

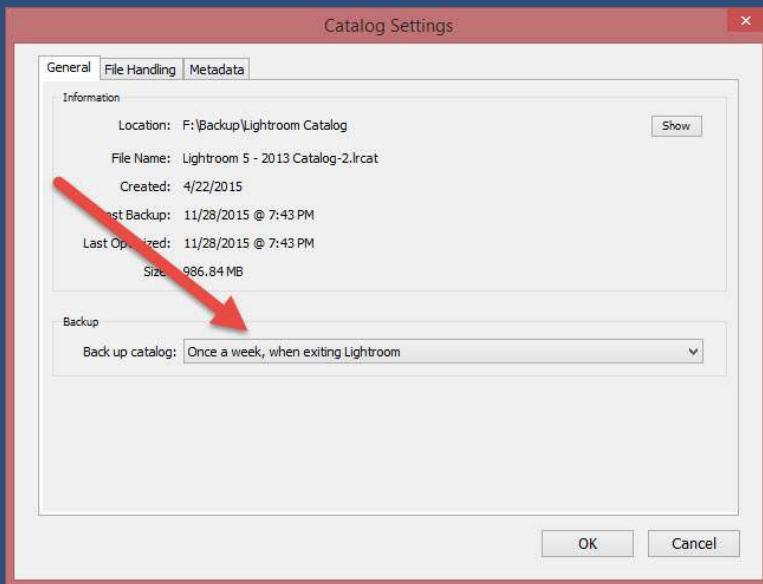
# Lightroom Quick Start Cheat Sheets

Unlock Key Lightroom Shortcuts,  
Concepts & Settings!

# Fun & Quick Lightroom Tips

## Lightroom Catalogs

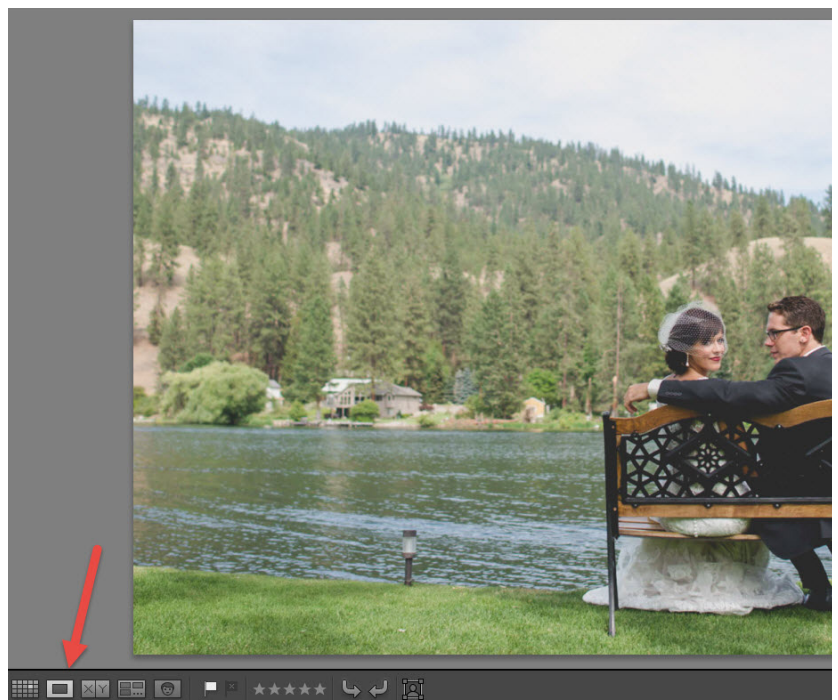
Lightroom's greatest asset is its database functionality. At Lightroom's core is the "catalog". While some users may suggest having numerous "catalogs" if you do this you will be missing out big time. To get the most out of Lightroom's features, only use one catalog. This will help you keep your entire collection of photos organized and let you find any particular photo or photos within seconds!



## Backing Up Your Catalog

Lightroom's catalog is just a database and although it doesn't happen too often, databases can become corrupted — so have Lightroom backup the catalog regularly, and keep older backups for a while. To set-up your catalog back-up schedule click "catalog settings" under the Lightroom (Mac) or Edit (PC) menu.

