



Adobe Photoshop Lightroom Classic

2022
release



Classroom in a Book[®]

The official training workbook from Adobe

RC Concepcion

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2 BRINGING PHOTOS INTO LIGHTROOM CLASSIC

Lesson overview

Lightroom Classic allows a great deal of flexibility when importing photos: you can download them directly from a camera, import them from an external drive, or transfer them between catalogs on separate computers. During the import process, you can organize folders, add keywords and metadata to make your photos easier to find, make backup copies, and even apply editing presets. In this lesson, you'll learn how to:

- Import images from a camera or card reader.
- Import images from a hard disk or removable media.
- Evaluate images before importing.
- Organize, rename, and process images automatically.
- Implement a backup strategy.
- Set up automatic importing and create import presets.
- Acquire images from other catalogs and applications.



This lesson will take about 1 to 2 hours to complete. To get the lesson files used in this chapter, download them from the web page for this book at adobepress.com/LightroomCIB2022. For more information, see “Accessing the lesson files and Web Edition” in the Getting Started section at the beginning of this book.

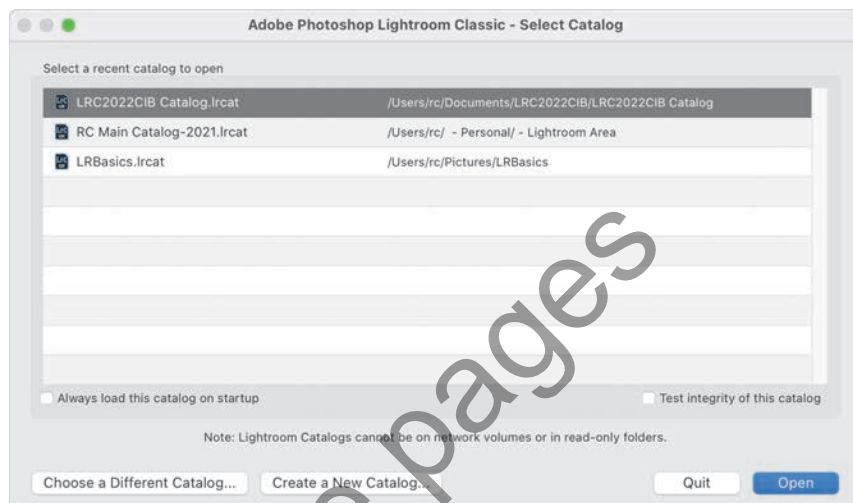


Lightroom Classic helps you to begin organizing and managing your growing photo library. From the moment you click the Import button; you can make backups, create and organize folders, inspect images at high magnification, and add keywords and other metadata that will save you hours of sorting and searching your image library later—and all this before your photos even reach your catalog!

Getting started

Before you begin, make sure you've set up the LRC2022CIB folder for your lesson files and downloaded the lesson02 folder from your Account page at peachpit.com to the LRC2022CIB\Lessons folder, as described in "Accessing the lesson files and Web Edition" in the "Getting Started" section at the start of this book. Also, be sure you have created the LRC2022CIB Catalog file to manage the lesson files, as detailed in "Creating a catalog file for working with this book," also in the "Getting Started" section.

- 1 Start Lightroom Classic. In the Select Catalog dialog box, make sure that LRC2022CIB Catalog.lrcat is selected, and then click Open.



► **Tip:** If you can't see the Module Picker, choose Window > Panels > Show Module Picker, or press the F5 key. If you're working on macOS, you may need to press the fn key together with the F5 key, or change the function key behavior in the system preferences.

- 2 Lightroom Classic will open in the screen mode and workspace module that were active when you last quit. If necessary, switch to the Library module by clicking Library in the Module Picker at the top of the workspace.



Lightroom is your digital notebook

Before we begin, I want to share with you an analogy that I think helps explain what Lightroom does in terms of organization. I'll come back to this analogy from time to time throughout the book.

Imagine you are sitting at home when someone knocks on the door and gives you a box of pictures. They ask you to store the pictures for safekeeping, so you take the box into your home and place it on top of your desk in the living room. In order to

remember where you placed those pictures, you pull out a notebook and write down that they are in a box on the desk in the living room.

There's another knock at the door, and another box of pictures appears. You take these pictures and place them inside one of the drawers in your bedroom. You want to remember where they are, so you write it down in your notebook. More boxes of pictures appear, and you continue to place them in different areas of your house, writing down the location of each box of pictures in your notebook—there are a lot of boxes of pictures, and you don't want to forget!

That notebook becomes the central record of where the boxes of pictures are stored in your home.

Now, imagine that you're bored one day while at home, and you take the pictures that are in the box on top of the desk in the living room and place them in a particular order. You want to make a note of this change, so you write down in your notebook that the pictures on top of the desk in the living room have been organized in a specific fashion.

The notebook you've been using serves as the master record of the location of each box of pictures inside your home, as well as a record of all of the changes you've made to each picture.

That notebook is your Lightroom catalog—your Lightroom catalog is a digital notebook that keeps track of where your images are and what you have done to them.

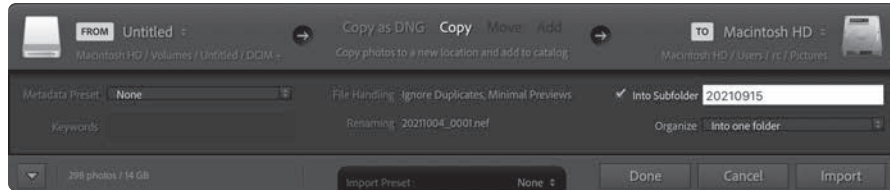
Lightroom doesn't store your images; it stores information about your images in the catalog. This catalog includes a ton of information about each image (or video), including where the file lives on your drives; the camera settings at capture; any descriptions, keywords, ratings, and so on, that you apply in Lightroom's Library module; and a running list of every edit you make in Lightroom's Develop module.

