

## Lightroom

### Importing

- Can import from camera disk or from a Folder already on the computer
  - Only real difference is that you can NOT rename files coming in from a Folder already on the computer
  - Have to re-name the photos once they have been imported
  
- ***In my case all files will be imported from a Folder***
  
- Go to Library Mode
  - Select Import button on bottom lower right of screen
  - Or go to File->Import Photo & Video
  
  - Before you Import any photos – Go to Right Side Panel
    - Go to File Handling
      - Apply during Import
        - Build Preview – **Minimal**
        - Check – **Do NOT Import Duplicates**
        - File Renaming – **Use Bob's Renaming**
        - Metadata – **Bob's Copyright**
        - Keywords – **add in basic words that cover photo shoot**
        - Destination
          - Put into Sub-directory ?
  
- Importing directly into a Collection
  - Before you import
  - Go to right side
    - Above Selected Presets
    - Check Add to Collection