


My Import Settings – Step by Step

File menu, Import or click the **Import** button at the bottom left of the screen. Work clockwise from 1 – 9 around the page.

1. Import from... Check that this is your memory card. If you see the right pictures in the middle, it is.

2. Tick Eject after Import for Lightroom to eject the memory card when finished.

3. Choose Copy to import from a memory card, or **Move** to import pictures already on the computer.

4. Check that this is your hard drive – click the drop-down  if not.

9. Double-check everything... and click **Import** (bottom right)!

5. File Handling tab

Tick **Don't Import Suspected Duplicates**

Tick **Make a Second Copy To:** if you have an external drive connected for backup. Click the drop-down and create or choose a folder.

6. File Renaming only if you want to rename files during import. Ensure that it's not ticked if you don't want to rename the files.

7. Apply During Import only if you want to add a copyright statement.

8. Destination – VITAL!

I import into the **Pictures** folder and make a new subfolder for each import. Tick **Into Subfolder** and type a name into the box. Check **Organise** is **Into one folder**. Click **Pictures** in the list of folders.

8 (ctd) Scroll down the list of subfolders under **Pictures** to check that your new folder is there – grey text, in italics.

If it's not (bug in Lr), tick and untick **Into Subfolder**. Quit and restart if necessary.

