

SETTING UP AND USING AN EXPORT PRE-SET FOR SUBMITTING PROJECTED IMAGES IN LIGHTROOM

WHAT'S REQUIRED

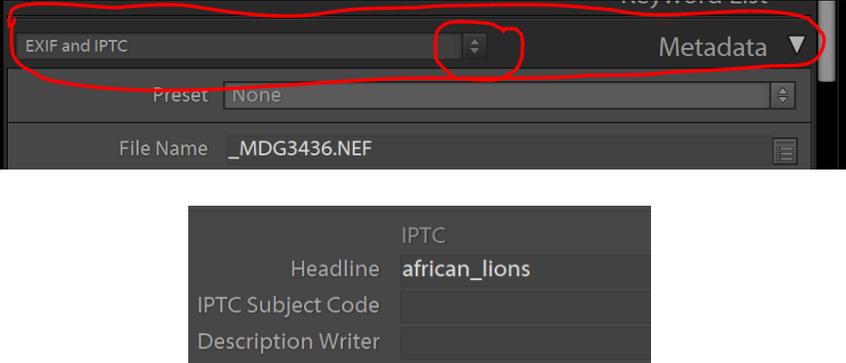
Projected images for submission to the club's competitions and saving to the website need to be created in a specific format:

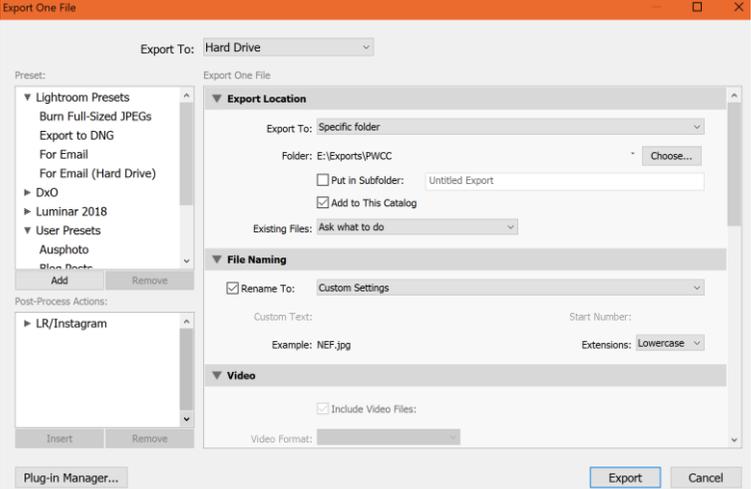
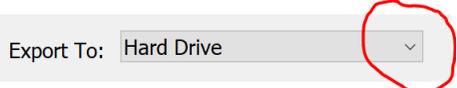
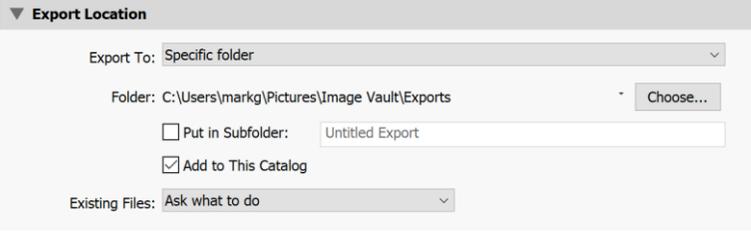
- File type: **jpeg**
- Colour space: **sRGB**,
- Maximum dimensions: width or horizontal (**1920 pixels**) x Hight or vertical (**1200 pixels**),
- Maximum file size: **500kb** and
- The file must be named in the format '**great_title_firstname_lastname.jpg**'

Lightroom can manage this for you so that all you have to do to prepare your files for submission is give your file an appropriate title in the format "great_title", run the pre-set and send the files to entries@pittwatercameraclub.org.

