

Lightroom: making a file name template

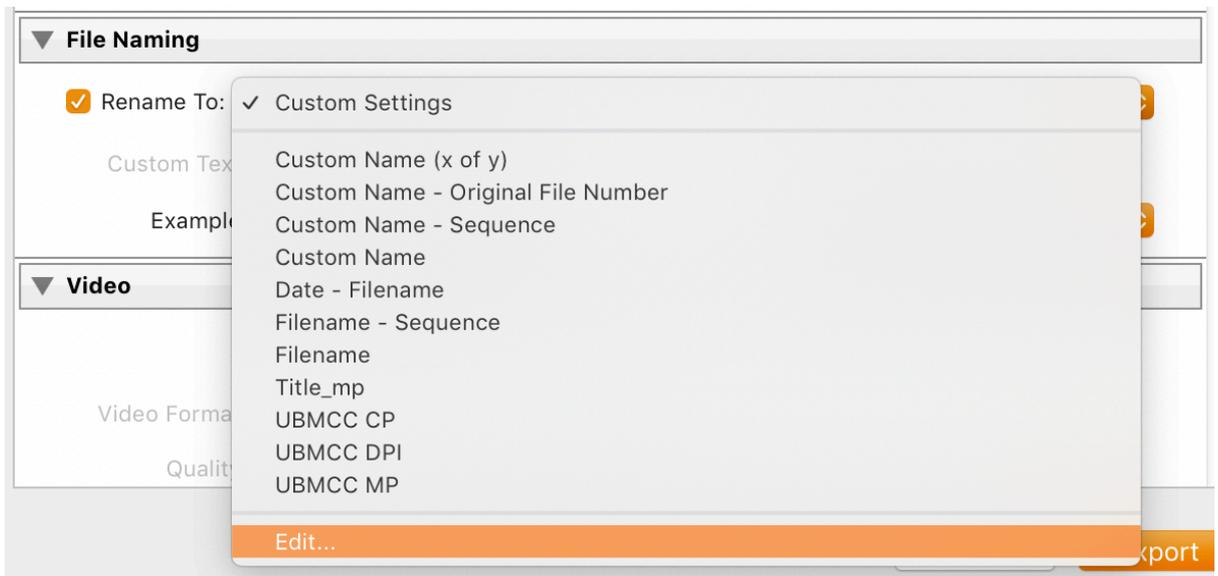
Your images now need to be named in a specific format. This allows us to automate much of the manual work involved in preparing your images for judging and presentation.

With **Lightroom** you can make a file naming template so that all you need to do is first, give your image a title in the Library module; second, at export time, select the appropriate template for the image type.

This will ensure all your images are in the correct format.

To create a file name template in Lightroom:

1. In the Library module, give your exhibition images a title. **Do not** add the image type or your initials, as these will be added by the template.
2. When you export your image, in the **File Naming** panel, select **Edit...** from the **Rename To** dropdown box.



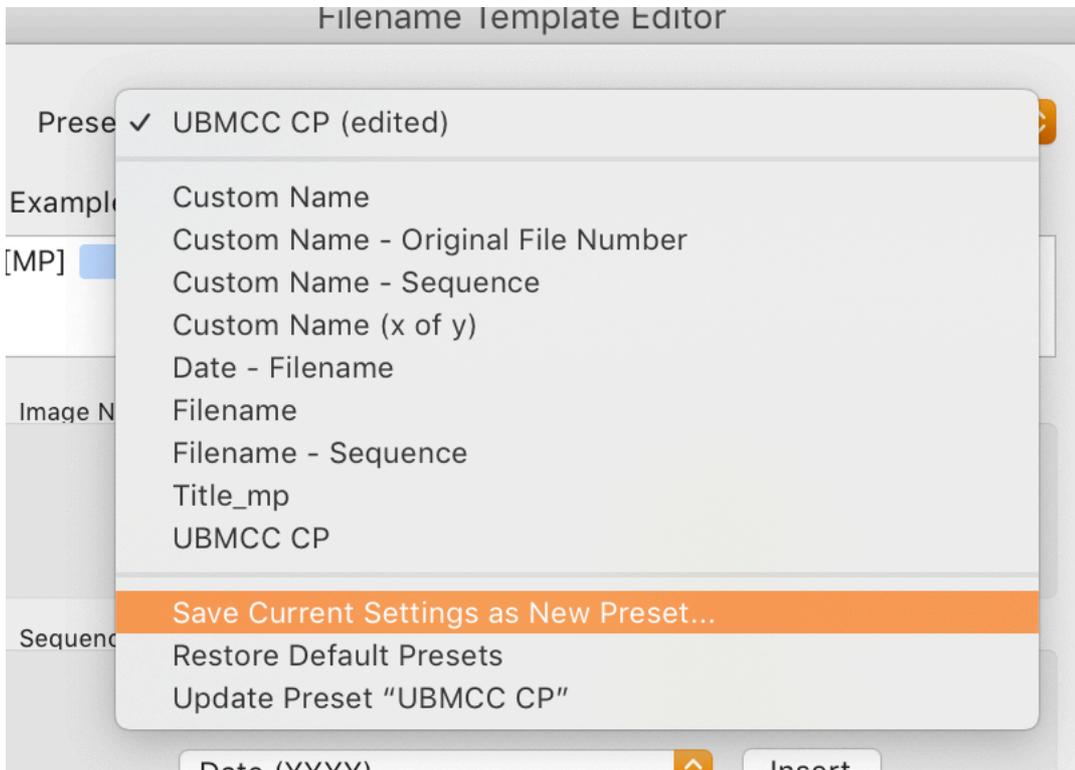
3. In the *Filename Template Editor*, delete everything that appears in the **Example** field, then as shown below type in the image type, insert Title from the **Metadata** options, then type an underscore followed

immediately by your two or three initials.

