

Importing Pictures Already on Your Computer

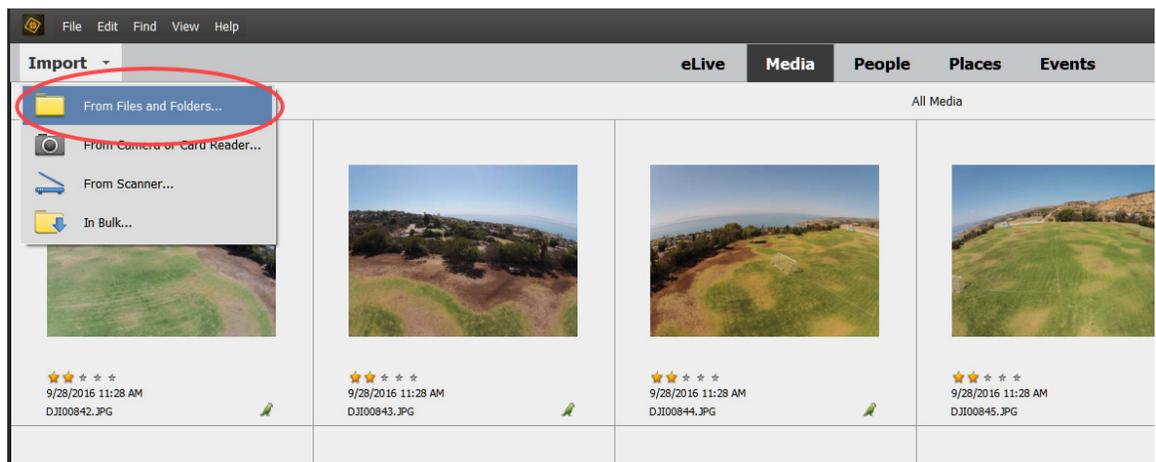
In this exercise, we are going to use PSE 15's Import command to "import" photos that are stored on the PC's hard drive, flash Drive or a CD/DVD into our catalog.

In the case of a flash drive or CD/DVD, we will deal with two scenarios. In the first you want to actually copy the image files to your PC's hard drive from the flash drive or CD/DVD, and in the second you want the Organizer to be aware of the image files, but you only want a low resolution preview to be generated on the hard drive, keeping the full resolution version offline.

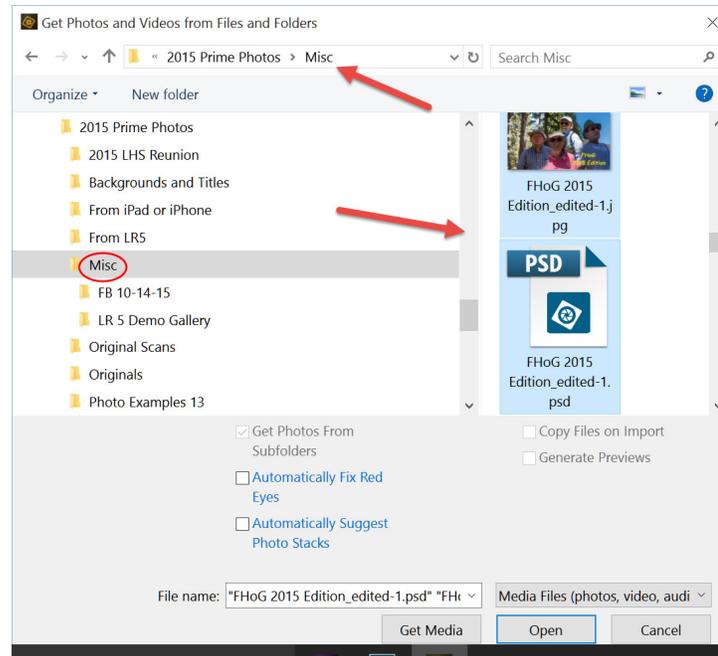
Copying photo images from your camera or card reader is similar, but it is covered in a separate document.

