

# Exporting Files From *Adobe Lightroom* For IACC Monthly and Annual Competitions

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## Introduction

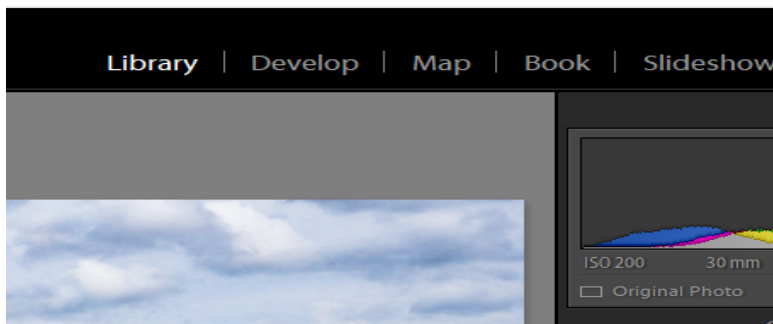
This is a guide to exporting images from your Lightroom catalogue for submission to IACC internal competitions. It assumes that you have Lightroom installed on your computer, and use it to manage and edit your images. Otherwise, it assumes only a very rudimentary knowledge of Lightroom. This document illustrates the process with Lightroom CC, but it should apply with only cosmetic changes to other versions.

The settings detailed herein can be used with other software packages.

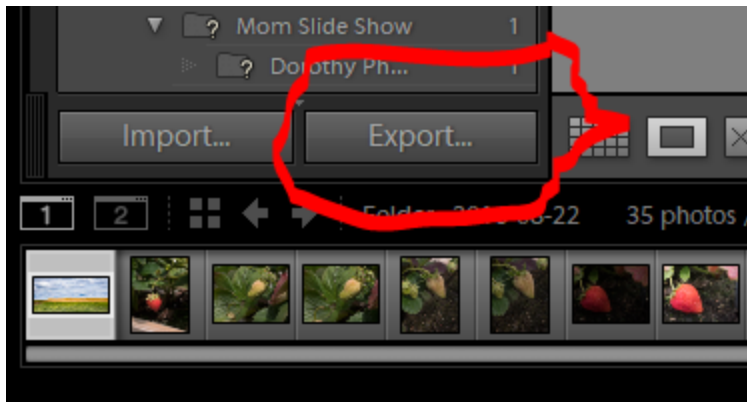
Full details of the rules and current image specifications for IACC competitions are contained in the Competitions Manual posted on the IACC website. In case of conflict, that document supercedes any specification contained herein.

