

# Automated File Rename for Exhibit Submissions

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For those of you using Lightroom to export photos for exhibition, I have an automated way using Lightroom to automatically rename the file on export so it is ready to go. No manual rename needed!

The secret is to use Lightroom's powerful 'File Naming' feature to rename your file when you export. It requires that you set a couple of metadata fields before export. Once the setup is configured as a preset you can use it every time you need to export, no additional configuration!

If you recall photos for exhibition need to be named in a specified format.

1<sup>st</sup> Initial last name, title, framed and matted dimensions as follows:

**Bshaw\_Ethereal Arrangement\_22x16.jpg**

The '\_' character is preferred over the '-' hyphen since it is unlikely to be used in a title.

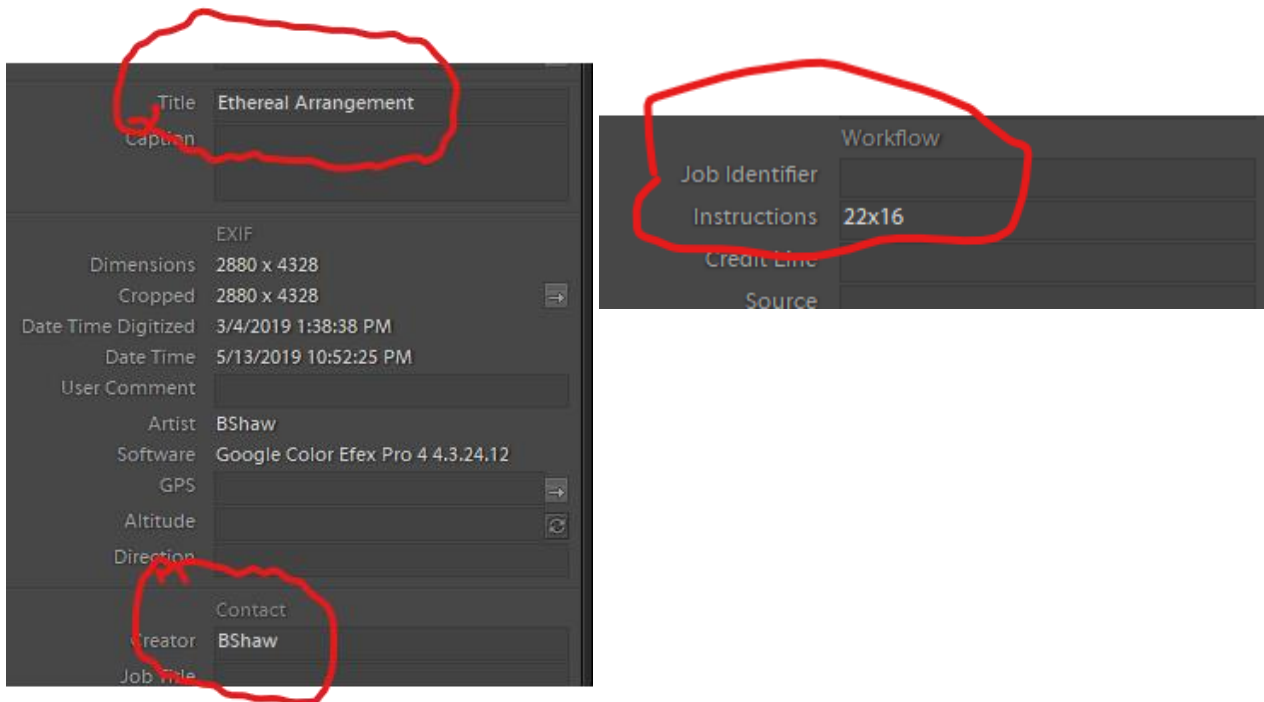
To set Lightroom to automatically export with the proper name requires just a few fields in **metadata** to be set.

