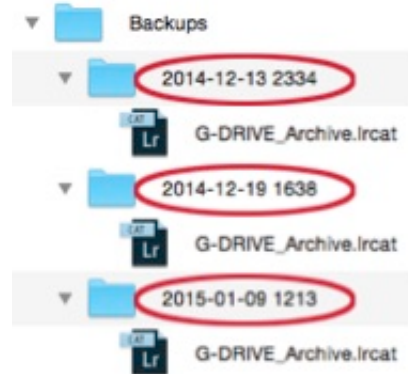


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5 - Quick Items for Your Lightroom Clean-Up Checklist.

1. Delete your “Old” Lightroom Catalog Backups. (.lrcat)



The folder is normally called “Backups”. The content will be dated folders with clones of your .lrcat files. Eliminating these old backups does not delete your images.

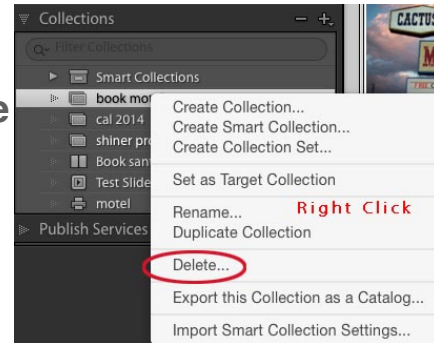
2. Delete ALL Photos That You Do Not Want or Need.

Remove the deadwood. I realize this can be a Major clean - up task for people with separation anxiety. Deleting can be an emotional experience, so when you are sure you wish to purge an image from your hard drive, choose “Delete” and not Remove, (Remove only takes them out of Lightroom catalog database and continues to leave them in the original folder on your hard drive)



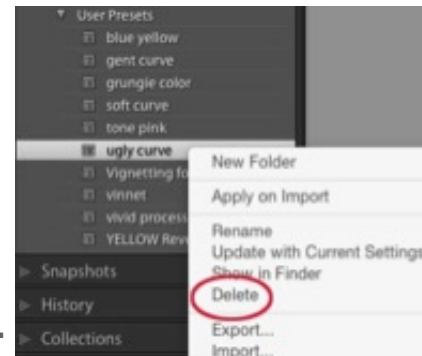
3. Delete Collections You No Longer Use

Right-click on the collection name and choose Delete. This does not delete the photos from your hard drive. It only deletes the collection (example: Book Motels Project)



4. Delete Develop Presets You Don't Use.

It can get a bit overwhelming having to scroll through all your presets and preset folders, if you're not using specific ones in your workflow.



Highlight preset and right-click to see the contextual menu and choose Delete. If you would like to delete multiple presets instead of one by one, Choose the Show in Finder (MAC) or Explorer (PC) selection.

Deleting Lightroom's default presets is a **bit more complex** — you will need to drill down to the package content source. If you feel comfortable with this, do a "Google Search" for instructions specific to your computer operating system.

5. Delete Any & All Unused Keywords.

Go to top navigation menu in Library > Metadata > Purge Unused Keywords. This will remove all keywords that are not currently associated with any images in the library.

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