

# photokaboom

## Learn Photography

[Home](#) | [About](#) | [Privacy, Etc.](#)

[Ask Jim](#) | [SarasotaPhotoLessons.com](#)

Custom Search

## Lightroom > Workflow > Cheat Sheet

<a href="#">1 - Orientation</a>
<a href="#">2 - Import</a>
<a href="#">3 - Remove the Duds</a>
<a href="#">4 - Organize</a>
<a href="#">5 - Develop</a>
<a href="#">6 - More Organizing</a>
<a href="#">7 - Export</a>
<a href="#">8 - Import from Folders</a>
<a href="#">9 - More</a>
Condensed Version:
<b><a href="#">Cheat Sheet You're Here</a></b>
Other:
<a href="#">Move Photographs from Mac Photos App to Lightroom</a>
<a href="#">Turn Off Importing by Other Programs</a>

After going through [this tutorial](#), you can use this cheat sheet.

For a PDF version of this cheat sheet, click [here](#).

### Import from Memory Card

Import from folders is [below](#).

#### Connection

Connect your camera or its memory card to your computer.

#### Import Window

By default, Lightroom will open the Import window.

If it doesn't, go to the Library module and click *Import* in the lower-left corner of your screen.

If the Import window doesn't fill most of your screen, click the *Show More Options* button in the lower-left corner of the Import window.

#### 1 - Source

On the left side of the Import window, Lightroom selects the memory card.

If not, click on the memory card under *Files* on the left side of your screen.

#### 2 - Your Photographs

In the middle of your screen, Lightroom displays the photographs on your memory card.

Photographs that have already been imported are grayed out.

To block the importation of some of your photographs, do the following.

- 1) Press and hold the Ctrl key (Windows) or Cmd key (Mac).
- 2) Click on the previews (thumbnails) that you don't want to import.
- 3) Release the Ctrl or Cmd key.
- 4) Deselect the white checkmark in the upper-left corner of one of the dud previews.

All of the selected photographs are now unchecked and won't be imported.

There's another method that's done after you import your photographs.

### 3 - Copy

At the top of your screen, in the middle, *Copy* is selected by default.

If you were importing photographs already on your computer, then you would click *Add*.

### 4 - Destination

Click the upper-right corner on your screen where you see *To*.

The destination menu will open.

Click *Other Destination* and navigate to the *Lightroom Photos* folder.

If you're not using folders, [skip ahead](#).

### Folder Users

If you're going to continue organizing your photographs with folders, discussed previously [here](#), read on.

Instead of navigating to a *Lightroom Photos* folder, navigate to your existing folder for the photographs.

Click the upper-right corner on your screen where you see *To*.

The destination menu will open.

Click *Other Destination* and navigate to your existing folder.

If you need to create a new folder, click *Other Destination* and navigate to where you want to create the folder.

Create the folder, click on it, and click *Select Folder*.

### 5 - Panels

Check the settings in the panels on the right side of your screen.

Once you've done so, you probably won't have to check again.

#### File Handling Panel

Make sure *Minimal* is selected in the *Render Previews* menu.

Otherwise, the import may take a long time.

If your your photographs are located on an external hard drive, select *Build Smart Previews*.

You'll be able to edit the photographs without the external hard drive being attached to your computer.

*Don't Import Suspected Duplicates* is selected by default.

#### File Renaming Panel

You can ignore this panel.

#### Apply During Import Panel

You can ignore this panel, as well.

A convenient feature is the ability to put your photographs into a collection (album) during the import.

Select *Add to Collection*.

Collections are discussed below.

You can also add a keyword (tag) to the photographs.

Keywords are discussed in detail [here](#).

## Destination Panel

Deselect *Into Subfolder* if it's selected

In the *Organize* menu, select *Into one folder*.

If you're not using folders, [skip ahead](#).

## Folder Users

If you're going to continue organizing your photographs with folders, discussed previously [here](#), read on.

You can use the Destination panel to create new **subfolders** to fit into your folder hierarchy.

Do the following.

1) In the To: section (upper-right corner), click *Other Destination*, and navigate to a folder in your folder hierarchy.

Let's say it's *Africa*.

You have many trips there.

You want to import new photographs taken in South Africa.

2) In the Destination panel, select *Into Subfolder*.

3) Enter the name for your last trip, *South Africa*.

4) In the Organize menu, you can:

a) Keep the original folder hierarchy of the source folder.

b) Create subfolders by date.

c) Put all photos into one folder.

If you select b, *Create subfolders by date*, the Date Format menu appears.

