

An Introduction to Adobe Lightroom Classic Version 11

Written and Presented by Barry Headrick

November 27, 2021

Agenda

1. Welcome!
2. Can everyone hear and see me ok?
3. Is anyone here using a Mac?
4. Tim Grey Video Clip 1 (1:21)- Organize your file structure and workflow
5. Tim Grey Video Clip 2 (3:59)–Manage your Lightroom catalog
6. [Presentation \(see below\)](#)
7. [Live Demo - Workflow \(see below\)](#)
8. Questions
9. Break
10. [Lightroom Classic Tips \(see below\)](#)
11. [Live Demo – Image Selection and Editing \(see below\)](#)
12. Questions
13. Thank you! And please send an evaluation report, including how close I came to meeting the workshop description (see [Appendix D](#)) to Clayton at workshops@imagesalberta.ca

Presentation

The Vision

The objectives of this workshop are (1) to show an entire Lightroom Classic ecosystem with simple (flat) folder structures, and (2) to demo the effective use of Lightroom Classic to manage your images within this ecosystem.

If you shoot in Raw, you need a raw converter and editor. If you have thousands of images from dozens or hundreds of different events then you need a DAM (Digital Asset Management) app. Why not use an app that does both?

A simple consistent workflow makes your post processing workshop more effective and fun. Save your computer time and your brain power for selecting and editing your images, not figuring out where to put them or where to find them. Don't do any unnecessary steps/processes that take time and require more organization.

Always use the fewest possible number of concurrent moving parts for all processes on your computer.

The Video, "Lightroom Best Practices with the Legendary Tim Grey"

To see the complete Tim Grey YouTube video, 1 hour and 52 minutes, go to <https://youtu.be/8nahrWMM0CA>. This video is four years old and does not include new Lightroom features from recent versions of Lightroom Classic. The most important thing from the first video is the organization of your keywords as shown on page 17.

Your Lightroom Catalog

For your reference, here is the [catalogs recommendation from Adobe](#).

In the recommended reference book for this workshop (see [Appendix C](#)), the Lightroom Queen lists the pros and cons for single vs. multiple catalogs. In the books two-column layout, the list on page 471 of pros for multiple catalogues is just under ½ column and the list of cons for multiple catalogs is just over 2 columns.

The Five Key Folders for Lightroom Classic Users

All of these folders are parent folders for other folders that are described below. All of these folders are intended to be located on the root of their respective physical drives. See the detailed notes below for each of these folders.

1. Catalogue Folder
2. Catalogue Backups Folder
3. Active Images Folder
4. Inactive Images Folder
5. Backup Images Folder

Notes for item 1, the Catalogue Folder and the Lightroom Catalog File

There will be one catalog file for each major version of LR (10, 11, etc.). Each catalogue file has some associated files and folders as shown in the screen grab below for a Lightroom Classic version 11 catalogue.

Name	Date created	Date modified	Type	Size
Lightroom Classic CC Catalogue-v11 Helper.Irdata	2021-11-01 2:03 PM		File folder	
Lightroom Classic CC Catalogue-v11 Previews.Irdata	2021-11-01 2:04 PM		File folder	
Lightroom Classic CC Catalogue-v11.Ircat-data	2021-10-26 11:56 AM		File folder	
Lightroom Settings	2019-09-25 10:47 PM		File folder	
Lightroom Classic CC Catalogue 1.Ircat	2019-11-01 11:10 AM		Adobe Lightroom Classic	479,480 KB
Lightroom Classic CC Catalogue 1-2.Ircat	2020-10-19 7:25 PM		Adobe Lightroom Classic	643,284 KB
Lightroom Classic CC Catalogue 1-2-v10.Ircat	2021-10-26 10:21 AM		Adobe Lightroom Classic	693,488 KB
Lightroom Classic CC Catalogue-v11.Ircat	2021-10-31 9:49 PM		Adobe Lightroom Classic	691,572 KB
Lightroom Classic CC Catalogue-v11.Ircat.lock	2021-11-01 2:03 PM		LOCK File	1 KB
Lightroom Classic CC Catalogue-v11.Ircat-wal	2021-11-01 2:04 PM		LRCAT-WAL File	29 KB

My own catalogue with 54,200 images has a catalogue file that is approximately 700 MB. This is roughly equivalent to the disk space used by 35 Olympus 20 MP raw files.


All Lightroom catalogues have an “.Ircat” file name extension. The Lightroom catalog file is an [SQLite](#) database that stores information about your images. Your inner geek can look at the six references to SQLite in the Lightroom Queen’s book (see [Appendix C](#)) for more information.

Notes for item 2, the Catalog Backups Folder


My own catalogue with 54,200 images is backed up as a compressed (zipped) file of approximately 200 MB. Beginning with Lightroom Classic version 11 in October 2021, there is one additional file to back up with each backed up catalog file. See [Appendix A](#) for more information.

The three screen grabs below show (1) part of my Catalog Backups folder, (2) the contents (one zipped file) of one of the folders, and the unzipped folder (one catalog file).

Name	Date created	Date modified	Type
2021-11-05 1515	2021-11-05 3:15 PM	2021-11-05 3:17 PM	File folder
2021-11-01 1652	2021-11-01 4:52 PM	2021-11-03 7:41 PM	File folder
2021-10-31 2147	2021-10-31 9:47 PM	2021-10-31 9:49 PM	File folder
2021-10-26 1158	2021-10-26 11:58 AM	2021-10-26 11:59 AM	File folder
2021-10-09 1113	2021-10-09 11:13 AM	2021-10-09 11:14 AM	File folder
2021-10-08 2315	2021-10-08 11:15 PM	2021-10-08 11:16 PM	File folder
2021-10-08 2143	2021-10-08 9:43 PM	2021-10-08 9:45 PM	File folder
2021-10-03 1244	2021-10-03 12:44 PM	2021-10-03 12:46 PM	File folder
2021-10-02 1659	2021-10-02 4:59 PM	2021-10-02 5:00 PM	File folder

Name	Date created	Date modified	Type	Size
 Lightroom Classic CC Catalogue-v11.zip	2021-11-05 3:17 PM	2021-11-05 3:17 PM	Compressed (zipped) Folder	196,328 KB

2021-11-05 1515 > Lightroom Classic CC Catalogue-v11

Name	Date modified	Type	Size
 Lightroom Classic CC Catalogue-v11.lrcat	2021-11-05 3:16 PM	Adobe Lightroom ...	696,612 KB

Notes for item 3, the Active Images Folder

This folder contains all of the images folders that you are using (editing or rendering jpegs). See below for more info.

Notes for items 4 and 5, the Inactive Images and Backup Images Folders

Make sure you use different physical drives for these two very large folders. See below for more info.

Lightroom Classic File and Folder Organization

The suggested folder names are listed below. Drive X represents the 3 working folders that are used in your Lightroom workflow. Drive Y represents the 2 backup folders that are used only if you lose a folder from the X drive. The X folders must be on a different physical drive than the Y folders so you can recover if a drive (X or Y) fails.

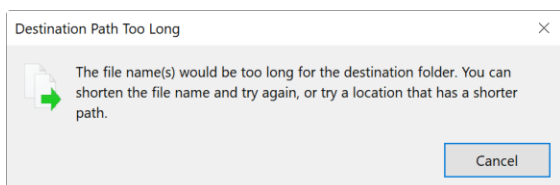
1. X:\LR Catalog
2. Y:\LR Catalog Backups
3. X:\##LR Active
4. X:\LR Inactive
5. Y:\LR Backups

All five folders should be on the root of their drive to allow for long folder and file names within these parent folders. The maximum path length in Windows 10 is 260 characters but my Windows 10 desktop only allows shorter paths.

For best performance, folders 1 and 3 (active images and catalog) should be on your fastest drives. Ideally folders 1 and 3 should be on separate drives that are not the system drive (which is usually drive C:). The other folders do not need a fast drive. The pound signs ("##") are used to sort this folder alphabetically to the top of the list of folders on its drive.

As soon as you choose your folder names and the drives where they will be located, write it down. You will need this information later.

