

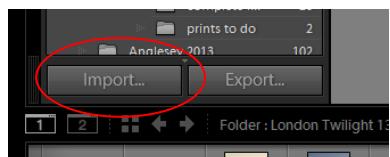
# MELBOURN & DISTRICT PHOTOGRAPHIC CLUB

## ADDING IMAGES INTO LIGHTROOM FOR THE FIRST TIME

### Adding images already on your PC to Lightroom

If you have a new install of Lightroom, you may wish to add all or some of the folders of images stored in your "My Pictures" Directory. Note that Lightroom does not store your images, it merely accesses a thumbnail of your images on your computer so there is no need to worry about duplicating files when you use Lightroom.

### Adding all folders and images on your computer

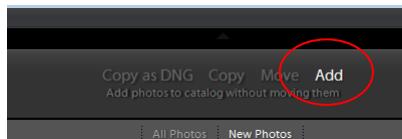


Click "Import" whilst in Library Module



In the "Source" column of the Import Dialogue screen, navigate to where your images are on your PC (by clicking down the Directories) and then highlight the My Pictures Directory as shown

[In this example, Photos happen to be on the D:\ drive but on your PC they will likely be stored somewhere else]

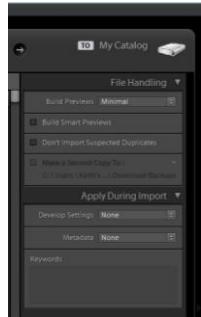


Along the top of the Import Dialogue Screen are 4 options:

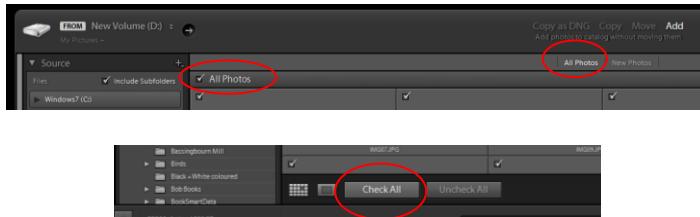
**Copy as DNG** - this will convert your files to DNG format and add them to Lightroom. **You won't want to do this**  
**Copy** - This will copy your photos from My Pictures and put them somewhere else and add them to Lightroom. **You won't want to do this**

**Move** - This will move your photos from My Pictures, put them somewhere else on your PC and will add to Lightroom. **You won't want to do this**

**Add** - This will leave your photos on your computer exactly where they have always been but will add the images to Lightroom. **This is the option you want.** Click "Add"



On the File Handling right-hand pane, ensure you have nothing ticked



For new installs of Lightroom when you are loading in your images for the first time, ensure "All Photos" is highlighted, "Include subfolders" is ticked

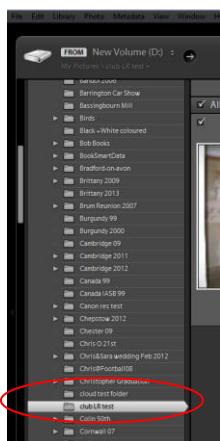
At bottom of screen, Click "Check All"



Click Import and all of your images on your PC will now be viewable in Lightroom (but will not have been moved and copied)

### Adding some folders and images on your computer

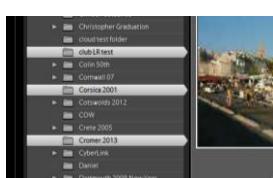
Follow all the steps above except modify Step 2 as follows:



In the "Source" column of the Import Dialogue screen, navigate to where your selected folders are on your PC (by clicking down the Directories) and then highlight the Directory you wish to add as shown

[In this example, I am adding a new folder of images which are already on my PC called "Club LR test"]

Continue to follow all steps given above



Note - You can select more than 1 folder to add at a time by holding down the Ctrl key on your computer keyboard and clicking on multiple folders  
Here, 3 folders are being added