

Adding Metadata

2

Library Module

Click on Metadata (Top Left Menus)

Click on Edit Metadata Presets

Go down to: IPTC Copyright:

Copyright: © 2023 Your Name

Copyright Status: Copyrighted

Rights Usage Terms: All Rights Reserved.

No Usage Without Permission.

Copyright Info URL: Your Website

Go to: IPTC Creator: I Fill it all out, but how much you fill out is up to you.

Click Done when finished.

Save Current Settings as New Preset.

I name mine, © Current Year

(To Make the © symbol: on a Windows PC hold down Alt + 0169 On a macOS hold down Option + G)

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PC: Edit> Catalog Settings> Metadata>

Automatically write changes into XMP

(Make sure the box is NOT checked)

Mac: LRC> Preferences> Performance> Camera

Raw Cache Settings: Maximum Size: 100 GB

(Choose a # between 5-200) try 20

Mac: LRC> Preferences> Performance> Use

Graphics Processor> Auto (If newer pc)

Custom (If older pc)

(This doesn't seem to be a problem for MacOS.)

Mac: LRC> Preferences> Performance> Under

Develop> Enable hover preview of presets in

Loupe.

(If when you hover over presets you get a spinning wheel, you can uncheck this—you don't have to have it checked.)

Mac: LRC> Catalog Settings> Metadata>

Automatically write changes into XMP

(Make sure the box is NOT checked)

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To Make Lightroom Classic

3

Run Faster

PC: Edit> Preferences> Performance> Camera Raw Cache Settings: Maximum Size: 100 GB (Choose a # between 5-200) try 20

PC: Edit> Preferences> Performance> Use

Graphics Processor> Auto (If newer pc)

Custom (If older pc)

PC: Edit> Preferences> Performance> Under

Develop> Enable hover preview of presets in

Loupe.

(If when you hover over presets you get a spinning wheel, you can uncheck this—you don't have to have it checked.)

In Library Module> Import> Build Previews>

Embedded & Sidecar

In Cloud Module> Pause While working because it

slows down the computer.

Make Fonts Larger/Smaller

5

PC: Edit> Preferences> Interface> Font Size:

Mac: LRC> Preferences> Interface> Font Size:

Small

Medium

Large 150%

Large 200%

Large 250%

Choose Font Size, Then Restart Lightroom Classic

Make LRC Open When Memory Card Is Inserted

PC: Edit> Preferences> General

Mac: LRC> Preferences> General

Show Import Dialog When a Memory Card Is Detected.

Check the box if you want Lightroom to open when you insert a memory card.

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Importing from File

6

Library Module

Click on Import (Lower Left Corner)

Click on the Arrow to the right of Select A Source
(Upper Left Corner)

Choose Location of photos (Such as My Pictures)

All pictures in the location you choose, that are not already in Lightroom Catalog, will appear and have a checkmark to import.

Choose photos you want to import—by checking them (Remove check marks from other photos).

In the Right Side Panel:

File Handling:

Build Previews: Embedded & Sidecar

Check Build Smart Previews

Check Don't Import Suspected Duplicates

Apply During Import:

Metadata: © Current Year

Keywords: Add words that describe the photos.

Separate Keywords with a comma.

Click **Import** (Lower Right Corner)

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Destination:

8

Find location you want your Pictures stored

(My location is C:, Pictures, 2023, January 2023)

Click **Import** (Lower Right Corner)

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Importing from Memory Cards

7

Library Module

Click on Import (Lower Left Corner)

Click on the Arrow to the right of Select A Source
(Upper Left Corner)

Choose Location of photos (Such as D:)

All pictures in the location you choose, that are not already in Lightroom Catalog, will appear and have a checkmark to import.

Choose photos you want to import—by checking them (Remove check marks from other photos).

In the Right Side Panel:

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Build Previews: Embedded & Sidecar

Check Build Smart Previews

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Apply During Import:

Metadata: © Current Year

Keywords: Add words that describe the photos.

Separate Keywords with a comma.

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Presets

9

In the Develop Module

Found on the Left Side, Scroll down, under the
picture

Presets—Use as a starting point for making changes
to an image

Open the little arrow next to the category of
preset you want to explore

Click or hover over each preset to see how it
changes the image

If you like the changes, click on that preset

Then you can adjust the amount of the preset
used, by moving the slider located above all of
the presets.

Once you've made your choice, you can finish
editing your picture using the rest of the
Develop module.