Here is an example of a path that is too long. This path is 245 characters long and it is too long to have any files placed in the lowest level folder: "F:\Misc Images Folder\Images Shot on my old cell phone\Images Shot in Low Light or Fast Motion\Elk Island National Park\Bison Paddock\Bison Families with Young Ones\Families with more than one young one\Families with two parents and 2 young ones".



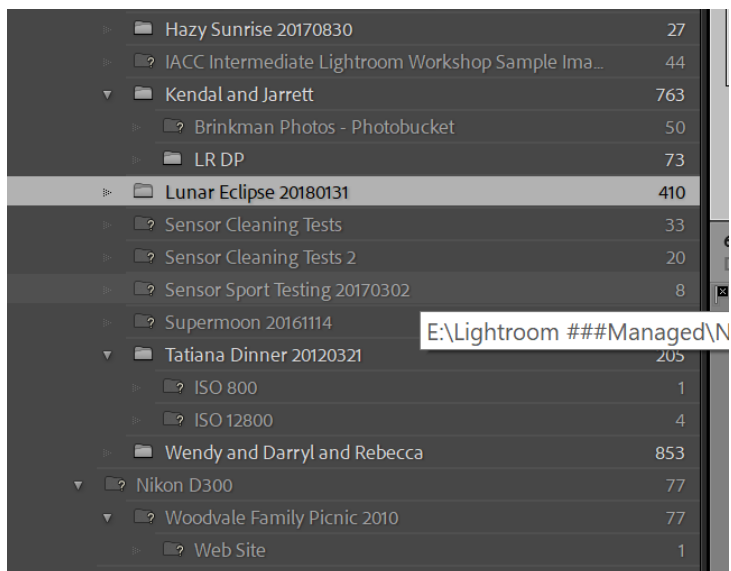
The Inactive Image folder that is described in this document is somewhat optional. It is used mainly when your Active Images folder is getting too large and you are running out of space on the fast drive where it is located. It is also useful in order to have a relatively short list of folders in your Active Images folder so that you can find files faster in this folder,

such as your exported jpeg files. If you have enough disk space, you could leave all of your images folders in the Active Images folder.

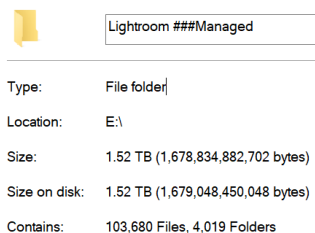
All image folders must have unique names. Use very descriptive names for image folders and exported files. Sometimes these names will be very long such as “Two Week Trip to Club Med Moorea in French Polynesia in November, 1981”. You can include the date in the folder name for repeating events such as “Christmas Photos 2021”.

If you have some way to maintain unique image folder names for ALL image folders that you have ever imported into Lightroom, then you can spread your backup image and inactive image folders across multiple drives. You can keep these folders in a hierarchical folder structure if you wish. To ensure unique image folder names, you could add a date to the folder name or use a self-maintained sequence number in the folder name.

Here is a screenshot from my folders list in the Library module. Note how many of the folders are greyed out and have a question mark icon because they are no longer in the Active Images folder. If I need to work with these images again, I only have to copy the folder from Inactive Images to Active Images. All of the information that Lightroom has for these images (all edits, ratings, metadata, etc.) is still in the catalog. All image folder names need to be unique to find them easily in your inactive images folder(s).



Here is the File Explorer Properties panel for my Active Images folder. The number of files and folders can really creep up when you don't move folders over to the Inactive Images folder.



All my rendered jpegs are in subfolders of their Images (raw file) folder. For example: you can create a subfolder of jpegs for the bride's family, another subfolder for the groom's family, another subfolder for the wedding party, and another subfolder for the images they want on my SmugMug gallery for sharing worldwide.

Also, I render all of my raw files as DNG files using [Dxo Photolab 5 Elite Version with DeepPrime](#) so each raw file has a corresponding DNG file in a subfolder of the raw image folder. Only the DNG files are imported into Lightroom.

Live Workflow Demo Using a Fake Folder on my PC instead of folders on the roots of multiple physical drives

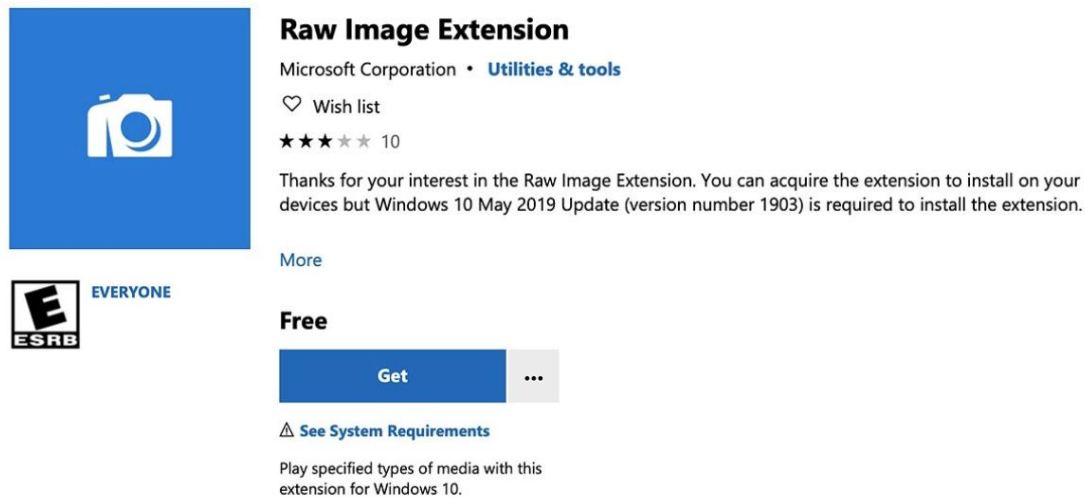
The five folders have been created on my E: drive in a folder named “IACC Lightroom Workshop 2021” for this demo.

Local Disk (E:) > IACC Lightroom Workshop 2021

Name	Date modified	Type
##LR Active	2021-11-07 2:53 PM	File folder
LR Backups	2021-11-07 3:53 PM	File folder
LR Catalog	2021-11-07 2:55 PM	File folder
LR Catalog Backups	2021-11-07 2:30 PM	File folder
LR Inactive	2021-11-07 2:30 PM	File folder

1. Before your shoot, think of very meaningful and descriptive image folder name(s) for your upcoming shooting event(s). Use long folder names if needed to be as descriptive as possible. Type the folder name(s) for your upcoming event(s) into a Word document. Save this document in your Active Images folder with a meaningful name like “Active Image Folder Names.doc”. Later you can copy and paste this name as the images folder name in the Active Images folder and also use it as the name of the collection set. This will ensure that both the images folder and the collection set will have exactly the same name. You could also check the Active Images folder and the Inactive Images folder to make sure that this images folder name does not already exist. Selecting the folder name in advance means that you won’t have to think of a meaningful name when you come home at 3:00 a.m. after shooting all day. Don’t create the image folders in advance because the folder’s creation date can be used in File Explorer to sort your image folders in creation date sequence.
2. Remove the memory card from your camera. Don’t forget to put the memory card back in your camera before your next big shooting adventure.
3. Plug the memory card into a card reader that is attached to or built into your computer. You will need a fast card reader that accepts your camera’s type of memory card: Secure Digital (SD), Compact Flash (CF), XQD, CFast, CFExpress, etc.
4. Create a new folder in your Active Images folder with a very descriptive name for what is on your images. If you have multiple projects/events on your memory card, create a new folder for each of them. Important: each folder name must be unique, that is, it cannot be the same name as any existing images folder in your Active Images folder or your Inactive Images folder. It is highly recommended to use a flat folder structure for your Image Folders. All Image Folders should be directly under the Active Images folder (the parent folder), not buried in a folder structure under the Active Images folder. Using a flat folder structure forces each image folder to have a unique folder name, since you cannot have duplicate folder names within a parent folder.
5. Copy your new raw files into their respective new folder(s) using Windows File Explorer. If you have multiple projects/events on your card, you can sometimes use the date/time of the raw files to identify which project/event they belong to. Many camera companies have software that enables you to see thumbnail images in Windows File Explorer.

