LIGHTROOM

CREATING A NEW CATALOG
AND
IMPORTING IMAGES TO THAT CATALOG
PC

Introduction to Software

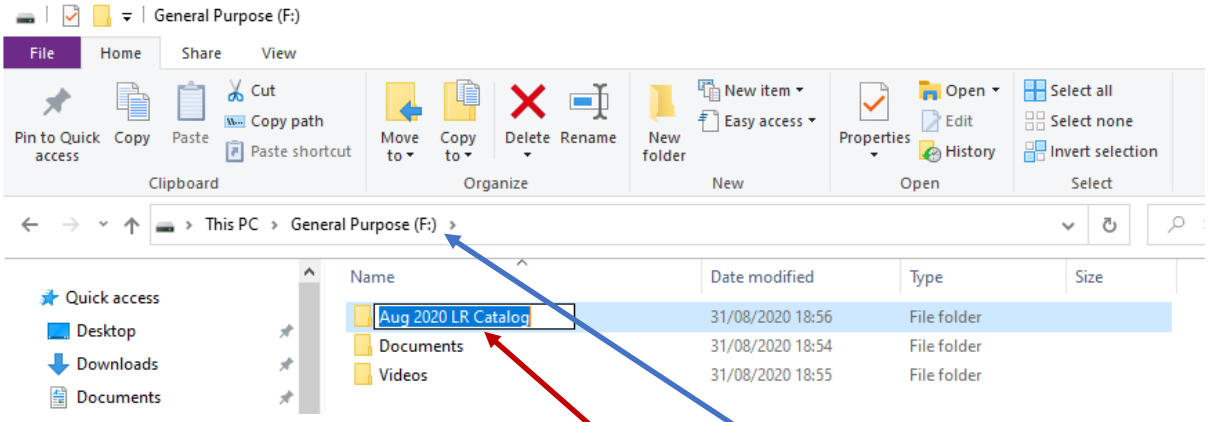
Lightroom is an Adobe product – part of a suite of Adobe photographic tools.
It is generally bought on a monthly contract as a package (circa £9 pm) but sometimes an older version of any one program might be found to buy as a standalone for less than £100. However such a version will no be supported or upgraded – whereas the monthly subscription gives frequent upgrades and includes: Lightroom Classic (for desktop); 'Lightroom' – the cloud version; Photoshop in desktop or cloud and Camera Raw (an editing suite which is part of Photoshop). **The notes below apply to Lightroom Classic ONLY.**
If you use the Lightroom cloud version, this stores the images on the cloud and not on your Desktop / external disks and this basically doesn't work. The cloud version is for ipads / laptops for local editing of just a few images.

PROCESS OF INSTALLING LIGHTROOM:

1. Decide the storage system – you need:
    - The Catalog folder to be in a place that is electronically fast:
        i. An internal drive in your PC
        ii. External SSD (Solid State Disks) are great for this – they are very fast and very unlikely to ever breakdown, as they have zero moving parts. But they are pricey. So use an attached SSD but NOT an attached external disk – they are very slow.

b) A Place to store your RAW images – your Library – Suggest definitely on an external drive - either your current external drive or a new SSD. MAKE sure it is NOT included in any cloud-based systems such as OneDrive or iCloud. Remember that this folder will get big, as it will hold all the RAW files you import over a time period (until you set up a new Catalog at some future date)

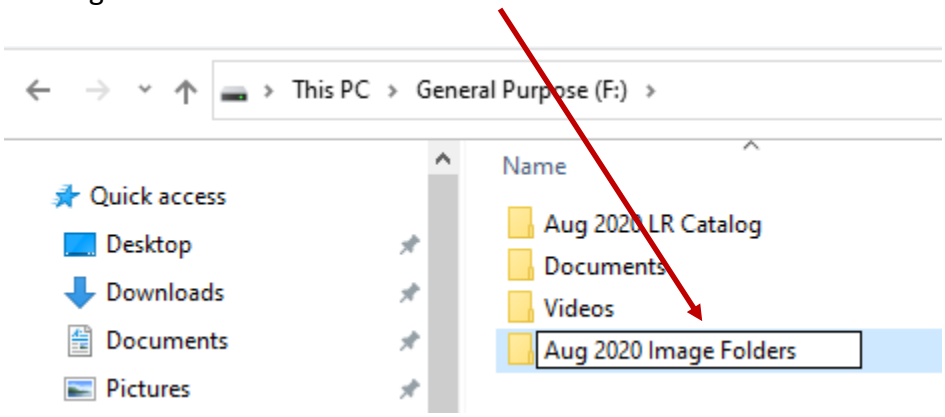
2. Create a new Catalog:
    - Choose where to put the Catalog folder:
        i. If your C: drive has lots of free space, then put the folder in your "This PC > Documents" folder. However, if you are short of space and have an internal drive such as D:, put it on D: directly.
        ii. Open File Explorer and add a new Folder – called, for example "Aug 2020 LR Catalog" In the location chosen above. See below.



