Lightroom

Add / Importing Files from a Folder

- Find the Folder wanted (left side panel)
    o Select the photo(s) wanted
    o Or select All
       Press **ADD** at the top of Browse Screen
       (just adding photos to LR – not into a new folder)

- Right Side Panel
    o Select Import – use Standard
    o Select – Using an External HD
    o Apply during Import
       ▪ Develop Setting (may use)
       ▪ Metadata – Use Bob's Metadata
       ▪ Keywords – add in general words
- When done – press Import

- The dialog box below will appear
       ▪ Use the Information in the dialog box (below)
       ▪ Then import