STUDIO SOLUTION

User Guide

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Getting Started

Studio Solution software combines the operations and functions of a professional working photo studio into a single, easy to use and automated software.

Historically, for the smooth operation of a working photo studio, many different pieces of software would be required to cover all of the steps between the times when a client is booked, all the way through to when the finished order is delivered.

Studio Solution brings all studio tasks together into a single, easy to use software that can manage a complete professional studio workflow regardless of the company's size. Because of the scalable design of Studio Solution, it can operate stand-alone on a single laptop computer on location, or it can easily run over a large network managing multiple workstations in various locations.

Studio Solution uses all of Canon's advanced imaging technologies "under the hood" to ensure that the image quality being produced at every step in the shooting, processing and printing process is up to the highest industry standard.

Rather than a studio owner or manager thinking about their camera, their computers and their printers as separate tools, Studio Solution integrates their individual operations effortlessly so that everything operates as a single unit.

The following are some of Studio Solution's useful features:

- Consistently superior image quality throughout the workflow
- Canon CR2 RAW workflow
- Access and permissions for all studio operations, Administrators can control which employees have access to individual parts of the software
- Scalable to any size studio operation
- Included product support web links
- Management of all calendar, employee and customer databases
- Keeps track of customer family relations and birthdays
- Reporting

- Create pricing, packages and templates
- Wireless FTP capture
- Tethered capture
- Quick import via memory card or disk
- Image archiving
- Speedy creation of professional proof sheets and online galleries
- Unique borders, templates and composites. Apply graphic templates turning photos into profitable products.
- Unique slide shows.
- Nesting and load sharing
- Built in Canon printer color management
- Retouch photos in the Studio Solution retouch module or Adobe Photoshop.
- Integrated Picture Styles for RAW editing
- Send orders electronically to professional labs with Labtricity.
- Green screen shooting and editing

Reading the Manual

We're here to help. The manual is designed not just to tell you where buttons are located, but with tutorials on how to perform every necessary task within the software. Although you can easily move around the manual with links, depending on your experience with the software you might want to jump ahead right away.

Setting Up

Start at the beginning. We'll guide you through setting up your studio, piece by piece, in the right order. No jumping around or missing important options. Click here to start setting up.

Using the Software

If you don't need to worry about setting things up, you can jump ahead and start learning about using the software. Click here to start using the software.

Running a Shoot

If you're only concerned with the steps necessary to run a shoot, start to finish, jump ahead to the tutorial. Click here to run a shoot.

Troubleshooting

Click here to troubleshoot.

Reference

If you're looking for detailed screenshots, button descriptions, or shortcut keys, check the reference guides. Click here for reference material. If you're looking for a list of shortcut keys, click here instead.

Looking for Something Specific?

Try looking in the Table of Contents or the Index. To view a permanent and collapsible Table of Contents to the left of this manual, select **View > Navigation Panels > Bookmarks** from the PDF menu. Just click on a heading to jump to that section.

Want to Print the Manual?

The manual is a considerable size, but you can print it if you want a physical copy. Simply select **File > Print** from the PDF menu, or press **CTRL – P** as a hotkey.

Installing Studio Solution

Supported Operating Systems

Studio Solution is supported on Windows XP, Vista and Windows 7. You can run the software on any Mac OS that supports Boot Camp. For more information on running Boot Camp, go to Apple's support page.

Recommended Operating Requirements

- Pentium 4, Celeron 1.8GHz or AMD equivalent
- Microsoft Windows XP, Vista, or Windows 7 with all installed service packs
- 1 GB RAM

- 80 GB hard drive (or more depending on storage requirements)
- SVGA monitor (24-bit color at 1024x768 resolution)
- CD-ROM and CD-RW
- USB connectivity
- Microsoft Internet Explorer 5.0 or above

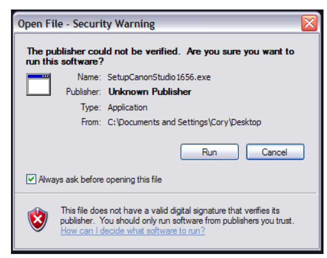
Before Installation

If you will be running Studio Solution over a network, **you must be logged into Windows as an Administrator during installation**. This is only for installation purposes, and afterwards the software can be used without connectivity problems by any user, if they have permission to access Shared folders.

Note: *Please make sure the dongle is not installed on the computer prior to installing the software.*

Installation

To install Studio Solution:



1. Insert the disc into the computer CD drive.
2. Setup will automatically start the installation process.
3. If a security window appears, select to **Run** the install.
4. The InstallShield Wizard will begin:
    a. Select **Next** to begin the installation.
    b. Read and accept the terms in the License Agreement.
    c. Select **Change** to select a location to install Studio Solution.
        i. The default location is C:\Program Files\Studio Solution\
    d. Select **Install** to begin the installation.

e. The installation will set up basic database information for the software. This may take a few minutes.

5. The InstallShield Wizard will complete. Studio Solution is installed!

Running Studio Solution

Before running Studio Solution, **you must have the USB protection key plugged into a USB port and verified**. If the key is not working or connected to the computer, you will not be able to start the software.

If you installed Studio Solution into the default directory, you can open it by double clicking the Studio Solution icon from your Desktop or from the Start Menu at **Start Menu > Programs > Studio Solution**.

Supported CD/DVD Software

When using Windows XP or Vista, the software will automatically use the CD authorizing capabilities of the operating system.

Supported File Formats

The following file formats are supported:

- .crw (Canon)
- .cr2 (Canon)
- .tif
- ..bmp
- .jpg
- .psd (Adobe)
- .png

Logging In

The first time you activate the software, you will automatically login as Admin, with access to every part of the software. As the Administrator, you have the option to set up the rights and privileges for other Studio Solution users.

Setting an Admin Password

The first thing you should do after logging in is set a password to protect your Administrative settings.

To set a password for the Administrator:

1. Start the software with the USB protection key installed.
2. Ensure you are in the Manage Studio tab.
3. Select **Logout**, located at the very top right of the software.
4. You will be returned to the login screen.
5. Select to login as Admin with no password.
6. Select the **Manage Studio** tab then select the **Employees** sub-tab.
7. Select **Admin** then select Edit Employee located at the lower left corner of the page.
8. Input a password then select **Save**.
9. Your password is now set.

Logging Into Your Online Account

If you have an ExpressDigital PhotoReflect account, you can set the software to log into it automatically. First, you will need to set your PhotoReflect options here. Once they are set, you can select to **Automatically log in to Online Account** at the login screen to connect to your PhotoReflect and Labtricity accounts upon login. **The user logging in must have access to these accounts to use this feature.**

Logging In as an Employee

To log in as an employee, they must first have an employee account. The password, if required, can be set when the employee is created. The employee's access and permissions in the software is dependent upon the rights assigned to them. Learn more about setting up employees here.

Overview

Studio Solution is divided into five tabs to easily manage your photography studio. These tabs are located at the bottom of the software screen.

Manage Studio contains all of the day to day studio operation option such as Calendars, Products, Printers, Cameras, and other general settings for the software.

The **Photo Library** is for organizing and managing your photos and albums.

The **Photo Workshop** is for editing and retouching your photos.

The **Orders** tab is for managing and printing all orders.

Client Presentation is a customer-friendly way of running the software while your customer watches, appearing as a kiosk for presenting and ordering photos.

Manage Studio

Here you will take care of all daily business, such as adding events, customers, employees, and setting products, services, and settings. The tabs at the top of the screen will manage different aspects of your studio.

Home

This is your home page. Here you will see all bookings and tasks available for a scheduled date.

Calendar

This is your studio calendar. You can add bookings, tasks, or calls for specific times and dates. These will show up on your homepage. You can also schedule and view employee schedules and rooms here.

Customers

Here you will add, view, or edit customer information. This is where their contact information will be stored in the software.

Employees

Here you will add and register employees of your studio. You can assign events to them, control their access to the software, and keep records of their actions.

Vendors

Here you will add and monitor vendors and inventory for your studio operations.

Products

Here you will add and edit your products, services, templates, packages, and prices, including shipping and tax costs.

Printers

This is your printer configuration page. Add, edit, or troubleshoot printers here.

Cameras

This is your camera configuration page. Add, edit, or troubleshoot cameras here.

Reports

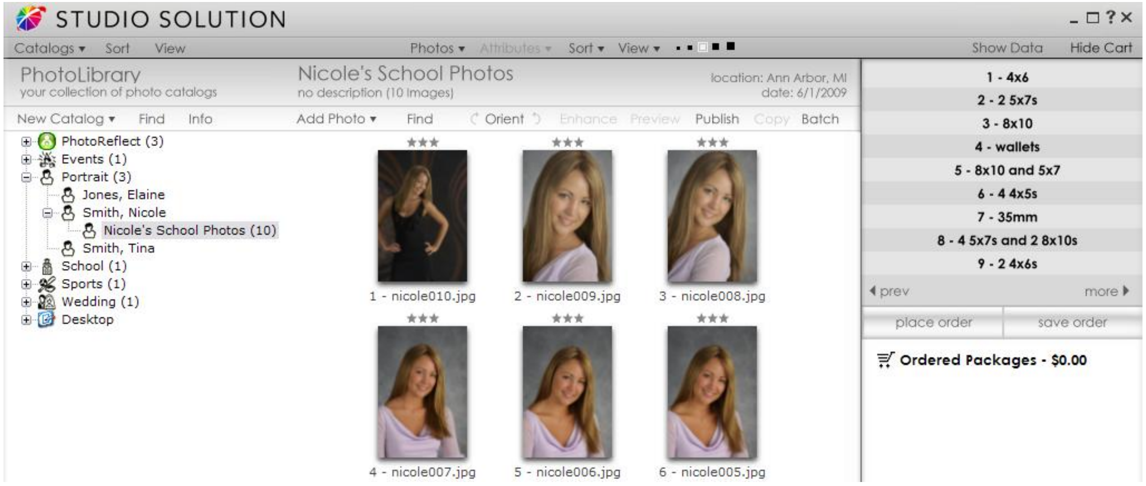
Here you will view, export and print various reports, including event, sales, employee, and trend information.

Options

This is your settings page. Here you will manage all software options.

Photo Library

Here you will store, organize, and manage all photos and catalogs. The library is divided into three sections, appearing in the software from left to right: Catalog Menu, Catalog Viewer, Shopping Cart or Photo Data with Histogram.



Catalog Menu

This is where you will create, organize, publish, and archive your photo catalogs. General headings are available upon installation but can be changed at any time. Selecting a catalog here will determine which photos appear in the Catalog Viewer.

Photo Viewer

This is where you will review, orient, and organize photos within a catalog. You can add, retouch, and order individual photos here.

Shopping Cart

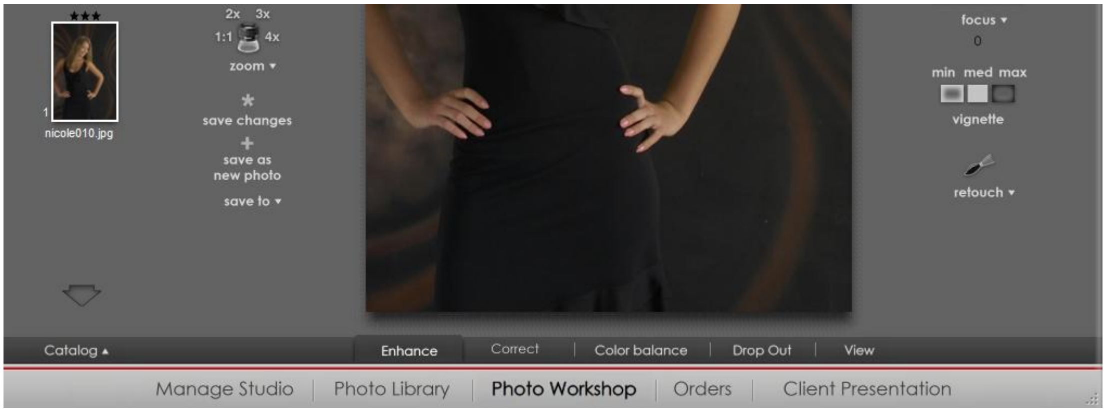
This is where you will select packages and photos for purchase. Any created package groups and products will be available here.

Photo Data

This is where you will be able to view a histogram for any image and add tags to a photo or catalog.

Photo Workshop

Here you will touch up, edit, or manipulate your photos before sending them to print. All of the changes made here will be saved as a new file. Your original photo file will remain unaffected. There are five different tabs located at the bottom of the screen to provide editing: Enhance, Correct (or Picture Style when working with Canon RAW files), Color Balance, Drop Out, and View.



Enhance

This is for adding borders, text, and retouching your photos.

Correct/Picture Style

This is for adjusting light options such as shadows, brightness, and exposure. Canon Picture Styles, will be made available when Canon RAW files are selected for editing.

Color Balance

This is for selecting or setting a color profile and adjusting white balance.

Drop Out

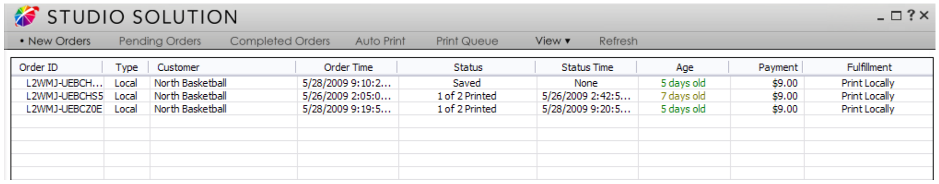
This is for editing and applying green-screen effects.

View

This is what the photo will look like if printed as is.

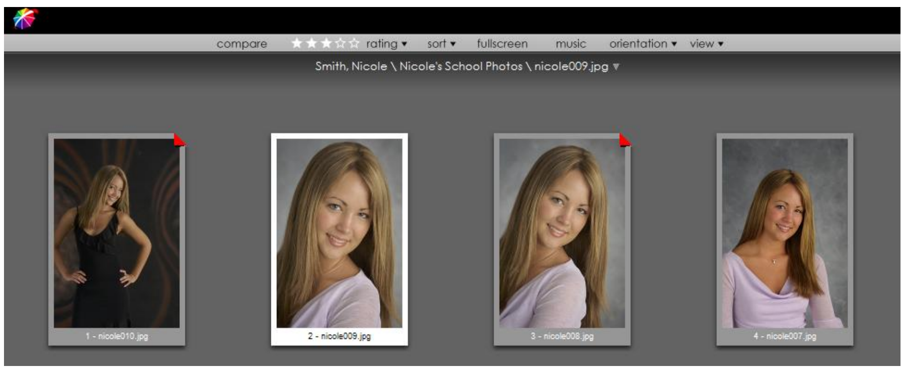
Orders

Here you will view, manage, and print all orders created in the Shopping Cart. There are three tabs: New Orders, Pending Orders, and Completed Orders. Order details appear below the queues.



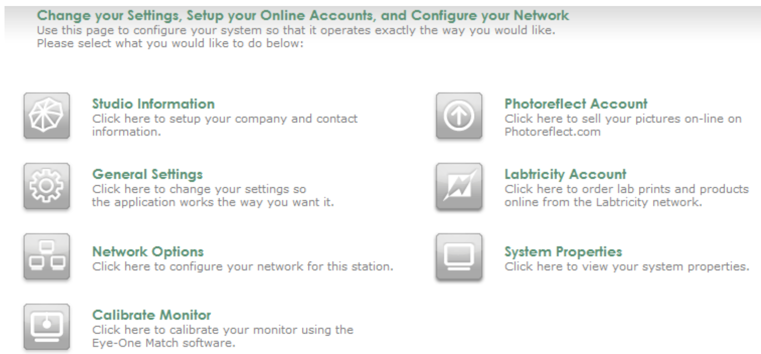
Client Presentation

This option will only become available within the Photo Library and Photo Workshop, and will change the appearance of the software into a customer-friendly presentation tool, complete with ratings, comparisons, music, and a slideshow. The Shopping Cart will be available during this mode for creating orders.



Setting Software Options

Before using the software you will need to set many of the basic software options. Let's start with the most basic functions.

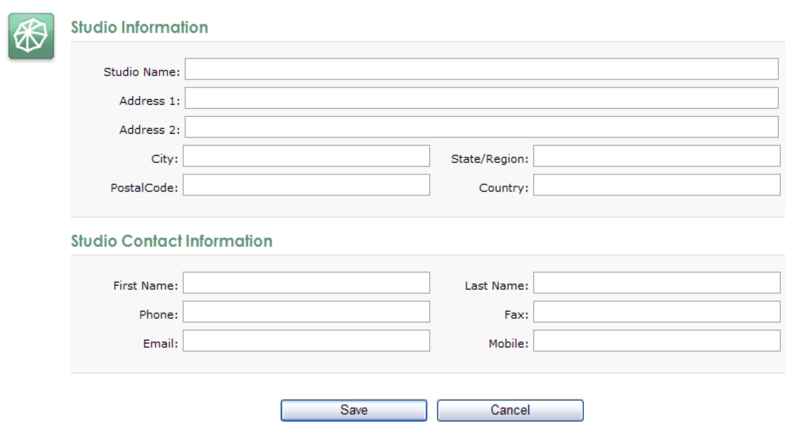


Find and select the **Manage Studio** tab at the bottom of the software.

Studio Information

Find these options in **Manage Studio > Options > Studio Information.**

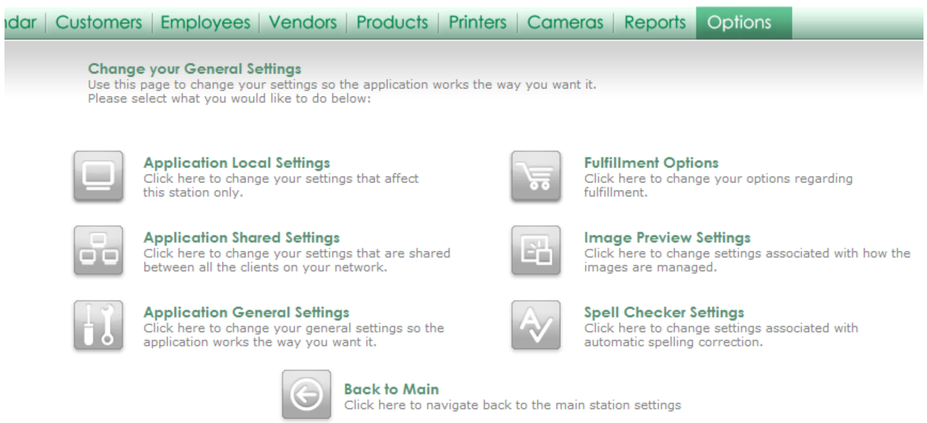
The first step is entering your studio information. Enter your studio name, address, and contact information and click **Save**. This information will be used automatically in other parts of the software.



General Settings

Find these options in **Manage Studio > Options > General Settings.**

Select a heading to change the software options. Below is a list and description of each header and its options.



Application Local Settings

These settings apply only to this computer.

- **Station**: Select a unique name for this computer. This will allow you to identify specific actions performed on or by this computer by recognizing the Station name. Your computer name, as displayed in Windows, can be used as a default.
- **Archive Path**: Select or browse to a location to archive past events. Archiving will remove the events from the software while keeping them handy in case you ever need them again. You can also archive to a disc if your computer supports it; select **Test Compatibility** to check if your computer can write information to a CD. If not, you will need to save the data to another location then write with other software.
- **Backup Path:** Select or browse to a location if you would like to make a backup archive to a second drive or location on your network.
- **Restore**: Browse to your previously archived events to bring them back into the software.

Note: *Your Archive and Restore path must be set to the same location.*

Application Shared Settings

These settings apply to all computers on a networked system.

- **Caption Logo Path**: Set your logo to appear at the top of the screen during Presentation Mode. The height cannot exceed 32 pixels and the width cannot exceed 600 pixels.
- **File Management**: Select an option for storing catalogs: none, by day, by week, by month. All catalogs during the selected time period will be stored in the same folder.

Application General Settings

Set the general options for the software. A checkmark indicates the option is activated. Many of the options are activated upon installation as the default.

- **Allow text to be added on the fly to images and borders in the Photo Workshop**: while editing photos in the workshop you will be able to quickly add an empty text box and format it independently of the image and any borders.
- **Automatically delete an event after it is archived to disc**: after archiving an event to a backup location, the event will be automatically removed from the software without a warning prompt.
- **Fill package with current photo when adding to cart**: if you have a photo selected and add a package to the cart, the package will be automatically populated with that photo. Normally, the package will be blank and you will need to click and drag photos into the package slots.
- **Show the 'Desktop' in the library to browse folders**: your computer desktop will appear in the catalog list in the Photo Library, so that you can easily browse to and add photos from locations on your computer without exiting the software.
- **Enable auto-orientation of captured images if supported**: the software will try to decide if photos you take are meant to be portraits or landscapes.
- **View a large preview of your photos on a second monitor**: this option is only available if you have a second monitor or Canon projector attached to your computer. Any time you select a photo in the Photo Library, the second monitor will display the photo full-screen with a black background.

- **Use the numeric keypad as shortcut keys for color correcting photos**: the numeric keypad will be used in the Photo Workshop for basic color correction functions.
- **Ignore preview thumbnails embedded in images**: the software uses preview thumbnails for storing edits, but other software will not recognize these files properly and the images you see in Studio Solution will not have the full edits when printed or published. If you routinely use different software to edit and retouch photos, select this option.
- **Always show the import photos confirmation dialog when importing files**: this prompts you for confirmation when selecting "Import All" from Add Photo>Import.
- **Always show the quick import confirmation dialog when importing photos**: if you are using quick import, this prompts the user for confirmation when importing photos.
- **Always show the burn to disk confirmation dialog when burning files or catalogs**: this prompts you for confirmation when burning information to disk.
- **Always show the hide photos confirmation dialog when hiding photos**: this prompts you for confirmation when hiding photos from the catalog.
- **Allow borders to be edited from the Photo Workshop**: select to allow imported borders to be locked or editable in the workshop.

Select an image format when using another program to edit images:

- .bmp
- .jpg
- .png
- .tif

Select Template Marketplace options:

- **Display template marketplace on the Choose Border dialog in the Photo Workshop**: when selecting a template in the workshop, you can browse, purchase, and download online templates.
- **Purchased Template Download Dialog**: select one of the following options:
  - Always show the dialog when a template downloads.
  - Do not show the dialog and **do not** add purchased templates to the current border group.
  - Do not show the dialog and **always** add purchased templates to the current border group.

Select Shopping Cart options:

- **Show Service Notes as a branch of the Shopping Cart's Tree**: you can select items in the shopping cart and add, edit, or delete service notes.
- **Show Print Commands and Media in the Shopping Cart menu**: you can select items in the shopping cart and add, edit, or delete print commands and print media settings.

Select Color Management options:

- **Use Monitor Color Profiles**: set the default Windows color profile for photo display in both the Photo Library and the Photo Workshop.
- **Working Space**: select one of the following color profiles:
    - sRGB ColorSpace
    - Adobe RGB (1998) - Default
    - ProPhoto RGB

Select options for Prompts and Warnings:

- **Allow free packages without warning**: when you add a package with no cost to the shopping cart, you will not be reminded that the package is free.
- **Prompt for Administrator password when accessing program settings**: if you are not logged in as Admin and attempt to change the software settings, you will be prompted for the Admin password in order to continue.
- **Prompt for copies when adding packages to cart**: if you routinely add more than one copy of a package to the shopping cart at a time, select this option to prompt you for a number of packages each time you add one to the cart.
- **Prompt for copies for Quick Print packages**: if you routinely print more than one copy of a package using quick print, select this option to prompt you for a number of packages to print each time you use quick print.
- **Display quick print warning message**: you will be prompted for confirmation when using quick print, to avoid accidentally printing items.

Fulfillment Options

These options affect customer orders.

- **Automatically print orders containing locally fulfilled items**: this option works with the auto-print function in the Orders tab, and will automatically print all placed orders that you fulfill in house. This option is enabled by default.
- **Add default back print information to each order**: enable this option to specify and print text on the back of all photos. This option is only available for larger printers with back print capability.

  To enable back print text:

  1. Select **Add default back print information to each order**.
  2. Select **Edit Back Print Info**.
  3. A window appears. Select **Store suggested back print text in each order**.
  4. Enter the text you would like to appear. Select **Insert special text** to add information such as date/time, names, photo numbers, copyright symbols, etc.
- **Add the default package to the shopping cart**: enable this option to automatically add your default package to every order made.
- **Shipping Settings**: select a default shipping method for all orders you fulfill locally, and enable **Ship all orders back to the company address** to have all printed orders mailed back to you.
- **Print to Disc Settings**: use this to write order information to disc for fulfillment at a lab using Labtricity. The studio must have these products configured the same way as the receiving lab. Select **Test Compatibility** to see if your computer supports internal disc writing and can automatically burn the information to a CD.

Image Preview Settings

These options affect preview files.

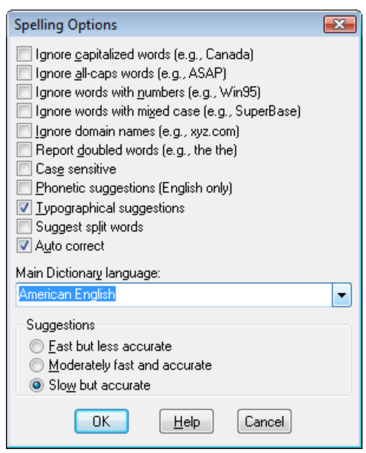
- **Enable Preview Files**: Preview files are reduced-size versions of your photos that will load and edit faster than the digital negatives. The Image Preview Setting, found in General Settings, is for previews generated for images under Desktop and My Computer, on the Photo Library page. Image previews for orders are placed in the folder with the images. These previews are found in the X:drive. The default location is C:\ProgramData\ExpressDigital\Common\CachePV." Select a new path if desired.

- **Preview Cleaning**: it is not necessary to keep preview files for catalogs that are no longer being used. The default settings will keep the files for two weeks. Select a different time period if desired and a time of day to start purging. Select **Cleanup Older Previews** to instantly purge the computer of preview files that exceed the time frame, or select **Delete All Previews** to instantly purge the computer of all preview files.

Spell Checker Settings

These options determine how the Spell Checker will correct comment and description text fields in the software.

- **Enable Automatic Spell Checking**: enable this if you want to perform an automatic spell check before saving your information.
- **Apply spell check to street address fields**: enable this if you want spell check to confirm the spelling of your entries in the street address field.
- **Options**: these settings determine the correction levels for your spell checker



- **Dictionaries**: this setting allows you to add or delete words used by your dictionary.

PhotoReflect Account

PhotoReflect.com is an online storefront for uploading and selling photos. You simply set your packages, products, and publish photos through Studio Solution to your site – where customers will automatically be notified and able to purchase photos from your studio 24/7. Find PhotoReflect options in **Manage Studio > Options > PhotoReflect Account**.

Select **Login Now** to login into your PhotoReflect account. Once logged in, you can manage all of your account information, set up web products and pricing, manage your online portfolio, promotions, and view automatically generated reports of your sales and orders.

Select **Sign Up** to make an account within the software. This requires an internet connection.

Labtricity Account

Labtricity is a network of labs that makes ordering professional lab prints and services easy. Once you create an account you can send orders to any Labtricity-enabled lab, where they will print and mail the photos back to you or ship them directly to your customers. Find Labtricity options in **Manage Studio > Options > Labtricity Account**.

Select **Login Now** to log into your Labtricity account. Once logged in, you can manage all your account information, select labs, set up lab products and services, and view all current lab orders.

Select **Sign Up** to create an account within the software. This requires an internet connection.

System Properties

Find this information in **Manage Studio > Options > System Properties.**

This is a list of the computer properties, including used and free space, local paths, detected cameras and printers, and software versions. This is information is helpful when diagnosing any computer related problem.

Calibrate Monitor

Calibration of your monitor is a vital step in managing the quality of your work in your studio. You can perform a monitor calibration using X-Rite Eye-One Match Software in **Manage Studio> Options > Calibrate Monitor.**

Note: *You must have the Eye-One Match Software and hardware installed on your computer before you can use this feature.*

Setting Up Your Network

This software can be used in a network environment, with multiple stations for capturing, selling, enhancing, and printing. All of the information from each computer can be shared on a simple Windows network, making it easy to switch between stations without worrying about losing data.

This chapter will guide you through getting all of your computers, printers, and cameras on a network and talking to each other.

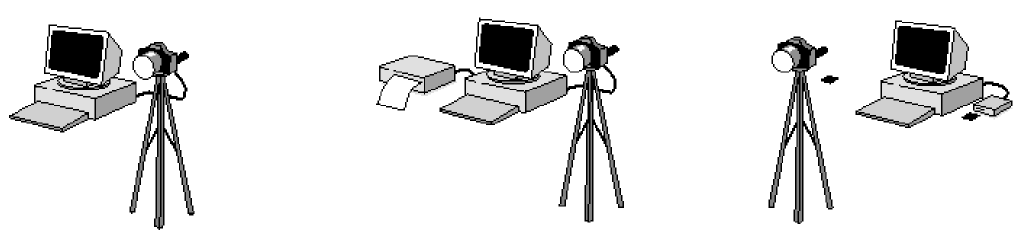
Typical Networks

You will first need to determine what kind of network you wish to run. Below is a compilation of common network setups for different studios. If you already know which kind of network you plan to use, feel free to skip down to Your Network.

Single Computer Studios

A typical single computer studio includes one of the following setups:

Most of these setups will do their printing through any number of local printers to fulfill orders. Both tethered and un-tethered cameras can be used in any setup. Tethered cameras will import quickly and automatically, but require you to be close to the system; un-tethered cameras will require an import step, but work best for mobile shoots.



Onsite Studios

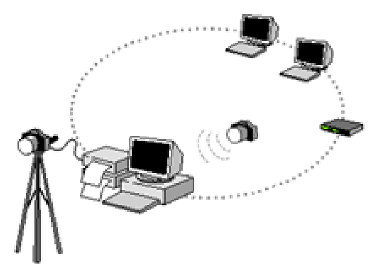
A typical onsite studio includes one of the following setups:

These setups deliver prints on demand. Use local printers for smaller prints onsite and send larger prints back to your studio. The computer in this setup works as a preview and order station, while cameras can be tethered or un-tethered at the station, or roaming around with photographers and manually imported later during the event.

Small Studios

A typical small studio includes one of these setups:

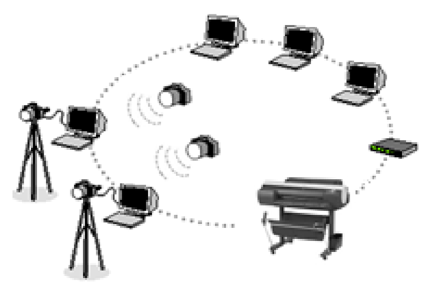
If one computer station is not enough, the software can be used with any number of stations, all capable of previewing and selling any photos on the server station. The server and client stations will be connected through a simple Windows network. Orders can be printed locally.



Large Studios

A typical large studio includes this setup:

With a large customer base, you can set up even more presentation and sales stations, all connected to several different capture stations. These will all connect and sync with the server station, allowing all the client stations to work simultaneously with updated photos and data.



Your Network

Now that you understand the logic, it's time to set up your own network.

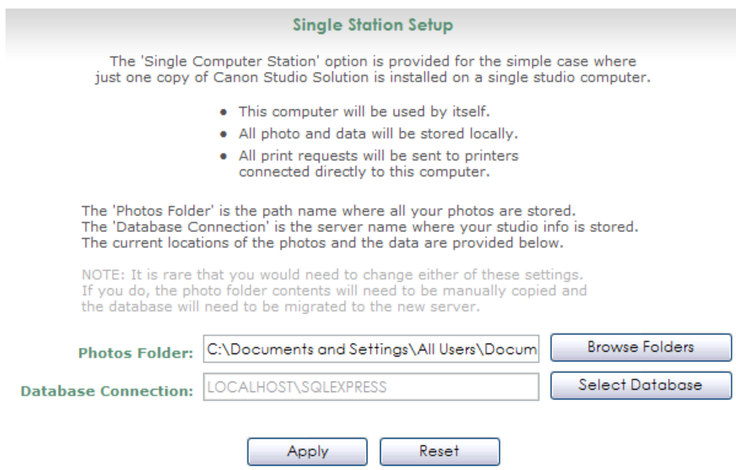
Find these options in **Manage Studio > Options > Network Options.**

Setting Up a Single Computer

A single computer setup means you are running one copy of the software on one computer. The setup requires the installation of the USB dongle. This is the default upon installation. A single computer environment means that:

- This computer will be used by itself.
- All photos and data will be stored locally or on an attached external HD or RAID.
- All print requests will be sent to printers connected directly to this computer.

To set up a Single Computer network:



1. Click **Single Computer** on the left side of the screen so that a check appears.
2. Select a **Photos Folder**. This is automatically selected and it is rare that you would need to change it. If you do so, you will need to manually copy the existing folder contents.
3. Select a **Database Connection**. This is also automatically selected. If you change it, the database will need to be migrated to the new location.
4. Select **Apply**.

Setting Up a Server Computer

A server computer is necessary if you are running the software on more than one computer.

Note: *A dongle must be attached to the server computer to activate the network.*

The server computer will contain all of the photos and data, and will share them with the client computers.

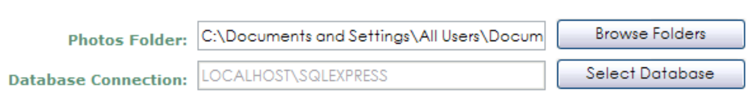
Note: *The server computer must be configured before the client computers.*

A server computer means:

- A computer will be used, as a server, on a network.
- All photos and data will be stored locally on this computer.
- Printers are directly connected to this station.
- Clients can access the photos stored in this station.
- Clients can access data stored in this station.
- Clients can send print requests to this station.

To set this computer as the Server Computer:

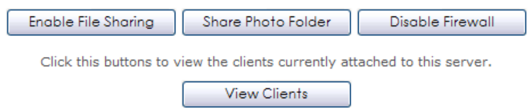
1. Click **Server Computer** on the left side of the screen so that a check appears.
2. Select a **Photos Folder**. This is automatically selected and it is rare that you would need to change it. If you do so, you will need to manually copy the existing folder contents.
3. Select a **Database**. This is also automatically selected. If you change it, the database will need to be migrated to the new location.



4. Notice the **Server Name**, **IP Address**, and **Workgroup**. When setting up a client, you will need to confirm these identifiers to ensure you are connected to the correct server.

Server Name: BLUE **IP Address:** 192.168.1.2 **Workgroup:** MSHOME

5. You will need to enable file sharing in Windows so that the client stations can access the photos and data on this computer. Select **Enable File Sharing**.



   a. **For Windows XP**: Follow the Network Setup Wizard to enable file sharing on your network. You will need to restart your computer before this takes effect.

   b. **For Windows Vista**: The Network and Sharing Center window appears. **Turn On** the following options: **Network discovery**, **File sharing**, **Public folder sharing**, and **Printer sharing**. Select **X** to exit this window when finished.

   c. You may also want to disable User Account Control (UAC) in Vista to eliminate recurring password and permission prompts. To do this:

      i. Open the **Control Panel** and under **User Account and Family Safety**, select **Add or remove user accounts**.

      ii. Select **Go to the main User Accounts page** and select **Change security settings**.

      iii. Click to unselect the box next to Use **UAC to help protect your computer**.

      iv. Select **OK**. UAC is now disabled.

6. You will need to share the photo folder in Windows so that the client stations can access the photos on this computer. Select **Share Photo Folder**.

   a. **For Windows XP**: Select the **Sharing** tab, and select **Share this folder on the network**. The **Share Name** should be Photos. Select **Allow network users to change my files**. Select **Apply**. Select **OK**.
   b. **For Windows Vista**: Once you have enabled File Sharing, the Photos folder is automatically shared as a subfolder. If you wish to share the folder manually, you can disable sharing of public folders and enable sharing specifically on your photos folder only by **right-clicking** on it and selecting **Share** and allowing all users on your network.

7. If you are running a firewall on this computer, you will need to disable it to allow database sharing. Select **Disable Firewall**.
   a. **For Windows XP**: The Windows Firewall window appears. Select to turn the firewall off, or to enable Studio Solution as an exception. To do this, select the **Exceptions** tab and select **Add Program**. Select **Studio Solution** and select **OK**.
   b. **For Windows Vista**: The Windows Firewall window appears. Select to turn the firewall off, or to enable Studio Solution as an exception. To do this, select the **Exceptions** tab and select **Add Program**. Select **Studio Solution** and select **OK**.
8. Select **Apply**.

Viewing and Managing Client Stations

If you are on the Server Station, you can view all clients attached as Stations to the Server.

To view all clients:

1. Select **Server Computer** from the left side of the screen so that a check appears.
2. Select **View Clients** from the bottom of the server screen.
3. A window appears showing a list of all connected clients.
   a. The clients are listed by Workstation name and type (client or server).
   b. The Jobs column shows all current print jobs for each client.
   c. The Status column shows all current print jobs sent from each client station.

Select a command at the top of the window to manage clients:

- **Restart**: restart the printing process for all clients.
- **Stop**: stop the printing process for all clients.
- **Power Off**: turn off the print server.

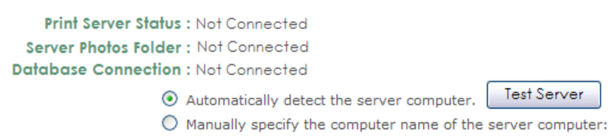
Setting Up a Client Computer

A client computer is necessary if you are running the software on more than one computer. The client can access all of the photos and data on the server computer and is typically used as a sales station, capture station, retouch station or reception station. **The Server Computer must be set up before the Client Computers.** A client computer means that:

- This computer will be used on a network.
- All photos and data will be stored on the server computer.
- All print requests will be sent to the server computer.

To set up a Client Computer:

1. Click **Client Computer** on the left side of the screen so that a check appears.
2. Verify that the Server Name, IP Address, and Workgroup are pointed at the correct server.



3. The default is to automatically detect the server computer. If you wish to connect to the server computer manually, select **Manually specify the computer name of the server computer** and enter the computer address.
4. Select **Test Server** to test the connection. If the connection fails, you will need to check your network connections and settings.
5. If all connections are working, select **Apply**.
6. Check the Print Server Status, Server Photos Folder, and Database Connection. These should all show **Connected**. If they show **Not Connected**, return to **Setting Up a Server Computer** and follow the steps in the section. If the connection still fails, you will need to check your network connections and settings.

7. Your Client Computer has been set up successfully.
8. Repeat Steps 1 – 7 on all other client stations.

Connecting Printers

Now that we've finished with basic settings and have the network up and running, it's time to connect and add any printers that you'll be using. Find printer options in **Manage Studio > Printers**.

Printers should be directly connected to the server station or through a network hub, so that each client can communicate with the server and use the printer. If you are using a single computer setup, connect the printers directly to your computer or through a network hub.

There are many different types of printers you can use with the software:

- Canon Pixma Pro (9000 & 9500 Mark I and II)
- Canon IPF Series (5100, 6100, 6200, 8100, 9100)
- Any Windows Printer
- Raster File Printer

If you have installed the proper printer driver and have the printer connected via USB, the software will automatically recognize it. If a printer is not automatically detected, select **[Add]** for that printer type and select your printer from a list. If the printer does not appear in the list, please confirm the printer's detection within the Windows operating system.

Setting Up a Canon Printer with Direct Connectivity

Some Canon printers have direct connectivity with the software. You'll only need to plug it in, turn it on, and attach it to the computer. The software will instantly recognize it and set it up, no drivers are necessary, when connected directly via USB.

The following Canon printers support direct connectivity:

- Pixma Pro 9000, 9500 Mark I and II
- IPF 5100, 6100, 6200, 8100, 9100

To add and set up a Canon printer with direct connectivity via USB:

1. Attach the printer to the computer.
2. The printer will be automatically detected and added to the Canon printers list. If it is not automatically detected, select **[Add Canon Printer]** and select your printer from the list.
3. Select **[Setup]** to the right of the printer. A window appears.
4. There are four tabs of options: Main, Roll-sizes, Sheet-sizes, and Margin Text.
    a. **Main**:
        i. Select **Enable this printer** to activate the printer. This is turned on by default.
        ii. Select a Paper Source, Roll Width, Media Type, Media Rule, and whether to auto-cut and allow borderless printing.
        iii. Select **Advanced Printing Preferences** for the Windows printing preferences.
    b. **Roll-sizes**:
        i. Select **New** to add a new roll-size. Select width, arrangements, color profile, and offsets.
        ii. Select a roll-size and select **Edit** to modify an existing roll-size. Edit width, arrangements, color profile, and offsets.
        iii. Select **Reset List** to set the list to printer defaults.
        iv. Select **Delete** to delete a roll-size.
    c. **Sheet-sizes**:
        i. Select a sheet-size and select **Edit** to modify an existing sheet setup. Select width, height, media, arrangements, and a color profile.

  ii. Select **Delete** to delete a sheet-size.
  iii. Select **Reset List** to set the list to printer defaults.

d. **Margin Text**:
  i. Select Control options for if and when to print margin text.
  ii. Enter text to appear on lines 1 and 2 at left, center, and right justification.
  iii. Select **Insert Special Text** to enter pre-made text for customers, dates, packages, and other information.
  iv. Select **Restore Default Text** to set the text to printer defaults.

5. Select **OK** to save printer settings.

Setting Up a Canon or Windows Printer

The steps for adding a Canon and Windows printer are the same, except some Canon printers will be automatically detected and added to the list.

To add and set up a Canon or Windows printer:

1. Attach the printer to the computer.
2. The printer will be automatically detected and added to the Canon or Windows Printers list. If your printer is not automatically detected, select **[Add Printer using standard Windows Driver]** and select your printer from the list.
3. Select **[Setup]** to the right of the printer. A window appears.
4. Select **Properties** to set up basic Windows printing preferences.
5. Select **Advanced** to set advanced options:
   a. **Media & Profile**:
      i. Select **Use a color profile for this device** and browse to a color profile location if you want to use a specific color profile.
      ii. Select Media Rules and the corresponding media to sent specific items to specific printers.
      iii. Set the Bleed amount in pixels and select if you want to **Apply bleed on wallets & arrangements**.

   b. **Margin Text**:
      i. Select Control options for if and when to print margin text.
      ii. Enter text to appear on lines 1 and 2 at left, center, and right justification.
      iii. Select **Insert Special Text** to enter pre-made text for customers, dates, packages, and other information.
      iv. Select **Restore Default Text** to set the text to printer defaults.

6. Select **OK**.
7. Select a Page Size.
8. Select **Arrangements** for that page size: use **Quick Setup** to quickly add or delete print sizes of one type. Select **OK** when finished.
9. Select **OK** to save printer settings.

Setting Up a Raster Printer

A raster image printer will output each print as an image file on your computer. The image file size and type can be specified for output. This is especially useful when you want to modify the image size and output as another file type.

To add and set up a raster printer:

1. Select **[Add Raster Printer]**. A window appears.
2. Select the print size of this image printer.
3. Select Options:
   a. Confirm or change the print size.
   b. Select **Enabled** to activate this image printer.
   c. Select **Copy Settings** to copy the settings from another raster printer.
   d. Select Orientation options.
   e. Select the Print Area and Bleed options.
   f. Select the Output Folder, output File Type, Filename Format, and the filename and variable to start with.

4. Select **Media & Profile**:
    a. Select **Use a color profile for this device** and browse to a color profile location if you want to use a specific color profile.
    b. Select Media Rules and the corresponding media to sent specific items to specific printers.
5. Select **Margin Text**:
    a. Select Control options for if and when to print margin text.
    b. Enter text to appear on lines 1 and 2 at left, center, and right justification.
    c. Select **Insert Special Text** to enter pre-made text for customers, dates, packages, and other information.
    d. Select **Restore Default Text** to set the text to printer defaults.
6. Select **OK** to save printer settings.

Managing Connected Printers

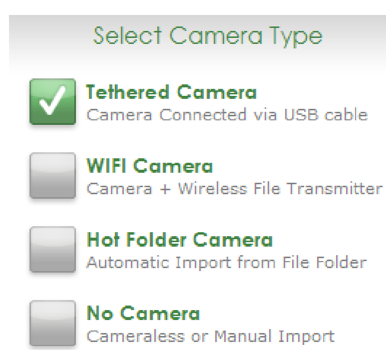
If you need to edit the settings of any connected printer, simply return to the printers tab and select **[Setup]** for the printer you want to edit. Follow the steps for that printer from the guides above.

> ***Note:*** *Printer settings are not accessible via a Client Station. Since printers are connected to the Server Computer, they are only accessible via the Server.*

Connecting Cameras

The software is almost ready to use, you just need to determine how photos will be captured and imported. Find the camera settings in **Manage Studio > Cameras**.

Photos can be captured and brought into the software in a number of ways:



- **Tethered Camera**: the camera will be directly connected to the software through a USB or Firewire cable. Each time you take a photo, it will appear instantly in the software.
- **WiFi Camera**: the camera will wirelessly transmit photos to the software as they are

captured. If you roam out of range of the network, all new photos will be transmitted when you return.

- **Hot Folder Camera**: a hot folder is a folder on your computer that is continuously sending any new photos from that folder straight to the software. Set a hot folder if your camera (or cameras) are importing photos to a specific folder.
- **No Camera**: no camera will be connected. All photos will need to be manually imported from Compact Flash, file folders, or external drives.

Setting Up a Tethered Camera

Any professional Canon compatible cameras can shoot and send photos directly to the software while connected through a USB or Firewire cable.

To set up your tethered camera:

1. Select **Tethered Camera** from the left side of the software under Select Camera Type.
2. Connect the camera to the computer with a USB or Firewire cable.
3. Turn the camera on.
4. Wait for Windows to detect the camera and prepare it for use.
5. If the software does not detect the camera and display it on the left side of the software, select **Detect Camera**.
6. The camera name will appear in the status bar at the bottom left of the software, and at the top center of the Cameras page.
7. Your camera is now ready to shoot tethered.

While you are using a tethered camera, you can press **SPACE** on your keyboard to automatically capture and import photos into the Photo Library or Photo Workshop. For a detailed guide of capturing and importing photos, go here.

Setting Up a WiFi Camera

The software can receive photos wirelessly from any Canon Wireless File Transmitter (WFT) using an FTP server. You will need to have a wireless internet connection set up on your computer to use a WiFi camera.

To set up your WiFi camera:

Select **WiFi Camera** from the left side of the software under Select Camera Type.

1. Make sure the Canon WFT is connected to your camera.
2. Turn the camera on.
3. Use the WFT connection wizard through the camera menu. For more details on finding the WFT wizard, refer to the camera manual.
4. Select **FTP** as the communication method in the camera wizard.
5. Enter your wireless network & router settings in the camera wizard.
6. Once the **FTP Server** settings appear on your camera, enter the FTP Address and FTP Port listed on the Cameras page in the software. **You must have Auto-Detect Address checked for this option**.
7. Once **Login Method** appears on your camera, use either "Anonymous" or match the username and password that you entered on the Cameras page. **You must have Anonymous Username checked to login anonymously without a password**.
8. Once **Target Folder** appears on your camera, select **Root Folder**.
9. Complete the Wizard.
10. Your WiFi camera is now ready.

A WiFi camera is essentially a tethered camera without a cable. While you are using a WiFi camera, you can press **SPACE** on your keyboard to automatically capture and import photos into the Photo Library or Photo Workshop. For a detailed guide of capturing and importing photos, go here.

Setting Up a Hot Folder

You can set up a folder to automatically import all new photos added to that folder. The software will continuously monitor this folder for any photos added by you or a camera.

To set up a hot folder:

1. In **Local Folder**, browse to or type in the folder to monitor.

2. You can automatically backup every photo to another directory for safekeeping. If you want to backup your hot folder photos, browse to or type in the backup location in **Backup Folder**.
3. Select **Apply**.

Importing without a Camera

To import without a camera, you will need to connect the camera picture card, external drive, or browse to the folder containing the photos and manually import them. Go here for more information on importing photos.

Setting Filename Options

Regardless of how you import photos, you can set the software to generate new filenames for all photos you import. Find these options in **Manage Studio > Cameras**, and select **Changed File Naming Options** from the middle of the screen.

Select a bubble to set new photo filenames. The following filename options are available:

- **Automatic**: the unique filenames will be based off the day and time or the Filmbar number. You can add a prefix for the filenames in the textbox. An example of your format will appear.

> ***Note:*** *The Filmbar is displayed on the left side of the Photo Workshop window when Single is selected at the upper left hand corner of the window. The Filmbar number is the number displayed under the image.*

- **Numbered**: the unique filenames will be numbered, starting incrementally from the starting number you specify. You can add a prefix for the filenames in the textbox. An example of your format will appear.
- **Customer Driven**: the unique filenames will be based off the customer ID and one of the following: date and time, picture number, or picture name. Select to **Show the filename dialog for every picture taken** if you want to view filename info for imported photos.

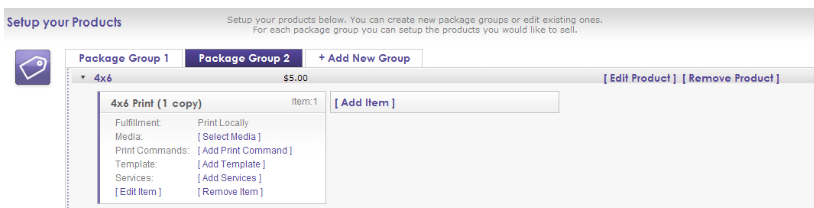
Setting Up Your Products

Now that the general options are set and your network is working, it's time to set up some products and prices.

Creating Products

Find these options in **Manage Studio > Products > Packages and Prices**. This is where you will create and edit all packages, products, and prices for your studio.

Products are structured like this: package groups will contain individual packages, and each package will contain individual products.



Note: Make sure all client stations are closed prior to making any changes to Packages and Prices. The clients will automatically update upon launch.

Creating a Package Group

Package groups are convenient for holding a number of packages and products specific to an event. By creating multiple package groups you can switch between the offered groups depending on your event, removing unnecessary packages and clutter from the Shopping Cart.

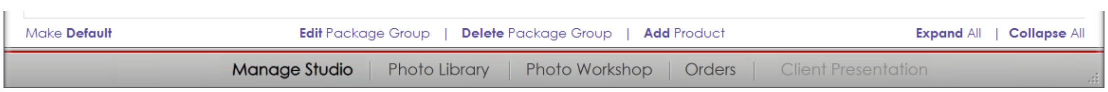
To create a new package group:

1. Select **+ Add New Group** from the tabs near the top of the Products window. A prompt will appear.
2. Type in new group name for this package group.
3. If you want to copy an existing package group, select **Copy of** and select the group you wish to copy from the dropdown menu.

4. If you want this package to be available online through your PhotoReflect site, select **Allow this package to be used with your online storefront**. You must be logged into your PhotoReflect account for this selection to be active.
5. If you want to have the option of quickly adding last-minute print items to orders in the Shopping Cart, select to show the **Add Lab Print Items** and/or the **Add Local Print Items** options.
6. Select **OK**.
7. You will be prompted to add package item to this group. Select the type and quantities of the items you would like to offer to your customers. Select **Cancel** to add packages later, or read the following sections.

Editing a Package Group

To edit a package group, select **Edit Package Group** near the bottom of the window to change the selected package group settings. To delete a package group, select **Delete Package Group** to remove it. You must always have at least one package group available for use.



Adding Packages

Packages are subgroups of package groups that can contain any number of individual items, for sale for one total price.

To create a package:

1. Select the package group you wish to add the package to.
2. Select **Add Product** from the options near the bottom of the Products window. A prompt appears.
3. Enter a package name and a price. **This is the total price of every product included in the package.**
4. Select **Discount Pricing** if you want to create a volume discount. Volume discounts encourage your customers to purchase more pictures per order. Use

Add, **Edit**, and **Remove** to adjust volume discounts and set prices. The largest discount for an order will always be applied automatically.

5. Select **A la Carte Package** if you want to allow purchase of individual products within this package.
6. Select **Quick Print** if you want to print this package immediately upon purchase.
7. Select **High Priority** if you want to print this package before other orders in the queue.
8. Select **OK**.

Editing a Package

To edit a package, select **[Edit Product]** near the top of the window and change the selected package settings. To delete a package, select **[Remove Product]** to remove the selected package. Select **Expand All** or **Collapse All** to see every item and package included in the selected package group.

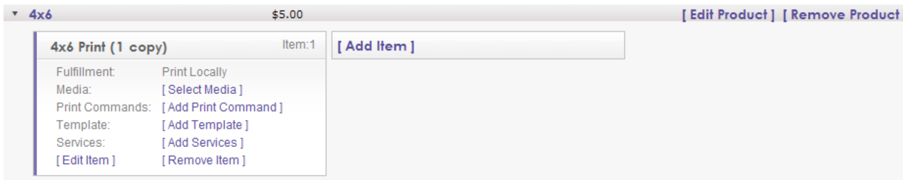
Creating a Product

Products are individual items that are included in a package. You can select the number of prints, printing media, any special print commands, templates, and services to be automatically applied to a product.

To add a Product:

1. Select both the package group and the package you wish to add the product to.
2. Expand the package by selecting the **down-arrow** to the left of the package name.
3. Select **[Add Item]**. A prompt appears.
4. Select **Fulfiller** to determine who will print the item. You can choose to fulfill the item yourself (Local Print), or log into your Labtricity account and select a lab to fulfill the item. If you select a lab, the product list will only show items they offer.
5. Select **Print Group** to filter the list to a particular print size.
6. Click on an item to add it to your package. Use the arrows under **Count** to select the number of prints.

7. If you wish to add additional items to the package, click on another item and select the number of prints. There is no limit to the number of items you may add. Select **Clear Quantities** to reset the list and start over.
8. When finished, select **OK**.



Editing a Product

Once you have created a product, it will appear in your selected package with a list of possible commands and preferences. Select [**Edit Item]** to change the product name, price, size, fulfillment, or any of the options from the list below. Select **[Remove Item]** to delete it.

Click on any available link to quickly add or edit a product feature:

- **Fulfillment**: Select where the product will be printed (local or lab). This option can only be changed by selecting **[Edit Item].**
- **Media and Print Commands**: Select to add or edit the type of printing material or special printing commands.
- **Template**: Select to assign a template with this product. Templates can be graphics, layouts, overlays, or text.

  To associate a template with this product:

  1. Select **Always use a border for this package item**.
  2. Select **Choose**. A window appears.
  3. The top of the window includes all borders currently in the software, while the bottom shows borders for sale from the online Template Marketplace. Use the tabs and arrow keys to navigate and select a border, then select OK.
  4. The Border Name and description field is automatically populated.

5. Select the **Tile Layout** for how the border appears: once, tiled with the same photo, or tiled for use with different photos.
6. Select the **Orientation**: best fit, landscape, or portrait.
7. Select the **Placement**.
8. If you want to add or edit text, select **Use default border text**. Select **Edit Default Border Text** to view and enter new text. **A template must have text included for this option to be available.**
9. Select **OK**.
10. This template will always be automatically applied to this product.

- **Services**: Select to add or remove existing services to a product. **You must have created services for options to be available.**

Adding Digital Delivery Products

A Digital Delivery Product lets a photographer select an entire catalog or specific photos in a catalog and within just a few clicks, send the images to CD/DVD or file. Preview thumbnails,

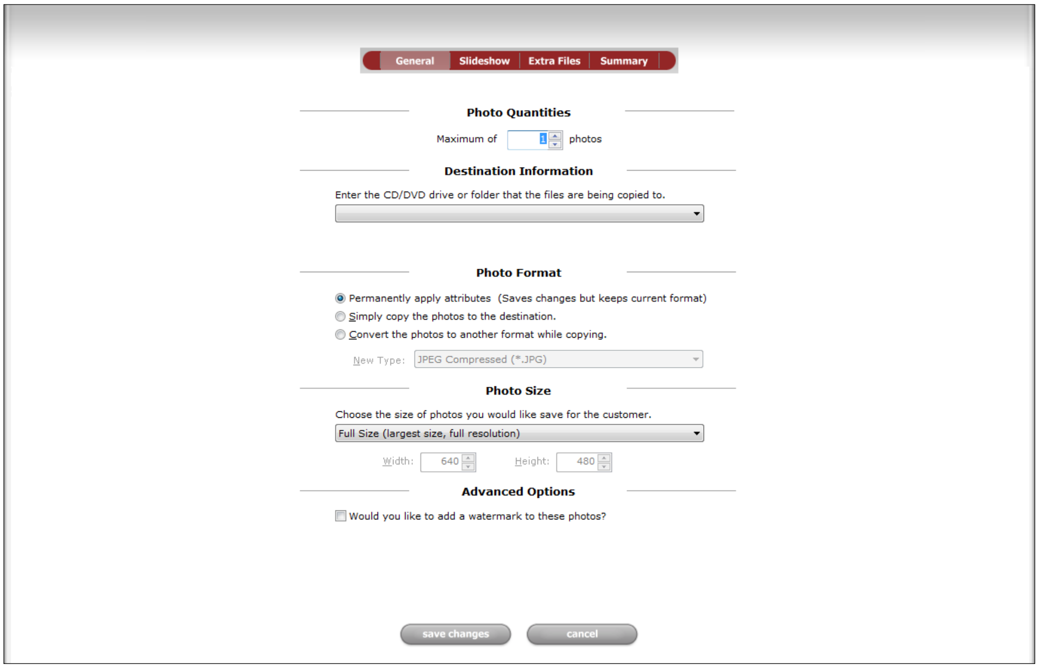
Watermarks, slideshows complete with music, and any additional files can be added to the digital media.

In order to sell your digital media, you need to set up a package to add to your package groups. This will allow you to easily add a Digital Media option to your shopping cart for a CD you will be creating locally. The Digital Delivery Product can be assigned as its own package or added as an additional item to an existing package.

To add as a Package:

1. Select **Add Product**.
2. Assign the package a unique name and price.
3. Select OK to save.
4. Select the new package and select **[Add Item].**
5. Select **Digital Delivery Products** from the Print Group dropdown list.
6. To customize this product, select [Edit Item] to change any of the components

There are four components for creating a digital delivery product: General, Slideshow, Extra Files and Summary. "General" is the general options settings for the digital output, such as where the media will be sent, the media format, and media size. The "Slideshow" component allows you to export an interactive slideshow with the media, complete with music and promotional logos/images. The "Extra Files" component allows you to export any additional files to the media, such as music or text files. "Summary" is a quick list of all the features available, and allows you to remove or change options.



General

The first page within the Digital Delivery Wizard is the General component. The Format page contains all the vital information necessary for exporting your digital media. There are four options on the Format page: "Destination Information," "Photo Format," "Image Size," and "Advanced Options."

- **Destination Information:** Destination Information is where you set the location for the exported media. Click the drop-down box to select a destination. Selecting "<Browse Folder>" will let you search your computer for a folder or drive. You can choose a folder on your computer or network, a storage device, or choose to copy the files to a CD or DVD. If you choose a CD or DVD, make sure you have a disc in the drive before attempting to burn the media.