Windows 10 does not ship with native support for previewing raw image files, meaning users can't view thumbnails or metadata in the Photos app or Windows File Explorer. Microsoft has a solution for photographers in need of this capability, however, and it's called the [Raw Image Extension](#).



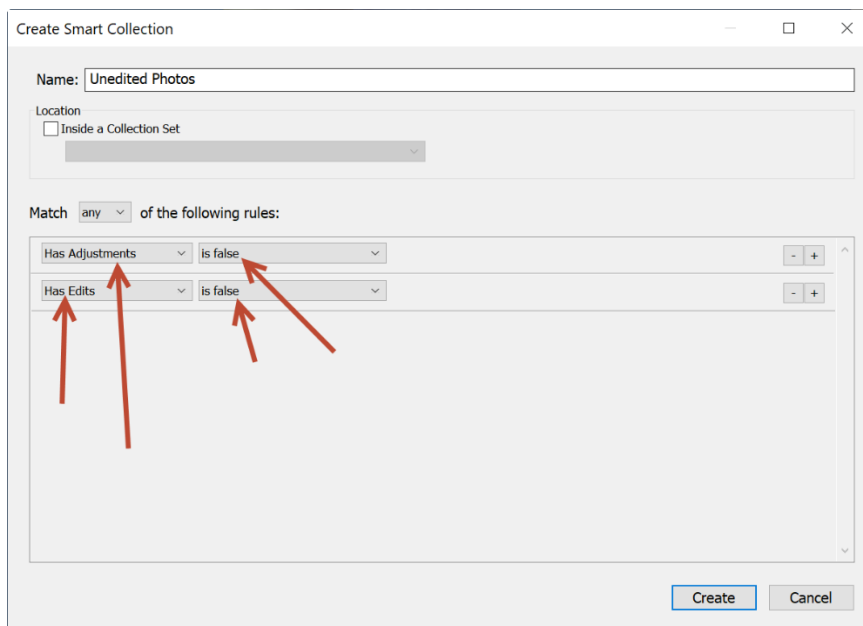
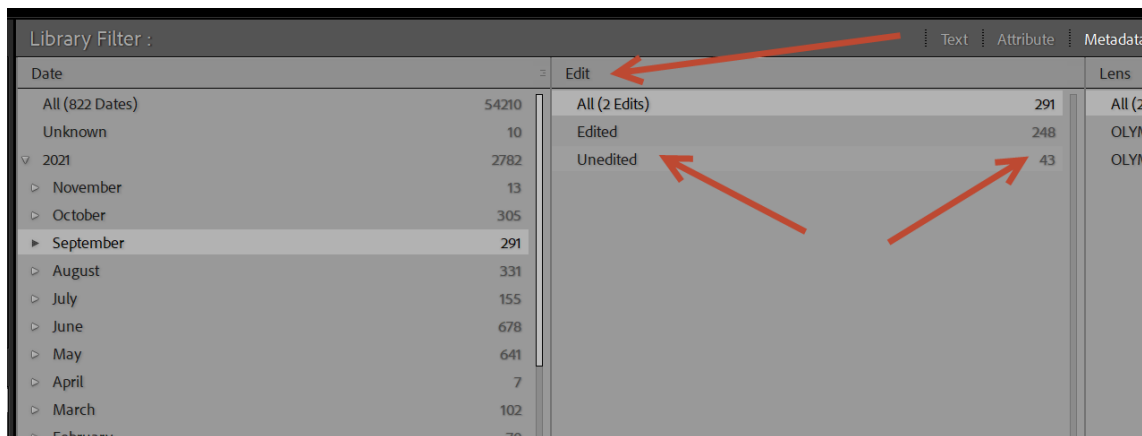
A screenshot of the download page for Raw Image Extension.

The Raw Image Extension gives Windows 10 native support for previewing raw file formats from 'many mid- to high-end digital cameras,' according to Microsoft. Once installed, both Windows File Explorer and the Photos app in Windows 10 will support displaying thumbnails and metadata for these raw image files.

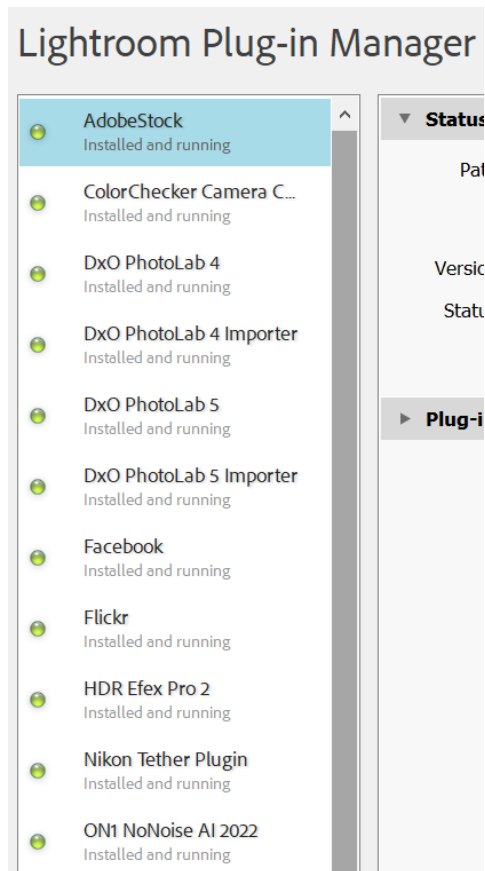
The extension is only supported on systems that have installed the Windows 10 May 2019 Update version 1903. Microsoft utilized the libraw open source project for this extension; a full list of supported formats is available [here](#).

6. Copy each of the new folders from the Active Images folder to the Backup Images folder. The Backup Images folder should be on a different physical drive from both the Active Images and Inactive Images folders. That way, if one of the physical drives should crash, you will have a second physical drive with all of your images on it. At one time, it was necessary to read the card for a second time to create the backup images just in case there was a card read error for the image in the Active Images folder. However, if you can view the images in the Active Images folder in Lightroom, then there is very little possibility of a card read error.
7. Start Lightroom.
8. Note: before you import, you can create a Metadata preset with your copyright and contact and other information if you want. Select the Metadata Present in the import window to apply the metadata to each image that is imported. This metadata will be saved in your output jpegs if you choose an appropriate option in the Metadata panel in the Export window.
9. For each new folder in the Active Images folder, select all of the raw files in the folder and drag and drop them into the middle of the Library module. This will open the Import Dialogue window in ADD mode. Key in your keywords and click the Import button. Generally, you should wait for the import to complete before moving on in Lightroom.
10. Create a new collection set with the same name as the images folder. Create a collection called "All Images" inside of this collection set. Add all of your imported images to this collection.

11. From this point on, all file/folder management (move a folder, rename a folder, move an image file, rename an image file, delete a folder, delete a file) for these images must be done within Lightroom. Hopefully you won't have to do any of these things. If, however, the next day after your import you think that the Images folder name that you created is really a bad name, you can rename the image folder from within Lightroom
12. Select images with star ratings (0 to 5), pick flags (flagged, unflagged, reject), keywords, and/or collections. To apply settings to multiple images, select the images in Grid view than press the shortcut key for the desired setting.
13. Collections are an incredibly powerful tool to organize the images in your catalog. There are collections, collection sets, a target collection, and smart collections. When your list of collections gets too long to manage easily, you can move your inactive collections under a collection set called ##Inactive Collections and then collapse this collection in the collection list. Quiz question: how many of the seven Lightroom modules can display the collections panel (list)? How many of the seven modules can display the folders panel (list of your imported folders)? This indicates how important Adobe thinks the collections are within Lightroom. There is a search box for collection names to find your desired collection. The context (right click) menu for an image can list all of the collections that the image is in.
14. Edit the images that you want to use for something. You could edit all images in the folder, but busy photographers only edit the ones that they are going to use in order to save some time. If you need to later on, you can select your unedited photos in the filter bar in the Library module or in a Smart Collection.



