

WORKFLOW IN LIGHTROOM

Created for Photographers for photo-asset management
Manage + Edit + Export

Please DISABLE your proprietary Photo Software (iphoto, photos, etc)

To have Lightroom start automatically when you plug in a camera or card reader, choose Lightroom > Preferences (Mac OS) or Edit > Preferences (Windows). In General, look under Import Options and select Show Import Dialog When A Memory Card Is Detected.

Modules

Library (G or O) for Organizing, Viewing, rating your images

Develop (D) for correcting white balance, exposure, color and details of images

Print (N/A)

Web (N/A)

*** Set up a top level "Digital Photography" folder on your laptop or external drive. This folder cannot be moved or changed. You may decide to save a new lightroom catalog into this folder to avoid combining with previous or personal photographs. Before importing new images make a folder and title accordingly (project 1, project 2, etc)

I. IMPORT

<https://helpx.adobe.com/lightroom/help/importing-photos-lightroom-basic-workflow.html>

1. Select File>Import or use shift+cmd+i
2. Select Source: Choose device (from your card reader or external device) you would like to import. Check "eject after import"
3. Center: Select copy as a DNG
4. File Handling: check avoid duplicates
5. Apply During Import: Select meta data presets - apply Basic Metadata (mac: option + g and PC alt + 0169) © your name and date
6. File Renaming: initials + sequence (cyproject1_1)
7. Destination: Select image location (This is IMPORTANT!!!!) Choose Digital Imaging Class Folder> Create a folder for your project > Choose organize into one folder)
8. Select all images or cmd + select image individually / Import

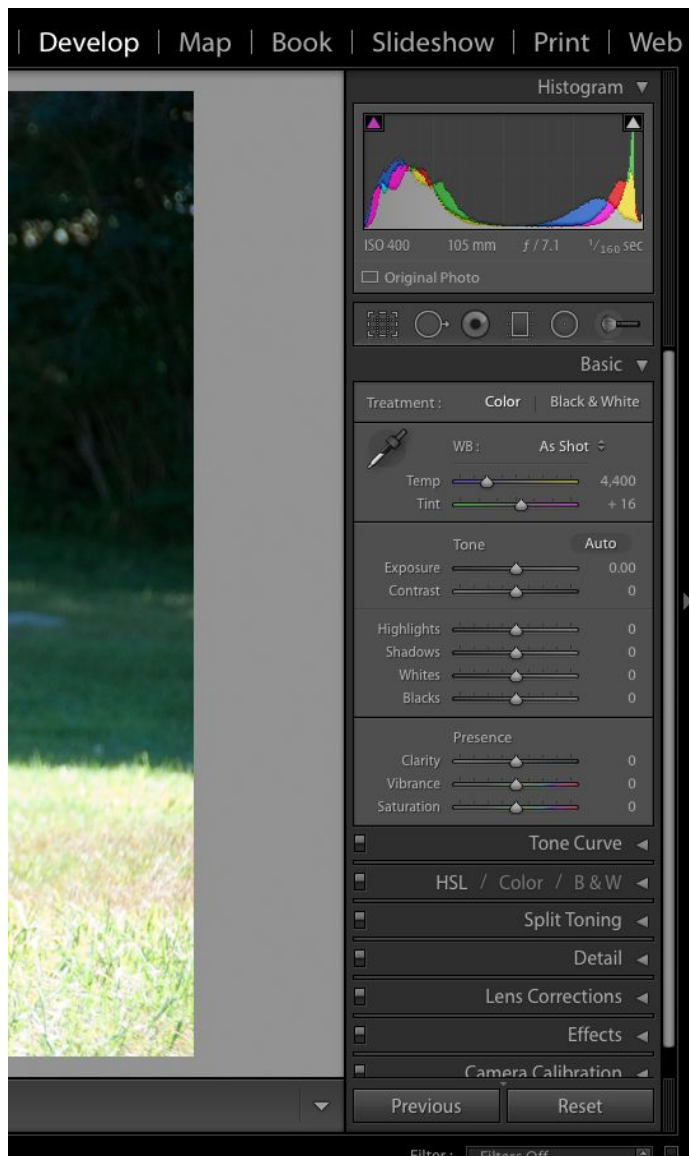


II. ORGANIZE

1. Select the Library Module and choose Grid view (G) / Loupe view (L)
2. In the Folders Panel navigate to your freshly imported folder
3. Note the Tool Bar "T" : here you can select view, sort by preferences, thumbnail sizes, etc
4. Select an image in the grid, use arrow keys to navigate and choose Photo>set rating (0-5 stars) "F" is full screen "/" "I" info overlay
5. View<show filter and choose attribute
6. Sort to view images chosen for your projects use the Library Filter to sort selected images