In this example, I am creating the folder on an External SSD F: drive.

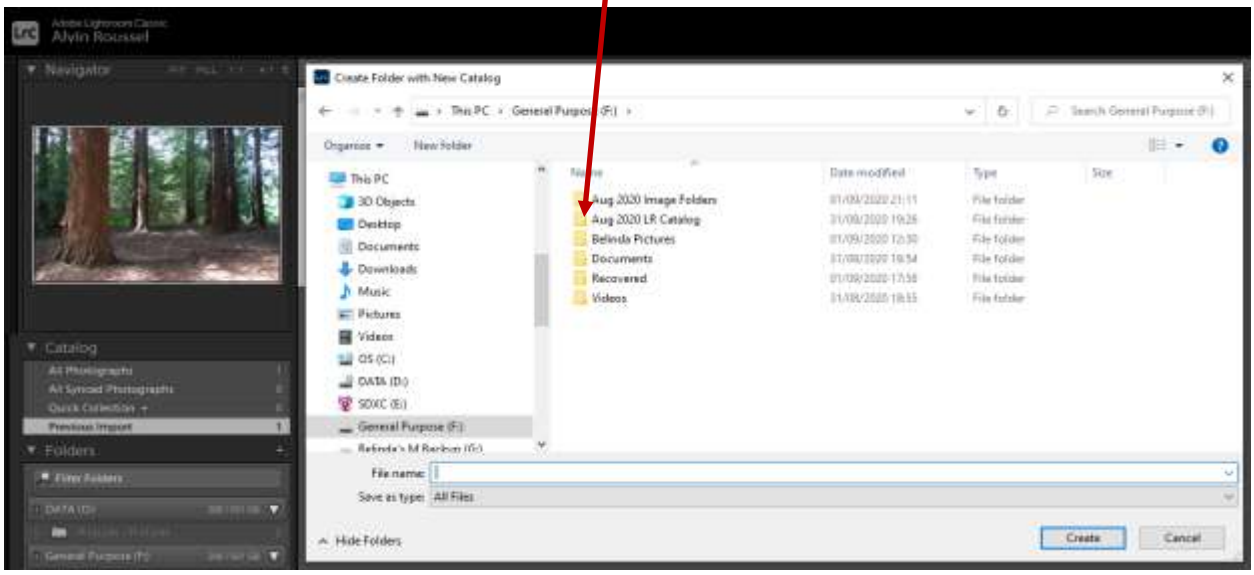
Right-click and choose “New Folder” and enter the folder name.

Now in File Explorer create a new folder such as“Aug 2020 Image Folders” at the same location as the catalog folder:

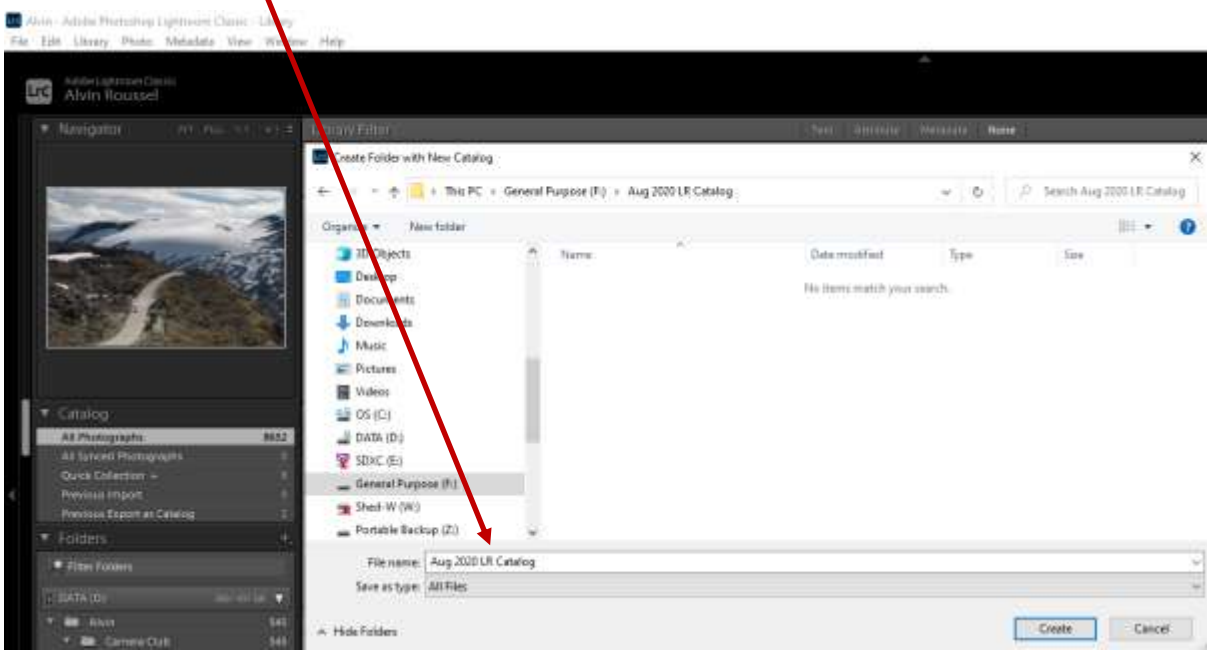


NOTE: The Actions above are the ONLY actions you should ever need to take from within the ‘File Explorer’ program related to file management – once done you should **ONLY** use Lightroom to manage the folders and sub folders.

3. Open Lightroom in ‘Library Mode”
4. Click File / New Catalog – this will appear – find your new Catalog Folder – in this case on my SSD card (Drive F:) – Aug 2020 LR Catalog



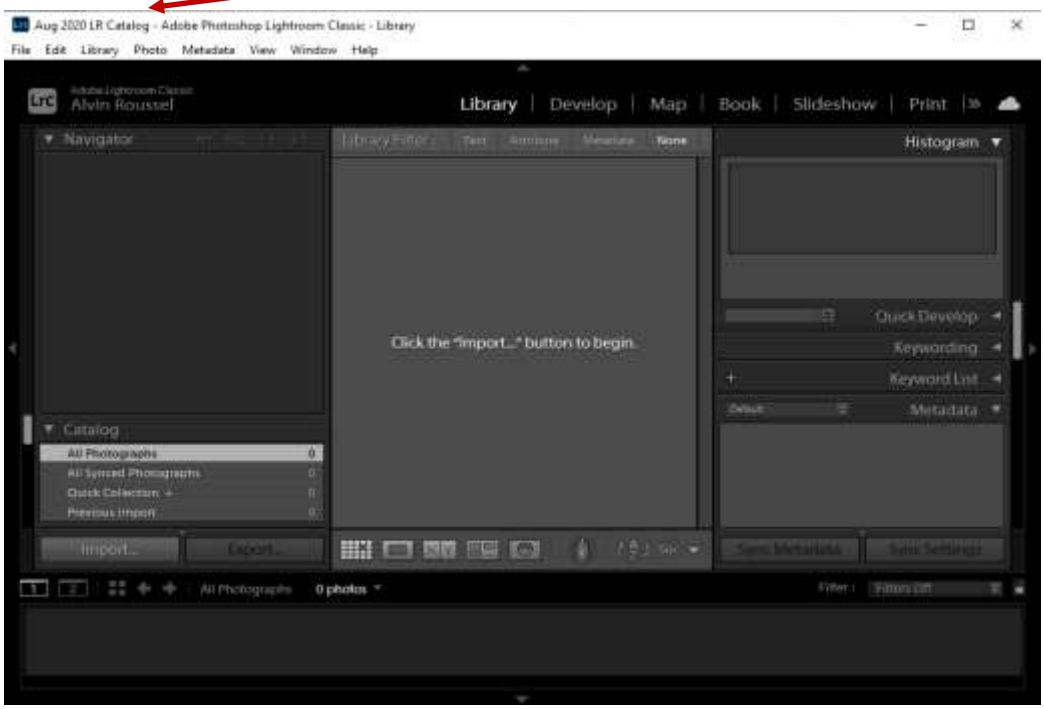
Double click on this to choose this folder location, then add a name for your new catalog: - same as the folder – why not – it makes sense!



