

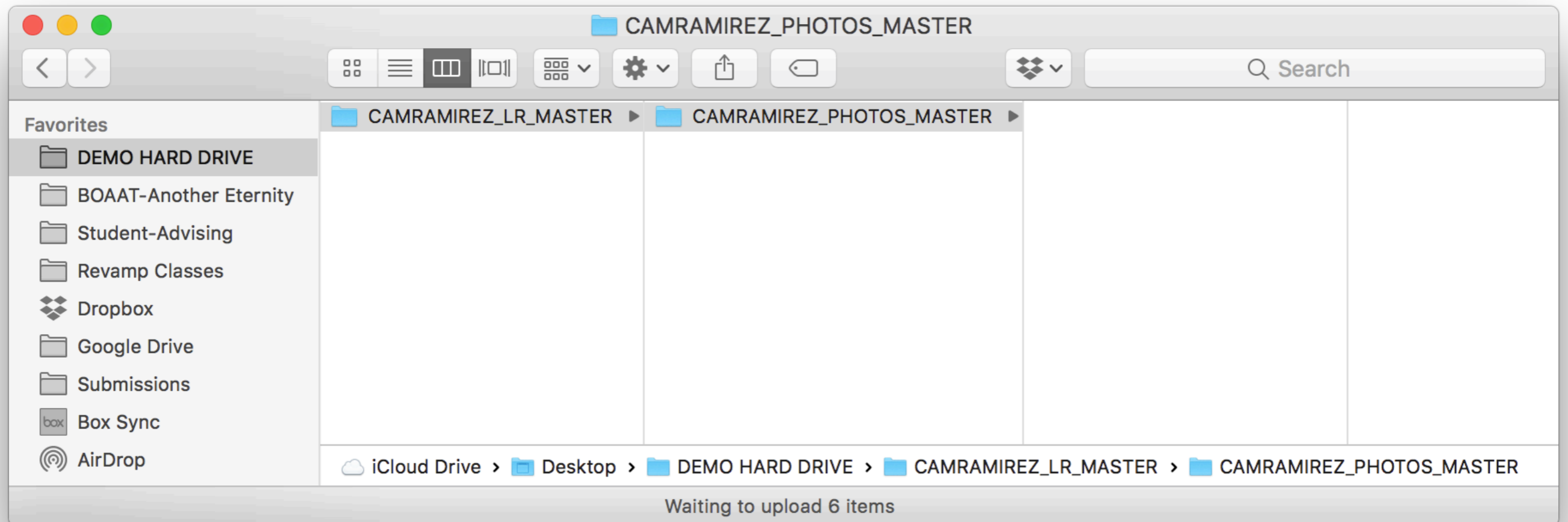
Hard Drive
&
Lightroom Catalog Setup

External Hard Drive Setup

Be sure your drive is formatted for your OS at home!

Create the following nested folders on your External Drive:

1. **“YOURNAME_LR_MASTER”**
Will contain your LR Catalog, supporting files and photographs
2. **“YOURNAME_PHOTOS_MASTER”**
Will contain your imported photographs, organized by project

