



# Adobe Lightroom

## User Guide



# Table of Contents

<b>Chapter 1: Getting Started</b>	<b>3</b>
Introduction	3
Key Terms	4
User Interface Overview	5
<b>Chapter 2: Import and Export Photos</b>	<b>7</b>
Import Photos	7
Export Photos	9
Quality	9
File Size	9
<b>Chapter 3: Crop and Auto Straighten</b>	<b>11</b>
Crop to Improve Composition	11
Crop for Specific Use	12
Aspect Ratios	12
Crop Overlays	13
Auto Straighten	14
Reference Lines	15
<b>Chapter 4: Auto Adjust Light and Color</b>	<b>16</b>
Auto Adjust Light and Color	16
Light and Color Terminology	17

# Chapter 1: Getting Started

## Introduction

This is a beginner guide designed to help new photographers get familiar with Adobe Lightroom and achieve basic edits on their digital photos.

## Adobe Lightroom

Adobe Lightroom is a photo editing and storage application that allows users to edit and organize their photos. Adobe Lightroom offers editing tools to adjust light, colour, cropping, straightening, and more. The program is ideal for importing and processing large quantities of photos, which can be organized efficiently in their library-like catalog.

## Editing Photos

It can be hard to get a photo right in the moment, there are a lot of variables to consider. These include factors that are both within and outside of a photographer's control:

- The angle of the camera
- How close you are to your subject
- Filters or camera settings
- Animals or people moving into frame
- Changing light conditions

Editing is a second chance to get your photo the way you want it to look. It allows you to enhance your photos by refining details and correcting any imperfections.

# Key Terms

## **Framing**

Framing refers to the processes of composing a photo. It means choosing what you'll include in your photo and what you'll leave out.

## **JPG File Type**

JPG also known as JPEG, is a digital file format commonly used for photos. It is the most well-known photo format for sharing online.

