CATALOG TRANSFER

CHECKLIST

A quick reference guide to
EXPORTING and IMPORTING
Smart Preview Catalogs

Kaiser Creative

AN OUTSOURCING COMPANY FOR PHOTOGRAPHERS

EXPORT YOUR CATALOG

☐ **STEP ONE**
>> Select ALL files you wish to export

☐ **STEP TWO**
>> File > Export as Catalog

☐ **STEP THREE**
>> Name Catalog "Photographer Initials '
Wedding Date ' To Edit"
Ex: JK 1.1 To Edit

☐ **STEP FOUR**
>> Check the following boxes:
- Build/Include Smart Previews
>>Do NOT Check:
- Export Negative Files
- Include Available Previews

☐ **STEP FIVE**
>> Export to Desktop

☐ **STEP SEVEN**
>> Drag and Drop File to Dropbox
"To Edit" Folder

IMPORT YOUR CATALOG

☐ **STEP ONE**
>> Correctly locate your new catalog in Final Edit folder

☐ **STEP TWO**
>> Catalog will have a name change "-Final Edits"

☐ **STEP THREE**,
>> Open LR to your catalog that stores your ORIGINAL files

☐ **STEP FOUR**
>> File > Import from another catalog

☐ **STEP FIVE**
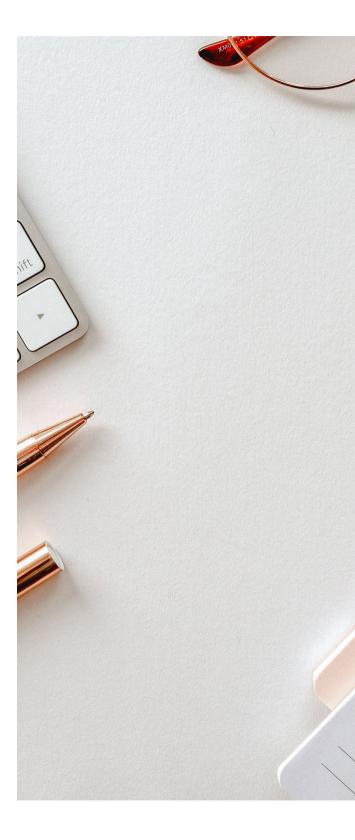>> Select Editors Final Edits Catalog file

☐ **STEP SIX**
>> Select Replace: Metadata and develop settings only
>> Do NOT Check: Preserve old settings as a virtual copy

LR will apply develop settings to the files located in the catalog and make any appropriate changes to it's own records for those images.

And that's it!

TROUBLESHOOTING

The best part about working with Smart Previews is that they are designed to help simplify and speed up the photography workflow. While the process of exporting and importing a Smart Preview Catalog is relatively simple, that doesn't mean problems can't occur! Check below to see if your problem can be fixed with these quick Troubleshooting tips!

EXPORTING

FILES - After exporting to your desktop, you should have ONE folder with TWO files located inside. Do you have one file? Most likely, Lightroom was not completely finished exporting the catalog, before you closed the program or opened the folder. Delete the folder, and export again.

CATALOG WITH 1 FILE - On occasion, the editor may receive a catalog with only 1 image in it. When exporting, you may have clicked the Wedding Collection Set but forgot to highlight ALL images within that Collection Set
>> During export, your window should say Export Catalog with XXX Images"
>> Double check that the number listed corresponds with the number of files in your wedding

IMPORTING

LOCATION - Seeing "Exclamation Points" at the top right of each of your files? The location of your RAW files was changed after importing into LR
>>Re-direct LR to the current location of your RAW files and the develop settings will be applied

DUPLICATES - Is there a duplicate version of each file? Your old file without any edits and your new file with edits? You probably forgot to uncheck "Preserve old settings as a virtual copy" while importing
>> Highlight all the photos in Library
Photo - Stacking - Collapse all stacks