

Importing, Exporting, & Sending Lightroom Catalogs

CAREFULLY FOLLOW THESE INSTRUCTIONS

Preparing Your Lightroom...

HOW IT WORKS:

Before getting started, please make sure you are up-to-date with the latest version of Lightroom Classic CC. You will be preparing a catalog to be edited that includes both anchor images (your pre-edited images) AND the unedited images that are being outsourced.

To do this, we need to create Lightroom Smart Preview Catalogs by **building Smart Previews**.

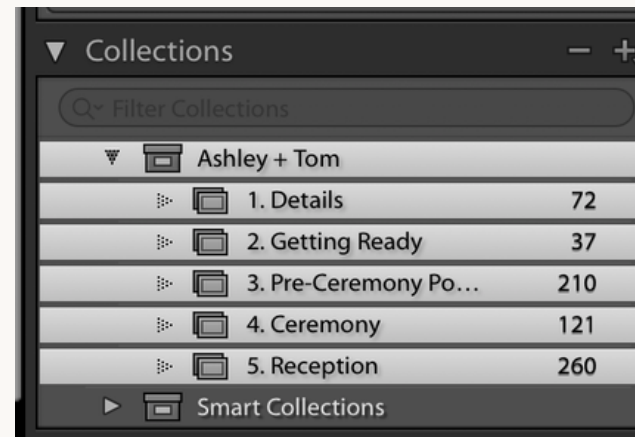
HOW TO CREATE SMART PREVIEW FILES:

Select the files for which you want Smart Previews, and then click Library > Previews > Build Smart Previews.

[You can learn more about Smart Previews by watching this video \[CLICK HERE\].](#)

Fun *Lightroom* Organization Tip...

I recommend utilizing the Collections feature within Lightroom for optimal catalog organization. [If you don't know how to use Collections or you're not sure why you should, watch this video.](#)



For example, you could organize a wedding by creating a set of Collections within a Collection Set (i.e. Collection Set: “Smith Wedding; within the Collection Set are Collections like “Details, Getting Ready, Ceremony, Reception, etc”)

Preparing Your Lightroom...

1

KEEP YOUR LIGHTROOM UPDATED

To avoid compatibility issues, don't forget to always keep your Lightroom Classic CC updated

2

WANT CONSISTENCY FROM ME?

If you really would love to see consistent edits from me please make sure to utilize the Collections feature in Lightroom and spend a few moments to organize your catalog into a Collection Set.

3

SEND CONSISTENT ANCHOR IMAGES

If you really would love to see consistent edits from me please make sure to send at least one edited anchor image every time the lighting situation or scenario changes.

Be sure your anchor images are consistent with each other to avoid any confusion so the direction of the edits are clear for me.

4

RATE YOUR ANCHOR IMAGES

Rate your anchor images so they can be easily identified. A five star rating or rating those image RED with a color rating is great! Tip: Use the type key number 5 to instantly rate an image 5-star.

5

DOUBLE CHECK YOUR FILES + IMAGE COUNT

Let's avoid as many errors as we can! Double check that you have sent me both .lrcat + .lrdata files. Double check that all of the photos are in the catalog. Tip: open the .lrcat file after you have exported your catalog to make sure everything is in order and that the files work.

6

DON'T RENAME OR MOVE YOUR RAW FILES

Do not rename or move your RAW files on your computer or hard drive while you wait for me to edit these photos. Do not rename these files in Lightroom or otherwise. Wait until after you have successfully imported the edited catalog from me to move or rename files.

