

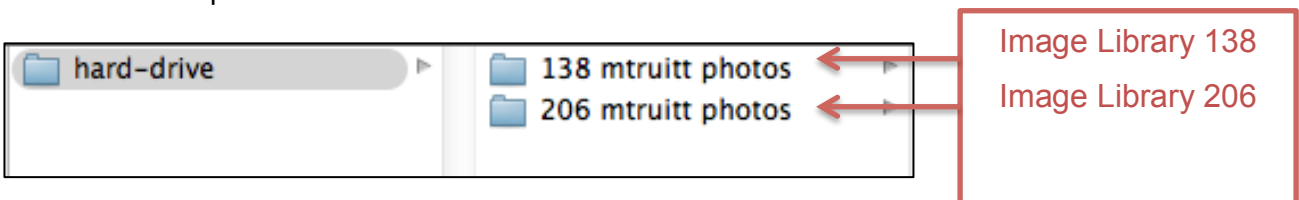
## File Management & Folder Setup For Lightroom Library & Catalogs

### Step 1: Create Folders on Hard-drive For Lightroom Related Information

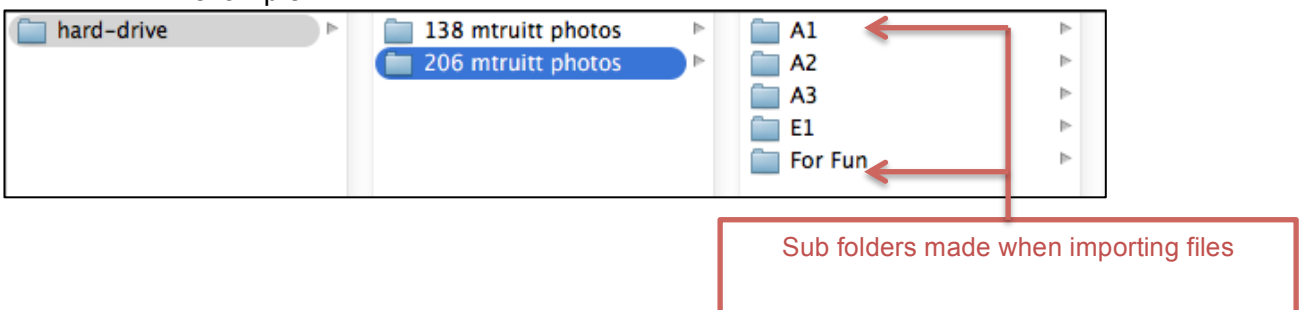
- Simple Version: One Library for all Purposes



- Recommended Version: setting up an image library per class just to avoid confusion between multiple classes. You could have “206 LR Catalogs” and “207 LR Catalogs” for example

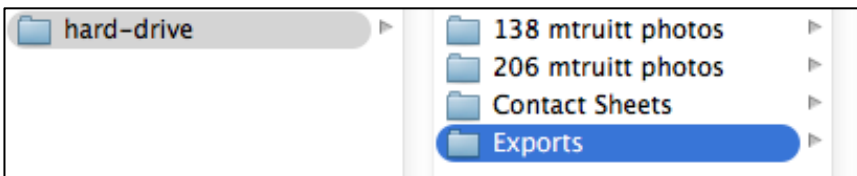


- The **LR Library** is where all of your photos will live. For purposes of this class, I will use “**206 mtruitt photos**” as my example going forward.
  - Every time I important images, they will go to this folder. It will house all my **RAW** files.
  - As you import more photo shoots, you can arrange sub-folders. Here is an example:



### Step 2: Create Additional Folders

- “Contact Sheets Folder” can house contact sheets for all assignments and photo shoots.
- “Exports” can be handy later on for print files and other purposes.



Note: You will need to consider where to backup your image library and catalog. It will need to be a different location such as the server or a separate hard-drive.

