

Designed and written by

GEOFF CABLE & GARY CROUCH

The creators and
administrators of
the



Lightroom Imports

This information sheet is designed as a supplement to the GC2 Photo Club video on the same subject. It is provided to help reinforce learning and as a reference document for you to keep.



Figure 1

To import photographs into Lightroom the first thing to do is click on the Import button at the bottom left of your screen to bring up the Import dialogue box. This can be in fully expanded mode or in compact mode, which can be used when you have a regular set up and workflow for importing. Personally, I always use the expanded mode but if you wish to compact the dialogue box, click on the little upward facing triangle in very bottom left

hand corner of your screen.

Take a look at Figure 2, in the middle of your screen, at the top, are your file handling options. Click on the name for a description of each option. Lightroom recognizes various sources and pre-selects the best method in most cases and disables some options, thus stopping you from moving images from a camera or card reader, which will delete them from your card.

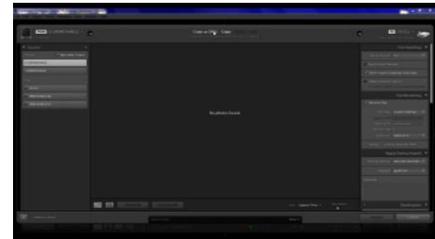


Figure 2

The left hand panel is where your import sources are located. Basically the panel on the left is where you get your images from, the file handling in the middle is what to do with the files and the panel on the right is for where your images are going to and what information they are going to contain.



Figure 3

To import images from a camera or card reader, connect your media to a USB socket on your computer, open the Import dialogue box or go to Edit > Preferences > General and tick/checkmark the box 'Show import dialogue when a memory card is detected' (this is the Lightroom default and shown in Figure 3), this will automatically open the Import dialogue when you insert a card reader into a USB socket.

I recommend that you use a card reader rather than a lead directly from your camera as it simplifies the process and there is less to go wrong. It also means that if you are a bit clumsy, like me, you can't drop your camera.

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Figure 4

Select the source location to import the images from in the left hand panel, shown in Figure 4, if Lightroom hasn't done so automatically. If you are importing from your hard disk or removable media, search in the left hand panel and select your source.

When your source is selected, thumbnails of your images will appear on your screen. If you tick/checkmark the little box in the top left corner of the thumbnail that image will be imported, if it is unchecked

it will be grayed out and not imported. At the bottom left of your import dialogue box are two buttons to check all or uncheck all thumbnails, which you can use to select either option. This may save time only if you want to import one or two images from a folder, or all but a few. Just click uncheck all and select the images you want imported by ticking/checking that Image or vice versa.



Figure 5



Figure 6

You can evaluate the images before import by selecting the option to view the images in Grid or Loupe view modes by clicking on the relevant icons, bottom left, or by using the keyboard shortcuts G for Grid or E for Loupe view.

In the right hand panel are options for organizing and naming your images on import.

There are four panels on the right hand side giving you your import options, top to bottom they are:-

File Handling :- This panel gives you the option to build previews to different sizes, I usually choose 1:1 as, although this takes longer, it saves time later when you are editing in the Develop module as Lightroom doesn't have to build previews when you zoom in. You can choose minimal if you are in a hurry to see the images or show them to a client.

The next option down is Don't import selected Duplicates. If checked/ticked, this will stop images being re-imported, if, for example, you have some on your card that are already in Lightroom and you want to add some more recent ones from that card. Duplicates will be grayed out and unchecked/ticked.

Next down is an option to make a second copy and add it to a different folder. I tend to leave this option as it slows things down and can be done later after editing.

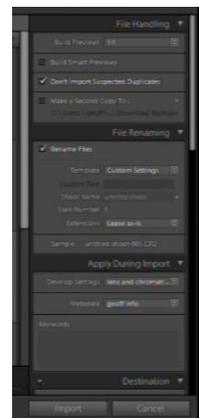


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The next panel down is the File Renaming Panel:-

If you click on the little box in the top left hand corner, the options you have for renaming images appears.

It's a good idea to do this now as your camera's numbering system repeats after a while, also RAW images will be easier to identify in your computers folder/finder if they have a name or date.

Click on the button to the right of the word Template to edit your settings and, once set up, leave it on Custom as I have in Figure 8.



Figure 8



Figure 9

You can now give your shoot a folder name and start number, and your images will appear in a folder with this name in Lightroom after import, and also in your Finder on your computer's hard disk after import.

next Panel down is the Apply During Import Panel:- In this panel you can add develop settings or presets to your images as they are imported. If you click on the double triangle to the right of the word (None is the default), you can set which preset to apply, this is a great time saver. You can only apply one preset on import but you can make up a user preset containing more than one and apply that. In my case I nearly always want to apply Lens and Chromatic aberration correction to every image, so I set this up as a user preset in the Develop module and searched for it by clicking on the double triangles and then saved it to apply on import.



Figure 10



Figure 11

The next box down allows you to apply metadata or information to an image. I have set up some information containing my name and copyright details that are embedded in the files on import. You only have to do this once and leave it set up. You can set this up by clicking on the double triangles and

clicking on New or Edit Presets and adding your information. The next box down allows you to add keywords to your files, however I usually do this in the Library module after editing as it's quicker and I want to download my images as soon as possible.



Figure 12

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Figure 13

The Final Panel is the Destination Panel:- This is where you select the folder that your images are going into and whether to organize them by folder or date. Many people recommend to organize the images by date, especially if you have a large library of images.

I personally have a well organized folder hierarchy on my hard disk and backup system, so I put them into named folders and sub folders however this is a personal choice and doesn't work for everybody.

I recommend that you research Digital asset management if you are unsure which system suits your workflow best. I always click the box 'into sub folder' and name the new sub folder in the box to the right.



Figure 14

I prefer to store all my images into the My Pictures folder on my hard disk, which is found by clicking on the downward facing triangle to the right of the word OS (C) and then opening the Users folder and then my folder, Geoff (yours will be different), and then finally into the My Pictures folder. Here you select a sub folder to store the images into, if you are adding a new sub folder, which you should be for a new shoot.

If you click on My Pictures you can just collapse all the boxes and, next time you import, that's where your images will go into. You can choose an existing subfolder or create a new one.

See next page for bonus material.

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Bonus Content (extra method not shown in video)

You Can also import images or folders by drag and drop from, for example, your My Pictures folder.

To do this, minimize your Lightroom window, open your My Pictures window and minimize that, then click and drag your folder into the Lightroom grid view window and the Import dialogue box should appear.

Alternatively, with both windows open and minimized, click on Import and drag images into the main Lightroom window, which should be reading 'Select a Source'

If you want to cancel the process at any time click on the Cancel button at the far bottom right of your screen, to return to Lightroom.

When you are happy that all your settings are correct, click on the Import button at the bottom right of your screen and Lightroom will follow your instructions and import them for you.

You can follow the progress of the Import at the top left of your screen.

We hope you found this information sheet useful, visit our web site at www.gc2photoclub.com for more tutorials and information.

Don't forget to subscribe to our newsletter for the latest updates.

Bye for now

Geoff and Gary