FILE EXCHANGE INSTRUCTIONS

A *step-by-step* guide on preparing, importing, *and* exporting our Lightroom catalog files.

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BEFORE YOU SEND FILES

LIGHTROOM CLASSIC

Please make sure you are up-to-date with the latest version of Lightroom Classic (this process will not work with NOT Lightroom CC, make sure it is Lightroom Classic meant for Desktop use only).

ANCHOR IMAGES

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. Be sure that you review your anchors for consistency before sending your catalog.
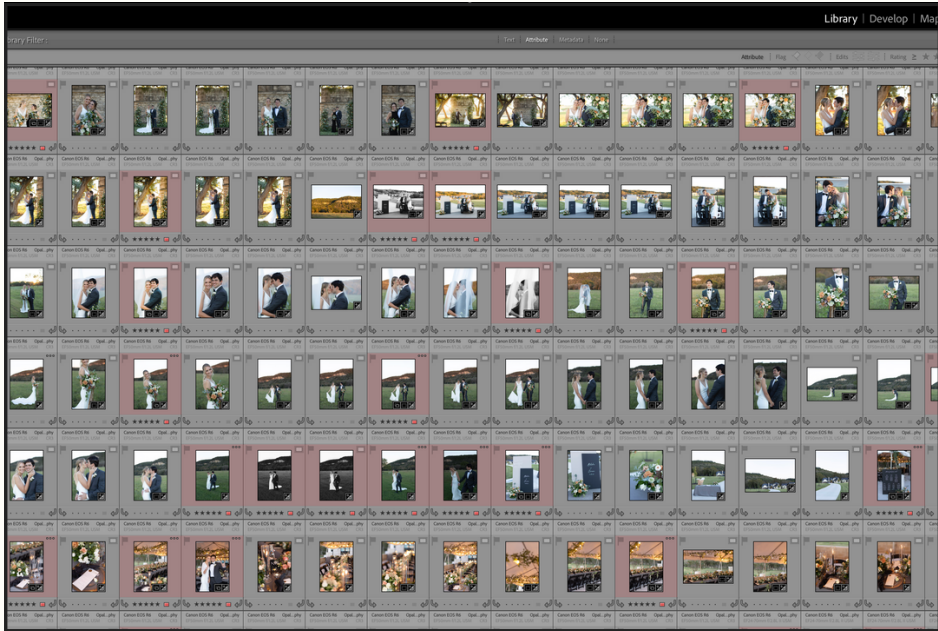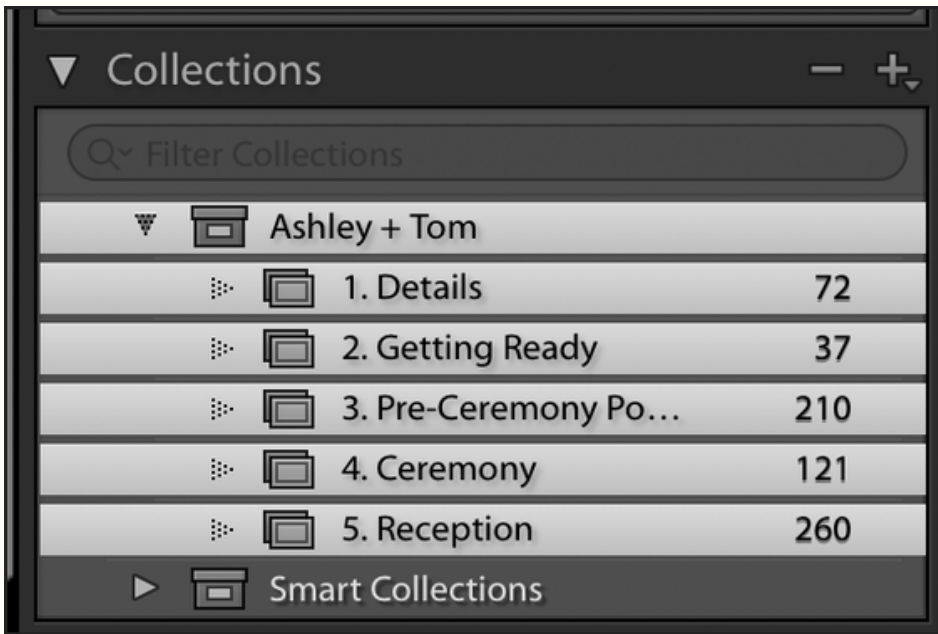

SMART PREVIEWS

To exchange Lightroom catalog files, we need to create Lightroom Smart Preview Catalogs BY BUILDING SMART PREVIEWS. Follow the steps below to prepare your catalog.