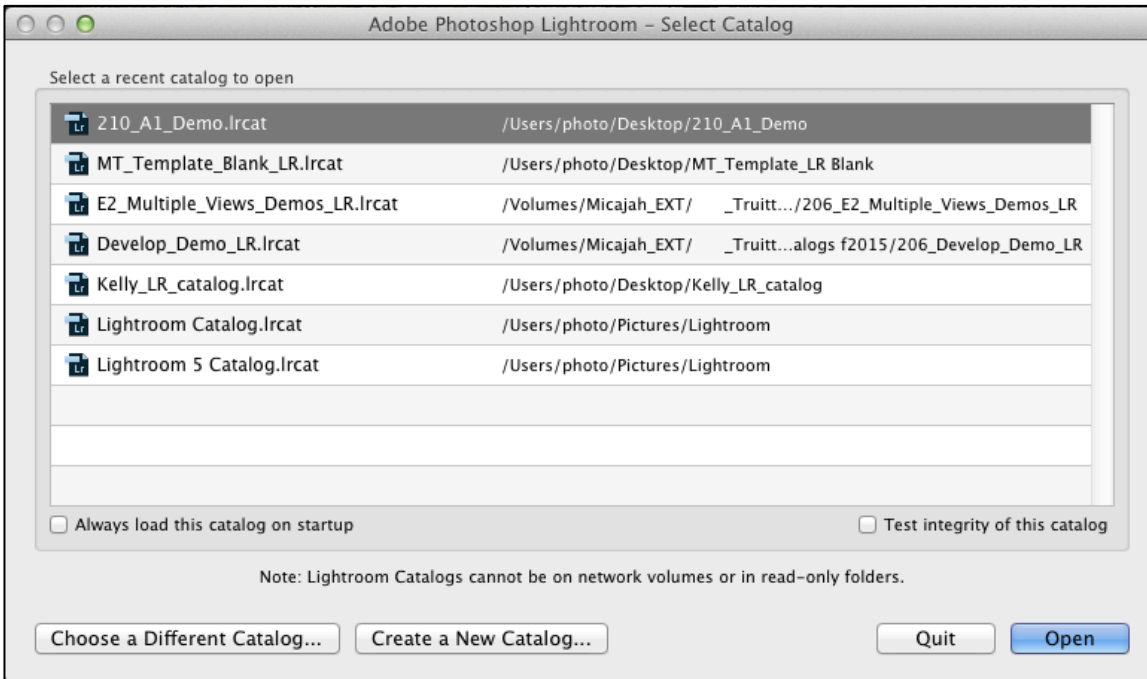
## Setting Up Lightroom 6/CC Template Catalog

### Step 1: Create New Catalog.

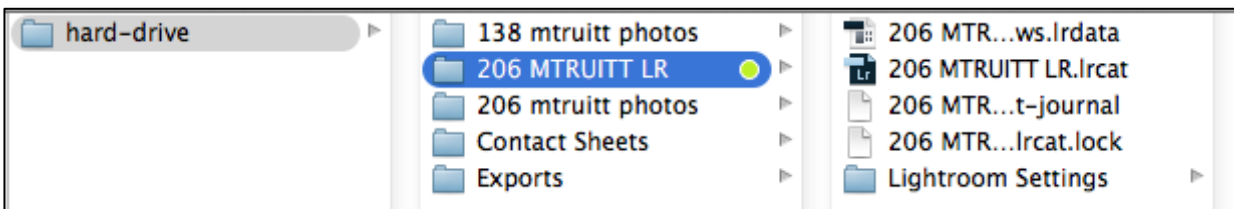
1. Launch Lightroom.

Create a New Catalog...

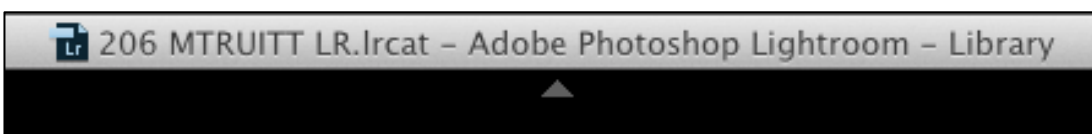
2. Click on **Create a New Catalog**.



- Call it the equivalent of “206 MTRUITT\_LR”.
  - Note: you may want a different catalog per class if that is best with your instructor’s requirements. However, you can use one catalog for all photos. That is Adobe’s current recommendation.
- It needs to be in your hard-drive with your library image folder.
- When finished, your file management looks like this:
  - (you will only see this in finder window)
  - I used a Green Tag just to make the catalog more obvious.

