

Cheat Sheet (details below)

1. Find the picture you want to adjust, and crop only if needed (try to avoid).
2. Adjust white balance
3. Switch to BW (keyboard shortcut: v), adjust specific color sliders as needed.
4. Turn on the highlight/shadow clipping warnings, and adjust the sliders in the Tone section of the Basic Panel.

STEP 1: Getting Started

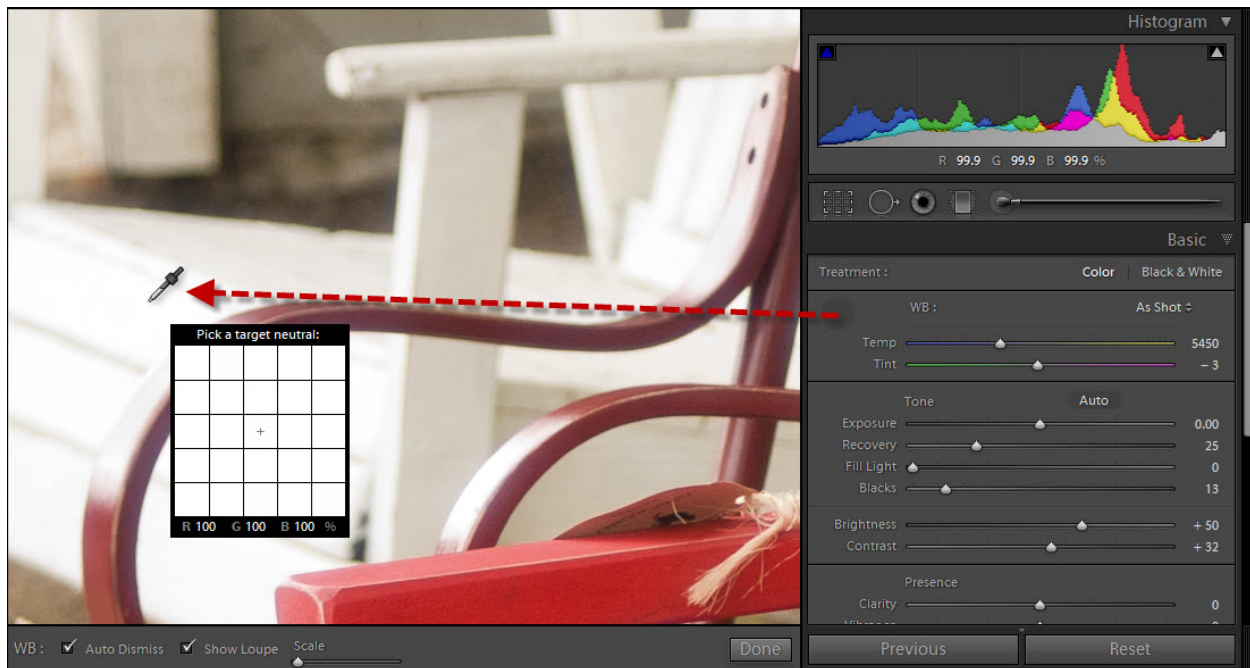
1. From the Library module, select an image to process by clicking on it. Then switch to the Develop Module by pressing “d” on your keyboard.
2. If it’s not already open, click on the word *Basic* to expand the panel and see all of its controls.
3. If you’d like, you can crop the image (NOTE: try to crop in the camera when you make the photograph, rather than in Lightroom, as you’re throwing away useful information, which will result in a lower quality image). You can switch to the crop tool by pressing “r” on your keyboard.
4. Know that you can zoom in on your image by clicking on it, or pressing Command (‘Ctrl’ on a PC) and “+/-” to zoom in/out.

STEP 2: White Balance

Start with the *WB* (White Balance) section at the top of the Basic panel. The objective here is to roughly remove color casts from the image so that neutral tones look neutral prior to converting the image to B&W.

There are three ways to set the correct white balance:

1. Drag the *Temp* and *Tint* sliders. The “Temperature” slider adjusts the yellow/blue axis and the “Tint” slider adjusts the color balance of your image on the Magenta/Green axis of the color wheel.
2. Another way to correct white balance is to use the dropdown menu to select one of the presets. (If you’re working on a raw image, you’ll have nine choices including *Auto*, *Daylight*, and the like).
3. The third way is to use the Eyedropper Tool (note: the image must have a neutral tone, such as a white t-shirt, black asphalt or a gray ship). To use it:
 - a. Click directly on the eyedropper icon to activate the tool (or use the keyboard shortcut “w”).
 - b. Click on a neutral color in your image.
 - c. The color balance of the image will change immediately and the eyedropper tool will be deactivated.
 - d. If the color still doesn’t look correct, try the eyedropper tool again on a different part of the image or use one of the other methods to adjust the white balance.



If you really mess up your white balance through one of these methods, you can undo all of your white balance changes by clicking on the dropdown menu to the right of “WB:” and choose “As Shot.”

STEP 3: Black and White

1. Switch your image to B&W by pressing “V” on your keyboard.
2. You can adjust how specific colors are converted to B&W by the sliders in the B&W Panel (i.e.: you can make a red shirt darker or lighter by sliding the red slider left or right).

STEP 4: Tone Panel

1. Lightroom allows you to easily see areas of your image that are *clipped* – blown out highlights or blocked up shadows. Before you start on this last step, you can see/hide the clipping warnings by pressing the “j” key on your keyboard. Clipped highlights will be colored red and clipped shadows will be blue.
2. Use the six sliders in the Tone section to see how they affect the image. Start at the top and work your way down. Here’s what they do:
 1. **Exposure** brightens or darkens the image up to several stops either way. The results are similar altering exposure in-camera.
 2. **Recovery** reduces brightness of the highlights to recover blown out highlights. Overuse may result in a flat looking image.
 3. **Fill Light** brightens shadows. Its effect is similar to using fill flash on your camera. Overuse may result in a flat looking image.
 4. **Blacks** make dark areas darker. Dark grays, for example, become black as you increase this slider.
 5. **Brightness** works like Exposure except that it primarily affects just the midtones.
 6. **Contrast** affects the dynamic range of the image. Increasing the contrast causes dark areas to become darker and bright areas to become brighter.