**Name** - use the 'Creator' field for your First Initial and Last Name (no spaces)

**Title** - use the 'Title' in metadata for title

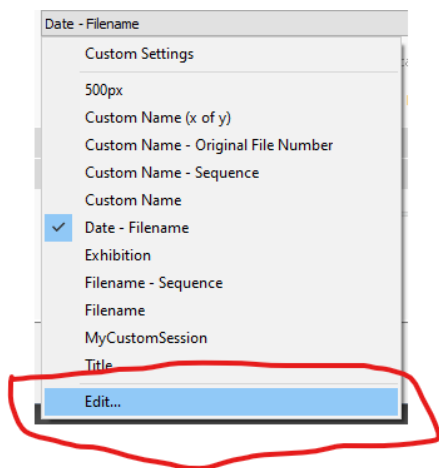
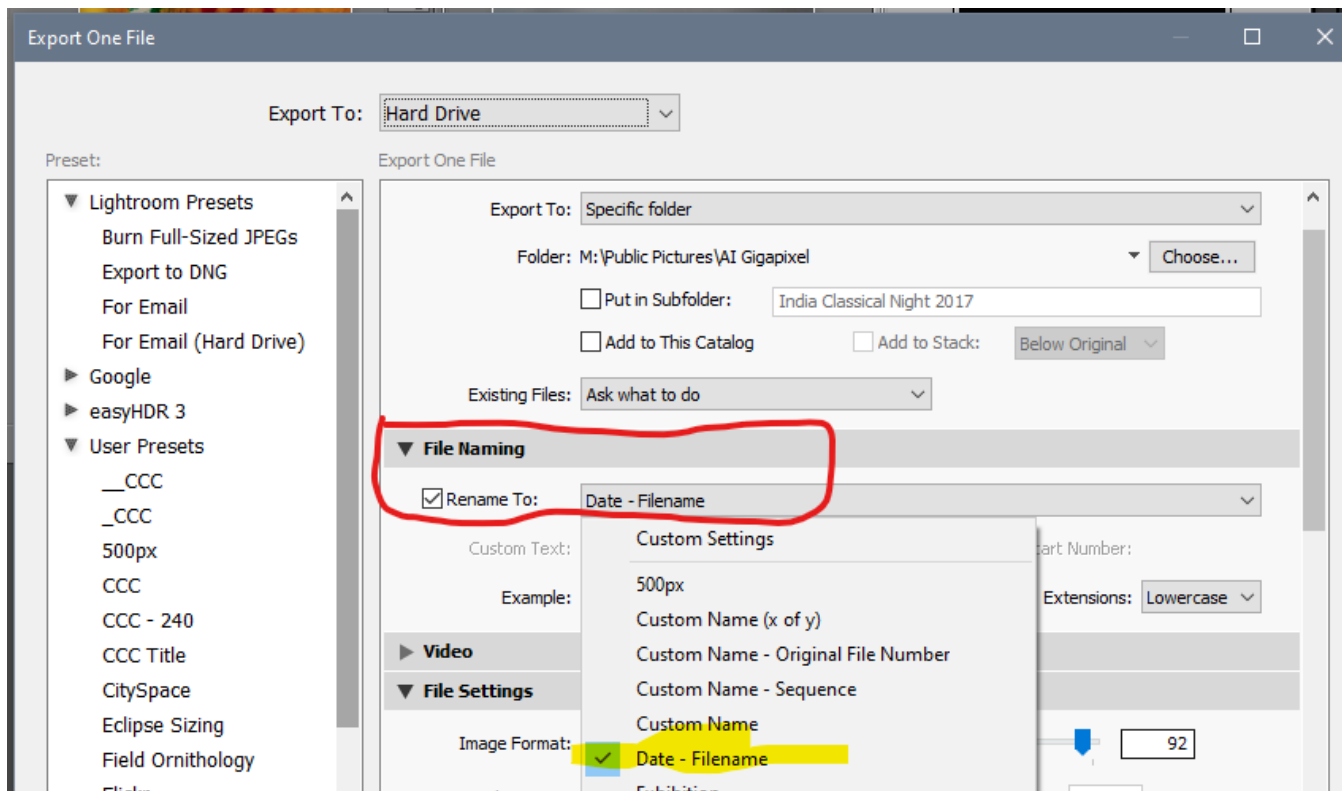
**Overall Size** - use the 'Instructions' field for size. (no spaces)

