

Lightroom

Folders (Folders Panel)

- Where photos are stored on the HD (either internally or externally)
- Only show up in LR if imported in
- *Moving a Folder*
 - If photos have already been imported into LR, use LR to move the folder
 - That way, LR will not lose the reference points to the folder
- *In the Library Module*
 - To move folders from location to the next
 - Just drag the folder (files) to where you want them
- *Hiding Folders & Showing Folders*
 - Right click on the folder
 - Highlight the folder
 - Right Click and show or Hide the Parent Folder
 - Can add Folders or Subfolders
- *Sync Folders*
 - Adding photos to an existing Folder
 - Select Copy (at top of View Screen)
 - On the Right Side Panel
 - Scroll down to Destination
 - Find Drive H:\ Lightroom
 - Select the folder the file(s) are to be copied into
 - OR
 - Add the new photo into the folder via Explorer
 - LR will not see the new file(s)
 - On the Left Side Panel
 - Go to that Folder
 - Right Click
 - Select Sync Folder
 - A dialog box will appear
 - Select Sync and put photo(s) into the Existing Folder