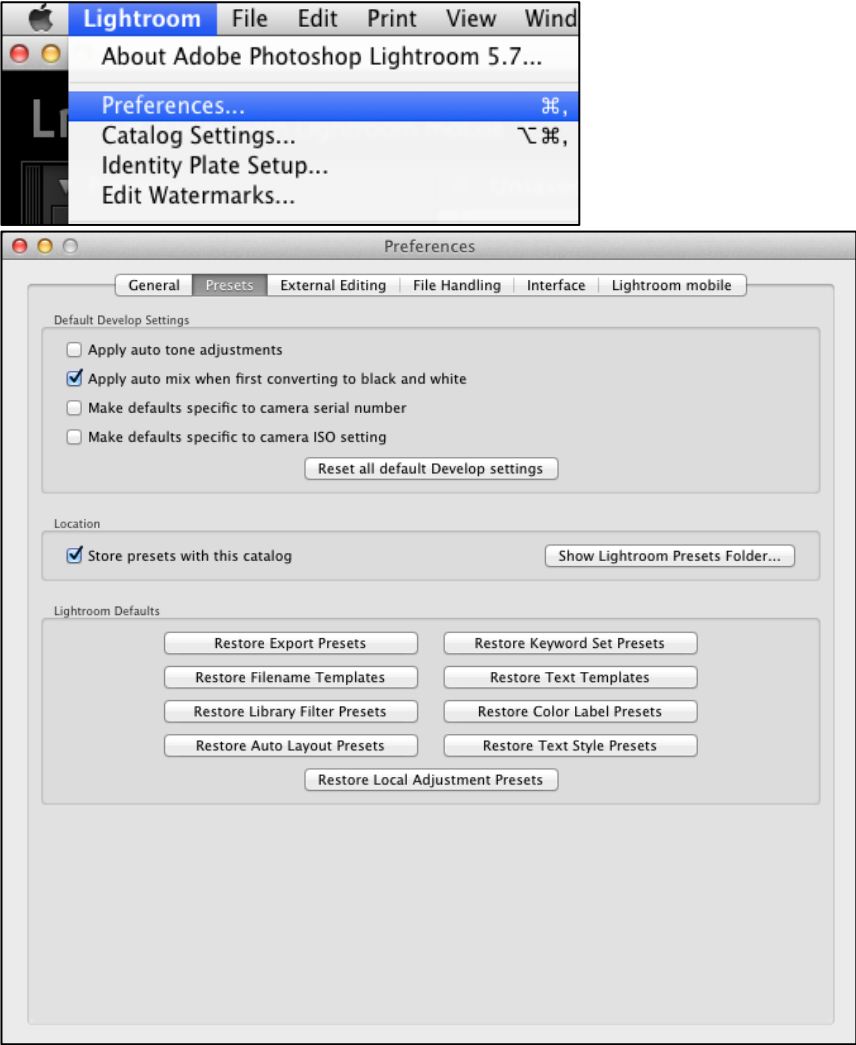


Lightroom will re-open. Notice at the top of the screen, the new catalog name appears.



## Step 2: Setup Preferences & Catalog Settings

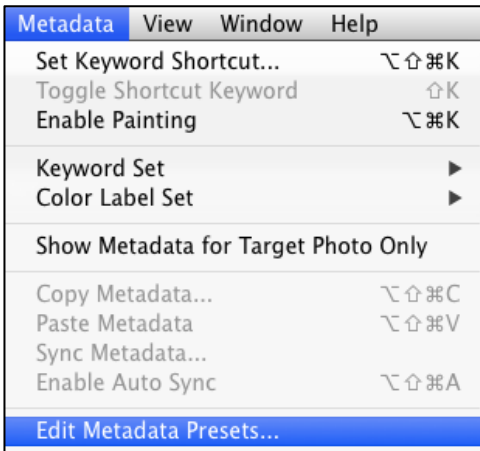
1. Click on Lightroom, and go to Preferences...



