



These directions are also located on the Album Manager site for easy reference at each step.

About Album Manager

The Album Manager is an ordering system for albums and books at Black River Imaging. You will use the Album Manager for the following album types: Tuscany Album, Echo Album (formerly the Tuscany with photo hard cover), Legend Album, Destiny Album, Press Books and Nexus Album (formerly Guest books, and Spiral Bound Albums). This system is used in conjunction with our new Layout Creator software and can be used as a stand-alone system if you design your own templates.

Exciting Features of this new system vs. 'Albums and Books – ROES':

- You may upload your pages at the end of each design session instead of waiting until you have the entire order completed. This will reduce your risk of losing your order before completion.
- You will be directed to a virtual page view of the album in a flipbook format before approving for production; this will allow you to see the pages as they will print so that you can upload any changes you may need before approving the order.
- Offers you the ability to order different types of albums without having to re-upload the layouts. (For example: You may order a press book and a Tuscany album on the same order.)
- Album pages are stored for 6 months; you may make multiple purchases throughout this online storage time.
- If you design your page layouts in a third-party software you may upload directly to the online site by using the Album Manager option from within the Black River Imaging web site.

Album Manager Directions

Uploading Page Layouts

Option One: Uploading via the Layout Creator Software

Please refer to the 'Layout Creator PDF Guide' and Tutorial for step-by-step directions for this option.

You will find the Layout Creator Software available for download from our web site, www.blackriverimaging.com on the Downloads page option. Once the software is loaded and you have successfully created and uploaded your page layouts, follow these basic steps below:

1. Log in at www.BlackRiverImaging.com and click on 'Album Manager' in the Customer Directory at the right.
2. Choose 'Add an Event'.
3. Fill in the Event Information and click 'Add'. Note: A Password is required if you are going to post the event for your client approval. No password is required if it is for viewing only.
4. You will be taken back to the Album Manager main event listing; click on 'Album Set Up' beside the album you are working on for options.
5. Select and sequence all the pages you need to activate your album and then proceed to the 'Add Album' steps.

Option Two: Uploading via the Album Manager directly

1. Log in at www.BlackRiverImaging.com and click on 'Album Manager' in the Customer Directory at the right.
2. Choose 'Add an Event'.
3. Fill in the Event Information and click 'Add'. Note: A Password is required if you are going to post the event for your client approval. No password is required if it is for viewing only.
4. You will be taken back to the Album Manager main event listing; click on 'Album Set Up' beside the album you are working on for options.
5. Click 'Add Images' to load your pages. You may have a yellow information bar on the top of the page you will need to allow in order to continue.
6. Click on either 'Add Files' (one at a time) or 'Add Folder' (to load the entire folder of layouts) and browse to your page layouts. Choose the 'Send' option when you have them loaded.
7. Once all of your page layouts are uploaded, you will be directed to the 'View Images' page to begin sequencing your pages.
8. If you need to send additional pages, you will go back to the 'Add Images' page and begin at step 6 again.

9. You may also send additional pages via the Layout Creator software to upload them. On the 'Review Order' page, click the option that says 'Approve My Album Replacement Pages, Enter Original Album Order Number Here' and fill in the order number as you see it on the Album Manager site and complete the order to upload to us.
10. When you have loaded all the pages you need to activate your album go to the "Add Album" steps.

Replacement Pages

You may use the Layout Creator or upload directly through the Album Manager to add additional pages, or make changes to existing pages.

1. In the Album Creator software you will need to click the option that says 'Approve My Album Replacement Pages, Enter Original Album Order Number Here' and fill in the order number as you see it on the Album Manager site and complete the order to upload to us.
2. From the Album Manager you will choose the event and select 'Add Images' where you will have the option to 'Add Files' or 'Add Folders'.

View Images

This screen will allow you to arrange the page sequence of your order. You may also view your photo covers or cameo images from here too.