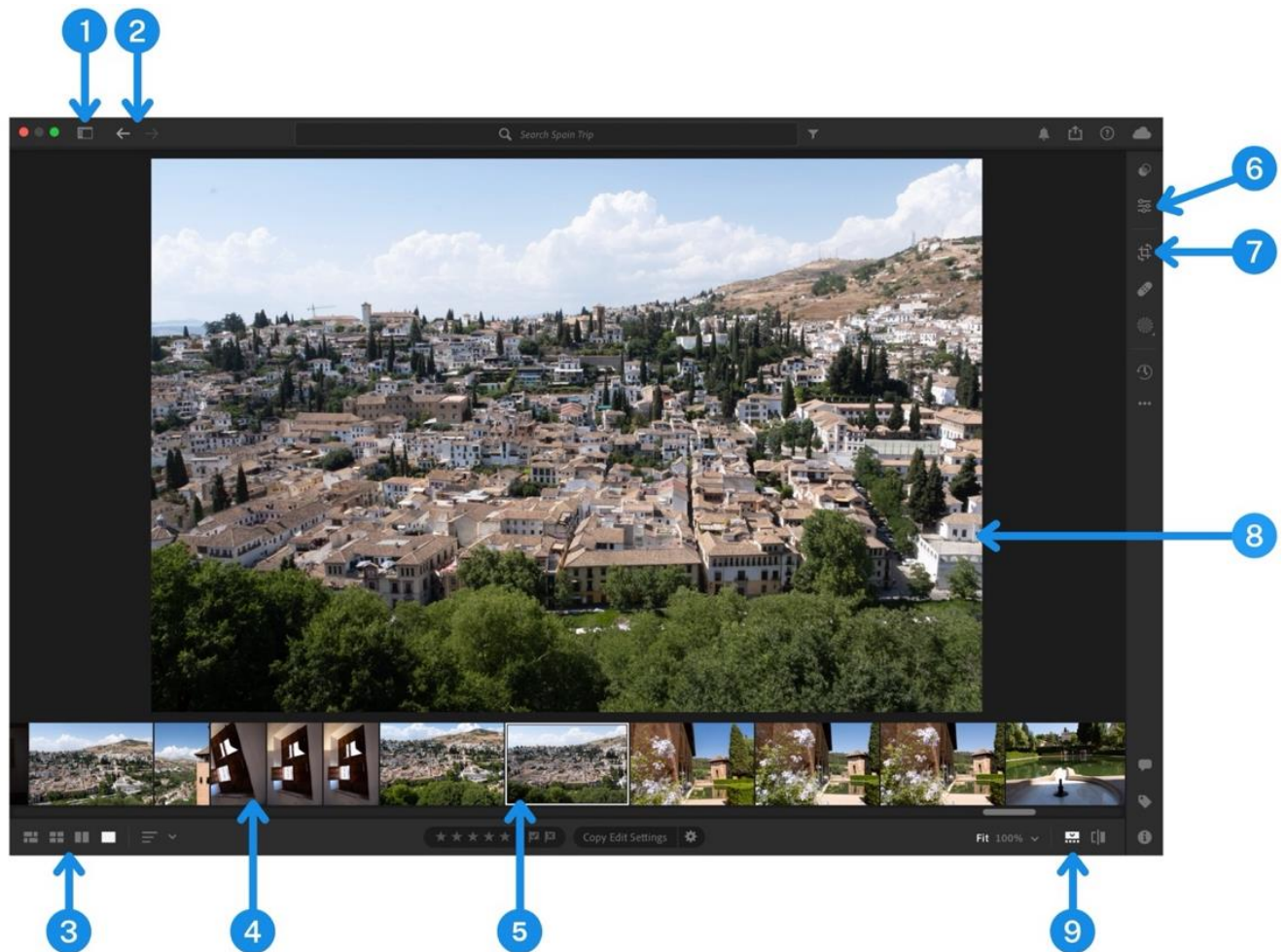
## **Lossy Compression**

Lossy compression modifies an image to carry less information per pixel. Every time you save a JPG; you will add more compression to your photo. Excessive compression can degrade the quality of an image.


## **Subject**

The subject is the main topic or focus of a photograph. It can include objects, people, nature, and more!

## User Interface Overview



1	<b>Source Photo Menu</b> (☐): Contains your Photo Library
2	<b>Back, Forward Buttons</b> (← →): Navigate forward and backward
3	<b>Photo Layout Buttons</b> <b>Photo Grid</b> (☐☐): Displays photos as thumbnails with no borders <b>Square Grid</b> (☐☐): Displays photos as equal-sized thumbnails <b>Compare</b> (☐☐): Displays two photos side by side <b>Detail</b> (☐): Lets you work with and edit individual images
4	<b>Film Strip</b> : Photos in your library that neighbour the selected photo

<b>5</b>	<b>Photo Selection:</b> Your current selection
<b>6</b>	<b>Edit Tool</b> (  <p>6</p>

# Chapter 2: Import and Export Photos

## Import Photos



To edit your photos, you first need to add them to Lightroom. You can import photos from your computer, memory device, or directly from a camera.

### Add Photos to Lightroom

In pursuit of a great photograph, photographers will typically explore their subject with a variety of photos, selecting the best ones to finetune and edit. However effective this may be, sifting through large batches of images can be an overwhelming and time-consuming task. Importing images to **Lightroom** will help you to narrow your scope.

After you have added photos from your camera or memory device to **Lightroom**, a thumbnail preview of those images will appear. This allows you to review and compare all the images on the screen, making it easier to choose the best ones to import and edit. This will save you time and help to unclutter your workflow.

## Import Photos

1. Open Lightroom.
2. Connect a camera or memory device to your computer.  
If connecting a camera to your computer, use a USB or USB-C cable. Your camera may have come with its own special cable. Be sure to use a data-capable USB cable, and not a "charge-only" cable. Camera models will vary. See the instructions provided with your camera.
3. In Lightroom, select the **Source Photo**  menu.
4. Select **Add Photos**. The **Finder** menu will appear.
5. Select the device you want to import photos from. A dialog with a list of photo files will appear.
6. Select one or more photo files that you would like to add.
7. Select **Review for Import**. A thumbnail preview of your photos will appear.
8. Choose the photos that you would like to add to Lightroom by selecting the **Photo Checkbox**  on each photo. A blue check mark on the photo indicates that a photo has been selected for import.
9. Select **Add Photos** to import. When photos have been successfully added, they will appear listed under the **All Photos** menu. Photos will be listed by the date of import.



## Export Photos

Once you've finished editing in Lightroom, you'll need to export your completed photos to share them.

### Quality

Quality refers to the amount of compression added when exporting a JPG photo.

### File Size

File size refers to the digital size of an image that's being saved. It is usually measured in kilobytes (KB) or megabytes (MB). High-quality JPGs will be larger files than low-quality JPGs because they carry more information per pixel.

