If you don't see the little Flags, go to the right side of the toolbar and click on the arrow and from the drop down choose **Flagging.**

2. Set a Flag 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 Flag status. You can also do this from the **Film Strip**.
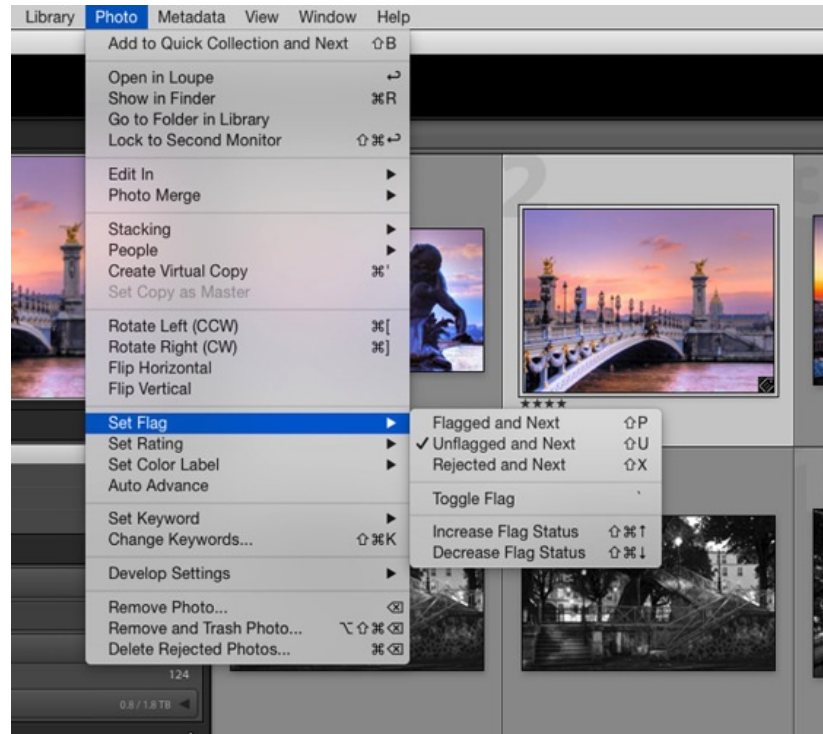
3. Set Flag with the Keyboard (P), (U) or (X)

Once again in any of the views when you have a photo selected and you press the keyboard **(P)** it will set the photo to **Picked**. If you press **(U)** it will **Unflag** it. If you press **(X)** it will Flag it **Rejected**.

4. Set a Flag 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 Flag>** and then pick which state you want it in.

5. Set Flag in Grid Thumbnails

If you go into **Grid View (G)** and look at the top left of each thumbnail that the mouse pointer hovers over you will see a small flag just sitting there ready to be clicked on. If you click on it directly it sets it as a **Pick**. If you right click on it, it opens up a drop down you can select the **Flag** of your choice from.

Using the Painter Tool

There is a really great tool you can use in Grid View mode when you want to apply a lot of attributes really fast to a lot of photos and this is called the **Painter Tool**. It lives inside the toolbar and looks like a small aerosol spray-can.
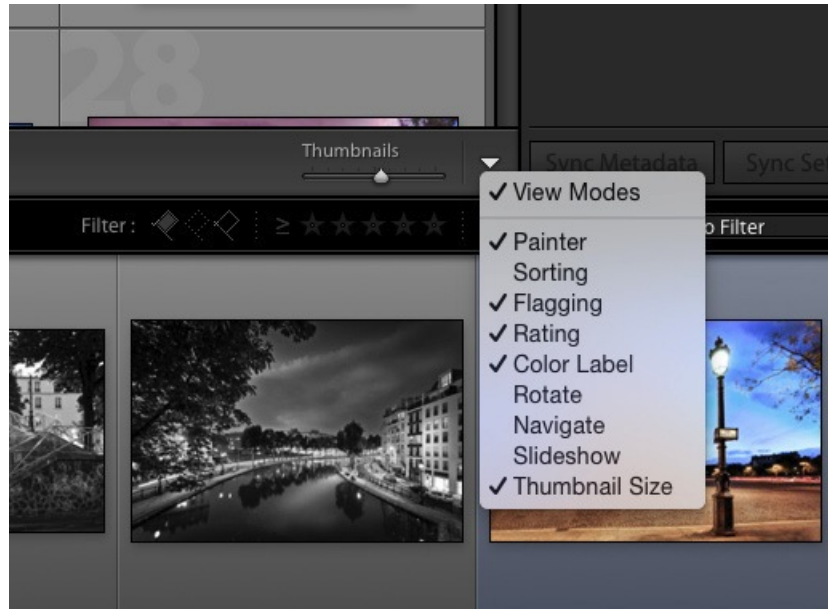
You can use the Painter to rapidly assign attributes to your photos such as Flags, Colors, Stars, Metadata, Keywords, Settings and even photo rotation!
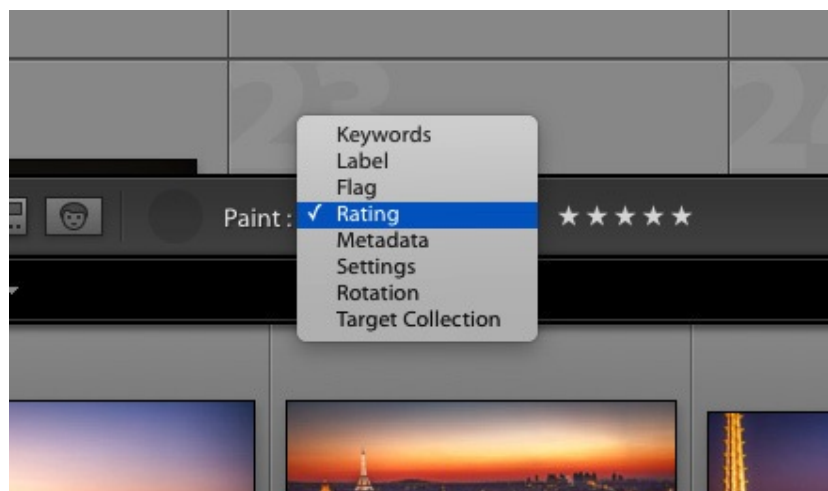
Here's how you do it.

1. Click on the Paint Tool in the Toolbar.

Just click on it. If it's not in your toolbar, make sure you are in **Grid View** mode and simply go to the right of the toolbar, click on the arrow and select **Painter** from the drop down that appears and the icon will show up.
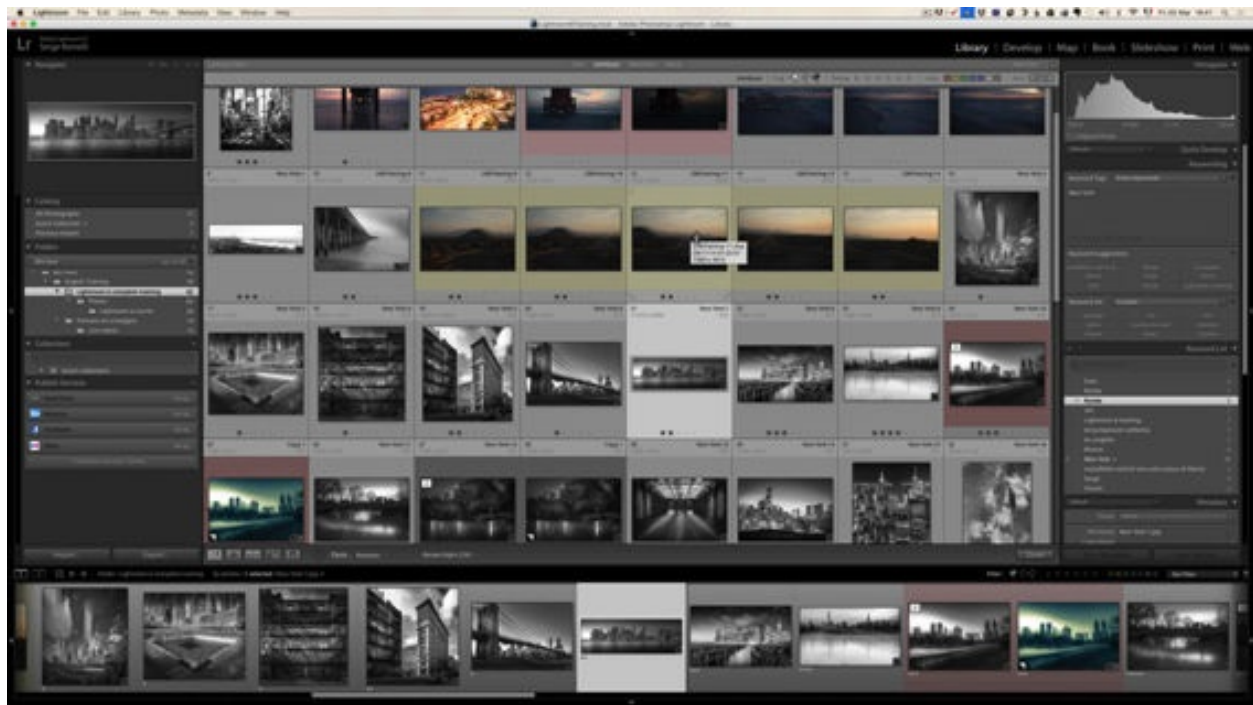
2. Choose an Attribute to Paint from the Attribute Menu

Just to the right of the Paint tool, you will see a **Paint:** which if you click on will expose a list of attributes you can select from.

3. Go to the Photos in your Display Area and Start Painting on Attributes!

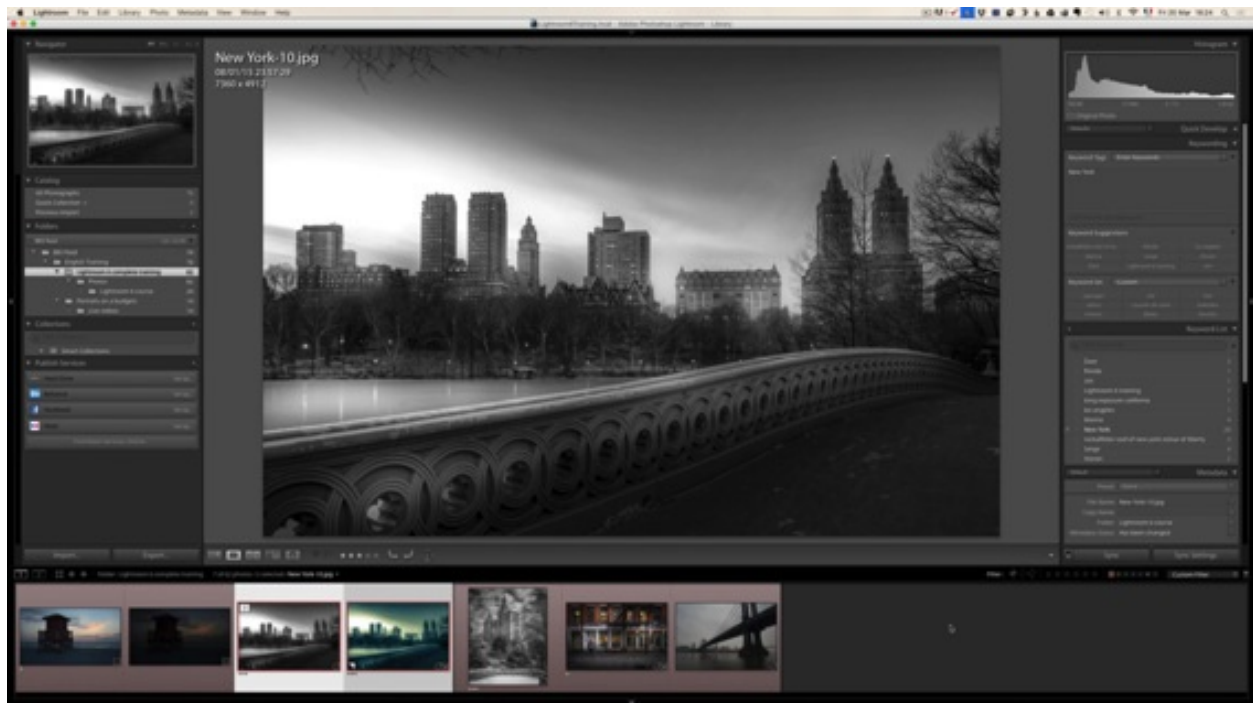Really doesn't need much more explanation! Choose yellow and start spraying your panorama photos!

Or change the setting from the drop down and paint whatever attribute you want to quickly mark your photos with!
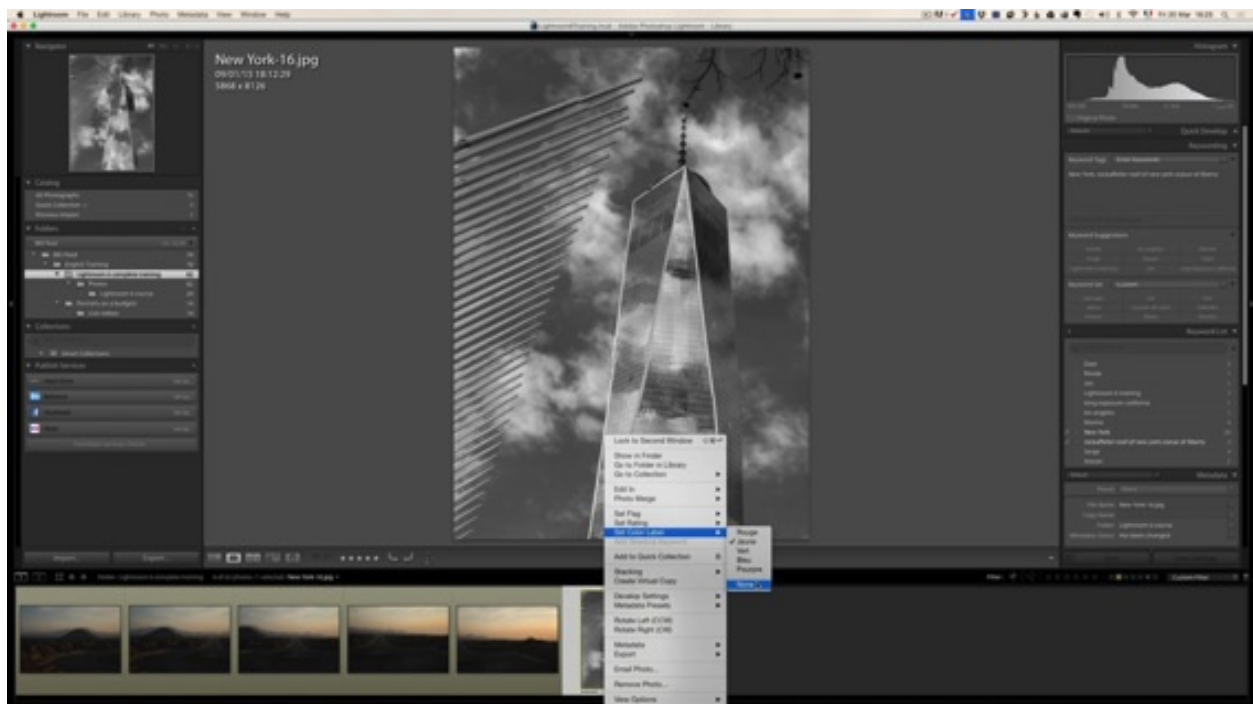
The Power of Sorting Photos With Filters

Where you really begin to see the power of taking the time to assign attributes to your photos is when you start to use the **Filter** tools.

