

LenzartROES

User's Guide

LenzartROES User's Guide

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Requirements & Installation

The **requirements** are few - a PC or a MAC with a broadband internet connection. Dial up is not sufficient for sending images.

The ROES program was not specifically written for a MAC or PC. ROES was written in the Java computer language, which is supported by both MAC and PC operating systems. As with any imaging application, the more memory (RAM) you have and the faster the processor on your computer is, the more efficient ROES will run for you.

PC Users:

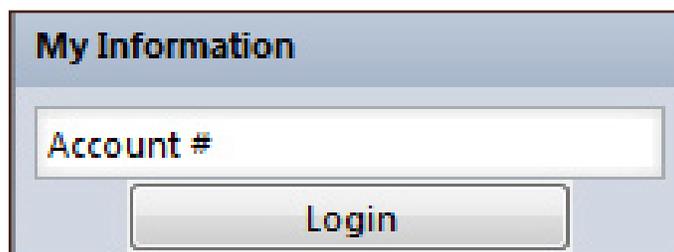
You must have Windows 7 or newer installed on your PC.

Macintosh Users:

You must have MacOS version 10.6.8 or higher installed. Also, you will find mentioned throughout steps that require right clicking on the mouse. Mac users will hold the Ctrl button while clicking the mouse.

To install, go to Lenzart's website at www.lenzart.com and click on the Lenzart ROES button to get you to the download. Once installed, the LenzartROES Home page will appear. Log in here using your Lenzart account number.

The account number will be "remembered" on your computer, so future uses will only require a click on the "login" button.



The image shows a screenshot of a web form titled "My Information". It features a text input field labeled "Account #" and a "Login" button below it.

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LenzartROES Home Page

Understanding preferences

•Wrap tabs in products

Check this and LenzartROES will show all tabs in product groups instead of scrolling rows of tabs.

•Show prices (requires relaunch)

Un-check this (and relaunch) to remove prices from being visible in LenzartROES in instances when your clients will be with you while viewing.

•Search enclosed folders

Left disabled, you will only load the images in the exact folder you direct LenzartROES to. If you have a "parent" folder with multiple "child" folders inside of it, and each child folder has images in it, enabling this option will load all the images in all the child folders when you direct LenzartROES to the parent folder. Because this may lead to loading more files than you intended, we do suggest leaving this option disabled.

•Auto rotate counterclockwise

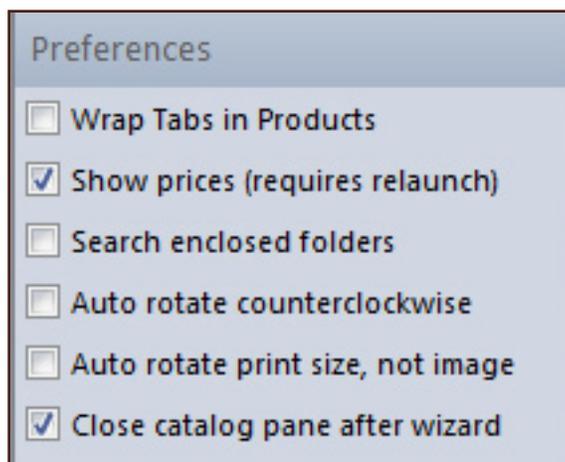
If "auto rotate print size, not image" (below) is not checked, ROES will automatically rotate your image clockwise if it's orientation is different than the template. Check this option if you would prefer the rotation to be counterclockwise instead.

•Auto rotate print size, not image

If enabled, the actual template will rotate, instead of the image, when the image that is placed in the template is of a different orientation.

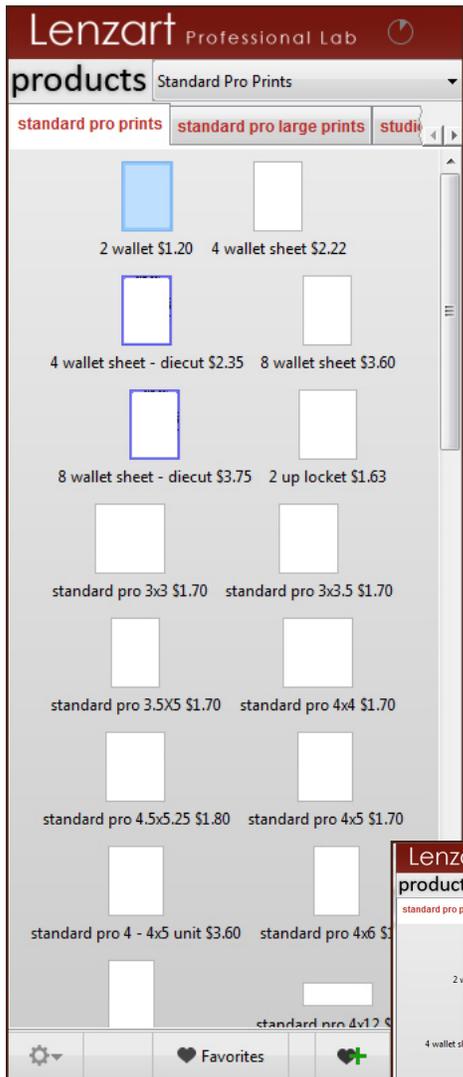
•Close catalog pane after wizard

If checked it closes the catalogs pane after setting up a book in the book setup wizard.



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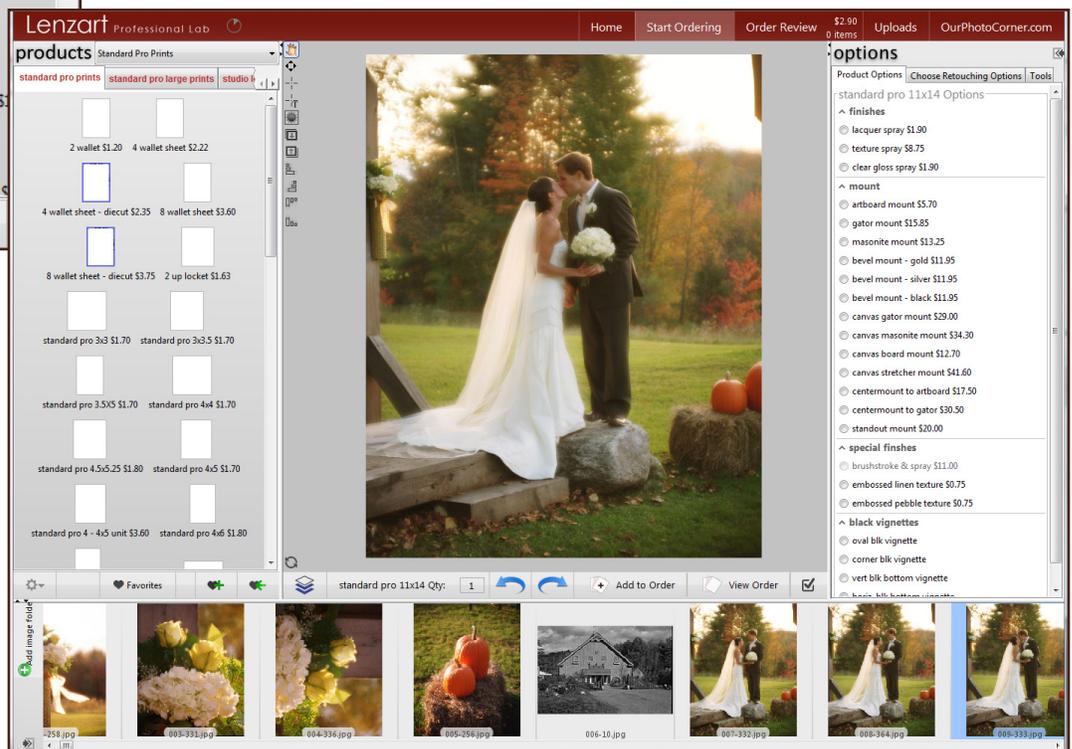
Start Ordering