## Procedure

1. Open Lightroom and **select the image you wish to export.**
2. Make sure you are in the **Library Module.**

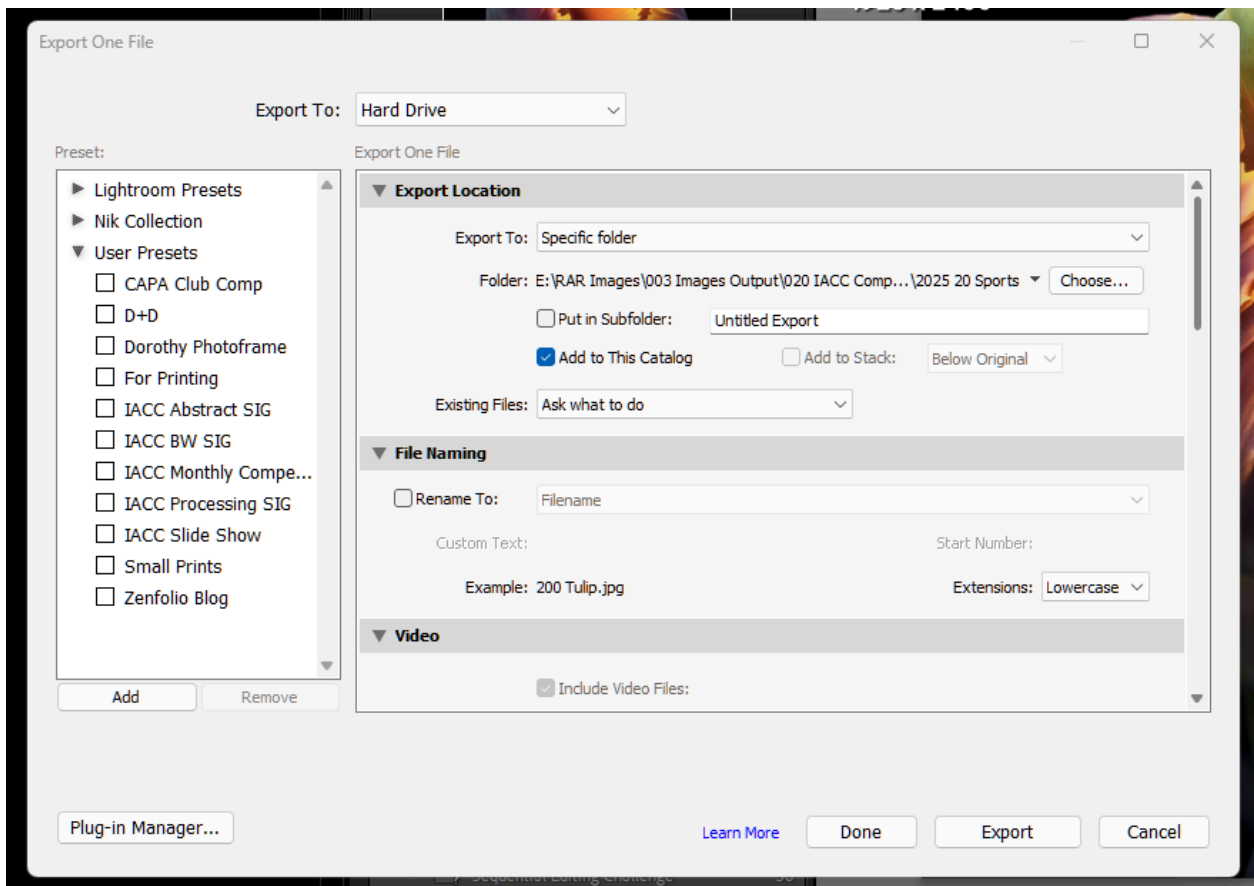


3. Click on the **Export** button on the lower left (also on File Menu).

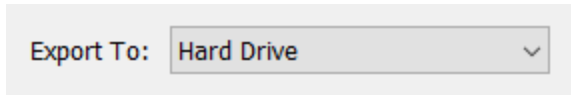


a. The following dialogue box should appear. I'll work through it from the top down. The inner box on the left (Preset:) can be ignored. I strongly recommend that you build a user preset of your own to automate this procedure. Here's how:

<https://helpx.adobe.com/ca/lightroom-classic/help/export-presets-settings-plugin-ins.html>.

