

How to Prepare Photos for Submission to The Advocate

The Advocate newspaper would like to showcase images from Louisiana Photographic Society members on their website. The current plan is for images to change quarterly. In order for this to work we must follow very specific guidelines for uploading the images. To the best of my knowledge I have prepared a guide using Photoshop, Lightroom and Bridge to accomplish this.

This critical information must be included – a two to three sentence caption that explains the who, what, when and where the image was taken.

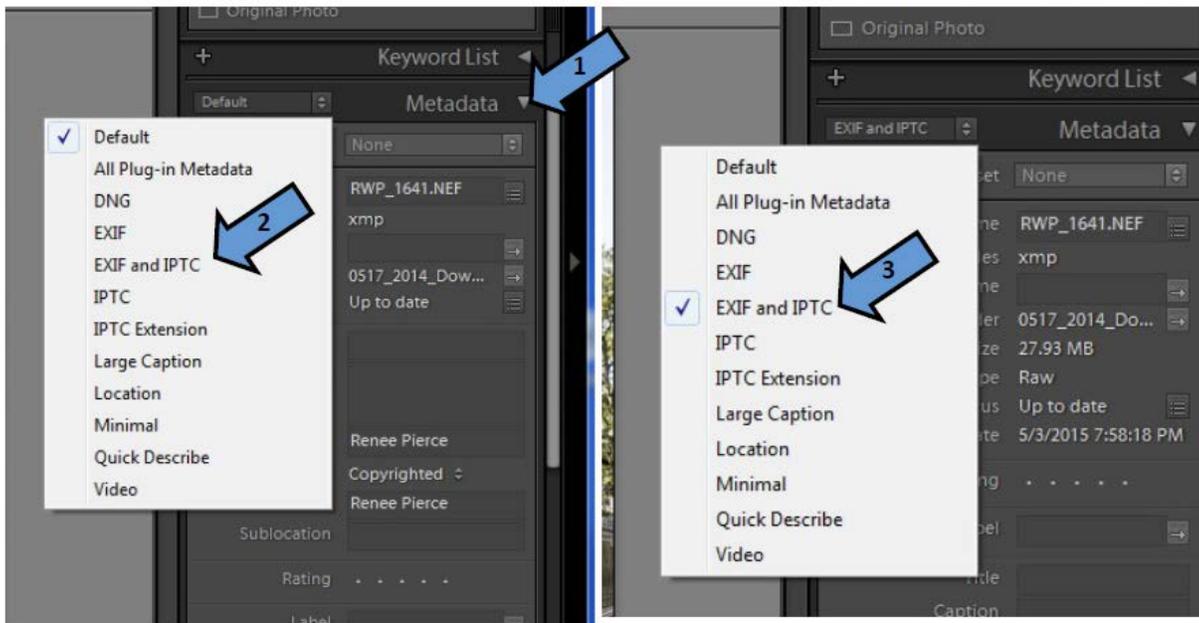
- The Who, What and Where information **should start with your name followed by a “\”, then LPS, 2 spaces “-” 2 spaces, then the title of the image followed by the description.** Example: Renee Pierce\LPS - Grilled Oysters, Anyone? New Orleans is home to many outstanding festivals. This year I ventured out with my camera to the French Quarter Festival and found the grilled oysters.
- Image size should be 1-4 meg jpg file. size nothing larger or smaller

WE NO LONGER NEED A CODE SO SKIP STEPS FOR ADDING .

Lightroom CC Instructions:

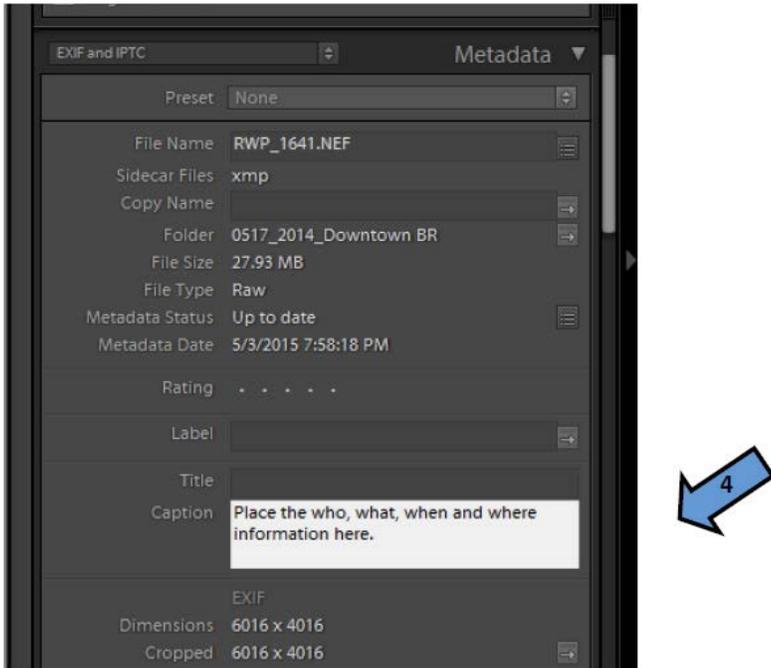
Open your catalog and navigate to the image you want to submit in the Library module (not the Develop module).

