

# Neath & District Photographic Society

## Importing Your First Images

Now we can start to use LR for the purpose it was made for. Go to *File > Import Photos and Video* (fig 1)

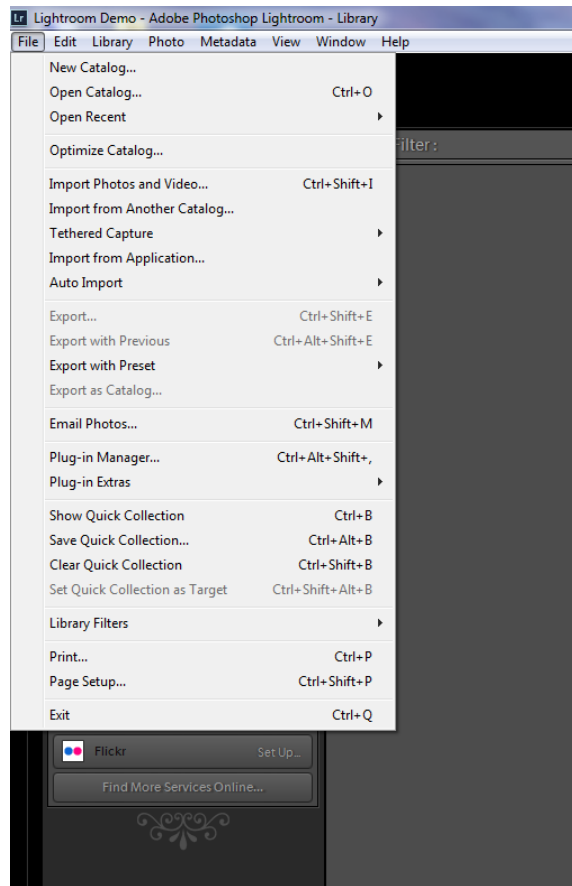


fig 1

This now opens the LR Import Module. There are a number of ways to import your images, the most commonly used are -

1. Direct from your Camera Memory Stick or Card
2. From your PC's hard drive
3. Direct from your Camera in Tethered Capture Mode

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### Importing From Memory Stick or Card

Insert your card into the card reader or insert a USB memory stick into the USB socket. Your operating system will find the card/stick, do not do anything if requested to by your OS, you can even close the dialogue box.

In the Lightroom **Import Module** locate your stick/card under devices, click on the device and the folder you want to import the image(s) from (fig 2)

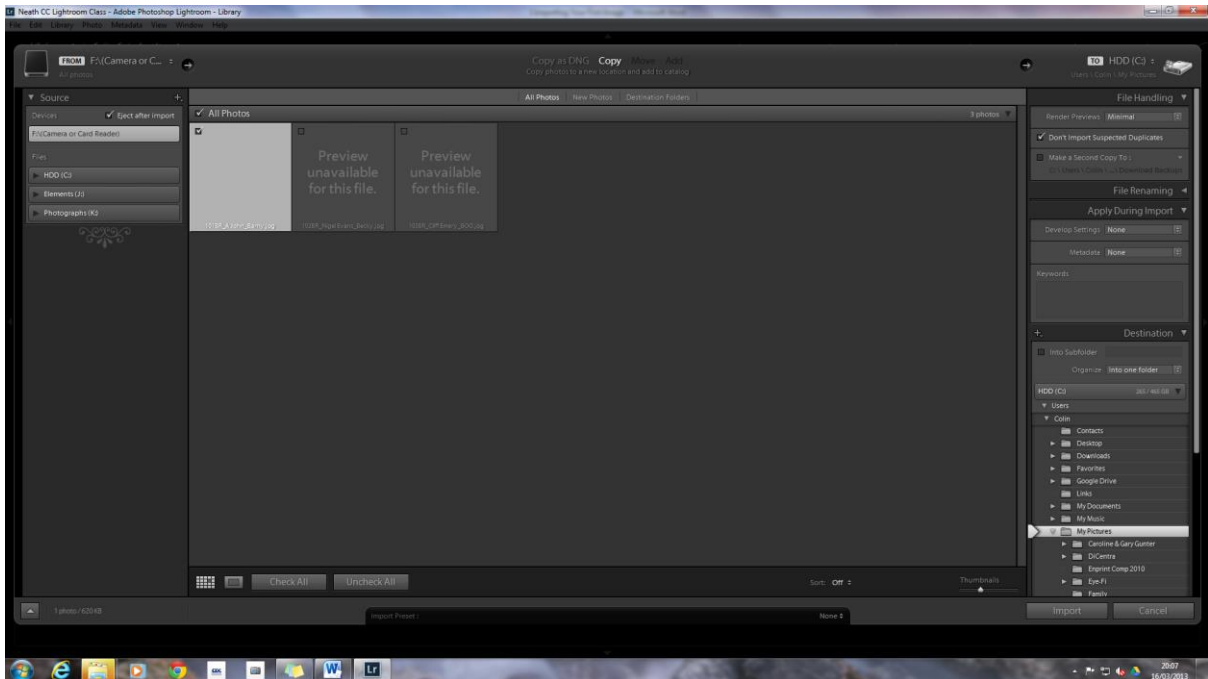


fig 2

At the top of the **Import Module** there are four options

1. **Copy as DNG** – this will copy the file to the new location but as an Adobe DNG file.
2. **Copy** – this will copy the file to the new location in its existing format
3. **Move** – this will move the image from its current location to the new location.

