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## Introduction

About this Manual & Other Resources	5
ProSelect Overview	6
User Interface Themes	7
Main Screen Layout & Controls	8
Right Hand Toolbar functions	9
Toolbar Popup Controls	10
Modes, Views and Tabs	11
About the Image List I	12
Information Bar	15
Selecting Items	16
Undoing a mistake	17
Messages	18

## Image Organization & Workflow

Organizing your Images	19
Image Workflow Options	20
Preparing your Presentation I	21
Presentation Workflow	23
Post Sales Production I	24
Retouching Workflow Options I	26
Custom B&W Workflow I	28

## Adding & Removing Images

Adding Images	30
Removing Images	31
Sorting Images & Tags	32
Direct from Camera	33
Importing from Lightroom I	34

## Using Albums

About ProSelect Albums	36
Saving & Loading Albums	37
Auto-backups	38
Using Image Sets	39
Set Shortcuts and Image Tracking	40
Changing Image Set Names	41

## Images - View Modes

Thumbnail View I	42
Show Images View - Show & Compare	44
Compare Image Snapshots	45
Comparing - Using Selection Numbers	46
Zooming in for more detail	47
Image Ratings	48
Show Images Two Up	49
Cropping View	50
Select Size View I	53
Select Size View - Room View	56
Using the Product Filter	57
Slideshow View	58
Using Two Screens I	59

## Images - Tools

Rotating & Duplicating Images	64
Pretouching Images I	65
Image Effects	69
Custom Effects	70
Vignette	71
Cropping Multiple Images	72
Editing Images	73
Reloading Edited Images I	74
About Links to Original Images I	76
Image Notes, Protecting & Ordering	79

## Navigation

Navigation Buttons	80
Searching for Album Images	81

## Mats

About Mats I	82
How Mats are Structured	85
Mat Sizing and Positioning	86
Designing Mats I	87
Using the Color Selector	92
Mat Overlap	93

## Layouts

All About Templates and Layouts I	94
How Layouts are Sized	96
Special Template Attributes I	97

## Layouts - View Modes

Thumbnail View	99
Available Templates	100
Layout Editing Shortcuts I	101
Layout Sets	103
Show Layout View	104
Cropping View	105
Select Size View - Showing Actual Size	106
Slideshow View	107
General Tools & Image Effects	108
Working with Unit Templates	109
Handling Text in Composite Layouts	110
Using Gallery Wrap Templates I	111



<b>Rooms</b>		<b>Title Slides</b>		Adding Digital File Order Items	187
Designing Wall Galleries	113	Slideshow Title Slides	152	Adding Layout Order Items I	188
Thumbnail View	114	Title Slide Text Layers	153	Adding Order Adjustment Items	190
Show Rooms View	115	Resolving Personalized Text Tags	154	Automatic Pricing Methods I	191
Using Wall Groupings I	118	<b>Videos</b>		Frame & Mat Pricing	195
Cropping View	121	Using Videos	155	Using Fixed Price By Size I	196
Select Size View	122	Video Tools	156	Frame Pricing Example I	202
Close-Up View	123	Editing a Video Clip	157	Handling Tax	204
Using the Spacing Grid	124	Adding Videos	158	Payment Methods	208
<b>Music</b>		Editing Videos in Photoshop I	159	Using Product Codes I	209
About Music	125	<b>Slideshow Templates</b>		Locking the Price List	212
Setting up your Music I	126	About Slideshow Templates I	161	Updating All Prices	213
Searching for Music	128	<b>Books</b>		<b>Recording Your Orders</b>	
Adding PLUS Music Collections	129	About Books	163	About Clients	214
Keeping it Simple	130	Setup Book Designs I	164	About Ordering	215
Using Ambient Music	131	Flexible Book Designing	166	Place Order Window I	216
<b>Slideshows</b>		Fitting Templates in Books I	167	Ordering with Mats & Frames I	218
About Slideshows	132	Thumbnail View I	170	Ordering Prints with Extras I	220
Using Quick Slideshows	133	Show Pages View	172	Ordering Custom Prints I	222
Using Working with Slideshows I	134	Cropping View	173	Ordering Digital Files	225
<b>Slideshows - Views Modes</b>		Fast Book Building Techniques I	174	Ordering Layouts	226
Thumbnail View I	136	Producing Books	177	Ordering Layouts with Extras	227
Combining Slideshows	141	Book Report	178	Order Adjustments and Payments	228
Preview Slides View	142	<b>Price List Setup</b>		Ordering Directly from the Main Screen	229
Ken Burns Focal Point View	143	About Price Lists	179	Ordering Custom Layouts	230
Slideshow View	144	Selecting a Price List	180	Reviewing Orders	231
<b>Slideshow Styles</b>		Price List Items	181	<b>Printing Order Details</b>	
Slideshow Music & Timing	145	Print Paper Sizes I	182	Order Report	232
Music Syncing	146	Presentation Options	184	Order Report Options I	233
Advanced Options I	147	Adding Print Order Items	185	Order Assembly Report	235
Slideshow Performance I	150	Changing or Deleting Items	186	Ordered Digital Files Report	236
				Ordered Frames Report	237
				Ordered Mats Report	238



## Credit Based Pricing

Overview	239
Setting up the system	240
Setting up your Price List	241
Ordering	242

## Managing & Adding Notes

Notes Library	243
Adding Notes	244

## StudioCloud Integration

About StudioCloud	245
Getting Started	246
Integration Options	247
Integration Workflow	248
Linking an Album	249
Importing an Invoice	250
Linking Clients to StudioCloud	251
Linking Clients Options	252
Syncing Client Information	253
Exporting Orders I	254
Actions Available in StudioCloud	257

## Processing Orders

Adjusting Ordered Items	258
Processing an Order Automatically	259
Processing an Order Manually	260

## External Resources

About External Resources	261
Selecting External Resources	262
Searching for Graphics	263
Managing External Resources I	264

## Templates

About the Template Editor	266
Template Editor Layout	267
Template Editor Basics I	268
Using Guides	272
Using the Grid	273
About Snapping	274
Auto-Spacing	275
Show Space Used By Mat & Frame	276
Template & Opening Tools	277
Opening Alignment Tools	278
Extend Opening Tools	279
Distribute Opening Tools	280
Showing Measurements I	281
Tilted and 180° Openings	283
Template Types	284
Advanced Opening Options	285
Creating Non-Rectangular Products	286
Adding a Wrap or Bleed	287
Adding Overlay Images	288
Adding a Template Shape	289
Creating Overlay Images in Photoshop	290
Adding Mats & Frames to Templates	291
Managing your Templates I	292
Template Attributes by Product Type	294
Exporting, Importing & Recovering	295
Template Editor Tools Reference	296

## Room View

Using Room View Images	297
Adding a Library Room	298
Adding an Album Room	299
Adding SendMyRooms™ Images	300
Sharing & Exporting Rooms	301

## Frames

Showing Frames I	302
Managing Frames I	304
Creating Frame Images	308

## Stamps & Watermarks

About Stamps, Watermarks & Logos	309
Setting up Stamps	310
Applying Stamps	311
Report Logos	312

## QR Codes

Using QR Codes	313
----------------	-----

## Proofsheets

Image Proofsheets	314
Layout Proofsheets	315
Book Pages Proofsheets	316

## Exporting

Sample Images & Filenames	317
Sample Layouts, Rooms & Books	318
Filename Lists	319
Exporting a Slideshow Movie I	320
Exporting Orders	322
Exporting Orders to a Spreadsheet	323
Exporting Your Price List to a Spreadsheet	324



## Production Module

Production Overview I	325
Making Single Image Prints I	329
Making Composite Layouts	331
Making Composite Book Pages	332
Stamps on Composite Image Prints	333
Producing Matted Products as Composites	334
Making Digital Files	335
Production Actions	336
Photoshop Output Structure	337
Production with Raw Files & Troubleshooting	338
Production Package I	339
Production Images Report	341
Production Reports	342

## Preferences

General Settings I	343
Display	350
Display - Color Management I	353
Importing Images	355
Image Effects Setup	358
Image Effects - Custom Effects	359
Slideshow I	361
Prices & Ordering	363
High-Res Production Setup I	364

## Collections

Importing Collections I	371
Importing Legacy Format Collections	375
Creating Collections I	376

## Backup & Sharing

Backing up your ProSelect Setup Data	378
Mac-macOS - Accessing Hidden Folders	379
Windows - Accessing Hidden Folders	380
Recovering your ProSelect Setup Data	381
Preferences	382
Sharing Data between Computers	383
Using a Shared Folder I	384
Using ProSelect Network Server I	387

## Registration

Starting a ProSelect Trial	390
Registering / Activating ProSelect	391
Registration Information	393

## Troubleshooting

When things go wrong!	394
Resetting Things	395

## ProSelect Network Server

Introduction	397
Setting up the Server I	398
Understanding Server Permissions	400

## ProSelect Lightroom Plugin

About the Lightroom Plugin	401
Testing the Lightroom Plugin	402
Raw Image Workflow Setup I	403
Retouching and Reloading	405

## Keyboard Shortcuts

Keyboard Shortcuts List I	406
---------------------------	-----

## Operating System Requirements

ProSelect on macOS 10.15, 11+	410
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## Upgrading

Updating from Earlier versions I	411
What's New in 2022r1...	414





## Using this Manual

This manual is designed to be used in conjunction with the ProSelect Quick Start Guide, the ProSelect Resources Guide and the SendMyRooms Guide. All these PDF documents can be quickly accessed from the Help Menu within ProSelect or downloaded from the website.

On the Contents Page you can click on a subject to jump directly to its page. Use the [Contents](#) link in the bottom center of each page to jump back to the Contents page.

Gray boxes, like the ones on this page are used to include important notes - you should read them!

## Online Training Resources

Check out the *ProSelect Quick Start* page on the ProStudioSoftware.com web site (under the Training menu) for other *Getting Started* resources including Tutorial & Quick Tip movies, Webinar recordings and more.

## Downloadable Resources

The ProSelect Resources page under the Downloads Menu of Pro Studio Software's web site includes a wide range of other add-ons that you can use with ProSelect. These include, Room View images, Templates, Frame images, backgrounds etc. Many of these are free.

## Third party suppliers

You will also find links to the web sites of many third party template designer on the *Third Party Links* page (also under the Downloads menu of Pro Studio Software's web site).

### Image Credits

A big *thank you* to Australian Master Photographer, Jerry Ghionis, for allowing us to use his stunning images in this manual.

## IMPORTANT INSTALLATION & UPDATING INFORMATION

If you are updating from an earlier ProSelect version, then you should read the section [Updating from Earlier Versions](#) before using this newer version.

### ProSelect on macOS 10.15 (Catalina) or newer

This version of macOS requires your permission for ProSelect to access common areas of your disk and other system resources. For trouble-free operation, please follow the instructions in [ProSelect on macOS 10.15+](#).

### ProSelect & Adobe Lightroom

Lightroom users can download and install the [ProSelect plugin for Lightroom](#). This plugin can be found on the main ProSelect Downloads page on the ProStudioSoftware.com web site.

### Graphics Hardware Support

By default, playing a slideshow now uses using OpenGL (2.0 or newer) (on Windows and some earlier Macs OSX version) or Metal (on Macs) to access your computers graphics chipset for better performance. OpenGL drivers are automatically installed on most modern Mac and Windows computers. You can select not to use OpenGL when playing the slideshow in [Preferences](#), however some slideshow features will no longer be available.

## Getting Help

Pro Studio Software's online Support Center offers online support through a KnowledgeBase and Support Ticket system. Here you will find great resources for information on updates, find answers, ask questions and make suggestions. Select *Online Support* or *Online Knowledgebase* from the Help Menu in ProSelect to open these areas in your browser.

You also can interact with other ProSelect users on the [Facebook ProSelect User Group](#).



ProSelect is an easy-to-use image presentation and sales tool designed for professional photographers to display images to their clients for selection and ordering.

ProSelect's features include:

- A simple [Yes, Maybe, No selection system](#) or by [star rating](#).
- Built-in [slideshow](#) with music, with [title slides](#) and [video](#).<sup>1</sup>
- Original images are not altered.
- All the information is stored in one [Album file](#) for each job/session.
- Instantly apply [Black & White or Special Tint Effects](#) to images.
- Apply smart [Pretouching](#) and [custom Photoshop Actions](#) to images
- \* Apply a high or low-key [vignette](#) to images.
- Quickly open [original or raw images](#) in Photoshop or Lightroom<sup>2</sup>, or other supported editors, to make changes and update your Album images.
- Easily display and [compare multiple images](#) at the same time.
- [Zoom](#) in and pan around one or more images for more detail.
- Create multiple image and composite [layouts](#).
- Design and display [Gallery Wrap Canvases](#).
- Very quickly, design and export [books](#).<sup>1</sup>
- Project prints and layouts at [actual size](#) or to scale [on a room background](#) using built-in room, your own, or the client's rooms (which can be upload by them using [SendMyRooms.com](#)).
- Design [Wall Galleries](#) consisting of any mix of prints, layouts or canvases, framed or unframed, and display them at actual size or to scale on a room background.
- [Upsize and downsize projected](#) prints and layouts with a button click.
- Display images and layouts with [frames](#) from your favorite suppliers.
- [Add notes](#) to images, layouts, rooms, clients and orders.
- [Protect all displayed images](#) with a watermark when selling remotely over the

internet.

- Automatically [add logos](#) to final images.
- Mark images and layouts as "[Photographer's favorites](#)" and display a special stamp on these.
- Up to ten different [price lists](#) with flexible options.
- Create products by combining a template, [mat & frame](#) and adding it to your price list.
- Supports [tax](#) (or multiple taxes) on orders.
- Record orders for an unlimited number of [clients](#) for each job.
- [Automatically calculate prices](#) by size (frames & extras).
- Use [Credit Based Pricing/Ordering](#).
- Print [Order Reports/Invoices](#) with optional thumbnail images and customized with your studio logo.
- Print [proof sheets](#) and [layout proofs](#) with layout legends.
- Design your own [multi-image layout templates](#).
- Import and use [Photoshop templates](#) (with transparency).
- [Export low resolution sample](#) images, layouts and wall gallery designs with logos or watermarks for emailing or online promotions.
- [Export movie files of your slideshows](#) with/without a copyright stamp.
- Display images only on a [second presentation screen](#).
- [Output final high resolution images](#), layouts and book pages.\*
- Automatically import images from a *Watch Folder* when shooting with a [tethered camera](#).\*
- Integrates with free [StudioCloud](#) studio management system.

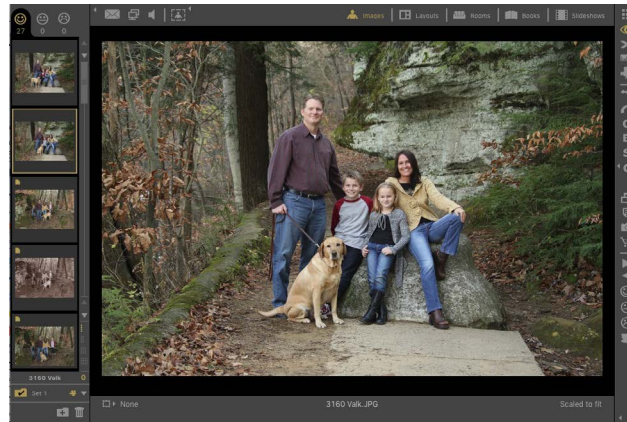
<sup>1</sup> Slideshow video and book production requires ProSelect Pro

# User Interface Themes

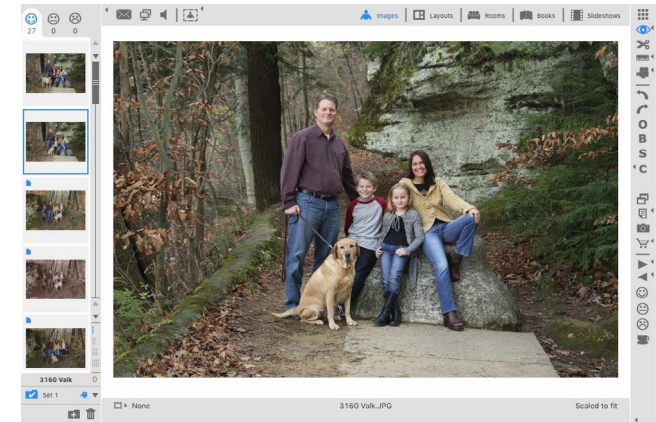
ProSelect comes with a number of built-in color themes so you can choose the look of the main window to suit your own preferences. The default theme, as used in this manual, is the black one.

The first time you run ProSelect on your computer, you will be asked to select which theme to use and this setting is saved in the Preferences.

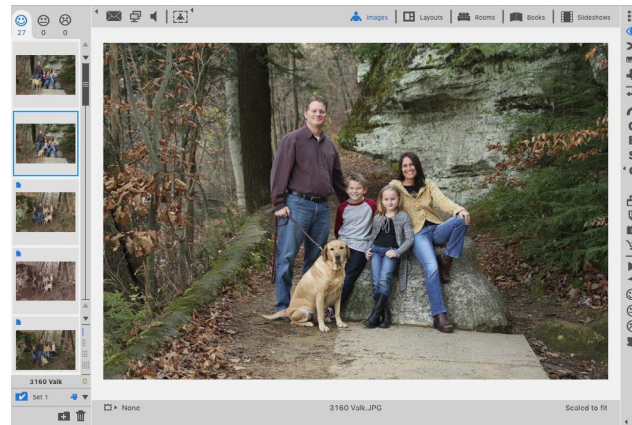
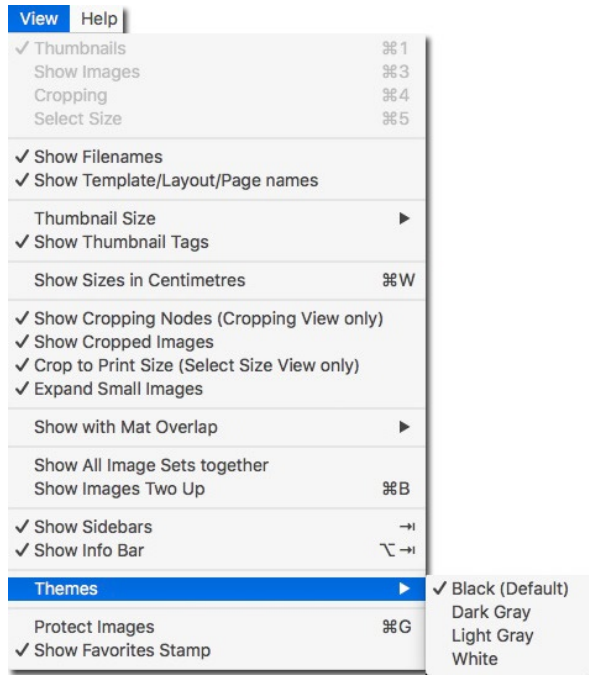
You can change the Theme at any time using the Themes option under the View menu.



Black (default)



White



Light Gray



Dark Gray



# Main Screen Layout & Controls



**Ambient Music Control**

**Mirror Display Area Control**

**Show Messages**

**Hide Image List**

**Selection Tabs**  
Yes, Maybe, No  
(Click to select)

**Image List**

**No. of Image List Columns**

**Image List Filter**

**Selected Image**

**Current Image Set**

**Network Server Status**

**Shared Resources Folder Status**

**Album is Read Only**

**Compare Image Snapshot Area**

**Product Filter Control**

**Working with bar - Images, Layouts, Rooms, Books & Slideshows**

**View Mode:**  
Thumbnails  
Show  
Cropping  
Select Size  
Slideshow

**Image Tools:**  
(See next page for details)

**Navigation:**  
Next  
Previous  
Move to Yes Tab  
Move to Maybe Tab  
Move to No Tab

**Show/Hide Image Sets**

**Remove Selected Images, Layouts, Pages, Rooms**

**Add Folder of Images**

**Information Bar Display Area**

**Show/Hide Information Bar**

By default, *Show Button Hints* (Help Menu) is turned on. With this on, the name of the button will be displayed in the bottom right-hand corner of the screen when you move the mouse over each button in the right bar.

## Working with Images

Grid	Eye	Thumb/Show	Scissors	Cropping	Hand	Select Size
				Crop In		Larger Print Size
				Crop Out		Smaller Print Size
				Lock Crop Ratio		Show Original
				Unlock Crop Ratio		Show B&W
				Tilt Right		Show Special Tint
				Tilt Left		Select Surround. Mat
				Flip Horizontal		Select Frame
				Rotate Crop		
				Duplicate Image		
				Add/Edit Note		Add/Edit Note
				Order Images		Order Images

## Working with Books

Grid	Eye	Thumb/Show	Scissors	Cropping
				Crop In
				Crop Out
				Apply Custom Effect*
				Select Inner Mat
				Tilt Right
				Tilt Left
				Rotate Image
				Flip Image Horiz.
				Add/Edit Note

The Image tools in the right-hand tool bar will change depending on which *Working with* mode and *View* you have currently selected.

This page summarizes these tools for each possible combination.

## Working with Layouts

Grid	Eye	Thumb/Show	Scissors	Cropping	Hand	Select Size
				Crop In		Larger Layout Size
				Crop Out		Smaller Layout Size
				Apply Custom Effect*		Apply Custom Effect*
				Select Inner Mat		Select Inner Mat
				Select Surround. Mat		Select Surround. Mat
				Tilt Right		Select Frame
				Tilt Left		Flip Layout Horiz.
				Rotate Image		Rotate Layout CW
				Flip Image Horiz.		
				Add/Edit Note		Add/Edit Note
				Add/Edit Note		Add/Edit Note
				Order Layouts		Order Layouts

## Working with Rooms

Grid	Eye	Hand	Zoom	Cropping

## Slideshows

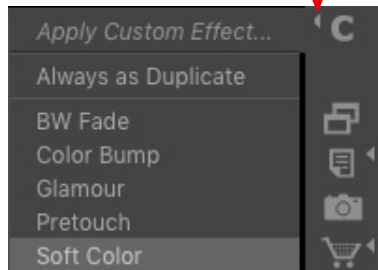
Grid	Eye	Focal Point



## Popup Menu Controls

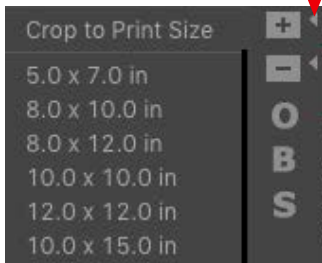
When relevant to what you are doing, you can activate pop-up menus from some of the tools in the Right Tool Bar. Some pop-up menus have top and section titles in *italics* (these are not selectable). Many include a list of recently selected items near the top - you can select how many are shown in the [Preferences \(General Settings:Popup History\)](#). There are two types of popup menus:

### Permanent Left-Mouse-Click Menus



These menus are indicated by a small arrow to the LEFT of a tool bar button and indicate that the pop-up menu will always appear when you click or left-click on the tool bar button.

### Optional Right-Mouse-Click Menus



These optional menus, which provide additional actions or settings, are indicated by a small arrow to the RIGHT of a tool bar button. The pop-up menu will only appear when you right-click on the tool button.

If you have a Mac computer with a single mouse button, hold down the *Control*-Key while clicking on the button.

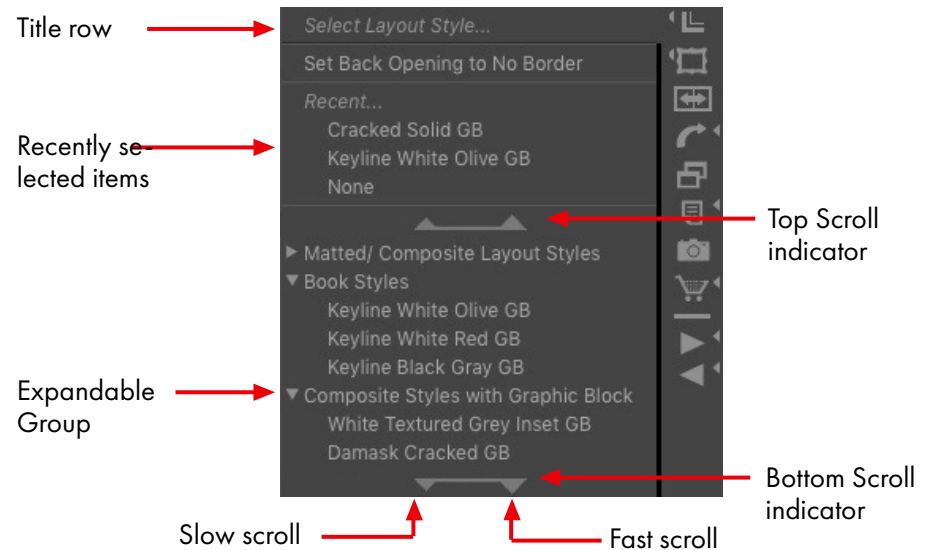
### Sticky Menus

By default, most popup menus stay open after you have clicked on a row. This allows you to view the results of your selection and try another one. To close an open popup menu you can double-click when selecting a row, press the ESC key or click outside the popup menu. You can turn the feature off in the [Preferences \(General Settings:General\)](#).

## Scrolling Menus, Keyboard Actions & Groups

If a pop-up menu is too long to be displayed on the screen all at once, a scroll indicator will appear at the bottom of the menu. Once you have scrolled down a little, a scroll indicator will also be shown at the top of the scrollable area.

You can:



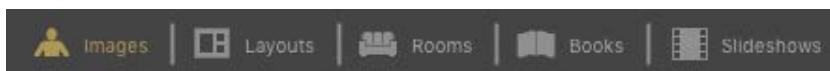
- Use your mouse wheel to scroll the menu up or down
- Move the mouse over the Bottom Scroll indicator to scroll the menu up
- Move the mouse over the Top Scroll indicator to scroll the menu down
- Use the Up/Down Arrow keys to move the selected item
- Use the Right Arrow key to expand an expandable Group
- Use the Left Arrow key to collapse an expandable Group
- Use the Return key to select an item and close the popup menu
- Shift-click on a Group to expand/collapse all Groups

Note: Moving the mouse between the Slow and Fast Scroll Arrows will control the speed of the scrolling.



## Working with Modes

When using ProSelect, you are always *Working with* either Images, Layouts, Rooms or Books.



The buttons at the top of the screen are used to set and show which *Working with* mode is currently selected. When you swap modes, the tool buttons will change to suit. See the [Main Screen Layout and Controls](#) page.

## Working with Images

This is where you will do most of your work with individual images such as add, remove, select, re-arrange, rotate, crop, [compare](#) and add effects.

## Working with Layouts

This is where you prepare and display your [multi-image layouts](#) or collages using templates.

## Working with Rooms

This is where you can design and present wall galleries with any combination of prints and layouts (including canvases), framed or unframed.

## Working with Books

This is where you design and display book products.

## Working with Slideshows

This is where you design custom slideshows for your viewing or to export out as movies.

If you prefer you can change the way ProSelect displays the *Working With* buttons. This is set in the [Preferences \(General Settings:General\)](#) or you can use the SHIFT-T keyboard shortcut to switch these *on the fly*.



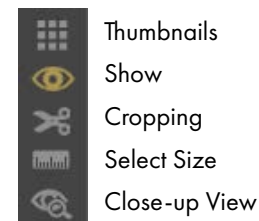
## Views

For each *Working with* mode, you can choose a different *View* using the View buttons to the top of the right-hand toolbar. Please refer to later sections for more on Views. Some Views are not available for some *Working with* modes.

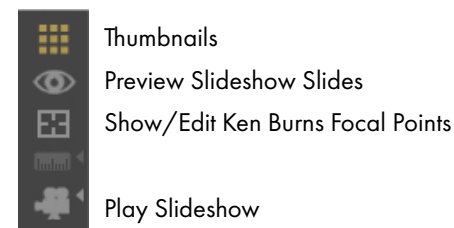
### Working with Images, Layouts, Books Views



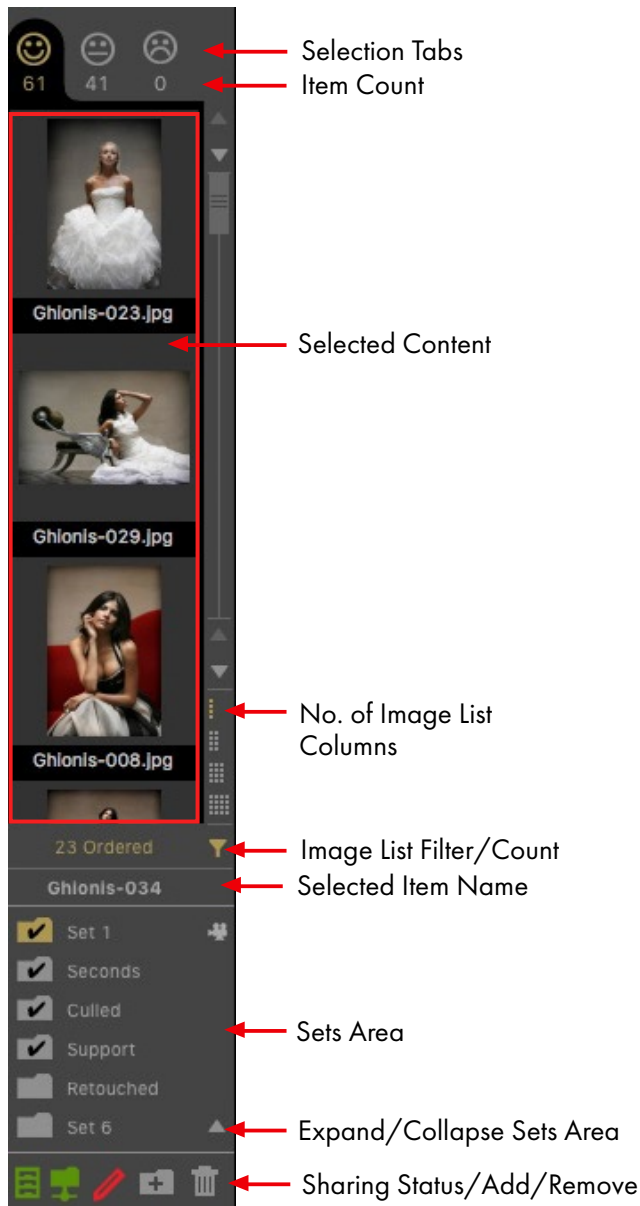
### Working with Rooms Views



### Working with Slideshows Views

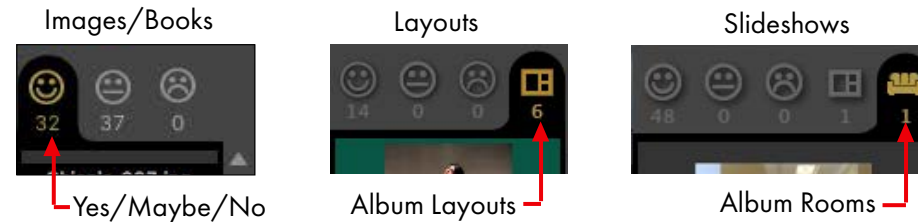






The Image List is the primary source of product content. It can be used to sort, select and display images as well as adding those images into other products such as layouts, rooms, slideshows and book pages.

When in Working with Layouts, Rooms and Slideshows, additional selected tabs are shown to enable you to select content available for those areas as well.



## Selection Tabs

When Working with Images, ProSelect has a very simple Yes, Maybe, or No selection system for narrowing down images. These are indicated by the three "faces" located at the top of the Image List.

Click on one of these faces to select which group of images you wish to work with. You can easily move images between tabs using the methods explained in the [Selecting Images](#) section. The number of items currently in each tab is shown under each icon.

When Working with Layouts, another tab will be available on the image list. This tab allows you to select which layouts you wish to work with. Likewise when Working with Slideshows your room designs are also listed.

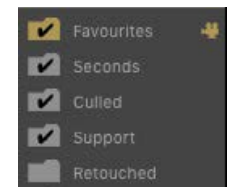
## Columns

By default, the image list has one column of thumbnails.

However you can expand this by selecting 2-4 columns using the icons just below the scroll bar. The maximum number of columns permitted is determined by the main window size and your selected [thumbnail image size](#).

## Image Sets

You can optionally arrange your images into different sets. Each set has its own Yes, Maybe, or No selections. See [Using Image Sets](#) for more details.



When showing images, selecting *Show All Sets Together* (View Menu) will show the images meeting the current filter selection across all sets in the currently selected tab.

## Image List Filter

By default, the Filter is off which means the Image List will show all of the content of the currently selected Tab.

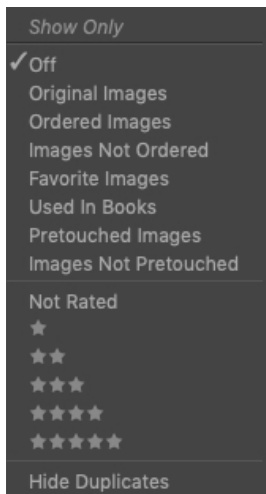
Clicking on the Filter Icon will display a popup menu where you can choose to only show a selected subset of the items in the Image List. For example, you can choose to only show all the thumbnails of images that have been ordered or not ordered or have a certain [rating](#).

Available filters are different depending on whether you have the Images or Layouts selected and where you are working. See the available popup menu options on the right.

You can also use *Turn off All Image List Filters (View Menu)* to turn off all filters.

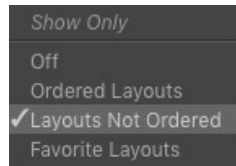
Display area and the Image list will display "No Images Found" along with the current filter setting.

### Working with Images Layouts & Rooms



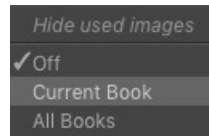
Images tab selected

### Working with Layouts & Rooms



Layouts Tab Selected

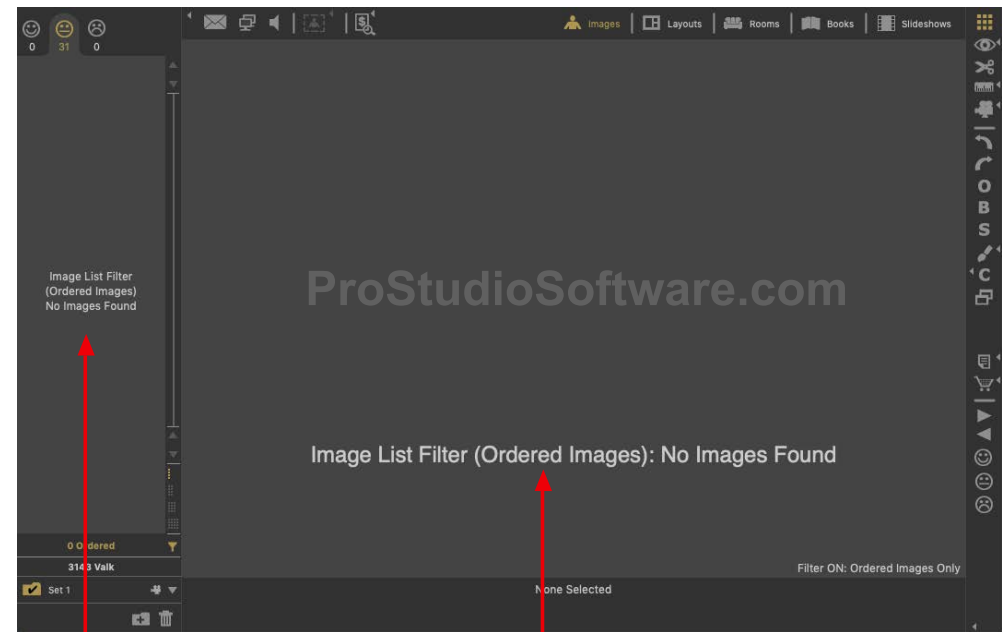
### Working with Books



Images tab selected

When the filter is turned on, the icon is highlighted and the filter type and items remaining are shown under the image list. In thumbnail view, the applied Filter Type is shown on the bottom right corner of the Display Area.

Your current Filter selection for each area is saved when moving between working with areas and choosing different tabs.



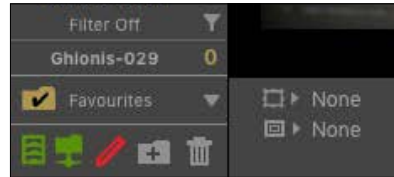
Current Filter Setting

If you have also checked *Hide Duplicates* then only the Original images will be shown. When your selected filter means that there are no results to display, the both the




## Image List Status & Controls


The bottom section of the Image List contains a number of status icons and controls as detailed below.




## Sharing Status Area

 The left two icons only show when you are using one of the [Shared Resources options](#).

## Read Only Status

 This icon will be displayed when you have opened an album file that is *Read-only*. This is usually due to a permissions issue on your computer and you show get technical support for this.

## Add Folder of Images

 This button provides one method to [add a folder of images](#) to your currently open album file. The album file is usually empty when you do this.

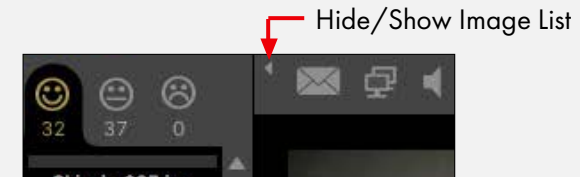
## Trash Can

Used to [remove images](#) and layouts that you no longer need from the album.



## Hiding the Image List

If you need more screen area you can hide/show the image list using the small control on the left side of the Working with Bar. Alternatively you can use the *Tab* and *Shift-Tab* [Shortcut Keys](#) to hide all or some of the control area surrounding the Display Area.



If you are using two screens and don't want your clients to be distracted by the controls then you should use the [Mirror Display Area](#) feature.



The Information Bar is located at the bottom of the screen on the main window. It provides useful information about what you have currently selected. You can hide or show this bar using the small arrow at the bottom of the right-hand tool-bar, using *Show Info Bar* (View menu) or a [Keyboard Shortcut](#).

## Working with Images

Annotations for the image Information Bar:

- Added Frame
- Print Size (SSV)
- Selected Image Name
- Has a Note
- Used in a Room
- Display Scaling
- Actual Size
- Cropped to Print Size
- Mat Overlap: 0.125in
- Overall Size (SSV)
- Pretouch/Effects applied
- Cropping method
- Mat Overlap (SSV & CV)

## Working with Layouts/Books

Annotations for the layout Information Bar:

- Added Frame
- Opening Sizes
- Selected Layout/Page Name
- Layout/Page Size
- Used in Multiple Rooms
- Display Scaling
- Scaled to fit
- [Design] Composite
- Borders Outwards
- Overall Sizes
- Layout Type & Scaling Method
- Mat Overlap (TML) & Border direction
- Swap Type and Border Direction buttons
- Added Surrounding Mat
- Added Inner Mat

## Working with Rooms

The same information as above for the selected item except the room name is shown in the top right corner.

Annotations for the room Information Bar:

- Room Name
- Sitting Room
- Cropped to Print Size
- Overall/Combined Size of selected items

## Working with Slideshows

Annotations for the slideshow Information Bar:

- Slideshow Duration
- Slideshow details
- Selected Item Name
- Selected Item details
- Music status
- Slide Timing

## Information Bar Shortcuts

To change the current Frame, Surrounding Mat or Inner Mat, click the small arrows on either side of the icons:

- Prev/Next Frame
- Prev/Next Surrounding Mat
- Prev/Next Inner Mat

To open the room (in *Working with Rooms*) which has the selected Print or Layout in it, click the Room icon:



If the selected item is used in multiple rooms, click the Room icon and select one of the rooms from the popup menu:

To View or Edit the note for the selected item, click the Note icon:





Like most computer programs, ProSelect allows you to select one or more items and then apply an action to those items. Actions include:

- Applying a tool from the right-hand tool bar or a menu command (e.g. changing selected images into B&W)
- Changing the order or position of the items in a list (e.g. dragging thumbnail images to a different position in thumbnail view)
- Moving the items into a different group (e.g. dragging images into a different tab or set)
- Moving the display position of the items (e.g. adjusting the position of some images or layouts on a room view background)

Selected items are generally displayed with a yellow border around them so you can tell them apart from non-selected items.

In some cases, where there is only one item currently displayed, it is always assumed to be selected but will not have a yellow border. An example, is when only one item is currently being displayed in the Display Area and you are not in Thumbnail view. In this case you do not need to select the item as any action will be automatically applied to the item.

You can select an item by clicking on it with the left-mouse button or, if not in Thumbnail view, by clicking away from the item and dragging the marquee over the item and releasing the mouse button.

## Selecting Items

### In Thumbnail View

Shift-click on another item to select all items between the closest currently selected item and the newly selected item.

Command-click (on Macs) or Control-click (on Windows) on an unselected item to add the clicked item to the currently selected items. Clicking on a selected item will remove it from the currently selected items.

Click away from any items to de-select all of them or use the *Select None* (Edit menu).

### In Other Views

Shift-click on another item to add the newly clicked item to the current selection.

Command-click (on Macs) or Control-click (on Windows) on an unselected item to add the clicked item to the currently selected items. Clicking on a selected item will remove it from the currently selected items.

Click away from any items to de-select all of them or use the *Select None* (Edit menu)



Dragging a selection marquee

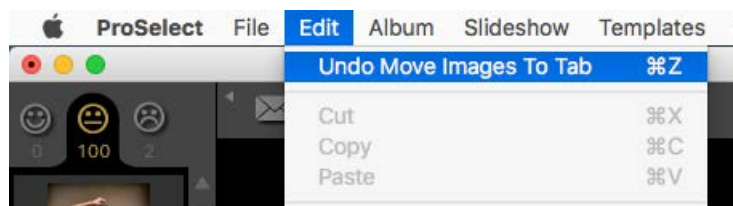


After dragging - items selected



Like most computer programs, ProSelect allows you undo one or more previous operations using the Command-Z (on Macs) or Control-Z (on Windows).

If Undo is available, you can see the name of the previous operation can be undone at the top of the Edit Menu.



Not all operations can be undone (see right-hand list for currently support undoable operations).

If you do an operation that is **not** undoable, all previous undoable operations will no longer be available.

## Undoable Operations Supported

### General Operations

- Adding items to the album
- Importing images and folders of images
- Changing Set names

### Working with Images

- Images
- Apply Local Effects
- Show Images View
- Move to Tab, Move to Set
- Crop in/out
- Rotate/Tilt image
- Deleting images (using the trash can)
- Sort images by
- Remove Image Tilt
- Flip Horizontal
- Crop To Ratio
- Crop to... Saved Crop
- Apply Frame
- Adjust sized image clip position (Alt/Option drag in Select Size View)
- Select Surrounding Mat

### Working with Layouts & Books

- Apply Style
- Flip Layout Horizontal
- Rotate Layout
- Rotate/Tilt Images
- Crop Layout Hole in / Out
- Flip Layout Image
- Changing layout/page type
- Copy Selected Layouts to Book

- Copy Selected Book Pages to Layout
- Duplicating images into Set (Alt/Option click on a set icon)
- Double-clicking on a template to add new layout/book page
- Remove image from opening (delete key)
- Delete selected layouts/pages from album
- Renaming Layouts/Pages
- Select Surrounding Mat
- Select Inner Mat
- Change Wall Grouping size
- Combine Images into Wall Grouping

### Working with Rooms

- Adding items to a room
- Separate a Wall Grouping
- Apply a frame to an item
- Apply a Style
- Rotate Image
- Flip Layout
- Change Background
- Remove Room
- Remove Room Items
- Adding/changing images in a layout
- Select Surrounding Mat
- Select Inner Mat
- Swapping Images on a Wall

### All Areas

- Mark as Favorite
- Duplicating Images, Layouts & Book Pages
- Thumbnail View dragging - reordering, move to tab or set
- Adjust Crop position





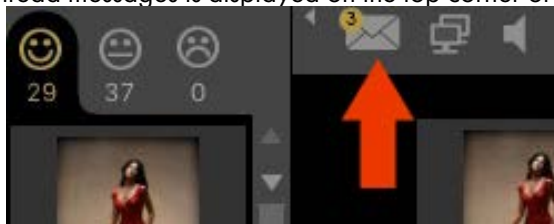
ProSelect includes a messaging system so you won't miss important information that will keep the software working most effectively for you.

In a non-intrusive way, you can easily see when a new message is available for things like:

- You have a reply to your Support Ticket enquiry
- There is a new ProSelect software update available
- Your frame supplier has recently updated their frames on our resources page
- There is a new educational webinar coming up
- Your account needs attention.

If your computer is connected to the Internet, ProSelect will periodically check for any new messages and let you know by showing the number of unread messages in the Working with Bar.

The number of unread messages is displayed on the top corner of the Messages icon. If



more than 5 unread messages, then a "+" symbol will be shown. To view the messages just click on the messages icon. Alternatively, you can open the Messages window by selecting *Show Messages* (View Menu).

You can also see the same messages by logging into your account on ProStudioSoftware.com and selecting the Messages tab.

## Accessing your messages

The Messages window displays a list of all your message's subject and date. Un-read messages have a more prominent header.

To view the content of a message, click the subject line to expand the message.

By default, account specific messages (including Support Ticket replies) require you to enter your password into the Messages window before you can view the message's contents. You can change this setting to allow access without a password in your ProStudioSoftware.com account area (under the Messages Tab).

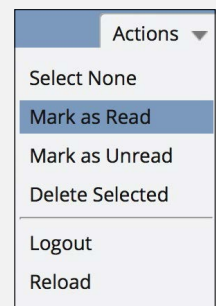
Messages that link to other web based content will open another page in your default internet browser when you click on the links.

## Showing new Messages on Startup

In the [Preferences \(General Settings:General:Messages\)](#) you can select to [Show Unread Messages on Startup](#) and this will open the Messages window if there are any unread messages.

## Read Messages

Messages automatically mark themselves as read after being opened for a few seconds. You can select one or more messages and mark them as being read or unread using the pop-up menu option at the top right of the Messages window.



## Deleting Messages

You can select one or more messages and Delete them using the pop-up menu. System message (marked with a lock icon) can't be deleted but will be automatically removed when some action is taken such as installing a new software update.



# Organizing your Images



In order to help simplify file operations, it is best to use one of the two folder structures show below. Your “All Jobs” folder can be located on your own computer or on a shared server.

In each case, ProSelect will automatically position Open, Save and Select Folder dialog to save you time when finding your files.

ProSelect defaults to Method A.

If you prefer Method B, then check *Image Folder is Job Folder* in the [Preferences \(General Settings: Default Folders\)](#) (under Default Starting Folder).

You should also make the location of the “All Jobs” folder your Default Starting Folder. Do this in the [Preferences \(General Settings: Default Folders\)](#) as well.

## Loading Images into ProSelect

Once you have copied you images from you camera (and also made a backup copy!) into the “Original Images” folder for this job you can use one of the [Adding Image to ProSelect](#) methods to build your ProSelect album file for that job.

When all of the images have been added, you should then save the ProSelect Album file, usually named with the client’s surname and job date, into the clients job folder as shown on the right.

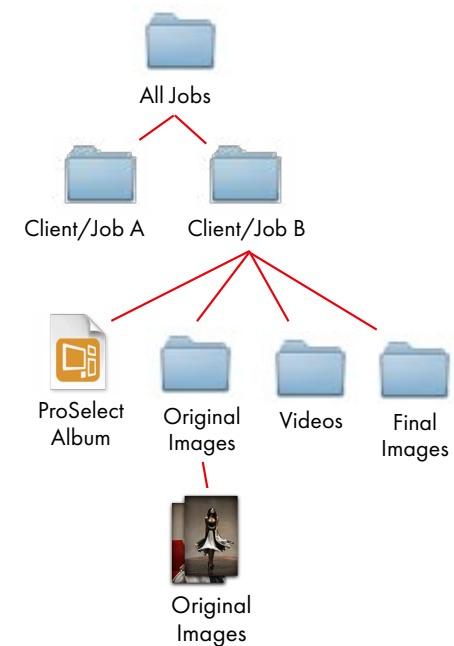
### What’s imported into the Album File?

ProSelect works with the low resolution copies of your original images that it creates and saves within its Album file. ProSelect also internally [maintains a link](#) to the original files for use in certain operations.

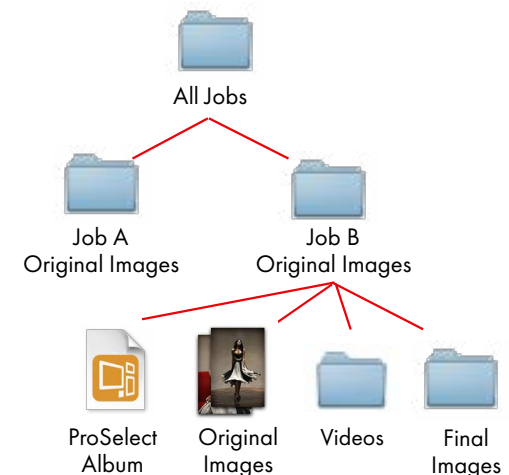
You can control the size, color management and other aspect of the imported images in the [Preferences \(Importing Images: Settings\)](#).

Other data related to this job such as selected images, notes, orders, layout and book designs etc are then added to and saved in the same album file .

METHOD A (default)



METHOD B





## Image Workflow

While ProSelect works with the low resolution copies of your original images, it internally [maintains a link](#) to the original files so you can do a number of things using the original images from within ProSelect including opening them in Photoshop and Lightroom, making changes and reloading the resulting images.

This gives you great flexibility on how you can structure your workflow.

You can run a jpg or “Raw+jpg” workflow with the only difference being that you can optionally refer back to your Raw files for editing/retouching before final production.

## Importing Raw Files

Because ProSelect does not support reading Raw image files, if you are shooting in this format, you will need to use other software such as Photoshop or Lightroom (see [Adding Images from Lightroom](#)) to convert the Raw files into either .jpg, .tif or .psd (Photoshop) format files before they can be loaded into ProSelect.

Alternatively, you can set your camera to shoot both Raw and .jpg format and just load the .jpg files into ProSelect. In either case, make sure the *Link/Bypass Raw files* option is turned on in the [Preferences \(Importing Images: Settings\)](#) and you have entered the file extension(s) of your Raw image files (e.g. CRW). This tells ProSelect that you may also have a set of Raw files with the same name as the imported file but with one of your specified file extension(s).

If you then [add a folder](#) containing both .jpg and Raw files into ProSelect, it will ignore the Raw files (for the time being) and only load the .jpg files. You will then be able to open your Raw files in Photoshop or Lightroom from within ProSelect’s main window or when processing an order in the [High-Res Production](#) module.

## Photoshop vs Lightroom

With **Photoshop\*** you can:

- Convert RAW images to jpgs to import into ProSelect
- Choose an image in ProSelect and open the [original full-res image in Photoshop](#) for editing/retouching.
- Choose an image in ProSelect and [open the associated RAW image in Photoshop](#) for editing/retouching.
- Run [Photoshop actions](#) on the low-res images in your ProSelect album to show different effects during your presentation
- Run the same or different Photoshop actions on copies of the original images when using ProSelect’s [High-Res Production](#) module.
- Automate the production of final high-res images for ordered prints, layouts and canvases as well as any books that you have designed in ProSelect using ProSelect’s [High-Res Production](#) module.

Once you have added your images into **Lightroom\*\*** you can:

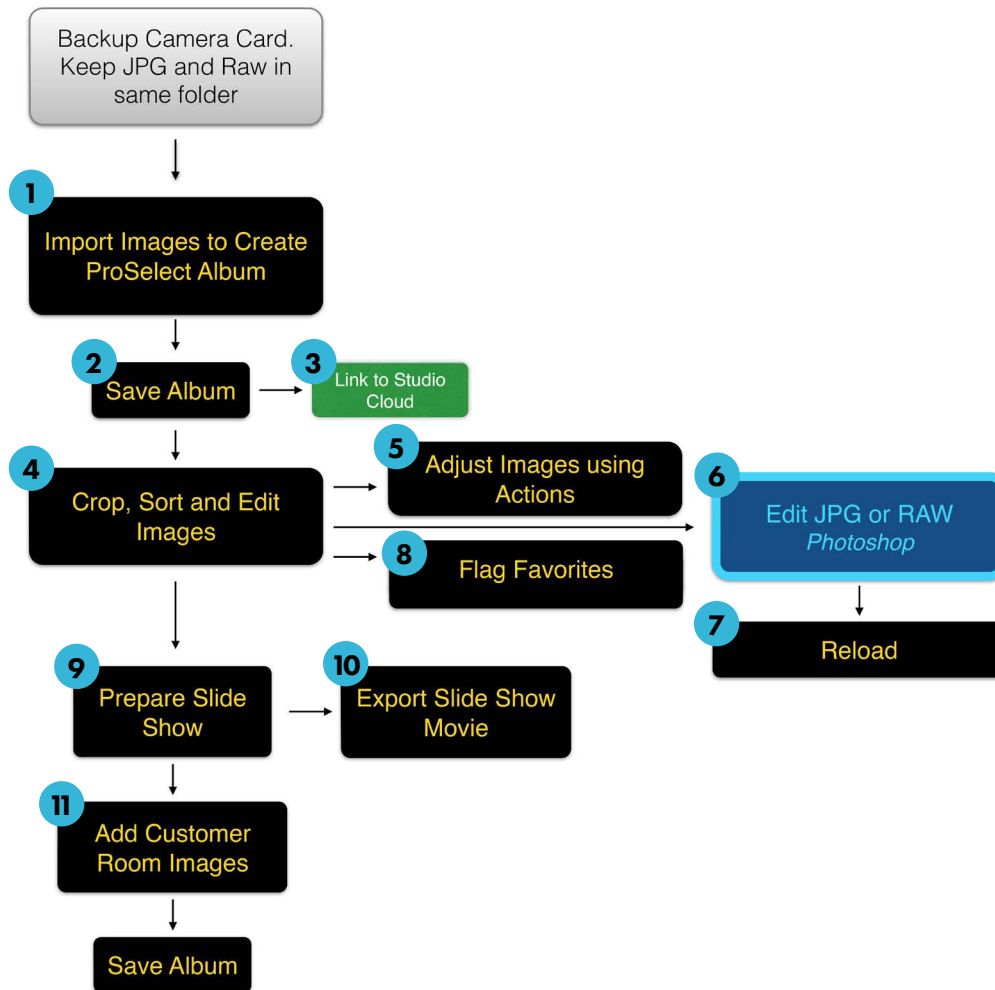
- Save your RAW images as jpgs, tif or PSD files and import them into ProSelect.
- Choose an image in ProSelect and open the original full-res image or associated RAW in Lightroom for editing/retouching.
- Update images in ProSelect with retouched RAW images from Lightroom.

\* Select your preferred Photo Editor in [Preferences \(General Settings: Photo Editor\)](#).

\*\* See [ProSelect Lightroom Plugin](#) section for more about connecting ProSelect to Lightroom and workflow with Lightroom.



### JPEG or RAW Workflow using Photoshop\*



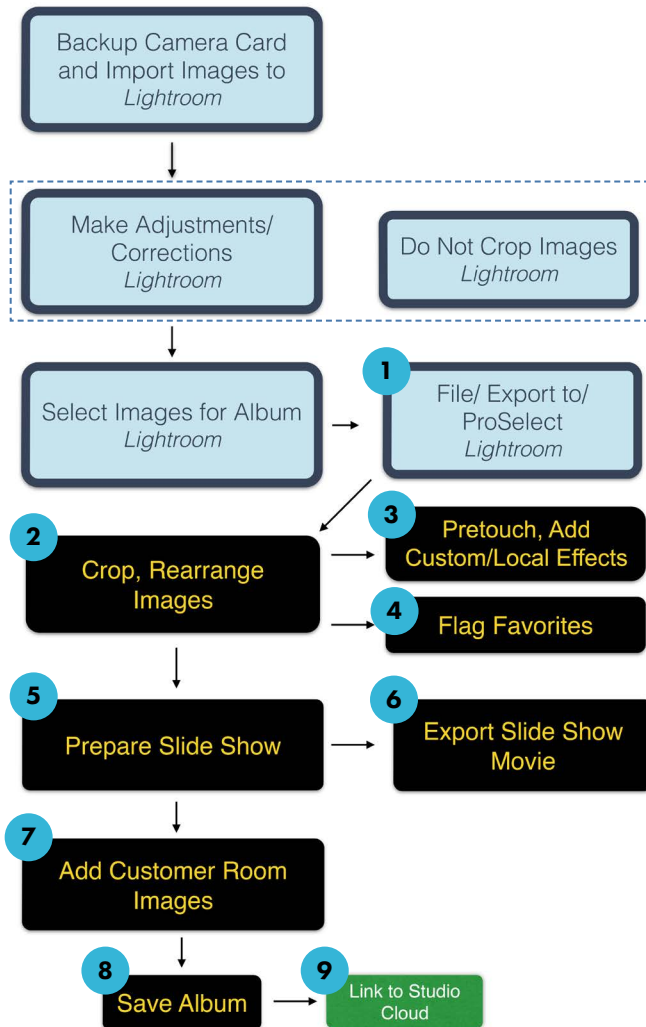
- 1 Import your images** - You can add any sized, JPEG, TIFF or Photoshop files to a new Album. ProSelect creates a single album file for each job containing screen sized copies of your images, thumbnails, notes and order information allowing you to prepare, present and process on different computers.
- 2 Save the Album** - [Save](#) the completed Album to a file in your client's name. This file can be easily moved to another machine for the presentation or later archiving.
- 3 Link to StudioCloud** - If you are using this studio management system you can [link the saved album](#) to a client and event, importing client details and any [associated invoice](#) at the same time
- 4 Crop, Sort & Edit** - Select one or more images in [Thumbnail View](#), rotate them, [remove rejects](#), [change the display order](#) and [crop](#) them for best effect.
- 5 Apply Image Effects & Actions** - Apply [Pretouching Presets](#), transform to [B&W](#) or [Special Tint](#) or [apply Photoshop Actions](#) to one or more images at a time. Turn on [automatic vignetting](#) to add more impact to your images.
- 6 Edit in Photoshop** - Do a [quick edit in Photoshop](#) with the imported .jpg or the associated RAW file. Either [Save over](#) or [Save as](#).
- 7 Reload** - Use Reload Edited to [Reload your updated images](#) back into your ProSelect album.
- 8 Flag Favorites** - [Select your Photographer's Favorites](#) for sales impact.
- 9 Add Slideshow content** - in [Working with Slideshows](#) add your content with [title slides](#) & [video clips](#)<sup>2</sup>. Select your [slideshow style](#) and associated music.
- 10 Export Slideshow** - [Export a .mp4 movie](#) of your slideshow if you are offering this as a saleable option or for online marketing.
- 11 Add Customer Rooms** - Import customer's room images from [SendMy Rooms](#), calibrate them ready to use during your sales session.

\* See next page for Lightroom Workflow

<sup>2</sup> Requires ProSelect Pro



### RAW Workflow using Lightroom\*



\* See previous page for Photoshop Workflow

\*\* Requires ProSelect Pro

- 1 Export your images** - After preparing your images in Lightroom (do not apply any cropping), select the ones that you wish to use for your sales presentation, make sure ProSelect is running with no dialog windows showing and use the [ProSelect Lightroom Plugin](#) to [export your images from Lightroom](#) directly into a new album.
- 2 Crop, Sort & Edit** - Select one or more images in [Thumbnail View](#), rotate them, [remove rejects](#), [change the display order](#) and [crop](#) them for best effect.
- 3 Apply Image Effects & Actions** - Apply [Pretouching Presets](#), transform to [B&W](#) or [Special Tint](#) or [apply Photoshop Actions](#) to one or more images at a time. Turn on [automatic vignetting](#) to add more impact to your images.  
**Flag Favorites** - [Select your Photographer's Favorites](#) for sales impact.
- 4 Add Slideshow content** - in [Working with Slideshows](#) add your content with [title slides](#) & [video clips](#) \*\* . Select your [slideshow style](#) and associated music.
- 5 Export Slideshow** - [Export a .mp4 movie](#) of your slideshow if you are offering this as a saleable option or for online marketing.
- 6 Add Customer Rooms** - Import customers room images into a [different set](#) and then add them as [album room images](#) and calibrate them.
- 7 Save the Album** - [Save](#) the completed Album to a file in your client's name. This file can be easily moved to another machine for the presentation or later archiving.
- 8 Link to StudioCloud** - If you are using this studio management system you can [link the saved album](#) to a client and event, importing client details and any [associated invoice](#) at the same time
- 9**



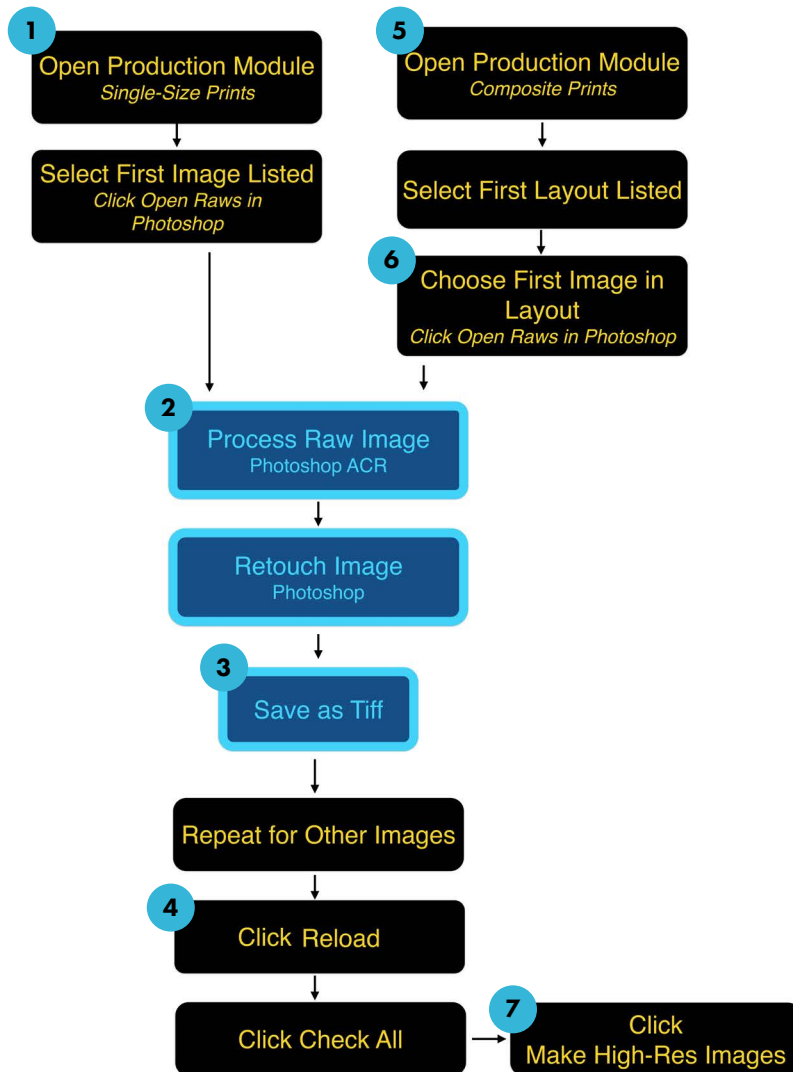
## A typical presentation workflow (feel free to create you own!)

- 1 **Show your Slideshow** - Start playing in [Working with images](#). You can optionally choose "[start paused](#)" (under Slideshow menu or right-click on slideshow icon) so the [first slide](#) or a black screen is waiting when your clients arrive.
- 2 **Narrow down the images** - into the [Yes, Maybe and No tabs](#). Use the [1,2,3 keyboard shortcuts](#) to make it faster.
- 3 **Compare Images** - Compare similar images [side by side](#). Make [duplicates](#) with different [image effects](#) and compare.
- 4 **Show at actual size** - Switch to [Select Size View](#) to show at different *actual* sizes on your projector screen or big screen TV.
- 5 **Show in a Room** - [Right-click on Select Size view icon](#) in [Working with Images](#) and select a room or switch to [Working with Rooms](#) and create a wall design that is saved with the album.
- 6 **Add a frame** - use the [frame tool](#) to add different frames that you have [setup](#).
- 7 **Order that big wall portrait!** - After you have decided on the best size, [add your print to the shopping cart](#) (with the frame if you wish).
- 8 **Extra Print Orders** - Add print orders quickly using the [Quick Order popup menu](#) from the main screen.
- 9 **Get Creative** - Use [Working with Layouts](#) to create collages, invitations, announcement cards and more on the fly. [Add them to the order](#). Build books super fast in [Working with Books](#) then add these to the shopping cart as an [Order Adjustment](#).
- 10 **Order Report** - Print the [Order Report](#) with your [logo](#) and [studio conditions](#) ready for the client to sign.
- 11 **Collect Deposit** - [Record any payments](#) in the [Place Order window](#).
- 12 **Export the Order** - Export your order to [StudioCloud](#) or [other studio management software](#).





### JPEG & RAW Workflow using Photoshop\*



\* See next page for Lightroom Workflow

- 1 **Open High-Res Production** - choose the [Single Image Prints](#) tab and start checking through each of the print images that have been ordered.
- 2 **Retouch in Photoshop** - Use the [Open in Photoshop](#) or *Open Raw's in Photoshop* buttons to do your final retouching. You can optionally carry through any applied [Pretouching Presets](#) at this time. You only need to re-touch each image once regardless of how many different products have been ordered.
- 3 **Save as** - To keep your original image untouched, use [Save As workflow](#) by saving as a different image format (e.g. .tif or .psd) into the same folder as the original image. Alternatively, just replace the original .jpg with the retouched one. Set the [image status](#) to done (green) on completed images.
- 4 **Reload** - use the *Reload Just Edited* button to [re-import](#) your retouched images.
- 5 **Composite prints** - choose the [Composite Prints](#) tab if you have any of these (including digital book pages) in your order.
- 6 **Retouch each image** - For each layout, retouch any images that haven't been re-touched yet using the same method as for Single Image Prints in steps 2-4.
- 7 **Start Production** (ProSelect Pro only) - Check that your output folder is selected. Click the *Check All* button to select all Single Print Images for the production run. Click the *Make High-Res Images* button to start Photoshop automation. When

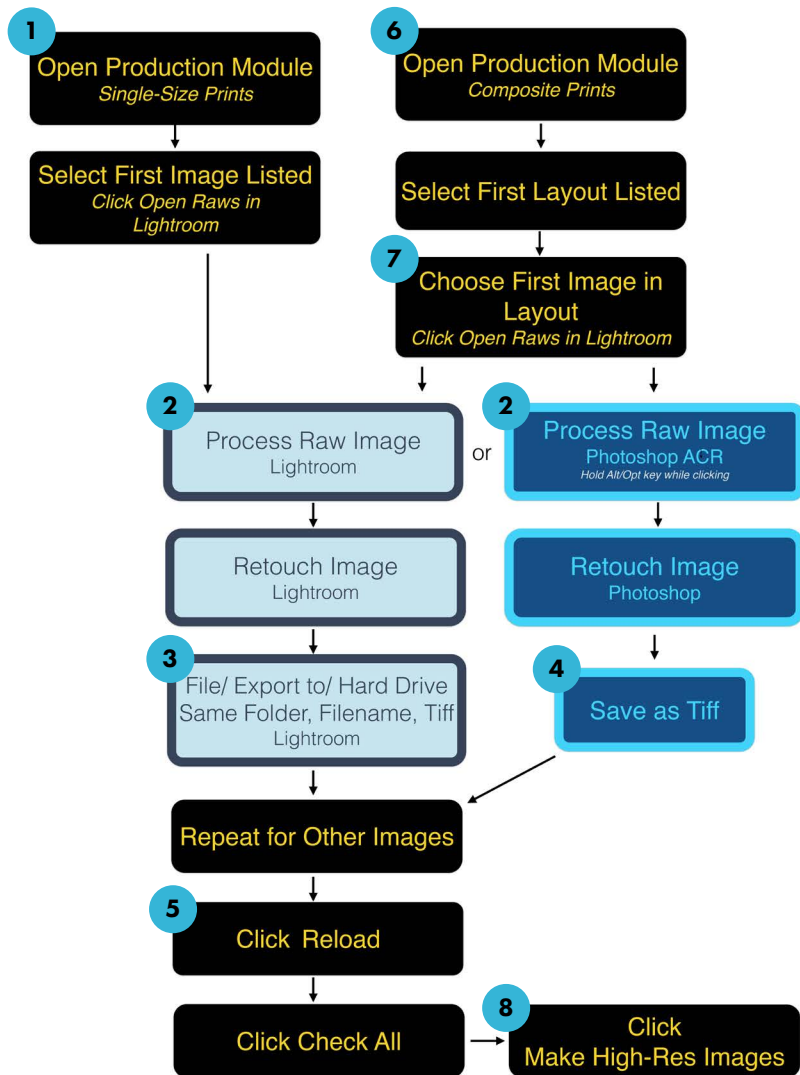
If you have added a [B&W or Sepia](#) effect to your images, you can optionally apply this effect to your original images yourself in Photoshop then save the file (using Save As) with a *Custom Final Image* filename suffix (e.g. "xxxx\_BW.jpg"). Production will then use that file instead of the automatic actions. See [Custom Final Images](#) in the Preferences section for more information on this feature.

- 7 complete, repeat for your Composite prints.





### RAW Workflow using Lightroom/Photoshop\*



\* See previous page for Photoshop Workflow

- 1 **Open High-Res Production** - choose the [Single Image Prints](#) tab and start checking through each of the print images that have been ordered.
- 2 **Retouch your images** - Depending on your default RAW photo editor setup in [Preferences](#), use the *Open Raw in Lightroom* or *Open RAWs in Photoshop* to do your final retouching (requires the [ProSelect Lightroom Plugin](#)) or use [Exported Lightroom filename list](#) (File menu) to search for files in Lightroom.  
  
You can optionally carry through any applied [Pretouching Presets](#) at this time. You only need to re-touch each image once regardless of how many different products have been ordered.
- 3 **Export from Lightroom** - Using the [Update \(Reload Edited\) option](#) in the ProSelect Lightroom plugin. Set the [image status](#) to done (green).
- 4 **Save from Photoshop<sup>2</sup>** - To keep your original image untouched, use [Save As workflow](#) by saving as a different image format (e.g. .tif or .psd) into the same folder as the original image. Alternatively, just replace the original .jpg with the retouched one. Set the [image status](#) to done (green).
- 5 **Reload** - Use the *Reload Just Edited* button to [re-import](#) your retouched images.
- 6 **Composite prints** - choose the [Composite Prints](#) tab if you have any of these (including digital book pages) in your order.
- 7 **Retouch each image** - For each layout, retouch any images that haven't been retouched yet using the same method as for Single Image Prints in steps 2-5.
- 8 **Start Production** - Check that your output folder is selected. Click the *Check All* button to select all Single Print Images for the production run. Click the *Make High-Res Images* button to start Photoshop automation. When complete, repeat for your Composite prints.

**Note 2:** See [Sharing Lightroom Image Data with Photoshop](#) if you are working with both Lightroom and Photoshop.





ProSelect Pro's High-Res Production workflow integrates with any pretouching that you have applied to your images and gives you complete control over how you wish these settings to be carried through to Production.

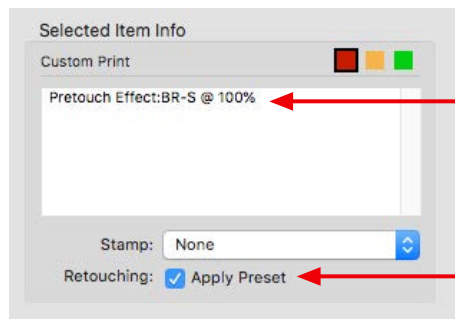
For example, you might wish to personally retouch a large portrait image but just use your pretouch setting when producing a series of lower resolution digital files.

For each image or product, you can choose to:

- Have your selected pretouch preset settings automatically applied to final images during High-Res Production.
- Manually retouch the images with or without ProSelect's pretouch preset applied.
- If you have the Perfectly Clear Complete plugin in Photoshop or Lightroom, apply the same preset settings that you used in ProSelect, then fine tune the results using the plugin.

## Applying the Pretouching Presets during Production

By default any pretouching presets applied to your images will automatically carry through to High-Res Production unless you specifically turn them off in the High-Res Production window - see [Handling Pretouched Images](#).



Applied Pretouch details

Uncheck this to disable retouching during Production.

## Editing Images without Retouching

You can open ordered images (or their associated RAW files) in Photoshop, Lightroom or your selected Photo Editor (though usually not RAWs in this case) using the *Open in* buttons in the [High-Res Production window](#).

When you have completed your retouching, you can save the retouched image back to



the same folder as either:

- (a) Same file type - overwriting your original image. See [Save Over workflow](#).
- (b) A different file type (eg TIF or PSD) to keep your original image (recommended option). See [Save As workflow](#).



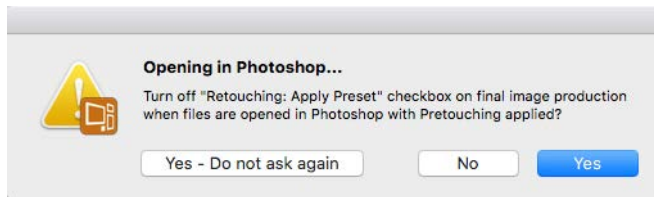
### Editing Images with Retouching

If you hold down the SHIFT key when clicking in the *Open in* button then ProSelect will make a temporary copy of the selected image(s), apply any Pretouching Presets and then open this in your selected editor.

If you are using Photoshop as your [selected Photo Editor](#) then both the original image and the retouched image will be added as separate layers to the opened image with the retouched image as the top layer as shown on the right.

You can then choose to use all or just parts of the retouched image, merge the two or add additional retouching then save the results with same options as in [Editing without Retouching](#) section.

Unless you have selected Disable Retouching after Editing ([Preferences: High-Res Production:Workflow & production Extras:Retouching Workflow](#)) then ProSelect will ask you what to do each time.

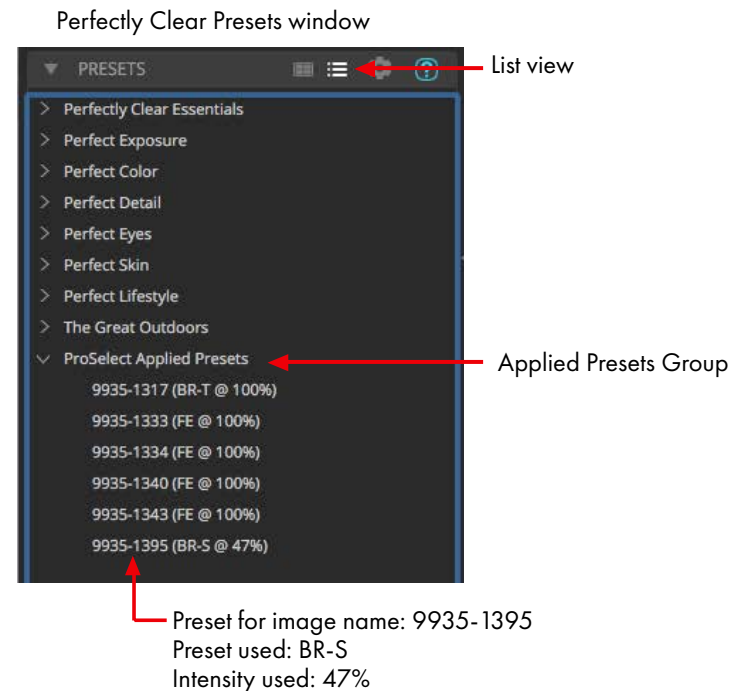
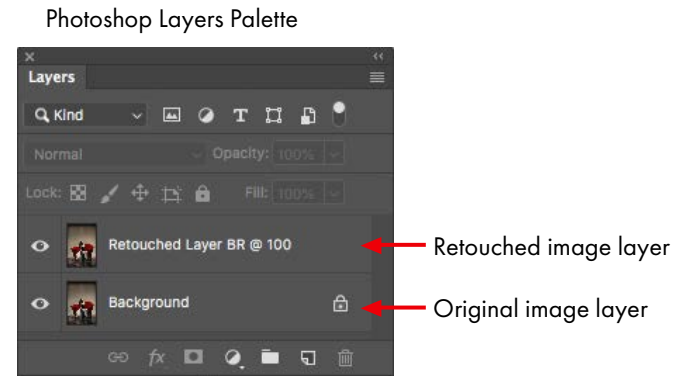


### Fine Tuning with Perfectly Clear Complete

Whenever you use Open in Photoshop or Lightroom, ProSelect checks if Perfectly Clear Complete is installed on your computer.

If so, ProSelect will automatically write out any presets applied to the selected images into a preset group called *ProSelect Applied Presets*. Within this group will be a series of presets named with the image name, preset code and intensity setting.

Just click on the preset for the image you are currently working on to have those settings applied to the image. You can then fine tune the results using the plugin's adjustment panels then save the results with same options as in [Editing without Retouching](#) section.





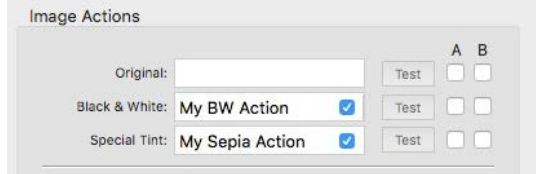
## B&W and Special Tint Workflow Options

You can setup your own B&W and Special Tint style in the [Preferences \(Image Effects: Local Effects\)](#) and instantly apply or remove these effect from your selected images using the [tool bar buttons](#).

## Automatic Actions

If you are happy to use a Photoshop action to apply these effects to your images during High-Res Production, then simply assign that action to the B&W and Special Tint sections in the Image Actions section of [Preferences \(High-Res Production: General Actions\)](#) or leave the box empty to use ProSelect's default conversion methods.

In this case, after retouching and saving your original color image, running High-Res

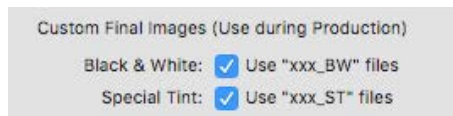


Production will then automatically apply your selected action when producing the final output images.

## Custom Final Images

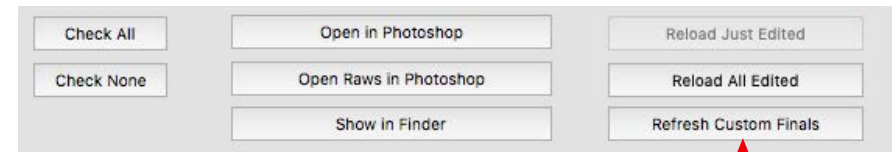
If you wish to manually convert and retouch some or all of these images then you can enable the Custom Final Images option in Actions section of [Preferences \(High-Res Production: General Actions\)](#).

In this case, the work flow steps are:



1. In the [High-Res Production window](#), use the *Open In Photoshop* or *Open Raw's in Photoshop/Lightroom* buttons to open your original image(s).
2. Manually convert the images to B&W or your Special Tint as appropriate.

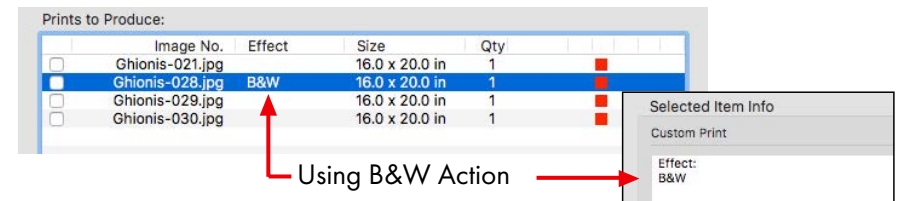
3. Use *Save As* to save the image into the same folder as the original image with the relevant filename suffix. e.g. MyImage010\_**BW**.jpg
4. Click the *Refresh Custom Finals* button to get ProSelect to look for these images.
5. Check the *Selected Image Info* box (see below) to confirm that the image has been found and will be used.



Click to tell ProSelect to look for your new image

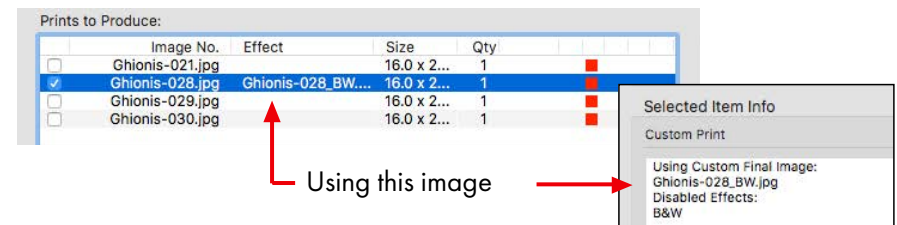
6. Run High-Res Production.

Before saving the Custom Final Image



Using B&W Action

After saving the Custom Final Image



Using this image



## Rules for using Custom Final Images

- Make sure that you have this option selected in the Actions section of [Preferences \(High-Res Production: General Actions\)](#) for B&W and/or Special Tint images.
- Use the B or S [tool bar buttons](#) (or right-click menu options) to set your selected images to use these local effects.
- When creating Custom Final Images, save them into the same folder as the original image and add the following suffix:
  - \_BW for B&W images or
  - \_ST for Special Tint images.The saved file can have any of these extensions .jpg, .tif or .psd.
- The last modified date must be *newer* than that of the original color image or its retouched and re-linked version.
- When Production finds one of these images, it will disable any local or custom effects actions on that image because it expects that you have manually applied these yourself.
- When using these files, the *Selected Image Info* box in the [High-Res Production window](#) shows the name of any Custom Final Images that it will using.
- Unchecking the Custom final images check boxes in the [Preferences](#) and re-opening the High-Res Production window will revert production to using the original images and the associated actions.
- The status or use of a Custom Final Image is not saved in the Album file. Rather it is checked each time that the High-Res Production window is opened (or after clicking on the *Refresh Custom Finals* button in that window).
- Removing the file from the folder where the original image is saved or updating the original image (or an edited version) so that it is newer than the Custom Final Image file will revert back to using the most recently modified file.



### Image Types

You can add any sized JPEG, TIFF or Photoshop files to an Album.

During the album creation process, ProSelect, by default, creates viewing images that are 1920 by 1200 pixels and thumbnail files of all added images.

If you are preparing your Album on a computer for viewing images on a 4K monitor, you may want to change your import size to the 4K option in the [Preferences \(Importing Images: Settings\)](#) before adding any images to the Album. Larger viewing images provide more detail when zooming in, but may slow performance and will result in larger Album file sizes.

### Adding Images

You can add images to an Album in a number of ways:

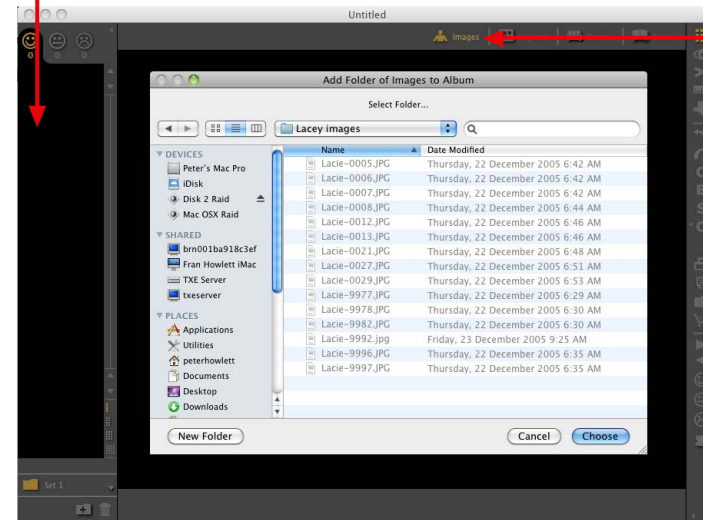
- Drag and drop one or more images or a folder of images into the *Image List* on the left side of the screen.
- Use the *Add Folder* button at the bottom of the Image List to select a folder of images to add.
- Use the *Add a Folder of Images* or *Add One Image* commands (Album Menu).
- Dropping images into the ProSelect application icon.

The time taken to add your images depends on your image sizes and the speed of your computer. If you are adding a lot of images, allow time for this to happen. Once saved in an Album, the album can be reloaded in just a few seconds.

### Which Selection Tab?

By default, images are added into the Maybe Tab. However, in the [Preferences \(Importing Images: Settings\)](#), you can set it such that they are always added into the Yes, Maybe, No or the currently selected Tab.

Drag and drop a folder of images or image files from your desktop into this area



Working with Images

or click here to add a folder of images selected from a dialog box

### Getting the colors right

ProSelect works in sRGB color space. If your images use this same color profile then you should find that they will look the same when displayed in ProSelect as they do in Photoshop.

By default, ProSelect detects what color space your images are in and automatically converts them into sRGB color space while they are being copied and added into your Album.

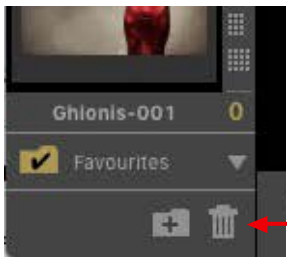
You can change the way this operates in the [Preferences \(Importing Images: Settings\)](#). For more information see the [Color Management](#) section.



### Removing Selected Images

You can remove images permanently from a ProSelect Album a number of different ways:

- Drag one or more images in the *Image List* box or from the thumbnails in the *Display Area* and drop them onto the “Trash” button at the bottom of the Image List.
- Select one or more images in the *Image List* box or from the thumbnails in the *Display Area*, then click on the “Trash” button at the bottom of the Image List or choose *Remove Selected Images* (Album Menu).



Drag images (or layouts or rooms) here or click here to remove the selected images (or layouts or room) from the album.

### Removing Rejected Images

You can remove all the images in the No tab permanently from the album using *Remove “No” Tab Images* (Album Menu).

In this case your Original Images are **not** effected as only the low-res copies which you added to the ProSelect Album will be removed unless you select this command while holding the SHIFT down. (See *Deleting Original Images* on this page.)

### Removing Selected Layouts

If you are working with Layouts and have some Layouts selected then the “Trash” button can be used to remove these from the album.

### Removing Selected Rooms

If you are working with Rooms and have some rooms selected then the “Trash” button can be used to remove these from the album.

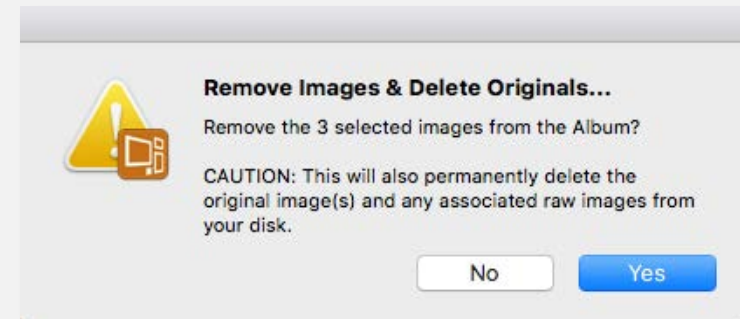
### Display Area - Removing Images/Layouts

If you are in Show Images/Show Layouts/Show Room Views you can remove selected items from the Display Area or from within a Room using the Delete Key. Unlike using the trash can this does **not** remove them from your album file rather just from the current display.