15. Export the images that you want to use for something such as jpeg files. In my workflow, I always export jpegs into a subfolder of the images folder. This way I can always find the jpegs when I open the images folder. You can also print files; create a photo book, a slideshow, or a static website photo gallery; or export the images directly to other apps such as SmugMug, Zenfolio, Costco, Instagram, flickr, and Facebook.



Managing Your Image Files

After you are finished working with a folder of image files in the Active Images folder, move the images folder from the Active Images folder to the Inactive Images folder. Make sure that Lightroom is NOT running when you move the folder. <The attendees now erupt in protest since we have already stated that all folder/file management (move a folder, rename a folder, move an image file, rename an image file, delete a folder or image file) must be done from within Lightroom and this step is a clear violation of the Prime Directive for Lightroom.>

The timing of this move from the active to the inactive folder depends on the photographer and the nature of the workflow. For most of my images, I move the folder when the likelihood of using the images again in the future drops below 10%. However, for specialized work such as wedding photography, I move the folder after the second Christmas following the event. Other possible criteria would include running low on space on the fast drive where the active image folders are located.

If you have lots of space on your Active Images drive, you could use LR to move the image folder into a subfolder, named something like “No Longer Active Images”, of the Active Images folder. This will prevent a long list of image folders in the Active Images folder, and the images in this subfolder will remain linked to the catalog. Be careful not to create duplicate image folder names in the Active Images folder and the No Longer Active Images subfolder.

Consider creating sidecar XMP files for all image files in an image folder before you move the folder to the Inactive Images folder. The XMP sidecar files will contain all edits, keywords, colour labels, and other data for each image. If you should switch to another image editing or DAM app, such as when your Lightroom subscription expires, you can get some useful information for the new app from the XMP sidecar files. XMP sidecar files are not generally useful while the

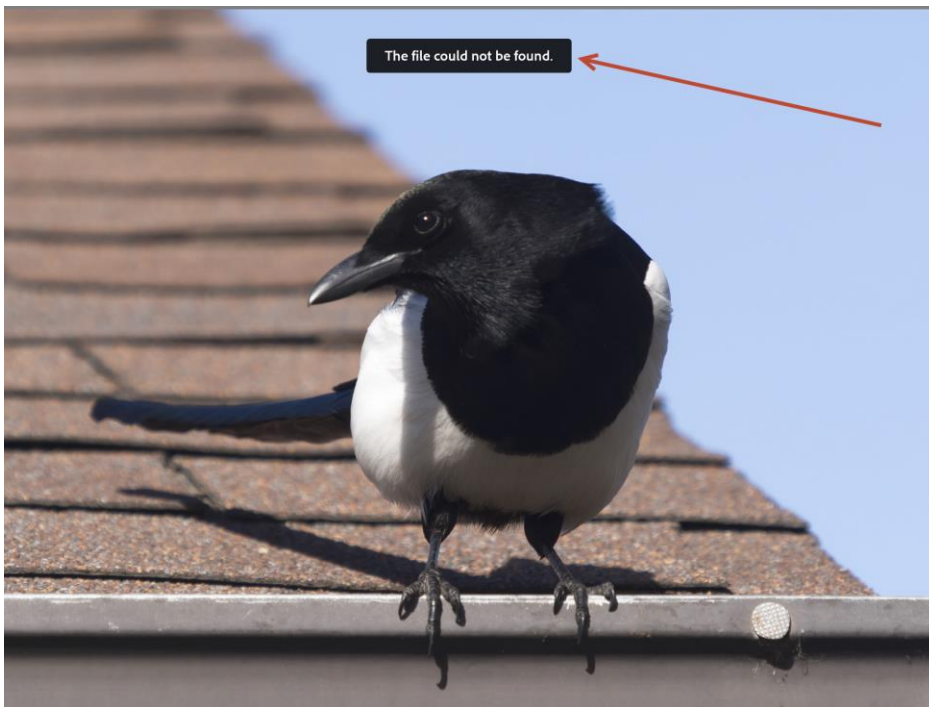
images are in the Active Images folder since all of this information is in the Lightroom catalog. Use the keyboard shortcut Ctrl-S to build sidecar files for all selected images.

When you launch Lightroom and the folder is not where Lightroom thought it was, you can still see the preview images in Lightroom, and you can search for the images using the various search tools in Lightroom. However, you cannot edit the images.

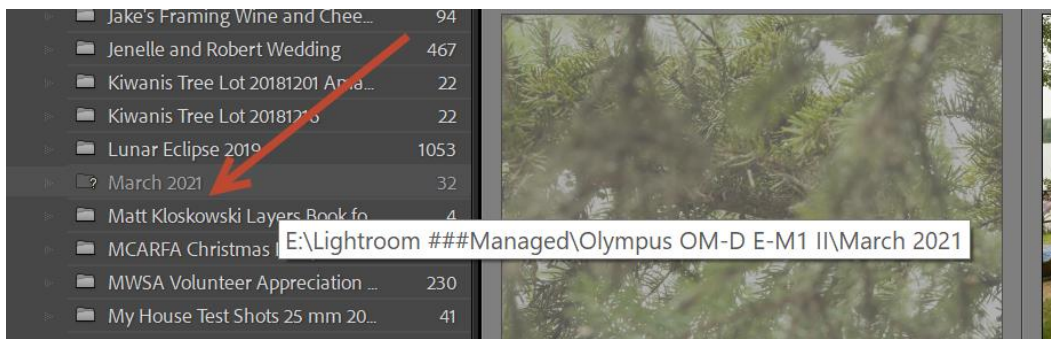
If you ever need the images in a folder that has been moved to the inactive folder, just close Lightroom, copy the folder from the Inactive Folder to the Active Folder, and start Lightroom. Lightroom will automatically reconnect to the images in the folder because they are now back in the same folder where Lightroom thought they were. When you are finished working with the images, just delete the folder from the active images folder since it will already be in the inactive images folder. However, if you added any images such as exported images to the folder, you would have to delete the folder from the Inactive Folder and then move the folder with the additional files over to the inactive folder.

An alternative is to link the folder (as seen in the Folders list in the Library Module) to the image folder that is now located in the Inactive Images folder. This may cause some issues with where (what drive) the images are seen in the Folders list. See [Appendix B](#) for more information.

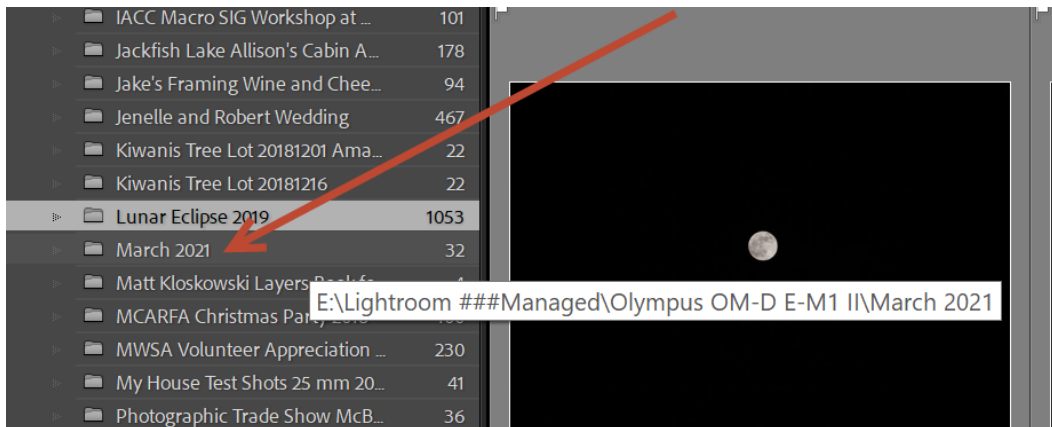
The image shown below shows an image in the Develop module that could not be found because the folder it is in has been moved to the Inactive Images folder while Lightroom was not running.