Click 'Create in bottom Corner"

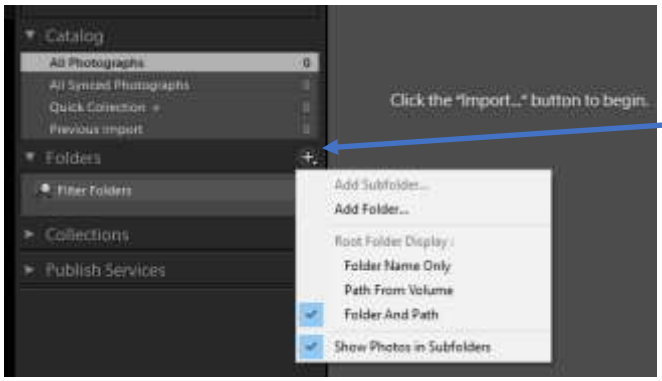
DON'T PANIC – At this stage Lightroom will automatically close and then re-open in the new catalog. Allow it to do this.

You then will have a screen that looks like this:
Note the name of your new catalog shows at the top:



You have now successfully created a new Catalog – well done!

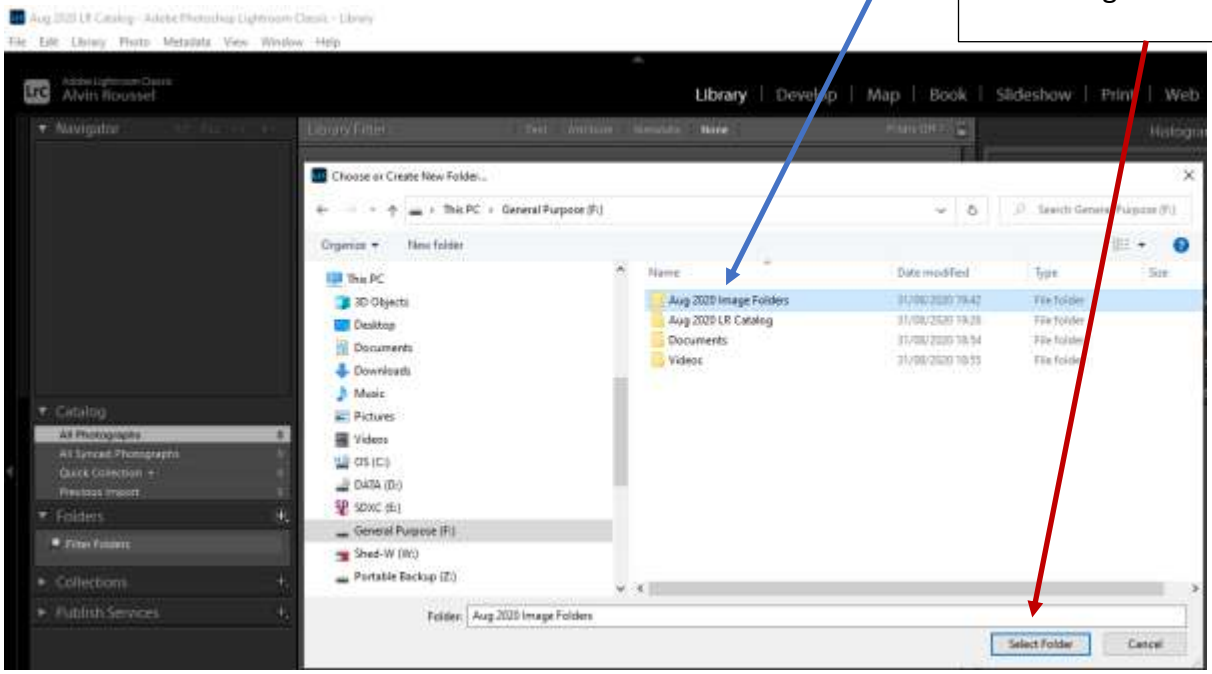
Now you have to tell Lightroom where you want the RAW images to be stored when imported.



On left panel – see the line 'Folders' – on the right is a + sign – hit this and then hit 'add folder'

A Finder window appears – Select the folder you created in File Explorer. The one you called 'Aug 2020 Image Folders'