ORGANIZATION

Optional Step: 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. Alternatively, I can offer to do it for a small fee.
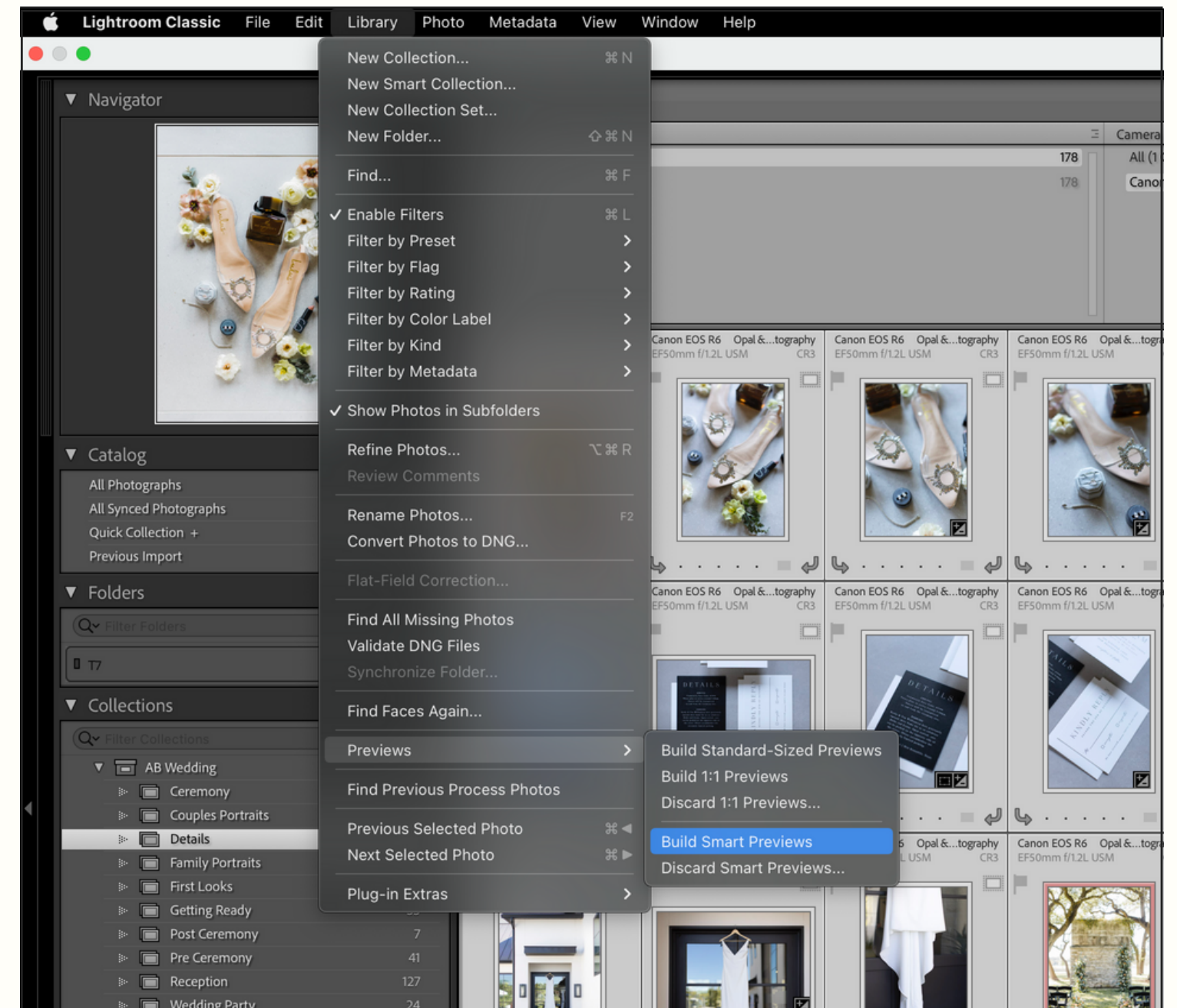
BUILDING SMART PREVIEWS

BUILD SMART PREVIEWS

Confirm you've opened up the Lightroom catalog on your desktop or laptop that contains the anchors and unedited images you'd like to send.

STEP ONE

Rate and/or flag your edited anchor images if they aren't already. Now is the time to organize your catalog into Collection Set/Collections (preferred if needed).