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4. **Add** – again for images contained on your hard drive, this will keep the image in its current location but LR will remember where it is.

Next we have three more options to consider

1. **All photos** – will import all the photos in the selected source
2. **New Photos** – will exclude suspected duplicates and previously imported images
3. **Destination Folders** – will group photos by destination folders

On the right hand side of the **Import Module** you will find the Destination options.

### **File Handling**

This gives you the option to change how previews are viewed, as well as stopping LR from importing duplicate images and will also allow you to set LR up to make a duplicate back up of your images in a destination of your choice.

**File Renaming** – gives you renaming options, the default is for the renaming to be disabled.

**Apply During Import** – these options will be applied when your files are imported and include LR **Presets (Develop settings), Metadata and Keywords**.

**Destination** – this is where you will send your imported images.

For the purpose of this exercise we will apply a keyword and copy the file into our new location.

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With the card showing in the device and the images on the grid view select one of your images by making sure there is a tick in the top left hand corner (fig 3). If all the images are ticked then click on the **Uncheck All** box to clear them.

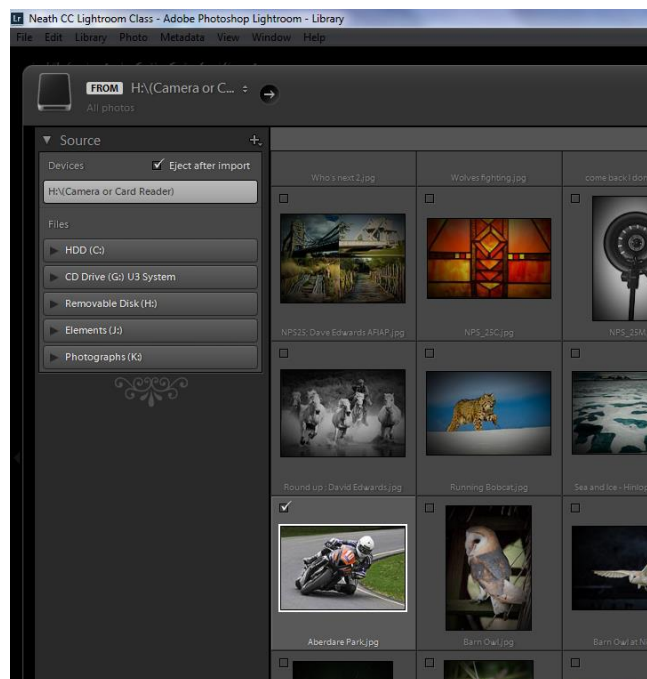


fig 3

Ensure that the option to Copy is highlighted (fig 4).

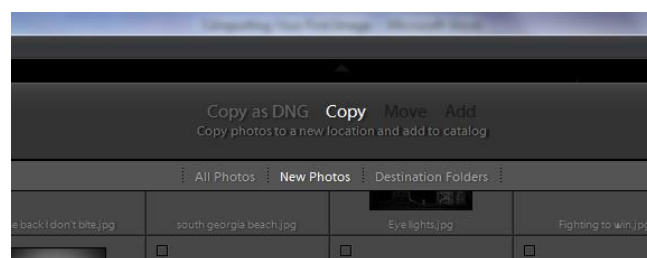


fig 4

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In the **keywords** box (**Apply During Import**) type in your name (fig 5).

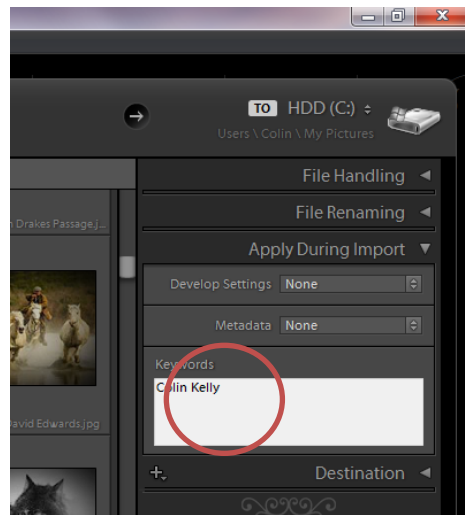
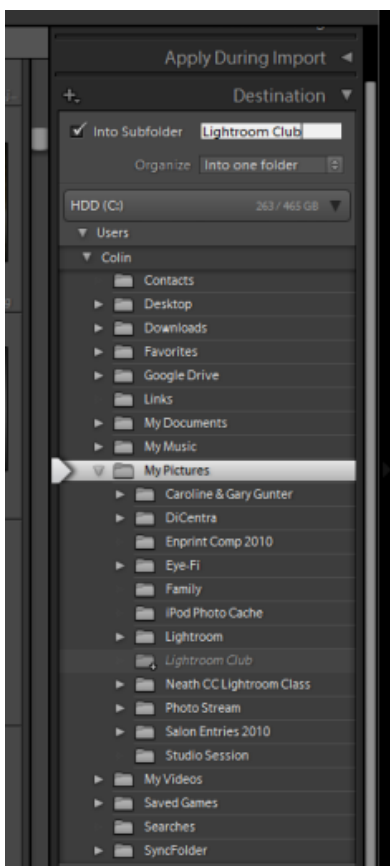


