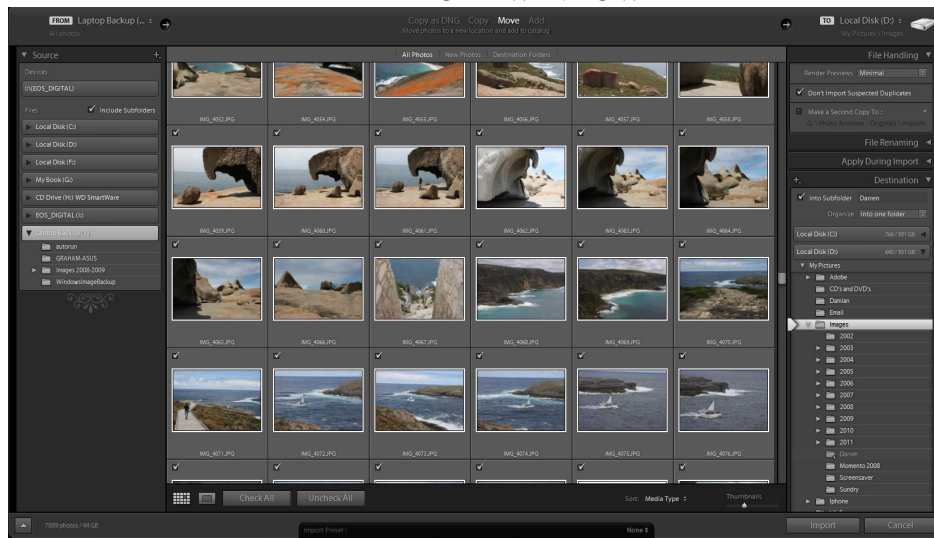


Creating a file structure based on Capture time when importing into LR3.
We will assume that the catalogue has no photos in it at all and that we are starting anew.
We are importing photos onto a new computer from an external hard drive.

It is a 3 step process.

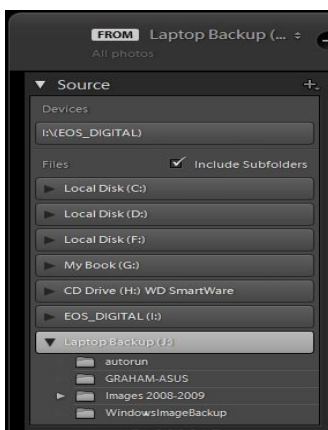
- 1 Choose from where
- 2 Choose How (Copy/Move/ADD)
- 3 Choose where to

THE IMPORT WINDOW

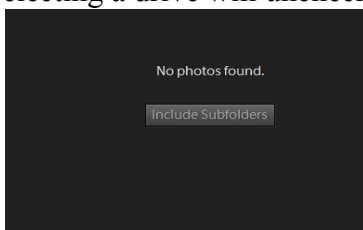


1. - Choose from where

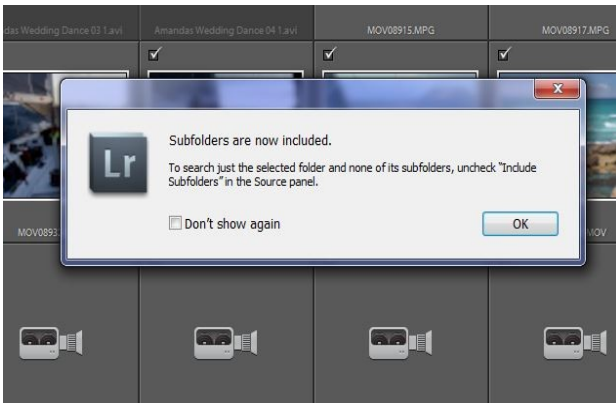
In the left hand panel select the drive/card/usb memory that you wish to import from. Either choose a folder or whole drive. To include all photos in subfolders check “Include Subfolders”
In the example below I have chosen drive (J:)



Selecting a drive will uncheck the “Include Subfolders” but you then see



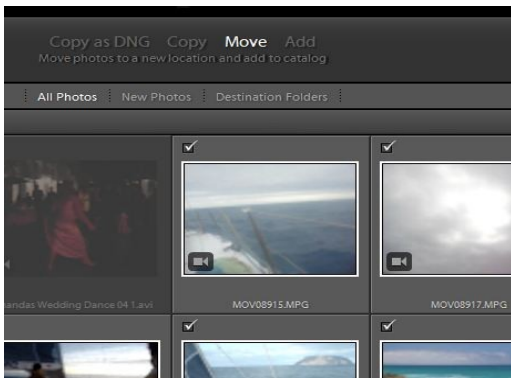
In the centre of the import window. Clicking on “Include Subfolders results in,



then click OK.

If there are a lot of photos on the drive then LR will take a while to display them all.