- 1- On the right hand side of the screen, expand the metadata tab.
- 2- You will need to change the listings from default to EXIF and IPTC
- 3- Click on "EXIF and IPTC"

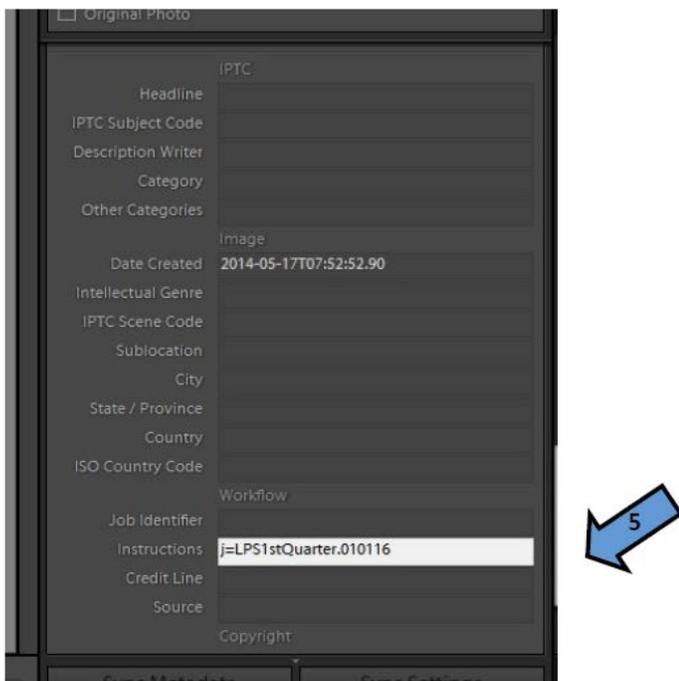


(Lightroom CC Instructions Continued)

4- Locate the **Caption** field and enter the Who, What and Where information **should start with your name followed by a “\”, then LPS, 2 spaces “-” 2 spaces, then the title of the image followed by the description.** Example: Renee Pierce\LPS - Grilled Oysters, Anyone? New Orleans is home to many outstanding festivals. This year I ventured out with my camera to the French Quarter Festival and found the grilled oysters.



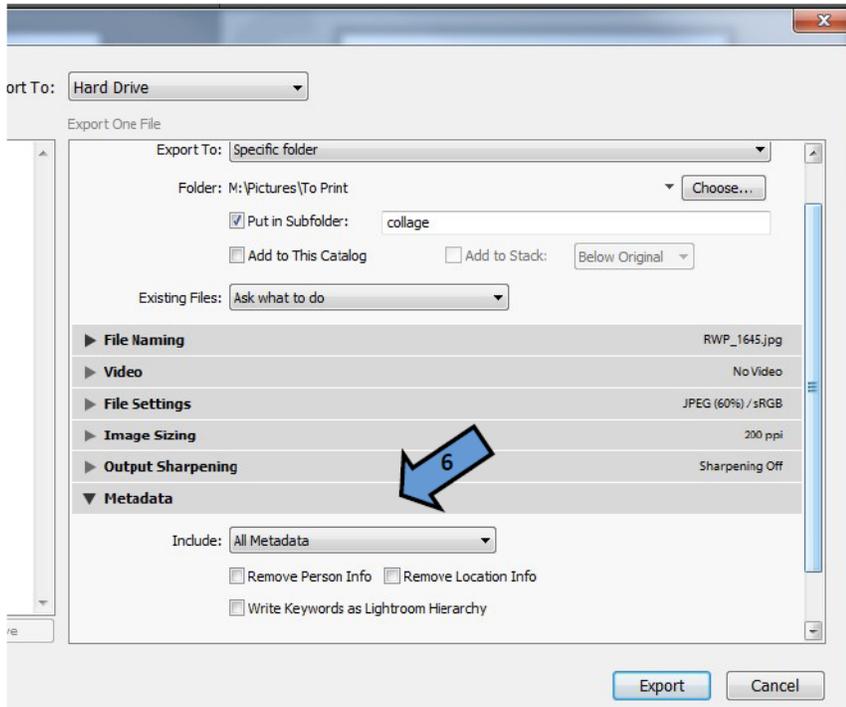
- 5-Scroll to the bottom and look for the **Instructions** field. It is in the IPTC section under workflow. **Enter the code: j=LPS4thQuarter.090116.** Do this for each image you plan to submit.