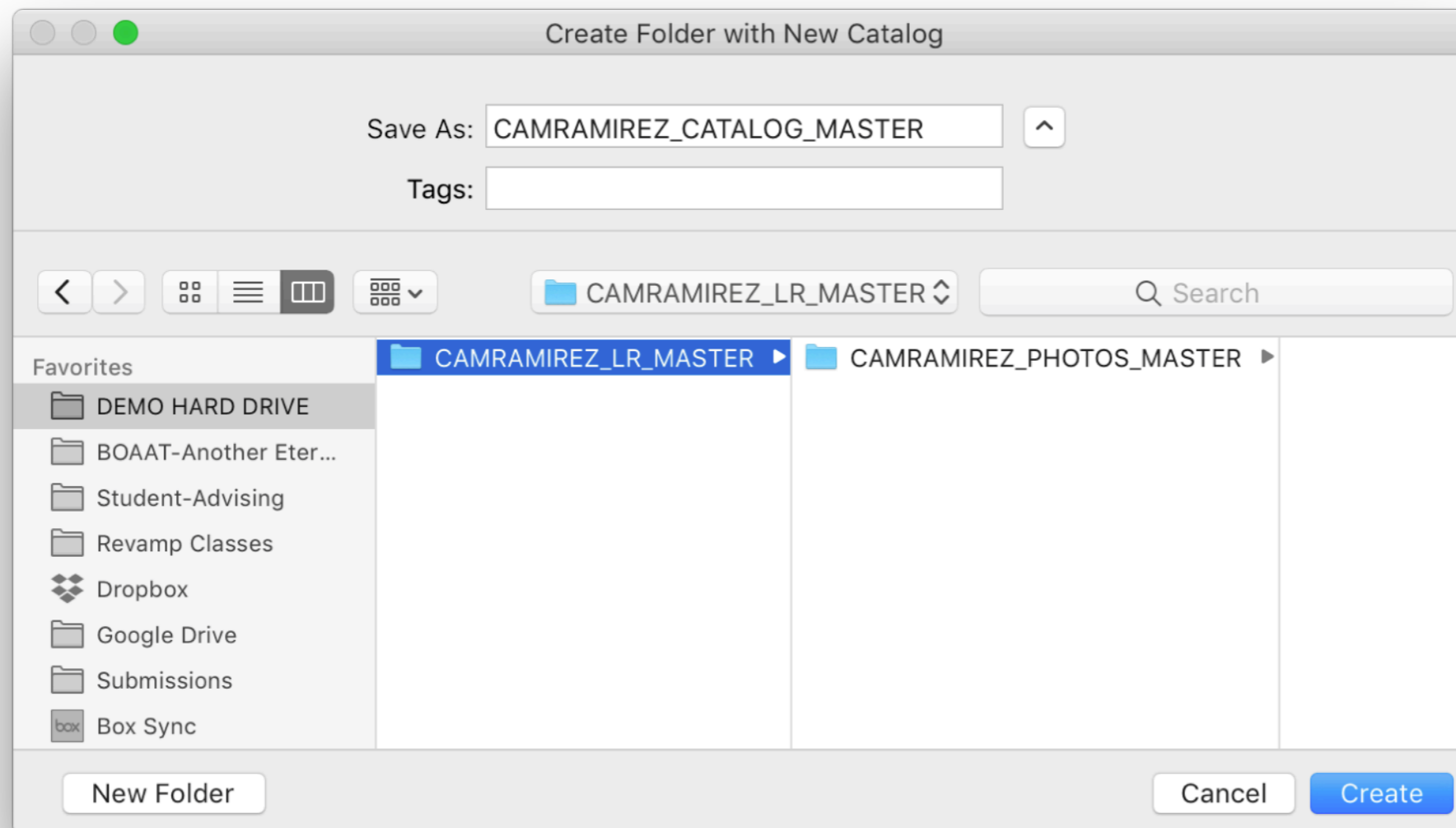


Lightroom Catalog Setup

Lightroom will create a catalog folder to hold the LR Catalog and other files.

Launch Lightroom and go to *File > New Catalog...* then:

1. Select your **“LR MASTER”** folder on your External HD.
2. Name your catalog as: **“YOURNAME_CATALOG_MASTER”**
Will create a folder containing your Lightroom Catalog & supporting files
3. Click the **“Choose”** Button.