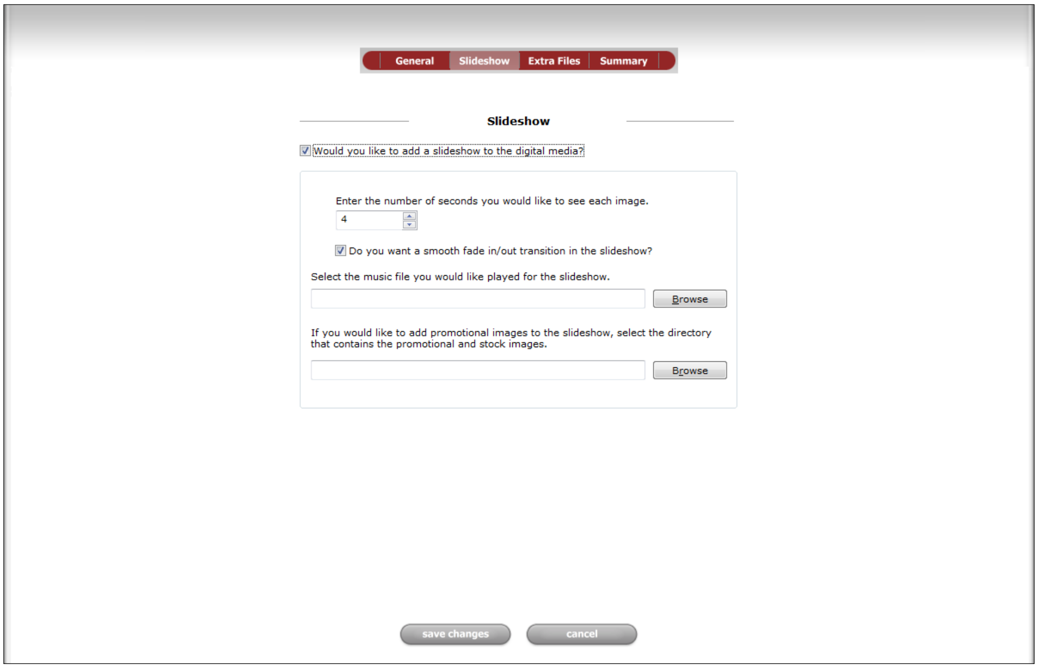
- **Photo Format:** Photo Format is where you set how the images will be copied. There are three options: Permanently apply attributes, Copy the images, or Convert the images to another format while copying.
    - Permanently apply attributes will save all of your current changes in the Photo Workshop, but will combine all the layers and copy the images as one single image layer.
    - Copying the images will keep all layers intact, and copy the files exactly as they are in Studio Solution.
    - Converting the images to another format while copying will only convert the format of the images on the new media, the originals will remain in their current format, unchanged. If you choose "Convert the images to another format while copying" you will be able to click the drop-down box and select an image format. If you do not select an option from the list, the images will be copied as .JPG files. The other available formats are: Windows Bitmap (.BMP), ZSoft (.PCX), Photoshop (.PSD), Portable Net Graphics (.PNG), Targa (.TGA), Tagged Image File (.TIF).
- **Photo Size:** Photo Size determines the dimensions in pixels of the copied photos. There are four size options: Preview Size (smallest size, approx: 640x480 pixels), Medium Size (approx 1280x800 pixels), Full Size (largest size, full resolution), and Custom Size. To enter a size, click on the drop-down menu under **"Choose the size of images you would like to save for the customer"** and select one of the options."

  If you choose a custom size, the "Width" and "Height" boxes will become available. Use the arrow keys to increase each dimension by 1 pixel, or click the text field and type in a number. Custom sizes will not automatically keep an aspect ratio. If you enter a width or height that does not keep the current aspect ratio of the images, Studio Solution will fit the larger dimension to the picture and crop out any parts of the shorter side that are beyond the specified dimensions.

- **Advanced Options:** Advanced Options will allow you to add a watermark to the copied images. Watermarks are semi-transparent graphics, repeated over the picture to deter image theft and unauthorized copies of the original picture. To add a watermark to the copied images, check the box next to **"Would you like to add a watermark to these images?"** Uncheck the box to disable this option.

Slideshow

The second page in the Digital Delivery Wizard is the Slideshow component. It is possible to export a slideshow of all the photos along with the photos themselves. You can also add music and promotional images to the slideshow.



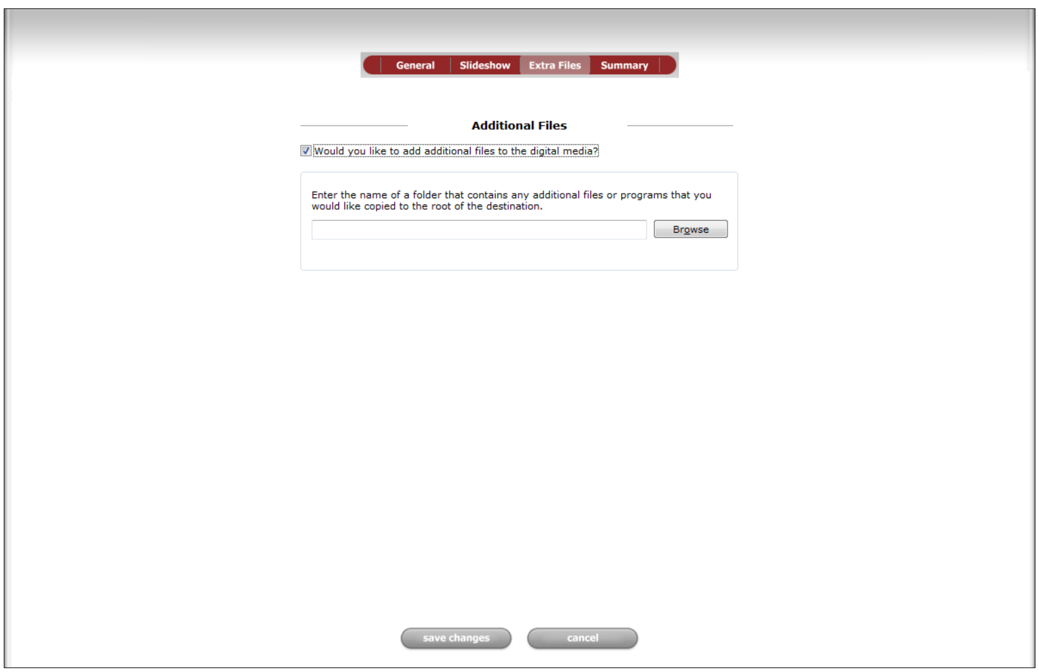
To enable a slideshow for the digital media, click the "Slideshow" tab at the top of the Digital Delivery Wizard window, and check the box next to "Would you like to add a slideshow to the digital media?" Un-checking this box will disable the slideshow option.

The Slideshow page has four options after enabling the slideshow:

- To enter the number of seconds for each photo to be shown before switching to the next, click the number and type in the desired number of seconds, or use the arrow keys to increase or decrease seconds by one.
- To enable smooth fades between photos, check the box next to **"Do you want a smooth fade in/out transition in the slideshow?"** If the option is enabled, each photo will slowly fade to black, and the next will fade in from black. If the option is disabled, the slideshow will instantly jump from photo to photo when the time has elapsed.

- To add a music file to the slideshow, click the **"Browse"** button under **"Select the music file you would like played for the slideshow."** Select the file on your computer, network, or drive that you would like in the slideshow, and click "OK." Leaving this field blank means no music will be played during the slideshow.

- To add promotional images to the slideshow, click the **"Browse"** button under **"If you would like to add promotional images to the slideshow select the directory that contains the promotional and stock photos."** Select the directory or folder on your computer, network, or drive that contains your stock or promotional images, and click "OK." Now when a slideshow is viewed, the promotional images you selected will be shown in the slideshow in between transitions from photos. Leaving this field blank means no promotional or stock images will be shown during the slideshow.



Extra Files

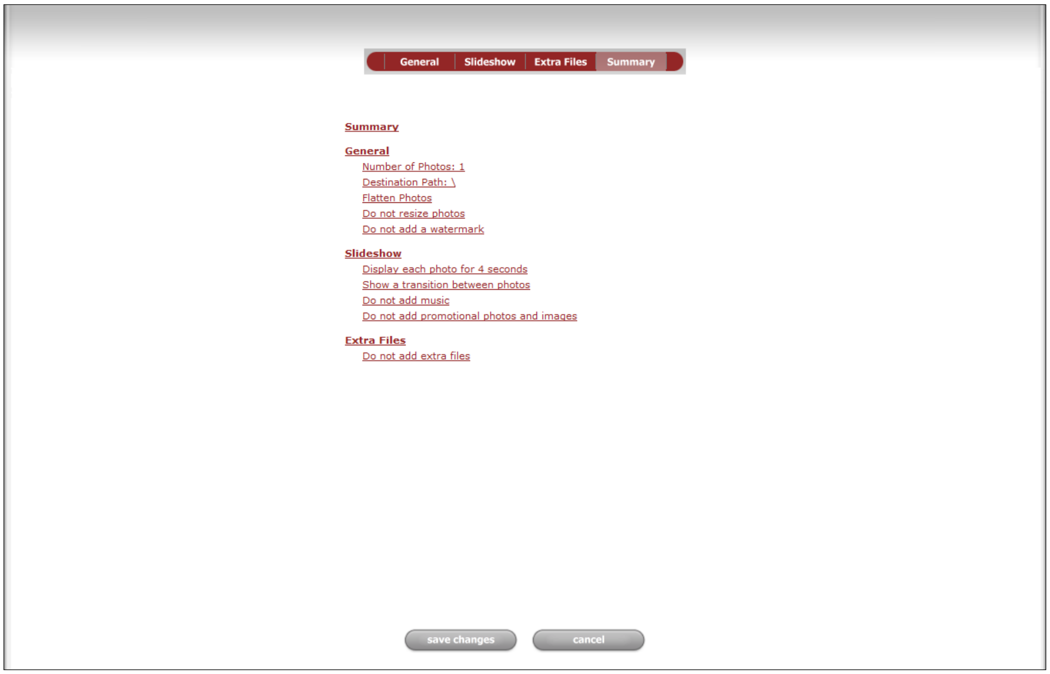
The third page of the Digital Delivery Wizard is the Extra Files step. This step allows you to add any additional files to the digital media. For instance, you could attach stock images of templates you can provide, or a price list, or even a copy of the customer's receipt.

To add extra files to your digital media, click the box next to **"Would you like to add additional files to the digital media?"** The second option will now become available. First, place all of the desired files into one folder. Everything in this folder will be added as an extra file. You do not need to include the photo files in this folder, they will be exported separately. Once you have moved all of your desired files into one folder, type the folder location into the empty field or click the browse button to locate it, and click "OK."

Summary

The fourth and final page of the Digital Delivery Wizard is the Summary step. This step shows a list of all the options you chose in the first three steps and gives you the opportunity to check and change them.

The Summary page is made up of links. There are four headings, one for each section of the Digital Delivery Wizard: General, Slideshow, Extra Files, and Summary. Clicking on one of these headings, or any of the links under it, will take you back to that page of the wizard and allow you to change every option on the page.



Notice that the links below each heading include each specific option you have already selected. You can quickly scan the choices you have made without returning to every page of the wizard to check them.

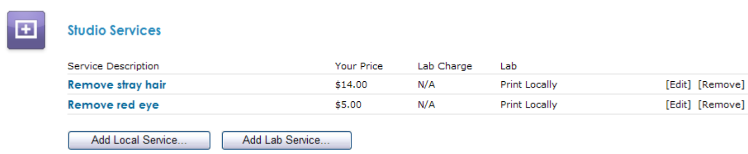
The Digital Delivery Wizard saves these settings for all future digital media. Whenever you start the Digital Delivery Wizard, the Summary page will always contain the options used for burning the last digital media. This allows you to quickly start the wizard, click on the Summary page, and burn the media immediately if you want the same options selected as last time. If you need to change the location, a watermark, or the music, just click the appropriate link, change it, and return to the Summary page to burn the media. This will save you a lot of time, since you do not need to complete the entire wizard every time you need to create digital media.

Adding Services

Now that you've created some products, let's move on to other product-related options. A service is any kind of retouching or editing in addition to normal photo editing, such as removing stray hairs or erasing braces.

Services may be added to any product or order. Each service has a cost that will be included in the order total. Find service options in **Manage Studio > Products > Studio Services**.

Studio services will appear in a list with the description, your price, the lab wholesale price, and printing information. You will need to determine the service, the cost, and if it will be a pre-print or post-print process.



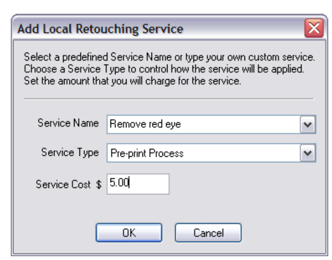
Note: Make sure all client stations are closed prior to making any changes to Studio Services. The clients will automatically update upon launch.

Adding a Local Service

A local service is something you will provide for the customer on your own time without the use of a lab.

To add a local service:

Select **Add Local Service**.



1. Select a service from the list or create a new service.
2. Select a pre-print or post-process service.
3. Select a price.
4. Select **OK**.

Adding a Lab Service

A lab service will be provided by one of your Labtricity labs. Each lab will offer different services at different prices. You will see the lab's wholesale cost so that you may mark up appropriately.

To add a lab service:

1. Select Add Lab Service.
2. Select a lab from the dropdown box.
3. Select a service from the available list.
4. Select **OK**.

Editing a Service

Select Edit or Remove in the Studio Services list to modify or delete an existing service.

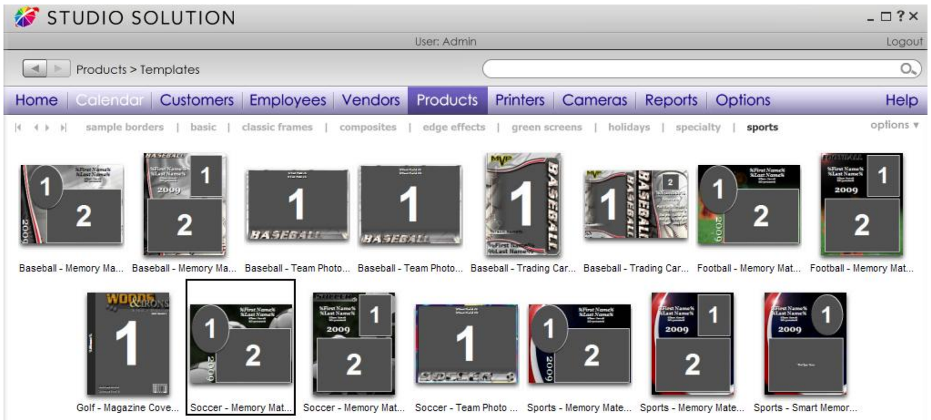
Managing Templates

Templates are borders, backgrounds, text, overlays, or composites to be applied to products. We've already covered assigning templates as you create products, so now we'll worry about managing groups and organizing existing templates. Find these options in **Manage Studio > Products > Templates and Composites**.

Viewing Templates

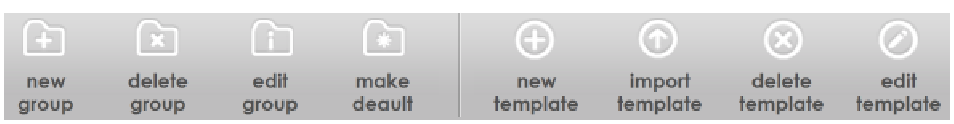
Directly under the Studio tabs you will find a list of template tabs. Each tab includes multiple templates of that type. Templates are organized in groups, and those groups contain all related subgroups. For example: Sample Borders is a group containing several subgroups, such as sports, composites, and holidays.

Use the **<** and **>** arrows to the left of the template tabs to jump back or forward within the template tabs, and click on a specific title to view template of that type. The leftmost template title is the current group you are viewing; all group titles to the right are subgroups of that group.



For advanced viewing options, select **Options** from the top right of the window:

- **Change Group**: select a different group to view the templates of that group.
- **Show File Description**: select this to list the file description beneath each template.
- **View Border Thumbnails** or **View Border List**: select thumbnails to view miniature previews of the template, or select list to view a vertical list of file descriptions.
- **View Border Info**: select a template and select this option to view the filename, path, file size, creation date, and file description of your selected template.
- **Thumbnail Size**: select to change the size of the template thumbnails.
- **List**: select any template subgroup to view the templates of that group.



Adding Groups

To add a new group:

1. Select **New Group** from the bottom of the software.
2. Select to create a **Top Level** group that will contain subgroups, or to create a **Subgroup** that will be added to the current group.
3. Select a name for the group.
4. Select **OK**.

Removing Groups

To delete the group you are currently viewing:

1. Select the group you want to remove.
2. Select **Delete Group** from the bottom of the software.
3. Select to delete the current top level group, or to delete the current subgroup you are viewing.
4. Select the name of the group you wish to delete.

Editing Groups

To rename a group:

1. Select the group you want to rename.
2. Select **Edit Group** from the bottom of the software.
3. Select to rename the current top level group, or to rename the current subgroup you are viewing.
4. Select the name of the group you wish to rename.

Setting a Default Group

The default template group will open automatically when you want to select a border in any other part of the software. To set a default group, select a group and select **Make Default** from the bottom of the software.

Creating Templates

You can create your own templates in the Border Workshop, detailed here. Select **New Template** to automatically open the workshop and start creating a template.

Importing Templates

You can import any templates you have downloaded or created into the software.

To import a template:

1. Select the group and subgroup you want to add the templates to.
2. Select **Import Template** from the bottom of the software.
3. Browse to the location of the templates.
4. Select individual templates and select **Add Selected** to import them.
5. Select **Add All** to import all templates in this location.
6. Select **Add All Subdirectories** to import all templates in this location and in any folders and subdirectories of this location.

Deleting Templates

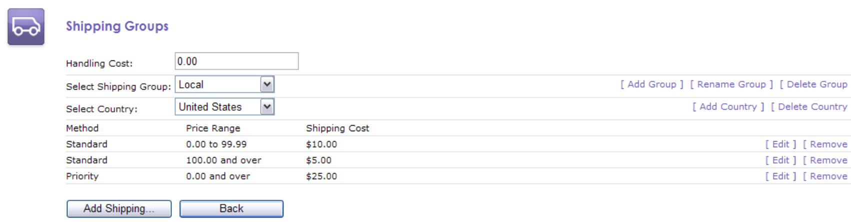
Select an individual template and select **Delete Template** from the bottom of the software to remove it from this group. The file will not be deleted.

Editing Templates

To edit an existing template in the Border Workshop, select an individual template and select **Edit Template** from the bottom of the software. The template will open in the workshop, where you can edit and save your changes.

Shipping Options

You will need to set up shipping options for different methods and for shipping to different countries. This is where you will create and edit all shipping methods, groups, and prices. Find these options in **Manage Studio > Products > Shipping Options**.



Note: Make sure all client stations are closed prior to making any changes to Shipping Options. The clients will automatically update upon launch.

Setting Up the Default Group

A default shipping group is created automatically. To customize a shipping group:

1. Set a **Handling Cost** for each shipment. This is your basic cost for packaging and shipping and does not include the actual mailing costs.
2. Select **[Add Country]** to set your shipping rules for a particular country, or copy your shipping rules from an existing country.
3. Select **Add Shipping** to add a shipping method and price. A prompt appears.
4. Select from Pickup, Standard, Priority, 2^{nd} Day, or Overnight.
5. If you wish to charge a different price for orders over a specific amount, enter that amount in the top box and your adjusted price in the bottom box. A new rule must be created for each price you wish to charge.
6. Select **Add**.

Adding a Shipping Group

Shipping groups make it easy to apply a different set of shipping rules for different events. For instance, you would probably charge more for shipping wedding photos than for studio portrait photos; simply create two identical shipping methods with different prices in different groups and associate the desired shipping group with a particular event, without needing to edit or return to this settings page.

Select **[Add Group]** to create a new shipping group. Follow the steps above to customize it.

Editing a Shipping Item

To edit or remove a shipping group, country, or shipping method, select the **[Edit]** or **[Delete]** options on the right.

Handling Cost

Handling costs are optional fees that can be charge to each order. A single cost will be applied to all orders.

To add a Handling Cost, enter an amount then select **[Save Handling]** at the bottom of the page.

Tax Information

You will need to set up tax information for your studio. Find these options in **Manage Studio > Products > Tax Information**.

Note: Make sure all client stations are closed prior to making any changes to Tax Information. The clients will automatically update upon launch.

Local Order Sales Tax

If you wish to automatically charge sales tax for orders created on this computer, enter the sales tax rate.

Shipping and Handling Tax

Most states and provinces charge sales tax on shipping and handling. By default, the software will charge sales tax on shipping and handling.

***Note**: You must check the box if you do not want to charge the local tax rate for shipping and handling on your local orders.*

Setting Up Your Studio

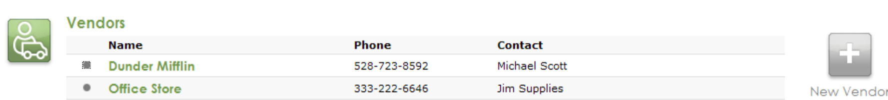
Now that the software is set up and you have products ready to go, it's time to prepare your studio for business. We'll start by adding users, vendors, and customers to your database.

Vendors and Inventory

Running a studio can require a lot of materials. Setting up your vendors and inventory will help you keep track of all your supplies and usage. Find these options in **Manage Studio > Vendors**.

Adding a Vendor

Keeping a list of vendors in the software will make it easy to reorder supplies. Find these options in **Manage Studio > Vendors > Setup Vendors**.



To add a vendor:

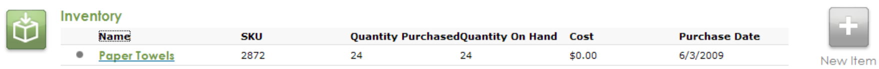
1. Select **New Vendor**.
2. Enter a Vendor Name and Account Number.
3. Enter Contact Details.
4. Select **Save Vendor**.

Editing a Vendor

All vendors are listed by name with a contact name and phone number. Click on an existing vendor name to view the information. Select **Delete Vendor** from the information screen to remove it.

Adding an Inventory Item

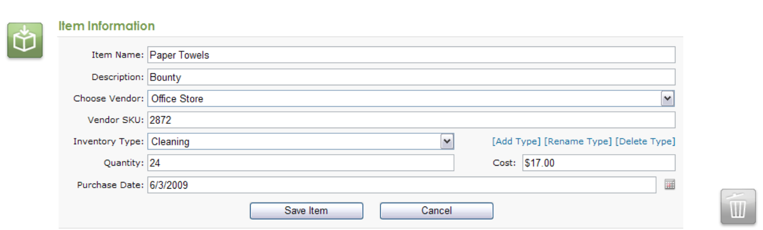
Keeping track of your inventory will reduce costs and ensure that you never run out of an item. Find these options in **Manage Studio > Vendors > View Inventory On Hand**.



To add an inventory item:

1. Select **New Item**.
2. Enter the Item Name and Description.
3. Select a Vendor from your list of vendors. If you need to set up vendors, scroll up to the previous section.
4. Enter the Vendor SKU. This is the vendor's serial or product number they use to keep track of their products.
5. Select an Inventory Type or select **[Add Type]** to create a new one, such as Paper or Ink.
6. Enter your current quantity.
7. Enter the item cost.
8. Enter the purchase date manually or select the calendar button and choose a date.
9. Select **Save Item**.

Inventory items are listed by name, SKU, quantity purchased, quantity on hand, cost, and purchase date. Click an item name to return to the information page and edit or delete it.



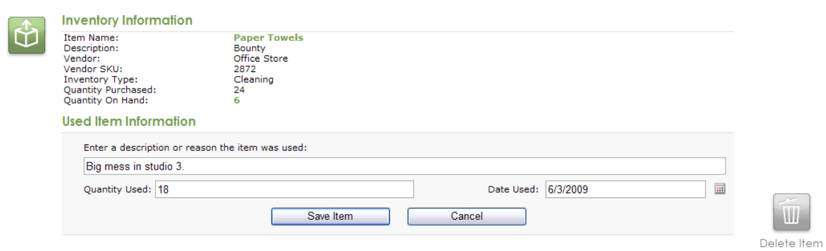
Updating Used Inventory

It is important to keep track of each used item to ensure that your inventory is accurate. Find these options in **Manage Studio > Vendors > View Used Inventory**.

To update your used inventory:

1. Select **Enter Used Item**, or click an item name from the list.
2. Select an inventory item. Check the SKU to verify you have the right one.
3. The new window will show all information for the item.
4. Enter a reason for using the item.
5. Enter the quantity used.
6. Enter the use date manually or select the calendar button and choose a date.
7. Select **Save Item**.

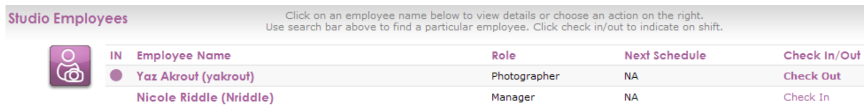
Your current inventory will update automatically with your total, used, and remaining items.



Employee Setup

Any person using the software can be set up as an employee. This will allow the Administrator to manage the time of every employee. Each employee can have their own login, schedule, permissions, and can be assigned tasks and bookings.

Find the employee options in **Manage Studio > Employees**.



Adding a User Role

We will begin with creating user roles, because each employee will need to be assigned one during the employee creation process. User roles determine which parts of the software the employee can access. For instance, a manager will probably be given access to every part of the software, while an entry-level sales or photographer will probably not be given access to system settings, inventory, or networking options.

To add a user role:

1. Select **Edit Roles** from the right side of the window.
2. A list appears of existing user roles. Select one of these roles to edit, or select **New Role** to add one.
3. Enter or edit the **Role Name**.
4. Set the permissions to determine which features of the software this employee can access. Check the list below for more details on each feature.
5. Select **Save Role**.

Editing User Roles

Click an existing role to edit, rename, or delete it.

Permissions

Here is a list of all user role features. Check a permission to allow that role to use the feature:

- **Schedule View**: has access to view the Calendar tab.
- **Customers View**: has access to view the Customers tab.
- **Employee View**: has access to view the Employees tab and check in/out.
- **Vendor View**: has access to view and use the Vendors tab.

- **Products View**: has access to view and use the Products tab.
- **Printers View**: has access to view and use the Printers tab.
- **Cameras View**: has access to view and use the Cameras tab.
- **Reports View**: has access to view and use the Reports tab.
- **Options View**: has access to view and edit the Options tab.
- **Photo Library**: has access to view and edit items in the Photo Library.
- **Photo Workshop**: has access to view and edit items in the Photo Workshop.
- **Orders**: has access to view and edit orders in the Orders tab.
- **Add Task**: has access to add and assign tasks.
- **Edit Task**: has access to edit existing tasks.
- **Delete Task**: has access to delete tasks.
- **Add Customer**: has access to create new customers.
- **Edit Customer**: has access to edit existing customers.
- **Delete Customer:** has access to delete existing customers. Note: This role should be limited to the Administrator.
- **Add Employee**: has access to create new employees. Note: This role should be limited to the Administrator.
- **Edit Employee**: has access to edit existing employees. Note: This role should be limited to the Administrator.
- **Delete Employee**: has access to delete existing employees. Note: This role should be limited to the Administrator.
- **Create, Edit, & Delete Role**: has access to create, edit and delete roles. Note: This role should be limited to the Administrator.
- **Add Note**: has access to creating notes for bookings, customers, and employees.
- **Edit Note**: has access to editing existing notes for bookings, customers, and employees.
- **Delete Note:** has access to delete existing notes for bookings, customers, and employees.
- **Online**: has access to PhotoReflect options.
- **Labtricity**: has access to Labtricity options.

Suggested Role Setups

The following are examples of how the roles should be assigned:

- **Administrator:** The studio administrator should have all of the permissions checked. If a password was not assigned when the software was first installed, it should be created and saved before adding other employees.
- **Manager:** The manager role can be assigned all permissions with the exception of Edit Employee and Create, Edit, & Delete Role. These permissions should be left to the studio administrator.
- **Photographer:** The photographer role can be assigned all permissions with the exception of Add Employee, Edit Employee, Delete Employee and Create, Edit, & Delete Role.
- **Sales:** A Sales role can be given all permissions with the exception of any management related tasks.

These roles are only suggestions and can be named and assigned any permission that can work in your studio.

Adding an Employee

Now that we have created or updated a user role, we can add some employees to your studio. From **Manage Studio > Employees**, you can view a list of all existing employees, their roles, schedules and an option to sign them in. Let's start with creating an employee.

To add an employee:

1. Select **New Employee** from the right side of the window.
2. Enter the employee's name, an employee ID or internal username, and an optional password they will use to check in and out of the software.
3. Select a Studio Role for the employee. Select **[Edit Roles]** to edit or create a new role, following the steps in the previous section.
4. Select a status for this employee. Select **[Add Status]** to create a new one.
5. Enter the employee contact information.
6. Select **Save**.

You will be taken back to the employee list. Click on an employee's name to see the employee details. Here you will find the employee's home page, complete with contact information, notes, schedule, and all assigned tasks. You will learn more about these options later.

Editing an Employee

Select an employee's name from the list to enter their home page. Select **Edit Employee** from the bottom of the window to edit any employee information or assign them a different role. Select **Delete Employee** to remove them.

Import and Export File

Information from an external program, in either .csv or .txt format, can be imported in the software. This can make the setup faster to complete.

Once the employee setup has been completed, you should export the data for backup purposes. The file can also be used by other external programs as well.

Customer Setup

You can store any number of customers in the software, whether they are active, inactive, or a lead for a future shoot. Find the customer options in **Manage Studio > Customers**.

Adding a Customer

Customers are listed here alphabetically (by last name) with a contact phone number and email.

To add a new customer:

1. Select **New Customer** from the right side of the window.
2. Enter the customer name, address, and contact information.

3. Enter the customer status. Select **[Add Status]** to create a new one.
4. Select **[Add Family Member]** if you want to associate relatives of the customer with this account. Enter the relative information and select **Add Family Member**.
5. Select **Save Customer**.

You will be taken back to the customer list. Here you will find the customer's home page, complete with all bookings, calls, notes, and orders. You will learn more about these options later.

Note: *Duplicate customers can be created. Make sure you enter all the pertinent information (middle name, email address, etc.) to differentiate the customers.*

Editing a Customer

Click on a customer's name to see the customer details. Select **Edit Customer** from the bottom of the window to edit any customer information. Select **Delete Customer** to remove them.

Import and Export File

Information from an external program, in either .csv or .txt format, can be imported in the software. This can make the setup faster to complete.

Once the customer setup has been completed, you can export the data for backup purposes. The file can also be used by other external programs as well.

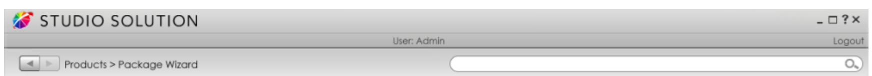
Using Studio Solution

Now that we've set up the software, your products, and added customers and employees, it's time to get to work. We'll start with basic functions and navigating around the studio.

Find and select the Manage Studio tab at the bottom of the software.

Basic Studio Functions

Although there are many different windows within the studio, these functions are always available.



Title Bar

The title bar is located at the very top of the software, and includes various resizing controls and information.

- Select **Studio Solution** to bring up the standard Windows menu, where you can move, resize, logout, and exit the software.
- Select _ or **[ ]** or **X** to resize or exit the software.
- Select **?** to see the software version.

User

Centered directly below the title bar is the current employee's username and their role. Select **Logout** to log into the software as a different user.

Back and Forward

Your current software location is found to the left, above the studio tabs. Your current location will be displayed here. If you are editing a specific vendor's information, your location might appear as **Vendors > Setup Vendors > Vendor #1**, for example.

Select the **<** and **>** arrows to navigate back and forward through your previously viewed windows.

Search

Directly above the studio tabs is a large text field with a magnifying glass. This is your search function.

To search for an item:

1. Type the full or partial name of anything you wish to search for into the text field.
2. Hit **Enter** on your keyboard or click the magnifying glass.
3. The search results page will appear. Items here are organized by type, name, and details.
4. Click on your desired name to go navigate to that item's details page.
5. If you want to narrow the search by date, select a search period from the right side of the window. If you choose **Custom**, type or select dates from the calendar and select **Apply Now**.
6. If you want to narrow the search by type, select an item type from the right side of the window. Item types include: All Types, Bookings, Tasks, Calls, Customers, Employees, and Photos.

Studio Tabs

These tabs take you to different parts of the software.

Help

This brings up the user guide.

Status Bar

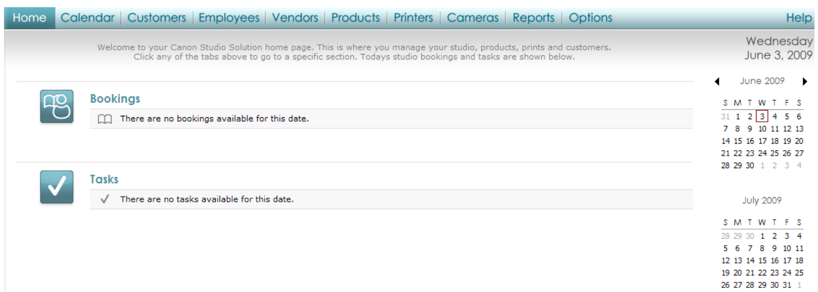
Below the studio window, to the left of the software tabs is the status bar. The status bar will alert you to current processes in the software. Learn more about the status bar here.

Software Tabs

These tabs take you outside the studio to different parts of the software.

Home Page

Find your home page by clicking the Home button in the studio tabs. Your home page gives you a quick view of all bookings and tasks for the selected day.



Bookings will be listed by customer name, date and time, and with a brief description of the job.

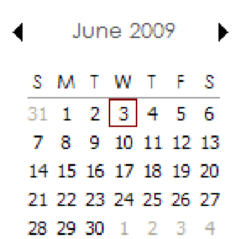
Tasks will be listed by the employee assigned and a brief description of the task.

Viewing Dates

You can view your current information for any day by navigating the small calendars on the home page and clicking on a date.

Select the **<** and **>** arrows to change months.

You can view all of the information for multiple days:



- Click and hold the **left mouse** button and drag the cursor to select any number of consecutive days.
- Select and hold **CTRL** and click individual days to select any number of inconsecutive days.

- Select and hold **SHIFT** and click individual days to select any number of consecutive days.

Editing a Booking or Task

View and edit any booking or task that appears on your home page by clicking on the name of the event. You will be taken to the appropriate booking, task, or call creation page. Here you can edit, delete, or add notes to the event.

Calendar

Your calendar will help you schedule and keep track of every single booking, task and call for your studio. Find your calendar by clicking the **Calendar** button in the studio tabs.

There are four different calendars: Tasks and Events, Schedules, Rooms and Employee. Tasks and Events show all actions, whether it's a portrait shoot, cleaning a studio, or making a confirmation call to a customer. Schedules show all employee shifts for that time period.

Rooms will provide you with a detailed schedule for each room in your studio. The Employee view will provide you with a detailed schedule for each employee of your studio. Use the small calendars near the right of the window to navigate dates.

Select the **<** and **>** arrows above the calendar view to change the week or month.

- Select the • to automatically go to the current day and week or month.

Viewing Modes

The calendar has three viewing modes: day, week, and month. To change the viewing mode, select the day, week, or month buttons, located to the right below the calendar.

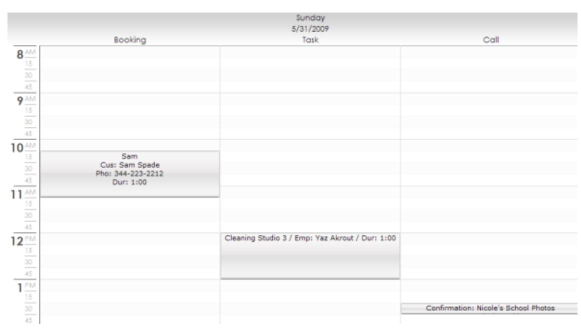
- **Viewing by Day**: This will show the selected day (or days, if you selected more than one) with an hour-by-hour schedule. The current date (or dates) will appear above the large calendar view.
- **Viewing by Week**: This will show a full week, listing all bookings, tasks, and calls.
- **Viewing by Month**: This will show a full month, listing the top few bookings, tasks, and calls. A **…** will appear in a calendar day if other events exist. You will need to switch to viewing by month or day to see all events for that day.
- **Viewing by Custom**: Select and hold CTRL and click the mouse button to select any number of days from the small calendar located on the right side of the screen. The calendar will display these days.

Tasks and Events Calendar

Select the **Tasks and Events** button from the bottom of the window to access this calendar. This calendar shows all of your current bookings, tasks, and calls for the studio.

If you are viewing your tasks and events by day, the day will be divided into three columns:

- **Bookings**: View and manage all bookings for the day. Using this view will expand details of the booking, showing a description and estimated duration.
- **Tasks**: View and manage all employee tasks for the day, including details and estimated duration.
- **Calls**: View and manage all calls and confirmations for the day.



There is no limit to the number of bookings, tasks, or calls you can have at the same time or overlapping the same times. They will appear next to each other in the column.

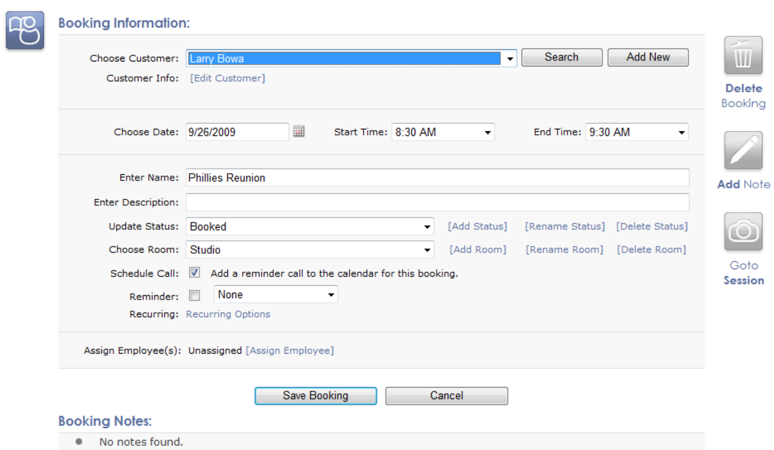
Adding a Booking

A booking is any type of photo shoot with a customer. This is a concrete event with a date, time, and assigned employee.

To add a booking from the calendar:

1. Make sure you are in the **Tasks and Events** calendar, not the Schedule.
2. Double-click any day; you can change this in the next step. If you are viewing by day, you must click in the Booking column.
3. Select a customer from the dropdown box.
    a. If you want to search for an existing customer, select **Search**. Type in part of the customer information in the Find box, select the criteria to search for in the "From" dropdown box, and select **Search**. You can also organize the list of customers by clicking on a header to sort. When you have found the customer, double-click the name or select it and select **OK**.
    b. If you need to add or edit an existing customer, read the previous section on setting up customers.
4. Choose a date, starting time, and end time for the event.
5. Enter a name for the event. You must enter a name before saving the booking.
6. Enter a description for the event. This is optional.
7. Update or add a status to the event. Examples: booked, completed, complete, no-show.
8. Choose or add a room for the event.
9. If you want to automatically add a confirmation call for this event to your calendar, select **Add a reminder call to the calendar for this booking.** This call will appear on the calendar schedule 24 hours prior to the event.
10. If you want to make the booking a recurring event, select Recurring Options to setup the event.
11. Assign an employee (or multiple employees) to the event.
12. Select **Save Booking**.

13. The booking will now appear on your **Tasks and Events** calendar on the specified date and time.



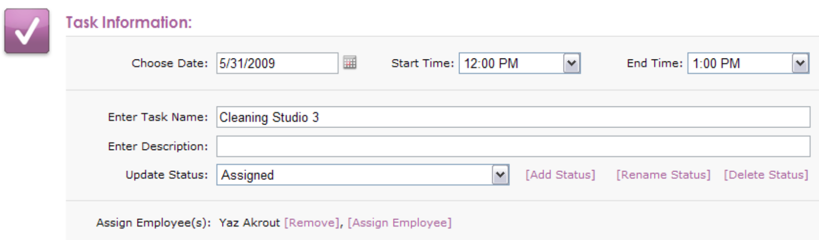
Adding a Task

A task is any maintenance, job, or reminder for an employee of your studio, or just the studio itself. Tasks can only be added from the calendar while viewing by day.

To add a task from the calendar:

1. Make sure you are in the **Tasks and Events** calendar, not the Schedule.
2. Select to **View by day**.
3. Double-click any time in any day in the Tasks column; you change this in the next step. **You must double-click in the Tasks column while viewing by day.**
4. Choose a date, starting time, and end time for the task.
5. Enter a name for the task. You must enter a name.
6. Enter a description for the task. This is optional.
7. Update or add a status to the task. Examples: assigned, completed.
8. If you want to automatically add a Reminder for this task to your calendar, select the checkbox next to Reminder then set the reminder time from the dropdown list. This reminder will appear on the prior to the assigned time.
9. If you want to make the task a recurring event, select **Recurring Options** to setup the task.

10. Assign an employee (or multiple employees) to the task. If you need to add or edit an existing employee, read the previous section on setting up employees.
11. Select **Save Task**.
12. The task will now appear on your Tasks and Events calendar on the specified date and time.



Adding a Call

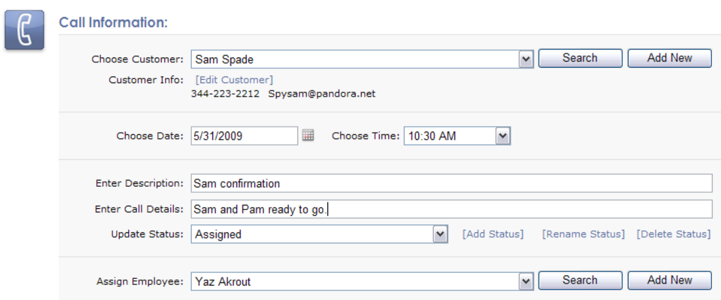
Note: *Calls can only be added from the calendar while viewing by day.*

To add a call from the calendar:

1. Make sure you are in the Tasks and Events calendar, not the Schedule.
2. Select to **View by day**.
3. Double-click any time in any day in the Calls column; you change the actual time and date next. **You must double-click in the Calls column while viewing by day.**
4. Select a customer from the dropdown box.
   a. If you want to search for an existing customer, select **Search**. Type in part of the customer information in the Find box, select the criteria to search for in the "**From**" dropdown box, and select **Search**. You can also organize the list of customers by clicking on a header to sort. When you have found the customer, double-click the name or select it and select **OK**.

   b. If you need to add or edit an existing customer, read the previous section on setting up customers.
5. Choose a date and time for the call.

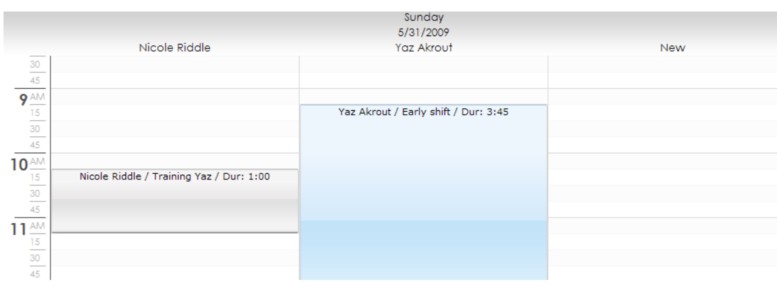
6. Enter a name for the call. You must enter a name.
7. Enter details for the call. This is optional.
8. Update or add a status to the call. Examples: assigned, call again, complete.
9. Assign an employee to the call. If you need to add or edit an existing employee, read the previous section on setting up employees.
10. Select **Save Call**.
11. The call will now appear on your Tasks and Events calendar on the specified date and time.



Using the Schedules Calendar

Select the **Schedules** button from the bottom of the window to access this calendar. This calendar shows all of your employee schedules.

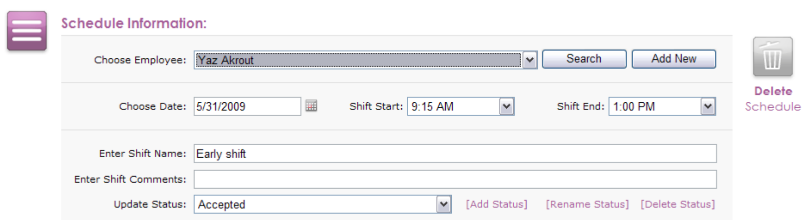
If you are viewing your tasks and events by day, the day will be divided into as many columns as employees that are scheduled that day.



To schedule an employee:

1. Make sure you are in the Schedules calendar.

2. Double-click on any day.
3. Choose an employee from the dropdown box.
    a. If you want to search for an existing employee, select **Search**. Type in part of the employee information in the Find box, select the criteria to search for in the **"From"** dropdown box, and select **Search**. You can also organize the list of employees by clicking on a header to sort. When you have found the employee, double-click the name or select it and select **OK**.
4. Choose a date, start time, and end time for the shift.
5. Enter a name for the shift. You must enter a name.
6. Enter comments for the shift.
7. Update or add a status to the shift. Examples: assigned, accepted, completed or missed.
8. Select **Save Schedule**.
9. The shift will now appear on the Schedules calendar on the specified date and time.



Adding Notes to Calendar Items

Once an item has been added to a calendar, you can add, edit, or view notes associated with it.

To add a note to a calendar item:

1. Double-click the item to enter the details page.
2. Select **Add Note** to the right of the details.
3. Type a note and select **Save Note**.
4. You can also view and remove existing notes, listed by date and time. Select **[Remove]** to delete a note.

Moving, Editing, and Deleting Calendar Items

Once an item has been added to either the **Tasks and Events** or **Schedule** calendars, you can move, edit, or delete it.

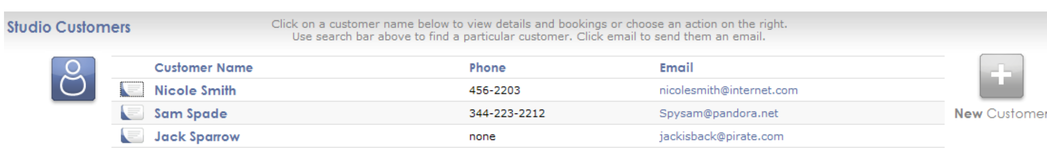
To quickly move a calendar item, click and hold the left mouse button and drag the item to a different time or date. You can also move an item by double-clicking it and editing the date and time from the details page.

To edit a calendar item, double-click it and enter the details page. Here you can edit any options for the item.

To delete a calendar item, double-click it and enter the details page. Select the **Delete Item** button to the right of the details.

Customers

The Customers tab will keep track of all your past, current, and possible future customers.



After selecting the tab, a list of customers will appear, alphabetized by last name, with a phone number and email address.

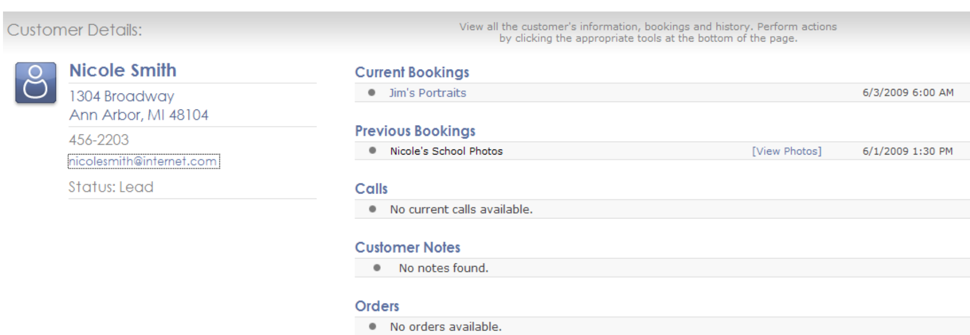
- Clicking a customer's email link will open a new message to them in your default email program.

- Clicking on a customer's name will take you to the details page for that customer.

Customer Details

This is your customer's home page. It keeps track of all their booking and order info, and is where you can view and manage general info, bookings, notes, and calls. The right side of the window will always display the time and date of the event or information. The following info will always be displayed:

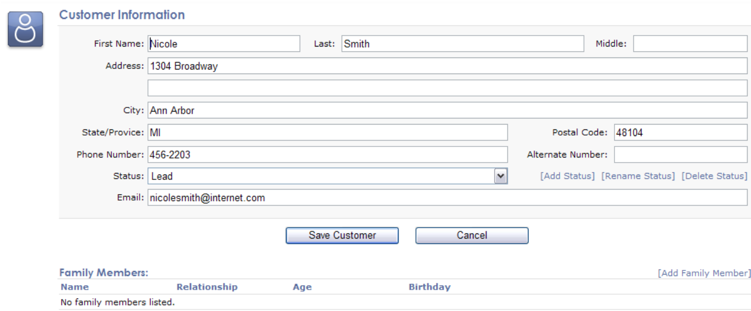
- **Contact Info**: The left of the window will show the customer address, phone number, and email address. Clicking the email address will open a new message to them in your default email program. The customer status will also be listed here (active, inactive, lead, or custom).
- **Current Bookings**: These are all future bookings for the customer. Click on the name of a booking to view or edit details.
- **Previous Bookings**: These are all past bookings. If a booking has been completed you can click on **[View Photos]** to see the photos from that event. If a booking has not been completed, click on the name of the booking to view or edit details.
- **Calls**: These are all current calls scheduled for the customer. Previous calls will not appear here. Click on the name of a call to view or edit details.
- **Customer Notes**: These are all notes created for the customer. Click **[Remove]** to delete a note.
- **Order**: These are all orders for the customer, listed by internal order number.



Adding a Customer

To add a new customer:

1. Select **New Customer** from the right side of the window.
2. Enter the customer name, address, and contact information.
3. Enter the customer status. Select **[Add Status]** to create a new one.
4. Select **[Add Family Member]** if you want to associate relatives of the customer with this account. Enter the relative information and select **Add Family Member**.
5. Select **Save Customer**.



Editing a Customer

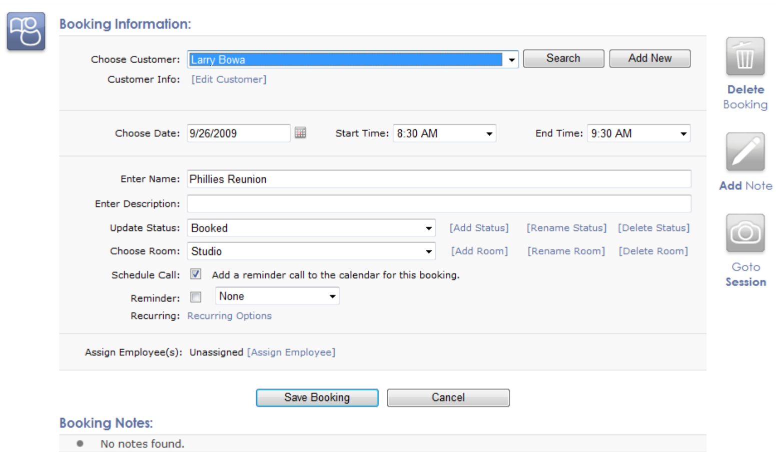
Select **Edit Customer** from the bottom of the window to edit any customer information. Select **Delete Customer** to remove them.

Adding a Booking

To add a booking from the customer details page:

1. Select **Add Booking** from the bottom of the window.
2. Choose a date, starting time, and end time for the event.
3. Enter a name for the event. You must enter a name.
4. Enter a description for the event.

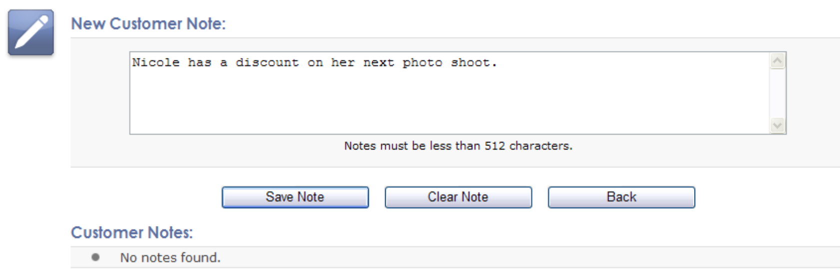
5. Update or add a status to the event. Examples: booked, completed, complete, no-show.
6. Choose or add a room for the event.
7. If you want to automatically add a confirmation call for this event to your calendar, select **Add a reminder call to the calendar for this booking.** This call will appear on the calendar scheduled 24 hours prior to the event.
8. Assign an employee (or multiple employees) to the event. If you need to add or edit an existing employee, read the previous section on setting up employees.
9. Select **Save Booking**.
10. The booking will now appear on the customer details page and the calendar.



Adding a Note

To add a note from the customer details page:

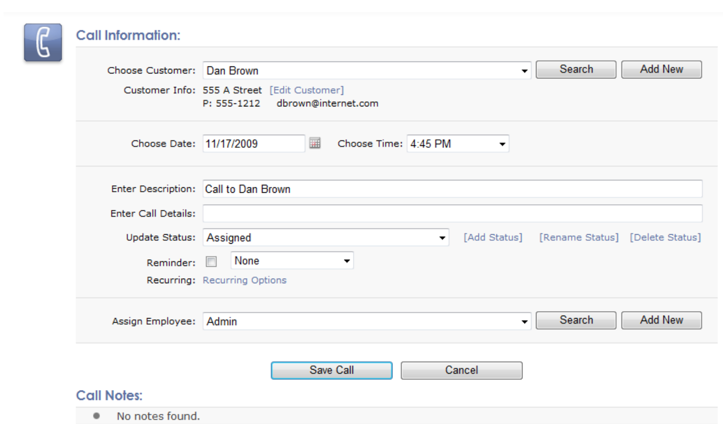
1. Select **Add Notes** from the bottom of the window.
2. Type a note and select **Save Note**.
3. You can also view and remove existing notes, listed by date and time. Select **[Remove]** to delete a note.



Adding a Call

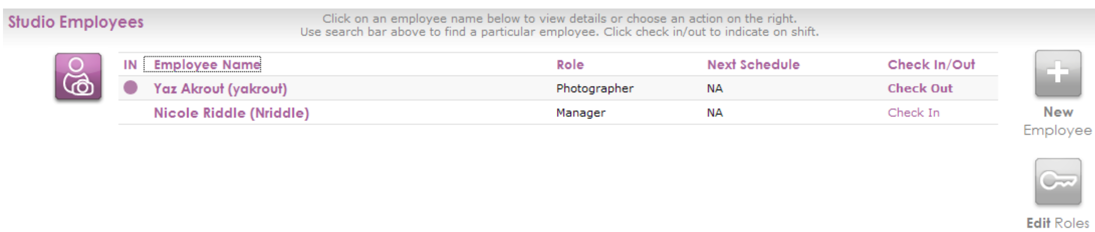
To add a call from the customer details page:

1. Select **Add Call** from the bottom of the window.
2. Choose a date and time for the call.
3. Enter a name for the call. You must enter a name.
4. Enter details for the call. This is optional.
5. Update or add a status to the call. Examples: assigned, call again, complete.
6. Assign an employee to the call. If you need to add or edit an existing employee, read the previous section on setting up employees.
7. Select **Save Call**.
8. The call will now appear on the customer details page and the calendar.



Employees

The Employees tab will keep track of all your employees and roles. We've already covered adding new employees and roles, so we'll start with managing existing ones.



After selecting the tab, a list of employees will appear with names, roles, next schedule, and check-in status.

- Clicking **Check In** or **Check Out** will record employee actions and shifts.
- Clicking on an employee's name will take you to the details page for that employee.

Checking In and Out

Checking employees in and out will keep a record of who does what within the program. A filled circle will appear under the IN column when an employee is checked in. An empty circle implies the employee is scheduled but not checked in.

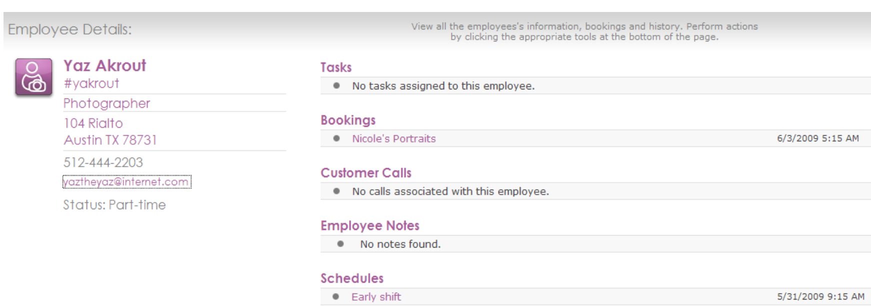
To check an employee in or out:

1. Select **Check In** or **Check Out** from the Check In/Out status column.
2. Enter the account password for the employee. This password is set in the employee info page.
3. Select **OK**.
4. A filled circle appears in the IN column if they have checked in successfully. If the circle is empty, they are not checked in.

Employee Details

This is your employee's home page. It keeps track of all their information and tasks, and is where you can view and manage general info, schedules, notes, and calls. The right side of the window will always display the time and date of the event or information. The following info will always be displayed:

- **Contact Info**: The left of the window will show the employee address, phone number, and email address. Clicking the email address will open a new message to them in your default email program. The employee status will also be listed here (full-time, part-time, temporary, or custom).
- **Tasks**: These are all currently assigned tasks for the employee. Click on the name of a task to view or edit details.
- **Bookings**: These are all past and current bookings for a customer. Click on the name of a booking to view or edit details. If a booking has been completed you can click on [View Photos] to see the photos from that event.
- **Calls**: These are all current calls scheduled for a customer. Previous calls will not appear here. Click on the name of a call to view or edit details.
- **Employee Notes**: These are all notes created for the employee. Click **[Remove]** to delete a note.
- **Schedules**: These are all past and current shifts for the employee. Click on a shift name to view or edit schedule details.



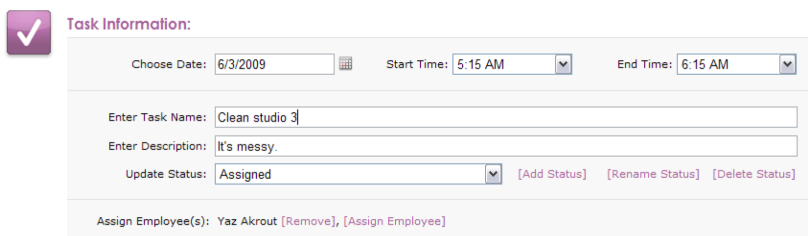
Editing an Employee

Select **Edit Employee** from the bottom of the window to edit any employee information or assign them a different role. Select **Delete Employee** to remove them.

Adding a Task

To assign a task to this employee:

1. Select **Add Task** from the bottom of the window.
2. Choose a date, starting time, and end time for the task.
3. Enter a name for the task. You must enter a name.
4. Enter a description for the task. This is optional.
5. Update or add a status to the task. Examples: assigned, completed.
6. Assign an employee (or multiple employees) to the task. If you need to add or edit an existing employee, read the previous section on setting up employees.
7. Select **Save Task**.
8. The task will now appear on the employee details page and the calendar.



Adding a Note

To add a note for this employee:

1. Select **Add Notes** from the bottom of the window.
2. Type a note and select **Save Note**.
3. You can also view and remove existing notes, listed by date and time. Select **[Remove]** to delete a note.

Adding a Shift

To add a shift for this employee:

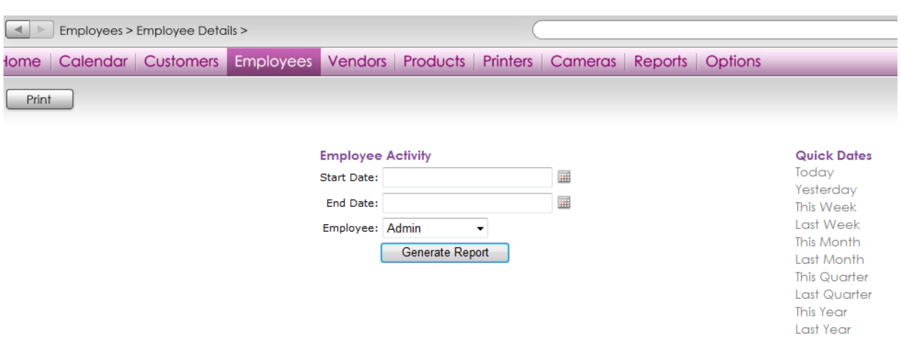
1. Select **Add Schedule** from the bottom of the window.
2. Choose a date, start time, and end time for the shift.