Select a catalog

Select a product

Drag and drop image from the thumbnails into the product you have chosen

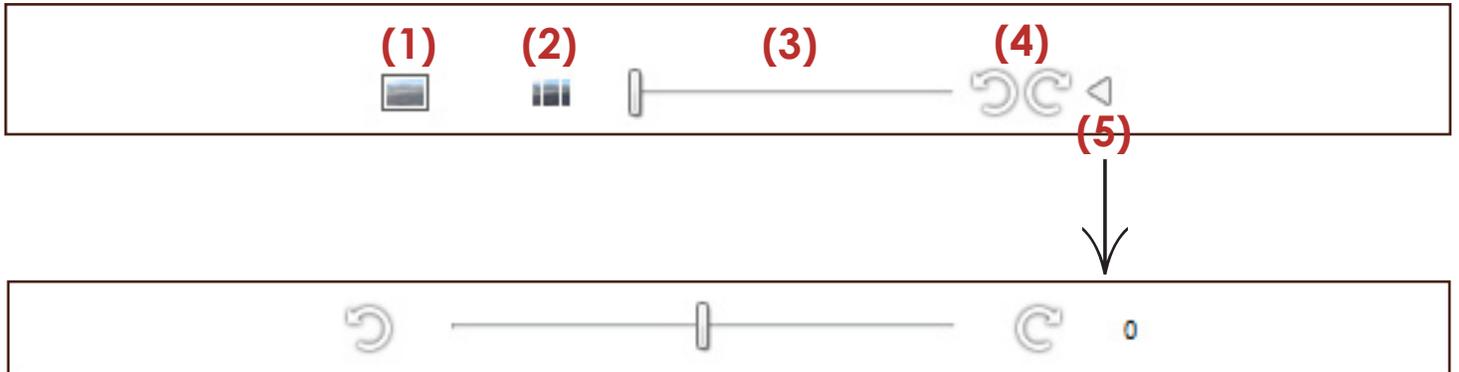


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Start Ordering

Cropping and rotating

•Click the image once for the cropping and rotation tools (we'll address the multi-node design tools on the bottom row later on).



(1) Lock Image - This locks the image in place by ignoring drags and drops. Only enabled in multinode products.

(2) Crop or Fit - For files that are a different proportion than the template, this option left unselected will crop the image and keep the print size as indicated. Selected it will fit the entire image in the template creating white, non-image areas that when trimmed will most likely result in a non-standard size print.

(3) Zoom Tool - Slide right to left to zoom in or out of the image.

(4) Rotate Tool - Rotate the image 90 degrees counterclockwise or clockwise. Click on the little triangle to access **(5) the slider** to rotate in smaller increments.

FYI



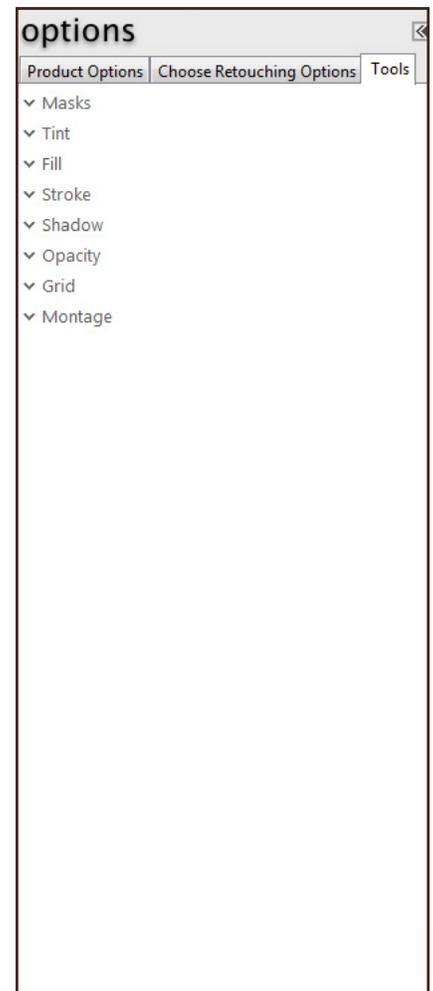
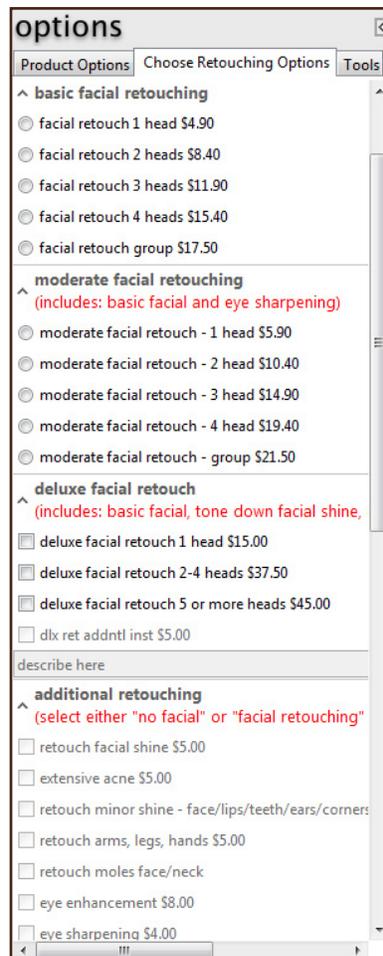
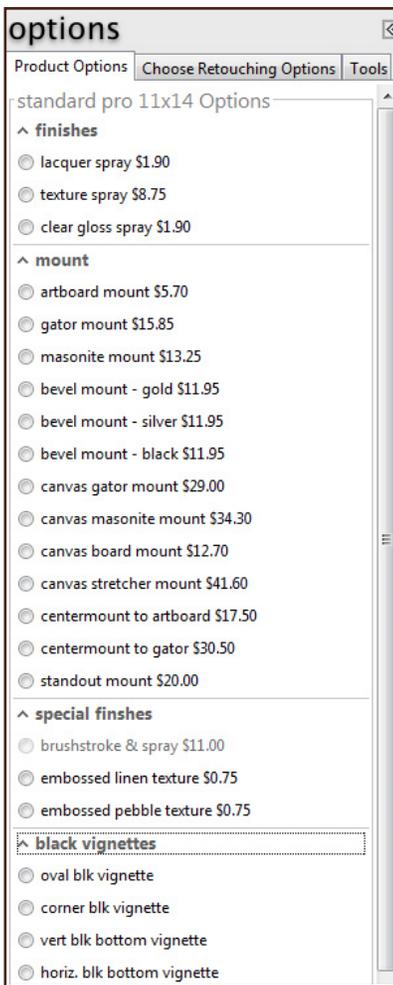
Click on the arrows on the bottom left side of the template to reset the entire template.