### Deleting Original Images

If you wish to also delete the Original images (and any associated RAW and sidecar files) that are linked to the images in your Album, hold the SHIFT key down while clicking on the “Trash” button.

The warning Dialog shown below will appear. This operation is **not** reversible so use it with caution!







### Sorting Images

If you have Sorting set in the [Preferences \(Importing Images: Settings\)](#) then the images will be automatically sorted by either name or creation date as you add them to the Album.

You can also manually sort the images using one of the sorting options under the Album Menu. These options allow you to sort all images by:

Filename	Used in Layouts
Capture (EXIF) Date	Used in Books
File Creation Date	Used in Rooms
File Modified Date	Randomly
Effect Applied	File Type
Action Applied	Rating (stars)
Ordered	

Sorting effects all of the images in the album regardless of their Set or Tab.

You can also drag and drop your images into any order that you like when in [Thumbnail](#) view.

### Reversing the Sort Order

To sort images in the opposite order hold the *Alt/Option* key down while selecting the Sort type from the menu.

As an example, *Sort Images by Ordered* will place all of the ordered images at the top of the page while *Sort Images by Ordered* with the *Alt/Option* key down will place all of the images that **haven't** been ordered at the top.

### Re-Sorting

To avoid accidentally re-sorting your images if you later add more images to an Album, the automatic sorting (as set in the Preferences) only occurs when you *first* import your folder of images. If you have added extra images and wish to re-sort all your images then use the Sort options in the Album menu.

### Thumbnail Tags

To make it easy to see where items have been used in some way you can optionally select *Show Thumbnail Tags* (View Menu).



\* For Layouts and Templates only

\*\* Notes tag is still shown when *Show Thumbnail Tags* is turned off

The shopping cart icon will display in a green color if you have [Unlocked Ordered Items](#) (Edit menu).

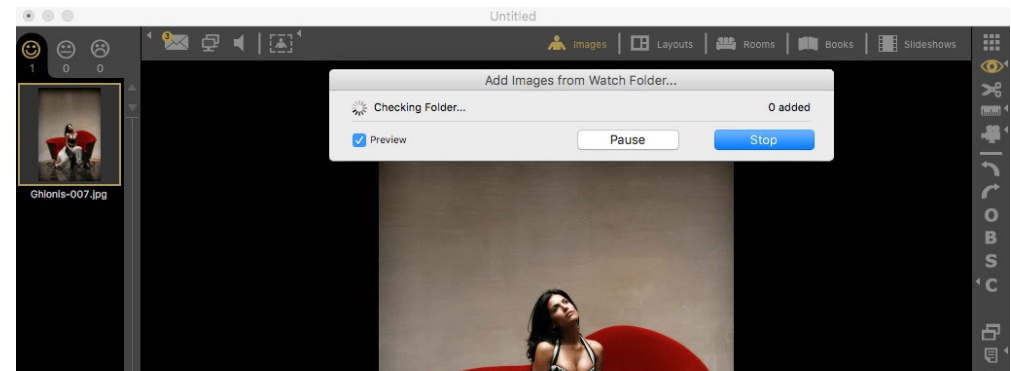
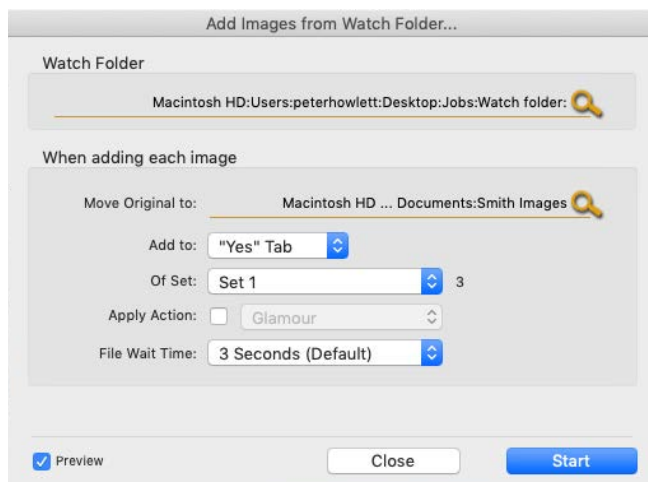
Caution: Sorting by Capture Date relies on EXIF data in the images and this may not be present in all images.





ProSelect (Pro version only) provides the ability to automatically add images from a specified Watch Folder into the currently open ProSelect album. This can be used for tethered shooting and where you wish to show images in ProSelect after each shot.

1. Select *Add Images From Watch Folder* (Album menu) or use the "W" shortcut key.
2. Select the folder to be watched. This should be the folder the images from the camera are downloaded to.
3. Select the folder that the images are to be moved to after they have been added to the album. This would normally be the session folder for the job.
4. Select the Set and ProSelect Tab (Yes, Maybe or No) that you would like the images to be added into.
5. Optionally select a Custom Effects Action that will be automatically applied to the image as it is added.
6. Check the Preview checkbox if you wish to have each image displayed as it is added.
7. Click the Start button.



### Pausing Operations

While you cannot perform any other operations, while ProSelect is actively watching for new images, you can click the Pause button (or press the ESC key) to temporarily close the Watch Folder window. To open and activate it again, just press the "W" shortcut key.

- If you are transferring very large files or you have a slow connection to your camera then you can set the *File Wait Time* to a longer time (eg 5 or 7 seconds) to allow extra time for the transfer. Have this set too fast may result in your files being copied when partially transferred.
- The *Watch Folder* location is normally set by the software that you are using to transfer the images from your camera to your computer.
- If you are shooting RAW+.jpg then the .jpg image will be loaded into ProSelect but both files will be moved to the selected session folder if the raw file extension matches one of those setup in the [Preferences \(Importing Images: Settings: Adding Images\)](#).

# Importing from Lightroom I



If you are using Adobe Lightroom, you can export images and videos directly from Lightroom into ProSelect.

**IMPORTANT:** Before using this feature, check that you have correctly installed and tested the plugin and adjusted Lightroom's settings as detailed in the later section [Installing the Lightroom Plugin](#).

### Starting an Export

In Lightroom, select the images that you wish to export then choose *Export*, *Export to: ProSelect* (under the File menu).

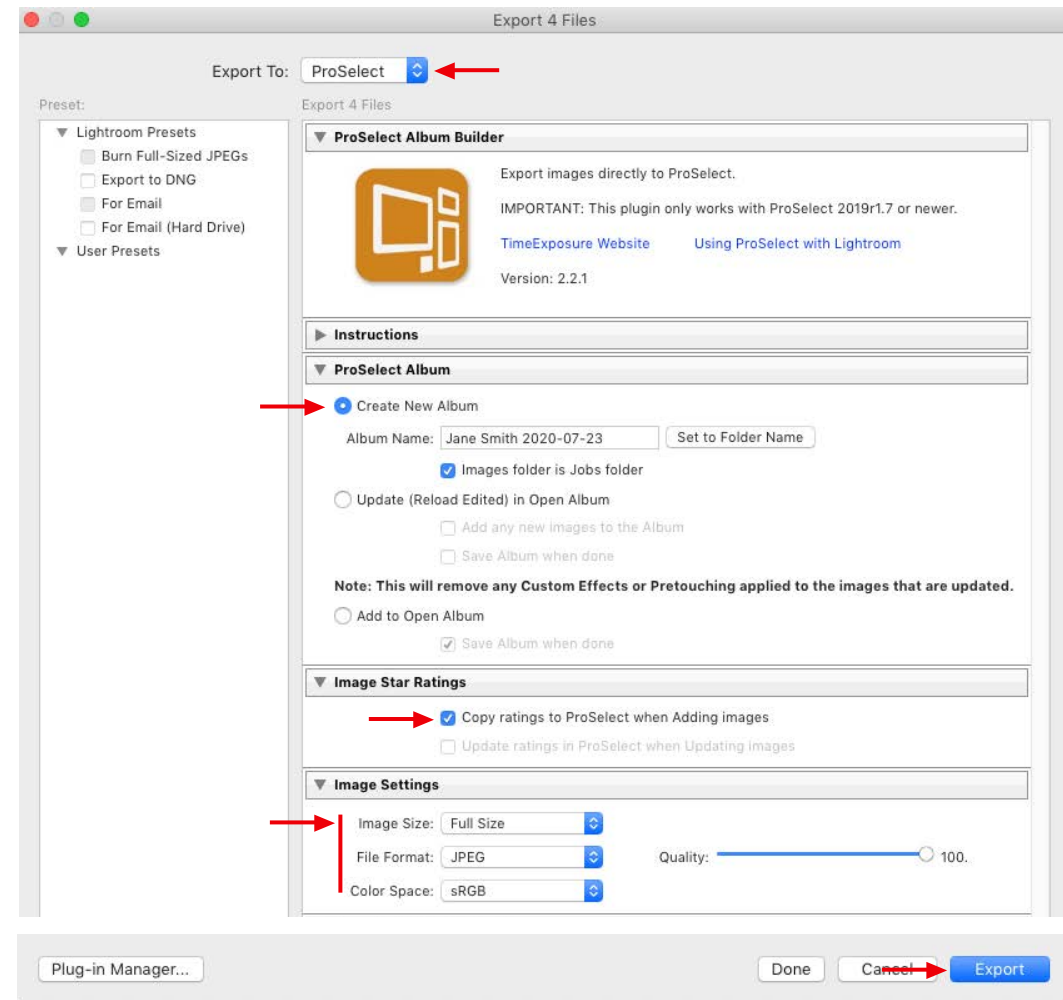
You can choose to either:

- Create a New Album with the selected images, or
- Add the images to the currently open Album

### Creating a New ProSelect Album

- Make sure that ProSelect is open and is on the main window.
- Select the *Create New Album* radio button
- Check/adjust the name that for the new ProSelect album - it will default to the catalog name of the first selected image.
- If you wish to also copy your Lightroom [star ratings](#) with the exported images, select *Copy ratings to ProSelect when Adding Images*.
- Set the Image Size (Full Size is recommend), Type (JPG, PSD or TIFF) Color Space (sRGB or Adobe98) and Quality as required (see notes on next page).
- Click the *Export* button.

This will export copies of your selected raw images into the same folder as the original RAW files. Any existing images files of the same name and type will be deleted. If you have only imported jpg images into Lightroom, you will need to export as a different type (eg .tif or .psd) to prevent the original images being overwritten.



Following the image export, the plugin will get ProSelect to import those images. After all images are imported, the album will be saved with the selected name into the same folder as the first image (if you have checked Images Folder is the Jobs Folder), otherwise it will be saved into the folder above this location.



### Adding to an existing ProSelect Album

1. Select the Add to Open Album radio button
2. Optionally select the Save Album when done checkbox
3. Set the Image Size, Type, Color Space and Quality as required.
4. Click the Export button

Images will be exported and saved into the currently open ProSelect album the same way as the when creating new ProSelect album above.

### Workflow Options

For more about Lightroom-ProSelect workflow the [Preparing your Presentation](#) and [Post Sales Production](#) pages.

#### Which Tab?

Images will be imported into the Tab in ProSelect that you have selected in your [Preferences \(Importing Images: Settings: Adding Images\)](#).

#### What Image Export Settings should I use?

If you plan to use the exported images for final production then you should export them at Full Size and a High-Quality Setting. Color Space does not really matter but best to use the same color space that you use for all of your image processing.

If the images are just for viewing **and** you plan re-process the Raw images during [production](#) to full sized images then you can select *Large Size* (up to 2400 pixels) or *Medium Size* (up to 1600 pixels). Otherwise select *Full Size*.

### Exporting Videos

If you shooting video as well as still images and have also imported these into Lightroom, you can optionally export these to ProSelect as well for use in your slideshows.

In this case, if any videos are included in the selection in Lightroom, then the Video section will be enabled.

#### Export Video Formats

##### *Original, Unedited file*

If your videos are in the same folder as the RAW images and in a compatible format, best to choose *Original, Unedited file*. This will simply pass the location of the video file to ProSelect and it will be available in your [Album Videos](#). This option is fastest since no video conversion is done by Lightroom.

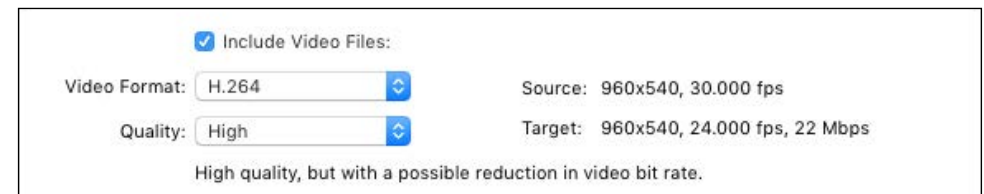
You can optionally duplicate each video one or more times in the [Setup Videos window](#) then select different start (in) and end (out) points in each copy using the [Video editor](#) ready to add into your [slideshow timeline](#).

##### DPX

ProSelect can't read DPX files, so don't select this option.

##### H264

This option will export copy of each selected video in .mp4 format into the same folder as the original RAW files and pass the location of the video file to ProSelect. If you have adjusted the video's In and Out points in the Lightroom, then the export file will reflect this change.





When you save a ProSelect Album, all the information needed to re-load the Album in its current state is also saved in the album file. This includes:

- The low resolution images and thumbnails for display
- The display order and the Tab groups that the images are in
- Any Rotations, Cropping and/or Effects that have been applied
- Links to the location of the original images.
- Any notes saved about an image or order item or set
- All Layouts and Books Pages created from the templates
- All Wall Gallery Designs
- Slideshow designs
- Low res copies of any external resources images used in the album.
- Orders, order notes and client information
- The current state of High-Res Production
- Low-res copies of any Resource images used in the album.

An Album is just one file. You can copy or move this file to another computer for presentation or archiving. Saved albums, even those with hundreds of images, can be re-loaded very quickly.

ProSelect albums are cross-platform compatible so you can copy them between Mac and Windows computers.

## Slideshow Album Videos

Due to size constraints, the only items that are **not** saved in the ProSelect album file are any videos associated with a job ([Album Videos](#)) or used in a slideshow. Library videos are kept in your [ProSelect Resources folder](#) (videos subfolder). Album Videos should be kept along side the album file so, if necessary, both can be easily moved together to another computer.

## Moving albums between Windows and Macs

If you wish to transfer an Album from a Macintosh computer to a Windows computer you should make sure the Album name has a “.psa” extension.

## Moving Albums between different computers

The album’s links to the original images are only used for commands that relate to the original images. These include moving or copying the original images that have been ordered or are in the selected tab, opening original images in Photoshop or when using High-Res Production.

If you move the original images to a different location or move the album to another computer, the links may no longer be valid. In this case, you will need to use the [Find Original images](#) (Album, Original Images Menu) so ProSelect can find the images again.

To avoid the need to update links to original images, it is recommended that you create the original album file on the computer that contains the original images and where you will be using the [High-Res Production](#). This way you won’t need to update links to any images.

## Shared Network Location Options

If you store your images on a shared server location, consider using one of the [relative path location options](#) (such as relative to album file location) since paths save this way will maintain the links the original files regardless of which computer that are opened on.



## Saving the Album

To save an album, use *Save Album...* (File Menu). If the Album has not yet been saved you will be prompted to enter the Album's name and choose a destination folder.

## Locating an Album file on your computer

If you can't remember where you saved the album that you currently have open, use the *Show Album in Finder...* (on Mac) or *Show Album in File Explorer...* (on Windows) both under File Menu.

## Saving the Album into a different file

Use the *Save As...* (File Menu) to copy the current album into a new file.

## Loading a Saved Album

Only one Album can be loaded at a time. You can load an album using one of these methods:

- Use *Open Album...* (File Menu) then select the album to be loaded.
- Select your album from the *Open Recent Album...* list (File Menu)
- Drop an album file into the *Image List*. See the [Main Screen Layout and Controls](#) page.
- Double-click on the album file itself.

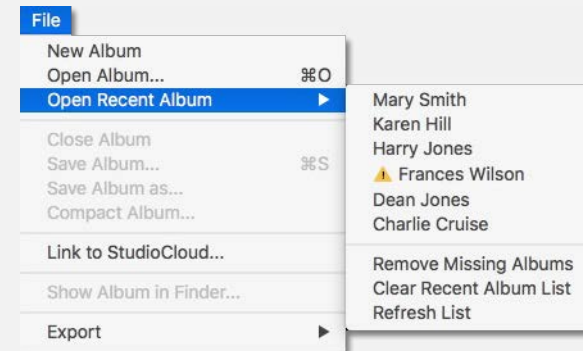
If you are loading an album that was saved using a earlier version of ProSelect, please see the section [Updating from Earlier Versions](#).

## Compacting an Album

This is not normally required unless you have deleted a large number of images from an album and wish to "re-claim" the empty space. On completion, the new album will replace the original album.

## About Recent Albums

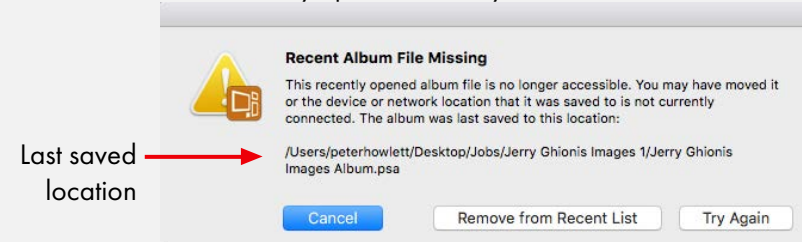
ProSelect keeps track of your last 20 recently loaded album files so you can quickly get back to these.



If any albums in the list are no longer accessible (e.g. because you moved or deleted them or they are on a disk or network location which is not currently accessible) then a caution icon will display next to the name.

Clicking on a missing name will show you where it was last saved and give you options to *Try Again* (after mount a missing drive location).

The recent album list is only updated when you start ProSelect, however, you

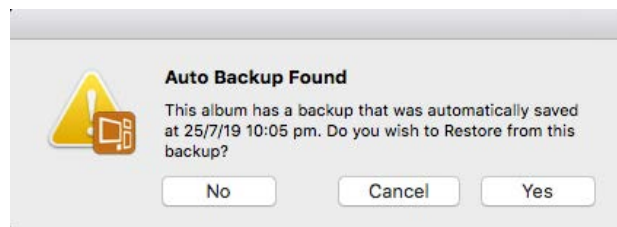


can use the *Refresh List* menu option to update it.



The Auto-Backup feature is designed to periodically save any changes that you are making within ProSelect by saving a copy of those changes in a temporary location **on your local computer**.

When you save the album, this temporary data is deleted as the album is now up-to-date. If the album is not saved properly (e.g. due to a program crash, network failure or system crash), the next time this album is opened, if a auto-backup linked to that album file is found on your computer, it will ask you if you wish to recover the last unsaved changes. If you choose to do this, a new album will be created containing those changes.



By default, to prevent the program slowing down, an auto-backup will only occur if the album has been changed and it has been more than 5 minutes since the last auto-backup was run.

You can change this time (including turning it off) in the [Preferences \(General Settings: General: General Defaults: Auto Backup Interval\)](#).

Some operations do an immediate auto-backup. These include adding images to an album, adding a Quick Order and closing the Place Order window after making changes. Otherwise, an auto-back is only made when to do something not directly related to ProSelect's main window.

## Old Album Files

In versions of ProSelect prior to 2019r1, auto-back data was saved within the currently open album file rather than elsewhere on your local computer. This meant that if you opened an album file across a network and your network failed then the not only could the album file not be saved but neither could the auto-backup.

ProSelect will still recognize an older version album file containing unsaved Auto-backup data and will allow you to recover that data (if possible). However, with ProSelect 2019r1 and newer, you can only recover from an auto-backup if you open the album file on the same computer that you were using when the auto-backup was saved.

## Restore Points

Beginning in version 2022r1.4, restore points are now created, then updated on album open and save commands. These restore files are saved in the Application Support folder (MAC) or AppData folder (PC) in ProSelect > Album Restore > [YEAR].



These files contain no images, only album data. Restoration points are always updated to the latest Open or Save point and any previous incremental restore points are replaced. If a .psa file is corrupted, PLUS Technical Support may be able to recover data that can later be merged with your original images to rebuild an album.

There is no end-user recoverable data, and recovery services are limited to those with active PLUS accounts.





## About Image Sets

For each Album, you can optionally arrange your images into different Sets. You can have up to 15 different sets and create and save your own names for each set.

In the [Preferences \(General Settings: General\)](#), you can select the default number of sets that you wish to create when you start a new Album. These are None (if you don't wish to use Sets at all), 3, 6, 10 or 15. Changing this value while an Album is open will change the number of available sets in the album to the new setting *provided* that the album does not have any images in any sets higher than the new setting.

When a particular Set is selected the Image List will display only those images in the Yes, Maybe and No tabs for the selected Set (see note box).

## Moving images into a Set

Selected images within the album can be dragged into a Set by selecting them in either the Image List or in the Display Area and dragging them onto the required Set's *folder icon*. Sets containing any images (in any Tab) will have a tick displayed on the folder icon.

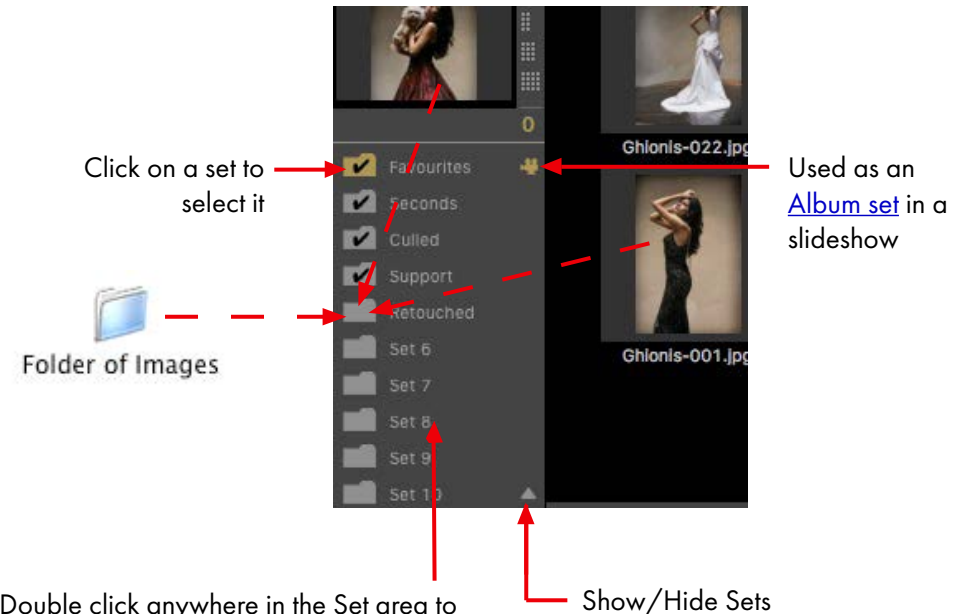
When adding images or folders of images to your Album, you can add them directly into a Set by:

- dragging them onto the Set
- by selecting the Set and dragging them into the Image List
- by selecting the Set and using the Add Folder of Images button or menu.

## Placing the same image in more than one set

If you wish to have the same image in more than one set, [duplicate](#) it first and then drag the duplicate image into another set.

Hint: For an easier way to do this, see the *shortcuts* on the next page.



Double click anywhere in the Set area to change the Set names (see [Changing Image Set Names](#)).

To quickly view all images from all sets or to perform an operation on images across multiple sets, select *Show All Image Sets together* (View Menu).

For example, you could select this then click the Maybe Tab to have all the Maybe Tab images in all sets shown together. You can then select all images and move them to the Yes Tab. When you uncheck *Show All Image Sets together* they will still be in their original sets except in the different tab.



## Set Shortcuts

To quickly duplicate one or more images and automatically place the duplicates into another set, you can:

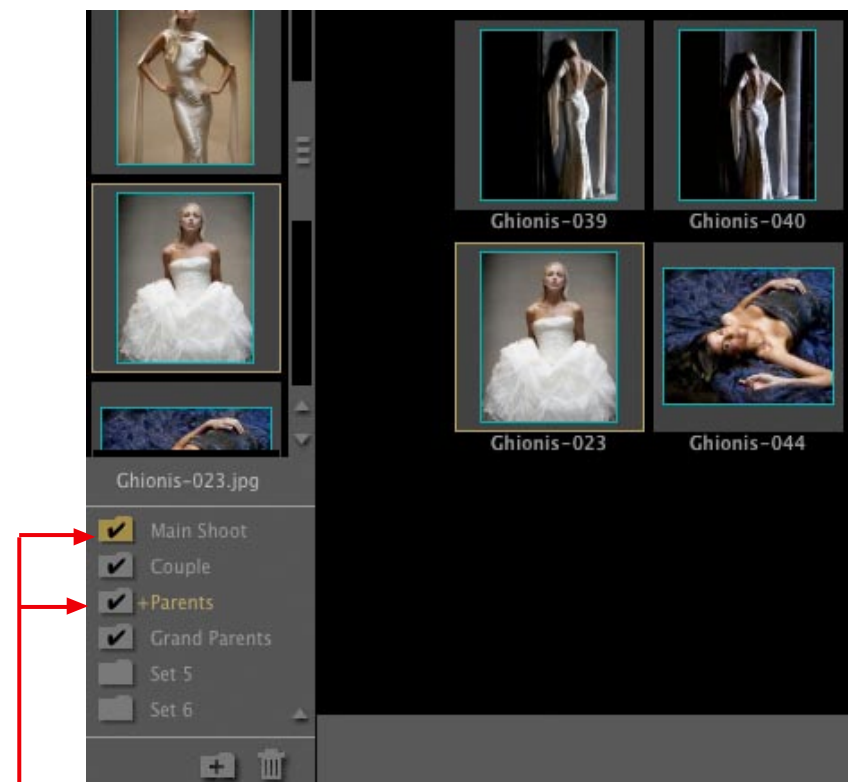
- (a) Hold the *Alt/Option* key down while dragging one or more images into a set.
- (b) Select the images that you wish to duplicate then click the Set's folder icon while holding down the *Alt/Option* key.

## Tracking Images between Sets

A common way to use Sets is to place duplicates of selected images into a different set for each group of people who are making a selection or ordering.

In this case, a question often asked is "Has this image been selected by another group?"

To make this easy to find out, if you select an image (in any View) and a duplicate of that image is also located in another set, then the other set name will be highlighted with a "+" in front of the name.



One or more duplicates of the currently selected image from the *Main Shoot* Set also in the *Parents* Set.



## Changing the Images Set Names

You can change the names of your image sets using the Change Set Names Dialog. To open this:

- (a) Double-click anywhere in the Set area (under the Image List)
- (b) Select *Change Set Names...* (Album Menu).

Enter your new names in the boxes on the left-hand side and click OK.

## Saving Set Names

You can save frequently used Set names into the *Set Name Library* using the *Save Arrow Button* (the lower one).

## Loading Set Names

By default, the top row of names in the Set Name Library are used when a new Album is started. To change this just drag the row of set names that you wish to use to the top row.

To apply Set names from the Library to your current Album, select the row of names that you want, click the *Load Arrow Button* (the top one) and click OK.

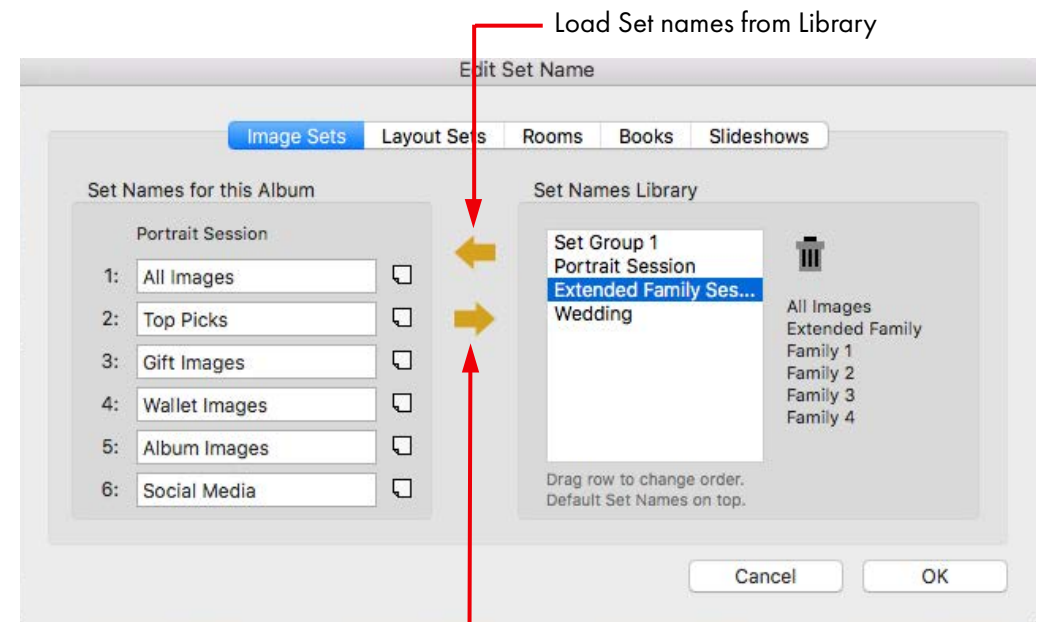
## Deleting Set Names

To delete a set of Set Names from the Library, select the row and click the Trash button. You cannot delete the last set.

## Other Set names

You can also change the names of your Layouts Sets, Room Sets, Slideshow Sets and Book names.

There are five Layout sets so you could name some of them "Yes", "Maybe" and "No" if you wished to use them for storing selected layouts.



Load Set names from Library

Save current Set names into the Library

A shortcut to opening the Edit Set names window is to *Alt/Option-Click* on the Set name on the thumbnail bar on Thumbnail view.



Alt/Option-Click here



When working with images, select *Thumbnail View* by clicking on the Tool Bar button or by choosing *Thumbnails* (View Menu).



In this view, all the thumbnail images from the currently selected Tab will be displayed in the Display Area.

If you have more than one screen-full of thumbnails, use the vertical scroll bar to show the other thumbnail images.

### Selecting Images

You can select one or more images by clicking on them. Selected images will have a yellow frame drawn around them. When selecting images, you can:

- Hold the *Shift* key down when clicking to select all of the images from the last selected image up to the image being clicked on.
- Hold the *Cmd* key (on Macs) or *Ctrl* key (on Windows) while clicking to just add the image being clicked on to the currently selected images. With this key pressed, you can un-select an already selected image by clicking on it again.
- Use *Select All* or *Select None* (Edit Menu).

### Changing the Order of your Images

Click & drag the selected images to another position between some thumbnail images.

To move images not visible on the screen to the current page, locate and select them in the *Image List* on the left-hand side (you can use the keys *Shift* and *Control/Commands* keys to select more than one as above) and then drag them from the Image List to the desired location in the *Display Area*.

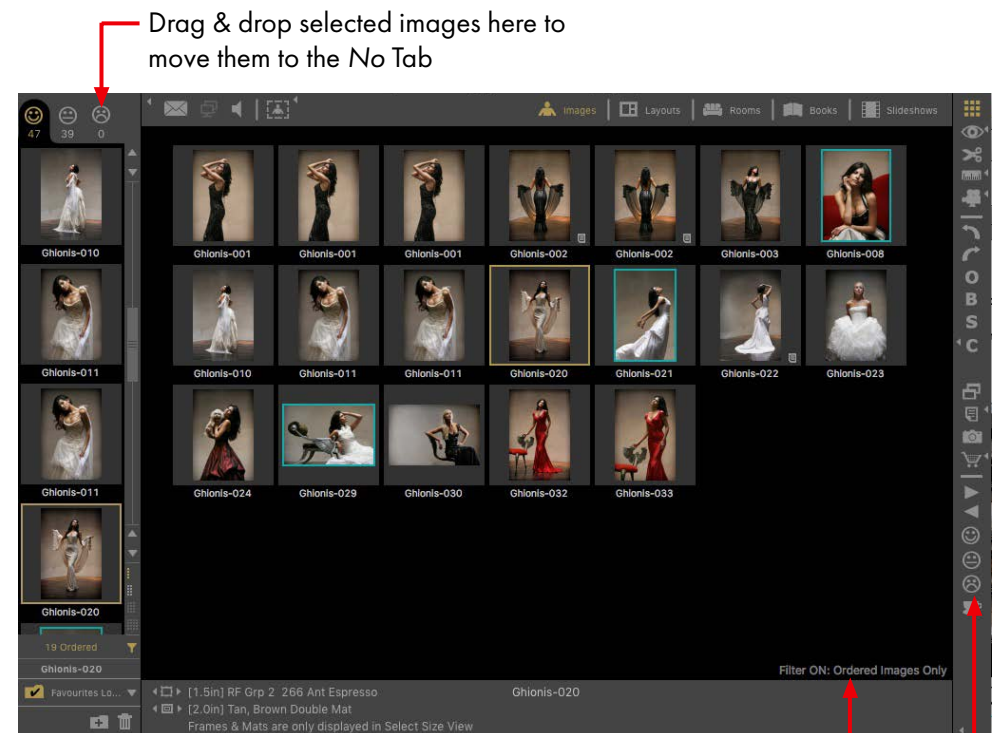
### Applying Tools

Many of the tools in the Tool Bar (such as [rotating](#), changing to [B&W](#) etc.) can be applied to the selected images by clicking on the tool bar button.

### Moving Images into another Selection Tab

You can use one of these methods:

- Click & drag the selected images onto one of the “faces” at the top of the *Image List*.
- Dragging selected images from the Image List and drop them onto a Tab face.
- Click one of the *Move to Tab* buttons on the tool bar





### Thumbnail sizes

You can choose to show all thumbnail images in ProSelect in either small, medium or large sizes. This is selected from the View Menu.

The selected thumbnail size effects thumbnail image size in all *Working with* modes.



### Showing Filenames

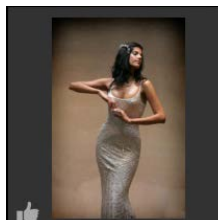
To display the filename under each thumbnail in the Display Area, choose *Show Filenames* (View Menu).

To show filenames under each thumbnail in the Image List check the *Show Filenames* option in [Preferences \(Display:Calibration & Options: Image List\)](#).

### Showing Studio Favorites

Images and Layouts can be marked/unmarked as "Studio Favorites" using *Mark as Favorite/Remove as Favorite* (Edit menu) or by using the "F" keyboard shortcut. Favorites will display a star on the thumbnail image when [Show Thumbnail Tags](#) is turned on.

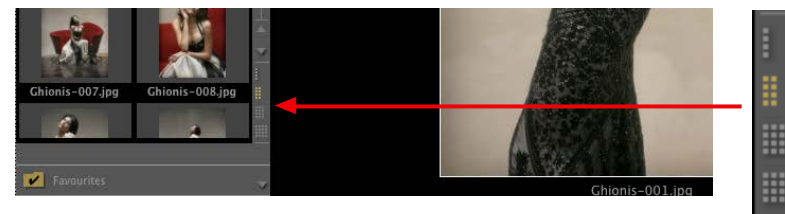
Marked favorites can show a [Stamp](#) on them in [Show Images View](#) and during the Slideshow. See [Using Favorites Stamp](#) for more on this.



### Image List Column Control

Depending on the size that you have set for ProSelect's main window and the currently selected Thumbnail size, the Image List can be set to display from one to four columns of thumbnails.

Use the control below the Image List scroll bar to select how many columns are displayed. Note: ProSelect may prevent you from showing too many columns if your main window is too small or you are using larger thumbnail sizes.



### Image List Filter

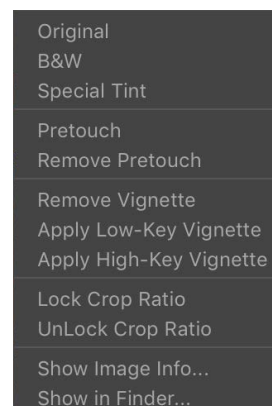
You can turn on the [Image List Filter](#) to only show all Ordered, Unordered, Original or Favorite images in the Image List and the Display Area.

When in Thumbnail view, the Display Area will show a warning in the bottom right hand corner when the filter is turned on. See previous page.

### Right-Click Shortcuts

You can right-click on one or more selected images to quick apply one of the options in the popup menu.

This includes applying [Local Effects](#), [Apply/Remove Pretouch Preset](#), Adding/Removing a [Vignette](#) and [Locking/Unlocking the Crop ratio](#) on an cropped image. [Show Image Info](#) will open a window showing details of the imported image and Show in Finder (Mac)/ Show in Windows Explorer (Windows) will show the location of the originally loaded image .



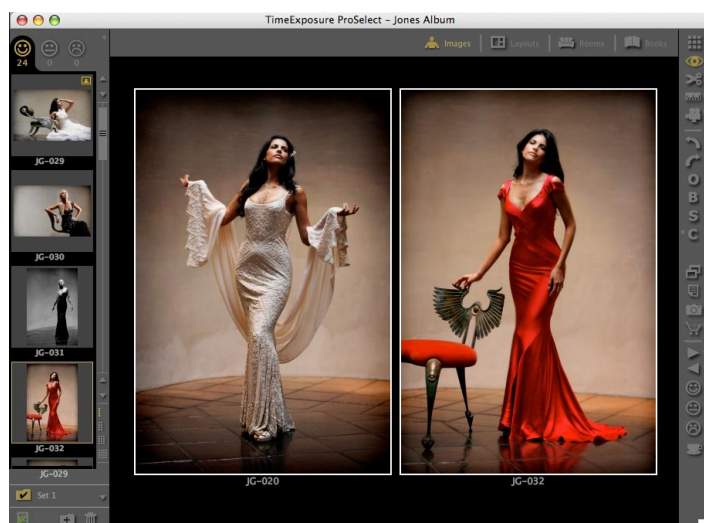




When working with images, select *Show Images View* by clicking on the *Eye* button in the Tool Bar or by choosing *Show Images* (View Menu).



In this view, from one to thirty images can be viewed in the Display Area. The images will be automatically arranged and sized to best fit within the space.



## Selecting Images to View

- Select the images in *Thumbnail View* and switch to *Show Images View*.
- Select the images in *Thumbnail View* and double-click on them to automatically switch to *Show Images View*.
- When in *Show Images View*, double-click on one or more selected images in the Image List.
- Select one or more images from the Image List and drag them to the Display Area while hold down the *Alt/Option* key.

## Removing Images from the Display Area

Click on the images to select them in the *Display Area* and press the delete key. Note: This does not delete them - it just removes them from the *Display Area*.

## Adding Extra Images

To add extra images to those already being displayed, select one or more images from the Image List and drag them into the Display Area or press the "A" key. No more will be added after the limit of thirty is reached.

## Navigating though your images

Use the *Next* or *Previous* buttons in the Tool Bar to go to another image. If you use one of the *Move to Tab* buttons (the faces in the right hand toolbar), the currently selected images will be moved to that Tab and the next image will be displayed.

- In *Show Images View*, you can use the right and left arrow keys on your keyboard to get the next and previous images respectively. Hold the *Alt/Option* key down with these keys to show the next/previous group of images. Right-Click on the *Next* or *Previous* buttons to select the size of the next group that you wish to show.
- You can also use the "1", "2" and "3" keys on your keyboards to move the selected images into the *Yes*, *Maybe* and *No* tabs respectively. After moving the images, the next image will be displayed.
- As in *Thumbnail View* you can drag images onto a Tab face to move them into that Tab group. Unlike other operations, this will NOT automatically add the next image to the display area after moving the last image.
- To compare the same image with two different effects, use the Duplicate image button to make a copy, apply an effects tool to one image then display both at the same time.
- If you have cropped an image then you can adjust the crop position by holding the *Alt/Option* key down and dragging on the image.



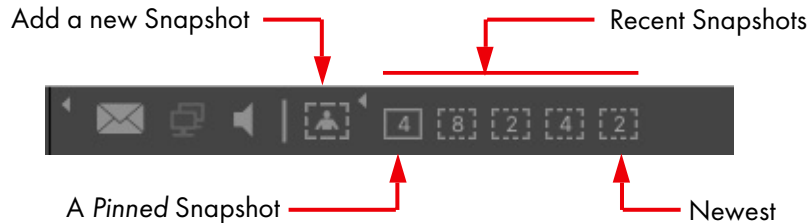


## Compare Image Snapshots

When selecting and comparing images with your client, by default, ProSelect will save the last five groups of two or more images that you selected and double-clicked on in Thumbnail View.



These are called *Compare Image Snapshots* and you can re-display the images remaining in each snapshot by clicking on the icons in the *Working with Bar* at the top of the main window.



New Snapshots are added to the right-hand end of the Recent Snapshots area. If more than 5 have already been saved, the oldest one is removed from the left side and all remaining are shuffled one position to the left.

Each Snapshot icon contains the number of images remaining in the [tab](#) and [set](#) from where the snapshot was taken. This number decreases as images are moved into a different Yes, Maybe or No tab or a different set.

Hovering your mouse over a Snapshot icon will display details of the Snapshot in the Hints area (bottom right corner of the Display Area).

## Automatically Adding Snapshots

This happens, by default, when you double-click on a selection of thumbnail images in Thumbnail View or from the Image List in Show Image View. You can turn this off, or select the minimum number of images required in the [Preferences \(Display: Calibration & Options: Compare Image Snapshots\)](#).

## Manually Adding Snapshots

You can add snapshots manually by clicking on the *Add a New Snapshot* button.

When doing this from *Show Images View* all images in the Display Area are added (whether selected or not) unless you hold the *Shift* key down when clicking, in which case only the selected one are added.

You can also add a new Snapshot by dropping a group of images on this button from either *Thumbnail View* or *Show Images View*.

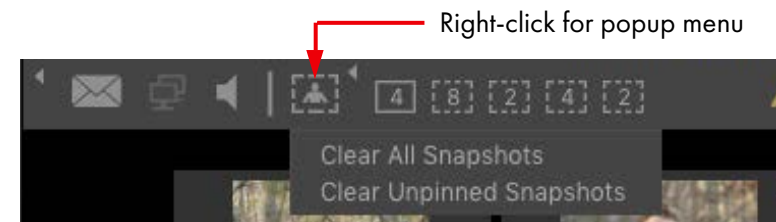
## Pinning Snapshots

To prevent a snapshot from being replaced by a newer one, you can optionally pin it to the *Working with Bar* by clicking on it with the *Alt/Option* key. Pinned snapshots icon are shown with a solid border. Holding the *Alt/Option* key down when creating a new Snapshot will pin the new snapshot.

## Removing Snapshots

Snapshots are automatically removed when all images in them have been moved out.

You can manually remove a snapshot by dragging it to the trash icon at the bottom of the Image List or by right-clicking on the *Add New Snapshot* button and selecting one of the options from the popup menu.



## Access your Snapshots from everywhere

You can click on a *Compare Image Snapshot* icon in the *Working with Bar* from most places in ProSelect and you will be taken back to *Working with Images*, *Show Images View* with the remaining images in that snapshot shown in the Display Area.

# Comparing - Using Selection Numbers



To help your clients identify images from a group shown in the Display Area, you can temporarily overlay the image with an "Selection Number" by holding down the "N" key.



Alternatively, you can select *Toggle mode* in the [Preferences](#) and the numbers will turn on/off with each "N" key pressed.

This feature works on both the main screen and your second screen when using [Mirror Display Area](#) mode. It can also be used when Working with Images, Layouts and Rooms.

You can adjust the size, color and opacity of the overlay number in [Preferences \(Display: Borders and Backgrounds: Selection Number Display\)](#).



# Zooming in for more detail



To get a closer look at the detail in your image, you can quickly zoom into an image by right-clicking on the point in the image that you wish to view in more detail.



If you have a Mac computer with a single mouse button, hold down the *Control*-Key while clicking on the button.

This is referred to as *Zoom-clicking*. Each time you zoom-click, the image will zoom in further.

Alternatively, you can hold the *Alt/Option* key down while zoom-clicking and select the zoom level from the pop-up menu.

Zoomed images have a small *zoom out* icon displayed in the bottom right-hand corner. To remove the zoom, click this icon.

## Changing the Zoom position

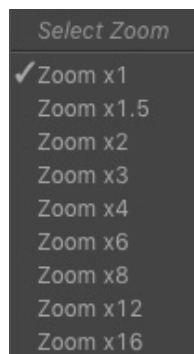
With an image zoomed in you can drag the zoom position by holding the *space bar* down on your keyboard while clicking and dragging the image.

## Zooming with multiple images

Zooming operations will be applied to all images in the Display Area if you hold the *Shift* key down while

- Zoom-clicking
- Removing the Zoom
- Dragging the Zoom position

This is very useful if you wish to compare expressions between images in different shots.



Zoom-click here to zoom in centered at this point



Click to remove zoom

Because ProSelect always displays the low resolution images that have been created for the Album, you may find that the image will start to pixelate as you zoom in further.

If you have a need to see greater detail when zooming in, then you should increase the size of the low res images created when the images are first added to the album. This is done by setting a larger size than your current screen size in the [Preferences \(Importing Images: Settings\)](#), using the *Re-size To* option.

If you prefer to select the zoom level directly when zooming, select *Right-Click Display Area: Popup menu* in the [Preferences \(General Settings:General\)](#).

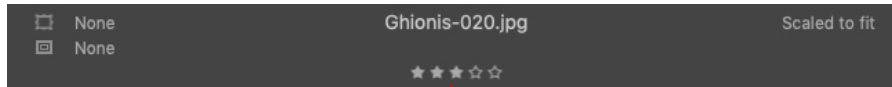


Apart from using the [Yes, Maybe and No tabs](#), and [Image Sets](#) to narrow down and group your images, you can also set a rating of 1 to 5 Stars on each image.



The current rating is shown on bottom right corner of the thumbnail images in Thumbnail View when you have [Show Thumbnail Tags](#) (under View menu) turned on.

As well as this the current rating is displayed in the bottom center of the [Info Bar](#).



Star Rating

## Setting a Rating

To set the rating on an image use one of these methods:

- Choose Set Star Rating (under the Edit Menu)
- Use the above menu keyboard shortcuts **Cmd/Ctrl-1** to **5**
- Click the rating star in the Information Bar

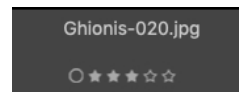
The first two options also work with multiple selected images.

## Removing a Rating

To remove the rating on an image, use one of these methods:

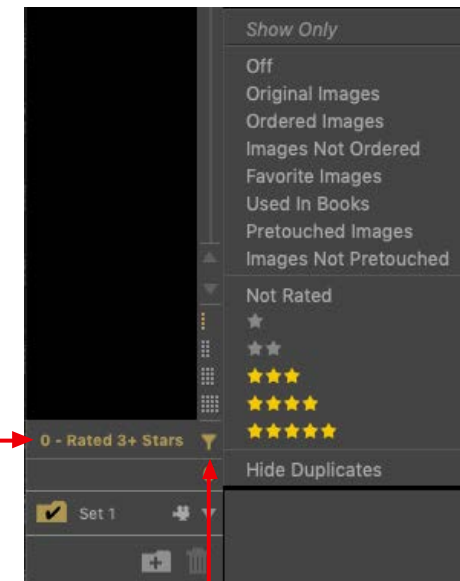
- Choose Set Star Rating -> None (under the Edit Menu)
- Use the menu keyboard shortcut **Cmd/Ctrl-0**
- Click the "O" symbol that appears when mousing over the rating stars in the Information Bar.

Click to remove rating



## Finding Rated Images

To only show images of a certain star rating, use the [Image List Filter](#). If you hold down the **Alt/Option** key while selecting a star rating then all images with the selected rating and above will be shown.



No. of images found

Click to select

## Sorting Images by Rating

You can [sort all images](#) in the album using the relevant option under the Album menu. By default, this will place the highest rated image at the top of the list.

## Importing Ratings from Lightroom

When using the [ProSelect Lightroom Plugin](#), you can optionally [copy over any star ratings](#) on your images in Lightroom.

# Show Images Two Up



If your presentation style involves selecting a preferred image from a sequence of similar images, then you can modify the way *Show Images View* works by selecting *Show Images Two Up* (View Menu).



When this option is ticked, ProSelect will attempt to always load two images when you select a new image or remove any images in the Display Area.

To use this display :

1. Put all your images into either the *Yes* or *Maybe* Tabs.
2. Make sure *Show Images Two Up* (View Menu) is checked. (Alternatively right-clicking on the *Show Image View* Icon in the toolbar.)
3. Select the first image of the sequence that you wish to compare using one of the usual methods. Both the selected image and the next one will be displayed.
4. Select the image that you do NOT wish to keep and move it to the *No* tab (or the *Maybe* tab if you viewing images from the *Yes* Tab). The next image will be automatically added to the Display Area.



Show Images View with *Show Images Two Up* selected

## What happens when you have *Show Images Two Up* selected...

- The *Show Images* icon will change to "two eyes".
- The second image is automatically selected. You can switch the selection to the other image by pressing the Return or Enter on your keyboard. This will allow you to select the image with the keyboard while keeping the mouse cursor over the selected *Move To* button.
- If you click the *Next Button*, the first image will be removed from the Display Area (it will stay in the same Tab), the second image will become the first image and the next image will be added.
- If you click the *Previous Button*, the above will occur but in reverse.



# Cropping View



When working with images, select *Cropping View* by clicking on the Scissors button in the Tool Bar or by choosing *Cropping* (View Menu).



*Cropping View* allows you to experiment with different croppings on your images. Any cropping is not permanently applied and can be changed or removed at any time.

## Locked & Unlocked Crop Ratios

When viewing images at different [Print Paper Sizes](#) in [Select Size View](#) or with [Working with Rooms](#), the cropped area will normally be automatically adjusted to fit the different shapes of each print paper size.

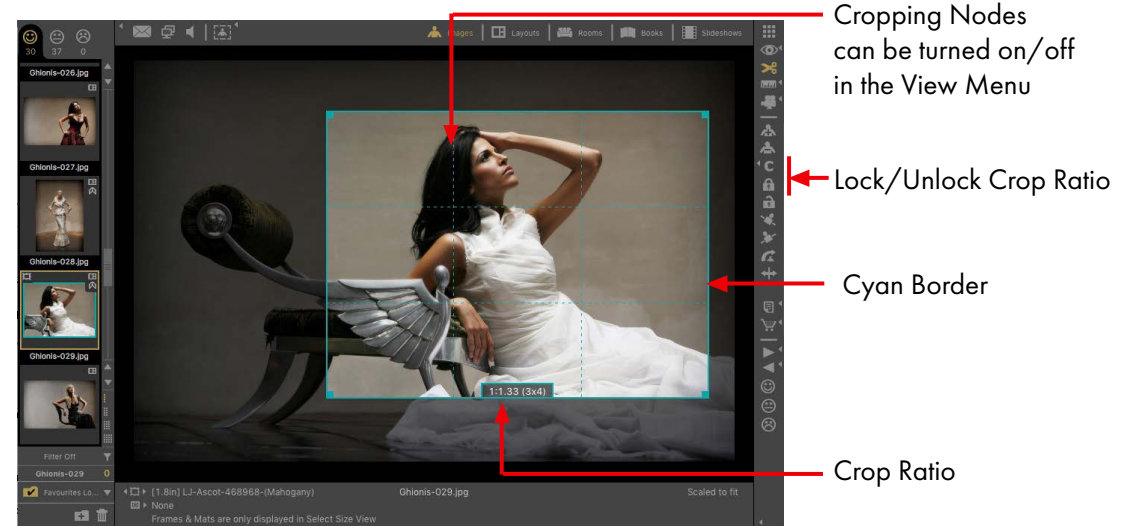
However, if you wish to maintain an exact cropping regardless of the displayed size, you can optionally lock a crop ratio using the button in the toolbar or *Crop Ratio Locking* -> *Lock* (in the Edit menu) or the [right-click popup menu](#). In this case, the image will be sized with the selected crop *fitted* within each print paper size.

Images with an unlocked crop show with a cyan colored rectangle on Cropping view and on the Thumbnail images. Images with a locked crop show with a red colored rectangle and show a lock icon next to the displayed crop ratio at the bottom of the crop area.

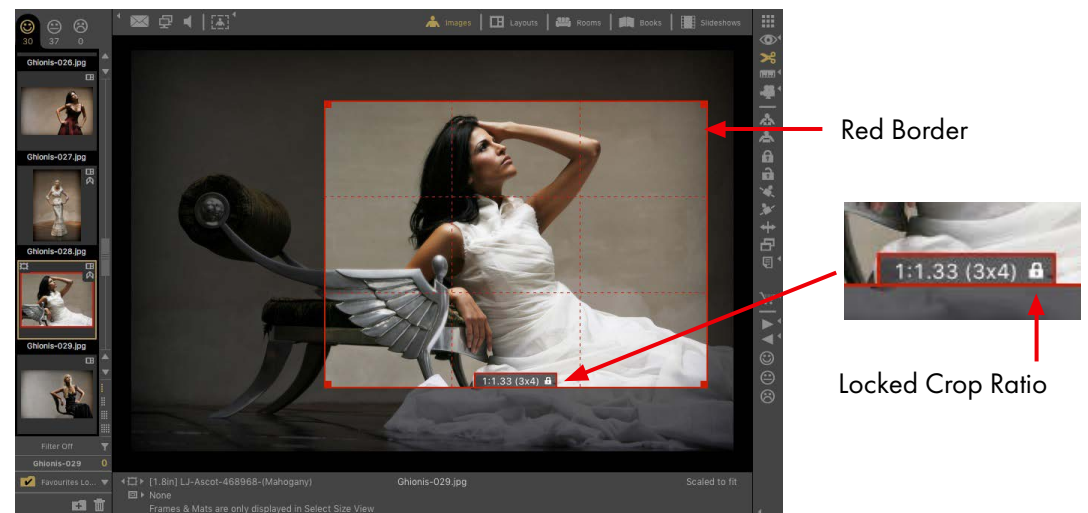
## Selecting the Images to Crop

Use one of these methods:

- Select the images in *Thumbnail View* and go to *Cropping View*.
- Select the images in *Show Image View* and go to *Cropping View*. (You can use the "C" [keyboard shortcut](#).)
- If in *Cropping View*, you can drag one or more images from the *Image List* to the *Display Area*.



Unlocked Crop Ratio



Locked Crop Ratio





## Adjusting the Crop

To change the size of the Cropping rectangle click and drag on the corner boxes. You can quickly select a standard crop size using the right-click popup menu.



To move the position of the cropping rectangle, click the mouse down anywhere inside it and drag it to the required position. You cannot drag the rectangle past the edge of the image. To see the results of the cropping switch back to *Show Images View*.

- While dragging, the cropping rectangle will automatically snap to the closest standard cropping ratio. These are 1:3, 1:2, 1:1.5 (6x9), 1:1.4 (5x7), 1:1.33 (3x4), 1:1.25 (8x10) or 1:1. More cropping options are available when using the Crop To -> [Other Crop Ratios](#) (Album menu).

To allow other cropping ratios while dragging, hold the *Alt/Option* Key down while dragging or uncheck the *Snap to Crop Ratios* menu in the Edit Menu.

- To prevent the cropping ratio from changing while dragging the corner of the cropping rectangle, just hold the *Shift* key down.

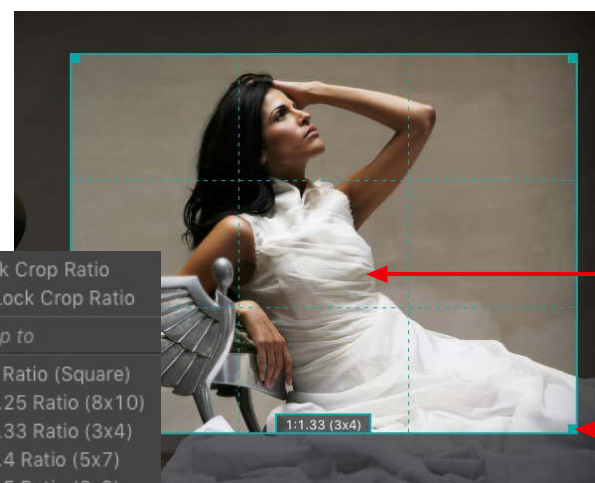
Apart from using the cropping rectangle to adjust your cropping, you can use the Crop In and Crop out buttons on the toolbar. Hold the *Alt/Option* key down while clicking the buttons to do this in coarser increments.



You can also use the Up/Down Arrow or +/- [keyboard shortcuts](#).

## Removing a Crop

You can restore selected images to their uncropped appearance using *Remove Crop* (Edit Menu) or by dragging the cropping rectangle back to the edges of the image.



Drag within cropping rectangle to move its position

Drag corner to re-size

Right-click menu with cropping options

- Since you are viewing the cropped screen sized images, tightly cropped images may not have sufficient resolution to be displayed full screen without some visible pixelation. To prevent this, such images are, by default, only displayed up to 100% in size. By ticking *Expand Small Images* (View Menu), images can be scaled up to full screen size. This usually works fine if the scaling is less than 200%.
- Keyboard Shortcut "C" will swap between Show Images & Cropping Views.

## Cropping Multiple Images

See [Cropping Multiple Images](#) section for how select and crop multiple images together.



## Tilting your images



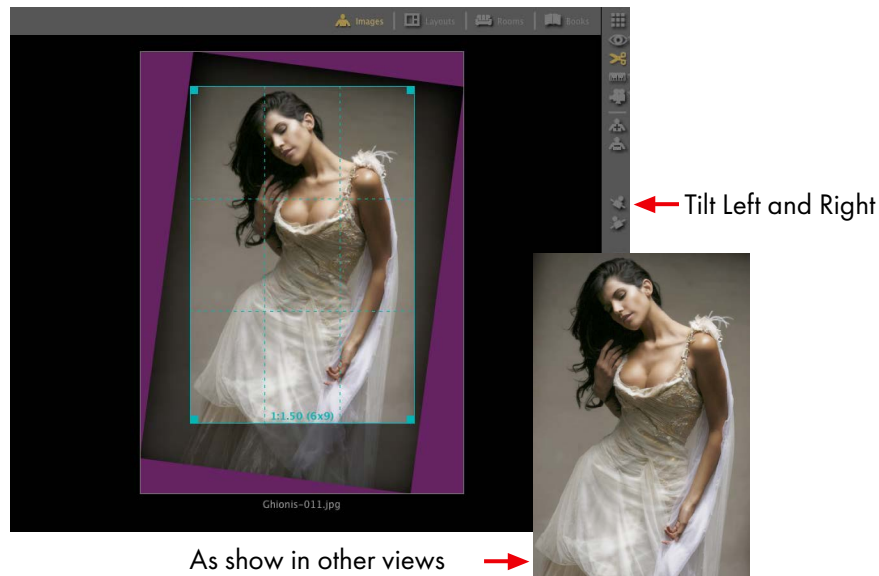
If you need to adjust the angle of an image, use the *Tilt Left* and *Tilt Right* buttons while in *Cropping View*.



Each time you click a tilt button the image will tilt by 2.5 degrees. If you wish to adjust the tilt by smaller amounts, hold the *Alt/Option* key down while clicking the buttons.

## Removing any Tilt

To remove a tilt, select one or more images and choose *Remove Tilt* (from the Edit Menu).



## Rotating a Crop



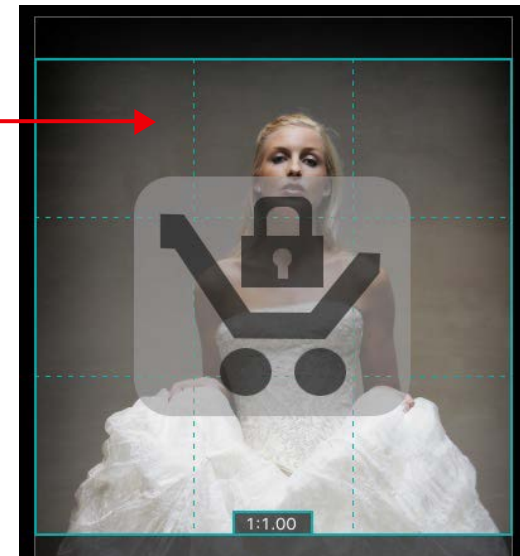
Use the *Rotate Crop 90°* tool to maintain the current crop aspect ratio in a rotated direction or the same command under the Edit Menu.

## Locked Crops on Ordered Items

You can't change the crop setting of any images that have been ordered. If you need to, simply duplicate the image and make changes to the duplicate.

If you wish to [make adjustments to ordered items](#), you can temporarily *Unlock Ordered Items* (Edit Menu)

Ordered Image  
Crop Lock



## Flipping an Image



Use the *Flip Image Horizontal* tool to flip an image horizontally. Flipped images display a *flipped icon* in the image's [thumbnail tags](#).



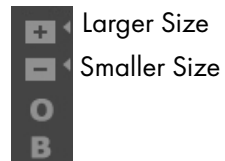
If you have a digital projector or a large screen display, you can display the images in their actual print sizes using this view. This is useful for showing your client how big an actual image will be when finally printed.



Select this view by clicking on the *Ruler* button in the Tool Bar or by choosing *Select Size* (View Menu). When *Working with Images*, you can only show one image at a time at actual size. However you can show multiple images and layouts together when [Working with Rooms](#).

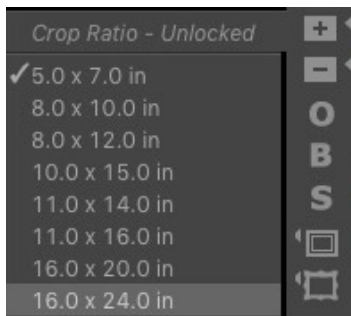
In Select Size view, use the *Larger Size* and *Smaller Size* buttons to jump to the next or previous [Print Paper Size](#).

The current viewing size is shown in the [Information Bar](#) in either inches or centimeters (as set in the View Menu).



### Directly Selecting a Display Size

You can also right-click on either the Larger Size or Small Size buttons and select a size from the popup menu.



Right-click to directly select the next size to show

### Cropping & Adjustment

In order to allow for the changing aspect ratio with different print sizes, images with an [Unlocked crop](#) may be displayed with a temporarily centered crop in *Select Size* view.

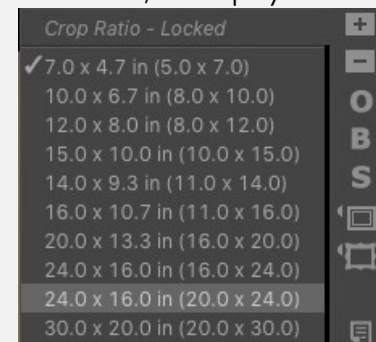
You can adjust this cropping position by clicking and dragging on the image while holding the *Alt/Option* key down (as you can do in [Show Images View](#)). You can also use *Alt/Option + Up/Down Arrow* keys to Crop In/Out.

ProSelect will automatically apply any cropping adjustments to other sizes based on the closest matching aspect ratio and remembers your cropping adjustments for each size/aspect ratio (while the album is open). Your adjusted cropping positions for each size will also be carried through to the ordering system.

### Locked Crop Ratio Images

If you wish to show an image with an exact cropping regardless of the selected print size then you can [Lock the Crop](#) on an image in *Cropping View*.

In this case, the displayed size will be adjusted to *fit within* the currently selected Print Paper Size.



If you right-click on the Larger/Small Size Icon you will see both the final size (on the left) and the print paper size that it was fitted into (on the right).

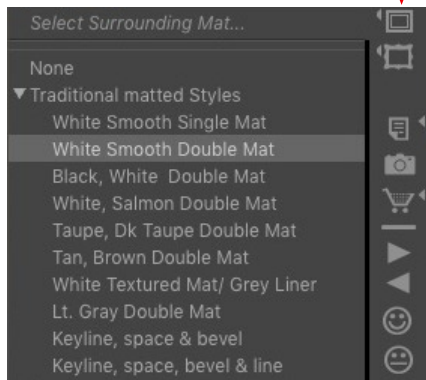


## Adding a Mat & Frame

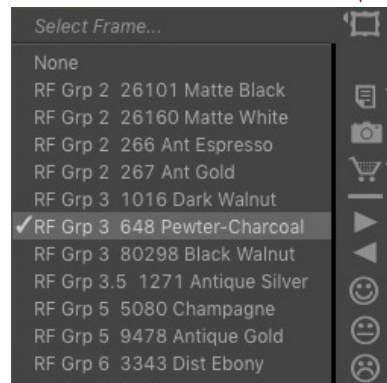
You can add a Mat and/or Frame around your images when in Select Size View using the *Select Surrounding Mat* and *Select Frame* popup menus respectively.

Mats are setup in [Setup Mats](#) while Frames are setup in the [Manage Frames](#) (both located under Resources Menu).

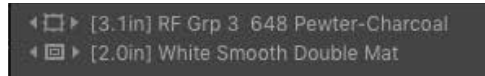
Select Surrounding Mat



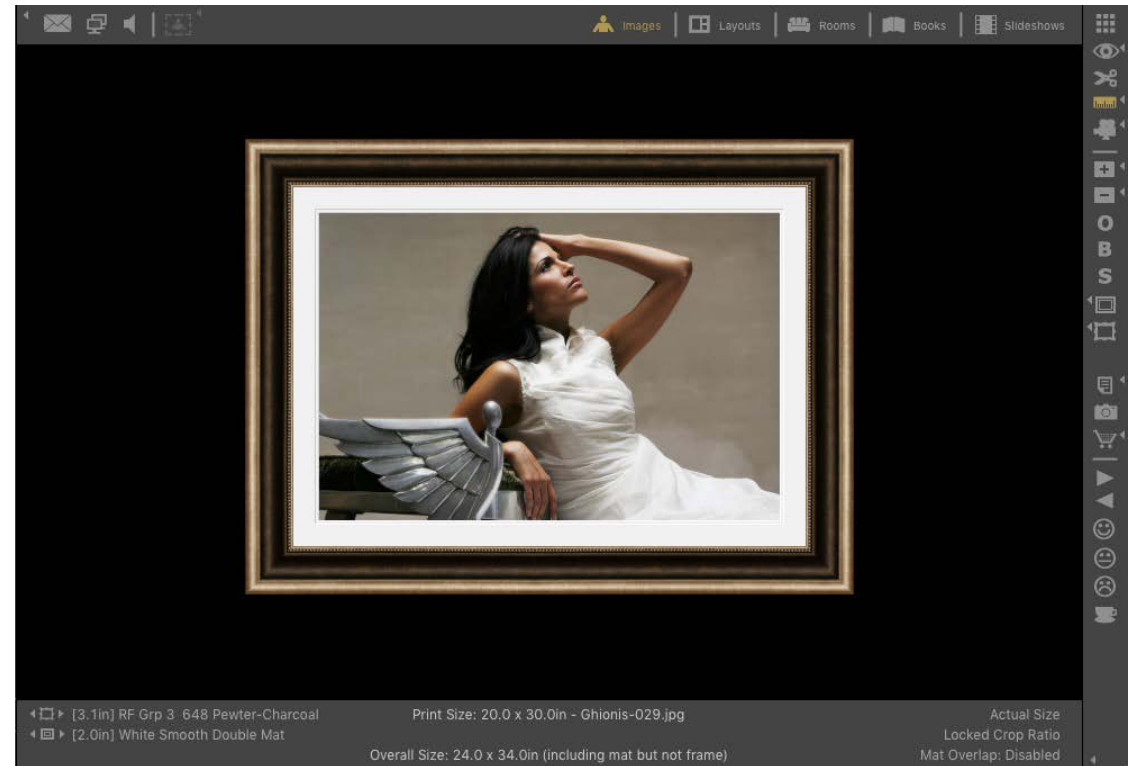
Select Frame



The currently selected Mat and Frame are shown on the left-hand side of the Info Bar.



The currently Print and Overall sizes are shown in the center of the Info Bar.



Info Bar details

## Removing applied Mat and Frames

You can remove the mat and/or frame by selecting *None* from the relevant popup menu or use *Alt/Option-Delete* keyboard shortcut to delete both at the same time. This also works in [Working with Rooms](#).





### Getting the Correct Size

When using Select Size View, to display image sizes correctly, ProSelect must first be calibrated to your screen size. This is done in the [Preferences \(Display: Calibration & Options\)](#).



### Too Big to fit?

If you try to display an image size that is too large for the screen space, the image will be displayed as large as possible and actual size will shown in the bottom right corner of the display area.



The size that you wish to display



The actual size being displayed. This is the largest size that will fit within the available Display Area space with your set Screen Calibration.

Scaled to Fit

### Seeing More Detail

When in *Select Size* view, if you are displaying a small item and wish to show it in more detail, holding down the *Alt/Option* key while clicking on the *Select Size View* icon (the *Ruler*) will display the item as large as will fit within the Display Area. This is useful showing the details for any applied mat and frame.

### Mirror Display Area and Screen Sizes

If you are [using two screens](#) and [Mirror Display Area](#) to only show the contents of the display area on another screen, then the maximum size of images on each screen can be effected by the relative shape (aspect ratio) of your two screens and your *Keep Same Size* settings in [Preferences \(Display: Calibration & Options: Mirror Display Area\)](#).

### Stepping through your images

When in *Select Size* view, you can use the left and right arrow keys to show the previous or next images respectively. This also works if you have a Room background displayed.

# Select Size View - Room View



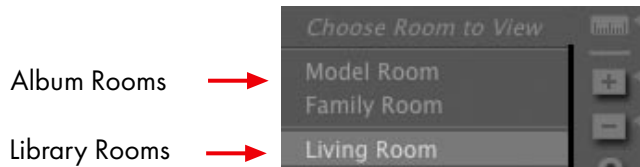
ProSelect's [Working with Rooms](#) allows you to design and save wall galleries consisting of one or more prints and layouts (framed or unframed) in a room background.



However, if you just wish to quickly show an image at an accurately scaled size on a background image of a room, you can also do this in Select Size view by right-clicking on the Ruler icon and selecting a room from the pop-up menu.

Before using this, you need to first setup at least one room image using *Setup Rooms* (Resources Menu). These can be either from a library of room images that you can use in any album or one of the images from the album itself.

Once the rooms have been setup, right click on the Select Size View button and select a room to use. To remove the room from the view, left-click then Select Size View button again.



Right-click to select the room view to use.

Left-click to remove a room.



Showing a framed print on an Album Room

- To remove the room background and return to actual size Select Size view, left-click on the Select Size View button again.
- Images shown in Room view will be accurately sized. Change to a different size using the Larger and Small Sized buttons in the toolbar. See [Preparing Rooms - Room View](#) for full details.





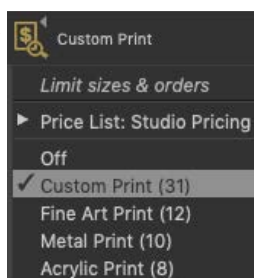
When in Working with Images (Select Size View) and in [Working with Rooms](#), rather than showing all possible sizes, you can use the *Product Filter* to limit the displayed sizes of any Print products, to only those that are in your price list.



The Product Filter can be turned on or off by clicking on the icon in the [Working with Bar](#) (to the right of the Compare Image Snapshot area).

If you right-click on the icon, you can select from any of the available [Presentation Options](#) in the [currently selected price list](#). The number of available products with that Presentation Option is shown in the brackets.

Left-click to turn on/off  
Right-click to select from the popup menu



The last selected Presentation Option is saved in the Preferences file and automatically used next time that you open ProSelect and turn on the Filter. If no previous setting has been saved, the first Presentation Option found in the currently selected price list will be selected.

### Sizes are limited

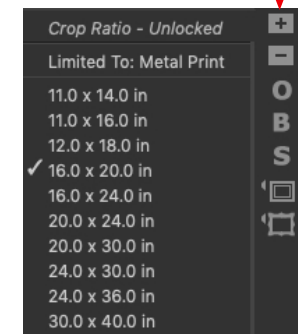
- *Alt/option*-right-clicking on the icon will list all Presentation Options. Any unused ones will be shown as disabled in italics.
- You can also turn the Product Filter on/off and select a Presentation Option using the Product Filter menu (under the Orders menu).

When the Product Filter is on, the Larger/Small size tool buttons will *right-click down* through the available sizes for your selected Presentation Option in your current price list.

Likewise, the right-click popup menu of sizes will only list the available sizes.

In this case, the popup menu displays *Limited to: Presentation Option name* near the top to show why there are less sizes listed than normal.

*Alt/option*-right-clicking on the Larger/Small size tools will show and allow you to select any size.



### Orders are limited

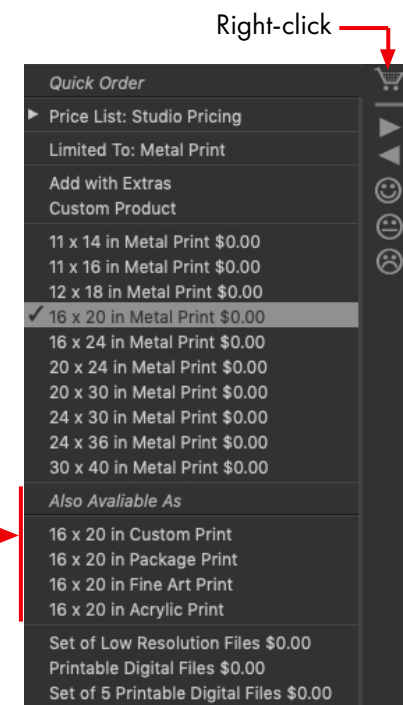
When the Product Filter is on, the Quick Order popup menu (right-click on Shopping cart icon), will only list products for your selected Presentation Option. Hold down the *Alt/option* key while right-clicking to show all product options.

If the currently selected image size is available in other Presentation Options then these are also listed under the *Also Available As* section in the popup menu and can be directly selected and added to your client's order.

Likewise, the Product Filter also affects the [Place](#)

[Order and Add with Extras windows](#) where only available products for the selected Presentation Option will be listed.

*Also Available As Area*





When working with images, select *Quick Slideshow View* by clicking on the *Projector* button in the Tool Bar or by choosing *Start* (Slideshow Menu).



This will start running a [Quick Slideshow](#) from the beginning of the currently selected set. It will stop automatically when it gets to the last image in the current set.

← Run a Quick Slideshow

## About Quick Slideshows

[Quick Slideshows](#) allow you run a simple slideshow with just the contents of the currently selected set when Working with Images, Layouts, Rooms and Books. More sophisticated slideshows with any mix of images, layouts and room view images as well as title slides and video, can be setup under [Working with Slideshows](#).

## Pausing a Slideshow

You can pause the Slideshow by pressing the space bar. Press the space bar again to continue. If you have music playing, it will pause as well.

You can also use the “Start Paused” command in the Slideshow Menu (or by right-clicking on the Slideshow button) to start the slideshow paused at the start. When ready, press the Space Bar to start the music and slideshow. Use this to have your slideshow “ready to roll” as soon as the client arrives.

## Stopping a Slideshow

You can manually stop the Slideshow by pressing the Escape Key (which is usually located on the top left corner of your keyboard) or by clicking the mouse while on the slideshow window while the slideshow is running.

## Skipping Slides



Paused Symbol



While your slideshow is playing or paused, you can skip forward and backwards using the left and right arrow keys on your keyboard.

## Running a Slideshow across multiple sets

You can do this when [Working with Slideshows](#).

## Multiple Monitors

The Slideshow knows about multiple displays. If you have more than one monitor (or a projector) on your computer, it will run on the monitor that ProSelect’s main window is located in.

Alternatively, you can select [Mirror Display Area \(View Menu\)](#) to only show the display area on the second monitor. In this latter case, the slideshow will play on the second monitor.

## Keyboard Shortcuts for slideshows

These can be found on the [Quick Slideshows](#) page.

# Using Two Screens I



Most modern computers allow you to connect additional screens to them. These can be configured to show the same image on both screens (sometimes called *mirroring*) or different images on each screen (sometimes called *extended desktop*).

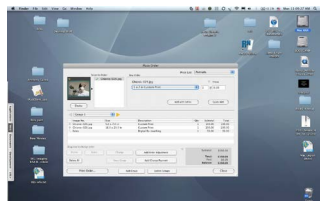
ProSelect can use two different screens when your computer is set to use the second screen as an *extended desktop*. For presentation purposes, this screen would normally be the projector or large screen TV that your clients would be watching so we will refer to this as the "*client's screen*".

ProSelect can be configured to use the client's screen in two different ways.

## Using One ProSelect Window

By default, ProSelect will operate from whichever screen you have the main window located on. If you are using two screens and you wish your clients to see everything that is happening, then you can drag the main ProSelect window to this screen and *maximize* it to fill the screen space. You would be then operating ProSelect from this screen while your clients watched.

ProSelect will remember its last screen location and size each time the program is run. The slideshow will run on the screen that ProSelect's main window is located on which, in this case, would be the client's screen.



Main Screen  
(with Place Order dialog)



Client Screen  
(Projected)

## Place Order Dialog location

If are running *One ProSelect Window* then you can keep the Ordering window (Place Order dialog) on your main screen by simply dragging it to that location the first time it appears. Like its main window, ProSelect will also remember the location of this dialog between sessions.

## Using Two ProSelect Windows (Mirror Display Area)

If you wish your client to only see the images and not be distracted by the controls or menu, and have maximum screen space to show your images then you can use *Mirror Display Area*.

When turned on, ProSelect will only display the current contents of the Display Area on the client's screen. This will be the screen on which the ProSelect's main window is NOT located.



Main Screen



Client Screen

OR



Client Screen with *Mirror Image List* turned on



## Controlling Mirror Display Area



You can turn *Mirror Display Area* mode on/off using *Mirror Display Area* menu command (View menu) or by clicking on the icon in the top left corner of the *Working with* bar.

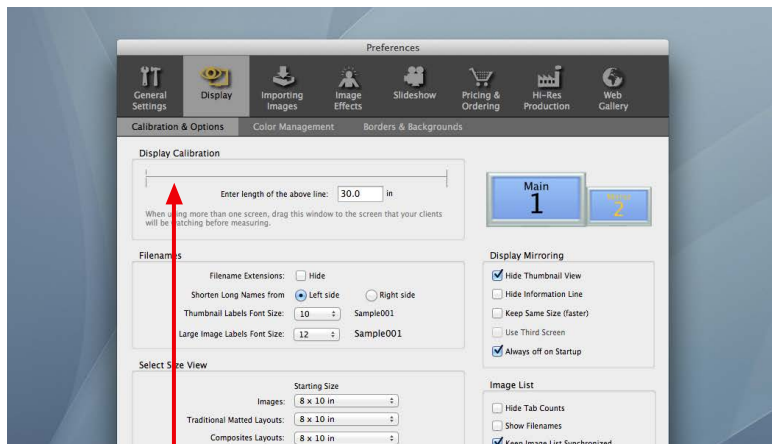
These options are only enabled if your computer is setup correctly to show two different screens - see [Computer Setup for Mirror Display Area](#).

## Showing Image List on Mirror Screen

After mirroring is turned on you can optionally select to also mirror the [Image List](#) in the second screen as well by selecting *Mirror Image List* (under View Menu) or by clicking the above icon while holding down the *Alt/Option* key.

## Calibrating your Mirror screen

This is the same as explained in the [Preferences \(Display: Calibration & Options\)](#) except, **before** turning on Mirror Display Area, drag the Preferences window to your second screen then measuring the line on that screen.



Screen calibration line (with Preferences window dragged over to second monitor).

## Playing a Slideshow with Mirror Display On

When *Mirror Display Area* is turned on, your slideshows will always play on the same screen as the Mirror Display Area is shown. In this case, you will see the [Slideshow Control Screen](#) on your main screen.

## Mirror Display Options

There are a number of options when using Mirror Display Area that you can set in the [Preferences \(Display: Calibration & Options: Display Mirroring\)](#). These include:

- Starting up ProSelect with your last Mirror Display Area setting restored.
- Which screen to used as the client's screen if you have more than two connected.
- Hiding all thumbnail views (or just those when [Working with Slideshows](#)) and information on the clients screen.
- Displaying with a black background color regardless of the [selected theme's](#) background color on the main screen.
- Which screen to use for the second screen when you have more than two screens connected to your computer.



## Computer Setup for using Mirror Display Area

The option to turn on *Mirror Display Area* in ProSelect will **only** be enabled if your computer is setup for two or three separate screens showing different information.

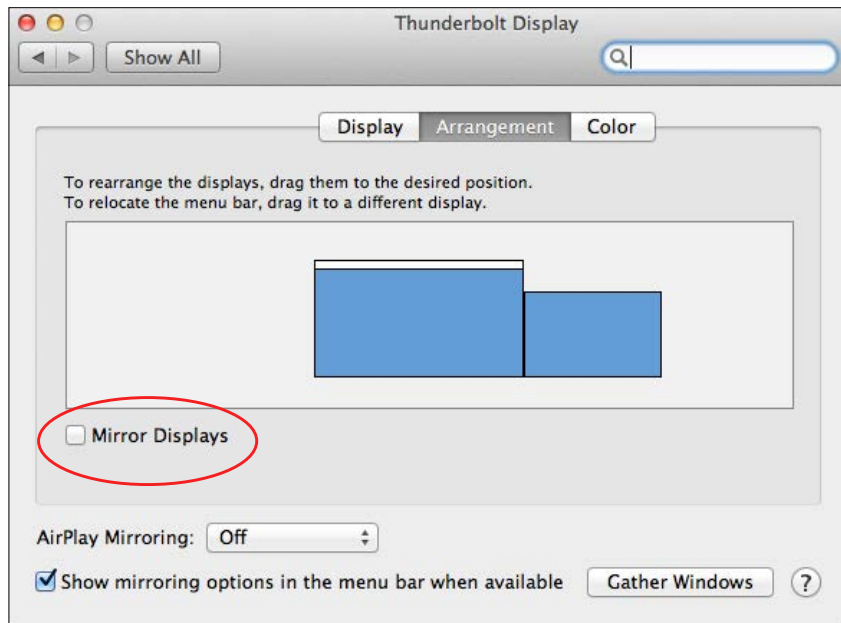
The next few pages show what you need to do on both Mac and Windows computers. Some of the windows shown may vary slightly with different Operating System versions.

## Setup on macOS

In System Preferences (under the Apple menu), Display, Arrangement tab, make sure

**1** that you have *Mirror Displays* turned OFF.

If left on, macOS will not allow you to have different displays on each monitor and ProSelect's Mirror Display option will be disabled.



**2** In System Preferences, Mission Control, make sure that you have *Displays have separate Spaces* turned OFF. After making this change you need to either log-out and back in or restart your computer for the change to take effect.

If left on, this will show the menu bar on your mirror screen and may prevent the mirror screen from being moved to the second monitor.

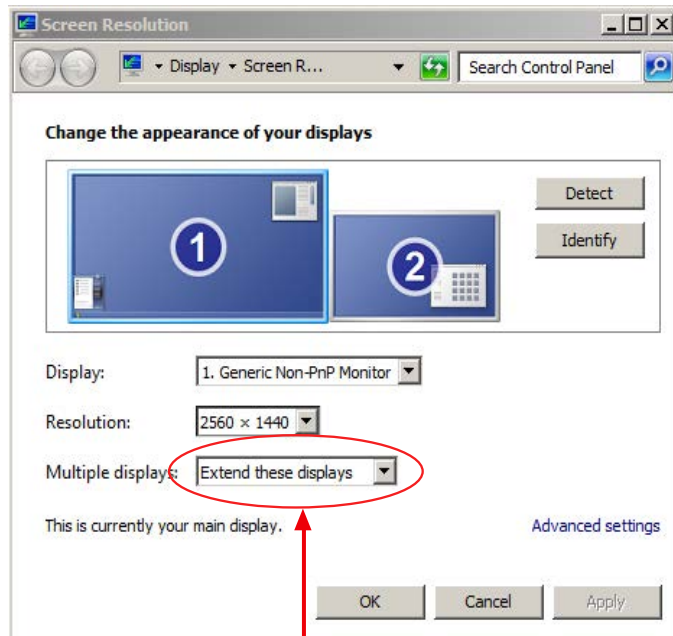






## Setup on Windows 7/8

Right-click on your desktop and select *Screen Resolution* from the pop-up menu to open the window below.



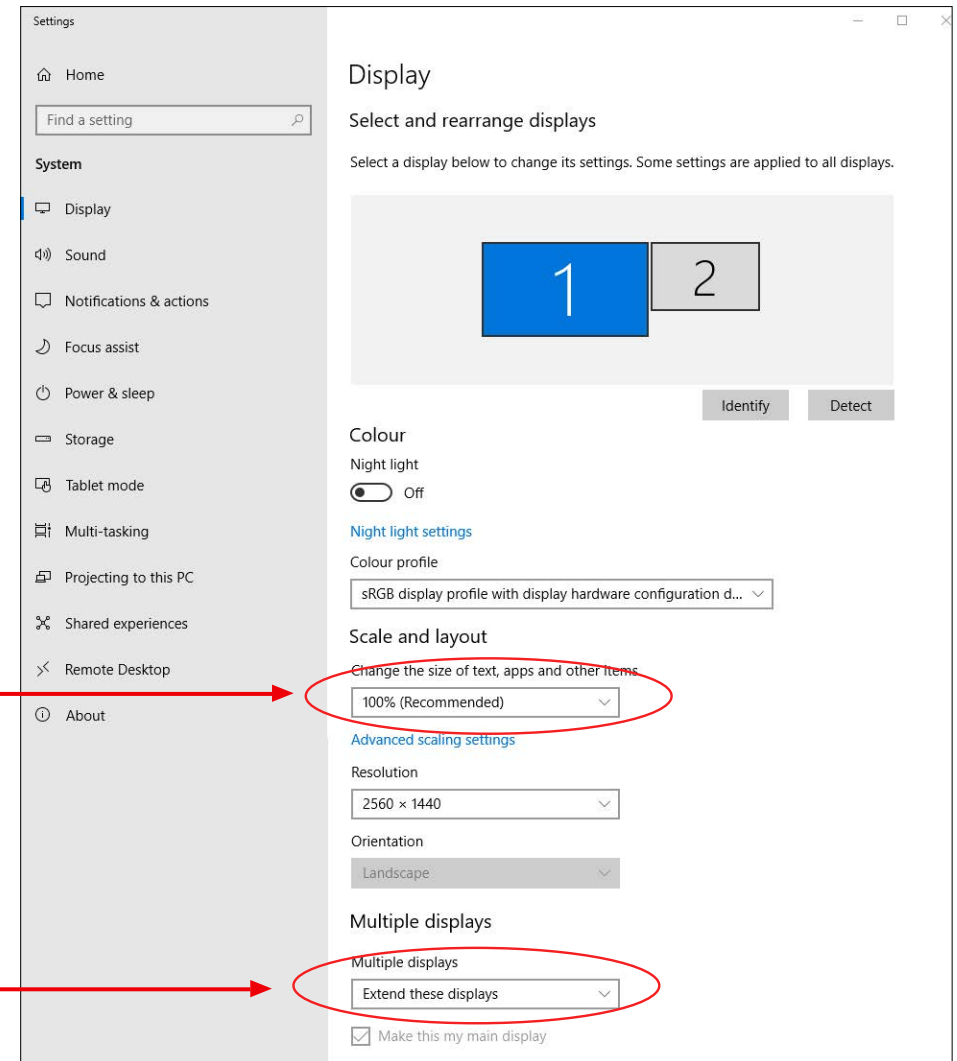
Set to *Extend these Displays*

It is usually best to use the *Recommended* screen scaling setting for each monitor. This will be 200% for Hi-DPI screens and 100% for regular screens.

