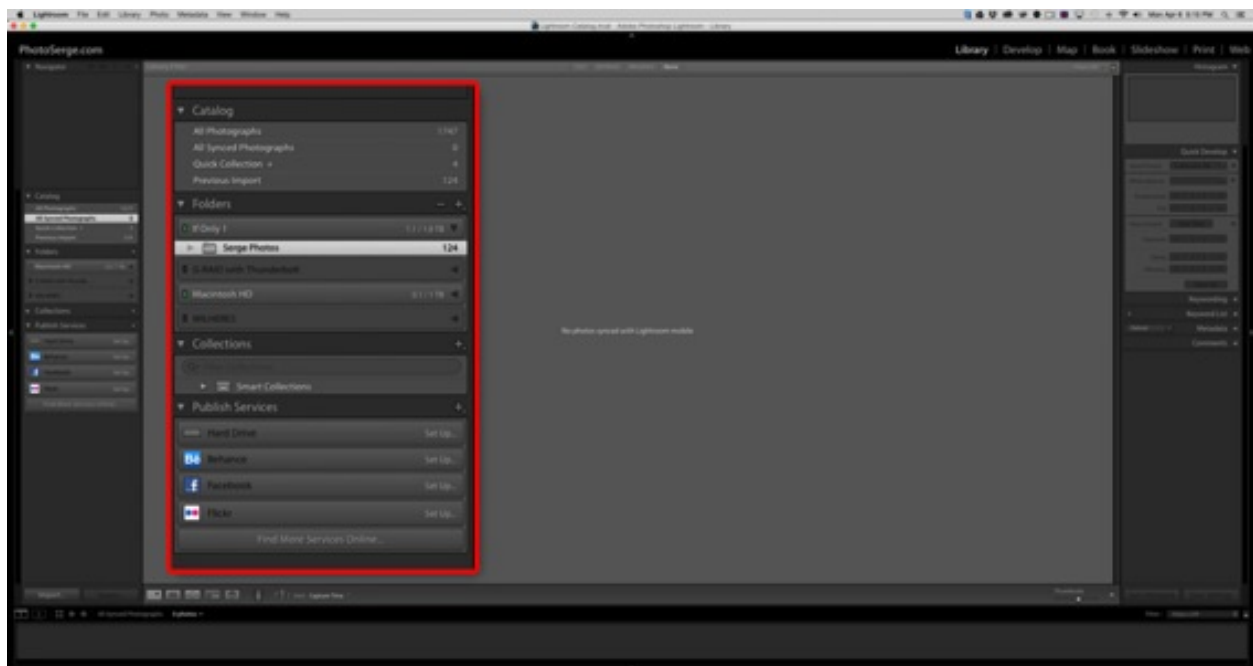
Here you can easily sort your photos by attributes you have assigned to them such as Star rating, Color, Flags, camera information, exposure information and so on.

## Accessing The Photos You Want To Work On From A Folder

Okay once you've got your photos inside of Lightroom, you need to select which photos you are going to be working on retouching, which is one of the most important functions of the Library module. Once again, Lightroom has sort of been laid out so that you are working from left to right. Similar to how you worked in the Import module, you'll be starting on the left side and choosing a folder to work from.

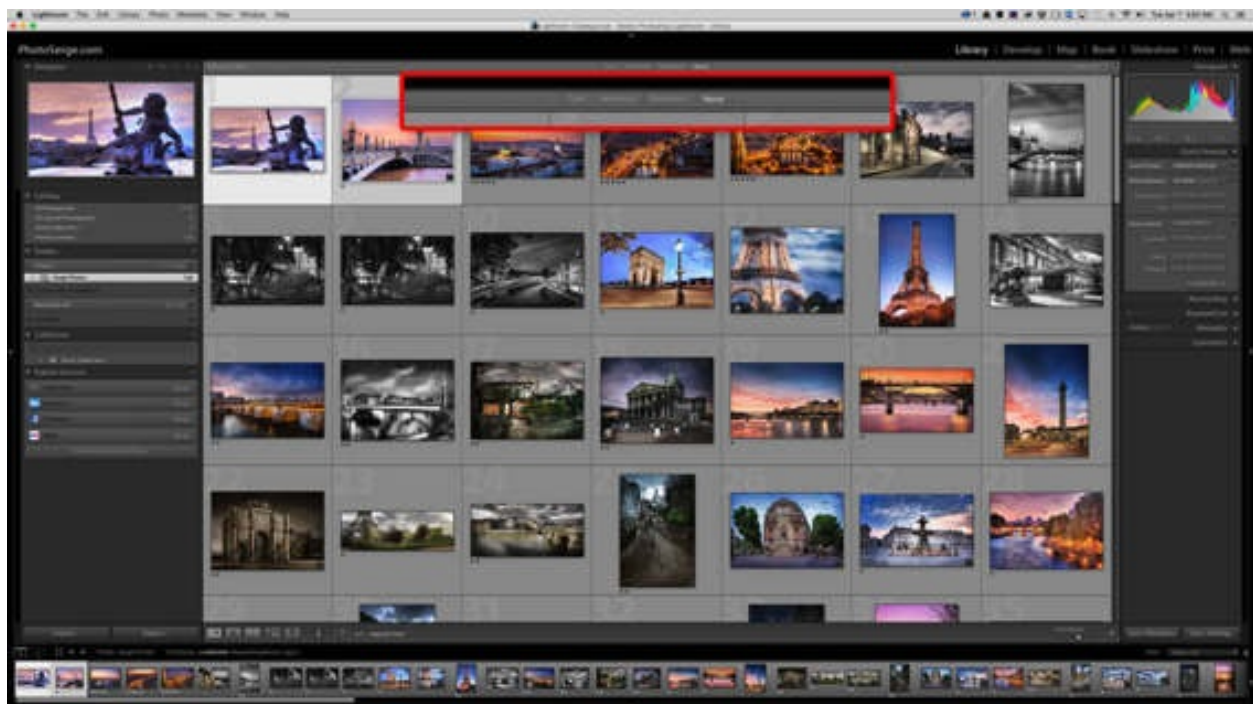
### Step 1 - Choose a Folder.

On the left side of the screen, select the Folder drop down arrow and open this up to the drop down menu. From your selection of hard drives here, choose your photo folder.



Step 2 - Choose Library Filter Mode to Narrow Your Selection (or not).

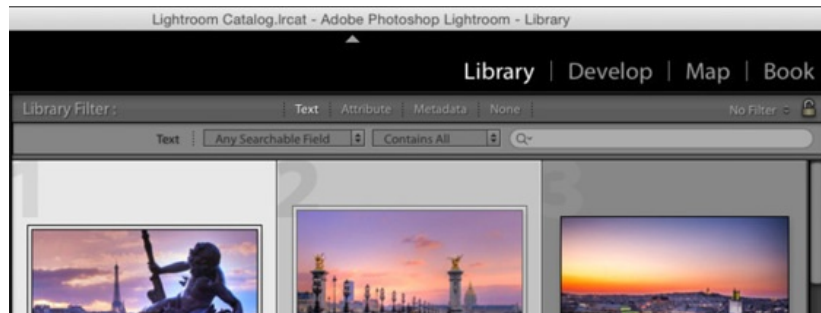
If you've got tons of photos, you might want some help narrowing it down to a smaller selection. To help you with this, at the top of the Photo Display Area you will see 4 filter options: “Text” “Attribute” “Metadata” and “None.”



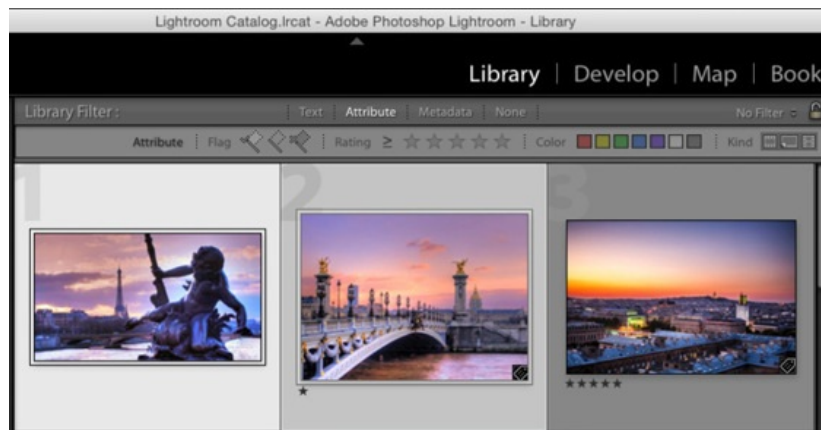
By default this will be set to “None” which means that it will display every

photo in your selected folder.

The “**Text**” mode will allow you to search for words associated with the file whether these were stored as keywords or are in the title of the photo.



The “**Attribute**” mode will allow you to search by attributes that you have assigned the photograph. These attributes are: **Flagged**, **Rating**, **Color**, **Kind**. I will tell you how to assign those next.



The “**Metadata**” mode will allow you to search by metadata that is stored with the file. This includes Dates, Camera, Lens, Color Label and others.



Step 3 - Select the Photos You Want to Work on.

So if you used a Filter to narrow the search there should be less photos in the Photo Display Area to choose from, or if you didn't use a filter, they are all



there.

Now you could just simply select the photos you want to work on by holding down the **Command** key as you select multiple photos and then clicking on **Develop Module** at the top right of the interface and this would take you to that module to start retouching.

But if you haven't already, I recommend you spend some time organizing your photos by assigning them attributes that will make them easy to sort, locate and work with as you go through the retouching process.

As a reminder, if you are getting bored with all this organization stuff you could skip ahead to the chapters on retouching, but as I mentioned in several places, taking the time to properly organize your photos isn't just a vital part of your work flow, it is one of the hallmarks of a truly professional photographer.

That being said, let's now talk about a problem that can be frustrating, how to fix it and how to avoid it.

## **Fixing Broken Photo Links And Moving Photos From Inside Lightroom**

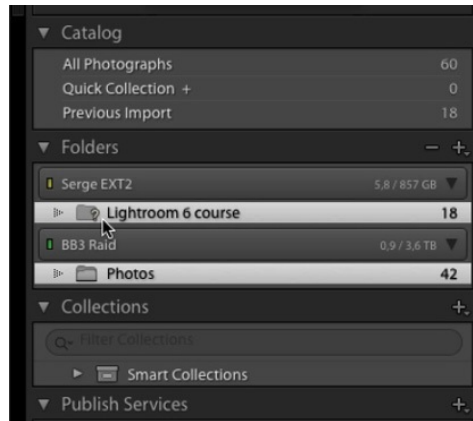
Once you start using Lightroom as your main photographic work flow tool, it's important to establish a habit of moving your photos around on the computer from inside Lightroom itself in the Folders Panel so that links to photos don't get broken.

First I'm going to show you how to relink broken links in case you are pulling your hair out about that right now and then we'll cover proper moving procedure.

### **Fixing Broken Links**

1. Choose a Folder with Broken Links.

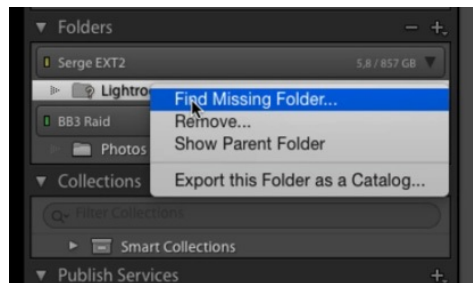
In your Folders Panel if there is a folder that has moved or gone missing, Lightroom will show it with a question mark next to it.



This means that Lightroom cannot find the photos because they were moved outside of Lightroom (ie just dragged and dropped from one place on the hard drive to another).