### When to Export as JPG (Small) vs JPG (Large)

JPG (Small)	JPG (Large)
<ul style="list-style-type: none"><li>- Low-quality JPG file</li><li>- Low resolution photos with a smaller file size</li><li>- Loads quickly online and uses less storage space</li><li>- Ideal for photos used on websites, email campaigns, and social media</li></ul>	<ul style="list-style-type: none"><li>- High-quality JPG file</li><li>- High resolution photos with a larger file size</li><li>- Preserves details and minimizes image compression</li><li>- Ideal for archiving or printing photos and artwork</li></ul>

## Export Photos Using JPG Presets

1. Select one or more photos you would like to export.  
If you select more than one photo, the same export settings will apply to all photos exported at the same time.
2. Select **File > Export**. The **Export** menu will appear.
3. Select **Preset > Export JPG (Small)** OR **Export JPG (Large)**.
4. In the dropdown **File Naming** menu, set the file name as desired.
5. In the dropdown menu beside **Output Sharpening**, select **None**.
6. In the dropdown menu beside **Color Space**, select **sRGB**.
7. Select **Export Photo**.  
If you would like to export the photo to an external memory device, connect it to your computer. The **Finder** menu will appear.
8. Select the location where you would like to store your photos.
9. Select **Export**.

# Chapter 3: Crop and Auto Straighten

## Crop a Photo

Crop is an essential photo editing tool which can be used to improve photo composition and remove unwanted elements.

### Crop to Improve Composition

When capturing a photo, there are elements that the photographer cannot control, like a person unexpectedly walking halfway into frame. Other times, you may take a quick photo in the moment and later realize later that it would be more impactful to crop more closely around your subject. Cropping allows you to remove unwanted elements from edge of the image or better frame an area of interest.

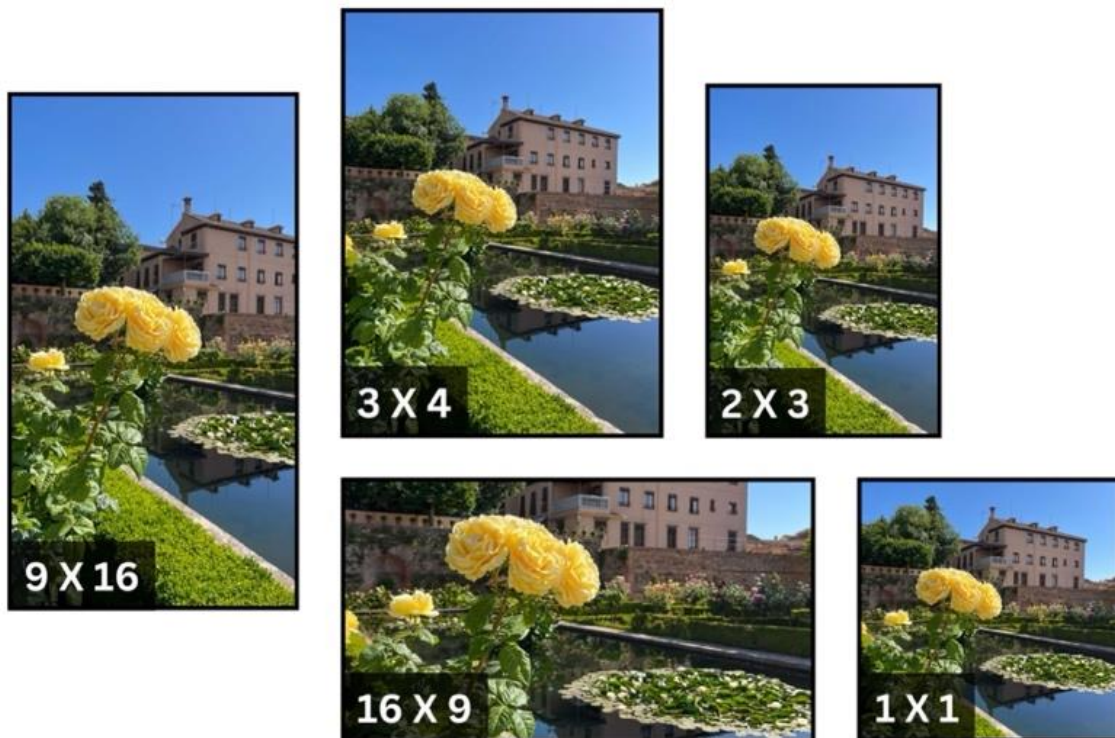


## Crop for Specific Use

If you know the photos you are editing are destined for your monthly newsletter or Instagram, you can crop a photo for its specific use. To do this, you will need to determine the aspect ratio of your desired platform and crop your photo to the same aspect ratio. This can also be useful when printing images as a specific size.