Set to *Extend these Displays*

## Setup on Windows 10

Right-click on your desktop and select *Display Settings* from the pop-up menu to open the window below.



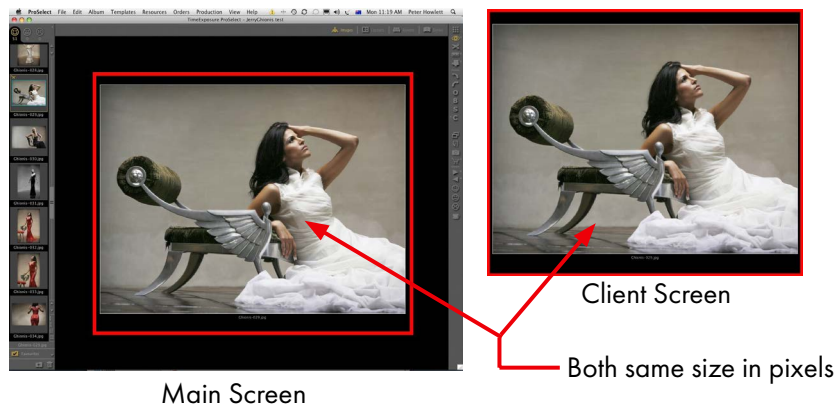


### How Mirror Display Area Works

When using *Mirror Display Area*, ProSelect transfers images to the client's screen using one of these methods:

#### Pixel Copy Method

This method is used when the client's screen size (in pixels) is the *same size or smaller* than the Display Area part in the main window. In this case, ProSelect will simply make a copy of the pixels from the main screen to the other at the same size for fastest performance.



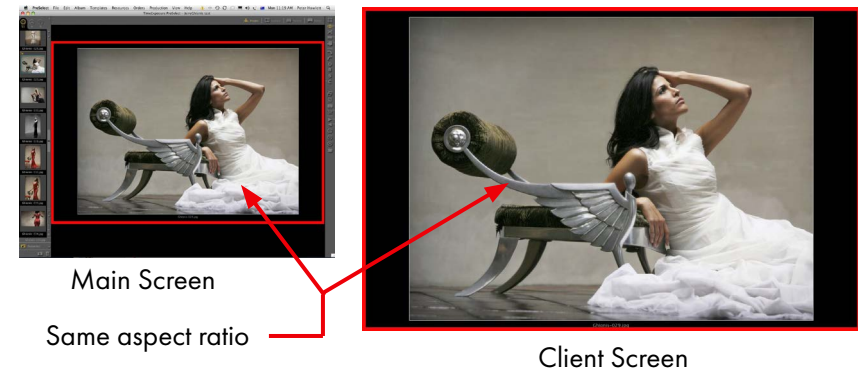
As an example, if your Main Screen is 1280x1024 pixels and your projector screen is 1024x768, ProSelect would use the Copy Pixel method. In this case the usable size of the Display Area on the main screen will be reduced to 1024x768 to match the client's screen size.

When using the method the background color of the second screen will always be the same as the main screen.

- If you have more than two screens connected, you can select which is to be used as the client's screen by checking *Use Third Screen* in [Preferences \(Display: Calibration & Options: Display Mirroring\)](#).

### Second Display Area Method

This method is used when the client's screen size (in pixels) is *larger* than the Display Area part in the main window. In this case, ProSelect creates a Display Area image for both screens separately to fill the available space. This method is slower than the Pixel Copy method.



For example, if your laptop's screen is 1024x768 pixels and your client's screen is a 1920x1080 high definition TV size, ProSelect would use *Second Display Area method*. It would adjust the aspect ratio of the usable Display Area on the main screen to match that of client's screen size (16:9 in this case). This ensures that any nested items, such as multiple images, will be in the same location on both screens.

- If you have a slow computer or your client's screen is close to the same size as the Display Area on your main screen, you can check *Keep Same Size* checkbox in [Preferences \(Display: Calibration & Options: Display Mirroring\)](#) to force ProSelect to always use the faster Pixel Copy method. However, the [maximum size](#) of the images on the Client screen will then be limited by the size of your Main screen.
- If you set your [Preferences](#) to show Thumbnail View on the client's screen then, regardless of the methods used to display images in other views, thumbnail images will always be Pixel copied and hence limited in size to the smaller area of the two screens.



← Rotate CCW



← Rotate CW



← Duplicate Image



← Tilt right



← Tilt left

## Rotating Images

Left and right rotation tools can be found on the Tool Bar. They will rotate the selected images 90 degrees to the left or right respectively.

Select the images first then click the tool button.

These will work on all selected images in *Thumbnail* and *Show Images Views*.

## Tilting Images

To level your images, use the tilt buttons in the toolbar when in *Cropping View*. You can tilt up to 45 degrees either way. Hold the *Alt/Option* key down while clicking the tilt buttons to change the tilt by smaller amounts.

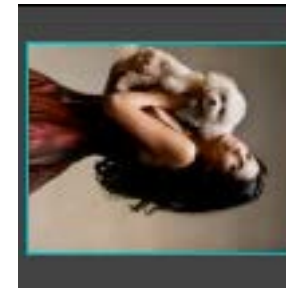
Use *Remove Tilt (Edit Menu)* to remove tilt from selected images.

## Duplicate Images

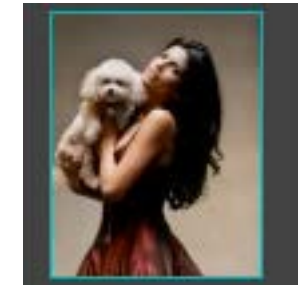
This tool will make a copy of each of the selected images. All copies share the same filename but have their own thumbnail.

This tool is useful if you wish to view or order the same image with different effects. In this case, use the *Duplicate Image* tool to make one or more copies of the image and apply different effects to each copy.

You can then select both copies and display them together in *Show Images View* for easy comparison between different effects.



Rotate CCW



## Rotate Keyboard Shortcuts

On Macintosh:

Command-R to rotate in a clockwise direction (right)

Command-E to rotate in an counter-clockwise direction (left)

On Windows:

Control-R to rotate in a clockwise direction (right)

Control-E to rotate in an counter-clockwise direction (left)

## Using the Camera's rotation data

Most cameras add extra data (called EXIF) to each image containing the orientation of the camera when the image was taken. By default, if your images do contain this information, ProSelect automatically detect this and apply the rotation to each image when it is being added to the Album.

You can turn this feature off by un-checking *Apply EXIF Auto-rotation* in the [Preferences \(Importing Images: Settings\)](#).




ProSelect supports automatic pretouching using built-in Perfectly Clear technology. With 15 built-in pretouching presets covering common portrait image situations, you quickly improve the appearance of your images.

Pretouching in ProSelect is very fast. On most computers, you can apply basic pretouching to 50 images in under one minute so you can pretouch all your album images before the sales session with little time and effort on your part.

## Pretouching vs Retouching

In this manual, we refer to *Pretouching* being image processing applied to lower-res album images and *Retouching* being applied to the original images during your High-Res Production workflow. You can use the same pretouching presets for both.


## Pretouching your images

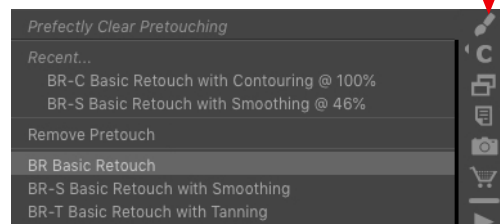
 You can apply pretouching effects to one or more selected images using the *Pretouch Images* tool.

- Left-clicking the tool will open the Pretouch Images window where you can select, preview and adjust the presets for one image at a time or, after finding the best setting, apply that setting to the remaining images using the Sync button. See the next page for how to use this window
- Right-click on the tool (or press "P" key) and directly select a preset to apply it the currently selected images or to remove any applied pretouch. Recently used presets (and their intensity setting) are listed at the top of the menu.

## Preset naming

All presets have a short code, a title and description. Once applied, only the code (and selected intensity) is displayed in the [Info Bar](#) so your clients will not know what pretouching has been used.

Right-click to show popup menu 



## Perfectly Clear

Perfectly Clear, and the Perfectly Clear logo, are the Trademarks of Athentech Technologies, Inc. are used under license by Pro Studio Software. The use of Perfectly Clear technology in ProSelect is part of your PLUS benefits.

### 64-bit only

Since Perfectly Clear technology is designed to run on 64-bit operating systems, it will only work on 64-bit versions of Windows 7 or newer. All modern Mac computers (with OSX 10.9+) are all 64-bit.







## Using the Pretouch Images Window

This window opens when you left-click the Pretouch Images toolbar button.

All selected images along with any previously applied pretouch settings and custom effects actions will be listed on the left-hand side.

The first image will be automatically selected to preview and, if no previous preset has been applied to that image, the topmost preset is selected for that image and the results shown in the Preview area.

## Compare Before and After

To see the effect of the preset, press the space bar to show the Original un-pretouched image. Release to show the pretouched result again.

## Seeing More Detail

If your screen size permits, you can enlarge the window to show a larger preview image and/or right-click on the image to zoom in. The zoom function works the same as the main window and follows your [Preferences: Mouse Options](#) settings.

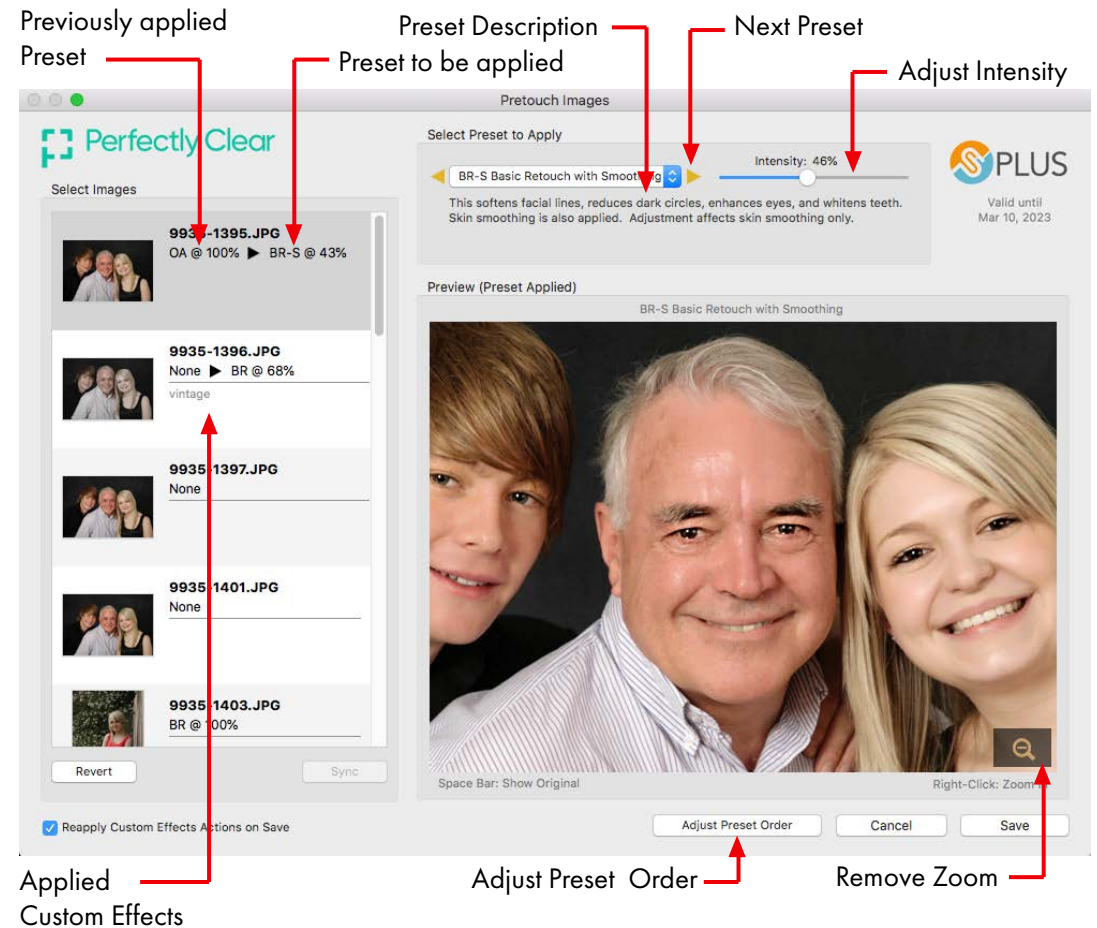
While zoomed in you can drag the image to reposition it or click the Zoom Out button to remove all zoom.

## Exploring the Pretouching Presets

To see the effects of different presets in the currently selected image:

- Select a Preset from the dropdown menu
- Click the Previous/Next buttons
- Use the Left/Right Arrow keys

A description of what the currently selected Preset does is shown below the top dropdown menu. In most cases, you can also use the Intensity slider to *tone down* the effect of the preset.



### Keyboard Shortcuts

Space bar	Show Original Image (while held down)
Right-click	Zoom into clicked location
Up/down arrows	Preview previous/next image in list
Left/right arrows	Apply previous/next Preset
1 to 9 keys	Set Preset Intensity to 10% through 90%
0 key	Set Preset Intensity to 100%





## Pretouching Errors

The Perfectly Clear(TM) retouching libraries used by ProSelect utilize sophisticated AI algorithms to identify people, faces and other areas within an image. This is done by "training" the software with a large number of sample images.

The result is that the software is very good at picking out faces in most photographs however, occasionally some features may not work with some images. If this occurs, a warning icon will be displayed in the image area on the left and, for the selected image at the bottom of the window. In this latter instance, one or more Error Codes will be shown between square brackets.

Images with a Pretouching Error also display with a red [thumbnail tag](#) and have a warning symbol in the [Info Bar](#).

## What to do next

Depending on the error, your image may be unchanged or not fully pretouched after applying the preset. In this case, you should assess the results and decide whether to keep the applied Preset, change it or [remove the Preset](#).



Pretouching Error

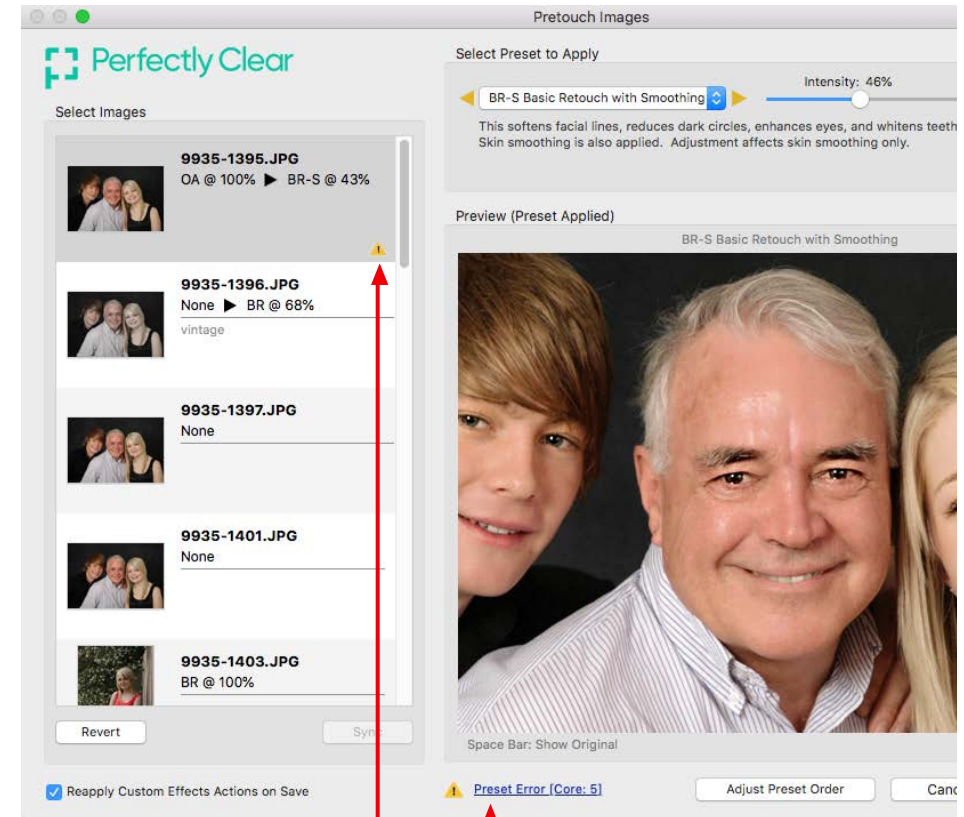
## About Error Codes

For more information these Error Codes, you can refer to the KnowledgeBase article "Perfectly Clear Error Codes" on ProStudioSoftware.com.

## Production Errors

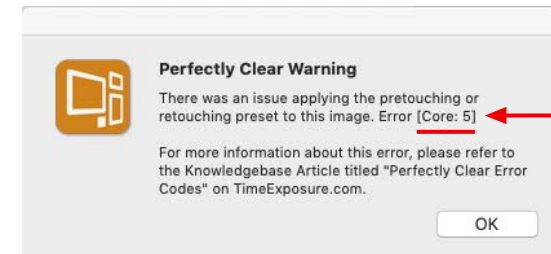
If you have opted to carry your applied pretouching presets through to your final images during [High-Res Production](#), then you may also get an error when the preset is applied to the full resolution image. Any errors will be listed as warnings during production.

Because Pretouching in ProSelect uses the low-res album images and Production uses the full-res original images, Perfectly Clear may work slightly differently in each area. You could get an error on the low-res image but not the High-res one and vice versa.



Pretouching warning

Selected image warning & code (click to show details below)



Error Code



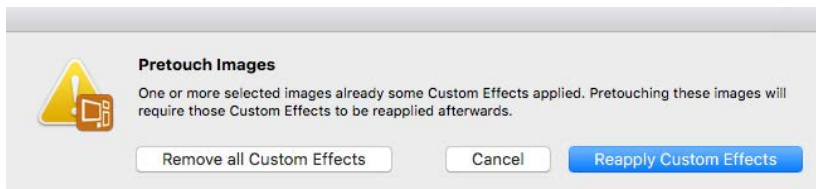
## Images with Custom Effects Applied

Pretouching is the first step applied to any images. Any [Custom Effects Actions](#) or [Image Effects](#) (eg B&W or Special Tint) are then applied as a subsequent step.

As such, it is best to apply pretouching to your images as the first step after loading them into a new album.

However ProSelect will allow you to pretouch images with other effects already applied. In this case, it will pretouch the original images then reapply those effects again afterwards. ProSelect will warn you of this and let you select to reapply any custom effects actions after any new pretouch setting has been applied.

Selecting *Reapply Custom Effects* will check the check box in the window.



## Removing Pretouch from Images

To remove a previous assigned preset, select *None* from the top row of the *Select Preset to Apply* dropdown menu.

## Applying the Same Settings to Multiple Images

Once you have found the best settings for the currently selected image, you can use the *Cmd/Ctrl* or *Shift* keys to select additional images in the image list. Then click the Sync button to assign the current settings to all selected images.

## Completing the Pretouching

When you have completed your pretouching adjustments, click the Save button to have ProSelect add pretouched versions of your images to your album file in place of the original images.

Otherwise click Cancel to abandon any changes made.

## High-Res Production with Retouching

If you have a ProSelect Pro license you can choose to have your selected pretouch preset settings applied to final images during [High-Res Production](#), manually retouch the images or, if you have the Perfectly Clear Complete plugin in Photoshop or Lightroom, apply the same preset settings that you used in ProSelect, then fine tune the results using the full set of options and enhancements.

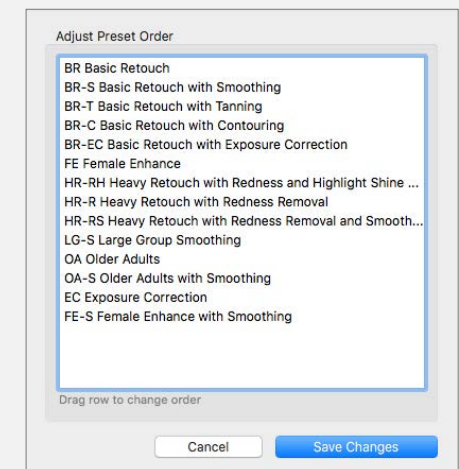
You can also use this technology on your digital file orders produced through High-Res production to reduce post-production time.

NOTE: 16 bit images will be converted to 8 bit during production with Perfectly Clear application.

## Rearranging your Presets

You can use the *Adjust Preset Order* button to open the window shown.

To change the order of the presets in your list, drag the names of the presets listed up or down. Then click the Save Changes button.





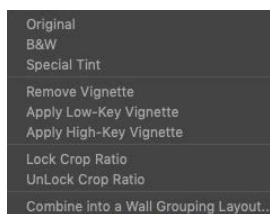
- O** ← Show Original
- B** ← Show in Black & White
- S** ← Show in Special Tint

## Image Effects

All Images displayed can be instantly viewed as *Black & White* or *Special Tint* using these buttons. These effects are not permanent and can be removed by clicking on the *Show Original* button.

Applied effects are remembered when you save the album so you can set these up ahead of time or make the changes with the client present.

These effects can be applied by selecting one or more images and using the Toolbar buttons or by right-clicking and selecting from the popup menu.

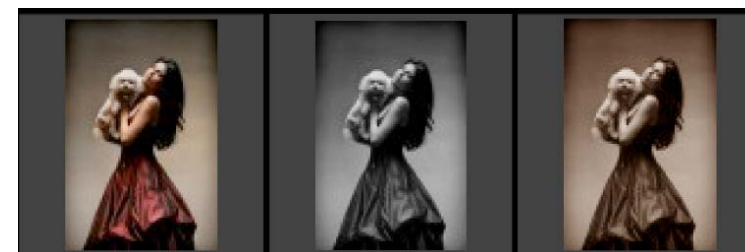


## Setting your Effects Preferences

You can select the tonal characteristics of the Black & White effect, the Tint and Saturation effects of the Special Tint effects in the [Preference \(Image Effects: Local Effects\)](#).

## Production Note

If you are using the Production Module to produce high resolution images, you will be able to specify your own custom B&W and Special Tint actions to be run by Photoshop when the original images are being processed. These action names are enabled in [Preference \(High-Res Production: General Actions\)](#).



- To show or order the same image with two different effects, first use the [Duplicate tool](#) to make a copy of the image and apply a different effect to each copy.
- When you order an image that has had an effect applied to it, the current effect is linked to the order item.  
  
If you later try to change the effect applied to an ordered image, the program will warn you and offer to automatically create a duplicate of the image before changing the effect. This way the ordered image will not be changed.
- If Vignettes are turned on then they will also be added to any exported images and the images on any printed proof sheets.



## Custom Effects

This allows you to easily apply custom effects to your images within your ProSelect Album. To use this you must have Photoshop CS6 or newer installed on your computer. When clicked it will display a pop-up menu with a list of the Photoshop actions that you have setup.

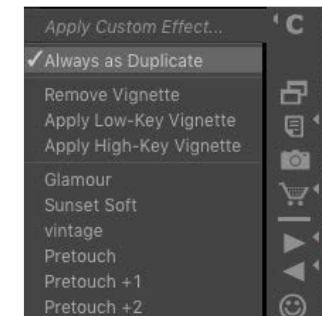
By default, choosing an action will make a low-resolution copy of the currently selected images, send these copies to Photoshop, have it run the selected action on each image which is then returned to ProSelect.

The actions that you have setup appear as a pop-up menu when you click on this button. Select the action that you wish to apply and release the mouse button.

## Setting up your Custom Effects Actions

Use the [Preferences \(Image Effects: Custom Effects Actions\)](#) to setup your custom effects actions.

- It is best to already have Photoshop running on your computer before you use this tool otherwise you will need to wait until Photoshop has loaded for the action to be applied.
- If you don't wish ProSelect to make a duplicate before applying the action, uncheck the *Always as Duplicate* option in the popup menu. To temporarily, reverse the current setting, choose the Effect while holding down the Cmd key (Mac) or Control key (Windows)
- You can use the 'E' keyboard shortcut to open the menu.
- You can remove a Custom Effect by selecting the image and clicking the "O" (Original) button in the Toolbar while holding down the Alt/Option key.
- ProSelect will stop until the action is complete on all images. If there is a fault with the action, you will need to switch to Photoshop, and sort out the problem, so it's best to test your actions first. You can do this in the [Preferences](#).



Custom Effects Tool



## Production Note

A single action can be both a Preview effect and a Production Effect.

You can also have a Preview Effect and a Production effect be different from one another, but linked to the same trigger. This is done in [Preferences \(High-Res Production: Custom Effects Actions\)](#).

This latter option can be used to apply Photoshop actions which are resolution dependent (that is, the settings need to be different for larger images).



To add more impact to your presentation, you can display your images with a high or low-key vignette. This is not permanently added and can be switched on or off at any time.



You can apply or remove a vignette from the currently selected images by:

- (a) using the *Apply Vignette* menu (Edit menu),
- (b) clicking on the Custom Effect tool and choosing from the popup menu
- (c) right-clicking on one or more selected images in Thumbnail view and choosing from the popup menu.

When you crop an image or adjust the position of an image in a layout the vignette automatically adjusts to the new borders of the image.



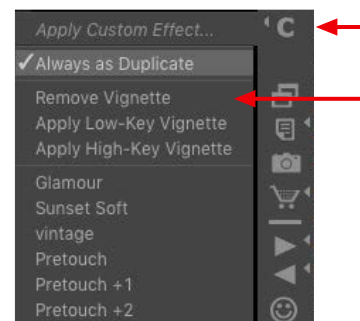
Original Image

Low-Key Vignette

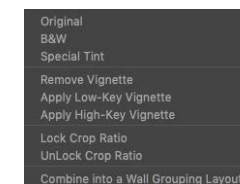
High-Key Vignette

## Adjust your Vignette Preferences

You can select the size and strength of the Vignettes in the [Preferences \(Image Effects: Local Effects\)](#).



Vignette Toolbar options



Vignette right-click menu options

- If Vignettes are turned on then they will also be added to any exported images and the images on any printed proof sheets.
- If you have selected to include the vignette in production (see below), then ProSelect will not let you change the applied vignette on any ordered items without duplicating the image (or removing the order).

## Production Note

Any applied Vignette, can optionally carried through to final images produced in High-Res Production. The size and strength for these is set in [Preferences \(High-Res Production: Workflow & Production Extras\)](#). Production vignette settings are not the same as the display vignette setting in ProSelect, so best test the results yourself.

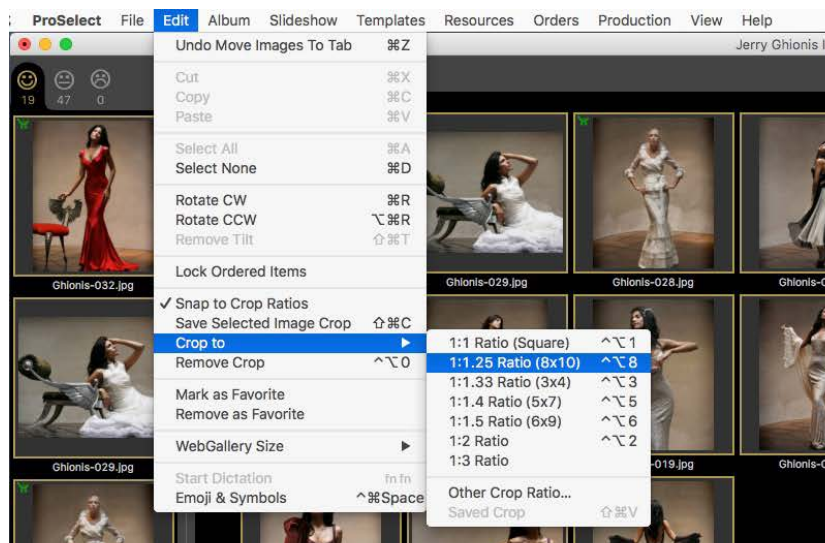
Any applied vignette is kept in a separate Photoshop layer for easy adjustment in Photoshop if you are exporting final images as Layered Photoshop files or using the Keep Open in Photoshop option.





You can apply a standard crop to multiple images by select one or more images in *Thumbnail View* or *Show Images View* and using one of these options under the Edit Menu:

## Crop To...



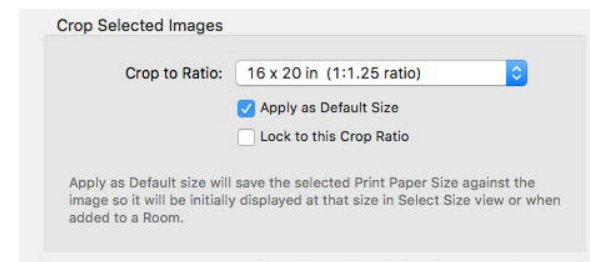
The selected cropping will be applied to the center of all selected images. You can then open each image in [Cropping View](#) to adjust the position of the crop of you like.

## Rotated Crops

To have the crop rotated (e.g. apply a landscape crop to a portrait image) hold the *Shift* key down while selecting the *Crop To...* size from the menu.

## Other Crop Ratio...

Select a crop ratio based on your Print [Paper Sizes](#).



- You can select the *Lock to this Crop Ratio* to produce images with [Locked Crops](#).
- After using *Other Crop Ratio*, the selected ratio is automatically stored as a *Saved Crop*, so you can quickly apply it to other images using the menu shortcut: *Shift-Command-V* (Mac) or *Shift-Cntrl-V* (Windows). See below.

## Custom Crops

After creating a Custom Crop on one of your images in *Cropping View* by turning off the *Snap to Crop* feature (in the *Edit Menu*) or *Alt/Option* key, you can apply that same crop on other images by:

- Select the image with the custom crop in *Thumbnail view*
- Use *Save Selected Image Crop* (*Edit Menu*)
- Select the Images to apply the new crop to
- Use *Crop To... Saved Crop* (*Edit Menu*)

## Removing Multiple Crops

You can restore multiple selected images to their uncropped appearance using *Remove Crop* (*Edit Menu*)

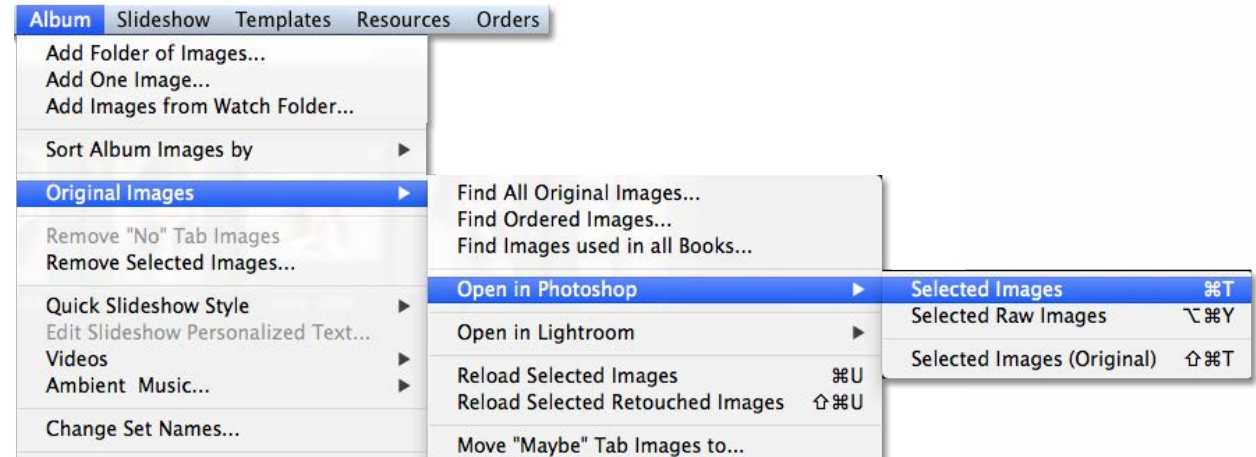


While ProSelect makes low-res copies of all imported images, you can easily open the original full-res image in either Photoshop or Lightroom if you wish to manually make some changes and then update the low-res copy kept in ProSelect's album file.

## Editing the Imported images

To access the original images, you can select the images that you wish to open and use either the *Open in Photoshop* or *Open in Lightroom* commands (Album, Original Images menu). Alternatively, just use the keyboard shortcut: *Cmd-T* (on Mac) and *Ctrl-T* (on Windows).

Unlike the Custom Effects which work on the low resolution image from the album, this command opens the original high resolution image in Photoshop or Lightroom.



## Editing RAW images

If you are using Raw+ jpg workflow, **provided** that your raw files are in the same folder as the imported jpg images and have the same filename (with a different file extension), you can use *Open Selected Raw Image in Photoshop/Lightroom* (Album, Original Images menu). Alternatively, just use the keyboard shortcut: *Cmd-Y* (on Mac) and *Ctrl-Y* (on Windows).

For this to work, first check the *Link to RAW files* box and enter the RAW file extension in the [Preferences, Importing Images: Settings](#).

## Editing Raws in Photoshop

If you are using Photoshop, the raw images will open in Adobe Camera Raw (ACR). After make any adjustments you can then use the Open Image button in ACR to open the image in Photoshop, make any further adjustments before saving it as a .jpg, .tif or .psd file.

## Editing and Reloading Raws in Lightroom

See [Retouching and Reloading](#) in the Lightroom Plugin section.

## Reloading Edited Images

In order to allow ProSelect to *Reload* or *Reload Retouched* your images, after editing, they must be saved back **into the same folder** that they were opened from. If you have changed the format of the retouched image then it also must be saved into the same folder along side the opened image. (See [Reloading Edited Images](#) for more about this.)

## Setting the Default Image Editors

You can set the default image editor use for images or raw files in [Preferences \(General Settings: General: Photo Editor\)](#).

This setting sets the editor that will be used with the keyboard short cuts *Cmd-T* or *Cmd-Y* (on Mac) or *Cntrl-T* or *Cntrl-Y* (on Windows) respectively. To swap to the opposite editor hold the *Alt/Option* key down as well.

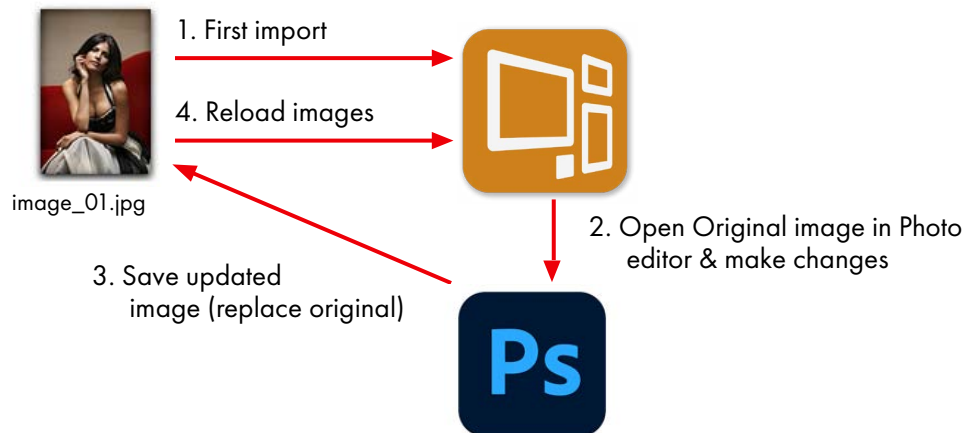


After editing your original images, in order to see any changes in ProSelect, you need to Reload your updated images back into ProSelect (replacing those that were originally imported). ProSelect supports two editing workflows:

## “Save Over” Workflow

When you have completed your changes, you save the file with the same file name effectively replacing the original image.

In this case, just switch back to ProSelect and use the *Reload Selected Images* command to bring the changed image(s) into the album, replacing the originally added image.

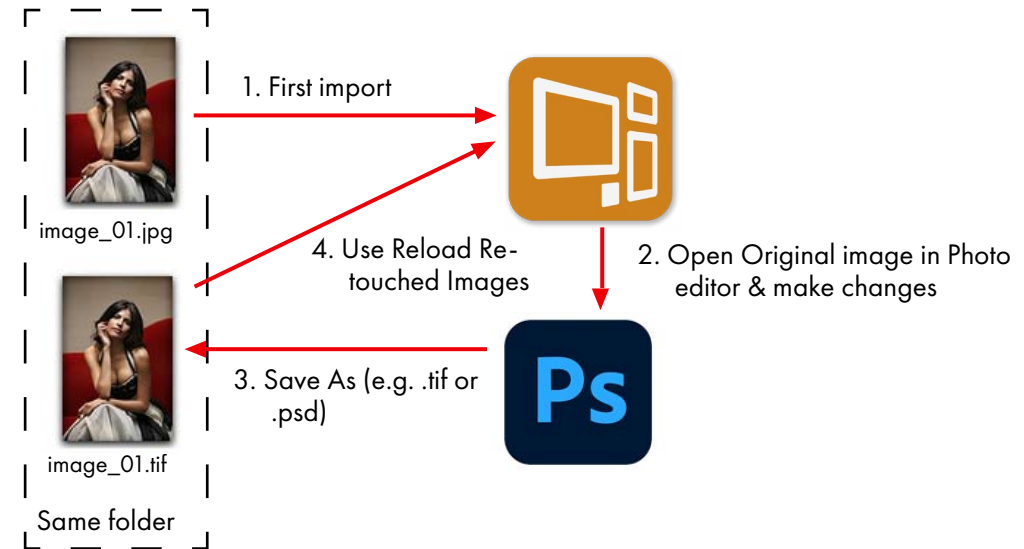


## “Save As” Workflow

When you have completed your changes, you can save the file with the same file name but **as a different format** (ie .jpg, .tif and .psd which are all supported by ProSelect) alongside the original. This allows you to keep the original file untouched in case you wish to go back to it later.

In this case, switch back to ProSelect and use the *Reload Selected Edited Images* command instead.

This will check for the **most recently modified** version of the same file name in the same folder in each of the above formats and re-load that file back into ProSelect.



## High-Res Production Workflow

*Reload Selected Retouched Images* will also change the [internal links](#) in the ProSelect album to point to the new file so when you run [High-Res Production](#) it will use the most recently updated image file.

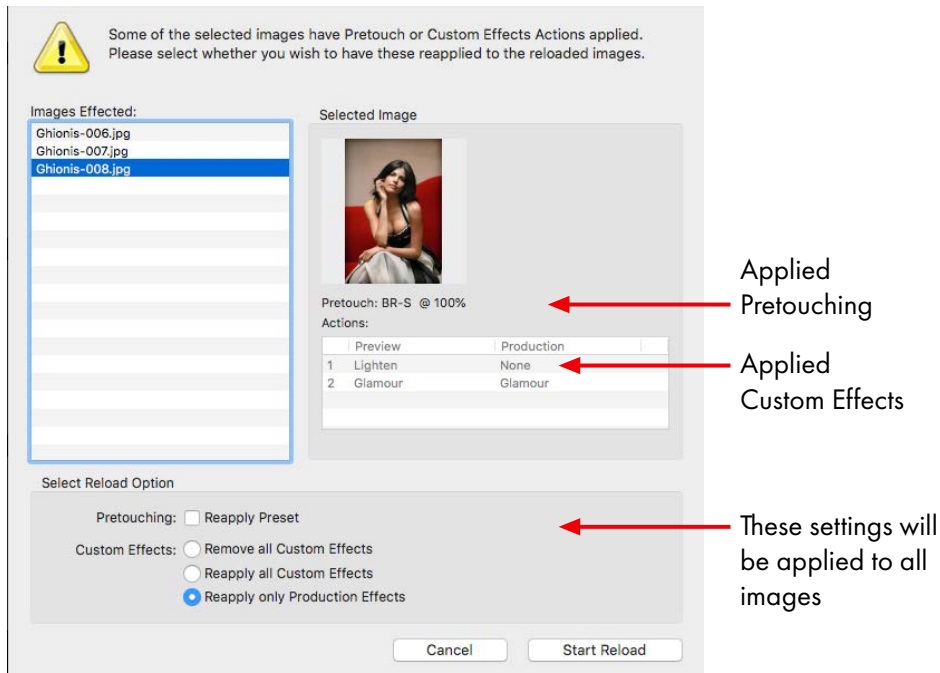
If you are opening images for retouching in the [High-Res Production window](#), you can also use a “Save over” or “Save As” workflow. By default, the Reload Edited/All buttons reload the updated image into ProSelect. This is then the same as *Reload Selected Edited Images*.

However, in this case, you can also just *Relink* instead using the *Alt/Option* key modifier. This will link to the updated file when running Production but not re-import the file into ProSelect.



## Reloading with Pretouching or Custom Effects Actions

Since any original image that you are opening in your Photo Editor won't have any Custom Effects applied to it, these may need to be re-applied when the image is reloaded into ProSelect. Likewise, you may have chosen to [open them with pretouching applied](#) and don't wish to have this applied again. In this case, this dialog provides the options on reloading:



If you have already applied any *presentation only* effects to the image during your retouching then you don't want ProSelect to reapply these when reloading so choose *Remove All Custom Effects*.

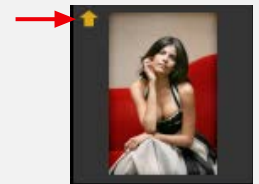
In the above example, the "Lighten" action applied in ProSelect was manually corrected during re-touching. However, the "Glamour" effect was not, so this effect should be re-applied for both the presentation image and when running High-Res Production on this image.

In this case, the best option would be to select *Reapply only Production Effects to Reloaded Images*.

This would not re-apply the "Lighten" effect (because it is not selected to run during Production) but it will apply the "Glamour" effect because it is also enabled as a Production Effect.

## More about Reloading Edited Images

- When *Reload Selected Edited Images* results in the reloaded image being a different format from the first loaded image this thumbnail tag will be shown when [Thumbnail Tags](#) are turned on.
- These images will also show the message "This image has been updated" in the *Selected Image Info Box* in [High-Res Production window](#).
- If you haven't saved the retouched file as a different type then *Reload Selected Edited Images* will work the same as *Reload Selected Images* because there won't be any recently modified version.
- If you select to edit the image again, the newer version of the image will be opened in your Photo editor.
- If you wish to go back and edit the *Originally Imported* image, go to the Album menu and choose:



*Original Images ->Open in XXXX ->Selected Images (Original)*

Then save in the same or a different file format. This latest file will be chosen as it will have the most recently modified date.

- See [Retouching and Reloading](#) in the Lightroom Plugin section for using the plugin for retouching working flow in Lightroom.



Each Album file also contains a link (or saved location path) to where the original images are located on your computer or a network location. This location is used when you carry out any operations involving the original files including:

- Open image in Photoshop/Lightroom
- Reloading Edited images
- Opening the associated RAW file in Photoshop/Lightroom
- Moving/Copying Ordered Images
- Moving/Copying Selected Tab Images
- Moving/Copying Images in Selected Book

## Saved Location Types

In addition to saving the location of your original images as a fixed location, you can also choose to use one of two *relative path* location options.

If you are using a mix of Windows and Mac computer or are keeping your original images on a shared server location, one of the relative options can be the best choice.

The [Saved Location Type](#) for newly created albums is controlled by your [Preferences \(Importing Images: Settings : Original Image Location\)](#).

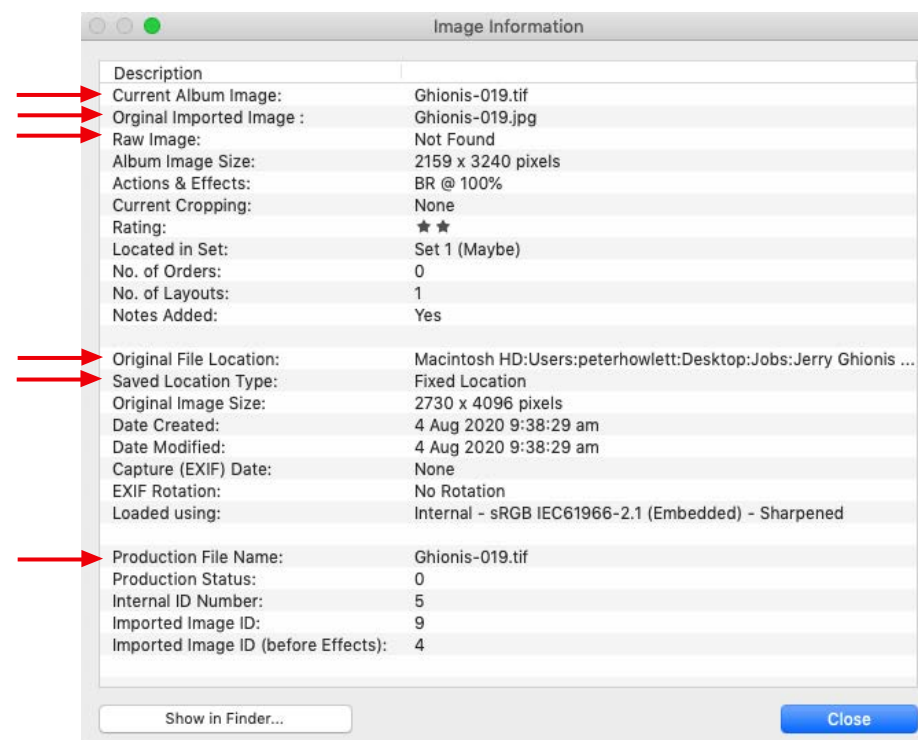
## View the Current Link Details

You can find the current names, types and locations of the linked files by selecting an image and using *Show Selected Image Info* window (Album menu) or by right-click on a single image in Thumbnail view and selecting *Show Image Info*. This will open the window shown on the right.

Clicking the *Show in Finder* (on Macs) or *Show in Explorer* (on Windows) button will open the folder containing that image.

## Finding Missing Original Images

If you have opened your album file from a different computer or platform



## Image Info Notes:

- *Current Album Image* will be the same as the *Original Imported Image* unless you have saved your retouched image as a different format and do a [Reload Selected Retouched Images](#).
- *Production File Name* will be the same as *Current Album Image* unless you have *Re-linked images* in [High-Res Production](#) without Reloading them.
- *Original file location* is the path to the *Current Album Image* file.
- *Raw Image* will be shown if you have *Link/Bypass RAW images* enabled in the [Preferences](#) and an associated Raw file is found in the same folder.



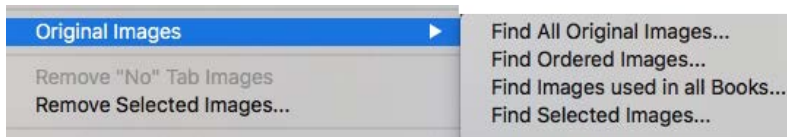


from which the original images were originally loaded, and choose an operation that requires access to those images, you may be prompted Find Missing images.

## Manually Finding Moved Images

Alternatively, if you know that you have moved your images, you can re-establish the links in the album back to the original files using one of the *Original Images* ->*Find* options under the Album Menu.

In this case, the window shown on the right will open listing all images that need to be re-located. Select one and click the *Locate Selected Image*

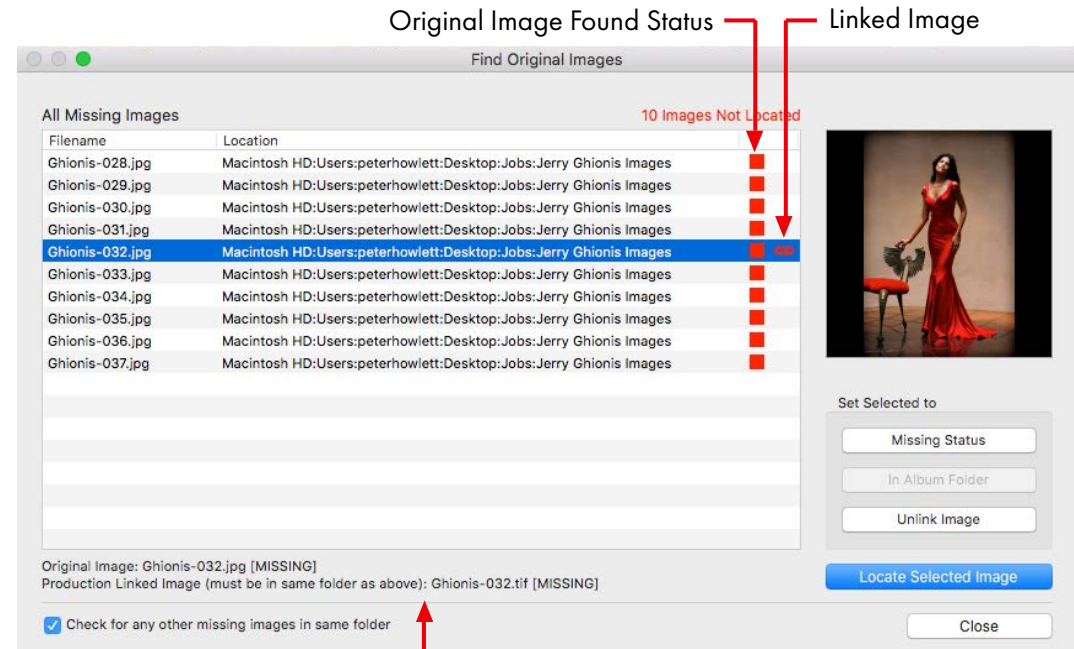


button then select the location of that image in the window that opens. Each located image will have its status block changed from red to green.

If you have *Check for any other missing images in the same folder* checked and other missing images are in your selected folder then they will be automatically found as well.

## Production Linked Images

If you have linked an image (rather than [Reloading Edited](#)) to a different image type in [High-Res Production](#) then a link symbol will be shown on the right side colored green if found or red if missing. Linked images must be located in the same folder as the original images. You can use the *Unlink Image* button to clear this error or manually copy the linked file into the correct folder then close and re-open this window to update the window.



Selected image summary

## Other Find Options

To force a "Re-Find" on any images that have been found (marked as green), you can select one or more images in the list and click to *Found Status* button to mark them as missing again. They will change back to red.

To set the location of the images to be in the same folder as the currently open Album file, click the *In Album Folder* button.

If you have more than one copy of your original images in different folders and wish to force ProSelect to change the saved locations, hold the *Shift* key down while selecting the Find Menu commands. This will load all the images in the selected category (i.e., All, Ordered or Books) and mark them all as *not found*. Finding one in the new location will then change all images to that location.



## About Saved Path Location Types

You can select one of the following way to save the path to your original images:

### A. Fixed Location

Links to Original Images will always be saved as a fixed location on your computer. Use this option if you generally keep the your original images in the same place on your local hard disk. This is the default option and the one used in all album files prior to 2019r1.

### B. Relative to Album location

When possible, links to your Original Images are saved relative to your album file location. Use this option if you always keep the original images in the same folder as your album file or a sub-folder below this. Select this option when saving your images and albums on a shared server location.

The option allows you to easily move the folder containing your album file and all associated original image to another location without breaking any location links.

### C. Relative to Default Starting Folder

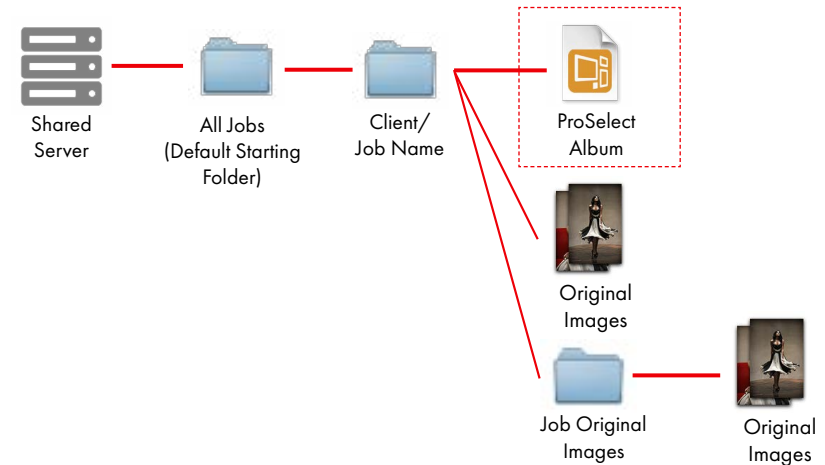
When possible, links to your Original Images are saved relative your selected Default Starting Folder. Use this option if you don't save your album files with your original images but keep your original images on a shared server location. In this case, set your *Default Starting Folder* to be the lowest level common folder for all your image files. You set this folder location in [Preferences \(General Settings: Default folders\)](#).

The option allows you to easily move all of your folder containing your album file and all associated original image to another location without breaking any location links.

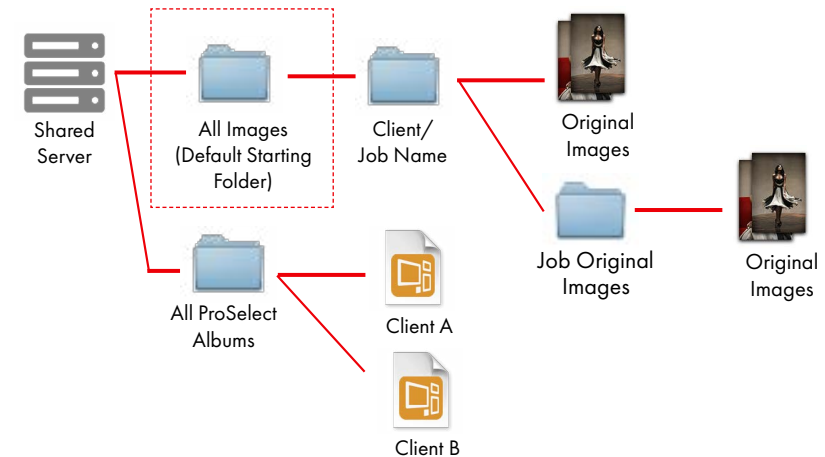
## Selecting the Preferred Path Type

You can select one of the above options in [Preferences \(Settings: Importing Images: Original Image Location\)](#).

### Relative to Album location



### Relative to Default Starting Folder



Note: This setting will only be used for newly added images or when using one of the [Find Original Images options](#) on an existing album.



## Image Notes

The *Image Notes* tool will open the [Add/Edit Notes window](#) into which you can enter notes about one or more images. Use this to remind yourself of any special changes that need to be applied to the image.

You can also setup *standard* notes the you regularly use in the [Notes Library](#) and quickly add them to your images by just selecting the name of the note.

Library notes can also be quickly added to an item by right-click on the notes icon and select the name of the note from the popup menu.

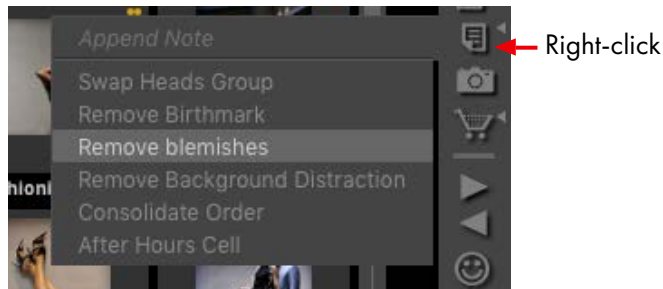


Image notes are kept with each image that is ordered and can optionally be included on the printed [Order Report](#).

## Add to Multiple Images

You can add the same note to more than one image at a time by selecting all the relevant images before clicking on the *Note Tool*.

## Removing Notes

To clear a note, select the image with the note, click the *Note Tool* to open the [Add/Edit Notes window](#), click the *Clear Note* button, then close the window.



All images with notes will have a small yellow note icon at the bottom right corner of the thumbnail image. Selected items with notes attached will also show a note icon in the [Information Bar](#).



## Protecting Images

If you are using ProSelect to present a remote sales session through the internet using screen sharing software, the it is recommended that you setup and use the *Protect images* feature.

This will add your selected Stamp to all large images shown on all screens including when the slideshow is playing.

After preparing your stamp using [Setup Stamps, Watermarks & Logos](#), set it as your *Protect Images Stamp* by clicking on the *Set as Protect Images* button (in this same window).



Set as Protect Images Stamp

Then use *Protect Images* (View Menu) to show/hide this stamp on your images.

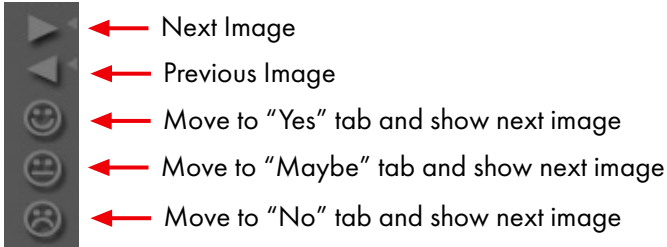


## Order Images

This tool (which looks like a shopping trolley) allows you to record an order for each of the selected images. You can order images one at a time or select more than one image and click the *Order Image* tool to transfer these images to the *Place Order* window.

This tool can also be used for ordering using the *Quick Add to Order* right-click function. See [Ordering Directly from the Main Screen](#) for more on using this feature.

See the [Ordering Section](#) for full details on taking orders using the *Place Order* dialog..



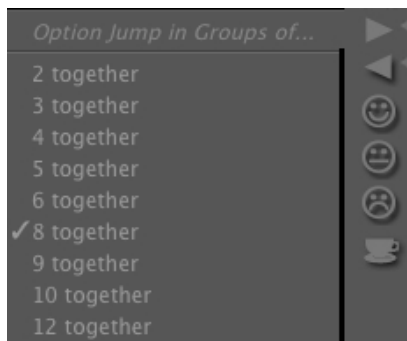
## Next and Previous Buttons

These buttons are used to select or display the next image depending on which View Mode you are in. In *Thumbnail View*, these buttons will select the previous or next image.

In [Show Images](#), [Cropping](#) & [Select Size](#) Views, these buttons will display the previous or next image after the first currently selected image.

## Next or Previous Group

If you hold the *Alt/Option* key down while clicking on the Next or Previous buttons then the next *group* of images will be displayed in the Display Area. This group can be from two to thirty and you can select the group size from the Right-click popup menu on the buttons.



Right-click to select group size

## Show Images Two Up

If you have this item ticked in the View Menu, then the Navigation buttons and Move to Tab buttons will behave a little differently. See the section called [Show Images Two Up](#) for more details.

## Keyboard Shortcut

The left and right arrows on your keyboard will also select the previous and next images respectively.

## Move to Tab Buttons

These are the buttons in the Tool bar with the Yes, Maybe and No faces on them. These buttons combine two actions in one. They first move the selected images into the [Tab group](#) associated with the button, then they select or display the next image.

These buttons are generally used in [Show Images View](#) when you are going through each of the images with your clients and selecting which Tab group they should be placed into.

## Keyboard Shortcuts

The 1, 2 and 3 keys will also move images into the Yes, Maybe and No Tabs respectively.

**Note:** Make sure you have the NumLock key on if you wish to use these keys on the numeric keypad of your keyboard.

# Searching for Album Images



To quickly help you find images in your Album file by filename you can open the *Search for Album Images* dialog (Album menu).

Enter part or all of the image name that you are looking for in the *Search* box and all the images that match your entry will be listed. In this example, entering "8" found all images containing "8" in their filename.

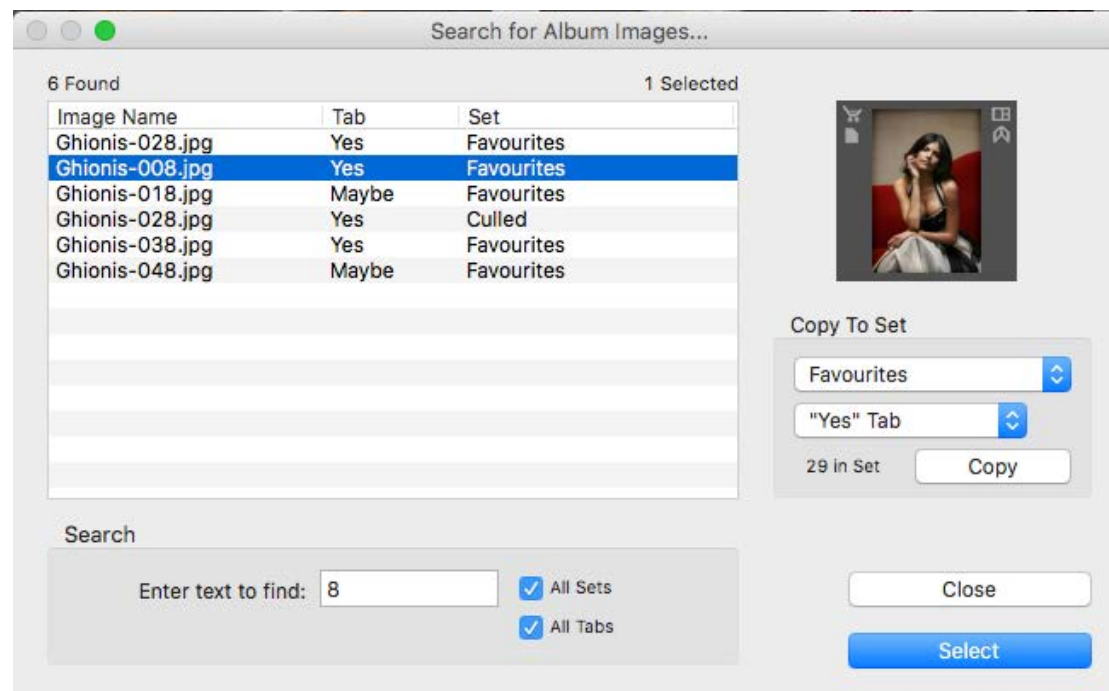
You can expand or restrict the search to all sets or just current set as well as all tabs (Yes, Maybe, No) or just the current tab using the *All Sets* and *All Tabs* checkboxes.

If you select an image in the list, its thumbnail will be displayed.

With one image selected you can either double-click on the image name or use the *Select* button to close the window and select that image in the image list. ProSelect will change the selected Tab and/or Set to those containing the image.

## Copying to another Set or Group

Alternatively you can select multiple images in the list box (using the Shift or Control/Command keys) and copy them to the specified Tab and Set.







ProSelect supports the design, display and ordering of both simple and sophisticated pre-designed mats to images and layouts. Mats can be used in two ways:

1. By adding a mat area **around the outside** of images and Composite Layouts when applied as a *Surrounding Mat*.

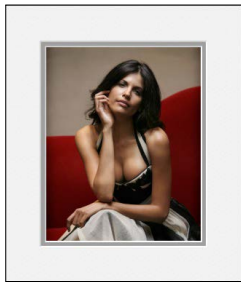
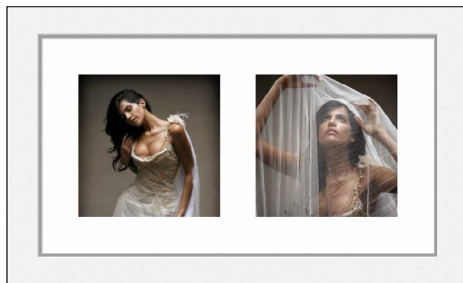


Image with  
Surrounding Mat



Composite Layout with  
Surrounding Mat

2. To control the appearance of the mat area and image borders **within** both Traditional Matted and Composite layouts (and Book pages) when applied as an *Inner Mat*.



A Layout with "Damask Transp Burgundy  
GB" mat

## Mat Designs

ProSelect includes a large number of pre-designed mats for you to use, however you can download additional mats from industry suppliers or create your own in the [Mat Designs window](#).

## Used Mats are Copies

When you apply a Mat to an image, layout or book page in your current album, the Mat's design is copied and saved with that item.

If you delete the Mat from your available [Mat Designs](#) then the copy will still be attached to the item.

If you make a change to a Mat Design that has been used on an image, layout or book page, then you need to select the Mat again to have it replace the copy attached to that item. Mats applied to templates are automatically updated after any mat changes.

## Industry Standards

Mats are setup in ProSelect to industry standards allowing you to create designs that most suppliers can produce.

They can include features such as: bevel cuts, reverse bevel cuts, 8-ply bevels, bevel mounts, fillets, raised mats, keylines & v-grooves for up to three mat layers.

## Flexible Production Options

Most Mat Designs can be ordered as either:

- (a) Traditional Mats. Order this when you want to deliver a physical cut mat on the final product. In this case, detailed cutting dimensions for the ordered mats can be printed out or exported for automated mat cutters.
- (b) Virtual Mats. Order these when you want to have the mat produced digitally as part of the final printed item on one piece of print paper.

If your Mat Design includes elements which can only be reproduced in a Virtual Mat (see [How Mats are Structured](#)) then those mats can only be ordered as Virtual Mats.



## Surrounding Mats

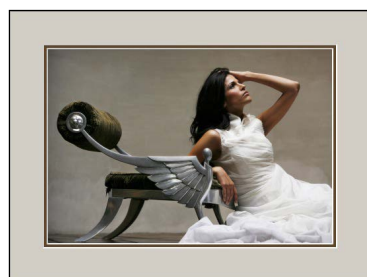


Surrounding Mats can be applied using the *Select Surrounding Mat* toolbar popup menu button when in:

- Working with Images - Select Size View
- Working with Layouts - Thumbnail, Show Layouts, Select Size Views for selected Composite Layouts.
- Working with Rooms - Show Rooms, Select Size Views for selected Composite Layouts.

Apart from an allowance for any [Mat Overlap](#), the Overall Design Width of a Surrounding Mat remains constant regardless of the size and shape of the image or composite layout size that it surrounds. See [Mat Sizing](#) for more about this.

For mats used as Surrounding Mats, in Mat Designs, you can optionally set different widths for each side or choose to have the contents automatically *optically centered* in the mat area.



Even surround



Optically centered surround

## Mat Sizing Examples:

When used as a Surrounding Mat, a 3" wide mat will be 3" wide on every sized item and, will increase the overall size of the product that it is applied to by 3" on each side.

A 3" wide Double Mat with the Inside Mat Reveal Size of 1" will have an Outer Mat width of 2".

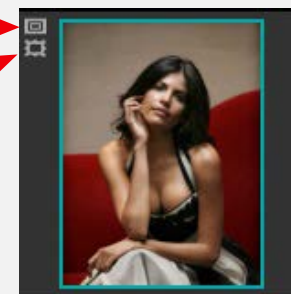
## Ordering Surrounding Mats

Like Frames, Surrounding Mats can be ordered manually or automatically with any ordered print or Composite Layout and you can use one of the Mat Pricing Methods to have the price automatically calculated.

- Any graphics block specifications in the mat's design are ignored when the mat is used as a Surrounding Mat.
- Products with a Surrounding Mat have a [Thumbnail tag](#) added to their thumbnail images.


Has a Surrounding Mat →

Has a Frame →





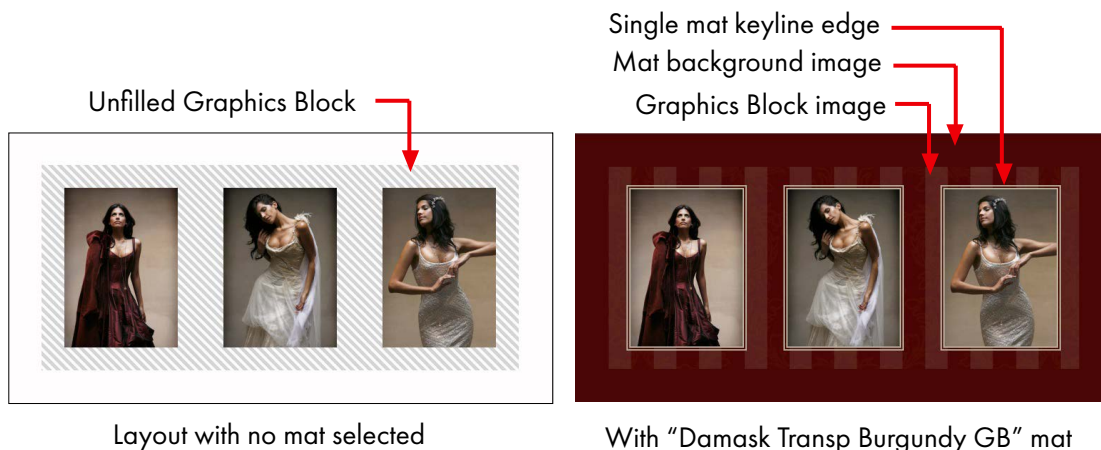
## Inner Mats

 Inner Mats can be applied to Layouts and book pages using the *Select Inner Mat* toolbar popup menu button when in:

- Working with Layouts - Thumbnail, Show Layouts, Select Size Views.
- Working with Rooms - Show Rooms, Select Size Views for selected layouts
- Working with Books - Thumbnail, Show Pages and Cropping Views.

When a Mat is used as an Inner Mat on a layout, the overall mat width is ignored because this is already determined by the layout's design. Any edges on the first mat layer and the reveal sizes on any middle and inside parts of the mat are applied, by default, in an outwards direction for each opening in the mat.

If you are using a Composite Layout or Book page, you can swap the [Border Directions](#) as required.



To prevent a mat's border being applied to some openings in a template (for example, a background image), check the [No Mat Border](#) checkbox for the opening when [editing your templates](#).

## Upgrading - Styles vs Mats

In ProSelect 2018r1 and newer, Mats now replace *Template Styles* used in earlier versions of ProSelect. When upgrading to the new version, any previous Styles that you have installed are automatically converted into the new mat structure and will mostly work the same way when applied as an *Inner Mat* to any templates and book pages.

The one exception is that, where borders on Styles would **always** be applied in an inwards direction around each opening in a Layout, you can now select whether borders should be applied in an inwards or outwards direction on Composite Layouts and Book pages.

In the case of Traditional Matted Layout (and book pages), borders can now **only** be applied in an **outwards** direction.

For more information see [Border Directions](#).

## Legacy Bevels

The default bevels used in Mats now display more realistically and can have black or white core colors.

However, to prevent existing designs from displaying any differently, all converted Styles (used and unused) are automatically set to be an edge type of "Bevel (Legacy)".

In this case, like previous versions of ProSelect, any surrounding light colored mats will be dimmed slightly to make bevel's bottom and right-hand edges visible.



## Mat Types

Mats can be designed with one to three layers, for adding an outer edge *Bevel Mount* (to an image or layout) or to only set the contents of any [graphics blocks](#) in a layout.

## Layers

The surface of each layer can be a solid color or use a Resource image file (from Backgrounds folder) for a textured color.

Edge types marked *Virtual Mats only* can only be ordered as a "Composite type" mat since they cannot be produced as a physically cut mat.

## Edges

For each layer you can select one of the following edge types:

- Bevel Cut (white/black core)
- Reversed Bevel Cut
- 8 Ply Bevel Cut (white/black core)
- Bevel Mount (black/silver/gold core)
- [Fillet](#) (a frame image)
- Keyline (virtual mats only)
- None (virtual mats only)
- Bevel (Legacy) - see [Styles vs Mats](#)

## Raised Mat

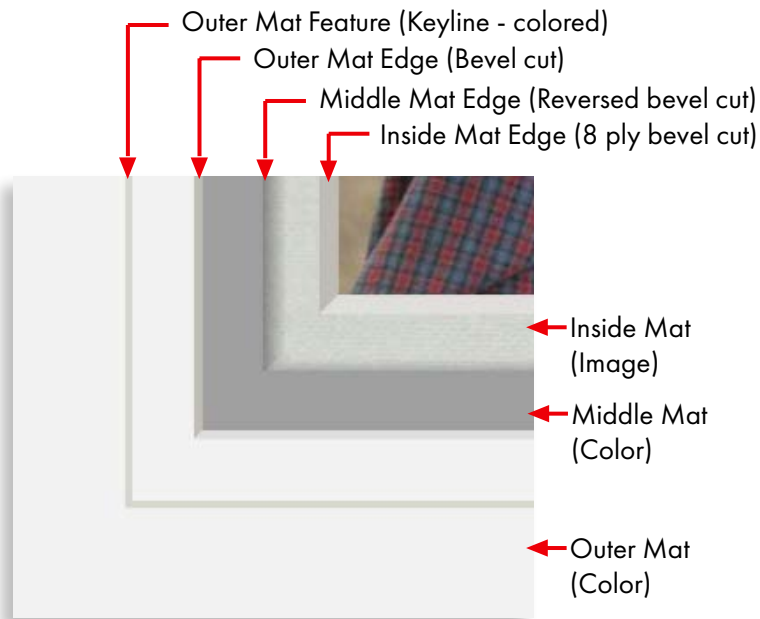
Layers with Bevel Cut, 8 Ply Bevel Cuts, Bevel Mounts and Fillets can optionally be designed with a raised mat.

## Additional Features

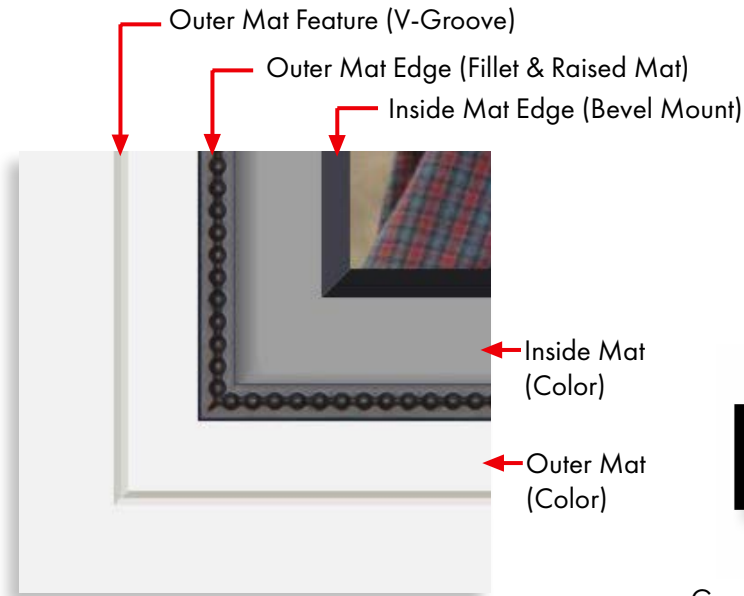
For each layer you can optionally add a colored keyline or V-Groove which is outset from the inner edge of the mat by a specified distance.

## Graphics Blocks

You can set a color or image which will be used to fill any [graphic blocks](#) in a template design. These are only used when the mat is applied as an [Inner Mat](#) on a [Composite Layout](#) or a [Wall Grouping Layout](#).



Triple Mat Example



Double Mat Example



Bevel Mount Example



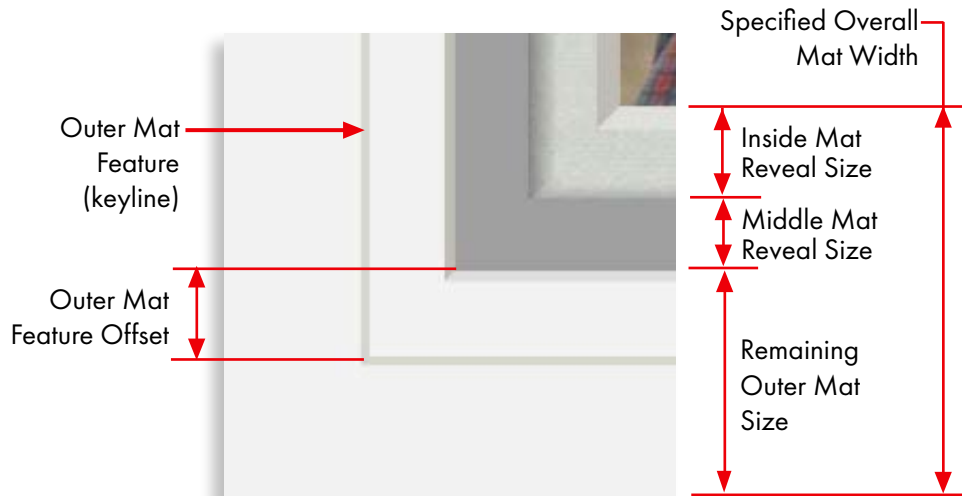
Graphics Block Only mat used to set the color of a mounting block on wall grouping layout



## Surrounding Mats

Apart from an allowance for any [Mat Overlap](#), the design width of a Surrounding Mat remains constant regardless of the size and shape of the image or composite layout size that it surrounds.

In a [Mat Design](#), the specified Overall Width sets the total mat width with each extra layer's *Reveal Size* subtracting from width of the Outer Mat.



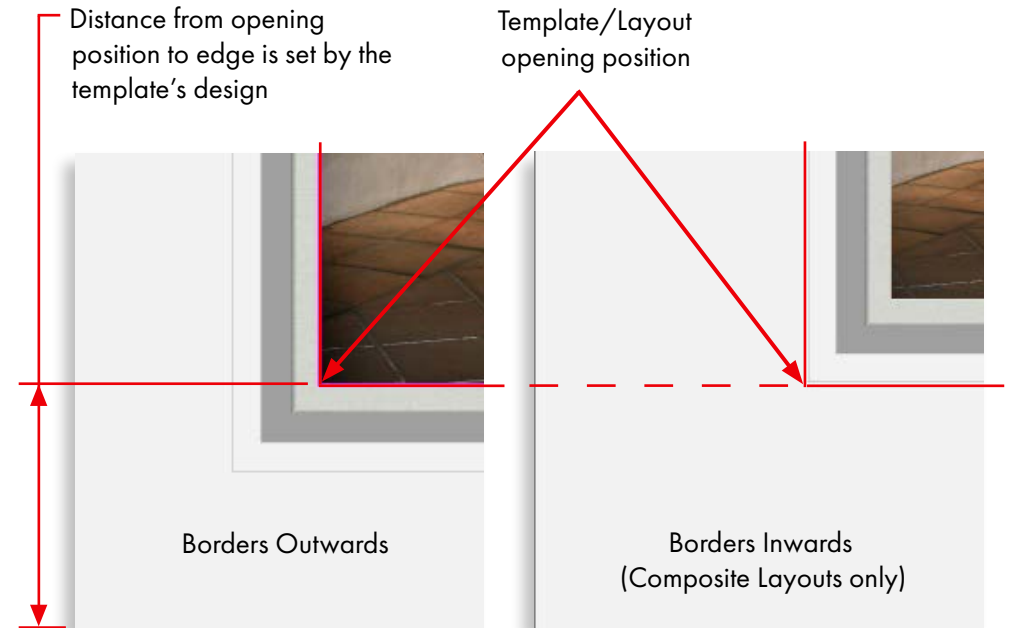
Triple Mat Sizing when used as a **Surrounding Mat** on an Image or Composite Layout

## Inner Mats

When a Mat is used as an Inner Mat on a Template, Layout or Book page, then the Mat's Overall Width value is ignored since this is controlled by the template's design. However, the reveal sizes of any middle and inner mats are applied around each of the openings in the set [Border direction](#).

When the border direction is Outwards then the **innermost edge** of the innermost Mat will start at the Layout's opening position and the other elements will go outwards from there. See left side image below.

When the border direction is Inwards then the **outermost feature or edge** on the Outer Mat will start at the Layout's opening position and the remaining elements will go inwards from there. See right side image below.

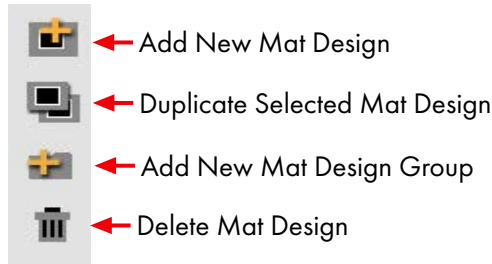


Triple Mat Sizing when used as an **In-ner Mat** on the same layout



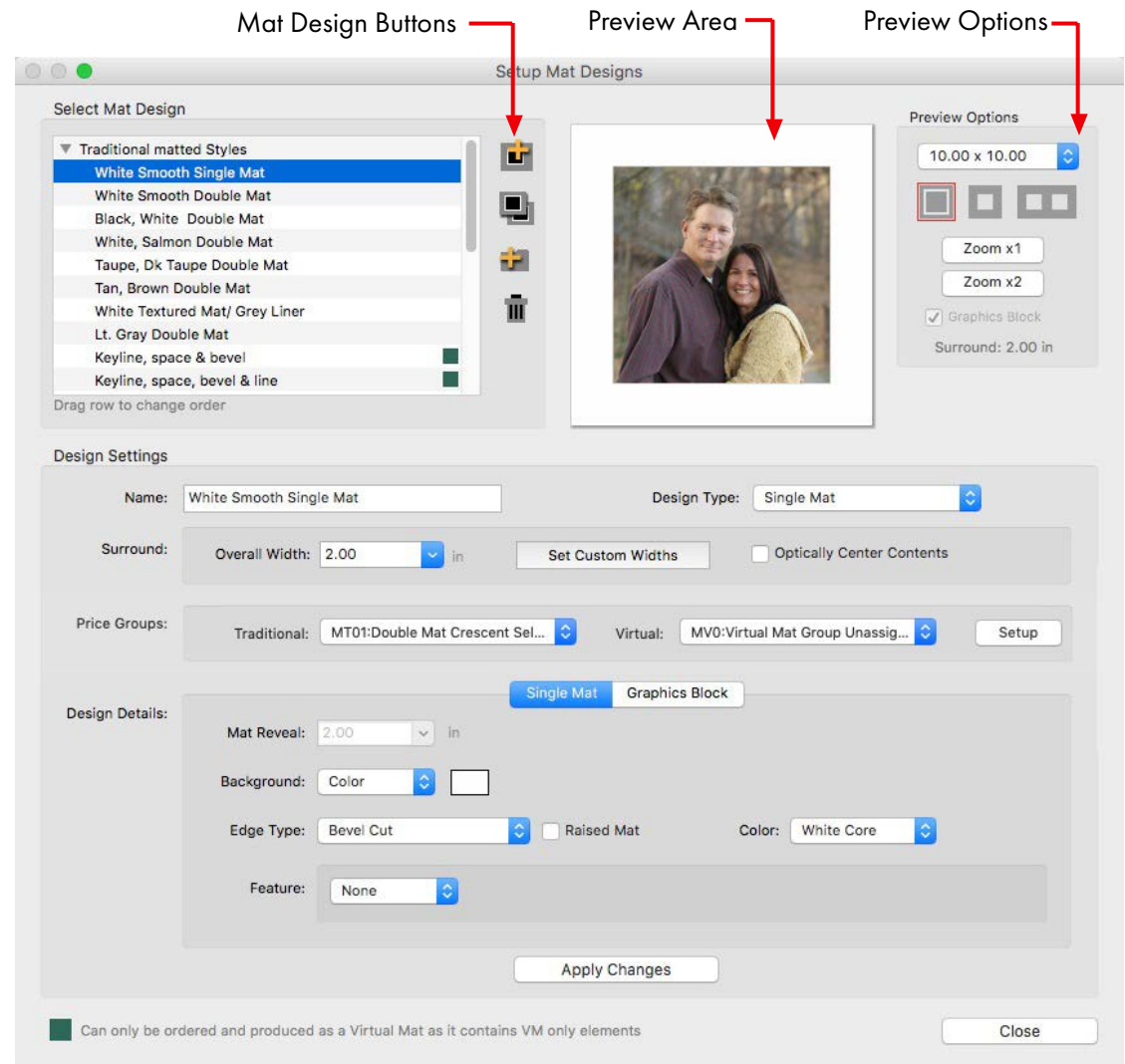
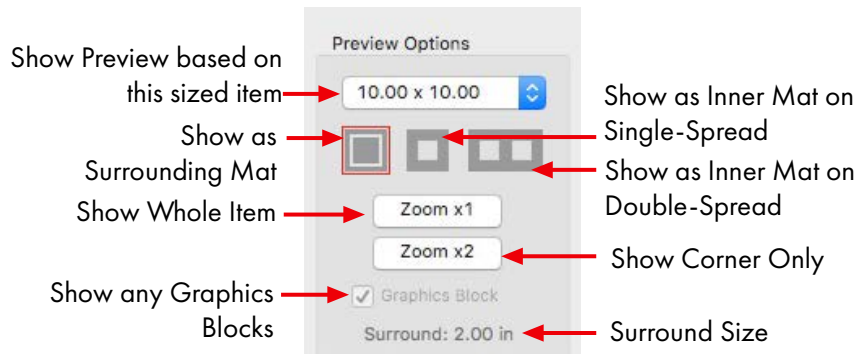
# Designing Mats I

Mats can be designed, named, previewed and managed in the *Mat Designs* window (Resources Menu). In this window, Mats can be added, copied (duplicated) and removed from your setup. You can also arrange your mats into different groups.



## Preview Area

This shows a preview of the selected Mat Design. It updates dynamically when you change any value in the Design Details Area.



You can change the order of the mats in the list by dragging the rows. Dragging into an *unopened* group will add the mat to the end of that group.

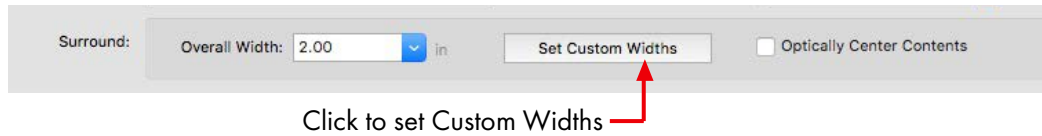
You can increase the size of the Preview Image by enlarging the whole Setup Mats window by dragging the bottom right-hand corner of the window outwards.

## Mat Types

Mats can be either Single, Double, Triple Mat, Bevel Mount or Graphics Block Only types as shown on the [Mat Structures page](#). Depending on the Type selection, the *Design Details* area will change to suit the selected Mat Type.

## Surround

This sets the size of the Overall Mat when the mat is used as a [Surrounding Mat](#).



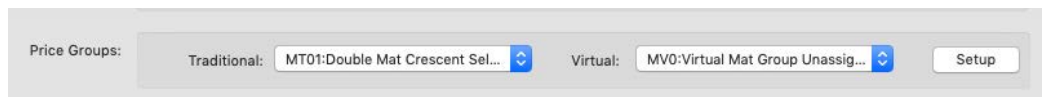
By default all edges are equal size, however you can optionally use the Set Custom Widths button and enter your own widths (see right-hand side).

