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The purpose of this job aid is to create an efficient workflow to export selected images that meet Cobb Photographic Society (CPS) or North Georgia Camera Club Council (NG3C) competition standards.

If you’re experienced with *Lightroom* (LR) *Classic* and *Windows Explorer*, consider using the “Bare Bones” workflows on pages 2 and 3. If you need detailed step-by-step workflows with photos and expansive notes, consider the “Complete Detail” workflows on pages 4-12.

This job aid covers *Lightroom* and *Windows Explorer*-specific workflows to include:

Pre-Competition Camera and PC Setup (**one-time**)

- Verify date/time settings of camera and competition PC are correct.
- Create a folder on your desktop, *CPS May 2021 Shootout*.

Pre-Competition LR setup (**one-time**)

- Select one image in your Develop module’s filmstrip (any image) to create an Export Preset named *CPS May 2021 Shootout*.

LR Competition Workflow

- Mark your selected Lightroom (LR) photos with two stars.
- Filter your photos to only show the selected photos with two stars.
- Export the selected photos as a batch job using the preset, *CPS May 2021 Shootout Lite* that sets the proper color **sRGB** color space, **jpg** file format, pre-filled Category, Club ID, Member ID-**filename**, longest edge at **2500 pixels**, other minor settings, and opens *Windows Explorer* for your photo review and further actions.
- **Note:** You may need to create a LR preset for each competition; your Photographer ID and Club ID may change. As you’ll see, creating presets is very easy.

Windows/Email Competition Workflow

- With *Windows Explorer* still open and all the exported files selected, in one action, strip any photographer-identifiable information from the image(s) metadata.
- With *Windows Explorer*, in turn, open each exported file and individually rename the filename with the proper category and desired photo title.
- (not shown) Using email or another transfer method, transfer the selected files.

“Bare Bones” *Before* the Competition Workflows (**one-time**)

Pre-Competition Camera and PC Setup (one-time)

1	From your camera's <i>Setup</i> menu, verify date and time are correct.
2	From your laptop/desktop's <i>System Information</i> screen, verify system date and time are correct.
3	From your <i>Desktop</i> , create a folder, CPS May 2021 Shootout Lite .

Pre-Competition LR setup (one-time)

1	From LR's <i>Develop</i> module's <i>Filmstrip</i> , <ul style="list-style-type: none">• Click one image (Note: You only need to select one photo to build a preset).• Right-click the image and from the pop-up <i>Menu</i>, select Export...
2	From the <i>Develop</i> module's <i>Export</i> dialog window, make the following modifications: <ul style="list-style-type: none">• Export to: Hard Drive• Export Location:<ul style="list-style-type: none">○ Export To: Specific Folder○ Folder: (Desktop) > CPS May 2021 Shootout Lite○ Existing Files: Ask what to do• File Naming:<ul style="list-style-type: none">○ Rename To: Custom Name- Original File Number○ Type the <i>Custom Text</i>: 0x-03-xx [substitute xx with your two-digit Photographer ID]-• File Settings:<ul style="list-style-type: none">○ Image Format: JPEG○ Color Space: sRGB○ Quality: 100• Image Sizing:<ul style="list-style-type: none">○ Resize to Fit: Long Edge○ (drop down): pixels (do this step before typing 2500)○ (text box): 2500○ Resolution: 300• Output Sharpening: Screen• Metadata:<ul style="list-style-type: none">○ Include: All Metadata• Post-Processing:<ul style="list-style-type: none">○ After Export: Show in Explorer. From the <i>Export Preset</i> window, click Add .
3	From the <i>New Preset</i> window, <ul style="list-style-type: none">○ Type CPS May 2021 Shootout Lite.○ Click Create.

“Bare Bones” *During the Competition* Workflows

“Bare Bones” LR Competition Workflow (Develop Module): Select, Filter, and Export Photos

1	<p>From the <i>Develop</i> module’s <i>Filmstrip Filter</i>,</p> <ul style="list-style-type: none"> • Click the first photo for export. • If more than one, Ctrl-click the remaining photos.
	<p>Note: Additional steps to set star (*) flags for photos and filter to only show the starred photos are detailed in the “<i>Complete Detail During the Competition Workflow</i>” section.</p>
2	<p>With the photo(s) selected (the only photos visible),</p> <ul style="list-style-type: none"> • Right-click inside any of the photo(s). • From the pop-up menu, click Export. • From the next pop-out window, click CPS May 2021 Shootout Lite.