Importing Images Already on the Hard Drive

1. In the Organizer, **click on Import > From Files and Folders** on the Menu as shown in the figure below.



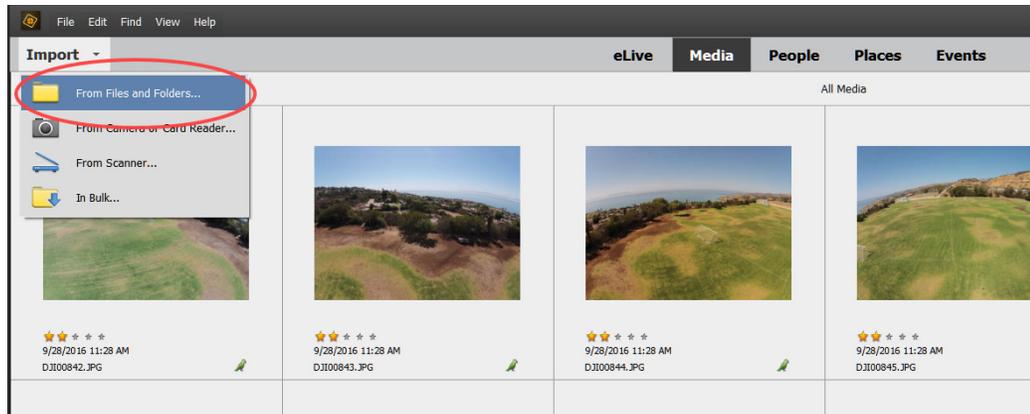
2. Navigate to the desired folder on the hard drive so that the name of the folder or subfolder where the desired photos are contained is on the top line at the top of the dialog box. Below is an example.



3. After selecting the particular photos to be entered into the catalog, **click on Get Media.**
4. If any of the files are already in the Catalog, or if they are not valid media files, the following figure appears. In this case no images were imported.

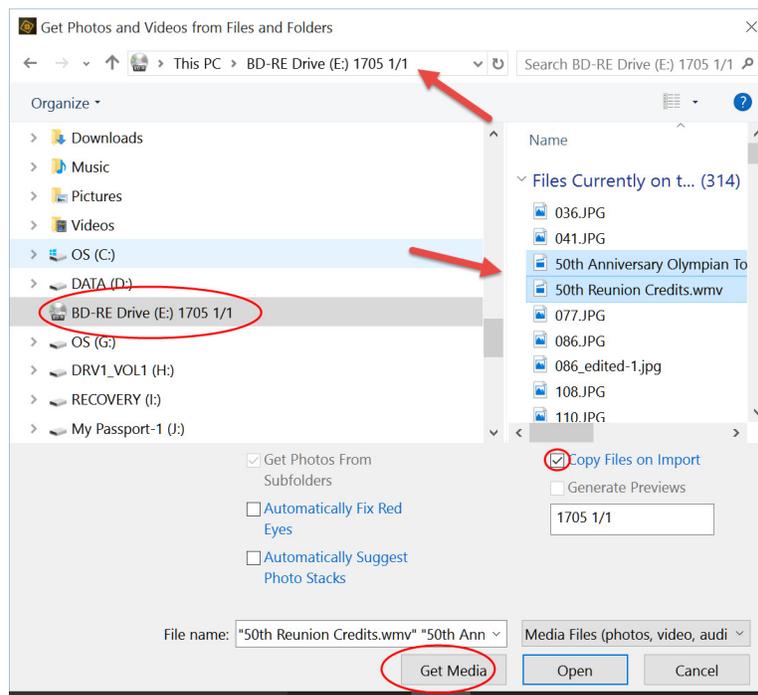


5. Note what the message says and **click OK.**
6. The selected photos have now been added to the catalog. **BUT** they have not been copied or moved from their original location on the hard drive.
7. You may want to tag the images at this time.
8. **Click** on **“Media”** at the top of the photos area, and then verify the All Media message is displayed. You are now viewing the entire Catalog.



Importing Photos From a CD or Flash Drive Into the Catalog

1. Repeat Step 1 above.
2. Navigate to the CD or flash drive by first clicking on the down arrow to the right of the words, “Look In” at the top of the dialog box. See the top red arrow below.
3. Once the CD is shown on the top line, select the photos to be imported in the usual manner.



4. Since the photos are contained on an off-line storage media (a flash drive or CD), the white “Generate Previews” box is available to be checked. We want the selected pictures to be included in the catalog, **and** copied to the computer, so we will make sure that the “Copy Files on Import” box is checked and then go to Step 5.

If we did not want to copy the full resolution version of the selected images to the hard drive, we would put a check in the “Generate Previews” box, and go to Step 5. **Selecting this option in PSE limits what you can do with the generated previews. You must have the subject CD or flash drive loaded/connected to work with the images, for example.**

5. Enter a desired name for the CD. Write the name on the CD with an appropriate ink marker and then **click** on the **Get Media** button. If your source is a flash drive write a descriptive name on its case.
6. Steps 4-8 for importing images from the hard drive are unchanged.