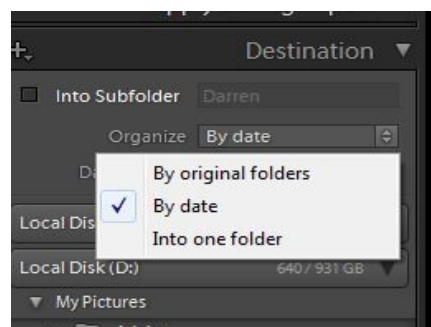
2. - Now we decide if we want to "Copy" or "Move" the files. Because we are transferring photos to a new computer you would either choose "Copy" or "Move" depending on whether you want to keep the originals as a back up or not. There is also an opportunity to make a second copy during the import process.



3. - Once you have chosen "Move" or "Copy" then we need to specify where we want the photos to end up.

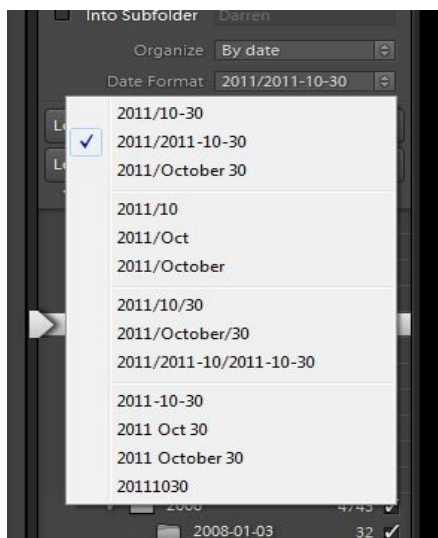
Choose the disc drive where you want the photos to be placed – in my case drive "D"

Don't worry about the specific folder yet, we can do that later. Now you can decide whether to make a second copy or not and also specify not to import duplicates

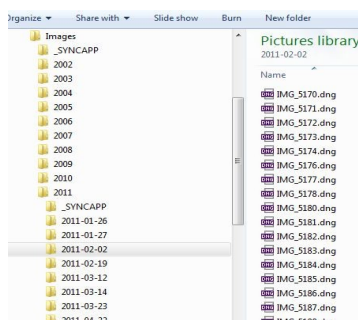


In the drop down for "Organize" choose "By Date"

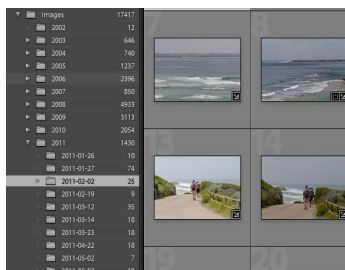
In the drop down for “Date Format” you can choose how you want your folders structure. My preferred structure is Year/Date as shown and I understand this is also your wish.



The selection above looks like this in the windows file system.

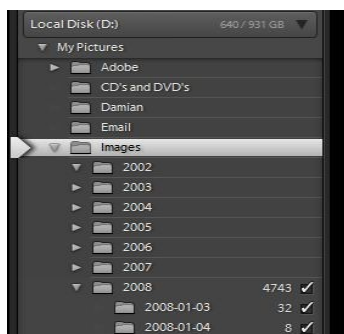


And looks like this in LR3



You can also choose to rename the files at this point during import and there are various options. I personally don't see the point when you have all the tools that LR affords you with Keywords, Collections etc. so I never rename. But there are lots of people who do.

Now we need to select specifically where the photos are going on the previously selected HDD



Now LR displays where it is going to put the files, indicated by check marks.

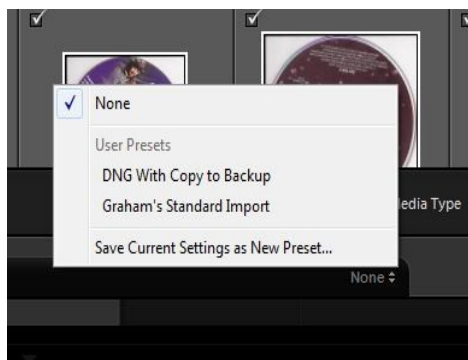
Once you have checked that all is as you wish, you are ready to import but I would suggest you save this “import” as a “preset”.

Here's how.

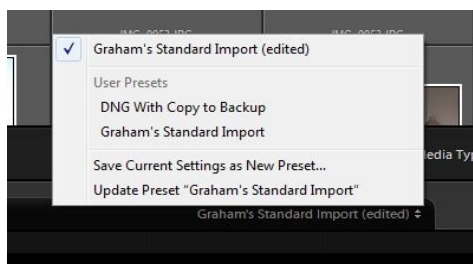
Along the bottom of the import screen you see this. (Notice I have a preset called Graham's Standard Import.)



You can then save your current settings as a new preset.



If next time you change the import preset slightly you can either create a new preset or update the existing one with current settings



Each time you import LR will default to the settings you last used.

So with the presets it is really very quick and easy each time.

The source drive is not part of the preset so you can choose any source drive without having to update the preset.

Melissa, I hope this helps

Please let me know if there is anything that you do not understand or you need explaining further.

Always here to help. Cheers and good luck with getting your photos organised.