Cuppa & Capture – getting the metadata right

With the new process for loading the Cuppa & Capture photos onto the BCC website it is very important that two pieces of critical information are in the right places in every photograph's metadata[1]: the TITLE and the CREATOR (or AUTHOR). The filename is no longer used in presenting the information on the website, but it is still good to make that relevant for other C&Cers when you email them round.
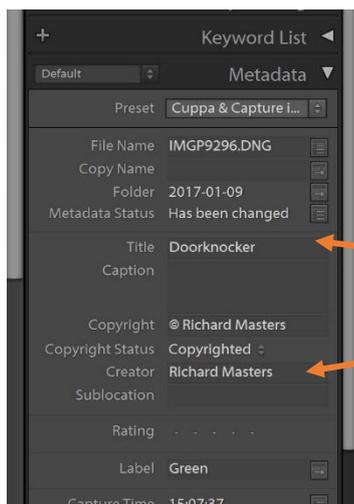
In the recent C&C survey, most people said they used Lightroom, so first I describe the steps needed for that program. Then, as some people use only Photoshop, I've shown where the data goes in that. Lastly, for those who are on Windows and don't use any image processing software (or don't want to bother with metadata in LR/PS) I've described how to do using Windows Explorer. N.B. This is also a useful way to check if you've got the right information is in the right metadata fields in your JPEG file.

(There are many variations with different versions of software, and the way it is configured on your computer, so please ask if you have any questions. Also, if you use any of Roger Walton's import or export presets then some of this is already done for you.)

N.B. Would Apple users please send their images in a zip file as Apple does odd things with filenames…
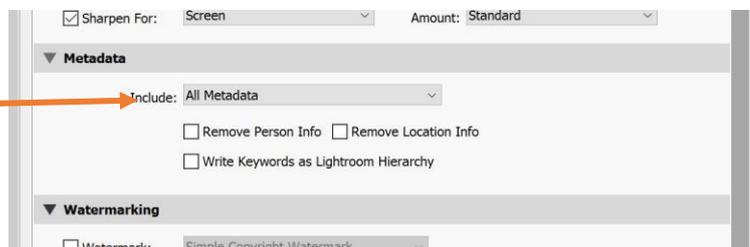

Adobe Lightroom

With the photograph selected in the Library Module, look at the information under "Metadata" in the right-hand panel of the LR window.

Enter your title into the text box next to "Title".

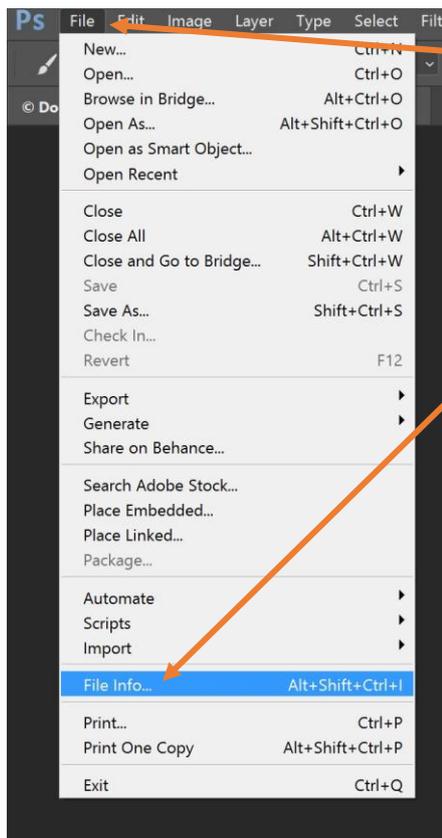Enter your name in the text box next to "Creator".