## 2. Choose to Find Missing Folder.

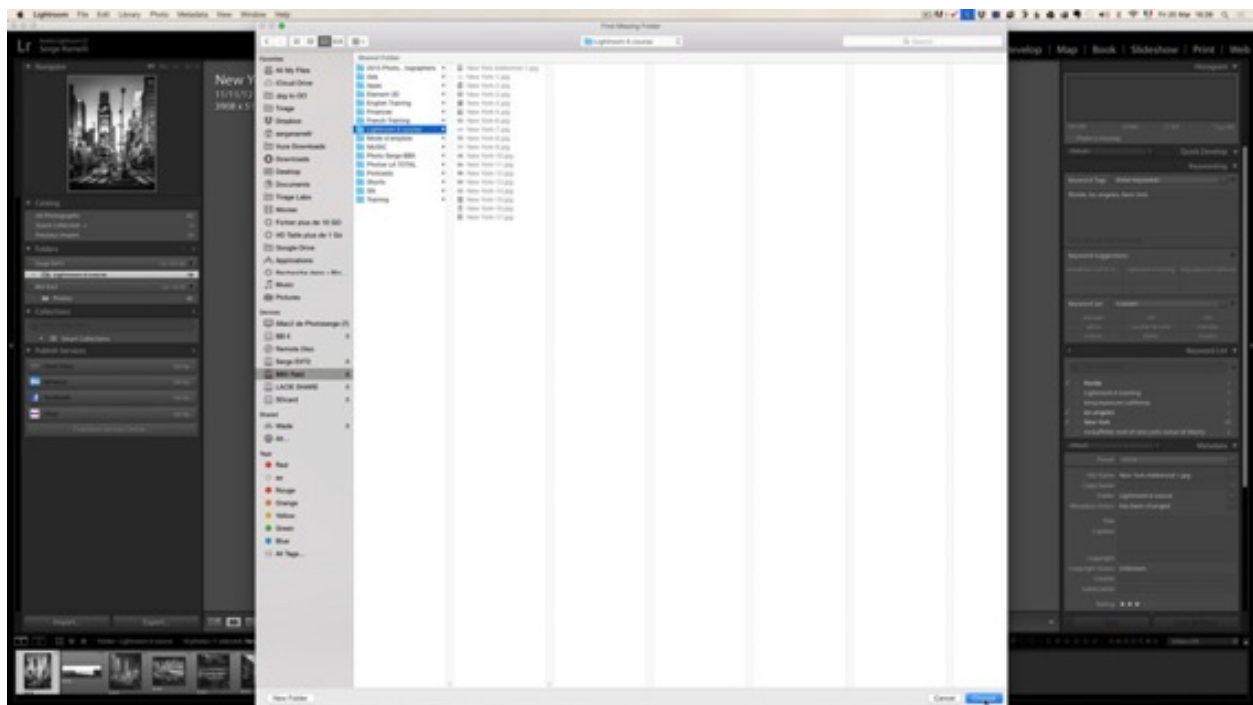
Right click on the folder to reveal the menu option “**Find Missing Folder**” and go ahead and select this.



## 3. Relink the Missing Folder.

A pop-up window is going to open, allowing you to navigate to the location of the missing folder. You simply select the folder on the hard drive and then click “**Choose**” in the bottom right of the pop-up window.





Bam! Your photos are relinked and you will find that the question mark is gone from the Folder panel and your photos inside the display area.

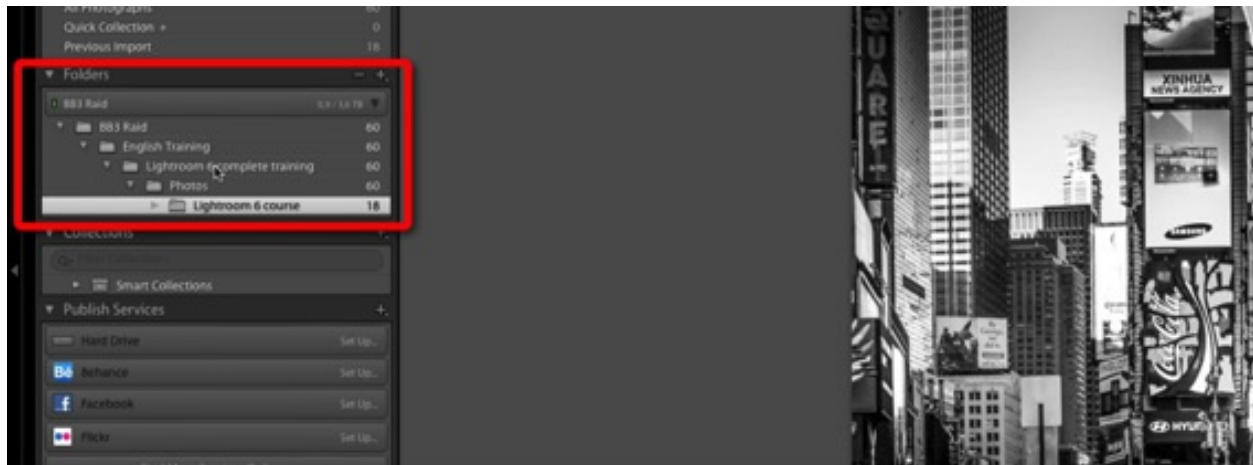
## Proper File Moving Procedure

Alright, that's repairing broken links, but how about avoiding them in the first place? It's really, really simple actually.

You have your Folders panel here on the left of your screen. And all you have to do is two simple steps:

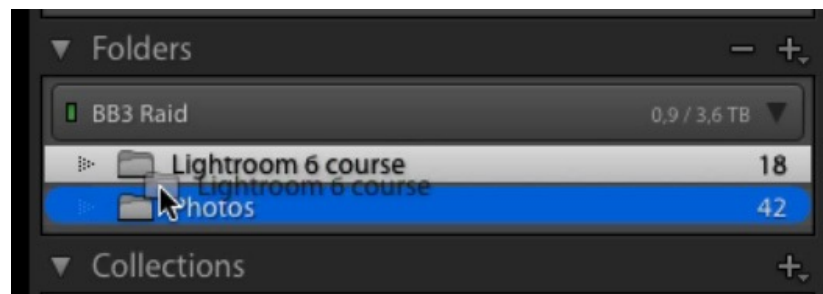
### 1. Have the Folders Ready Inside Lightroom

In the **Lightroom Folders Panel** you need to make sure that you have added the folder you are moving the photos from and the folder you are moving them to.



2. Drag and Drop the Folder to the new Location.

Drag the Folder from its current location into the new folder you want it to reside in. The new folder location will highlight in blue and you drop it like it's hot. Boom. Bam. Done. Easy right?

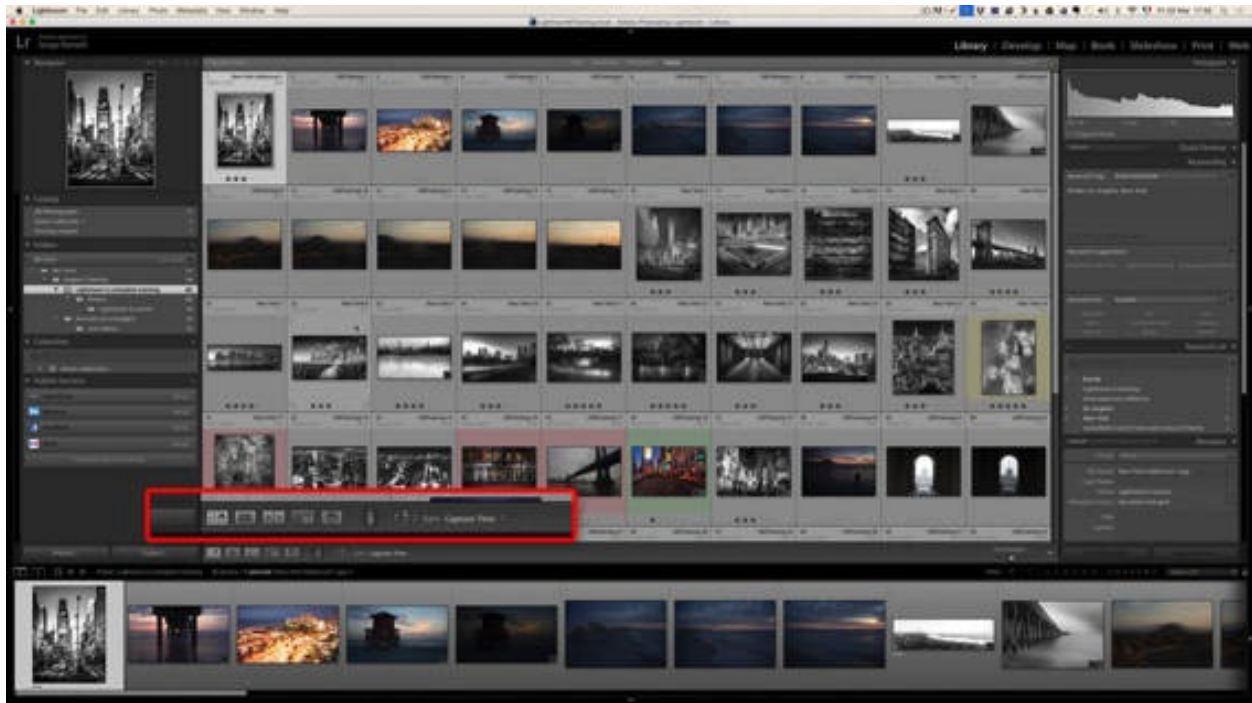


You can also do these same things of linking and moving on an individual photo basis in case you have broken links or just want to move the photos elsewhere.

The moral of this story if you want to avoid broken links is: once you've referenced photos inside of Lightroom, don't just drag folders around on your hard drive, always move your photos around on your hard drive using the **Lightroom Folders Panel**.

## The Five Viewing Modes In The Library Module

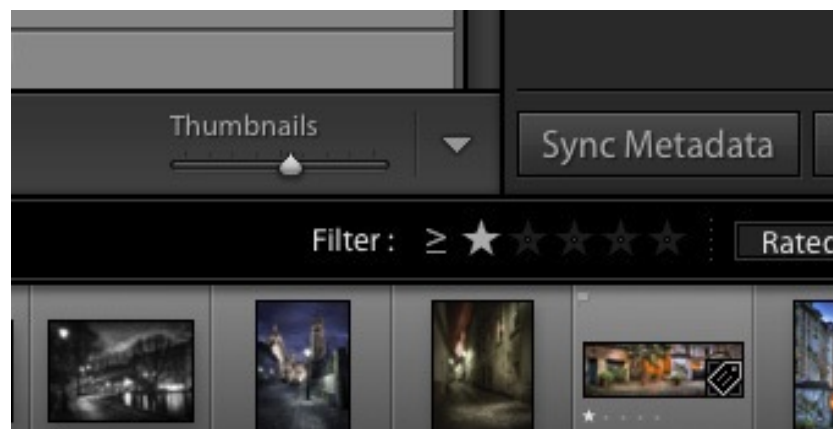
When working in the **Library module**, Lightroom has given you 5 viewing modes or ways to view photos in the main **Photo Display Area**. All of these modes can be accessed through keyboard shortcuts or icons on the toolbar on the bottom left of the display area.



If for some reason you don't see your toolbar go ahead and press **(T)** to bring it up or go to the View drop down menu and select it at the top. My advice is to leave the toolbar visible at all times, it ends up being convenient and it isn't big enough to intrude on your photos.

## Grid View (G)

Grid displays your photos in a grid pattern as thumbnails as you see in the photo above. You can control the size of the thumbnails with the slider at the right of the toolbar.



Tip: Remember, that if you select different folders or collections on the left panel in Lightroom, your photos will change in the display to show those in the newly selected folder. So just in case your group of photos randomly change and

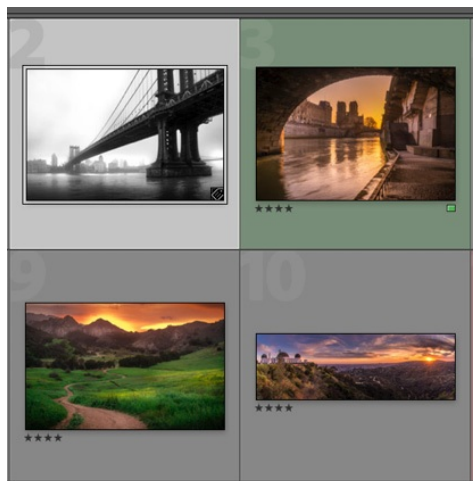
you don't know why, you probably accidentally selected a different folder.

