**SETTING UP A LIGHTROOM CATALOG**

**STEP 1: Setting up a CATALOG**

1. Login to the school laptop with the following info:

User: firstname.lastname

Pw: Your Postal Code

1. Open Adobe Lightroom CS4
2. File > New Catalog
3. A dialog box will pop up and ask you where you want to save the catalog:
4. Navigate to Thawspace #(#) that I have assigned our class
5. It will ask you for a file name > give it your Full Name e.g. John Smith
6. Click Save
7. At this point, Lightroom will likely relaunch or ask you to Relaunch. Accept this suggestion and RELAUNCH
8. You will now be working on your catalog. In the top left corner of your screen you should see the name you put in for the catalog(e.g. John Smith)
9. IMPORTANT: The Thawspace(#) where you saved this catalog file is where you will now launch Adobe Lightroom from EVERY CLASS. This will save all your edits and organization in Lightroom for the whole year.

**STEP 2: Importing Photos from an SD card**

1. Insert Your SD card into the card slot on the front of the School laptop
2. A dialog box will pop up in lightroom
3. On the left side you will see **FROM**: It should be SD card or D/:: Canon or something similar
4. In the middle of this dialog box you will see 3 words: move, copy and add
5. Make sure you have COPY selected
6. On the right side you will see **TO:**
7. This is SUPER IMPORTANT. Make sure that the destination is the THAWSPACE(#) that you have been assigned for the course from me.
8. Select that THAWSPACE
9. On the right side there is a drop down menu that says ORGANIZE. Make sure it is selected INTO ONE FOLDER.
10. CLICK IMPORT
11. Lightroom will now take some completing the task of importing. You can see the progress bar in the top left of the interface. Take a stretch break while it works….

Step 3: Organizing and Rating your photographs

There are 5 different module in Lightroom: LIBRARY, DEVELOP, MAP, BOOK, SLIDESHOW, PRINT, WEB  
We are only going to be concerned with LIBRARY AND DEVELOP modules:

**LIBRARY**-This module is used for importing and organizing your photographs  
**DEVELOP**-This module is where magic happens. Here you will edit, crop, recolour and export your photos to flickr.com and prepare photographs for printing.

**LIBRARY MODE IMPORTANT FUNCTIONS:**

**Rating Photos & MAKING COLLECTIONS:**

1. Before making any fancy edits or cropping our photos we first need to sort our photographs into COLLECTIONS to separate our various assignments
2. An easy way to do this is to use the shortcut number 6 to label a photo RED from one assignment. Once you have labelled all the photos from one assignment.(e.g. Creative Colour in Nature Assignment) you can use the next sorting mode: FILTERS.
3. Filters allow you to look at certain photos with certain properties. Click on the Click on the little red square on the bottom right of your interface and Lightroom will now only select photos that are labelled RED.
4. Now, you need to create a COLLECTION
5. On the left side of your screen you will see a menu that says COLLECTIONS. To the right of this word is a small “+” sign with a drop down arrow. Click this and select CREATE COLLECTION. You will now be able to give your COLLECTION title. Give it a descriptive title with the main Project as the Header and the specific challenge as the sub heading. E.g. CREATIVE COLOUR-Colour in Nature.
6. Now back to your RED labelled photos, you will be able to select them all ( Ctrl + A) and drag them to your newly made collection on the left of the screen.
7. REPEAT this process for other parts of the project ( e.g. Coloured objects on coloured paper)
8. There are 3 different views in Library mode, Grid, Loupe & Compare View. Grid view is great for looking at all your photos together. Loupe view is much better for looking at individual photographs. Click the letter “E” to go to Loupe view.
9. Cycle through your photographs in