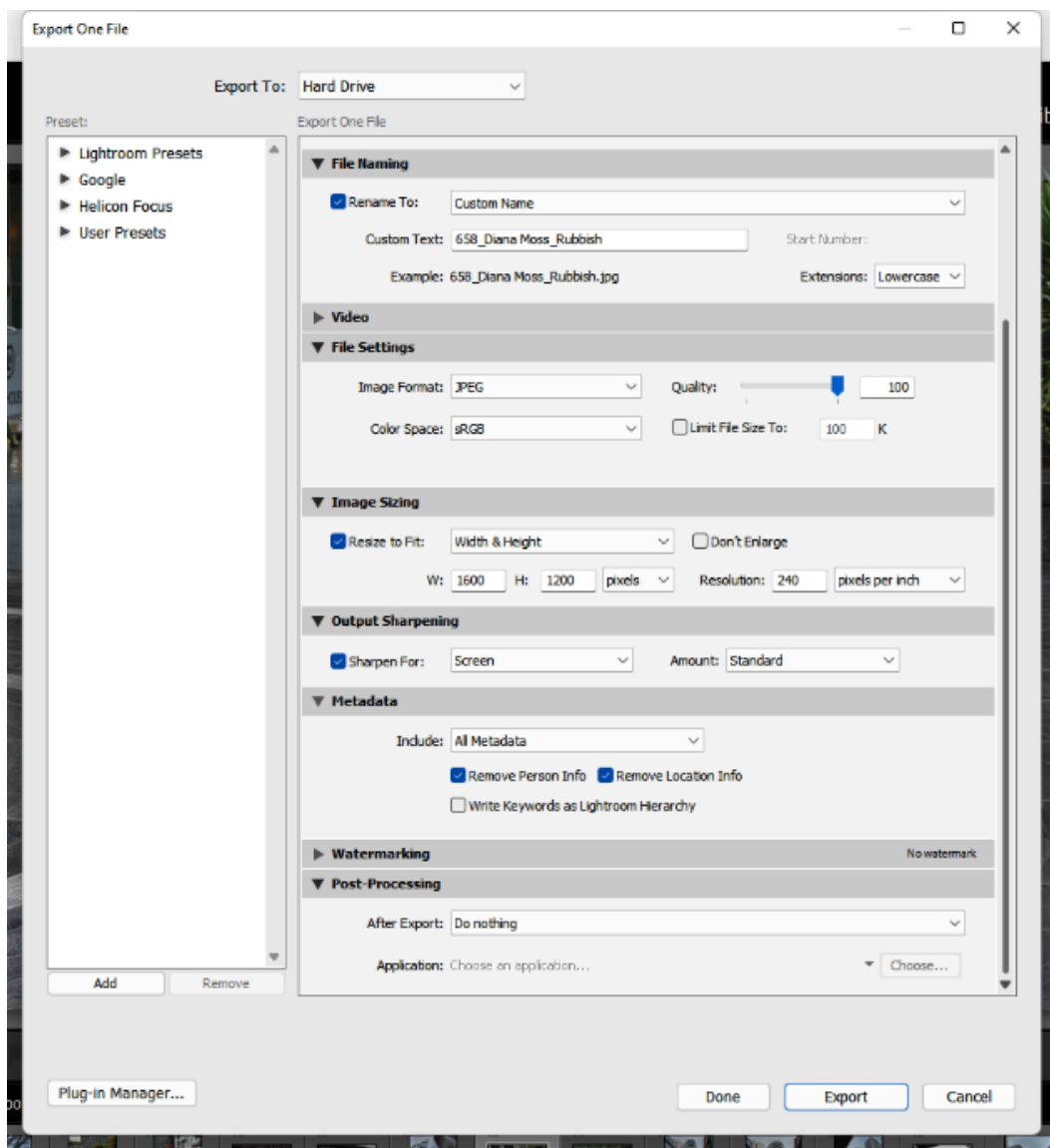# Using Lightroom to resize and name images for competitions

- Open Lightroom in Library mode
- Select an image to be resized and named
- Click on **Export** at the bottom lefthand side of page
- This will open a page which looks like the document below and separately attached

- Working down the page –
  - <u>Export Location</u> 'Same folder as original photo' there are other options but always somewhere it's easy to find. I always put mine in Pictures folder.
  - <u>File Naming</u> – Important as the projection software only accepts a particular style.
    - ✓ Rename To
    - ✓ Select 'Custom Name'

- ✓ Custom Text - Important, as this will help identify your image and it will be ready to upload to the website.   The underscores are particularly important. The format is   Member no. _Member Name_Title
  e.g. 658_Diana Moss_Rhubarb
  o   Video (not Used)
  o   <u>File Settings</u> – Image format must be jpg. And Colour Space must be sRGB
  o   <u>Image Sizing</u> – Click 'Resize to Fit'
                          Enter 1600 for Width and 1200 for Height. Lightroom will resize Landscape or Portrait appropriately.
  o   <u>Output Sharpening</u> – Click 'Sharpen For' Screen. Standard Amount.
  o   <u>Metadata</u> – (not used)
  o   <u>Watermarking</u> – (not used)
  o   <u>Post-Processing</u> – After Export 'Do Nothing

<u>Right at the bottom of the page below my blue mark is the EXPORT button to click.</u>