A filter in this sense is simply a setting which filters out specific results based on what you choose. Like if you were to choose Red in the filtering tools (because you assigned all your HDR photos the color red) then every single photo that had a Red Color Label would be displayed and the rest excluded!
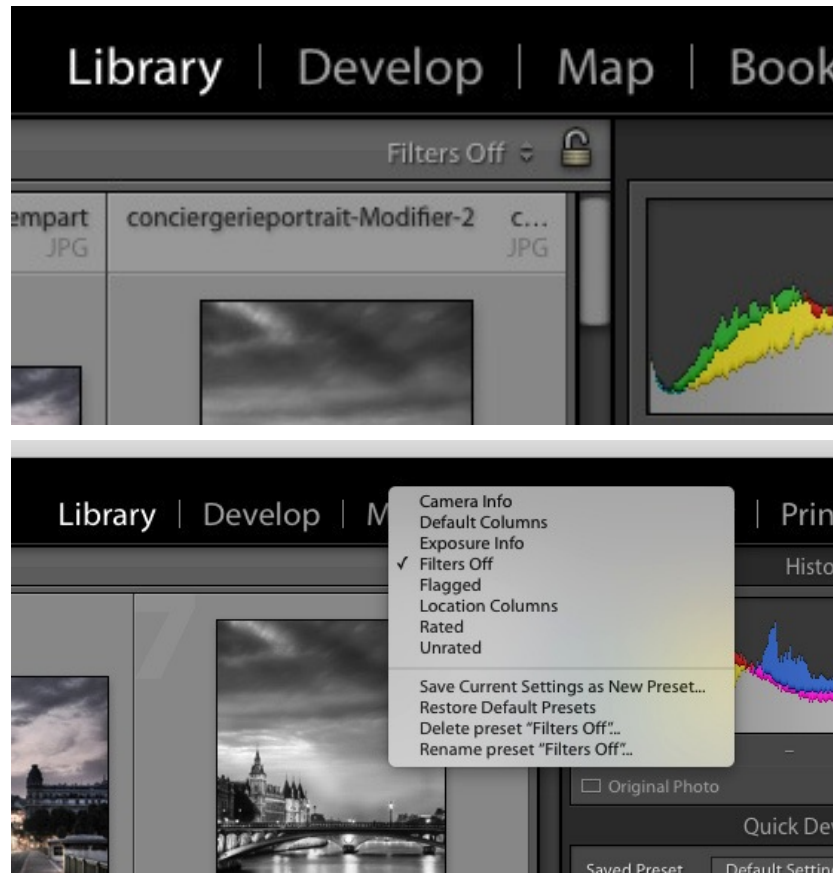
Or if you had assigned all your Panoramas as Yellow and filtered it by that color then you would see all the photos which were in Panoramas! And if there was one that was mistakenly labeled Yellow, you could right click on it and select **Set Color Label> None** and it would vanish from the display area which you were filtering for Yellow.
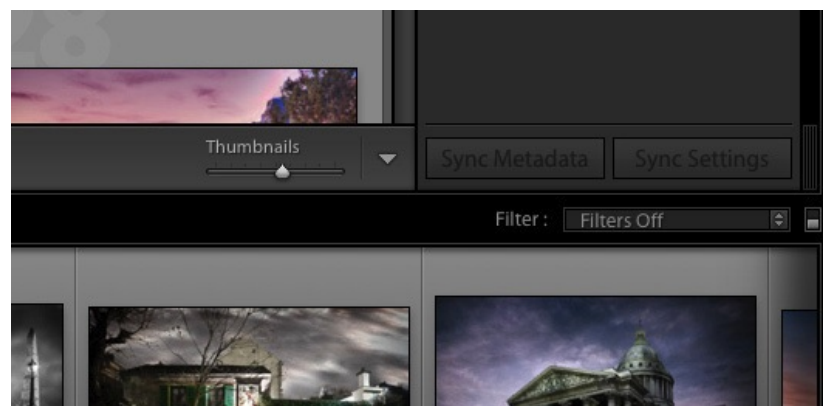

You could do this in just the folder you are working in or even the entire catalog
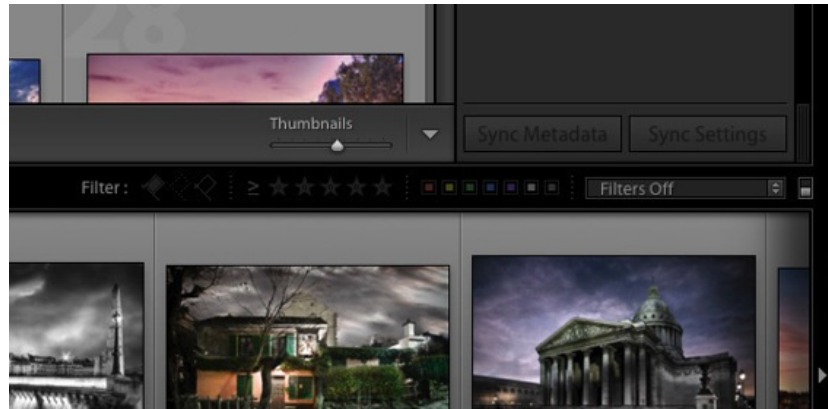
if you selected it. Very powerful. And you can filter with many different options, but the most common three are: **Star Rating**, **Color Label** and **Flag**.

You will find filter tools in several places of the Lightroom Library Module. At the top right of the display area you will find a small filter drop down and when you click on the word **Filters** it reveals a drop down menu of choices.
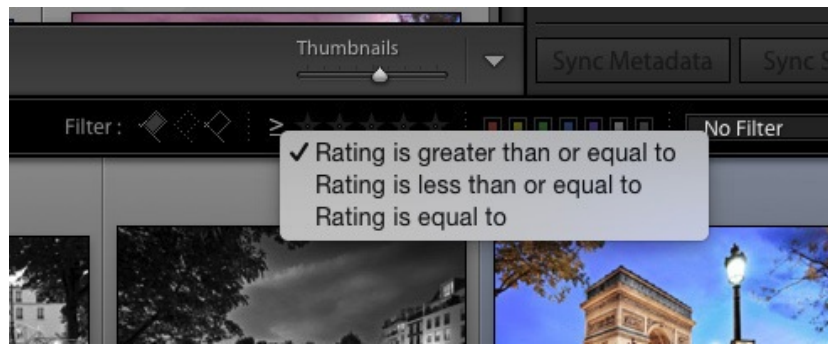

At the bottom right of the display area you will see right next to where it says "**Filters Off**" another "**Filters**" with a colon next to it (:). If you click on **Filters:** it will expand out to reveal Stars, Color Labels and Flags.
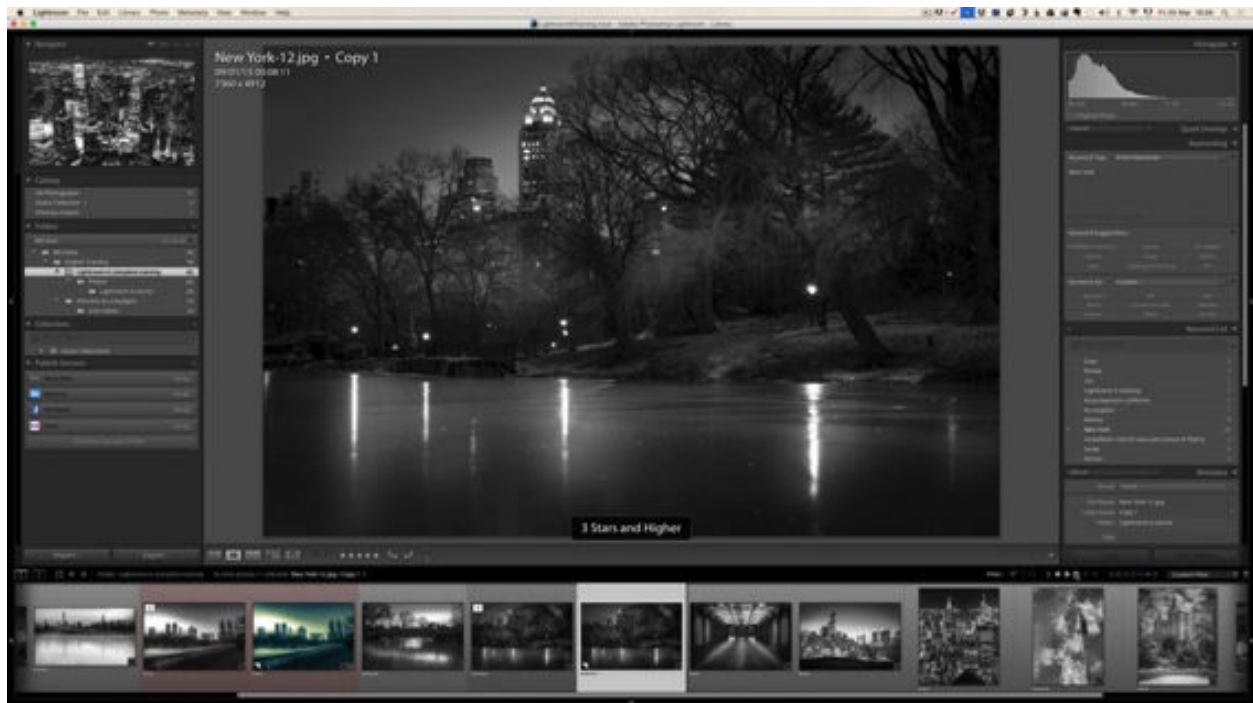
By clicking on the < symbol, you can also choose whether the Stars are "greater than," "lesser than," or "equal to" the number of stars you select.
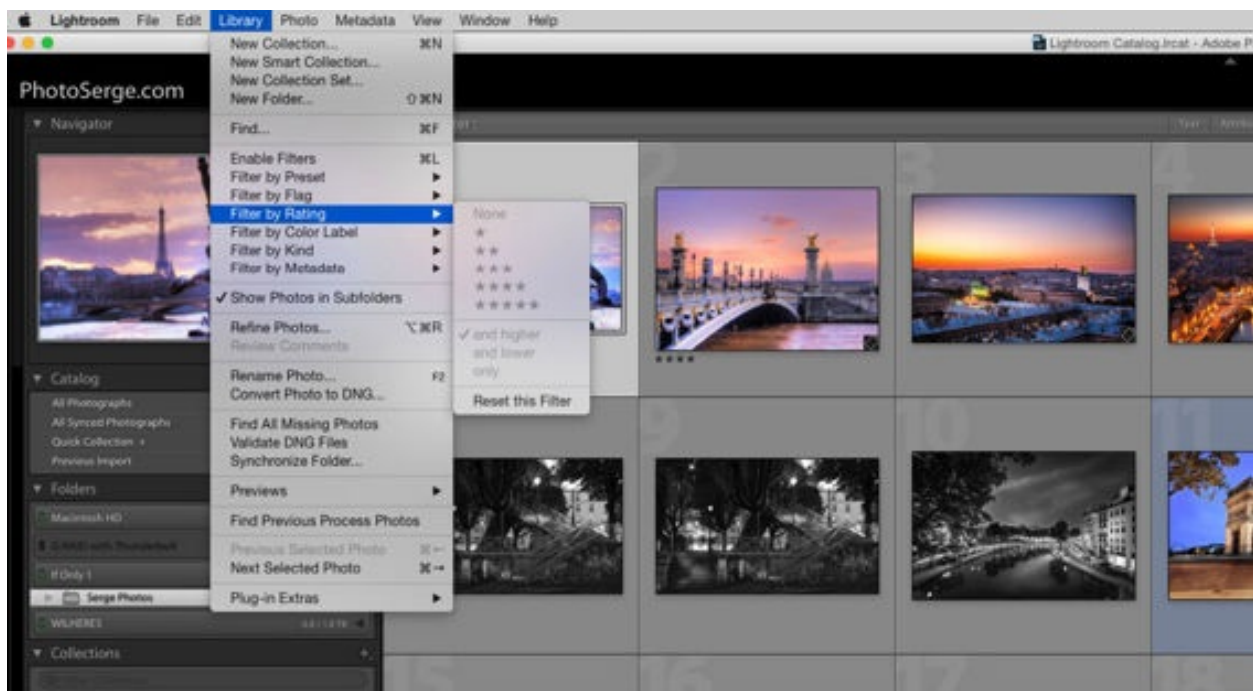

So as an example, if you were to select 3 stars with the "greater than or equal to" selection from the filter, it would display all the photos with 3 stars or more from your photo folder.
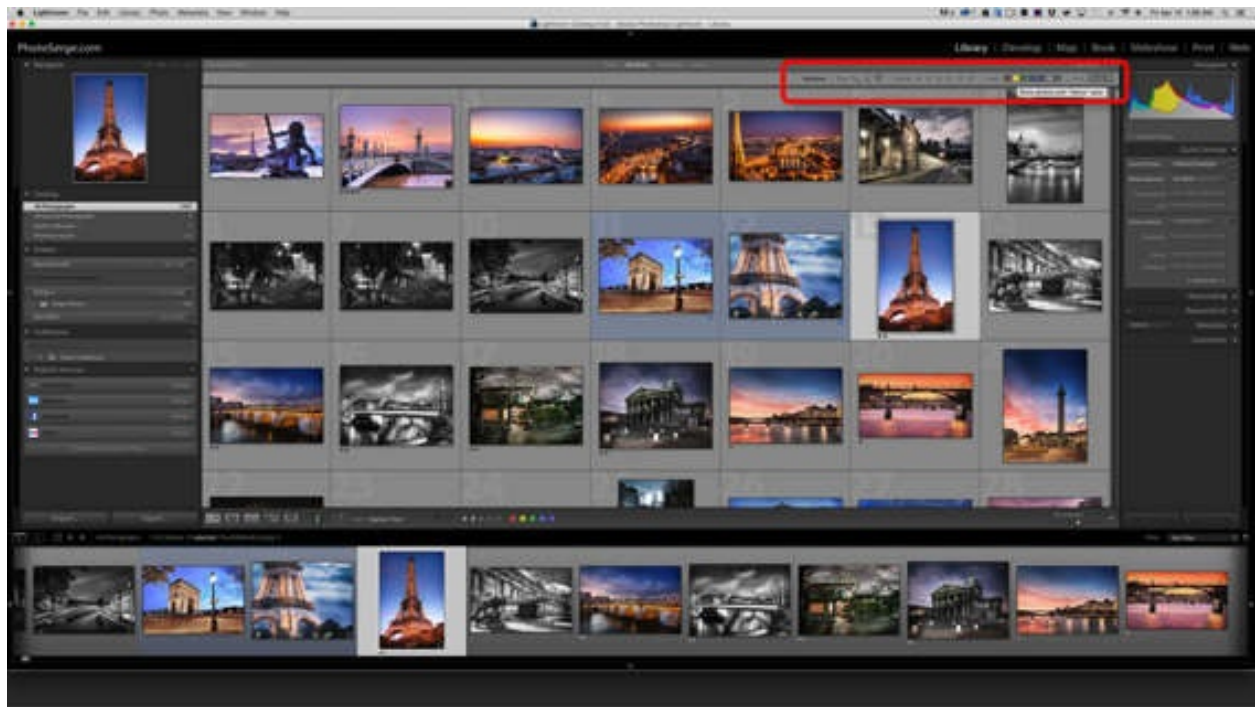
You could also filter for all photos of the **Color Yellow**, with **3 Stars or more** that have also been flagged as **Picked** and Lightroom's filter tools would only display those photos which matched that description. I'm sure you've got the idea. Right? If you don't, just play around with that filter at the bottom right of your Library module and select multiple filters to see how it works.

You can also use filtering in the **Library Drop Down** menu.

Or if you choose **Attribute Mode** at the top of the Photo Display Area, it will let you filter by the assigned attributes right at the top.