3. Enter a name for the shift. You must enter a name.
4. Enter comments for the shift. This is optional.
5. Update or add a status to the shift. Examples: assigned, accepted, completed or missed.
6. Select **Save Schedule**.
7. The shift will now appear on the employee details page and the Schedules calendar.

Printing a Schedule

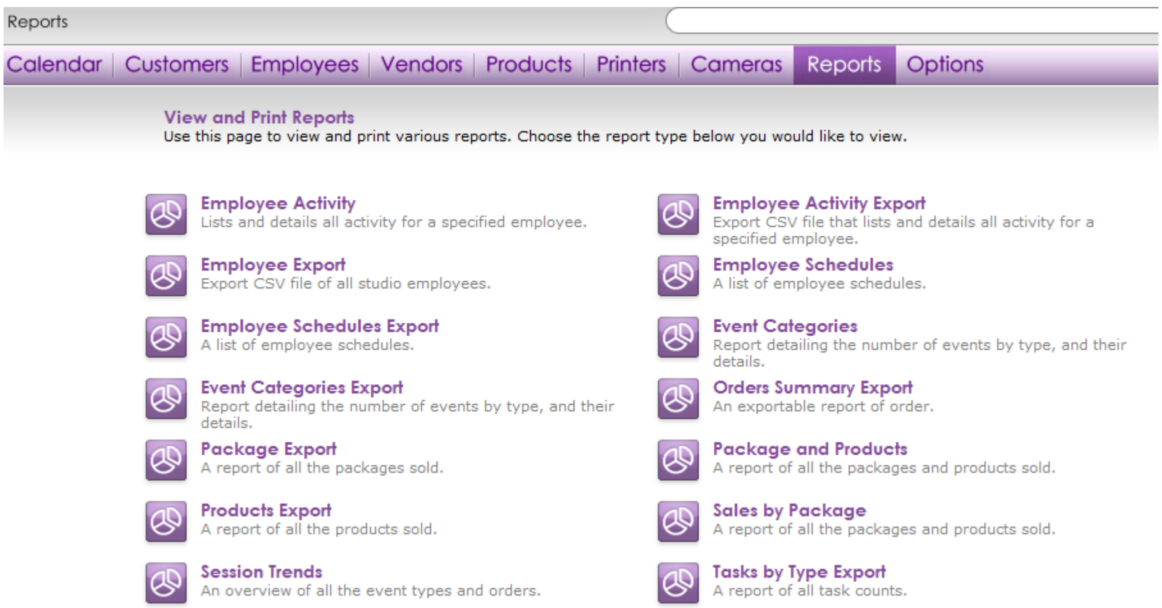
To print this employee's schedule:

1. Select **Print Schedule** from the bottom of the window.
2. You will be taken automatically to the Employee Activity section of the Reports tab.
3. Select a **Quick Date** period from the left to view a schedule for pre-set dates, or enter a **Start Date** and **End Date** in the text fields.
4. Select the **Employee** from the dropdown box.
5. Select **Generate Report**.
6. A report will appear detailing all of this employee's activity for the time period you specified. The very bottom of the report will show all previous, current, and upcoming shifts for the time period you selected.
7. Select **Print** from the top left of the window to print this schedule.



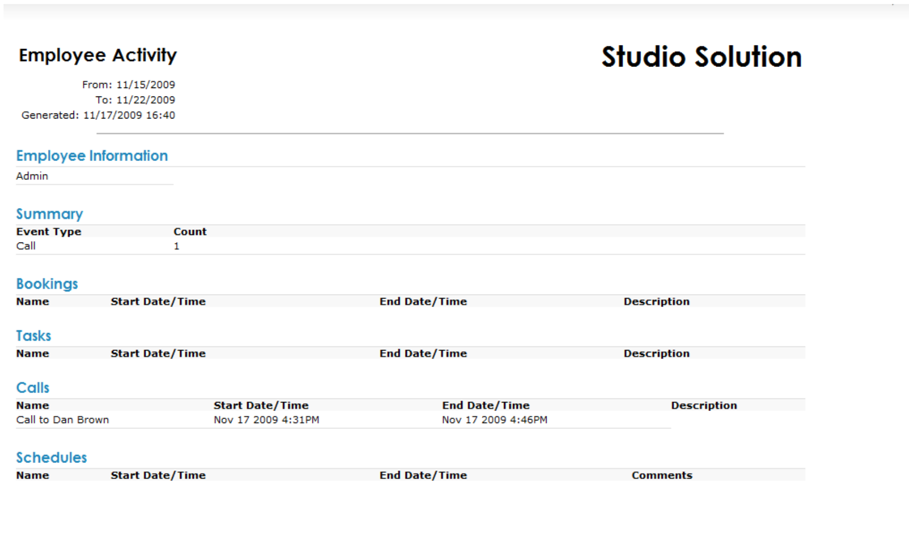
Reports

The Reports tab will generate various information and reports for your studio that you can view and print or export. Every report requires that you choose a time period for displaying information.



To run a report:

1. Select a report type from the Reports tab.
2. Select a time period for the report by selecting a **Quick Date** from the left of the software, or by entering specific start and end dates into the text field by typing or selecting dates on the calendar.
3. Select **Generate Report**.
4. To print the report once it has appeared, select **Print** from the top left of the software.



Employee Activity

From: 11/15/2009
To: 11/22/2009
Generated: 11/17/2009 16:40

Studio Solution

Employee Information

Admin

Summary

Event Type	Count
Call	1

Bookings

Name	Start Date/Time	End Date/Time	Description

Tasks

Name	Start Date/Time	End Date/Time	Description

Calls

Name	Start Date/Time	End Date/Time	Description
Call to Dan Brown	Nov 17 2009 4:31PM	Nov 17 2009 4:46PM	

Schedules

Name	Start Date/Time	End Date/Time	Comments

Read on for information on the different types of reports.

Employee Activity

This report will display all activity for a specific employee, with times, dates, and descriptions for:

- Bookings
- Tasks
- Calls
- Schedules

Employee Activity Export

This report will generate a comma-separated value (CSV) file that lists and details all activity for a specific employee. This file can be used in any data management program that accepts .csv files. Select **Save** after the report is generated; you cannot print this report.

Employee Export

This report will generate a comma-separated value (CSV) file that includes all studio employees. This file can be used in any data management program that accepts .csv files. Select **Save** after the report is generated; you cannot print this report.

Employee Schedules

This report will display a list of all employee schedules with times, dates and descriptions for all their activities.

Employee Schedules Export

This report will generate a comma-separated value (CSV) file that includes all studio employee schedules. This file can be used in any data management program that accepts .csv files. Select **Save** after the report is generated; you cannot print this report.

Event Categories

This report will display all event activity for your studio, with times, dates, and descriptions for:

- All Bookings
- All Calls
- All Employee Schedules
- All Employee Tasks

Employee Categories Export

This report will generate a comma-separated value (CSV) file that includes the number of events by type and their details. This file can be used in any data management program that accepts .csv files. Select **Save** after the report is generated; you cannot print this report.

Orders Summary Export

This report will generate a comma-separated value (CSV) file that includes orders and their details. This file can be used in any data management program that accepts .csv files. Select **Save** after the report is generated; you cannot print this report.

Package Export

This report will generate a comma-separated value (CSV) file that includes all the packages sold. This file can be used in any data management program that accepts .csv files. Select **Save** after the report is generated; you cannot print this report.

Package and Products

This report will display all purchased packages and products for your specified time period.

Products Export

This report will generate a comma-separated value (CSV) file that includes all products sold. This file can be used in any data management program that accepts .csv files. Select **Save** after the report is generated; you cannot print this report.

Sales by Package

This report will display a summary of all purchased packages and the sales generated by each.

Session Trends

This report will display a pie chart for the percentage of types of task types.

Tasks by Type Export

This report will generate a comma-separated value (CSV) file that includes all tasks by type. This file can be used in any data management program that accepts .csv files. Select **Save** after the report is generated; you cannot print this report.

Using the Photo Library

The Photo Library is where all event photos will be viewed, organized, and added to orders. Here you can keep track of every photo shoot in the studio.

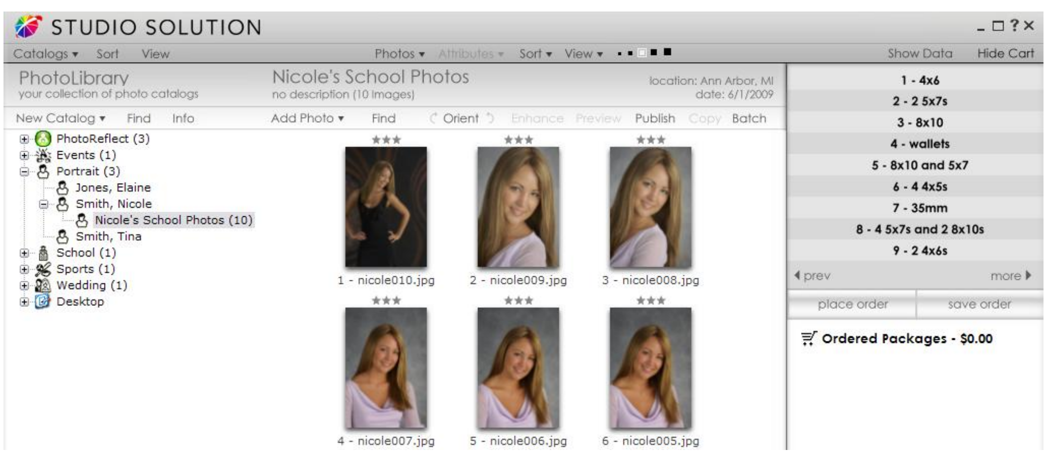
Find and select the **Photo Library** tab at the bottom of the software.

For a complete reference guide to the Photo Library, including detailed screenshots and button locations, go here.

Navigating the Photo Library

The library is divided into three areas, appearing in the software from left to right:

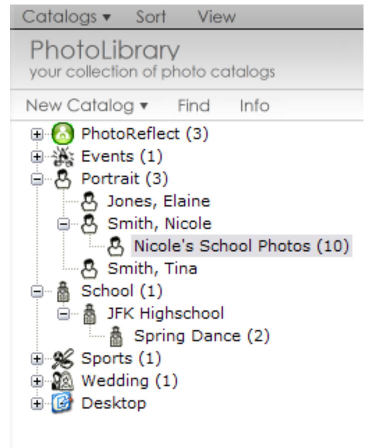
- **Catalog Menu**: create, organize, publish, and archive photo catalogs.
- **Photo Viewer**: review, orient, and organize photos within a catalog.
- **Shopping Cart**: select packages and photos for purchase and add to orders.



Using the Catalog Menu

Your catalogs are always located on the far left of the Photo Library. There is a default list of catalog types to help you organize your catalogs, including:

- **PhotoReflect**: these are portfolios that will be uploaded to your PhotoReflect site as examples of your work, a photo of you, or promotions. You may have up to five portfolios here at one time.
- **Portrait**: any customer sittings will automatically be saved here. Click the **+** next to a customer's name to see all of their available catalogs.
- **Desktop**: this is your computer desktop. Navigate through the tree structure to view and edit any photos you may have in a different location.



Click the **+** next to a catalog type to view all the catalogs within it.

To refresh the catalog list, select **Catalogs** from the very top left of the software and select **Refresh**. Or hit **F5**.

Sorting and Viewing Catalogs

To sort your catalogs:

1. Select the **Sort** menu, located at the very top left of the software.
2. Select to sort catalogs by Time or by Name.
3. Select to sort catalogs by ascending or descending order within Time or Name.

To change catalog viewing options:

1. Select the **View** menu, located at the very top left of the software.
2. Select to view catalogs by:
   - Default: this will view catalogs within one catalog type.
   - Date: this will view according to catalog dates.
     - Select **Arrange Catalogs** to sort by day, week, or month.
   - Alphabetically:
     - Select **Arrange Catalogs** to divide catalogs into 4, 6, or 26 groups.
   - Type: this will view according to catalog types, such as wedding or portrait.

3. Select and check to show the number of catalogs contained within a larger category.
4. Select and check to show the catalog ID number added to catalog names.
5. Select and check to show archived catalogs in the list.

You can also Sort and View catalogs by right-clicking on any catalog and selecting **View**, which contains all of the previous options.

Finding a Catalog

To search for a catalog, select **Find** above the catalog list. Enter the text and type to search for, and select whether to search archived photos.

Adding Catalogs

To add a catalog to the list:

1. Select the category type you want to add a catalog to. If you want to add a different category type, you can change it in this process.
2. Select **New Catalog**, located to the left directly above the catalog list.
3. If you want to create a new catalog and automatically import photos from your quick import location, select and check **Create New & Import**.
4. Select **Add Photo Catalog**.
    a. Select **Add Portfolio** instead if you want to add a new portfolio to your PhotoReflect.
5. A wizard opens. Select a category type from the drop-down box.
6. Enter a customer name. You must enter a last name. The first name is optional.
7. Enter a description, event city, state (two-letter abbreviation), and country. This is optional.
8. Enter an event date. You must enter an event date.
9. Enter event notes.
10. Select **Next**.
11. Enter customer information.
12. Select **Finish** when complete or select Web Options if you would like to enter information for PhotoReflect.

You can also add catalogs by right-clicking on any catalog type and selecting **New Catalog**, which contains all of the previous options.

Viewing Catalog Info

To view catalog info, select a catalog or photo group and select **Info** above the catalog list. You can also right-click a catalog or photo group and select **Info** for the same options.

Editing Catalog Info

To edit catalog info:

1. Select the catalog you wish to edit.
2. Select **Info**, located directly above the catalog list.
3. Edit the catalog info. See **Adding Catalogs** for a detailed guide.
4. Select **Finish**.
    a. Select **Next** if you want to edit customer info. Then select **Finish**.

OR

1. Select the catalog you wish to edit.
2. Select **Catalogs**, located at the very top left of the software.
3. Select **Catalog Info**.
4. Edit the catalog info.

You can also edit catalog info by right-clicking on the catalog and selecting **Catalog Info**, which contains all of the previous options.

Removing Catalogs

To remove a catalog:

1. Select the catalog you want to remove.
2. Select **Catalogs**, located at the very top left of the software.
3. Select **Remove Catalog**.
4. Confirm that you want to delete the catalog.
5. Select **Yes**.

You can also remove a catalog by right-clicking on the catalog and selecting **Remove Catalog**, which contains all of the previous options.

Adding a Photo Group to a Catalog

Photo groups are subcategories of catalogs. For example, one customer could have several different photo groups; one for each portrait sitting.

To add a photo group to an existing catalog:

1. Select the catalog you want to add photos to.
2. Select **New Catalog**, located to the left directly above the catalog list.
3. If you want to create a new photo group and automatically import photos from your quick import location, select and check **Create New & Import**.

4. Select **Add Photo Group to** and ensure that it lists the correct catalog.
5. Enter a name for the photo group. You must enter a name.
6. Enter notes.
7. Enter the event date. You must enter a date.
8. Select **Finish**.

You can also add photos by right-clicking on a catalog and selecting **Add Photos**.

Publishing Catalogs

Publishing a catalog will upload it to your PhotoReflect site, where customers can view and order photos online. If there is a package group assigned to an event, it will be uploaded as well.

To publish a catalog:

1. **Do not turn off the software while publishing**.
2. Select the catalog you want to publish.
3. Select **Catalogs**, located at the very top left of the software.
4. Select **Publish Selected**.
5. The status bar at the bottom left of the software will turn blue and show a % of publishing.
6. When a catalog is published, you will see a prompt and all published photo(s) will show a “P” in the upper-left hand corner.

You can also publish a catalog by right-clicking on it and selecting **Publish Catalog**, which contains all of the previous options.

You can reserve a space for catalogs to be published in the future. Publish an event with no photos and customers will at least know they are looking in the right place and can return later when the photos are available.

Unpublishing Catalogs

To remove a catalog from your online storefront:

1. Select the catalog you want to unpublish.
2. Select **Catalogs**, located at the very top left of the software.

3. Select **UnPublish Catalog**.
4. Confirm that you want to unpublish the catalog.
5. Select **Yes**.

You can also unpublish a catalog by right-clicking on it and selecting **UnPublish Catalog**, which contains all of the previous options.

Batch Publishing and Unpublishing Catalogs

To publish or unpublish more than one event at a time, select a catalog or group containing more than one event or photo group, and follow the previous steps. Select which events you want to publish or unpublish and select **Publish** or **Unpublish**.

Archiving Catalogs

Archiving catalogs will backup your catalogs, data, folders, and photos to another location. You can archive to CDs, external hard drives, networks, or any computer location big enough to hold the information. Archiving can also open up space on your current computer, making it faster to use and easier to navigate.

You can archive individual photo groups or entire catalogs. To archive a catalog:

1. Select the catalog or photo group you want to archive.
2. Select **Catalogs**, located at the very top left of the software.
3. Select **Archive To**. A window appears.
4. Select a location to archive to. A folder will automatically be created within this location.
5. Select **OK**.
    a. If you are archiving to a remote media device, such as a CD, the software can remind you which media you used when trying to unarchive. Select **Yes** to have this reminder appear.

6. You will be prompted to remove the catalogs that you just archived from the software. This will save space on your computer and the files can be unarchived at any time.
7. Select **Yes** to remove the catalogs.

If you set up a quick archive path in Setup, you can select **Quick Archive** to automatically archive the selected catalogs without choosing a location.

You can also archive or quick archive catalogs or photo groups by right-clicking on the catalog or photo group and selecting **Archive To**, which contains the previous options.

Unarchiving Catalogs

To restore archived catalogs or photo groups you will first need to be connected to the location or media of the stored data.

To unarchive a catalog:

1. Select **Catalogs** from the very top left of the software.
2. Select **Unarchive From**.
3. A window appears.
4. Select or browse to the path of the stored catalogs, or select **Find** to search for it.
5. Once you have located the catalog, select it.
6. Select **OK**.

If you set up a quick unarchive path in Setup, you can select **Quick Unarchive** to automatically unarchive the selected catalogs without choosing a location.

You can also unarchive or quick unarchive catalogs or photo groups by right-clicking on the catalog or photo group and selecting **Unarchive From**, which contains the previous options.

Setting Photo Numbers

Each photo in a catalog will have an individual photo number for identification. When first imported, these numbers begin at 1 and are consecutive. As you add and remove photos from a catalog, you will create gaps in the numbering. Use the photo numbering features to assign a new starting number for additional photos, or to reset all of the photo numbers in the catalog.

To set a starting number for any new photos in the catalog:

1. Select the catalog you want to number.
2. Select **Catalogs** from the very top left of the software.

3. Select **Set Starting Photo Number**.
4. Type or select the new starting photo number.
5. Select **OK**.
6. Photos added to this catalog will start at this number and count up consecutively.

To reset the photo numbers for a catalog:

1. Select the catalog you want to reset.
2. Select **Catalogs** from the very top left of the software.
3. Select **Reset Photo Numbers**.
4. Type or select the starting photo number.
5. Select **OK**.
6. All photos in this catalog will be reset with new numbers, counting consecutively up from the one you selected.

You can also set starting numbers or reset photo numbers by right-clicking on the catalog and selecting **Set Starting Photo Number** or **Reset Photo Numbers**, which contain the previous options.

Photo Paths

You can view the computer folder and paths that contain photo groups and catalogs.

To open the folder containing the photos:

1. Right-click on a catalog or photo group.
2. Select **Open Containing Folder**.
3. This is the location and subdirectory containing your selected photos.

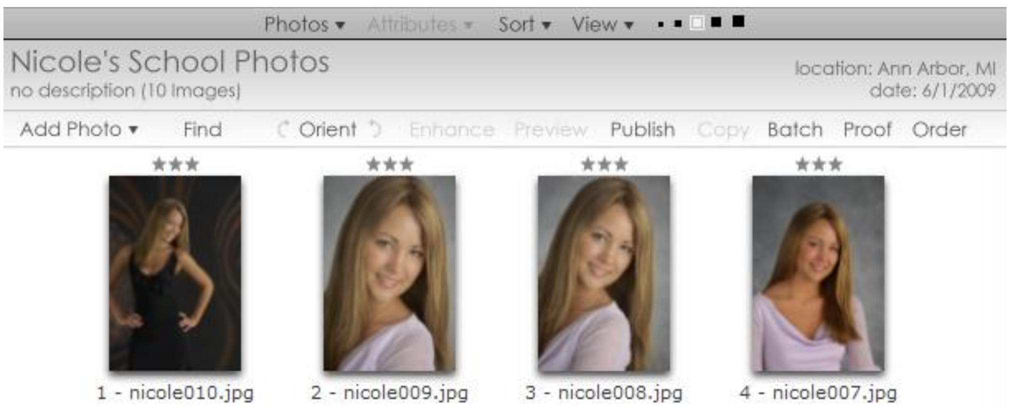
To copy the file location containing the photos:

1. Right-click on a catalog or photo group.
2. Select **Copy Path to Clipboard**.

3. The location is now saved in your clipboard. Selecting **Paste** or **CTRL-V** will paste the location of the photos.

Using the Photo Viewer

Selecting an event will display the photos in the center of the software. This area is called the **Photo Viewer**. Here you can micromanage catalogs by editing and organizing individual photos. The event name, number of photos, location, and event date are all located just above the photo viewer.



To select photos, hold and drag the mouse over any number of photos. Or click them individually while holding **CTRL** or **SHIFT**. You can also select photos by selecting **Photos** from the very top center of the software and selecting **Select All** or **Deselect All**.

To refresh photos, select **Photos** from the very top center of the software and select **Refresh**. Or hit **F5**.

Sorting and Viewing Photos

To sort photos within a catalog:

1. Select a catalog or photo group.

2. Select **Sort** from the very top center of the software.
3. Select to sort photos by:
    - **Rating**: sort by your assigned 1 to 5 star rating.
    - **Time**: sort by the time in the photo.
    - **Photo Number**: sort by the assigned photo numbers.
    - **Filename**: sort by the photo filename.
    - **Full Pathname**: sort by the entire computer pathname.
    - **File Size**: sort by file size.
    - **Published**: sort by published and unpublished.
    - **Archived**: sort by archived and unarchived.
    - **Exif Comment**: sort by Exchangeable Image File information.
    - **Sort by Custom**: manually click and drag photos to their positions.
4. Select to sort photos by the previous criteria in either ascending or descending order.

To change photo viewing options:

1. Select a catalog or photo group.
2. Select **View** from the very top center of the software.
3. Click to place a check next to a viewing selection:
    - **Show Photo Filenames**: display all photo filename extensions beneath photos.
    - **Show Photo Icons**: display tiny icons above photos indicating archive, publish, printed, enhanced, and hidden status.
        - - Printed
        - - Archived
        - - Enhanced
        - - Hidden from Publishing
        - - Published

    - **Show Photo Number**: display photo numbers beneath photos.

- **Show Photo Rating**: display your 1 to 5 star photo rating above photos.
- **Show Hidden Photos**: display photos hidden from publishing.

4. Select to view photos as:
    - **Photo Thumbnails**: view miniature versions of your photos.
    - **Photo Filename List**: view a list of filenames with file size and creation time.
    - **Photo Info List**: view a list of thumbnails with detailed photo information:
        - o Filename, Path, Image Size, File Size, Date Last Modified, and the Camera Information (displaying range of color) are displayed.

5. Select the size of thumbnails to display: tiny, small, normal, large, largest.
6. Click to place a check and select to **Use Second Monitor for Previews**.
    a. If you have a second monitor connected, selecting a photo will automatically display a large preview there with a black background.
7. Click to place a check and select to view **High Quality Previews**.

You can also sort and view photos by right-clicking on any photo and selecting **View**, which contains all of the previous options.

Thumbnail Size

To select to size of thumbnails to display, select one of the 5 different box sizes: tiny, small, normal, large, largest

Adding a Photo

You can import a photo or a group of photos into a catalog at any time. These photos will immediately appear in the photo viewer.

To add photos to a catalog:

1. Select **Add**, located above the photo viewer. A drop-down menu will appear.
2. Select **Import** and browse to the location of the photos you wish to import.
3. Select any number of photos by holding and dragging the mouse or manually clicking each one holding **CTRL** or **SHIFT**.
4. Select how to copy the files:

   a. **Simply copy the files to the destination** without changing the file type.
   b. Or **Convert the files to another format while copying**.
      i. Select a new file format for the imported photos.
5. If you want to rename the imported photos, select **Rename copied files**.
   a. Select a file name prefix.
   b. Select a starting number.
   c. Select **Reverse Chronological** to rename photos starting with the last first.
6. Select **Delete files after copying them** if you want to permanently remove these files from this location after importing.
7. Select **Import** to import selected photos, or select **Import All** to import all photos in the current location.

Importing Photos from a Camera

If you have a tethered or WiFi camera connected and set up in the software, you can import photos into the current catalog as they are taken.

To import photos from a tethered or WiFi camera:

1. Ensure that the camera is set up properly and connected to the software via USB cable or through WiFi.
2. Take a photo with the camera, or press **SPACE** on the keyboard.
3. The photo will automatically be added to the current catalog.

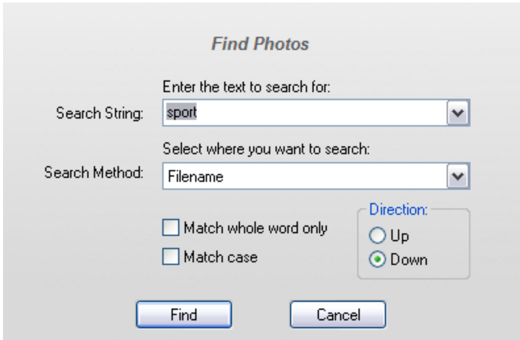
Importing Photos from a Camera Card

If you want to import photos from a camera card, you must read the camera card from an external card reader.

To import from an external card reader or drive:

1. Attach the external card reader or drive to the computer.
2. Select **Import** and navigate to the folder containing the photos.
3. Select **Import** or **Import All** to add the photos to the catalog

Finding a Photo



To search for a photo within the catalog:

1. Select **Find,** located above the photo viewer.
2. Enter the text and type to search for: Filename, Path, Photo Notes, Film Number, or Exif Comments.
3. Select to match only whole words.
4. Select to match case of words.
5. Select to search up or down within the current catalog.

Renaming Photos

Renaming a photo will also change its filename. To rename a photo, select a photo and select **Photos** from the very top center of the software. Select **Rename Photo** and enter a new name. You can also right-click on a photo and select **Edit Photo > Rename Photo**, which contains the previous options.

Adding Photographer Notes

This note will appear in the photo info. To add a photographer note to a photo, select a photo and select **Photos** from the very top center of the software. Select **Describe Photo** and enter a note. You can also right-click on a photo and select **Edit Photo > Describe Photo**, which contains the previous options.

Removing Photos

To remove a photo from the catalog:

1. Select any number of photos.
2. Select **Photos** from the very top center of the software.
3. Select **Remove Photo**.
4. Confirm that you want to remove the photo.
5. Select **Delete the picture file(s) as well** if you want to permanently delete the photo.
6. Select **Yes**.

You can also right-click on any number of selected photos and select **Remove Photo**.

Hiding Photos from Publishing

Catalogs are usually published all at once. If you want to keep a photo in the catalog and photo viewer but don't want it to be published with the rest of the photos, you can hide it from publishing.

To hide a photo from publishing:

1. Select any number of photos.
2. Select **Photos** from the very top center of the software.
3. Select **Hide from Photo(s)**.
4. Confirm that you do not want this photo published on your storefront.
5. Select **Yes**.
6. A small P with an X through it will appear in the upper-right of the photo. This shows that the photo will be hidden from all publishing.

To unhide a photo from publishing, select any number of hidden photos and follow the previous options.

You can also hide and unhide photos by right-clicking on any number of photos and selecting **Hide Photo(s)**.

Rating Photos

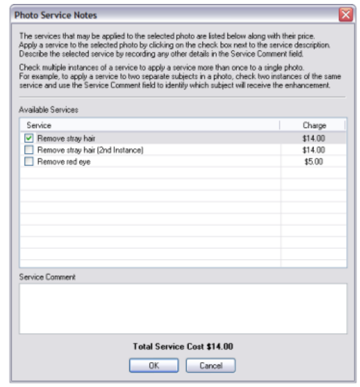
Every photo can be assigned a 1 to 5 star rating. These ratings can signify either your favorite photos, or the customer's favorite photos.

To rate a photo:

1. Select any number of photos that you want to have the same rating.
2. Select **Photos** from the very top center of the software.
3. Select **Rate Photo**.
4. Select 1 to 5 stars, 1 being fair and 5 being best.

You can also right-click on any number of photos and select **Edit Photo > Rate Photo** and select a rating.

Adding Service Notes



Service notes are additional services performed on photos above and beyond the normal touchups. You defined the services of your studio and your labs here.

To add a service to a photo:

1. Select any number of photos.
2. Select **Photos** from the very top center of the software.
3. Select **Service Notes**.
4. Check to select any of your available services to be applied to the photo.
5. Select **OK**.
6. These services will be applied to this photo in any size in any order.

You can press the \ or right-click on any number of photos and select **Edit Photo > Service Notes** for the previous options.

Editing Shipping Info

To edit a customer's shipping info, select **Photos** from the very top center of the software and select **Edit Shipping Info**. Edit the billing and shipping info, and change the shipping type and cost and select **Save Changes**. You can press **CTRL-H** or right-click on a photo and select **Edit Shipping Info** for the previous options.

Photo Paths

You can view the computer folder and paths that contain the photos.

To open the folder containing the photos:

1. Select **Photos** from the very top center of the software or right-click on a photo.
2. Select **Open Containing Folder**.
3. This is the location and subdirectory containing your selected photos.

To copy the file location containing the photos:

1. Select **Photos** from the very top center of the software or right-click on a photo.

2. Select **Copy Path to Clipboard**.
3. The location is now saved in your clipboard. Selecting **Paste** or **CTRL-V** will paste the location of the photos.

Viewing Photo Properties

To see the properties of a selected photo, select **Photos** from the very top center of the software or right-click on a photo, and select **Properties**. A window with two tabs appears.

The following information is displayed on the properties tab:

- Filename
- Path
- Image Size
- File Size
- Date Last Modified
- Orientation
- Cached status
- Archived status
- Published status
- Hidden status
- Photographer's Notes

The Photo Data tab is used for setting queries. A query has a property and a value, and is used to organize photos automatically when dealing with large groups. Keep reading for a brief example.

Imagine you are creating composite photos for a soccer team where each player will have a team photo and a player photo. Now imagine you are creating composites for twenty different teams! You can simplify your search and creation process:

1. Select **Add Data**.
2. Set the **Property** to Team Name.
3. Set the **Value** to Bumblebees and select **OK**.
4. Select **OK**.
5. When you are creating or using a border, you can assign a border to automatically import photos with specific data, such as Team Name, or even specific data such as Team Name = Bumblebees or Team Name = Sharks. This one query will automatically import the composite photo each time the border is applied, saving you precious time.

You can also view properties by right-clicking on a photo and selecting **Properties**.

Showing Photo Histograms and Data

If you want to view technical photo data, select **Show Data** from the top right of the software. The following information will be shown on the right side of the workspace:

- Filename
- Capture Date and Time
- Capture Resolution
- Capture Megapixels
- Photo Histogram
- EXIF Data
- Editing Software
- ISO Info
- Flash Settings
- Color Space
- Photo Notes
- Photo Rating
- Photo Number

Select **[Click to Add]** under photo data to add photographer notes to this photo.

Select **Hide Data** from the top left of the software if you do not want to display photo data.

Saving Attributes

Attributes are a series of edits or settings for a photo that can be saved and applied to other photos and catalogs. You can quickly assign and apply up to four different attribute settings at once, or create new ones. **The Photo Library and the Photo Workshop both use the same set of attributes.**

Here is a list of all attributes that will be saved and applied:

- Color Balance
- Color Correction (contrast, etc.)
- Enhancements (vignettes)
- Cropping
- Drop Out
- Services
- Input Profile
- Color Mode (sepia, duotone, etc.)

To save attributes:

1. Select the photo with attributes you want to save.

2. Select **Attributes** from the very top center of the software.
3. Select **Save Attributes to**.
4. Select to:

- Copy the attribute settings to the clipboard. This is only temporary and will be overwritten if you use the clipboard again, so use this setting only if you will be applying the attributes immediately. Press * as a hotkey for this option.
- Set the photo attributes as the system attributes. Every new photo in the software will now have these attributes as a default.
- Set the photo attributes as the catalog attributes. Every new photo in the catalog will now have these attributes as a default.
- Set the attributes to Custom 1 – 4. These attributes will be saved in the software until you manually save over them.
- Create a **New** custom setting. With a new custom attribute setting, you can leave out specific attributes or only save one or two different attributes of a photo. For example, you could copy over the Services and a Vignette, but leave the Color Correction and Color Mode the same.

Applying Attributes

To apply attributes:

1. Select any number of photos to apply the attributes to.
2. Select **Attributes** from the very top center of the software.
3. Select to:
    a. **Apply Attributes from** if you want to apply the attributes only to your selected photos.
    b. **Apply to All from** if you want to apply the attributes to the entire event.
4. Select to:
    a. Use the attribute settings on the clipboard. Press **/** as a hotkey for this option.
    b. Use the default system attributes.

c. Use the default catalog attributes.
d. Use Custom attributes 1 – 4.
e. Use a New custom setting you created (it will appear below Custom 1 – 4).

Editing Custom Attributes

To edit custom attributes, select **Attributes** from the very top center of the software and select **Save Attributes to > Edit**. You can rename or delete your custom attribute settings.

Orienting Photos

To quickly change the orientation of a photo, select any number of photos and select the arrows on each side of **Orient**, located above the photo viewer. The left arrow rotates clockwise and the right arrow rotates counter-clockwise.

For other orientation options, select **Orient** from above the photo viewer and select an option:

Vertical: oriented as a portrait.

- **Horizontal**: oriented as a landscape.
- **Vertical Flipped**: oriented vertically but upside-down compared to the original.
- **Horizontal Flipped**: oriented horizontally but flipped sideways compared to the original.
- **Rotate Clockwise**: rotate the photo 90° clockwise. Press **O** as a hotkey.
- **Rotate Counter-Clockwise**: rotate the photo 90° counter-clockwise. Press **SHIFT - O** as a hotkey.
- **Flip**: flip the photo 180°.
- **Set Crop Orientation**: this determines how the image will be cropped to fit on the photo. Select **Auto** to let the software decide on a per photo basis, or select **Vertical** or **Horizontal**.
- **Set Default Orientation**: this determines how photos are automatically oriented. Select **No Default Orientation** to let the software decide on a per photo basis.

- **Set Tilt Angle**: enter a number between 0 and 360 and select to rotate clockwise or counter-clockwise.

You can also orient photos by selecting any number of photos and right-clicking on them. Select **Orient Photo**, which contains all the previous options.

Enhancing Photos

To enhance a photo, select any number of photos and select **Enhance** from above the photo viewer. The Photo Workshop will open with these photos. You can also double-click a photo to enter the Photo Workshop and edit any photos from the event. Click here for information on using the Photo Workshop.

Previewing Photos

To preview the event photos full-screen, select a photo and select **Preview** from above the photo viewer. The software will switch to Presentation Mode, where you can run slideshows, play music, and view the photo with different frames. Click here for detailed options during full-screen Presentation Mode.

Publishing Photos

To publish a photo:

1. **Do not turn off the software while publishing**.
2. Select any number of photos you want to publish.
3. Select **Publish**, located above the photo viewer.
4. Select **Publish Selected**.
5. The status bar at the bottom left of the software will turn blue and show a % of publishing.
6. When a photo is published, you will see a prompt and all published photos will show a P in the upper-left hand corner.

Un-Publishing Photos

To remove photos from your online storefront:

1. Select any number of photos you want to unpublish.
2. Select **Publish**, located above the photo viewer.

3. Select **Un-Publish Selected**.
4. Confirm that you want to unpublish the catalog.
5. Select **Yes**.

Batch Publishing and Un-Publishing Events

To publish or un-publish more than one event at a time, select **Publish** from above the photo viewer. Select which events you want to publish or un-publish then select **Batch Publish** or **Batch Un-publish**.

Copying Photos

To copy photos from the photo viewer to another location:

1. Select any number of photos.
2. Select **Copy**, located above the photo viewer. A window appears.
3. Browse to the location of the photos you wish to copy to.
4. Select how to copy the files:
    a. **Simply copy the files to the destination** without changing the file type.
    b. Or **Convert the files to another format while copying**.
        i. Select a new file format for the imported photos.
5. If you want to rename the imported photos, select **Rename copied files**.
    a. Select a file name prefix.
    b. Select a starting number.
    c. Select **Reverse Chronological** to rename photos starting with the last first.
6. Select **Delete files after copying them** if you want to permanently remove these files from this location after importing.
7. Select **Copy All** to copy all photos from the event, or **Selected** to only copy the selected photos.

Creating Batch Orders

Batch orders are used to print or order a large group of photos. A batch order will create one large order containing the same size prints for a number of different photos. These orders can save a lot of time during large-scale portrait sittings, such as school pictures or ID cards, and as one large order they will be printed and ready at the same time.

To create a batch order:

1. Select any number of photos.
2. Select **Batch** from above the photo viewer. A window appears.
3. Select to:
    a. **Print only the selected photos**.
    b. **Print all photos in this event**.
        i. If you selected to print all photos and have selected a catalog containing more than one event, select **Print all subevents** to print every event in the catalog.
4. Select the prints to make for each photo.
    a. Select **Add** to add a print for each photo. The available items are products and package groups you created and assigned here.
    b. Select **Remove** or **Remove All** to delete individual or all of the prints.
5. Select **Print each photo with a border** if you wish to add a border to each photo.
    a. Select **Choose** to browse the borders you created and organized here.
    b. Select **Match border orientation to image** to rotate the border horizontally or vertically, depending on the photo.
    c. Select **Match border aspect ratio to printsize** to resize the border to the correct aspect ratio of the print.
6. Select to:
    a. **Create a single order**. This will combine every print into one large order. Although it may take longer, every print will be ready at the same time.
    b. **Create separate orders for each photo**. This will divide the order into as many orders as there are photos. Each order will contain every different print of that particular photo. It is possible that all of your orders will not be ready at the same time.
        i. If you selected to create separate orders and you are printing more than event, you can select to **Create separate orders for**

each subevent to create separate orders for each event in the catalog.

7. Select **Place Orders** to send your orders to the printer or lab, or select **Save Orders** to save the orders in the Orders tab to be sent later.

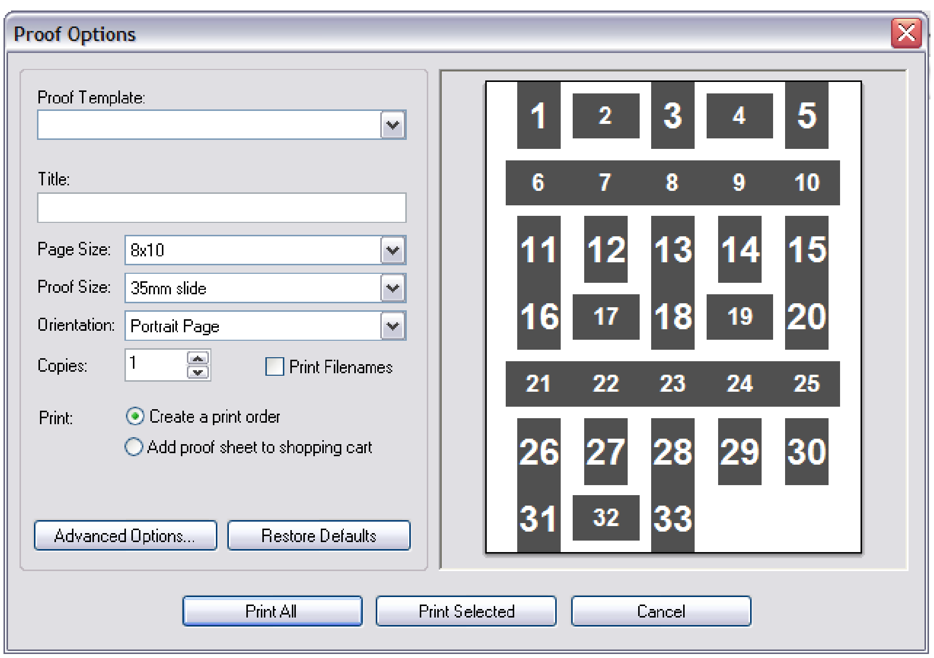
Proofing Photos

Proof sheets are single sheets containing small printout of photos for presenting to customers. You can quickly print a pre-made proof sheet, or you can create custom proof sheets with advanced options. Press **P** as a hotkey for proofing photos.

To quickly create a proof sheet:

1. Select any number of photos.
2. Select **Proof** from above the photo viewer. A window appears.
3. If you have already created a custom proof template, select a Proof Template. Otherwise, this field will remain blank.
4. Enter a Title for the proof sheet. This title will appear on each page of the proof.

5. Select the page size for the proof sheets.
6. Select the size of the individual photos that will appear on the proof sheet.
7. Select the orientation:
    a. Portrait or Landscape page will set the entire page.
    b. All portrait proofs will orient every photo as a portrait.
    c. All landscape proofs will orient every photo as a landscape.
8. Select the number of copies to print.
9. Select to **Print Filenames** under each photo.
10. Select to:
    a. **Create a print order**: this will be an individual order for just the proof sheet.
    b. **Add proof sheet to shopping cart**: this will add the proof sheet to the shopping cart as part of the current order.
11. Select **Print All** to proof every photo in the event, or **Print Selected** to only proof the selected photos.



Creating a Custom Proof Sheet

To create a custom template for proofing photos:

1. Select any number of photos.
2. Select **Proof** from above the photo viewer. A window appears.
3. Select **Advanced Options** from the bottom of the window. A new window appears with tabs:
    a. **Page Setup**: set the basic functions for your template.
        i. Enter a template name. Select **Save** if you want to save this template for later.
        ii. Select to orient the proof as a portrait, landscape, or custom. If you select Custom, select **…** next to Custom Layout at the bottom of the window and load a pre-made border proof sheet.
        iii. Select the page size, color, and media of the paper you will be printing.
        iv. Select the margins and select **…** to load any background or overlay images, such as a watermark.
    b. **Images**: set the individual photo properties for the template.
        i. Select an image size for the photos from the dropdown box, or select custom and enter a number of rows and columns.
        ii. Select the photo orientation, the padding between photos, and how to align the last row.
        iii. Select properties for the photos, including shadows, and frames.
    c. **Header and Footer**: this text will appear on the top and bottom of your proof sheets, respectively.
        i. Select to show the header or footer.
        ii. Select the text alignment and font.
        iii. Select **Insert Special Text** to add in specific information such as dates, filenames, customer data, or catalog info.
    d. **Labels**: this text will appear beneath each photo.
        i. Select to Show Labels.

ii. Select the position, alignment, and font.

iii. Select **Insert Special Text** if desired.

4. Select **OK** when finished with all the tabs.

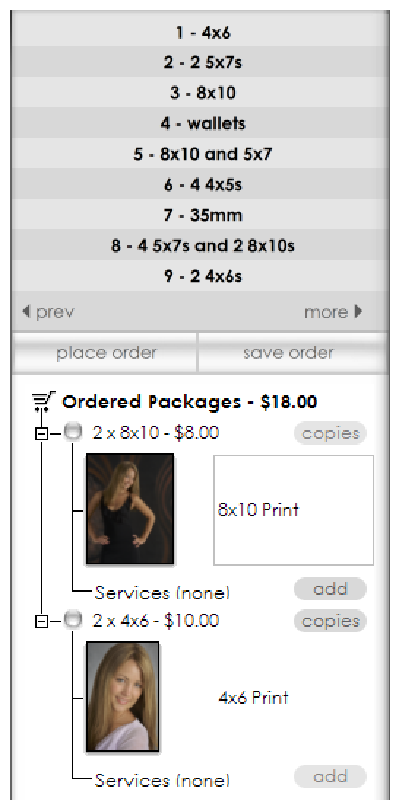
Using the Shopping Cart

The shopping cart is where you will create and modify orders before sending them to print. You can create new orders to print immediately or save orders for later.

Find the shopping cart in the **Photo Library**, **Photo Workshop**, and in **Presentation Mode**, always located at the very right of the software. The shopping cart will remain the same while using the software, saving items and settings while navigating through different areas of the program.

Once an item is added to the shopping cart, a preview image will appear next to the quantity, package type, price, and services. You can change or edit any item or packages after it has been added to the cart.

Showing and Hiding the Cart



The shopping cart is hidden by default to leave more room for organizing and editing photos. To show or hide the shopping cart, select Show Cart or Hide Cart from the very top right of the software while in the Photo Library, Photo Workshop, or in Presentation Mode.

For a complete reference guide to the Shopping Cart, including detailed screenshots and button locations, go here.

Navigating the Cart

The top of the shopping cart shows the default package group associated with this event. You set your default packages here.

Below the package group is where all ordered items will appear as preview images.

Select **+** or **–** to expand or collapse the images below an item.

Showing and Hiding Prices

If a customer is present and you don't want to display the prices of your packages, right-click on any package or item and select **Show Prices**. A checkmark indicates whether this option is active.

Viewing Package Groups

All of your packages are located at the top of the shopping cart. Your default package group is displayed for each event. Only 9 items will be displayed at once, to view additional items in this package group select **More** from the bottom of the package window in the cart. Select **Prev** to return to the previous packages.

Changing Package Groups

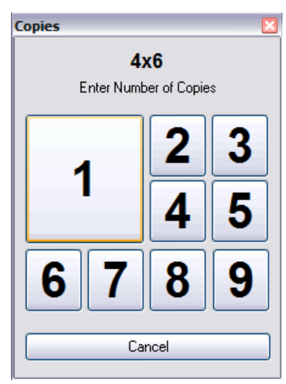
Although only your default package group will be displayed for each event, you can switch between your different package groups from the shopping cart.

To manually navigate through all your package groups, select **Prev** and **More** from the bottom of the package window in the cart.

To change the default package group, select **Add Package** from the bottom of the cart and select **Change Default Group**. Select the package group you want to display and use as the default.

Adding an Item to the Cart

To add an item to the cart as part of the packages you set up:



1. Select the photo or photos you want to add to the cart.
2. Select the package you want to add for this photo from the product list at the top of the shopping cart. If you selected more than one photo, the package will be added for each photo.
3. Select the number of this package you want to add for your photo.

OR:

1. Select the photo or photos you want to add to the cart.
2. Select **Add Package** from the bottom of the shopping cart.
3. Select the package you want to add for this photo from the list. If you selected more than one photo, the package will be added for each photo

OR:

1. Select a package you want to add from the product list at the top of the shopping cart.
2. A number of blank frames will appear in the shopping cart for this package.
3. Select and drag photos from your workspace into the blank frames in the shopping cart.

Adding Items with the Keypad

You can use the numbers or number keypad on your keyboard to quickly add items and their quantities to the cart. Each package has a number to the left, from 1 – 9.

To add an item using the number keypad:

1. Select the photo or photos you want to add to the cart.
2. Select the **keyboard number** that corresponds to the package you want to add.
3. Select a **keyboard number** to select a quantity of this package. If you selected more than one photo, the package will be added for each photo.

Adding an A La Carte Item to the Cart

A la Carte items are single items and not part of a package you have set up. To add an a la Carte item to the cart:

1. Select the photo or photos you want to add to the cart.
2. Hold and drag the photos into an empty space in the shopping cart. A window appears.
3. Select the item type and quantity for your photo.
    a. Use the dropdown menu at the top of the window to view specific print sizes.
    b. You can select multiple, different items at the same time for your photo.

   c. If you selected more than one photo, these items will be added for each photo.
   d. Select **Clear Quantities** to start over.
4. Select **OK**.

Placing an Order

Once you have every package and item set, you can send the order to your orders workspace and off to printing.

To place an order:

1. Select **Place Order**, located below the packages area in the shopping cart.
2. A window appears showing the receipt.
3. Select **Automatically Print Receipt** to print an order receipt when an order is placed.
4. Select **Shipping** to edit and verify all billing and shipping information.
5. Select **OK** to send the order.
   a. If there is an error communicating with your studio management software, or the printer is offline, the order will be saved in the orders workspace for later. Click here for more information about using the orders workspace.

Saving an Order

If you want to save an order to your orders workspace without sending it off to print, select **Save Order**, located below the packages area in the shopping cart. The order will appear in the Pending Orders tab and can be reopened and edited at any time, or just sent off to print. Click here for more information about using the orders workspace.

Replacing an Item

If you want to use a different photo but keep the package you selected, select the new photo from your workspace and hold and drag it over the old photo. The new photo will replace the old one in the package.

Removing a Single Item

You can remove single items from the cart without deleting the package it belongs to by right-clicking on the item and selecting **Remove Item**, or by selecting an item and selecting **Remove Item** from the bottom of the cart.

Removing a Package

You can remove an entire package and all of the contained items from the cart by right-clicking on the package or any item in it and selecting **Remove Package**.

Clearing the Order

If you want to clear all packages and items in the cart and start over, select **Clear Order** from the bottom of the cart.

Changing Cropping for an Item

The software will automatically determine how to crop the photos you add to the cart. If you want to change the cropping from vertical to horizontal, or vice versa, select the photo in the cart and select **Change Cropping** from the bottom of the cart.

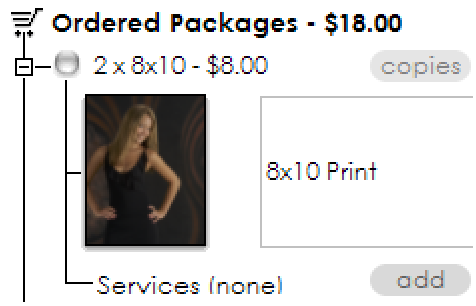
Adding or Subtracting Copies of Packages

You can add or subtract the number of packages for photos already in the shopping cart. To change the number of packages:

1. Select **Copies**, located next to any package in the cart.
2. Select the new number of total packages for this item.
    a. Select **More** and enter a number if your number does not appear.

Adding Services to an Item

If services have already been added to a photo, they will appear in the cart next to Services immediately after adding the item. To add or edit services for an item in the cart:



1. Select **Add** next to **Services**, located beneath any item in the cart.
2. Select the service to add to this item.
3. Select **OK**.

You can press the \ or right-click on any number of photos and select **Service Notes** for the previous options.

Changing Media for an Item

To change the printing media for an item:

1. Right-click on the item in the cart and select **Change Media**. A window appears.
2. Select a media type from the list, or select Add to type in a media.
3. Select **OK**.

Changing Print Commands for an Item

To change the print commands for an item:

1. Right-click on the item in the cart and select **Change Print Commands**. A window appears.
2. Select a print command from the list, or select Add to type in a print command.
3. Select **OK**.

Editing Shipping Info

To edit a customer's shipping info, right-click on and select **Edit Shipping Info**. Edit the billing and shipping info, and change the shipping type and cost and select **Save Changes**. You can also press **CTRL-H** for the previous options.

Photo Paths

You can view the computer folder and paths that contain the photos.

To open the folder containing the photos:

1. Right-click on a photo.
2. Select **Open Containing Folder**.
3. This is the location and subdirectory containing your selected photos.

To copy the file location containing the photos:

1. Right-click on a photo.
2. Select **Copy Path to Clipboard**.
3. The location is now saved in your clipboard. Selecting **Paste** or **CTRL-V** will paste the photos.

Using the Orders Workspace

The **Orders Workspace** is where you can monitor all new, pending, and completed orders. The status of every order is available here, from creation to printing to being shipped out to the customer.

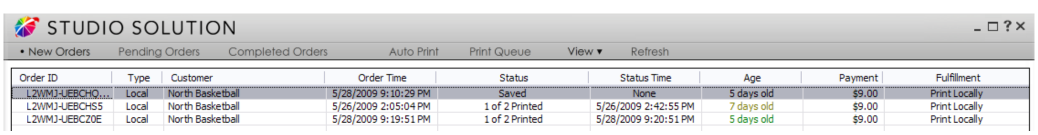
Every order here has been sent through your online storefront, or was created through the shopping cart. Find and select the **Orders** tab from the bottom of the software.

For a complete reference guide to the **Orders Workspace**, including detailed screenshots and button locations, go here.

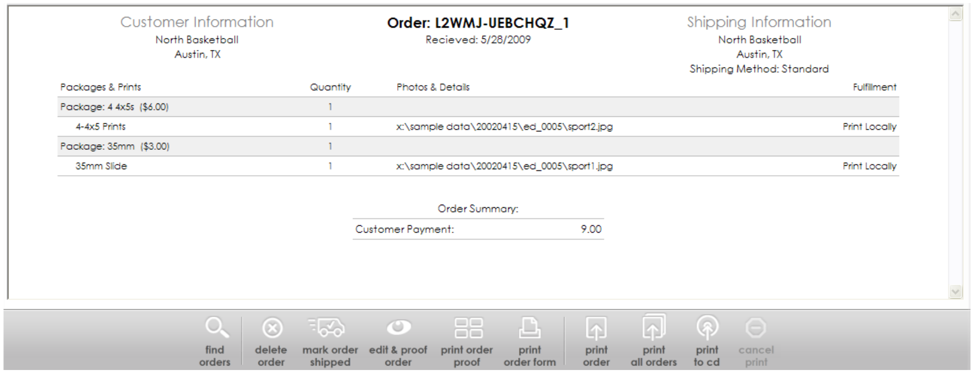
Navigating the Orders Workspace

The orders workspace is made up of three different tabs, located at the very top left of the software:

- **New Orders**: here are all orders that have been created or saved, but not yet printed.
- **Pending Orders**: here are all orders that have been sent to print locally or at a lab, but are not yet finished or need to be shipped.
- **Completed Orders**: here are all orders that have been printed and shipped.



Located below the list of orders, in any tab, is the order info window. This window will display all current information about any order you have selected.



Viewing Orders

Although there is a new, a pending, and a completed orders tab, the organization and options available for each tab are the same.

Sorting Orders

Once an order enters a tab, the following information is shown in the order list, from left to right:

- **Order ID**: this is your order's identifier, tied to your lab account.
- **Type**: each order can be either a local order or a web order.
- **Customer**: shorthand version of the customer purchasing the order.
- **Order Time**: date and time the order was placed.
- **Status**: displays the current status of your order, such as printing, waiting to print, saved, or shipped.
- **Status Time**: date and time of the most current status.
- **Age**: how long ago the order was placed.
- **Payment**: cost of the order.
- **Fulfillment**: orders can be fulfilled locally by you or a lab.

Click on any of the previous headers to sort the order list by that type.

Finding Orders

You can search for orders by order ID. To find an order, select **find orders** from the bottom of the software or right-click on the order list and select **Find Order**. Enter the entire order ID into the text field and select Find.

Note: *You must enter the order ID exactly as it appears in the software.*

Viewing Older Orders

You can view older orders by selecting View from the very top center of the software and selecting an order age. Any orders up to and including the age you select will appear. **These options are only available for completed orders.**

- Select **All** to view every order you've had in the studio.

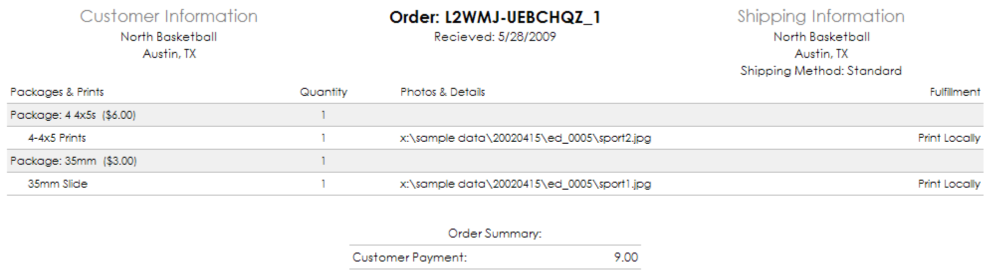
Refreshing the Order List

Select **Refresh** from the very top center of the screen to refresh the orders and ensure your list is up to date.

Viewing Order Information

Selecting any order will display the following order information in the bottom half of the window:

- **Customer Information**: the customer's name, address, and contact information.
- **Order**: the order number and date received.
- **Shipping Information**: where the order will be sent when finished.
- **Item List**: the item list displays the purchased items, the quantity, photo details, and the fulfillment method. All photo notes and services will appear here. Clicking the filename link for a photo will display a preview image of the photo.
- **Order Summary**: the total cost and payment.
- **Order History**: all order statuses and times.



Customer Information
North Basketball
Austin, TX

Order: L2WMJ-UEBCHQZ_1
Recieved: 5/28/2009

Shipping Information
North Basketball
Austin, TX
Shipping Method: Standard

Packages & Prints	Quantity	Photos & Details	Fulfillment
Package: 4 4x5s ($6.00)	1		
4-4x5 Prints	1	x:\sample data\20020415\ed_0005\sport2.jpg	Print Locally
Package: 35mm ($3.00)	1		
35mm Slide	1	x:\sample data\20020415\ed_0005\sport1.jpg	Print Locally

Order Summary:

Customer Payment:	9.00

Printing Orders

Read on for information on sending orders to print.

Printing an Order

If Auto Print is disabled, you will need to manually send orders to print.

To print a single order: select the order and select **print order** from the bottom of the software, or right-click an order and select **Print Order**.

To print multiple orders: select any number of orders using CTRL or SHIFT and select **print order** from the bottom of the software, or right-click on any of the order and select **Print Order**.

To print all orders: select **print all orders** from the bottom of the software, or right-click the order list and select **Print All Orders**.

Printing an Order to CD

To print an order to CD:

1. Ensure that there is a CD in your disc drive.
2. Select any number of orders.
3. Select **print to cd** from the bottom of the software, or right-click the order and select **Print to CD**.
4. The order will be saved to the CD.
5. Ship or deliver the CD.

Reprinting Orders

You can reprint orders that have already been fulfilled. To reprint an order, go to the Completed Orders tab and select an order, then select **print order** from the bottom of the software or right-click the order and select **Print Order**. You will be prompted to confirm that you wish to print a copy of this order.

Viewing the Print Queue

You can monitor and edit the printing status of any local orders that have been sent to print. Select **Print Queue** from the very top of the screen to view and edit the print queue.

Select the **Pending Jobs** or **Completed Jobs** tab to see all pending and completed jobs with a preview, status, and start time. The bottom of the queue shows how many jobs are in the queue, and the number of printers available and currently in use. Select **return to the order page** at any time to leave the print queue.

Select an option from the left side of the window to modify a pending print job:

- **Delete Print Job**: remove selected print job from the queue.
- **Suspend Print Job**: temporarily stop selected print job.
- **Resume Print Job**: resume the selected suspended print job.
- **Restart Print Job**: restart selected print job from the beginning.
- **Reprint Archived Job**: find and reprint an old print job.
- **Scan for Printers**: search for available printers.

To move a job up or down in the queue, select a job and select an option from the right side of the window.

Using Auto Print

Auto Print will automatically send all local orders straight to the print queue and begin printing. To turn auto print on, select and check **Auto Print** from the very top center of the software. Selecting **Auto Print** again will uncheck and disable auto printing.