STEP TWO

Select all of the edited anchors and unedited images to be sent and build Smart Previews if you haven't already. You can build them by selecting all of the edited & unedited images you are sending:

Select Images > File > Library > Previews > Build Smart Previews

YOU CAN LEARN MORE ABOUT BUILDING SMART PREVIEWS BY **WATCHING THIS 0:52 VIDEO [CLICK HERE]**

IMPORTANT NOTES

01

SEND CUSTOM PRESETS AND/OR PROFILES

If you are using any custom base presets outside of what is used in your anchor images that you need me to use, send those exported presets or color profiles as well. If you just use the default Color Profiles setting on Lightroom, skip this step and just include Presets.

02

KEEP YOUR LIGHTROOM CLASSIC SOFTWARE UPDATED

To avoid compatibility issues, don't forget to always keep your Lightroom Classic updated (this is the Lightroom version made for desktop use, not the mobile version).

03

ORGANIZATION MATTERS

An organized catalog helps with consistency. Utilize the Collections feature in Lightroom and spend a few moments to organize your catalog into a Collection Set and Collections.

04

SEND CONSISTENT ANCHOR IMAGES

For a consistent catalog, send at least one anchor images every time the lighting situation, scenario, or camera 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. Don't forget to rate or flag your anchor images!

05

DOUBLE CHECK YOUR FILES + IMAGE COUNT

Let's avoid as my errors as we can! Double check that you have sent me both .lrcat + .lradata 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.

06

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 inside or outside of Lightroom.

EXPORTING YOUR CATALOG FOR EDITING

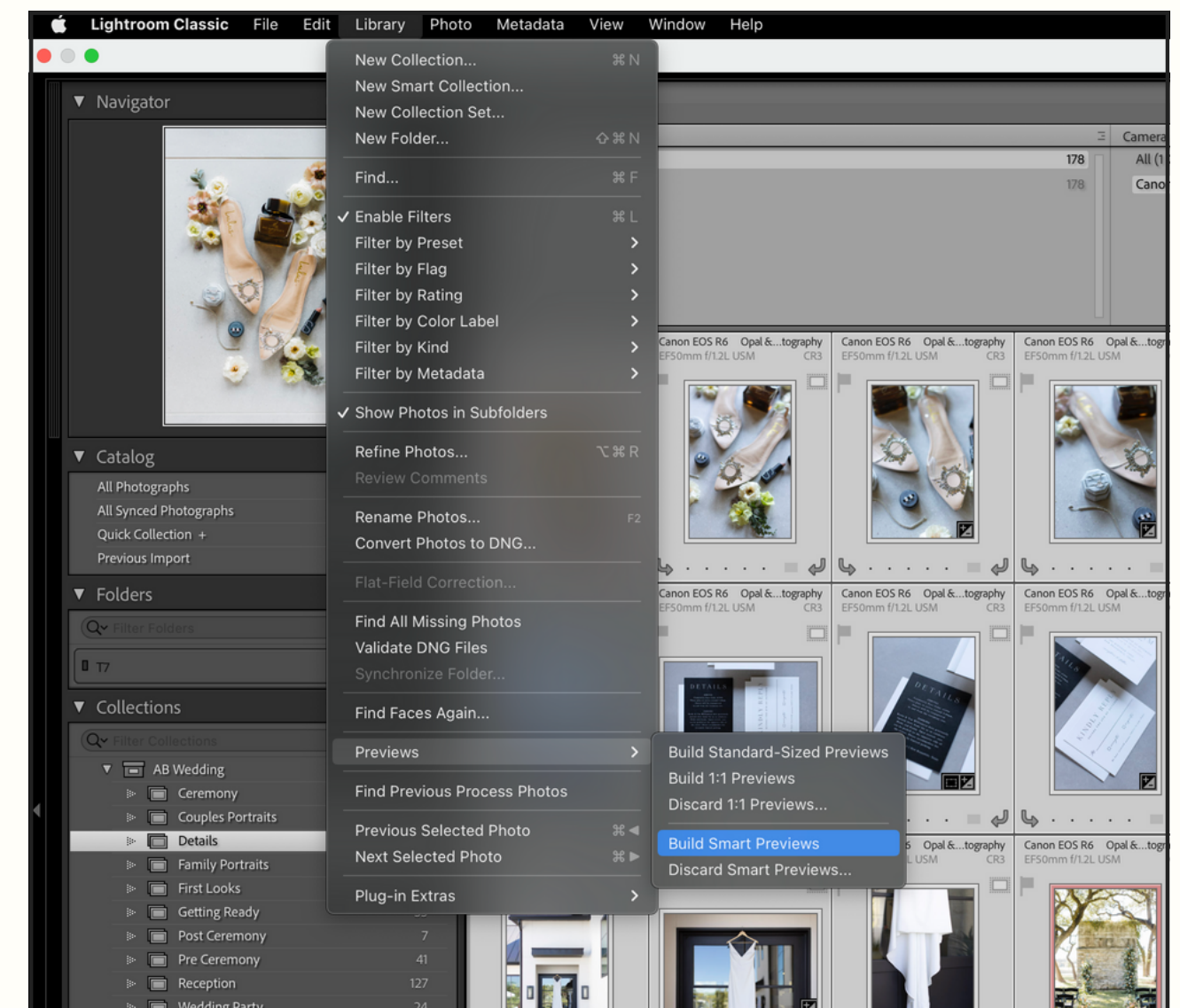## HOW TO EXPORT A SMART PREVIEWS CATALOG FOR OUTSOURCING