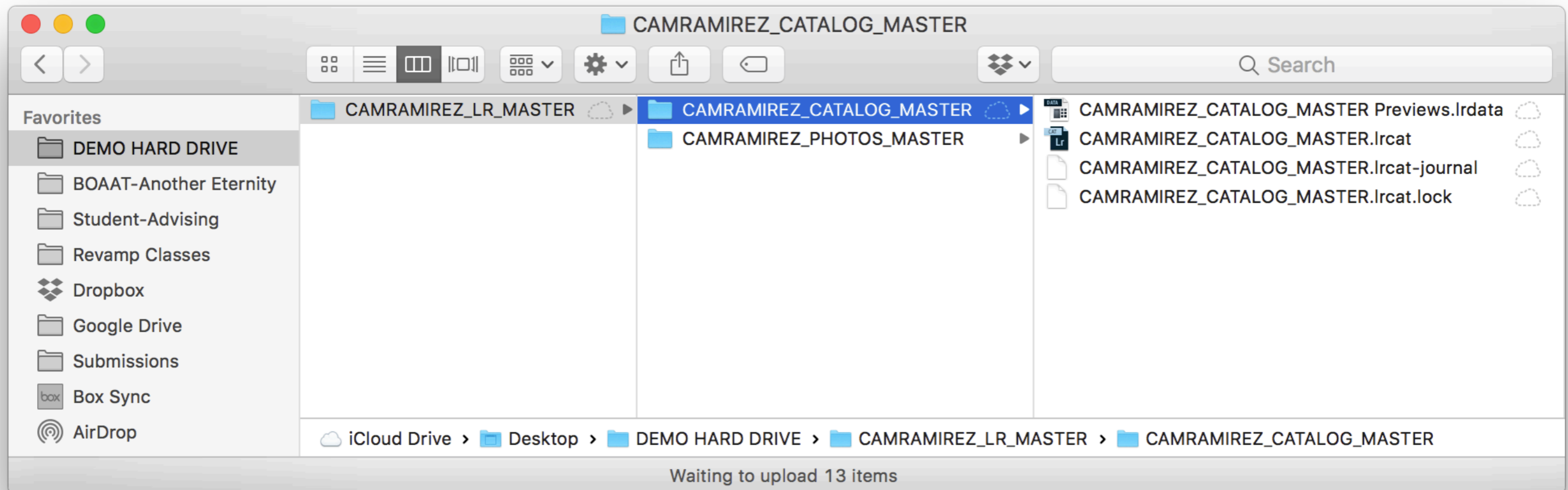


Lightroom Catalog Check

The LR Catalog keeps track of your photo library, and any adjustments made in LR.

Go to the Finder then:

1. Locate **your** “**CATALOG_MASTER**” folder on your External HD.
2. Verify that it contains the “**.lrcat**” file and other supporting files.



