Adobe Lightroom Classic

2026 Release

Classroom in a Book®

The official training workbook from Adobe

Rafael Concepcion

FREE SAMPLE CHAPTER |

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Adobe Lightroom Classic Classroom in a Book® 2026 Release

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ISBN-13: 978-0-13-591422-9
ISBN-10: 0-13-591422-1

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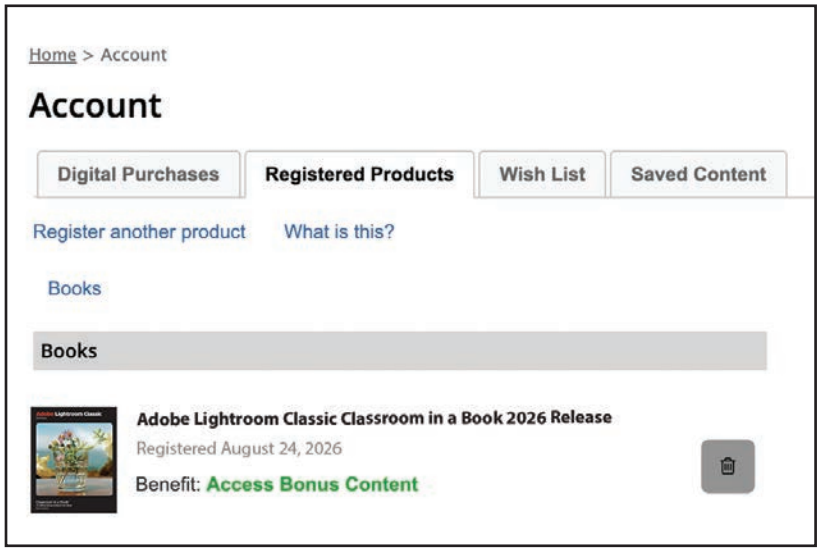

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2 BRINGING PHOTOS INTO LIGHTROOM CLASSIC

Lesson overview

Lightroom Classic allows a great deal of flexibility when importing photos: You can download them directly from a camera, import them from an external drive, or transfer them between catalogs on separate computers. During the import process, you can organize folders, add keywords and metadata to make your photos easier to find, make backup copies, and even apply editing presets. In this lesson, you'll learn how to:

- Import images from a camera or card reader.
- Import images from a hard disk or removable media.
- Evaluate images before importing.
- Organize, rename, and process images automatically.
- Implement a backup strategy.
- Create a metadata preset and add metadata to photos.
- Shoot photos while tethered to a laptop.

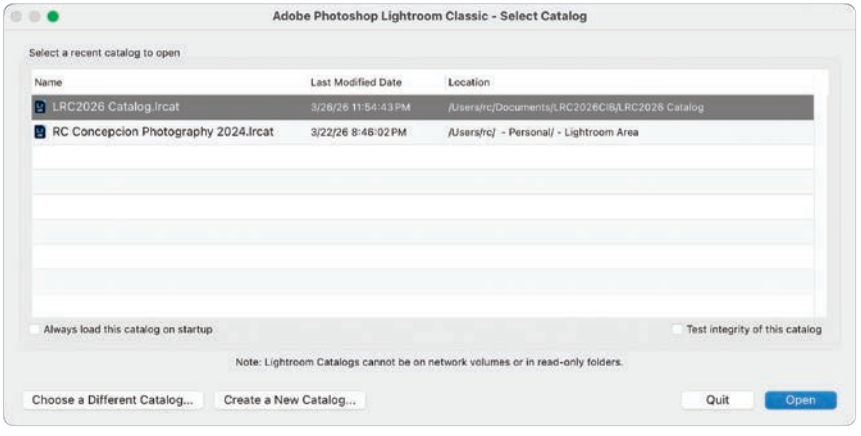
This lesson will take about 90 minutes to complete. To get the lesson files used in this chapter, refer to the instructions in "Accessing the lesson files and Web Edition" in the "Getting Started" section at the beginning of this book.

Lightroom Classic helps you to begin organizing and managing your growing photo library. From the moment you click the Import button, you can make backups, create and organize folders, inspect images at high magnification, and add keywords and other metadata that will save you hours of sorting and searching your image library later—and all this before your photos even reach your catalog!

Getting started

Before you begin, make sure you've set up the LRC2026CIB folder for your lesson files and downloaded the lesson02 folder from your Account page at *peachpit.com* to the LRC2026CIB\Lessons folder, as described in "Accessing the lesson files and Web Edition" in the "Getting Started" section at the start of this book. Also, be sure you have created the LRC2026CIB Catalog file to manage the lesson files, as detailed in "Creating a catalog file for working with this book," also in the "Getting Started" section.

1 Start Lightroom Classic. In the Select Catalog dialog box, make sure that LRC2026CIB Catalog.lrcat is selected, and then click Open.



Tip: If you can't see the Module Picker, choose Window > Panels > Show Module Picker, or press the F5 key. If you're working on macOS, you may need to press the fn key together with the F5 key or change the function key behavior in the system preferences.

2 Lightroom Classic will open in the screen mode and workspace module that were active when you last quit. If necessary, switch to the Library module by clicking Library in the Module Picker at the top of the workspace.

Lightroom is your digital notebook

Before we begin, I want to share with you an analogy that I think helps explain what Lightroom does in terms of organization. I'll come back to this analogy from time to time throughout the book.

Imagine you are sitting at home when someone knocks on the door and gives you a box of pictures. They ask you to store the pictures for safekeeping, so you take the box into your home and place it on top of your desk in the living room. To remember where you placed those pictures, you pull out a notebook and write down that they are in a box on the desk in the living room.

There's another knock at the door, and another box of pictures appears. You take these pictures and place them inside one of the drawers in your bedroom. You want to remember where they are, so you write it down in your notebook. More boxes of pictures appear, and you continue to place them in different areas of your house, writing down the location of each box of pictures in your notebook—there are lots of boxes of pictures, and you don't want to forget!

That notebook becomes the central record of where the boxes of pictures are stored in your home.

Now, imagine that you're bored one day while at home, and you take the pictures that are in the box on top of the desk in the living room and place them in a particular order. You want to make a note of this change, so you write down in your notebook that the pictures on top of the desk in the living room have been organized in a specific fashion.

The notebook you've been using serves as the master record of the location of each box of pictures inside your home, as well as a record of all of the changes you've made to each picture.

That notebook is your Lightroom catalog—your Lightroom catalog is a digital notebook that keeps track of where your images are and what you have done to them.

Lightroom doesn't store your images; it stores information about your images in the catalog. This catalog includes a ton of information about each image (or video), including where the file lives on your drives; the camera settings at capture; any descriptions, keywords, ratings, and so on, that you apply in Lightroom's Library module; and a running list of every edit you make in Lightroom's Develop module.

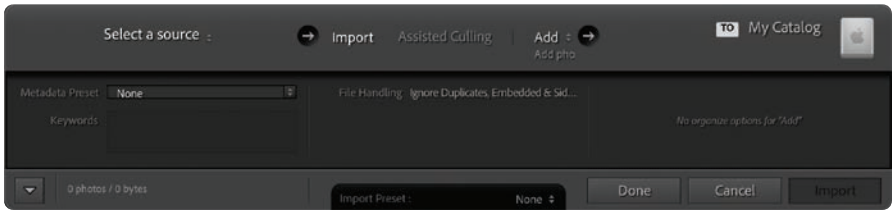
When you think of your Lightroom catalog, just think of a digital notebook that's keeping track of where you put your pictures and what you are doing with them.

The import process

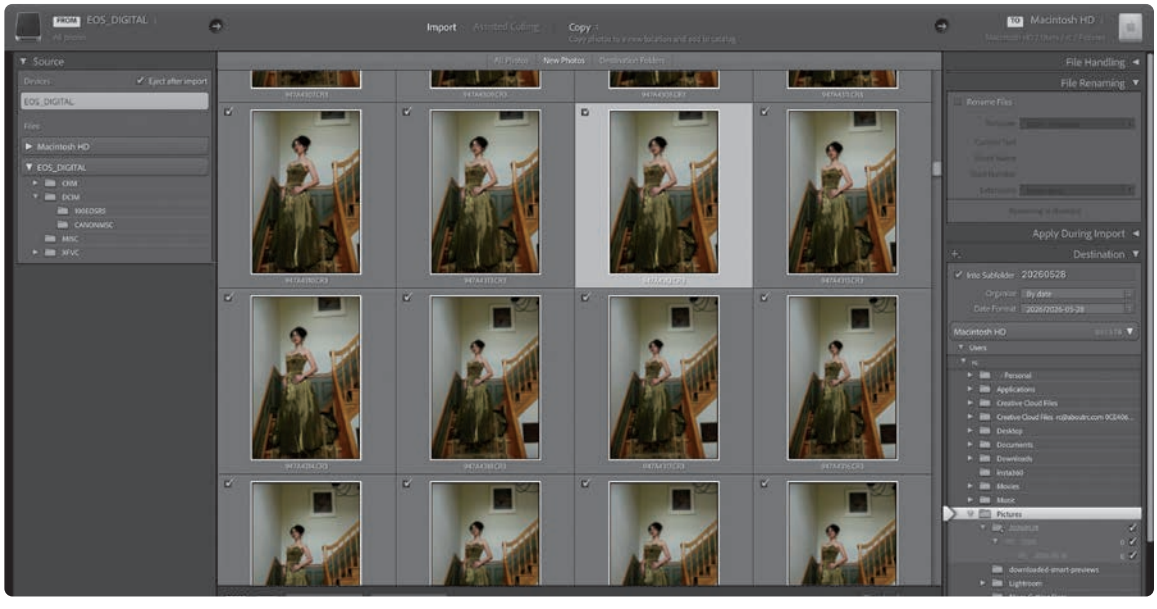
Lightroom Classic has a number of options for importing your images. You can import directly from a digital camera or card reader, your hard disk, or any external storage media, or you can transfer them from another Lightroom catalog or from other applications. You can import at the click of a button, use a menu command, or simply drag and drop. Lightroom can launch the import process as soon as you connect your camera or import automatically whenever you move files into a specified folder. Wherever you're acquiring photos from, it will be important to become familiar with the Import dialog box.

The top section of the Import dialog box presents the basic steps in the import process, arranged from left to right: choose an import source, specify how Lightroom is to handle the files you're importing, and then—if you choose to copy or move the source files—set up an import destination. If these are all of the details that you

require to import the images, you can leave the dialog box set to compact mode. To access even more information, you can click the triangle at the lower left to expand to the full dialog box.