When you Export photos, make sure "All Metadata" is selected under 'Metadata' in the export options.
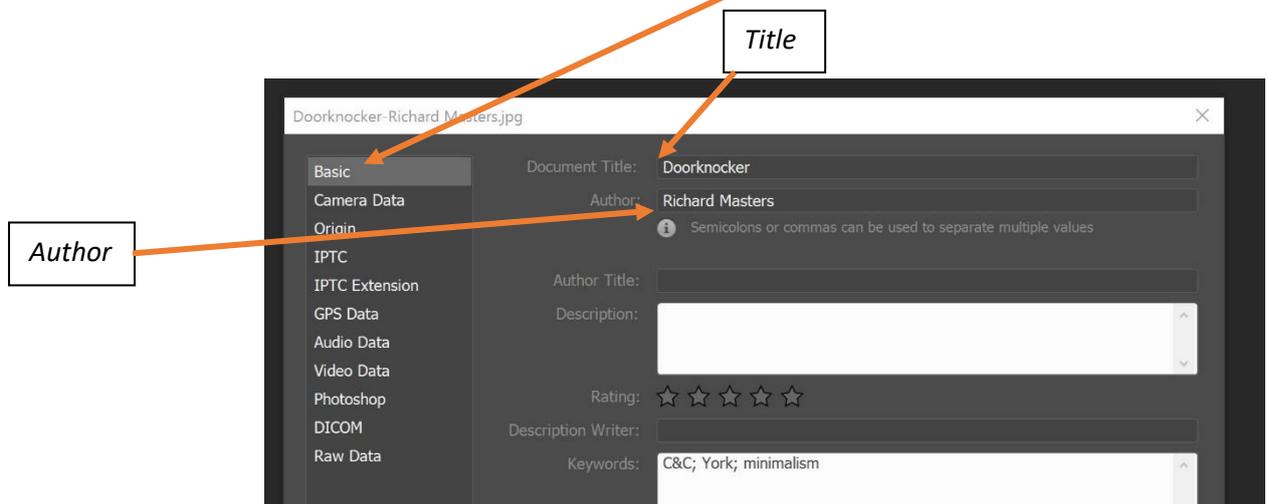

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[1] Information about the photo that is stored with the file.

Adobe Photoshop

When you have your photograph open in Photoshop, go to the *File* menu and click on *File info*.

In the pop-up window of file information, check that it is showing *Basic* information, and enter the following
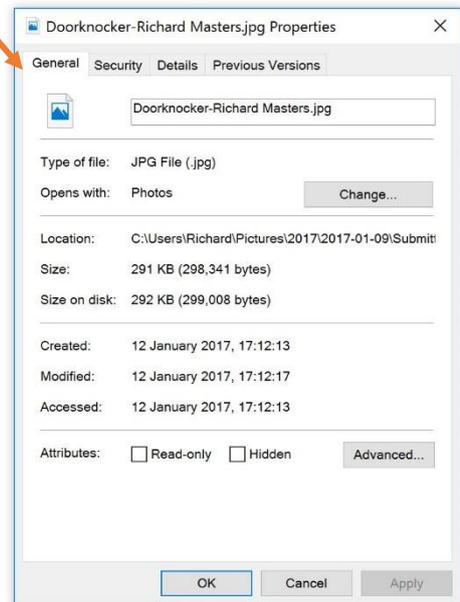

Make sure you click OK at the bottom of the pop-up window and save the changes when you have finished editing the photograph.
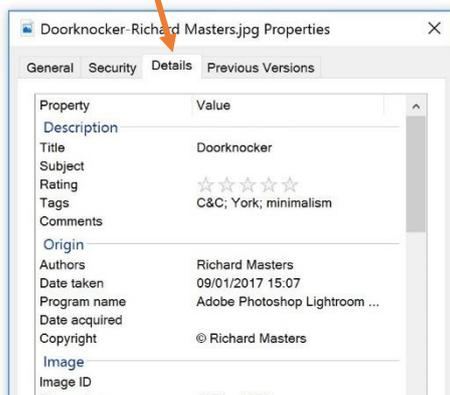
Windows Explorer

If you don't use image processing software (or if you just want to check that the information is in the correct places) use Windows Explorer.

With Windows Explorer open at the relevant folder, right-click the file of a photo.
A list of things you can do with the file pops up: click on *Properties*.

This should bring up a pop-up window something like this

Select the *Details* tab:

Enter the title of the photograph in the *Title* text box
(Click under the *Value* heading to see the box.)
Then press *Return*.

Type your name into the *Authors* text box.
(Click under the *Value* heading to see the box.)
Then press *Return* and click *OK* at the bottom.