

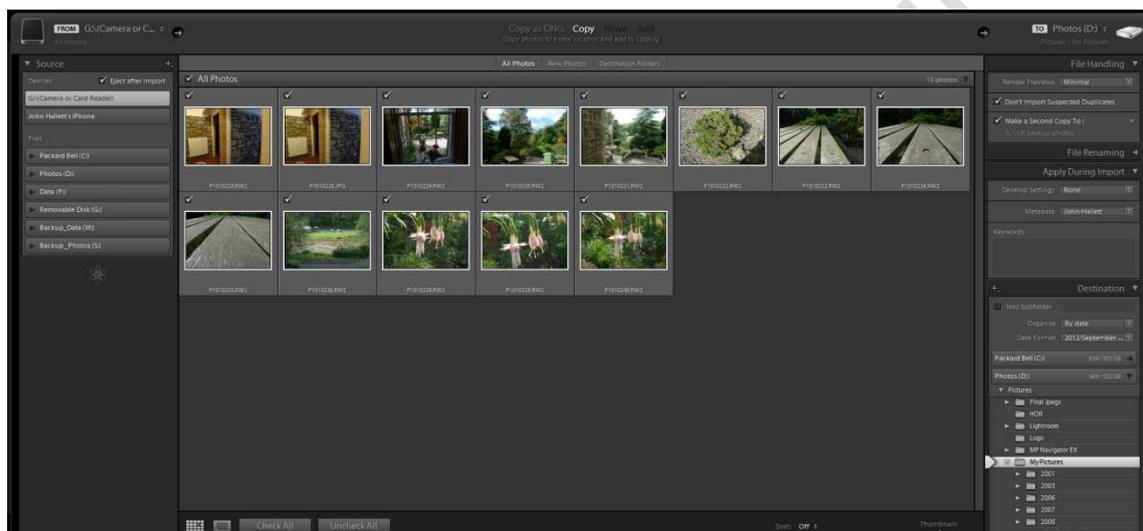


Lightroom Bitesize: Importing images

This Lightroom Bitesize tutorial looks at the important stage of importing images from your memory card into Lightroom.

You may notice that I say 'from your memory card' rather than 'from your camera'. This is because I strongly advocate that you take your memory card out of your camera and use a card reader to transfer your images rather than connecting your camera via a cable to your computer. This will be quicker and hence reduce the chance of any file corruption during the import.

When you place your memory card into the card reader it will open Lightroom in the 'Import Photos' dialog and show a thumbnail view of the images on the card.



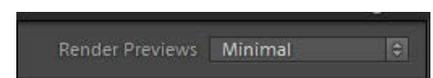
Note: If you want to turn off this auto-detect option then this can be done in Edit -> Preferences and then un-check the box "Show import dialog when a memory card is detected". Instead, you will now need to open Lightroom and, in the Library module, click the 'Import' button at the lower-left of the screen.

You will notice that each thumbnail has a ticked checkbox on the top-left. If you can see that one or more of the images are reject then you can just un-check those images and they won't be imported.

Now let's look at the panel to the right - this is where the important settings are made (but don't worry, once set most of them will not need to be touched again).

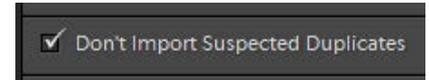
File Handling:

This controls the quality and how quickly the previews of your images appear and you can choose the balance that suits you best. This is the order (lowest quality/faster speed first): Embedded & sidecar, minimal, standard, 1:1. I generally use 'Minimal'.





At the top you will find a check box "Don't import suspected duplicates". Leave this ticked and if you have forgotten to remove previously imported images from your memory card then they will still show in the thumbnails panel but greyed out. This is very handy to prevent your hard drive from clogging up with multiple copies of the same image.



Beneath this is one of the most important settings: "Make a second copy to".

Click on the little triangle at the right and a drop-down box will appear where you can specify a drive and folder where a second copy of each image will be saved when you import.



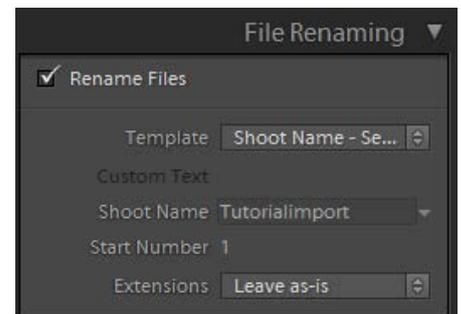
Top Tip!