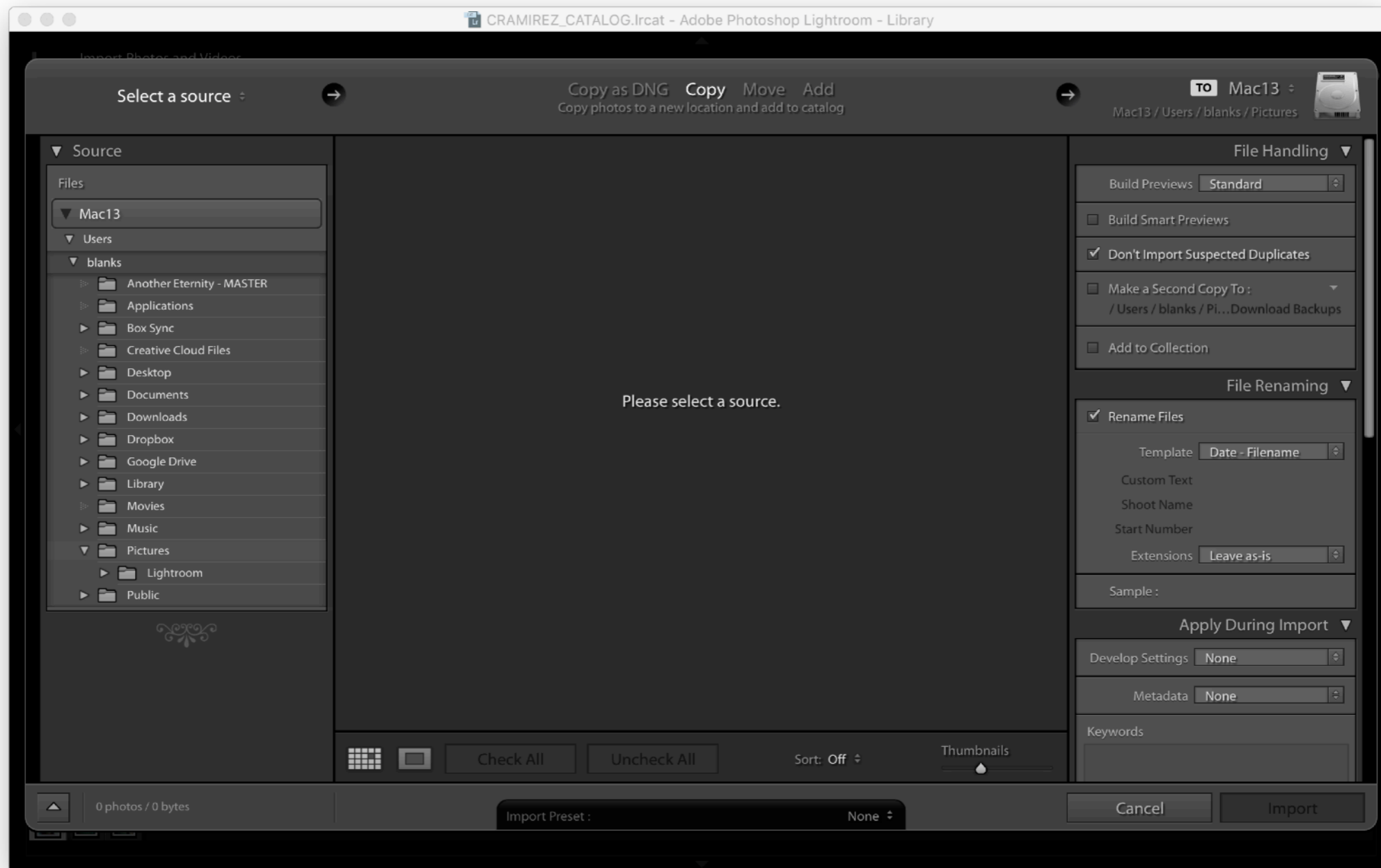
Lightroom: Importing Images

Lightroom Importing Photos

Taking your time in the Import Dialogue box can save a lot of time & trouble.

Connect your memory card to the computer then:

1. Verify that your catalog name appears at the top of the window.
2. Go to **File > Import Photos and Video** (Command+Shift+I)