### Displaying Grid Photo Information (J)

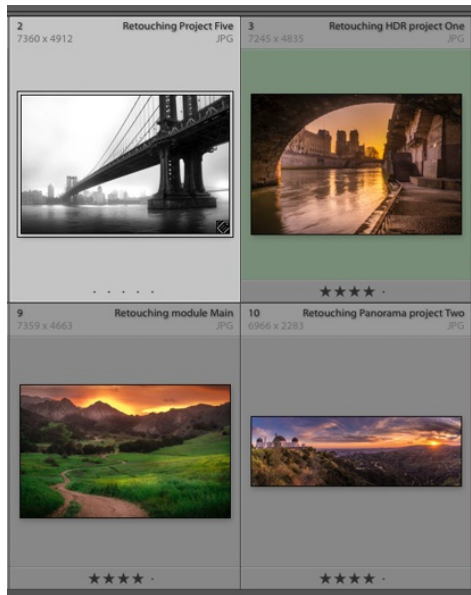
You can quickly cycle through three different information overlays in grid mode and personalize if you want. To get familiar with this, go ahead and from inside Grid mode, press J once (no overlay)



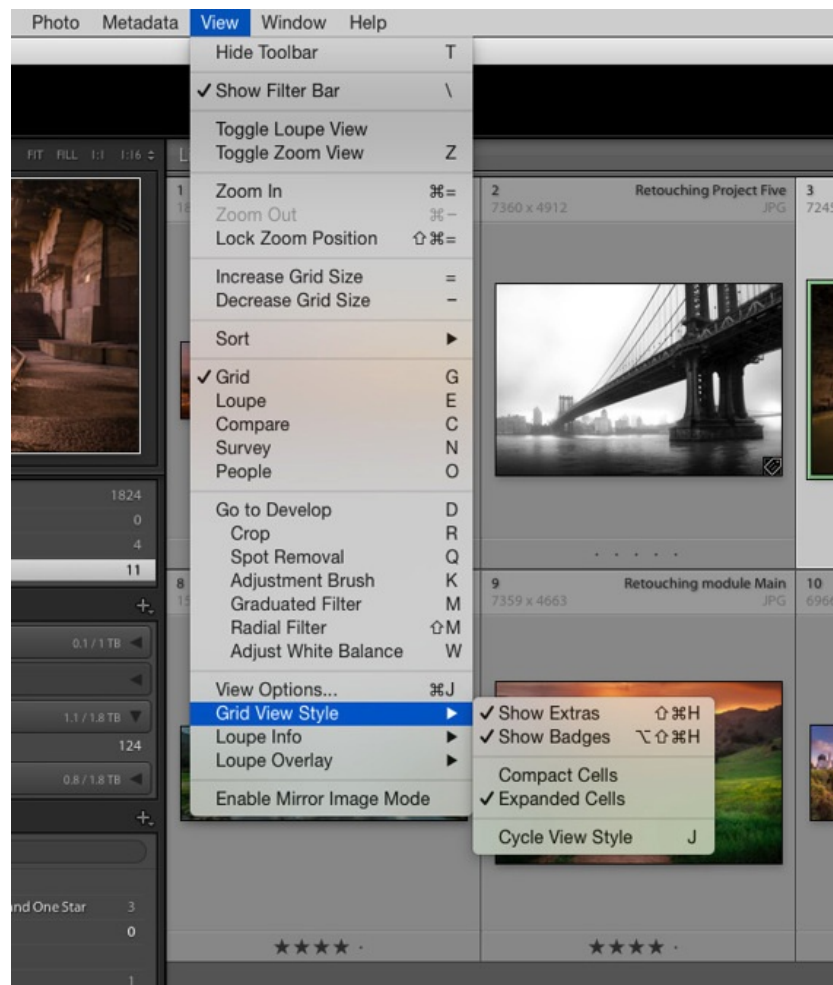
Press J again (overlay one) and you get this:



And press J again (overlay two) and you have this:

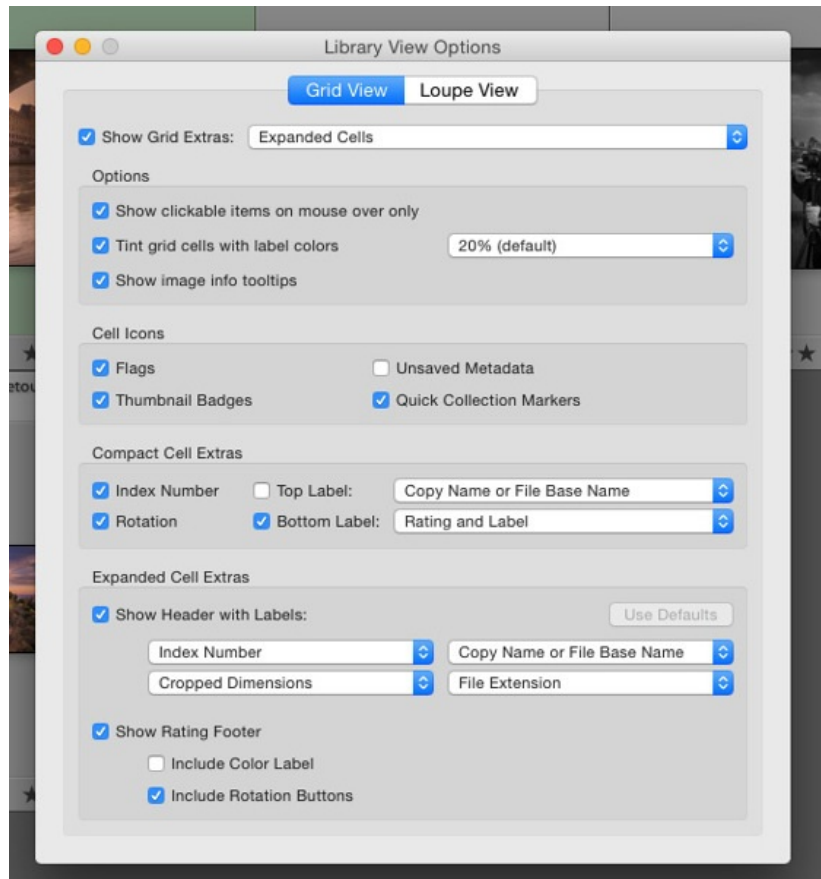


You can also toggle this information on and off from the View drop down menu at the top of Lightroom, **View> Grid View Style**.



## Personalizing Grid Photo Information (Command J)

Lightroom also gives you a way to personalize the info you are displaying in Grid mode. From inside Grid mode, press **Command J** and a new pop-up window opens.

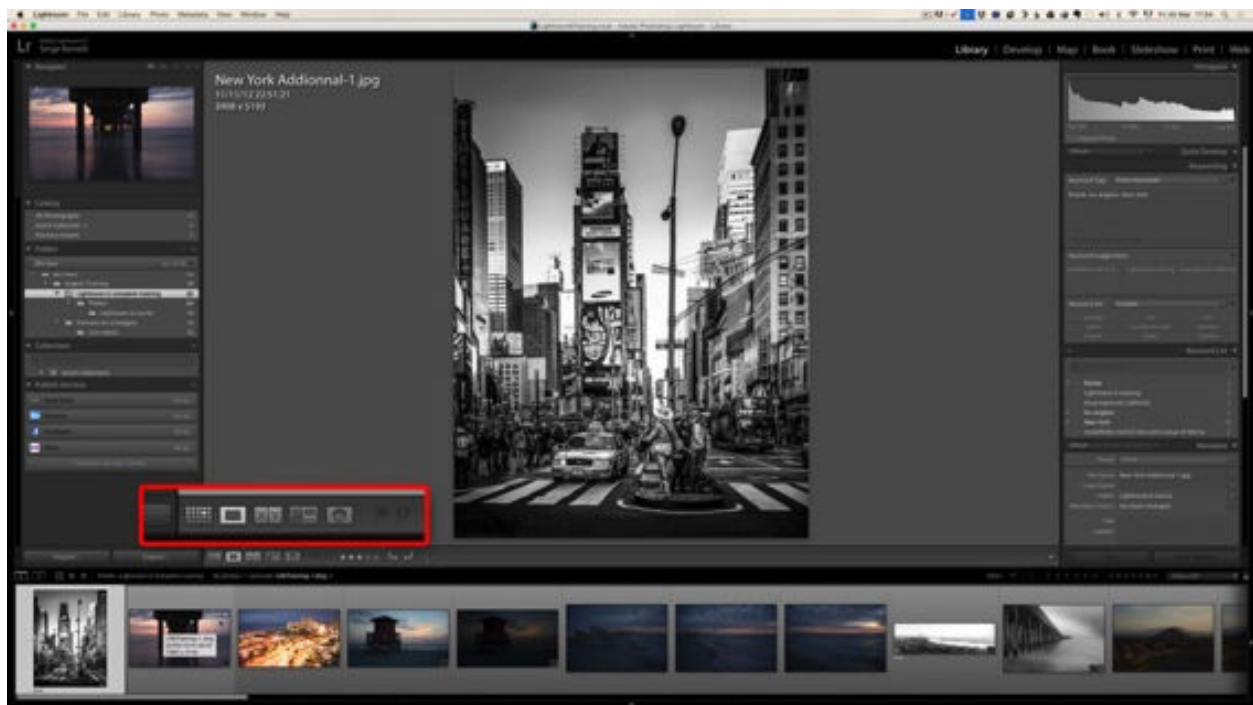


Rather than try and take you through each of the different options I recommend simply experimenting with the different options of what you can display. Remember, you are just trying to put up the most relevant information for YOU to easily be able to recognize or organize your photos.

## Loupe View (E)

This displays your photos as single images in the display area.





As a piece of trivia for the younger photographers out there, it's called Loupe view because when doing film photography you would examine the negative or transparency of your film with a physical loupe that would magnify it into a viewable size! (Which sort of looked like a small magnifying glass mounted to a contact lens holder...probably not a great description, just search engine for it!)

Now it may seem that you lose the convenience of rapidly switching between photos while in Loupe view. But don't forget you've got the handy dandy **Film Strip** at the bottom and by using the left and right arrow keys on your keyboard or in the **Toolbar** you can easily navigate through your photos.



## Displaying Loupe Photo Information (I)

Similar to Grid mode, you can quickly cycle through three different information overlays and personalize them if you so choose. To see the differences, go ahead and from Loupe mode, press **I** once (no overlay),



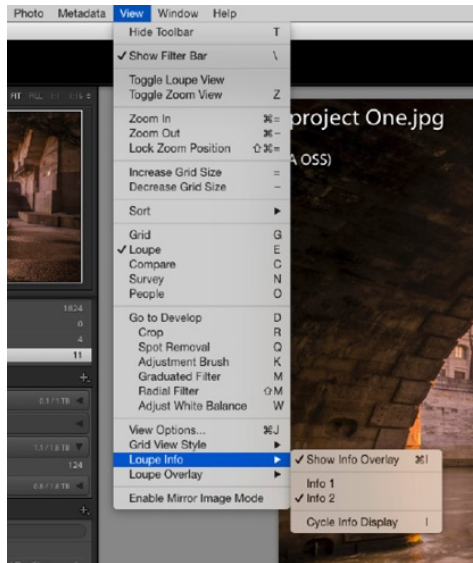
Press **I** again (overlay one)



And press **I** yet again (overlay two)

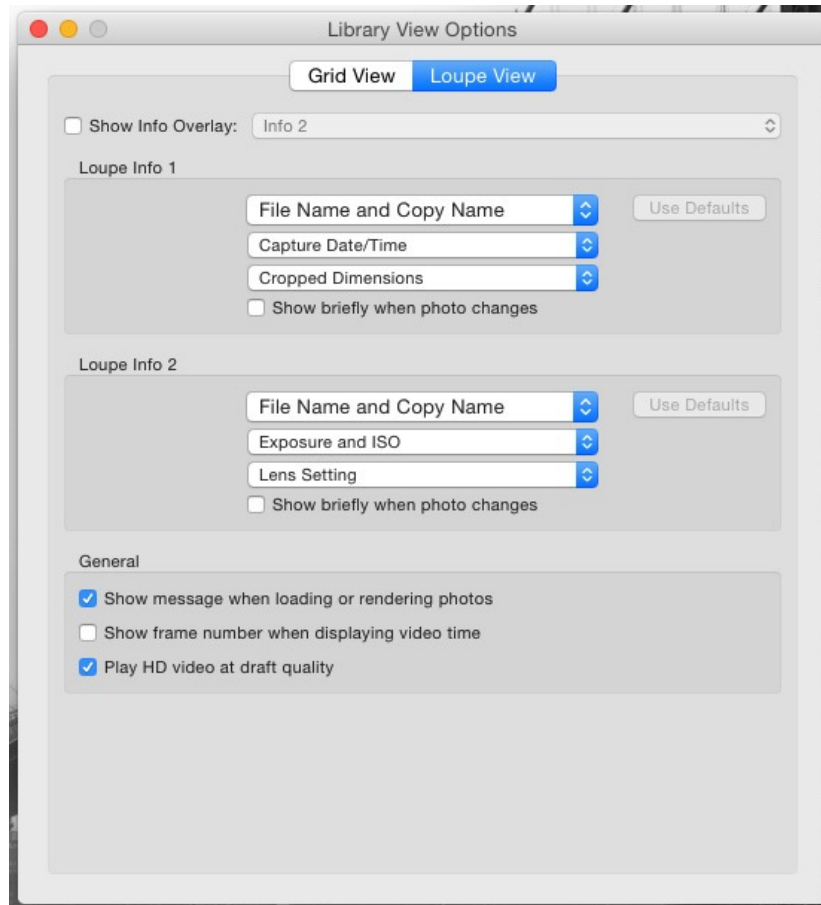


You can also toggle this information on and off from the View drop down menu at the top of Lightroom, **View> Loupe Info**.