Managing Orders

Marking Orders Shipped

Any new or pending order can be marked as shipped and sent to the Completed Orders tab. Shipped orders will be treated as finished orders. To mark an order as shipped, select the order and select **mark order shipped** from the bottom of the software, or right-click the order and select **Mark Order Shipped**.

Cancelling Orders

If an order has been sent to print but has not yet printed, you can cancel it and remove it from the print queue. Select the order from the Pending Orders tab and select **cancel print** from the bottom of the software, or right-click the order and select **Cancel Print**.

Deleting Orders

To completely delete an order from the software, select the order and select **delete order** from the bottom of the software, or right-click on an order and select **Delete Order**. You will be prompted for confirmation. **A deleted order will be completely removed from every part of the software and is unrecoverable**.

Batching and Unbatching Orders

You can group individual orders together and treat them all as one large print order. This is useful when you have many separate orders that need to be ready at the same time, such as school pictures.

To batch orders:

1. Select any number of orders using **CTRL** or **SHIFT**.
2. Right-click on one of the selected orders and select **Batch Orders**.
3. The orders are still separate, but will be treated as one large order when sent off to printing.
4. You can add additional orders to the batch by using **CTRL** to select the batch and the new order and repeating the previous steps.

A batched order will be collapsed and given an internal batch order ID. Select **+** or **–** to expand or collapsed the contained orders. You can print individual orders contained within a batch by expanding the batch, selecting the individual order, and selecting **Print Order**.

Order ID	Type	Customer	Order Time	Status	Status Time	Age	Payment	Fulfillment
BE1Q7	Batch		6/3/2009 5:38:47 AM	Saved	None	Today	$18.00	Print Locally
L2WMJ-UEBCHS5	Local	North Basketball	5/26/2009 2:05:04 PM	1 of 2 Printed	5/26/2009 2:42:55 PM	7 days old	$9.00	Print Locally
L2WMJ-UEBCZ0E	Local	North Basketball	5/28/2009 9:19:51 PM	1 of 2 Printed	5/28/2009 9:20:51 PM	5 days old	$9.00	Print Locally
L2WMJ-UEBCHQ...	Local	North Basketball	5/28/2009 9:10:29 PM	Saved	None	5 days old	$9.00	Print Locally

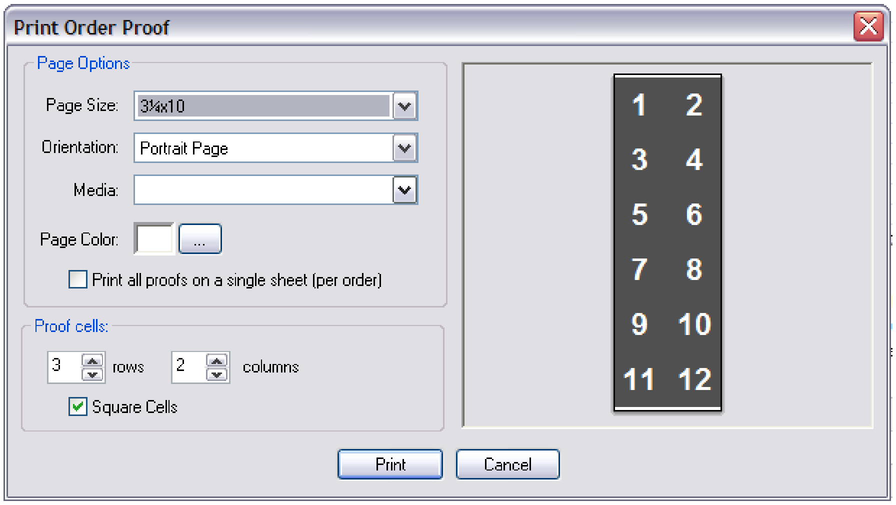
Note: *Batched orders selected for printing may appear as "Queued for Processing" in the Completed Orders tab but the individual order will display printed.*

Printing an Order Proof

An order proof is a printed sheet with small previews of photos. We've already covered printing proofs of entire photo catalogs, but often you will only want to print a proof of photos that the customer has ordered.

To print an order proof:

1. Select the order you want to print a proof for.
2. Select **print order proof** from the bottom of the software, or right-click on the order and select **Print Order Proof**.
3. A window appears.
4. Select the page size. This is the size of the sheet you will be printing on.
5. Select the orientation: portrait or landscape. If you are only printing one image, select to use the image default orientation.
6. Select a media. Leave this dropdown menu blank to use the default media.
7. Select … to choose a page color. White is the default page color.
8. Select **Print all proofs on a single sheet (per order)** to fit every photo proof for an order on a single sheet.
9. Select the number of rows and columns. This option is disabled if you are printing all proofs on a single sheet.
10. Select **Square Cells** to organize the proofs in equal squares for a symmetrical presentation.



Printing an Order Form

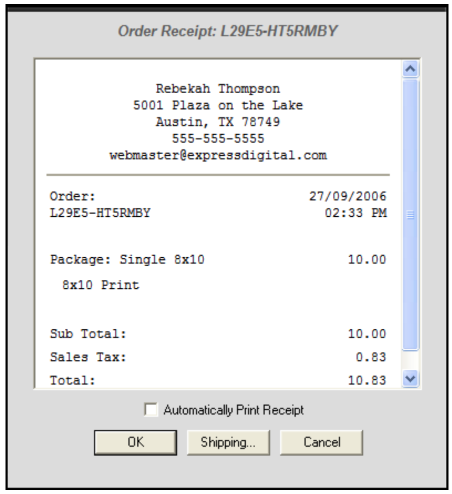
An order form is a copy of the order information displayed in the bottom half of the orders workspace. To print an order form, right-click on the order then select **Print Order Form**.

Printing a Simple Receipt

A simple receipt is a quick, low-resolution receipt with only text and basic information, including:

- Company info
- Order ID
- Date and time
- Packages and package cost
- Taxes
- Total cost

To print a simple receipt, right-click on the order then select **Print Simple Receipt**.



Editing & Proofing an Order

You can quickly edit and proof photos from the Orders tab before sending orders off to print. Order proofing will open the photos in a version of the Photo Workshop that includes additional options and a navigation bar for easily moving between photos, pages, and orders.

To edit and proof an order, select an order and select **edit & proof** from the bottom of the software, or right-click on an order and select **Edit & Proof Order**. The order proofing window will appear.

For more information on editing and correction tools, click here to read about the Photo Workshop.

Navigating while Editing & Proofing

The middle of the Order Proofing page is identical to the Photo Workshop and has all of the same features, tools, and options. Use the Enhance, Correct, Color Balance, and Drop Out tabs at the bottom of the software to switch between the Photo Workshop toolsets, detailed here.

The current order ID will be displayed at the top center of the window.

The navigation bar at the bottom of the software is designed for moving quickly between photos, pages of photos, and entire orders. The left side moves back through photos and the right side moves forward through photos.

- Select the **Home** or **End** buttons to go to the first and last photos in the order, respectively.
- Select **close** to return to the Orders tab. You will be prompted to save any changes.
- Select **save order** to save all changes to the order and return to the Orders tab.
- Select **begin editing** to display editing tools. Select **finish editing** to hide the tools.

Auto Editing Orders

Enabling auto edit will display the **Photo Workshop** toolsets the entire time while in Order Proofing. Enable auto editing by selecting and checking **auto edit** from the top of the software.

Auto edit is enabled by default. Disable auto editing by selecting and unchecking **auto edit** from the top of the software.

Viewing Photos

Select **view** from the top of the software to select viewing options:

- **# Photos**: select the number of photos to view at once. Press **SHIFT - #** as a hotkey to display # photos.
- **Auto View Photos**: let the software decide how many photos to display. Enabled by default.
- **Show Less or More photos**: press **–** or **+** as hotkeys to show less or more photos.
- **Show Lab Name**: show the fulfillment type and name below each photo.
- **Show Filename**: show the filename below each photo.
- **Show Item Description**: show the product information below each photo.
- **Show Editing Guides**: display grid lines and aspect ratio lines while editing.
- **Soft Proof with Printer Profile**: display the photo with the printer color profile.
- **High Quality Preview**: view higher quality images. Enabled by default.

- **Order Proof or Photo Proof Mode**: order proof displays all photos and all toolsets. Photo proof displays only correction and color balance tools.
- **Show and Choose Reference Image**: you can select an image to show alongside each photo you are editing. While you may move between photos and orders, the reference image will remain locked. Select **Choose Reference Image** to browse for an image. Select **Show Reference Image** or press **R** to hide and display the image.

Orienting Photos

For information on orienting photos, click here.

Saving and Applying Attributes

For information on attributes, click here.

Changing Order Properties

While in Order Proofing you can change the properties of a selected item:

1. Select an item.
2. Select **Properties** from the top of the software, or right-click on a photo.
3. Select to:
    - **Change Product**: Select from **Lab Products** or press **CTRL – SHIFT – R**, or **Select from Local Products** or press **CTRL – R**.
    - **Change Filename**: replace the item with another on file. Press **ALT – F** as a hotkey.
    - **Change Quantity**: change the number of packages for this item. Press **Q** as a hotkey.
    - **Change Media**: change the type of printing media for this item. Press **M** as a hotkey.
    - **Service Notes**: add or edit services for this item. Press **** as a hotkey.
    - **Order Comment**: add an order comment to this item. This comment will appear in the order information window on the Orders tab.
    - **Edit Shipping Info**: edit customer billing and shipping information.

To change an order property, select a photo and select **Properties** from the top of the software, or right-click on a photo for the previous options.

Undoing and Redoing Changes

To undo or redo changes to a photo or order, select **Undo** from the top of the software and select one of the options, or press the corresponding hotkey.

- **Undo** or **CTRL – Z**
- **Redo** or **CTRL – Y**
- **Undo Photo Changes** or **CTRL – U**
- **Undo Order Changes** or **CTRL – O**

Saving Orders

To save your selection as a new order:

1. Select a package or product.
2. Select **Print** from the top of the software.
3. Select **Save Selection as New Order**, or press **CTRL – S** as a hotkey.
4. The item will be saved in the Orders tab as a new order.

To save the current order as a new order, select **Print** from the top of the software and select **Save Current Order as New Order**, or press **ALT – S** as a hotkey. The new order will be saved the Orders tab.

To save the current order, select **Print** from the top of the software and select **Save Current Order**, or press **S** as a hotkey. You can also select **save order** from the bottom right of the software.

Printing Orders

To print your selection as a new order:

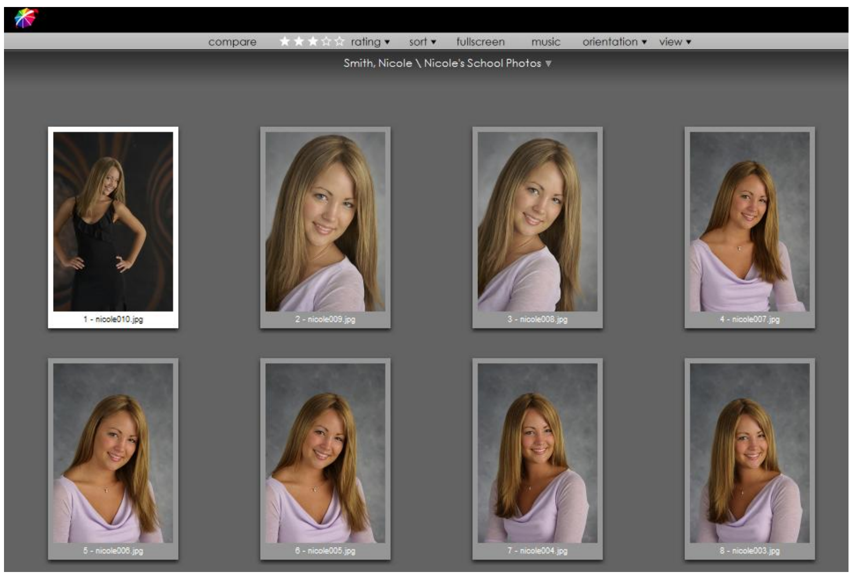
1. Select a package or product.
2. Select **Print** from the top of the software.
3. Select **Print Selection as New Order**, or press **CTRL – P** as a hotkey.
4. The item will be printed and a new order added to the Orders tab.

To print the current order, select **Print** from the top of the software and select **Print Current Order**.

Using Presentation Mode

Presentation Mode combines features from each other part of the software for an easy-to-use interface, free of distractions. You can show slideshows, play background music, compare photos within a catalog, preview photos in digital frames, and purchase packages.

The **Presentation Mode** is made for walking customers through selecting and rating their photos, choosing services, and purchasing packages, all during the same session.



To activate **Presentation Mode**, you must have a catalog open in either the Photo Library or the Photo Workshop. Turn on Presentation Mode by selecting the Client Presentation tab at the bottom of the software.

Select **exit presentation mode** from the very top right of the software to exit Presentation Mode.

For a complete reference guide to Presentation Mode, including detailed screenshots and button locations, go here.

Opening the Photo Library and Photo Workshop

You can use both the **Photo Library** and the **Photo Workshop** without exiting Presentation Mode.

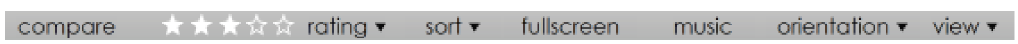
To open the **Photo Library**, select **choose another catalog** from the bottom of the workspace.

To open the **Photo Workshop**, select **enhance selected photo** from the bottom of the workspace.

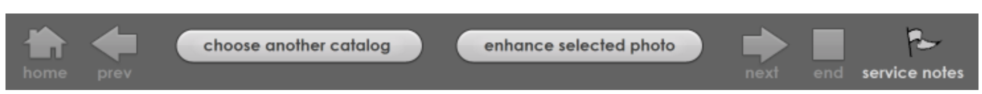
Navigating in Presentation Mode

The software will automatically be maximized to full-screen, so that no other programs will interrupt the session. The software itself will hide all other tabs.

The top of the workspace has a single toolbar for viewing and adjusting photos.



The bottom of the workspace has a single toolbar for navigating between photos, catalogs, and editing.



Viewing Photos in Presentation Mode

Viewing Individual Photos

To switch between photos within the current catalog, select an option from the navigation menu at the bottom of the workspace:

- **Home**: view the first photo in the album.
- **Previous**: view the previous photo in the album.
- **Next**: view the next photo in the album.
- **End**: view the last photo in the album.

You can also use the mouse wheel to quickly move through a catalog.

Viewing Multiple Photos

To view multiple photos at a time, select **view** from the top of the software and select a number of photos to view, or press **SHIFT – 1** through **SHIFT – 0** as hotkeys.

To view more or less photos, select view from the top of the software and select **View Less Photos** or press **–** as a hotkey, or select **View More Photos** or press **+** as a hotkey.

Viewing Photo Information

To view filenames beneath photos, select **view** from the top of the software and select and check **Show Filenames**.

To view photo numbers beneath photos, select **view** from the top of the software and select and check **Show Photo Numbers**.

Viewing High Quality Previews

To view high quality previews of your photos, select **view** from the top of the menu and select and check **High Quality Preview**. These images have more detail and are easier to edit.

Managing Photos in Presentation Mode

Changing the Aspect Ratio

To change the aspect ratio of all photos in Presentation Mode, select **view** from the top of the software and select **Viewing Aspect**. You set up your viewing aspects here; select one from the list.

Sorting Photos

To sort photos in Presentation Mode:

1. Select **view** from the top of the software.
2. Select to sort photos by:
    - **Rating**: sort by your assigned 1 to 5 star rating.
    - **Photo Number**: sort by the assigned photo numbers.
    - **Filename**: sort by the photo filename.
    - **Full Pathname**: sort by the entire computer pathname.
    - **File Size**: sort by file size.
    - **Published**: sort by published and unpublished.
    - **Archived**: sort by archived and unarchived.
    - **Exif Comment**: sort by Exchangeable Image File information.
    - **Sort by Custom**: manually click and drag photos to their positions.
3. Select to sort photos by the previous criteria in either ascending or descending order.

Rating Photos

Every photo can be assigned a 1 to 5 star rating. These ratings can signify either your favorite photos, or the customer's favorite photos.

To rate a photo:

1. Select any number of photos that you want to have the same rating.
2. Select **rating** from the very top center of the software.
3. Select 1 to 5 stars, 1 being fair and 5 being best.

You can also rate photos by pressing **F1** through **F5** as hotkeys, with **F1** being fair and **F5** being best, or by clicking a number of stars at the top of the software.

Orienting Photos

To orient selected photos, select **orientation** from the top of the software. Orientation options are detailed here.

Adding Services

Service notes are additional services performed on photos above and beyond the normal touchups.

To add a service to a photo:

1. Select any number of photos.
2. Select **service notes** from the bottom of the software.
3. Check to select any of your available services to be applied to the photo.
4. Select **OK**.
5. These services will be applied to this photo in any size in any order.

You can also add or edit services by pressing **** as a hotkey.

Comparing Photos

You can lock specific photos in Presentation Mode to compare it to other photos as you move through the catalog.

To lock a photo for comparing, select a photo and select **compare** from the top of the software, or right-click a photo. A red dog-ear will appear in the upper-right hand corner of the photo when it is locked. Select **unlock** from the top of the software to unlock a photo.

While a photo is locked, you can move freely through the album, but your locked photos will remain in the workspace. At any time you can quickly unlock and lock other photos.

Playing Background Music

You can play background music to set a classy and calming atmosphere for your customers as they preview their photos.

To play music:

1. Select **music** from the top of the software.
2. Select **Play Music Folder** or **Play Music File** and select the music you want to play.

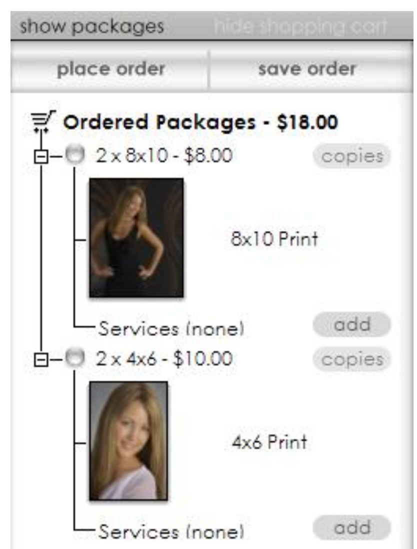
    a. Selecting a folder will loop all music files in the folder.
    b. Selecting a file will loop the single music file over and over.

3. Select **Choose Music Folder** or **Choose Music File** to search for and select your own music.

To turn off music, select **music** from the top of the software and select and check **off**.

Using the Shopping Cart

The shopping cart is where you will create and modify orders before sending them to print. You can create new orders to print immediately or save orders for later.



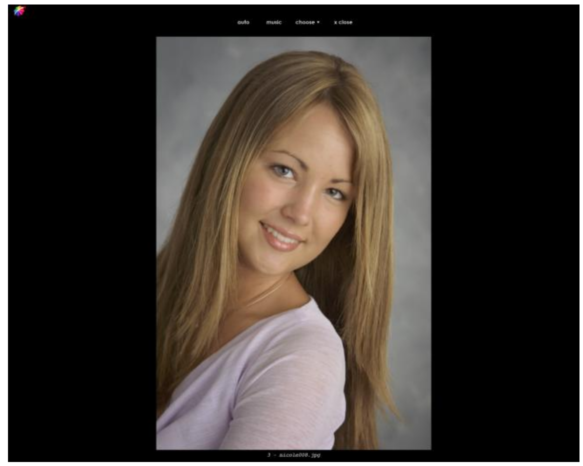
Find the shopping cart in the Photo Library, Photo Workshop, and in Presentation Mode, always located at the very right of the software. The shopping cart will remain the same while using the software, saving items and settings while navigating through different areas of the program.

You can hide your packages and prices within the shopping cart by selecting **hide packages** from above the shopping cart when the cart is displayed.

For a detailed guide to using the shopping cart, click here.

Running a Slideshow

You can view a catalog as a slideshow presentation, complete with music and digital frames. The slideshow will preview photos at fullscreen with a black background and few software tools.



To run a slideshow, select **fullscreen** from the top of the software or double-click a photo.

- Press **ENTER** to begin and stop the slideshow.
- Select a photo or press **ESC** as a hotkey to return to normal Presentation Mode.

Slideshow options:

- **Auto**: select **auto** to run an automatic slideshow. Select slideshow intervals and to gently fade photos in and out as a transition.
- **Music**: select music options, detailed here.
- **Choose**: select additional viewing options:
    - **Single Picture Mode**: when viewing multiple photos with frames, the current photo will appear in every frame. Normally, different photos from the catalog will appear with it.
    - **Show Filenames**: view filenames beneath the photo.
    - **Show Image Numbers**: view photo numbers beneath the photo.
    - **Show Rating**: view photo ratings beneath the photo.
    - **Choose Font**: select a font for any text appearing beneath the photo.
    - **Sort Photos**: sort photos with options detailed here.
    - **Frames**: select frame styles and size to preview what the photo will look like in a number of different frames and locations. Simple is the last option and the default black border.
- **Close**: return to normal Presentation Mode.

Using the Photo Workshop

The **Photo Workshop** is where you will enhance, correct, and edit all of your photos before printing. The **Photo Workshop** works internally within the software and does not require any additional software to run, making it quick and easy to edit, retouch, and save changes to any photos in the software.

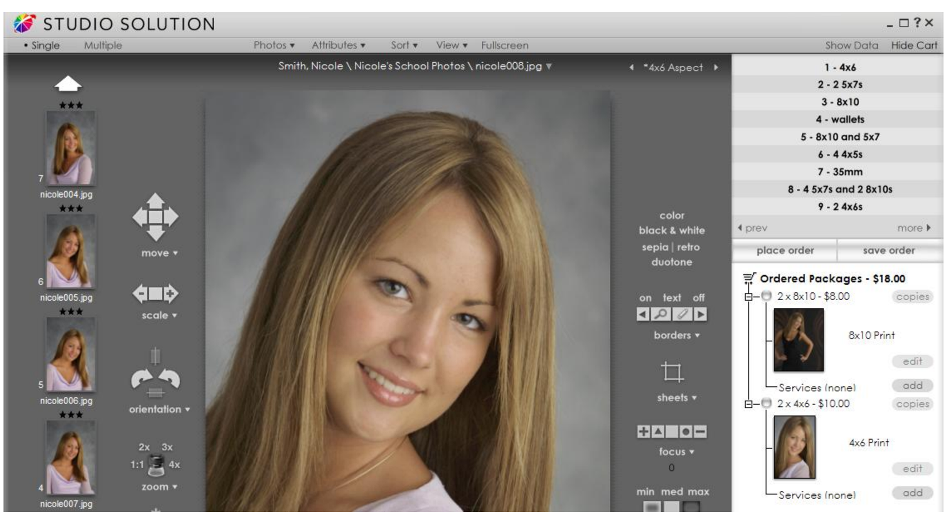
Find and select the **Photo Workshop** tab at the bottom of the software.

For a complete reference guide to the **Photo Workshop**, including detailed screenshots and button locations, go <u>here</u>.

Navigating the Photo Workshop

The Photo Workshop workspace is separated into three areas, appearing in the software from left to right:

- **Photo Bar**: select, view, and mange photos within the workshop.
- **Workspace**: select toolsets tabs, tools, and edit photos.
- **Shopping Cart**: select packages and photos for purchase and add to orders.



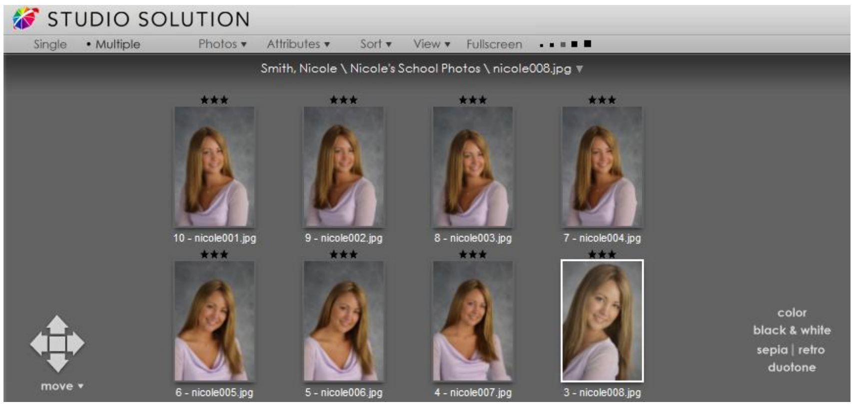
Viewing Photos

Once in the workshop you can view, sort, and manage photos, using many of the same features from the Photo Library, without needing to exit the Photo Workshop tab.

Viewing Modes

There are two different viewing modes in the workshop. Select **Single** or **Multiple** from the very top left of the software to choose one:

- **Single**: the photo bar appears at the left side of the software for selecting and navigating through photos. Use the arrows at the very top left and very bottom left to scroll between photos within the current catalog. Selecting a photo will display it in the workspace for editing.
- **Multiple**: the photo bar does not appear. All photos in the current catalog will appear in the workspace as smaller images. You can edit any or all of the photos at once while editing to apply the edits to all of the selected photos.



Double-clicking on a photo while in multiple mode will switch to Single mode with the selected photo in the workspace.

Viewing Fullscreen

To view the current workspace photo as a fullscreen preview on a black background, select **Fullscreen** from the top of the software. Click anywhere to return to the workshop.

Viewing a Slideshow

To view a slideshow of all photos in the catalog, select **Catalog** from the bottom left of the software and select **Slideshow**. The software will switch to Presentation Mode, where you can run slideshows, play music, and view the photo with different frames. Click here for detailed options during full-screen Presentation Mode.

Viewing without Tools

To view your photos without the Photo Workshop tools displayed, select the **View** tab from the bottom of the software. Select another toolset tab to view editing tools.

Viewing Front and Back

Some photos will have a front and a back when printed. To switch between viewing the front and back of the photo, select **View** from the top of the software and select either **Front** or **Back**.

Viewing High Quality Previews

To view high quality preview images, select **View** from the top of the software and select and check **High Quality Preview**. These images have more detail and are easier to edit.

Viewing with a Printer Profile

You can view photos as soft proofs with your printer profile to get a better idea of what the printed product will look like. To view photos with a printer profile, select **View** from the top of the software and select **Soft Proof with Printer Profile**, and select or browse to a printer profile.

Viewing and Setting Aspect Ratios

Every photo in the workshop is displayed cropped to an aspect ratio. The default aspect ratio will depend on your camera settings, but once an aspect ratio is set for a photo it will be saved.

To view the current photo with a different aspect ratio:

1. Select a photo.
2. Select **View** from the top of the software.

3. Select **Viewing Aspect**.
4. Select a viewing aspect from the list. All viewing aspects included in your packages will appear in the list.

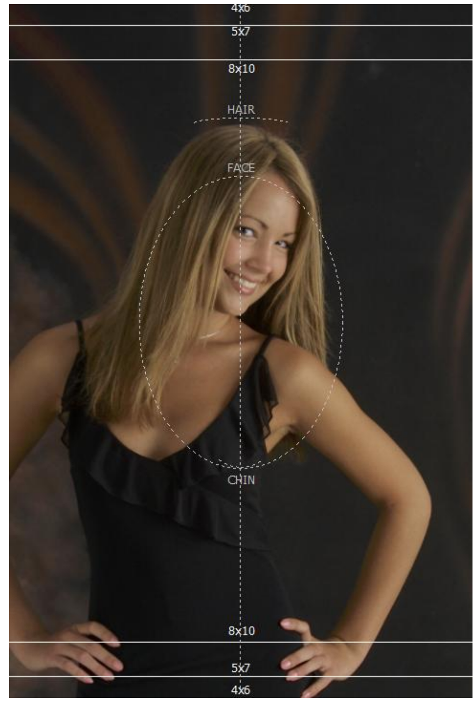
OR:

1. Select a photo.
2. At the top right of the window is a viewing aspect with arrows on each side.
3. Select the **<** and **>** arrows to cycle through the available aspect ratios.

You can also add, edit, and remove aspect ratios from the list. To set up available aspect ratios:

1. Select **View** from the top of the software.
2. Select **Setup Aspect Ratio List**.
3. A window appears.
4. Select **Add** to create a new aspect ratio.
    a. Select a name, width, and height.
5. Select an aspect ratio and select **Edit** to edit an existing aspect ratio.
    a. Select a name, width, and height.
6. Select an aspect ratio and select **Remove** to delete it.
7. Select **Reset List** to revert to the default list.
8. Select **Move Up** or **Move Down** to change position of an aspect ratio in the list.
9. Select and check **Automatically add package aspect ratios to list** to have all aspect ratios from your packages added to the list. This option is enabled by default.
10. Select **OK**.

Viewing Guides



You can turn on guides to help while editing photos.

To turn on guides:

1. Select **View** from the top of the software.
2. Select **Guides**.
3. Select and check **Show Guides**, or press **CTRL - ;** as a hotkey.
4. There are two guides available, check the one you wish to use:
   a. School: for school portraits. This guide will show dotted lines for the 4x6, 5x7, and 8x10 aspect ratios, and an oval and line for centering student faces in the frame.
   b. Standard: for aspect ratios. This guide will show dotted lines for the 4x6, 5x7, and 8x10 aspect ratios.

Clearing Photos from the Workspace

To clear the workspace, select **View** from the top of the software and select **Clear**, or press **ESC** as a hotkey.

Sorting Photos

To sort photos in the Photo Workshop:

1. Select **Sort** from the top of the software.
2. Select to sort photos by:
   - **Rating**: sort by your assigned 1 to 5 star rating.
   - **Time**: sort by the time stamp on each photo.
   - **Photo Number**: sort by the assigned photo numbers.
   - **Filename**: sort by the photo filename.
   - **Full Pathname**: sort by the entire computer pathname.

- **File Size**: sort by file size.
- **Published**: sort by published and unpublished.
- **Archived**: sort by archived and unarchived.
- **Exif Comment**: sort by Exchangeable Image File information.
- **Sort by Custom**: manually click and drag photos to their positions.

3. Select to sort photos by the previous criteria in either ascending or descending order.

You can also sort photos by right-clicking on a photo in the photo bar and selecting **View**, or by selecting **Catalog** from the bottom left of the software and selecting **Sort Photos**, which contain the previous options.

Finding Photos

To search for a photo in the photo bar:

1. Select **Catalog** from the bottom left of the software and select **Find Photo**, or press **CTRL – F** as a hotkey.
2. Enter the text and type to search for: Filename, Path, Photo Notes, Film Number, or Exif Comments.
3. Select to match only whole words.
4. Select to match case of words.
5. Select to search up or down within the photo bar.
6. Select **Find**.

To search for additional photos with the same search criteria, select **Catalog** from the bottom left of the software and select **Find Next Photo** or press **F3** as a hotkey, or select **Find Previous Photo** or press **SHIFT – F3** as a hotkey; the software will search the previous and next photos in the photo bar matching your search criteria.

Refreshing Photos

To refresh photos in the photo bar, select **Catalogs** and select **Refresh Photos**, or press

CTRL – F5 as a hotkey. You can also right-click a photo in the photo bar and select **Refresh**.

Showing Photo Information

Showing and Setting Photo Numbers

To show photo numbers above photos in the photo bar, select **View** from the top of the software and select and check **Show Photo Numbers**.

To set a starting photo number for all new photos added to the catalog, select **Catalog** from the bottom left of the software and select **Set Starting Photo Number**. All existing photo numbers will remain the same.

To reset the photo numbers for every photo in the catalog, select **Catalog** from the bottom left of the software and select **Reset Photo Numbers**. You will be prompted to enter a starting number for the photos.

Showing Photo Icons

To show photo icons above photos in the photo bar, select **Catalog** from the bottom left of the software and select and check **Show Photo Icon.** Possible photo icons:

- - Printed
- - Archived
- - Enhanced
- - Hidden from Publishing
- - Published

Showing and Setting Photo Ratings

To show photo ratings above photos in the photo bar, select **Catalog** from the bottom left of the software and select and check **Show Photo Rating**.

To set a photo rating:

1. Select any number of photos that you want to have the same rating.
2. Right-click on one of the selected photos.
3. Select **Edit Photo > Rate Photo**.
4. Select 1 to 5 stars, 1 being fair and 5 being best.

Showing and Setting Filenames

To show photo filenames below photos in the photo bar, right-click a photo in the photo bar and select **View > Show Filenames**.

To rename a photo, right-click on a photo in the photo bar and select **Edit Photo > Rename Photo**. This will be the new photo filename.

To set filenames for all new photos imported into the catalog from a camera:

1. Select **Catalog** from the bottom left of the software.
2. Select **Set Capture Filenames**.
3. Type a prefix for the Customer Identifier.
4. Select a starting Picture Number.
5. An example of your filename will appear next to Resulting filename.
6. Select **OK**.

Showing and Copying Photo Paths

To view the entire filename path below photos in the photo bar, right-click a photo and select **View > Show Paths**.

You can also view the computer folder and paths that contain selected photos.

To open the folder containing the photos:

1. Right-click on a photo in the photo bar.
2. Select **Open Containing Folder**.
3. This is the location and subdirectory containing your selected photo.

To copy the file location containing the photos:

1. Right-click on a catalog photo in the photo bar.
2. Select **Copy Path to Clipboard**.
3. The location is now saved in your clipboard. Selecting **Paste** or **CTRL-V** will paste the location of the photos.

Showing and Setting Info Tooltips

To display a tooltip containing photo comments while mousing over a photo in the photo bar, right-click a photo and select **View > Show Info Tooltip**.

To set a note for a photo, right-click a photo in the photo bar and select **Edit Photo > Describe Photo**. Type a note and select **OK**.

Showing Photo Properties

To show and edit photo properties, right-click a photo in the photo bar and select **Properties**. Click here detailed information on photo properties.

Showing Photo Histograms and Data

To show technical photo data, select **Show Data** from the top right of the software. The following information will be shown on the right side of the workspace:

- Filename
- Capture Date and Time
- Capture Resolution
- Capture Megapixels
- Photo Histogram
- EXIF Data
- Editing Software
- ISO Info
- Flash Settings
- Color Space
- Photo Notes
- Photo Rating
- Photo Number

Select **[Click to Add]** under photo data to add photographer notes to this photo.

Select **Hide Data** from the top left of the software if you do not want to display photo data.

Importing Photos

You can automatically import photos into the workshop by opening a catalog in the Photo Library and selecting the Photo Workshop tab from the bottom of the software. The selected catalog will automatically open in the Photo Workshop.

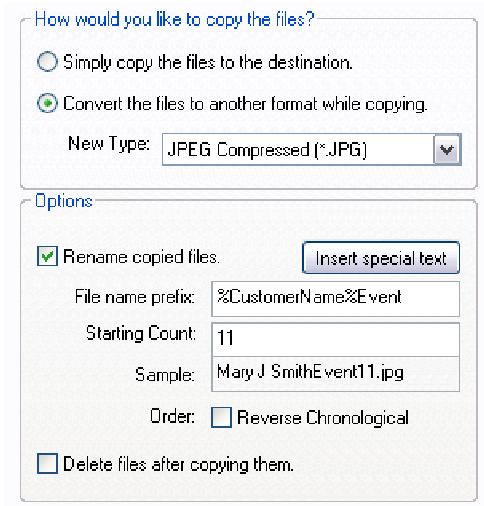
Importing a Photo

To import a photo into the current catalog:

1. Select Photos from the top of the software.
2. Select Import. A window appears.
3. Browse to the location of the photos you wish to import.
4. Select any number of photos by holding and dragging the mouse or manually clicking each one holding **CTRL** or **SHIFT**.
5. Select how to copy the files:
    a. **Simply copy the files to the destination** without changing the file type.
    b. Or **Convert the files to another format while copying**.
        i. Select a new file format for the imported photos.
6. If you want to rename the imported photos, select **Rename copied files**.
    a. Select a file name prefix.
    b. Select a starting number.
    c. Select **Reverse Chronological** to rename photos starting with the last first.

7. Select **Delete files after copying them** if you want to permanently remove these files from this location after importing.
8. Select **Import** to import selected photos, or select **Import All** to import all photos in the current location.

You can also import photos by pressing the hotkey **CTRL – I** and following the previous steps.



Using Quick Import

Quick import will automatically search and import photos from a predefined location.

To set up quick import:

1. Select **Photos** from the top of the software.
2. Select **Quick Import Setup**, or press **SHIFT – I** as a hotkey.
3. A window appears.
4. Browse to the location for automatically importing photos.
5. Select how to copy the files:
    a. **Simply copy the files to the destination** without changing the file type.
    b. Or **Convert the files to another format while copying**.
        i. Select a new file format for the imported photos.
6. If you want to rename the imported photos, select **Rename copied files**.
    a. Select a file name prefix.
    b. Select a starting number.
    c. Select **Reverse Chronological** to rename photos starting with the last first.
7. Select **Delete files after copying them** if you want to permanently remove these files from this location after importing.

8. Select **Recurse Subdirectories** if you want to import all photos from subfolders and subdirectories in this location.
9. Select **OK**.

To use quick import:

1. Select **Photos** from the top of the software.
2. Select **Quick Import**, or press **I** as a hotkey.
3. Photos will be automatically imported from the location defined in quick import setup.
4. You will be prompted for confirmation when importing these photos.
5. The photos will be added to the current catalog.

Importing Photos from a Camera

If you have a tethered or WiFi camera connected and set up in the software, you can import photos into the current catalog as they are taken.

To import photos from a tethered or WiFi camera as they are captured:

1. Ensure that the camera is set up properly and connected to the software via USB cable or through WiFi.
2. Take a photo with the camera, or press **SPACE** on the keyboard.
3. The photo will automatically be added to the current catalog.

OR:

1. Ensure that the camera is set up properly and connected to the software via USB cable or through WiFi.
2. Select **Live View** at the top of the software.
3. A window appears showing the view of the connected camera.
4. Select **Shutter** from the new window or select **Take Picture** from the top of the software to take a photo.
5. The photo will be automatically added to the current catalog.

Creating a Catalog

To create a catalog in the workshop:

1. Select **Catalog** from the bottom left of the software.
2. If you want to create a new catalog and automatically import photos from your quick import location, select and check **Create New & Import**.
3. Select **Create New**.
4. Select **Add Photo Catalog**.
5. A wizard opens. Select a category type from the drop-down box.
6. Enter an event name. You must enter an event name.
7. Enter a description, event city, state, and country. This is optional.
8. Enter an event date. You must enter an event date.
9. Enter event notes.
10. Select **Next**.
11. Enter customer information.
    a. If you are using 3rd-party studio management software, enter in your customer and session values. These must match in both softwares.
12. Select **Finish**.

Creating a Photo Group

Photo groups are subcategories of catalogs. For example, one customer could have several different photo groups; one for each portrait sitting.

To add a photo group to an existing catalog in the workshop:

1. Select Catalog from the bottom left of the software.
2. If you want to create a new photo group and automatically import photos from your quick import location, select and check **Create New & Import**.
3. Select **Add Photo Group to** and ensure that it lists the correct catalog.
4. Enter a name for the photo group. You must enter a name.
5. Enter notes.
6. Enter the event date. You must enter a date.

7. If you are using 3rd-party studio management software, enter your session ID.
8. Select **Finish.**

Managing Photos

Read on for guides to managing your photos in the Photo Workshop.

Selecting Photos

Often you will want to edit multiple photos at once. To select multiple photos, hold **CTRL** or **SHIFT** and select the photos from the photo bar.

To select all photos, right-click on any photo in the photo bar and select **Select All**.

To deselect all photos, right-click on any photo in the photo bar and select **Deselect All**.

Applying and Saving Attributes

Attributes are a series of edits or settings for a photo that can be saved and applied to other photos and catalogs. You can quickly assign and apply up to four different attribute settings at once, or create new ones. **The Photo Library and the Photo Workshop both use the same set of attributes.**

To apply or save attributes, select a photo and select **Attributes** from the top of the software. Here is a detailed guide to attributes.

To reset attributes for a photo:

1. Select a photo.
2. Select **Attributes** from the top of the software.
3. Select **Reset Current** to revert to the currently applied attributes.
4. Select **Reset System Defaults** to revert to the default software attributes.

Applying Services

You can apply and edit services from the Photo Workshop.

To apply or edit services:

1. Select a photo.

2. Select **Attributes** from the top of the software.
3. Select **Service Notes**.
4. Select to add or remove a photo service for the selected photo.
5. Select to add a service comment or additional service.
6. Select **OK**.

You can also apply and edit services for a photo by right-clicking the photo in the photo bar and selecting **Edit Photo > Service Notes**.

Orienting Photos

You can change the orientation of photos within the photo bar. These options are the same as Photo Library orientation options, found here.

Editing Shipping Info

To edit a customer's shipping info, right-click on any photo in the photo bar and select **Shipping Info**, or press **CTRL – H** as a hotkey. Edit the billing and shipping info, and change the shipping type and cost and select **Save Changes**.

Removing Photos

To remove a photo from the catalog, right-click a photo in the photo bar and select **Remove Photo**. A prompt will appear for confirmation. If you want to permanently delete the photo file, select **Delete the picture file(s) as well**. Select **OK**.

Saving Changes and Photos

Once you are finished editing a photo, you'll want to save it. The save options are located in the basic toolset menu. **You must be viewing the toolsets to save the current photo.** Select a save option:

- **Save changes**: save the changes to the current photo, replacing the current photo in the catalog.
- **Save as new photo**: save the changes as a new photo that will be added to the catalog, leaving the original in the catalog unchanged.

- **Save to**: select **save to** for the previous options, or to save to file. Saving to file will bring up a window. Browse to the location you want to save in, enter a filename, and select **Save**.

Editing Photos

Click here for guides to editing photos and using the different toolsets.

Using the Shopping Cart

The shopping cart is where you will create and modify orders before sending them to print. You can create new orders to print immediately or save orders for later.

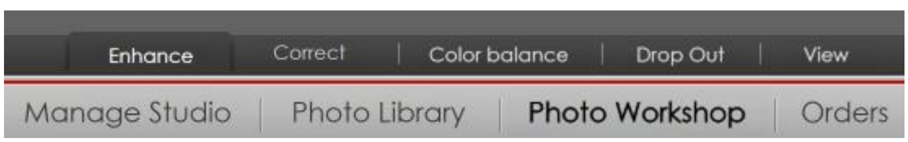
Find the shopping cart in the Photo Library, Photo Workshop, and in Presentation Mode, always located at the very right of the software. The shopping cart will remain the same while using the software, saving items and settings while navigating through different areas of the program.

For a detailed guide to using the shopping cart, click here.

Using Toolsets in the Photo Workshop

Once you have imported or captured photos into the Photo Workshop, you can use a series of tabs and toolsets to edit, enhance, or adjust every aspect of a photo. The following toolsets are available:

- **Basic Toolset**: this toolset is always visible either to the left or above the photo workspace. It includes moving, scaling, orientation, and zoom options.
- **Enhance Toolset**: this toolset includes basic photo effects such as frames, borders, color softwares, vignettes, and all retouching tools.
- **Correct Toolset**: this toolset includes tools for correcting brightness, contrast, exposure, tones, and redeye.
- **Picture Style**: this toolset includes tools for correcting photos using EOS Picture Styles.
- **Color Balance Toolset**: this toolset includes color profiles and tools for correcting lighting and color balance.
- **Drop Out Toolset**: this toolset includes chroma key settings for shooting with green screen.

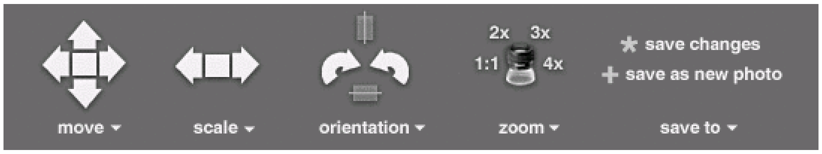


Editing photos in the Photo Workshop will not affect the saved photo files. Your edits will be saved and applied separately, keeping your original files intact and making it possible to remove edits at any time by reverting to the original photo file.

Using the Basic Toolset

The basic toolset is always displayed in the Photo Workshop when toolsets are visible, either at the left of the workspace (portraits) or above the workspace (landscapes). Use the basic toolset for adjusting location, size, and orientation of photos in the workspace.

Basic toolset options are, in order: Move, Scale, Orientation, and Zoom.



Saving Changes

The software will not save correction settings for a photo if you select another photo. To save your settings for a photo, use the save options detailed <u>here</u>.

Moving a Photo

Photos will often be larger than the sheet and will need to be centered in some way. You can move a photo around within the sheet size.

Basic move options include:

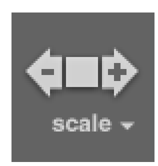
- Select an **arrow** on the move tool to move the photo in that direction.
- Select the **box** in the middle of the tool to center the photo.

Select **Move** to open a dropdown menu with additional options:

- Select **Reset X or Y Position** to set X and Y to 0.
- Select an **X or Y offset** to move the photo left (negative) or right (positive).

You can also move a photo by clicking and holding the left mouse button over the photo and moving the mouse.

Scaling a Photo



Scaling a photo will increase or decrease the size within the sheet size.

Basic scale options include:

- Select the **–** arrow to decrease the photo size.
- Select the **+** arrow to increase the photo size.
- Select the **box** in the middle of the tool to revert to the original size.

Select **Scale** to open a dropdown menu with additional options:

- Select **Reset Scale** to revert to the original size.
- Select **Reset Scale and Position** to revert to the original size and center the photo. Press **CTRL – R** as a hotkey.
- Select a **%** to increase or decrease the photo size.

You can also scale a photo by moving the mouse wheel up and down.

Orienting a Photo

You can change the orientation of photos in the workspace.

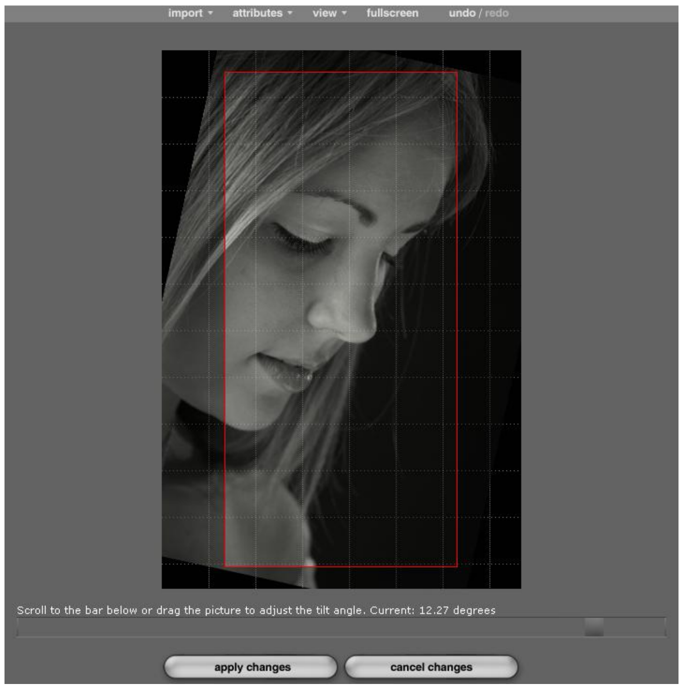
Basic orientation options include:

- Select the **clockwise or counter-clockwise arrows** to rotate the photo 90° in that direction.
- Select the **vertical orientation box** to view the photo vertically. Select the box again to rotate it 180°.
- Select the **horizontal orientation box** to view the photo horizontally. Select the box again to rotate it 180°.

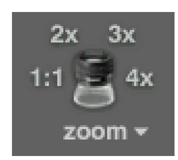
Select **Orientation** to open a dropdown menu with additional options:

- **Vertical**: oriented vertically.
- **Horizontal**: oriented horizontally.
- **Vertical Flipped**: oriented vertically but upside-down compared to the original.
- **Horizontal Flipped**: oriented horizontally but flipped sideways compared to the original.
- **Rotate Clockwise**: rotate the photo 90° clockwise. Press **O** as a hotkey.
- **Rotate Counter-Clockwise**: rotate the photo 90° counter-clockwise. Press **SHIFT - O** as a hotkey.
- **Flip**: flip the photo 180°.
- **Set Crop Orientation**: this determines how the image will be cropped to fit on the photo. Select **Auto** to let the software decide on a per photo basis, or select **Vertical** or **Horizontal**.
- **Set Default Orientation**: this determines how photos are automatically oriented. Select **No Default Orientation** to let the software decide on a per photo basis.

- **Set Tilt Angle**: enter a number between 0 and 360 and select to rotate clockwise or counter-clockwise.
- **Advanced Tilt**: for manually creating a tilt angle. Click and drag either the photo or the scroll bar to adjust the tilt angle. Using advanced tilt can change the size of your image as the frame will crop to eliminate blank space. Select **apply changes** to save your tilt.



Zooming



Zooming in or out on a photo does not change the size of the photo. It changes the size of the image viewed on your monitor. Use zooming for editing small features and retouching.

Basic zoom options include:

- Select an **aspect ratio** around the zoom tool to zoom in that amount, or select **Zoom** and select one from the list:
  - **1:1, Actual Size**: represents the actual size of the image, pixel for pixel. Press **Z** as a hotkey.

- **2x**: Represents an image 200% larger than the image size displayed in the window or press **SHIFT – Z** as a hotkey.
- **3x**: Represents an image 300% larger than the image size displayed in the window or press **ALT – Z** as a hotkey.
- **4x**: Represents an image 400% larger than the image size displayed in the window or press **ALT – SHIFT – Z** as a hotkey.

To zoom out, right-click the mouse on the photo.

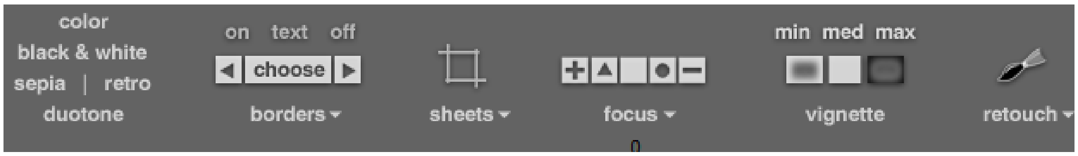
Select **Zoom** to bring up a dropdown menu with additional options:

- **High Quality Zoom**: select and check this option to view zoomed photos as high quality images.
- **Floating Loupe**: select and check this option to zoom in with a floating magnifying glass. This option is enabled by default. Disabling this option will zoom in on the entire photo within the sheet.

Using the Enhance Toolset

The enhance toolset includes tools for retouching and enhancing photos. To open the enhance toolset, select the Enhance tab from the bottom of the Photo Workshop workspace. The enhance tools will appear either to the right or below the workspace.

Enhance toolset options are, in order: Color, Borders, Sheets, Focus, Vignettes, and Retouching.



Saving Changes

The software will not save enhancement settings for a photo if you select another photo. To save your settings for a photo, use the save options detailed here.

Retouching a Photo

Studio Solution has its own integrated workshop for retouching and cleaning up photos. You can use either the software's Retouch Workshop, or Adobe Photoshop.

To set the default retouch, click retouch in the retouch tool and select to check either Use Retouch Workshop or Use Adobe Photoshop.

To open your selected retouching workshop, select the brush icon in the retouch tool.

- **Using the Retouch Workshop**: the photo will be automatically opened in the Retouch Workshop. Click here for a guide to using the Retouch Workshop.
- **Using Adobe Photoshop**: the software will automatically open Adobe Photoshop and import the photo. A small window will appear with a **Save Retouched Photo** button. When you are finished retouching, select **Save Retouched Photo** to save the photo and automatically import it back into Studio Solution. Adobe Photoshop will remain open. Adobe Photoshop must be installed to use this feature.

Applying Colors

You can change and apply color schemes to photos. Applying a color does not permanently change the photo; a color scheme can be changed or removed at any time by returning to the workshop.

Select one of the color schemes to apply it to the photo:

- **Color**: resets the color scheme to the original color of the digital negative.
- **Black & White**: sets the color to grayscale.
- **Sepia**: sets the color to sepia tones. Aged black & white photos naturally fade to this color over time.
- **Retro**: sets the color to retro tones. Aged color photos naturally fade to this color over time.
- **Duotones**: the photo is turned to grayscale with a subtle color tone applied. Select from:
    - Ruby, Bronze, Tarnished, Emerald, Turquoise, Selenium Blue, Vineyard, and Rose.

Adding a Frame

You can add a small frame around the edge of your photo. To add a frame:

1. Select **View** from the top of the software.
2. Select **Frame**.
3. Select a frame color:
    a. White, Black, or Gray.
4. Select **None** to remove the frame.

Adding a Texture

You can apply a paper texture to the photo to create the appearance of different Canon media. To add a paper texture:

1. Select **View** from the top of the software.
2. Select **Paper Textures**.
3. Select a texture:

a. Polished, Satin, Canvas, Velvet, Watercolor, Glossy, or Heavy Canvas.

4. Select **None** to remove the texture.

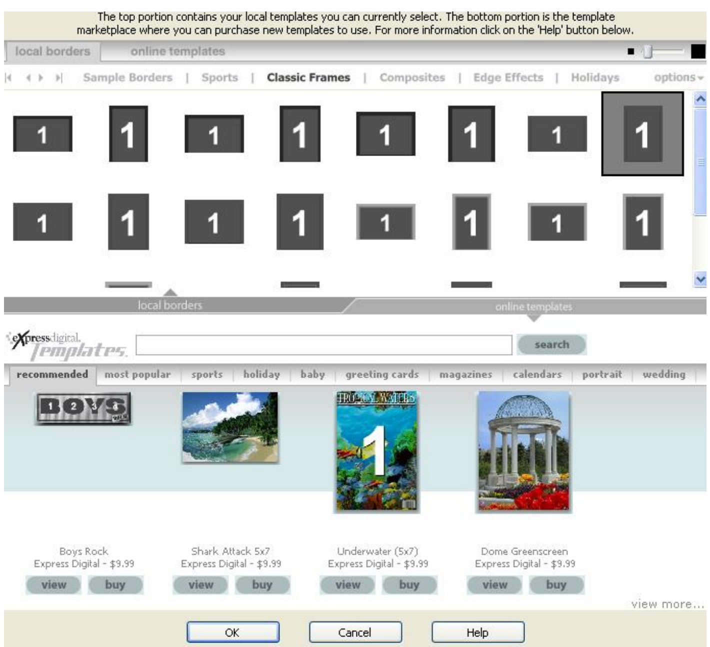
Applying a Border

Borders are backgrounds, text, overlays, or composites to be applied to products. All borders exist on a different layer from the photo and can always be turned off and removed by returning to the workshop.

To search for and add a border to the photo:

1. Select the magnifying glass from the borders tool.
2. A window appears.
3. The top of the window includes all of your local borders. Use the tabs and arrows to navigate between groups. Click here for more information on border options.
4. Select **OK** when you have selected a border.
5. The border will be applied to the photo. If the border is a different aspect ratio, that aspect ratio will be automatically applied to the photo.

You can also search for and add a border by pressing **B** as a hotkey.



Using Basic Border Functions

Basic border options include:

- **Turning borders on**: select on from the border tool, or select borders and select **Border On**. Press **HOME** as a hotkey. Your most recently used border will appear.
- **Turning borders off**: select off from the border tool, or select borders and select **Border off**. Press **END** as a hotkey.
- **Refreshing borders**: select borders from the border tool and select **Refresh Borders**.
- **Reset current border** settings: select borders from the border tool and select **Reset Border**. Press **ALT – R** as a hotkey.

Switching between Borders in the Current Group

To switch between templates in the current border group:

- Select the **<** and **>** arrows in the borders tool. The borders will cycle back or forward through the current group, applying each to the photo.

OR:

1. Select **borders** from the borders tool to open a dropdown menu.
2. Select **Borders**.
3. Select a border from the current group.
4. The border will be applied to the photo. If the border is a different aspect ratio, that aspect ratio will be automatically applied to the photo.

Setting the Border Group and Directory

To activate border groups:

1. Select **borders** from the borders tool to open a dropdown menu.
2. Select **Set Border Group**.
3. Select and check to activate a border group. You can have multiple border groups activated at once.

To set the border directory:

1. Select **borders** from the borders tool to open a dropdown menu.
2. Select **Set Borders Directory**.
3. Select a directory where your borders are located.
4. Select **OK**.

Adding and Editing Border Text

Text is considered a border. To add text to a photo without text:

1. Select **text** from the borders tool.
2. A window appears.
3. Select your text settings, detailed <u>here</u>.

OR:

1. Select **borders** from the border menu.
2. Select **Edit Border**.
3. Select **Add Border Text** or **Edit Border Text**.
4. Select your text settings, detailed <u>here</u>.

You can also add or edit border text by pressing **CTRL – T** as a hotkey.

If a photo has a border applied that includes text, you can edit the text in that border by following the previous steps.

To add text to a photo that already has a border applied that includes text, you will need to edit the border in the Border Workshop and add an additional text field. Click <u>here</u> for a guide.

Editing Borders

You can edit some border properties from the Photo Workshop, or open the Border Workshop to quickly edit any border property.

To edit the current border in the Border Workshop:

1. Apply a border to your photo.

2. Select the **pencil icon** from the border tool.
3. The border will open as an editable border in the Border Workshop.
4. Click here for guides to using the Border Workshop.

OR:

1. Select **borders** from the border tool.
2. Select **Edit Border**.
3. Select **Edit in Border Workshop**.
4. The border will open as an editable border in the Border Workshop.
5. Click here for guides to using the Border Workshop.

You can also open and edit the current border in by pressing **CTRL – W** as a hotkey.

To add a shape to the border:

1. Select **borders** from the border tool.
2. Select **Add Border Shape**.
3. Select a border shape from the list or select **Add New Shape** to create a new one. Press **CTRL – P** as a hotkey for adding new shapes.
4. Select your shape settings, detailed here.

Some borders will have colors you can edit. To edit border colors:

1. Select **borders** from the border tool.
2. Select **Edit Border Colors**, or press **CTRL – E** as a hotkey.
3. Select your border colors.

Some borders will have graphics you can edit. To edit graphics:

1. Select **borders** from the border tool.
2. Select **Edit Graphic Lists**, or press **ALT – E** as a hotkey.
3. Select your graphics.

Saving Borders

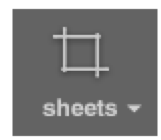
You can save a border after editing it in any way.

To replace the border with your border changes, select borders from the border tool and select Save Border.

To save your border changes as a new border, leaving the original border intact:

1. Select **borders** from the border tool.
2. Select **Save as New Border**. A window appears.
3. Select the filename and location for the new border.
4. Select a description.
5. Select which border group to add the new border to.
6. Select **OK**.

Cropping Photos



You can quickly crop a photo down to a specific photo aspect.

To crop the current photo to an aspect ratio:

1. Select a photo.
2. Select the **sheets** tool to open a dropdown menu.
3. Select an aspect ratio to crop the photo to.
    a. The aspect ratios listed can be set up <u>here</u>.

Creating a Composite Sheet

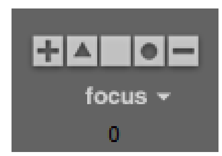
You can quickly create a composite sheet of multiple photos on one sheet size:

To create a composite sheet:

1. Select the **sheets** tool to open a dropdown menu.
2. Select **Composite Sheet**. A window appears.
3. Select the sheet size. Select **Custom** from the dropdown menu to enter a custom Width and Height in inches.

4. Select to arrange the sheet as a portrait or landscape.
5. Select the cell arrangement:
    a. Specify by the Width and Height to create photo sizes of that size, in inches.
        i. Select Cell Orientation: best fit, vertical, or horizontal.
    b. Specify by the Number of Rows and Columns to select size by the number of cells total.
        i. Select Square Cells to make each cell size an equal square.
6. Select the Photo Orientation: use the existing orientation, or rotate photos clockwise or counter-clockwise to match cells.
7. Select **Create**.
8. Click and drag photos from the photo bar into the composite.