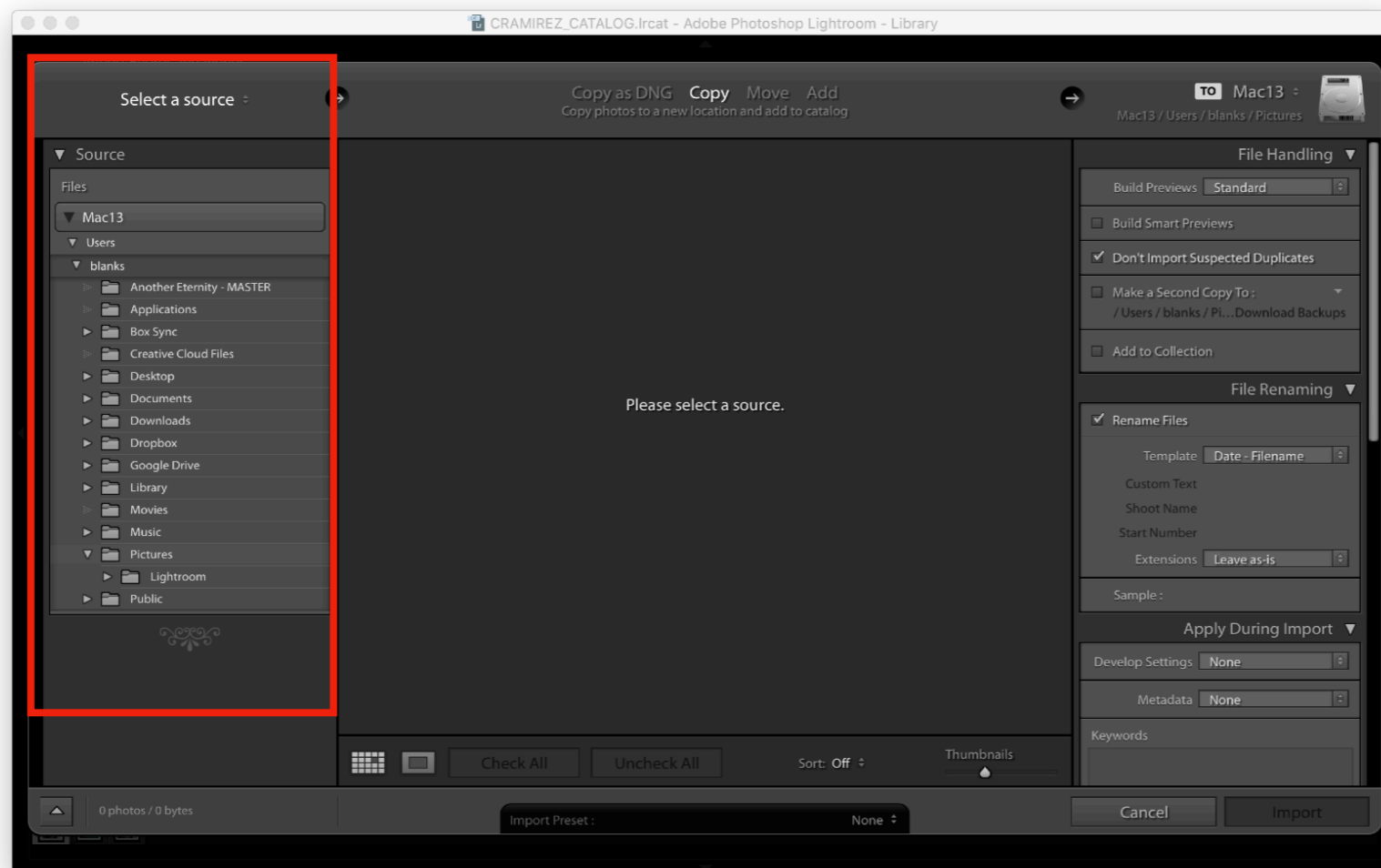


Lightroom Importing Photos

Taking your time in the Import Dialogue box can save a lot of time & trouble.

Select the source location of the photos to be copied or moved:

1. If your memory card does not appear as the source, then click **Select a source**.
2. When the dropdown menu appears, select **Other Source...**
3. Navigate to your memory card and, if needed, the folder containing your photographs to be imported.