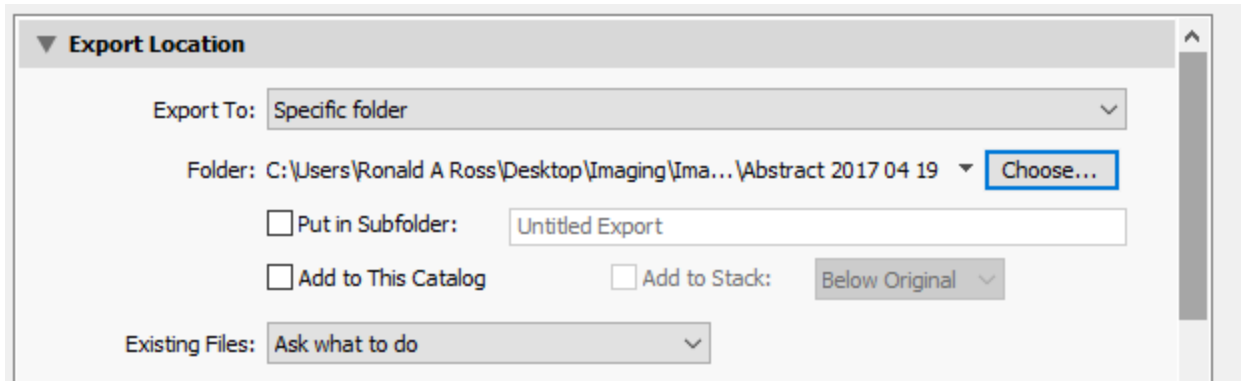


#### 4. Export to: should be set to Hard Drive.



Export To: Hard Drive

#### 5. Export Location.



▼ Export Location

Export To: Specific folder

Folder: C:\Users\Ronald A Ross\Desktop\Imaging\Ima... \Abstract 2017 04 19 Choose...

Put in Subfolder: Untitled Export

Add to This Catalog  Add to Stack: Below Original

Existing Files: Ask what to do

- Set **Export To:** Specific Folder.
- Choose...** a destination (folder) for the file (blue outlined button). How you organize your folders is up to you. I have folders I use for competitions, SIGs, etc. This makes it easy to find exported files, and to see if I have already used an image for a SIG or for a competition.
- You can ignore the three checkboxes for **Put in Subfolder:**, **Add to Catalogue**, and **Add to Stack** (leave them unchecked, as they are above).

#### 6. File Naming



▼ File Naming

Rename To: Custom Name

Custom Text: IACC Monthly Open Digital Sept 2017 Start Number:

Example: IACC Monthly Open Digital Sept 2017.jpg Extensions: Lowercase

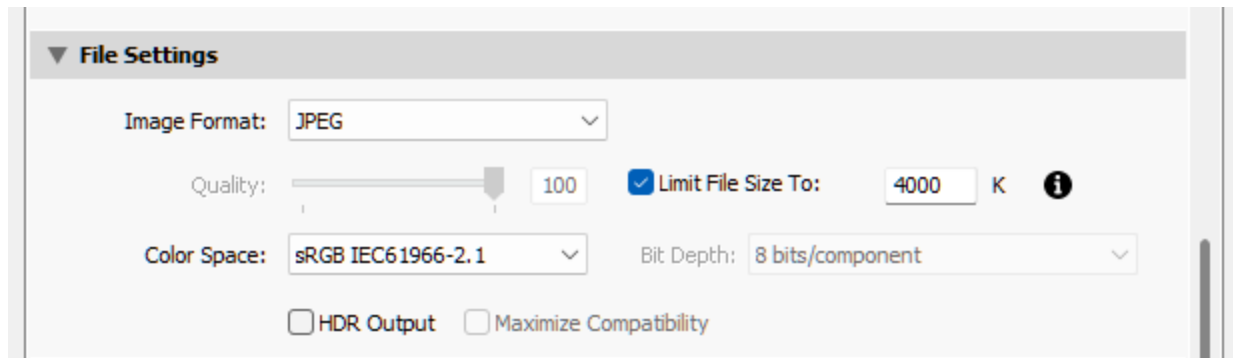
- This is where a lot of problems occur, so I'm going to be thorough.
- The **Rename To:** checkbox indicates whether or not you wish to rename your file. If you leave that box unchecked, Lightroom will export the file with its current name -- often one given by the camera, such as DSC\_5045738.

- i. Although it is not required, **I strongly recommend** checking the box, and picking **Custom Name** from the dropdown list. Give the file a descriptive name (like I have done above). This helps avoid errors when uploading files. Was DSC\_5045738 or DSC\_5054837 my themed digital entry?
- ii. **Important!** Our competition management software can only accept file names with letters (upper and/or lower case), numbers, underscores, and spaces. Avoid file names with punctuation, emojis, diacriticals, Futharc, etc.

c. The **Extensions:** dropdown in the lower right is irrelevant for us.

