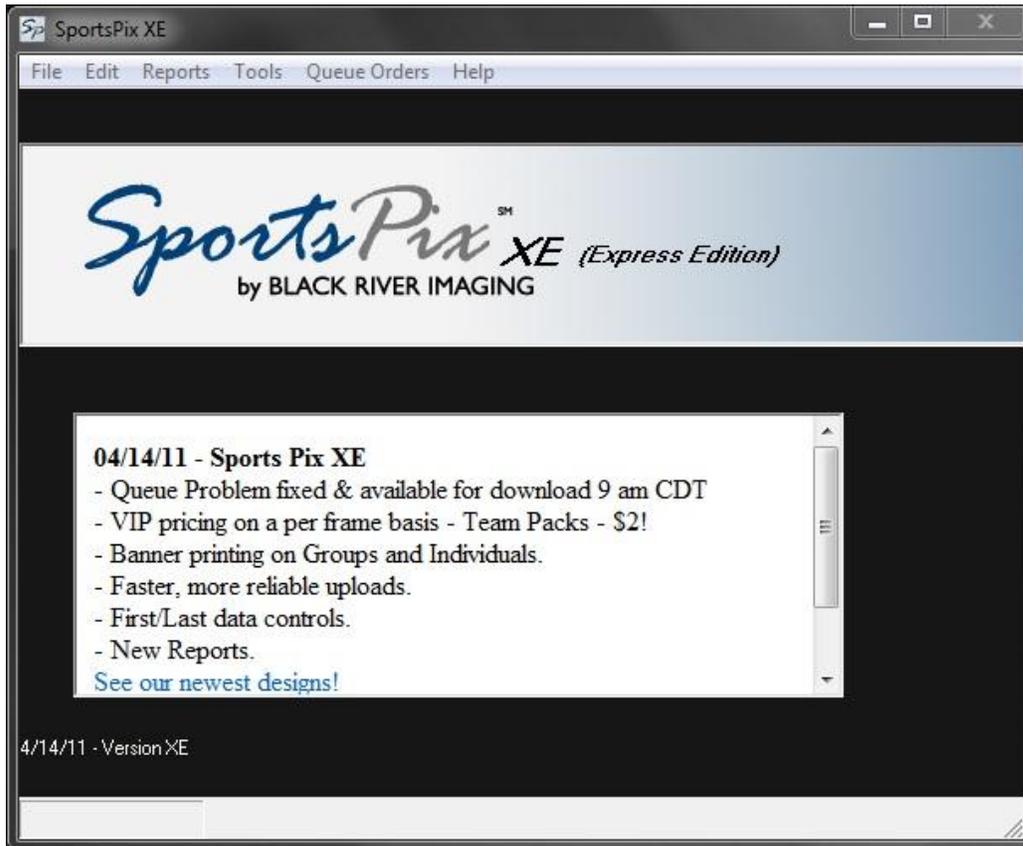


## SportsPix XE Detailed How-To Manual



This how-to is a comprehensive manual for using the SportsPix XE interface.

SportsPix XE is PC-compatible only and perfect for photographers who need:

- Volume ordering for teams and group events
- Easy package set-up
- Access to VIP pricing
- Individual orders packaged in windowed envelopes, complete with ID card

**Please note:** If you currently have an older version of SportsPix, you must uninstall it before downloading SportsPix XE.

## **IMPORTANT INFORMATION**

- Images need to be in JPEG format and in sRGB colorspace. If sending any black & white images, do not send in grayscale – keep as RGB, and desaturate the image.
- It is recommended that images for SPORTSPIX-XE are stored on your local hard drive or external hard drive. It is NOT recommended to use images directly from a removable media such as CD, DVD, card reader or direct camera connection.

## **Minimum System Requirements**

- IBM compatible PC with 2.0GHz Processor or faster
- Windows XP, Vista or Windows 7 (not compatible with Windows 95, 98, ME or 2000)
- Min. 512MB RAM (1GB or higher recommended)
- Min. 10GB free hard drive space
- High-speed Internet connection to transfer orders

## **THINGS TO KNOW BEFORE GETTING STARTED**

SPORTSPIX-XE works by treating each folder of images as an original job order. Therefore, it is important to arrange your images for each job into their own folder on your hard drive. For example, if you store your images under the My Pictures folder in Windows, you may want to subdivide the folder by sport or league, and then by team or group of teams. The name of the end folder used will become the name of the order you will send. \*Note: The maximum length of the image pathname (i.e. C:\Users\John\My Documents\My Pictures\2009 YMCA\Soccer\ \DSC\_0001.jpg) must not exceed 255 characters (including spaces).

When naming your files and folders, it is important not to use any special characters. Below are examples of characters that should not be used:

Special characters that should not be used		
! - Exclamation Point	+ - Plus Sign	@ - "At" Symbol
? - Question Mark	= - Equals Sign	^ - Hat
. - Period	{ } - Brackets	& - Ampersand
, - Comma	[ ] - Square Brackets	* - Asterisk
: - Colon	% - Percentage Sign	~ - Tilde
; - Semi-colon	# - Pound Sign	` - Accent
' - Apostrophe	\$ - Dollar Sign	/ - Forward Slash
" - Quotation Mark	() - Parenthesis	\ - Backslash
< - Less than sign	> - Greater than sign	- Bar

Acceptable special characters		
- dash/hyphen	_ underscore	SPACE

If you rename your image files, try to keep the length of the name to 30 characters or less.