Where possible, backup to a different drive than where your main images are going to be saved. Then if your hard drive fails you won't have lost all of your images.

File Renaming:

Use this if you want to rename your images as they are imported. There are various templates and you can input custom text, photoshoot names and even the start number of the sequence.

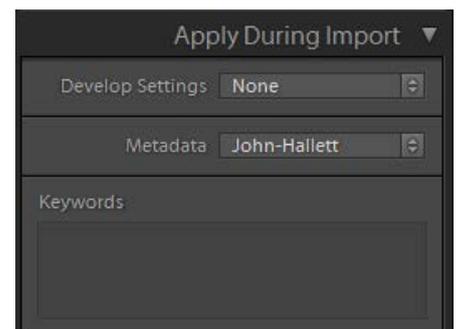
In the example here, I have chosen the template "Shoot name - sequence", have inputted the shoot name as "Tutorialimport" and the start number of the sequence of images is "1".



Apply during import:

The top box allows you to globally apply one of the built-in presets to every image imported. On the basis that you have far more control applying these later on in the Develop module I leave it set as 'none'.

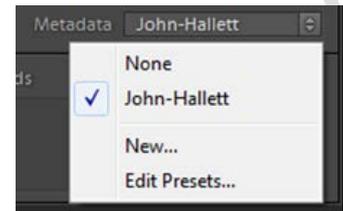
Below that is a much more important setting: Metadata.



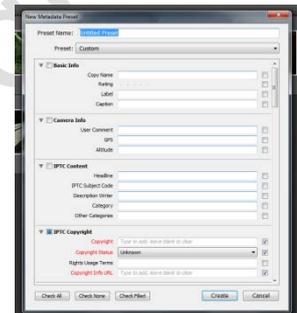


Metadata is information embedded into the image file. Most is automatically applied by your camera but this option allows you to add custom personal information which can be a useful way to protect the copyright of your images. Rather than having to write it in every time you can create one or more templates which will appear in the pop-up menu.

Click on the drop-down menu and a box will appear. In this example I already have my pre-set template stored but to create your own click on "New...".



Another box will appear with a HUGE list of input boxes that you can use. Far too many to discuss here but at the very least I would complete the 'IPTC Copyright' section. Once completed, save with a name of your choice.



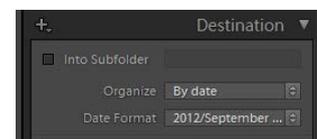
At the bottom is a box for keywords. These are search terms that will be embedded into each image and will allow them to be found by search engines. Choose words that generally apply to the images being imported and put a comma between each word.

Destination:

Before you complete this section you need to identify the drive and folder that the images are to be stored in. You do this at the top of the panel. Click on the drop-down menu and a box will appear. Use this to identify the drive and chosen folder.



Now go back down to the 'Destination' panel. You can now choose whether to put the images into a new user-defined subfolder and the method of organisation. Personally I always organise by date in the format: Year/Month/Date.



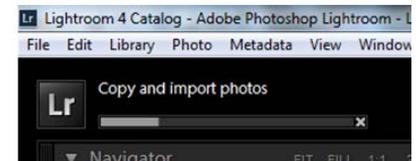


Phew.... at long last we are now ready to import those images. But don't be put off, all of the data entered will be there the next time you import. The only fields you really need to change each time are:

- Custom filename (if used)
- Keywords
- Subfolder name (if used)

Now press the 'Import' button on the lower-right of the screen.

The Import panel will now close and you will be back in the Library module. As each image is imported a thumbnail will appear on screen and a status bar on the top-left of the screen will show you the overall progress. Make sure that you don't close Lightroom during this phase.



So now all of the images have been copied onto your chosen hard drive and a copy has also been copied onto a different drive. You can now delete the images from your memory card ready to start filling it again.

Top Tip!

DO NOT use your computer to delete the image files - instead use the 'format' function in your camera instead. Formatting the card will erase all data, including the images, and also keep your memory card in peak condition.

If you found this tutorial useful please let me know by leaving a comment on my Facebook page (or just 'Like' it) at <https://www.facebook.com/johnhallettphotographs/> . Thanks