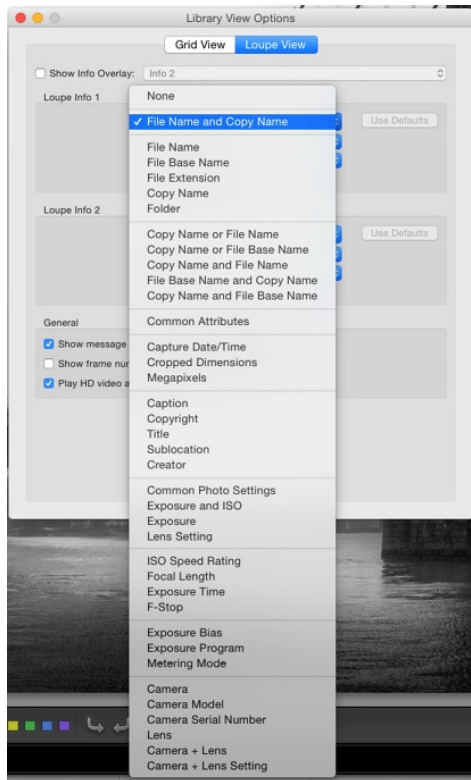


## Personalizing Loupe Photo Information (Command J)

Lightroom also gives you a way to personalize the info you are displaying in Loupe view just like it did for Grid view. From inside Loupe mode, press **Command J** and that same pop-up window opens but this time on the Loupe View tab of it.



There are literally dozens of ways to personalize this and again, rather than try and take you through each of the different options I recommend simply experimenting with the different options of what you can display.

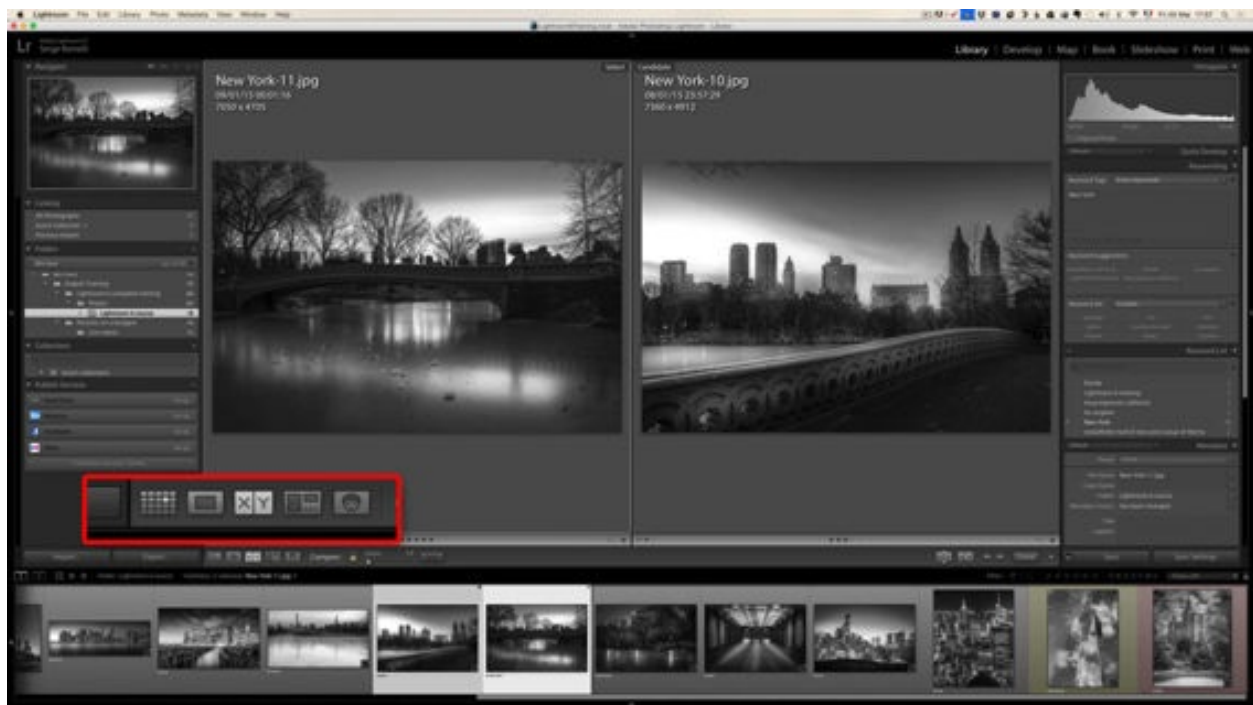


## Compare View (C)

This mode allows you to compare two photos side by side as large as they will fit in the display area. It's very handy when trying to decide between two images or checking sharpness between shots.

To access this mode, from the film strip or the grid view, [Command click on two photos \(Control click on PC\)](#) and then select the icon from the toolbar or use the keyboard shortcut [\(C\)](#).

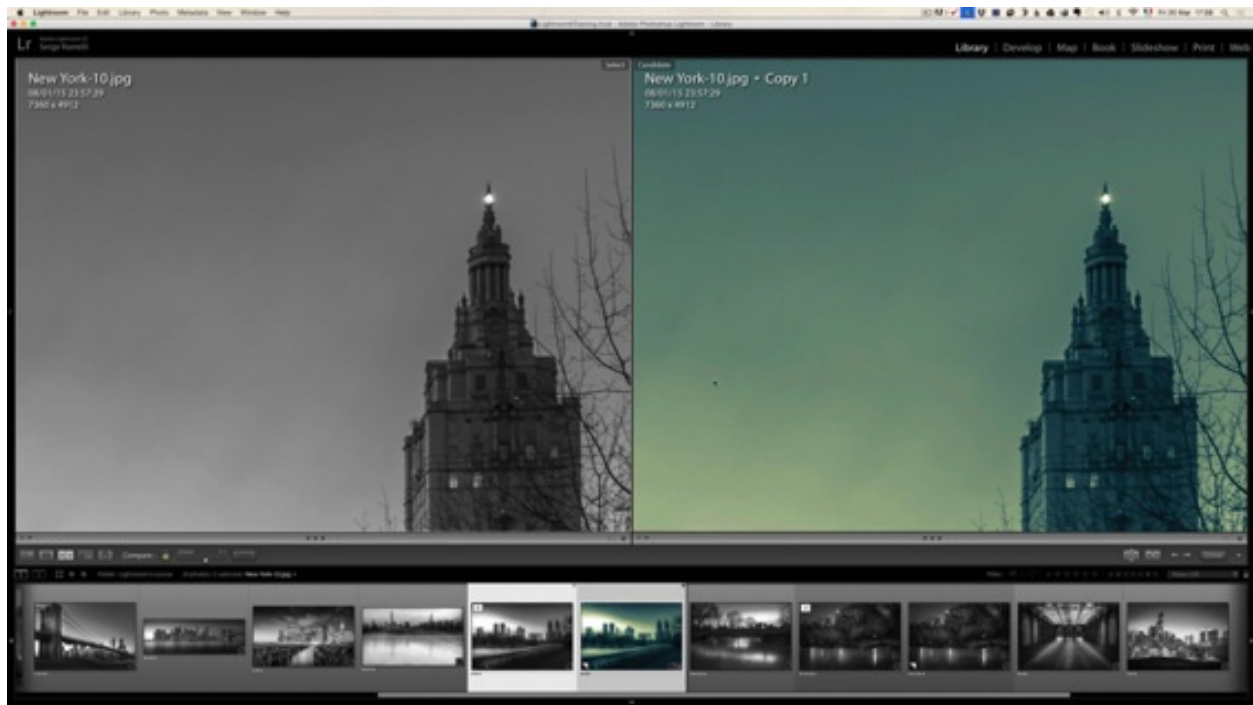




Tip: I can also click on the small arrows at the right and left to close the side panels and give myself a larger viewing area to examine the photos with.

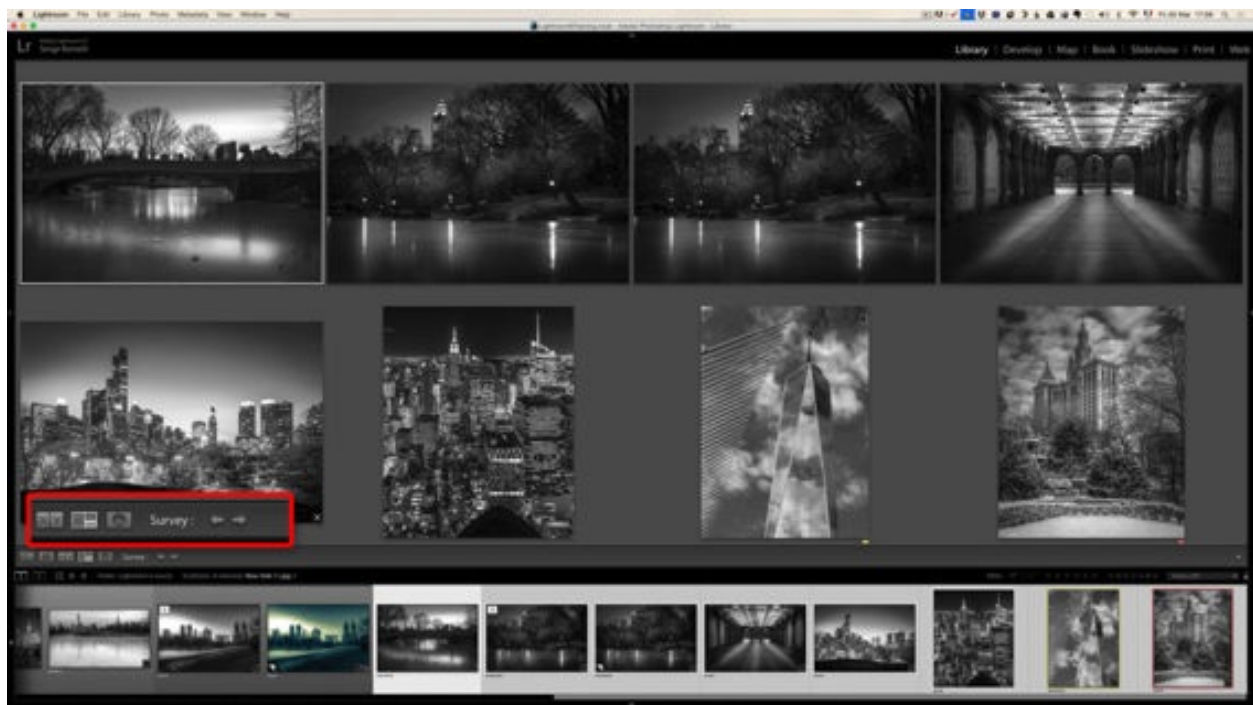


Another great feature of the Compare View is that when you zoom in on one photo it zooms in on the other in the exact same spot. This is very useful for checking areas of critical focus.