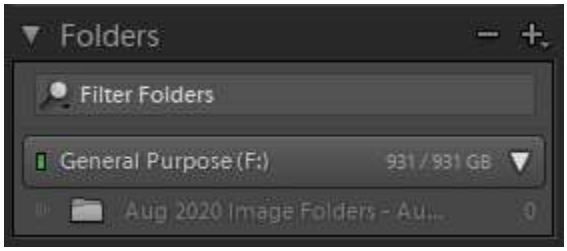
Click 'Select Folder" at bottom right



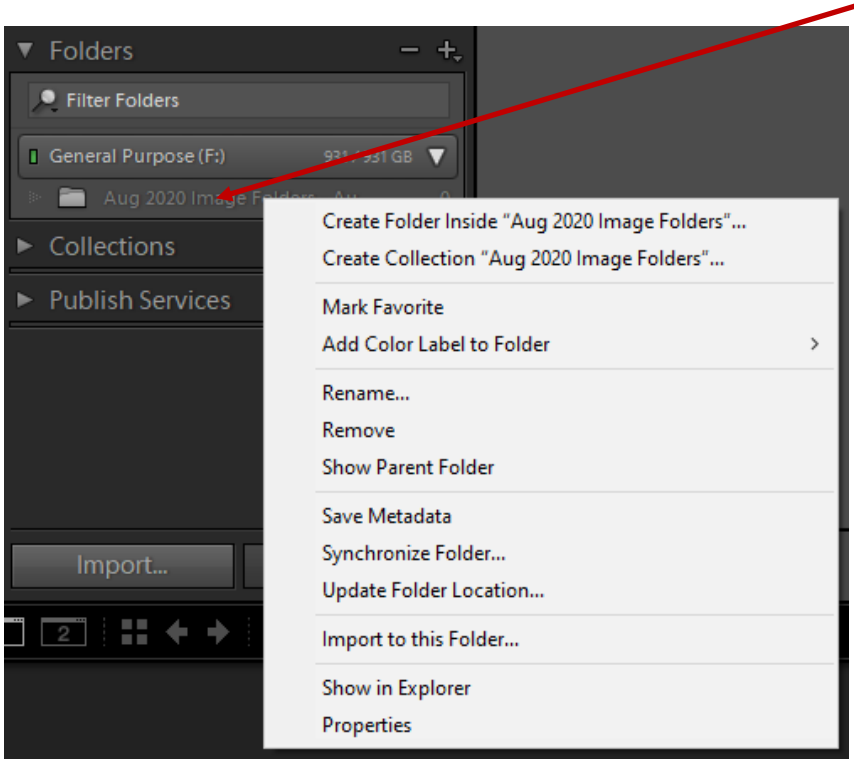


The left side will now show the top level “folder”, in this case, the disk drive.

Click on the white arrow on the right



And you will now see your Image Folder



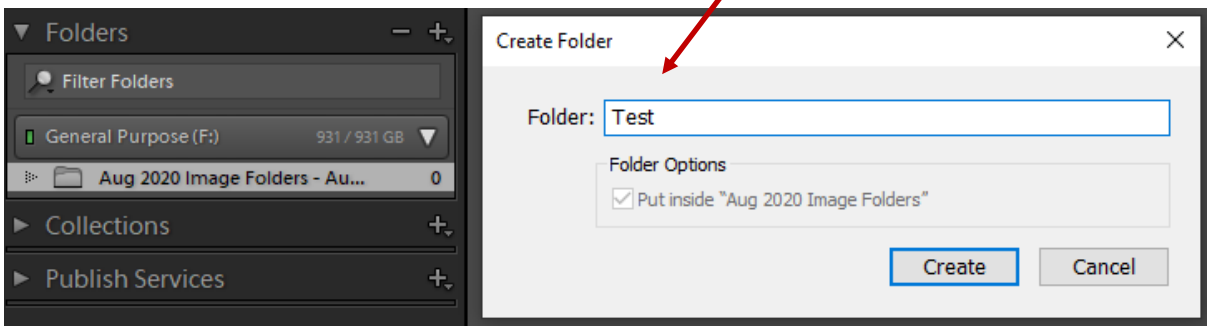
Right Click on this folder and the options menu appears as here

Click on ‘Create Folder inside Aug 2020 Image Folders”

This allows you to create the FIRST image folder into which to import RAW images – you do the same thing each time you want to import a new ‘set’ – so you will almost certainly do this again, next time you want to import a new set of images.

For simplicity – I am calling my folder ‘Test’ – but you can call it anything you like…

Hit ‘Create’