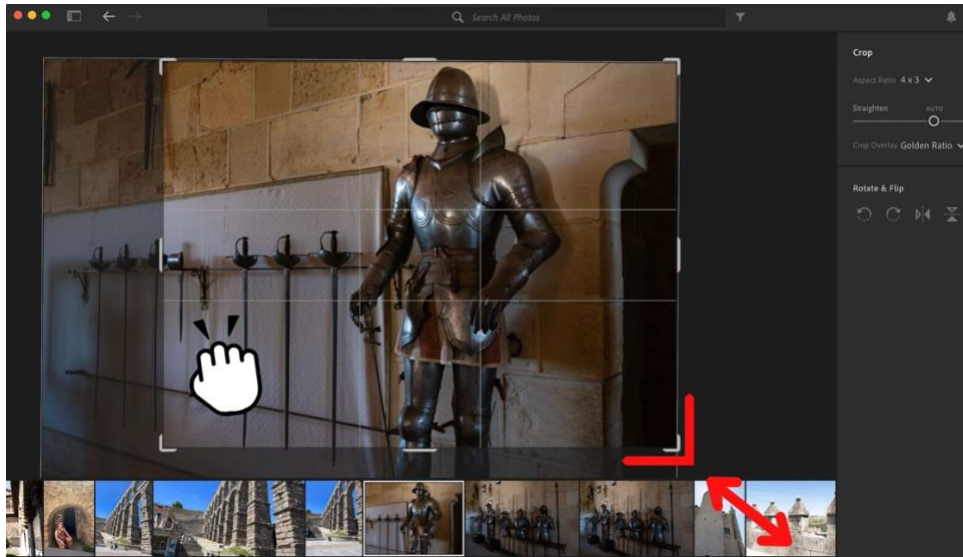
## Aspect Ratios

The aspect ratio of a photo is the ratio of its width to its height. It is written as two numbers separated by a colon or ex, in the format width:height or width X height. Some common aspect ratios include: 3:4, 2:3, 9:16, and 1:1.




## Crop Overlays

Crop Overlays are a set of lines and curves layered on top of your photo when the crop tool is active, serving as guidelines to help you move and resize the composition of your photo. Drag the corners of the Crop Overlay to resize the frame. Grab and drag your photo to reposition it within the frame.



## Crop a Photo

1. Select the photo you would like to crop.
2. Select the **Crop and Rotate**  tool. The **Crop & Rotate** menu will appear.
3. In the dropdown **Aspect Ratio** menu, set the aspect ratio as desired. **Crop Overlays** will appear on the photo.
4. Drag and drop the corners of the frame to resize the crop overlays as desired.
5. Select and drag your photo to reposition it within the frame as desired.
6. On your keyboard, select **Return** to complete the crop.



## Auto Straighten a Photo

When capturing a photo, your camera can be tilted, resulting in a photo that is crooked. Straightening photos ensures horizontal and vertical lines appear level and balanced, creating a more visually pleasing and stable composition.

### Auto Straighten

Auto Straighten is useful when straightening photos with obvious reference lines. The software identifies straight lines in a photo and uses them to rotate the photo to correct the tilt.

#### Before Auto Straighten

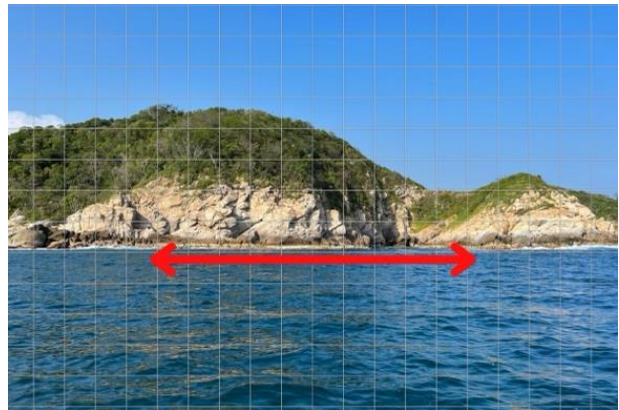


#### After Auto Straighten




## Reference Lines

Straight lines in a photo, such as building edges or a horizon line that can be used to rotate a photo to correct the tilt.