Exporting Your Catalog for Editing

HOW TO EXPORT A SMART PREVIEWS CATALOG FOR OUTSOURCING

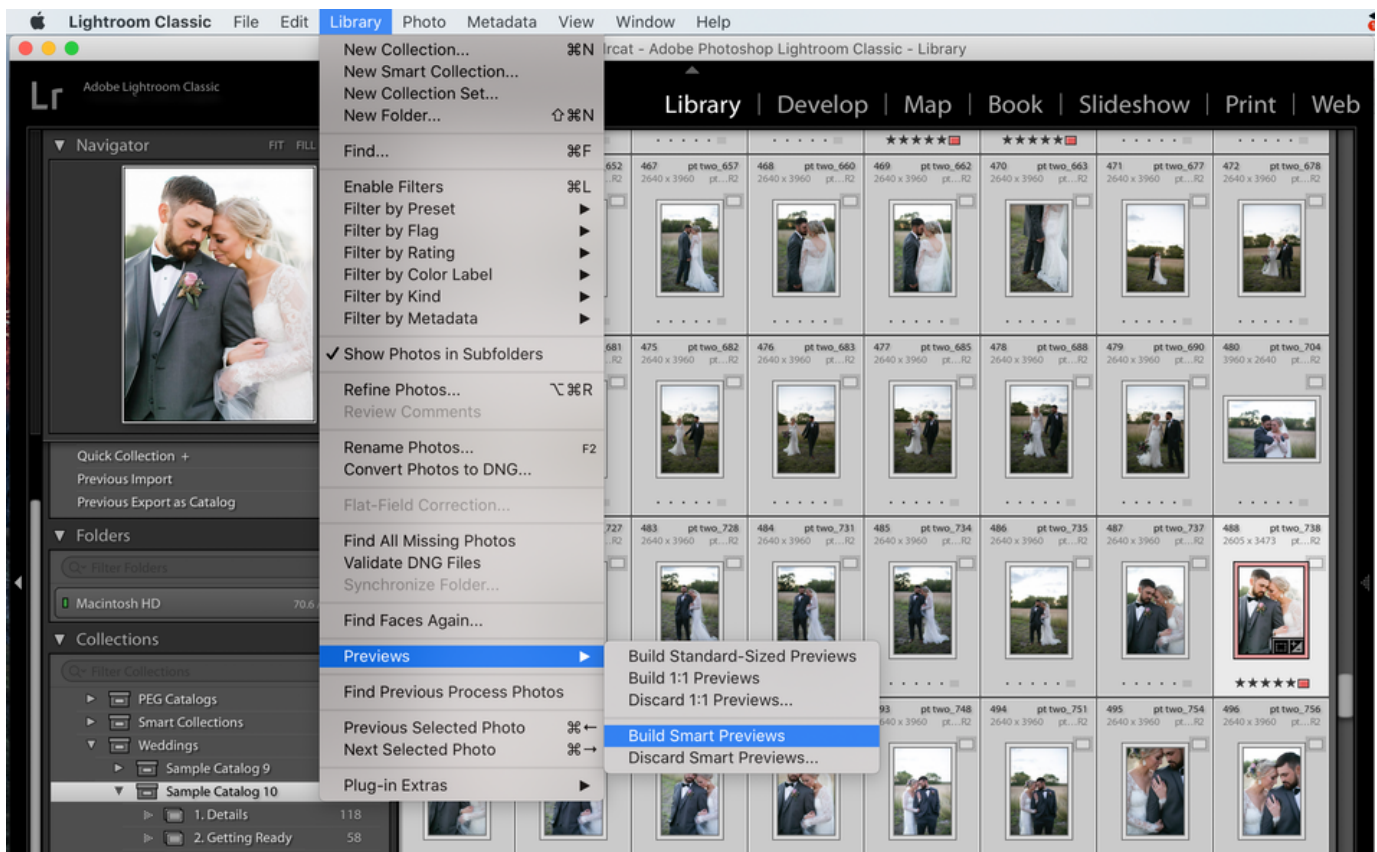
1 STEP ONE: MAKE A PHOTO SELECTION

Select all of the photos to be exported, including both anchors (*your pre-edits*) AND un-edited images. If you're awesome and use Collections, click on the designated collection or Collection Set and go to Edit > Select All (*or command/ctrl + a*)

2 STEP TWO: MAKE SURE SMART PREVIEWS ARE BUILT

REQUIRED STEP – double check that Smart Previews are built. To check this do the following: Library Module > Select All the photos you need > Go to Library > Previews > Build Smart Previews.

Remember: Smart Previews are vital to this process (*again, we aren't exchanging actual RAW files - just their smart preview data*). If you are confused with this step, go to Page 2 and watch the video tutorial link provided.

