Cheat Sheet: Preparing Photos for Printing Using Adobe's *Lightroom Classic*

Goal: Produce a jpg (JPEG) file that meets CIPC requirements for Exhibit printing

---

1. DETERMINE # OF MEGAPIXELS (MP): MP's measure the resolution of the image and the resulting print quality. In either Library or Develop modules, press I (for information) to determine how many MP's your image has. In the top left is the file name, date and time image taken, and the pixel dimensions currently in the file. The number of MP is determined by multiplying the two numbers and then dividing by 1,000,000. For example, 4754 x 3736 has 17.76 MP.

Target - final, printed size that suits your image best:

- 14" wide by 11" tall (*Landscape* format, or "laying on its side") Ideally equal to or greater than 4200 x 3300 pixels (13.9 MP)
- 11" wide by 14" tall (*Portrait* format, or "standing up") Ideally equal to or greater than 3300 x 4200 pixels (13.9 MP)
- 12" x 12" (Square) Ideally equal to or greater than 3600 x 3600 pixels (10.9 MP)
- 8" by 10" (either *Landscape or Portrait* format) Ideally equal to or greater than 2400 by 3000 pixels (13.9 MP)

Ask for help if you have an image that does not meet these guidelines.

2. CROP: In the Develop module, select *Crop and Straighten* tool. Select Aspect and enter 11x14, 12x12, or 8x10 per Step 1 above (Note: you can add these as Custom dimensions so that you can quickly choose them in the future). The Crop Overlay tool will appear. Crop to match your desired vision. You can move the crop box around and move the crop lines in or out on the image. As you increase or decrease your crop, the number of pixels will go up or down. *See page 2 for example of the crop tool screen.*

Note that you can rotate the image slightly with this same tool if necessary in order to straighten it out.

3. EXPORT *See Page 3 for an example of Lightroom Classic's export page*

a. Export Location: Export to a specific folder that you can find easily. Optional: add the last four digits of the file name assigned by your camera to help you know which image you are working with.

b. File Naming: Rename To: Custom Name – Original File Number

Custom Text: Your First Name_First Initial of Your Last Name_Title of your image

Example: Joan_E_Patterns in Motion-0979

c. File Settings: Image Format: JPEG Quality: 100 Color Space: sRGB

d. Image Sizing: check Resize to Fit box; Dimensions - enter appropriate numbers to match the crop used in Step 2 (e.g., 11" by 14", 12" by 12", or 8" by 10"); Resolution: enter 300 pixels per inch

e. Output Sharpening: Sharpen for Glossy Paper Amount: Standard

f. Watermarking: Optional. If used it should be discrete. Do not use copyright symbol.

4. THREE ADDITIONAL STEPS:

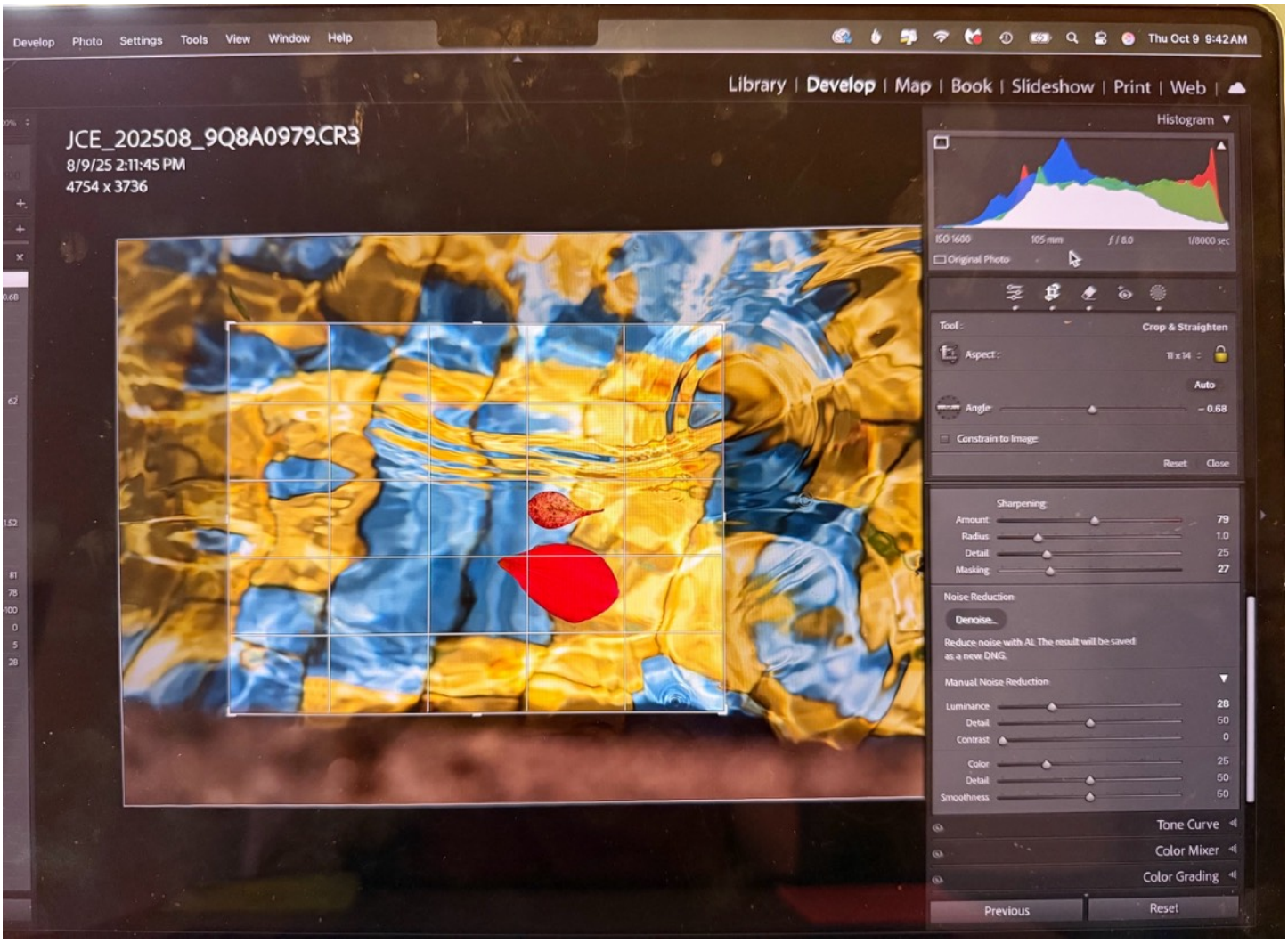
1) Use www.wetransfer.com to send your images to: cipcphotography@gmail.com (see pg 4)