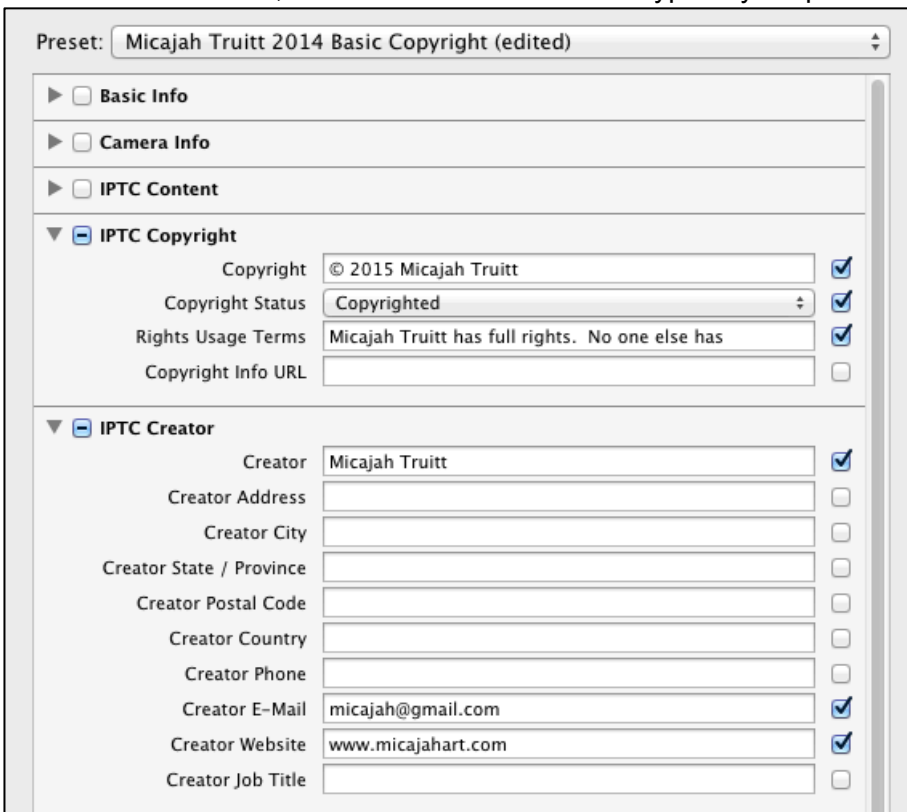
Make sure you check “Store presets with this catalog”.

### Step 3: Create a Metadata Template

1. Click on Metadata.
2. Click on Edit Metadata Presets

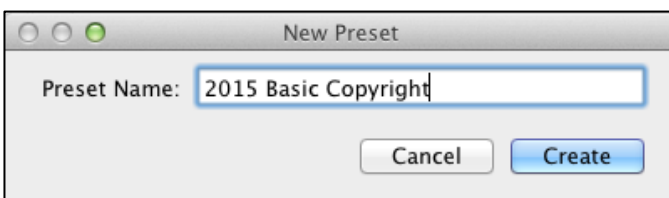


- At a minimum, use these fields below and type in your personal information.



A screenshot of the 'Edit Metadata Presets' dialog box. The 'Preset' dropdown is set to 'Micajah Truitt 2014 Basic Copyright (edited)'. The dialog is organized into sections with expandable/collapsible headers. The 'IPTC Copyright' section is expanded, showing fields for 'Copyright' (© 2015 Micajah Truitt), 'Copyright Status' (Copyrighted), 'Rights Usage Terms' (Micajah Truitt has full rights. No one else has), and 'Copyright Info URL'. The 'IPTC Creator' section is also expanded, showing fields for 'Creator' (Micajah Truitt), 'Creator Address', 'Creator City', 'Creator State / Province', 'Creator Postal Code', 'Creator Country', 'Creator Phone', 'Creator E-Mail' (micajah@gmail.com), 'Creator Website' (www.micajahart.com), and 'Creator Job Title'. Checkmarks are present next to the Copyright, Copyright Status, Rights Usage Terms, Creator, and Creator E-Mail fields.

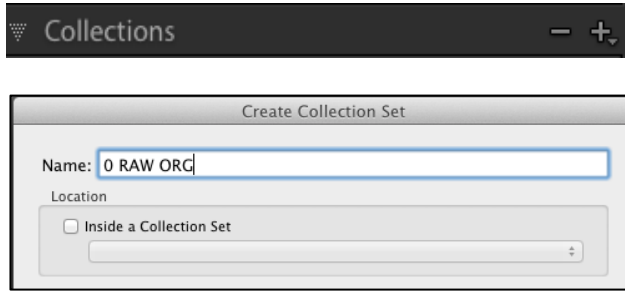
4. Save as a new preset.



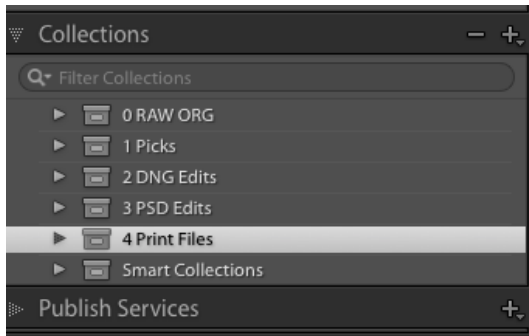
A screenshot of the 'New Preset' dialog box. The 'Preset Name' field contains the text '2015 Basic Copyright'. There are 'Cancel' and 'Create' buttons at the bottom of the dialog.