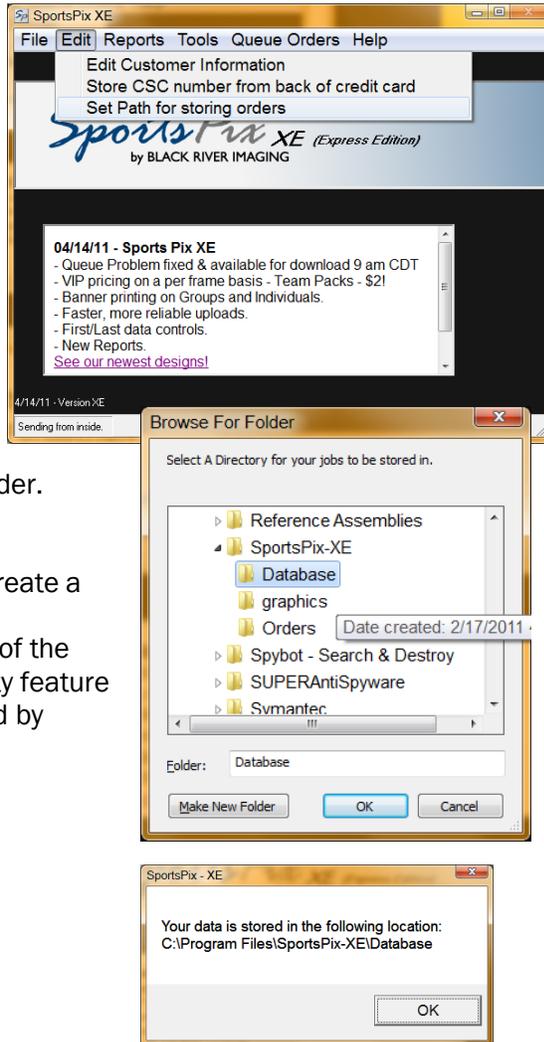
Only one original order can be placed per folder name, but you can place multiple reorders by using the Place A Reorder option in SPORTSPIX-XE,.

## FIRST TIME USERS

When you first use SPORTSPIX-XE, you will need to set the data path for storing orders. The data path stores your order details and should not be used for storing images. In most cases it is best to create a new folder on your C:\ drive purely for SPORTSPIX-XE orders.

To set the data path click Edit on the main screen and select Set Path For Storing Orders. Select the drive and folder you wish to use or click Make New Folder to make a new folder for your order data on the selected drive, or just select an existing folder.

64-bit Windows 7 or Vista users may want to create a new folder under the User folder, such as: "C:\Users\Chris\SportsPix-XE", for installation of the software. This will help with a Windows security feature that tries to move & hide certain file types used by SportsPix, causing files to become lost.



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Next, you will need to enter your Customer Information. On the main screen, click Edit, and select Edit Customer Information. Be sure to fill in all fields including the credit/debit card information. If you wish, an option is provided to password protect your card information. This is useful if multiple people enter orders on the computer and you wish to limit who can see this sensitive information. If you forget this password, simply click the button marked Reset Password & Clear CC Info. This will clear out all credit card data and allow it to be re-entered and a new password created. As a security precaution you will not be asked for your three-digit security code until you send an order. If you do not wish to do this on every order, click Store CSC Number under the Edit menu to keep the code in memory.

Enter Customer Information

You Must Fill out this information before we can process your order.

Name: John Smith Max 30 Characters

Address Line 1: 2525 N Partnership Blvd Max 50 Characters

Address Line 2: Max 50 Characters

City: SPRINGFIELD Max 20 Characters

State: MO 2 Character Abbreviation Max 2 Characters

Zip: 55903 Max 10 Characters

Email Address: arjone2nowhere.com Max 60 Characters

Phone: 8883214665 Area Code + Phone (Do not use dashes)

Country - if not United States

**Credit Card**

We accept: American Express, Discover, Master Card or Visa

John Smith  
e.g. John Smith

Password Protect Credit Card Information

Reset Password and clear CC Info

Previous Screen Next Screen

Exit

Once all information is entered, click Exit to complete this step.

SportsPix - XE

This will erase all credit card information and reset the password. Continue?

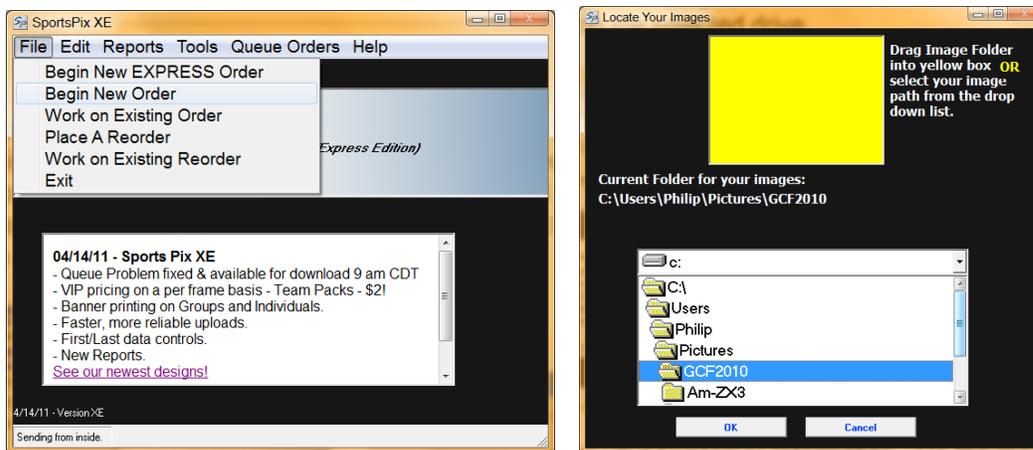
Yes No

Note: This step can be completed once your first order has been completed. But, before the order can be sent, you will be prompted to fill out this screen to continue.