## Auto Straighten a Photo

1. Select the photo you would like to straighten.
2. Select the **Crop and Rotate**  tool. The **Crop & Rotate** menu will appear.
3. Select **Auto**, located in the center of the **Rotate Slider Bar**.
4. On your keyboard, select **Return**.

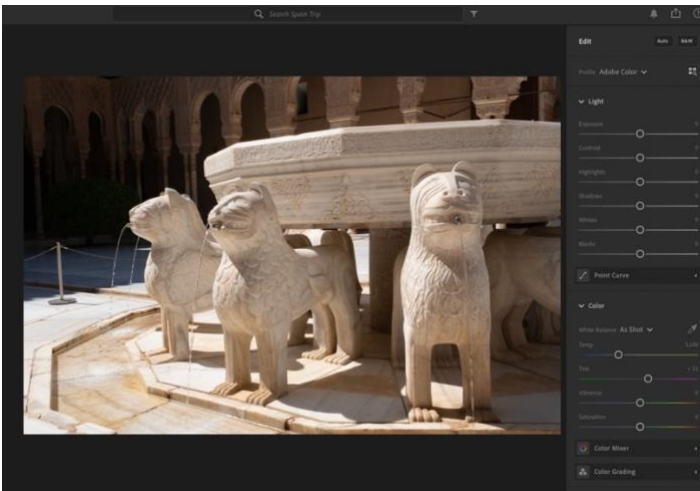
If you receive an **Error Message**, it is likely because your photo does not contain detectable reference lines. This means it will be necessary to manually straighten your photo.

# Chapter 4: Auto Adjust Light and Color

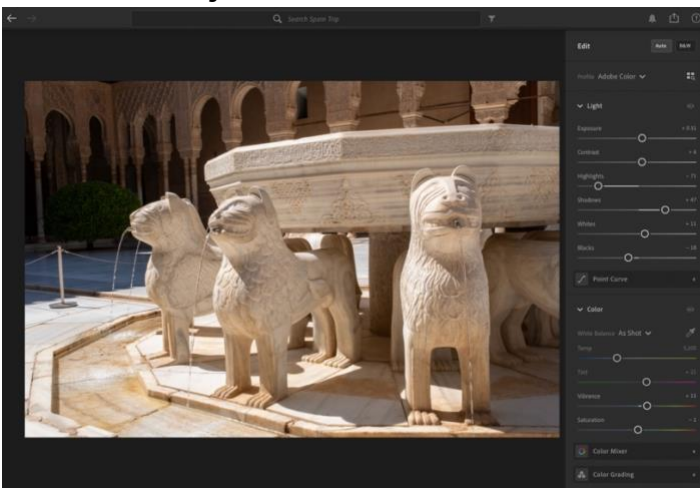
## Auto Adjust Light and Color

Adjusting the light and color can enhance the visual impact of your photos. When editing, photographers try to make sure that there is detail visible in the lightest and darkest parts of a photo. There are various light and color controls which can be used to achieve this effect. Auto Adjust uses these controls to help to find light and color balance in your photos!

### Before Auto Adjust



### After Auto Adjust






## Light Terminology

<b>Exposure</b>	Adjusts the brightness or darkness of your photo
<b>Contrast</b>	Adjusts the difference between darkest and lightest parts of your photo
<b>Highlights</b>	Adjusts the second brightest parts of your photo, after Whites
<b>Shadows</b>	Adjusts the second darkest parts of your photo, after Blacks
<b>Whites</b>	Adjusts the brightest parts of your photo
<b>Blacks</b>	Adjusts the darkest parts of your photo

## Color Terminology

<b>Temp</b>	“Temperature” adjusts the warmth or coolness of your photo
<b>Tint</b>	Adjusts the balance between green and magenta in your photo
<b>Saturation</b>	Adjusts the intensity of all the colors in your photo
<b>Vibrance</b>	Adjusts the intensity of the muted colors in your photo without affecting colors that are already well-saturated

## Auto Adjust Light and Color

1. Select the photo you would like to adjust.
2. Select the **Edit** tool . The **Edit** menu will appear.
3. Select the **Auto** button. The **Color** and **Light** sliders will automatically adjust, along with the light and colour levels in your photo.

# Thank you for using Adobe Lightroom!

For more learning resources and product  
information, please visit:

[www.adobe.com/products/photoshop-lightroom](http://www.adobe.com/products/photoshop-lightroom)