And those are some of the main ways to utilize the filters to sort your photos! You should practice using the filter tools because when you have thousands of photos they can be a true blessing to help you rapidly find and work on the photos you need.

Working With Collections

A **Collection** is another great tool for organizing and sorting your photos which I use all the time. It's also a really handy way of grouping your best photos from any particular shoot or multiple shoots for that matter. It's an easy way to cherry pick the best photos from your shoots and store them in an easily accessible way.

Hang on just a second there, what's a Collection you ask? Good question! It's basically exactly what the name implies: <u>A selection of photos that you choose to put into a group to help you rapidly identify them. In other software they call these "albums."</u>

Like if you were to dump a bag of M&Ms in a bowl and then from that you were to take all the blue M&Ms and put them together so you don't have to dig through all the colors to find them. Why you would do that? I don't know, it's just an analogy. And hey I'm not criticizing your eating habits, I like blue M&Ms too.
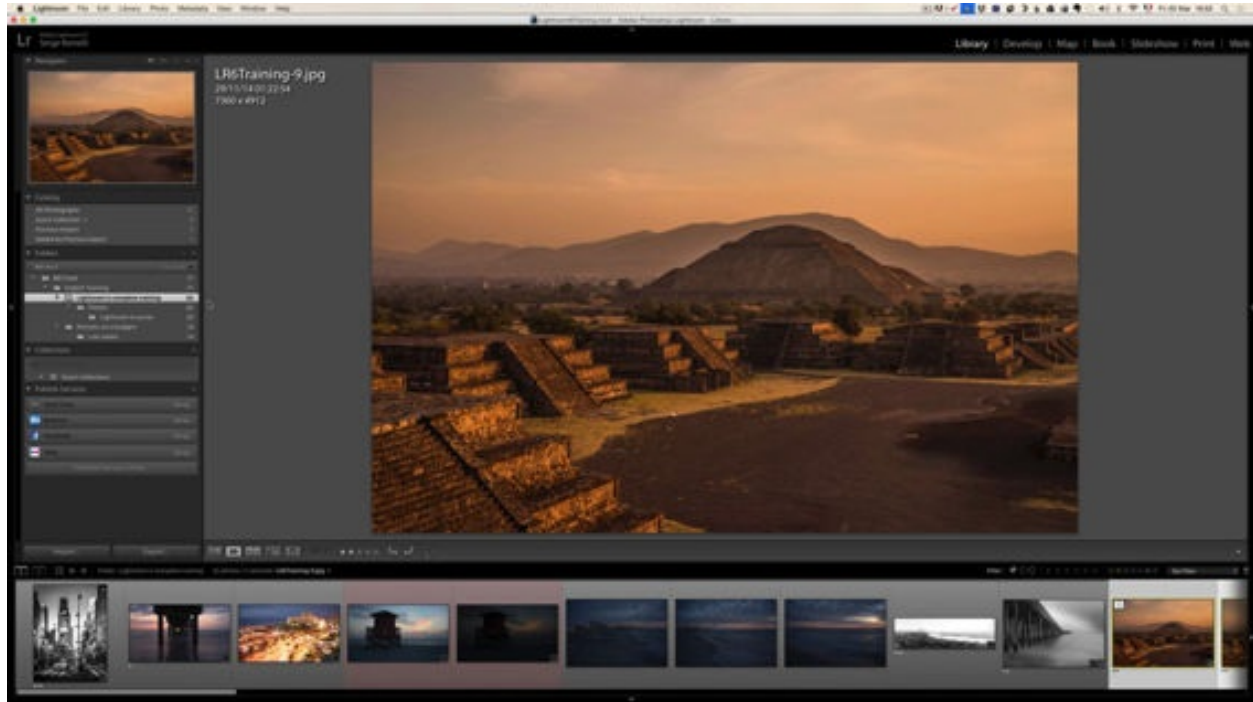
There are a couple of different types of collections and I'll explain each one as I walk you through this.

Creating A Collection Set

1. Choose A Folder of Photos

If you have downloaded the photos that accompany this book or you've also purchased the companion video course, you've got photos of Paris, New York and Los Angeles which we can use for this. Go ahead and from Lightroom's
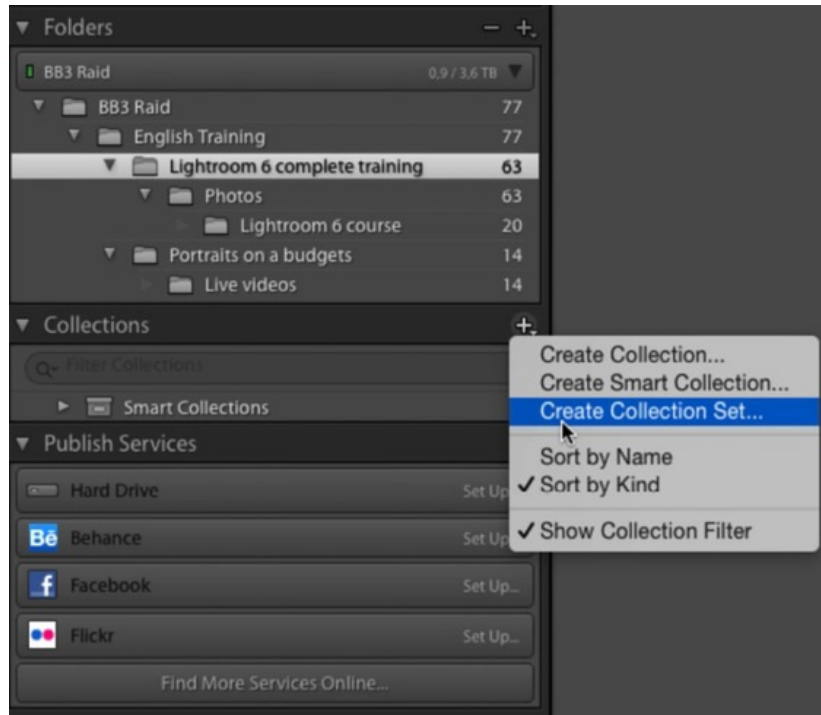
and Los Angeles which we can use for this. Go ahead and from Lightroom's Folder panel, navigate to the folder where you have these photos stored.
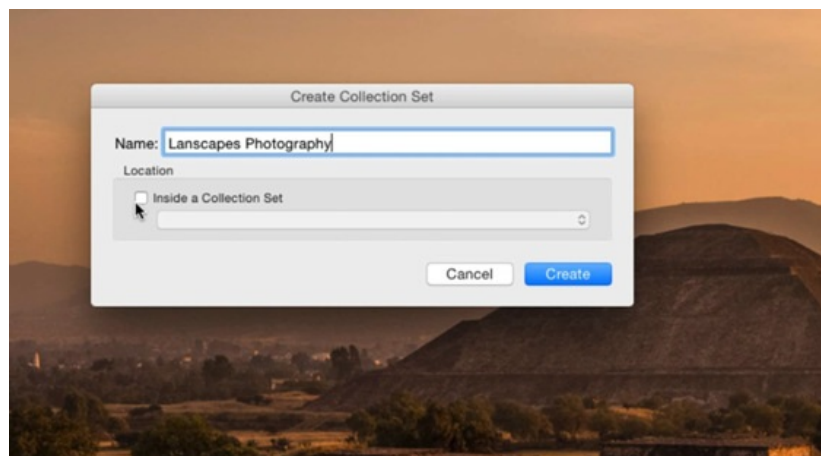

2. Select Create Collection Set

A Collection Set is simply a collection which stores as many sub-collections as you want, *i.e.* sort of like a folder which contains other folders. In this case we are going to create a Collection Set called "**Landscape Photography**" that has Collections of photos from different cities in the world. You could just as easily create a Collection Set called "**Portraits**" and create collections for every person you've done portraits on. You get it right? Good!

Go ahead and click on the **+** sign on the **Collections Panel** and choose **Create Collection Set** from the drop down menu.
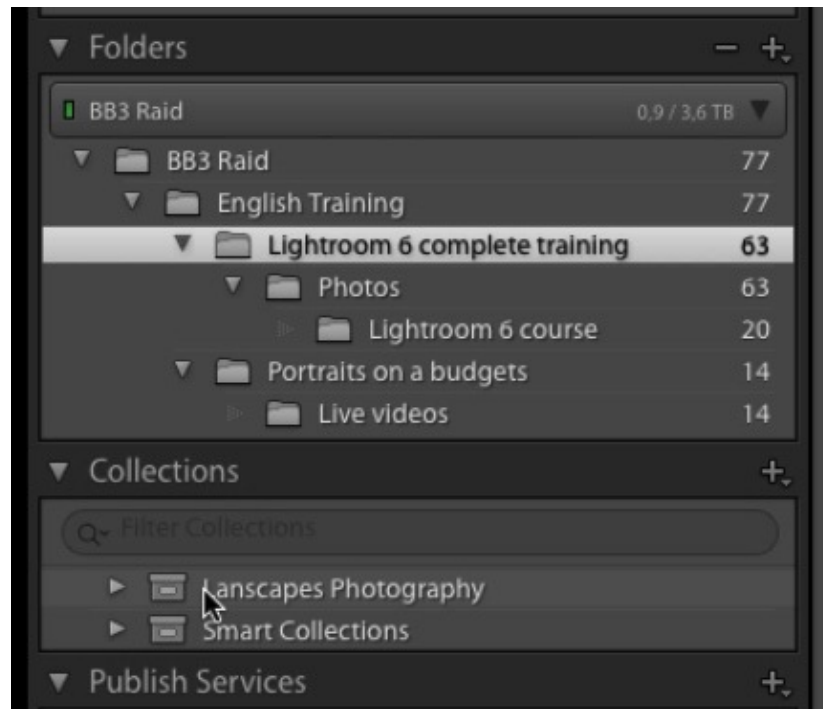
3. Name and Place the Collection Set

A pop-up window is going to open asking you to name the collection set. For this example it's going to be "**Landscape Photography.**" There is also a check box below this to store it **Inside a Collection Set** (again this is like having folders within folders) but we don't need that right now. So I click **Create.**

And now in the Collections Panel there is a Collection Set called Landscape Photography! You've just created a Collection Set. Voila!

Tip: You can also create Collection Sets (and Collections) from the Library Drop Down Menu at the top of the screen.
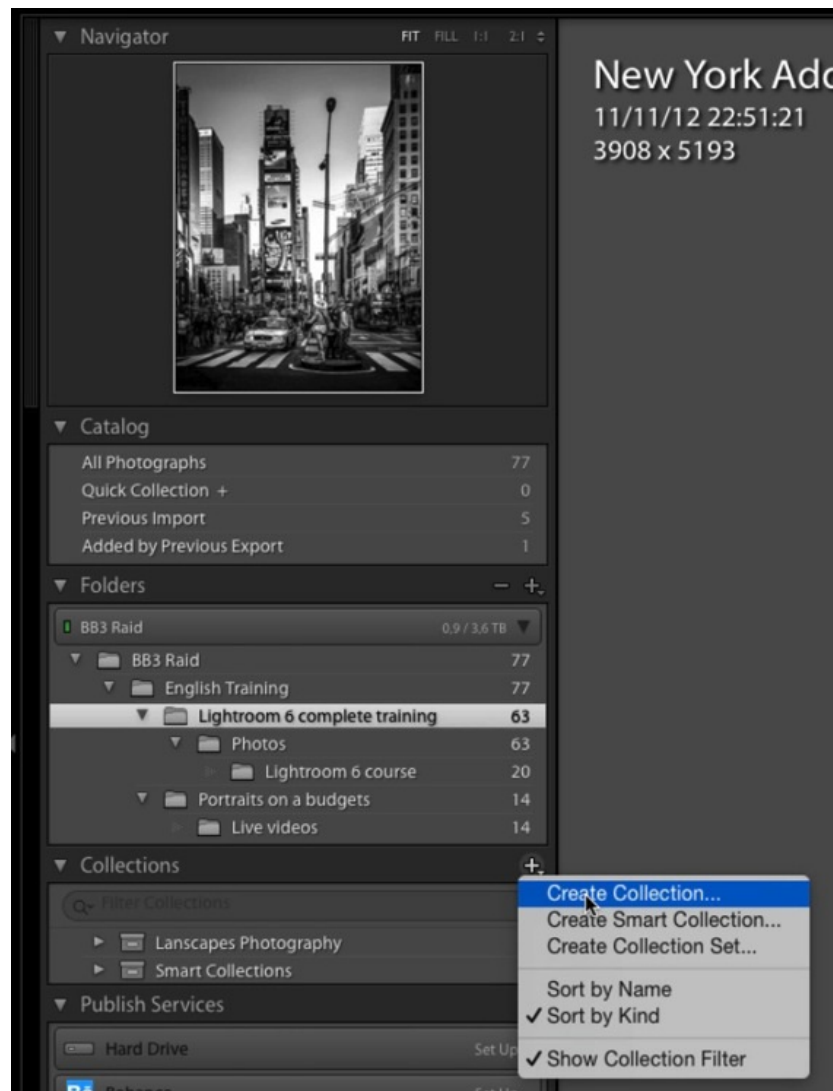

Creating A Collection

Alright so now let's create a Collection. Let's say we have a photo of New York selected and we want to create a collection of all the photos of New York that we
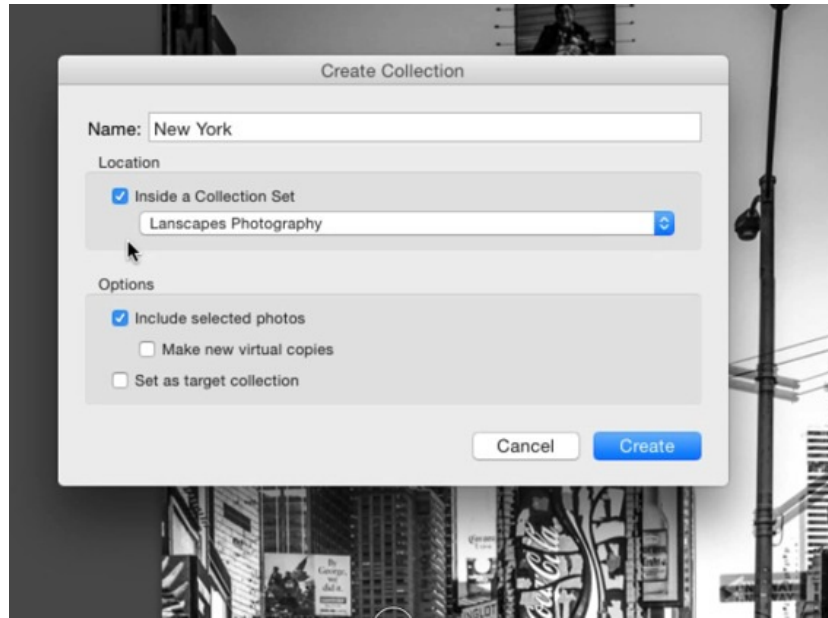
have.