7. The **Video** section is even more irrelevant.

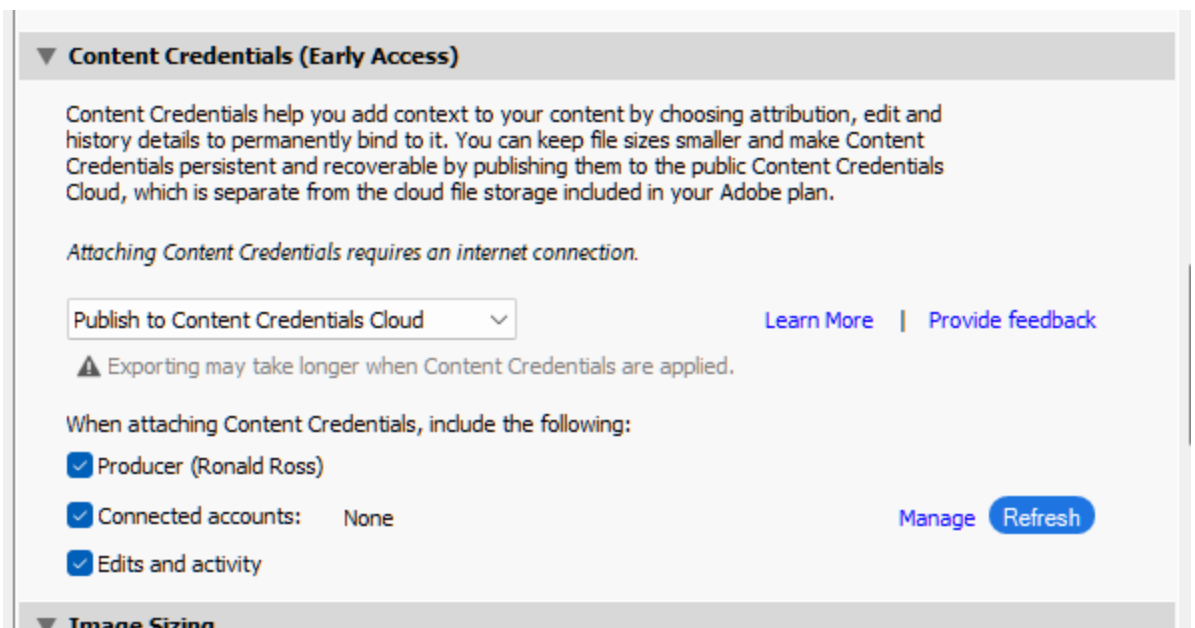
8. The **File Settings** box is very relevant!



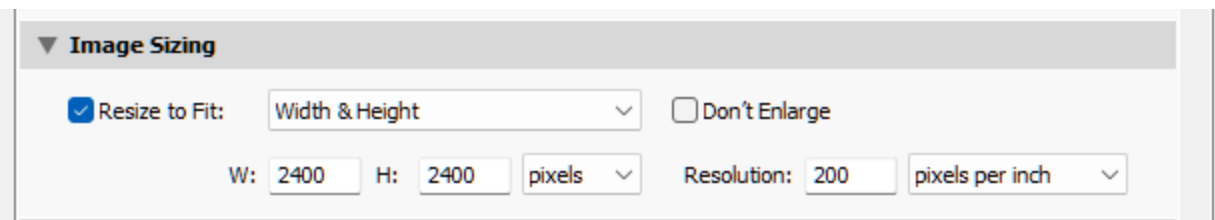
- a. **Image Format:** *must* be JPEG.
- b. **Colour Space:** *should be* sRGB to produce the best results with our projector, and for viewing on the Internet. Other colour spaces are relevant for printing or viewing on monitors or TVs.
- c. **Quality:** *should be* between 80 and 100%. I have found that 90% works well for our projector, if the starting image is a RAW file. If starting with a JPEG file choose 100% to avoid degradation.
- d. **Limit File Size to:** Our software will not accept a file larger than 10mp (10000 value in the box), and there is no image quality gain with having

really large files. As you can see above, I have that box set to 4000 K (4mp), just to avoid unexpected large files.