Adjusting Focus



Use focus to sharpen a photo for a crisp look, or to soften an image to create a gentle glow.

Focus options include:

- Select **+** to sharpen the photo by 1 point.
- Select the **triangle** to set the focus to 5 points.

- Select **–** to soften the photo by one point.
- Select the **circle** to set the focus to -5 points.
- Select the **box** to reset the focus to the digital negative settings.
- Select **focus** to open a dropdown menu with preset focus values.

Applying a Vignette

A vignette is an effect where the photo edges will gradually fade to white or black.

- Select the **white-bordered box** to apply a white vignette.
    - Select min, med, or max to change the intensity of the vignette.

- Select the **black-bordered box** to apply a black vignette.
    - Select min, med, or max to change the intensity of the vignette.
- Select the **middle box** to remove any vignette.

Using the Correct Toolset

The correct toolset includes tools for adjusting basic light and exposure settings. To open the correct toolset, select the **Correct** tab from the bottom of the Photo Workshop workspace. The correct tools will appear either to the right or below the workspace.

Enhance toolset options are, in order: Contrast, Exposure, Shadows, Color, Tone, and Redeye.

It is recommended that you color balance photos before adjusting light and exposure, if necessary. Click here for a guide on color balance.

Saving Changes

The software will not save correction settings for a photo if you select another photo. To save your settings for a photo, use the save options detailed <u>here</u>.

Steps to Correcting

Here is our recommended order for correcting photos:

1. **Exposure**
2. **Shadows**
3. **Color**
4. **Contrast**
5. **Redeye**
6. **Tone**

Saving Attributes

All of your correction settings can be saved and applied to any number of other photos and catalogs. Click <u>here</u> for a guide to saving and applying attributes.

Adjusting Contrast

Adjusting the contrast will lighten the light colors and darken the dark colors.

Contrast options include:

- Select **+** to increase the contrast by 1 point.
- Select **–** to decrease the contrast by 1 point.
- Select the **box** to reset the contrast to 0.
- Select **A** to have the software use the photo histogram to automatically adjust contrast.
- Select **contrast** to open a dropdown menu with preset values.

To manually enter a contrast value, select the contrast number below the tool and manually type in a value.

Adjusting Exposure

You can adjust the exposure of a photo by plus or minus 2 stops.

Exposure options include:

- Select **+** to increase the exposure by .25 points, up to 2.
- Select **–** to decrease the exposure by .25 points, down to -2.
- Select the **box** to reset the exposure to 1.
- Select **exposure** to open a dropdown menu with preset values.

To manually enter an exposure value, select the exposure number below the tool and manually type in a value.

Adjusting Shadows

Use the shadows tool to lighten darker areas or darken lighter areas, targeting the shadows.

Shadows options include:

- Select **+** to brighten shadows by 10 points, up to 80.
- Select **–** to darken shadows by 10 points, down to -80.
- Select the **box** to reset the shadows to 0.
- Select **shadows** to open a dropdown menu with preset values.

To manually enter a shadows value, select the shadows number below the tool and manually type in a value.

Adjusting Color

You can adjust the color saturation of a photo by adding or reducing color.

Color options include:

- Select **+** to increase the saturation by 5 points, up to 400.
- Select **–** to decrease the saturation by 5 points, down to -100.
- Select the **box** to reset the saturation to 0.

- Select **color** to open a dropdown menu with preset values.

To manually enter a saturation value, select the color number below the tool and manually type in a value.

Adjusting Tone

Use the tone tool to add warm or cool tones to a photo.

Tone options include:

- Select **warm** to increase the warm tones by 1 point.
- Select **cool** to increase the cool tones by 1 point.

- Select the **box** to reset the tones to 0.
- Select **tone** to open a dropdown menu with preset values.

To manually enter a tone value, select the exposure number below the tool and manually type in a value. Warm tones are positive numbers, cool tones are negative numbers.

Adjusting Redeye

The redeye tool helps to eliminate redeye glare. It is recommended to adjust redeye before tone, as the redeye tool looks for red in an image and might interfere with your tone settings.

To adjust redeye:

1. Select the **eye icon** in the redeye tool. This will automatically adjust redeye.
2. If some redeye still remains, select the **+** tool and click the redeye in the photo to remove it.
3. If some reds were removed accidentally, select the **–** tool and click the area in the photo to return the colors.
4. Select the **box** in the redeye tool to remove all redeye adjustments.
5. The word corrected will appear below the redeye tool after adjusting redeye.

Using EOS Picture Styles Toolset

The EOS Picture Style Toolset includes tools for adjusting light and exposure setting specific to Canon RAW files.

The EOS Picture Style Toolset options are, in order: picture style, contrast, exposure, sharpness, saturation, color tone, filter effect and tone effect.

Adjusting EOS Picture Styles

Choosing a Picture Style is like choosing between different types of film. There are six different initial Picture Style settings, each with a different look and feel. Picture Styles create consistent, repeatable color, contrast, saturation and sharpening. The Picture Styles are also user adjustable for critical and unique results. Start by selecting a Picture Style just as you would a film type.

Standard

The "Standard" Picture Style is set to produce the vivid colors and contrast level that people tend to prefer for general photographic subjects. It provides the optimal sharpness for printing image without post-processing and makes it possible to produce beautifully finished prints for a broad array of subjects, from snapshots to sports shooting, with no retouching.

The "Standard" Picture Style is the default Picture Style setting for all present EOS DIGITAL lineups. Color uniformity is ensured, even if the model changes.

Portrait

People are one of the most difficult subjects to reproduce photographically because skin color can vary significantly depending on lighting conditions and exposure balance. The "Portrait" Picture Style adjusts the color tone magenta-to-yellow close to red range and adds brightness. Skin color is reproduced in light pink with the correct exposure. It is particularly well-suited for shooting people. To keep the soft and natural feeling of skin, sharpness is set modestly.

Landscape

Deep blue sky and vibrant green leaves call for more vivid colors. The "Landscape" Picture Style changes the color respectively; blue to a vivid and deep color, green to a vivid and bright color.

This style also uses a stronger sharpness setting to bring out details in mountains, trees, buildings, and other subjects in the distance.

Neutral

The "Neutral" setting is suitable for expressing subtle nuances within vivid colors, even for objects with considerable contrast, when wishing to convey delicate textures.

Contrast and saturation settings are moderated, so there is less risk of overexposure and color saturation compared to other Picture Styles, resulting in a more restrained and calmer expression.

Richer detail is retained as data, so corrections can easily be rendered using Digital Photo Professional or Adobe® Photoshop®, etc. for JPEG output as well.

Faithful

The "Faithful" setting enables reproduction of images that are colorimetrically almost identical to the actual colors shot under standard daylight conditions.

By maintaining the colors of the subject, the colors remain true even in highlight areas, so the expression of the colors is strong, giving a reliable impression that is close to what is seen with the naked eye. The colors are absolutely true to life, ensuring faithful reproduction—no matter how subdued or vivid.

This setting is also suitable for replicating existing photographs and product photography, where the original colors must be accurately expressed.

Monochrome

Monochrome photography is a means of boldly expressing form, light and shadow. The "Monochrome" Picture Style isn't merely zero-saturation image processing; it's a faithful successor to monochrome film. Sharpness is set relatively strongly. Sepia, blue or other toning effect is applicable to create a monochrome image in that color. Also, red, green or other filter effect can be applied to control the color. The "Monochrome" Picture Style can give you a thrill of monochrome shooting and bring to completion all within a camera.

Customization of Picture Styles

By using the "Detailed Setting" function, you can refine the six preset styles. Depending on shooting situations, it is possible to adjust the camera settings and reflect the photographer's color taste. In addition to the six preset styles, three more Picture Styles can be registered through a connection to a computer.

For more information on Picture Styles visit:
http://www.canon.co.jp/imaging/picturestyle/index.html

Adjusting Contrast

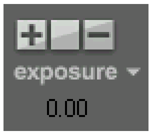
Adjusting the contrast will lighten the light colors and darken the dark colors.

Contrast options include:

- Select **+** to increase the contrast by 1 point.
- Select **–** to decrease the contrast by 1 point.
- Select the **box** to reset the contrast to 0.
- Select **contrast** to open a dropdown menu with preset values.

To manually enter a contrast value, select the contrast number below the tool and manually type in a value.

Adjusting Exposure



You can adjust the exposure of a photo by plus or minus 3 stops.

Exposure options include:

- Select **+** to increase the exposure by .25 points, up to 3.
- Select **–** to decrease the exposure by .25 points, down to -3.
- Select the **box** to reset the exposure to 0.
- Select **exposure** to open a dropdown menu with preset values.

To manually enter an exposure value, select the exposure number below the tool and manually type in a value.

Adjusting Sharpness

You can adjust the sharpness of a photo up to 7 points.

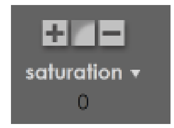
Sharpness options include:

- Select ▲ to increase the sharpness by 1 point, up to 7.

- Select ● to decrease the sharpness by 1, down to 0.
- Select the **box** to reset the sharpness to 0.
- Select **sharpness** to open a dropdown menu with preset values.

To manually enter a sharpness value, select the sharpness number below the tool and manually type in a value.

Adjusting Saturation



You can adjust the saturation of a photo by plus or minus 4 points.

Saturation options include:

- Select **+** to increase the saturation by 1 point, up to 4.
- Select **–** to decrease the saturation by 1points, down to -4.
- Select the **box** to reset the saturation to 0.
- Select **saturation** to open a dropdown menu with preset values.

To manually enter a saturation value, select the saturation number below the tool and manually type in a value.

Adjusting Color Tone

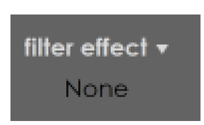
You can adjust the color tone of a photo by plus or minus 4 points.

Color tone options include:

- Select **+** to increase the color tone by 1 point, up to 4.
- Select **–** to decrease the color tone by 1points, down to -4.
- Select the **box** to reset the color tone to 0.
- Select **color tone** to open a dropdown menu with preset values.

To manually enter a color tone value, select the color tone number below the tool and manually type in a value.

Adjusting Filter Effect



You can apply a black and white filter effect to a photo by selecting one of four filter types

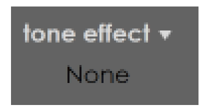
Filter effects include:

- Select **Yellow** to apply a yellow effect.
- Select **Orange** to apply a orange effect.
- Select **Red** to apply a red effect.
- Select **Green** to apply a green effect.
- Select **None** to restore the photo.

Adjusting Tone Effect

You can apply a black and white tone filter effect to a photo by selecting one of four tone types

Tone effects include:



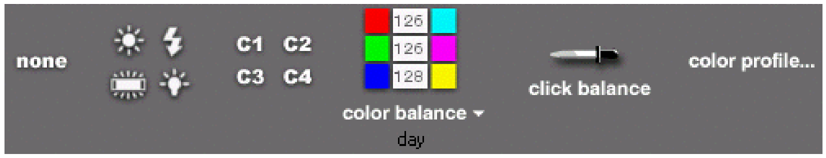
- Select **Sepia** to apply a sepia effect.
- Select **Blue** to apply a blue effect.
- Select **Violet** to apply a violet effect.
- Select **Green** to apply a green effect.
- Select **None** to restore the photo.

Using the Color Balance Toolset

The color balance toolset includes tools for adjusting and selecting white balance settings, color profiles, and stored color settings. These settings will correctly balance the color of your photos.

To open the color balance toolset, select the Color Balance tab from the bottom of the Photo Workshop workspace. The color balance tools will appear either to the right of the workspace.

Color balance toolset options are, in order: Preset Lighting, Preset Balances, Color Balance, and Color Profiles.



Saving Changes

The software will not save color balance settings for a photo if you select another photo. To save your settings for a photo, use the save options detailed here.

Using Preset Color Balances

Select a preset color balance to automatically compensate for lighting conditions. There are four preset balances for the most basic types of lighting conditions:

- **Daylight/Incandescent**: compensates for the additional cyan and magenta in daylight and incandescent bulbs.
- **Flash/Strobe**: compensates for the additional red and yellow from camera flashes.
- **Fluorescent**: compensates for the additional red and yellow from fluorescent bulbs.
- **Tungsten**: compensates for the additional red and yellow from tungsten bulbs.

Select **None** to remove the preset color balance from your photo.

You can also select color balance to open a dropdown menu with all of your preset and attribute settings.

Applying Attributes

The C1 through C4 buttons correspond to your saved attribute settings.

To save your color balance attributes:

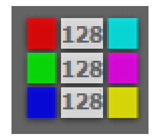
1. Set the color balance for your photo.
2. Click on the **numbers** between the color swatches.
3. A new color balance tool appears.
4. Adjust the color balance by dragging the bars or typing values into the text boxes.

5. Select **Save Changes As** and select **Custom 1, 2, 3,** or **4**.
6. Select **Apply**.
7. C1, C2, C3, or C4 will now hold your color balance settings.

To apply your color balance attributes, select **C1** through **C4**, depending on where you saved your attributes.

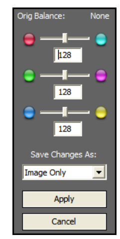
Manually Adjusting Color Balance

To manually set the color balance:



Click a color swatch to add that color to the photo. The colors on the right are the colors associated with the numbers, from 1 to 255.

OR:



Click on the **numbers** between the color swatches.

1. A new color balance tool appears.
2. Adjust the color balance by dragging the bars or typing values into the text boxes.
3. Select **Save Changes As** and select **Image Only**.

Automatically Adjusting Color Balance

You can automatically adjust color balance by choosing a neutral point of a photo and saving those attributes to apply to all photos in the event. Ideally you would shoot a gray or white card along with your photos to guarantee a neutral area for accurate color balance.

To automatically adjust color balance:

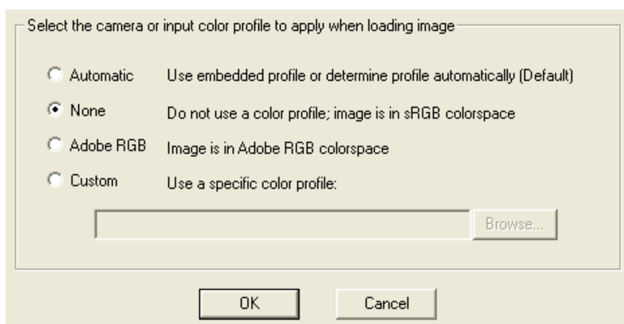
1. Select the eyedropper tool above click balance.
2. Select a neutral area (black, white, or gray) in the photo.
3. The color will be adjusted automatically. Save these attributes if you want to apply them to additional photos.

Selecting a Color Profile

Use this option to select the color profile used when capturing photos. This will usually be the camera color profile. **This is not where you set the printer or monitor color profiles**.

Select color profile to choose your profile:

- **Automatic**: the software will automatically apply any known color profiles based on the Canon default profiles on each device.
- **None**: the software will use the standard sRGB color space and will not apply a color profile.
- **Adobe RGB**: set the color space to Adobe RGB color space.
- **Custom**: select a color profile from another location. Windows has a recommended location for storing these files: system32\spool\drivers\color.

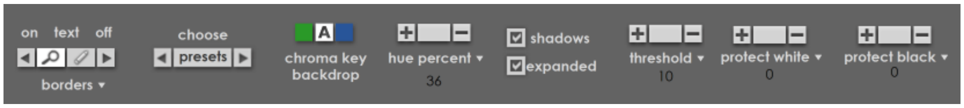


Using the Drop Out Toolset

The drop out toolset is for shooting green screen photography with backdrops, replacing the backdrop color with other backgrounds or images. You can select between choma key backdrops of blue or green.

To open the drop out toolset, select the **Drop Out** tab from the bottom of the Photo Workshop workspace. The drop out tools will appear either to the right or below the workspace.

Drop Out toolset options are, in order: Borders, Presets, Backdrop Color, Hue Percent, Shadows, and Protection.



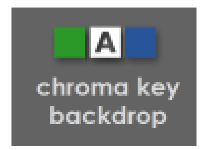
Saving Changes

The software will not save drop out settings for a photo if you select another photo. To save your settings for a photo, use the save options detailed here.

Applying Borders

Border options in the Photo Workshop are detailed here.

Selecting the Chroma Key Backdrop



The first step in green screen editing is to select either the green or blue swatch that corresponds to your backdrop. Select **A** to have the software determine your backdrop color automatically.

It is important that customers do not wear the same color clothing as your backdrop, as the drop out tools will completely remove any of that color from the photo.

Applying Presets

The software comes with a variety of different preset options to simplify the drop out process. Each preset will automatically change the rest of the drop out settings in the toolset.

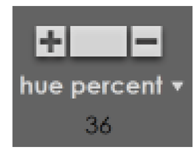
Select the **<** or **>** arrows to switch between presets, or select presets to open a dropdown menu and select one from the list:

- **Shadows Off Completely**: removes all shadows. The shadows option is turned off and edge control is set to 0.
- **Shadows Off (Method 2)**: removes all shadows. The shadows option is turned on, but the threshold is set to the maximum of 50.
- **Shadows Off, Protect Hair**: removes shadows while not deleting stray hair. The shadows option is turned on, but the edge control is set to 30.
- **Default**: resets all drop out settings to the default. Shadows are turned on and the threshold is set to 10.

- **Shadows On, Remove Noise**: removes roughly 80% of shadows and extraneous noise. The shadows option is turned on, but the threshold is set to 12.
- **Shadows On Completely**: all shadows will appear. The shadows option is turned on and the threshold is set to 0.

You can select a preset and use the advanced controls to modify any individual setting.

Adjusting Hue Percent



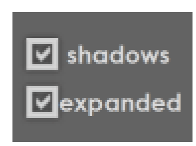
The hue percent tool determines the range of colors within your backdrop color that should be removed. A higher hue percent will remove more green or blue, depending on your backdrop.

Basic hue percent options include:

- Select **+** to increase the hue percent by 5, up to 60.
- Select **–** to decrease the hue percent by 5, down to 0.
- Select the **box** in the hue percent tool to reset to the default value of 36.
- Select **hue percent** to open a dropdown menu with preset values.

To manually enter a hue percent value, select the hue percent number below the tool and manually type in a value.

Adjusting Shadows



Lighting conditions are often difficult and will leave shadows on the background after the backdrop is removed. The shadows tool will remove unwanted shadows from the photo.

- If shadows are turned **off**, the software will attempt to show only the foreground image.
- If shadows are turned **on**, the shadows cast on the backdrop will be transferred to your new background.

Select expanded to allow lighter colors to appear along with shadows, such as smoke, clouds, and translucent surfaces such as glass and water. This option is only available if shadows are turned on.

Adjusting Threshold

The threshold tool is for cleaning up unwanted noise in a photo. A higher threshold will remove more noise.

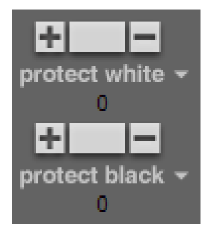
Basic threshold options include:

- Select **+** to increase the threshold by 5, up to 50.
- Select **–** to decrease the threshold by 5, down to 0.
- Select the **box** in the threshold tool to reset to the default value of 10.
- Select **threshold** to open a dropdown menu with preset values.

To manually enter a threshold value, select the hue percent number below the tool and manually type in a value.

Adjusting Protection

Sometimes dark objects will accidentally be removed in the drop out process, or the backdrop will be reflected on lighter clothing and hair. The protect tool will prevent green halos and accidental drop outs.



Select the following options for protect white if the backdrop is reflecting; select protect black if dark areas are being removed with the drop out process. A higher protection will leave more of those colors in the photo.

Basic protection options include:

- Select **+** to increase the protection by 1, up to 10.
- Select **–** to decrease the protection by 1, down to 0.
- Select the **box** in the protection tool to determine protection automatically.
- Select **protection** to open a dropdown menu with preset values.

To manually enter a protection value, select the protection number below the tool and manually type in a value.

Using the Border Workshop

Borders can be as simple as a text box or graphic overlay, or as complex as a series of montages, overlapping images, layered graphics and photos, and photo queries. Use the Border Workshop to create brand new borders for your studio, or just to edit and adjust existing borders.

Find the Border Workshop in **Manage Studio > Products > Templates and Composites**. Select **new template** from the bottom of the software to create a new border, or select a border and select **edit template** to open that border in the workshop.

Borders are layered objects, with each text, graphic, or photo as its own individual layer. Each item can be moved and edited independently, or shown in front of or behind other objects.

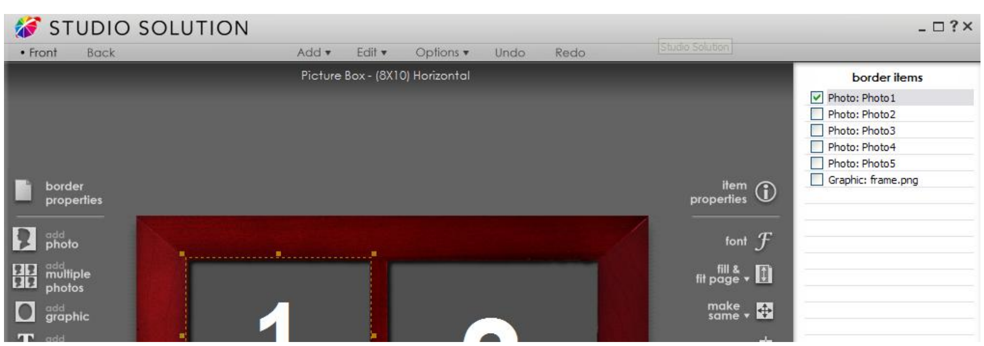
For a complete reference guide to the Border Workshop, including detailed screenshots and button locations, go here.

Navigating the Border Workshop

The Border Workshop workspace is separated into two areas:

- **Workspace**: view, add, and edit border items.
- **Border Items List**: a list of each individual border item as a layer that can be arranged in any order.

The top of the workshop will show the current border name and description. Select **cancel changes** at any time to exit the Border Workshop without saving.



Viewing in the Border Workshop

Viewing Front or Back

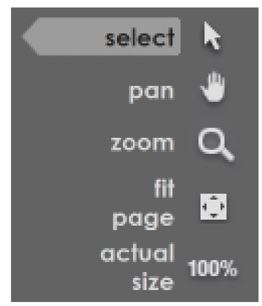
Borders can have both a front and back. The back of a border is often used for information and identification, but can be as complex as the front.

Select **Front** or **Back** from the top left of the software to view and edit the front or back of your border. A • will appear to indicate which side you are currently viewing.

If your border does not have a back, you can select **Back** to create one.

Selecting Items

To select items in the workspace, choose **select** from the right toolbar. You can now click and right-click on items in the workspace.



- Select and drag an item to move it around the workspace.
- Select and drag edges of the item to stretch it.
- Use the mouse wheel to resize the object with the same proportions.

Panning within the Border

To use pan mode, select **Pan** from the right toolbar. Panning is quickly moving and viewing by clicking and dragging an area in the direction you want to move it. This is a viewing option and will not actually move the border. **You cannot select items while panning.**

Zooming In

To zoom in on areas of the border, select **zoom** from the right toolbar.

- Left-click on an area of the border to zoom in.
- Right-click to zoom out.
- Click and drag a box around an area to zoom in and fill the workspace with that area.

You can also zoom in and out by selecting **zoom** and using the mouse wheel or by right-clicking an area and selecting **Zoom > Zoom In** or **Zoom Out** from the dropdown menu.

Viewing at Page Size

To view the entire border area, select **fit page** from the right toolbar. The border will be displayed at whatever zoom is necessary to view the entire border.

You can also view at page size by right-clicking any border item and selecting **Zoom > Zoom Reset** from the dropdown menu.

Viewing at Actual Size

To view the border at actual size in pixels, select **actual size** from the right toolbar. The border will be displayed and zoomed in to show the full editable size.

You can also view actual size by right-clicking any border item and selecting **Zoom > Zoom Actual Size** from the dropdown menu.

Viewing and Editing Border Properties

At any time in the workshop you can view and edit the border properties. To view and edit border properties:

1. Select **border properties** from the left toolbar. A window appears.
2. Enter a border description.
3. Enter a filename and location for the border.
4. Select the page size for the border.
    a. Select **Custom** to enter your own width and height in pixels.
5. Select the orientation: horizontal or vertical.
6. Select the resolution in pixels per inch.
7. Select **Choose…** to change the page color.
8. Select and check **Rotate 180° when printing** to have the back rotated. This is useful if you want the back of the border to be flipped upside down compared to the front. This option is only available if the border has a back.
9. Select the photo orientation.

10. Select when a prompt will appear asking for text and information: when loaded, or when you select to edit text and information.
11. Select to leave text fields empty when loaded or to use the last value available.
12. Select **OK**.

You can also edit the border properties by right-clicking on the border items list and selecting **Border Properties** from the dropdown menu.

Viewing and Editing Item Properties

At any time in the workshop you can view and edit the properties of a selected item. To view and edit item properties:

1. Select an item from the workspace or the border items list.
2. Select **item properties** from the right toolbar. A window appears.
3. This window contains all of the options you set when creating the item. For guides to item properties, go here and locate your item.

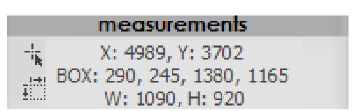
You can also edit item properties by double-clicking any item or by right-clicking any item in the workspace or border items list and selecting **Properties** from the dropdown menu.

Viewing the Using the Border Items List

The border items list keeps track of every border object as a layer in the border. Every item in the border items list corresponds to an active item in your border workspace, and will list items by your descriptions when creating items.

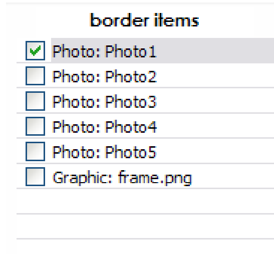
The bottom of the border items list displays measurements for the currently selected item, including:

- The current X and Y location of the cursor.
- The X and Y locations of the currently selected item's top-left and bottom-right corners, in that order.
- The width and height of the currently selected item.



The top of the list is the background of the border. Items will always appear in the border workspace beneath items listed below it in the border list.

The bottom of the list is the front of the border. Items will always appear in the border workspace on top of items listed above it in the border list.



- Selecting any item in the border items list will select it in the workspace as well.
- Right-clicking any item in the border item list will bring up the same options as right-clicking the item in the border workspace.
- Double-clicking any item in the border item list will bring up the item properties.

To rearrange items in the border items list:

1. Select a border item in the list.
2. Hold and drag the item to a new location in the list.
3. The item will now appear in a different order in the workspace.

Viewing and Using the Grid

You can display a grid for aligning border items. To view the grid, select **Options** from the top of the software and select and check **Show Grid**.

To edit grid options:

1. Select **Options** from the top of the software.
2. Select **Grid Options**, or press **CTRL – G** as a hotkey.
3. Select **Display Grid** to show the grid.
4. Select **Snap to Grid** to have items snap to grid lines when moved.
5. Select the Grid Units: inches, pixels, cm, or mm.
6. Select the size of your grid.
7. Select **OK**.

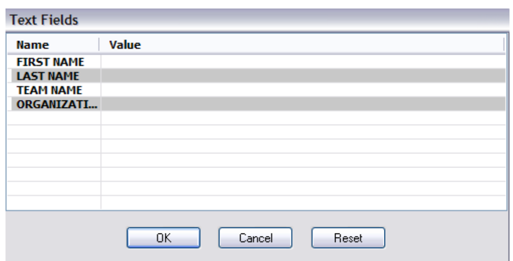
Select **Options** and select **Auto Alignment** to display guiding lines to help when trying to line up border items.

Viewing Test Photos

You can import any photo into a photo placeholder to preview the border. To assign a test photo, right-click any photo item and select **Set Test Photo** from the dropdown menu. To clear the photo, right-click the photo item and select **Clear Test Photo**.

Viewing Test Forms

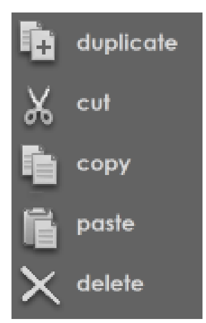
You can preview all photo queries and textbox prompts that will appear when the border is applied to a photo. To preview text fields, select **test form** from the right toolbar.



Editing Items in the Border Workshop

Basic Editing Tools

For basic editing options, select an option from the left toolbar, or select Edit from the top of the software and select an option:



- **Duplicate** or **CTRL - D**: copy and paste an exact duplicate of the item, including item description.
- **Cut** or **CTRL - X**: copy an item to the clipboard and delete it.
- **Copy** or **CTRL – C**: copy an item to the clipboard.
- **Paste** or **CTRL – V**: paste the current item from the clipboard.
- **Delete** or **DEL**: delete the current item.

To undo or redo an action, select **Undo** or **Redo** from the top of the software.

Editing Border Font

To edit the font properties of any text item, select **font** from the right toolbar. A window appears with basic font properties. Select properties and select **OK** when finished.

Filling and Fitting the Page

You can increase the size of any border item to fill the width, height, or the entire area of the page size.

To fill and fit an item to the page size:

1. Select a border item.
2. Select fill & fit page from the right toolbar.
3. Select an option:
    a. **Fill Entire Page**: the item width and height will match the page size and be centered. **Proportions will be changed if this option is selected**.
    b. **Fill Width**: the item width will match the page size width.
    c. **Fill Height**: the item height will match the page size height.
    d. **Fit Within Page**: the item will match the width or height of the page size, without changing proportions.

You can also right-click an item and select **Fill & Fit** from the dropdown menu for the previous options.

Making Items the Same

You can adjust the size, position, and font of an item to copy an existing border item.

To make an item the same as an existing item:

1. Select the border item you want to modify.
    a. You can select any number of items to modify at once using **CTRL** or **SHIFT**, but the item you want to copy must be selected last.
2. Hold **CTRL** and select the border item you want to copy.
3. While both items are selected, select **make same** from the right toolbar.
4. Select an option:

   a. **Make Same Size**: make the item the same size as the last item.
   b. **Make Same Size and Position**: make the item the same size as the last item and move the item to the same location as the last item. These items will now overlap and it will be easiest to select one from the border items list.
   c. **Make Same Width**: make the item the same width as the last item.
   d. **Make Same Height**: make the item the same height as the last item.
   e. **Make Same Font**: copy the font properties of the last item and apply them.

You can also right-click one of the selected items and select **Make Same** from the dropdown menu for the previous options. The last item will always be the one copied.

Centering Items

You can center an item or a group of items to the page.

To center an item:

1. Select a border item.
   a. You can use **CTRL** or **SHIFT** to select any number of border items. They will be treated as one large group when centered.
2. Select **center** from the right toolbar.
3. Select to center an object:
   a. Horizontally within the page.
   b. Vertically within the page.
   c. Both horizontally and vertically within the page.

You can right-click an item and select **Center** from the dropdown menu for the previous options.

Aligning Items

You can align items to other items on the page.

To align an item:

1. Select a border item.

   a. You can use **CTRL** or **SHIFT** to select any number of border items. They will all be aligned to the last item selected.

2. Hold **CTRL** and select the border item you want to align with.
3. Select **align** from the right toolbar.
4. Select an option to align the item to that edge of the last item selected:
   a. Left, Center, Right, Top, Middle, Bottom.

You can also right-click an item and select **Align** from the dropdown menu for the previous options. The last item selected will always be used for alignment.

Spacing Items

You can space items equal distances from each other on the page. You must select at least three items to apply spaces.

To space items:

1. Use **CTRL** or **SHIFT** to select at least three items you want to space apart.
2. Select **space** from the right toolbar.
3. Select an option:
   a. **Gaps Horizontally**: space the items apart horizontally with equal gaps between the edges.
   b. **Gaps Vertically**: space the items apart vertically with equal gaps between the edges.
   c. **Centers Horizontally**: space the items apart horizontally with equal distance between the centers.
   d. **Centers Vertically**: space the items apart vertically with equal distance between the centers.

You can also right-click selected items and select **Space** from the dropdown menu for the previous options.

Changing Item Order

You can change the order of item layers within a border.

To change item order:

1. Select a border item.
2. Select **order** from the right toolbar.
3. Select an option:
    a. **Send to Back**: make this item the very back layer of the border.
    b. **Bring to Front**: make this item the very front layer of the border.
    c. **Send Backward**: send this item one layer towards the back.
    d. **Bring Forward**: bring this item one layer towards the front.

To rearrange items in the border items list:

1. Select a border item in the list.
2. Hold and drag the item to a new location in the list.
3. The item will now appear in a different order in the workspace.

You can also right-click an item and select **Order** from the dropdown menu for the previous options.

Rotating Items

You can rotate items by preset or custom angles:

1. Select a border item.
2. Select **rotate** from the right toolbar.
3. Select an option:
    a. **Reset**: reset the orientation to the original angle.
    b. **90° clockwise**.
    c. **90° counter clockwise**.
    d. **180°**.
    e. **Angle…**: view and select the angle and which direction to rotate.

You can also right-click an item and select **Rotate** from the dropdown menu for the previous options.

Hiding Items

You can hide items from view. You can still select and move the item through a dotted outline, but it will be transparent. Use this to line up items or see what lies beneath.

To hide an item:

1. Right-click a border item.
2. Select **Hide Object**.
3. An H will appear next to the item name in the border items list.
4. Right-click the item and select **Show Object** to show it again.

Locking Items

You can lock items from editing. The item will still be visible, but cannot be selected or edited. Use this to keep from accidentally moving or editing an item.

To lock an item:

1. Right-click a border item.
2. Select **Lock Object**.
3. An L will appear next to the item name in the border items list.
4. Right-click the item and select **Unlock Object** to make it editable again.

Linking Items

You can link items to each other so that when one is moved, they all move together.

To link an item:

1. Right-click any number of border items.
2. Select **Link Object**.
3. Right-click the item and select **Unlink Object** to remove it from the linked group.

Saving Changes and Borders

You can save your border changes as the current border or save the border as a completely new border. Select **save changes** or **save as new border** from the bottom of the software. If you select to save as a new border, you will need to rename and specify the location to save your border.

Adding Border Items

Read on for guides to adding items to your border.

Selecting Position and Size

Every border item can have a preset size and position upon creation. You will set these options in the window that appears after selecting to add an item.

To adjust position and size:

1. Select the Position and Size tab from the top of the window.
2. Select the Units to work with: inches, pixels, cm, or mm.
3. Select the X and Y position of the top left corner of your item.
4. Select the width and height of your item.
5. Select to align your item with the page. Click here for alignment options.
6. Select to have your item fill and fit to the page. Click here for fill & fit options.

To use X and Y coordinates for adjusting position and size:

1. Top: select a Y coordinate for the top edge of your item.
2. Left: select an X coordinate for the left edge of your item.
3. Bottom: select a Y coordinate for the bottom edge of your item.
4. Right: select an X coordinate for the right edge of your item.

Select **OK** only when you have selected all of the new item options, not just the position and size options.

Adding a Photo Item

A photo item is a placeholder for the border where photos can be dragged and dropped into after the border has been applied.

Each photo placeholder will have its own photo # assigned to it. If you have assign multiple photo placeholders to Photo 2, for example, then once a photo has been added to one of the Photo 2 placeholders, it will be automatically added to all of the other Photo 2 placeholders.

To add a photo placeholder to your border:

1. Select **add photo** from the left toolbar.
2. A window appears.
3. Select the **Photo** # to use as this photo.
    a. Remember that photo placeholders with the same # will automatically add the same photo to all of those placeholders.
    b. Select **Lookup** to browse photos and graphics already used in this border.
4. Select **Transparency** options:
    a. **Simple**: set a preset % for transparency. 0% is opaque and 100% is invisible.
    b. **Predefined Mask**: select **Edit** to choose a predefined vignette or transparency setting.
    c. **Chroma-key**: select a green or blue screen background
    d. **High-Key:** select a white background
    e. **Low-key:** select a black background
5. Select **Movement** options:
    a. **Adjustable:** moving and scaling within an image cell
    b. **Fixed:** fixed position
    c. **Floating:** free movement throughout the border template
    d. **Relative:** moves relative to a previous object
6. Select and check **Advanced** options:
    a. **Allow photo to overlap composite objects**: the photo will overlap other photos in a composite.

   b. **Display image on screen as guide but do not print:** the image will display as guide for placement.
   c. **Draw a frame around the photo:** create a frame around the photo.
   d. **Draw a drop shadow:** create a drop shadow under the photo.
   e. **Require photo to be manually selected**: you must manually select and drag a photo into the placeholder, it will not be automatically populated with the current photo.
   f. **Rotation**: select a rotation angle to rotate the placeholder clockwise.
   g. **Rotate photo only when printing:** orientation is changed when printing only.
   h. **Test Photo**: select a browse for a photo to display as a guide while editing the border.
7. Select Position and Size options, found here.
8. Select **OK**.

You can also add a photo item by selecting **Add** from the top of the software and selecting **Photo**, which contains the previous options.

Adding a Multiple Photo Item

You can add a composite item to the border that will contain a number of different photos, but count as one item. Each photo in the composite will contain a separate placeholder #.

To add a photo composite to your border:

1. Select **add multiple photos** from the left toolbar.
2. A window appears.
3. Select the Photos tab for basic photo options:
   a. Select the number of rows and columns, or a fixed number of photos.
   b. Select to look up photos by query. Click here for more information on queries.
   c. Select the aspect ratio of each photo.
   d. Select the area to fill, photo arrangement, orientation, spacing, overlapping, and uneven photo distribution.

4. Select the Labels tab to set visible labels as guides for each photo.
    a. Select **Show Labels**.
    b. Enter the text to show, or select **Insert Special Text** to select a data type.
    c. Select font properties.
5. Select the Options tab for more options:
    a. Select Transparency options:
        i. **None:** draw entire photo
        ii. **Simple**: set a preset % for transparency. 0% is opaque and 100% is invisible.
        iii. **Predefined Mask**: select **Edit** to choose a predefined vignette or transparency setting.
        iv. **Chroma-key:** select a green or blue screen background
    b. Select Advanced options:
        i. Select to draw frames around the photos.
        ii. Select to draw shadows.
6. Select Position and Size options, found here.
7. Select **OK**.

You can also add a composite item by selecting **Add** from the top of the software and selecting **Multiple Photos**, which contains the previous options.

Adding a Graphic Item

You can add graphics and other images to the border:

1. Select **add graphic** from the left toolbar.
2. A window appears.
3. Select or browse to a graphic to add.
    a. Select **Lookup** to browse photos and graphics already used in this border.
    b. Select **Graphic List** to add more than one graphic for this item.
4. Select Transparency options:
    a. **None:** draw the entire image.

   b. **Simple**: set a preset % for transparency. 0% is opaque and 100% is invisible.
   c. **Drop out a specific color**: remove a color as a transparent area.
   d. **Use image alpha channel (32**-bit targa or png)
5. Select Movement options.
6. Select Advanced options:
   a. Allow photo to overlap composite objects
   b. Display image on screen as guide but do not print
   c. Select to draw frames around the photos.
   d. Select to draw shadows.
7. Select Position and Size options, found here.

You can also add a graphic by selecting **Add** from the top of the software and selecting **Graphic**, which contains all of the previous options.

Adding Text

You can add text items to your border:

1. Select **add text** from the left toolbar.
2. A window appears.
3. Enter the text for the item.
   a. Select **Insert Special Text** to select a data type.
4. Select **font properties**.
5. Select **Color Attributes**.
6. Select **Movement options**.
7. Select the alignment, character spacing, and line spacing.
8. Select **Advanced options**:
   a. Select to Display text on screen as guide but do not print
   b. Select to draw an outline around the text.
   c. Select to draw shadows beneath or inside the text.
   d. Select Rotation

   e. Select to wrap words.
   f. Select to make the text editable. This is enabled by default.
9. Select Position and Size options, found here.
10. Select **OK**.

You can also add text by selecting **Add** from the top of the software and selecting **Text**, which contains the previous options.

Adding an Effect

You can add a preset effect as an item which can then be set on top of another item to create a unique effect.

The following effects are available:

- Brightness
- Color
- Darken
- Duo Tone
- Duo Tone Color
- Grayscale
- Hue
- Invert RGB
- Negate RGB
- Overlay
- Sepia Tone
- Saturation
- Watermark
- Antique
- Blur
- Monochrome

To apply an effect:

1. Select **add effect** from the left toolbar.
2. A window appears.
3. Select the effect type from the dropdown menu.
4. Select Transparency options:
   a. Predefined Mask: select **Edit** to choose a predefined vignette or transparency setting.
5. Select Movement options.
6. Select the effect-specific Advanced options:
   a. Select **Invert Mask** to invert the transparent area of any mask you have selected.
7. Select Position and Size options, found here.

8. Select **OK**.

Once you have created an effect, use the make same tool to apply the effect to a specific item, or the fill & fit tool to apply it to the entire border.

You can also apply an effect by selecting **Add** from the top of the software and selecting **Effect** and selecting an effect type, which contains the previous options.

Adding a Custom Shape

You can add a custom shape to the border. Custom shapes are graphics with optional text that you can create, edit, and save for later use.

To add a custom shape:

1. Select **Add** from the top of the software.
2. Select **Shape**.
3. Select a shape from the list.
4. A window appears.
5. Select graphic options, found here.
6. Select text options, found here.
7. Select Position and Size options, found here.
8. Select **OK**.

If you are adding a saved custom shape, you can add it by selecting **Add** from the top of the software and selecting **Add Custom Object** and selecting your shape from the list.

To save your custom shape in the software:

1. Select your shape.
2. Select **Add** from the top of the software.
3. Select **Save Custom Object**. A window appears.
4. Select a name for your shape.
5. Select **Add**.
6. Select **OK**.

To edit saved custom shapes:

1. Select **Add** from the top of the software.
2. Select **Edit Custom Objects**. A window appears.
3. Select an object from the list and select to move it up or down the list or delete it.
4. Select **OK**.

Adding a Line

You can add a line as a shape to the border:

1. Select **Add** from the top of the software.
2. Select **Line**.
3. A window appears.
4. Select the following options:

- Type
- Weight
- Style
- Color
- Opacity
- Joints
- Start Style
- End Style
- Visibility

5. Select **Drawing Mode** to create a new line, or **Editing Mode** to edit an existing line.
6. Select **Done** when finished creating and editing your line.

Adding a Barcode

Barcodes provide a reliable way to track data for prints. For example, you can add a back to a border and apply a barcode to it. Simply scan the final print for pricing, order number, or any other photo data. You must have a barcode scanner to read and scan barcodes.

To add a barcode to a border:

1. Select **Add** from the top of the software.
2. Select **Barcode**.

3. A window appears.
4. You can encode any information into the barcode.
    a. Select a barcode format from the dropdown menu.
    b. Select Insert Special Text to add photo data types to the barcode.
    c. Select Show Text to display the text below the barcode.
5. You can add multiple different types of data into the barcode by separating each type with a space.
6. Your barcode will be generated below in the viewer.
7. Select **OK**.

Using Photo Queries

When using photo composites, you will need to add multiple photos to each border after a shoot. This can become a very time consuming process, and photo queries will eliminate a lot of the work. A photo query is basically a search function tied a photo placeholder that will search the for specific photo types to automatically fill the placeholder.

For example, if you are shooting a bunch of different sports teams and creating sport composites, you will probably need a team photo for each composite. Simply create a photo query within the photo placeholder where the team photo would go for each player, and set it to search for a photo type of Team within the catalog. Then use photo data, detailed here, to add the Team type to your team photo.

The team photo in the current catalog will now be automatically imported for each player when you add that player's photo to their team composite.

To add a query to a photo placeholder:

1. Select **add photo** from the left toolbar.
2. Select **Lookup**.
3. Select **Queries**.
4. Select a predefined query, or select **Type = ???** to add your own.

5. Replace **???** with a photo type that you added in photo properties, found here.
6. Create the rest of your photo item and select **OK**.
7. When this border is applied to a photo, this placeholder will automatically search for and populate the placeholder with a photo matching the photo type within that catalog.

Using the Retouch Workshop

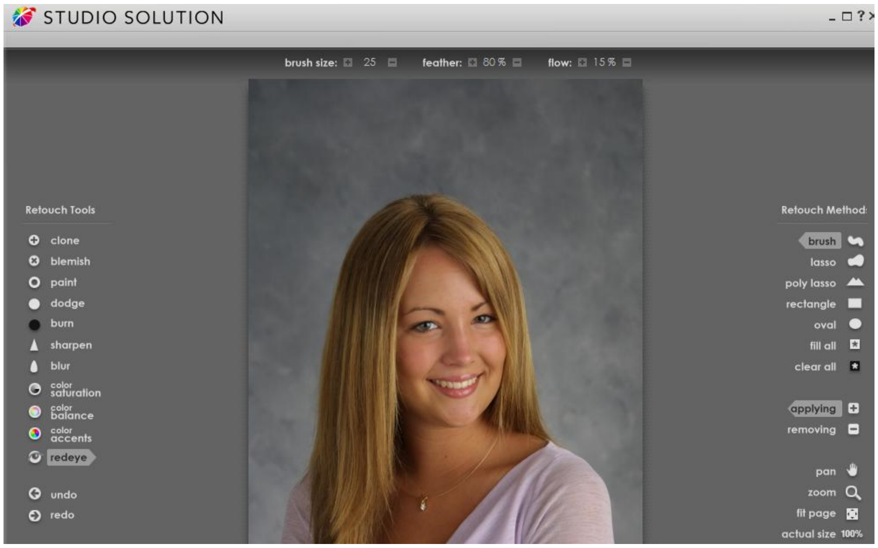
The **Retouch Workshop** provides a workspace for making any necessary retouches and edits to a photo. The workshop has an extensive series of tools for fixing even the smallest details of a photo.

Find the Retouch Workshop by selecting the Photo Workshop tab from the bottom of the software, and selecting the Enhance tab from the bottom of the workspace. Select the photo you wish to retouch, and select the Retouch tool from the enhance toolset. Ensure that you have **Use Retouch Workshop** enabled with a check.

Navigating the Retouch Workshop

The Retouch Workshop is a workspace surrounded on all sides by tools.

- The left toolbar includes all retouch tools, and undo and redo options.
- The right toolbar includes different retouch methods and navigation options.
- The top toolbar includes retouch settings specific to the selected retouch tool and method.
- The bottom of the workspace includes all save options.



Panning

Select **pan** from the right toolbar to click and drag the photo around. This is most helpful when you are zoomed in for editing small details.

Zooming In

Select **zoom** from the right toolbar to zoom in and out.

- Left-click on an area of the border to zoom in.
- Right-click to zoom out.
- Click and drag a box around an area to zoom in and fill the workspace with that area.

You can also zoom in and out by selecting **zoom** and using the mouse wheel.

Fitting the Page

Select **fit page** from the right toolbar to view the entire photo at the size of the workspace.

Viewing at Actual Size

Select **actual size** from the right toolbar to view the photo at full size in pixels.

Before Retouching

Before you start retouching, remember that all retouches will not be applied to the digital negative of your photo. Retouches are saved to a separate preview file and applied to your photo only when sent to print. Your original photo file will always be safe and can be reloaded at any time.

Applying and Removing

Select **applying** or **removing** from the right toolbar to determine whether you are adding or removing an effect.

Saving Retouches

Select **save retouches** from the bottom of the workspace to save your retouches to the current photo and return to the Photo Workshop.

Select **save as new** to save this photo as a new photo in the current catalog and return to the Photo Workshop, leaving your original photo intact and in the catalog.

Understanding the Retouch Settings

Each retouch tool and retouch method will have its own specific set of settings for retouching photos. These settings will be displayed on the top toolbar after selecting a retouch tool or method.

Read on for a list of all retouch settings.

Opacity

Select the tool opacity. 100% is opaque and 0% is invisible.

Choose Source

Some tools will require you to first select an area of the photo. Select choose source and select an area in the photo.

Size

Select your brush or method size.

Feather

Feather is the gradient applied to the edge of you tool to soften edges. A higher feather is a softer and more gradual edge.

Flow

Flow is the percentage of pixels in the area that will receive the retouch. A higher flow applies the retouch to more pixels in the area.

Healing Effect

Selecting and checking healing effect will let you select a specific area of the photo to use when blending. This setting is only available with the blemish tool.

Color

Select the color to be applied.

Amount

Select the intensity of an effect. A higher number is more intense.

Radius

Select the size of the radius for blurring photos.

RGB

Select an exact color with the RGB profile tools.

Eyedropper

Select the eyedropper and click on an area of the photo to save the RGB values in the RGB profile.

Contrast

Adjust the contrast. A higher contrast darkens the darks and lightens the lights.

Brightness

Adjust the brightness. A higher number is brighter

Using the Retouch Methods

Retouch methods determine how your selected tool will be applied. Think of the retouch tools as paint, and the methods as different sizes of paintbrushes. Select your retouch method from the right toolbar.

Brush

This is the default software method. The brush is a circle that you can hold and drag to apply retouches. Adjust the size, feather, and flow and click to use the brush.

Lasso

Use the lasso to draw an area that will have the selected retouch applied to it. This method will apply the current retouch method and tool when creating the lasso, so select your method and tool beforehand.

Poly Lasso

Use the poly lasso to draw a polygon area that will have the selected retouch applied to it. This method will apply the current retouch method and tool when creating the polygon, so select your method and tool beforehand.

Rectangle

Use the rectangle to draw a box that will have the selected retouch applied to it. This method will apply the current retouch method and tool when creating the rectangle, so select your method and tool beforehand.

Oval

Use the oval to draw an ellipse that will have the selected retouch applied to it. This method will apply the current retouch method and tool when creating the oval, so select your method and tool beforehand.

Fill All

This method will apply the tool and settings to the entire photo.

Clear All

This method will clear the tool and settings from the entire photo.

Using the Retouch Tools

Read on for a brief description of all retouch tools.

Clone

Use the clone tool to replace an area of a photo using another area of the photo as a source. Select opacity and choose a source.

Blemish

Use the blemish tool to blend an area of a photo with the surrounding area. Select opacity, and select healing effect to select a source for blending.

Paint

Use the paint tool to paint a selected color. Select opacity and the color.

Dodge

Use the dodge tool to lighten an area and increase contrast. Select the dodge amount.

Burn

Use the burn tool to darken an area and increase contrast. Select the burn amount.

Sharpen

Use the sharpen tool to increase focus of an area for a crisper look. Select opacity and an amount.

Blur

Use the blur tool to decrease focus of an area for a softer look. Select opacity and a radius.

Color Saturation

Use the color saturation tool to increase and decrease the amount of color in selected areas. Select a color amount.

Color Balance

Use the color balance tool to adjust RGB values for selected areas. Select opacity and the value. Use the eyedropper to import values from an area of the photo.

Color Accents

Use the color accents tool to convert the photo into a black & white image. Select opacity, contrast, and brightness.

Redeye

Use the redeye tool to manually remove any red glare. Click the areas with redeye to remove the glare.

Running a Shoot

So far we've walked you through setting up your studio, using the different functions, managing photos, editing photos, and creating orders. This section will guide you through running an entire shoot, from the moment the customer schedules a booking to the moment you send the order off for printing.

If you're already familiar with some of the steps, feel free to click a link and jump ahead to a later step:

1. Adding a Customer.
2. Creating a Booking.
3. Setting Up Your Camera.
4. Starting the Shoot.
5. Capturing and Importing Photos.
6. Retouching Photos.
7. Presenting Photos.
8. Creating an Order.
9. Printing an Order.

Each step has its own guides for using tools and navigating the software, so don't worry if you've never used the software before. All specific directions for using tools will be written in red for easy reading.

Now let's start at the beginning.

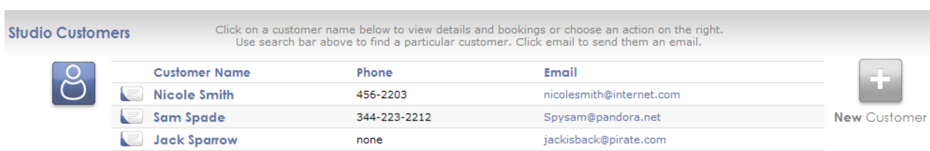
Adding a Customer

If a customer comes into your studio or calls to make an appointment, you'll first need to enter them into the customer database.

Select the **Manage Studio** tab from the bottom of the software and select the **Customers** tab from the top of the studio.

The customer tab will display a list of all studio customers. If you are adding a booking for an existing customer, just select them from the list. For this shoot, we're going to add a new customer.

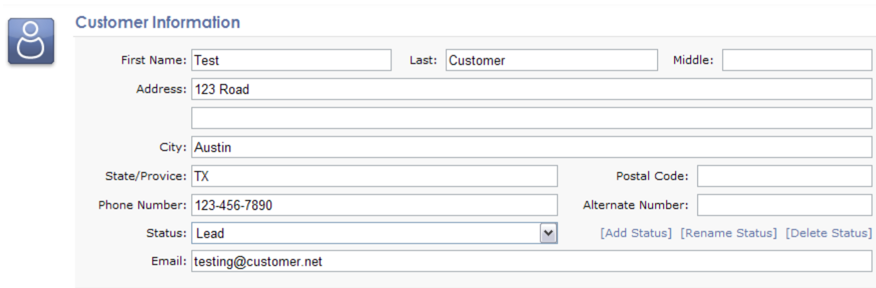
Select **New Customer** from the right side of the window.



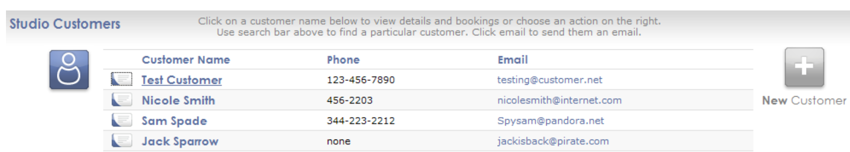
This is the customer information page. Here you will find all address and contact information for this customer.

Enter the following information about the customer and select **Save Customer**:

- Name
- Address
- City
- State
- Zipcode
- Phone Number
- Status
- Email



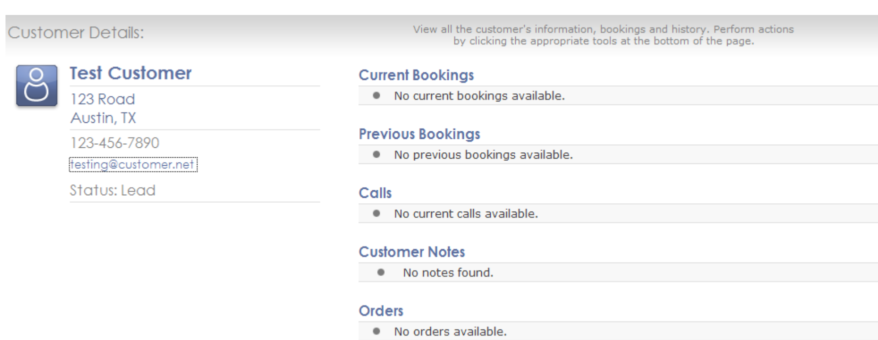
You will be returned to the customer information page. Your new customer will appear in the list.



Creating a Booking

You must have added the customer to the software before you can add a booking.

- Select the **Manage Studio** tab from the bottom of the software and select the **Customers** tab from the top of the studio.
- Select the **customer** for the booking.

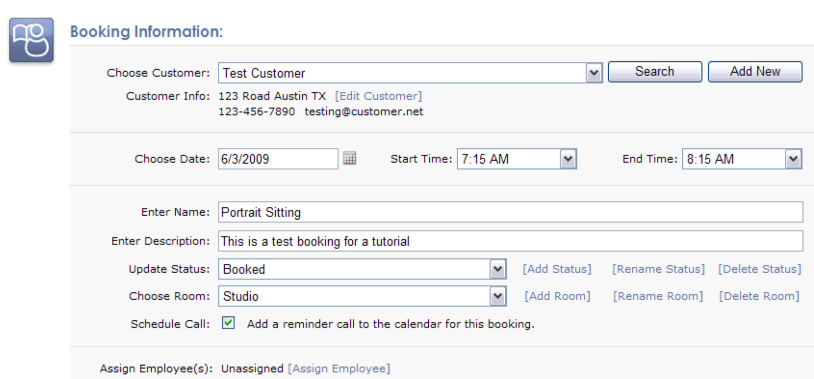


This is your customer's details page. When you create a booking, it will appear under the Current Bookings heading.

- Select **Add Booking** from the bottom of the software.

This is the booking information page. Here you will set the date, time, and booking descriptions.

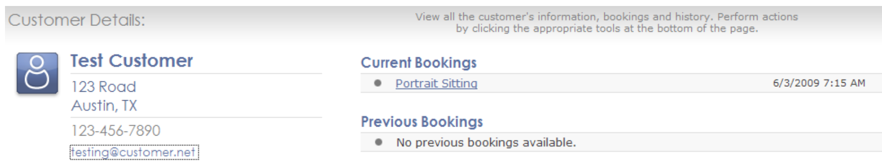
- Select the **calendar** next to Choose Date to select the date of the booking.
- Select a **Start Time** and **End Time**.
- Enter a **name** for the booking. You must enter a name.
- Enter a **description** for the booking. This is optional.
- Set the Update Status to **Booked**.
- Select a **room** for the booking, if applicable.
- Select and check **Schedule Call**. This will remind us to confirm the booking the day before it is scheduled to take place.



If you will not be the employee handling the booking, you can assign another employee to handle the shoot by selecting [Assign Employee].

- Select **Save Booking**.

You will be returned to the customer details page. Your new booking will appear under the Current Bookings column.



Setting Up Your Camera

Most studios will be using a tethered or wireless camera that can instantly import photos into the software as they are captured.

If you will be importing from a folder or from a camera media card, skip ahead to capturing and importing photos.

Setting Up a Tethered Camera

Any Canon EOS DSLR cameras can shoot and send photos directly to the software while connected through a USB or firewire cable.

Follow these steps to set up your tethered camera for the shoot:

1. Select the **Manage Studio** tab from the bottom of the software and select the **Cameras** from the top of the studio.
2. Select **Tethered Camera** from the left side of the software under Select Camera Type.
3. Connect the camera to the computer with a USB cable.
4. Turn the camera on.
5. Wait for Windows to detect the camera and prepare it for use.
6. If the software does not detect the camera and display it on the left side of the software, select **Detect Camera**.
7. The camera name will appear in the status bar at the bottom left of the software, and at the top center of the Cameras page.

8. Your camera is now ready to shoot tethered.

Setting Up a WiFi Camera

The software can receive photos wirelessly from any Canon Wireless File Transmitter (WFT) using an FTP server. You will need to have a wireless internet connection set up on your computer to use a WiFi camera.

Follow these steps to set up your WiFi camera for the shoot:

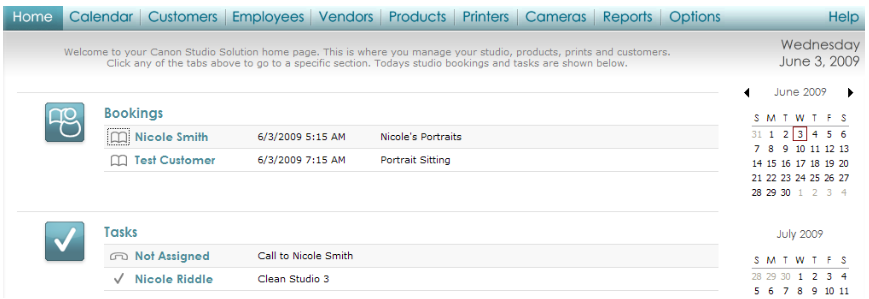
1. Select the **Manage Studio** tab from the bottom of the software and select the **Cameras** from the top of the studio.
2. Select **WiFi Camera** from the left side of the software under Select Camera Type.
3. Make sure the WFT is connected to your camera.
4. Turn the camera on.
5. Use the WFT connection wizard through the camera menu. For more details on finding the WFT wizard, refer to the camera manual.
6. Select **FTP** as the communication method in the camera wizard.
7. Enter your wireless network & router settings in the camera wizard.
8. Once the **FTP Server** settings appear on your camera, enter the FTP Address and FTP Port listed on the Cameras page in the software. **You must have Auto-Detect Address checked for this option**.
9. Once **Login Method** appears on your camera, use either "Anonymous" or match the username and password defined below. **You must have Anonymous Username checked to login anonymously without a password**.
10. Once **Target Folder** appears on your camera, select **Root Folder**.
11. Complete the Wizard.
12. Your WiFi camera is now ready to shoot wirelessly.

