

# **Sample Workflows of Brave Volunteers**

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## **Anita's Workflow for Simple Lightroom Processing**

This is intended to help someone who is new to Lightroom. I have only been using for about a year. I have used Photoshop for several years and still enjoy all the different effects, etc. it provides. I have the Abode subscription and use the Lightroom Classic. I did not install Lightroom CC as I do not use my phone, etc. to work on my photos.

1. Upload images from my memory card to the "My Pictures" folder on my Windows laptop PC, using the Windows prompts. By default, this organizes the images into subfolders by date. While still in Windows Explorer, I go through the pictures and delete ones I do not want.

2. Open Lightroom (Library module) and Import the folder I want to work on. (Click Import at bottom left of Library module, select the date subfolder of interest, select "Add" at top of Import view, check "Do not import suspected duplicates", and click "Import" at lower right). I do not typically add Keywords or organize into Collections. These can be very helpful but can be time consuming.

3. Go to the Develop module. I have in the past used some presets, but normally just work on each photo individually. I find that I usually crop at least a little before starting processing. I use a lot of tips from Richard Houghton's previous Help sessions. In the Basic section, I lower the Highlights and increase the Shadows. Sometimes I use other sliders to adjust the image to my liking. To maximize the brightness range, I shift-double click on the White level and then the Black level. (Sometimes I bring the black level back up a little.)

4. Sometimes I increase the Clarity and Vibrance a little, but not always. I also often go down to Effects and add a little vignette.

5. Also in the Effects section there is a wonderful tool called Dehaze. If you are in a foggy situation, or shooting through a dirty window (as I often am) this is an amazing fix.

6. When I am happy with the photo, I Export the processed image to a subfolder within the original date folder. I generally make a sub folder for the images I have processed within the date folder. That way if I have several different subjects I can have a subfolder containing each category of photos and still have all of my original photos since Lightroom is nondestructive.

Export dialog: File, Export... Export to same folder as original; Put in subfolder [provide name]; add to this catalog; for existing files, choose new name for exported file; skip rename; file type JPG (100%), no size limit, no resize, sharpen for screen; include all metadata; skip watermark; show in Explorer after export; EXPORT.

7. I often use my processed images to publish photo books. I use various online services depending on current pricing. I do not use Lightroom for this step, but rather upload my images directly from the folders where I exported them.

This is just the tip of the iceberg. There are so many other things you can do with your photos in Lightroom, plus you can go back and forth to Photoshop or work on them with "plug-in" programs such as NIK.

My best advice is to just sit down and practice on your photos. You have nothing to lose since the original will still be there. Not everyone looks at a photo in the same way, but I feel if you like what you have, that's all that matters. Never hesitate to tap into the great knowledge so many of the club members have and are so willing to share.

# Typical Workflow for Processing Images in Lightroom

by Richard Houghton

## Importing Images from Your Hard Drive

- 1) Create a folder on your computer with an overall strategy for using LR in the future. Example: use a date + the location, event, person, etc. Example: 180214-Rodeo. The folders will appear in chronological order both in your computer and in Lightroom.
- 2) Copy all the photos from your memory card into this new folder. Eject memory card and remove it. (If it is not removed, Lightroom will presume that you want to import from the memory card.)
- 3) Launch Lightroom. From the **Library module**, tap the “Import” button on lower left. At the top, select “Add”.
- 4) On the right panel under the **File Handling tab** > Build Previews, select “Standard Preview” and “Don’t Import Duplicates”.
- 5) Under the **Apply During Import tab** > Metadata > New. Fill in the copyright information highlighted in red. Give it your name or initials. You only need to do this one time. In the **Keywords** section, add words or short phrases, separated by a comma. These should be descriptive words that apply to the whole batch of photos. These will be searchable anytime later in the life of your photo. **Specify the import preset** you want to use, if any. I always use a template to allow me to better judge the images when I review them. Click “**Import**”. Lightroom begins to add the files to the catalog while applying the changes you specified.