“Bare Bones” *Windows Explorer* Competition Workflow: Clear Photographer-Specific Information

1	With <i>Windows Explorer</i> opening with the three exported images, select all three images.
2	Right-click within any of the three images and from the pop-up window, select Properties .
3	From the <i>Properties</i> window, click Details [Tab].
4	<p>If: The <i>Details</i> [Tab] contains photographer-identifiable information or a star rating in the <i>Rating</i>, <i>Comments</i>, <i>Authors</i>, or <i>Copyright</i> fields,</p> <ul style="list-style-type: none"> • Click the radio button Remove Properties and Personal Information. • Go to Step 5. <p>Otherwise:</p> <ul style="list-style-type: none"> • Click the Cancel button. • Go to the next workflow, “<i>Bare Bones</i>” <i>Windows Competition Workflow: Modify Category Code and Add Photo Title</i>”.
5	<p>From the <i>Remove Properties</i> dialog window,</p> <ul style="list-style-type: none"> • Click the radio button Remove the following properties from this file. • Check all Rating, Comments, Authors, and Copyright checkboxes with photographer-specific information. <p>Note: If you receive an error message preventing you from clicking any of the checkboxes, from the bottom of the dialog window, click Cancel and separately edit each file.</p> <ul style="list-style-type: none"> • From the bottom of the dialog window, click OK.

“Bare Bones” *Windows Explorer* Competition Workflow: Modify Category Code & Add Photo Title

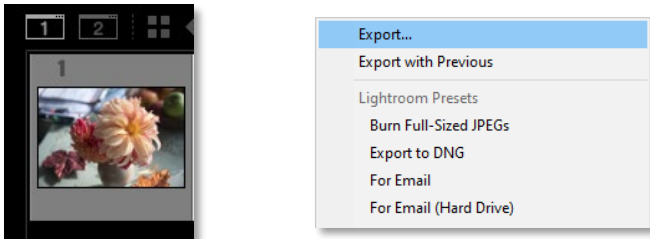
1	<p>From <i>Windows Explorer</i>, in turn, for each file, right-click and click Rename to modify:</p> <ul style="list-style-type: none"> ○ 0x- = [change “x” to the appropriate competition Category Number] ○ 03- = (Club ID- no change) ○ xx- = (Photographer ID- no change; you added your photographer ID here when creating the specific LR preset.) ○ [photo title] = Type your photo title at the end of the filename. ○ Click OK.
2	<p>Keeping an eye on the clock for the submission deadline, use your email or other transfer method and send the images.</p> <p>Note: During the competition time, it’s OK to send multiple batches. For example, send a batch of your photos for one category at one time and send another batch of photos for other categories. Watch the clock!</p>

“Complete Detail” *Before the Competition* Workflows (**one-time**)

Pre-Competition Camera and PC Setup (one-time)

1	From your camera’s <i>Setup</i> menu, verify date and time are correct.
2	From your laptop/desktop’s <i>System Information</i> screen, verify system date and time are correct.
3	From your <i>Desktop</i> create a folder CPS May 2021 Shootout Lite .

Pre-Competition LR setup (one-time)

