

## Import Images to Lightroom

1. In the Library Module, click the Import button.
2. Navigate to the folder containing the images you want to import.
3. At the top of the screen, make sure that Add is selected. This will Add the images without copying or moving them. The photographs will remain in the original location.
4. Select the Preview Size setting that you want.
5. Select any develop presets, if any, that you want to apply at import.
6. Check metadata settings that will be applied.
7. Add any keywords that apply to ALL of the images being imported.
8. Click the Import button.