1. Click on the + sign in the Collections Panel.

Once again go to the Collections panel on the left of the Lightroom interface and press the **+** button. From the drop down menu that appears choose **Create Collection.**

2. Name the Collection.

A pop-up window is going to open up called Create Collection, go ahead and give it a name, in this instance it will be New York and I'm going to click the check box for **Inside a Collection Set**.
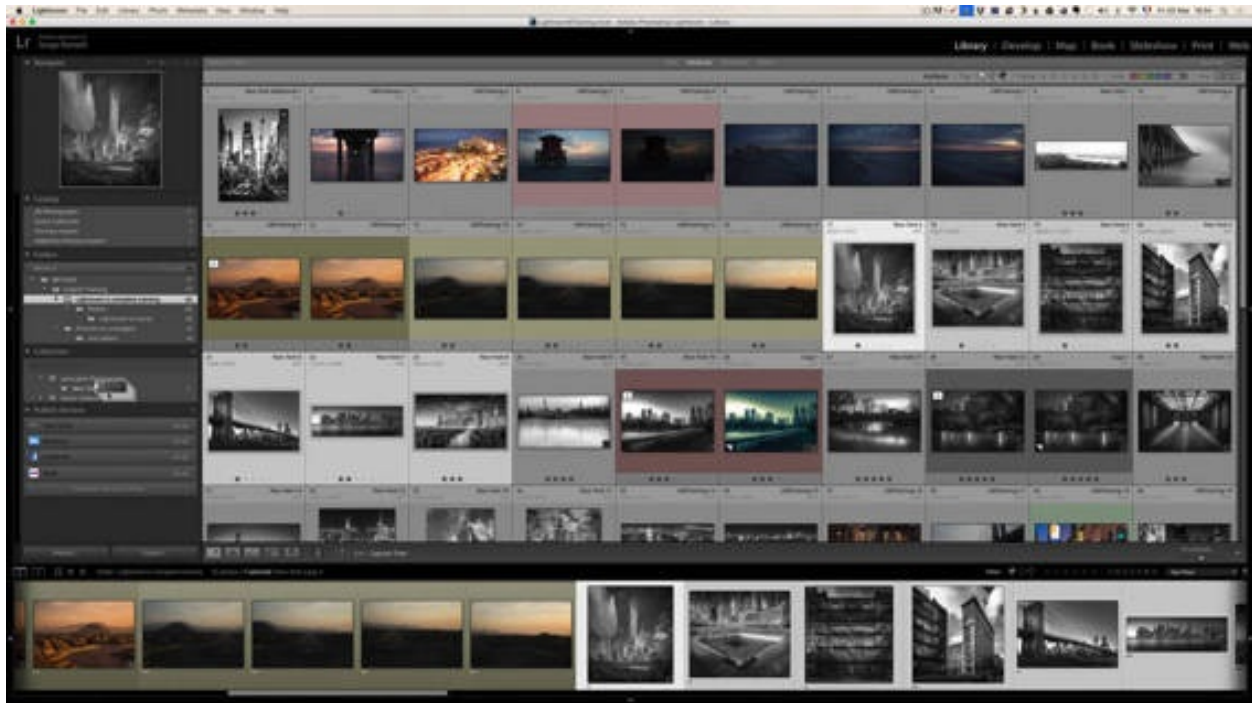
If you had a photo or photos selected when you created the Collection there is going to be an option to **Include Selected Photos** which is checked. This will add any photos that you had selected right into the Collection.
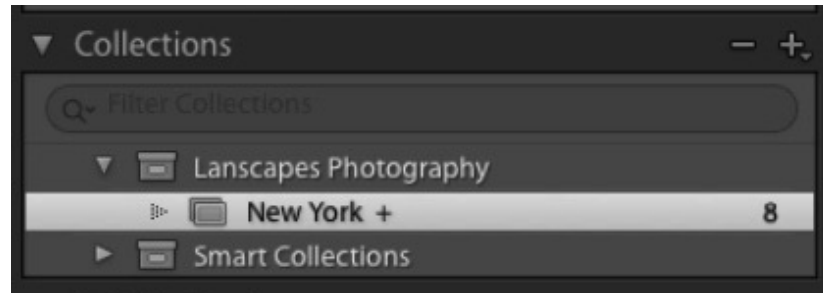
And go ahead and click **Create.**

3. Drag and Drop Photos into the Collection.

You can now go ahead and select any photos you want and drag and drop them into the Collection icon on the left.

I've put 8 photos in there so the Collection shows that there are only 8 photos in that Collection. You don't have to worry about duplicates because if you add the same photo twice, Lightroom will ignore it and you'd still just have 8 photos.
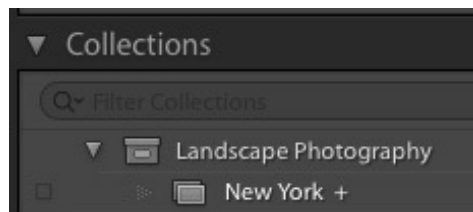

So there you go! That's how you create Collections and put photos in them. But there is a quicker way to add photos by setting your Collection as the **Target Collection**. Let me show you how.

Setting And Using A Collection As The Target Collection.

To help you add photos to the right Collection as fast as possible, Lightroom allows you to take one Collection and set it as the **Target Collection** allowing you to add photos directly to the collection with a keystroke. You can only have one Target Collection active at a time and I'm going to show you why this is a great tool.
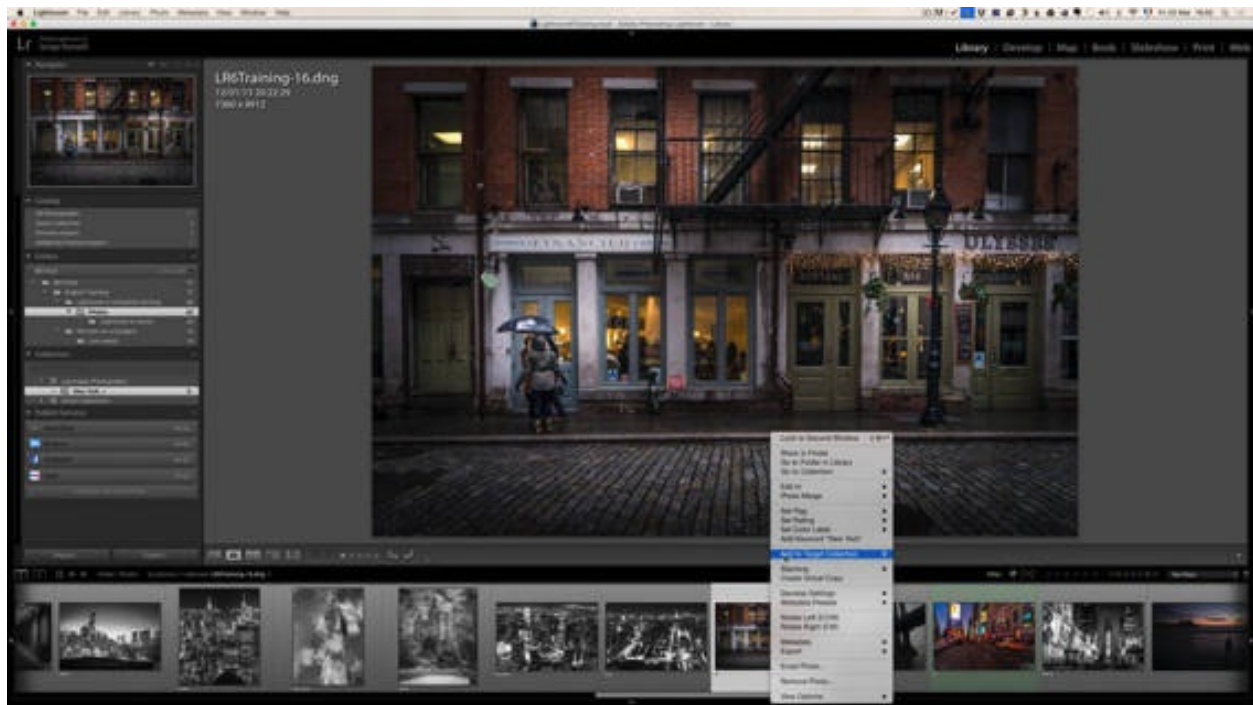
1. Set A Collection as the Target Collection.

Select the Collection you want to make the Target, right click on it and choose **Set as Target Collection** from the drop down menu that shows up. You will see a plus sign appear next to the Collection name. That signifies that it is the Target Collection.

2. Add Photos to the Target Collection with a Right Click or Drop Down Menu.

There are several ways now to add photos directly to the Target Collection. Go ahead and select one from the Film Strip at the bottom and right click on it and choose **Add to Target Collection** from the menu.

You could also select a bunch of photos from the Grid view mode, right click and choose **Add to Target Collection**.

You could also do it by selecting your photos and choosing the drop down menu at the top of the screen. **Photo>Add to Target Collection.**

But these are not my favorite ways of doing this. My favorite way to add photos to Collections is setting the Collection as the Target Collection and then using

the keyboard shortcut.

3. Add Photos to the Target Collection with the Keyboard Shortcut (B)

This is where the convenience of having a Target Collection selected really makes itself apparent. As fast as you can navigate to photos in any view mode such as **Grid** or **Loupe** and press the keyboard shortcut **(B)** it adds the photo to the Target Collection and it gives you a little pop-up message indicating that it has done so! This is how I sort through hundreds of photos in minutes.

Removing Photos From Collections

It happens that you can accidentally put a photo in the wrong collection. Fixing this is super simple.
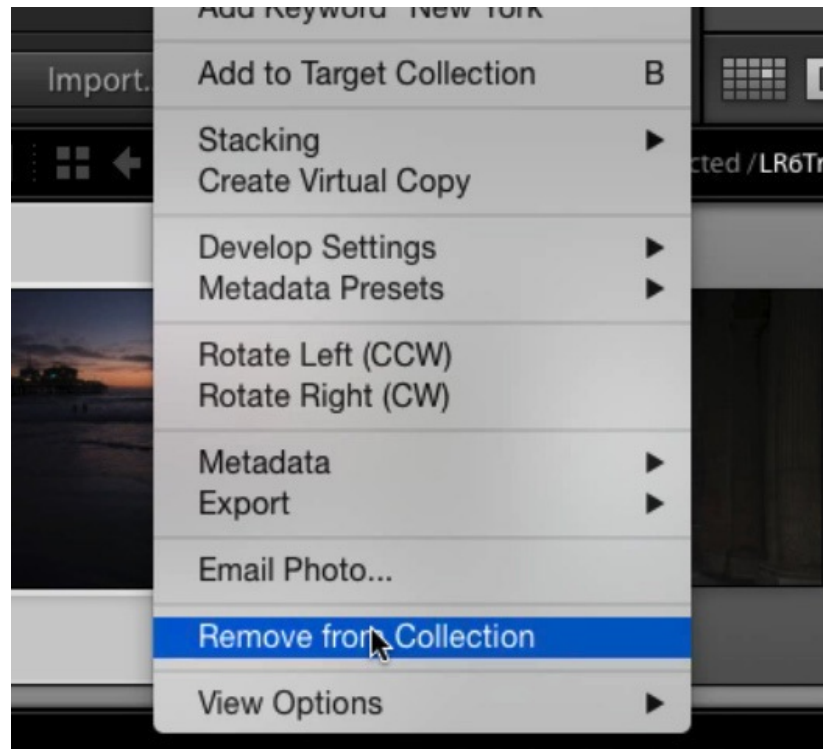
1. Open the Collection and Select the Photo.

Select the Collection which has the photo in the wrong place and select that photo.

2. Right Click and Remove Photo from Collection.

Right click on the selected photo (or photos) and choose from the drop down

"Remove from Collection."

And voila! Done. Remember that moving things around in Collections isn't actually moving anything on your hard drive. So you can now return to the folder where that photo is in Lightroom and put it in the correct collection!

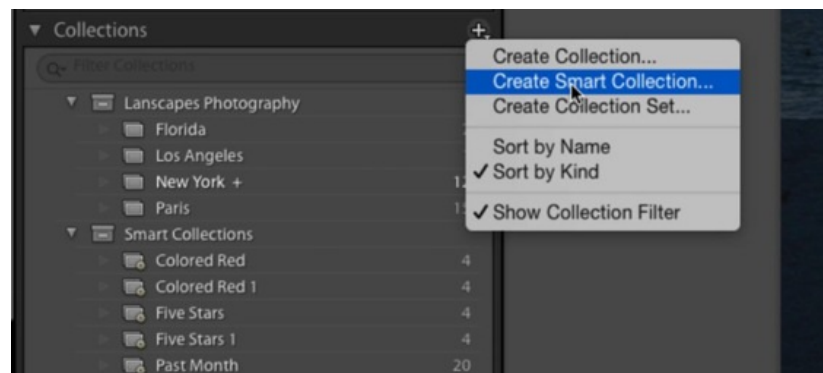## Working With Smart Collections

The other type of Collection in Lightroom is called a **Smart Collection**. What is it you ask? Simply put, <u>Smart Collection are Collections of photos that Lightroom automatically assembles based off parameters that you establish. You don't add photos to Smart Collections manually, Lightroom puts them in automatically.</u>

As an example, some of the default Smart Collections in Lightroom are "**Past Month**" which contains every photo added in the past month. Or "**Five Stars**" which contains every photo you've given a five star rating to. There are others. But what if you want to create your own? How do you do it? Simple.
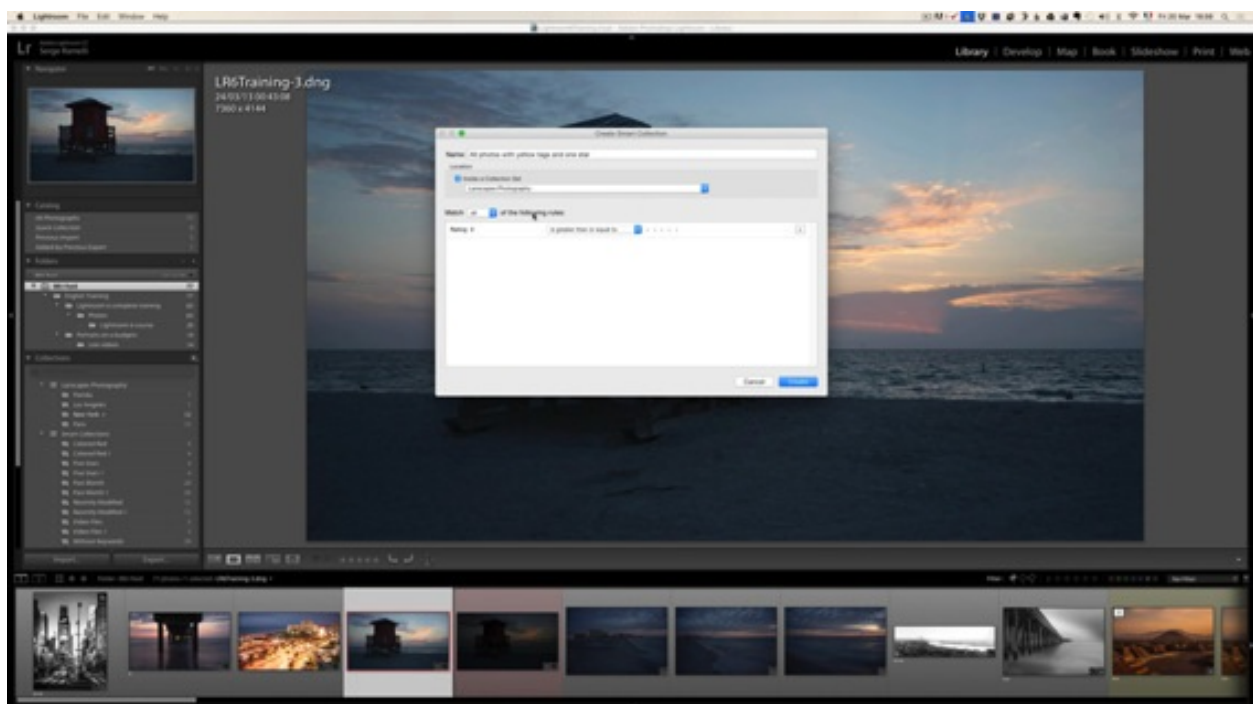
1. Click the + Sign in the Collections Panel.

It's the same + sign you use to create Collections and Collection Sets. You'll get the drop down menu and you can select from the list "**Create Smart**

Collection."