When you think of your Lightroom catalog, just think of a digital notebook that's keeping track of where you put your pictures and what you are doing with them.

The import process

Lightroom Classic has a number of options for importing your images. You can import directly from a digital camera or card reader, your hard disk, or any external storage media, or you can transfer them from another Lightroom catalog or from other applications. You can import at the click of a button, use a menu command, or simply drag and drop. Lightroom can launch the import process as soon as you connect your camera, or import automatically whenever you move files into a specified folder. Wherever you're acquiring photos from, it will be important to become familiar with the Import dialog box.

The top section of the Import dialog box presents the basic steps in the import process, arranged from left to right: choose an import source, specify how Lightroom is to handle the files you're importing, and then—if you choose to copy or move the source files—set up an import destination. If these are all of the details that you require to import the images, you can leave the dialog box set to compact mode. To access even more information, you can click the triangle at the lower left to expand to the full dialog box.



In expanded mode, the Import dialog box looks and works like the Lightroom Classic workspace modules. The Source panel at the left accesses your files on any available drive. The Preview area in the center displays images from the source as thumbnails in Grid view or enlarged in Loupe view. Depending on the type of import, the right panel group offers a Destination panel that mirrors the Source panel, and a set of controls for processing your images while they're being imported.

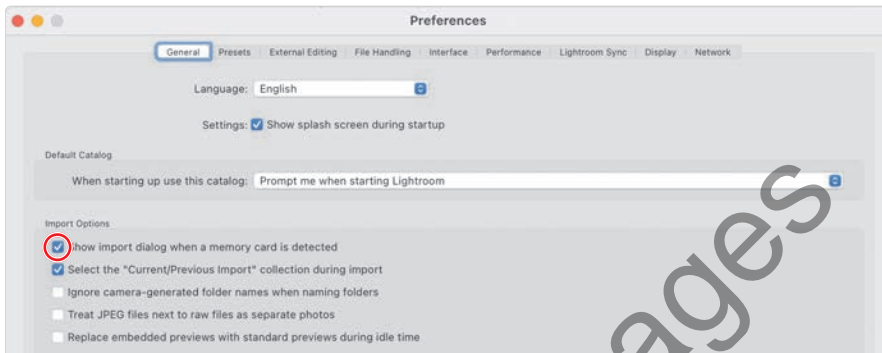


Importing photos from a digital camera

While this next section outlines the process of importing from a camera pretty clearly, I recommend that you try this with some sample images of your own. Take your camera and make 10–15 images of anything, really, just have something on the memory card that we can use for the import process.

The first step is to ensure the Lightroom preferences are set so that the import process is triggered automatically whenever you connect your camera or a memory card to your computer.

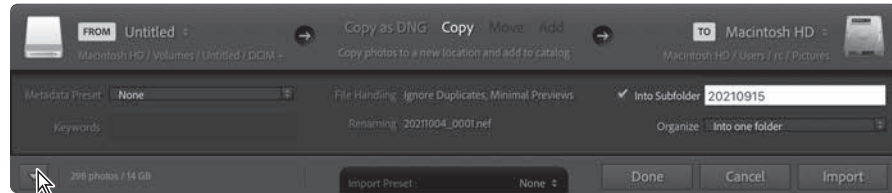
- 1 Choose Lightroom Classic > Preferences (macOS)/Edit > Preferences (Windows). In the Preferences dialog box, click the General tab. Under Import Options, select Show Import Dialog When A Memory Card Is Detected.



Some cameras generate folder names on the memory card. If you don't find these folder names helpful for organizing your images, select Ignore Camera-Generated Folder Names When Naming Folders. You'll learn more about folder naming options later in this lesson.

- 2 Click the Close button or OK to close the Preferences dialog box.
- 3 Connect your digital camera or card reader to your computer, following the manufacturer's instructions.
- 4 This step may vary depending on your operating system and the image management software on your computer:
 - In Windows, if the AutoPlay dialog box or settings pane appears, select the option to open image files in Lightroom Classic. If you wish, you can set this option as the default.
 - If you have more than one Adobe image management application—such as Adobe Bridge—installed on your computer and the Adobe Downloader dialog box appears, click Cancel.
 - If the Import dialog box appears, continue to step 5.

- If the Import dialog box does not appear, choose File > Import Photos And Video, or click the Import button below the left panel group.
- 5 If the Import dialog box appears in compact mode, click the Show More Options button at the lower left of the dialog box to see all of the options in the expanded Import dialog box.

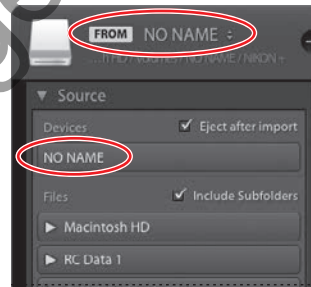


The top panel of the Import dialog box—visible in both the compact and expanded modes—presents three steps in the import process, arranged from left to right:

- Selecting the source location of the images you wish to add to your catalog.
- Specifying how you want Lightroom to handle the files you're importing.
- Setting the destination to which the image files will be copied, with the option to choose any develop presets, keywords, or other metadata that you would like applied to your photos as they are added to your catalog below this panel.