1	<p>From LR’s <i>Develop</i> module’s <i>Filmstrip</i>,</p> <ul style="list-style-type: none"> • Click one photo (Note: You only need to select one photo to build a new preset). • Right-click the image and from the pop-up Menu, select Export... 
2	<p>From the <i>Export</i> window, make the following modifications (continued through the next page two pages):</p> <ul style="list-style-type: none"> • Export to: Hard Drive • Export Location: <ul style="list-style-type: none"> ○ Export To: Specific Folder ○ Folder: (Desktop) > CPS May 2021 Shootout Lite ○ Existing Files: Ask what to do • File Naming: <ul style="list-style-type: none"> ○ Rename To: Custom Name- Original File Number ○ Type the <i>Custom Text</i>: 0x-03-xx- <ul style="list-style-type: none"> ▪ 0x- (Note: Photo category- You will manually change “x” later to the photo’s specific numerical category; <i>Example</i>: photos with red colors will be renamed to the competition’s <i>Red Colors 01</i> category). ▪ 03- (Note: Club ID- CPS club ID; historically, 03 is CPS’ competition ID). ▪ xx- (Note: Photographer ID- <i>*change now to your assigned photographer ID*</i>). • File Settings: <ul style="list-style-type: none"> ○ Image Format: JPEG ○ Color Space: sRGB ○ Quality: 100 (can be less; your choice) • Image Sizing: <ul style="list-style-type: none"> ○ Resize to Fit: Long Edge ○ (drop down): pixels (do this step before typing 2500) ○ (text box): 2500 ○ Resolution: 300 (your choice; 200 or 300 typical choices) • Output Sharpening: Screen <p>Note: Continue to Step 3, Page 6, to complete the <i>CPS May 2021 Shootout Lite</i> Preset creation.</p>

Processing Lightroom Images Workflow for CPS or NG3C Competition in a Windows Environment

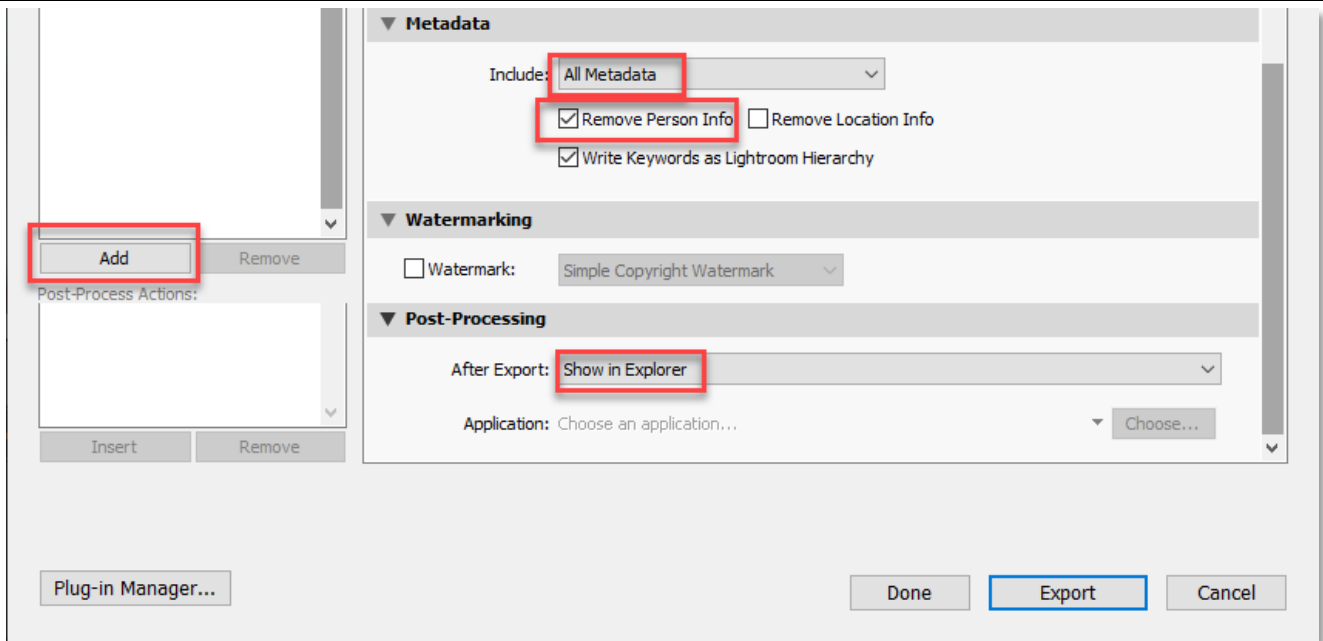
The screenshot shows the 'Export One File' dialog in Adobe Lightroom. The 'Export To' dropdown is set to 'Hard Drive'. Under 'Export Location', 'Export To' is 'Specific folder' and the folder path is 'C:\Users\patri\Desktop\CPS May 2020'. 'Existing Files' is set to 'Ask what to do'. Under 'File Naming', 'Rename To' is 'Custom Name - Original File Number' and 'Custom Text' is '0x-03-22'. Under 'File Settings', 'Image Format' is 'JPEG', 'Color Space' is 'sRGB', and 'Quality' is 60. Under 'Image Sizing', 'Resize to Fit' is 'Long Edge', 'Resolution' is '300 pixels per inch', and the dimension is '2500 pixels'. Under 'Output Sharpening', 'Sharpen For' is 'Screen'. A callout box contains the following text:

- For **03**, substitute the assigned Club ID for CPS. Historically, CPS' ID at NG3C is 03.
- For **xx**, substitute your club-assigned two-digit photographer ID.

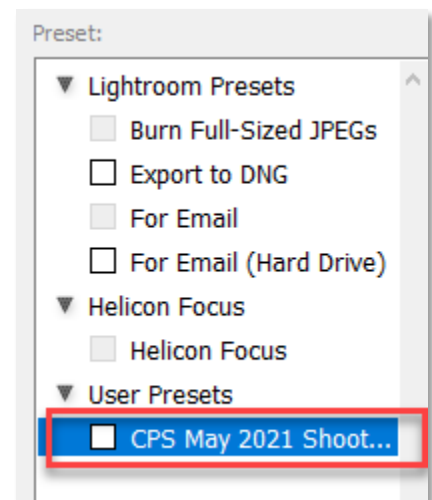
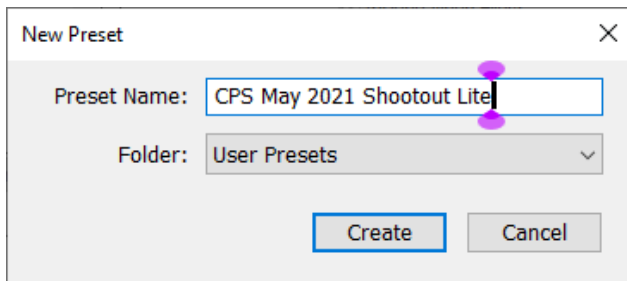
- 3 From the *Export* window, make the following modifications:
- Metadata:
 - **Include: All Metadata** (**Note:** later, we will strip the photographer-specific data with Windows Explorer).
 - **Remove Person Info: Check** (✓)
 - Post-Processing:
 - **After Export: Show in Explorer.** **Note:** It's important to choose this setting so that the newly created files can be easily worked, using *Windows Explorer*, to remove photographer-specific information and further rename the files with the proper category and your photo title for each photo.

LR is not reliable to strip the photographer data using these settings. That's why we'll do it later in Windows.

- 4 From the *Export Preset* window, click **Add**.



- 5 From the *New Preset* window,
- Type **CPS May 2021 Shootout Lite**.
 - Click **Create**.



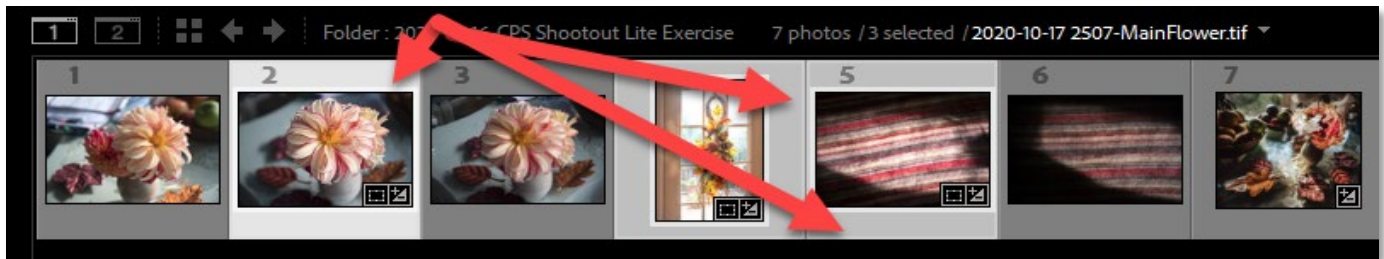
Result: The *CPS May 2021 Shootout Lite* is now a LR preset!