#### Step 4: Setup Collection Sets

1. To create a collection, click on the Plus Symbol next to Collections.

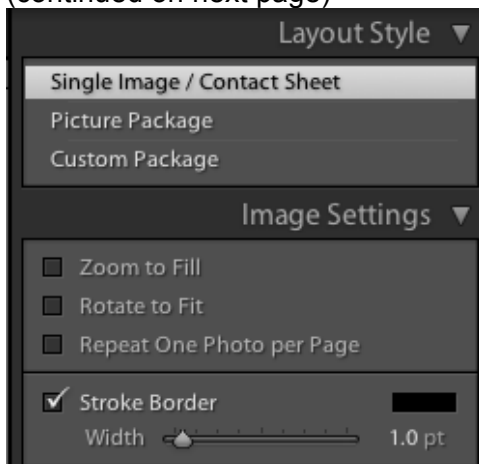


Create the following collections (5 collections total):



#### Step 5: Setup Contact Sheet Template

1. Click on Print.
  2. Use these settings.
- (continued on next page)



**Layout** ▾

Ruler Units : Inches ▾

**Margins**

Left 0.25 in

Right 0.25 in

Top 0.25 in

Bottom 0.92 in

**Page Grid**

Rows 4

Columns 3

**Cell Spacing**

Vertical 0.04 in

Horizontal 0.05 in

**Cell Size**

Height 2.42 in

Width 2.63 in

Keep Square

**Guides** ▾

Show Guides

- Rulers
- Page Bleed
- Margins and Gutters
- Image Cells
- Dimensions

**Page** ▾

Page Background Color

Identity Plate 0°

Override Color

Opacity 100 %

Scale 13 %

Render behind image

Render on every image

Watermarking : None ▾

Page Options

- Page Numbers
- Page Info
- Crop Marks

Photo Info Filename ▾

Font Size : 10 ▾

Text Template Editor

Preset:

Example: IMG\_0001 DNG

Image Name

Numbering

EXIF Data

IPTC Data

Custom

Print Job ▾

Print to :  ▾

Draft Mode Printing

File Resolution  ppi

Print Sharpening :  ▾

Media Type :  ▾

JPEG Quality

Custom File Dimensions :

x

Color Management

Profile :  ▾

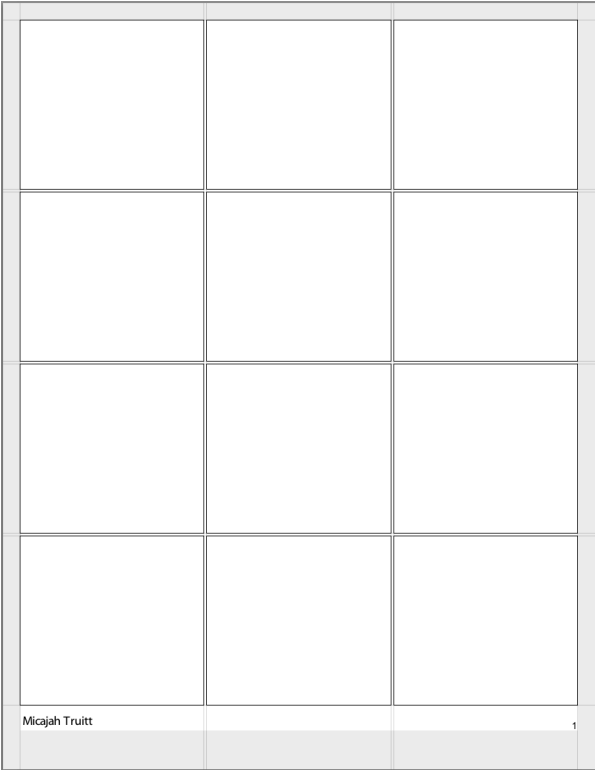
Intent :  |

Print Adjustment ▾

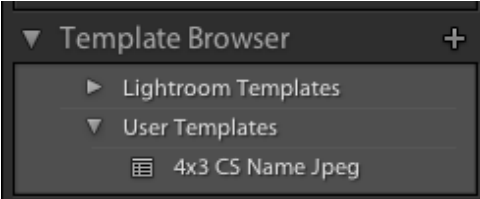
Brightness

Contrast

It creates this result:



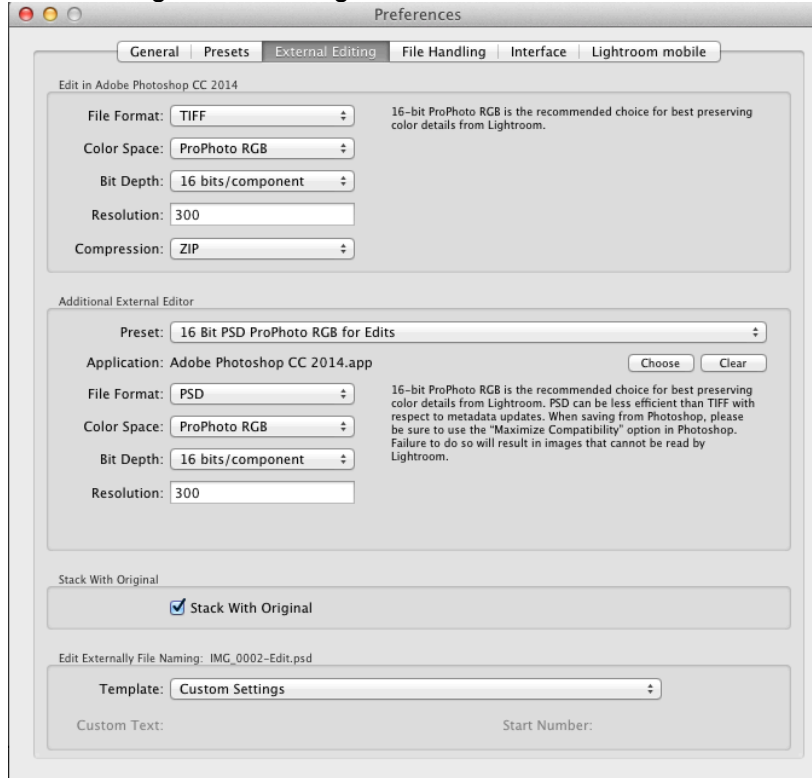
3. Click on the Plus Symbol next to Template Browser. Add this as a new preset under User Templates.



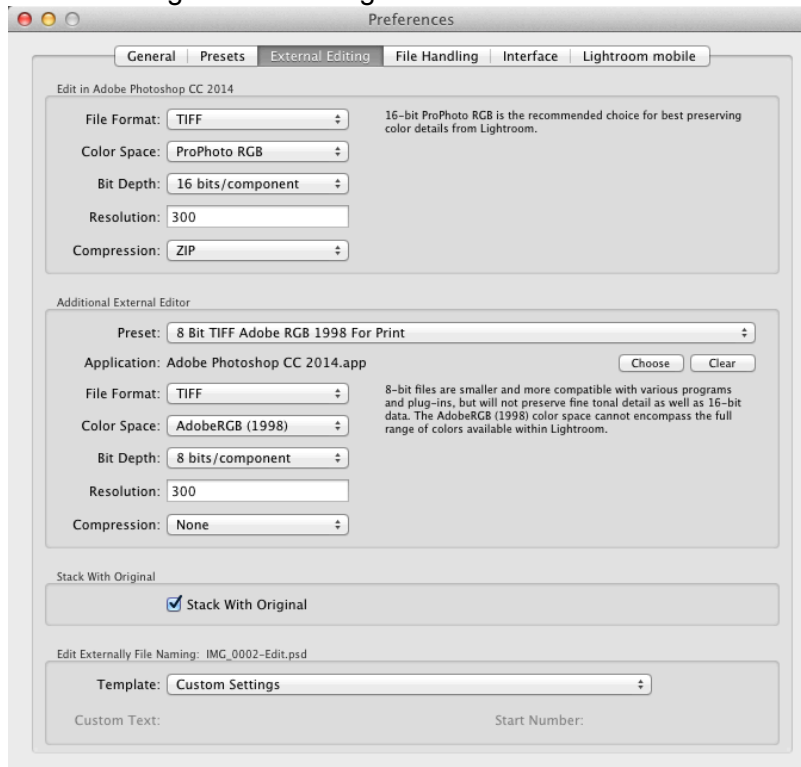


## Step 5: Edit In Photoshop Presets:

### 1. Creating a Edit Settings Preset



### 2. Creating a Print Settings Preset:



Now you have a good starting point for your LR catalog.