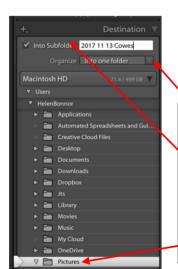
My Import Settings – Step by Step

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



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 fit not.

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.

5. File Handling tab

_Tick Don't Import
Suspected Duplicates

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.

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- **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.