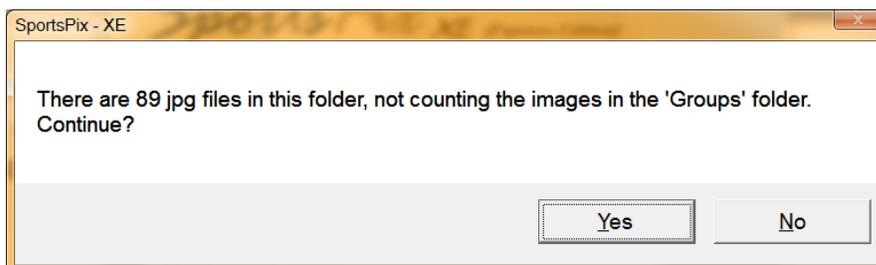
### STARTING AN ORDER

Before starting a new order, you'll need to decide if you want to use the Express Cropping option or if you want to crop each image individually. The Express Cropping option is discussed in detail in Step 2: Cropping.

To begin a new order click File and then select either Begin New Order or Begin New Express Order.



A screen will appear for you to select the folder of images to be used in this order. You can either drag the folder of images into the yellow box, or you can navigate to the desired folder. The image path will be displayed, and if correct, click OK. A dialog box will appear verifying the total number of JPEG images in the folder. The "Groups" folder mentioned is used with Express Cropping only and is explained further in Step 2: Cropping. If you're not using the Express Cropping option, disregard this portion of the message.



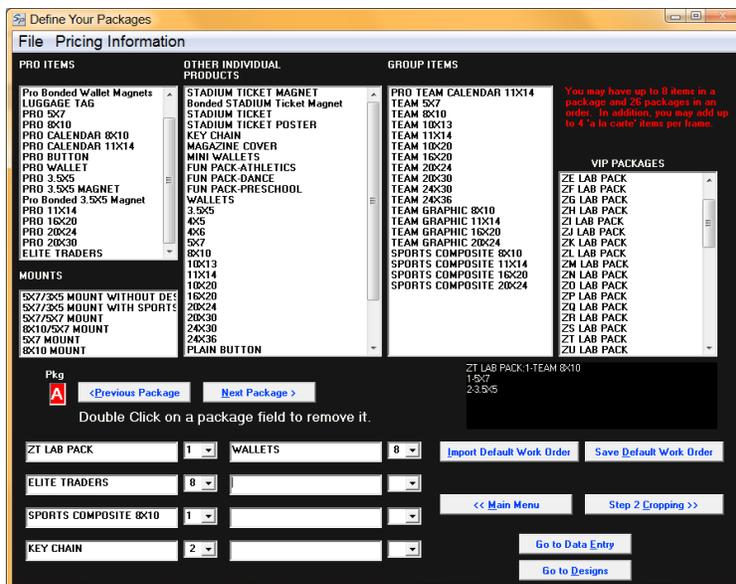
## SportsPix XE Detailed How-To Manual

If the number of images is correct, click Yes to proceed to the next screen. If you click No, you will be taken back to the main menu so that you may either correct the number of images or select a new folder.

### STEP 1: DEFINE YOUR PACKAGES

On the Define Your Packages screen you will build your packages as offered to your customers on your order form. You can create up to 26 packages (A-Z) containing from 1 to 8 different items in each. In addition, you may also add up to four different a la carte items per frame for an Individual.

Building your packages is as simple as clicking on an item from the list of products, then clicking on the drop-down to select the quantity needed for one package. Items such as wallets, traders and magnets will be listed in multiple quantities as offered in our catalog.



To remove an item from a package, double-click on the package item and it will be erased from that package.

To move to the next package letter or to navigate between packages, use the Next Package & Previous Package buttons.

#### VIP PRICING

VIP Pricing is a special pricing system that allows the photographer to take advantage of 15%-75% discounts on a wide range of our most popular products. Whenever a customer

## **SportsPix XE Detailed How-To Manual**

orders a package containing one of our 52 pre-designed Lab Packs, any additional items added to a package or sold as an add-on, will be sold at a discounted rate. Lab Packs cost \$4 and are built around the most popular packages used by photographers. The discounted add-on items are arranged into \$1, \$3, \$6 & \$10 price tiers.

To qualify for VIP Pricing, you will need to include a Lab Pack in at least one of your packages, and only frames that order one of these packages will be eligible for the discounted rates.

To help you in building your packages, you can click on Pricing Information on the menu bar for a list of Lab Packs, add-on items, and regular pricing. When selected, these screens will stay open for your convenience while creating your order.

Once all packages have been entered you may wish to save the packages as a default work order. Click Save Default Work Order and then enter the name for the default work order. There is no limit to the number of default package layouts that can be stored, but each default must have a unique file name. To use a previously saved default package layout, click Import Default Work Order, and select the desired saved default. You can save & import defaults at any time in the order process.

