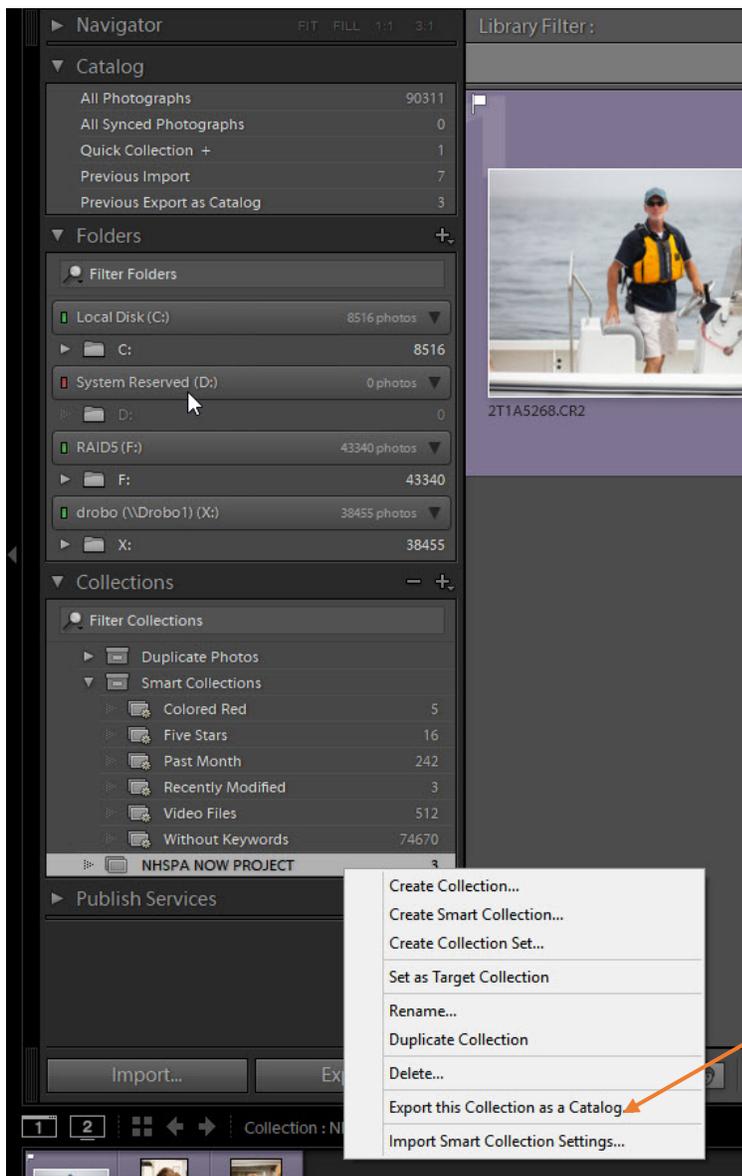


Exporting a Catalog



Let's walk through the steps for how this can be done.

Step One:

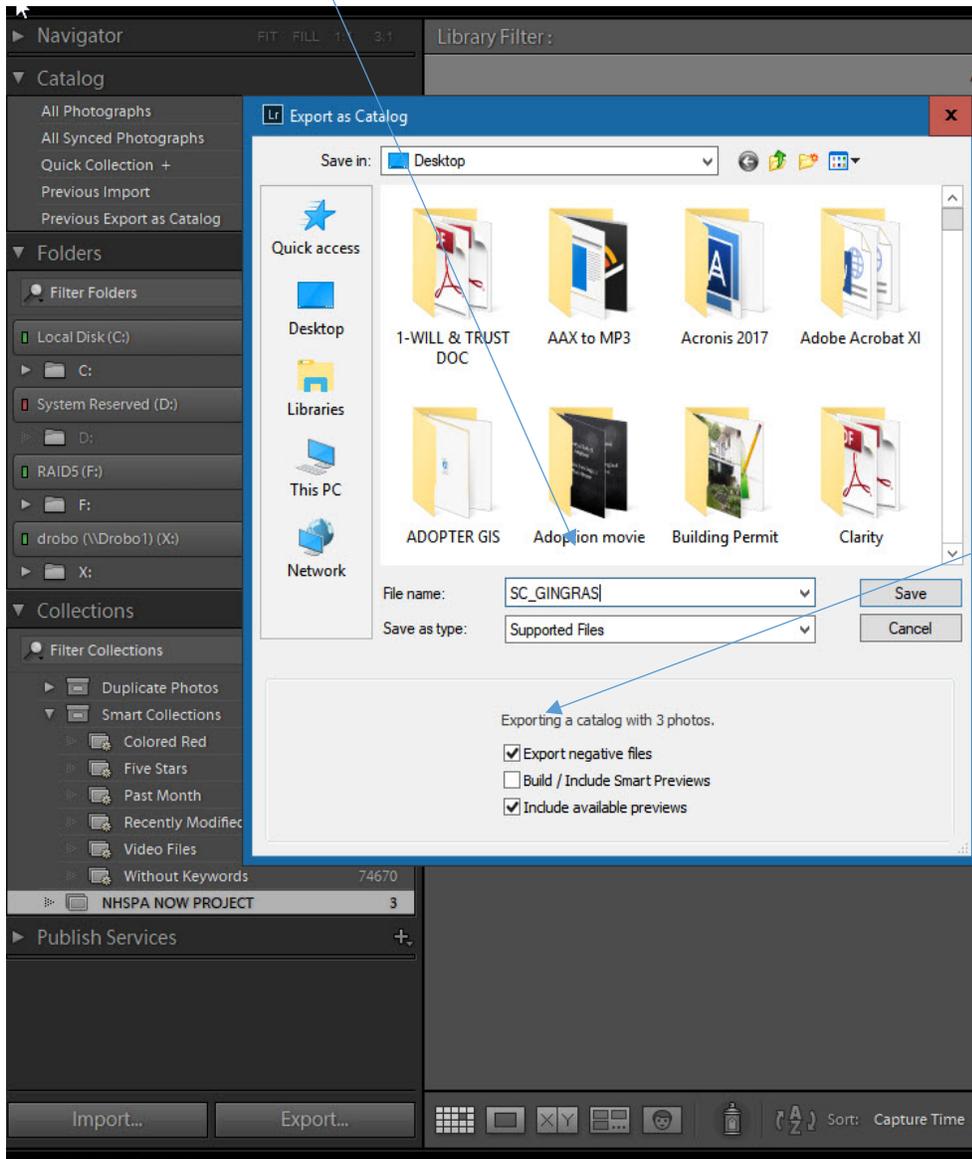
In Lightroom, there are multiple ways to accomplish a task.