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)

STEP TWO: CHECK SMART PREVIEWS

VERY IMPORTANT, double check that Smart Previews are built. Open the Library Module > Select All the photos you need > Go to Library > Previews > Build Smart Previews. This is a commonly missed step.

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.
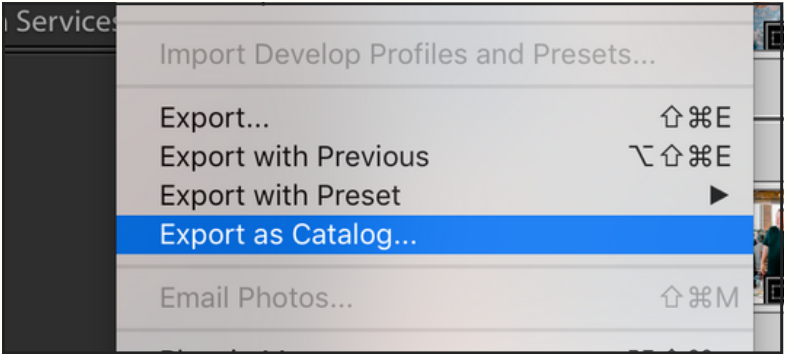

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EXPORTING YOUR CATALOG FOR EDITING

HOW TO EXPORT A SMART PREVIEWS CATALOG FOR OUTSOURCING

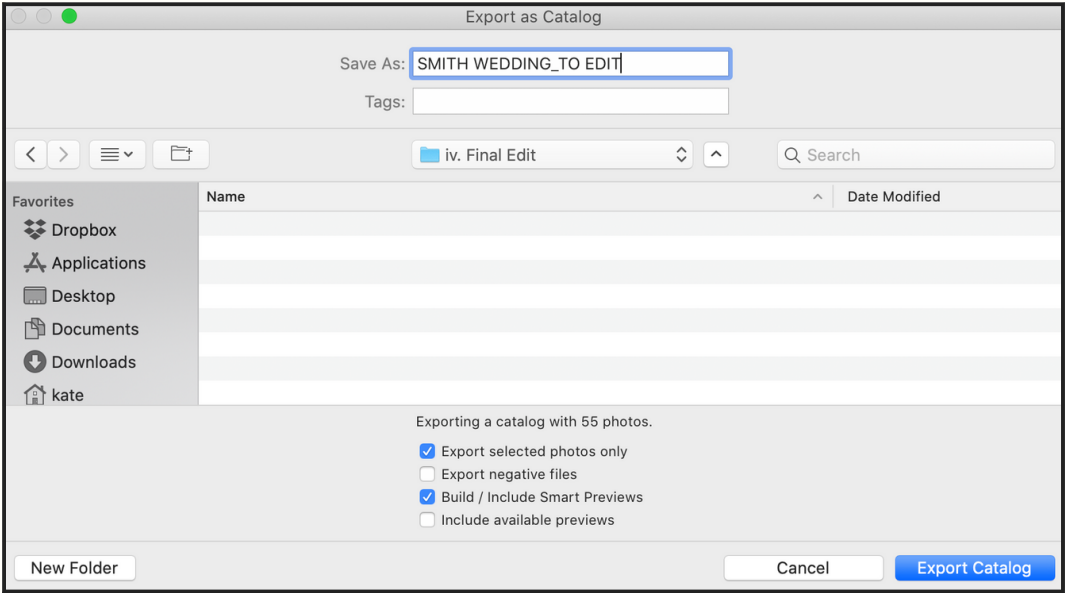### STEP THREE: "EXPORT AS CATALOG"

While the photos are still selected go to:

File > "Export as Catalog"

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)

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EXPORTING YOUR CATALOG FOR EDITING

HOW TO EXPORT A SMART PREVIEWS CATALOG FOR OUTSOURCING

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)

