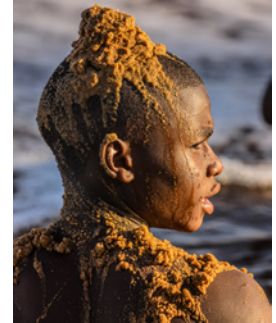


CONTENTS

INTRODUCTION 13

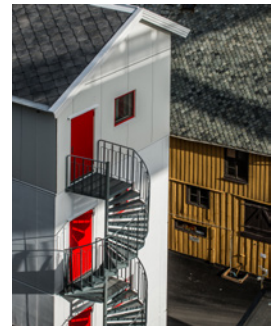
MY ASSUMPTIONS ABOUT THE READER	15
ABOUT THE DEMONSTRATION MOVIES	16
WHAT ABOUT ORGANIZING MY VIDEOS?	17
SUSTAINABILITY	18
HOW THIS BOOK IS ORGANIZED	19



CHAPTER 1 - STORE, TAG, CREATE 21

The foundation of an organized Photo Library is a layered approach to storing the images, tagging them for content, and making creations from them. This chapter lays out the basic principles of organization.

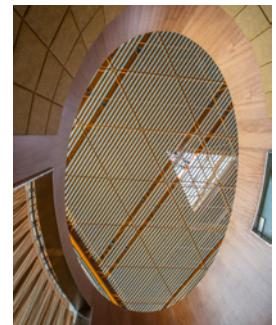
CREATING AN ORGANIZED LIBRARY	22
VIDEO 1-1 THE THREE LAYERS OF ORGANIZATION (7:43)	22
STORING THE PHOTOS	23
VIDEO 1-2 THE STORAGE LAYER (4:54)	24
ORGANIZING WITH TAGS	25
VIDEO 1-3 TAGGING YOUR PHOTOS (5:09)	27
CREATING PROJECTS	28
VIDEO 1-4 MAKING PROJECTS (4:35)	29
THE LIGHTROOM CATALOG	29
VIDEO 1-5 THE LIGHTROOM CATALOG (3:24)	30
ADDING INTELLIGENCE TO YOUR IMAGE COLLECTION	30
VIDEO 1-6 GETTING STARTED (6:38)	31
START BIG AND SUBDIVIDE	32
VIDEO 1-7 START BIG AND SUBDIVIDE (4:00)	32
MULTIPLE FILES AND MULTIPLE VERSIONS	33
VIDEO 1-8 MULTIPLES (5:12)	33
SAMPLE IMPORT WORKFLOW	34
VIDEO 1-9 SAMPLE WORKFLOW (9:48)	34



CHAPTER 2 - THE LIGHTROOM CATALOG 37

The Lightroom catalog is the hub of your organized Photo Library. This chapter outlines the basics of catalog storage, naming and backup. We'll also look at the process for combining your existing catalogs into a single Master Catalog.

WHAT WE'LL COVER IN THIS CHAPTER	38
CATALOG BASICS	38
THE ELEMENTS OF A CATALOG	40
THE IDEAL NUMBER OF CATALOGS IS 1	42
LIGHTROOM CATALOG STORAGE	44
VIDEO 2-1 CATALOG HANDLING (5:52)	45
WORKING WITH OFFLINE PHOTOS?	46
VIDEO 2-2 OFFLINE PHOTOS (3:44)	46
MANAGING CATALOG SIZE WITH PREVIEW SETTINGS	47
VIDEO 2-3 PREVIEW SIZE AND QUALITY (4:59)	47



MERGING YOUR EXISTING CATALOGS	48
MERGE, OR START OVER?	49
VIDEO 2-4 DECIDING TO MERGE (4:25)	50
CATALOG MERGING WORKFLOW	51
VIDEO 2-5 MERGE WORKFLOW (6:44)	52
LIGHTROOM CATALOG BACKUP	52
MAKE BACKUP COPIES OF YOUR CATALOG	53
VIDEO 2-6 CATALOG BACKUPS (3:05)	53
MAKE BACKUP VERSIONS OF THE CATALOG	54
VIDEO 2-7 VERSIONED BACKUPS (3:10)	55
USING THE BACKUP .LRCAT TO ROLLBACK A CATALOG	56
VIDEO 2-8 ROLLING BACK TO A PREVIOUS VERSION (4:14)	56
METADATA WRITEBACK	57
VIDEO 2-9 RESTORE FROM EMBEDDED TAGS (2:51)	57

CHAPTER 3 - PHOTO STORAGE 59

This chapter describes the elements of solid storage and backup. This includes recommendations for storage media, folder structure, file names and backup processes.

