REMOVING METADATA IN LIGHTROOM AND PHOTOSHOP
By John Nixon
Fort Worth Camera Club President 2019 & 2020

As of January 2021, metadata and personal identification must be removed from digital competition entries.

REMOVING METADATA IN LIGHTROOM

There are videos on the internet describing how to edit metadata and export presets. It is not hard but requires some trial and error if you are not familiar with the process. This is the process I use to create metadata and export presets. I use those presets to remove the metadata from the file for contest submission.

- Information contained in the Metadata is important to me. I do not want to lose that information from the file permanently. Therefore the first thing I do is create a virtual copy of the image. I will eliminate the metadata from the copy, not the original.

- I created a metadata preset I called delete metadata. I did that by the following process:

- Make sure you are in the Library module.
- Go to the metadata section located on the right side of the panel. Click metadata preset option and then click edit presets.
- A floating window will appear for editing an existing or new preset. Click the Check All option. Make sure you delete all information contained in all the various categories. It is important to make sure all information has been deleted. There will be several pages of options for you to edit.
- Click on the Preset window and select save as a new preset and call it 'delete metadata' or whatever you want to call it.

Now you have a metadata preset to delete all the metadata except what the camera itself writes. To eliminate all camera created metadata I created an export preset to do the following:

- Select File-export to create a template for your export preset.
- Go to the metadata section and select copyright only. (This information has already been deleted from the file)
- Fill out the rest of the information required by the competition guidelines for naming the files and resizing the files.
- Click add and name the preset.

The way I do it will be a two-step process. First remove the metadata using the metadata preset called "Delete Metadata." I then export the image to my hard drive using my new export preset I called "Contest 2021A".

I tested this process by viewing my exported file using another editing software to prove to myself that all the metadata was gone from the file. It was.

REMOVING METADATA IN PHOTOSHOP

Photoshop makes it easy to remove the metadata. You simply perform the following tasks:

- Go to file and select Export > Export As and a window will pop up. Under Metadata select None and the metadata will be deleted. Fill out the rest of the required information as required by the competition guidelines for naming and resizing.
- You can also go to File and select Export > Export for Web and perform the tasks described above. That is it.

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