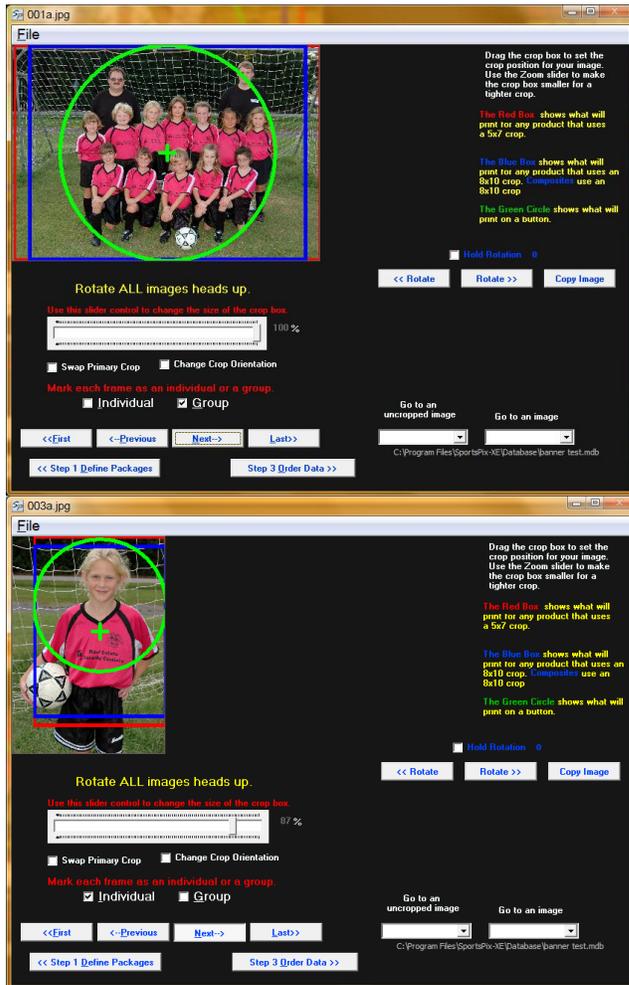
To proceed to the next section click Step 2: Cropping.

### **STEP 2: CROPPING**

In order for your images to be printed correctly on the products, you will need to rotate all of your images so the heads are up. By clicking on Rotate, the image will be rotated in 90° increments. If most, or all, images need to be rotated by the same amount for each frame, checking the Hold Rotation box will automatically rotate each image by the same amount each time you click Next.

If you need to print from two different orientations or crops of the same image, you can click Copy Image to create a duplicate image. This image will have a sequential number added at the end of the filename which, in most cases, will cause the two images to appear next to each other in sequence. This ability is very useful if you wish to print a horizontal print of an individual on a 5x7, but need to also order a product such as traders that require a vertical crop. (If using a copy image, VIP Pricing will not apply unless both images order a Lab Pack).

## SportsPix XE Detailed How-To Manual



Next, click on the checkbox for the image type – Individual or Group. Please remember, if ordering Pro Products such as composites or traders, your individuals should be shot vertical and your groups should be shot horizontal.

Drag the crop box to set the crop position for your image. Use the Zoom slider to make the crop box smaller for a tighter crop.

The RED box shows what will print for any product that uses a 5x7 crop.

The BLUE box shows what will print for any product that uses an 8x10 crop.

The GREEN circle shows what will print on a button.

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The outer crop box will default to the closest crop to the original aspect ratio of your image. To change the outer crop box click the Swap Primary Crop checkbox. You may also change the orientation of the crop box by clicking on the Change Crop Orientation checkbox.

Click the Next button to proceed to the next image, and repeat the same process for all images in the order. SPORTSPIX-XE will remember the crop size and image type from frame to frame, so if you have a large number of images that are of the same type and do not need to be re-cropped, you may simply keep clicking on Next until a change in crop or image type is needed.

### **Using Express Cropping**

Express Cropping speeds up the ordering process by automating the Cropping step of SportsPix.

\*\*\* All images will be cropped full-frame from the center, so be sure that your images have adequate space for all crop sizes, as no adjustments will be made at the lab. \*\*\*

Make sure all images are rotated “heads-up”.

Make a sub-folder in your image folder named Groups.

Move all of your group images into the Groups sub-folder.

Begin your new order by selecting Begin New Express Order from the File menu.

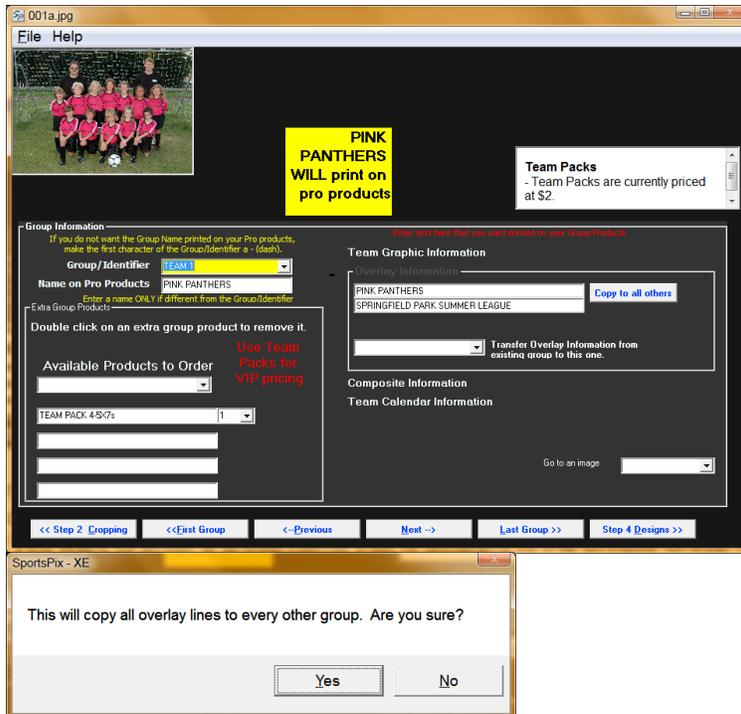
When you get to “Step 2: Cropping” you can still make individual adjustments as needed, or simply jump to Step 3.