In expanded mode, the Import dialog box looks and works like the Lightroom Classic workspace modules. The Source panel at the left accesses your files on any available drive. The Preview area in the center displays images from the source as thumbnails in Grid view or enlarged in Loupe view. Depending on the type of import, the right panel group offers a Destination panel that mirrors the Source panel, as well as a set of controls for processing your images while they're being imported.

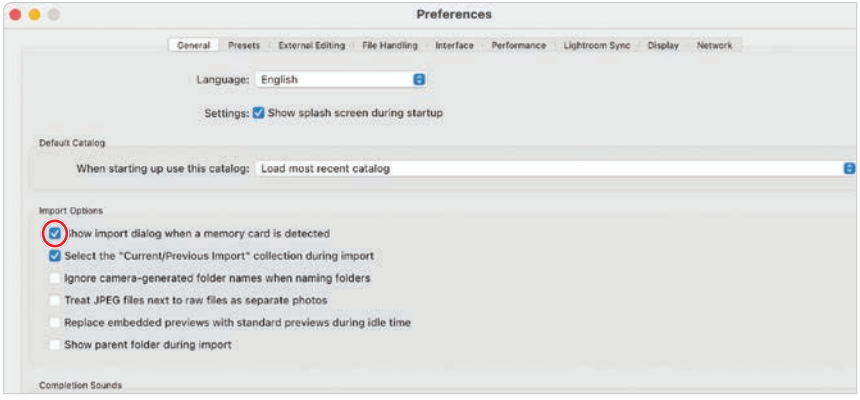


Importing photos from a digital camera

While this section outlines the process of importing from a camera pretty clearly, I recommend you try this with some sample images of your own. Take your camera and make 10–15 images of anything, really; just have something on the memory card that we can use for the import process.

The first step is to ensure the Lightroom preferences are set so that the import process is triggered automatically whenever you connect your camera or a memory card to your computer.

1 Choose Lightroom Classic > Preferences (macOS)/Edit > Preferences (Windows). In the Preferences dialog box, click the General tab. Under Import Options, select Show Import Dialog When A Memory Card Is Detected.



Some cameras generate folder names on the memory card. If you don't find these folder names helpful for organizing your images, select Ignore Camera-Generated Folder Names When Naming Folders. You'll learn more about folder naming options later in this lesson.

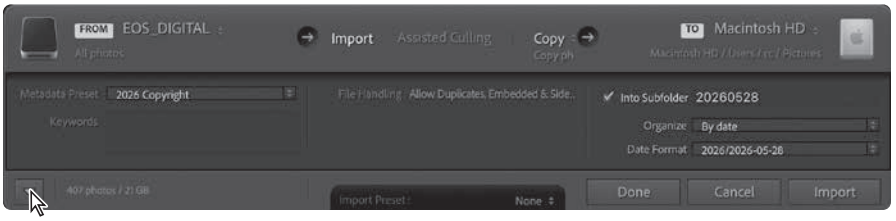
2 Click the Close button or OK to close the Preferences dialog box.

3 Connect your digital camera or card reader to your computer, following the manufacturer's instructions.

4 This step may vary depending on your operating system and the image management software on your computer:

- In Windows, if the AutoPlay dialog box or settings pane appears, select the option to open image files in Lightroom Classic. If you wish, you can set this as the default by going to Settings > Bluetooth & Devices > AutoPlay from the Start menu.
- If you have more than one Adobe image management application—such as Adobe Bridge—installed on your computer and the Adobe Downloader dialog box appears, click Cancel.
- If the Import dialog box appears, continue to step 5.
- If the Import dialog box does not appear, choose File > Import Photos And Video, or click the Import button below the left panel group.

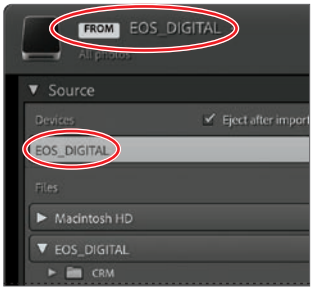
5 If the Import dialog box appears in compact mode, click the Show More Options button at the lower left of the dialog box to see all of the options in the expanded Import dialog box.



The top panel of the Import dialog box—visible in both the compact and expanded modes—presents three steps in the import process, arranged from left to right:

- Selecting the source location of the images you want to add to your catalog.
- Specifying how you want Lightroom to handle the files you're importing.
- Setting the destination to which the image files will be copied, with the option to choose any develop presets, keywords, or other metadata that you would like applied to your photos as they are added to your catalog below this panel.

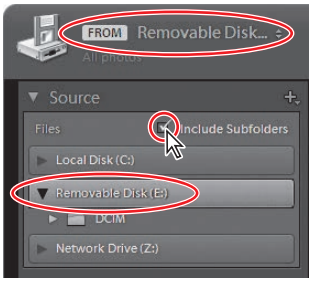
Your camera or memory card is now shown as the import source in the FROM area at the left of the top panel and under Devices in the Source panel at the left of the Import dialog box.



Depending on your computer setup, it's possible that your camera's memory card will be recognized as a removable storage disk. If this is the case, you may see some differences in the options available in the Import dialog box, but it shouldn't affect anything.

Note: If your memory card is recognized as a removable disk, the Move and Add options may not be disabled; these import options are discussed later in this lesson.

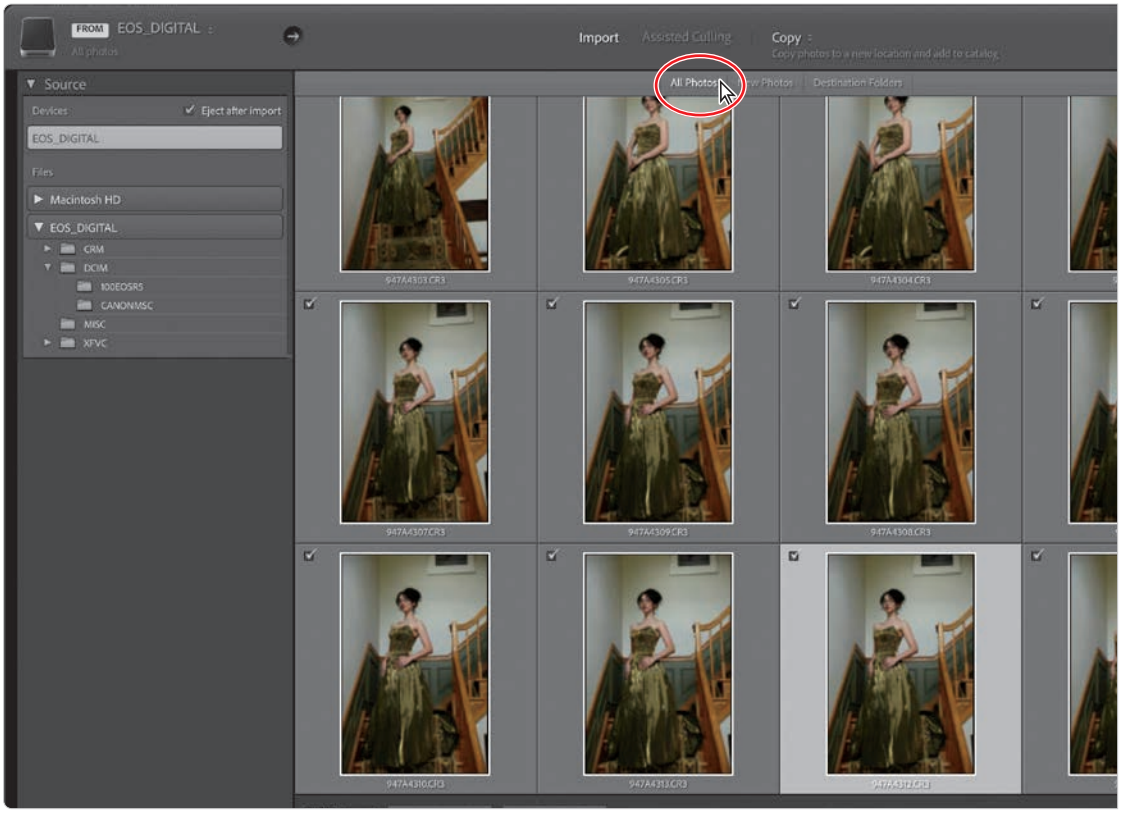
6 If your memory card is listed as a removable disk—rather than a device—in the Source panel, click to select it from the Files list and make sure that Include Subfolders is selected.



7 From the import type options in the center of the top panel, choose Copy so that the photos are copied from your camera to your hard disk and then added to your catalog, leaving the original files on your camera's memory card.

Lightroom displays a brief description of the action that will be taken for whichever option is currently selected.

8 Move your pointer over each of the options shown in the bar across the top of the Preview pane to see a tool tip describing the option. For now, leave the default All Photos option selected, and don't click the Import button yet.



A checkmark in the upper-left corner of an image cell indicates that the photo will be imported. By default, all of the photos on your memory card will be selected for import. If you do not want to import an image, you can exclude it by clicking its checkbox to deselect it.

You can select multiple images and then change all of their checkmarks simultaneously. To select a contiguous range of images, select the first image in the range by clicking the thumbnail or the surrounding image cell, and then hold down the Shift key and select the last image in the series. To select individual additional images, Command-click/Ctrl-click their thumbnails. Click the checkmark of any selected image to change the import status for the entire selection.

Notice that at the top of the import dialog box, Copy is selected rather than Add. Keep in mind that, during the import process, Lightroom does not actually import the image files themselves; it only adds entries to the Lightroom catalog to record their locations. Because you're copying the files, you'll need to specify a destination.

Tip: Use the slider below the right side of the preview pane to change the size of the thumbnails.

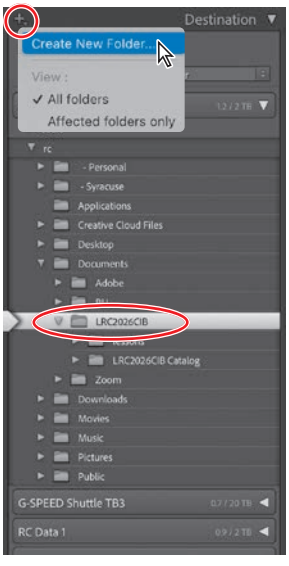
If you were to select Add rather than Copy, you wouldn't have to specify a destination folder; the photos would stay where they are already stored. However, because memory cards are expected to be erased and reused, they should not be the permanent home for your pictures. Thus, you're not offered the Add and Move options when you import from a camera—Lightroom expects to copy your photos from your memory card to a more permanent location.