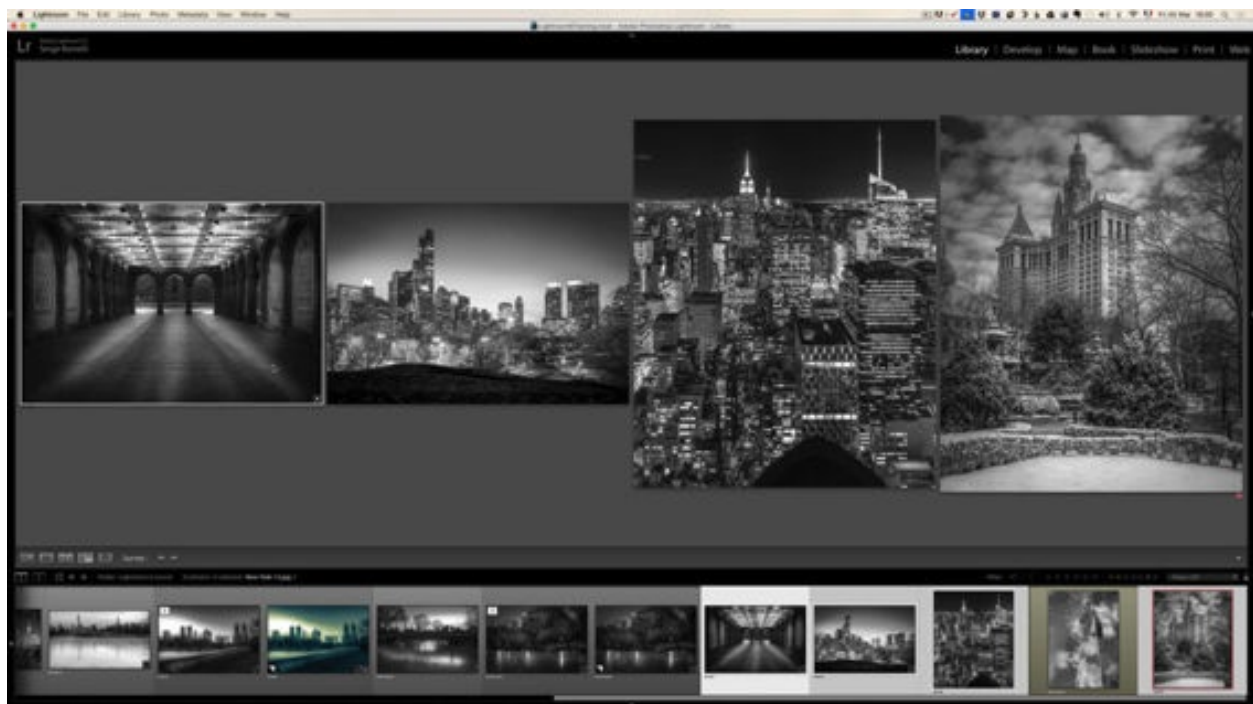


## Survey View (N)

This mode is great in that it allows you to compare a number of photos all at once. Access this by selecting the fourth icon over on the toolbar or you can just press the keyboard shortcut **(N)**. But you need to have multiple photos selected for it to display them in this mode, you can do that by shift selecting multiple photos from your Film Strip or within Grid View.

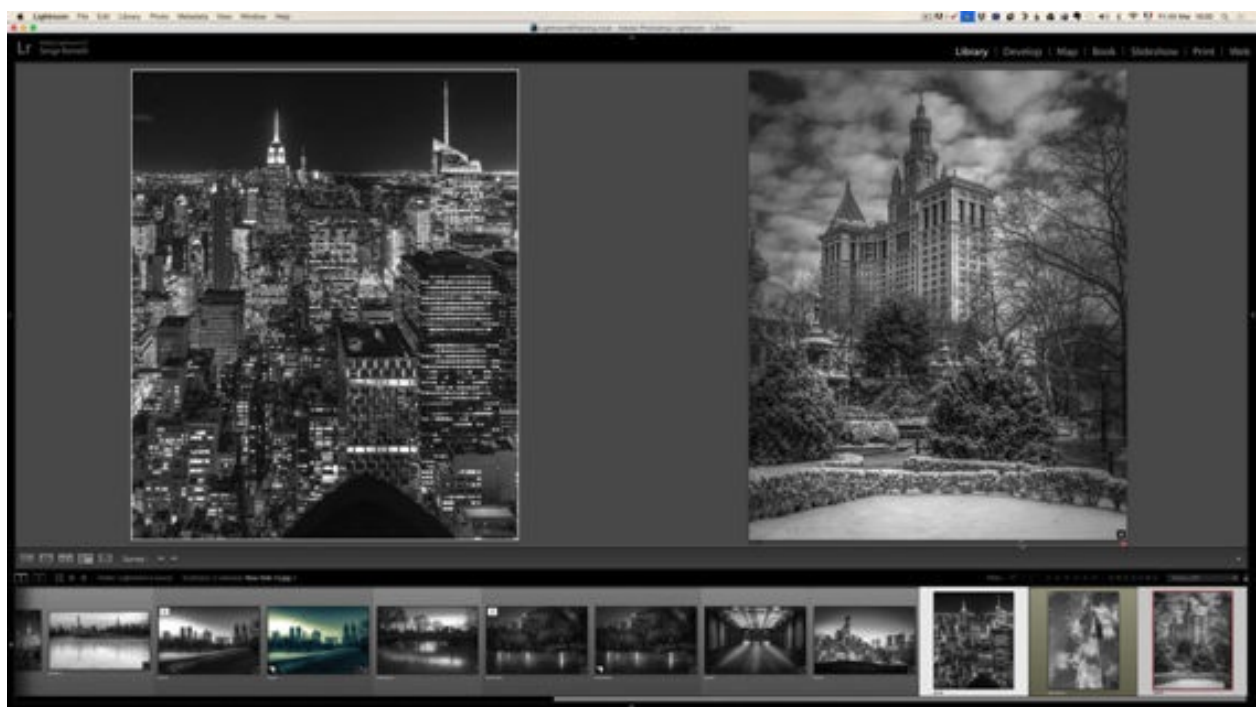


You can then compare these photos to choose which one you want. Let's say you were deciding between 8 photos for a book cover, you hover over each of the photos and the ones that you want to eliminate you can click on the small x that appears and it will remove those from the display area allowing you to focus on the photos remaining.





Don't worry it doesn't remove them from the folder or hard drive.  
And you just whittle them down until you find the photo you like best to use or retouch!

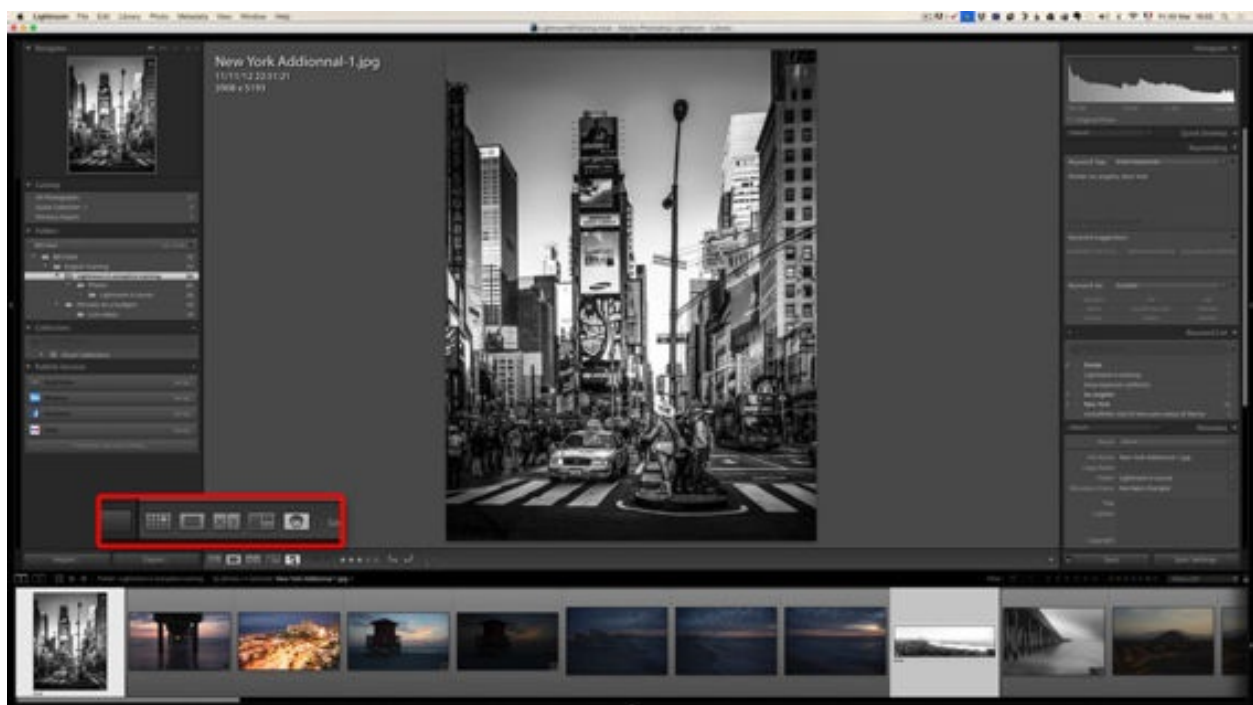






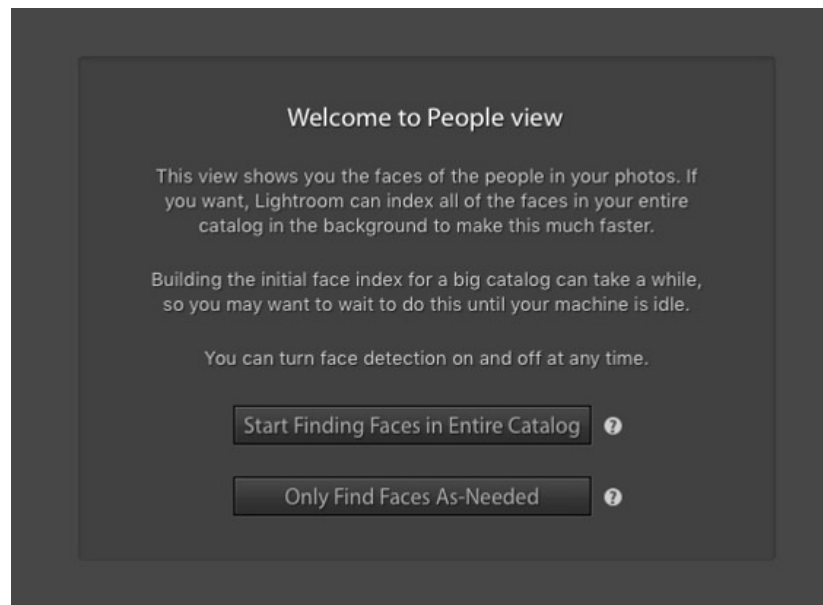
## People View (O)

New with Lightroom 6 is facetagging and a specific viewing mode called **People View**. This is a powerful new organizing and sorting feature which a lot of people are going to love. This is accessible as the fifth icon over on the left side of your **Toolbar** or by pressing the keyboard shortcut **(O)**.