By using this feature, the photographer takes responsibility for correct cropping.

Once you have reached the last image in the folder, clicking Step 3: Order Data will take you to the Data Entry screen for the first image in the order.

### STEP 3: ORDER DATA

Data entry screens for your images are broken down into two types – Groups and Individuals. SportsPix-XE will show all Groups before the Individuals.



Start by entering a unique Group/Identifier for the image (max. length is 13 characters). The Group/Identifier links your individuals to the correct group image. This means that the correct image, information, and designs will be used for products. Each Group/Identifier needs to be unique, but the name printed on Pro Products (items using the trader design) can be different from the Group/Identifier and can even be the same for each group, if needed.

If you do not want the group name printed on Pro Products, make the first character of your Group/Identifier a “-”, (dash). Existing Group/Identifiers are listed in the drop-down box.

The yellow box at the top of the screen will show exactly what will print on Pro Products as you type it. Check that this is correct before proceeding.

If you need extra team prints for coaches, sponsors etc., these can be selected from the drop-down list marked Available Products to Order. Once you select an item, use the drop-down list to select the quantity needed. You can double-click on an item to delete it. For

## SportsPix XE Detailed How-To Manual

greater value on extra group prints, you can order Team Packs, which give you a discounted rate on packs of group prints.

On the right side of the screen you will see a section to enter text for other group products such as Team Graphics, Overlays, Sports Composites, and Team Calendars. Click the “+” sign next to the product for which you wish to add text. You only need to fill out the information for the products you are ordering for this group.

If you wish to use the same information on all of your groups, click the Copy to all Others button, and the information for this product will be transferred to all groups on the order. In addition to this ability, you may also copy information from any other group in the order by selecting the group name from the drop-down list marked Transfer Information From Existing Group To This One.

Once you have finished entering text for a particular group product, click the “-“ (minus sign) sign to close the text box and move on to another group product. If the wording for a group product is displayed in white, no information has been entered for that product. The product name will turn darker gray once information has been added.

Once you have completed the information for an image, click Next to go to the next image.

If the next image is an individual, the data entry screen will appear as below:

The screenshot shows a software window titled "003a.jpg" with a menu bar "File Help". On the left is a small image of a young girl in a pink soccer jersey. The main area contains a "Package" section with a dropdown menu set to "A la Carte" and a list of items, including "PRO CALENDAR 8X10". Below this is a "Pro and Group Data for the individual" section with several input fields: "Name On Pro Products: PINK PANTHERS", "Group/Identifier" (TEAM 1), "Ind. Name" (SALLY SMITH), "Position" (FORWARD), "Age" (8), "Jersey #" (5), "Height" (5' 1"), and "Weight" (COACH HENDERSON). There are also buttons for "Apply Same Group Identifier to All Individuals" and "Apply Same Packages to All Individuals". At the bottom are navigation buttons: "<< First Individual", "<< Previous", "Next >>", "Last Individual >>", "Go to an image", "<< Step 2 Cropping", "Remove Image", and "Step 4 Designs >>".

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To order packages for an individual, either type the letter of the first package you want to enter, or click on the drop-down marked Package. Next, type the quantity of the package needed, or select it from the drop-down list. Repeat this for as many different packages as the individual needs (max. four different packages per frame). In addition, you may select up to four different a la carte items per frame. To do this, click on the drop-down list marked A la Carte and select the item needed, then use the quantity drop-down to select the quantity of the item needed.

Select the appropriate Group/Identifier from the drop-down list. If there is no group image for this frame, you can create a group name for this individual to print on Pro Products.

If you order a package that includes Pro Products, text fields will open up on the bottom portion of the screen to allow for personalized information to be entered, such as the individual's name, trader stats, etc. For the trader stats of Position, Age, Height, Weight and Jersey #, you may enter the standard information, or you may customize these lines for special info such as the coach's name or hometown. The customized text fields can accommodate up to 30 characters per line.

Three new buttons have been added to speed up the data entry process for some orders:

Apply Same Group Identifier to All Individuals – if all individuals are on the same group/team, this button will apply the selected Group/Identifier to all individuals.

Apply Same Group Identifier to All Individuals without a Group Identifier – similar to the first button, this will apply the selected Group/Identifier to all frames without an identifier.

Apply Same Packages to all Individuals – If all individuals are ordering the same item or package, the selected items will be copied to all individual frames.

Once you have completed all the necessary data for this image, click Next to proceed to the next frame. You may also click the Step 4: Designs button to proceed to the next step.

