

IMPORTING PHOTOGRAPHS FROM CAMERA TO LIGHTROOM

1. Open up Lightroom Classic on your Computer
2. IF your computer is logged in as someone GO HELP and sign out!
NOW you are going to log in with your **School Google Account**
3. Take your SD card out of your camera (make sure your camera is OFF). Put your SD card into your computer.
4. Select your SD Card at the top left menu. Navigate to the SD card and make sure those are your photos.
5. Minimize the Lightroom Classic window.
6. Open File Explorer(yellow folder) Navigate to **Documents**, create a new folder and call it **FULL NAME-Photography**
7. Open LR Classic again
8. Find your folder at the right and click on it (highlighted) Documents, photography-your name and click the check mark box by INTO SUB-FOLDER and name it with the project (ex. scavenger hunt)

Choose your destination for photos (Bottom right of screen)

- Do I need a new subfolder or is there already an existing folder under my name that I can add these new photos to?
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New Subfolder

- Check the subfolder box
- Give your subfolder a name
- This folder should be organized “into one folder”. *Do not organize your folder by date!
- Confirm that your name is selected below under documents/OHSSStudent
- Select the IMPORT button (bottom right of screen) to begin importing your photos.

9. Select the Import Button (Bottom left of screen) and select COPY (Make sure “COPY” is selected in white (top middle of screen)
10. Select your SD card photos you want saved on the computer
11. SAFELY eject your SD card, go to the bottom right of the computer and click on the arrow, click on the symbol that looks like a thumb drive and click SAFELY EJECT SD CARD.
12. Put your SD cards back in your camera.
13. Make sure when you're done in LR classic you go to **HELP and sign out.**

NOW GO to Anna’s Website and Photo DROP in Google to YOUR FOLDER ALL YOUR PHOTOS. Do not cull your photos. I want to see everything you took.