Alternatively, check the *Optically Center Contents* checkbox to have the bottom and top edges adjusted as shown on the right.

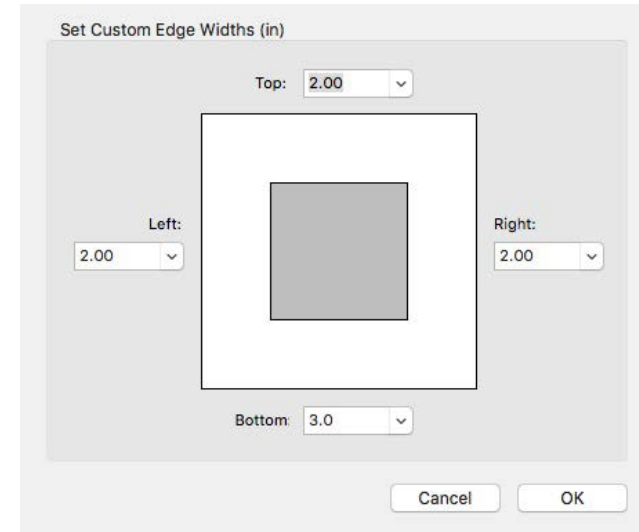
The settings in the *Surround Area* are ignored when the mat is used as an [Inner Mat](#).

## Price Groups

You can set a different price group to be used depending on whether the Mat is ordered as a Traditional Physical Mat or as a Virtual Mat. See [Frame & Mat Price Groups](#) for more about these. Click the Setup button to open the [Price & Products window](#) where you can setup or change your Mat Price Groups.



You set the Price Groups for multiple mat designs at the same time, by selecting them in the list, then selecting the Price Group from the dropdown menus then click the *Apply Changes* button.



Set Custom Widths window



Even surround (default)



Optically centered surround

## Mat Background Options

For each Mat layer, you can specify how the mat area is to be filled:

- Color** The mat will be filled with the selected color. Click the color box to show the [Color Selector window](#).
- Image** Use the specified image from the *Mat Backgrounds* subfolder (in your specified [ProSelect Resources folder](#)). You can use .jpg or .png (with transparency) files.

Images can be stretched to fit the shape of the layout (the left-most option) or aligned to a specific corner (useful if you have a logo in a corner of your background image) by selecting one of the *Fit Image* buttons.

## Edge Types

These allow you to set the inner edges of each layer. See [Mat Structures page](#). See [Selecting a Fillet Frame Edge](#) for this special edge type.

## Raised Mat

Layers with Bevel Cut, 8 Ply Bevel Cuts, Bevel Mounts and Fillets can optionally be designed with a raised mat.

### Using .png Background Images

When using a .png file with transparent areas for your Mat Background image, the transparent area will, by default, be filled with white.

To fill with another color, change the Mat background type back to *Color*, select the color to use, then change it back to *Image* again and re-select your .png file.



## Image Fit Options



This will stretch or compress the image both ways to fit the size of the item that you are drawing it into. This can cause some noticeable distortion of the image.



The bottom right corner of the image is *anchored* to the bottom right corner of the item and the image is then expanded proportionately up and to the left until the item is filled. Any part of the image extending outside the edges of the item is not shown. Use this option if you have a graphic or logo in the bottom right corner of your image. The shape of the image will not be distorted.



These work the same as the one above except the image is *anchored* to a different corner and expand out from there.



These work the same as the one above except the image is *anchored* to either the bottom center or top center and expand out from there.

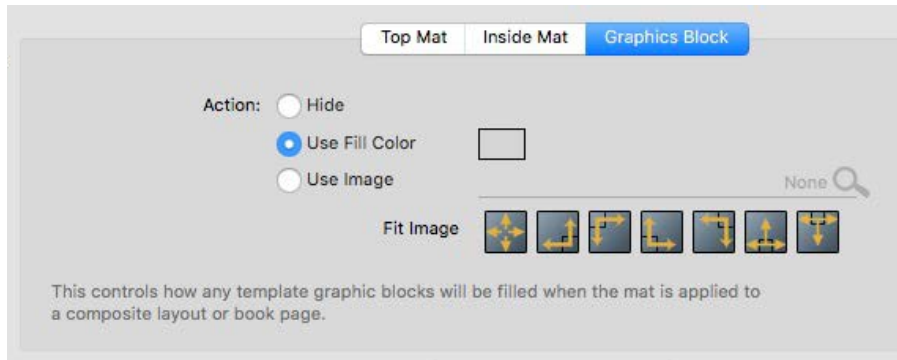


## Additional Features

For each layer you can optionally add a colored keyline or V-Groove which is outset from the inner edge of the mat by a specified distance.

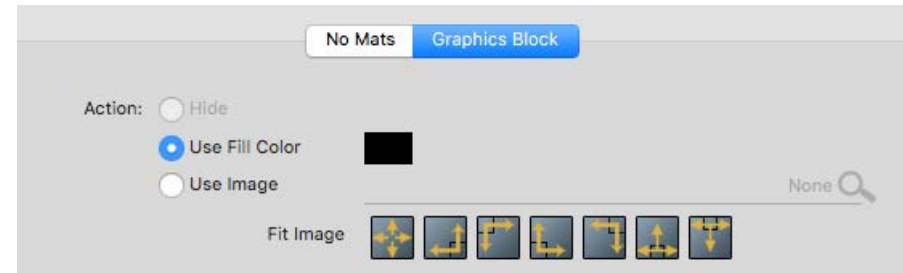
## Graphics Blocks

You can set a Color or Image which will be used to fill any [graphic blocks](#) in a template design. These are only used when the mat is applied as an [Inner Mat](#) on a [Composite Layout](#). If the *Hide* options is selected any graphics blocks in the template are made invisible.



When selecting to use an image, you will be prompted to select an image from the Mat Background folder in your [ProSelect Resources folder](#). You can select how the image is to be fitted into each graphic block with the same [Fit Options](#) used for [Mat Backgrounds](#).

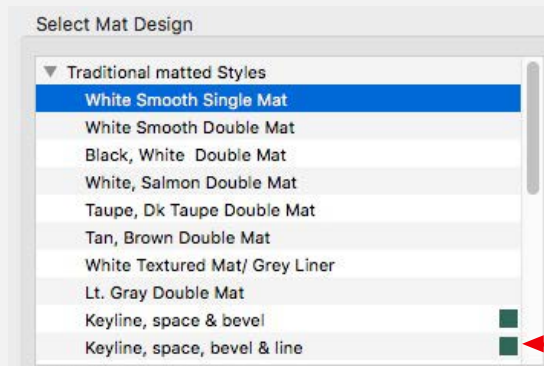
When setting your Mat Type to be *Graphics Block Only*, you will only be given the option to set the Graphic Block and no surrounding mats will be applied to any openings.



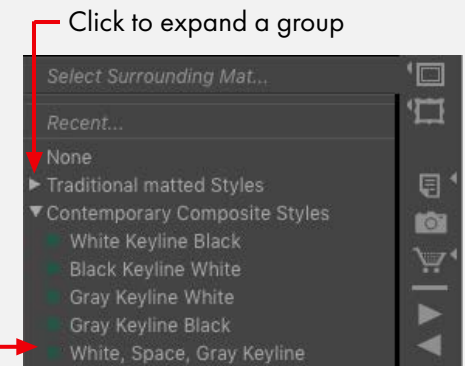
## Virtual Mats Only

Mat Designs containing Edge Types of *None* or *Keyline* can't be produced as a physical mat and can only be ordered as a Virtual Mat.

So you are aware of this limitation, these mat names will have a green square in the right column of the list of Mats.



A green square is also shown next to these mats in the popup menu when clicking on the Select Inner Mat and Select Surrounding Mat buttons in the ToolBar.



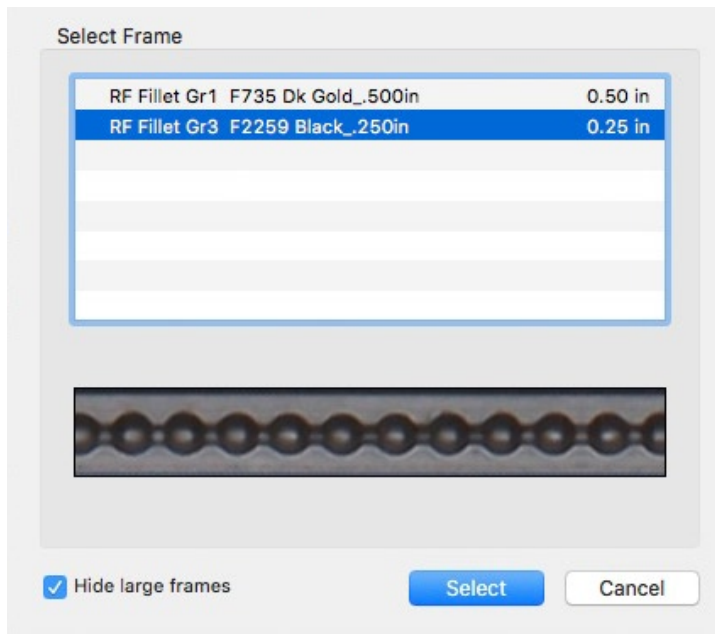


## Selecting a Fillet Frame Edge

Any Fillet frames must have already been added to the Frames folder in your [ProSelect Resources folder](#). You can add these using [Manage Frames](#) (under Resources Menu).



Click to select another fillet frame



Once added you can select one from the Select Fillet frames window shown above. By default all frames wider than 0.875" (23mm) will not be shown unless you uncheck the *Hide large frames* checkbox.

Click on a frame name in the list to see a preview at the bottom of the window.

The width of a fillet frame use in a mat is determined by the frame width set in the frame image's filename. See [Creating Frame Images](#) for more about this.

The size of a second or third mat with a fillet frame will be increased by the width of the frame. e.g. a 2" wide mat reveal with a 0.5" fillet frame will be 2.5" wide.

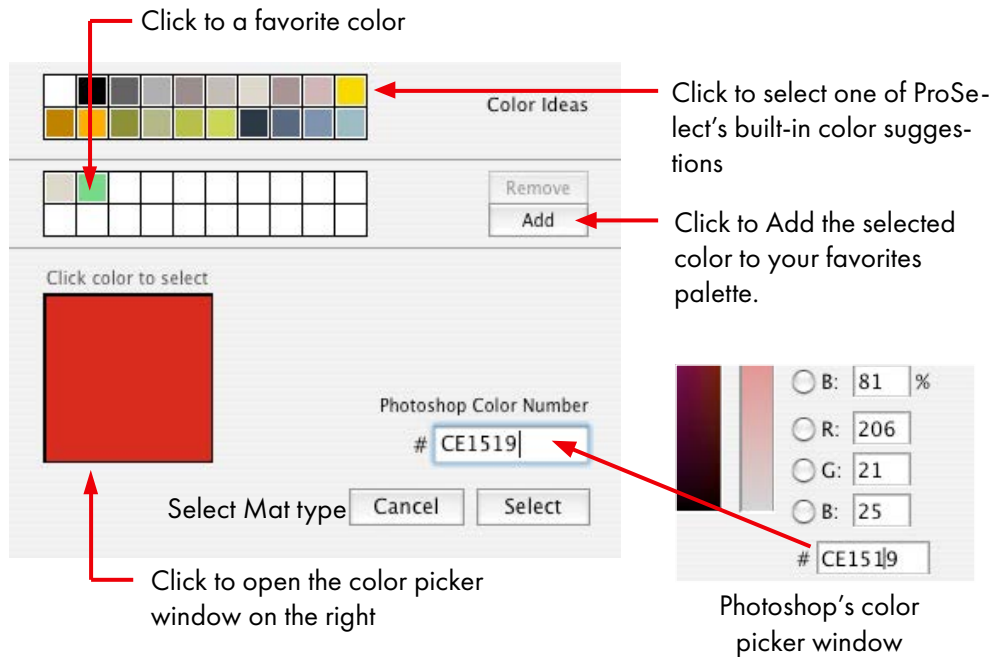
If the overall mat width or reveal size is set too small for the selected fillet frame size then you will see a message in the Preview area.



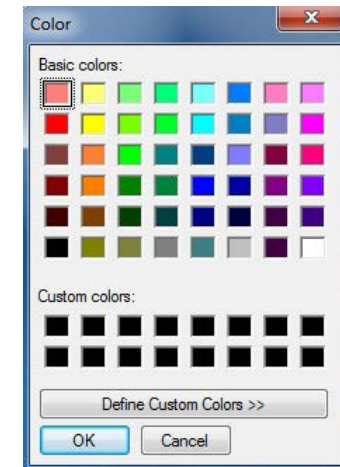
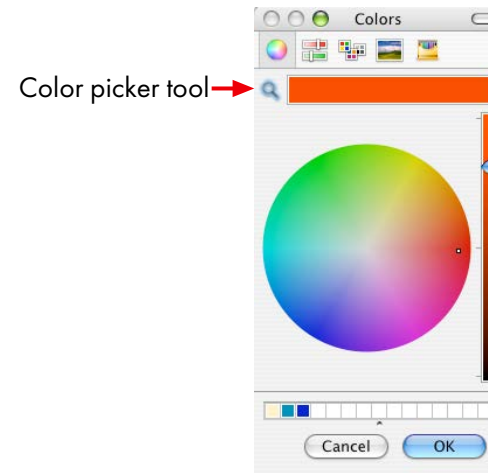
## Using the Color Selector

Whenever you need to select a color in ProSelect, you will use the *Color Selector* dialog. This allows you to:

- Select a color from a palette of *Color Ideas*.
- Select your own color by clicking on the large color swatch to open your Mac or Windows color picker. On Macs, you can use the Color Picker tool to select a color from anywhere on your screen.
- Save and later select up to 20 favorite colors.
- Enter a hexadecimal color number from Photoshop.



- On Macs, you can use the *Color Picker Tool* to select any color on the screen. This can include a color in your currently displayed image.



ProSelect can accurately display and produce physically matted items including the amount of overlap needed for mounting.

Mat overlaps are setup in the *Mat Overlap* window (under Resources menu). In this window, you can enable or disable mat overlap and set different overlap sizes for different print size ranges. These settings are saved in the ProSelect Data file and can be [shared](#) between users.

Any mat overlap does not effect final images sizes but can be used to see how much of the edge of a image will be hidden by the applied mat. The mat overlap area is shown as a shaded cyan edge in Cropping View.

Mat Overlap are ignored when using Composite Mats and Composite Layouts.

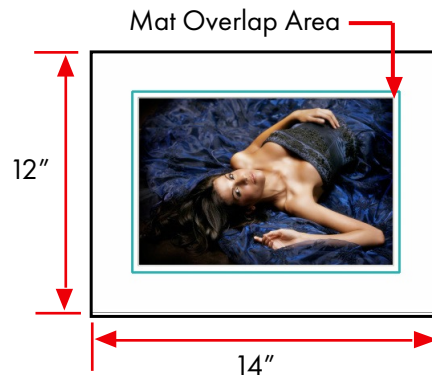
## Overlap on Surrounding Mats

When enabled, the amount of mat overlap will automatically increase the width of the top mat layer of any Surrounding mats on images or composite layouts by the overlap amount. This occurs on the **inside edge only** so that the overall outside size of the item remains the same regardless of the size of the overlap.

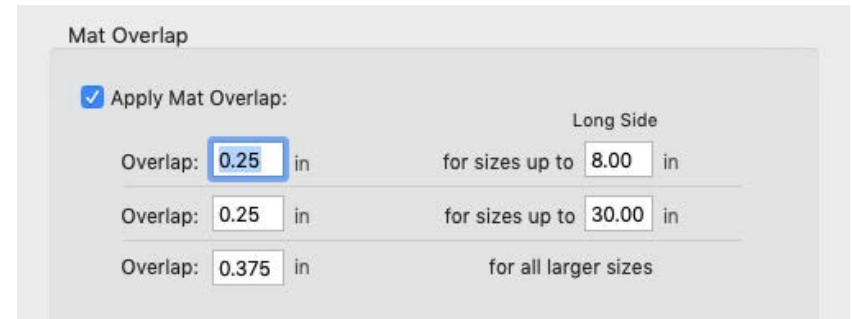
## Overlap on Inner Mats

### Mat Example

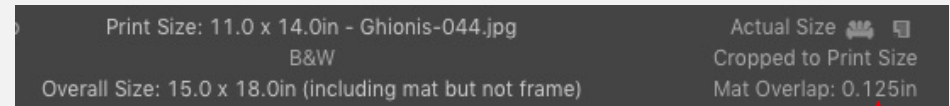
Surrounding Mat Width: 2"  
Print Size: 8"x10"  
Mat Overlap: 0.25"  
Overall Size: 12"x14"  
Inside Edge Size: 7.5" x 9.5"



On Traditional Matted Layouts and Book pages, the open sizes are reduced by the mat overlap amount.



- The overlap values and sizes shown above are the default values with a freshly installed version of ProSelect. The maximum value is 0.5" (12.5mm). If you have migrated from an earlier version, then these values will be copied from your earlier Preferences file.
- Exported mat data in the [Production Report](#) and the dimensions shown on the Ordered Mat Report include the calculated amount of overlap **provided** you have Apply Mat Overlap checked.
- When applied to a multi-opening Traditional Matted layout the size of the largest opening in the layout determines the overlap amount for all openings.
- The amount of any mat overlap for the currently selected item is shown in the bottom right corner of the Info Bar.



Mat Overlap for the Selected item



Templates are a powerful feature in ProSelect as they can be used to design a wide range of products which you can add your images to and sell.

These include matted products, create multi-image collages, press printed products, specialty products, canvases and packages of prints when in [Working with Layouts](#). They are also used to create both matted and digital book pages when in [Working with Books](#).

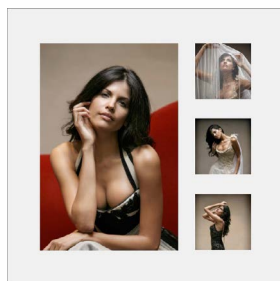
Templates can also be used as placeholders for a collection of items together on a wall in [Working with Rooms](#).

## Mats Add Design Flexibility

**IMPORTANT:** In ProSelect terms, a *Layout* is created by adding a *Template* to your album and adding some images into it to create a saleable product.

While templates define the *structure*, relative placement and sizing of the elements in your product or design, they can then be further *styled* by applying a [Mat Design](#) which controls background and graphic element fill colors/images as well as multi-layer borders around some or all openings in the template.

## Size doesn't matter!



Basic Layout with images added



After adding an Inner Mat & Frame

In most cases, you should not be concerned about the overall designed size of a template because, unless you set it to be a [fixed size](#), all templates are scalable to any size. See the next page for how sizing works.

This gives you the flexibility to use one design for small or large layouts without needing to have lots of different sizes. Just think of a template as a set of proportions and positions that you use to create your products.

It also makes it easy to show your clients different size options without needing to change templates.



The rule does NOT apply if you are designing templates for a Traditionally Matted book where you need to align with a specific set of pre-cut mat sizes. In this case, you should design for the book page that you wish to use and set the *fixed size* attribute in the template design.



## Template Types

ProSelect supports two *Types* of templates.

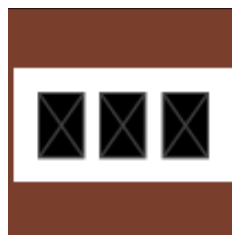
- Traditional Matted Types
- Composite Types

A template's type determines [how the template is sized](#) and ordered as well as how it is produced using [High-Res Production](#).

### Traditional Matted Templates

These are templates that are used to design layouts (or books) where the images will be separately printed, and usually mounted in a mat and placed in a frame. These templates are sized so the images fit into standard print paper sizes.

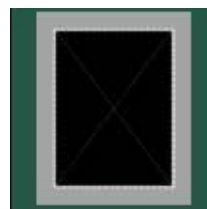
To easily identify these, Traditional Matted Templates are displayed as a thumbnail with a dark earthy red background color.



### Composite Templates

These are templates that are used to design layouts (or books) where the images (and mat) will be printed on one piece of paper for framing or making a book page. These templates are sized to fit the complete template within a standard print paper size.

Composite templates are displayed as a thumbnail with a dark green background color.



### Books pages can use either type of template

When [designing a book](#), the [Book Design](#) assigned to the book will automatically convert either template type to match the book design.

## Changing Types

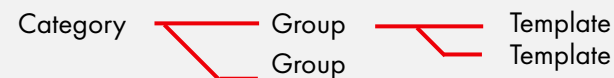
When you design a template you can set its *default type* to either of the above, however, many templates can be used as both a Traditional Matted Type or Composite Type.

You can change a *Template's* type in the [Template Editor](#) or change many at the same time in the [Template Manager](#).

Once you have used a template to create a new Layout, you can change the Layout from one type to another using *Set Selected Layouts Type To...* (Album menu) or the button next to the Type description in the [Info Bar](#).

### Organizing your Templates

To help you keep your templates organized, ProSelect supports an unlimited number of *Template Categories* & *Template Groups* in this hierarchical order: You can re-arrange your templates into different Categories and Groups in the



[Template Manager](#).

## Saving your final products

Like everything in ProSelect, all **layouts** that you create for a client are saved in your saved album file. **Templates** are kept within ProSelect so they can be shared between different albums and clients.



## How Layouts are Sized

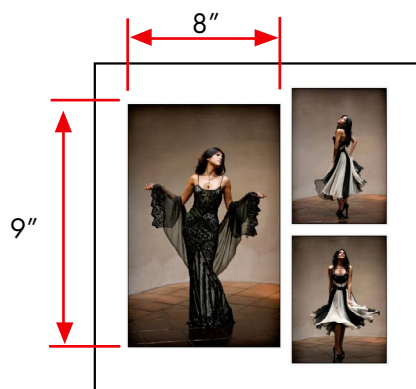
All templates that are not designed to be a *fixed size* (see next page) can be scaled, displayed and ordered in a range of sizes.

The sizes are taken from the paper sizes that you setup to use with Layouts in the [Print Paper Sizes](#) (Orders Menu). With Layouts, the way these are sized depends on the type of Layout that you are displaying.

### Traditional Matted Layouts:

One of the Print Paper Sizes is used to set the size of the "Main Image" in each Layout. The rest of the layout is automatically scaled to keep the same proportions.

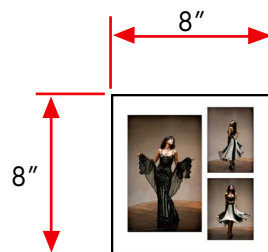
In the example shown here, the main image is sized to fit within an 8"x10" print paper size.



### Composite Layouts:

One of the Print Paper Sizes is used to set the size of the Layout's overall dimensions.

In this example, the overall layout is sized to fit within the 8" x 10" print paper size.



## Initial Sizing of Non-Fixed Size Layouts

When you first add a new non-fixed size layout to your album in [Working with Layout](#) or [Working with Rooms](#), the displayed size is based on the template's *Design Size*.

You can change this use the [Larger/Smaller Size buttons](#) in the Toolbar.

- Any layouts that you create will take the type (Composite or Traditional Matted) from the default type of the template used to create it. You can change the type of any layouts using Set Selected Layouts Types to... (Album Menu) or the button next to the Type description in the [Info Bar](#).
- If you wish to show both size type without changing the Layouts type, consider duplicating the Layout and setting the duplicate to the other type.
- You can't change the Type of a layout that has already be added to an [order](#). If you need to do this, first remove the layout from the order, change its type then re-order the layout.
- When changing sizes of a layout, if you have more than one print paper size that will result in the same sized layout, only the smaller size will be selecte3d or shown in the right-click popup menu. For example, a square layout will become 8" x 8" using both 8 x 10 and 8 x 12 paper sizes so only the 8 x 10 size is shown and used.

## Looking for more Templates?

ProSelect comes with a number of sample templates to get you started, however you can easily duplicate and modify any of these or create your own using the built-in [Template Editor](#) (see *Edit Templates* in the Templates Menu).

You can also download additional templates from Pro Studio Software's online shared template library or purchase collections of additional templates from the online store. Select *Go to Online Template Library* (Templates menu) to open your browser at the page.

Templates are normally distributed as ProSelect Collections (.tpk) file format. See [Importing Collections](#) for how to bring these into ProSelect.





Templates can also be setup with special attributes that make them behave differently when used in ProSelect. The attributes can be seen when you open the template in the built-in [Template Editor](#) (see *Edit Templates* in the Templates Menu). The current attributes are:

## Composite Type

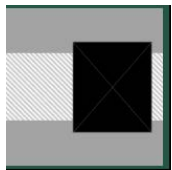
This sets the template to start as a [Composite Type](#).

## Wrap Size

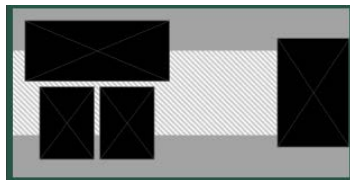
This value is used when designing Gallery Wrap canvases. It represents the size of the edge that is hidden when the canvas is wrapped around the frame. See [Using Gallery Wrap Templates](#).

## Double Spread

This sets the template to be a double-spread template when used in a book. Double spread templates can be easily identified because their thumbnail images are shown twice as wide as normal templates.



Normal template



Double-spread template

## Fixed Size

This attribute is useful if you have templates that are not allowed to be used at any size other than the designed size. Templates set to *fixed size* will only be displayed at their designed size and can only be ordered at that size as well. Examples include:

- Traditional matted templates that need to align with cut mats from an album manufacturer
- Templates for a framed product that is only available at one fixed size.

## Wall Grouping

These are for representing a collection of separate images as either canvases or framed/matted images in a fixed wall arrangement. In this case, each opening is treated as a separate image and any frames and mats applied to the template will be placed around each opening.

To make these easier to use in Room View mode, the mat (between the openings) is automatically set to be transparent.



Wall grouping template shown as a canvas



Wall grouping template shown with a frame

## Overlay Image

You can assign any external image created in Photoshop with a transparent background to a template. The image is displayed over the top of the template allowing the transparent parts to show through. See the section on [Adding Overlay Images](#) for more information.





## Shape

You can use a shape file to create templates any irregular outside shape.

The shape is set by assigning a B&W shape file (.jpg) to the template. The image is used as a mask with white areas for transparent areas and black areas are opaque. These are stored in the [Template Overlays](#) folder.

By combining an Overlay Images and a Shape files, you can create and produce sophisticated products that only require you to drop your images into them then add to your customer's order.



Shape file



Die-cut card product

## Opening Shapes

In the [Template Editor](#), you can also set the [shape of each opening](#) in the template to be one of a number of common shapes: circle, oval, round rectangle, diamond and hexagon. These can be used to quickly design single image products of these shapes without needing to create and use a shape file.

## Mat Overlap

Turning [Mat Overlap](#) on will ensure that your images and Traditional Matted Layouts accurately account for the part of the image that will be hidden when mounting the print in the mat.

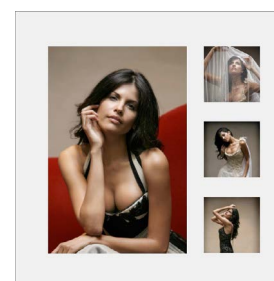
## Border Directions

By default, in ProSelect 2018r1 any borders around the image openings in your templates extend outwards from the opening's design positions.

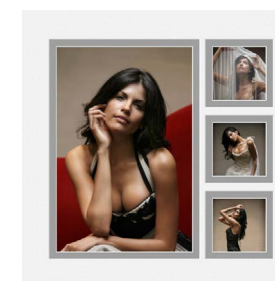
This is to ensure that the displayed & produced images sizes are not effected by the applied mat size.

However, if you are designing a [Composite product](#) then image sizes are usually less important, so you can change the border direction as required to produce the most visually appealing design.

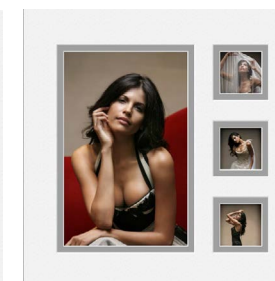
You can setup any Composite templates to default to the borders inwards direction. This option is not available for Traditional Matted Layouts.



No mat



Double mat with borders outwards



Double mat with borders inwards

The current border direction for the currently selected Layout or book page is shown in the bottom right corner of the [Info Bar](#).

## Changing the Border Direction

On Composite Layouts and book pages, you can change border direction using *Set Selected Template Types to... Borders Inward/Outwards*. Alternatively, use the right-click popup menu on the required item or the [swap button](#) in the Info Bar.



When *Working with Layouts*, Thumbnail View will show all the layouts in the current album in the top area and all the available templates in the bottom area.

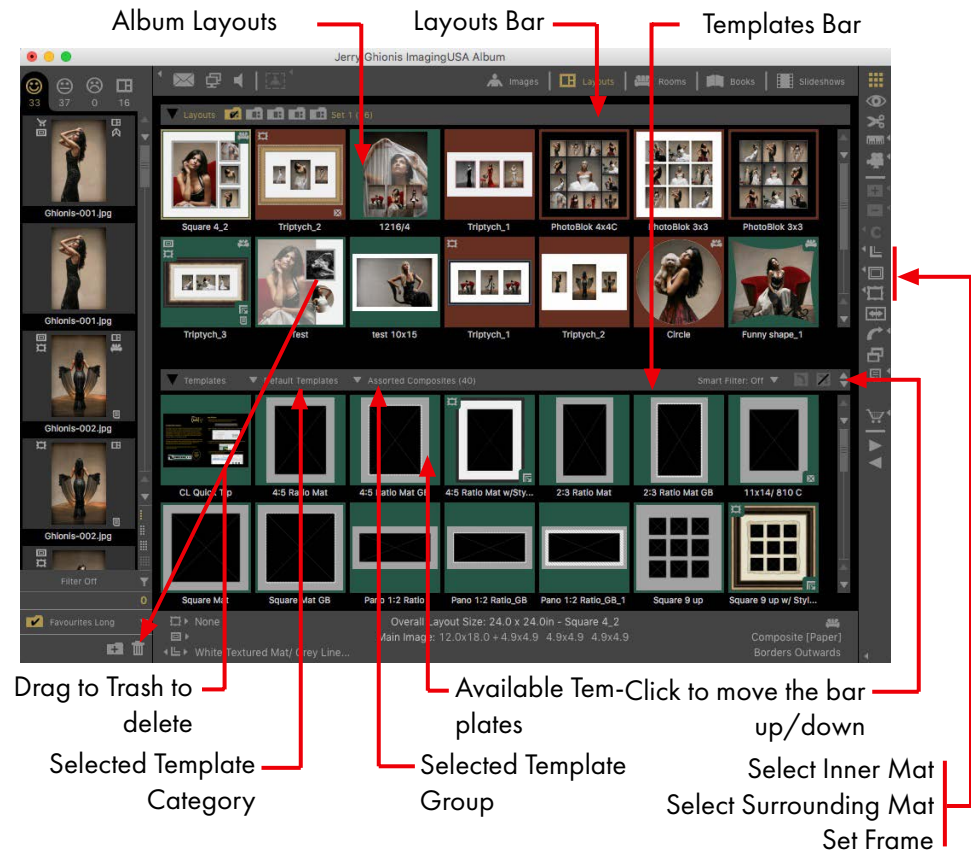


To **add** a new layout to your album, you can:

- Select one or more templates from below the bar and drag them above the *Template Bar*. New Layouts based on those templates will be added to the album. You can drag images into a layout's thumbnail or double-click on a Layout to open it in [Show Layouts View](#) and add your images from there.
- Double-click on a template from below the bar to automatically add it to your album and open it in [Show Layout view](#) ready to add your images.
- Drop an image into a template below the Template Bar. This automatically adds the template to the album with the image. See [Fast Book Building Techniques](#) for more about this.

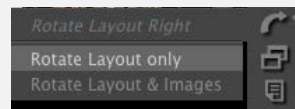
To **remove** a Layout from your current album you can:

- Select it and click the trash icon (bottom of the Image List)
- Drag and drop the layout onto the trash icon.
- Press the Delete Key. Use Undo (Edit Menu) if you make a mistake.



- In ProSelect terms, a "Layout" is created by choosing a "Template" and adding some images to it. Layouts can also be dragged and dropped into different [Layout Sets](#).

- You can use the Rotate tool to rotate a layout while in Thumbnail view to give you more possibilities from each of the available Templates. Right-click the icon to select other options.



Hold **Alt/Option** to change the rotation to CCW.

- Inner Mats can be applied to all templates using the *Set Inner Mat* toolbar button. Use [Setup Mats](#) (Resources Menu) to create or edit your mats.
- You can add a surrounding Mat to any Composite Layout using the the *Set Surrounding Mat* toolbar button.
- If you have a lot of layouts or templates you can use the little arrow buttons on the right-hand end of the *Template Bar* to move its position up or down.



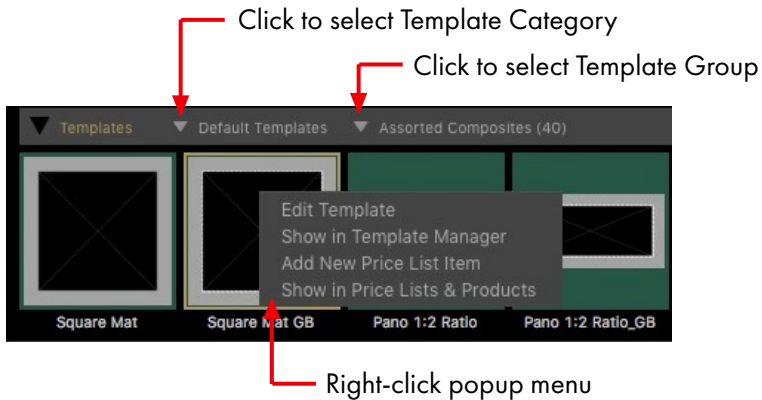
Templates can be arranged into [Categories & Groups](#) using the [Template Manager](#).



When Working with Layouts or Working with Books, which templates are shown at the bottom of the Display Area is determined by which Category and Group(s) you have selected.

You can select to show the templates in:

- One Categories or all Categories
- One Group within the selected Category
- All Groups within the selected Category
- Selected Groups within the selected Category



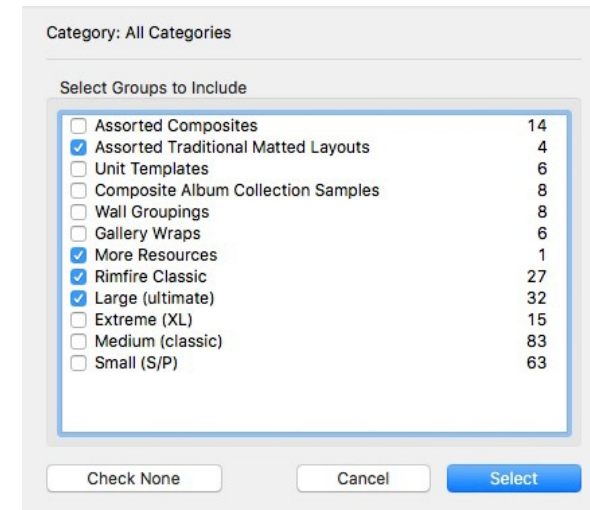
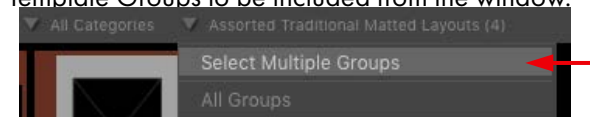
Right-clicking on a template provides a shortcut to:

- Open the template in the [Template Editor](#)
- Show the template in the [Template Manager](#)
- [Add a New Layout Price list item](#) based this template
- Show any Price List items for this template in [Setup Price Lists & Products](#).

## Selecting Multiple Groups

To display all the template in multiple groups, choose Select Multiple Groups from the select template groups dropdown menu.

Then select the Template Groups to be included from the window.



To change this, just select a different option from the Template Group dropdown menu.

### Can't find a Category?

In the [Template Manager](#), you can mark certain Categories to only be available when Working with Layouts, Working with Books or both. If you can't find the Category, check that you have made it available for the area that you are working in.



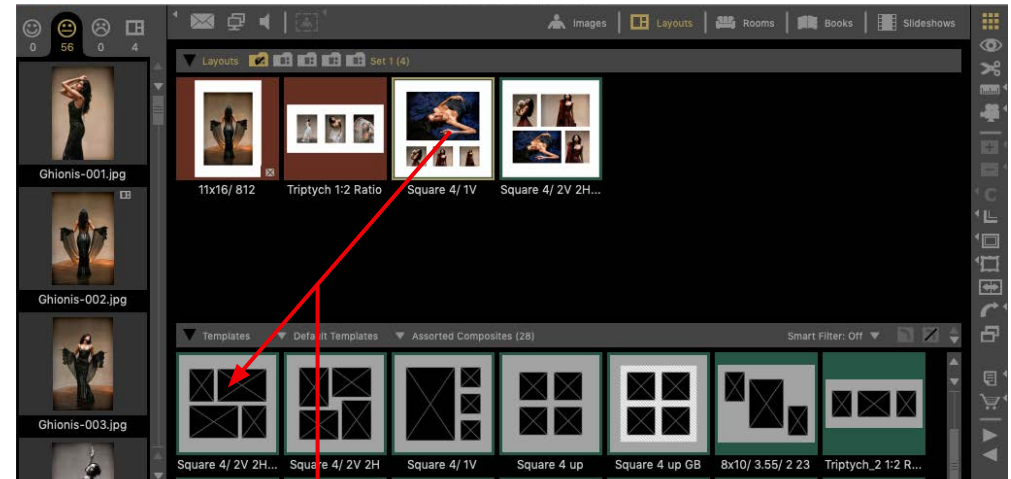


When Working with Layouts, Thumbnail View there are a number of tricks for quickly making changes to layouts and templates. These will also work when in Thumbnail view when [Working with Books](#).



### Template Shortcuts

- If you drag a layout with images and drop it onto a template, the template will become a new layout (along side the original one) and will contain the same images as the original layout.
- If you drag a template and drop it onto a layout while holding the **Alt/Option** Key, the template will **replace** the layout and will contain the same images as the original layout.
- You can rearrange the order of your layouts by dragging them.
- You can also use most of the [Fast Book Building Techniques](#) for selecting and creating layouts when Working with Layouts.

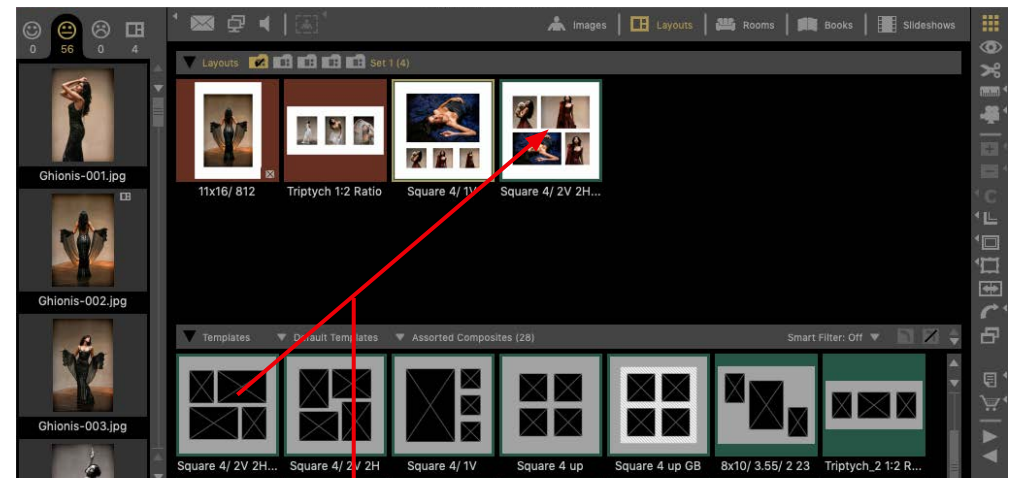


Drag and drop a layout onto a template to add a new layout containing the same images.

### Order of the Openings is Important

When changing the template used in a layout to a different one, the images in the current layout are moved into the openings of the new template in opening number order. That is, the image in opening #1 in the current layout's template goes into opening #1 in the new template, #2 to #2 etc.

Keeping the order of the openings in your templates consistent (e.g. starting in the top-left corner) will make this transfer predictable. You can use the *Opening Order Tools* in the [Template Editor](#) to do this.



Drag and drop a template onto a layout while holding down the **Alt/Option** key to replace the template used in the Layout.

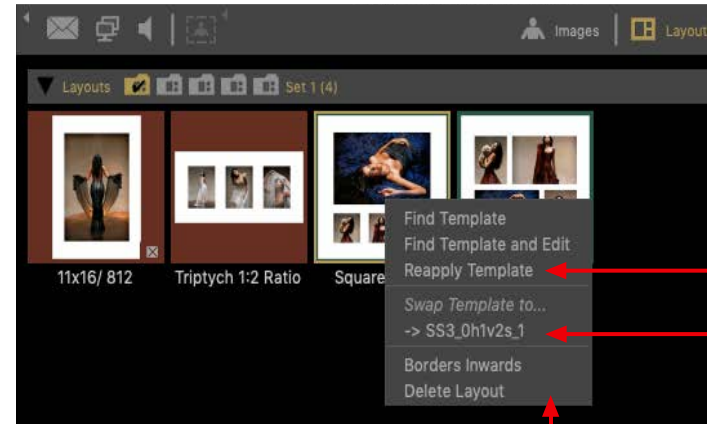




### Adjusting a Layout by modifying its Template

If you wish to quickly make *structural* changes to a layout you can:

1. Right-click on the layout and select *Find Template & Edit* from the popup menu. This will locate the template (by name) and show and select it at the bottom of the window. It will then open the [Template Editor](#) with that template selected. If the template is in another Category or Group from those currently selected, these will be changed as well.
2. Make your changes to the Template, save the changes and close the Template Editor window.
3. Right-click on the Layout and choose *Reapply Template* from the popup menu to update the layout with your updated template.



Reapply same template

Swap to recently edited template

Right-click popup menu

### Adjusting a Layout by creating a new version of its Template

If you wish to make changes without modifying your existing template then you can:

1. Right-click on the layout and select *Find Template & Edit* from the popup menu to open the template in the Template Editor (the same as above).
2. Use the *Copy Template* button and make your changes to that copy.
3. Rename the template as you wish and save the changes.
5. Close the Template Editor.
6. After saving your changes, right-click on the Layout and choose *Swap Template to* from the popup menu and select the name of your modified template.



Copy Template

### Editing a Template

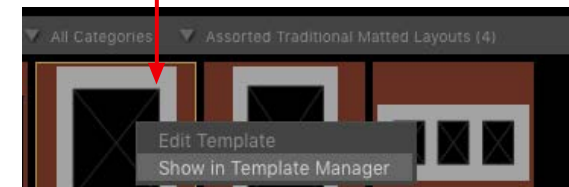
The last three edited templates (during the current session) are listed in the popup menu under *Swap Template to* (with most recent at the top).

You can *Reapply Template* to a Layout that has been ordered, allow you to make adjustments after the order has been recorded.

If you just wish to make a change to a template you can:

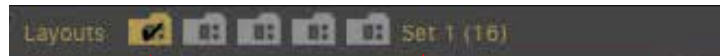
1. Right-click on the template and select *Edit Template* from the popup menu.
2. Select a template then select *Edit Template* from the Templates menu to open that template ready to edit or show it in the Template Manager.

Right-click on a template at the bottom to open the popup window





There are 5 layout sets. These are shown on the left hand side of the *Layout Bar* when in Thumbnail View. This can be used to keep your Layouts together.



Selected Set

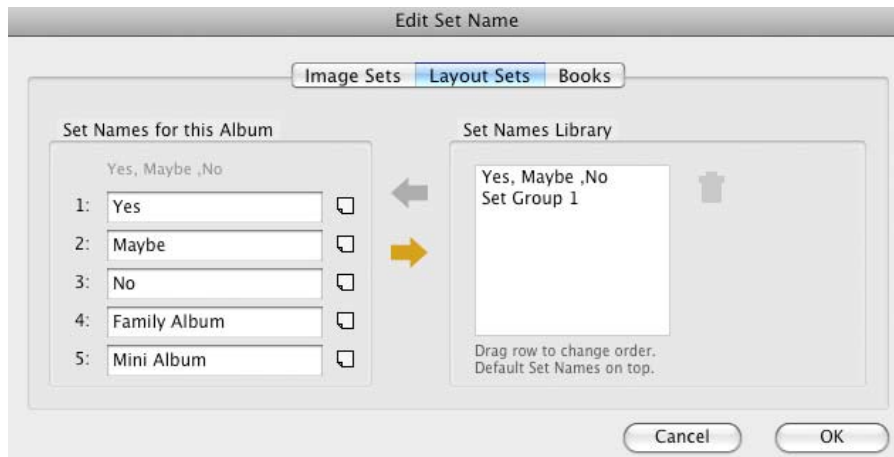
Selected Set's name and number in set.

## Set Names

You can assign any names that you like to each set. For example, you might call the first three sets *Yes*, *Maybe* and *No* if you wish to use them for clients preferences or you could keep all layouts for a particular album product together in the same set.

To edit the Set names, either double-click in the divider bar or choose *Change Set Names* (from the Album Menu) and click the *Layout Sets* tab.

You can save different set names in the *Set Names Library* the same way you can with Image Set names.

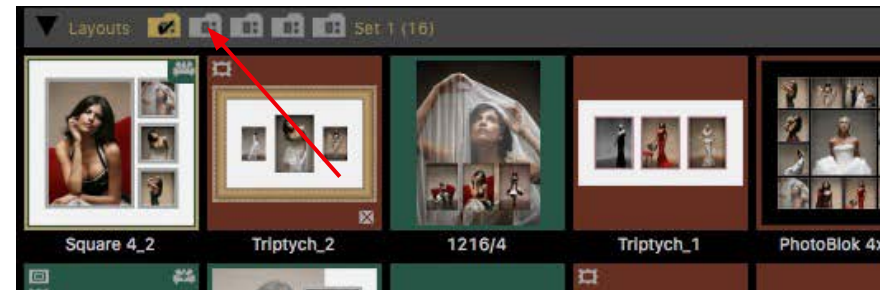


## Selecting a Layout Set

To select a set, click on the set's folder icon in the *Layout Bar*. Only those Layouts in that set will be shown in the Layout area.

## Moving Layouts into different sets

To place a Layout in a set, select one or more Layouts and drag and drop them into one of the five sets in the *Layout Bar*. Sets with layouts in them display with a check mark in the folder.



## Keyboard Shortcuts

While in Thumbnail View or Show Layouts view, you can quickly move any selected layouts to another set using keys "1" to "5" which correspond to Sets 1 to 5. For example, pressing the "2" key to move the selected layouts into the second set.

If you hold the *Alt/Option* key down when dropping a layout onto a different layout set, then the layout will be automatically duplicated and the duplicate will be placed into the designated set.

# Show Layout View



When *Working with Layouts*, *Show Layout View* will show the selected layout or layouts scaled to fit within the *Display Area*.

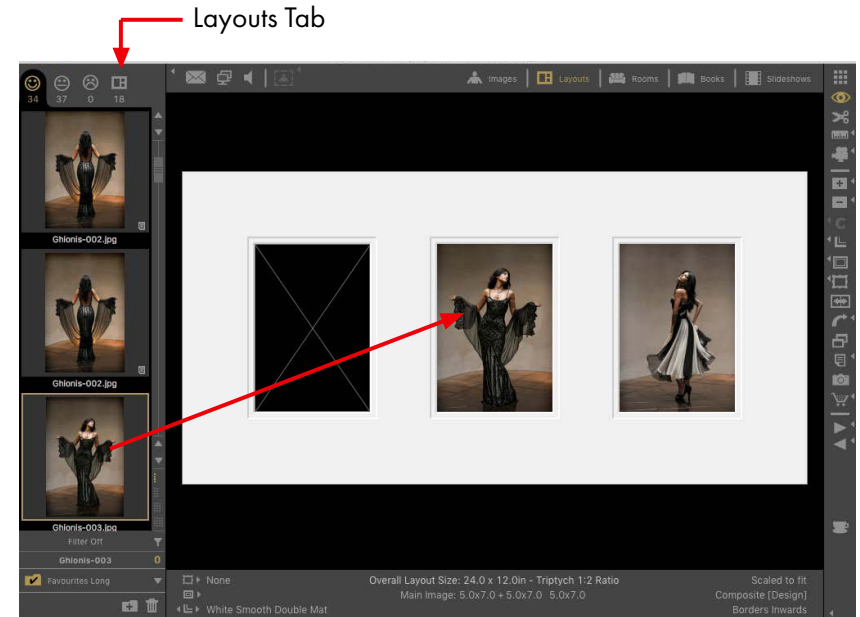


Up to 30 layouts can be shown at one time in *Show Layouts View*. You can display them by either:

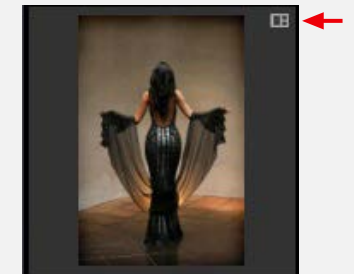
- Selecting them in *Thumbnail View* or the Image List (Layouts tab) and double-clicking or changing to *Show Layouts View*
- Dragging them into the Display Area from the Image List (Layouts tab) or pressing the “A” key will add them to those already there.
- Hold down the *Alt/Option* key while dragging or pressing the “V” key will replace the Display Area.

In this view, you can add images to a layout by dragging them from the Image List on the left side and dropping them into one of the layout’s openings. Dropping another image into the same opening will replace the existing image.

You can swap images by dragging from one opening to another from within the same layout or between layouts if you have more than one showing in the Display Area.



- The currently selected opening has a yellow frame. To hide this, click anywhere on the layout other than on an opening.
- If more than one layout, the currently selected layout has a yellow frame.
- When in Show Layout mode, if you hold the *Alt/Option* Key down, you can drag the image’s position (you can do this in *Cropping View* without using the key).
- Double-clicking on an image will return to *Working with Images* with that image selected.
- To remove an image from an opening or a layout from the Display Area select it then press the Delete Key (Mac and Windows) or Backspace Key (Windows).
- To load the same image into all openings at once, hold the *Shift* key down as you drop an image into an opening.
- Apply [Inner Mats](#), [Surrounding Mats](#) and [Frames](#) to most Layouts.
- Add effects to selected images in a layout.
- Add a Surrounding Mat and/or Frame around a [wall grouping](#) layout.
- To quickly see which images have been added to any layouts, check *Show Thumbnail Tags* (View Menu). A layout symbol will be shown in the top right-hand corner of an image that has been used in one or more layouts.





When *Working with Layouts*, *Cropping View* will show the selected layouts scaled to fit in the Display Area.



In this view, you can alter the size and position of the images in each of the layout's openings. The currently selected opening is framed with a cyan colored border.

If you have assigned a frame to the layout, the frame is not shown in this view. Rather, the amount of frame overlap at the edge of the layout is shown in a light cyan color.

## Cropping Size & Position

Images dropped into an opening are automatically centered within the opening. Use the *Crop In* and *Crop Out* buttons to enlarge or reduce the image size. The *Crop In* and *Crop Out* buttons cause a small change in image size with each click. To make coarser changes, hold the *Alt/Option* Key down while clicking these buttons.

You can also use the Up/Down Arrow or +/- [keyboard shortcuts](#).

To shift the image's position within the opening, drag the image with the mouse.

## Rotate

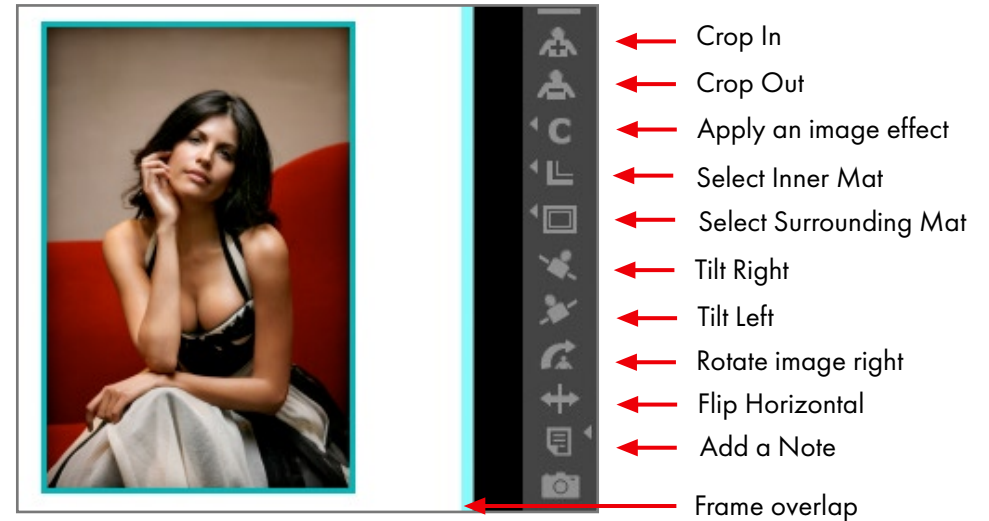
Click to Rotate tool to rotate the selected image by 90 degrees clockwise within the layout opening. Hold *Alt/Option* key down while click to rotate the other way.

## Tilt

You can adjust the tilt of the selected image in an opening using the Tilt buttons. Hold the *Alt/Option* key down to tilt by smaller amounts.

## Flip Horizontal

When adjusting the cropping of all the openings at the same time (while holding the Shift key down), always work from the opening with the largest amount of the original image shown, or else odd crops will result.



You can mirror an image in an opening using the *Flip Horizontal* tool.

## Working with Unit Templates

If you are working with a Unit Template then you can manipulate the cropping position, size and flipping of all images together by holding down the *Shift* key while dragging the image or clicking the tool buttons respectively.

See [Working with Unit Templates](#) for more about how you can work with these in ProSelect.



A layout setup to produce a unit print



# Select Size View - Showing Actual Size



When Working with Layouts, Select Size View will show the selected layout or layouts scaled to actual size in the Display Area. If you have a digital projector or a large screen display, this is useful for showing your clients how big the layouts will be on their wall.



Select this view by clicking on the Ruler button in the Tool Bar or by choosing Select Size (View Menu).

You can only show one layout at a time at actual size when Working with Layouts. However you can show multiple images and layouts together when [Working with Rooms](#).

Use the Larger Size and Smaller Size buttons to jump between sizes or by using the right-click popup to directly select another size for the selected layout.

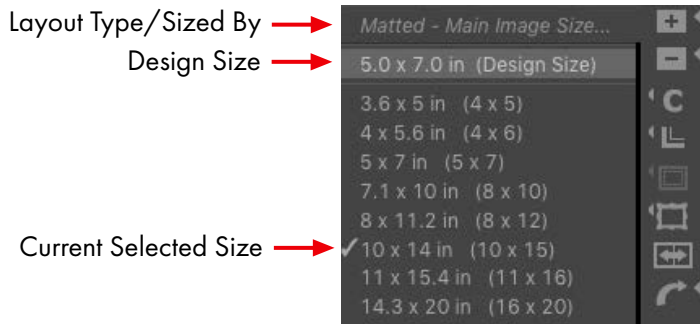
Unless the Layout is from a fixed size template, when first displayed, it will be initially shown at the template's Design Size.

You can then change it to other sizes using the Larger and Smaller size button in the tool bar.



← Larger Size  
← Smaller Size

The available sizes are determined by the Print Paper Sizes that you have setup and the type of layout. See [How Layouts are Sized](#).

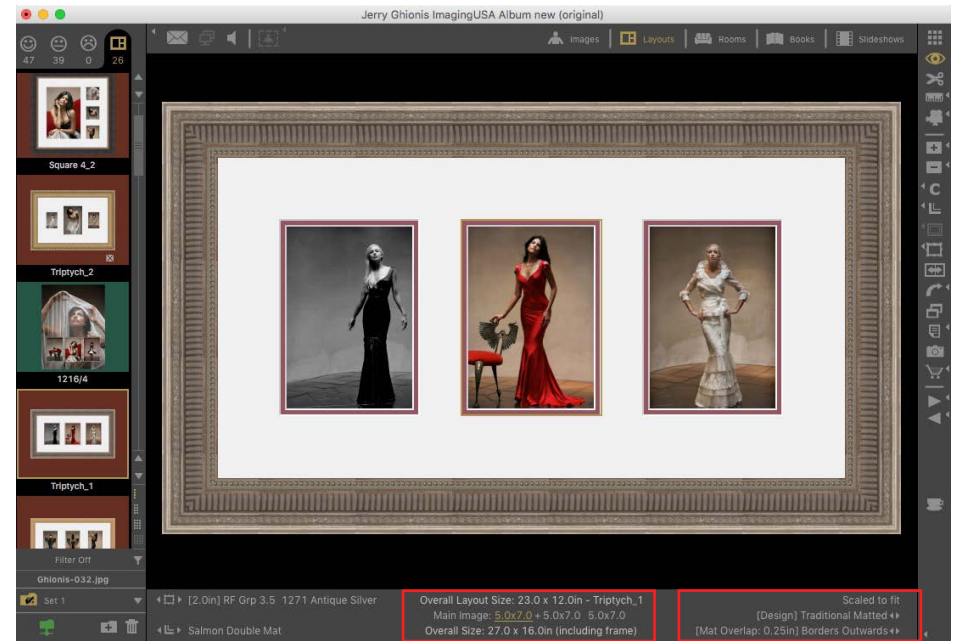


← Right-click for popup menu (Hold Alt/Option key down to also show all other possible sizes)

Layout Type/Sized By →  
Design Size →

Current Selected Size →

Resulting Sizes ↑      ↑ Print Paper Sizes used



Overall Layout Size: 23.0 x 12.0in - Triptych\_1  
Main Image: 5.0x7.0 + 5.0x7.0 5.0x7.0  
Overall Size: 27.0 x 16.0in (including frame)

← Layout Size  
← Opening Sizes  
← Overall Size

Info Bar Center

Scaled to fit  
[Design] Traditional Matted ↔  
[Mat Overlap: 0.25in] Borders Outwards ↔

← Current Display Scale  
← Sizing method/Layout Type  
← Mat Borders Info

Info Bar Right-hand side

← Use buttons to swap Type or Border Direction

- To display images and layouts sizes correctly, you need to firstly calibrate ProSelect to your screen size. This is done in the [Preferences \(Display: Calibration & Settings\)](#).





When working with layouts, select *Quick Slideshow View* by clicking on the *Projector* button in the Tool Bar or by choosing *Start* (Slideshow Menu).



This will start running a [Quick Slideshow](#) from the beginning of the currently

selected layout set. It will stop automatically when it gets to the last layout in the current set.

This works just the same as the [Slideshow when working with images](#) except that only the Layouts are displayed.





## Duplicating a Layout

You can duplicate a layout using the *Duplicate* tool button when in [Thumbnail view](#) or [Show Layouts view](#).

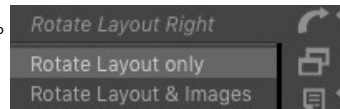
When you do this you will be asked if you wish to duplicate the images in the layout as well:

- If you are duplicating the layout so you can swap some images around then you do not need to duplicate the images as well.
- If you are duplicating the layout so you can apply an effect to the images in the layout then you should choose to duplicate the images as well.



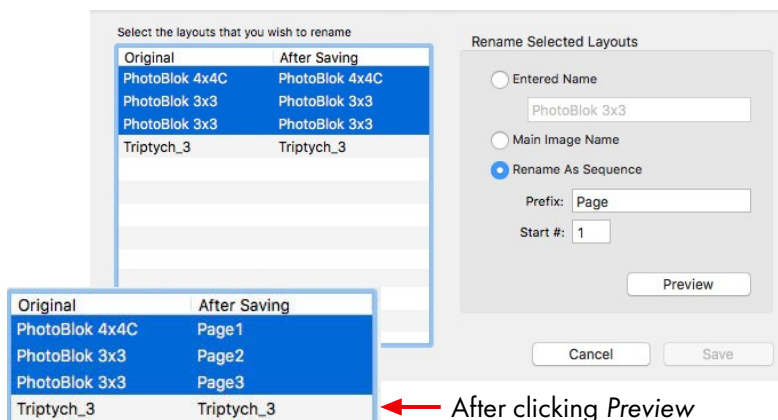
## Rotate Layout

By default this will rotate the selected layout 90° clockwise. The images in the template are not rotated. Right-click to give more options.



## Renaming your Layouts

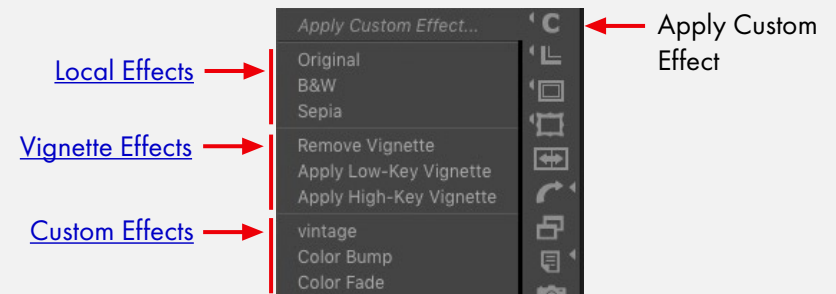
Use *Rename Layouts* (Album Menu) to change the name of individual layouts or rename them all into a sequence, description or as the name of the first image in the layout. Remember you can drag your Layout in *Thumbnail View* to arrange their order before renumbering them.



## Applying Image Effects to Layout Images

To quickly change the effects in all the images in a duplicated layout:

- While in *Show Layouts* view, select the images that you wish to change in the layout using the Shift key while clicking on each one.
- Select the desired effect from the Effects Popup menu.



### Notes:

- If the images that you are applying effects to have already been used elsewhere then you will be prompted if you wish to continue and duplicate the image before applying the effect.

## Layout Notes

As with images, you can add a note to a layout at any time. Layout notes are included on the order report (if this option is selected).

## Layout Details

You can use the *Show Selected Layout Info* (Album menu) to see all of the details about any layout



A *Unit Template* is a composite template setup with different sizes of the same image that will be ordered together (as a package) and printed as one print.

When designing a Unit Template, you may wish to change the orientation of some of the openings to reduce the paper size or to fit the template into a standard paper size offered by your lab.

ProSelect supports a number of features for working with Unit templates.

## Auto-Populate

To add the same image to all openings in the template hold the *Shift* key down while dropping the image into an empty template or layout in [Thumbnail view](#) or an empty layout in [Show Layouts](#) view.

In this case, the image will be placed in all of the opening in the template. Images will also be rotated to match the orientation of the openings.

## Mixed Drop Orientation

When adding separate images to your Unit Template, you can hold the *Alt/Option* key down while dropping to have the image automatically rotated to match the opening's orientation.

## Cropping Adjustment

Provided your Unit Template has image openings all orientated the same way (as show in the top right example) then, in [Cropping View](#), you can manipulate the cropping position, size and flipping of all images together by holding down the *Shift* key while dragging the image or clicking the tool buttons respectively.

## Stamps and Logos

When using the [High-Res Production](#) module to create your final composite image, you can set the stamp to *Apply to each image*. In this case, the stamp will be oriented to match the image orientation.

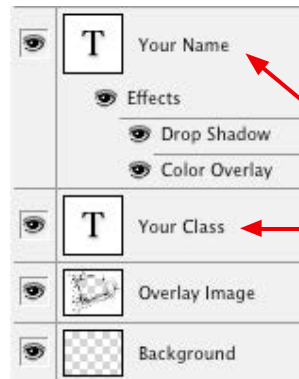
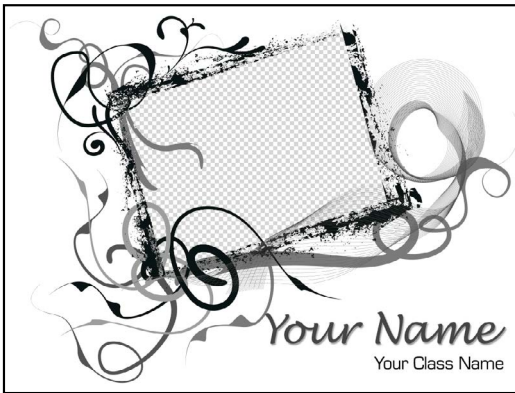


# Handling Text in Composite Layouts



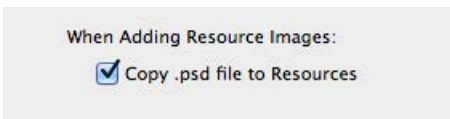
Many composite layout designs include some customized text. While you cannot directly change the text on the layout within ProSelect, you can use the following technique to create the desired text automatically set on the images during High-Res Production.

**Step 1** - Create your overlay image in Photoshop keeping the text in separate layers with the layers ordered (top to bottom) the same as shown in the image. Save it as a .psd file.



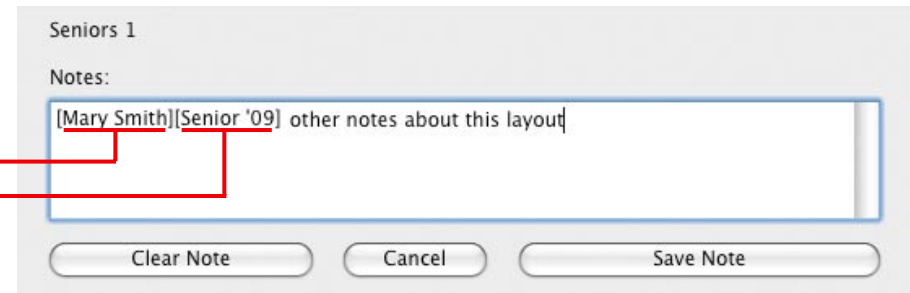
Photoshop layer setup

**Step 2** - In the Template Editor, create a new template and add the overlay to it by importing the .psd file using the *Use the Import using Photoshop* option. Make sure that you have checked *Copy the .psd file to the Resource* option so this file is also added to your Resources folder.



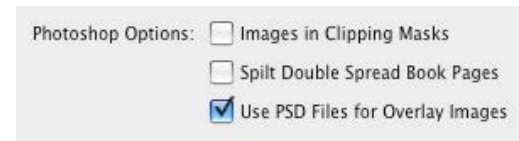
**Step 3** - Create a new layout from the template and add your images.

**Step 4** - Add a note to the layout, entering the text to be used in between square brackets, at the start of the note. During Production each bracketed text will be placed in the text layers, in order from the topmost layer down.



**Step 6** - After ordering the layout at the size that you want, you can run High-Res Production to produce the final image with the text inserted.

Note: For this to work make sure that you have selected *Use PSD files for Overlay Images* selected in [Preferences \(High-Res Production: Output Settings: Output File\)](#).



Final image with text substituted







ProSelect supports the design, display and production of Gallery Wrap Canvas designs by allowing you to specify a fixed amount of wrap size up to 5" (127mm) around the edge of the template. The wrap size does not change if you scale the resulting layout up or down in size.

When showing a Gallery Wrap layout in Show Layouts view or on a Room, only the front face of the layout is displayed. However, in Cropping View the entire template is shown, revealing the part of the image that would be wrapped around the edge.

## Design a Gallery Wrap Template

This is done in the [Template editor](#).

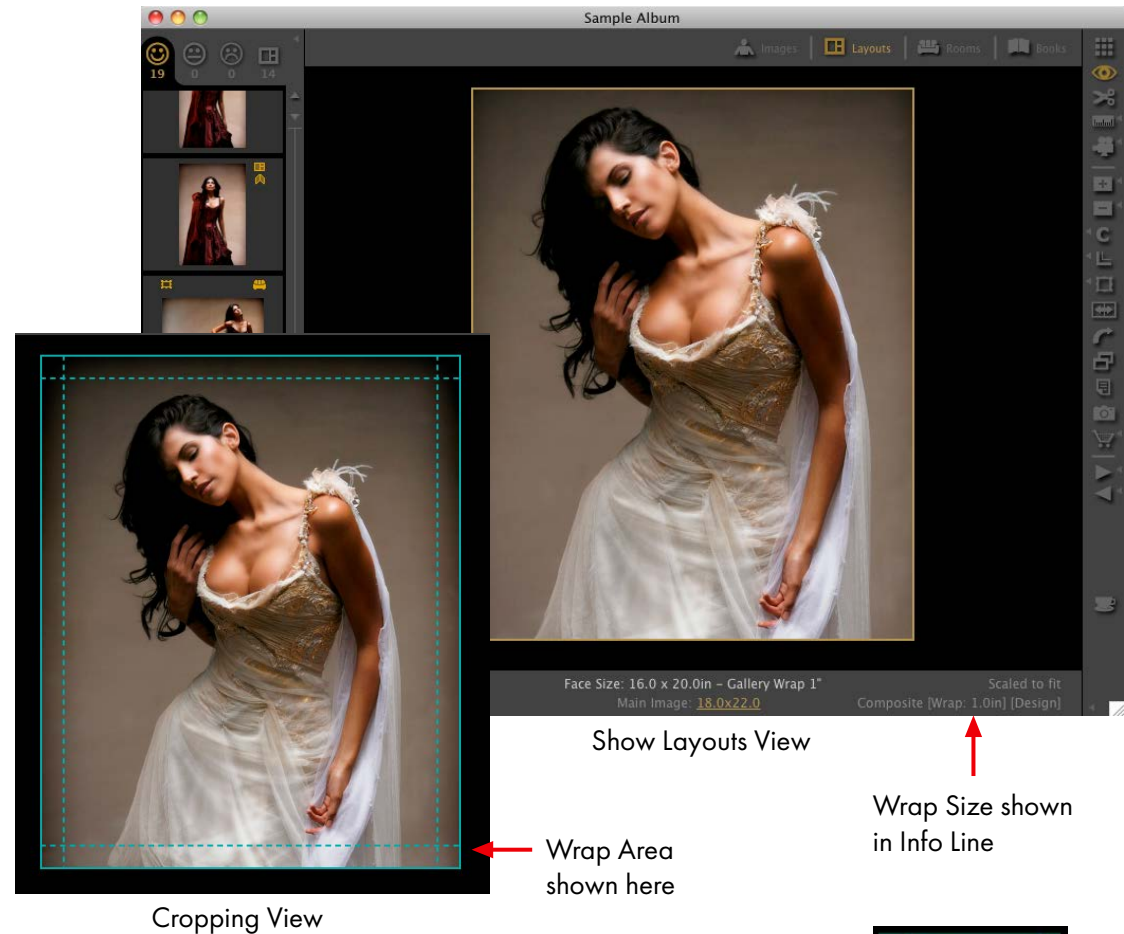
You can add a wrap size to:

1. Any [Composite Template](#) - the specified wrap amount is inset inwards from the outer edges of the template.
2. Any [Traditional Matted Template](#) which has been setup as a [wall grouping](#) template - the specified wrap amount is inset inwards from the outer edges of each opening in the template.

## Composite Gallery Wraps

Most Composite Gallery Wrap canvases are designed with a single opening filling the entire template however you can use any composite template design.

If you are designing a fixed size template or one that requires a certain aspect ratio, the template size needs to be increased by two times the wrap size to both the width and height. When you add a wrap to a template using the Template Editor this amount is, by default, added automatically for you.



## Gallery Wrap Sizing

All Gallery Wrap layouts are sized to the "face size" (excluding the wrap). So, when you sell a 16"x 20" gallery wrap with a 1" wrap it will appear on your order at this size but be produced at a total size of 18"x 22".



Thumbnails have a cyan border



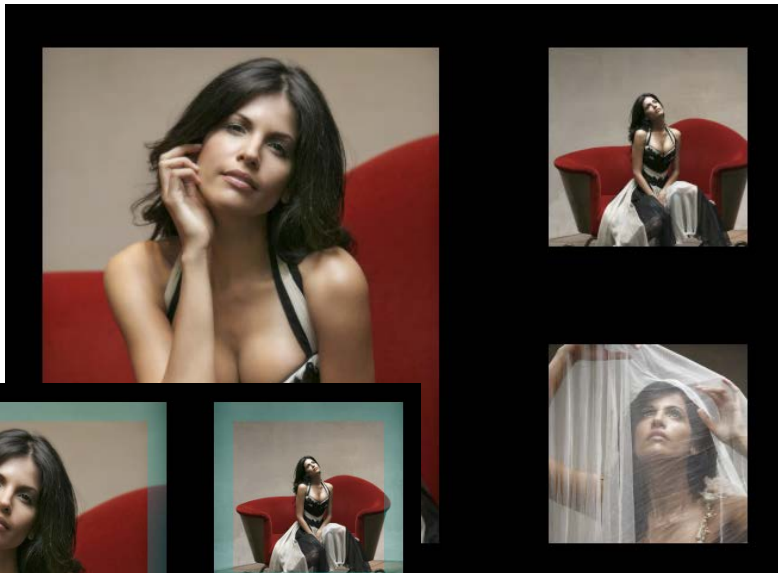
# Using Gallery Wrap Templates II



## Wall Grouping Gallery Wraps

You can use these to display “clusters” of canvas at a specific size and arrangement. In this case the wrap size is removed from each opening in the template as these represent individual canvases in a wall grouping template.

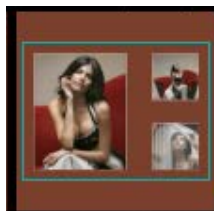
Therefore each opening needs to be increased in size by double the wrap depth. When you add a wrap to a wall grouping template using the Template Editor this amount is, by default, added automatically for you.



Show Layouts View

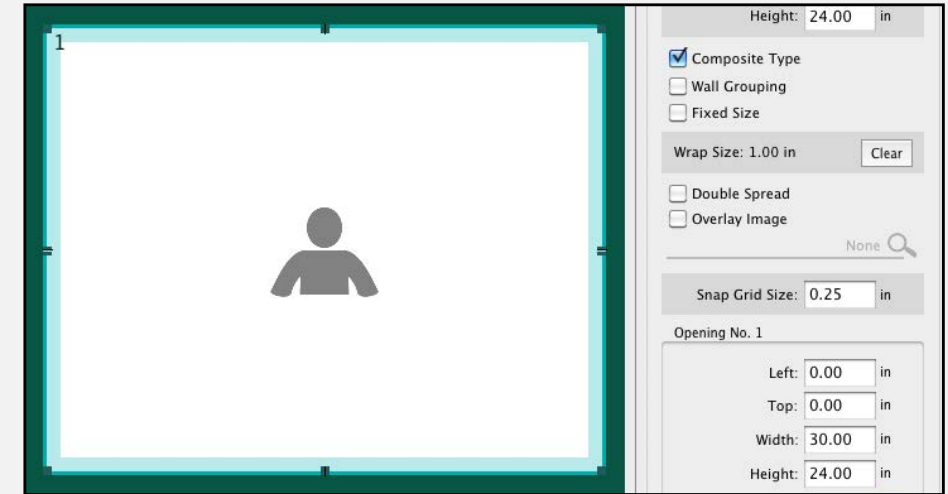


Cropping View

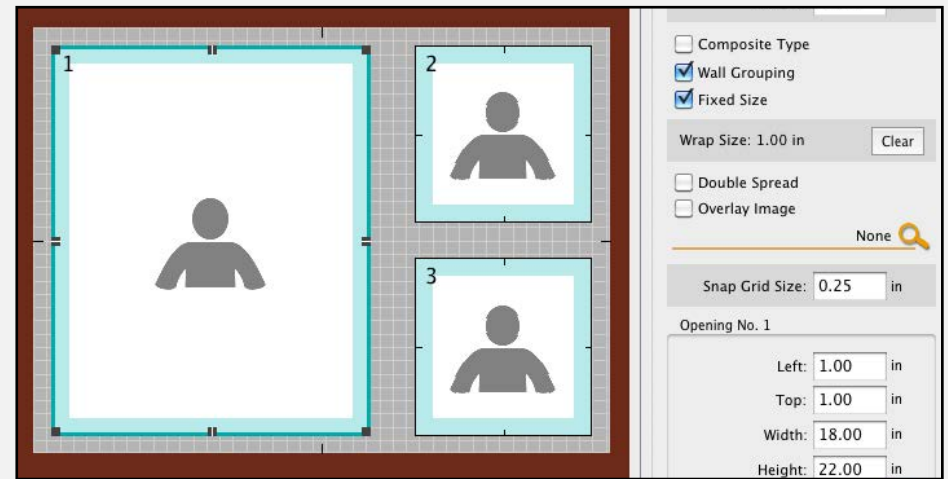


Thumbnail View

## In the Template Editor



Composite Template with a 1" Wrap Size



Wall Grouping Template with a 1" Wrap Size



*Working with Rooms* provides a powerful way for you to create bespoke *wall gallery designs* for your clients accurately scaled on a Room View background or at actual size on the wall (if your screen is large enough!).

These designs can include any mix of up to 30 prints or layouts, each with or without a frame. Each item can be individually sized and positioned to create a unique design for your client.

Your wall gallery designs are saved in the album file so you can prepare these before the sales session or interactively with your client present.

## Room Design Item Tracking

When you add an image or layout to a design, ProSelect knows which original item you are referring to and automatically carries any changes to and from that item.

So, for example, if you change the size or frame of a layout when *Working with Rooms*, those changes will be applied to the original layout when shown in *Working with Layouts*.

If you double-click on a image or layout in a room design, ProSelect will open that item in *Working with Images* or *Working with Layouts* respectively. If you then make any changes to that item such as cropping adjustments or image effects, when you return to *Working with Rooms*, the item will be automatically updated on the wall. You can use the "R" keyboard shortcut to quickly swap back to *Working with Rooms*.

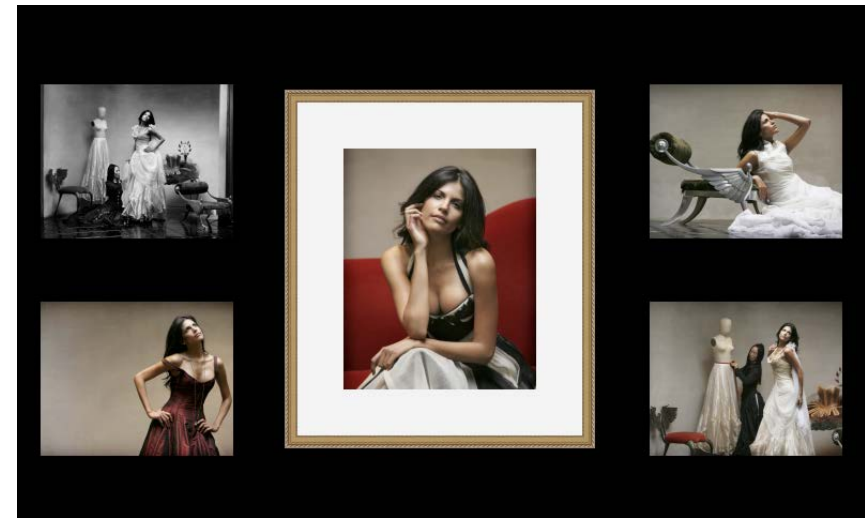
### How many different Wall Gallery designs can I have?

In ProSelect (basic) you can design and save one design (although you can still use the *Select Room Background* button to swap backgrounds to show the same design in different rooms).

With **ProSelect Pro** you can design and save an unlimited number of designs in each album.



Show Rooms View



Select Size View



Thumbnail View works in a similar way to *Working with Layouts* with Album Designs at the top and Available Rooms (Room Templates) at the bottom.



The available rooms are those that you have setup in [Setup Rooms](#) (Resources Menu). You can select to see Album Rooms or Library Rooms from the drop-down menu in the Room Backgrounds Bar.

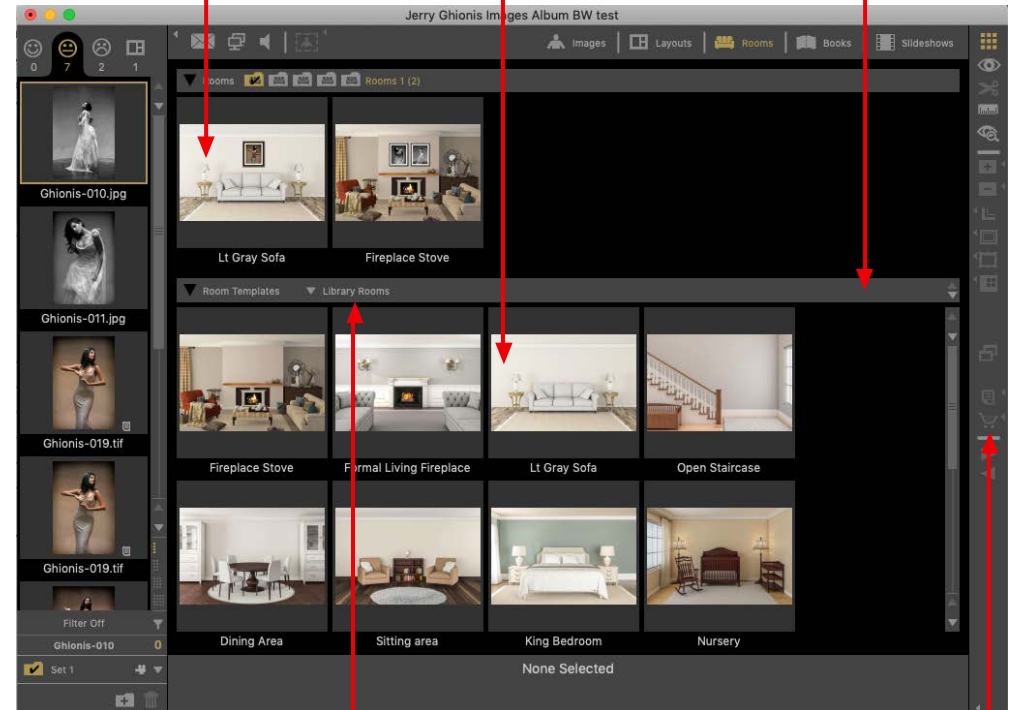
To add a new Room Design to your album, you can:

- Select one or more Room Templates from below the bar and drag them above the *Room Template Bar*. New Room Designs based on those rooms will be added to the album. You can drag images or layouts into a design's thumbnail or double-click on the design to open it in [Show Rooms View](#) and add your images or layouts from there.
- Double-click on a room template from below the bar to automatically add it to your album and open it in [Show Rooms view](#) ready to add your image or layouts.
- Drag and drop one or more images or layouts from the Image List onto a Library or Album room area at the bottom of the window. The first item will be placed at the room's [default image location](#). Subsequent items will be placed at your drop point - you can then adjust the positions in [Show Rooms View](#).

Album Designs

Available Rooms

Room Template Bar



Select Library or Album Rooms

Click to order all items in one or more selected rooms

### Using the same items in more than one room

You can use the same image or layout into more than one Room Design. Any changes that you make to the image or layout **outside of the room** will be updated in each room.

However, if you wish to make a change to an item **within a room** (such as change the size, frame, mat etc) then you will be told that you need to duplicate the item first. You can use the duplicate tool button to do this. This ensures that any changes made in one room design will not effect that item in another room design.

### Exporting your Room Design

You can use [Export -> Selected Sample Room Images](#) (under File Menu) to export a .jpg image file of your room as shown in ProSelect to send to your client of upload to the web.

This can include an optional Size Legend with individual item sizes (including any Mats and Frames) as well as the overall wall space used.



Use this View to create/modify your Room Design by:

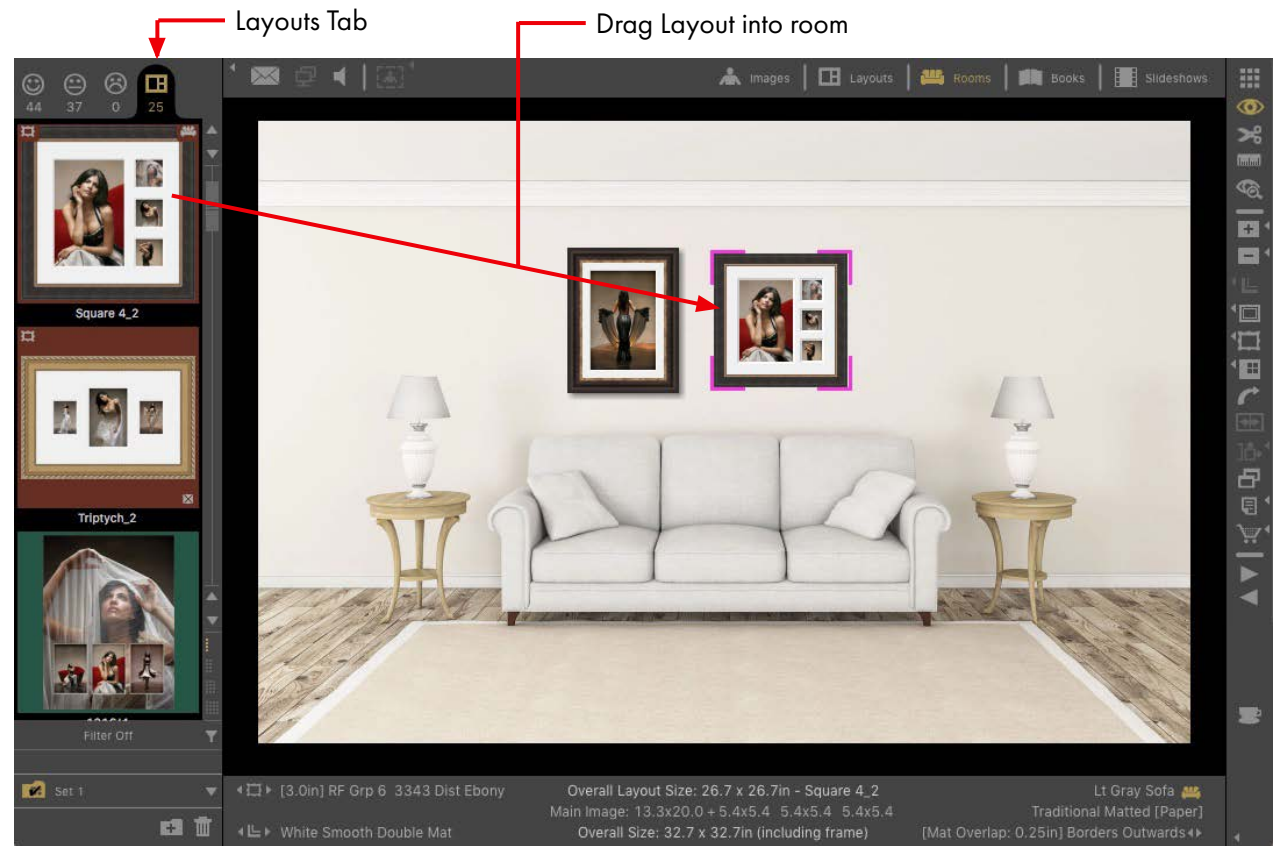
- Add images by dragging them from the Image List
- Add layouts by dragging them from the Image List (select the Layouts Tab at the top of the Image List to see)
- Drop one or more images from the Image List into an empty opening in a layout to fill the remaining empty openings.