**Viewing Your Photos** – In the library module you can toggle back and forth between the grid view and the loupe view. The grid view can easily be adjusted to show more or less photos and is very helpful when needing to view multiple photos at once to select your best photos.



**Copy/Paste Settings** – In the develop module editing, easily copy one your edited settings from one photo to others by using the “copy” and “paste” button in the lower right corner.

## Must Know

### Lightroom

#### Keyboard Shortcuts

**Undo** – Ctrl Z / Cmd Z

**Add to Quick Collection** – B / B

**Flag Photo** – P / P

**Unflag Photo** – U / U

**Reject Photo** – X / X

**Star Ratings** – 0,1,2,3,4,5

**Color Labels** – 6,7,8,9

**Delete Photo** – Delete / Delete

**Make Photo Black & White** – V / V

**Before / After View** – Y / Y

**Open Crop Tool** – R / R

**Open Spot Removal Tool** – Q / Q

**Open Adjustment Brush Tool** – K / K

**Show Adjustment Area Overlay** – O / O

**Open Graduated Filter** – M / M

**Open Radial Filter** – Shift M / Shift M

## Lightroom Import Settings

### Lightroom Importing Photos Process

As shown on the image below the Lightroom import process is actually quite logical when you break it up into stages.

**Step 1** – Where are the photos that you want to get into Lightroom?

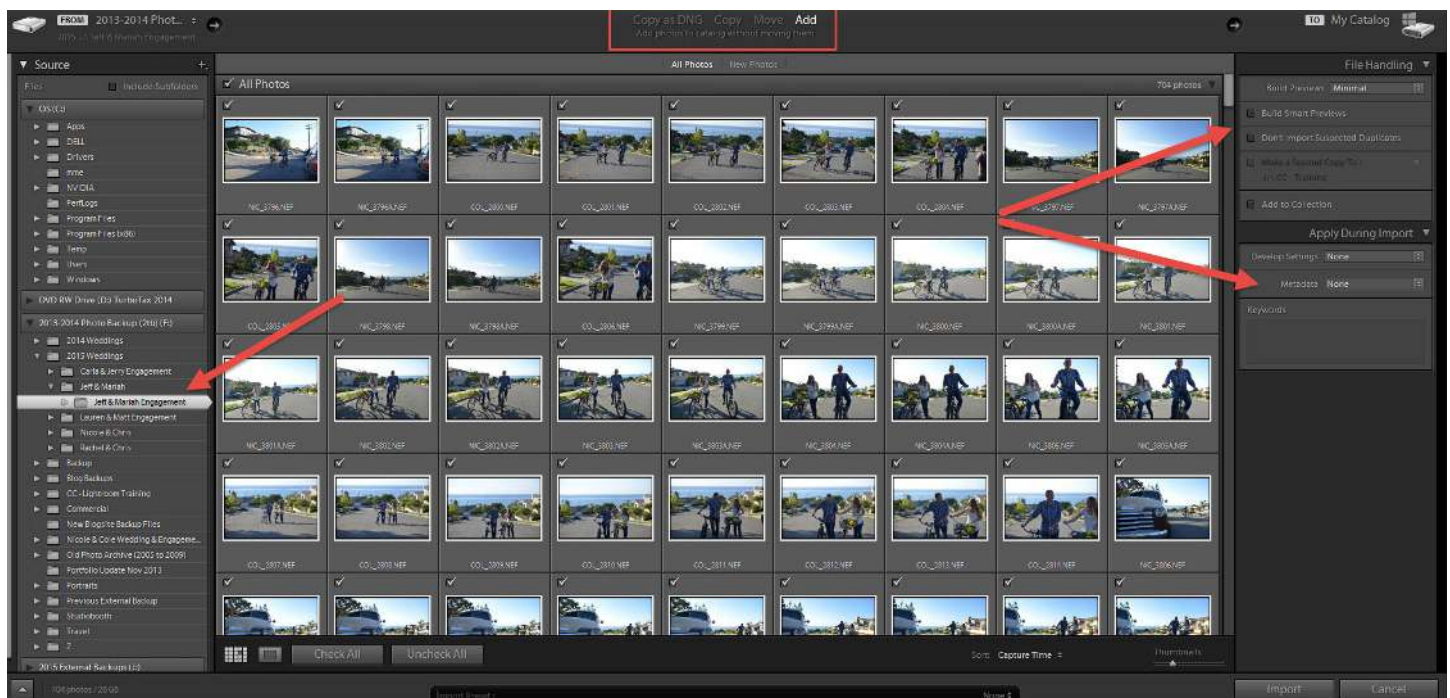
**Step 2** – Are they already on your computer and you're simply “adding” to your Lightroom catalog, or are they

on a memory card and need to be saved to your computer & added into Lightroom? If they aren't uploaded to your computer yet, you'll tell Lightroom where you want the photos to go at this step.

