

The Export function lets you export your media files with predefined export rules. You can scale your images to fit Flickr or Facebook, for example, or optimize them for PowerPoint presentations.

Daminion allows you to convert your media to the required format and size during export.

How to export files

In the browser, select one or more images you want to export.

On the command bar, click Export and select Copy to Folder from the sub-menu. Alternatively, open the export dialog directly by pressing F7.



In the Copy to folder dialog box that opens, Daminion gives you the following options.



Destination Folder

Specify the path of the folder where you want to store the selected media files.

Create Sub-Folders

Let Daminion automatically create sub-folders in the target folder depending on naming conventions that you can set here. By clicking on the small triangle icon on the right of the text box, you can launch the template editor. Find out more about using the Template Editor in the article [Template Editor](#).

Rename Files

This allows you to use the template editor to set the naming conventions to be used when

the files are renamed during the copy process. Find out more about using the Template Editor in the article [Template Editor](#).

Example File Name

An example text based on the parameters set for B and C will appear here so that you can make sure it meets your expectations.

Existing Files

Specify how Daminion should behave if the destination folder already contains files with the same name.

You can choose from the following:

- Ask. Daminion asks how to proceed for each duplicated filename
- Skip All. Files with names that already exist in the destination folder are not exported
- Overwrite All. Any existing files with the same name are overwritten by newly exported files
- Overwrite All Older. Only older files with the same name are overwritten
- Rename Automatically. Daminion changes the duplicated names of existing files by appending sequential numbers to them.

In addition, you can specify whether files should be automatically displayed in Windows File Explorer after export and whether or not file creation dates should be set. When deactivated, Daminion sets the creation date to the date of export.


Usage Purpose

Specify here what the file should be used for.


Preview


The preview area shows the image currently selected from the current list.



 If you select more than one image for export, you can use the arrow buttons to move back and forth through your selection.

 The figure 1/18 tells you that this is the first in a set of 18 images

 The magnifying glass icon opens the current image in a separate preview window and displays it according to the parameters you have specified. So you can easily examine the expected result in advance

 The cross icon is designed to remove images from the selection. If you decide not to export one or the other image, you can quickly remove them from the export list. The image itself will not be physically deleted but only removed from the selection for the export.

Transform

Click Transform to open a pre-defined list of default presets. Select any of the standard parameter settings or launch the Template Editor.



The topmost entry, Export Original File(s), is the default - no resizing or file type changes will be applied to the files.

The other presets offer a selection of common file sizes and file types that you can apply instantly.

Customize at the bottom of the list opens the Template Editor where you can create your own presets or edit existing ones.

Read more about this feature in the article [Customized Export Presets](#).