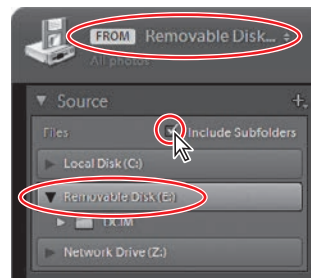
Your camera or memory card is now shown as the import source in the FROM area at the left of the top panel and under Devices in the Source panel at the left of the Import dialog box.

Depending on your computer setup, it's possible that your camera's memory card will be recognized as a removable storage disk. If this is the case, you may see some differences in the options available in the Import box, but it shouldn't affect anything.



● **Note:** If your memory card is recognized as a removable disk, the Move and Add options may not be disabled as illustrated here and on the next page; these import options are discussed later in this lesson.

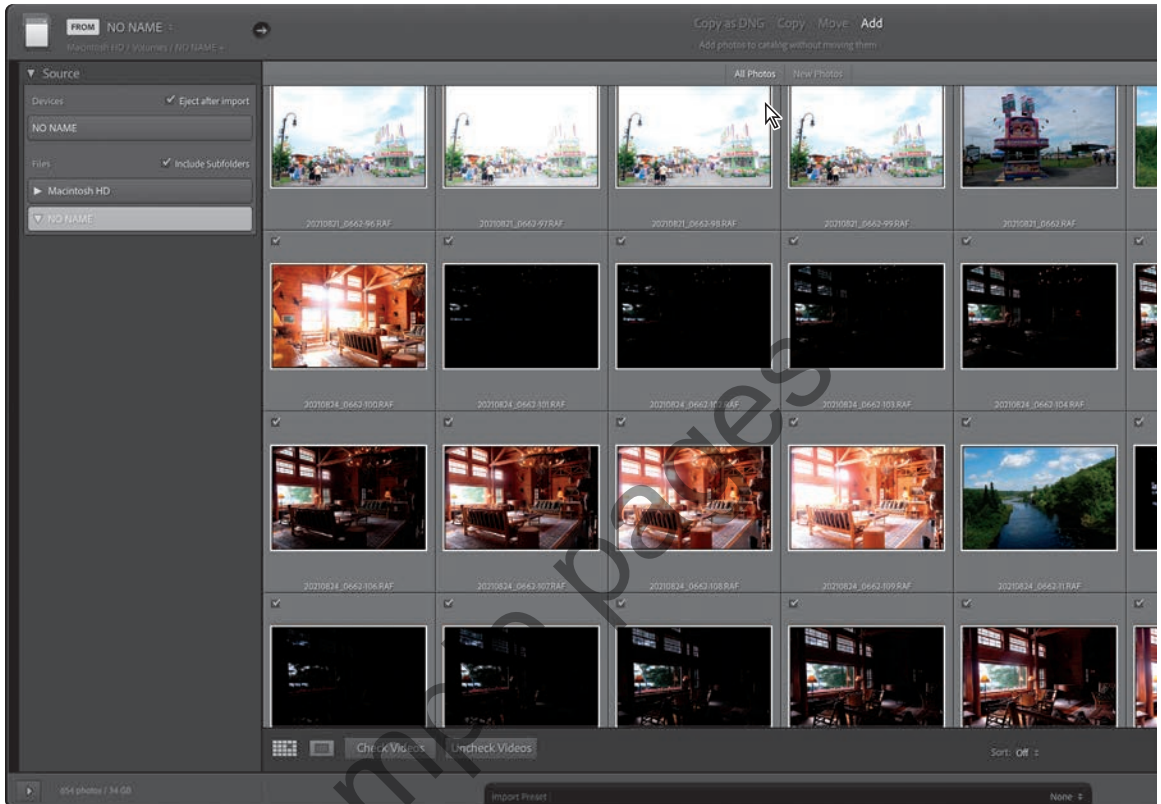
- 6 If your memory card is listed as a removable disk—rather than a device—in the Source panel, click to select it from the Files list and make sure that Include Subfolders is selected.
- 7 From the import type options in the center of the top panel, choose Copy, so that the photos are copied from your camera to your hard disk and then added to your catalog, leaving the original files on your camera's memory card.



Lightroom displays a brief description of the action that will be taken for whichever option is currently selected.



- 8 Move your pointer over each of the options shown in the bar across the top of the Preview pane to see a tool tip describing the option. For this exercise, leave the default All Photos option selected and don't click the Import button yet.



A checkmark in the upper-left corner of an image cell indicates that the photo will be imported. By default, all of the photos on your memory card will be selected for import. If you do not want to import an image, you can exclude it by clicking its checkbox to deselect it.

► **Tip:** Use the slider below the preview pane to change the size of the thumbnails.

You can select multiple images and then change all of their checkmarks simultaneously. To select a contiguous range of images, select the first image in the range by clicking the thumbnail or the surrounding image cell, and then hold down the Shift key and select the last image in the series. To select individual additional images, Command-click/Ctrl-click their thumbnails. Click the checkmark of any selected image to change the import status for the entire selection.

Notice that at the top of the import dialog, Copy is selected rather than Add. Keep in mind that, during the import process, Lightroom does not actually import the image files themselves; it only adds entries to the Lightroom catalog to record their locations. Because you're copying the files, you'll need to specify a destination.