Now the first time you use this you are going to get a little pop up message

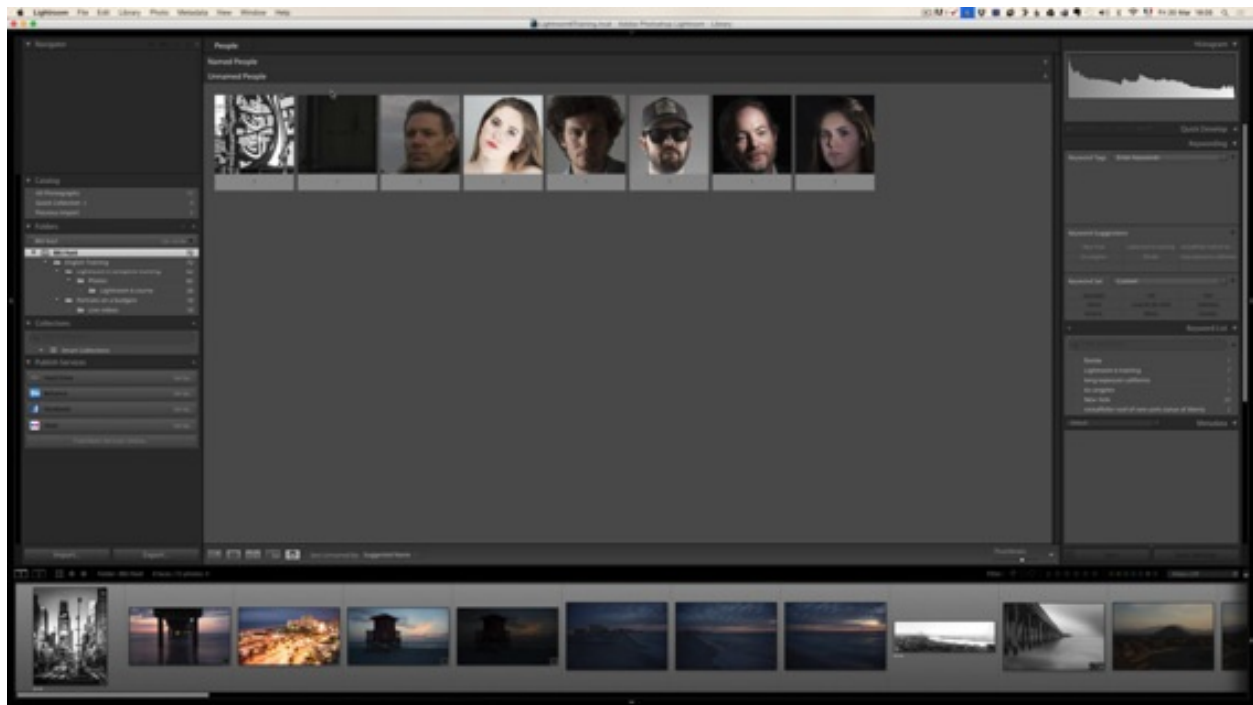
Now the first time you use this you are going to get a little pop-up message which asks if you want to start indexing faces from your entire catalog or to only find them as needed.



Yes, if you have a lot of photos this can take some time, but go ahead and select the option to index the faces in the catalog.

Lightroom will start processing the photos and finding the faces and will pull up a display that shows the faces that it has detected (and sometimes images that it has mistaken as faces) and which has two categories: “**Named People**” and “**Unnamed People**.”





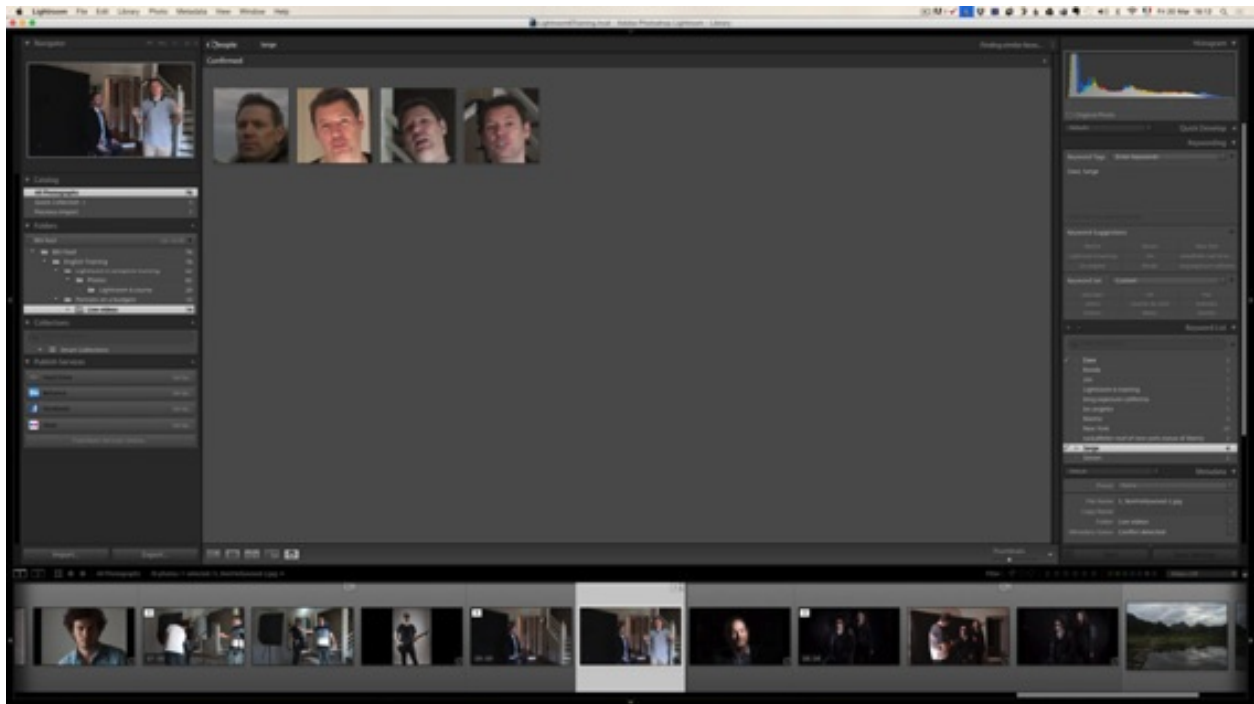
You can simply click on the X mark on the photo to remove incorrectly indexed images.

You type the name you want associated with that face in the window beneath each face and then when you hit return it will move that person from Unnamed to Named.

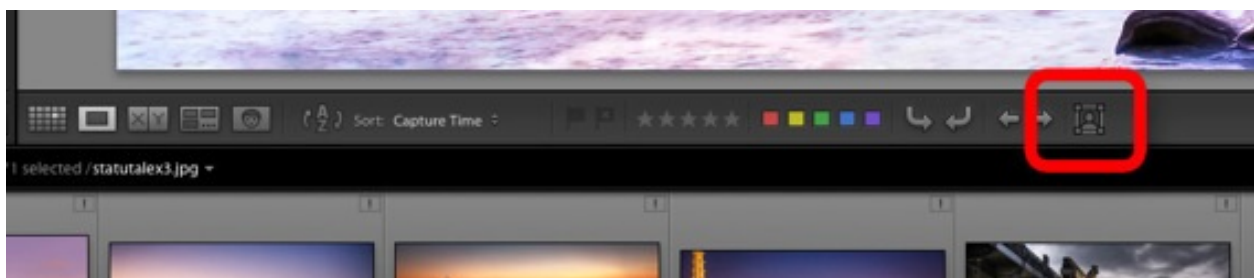
Often you will have multiple photos of the same person but Lightroom won't detect it as the same face. You simply drag the photo from the Unnamed Category onto the photo in the Named Category and it will automatically associate that face with that name.



photos that it has indexed with that person's face in it! So if I type my name, all the photos with me in it show up.



Also worth noting is that in **Loupe View** you can customize the toolbar so that a **Draw Face Region icon/tool** is there and you can use this to draw a square around a face in your photo and then go into People View and assign a name to it!



So there you have it Facial Recognition as an assignable attribute that Lightroom can index and use to sort images with.

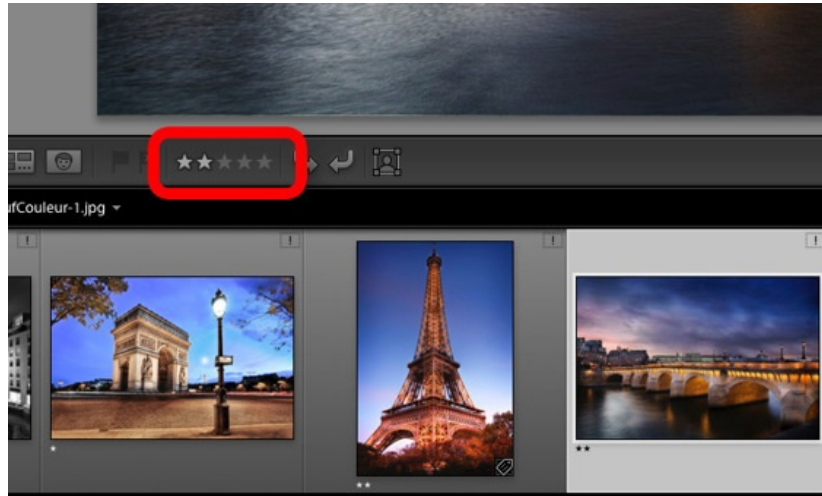
This is where a little bit of short-term organization really pays off in long term greater productivity. Imagine if you ever wanted to find all the portrait photos you took of one person over the years, instead of having to sift through many different folders and locations, Lightroom would instantly pull them all up for you. And that's pretty darn cool when you think about it.

It's also just one of several assignable attributes you can put on your photos. Now let's talk about the other attributes.

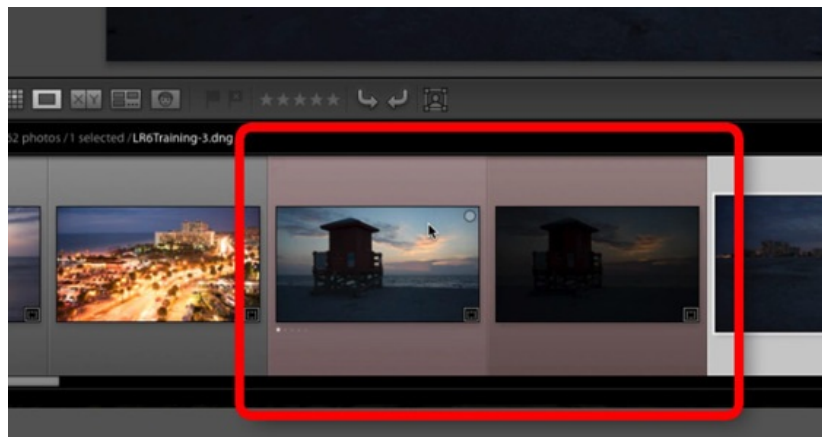
## Using Star Ratings, Color Labels And Flags

When you are working with hundreds, thousands or even tens of thousands of photos, having a system which helps you rapidly sort your photos is crucial to an efficient work flow.

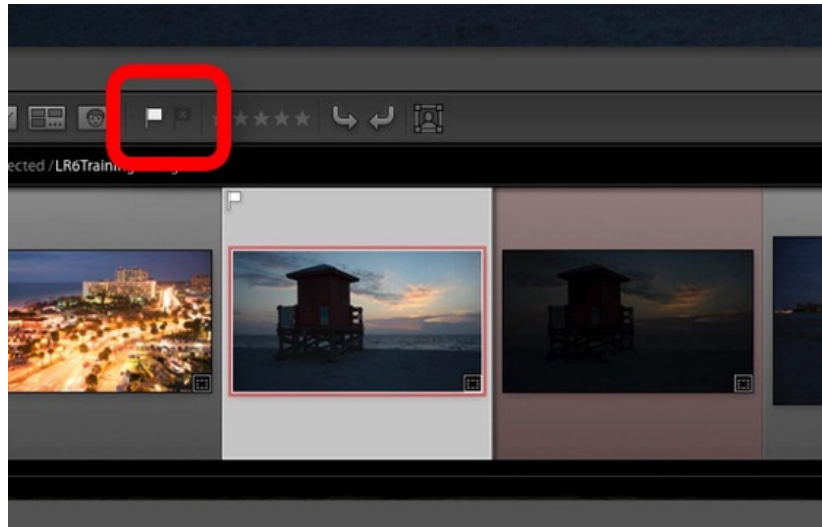
Lightroom has provided numerous tools to assist you in doing this and the three most commonly used ones are **Star Ratings** attributes



**Color Labels** attributes



and **Flags** attributes.