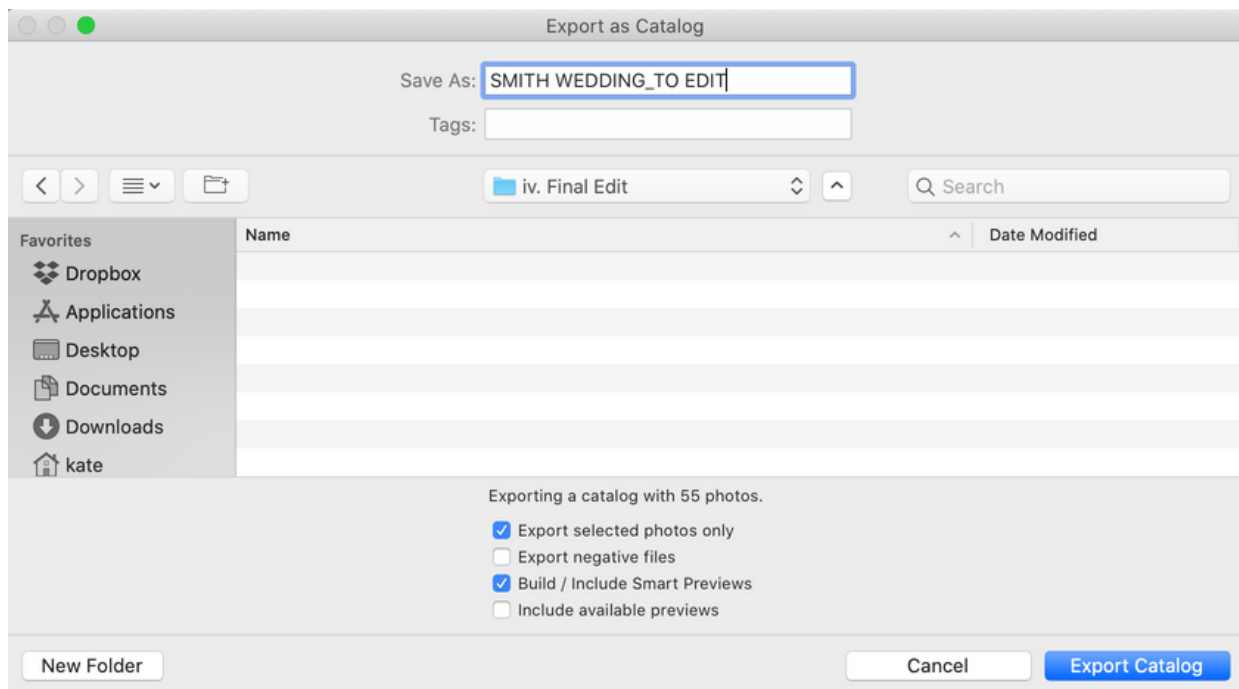
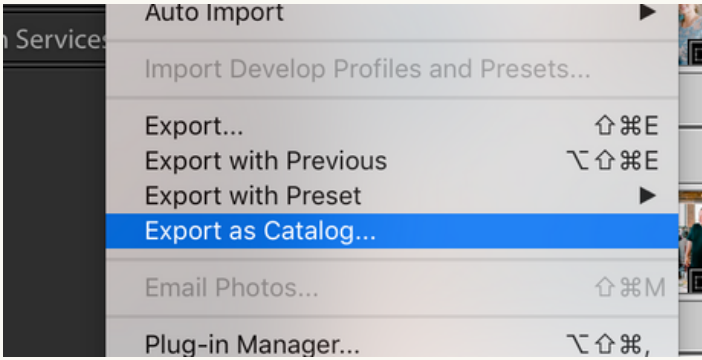


3

STEP THREE: "EXPORT AS CATALOG"

While the photos are still selected go to:

File > "Export as Catalog"



4

STEP FOUR: NAME THE FILE

Locate the folder in which you wish to export the files, then name the file. I recommend identifying the catalog that needs to be edited with "_To Edit" to help keep the files organized.

(i.e. SmithWedding_To Edit)