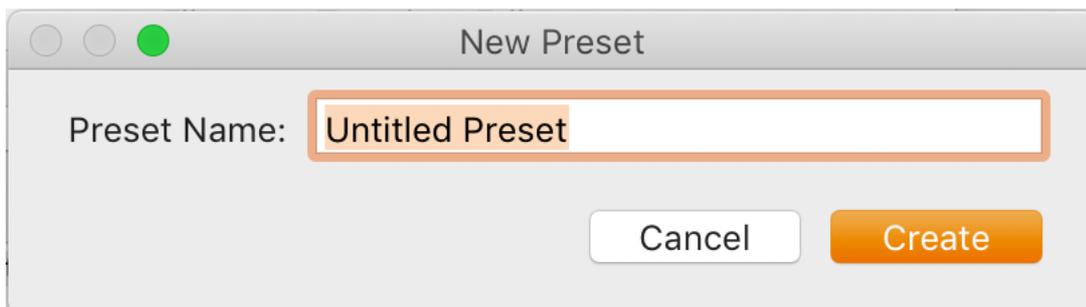
IMPORTANT: You must enclose the image type (DPI, CP or MP) in *SQUARE* brackets!

The screenshot shows the 'Filename Template Editor' dialog box. At the top, the 'Preset' is set to 'Custom'. Below this, an 'Example' shows the template: '[DPI] Begin Again_MP.jpg'. The main template field contains '[DPI] Title _MP'. Red arrows point to the '[DPI]', the 'Title' dropdown, and the underscore. Annotations include: 'underscore immediately after title, followed by your initials' pointing to the underscore; 'space' pointing to the space between '[DPI]' and 'Title'; and 'click <Insert> to add the title field' pointing to the 'Insert' button next to the 'Title' field in the 'Metadata' section. The dialog is organized into sections: 'Image Name' (with 'Filename' and 'Original filename' fields), 'Sequence and Date' (with 'Sequence # (1)' and 'Date (YYYY)' fields), 'Metadata' (with 'Title' and 'Dimensions' fields), and 'Custom' (with 'Custom Text' field). 'Cancel' and 'Done' buttons are at the bottom right.

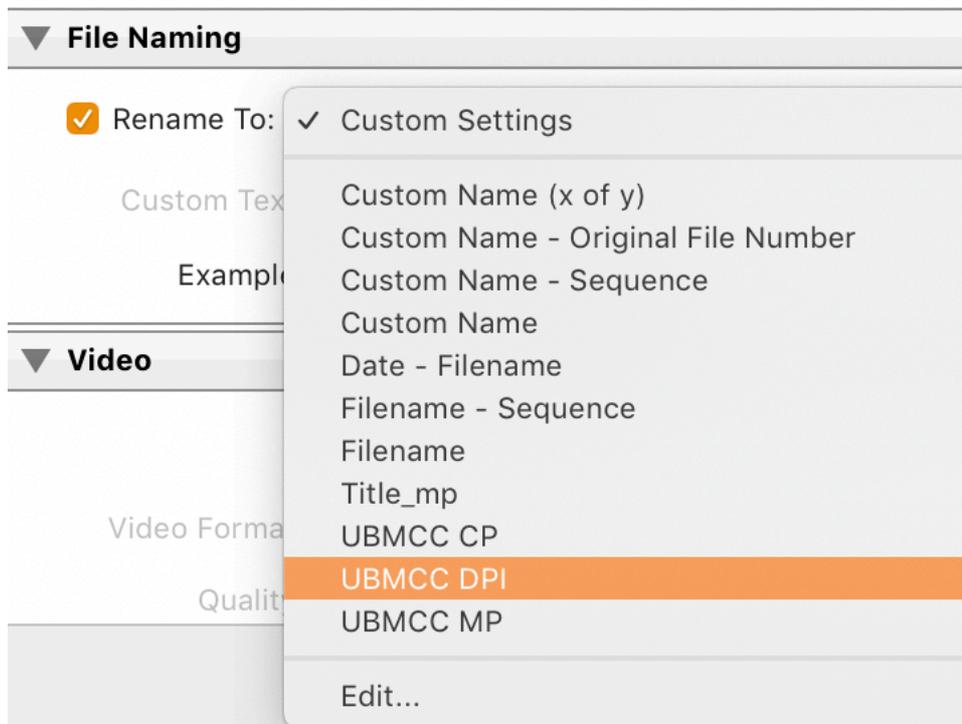
4. From the **Preset** dropdown box select **Save Current Settings as New Preset ...** .



5. Now give the preset a suitable name, e.g. UBMCC DPI, and click <Create>.



6. Now the **Rename To** drop down list will show your new template as an option.



7. When you select a template, you will see an example created from the image file name (or the first image file name if you are exporting more than one at a time).



8. Repeat the above steps to create templates for monochrome [MP] and colour [CP] prints.
9. Now when you export your images, just choose the appropriate file naming template to ensure they will be named correctly.