



## This Guide Applies to the Black River Imaging Software

### Ordering Prints, Precision Cut Wallets & Premier Packaging

This guide covers the basics of ordering Prints with the Black River Software and utilizing the associated options. This guide also has a complimentary Video Tutorial available online to further assist your ordering needs.

#### Ordering Prints

Black River offers prints in a variety of sizes. To begin ordering you will need to be in the Photographic Products catalog of the Black River Imaging software. You will then access the offered sizes by clicking on the Prints & Template Designer tab on the Sizes Palette or you may use the Sizes button.

Should you want to utilize the Template Designer options on these products it is recommended that you first view that tutorial. We will not cover those options in this guide.

Once you select the print size you would like to order the Image Layout area will show a blue cropping box set to the aspect ratio of the selected product.

You can rotate the image opening to a different orientation if needed by clicking the Rotate Layout button. You may now drag and drop your image in to the layout. The image can be manipulated by using the mouse, the Zoom slider and the Rotate Image options. The image will be printed based on what is inside the Product Bounds (blue cropping line) at the time you choose Add to Order.

You will select Size and Image Options by utilizing the Options palette or Options button prior to clicking Add to Order. Image options that are always available are Image Tone and Paper Type. Additional options are available based on print size. For more detailed information on these options please refer to the Finishing Options and Artwork Options tutorials and guides.

Please be aware that the Paper Type defaults to E Surface and Metallic can be selected when desired. All print sizes are available in both E Surface and Metallic papers.

Image Tone defaults to the tone of the image that is dropped in, and Black & White and Sepia can be selected when needed.

You may also choose a border for your image and opt for a color fill as well.

Other Size Options that you may choose include Small Pebble Texture, Irish Linen Texture and Lacquer Spray. Mounting services are also available depending on the print size. For sizes 10x10 and under you will order these options from the Review Order screen.

Image Options are detailed in their own guide and tutorial but you will add these options at this point in your ordering process by clicking Image Options on the Options Palette. We'll go ahead and cover just a few of those here:

Standard Retouching which includes blemishes and dark circles but not scars and moles and this is a Per Head fee so if you have multiple subjects in the image be sure to enter any needed instructions.

If you are choosing Combine 2 Images, be sure to include both images in the order as well as entering the directions to the right of the option.

When you have cropped your image, selected the options you want and entered a quantity you are ready to click Add to Order and proceed to your next product or image.

You will notice that the image stays in the layout area after you have clicked Add to Order. If you want to order the same product with a different image, simply drag and drop a new image in place. You may also double-click an image in the thumbnail section and it will appear in the Image layout area or you can click on the product opening and choose either Delete or Backspace on your keyboard to clear the Image Layout area.

You may now choose a new size or drop in an image into the existing size.

In cases where you would like to order the same product for a large number of images you may want to utilize the Select All option. You will first want to choose the product, and enable the Auto Rotate option. Now you can right click and Select All, use the Control A or Control and click just the images you want. You will see the images selected are highlighted and if the sequence is important to you be sure to left click on the first image and drag it over to the Image Layout area. A dialog box will now appear and once you answer, "Yes" the images will begin to drop in place. Having the Auto Rotate option selected will ensure you do not have an image cut off. Once the images have all loaded the product opening will be empty and you may proceed with the rest of the order.

## Ordering Wallets

A couple of the print products appear differently in the software than how you see the rest of the products. The first is the 2 3x3's. You will need to drop in an image in each opening and you will be required to cut them apart on your end.

Secondly, are the wallets as we have multiple ordering options for wallets. Under the Prints and Template Designer we offer die-cut wallets. When you choose the 8-wallets option you will see the mask that gives you a good idea of where the print will be cut. This will assist you in cropping your image so that you do not lose any vital part. (This product may not be ordered using the Template Designer tools.)

The next option, 8 individual wallets will allow you to enter a different image in each opening. This is very handy if you are doing a wallet album. Also notice that this is the only wallet product that also allows for edits done using the Template Designer tools. You will be required to design each of the eight openings if you choose to use these tools. For detailed information on those options, please refer to the Template Designer guide and tutorial.

8 wallets with logo is offered in both the horizontal and vertical orientations. I recommend dropping your image in place before choosing a text color. The text is automatically centered in the opening. You may have a total of two lines and we recommend that each line is 12 characters or less. The text size and placement can vary slightly from what you view in the software.

We also offer Precision Cut Wallets, these are found under their own tab on the Sizes Palette. These wallets will have square corners and are cut using customized equipment. This will allow you to create borders and have text at the edge of the image and know that what you have created is what you will receive. This product is offered in both the 8-up option and the individual option.

## Premier Packaging

Premier Packaging has its own tab on the Sizes Palette. When you choose this option you will see a small image appear of the folder product you are ordering. You will need to enter the amount and click Add to Order. These are the same folders that are used with the drop-shipping option but with this option the folders are sent to you so that you can package your client orders as needed. To utilize the drop shipping option you will choose Review Order, choose drop shipping, fill in the complete address and choose the Premier Packaging option. When ordering drop shipping the Premier Packaging fee is a per-order fee and not a per-folder fee.