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Start Ordering

Options

- Choose **Product options** from the options tab. The options available for that print/product are displayed. This is where you would choose - finishes, mounting, vignettes, stamping and imprinting.
- Choose **Retouching options** from the options tab. The retouching services available for that print/product are displayed.
- Choose **Tools** from the options tab. The many design tools available for that print/product are displayed. Further details are covered in "Using the Design Tools" on pages 19-21.



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Order Review

Add to order

- Once the product has the desired crop, options, and quantity, click the “Add to Order” button.
- Continue ordering products using the same steps.
- Once all the products have been added, click the “View Order” button.

	Photo	Applied Options	Price	Quantity	Total	
1		lacquer spray \$0.95 artboard mount \$4.00 facial retouch 2 heads for IMG_0043_RJ-05.JPG \$8.40	\$8.55	1	\$8.55	Edit Delete
2		lacquer spray \$3.80 artboard mount \$7.50 facial retouch group for IMG_0064_RJ-09.JPG \$18.90	\$34.30	1	\$34.30	Edit Delete
3		8 wallet sheet - diecut 0548079/IMG_0087_RJ-03.JPG	\$3.75	1	\$3.75	Edit Delete

Prints: 3 Images: 3 Size: 19.79 MB Total price: \$76.80

Continue Ordering Complete and send order Save for later

Review order

- The resulting window shows a summary of how your order will be produced. Be sure to check this carefully. The order will go directly into production at the lab, so any possible errors will not be caught before printing.
- If additional ordering is needed click “Continue Ordering”, using the same steps.
- The whole order can be eliminated by clicking the “Clear Order” button. If a single product needs to be removed, click the “Delete” option for that product.
- If a product needs corrections, click “Edit”. This takes you back to the ordering screen where you can make changes. The “Add to Order” button will now read “Save”. This must be clicked to save the changes and continue on to “Review Order”. Quantities can be changed right in Order Review.

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Order Review

Options

•Client name

Select and fill in your client's name here. It will appear on the order form and the email confirmation notice, making record keeping even easier for you.

•Reorder

ONLY select and fill in an order number here to reorder from retouched files archived at the lab (Lenzart archives files for FREE for 6 months). Checking this option will result in LenzartROES not transferring over any files in the order, and only accessing the archived files. Be sure to use the exact same file names.

•Archive retouched files to CD

Select this option if getting the retouched files on a CD is preferred.

•Special instructions

Select and type in the space provided any instructions that aren't covered elsewhere (always use provided options first - this space is mostly used for unique instructions).

Complete and send order

Once the order is ready to send, click on "Complete and send order". Fill in the information/make the necessary selections in the following windows to send the order -

- Enter your account information (you will only need to fill in your account information once)
- Shipping method
- Payment by
- Send my order to Lenzart

There are 3 options under "Send my order to Lenzart" -

- Send now via the internet
- Save for sending later
- Save to disk for alternate delivery

Send Now via the Internet

When "Send Now via the Internet" is selected a progress bar will appear and the Uploads bar at the top of the screen also becomes a progress bar. You may continue to create new orders and still keep track of the progress of the order that is sending.

Once sent the order will appear in the Uploads window for as long as you've determined, with the option to open as a new order or remove.

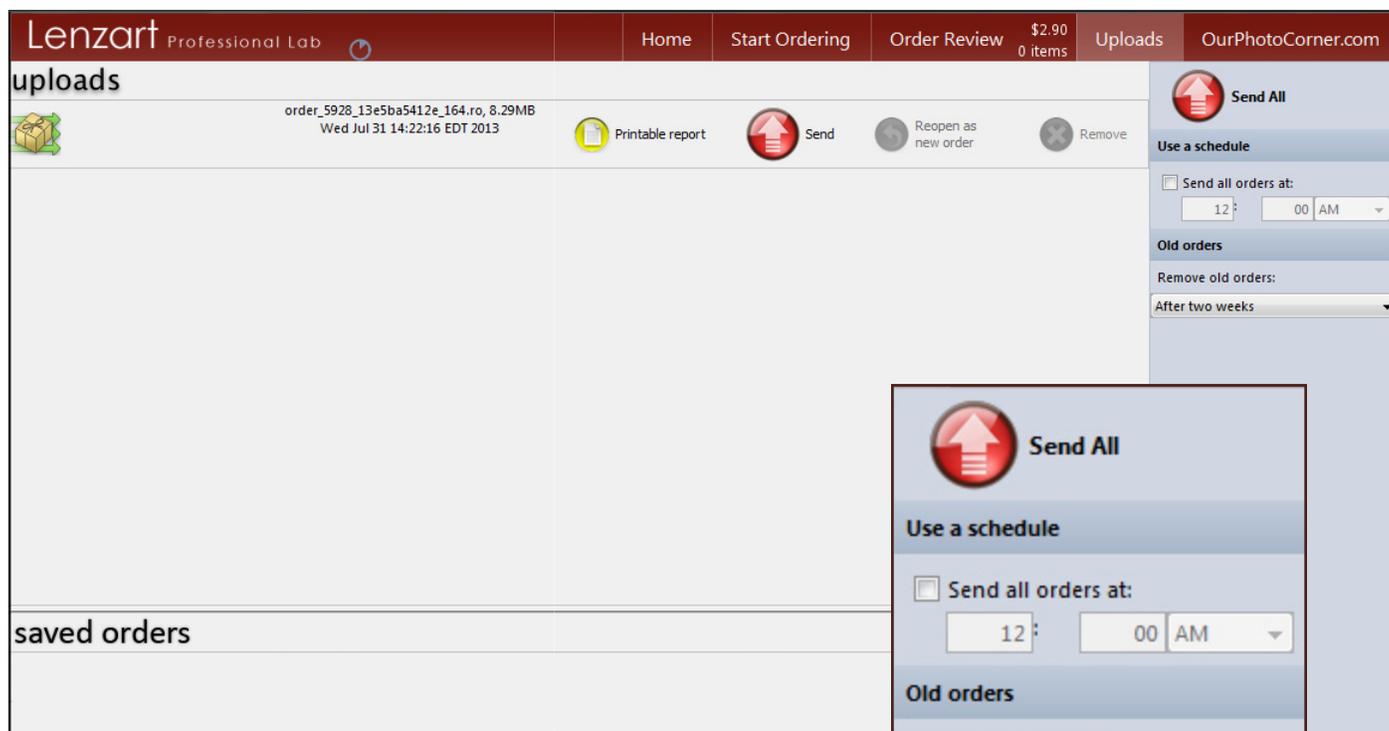
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Order Review/Uploads

Complete and send order continued

Save for sending later

When "Save for sending later" is selected the progress bar becomes a "Completing Your Order" window where you may choose to go to the uploads pane or view a printable report.



In the Uploads window you may choose to send individual orders by clicking "Send", send a batch of orders to send by clicking "Send All", or set a schedule to send all orders at a particular time.

Also, here is where to control how long orders remain in the Uploads window. The default is to remove sent orders after 2 weeks, but there are other time options to select.

IMPORTANT NOTE:

When an order is sent it is not truly considered received at the lab until you receive email confirmation. Not only will this email confirm that your order is in production, but it will also contain the **lab assigned order number**. This order number must be retained for future reference should you need to contact Studio Support with any questions.

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Order Review/Uploads

Save for later

More complex orders may need to be saved along the way because they will be created over a period of time. These orders will be saved, not necessarily to send later, but to be reopened for additional work.

