



Ely Photographic  
Club

### **LOADING PHOTOS INTO LIGHTROOM**

Place your camera card into the computer either directly or using a card reader

Then in Library mode (this is the left-hand tab at the top right) select Import from the two choices on the bottom left of the screen.

Select your card from the options available on the left side panel and the photos will all load. They will start to appear in the main central screen as thumbnails. Wait until they have all loaded. Adjust thumbnail size if required with the slider towards the bottom right.

If you want all the photos to be loaded onto your computer just leave them all selected and ticked.

If you want to go through them now click on “uncheck all” and go through them and tick the photos you want to load. I prefer to load all and select later so I can see more detail but you can do a bit of both.

If you want a batch of photos then select the first one, hold down shift and select the last one and then tick one of these selected photos and all should get a tick ready for downloading.

You can select the method of downloading at the top. I just use “Copy”, which copies and moves the photos from the card to the PC / Laptop or you can select “Convert to DNG” which is a standard format that also copies and moves the photos from the card to the PC / Laptop. If you select DNG it slows down the downloading significantly.

If you want to just add photos already loaded on your computer and don’t want to move them use “Add”.

Then go to the panel on the right

**Build Previews:** I prefer to use default Build Previews setting which is “Minimal”.

**File Renaming:** You can set the naming of the photos as they are downloaded here.

**Apply During Import:** Then fill in the key words panel. These words will be attached as metadata to the photo and can be searched for later. I use generic key words at this stage and may add a more specific key word later to an individual photo when processing.

**Destination:** Then select where you want the images to be stored on your PC or Laptop. I just have a folder called Lightroom Photos so I select this. Once your preferred main folder is selected you will see the number of photos with a tick against them ready to be downloaded.

Then select if you want a sub-folder below this. I use place names of where the photo was taken.

If you already have a sub-folder simply select this and leave the Sub-Folder box blank.

I have the next the next sub-folder as Organise “By Date”.

Therefore, on my PC they would be stored as Lightroom Photos/Hunstanton/25.03.2020

Some people prefer year dates as the main sub-folder but really its whatever you want so you can find these photos again. The number of photos and tick will move down accordingly.

If do this for a second time then go straight to your first sub-folder under the main folder and leave the "Into sub-folder" blank and the photos will load based on the date taken.

When all this is complete hit the Import button on the bottom right and the photos will download.

After download you can rename the folders on the right-hand side panel if you wish or drag and move folders around.

Remember that although Lightroom is copying photos to a folder or sub-folder its doing this using the normal windows systems, whilst recording where these photos are stored. If you therefore move a photo or folder using windows (i.e. outside of Lightroom) Lightroom won't know where the photo is.