## LIGHTROOM

1. Add titles to the images that you are going to submit for competition to the Metadata of the Library module.
2. Select the images for one of the categories (I.E. Open or Nature or Mono.) in the Grid mode or from the filmstrip at the bottom in the Library module.
3. From the main menu select FILE>EXPORT
4. Fill out the export questions as follows; Work each section one at a time.

5. Renaming Dialog: Select pull down menu and then Edit...
6. Insert or type entries until box look like:

7. In the Image Sizing section, select Width \& Height option. Adjust the width to 1920. If the height is larger than 1080 adjust the height to $\mathbf{1 0 8 0}$. Don't readjust the width.
8. Confirm that the image size is $\mathbf{1 . 4 M}$ or LESS
9. After the form looks like the one above, click ADD (bottom Left) to save as a preset.


Click Create.

## 10. Click EXPORT.

## PHOTOSHOP

1. FILE>OPEN finished image in Photoshop.
2. IMAGE> IMAGE SIZE
3. Choose the units to be PIXELS
4. Adjust the width to $\mathbf{1 9 2 0}$

5. If the height is larger than $\mathbf{1 0 8 0}$ adjust the height to $\mathbf{1 0 8 0}$. Don't readjust the width.
6. Confirm that the image size is $\mathbf{1 . 4 M}$ or LESS
7. FILE $>$ SAVE AS

8. 
9. Type the file name in the required format: 1_YourLastName_Open_Title.jpg 10. Select the location to save the final resized image.
10. Select format as JPEG.
11. Click SAVE

## ELEMENTS

1. Open file
2. IMAGE $>$ RESIZE $>$ IMAGE SIZE
3. Select Resample. Automatic or Bicubic is OK.

4. Select pixels as the Units in upper box. Don't worry about Document Size.
5. Set width to $\mathbf{1 9 2 0}$ pixels.
6. IF the height is greater than 1080, set the width to 1080. Do not reset the height.
7. FILE $>$ SAVE AS
8. Type name as per the WNCCC guidelines. (example: 1_YourName_Open_title.jpg)
9. Select a folder to put the image into. Somewhere that you can find it.
10. Save as type: JPG. JPG Options: QUALITY: 8 or High

11. Check to be sure that the file size is smaller than 1.4 M or $1,400 \mathrm{~K}$
12. Click OK
