

# How to Use the Lightroom Export Template

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If you use Lightroom to prepare your photos for camera club competition, you may wish to use the handy Lightroom template. Here's how:

Download the [Lightroom Template](#).

This Lightroom export Template will size your file and format the title to club specifications. These are Windows instructions but should be very similar for a Mac.

- In Lightroom, go to Edit > Preferences, then select the "Presets" tab. You should see a button that says "Show Lightroom Presets Folder." Click on it.
- When you do, you'll see the folder pop up where your presets are stored. In my case, the folder was under the Roaming Adobe cabinet and is called "Lightroom." Yours might be different.
- Open the selected folder. Under there you should see a folder called "Export Presets." Open that. If you have never created a user export preset before, then create a directory here called "User Presets." Open that older and put this template in it.
- Close and reopen Lightroom.
- Here are two things to note to make this template work:
- First, you must title your image. In the library module, under Metadata, there is a Title field. This preset uses the title from this field to populate the file name.
- The other thing you must do is edit the temple for your class and member number. To do so, pick an image, make sure it has a title in the "Title" field, and click on Export. In the Preset section on the left, under "User Presets," you should see the new preset called "FWCC Export Template." Select that.
- Under the "File Naming" section in the main window, you should see the "Rename to:" box checked and the Pulldown "Custom Settings." Click on the "Custom Settings" down arrow and select "Edit." A new window will pop up.
- You'll see a box with "M\_XXXX\_{Title>>}." Change the "M" to "B" or "A" depending on your class and change the "XXXX" to your 4-character member ID number. Do not add any spaces or make any other changes here. The template is set up to export the file to your desktop. if you don't like that, then you can change it under the "Export Location" section.
- Just change "Export to:" from "Desktop" to "Specific Folder" and then "Choose" the folder under that. Once you are done editing, right click over "FWCC Export Template" on the left and select "Update with current settings."
- Once you do that, your template is ready.

At this point (and anytime in the future), just make sure the image is named in the Title field, select this template and click on "Export."

For expert users, under the "Post-Processing" section at the bottom, you can change the "After Export" to "Open in another application." From there, navigate to your email application and select that. This has the added advantage of automatically opening up your email and automatically attaching the exported file to it. You still have to add the "To" and "Subject" lines.