Ensure that your camera has been detected and appears in the software in both the Cameras studio tab and in the status bar, located at the very bottom left of the software.

Starting the Shoot

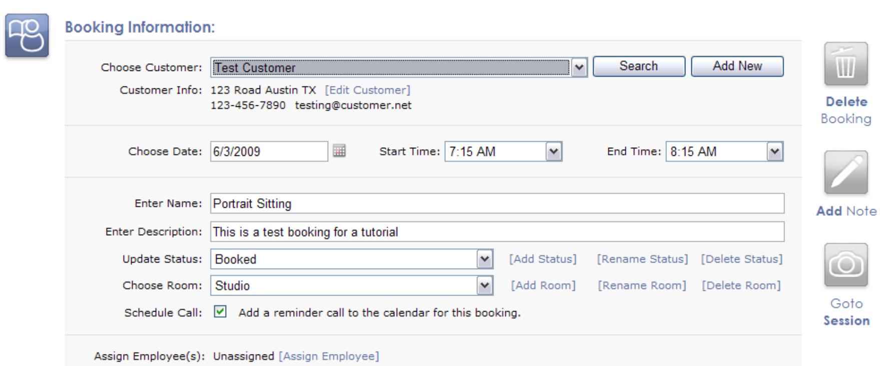
Your customer is entered into the studio and ready to go, your booking has been created, and your camera is connected and ready to shoot; let's start the booking.

> Select the **Manage Studio** tab from the bottom of the software and select the **Home** tab from the top of the studio.



Your booking should appear on your home page with the customer name, booking time, and booking information.

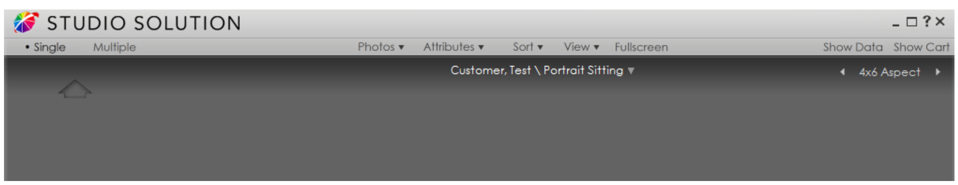
> Select the **customer's name** to go to the booking information page.



If you could not find the booking on your home page or you are starting the booking early, select the Customers tab from the top of the studio and click on the customer name in the list. Then click on the booking name to open the booking information page.

Select the **Go to Session** button on the right side of the software.

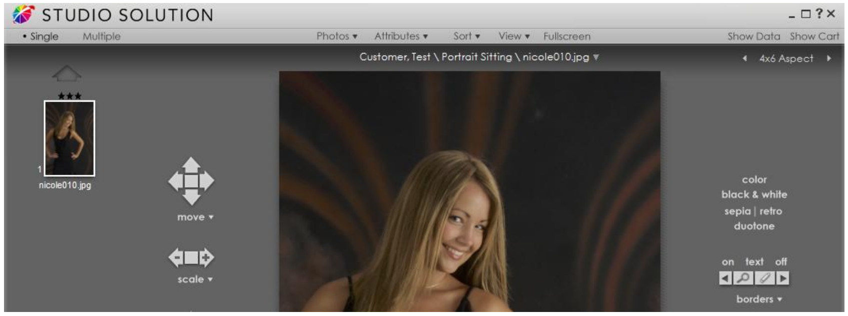
The booking will open automatically with a new catalog in the Photo Workshop. The catalog created is under Portraits, titled with the customer's name, last name first. The photo group within the catalog is titled with the booking information you entered.



Capturing and Importing Photos

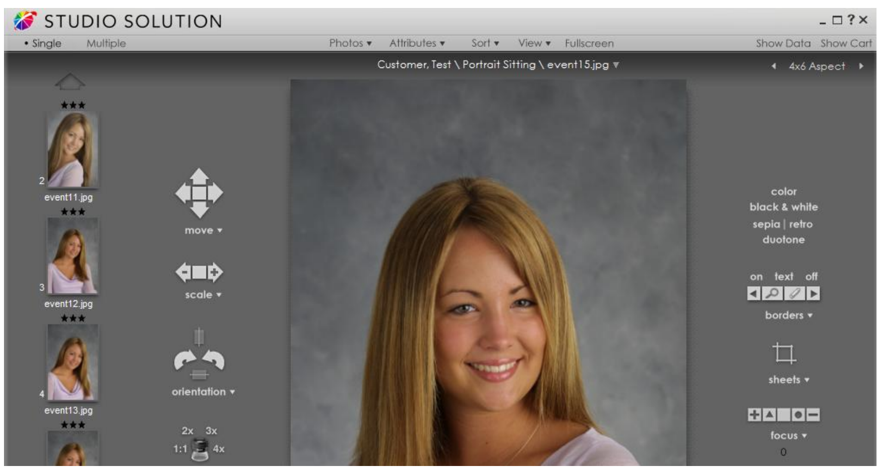
Once you have started the booking, you will be in the Photo Workshop, with a new catalog and photo group open for your customer. Verify that you are in the right catalog by checking the catalog and photo group from the top of the Photo Workshop workspace.

Press the **camera shutter** or press **SPACE** on the keyboard as a hotkey to automatically take a photo.



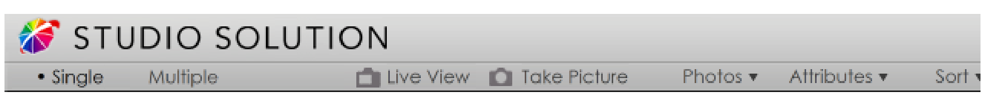
The photo will automatically appear in the Photo Workshop workspace.

Finish taking your photos.



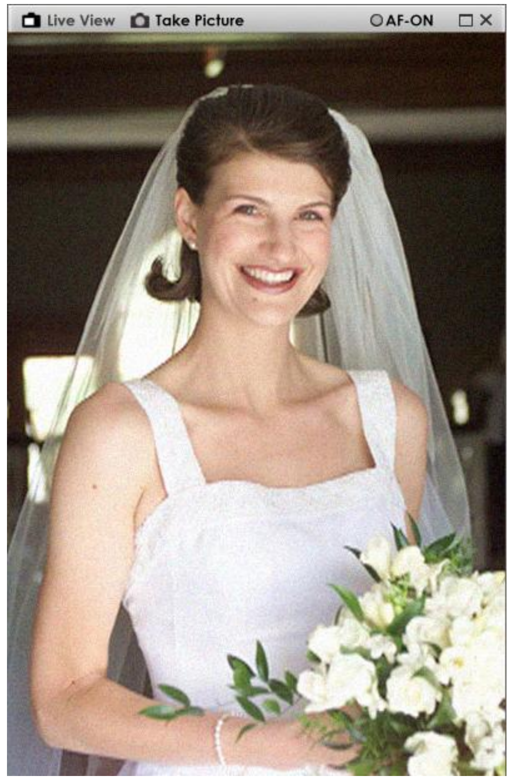
Live View

When Live View is activated on a tethered camera, two additional selections will appear on the top menu:



- **Live View:** When the Live View mode is activated on the camera and Live View is selected from the top menu, a new window will appear on the desktop. This window allows you to see the live feed as it is fed from the camera.

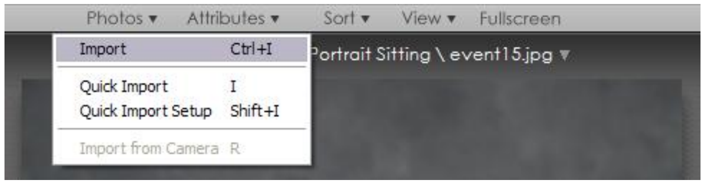
- **Take Picture:** Selecting Take Picture allows you to operate the shutter on the camera. A status indicator for the Auto Focus (AF-ON) will turn on when it is enabled.



Importing Photos

If your camera isn't connected to the software and you need to manually import photos, follow these steps:

- Get the photos from your camera into a location this computer can reach, whether it's a network location, a file on this computer, or a media card attached to the computer via a card reader.
- Return to the **booking** in the Photo Workshop.
- Select **Photos** from the top of the Photo Workshop workspace.



- Select **Import**.
- Navigate to the location of your photos and select **Import All**.

All of your photos will be automatically added into the Photo Workshop.

Retouching Photos

Now that you have captured or imported all of the photos, it's the ideal time to quickly retouch and edit them in the Photo Workshop. We will assume that the customer you just took photos of is going to hang around for a little bit to preview and proof the photos you took, so right now we'll just worry about minor adjustments.

If you are not familiar with the retouching tools, click here for the Photo Workshop tools and here for the Retouch Workshop tools.

- Select the **Enhance tab** to make quick adjustments, such as centering the subject, scaling the photos, or fixing orientation.
- Select the **Correct tab** to lighten, darken or add contrast.
- Select the **Color Balance tab** to set the white balance.
- **Save** all changes to each photo.

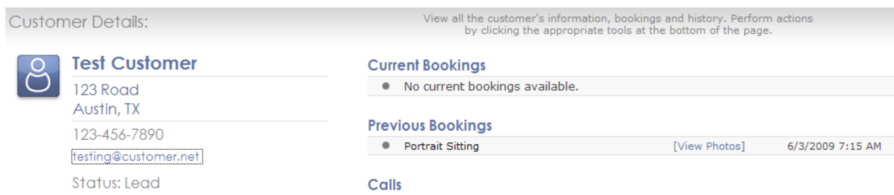
If the customer is not waiting on you, feel free to take your time and make major adjustments and edits.

Presenting Photos

Once you have finished fixing any technical problems with photos, it's time to present the photos to the customer. For this we'll switch to Presentation Mode for a cleaner and friendlier look, free of distractions.

If you left the Photo Workshop, you need to reopen the booking in the Photo Library or the Photo Workshop.

- Select the **Manage Studio** tab from the bottom of the software and select the **Customers** tab from the top of the studio. Select the customer name and ensure that the booking was properly saved.

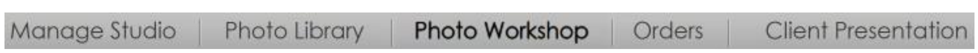


The booking should appear under Current Bookings or Previous Bookings with a time and link to view photos.

- Select **[View Photos]** to open the photos in the Photo Library.

Make sure this is the correct photo group and catalog. If so, let's assume the customer is here and ready to preview their photos. It's time to switch over to Presentation Mode.

- Select **Client Presentation** from the bottom of the software.



Presentation Mode will open. If you need to select a different catalog or photo group, select choose another catalog from the bottom of the workspace.

At any time you can open a selected photo and catalog in a presentation-friendly version of the Photo Workshop to enhance a photo at the customer's request. Select enhance selected photo from the bottom of the workspace.

Select **View** from the top of the software to view a specific number of photos, or press **–** and **+** as hotkeys for viewing less and more photos.

Double-click a photo to preview that photo fullscreen. Once in fullscreen, use the **arrow keys** on your keyboard to switch photos.

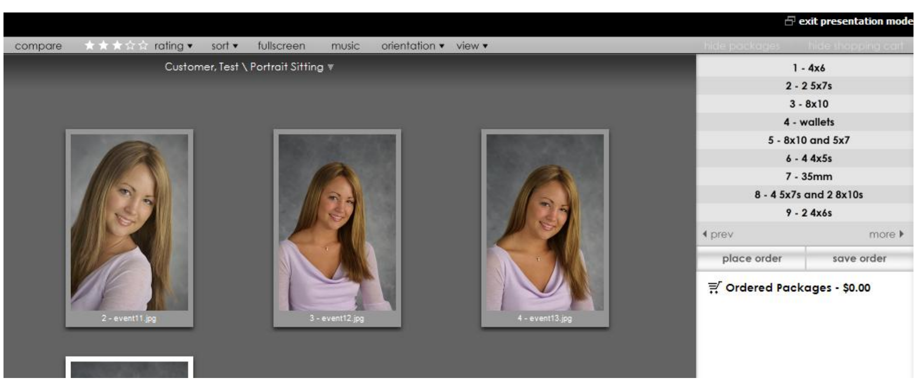
Click here for more details on how to present photos to your customers.

Creating an Order

After previewing their photos, your customer has chosen a number of favorites and is ready to place an order with you. This order can be placed in the Photo Library, Photo Workshop, or in Presentation Mode.

Since we have been presenting and previewing photos in the customer-friendly Presentation Mode, we will make the order here.

Select **Show Cart** from the top right of the workspace to show the shopping cart.



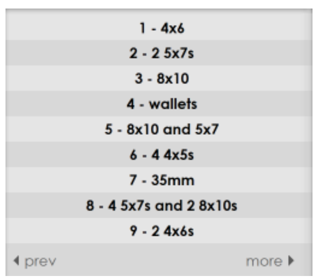
If you do not want to display prices of packages, right-click any item in the shopping cart and select to uncheck Show Prices. This can be done when the customer is not around; the option will be saved.

Adding Items to the Cart

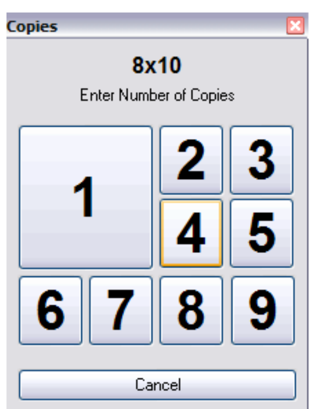
If you need to change your current package group, select the **prev** and **more** buttons from the package section of the cart, or select **add package** from the bottom of the cart and select a group from the dropdown menu.

Once your customer has decided on which packages to order, you can add them to the cart.

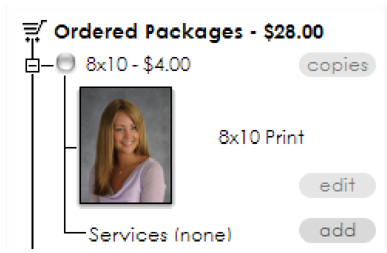
- Select a photo to add and select a package. The package #s correspond to 1 – 9 on your keyboard as hotkeys.



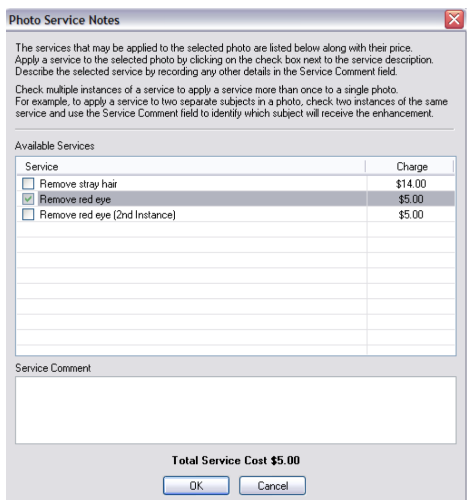
- Select how many of that package to add to the cart.



When the packages are selected and added to the cart, you can add any last minute photo services.



- Select **add** next to Services and select a service from the list.



Placing the Order

Once the order is ready to go, select place order in the shopping cart. A receipt will appear for printing.

- Select to **print** the receipt to complete the sale.
- Select **Shipping** to edit and verify billing and shipping information.

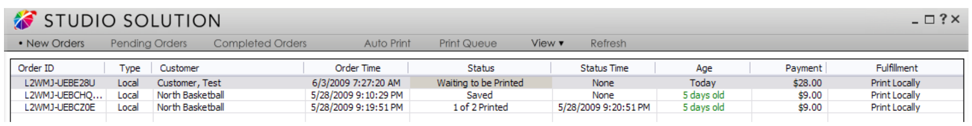
The customer's order has been placed.

- Collect and process payment.

Printing an Order

To send your customer's order to print, open the Orders workspace.

- Select the **Orders tab** from the bottom of the software, and select the **New Orders** tab from the top of the workspace.



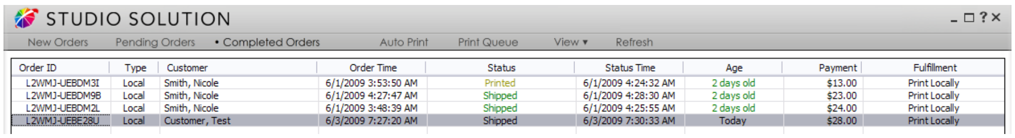
If you have auto print enabled, the order was already sent to print when it first entered the Orders workspace. Look for it in the Pending Orders tab if it was recently sent and might still be printing, or the Completed Orders tab if it has finished printing.

If auto print is not enabled, select your order and select **print order** from the bottom of the workspace.

Once the order has printed, it needs to be prepared and shipped to the customer. Take whatever steps necessary to prepare the order for shipping or pickup.

- Select the order in the **Completed Orders** tab and select **mark order shipped** from the bottom of the workspace.

The order is now considered finished and shipped.



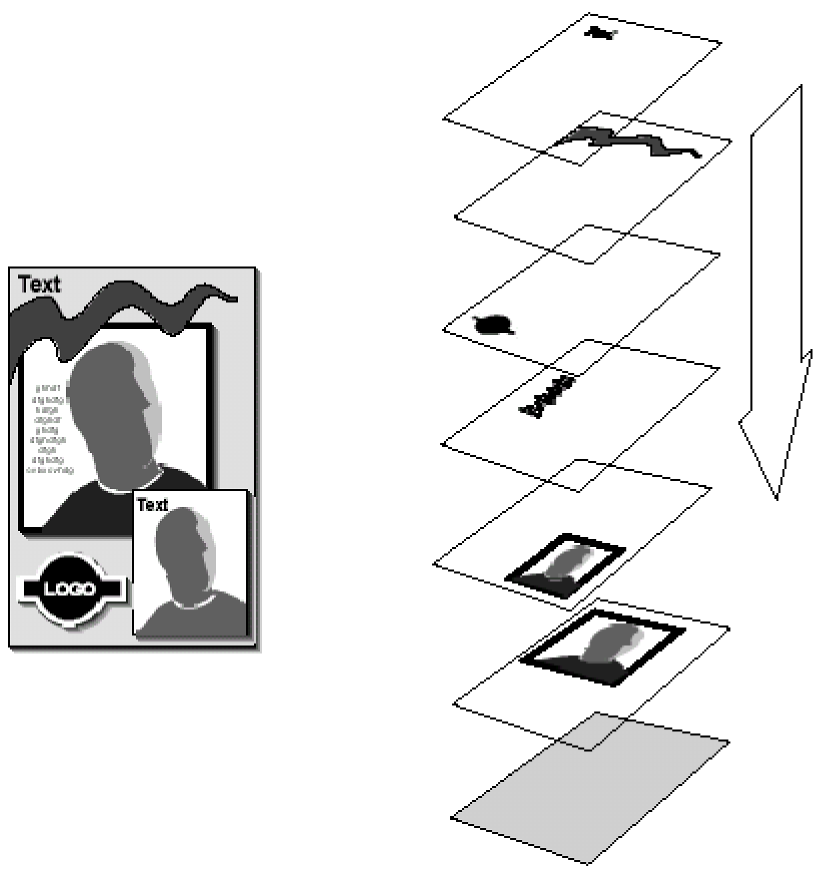
More Information

For more information on any particular area of a shoot, consult the sections on using that part of the program, or check the table of contents and index for quick reference.

Advanced Border Workshop

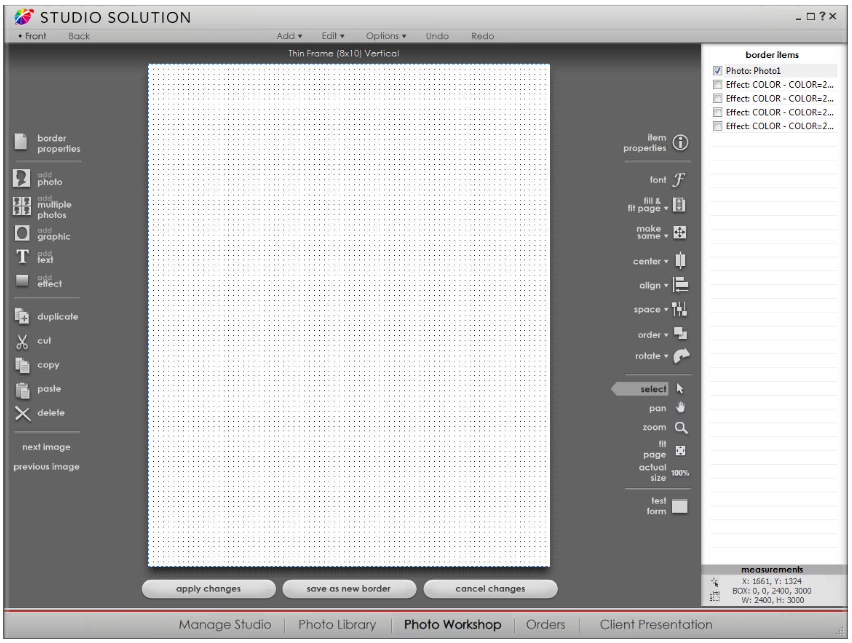
The following section offers more detailed information on how to use the Border Workshop Borders are graphical designs you can add to the photos you take. Borders can be, but are not limited to, simple graphical overlays. Borders can also be more complex layouts, such as montages, repeated pictures, overlapping images, layered graphics, moveable graphics, and other custom arrangements.

You can think of borders as layers of objects. You can think of layers as clear acetate sheets containing graphics or text layered on top of one another. Each graphic, picture, and text are on a different layer. The objects on each layer can overlap objects on other layers. Another analogy for this concept is paper cutouts laid on a page and arranged to make a design.



As the above illustration shows, the border starts with a base layer of a solid color, then layers are stacked on top of another to form a composite. Each text, image, and graphic resides on its own layer.

The Border Workshop allows you to define border templates you can use repeatedly on photos in your catalog. You can specify the number of photos you want to use on the page, the graphic you want to use as the border, the text you want to appear, and effects you want to use.



You can create your own graphics to use as borders, and use the Border Workshop to add the border graphic to the template. Or, you can simply create new borders by editing borders you already have to make them more suited to your needs.

Note: *If you are creating your own graphic borders, you need graphics software that can create targa files. Targa files are graphic files that allow a photograph to show through a border by using an alpha channel.*

Border Workshop Menu

There are several options available in the Border Workshop that are only available via the Border Workshop menu. This menu allows the user to access both the front and back view of a template via tabs. This menu also provides the user with a way to turn on a grid system or activate an auto alignment system, which is used in the creation process. Finally, users can access the undo and redo options.

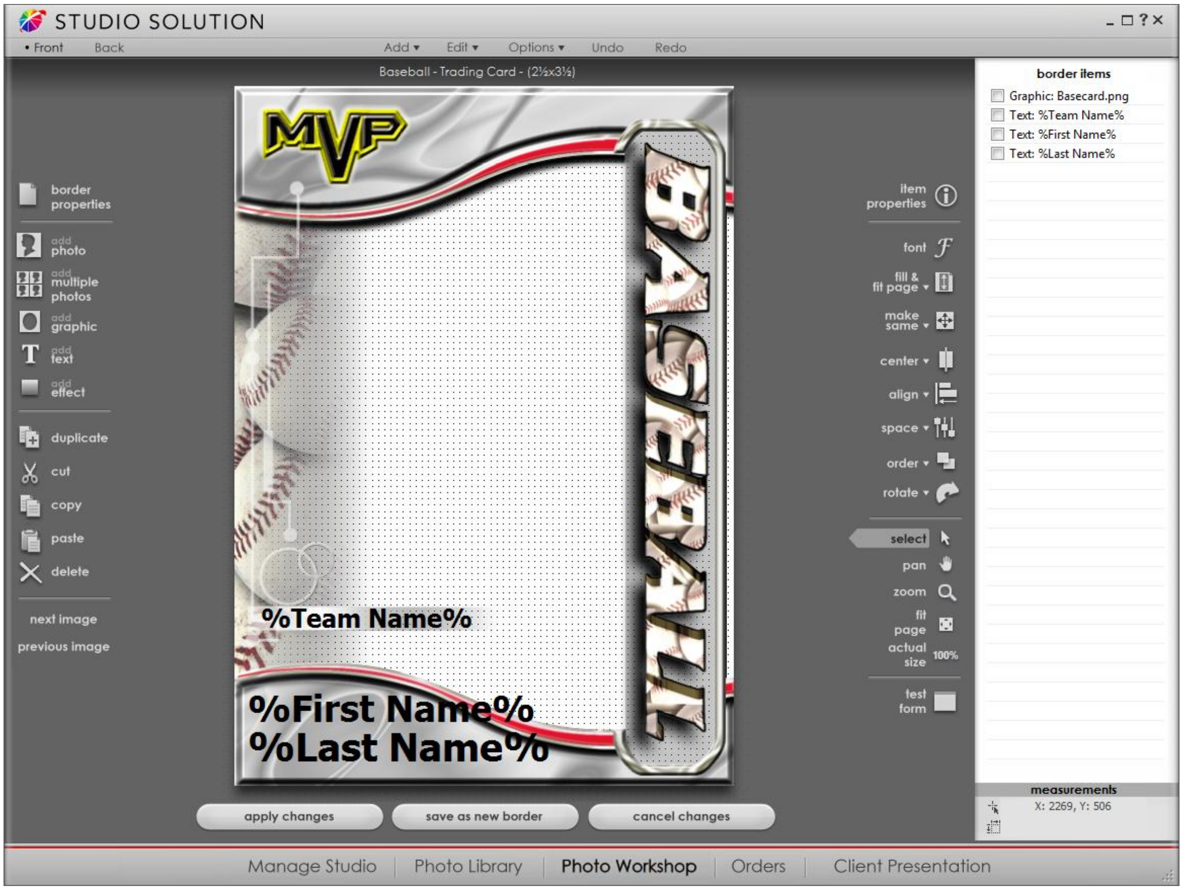
Front & Back Tab

The Border Workshop provides a way for users to access both the front side and backside of a template. This feature is important to photographers who use borders and templates that have backs. For example, sport and event photographers may offer photo trading card products or small photo business cards. This unique Border Workshop feature allows professional users to access the back of templates to create products that customers want.

The first option available on the border Workshop menu is the Front tab and Back tab. These options are available in the upper left portion of the Border Workshop screen.

In order to visualize the purpose of this feature, imaging you are a sport photographer that is shooting the local Little League baseball teams. One of the most popular product offerings is a small trading card that the players can take out and trade with their friends, just like people do with professional Major League baseball cards.

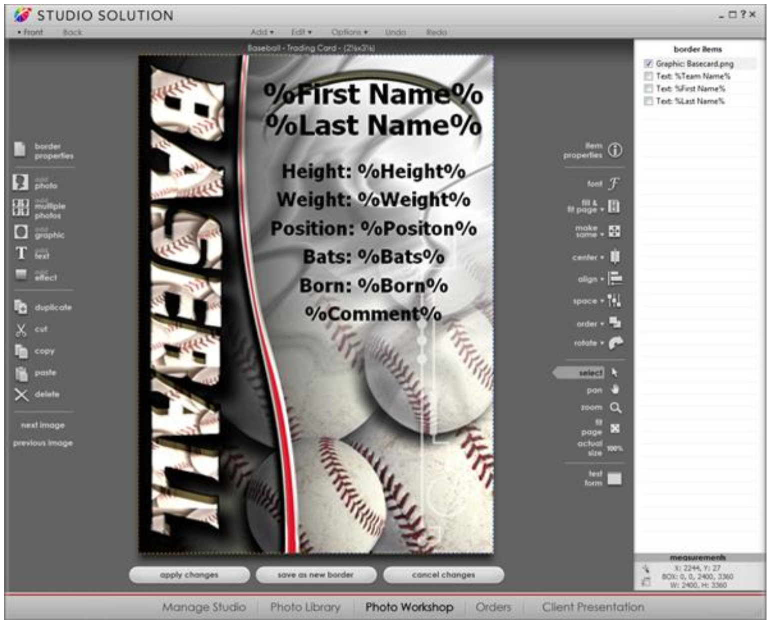
In order to make the cards more realistic, it is important that there is a front side of the card and a backside to the card. The front side includes a photo of the player and a baseball related graphic. For example, the following border is a front side of a baseball trading card.



The front side of the border contains important information such as the subject's individual photo, team name and the subject's first and last name.

However, the information on the back of the card varies greatly. This graphic-centric template includes statistical information. In the case of a Little League baseball player, the subject's first and last name, height, weight and field position are included. Information such as times at bat, batting average, age, RBIs, and homeruns can also be included to individualize the player's information.

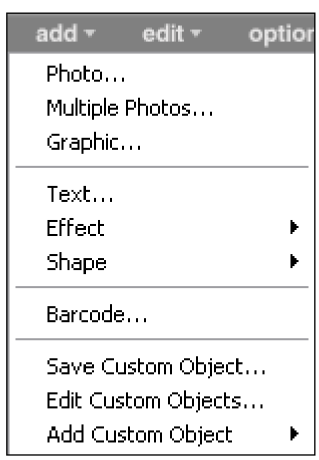
Here is an example of the back of a trading card:



It is possible to add a back to any border or template. This Border Workshop feature is available by selecting the “Back” tab while creating or editing any border. The application will ask the photographer if they would like to create a back for the border. Specifically, the application will indicate, “This border does not have a back. Would you like to create a back now?” To create a back, select “Yes.” To exit the window without altering the back settings, select “No.”

Add

The Add menu allows you to quickly add items to your border. The menu options include: “Photo,” “Multiple Photos,” “Graphic,” “Text,” “Effect,” “Shape,” “Barcode,” “Line,” “Save Custom Object,” “Edit Custom Object,” “Add Custom Object.”



The following is a list of each option, followed with a brief description.

Photo

When creating border templates, you need a placeholder for one or more photos. You add photo placeholders to the border template in the position where you want a photo to appear. These photo placeholders are called image cells. In most cases, you will probably have only one image cell because the border is designed for only one photo.

Multiple Photos

Adding multiple photos using the Add Photo tool lets you create layouts where photos are positioned anywhere on the page. However, there may be times when you want to have multiple photos on the page in a row/column format as in a composite.

Graphic

Most borders contain a graphic, whether it is a decorative border that surrounds the photo or a simple logo in the corner of the page. Once the Graphic Object window appears, click the Browse button to select the graphic file you want to appear on the page.

Text

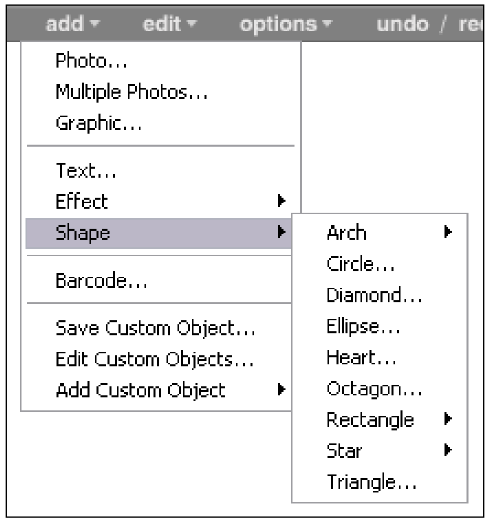
You can add either static text or variable text to a border. Static text appears as-is when the border is applied to a photo. When you apply a border to a photo that contains variable text, you are prompted to enter text to replace the variable. For example, you might have a static text label “Name:” and a text variable for the name. When you apply the border to a photo, the application prompts you to enter the name of the person in the photo so his or her name appears.

Effect

You can add an effect object to overlay other objects in your template. The effect object takes on the effect you specify, such as grayscale or color saturation. When you layer the effect object on top of another object on the page, the effect is “applied” to the object.

Shape

You can add a shape object to your border, complete with transparency and text. It is possible to add and modify shadows, outlines, placement, and rotation. Once you select the “Shape” option from the drop-down menu, another drop-down menu will appear with available shapes.



Some shapes have multiple versions of the shape available in additional drop-down menus. Once you have selected your desired shape, you will be taken to the “Shape Object” menu, where you can modify every part of the shape.

Barcode

You can add a barcode object to your border by selecting the "Barcode" option in the Add menu. A barcode provides a reliable way to keep track of data, allowing you to simply scan the code to determine price, order number, or any data desired.

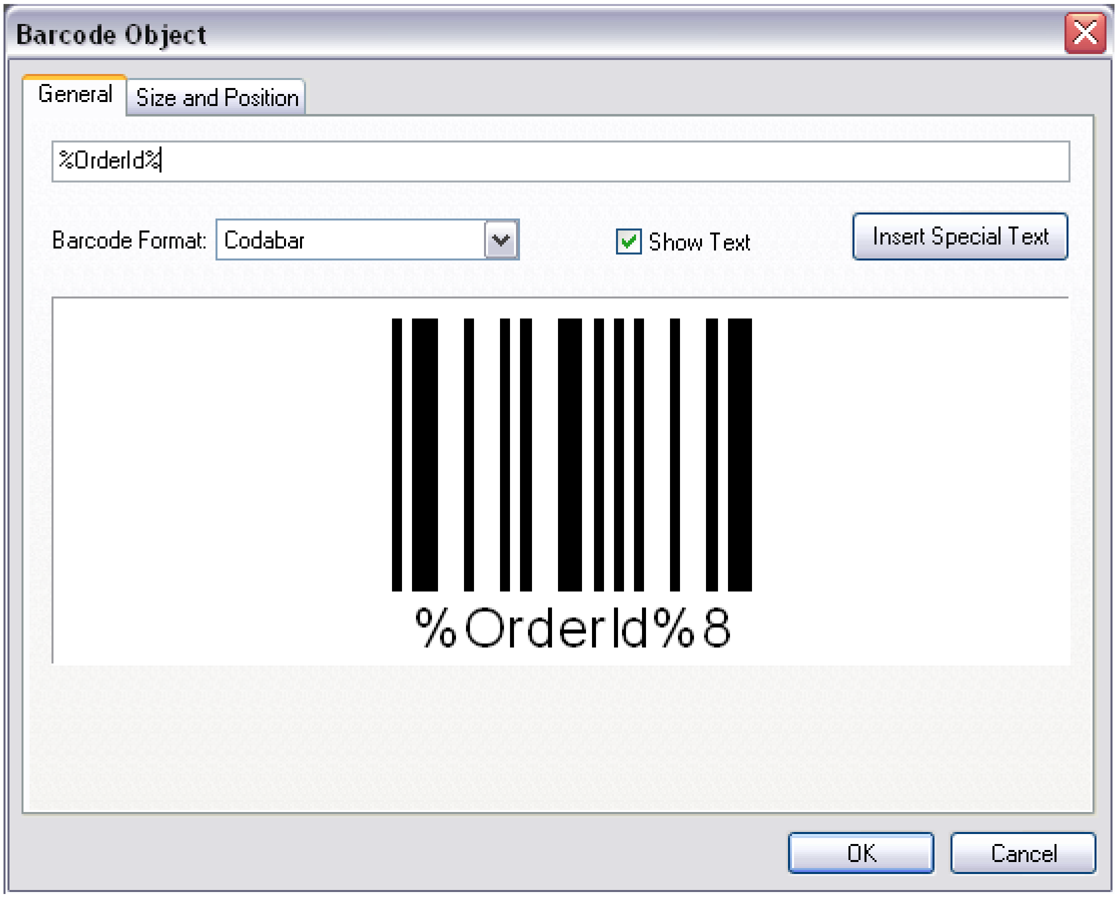
Once you have selected a barcode, the "Barcode Object" window will appear. There are two tabs, a "General" tab and a "Size and Position" tab.

From the General tab, first select the barcode format you will be using. Click the drop-down menu next to "Barcode Format" and select your desired format from the list.

The empty text field at the top will determine what data is put into the barcode. This can be anything from the date, to an order number, to price, to a combination of all of those things.

You can even type custom information into the text field. There is also an option available for predetermined data options. Click the "Insert Special Text" button to see the available data. You may choose as many types of data as you want to be included in the barcode.

Many of the data options are queries. A query is a search function that will search and find the appropriate data. This data is entered when the border is first applied, or from various information in Studio Solution. For instance, the barcode below has a query for the order ID.



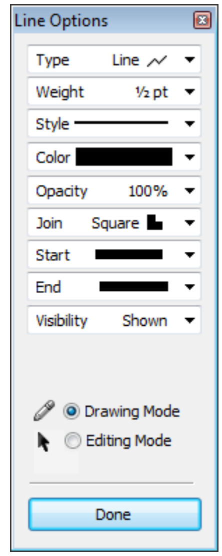
Although the Order ID was never entered in the border, as soon as the order was created, the query was made. When the border is applied to a photo, the query "%OrderId%" searches for the order ID and puts it into the barcode. The end result is this:

L2M2B-8IJUE.

Barcodes can be set with any of the data available, to be used on the back of items for pricing, on additional order sheets for easy scanning, or for aesthetic value, such as on the back of a baseball card or poster.

Line

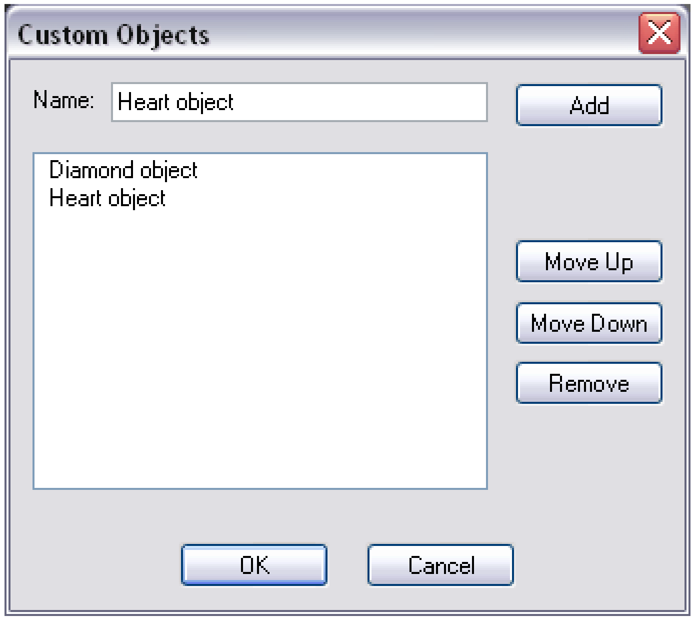
You can add a line and set or modify its attributes with this tool. The line style will depend upon the effects that are applied by the tool.



Save, Edit, and Add Custom Object

The Border Workshop allows you to quickly use the previously mentioned tools to create and edit an object, photo, effect, shape, or text object, and then save it as a "custom object." A Custom Object is something you create and name, then save in a predetermined Custom Objects directory.

Once you have created an object you wish to save, select "Save Custom Object" from the drop-down menu, which will bring up the Custom Objects prompt.



The Custom Objects window has two primary parts: a text field and the Custom Objects list. Click on the text field and enter the name you wish to associate with your custom object. It is recommended that you name it descriptively, so that you can recognize what each custom object is. Once you have entered a name, you are ready to add it to the list. Click the "Add" button to add the custom object to the list.

The Custom Objects list is a list found throughout different parts of the program, under the Borders options. Modifying the list here will also modify the Custom Objects list in the Photo Workshop, as well as the Edit & Proofing page. The other options available are "Move Up," "Move Down," and "Remove." To move an object up or down in the Custom Objects list, select it and choose the appropriate option. To remove the object from the list entirely, select the object and click "Remove."

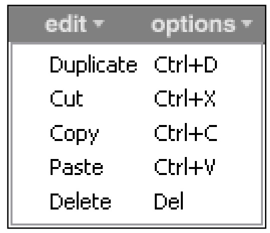
Note: *Removing a custom object from the Custom Objects list will delete it entirely.*

"Edit Custom Objects" will bring up the current list of Custom Objects, allowing you to move them up or down in the list, or to remove them.

"Add Custom Object" will allow you to add a custom object from the Custom Objects list into the border you are currently working on.

Edit

The Edit menu allows the user to quickly modify objects in the current border.



"Duplicate" copies the selected object and pastes at the exact same location. The shortcut key for this is Ctrl + D.

"Cut" copies the selected object and deletes it. The shortcut key for this is Ctrl + X.

"Copy' copies the selected object. The shortcut key for this is Ctrl + C.

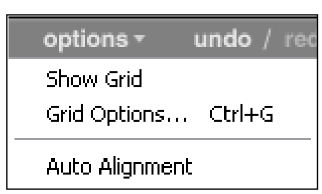
"Paste" pastes the selected object. To paste an object, you need to have already "cut" or "copied" an object. The shortcut key for this is "Ctrl + V."

"Delete" deletes the selected object. The shortcut key for this is "Delete."

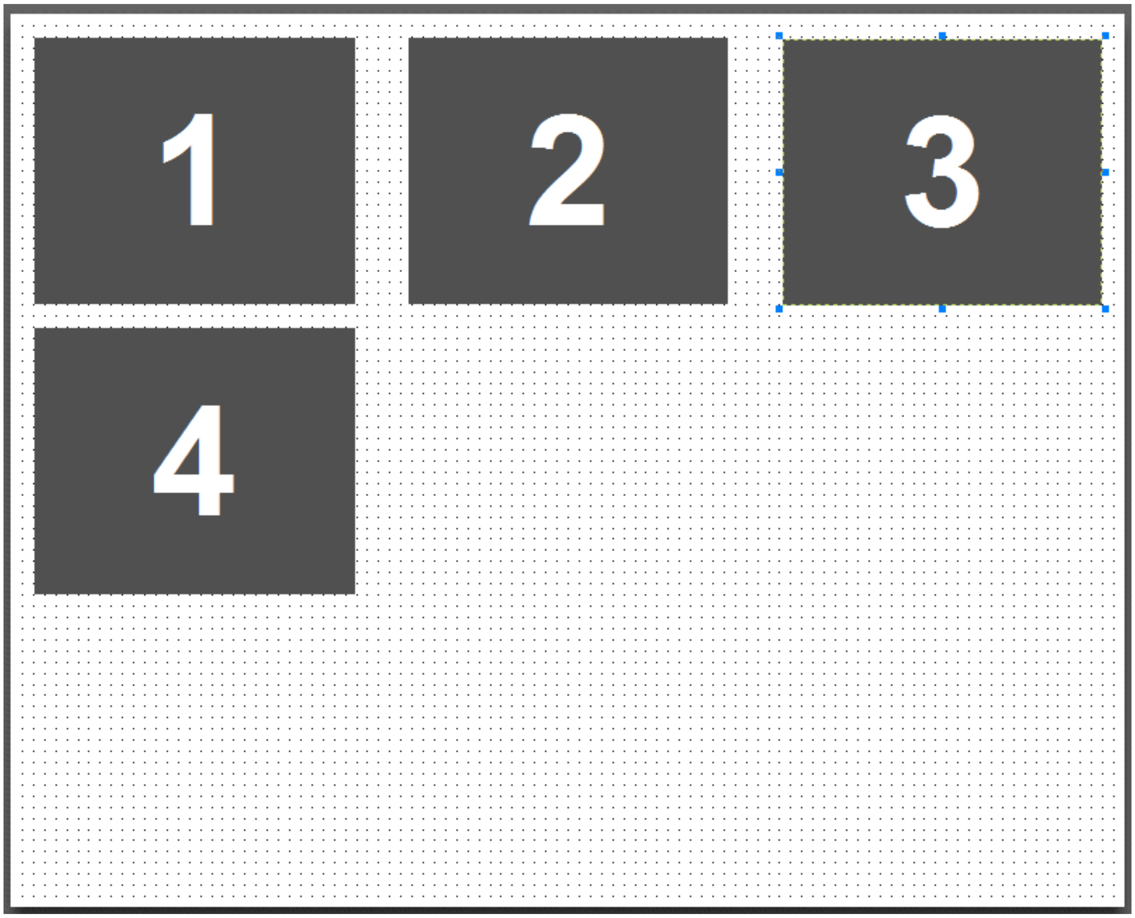
Options

The Studio Solution Border Workshop menu provides a way for photographers to access the Options menu. This feature is important to photographers who are creating or editing a unique border or template. The Border Workshop menu includes grid and alignment features as well as undo and redo options.

The Options menu, specifically, allows the user to access both grid and alignment options for the active border. These menu listings include "Show Grid," "Grid Options," and "Auto Alignment."

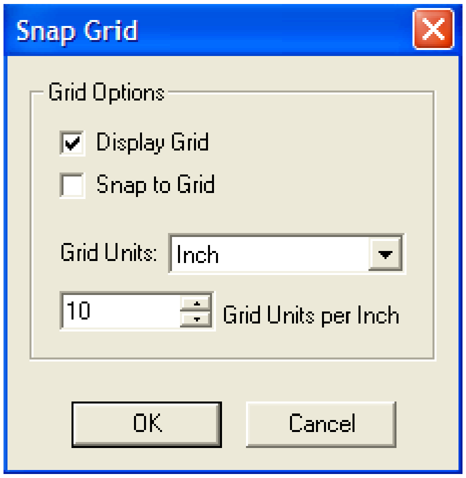


The “Show Grid” feature allows the user to activate a grid system that can be used in the border creation process. Grids are helpful for users who want to make items symmetrical and positioned exactly on the border palate.



To activate the grid option, select “Options” from the Border Workshop menu. Then, select “Show Grid” from the menu. A series of dots will appear on screen set in a perfect grid. This grid will help the user match up photos and objects on right angles. This will also help the user count off spacing and will help ensure that the photos are the same size.

The Border Workshop menu also provides a way for users to change the grid settings. The second feature available in the “Options” menu is “Grid Options.” When a user selects this function, the “Snap Grid” window will appear.



Studio Solution users have several options in this window. First, the photographer can opt to display the grid when it is activated. This option is set to default as activated. To deactivate the option, click on the checkmark to make it disappear.

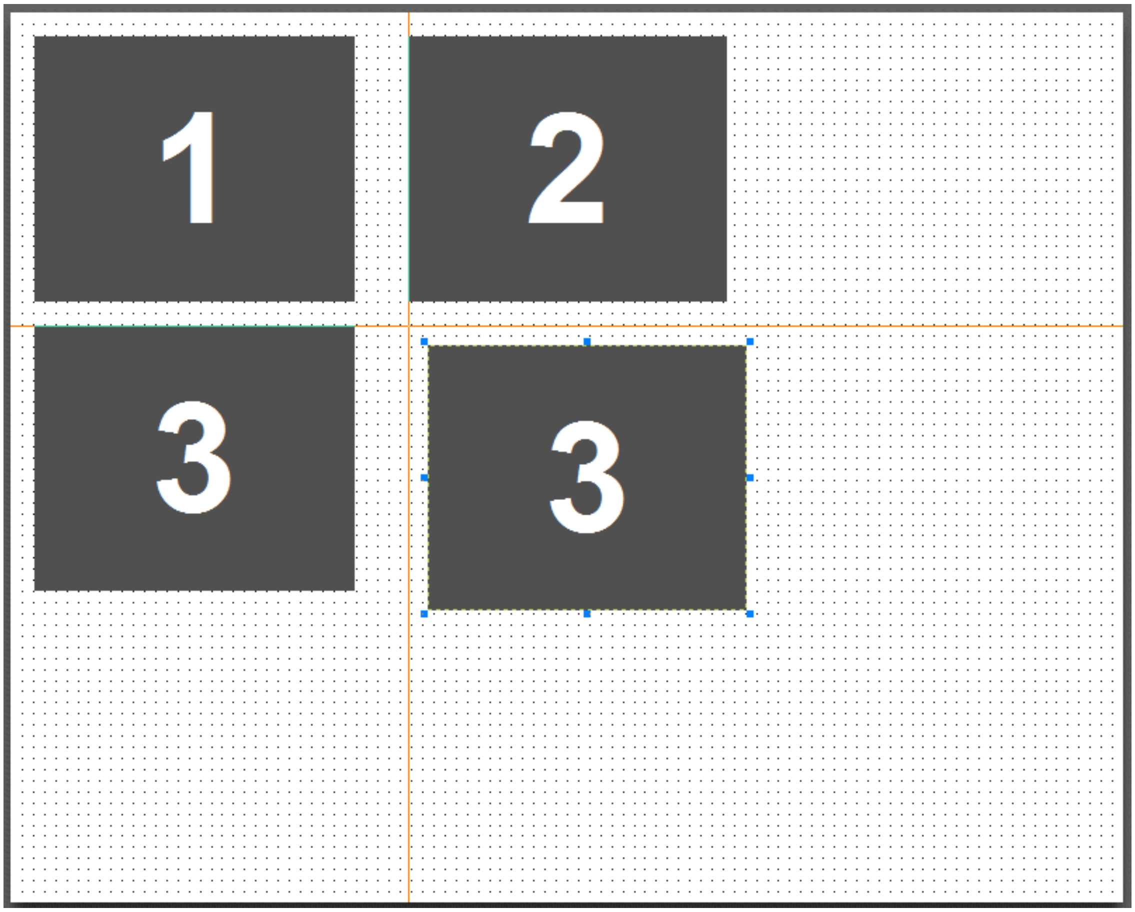
The second option allows the user to make items "Snap to Grid." This means that when photographer moves an object or photo around the border palate, the object will line up directly on the grid lines. This means that the object or photos will snap to the visible grid line as the photos are moves around. The application will pick the nearest grid line.

The third option allows the user to change the grid units. There are four units available in the drop down menu. These include "inch," "pixel," "centimeter (cm)," and "millimeter (mm)."

Finally, users can change the number of grid units per inch. This allows the user to move the grid dots to represent a larger size.

It is possible to activate this option by selecting a shortcut key. The keys assigned to this operation are "CTRL G."

The next Border Workshop menu option is the feature called "Auto Alignment." This feature allows the user to more closely line up a photo on the exact line on the border palate. When the "Auto Alignment" option is activated, guiding lines appear on the screen to guide the user in correct alignment.



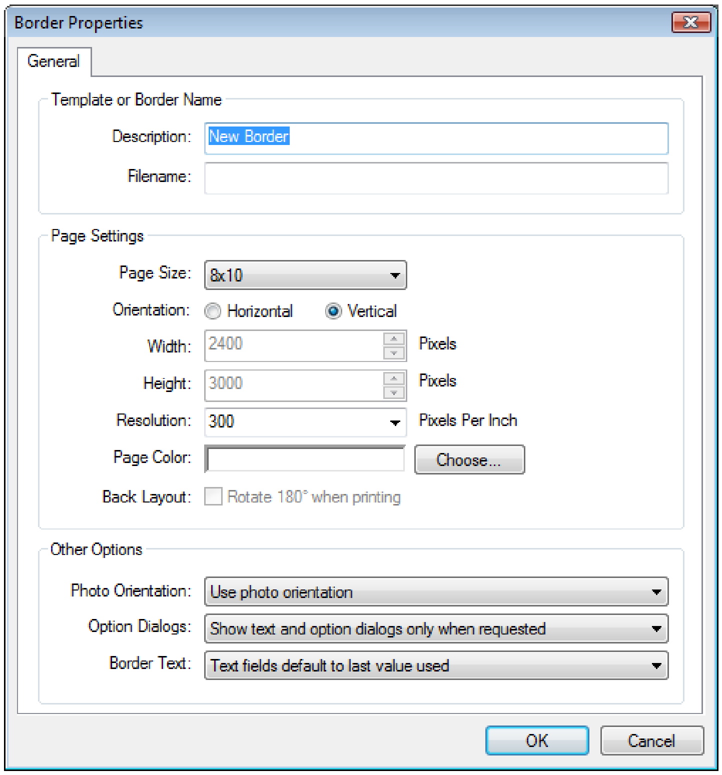
These lines show exactly where the photo is supposed to be placed in reference to the other photos and object onscreen.

The last two Border Workshop menu options include the Undo and Redo options. The Undo tool allows the user to remove retouch changes one step at a time. If a change is made to the image in the workshop, then the undo tool can remove that change. The tool removes the most recent change first. It is possible to remove all of the changes by repeatedly selecting Undo.

The Redo tool allows the user to reverse the Undo effect. The tool will redo whatever effect the user made to the image and then subsequently removed. This is a great way to produce an effect in the Retouch Workshop and then compare a before and after version of that effect. You can apply the effect, Undo the effect to see what it looked like before, and then finally redo the effect.

Setting Border Properties

When you create a new border, you begin by entering the border properties. The Border Properties window appears automatically when you click "new" on the toolbar. When editing a border, click "border properties" on the Border Workshop toolbar.



Enter a descriptive name for the border. This description will appear in the Borders menu when you select a border to apply to a photo. If this is not a new border, the border's filename appears in the Filename field. Next, select the page settings. You can set a page color, but in most instances, the page will not be visible when the border is applied to a photo because the photo fills the border opening. However, if you make the photo a smaller size than the border opening, the page color will show, creating a photo mat look.

Back Layout

There is an option to change the back layout: "Rotate 180 degrees when printing." Checking this box will rotate the back of your border, changing the bottom to the top and vice-versa. This option is useful for printing double-sided objects that will be flipped on a horizontal hinge, rather than the normal vertical hinge used in most books. This option can only be enabled if your border has a back, and then only from the Border Properties on the "back" tab. If you are in the Border Properties of the front tab, this option will be grayed out.

In most cases, you will use the default photo orientation setting of "Use photo orientation." When you apply a border to a photo, the photo retains its original orientation in the border opening. Choose one of the rotate options to rotate the photo either clockwise or counterclockwise within the image cell.

If a border has variable fields that require you to input text, you can set the Text Dialog option to either show the Text Fields window each time the border is applied or open the window only when you click the border Text button.

Using the Border Items List

As you add objects to a border, the objects are listed in the Border Items column on the right side of the screen. Use this list to select items on the page. You can also select an item on the page by clicking it, but as you overlap items, it can be difficult to select items underneath. When you select items in the Border Items list, they are also selected on the page.

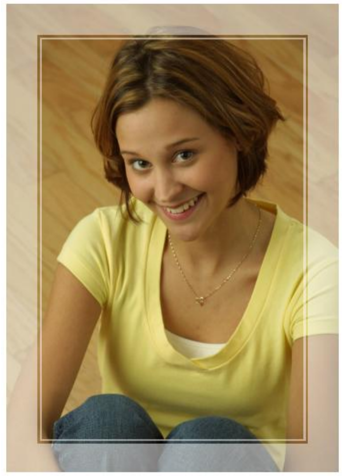
You can double-click an item in the list to edit its properties, or select the item and click "item properties" on the toolbar. Delete a selected item by clicking "delete" on the toolbar. If you want to duplicate an item, select it and click "duplicate" on the toolbar. You can only duplicate a single item at a time. You can also cut or copy a selected item and paste from the Windows Clipboard by clicking the corresponding tools on the toolbar.

The order of the items in the Border Items list is important. The first item in the list is on the bottom of the layer stack. The last item in the list is the top layer. You can change an item's position in the layer stack by selecting the layer and using the Order tool. See the *Order Tool* section for information on layer order.

To help you set the position and size of objects, the bottom of the Border Items column displays the coordinates of your mouse pointer. You can also view the size and position of a selected object.

Adding Photo Placeholders

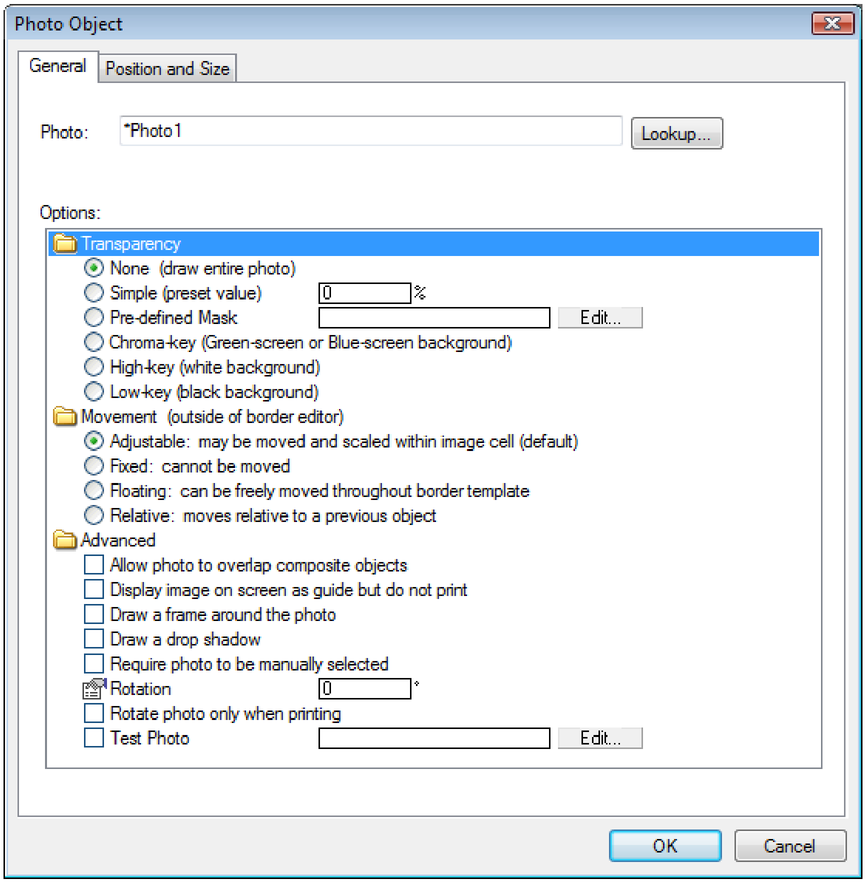
When creating border templates, you need a placeholder for one or more photos. You add photo placeholders to the border template in the position where you want a photo to appear. These photo placeholders are called image cells. In most cases, you will probably have only one image cell because the border is designed for only one photo. The example below is a single photo with a simple border overlay.



You might want to create a design using more than one photo. In this case, you would add multiple image cells and position them on the page where you want the photos to appear. The following example uses four different photos.

To add a photo to the border template, click “add photo” on the toolbar. The Photo Object window appears. When you add the first photo, “*Photo1” appears in the Photo field automatically. Photo 1 is the photo you have open in the photo workshop when you apply the border.

When you add a second photo to the template, “*Photo2” appears in the Photo field, but if you want to add Photo 1 again, click the Lookup button, and select *Photo1 from the Photos menu, or type *Photo1 in the Photo field. See the *Using the Photo and Graphic Object Query* section later in this chapter for more information on using the lookup.



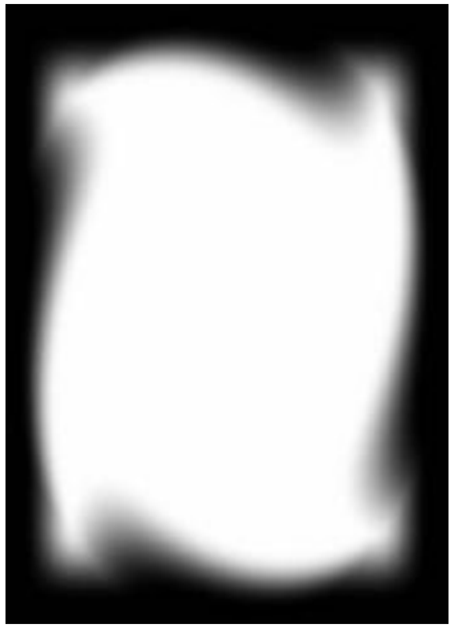
Transparency Options

The Transparency setting you select depends on the type of photos you will use with the border. If you want the photo to be transparent, select the Simple option and enter a transparency percentage. If the border is for green screen photos, select the Chroma key option. If the border is for multi-exposure photos you want to overlap, select either the High-key or Low-key option, depending on whether the photo you are adding has a white or black background.