The next step, then, is to specify a destination folder to which your photos should be copied. This is the time to give some thought to how you intend to organize your photos on your hard drive. For now, leave the Import Photos dialog box open; you'll choose a destination folder and deal with the rest of the import options in the following exercises.

Organizing your copied photos in folders

By default, Lightroom tries to organize your images in the Pictures folder. You can choose any other location, but as a general rule, it is a good idea to keep all of your images organized into one location—no matter where that is. Nailing down that location (or workflow) early will help a ton in finding missing images (we'll talk about the workflow later in the book).

Before beginning the lessons in this book, you created a folder named LRC2026CIB inside your Users/*username*/Documents folder on your computer. This folder already contains subfolders for your LRC2026CIB Catalog file and for the image files used for the lessons in this book. For the purposes of this exercise, you'll create another subfolder inside the LRC2026CIB folder as the destination for the images that you import from your camera's memory card:

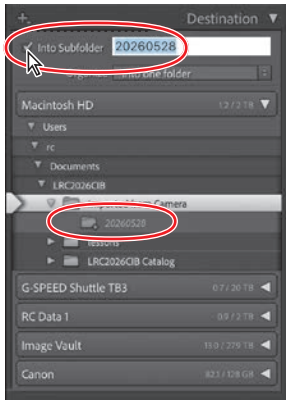


1. In the right panel group of the Import dialog box, collapse the File Handling, File Renaming, and Apply During Import panels; then, expand the Destination panel.
2. In the Destination panel, navigate to and select your LRC2026CIB folder; then, click the plus sign (+) button at the left of the Destination panel header and choose Create New Folder.
3. In the Browse For Folder/Create New Folder dialog box, navigate to and then select your LRC2026CIB folder, if it's not already selected. Click the New Folder button, type **Imported From Camera** as the name for your new folder, and then click Create/press Enter.
4. Make sure the new Imported From Camera folder is selected in the Browse For Folder/

Create New Folder dialog box, and then click the Choose/Select Folder button to close the dialog box. Note that the new folder is now listed and selected in the Destination panel.

The name of the new destination folder also appears in the TO area at the right of the top panel of the Import dialog box.

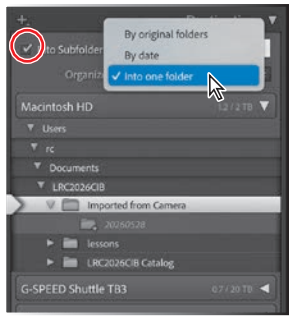
The Organize menu, near the top of the Destination panel, offers various options to help you organize your photos into folders as you copy them onto your hard disk:



- **Into One Folder** With the current settings, the images would be copied into the new Imported From Camera folder. Instead, you could select Into Subfolder to create a new subfolder for each import from your camera and type a name into the text box to the right. Here, I typed in the date with no punctuation added.
- **By Date: *[Date Format]*** These options are all variations on organizing your photos by capture date. Your images would be copied into one or more subfolders, depending on your choice of date format. Choosing the format "2026/05/28," for example, would result in one folder per year, containing one folder per month, containing one folder per day for each capture date. Or, choosing 2026 May 28 simply creates one folder per date.

Note: If your memory card has been recognized as a removable disk, you may also see the Organize option By Original Folders; this option will be discussed later in this lesson.

Think about which system of folder organization best suits your needs before you import photos from your camera, and then maintain that system for all your camera imports. It will make your photos easier to find.



5. For the purposes of this exercise (and what I recommend to everyone as a default), choose Into One Folder from the Organize menu.
6. Select the Into Subfolder option at the top of the panel, type **Lesson 2 Import** in the adjacent text box as the new subfolder's name, and press Return/Enter. The subfolder should then appear inside the folder you chose in the bottom section of the Destination panel.

Backup strategies

Your next choice is whether to make backup copies of the images from your camera at the same time as Lightroom creates primary copies in the location you've just

About file formats

Camera raw formats Camera raw file formats contain unprocessed data from a digital camera's sensor. Most camera manufacturers save image data in a proprietary camera format. Lightroom reads the data from most cameras and processes it into a full-color photo. You can use the controls in the Develop module to process and interpret the raw image data for your photo. For a list of supported cameras and camera raw formats, see *https://helpx.adobe.com/photoshop/camera-raw.html*.

DNG format The Digital Negative (DNG) file format is a publicly available archival format for raw files generated by digital cameras. DNG addresses the lack of an open standard for raw files created by individual camera models, ensuring that photographers will be able to access their files in the future. You can convert proprietary raw files to DNG in Lightroom. For more information about the DNG file format, visit *https://helpx.adobe.com/photoshop/digital-negative.html*.

TIFF format Tagged-Image File Format (TIFF, TIF) is used to exchange files between applications and computer platforms. TIFF is a flexible bitmap image format supported by virtually all paint, image-editing, and page-layout applications. Also, virtually all desktop scanners can produce TIFF images. Lightroom supports large documents saved in TIFF format (up to 65,000 pixels per side). However, most other applications, including older versions of Photoshop (pre-Photoshop CS), do not support documents with file sizes greater than 2 GB. The TIFF format provides greater compression and industry compatibility than Photoshop document (PSD) format and is the recommended format for exchanging files between Lightroom and Photoshop. In Lightroom, you can export TIFF image files with a bit depth of 8 bits or 16 bits per channel.

JPEG format Joint Photographic Experts Group (JPEG) format is commonly used to display photographs and other continuous-tone images in web photo galleries, slideshows, presentations, and other online services. JPEG retains all color information in an RGB image but compresses file size by selectively discarding data. A JPEG image is automatically decompressed when opened. In most cases, the Best Quality setting produces a result indistinguishable from the original.

PSD format PSD is the standard Photoshop file format. To import and work with a multi-layered PSD file in Lightroom, the file must be saved in Photoshop with the Maximize PSD and PSB File Compatibility option activated. You'll find this option in the Photoshop file handling preferences. Lightroom saves PSD files with a bit depth or 8 bits or 16 bits per channel.

PNG format Portable Network Graphic (PNG) files will import, but transparency will appear white.

CMYK files Lightroom imports CMYK files, but edits and output are performed in the RGB color space.

Video files Lightroom will import video files from most digital cameras. You can tag, rate, filter, and include video files in collections and slideshows. Video files can be trimmed and edited with most of the Quick Edit controls. Click the camera icon on the video file's thumbnail to launch an external viewer such as QuickTime or Windows Media Player.

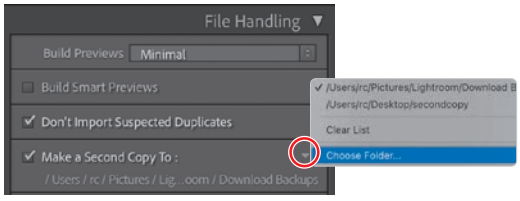
File format exceptions Lightroom doesn't support the following file types: Adobe Illustrator® files, Nikon scanner NEF files, or files with dimensions greater than 65,000 pixels per side or larger than 512 megapixels.

Note: To import photos from a scanner, use your scanner's software to scan to TIFF or DNG format.

specified and adds them to the library catalog. For some, it's a good idea to create backup copies on a separate hard disk or on external storage media so you don't lose your images if your hard disk fails or you accidentally delete them.

1 In the right panel group of the Import dialog box, expand the File Handling panel and select the Make A Second Copy To option.

2 Click the small triangle to the right and select Choose Folder to specify a destination for your backup copies.



3 In the Browse For Folder/Choose Folder dialog box, navigate to the folder in which you want to store the backup copies of your images, and then click Choose/Select Folder.

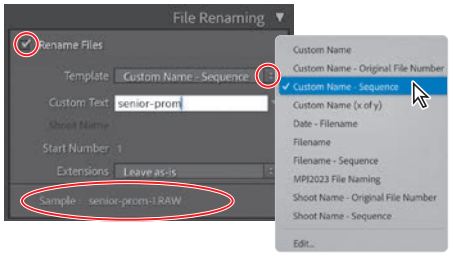
Keep in mind that the purpose of this backup is mainly as a precaution against loss of data due to disk failure or human error during the import process; it's not meant to replace the standard backup procedure you have in place—or should have in place—for the files on your hard disk.

For the most part, I don't use this backup option; I rely instead on a combination of my computer's backup system (Time Machine) and the use of my network-attached storage device. This is part of my personal workflow strategy, which I'll share with you and explain later in the book.

Renaming files as they are imported

The cryptic filenames created by digital cameras are not particularly helpful when it comes to sorting and searching your photo library. Lightroom can help by renaming your images for you as they are imported. You can choose from a list of predefined naming options or create your own customized naming templates.

1 In the Import dialog box's right panel group, expand the File Renaming panel and select Rename Files. Choose Custom Name - Sequence from the Template menu, type a descriptive name in the Custom Text box, and then press the Tab key on your keyboard. A sample name at the bottom of the File Renaming panel shows how your settings will be applied for the first image imported. You can enter a number other than 1 in the Start Number text box; this is useful if you're importing more than one batch of images from the same shoot or series (often from multiple memory cards).



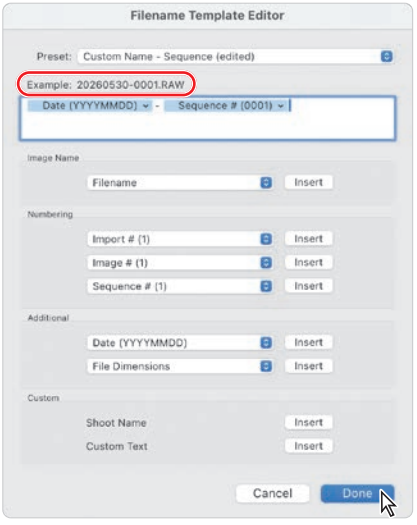
Tip: An option you should consider, if it's supported by your camera, is to set the camera to generate filenames with unique sequence numbers. When you clear your memory card, or change cards, your camera will continue to generate unique sequence numbers rather than starting the count from 1 again. This way, the images you import into your library will always have unique filenames.

2 Click the small triangle to the right of the Custom Text box; your new text has been added to a list of recently entered names. You can choose from this list if you import another batch of files that belong in the same series. This not only saves time and effort but also ensures that subsequent batches are named identically. To clear the list, choose Clear List from the menu.