- Drop an image from the Image List onto a opening in a layout to replace any existing image in that opening.
- Drop an image from the Image List onto an image in the room to swap out the image (see note [next page](#)).
- Select one or more items and move their position
- Select one or more items and apply a tool
- Remove an item by selecting it and using the Delete key

## Tools Available

- Larger Layout Size (Prints & Layouts)
- Smaller Layout Size (Prints & Layouts)
- Select Inner Mat (Traditional Matted Layouts)
- Select Surrounding Mat (Prints & Composite Layouts)
- Select Frame (Prints & Layouts)
- Select Room Background
- Rotate Item CW (Prints & Layouts)
- Flip Item Horizontally (Layouts)
- Adjust Wall Grouping (Wall Grouping Layouts)
- Duplicate Item (Prints & Layouts)
- Add/Edit Note
- Order Item (Prints & Layouts)



Currently selected item details are displayed in the Info Bar

- The Rotate Tool will rotate the selected print or layout. In the case of a layout, the layout is rotated but not the images within the layout. To rotate the images in a layout, swap to Cropping View. By default, the rotate tool rotates clock-wise. Holding the *Alt/Option* key down while clicking on this tool will rotate counter-clock-wise.
- You can use *Alt/Option-Delete* keyboard shortcut to remove any surrounding mats and frames from the currently selected items.

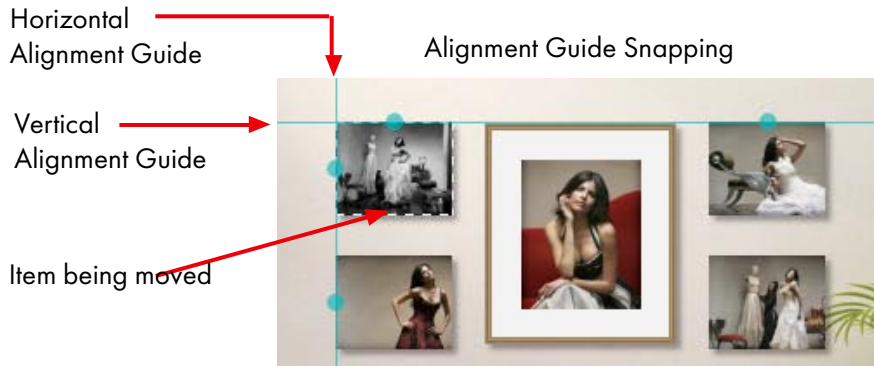




### Alignment Guide Snapping

Dragged items can be accurately aligned because their position will snap to the nearest corner, edge or center position of other items on the wall.

Cyan colored guides appear when you start dragging and disappear when you release the mouse button. To disable snapping to the guides, hold the *Cntrl* key down while dragging.



### Swapping Print Images

After adding and sizing a print in a room, you can drag and drop another image from the image list onto that print and the new image will replace the existing one complete with any surrounding mat or frame on the image already in the room.

The new image will be automatically [duplicated](#) if it has been ordered, used in another room or already had a different frame or [surrounding mat](#) applied. This action can be [undone](#).

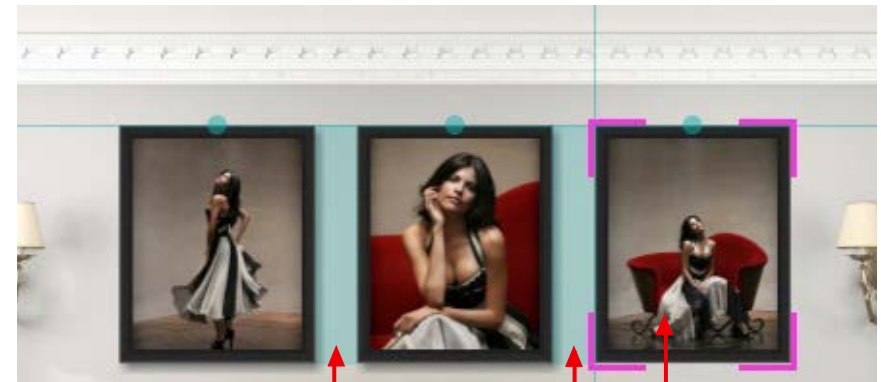
If the new image has a [locked crop ratio](#), it will be sized to match the previous image, however its locked aspect ratio will be maintained.

### Snap to Matching Gap Sizes

If you have more than two items in a room, when dragging to adjust the position of one or more items, the outermost edges will snap to a position that matches the gaps between other already positioned items.

The gap being adjusted and other matching gaps are highlighted in a light cyan color when this snap occurs.

Both vertical and horizontal gaps are used making it easy to get everything aligned and evenly spaced.



Matching gap

Item gap when  
it snaps to a  
matching gap

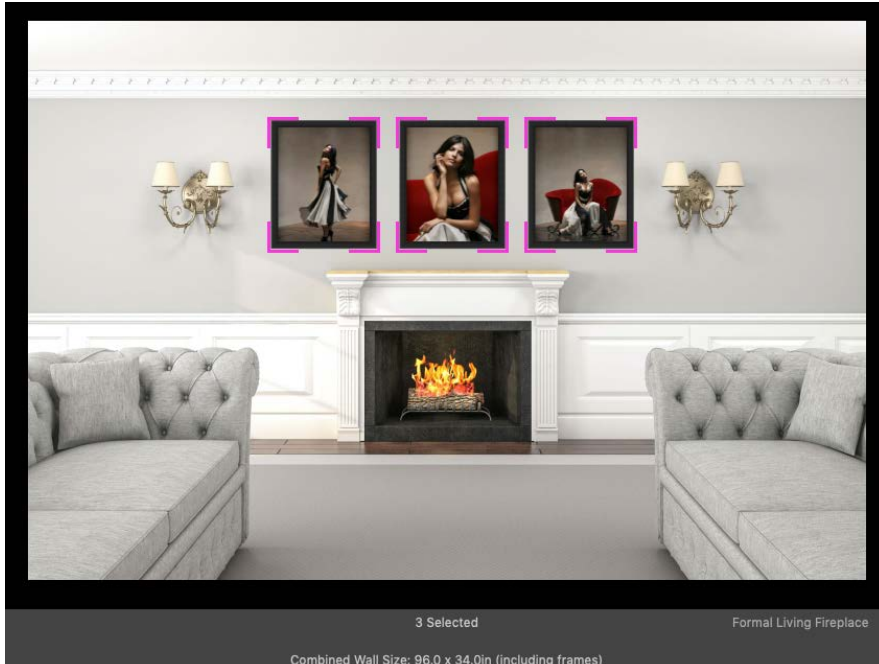
Item being  
dragged





## Showing Overall Sizes

When more than one item in a room is selected, the combined wall size of the selected items is displayed in the Info Bar.



Combined Wall Size



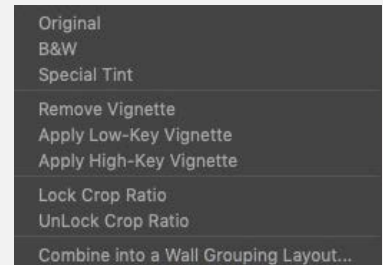
## Room View Shortcuts

- Use the Up-arrow and down-arrow keys to change the size of the selected items.
- If you double-click on an image or layout in a room design, ProSelect will open that item in *Working with Images* or *Working with Layouts* respectively make any adjustments then use the "R" keyboard shortcut to quickly swap back to *Working with Rooms*.
- You can also use the "L" key to quickly swap to *Working with Layouts* and back again.
- You can adjust the cropping position of different size of an image in a print or layout by clicking on it and dragging while holding the *Alt/Option* key down.
- You can nudge the position of the selected item by 2 pixels by holding down the Shift Key and using the arrow keys.

## Right-click Options on Prints

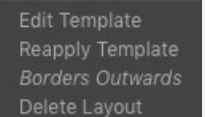
You can use the right-click popup menu on any images (prints) to apply or remove a local effect or vignette or to lock/unlock a crop ratio.

This is the same as when you are [Working with Images](#).



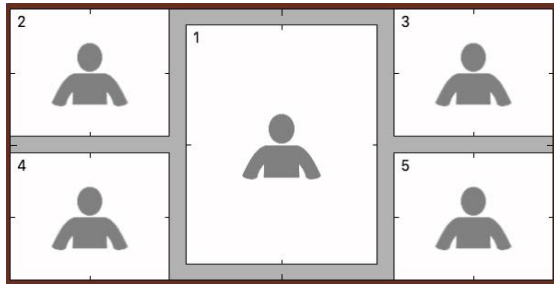
## Right-click Options on Layouts

If you right-click on a layout, then you can use these shortcut options to edit and re-apply the edited template or change the [mat border direction](#). Also see the next page for Wall Grouping right-click options.





You can add a [Wall Grouping template](#) to a wall design to display pre-designed groups of print. Mats and frames can be added when designing these in the Template Editor or you can also add or change any mats and frames on-the-fly in Working with Rooms or Layouts.

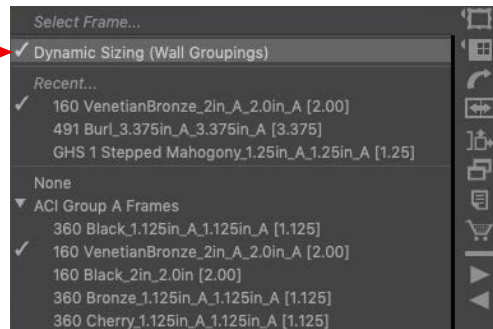


Wall Grouping Template in the Template Editor

## Dynamic Sizing

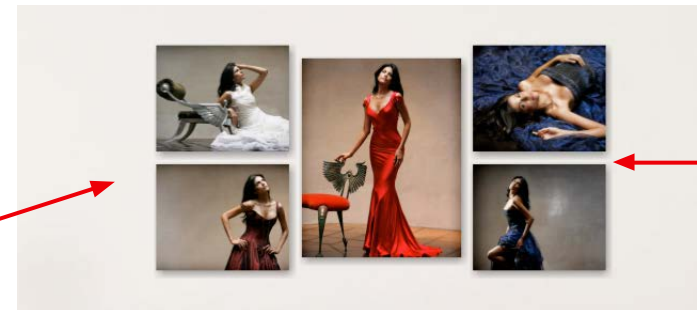
Wall Groupings layouts will automatically expand or contract to maintain the same separation between items when you add, change or remove a mat or frame to the layout.

This is on by default, however to turn this feature off uncheck *Dynamic Sizing (Wall Groupings)* at the top of the *Select Surrounding Mat* and *Select Frame* tool popup menus.



You can also temporarily reverse this setting by holding down the *Alt/Option* key while selecting the Mat or Frame from the popup menu.

When enabled, Dynamic Sizing is used on any wall grouping templates when using the drag and drop [layout editing shortcuts](#) to duplicate and swap templates in Thumbnail view in Working with Layouts.



Populated with images only in a Room



After adding a Frame



After adding a Mat & Frame

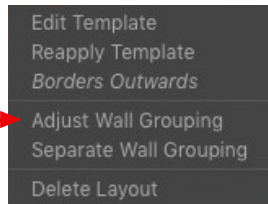
Same spacing (with Dynamic Sizing enabled)



## Adjust Wall Grouping



If you need further control of the positions of the images on your layout, you can selecting *Adjust Wall Grouping* from the right-hand toolbar, from the right-click popup menu or from the Wall Groupings menu (Album menu).



While in this mode you can drag to re-arrange the positions of the openings. A green border shows around the room while doing this. When done, click the check mark in the bottom right corner to lock in your changes or just press the *Return* or *Enter* keys. To undo your changes, press the *Escape* key.



Drag item

Click when done

Adjusting a wall grouping this way changes the *layout* but not the original template that it was created from. Since it is still one item, you can order the whole combination as a [Custom Product](#). You can also use [Save Templates from Selected Layouts](#) (under the Template Menu) to create a template from your adjusted layout as a template to be used later.



## Separate a Wall Grouping

You can break apart a Wall Grouping using *Separate a Wall Grouping* (under the Album menu) or by right-clicking on the item or the tool bar icon and selecting this from the [pop-up menu](#). The following confirmation dialog will appear:

When you select one of the *Continue* options, all images in the wall grouping will be duplicated and sized to the closest matching [Print Paper Size](#).



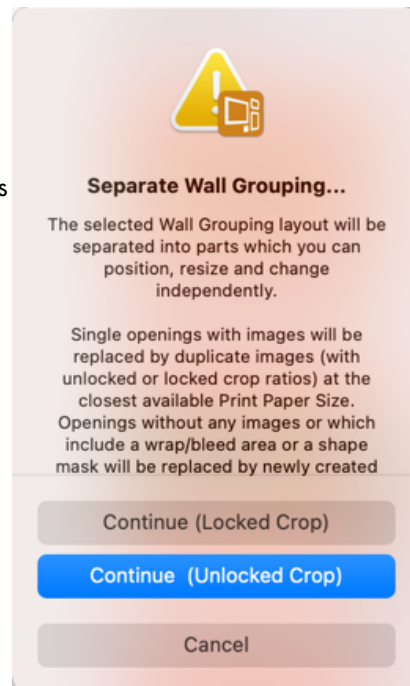
### *Continue (Locked Crop)*

The separated images will keep the same crop ratio as defined by the opening in the wall grouping template. You can unlock this later in [Cropping View](#) or using the right-click popup menu.

### *Continue (Unlocked Crop)*

The separated images will be cropped to match the current Print Paper size applied to the image.

Any applied Surrounding Mat or Frame will be automatically applied to each of the resulting images. You can now independently position, size, adjust and order each image exactly as if you had just added the image to the room separately.



## Separating Openings with Shapes

Because you can't apply a shape mask to an image, any openings in the Wall Grouping that are not a square or rectangular shape will not be converted to an image when using this command.

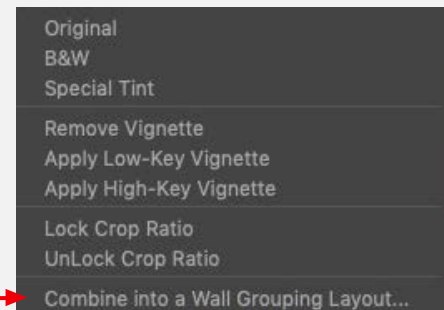
Rather they will be converted to a *single opening* layout with the same shape applied. The shape of the layout will match the shape of the original opening.

## Combine into a Wall Grouping Layout

Likewise you can select a group of images in a room and use *Combine into a Wall Grouping Layout* (Album menu) to create a new Wall Grouping Layout from the individual print items.

Since Wall Groups must have the same mat and frame assigned, any mat or frame applied to the first print will be then applied to all prints in the new Wall Grouping.

When two or more prints are selected with matching mats and frames, you can use the right-click popup option *Combine into Wall Grouping Layout*.





When *Working with Rooms*, *Cropping View* will show the selected items scaled to fit in the Display Area. If no items are selected, then all items will be available to adjust in this view.



In this view, you can alter the size and position of the images in the selected items.



If you have assigned a frame or mat to the item, the frame and mat is not shown in this view. Rather, the amount of frame or mat overlap at the edge of the layout is shown in a light cyan color.



## Cropping Size & Position

Use the *Crop In* and *Crop Out* buttons to enlarge or reduce the image size. The *Crop In* and *Crop Out* buttons cause a 10% change in image size with each click. To make finer changes, hold the *Alt/Option* Key down while clicking these buttons.

To shift the image's position within the opening, drag the image with the mouse.

## Lock/Unlock Crop Ratio

Use this to maintain the current crop regardless if the displayed size. See [Cropping View when Working with Images](#).

## Rotate

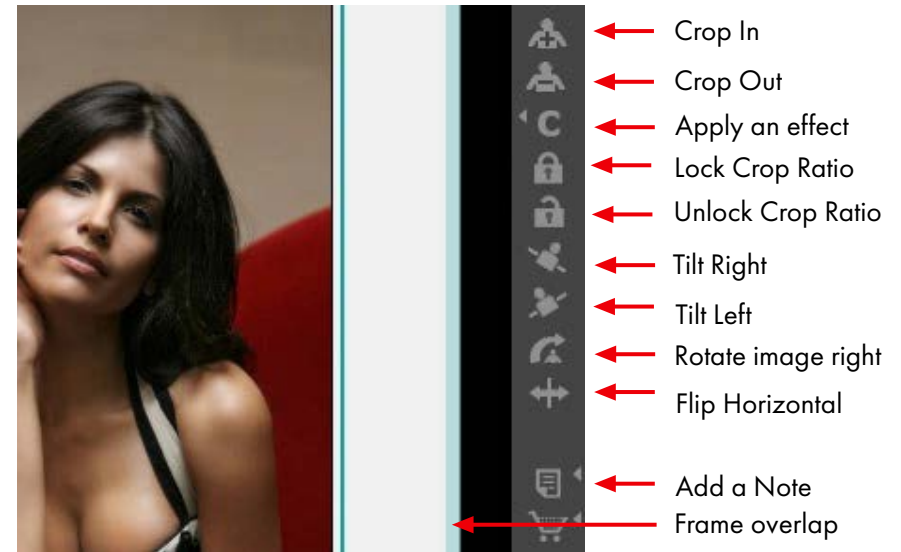
Click to Rotate tool to rotate the selected image by 90 degrees clockwise within the layout opening. Hold *Alt/Option* key down while click to rotate the other way.

## Tilt

You can adjust the tilt of the selected image in an opening using the Tilt buttons. Hold the *Alt/Option* key down to tilt by smaller amounts.

## Flip Horizontal

You can mirror an image in an opening using the *Flip Horizontal* tool.



## Shortcuts

Use the "C" key to swap between Cropping View and [Show Rooms View](#).

You can use the right-click popup menu on any images (prints) to quickly lock/unlock as crop ratio, or select one of the standard crop ratios. This is the same as when you are [Working with Images](#).

If you right-click on a layout, then you can use these shortcut options to edit and re-apply the edited template or change the [Mat Border Direction](#).

Edit Template  
Reapply Template  
Borders Outwards  
Delete Layout

Lock Crop Ratio  
UnLock Crop Ratio  
Crop to  
1:1 Ratio (Square)  
1:1.25 Ratio (8x10)  
1:1.33 Ratio (3x4)  
1:1.4 Ratio (5x7)  
1:1.5 Ratio (6x9)  
1:2 Ratio  
1:3 Ratio



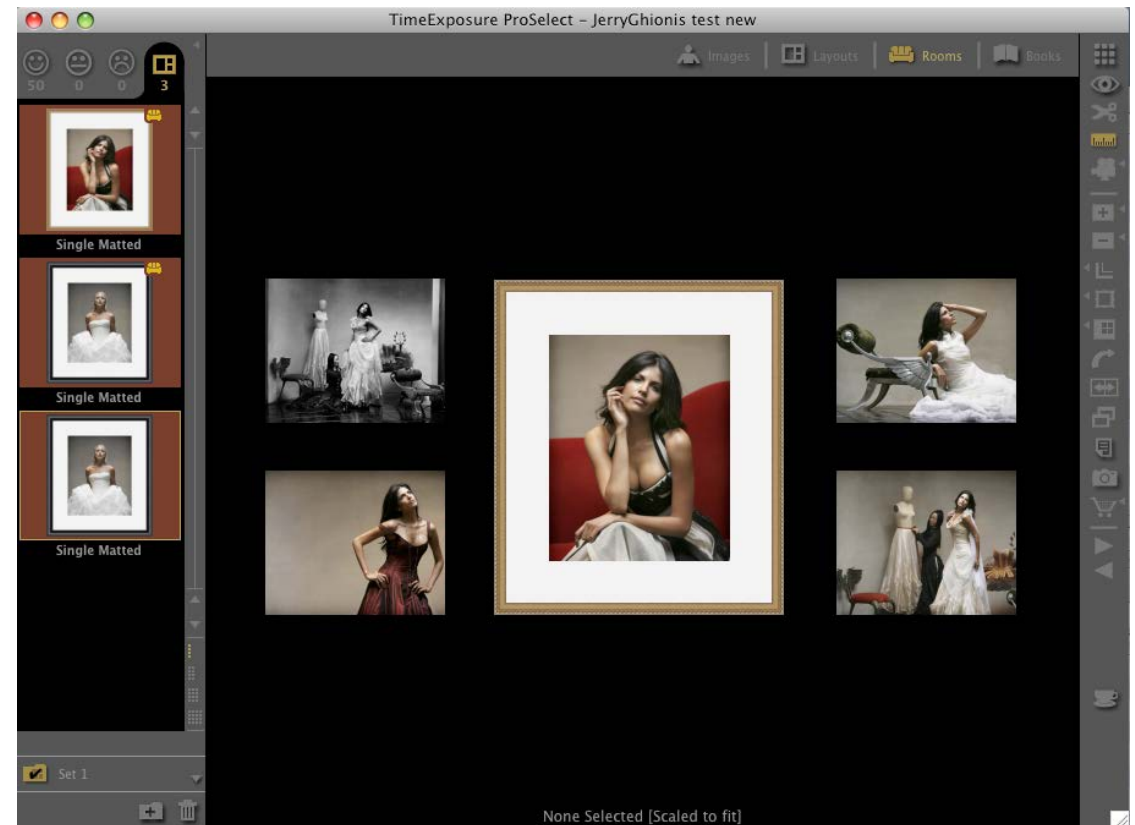


Select Size View can be used when *Working With Rooms* these ways:

1. Provided you have a large enough screen display, you can show your entire *Wall Gallery* design at actual size without the room background.
2. Select one item in Show Rooms View and just show it at actual size (again, provided your screen is large enough).
3. Enlarge your *Wall Gallery* design to fit within the Display Area without the room background. To do this, click the ruler icon while holding down the *Alt/Option* key. This option is useful for closer inspection or modification of your design.

### Changing the selection

Once in this view, if you have more than one item displayed, you can select any of the displayed items and just display them by clicking on the Select Size View button again



*Alt/Option* Select Size View



Close-up View will display an enlarged view of the currently selected items in the room (or all items if none are selected) keeping the current room features (including close-by non-selected items) in the background.

The selected items are sized to fit within the Display Area size.

In this view, you can drag "active" items to re-arrange and optionally show the [Spacing Grid](#).

## Need more space?

When dragging items you won't be able to move them past the edges of the display area. To get some more space, click anywhere away from the items to de-select them all. Then click the *Close-Up View* icon again to re-size the view with more free space around the edges.

Show Rooms View



Close-up View (with no items selected in the room)



Close-up View (with one item selected in the room)



# Using the Spacing Grid



For exact spacing control when arranging items when Working with Rooms you can turn on the Space Grid using the "G" key.



This will display a grid over the background for items to snap to the grid for perfect alignment and spacing.



You can use the grid in both Show Rooms and Show Close-up Views.

(Remember that you can use *Alt/Option* click Select Size View button to scale your design to fit the current Display Area space.)

## Spacing Grid Size

The initial size of the grid is set in the [Preferences \(General: Templates: Layouts Rooms & Books\)](#). This defaults to 1" or 20mm.

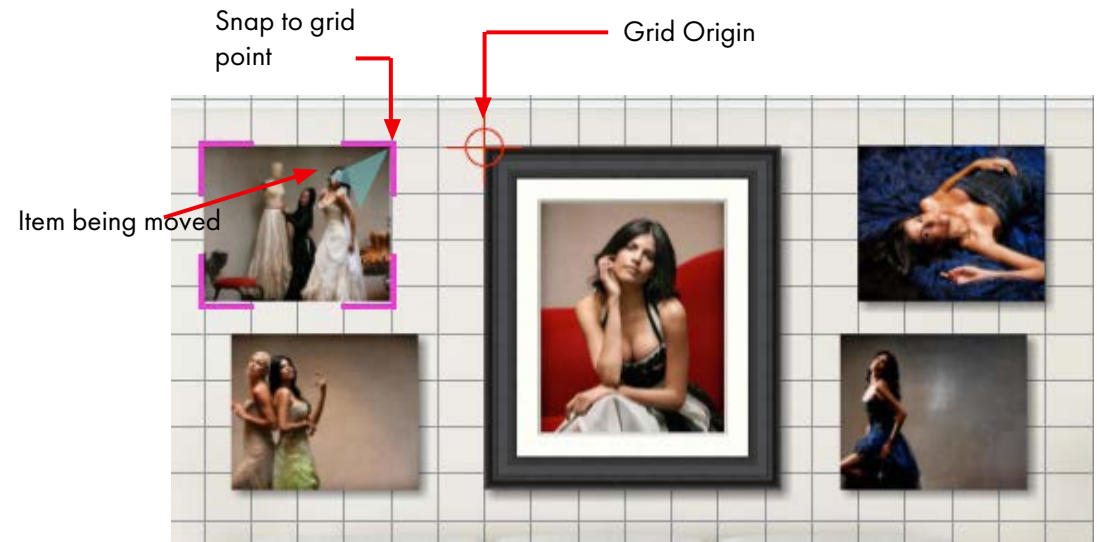
While the grid is being displayed you can use the up-arrow and down-arrow keys to change the grid size up and down by the same amount. For example, with a 1" grid size, using the up-arrow key will change the grid to 2". Press again to get a 3" grid.

If the grid size works out to be less than 10 pixels on your screen at the current calibration, then it will be automatically increased in size until it is bigger than 10 pixels. The current grid size is shown in the bottom left-hand corner of the Display Area.

## Aligning Items to Grid

When you click and drag an item the corner or edge center closest to where you clicked will be used when snapping to the grid. Clicking near the top right corner of an item will align that corner to a grid point.

The corner or mid-edge that is being used for the snap is indicated with the cyan arrow.



Current Grid Size



Offset from Grid Origin

## Grid Origin

This is the starting point of the grid. Initially it is set to the Room's default location of the center of the screen and is shown with a Cyan "dot".

You can have the Grid Origin located on a specific part of an object by clicking near that point while holding down the *Shift & Alt/Option* keys.

In the example shown above, the Grid Origin has been set to be the top left corner of the main framed picture and the top right corner of the canvas has snapped to a point 18" (3 grid squares) from the Grid Origin. While dragging the offset position is shown in the bottom right corner of the Display Area window.

Music is an important part of your presentation. ProSelect allows you to setup different music groups for different types of clients, e.g. wedding, family, seniors etc. Once setup, your music can be used:

- In a Slideshow (as selected by a [Slideshow Style](#))
- In an [Exported Slideshow Movie](#)
- As [Ambient background music](#) during your sales session (Pro only)

## Available Music

ProSelect comes with many pre-installed royalty free music tracks that you can use in your slideshows and exported movies (subject to the license agreement). These music tracks are a special .pmf (ProSelect Music File) format and can only be used within ProSelect.

If you are a **PLUS** member, you can also search and download from the [Online Music Library](#) of over 40,000 music tracks or download any of the pre-designed [Music Collections](#).

As well as, this you can add your own music right into ProSelect from a music file or from an iTunes Music Group.

## Music Syncing

When playing a slideshow or exporting a movie, you can optionally choose to synch the slideshow to your music.

This will adjust the slideshow slide and transition times *within your specified allowable range* so that the slideshow and music will end at the same time. Music syncing will occur over multiple music tracks if required.

If syncing is not possible, your “preferred” slide & transition times (as set in the current [Slideshow Style](#)) will be used and the music will fade out at the end of the slideshow.

Music syncing is setup in your [Slideshow Styles](#).

## Where is the music stored?

When adding music from a file, folder, iTunes playlist or an online resource, ProSelect copies each track to the Music folder within your ProSelect Resources folder (unless it is already in that folder).

This allows your ProSelect music and music setup to be shared between multiple computers using one of ProSelect’s Sharing options. You should check your music licensing requirements when sharing music this way.

## What music can be used?

ProSelect can read and play mp3, aiff, midi, m4a (acc), mp4 and pmf music file formats.

## About PLUS Music

All downloaded *PLUS* music file are .pmf file type and display with a red “PLUS” icon next to the track in the [Setup Music window](#).



Use of this music is only permitted while your **PLUS** membership is current. You can renew or extend your membership through the Pro Studio Software store.

## Music and Slideshow Styles

Before any music that you setup will play in a slideshow, you must also select which Music Group you wish to use in the [Slideshow Style](#) that you are using.

## iTunes/Apple Protected Music

Some music tracks from Apple may be protected from being played outside of the iTunes environment. When importing an iTunes Playlist, ProSelect checks the “protected” status and displays the *lock* symbol next to those tracks. These tracks cannot be imported into ProSelect.

# Setting up your Music I

## Adding Music Groups manually

Use the Music Group Tools to create and name one or more music groups and then add your music tracks in to the currently selected group by

- Searching and download music from PLUS Music Library
- Using the *Resources* button to choose some tracks already in your [Music Resources folder](#)
- Using the *Music File* button to choose a music track
- Drag and drop a music file directly onto the *Tracks in Music Group* list.

## Adding Music Groups automatically

A new Music Group (with tracks included) will be added to your Setup Music when you:

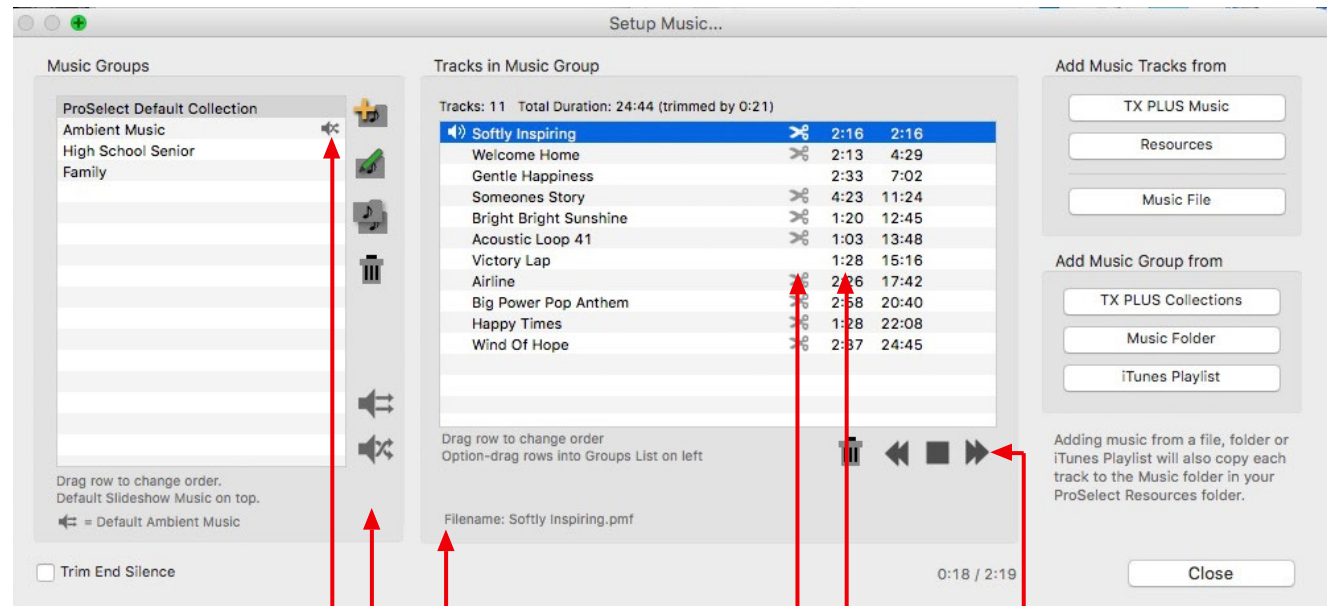
- Selecting and downloading one or more music groups from the PLUS Collections.
- Selecting a folder of music tracks.
- Selecting an iTunes Playlist (see notes on [previous page](#) about *protected* music).

## Re-arranging your Music

You can re-arrange the order of your tracks in a Music Group by dragging the position of the tracks in the middle list.

To move a music track into another music group, hold down the *Alt/Option* key down and drag the track onto another Music Group in the left-hand list.

## Previewing your Music



Default Ambient Music Group (see [this page](#))

Selected track filename

Music Group Tools:  
Add new Group  
Rename Group  
Duplicate Group  
Delete Group

Set Ambient Music Group (play in order)  
Set Ambient Music Group (play randomly)

Track Time  
Trimmed Track Icon

Music Track Tools:  
Delete Tracks  
Play Previous Track  
Play Track  
Play Next Track

To play a track, you can select it and click the Play button or just double-click on the track name. Use the Play Next (and Previous) Track buttons to jump the adjacent tracks.

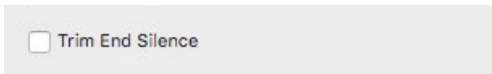
## Upgrading from earlier versions

When upgrading from a version of ProSelect prior to 2013r1, a default music group is automatically created from your previous preferences setting from either a music file, folder or iTunes playlist.



## About Music Trimming

By default, any silence at the end of any imported music files is automatically “trimmed” so there are no extended periods of silence between tracks. You can turn this off by unchecking the box *Trim End Silence* in bottom left-hand corner of the Setup Music window.



When enabled, any tracks that have been trimmed will display an icon next to the track and the track’s duration will show the time after trimming. The total *Trimmed time* of all tracks is shown at the top.

Trimming does not change your music files, only how they are played within ProSelect or when part of an export Slideshow movie.

Tracks in Music Group

Tracks: 11 Total Duration: 24:44 (trimmed by 0:21)

Track Name	Trimmed Icon	Original Duration	Trimmed Duration
Softly Inspiring		2:16	2:16
Welcome Home		2:13	4:29
Gentle Happiness		2:33	7:02
Someones Story		4:23	11:24
Bright Bright Sunshine		1:20	12:45
Acoustic Loop 41		1:03	13:48
Victory Lap		1:28	15:16
Airline		2:16	17:42
Big Power Pop Anthem		2:58	20:40

Trimmed Track Icon → Track duration (after trimming)

## Keeping it Simple

ProSelect offers a lot of power and flexibility when using music in Slideshow however, when getting started, you can also use it very simply by following the suggestion on the [Keeping it Simple](#) page.

## Auto-repeat

When playing a slideshow in ProSelect, unless you have selected a particular starting track in Working with Slideshows, your music will play sequentially through each track in the selected group. After the last track is finished, it will start from the first track again.

If you only have one track in a Music group then it will be continuously repeated.

## Deleting Music Tracks

When music is added to ProSelect, a copy of the music file is copied to your ProSelect Resources folder (Music subfolder). When you use the trash icon to remove a track from the music group it does NOT delete the music file in the ProSelect resources folder. So you can easily add the track back into Music group using the Resources button and selecting from there.

To delete the music track from your ProSelect Resources folder, open the Resources window, select some tracks and use the trash icon there.

Click here to sort by used tracks

PLUS music file

Resource Folder: Music  
Location: /Users/ronnichols/Library/Application Support/ProSelect Resources  
Supported Audio Types: mp3, aiff, midi, m4a, mp4, pmf

Select audio tracks to add

Name	Artist	Length	Icons
A Secret Garden		1:44	🗑️
Acoustic Loop 41		1:04	🔒
Airline		2:30	🔒
Ambient Dramatic Documentary Trailer		1:26	🗑️
Beautiful		3:41	🗑️
Big Power Pop Anthem		3:01	🔒

Used in a Music Group

# Searching for Music

The PLUS music library contains over 40,000 music tracks that you can search for, preview, download and use.

These tracks are royalty free and can be used in your ProSelect slideshows and exported slideshow movies (subject to the Pro Studio Software license agreement terms and conditions).

## Searching

To open the search window, click the PLUS Music button in the Setup Music window. You can search for music by keyword, mood, genre, type (vocals or instrumentals) and time range. The results will be listed in the box below.

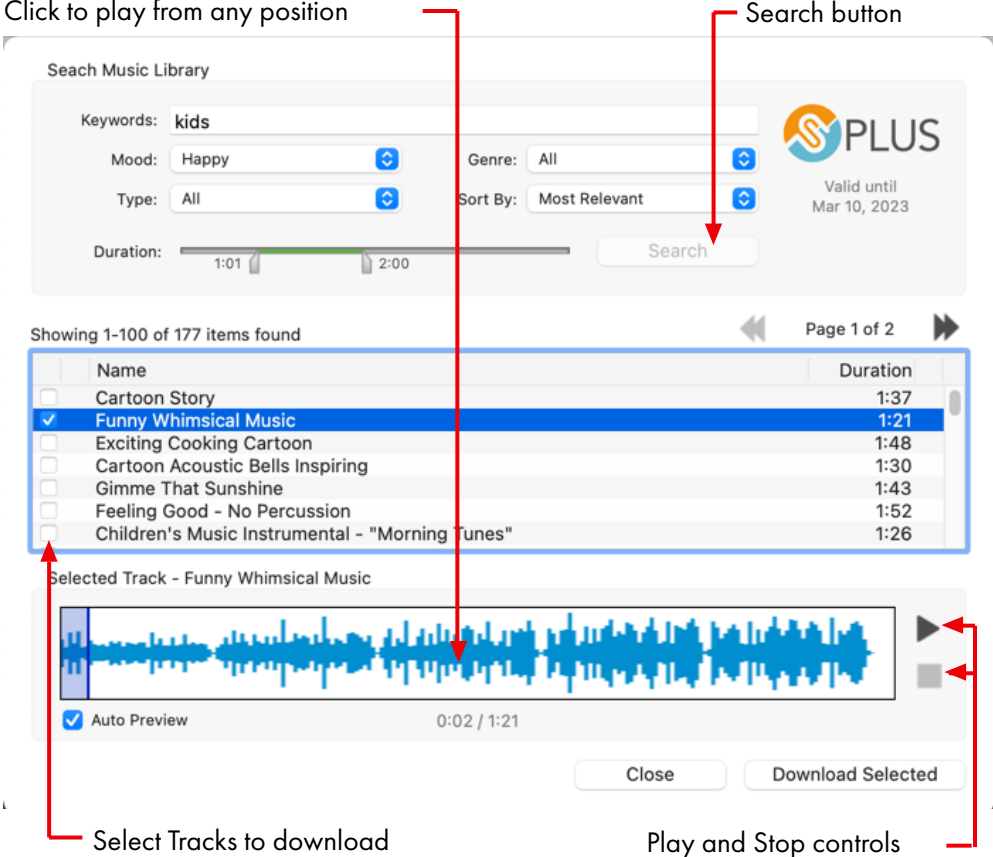
## Previewing a Music Track

Click on a track row to download a preview (lower quality) of the track. If you have the *Auto Preview* checked, the track will start playing as soon as it is ready. You can skip to play from any part of the track by clicking in the waveform area.

## Downloading

Check the boxes next to any tracks that you wish to use then click the *Download Selected* button to download the tracks and add them to your currently selected Music Group.

Note: Any selected tracks will not be saved if you do another Search so best to download the track that you want to keep before doing this again.

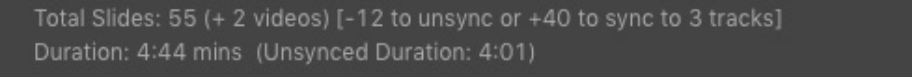


The screenshot shows the 'Search Music Library' window. At the top, there are search filters: Keywords (kids), Mood (Happy), Type (All), Genre (All), and Sort By (Most Relevant). A duration slider is set between 1:01 and 2:00. A 'Search' button is on the right. Below the filters, it says 'Showing 1-100 of 177 items found' and 'Page 1 of 2'. A table lists tracks with checkboxes and durations. The track 'Funny Whimsical Music' is selected. Below the table is a 'Selected Track - Funny Whimsical Music' preview window with a waveform and 'Auto Preview' checked. At the bottom right are 'Close' and 'Download Selected' buttons. Red arrows point to the 'Search' button, the 'Click to play from any position' label pointing to the waveform, the 'Select Tracks to download' label pointing to the checkboxes, and the 'Play and Stop controls' label pointing to the play/pause and stop buttons.

Name	Duration
<input type="checkbox"/> Cartoon Story	1:37
<input checked="" type="checkbox"/> Funny Whimsical Music	1:21
<input type="checkbox"/> Exciting Cooking Cartoon	1:48
<input type="checkbox"/> Cartoon Acoustic Bells Inspiring	1:30
<input type="checkbox"/> Gimme That Sunshine	1:43
<input type="checkbox"/> Feeling Good - No Percussion	1:52
<input type="checkbox"/> Children's Music Instrumental - "Morning Tunes"	1:26

## Selecting a track by duration

With music syncing turned on in your [slideshow style](#), both the synced and unsynced times of your current slideshow are shown in the bottom left corner of the [Info Bar](#). When searching for music, set the minimum and maximum duration range around this latter time to find a music track that you can add that to your selected music group and the slideshow time will be close to your [preferred timings](#).



Total Slides: 55 (+ 2 videos) [-12 to unsync or +40 to sync to 3 tracks]  
Duration: 4:44 mins (Unsynced Duration: 4:01)

↑ Unsynced time

Hint: After searching, click on the top of the duration column to sort the resulting list in order of music track play time.

# Adding PLUS Music Collections

To help you get started with music in ProSelect, apart from the included music that comes with ProSelect, PLUS members can also access preload Collections of music tracks grouped by client type.

These Collections are regularly updated with and updated music tracks based on the popularity of the available tracks in the PLUS music collection.

To see what's available click the PLUS Collections button in the Setup Music window.

These tracks are royalty free and can be used in your ProSelect slideshows and exported slideshow movies (subject to the Pro Studio Software license agreement terms and conditions).


## Downloading

Check the boxes next to any groups that you wish to use then click the *Download Music Groups* button to download all the tracks and add them into ProSelect as a new Music Group.

Note: If you already have a music group with the same name, then, after downloading, the new group will have "(New)" after the group's name in the Setup Music list.

Any tracks that have already been downloads will not be downloaded again but will be included in the downloaded group.

PLUS members can download and use any of the Music Groups from our preloaded Music Collections.

 PLUS  
Valid until  
Mar 10, 2023

Select Music Groups

Group Name	Tracks
<input checked="" type="checkbox"/> General Use	8
<input type="checkbox"/> Family	8
<input type="checkbox"/> Romantic	9
<input checked="" type="checkbox"/> Baby/ Children	9
<input type="checkbox"/> High School Senior	9
<input type="checkbox"/> Anniversary/ Older Adults	3
<input type="checkbox"/> Pets	2
<input type="checkbox"/> Ambient Classical	12
<input type="checkbox"/> Ambient Contemporary	8

Select the Groups to download

# Keeping it Simple

If you don't need the flexibility that ProSelect provides in the slideshow area, you can keep it really simple by just having:

- One *Music Group* (in [Setup Music](#)) with all of your favorite music tracks
- One *Slideshow Style* (in [Setup Slideshow Styles](#)) with your one *Music Group* selected

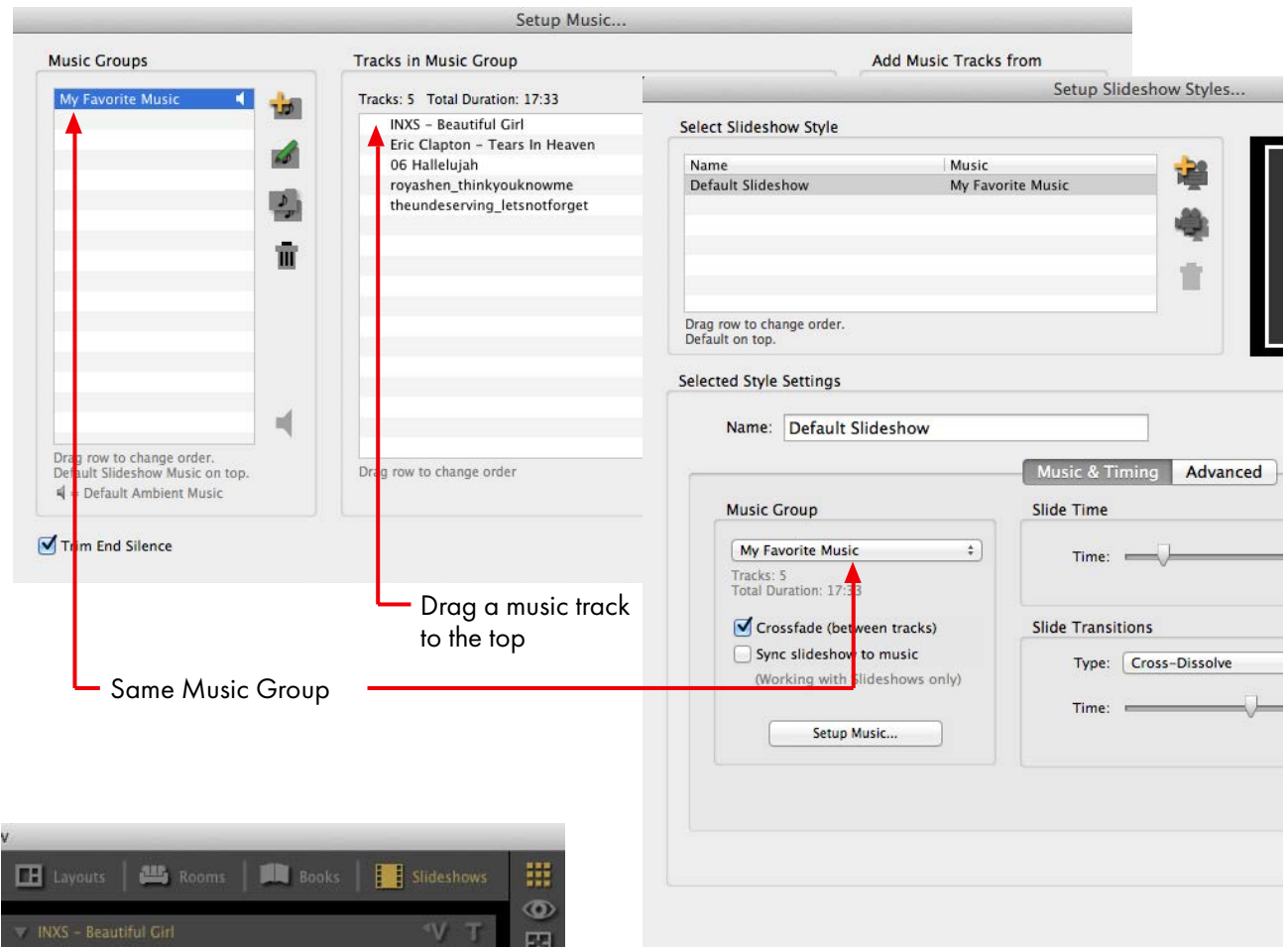
This way only this same Style and Music group will ever be used whether you are using a [Quick Slideshow](#) or in [Working with Slideshows](#).

You can then switch to different starting tracks by either:

- (a) In *Setup Music*, drag the track that you wish to play first to the top of the list for your Music Group.

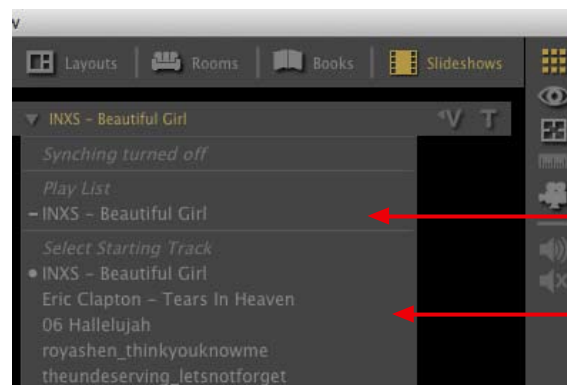
This will work for both *Quick Slideshows* and slideshows played in *Working with Slideshows* (provided you don't have [Auto-Select Best Music Track](#) turned on), or

- (b) If you are **only** using *Working with Slideshows* for playing your slideshows, you can select the starting track from the drop down menu in Thumbnail view.



Same Music Group

Drag a music track to the top



Current starting track

Click any track to select it as the new starting track

# Using Ambient Music

Ambient music is a feature only available the ProSelect Pro version. It is designed to make it easy to manage the playing of any background music for your session and your slideshow music from within ProSelect.

You can select the default Ambient Music Group in the [Setup Music](#) window by selecting a music group then click one of the *Set Default Ambient Music* buttons:



Play ambient music in the order of the tracks in the group.

Play ambient music from tracks in the group in a random order.

## Starting/Pausing Ambient Music

Ambient music is controlled from the icon near left-hand side of working with bar and under Album Menu.



Click to turn music on/off or *Alt/Option*-click to open the *Ambient Music Setup* window (see next section)

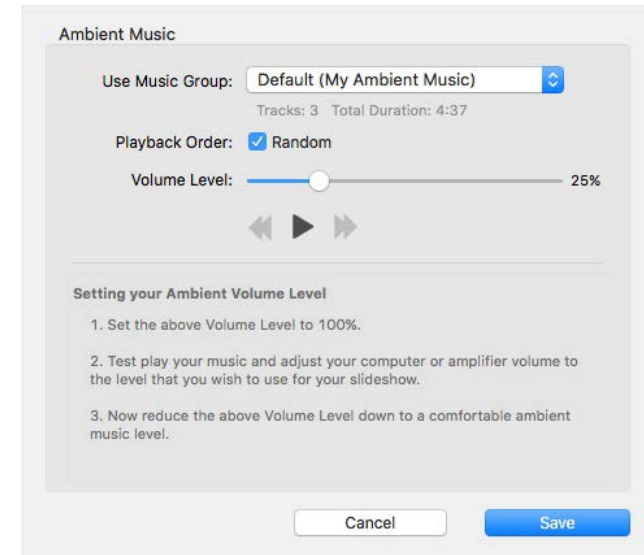
If you have selected to have the Ambient music played in a random order, you can *Shift*-click on the icon to have it “re-shuffle” the tracks and start playing again.

## Automatic Fade Down for Slideshows

When you start playing a slideshow, any ambient music will automatically fade down as the slideshow starts, then back up after the slideshow ends. If the slideshow style that you are using doesn't have any music selected then the ambient music will continue to play through the slideshow.

## Adjusting Ambient Music

Select *Ambient Music, Setup* (Album Menu) to open the Setup window (see right side) or *Alt/Option*-click the icon on the *Working with* bar. Follow the instructions in the window to set your correct volume level.



By default, ProSelect will use the default ambient music that you have selected in the [Setup Music window](#) at 25% of maximum volume. Any changes that you make to the volume level will be automatically saved with your Preferences for the next time.

## Saved with Album

If you select a different music group to the current *default ambient music group* then this will be saved with your album. This allows you to select different ambient music for each client and this will be automatically setup when you open their album file.

## Ambient Music Keyboard shortcuts

Increase volume: Control + (Windows) or Command + (Mac)  
Decrease volume: Control - (Windows) or Command - (Mac)

You can use the *plus* and *minus* keys without needing to hold the shift key down.



ProSelect provides two ways to play a slideshow:

**1. Quick Slideshow** - This is a slideshow of just the items in the currently selected set (and selected tab when Working with Images), when you are Working with Images, Layouts, Rooms or Books.

**2. Working with Slideshows** - Use to design and play fully customized slideshows containing any mix of images, layouts, room images, book pages, title slides (with changeable text\*) and video clips\*.

Working with Slideshows



## About Slideshow Styles

All slideshows are controlled by a [Slideshow Style](#) which controls which music group to play, slide and transition times, background and border colors or images, as well as other effects and options including synchronizing your slideshows with your music.

These are created and edited using *Setup Slideshow Styles* (Slideshow menu).

## Exporting Slideshows



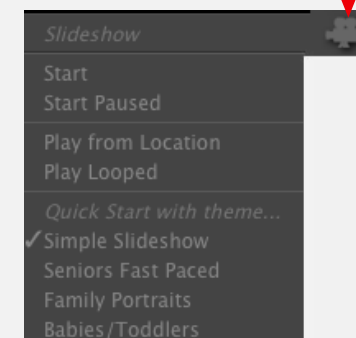
Slideshows that you create in [Working with Slideshows](#) can be exported as a fully rendered .mp4 movie in a range of different sizes. See [Exporting Slideshow Movies](#) section for more about this.

## Slideshow Starting Options

Apart from immediately starting to play from the first item in your set or slideshow, you can choose other starting options from either the slideshow menu or the right-click menu.



Right-Click to show menu



### Start Paused

This will setup the slideshow on the screen ready to play but paused at the start. Simply press the space bar to continue.

The *Show First Frame on Paused Start* checkbox in the currently selected [Slideshow Style](#) determines if the slideshow is paused showing the background or the first slide.

### Play from Location

This will start from the selected item. If you have music synced then the music will start at the correct point so it still ends exactly at the end of the slideshow. You can also right-click on a slideshow thumbnail and select this option.

### Play Looped

This will repeat the slideshow until you stop it.

### Combining Slideshows\*

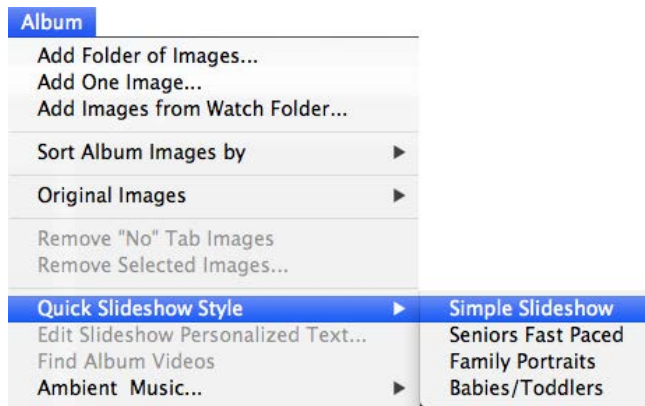
You can link between 2 and 5 consecutive slideshows together to create one multi-segment slideshow with a different style (speed, music, background, effect etc) for each part. See section [Combining Slideshows](#).

\* requires ProSelect Pro

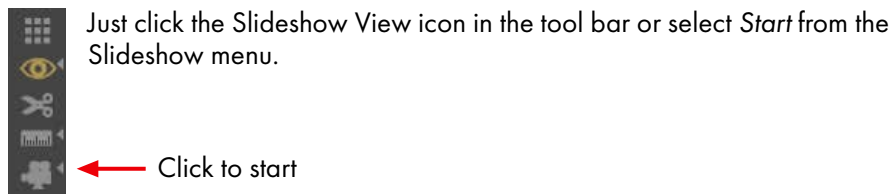
## About Quick Slideshows

Used to play a slideshow of just the items in your currently selected set when you are Working with Images, Layouts, Rooms or Books.

By default, a *Quick Slideshow* will play using the default (the topmost) [Slideshow Style](#) that you have setup. However, for each album file you can select any [Slideshow Style](#) to use for your Quick Slideshows under the Album menu.



## Starting a Quick Slideshow



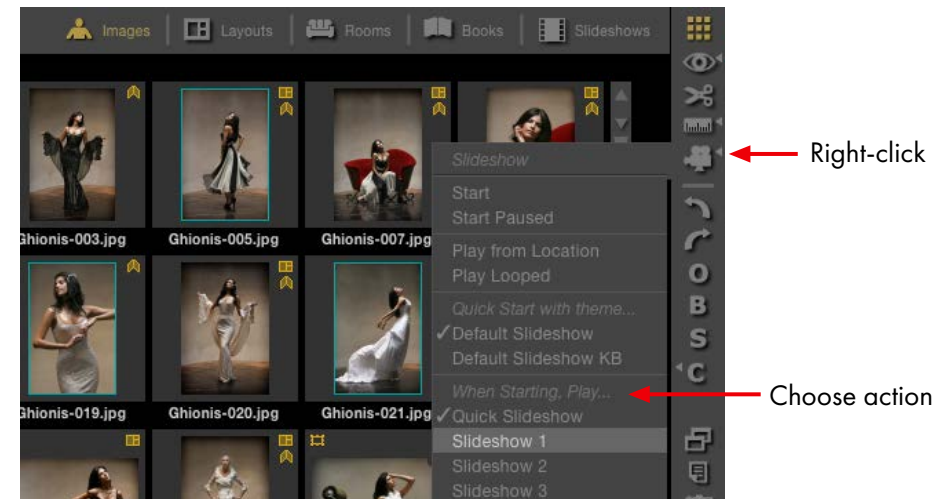
Like all slideshows, a *Quick Slideshow* will always start from the first item in the current set when you click the slideshow icon or choose *Start* from the Slideshow menu. See the [previous page](#) for more slideshow starting options.

## Keyboard Shortcuts when playing all slideshows

Pause/Continue	Space Bar
Stop	Esc
Jump to next slide	Right-Arrow
Jump to previous slide	Left-Arrow
Jump to next section	Shift right-arrow
Jump to previous section	Shift left-arrow
Move current slide to	Down-Arrow (see Slideshow Preferences)
Start from current slide	SHIFT-click on slideshow icon
Start paused	Alt/Option-click on slideshow icon

## Changing Quick Slideshow Behavior

If you only wish to play a slideshow setup under [Working with Slideshows](#), you can change the "Play Slideshow" action to always play one of these instead. To do this, right-click on the Slideshow icon and selecting one of the slideshows under *When Starting, Play...* This setting is saved with your album file. You can set this to be the default behavior for all new albums in the [Slideshow Preferences](#).



## About Working with Slideshows

This area of ProSelect is used to design, play and export fully customized slideshows containing any mix of images, layouts, room images, book pages, [title slides](#).

With ProSelect Pro you can design, play and [export](#) up to five different slideshow sets for each client and also include [video clips](#) in your slideshow. ProSelect (basic) provides one slideshow set per album.

## Adding Album Contents to your Slideshow

When Working with Slideshows, you use Thumbnail View to assemble the contents of your slideshows by adding in any images, layouts, room views and book pages that you have created in the other *Working with* areas.

You can also add one or more title slides, video clips, and any number of Album Sets (see right-hand side) from the [Resources section](#) at the bottom of the screen, into any position in your slideshow. Just drag them into the position in the slideshow.

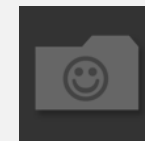


### Item linking

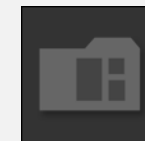
When you add album contents to your slideshow, each item is linked back to the original item so any changes that you make to the item elsewhere in ProSelect will automatically change that item in your slideshow as well. For example, changing the crop or effect on an image, adding a frame to a layout, changing a room design in *Working with Rooms* will update that item in a slideshow.

## What are Album Sets?

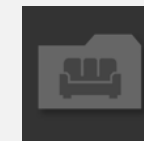
An *Album Set* is a “virtual set” of slides which contains whatever items you currently have in the original set location. This allows you to setup a slideshow *structure* when *Working with Slideshows* which is automatically updated with items from other areas of ProSelect. Below are the currently supported Album Sets:



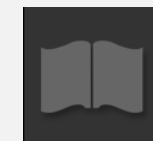
Yes/Maybe/No Tab Images Set



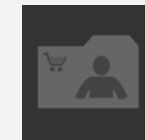
Layouts Set



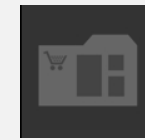
Rooms Set



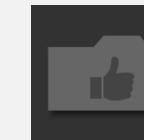
Books Set



Ordered Images Set



Ordered Layouts Set



Favorites Set

The Favorites Set will include all images (from any [tab](#) or [set](#)) and layouts set as a [favorite](#).

As an example, you can setup a slideshow set which shows all of the ordered images and layouts with a title slide on the front saying “Thank you for your order!”. This can be played in ProSelect or exported as a movie file to give to the client or for uploading to Facebook etc.

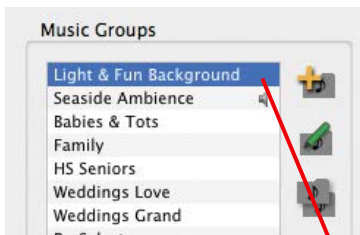
You can use Album Sets to automatically create the *structure* of one or more slideshow in all new albums in the [Manage Slideshow Templates](#) window.

Album sets can be set to play in a random order with the *Use Random Order Tool*.

Use *Convert Selected Sets to Slides* (Slideshow menu) to “explode” the set into individual parts. They can then be individually moved around or removed from the slideshow.

## Putting Your Slideshow Together - an overview

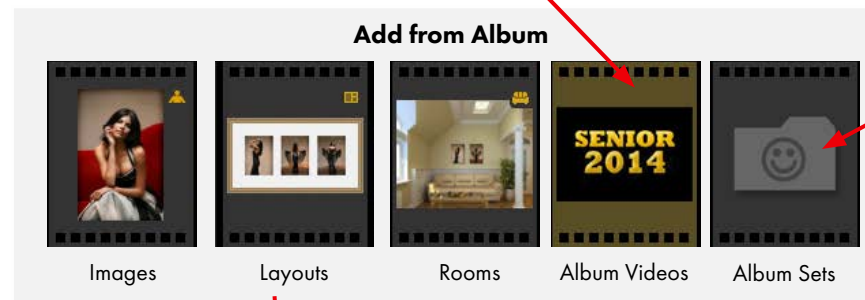
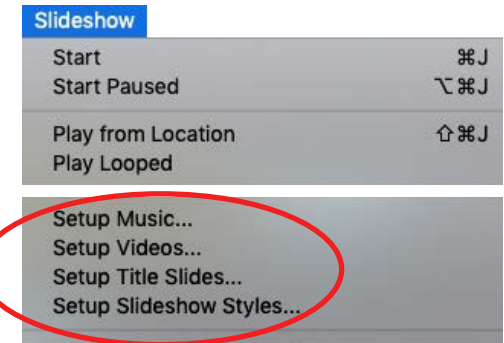
- 1 Use [Setup Music](#) to create your Music Groups with music from files, folders and iTunes.



- 2 Use [Setup Slideshow Styles](#) to setup different styles for each client type and assign a music group to each style.



Add [Album Videos](#) using [Setup Videos](#) or just drop them into the image list.



Use [Album Sets](#) as a short cut to adding whole sets of items to your slideshow. You can set to play their contents in a [random order](#)

- 3 Go to [Working with Slideshows, Thumbnail View](#)

- 4 Select your [Slideshow Style](#)

- 5 Add image/video content from your Album

- 6 Add [Title Slides](#) and [Library Videos](#)

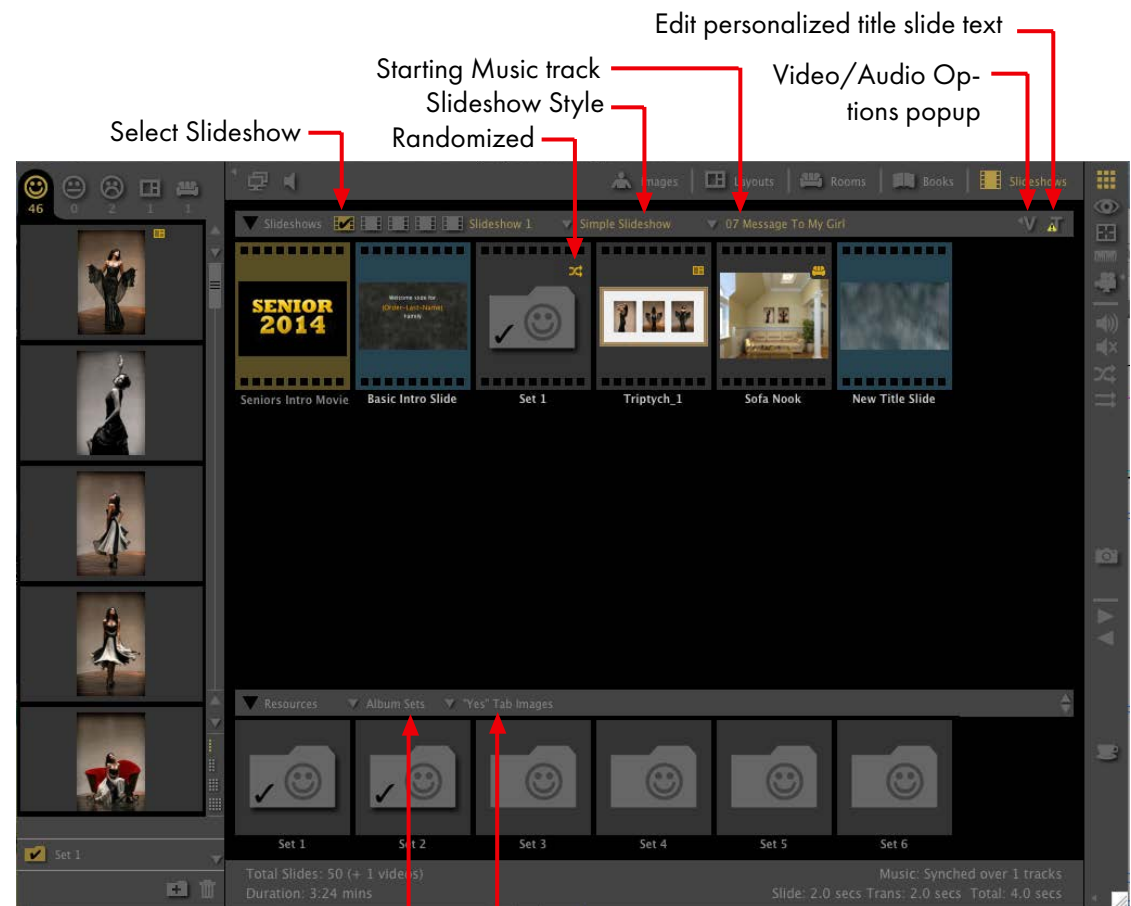


- 7 Play your assembled slideshow in ProSelect or [export it as a movie](#)



Thumbnail View when *Working with Slideshows* is where you can:

- Create up to five different slideshows in ProSelect Pro (or one in ProSelect). Select the one that you wish to setup and play by clicking on the Slideshow *filmstrip* icon in the top bar.
- Add content to each slideshow from your current album by way of individual items or using [Album Sets](#).
- Select an Album Set and use the *Set Random Order* tool to have that set play its contents random. (Use the *Use Original Order* tool to turn this off).
- Add [Title Slides](#) that you have created from your resources.
- Add [Library Videos](#) from your resources and [Album Videos](#) associated with this job (ProSelect Pro only)
- Drag items around to change their play order
- Remove items from the slideshow by dragging to the trash icon
- Select a [Slideshow Style](#) to use when playing the slideshow
- Select a starting music track from the Slideshow Style's selected [Music Group](#)
- Check the timing and music syncing status (in the [Info Bar](#) at the bottom)
- Select to have ProSelect automatically select the [best starting music track for syncing](#) to your music group.



Click to select All Available Content, Album Sets, Videos or Title Slides

Click to select sub-group  
Slideshow & Music timing

## Useful Shortcuts

Delete key will remove the selected items from the slideshow

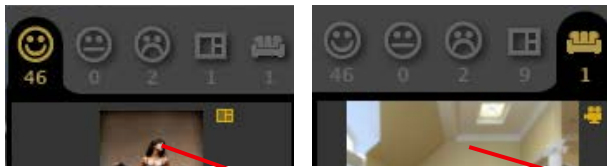
Alt/Option-click on the Slideshow Style name to open the Setup Slideshow Style window.

Alt/Option-click on the Music Track name to open the Setup Music window

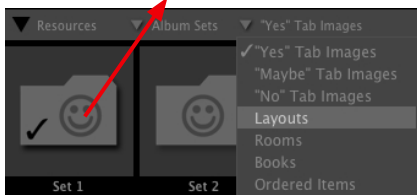




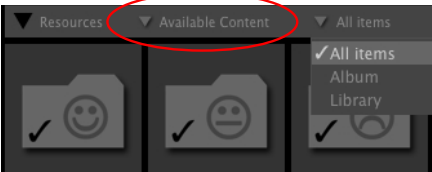
## Adding Client Content to your Slideshow



Drag one or more of your album's images, layouts and room views from the [Image List](#) into your slideshow timeline.



Choose [Album Sets](#) in the popup menu in the lower Resources section, select the subgroup that you want from then drag the selected set into the slideshow. (Note: This is the **only** way to add book pages to a slideshow.) Drag your [Title Slides or Title Slide Groups](#) from the lower Resources section. Title Slides



Selecting *Available Content* will only show non-empty Album Sets as well as available any video and title slides. Use the subgroup to only show album specific or resource specific (Library) items.

## Adding Resources Content to your Slideshow



Title Slide Group

in a Group will be added as separate slides so you can re-position as required.

Drag your [Library Videos](#) or [Album Videos](#) from the lower Resources section into the timeline. (ProSelect Pro only).

## Title Slides in a Slideshow

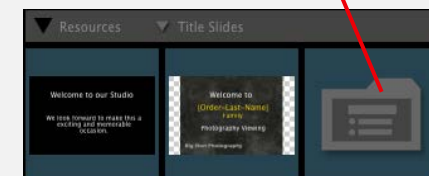
When adding a [Title Slide Group](#) to a slideshow, ProSelect breaks the group into separate slides which you can keep together or drag to different positions in the slideshow. This allows you to use the groups to setup a sequence of Title Slides and/or just keep a set of Title Slides for a particular client together (e.g. Intro slide and Ending slide).

To help keep track of Title Slides added from a group, ProSelect adds a sequence number to the thumbnail image so you can see the original order of the slides in the group.



Sequence Number

Drag Title Slide Group into a Slideshow



## Updating Title Slides

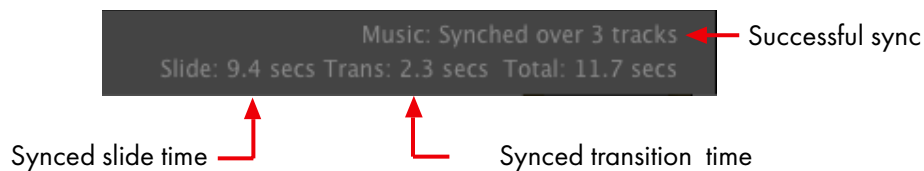
Any title slides added to a ProSelect slideshow are saved in the Album file as a COPY of the original Resources. If you update the original resource then you will need to replace each copy in your slideshows in each album.



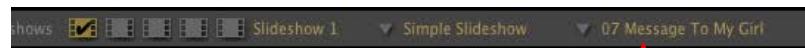
## Music Syncing

If your Slideshow Style for the currently selected slideshow is setup to try to sync to the music in your selected [Music Group](#), then you can:

- (a) Check the bottom right corner of the Info bar to see if the number of slides in your slideshow can be synced when starting from the first track and that you are happy with the resulting slide times.

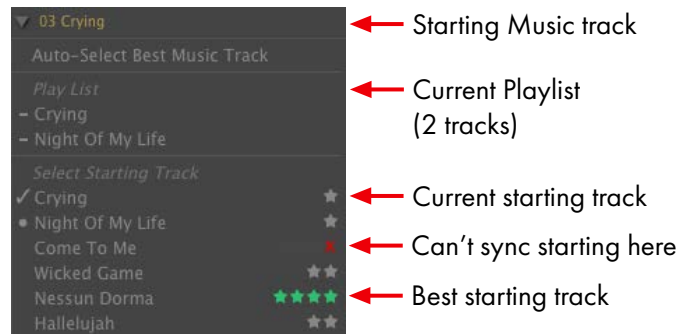


- (b) Click on the name of the current *Starting Music Track* in the title bar to open the popup menu then choose another starting track (from the selected Music Group).

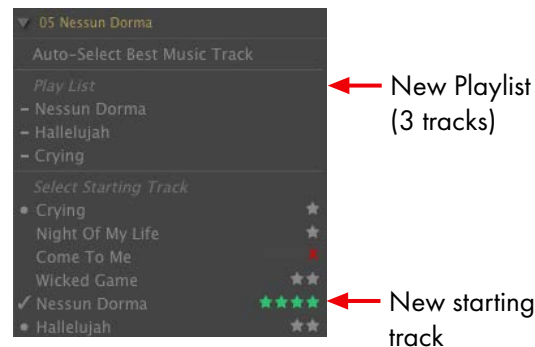


Click to see all tracks in the Style's Music Group

Starting from default first track in Music Group



After selecting to start from best track



## Music Syncing Notes

- By default, ProSelect will use first track in your Music Group
- The "star rating" shows the best track to start from to make the slide and transition times closest to the *preferred time* setup in the current Slideshow Style (4 green stars is the best one).
- Red "X" mean that starting from that track will result in no syncing and the slideshow will play at your [preferred time](#) and just fade down at the end.
- If playing more tracks after the selected starting track than you have left in your Music Group, ProSelect will start again from the first track.
- Setting a wider acceptable slide and transition time range will make it easier to find tracks that will sync.
- If you pause a slideshow (using the Space bar) then the music will also pause so that when, you continue, it will remain in sync.
- You can select *Auto-Select Best Music Track* (in the starting music track drop down menu) to get ProSelect to automatically select the track that will sync closest to the [preferred slide time](#) that you setup in your [Slideshow Style](#). (This can be set as the default setting for every new Album is the [Slideshow Preferences](#).)

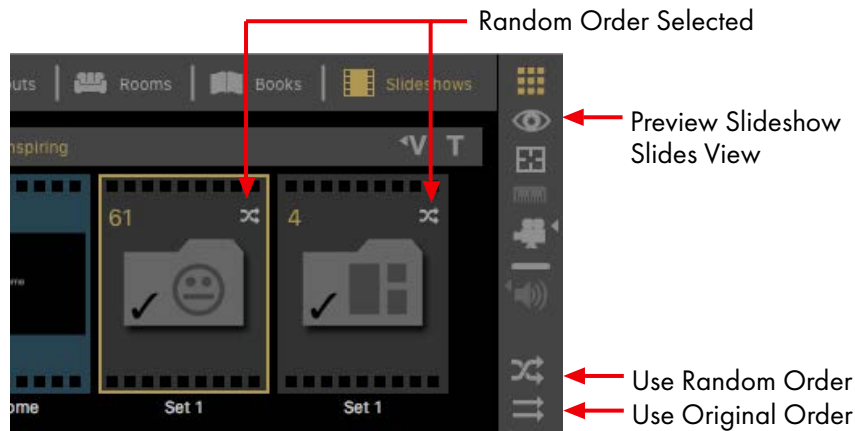


### Play an Album Set in Random Order

With a typical photographic session, many of your imported images will be similar sequences. Playing these in a random order in your slideshow will add more interest.

You can select any Album set in your slideshow and click the *Use Random Order* tool to have the Set play in a random order. When selected the *random icon* will appear on the thumbnail image.

Use the *Use Original Order* tool button to turn this option off. Each time you turn it on a



new random order will be set.

Your last random order is saved with the album file and will keep that order when you load the album again.

### Automating your Slideshow Setup

You can setup a Slideshow Structure (including an randomly played Album Sets) in the [Slideshow Preferences](#).

### Previewing the Random Starting Slide

Double-clicking on an Album set in Thumbnail View will change to *Preview Slideshow Slides* view and display the first image in that set. You can use the *Shuffle Random Order* tool button in that view to randomly pick another starting slide. You can also switch to *Show/Edit Ken Burns Focal Point* view to see all image slides in the slideshow in the random order in which they will play.

As with *Preview Slideshow Slides* view, you can use the *Shuffle Random Order* tool button in that view to randomly pick another random order.

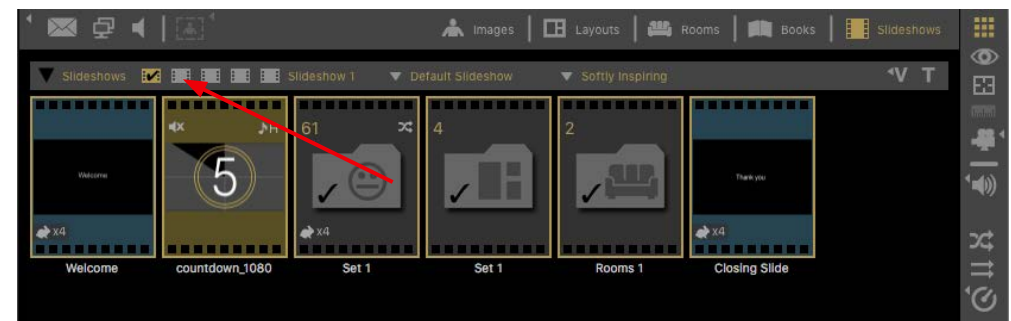
### Copying a Slideshow to another Slideshow group

In ProSelect Pro, you can design up to 5 different slideshows in each ProSelect Album.

If you have created a slideshow and would like to make a slightly different version, you can copy an existing slideshow to another group as follows"

1. Use *Cntrl/Cmd-A* to select all slides in the current slideshow
2. Drag and drop them into a different (usually empty) slideshow set while holding down the *Alt/Option* Key.

This will duplicate each selected slide and put the duplicate into the other set.





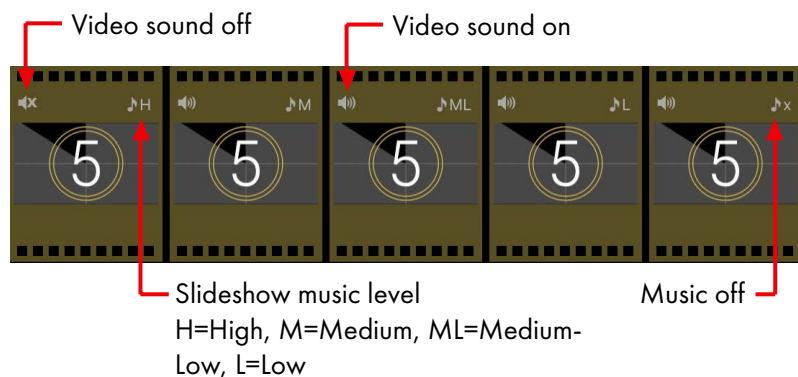
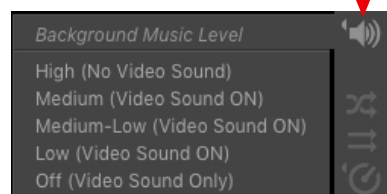
### Video Sound Options

When playing a video clip, you can select to play the video's sound track instead of the slideshow music, no video sound, or video sound with a lower level of music in the background.

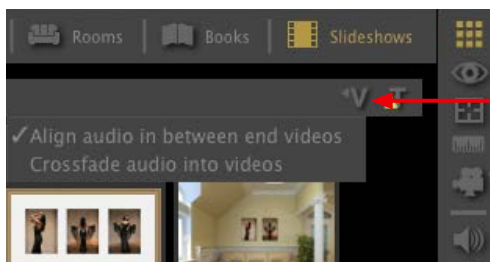
If any level of music is selected, other than High, the slideshow music will fade down to the selected level before the start of the video and back up again at the end.

You can see the selected level in the thumbnail tags.

Set Background Music Level for videos



In the *Video Sounds* popup menu you can also select for the current slideshow to:



Video Sound options popup menu

If you are regularly adding video content and you rarely wish to use the video's audio track in your slideshows, then set the [Preferences \(Slideshow: Slideshow Settings\)](#): *Video Sound: Turn off when adding to Slideshow*.

### Align audio between end videos

If your slideshow starts and/or ends with a video with a sound track then you can select to synch the music (if possible) so that the slideshow music starts after the first video and ends before the last video.

Changing this may effect whether your music will sync or not as the music will now be fitted between the videos rather than over the entire slideshow time.

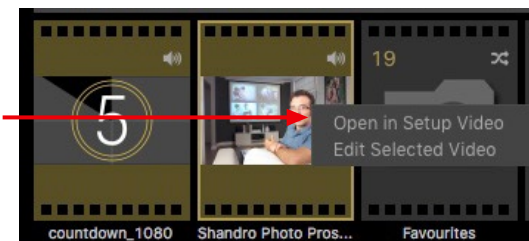
### Cross-fade audio into video

Video sound and slideshow music will smoothly cross-fade when the slideshow is playing

### Video Resource Shortcuts

Right-clicking on a video clip that you have added to your slideshow or a video resource, will show a popup menu from which you can choose to either open in the [Setup Videos window](#) with this video selected or open this video in the [Edit Video window](#).

Right-click to show popup menu



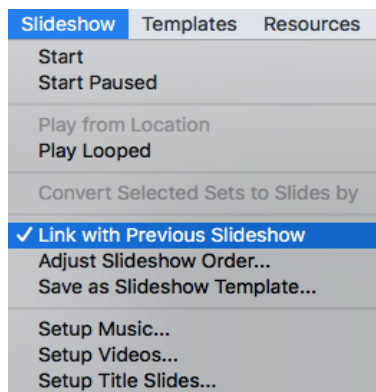
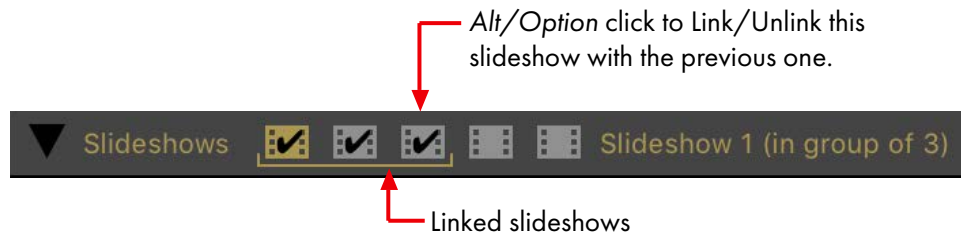
Resource Video

In ProSelect Pro, you can link multiple slideshows together to play or export as one slideshow. This allows you to build a slideshow with separate sections using different slideshow styles (with different speeds, backgrounds and music).

With five slideshows, you can have up to 5 segments in your slideshow and even design two multi-segment slideshows (eg one with 2 or 3 segments and the other with 2 segments).

## Linking Slideshows Together

To link a slideshow with the previous one, in Working with Slideshows, Thumbnail view, click on the slideshow group icon while holding down the *Alt/Option* key. Linked Slideshow display with a *linking line* under the slideshow group icons.



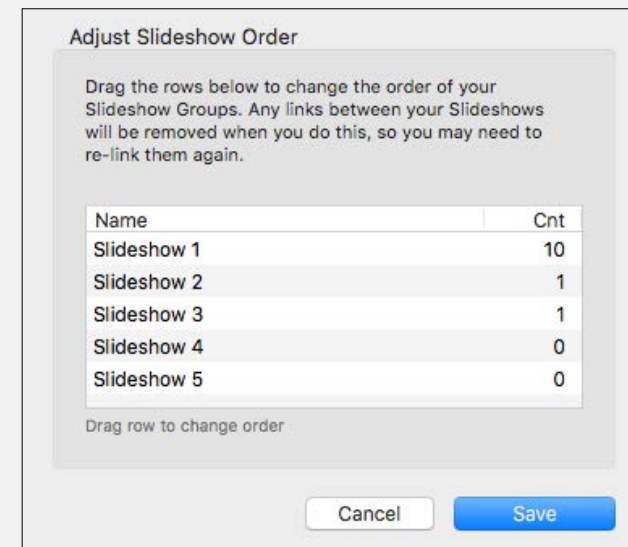
Alternatively, choose *Link with Previous Slideshow* (under the Slideshow menu).

## Preparing a Linked Slideshow

It is best to setup each of your slideshow segments separately with the styles and speeds that you wish to use. Test play each one individually and, when ready, link them together to play or export as one combined slideshow.

## Re-arranging the order of your slideshow segments

You now can swap around the order of your slideshows using the Adjust Slideshow Order window (under the Slideshow Menu). Just drag each row into a new position then click Save.



Remember, you can change the name of a slideshow group using [Change Set Names](#) (under the Album menu) or by *Alt/Option* clicking on the Slideshow name in Working with Slideshows (Thumbnail view).



# Preview Slides View



You can use this View to see how your slide will look when played in the slideshow.

Any title slides with [Personalized Text Tags](#) will display with the substituted text.

You can use the left and right arrow keys to step forward and backwards through each slide.

- In this view, ProSelect hides the Image list to give you a larger viewing space.
- Regardless of the [edge space](#) that you have setup in the [Slideshow Style](#), each slide will be set in by a small amount of black space.
- Starting a slideshow from this view will play from the currently shown frame.

Preview Slides View



# Ken Burns Focal Point View



This View is only used when you are using the [Ken Burns Cropped to fill screen](#) or [Ken Burns random sizing](#) effects in your slideshow.

It is used to set your preferred feature location (e.g. someone's head or eyes) in each image or layout when playing or exporting a slideshow using these effect.

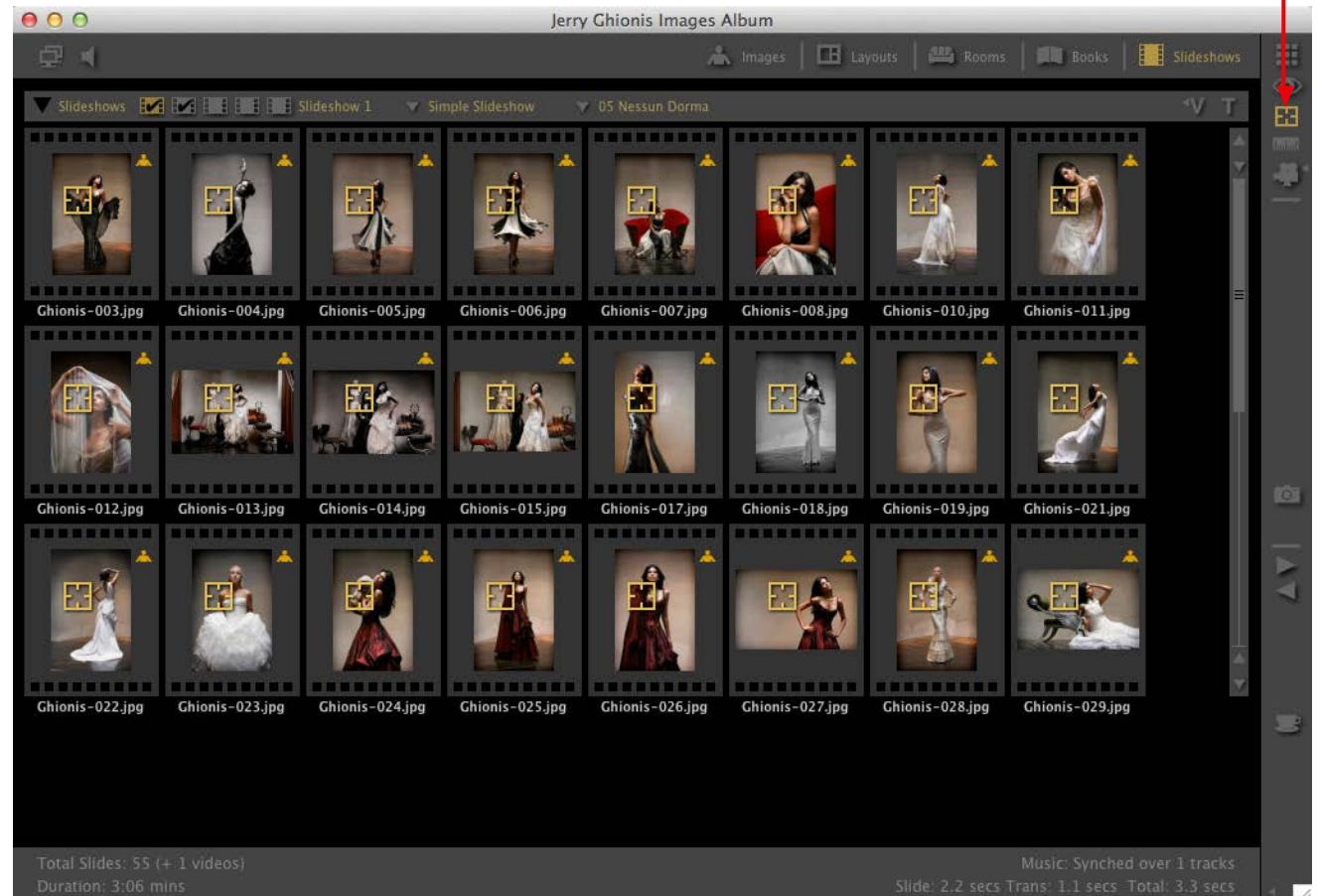
In Focal Point view, all images and layouts in the current slideshow are displayed (even if included within an [Album Set](#)) with a *target* box showing the current focal point location. You can drag the position to wherever you like within the bounds of the image.

