



This Guide Applies to the Black River Imaging Software, Albums – Black River Imaging Software and the Sports Design Software

Software Basics

This portion of our guide will cover the Software Basics which includes: Downloading our two software programs, filling in the My Information window, Optimal Screen Setup, setting your Preferences as well as discussion on the Thumbnail and Image Layout areas and Order completion and payment options.

This guide is intended to compliment our online Video Tutorials. We will follow the same flow of those so that you may have two points of reference. You will find the video tutorials after you log in on the web site.

Downloading the Software

Once you have logged in, choose the Place an Order tab or the Downloads tab where you will find the two software links. We have two programs due to large variety of products and templates we offer. We will discuss the details of the catalog files in that section of this guide; but basically, the Albums-Black River Imaging software offers our library-bound albums, Guest Books and Press Books and the Black River Imaging software will offer the remainder of our product line. Both software programs are loaded and operate in the same manner.

For information on the Sports Design Software and the EZ Order Digital program, please refer to those guides.

The Black River programs are ROES programs that are Java based so there will be a system check for existing versions and Java will be updated or downloaded if needed. You may be prompted to OK this function.

During the installation of Java you will have a couple of prompts, you will need to accept the licensing agreement and choose your setup type. The Typical setup is recommended.

Once Java is successfully installed the ROES based program will begin to load. You will see the wheel turning on your screen and the software will load up.

This can take a few seconds to a few minutes dependent upon your Internet connections.

You will be asked if you would like to okay a desktop integration. This is asking if you want an icon placed on your desktop. We do recommend this, as it makes easy access for future launches of the software.

You will notice that when the software first loads there are several windows open, go ahead and close everything except the My Information and Tip of the Day. We will cover these two windows in the next section.

My Information & Tip of the Day

Each time the software is launched The Tip of the Day window will appear. This window is our way of communicating software changes, product updates and exciting news. We encourage you to read this valuable information.

The initial time you launch the software the My Information palette will automatically appear, thereafter you will open this palette by clicking the My Information button.

You will be required to enter your name, address, email and phone number prior to uploading an order. Your account with Black River Imaging will be based on the email address that is entered, please verify that all of this information is current and accurate before uploading. If you have an *in-progress* order and need to make a change to your address you will need to call the Customer Support Team to have that adjusted. Prior to future orders you will need to log in on the web site, www.blackriverimaging.com and Modify Your Profile.

Optimal Screen Setup

With the number of products and options available we recommend that you set up your screen using the Sizes Palette and Options Palette features.

When the software is launched initially the layout area and thumbnail sections will dominate the screen. You will first need to reduce the space this occupies by using the left-click of your mouse to drag the sides of the software in so that you can see a portion of your desktop on both the left and right sides.

You may now click on Sizes and Show Sizes Palette; this will open a window or "palette", right-click on the title bar of that palette and move it to the left of the main software window. Now by once again using the right-click of your mouse you will stretch the palette out to match the height of the software screen.

Once you have that in place you will repeat these steps with the Options Palette by clicking the Options button and choosing Shows Options Palette and moving this palette to the right side of the software.

Setting Your Preferences

The Preferences button is located at the bottom of the Image Layout Area. Selecting this button will display a dialog box with several options.

There are several options that are self-explanatory so we will cover those that aren't and the most helpful options.

Search Enclosed Folders will open the folder you select plus any sub-folders. Deselecting this will open only the folder of images you choose. Remember Last Folder Used Between Launches will cause the software to open with the last set of images you ordered from. Deselecting this option will cause the software to open with no images.

Revert to Edit Tool After Draw is a helpful tool to be used with the Template Designer options. We will cover this tool in that portion of the guide.

Show Banner when deselected removes the Black River Imaging banner giving you more space to do your ordering.

Show Prices when deselected will open the software with no prices. This will also make it so that on the Show Order screen there are no prices so this is the perfect printout for your customer.

We do recommend leaving the Use Pro Tool. Layout option selected, this is the row of tools beneath the Rotate Layout and Rotate Image options.

Days to Backup Orders is defaulted to be set at 15 days. You may set this to any number of days you choose. This number indicates the number of days your computer will hold your saved or previously sent orders. We will cover this option more in the Saving and Reopening an Order section.

Thumbnail Area

The Thumbnail Area is located on the right hand side of the Image Layout Area and is where a thumbnail copy of your loaded images will appear. You load your images by clicking the Folder button at the bottom of the screen. Browse to where your images are located on your computer and double-click on one of the images in the folder. By double-clicking you will get just the images you are wanting. If you choose the Open option you may have more images than what

you intended. While the images are loading the Folder button will change to say Stop Search. Clicking Stop Search will revert the button back to Folder.

You may control the size of the thumbnails by adjusting the slider for the Zoom option. The thumbnail images can be rearranged by left-clicking and dragging and dropping to a new location. You will see a blue insertion bar as you move. This new arrangement will be for the current view only. When you reload this folder of images the sequence changes will not be retained.

Several options are available within the thumbnail section when you right-click on one of the images. One of the most commonly used is the Select All; this option is helpful when you want to order the same product for every image. Please take note when ordering multi-node products and using the Select All option, if the image count falls short of filling the last product you will need to add it manually.

These are just thumbnails so they will show some pixelization in the software especially when you zoom in tight. The print will be made from the high-resolution image, not this thumbnail.