3 Choose Custom Name (x of y) from the Template menu. Note that the sample name at the bottom of the File Renaming panel updates to reflect the change.

4 Choose Edit from the Template menu to open the Filename Template Editor. Choose Custom Name - Sequence from the Preset menu.

▶ **Tip:** For more information on using the Filename Template Editor, please refer to Lightroom Help.

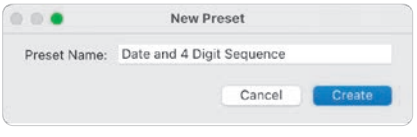


In the Filename Template Editor dialog box, you can set up a filename template that makes use of metadata information stored in your image files—such as filenames, capture dates, or ISO settings—adding automatically generated sequence numbers and any custom text you specify. A filename template includes placeholders—or *tokens*—that will be replaced by actual values during the renaming process. A token is highlighted in blue on macOS and framed by curly brackets on Windows.

You could rename your photos 20260528-0001, and so on, by setting up a filename template with a date token and a four-digit sequence number token, separated by typed hyphens, as shown at the right. Let's remove the Custom Text token from the template we chose by selecting and deleting it. Then click Insert next to Date (YYYYMMDD).

5 Choose Save Current Settings As New Preset from the Preset menu at the top.

6 Type **Date and 4 Digit Sequence** for your preset name, click Create, and then click Done.



Despite all of the options available for renaming your images during the import process, there's only so much information you can squeeze into a single filename. While you may be tempted to be descriptive in your filenames, consistency is key for your archive, and the more streamlined you keep it, the better. This simple organization of dates and sequences in the actual files will pay off in speed and efficiency. Lightroom's strength is in its ability to find your images through the use of things like metadata, keywords, and collections. In these areas, you can be a lot more descriptive than the limited confines of the filename.

You'll learn about working with metadata, keywords, and collections in the following exercises and in Lesson 4, "Managing Your Photo Library."

7 For now, click Import if you want to bring your photos into the LRC2026CIB catalog or Cancel to close the Import dialog box without importing any images.

You have now completed this exercise on importing photos from a digital camera or a memory card. You'll learn about the other options that are available in the Import dialog box in the exercises to follow.

Importing images from a hard disk

When you import photos from your hard disk or from external drives, Lightroom Classic offers you more options for organizing your image files than are available when importing from a camera.

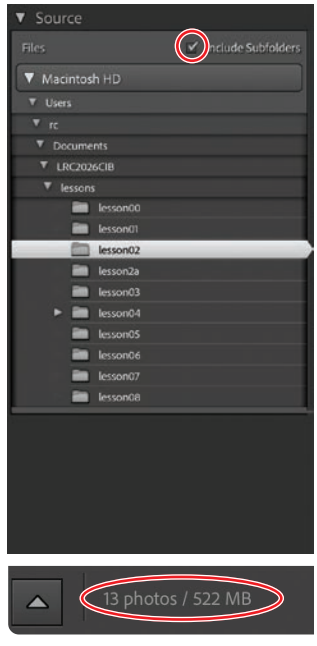
You can still choose to copy your images to a new location during the import process, as you did in the previous exercise, but you also have the option to add them to your catalog without moving them from their current location. You might choose to do this if the images you want to import are already well organized in a folder structure on your drive.

For images that are already located on your hard disk, you have an extra option: to move them to a new location and remove them from their original location at the same time as they are added to your catalog. This option might appeal if the images on your hard disk are not already well organized.

1 To import the images for this exercise from your hard disk, you can choose File > Import Photos And Video, press Shift+Command+I/Shift+Ctrl+I, click the Import button below the left panel group in the Library module, or drag the folder onto Lightroom's Library module.

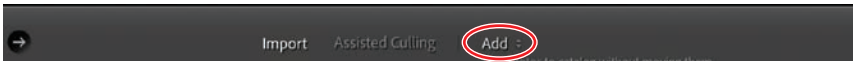
2 In the Source panel at the left of the Import dialog box, navigate to the Lessons folder inside the LRC2024CIB folder on your hard disk. Click the lesson02 folder and select Include Subfolders at the upper right of the panel (it's best to leave this on unless you have some images you don't want to import).

An image count in the lower-left corner of the Import dialog box shows that the lesson02 folder contains a total of 13 photos with a combined file size of 522 MB.



▶ **Tip:** The same commands apply for importing images from a CD, DVD, or other external storage media.

3 From the import type menu in the center of the top panel, choose Add so that your photos will be added to your catalog without being moved—an option that is not available when importing images from a camera. Do not click Import yet!



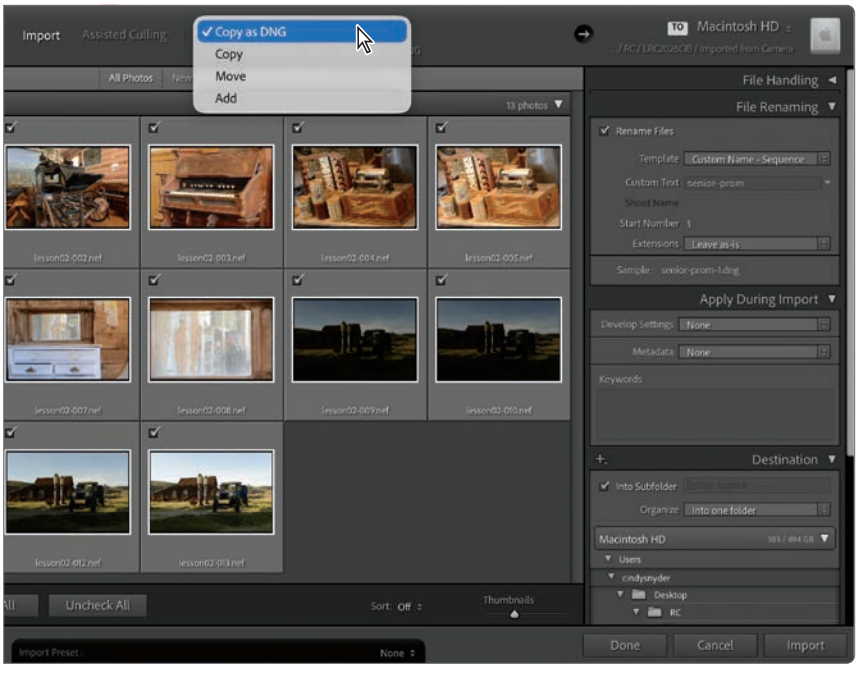
4 Use the scrollbar at the right of the Preview pane to view all of the images in the lesson02 folder. Drag the Thumbnail slider below the Preview pane to the left to reduce the size of the thumbnails so that you can see as many of the images as possible in the Preview area.

5 In the Source panel, notice the Include Subfolders option. This checkbox allows you to add images from within subfolders, which is handy to have with larger image collections you may be importing.

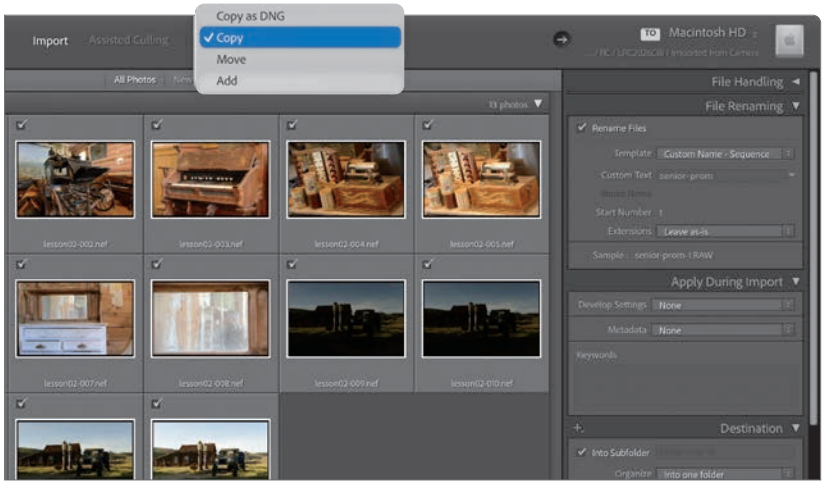
Before we go any further, let's review each of the import type options in the menu above the Preview area.

6 Choose each of the import type options in turn from the menu:

- Copy As DNG will have Lightroom make copies of your images in DNG file format, which will be stored in a new location and then added to your catalog. You'll notice that for the Copy As DNG, Copy, and Move options, the right panel group offers the same suite of panels—File Handling, File Renaming, Apply During Import, and Destination.



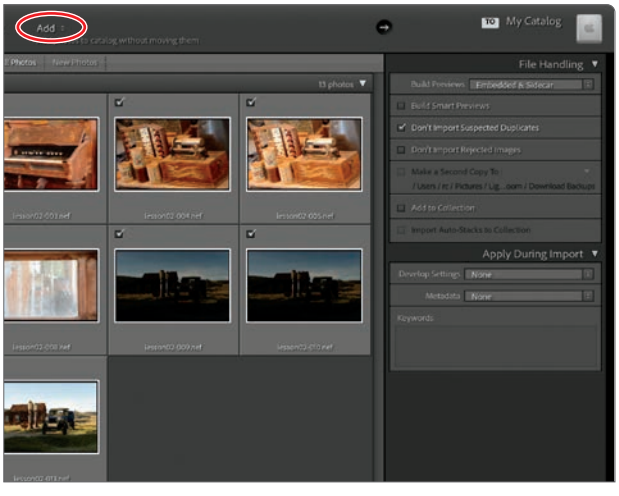
- Choose Copy to have Lightroom create copies of your images in a new location and then add them to your catalog, leaving the originals in their current locations. You can set a destination for your copies in the Destination panel, as you did in the previous exercise. Expand the Destination panel and click the Organize menu. When you use either the Copy As DNG, Copy, or Move option to import images from your hard disk or from external storage media, the Organize menu offers you the option to copy your photos into a single folder, into subfolders based on the capture dates, or into a folder structure that replicates the original arrangement.



Note: Expand the File Handling and Apply During Import panels to see the options available.

- Choose Move to have the images moved to a new location on your hard disk, arranged in whatever folder structure you choose from the Organize menu, and then deleted from their original locations.

- Choose Add to add the images to your catalog without moving or copying them from their current locations or altering the folder structure in which they are stored. For the Add option, the right panel group offers only the File Handling and Apply During Import panels; you cannot rename the original source images during import, and there's no need to specify a destination because the files remain where they are.