Screenshots examples

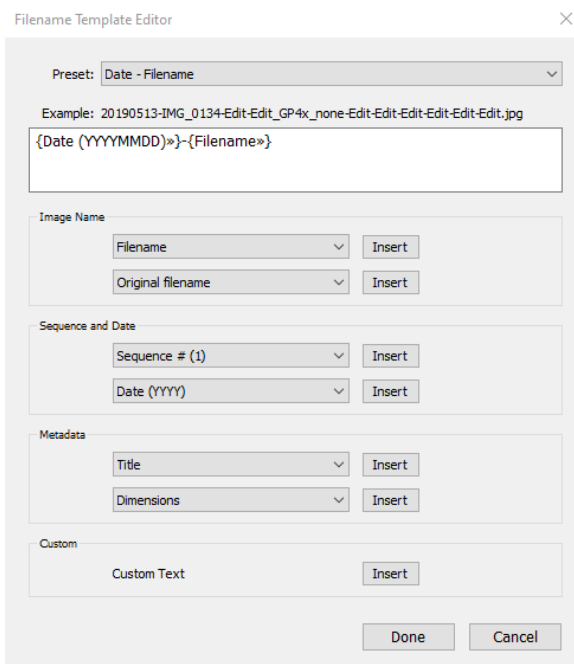


## Export Using Lightroom Preset to Rename

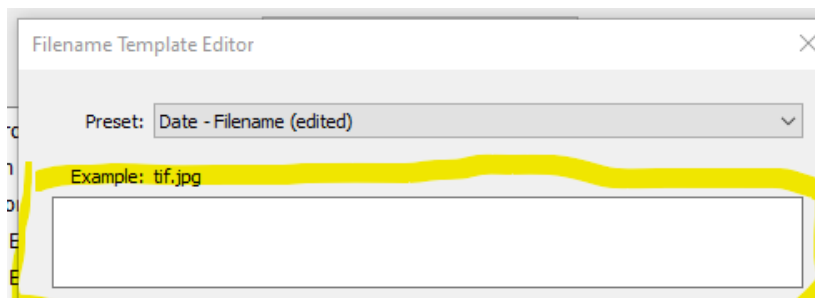
In the 'Export Module' under 'File Naming' select a preset for example 'Date - Filename'. We will edit this and save it to a new custom preset.



Select the 'Date – Filename' preset and this time pick 'Edit...' this will bring up the custom editor to allow us to rename the image as we want.

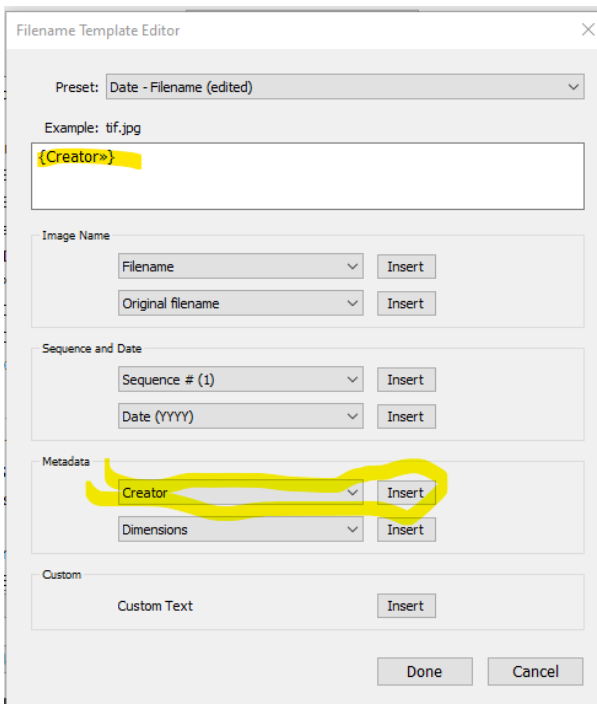


First, delete all the text in the white box area.



