

Setting up Lightroom for Class

CREATING A PORTABLE CATALOG

1. Open Preferences

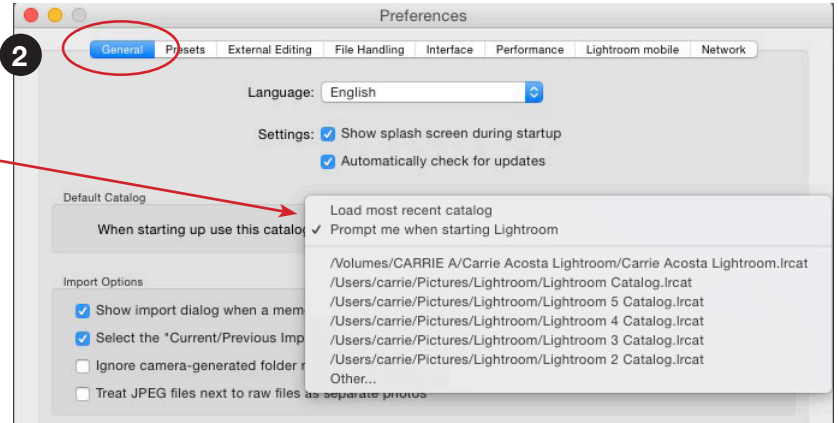
Open Lightroom and go to Lightroom Preferences. It is in the top menu *Lightroom > Preferences*.



2. Change the Catalog Preferences

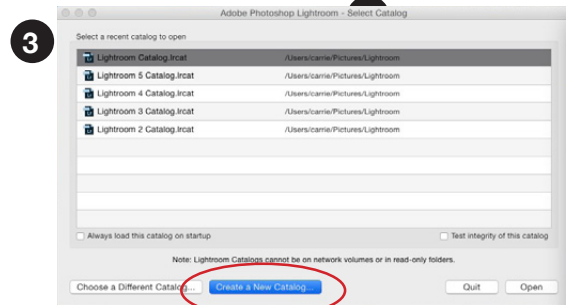
Under the *General* Tab, go to the *Default Catalog* section. (The General tab should be the first thing you see by default.) This is where you will set Lightroom to prompt you to select a catalog each time. Since this is a public lab, you will want to take your catalog with you and load your own catalog each time you open Lightroom.

Next to the sentence *When starting up use this catalog* click on the drop-down menu and select *Prompt me when starting Lightroom*. Now Quit Lightroom.



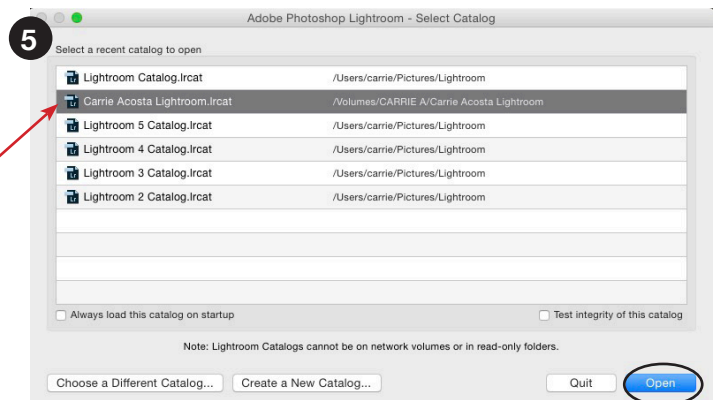
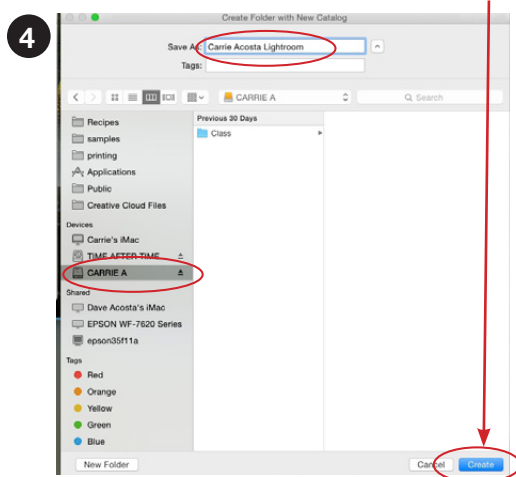
3. Create Your Catalog

Next, we need to create your catalog and save it to the hard flash drive. You will only need to do this once. Open Lightroom. A dialog will come up prompting you to select a catalog. At the bottom, select *Create a New Catalog...*



4. Name Your Catalog and Save It

A new window will pop up. Navigate to the location where you would like to save your catalog file on your hard drive. *Name your catalog with Your Name + Lightroom*, for example, Carrie Acosta Lightroom. Select *Create* at the bottom the the window.



5. Open Your Catalog to Start Using It

Next, select your new catalog from the list and select *Open*. Each time you open Lightroom, this prompt will come up and you will need to select your catalog name.