5

STEP FIVE: UNCHECK & CHECK

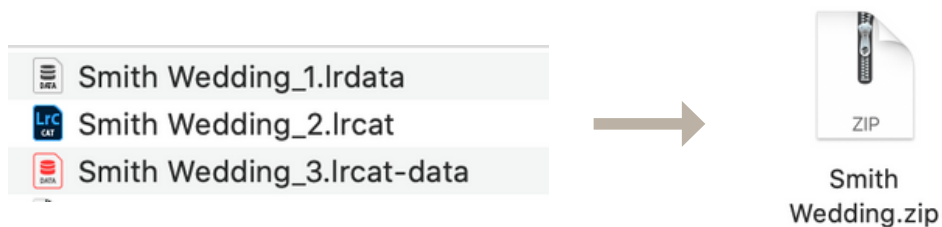
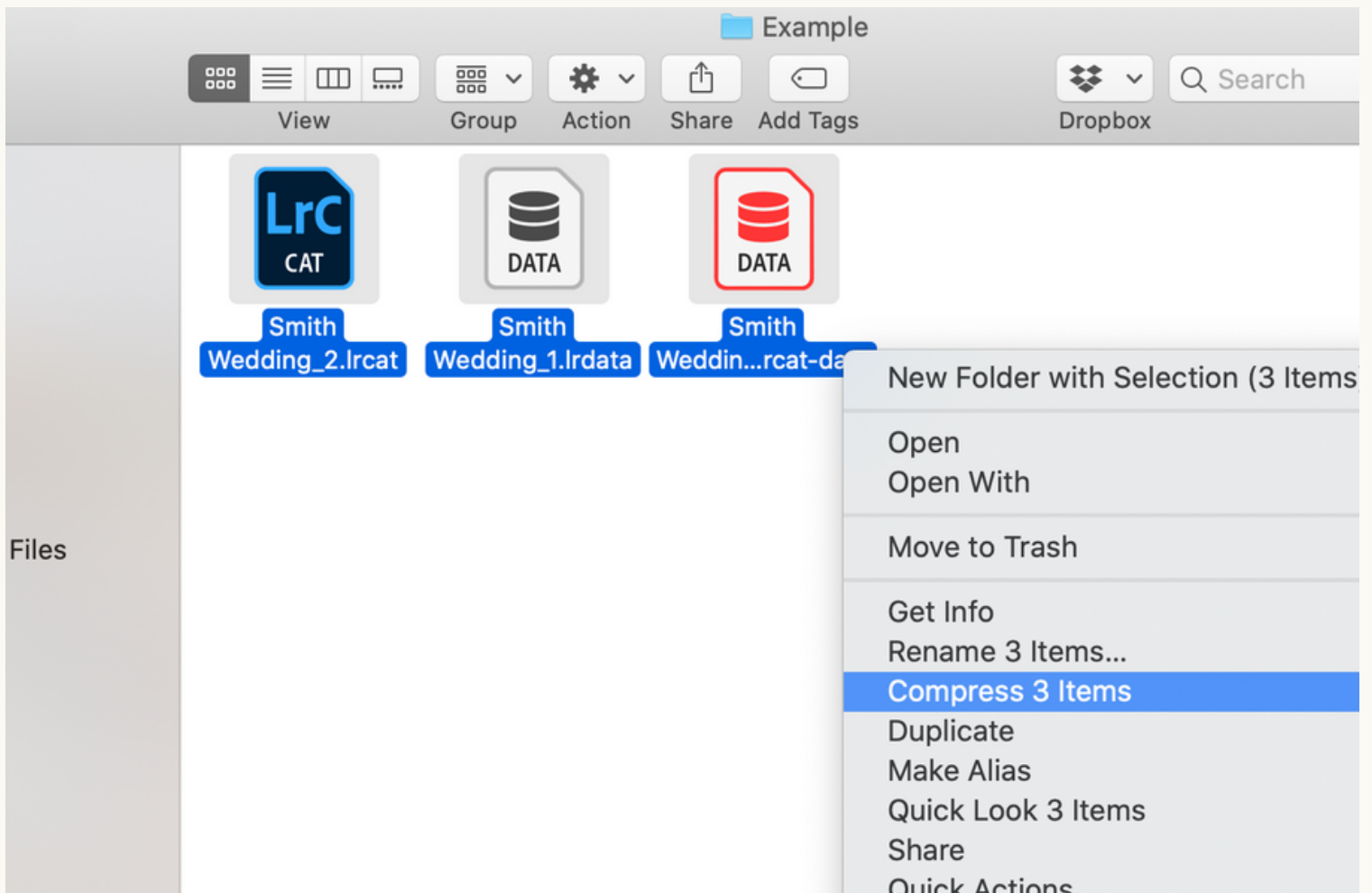
CHECK "Export Selected Photos Only"

UNCHECK "Export negative files"

CHECK "Build/Include Smart Previews"

UNCHECK "Include available previews"

*Then select "Export Catalog"
(Example shown above)*



6

STEP SIX: DOUBLE CHECK YOUR FILES

Your three exported files should look like the example shown above. **Compress these two files together into a .zip (shown above):**

- One .lrcat file (the Lightroom Catalog file)*
- One .lrdata file (the smart previews data file)*
- One .lrcat-data file (red)*

Last Steps!

YOU'RE ALMOST DONE

After you've compressed the 3 files into a .zip file:

1. Upload the renamed .zip file with the link below

Tip: Save the link to your bookmarks bar so you can quickly upload any files you need to send me in the future.

[CLICK HERE TO UPLOAD YOUR .ZIP](#)

2. **You're done!** Within 1-2 business days you will receive an invoice from me as a confirmation that I've successfully received your catalog.

3. Please do not move or rename your catalog or photos while you are waiting on edits from me as this could cause "missing links" while you importing the finished edits you receive from me

Importing a Smart Previews Catalog

HOW TO IMPORT A "FINAL EDIT" CATALOG

1 Download the Final Edit .zip file with the link that was sent to your email.

Unzip the file. Store the folder wherever you prefer (*do not depend on the WeTransfer link in your email as permanent storage or back-up storage*). The WeTransfer link will expire after 30 days.

It is up to you to store this safely.

2 Open Lightroom Classic CC (*Be sure to open the same catalog that you originally exported the catalog from*)

Go to File > "Import From Another Catalog" > Select the .lrcat final edit file > Choose

3 **UNCHECK** "Preserve old settings as a virtual copy" if you see the option to.

>>

Select the dropdown option: Add new photos to catalog without moving

>>

Select Import

4 To view the imported catalog (edited images):

Go to Library > Select "Previous Import" OR locate where you had organized these photos in a Collection with your corresponding Catalog.