Importing

Lightroom supports the importing of a wide range of file types. During this course we will mainly be working our camera's RAW format or Digital Negitive format (DNG).

Other formats Lightroom supports:

- TIFF **format**.
- JPEG **format**.
- Photoshop **format** (PSD)
- CMYK **files**. (adjustments and output are performed in the RGB color space)
- PNG **format**.
- Video **files**.

The import widow will often open automatically when a camera or memory card is connected to the computer while Lightroom is running. You can also access the import widow by selecting **Import photos and Video…** from the file menu.

We need to make three decision to complete an import.

Choosing images (Source)

On the left side of the widow we can select the source location of the images we want to import. We can select the media (hard drive, memory card or network drive) and specific folder. By default **Include Subfolders** is ticked which will display all images in all subfolders of the selected location in the centre of the import widow.

By default all images will be ticked marking them for import. We can check and uncheck images using the check box in the top left corner of each image. We can select multiple images and check or uncheck them using one check box. We check or uncheck all available images using the buttons at he bottom of the widow.

How will the Images be add to the catalog

At the top and centre of the import window we can select how we want the images added to the catalog. We are Choosing whether to Copy, Move or Add the images.

Copy - This is the most common and usually the most appropriate choice, especially when importing images from a memory card. This will make new copies of the images files saving them in the location specified leaving the originals in their existing location. This is a good option because it keeps your originals safe.

Copy as DNG - Same as above with the added benefit of converting your proprietary camera raw files into DNG format.

Move - This will move the files from their current location into the location specified. Use this option if you have already copied the image files to the computer you are working, maybe to a folder on the desktop, and just need them added to the catalog and in to the correct folders.

Add - This will leave the files in their current location and add them to the catalog. Use this option if you have previously put the images in an appropriate location and are happy to leave them there.

> It's important to remember that if you move an image from where your Lightroom catalog is expecting to find it, it will appears as missing and you won't be able to edit or export it.

Where the images are going (Destination)

On the right side of the window are the option to define what will be done to the file on input and where, and how (file organisation) they will be stored.

File Handling

Here we have the options that allow us to make an aditional copy of the files, build smart preview and not import suspected copies.

File Renaming

Rename the file based on existing templates or create a custom one.

Apply During Import

Select a develop preset to apply during import, and add metadata and keywords.

Destination

Choose how to organise the images:

By date – A series of folders are created to represent the the date format selected. Forward slashes in the date format indicate an additional subfolder. Useful if you import catalog files periodically. If you have a client you do similar work for regularly.

By original folders – The original file structure is replicated in the new location. Useful if the files have previously been organised.

Into one folder – All images a imported in one folder. Use if the images were shot one one day or their date is irrelevant. If you did a product shoot over two or three days and you don't need the images organised by day or would prefer to organise by product.

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> The images can alway be sorted and organised by date in your library.**Destination** is about how the files are stored.

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