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Library Module

Grid View

Click on Fixed Photo (The one you want to copy)

PC: Ctrl+Click Photos you want to paste settings to

Mac: Command+Click Photos you want to paste settings to

“Sync Settings” (Lower Right Corner)

Check None

Click on settings you want to copy

“Sync” (Lower Right Corner)

Creating a Collection

In **Library:** Grid Mode

In **Left Panel:** Scroll Down to Collections

Click the + (to the right of the word Collections)

Click **Create Collection**

Choose a name for the Collection

Click **Create**

Drag & Drop all the photos that you want to include in the collection

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Slideshow

In **Library:** Grid Mode

In **Left Panel:** Scroll Down to Collections

Click the + (to the right of the word Collections)

Click **Create Collection**

Choose a name for the Collection

Click **Create**

Drag & Drop all the photos that you want to include in the collection

In **Right Panel:** Scroll Down to Metadata Section

In **Title:** Add Title/Name of Photo

In **Slideshow Module**

Under **Options:**

- Zoom to Fill Frame** Leave unchecked
- Stroke Border:** Do you want a border around each photo?
- Cast Shadow:** Want image to have a shadow?

Under **Layout:**

- Show Guidelines:**

Under **Overlays:**

- Identity Plate:** Want your name on slides?
- Watermarking:** Want to include a watermark?
- Rating Stars:** Want your star rating to show?

In **Library Module**

Click on Image(s) you want to save

Right click to bring up Export window

Export To: Choose where you want to image(s) to be saved (Hard drive, email or CD/DVD)

Under **Export Location,** Be more specific as to where you want to save the image(s)

Existing Files: Ask What to Do

Under **File Naming:** If you want the image(s) to be saved with the same name as the camera used, then skip this section.

Skip **Video** Section

Under **File Settings:** Image Format (I export my image(s) as JPEG)

Color Space: sRGB (best for posting on web)

Under **Metadata:** Include: All Metadata

Check: Remove Person Info & Remove Location Info

Check if using a **Watermark:** (Choose watermark name from pull down menu)

Under **Post-Processing:** After Export: Do Nothing

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- Text Overlays:** This is where your titles will Show. If using text, click on ABC (bottom center), then change custom text to say title

Under **Backdrop:**

- Color Wash:** Color gradient background?
- Background Image:**
- Background Color:**

Under **Titles:**

- Intro Screen:** Want a slide w/ opening title?
- Ending Screen:** Want a slide w/ closing message?

Under **Music:** Click on +

Locate Song(s) you want to incorporate into the slideshow and click **Choose**

Under **Playback:**

Choose **Automatic** (Unless you want to advance The slides yourself)

- Sync Slides to Music** Uncheck

Click on **Fit to Music**

Audio Balance

- Pan & Zoom** Make slides move during play?
- Repeat Slideshow**
- Random Order**

Click **Play** (Bottom Right) to watch the slideshow

Click **Export Video** to save finished slideshow

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Create a Signature Logo 14

In Photoshop

With your Adobe subscription, you have access to 1000s of different fonts that you can use to make custom signature logos.

Go to Adobe Creative Cloud Desktop

Click on Apps

Click on Web (in top, center)

Launch Adobe Fonts

(If you type your name in the "sample text box, you can preview how your name will look in each font.)

View Family to see individual fonts.

Activate Font to download Font into Photoshop

Continue browsing and activating any fonts you may like to use for your signature logo

Open Adobe Photoshop

Click on File

Click on New

You can choose a document with the default document size

Select the T on the left (the Horizontal Type Tool)

Create Your Signature for 16

Watermark In Photoshop

Write your name on a piece of paper & take a picture of it with your cell phone.

Then, Email it to yourself

Open your signature in Photoshop

Click on Magic wand tool (On left side)

Shift & Click on all parts of your signature until it all has marching ants

In lower Right corner, click on mask button (rectangle with circle in it)

(This will make it become transparent w/ checkerboard)

Type "c" for crop tool

In right panel, in the blank area, next to where it says "layer 0", double click

(It will open a layer style box)

Click on + to the right of Color Overlay

Choose White (or whatever color you want your signature to be)

Click ok

Click ok

Click in the white box & type your name. 15

Highlight your name

Change font to font you downloaded (from top pull down menus)

When you're satisfied, Click on the check mark (upper right)

In bottom right panel, find the background layer and turn off the little eye (by clicking on it)

You should see all around your name become a checkerboard—that means it's transparent.

Now, click on the letter C (for crop)

Crop your logo

When you're satisfied, Click on the check mark (upper right)

Click on File

Click on Save a Copy

Make sure you know where you're saving your logo to

Save as a .png (that ensures that the background remains transparent)

I save my logos in a folder called signatures, in the pictures folder

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Go to file 17

Save a copy

Save as a .png

I save my logos in a folder called signatures, in the pictures folder

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Combination of Colors