- Click "Save for later" in the bottom right corner. The resulting box will request a name for this order. Type in the name then hit your "Enter" key. It will note that the order was saved.
- Click on the "Uploads" button. The saved order will appear in the bottom part of the window in the "Saved Orders" section.
- Click on the green "Load Order" request, it will ask if it should "Reopen", click it again and the saved order will open in order review. From here you may choose to edit the order, continue adding to the order or sending the order.
- There is also the option to "Delete" order in the "Saved Orders" section.

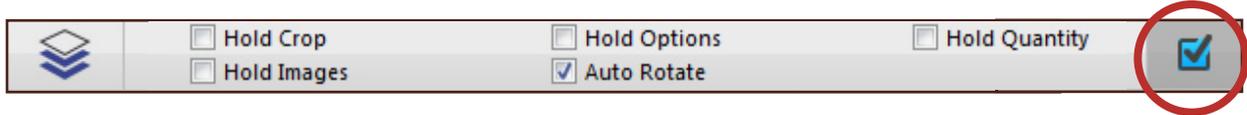
The screenshot shows the Lenzart Professional Lab website interface. The top navigation bar includes 'Home', 'Start Ordering', 'Order Review' (with a price of \$76.80 and 3 items), 'Uploads', and 'OurPhotoCorner.com'. The main content area is divided into two sections: 'uploads' and 'saved orders'. The 'saved orders' section displays a table with one entry: 'Family Order.enc' saved on 07/29/2013 at 04:17PM. This entry has a green circular arrow icon labeled 'Load or...' and a red 'X' icon labeled 'Delete or...'. On the right side of the page, there is a sidebar with a 'Send All' button (red arrow icon), a 'Use a schedule' section with a checkbox for 'Send all orders at:' and a time selector set to 12:00 AM, and an 'Old orders' section with a 'Remove old orders:' dropdown menu set to 'After two weeks'.

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Additional Ordering Information

Ordering Preferences

There are additional options available for ordering found by clicking on the check mark, under the template area to the right of "View Order".



These tools may be enabled by placing a check in the box. Once checked **they will remain checked for all orders** until the check has been removed. Because of this, be very careful that you do not request options or quantities that you did not intend to.

- **Hold Crop** - Preserves the crop when an image of identical size is dragged into a node.
- **Hold Options** - Preserves options between ordered images.
- **Hold Quantity** - Preserves the quantity between order items.
- **Hold Images** - Preserves images between product changes.
- **Auto Rotate** - Rotates images dropped on nodes to match size. Set the rotation direction in Preferences on the Home Page.

Creating and Ordering Packages

Reduce the amount of time you're spending ordering your standard packages by creating, and saving in your ♥Favorites, those packages in ROES. This will allow you to handle each file once, yet order all the products in that package.

- Choose the catalog you will be ordering from (Events and Sports is the most common catalog that is used for packages).
- Click on the ♥Favorites button located on the left below the Products window. This will create a Favorites window. Click the "+" tab to create a new group/tab where you will save your packages.
- Click on the "Name Your Group" box that appeared and type in your group name (ex. Dance Packages) then **hit the enter key on your keyboard to save.**
- Click on the ♥Favorites button again to get back to the prints/products in the selected catalog. Choose the specific tab that contains the prints/products you will be ordering (for instance, if you are in Events and Sports, choose foldered, unfolded, etc.).

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Additional Ordering Information

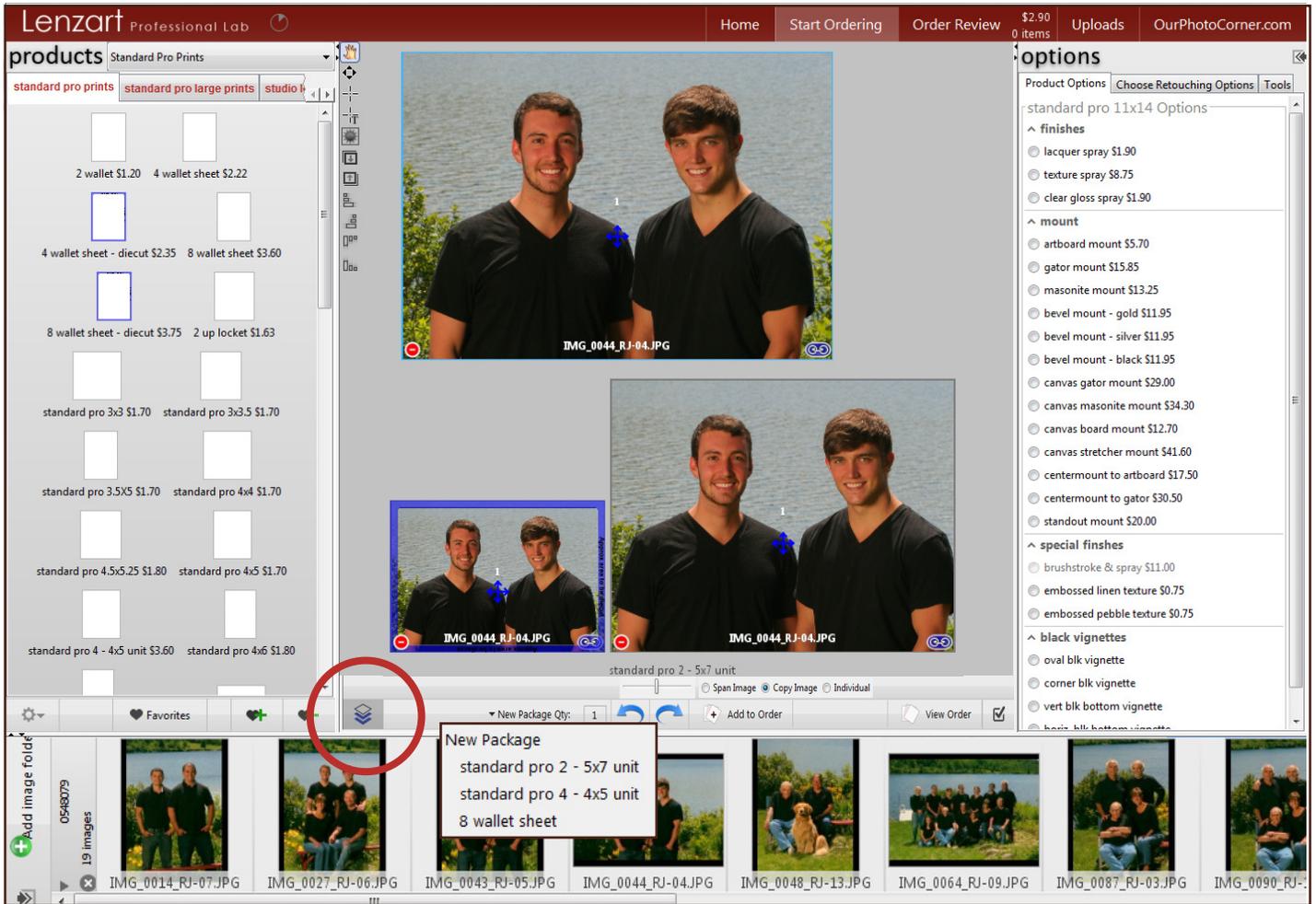
Creating and ordering packages continued

- Select the first product in the package.
- Turn the Packager on by clicking on the stack-of-paper icon to the bottom left of the working area.
- Click on and drag over all other products in that package. The example on the following page shows a package that consists of a unit of 5x7's, 4x5's and 8 wallets.
- To change quantities of any of the products in the package, clicking on "New Package Qty" just below the working area will open a window containing all the products in that package. Click on the product that needs the quantity adjusted for, fill the the new quantity and **hit the enter key on your keyboard** (see image following page).
- To save the new package, click on the ♥Favorites button and then the group tab you previously created. Click the ♥+ button. Click on the "Name this favorites" box that appears, and type in the package name (ex. Package A) then **hit the enter key on your keyboard**. A package icon will appear in the window, with it's assigned name.
- Continue with the same steps to create the remainder of your packages.
- To order from the saved packages, click on the ♥Favorites button, click the specific group tab, then the desired package.
- Drag your image into one of the templates. It will populate all templates in the package. Adjust the size of the templates using the slider bar just below the working area.
- Click on any one of the templates to adjust the crop for all of them.
- In options, though, each product is listed separately so finishes can be selected independently.