If you want to create effects where a section is masked off so the effect is not applied, select Pre-defined Mask, and select a mask you want to apply.

You can create your own masks if you want a transparent shape that is not available in the pre-defined masks. For example, you might want to create a cut-out as in the example below.

To create a custom mask effect, you must first create a graphic file that contains the shape you want to be masked from the effect. On the Choose Mask window, check the "Custom Mask" checkbox, and browse for your mask file. The effect above uses the following mask JPG file.



The inner shape is the masked area and is transparent. The default color around the masked area is white. If you want the non-transparent area to be a color other than white, you can use the Color effect. See the custom mask example in the *Adding an Effect* section.

Movement Options

The Movement setting determines if you can move the photo inside the border when you apply the border in the Photo Workshop. The default setting, Adjustable, gives you freedom to move the photo within the image cell. The Fixed setting does not let you move the photo at all. The Floating setting gives you freedom to move the photo anywhere on the page. The Relative setting allows you to move the photo, but its position remains relative to the object on the previous layer. This is useful if you want to keep the relationship between two photos or a photo and text. Using this option is like grouping objects. In the example below, you want to be able to move the photos as a whole, but you do not want to be able to move them independently. The large photo is set to Adjustable, and the small photo is set to Relative.

Advanced Options

You can add a frame to the photo, and specify the frame color, size, and offset (from the photo edges). If you want a photo to have a shadow, select the Draw a Drop Shadow option. With this selection, you can have the shadow appear either below the photo or on top of the photo so the photo appears inset. Specify the offsets and radius of the shadow.

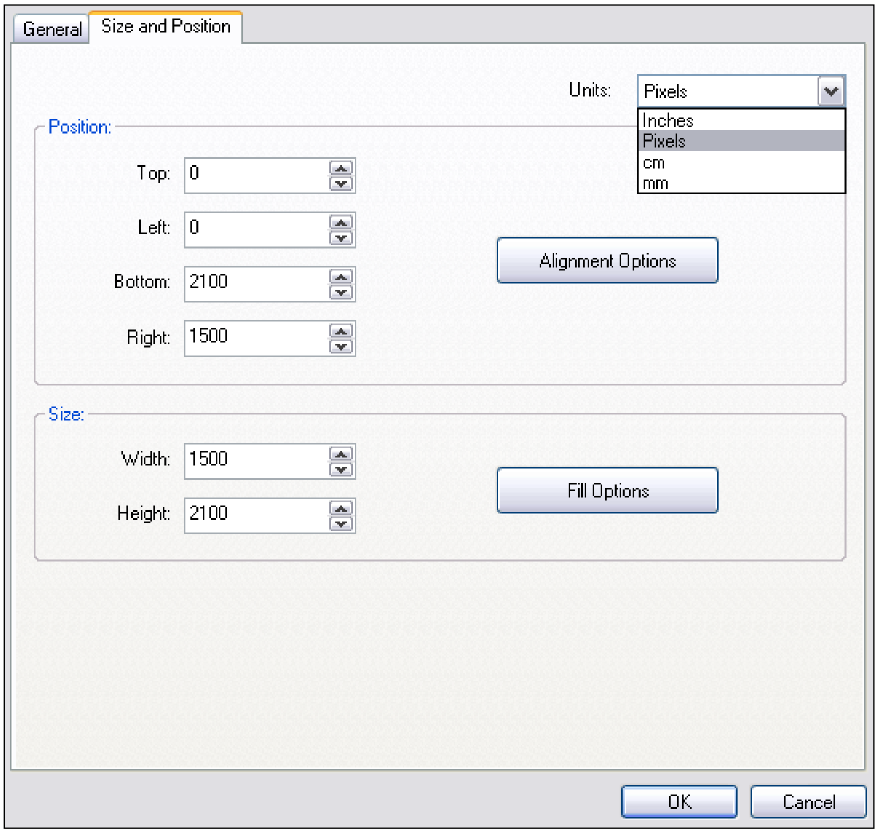
You can choose whether or not a photo must be manually selected. When you disable this option, selecting photos in the photo bar of the Photo Workshop automatically fills in the image cells. When you enable this option, you must drag a photo from the photo bar to the image cell in which you want the photo to appear. Finally, you can set a rotation angle for the photo.

To set the exact position and size of an image cell, click the Options tab.

After you add the image cell, you can size it with the mouse. Select the cell and position your pointer in one of the corners until you see the arrow pointer. Drag the corner to change the size of the image cell.

Size and Position

It is possible to select the size and position for the photo from the "Photo Object" window. This is available in the "Size and Position" tab. Photographers can change the position starting at the top left corner. This positioning system can be measured in inches, pixels, centimeters (cm), or millimeters (mm).



Before you choose a position or size for your object, first check the drop-down box in the upper right hand corner, there are four possible units of measure: pixels (default), inches, centimeters, and millimeters. You can change the unit of measure at any time, and the numbers in each field will automatically change to accommodate the new units, without changing the position or size.

The "Position" fields determine exactly where each side of the shape is located. The farthest point up, down, left, and right of the shape will be placed at these coordinates. A "Top" entry of 0 means the topmost part of the object will extend to the very edge of the top border. A "Left" entry of 50 means the object will start 50 pixels from the leftmost

edge of the border. To change the position of the edges of your object, use the arrow buttons or click in the text fields and type in the desired amounts.

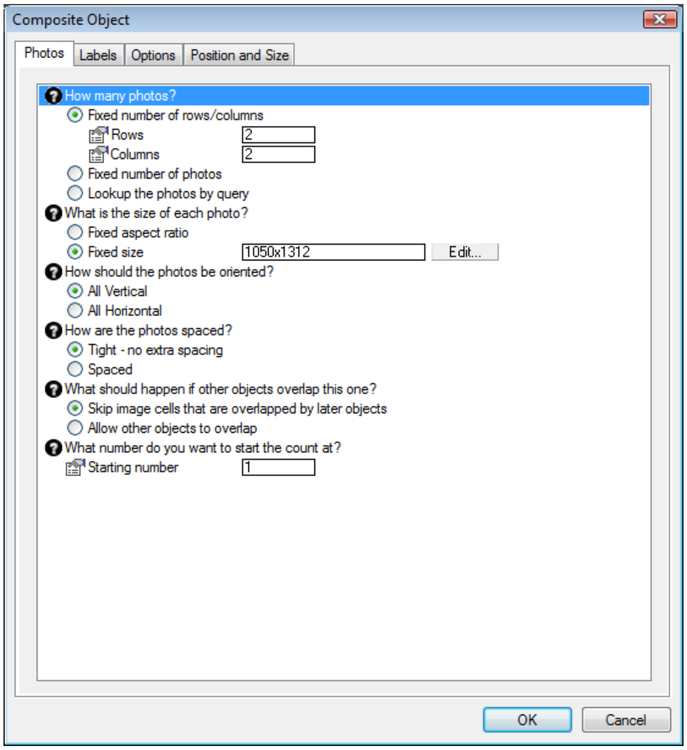
Note: *Changing the coordinates within the Position fields can change the size of your object.*

To quickly change the position of object, you can click the "Alignment Options" button. This option will bring up a drop-down list of available alignments: Left, Center, Right, Center of Page, Top, Middle, and Bottom.

The "Size" fields determine the width and height of your shape. Click the arrow buttons or click in the text field to enter the desired size of your object. To quickly change the size of a object, you can click the "Fill Options" button. This option will bring up a drop-down list of available fill options: Fill Entire Page, Fill Width, Fill Height. Choosing one of these will extend those parameters to the edge of the border.

Add Multiple Photos

Adding multiple photos using the Add Photo tool lets you create layouts where photos are positioned anywhere on the page. However, there may be times when you want to have multiple photos on the page in a row/column format as in a composite. To create a template for this type of layout, click "add multiple photos" on the toolbar to open the Composite Object window.



If you want a fixed number of rows and columns, set the array size by specifying the number of rows and columns. If you want a specific number of photos, enter the number of photos you want on the page. You can choose to lookup photos from a query since the number of photos could vary by job. You can also select the value to start the count for the photos.

Photo Queries

On the Photos tab, select "Lookup the photos by query" to set queries specifying which photos you want to print. Click the Edit button to open the Photo Query window. Click the Add Query button to select a predefined query. Many times, you simply want to print all photos in a catalog, including sub-catalogs, or you want to print all the photos in the open sub-catalog. You can choose either of these queries by selecting the Generic Queries menu item.

You can use other predefined school-related queries on the Add Query menu. You can have your composite display photos by class, grade, or entire school.

Note: *For these predefined queries to return results, you must enter photo data for your photos. You must enter "type" in the property field and use a value that matches those in the queries.*

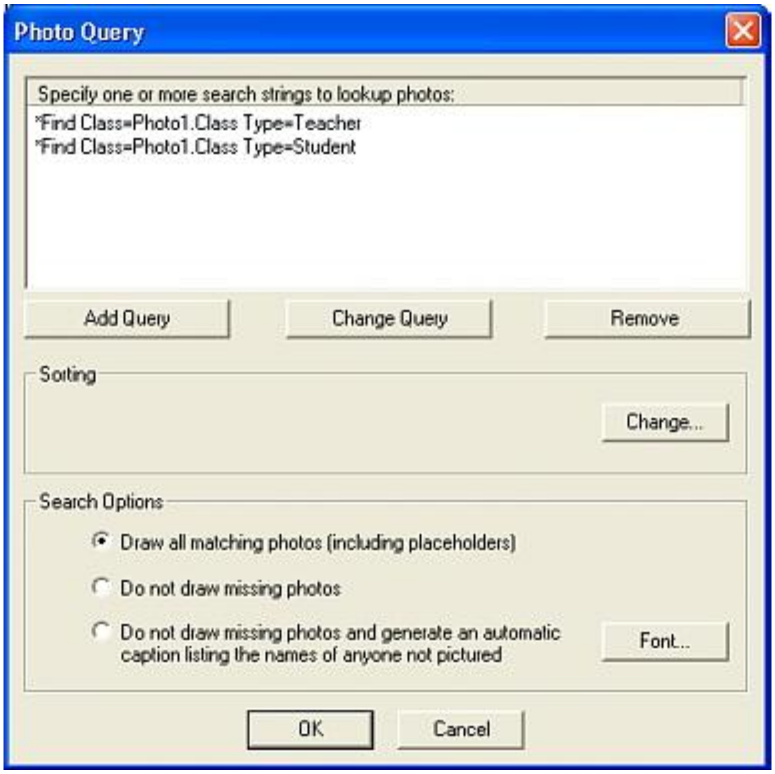
By class, you can select a query that displays all photos in the class catalog, including the teachers. You can select a query that displays only the teachers in the class or a query that displays only the students in the class.

By grade, you can select a query that displays all the photos in the grade, including the teachers. You can select a query that displays only the teachers in the grade or a query that displays only the students in the grade. You can also select a query that displays only the male or female students. With this query, the gender that appears in the composite depends on the photo you select in the Photo Workshop. If the photo data of the selected photo contains a value of "female" in the Gender field, the composite displays the females in the grade. Select a male photo to view all males.

By entire school, you can select a query that displays all the photos in the school (i.e., all photos in the job). You can select queries that display only the administrative staff, only the teachers, or only the students in the school.

If you want to specify a Type query of a name other than those predefined, select "Find type" from the Add Query menu and replace the question marks with a type value you use in your photo data. When you apply the composite border to a photo, the application looks in the catalog for the photos having the type value you specified and adds it to the composite.

You can add multiple queries to the composite. For example, if you want to create a composite that displays the teacher first and then all the students in a class, you can add the Teacher by Class query, and then add the Students by Class query. The order of the queries determines the order in which the photo types display in the composite. In the example below, the Teacher by Class query is first; therefore, the teachers will appear on the composite first.



To change a query, select it in the list, and click the Change Query button. A cursor appears allowing you to type changes to the query. To remove a query, select it in the list, and click the Remove button.

Change the sorting of individual photos in the composite by clicking the Change button. You can set up to three levels of sorting. Select the item you want to sort by, and then choose either ascending or descending.

You can choose to draw all images that match the queries, including photo placeholders of missing photos. If you do not want to have photo placeholders in the composite, select "Do not draw missing photos." You can also choose not to include photo placeholders and, in addition, include a list of the names of those not pictured. If you choose this option, you can set font attributes for the list by clicking the Font button.

Image Cell Settings

Set the fixed aspect ratio for the images to be on the composite. Click the Edit button to set the size. You can select a common size, or to enter a custom size, select *Custom* from the Common Sizes drop-down and enter the height and width.

Enter the size of the area you want to fill, enter the number of rows and columns, and select the orientation of the photos. If there are more photos than what you allow for, the application overrides the size and row/column setting to fit all images on the page. If you want space between the photos, select "Spaced." Choose how to handle overlapping photos, and how you want to align the last row if it is not full.

Photo Labels

On the Labels tab, check the Show Labels checkbox if you want the composite to have labels below each photo. Enter the label you want to appear, and click the Font button to set the font attributes of the text. The label can be any text or any variable name enclosed in percent signs (%). If you use a variable label, the application prompts you to enter the variable value for each photo when the composite is generated. Choose the position of the label in relation to the photo. If you want the label text to be white on a black background, click the Invert checkbox.

You can label with predefined variables such as the date or copyright by clicking the Insert Auto Text button and selecting a variable.

Composite Options

The Transparency setting you select depends on the type of photos you will use with the border. If you want the photo to be transparent, select the Simple option and enter a transparency percentage. If you want to create effects where a section is masked off so the effect is not applied, select Pre-defined Mask, and select a mask you want to apply. If the border is for green screen photos, select the Chroma key option.

You can add a frame to the photo, and specify the frame color, size, and offset (from the photo edges). If you want a photo to have a shadow, select the Draw a Drop Shadow option. With this selection, you can have the shadow appear either below the photo or on top of the photo so the photo appears inset. Specify the offsets and radius of the shadow.

Composite Size and Position

Before you choose a position for your object, first check the drop-down box in the upper right hand corner, there are four possible units of measure: pixels (default), inches, centimeters, and millimeters. You can change the unit of measure at any time, and the numbers in each field will automatically change to accommodate the new units, without changing the position or size.

The "Position" fields determine exactly where each side of the shape is located. The farthest point up, down, left, and right of the shape will be placed at these coordinates. A "Top" entry of 0 means the topmost part of the object will extend to the very edge of the top border. A "Left" entry of 50 means the object will start 50 pixels from the leftmost edge of the border. To change the position of the edges of your object, use the arrow buttons or click in the text fields and type in the desired amounts.

Note: *Changing the coordinates within the Position fields can change the size of your object.*

To quickly change the position of object, you can click the "Alignment Options" button. This option will bring up a drop-down list of available alignments: Left, Center, Right, Center of Page, Top, Middle, or Bottom.

Adding a Border Graphic

Most borders contain a graphic, whether it is a decorative border that surrounds the photo or a simple logo in the corner of the page. You can add one or more graphics to your border template by clicking "add graphic" on the toolbar. The Graphic Object window appears. Click the Browse button to select the graphic file you want to appear on the page.

The Border Workshop can use several different types of files while making graphics. The Workshop will convert these files to .PNG files automatically as the border is created.

Transparency Options

If you want the graphic to appear as-is, leave the Transparency option on None. If you want the graphic to be transparent, select the Simple option and enter a transparency percentage. If you want to make a single color in the image transparent, select the Drop Out a Specific Color option and choose the color you want to drop out. If your graphic has an alpha channel you want to make transparent, select the Use Image Alpha Channel option.

Movement Options

The Movement setting determines if you can move the graphic when you apply the border in the Photo Workshop. The Fixed setting does not let you move the graphic at all. The Floating setting gives you freedom to move the graphic anywhere on the page. The Relative setting allows you to move the graphic, but its position remains relative to the object on the previous layer. This is useful if you want to keep the relationship between two graphics or a graphic and text. Using this option is like grouping objects.

Advanced Options

You can add a frame to the graphic, and specify the frame color, size, and offset (from the graphic edges). If you want a graphic to have a shadow, select the Draw a Drop Shadow option. With this selection, you can have the shadow appear either below the photo or on top of the photo so the photo appears inset. Specify the offsets and radius of the shadow. Finally, you can set a rotation angle for the graphic.

Size and Position

It is possible to select the size and position for the graphic elements from the "Graphic Object" window. This is available in the "Size and Position" tab.

Before you choose a position or size for your object, first check the drop-down box in the upper right hand corner, there are four possible units of measure: pixels (default), inches, centimeters, and millimeters. You can change the unit of measure at any time, and the numbers in each field will automatically change to accommodate the new units, without changing the position or size.

The "Position" fields determine exactly where each side of the shape is located. The farthest point up, down, left, and right of the shape will be placed at these coordinates. A "Top" entry of 0 means the topmost part of the object will extend to the very edge of the top border. A "Left" entry of 50 means the object will start 50 pixels from the leftmost edge of the border. To change the position of the edges of your object, use the arrow buttons or click in the text fields and type in the desired amounts.

Note: *Changing the coordinates within the Position fields can change the size of your object.*

To quickly change the position of object, you can click the "Alignment Options" button. This option will bring up a drop-down list of available alignments: Left, Center, Right, Center of Page, Top, Middle, or Bottom.

The "Size" fields determine the width and height of your shape. Click the arrow buttons or click in the text field to enter the desired size of your object. To quickly change the size of a object, you can click the "Fill Options" button. This option will bring up a drop-down list of available fill options: Fill Entire Page, Fill Width, Fill Height. Choosing one of these will extend those parameters to the edge of the border.

Adding Text

You can add either static text or variable text to a border. Static text appears as-is when the border is applied to a photo. When you apply a border to a photo that contains variable text, you are prompted to enter text to replace the variable. For example, you might have a static text label "Name:" and a text variable for the name. When you apply the border to a photo, the application prompts you to enter the name of the person in the photo so his or her name appears.

To add text, click "add text" on the toolbar. The Text Object window appears. Enter the text you want to appear on the page. If you want to enter a text variable, type a percent sign before and after the variable name. For example, you enter the text "My name is %name%." This example prints the static text "My name is" and then prompts you for a name. You might also use variable text without static text. For example, %title% prompts you for the person's title and prints only the title. You can insert predefined variables such as the date or copyright by clicking the Insert Auto Text button and selecting a variable.

Attribute Options

Select the font settings and text alignment. You can set color attributes by checking the attributes you want to use and choosing a color. This section allows the photographer to set text opacity, the background color for the text box and the background color opacity.

Movement Options

The Movement setting determines if you can move the text when you apply the border in the Photo Workshop. The Fixed setting does not let you move the text at all. The Floating setting gives you freedom to move the text anywhere on the page. The Relative setting allows you to move the text, but its position remains relative to the object on the previous layer. This is useful if you want to keep the relationship between two text objects or a graphic and text. Using this option is like grouping objects.

Vertical Alignment Options

Choose the vertical alignment within the text box. When you add text, it is inside a text box that can be sized. This setting aligns the text at either the top, middle, or bottom of the text box.

Character and line Spacing

The Border Workshop allows user to set custom character spacing for the text on a border. The workshop offers default, exact, and even options. The "Exact" option allows the photographer an opportunity to set the exact spacing measured in pixels. The "Evenly Spaced Text Box" option means that each character will be evenly spaced with every other character in the text box.

The Border Workshop also allows the user to set custom line spacing for the text on the border. These options include single, multiplier and exact. The multiplier option takes the amount fixed for single and multiplies that by the entered number. A photographer could choose 6 and the result would be 6 single lines between each line of text. The exact option allows the user to select an exact pixel width. If the user entered 20 in the "Exact" field, then the space between each line of text would be 20 pixels wide.

Advanced Options

The advanced section of the Text Object window includes seven features. These allow the user to display text onscreen as a guide but the text is not printed. It allows the user to draw an outline around the text in addition to a drop shadow or an inside shadow around the text. The advanced options allow the user to enter a text rotation angle if you want rotated text. Users can also select whether or not you want word-wrap enabled. When enabled, the text wraps within the text box. Finally, this feature allows the user to make the border editable for future changes.

Size and Position

It is possible to select the size and position for the text from the "Text Object" window. This is available in the "Size and Position" tab. Before you choose a position or size for your object, first check the drop-down box in the upper right hand corner, there are four possible units of measure: pixels (default), inches, centimeters, and millimeters. You can change the unit of measure at any time, and the numbers in each field will automatically change to accommodate the new units, without changing the position or size.

The "Position" fields determine exactly where each side of the shape is located. The farthest point up, down, left, and right of the shape will be placed at these coordinates. A "Top" entry of 0 means the topmost part of the object will extend to the very edge of the top border. A "Left" entry of 50 means the object will start 50 pixels from the leftmost

edge of the border. To change the position of the edges of your object, use the arrow buttons or click in the text fields and type in the desired amounts.

Note: *Changing the coordinates within the Position fields can change the size of your object.*

To quickly change the position of object, you can click the "Alignment Options" button. This option will bring up a drop-down list of available alignments: Left, Center, Right, Center of Page, Top, Middle, or Bottom.

The "Size" fields determine the width and height of your shape. Click the arrow buttons or click in the text field to enter the desired size of your object. To quickly change the size of a object, you can click the "Fill Options" button. This option will bring up a drop-down list of available fill options: Fill Entire Page, Fill Width, Fill Height. Choosing one of these will extend those parameters to the edge of the border.

Adding an Effect

You can add an effect object to overlay other objects in your template. The effect object takes on the effect you specify, such as grayscale or color saturation. When you layer the effect object on top of another object on the page, the effect is "applied" to the object.

Using the grayscale effect object, you can create an image such as the one shown above. The large photo is Photo1 and the small photos are Photo2 and Photo3. The effect object is layered under the small photos in the layer stack, but on top of the large photo so only the large photo has the effect. The layer the effect is on is very important. In this example, if the effect were on top of all other layers, all photos would be grayscale. To add an effect, click "add effect" on the toolbar. The Effect Object window appears. Select the effect you want to use.

Transparency Options

Select the transparency option. If you do not want any special transparency effect, select None. If you want to create effects where a section is masked off so the effect is not applied, select Pre-defined Mask, and select a mask you want to apply.

You can create your own masks if you want a transparent shape that is not available in the pre-defined masks. For example, you might want to create a color mat effect with a cut-out as in the example below.

To create a custom mask effect, you must first create a graphic file that contains the shape you want to be masked from the effect. On the Choose Mask window, check the "Custom Mask" checkbox, and browse for your mask file. The mat effect above uses the Color effect and the following mask JPG file.

The inner shape is the area masked from the effect. When you add the mask file to the effect, the effect is applied only to the area outside the mask area. The default color for the outer edge of a mask file is white. Had the color effect not been applied, the non-transparent portion of the mask would be white. See the mask example in the *Adding Photo Placeholders* section.

Movement Options

If you want to be able to move the effect in relation to the object just below it in the layer order, select the Relative option. This groups the effect with the object on the previous layer. Otherwise, the effect object is fixed; it cannot be moved when the border is applied to a photo.

Advanced Options

In the Advanced options, you can enter a rotation angle for the effect object. If you selected a mask, you can invert the mask. Inverting the mask blocks off the area outside the mask shape so the effect is applied to the shape instead of around the shape.

Other Options

Some of the effects have additional options. The Brightness, Darken and Saturation effects allow you to enter an amount. The Color effect allows you to select a color and enter a transparency value. The DuoTone effect allows you to select a color and enter saturation and hue values. The remaining effects have no extra settings.

Size and Position

It is possible to select the size and position for the effect from the “Effect Object” window. This is available in the “Size and Position” tab. Before you choose a position or size for your object, first check the drop-down box in the upper right hand corner, there are four possible units of measure: pixels (default), inches, centimeters, and millimeters. You can change the unit of measure at any time, and the numbers in each field will automatically change to accommodate the new units, without changing the position or size.

The “Position” fields determine exactly where each side of the shape is located. The farthest point up, down, left, and right of the shape will be placed at these coordinates. A “Top” entry of 0 means the topmost part of the object will extend to the very edge of the top border. A “Left” entry of 50 means the object will start 50 pixels from the leftmost

edge of the border. To change the position of the edges of your object, use the arrow buttons or click in the text fields and type in the desired amounts.

> ***Note:*** *Changing the coordinates within the Position fields can change the size of your object.*

To quickly change the position of object, you can click the "Alignment Options" button. This option will bring up a drop-down list of available alignments: Left, Center, Right, Center of Page, Top, Middle, or Bottom.

The "Size" fields determine the width and height of your shape. Click the arrow buttons or click in the text field to enter the desired size of your object. To quickly change the size of a object, you can click the "Fill Options" button. This option will bring up a drop-down list of available fill options: Fill Entire Page, Fill Width, Fill Height. Choosing one of these will extend those parameters to the edge of the border.

Editing a Text Object's Font

After adding a text object, you can change its font without opening the item properties. Select one or more text objects, and click "font" on the toolbar. You can set font attributes for the text and view a sample of your font selections before applying them.

Adjusting the Page Layout

After you add border objects, you might need to adjust how they are presented on the page. For example, you might have three small photos you want to align and space evenly. Or, you might need to change the layer order of overlapping objects to achieve the look you want. Use the following tools to make these kinds of layout adjustments.

Fill & Fit Tool

Use this tool to size a selected object in relation to the page.

- Fill Entire Page: Sizes the object to the exact size of the page
- Fill Width: Sizes the object to the exact width of the page

- Fill Height: Sizes the object to the exact height of the page
- Fit Within Page: Sizes the object proportionally until its boundaries reach the edge of the page

Make Same Tool

The Make Same tool gives one object the same attributes as another. The order in which you select objects before using this tool is important. First, select the object from which you want to copy attributes, and then select the objects you want to copy to. Click “make same” on the toolbar and select the attributes you want to copy.

- Make Same Size: Sizes the object to the exact size of the object you selected first
- Make Same Size & Position: Sizes the object to the exact size and positions the object to the exact position of the object you selected first
- Make Same Width: Sizes the object to the exact width of the object you selected first
- Make Same Height: Sizes the object to the exact height of the object you selected first
- Make Same Font: Applies the same font attributes as the text object you selected first

Center Tool

Use this tool to center selected items on the page. When you have multiple items selected, they are centered as a single unit.

- Horizontally: Centers the object between the left and right of the page
- Vertically: Centers the object between the top and bottom of the page
- Center: Centers both horizontally and vertically

Align Tool

This tool aligns two or more selected objects with each other. The first three align options are for the horizontal alignment of objects stacked vertically. The last three are for the vertical alignment of horizontal objects.

- Left: Aligns objects by their left edges
- Center: Aligns objects by their centers

- Right: Aligns objects by their right edges
- Top: Aligns objects by their top edge
- Middle: Aligns objects by their middles
- Bottom: Aligns objects by their bottom edges

Space Tool

Use the Space tool to evenly space three or more selected objects. You can set spacing from the object edges or from the object centers.

- Gaps Horizontally: Equally spaces the gaps between objects lined horizontally on the page.
- Gaps Vertically: Equally spaces the gaps between objects lined vertically on the page
- Centers Horizontally: Equally spaces objects from their centers. Use with objects lined horizontally on the page.
- Centers Vertically: Equally spaces objects from their centers. Use with objects lined vertically on the page.

Order Tool

You can change the layer order of a selected object. As you add objects to the page, they are layered one on top of another. The back, or bottom, layer is covered by new layers. The front, or top, layer covers all previous layers. To achieve the look you want, you might need to rearrange the order in which objects appear on the page. You can use the Order tool on only one selected object at a time.

- Send to Back: Sends the selected object to the bottom of the layer stack. The object becomes the first item in the Border Items list.
- Bring to Front: Sends the selected object to the top of the layer stack. The object becomes the last item in the Border Items list.
- Send Backward: Sends the selected object one layer toward the bottom of the layer stack. The object moves closer to the first item in the Border Items list.
- Bring Forward: Sends the selected object one layer toward the top of the layer stack. The object moves closer to the last item in the Border Items list.

Rotate Tool

Use this tool to rotate photo, text, and graphic objects. You can rotate 90 degrees, 180 degrees or an angle you specify. When you rotate photo objects, the photo rotates within the image cell. For example, if you have a portrait image cell and you rotate 90 degrees, the image cell remains portrait, but the photo within the cell rotates 90 degrees.

- Reset: Resets the rotation to the original setting
- 90° Clockwise: Rotates the selected object 90 degrees to the right
- 90° Counterclockwise: Rotates the selected object 90 degrees to the left
- 180°: Rotates the selected object 180 degrees
- Angle: Allows you to set a specific degree angle of rotation

Select

The Studio Solution Border Workshop provides more control for the border creator. The "Select" tool provides the photographer with a simple way to click-select border objects. This tool provides a way to click and drag objects around the template or to perform subtle changes in a zoomed in view.

To use the "Select" tool, highlight the icon. This will activate the feature. Click on items in the Border Preview. All selected items will highlight by displaying an outline.

This is what a selected item in the Border Workshop looks like. An outline will appear on the exact outline of

Pan

The Pan tool allows the photographer to move around a photo quickly while zoomed in. To use this tool, click on "Pan." Move the cursor over to the border viewer and notice that the cursor now appears as a small hand. Hold the left button down on the mouse and move around the photo. The user should notice that the object moves the same the way the mouse moves.

Zoom

The Zoom tool allows the photographer to pull the border closer for better viewing. This is helpful when building a border because you can see the flaws up close and thus you are able to better cover and correct those flaws. To zoom the image, click on the magnifying glass icon. When you move over the border viewer, your cursor now appears as a magnifying glass. Click on the part of the border that you wish to magnify. You can either click repeatedly on the picture to zoom in or you can click on the object and use the mouse scroll wheel to zoom. Whatever you click on in the border viewer will automatically center.

Fit to Page

The Fit to Page tool allows you to zoom the entire template out to the original border size. This tool will fit the entire image into the confines of the border viewer.

Actual Size 100%

The Actual Size tool allows the user to view the border at the actual pixel size of your monitor. The Border Viewer portion of the editing screen shows a condensed version of the image. By viewing the image at its Actual Size, you are able to see every imperfection available for display. For extremely large borders this is a great way to identify parts of the border that would not be noticeable in a small 4x6 print.

Testing Variable Text fields

If you add variable text to your template, the application prompts you for values for those text fields when you apply the border to a photo. You can test the variable input form from the Border Workshop to make sure fields are correct and text appears correctly on the page. To test the form, click "test form" on the toolbar. The Text Fields window displays your variable text fields. You can enter values into the fields to check your layout.

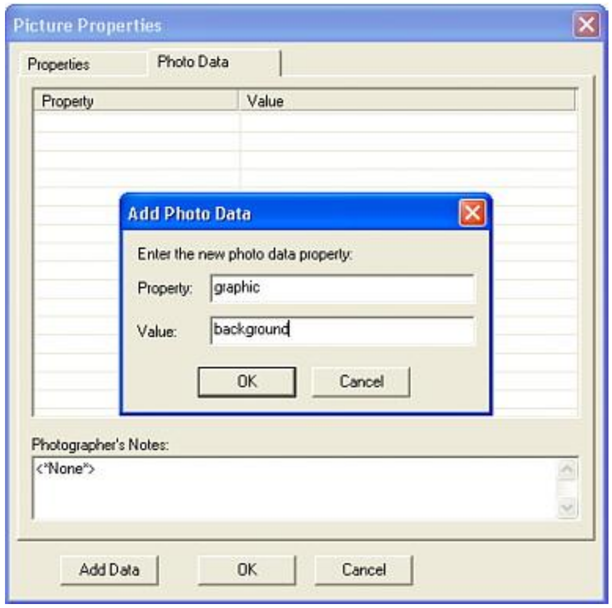
Using the Photo and graphic Object Query

When you add photos and graphics to a border template, you can select a variable that instructs the application to generate the border at the time it is applied based on images found in the catalog. The simplest photo variable is *Photo# (e.g., *Photo1). This variable is entered automatically as you add single photos to the template. This variable simply adds to the border the first, second, third, etc. photo you select while editing a photo in the Photo Workshop. There are two other types of predefined variables you can select—graphic and query variables.

Graphic Variables

If have a graphic element you consistently want to add to your photos, you might add the graphic to your catalog. Common graphic elements in a border are a background and a logo. Once added to the catalog, the graphics are available to be used by graphic variables you specify in your border template.

For your border template to access these graphics, you must add photo data to the graphic file so the border can find them. To add photo data, right-click the graphic in the Photo Library and select Properties. Click the Photo Data tab, and click the Add Data button. Using the background example, enter a property of *graphic* and a value of *background*.



When you add a graphic to a border template, click the Lookup button to add a graphic variable. There are predefined variables for background and logo graphics. Use these if you have graphics in your catalogs with a property of *graphic* and a value of *background* or *logo*. If you want to specify a variable for a graphic property of a different value, choose "Graphic" from the graphic lookup menu and replace the question marks in the Graphic field with a value you use in your photo data. When you apply the border to a photo, the application looks in the catalog for the graphic having the value you specified in the variable and applies it to the border.

For example, you want to create a border for membership ID cards. Your catalogs contain a graphic with photo data of *graphic=idcard*. You want this border to use the *graphic* photo property of the value *idcard*, so you choose "Graphic" from the graphic lookup menu and replace the question marks with *idcard*. Your catalog contains an ID card graphic, and its photo data indicates the graphic value is *idcard*. When you apply your ID card border to a photo, the application finds the graphic named *idcard* and applies it to the border.

Query Variables

You might want to create a border that searches for a photo or graphic of a certain Type value. When the search finds that photo or graphic in the current catalog, the application inserts the photo into the border. For example, you might have a group photo, like a team photo, in your catalog and you want it to always be applied to a special border, like a memory mate. If the photo's data has a property of *type* and a value of *group*, you can use a query in the border template that tells the application to find the photo of type "group" when you open the border in the Photo Workshop. When the photo is found, the application applies the photo to the border.

Note: *If there is more than one photo in the catalog with the same type value, the application uses the first one it finds. Therefore, this feature is best used when you only have one photo of the type specified in the query.*

The Queries lookup contains common queries. To use these, you must use the same type value in your photo data as in the query you want to use. For example, if you use the query *Find Type=league and you do not use the type value "league" in the photo data for any photos, the query will return no photos.

Note: *The query is not case sensitive.*

If you want to specify a query for a photo type other than those predefined, choose "Find" from the query lookup menu and replace the question marks with a type you use in your photo data. When you apply the border to a photo, the application looks in the catalog for a photo of the type you specified and adds it to the border.

Troubleshooting

If you are having problems with the network or software, read on for help. Click a link to jump directly to the help for a problem.

Common status bar errors

Can’t connect to a server or client station

Can’t detect a printer or camera

Can’t connect to the database

Can’t access the photos folder

Can’t find a portrait session

Can’t send orders to print

Common Status Bar Errors

The status bar is located at the very bottom left of the software and will display to update you of any errors in the software.

Print Queue Problem

The print queue could not be started. It is possible that your print server is not set up, or that this client cannot connect to it. Click here to troubleshoot server connections.

File Server Problem

An error occurred while connecting to the file server. You may not be able to access pictures and customers until the conditions are corrected. It is possible that your data server is not set up, or that the client cannot connect to it to send and retrieve information. Click here to troubleshoot database connections.

Camera Not Detected

Your camera has not been detected. Click here to troubleshoot camera problems.

Can't Connect to a Server or Client Station

There are a few common reasons for not being able to connect to a station. Before reading this guide, click here for a walkthrough to setting up your network.

Hardware Problems

It is possible that there is a problem with your computer equipment:

1. Ensure that every station is physically connected to the network, or that your wireless network is working properly.
2. Try restarting all of the computer stations and your router/modem.
3. Confirm that all stations are functioning and connected to your local area network.

Permissions

Your operating system permissions could be blocking the stations from accessing each other.

1. Ensure that you have administrative access to the server computer.
2. You will need to enable file sharing, share photo folders, and disable your firewall on the server computer. You can perform these functions in the software by navigating to **Manage Studio > Options > Network Options and** selecting **Server Computer** from the left side of the software.
3. Select **Enable File Sharing**.
    a. **For Windows XP**: Follow the Network Setup Wizard to enable file sharing on your network. You will need to restart your computer before this takes effect.
    b. **For Windows Vista**: The Network and Sharing Center window appears. **Turn On** the following options: **Network discovery**, **File sharing**, **Public folder sharing**, and **Printer sharing**. Select **X** to exit this window when finished.

c. You may also want to disable User Account Control (UAC) in Vista to eliminate recurring password and permission prompts. To do this:

   i. Open the **Control Panel** and under **User Account and Family Safety**, select **Add or remove user accounts**.

   ii. Select **Go to the main User Accounts page** and select **Change security settings**.

   iii. Click to unselect the box next to Use **UAC to help protect your computer**.

   iv. Select **OK**. UAC is now disabled.

2. Select **Share Photo Folder**.

   a. **For Windows XP**: Select the **Sharing** tab, and select **Share this folder on the network**. The **Share Name** should be Photos. Select **Allow network users to change my files**. Select **Apply**. Select **OK**.

   b. **For Windows Vista**: Once you have enabled File Sharing, the Photos folder is automatically shared as a subfolder. If you wish to share the folder manually, you can disable sharing of public folders and enable sharing specifically on your photos folder only by **right-clicking** on it and selecting **Share** and allowing all users on your network.

3. Select **Disable Firewall**.

   a. **For Windows XP**: The Windows Firewall window appears. Select to turn the firewall off, or to enable Studio Solution as an exception. To do this, select the **Exceptions** tab and select **Add Program**. Select **Studio Solution** and select **OK**.

   b. **For Windows Vista**: The Windows Firewall window appears. Select to turn the firewall off, or to enable Studio Solution as an exception. To do this, select the **Exceptions** tab and select **Add Program**. Select **Studio Solution** and select **OK**.

4. Select **Apply**.

Testing the Server

Once the hardware, network connection, and your server settings have been verified, go to one of your client stations to test the server connection:

1. Go to a client computer and navigate to **Manage Studio > Options > Network Options and** select **Client Computer** from the left side of the software.
2. Ensure that the Server Name, IP address, and Workgroup are all accurate.
    a. You must be in the same Workgroup to connect to the server computer.
3. Select **Test Server** to locate the server computer.
4. If the test fails, select **Manually specify the computer name of the server computer** and enter the server name or IP address of the server computer.
5. Select **Test Server** to manually locate the server computer.
6. If the test fails, ensure that you have followed all of the steps in both Setting Up Your Network and Troubleshooting.
7. Restart your computers to reset the connection, repeat the steps.
8. Contact customer care if the problem persists.

Testing the Clients

Once the hardware, network connection, and your server and client settings have been verified, return to the server computer to view the connected clients.

1. Go to the server computer and navigate to **Manage Studio > Options > Network Options and** select **Server Computer** from the left side of the software.
2. Ensure that the Server Name, IP address, and Workgroup are all accurate.
    a. You must be in the same Workgroup to view client computers.
3. Select **View Clients** to locate client computers.
4. If no clients are active, ensure that you have followed all of the steps in both Setting Up Your Network and Troubleshooting.
5. Restart your computers to reset the connection, repeat the steps.
6. Contact customer care if the problem persists.

Can’t Detect a Printer or Camera

There are a few common reasons for not being able to detect a printer or camera. Before reading this guide, click here for a walkthrough to setting up your printers and cameras.

Hardware Problems

It is possible that there is a problem with your equipment:

1. Ensure that the printer or camera is turned on.
2. Ensure that you have properly connected the printer or camera to the computer.
3. If Windows cannot recognize the device, Studio Solution will not be able to detect it.

Canon Printer Help

Canon printers should be automatically detected in the software. To view detected printers, navigate to **Manage Studio > Printers** and view the printer list.

If your printer is not detected:

1. Ensure that your printer is turned on and connected to the computer.
2. Select **[Add Canon iPF Printer]**.
3. If the printer is still not detected, look for it as a Windows Printer.
4. Select **[Add Printer using standard Windows Driver]**.
5. If the printer is still not detected, use Canon's printer troubleshooting.
6. Select **Troubleshoot Printer issues**.
7. If the problem persists, select Contact Canon Service Center.

Canon Camera Help

Canon cameras should be automatically detected in the software. To view detected cameras, navigate to **Manage Studio > Cameras**.

If your camera does not appear below. Select **Camera Type**:

1. Ensure that your camera is turned on and connected to the computer.
2. Select **Detect Camera**.
3. If the printer is still not detected, use Canon's camera troubleshooting.
4. Select **Troubleshoot Camera Issues**.
5. If the problem persists, select Contact Canon Service Center.

Can't Connect to the Database

Your network will share information between stations through a database. If your client and server station are not connected, view this help guide.

If your client station is connected to the server but cannot access the database:

1. Go to your server computer.
2. Navigate to **Manage Studio > Options > Network Options**.
3. Select **Server Computer** from the left side of the software.
4. View **Database Connection** and ensure it is the correct database.
    a. Use **Select Database** to edit SQL database options.
5. Select **Apply**.
6. Return to the client computer.
7. Navigate to **Manage Studio > Options > Network Options**.
8. Select **Client Computer** from the left side of the software.
9. Select **Test Server** to reconnect to the database.
10. The Database Connection should change from **Not Connected** to **Connected**.

Can’t Access the Photos Folder

Your network will share photos between stations. If your client and server station are not connected, view this help guide.

If your client station is connected to the server but cannot access the Photos folder:

1. Go to your server computer.
2. Navigate to **Manage Studio > Options > Network Options**.
3. Select **Server Computer** from the left side of the software.
4. View the **Photos Folder** address and ensure it is the correct location.
    a. Select **Browse Folders** to change the Photos folder.
5. Select **Share Photo Folder**.
    a. **For Windows XP**: Select the **Sharing** tab, and select **Share this folder on the network**. The **Share Name** should be Photos. Select **Allow network users to change my files**. Select **Apply**. Select **OK**.
    b. **For Windows Vista**: Once you have enabled File Sharing, the Photos folder is automatically shared as a subfolder. If you wish to share the folder manually, you can disable sharing of public folders and enable sharing specifically on your photos folder only by **right-clicking** on it and selecting **Share** and allowing all users on your network.
6. Select **Apply**.
7. Return to the client computer.
8. Navigate to **Manage Studio > Options > Network Options**.
9. Select **Client Computer** from the left side of the software.
10. Select **Test Server** to reconnect to the Photos folder.
11. The Server Photos Folder status should change from **Not Connected** to **Connected**.

Can’t Find a Portrait Session

If you cannot find a particular catalog or photo group, follow these steps to locating it:

1. Select the Photo Library tab from the bottom of the software.
2. If you created the session through the Manage Studio tab, it will automatically be saved in the Portraits tree.
    a. Select **Portrait** from the Catalog Menu.
    b. Search for your event by customer name, listed last name first.
3. To search for a catalog, select **Find** above the catalog list. Enter the text and type to search for, and select whether to search archived photos.
4. If the photo event is not in the Catalog Menu or archived, it is possible that it has been deleted.

Can't Send Orders to Print

If an order in the Orders workspace will not print:

1. Ensure that the target printer is turned on and connected to the network.
    a. Click here to troubleshoot printer and network options.
2. It is possible that you have created an order containing print items or sizes that your printer cannot produce.
3. It is possible that your print job has been suspended.
    a. Select **Print Queue** from the top of the Orders workspace.
    b. Select the **Pending Jobs** tab.
    c. Select the job you want to print.
    d. Select **Resume Print Job** from the left side of the window.
    e. Select **return** to the order page.
4. If the order has not resumed printing, select **Refresh** from the top of the Orders Workspace.
5. Select your job and select **print order**.

Reference

So far, this manual has listed all the tools and guides, sorted by types. This section will provide a quick-reference for the more complicated workspaces in the software, with screenshots and buttons listed by where they appear in your window with a brief description.

For detailed information on any button in the software, you should use the Table of Contents or Index to locate the correct chapter for using that tool, but if you're having trouble finding a button or an effect, or just want to know what a button does, continue reading.

Select a specific workspace to jump ahead to that section:

Photo Library Reference

Shopping Cart Reference

Orders Workspace Reference

Presentation Mode Reference

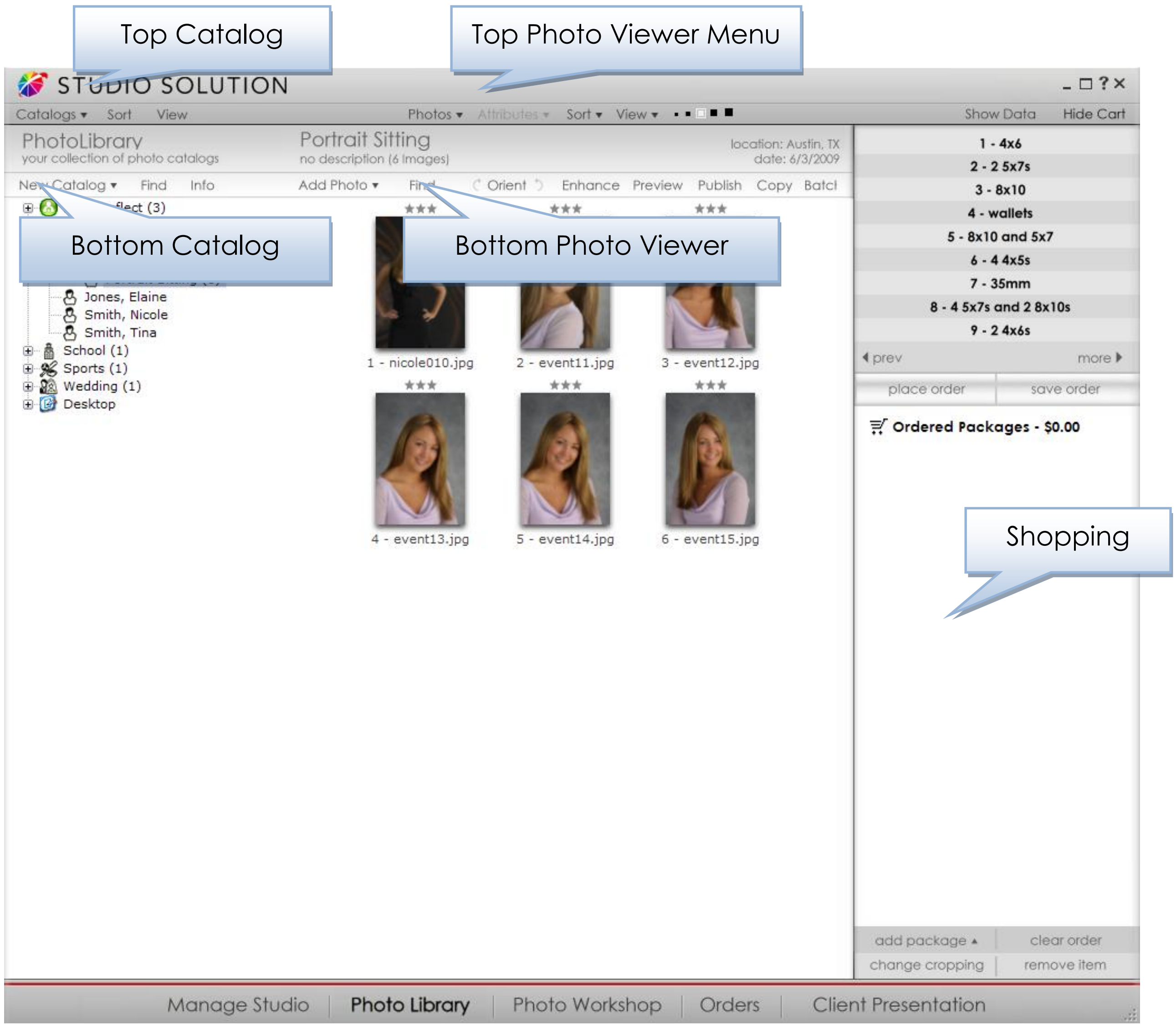
Photo Workshop Reference

Border Workshop Reference

For help with general reading, every reference guide will start at the top of the software, detailing the top-most menu bar, and will work down the page left to right. Each menu on the screen will list brief descriptions of the functions contained.

Photo Library Reference

Find the Photo Library by clicking the Photo Library tab at the bottom of the software.



Below are the menus for the Photo Library. Click a specific menu to jump ahead to that section:

Top Catalog Menu

Top Photo Viewer Menu

Bottom Catalog Menu

Bottom Photo Viewer Menu

Right-Clicking a Catalog

Right-Clicking a Photo

Top Catalog Menu

Catalogs:

- **Catalog Info:** information specific to the catalog can be entered here.
- **Remove Catalogs**: delete selected catalogs.
- **Publish Catalogs**: publish selected catalogs to your online.
- **UnPublish Catalogs**: remove selected catalogs from your online storefront.
- **Quick Archive**: quickly store backups of photos for the selected catalog.
- **Archive To**: back up and archive the selected catalog to a root folder.
- **Quick Unarchive**: quickly unarchive photos for the selected catalog.
- **Unarchive From**: select a location and event to unarchive photos from.
- **Reset Photo Numbers**: reset all photo numbers from a specified starting number.
- **Set Starting Photo Number**: set a starting number for all new imported photos.
- **Refresh**: refresh all catalogs.

Sort:

- **Sort Catalogs by Time**: sort catalogs by time and date of the event.
- **Sort Catalogs by Name**: sort catalogs by the event name.
- **Sort Catalog in Ascending Order**: sort catalogs by time in chronological order or by name in alphabetical order.
- **Sort Catalog in Descending Order**: sort catalogs by time in reverse-chronological order or by name in reverse-alphabetical order.

View:

- **View Catalogs Default**: view catalogs by software default view.
- **View Catalogs By Date**: view catalogs by time and date of the event.
- **View Catalogs Alphabetically**: view catalogs in alphabetical order.
- **View Catalogs By Type**: view catalogs by the event type.
- **Arrange Catalogs**:
    - **Arrange Catalogs By Day**: organize all catalogs by days.
    - **Arrange Catalogs By Week**: organize all catalogs by week.
    - **Arrange Catalogs By Month**: organize all catalogs by month.
    - **Arrange Catalogs into 4 groups**: organize catalogs alphabetically into 4 groups.
    - **Arrange Catalogs into 6 groups**: organize catalogs alphabetically into 6 groups.
    - **Arrange Catalogs into 26 groups**: organize catalogs alphabetically into 26 groups.
- **Show Number of Catalogs**: show the number of catalogs per catalog type.
- **Show Catalog ID**: show the event ID information in the catalog name.
- **Show Archived Catalogs**: view only archived catalogs.

Top Photo Viewer Menu

<u>Photos</u>:

- **Rename Photo**: rename selected photo.
- **Describe Photo**: add photographer note to selected photo.
- **Remove Photo**: delete selected photo.
- **Hide Photo(s)**: do not publish the selected photo when publishing the catalog.
- **Hide Hidden Photos**: do not display the hidden photos selected when viewing the catalog.
- **Hide 1 Star Photo:** do not display photos rated with one star.
- **Rate Photo**: assign a 1 to 5 star rating to selected photo.
- **Orient Photo**: set the orientation of the selected photo.
- **Service Notes**: view and edit services to be applied to selected photo.
- **Edit Shipping Info**: view and edit billing and shipping information for customer.
- **Select All**: select all photos in the catalog.
- **Deselect All**: deselect all photos in the catalog.
- **Refresh**: refresh photos in the catalog.
- **Open Containing Folder**: open and view the location containing the selected photo.
- **Copy Path to Clipboard**: copy the folder location of the selected photo to the clipboard.
- **Properties**: view and edit photo properties, notes, and data.

<u>Attributes</u>:

- **Save Attributes To**:
  - **Clipboard**: save current photo settings to the clipboard.
  - **System Defaults**: save current photo settings as system defaults.
  - **Catalog Defaults**: save current photo settings as catalog defaults.
  - **Custom 1 – 4**: save current photo settings as custom settings 1 – 4.
  - **New**: create a new custom setting for saving attributes to.
  - **Edit**: edit any custom settings you've created for saving attributes to.

- **Apply Attributes From**:
  - **Clipboard**: apply photo settings from the clipboard to the selected photo.
  - **System Defaults**: apply the system default photo settings to the selected photo.
  - **Catalog Defaults**: apply the catalog default photo settings to the selected photo.
  - **Custom 1 – 4**: apply custom photo settings 1 – 4 to the selected photo.
- **Apply to All From**:
  - **Current**: apply the selected photo settings to all photos in the catalog.
  - **System Defaults**: apply the system default photo settings to all photos in the catalog.
  - **Catalog Defaults**: apply the catalog default photo settings to all photos in the catalog.
  - **Custom 1 – 4**: apply custom photo settings 1 – 4 to all photos in the catalog.

<u>Sort</u>:

- **Sort Photos by Rating**: sort by your assigned 1 to 5 star rating.
- **Sot Photos by Time**: sort by the time assigned to the photo.
- **Sort Photos by Photo Number**: sort by the assigned photo numbers.
- **Sort Photos by Filename**: sort by the photo filename.

- **Sort Photos by Full Pathname**: sort by the entire computer pathname.
- **Sort Photos by File Size**: sort by file size.
- **Sort Photos by Published**: sort by published and unpublished.
- **Sort Photos by Archived**: sort by archived and unarchived.
- **Sort Photos by Exif Comment**: sort by Exchangeable Image File information.
- **Sort Photos by Sort by Custom**: manually click and drag photos to their positions.
- **Sort Photos in Ascending Order**: sort by the previous criteria in ascending order.
- **Sort Photos in Descending Order**: sort by the previous criteria in descending order.

View:

- **Show Photo Filenames**: show filenames under each photo.
- **Show Photo Icons**: show information icons above each photo.
- **Show Photo Number**: show the photo number under each photo.
- **Show Photo Rating**: show the 1 – 5 star rating above each photo.
- **Show Hidden Photos**: show photos hidden from publishing.
- **View Photo Thumbnails**: view photos as thumbnails.
- **View Photo Filename List**: view photos as filenames in a list.
- **View Photo Info List**: view photos as a detailed list of information.
- **Display Thumbnails**: display photo thumbnails in five sizes.
- **High Quality Preview**: view a higher resolution preview of photos.

Bottom Catalog Menu

<u>New Catalog</u>:

- **Create New & Import**: check to create and import photos when adding a catalog or event.
- **Add Photo Group to event**: add a photo group to the selected event.
- **Add Photo Catalog**: add a photo catalog to the selected catalog type.
- **Add Portfolio**: create a portfolio for using on your online storefront.
- **Find**: search for selected catalogs using a search string and method.
- **Info**: view and edit information for the selected catalog.

Bottom Photo Viewer Menu

<u>Add Photo</u>: import photos into the selected event.

<u>Find</u>: search for selected photos within the catalog using a search string and method.

<u>Orient</u>:

- **Arrows**: click to rotate selected photo 90° clockwise and counter-clockwise, respectively.
- **Vertical**: orient selected photo vertically.
- **Horizontal**: orient selected photo horizontally.
- **Vertical Flipped**: orient selected photo vertically and flipped 180°.
- **Horizontal Flipped**: orient selected photo horizontally and flipped 180°.
- **Rotate Clockwise**: rotate selected photo 90° clockwise.
- **Rotate Counter Clockwise**: rotate selected photo 90° counter clockwise.
- **Flip**: flip selected photo 180°.

- **Set Crop Orientation**:
    - **Auto**: let the software decide to crop selected photo vertically or horizontally.
    - **Vertical**: crop selected photo vertically.
    - **Horizontal**: crop selected photo horizontally.
- **Set Default Orientation**:
    - **Vertical**: set selected photo with vertical orientation as default.
    - **Horizontal**: set selected photo with horizontal orientation as default.
    - **Vertical Flipped**: set selected photo with vertical orientation flipped 180°.
    - **Horizontal Flipped**: set selected photo with horizontal orientation flipped 180°.
- **Set Tilt Angle**: set a custom tilt angle for selected photo.

Enhance: open selected photo in the Photo Workshop for editing.

Preview: view selected photo as a fullscreen preview with slideshow options.

Publish:

- **Publish Selected**: publish selected photo to your online storefront.
- **UnPublish Selected**: remove selected photo from your online storefront.
- **Batch Publish**: publish a number of selected photos to your online storefront.
- **Batch UnPublish**: remove a number of selected photos from your online storefront.

Copy: copy and paste selected photo to a new file location.

Batch: create a batch order from all or select photos in the catalog.

Proof: create a proof template for all or select photos in the catalog.

Order: show or hide the shopping cart.

Right-clicking a Catalog

View:

- **Sort Catalogs by Time**: sort catalogs by time and date of the event.
- **Sort Catalogs by Name**: sort catalogs by the event name.
- **Sort Catalog in Ascending Order**: sort catalogs by time in chronological order or by name in alphabetical order.
- **Sort Catalog in Descending Order**: sort catalogs by time in reverse-chronological order or by name in reverse-alphabetical order.
- **View Catalogs by Default**: view catalogs by software default view.
- **View Catalogs By Date**: view catalogs by time and date of the event.
- **View Catalogs Alphabetically**: view catalogs in alphabetical order.
- **View Catalogs By Type**: view catalogs by the event type.
- **Arrange Catalogs**:
    - **Arrange Catalogs By Day**: organize all catalogs by days.
    - **Arrange Catalogs By Week**: organize all catalogs by week.
    - **Arrange Catalogs By Month**: organize all catalogs by month.
    - **Arrange Catalogs into 4 groups**: organize catalogs alphabetically into 4 groups.
    - **Arrange Catalogs into 6 groups**: organize catalogs alphabetically into 6 groups.
    - **Arrange Catalogs into 26 groups**: organize catalogs alphabetically into 26 groups.
- **Publish Catalogs**: Publish Catalogs: publish selected catalogs to your online storefront.
- **UnPublish Catalogs**: remove selected catalogs from your online storefront.
- **New Portfolio**: create a portfolio for your online storefront.
- **Add Photo(s)**: adding photos to a catalog
- **Quick Archive**: Quick Archive: quickly store backups of photos for the selected catalog.
- **Archive To**: back up and archive the selected catalog to a root folder.
- **Quick Unarchive**: quickly unarchive photos for the selected catalog.
- **Unarchive From**: select a location and event to unarchive photos from.

- **Open Containing Folder**: open and view the location containing the selected photo.
- **Copy Path to Clipboard**: copy the folder location of the selected photo to the clipboard.

Right-clicking a Photo

View:

- **Sort Catalogs by Time**: sort catalogs by time and date of the event.
- **Sort Catalogs by Name**: sort catalogs by the event name.
- **Sort Catalog in Ascending Order**: sort catalogs by time in chronological order or by name in alphabetical order.
- **Sort Catalog in Descending Order**: sort catalogs by time in reverse-chronological order or by name in reverse-alphabetical order.
- **View Catalogs by Default**: view catalogs by software default view.
- **View Catalogs By Date**: view catalogs by time and date of the event.
- **View Catalogs Alphabetically**: view catalogs in alphabetical order.
- **View Catalogs By Type**: view catalogs by the event type.
- **Arrange Catalogs**:
    - **Arrange Catalogs By Day**: organize all catalogs by days.
    - **Arrange Catalogs By Week**: organize all catalogs by week.
    - **Arrange Catalogs By Month**: organize all catalogs by month.
    - **Arrange Catalogs into 4 groups**: organize catalogs alphabetically into 4 groups.
    - **Arrange Catalogs into 6 groups**: organize catalogs alphabetically into 6 groups.
    - **Arrange Catalogs into 26 groups**: organize catalogs alphabetically into 26 groups.
- **Remove Photo**: delete the selected photo.
- **Hide from Publishing**: do not publish the selected photo when publishing the catalog.

