

## We want you to participate!!

While the use of Lightroom Classic is optional, we encourage everyone who has access to a copy to try to manage their submissions using Lightroom Classic. The ability to create a master catalog of the thousands of submissions will allow the curator to review submissions easily and quickly.

Our goal is to make it as easy as you want it to be to participate, and these are only guidelines if you want to make use of Lightroom. Please do not feel that you cannot participate unless you follow these suggestions. The only “hard and fast” rule we have is that your photos **MUST** be submitted in RAW format

If you can't use Lightroom, don't worry, we'll take your photos any way you can deliver them, but using our naming conventions will make it easier on the volunteer who are managing submissions. If you cannot use Lightroom, use these suggestions as naming conventions for folders and individual photos. While we encourage the use of Lightroom Classic, if you have a prior version of Lightroom, you can still participate. Some features may not look exactly as they do in this document.

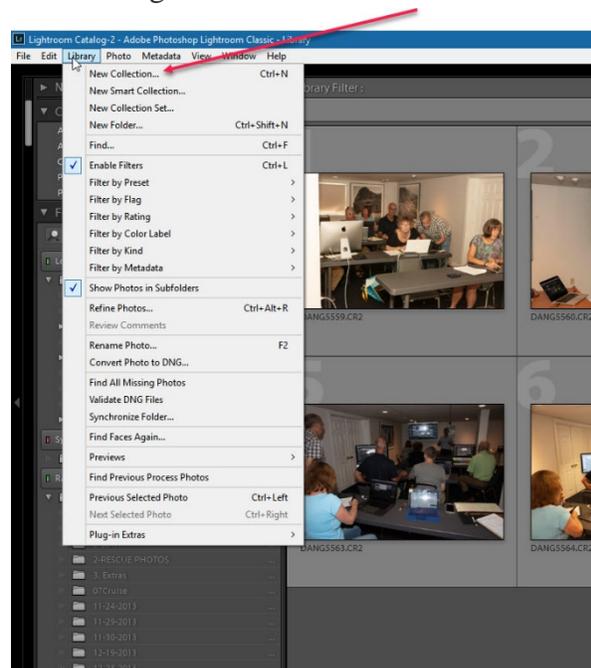
## Create a collection

**Note:** This assumes that you have created a catalog and imported images

Drag a folder from the Folders panel to the Collections panel to quickly create a collection.

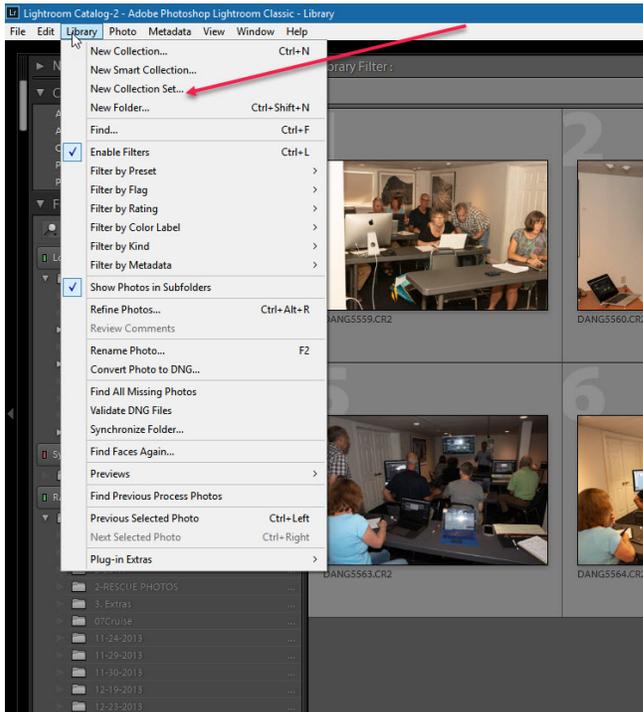
- In the Grid view, select photos and do one of the following:
  - Choose **Library > New Collection**.
  - Click the **Plus icon (+)** in the Collections panel and choose **Create Collection**.
- In the Create Collection dialog box, enter a name for the collection
- If you want the collection to be part of a collection set (see below), choose the collection set name from the Set menu. Otherwise, choose **None**.
- Select the **Include Selected Photos** option.
- Click **Create**.

The collection appears in the Collections panel with a photo-print icon . Photos that are part of a collection display a Photo Is In Collection badge  in the Grid view and the Filmstrip.



## Create a collection set

A *collection set* is a container that includes one or more collections. Collection sets give you flexibility in organizing and managing your photos. A collection set does not actually contain photos; it only contains sub-collections. A collection set has a filing box icon .



1. In the Library module, do one of the following:

- Choose **Library > New Collection Set**.
- Click the **Plus icon (+)** in the Collections panel and choose **Create Collection Set**.

2. In the Create Collection Set dialog box, type a name for your collection set.

3. If you want the new set to be part of an existing set, choose the existing set from the Set menu. Otherwise, choose **None**.

4. Click **Create**.

5. In the Collections panel, drag any collection into a collection set folder to add it to the set.

## Delete a collection or collection set

When you delete a collection, no photos are removed from the catalog or deleted from disk.

1. In the Collections panel, do one of the following:

- Select a collection or collection set and click the **Minus icon (-)**.
- Right-click (Windows) or Control-click (Mac OS) a collection or collection set and choose **Delete**.

## Add photos to a collection

1. Drag photos from the Grid view to a collection in the Collections panel on the left-hand side of your screen.

## Collection Naming Conventions

Each collection should be named as follows

REGION MNEMONIC\_PHOTOGRAPHER LAST NAME

SC\_GINGRAS for a seacoast collection

The Mnemonics are as follows:

- NW NORTH WOODS
- WM WHITE MOUNTAINS
- LR LAKES REGION
- LS LAKE SUNAPEE
- MR MONADNOCK REGION
- MV MERRIMACK VALLEY
- SC SEACOAST

## Photograph Naming Convention

Each photograph should be named as follows:

[ REGION MNEMONIC]\_[PHOTOGRAPHER'S LAST NAME]\_Photo identifier

“Perhaps, as in the file folder name, simply add the file number name such as

SC\_GINGRAS\_YachtclubStaff\_0625

The same mnemonic should be used as in the collection naming. Use an underscore to separate each element