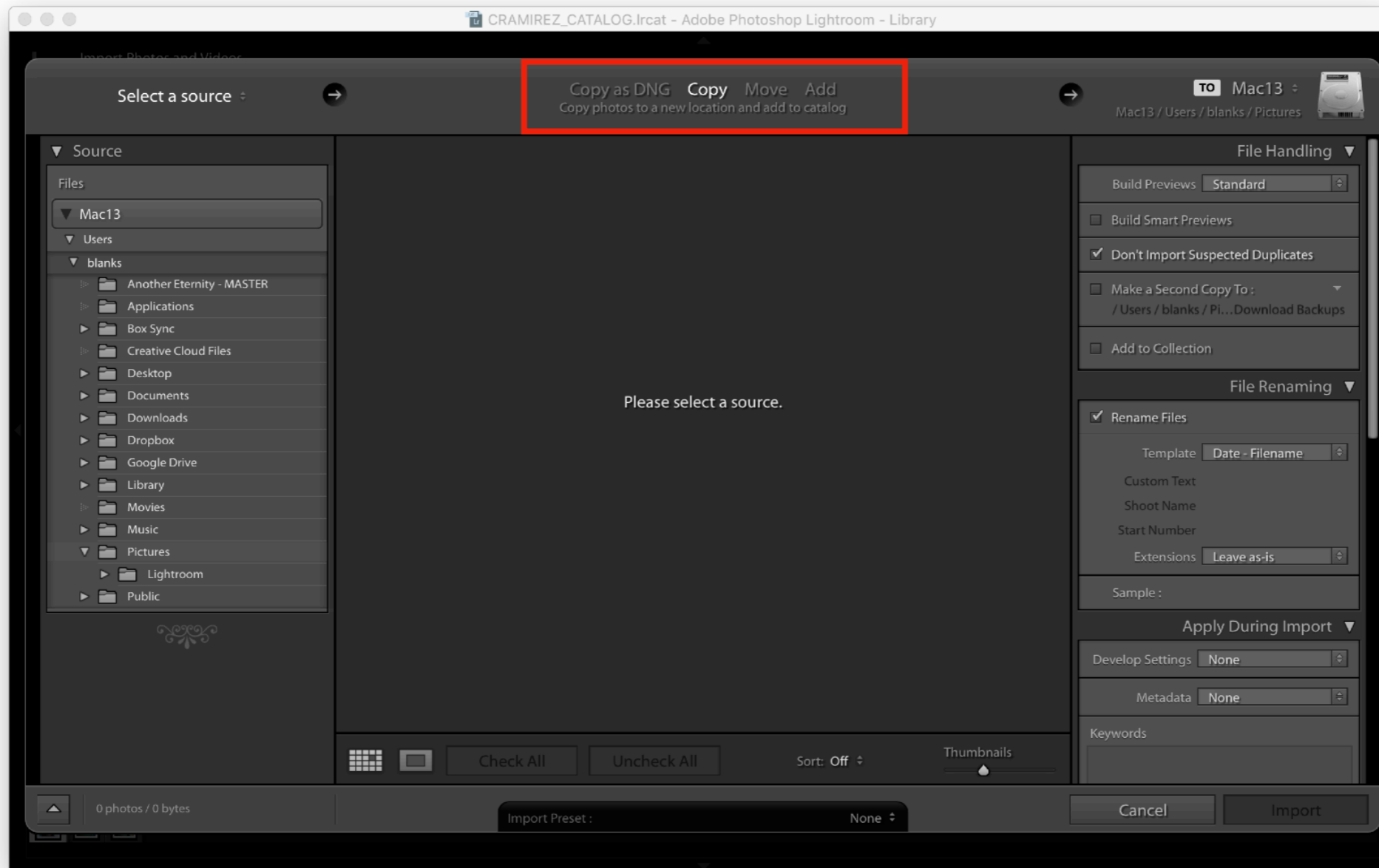


Lightroom Importing Photos

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Decide on a Copy or Add option for the imported photos