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Additional Ordering Information

Creating and ordering packages continued



Icons in templates explained:



Click on this to move the templates around in the working area.



Click on this to eliminate a template from the package.



The template is linked to the other templates, therefore changing the crop to one will affect them all. Click on the link icon and ...



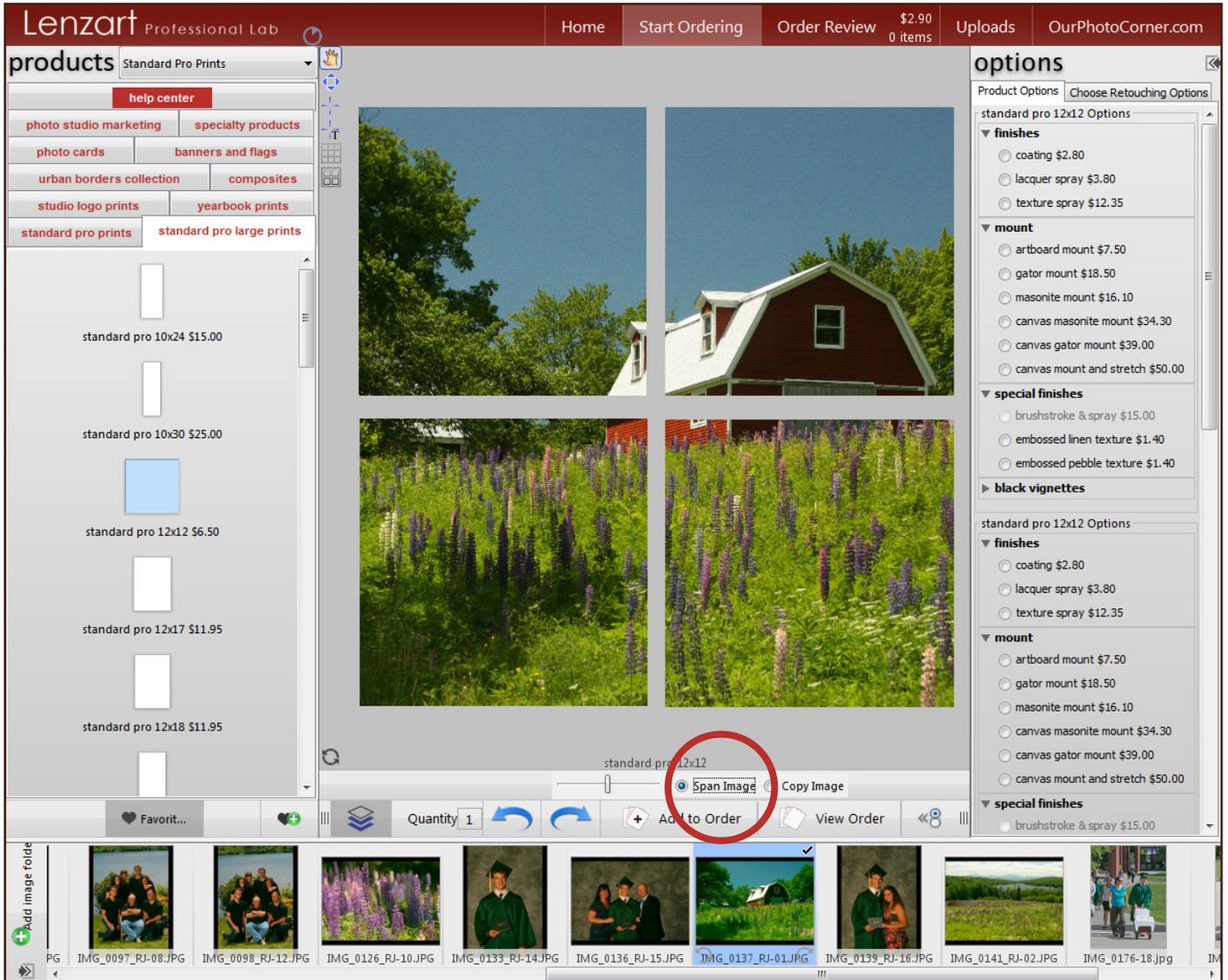
The template is not linked to the other templates and can be adjusted independently. It also can contain a different image.

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Additional Ordering Information

Creating and ordering packages continued

These packages are created using the default setting in the packager - "Copy Image". Select "Span Image" to split one image between all templates in the package for creative wall groupings.



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Additional Ordering Information

Ordering Unusual Size Prints

You may request print sizes that are not common in size and therefore not listed in Lenzart ROES by creating them first in Photoshop.

- Check the available sizes in Lenzart ROES to find the next size up for the size you want. (For example, if you want a final print size of 4.5x4.5, in Lenzart ROES you will use the 5x5 template.)
- Open the image in Photoshop. Pick the Crop Tool and set the width and height boxes for the final print size. Leave the resolution box empty. (In our example, you will use 4.5x4.5.)
- Crop the image for how the final print should appear, then hit Enter.
- In the Photoshop taskbar, go to Image, then Canvas Size. Under New Size, put in the width and height of the Lenzart ROES template you will be using, making sure that it is set to inches. (In our example, 5x5.)
- Under Canvas Extension, pick White, then click OK.
- Save the image, bring it in Lenzart ROES and order using the template you resized for. (In our example, 5x5.)

Sending a Reorder

This option can only be used when reordering from files originally ordered through Lenzart ROES within the last 6 months.

If you are sending a Lenzart ROES reorder, check the "reorder #" box found under "Options" in Order Review and type in the original order # in the space provided. This "tells" ROES that it will not be printing from the files you are sending. Instead, ROES will retrieve your archived file(s) under the original order number to access any changes (retouching, etc.) made by the lab.

Do not combine any new files with this reorder, or use this space for any other notations. The files must be named exactly how they were in the original order. Once the reorder option is checked, Lenzart ROES will not send any files from that order, assuming that the lab has all the files necessary to print this entire order.