If you selected Add rather than Copy, you wouldn't have to specify a destination folder; the photos would stay where they are already stored. However, because memory cards are expected to be erased and reused, they should not be the permanent home for your pictures. Thus, you're not offered the Add and Move options when you import from a camera—Lightroom expects to copy your photos from your memory card to a more permanent location.

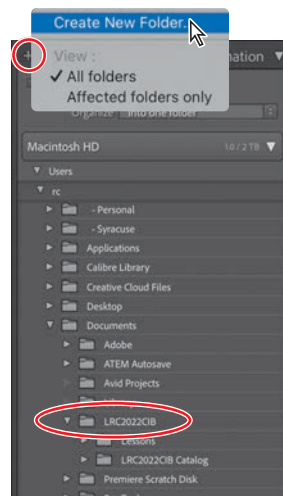
The next step, then, is to specify a destination folder to which your photos should be copied. This is the time to give some thought to how you intend to organize your photos on your hard drive. For now, leave the Import Photos dialog box open; you'll choose a destination folder and deal with the rest of the import options in the following exercises.

Organizing your copied photos in folders

By default, Lightroom tries to organize your images in the Pictures folder. You can choose any other location, but as a general rule, it is a good idea to keep all of your images organized into one location—no matter where that is. Nailing down that location (or workflow) early will help a ton in finding missing images (we'll talk about the workflow later in the book).

Before beginning the lessons in this book, you created a folder named LRC2022CIB inside your Users/*username*/Documents folder on your computer. This folder already contains subfolders for your LRC2022CIB Catalog file and for the image files used for the lessons in this book. For the purposes of this exercise, you'll create another subfolder inside the LRC2022CIB folder as the destination for the images that you import from your camera's memory card:

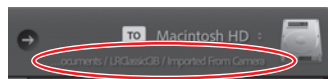
- 1 In the right panel group of the Import dialog box, collapse the File Handling, File Renaming, and Apply During Import panels; then, expand the Destination panel.
- 2 In the Destination panel, navigate to and select your LRC2022CIB folder; then, click the plus sign (+) button at the left of the Destination panel header and choose Create New Folder from the menu.
- 3 In the Browse For Folder/Create New Folder dialog box, navigate to and select your LRC2022CIB folder, if it's not already selected.



Click the New Folder button, type **Imported From Camera** as the name for your new folder, and then click Create (macOS) or press Enter (Windows).

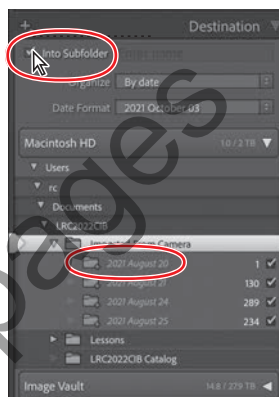
- 4 Make sure the new Imported From Camera folder is selected in the Browse For Folder/Create New Folder dialog box, and then click the Choose/Select Folder button to close the dialog box. Note that the new folder is now listed and selected in the Destination panel.

The name of the new destination folder also appears in the TO area at the right of the top panel of the Import dialog box.



The Organize menu, near the top of the Destination panel, offers various options to help you organize your photos into folders as you copy them onto your hard disk:

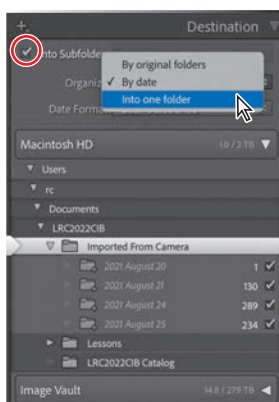
- **Into One Folder** With the current settings, the images would be copied into the new Imported From Camera folder. Instead, you could select Into Subfolder to create a new subfolder for each import from your camera.
- **By Date: [Date Format]** These options are all variations on organizing your photos by capture date. Your images would be copied into one or more subfolders, depending on your choice of date format. Choosing the format “2021/10/03” for example, would result in one folder per year, containing one folder per month, containing one folder per day for each capture date. Or, choosing 2021 October 03 simply creates one folder per date, as shown in the illustration at the right.



● **Note:** If your memory card has been recognized as a removable disk, you may also see the Organize option By Original Folders; this option will be discussed later in this lesson.

Think about which system of folder organization best suits your needs before you import photos from your camera, and then maintain that system for all your camera imports.

- 5 For the purposes of this exercise (and what I recommend to everyone as a default), choose Into One Folder from the Organize menu.
- 6 Select the Into Subfolder option at the top of the panel, type **Lesson 2 Import** in the adjacent text box as the new subfolder’s name, and press Return/Enter. The subfolder should then appear inside the folder you chose in the bottom section of the Destination panel.



About file formats

Camera raw formats Camera raw file formats contain unprocessed data from a digital camera's sensor. Most camera manufacturers save image data in a proprietary camera format. Lightroom reads the data from most cameras and processes it into a full-color photo. You can use the controls in the Develop module to process and interpret the raw image data for your photo. For a list of supported cameras and camera raw formats, see <https://helpx.adobe.com/photoshop/camera-raw.html>.

Digital Negative format (DNG) The Digital Negative (DNG) file format is a publicly available archival format for raw files generated by digital cameras. DNG addresses the lack of an open standard for raw files created by individual camera models, ensuring that photographers will be able to access their files in the future. You can convert proprietary raw files to DNG in Lightroom. For more information about the Digital Negative (DNG) file format, visit <https://helpx.adobe.com/photoshop/digital-negative.html>.