1. Copy as DNG
2. Copy
3. Move
4. Add

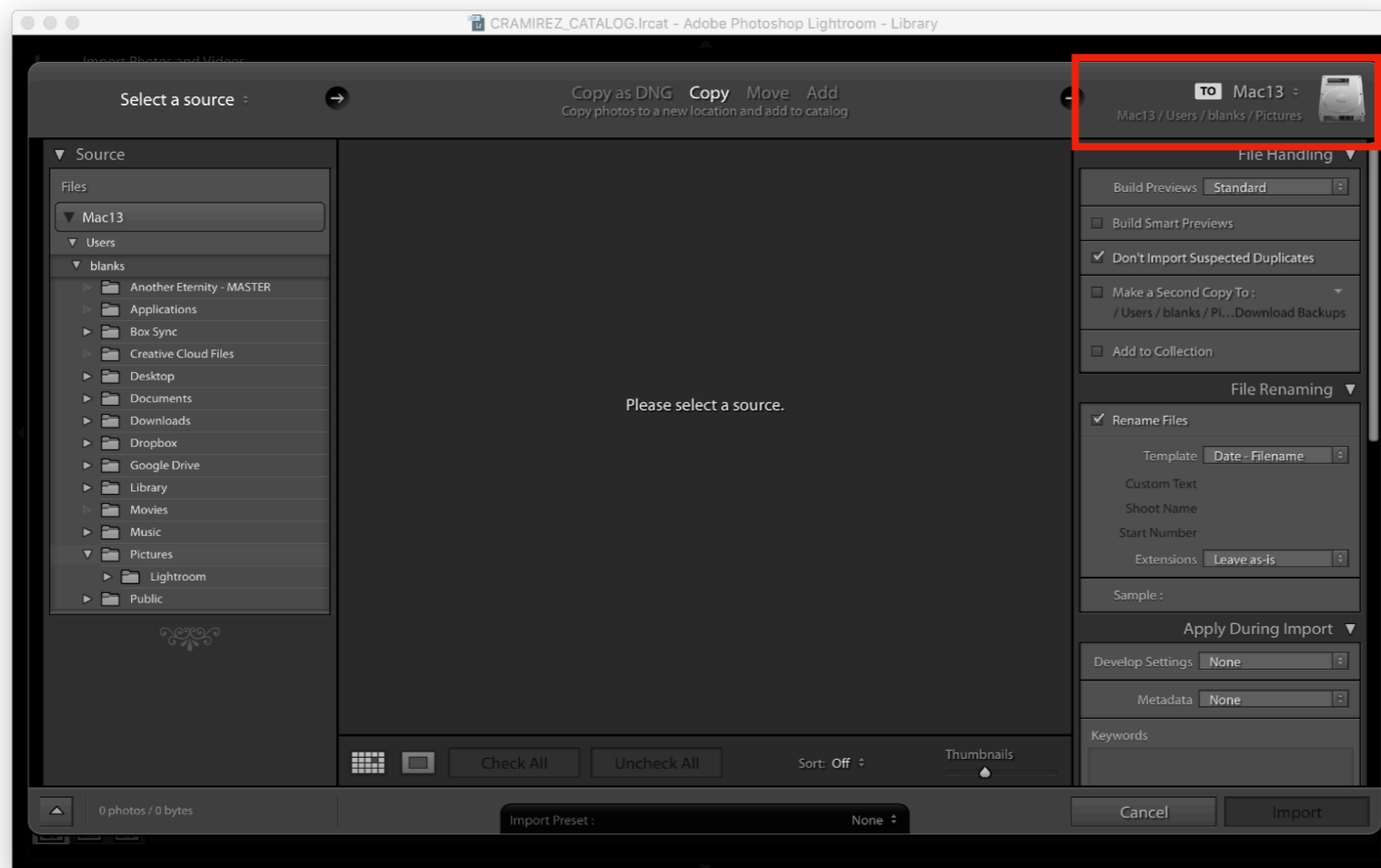


Lightroom Importing Photos

Taking your time in the Import Dialogue box can save a lot of time & trouble.

Select the destination of the photos to be copied or moved:

1. If your memory card does not appear as the source, then click **Select a destination** button (top-right).
2. When the dropdown menu appears, select **Other Destination...**
3. Navigate to **your “PHOTOS_MASTER”** and now create a nested folder for your project titled: **“Anderson Ranch - Photo Essentials”**.



Lightroom Importing Photos

Taking your time in the Import Dialogue box can save a lot of time & trouble.

Select options for photos as they are being imported:

1. **Build Previews:** “Standard”
2. **Don't Import Suspected Duplicates**
3. **Rename Files:** “Date - Filename”
4. **Destination Palette:**
Organize: “Into One Folder” (Be sure your Anderson Ranch folder is selected).
5. Click the “**Import**” button.