You can choose a format for the dates.

## You're Ready to Import

Click Import in the lower-right corner of your screen.

A timeline appears in the top-left corner showing the progress of the import.

By default, Lightroom displays the imported photographs.

The memory card is ejected automatically.

Don't format the memory card until after you've looked at some of the photographs enlarged in Loupe view.

Click on a preview (thumbnail).

Then, click the Loupe-view icon below the previews or press e.

To go back to the previews, click the grid-view icon below the previews or press g.

---

## Import from Folders

This section assumes that you've done an import from your memory card, described above.

## Orientation

When you imported from your memory card, Lightroom moved photographs from the card to a

location on your computer.

You have folders containing old photographs on your computer.

These photographs don't need to be moved.

They only need to be linked, by importing, to Lightroom.

Let's say you want to import the photographs in a folder called *William Tell Festival*.

Do the following.

- 1) Go to Pictures or the location of your photographs on your computer.
- 2) Click and hold on the *William Tell Festival* folder.
- 3) Drag it to your *Lightroom Photos* folder, and release your mouse button.
- 4) Open Lightroom and press g to make sure you're in the Library module.
- 5) Click Import in the lower-left corner.

### **Left Side**

- 6) Navigate to the *Lightroom Photos* folder.
- 7) Click on the tiny triangle to open the folder.
- 8) Click the *William Tell Festival* folder.

### **Top, in the Middle**

- 8) Select *Add*.

### **Lower-right Corner**

- 9) Click Import.

### **Are There Subfolders?**

If a folder has subfolders, Lightroom won't import them, by default.

If you want to import the subfolders, do the following.

- a) Go to the left side of the Import window.
- b) Right click on the folder containing the subfolders.
- c) Select *Include Subfolders*.

Once designated, all subfolders will be imported.

If you don't want to import subfolders, right click a folder and deselect *Include Subfolders*.

### **Catalog Panel**

As mentioned, after importing, Lightroom displays only the imported photographs.

To see all of your photographs, go to the Catalog panel on the left side of your screen.

Click *All Photographs*.

Click *Previous Import* to see only the photographs you imported.

---

### **Remove the Duds - P or X**

Do the following.

- 1) If needed, enlarge the previews using the Thumbnails slider below the previews.
- 2) Press the Caps Lock key on your keyboard.

This enables Lightroom to jump from one preview to the next automatically.

- 3) Left hand: Put your forefinger above the x key.
- 4) Right hand: Put your forefinger above the p key.
- 5) Press x if you don't like the photograph.

A black flag will appear.

6) Press p if you like the photograph.

A white flag will appear.

(If you want to remove a flag, press the u key.)

7) When finished, press the Caps Lock key.

8) Look for the Sort menu below the previews.

Select Pick in the menu.

The white flag photographs will float to the top.

The black-flagged photographs will go to the bottom.

If you want to delete the black-flagged photographs, do the following.

1) Press Ctrl + Backspace (Windows) or Cmd + Delete (Mac).

The Confirm window opens.

2) Click *Remove* or *Delete from Disk*.

### Caution!

What's the difference between *Remove* and *Delete from Disk*?

If You Click *Remove*—your photographs are removed from Lightroom.

The photographs are still on your computer.

If You Click *Delete from Disk*—the photographs are removed from Lightroom and **deleted from your computer**.

Your black-flagged photographs are no longer on your computer.

---

## Organizing

### Make a Collection Set

Do the following.

1) Press g to make sure you're in the Library module.

2) Look for the Collections panel tab on the left side of your screen.

3) Click the + icon in the Collections panel tab.

4) Click *Create Collection Set*.

5) Enter a name for the collection set.

6) Click *Create*.

## Make a Collection

Do the following.

- 1) Select the photographs that you want to put in a collection.
- 2) Click the + icon in the Collections panel tab.
- 3) Click *Create Collection*.
- 4) Enter a name.
- 5) Select *Inside a Collection Set*.
- 6) Select a collection set in the collection-set menu.
- 7) Select *Include selected photos*.
- 8) Click *Create*.
- 9) On your keyboard, press Ctrl + d (Windows) or Cmd + d (Mac).

This command deselects all of the previews.

## Dragging Method

Here's the method for adding photographs to an **existing** collection.

Do the following.

- 1) Select the previews.
- 2) Click and hold on one of the previews.  
Be sure to click on the image, not on the gray border.
- 3) Drag the preview to the existing collection and release your mouse button.

The other selected previews will follow along.