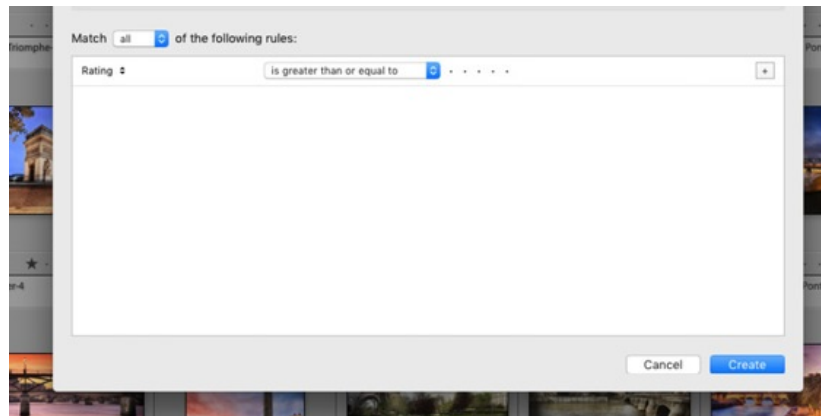2. Name the Smart Collection and Set Location.

A new pop up window is going to open titled "**Create Smart Collection.**" Go ahead and name the Smart Collection. To be illustrative we are going to call this **All Photos with Yellow Tags and One Star**. Can you guess what kind of photos are going to be in here? Wow! You're good! We'll also tell it to live inside the **Landscape Photography Collection Set** by choosing that from the drop down:

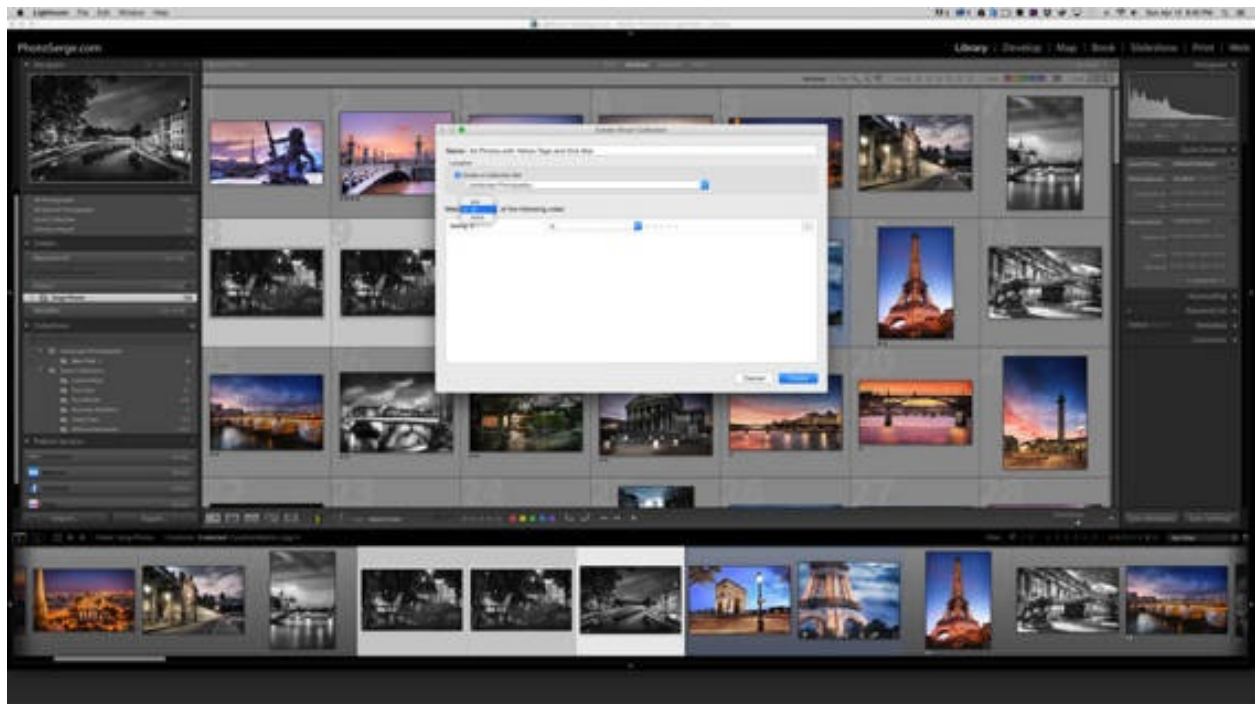3. Set the Rules for the Smart Collection.

The bottom half of the pop up window has the rules criteria. This is where you tell the smart collection what it uses to figure out if it should automatically add a

tell the smart collection what it uses to figure out if it should automatically add a photo to it.
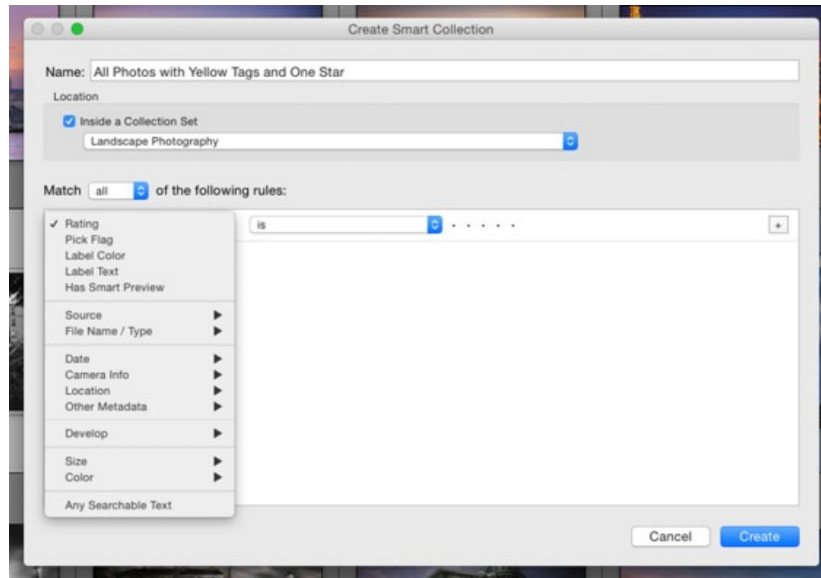

4. Set How Lightroom Matches the Rules

The first drop down is for "**Match All/Any/None of the Following Rules:**" This simply tells Lightroom how to behave with the rules you set.
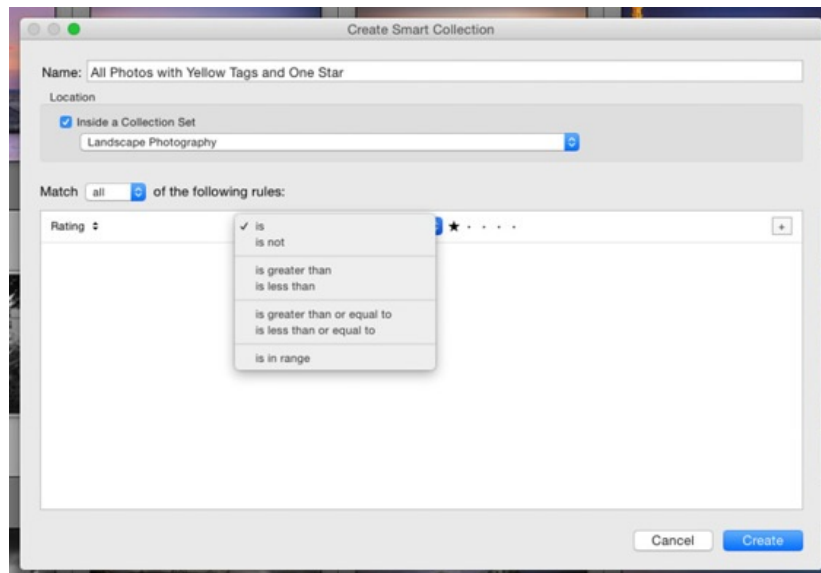

If you set rules to have **One Star Rating** and **Yellow Label** and you've set the matching to be "**Any**" then it only has to have either a yellow label or one star to be included in the smart collection. But if it has to have "**All"** of those rules then it must have both a yellow label and one star. Get it? Good

5. Set the First Rule

Lightroom has given a ton of rules which you can use to create your Smart Collection with. I could spend ten pages just covering the options. But you know what? I'm not. This isn't meant to be a manual covering all the minutia, it's meant to give you the essential steps that you can build on. Go ahead and experiment with the drop down menu for the rules and you'll get the hang of it real quick. For this demonstration we are going to choose **Rating**.

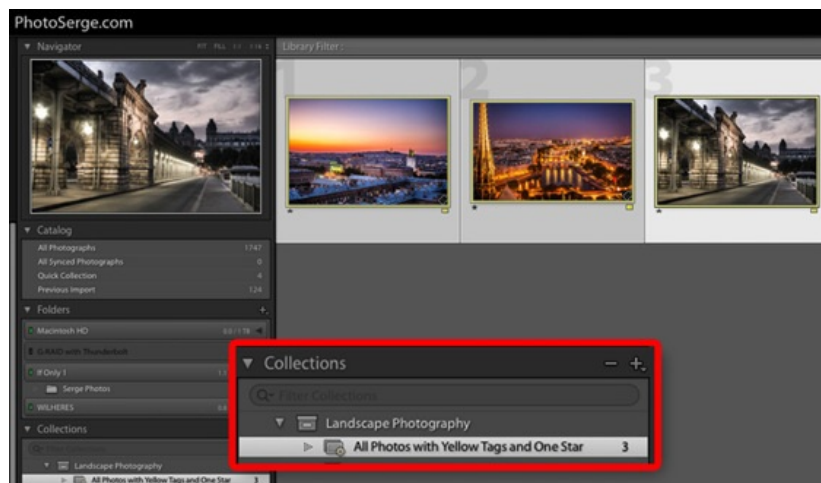For the second rule drop down we are going to choose **Is** and select **One Star**.

6. Add Another Rule

There is a **+** sign on the far right of the first rule, go ahead and click it to add

another rule. This time from the drop downs choose **Label Color>Is>Yellow** and click on the **Create** button.

Now if you look in the **Collections panel** inside your **Landscape Photography Collection Set** you will find a new Smart Collection icon that has a tiny cog wheel on it (means it's a Smart Collection) and it will start adding photos that meet the rules automatically.

There you go! Now you have learned about Collection Sets, Collections, Smart Collections and setting the Target Collection!

Working With Stacks

Another very cool way to sort your photos is to use the Lightroom tool called <u>Stacks</u>.
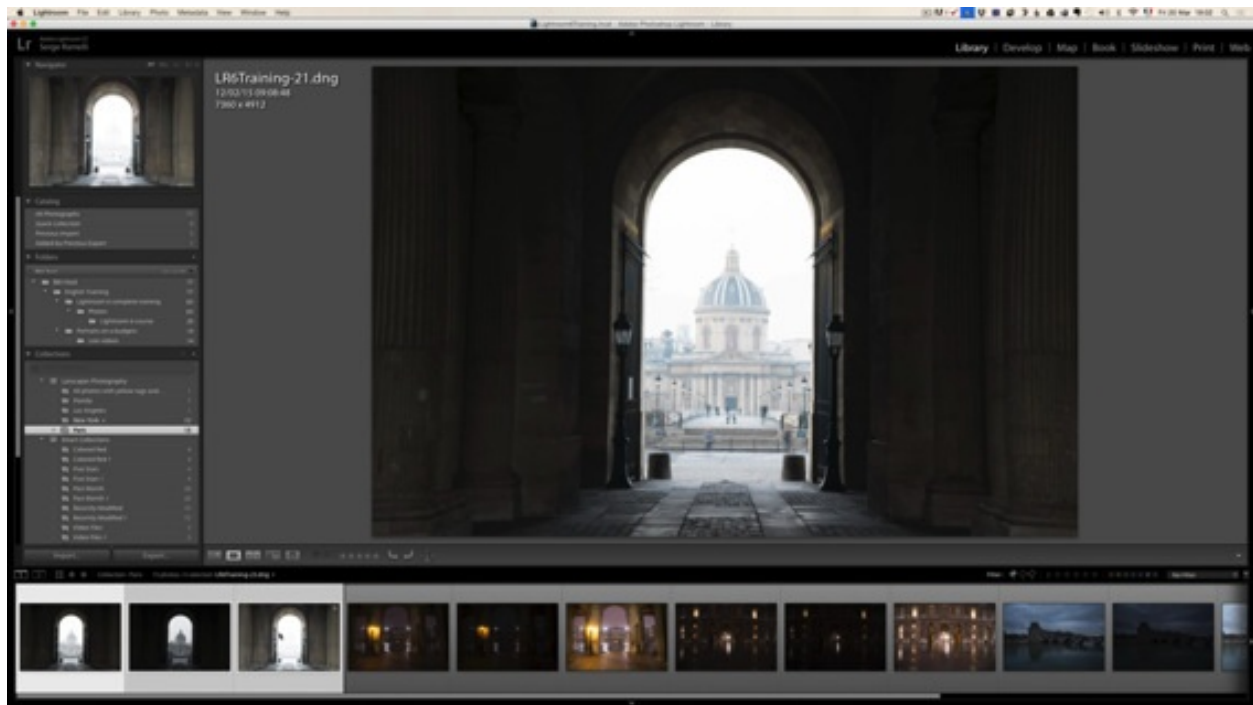
What's a stack? <u>A stack is created when you select related photos and combine them into a stack where only one photo is visible on top with the rest hidden underneath in the Film Strip and Grid View.</u> When you click the **Stack icon** on a photo it reveals the others beneath it.

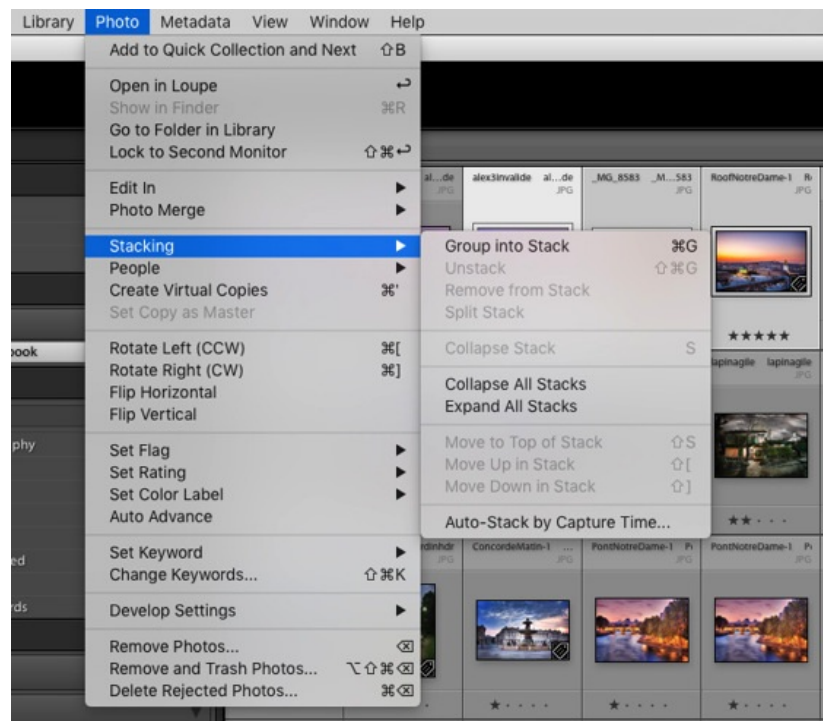# Creating Stacks

1. Select a Group of Photos You Want to Stack

One of the main places I use stacking is on my HDR photos where I have multiple photos. So I'm going to select three photos from an HDR shoot in my

Film Strip.