With similar images, you can select them using Shift-click and Control/Command-click and then, with the SHIFT Key held down, drag the *target* control on one thumbnail to move it in all of the selected images together.

The focal point positions for rooms is automatically set to the [default image location](#) that you have setup for each room. For books it is the center of the spread.

Focal Point positions are saved in the Album file.

Ken Burns Focal Point View



Clicking on the slideshow icon (or selecting Start from the Slideshow menu) will start the currently selected slideshow from the beginning.

See the [About Slideshows page](#) for a list of Slideshow starting and running options.

When you have [Mirror Display Area mode](#) turned on, your slideshow will always play on the Mirror Display Area screen - the one that your clients are watching. In this case, you will see the slideshow control panel shown below



Slideshow playing on main viewing screen

Information about current slideshow image

Preview of current slideshow image

Keyboard shortcuts

Slideshow Progress

Slideshow: Simple Slideshow (3:06)

Name: Ghionis-005.jpg  
Type: Image  
Set: Set Group 1  
Tab: Yes  
Music: 05 Nessun Dorma

Keyboard Controls:  
Left Arrow: Previous Image Slide  
Right Arrow: Next Image Slide  
Down Arrow: Moves to "Yes" Tab

Escape: Stop  
Space Bar: Pause/Resume

0:15 -2:50

Operator's screen (when using [Mirror Display Area](#))



## About Slideshow Styles

All slideshows are controlled by a *Slideshow Style* which controls which music group to play, slide and transition times, background and border colors or images as well as other effects and options including synchronizing your slideshows with your music.

You can setup an unlimited number of different styles to suit different client types or different exported slideshow movies.

## Creating and Editing

You can create, edit, copy, delete and re-arrange your slideshow styles in the *Setup Slideshow Styles* window (Slideshow menu).

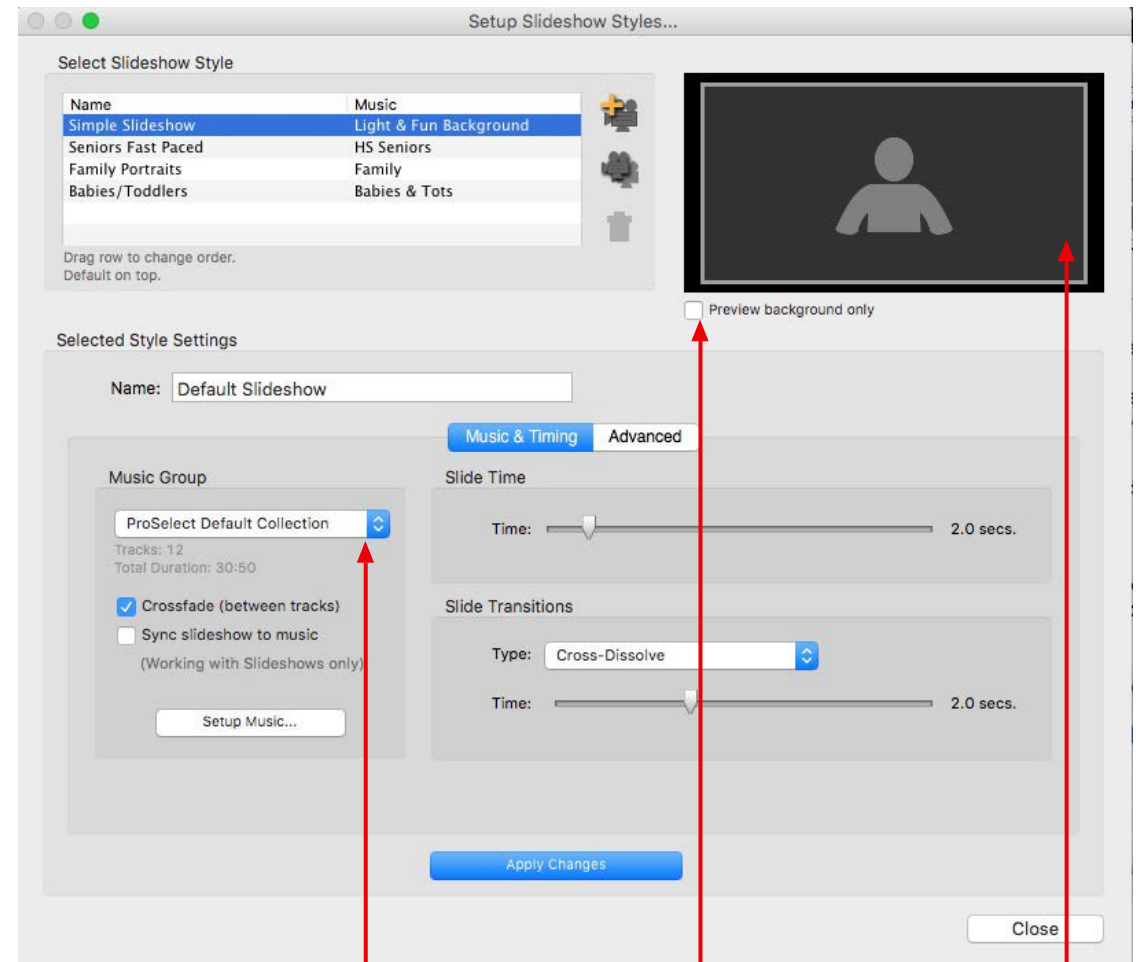


## Basic Timing

For each style you can set your preferred slide time (1-10 seconds), transition time (0.3-5 seconds) and transition type (none, fade to background or cross-dissolve).

## Music

In each style, you can select a [Music Group](#) to use when playing a slideshow with that style and select if the music tracks should cross-fade between tracks if your slideshow is longer than one music track. Cross-fading is a better effect but will alter your slideshow time slightly.



Select Music Group

Check to preview background only

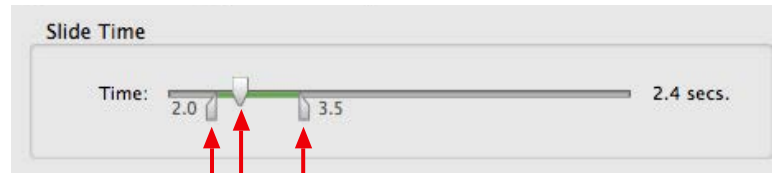
Preview appearance with selected background, borders and edge spacing



## Music Syncing

Turning on *Sync Slideshow to Music* will add *range selectors* to both sliders. These are used to set your minimum and maximum allowed times (on either side of your preferred time) when ProSelect is adjusting the slideshow timing to match the length of your music.

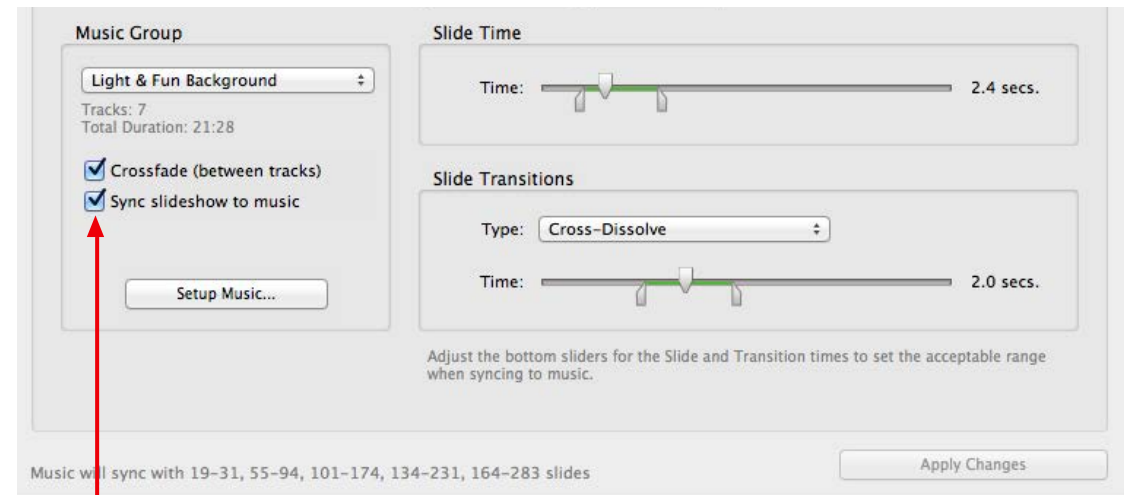
Clicking on any of the pointers will show the current minimum and maximum values.



Minimum time  
Preferred time  
Maximum time

The wider the range of timing that you permit for syncing, the wider the number of slides that the music will be able to sync with.

If ProSelect is not able to sync the music to the number of slides in your slideshow then it will use your *Preferred time* and fade the music down at the end of the slideshow.



Music Syncing On

## Music looping

If you play a slideshow that is longer than the combined length of the music in your selected music group, ProSelect will automatically start again from the first track in the music group.





## Background

You can select a color or an image as a background to your slideshow. For image choose the *Fit Image* that you wish to use - these work the same the options in [Mats](#).

## Show Mats & Frames

By default, any mats or frames added to your image in [Select Size View](#) (Working with Images) won't be shown with the image during the slideshow. Select this option if you wish to have them included.

## Name Labels (Options)

If you wish to show labels below each album item select a size based on screen size (2% to 10%) or none.

Alternatively, if you have selected some *edge space* around your slideshow (see below) you can use *Fit within Edge Space*.

## Ken Burns Effect (Options) (ProSelect Pro only)

Your slideshow can use these Ken Burns Effects:

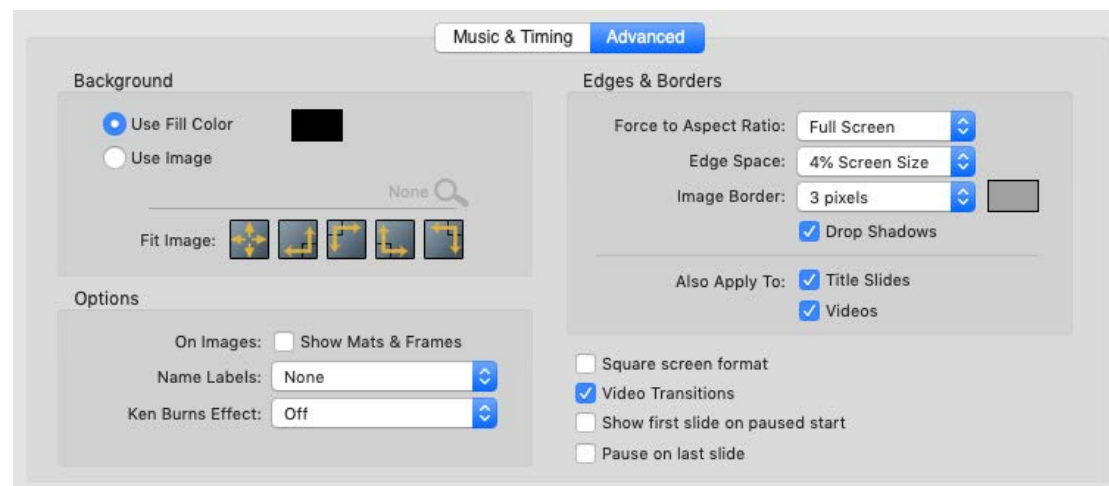
- *Crop to Fill Screen* - Images are zoomed in so they fill the entire screen space (less any Edge Space).
- *Full Images (no Cropping)* - the entire image is moved/zoomed in/out within the bounds of the screen space less any Edge Space.
- *Random* - a random mix of the above two



Crop to Fill Screen



Full Images (no Cropping)



## About the Ken Burns Effect

The Ken Burns Effect is a slow random zooming or panning of each image that will add more dynamics to your images while playing the slideshow.

To use a Ken Burns effect you must have [OpenGL](#) drivers installed on your computer and enabled in ProSelect's [Slideshow Preferences](#).

A smooth Ken Burn slideshow effect requires a fast computer and fast access to your ProSelect album file (to get each image as required).

## Setting the Ken Burns Focal Point

When playing a slide show which includes a *Crop to Full Screen* effects, by default, ProSelect will center the image in the screen space. However, since the visual focal point of your images (such as a person's face or eyes) may not be in that location you can use [Ken Burns Focal Point View](#) to set this point in each of the images in your slideshow. During the Ken Burn effect, ProSelect will attempt to move to or away from that point in each image.



## Force to Aspect Ratio

This setting is ONLY used when playing a slideshow on your computer screen\*. You can use it to preview your slideshow “letterboxed” to a different viewing area shape, such as the 16:9 ratio used when exporting a HD movie or the 4:3 ratio used on a business projector screen.

## Edge Space

Use this to add some space around your slideshow area. You can select from 2-10% of the screen size or None for no edge space. The background color or image will fill this space.

## Image Borders

Set the size and color of the border to put around displayed images in your slideshow. This setting is ignored then showing full screen [Ken Burns Crop to fill Screen](#) effects.

## Drop Shadows

Add a drop shadow to displayed items. This setting is ignored then showing full screen [Ken Burns Crop to fill Screen](#) effects.

## Also Apply to: Title Slides & Videos

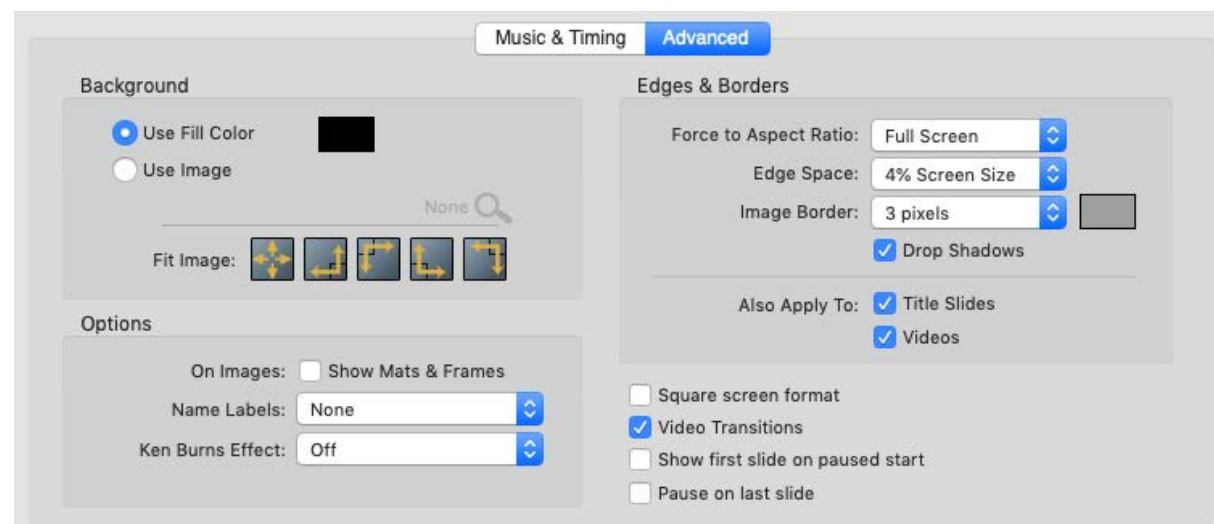
Check these boxes if you want your slideshow title slides to also have use the above settings.

## Square screen format

### \* Movie Exporting Differences

Exported slideshow movies will look the same as played in ProSelect expect for any elements that will adjust to the shape of your presentation screen such as *stretch to fit* image backgrounds.

You can preview how your exported movie will look by using the *Force to Aspect Ratio* option to constrain a slideshow to the same shape as your intended exported movie size.



Select this if you wish to constrain the width of landscape images to the same height as portrait images during the slideshow. This results in both orientations having the same visual size on the screen.

## Show first slide on paused start

Display the first image in the slideshow when you start it paused. Useful if you have a title image at the start of your slideshow and wish to have that

displayed when the client arrives.

## Pause on last slide

The slideshow will pause when it reaches the last image rather than closing the slideshow window. You can use this to keep the “mood going” until you are ready to stop it and/or to end with a closing slide of your own choice.

## Video Transitions

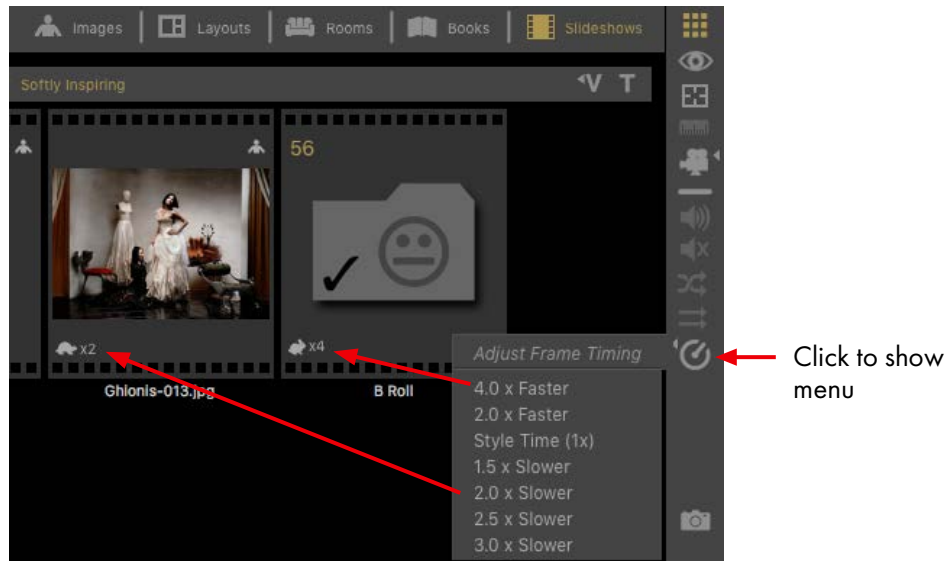
Turn this on is you wish to have transitions at the start and end of any video clips in your slideshows.

## Fine Tuning Slide Times

While your select Slideshow Style is used to control the overall slide and transition times for your slideshow, you can also set individual slides or Album Sets to be displayed for a short or longer time **relative to the overall Style's speed**.

For example, you might wish to have images of a larger family group shown on the screen for twice as long or a series of "B roll" images skip through a bit faster. The thumbnails of items with adjusted times display with a tortoise icon for slower and a rabbit icon for faster playback times.

To remove any applied Timing Adjustments, select the items and choose *Style Time (1x)* from the popup menu.



When adjusting the timing you can select multiple items in Thumbnail view and set the timing adjustment on all at the same time.

## Removing Timing Adjustments

Simple cross-dissolve slideshow movies will run smoothly on most computers.

However, to enable to use more *cpu-intensive* effects such as the [Ken Burns effects](#), or take advantage of the speed of the graphics processor in your computer, ProSelect can use OpenGL or Metal (OS X only) when playing slideshows.

The following hardware acceleration systems are supported:

Macs OS X 10.14 + : Metal only  
Macs OS X 10.11 to OS X 10.13: Metal (see below) or OpenGL  
Windows: OpenGL (if drivers are installed)

You can enable or disable hardware acceleration in the Performance section in the [Preferences, Slideshow Settings](#).

## About Metal on OSX

Metal support is available on most modern Mac computers and is required to run OS X Mojave (10.14) or newer. To check whether your computer supports Metal see this [Apple support page](#).

## About OpenGL

OpenGL is installed by default on most modern computers. If OpenGL is not installed you can switch it off in [Preferences, Slideshow Settings](#). If you don't already have OpenGL installed:

*On Macs:* Updating to the latest update of your current version of OS X will generally install these. With ProSelect 2019r2, OpenGL is only supported if you are using OS X 10.13x (High Sierra) or earlier.

*On Windows:* You can usually download the OpenGL drivers for your computers graphics chip-set from the manufacturer. To find the graphics chip set installed on Windows 7:

1. Right-click the desktop and select *Screen Resolution*
2. In the window that opens, click the *Advanced Settings* link

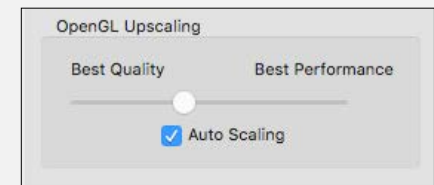
## OpenGL Upscaling

When using OpenGL, ProSelect defaults to using 20% hardware upscaling on slideshow images to further reduce CPU load with little noticeable change in image quality.

If you have a slower computer or are using a High-Res display for your slideshows and are finding that your Slideshows do not play smoothly, try increasing this setting in the [Preferences, Slideshow Settings](#).

With *Auto Scaling* off, you can adjust between

- 0% No upscaling, highest image quality, most CPU load, and
- 50% Highest upscaling, lower image quality, least CPU load





## Video Performance during Slideshows (Windows Only)

If present, the ProSelect will use the VLC video libraries to play any videos that you include as part of your slideshows. If not, a less efficient playback method is used instead.

The VLC libraries are included as part of the standard ProSelect installer on Windows machines.

### About VLC Libraries (Windows Only)

The VLC libraries (version 2.0.8) and associated plugins are the copyright of VideoLAN Organization ([www.videolan.org](http://www.videolan.org)) and, with thanks to VideoLAN, provided with the ProSelect installer under the GNU Lesser General Public License, version 2.1.

## Checking what Libraries ProSelect is using

You can check if ProSelect has found and is using OpenGL, Metal (on Macs) and VLC libraries (on Windows) by checking in the [About ProSelect window](#).

```
External Cache Memory Used: 0.3MB
→ Hardware Support: OpenGL [Selected]
Command Processor: Online
→ VLC Status: Libraries Found (2.0.8 Twoflower)
FFmpeg: Available (N-80129-ga1953d4)
ImageMagick: Available (7.0.2-1 Q16 x64 2016-06-23)
ImageLoader: Available (1.0.7)
```



## About Title Slides

Title slides are setup using *Setup Title Slides* (Slideshow menu) and are saved as a resource that can be added to any slideshows that you create when [Working with Slideshows](#).

You can setup individual title slides or a sequence of title slides in one or more groups.

## Title Slide Structure

Each Title Slide consists of:

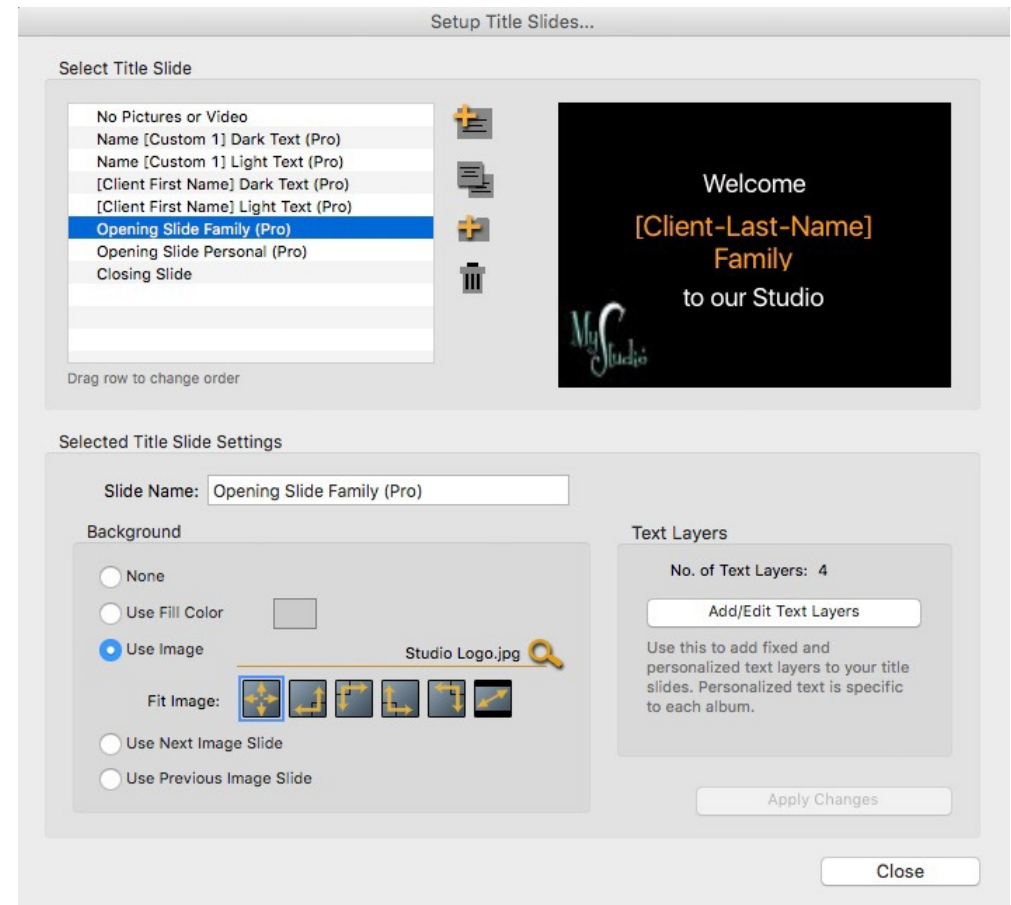
1. A background, and
2. One or more Text Layers (in ProSelect Pro only)

## Title Slide Backgrounds

Title Slide background options are: none (so you can see the Slideshow Style's background), filled with a color, using a resource image (such as your studio logo), use the next image slide, or use the previous image slide.

## Image Fitting

These options work the same way as when using [Mats](#). However this set does include the extra *Fit Within* option which is best if your background image contains a logo which you don't want to be clipped or stretched. With this fit option any "letterbox fill" area will use the [Slideshow Style's background](#).



## Adding Title Slide Groups to a Slideshow

When adding a Title Slide Group into a slideshow, each slide in that group is treated as a separate slide which can be optionally re-positioned in the slideshow sequence. Title slides added from a group have their original group position number shown on the thumbnail images so its easy to check for the correct sequence of title slides.

## Using the Next and Previous Image slide backgrounds

These allow you to effectively overlay an album slide with a text layer which will transition out (for next) or transition in (for previous). You will find these useful when starting a new set or sequence of images.

## About Text Layers

In ProSelect Pro, you can add any number of text layers to your title slides.

Text layers can be customized with different styles, sizes, colors, fonts, opacity and justification.

Text layers can also be “fixed” or “personalized” for each album by including one or more of the *Personalized Text Tags* (see the left side list). These tags allow you to easily customize your title slide with *client specific* information that comes from and is saved with the client’s Album file.

## Personalized Text Tags

Many of these tags will automatically show information that you normally setup in an album file such as the [Client](#) or [Set Names](#) details. However you can also add up to five *Custom tags* can be used for anything including dates, children’s names, school names, occasions etc.

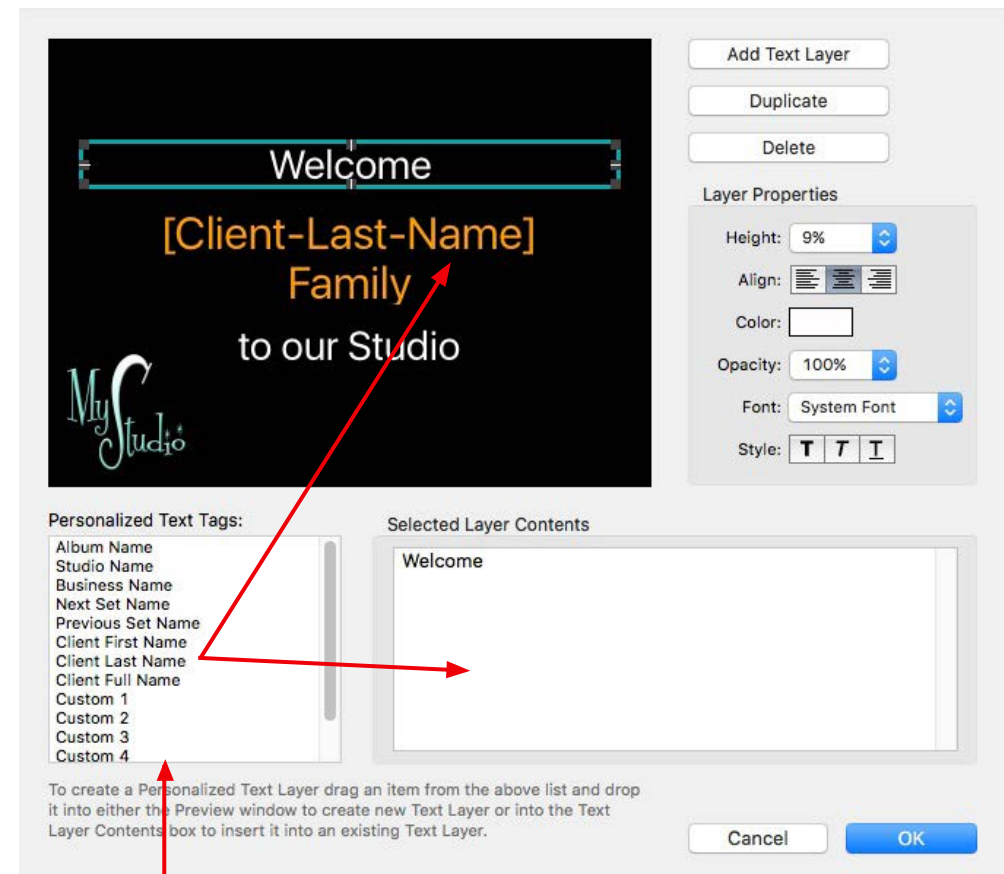
The values for all tags except the album and set names, can be set to different values for each slideshow in the album or shared across all of the [Working with Slideshows](#) slideshows in an album.

## Using Default Text Tags in ProSelect Basic

While text in title slides is a Pro only feature, the standard installation includes a number of sample slides with embedded text tags. ProSelect Basic users can use any slides with the [Client-Full-Name] tag and this will be replaced correctly. Any other tags will not be replaced unless you change up your license to the Pro version.

## Nudging Text Layers

If you click on a text layer box, you can then use the Arrow keys on your keyboard to make small adjustments to the position of the boxes.



Available *Personalized Text Tags*. Drag these into your title slide preview to add to that slide or into the contents box of an existing text layer.

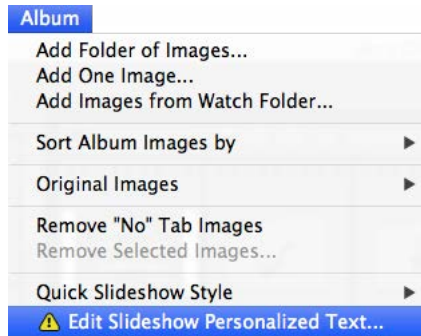
## Sizing in Text Layers

All sizes and positions used in Text layers are stored as a percentage of the height of the title slide. This way they will remain correctly proportioned on any sized screen.

## Remembered to Setup Your Text Tags?

As soon as you add a title slide to any of your slideshows in [Working with Slideshows](#), ProSelect checks to make sure that every tag used has an entered value.

If any are missing you will see a “caution” symbol next to the *Edit Slideshow Personalized Text* menu (Album menu) and also next to the “T” icon at the right-hand end of the title bar.

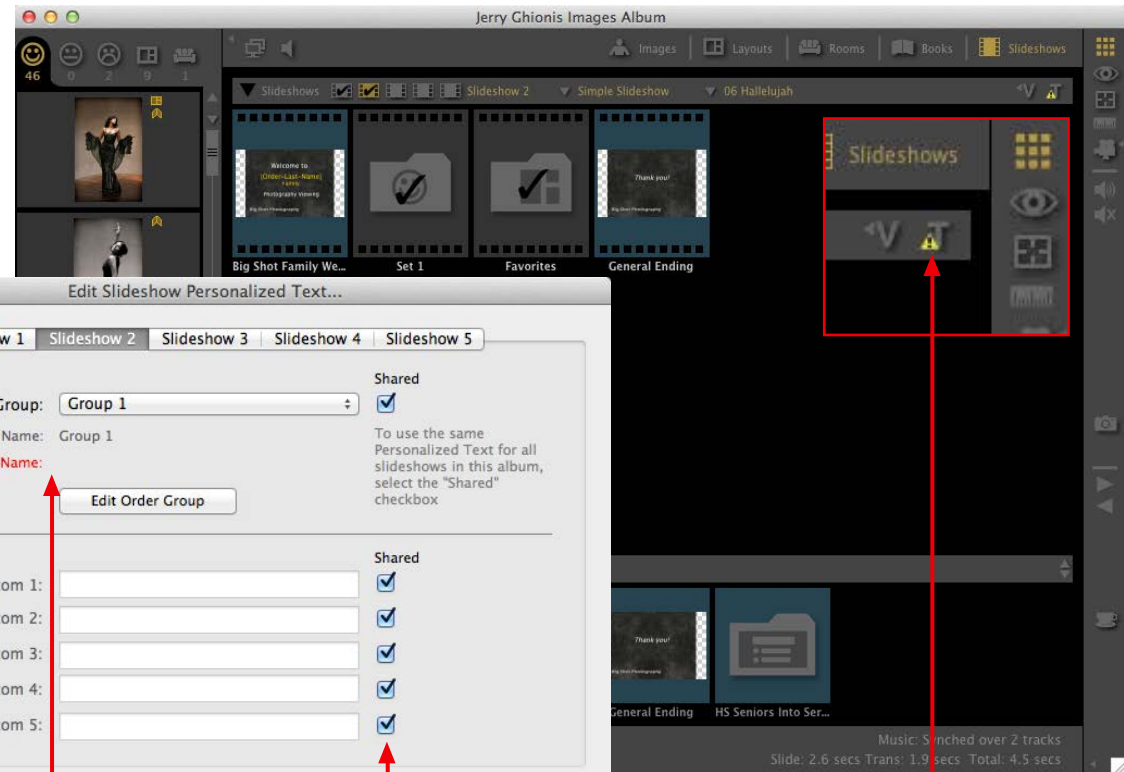


Missing tag warning

If this is the case, open the *Edit Slideshow Personalized Text* window from the menu or by clicking on the “T” icon. Then enter any text which is highlighted with a red label.

## Previewing your title slides

You can review how each title slide in a slideshow will appear (including any substituted text tags) by selecting the slide and changing to *Show Slides View* (eyeball view).



Missing tag warning  
Click icon to open Edit window

Missing “Last name” in Client 1

When checked entered value is shared across all slideshows

## Album Name Tags

If you are using the *Album Name tag* in a title slide, make sure that you save any newly created albums (giving them a name) before running or exporting the slideshow else this text will show as “Untitled”.

## Linked Clients

By default, all slideshows link to the information entered in the first [Client](#). However you can link any slideshow to any Client by unchecking the *Shared* box next to the Client popup and selecting another Client.

Using video content in your ProSelect slideshows in ([Working with Slideshows](#)) is a feature available in ProSelect Pro only.

This is setup and managed in the Setup Videos window (Slideshow menu).

There are two sources for video content:

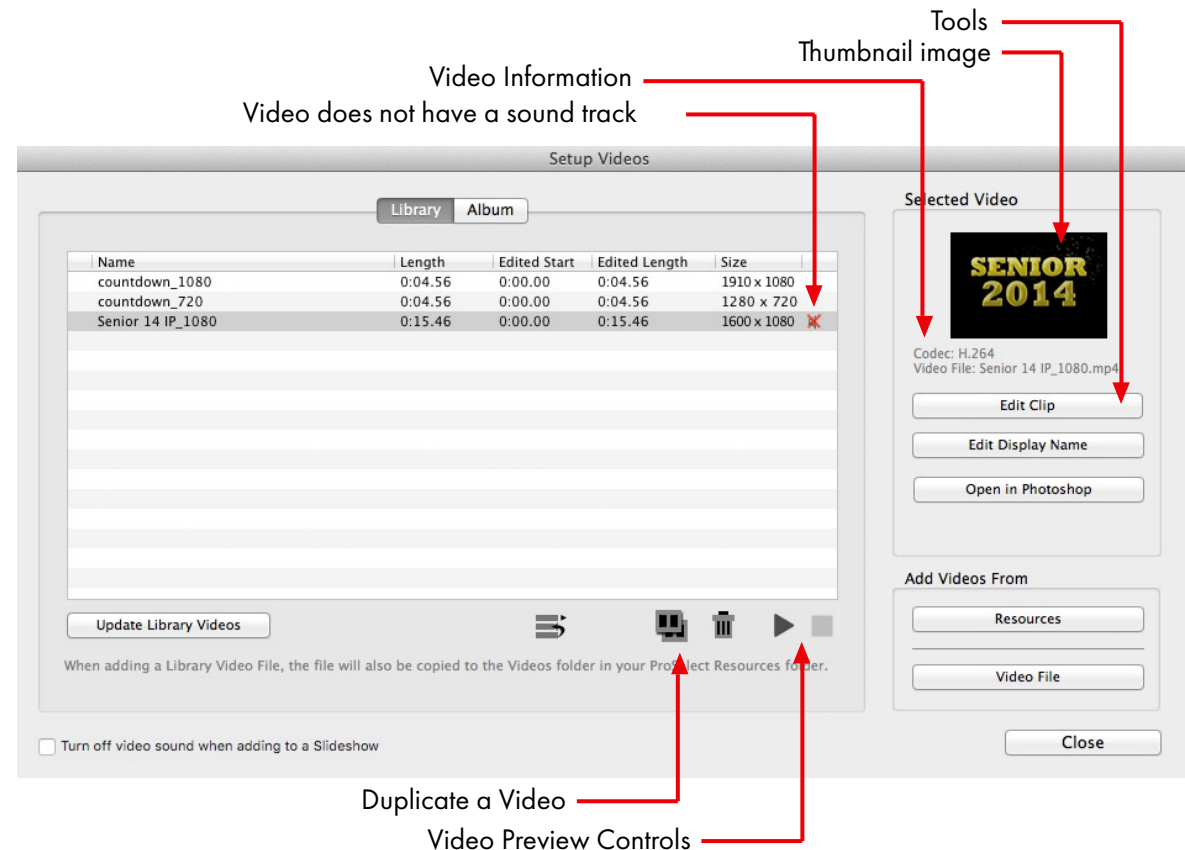
1. **Library Videos** - These are shared resource videos stored in the Videos subfolder of your [ProSelect Resources folder](#). Typically these would be used at the start and/or end of your slideshow but can be used anywhere you like.
2. **Album Videos** - these are session or client specific video clips that you can include in your slideshow or exported movies. These are NOT imported into your ProSelect Album file (see note on right side).

## Where are Album Videos Stored?

Album Videos are NOT currently saved into a ProSelect Album file, rather just the **path to video file** is saved. This is to keep Album files from becoming too large and unmanageable.

As such, it is recommended that you keep album videos in the same folder as your ProSelect Album file so you can easily find and copy them with the Album file if transferring to another computer.

If you place them along side or in the folder structure below your Album file then ProSelect will remember the location relative to the Album file so you can easily move both the Album file and associated videos to other machines and the links will still work. If the link is broken, use *Find Album Videos* (under Album Menu or in the Setup Videos window) to re-link them.



The screenshot shows the 'Setup Videos' window with a table of video files and a 'Selected Video' panel on the right. Red arrows point from text labels to specific elements in the interface:

- Video Information** points to the table header.
- Video does not have a sound track** points to the 'Senior 14 IP\_1080' row.
- Thumbnail image** points to the video thumbnail in the 'Selected Video' panel.
- Tools** points to the 'Edit Clip', 'Edit Display Name', and 'Open in Photoshop' buttons.
- Duplicate a Video** points to the duplicate icon in the bottom toolbar.
- Video Preview Controls** points to the play/pause icon in the bottom toolbar.

Name	Length	Edited Start	Edited Length	Size
countdown_1080	0:04.56	0:00.00	0:04.56	1910 x 1080
countdown_720	0:04.56	0:00.00	0:04.56	1280 x 720
Senior 14 IP_1080	0:15.46	0:00.00	0:15.46	1600 x 1080

Selected Video: **SENIOR 2014**  
Codec: H.264  
Video File: Senior 14 IP\_1080.mp4

Add Videos From:  
Resources  
Video File

Turn off video sound when adding to a Slideshow

## Adding video to a Slideshow

Select *Videos* or *All Content* from the Resources section at the bottom of the screen in Thumbnail View when [Working with Slideshows](#). Drag the video up into your slideshow. If you wish to have a transition into and out of the video, set the *Video Transitions* option in your [Slideshow Style](#).

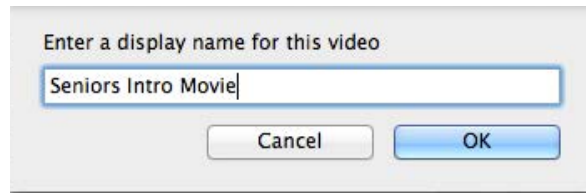


## Previewing a Video

Click the Play/Stop buttons to preview the selected video.

## Editing Video Display Name

To help identify your video clips, you can change the display name using the *Edit Display Name* button and entering a short description of the video clip.



The new display name will replace the file names that appear under your thumbnail images when Working with Slideshows.

## Update Library Videos

If you have made any changes to a library video outside of ProSelect then you should use the *Update Library Videos* button to update the information about this video in ProSelect.

## Find missing album videos

If an album video cannot be found at the location from which it was originally added, you will see a warning icon next the video. In this case either return the video to its original location or use *Find Album Videos* (shown when the Album tab is selected) and select the new location.



Previewing the video in the main window

## Video Orientation

ProSelect only supports videos shot in landscape orientation. If you are using a mobile device to shoot videos, make sure that hold it horizontally rather than vertically.



# Editing a Video Clip

If you have a long video that you wish to divide in shorter clips for inclusion in your slideshow, you can use the *Duplicate* button to make one or more “virtual copies” of the video then use *Edit Video Clip* window to set a different start and end time for each clip.

## Adjusting start and end times

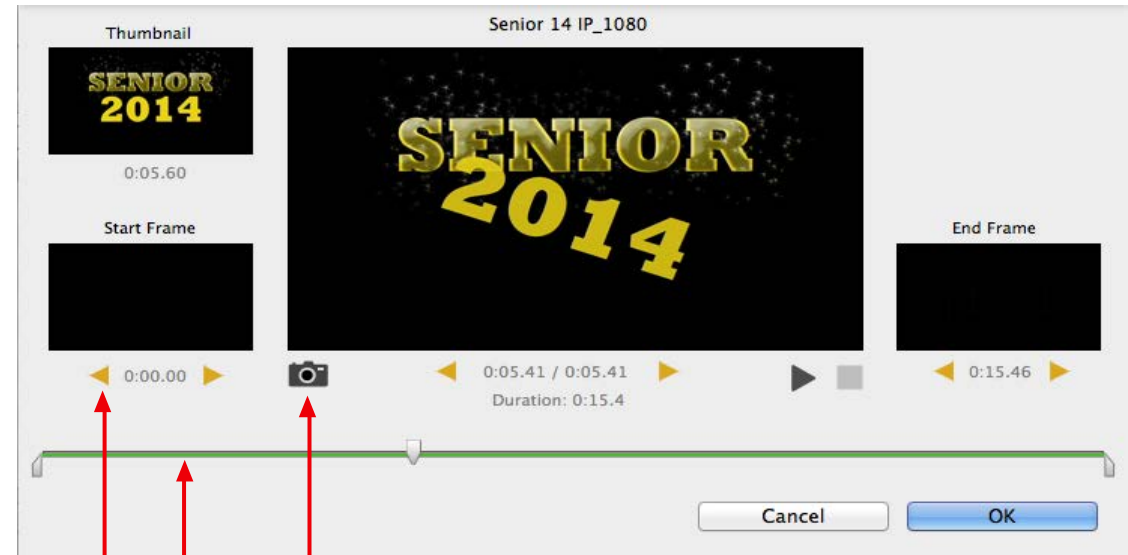
Drag the lower tags on the slider to set the start and end point for the clip. The first and last frames will be shown in the small preview windows.

Fine adjustments to the set times can be made by clicking on the yellow arrow buttons.

## Edited video clips must be at least 4 seconds long.

The top slider can be used to “scrub” through the video to quickly locate where you wish to start from.

Use the Play/Pause buttons to preview the clip. Alternatively you can use the space bar to start and stop the video.



- Set the thumbnail image from the current frame
- Use the slider to set start and end time
- Fine adjustment buttons

## About Duplicating Videos

When you use the Duplicate button to make a “virtual copy” of a video, the video file itself is not copied. Rather a new “title” to the SAME video file is added to ProSelect.

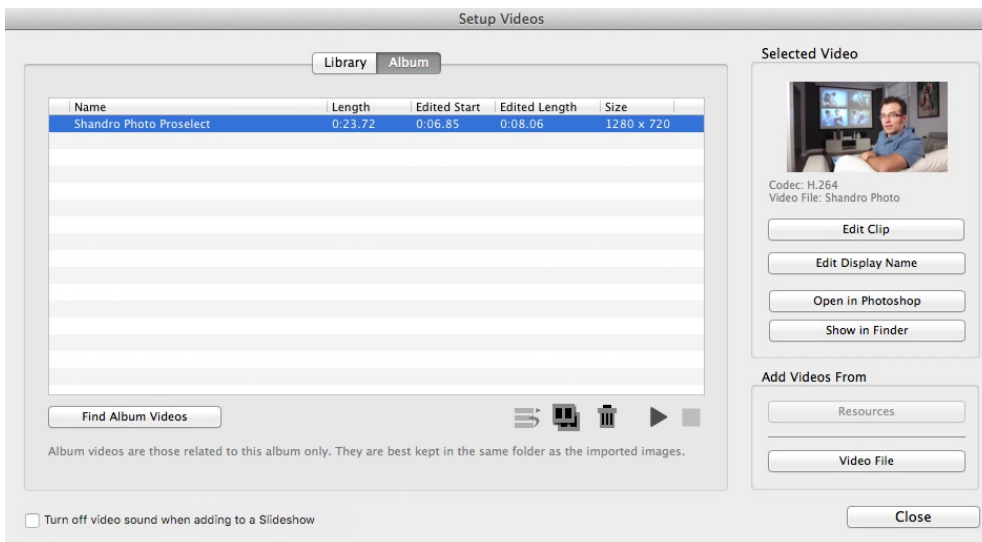
Each of these can be edited with a separate start and end time, a different name and thumbnail image effectively segmenting your original video into shorter pieces for your slideshow.



## Adding Library Videos

Select the Library Tab. You can then add Library Videos by:

1. Using the *Resources* button to add a video that is already located in your ProSelect Resources folder (Videos subfolder).
2. Using the *Video File* button to select a specific video file from another location. Note: This will also copy it to your ProSelect Resources folder.
3. Drag and drop a video file into the list box in the window.



## Adding Album Videos

Select the Album Tab. You can then add Album Videos by:

1. Use the *Video File* button to select a specific video file.
2. Drag and drop a video file into the list box in the window.
3. Setup your [Preferences \(Adding Images\)](#) to automatically add any video file in the same folder while imported images into a new ProSelect Album..
4. Drop a movie file (or a folder containing any movie files) into the Image List in ProSelect's main window.

If you are regularly adding video content and you rarely wish to use the video's audio track in your slideshows, then check *Turn off when adding to Slideshow*. This can also be set in the [Preferences \(Slideshow: Slideshow Settings\)](#). See [Video Sound Options](#).

# Editing Videos in Photoshop I

If you have Photoshop CS6 or newer, (all of which support video editing) then you can also edit your video clips in Photoshop.

To open an [Album Video](#) in Photoshop while [Working with Slideshows](#):

1. Select the video in Thumbnail view.
2. Choose *Open Video in Photoshop* (Album: Videos menu) or use keyboard shortcut Cmd/Ctrl-T.

To open an Album or Library video from within the [Setup Videos](#) window:

1. Select the video in the list.
2. Click the *Open in Photoshop* button

## Saving your edited Video as a .psd file

You can maintain any layers and original content in your edited video by saving it as a .psd file.

Since ProSelect can't directly use the .psd version, you still need to [export a rendered version](#) to use in your slideshow.

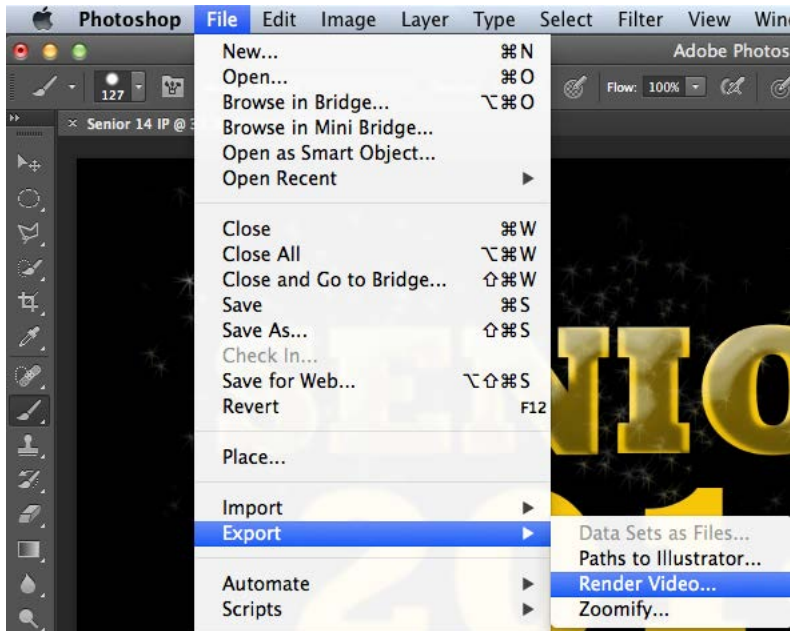
In this case, you should save the .psd version in the **same folder as the original album video file**. After that you can re-open the .psd file from within ProSelect by selecting the imported Album Video and using the *Open PSD version in Photoshop* command (Album menu: Videos submenu) or the keyboard shortcut - Cmd/Ctrl-Y.



Note: Photoshop won't allow you to export a rendered video that replaces the one that is currently open so, initially saving your video as a .psd file then opening that, will make it easier to make adjustments to your original video file.

## Exporting your Edited Video

After editing your video in Photoshop, you need to export it as a rendered video before it can be used in a ProSelect Slideshow. This is done using Photoshop's Export -> Render Video command (under File menu)

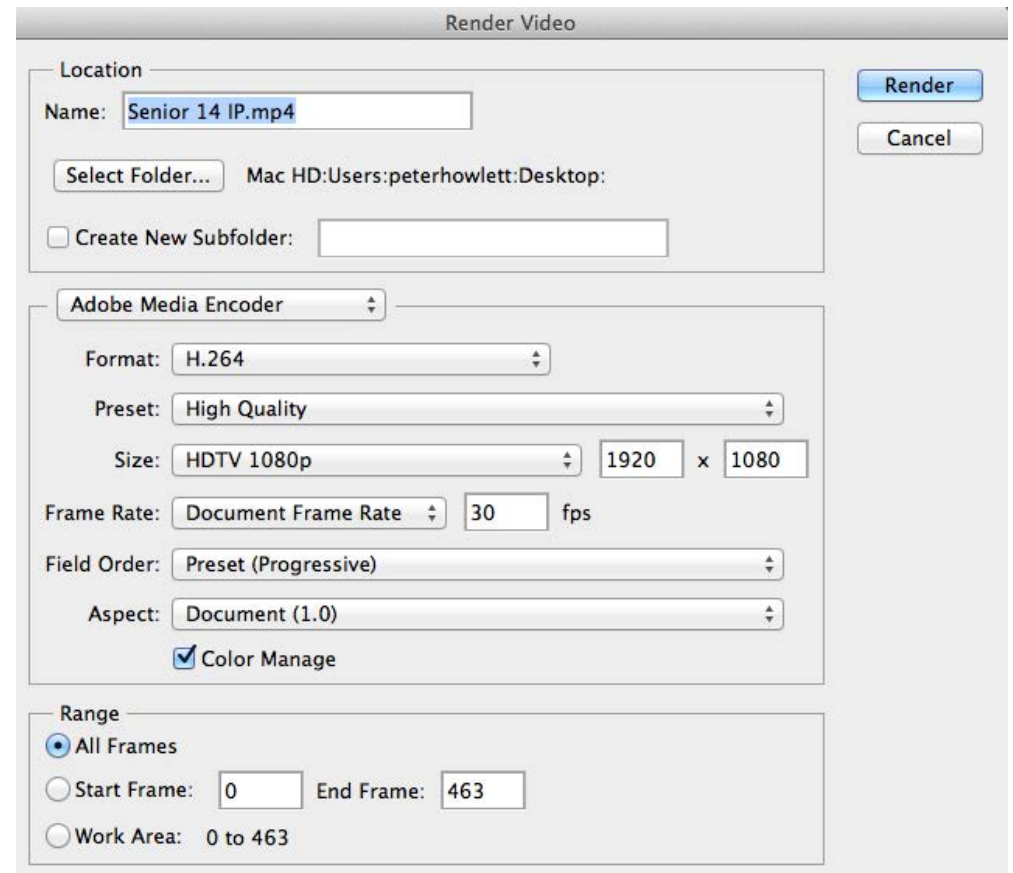


The recommended *Render Video Settings* are shown on the right-hand side. You can set a different size and frame rate if required. If you have trimmed the start and end positions then select *Range: Work Area* instead of *All Frames*.

## Replacing the Original Video

If you are just replacing the original Album Video with the newly rendered version just export the new movie with the same name into the same folder as the original (replacing the original). Since ProSelect maintains a link to that location, the new version will be automatically used in your slideshow.

If you have changed the length of the movie, to get updated slideshow timings, use the ProSelect Reference Manual 2022r1.6



Update Selected Album Video command (Album -> Videos menu).

## Creating a new version

If you are creating a new version simply use a different name but export it into the same folder as the original movie then add it to your ProSelect Album using one of the methods described on the [Album Video](#) page.

# About Slideshow Templates I



A Slideshow template consisting of any mix of components (videos\*, title slides and album sets) with a pre-assigned Slideshow Style. You can use these to

- Pre-populate your slideshows when you start a new album.
- Add set of slideshow components to any existing slideshow.

Slideshow templates are saved in the ProSelect Data file and can be shared between computers.

## Creating and Editing Templates

Open the Manage Slideshow Templates window (under the Slideshow menu). In this window, you can:

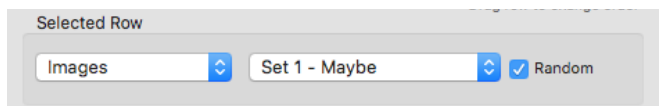
- Create new templates, duplicate and modify existing ones.
- Add, change, remove and reorder the components in your template.
- Assign Slideshow Styles to the template
- Control the templates Music Syncing options

## Selecting Components

Video and Title Slides can be selected from those that you have previously setup in the [Setup Videos](#) and [Setup Title Slides](#) windows respectively.

You can drag component rows to rearrange the order of them within your template.

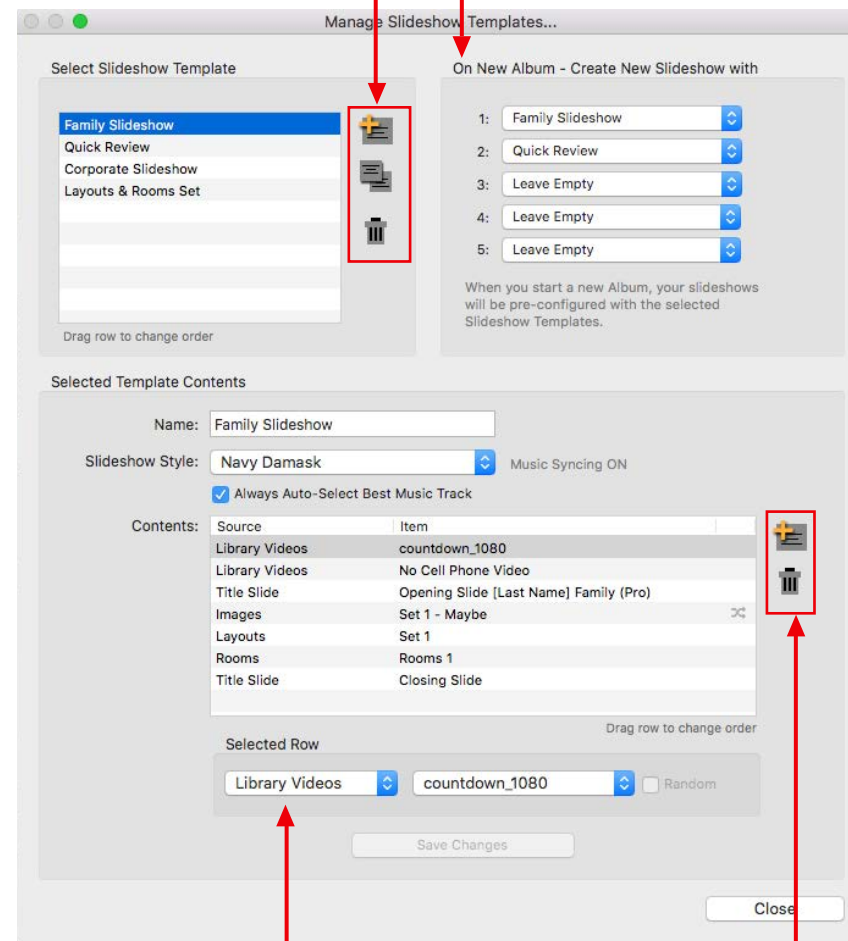
Album Sets can be optionally set to play their contents randomly by check the random checkbox.



\* ProSelect Pro only

Add new Slideshow Template  
Duplicate selected template  
Delete template

Select New Album structures  
for each slideshow



Add components to Template  
Delete selected component (row)

Set the type and item for the selected  
component (row)



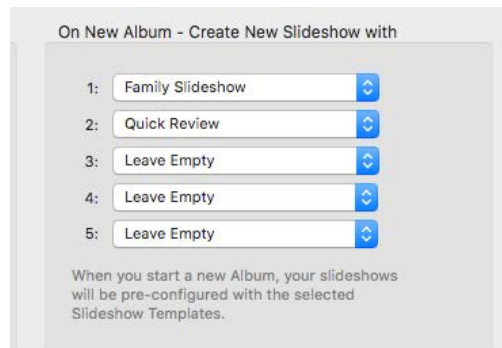


## Saving a Template from an Existing Slideshow

Use the *Save as Slideshow Template* command to save a slideshow that you have designed in an album as a new Template for later re-use in other album. Since templates cannot contain any album specific data (like individual images, layout or rooms), these will be removed from the template.

## Setting Up New Album Slideshows

Once you have create the Slideshow Templates that you wish to use, just select them from the dropdown menu next to each slideshow.



## ProSelect Basic vs ProSelect Pro

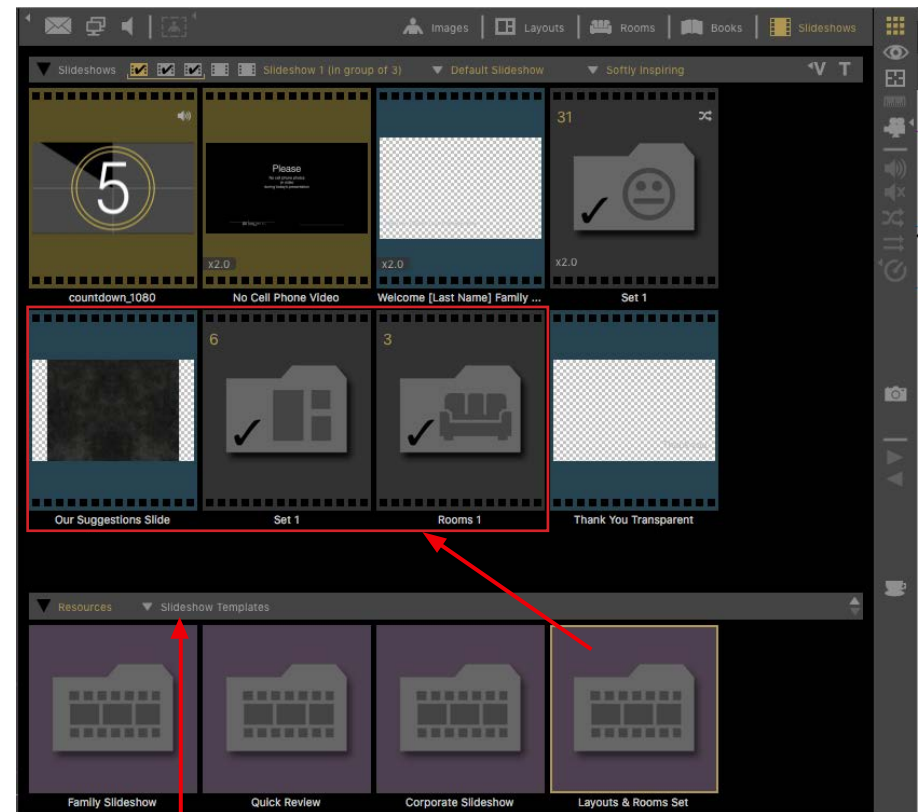
The Basic version of ProSelect only allows the use of one slideshow whereas with the Pro version you can pre-setup and use up to five different slideshows.

## Upgrading From Earlier Versions

Prior to ProSelect 2019r2, your *On New Album Create* slideshow settings were saved in your Preferences. When you first run the new version, any existing Preferences settings are automatically used to create a new *Default* slideshow template and that template is selected to be used when starting all new albums.

## Using as a Slideshow Resource

In *Working with Slideshows* (Thumbnail view), you can select *Slideshow Templates* from the Resources dropdown menu then drag and drop your templates into your slideshow time line to add all of the components in the template to your slideshow.



Select Slideshow Templates



Working with Books in ProSelect is very much like Working with Layouts except each group of layouts becomes a book and each layout in the book becomes a page.

You can drag and drop in Thumbnail view and deal with pages (two at a time with a double-spread album) in Show Pages (same as Show Layouts View) or Cropping View. You can show a slideshow of your pages. Because showing at actual size is not appropriate for books, this option is disabled.

The size and structure for each book is defined by a [Book Design](#). You can use *Setup Book Designs* (Templates Menu) to define your own book designs or you may be able to import designs from your book supplier.

Books can be either Traditional Matted or Composite design but you can also mix

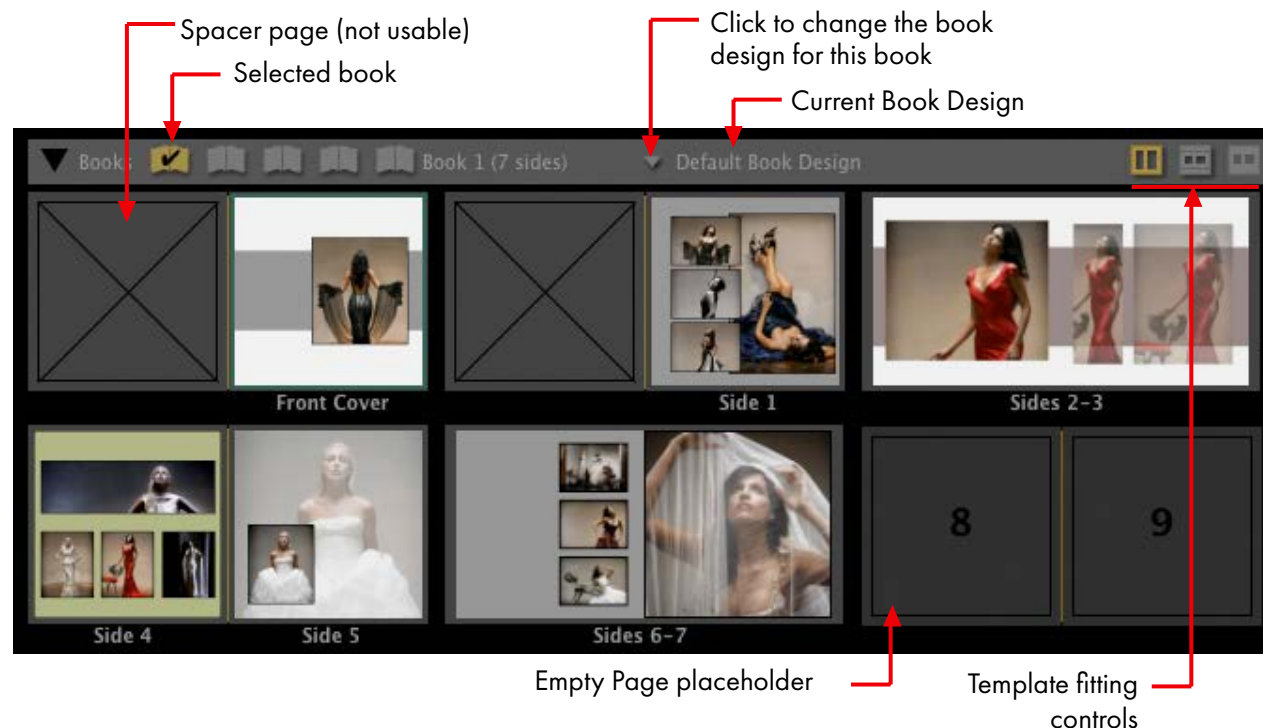
**Before starting a book you should setup and select the Book Design that you wish to use.**

page types within the same book.

Book pages are automatically named with the sequence page number and will align double spread layouts to start on the left side.

If your [Book Design](#) requires a minimum number of pages, empty placeholders will be shown for the missing pages.

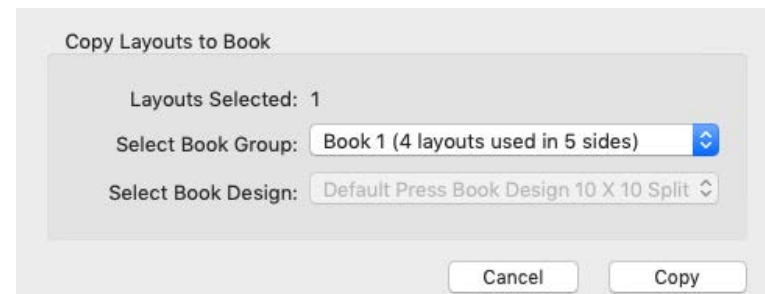
You can print [Book Page Proof sheets](#) and a [Book Report](#).



## Converting Layouts to Pages

If you have some layouts that you wish to include in a book then select the layouts and choose *Copy Selected Layouts to Book* (Album Menu).

Use the dialog below to select the destination book group and book design (if not already used). See [Fitting Templates into Pages](#) for how fitting works.



# Setup Book Designs I

The Book Design that you select controls how the book will be built. You can have any number of book designs and each one is used to specify:

- Overall Width & Height
- Book type ([Composite or Traditional Matted](#))
- Single or double-sided
- Starting side (for double-sided books)
- Default Border direction (Composite books only) - see [this page](#)
- Minimum and Maximum number of pages
- Bleed and Gutter
- Cover pages
- Production Spread Settings (see [Handling Double-Spread Pages](#))

## Adding or Editing a Book Design

Select *Setup Book Designs* (Templates menu) to open the window shown on the right where you can Add, Duplicate, Delete, Import and Export book designs.

## About Bleed & Gutter

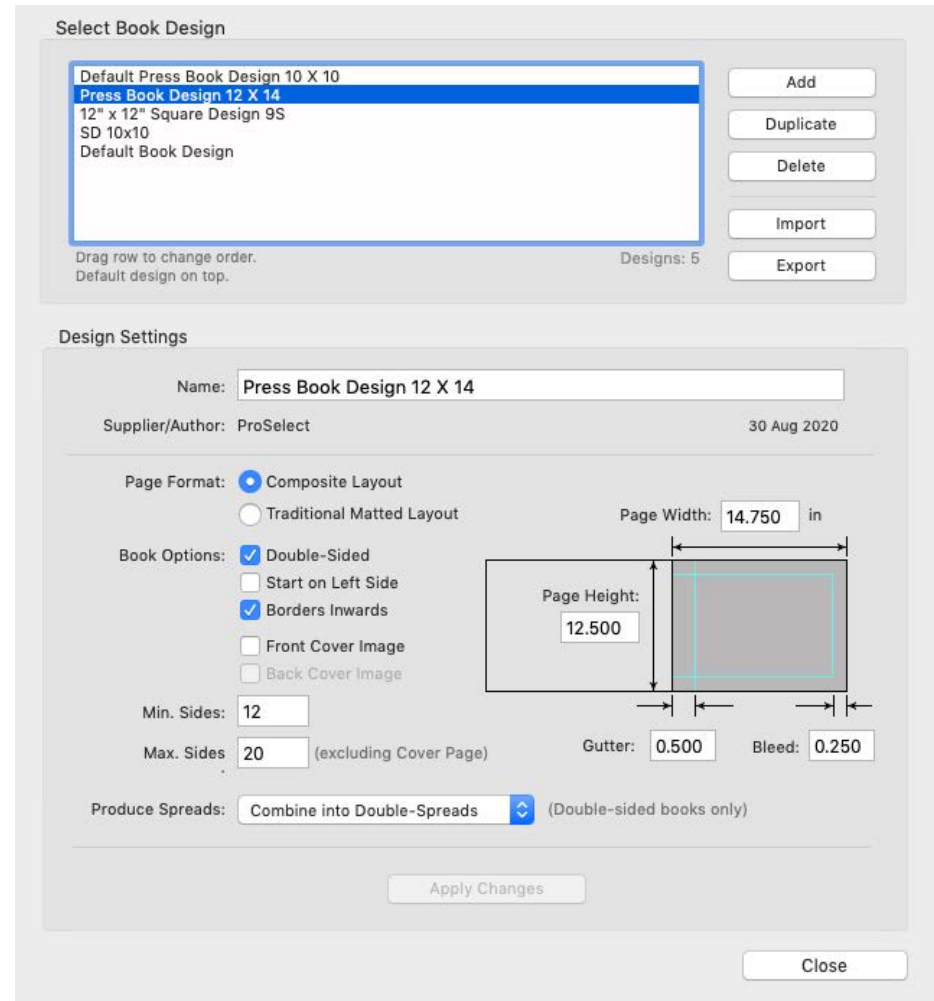
Bleed the extra space around the edge of a book page that is cutoff when the book is manufactured. Gutter is the part of the book hidden by the center binding.

They usually only apply to Composite books and is used to ensure that images and other design elements can cleanly run all the way up to the edge of the page and you can make sure that important elements in your images are not positioned in these areas.

When setting up a Composite Book design, you need to **include** any bleed in the specified page width and height sizes that you enter. For example:

A 12" high by 14" wide book with 0.25" of bleed and 0.5" of gutter should be setup as follows:

Page Height: 12.5" (12+0.25+0.25)  
Page Width: 14.75" (14+0.5+0.25)



Bleed and gutter areas of each book page are shown with a cyan lines when in [Cropping view](#).



## Produce Spread

The *Produce Spreads* setting in the [Book Design](#) controls how double spread pages are produced through High-Res Production and is done automatically using Photoshop scripting. This setting can be:

- *As Designed* - a mix of single and double spread pages exactly as you have them in your book.
- *Split Double-Spreads* - Any double spread pages are split in half. In this case the output filenames will show the original page name with -A and -B on the end.
- *Combine into Double-Spreads* - Any single spread pages are combined into one double-spread page. Single sided, first and last pages are excluded.

## Joining Book Pages within ProSelect

You can optionally use *Join Book pages* (Album menu) to combine two single sided templates into one double-spread page. This is not undoable and will not work with any pages that have [overlay images](#).

## Exporting and Importing Book Design

You can use the Export and Import buttons to export/import the selected Book Designs using standard XML file format.

If you are distributing your Book Designs along with some templates or other items, then best to use [Export Collection](#) (Resources menu) where you can do all of these together in one easy-to-import package.

## CSV Export/Import Options

If you hold the *Alt/Option* key down while clicking on the Export or Import buttons, you can export or import the selected Book Designs in CSV (comma separated values) format. This is useful if you need to prepare your data in a spreadsheet.

The Exported CSV format includes a header line with a description of the data required in each column. When importing a CSV file up to the first two lines (rows) will be ignored if they don't contain any valid data so you can use these rows for header information and any notes if you wish.

For convenience, when importing a CSV file, the supplier column (#1) is automatically prepended to the Book Design name. eg

WHCC: Square 10 x10

The units (inches or millimeters) used for all sizes when exporting and importing CSV files are controlled by the Working Units in your [Preferences: General: General Settings: General Defaults](#).



## Changing the Book Design of a Book

Once you have started a book you cannot make any changes to a book design that is being used by any of the five possible book groups. This is done to prevent you from accidentally messing up a finished book.

However, but you can duplicate any used design, make changes, and then change the selected book to the new design.

## Producing Two Versions of the Same Book

This can be useful if you wish to produce the same book in different sizes and/or the same book with different styles by using different [Inner Mats](#).

As with layouts, in Thumbnail view, you can select all the pages in a book and drop them into another book “folder” in the top while holding down the *Alt/Option* key. This will duplicate all of the pages into the second book.

This works best if you keep close to the same page aspect ratios and select the Book Design for the second book BEFORE copying the pages over.

## Mixing Template Types within a Book

By default, templates added to a book are always converted to the same type (ie [Composite or Traditional Matted](#)) as specified in your Book Design.

However, after adding a new page, changing any page’s type using *Set Selected Book Pages Type to...* (Album menu).

- To prevent accidental changes to a book design you can lock it by holding the *Alt/Option* key down while clicking the *Apply Changes* button. Locked designs can still be duplicated or deleted (if not being currently used).
- If you load an album which is using a Book Design that is not currently in ProSelect then that design will be added back.

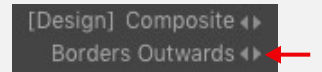
## Borders Inwards or Outwards


When applying an Inner mat to a Book page, if you have a Composite book then you can select whether the borders around each opening are applied in an inwards direction (making the images smaller) or an outwards direction (keeping the image at the same size as the opening).

The default direction for any **newly added pages** is controlled by the [Book Design](#) using the *Borders Inwards* checkbox.

After adding pages, you can change the border direction of any selected pages by

- Use *Set Selected Book pages Type to... Borders Inwards/Outwards* (under the Album menu).
- Right-click on the layout and select from the popup menu.
- Click the button in the Info Bar (bottom right).



 Pages set to Borders Inward display an icon on their thumbnail images.

For Traditional Matted pages, borders can **only** be Outwards and cannot be changed.

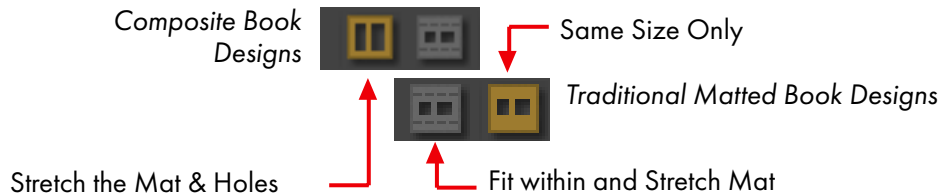
The Image/Opening Selection Rectangle shows the original opening position in the template.








Since the selected Book Design specifies the ultimate shape of each page, all templates that don't match the same size and shape will be adjusted to fit. Fitting behavior is controlled by the buttons at the top right corner of the books bar.

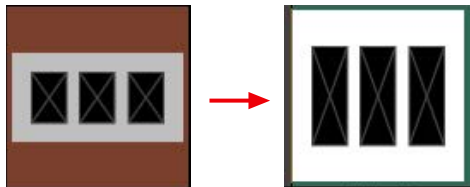



As well as this, Composite Books with bleed and gutter areas are further adjusted using ProSelect's [Bleed Smart technology](#).

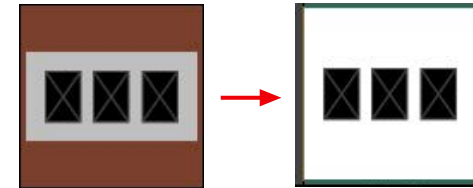
## Composite Books

Since these are being produced on one piece of paper, they are very flexible as to which type and shape of templates you can use. See the previous page for where these controls are located.

 **Stretching the Mat and Holes** (default) - The template will be fitted within the book page shape then any unused parts of the page will be covered by stretching the template to fill the page in that direction.



 **Stretch Mat** - The template will be fitted within the book page shape without distortion then the mat (background) will be expanded to fill in any unused parts of the page.



## Using Templates with Overlay Images

Normally any books containing pages with overlay images would be produced as Composite Books. In this case you would normally select *Stretching the Mat and Holes* to make sure that your [overlay images](#) fills the whole page.

Remember any text on the overlay image will be stretched as well.

Depending on the design of your overlay images, you may wish to only use them with book designs which exactly match the same shape as the template.

## Building Composite Books with Overlaid Mats

If your album supplier can read ProSelect's Production Report files for cutting mats, you can design your album pages as composites and have all images printed on one piece of paper. The cut mats will align perfectly when overlaid over the top.

In this case, make sure that you book design is setup to have [Borders Outwards](#), so that the open sizes do not vary in size when mats are applied.



## Traditional Matted Books

Generally with Traditional Matted Books you will be producing standard sized prints (e.g. 5x7, 8x10) that can be mounted under a mat in your finished album.

In this case you should be using templates that are designed for a specific size and shape of book page. Your album supplier may have also supplied you with a set of template that match their standard mats .

If your album supplier can read ProSelect's Production Report files for cutting mats, you can easily use your own template designs.

Since you don't want the opening sizes to change, you can use one of the following fitting options:

*Exact Size Only* - This will make sure that the templates that you are adding exactly



match your book page size.



*Stretch Mat* - This works the same way as composite books provided you are not using fixed size templates.

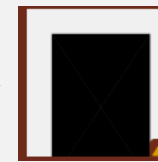
## Results when using Stretch Mat fitting option



Fitting a *scalable* template to any sized page with *Stretch Mat* on



Fitting a *fixed size* template to a larger page with *Stretch Mat* on



Fitting a *fixed size* template to a smaller page with *Stretch Mat* on

## Mat Overlap - Design

When designing traditional matted templates in the [Template Editor](#), you should design the opening sizes to be **exactly** the size of your final prints rather than the size of the mat opening (which is normally a little smaller to allow for mounting overlap). This is necessary for the correct print size to be produced during [High-Res Production](#).

For example, while a mat opening for a 5"x7" print might be 4.7"x6.7" you should design the template with a 5"x7" opening size.

## Mat Overlap - Display & Mat Production

ProSelect automatically adds mat overlap to all traditional matted book pages (and layouts) based on the overlap sizes that you setup in the Mat Overlap window.

When Mat Overlap is enabled, in Cropping View, the overlap will appear as a cyan line around the edge of each opening, so you can check which parts of the image will be hidden underneath the mat while adjusting the crop.

Your Mat Overlap will be reflected in sizes shown on the Mat Report and exported Production Report data.

## Bleed Smart

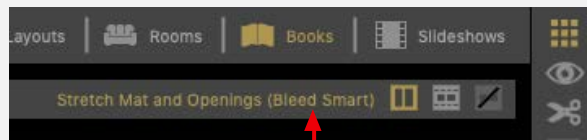
When designing Composite Books, by default, ProSelect uses *Bleed Smart* algorithms to dynamically adjust the size and position of elements in any template added to your books.

When enabled, any newly added templates are scaled to fit within the final page space (within any bleed and gutter restrictions). Any elements that are touching the edge of the template are automatically extended to the outside edges past any bleed or gutter lines. *Bleed Smart* will thus maintain any surrounding space around the templates openings while ensuring the openings or graphics blocks that are intended to run into the bleed or gutter areas still do so.

Page layouts will also be dynamically re-adjusted when your pages change sides (such as when inserting or removing pages in the book) as well as when rotating or flipping pages horizontally or changing to a different Book Design.

### Checking if Bleed Smart is enabled

*Bleed Smart* is automatically enabled in ProSelect. When on, you will see "(Bleed Smart)" after the current Fitting option in Thumbnail view.

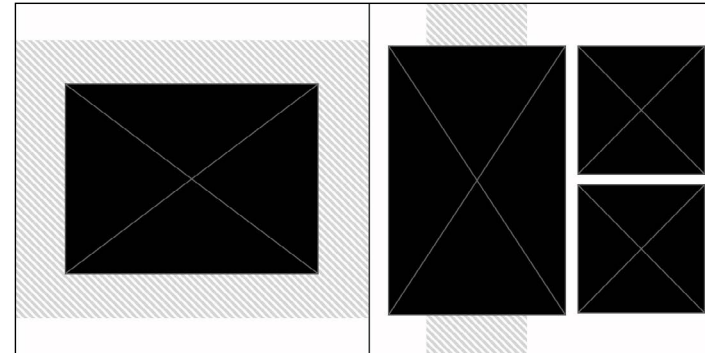


Bleed Smart is Enabled

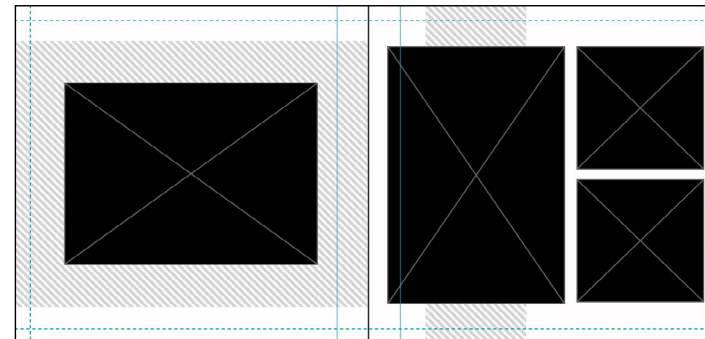
You can turn it off in the [Preferences: General Settings: Templates, Rooms & Books: Book Design Options](#).

## Results when using Bleed Smart

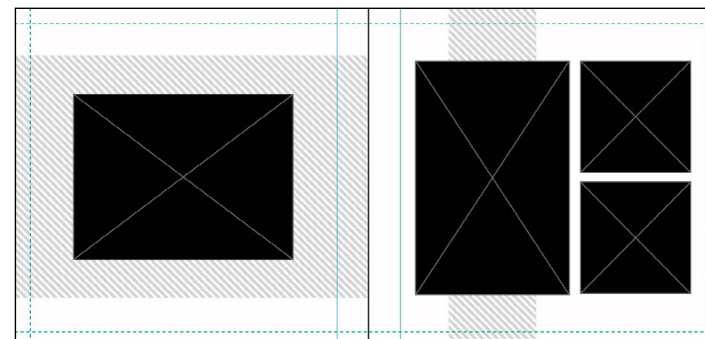
Items inside the edge of templates adjusted with Bleed Smart on are centered within the bounds of the gutter and bleed lines (shown in Cropping View).



Original Templates



Added to Book (Bleed Smart off)



Added to Book (Bleed Smart on)



When *Working with Books*, *Thumbnail View* works in a similar way to when [Working with Layouts](#) except the layouts above the Divider Bar are now pages in one of five books.



## Adding Pages to Book

To add a new page to your current book, you can:

- Select a template from below the bar and drag it above the Divider Bar. A new Page Layout based on that template will be added above the bar. Double-click on the new Layout to open it in [Show Pages view](#), ready to add your image
- Double-click on template from below the bar to automatically add it to your album and open it in [Show Pages view](#) ready to add your images.
- Drop an image into a template below the Template Bar. This automatically adds the template to the album with the image. See [Fast Book Building Techniques](#) for more about using this feature.

## Removing Pages

To remove a page from your current book, you can:

- Select it and click the trash icon (bottom of the Image List)
- Drag and drop the page onto the trash icon.
- Press the Delete Key. Use Undo (Edit Menu) if you make a mistake.

## Rearranging Pages

To change the order of your pages, you can drag a page and drop it between the pages where you wish to insert it.

To swap the position of two pages, first start to drag a page then hold down the *Alt/Option* key as you drop the page onto another one.

## Swapping Images between Pages

Selected Book Name with Sides & Images counts

Selected Book Design  
(*Alt/Option* click to edit)

Selected Book

Template fitting controls

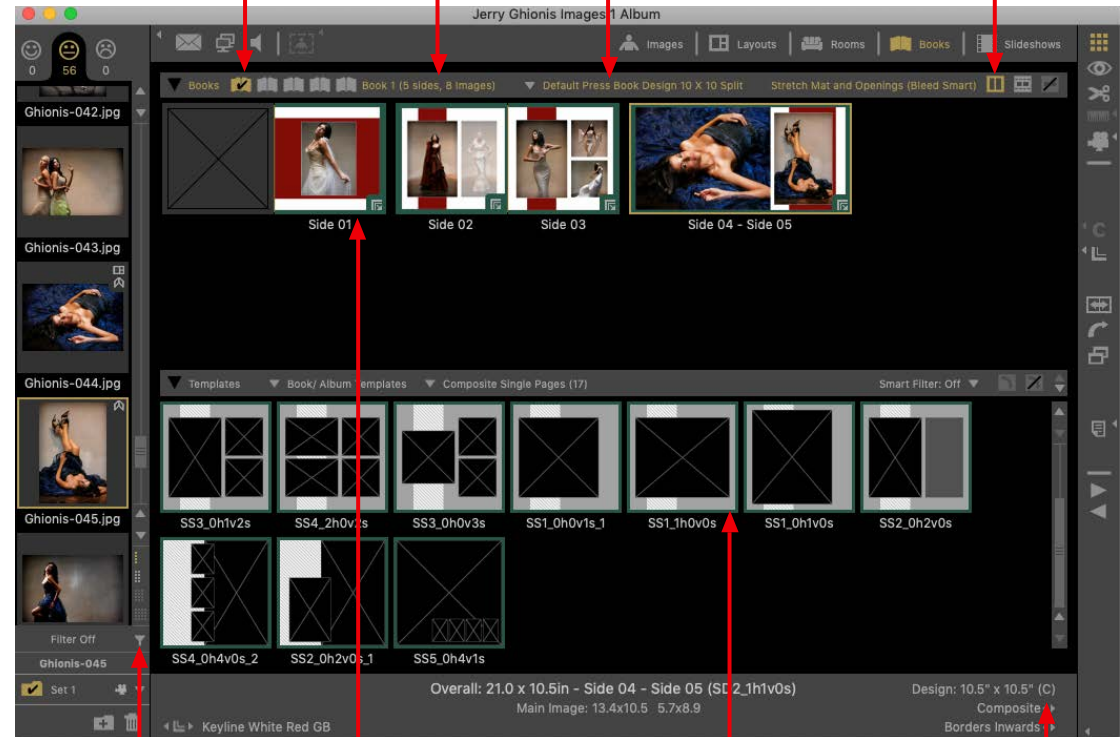


Image List  
Filter

Pages in  
Selected Book

Available Templates  
(see [Finding Templates](#))

Overall Book  
Page Size & Type

To move or swap images between different book pages or with the same page, hold down the *Alt/option* key while clicking on an image to start the drag. If the opening that you drop the image into already has an image in it, the dragged image will be swapped with the image in the drop location.