9. **Content Credentials:** At the time of this writing, IACC competition entries do not require inclusion of content credentials. However, many competitions do. If your software supports it, I recommend including them. Note that you will have to be connected to the internet to use this feature. I suggest the following settings for IACC competitions, but read the rules and instructions for any other competition to see if they differ.



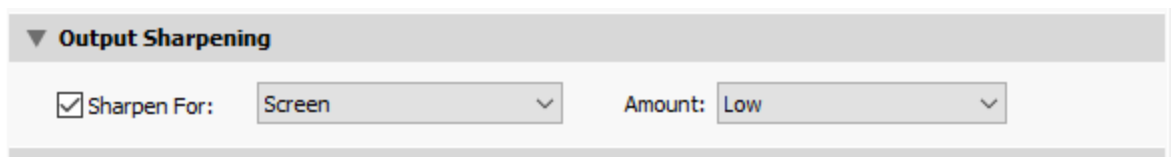
10. **Image Sizing** is fairly flexible for IACC competitions, but is *critical for CAPA and PSA competitions*.



- a. Activate the settings using the **Resize to Fit:** checkbox.
- b. The dimensions in the illustration work well for IACC club competitions. It limits the amount of resampling (resizing by reducing or increasing number of pixels).
- c. Lightroom will not change your aspect ratio (image height to width ratio), but will fit your image within this box.

- d. **Our software will not allow submission of any image greater than 5000 pixels horizontally or vertically.**
- e. If you use a vertical dimension of less than 1050 pixels, or a horizontal dimension of less than 1400 pixels, your image will be less than full size in the slide show, and will appear smaller on the judges' screens.
- f. **For CAPA competitions, you MUST (must must must!) set width (W) to 1400 and height (H) to 1050.** The ppi (pixels per inch) for CAPA can range from 72 to 300. Maximum file size is 1.8mb.
- g. The Limit File Size To: field in the File Settings box (see 8 above) will override the settings used in the Image Sizing box if they would result in a file size larger than allowed.