2) Complete an online entry form for each image. See www.ciphotoclub.com

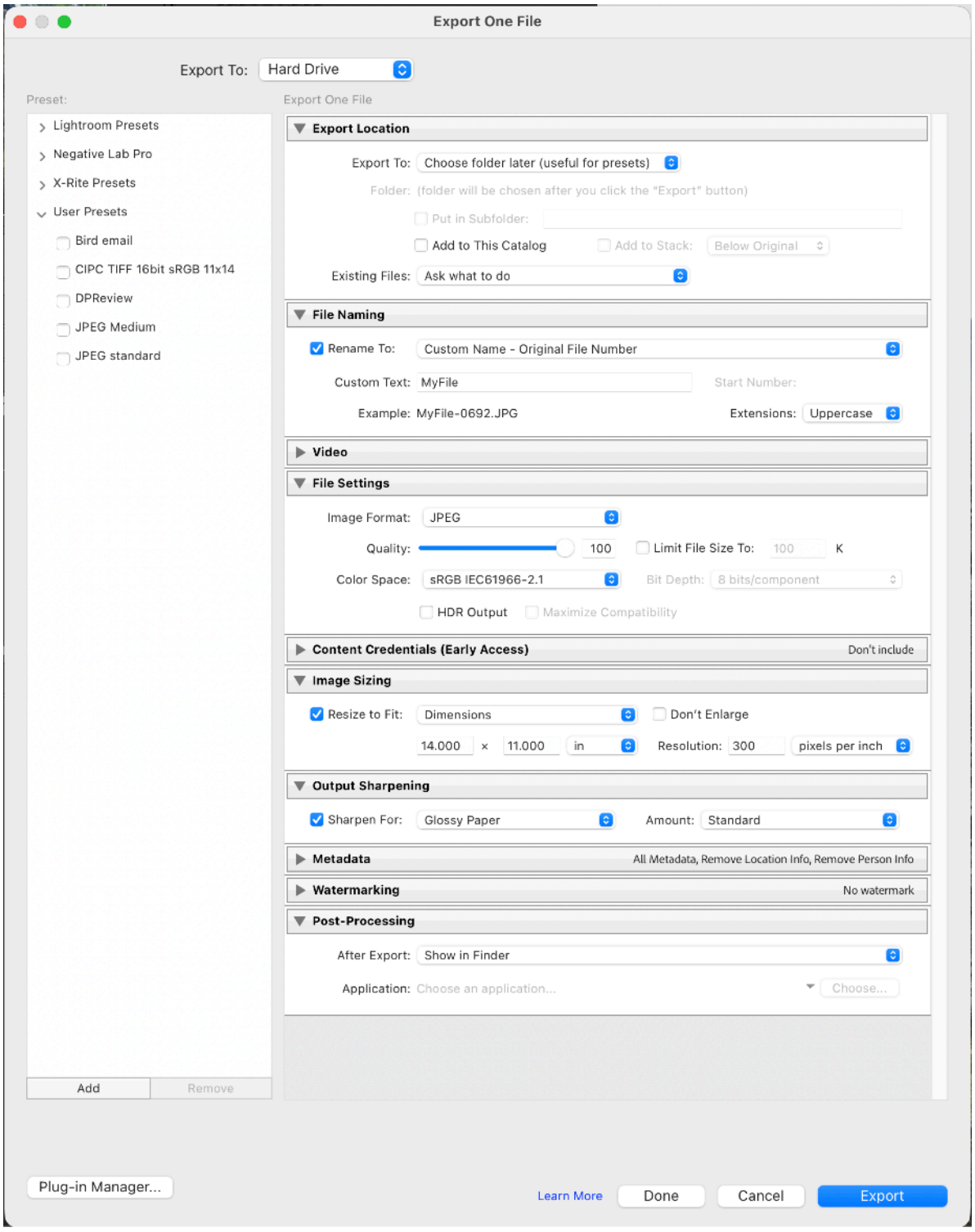
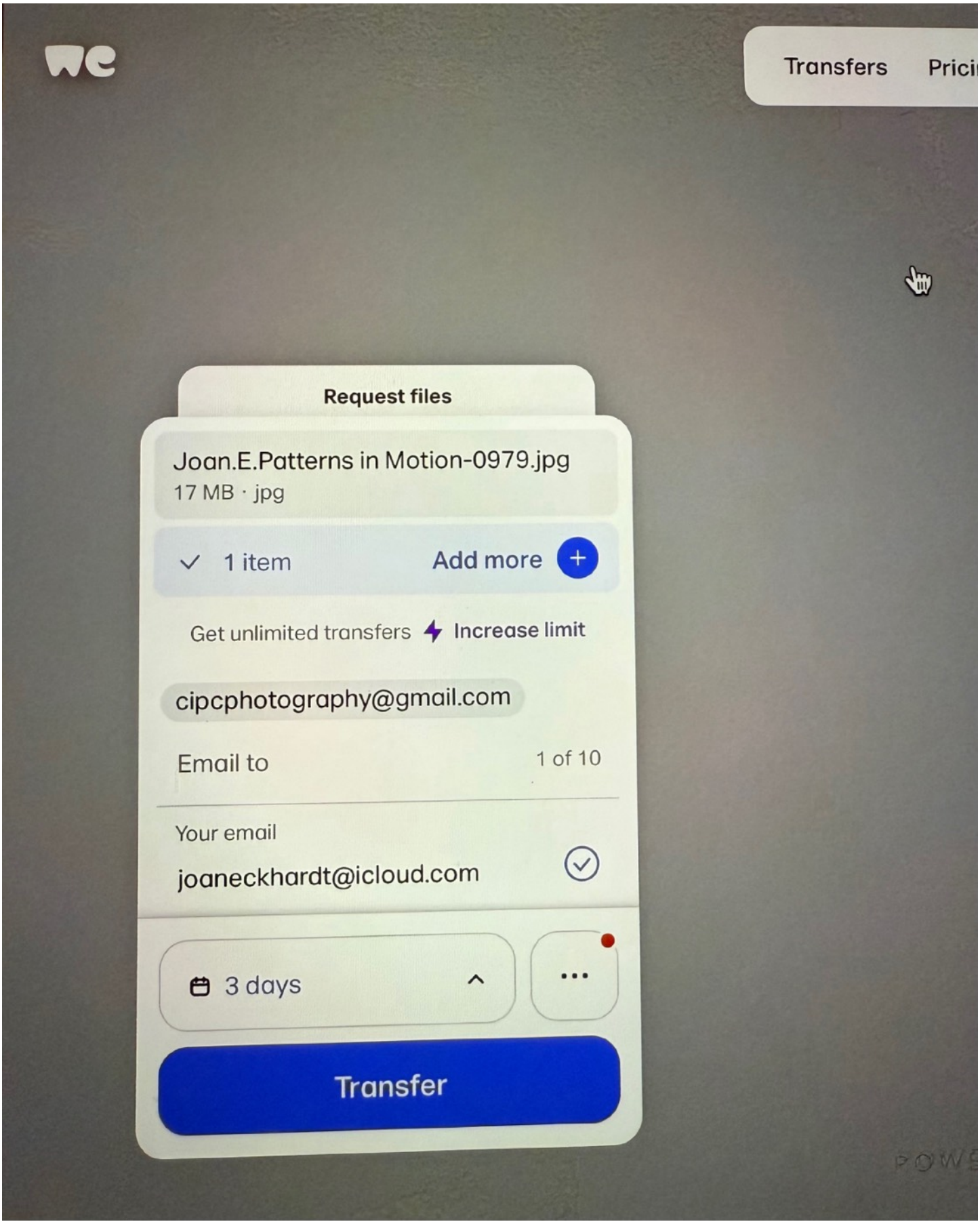
3) Submit payment for any file beyond the first (N/A for Spring exhibit). See the options at www.ciphotoclub.com

Need help? Contact cipcphotography@gmail.com **(10/14/25 v2)**

Page 2 (Lightroom Classic “Crop” tool)



Page 3 (Lightroom Classic “Export” dialog)



Page 4 (WeTransfer screenshot)