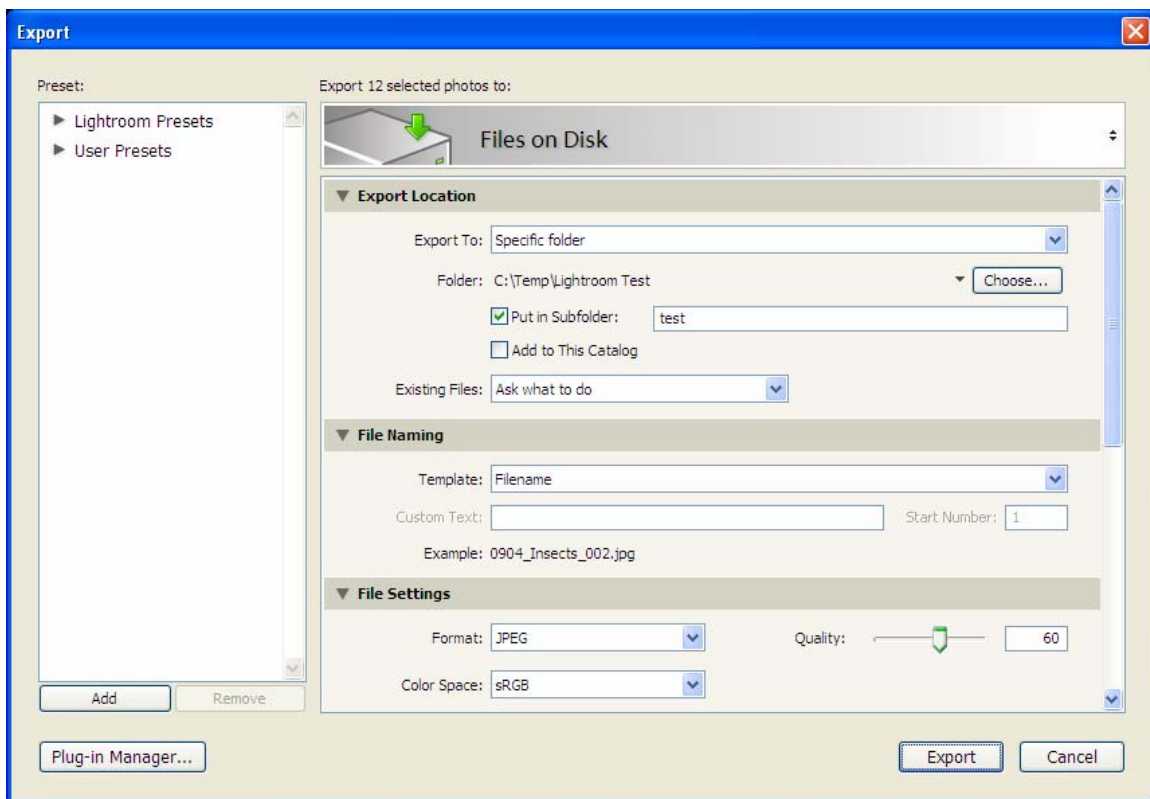


## Exporting Files

(Files to be used in other programs)

- Select the files to be exported
- Press the **Export button** (bottom left)
  - o Basically the same as **Save As**
- Go to File on Menu Bar
- Select Export



- **Export Location**
  - o Choose the Folders the files will be exported to
- **File Naming**
  - o Already named, only use if you want to change the file naming
  - o May need to change if deleted or re-arrange photos
- 
- **File Settings**
  - o Export File Type – usually jpeg

- Quality relates to size of Photo – leave around 80
- Color – sRGB (if not printing)
- If Printing, use ProPhoto RGB
- *Image Sizing*
  - On a 5 MB file – 80% reduces it down to a 1.5 MB file
    - 60% down to about a 500 KB file
- *Output Sharpening*
  - If to be used on a Screen select Standard
  - Only really change if printing, then decide on type of paper to be used and sharpen accordingly
- *Metadata*
  - Select ALL
- *Watermarking*
  - Good idea to add it if the photo is to go Online
  - Create a Watermark in PS
- *Post Processing*
  - Leave as - Do nothing
- **Export**
  - *Facebook*
    - After setup
    - Select Photo(s) to be exported
      - Drag them to the Facebook icon (left side towards bottom)
      - Click the Publish button (lower left)
  - *Emailing*
    - Go to File -> Email
    - May want to create a Preset