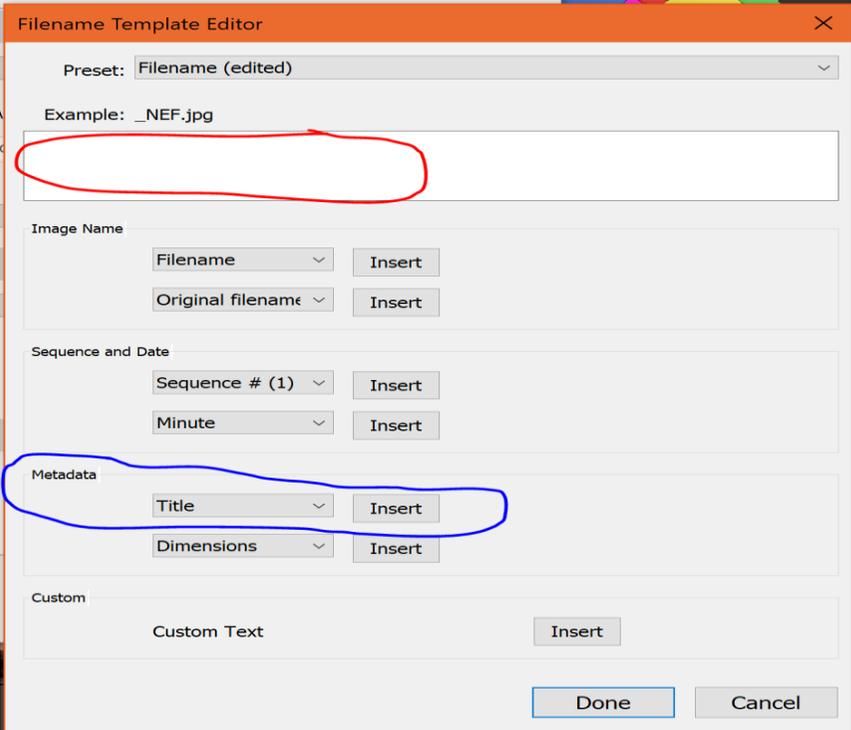
CREATING THE PRE-SET

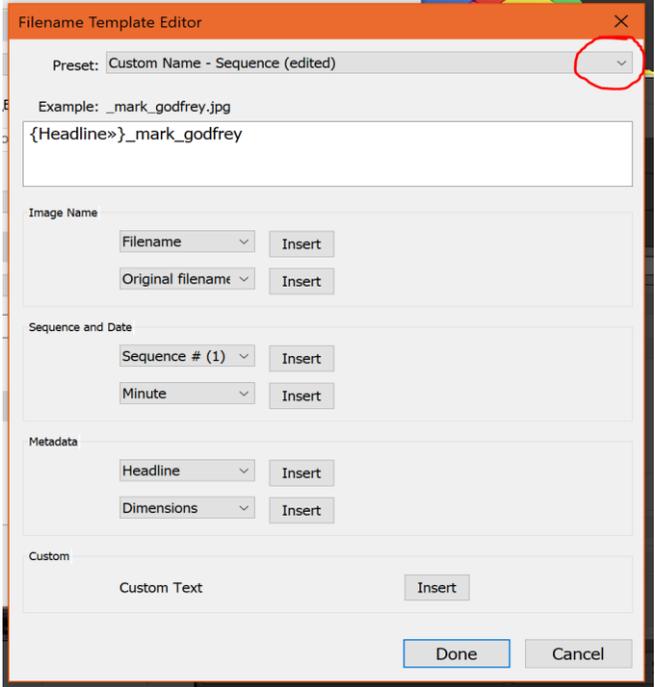
First a pre-set needs to be created. This only needs to be done once (provided it's correct the first time you create it!)