## *(Optional) Importing Images from Your Memory Card*

- 1) *Place your memory card in the card reader.*
  - 2) *In Lightroom – Library Module, select “Import” at the lower left. Then at the top, select “Copy”. Make sure that all the photos that you wish to import are checked.*
  - 3) *On the right panel under the **File Handling tab** > Build Previews, select “Standard” and “Don’t Import Duplicates”.*
  - 4) *Under the **Apply During Import tab** > Metadata > New. Fill in the copyright information highlighted in red. Give it your name or initials. You only need to do this one time. In the **Keywords** section, add words or short phrases, separated by a comma. These should be descriptive words that apply to the whole batch of photos. These will be searchable anytime later in the life of your photo. Specify the import preset you want to use, if any.*
  - 5) *If you want to give all your files a name other than just the file name, click the “**File Renaming**” tab and check the box. Look at the templates provided or click on “**Edit**” to bring up the custom template editor. Click on the fields to make your template and then give it a name and say “ok”.*
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6) Since you are copying directly from your memory card, you need to specify where you wish the images to be stored. Under “Destination” tab, browse to the main folder that you want your new images to be. Click the “+” if you are going to create a new folder within the main folder and give it a name.

7) Once you are done, click “**Import**”.

## **Some Explanations:**

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1. **Embedded and Sidecar:** Raw files have a jpeg image embedded within. This is created from the display on your camera and the camera adds it to the raw file. When this is checked in LR, it uses this ready-made file to use as a preview. This makes the import process faster. A **Sidecar** file is created to contain all editing information for that particular file. It has the same file name with an .xmp extension. Lightroom cannot edit a file directly (nondestructive) and keeps all the changes in this xmp file.
  2. **Smart Preview:** This makes the file editable in the Develop module without having to wait while LR builds a 1:1 preview.. This smart preview file is lower resolution than 1:1 previews and is fine for most routine editing with Quick Develop within the Library Module. Any files that are exported from the library folder will be full resolution and not the lower resolution of the Smart Preview. When you edit a photo in the Develop Module, it will create a full resolution 1:1 preview with which to work, which will take a little time. The 1:1 previews are extra baggage and Lightroom will delete these automatically according to your setting under Edit >Catalog Settings > File Handling> Automatic Discard. The default is 30 days.
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# After Importing Images Into Lightroom

## Lightroom Workflow

1. In the **Library Module**, start with the first picture in your group of photographs. It is helpful to sort them by file name so set Lightroom to sort by: File Name. Look under the your picture for the “Sort” specification. If it is not there, look under the lower right of the image for a little arrow and click it. Select “Sorting” and the Sort feature will appear. Select the sort type to be File Name.

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2. Go through your pictures, one by one **Culling the images** that are clearly out-of-focus, blurry or bad by tapping the “x” key to mark it for deletion. If it does not automatically advance to the next photo, go to **Photo> Auto Advance** and click on it. This allow you to quickly go from one photo to the next by either tapping the “x” key or by using the arrow keys to advance to the next photo. Enlarge the picture by clicking your choice on the Navigator bar on the upper left. In order to better view images, you can adjust the exposure up or down, using the **Quick Develop Exposure Controls**. In my case, I use an import template.

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3. ***(OPTIONAL)** It is helpful to first group the images into stacks of pictures that were taken in discrete time slots. Example: You are at the zoo, walking and taking pictures. You walk from one exhibit, take some photos, then move to another exhibit and take more pictures, etc. Your pattern is to take pictures, walk some, take some more pictures, etc. Lightroom can group the pictures into those times you were taking pictures. Right-click anywhere and select **Stacking > Auto Stack by Capture Time**. Use the slider to determine how many stacks you want to have. To collapse them into the stacks, Right-Click and select **Stacking > Collapse all Stacks**. Now you have a small number of stacks instead of 300 individual photos. Expand one stack by clicking on the white tag. Click to view one picture at a time. To close the stack, click on the white box.*

***Cull the images** that are clearly out-of-focus, blurry or bad by tapping the “x” key to mark it for deletion. If it does not automatically advance to the next photo, go to **Photo> Auto Advance** and click on it. This allow you to quickly go from one photo to the next by either tapping the “x” key or by using the arrow keys. When done with that group, click on the white tag to collapse that group and go to the next group. When you are all through, delete the culls by going to **Photo>Delete Rejected Photo** and select **“Delete From Hard Drive”**. If you choose **“Remove”** instead, it will remove it from your catalog but will not delete it from your hard drive.*

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4. Now that you have the decent images identified, we will begin to develop them using a general pattern (workflow) to have a consistent manner or plan to work on your images. Select the **Develop Module** to begin.