Applying metadata

Lightroom uses information attached to files to enable you to quickly find and organize your photos. This information is known as *metadata*. Some of this metadata is automatically added to the file at the point of creation (shutter speed, ISO, camera type, and so on), and some of it can be added after the fact (keywords, your name, and so on).

You can search your image library and filter the results by all of this metadata, as well as things like flag status, color label, shooting settings, or any combination of a wide range of other criteria.

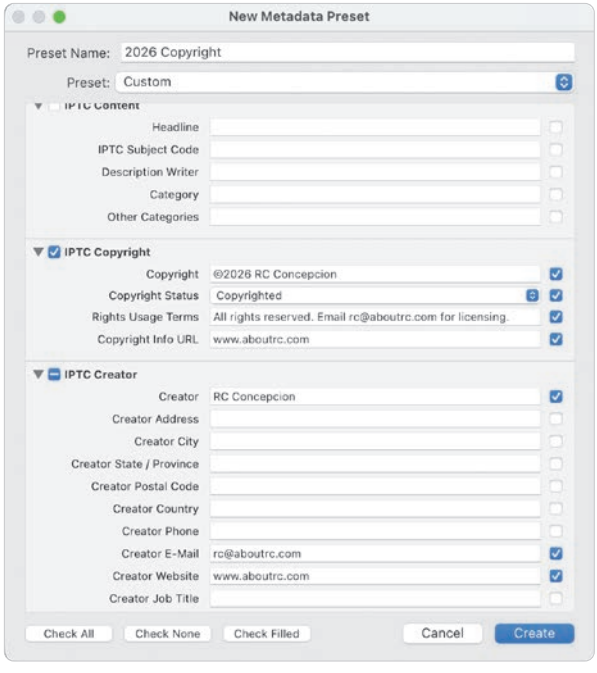
You can also choose specific information about your images from this metadata and have Lightroom display it as a text overlay applied to each image in a slideshow, web gallery, or print layout.

Let's add some important information into our files quickly and make sure we don't have to reinvent the wheel every time. For this, we'll use metadata presets.

1 In the Apply During Import panel, choose New from the Metadata menu.

2 Let's create a metadata preset that includes your copyright information in each file. In the New Metadata Preset dialog box, for Preset Name, type ***[year]*** **Copyright**. Then, enter your copyright information into the IPTC Copyright fields and contact information into the IPTC Creator fields. This should give anyone online enough information to get a hold of you should someone find your image interesting and want to use it. It does happen at times.

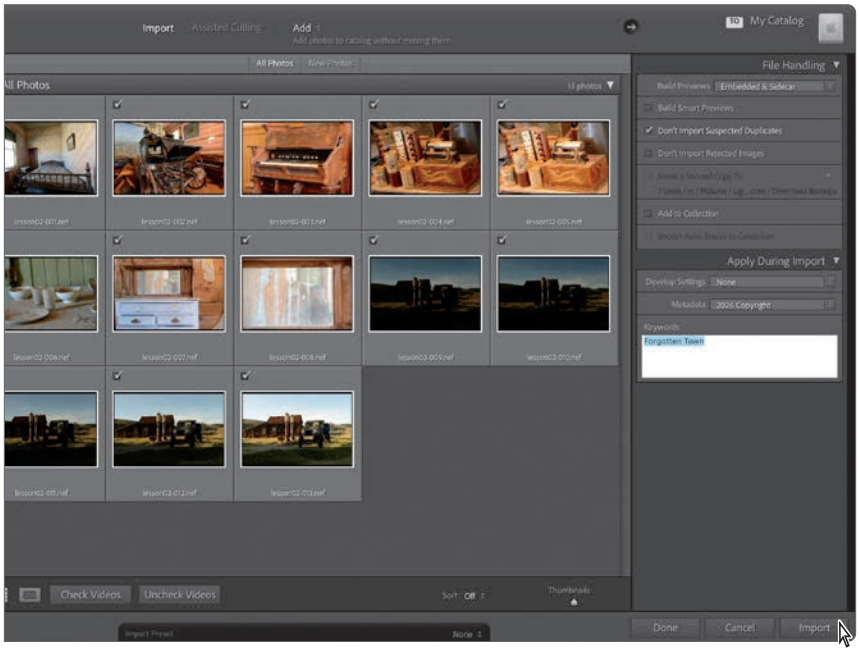
Note: Remember that any image that is shared with metadata online can be read by anyone online. While adding your email address and website are totally fine, do not put in any more personal information, such as your home address or phone number. That information in the wrong hands could be bad, so leave it out!



3 Click Create to close the New Metadata Preset dialog box, and then confirm that your new metadata preset is selected in the Metadata menu.

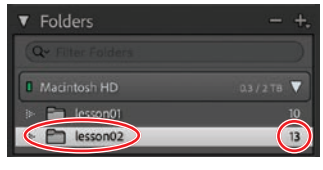
4 Also in the Apply During Import panel, choose None from the Develop Settings menu and type **Forgotten Town** in the Keywords text box.

5 In the File Handling panel, choose Embedded & Sidecar from the Build Previews menu. Check that your settings are the same as those shown in the illustration here, and then click Import.



The images from the lesson02 folder are imported into your library catalog, and thumbnails of the images appear in both the Grid view and the Filmstrip in the Library module.

6 Right-click the lesson02-009 image in the Grid view and choose Go To Folder In Library from the menu.



In the Folders panel in the left panel group, the lesson02 folder is highlighted, and the image count indicates that it contains 13 photos.

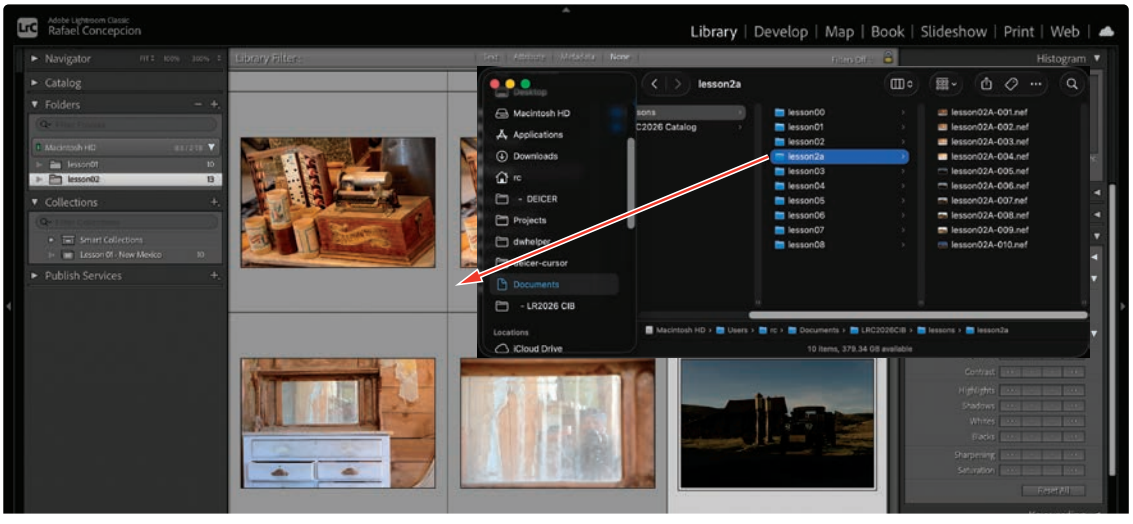
Right-clicking the folder at this point gives you options to update folder locations, or even find the folder of images inside of Finder (on macOS) or Explorer (on Windows). This comes in handy when you are missing folders, but we'll talk more about that later in the book. For now, choose Show In Finder/Show In Explorer to see the folder.

Importing via drag and drop

Perhaps the easiest way to add photos to your image library is to simply drag a selection of files—or even an entire folder—directly into Lightroom Classic.

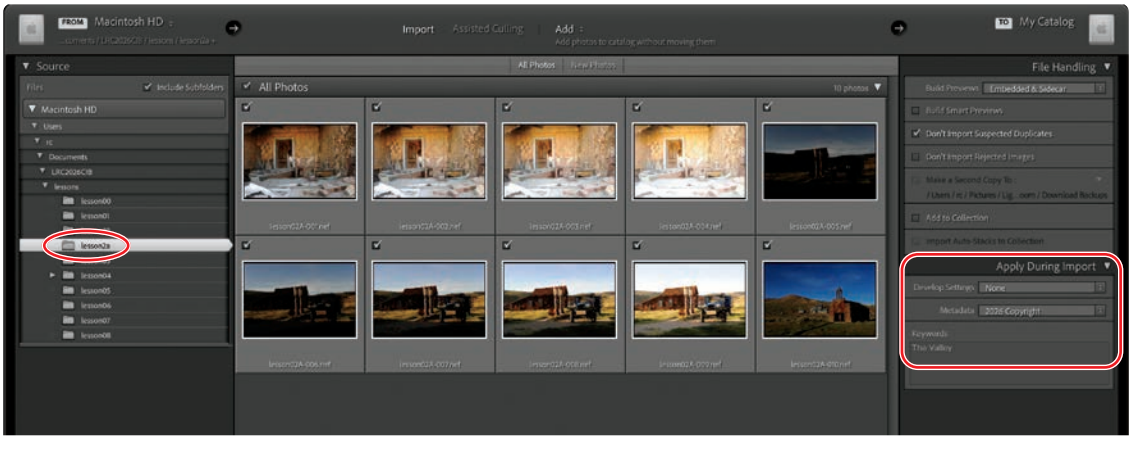
1 The Finder/Explorer window, where you can see the lesson02a folder, should still be open from the previous exercise. Position the window so that you can see the Grid view in the Lightroom Classic workspace behind it.

2 Drag the lesson02a folder from the Finder/Explorer window onto the Grid view.



In the Import dialog box, the lesson02a folder is now selected in the Source panel, and the photos it contains are displayed in the Preview area.

3 In the Apply During Import panel, choose your new Metadata preset and type **The Valley** in the Keywords box. Don't click Import just yet.



