

## Lightroom Tips and Tricks

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Happy New Year. It's time to update your Copyright Preset.

It's a new year, so that means you probably need to update your copyright metadata preset in Lightroom. Many photographers take advantage of adding copyright information in the metadata of each digital image upon importing into Lightroom. It's an easy way to mark your files with your personal copyright and contact information. Here's how to update your Lightroom preset:

1. Go to the Library module and click on the Import button in the left panel.
2. In the right panel of the Import window, click on the Metadata drop down under the "Apply During Import" panel.
3. If you have previously created a metadata preset, click on "Edit Presets". If not, click on "New".
4. In the Edit Metadata Presets window, name your new present if you are creating a new one, or select the preset you want to edit.
5. Scroll down to the IPTC Copyright section. In the Copyright field, if you're a Windows user, you can hold the Alt key and type 0169 to reproduce the copyright symbol. Or you can enclose the letter c in parenthesis. Your copyright may look like © 2020 Chuck Palmer. You might consider entering "All Rights Reserved" in the Rights Usage Terms field too.
6. Enter your appropriate contact information in the "IPTC Creator" fields.
7. Click on Done in the bottom of the window.

Now you can apply this import preset to images you import by selecting your Metadata preset before importing your images into Lightroom. Select the appropriate Metadata preset in the "Apply During Import" panel on the right side of the Import dialog window. Now you will apply your digital Copyright and contact information automatically in the digital file of each new image you import into Lightroom.