2. Create a Stack Using the Drop Down Menu

There are several ways to create stacks. One is to use the Lightroom Drop Down
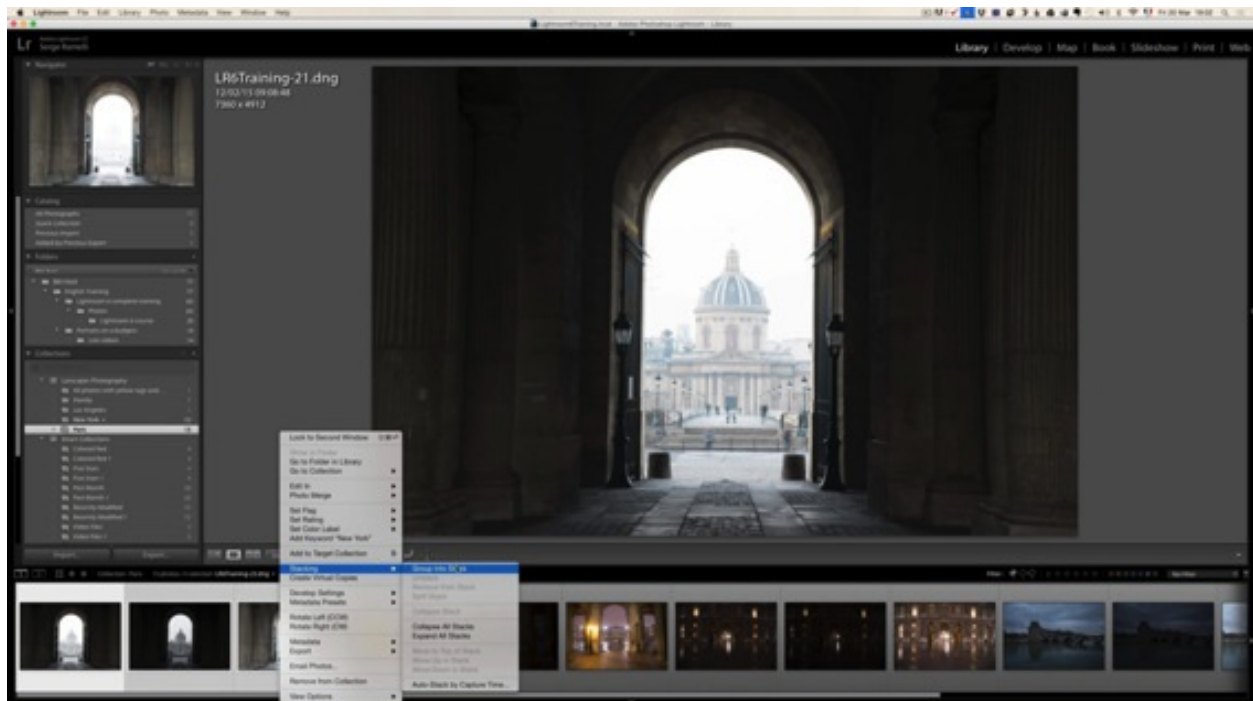Menu **Photo> Stacking> Group Into Stack**.

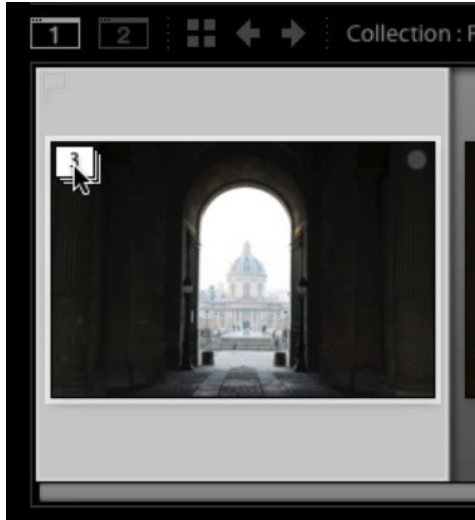3. Or Create a Stack Using the Keyboard Shortcut (G)

Once you have the photos selected you can simply press the letter (**G**) on your keyboard and it will create a Stack.

4. Or Create a Stack Using Right Click on the Photos
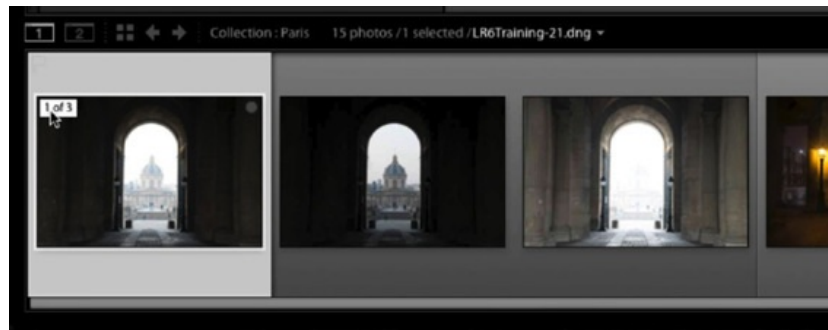
You can also right click anywhere on the selected photos and choose **Stacking> Group into Stack**.

You will now see that all the photos except the first one selected have disappeared leaving one photo with a small icon in the corner showing how many photos are in that stack.

Clicking on it will reveal all of the stacked photos with an icon telling you which photo of how many eg: **1 of 3**.
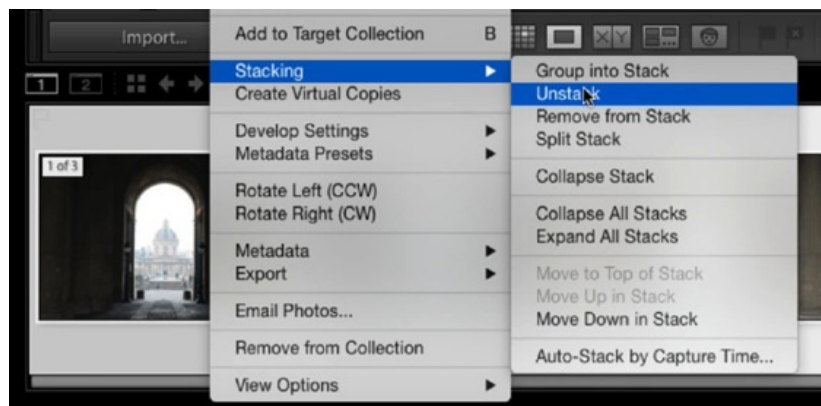

If you want to get rid of the photo stacks you can use any one of three options:

A. Drop Down Menu with **Photo> Stacking> Unstack**.

B. Right click menu with **Stacking> Unstack**.

C. Or the keyboard shortcut **Shift-Command-G**.

In each of the Stacking menus you will see other options to work with your stacks:

Remove from Stack - Takes the selected photo out of a stack

Split Stack - Will take the selected photos out of the current stack and create a new, separate stack with them.

Collapse Stack - Closes the stack down to the single photo.

Collapse All Stacks - Takes all stacks in the folder you are working in and collapses them down to the single photo stack view.

Expand All Stacks - Reverses this exposing all photos in all stacks in the folder.

Move to Top of Stack/Move Up in Stack/Move Down in Stack - Takes the selected photo and changes its position in the stack. The Top of the stack is always the photo displayed in the single photo stack view.

There is one last option on the which is a very cool but rarely used function and I'm going to show you how to use it!
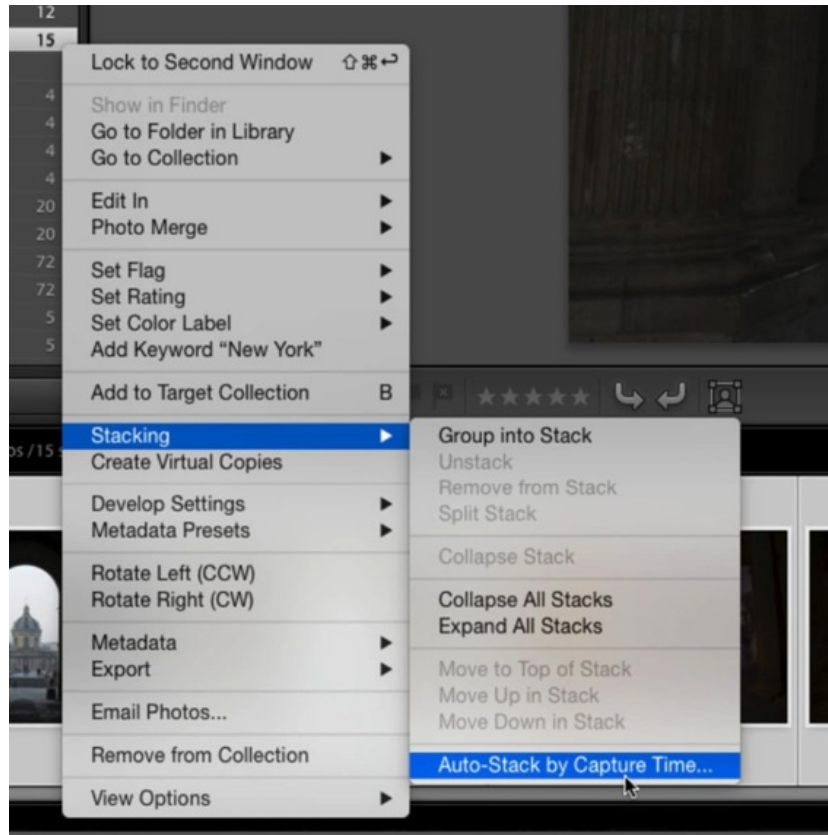
Auto-Stack by Capture Time

Lightroom can automatically create stacks inside a folder based on their capture time. Meaning that usually when you are doing HDR you have one photo firing right after the other with just a few seconds of spacing. You can set Lightroom to recognize photos that have been taking a close together and create stacks from those. Here's how:

1. Select all the Photos in a Folder.

You can rapidly do this by selecting one photo in the Film Strip or the display area in Grid view and then press **Command-A**. This will select all your photos.
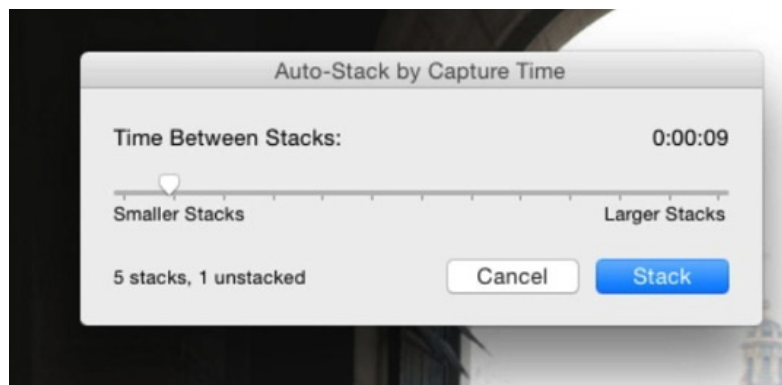
2. Choose Auto-Stack by Capture Time

Either from right clicking on a photo or using the Photo drop down menu select Auto-Stack by Capture Time.
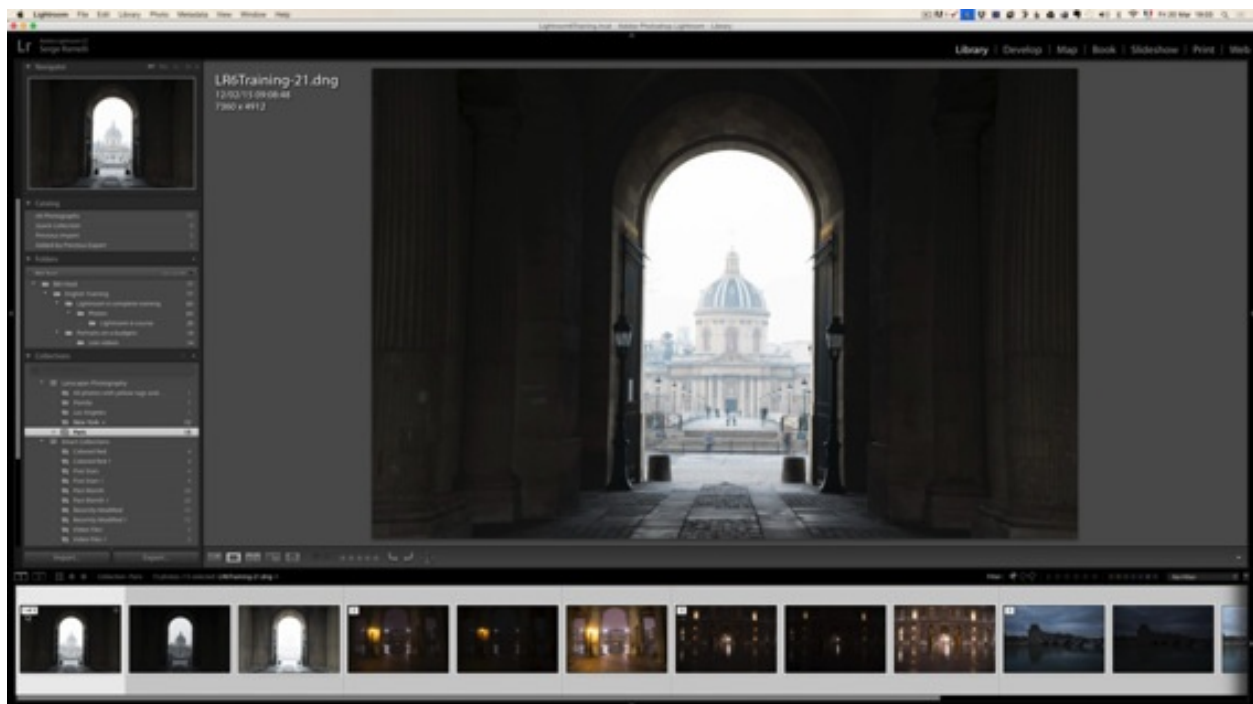
3. Set Capture Time Parameter

A pop up window is going to come up and show you a slider with the amount of time between photos and below this how many stacks are going to be created and any photos left out of the stacks.
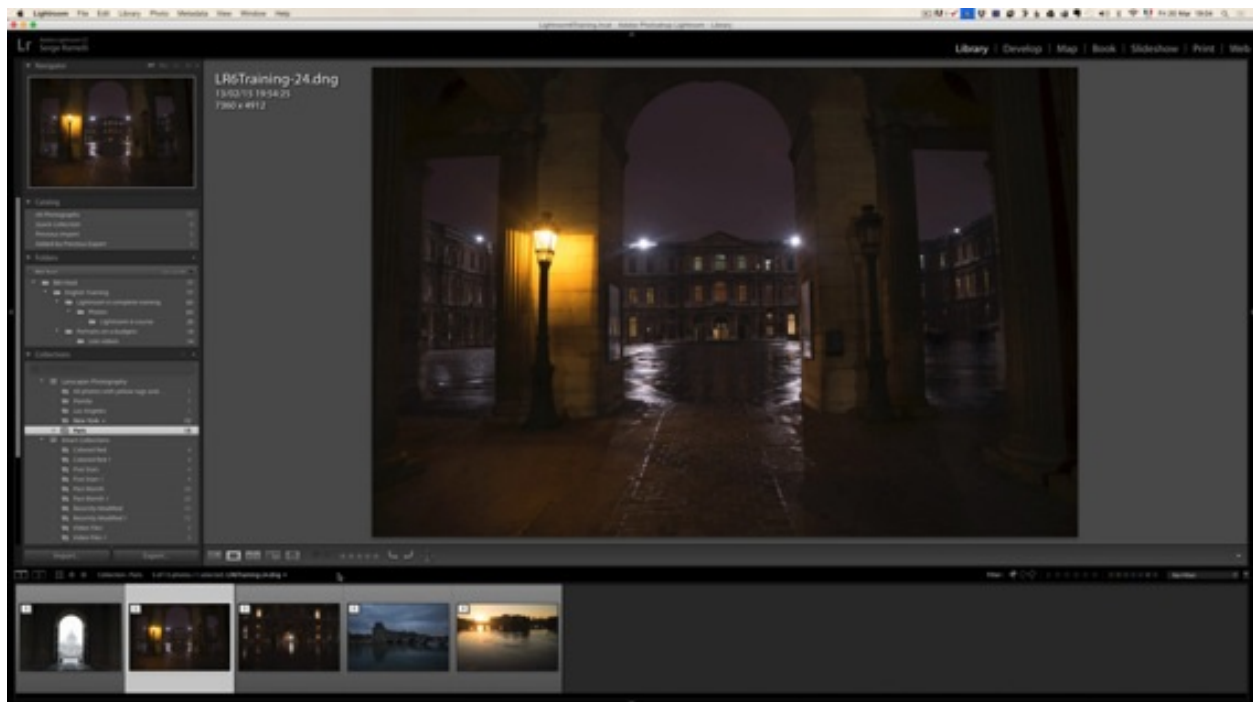

Again, I use stacking a lot in HDRs as well as panoramas, both places where photos are taken very rapidly one after the other. So 9-10 seconds for daylight photos works fine (sometimes it's longer for night photos when I do long exposures).