These are attributes that you can assign to photos to help you rapidly recognize them and they can be used individually or combined *i.e.* just **Colors** or **Colors and Stars** for example.

Now, there are no protocols set in stone on what these attributes are supposed to mean. One person might label photos that they have been paid for with a green color and another person may use the green color to call out photos that they have authorized for printing.

In other words Adobe has put them there for your convenience to use or not, but what significance these attributes have is up to you to decide.

Alright, let's talk about each of these, how they can be used and how I actually use them as a professional photographer.

## Setting Star Ratings (1, 2, 3, 4, 5)

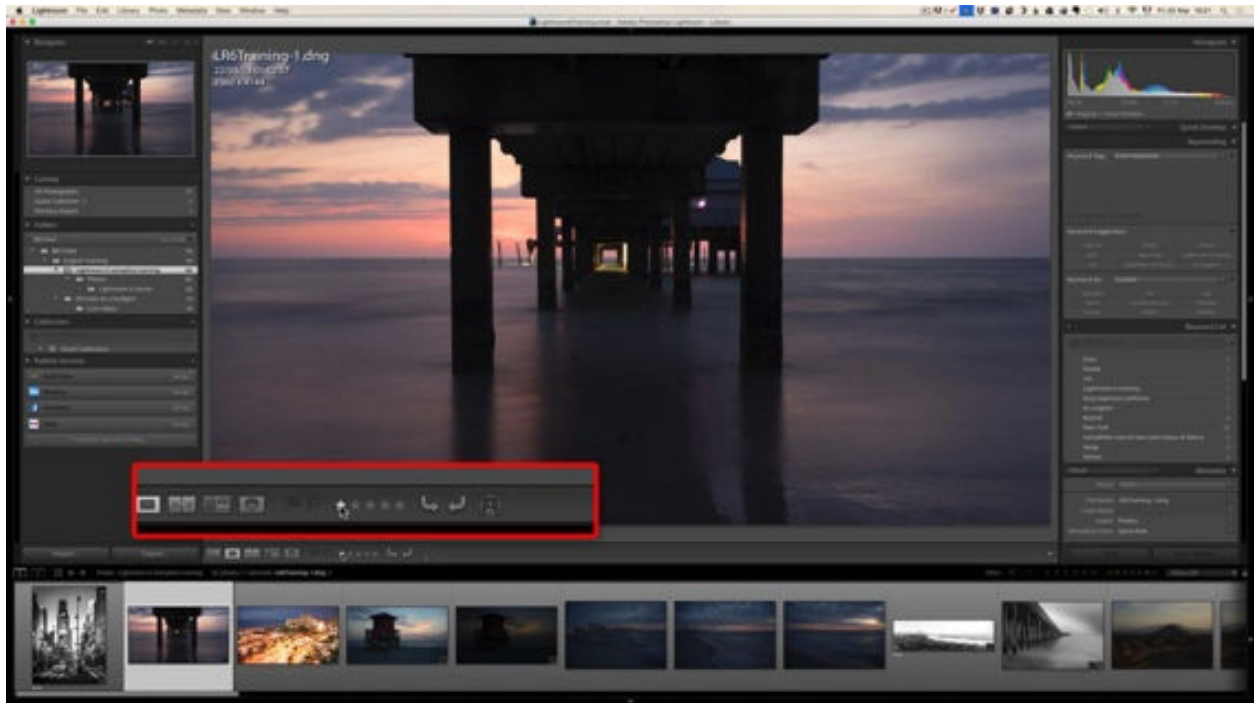
**Star ratings.** This is my favorite method of sorting my photos. 1 star means worth retouching, 2 stars means I'm really gonna retouch it, 3 stars means I've retouched it, 4 stars means it's so amazing that I want to put it in a book or a fine art gallery and 5 stars, I have not yet taken a 5 star photo...But one day I shall! And there will be peace on Earth!

Now, I know ten different photographers who use these to signify ten different things. For some people it's how they rate the quality of the photo, for others it's how many steps of retouching it has had applied, for others it's how much it's going to sell for, for others how amazing they looked while they took the photo (just kidding) and so on. Whatever you decide they are going to mean, there are five of them. And star ratings can be applied in seven main ways.

Tip: If you have multiple photos selected, each of these methods will apply the rating to all selected photos at once.

### 1. Set a Star Rating with the Toolbar

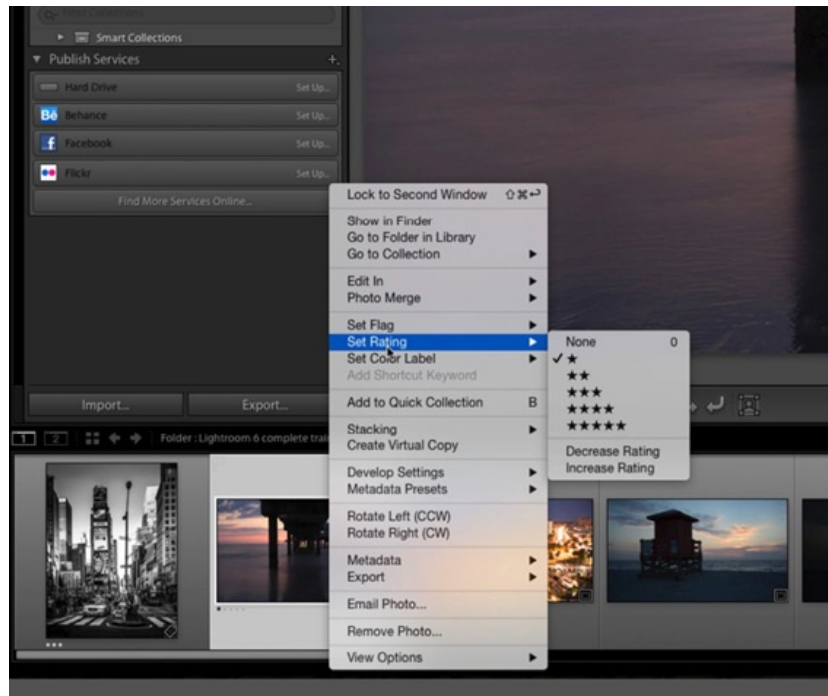
Go ahead select a photo and put it into **Loupe View (E)** and at the bottom on the toolbar you can select 1 star.



### 2. Set Star Rating with Right Click on Photo

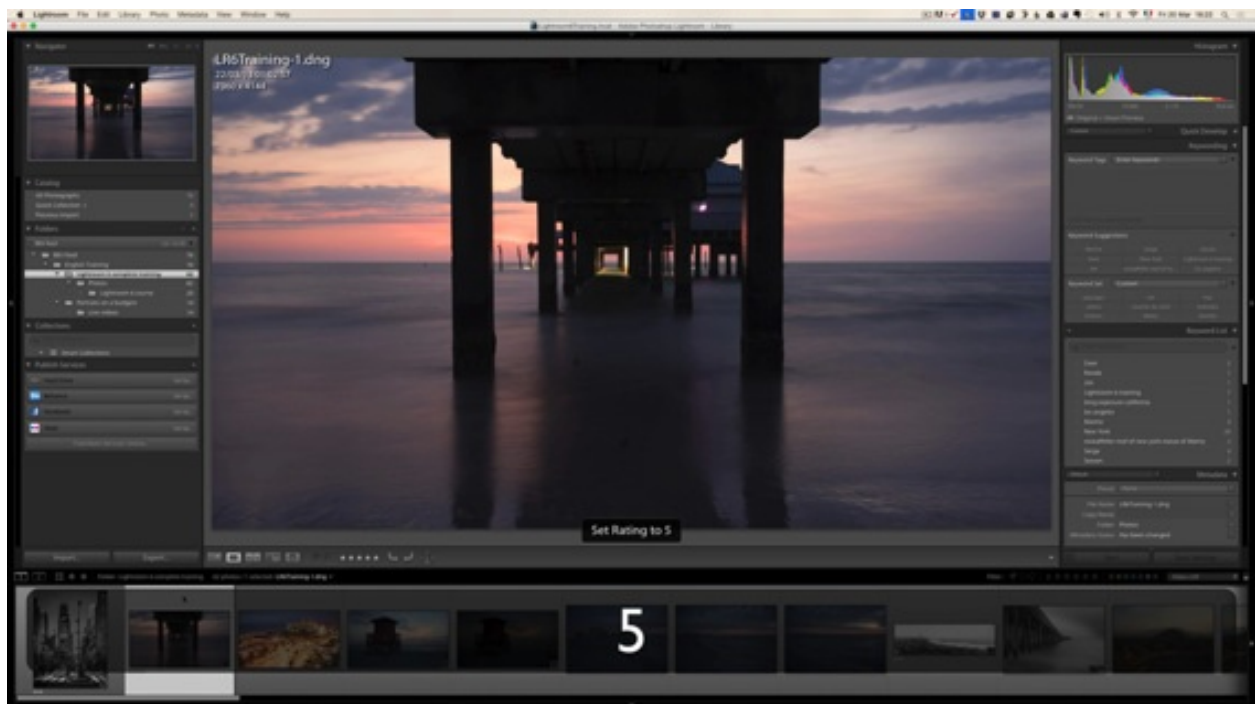
Either in **Grid View**, **Loupe View**, **Compare** or **Survey** you can simply right click on a photo and choose it's star rating. You can also do this from the Film Strip.





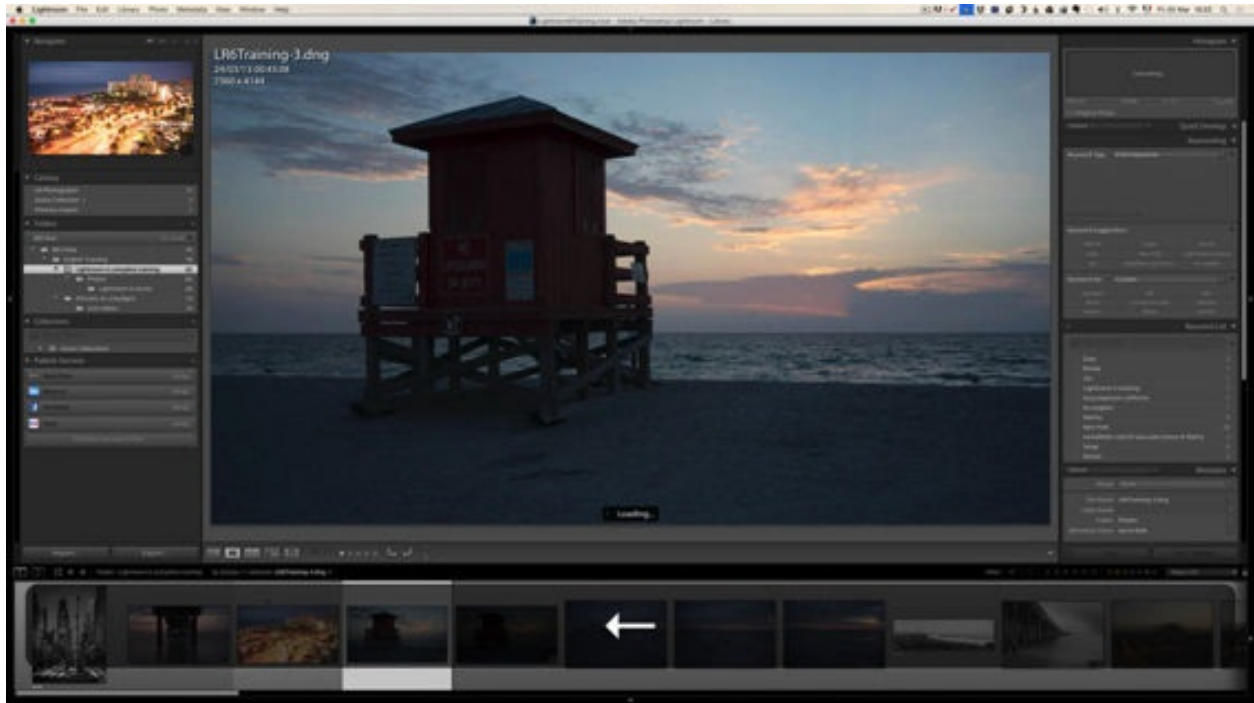
### 3. Set Star Rating with the Keyboard (0, 1, 2, 3, 4, 5)

Once again in any of the views when you have a photo selected and you press the keyboard numbers it will assign the stars. I press number **5** and Lightroom assigns it five stars.