- 4) On your keyboard, press Ctrl + d (Windows) or Cmd + d (Mac).

---

## Make a Virtual Copy

Click on a preview that you want to edit and press Ctrl + ' (Windows) or Cmd + ' (Mac).

A virtual copy appears, denoted by a white turned-up corner.

Virtual copies don't take up any appreciable space on your hard drive.

You'll edit the virtual copy.

---

## Develop Module

Press d on your keyboard to go to the Develop module or click *Develop* at the top of your screen.

### 1 - Global Editing

Use the Basic panel on the right side of your screen: WB (white balance) and Tone.

### 2 - Local Editing

Use the tools above the Basic panel, such as the Adjustment brush.

### 3 - Global Editing

Use the Detail panel for sharpening and noise reduction.

## Make Another Virtual Copy?

You may want to make another virtual copy if you're about to make a major change, such as converting to black-and-white.

---

## More Organizing

## Color Labels

You can use the colors to convey the state of the photograph, such as:

<b>Red</b>	To be edited
<b>Yellow</b>	Editing not done
<b>Green</b>	Ready to print
<b>Blue</b>	Black-and-white version

Do the following.

1) In the Library module, select the previews that you want to edit.

2) Press 6 on your keyboard.

The previews now have red borders.

3) Open the *Sort* menu below the previews.

4) Select *Label Color*.

The red-labeled photographs go to the top of the previews, for easy access.

Purple is only available by right clicking on a preview, and selecting *Set Color Label*.

<b>Red</b>	6
<b>Yellow</b>	7
<b>Green</b>	8
<b>Blue</b>	9
<b>Purple</b>	-
<b>None</b>	0

## Star Ratings

### Don't Bother

This writer recommends that you don't spend time rating your photographs with stars.

Five star ratings can be useful, however.

### Five Star Photographs

You can display your best photographs with one click.

Give your best photographs a five-star rating.

Place your cursor on the first black dot below the preview, click and hold, and drag to the right.

Five stars appear.

On the right side of your screen, open the Collections panel.

Then, open the Smart Collections tab.

Click *Five Stars*.

All of your best photographs appear.

---

## Export

### Select the Previews

In the Library module, select the photographs that you want to export.

### Click Export

Click *Export* in the lower-left corner of your screen.

The Export window opens.

### Export Window

At the top of the Export window, select Export to:  
Hard Drive.

Check the settings in each of the nine sections.

Once you've done so, you probably won't have to  
check again.

## Nine Sections

### 1- Export Location

In the *Export To* menu, select *Specific Folder*.

Then, click *Choose*.

Navigate to the *Lightroom Exports* folder you made  
earlier.

### 2 - File Naming

Deselect *Rename To*.

### 3 - Video

You can ignore this section.

### 4 - File Settings

Enter the values below, and Deselect *Limit File Size*  
*To*.

<b>Image Format</b>	JPEG
<b>Color Space</b>	sRGB
<b>Quality</b>	100%

### 5 - Image Sizing

Deselect *Resize to Fit*.

<b>Resolution</b>	Use 72 ppi for web sites. Use 300 ppi for printing.
-------------------	--------------------------------------------------------

### 6 - Output Sharpening

Digital photographs don't look sharp because they're  
made from square pixels.

A curve can't look sharp when there are little corners  
of pixels sticking out.

Sharpening creates an optical illusion (an increase in  
contrast) along the edges of curves.

<b>Sharpen For</b>	Make the appropriate selection in the menu.
<b>Amount</b>	Use <i>Standard</i> for landscapes and <i>Low</i> for portraits.

### 7 - Metadata

Select *All*.

### 8 - Watermarking

Deselect *Watermarking*.

### 9 - Post-Processing

In the *After Export* menu, select *Do Nothing*.

### Click Export

Click *Export* in the Export window.

Your photographs will appear in the *Lightroom*  
*Exports* folder.

---

## E-mailing the Photographs

1) In the Library module, select the photographs that  
you want to export.

2) Click *Export* in the lower-left corner.

The Export window opens.

3) On the left side of the Export window, look for the *Lightroom Presets* menu

4) Select *For Email*.

5) Click *Export* in the lower-right corner of the Export window.

The Email window will open.

Usually, Lightroom automatically selects your default e-mail client (program).

6) Enter the recipient's address and the subject.

7) Click *Send*.

Your e-mail client will open.

8) Add a message.

9) Click *Send* in your e-mail-client window.

[photokaboom.com](http://photokaboom.com) © 2000 - 2017 [Jim Beecher](#)