OUR GOALS FOR FILE STORAGE	60
VIDEO 3-1 PRIMARY STORAGE CONFIGURATIONS (3:16)	62
HARD DRIVE TYPES	62
VIDEO 3-2 DRIVE TYPES (4:17)	63
FOLDER STRUCTURES	64
PARENT, YEAR, MONTH, PROJECT	65
VIDEO 3-3 FOLDERS BY DATE (2:52)	66
WHEN YOU OUTGROW YOUR PHOTO LIBRARY	67
VIDEO 3-4 MOVING TO A NEW DRIVE (1:56)	67
VIDEO 3-5 ADDING A SECOND DRIVE (1:53)	68
SIZE-LIMITED BUCKETS	68
VIDEO 3-6 CHANGES FROM THE DAM BOOK (6:00)	69
VIDEO 3-7 USING A WORKING FOLDER FOR NEW FILES (4:59)	70
COLLECTING LEGACY PHOTOS	70
VIDEO 3-8 LEGACY FOLDERS (3:49)	71
VIDEO 3-9 SORTING LEGACY PHOTOS (7:25)	71
FILE NAMING	72
MAKING A FILE NAMING PRESET	73
VIDEO 3-10 RENAMING PRESETS (3:37)	73
VIDEO 3-11 RENAMING A TWO-CAMERA SHOOT (6:30)	74
VIDEO 3-12 RENAME ON OUTPUT (4:41)	75
FILE BACKUP	75
VIDEO 3-13 BACKUPS (2:25)	76
VIDEO 3-14 IMPORT AS DNG (1:18)	77
VIDEO 3-15 CONVERT TO DNG IN LIBRARY (2:15)	78
FILE AND FOLDER HANDLING IN LIGHTROOM	79
FIGURE 3-16 THE FOLDERS PANEL (5:10)	80
VIDEO 3-17 MOVING FILES (5:52)	81
VIDEO 3-18 SYNCHRONIZE FOLDERS (1:39)	82
CHECKING FOR COMPLETENESS AND INTEGRITY	83
VIDEO 3-19 LOCATING MISSING FILES (2:57)	83
VIDEO 3-20 VALIDATE DNG (3:26)	84
VIDEO 3-21 VERIFICATION OF NON DNG FILES (2:52)	85



CHAPTER 4 - FINDING & FILTERING WITH TAGS **87**

This chapter describes tagging strategy for organizing your Photo Library. You'll see how to tag the images to describe the content and the quality of the photos. You'll also see how to use the Library Filter and Smart Collections to find and filter by tags.

CREATING USEFUL TAGS	88
WHO, WHAT, WHEN, WHERE, WHY AND HOW (GOOD)?	89
VIDEO 4-1 5W'S AND H (5:19)	90
CHOOSING A SOURCE TO FILTER	91
VIDEO 4-2 CHOOSING A SOURCE (2:19)	91
USING THE LIBRARY FILTER BAR	92
VIDEO 4-3 FILTER BAR BASICS (3:22)	92
VIDEO 4-4 METADATA FILTER (4:21)	94
VIDEO 4-5 KEYWORDS FILTER (2:41)	94
USING RATINGS AND FLAGS	95
VIDEO 4-6 THE RATINGS PYRAMID (4:55)	96
VIDEO 4-7 RATING A SHOOT (3:31)	98
VIDEO 4-8 FINDING RATED IMAGES (1:53)	99
VIDEO 4-9 RATING A SHOOT PT.2 (4:38)	99
VIDEO 4-10 STAR MIGRATION (3:45)	100
MAKING FILTER PRESETS	101
VIDEO 4-11 FILTER PRESETS (5:37)	101
USING SMART COLLECTIONS	102
VIDEO 4-12 SMART COLLECTIONS (3:55)	102
VIDEO 4-13 SMART COLLECTIONS PT. 2 (3:35)	103
VIDEO 4-14 IMPORT SMART COLLECTIONS (4:25)	104
USING LABELS	105
VIDEO 4-15 LABELS (5:53)	105
VIDEO 4-16 USING TEMPORARY LABELS (5:17)	106
VIDEO 4-17 LABEL SETS (2:34)	107
STACKING	108
VIDEO 4-18 STACKS (4:14)	108



CHAPTER 5- KEYWORDS **111**

Keywords are the most versatile tagging tool in Lightroom. We'll examine how to create keywords, organize them, and filter with them. You'll see how to get started with Keywords, and tag your Library methodically.