Following is the way we recommend for the NH NOW project.

1. First, put all the photos you want into a collection. We have created a separate document on how to do this. Using collections, it doesn't matter if the photos are stored across multiple different folders, as you can just drag and drop them all into a single collection to pull them together.
2. Once you have them all in the collection, Ctrl-click (PC: Right-click) the collection name and choose Export this Collection as a Catalog from the menu that appears. This will open the Export as Catalog dialog box.

Step Two:

On the Export as Catalog dialog box, choose where you want the exported catalog to go and give it a name. We detailed the catalog naming convention in another document, but it should include the region mnemonic, an underscore and the photographer's name- i.e SC_GINGRAS

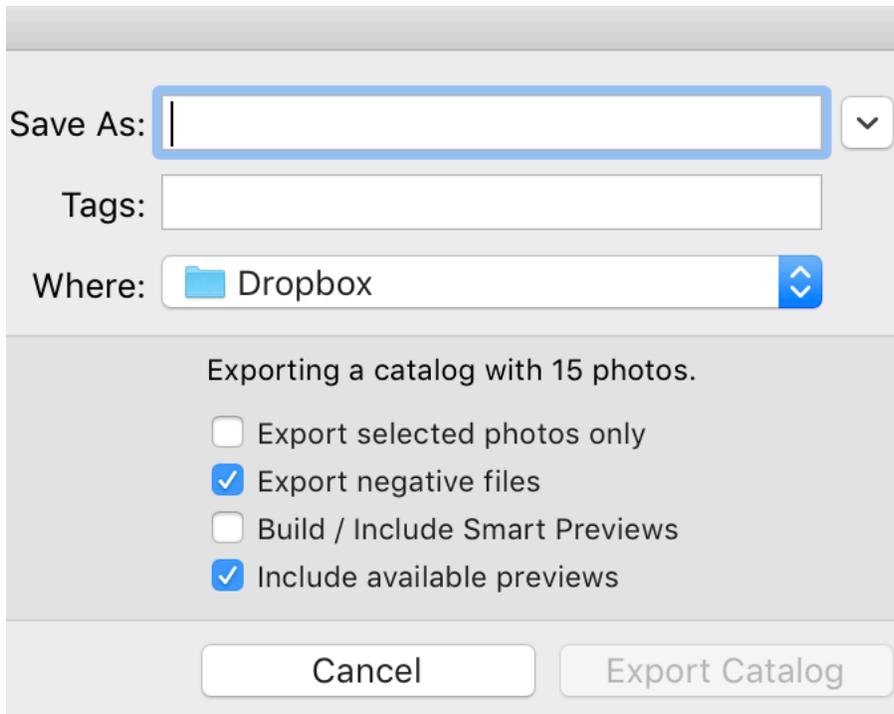


Dialog box for PC

Step Three:

At the bottom of the Export as Catalog dialog box are three checkboxes. It's important that you check **EXPORT NEGATIVES** to include copies of the original photos along with the exported catalog files. Checking **Include available previews** may cause the catalog export process to take a tiny bit longer, but it will save us time later by

not having to re-render them again.



Dialog box on a Macintosh

Step Four:

Click Export Catalog (PC: Save) to start the process of exporting the catalog, negative files (photos), and previews to the external drive.

Nothing about this process will change anything in your original catalog. All you are doing is duplicating the data about the photos in that collection in a new catalog file. If you go to File > Open Catalog, and select the new .LRCAT file, you can open that catalog file into Lightroom and verify all the work you've done—from keywording to virtual copies to Develop edits—on those photos is contained in this new catalog. By including the negative files it even replicates the same folder structure on the destination drive.

Step Five

The next step is uploading the catalog to our shared GOOGLE DRIVE, or saving the catalog to a thumb drive. These steps will be covered in another document