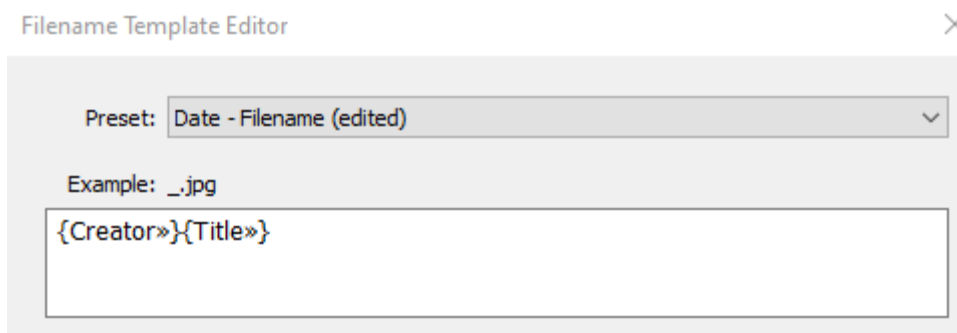
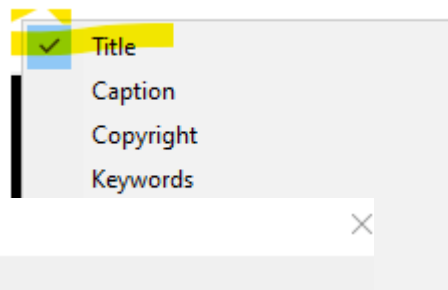
Next select the custom fields one at a time in the proper order. Using the dropdown selections in Metadata

Pick 'Creator' then click on 'Insert'. Notice that the white text box will update.

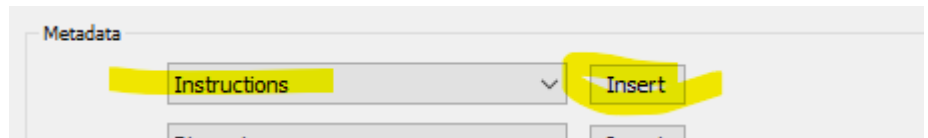


Next will be 'Title', Once again use the 'Metadata dropdown to select 'Title' this time.

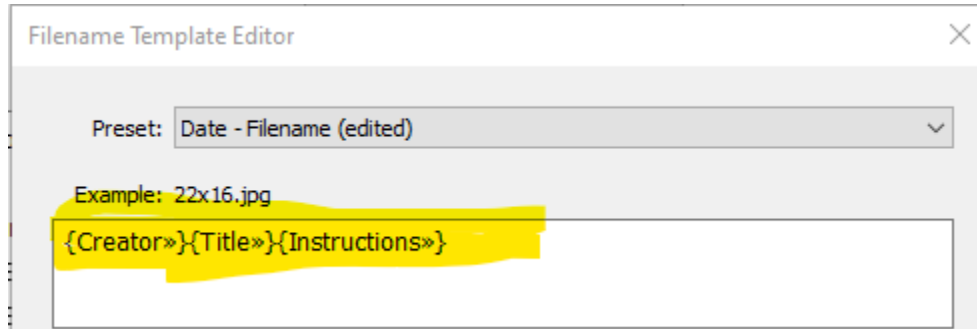
Note that the white text area updates to include 'Title'.