- **Rename Photo**: rename selected photo.
- **Orient Photo**: options listed here.
- **Rate Photo**: assign a 1 to 5 star rating to selected photo.
- **Describe Photo**: add photographer note to selected photo.
- **Service Notes**: Service Notes: view and edit services to be applied to selected photo.
- **Edit Shipping Info**: view and edit billing and shipping information for customer.
- **Select All**: select all photos in the catalog.
- **Deselect All**: deselect all photos in the catalog.
- **Refresh**: refresh photos in the catalog.
- **Open Containing Folder**: open and view the location containing the selected photo.
- **Copy Path to Clipboard**: copy the folder location of the selected photo to the clipboard.
- **Properties**: view and edit photo properties, notes, and data.

Shopping Cart Reference

Find the Shopping Cart in the Photo Library, Photo Workshop, and Presentation Mode, located on the right side of the software.

Hiding and Showing Data and the Cart

- **Show Data**: show photo data for the selected photo, including notes and EXIF information.
- **Hide Data**: hide photo data.
- **Show Cart**: display the shopping cart.
- **Hide Cart**: hide the shopping cart.
- **Hide Packages**: hide the package window of the shopping cart.

Shopping Cart Options

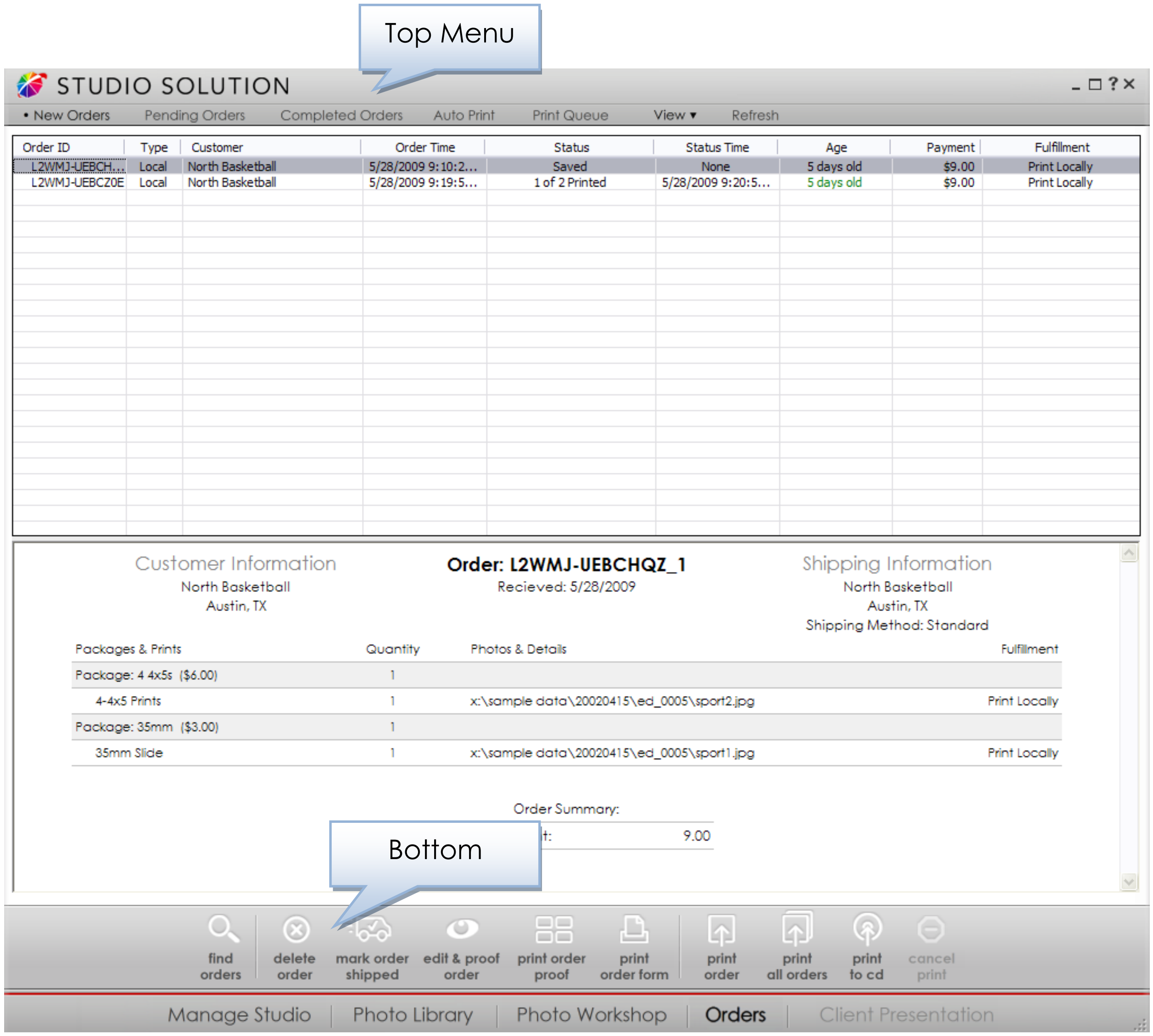
- **Package List 1 – 9**: list of the packages contained in the current package group.
- **Previous**: view the previous packages or package group.
- **More**: view more packages or the next package group.
- **Place Order**: send the selected order to print.
- **Save Order**: save the order in the orders workspace.
- **Copies**: select the number of packages for the selected item.
- **Add**: add or edit services for the selected item.
- **Add Package**: list of packages in the current package group.
    - **Change Default Group**: select a new package group to display in the shopping cart.
- **Change Cropping**: switch cropping of the selected photo between vertical and horizontal.
- **Clear Order**: clear the shopping cart of all items.
- **Remove Item**: remove the selected item from the shopping cart.

Right-clicking an Item in the Shopping Cart

- **Remove Item**: remove the selected item from the shopping cart.
- **Remove Package**: remove the selected package from the shopping cart.
- **Clear Order**: clear the shopping cart of all items.
- **Show Prices**: check to display package prices in the shopping cart.
- **Service Notes**: view and edit services to be applied to selected photo.
- **Edit Shipping Info**: view and edit billing and shipping information for customer.
- **Change Media**: change the printing media for the selected item.
- **Change Print Commands**: change the printing instructions for the selected item.
- **Open Containing Folder**: open and view the location containing the selected photo.
- **Copy Path to Clipboard**: copy the folder location of the selected photo to the clipboard.

Orders Workspace Reference

Find the Orders Workspace by clicking the Orders tab at the bottom of the software.



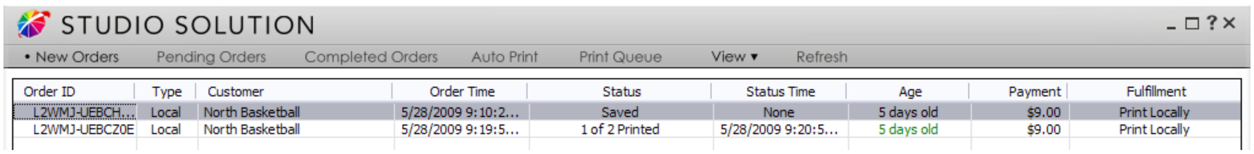
Below are the menus for the Orders Workspace. The menus in the New Orders, Pending Orders, and Completed Orders tab are identical. Click a specific menu to jump ahead to that section:

Top Menu

Bottom Menu

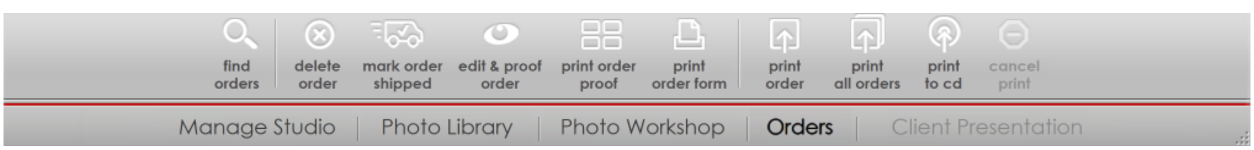
Right-clicking an Order

Top Menu



- **Auto Print**: check to enable and automatically print new orders.
- **Print Queue**: view and organize the order of printing and suspend or resume print jobs.
- **View** (only available for Completed Orders): select a time period to view orders of that age.
- **Refresh**: refresh all orders.

Bottom Menu



- **Find Orders**: find an order by Order ID.
- **Delete Order**: delete the selected order.
- **Mark Order Shipped**: mark the order as printed and shipped and send it to the Completed Orders tab.
- **Edit & Proof Order**: open the order in the Edit & Proof workspace.

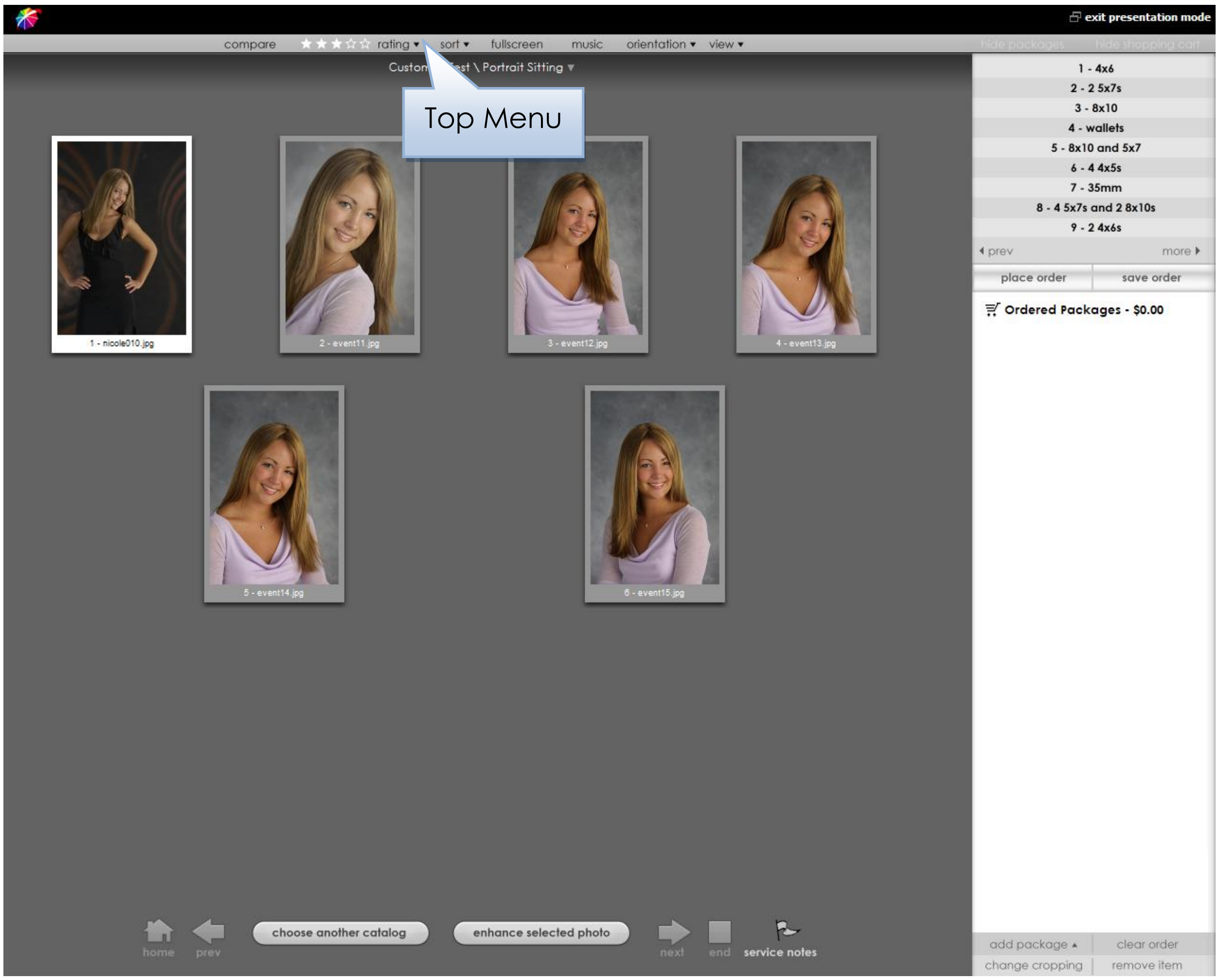
- **Print Order Proof**: print a proof page of selected order.
- **Print Order Form**: print a copy of the order form and information.
- **Print Order**: send selected order to print.
- **Print All Orders**: send all new orders to print.
- **Print to CD**: print the order information on a CD to be delivered to a lab.
- **Cancel Print**: cancel printing the selected order.

Right-clicking an Order

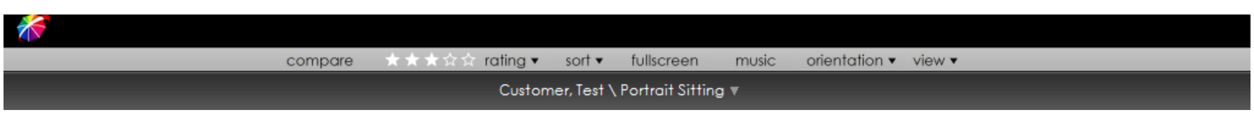
- **Print Order**: send selected order to print.
- **Print All Orders**: send all new orders to print.
- **Print to CD**: print the order information on a CD to be delivered to a lab.
- **Mark Order Shipped**: mark the order as printed and shipped and send it to the Completed Orders tab.
- **Edit & Proof Order**: open the order in the Edit & Proof workspace.
- **Batch Orders**: group all selected orders together as one print order.
- **Unbatch Order**: unbatch all selected orders to be individual print orders.
- **Print Simple Receipt**: print a quick and simple text receipt for records.
- **Find Order**: find an order by Order ID.
- **Delete Order**: delete the selected order.
- **Print Order Proof**: print a proof page of selected order.
- **Print Order Form**: print a copy of the order form and information.

Presentation Mode Reference

Find Presentation Mode by selecting the Client Presentation tab at the bottom of the software while viewing a photo catalog in either the Photo Library or Photo Workshop.



Top Menu



Compare: lock selected photo while navigating the catalog to compare other photos with it.

Stars: select a 1 to 5 star rating for selected photo.

Rating: select a 1 to 5 star rating for selected photo.

Sort:

- **Sort Photos by Rating**: sort by your assigned 1 to 5 star rating.
- **Sort Photos by Time**: sort by the time assigned to the photo.
- **Sort Photos by Photo Number**: sort by the assigned photo numbers.
- **Sort Photos by Filename**: sort by the photo filename.
- **Sort Photos by Full Pathname**: sort by the entire computer pathname.
- **Sort Photos by File Size**: sort by file size.
- **Sort Photos by Published**: sort by published and unpublished.
- **Sort Photos by Archived**: sort by archived and unarchived.
- **Sort Photos by Exif Comment**: sort by Exchangeable Image File information.
- **Sort Photos by Custom**: manually click and drag photos to their positions.
- **Sort Photos in Ascending Order**: sort by the previous criteria in ascending order.
- **Sort Photos in Descending Order**: sort by the previous criteria in descending order.

Fullscreen: view selected photo as a fullscreen preview with slideshow options.

Music:

- **Off**: check to turn off music.
- **Play Music Folder**: select a music folder from the list with files to play and loop automatically.
- **Choose Music Folder**: select a music folder to play and loop all files.
- **Choose Music File**: select a single music file to play and loop.

Orientation:

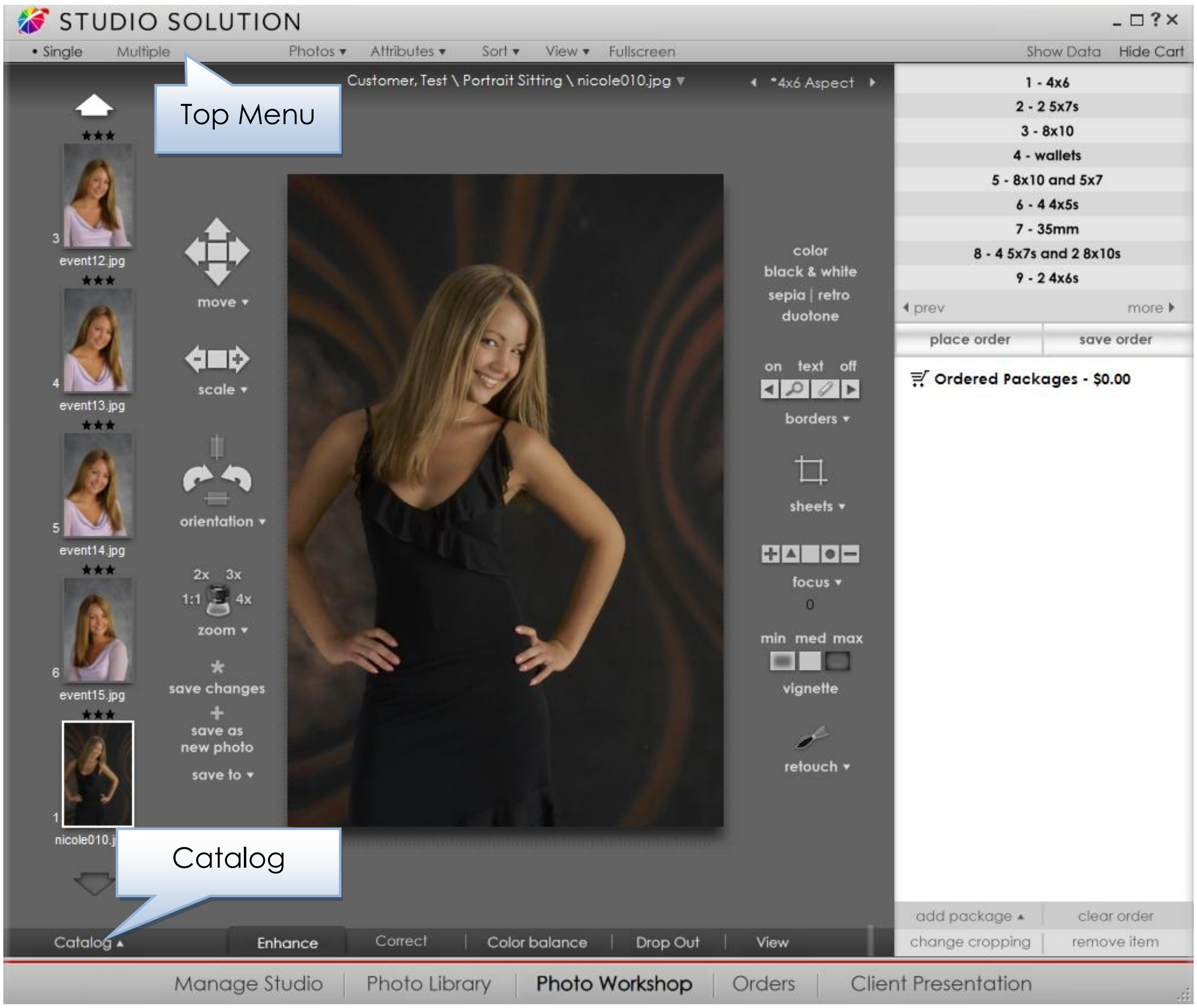
- **Vertical**: orient selected photo vertically.
- **Horizontal**: orient selected photo horizontally.
- **Vertical Flipped**: orient selected photo vertically and flipped 180°.
- **Horizontal Flipped**: orient selected photo horizontally and flipped 180°.
- **Rotate Clockwise**: rotate selected photo 90° clockwise.
- **Rotate Counter Clockwise**: rotate selected photo 90° counter clockwise.
- **Flip**: flip selected photo 180°.
- **Set Crop Orientation**:
    - **Auto**: let the software decide to crop selected photo vertically or horizontally.
    - **Vertical**: crop selected photo vertically.
    - **Horizontal**: crop selected photo horizontally.
- **Set Default Orientation**:
    - **Vertical**: set selected photo with vertical orientation as default.
    - **Horizontal**: set selected photo with horizontal orientation as default.
    - **Vertical Flipped**: set selected photo with vertical orientation flipped 180°.
    - **Horizontal Flipped**: set selected photo with horizontal orientation flipped 180°.
- **Set Tilt Angle**: set a custom tilt angle for selected photo.

View:

- **1 – 12 Photos**: view 1 – 12 photos in the workspace at one time.
- **View Less Photos**: view less photos in the workspace at one time.
- **View More Photos**: view more photos in the workspace at one time.
- **Show Filenames**: show filenames below each photo.
- **Show Photo Numbers**: show photo numbers below each photo.
- **Viewing Aspect**: select the photo viewing aspect from your preset list of aspects.
- **High Quality Preview**: view higher resolution images for photo previews.

Photo Workshop Reference

Find the Photo Workshop by clicking the Photo Workshop tab at the bottom of the software.



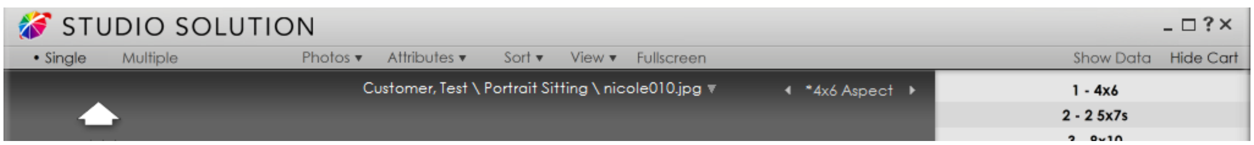
Below are the menus for the Photo Workshop. Toolsets are not listed here, but are detailed here in order of appearance in the software. Click a specific menu to jump ahead to that section:

Top Menu

Catalog Menu

Right-clicking a Photo

Top Menu



Single: view one photo at a time in the workspace.

Multiple: view all of the photos in the selected catalog in the workspace.

Photos:

- **Import**: add photos to the selected catalog.
- **Quick Import**: automatically add photos from a preselected folder.
- **Quick Import Setup**: select a folder for quick importing.

Attributes:

- **Save To**:
  - **Clipboard**: save current photo settings to the clipboard.
  - **System Defaults**: save current photo settings as system defaults.
  - **Catalog Defaults**: save current photo settings as catalog defaults.
  - **Custom 1 – 4**: save current photo settings as custom settings 1 – 4.
  - **New**: create a new custom setting for saving attributes to.
  - **Edit**: edit any custom settings you've created for saving attributes to.

- **Apply From**:
  - **Clipboard**: apply photo settings from the clipboard to the selected photo.
  - **System Defaults**: apply the system default photo settings to the selected photo.
  - **Catalog Defaults**: apply the catalog default photo settings to the selected photo.
  - **Custom 1 – 4**: apply custom photo settings 1 – 4 to the selected photo.
- **Apply to All in Catalog**:
  - **Current**: apply the selected photo settings to all photos in the catalog.
  - **System Defaults**: apply the system default photo settings to all photos in the catalog.
  - **Catalog Defaults**: apply the catalog default photo settings to all photos in the catalog.
  - **Custom 1 – 4**: apply custom photo settings 1 – 4 to all photos in the catalog.
- **Service Notes**: view and edit services for selected photo.
- **Reset Current**: reset selected photo to previous attributes.
- **Reset System Defaults**: reset selected photo to system default photo attributes.

Sort:

- **Sort Photos by Rating**: sort by your assigned 1 to 5 star rating.
- **Sort Photos by Time**: sort by the time assigned to the photo.
- **Sort Photos by Photo Number**: sort by the assigned photo numbers.
- **Sort Photos by Filename**: sort by the photo filename.
- **Sort Photos by Full Pathname**: sort by the entire computer pathname.
- **Sort Photos by File Size**: sort by file size.
- **Sort Photos by Published**: sort by published and unpublished.
- **Sort Photos by Archived**: sort by archived and unarchived.
- **Sort Photos by Exif Comment**: sort by Exchangeable Image File information.
- **Sort Photos by Sort by Custom**: manually click and drag photos to their positions.

- **Sort Photos in Ascending Order**: sort by the previous criteria in ascending order.
- **Sort Photos in Descending Order**: sort by the previous criteria in descending order.

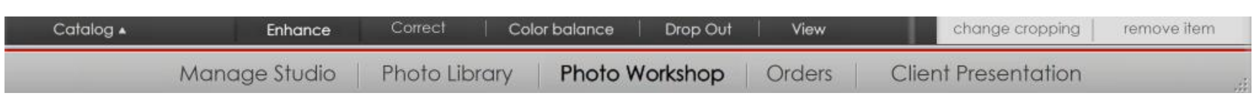
View:

- **Clear**: clear the workspace of all photos.
- **Front**: if your photo has a front and back, display the front.
- **Back**: if your photo has a front and back, display the back.
- **Viewing Aspect**: select the photo viewing aspect from your preset list of aspects.
- **Setup Aspect Ratio List**: setup a list of aspect ratios.
- **Frame**: view a white, black, or gray frame around photos in the workspace.
- **Soft Proof with Printer Profile**: select to copy a printer profile for viewing more accurate colors.
- **High Quality Previews**: view higher resolution images for photo previews.
- **Show Photo Numbers**: show photo numbers below each photo.
- **Show Make Editable Dialog**: check to prompt you to make saved photos editable in the future.
- **Guides**:
    - o **Show Guides**: show guidelines to help center photos.
    - o **School**: standard school portrait guide with face bubble and aspect ratios.
    - o **Standard**: show centering line and aspect ratios.
- **Paper Textures**: select a texture to be applied to all photos in the workspace:
    - o Polished, Satin, Canvas, Velvet, Watercolor, Glossy, Heavy Canvas.

Fullscreen: view selected photo as a fullscreen preview.

View Hidden: view hidden photos.

Catalog Menu



- **Slideshow**: view all photos as a fullscreen slideshow.
- **Sort Photos**:
    - **Sort Photos by Rating**: sort by your assigned 1 to 5 star rating.
    - **Sort Photos by Time**: sort by the time assigned to the photo.
    - **Sort Photos by Photo Number**: sort by the assigned photo numbers.
    - **Sort Photos by Filename**: sort by the photo filename.
    - **Sort Photos by Full Pathname**: sort by the entire computer pathname.
    - **Sort Photos by File Size**: sort by file size.
    - **Sort Photos by Published**: sort by published and unpublished.
    - **Sort Photos by Archived**: sort by archived and unarchived.
    - **Sort Photos by Exif Comment**: sort by Exchangeable Image File information.
    - **Sort Photos by Custom**: manually click and drag photos to their positions.
    - **Sort Photos in Ascending Order**: sort by the previous criteria in ascending order.
    - **Sort Photos in Descending Order**: sort by the previous criteria in descending order.
- **Show Photo Icons**: show information icons above each photo.
- **Show Photo Rating**: show 1 to 5 star rating below each photo.
- **Refresh Photos**: refresh all photos in the current catalog.
- **Reset Photo Numbers**: reset all photo numbers from a specified number.
- **Set Starting Photo Number**: set a starting number for all new imported photos.
- **Set Capture Filenames**: set filename options for all new imported photos.
- **Find Photo**: find a photo with search string and method.
- **Find Next Photo**: find next photo in the catalog with previous search criteria.
- **Find Previous Photo**: find previous photo in the catalog with previous search criteria.

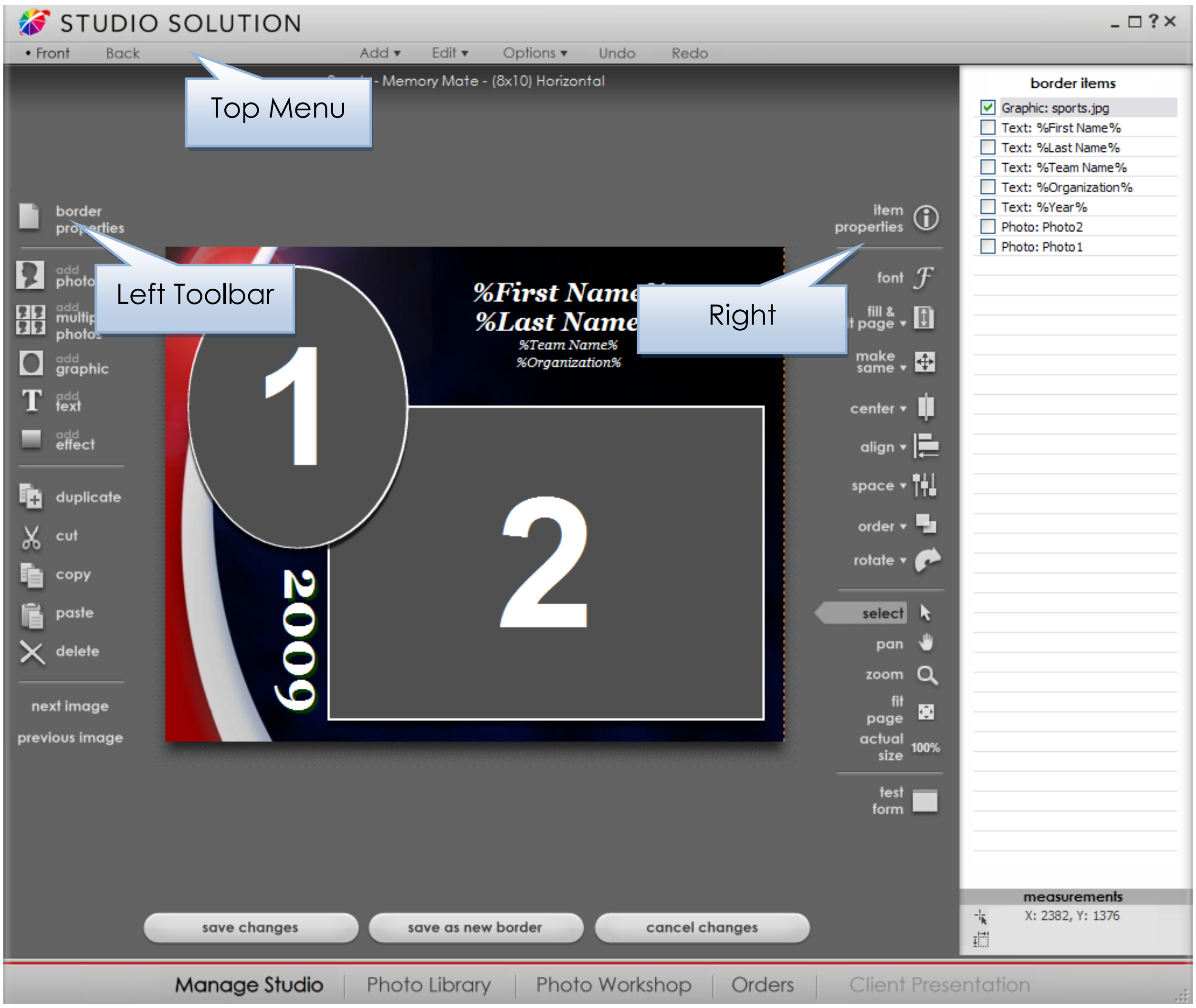
- **Create New & Import**: check to create and import photos when adding a catalog or event.
- **Create New**:
    - **Add Photo Group to event**: add a photo group to the selected event.
    - **Add Photo Catalog**: add a photo catalog to the selected catalog type.
    - **Add Portfolio**: create a portfolio for using on your online storefront.

Right-clicking a Photo

- **Remove Photo**: delete the selected photo.
- **Rename Photo**: change the name of the selected photo.
- **Describe Photo**: assign a description to identify the photo.
- **Hide from Publishing**: do not publish the selected photo when publishing the catalog.
- **Rename Photo**: rename selected photo.
- **Orient Photo**: options listed here.
- **Rate Photo**: assign a 1 to 5 star rating to selected photo.
- **Orient Photo**: select the photos orientation.
- **Describe Photo**: add photographer note to selected photo.
- **Service Notes**: Service Notes: view and edit services to be applied to selected photo.
- **Edit Shipping Info**: view and edit billing and shipping information for customer.
- **Select All**: select all photos in the catalog.
- **Deselect All**: deselect all photos in the catalog.
- **Refresh**: refresh photos in the catalog.
- **Open Containing Folder**: open and view the location containing the selected photo.
- **Copy Path to Clipboard**: copy the folder location of the selected photo to the clipboard.
- **Properties**: view and edit photo properties, notes, and data.

Border Workshop Reference

Find the Border Workshop by navigating to Manage **Studio > Products > Templates and Composites** and selecting **New Template** or **Edit Template** from the bottom of the software.



Below are the menus for the Border Workshop. Click a specific menu to jump ahead to that section:

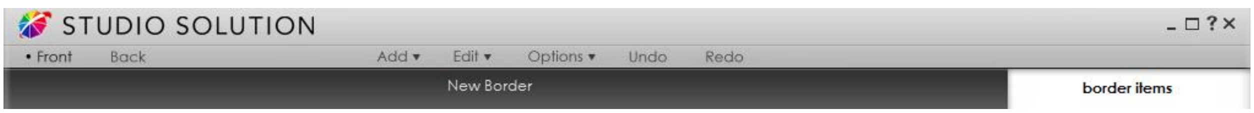
Top Menu

Left Toolbar

Right Toolbar

Right-clicking an Item

Top Menu



Front: if your border has a front and back, display the front.

Back: if your border has a front and back, display the back or create a back.

Add:

- **Photo**: add a photo placeholder to the border.
- **Multiple Photos**: add a photo composite placeholder to the border.
- **Graphic**: add a graphic to the border.
- **Text**: add text to the border.
- **Effect**: add a selected effect to the border:
    - Brightness, Color, Darken, Duotone, Duotone Color, Grayscale, Invert RGB, Negate RGB, Overlay, Sepia, Saturation, Watermark, Antique, Blur.
- **Shape**: add a selected shape to the border:
    - Arch, Circle, Diamond, Ellipse, Hear, Octagon, Rectangle, Star, Triangle.
- **Barcode**: add a barcode to the border for storing information and scanning.
- **Line**: add a line to the border.

- **Save Custom Object**: save a custom shape or graphic you created.
- **Edit Custom Objects**: view and edit a list of custom shapes or graphics you created.
- **Add Custom Objects**: view a list of and add one of the custom shapes or graphics you created.

Edit:

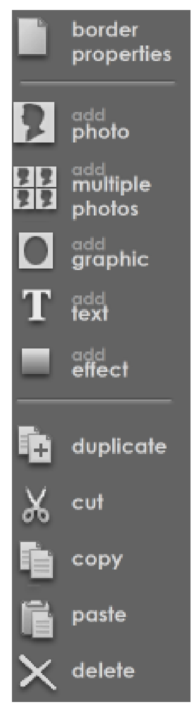
- **Duplicate**: copy and paste an exact duplicate of the item, including item description.
- **Cut**: copy an item to the clipboard and delete it.
- **Copy**: copy an item to the clipboard.
- **Paste**: paste the current item from the clipboard.
- **Delete**: delete the current item.
- **Select All**: select all available border items.

Options:

- **Show Grid**: check to display a grid for aligning and snapping objects.
- **Grid Options**: view a list of grid options for displaying and snapping objects.
- **Auto Alignment**: automatically align objects to the grid.

Undo and Redo: undo and redo the last step.

Left Toolbar



- **Border Properties**: view and edit border properties.
- **Add Photo**: add a photo placeholder to the border.
- **Add Multiple Photos**: add a photo composite placeholder to the border.
- **Add Graphic**: add a graphic to the border.
- **Add Text**: add text to the border.
- **Add Effect**: add a selected effect to the border:
    - Brightness, Color, Darken, Duotone, Duotone Color, Grayscale, Invert RGB, Negate RGB, Overlay, Sepia,

Saturation, Watermark, Antique, Blur.

- **Duplicate**: copy and paste an exact duplicate of the item, including item description.
- **Cut**: copy an item to the clipboard and delete it.
- **Copy**: copy an item to the clipboard.
- **Paste**: paste the current item from the clipboard.
- **Delete**: delete the current item.

Right Toolbar

- **Item Properties**: view and edit properties for selected item.
- **Font**: view and edit font for selected item.
- **Fill & Fit Page**: fit selected item to page edges.
- **Make Same**: copy properties of another item.
- **Center**: center item to page.
- **Align**: align item edges to another item.
- **Space**: space three or more items evenly.
- **Order**: send an item back or bring an item forward in layers.
- **Rotate**: rotate an item.
- **Select**: selection mode for clicking items.
- **Pan**: pan mode for examining items.
- **Zoom**: zoom mode for zooming in and out.
- **Fit Page**: zoom the current border to the page size.
- **Actual Size**: view the current border in actual pixels.
- **Test Form**: enter test text fields and queries that will appear when the border is applied.

Right-clicking an Item

- **Properties**: view and edit properties for selected item.
- **Lock Object**: lock object so it cannot be selected or moved.

- **Hide Object**: hide object to view beneath it.
- **Link Object:** link an object to move with other objects.
- **Cut**: copy an item to the clipboard and delete it.
- **Copy**: copy an item to the clipboard.
- **Paste**: paste the current item from the clipboard.
- **Duplicate**: copy and paste an exact duplicate of the item, including item description.
- **Delete**: delete the current item.
- **Fill & Fit Page**: fit selected item to page edges.
- **Make Same**: copy properties of another item.
- **Center**: center item to page.
- **Align**: align item edges to another item.
- **Space**: space three or more items evenly.
- **Order**: send an item back or bring an item forward in layers.
- **Rotate**: rotate an item.
- **Zoom**: zoom mode for zooming in and out.
- **Set Test Photo**: select a photo to view within a photo placeholder.

Shortcut Keys and Special Text

There are a lot of options in Studio Solution, but fortunately there are a lot of shortcut keys for quickly accessing those options. Shortcut keys change depending on which part of the software you are in, so select a link below to view shortcut keys for that section:

Orders Workspace Shortcut Keys

Retouch Workshop Shortcut Keys

Photo Library Shortcut Keys

Slideshow Shortcut Keys

Presentation Mode Shortcut Keys

Photo Workshop Shortcut Keys

Border Workshop Shortcut Keys

For a table with all special text for photo data and queries, click here.

Orders Workspace Shortcut Keys

CTRL F	Find Order
P	Print Order
CTRL P	Print To CD
ALT P	Print All Orders
SHIFT+ P	Print Order Form
Q	Print Queue

F10	Photo Library Tab
F11	Photo Workshop Tab
F2	Find Order
F5	New Orders Tab
F6	Pending Orders Tab

S	Mark Order Shipped
DELETE	Delete Order
ESCAPE	Cancel Print

F7	Completed Orders Tab
F9	Manage Studio Tab
RETURN	Edit and Proof Order

Retouch Workshop Shortcut Keys

Page Up	Zoom Out
Page Down	Zoom In
CTRL Y	Redo
CTRL Z	Undo

[	Decrease Brush Size
]	Increase Brush Size
{	Increase Feather
}	Decrease Feather

Photo Library Shortcut Keys

-	View More Photos / Decrease thumbnail size
+	View Less Photos / Increase thumbnail size
0	Order 'A La Carte' item
1	Add Package 1 to Cart
2	Add Package 2 to Cart
3	Add Package 3 to Cart
4	Add Package 4 to Cart
5	Add Package 5 to Cart
6	Add Package 6 to Cart
7	Add Package 7 to Cart
8	Add Package 8 to Cart
9	Add Package 9 to Cart
=	View More Photos / Decrease thumbnail size
A	Add Photo
CTRL A	Select All
C	Create New Catalog in Catalog Wizard
CTRL ALT C	Clear Preview Cache
D	Catalog Info

V	Vertical / Portrait Orientation
DELETE	Remove Photo
DIVIDE (/)	Paste Photo Attributes from the Clipboard
F1	Find Photo Catalog
F9	Home
F11	Photo Workshop Tab
F12	Orders Tab
F2	Find Photos
F3	Find Next Photo
Shift F3	Find Previous Photo
F5	Refresh
F7	Opens the Attribute Menu
MULTIPLY (*)	Copy Photo Attributes to the Clipboard
CTRL MULTIPLY (*)	Save Advanced Custom Attribute window marked with current clipboard attributes
Num Pad 0	Order 'A La Carte' item
Num Pad 1	Add Package 1 to Cart
Num Pad 2	Add Package 2 to Cart
Num Pad 3	Add Package 3 to Cart

F	Flip Orientation
CTRL F	Find Photos
G	Photo Group Information in Catalog Wizard
H	Horizontal / Landscape Orientation
I	Repeat Last Import
CTRL I	Import Single Photo
SHIFT I	Import Multiple Photo
O	Clockwise Orientation
SHIFT O	Counter-Clockwise Orientation
P	Proof
SHIFT P	Picture Properties
R	Import Tethered Camera Pictures
CTRL R	Rebuild Catalog Tree (use with caution, backup files first)

Num Pad 4	Add Package 4 to Cart
Num Pad 5	Add Package 5 to Cart
Num Pad6	Add Package 6 to Cart
Num Pad 7	Add Package 7 to Cart
Num Pad 8	Add Package 8 to Cart
Num Pad 9	Add Package 9 to Cart
RETURN	Place Order
CTRL RETURN	Save Order
SPACE	Take Picture (Fire Cameras Shutter Release) or multiple import if no camera attached
TAB	Move to next one photo
CTRL + TAB	Picture Properties > Photo Data
SHIFT+ TAB	Move back one photo
[	Scroll photos up

Slideshow Shortcut Keys

CTRL C	Crop Orientation: Horizontal
ALT C	Crop Orientation: Horizontal
SHIFT C	Crop Orientation: Vertical
F	Flip
SHIFT F	Flip
H	Horizontal / Landscape Orientation
L	Horizontal / Landscape Orientation
O	Clockwise Orientation
SHIFT O	Counter Clockwise Orientation
P	Vertical Flip
V	Vertical Orientation
DELETE	Delete Photo
DOWN	Move to next photo

END	Move to last photo
ESCAPE	Close
F1	Rating 1 Star
F2	Rating 2 Star
F3	Rating 3 Star
F4	Rating 4 Star
F5	Rating 5 Star
HOME	Move to first photo
LEFT	Move one photo next
PAGE DOWN	Move next one page
PAGE UP	Move prior one page
RIGHT	Move one photo back
UP	Move one photo back

Presentation Mode Shortcut Keys

+	View Less Photos / Increase thumbnail size
=	View Less Photos / Increase thumbnail size
-	View More Photos / Decrease thumbnail size
0	Order 'A La Carte' Item
1	Add Package 1 to Cart
2	Add Package 2 to Cart
3	Add Package 3 to Cart
4	Add Package 4 to Cart
5	Add Package 5 to Cart
6	Add Package 6 to Cart
7	Add Package 7 to Cart
8	Add Package 8 to Cart

LEFT	Moves to previous photo row, Enhance Presentation Mode: Move photo left
Ctrl Left	Moves to previous photo row, Enhance Presentation Mode: Move photo left in Largest Increments
Shift Left	Moves to previous photo row, Enhance Presentation Mode: Move photo left in Smallest Increments
PAGE DOWN	Scale Out
CTRL PAGE DOWN	Scale Out in Largest Increments
SHIFT PAGE DOWN	Scale Out in Smallest Increments
PAGE UP	Scale In
CTRL PAGE UP	Scale In Largest Increments
SHIFT PAGE UP	Scale In Smallest Increments
RIGHT	Moves to next photo row, Enhance Presentation Mode: Move photo right
CTRL RIGHT	Moves to next photo row, Enhance Presentation Mode: Move photo right in Largest Increments
SHIFT RIGHT	Moves to next photo row, Enhance Presentation Mode: Move photo right in Smallest Increments

9	Add Package 9 to Cart
O	Clockwise Orientation
SHIFT O	Counter Clockwise Orientation
DELETE	Remove Photo
DOWN	Move to next photo, Enhance Presentation Mode: Move photo down
CTRL DOWN	Enhance Presentation Mode: Move photo down in Largest Increments
SHIFT DOWN	Enhance Presentation Mode: Move photo down in Smallest Increments
END	Moves to last photo in catalog
Home	Moves to first photo in the catalog.

TAB	Moves to next photo
UP	Moves user one photo before/up in catalog
CTRL UP	Moves one “row “ back/up in the catalog. In editing mode, moves Image UP in Larger Increments
SHIFT UP	Moves one “row” back/up in the catalog. In editing mode, moves Image UP in Smaller Increments
F1	Photo Rating 1 Star.
F2	Photo Rating 2 Star.
F3	Photo Rating 3 Star.
F4	Photo Rating 4 Star.
F5	Photo Rating 5 Star.

Photo Workshop Shortcut Keys

0	Order ‘A La Carte’ Item
1	Add Package 1 to Cart
2	Add Package 2 to Cart
3	Add Package 3 to Cart
4	Add Package 4 to Cart
5	Add Package 5 to Cart
6	Add Package 6 to Cart
7	Add Package 7 to Cart
8	Add Package 8 to Cart
9	Add Package 9 to Cart
=	View More Photos / Decrease thumbnail size
A	Save as New Photo
CTRL A	Select All
B	Choose Border
CTRL C	Crop Orientation: Horizontal
SHIFT C	Crop Orientation: Vertical

F8	Drop Out Tab
F9	Home
Home	Border On
INSERT	Picture Properties > Photo Data
LEFT	Move Photo Left
CTRL LEFT	Move Photo Left in largest increments
SHIFT LEFT	Move Photo left in smallest increments
MULTIPLY (*)	Copy Photo Attributes to the Clipboard
CTRL MULTIPLY (*)	Save Advanced Custom Attribute window marked with current clipboard attributes
ALT+ MULTIPLY	Save Advanced Custom Attribute window for NEW custom
PAGE DOWN	Scale Out
CTRL+ PAGE DOWN	Scale Out in largest increments
SHIFT+ PAGE DOWN	Scale Out in smallest increments
Num Pad 0	Order ‘A La Carte’ Item
Num Pad 1	Add Package 1 to Cart
Num Pad 2	Add Package 2 to Cart

F	Flip Orientation
CTRL F	Find Photos
H	Horizontal / Landscape Orientation
I	Repeat Last Import
CTRL I	Import Single Photo
SHIFT I	Import Multiple Photo
K	Get Express Color Code
O	Clockwise Orientation
SHIFT O	Counter Clockwise Orientation
P	Proof
SHIFT P	Picture Properties
R	Import Camera Images
S	Save Changes
CTRL S	Slideshow Start
T	Border Text or Photo Text
CTRL E	Edit Border Color
CTRL P	Add New Shape
CTRL T	Photo Text Options
V	Vertical / Portrait Orientation
ALT BACK SPACE	Undo

Num Pad 3	Add Package 3 to Cart
Num Pad 4	Add Package 4 to Cart
Num Pad 5	Add Package 5 to Cart
Num Pad6	Add Package 6 to Cart
Num Pad 7	Add Package 7 to Cart
Num Pad 8	Add Package 8 to Cart
Num Pad 9	Add Package 9 to Cart
PAGE UP	Scale In
CTRL PAGE UP	Scale In largest increments
SHIFT PAGE UP	Scale in smallest increments
RETURN	Place Order
CTRL RETURN	Save Order
RIGHT	Move Photo Right
CTRL RIGHT	Moves Photo Right in largest increments
SHIFT RIGHT	Moves Photo Right in smallest increments
ALT E	Edit Graphic List
ALT R	Reset Border
SPACE	Take Picture (Fire Cameras Shutter Release) or multiple import if no camera attached
TAB	Move to next photo
CTRL TAB	Picture Properties > Photo Data

DELETE	Remove Photo
DIVIDE (/)	Paste Photo Attributes from the Clipboard
DOWN	Move Photo Down
CTRL DOWN	Move Photo Down in largest increments
SHIFT DOWN	Move Photo Down in smallest increments
END	Undo ALL editing
ESCAPE	Cancel Image Viewer
F10	Photo Library Tab
F12	Orders Tab
F2	Find Photos
F4	Full Screen Mode
F5	Enhance Tab
CTRL F5	Refresh
F6	Correct Tab
F7	Color Balance Tab
F8	Drop Out Tab

SHIFT TAB	Move back one photo
UP	Moves Photo up
CTRL UP	Moves Photo up in largest increments
SHIFT UP	Moves Photo up in smallest increments
X	Undo All
CTRL Y	Redo
Z	1:1 Zoom Actual Zoom
CTRL Z	Undo
ALT Z	3x Zoom
SHIFT Z	2x Zoom
SHIFT ALT Z	4x Zoom
[	Scroll photos up
\	Add Service Notes
]	Scroll photos down
`	Move back one Photo

Border Workshop Shortcut Keys

CTRL C	Copy
CTRL X	Cut
CTRL V	Paste
CTRL D	Duplicate
ALT E	Edit Graphics List
CTRL P	Add New Shape
TAB	Next Item in Border Items
SPACE	Pan
`	Previous Item in Border Items
SHIFT TAB	Previous Item in Border Items
CTRL B	Change Border View
DELETE	Delete
DOWN	Move Item Down
CTRL DOWN	Move Item Down in Largest Increments
SHIFT DOWN	Move Item Down in Smallest Increments
LEFT	Move Item Left
CTRL LEFT	Move Item Left in Largest Increments

CTRL PAGE UP	Scale In Largest Increments
SHIFT PAGE UP	Scale In Smallest Increments
CTRL Y	Redo
DEL	Delete
CTRL E	Edit Border Color
RIGHT	Move Right
CTRL RIGHT	Moves Right in Largest Increments
SHIFT RIGHT	Moves Right in Smallest Increments
Numpad 2	Scale Out bottom edge of object in small increments
CTRL Numpad 2	Scale Out bottom edge of object in large increments
Numpad 4	Scale Out right edge of object in small increments
CTRL Numpad 4	Scale Out right edge of object in large increments
Numpad 6	Scale In bottom edge of object in small increments
CTRL Numpad 6	Scale In bottom edge of object in large increments
Numpad 8	Scale In right edge of object in small increments
CTRL Numpad 8	Scale In right edge of object in large increments
CTRL Z	Undo

SHIFT LEFT	Move Item Left in Smaller Increments
PAGE DOWN	Scale Out
CTRL PAGE DOWN	Scale Out in Largest Increments
SHIFT PAGE DOWN	Scale Out in Smaller Increments
PAGE UP	Scale In

ALT Backspace	Undo
UP	Moves Item up
CTRL UP	Moves Item Up in Largest Increments
SHIFT UP	Moves Item Up in Smallest Increments

Home Shortcut Keys

F10	Photo Library Tab
F11	Photo Workshop Tab
F12	Orders Tab

Inserting Special Text

[C]	This option will print a copyright symbol: ©
%COLORCODE%	This option will print the color code profile. This is represented by numeric values: 1234567
%COPIES%	This option will print the number of copies of the current sheet requested in the order.
%COPYRIGHT%	This option will print copyright information. This will not include company copyright information: Copyright © 2006
%CUSTOMERABBREVNAME%	This option will print the customer name in the format, Last First Initial Middle Initial: ThompsonRL
%CUSTOMERADDRESS%	This option will print the customer's complete address: 123 Main Street, Suite 100, Austin TX 78746
%CUSTOMERADDRESS1%	This option will print the first line of the customer address. This is usually the street address: 123 Main Street
CUSTOMERADDRESS2%	This option will print the second line of the customer address. This is usually the suite, apartment or building number: Suite 100
%CUSTOMERCITY%	This option will print the city name of the customer address: Austin
%CUSTOMERCITYSTATEZIP%	This option will print the city name, state abbreviation, and zip code. It will print in this format – City, State Zip Code: Austin, TX 78746
	This option will print the country of residence of the customer: United States

%CUSTOMERCOUNTRY%	
%CUSTOMEREMAIL%	This option will print the customer email address: customer@company.com
%CUSTOMERFIRSTLAST%	This option will print the customer name in the format First Middle Initial Last: Rebekah L Thompson
%CUSTOMERLASTFIRST%	This option will print the customer name in the format Last, First Middle Initial: Thompson, Rebekah L
%CUSTOMERNAME%	This option will print the customer name in the format First Middle Initial Last: Rebekah L Thompson
%CUSTOMERPHONE%	This option will print the phone number divided by dashes: 555-555-5555
%CUSTOMERSHIPADDRESS%	This option will print the complete address where the prints are to be shipped: 123 Main Street, Suite 100, Austin TX 78746
%CUSTOMERSHIPADDRESS1%	This option will print the first line of the address where the prints are to be shipped, this is usually the street address: 123 Main Street
%CUSTOMERSHIPADDRESS2%	This option will print the second line of the address where the prints are to be shipped. This is usually the suite, apartment or building number: Suite 100
%CUSTOMERSHIPCITY%	This option will print the state abbreviation of the address where the prints are to be shipped: TX
%CUSTOMERSHIPCITYSTATEZIP%	This option will print the city name, state abbreviation, and the zip code of where the prints are to be shipped. It will print in this format – City, State Zip Code: Austin, TX 78746
%CUSTOMERSHIPCOMPANY%	This option will print the company name of the receiving company.

%CUSTOMERSHIPCOUNTY%	This option will print the country of residence of the address where the prints are to be shipped: United States
%CUSTOMERSHIPEMAIL%	This option will print the receiving customer's email address: customer@company.com
%CUSTOMERSHIPFIRSTLAST%	This option will print the name of the receiving customer in the format, First Middle Initial Last: Rebekah L Thompson
%CUSTOMERSHIPLASTFIRST%	This option will print the name of the receiving customer in the format - Last, First Middle Initial: Thompson, Rebekah L
%CUSTOMERSHIPNAME%	This option will print the name of the receiving customer in the format – First Middle Initial Last: Rebekah L Thompson
%CUSTOMERSHIPPHONE%	This option will print the phone number of the person who is to receive the prints, divided by dashes: 555-555-5555
%CUSTOMERSHIPSTATE%	This option will print the state abbreviation of the address where the prints are to shipped: TX
%CUSTOMERSHIPZIP%	This option will print the zip code of the address where the prints are to be shipped: 78746
%CUSTOMERSTATE%	This option will print the state abbreviation of the customer address: TX
%CUSTOMERZIP%	This option will print the zip code of the customer address: 78746
[D]	This option will print the month as a single digit for the first nine months and two digits for the last three months. For example, February is represented by the number 2, and December is represented by the number 12.
	This option will print in numerical form, divided by front slashes: 01/14/06

%DATE%	
%DAY%	This option will print the day in numeric form. If the day is a single digit, for example February 1, the day will print with a zero in front: 01
%DAYOFWEEK%	This option will print the day of the week: Wednesday
[DD]	This option will print the day as a double-digit number for every day of the month. So days 1-9 will gain a zero: 01, 02, 03
[F]	This option will print the image filename
%FILE%	This option will print the filename of the primary image used on the sheet. If the sheet contains a composite border, then this is the filename of the first image.
%FILE1%	This option will print the filename of the primary image used on the sheet. If the sheet contains a composite border, then this is the filename of the first image.
%FILE2%	This option is a special case used when two prints are optimized on a single sheet. For example, this could be when two 5x7's are on one 8x10 sheet
%FILEDATE%	This option will print the image file save date in numeric form, divided by front slashes: 02/14/06
%FILEFOLDER%	This option will print the folder file pathway that the image file is housed in on the computer. For example if the image file was stored on the C:\ drive, in the Photos directory and then in the Team1 folder, the address would be as follows: C:\Photos\Team1

%FILETIME%	This option will print the time the image file was most recently saved. The time will print in the standard form: 1:01PM
%LONGDATE%	This option will print the date in its most extended form, writing out the day of the week, an abbreviated month, and numerical values for the date and year: Wednesday, Feb 14, 2006
[M]	This option will print the month as a single digit for the first nine months and two digits for the last three months. For example, February is represented by the number 2 and December is represented by the number 12
%MEDIUMDATE%	This option will print the date in extended form, meaning the month will be spelled out completely: February 14, 2006
[MM]	This option will print the month as a two-digit number. For example, February is represented as 02 and December is represented as 12
%MONTH%	This option will print the month in numeric form. If the month is a single digit, for example February is the second month, it will add a zero in the front: 02
%ORDERBACKPRINT1%	This option will print the customer back print information submitted by the customer will the order. This will print the first line of customer information
%ORDERBACKPRINT2%	This option will print the customer back print information submitted by the customer with the order. This will print the second line of the customer information
%ORDERCOMMENTS%	This option will print the order comments for the order
%ORDERDATE%	This option will print the order date associated with the print job. The order date is represented by numbers that are divided by front slashes. All single digit numbers will have a zero placed before them. February 14th, 2006 will appear as: 02/14/2006
%ORDERDATETIME%	This option will combine both the ORDERDATE with the ORDERTIME. It will look like this: 02/14/2006 01:52PM

%ORDERDISCOUNT%	This option will print the order discount amount in dollars using two decimal places: 9.99
%ORDERID%	This option will print the order ID associated with the print job. Order IDs can be found by searching within the Orders tab. Order IDs are in numeric form: 12345
%ORDERMULTIPLE%	This option is helpful when the original order was split into multiple print orders or if the printer order represents the complete original order, then an asterisk (*) is generated. This symbol can be used to indicate whether the operator will need to combine separate portions of the order together to create a complete order. This option is most helpful when the order was sent to multiple printers for printing.
%ORDERPARTIALSHEETS%	This option will print the quantity of partial sheets in the current print order. This is represented by a numerical value.
%ORDERPRINTCOMMANDS%	This option will print the order total dollar value with two decimal places: 99.99
%ORDERSHEETS%	This option will print the entire number of sheets along with what sheet number the current page is. For example, if you were holding the 6^{th} page in a 10-page order, the software would print: 6/10
%ORDERSHIPCOST%	This option will print the order shipping cost value in dollars using two decimal places: 9.99
%ORDERSUBTOTAL%	This option will print the order subtotal dollar value using two decimal places: 99.99
%ORDERTAX%	This option will print the order tax amount in dollars using two decimal places: 9.99
%ORDERTAXRATE%	This option will print the amount of tax charged to an order.

%ORDERTIME%	This option will print the order time associated with the print job. The order time is denoted in standard form: 01:52PM
%ORDERTOTAL%	This option will print the order total dollar value with two decimal places: 99.99
%ORDERTOTALSHEETS%	This option will print the quantity of sheets all together in the current print order. This is represented by a numerical value.
[P]	This option will print the computer name that supplied the image
%PACKAGE%	This option will print the package name: Package 1
%PAGE%	This option will print the page number in a series or stand-alone. For example, if I were on page 2 of 5, the software would print: Page 2 of 5
%PATH%	This option will print the file pathway of the image directly to the image name. For example, if the image is saved on the C:\ drive, located in the Photos directory, then in the Team1 folder, and finally called “Front.jpg,” the software would print: C:\Photos\Team1\Front.jpg
%PRINTSIZE%	The option will print the print size of the image: 5x7 print
[R]	This option will print the sequential print number within the order
%REPEATCOUNT%	This option is specific to Noritsu printers and displays the specific sheet number within an order. On most printers if you print 10 copies of a sheet, the backprint information will be identical for all sheets. On Noritsu printers, the printer is able to insert a different count onto each copy: 001,002,003…010
	This option will print the roll size: 203 mm

%ROLL%	
%SHORTDATE%	This option will print the date with the month abbreviated but the numbers will be in extended for: Feb 14, 2006
%TIME%	This option will print the time of day using AM and PM designations. For example, 12:14PM, is just after noon.
%TIME24%	This option will print the time under military distinction. This will indicate the time on a 24-hour cycle rather that a 12-hour repeating cycle. For example, 2:35PM is represented as 14:35.
[U]	This image will print the user name, which is the login name of the image supplier.
%YEAR%	This option will print the year using four digits: 2006
[YY]	This option will print the year in a two-digit sequence. For example, the year 2006 will be represented by only: 06

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