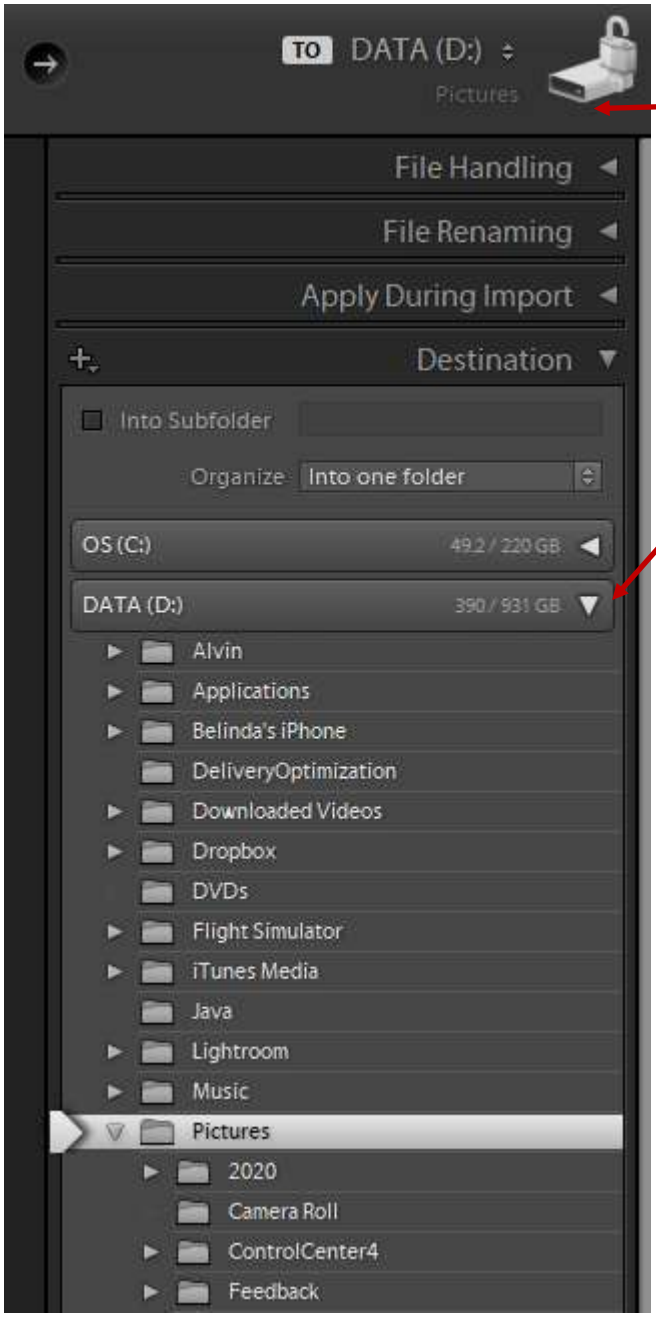


You have now successfully completed the setup of a new catalog with a location for your image files and prepared your first sub folder – ready for an import