fig 5



In the destination section navigate to **My Pictures** and make sure that the **'Into Subfolder'** box is ticked. Type a name for the folder in the box provided (fig 6).

Click on **Import** and **Lightroom** will **Import** the image(s) to the destination folder.

fig 6

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### Adding Images to Your Catalogue

Obviously you will want to add all your files in your Photos folder to your **Catalogue**. This is done in a similar way to Importing from a Camera Card.

Go to **File>Import Photos and Video**. As we do not want to move the images to another destination select **Add** from the options at the top of the **Import** box (fig 7)

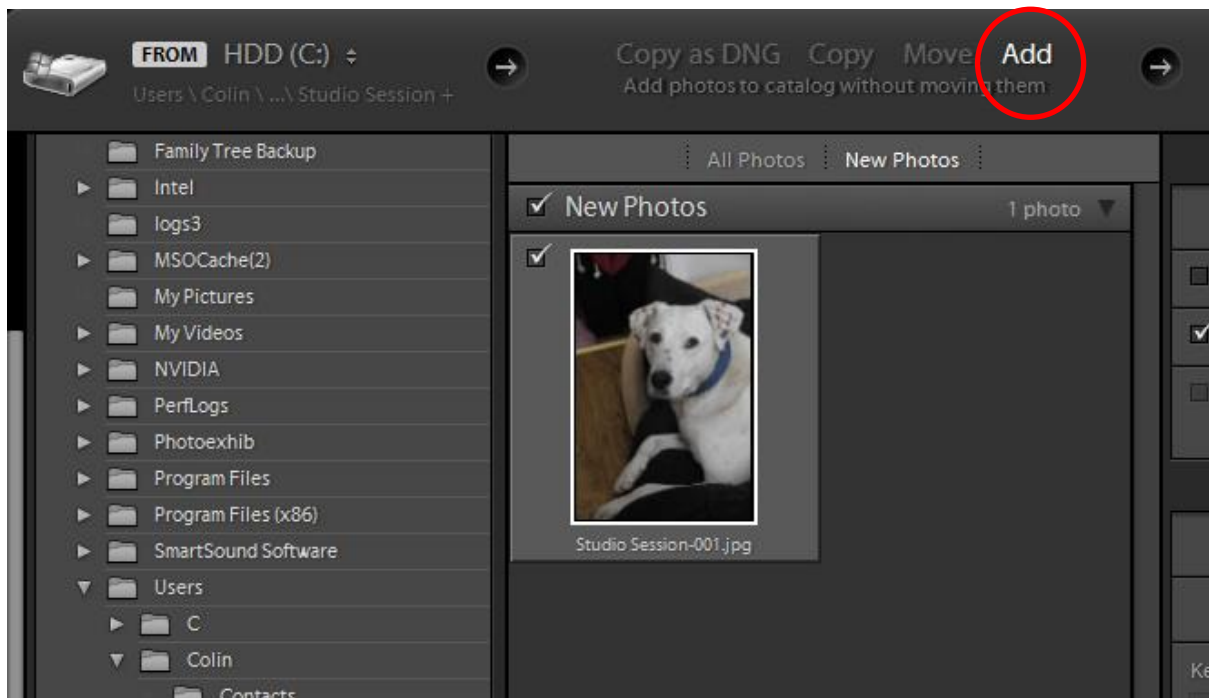


fig 7

Because we do not want to move the image there will be no **Destination** option but **File Handling** and **Apply During Import** options will still be available so you can add **Keywords** to your image(s).

**Navigate** the source to the **File** or **Folder** you want to **Import**.

Select the **Image(s)** you want to add to your **catalogue**

Click on **Import** and the Files will be added to your **Catalogue**.

**Lightroom** will now remember the location of all the images in its **Catalogue**.

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### **Important**

If you move or alter any of your images you **must** do them through **Lightroom**. Moving files and **Folders** in **Windows** or your **Operating System** will cause **Lightroom** to lose track of them.