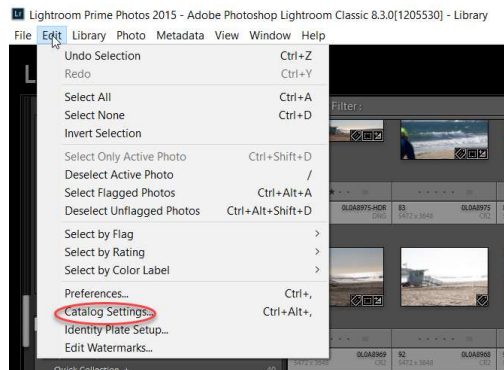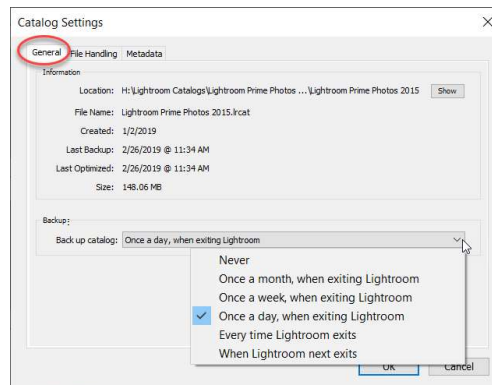# *AppTipSheet – Catalog Settings*

In this AppTip Sheet, we will address setting key Catalog Settings preferences used in Lightroom CC Classic. Since using the Library module is where most people start, we will concentrate on those pertaining to the Catalog first. The general Preferences option will be addressed in a later tutorial. Additionally, those associated specifically with importing photos from a camera will be addressed elsewhere.
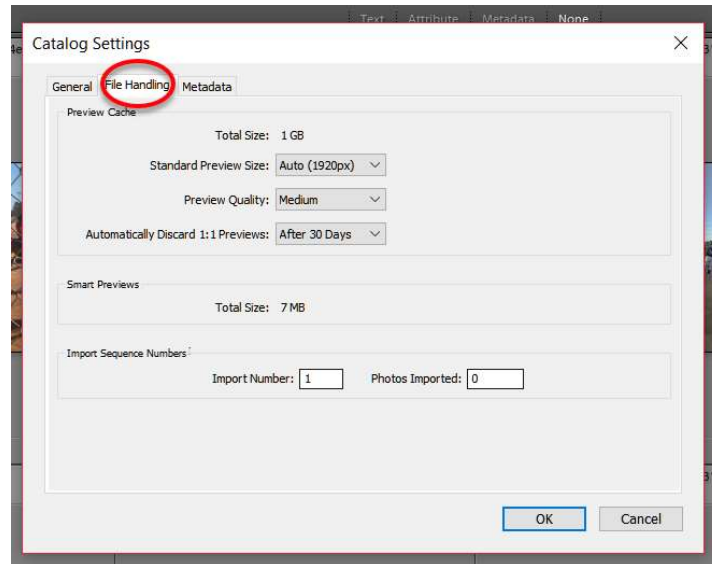
1. To set review or change the **Catalog Settings**, click on Edit > Catalog Settings on the Menu bar.
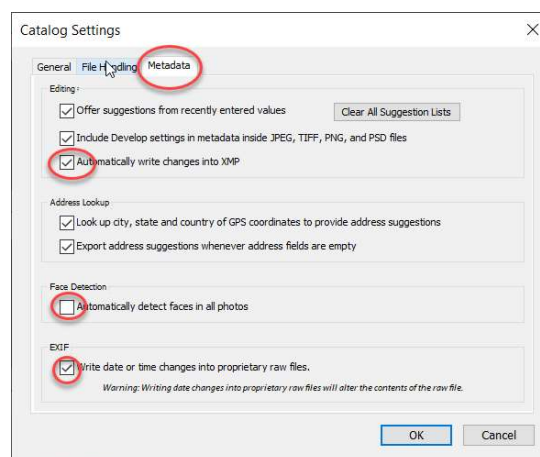

2. Review the settings shown on the **General** tab as shown in the figure below. Assuming you have already decided where your photos are going to be saved and the name of your Catalog, the most important option here is how often you want to be reminded to back up your Catalog.
   a. Remember backing up the Catalog does only that. It does not back up the pictures themselves.
   b. For most people either option, every day, or every time exiting Lightroom is a good choice.
   c. To force a backup the next time you exit Lightroom, select the last option.

3. The options for the **File Handling** tab can be kept the same as their defaults as shown in the figure below.

4. You may want to change the options as I have on the **Metadata** tab in the figure below. Remember, the XMP file is that "sidecar" file that goes along with each photo and is used by Lightroom.
    a. I choose not to use Automatic Face Recognition. I do not need it, and it can be a drain on system resources.
    b. As you use Lightroom more, you may alter these as your knowledge of Lightroom increases and your needs change.

5. Click Ok when you are done making changes to the Catalog Settings dialog box.