## 11. Output Sharpening.

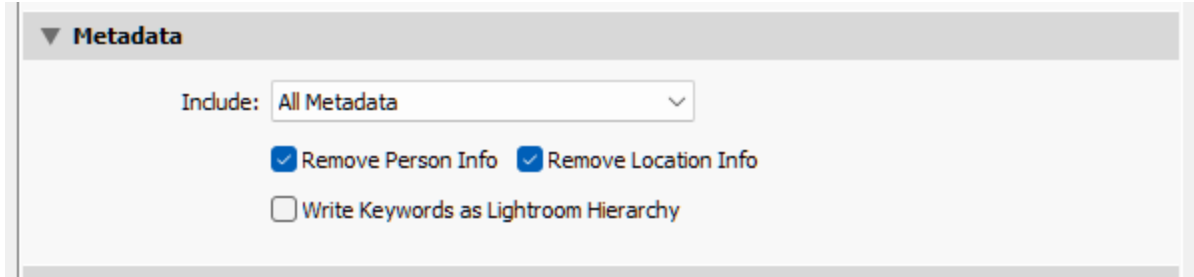


▼ Output Sharpening

Sharpen For: Screen Amount: Low

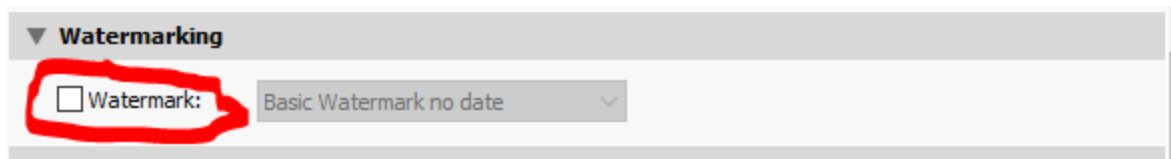
- a. You can use or ignore this as you feel is appropriate.
- b. I use the settings above for competitions, but it is important to check the exported image in a file viewer (preferably one with a histogram) to see how it looks in your setup.
  - i. If you are already using a lot of sharpening, you may find extra sharpening here makes the image appear oversharpened.
  - ii. Sharpening an image can locally increase the white level, resulting in blown out highlights.
- c. You should also consider how the image looks when shown on our projector. No two digital devices are the same. You may need to develop your own correction factor.

## 12. Metadata.



- a. The competitions committee does not use the metadata, nor is it visible to viewers on the projected or website images.
- b. Judges can see the metadata, albeit with some effort. In theory, they should not need this to judge the images fairly, but some judges find it helps confirm their visual impressions (e.g. aperture settings for images with shallow depth of field). For competitive (judged) categories, I recommend the above settings. This limits the data judges can see to camera settings and copyright, helping protect the privacy of you and your subjects.
- c. After the competition, images become available via the competitions archive website. Metadata can then be viewed by club members, which can help them learn from your image..

### 13. Watermarking.

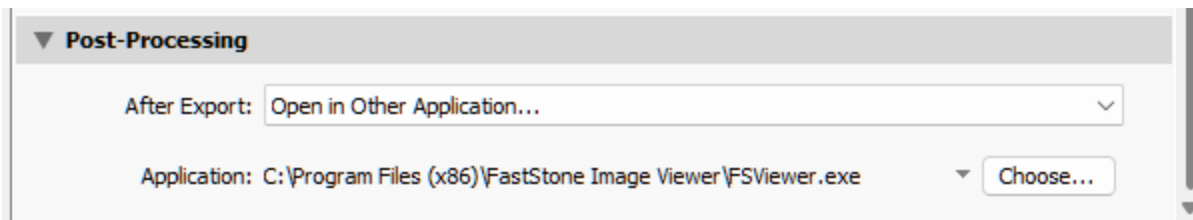


- a. Make sure the **Watermark:** box is **Unchecked (!!!)** for IACC competition entries. **Competition rules state that an image can contain no means of identifying the photographer, such as watermarks or signatures. Images with watermarks or signatures will be disqualified.**
- b. The purpose of this is to prevent personal bias when images are voted on by club members. Identifying information can be extracted from the metadata, but that is only available to judges, who are not club members, and are very unlikely to know club members since they come from all across Canada..

### 14. Post-Processing.



- a. You have several options here.
  - i. Do Nothing.
    - 1. Leaves you in Lightroom after the Export is completed.
  - ii. Open in Explorer (illustrated above)
    - 1. This opens the file in Windows Explorer/MAC Preview (or Finder)



- iii. Open in Other Application
  - 1. You can open the file directly in a viewer such as FastStone. I do this since FastStone has a histogram. This allows me to check that I have not blown out any highlights, or blocked up the shadows in the export process. Many judges are obsessed with – and mark down harshly – blown highlights and blocked shadows, even if they contribute to the image.

## 15. Export the Final Image



- a. You are now ready to create your file for submission.
- b. DO NOT USE THE DONE BUTTON!**
  - i. This does not create a new file. It is useful when creating new presets, and other administrative tasks, but can confuse the heck out of new users!
- c. Use the Export Button!.
  - i. This will create your new file for submission to IACC competitions.

## **16. Final Step**

- a. You should always look at your images after export to make sure everything is OK. Is it the image/version you wanted? Can you find it again when you want to upload it? Is the colour/sharpness/resolution/contrast, brightness, etc. as you wanted it? Is the file size OK (check its properties)? Are there any pokies or blemishes you've missed? **Don't be afraid to adjust and re-export.**