TIFF format Tagged-Image File Format (TIFF, TIF) is used to exchange files between applications and computer platforms. TIFF is a flexible bitmap image format supported by virtually all paint, image-editing, and page-layout applications. Also, virtually all desktop scanners can produce TIFF images. Lightroom supports large documents saved in TIFF format (up to 65,000 pixels per side). However, most other applications, including older versions of Photoshop (pre-Photoshop CS), do not support documents with file sizes greater than 2 GB. The TIFF format provides greater compression and industry compatibility than Photoshop format (PSD) and is the recommended format for exchanging files between Lightroom and Photoshop. In Lightroom, you can export TIFF image files with a bit depth of 8 bits or 16 bits per channel.

JPEG format Joint Photographic Experts Group (JPEG) format is commonly used to display photographs and other continuous-tone images in web photo galleries, slideshows, presentations, and other online services. JPEG retains all color information in an RGB image but compresses file size by selectively discarding data. A JPEG image is automatically decompressed when opened. In most cases, the Best Quality setting produces a result indistinguishable from the original.

Photoshop format (PSD) Photoshop format (PSD) is the standard Photoshop file format. To import and work with a multi-layered PSD file in Lightroom, the file must be saved in Photoshop with the Maximize PSD and PSB File Compatibility option activated. You'll find this option in the Photoshop file handling preferences. Lightroom saves PSD files with a bit depth of 8 bits or 16 bits per channel.

PNG files Lightroom imports PNG files, but transparency is not supported; it will appear white.

CMYK files Lightroom imports CMYK files, but edits and output are performed in the RGB color space.

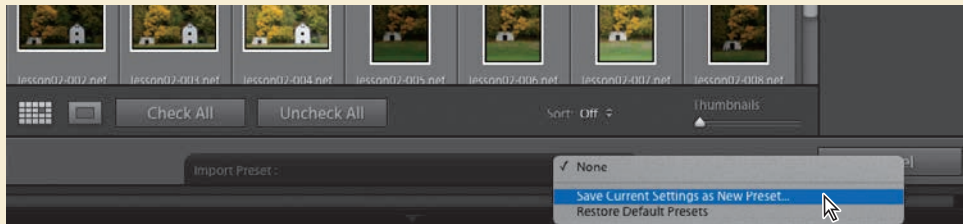
Video files Lightroom will import video files from most digital cameras. You can tag, rate, filter, and include video files in collections and slideshows. Video files can be trimmed, and also edited with most of the Quick Edit controls. Click the camera icon on the video file's thumbnail to launch an external viewer such as QuickTime or Windows Media Player.

File format exceptions Lightroom does not support the following types of files: Adobe Illustrator® files, Nikon scanner NEF files, files with dimensions greater than 65,000 pixels per side or larger than 512 megapixels.

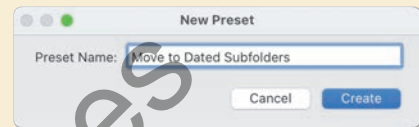
Note: To import photos from a scanner, use your scanner's software to scan to TIFF or DNG format.

Creating import presets

When you import photos on a regular basis, you'll probably find that you're setting up the same configurations of options over and over. Lightroom Classic enables you to streamline your import workflow by saving your preferred settings as import presets. To create an import preset, set up your import in the expanded Import dialog box, and then choose **Save Current Settings As New Preset** from the Import Preset menu below the Preview pane.



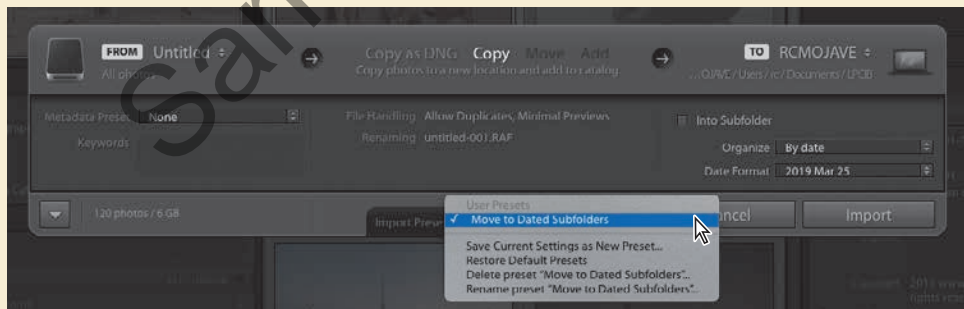
Type a descriptive name for your new preset, and then click **Create**.



Your new preset will include all of your current settings: the source, import type (Copy as DNG, Copy, Move, or Add), file handling and renaming options, develop and metadata presets, keywords, and destination. You might set up one preset to move photos from a memory card to your computer, and another preset to import from a memory card to a network-attached storage device. You could even create separate import presets tailored to the characteristics of different cameras, so you can quickly apply your favorite noise reduction, lens correction, and camera calibration settings during the import process, saving yourself time in the Develop module later.

Using the Import dialog box in compact mode

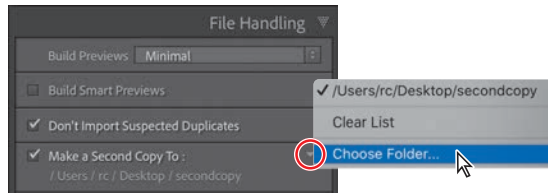
Once you've created the presets you need, you can speed up the process even more by using the Import dialog box in compact mode, where you can use your import preset as a starting point and then change the source, metadata, keywords, and destination settings, as required.



