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IMPORTING PHOTOGRAPHS INTO LIGHTROOM

1. File > import photos and videos from your camera.

The screenshot shows the Adobe Lightroom Import dialog box. The interface is divided into several panels. On the left is the 'Source' panel showing a file hierarchy. In the center is a large area for selecting files, with a 'Please select a source.' prompt. On the right are several settings panels: 'File Handling', 'File Renaming', 'Apply During Import', and 'Destination'. At the bottom are buttons for 'Check All', 'Uncheck All', 'Import Preset', and 'Import'.

2. Copy as DNG if you shot RAW files. Files will be copied to a new location (you will specify this!) and convert the CR2 (Canon Raw) or NEF (Nikon Raw) files to Digital Negatives. If the files are just JPGS you can use the COPY option.

3. File Handling > Don't import suspected duplicates.

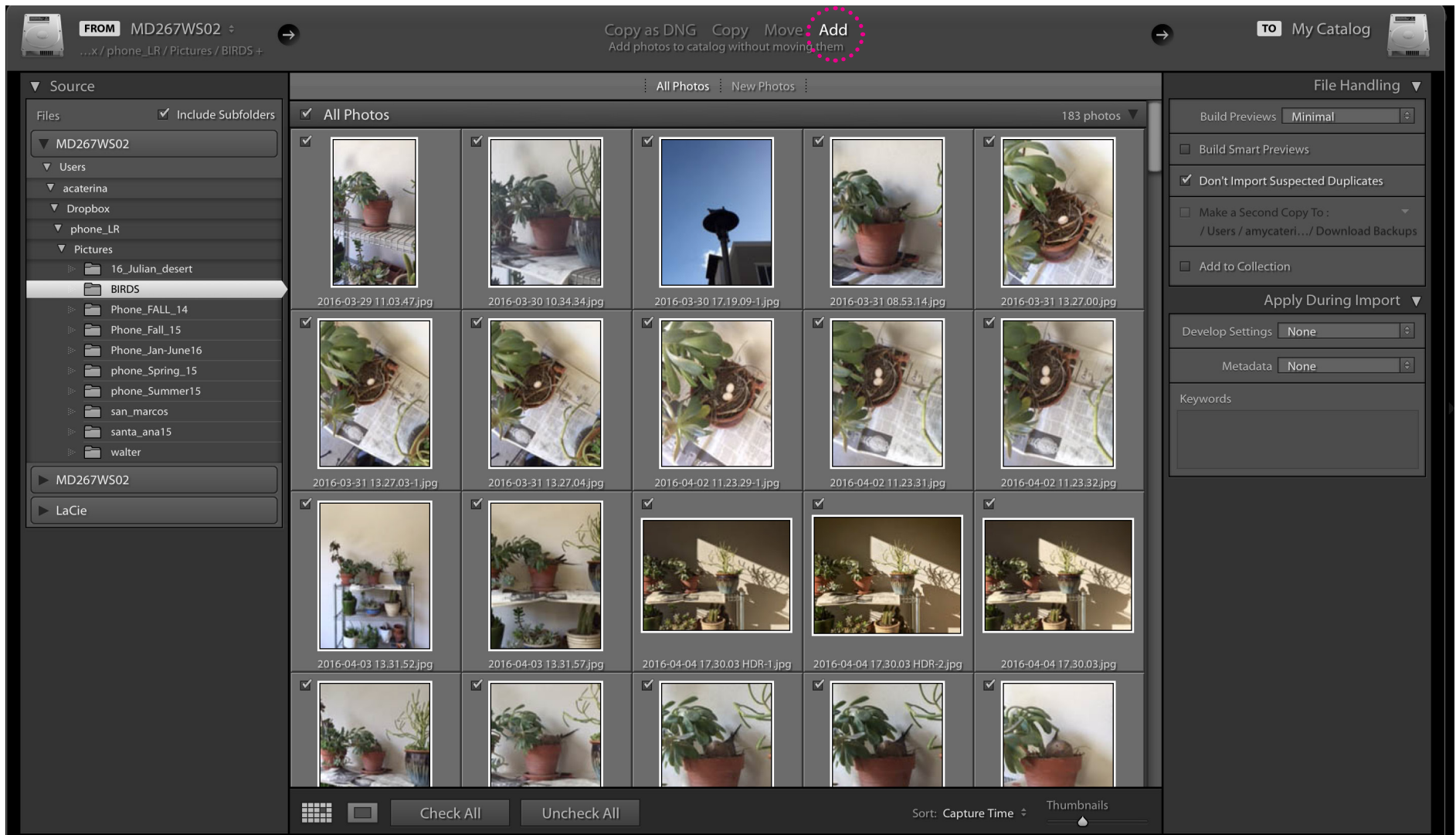
4. File Renaming > SUPER IMPORTANT. Check to rename. Custom text is your initials and project name, no spaces. Use underscores. For example: ac_project1.dng

