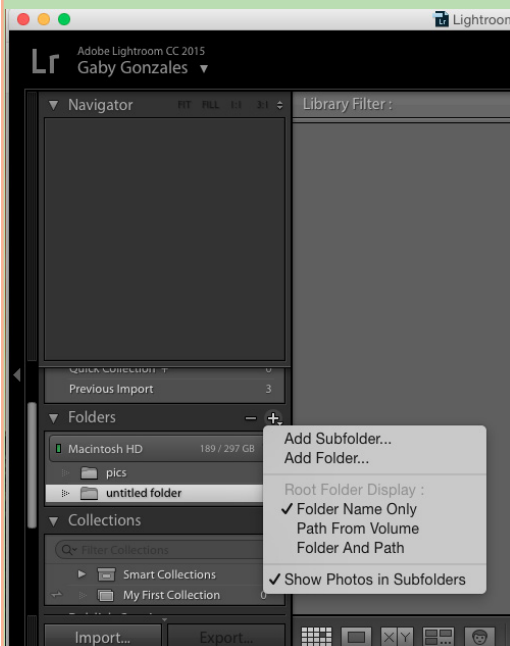


File Management in Lightroom

Step 1:

Open lightroom and click the (+) sign next to Folders. Click Add Folder and select an album to import.



Step 3:

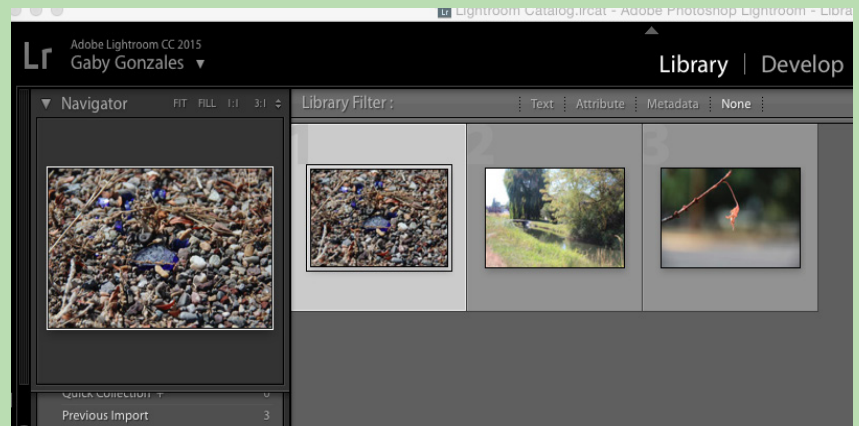
Once you selected the pictures you wanted you can place them in a different folder by clicking add subfolder.

Step 5:

Rename the folder then click create.

Step 2:

Check the pictures that you want to import and then click import pictures.

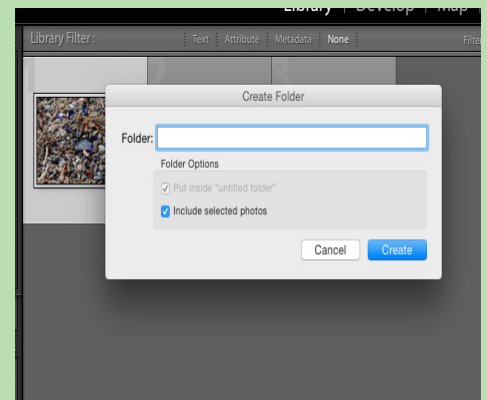


Step 4:

When the subfolder opens make sure the box is selected to include selected photos.

Step 6:

To create a new folder click on the the folder and click new folder and then “add folder.”



Step 7:

Click and drag the folder into the folder that was just created. Add and remove pictures from folders as desired using the (-) and (+) signs by the folderes tool.