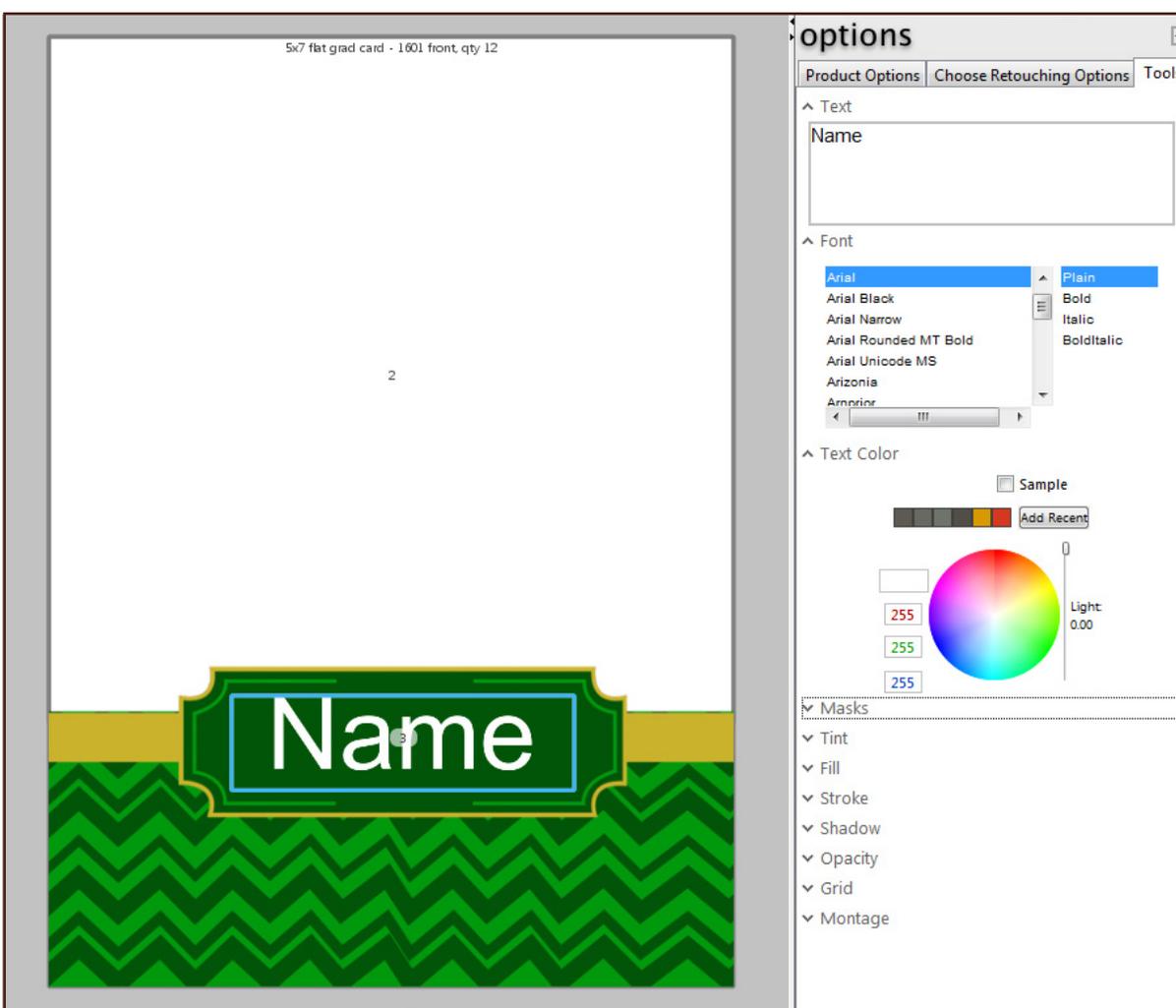
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Additional Ordering Information

Using Text Nodes

If ordering from a template that has an existing text node (i.e. proof book covers, cards, etc.), simply click on the text node. You will be taken to a box under the Tools tab in Options where you type in your information.

- Here you will also choose the font and color.
- If the product ordered has a vertical text node, you will be typing the text normally (horizontally), but the text will print correctly (vertically) at the lab.
- The text will automatically center so it is unnecessary to use the space bar for this purpose. Hit enter only to go to the next line.
- Never use special characters in the text. These often have specific meanings in software language and will cause problems with your order.



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Additional Ordering Information

Ordering Proofs

Speed up the ordering of proof books or proofs by -

- Select the proper template.
- Click on the first thumbnail.
- While holding down the shift key, click on the last thumbnail (all thumbnails should now be selected).
- Drag the thumbnails over, or double click on any of the thumbnails.
- When asked "Do you want to add these images to your order as ____ items in the ____ size with each item quantity of 1?", click "Yes". Lenzart ROES will automatically order the specified quantity of the specified print on every image selected, and the Add to Order button should not be clicked.*

***Cautionary Note:** When working with multiple image node templates such as proof books, if you do not have enough images to fill all available nodes, Lenzart ROES will not do the automatic adding to order as described above. It will only add to the order those pages that have all nodes full. For the page(s) that do not have all nodes filled, click "Add to Order".

For example, you have 52 images you want to place in magazine proof pages. You are using the 9 image layout. This requires more than 5 full pages, but less than 6. Lenzart ROES will add all of the full 5 pages, but will "pause" at the 6th incomplete page. By clicking the "Add to Order" button, you are telling Lenzart ROES to add this page along with the other 5.

- If ordering proof books, order the covers and pages separately. The binding request/charge will be "attached" to the cover.
- If ordering press proof or magazine proof books, order the covers and pages separately. The binding request/charge will need to be ordered in "Order Review" under "Options", "Book Options".

Sending Donor Files

If requesting retouching that requires "parts" from another image (for example, head swap), you need to send the file with the donor parts. Under "Options", "Choose Retouching Options", select "Donor Image". This highlights the folder icon to the right. Click on the folder and direct it to the donor file. The donor file will now automatically be linked with the retouching request you made for this image. Be sure to clarify your request with additional instructions in the spaces provided labeled "describe here".

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Using the Design Tools

An explanation of the tools that can be used

First we will address the tools located at the top and to the left of the template.

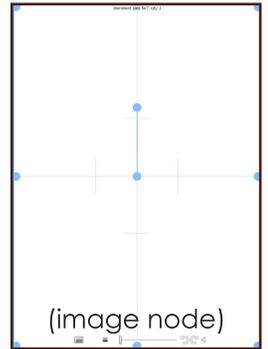


•Image Tool - Click this button anytime you want to alter an image (not the node). With the image tool selected, click on the image on the template to access the tools previously discussed on page 7.



•Edit Tool - Click this button anytime you want to alter the node (not the image). With the edit tool selected, click on the node you want to edit, then proceed with moving (using the bottom of the handle bar), rotating (using the top of the handle bar) or resizing (using the side of the node) the node.

Right click over the node to get another set of (self-explanatory) options that are very useful, such as copy, paste and remove.



•Draw Tool - Click this button to draw an image node. Click on the template and drag to see a yellow box as you're creating the node, a blue box once you're done.



•Draw Text Tool - Used to draw a text node. Click on the template and drag to see a yellow box as you're creating the node, a blue box once you're done. Refer to page 17, Using Text Nodes, for options.



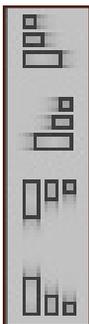
•Background - Click to access image files on your computer to use as a static background for the print/product.



•Layer Down - This allows you to move a node from on top to behind other nodes. Using the edit tool, click on the node you want to move down then click the button (each click moves it down one layer).



•Layer Up - This is the same as layer down, but moves nodes to the top.