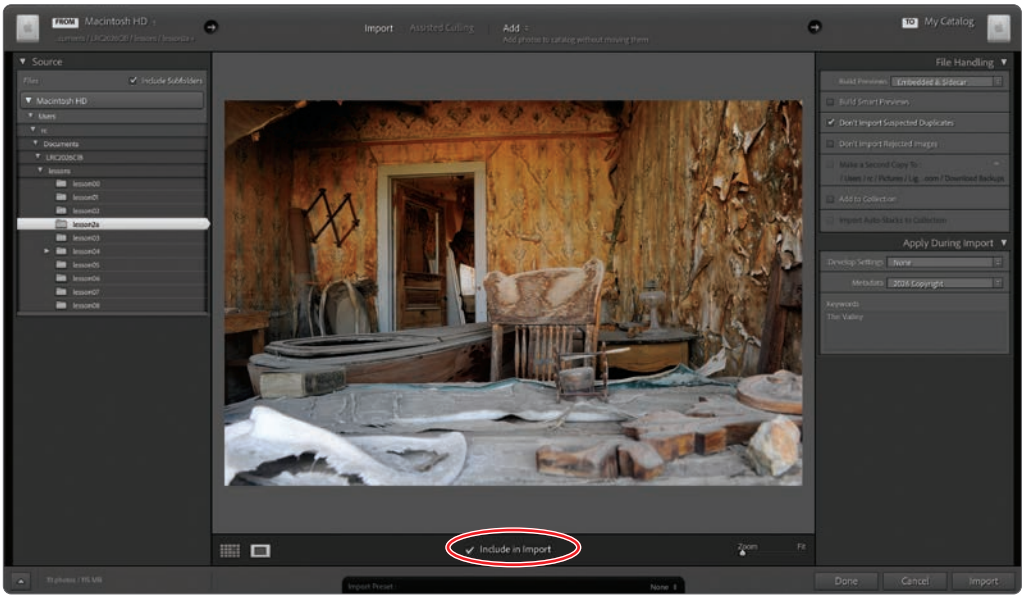
Evaluating photos before importing

Lightroom Classic makes it easy to decide which of your photos you wish to import by providing an enlarged Loupe view in the Import dialog box; you can examine each image in detail so that you can choose between similar images or exclude a photo that is out of focus.

1 Double-click any of the thumbnails to see the photo in Loupe view, or select any thumbnail and click the Loupe view button at the left of the Toolbar below the preview pane; the image is enlarged to fit the preview area, and the pointer becomes a magnifying glass cursor. Depending on the size of your display and/or the application window, you may first see a Zoom Out cursor.

2 If necessary, click the image again to further magnify the image to a zoom ratio of 1:1. Use the Zoom slider below the preview pane to see even more detail. Drag the enlarged image in the preview pane to pan the view so that you can inspect portions of the photo that are not currently visible.

While you're examining the photo in Loupe view, you can select or deselect the Include In Import option in the Toolbar below the image preview.



3 Click the enlarged preview to return to the Fit view, where the entire image is visible. Double-click the image, or click either the Loupe view button or the Grid view button beside it, to return to the thumbnail display.

Let's go ahead and keep all of the images selected in this folder.

Images that are already imported

Lightroom does a great job trying to keep your collection organized and free from duplicates. During the import process, there is an option in the File Handling panel on the right side that prevents you from importing images that have already been added to your Lightroom catalog. It's a great idea to keep this selected.

When you try to import from a memory card or folder that you have already imported from, any of the images that are duplicates (that are already in your Lightroom catalog) appear in gray and are not selected for import. If the card or folder has new images, those images are visible and will already be selected, so you specify where you would like them imported.

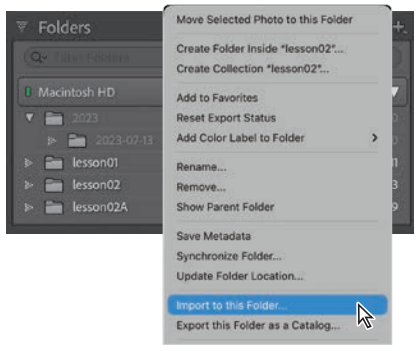
▶**Tip:** While I suggest you stagger your shoots across multiple memory cards, you don't need to buy four memory cards. You can stagger shoots across as many cards as you own. Think of this as a workflow suggestion, but I can't tell you how many times this has saved me from losing images.

As a general rule, I advise photographers never to format their memory cards until after they have used up all of the cards they own. For example, if I have four memory cards (A, B, C, and D) and I make images on card A, I will import that card into Lightroom but will not format it. At the next shoot, I use card B and repeat the process. The following shoot? Card C.

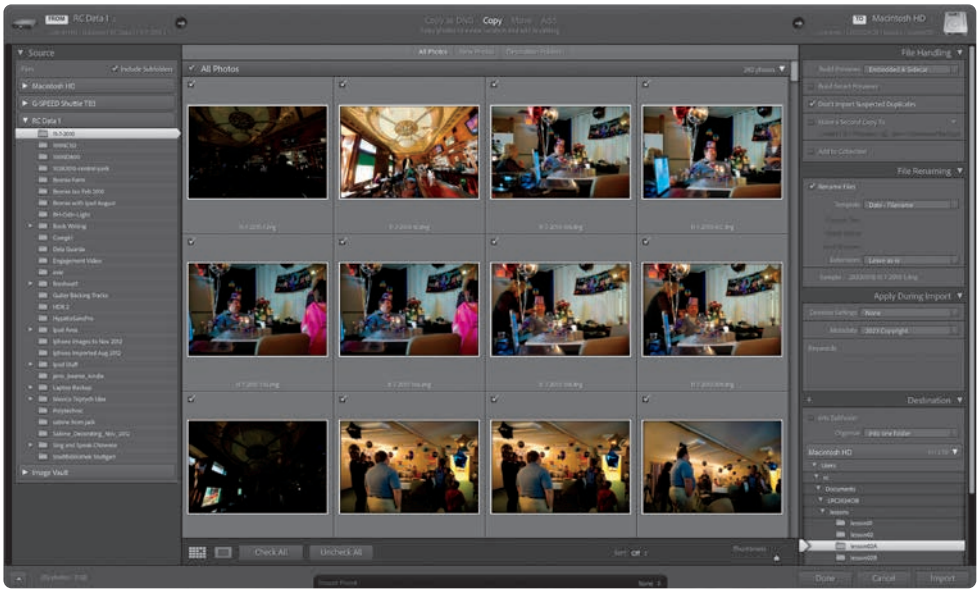
Should something go wrong on my computer, I have a much better chance of recovering the images from the memory cards if I stagger the formatting in this manner. Working this way, you may forget to format a card and shoot with one that you've already imported. Thankfully, Lightroom is there to catch these kinds of things. Go ahead and import the images from the lesson02a folder.

Importing to a specific folder

From within the Library module, you can import photos directly to a folder in the Folders panel without needing to specify a destination in the Import dialog box.



1 In the Folders panel, right-click the lesson02a folder and choose Import To This Folder from the menu.This automatically brings up the Import dialog box. Notice that the Destination is already selected for you.



2 In the Source panel, notice that you have your hard drive, any connected memory cards, and any network drives available as your import source.

3 All of the other panels are available for you to use. From here, you can still apply metadata templates, change the filename, add keywords, and so forth. Click Cancel when done.

This feature is useful when you are working with multiple memory cards and want to have all of them available to import to a shoot. That said, Lightroom does a great job of remembering the last location you saved to, so you may find that you rely on this a lot less than you'd think.

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Specifying initial previews when importing

As photos are imported, Lightroom can immediately display a photo's embedded preview or display higher-quality previews as the program renders them. You can choose the rendered size and quality for previews using the Standard Preview Size and Preview Quality menus on the File Handling tab of the Catalog Settings dialog box (choose Lightroom Classic > Catalog Settings/Edit > Catalog Settings). Please keep in mind that embedded previews are created on the fly by cameras and are not color managed; therefore, they don't match the interpretation of the camera's raw files made by Lightroom. Previews rendered by Lightroom are color managed.

In the Import Photos dialog box, choose one of the four Build Previews options:

- **Minimal** displays images using the smallest previews embedded in the photos; Lightroom renders standard-size previews as needed.
- **Embedded & Sidecar** displays the largest possible preview available from the camera; it's slower than a Minimal preview but faster than a Standard preview.
- **Standard** displays previews as Lightroom renders them. Standard-size previews use the ProPhoto RGB color space.
- **1:1** displays a one-to-one view of the actual pixels.

You can also choose to build Smart Previews during the import process. Smart Previews are compressed, high-resolution previews that allow you to work on your photos even when the originals are offline. They support editing at high magnification, though they are a fraction of the size of the source files. Generating Smart Previews for a large import takes time but adds a lot of flexibility to your workflow.

Tethered shooting

Many modern digital cameras support tethered shooting, a process where you connect—or tether—your digital camera to your computer and save images to the computer's hard disk rather than to the camera's memory card. With tethered shooting, you can view a photo on your computer screen immediately after you shoot it—a vastly different experience from seeing it on your camera's LCD screen.

▶ **Tip:** Please refer to Lightroom Classic Help to see a list of cameras currently supported for integrated tethered shooting.

For a range of DSLR cameras, including many models from Canon and Nikon, you can capture photographs directly into Lightroom Classic without the need for any third-party software. If your camera allows tethered shooting but is not on the list of models supported by Lightroom Classic, you can still capture images into your Lightroom Classic library using either the image capture software associated with the camera or any of a number of third-party software solutions.

You can have Lightroom name the photos, add metadata, apply developing settings, and organize them in your library then and there. If necessary, you can adjust your

camera settings (white balance, exposure, focus, depth of field, and others), or even change cameras, before taking the next shot. The better the quality of the captured image, the less time you'll need to spend adjusting it later.

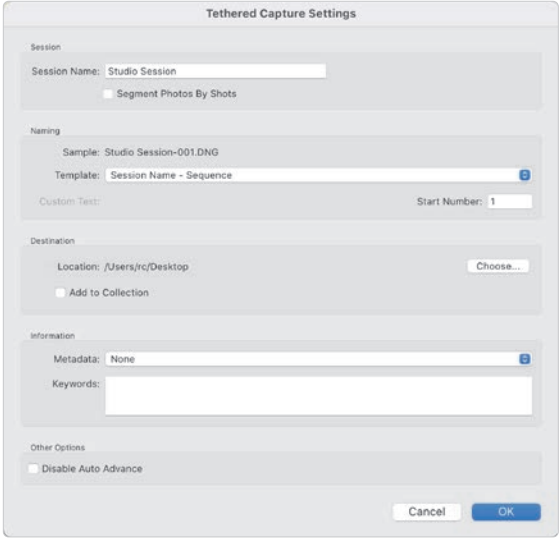
Tethered shooting with a supported camera

1 Connect your camera to the computer.

2 In the Library module, choose File > Tethered Capture > Start Tethered Capture.

3 In the Tethered Capture Settings dialog box, type a name for your shooting session. Lightroom will create a folder with this name inside the destination folder of your choice; this session folder will appear in the Folders panel.