## **Work on Existing Order/Reorder**

SPORTSPIX-XE will save your order as you step from frame-to-frame, but in cases where you've begun an order but are unable to complete it in one session, you may click File, and select Save and Exit. To return to ordering, click File on the Main Menu and select either Work on Existing Order or Work on Existing Reorder depending on the order type you were

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working on. You'll be prompted to pick the original order or reorder you want to reopen and then select the screen or step you'd like to jump to. You can then continue your order as normal.

### STEP 4: DESIGNS

On the Designs screen you will identify which product designs you want for each group on the order. You may also select additional options such as metallic paper and overlay text colors.

Enter Designs for this Order

File Help

Group ID: TEAM 1  
Name On Pro Products: PINK PANTHERS

It is only necessary to enter designs that are highlighted in Yellow

Copy these designs to all groups. Select designs and years for all products BEFORE checking - even if not highlighted on first group.

Print Entire Order on Metallic Paper

Pro Design Year  
2011 Pro Year

Pro Button Design  
Buttons

Magazine Cover Design  
Magazine

Pro / Elite Designs  
Pro #

Stadium Designs  
Stadium #

Design Theme  
 Use A Design Theme for This Group  
Alter Class Theme Style Maroon Maroon

Upload my images to SeeMyPrints

Information for Groups

Year Choices for Graphics and Composites  
2011 Group Year

Composite Design  
Comp #

Team Graphic Design  
TG #

Overlay Colors for Group Prints  
Banner BackGround Color Banner Stroke Color Text Color  
Red Red Black Black White Color

Banner Overlay Colors for Individual Prints  
 Apply Banner Text to all individuals with this group id.  
Banner BackGround Color Banner Stroke Color Text Color  
Red Color Black Color White White

Calendar Info  
June Start Month 2011/2012 Calendar Year  
Calendar Year for Entire Order

<< Step 3 Order Data Previous Group Next Group Step 5 Shipping >>

**Copy These Designs To All Groups** – Check this box to copy your selected designs to all groups on the order. You need to select all the designs needed before clicking this option. If you have only one team on this order, you will not see this option.

**Print Entire Order on Metallic Paper** – Select this option to have all products printed on metallic finish paper. The default paper type is Kodak E-surface paper. You may only use one paper type per order.

**Pro Design Year, Pro Button Design, Magazine Cover Design, Pro/Elite Design, & Stadium Design** – This is where you select design and year choices for personalized Pro Products such as traders, buttons, magnets and stadium tickets for the current group.

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Information For Groups – Here you will select your year and design choices for Team Graphics and Composites.

Overlay Colors For Group Prints – If ordering a text overlay for your groups, you may select one of nine colors for the text. In addition, you may also select a banner background color and a banner stroke color to go behind the overlay text. For an example of banner overlays, please visit our web site.

Banner Overlay Colors For Individual Prints – By checking the Apply Banner Text to all individuals with this Group ID box, you can choose to print the individual's name, the Group/Identifier (or Name on Pro Products), and the Pro Year on all of the regular individual print sizes. If ordering banner text, you may select one of nine colors for the text. In addition, you may also select a banner background color and a banner stroke color to go behind the overlay text. For an example of banner overlays, please visit our web site.

Calendar Info – If ordering a calendar on this group, select the month in which you wish the calendar date to start and the year or years to print.

Design Theme – Using Design Themes allows you to quickly & easily choose matching designs & colors for a group, without having to look up design codes for each different product in your order. We currently have five generic Design Themes: High Impact, Need for Speed, Scorched, Victory Lap, & After Class. These Design Themes are available in a choice of eight colors (except Scorched): Blue, Red, Green, Purple, Orange, Black, Maroon, & Gold.

Click on the checkbox that says, “Use a Design Theme for this Group”.

Select a Theme from the drop-down box.

Select a color.

Note: You will still need to select a Pro Year, Group Year, Calendar Information, & Overlay Color for products, but you will see that the other design options are grayed out.

Upload My Images To SeeMyPrints – Checking this box allows images to be uploaded to [www.seemyprints.com](http://www.seemyprints.com) for online ordering of standard prints such as 8x10's, 5x7's and wallets etc. your e-mail address must match for both the BRI and SMP logins. Please see either the BRI or SMP web sites for additional information.

Once you have entered information for all frames, click Step 5: Shipping to proceed to the next step.

## STEP 5: SHIPPING

The screenshot shows the 'Enter Shipping Information' window. At the top, it says 'Methods other than Normal are chargeable' and 'Shipping Methods'. A list of shipping methods is shown: Normal, FedEx 1 Day, FedEx 2 Day (highlighted), and Pickup. Below this is the 'Drop Ship Information' section with fields for Ship to Name (Mrs J Smith), Address Line 1 (123 Fake St), Address Line 2, City (Nowhere), State Abbreviation (MD), and Zip Code (12345). A note says 'Fill this in ONLY if you want your order to be drop shipped to a different address.' with a 'Click to Confirm Drop Ship' button and a 'Remove Drop Ship' button. Below is a 'Customer Service Notes for this order:' section with a text area containing 'Please call with any problems'. At the bottom, there are fields for 'Promotional Code:' with a 'Save Code' button, a 'ClearNotes' button, and navigation buttons '<< Step 4 Designs' and 'Step 6 Error Check >>'. A second window titled 'SportsPix - XE' is shown below, displaying the message 'This order will be drop shipped to Mrs J Smith' with an 'OK' button.

The Shipping screen has several options for you to wrap up your order.