Backup strategies

Your next choice is whether to make backup copies of the images from your camera at the same time as Lightroom creates primary copies in the location you've just specified and adds them to the library catalog. For some, it's a good idea to create backup copies on a separate hard disk or on external storage media so you don't lose your images if your hard disk fails or you accidentally delete them.

- 1 In the right panel group of the Import dialog box, expand the File Handling panel and select the Make A Second Copy To option.
- 2 Click the small triangle to the right and select Choose Folder to specify a destination for your backup copies.



- 3 In the Browse For Folder/Choose Folder dialog box, navigate to the folder in which you wish to store the backup copies of your images, and then click Choose/Select Folder.

Keep in mind that the purpose of this backup is mainly as a precaution against loss of data due to disk failure or human error during the import process; it's not meant to replace the standard backup procedure you have in place—or should have in place—for the files on your hard disk.

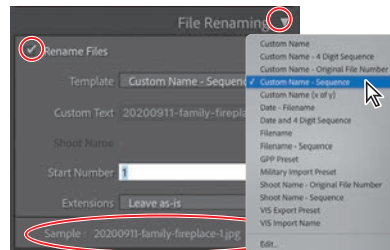
For the most part, I don't use this backup option, but rely instead on a combination of my computer's backup system (Time Machine) and the use of my network-attached storage device. This is part of my personal workflow strategy, which I'll share with you and explain later on in the book.

Renaming files as they are imported

► **Tip:** An option you should consider, if it's supported by your camera, is to set the camera to generate filenames with unique sequence numbers. When you clear your memory card, or change memory cards, your camera will continue to generate unique sequence numbers rather than starting the count from one again. This way, the images you import into your library will always have unique filenames.

The cryptic filenames created by digital cameras are not particularly helpful when it comes to sorting and searching your photo library. Lightroom can help by renaming your images for you as they are imported. You can choose from a list of predefined naming options or create your own customized naming templates.

- 1 In the right panel group of the Import dialog box, expand the File Renaming panel and select Rename Files. Choose Custom Name - Sequence from the Template menu, type a descriptive name in the Custom Text box, and then press the Tab key on your keyboard. A sample name at the bottom of the File Renaming panel shows how your settings will be applied for the first image imported. You can enter



a number other than 1 in the Start Number text box; this is useful if you're importing more than one batch of images from the same shoot or series (often from multiple memory cards).

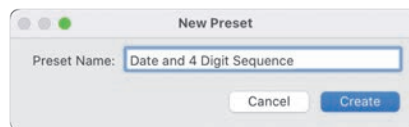
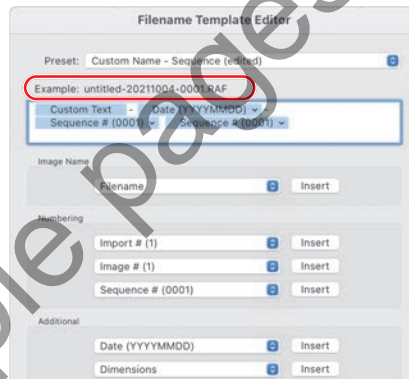
- 2 Click the small triangle to the right of the Custom Text box; your new text has been added to a list of recently entered names. You can choose from this list if you import another batch of files that belong in the same series. This not only saves time and effort, but helps you ensure that subsequent batches are named identically. To clear the list, choose Clear List from the menu.
- 3 Choose Custom Name (x of y) from the Template menu. Note that the sample name at the bottom of the File Renaming panel is updated to reflect the change.
- 4 Choose Edit from the Template menu to open the Filename Template Editor. Choose Custom Name - Sequence from the Preset menu.

In the Filename Template Editor dialog box, you can set up a filename template that makes use of metadata information stored in your image files—such as filenames, capture dates, or ISO settings—adding automatically generated sequence numbers and any custom text you specify. A filename template includes placeholders—or *tokens*—that will be replaced by actual values during the renaming process. A token is highlighted in blue on macOS and framed by curly brackets on Windows.

► **Tip:** For more information on using the Filename Template Editor, please refer to Lightroom Help.

You could rename your photos vacation_images-20211004-0001, and so on, by setting up a filename template with a custom text token, a date token, and a four-digit sequence number token, separated by typed hyphens, as shown at the right. Let's remove the Custom Text token by selecting and deleting it.

- 5 Choose Save Current Settings As New Preset from the Preset menu at the top.
- 6 Type **Date and 4 Digit Sequence** for your preset name, click Create, and then click Done.



Despite all of the options available for renaming your images during the import process, there's only so much information you can squeeze into a single filename. While you may be tempted to be descriptive in your filenames, consistency is key for your archive, and the more streamlined you keep it, the better. This simple organization of dates and sequences in the actual files will pay off in speed and efficiency. Lightroom's strength is in its ability to find your images through the use of things like metadata, keywords, and collections. In these areas, you can be a lot more descriptive than the limited confines of the filename.

Tips for naming your files and folders

We've talked about the importance of naming your files and folders to better organize your photos, and I gave you an example of how to name them. Here are some tips and suggestions for renaming:

- Name your files and folders similarly to make it easier to find the photos you want later.
- Start the name of every file with the year, then add a month and day.
- Use lowercase when naming your files and folders.
- If you believe it is necessary, add a descriptive word about the shoot after the date, and keep it as short as possible.
- If you need to add a space in your name, use an underscore (`_`) instead of a space.
- At the end of the filename, add C1, C2, C3, and so on, for card 1, card 2, card 3. This helps when you have a shoot that spans multiple memory cards.

