

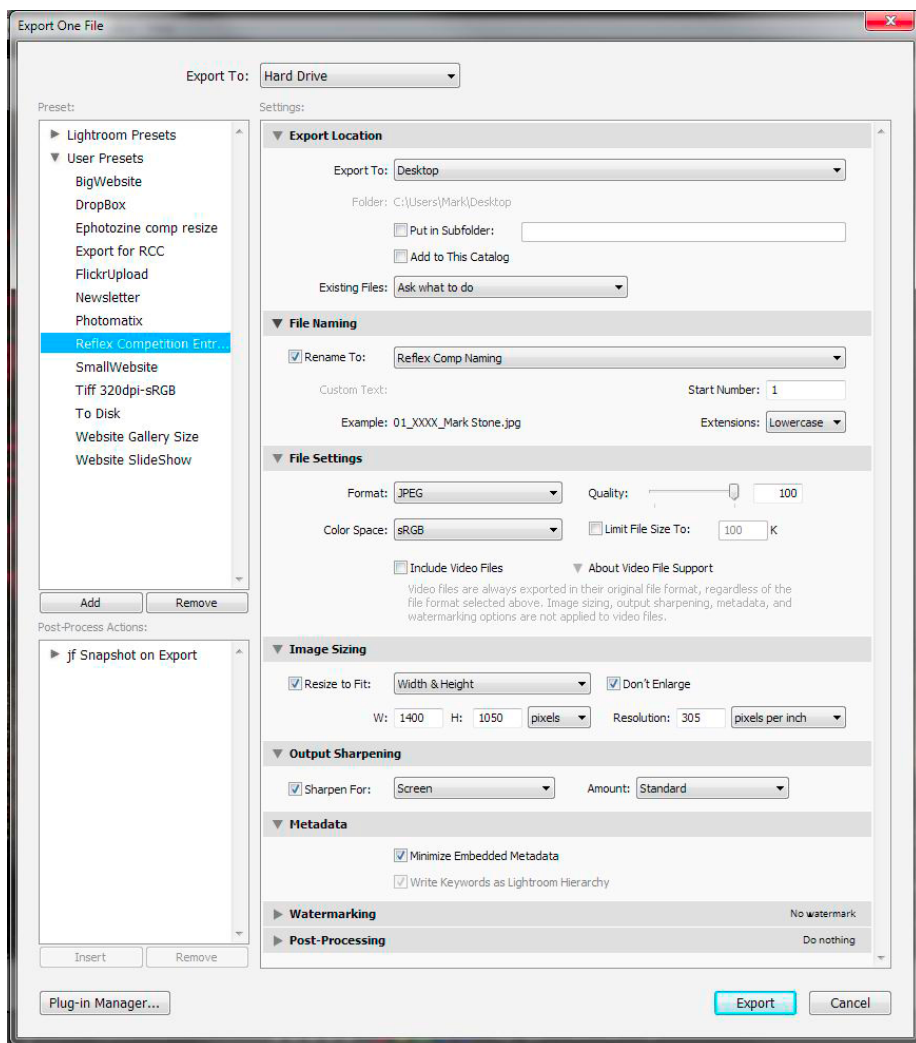
# How to resize your pictures in Lightroom

By Reflex Camera Club. [www.Reflexcc.org.uk](http://www.Reflexcc.org.uk)

You only need to follow these instructions once and Lightroom (LR) will repeat all of them, anytime you want, with just a couple of mouse clicks.

Select all of the images you want to resize by holding CTRL down and left clicking on each picture. You'll see that the area around each one turns white. Once you've done that let go of the CTRL button on your keyboard. Move the cursor over one of your selections and RIGHT click on it. A list of options will appear on your screen and you need to move the mouse so it's over the word "Export". It's near the bottom of the list. Just hover the cursor over it and another selection list will appear. Go straight to the top of that list and click on "Export" again.

Now you should have a new window open on your screen which looks similar to the screenshot Below