Shipping Methods - Normal shipping is free for all orders over \$10. For orders under \$10, a \$3.95 shipping/handling fee will be applied. For 1 or 2 day shipping upgrades, additional charges will apply based on weight and zone, and this will be calculated when the order ships from the lab.

Drop Ship Information - Drop shipping will have the entire order shipped to your client rather than your studio. To use this option, fill in the name and address for your client and click the

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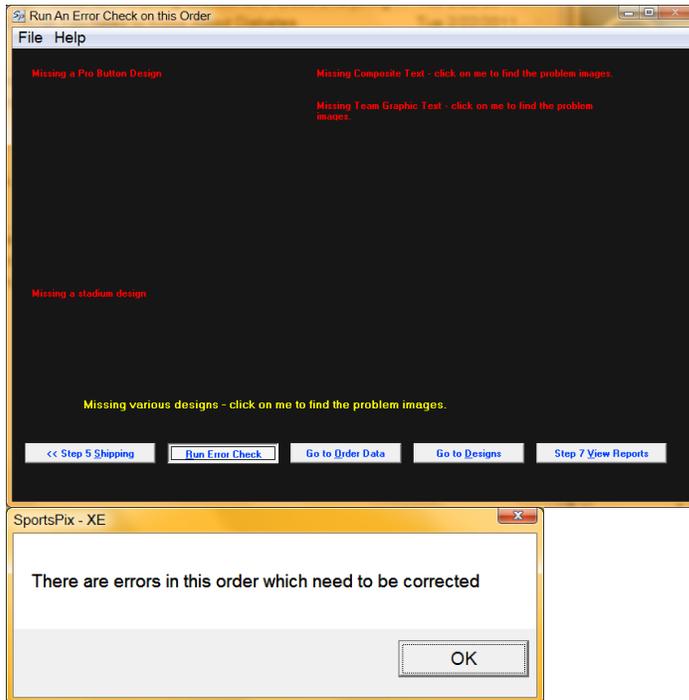
button that says Click to Confirm Drop Ship. If you enter an incorrect address or simply change your mind, click the Remove Drop Ship button. Drop ship recipients will not receive an invoice with lab costs; they will have a packing slip only. If you do not choose the drop ship option, the order automatically ships to you based on the address information stored on your account. To review or edit this information, log in at [www.blackriverimaging.com](http://www.blackriverimaging.com) and choose the My Account option at the top and then the Modify Profile option on the left side.

Customer Service Notes – Use this area to send information or special instructions to Customer Service. Please be aware that these notes don't halt production of your order, so if you have a question, it is recommended that you contact Customer Service before completing the order.

Promotional Code - This is used for special promotions or remake codes. In the event of an error or problem with an order, you may be issued a remake code by Customer Service to enter in this box. When used, be sure to click the Save Code button. The code will be processed with the order information and you'll see the price reduction reflected in total in your email confirmation.

When you've completed the necessary information, click Step 6: Error Check

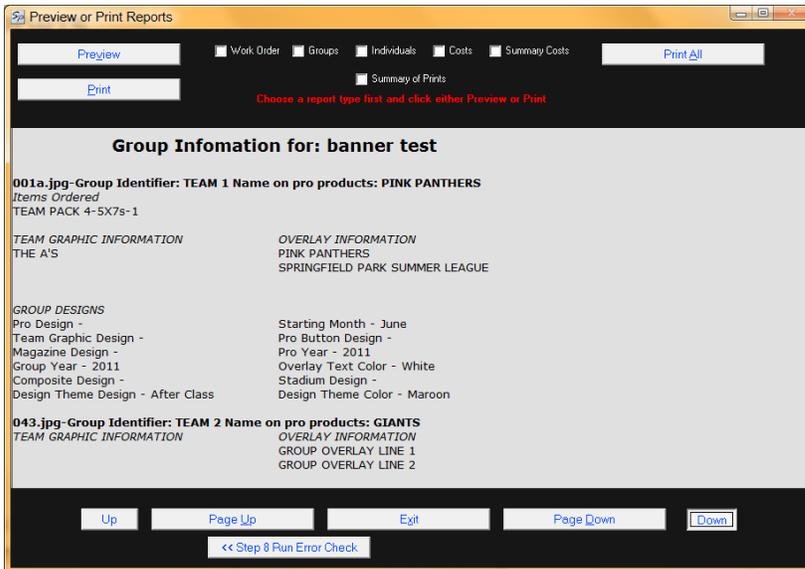
### STEP 6: ERROR CHECK



At this stage you will run an error check on the order to look for missing information or potential problems with the order. Click Run Error Check to begin the process and wait a few seconds for the result. If errors are found they will be highlighted in red in the list. You may click on the item to go to the appropriate screen to correct the item. Note: An order cannot be sent until all errors have been corrected.

**Please note:** Error check DOES NOT look for spelling errors, incorrect group assignments, cropping issues or missing overlay text.