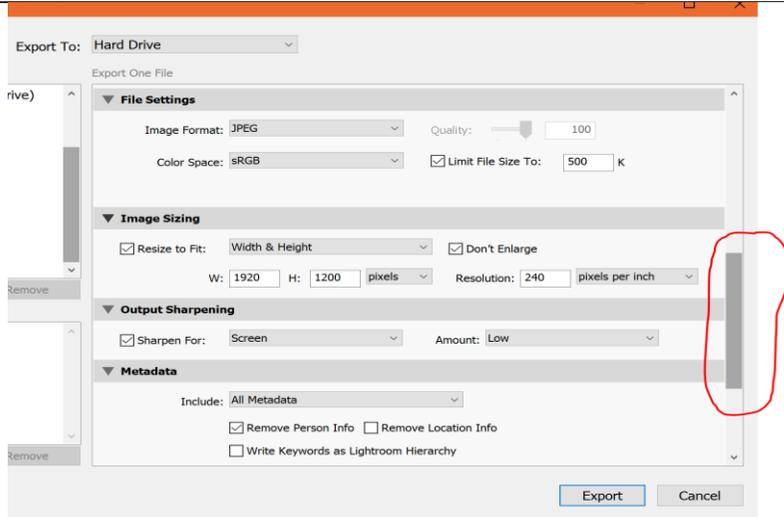
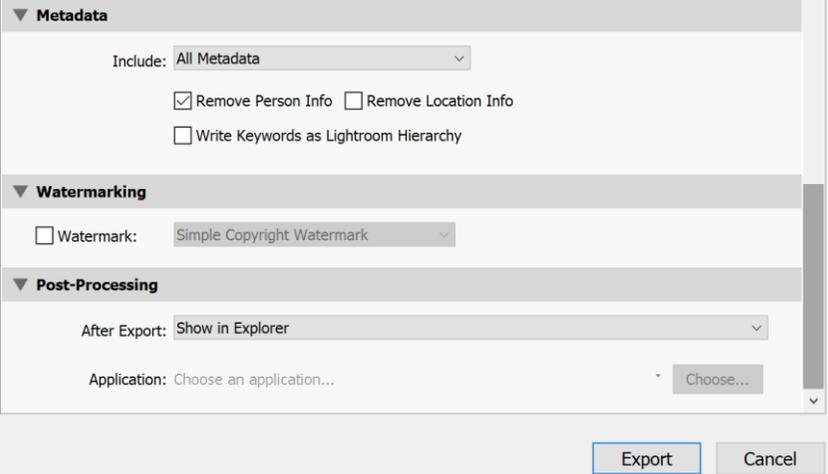
| Step | Instructions | Display |
|------|---|---|
| 1. | First select an image and give it an appropriate 'title' by typing a title in an unused/empty IPTC field. The fields that could be used are: title, headline, job identifier or any that are unused. You may not wish to use the Title field, keeping it reserved for a formal capitalised title that is used by applications such as Flickr, smugmug or your own website when uploading files to them. The IPTC fields can be displayed by selecting the 'EXIF and IPTC' display option in the metadata panel in the Library module. Click on the image to export and then in the IPTC field and type the title. Click back on your image to set the field. I've used the headline field and made the 'title' <i>African_lions</i> . Note that is in lower case and an underscore separates african and lions as per the PWCC requirements. You may need to scroll through the metadata list to get to headline. |  <p>The screenshot shows the Metadata panel in Adobe Lightroom. The 'EXIF and IPTC' display option is selected and circled in red. Below it, the 'Headline' field is populated with 'african_lions'. Other fields like 'IPTC Subject Code' and 'Description Writer' are also visible.</p> |

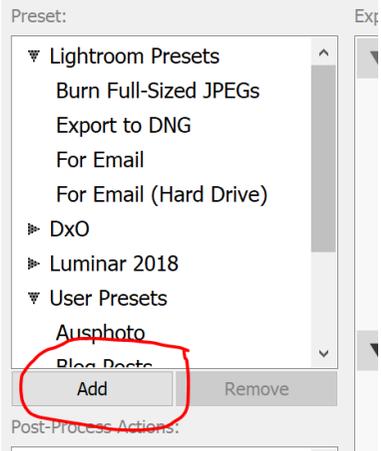
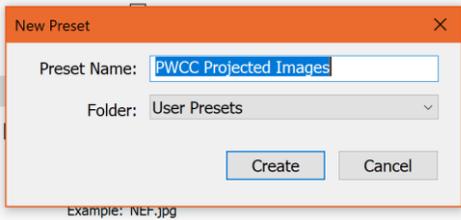
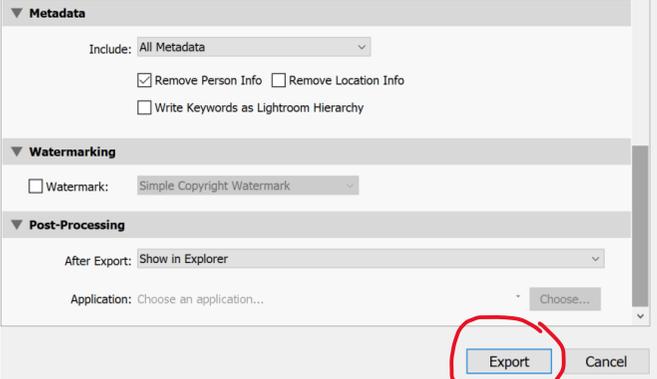
| Step | Instructions | Display |
|------|--|--|
| 2. | Next, under the file menu select export. The dialogue box on the right will be displayed. |  |
| 3. | Select 'hard drive' by clicking on the dropdown arrow if it is not already selected. |  |
| 4. | <p>Now we can set the parameters for the pre-set.</p> <p>First select where you want your exported files to be saved to on your computer. There are three options; 'A specific folder', 'same folder as the original photo' or 'choose a folder later' (that is each time the pre-set is run you need to select a folder for the file to be saved to). The first two are preferred as you don't have to interact with the pre-set when it runs. Choose a specific folder to keep the exported files separate from all others. And to make it easy to delete them later if required – they can always be re-exported.</p> <p>Second, if you have selected 'specific folder' you will need to choose which folder that is. Click on 'choose' and navigate to the folder you want.</p> <p>Third, leave 'put in subfolder' unchecked.</p> <p>Fourth, (Optionally, you don't have to add them to your catalogue) check 'add to this catalogue'. The folder you choose and files as they are</p> |  |