In this workflow, you have three images you want to enter in the club's Shootout Category: **Red Colors-category code= 01**. You will use the star (*) filter to mark the three images you want to export and later use the filter function to only show those three images. In addition to the file format rules automatically set by the *LR* preset, you will use *Windows Explorer* to delete any photographer-specific information from the files and add the category ID and photographic title to each of the three images.

“Complete Detail” *During the Competition Workflows*

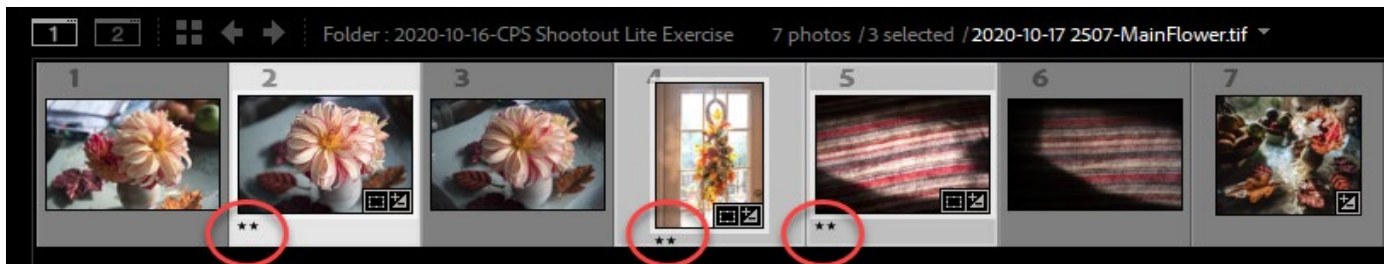
LR Competition Workflow (Develop Module)

- 1 From the *Develop* module's *Filmstrip Filter*,
 - **Click** the first photo for export.
 - If more than one photo, **Ctrl-click** the remaining photos.



Result: All three selected photos now have a highlighted, light gray border.

- 2 With the photos still selected, press **2**.



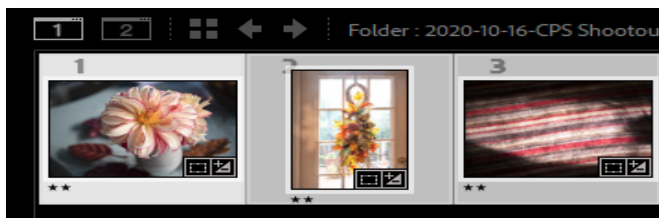
Result: The selected photos are assigned a ** (two star) rating.

- 3 From the *Develop* module's *Filmstrip Filter*,
 - Verify the filter comparison operator is set to “equal to or greater than” .
 - Click once on the **second star** from the left.

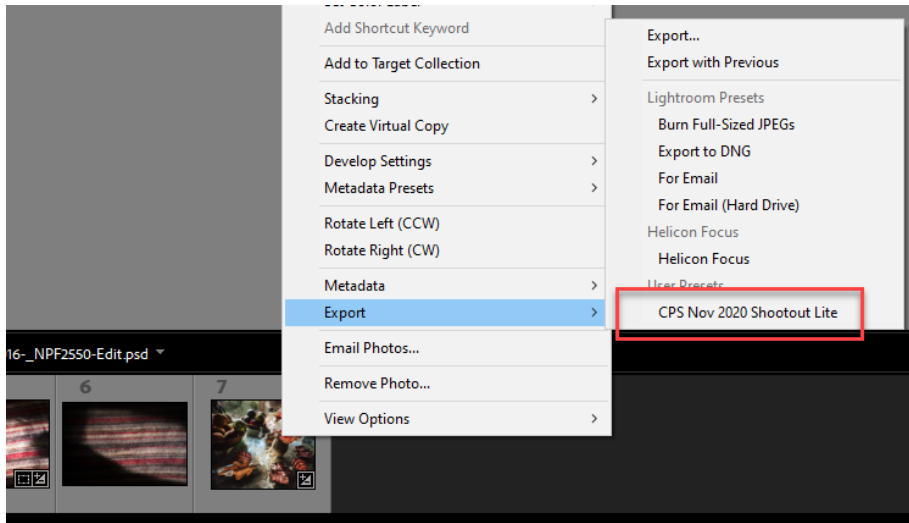


Result: Only the filtered photos are displayed.

