

The Woodlands Camera Club Lightroom Photo Export Preset Installation Instructions

The Woodlands Camera Club's Lightroom Photo Export Preset is intended for use by any club member who uses Lightroom for photo processing. It exports photos in the proper format, size, resolution, and naming convention for submittal to all SIGs and Share and Learn.

To begin, please download the preset from the club website <http://www.thewoodlandscameraclub.org/> Scroll down to the Share and Learn section to find the download link. Open the downloads folder, unzip the file, and save a copy to your desktop.

Open Lightroom to the Library Module.

In the lower left corner of the Library Module, click on "Export" to bring up the Export Dialog Box. In the left panel (Presets) of the Export Dialog Box, right click on User Presets. In the dropdown box that appears, click on the word "Import" to bring up Finder (Mac) or Explorer (PC). Locate the preset you downloaded, select it, and click on "Import".

The imported preset should appear below User Presets in the left panel of the Export Dialog Box. If it's not visible, click on the small triangle next to User Presets. Select the new preset from the list and it will update the other sections of the Export Dialog Box automatically.

In the Export Location section, you may leave the "Export to" line set to choose later and will be asked to specify the folder for the photos after you click on the Export button. If you prefer to always export to the same folder for submittals, click on the dropdown box in the "Export to" line and select Specific Folder. Click on Choose in the next line and select the folder from Finder or Windows Explorer. You may also choose to put the photos in a subfolder.

In the File Naming section, click on Custom Settings in the “Rename To” line and then click on Edit at the bottom of the dropdown list.

The Filename Template Editor box will appear. Click on “LastNameHere” in the large box below the Example and replace LastNameHere with your last name. Be careful to leave the dashes before and after your name. The example should now look like this: 1_LastName_filename.jpg. The file name in the example will be the filename of the photo you had selected when you opened the Export Dialog box and your last name should be in the example. Click on Done.

No other changes should be made to other sections of the Export Dialog Box to assure that your files will be in the standard form.

To save the changes you made to the Export Preset, click on Add in the lower left corner of the Export Dialog Box. Name the new preset to something you will recognize as the preset for use with Camera Club submittals in the box that pops up and choose Create.

You can delete the Club’s preset that you imported if desired by clicking on that preset and selecting Remove.

The new custom preset with your name embedded will now be listed as one of your User Presets every time you open the Export dialog box.