In the image shown below, the folder March 2021, is greyed out and it has a question mark icon in the Folders list in the Library module because the folder was moved to the Inactive Images folder. When you hover on the folder, it shows where the folder was located before it was moved.



In the image shown below, which was captured after the folder “March 2021” was moved back to the Active Images folder while Lightroom was not running, the folder is no longer greyed out (and it no longer has a question mark icon) and you can edit all of the images in the folder. None of the data for the images in this folder have been lost, all of the edit settings, keywords, etc. are still in the catalogue.



A Different Point of View

If you want to see a video that organizes files as differently as possible from what I recommend, have a look at the Phlearn video (13:53) <https://www.youtube.com/watch?v=hdernV3UHzY>.

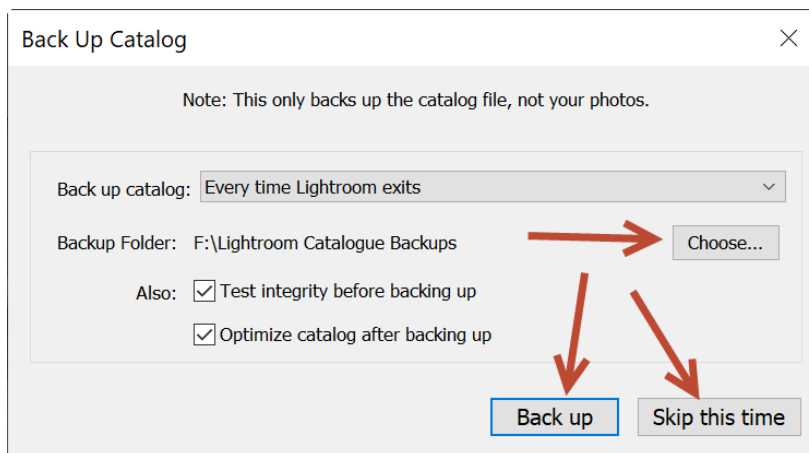
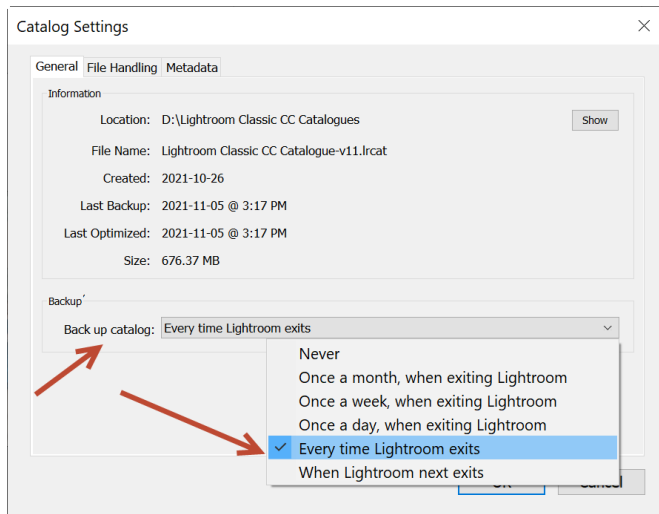
Also have a look at the recordings of Gary Ford’s excellent Image Editing SIG meetings that are shown on the IACC Recordings page <https://www.imagesalberta.ca/recordings.html> This is a Members-only page that requires the IACC Website Password for admission. Gary talks about Lightroom in the meeting of September 29, 2021 <https://www.youtube.com/watch?v=ovPki8rEzgc>.

Break

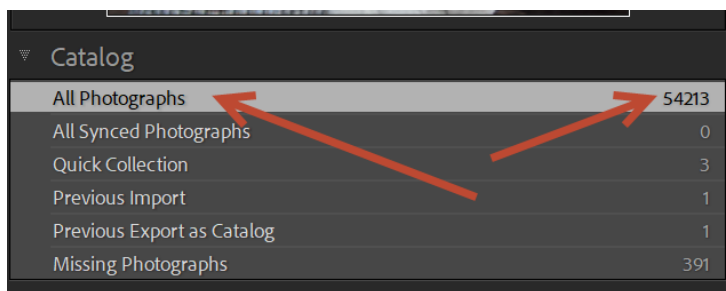
Lightroom Classic Tips

Here are some Lightroom user tips. These are not presented in any particular sequence.

1. When you install Lightroom Classic on your computer, use the Catalog Settings panel to set the backup frequency. I recommend Every time Lightroom exits so that you can easily back up after about 4 hours of edit time. You can always elect Skip This Time when you exit Lightroom if you don’t need a new backup at that time. When you exit Lightroom for the first time, click the Choose button to specify your backup folders folder. This is folder number two in the list of key folders for Lightroom, as shown above.



2. Always set the date and time in your camera before you shoot. The “date taken” that is stored in your raw files is based on the camera’s date and time settings. Some cameras such as mobile phones will automatically set the date and time. The reason why you don’t need to organize image folders by date is because Lightroom has tools such as the library filter bar and smart collections to find and select images by date. However, this works only if the “date taken” as set in the camera is correct.
3. When you are going to search your entire catalog for images based on date taken, star rating, pick flag, ISO, keyword, etc. make sure you select All Photographs in the Catalog panel in the Library module before you use the Library Filter Bar.



In the screenshot below, the Library Filter is set to display the 398 images that I shot on Thursday June 25, 2020. When I clicked on this date, all 398 images were instantly displayed in Grid view in the Library module.

Library Filter :	
Date	
▼ 2020	8989
▷ December	142
▷ November	190
▷ October	63
▷ September	640
▷ August	1935
▷ July	1142
▼ June	2100
29 - Monday	286
28 - Sunday	131
27 - Saturday	51
25 - Thursday	398
23 - Tuesday	44
22 - Monday	274
20 - Saturday	185
16 - Tuesday	8
5 - Friday	422

New in Lightroom Classic 11, there is an option in the Library Filter to select images based on the day they were shot, regardless of the month and the year. In the screen shot below, there were 3,662 images shot on the 22nd day of some month in some year. When I click on this day, all 3,662 images are instantly displayed in the grid view.

Library Filter :	
Day	
15	1597
16	1867
17	2215
18	605
19	1986
20	3439
21	1714
22	3662
23	2663
24	1483
25	2111
26	1432
27	784
28	3361
29	3010
30	789
31	829
Unknown	10

There is also an option to select images based on the month they were shot, regardless of the year. In the screen shot below, I shot 8,510 images in the month of August in some year. Hmmm this is a high number of images in one month for me, it must have been wedding season.

Library Filter :	
Month	
All (13 Months)	54210
January	2368
February	3725
March	1596
April	1970
May	3644
June	6205
July	5154
August	8510
September	5777
October	3273
November	9568
December	2410
Unknown	10

In the two screenshots below, the smart collection named “Select Based on Range of Date Taken” is set to display only the 680 images that were shot between March 1, 2019, and May 31, 2019.

Create Smart Collection

Name:

Location
☐ Inside a Collection Set

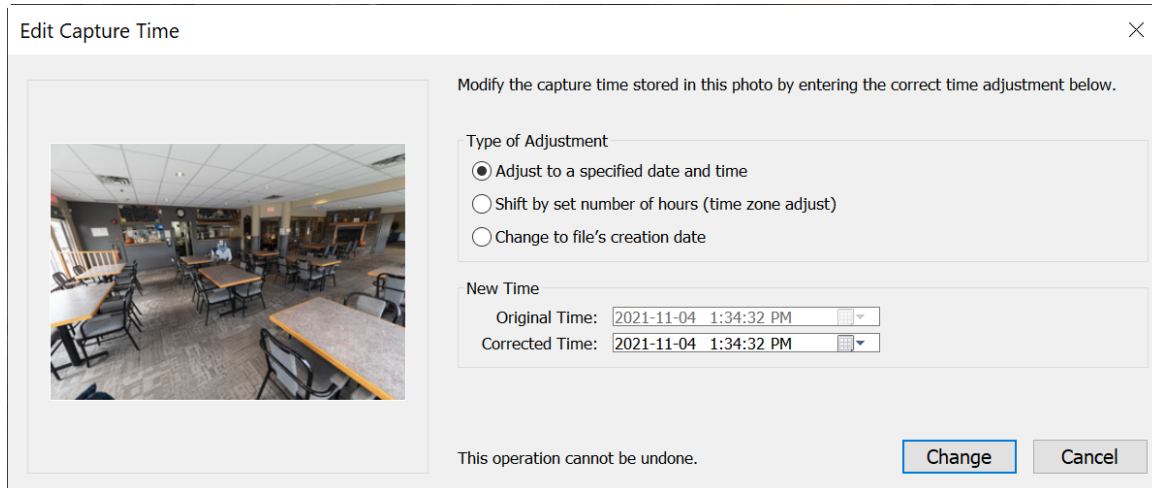
Match **all** of the following rules:

Capture Date	is in the range	2019-03-01	to	2019-05-31	+
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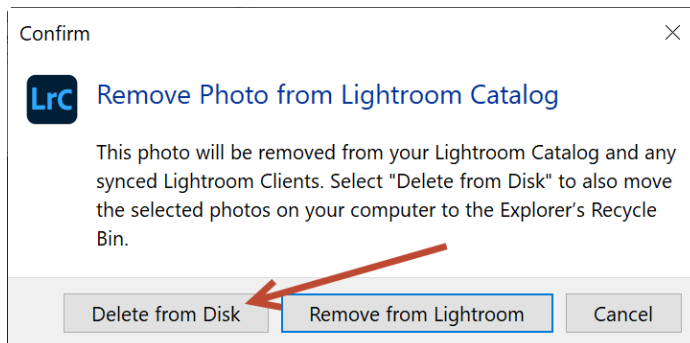
Create Cancel

▶	Woodvale Comm League Day 2021	
▶	####Find Raw File From Seq Num	4
▶	Find My Raw File by File Sequence Number	1
▶	July 1 to 19 2016	581
▶	Missing Photos	11
▶	Multiple Keyword Smart Filter Test	19
▶	Select Based on Range of Date Taken	680
▶	Woodvale Banquet Room Decorated for Weddings by Sa...	1
▶	Back Yard 20200517 Birds	122
▶	Backyard June 8 to 25 2020	909

- Lightroom has a tool in the Library module's Metadata tab to correct the date taken in images (raw files) if needed.



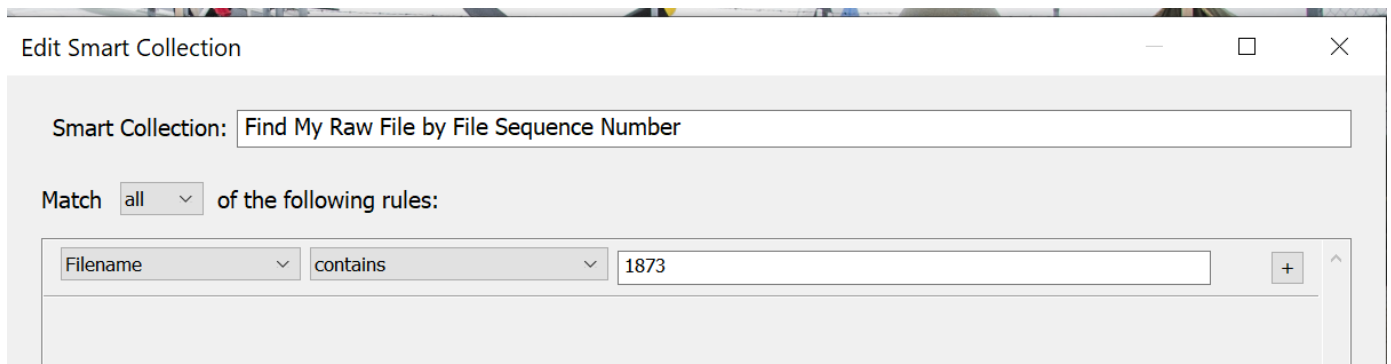
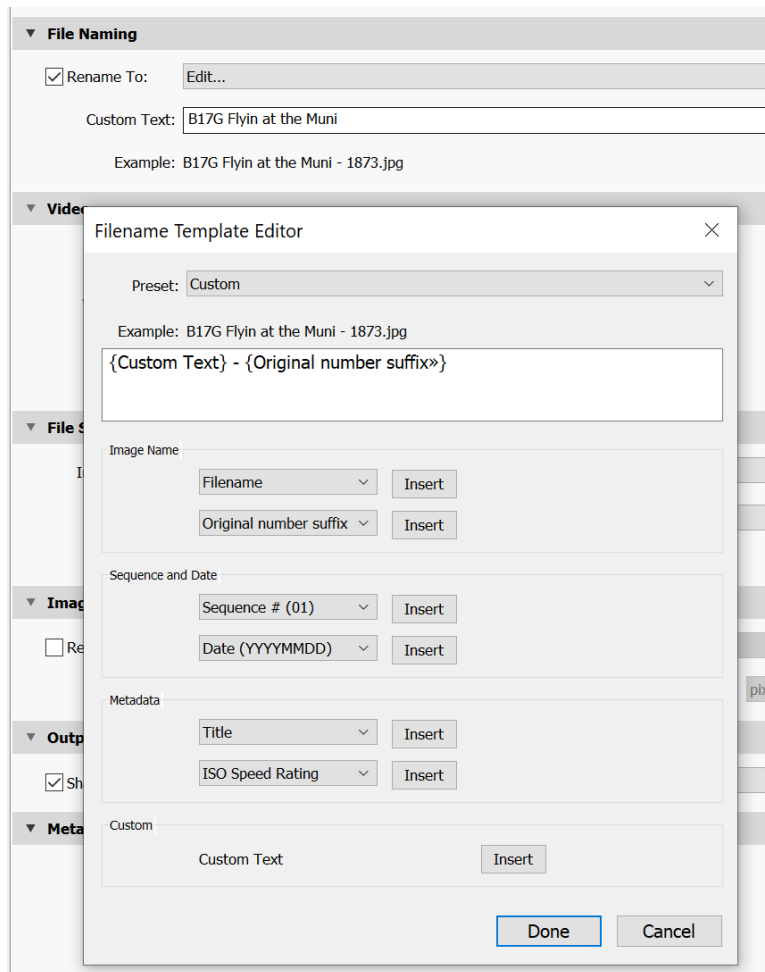
- Use Auto ISO in your camera and set it for the highest possible maximum ISO. You may get a lot of digital noise at high ISO values but there is amazing software to deal with this such as DeepPrime in [DxO Photolab 5 Elite Version](#), currently (Nov 5, 2021) on sale for \$164.99 USD. A higher ISO gives you more flexibility to set your f-stop and shutter speed as needed in low light situations.
- For images that you flag as rejects, you can either keep the rejected image in your catalogue and in the image folder, or you can delete it from both places. You have to make this decision for yourself. Some photographers say you should never delete any images no matter how bad. However, the image (raw) file will remain in your backup folder just in case you need it later. Never choose the Remove from Lightroom button since this will leave the image in your catalog without having it any more in your active images folder.



- For your very important raw files and for your Lightroom catalog backups, consider cloud storage such as DropBox, etc. For very important raw files, consider backing them up on two separate drives in case one backup drive fails. Consider a RAID device for backups.
- For large projects with thousands of images, you can create a new catalog just for the project but when you finish the major work on the project, import your new catalog into your main catalog and then move the new catalog to a safe place where you won't accidentally open it in the future. Note that you do not move the images to a different location when you import your project catalog into your main catalog. The images were added to a folder in your Active Images folder just like any other images that you import into Lightroom. One problem with a temporary catalogue is that the keywords in your main catalog are not available in the new temporary catalog so you can't take advantage of the auto-matching to an existing keyword when you start typing a keyword and this can result in a keyword being spelled differently between the two catalogs.
- If you discover that you accidentally named an image folder in the Active Images folder with exactly the same name as an existing images folder in the Inactive Images folder, you can rename the images folder in the Active Images folder using Lightroom to change the folder name.