1. Once you have been notified that your images are available when using the Layout Creator, or after uploading via the Album Manager you will go to the Album Manager, choose 'Album Setup' and then 'View Images'.
2. All images in the current 'Album Images' will be displayed on the right hand side. Options include:
 - Move to the Additional Pages listing using the arrow
 - Rotate using the curved arrow
 - Toggle between Luster (e-surface) and Metallic (applied to photographic products only)
3. Other options on the page include:
 - **'View Cameos'**, shows you images you have selected to be available for cameos/photo matte images on the Tuscany, Legend or Destiny Albums. You may also remove images from here.
 - **'View Photo Covers'**, will show you any images you have uploaded as photo covers for the Echo Albums or Press Printed Books
 - **'Add Black Page/Remove Black Page'**, is toggle option you may select when you want to force two single layouts to be a

- panoramic-type view. (Not recommend on all albums, refer to Album Information and Tips)
- **'Set All Metallic'**, allows you to turn all pages to metallic, this will apply to only photographic printed products.
 - **'Set All Luster'**, allows you to turn all pages to luster, this will apply to only photographic printed products.
4. You may see a message in the Additional Pages screen if you have images pending at the lab that have not posted to your event yet.
 5. Additional Images are moved to the Album Images by choosing the placement in the drop down menu beneath the image and then clicking Insert. The page will refresh and the layout will be placed where you indicated.
 6. 'Move to Cameo List' will allow an uploaded image to be made available as a cameo image, you may not use this layout in the album as a page also, if you are going to use the same image in both locations, you will need to upload it twice.
 7. At any time you may click the Virtual Page View to see the flipbook.
 8. When are satisfied with the sequence, click 'Return to Setup' to continue.

Add Album

Please refer to the 'Album Information and Tips Guide' for a complete listing of available products and specifications. This is located on the Learning Center and on the 'Add Album' page of the Album Manager site.

1. Click on 'Setup' beside the album.
2. On the menu on the left click on 'Add Album or Book'.
3. Below the Event Information click on 'Add Album or Book'.
4. Select your Album Type in the drop down menu. The albums available are based on the page layouts that you have uploaded.
5. Choose your album size and the rest of your album options. Once you have filled out all of the options it will take you back to the 'Set Up' page.
6. If you would like an additional album on this order you can click 'Additional Album or Book' button.
7. You will see the albums and sizes you have added to this event. Click on the description to see the cost break down.

Buy Album or Book

Select this option when you, as the photographer, are ready to purchase the album without online approval. You will be able to post the event for viewing afterwards as well

1. Log in at Black River Imaging.com
2. Click on 'Album Manager'.
3. Choose 'Album Set Up' beside the album you wish to purchase.
4. If you have not already added the album to the page layouts, you will need to do so; see the 'Add Album' section for directions.
5. Click on 'Buy Album or Book' in the menu list
6. Review the virtual page flipbook bearing in mind that no changes can be made once the album is checked out.
7. Click 'Approve Album' if you are ready to send order or 'Return to Album Set Up' if you need to make any changes.
8. The next window will ask you to verify Album Embossing & Information Text. Please make sure the names are spelled correctly and the dates are correct. Once the album is approved, embossing information cannot be changed. Click 'Approve' if you are ready to check out or 'Return to Album Set Up' to make any changes.
9. This will take you to the Release Order page; here you can choose shipping, select to drop ship and enter your payment information. Click 'Next' when the information is complete.
10. Review the Information and click 'Next'
11. On the final page you will be offered the following options:
 - NO** - Do NOT begin production on album, (goes to the previous page)
 - YES** - Begin production of my order and **do not** post for viewing at www.ApproveMyAlbum.com
 - YES** - Begin production of my album and **post** for viewing at www.ApproveMyAlbum.com
(viewing only –no approval option for client)

Post Album Online for Client Approval or Viewing Only

1. Log in at Black River Imaging.com
2. Click on Album Manager.
3. Choose 'Album Set Up' beside the album you wish to activate.

4. Set the Event Information. If you want the client to be able to approve the order we require a password. If the event is for viewing only with no approval option, you will leave the password blank.
5. If you have not already added the album to the page layouts, you will need to do so; see the 'Add Album' section for directions.
6. Click on 'Post Event'.
7. Check the album information, choose shipping method, and fill out the payment information and review the Virtual Page View. Click 'Next'.
8. Verify the information, click on each album listed for order details.
9. Click on 'Activate Event'.
10. Click 'Yes' to post.
11. Notify your client to view the event at www.ApproveMyAlbum.com

www.ApproveMyAlbum.com

Once your event is posted you will direct them to www.approvalmyalbum.com where they will search for the name you gave the event and enter the password you assigned.

Once they review the album and click the 'Approve My Album' button they will be asked to enter their name and the IP address will be recorded. If you selected to allow for drop shipping they will be prompted to enter their address as well.

You will be emailed the new order number once the information is received at the lab.