For example, if I want to import images that I took of my family on October 4, 2021, my folder would be named `20211004_family`. If I only shot one card during that shoot, the filename would be `20211004_family_c1_sequential file number`. Is the filename long? Yes. Does it give you all of the information about the shoot? Absolutely.

Here's the practical reason for adding the C1 to your filenames: Every now and then, during a Lightroom import, you will run into a file that looks like the one here. While it may make for an interesting art project, it's actually something a lot more sinister. It is a corrupt picture, a quick sign that the card you used may not be as reliable as you thought. Memory cards, like everything else, can fail over time, and you cannot afford to lose an important shoot because of it. If you are importing from multiple cards, how do you tell which one is the bad one?

As soon as I purchase a memory card, I make it a point to label it using those C numbers. Then, I add that C number to the filename. The moment I see a potential problem with an image, I can look at the name and know exactly which card failed, so I can take that card out of rotation...and give it to a friend. Kidding! Simply labeling your memory cards and adding that C1 or C2 to your filenames can go a long way to helping you troubleshoot. Anal? Yes. Vital? Absolutely.



You'll learn about working with metadata, keywords, and collections in the following exercises and in Lesson 4, "Managing Your Photo Library."

- 6 For now, click Import if you wish to bring your photos into the LRC2022CIB catalog or Cancel to close the Import dialog box without importing any images.

You have now completed this exercise on importing photos from a digital camera or a memory card. You'll learn about the other options that are available in the Import dialog box in the exercises to follow.

Importing images from a hard disk

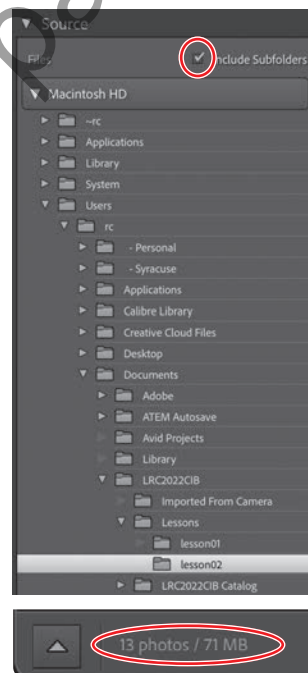
When you import photos from your hard disk or from external drives, Lightroom Classic offers you more options for organizing your image files than are available when importing from a camera.

You can still choose to copy your images to a new location during the import process, as you did in the previous exercise, but you also have the option to add them to your catalog without moving them from their current location. You might choose to do this if the images you wish to import are already well organized in a folder structure on your drive.

For images that are already located on your hard disk, you have an extra option: to move them to a new location and remove them from their original location at the same time as they are added to your catalog. This option might appeal if the images on your hard disk are not already well organized.

- 1 To import the images for this exercise from your computer hard disk, either choose File > Import Photos And Video, press Shift+Command+I/Shift+Ctrl+I, click the Import button below the left panel group in the Library module, or drag the folder onto Lightroom's Library module.
- 2 In the Source panel at the left of the Import dialog box, navigate to the Lessons folder inside the LRC2022CIB folder on your hard disk. Click the lesson02 folder and select Include Subfolders at the upper right of the panel (it's best to leave this on unless you have some images you don't want to import).

An image count in the lower-left corner of the Import dialog box shows that the lesson02 folder contains a total of 13 photos with a combined file size of 71 MB.



► **Tip:** The same commands apply for importing images from a CD, DVD, or other external storage media.

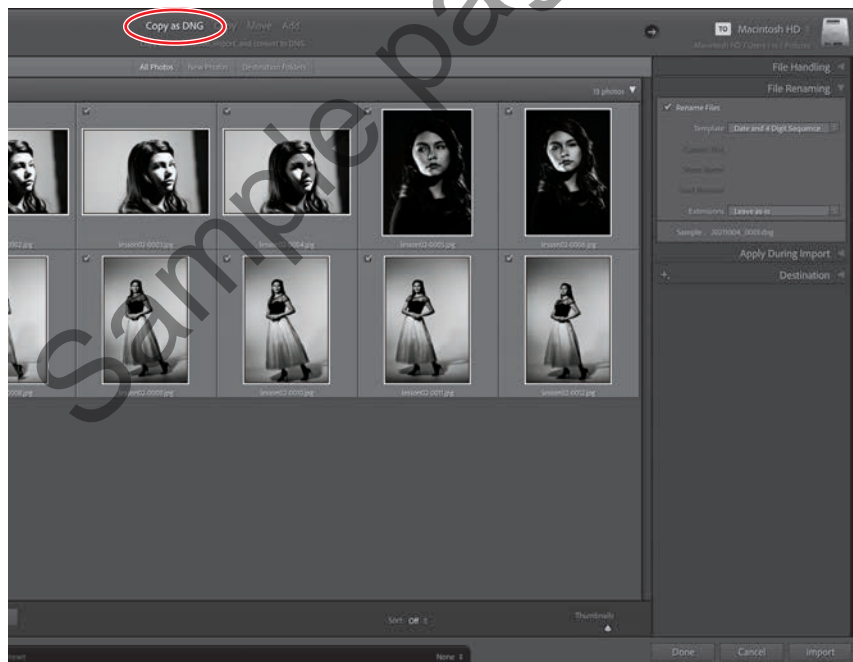
- 3 From the import type options in the center of the top panel, click Add so that your photos will be added to your catalog without being moved—an option that is not available when importing images from a camera. Do not click Import yet!