10. If problems arise in Lightroom, look at Chapter 20, Troubleshooting, on page 477 of the Lightroom Queen's book. See [Appendix C](#).
11. To fine-tune the performance of Lightroom, look at Chapter 21, Improving Performance, on page 499 of the Lightroom Queen's book. See [Appendix C](#).
12. When you render jpeg files that will be distributed, always include the sequence number from the raw file as part of the jpeg file name. That way, if someone wants to refer to a specific image, to order more prints or whatever, they can give you the raw file sequence number and you can easily search for it (smart collection) in your entire catalogue.

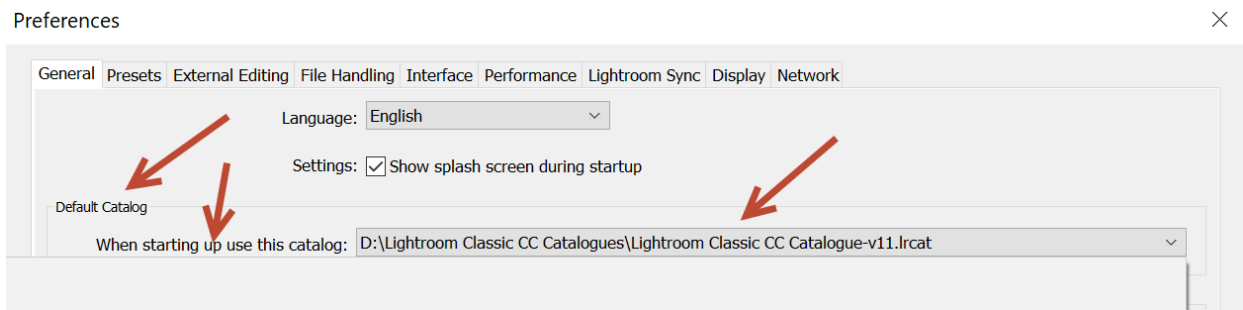
The three screen grabs below show (1) the filename template editor in the File Export dialogue, (2) a smart collection designed to find the sequence number from your raw file, and (3) the result of running the smart collection – six images were found in my catalog with serial number 1873 and the one I am looking for is shown in the Library Loupe view.



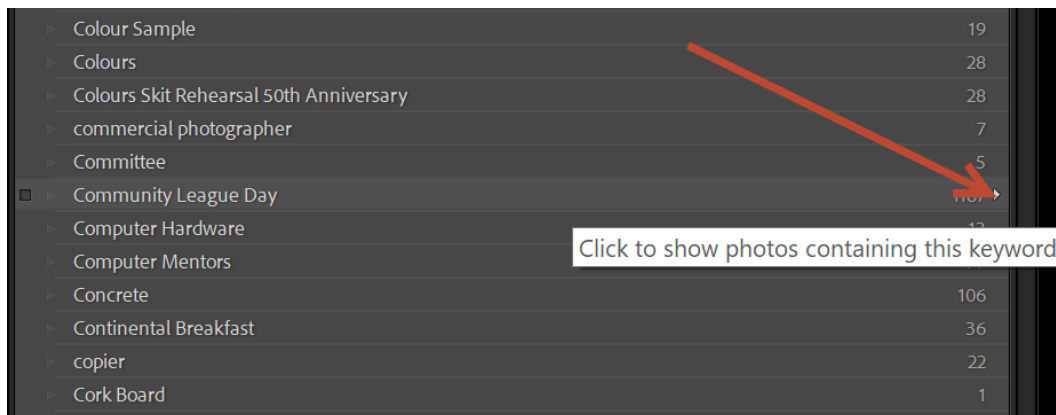


13. Don't rename your raw files for the reason shown above. Leave the raw file names the same as the camera named them. The sequence number must be the last part of the file name.
14. Don't add exported jpeg files to the catalogue. They can be easily found in subfolders of the raw files folder.
15. In Windows File Explorer, you can sort the folders in the Active Images folder by the date the folder was created and move the oldest image folders to the Inactive Images folder. Do this when Lightroom is not running.
16. Look at the images in a newly imported folder(s) before you reformat your camera's memory card. If you find a corrupt raw file, try reading it again from the card.
17. When you need to transfer your Lightroom ecosystem to a different computer, it is extremely handy when you have everything in just 5 parent folders. Copy or move these 5 parent folders to the new computer and all of the subfolders will automatically move and keep their current folder structure and contents. For more information, refer to page 441 of the Lightroom Queen's book (see [Appendix C](#) for information about the book).
18. When you back up or move your entire Lightroom ecosystem, there are some additional files and folders such as settings that you need to back up or move. Refer to the Backup Checklist on page 67 of the Lightroom Queen's book (see [Appendix C](#) for information about the book).
19. If you have a main catalog and you sometimes use another (temporary) catalog, you can set your main catalogue as your default catalog in your Preferences. By default, Lightroom will automatically open the last catalog that was open.

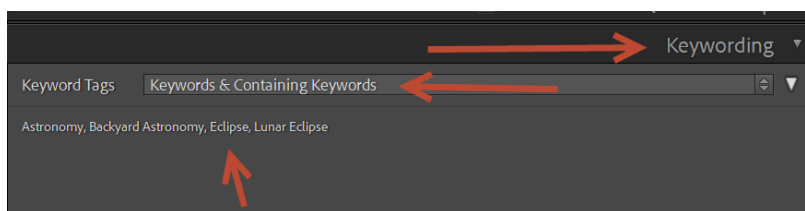
This will prevent you from accidentally opening the last used catalogue when you mean to open the main catalog. Note that the drop-down list beside the catalog name will display a list of the recently opened catalogues, the same as the Open Catalogue dialogue window.



20. Consider what your highest-level keywords will be before you start to use Lightroom. Sometimes these keywords will correspond to each of the multiple catalogs that you would have created if you had not attended this workshop. Examples: landscape, portraits, weddings, sports, family, travel, abstract, wildlife, street, product, studio, real estate, corporate, and the night sky. Within each high-level keyword, use more specific keywords such as aurora, astrophotography, rodeo, hockey, Italy, rusty cars, birds, intersecting buildings, Jupiter, and food. Some images could have multiple highest-level keywords such as travel and family. Be careful with using keyword hierarchies in the keywords panel. Refer to the Keywords section in the Lightroom Queen book beginning on page 137. The easiest way to see the images with a particular keyword is to click the arrow beside the keyword in the Keyword List panel in the Library module.



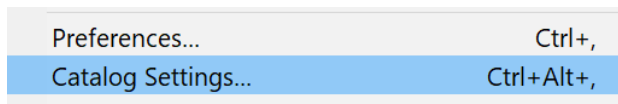
21. You can have multiple keyword columns in the Library filter bar to select images (more general keywords in the left column and a more specific keyword in the right column).
22. Keywords are stored in EXIF data in files or XMP sidecar files so that keywords from Lightroom can be used in other products. This is handy if you ever decide to leave Lightroom. For another DAM app.
23. If you have a mess in your Lightroom ecosystem, with multiple catalogues and image folders on multiple drives with multiple naming conventions and folder hierarchies, watch a Tim Grey video on cleaning up your mess in Lightroom. <https://www.youtube.com/watch?v=m2nKhnR1Tuc> and <https://www.youtube.com/watch?v=yB4zoMuuCr8>
24. This document contains hyperlinks (underlined and shown in blue) to other parts of this document. If you want to return to where you clicked on a hyperlink, use Alt+Left Arrow.
25. To view the keywords for a selected image(s), make sure that “Keywords & Containing Keywords” is selected as the Keyword Tags option in the Keywording panel in the Library module. Keywords with an asterisk apply to some but not all of the selected images.



Live Demo –Image Selection and Editing

1. Trick question on the number of concurrent Lightroom Classic installations that are allowed for one Adobe Photography Plan license.
2. Rate and edit the raw files that you imported.
 - a. Pick flags.
 - b. Star ratings.
 - c. Collections.

