

How to Use

Lenzart**ROES**

My Packages

2009

My Packages

How to Use Lenzart ROES

Using My Packages

Here's a great way to cut down on the amount of time you're spending ordering your standard packages, whether it's for portraits or events. Preload all your packages ahead of time into customized groups. Then, when it's time to order, simply select the package and drag the files onto the template. All the print sizes and products available in that package will automatically be ordered.

To create the packages:

- Both the **Sizes Palette** and the **My Packages** windows must be opened. These can be found by clicking on the Sizes button.
- In the Packages window, click on the **Add Group** button (on bottom, 2nd from left). A window opens automatically allowing you to name this group. Type in the name then hit "enter". You can create multiple groups which can all have their own unique packages.
- Click on the **Add Package** button (on bottom, 1st on the left). Same thing happens here - type in the name of this package and hit "enter". There is now a package in the group.
- At this point, the Package icon is "ghostly" because it is empty. To **populate the package**, in the Sizes Palette, click on one of the products that are available and drag it onto the Package icon. A green plus sign lets you know that that product has been added to this package, and the icon is now solid.
- Continue until all products offered in that package have been added.
- **Check the package contents** by clicking on the Package icon. A list appears in the bottom portion of the window. Here is where you can **adjust the quantities**. Also, **eliminate a product** by changing the quantity to "0". You can also **pre-load finishing options** (mounting, coating, etc). With the package still selected, open the Options window (we suggest this instead of just clicking on options because the list may be quite long). Select which options are available for each product in this package. Retouching options may not be pre-requested and will have to be selected at the time an image is ordered.
- Continue adding all the packages and all the groups needed. **Rename** groups or packages by selecting them and clicking the Rename Selected Items icon ("abc") on the bottom. **Remove** groups or packages by selecting them and clicking the Remove Selected Item or Remove Selected Group icons along the bottom.
- **Order your images** by selecting a package. The template will represent all the products available in that package, with crop marks showing where the different proportions will crop into your image. Drag the file over, adjust the crop if necessary and click add to order.