**Step 3** – What do you want Lightroom to do with the photos? How big of build previews do you want etc...?

**Step 4** – Do you want to add any keywords to all your photos? Apply a preset to all of the photos? Add your copyright info?

Then just click import and you're all done!



## Build Previews

During the import photos in Lightroom, you have the ability to choose how you want Lightroom to render the photos when you view them. Your decision in this step will have a large impact on the time required to import photos but may save you significant time while editing since the lag time for photos to render will be reduced during editing.

### Your Options Are...

**Minimal** – Quickest to import / Longer amount of time to render the full image while editing

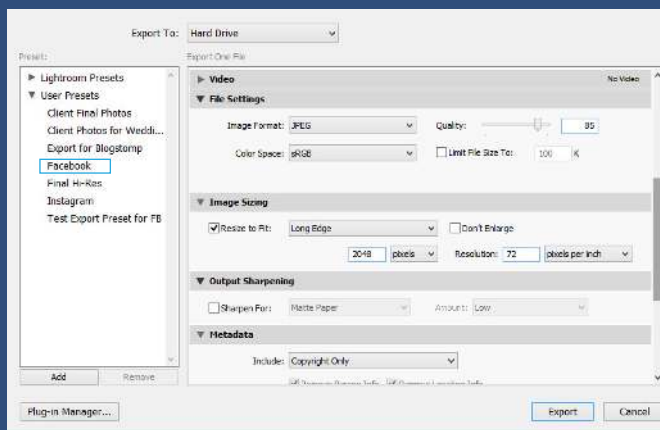
**Embedded & Sidecar** – Longer than minimal to import / Slightly faster while editing.

**Standard** - Longer to import / Quicker to render full image when editing

**1:1 (one to one)** - Slowest to import a since they are creating a full resolution preview at the time of import / Fastest at rendering full image

## Export Your Photos! - Recommended Lightroom export settings.

### For Facebook or Online Galleries / Website



#### File Settings

- Image format – set to JPEG
- Quality – Set to 85 to 100
- Color Space – Set to sRGB
- Limit File Size Box – Do not check

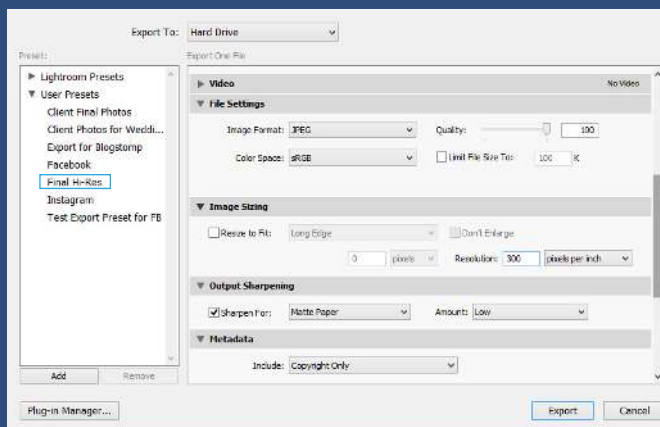
#### Image Sizing

- Resize to Fit Box – Check box & choose “long edge” from drop down box
- Set long edge pixels to 2048
- Resolution box – type in 72 & make sure it says pixels per inch

#### Output Sharpening

- Recommend to leave unchecked, if you do want to add sharpening, select screen and low.

### For Hi-Resolution & Print



#### File Settings

- Image format – set to JPEG
- Quality – Set to 100
- Color Space – Set to sRGB
- Limit File Size Box – Do not check

#### Image Sizing

- Resize to Fit Box – Leave unchecked
- Resolution box – type in 300 & make sure it says pixels per inch

#### Output Sharpening

- Select “Sharpen for” Matte and select “low”