USING KEYWORDS	112
VIDEO 5-1 KEYWORDS OVERVIEW (4:38)	112
BUILDING YOUR KEYWORD STRUCTURE	112
VIDEO 5-2 BUILDING YOUR HIERARCHY (3:04)	113
VIDEO 5-3 ORGANIZING EXISTING KEYWORDS (3:38)	114
GETTING STARTED	115
VIDEO 5-4 TAGGING A BIG COLLECTION (3:49)	116
TAG YOUR SHOOT	116
VIDEO 5-5 KEYWORD SHOOT (6:43)	117
ADDING KEYWORDS WHILE YOU SEARCH	118
VIDEO 5-6 ADDING KEYWORDS WHILE SEARCHING (6:31)	119
THE KEYWORD LIST	120
VIDEO 5-7 KEYWORD LIST (5:32)	121



VIDEO 5-8 KEYWORD LIST PT. 2 (5:02)	122
VIDEO 5-9 KEYWORD LIST FILTER (2:07)	123
THE KEYWORDING PANEL	124
VIDEO 5-10 KEYWORD PANEL (3:09)	124
VIDEO 5-11 KEYWORD SUGGESTIONS AND SETS (2:44)	125
FINDING IMAGES WITHOUT KEYWORDS	126
VIDEO 5-12 FINDING PHOTOS WITH NO KEYWORDS (1:31)	126
VIDEO 5-13 ORGANIZING EXISTING KEYWORDS (6:17)	127
VIDEO 5-14 KEYWORD TEXT LISTS (5:04)	129

CHAPTER 6 - METADATA PRESETS 131

This chapter explains how Metadata Presets work. This time-saving feature allows you to apply frequently-used tags to photos with recurring locations or themes.

METADATA PRESET BASICS	132
VIDEO 6-1 METADATA PRESETS (2:59)	133
PRESET STRATEGY	133
VIDEO 6-2 PRESET TYPES (3:17)	134
CREATING CUSTOM PRESETS	134
VIDEO 6-3 CREATING PRESETS (6:35)	135
MAKE LOCATION PRESETS	136
VIDEO 6-4 LOCATION PRESETS (5:51)	136
MAKING A PRESET TO REMOVE ALL TAGS	137
VIDEO 6-5 REMOVE ALL TAGS (2:12)	137



CHAPTER 7 - LOCATION TAGS 139

Place names are among the most clear and useful tools for tagging your photos.. This chapter presents strategies for making the tags. We'll also look at the Map Module and GPS tagging strategies.

VIDEO 7-1 LOCATION OVERVIEW (3:20)	140
PRIVACY ISSUES	140
VIDEO 7-2 REMOVING LOCATION TAGS (3:01)	141
MAP TAG OR LOCATION NAME TAG?	142
VIDEO 7-3 REVERSE GEOENCODING (6:44)	144
ADDING PLACE NAMES	145
FIGURE 7-4 TAGGING IMAGES (5:50)	146
ADDING LOCATION TAG NAMES TO A LARGE COLLECTION	147
VIDEO 7-5 TAGGING A LARGE COLLECTION (8:03)	148
ADDING GPS TAGS WITH THE MAP MODULE	149
VIDEO 7-6 USING THE MAP MODULE (3:04)	150
VIDEO 7-7 LOCATION PRESETS (3:44)	151
ADDING GPS TAGS WITH A TRACKLOG	152
VIDEO 7-8 TRACKLOG MERGE (3:39)	152



CHAPTER 8 - COLLECTIONS AND PROJECTS 155

The Collections panel in Lightroom is the place where you can bring your photos together in useful ways. This chapter outlines how Collections work, and how they can be employed to creative purposes and to streamline workflow.

