

## Collections

- Think of a Collection as a Photo Album
  - This is where you should store your Picks
- A Collection is NOT another copy of your photos, it is a pointer to where your photos are located in LR
- You can delete a photo(s) from a Collection
  - This does NOT delete the photo from LR or your HD
- To add a photo to a Collection, just drag the photo to the Collection
- Photos can be in more than one Collection
- You should put all your photos into a Collection before working in the Develop Module
  - This way you are only working with photos what you are going to use and/or Keep
- *Create a Collection*
  - 1st - Select all the photos to put into the collections (P – Picks)
  - 2<sup>nd</sup> – Press CTRL-A to select all your Picks
  - 3<sup>rd</sup> - On the Left Panel – Collections
    - Press the “+” sign to create a new Collection
    - Select a Name for your Collection (Ex. Max Selects)
    - Be sure to select “Include selected photos” box is checked
- *Collection Set*
  - This is a sort of like a folder for Collections
  - You have your Main Collection and you created sub-collections under it
  - Ex. Marie Wedding (Main Collection)
    - Sub-Collections -> Church, Reception, etc
    - This should only be done after you have selected all your Picks
  - You can drag and drop your Collections Sets
  - You can create Sub-Collections under Sub-Collections

- *Smart Collections*
  - Automatically manages Collections
  - Select photos based on criteria through a dialog box
    - Ex. Keywords
    - Select a Keyword – ex. Jets
    - Then any photo with the keyword Jets will automatically be added into this Smart Collection
    - However, for this to work, the photos must have been imported into LR
    - It will automatically go through your LR Library and add the photos
    - Another example:
      - Create a Smart Collection on HDR
      - Then any file name that has HDR at the end will be placed in the Smart Collection
  
- *Quick Collection*
  - On the Photo, press “**B**” to add to a Quick Collection
  - This is a Quick way to see Selected Photos
  - I probably will not use this