III. DEVELOP

please note that Lightroom uses the same raw engine as Photoshop Camera Raw



1. With your image selected click the Develop module or hit the 'D' key
2. **Physical Correction:** Cropping and Straightening "R" - Get rid of extra data. LOCK ASPECT RATIO (in most cases) "x" to change orientation
3. **STEPS FOR EVALUATING AN IMAGE:** evaluate image Visually, qualitatively, and quantitatively

make a **VISUAL** evaluation

make a **QUALITATIVE** analysis looking at the Histogram (QUALITATIVE deals with description)
 Histogram: graph that shows you the distribution of tone and color in the image. Right is WHITE area and left is BLACK area of an image

- A. Observe histograms: check overall distribution of tone in Histogram, spikes, if there is a proportionately more detail of one color highlight you could have a cast

(color histogram - shift in the highlight end implies a color cast) /Grey histogram
-neutral equal rgb values no color shifts

- B. Evaluate tonal distribution: see where data is in image - amount of data in the image (spikes and peak) every image is going to have a different distribution of grayscale values. Avoid image that has narrow range of values (not much tonal values to work with)
 - C. highlight to shadows (highlight, quarter tones, midtone, 3/4 tone, shadow) corresponds to tone tools (white, highlight, exposure (mid tones), shadows, blacks) even distribution of data, low key image, low contrast, high key image (most data in highlight area) you can isolate various portions of your tonal range by using the whites, the shadows, and the highlights.
4. make a **QUANTITATIVE** analysis
using info tool / or white balance dropper without clicking
Numeric analysis for a color cast: equal RGB values for something that's supposed to be neutral gray
uses 0-100% (black to white)
(5% black and 95% white are best for printing)
 5. **Apply color adjustments** using Temp and Tint if needed: observe histogram and use info tool / or white balance dropper without clicking. There are equal RGB values for something that's supposed to be neutral gray. *Click in temperature field and use eyedropper to monitor, use up and down arrow keys*
 6. **Apply tonal adjustments:** Start with Whites or highlight (move slider until holding down OPTION to see clipping). Use eyedropper tool adjust whites (95% white) and Adjust Blacks or shadows if needed (5% black)
 1. SET THE WHITE AND HIGHLIGHTS which affects the brightness and contrast. Start with Whites or highlight (move slider until holding down OPTION to see clipping). Use eyedropper tool adjust whites (95% white)
 2. SET BLACKS AND SHADOWS as needed (5% black)
 3. Midtone data into center adjust overall brightness or contrast slider to spread data out
 7. If needed minor adjustments of midtones or contrast. (hold down alt or option and slide to see clipping) and/or **Basic Presence adjustments**
 8. **Retouch and fix photo** if needed
 9. **Sharpen and correct for noise** (preview at 100% or 1:1)

Option: Synchronize settings to other images in your series

- a. In Library select image that is modified
- b. cmd select additional images

- c. in the library module or develop module select "Sync Settings"
- d. select "synchronize"

KEY COMMANDS

LIBRARY:

G: grid mode

E: enlarged mode

D to go to Develop

DEVELOP:

Y or \ : before and after view

Shift + tab to remove panels

hold down option key and drag slider to see clipping (white and black)

j: show clipping: loss of detail in histogram

doubleclick specific tonal adjustments to reset only specific tool

IV PROCESS: EXPORT AS PRINT DNG specify specific print folder / EXPORT AS A JPG for viewing and presentation (jpg folder)

1. Once all of your Development Corrections have been made. Select images you wish to export File<Export (Shift + CMD + E Export Photos)
2. For Print: Destination: print folder within project folder, select DNG always make sure the color setting is Adobe RGB 1998. Click Export
3. For Viewing or handing in: create an additional series of jpgs. Destination within Project folder. Initials project number and 1-10 for example cy_project1_1.jpg
4. Click Export