VIDEO 8-1 COLLECTIONS AS PINNACLE (1:30)	156
SHOOTS AND PORTFOLIOS	157
COLLECTIONS ARE THE HUB OF YOUR PROJECTS	158
VIDEO 8-2 COLLECTIONS ARE THE HUB (2:12)	158
WORKING WITH COLLECTIONS	158
VIDEO 8-3 MAKING COLLECTIONS (5:19)	159
VIDEO 8-4 WORKING WITH COLLECTIONS (5:06)	160
ORGANIZING YOUR COLLECTIONS	161
VIDEO 8-5 BUILDING A COLLECTION HIERARCHY (3:52)	162
MANAGING A SHOOT WITH COLLECTIONS	163
VIDEO 8-6 SHOOT COLLECTIONS (4:57)	163
VIDEO 8-7 MANAGING A COMPLEX SHOOT (2:14)	164
MANAGING A PORTFOLIO PROJECT WITH COLLECTIONS	165
VIDEO 8-8 CREATING PORTFOLIOS (7:54)	166
MODULE CREATIONS	167
VIDEO 8-9 CREATIONS (3:05)	167
MAKING A COLLECTION “PERMANENT”	168
VIDEO 8-10 USING VIRTUAL COPIES (3:04)	168
VIDEO 8-11 SAVING COLLECTIONS INFO TO KEYWORDS (1:34)	169
VIDEO 8-12 EXPORTING COLLECTIONS AS CATALOGS (2:50)	170



CHAPTER 9 - USING PUBLISH SERVICES 173

Publish Services allow you to share your photos to your own devices, to sharing services, to social media and other web services. This chapter explains how to make and use Publish Services.

WHAT DOES PUBLISH DO?	174
VIDEO 9-1 WHAT ARE PUBLISH SERVICES (4:28)	175
BASIC HARD DRIVE PUBLISHING	176
VIDEO 9-2 PUBLISH TO HARD DRIVE (4:12)	176
VIDEO 9-3 CREATING AND UPDATING PUBLISHED FOLDERS (6:12)	177
PUBLISH TO SHARING SERVICES	178
VIDEO 9-4 PUBLISH TO SHARED SERVICES (4:54)	178
VIDEO 9-5 PUBLISH SMART COLLECTIONS (2:13)	179
PUSH IMAGES OUT TO SOCIAL MEDIA	180
VIDEO 9-6 PUBLISH TO FACEBOOK (4:45)	180
DELIVER SHOOTS	182
VIDEO 9-7 PUBLISHING PROOFS (4:42)	182
UPLOAD ONLINE PORTFOLIOS	183
VIDEO 9-8 PUBLISHING A PORTFOLIO (2:31)	183
BACKUP YOUR MOST VALUABLE PHOTOS	184
VIDEO 9-9 BACKING UP YOUR BEST PHOTOS (4:26)	184
PUBLISH SERVICES DETAILS	186
VIDEO 9-10 WHEN TO CRDATE A NEW SERVICE (1:25)	187



CHAPTER 10 - MANAGING DERIVATIVE FILES

189

Sometimes you'll need to create a new version of the file to send to another person or program. This chapter explains the workflow and storage options for the creation and management of Derivative Files.

KEEP IT SIMPLE	190
WHY MAKE DERIVATIVE FILES?	191
STORING DERIVATE FILES	193
VIDEO 10-1 DERIVATIVES SORAGE (4:35)	194
NAMING DERIVATIVE FILES	194
VIRTUAL COPIES AND SNAPSHOTS	195
VIDEO 10-2 SNAPSHOTS (1:25)	196
VIDEO 10-3 VIRTUAL COPIES (4:27)	197
STORE AND STACK WITH ORIGINAL	198
VIDEO 10-4 STORE AND STACK WITH ORIGINAL (4:41)	198
EXPORT AND FORGET	200
VIDEO 10-5 EXPORT AND FORGET (2:40)	200
DEDICATED DERIVATIVE STORAGE	201
EXPORT FOR ANOTHER APPLICATION	202
VIDEO 10-6 SENDING TO A PROJECT (5:22)	202
EXPORT TO DERIVATIVES FOLDER AND CATALOG	203
VIDEO 10-7 SAVE TO DERIVATIVES FOLDER (4:04)	203
RE-CATALOG MASTER FILES ONLY	204
VIDEO 10-8 SAVE TO DERIVATIVES FOLDER (4:04)	204
WHAT ABOUT THE DERIVATIVES I ALREADY HAVE?	205
CONSULT THE DAM BOOK	205
 AFTERWORD	 206