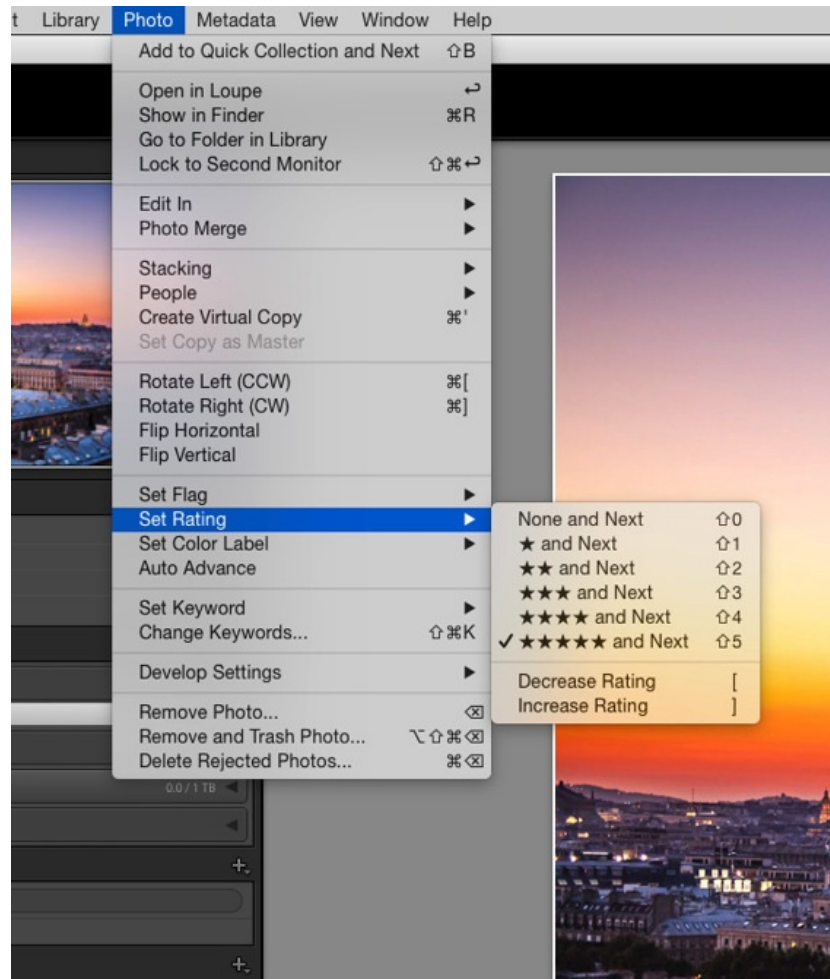
If I press **0** it resets it to no stars.

As a work flow, I like to stay in **Loupe View** and navigate through the **Film Strip** with keyboard arrows and use the keyboard numbers to rapidly assign the stars to my photos.



#### 4. Set Star Ratings with Drop Down Menu

You can have a photo or multiple photos selected in any view you choose and then at the top of your screen select the **Photo > Set Rating** and then pick 1-5 stars.



## 5. Set Star Rating in Grid Thumbnails

If you go into Grid View (G) and look at the bottom of each thumbnail that the mouse pointer hovers over you will see five little dots.



If you click on them it will assign a rating from 1 to 5 depending on which dot you selected from left to right. If you have multiple photos selected, it will assign the star rating to all photos selected.

#### 6. Set Star Rating in Metadata Panel

Amongst the right side panels in the **Library Module** you will see a **Metadata Panel**. You can simply add **Star Ratings** here by clicking the dots and they then apply stars to whatever photos you have selected.



## 7. Set Star Rating with the Painter Tool

There is another way that I find very convenient to apply stars and that is with the Painter tool. But I'm going to take up how to use that tool in its own section shortly.

## Setting Color Labels

Color Labels are a way to set different colors in the thumbnail borders around your images. There is no set pattern for what color labels are for what but I do have a system I use. When I have HDR photos I will set them in red which also helps me see that these photos go together. Panoramas I set to yellow and it easily allows me to visually see that those three or four photos are a grouped panorama. So that's a couple ways to use them. I know some photographers who never both with them, but I find them convenient. Alright let's talk about how to apply them.

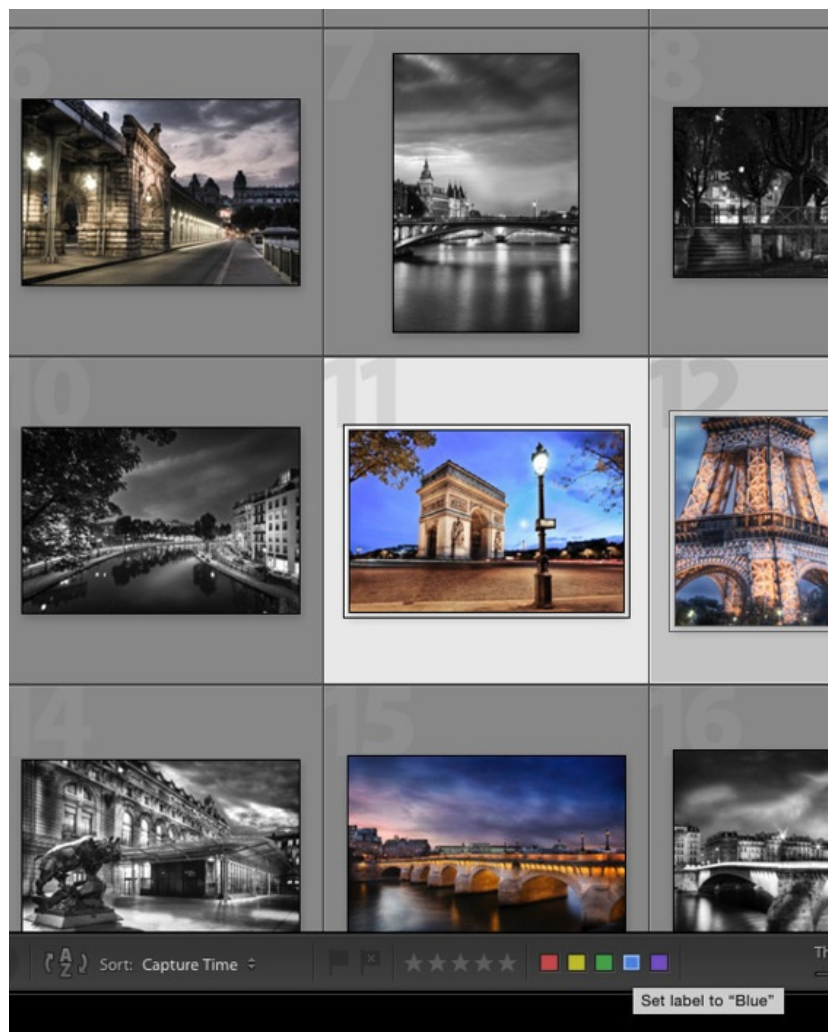
### 1. Set a Color Label with the Toolbar



Go ahead select a photo and put it into **Loupe View (E)** and at the bottom on the Toolbar you can select the color to assign it. If you don't see the color options, go to the right side of the toolbar and click on the arrow and choose **Color Label**



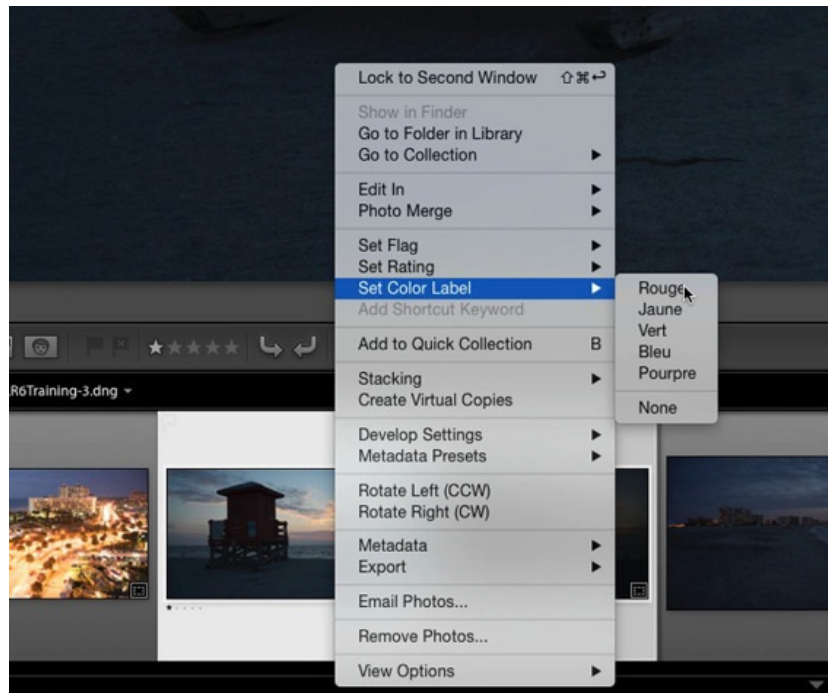
Then go ahead and select your photos and choose the color to assign them and click the color square on the toolbar.



2. Set a Color Label with Right Click on Photo



Either in **Grid View**, **Loupe View**, **Compare** or **Survey** you can simply right click on a photo and choose its Color Label. You can also do this from the Film Strip.



### 3. Set a Color Label with Drop Down Menu

You can have a photo or multiple photos selected in any view you choose and then at the top of your screen select the **Photo > Set Color Label >** and then pick the color of your choice.

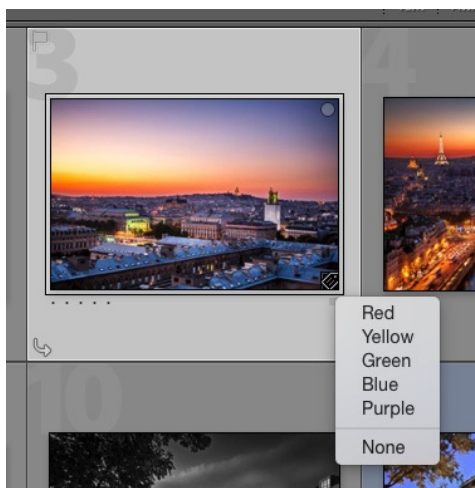


#### 4. Set Color Label with the Keyboard (6, 7, 8, 9)

Once again in any of the views when you have a photo selected and you press the keyboard numbers it will assign the colors. Red is **6**, Yellow is **7**, Green is **8** and Blue is **9**. Purple didn't get a number and ran all the way home. I jest of course but you get the idea here yes? It's to make color assignment very fast.

#### 5. Set Color Label in Grid Thumbnails

If you go into **Grid View (G)** and look at the bottom of each thumbnail that the mouse pointer hovers over you will see a small square on the bottom right. If you click on it, it opens up a drop down you can select the Color Label of your choice from.



## 6. Set Color Labels with the Painter Tool

It is also very convenient to apply Color Labels with the Painter tool. But I'm going to take up how to use that tool in its own section in a moment. You're getting excited about that Painter tool right? Thinking to yourself: "Man, Serge is holding out on me! It must be major, I'm just gonna skip ahead and check it out." Or just keep reading one section at a time!

## Setting Flags

This is also referred to as the **Pick and Reject** system. Because when you Flag a photo it can be considered a pick, but you can also Flag it as rejected. I don't use this very much, preferring the other two methods of **Stars** and **Colors**, but many photographers do use **Flags**.

Remember you can leave it **Unflagged** or **Flag it** or **Reject it**.

### 1. Set a Flag with the Toolbar

Go ahead select a photo and at the bottom on the toolbar you can select the Flag to assign it, Pick or Rejected.