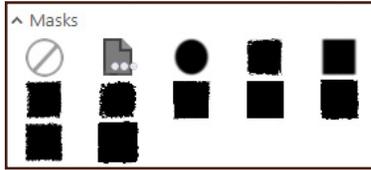
•Align to leftmost/rightmost/topmost/bottommost - Create multiple nodes on a page and line them up as desired by selecting them (click each one you want moved while holding the Shift key on your keyboard) then clicking the appropriate align button.

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Using the Design Tools

An explanation of the design tools continued

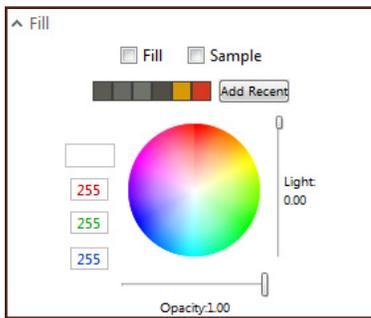
Now we can explore the Tools available in Options.



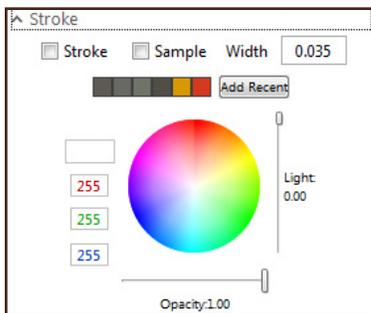
•Masks - Choose from an assortment of decorative edges or create and use your own.



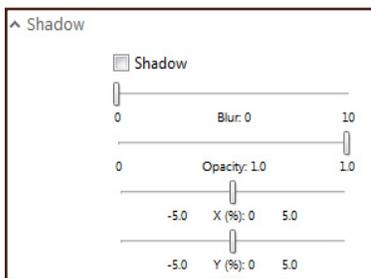
•Tint - The default is to not alter (or add a tint to) the image, so if it's color it will stay color. Or choose b&w or sepia tone.



•Fill - Used to fill a selected node with solid color. Using the edit tool, select a node and check the Fill box at the top. There are multiple ways to get color - use the dropper to pick a color from the wheel, check the sample box to obtain the dropper and use it to choose a color patch from any of the images in the template, or assign an RGB value in the boxes. You may also adjust the opacity and the density of the color using the sliders. Or, Define the width of the stroke in inches by filling in a value in the width box. Uncheck the Fill box to remove. Has the same color and opacity selections as the stroke tool. Check the box to activate, uncheck to remove.



•Stroke - This tool adds a stroke line of any width, any color, at any opacity, to an image node. Use the edit tool, select a node and check the Stroke box at the top. Color options same as with Fill tool. Define the width of the stroke in inches by filling in a value in the width box. Uncheck the stroke box to remove.



•Shadow - Used to apply a drop shadow to a selected image node. Check the shadow box at the top. The blur and opacity sliders do exactly what they say. The "X" slider moves the shadow horizontally to the left or right of the node, and the "Y" slider moves the shadow vertically to the top or bottom of the node. This feature can be quite taxing on the computer and may take a few seconds to draw and/or change. We suggest this feature be added last. Uncheck the box to remove.

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Using the Design Tools

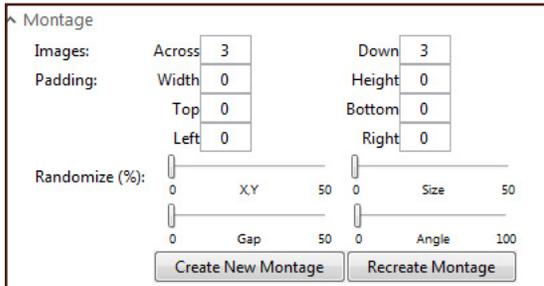
An explanation of the design tools continued



- Opacity - Allows you to change the opacity of the image in the selected node using the slider bar.



- Grid - Check "Grid" to get the option to turn on a grid over the template, making it easier to measure and line up nodes. Check "Snap" to have nodes lock onto, or snap to, grid lines and use the "Spacing" box to type in the desired spacing (then hit your enter key). Uncheck "Grid" to remove.



- Montage - This tool creates composite designs according to the specifics you give it.

- Across - how many images left to right
- Down - how many images top to bottom
- Width - padding space between images left to right
- Height - padding space between images top to bottom
- Top, Bottom, Left, & Right - all determine the amount of border space accordingly.

- Randomize (%) -

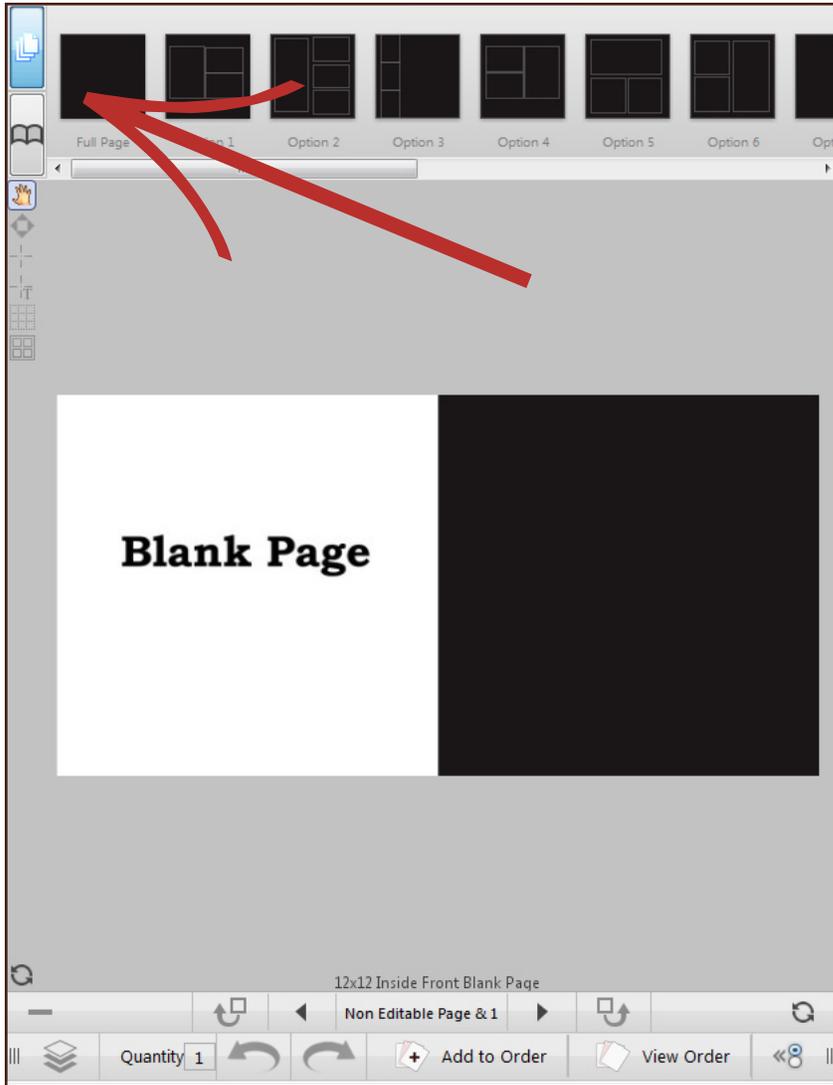
- X,Y - set from 0 to 50%, this controls how random the image placement is
- Size - set from 0 to 50%, this controls how random the sizes of images are
- Gap - set from 0 to 50%, this controls how random the gaps between images are
- Angle - set from 0 to 100%, this will control the amount of rotation that may be applied to your images

Now, click Create New Montage to have your nodes appear, and remain. Or, click Recreate Montage, and continue to do so, and watch the nodes "move" within the template, until you've found the design you like. Click the Edit button to fine tune your design, if desired.