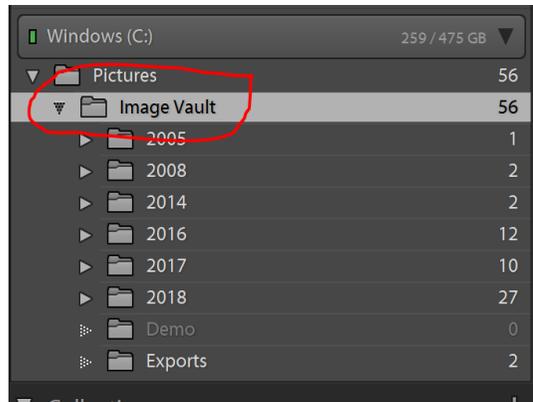
| Step | Instructions | Display |
|------|---|--|
| | <p>exported will be added to the catalogue – makes it easier to delete unwanted files sometime in the future if required. <i>(see note at the end of this section)</i></p> <p>Finally, select the option 'Ask what to do' if there are existing files with the same name in the folder – there shouldn't be unless you have duplicated a title. There are circumstances where you want to overwrite an existing file (e.g. you decided it needed more development work) and you will be prompted to overwrite.</p> | |
| 5. | <p>File naming. This step automates the correct naming of your exported file by using the title you give it in the ITPC file and adding your name. Check the rename box if it isn't already. Click on the dropdown arrow and select edit from the list – it's at the very bottom.</p> |  <p>▼ File Naming</p> <p><input checked="" type="checkbox"/> Rename To: <input type="text" value="Filename"/> ▼</p> <p>Custom Text: <input type="text"/> Start Number: <input type="text"/></p> <p>Example: <input type="text" value="_MDG3436.jpg"/> Extensions: <input type="text" value="Lowercase"/> ▼</p> |

| Step | Instructions | Display |
|------|---|---|
| 6. | <p>The file name template editor dialogue appears. Click in the edit box (out lined in red here, to the right) and delete anything that appears there. We are going to create a new template.</p> <p>In the metadata field click on the dropdown arrow and select the ITPC filed you used at step one above – headline in this case as per step 9 below and then click on insert.</p> |  <p>The screenshot shows the 'Filename Template Editor' dialog box. The 'Example' field displays '_NEF.jpg'. Below it is an empty text input field, which is circled in red. The 'Image Name' section includes 'Filename' and 'Original filename' dropdowns with 'Insert' buttons. The 'Sequence and Date' section includes 'Sequence # (1)' and 'Minute' dropdowns with 'Insert' buttons. The 'Metadata' section includes 'Title' and 'Dimensions' dropdowns with 'Insert' buttons; this section is circled in blue. At the bottom, there is a 'Custom' section with 'Custom Text' and an 'Insert' button. 'Done' and 'Cancel' buttons are at the bottom right.</p> |