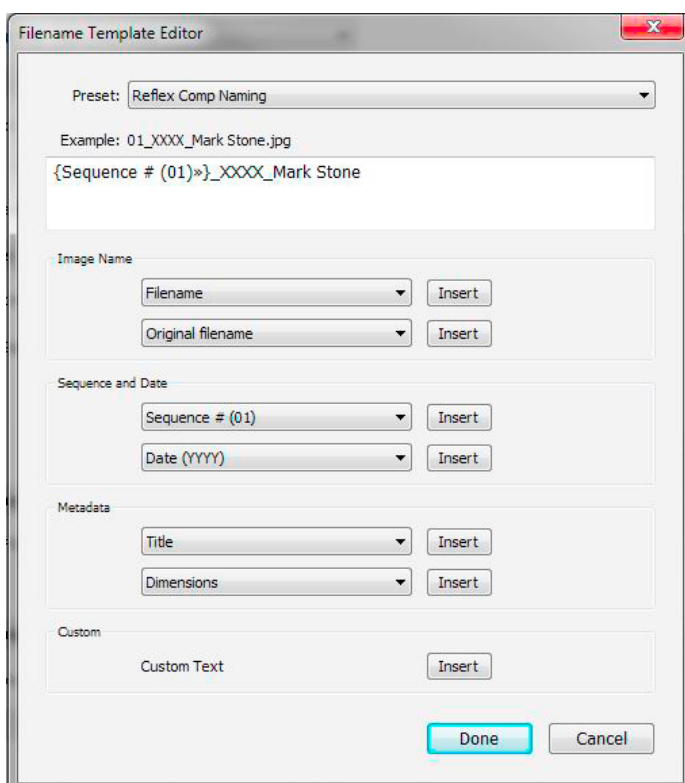
1. Right at the very top you should see the words "Export To:" and a box with a small triangle in it. Click on the triangle and select "Hard Drive".
2. Now move down the box slightly and you see a small triangle with the words "Export Location" written next to it. If the triangle is pointing to the side click it once so it points downwards and the options for that section appear.
3. Select "Desktop" in the drop down box next to "Export To:" and make sure the two check boxes are empty. Where it says "Existing Files" select "ask what to do"
4. Now move onto the next Triangle and make sure its pointing downwards so that that sections options are visible. Next to it should say

"File Naming". This is the section that will take the most work to fill in correctly. So take your time and make sure you enter everything correctly.

5. Tick the box before "Rename To:" and in the drop down box choose "Custom Settings" another window will open on your screen. (Screenshot to the Right)

6. You should be able to see within the window a white box with the word "Example:" above it. Move the cursor into that white box and delete everything.

7. As you look down the window will see the words "Sequence and Date" in the drop down box directly underneath those words you should select "Sequence #(01)". In the white box you emptied you should now see "{Sequence # (01)>>}" move the cursor back into the white box and to the end of the text in there. Now type (without the quotes)



“\_XXXXX\_” and then YOUR NAME. So if you were looking at my screen you would see the following;

“Sequence#(01)>>}\_XXXX\_Mark Stone”

8. Now move the cursor all the way back to the very top of that window and click on the drop down box next to the word “Pre-set”. Then select, second from the bottom, “Save Current settings as new pre-set”. A small window will open and you can type in the name you want to use. I suggest something similar to “Reflex Comp Naming”. Click OK and then Done.

9. File Settings. Again make sure the triangle is pointing to the side so you can see the options.

10. Choose the following settings; Format should be JPEG, Quality set to 100, Colour Space (even if they can’t spell it correctly) sRGB.

11. Image Sizing. Do I really need to remind you about the little triangle?

12. Make sure there is a tick in the box next to “Resize to Fit:” In the drop down box choose “Width & Height” then tick the box before “Don’t Enlarge”. In the space next to the letter “W” enter 1400 and after the “H” type 1050. Make sure the drop down box has the word “Pixels” selected. Set the “Resolution to 305 and the last box in that section should read “pixels per inch”.

13. Output Sharpening. If you’ve already added sharpening to your picture during editing then remove the tick from the box. If you haven’t or have absolutely no idea what I’m talking about then just tick the box and make sure the two selections say “Screen” and “Standard”.

14. Metadata. Tick the box next to “Minimize Embedded Metadata”.

15. Now you need to save all your hard work. If you look to the left side of the window you should see the word “Add”. Click it! Yet another new window opens up. This one’s called “New Preset”. In the box next to “Preset Name” it currently says “Untitled Preset”. Delete those words and type into the now empty space “Reflex Competition Entries”. Press Create.

16. You should now see in the area above the word “Add” a highlighted selection that is called “Reflex Competition Entries”. That’s a record of all those annoying, tricky little changes you just made. If you now go to the bottom of the screen and click export, the pictures you chose will be saved to your desktop. If you chose to export 3 pictures they will be named as follows. Obviously it will be your name and not mine;

01\_XXXX\_Mark Stone.jpg

02\_XXXX\_Mark Stone.jpg

03\_XXXX\_Mark Stone.jpg

17. Now all you have to do is rename the files to replace the XXXX with whatever the title of each picture is.

From now on any time you want to resize pictures for the club competitions all you need to do is select the picture. Right click and move the cursor over “Export” when the next choices appear just choose “Reflex Competition Entries” and LR will do all of the above steps automatically to the picture. All you have to do is rename it to add your title in place of the XXXX and email it in.

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