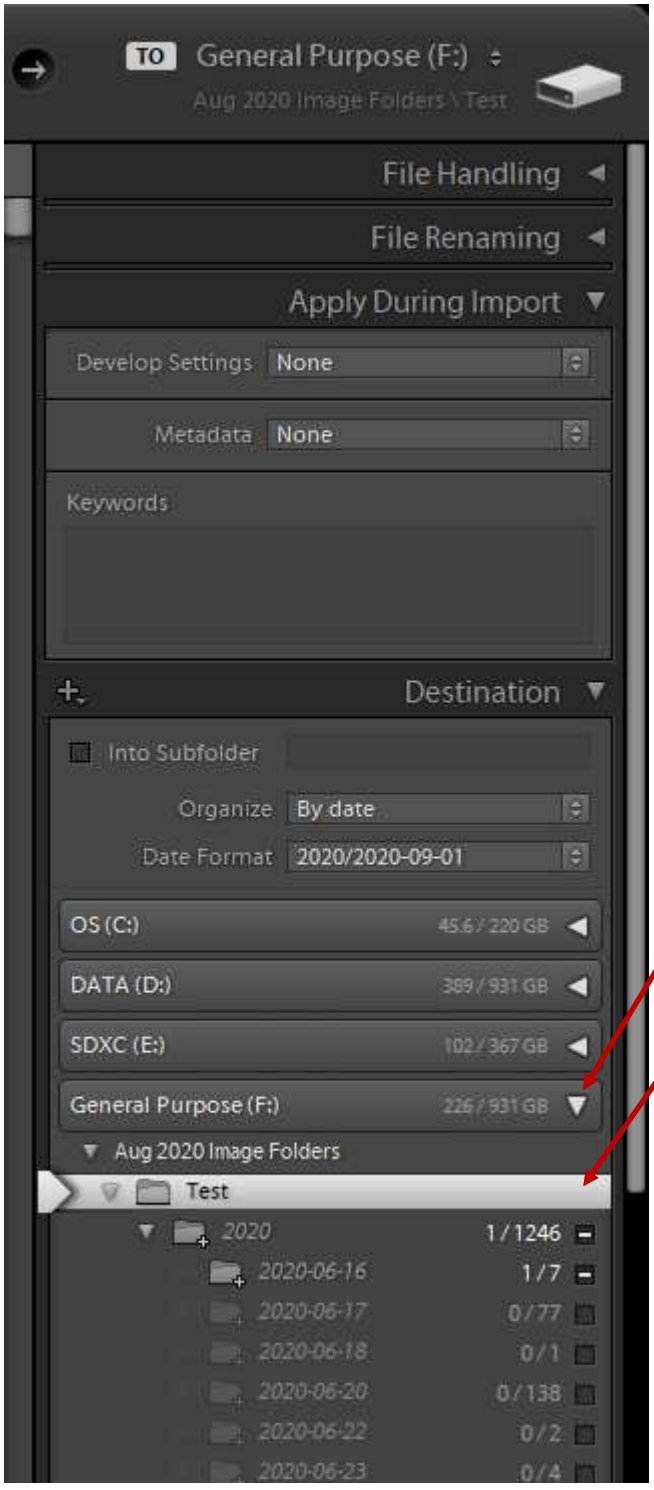
IMPORTING FILES

Click ‘IMPORT’ – REMEMBER – it is laid out so you choose the source files on the left and the destination folders on the right.

You might find in a new Catalog that the right side looks busy – it needs setting up.



Here you can see that the default has chosen the destination folder as "Pictures" on the D: drive – I don't want this – so click on the white arrow to the right to close the folder



Click on the white arrow of the disk where you do want the destination – in my case F:

Find your destination folder 'Test' in this Disk and select.

Ignore the dates – that is just for info.

REMEMBER – YOU'LL NEED TO DO THIS EVERY TIME YOU SET UP A NEW FOLDER FOR A NEW IMPORT – OTHERWISE YOUR IMPORT WILL GO INTO THE LAST FOLDER USED.



Look at the top middle – and check that 'Copy' is selected – if you were to have 'Move' selected – it would delete the images from your SD card as they are copied – I assume you don't want that for safety.

Also, click on "All Photos" so you will see all photos in your SD card.

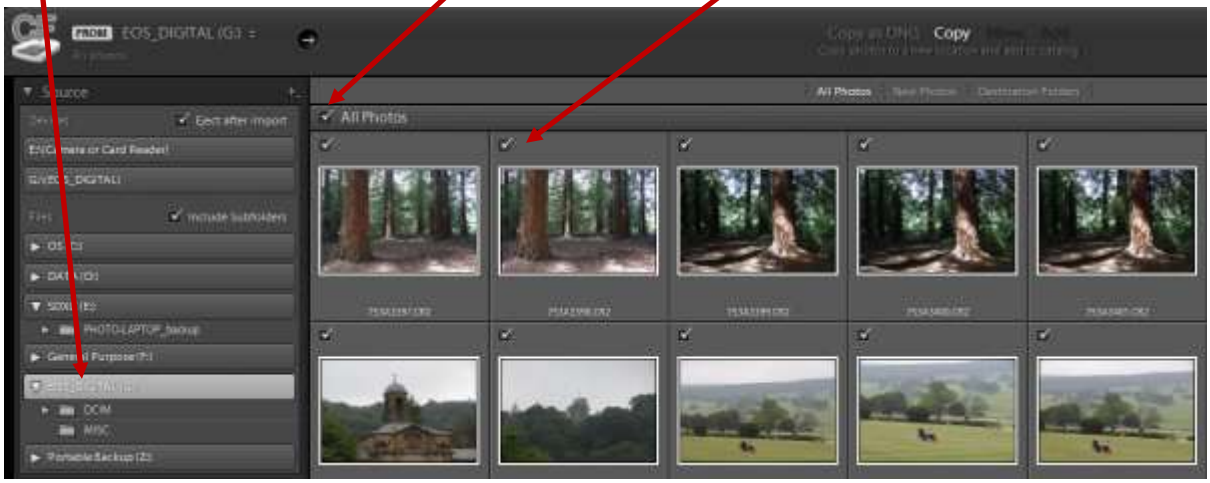
You are now ready to choose what you want to import – choose the source from the selection on the left. The images should show in the central panel.

You may also need to select "Include Subfolders".