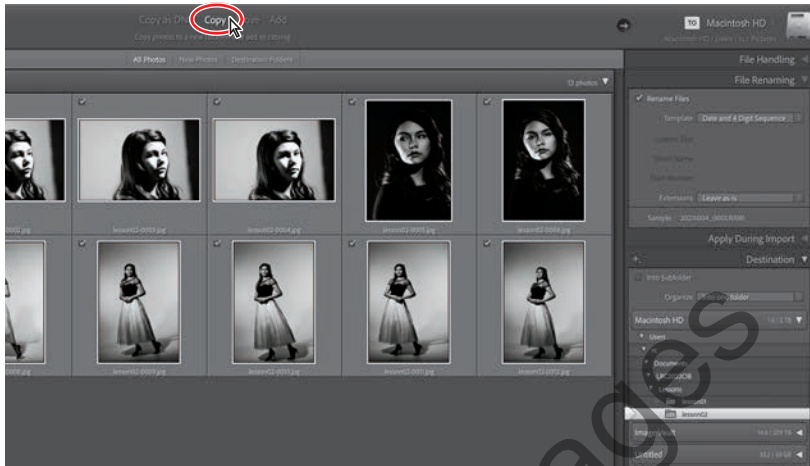
- 4 Use the scrollbar at the right of the Preview pane to view all of the images in the lesson02 folder. Drag the Thumbnail slider below the Preview pane to the left to reduce the size of the thumbnails so that you can see as many of the images as possible in the Preview area.
- 5 In the Source panel, notice the Include Subfolders option. This checkbox allows you to add images from within subfolders, which is handy to have with larger image collections you may be importing.

Before we go any further, let's review each of the import type options above the Preview area.

- 6 Click each of the import type options in turn, from left to right:
 - Copy As DNG will have Lightroom make copies of your images in DNG (digital negative) file format, which will be stored in a new location and then added to your catalog. You'll notice that for the Copy As DNG, Copy, and Move options, the right panel group offers the same suite of panels—File Handling, File Renaming, Apply During Import, and Destination.

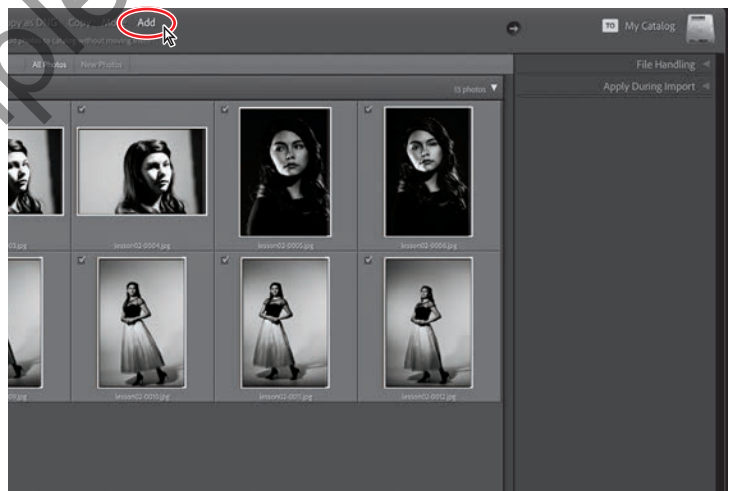


- Click Copy to have Lightroom create copies of your images in a new location, and then add them to your catalog, leaving the originals in their current locations. You can set a destination for your copies in the Destination panel, as you did in the previous exercise. Expand the Destination panel and click the Organize menu. When you use either the Copy As DNG, Copy, or Move option to import images from your hard disk or from external storage media, the Organize menu offers you the option to copy your photos into a single folder, into subfolders based on the capture dates, or into a folder structure that replicates the original arrangement.



● **Note:** Expand the File Handling and Apply During Import panels to see the options available.

- Click Move to have the images moved to a new location on your hard disk, arranged in whatever folder structure you choose from the Organize menu, and then deleted from their original locations.
- Click Add to add the images to your catalog without moving or copying them from their current locations or altering the folder structure in which they are stored. For the Add option, the right panel group offers only the File Handling and Apply During Import panels; you cannot rename the original source images during import, and there's no need to specify a destination because the files remain where they are.



Applying metadata

Lightroom uses information attached to files to enable you to quickly find and organize your photos. This information is known as metadata. Some of this metadata is automatically added to the file at the point of creation (shutter speed, ISO, camera type, and so on), and some of it can be added after the fact (keywords, your name, and so on).

You can search your image library and filter the results by all of this metadata, as well as things like flag status, color label, shooting settings, or any combination of a wide range of other criteria.

You can also choose specific information about your images from this metadata and have Lightroom display it as a text overlay applied to each image in a slideshow, web gallery, or print layout.

Let's add some important information into our files quickly, and make sure we don't have to reinvent the wheel every time. For this, we'll use metadata presets.

- 1 In the Apply During Import panel, choose New from the Metadata menu.
- 2 Let's create a metadata preset that includes your copyright information in each file. In the New Metadata Preset dialog box, for Preset Name, type **Copyright Info [year]**. Then, enter your copyright information into the IPTC Copyright fields and contact information into the IPTC Creator fields. This should give anyone online enough information to get a hold of you should someone find your image interesting and want to use it. It does happen at times.

● **Note:** Remember that any image that is shared with metadata online can be read by anyone online. While adding your email address and website are totally fine, do not put in any more personal information, such as your home address or phone number. That information in the wrong hands could be bad, so leave it out!