Create collections to organize your images into groups. Use the target collection (“B”), smart collections, use the collections search box, right-click for the Go To Collection context menu, create a collection set named ##Inactive Collections and move collections that you don’t use any more under this collection set to keep your list of active collections short.
 - d. Grid View (“G”)
 - e. Loupe View (“E”)
 - f. The histogram
 - g. The difference between the Quick Develop panel in the Library Module and the corresponding adjustments in the Develop module.
 - h. Basic panel in the Develop module (“D”)
 - i. The Exposure slider is the most important tone curve adjustment.
 - ii. The Alt key displays an alternate view of your image for some sliders.
 - i. Other panels in the Develop module (“D”)
 - j. Profile browser.
3. Find the images in your catalogue.
 - a. Library Filter Bar (“\”)
 - b. Star Ratings, pick flags (not included in XMP data), color labels
 - c. Smart Collections
4. Export images as jpeg files
5. Choose your catalogue backup frequency and location (folder) (this folder number 2 in the list of folders, above).
6. Preferences vs Catalog Settings



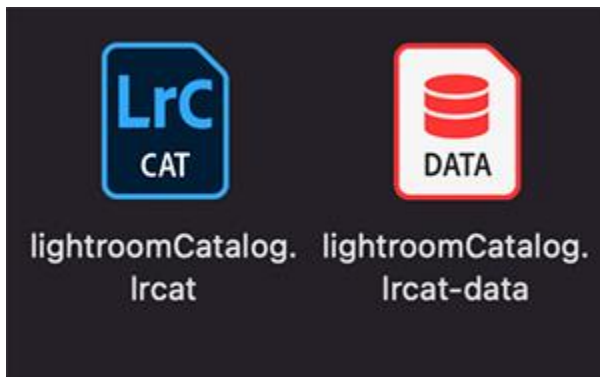
7. Questions

Appendix A – A New Catalog File to Back Up

<https://helpx.adobe.com/lightroom-classic/kb/catalog-faq-lightroom.html>

What is .lrcat-data file?

Starting with Lightroom Classic 11, Lightroom Classic stores some additional information in a new file, with an extension of **.lrcat-data**, along with the catalog file. This file is located in the same folder as your catalog file. This file contains important information about your photos and edits and should be included in any backup regimes you may have.

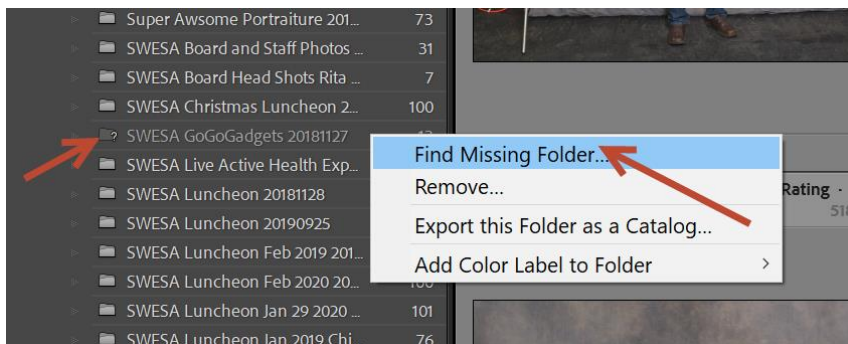
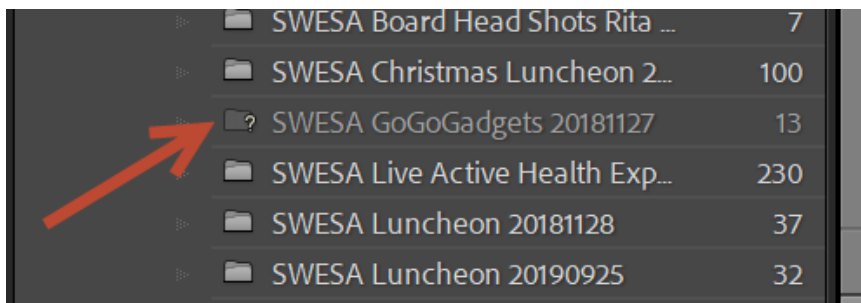


The diagram above shows the new lrcat-data file, introduced in Lightroom Classic 11, along with the catalog file.

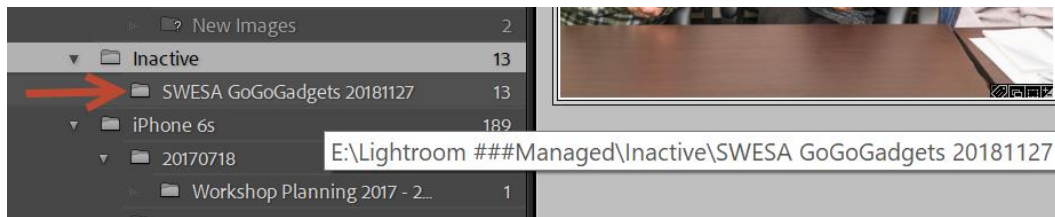
On pages 438 and F10 of the Lightroom Queen's Lightroom Classic FAQ book (see the reference in [Appendix C](#)), it says this file contains LUT profile data and data from your Select Subject and Select Sky masks.

Appendix B – Connecting to a Missing Folder

When a folder is greyed out and shown with a question mark icon in the Folders list, right-click on the folder and choose Find This Folder.



This will open the file navigation window, such as File Explorer, on your computer. Navigate to the folder when the folder is now located and click OK.



Now the folder will not be greyed out and will not have a question mark icon beside it. Note that the folder will now appear in the Inactive Images drive/folder so it will be in a different place in your folders list.

If you prefer to keep the folder in its usual place in the Active Images folder, move the folder from the Inactive Images folder to the Active Images folder while Lightroom is not running as described above in this document.

Appendix C – Recommended Reference Book and Videos

The recommended companion reference book for this workshop is the [Lightroom Queen's](#) recently updated [Lightroom Classic FAQ book](#). The cost was \$28.84 CDN on October 28, 2021 for the ebook (PDF file). There are some free reference books on her website that you can download if you create a free membership.

We saw a couple of short video clips from a Tim Grey video (1 hour 52 minutes) <https://youtu.be/8nahrWMM0CA>. Tim's YouTube channel is <https://www.youtube.com/c/TimGreyTV>. Tim's website is <http://www.timgreyphoto.com/>.

Appendix D – The Workshop Description that I Sent to Clayton

An Introduction to Adobe Photoshop Lightroom Classic – Catalog and File Organization

Written and Presented by Barry Headrick

November 27, 2021 from 10:00 a.m. to noon

Is it time to start shooting in Raw not jpeg? Do you need an app to manage your growing collection of images? Are you new to Adobe Photoshop Lightroom Classic or thinking about [subscribing to it](#)? If so, this two-hour virtual workshop is for you! We will cover the key basic concepts in [Adobe Photoshop Lightroom Classic](#). We will learn how to organize and manage your catalog and image files using the five key parent folders for Lightroom Classic users. We will watch and discuss two [brief](#) clips from a Tim Grey YouTube video <https://youtu.be/8nahrWMM0CA>. The full video is one hour and 52 minutes. The basic four step Lightroom Classic workflow will be demonstrated: copy your new raw files from your camera's memory card to your computer, import your raw files into Lightroom, rate and edit your images, and finally export your selected images as jpeg files. As time permits, we will cover various image organization (Library module) and editing (Develop module) features in Lightroom Classic. Note: this workshop is NOT recommended for experienced Lightroom Classic users who have already established their own Lightroom workflow and file organization. This workshop will be presented on a Windows PC but Mac users are welcome to attend. The recommended companion reference book for this workshop is the [Lightroom Queen's](#) recently updated [Lightroom Classic FAQ book](#), which cost \$28.84 CDN as of October 28, 2021 for the ebook (PDF file). The Adobe Photography Plan which includes Lightroom and Photoshop costs \$155.88 CDN per year as of November 5, 2021.

To allow for questions, this workshop is limited to 8 attendees. Registration is first come, first served.

To register, go to <https://www.imagesalberta.ca/nov-2021.html#lrc>. For more info, email [Clayton Reitzel](#) (Workshops Chair)