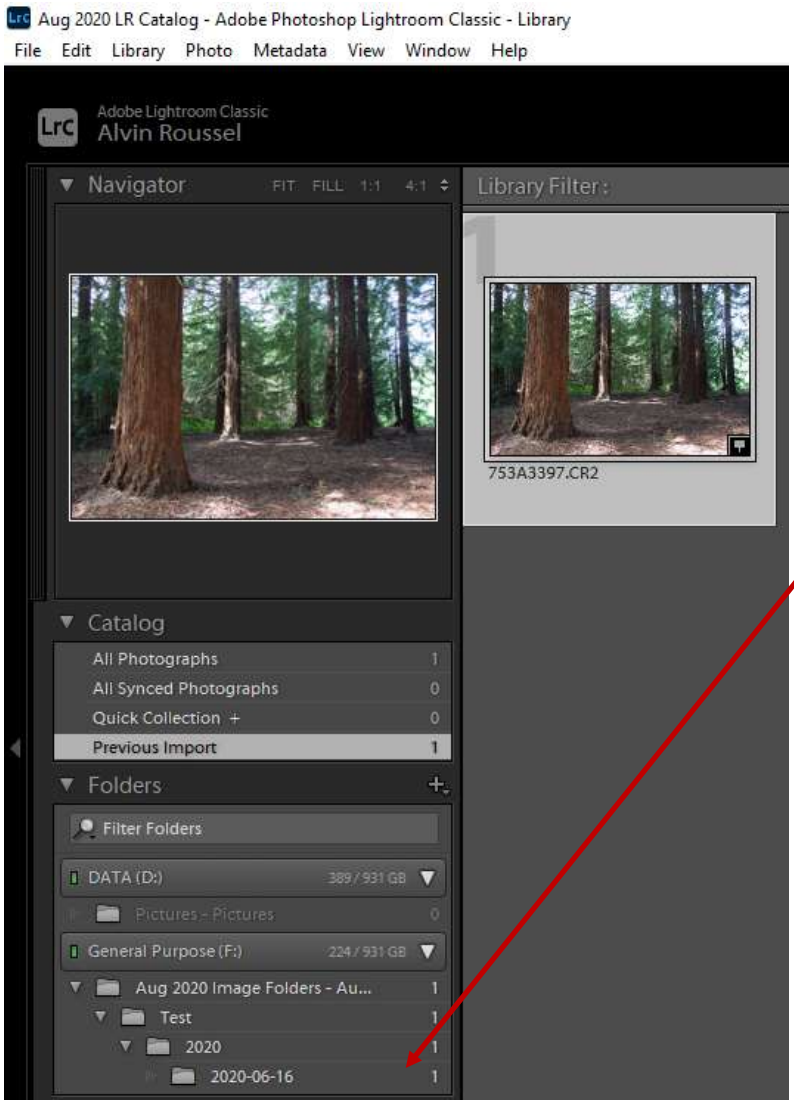
In this example, I am importing images from a CF card.

If you only want certain images (as I do here) then deselect the "All Photos" option.

Find the picture you want and then click this one and the little box top left



You are now ready to Import – Hit 'IMPORT' on bottom right.



After importing the screen returns to Library mode – and you'll see your images in the central panel.

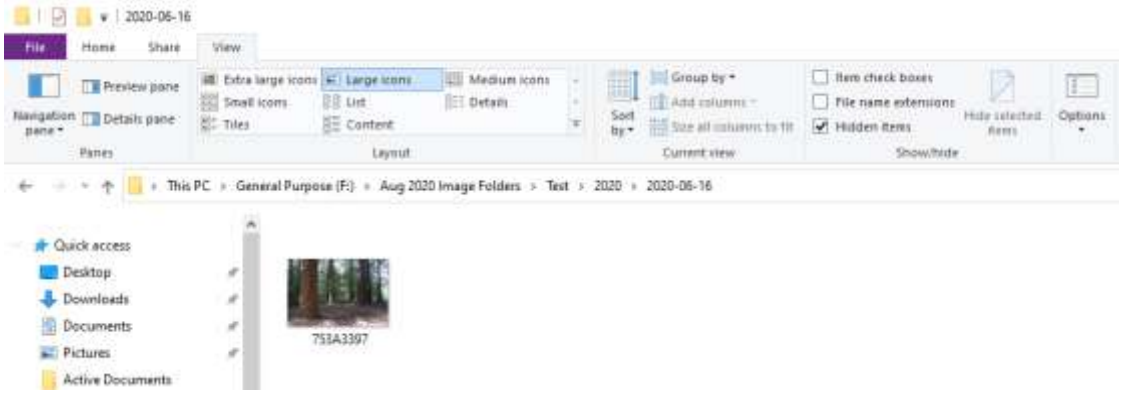
Look to the folders on the left and in this case, under 'Test' there is a new file – dated 2020-06-16

Also you'll see that the imported files automatically appear in the 'Previous Import' link

This is the RAW File now in the Image Folder safe and sound.

<u>You have successfully completed your first IMPORT!</u>

To give peace of mind – if you open File Explorer, you'll see that the files have been entered into the correct folder:



Note that if you import again from the same camera card and it, any images on it that are already imported will be grayed out.