

## Lightroom download procedure

1. Download Raw files from memory card to a **Holding Folder** on an external drive
2. Open Lightroom: **OPT (ALT) + Lightroom** to choose Catalogue on external drive
3. Choose: **File > Import photos from Disk .....**
4. Select **Holding Folder** with image files to import
5. In the Import Photos dialogue undertake the following:
  - a. Select individual files for importing by **Checking** the corner box
  - b. Set **File Handling to: Copy photos as Digital Negative (DNG) and add to catalogue**
  - c. Set **Copy to: Working Folder** on the external drive
  - d. Set **Organise: Into one folder**
  - e. Check **Backup to:** if also making a backup copy of files
  - f. Apply **File Naming Template**
  - g. Set **Develop** Settings to **None** (fastest import) or other
  - h. Apply **Metadata** preset using your personal preset for Creator and Copyright
  - i. Add appropriate **Keywords** for import. Use a comma (,) between each word
  - j. Set **Initial Preview** to **Standard**
  - k. Import the selected files to Lightroom catalogue
6. Add additional **Keywords** to individual/groups of images as appropriate
7. Update DNG files and catalogue before closing Lightroom as follows:

**Metadata > Update DNG Metadata and Previews**

Updated: 12/10/2008