

Kela Stout Photography

Lightroom Import and Export



LIGHTROOM IMPORT SETTINGS

1. In the Lightroom import menu select your device where your images are being imported from.
2. Select **Copy** at top of Lightroom screen settings. It will mention copy photos to a new location and add to catalog.
3. File Handling Tab: Determine if you would like to add the images to a collection in Lightroom or sort then add to a collection. I usually go ahead and “**add to a collection**” by creating a new collection and sort from there.
4. File Renaming Tab: “**Rename the files**” to a reference and date that will help you look up the photos later. For example: Stout10132021 (last name and date of the shoot)
5. Apply During Import Tab: Ignore unless you would like to apply a certain preset upon importing images.
6. Destination Tab: **Select the location where you would like to store the images.**

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LIGHTROOM EXPORT SETTINGS FOR HIGH RESOLUTION IMAGES (LARGEST FILES)

1. Right click and select images to export and select export button.
2. Export Location Tab: Choose where you would like the images stored on your computer or external drive.
3. File Naming Tab: Rename the files if you would like but I rename during the import process so I don't need to here.
4. File Settings Tab: Select **JPEG** for image format and **sRGB** for color space. **Quality at 100 and do not check "limit file size.**
5. Image Sizing Tab: **Do not check "resize to fit"** because we want the image as large as possible.
6. Output Sharpening Tab: **Select sharpen for: matte paper.**
Amount: **low.**
7. Metadata Tab: select copyright only.
8. Watermark Tab: Decide if you would like to add a watermark. I personally do not during this process.
9. Post-Processing Tab: Select do nothing

Export and now you have high resolution images

LIGHTROOM EXPORT SETTINGS FOR SOCIAL SHARING (SMALLER IMAGES THAT WONT BE BLURRY ON SOCIAL MEDIA)

1. Right click and select images to export and select export button.
 2. Export Location Tab: Choose where you would like the images stored on your computer or external drive.
 3. File Naming Tab: Rename the files if you would like, but I rename during the import process so I don't need to here.
 4. File Settings Tab: Select **JPEG** for image format and **sRGB** for color space. **Quality at 100 and do not check "limit file size"**.
 5. Image Sizing Tab: **Check "resize to fit"** because we want to resize the image. Resize to fit: long edge, 2048 pixels, Check do not enlarge, and Resolution: 72 pixels per inch.
 6. Output Sharpening Tab: **Do not check "sharpen for"**
 7. Metadata Tab: select copyright only.
 8. Watermark Tab: Decide if you would like to add a watermark. I personally do not during this process.
 9. Post-Processing Tab: Select do nothing
- Export and now you have images appropriately sized for social media to still give you quality.