It now takes all the photos I have in this folder

It now takes all the photos I have in this folder

and combines them into stacks!

It can take some playing around with to get used to, but it's definitely very handy for cleaning up your Display area if you do a lot of HDR or even a lot of portrait work where you are taking photos of similar things one right after the other.

In summary: Stacks help you have a cleaner, simpler view of all your photos while still keeping them organized so any photo can be rapidly found!

Exporting Photos From The Library Module

More often than not, you'll be exporting your retouched photos from the Library module, and while it is a bit of a chicken and egg conundrum of which to talk about first (how to retouch photos and finish them or how to export finished photos), I'm going to go ahead and tell you first up how to export photos from Lightroom since this section deals with the Library module. I hope that works for you.

Lightroom has numerous ways of sharing and exporting photos for print, mobile and web viewing. Also realize that in the digital world, almost all screens are currently 2500 pixels wide at best other than 4k screens which haven't reached anywhere near broad implementation yet.
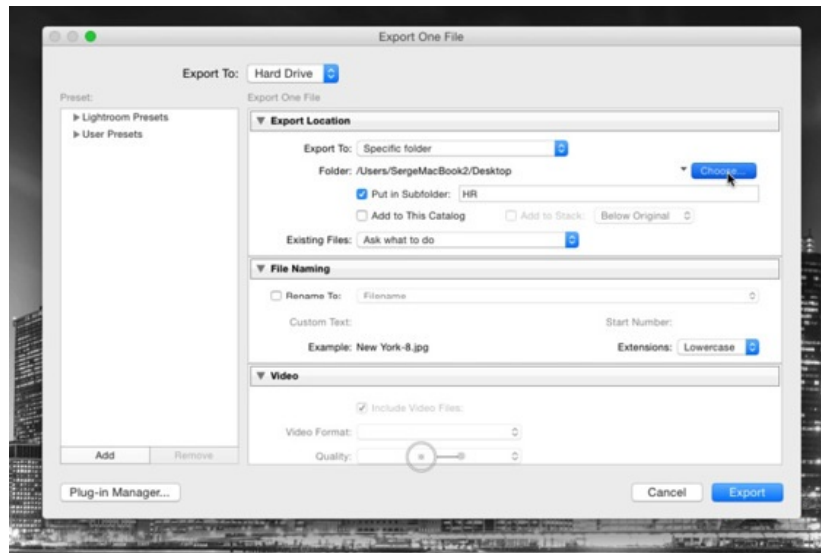
Exporting Photos for Low Quality Digital Screen Viewing

So let's do a quick digital export for say perhaps an email or screensaver size.
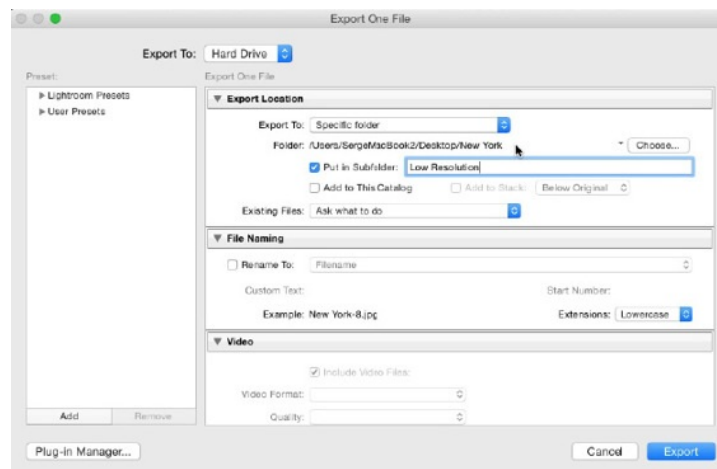
1. Select a Photo or Photos and Choose Export

Select the photo you want to export and select **Export** from either the File drop down menu at the top of the screen:

Or by right clicking on your photos.

2. Choose Export Location

A pop-up window is going to open with several panels in it, the first of which is the **Export Location** panel.

Click the **Choose** button and navigate to the place on your hard drive where you want the photos to export to. And if you need to, you can create a New Folder right from within this window.
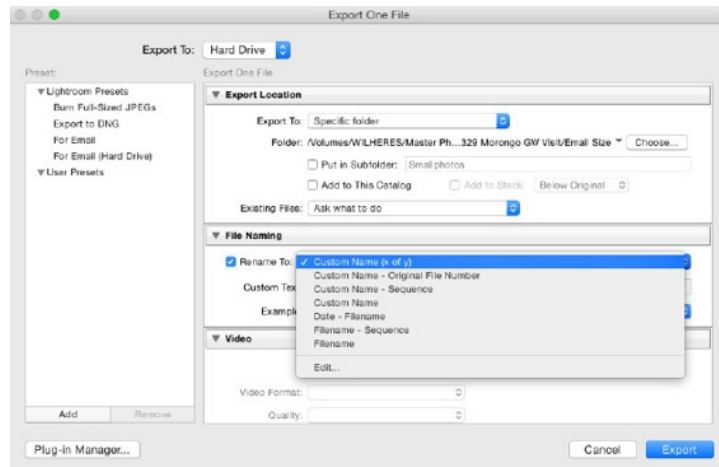

There is an option to **Put in Subfolder** which is very useful when you want to export multiple resolutions like for email, web, large print, *etc.* Check this option and fill in the name of the Subfolder, we'll use Low Resolution for this example.
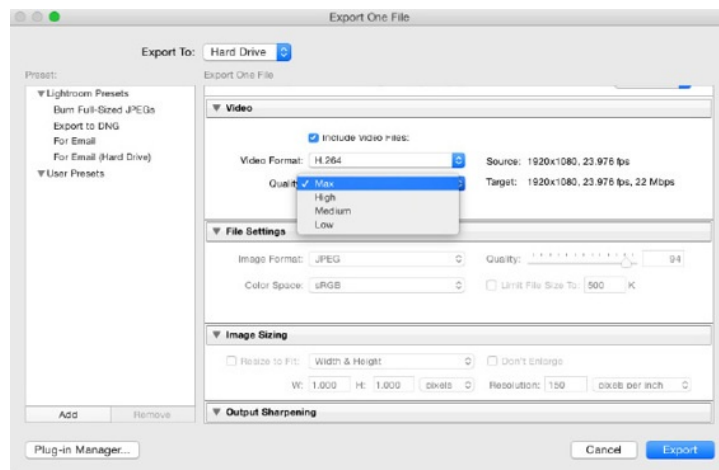

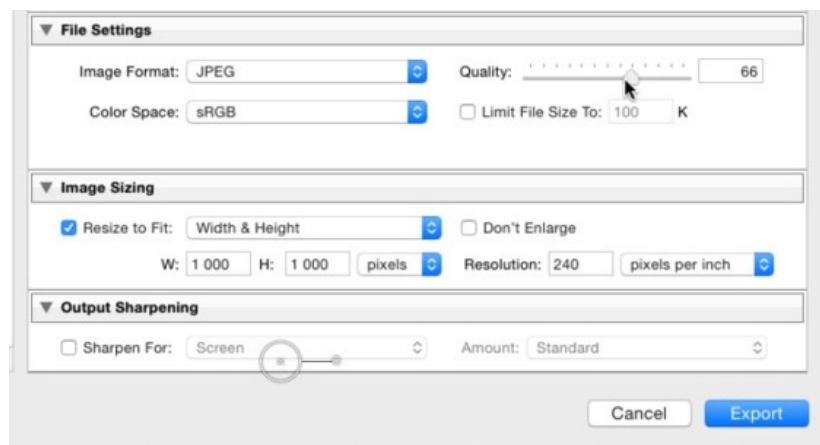3. Set Quality, File Type and Size of your Photo Export

The next panel down is the **Naming** panel where you can choose to rename your photo files if you want.

Below that is the **Video** panel which you can use to export video files in different formats and quality settings from the drop down menus.

And now we get to the **File Settings** panel. Here you choose the type of image (.jpeg, .tiff, .psd, .dng, original), the color space, the quality from a scale of 1-100 or from the **Limit File Size To** option.
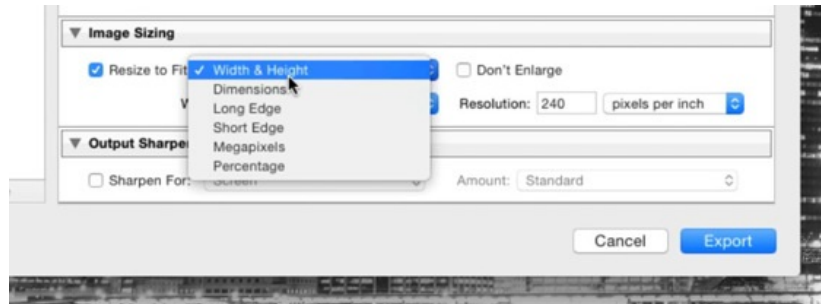

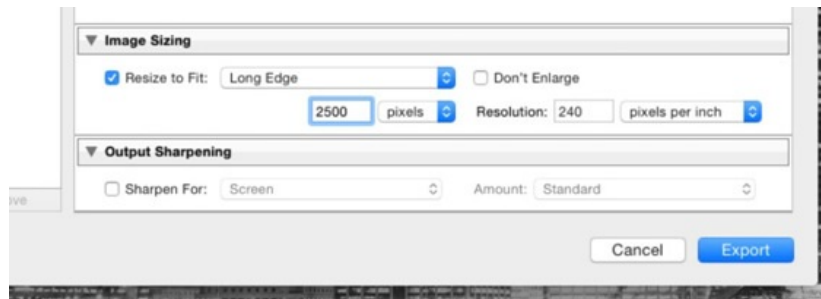When I'm saving low resolution photos for the web I use jpeg and take the

Quality slider and put it between 60 to 70 and that works fine for me.

The option to **Limit File Size To:** is great if you have an image that you know can't go above a certain size. You set the size in that box and Lightroom will export the best photo possible for that size.
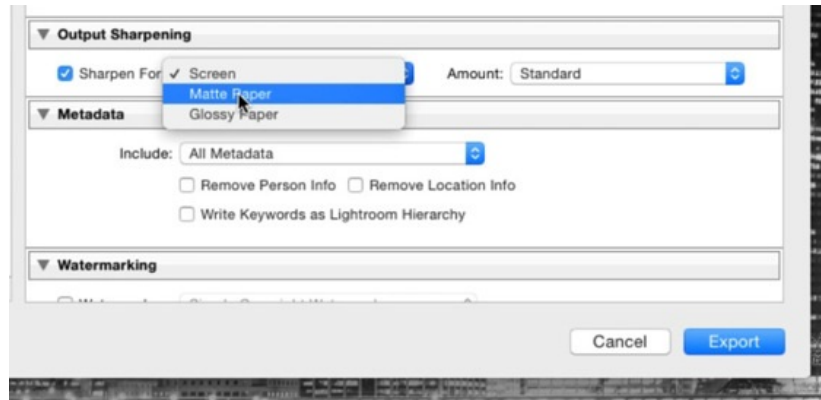
Next we have the **Image Sizing Panel**. And there are several ways this can be applied to either **Width & Height**, **Dimensions** and others including the one I use most often: **Long Edge**.

This option takes the longest edge of the photo and sets it to the pixel amount you give it, which I usually do at **2500** so it still fills most screens.
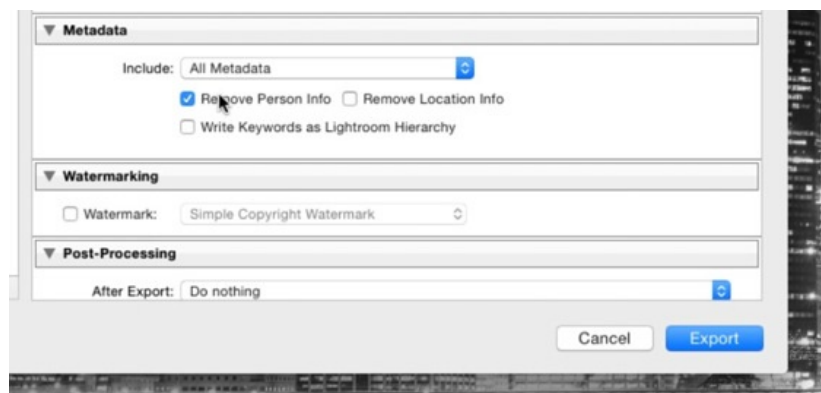

Next is the **Sharpening Panel**. I do all my sharpening when I develop the photos and which I cover in depth in the Develop module section. However if you want to add Sharpening you can do it here for either **Screen** (web, computers, tv), **Matte Paper**, or **Glossy Paper** depending on your output and you can also choose from **Low**, **Standard** or **High** depending on how much sharpening you want.
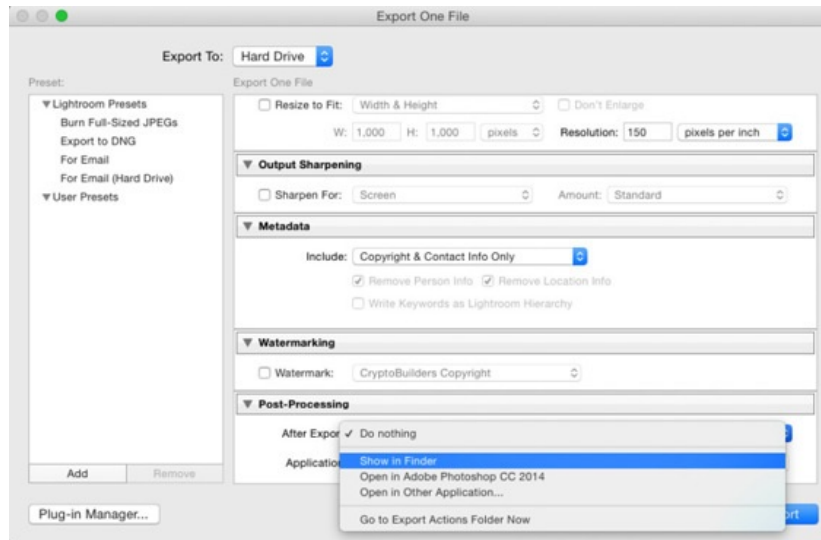
4. Add any Metadata or Post-Processing Options

The next panel is **Metadata** and you can choose what data you want to include from the drop down menu or you can strip it out by choosing to Remove Person Info and Remove Location Info.
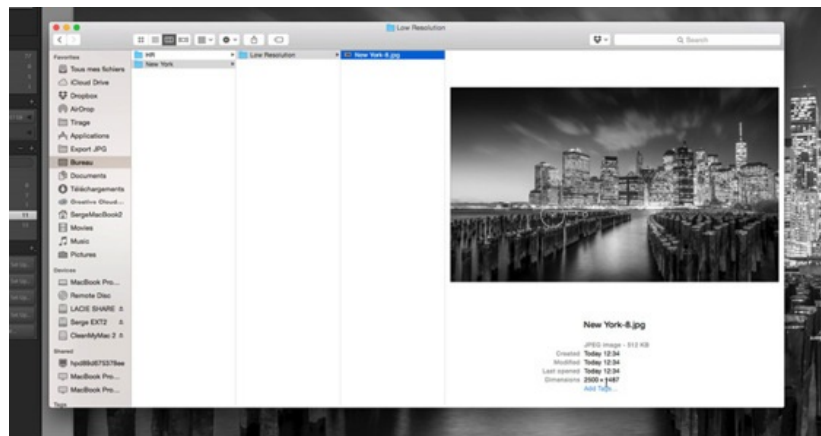

We will talk about the **Watermarking** panel separately in the next section, but you can pick and apply basic watermarks here.