| Step | Instructions | Display |
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| 7. | <p>Next click in the edit box and type a '_' (underscore) followed by your name in lower case with '_' instead of spaces. Then click on the drop-down arrow (circled in red) and select 'save current settings as a new pre-set', it's third from the bottom of the list. Type a name for the pre-set in the dialog box that pops up, such as PWCC projected image naming, and click on create.</p> <p>Next click on Done at the bottom of the Filename Template Editor. The file naming section of the pre-set creation dialog should look similar to this:</p> <div data-bbox="315 592 1173 788" style="border: 1px solid gray; padding: 5px;"> <p>▼ File Naming</p> <p><input checked="" type="checkbox"/> Rename To: PWCC digital image naming</p> <p>Custom Text: Start Number:</p> <p>Example: african_lions_mark_godfrey.jpg Extensions: Lowercase</p> </div> <p>Leave extensions on lowercase.</p> |  |

| Step | Instructions | Display |
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| 8. | <p>File settings. Ignore 'video'. You may need to scroll down using the scroll bar (circled red) to see the next few sections. In the file settings section set image format to jpeg, colour space to sRGB and check the box for limit file size to, click in the size box and type in 500.</p> <p>Image sizing. Check resize to fit: click the drop-down arrow and choose width and height; none of the other settings will guarantee that your image is resized correctly per the PWCC requirements and is in the same proportional ratio as the original file. Check the box that says don't enlarge. Click in the 'w' box and type 1920 and then in the 'h' box 1200 make sure pixels is showing, if not click on the dropdown arrow and select pixels. Ignore resolution, the value does not matter.</p> <p>Output Sharpening. Resized images need a small amount of sharpening. Check the sharpen for box and change settings to screen and low if not already set.</p> |  |
| 9. | <p>Metadata. These settings can be left as they are.</p> <p>Watermarking. Leave this unchecked</p> <p>Post Processing. This setting determines what happens after the pre-set has run. Setting it to 'show in explorer' will open file explorer and allow you to email the image(s) from there (on a windows PC) alternatively set it to do nothing. After the pre-set runs you will then attached the files to an email from within your normal email program.</p> |  |

| Step | Instructions | Display |
|------|---|--|
| 10. | Next click on Add to save your new pre-set. |  <p>A screenshot of the Adobe Lightroom 'Preset' dialog box. It shows a list of preset categories: Lightroom Presets, DxO, Luminar 2018, and User Presets. Under 'User Presets', 'Ausphoto' and 'Plog Photo' are visible. The 'Add' button is circled in red.</p> |
| 11. | In the new pre-set dialogue box that pops up type a name for your pre-set. I've typed PWCC Projected Images. Leave the folder as 'user pre-sets'. If you have many export pre-sets you can organise them into folders later. Click create to save your pre-set. |  <p>A screenshot of the 'New Preset' dialog box. The 'Preset Name' field contains 'PWCC Projected Images' and the 'Folder' is set to 'User Presets'. The 'Create' button is highlighted.</p> |
| 12. | Finally click on export. The file you originally selected at the first step will be exported and your pre-set is ready for use! |  <p>A screenshot of the Adobe Lightroom 'Export' dialog box. It shows sections for Metadata, Watermarking, and Post-Processing. The 'Export' button is circled in red.</p> |



Note: if you do not see the folder that the files are saved to in your catalogue you will need to synchronize folders. Click on the parent folder (in the example to the left: image vault) and select synchronize folder and then synchronize from the pop-up. The folder and files will be added to the catalog.



USING THE PRE-SET

Using the pre-set is a simple 3 step process.

1. For each of the images to be exported give them a suitable title as per the first step under creating the export above. Make sure you use the same ITPC field for the title. You will need to always use this field when using the PWCC projected images export pre-set.
2. Once you have given the each of the images a title, select them (you can select more than one) and either right click on the first one point the cursor to export (near the bottom the pop up) and then click on the PWCC Projected Images preset or from the menu bar select File -> Export with Preset -> PWCC projected images. Your files will be exported to the folder you selected under step 6 in creating the export above. (the export location)
3. Attached the files to an email and send them to entries@pittwatercameraclub.org.

Or on a windows PC (if you selected shoe in explorer at step 9 when creating your pre-set) when the file explorer opens select the images and right click and choose send to mail recipient or alternatively from your mail program attached the files to an email and send them to entries@pittwatercameraclub.org