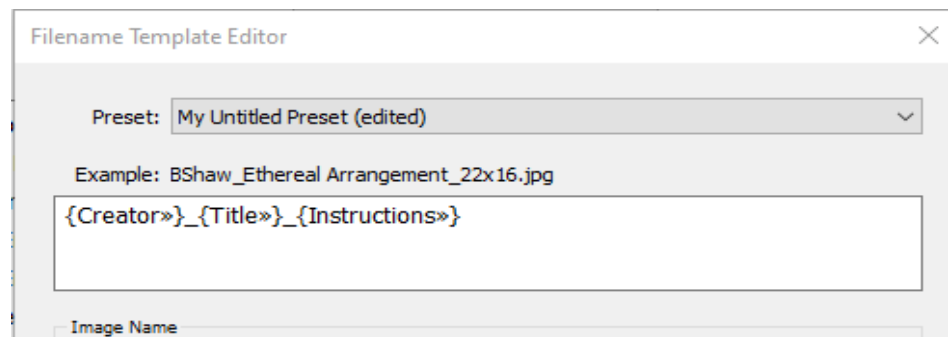
The third field to add is overall dimension. Use the 'Metadata dropdown to select 'Instructions' this time.



The white text area will be updated to include the 'Instructions' field we will use for Overall Dimensions.

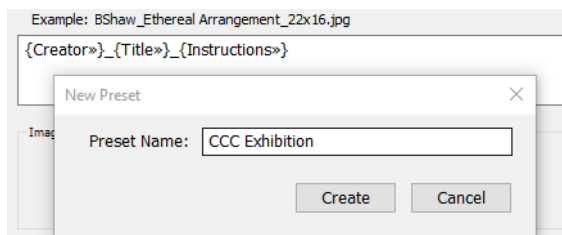
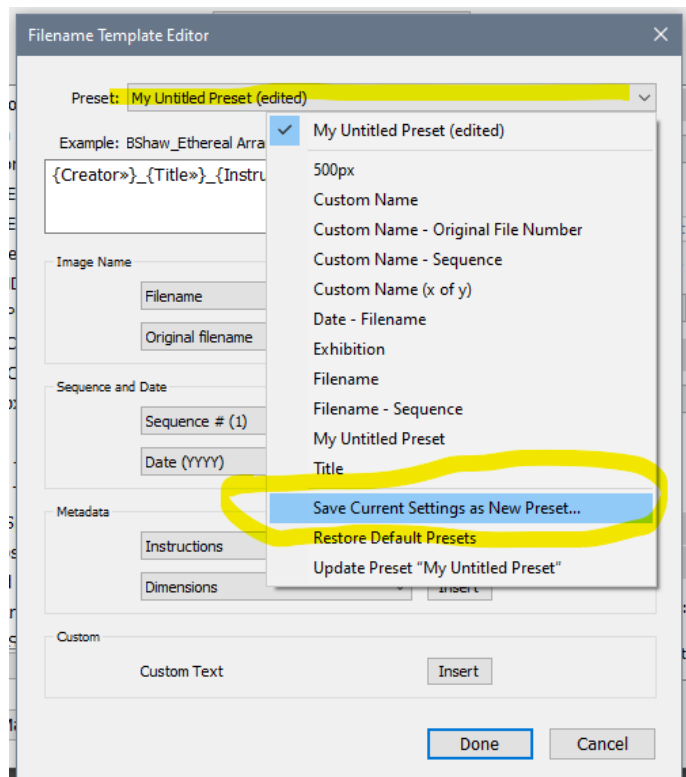


One more step. In order to have each field separated you need to add the '\_' underscore character directly to the white text area by moving between each field and typing the '\_' character.



A good choice since most titles will not have this character.

Finally – use the 'Preset' drop down to save your settings as a new preset. A good name might be 'CCC Exhibition'



Be sure to click on 'Done' to save the preset.

Now when you are ready to export just use the 'File Naming' drop down in the 'Export' module to select your custom preset to 'CCC Exhibition' and your files will automatically be named to the proper format!

Note that it shows you a preview of the export name in the 'Example' field.

