



## Lightroom and the New Mac for Exhibitions

Make sure you are using the new Mac if you are using these instructions. The new Mac is much thinner than the old one.

Because of some device driver issues, the new Mac has to be set into mirror mode with a display resolution of 1920 x 1080.

### Connect the Equipment

Connect the keyboard, using the cable, to one of the USB ports. Make sure that the keyboard switch at the rear edge of the keyboard is ON (showing green).

Connect the Video Display port to the black (Belkin) HDMI adaptor. Connect the HDMI side of the adaptor to the Red HDMI cable at the wall.

Turn on the Mac.

Locate the toolbar by moving the mouse to the bottom of the screen, and select System Settings. Within System Settings, locate Displays. Make sure that the displays are Mirrored, and then close system settings.

### Getting the files on to the Mac

Plug the USB stick from the Exhibition Director into a USB port and then open Finder (if necessary). If Finder isn't running, you can open it from the toolbar.

When Finder is running use **File/New Finder** Window twice. You need two open Finder windows.

In one window, select **USB DISK** and open it to find the folder labelled with the two digit month code.

In the other windows navigate to the **workshop/Exhibitions** folder and click on the small arrow next to the current year to reveal the existing months.

**Note: For the first exhibition of the year, you must first create a Year folder, using Finder.**

Drag the month folder from the USB DISK, to the current Year folder. This should copy the files onto the Mac. Check that, when you open the Mac month folder, both OPEN and SUBJECT folders are present and contain folders.

Finally, drag the USB folder to the Trash can to release the USB stick and remove it.

## Importing the files into Lightroom

Next use the toolbar to locate and run Lightroom.

Choose the Library module.

Click on **Import** at the bottom left.

Choose the current Year in the panel at the left. You should see the new month and the folders for the files you just added.

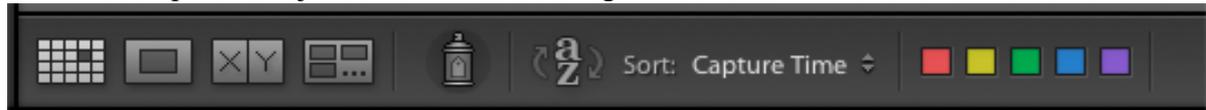
At the top make sure that **Add** is selected.

At the top right, make sure that "**Don't import suspected duplicates**" is checked.

At the bottom right click on **Import**.

Check that both the Open and Subject files are present in the Catalog.

Locate the Option Bar just underneath the images.



Click on the drop down arrows at the right of the **Sort** field and select **File Name**. This sorts the images in file name order which is the necessary order for the slideshow.

## Presenting the Slideshow

Select the Slideshow module.

In the LH pane, make sure the Template Browser is visible.

Select Titles unless otherwise directed.

Select Image No 1 from the filmstrip.

At the Bottom RH side, click on Play to present the images.

Use the left and right arrow keys on the keyboard to move between images as requested by the judge.

Note: If necessary press the Esc key to stop the slideshow.

After the judge has commented on the images, you will display the images again together with the photographer's name. The award will also be shown automatically.

In the Template Browser select the Titles and Authors template.

Run the slideshow as before.

Return to the Library module to choose the next category, and then repeat the above.