Note: Depending on your camera model and the operating system your computer uses, you may also need to install the necessary drivers for your camera.



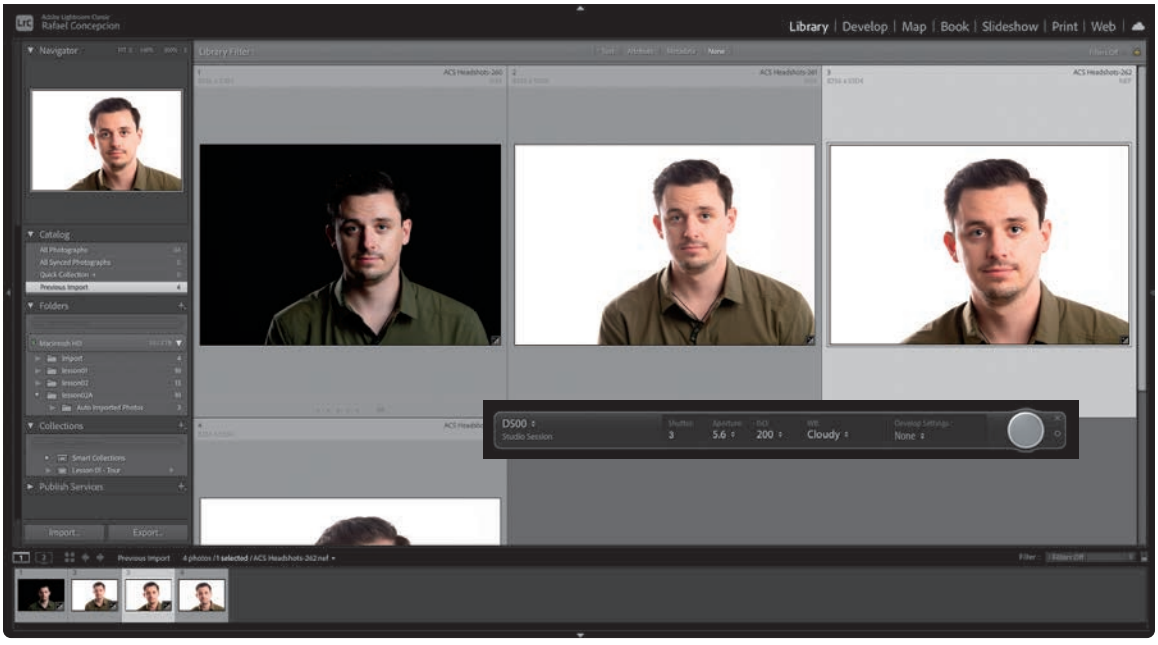
4 Choose a naming scheme for your shots, select a destination folder, and specify any metadata or keywords that you want Lightroom to apply as the newly captured images are imported.

5 Click OK to close the Tethered Capture Settings dialog box. The tethered capture control bar appears.

The control bar displays the model name of the connected camera, the name you entered for the shooting session, and the current camera settings, all of which you can change. You can choose from a wide range of Develop presets in the Develop Settings menu at the right. You can trigger the shot with your camera's shutter button by clicking the large circular button at the right of the control bar or by pressing F12 on your keyboard.

Tip: To collapse the control bar to just the shutter button, hold down the Option/Alt key and click the Close button at the upper right. Repeat to expand the control bar again.

As you shoot, the images captured will appear in both the Grid view and the Filmstrip. To see each captured photo as large as possible, switch to the Loupe view and hide unwanted panels or choose Window > Screen Mode > Full Screen And Hide Panels.



Viewing imported photos in the work area

In the Library module, the main display area—the work area—in the center of the application window is where you select, sort, search, review, and compare images. The Library module work area offers a choice of view modes to suit a range of tasks, from organizing your photos to choosing between similar shots.

1 If you're not already in the Library module, switch to it now. Select All Photographs in the Catalog panel to see all of the images you have imported.

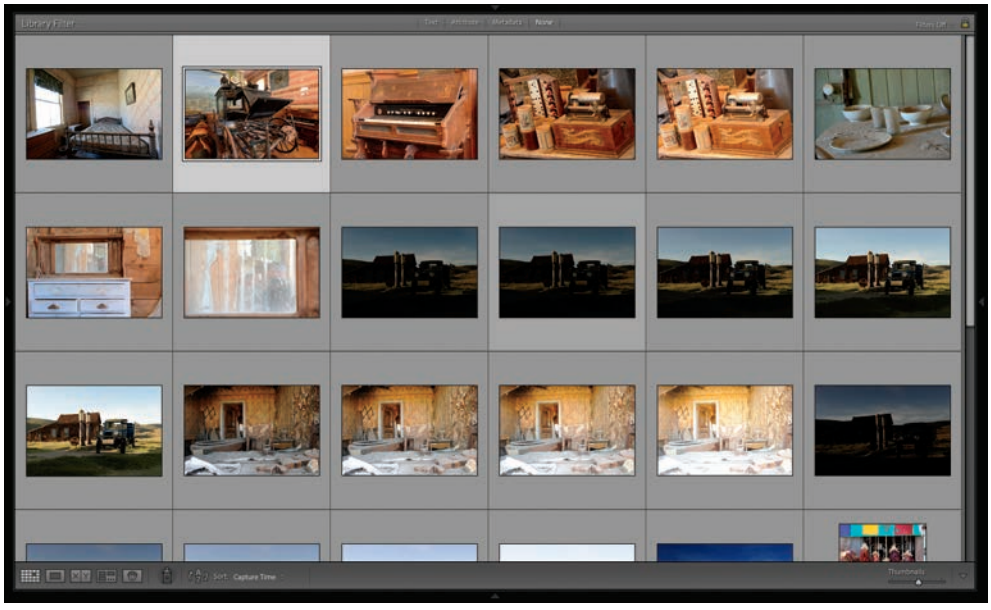
Note: You'll learn more about using the Filter bar controls in Lesson 4.

Depending on your workspace setup in the Library module, you may see the Filter bar across the top of the work area. You can use filters to limit the images that are displayed in the Grid view and the Filmstrip so that you'll see only those photos with a specified rating or flag status, or with particular metadata content.

The Toolbar, located at the bottom of the work area, is common to all of the workspace modules, but contains different tools and controls for each.

2 If the Filter bar is not already visible, show it by pressing the backslash key (\) on your keyboard or by choosing View > Show Filter Bar. Press the backslash key again or choose View > Show Filter Bar to hide it again.

3 If the Toolbar is not already visible, press T to show it. Press T again to hide it. Switch to the Develop module. If the Toolbar is not already visible, press T to show it. Switch back to the Library module. In the Library module, the Toolbar is still hidden; Lightroom remembers your Toolbar setting for each module independently. Press T to show the Toolbar in the Library module.



4 Double-click an image in Grid view to switch to Loupe view. The Loupe view is available in both the Library and Develop modules, but the controls available in the Loupe view Toolbar differ for each of these modules.

5 To hide or show individual tools, click the white arrow at the right end of the Toolbar and choose their names from the menu. Tools that are currently visible in the Toolbar have a checkmark in front of their names.

Tip: If you activate more tools than can be displayed in the width of the Toolbar, you can increase the Toolbar's width by hiding the side panel groups or disabling tools that you don't need at the moment.

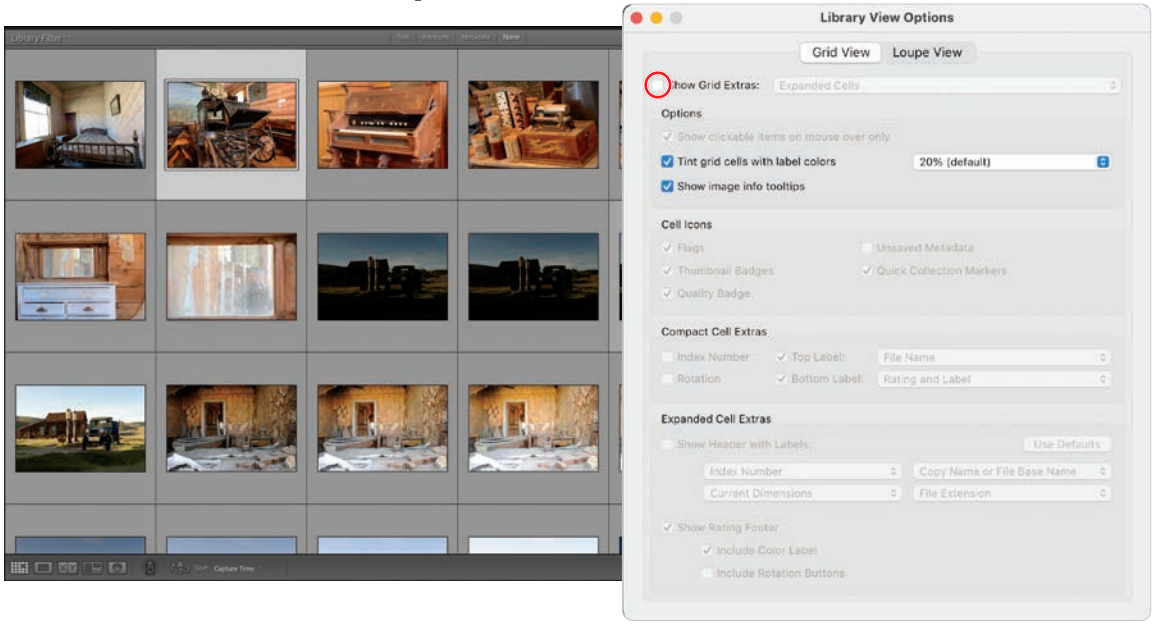
Setting Grid and Loupe view options

You can choose from many options in the Library View Options dialog box to customize the information Lightroom Classic displays for each image in the Grid and Loupe views. For the Loupe view overlay and thumbnail tool tips, you can activate two sets of options and then use a keyboard shortcut to switch between them.

1 Press G to switch to Grid view in the Library module. Press Shift+Tab to hide all of the panels and focus on your grid of images.