(Lightroom CC Instructions Continued)

Now you are ready to export the image (File>Export). **Image size should be 1-4 meg jpg file. size nothing larger or smaller (a max of 4000KB)**

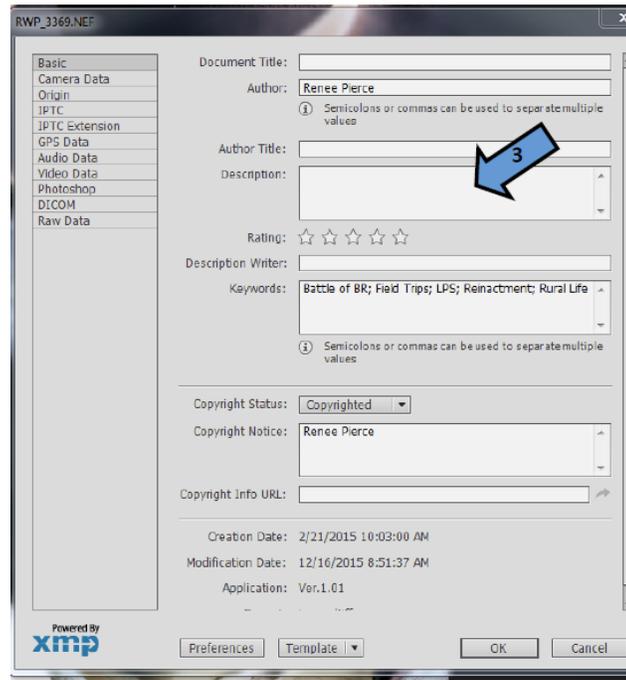
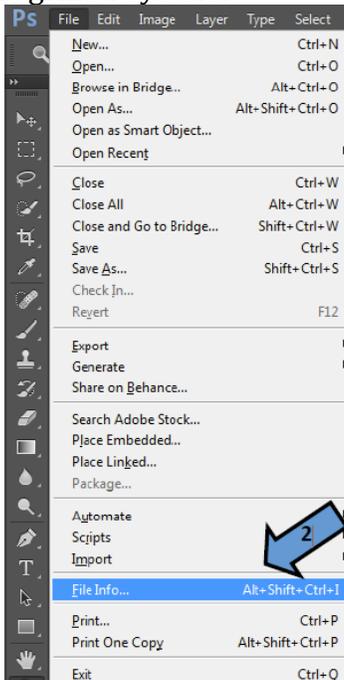
6—Be sure **Include All Metadata** is selected.



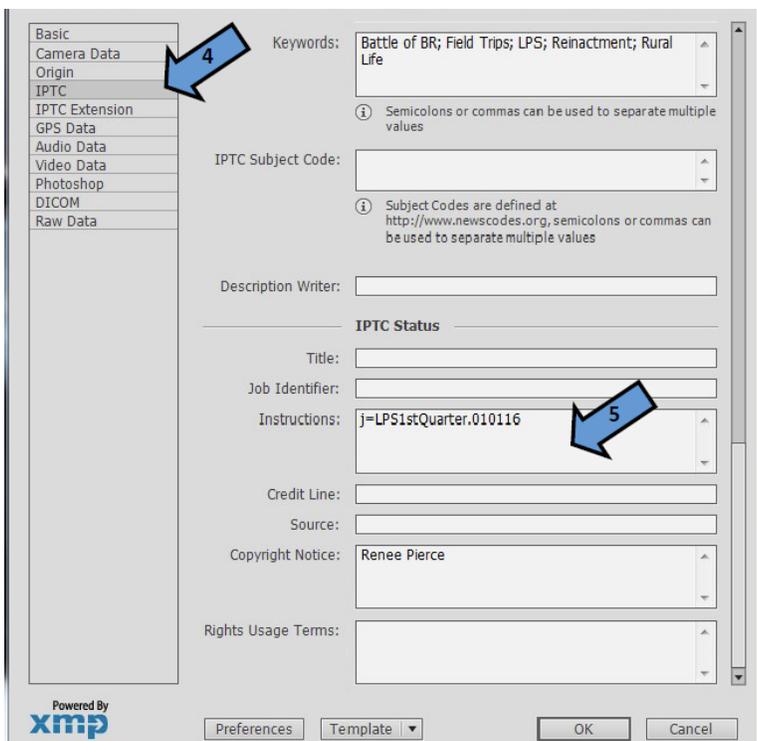
7—Put LPS Advocate images in the subject line and email image(s) to vicepresident@laphotosociety.com