And finally from **Post-Processing** you can choose from several post-processing options including the always convenient Show in Finder which will open the folder for you to find your file and see it once exported. And if you chose it to be in a sub-folder called Low Resolution you will find that Lightroom also created and placed the photo in that folder.
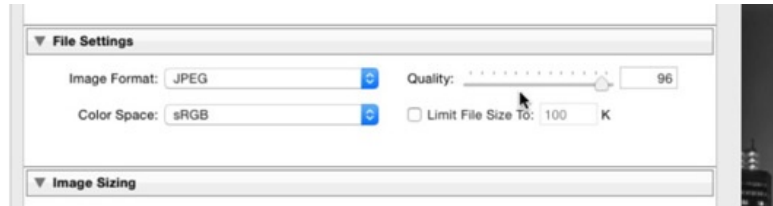
5. Click Export and Look at your Photo

Once you click **Export** it should only take a moment to process the photo unless you are doing hundreds of them. You can either find it manually or if you set the post-processing option to **Show in Finder** it will pop the folder open automatically for you! Have a look at your photo, see that it looks good and you are done!
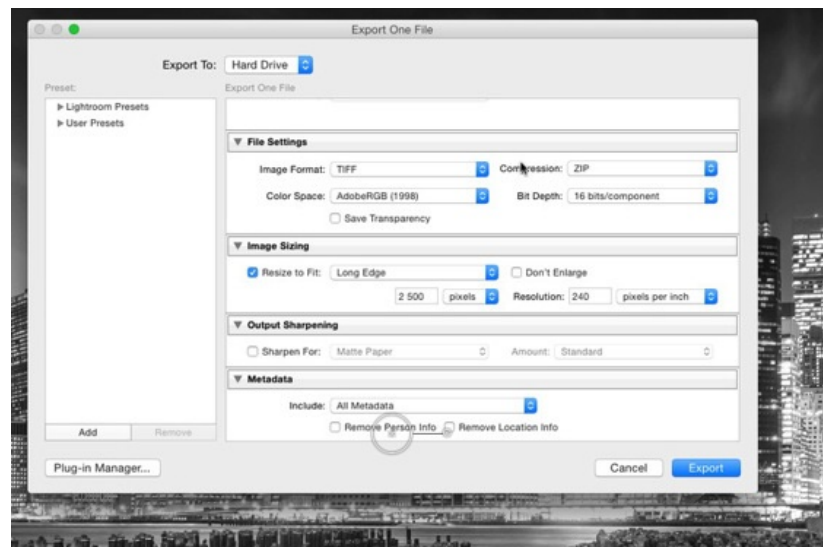

Exporting Photos for High Quality Web Viewing

I'm often asked by publishers to supply high quality copies of my photos for promotional use on gallery or book websites. To do this the settings I use are in the File Settings panel I set it to **JPEG** and **Quality** at 96 and that gives a nice result.
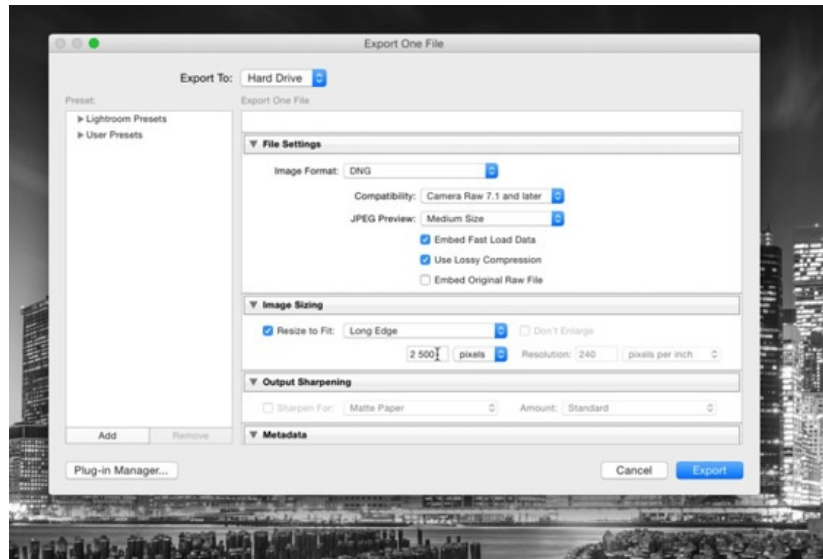
Exporting Photos for High Quality Prints

When I have to take my photos and get them ready for fine art printing, I use another setting. And here I set the file format to **TIFF**, the compression to **ZIP**, the Color Space to **AdobeRGB (1998)**, and the Bit Depth to **16 bits/component**.

Exporting DNG RAW Files for Sharing

As most of the people who follow my blog and tutorials know, I almost always give away the RAW files to go with the tutorials so you can practice the techniques I teach. I found out early on that due to file size and doing this for free, it became very costly on hosting costs due to all the downloads. I then figured out a good formula for sharing RAW files with friends without killing them on file size and still maintaining excellent quality.

I would select the **DNG** format from the File Settings panel, choose **Camera Raw 7.1 and later**, leave the JPEG preview at **Medium Size**, use **Lossy Compression** and then apply the **2500 pixels** on the **Long Edge** in the **Image Sizing** panel.

The result is a great looking RAW file at about 1/20th of the size and people or friends can use this to practice or work on without a noticeable degradation of the image.

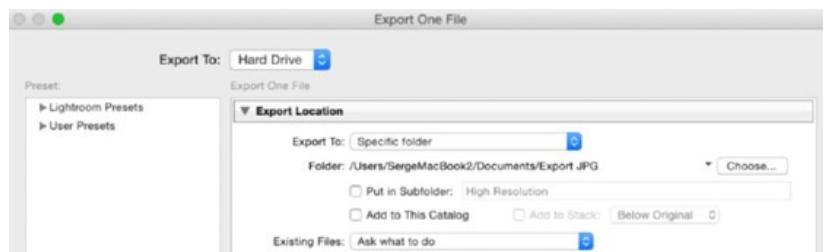OK? So those are my recipes for the different type of exports I do.

I wanted to show you one last thing on exports and that is how to create an **Export Preset** which will turn all your export needs into one click simple.

Creating Export Presets

What's an <u>export preset? Simply put, you can tell Lightroom all the settings you want for a particular type of preset and save it as a preset option that can be applied with one click.</u> Here's how you make a preset for one of the most common exports you'll need: small size good looking web exports.
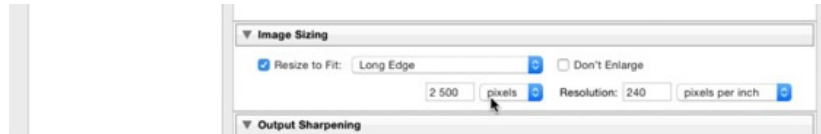
1. Open the Export Window and Apply Your Settings.

Open up the Export window and apply the settings. Start with a default file location in the **Export Locations** panel which for me is in my Documents folder called **Export JPG**.
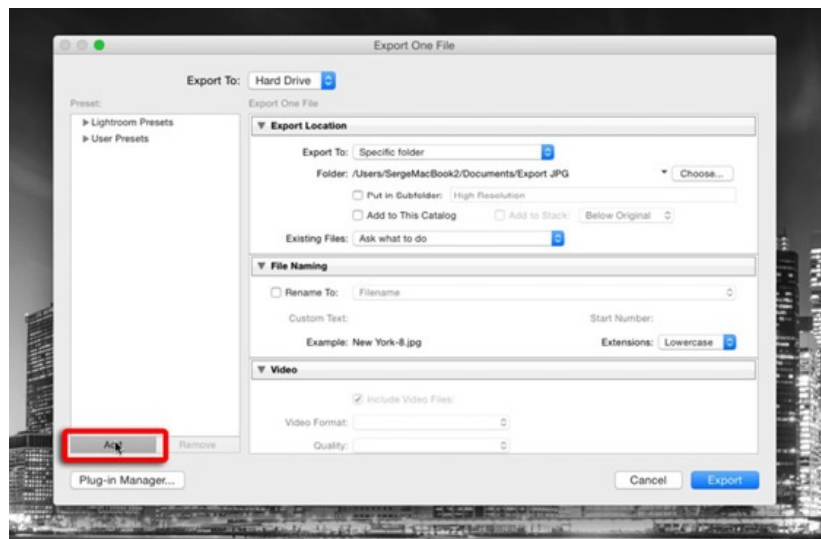
Then set image settings and for this particular web export preset, go down to **File Settings** and choose JPEG and set the **Quality** slider to 60.

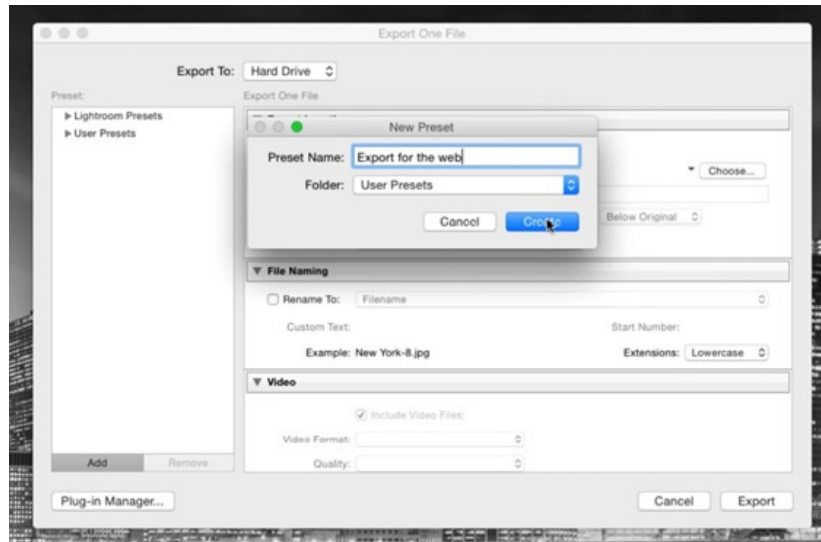Go to the **Image Sizing** panel and choose Resize to Fit **Long Edge** and set it to **2500 pixels**.

2. Add Preset

Now if you look in the lower left hand corner of the Export window you will see two selection buttons. The **Add** button creates a preset, the **Remove** button deletes one. Go ahead and click on the **Add** button.
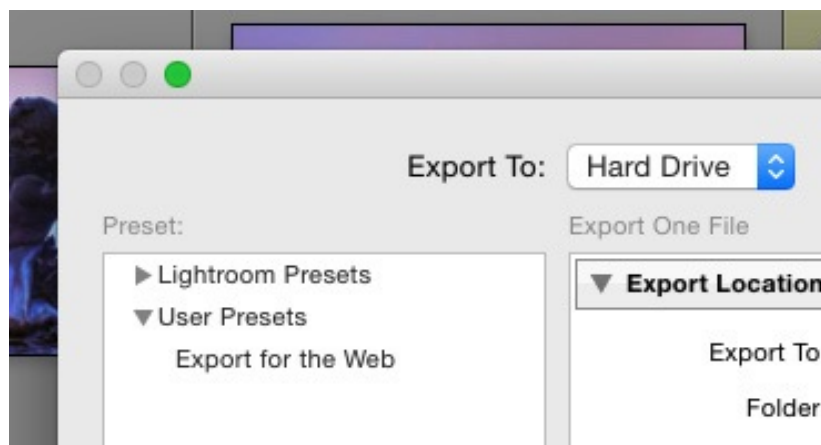

3. Name and Save the Preset Location

Another pop-up window is going to open with a place to name your preset and set its location. Go ahead and name it **Export for the Web** and put it in the **User Presets** Folder.
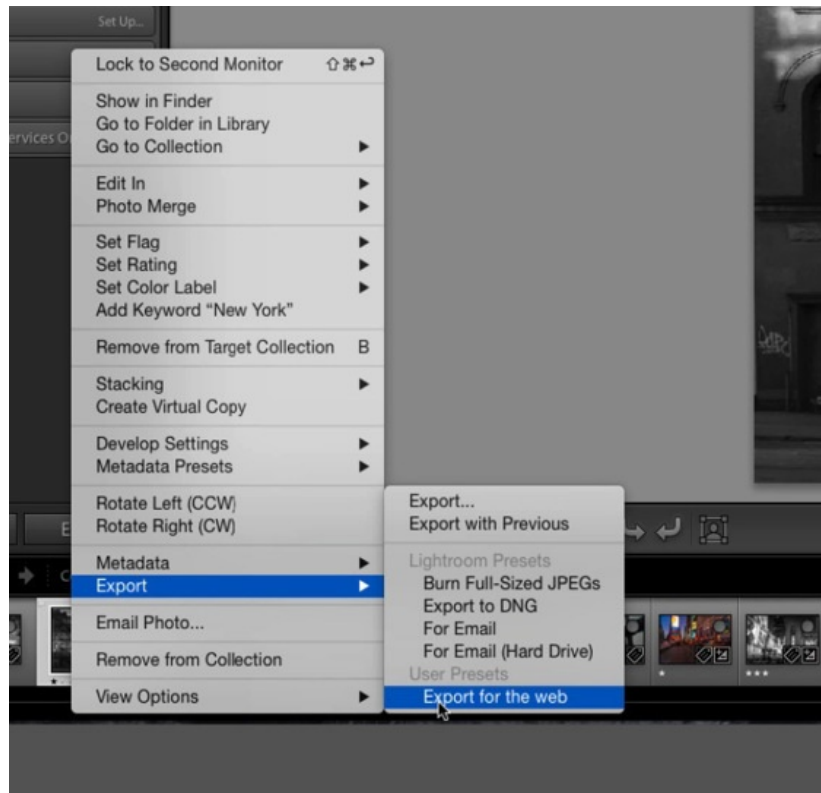
Once you click the **Create** button you will see the preset now appears in the **User Presets** selections on the left side of the Preset window.

Go ahead and cancel out of the Preset pop-up window.

4. Select Photos and Right Click to Apply Export Preset

Go ahead and select any photo you want to export out as a web export and right click on it. A right click menu is going to open and if you hover over **Export** you will see at the bottom of this will be User Presets **Export for the Web**.

You can also access this from the File drop down menu by choosing **File> Export> User Presets> Export for the Web** (or whatever you've called your preset).

There you go! A solid introduction to using presets. Now I did skip over the