5. Apply During Import > Add keywords that will be associated with the photographs.

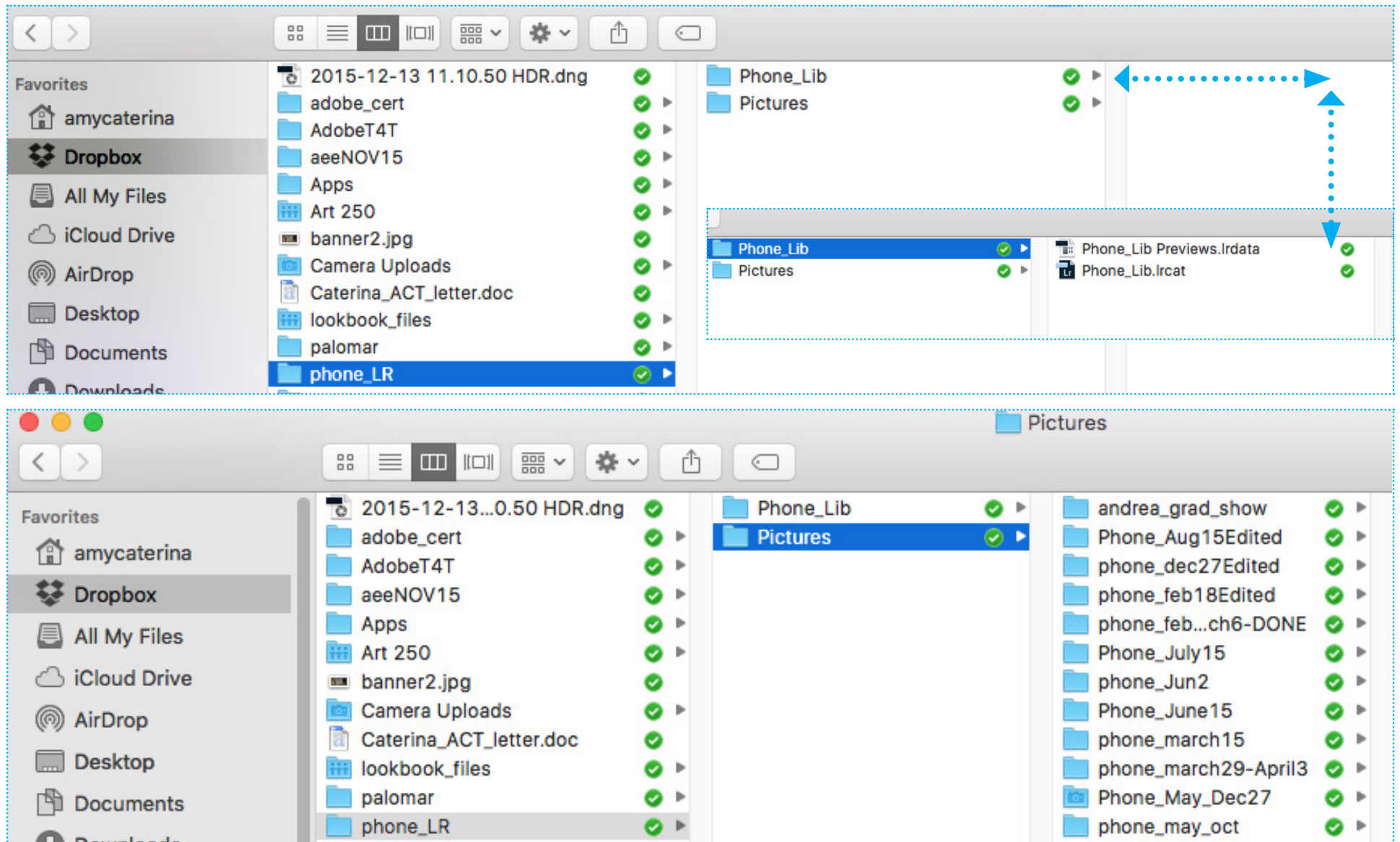
6. MOST IMPORTANT OF ALL SETTINGS! Destination > Navigate to your Lightroom Library. Make sure you are importing the images into YOUR folder and not the default Pictures folder on a MAC. Unchecked > Into Subfolder and choose Organize into one folder.

1. Select a source. Choose a folder from the desktop or hard-drive. If you plugged in your camera, the icon will appear in this list.

1. The previous page reviews how to import your photos from a camera. But what if you import them at home and bring them to class on an external thumb drive.
2. You can plug in your memory card into your computer and just drag the folder full of photographs into the place they need to be in your lastname_LR folder, INSIDE the Pictures folder.
3. Now, Lightroom will not know the images are there.
4. Launch Lightroom and select IMPORT.
5. You will handle IMPORT images one way if you are importing directly from the camera. If you drag a folder to the Pictures folder, you need to tell the brain where they are.
6. You can simply choose ADD and the catalog will know where the images are located and they will appear in the library.