Photoshop CC Instructions:

- 1—Open the desired image in Photoshop.
- 2—From the menu bar at the top choose File > File Info
- 3— Enter the Who, What, When, Where in the Description field. **It should start with your name followed by a “\”, then LPS, a space, a “-”, a space then the title of the image followed by the description.** Example: Renee Pierce\LPS - Grilled Oysters, Anyone? New Orleans is home to many outstanding festivals. This year I ventured out with my camera to the French Quarter Festival and found the grilled oysters.



- 4—click on the IPTC tab on the left side of the window then scroll down to the IPTC Status area and enter the appropriate code **j=LPS4thQuarter.090116**



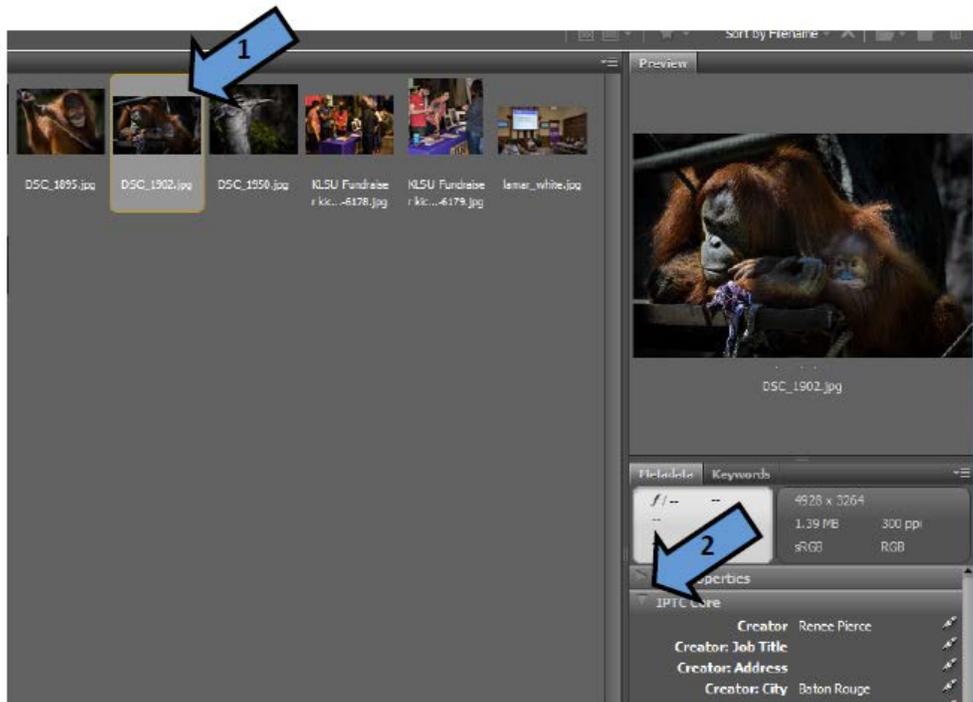
5—Click OK and save image

6—Put LPS Advocate images in the subject line and email image(s) to vicepresident@laphotosociety.com

Adobe Bridge Instructions:

1- Select the desired image in Bridge.

2- In the right panel click on the arrow next to IPTC Core to expand.



3—Click on the edit tool in the Description field and enter the Who, What, When, Where. Locate the **Caption** field and enter the Who, What, When and Where information. **It should start with your name followed by a “\”, then LPS, a space, a “-”, a space then the title of the image followed by the description.** Example: Renee Pierce\LPS - Grilled Oysters, Anyone? New Orleans is home to many outstanding festivals. This year I ventured out with my camera to the French Quarter Festival and found the grilled oysters.

4— Click on the edit tool in the Instruction field and enter the appropriate code

j=LPS4thQuarter.090116

When you open the image in Photoshop to export the information will be in the correct place.