Note: To clear the filter (see all the photos), click the *second star* a second time to remove the filter and display all the photos.



- 4 With the three photo(s) still selected (the only photos visible),
- **Right-click** inside any one of the photo(s).
 - From the pop-up menu, click **Export**.
 - From the *Export* pop-out menu, click **CPS May 2021 Shootout Lite**.



Result: All three images are being processed using the *CPS May 2021 Shootout Lite* preset.

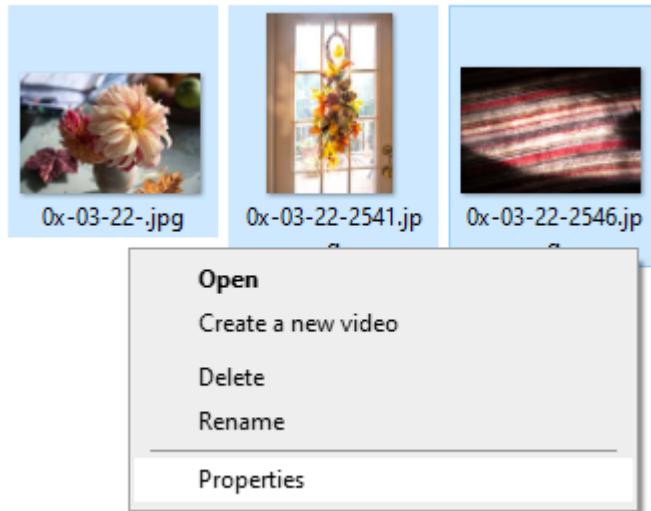
Processing Lightroom Images Workflow for CPS or NG3C Competition in a Windows Environment

Because you set the LR preset to open *Windows Explorer* as the last option of the preset processing, the three exported jpg files now appear in a *Windows Explorer* window. You need to do two more actions:

- Strip all photographer-specific information.
- To each photo, manually add the correct category and your desired image title.

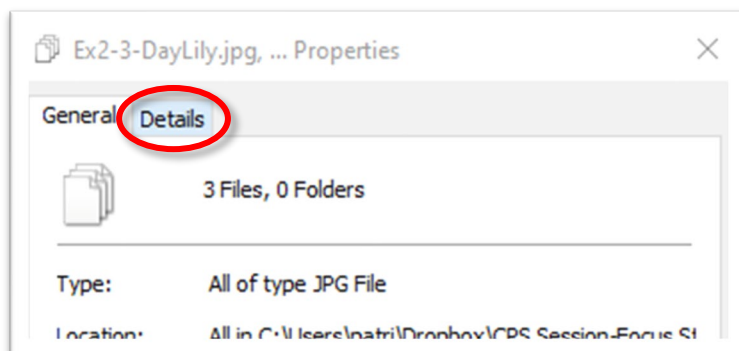
1 With *Windows Explorer* opening with the three exported images, select all three images.

2 Right-click within any of the three images and from the pop-up window, select **Properties**.

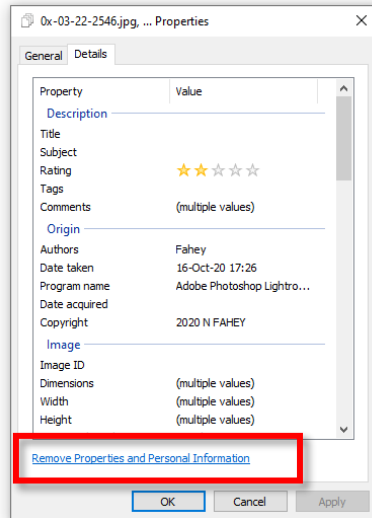


Note: While on the *Properties* window, the *General* [tab] shows how many files are selected.