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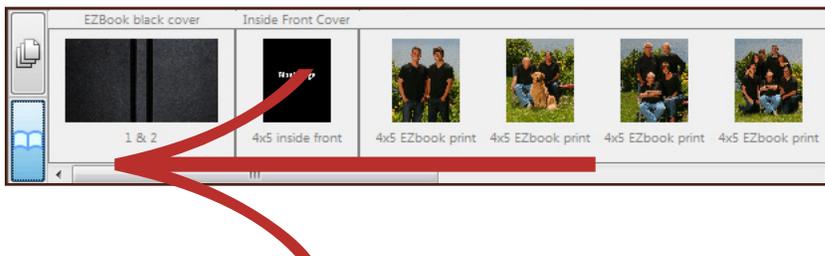
Using the Flip Feature

This is a great tool to use when creating a product with multiple pages because it allows you to “flip” through the pages right on your screen, and to see the entire design as it’s being created.



- **Activate the Flip Feature** - Simply selecting a product that utilizes the flip feature will activate these tools. If it is available, the tools will automatically appear. If the Flip Feature tools are not visible, the particular product does not have the flip feature added to it.

- **Available Templates** - By clicking on the top icon, thumbnails of all available templates for the product page showing will appear. To select, click on the desired thumbnail, hold, drag and drop it to the product page. The product page will turn a light blue for a moment.



- **Thumbnail View** - Click on the bottom icon to view all the pages of your product as you are creating it.

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Using the Flip Feature continued

An explanation of the tools underneath the template



(1) Remove these pages - will remove the page selected

(2) Add a page before these - will add a page before the page you are on

(3) Flip to previous page - will flip you back towards the beginning of the product

(4)* Flip to next page - will flip you forwards through the product

***IMPORTANT NOTE:**

After placing images and text on a page, instead of clicking on the Add to Order button, click on this forward arrow button. This is how you will add each page to the product. **Only click Add to Order after all the pages have been created.** This is very important - clicking Add to Order after every page will result in your order being incorrect and costly.

An exception to this rule is if the product can not be completed and you need to save your order to come back to later. In this case, add the book to order "As Is" and then "Save for Later" (see page 12).

(5) Add a page after these - will add a page after the page you are on

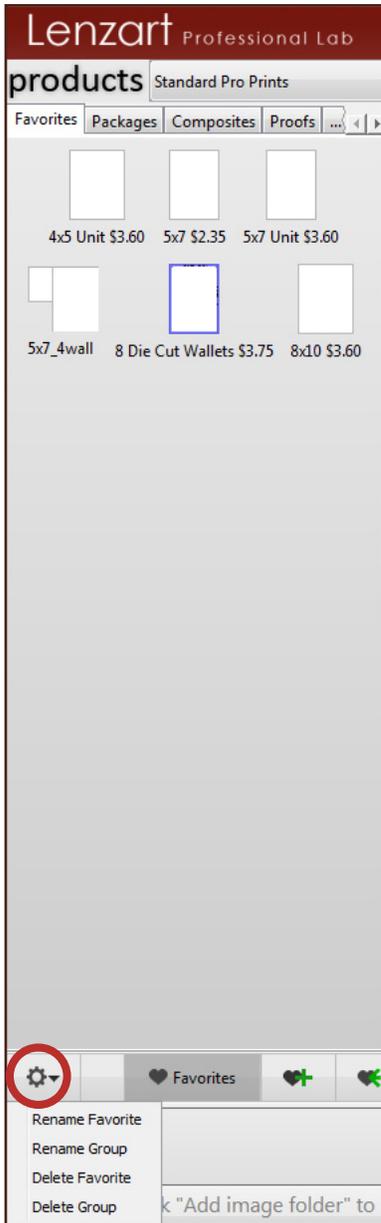
NOTE: Not all products will have the add/remove page options activated. For products where there are set number of pages (calendars, for instance), adding and removing pages will not be an option.

(6) Reset Book (remove images) - will remove images from book

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Using the Favorites Section

The favorites feature isn't just for packages. It can also be like having your own product tab that contains products that are used by you on a regular basis. These can be basic prints and products, packages that you've created, or composites/designs that you have made and will want to access frequently.



Manage the Favorites section by clicking on the ♥Favorites button below Products.

By default there is already a group named "Favorites". Use this or add your own.

To add a Group, click on the "+" tab, name the group where indicated and hit enter.

For removing and renaming options, click on the flower symbol next to the ♥Favorites button. Make sure that the appropriate tab or favorite is selected.

To add a product to Favorites, have it selected/created from any catalog/size in ROES. Click on the ♥Favorites button. **Make sure the appropriate group in Favorites is selected/created.** Then save this as a new favorite product by clicking on the ♥+ button, naming the favorite where indicated and hit enter.

If an alteration is made to a Favorite and needs to be saved "over" the original, after the changes have been made click on the ♥← button.

To order from a favorite, simply select it the same way you would any other product.

To get out of the Favorites section click on the ♥Favorites button again.

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Rendering an Order

By rendering a product created in Lenzart ROES, a low resolution jpg file is created. This is very useful because these low res files can then be sent via email, posted on your website and facebook page and/or used in marketing and sales pieces.

Before beginning there needs to be a folder somewhere on your harddrive to save the rendered images into. We suggest creating a folder named "Rendered Images" right on your desktop.

When a product has been created and is ready to be rendered, click Add to Order then View Order. Click on the Render button in the Order Review window (1). A message will come up telling you that you'll need to select a folder in which to save the images (we did that above). Click continue and in the browse window, direct it to the folder you created. Once in the folder, give it a file name that is appropriate (Smith Album, for example) and click Save.

It will now render out all the products in your order to that folder. Depending on the complexity of the order, this may take some time. A bar appears next to the Render button while this is in process, and disappears when it is complete (2). From here you can access your files via the folder on your desktop.

Because these files are low resolution, your clients will not be able to create acceptable prints from them. But this also means that they can not be sent to the lab to be printed.

(1)

The screenshot shows the Lenzart Professional Lab Order Review interface. At the top, there are navigation tabs: Home, Start Ordering, Order Review (selected), Uploads, and OurPhotoCorner.com. The Order Review tab shows a total of \$4.75 for 1 item. Below the navigation, there is a table with columns: Photo, Applied Options, Price, Quantity, and Total. The table contains one row for a "5x5 composite template" with a price of \$1.85 and a quantity of 1. To the right of the table, there are buttons for "Clear Order", "Render..." (circled in red), "Edit", and "Delete". Below the table, there is a summary bar showing "Prints: 1", "Images: 2", "Size: 13.60 MB", and "Total price: \$4.75". At the bottom, there are buttons for "Continue Ordering", "Complete and send order", and "Save for later". On the right side, there are sections for "options", "misc. options", "special instructions", and "packing and handling".

(2)

This screenshot is similar to the one above, showing the Lenzart Professional Lab Order Review interface. The "Render..." button is circled in red, and a progress bar is visible next to it, indicating that the rendering process is in progress. The rest of the interface, including the navigation tabs, table, and summary bar, is the same as in the previous screenshot.