## STEP 7: VIEW REPORTS

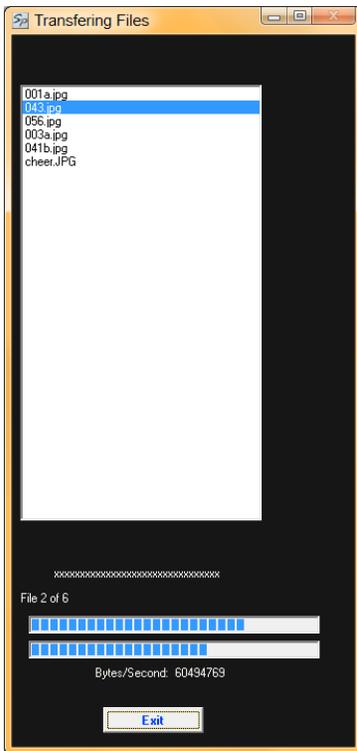


If you wish to view a report of your completed order, click Reports on the either the Run Error Check screen or the Main Menu, then select the order you wish to view. Reports may be either printed or previewed on the screen.

## **SENDING AN ORDER**

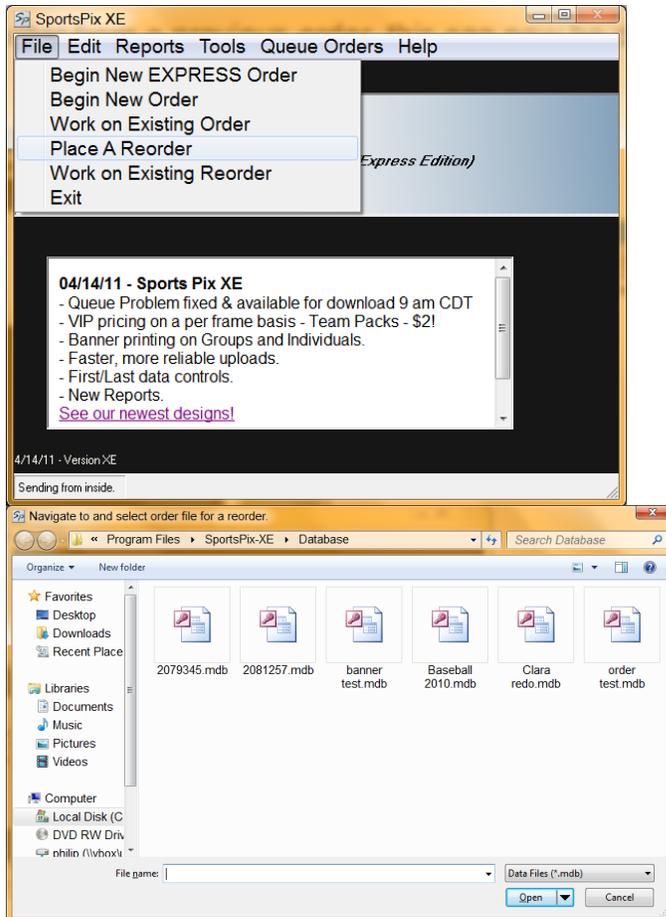
Once the Error Check is successfully completed, you will be asked if you are ready to send your order. Clicking Yes will begin transmission of your order to the lab.

If you are on the Main menu, go to Tools and select Upload An Order. You will be prompted to select the order you wish to send from a list of existing orders. Double-click the completed order and you will be prompted to enter the 3 or 4-digit security code from the credit/debit card being used. Once this has been input your order should start to send to the lab



### PLACING A REORDER

If you wish to place a reorder from a previous order, this can now be done directly through the SPORTSPIX-XE software.

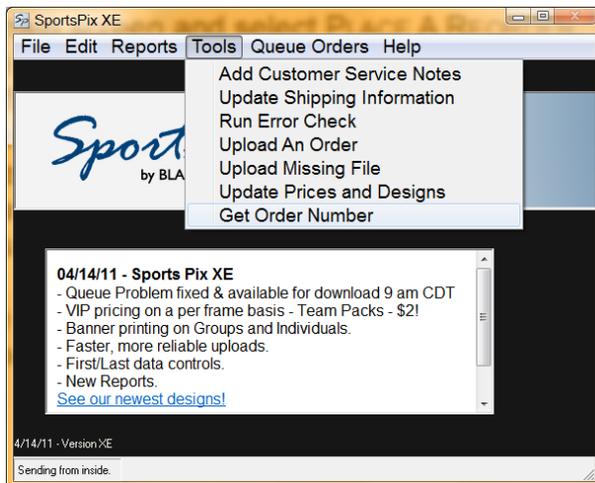


Go to the File menu on the main screen and select Place A Reorder. You will be prompted to select the original order on which to base the reorder. Once a job is highlighted, click Open to begin your reorder. All defined packages will remain intact on the work order screen, as will all group names and personalized information on the data entry screens. Crop position will also be remembered from the original order. All you need to do is navigate to the group or individual you want to order and select the item or package you wish to reorder. Once this is done for all frames needed, simply send the order as normal.

All images must still be in the same location on your computer as they were for the original order otherwise you will not be able to use the Place a Reorder option.

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### TOOLS MENU



Although not frequently used, the Tools menu provides some handy shortcuts to SPORTSPIX-XE functions & utilities without having to open an order.

Add Customer Service Notes

Update Shipping Information

Run Error Check

Upload An Order

Upload Missing File – In certain cases where a file may not have transferred correctly, you may be asked by Customer Service to transfer the missing file using this utility.

Update Prices & Designs – Occasionally, it may be necessary to ruin this utility to import new designs, products or pricing into the software.

Get Order Number – Used to retrieve the order number for orders sent to the lab.

If you require further assistance using SPORTSPIX-XE, please contact Black River Imaging customer service at 1-888-321-4665 or by e-mail at [custserv@blackriverimaging.com](mailto:custserv@blackriverimaging.com)