**First** work on those tasks that will delete pixels. These tasks include **Cropping, Leveling, Erasing, Noise Reduction, and Spot Removal**.

**\*NOTE\*** Before I do anything, I **Reset** the picture to remove all adjustments that the import template made. This is important because these adjustments enhance noise and artifacts, making the following alterations more challenging, especially noise removal.

**Cropping** Use the crop tool to define your composition. You can use the ratios provided to make a square or some other shape. NOTE\* this is a *Ratio*, not a dimension. Click and drag any corner to change shape. Hold the ALT/Option key to make a symmetrical change. To level, use the “Auto” or the slider or hold the cursor near one of the “Grab Handles” and the cursor will change. Click and drag to rotate. (For more intricate changes like buildings, I jump to the **Transform** panel. When I am through, I go back to the next item, erasing.)

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**Erasing** For minor areas, I use the **Spot Removal Tool**. For more accuracy and for larger jobs, I go to Photoshop.

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**Noise Reduction** I take a quick look at the ISO for the photo. (If you do not see the information, tap the “i” key to toggle the information on or off.) If the ISO is below 200, I usually don’t bother going further. Above this, I enlarge the photo to look for noise. If I want to reduce noise, I use Topaz DeNoise 5. I use the raw presets and select one that reduces noise without losing detail.

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Next, I re-apply my preset to have a starting point and to assess the photo. I start in the **Basic** panel and go from top down. I might tap the “Auto” adjustment to see if I prefer it over my preset. If not, I undo using the **History** panel or tapping CTRL/Command – Z.

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Then I go to the **HSL** panel, clicking on **Luminance**. I use the Spot Adjustment Tool to increase/decrease specific colors. This is a global tool so it will affect the entire image color.

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**Lens Corrections** Check the boxes, **Remove Chromatic Aberrations** and **Enable Profile Corrections**. (I set my default to do this automatically for all pictures)

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**Camera Calibrations** I check the various Profiles to see if it will improve my overall image. I check Adobe Standard, Camera Landscape, Camera Standard, and Camera Vivid.

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Then I go to the **Red, Green, and Blue Saturation sliders** to improve colors. I think this step is very important to the overall picture.

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**Local Adjustments** This is where you can make your picture go from ok to terrific.

**Brush** I return to the **BASIC** panel and select the brush. I then choose a preset from the **Effect drop-down menu**, depending what I want to do. I usually start with the eyes and head of any animal. Using clarity of 25 and sharpening of 25, I paint over the eyes and all

hair or feathers that are in sharp focus. I enhance the catchlight or add one if there is not one present. I strive to make the image three dimensional by darkening the dark areas and lightening the lighter areas using the Dodge/Burn preset. If I need, I go to Photoshop for more control over this process.

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**Radial Filter** One of my favorite tools can further make your composition powerful. I select the area around the subject and with the Invert unchecked and feathering set to about 75, I decrease exposure and saturation slightly to bring the subject to the forefront of your picture. If the subject needs to be adjusted, right-click and duplicate the selection. Click and pull the duplicate off the first filter just a bit so they are not exactly on top of each other. Now **check the Invert box** and double-click on the **Effect** to bring all the sliders back to zero. Now change the exposure or whatever you need to your liking. Tap Done when through.

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**Effects** Lastly, I add a negative vignette of -9 to -11 to bring attention to the center of the picture.

**Export** to a jpeg for Facebook or other web/mail uses.

- a. specify Same folder as Original
- b. Subfolder – jpeg
- c. Rename to: filename – sequence – 2048
- d. Image Format – jpeg
- e. Color Space – sRGB
- f. Limit File Size – 1000k
- g. Resize to fit: Long Edge – 2048 pixels
- h. Sharpen for Screen – check box

These settings will bypass any automatic downsizing by Facebook. I suggest making a preset for future use.

**For Full Resolution,**

- a. specify Same folder as Original
- b. Subfolder – jpeg
- c. Uncheck rename
- d. Image Format – jpeg
- e. Color Space – sRGB
- f. Limit File Size – uncheck – Quality – 100
- g. Resize – uncheck – Resolution 300 pixels per inch
- h. Sharpen for screen – check box

I suggest that you make a preset to save time in the future.

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