LIGHTROOM FOLDER STRUCTURE



- You will create a new folder on your desktop or hard drive.
- In this example, I am using Dropbox as a home for my Lightroom library.
- I recommend naming the folder lastname_LR_LIB
- Inside this folder, make 2 new folders. I recommend naming one LIB and the other PICTURES.
- All of your pictures MUST LIVE in the pictures folder and your catalog with the instruction for all of your images MUST LIVE in the LIB folder.

ADVANCED OPTIONS

You can select the source from the IMPORT window. This is helpful if you have a camera and a memory card plugged in and you want to choose one over the other.

You can change the size of the thumbnails. If you want to see nay photo you are about to import at large full screen size, double click to zoom in or press E. Double click to zoom back out or press G. Use the + / - keys to change the size of the thumbnails.

You will see a check mark at the top left of the image. If you do not want to import a photograph, uncheck this box.

If you do not want to import all of your images, use UNCHECK ALL button at the bottom of the window. Then CRL click to select the images you want. If the images are contiguous, you can click on the first photo, press and hold the shift key, scroll down to the last photo and click on it to select all the photos are once.

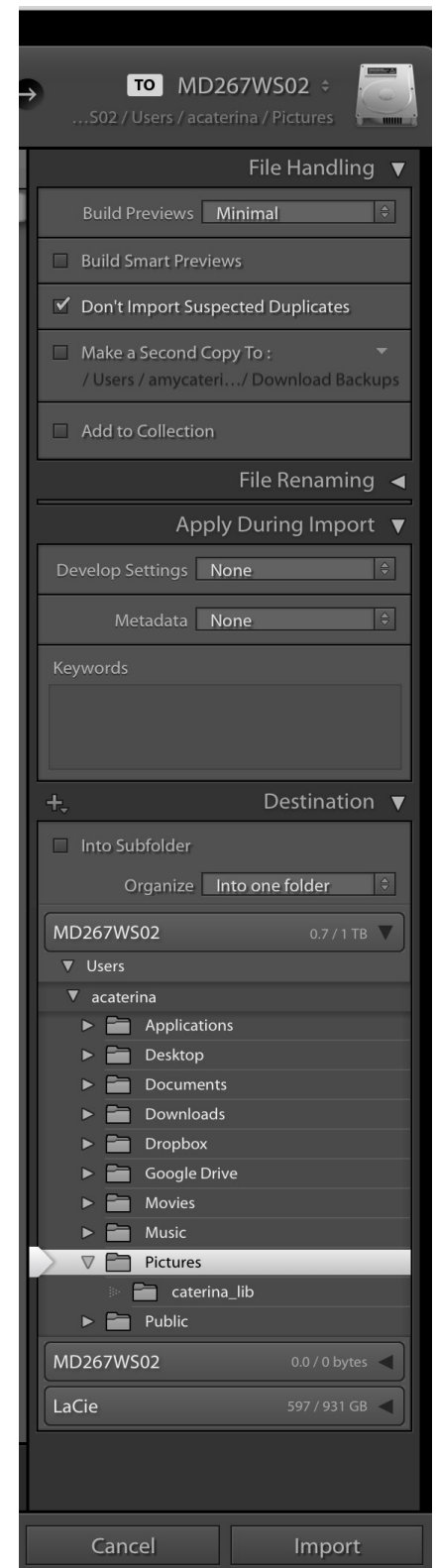
At the top of the import window, you will choose COPY AS DNG to convert you native raw files into Adobe's proprietary file. You can also just COPY the images. If the other options are grayed out, don't worry the files will still be on your memory card.

When you import your photos, you MUST make sure you are importing them into the correct folder in the destination. Do NOT accidentally place them in the MAC's default Picture folder. Make sure you are in YOUR folder.

Do you want them in a sub-folder and if yes, how do you want them organized? I place my folder in a sub-folder and name it by event or project. It is imperative that you stay organized as you will be making a ton of images this semester.

I check DON'T import suspected duplicates. This will help keep your work flow effective and lean.

I check MINIMAL for building previews. This will speed up the import, but you may have to wait a moment or two if you want to see a newly imported image full size. If you choose Embedded and Sidecar, this method grabs the low res jpg thumbnails that are embedded in the files you are importing. This loads higher resolution thumbnails. Standard takes the longest because it renders a higher res preview as soon as the low res Jpg preview are imported. 1:1 is a very slow choice that gives you the highest quality preview, so you can zoom in as much as you want.



LIGHTROOM RESOURCES

<https://helpx.adobe.com/lightroom/how-to/lightroom-import-existing-images.html>

<https://helpx.adobe.com/lightroom/help/import-photos-video-catalog.html>

Julianne Kost: https://www.youtube.com/watch?v=--nEKNEH_1I

Julianne Kost: <https://www.youtube.com/watch?v=JUhf0Zmy69o>

Julianne Kost: <https://www.youtube.com/watch?v=IYKzz2a5Mts>

Julianne Kost: <http://www.jkost.com/lightroom.html>

Terry White: <https://www.youtube.com/playlist?list=PL657554B111D83968>