3 From the *Properties* window, click **Details** [Tab].



4



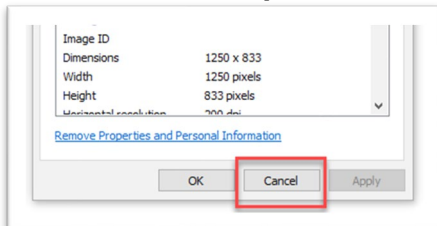
If: The *Details* [Tab] above contains photographer-identifiable information (or a star rating) in the *Rating*, *Comments*, *Authors*, or *Copyright* fields:

Then:

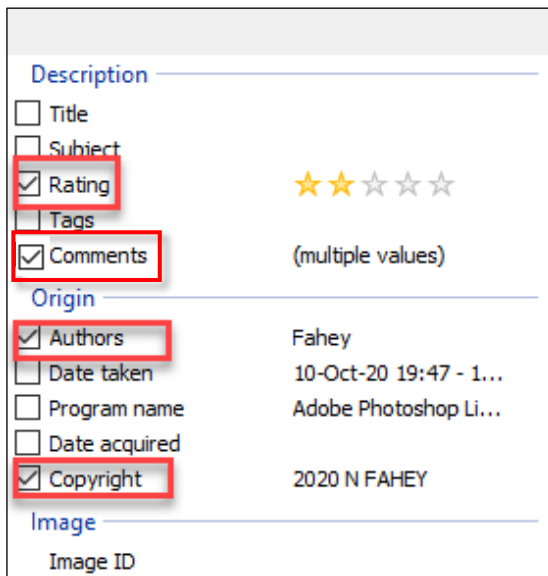
- Click the hyperlink, [Remove Properties and Personal Information](#).
- Go to **Step 5**.

Otherwise:

- Click the **Cancel** button.
- Go to **Step 6**.



5



Note: In this example, your review reveals you will need to remove the *Rating*, *Comments*, *Authors*, and *Copyright* information from all the selected images.

From the *Remove Properties* dialog window:

- Click the radio button, **Remove the following properties from this file.**
- From the *Description* and *Origin* editable *fields*, check the boxes for: **Rating**, **Comments**, **Authors**, and **Copyright** checkboxes.
Note: these are the fields that may contain photographer-identifiable information or a star rating.
- From the bottom of the dialog window, click **OK**.

6 In this example, you want to enter the three photos in the *Red Colors* category- which the competition rules assigned the number **01**. The filename category field 0x needs to be updated with the proper category code (01) and you need to add your photo's title to each photo.

(**Note:** Historically, the categories start with 0 to help the judges sort the photos.)

From *Windows Explorer*, in turn for each file, right-click and click **Rename** to:

- 0x = **01** (Change to the correct category ID. Category 01 is assigned for *Red Colors*)
- - = (no change)
- **03** = (no change; this is CPS Club ID)
- - = (no change)
- **22** = (no change; you set your Photographer ID when you created the LR preset and will appear in each filename. **Note:** 22, in this example, is my assigned Photographer ID.)
- - = (no change)
- Add your [**photo title**] at the end of the filename.
- Click **OK**.

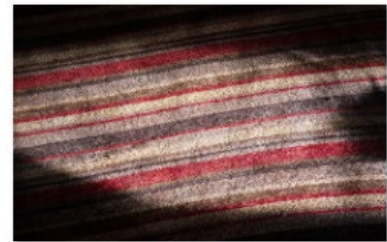
Original filenames:



0x-03-22-.jpg



0x-03-22-2541.jpg

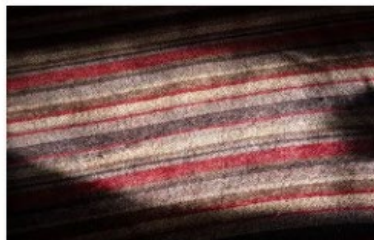


0x-03-22-2546.jpg

Results:



01-03-22-HolidayRedColors.jpg



01-03-22-RedStripes.jpg



01-03-22-DahliaInBloom.jpg

7 Keeping an eye on the clock to stay within the competition's submission deadline,

- Open your Desktop folder, *CPS May 2021 Shootout Lite*, use your email or other transfer method to send your images.

Note: It's OK to send multiple batches up to the deadline. For example, send a batch of your photos for one category at one time and send other batches of photos for the other categories... or send all at one time.

End of Job Aid