Designed and written by

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The creators and administrators of the

Lightroom Collections

This information sheet is designed as a supplement to the GC2 Photo Club video on the same subject. It is provided to help reinforce learning and as a reference document for you to keep.

Figure 1

In the Library Module, shown in Figure 1, on the left hand side is where the links to your images are listed in the Library Catalogue Panel at the top.

Below this are the folders that your images are divided into. It is important to have a well named and structured folder system that isn't moved and changed outside of Lightroom, if that happens you will lose the links to your image files/photo's.

However, folders have their drawbacks, for instance a Master Image file or photo can only be in one folder at a time. Putting your photo's into Collections is a much better way to arrange them and keep track of them.

The Collections Panel, in Figure 2 is below the Folders Panel on the left hand side of the Library Module. If it is collapsed, click on the little downward facing triangle to the left of the word Collections to expand it.

Figure 2

Some of the reasons to organize your images into Collections are:-

You can have the same photo in different collections, for instance you might have a photo of the Tower of London and it could be in a Collection called 'Castles', another

Figure 3

Collection called ' London Photo's' and another called 'Day's Out' grouped together with other images that fit those descriptions.

If you move a photo in out of a Collection it does not change where it is contained on your hard disk, so you cannot lose your links to it by moving it to or deleting it from a Collection. Removing a photo from a Collection does not delete it from your hard disk or change the folder it is contained in.

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Figure 4

Another benefit of Collections is that you can change the order of photo's in the Film Strip or Grid view by dragging and dropping, as shown in Figure 4.

If you want to create a new Collection to put a group of images into, click on the + icon to the right of the word Collection (Figure 5), if you hover your cursor over it, it will read 'New Collection' or you can also go to the top of your screen and click on Library > New Collection. I prefer the first method. When you click on the icon a dialogue box appears (Figure 6),
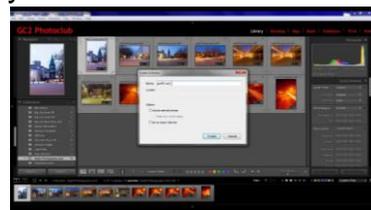

Figure 5

Figure 6

click on 'Create New Collection', you can then give your Collection a name. If have already selected the images for that collection click on the box 'include selected photo's'.

When you click on the word 'Create' the new Collection will appear in the Collections Panel with the number of images it contains, see Figure 7.

Figure 7

The easiest way to add more photo's to any Collection is to drag the file/photo from the Grid view thumbnail or the Filmstrip directly onto the Collections name strip in the Collections Panel. You will see the number change to confirm that it has been added.

You can also right click on the Collections name to add any selected image or make other changes.

So far I have been referring to 'common' or 'Garden' Collections or regular Collections if you prefer (those are my terms, Adobe just calls them Collections)

There are two other types of Collections; the Quick Collection and Smart Collection, You can also nominate a Collection as the Target Collection I will explain what that means later on.

The Quick Collection:-
This is one of my favourite features in Lightroom and I use this to sort through my images after import to sort the 'wheat from the chaff'. See Figure 8.

The Quick Collection is a temporary collection that you

Figure 8

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can use to build a Collection, before converting it to a regular Collection. You access the Quick Collection from the Catologue Panel, not the Collections Panel. Unlike regular Collections there is only one Quick Collection.

The Quick Collection is the default Target Collection signified by a + icon next to the word Quick Collection. This means that if you press the B key, any selected photo or photo's will be added to the Target Collection (or you can drag and drop it, as with regular collections). You can make any Collection the Target Collection by right clicking on the Collections name in the Collections Panel and clicking on 'Set as Target Collection' from the pop up menu.

I like to use the Quick Collection to do my first rough pick from any imported photo's (make sure it is set as the Target Collection).

If you have your imported images in Grid view you can cycle through them by selecting the first one then clicking the right keyboard arrow to move to the next image.
(or click on the right facing arrow in the toolbar at the bottom).

If I want to keep an image for a new Collection that I am going to work on I press the B key on my keyboard and it goes into the Quick Collection. If I don't want to put it in my new Collection I just press the right arrow to move on to the next image. This means that I can cycle through all my photo's just using two fingers on the keyboard to select the photo's that I want to save as a Collection to process in the Develop Module later. That method doesn't suit everybody's workflow but it is very quick and efficient. I also use this method to chose a smaller selection from a finished Collection, such as a full wedding to put on Facebook or as a first taster to show the Bride & Groom.

Once I have made my choices I right click on the word Quick Collection in the Catalogue Panel, then, in the pop up box, name my new regular Collection, click on the 'Clear Quick Collection after saving box' to empty the Quick Collection for next time, Then click the 'Save' button. The Quick Collection will now display zero and my new Collection will appear in the Collection Panel.

If you have enabled 'Quick Collection Markers' (by clicking on View > View Options) you will see a little grey circle in the top right hand corner of your image thumbnail in the Grid and Filmstrip to signify that it is in the Quick Collection. You can click on this circle to remove or add a photo to the Quick Collection.

Figure 9

This marker is useful if you want to browse through

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your main collection to see which images are in the Quick Collection to make sure you haven't missed adding any.

If you look in the bottom right hand corner of the thumbnail you will see a badge that looks like a photo on top of another photo, this signifies that a photo is in a collection. If you click on this icon a list of the Collections that this photo is in will pop up, if you click on a name you will be directed to that Collection.
This badge only shows if an Image is in more than one collection or you are viewing it from a folder, not a Collection.

The other type of Collection is a <u>Smart Collection</u>:

A Smart Collection contains images that are automatically placed into the Collection based on information they contain in their metadata. If you import an image or images that meet your chosen criteria they will be added to the relevant Collection on import. This Criteria can include things such as a rating a keyword or colour or a combination of several options.
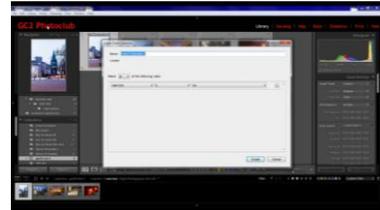

Figure 10

To create a Smart Collection, click on Library > New Smart Collection, or right click on the word Smart Collections at the top of the Collections Panel. A pop up dialogue box appears, as in Figure 10, allowing you to choose your options to select images for the new Smart Collection.
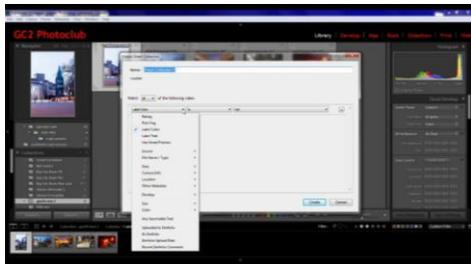

Figure 11

I suggest you browse through these to see how varied they are.

When you have finished specifying the criteria, click on the 'Create' button and your new Smart Collection will appear in the Collections Panel containing all the Images that meet that criteria, as you add more images to your computer's hard disk or Lightroom they will automatically be put into this Smart Collection if they meet the chosen criteria, or when it is applied to an image at a later date.

We hope you found this information sheet useful, visit our web site at www.gc2photoclub.com for more tutorials and information.

Don't forget to subscribe to our newsletter for the latest updates.

Bye for now

Geoff and Gary