STEP SIX: DOUBLE CHECK YOUR FILES

Compress ALL exported files together into a .zip (as shown):

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

If you there are masks/local adjustments, you might see another .lrdata file that is red. This is fine, nothing is wrong — you will include this file in the .zip and compress ALL files together into a .zip)
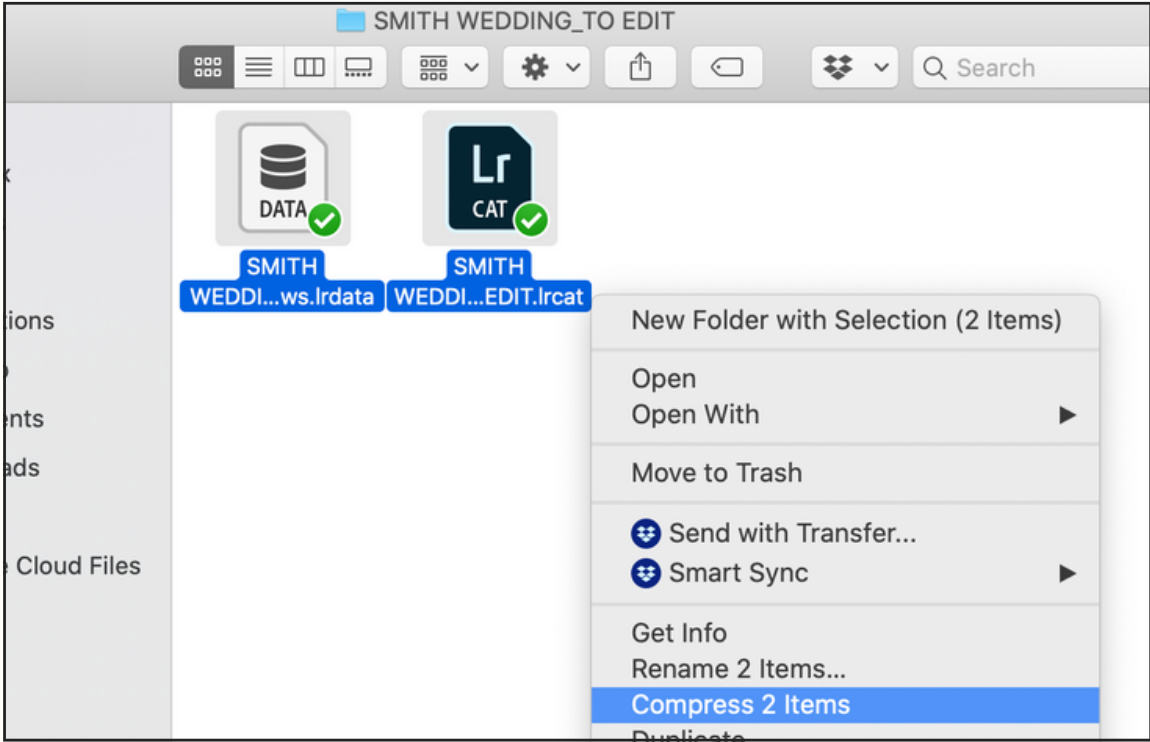
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EXPORTING YOUR CATALOG FOR EDITING

HOW TO EXPORT A SMART PREVIEWS CATALOG FOR OUTSOURCING

LAST STEPS

1. AFTER the two files are compressed into a single .zip file...
2. Upload and submit the renamed .zip file
3. **Very Important:** <u>Do not</u> move or rename your original photos or the photos inside of Lightroom while you're waiting on edits from me.
4. **Have you already sent me the presets or profiles used in this catalog, if needed?** If not, please zip them and send them to me via WeTransfer using the same button below that you use to send your catalogs.

UPLOAD YOUR CATALOGS

HAVING TROUBLE?

- Double check your files by opening your exported .lrcat file
- Did you compress your two files before sending?
- Are both .lrcat and .lrdata files in there?
- Open the .lrcat file, are all the photos there?

- Are your anchors rated?
- Did your upload to our folder complete/send without issues?
- Feel free to reach out if you're stuck!

IMPORTING YOUR EDITED CATALOG

HOW TO IMPORT AN EDITED SMART PREVIEWS CATALOG

STEP ONE

Download the Final Edit .zip file from our "Final Edit" Dropbox folder.

Unzip the file. Store the folder wherever you prefer (do not depend on
our Dropbox folder as permanent storage or back-up storage).

It is up to you to store this safely.

STEP TWO

Open Lightroom Classic (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

STEP THREE

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'

Dropdown Selection: 'Replace Develop and Metadata Only'

>> Select Import

STEP FOUR

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.

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