## Swapping Templates

You can use the same [shortcut techniques](#) available *Working with Layouts*.



## Cover Pages

If your Book Design included Cover Pages then a *placeholder* for the cover page(s) will be shown at the front of the pages.

To add a cover page, drop it into either the front or back cover locations. If there is already a cover page present the original page will be automatically deleted. If you wish to keep it then first drag the existing cover page into the album page area.

## Rotating/Flipping Book Pages

Subject to the limitations show on the right-hand side, you can select a book page and use the Rotate Layout tool to rotate the design 90 degrees.



All pages can be flipped horizontally. All pages can be rotated 90 degrees clockwise. The topmost template. (Up to three of your "Last changed" templates will be listed with the most recently changed one at the top.



## Renaming a Book

To rename a book, *Alt/Option* click on the book name or select *Change Set Names* (under Album menu) and click the Books Tab.

## Rotating Book Pages Limitations

You can rotate a any page in any shape of book except in the following cases:

- (a) The page has an overlay image applied.
- (b) The page is a double-spread.
- (c) The current book design is Traditional Matted type and [Fitting Option](#) is not set to *Stretch Mats*. In this case, a warning is shown.

## Saving Book Templates to Group

If you wish to keep all of the templates that you have used in a book for later re-use, you can use *Save Book Templates to Group* (Templates Menu) to make a copy of all of the templates used (without images and mats) into a nominated [Template Category](#).

## Recovering Missing Templates

If you have deleted some of the original templates used in a book (or a layout), you can copy the template data back (without images and mats) into the Template Manager.

Recovered Templates are added into a Category called "Recovered Templates" and a new group with the name being current Date and Time. After recovering, you can use the Template Manager to move the templates into other groups.



# Show Pages View

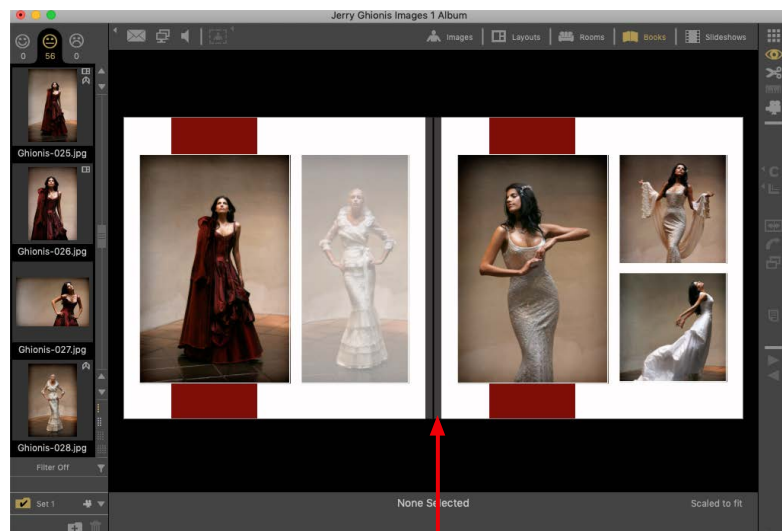


When *Working with Books*, *Show Page View* will show the selected page, or pair of pages (if a double-sided book), scaled to fit within the *Display Area*.



If you are using a Composite Book Design then any bleed area will be hidden and any gutter area is shown in a darker shade.

These views work the same way as *Show Layout View* and *Cropping View* when *Working with Layouts*.



Gutter area

## Adjusting crop positions

For slight position adjustments, you can drag the position of an image in an opening while holding down the *Alt/Option* key. For more cropping adjustments swap to cropping view.

## Swapping Images

You can drag and drop images in between openings on the displayed pages to swap their positions.

## Removing Images from a page

Select an image in an opening and use the Delete Key to remove the image from a page.

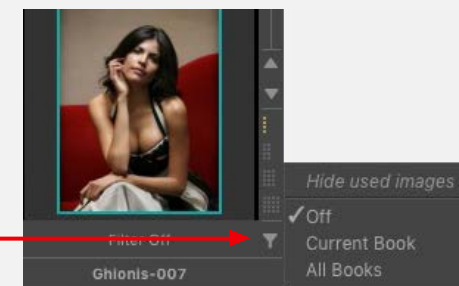
## Preventing Duplicate Images

When you are adding images to book pages, ProSelect will warn you if the image has already been used in the book.

You can turn off this warning by unchecking *Warn when an Image has already been used* in the [Preferences, \(General Settings: Templates, Layouts & Books\)](#) or by holding the *Alt/Option* key down while adding images.

## Image List Filter

You can turn on the [Image List Filter](#) to hide all images used in the Current Book or across All Books.



Click to select Filter options

## Thumbnail Tags

If you have checked *Show Thumbnail Tags* (View Menu) then all image thumbnails used in any book will have the book icon in the top right corner.



# Cropping View



When *Working with Books*, *Cropping View* is selected you can make more adjustment to the size, tilt and position of each image in a page.



If you are using a Composite Book Design with a bleed or gutter then these will be shown as cyan colored lines when in *Cropping View*.

## Finer Control



If you hold the *Alt/Option* Key down while using the *Crop In* or *Crop Out* tools then all changes will be in smaller increments.



If you hold the *Alt/Option* Key down while using the *Tilt Right* or *Tilt Left* tools then all changes will be in smaller increments.

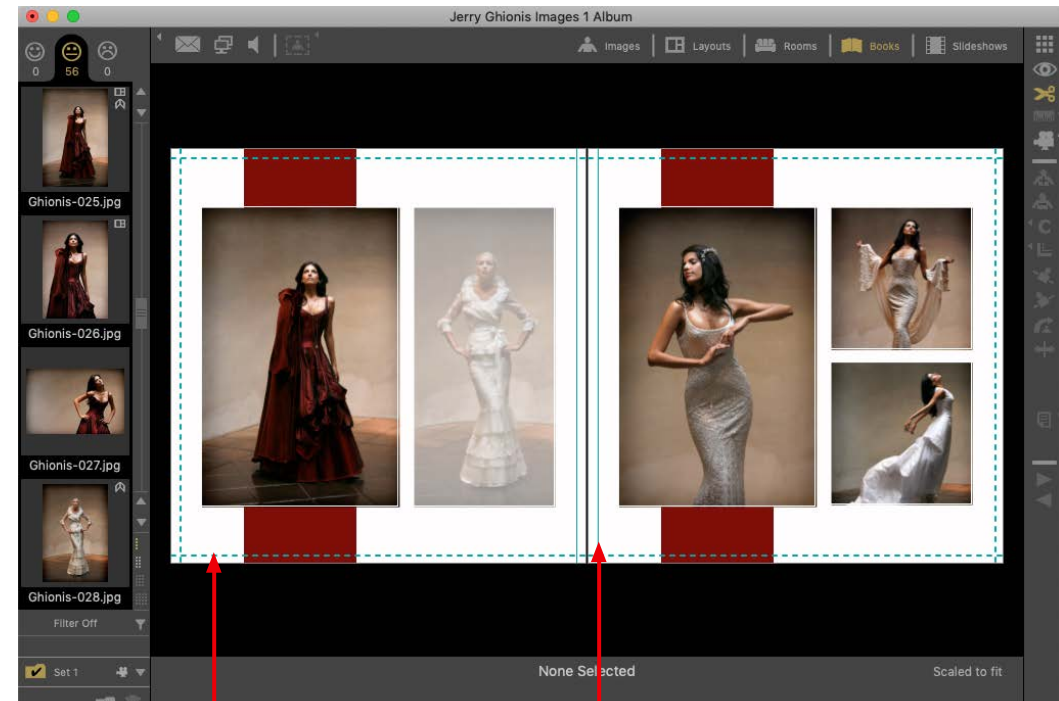
## Image Controls



Rotate Image Right



Flip Image



Bleed lines

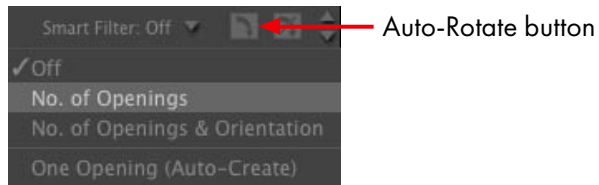
Gutter lines

ProSelect includes features to help you quickly assemble your books. These can also be used when *Working with Layouts*.

- **Smart Filter** - Only shows templates in the selected Template Group (or *All Groups*) with the same number of openings (and optionally with the same orientation) as the number of images you have currently selected in the image list.
- **Smart Drop** - Images are automatically placed into template openings by correct orientation when dropped onto a template below the “bar” in thumbnail view.
- **Auto-Populate** - Quickly create and/or fill multiple pages.

## Smart Filter

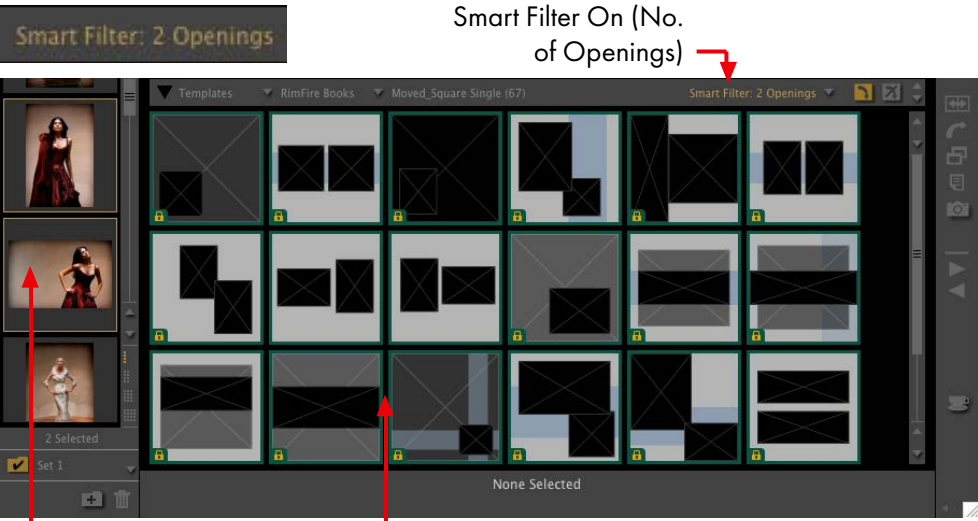
Select the filter to apply in the popup menu located at the right-hand end of the thumbnail bar. Options are:



- No. of Openings* - show all templates with the same number of openings as the number of selected images regardless of orientation.
- No. of Openings & Orientation* - as above but also require matching orientation (“close to square” openings will match either image orientation).

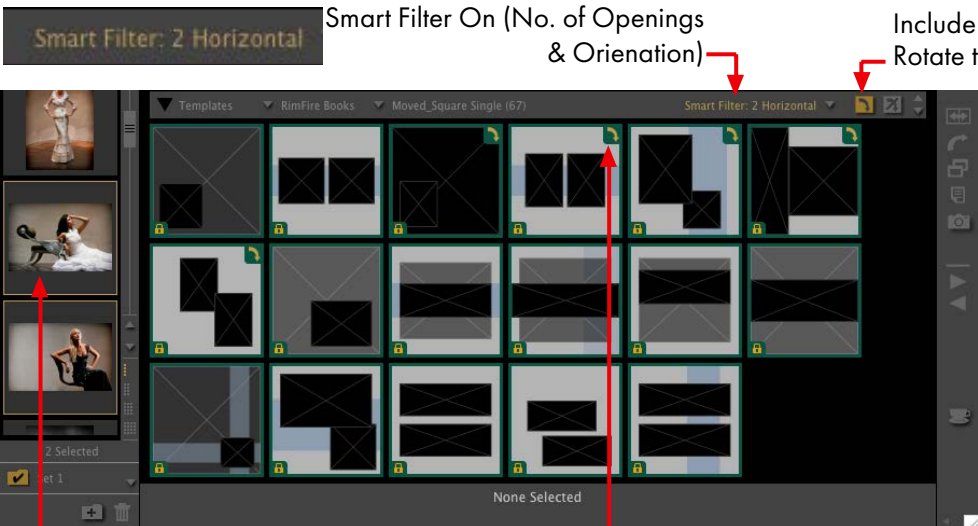
If you are using a square book design AND have the *Auto-Rotate Templates* button on, any templates that will match if they are rotated will also be displayed. These ones will also be rotated when they are added to the album.

**A. Smart Filter: 2 Openings** Smart Filter On (No. of Openings)



2 images selected      Only templates with two openings shown

**B. Smart Filter: 2 Horizontal** Smart Filter On (No. of Openings & Orientation)      Include Auto-Rotate templates



2 horizontal images selected      Templates with rotate icon will be rotated when added to album

C. *One Opening (Auto-create)* - this special case Smart Filter can be used when you are designing an album with one image per page. When selected, only templates with one opening are shown regardless of the number of images selected.

If you drop the images onto a template, a new page for each image will be created with the selected template.

If you are using a Composite Book Design within 5% of square AND have the *Auto-Rotate Templates* button and *Stretch to fit* button selected, the templates will be automatically rotated to match the image orientation.

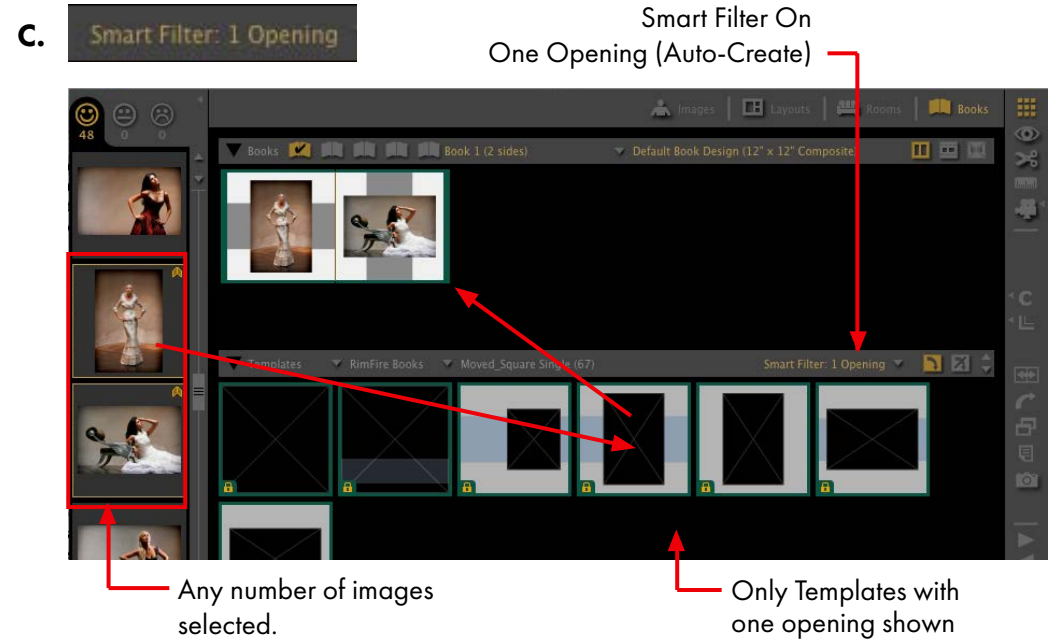
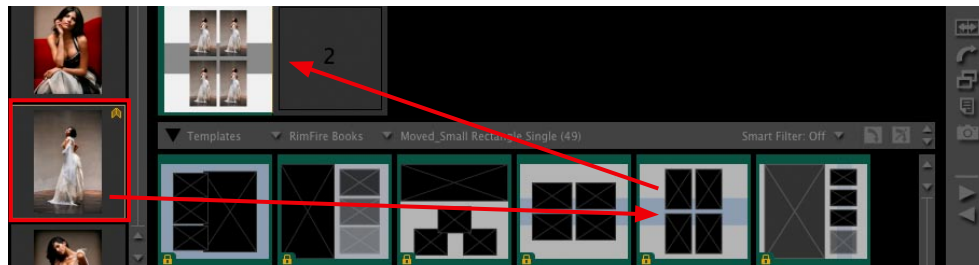
## Smart Drop

**Shortcut:** After selecting a Smart Filter, you can quickly turn the smart filter on/off by pressing the space bar.

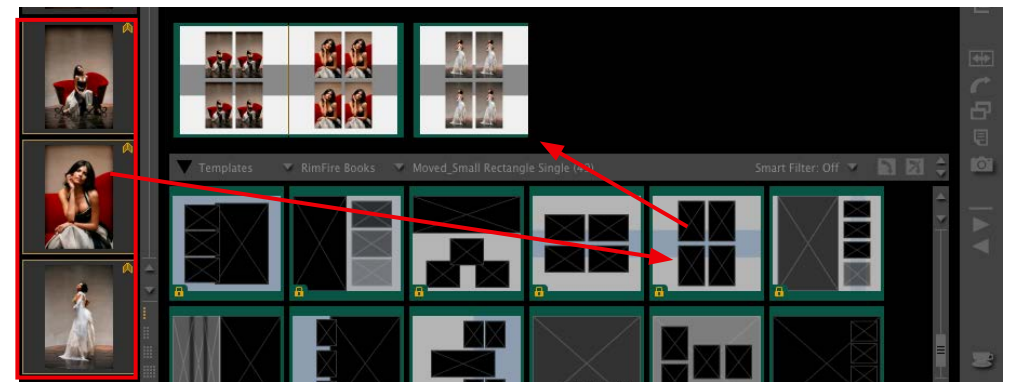
When dropping images into a template to create a new layout or book page, images are **always** automatically placed into openings that match their orientation.

This only works when dropping onto a template (below the bar). Dropping images into a layout (above the bar) will place the first image in the opening that you drop onto then fill the remaining openings in the template's "opening number" order (first to last).

With Smart Filter turned off, dropping a single image onto new template or layout with the *Shift* key down will fill every opening in the layout with that image.



With Smart Filter turned off, dropping multiple images onto new template with the *Shift* key down will create new template for each image and fill every opening in the layout with the same image





## Auto-populate

### Filling a book with empty templates

In Thumbnail view, if you have a number of empty page templates, you can select multiple images in the Image List and drop them into an empty opening on a page. This will place the first image into that opening and will fill the remaining empty openings with the next images.

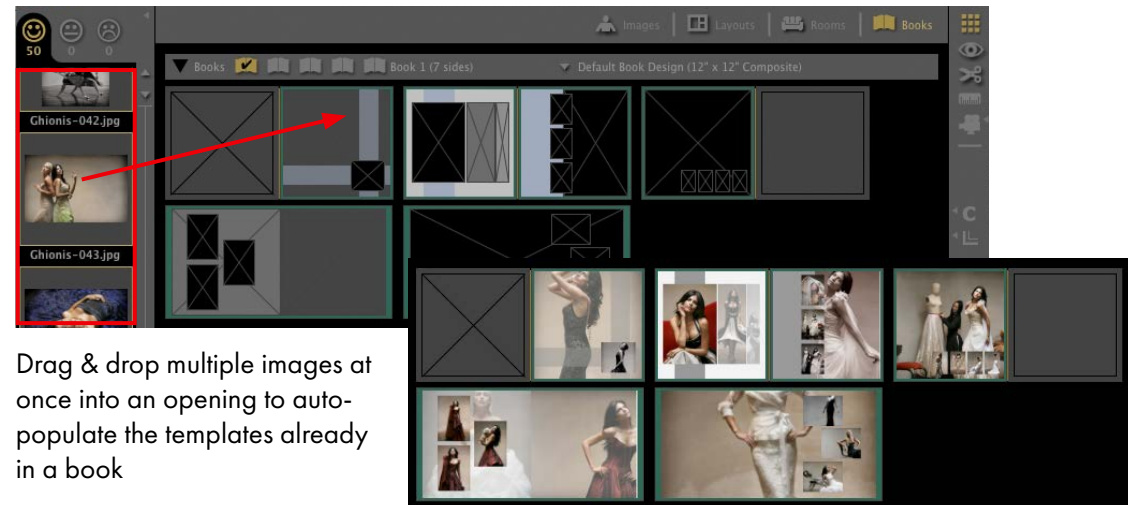
Once the template is full, any remaining images will be loaded into the next template's empty openings and so on until all the pages are full or all of the images have been added to the book.

### Auto-creating a book

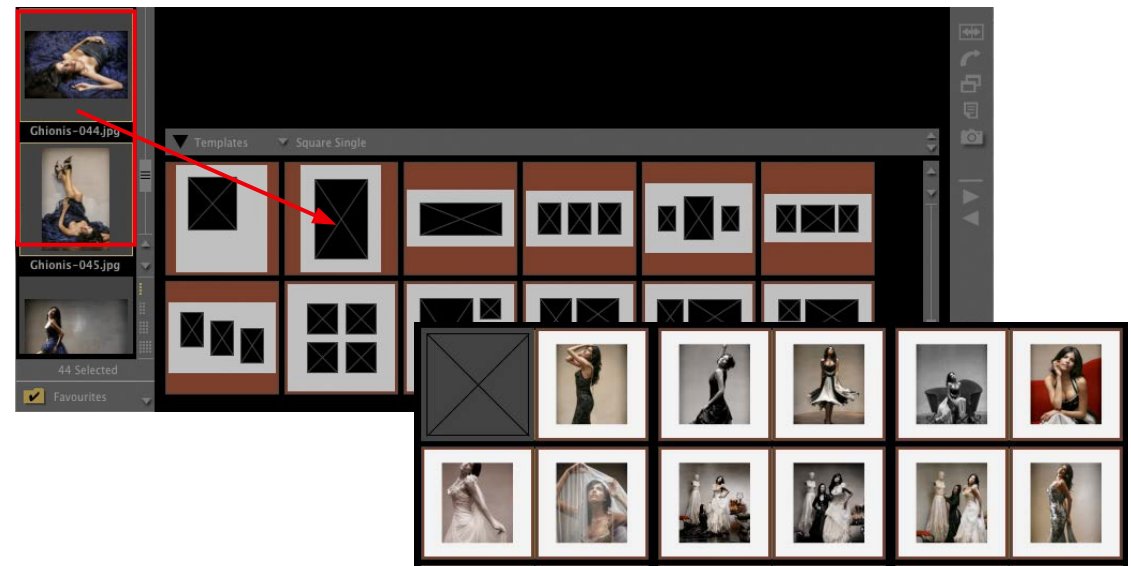
To quickly create a book of images **using the same template for each page**, select all of the images in the Image List then drop them onto the template that you wish to use (below the bar).

This will automatically create a layout (page) from the template and fill the openings with the images starting with the opening that you first dropped into. If more images are remaining the process will be repeated until all images are used.

For example: drop 10 images into a template with a single opening and get 10 layouts from the same template each one containing one of the images.



Drag & drop multiple images at once into an opening to auto-populate the templates already in a book



## Working with Layouts

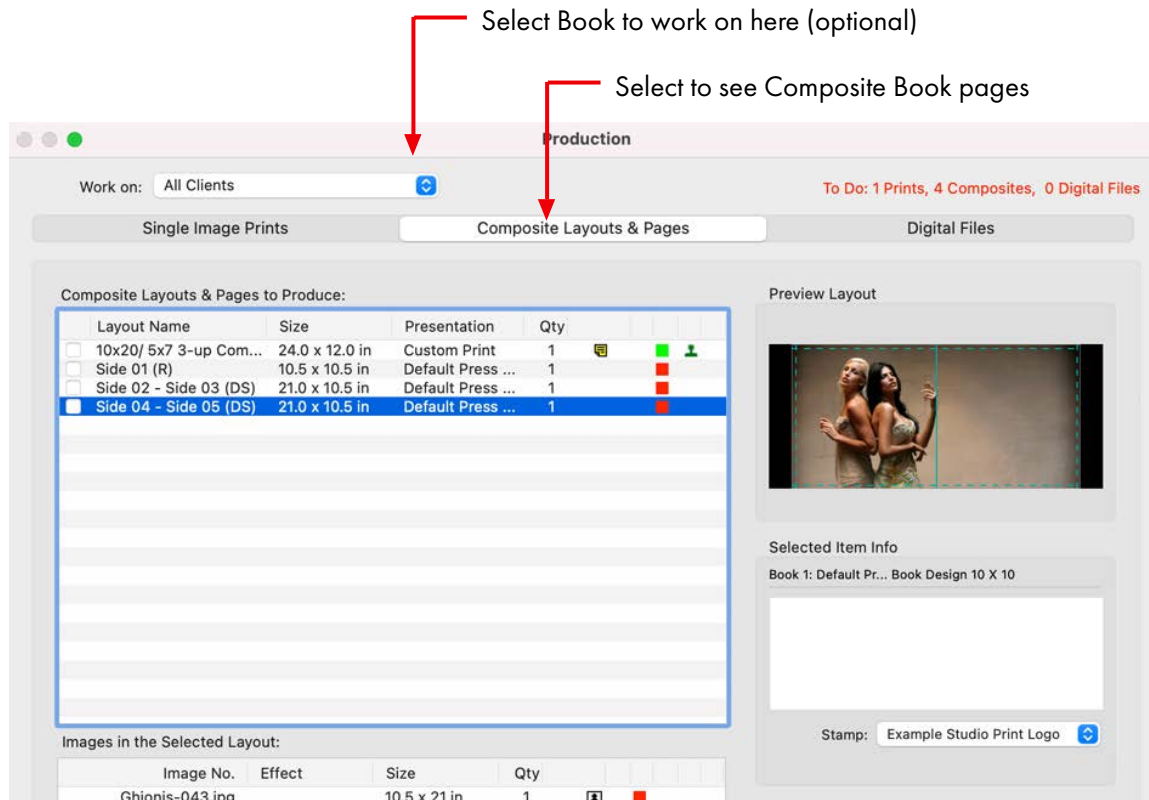
These techniques also work when you are *Working with Layouts* as well as *Working with Books*.



## Producing Books

While you can design books in any ProSelect version, the production of composite book pages or sized images for traditional matted albums uses ProSelect's [High-Res Production](#) which is only available with a ProSelect Pro license.

Once your book design is complete, use *Send Book to Production* (Production menu). You can select to send all pages from the current book or all books. If you have previously sent your book pages to production they will be first removed then replaced with the book's current pages.



## Updating Production with any changes

Production keeps track of book pages by their page number. If you use send all pages to Production, then change the number or the order of your pages in the book, then you should use *Send the Book to Production* again.

## Handling Double-Spread Pages

The [Produce Spreads](#) setting in the Book Design controls how double spread pages are produced through High-Res Production. This is done automatically using Photoshop scripting.

## Adding a Book to the Order Report

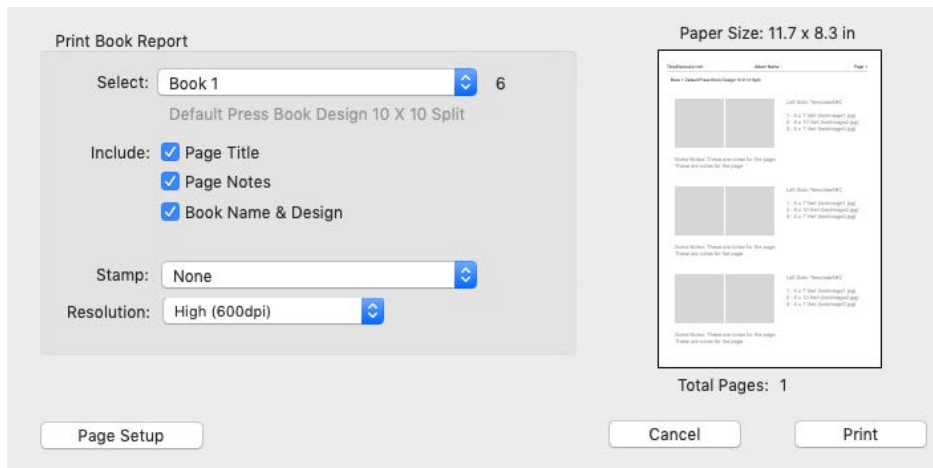
While you cannot add details of your book pages directly to an order in ProSelect, for the purposes of invoicing, you can add an [Order Adjustment](#) to your Price List covering the entire book.

For example, "Classic Album (pages)" with the quantity being the number of pages or "Classic 50 Page Album" with a quantity being the number of books.

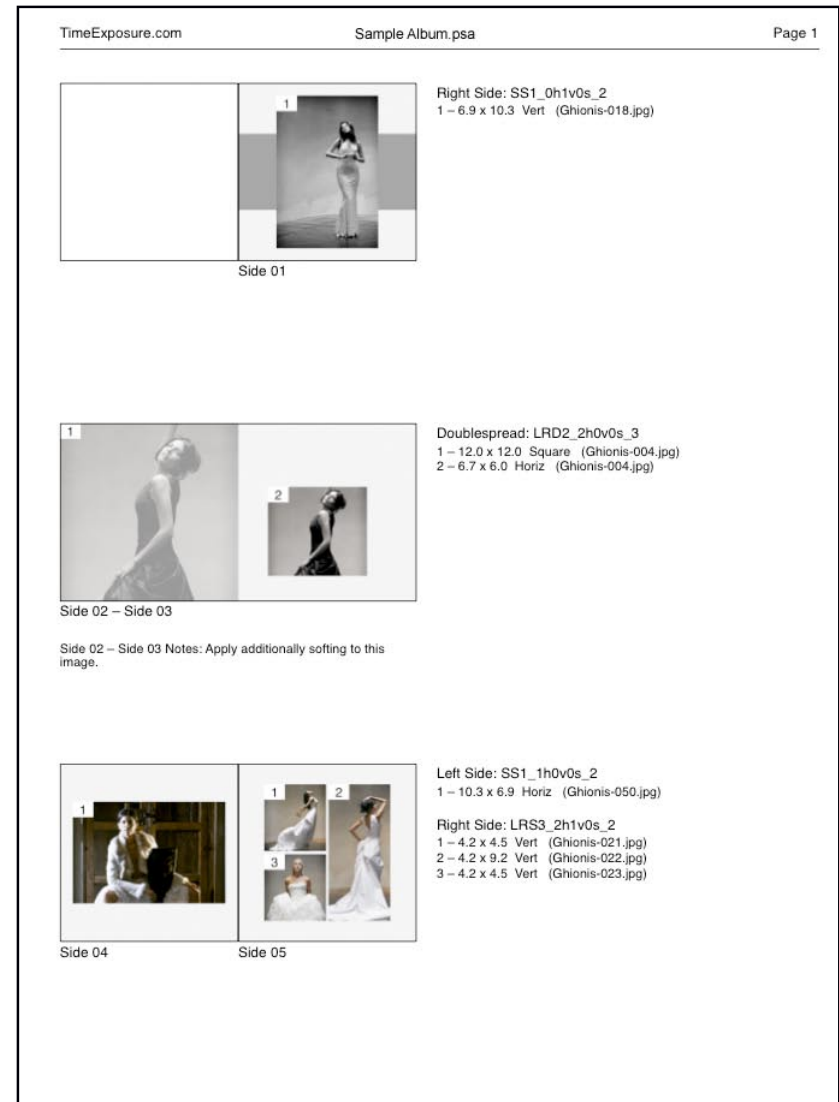
The Book Report provides a working reference for assembling a traditionally matted book. You can select any of the books that have pages in them. Setup this report using *Print Book Report...* (File Menu).

Information provided includes:

- Template names of each page
- Any notes for each page (when selected)
- The Book Name & Book Design (when selected)
- Thumbnails showing an index number for each opening with details on the opening size and image name



You can optionally choose to have one of the stamps that you have setup under [Stamps, Watermarks & Logos](#) applied to each book page image on the report.



Book Report



To help get you started, ProSelect includes a default price list that provides an example of how a typical price list might be structured. For taking simple print orders, you only need to add your own prices to the *Print Order Items* (see the right side of this page) since they are initially all set to be zero.

After you understand how the price list works, you will probably want to change it to your own setup. You can easily do this by adding, changing and deleting items in the default price list.

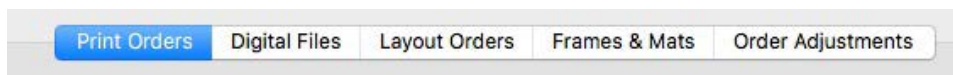
### Different Price Lists

ProSelect allows you to setup ten different price lists. You can decide which price list items appear in which price list and set a different price for the same item in each price list.

By default, price lists are named Price List A, Price List B and so on. You can change these names to something more relevant such as Portrait Price List, Wedding Reprints etc. using *Price List Names...* (Orders Menu).

### Price List Sections

When you open the *Price Lists & Products...* (Orders Menu), you will see that the price list is divided into sections:



#### Print Order

Contains items and extras used when ordering prints. e.g.  
Items: 8"x10" Lab Print, 5"x7" Art Print etc  
Extras: Digital re-touching, Laminating etc

#### Digital Files

Contains items and extras used when digital files. e.g.  
Items: Set of 10 social media files  
Extras: DropBox 30 day pickup, USB Crystal Gift box etc

#### Layout Orders

Contains items and extras used when ordering layouts. e.g.  
Items: Triptych with 8"x10" Lab prints, Landscape 16"x20" composite, etc  
Extras: Digital re-touching, Double-Mat, Mounting Kit, etc

#### Frames

Contains one or more *Frame Price Groups* use to calculate the prices of any ordered frames. These can be fixed or automatically calculated prices based on the size of the frame.

#### Order Adjustments

Contains items used when adding adjustments to an entire order. e.g.  
Sitting fee, Travel time, Discount, Brag Book etc

See the following sections for more about adding and editing prices under each of these tabs.

- You can select to have the first item in the *Order Adjustment List* automatically added to each new order. This can be used to include something such as the "Sitting fee" in each order. See [Adding Order Adjustment Items](#).

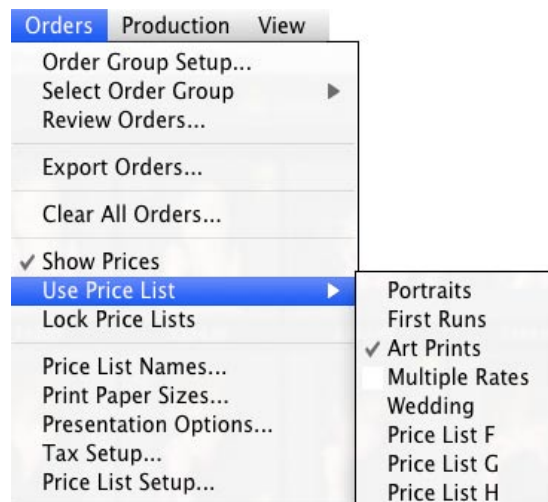
### Product Codes - providing a link to other systems

If you are exporting your orders to external studio management software, you can optionally enter a Product Code for each price list item. See the section [Using Product Codes](#) for more about these.



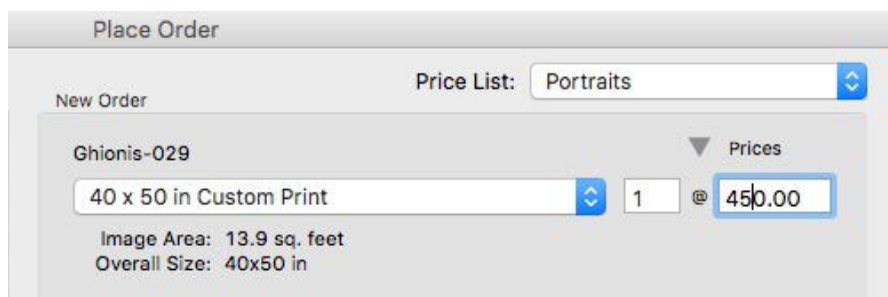
ProSelect provides you with many ways to select the price list that you wish to use.

### Under the Orders Menu



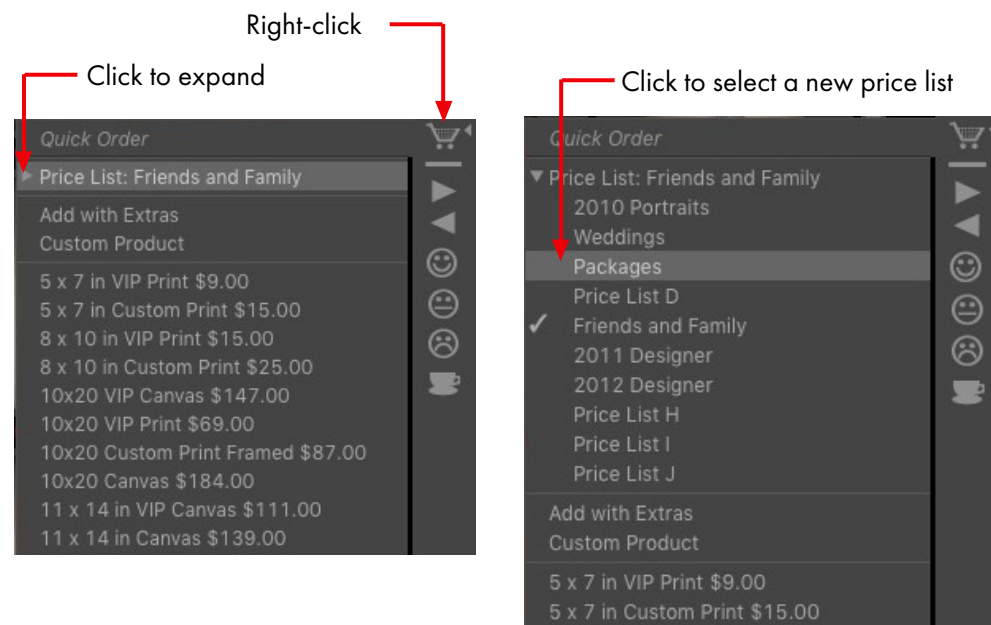
### In the Place Order window

Use the pop-up menu in the top right corner of the *Place Order Window*.



### In the Main Window Toolbar

Right-click on the shopping cart icon then click the disclosure triangle next to the current price list name so show all the price lists. Then click the one that you wish to select.





### How Price List Items are put together

All price list items (except for Extras, Frames & Order Adjustments) are the result of combining a Print Paper Size (such as 8"x10") with a Presentation Option. Before creating any Price List Items, use *Print Paper Sizes...* (Orders Menu) and *Presentation Options...* (Orders menu) to create these.

Each *Presentation Option* can be any text that is a short description of the item (except for its size). Some examples for items in *Print Order* section might be:

Lab Print  
Art Print  
Art Print Framed

Some examples for items in the *Layout Order* section might be:

Lab Prints  
Art Prints Matted  
Composite Lab Print

### Layout Price List Items

Like Print Order items, the sizes of any layouts that you wish to sell should be added to your price list (see note below). Because all layouts can be scaled to any size, for each template design you wish to sell, create a price list item for each size in which that template can be ordered.

### Including a Price List Item in a particular Price List

- When ordering a layout, if the size or configuration that you wish to order is not in the price list, it is possible to create and order a "[Custom Product](#)" and add your own price to it as you go. This saves you the trouble of filling your price list with infrequently ordered sizes.

When using *Price Lists & Products...* (Orders Menu), each Price List Item that you have created will be listed in the dialog box. To include a Price List Item in the selected price list make sure that the checkbox for that item (on the left side of the row) is checked.

Click to select next price list

In	Size	Presentation
<input checked="" type="checkbox"/>	2.5 x 3.5 in	Wallet Set (48)
<input checked="" type="checkbox"/>	4 x 6 in	Custom Print
<input checked="" type="checkbox"/>	5 x 7 in	Custom Print
<input checked="" type="checkbox"/>	8 x 10 in	Custom Print
<input checked="" type="checkbox"/>	11 x 14 in	Custom Print
<input checked="" type="checkbox"/>	11 x 16 in	Custom Print
<input checked="" type="checkbox"/>	16 x 20 in	Custom Print
<input checked="" type="checkbox"/>	16 x 24 in	Custom Print
<input checked="" type="checkbox"/>	20 x 24 in	Custom Print
<input type="checkbox"/>	8 x 10 in	Custom Print Framed
<input type="checkbox"/>	16 x 20 in	Custom Print Framed
<input type="checkbox"/>	20 x 24 in	Custom Print Framed
<input checked="" type="checkbox"/>	Extra	Retouching
<input checked="" type="checkbox"/>	Extra	Print Mounting
<input checked="" type="checkbox"/>	Extra	UV Glass
<input type="checkbox"/>	4 x 6 in	Package Print
<input type="checkbox"/>	5 x 7 in	Package Print
<input type="checkbox"/>	8 x 10 in	Package Print

Drag row to change order

These items are available in the "Portraits" price list





## About Print Paper Sizes

Print Paper sizes are fundamental to all sizing in ProSelect. They are used to build products in your price list, control what size of Images and Layouts are shown in Select Size View and in a room in Working with Rooms).

They are also used to set the size of final images generated by High-Res Production (if you have *Fill to Next Standard Size* set in the [Preferences](#)).

## Setting up

Use *Print Paper Sizes...* (Orders Menu). You can view or edit your print sizes in either inches or centimeters by selecting one of these from the *Units* popup menu

To add New Print Paper Size:

- Click the Add button near the top right.
- Enter the new Width and Height in the boxes at the bottom.
- Optionally enter a *Display Name* for that paper size which will be used instead of displaying the size as a number throughout ProSelect (except Production) e.g. "Sofa Size" - see [next page](#).
- Select whether the size should be *Used for Sizing* for Prints or Layouts in [Select Size view](#) or in a Room. The yellow ruler next to each size indicates that this size is to be used.
- If you select a size as being a *Standard Lab Size for Production* then this size will be used in High-Res Production if you have selected *Fill to Next Standard Size* in the [Preferences](#), [High-Res Production](#), [Output Format](#).
- Click the Save Button
- Drag the new size row to a different position in the list to change the order of the rows.

To Change an existing Print Paper Size, click on the line showing the size that you wish to change, make your changes and click the Save button.

Currently used in a price list item.

Size	Display Name	Prints	Layouts
2.5 x 3.5 in			
4 x 5 in			
4 x 6 in			
5 x 7 in			
8 x 10 in			
8 x 12 in			
10 x 15 in			
11 x 14 in			
11 x 16 in			
16 x 20 in			
16 x 24 in			
20 x 24 in			
20 x 30 in			
24 x 30 in	Sofa Size		
24 x 36 in			
30 x 40 in			
40 x 50 in			

Selected Item

Width: 24 in  
Height: 30 in  
Display Name: Sofa Size (optional)  
 Standard Lab Size for Production  
Use for Sizing:  Prints  Layouts  
In Select Size View & Rooms.

Display Options  
 Always Show Sorted by Size



## Display Names

For each size you can optionally enter a Display name which will be shown throughout ProSelect instead of the default size in inches (or centimeters). This can be used to set a size description if you prefer to sell this way.

For example, you might describe a 40x60" print as "Lounge Size".

**IMPORTANT:** If you are not using a description such as this then you should leave this box empty.

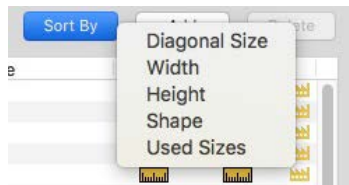
## Display Order

The order in which the sizes are displayed and used throughout ProSelect is determined by the order of the sizes in the list box **provided** you have not selected *Always Show Sorted By Size* (see the Display Options section on right).

This allows you to arrange your sizes into shape groups if you wish to display, for example, all the square or pano sizes together. This order is also used when changing size up or down using the *Larger* and *Smaller Size* buttons in the tool bar and the up and down arrow keys.

You can change the order by dragging rows up or down in the list or using the Sort button at the top.

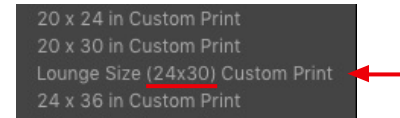
To easily remove unused sizes, use the sort button to sort by Used Sizes. This will move



all the un-used sized to the bottom of the list where you can select then all and delete if required.

## Display Options

Show Sizes with Display Names when Ordering. This will add additional size information in the [Quick Order popup menu](#) and [Place Order windows](#) (but not on the [Order Report](#)).



- Changing a size or presentation option that you have already used in any of your price lists will change it in all those lists.
- You cannot delete a print size or presentation option that has been used in your price lists. The item that uses it must first be removed from the price list.
- If you setup a size of 0 x 0 then you can use this to create products in your price list that do not have any size. e.g. "Image Pendant". All 0x0 sized items are automatically excluded from the Production's Make High-Res Images print function.
- Like other price list items, the Display Option settings are saved with your ProSelect Data file and can be [shared between computers](#).
- You can use Display Names to as "section titles" if you wish to group your sizes together. eg "Square Formats."

Size	Display Name	Prints	Layouts
✓ 30 x 40 in			
30 x 45 in			
✓ 40 x 50 in			
✓ 40 x 60 in			
5 x 5 in	Square Formats		
✓ 5 x 5 in			
7 x 7 in			
✓ 8 x 8 in			
✓ 10 x 10 in			
✓ 12 x 12 in			



## Presentation Options

Presentation Options are simply a description of different products which you can combine with a [Print Paper Size](#) to create a product in your Price List.

Choose *Presentation Options...* (Orders Menu).

To add New Presentation Option:

- Click the Add button near the top right.
- Enter the Description in the box at the bottom.
- Click the Save Button
- Drag the new size row to a different position in the list to change the order of the rows.

To Change an existing Presentation Option:

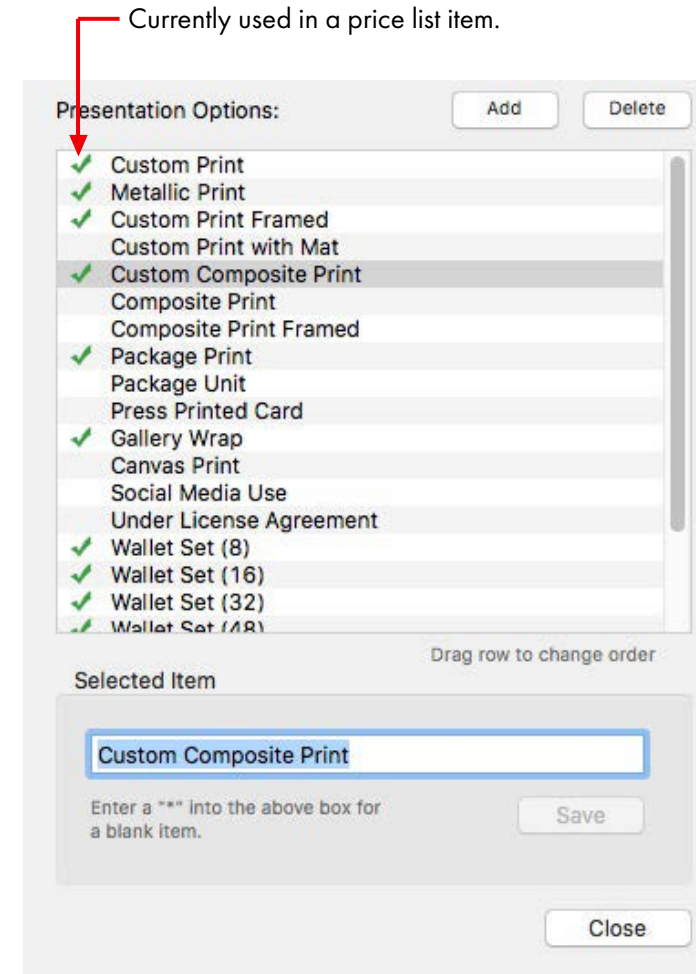
- Click on the line showing the Option that you wish to change.
- Enter the new description in the boxes at the bottom.
- Click the Save Button

To Delete an existing Presentation Option:

- Click on the line showing the option that you wish to delete.
- Click the Delete button near the top right.

If you enter an "\*" for the description then that description will not be displayed when used as part of a [price list item](#). This can be used in conjunction with named Print Paper Sizes to create simple product names.

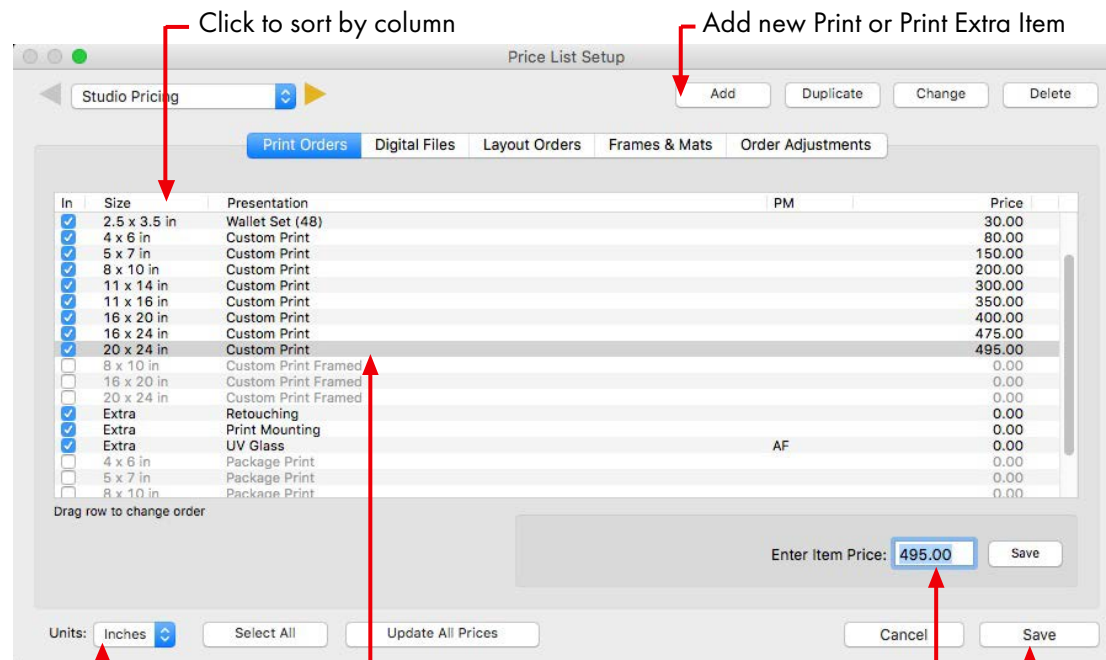
For example, to create a product for an *Image Pendant* that won't be produced through production. Create a 0x0 print paper sized item called "*Image Pendant*" and pair it with a Presentation option called "\*".



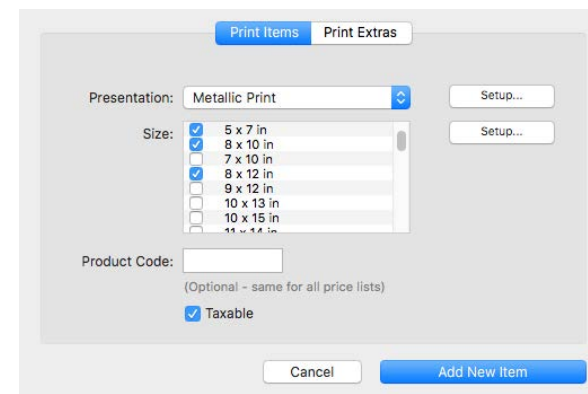
# Adding Print Order Items



In the *Price Lists & Products* window (Orders Menu), select the *Print Orders Tab* and click the *Add* button:

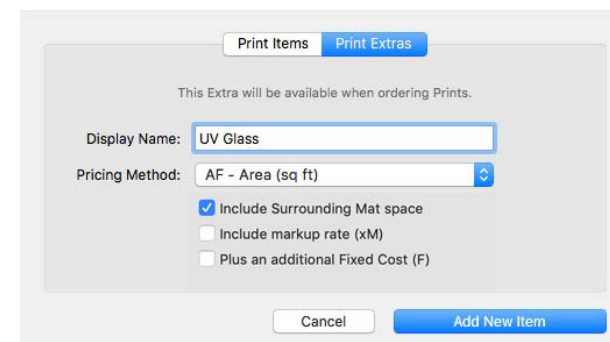


For Print Items, select the Presentation option from the pop-up menus and check one or more Sizes. You can use the *Setup...* button to quickly add a new Size or Presentation Option to the available list:



If you enter a [Product code](#), that code will be used for all items. You can change this later by selecting each item from the main Setup window then clicking the [Change](#) button.

For Print Extras, enter the description and a pricing method. The Pricing method is normally set to *Fixed Price* however you can select one of the automatically calculated pricing methods. See [Automatic Pricing Methods](#) for how to use these.



Click *Add New Item*, then enter the price for that item at the bottom of the *Price Lists & Products* window.

Temporarily swap units

Drag selected rows to change the order of the items

Enter the price for the selected item here then click the *Save Price* or press the *Return* Key.

Click *Save* to close the window and save your Price List changes.

## Shortcuts

- When entering a price, holding down the *Alt/Option* key while clicking the *Save* button, will save that price across all price lists.
- You can apply a percentage or multiplier change to one or all price lists and/or copy prices between price lists using [Update All Prices](#).



## Changing a single item

Select the row that you wish to change and click the *Change* button or double-click on the row.

## Changing multiple items

Select the rows that you wish to change and click the *Change* button. In this case, if one *property* is the same for all selected items it will be displayed. If the *properties* are different then that *property* will be displayed blank.

The sizes are different so shown as blank. These will not be changed.

This row was changed and will be applied to both items

If you make a change to any property the *green change indicator* shows which *property* will be changed for all selected items. You can clear the change by clicking on the green arrow next to the line that has been changed.

The *green change indicator* is **only** shown when making changes to more than one price list item at a time.

## Duplicate items

It is possible to end up with more than one price list item being exactly the same by changing multiple items at once or by using the Duplicate button.

You can have duplicate items while making changes to your price list, however to avoid confusion, it is recommended that you delete any remaining duplicates after you have finished with your changes.

Duplicate items have a caution symbol at the right hand end of their row. Click on the column header to sort will all duplicates together.

Click here to sort row with all cautioned items together

In	Size	Presentation	PM	Price
<input checked="" type="checkbox"/>	5 x 7 in	Custom Print Framed		30.00
<input checked="" type="checkbox"/>	5 x 7 in	Custom Print Framed		80.00
<input checked="" type="checkbox"/>	11 x 14 in	Custom Print		150.00
<input checked="" type="checkbox"/>	16 x 20 in	Custom Print		200.00
<input checked="" type="checkbox"/>	20 x 24 in	Custom Print		300.00
<input checked="" type="checkbox"/>	24 x 30 in	Custom Print		350.00
<input checked="" type="checkbox"/>	30 x 40 in	Custom Print		400.00
<input checked="" type="checkbox"/>	40 x 50 in	Custom Print		450.00
<input checked="" type="checkbox"/>	40 x 60 in	Custom Print		475.00
<input type="checkbox"/>	8 x 10 in	Custom Print Framed		175.00
<input type="checkbox"/>	16 x 20 in	Custom Print Framed		250.00
<input type="checkbox"/>	20 x 24 in	Custom Print Framed		450.00
<input checked="" type="checkbox"/>	30 x 40 in	Stretched Canvas		500.00
<input checked="" type="checkbox"/>	Extra	Digital Re-touching		50.00
<input checked="" type="checkbox"/>	Extra	UV Glass	AF	0.00

Warning: Selection contains duplicate items

## Deleting Items

Select one or more rows then click the Delete button to delete them. Hold the *Alt/Option* key down while deleting to delete immediately without asking for confirmation first.



# Adding Digital File Order Items



In the *Price List Setup* window (Orders Menu), select the *Digital Files Tab* and click the *Add* button:

Click to sort by column

Add new Print or Print Extra Item

In	Description	Size to	Presentation	PM	Prod. Code	Price
<input checked="" type="checkbox"/>	Set of 10 Digital Files	1500	Social Media Use	GP	DF-NSOD	0.00
<input checked="" type="checkbox"/>	Printable Digital Files	3500	Subject to Usage Licence	IP	DF-PDF	199.00
<input checked="" type="checkbox"/>	Printable Digital File (10 pack)	3500	Subject to Usage Licence	GP	DF-PDFP	1,199.00
<input checked="" type="checkbox"/>	Extra		Dropbox pickup (14 days)		DE-DPD	0.00
<input checked="" type="checkbox"/>	Extra		USB Crystal Gift Box		DE-UCGB	49.00

Enter Item Price: 199.00

Units: Inches

Temporarily swap units

Drag selected rows to change the order of the items

Enter the price for the selected item here then click the *Save Price* or press the *Return Key*.

Click *Save* to close the window and save your Price List changes. ð

Enter the Description, long side output Size (in pixels), Presentation option and Pricing Method (see below) from the pop-up menus.

Description: Set of 10 Digital Files  
 Size to: 1500 pixels  
 Presentation: Social Media Use  
 Pricing Method: GP - Group Pricing  
 Product Code: (optional)

Buttons: Cancel, Add New Item

For Extras, enter the description and a Pricing Method (see below).

Display Name: Deluxe USB Gift Box  
 Pricing Method: Fixed Price  
 Product Code: (optional)  
 Taxable

Buttons: Cancel, Add New Item

Click *Add New Item*, then enter the price for that item at the bottom of the *Price List Setup* page.

Digital File price list items are automatically added to the bottom of your Print Prices menus in the [Place Order window](#) and the [Quick Order popup menu](#).

Hint: When ordering Digital Files, ProSelect doesn't care about the number of files that you have added a Digital Files Order Group so, when using the Group Pricing method, consider adding the quantity into the description as a reminder.

## Pricing Method Options

For Digital File items are Group Price (GP) or Individual Price (IP). See [Automatic Pricing Methods](#) for more about these.

# Adding Layout Order Items I



In the *Price Lists & Products* window (Orders Menu), select the *Layout Orders Tab* and click the *Add* button:

Add new Layout or Layout Extra Item

Pricing Model for Extras

In	Layout	Type	Size	Presentation	PM	Price
<input type="checkbox"/>	5x30/ 5 44 with Name	C	5 x 30 in	Custom Composite Print		0.00
<input type="checkbox"/>	Square 9 up_GB	C	20 x 20 in	Custom Composite Print		0.00
<input type="checkbox"/>			Extra	Double Mat		0.00
<input checked="" type="checkbox"/>	Square 9 up w/ Style ...	C+F	24 x 24 in	Composite Print Framed		500.00
<input checked="" type="checkbox"/>			Extra	UV Glass	AF+F	0.00+0.00
<input checked="" type="checkbox"/>	11x14 Gallery Wrap 1...	C	11 x 14 in	Gallery Wrap		250.00
<input checked="" type="checkbox"/>	16x20 Gallery Wrap 1...	C	16 x 20 in	Gallery Wrap		350.00
<input checked="" type="checkbox"/>	16x24 Gallery Wrap 1...	C	16 x 24 in	Gallery Wrap		450.00
<input checked="" type="checkbox"/>	1:1 Ratio Wrap 1.5"	C	8 x 8 in	Gallery Wrap		0.00
<input checked="" type="checkbox"/>	1:1 Ratio Wrap 1.5"	C	10 x 10 in	Gallery Wrap		0.00
<input checked="" type="checkbox"/>	1:1 Ratio Wrap 1.5"	C	12 x 12 in	Gallery Wrap		0.00
<input checked="" type="checkbox"/>	1:1 Ratio Wrap 1.5"	C	14 x 14 in	Gallery Wrap		0.00
<input checked="" type="checkbox"/>	1:1 Ratio Wrap 1.5"	C	16 x 16 in	Gallery Wrap		0.00
<input checked="" type="checkbox"/>	1:1 Ratio Wrap 1.5"	C	20 x 20 in	Gallery Wrap		0.00
<input checked="" type="checkbox"/>	1:1 Ratio Wrap 1.5"	C	24 x 24 in	Gallery Wrap		0.00
<input checked="" type="checkbox"/>	1:1 Ratio Wrap 1.5"	C	30 x 30 in	Gallery Wrap		0.00
<input checked="" type="checkbox"/>	1:2 Ratio Wrap 1.5"	C	10 x 20 in	Gallery Wrap		0.00
<input checked="" type="checkbox"/>	1:2 Ratio Wrap 1.5"	C	12 x 24 in	Gallery Wrap		0.00

Layout Area: 1.9 sq. feet  
Overall Size: 15x18 in (including 2.0 in wrap)  
Image Sizes: 15x18

Enter Item Price:  Save

Details of the selected Layout Item are shown here.

Assigned Frame icons (see note on right)

When adding a new Layout Item, select the Template, Size and Presentation option from the pop-up menus. Also select whether sizing is set by the main print size (for Multi-Print Layouts) or the overall size (for Composite Layouts).

Enabled when the template has a mat or frame assigned

## Assigned Frames Prices & Icons

If you have added a price list item for a template which has a [frame assigned](#) to it, small frame icons will be shown in the right most column of the Price List Setup window.

Usually you would setup your template pricing with *Price Includes Frame* checkbox selected for that item. This tells ProSelect **not** to add the cost of the frame again when you order a template + frame combination.

The frame icon will be green if the price list item **is** set to include the frame in the price and orange if it is not.



To add a Layout Extra, click the Layout Extras tab.

Then enter the description and your selected pricing method.

The Pricing method is normally set to *Fixed Price* however you can select one of the automatically calculated pricing methods. See [Automatic Pricing Methods](#) for how to use these.

Click *Add New Item*, then enter the price for that item at the bottom of the *Price List Setup* page.

## Adding Layout Order Items Directly

You can also add new price list items directly from within:

- (a) Template Manager using the [Open Price List popup menu](#).
- (b) Working with Layouts ([Thumbnail view](#)) by right-clicking on a template and choosing Add New Price List Item from the popup menu.

The window shown is the same as the regular [Add Layout window](#) except you can only add an item for the current template. If the template has a mat or frame assigned to it the *Price includes Mat* and/or *Price Includes Frame* options are pre-checked.

You can add a price for the currently selected price list directly in this window.

Add Layout Order Directly window

Enter Price

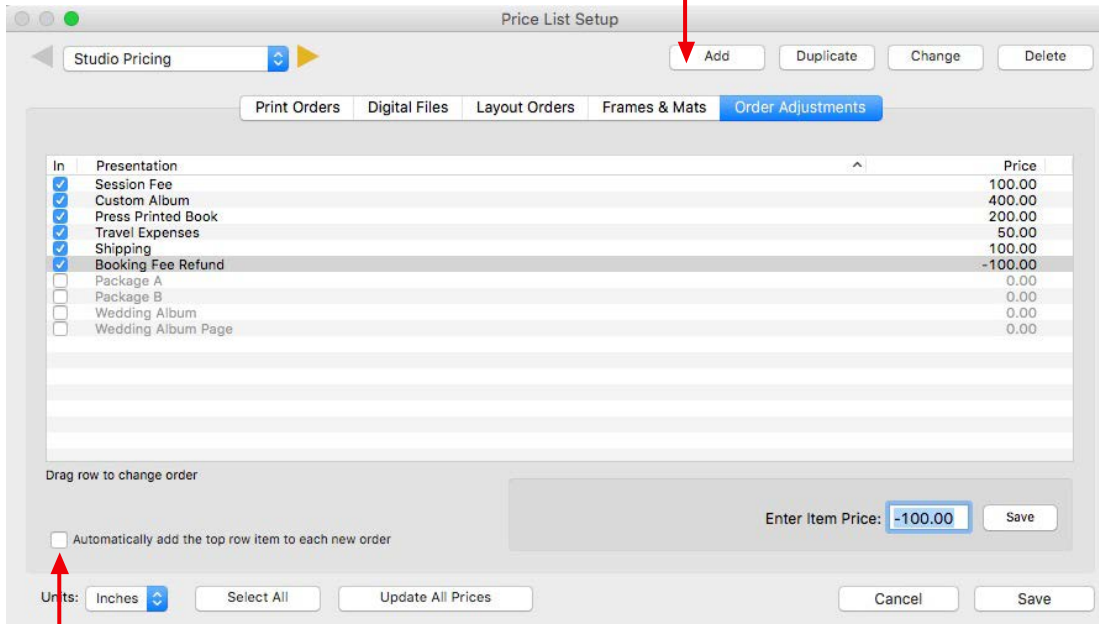
Current Price List name

# Adding Order Adjustment Items



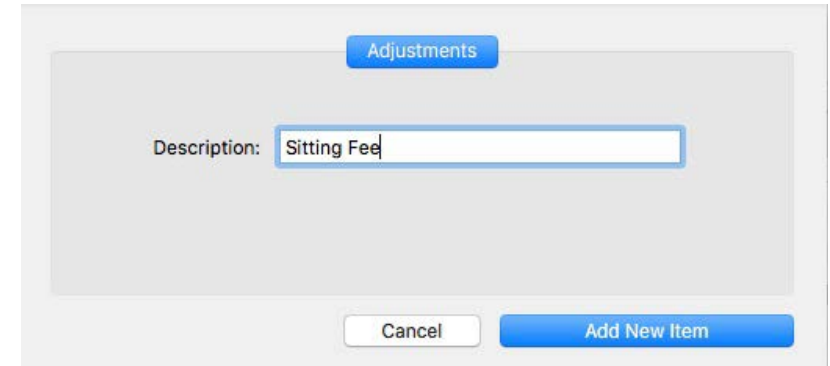
In the *Price Lists & Products* window (Orders Menu), select the *Order Adjustments Tab* and click the *Add* button:

Add new Order Adjustment Item



Check this box to automatically add the first item to each new order. This will only work if the first item is selected in the price list that you are currently using.

For each Order Adjustment item, enter the description:



Click *Add New Item*, then enter the price for that item at the bottom of the *Price Lists & Products* window.



## How these work

Automatic pricing methods can be used to automatically calculate the price of an item based on its size. You can set these up for Print Extras, Layout Extras, Mats and Frames.

Using automatic pricing methods can greatly simplify your price list because you only need one price list entry for any ordered size. Because you can also specify different "rates" for the same item in each of your price lists, your prices can easily change when you change to a different price list.

The following *Pricing Methods* are available:

Fixed price - items using this method are priced at the specified price regardless of size.

- U:** United Inches - the price is calculated by **adding** together the width and height of the outside of the print or layout (the mat size) and multiplying it by the rate in the price list.
- UC:** United Centimetres - same as above but in metric units.
- AF:** Area sq. ft - the price is calculated by **multiplying** the width and height of the outside of the print or layout (the mat size) and multiplying it by the rate in the price list.
- AI:** Area sq. in - same as above but in inches.
- AM:** Area sq. m - same as above but in metric units.
- UIF:** United Inches Framed - the price is calculated by **adding** together the width and height of the outside edge **including the frame** and multiplying it by the rate in the price list. For items without a frame this will be the same value as *United Inches* above. This calculation includes a standard 1/4" (6mm) rebate on the frame but will support different rebate amounts for different frames in future releases.
- UCF:** United Centimetres Framed - same as above but in metric units.
- CP6:** Chop PP Foot 6" - the price is calculated by getting the outside length of the frame in feet rounded up to next 1/2 of a foot.

- CP4:** Chop PP Foot 4" - the price is calculated by getting the outside length of the frame in feet rounded up to next 1/3 of a foot.
- GP:** Group Pricing (digital files only) - The price is the same regardless of the number of images in the order group.

## Chop PP Foot Calculations

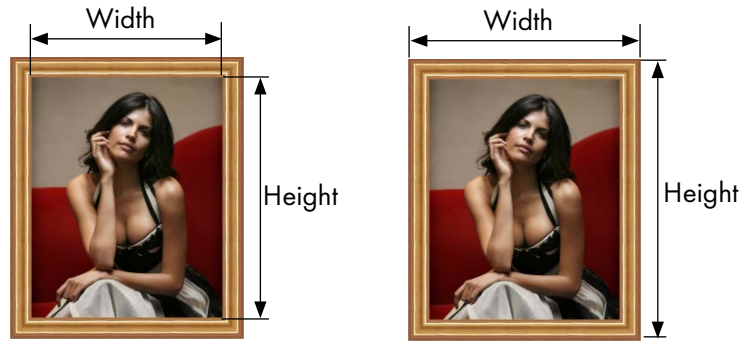
The outside length of the frame is calculated by getting the circumference of mat + (8 x frame width) rounded up to next 1/2 or 1/3 of a foot.

- IP:** Individual Pricing (digital files only) - The price is calculated by the rate times the number of images in the order group.
- FPS:** Fixed Price by Size (Mats and Frames only) - This price allows you to set a price for specific sizes of items. See the [Fixed Price by Size](#) section for more information.
- INC:** Included (Mats and Frames only). Select this to always use a price of \$0 for all mats or frames which are using a Price Group with this pricing method selected.





## How “United Inches” methods are calculated



Pricing using  
United Inches (UI)

Pricing using  
United Inches Framed (UIF)

$$\text{Calculated Price} = (\text{Width} + \text{Height}) \times \text{Price List Rate/inch}$$

When ordering, you can click the [Calculations disclosure triangle](#) to reveal the price method and rates used.



## Adding a fixed part to the calculated price

For each of the methods listed, except for the *Fixed Price* one, you can optionally add a fixed cost component to the calculated value. To do this check the *Plus an Additional Fixed Cost* checkbox.

See note on [next page](#)

This is useful where you have a fixed assembly cost plus a size dependent part to your automatic pricing method.

When this option is selected the Pricing Method will display with a "+F" appended to the end and a second price entry box will be provided in the Setup Price List window.

Extra	Matting	Pricing methods	Rate	Fixed
Extra	Matting	UI	0.50	
Extra	UV Glass	AF+F	10.00	12.00

Enter the variable and fixed parts here

Selected item has additional fixed cost

## Adding a Markup to the price

When pricing Extras, mats & frames, you can optionally add a markup component to the calculated value before any fixed part is added. To do this check the *Include markup rate* checkbox.

You can use this to enter your actual cost and apply a markup to that. When this option is selected the Pricing Method will display with a "xM" and an additional price entry box will be provided in the Setup Price List window.

Markup values must be greater than 1.00. e.g. 1.50 would be a 50% markup, 2.5 would be a 150% markup.

Pricing methods	Rate	Mark up	Fixed
United Inches (L+W) x M + F	(UIxM)+F		(2.50x1.5)+50.00

Enter the variable and fixed parts here

Selected item has additional fixed cost



## Automatic Pricing Example

Creating a Layout Extra for adding the cost of UV Glass to an ordered product, using the area of the glass to calculate the price.

To set this up to charge \$10/sq. foot for UV glass plus and assembly cost of \$12.00:

1. Add the Layout Extra
2. Select Pricing Method: *Area (sq. feet) (AF)*
3. Check the *Plus an additional fixed price* checkbox
4. Enter a rate of \$10 into the rate box and \$12 into the fixed box.

If you then order a layout with a mat size of 28.8" x 36", price will be calculated as follows:

$$((28.8 \times 36)/144) \times 10 + 12 = \$84$$

When ordering an extra that uses automatically calculated prices, you can click the *Show Calculations* disclosure triangle in the [Add with Extras](#) and [Custom Product](#) windows to reveal the price method and rate used.

## Include Surrounding Mat Space

Print and Layout Extras default to including the size of any applied [Surrounding Mat](#) in the size and area calculations. You can uncheck this option if your Extra only applies to the print or layout size without the surrounding mat and "-SM)" will display in the Calculations description.

## Using to Price Frames and Mats

To simplify automatic pricing, you can use [Price Groups](#) to assign a pricing method to your [Available Frames](#) and [Mat Designs](#). In these cases, the assigned Price Group is shown at the start of the Calculations.

Click to hide/show calculations

## Wall Grouping Templates - Special case

When ordering any [Wall Grouping Templates](#), the sizes for each opening in the template are added together before applying any calculations.



## Price Groups

All frames and mats need to belong to a *Price Group* which controls how they are priced when ordered. ProSelect automatically creates default Frame and Mat Price Groups if there isn't one and all frames/mats will be assigned to use this price group.

You can setup as many Price Groups as you like, however, it is recommended that you use as few as possible to keep things simple.

Each Price Group has a Group Code (up to 8 character long), a Name and a [Pricing Method](#).

Set to Frame, Traditional Mat or Virtual Mat

Select Pricing Method

For Frames, you would normally use one of these [Automatic Pricing Methods](#):  
Fixed Price  
United Inches (or cm)

United Inches (or cm) Frames  
Chop PP 6" or 4"

Fixed Price

United Inches (or cm)  
Area (feet, meters, inches)

For [Mat Price Groups](#), you would normally use one of these methods:

Once you have setup your Frame

Price Groups you can then assign them to your frames. See [Managing Frames](#) for how to do this.

Indicates that this price group is currently used & cannot be deleted.

Reassign (see below)

Group Code	Name	Pricing Method	PM	Price
✓ F1	Standard Frames	United Inches (L+W) x M + F	(UlxM)+F	(1.50x2.0)+50.00
✓ F2	Deluxe Frames	United Inches (L+W) x M + F	(UlxM)+F	(3.00x3.0)+100.00
✓ F3	Fillet Frames	United Inches (L+W) x M + F	(UlxM)+F	(1.00x2.0)+50.00
✓ MV-1	Virtual Mat Group 1	Area (sq ft)	AF	30.00
MT-1	Mat Price Group 1	Area (sq ft) x M + F	(AFxM)+F	(30.00x2.0)+40.00

**Reassigning Price Groups**  
You can select one or more price groups and use the Reassign button at the top to change all items using that price list group to a different group.

Set the frame price group for one or more selected frames or frame groups



## About Fixed Price by Size (FPS)

This Pricing Method allows you can set up specific sizes (by width and height) and prices for our products. You can select to use this method when setting up a [Price Group](#) for Frames and Surrounding Mats.

Use this if your supplier only offer a limited range of frame or mats sizes rather than allowing any custom size.

If you setup your frame and mats using this pricing method, you can also have ProSelect indicate which size combinations will match the available sizes from your frame and mat supplier and avoid taking orders for non-standard sized items.

FPS pricing can also be used to price custom sizes for frames and mats by automatically using the price for the next standard size.

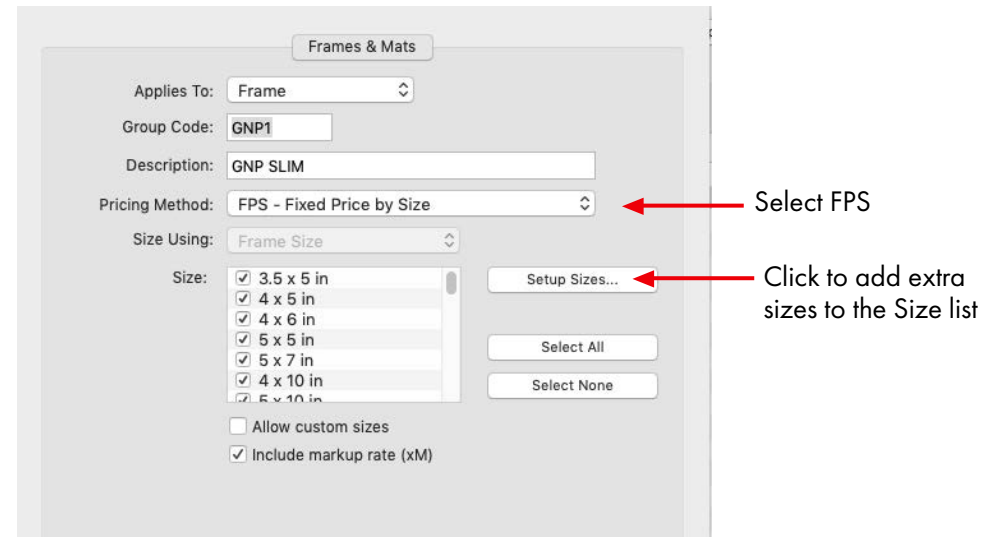
To set up a FPS Price Group:

1. Add a new frame or mat Price Group using the FPS pricing method.
2. Add any extra sizes that you wish to use for these products.
3. Select which of the setup sizes apply to the new Price Group.
4. Set the price (and optional mark-up) for each selected size.
5. Assign this Price Group to your frames or mats

### 1. Add a new frame or mat Price Group

In the Price Lists & Products window, select the Frames and Mats tab. Then click the Add button to open the Setup Price Group window or double-click on an existing Price group to make changes.

This is the same process as when using [other frame and mat Pricing Methods](#) except, when you select the FPS option, a list of sizes will be shown.



## Mat Options

When creating a Price Group for Surrounding Mats, depending on how your supplier prices these, you can set the *Size Using* to be either:

Mat Size - the listed size are the outside of the Mat

Print Size - the listed sizes are the inside of the Mat (ie the Print size)

## About Custom Sizes

If your supplier can only supply in the selected specific sizes, you should NOT check the *Allow Custom Sizes* checkbox.

If your supplier can supply any sizes and you wish to price items by *size range* then check the *Allow Custom Sizes* checkbox. In this case, the price for the **next larger listed size** (based on the perimeter or United Inches values) will be used. You will not be allowed to select any size greater than the largest size you have added to the Price Group.





## 2. Add any extra sizes that you need

If you need to add any sizes, after clicking the Setup Sizes button the window below will open.

You can add sizes from your [Print Paper Sizes](#) or just add any specific size.

Sizes that have been used in any Price Group will show a green checkmark. Other unused sizes can be selected and deleted.

All sizes listed can also be used when setting up any other Price Groups using FPS price method.

## 3. Select which sizes apply to this Price Group

Check each size that you wish to use

## 4. Set the price for each selected size

Click to expand the group to see all sizes.

Group Code	Name	Pricing Method	PM	Tax	Price
F0	Frame Price Group Unassigned			T	0.00
GNP1	GNP SLIM	Fixed Price by Size x M	FPSxM	T	Mark Up: x3.0
GNP2	GNP DELUXE	Fixed Price by Size x M	FPSxM	T	Mark Up: x3.0
GNP3	GNP ARTISAN	Fixed Price by Size x M	FPSxM	T	Mark Up: x3.0
MT0	Mat Price Group Unassigned			T	0.00

Select each size row and enter the price for that size at the bottom of the window. Click the Save button to save and automatically select the next row in the group.

### Applying a Mark-up

If you have setup the Price Group to include a mark-up then you can either:

- select the Price Group Name row and enter a markup that will be applied to all sizes in the group, or
- select each size and enter a markup amount for that size.



## 2. Assign the Price Group to your frames or mats

For Frames:

Set your frames to use this price group in the [Manage Frames window](#).

For Mats:

Set your mats to use this price group in the [Mat Designs window](#).

### Importing FPS data from CSV files

When in the Mats & Frames tab, if you *Alt/Option* click on the Add button, you can select and import a CSV file containing a list of sizes and one or more prices columns.

Size	Group A	Group B	Group C	Group D
8x10	\$63.00	\$79.00	\$100.00	\$142.00
11x14	\$74.00	\$92.00	\$116.00	\$163.00
16x20	\$95.00	\$126.00	\$147.00	\$226.00
20x24	\$105.00	\$137.00	\$173.00	\$257.00
20x30	\$126.00	\$163.00	\$200.00	\$289.00
24x24	\$131.00	\$173.00	\$210.00	\$294.00
24x30	\$137.00	\$179.00	\$221.00	\$310.00
30x40	\$184.00	\$236.00	\$278.00	\$389.00

**Import Fixed Price By Size**

Applies To: Frame

Group Code: MFC FMA

Description: MFC - Group A

Prefix:  MFC -

Size Using: Frame Size

Include markup rate (xM)  
3.0

Allow custom sizes

Product Code:   
(Optional - same for all price lists)

---

**Frame / Mat Opening Sizes**

Import From: Group A

<input checked="" type="checkbox"/>	8 x 10 in	\$63.00
<input checked="" type="checkbox"/>	11 x 14 in	\$74.00
<input checked="" type="checkbox"/>	16 x 20 in	\$95.00
<input checked="" type="checkbox"/>	20 x 24 in	\$105.00
<input checked="" type="checkbox"/>	20 x 30 in	\$126.00
<input checked="" type="checkbox"/>	24 x 24 in	\$131.00
<input checked="" type="checkbox"/>	24 x 30 in	\$137.00

If the file contains a header row, the title of each of the price columns is displayed and you can select one of the columns to create a new FPS price group using the selected sizes and the associated price in the selected column. Checking “Prefix” allows you to automatically add an acronym to each price group upon import.

“Group Code” allows an 8 character unique identifier.



Markup rate (xM) can be included at time of import.

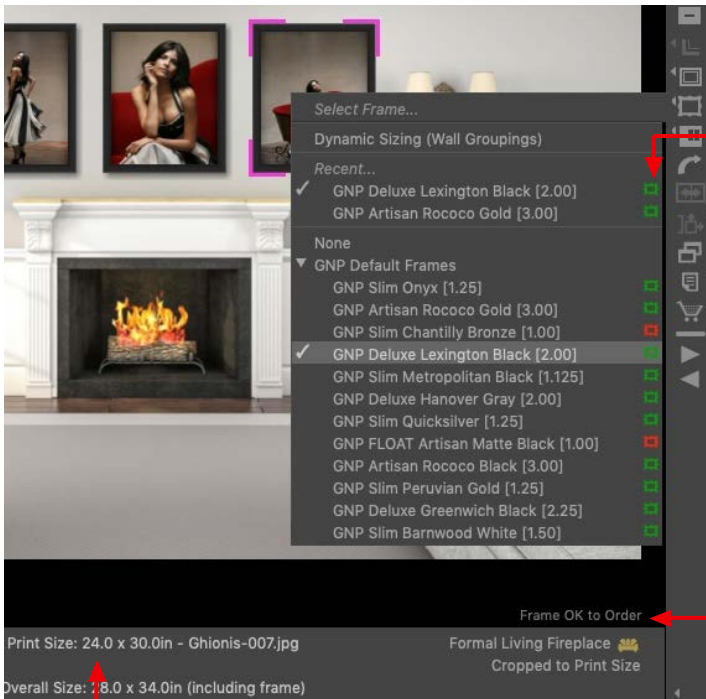
If there is more than one price column to import, after importing the first column, the import window will remain open ready for you to select another column to add another price group.



## Checking for Available Frame & Mat Sizes

If you setup any of your Frames to be using a Price Group with this FPS pricing method (and have NOT allowed custom sizes), then a green or red frame icon will be shown on the right-hand edge of these frames in the select frame popup menu as follows:

-  This frame is available at the selected print or layout size
-  This frame is NOT available at the selected print or layout size



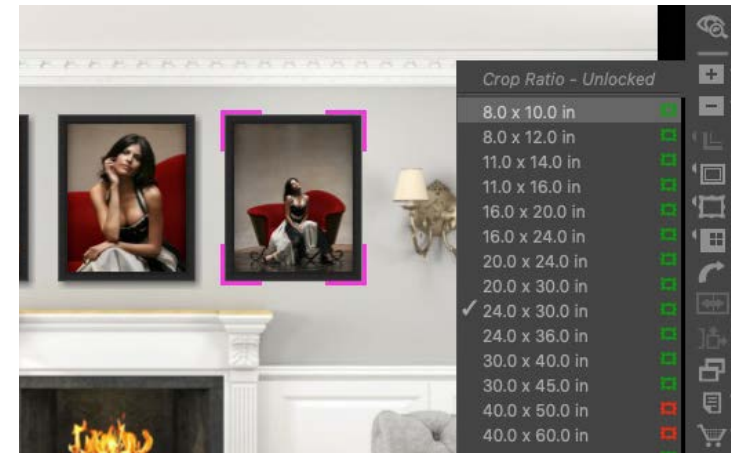
Sizes with the green frame icon have this frame available for current 24x30" print size.

Hint text

Selected Print Size

## Checking for Available Sizes for Current Frames & Mats

With a frame using an FPS Price Group assigned, right-clicking on the Large/Smaller size icons in the right-hand toolbar will show a red frame icon next to the sizes that do not have that size available for the currently applied frame.



Sizes with the green frame icon have this frame size available for this print size.

## Custom Sizes

If your Price Group (FPS) setup includes the option to *Allow Custom Sizes*, all sizes are assumed to be available and no icons are shown.

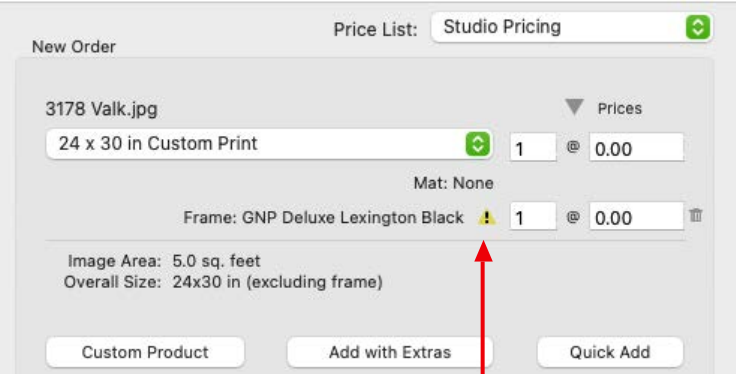
## Mats work the same way!

Mats set up using a FPS Price Group also show a green or red mat icon next to each relevant mat in the *Select Surrounding Mat* popup menu.

## Checking for Available Frame & Mat Sizes when Ordering

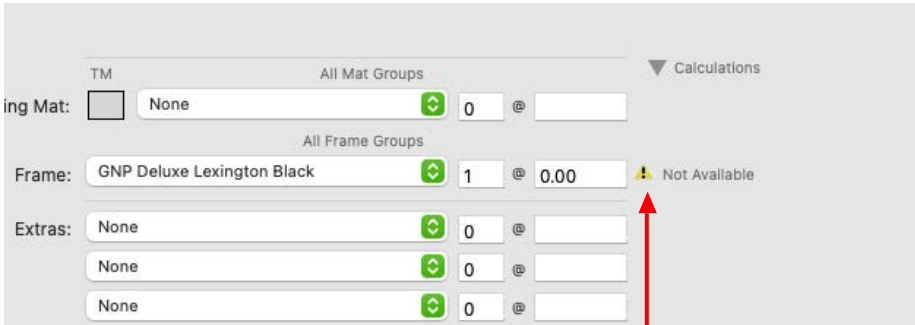
The Place Order window will display a warning icon if when you select a frame or mat using a FPS pricing method and that frame or mat is not available at the selected size.