Catalog Files

The software is divided into sections by product offering and these are called Catalog Files. You may move between the catalog files in two ways, you may click on the Catalogs option at the bottom of the Sizes Palette or you may click on Sizes and follow the prompt to the Catalogs.

You may only order from one catalog file per order. When you change catalog files you will see a warning prompt that any unsaved order will be lost if you switch catalog files. Once the screen updates the product offering under sizes will be different.

The Black River Imaging software has four catalog files. These include Photographic Products, Press Products, See My Prints Upload and the Preview Catalog. Each of these catalog files will be discussed in their own section but just a quick overview: Photographic Products includes all prints and products printed on Kodak Professional Endura paper, both E Surface and metallic as well as the Gallery Wrapped Canvas Prints. The Press Products includes all of our products that are printed with our press printer on press paper and card stock. Some of those products include the press cards, press books, calendars, bookmarks, business cards and other promotional products. The See My Prints Image upload allows you to utilize the software to load directly to the e-commerce site. You must have your See My Prints account set up before using this option. The Preview catalog offers a discount on your proof printing and

also has the Photographic Preview Book and the option to load your images from your proof orders directly to the See My Prints web site.

Albums-Black River Imaging has three catalog files which include Albums, this offers the Tuscany, Destiny and Legend albums; Press Books which are our press printed hard-bound books and the Guest Books which are printed on photographic paper and wire-bound.

Image Layout Area

The image layout area is the region on the left of the main window, adjacent to the thumbnail area. This region displays the layout for the currently selected product and allows precise cropping of images. After selecting your product from the Sizes Palette you will add your images by dragging from the thumbnail region to the product opening. You may also click on the opening so that you see the blue cropping lines appear and then double-click on the thumbnail image. The product description is shown beneath the layout area in blue lettering, as is the image file name(s).

To change the crop of an image simply use the left click of your mouse to drag the image around in the opening and use the zoom slider to increase and decrease the image zoom. You may also change the rotation of the image or the product layout by choosing the appropriate button. The triangle to the right of the Rotate Image button displays a slider which allows for a fine rotation of the image in 1-degree increments. Once you are satisfied with the crop of the image, click Add to Order.

The Pro Tool Layout is displayed as a string of icons beneath the Rotate Layout and Rotate Image buttons. There many useful options here, most notably the Crop or Fit which is third from the end. This option allows you to fit your image in the selected opening with the background showing through the remaining area. Next is the Auto Rotate option which is on by default each time the software is launched. This enables the software to attempt to rotate your image in the selected opening when dropping in the image. Another helpful option is the Reticle, the last on the right, this will apply a "cross hairs" on each image opening so that you can quickly find the center of the layout.

Order Review, Payment & Upload

This last section will cover the features of the Review Order screen, how to print a copy of the order as well as completing the order, providing payment information and uploading to the lab.

Clicking the Review Order button on the main screen of the software accesses the Order Review Screen. This is your "final check point" before uploading an order to the lab. You will need to review it carefully to ensure your order is accurate as this is your approval for us to produce your order. Once you upload your order revisions and cancellations are not possible.

Beginning at the top of the screen you will see the order number your computer has assigned to this job. This number is not the same as the lab order number you will be emailed once your order is successfully received at the lab.

The left hand column is an item count, or sequence number, and indicates the order in which your products were added to the order. To change the sequence you will left click on the sequence number and drag up or down until the blue insertion bar is where you would like to drop that product, then release the mouse. The rest of the sequence numbers will automatically readjust.

You may move a product back to the main screen for editing by clicking the small box beside the sequence number or you may delete it by clicking the minus sign. There are several other options in this listing as well. These are discussed in detail in the Software Basics tutorial.

Beneath the image display there are options that are applied to the entirety of the order. These include adjustment of images, adding drop shipping as well as the shipping options. You will also see Customer Reference; what you enter in this field will be in the subject line of your email confirmation.

On the bottom you will find a Render option, this will save a thumbnail copy of the images you have ordered but it does not save your order. You can refer to the Presenter Tutorial for more information on this. Back will move you to the ordering section without losing your order.

Instructions gives you a dialog box in which to type notes to Customer Service. Please bear in mind that these notes do not prevent your order from printing; if you have questions about the way something will print you need to contact us prior to placing your order.

Show order will open your order with your web browser to display a printable version. If you have your prices disabled in the software they will not appear on this printout either, make a suitable means of verification by your client. As this feature is web-based some security settings may block the Show Order from launching correctly.

Complete Order is the first step in the process of sending the order to the lab or saving the order for sending later. Once you click Complete Order you will choose one of three options:

Send Now Via the Internet: this is the option you will choose when you are ready to upload the order to the lab. This will be a three-step process, you will see steps one and two and then the actual FTP upload will begin.

Save For Sending Later Via the Internet: this is the option you will choose if you are done with an order but want to initiate the FTP upload at a later time or if you want to reopen the order later and continue working on it. We will cover this option in detail in the Save an Order and Open as New tutorial and guide.

Save to Disc for Alternate Delivery: this option is not recommended. This method has been known to cause corrupted files that cannot be read by the lab. Please use the Save for Sending Later option and then burn the order from the Queued folder.

No matter which option you select you will be prompted to enter your Payment Method. This is a default of the software and this information is only transmitted when you upload the order. If you should have a remake number be sure to enter it in the instructions box so that you are not charged for those items.

Note:

**Order files must be less than 4 gigs;
larger orders cannot be processed.**