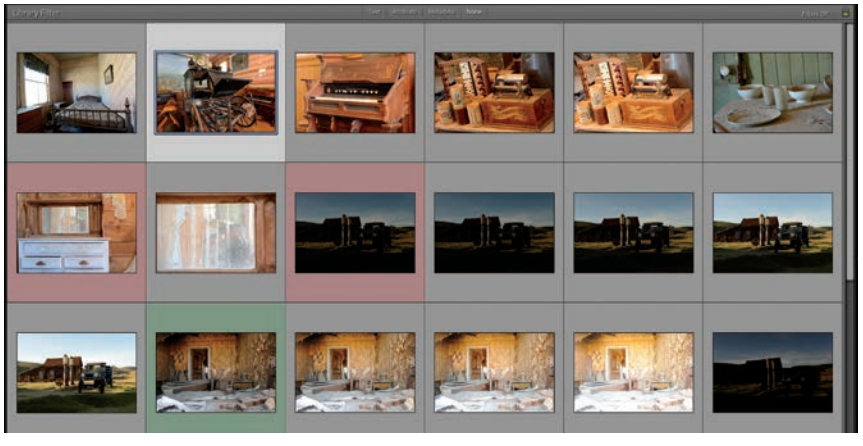
2 Choose View > View Options. The Library View Options dialog box appears with the Grid View tab already selected. Position the Library View Options dialog box so you can see some of the images in the Grid view.

3 At the top of the Grid View tab, deselect Show Grid Extras. This disables most of the other options.



4 The only options still available are Tint Grid Cells With Label Colors and Show Image Info Tooltips. If they're not already activated, select both of these options. As this lesson's images have not yet been assigned color labels, activating the first option has no visible effect in the Grid view. Right-click any image—you can do this while the Library View Options dialog box is open—and choose a color from the Set Color Label menu.

In the Grid view and the Filmstrip, a color-labeled image that is currently selected will show a thin colored frame around the thumbnail; a color-labeled image that is not selected has a tinted cell background.

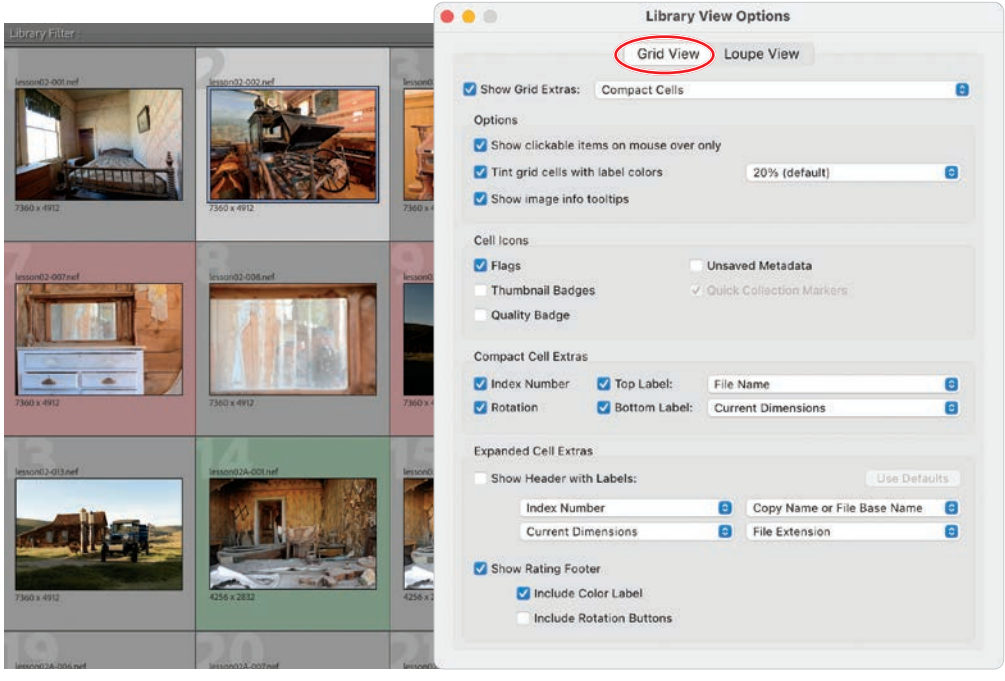


5 Position the pointer over a thumbnail in the Grid view or the Filmstrip; a tool tip appears. In macOS you'll need to click anywhere in the Lightroom Classic workspace window to bring it to the front before you can see the tool tips.

By default, the tool tip will display the filename, the capture date and time, and the cropped dimensions. You can specify the information to be displayed in the tool tip by choosing from the Loupe View options.

6 On macOS, if the Library View Options dialog box is now hidden behind the main application window, press Command+J to bring it back to the front.

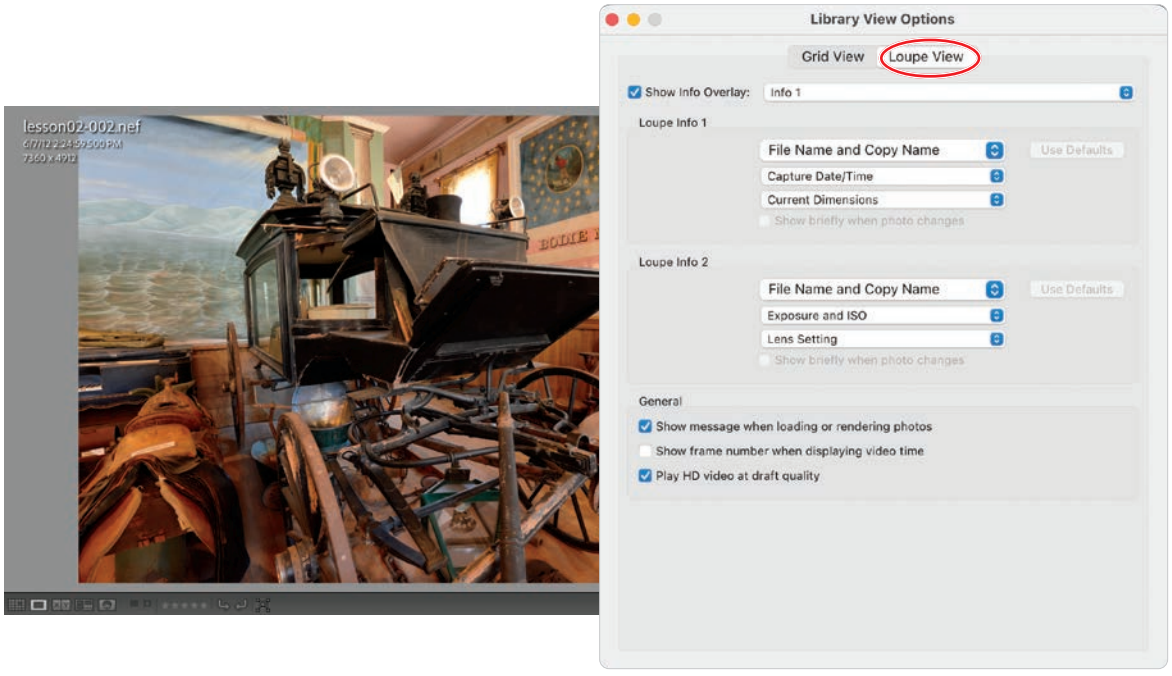
7 On the Grid View tab, select the Show Grid Extras option and choose Compact Cells from the menu beside it. Experiment with each setting to see its effect in the Grid view display. Select and deselect the settings for Options, Cell Icons, and Compact Cell Extras. Position the pointer over the various icons in the image cells to see tool tips with additional information.



8 Under Compact Cell Extras, click the Top Label menu to see the long list of choices available. For some choices, such as Title or Caption, nothing will be displayed until you add the relevant information to the image's metadata.

9 Now choose Expanded Cells from the Show Grid Extras menu. Experiment with the Expanded Cell Extras options to see the effects in the Grid view. Click any of the Show Header With Labels menus to see the many choices available to customize the information that is displayed in the cell headers.

10 Click the Loupe View tab. The work area switches to Loupe view so you can preview the changes you'll make in the Library View Options dialog box.



Note: When you choose an information item such as Capture Date And Time, those details are drawn from the image metadata. If the image's metadata does not contain the specified information, nothing will be displayed for that item. For both the Grid and Loupe view options you can choose the information item Common Attributes, which will display the flag status, star rating, and color label for each image.

For the Loupe view, you can select the Show Info Overlay option to display image information in the upper-left corner of the view. Choose items from the menus in Loupe Info 1 and Loupe Info 2 to create two different sets of information, and then choose either set from the Show Info Overlay menu.

You can reset either group to its default state by clicking its Use Defaults button. Select Show Briefly When Photo Changes instead of Show Info Overlay to show the info overlay for only a few seconds when a new image is displayed in the Loupe view. Select the Show Message When Loading Or Rendering Photos option to display a notification in the lower part of the view while the image preview is updated.

11 Click the Close button to close the Library View Options dialog box.

12 Choose which of the two information sets will be displayed by choosing an option from the View > Loupe Info menu or by pressing the I key to cycle the info overlay through Loupe Info 1, Loupe Info 2, and its disabled state.

13 Switch to Grid view. From the View > Grid View Style menu, you can choose whether to display additional information using either the Compact Cells layout or the Expanded Cells layout. Press the J key to cycle through the cell layouts.

Review questions

1. When would you choose to copy imported images to a new location on your hard disk, and when would you want to add them to your library catalog without moving them?
2. What is DNG?
3. When would you use the Import dialog box in compact mode?
4. Why would you use tethered shooting in Lightroom Classic?
5. How can you specify the information displayed for images in the Grid and Loupe views?

Review answers

1. When importing photos from a camera or memory card, the images need to be copied to a more permanent location, as memory cards are expected to be erased and reused. Copying or moving images also might be useful when you want Lightroom to organize the files into a more ordered folder hierarchy during the import process. Images that are already arranged in a useful way on the hard disk or removable media can be added to the library catalog in their current locations.
2. The Digital Negative (DNG) file format is a publicly available archival format intended to address the lack of an open standard for raw files generated by cameras. Converting raw files to DNG in Lightroom will help ensure that you'll be able to access your raw files in the future even if the original proprietary format is no longer supported.
3. Once you've created import presets to suit your workflow, you can speed up the import process by using the Import dialog box in compact mode. Use your import preset as a starting point, and then modify the settings as required.
4. When shooting tethered into Lightroom, you can see the images much larger on your computer screen than on the LCD on your camera, allowing you to adjust your camera settings as you shoot to reduce the amount of postproduction work needed.
5. You can choose from the many options in the Library View Options dialog box (View > View Options) to customize the information Lightroom Classic displays for each image in the Grid and Loupe views. For the Loupe view and thumbnail tool tips, you can define two sets of options and then press the I key to switch between them. From the View > Grid View Style menu you can switch between Compact or Expanded Cells and activate or disable the display of information for either style.

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