Place Order window



Frame not available in a 24 x 30 size.

Add with Extras window



Frame not available at the selected size.



## Available Sizes on Wall Groupings

When using a Wall Grouping Layout, any assigned Frame or Surrounding Mat must be the same on each image in the Wall Grouping.

However, since each opening may be a different size, the frame (and mat) icons in the popup menus will only show as green if the frame or mat is available for ALL the image sizes in the layout.

## Checking for Unavailable Sizes

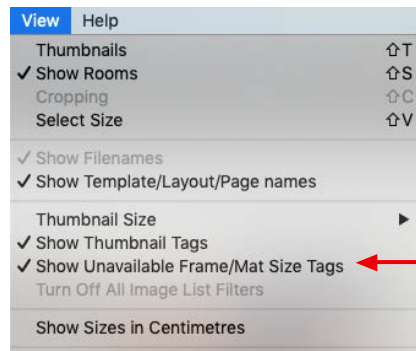
If you change sizes after adding frame/mat and the frame/mat is not available in the new size, a red icon will be shown in the Info Bar.



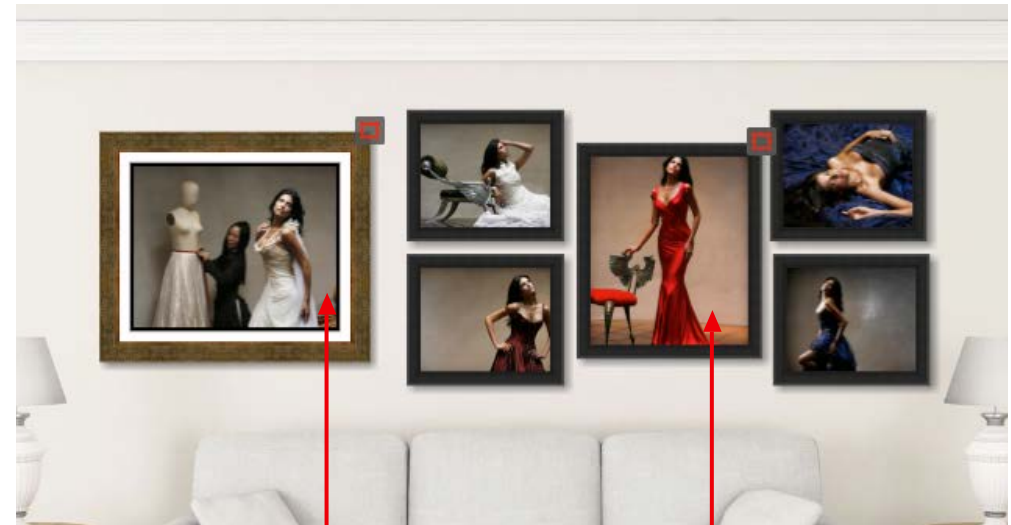
Selected frame is NOT available for this sized print.

If you turn on *Show Unavailable Frame/Mat Size Tags* (in the View menu), a red icon will be displayed over the top right corner of any image that is using a frame or mat that is not available at the current size (see right-hand side example).

Icons will also be shown on any applicable images on a wall grouping layout.



These icons will show in Working with Images (Select Size view), Working with Layouts and Working with Rooms.



This print is at a size which does not have this frame available.

This image in the wall grouping image is at a size which does not have this frame available.

## Unavailable Frame and Mat Icon

Pressing and holding the SHIFT key while in Room View or Select Size View temporarily hides the Unavailable Frame and Mat Icon.



# Frame Pricing Example 1



When ordering custom frames, frame companies typically calculate pricing by using a United Inches chart. Below are two typical examples of charts used by the companies. Both charts calculate the length of frame moulding required in **decimal feet** (including waste) to make a frame of a specific size.

## Example 1

The above supplier rounds their lengths to the next 1/3 of a foot (4").

United Inches	Size	Width of Moulding in Inches							
		1"	1½"	2"	2½"	3"	3½"	4"	4½"
12"	5"x7"	3.0	3.3	3.7	4.0	4.3	4.7	5.0	5.3
14"	6"x8"	3.3	3.7	4.0	4.3	4.7	5.0	5.3	5.7
16"	7"x9"	3.7	4.0	4.3	4.7	5.0	5.3	5.7	6.0
18"	8"x10"	4.0	4.3	4.7	5.0	5.3	5.7	6.0	6.3
20"	9"x11"	4.3	4.7	5.0	5.3	5.7	6.0	6.3	6.7
22"	10"x12"	4.7	5.0	5.3	5.7	6.0	6.3	6.7	7.0
24"	10"x14"	5.0	5.3	5.7	6.0	6.3	6.7	7.0	7.3
26"	12"x14"	5.3	5.7	6.0	6.3	6.7	7.0	7.3	7.7
28"	12"x16"	5.7	6.0	6.3	6.7	7.0	7.3	7.7	8.0
30"	12"x18"	6.0	6.3	6.7	7.0	7.3	7.7	8.0	8.3
32"	14"x18"	6.3	6.7	7.0	7.3	7.7	8.0	8.3	8.7
34"	16"x18"	6.7	7.0	7.3	7.7	8.0	8.3	8.7	9.0

For example, a 12" x 16" frame equals 28 united inches (L + W). Using a 2.5" wide moulding would require a total of 6.7 feet (6'8") of moulding to build.

In this case, using the [Chop PP 4" Pricing Method](#) to get the same results.

## Example 2

UNITED INCHES	WIDTH OF MOULDING IN INCHES						
	1	1.5	2	2.5	3	3.5	4
12	4	4	4	4	4	4.5	5
14	4	4	4	4	4.5	5	5
16	4	4	4	4.5	5	5	5.5
18	4	4	4.5	5	5	5.5	6
20	4	4.5	5	5	5.5	6	6
22	4.5	5	5	5.5	6	6	6.5
24	5	5	5.5	6	6	6.5	7
26	5	5.5	6	6	6.5	7	7
28	5.5	6	6	6.5	7	7	7.5
30	6	6	6.5	7	7	7.5	8
32	6	6.5	7	7	7.5	8	8

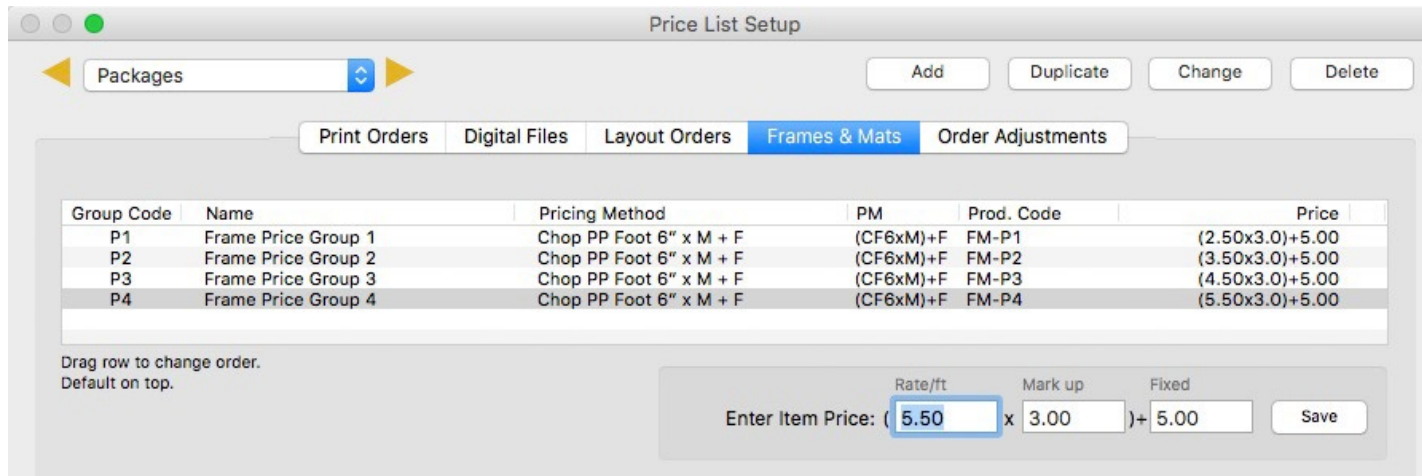
The above supplier rounds their lengths to the next 1/2 of a foot (6").

For example, the same 12" x 16" frame (28 united inches) with a 2.5" wide moulding would require a total of 6.5 feet (6'6") of moulding to build.

In this case, using the [Chop PP 6" Pricing Method](#) to get the same results.

## Setting Up Frame Pricing in your Price List

The frame companies provide a cost per foot of moulding. To have ProSelect automatically calculate a price, you would set up the formula as shown below (assuming the Chop PP 6" pricing method).



The Entered Price Items are:

- 5.50 is your frame supplier's price of \$5.50 per foot (wholesale cost)
- 3.0 is the markup amount (in this case you are sell the frame for 3 times its cost)
- 5.00 is a \$5 fixed cost (this could be a shipping amount, an administrative fee or a cost for thumb nailing)

prices and make the rate for that group a little higher than the average cost of the mouldings in that group.

For example, if the cost per foot on a range of frame moulding is between \$4.75 and \$5.75 per foot, the average cost is \$5.25 per foot. Set your pricing at \$5.50 per foot.

Then, if the actual frame selected cost \$4.75 per foot, your net profit will be more than the 3 times. If the actual cost is \$5.75, your profit will be slightly less than the desired 3 times.

ProSelect calculates the selling price as follows:  $((6.5' \times \$5.5) \times 3) + 5 = \$112.25$

Your cost from the frame company would be \$35.75, giving you a profit of \$76.50.

## Pricing Groups

A good way to handle frames prices is to create pricing groups based a range of



If you need to add tax when selling, ProSelect provides the ability to setup multiple tax options including combined State and Federal Taxes (as used in some provinces of Canada).

Tax options are setup in the *Setup Taxes* dialog (Orders Menu). First check the *Enable Tax on Orders* checkbox to turn on taxing on orders.

Once setup, you can select a different tax (including no tax) for each client and have the correct tax automatically calculated.

### Single Tax Options (Prices exclude tax)

- Click the Add button
- Enter the Tax Option name that will be shown when you are selecting the tax for the client. e.g. California State Tax
- Enter the other parameters for the tax but do **not** check the *Add Second Tax* checkbox. See notes for more details on each item.
- Click Save.

Repeat this process for each extra Tax Option that you need

### Tax Options

- The Report label line will be shown next to the tax amount in your [Order Reports](#).
- With *Round Fractional Tax Up* selected, if the tax comes to 0.5c or higher, it will be rounded up to the next 1c. Otherwise, any fractional parts of the tax are ignored e.g. 1.6c becomes 1c.
- See the next pages for details on how to use the *Add Tax to Selected Price List Items*.

Icon shows current default tax

### Default Tax

Use the *Set as Default* button to select which of the taxes in the list will be used for **new** clients. You change the tax for an existing client in the [Client Setup](#) window.

While your Setup Taxes are saved in the ProSelect Data file for easy [sharing between computers or locations](#), your selected default tax is saved in your Preferences and can be different for each machine.



## Dual Tax Options (Prices exclude tax)

- Use the process on the previous page to add your Federal or second tax first.
- Add your State or first tax next.
- Before saving the State tax, click the *Add Second Tax* checkbox and select the name of the Federal Tax that you just added from the Dropdown menu.
- Click Save.

Select Tax Option

BC Provincial Sales Tax	Add
GST Canada	Duplicate
	Delete

Drag row to change order

Option Details

Tax Option Name: BC Provincial Sales Tax

Report Label: 12% PST

Tax Rate: 12.0 %

Round Fractional Tax Up

For some non-US countries:

Price List prices include Tax

Show Subtotal including Tax

Add Tax to:  All Price List Items  Selected Price List Items

Add Second Tax:  GST Canada

## Single Tax Options (Price List prices include Tax)

- Click the Add button
- Enter the Tax Option name that will be shown when you are selecting the tax for the client. e.g. GST, VAT
- Select the *Price List prices include Tax* checkbox.
- If you wish the Order Report to include *Subtotal including Tax* row check this box as well.
- Enter the other parameters for the tax (see previous page).
- Click Save.

Option Details

Tax Option Name: GST

Report Label: Includes 10% GST

Tax Rate: 10.0 %

Round Fractional Tax Up

For some non-US countries:

Price List prices include Tax

Show Subtotal including Tax

- In this case, the value of tax in the Tax row on the Order Report is calculated by taking the total value (including tax) of the taxable items in the order and deriving the tax component based on the rate of tax that you have entered.
- So that it is clear that the prices for all items listed on your Order Report include tax, it is recommended that your Report Tax Label is set to something like "Includes 10% GST".
- When using the *Price List price include Tax* option, you cannot setup a second tax.



## Adding Tax to Selected items

If you have setup any tax options with *Add Tax to Selected Items* and have *Enable Tax on Orders* checked then each product item in your price will display a checkbox to indicate if the item is taxable. By default, all items are marked as taxable, so you only need to uncheck the box for non-taxable items.

With this option, the Price List and Order List will also include a tax column for each item showing a "T" for taxable items and a "N" for non-taxable items. The selected amount of tax will be added to the Taxable items only.

Item is taxable

In	Size	Presentation	Tax	Price
<input checked="" type="checkbox"/>	5 x 7 in	Lab Print	T	40.00
<input checked="" type="checkbox"/>	6 x 9 in	Lab Print	T	50.00
<input checked="" type="checkbox"/>	8 x 10 in	Lab Print	T	60.00
<input checked="" type="checkbox"/>	11 x 14 in	Lab Print	T	0.00
<input checked="" type="checkbox"/>	16 x 20 in	Lab Print	T	0.00
<input type="checkbox"/>	20 x 24 in	Lab Print	T	250.00
<input checked="" type="checkbox"/>	Extra	Digital re-touching	N	50.00

Tax Column

### Tax Notes

Any [Custom Extras](#) that you add during the ordering process are always taxable.

## Selecting the Tax for the Client

The selected Default tax option that you setup in the [Tax Setup window](#) will be automatically used for each new Client (include the one automatically created when you start a new album). If you need to change the tax setting for a particular Client, then open the [Client Setup](#) window (under the Orders Menu) and select the alternate tax from the pop-up menu.

Select Tax to use for this client

How the Tax will be shown in the [Place Order Window](#):

How the [Order Report](#) will appear with tax selected:

Sub Total:	\$1,950.00
5% State Tax:	\$97.50
<b>Total Cost:</b>	<b>\$2,047.50</b>

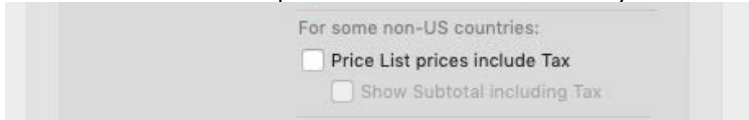




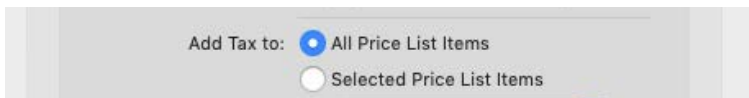
## Tax does not add up correctly

If you are in the US (or any country where tax is added to the total invoice total), check that your Tax Setup has the *Price List prices include Tax* option **unchecked**.

If Tax needs to be added to all price list items then check that your Tax Setup is set to



All Price List Items.



## Tax rate changes when I load an album file.

ProSelect saves the tax setup used for your client in the client's album file. If you make changes to your tax setup then open an Album file that used a different tax setup then the previous tax setup will be used (and added back to your list of tax setup options if it was deleted). When this tax setup is imported, it will contain a prefix EXT, so you can see the item was added from an external source.

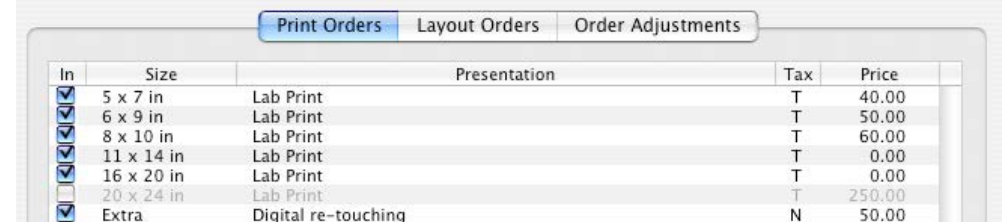
To address this, open the Client Setup window (under Orders Menu) and change the tax to be use for that Client to your new tax. Then Save the album file.



## Tax being added to all items when some are tax exempt

If ANY of the tax options that you have setup in the [Tax Setup window](#) have the option to *Add Tax to : Selected Price List Items* then when setting up your Price Lists you will have the option to check whether each item is taxable or not. In this case, you will also see a Tax column in the [Price Lists & Products window](#).

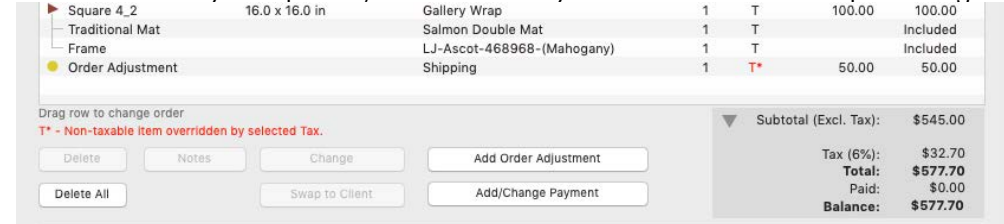
However, the Taxable or non-Taxable status of each item will be overridden by the Tax



Setup used for your current client.

In this case, if you have set up your price list with some items set to be non-taxable but are now using a Tax Setup set to apply tax to All Items, the Place Order window will display any non-taxable items with a red "T\*" (rather than a black "N") and a warning message displayed.

If this is not what you expected, then check that you have the correct tax option assign

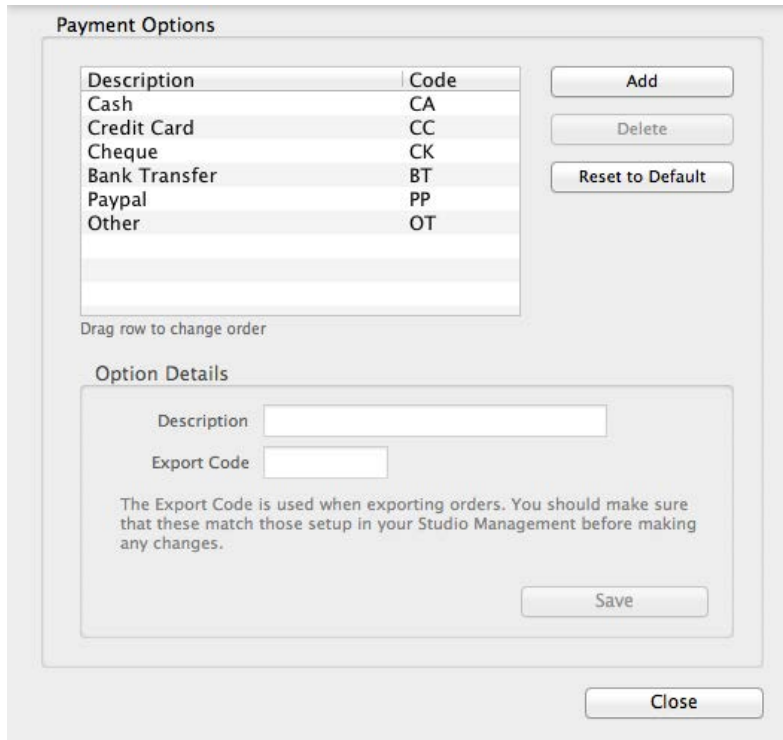


to your client.

ProSelect comes with a number of default payment methods. However, you can modify these, or add your own payment methods and their associated export codes under Setup Payment Options (Orders menu).

Payment options are selected from the *Payment Method popup menu* when adding/editing a payment for an order.

Payment codes are only used when exporting order data to Studio Management Systems. So you should check which codes are required before changing these.



**Payment Options**

Description	Code
Cash	CA
Credit Card	CC
Cheque	CK
Bank Transfer	BT
Paypal	PP
Other	OT

Buttons: Add, Delete, Reset to Default

Drag row to change order

**Option Details**

Description:

Export Code:


The Export Code is used when exporting orders. You should make sure that these match those setup in your Studio Management before making any changes.

Buttons: Save, Close

## Updating Old Album files

Payment methods assigned to any orders in albums created from earlier versions of ProSelect will automatically be converted to use the new format by matching the new payment method description against the previous fixed payment method name.

If no match is found then the topmost current payment method is used and a warning is shown.



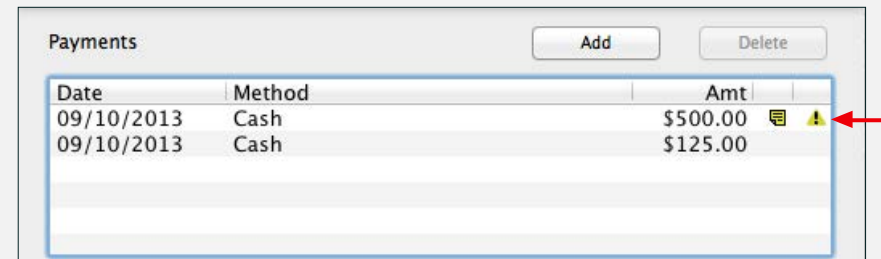
**Warnings**

 Please be aware of the following warnings:

One or more payments saved in this album use a payment method that is no longer in your Setup Payment Options. You should check/update all order payments before saving the album or exporting any orders.


Buttons: Close

The payment is flagged with a caution icon until either the method or the payment note (which now has the old album's payment method) is changed or the album is saved again.



**Payments**

Buttons: Add, Delete

Date	Method	Amt	
09/10/2013	Cash	\$500.00	
09/10/2013	Cash	\$125.00	

# Using Product Codes I

ProSelect allows you to export orders recorded during a sales session to other studio management systems. (See [Exporting Orders](#)).

In order to make this process simpler, you can optionally assign a *Product Code* to each price list item (and optionally in each Price List) in ProSelect that matches a product code used in another system.

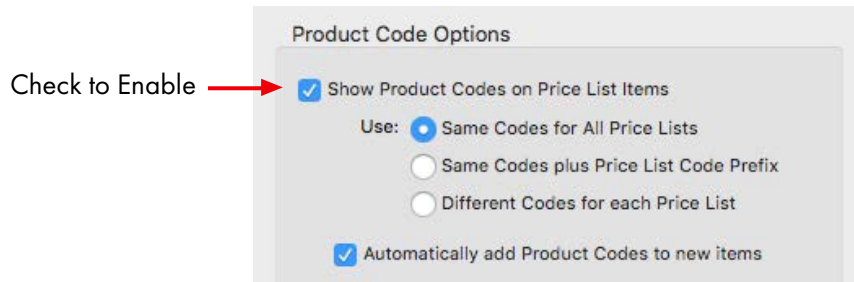
You can also have ProSelect automatically generate and add a unique product code to all of your current price list items and every new price list item added later.

If you don't use the above options you can manually enter your own product codes against each price list item.

## Enabling Product Codes

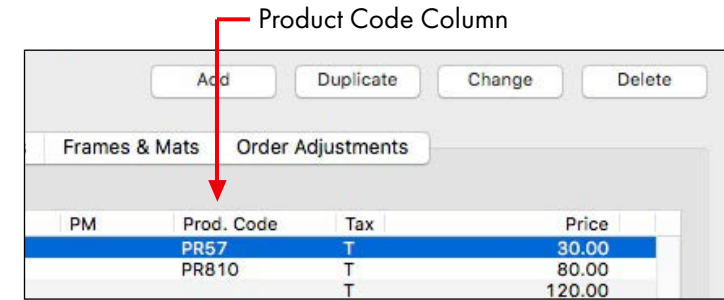
To show and use Product codes, you must check the *Show Product Codes on Price List Items* checkbox in the Preferences ([Prices & Ordering: Product Codes](#)).

When Product Codes are enabled, the [Price Lists & Products](#) window will include an extra Product Code column and each price list item will include a box where you can

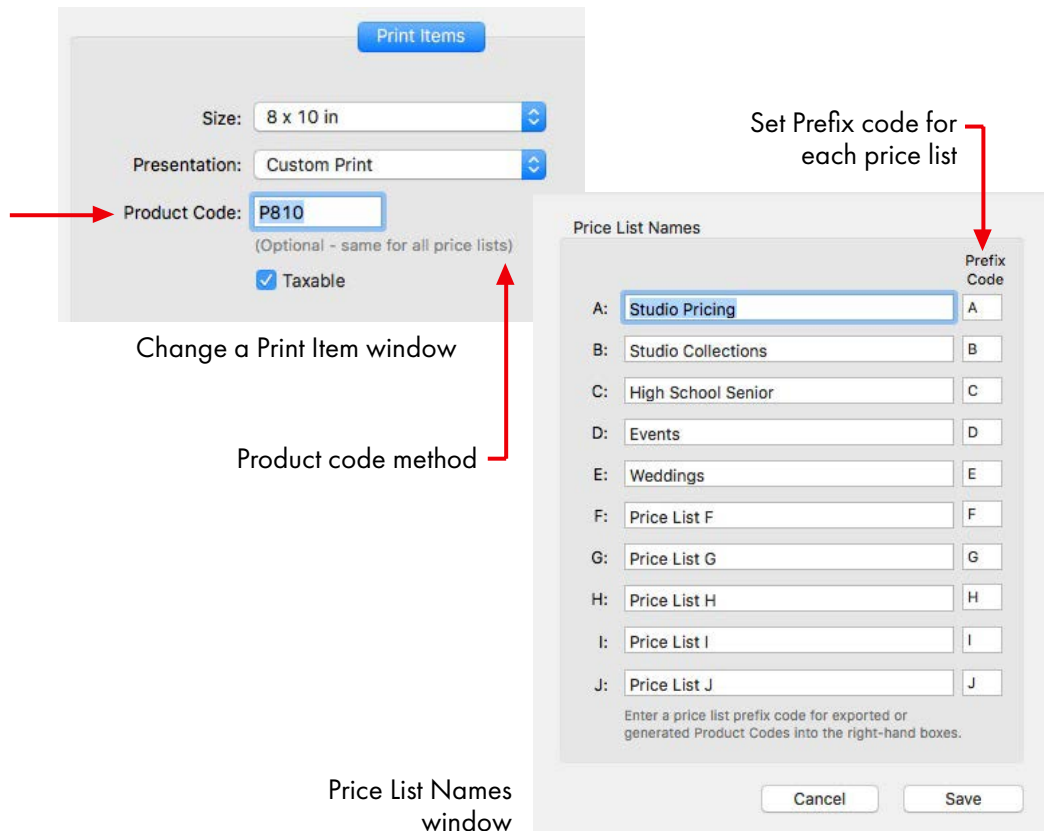


enter a product code for the item.

Additionally, the Price List Names window will include a column where you can enter a two character code for each price list. These default to A-J.



Price Lists & Products window



Price List Names window



### Product Code Options

#### A. Same Codes for All Price Lists

Any entered product code is the same for every price list. When exporting orders, the XML data will always separately include your selected Price List prefix code so, depending on your Studio Management software, this may be sufficient to differentiate items by price list.

#### B. Same Codes plus Price List Code Prefix

Same as above however the Price List Prefix Code is dynamically added to your entered product code when displayed and exported.

For example: If you enter a product code of PR57 for an item and use the default Price List Prefix Codes (A-Z), The displayed and exported data will show as A-PR57 for the item in the first price list, B-PR57 for the item in the second price list etc.

#### C. Different Codes for Each Price Lists

You will need to enter a unique product code for each price list item in every price list.

### Automatically Adding Product Codes

If you are getting ProSelect to generate product codes then it is recommended that you also check the *Automatically add Product Codes to new items* checkbox to ensure that every new item has a unique product code.

The structure of ProSelect's automatically generated codes is shown on the next page.

If you are **not** using ProSelect's generated Product Codes, you can setup Default Codes for different types of orders in the Preferences ([Prices & Ordering: Product Codes](#)).

If entered, these will be automatically assigned to any exported order item which does **not** have a specific product code set for it.

If you only wish to analyze your sales by broad categories of price list item type then you can just setup the Default Codes and leave all the price list items Product Codes empty.

Default Product Codes	
Default Codes:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Print Orders  
Digital Files  
Layout Orders  
Order Adjustments  
Print Extras  
Layout Extras  
Mats  
Frames

When exporting orders, any ordered items without a Product Code will use the Default Codes entered above.

### Product Codes and StudioCloud

If you are using StudioCloud, then it is recommended that you have a unique Product code for each item. StudioCloud can import your price list and will then match [exported orders](#) by product code enabling you to do sales analysis in StudioCloud.

As such this both options have checkboxes are also available in the [Preferences \(Integration: Integration Options\)](#) and turn on automatically when you enable StudioCloud integration. This defaults to *Same Codes for All Price Lists* unless you change this in in the Preferences ([Prices & Ordering: Product Codes](#)).

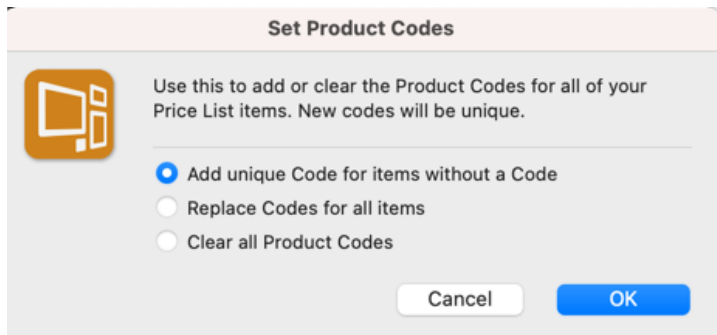


### Generating Unique Product Codes

Once you have enabled Product codes, you will see a *Set Product Codes* button at the bottom of the [Price Lists & Products](#) window.



Select the option you want in the window below:



ProSelect will generate unique product codes using the structure detailed on the right taking into account your currently selected [Product Code Option](#).

If you make a mistake, you can use the Clear all Product Codes option to start again.

### Generated Code Notes

If you are using Product Code Options B or C, the generated codes will appear to be the same in the Price Lists & Products window. However, when using the Option B, the Price List Prefix is added at display time only whereas when using Option C, the Price List Prefix is actually part of the generated Product Code. You will see this when you double-click on a row to change the details.

### Automatic Product Code Structure

Print Item: (Product Type) – (Size) – (Presentation) – (Dupe)  
Layout Item: (Product Type) – (Layout) – (Presentation) – (Dupe)  
Frame, Mat: (Product Type) – (Price Group Code)  
Order Adjustment, Print Extra, Layout Extra:  
(Product Type) – (Description) – (Dupe)

Product Type part:

PO = Print Order	PE = Print Extra
LO = Layout Order	LE = Layout Extra
DF = Digital File	DE = Digital File Extra
OA = Order Adjustment	FM = Frame
MT = Mat	

Size part (For prints)

Size in whole numbers in inches e.g. 810 = 8 x 10

Presentation part

The first alphabetic letter of each word up to four letters

Description part (for Extras)

Same method as above

Layout part

A unique number to identify a layout up to 5 digits

Dupe part

A number from 1 to 9 in case the code is already used

Examples:

Print Order, 8 x 10 Gift Portrait Metallic	PO-810-GPM
Order Adjustment, Extreme Session	OA-ES
Order Adjustment, Environmental Sitting	OA-ES-1
Print Extra, Hardboard Mounting	PE-HM
Layout Extra, Metallic Upgrade	LE-MU
Frame in Price Group 1	FM-F1

Note: Product code for Frames and Mats using a Price Group with a [Fixed Price by Size](#) pricing method are suffixed with "-WWHH".



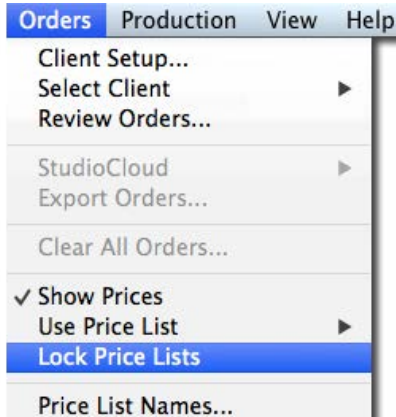


## Locking Access to Price List Items

To prevent casual access to your price list data, you can lock access to all menu commands associated with the price lists. This will prevent anyone from viewing other price lists, making any changes to your prices or selecting another price list.

To do this, select *Lock Price Lists* (Orders Menu). When locked, this item will be checked and the other price list menus will be disabled.

Locking your price lists will also prevent your prices being changed during the ordering



process. In this case, you will see a small lock symbol next to the prices label. This does not apply to [Custom Extras](#) or [Custom Products](#) where a price must always be entered.

## Unlocking

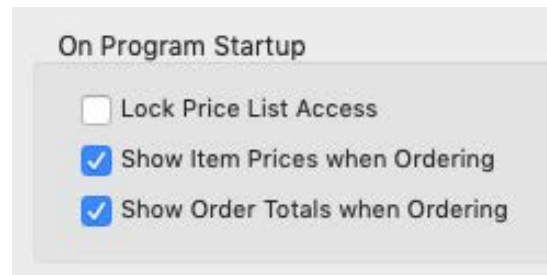
To unlock the price lists, select *Lock Price List* (Orders Menu) again while holding down both the *Shift* and *Control* keys on your keyboard.

## Important:

The Locking system is not designed to be a secure access lock. Remember that people can get around it by restarting the program (see above for locking on startup) or by reading this page!

## Locking On Startup

Normally the price list will be unlocked when you start the program. To have the program start up with the Price List Lock on, select this option in the [Preferences \(Pricing & Ordering: Settings & Taxes\)](#).





Apart from manually selecting and changing individual prices, you can apply a percentage increase (or decrease), multiplier or divider to all items in a particular price list or in all price lists at the same time and/or copy the prices from one price list to another.

To do this, click on the *Update All Prices* button at the bottom of the Price Lists & Products dialog

**Update All Prices**

You can use this to apply a percentage change or a multiple conversion to all of the prices in one or more of your prices list. If you make a mistake you can Cancel out of the Price List Setup window and start again.

All Price Lists

Only this one: Price List F

First Copy Prices From Studio Pricing

Percentage Change: 10 % (use minus sign to decrease)

Rounding: Nearest Whole \$100.60 = \$111.00

Rounding will not be applied to prices for automatically calculated items

Cancel Apply

Entering a positive percentage value will increase all your prices while a negative percent will decrease all your prices.

Use the rounding option to select how you wish the fractional part of your new prices to be set. The options are None, Nearest Whole, Nearest Half, Nearest Quarter, Nearest Tenth, Always Down and Always up. After changing the rounding popup you can see a sample of what the rounding function will do in the sample on the right hand side before you click the Apply button.

## Oops!

If you make a mistake, you can use the Cancel button to close the Price Lists & Products window without saving any of your changes. Then re-open the window and try again.

## Copying Prices between Price Lists

If you have selected to just update one price list then you also have the option to *First Copy the Prices* from another price list before applying any changes. If you just wish to copy the prices without changing them, enter 0% in the percentage increase box and set the Rounding to None.

## Converting to Credit Based Price Lists

Alternatively, you can select the *multiply by* or *divide by* options to adjust your price list values by a larger amount. These are useful for converting/copying your price lists into credit amounts for use with the [Credit Based Pricing](#) system.

For example, to convert dollars into credits at the rate of \$15=1 credit, choose "Divide by 15".

Since only whole credits are permitted (except for those using [automatic pricing methods](#)), you would usually select the Rounding to be *Nearest Whole* or *Round up*.

Items using any automatic pricing methods will not be rounded because they usually have decimal values.



By default each new Album in ProSelect will include a default Client however you can add as many additional clients as you like if you are selling the same job to multiple clients (such as an extended family).

For each client, you can record extra information shown below. This information is stored in the Album file and can be included on the [Order Report](#) or exported out to other software.

To add or change these details select either *Client Setup...* (Order Menu) or the *Client Setup* button at the bottom of the *Place Order* window.

Click the arrows to show the next or previous Client

Client Details

First Name: Ruth Last Name: Jones

Address: 1232 Circle Avenue Acnt. Code:

Address: Home Phone: (313) 345 1526

City: Cherry Hills Work Phone:

State: WA Cell Phone:

Zip: 55642 Email: ruthj13@gmail.com

Country: USA

Tax: State Tax Default

Notes: Phone home when order is ready. Will collect from studio

Orders: 1 Items Ordered

Last Order: 11/02/2016

Clear Notes Add Note from Library

Use Option Key to replace current note

Save Changes

QR Code Review

Client Last Name

Setup

Close

### About the Account Code

The account code box can be used to link your order with the same customer in a studio management system or other accounting software.

See the section on Exporting Orders for specific details on how this is used. If you have [StudioCloud Integration](#) turned on then this box will show the StudioCloud *ClientID* for any linked client but cannot be changed.

### Adding more Clients

- Select *Client Setup* (from the Orders menu in the main window) or
- Click the *Client Setup* button in the [Place Order window](#) then click the *Add New Album Client* button.

### Selecting a different Client

- Use *Select Client* (from the Orders menu in the main window) or
- Use the *Client* popup menu or the arrows on each side of the popup menu in the [Place Order window](#) or
- Use the *Client* popup menu or the arrows on each side of the popup menu in the *Client Setup* window.

### Deleting a Client

- Select *Client Setup* (from the Orders menu in the main window) then select the client and click the *Delete* button or
- Click the *Client Setup* button from the [Place Order window](#).

Note: You cannot delete any Clients that have any orders assigned to them so you would need to use the *Delete All* button in the [Place Order window](#) to first remove any ordered items or use *Clear all Orders* (Orders menu) which will remove all orders AND clients then add the default first client back.



ProSelect allows you to record orders for prints, layouts and most other items.

Ordering is normally done after you and your client have chosen the final list of Yes Tab images or completed a wall design in Working with Rooms though this can still be done at any time on any image or layout.

While it is recommend that you [setup your price lists](#) before taking orders, if you haven't done this for any or all items, you can still use the *Custom Product* button in the Place Order window to add prints and layout products to your order and just enter the prices manually.

### Selecting Items to Order

You can add an order for one or more images or layouts by selecting them as thumbnails or as large images and clicking the *Shopping Cart* icon to transfer these to the [Place Order window](#).

In [Working with Rooms](#), you can select all items in a room then click the *Shopping Cart* icon. Alternatively, in Thumbnail view you can select one or more rooms and click the *Shopping Cart* icon to transfer all of the items from the selected rooms the [Place Order window](#) where each item can be added to the order.

Provided you have some price list items setup, similar items can (e.g. prints or the same layout) can all be selected together in the Select to Order list and ordered using the *Quick Add* button.

### Quick Ordering from Main Screen

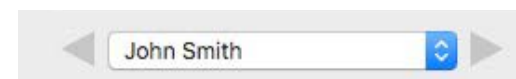
With items select to order, you can also quickly add them to the shopping card directly from the main window by right-clicking on the shopping cart icon and selecting a price list item from the [Quick Order popup menu](#).

### Clients

For each Album, ProSelect allows you to record orders for an unlimited number of clients. This is typically used when an extended family might each be separately ordering images from the same shoot or you are shooting an event.

For each client, you can record extra information which can be included on the [Order Report](#) or exported out to other studio management software.

If you have more than one group ordering, then you should at least set their first and last names using the [Client Setup window](#), so you can see their name in the dropdown menu above the order area in the Place Order window.

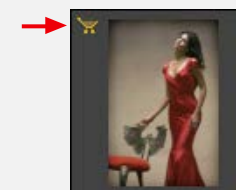


### Different versions of the same Image or Layout

If you are taking an order for the same image with different effects such as a color print and a B&W print, then you should use the duplicate tool to make another copy of the image, apply the B&W effect to one of the images and order each version separately.

For different mat or frame combinations on the same image or layout you can also do this with a duplicate image/layout and order it separately or just use the [Add with Extras](#) or [Custom Product](#) buttons to create the variation at the time of ordering.

To quickly see which images have been ordered, check *Show Thumbnail Tags* (View Menu). A shopping cart symbol will be shown in the corner of the all images and layouts that have one or more orders against them. Images used in an ordered layout will also be shown as having been ordered.





### Upper Section

This is where the items that you had selected when you clicked on the shopping cart icon will appear.

You can select one or more products of the same type (e.g. all images or the same layout) and use the *Quick Add* button to order all of these at the same time provided they are to all be ordered at the same size.

Otherwise, select each one in turn, select one of your setup print list items and

If you have one or more prints selected when you open this window, they will remain selected in the *Select to Order* list allowing you to quickly order all at the same size.

click the *Quick Add* button to add them to the order.

Your currently selected Price List will determine which price list items are available for ordering and you can easily swap between price lists (see [this page](#)).

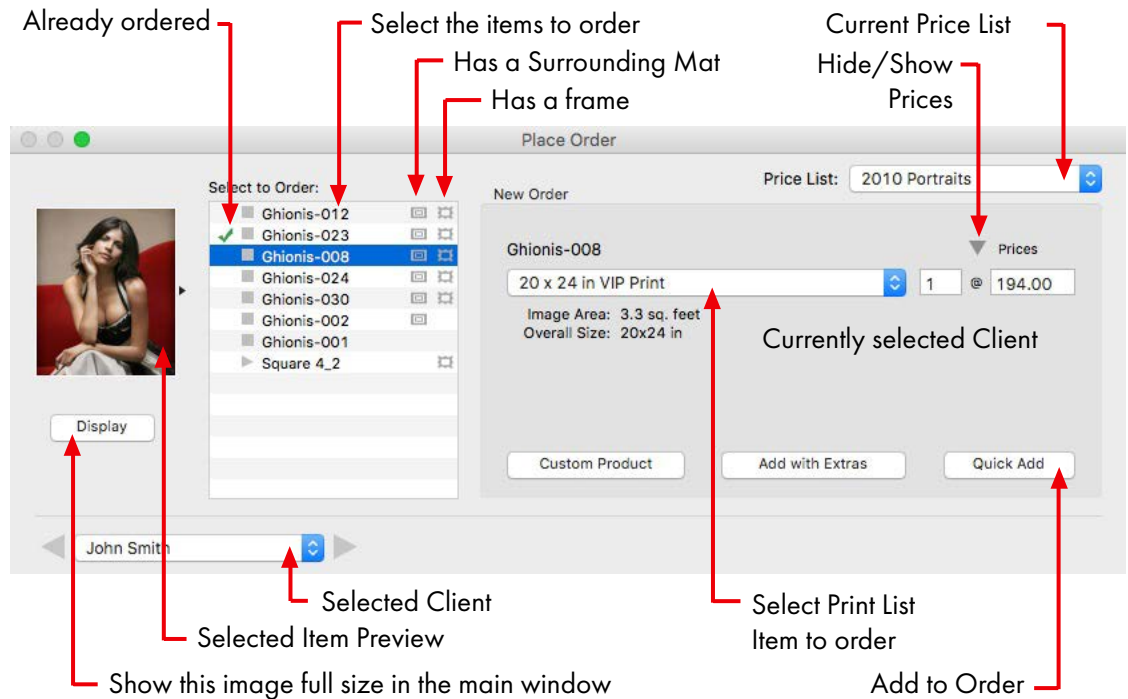
ProSelect saves the last selected Price List with each album file and this is automatically selected when you open the album again.

### Hide/Show Prices

All prices and totals in this window can be shown or hidden by clicking in the triangles next to "Prices" and "Totals" or changing *Show Prices* (under Orders menu).

You can select whether these are initially shown or hidden in the [Preferences \(Prices & Orders tab:Settings\)](#).

This may not be necessary if you are using [Mirror Display Area](#) to keep the Place Order window hidden from your clients.



### Add with Extras

Use the *Add with Extras* button to order the item with a mat or frame and any extras directly associated with the item being ordered (e.g. Re-touching, UV glass etc, item discount etc). You can also add your own *custom extra* "on-the-fly" using the [Add with Extras window](#).

### Custom Product

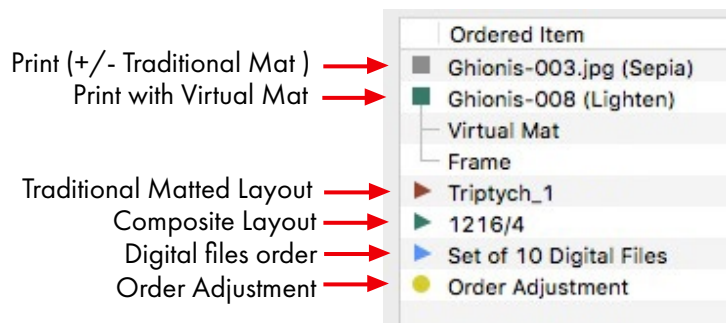
If the configuration that you wish to order is not already in your price list you can use this button to place an order for a custom product that you specify in the Custom Product window. You can create a [Custom Product from Prints](#) (e.g. with special sizing, surrounding mats, frames etc) and a [Custom Product for Layouts](#) (with different sizes, types, mats and frames).





### Lower Section

The lower section of the Place Order window contains the list of all currently ordered items for each client. The left hand column is color coded icons for each type.

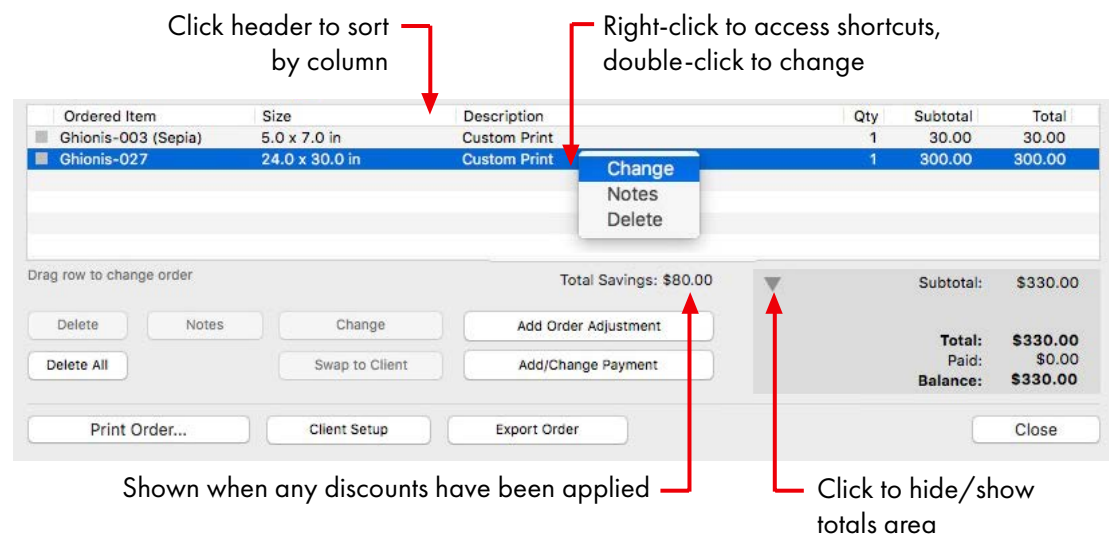
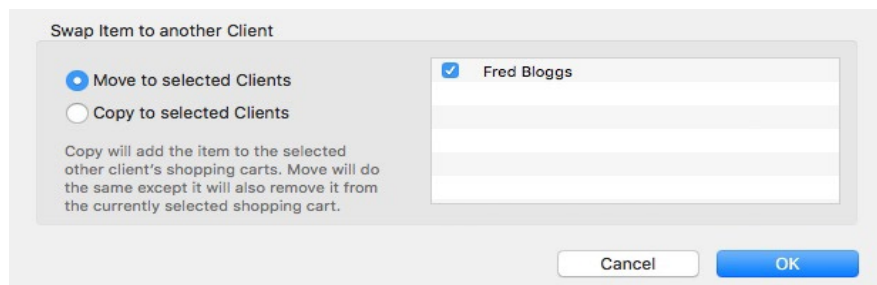


### Making Changes to ordered item

Select an item and use the *Change* button to open that item in the [Add with Extras window](#) where you can make changes then Save those changes. Double-clicking on an item will do the same.

### Transferring an Ordered item to Another Client

If you have more than one client ordering from this album, you can use the *Swap to Client* button to move or copy one or more selected items to one or more selected clients.



### Order Adjustments and Payments

The [Order Adjustments and Payments](#) buttons are used to add [Adjustments](#) setup in your Price List which apply to the overall order. e.g. session fee, delivery, discount, non print items etc). The [Payments window](#) can be used to record both payments and prepayment credits.

### Order Notes

Once an item has been ordered, you can select it's row on the ordered items list and click the *Notes* button to add a note to that order line. This note will be appended to any notes that have been added to the images in that order line. Order items with notes have a notes icon displayed at the end of the line.

1	\$40.00	\$40.00
1	\$100.00	\$100.00
1	\$60.00	\$60.00
1	\$240.00	\$240.00

When adding a new order in the [Place Order window](#), hold down the *Alt/Option* key while clicking on the *Quick Add*, *Add with Extra* or *Custom Product* buttons to quickly add a note to the ordered item AFTER adding the order. (Note: This only works when ordering one item at a time.)

# Ordering with Mats & Frames I

By default, any [Surrounding Mats](#) or frames assigned to prints or layouts are automatically included with the item being ordered and can be ordered from the main Place Order window as shown on the right.

If you don't wish this to occur you can turn this off or set a minimum size for this option to occur in [Preferences \(Pricing & Ordering:Settings:Ordering Mats & Frames\)](#).

When off, you can still use the [Add with Extras](#) or the [Custom Product](#) buttons to order the item with a mat or frame.

Once ordered, the Mat and Frame will be shown in the order list attached to the main ordered item.

## Varying the frame order

If you then don't wish to order the item with a frame, set the frame quantity to zero before added the item to the order - you can use the trash icons next to the prices to do this.

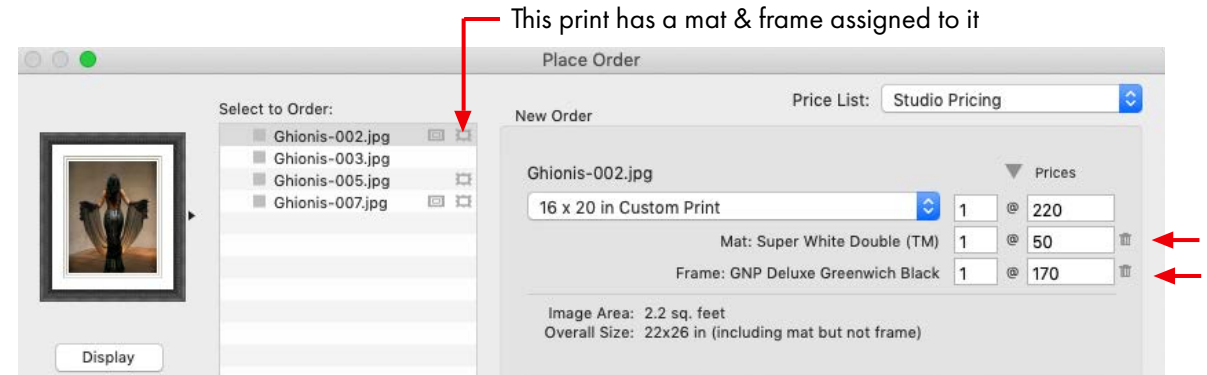
If you wish to order the print or layout with another frame, use the [Add with Extras](#) button and select the frame in that window.

## Combining Item, Mat & Frame Prices

With a Frame or Surrounding Mat assigned to a print, you can use **SHIFT+Quick Add** button to combine the prices of the Mat and Frame items into the main item's price leaving the mat and frame as "Included". (See example on the right.)

If your main item quantity is more than one then, for this to work, the entered quantity of your mat and frames must have the same quantity values.

## Combining Price in other windows



Ordering a Print with a Mat and Frame

Ordered Item	Size	Description	Qty	Tax	Subtotal	Total
Ghionis-002.jpg	16.0 x 20.0 in	Custom Print	1	T	220.00	220.00
- Traditional Mat		Super White Double	1	T	50.00	50.00
- Frame		GNP Deluxe Greenwich Black	1	T	170.00	170.00

Result after using the Quick Add button

Ordered Item	Size	Description	Qty	Tax	Subtotal	Total
Ghionis-002.jpg	16.0 x 20.0 in	Custom Print	1	T	440.00	440.00
- Traditional Mat		Super White Double	1	T	Included	Included
- Frame		GNP Deluxe Greenwich Black	1	T	Included	Included

Result after using the SHIFT+Quick Add button

Using Shift-Add to combine prices, also works in the [Add with Extras](#) and [Custom Product](#) windows for all positive priced extras (discount values are never combined into the main price).

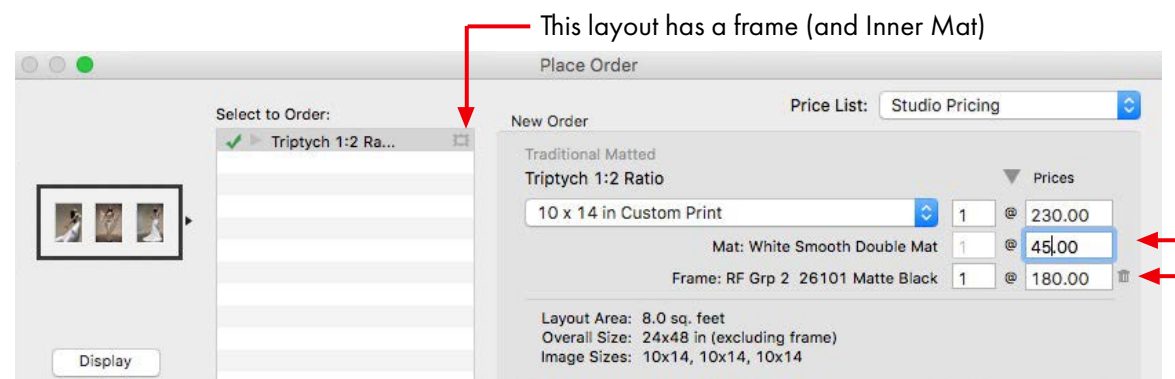
In this case, if your main item quantity is one then the combined price will include the price of any extra item times the entered quantity of that item. If your main item quantity is more than one, then only items with a matching quantity will be combined and any others will remain separately priced.



### Ordering layouts with assigned frames

Templates which already have a [template with a mat or frame already assigned](#), can be setup in the [Price Lists & Products](#) to include the Mat and/or Price as part of the overall product price.

In this case, ProSelect will automatically show the mat and/or frame in the Place Order window but zero the price of the frame unless you have changed to a another frame which is in a different [frame price group](#) from the originally assigned frame.



Ordering a Layout with a Frame

Ordered Item	Size	Description	Qty	Subtotal	Total
▶ Triptych 1:2 Ratio	48.0 x 24.0 in	Custom Print	1	230.00	230.00
└ Traditional Mat		White Smooth Double Mat	1	45.00	45.00
└ Frame		RF Grp 2 26101 Matte Black	1	180.00	180.00

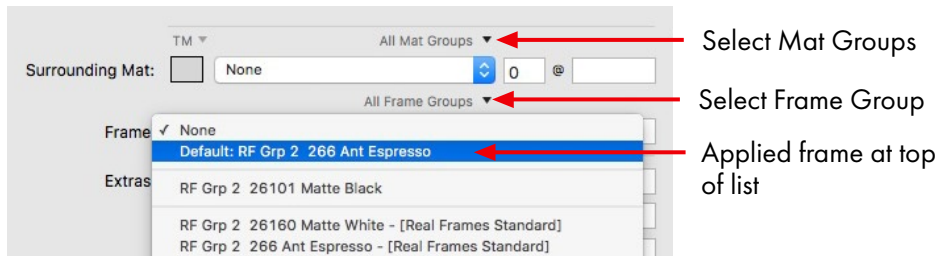
The above layout with Inner Mat & Frame in the Place Order Window

For both Print and [Layout Orders](#), you can use the *Add with Extras* button to include some extras with the ordered item. When this button is clicked the *Order with Extras* dialog box is displayed.

## Ordering with Mats and Frames

If you have setup your [Preferences \(Pricing & Ordering: Ordering Mats & Frames\)](#) to automatically include these when ordering then any mat or frame already set on the print will be pre-selected in this window (as shown on the right-hand side).

Otherwise, these items will be set to *None* and you can select a mat and/ frame to be added from the drop-down menu. Note: Any mat or frame already applied to the print will be shown at the top of the dropdown menu for easy selection.

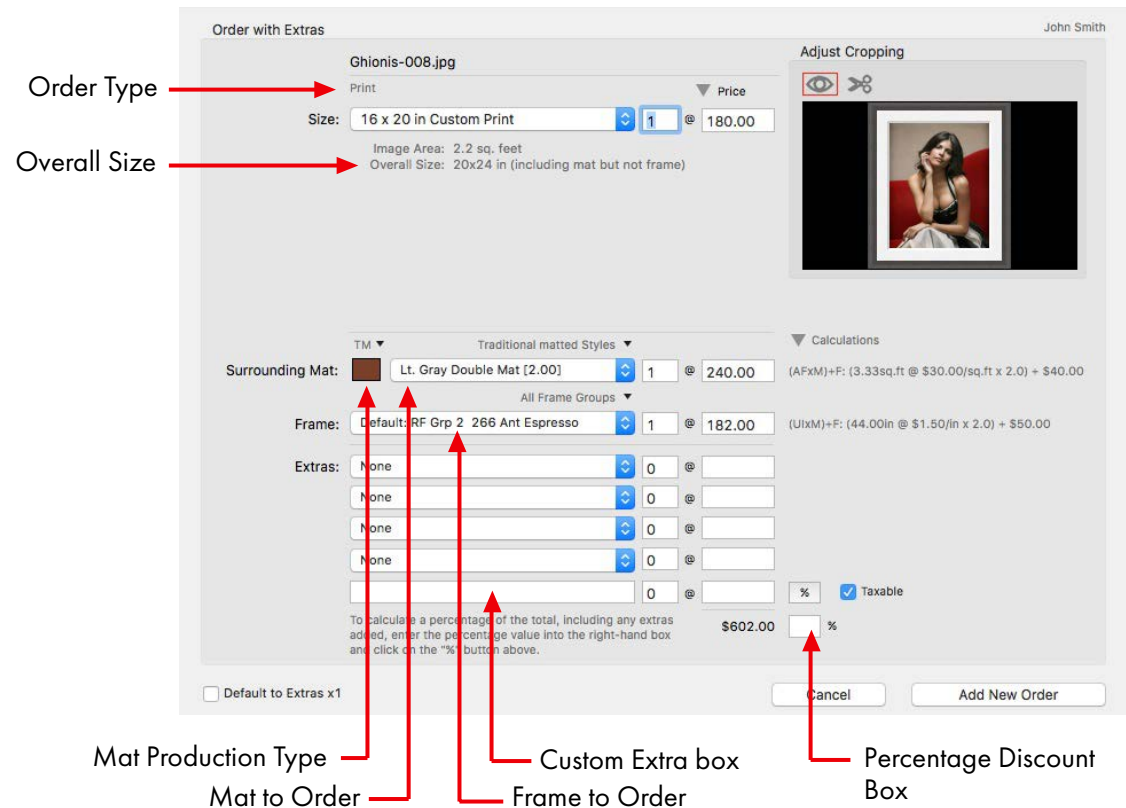


Any applied Mats or Frames are shown around the print in the Preview area.

For each Print Order, up to four extras (from your Price List's [Print Extras](#)) plus one *Custom Extra* (see next section) can be added to the Print Order.

## Custom Extras

The bottom row of boxes in the *Order with Extras* dialog is for *Custom Extras*. You can enter a description, quantity and price for an extra that is not in the price list. The price can be entered as a negative number so you can use this to add a discount to an order.



## Adding a Discount to an Ordered Item

Provided you are showing prices, you can automatically calculate and apply a discount to the item being ordered as follows:

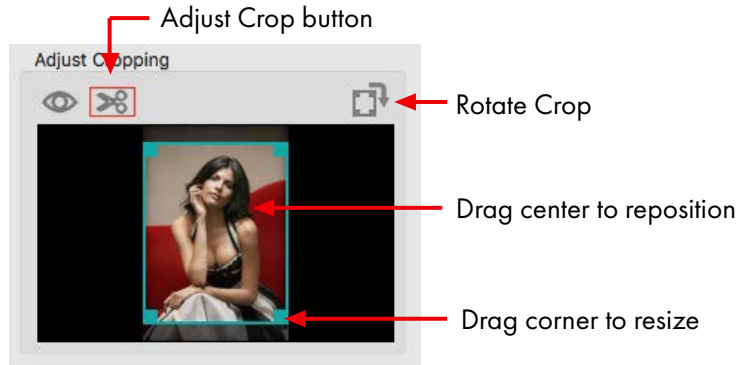
1. Enter the percentage discount in the "percent box" at the bottom right.
2. Click the percent button above.

This will calculate the discount off the total item order and enter it as a *Custom Extra* into the bottom row. Once you have added any discounts the *Total Savings* will be displayed at the bottom of the [Place Order window](#).



## Adjusting the Crop Position

When Ordering a Print with Extras, you can set or adjust the cropping by clicking on the scissors icon above the preview image.



By default, images are cropped with the same orientation as the image, however you can use the *Rotate Crop* button to change this.

The aspect ratio of the crop is set to match the selected Print Paper size.

- When you select an ordered item row in the *Place Order Window* and click the *Change* button, the item (and any attached extras) is displayed in this *Order with Extras* dialog. This allows you to add extras to items that were originally ordered without any extras.
- If you are using tax, and have *Add tax to Selected Items* (in [Setup Taxes](#)) then a checkbox will be shown next to the Custom Extras line so you can select where tax is applicable to this item.
- Normally, when ordering extras, ProSelect will set the same quantity of Extras as the quantity of the main item being ordered. If you do not wish this to happen, then check the *Default to Extras x1* checkbox in the bottom left corner.
- You can SHIFT+Add New Order to combine the Item, Mat & Frame prices into one price (see [this page](#)).

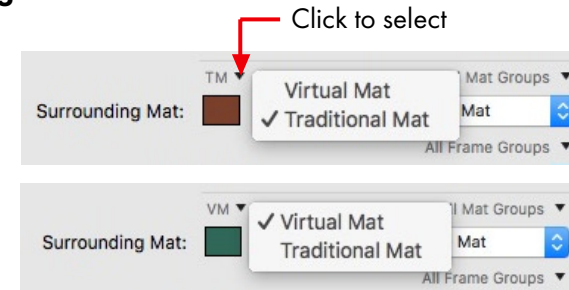
## Mat Production Types

Unless you have selected a mat which is setup to only be a [virtual mat](#), mats around prints default to be ordered as either

- (a) A Traditionally Mat ("TM") which you can get your framer to cut using the cutting specifications in the [Ordered Mats Report](#) or the [Production Report](#).
- (b) A Virtual Mat ("VM") which become part of the final print file when exported through [High-Res Production](#).

You select how the mat is to be produced at the time of ordering by clicking on the small triangle and selecting from the popup menu.

## Mat Pricing



Selecting Mat Production Type

If you have [setup an Automatic Pricing method](#) for your Mats, then the price for the mat will be calculated and shown in the price box. Normally, you would have selected a different [Pricing Group](#) for each mat depending on whether it is ordered as TM or VM, so the price may change when you changed the Mat Production Type.

If you have done this then you can manually calculate the price and enter it into the price box.





If you wish to order a print that is not currently setup in your price list or in a custom size you can select the image and click the *Custom Print* button in the [Place Order window](#).

## Selecting the Size to Order

You can select to use

- (a) one of your setup [Print Paper Sizes](#)
- (b) any Custom size by entering you own size values.

When entering a custom size, check the *Contrain Proportions* checkbox, to automatically maintain the same aspect ratio when entered a new width or height

Otherwise you can set ratio of width to height up to a 6:1 ratio.

If the print that you are ordering has a [Locked Crop Ratio](#) then the Custom Size option will be pre-selected when you open this window and the last displayed dimensions for that image will be pre-loaded into the Custom Sizes boxes

## Combining Prices

You can SHIFT+Add Order to combine the Item, Mat & Frame prices into one price (see [this page](#)).

## Custom Ordering Size Limits

The largest custom size that you can enter is 120" x 120" (305cm x 305cm).

## Adding Notes Shortcut

When adding a new order, holding down the *Alt/Option* key while clicking on the *Quick Add*, *Add with Extras* or *Custom Product* buttons will automatically prompt you to add a note to the ordered item **after** the ordering has been added.

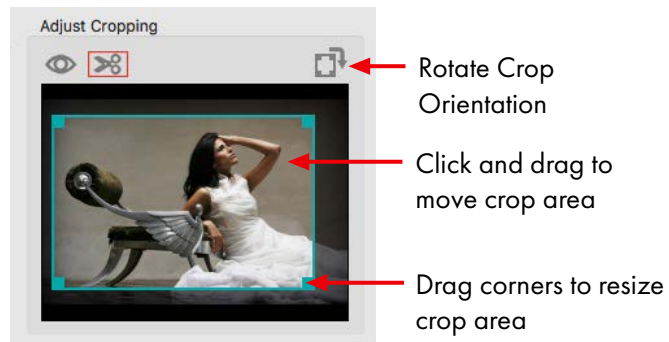


## Adjusting the Cropping

If your selected image does not have a locked crop ratio, the preview image will be center cropped to suit your selected Print Size or entered Custom sizes.

You can adjust its cropping position by dragging the image or by switching to Crop mode (scissors icon) and dragging the corner handle. In both cases, the aspect ratio of the crop area is fixed to the selected size's aspect ratio.

## Adding a Surrounding Mat or Frame



These will be automatically pre-selected if they have already been applied to the image you are ordering otherwise you can select them.

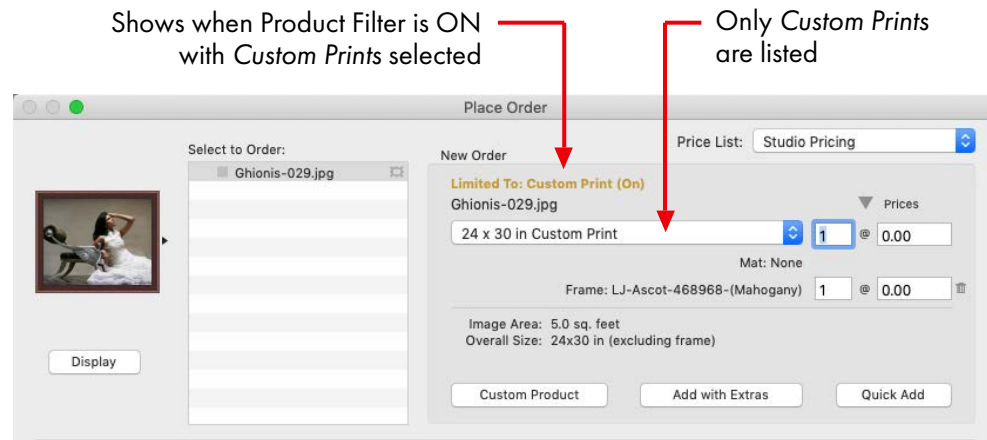


Click to swap Mat Production Type between Traditional matted and a Virtual Mat (once a Mat has been selected)

# Ordering using the Product Filter



When ordering prints using the [Place Order window](#) or the [Add with Extras window](#), if you have the [Product Filter](#) turned on then only available products in your selected price list matching your selected [Presentation Option](#) will be listed in the dropdown menus.



In this case, “Limited to: Presentation Option name (On)” is displayed above the drop-down menu in a mustard color. You can click on this text to temporarily turn off the filter and the text will display “(Off)” instead of “(On)”.

Alternatively, clicking on the dropdown menu with the *Alt/option* key down will allow you to select from all available items in the menu.



After clicking on the order tool, the names of your selected images from the *Display Area* will appear in the top list box.

1. Select one or more images from the list box (they will usually all be selected when you open this window). Images that have already been ordered elsewhere (e.g. as a print) will have a green checkmark next to their name.
2. The at the end of the popup menu, choose the digital files price list item that you want.
3. The quantity is not changeable as it will be the number of files selected.
4. To add this item as it is, just click the *Quick Add* button. To add this item with any Extras, click the *Add with Extras* button to open a new dialog with the available Extras shown.

The new order item, will be added to the Order List for the currently selected *Client* below any other orders of the same item or at the bottom of that product group (e.g. prints, layouts, digital files or adjustments).

## Removing files from a Digital Order Group

1. Click the blue disclosure triangle to show all filenames in in the order group.
2. Select one or more rows within the group.
3. Click the *Delete* button to remove them from the group.

Ordered Item	Size
■ Ghionis-003.jpg (Sepia)	5.0 x 7.0 in
■ Ghionis-027.jpg	24.0 x 30.0 in
■ Ghionis-017.jpg	24.0 x 30.0 in
■ Ghionis-032.jpg	30.0 x 40.0 in
▶ Triptych_1	23.0 x 12.0 in
▼ Set of 10 Digital Files	Image File
Ghionis-032.jpg	
Ghionis-029.jpg	
Ghionis-028.jpg	
Ghionis-005.jpg	
Ghionis-007.jpg	
Ghionis-008.jpg	

## Adding additional files to an Order Group

1. Repeat the same process as adding for the first time

The same image cannot be added to the same digital file order group unless it has been duplicated.

Select one or more images to be ordered

Select a digital files product from the end of the list

Click to show/hide all files in the order group

Digital Files order group row

No. of files in order group

Ordered Item	Size	Description	Qty	Subtotal	Total
■ Ghionis-003.jpg (Sepia)	5.0 x 7.0 in	Custom Print	1	30.00	30.00
■ Ghionis-027.jpg	24.0 x 30.0 in	Custom Print	1	300.00	300.00
■ Ghionis-017.jpg	24.0 x 30.0 in	Custom Print	1	0.00	0.00
■ Ghionis-032.jpg	30.0 x 40.0 in	Gallery Wrap	1	2,000.00	2,000.00
▶ Triptych_1	23.0 x 12.0 in	Custom Print	1	250.00	250.00
▶ Set of 10 Digital Files	Image File	Social Media Use	10	0.00	0.00
Order Adjustment		Discount	1		-58.00

2. Select the group to add them into from the dropdown menu.
3. If you have one of more associated Extras that use the Individual Pricing method, check the box at the bottom to the extra re-calculated based on the new number of files in the group.

**Some Digital Files Already Ordered**

Do you wish to add your selected images to a new digital file order item group or to an existing group.

Select:  Create a new Order Item Group

Add to this Order Item Group:

Set of 10 Digital Files (Group Count: 7)

Adjust Extra prices for the additional images

Cancel OK

After clicking on the order tool, the names of your selected layouts from the *Display Area* will appear in the top list box.

1. Select one from the list box. Layouts that have already been ordered will have a green tick next to their name.
2. The popup menu will show all the price list layout items setup for the currently selected Layout and [Layout Type](#) in the currently selected price list. (see [Adding Layout Order Items](#))

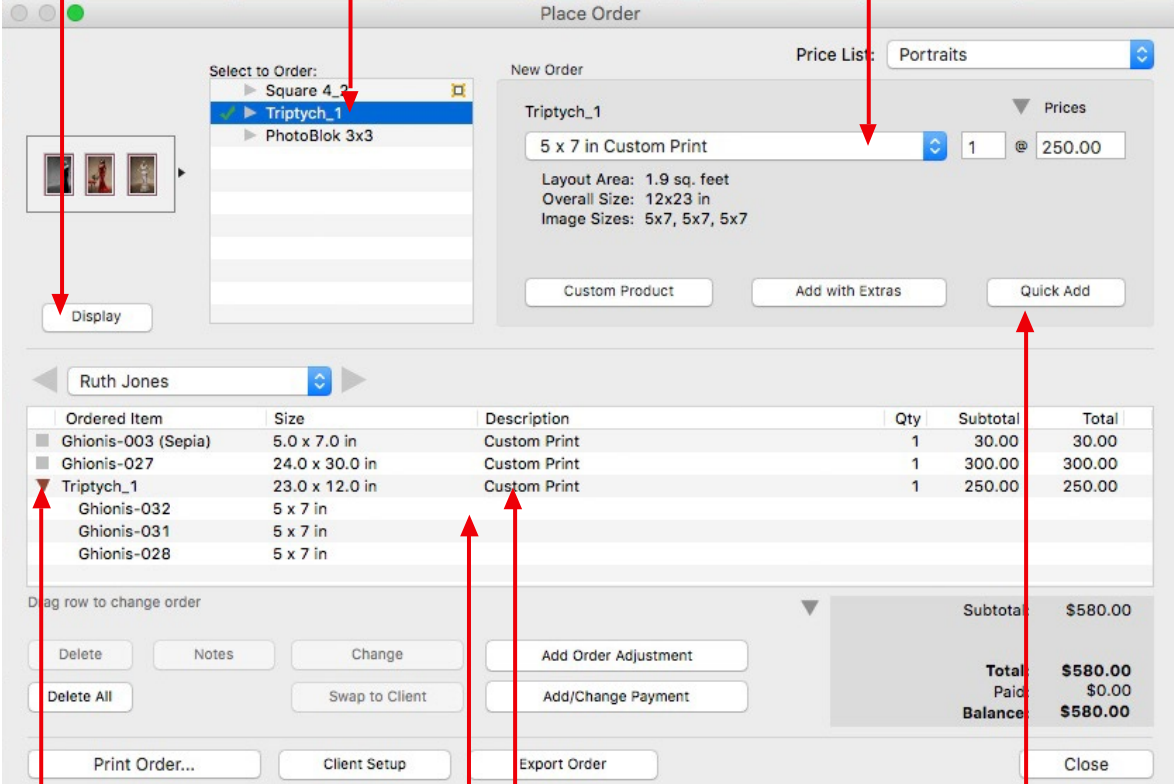
Choose the one you want and enter the quantity to order. If you have prices shown, the price for this item will be placed in the right hand box. You can change this price (if the Price Lists are not Locked) by entering a new value into the box.

3. To add this item as it is, just click the *Quick Add* button. To add this item with any Extras, click the *Add with Extras* button to open a new dialog with the available Extras shown.

The new order item, will be added to the Order List for the currently selected client. To Place an order into another group, click the group tab before adding the order.

## Ordering a Custom Product

You can still order a layout product that has not been added to your price list using the *Custom Product* button. See [Ordering Custom Layouts](#).



The screenshot shows the 'Place Order' window. At the top, there's a 'Select to Order' list with 'Triptych\_1' selected. A 'Display' button is below it. To the right, the 'New Order' section shows 'Triptych\_1' selected, with a quantity of 1 and a price of 250.00. Below this, there are buttons for 'Custom Product', 'Add with Extras', and 'Quick Add'. The main area shows a client name 'Ruth Jones' and a table of ordered items. At the bottom right, there's a summary of the order with a total of \$580.00.

Click to show the selected layout in the main window

Select the Layout to be ordered

Select the Product

Click this symbol to show the details of all the images in the ordered layout. Click again to hide them. Use SHIFT-click to expand/collapse all layout items.

Click to Add this item

Click on an ordered layout item row to show its thumbnail and allow you to Delete, Change, Add Notes or Copy or Move items (*Swap to Client*) to another client.

Click on a layout's image row to see a thumbnail of that image.



# Ordering Layouts with Extras



This works in a similar manner to when [Ordering Prints with Extras](#) except you can't adjust the cropping on the layout.

Any Extras added with the ordered item are displayed in the Place Order window attached to the bottom of the item.

Ordered Item	Size	Description
▶ Triptych 1:2 Ratio	48.0 x 24.0 in	Custom Print
Traditional Mat		White Smooth Double Mat
Frame		RF Grp 2 26101 Matte Black
Extra		Retouching

Select frame here      Enter your Custom Extra here



## Order Adjustments

Order Adjustments are applied to the whole order (in each *Client*). To add these, click the *Add Order Adjustments* button. The following dialog will appear. The available items are taken from the *Order Adjustment* items in your currently selected price list.

Price List: Studio Pricing

Order Adjustments

Select Items:

Session Fee	1	@	150.00	%
None	0	@		%
Discount	1	@	-173.00	%

To calculate a percentage of the current Order Total, enter the percentage in the right-hand box and click one of the "%" buttons above.

20 %

Cancel Add Adjustments

## Applying Discounts

You can quickly apply a discount to the overall order by entering the percentage discount value into the bottom right-hand box and then clicking on the % button next to box into which you wish to place the *discount value*.

The *discount value* is calculated from the current order total for the current Client multiplied by the entered percentage value.

Hint: If you enter the discount percentage and click bottom most % button then the description "Discount" will be automatically inserted.

Once you have added any discounts the *Total Savings* will be displayed at the bottom of the [Place Order window](#).

If you are using tax, and have *Add tax to Selected Items* (in the Preferences) then a checkbox will be shown next to the Custom Extras line so you can select where tax is applicable to this item.

## Recording Payments

One or more payments made can be recorded using the *Add/Change Payments Button*.

To quickly calculate the payment value as a percentage of the order total (for the selected Client), enter the percentage value and click the *Apply* button. If you are using StudioCloud then see [this page](#) about *locked payments*.

Payments

Date	Method	Amt
2 Jan 2017	Credit Card	\$330.00
10 Jan 2017	Cash	\$330.00

Total Payments: \$660.00  
Balance: \$205.00

Selected Payment

Date: 2/01/2017 D/MM/Y

Amount: 330.00 by Credit Card

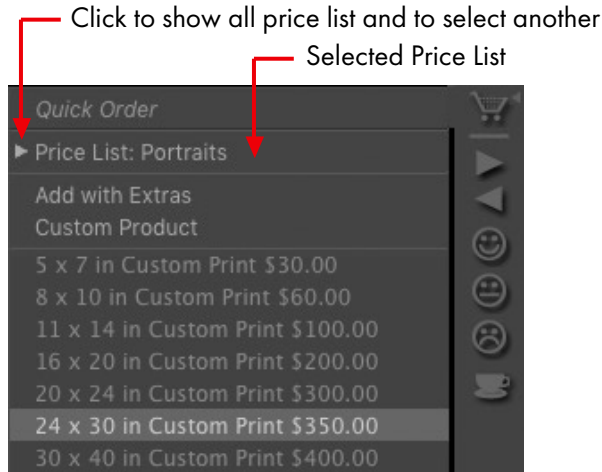
Percentage: 100 % of Order Total Calculate

Notes: To Pay balance on Collection

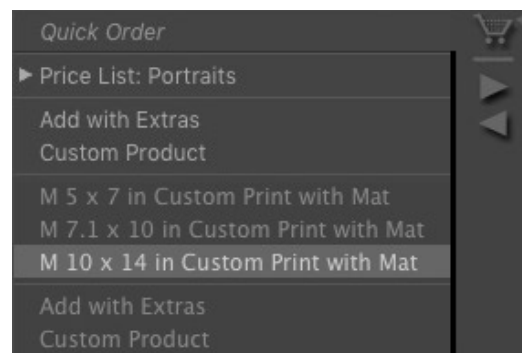
Save Close



Another way to order a Print or Layout is to right-click on the shopping cart icon. This allows you to quickly add an order to the current orders **without** opening the [Place Order](#) window.



Quick Order for images  
(Show Prices on)



Quick Order for a Layout  
(Show Prices off)

### Using Quick Order:

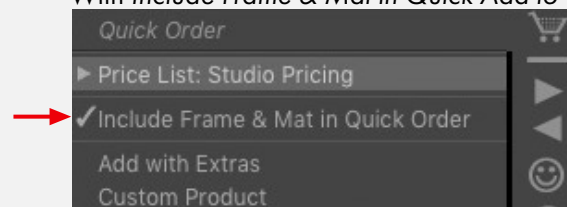
- After right-clicking the icon, you can also use the "Q" key shortcut to open this popup menu.
- The popup menu will only show the prices if you have *Show Prices* checked (Orders Menu).
- Clicking on one item (or pressing the *Return* key if you used the up or down arrow keys to select an item in the menu) will add an order with a quantity of one for each of the selected images or the selected layout to the currently selected [Client](#).
- After selecting a row in the menu (using the arrow keys or mouse over) you can use the "1" to "9" keys to select the row with that

quantity. For example press "Q", down arrow to the size you want, press "4" key to Quick Add an order for 4 items.

- You can also select *Add with Extras* (when Working with Images and Layouts) or *Custom Products* (when Working with Layouts only) from this menu to directly open those windows.
- The shopping cart button flashes for a few seconds when the order is placed for visual confirmation.

### Using Quick Order with Automatic Frame or Mat Ordering:

- With *Include Selected Frame/Mat when Ordering* selected in [Preferences \(Pricing & Ordering:Settings:Ordering Mats & Frames\)](#), a new option is added to the top of the Quick Order popup menu when the item being ordered has a frame or mat assigned.
- With *Include Frame & Mat in Quick Add to*



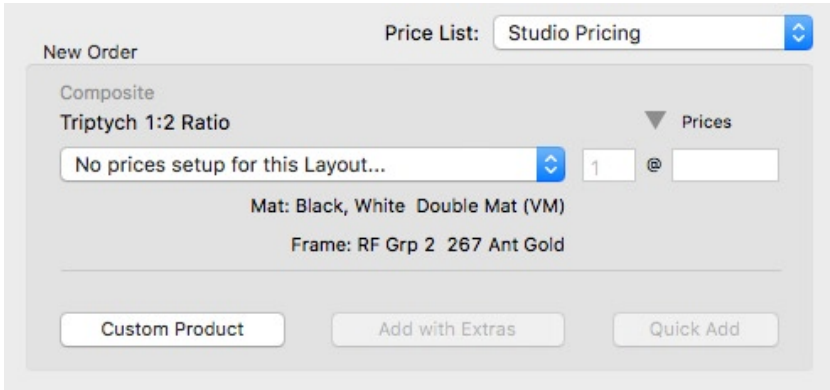
Order checked:

1. Any prices shown will include the calculated price of the frame assigned to the item being ordered.
2. The frame will be automatically added with the ordered item.

- Unchecking *Include frame in Quick Add to Order* will disregard any assigned frames.

# Ordering Custom Layouts

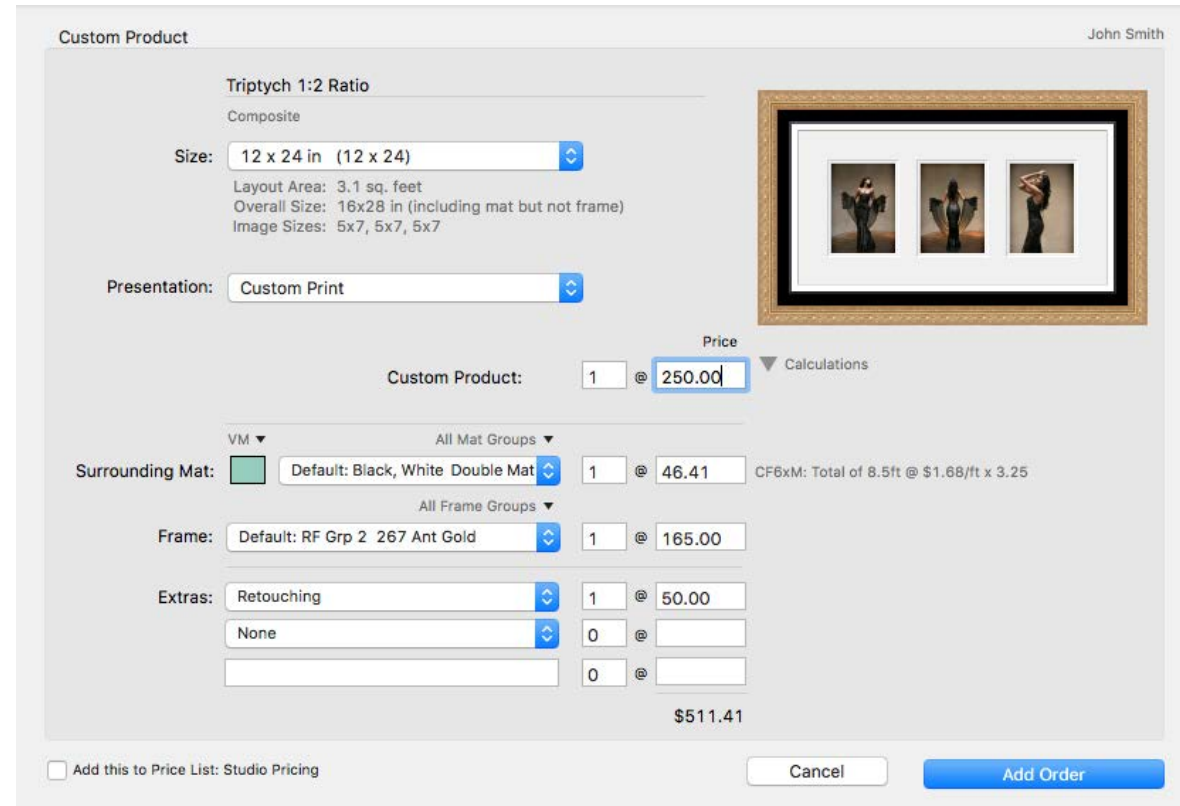
When ordering a layout, if you find that the layout or the size or configuration that you wish to order is not in the price list, you can still order a layout product by using the *Custom Product* button in the *Place Order Window*. This is just like creating a new item for the price list but adding it directly to



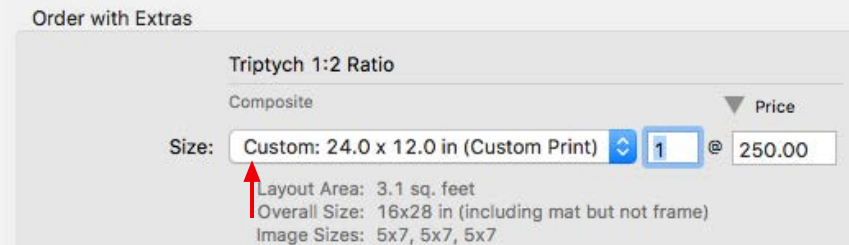
your orders. In this case, you must work out and include the price for the item.

You can add a frame and some extras associated with the item using the section at the bottom.

If you tick the *Add this to Price List* box in the bottom left corner, when you click the *Add Order* button, the new product will also be added to your currently selected price list including the entered price.



If you later try to change an order item for a *Custom Product* that hasn't been added to your price list, it will be listed in the product pop-up menu with a "Custom:" prefix as shown here.



## Reviewing an Order

To review all orders taken so far, open the *Place Order* window directly using *Review Orders...* (Orders menu).

## Re-arranging items in a Order

You can drag and drop rows of ordered items in the [Place Order window](#) to change their display and print order. Items that are grouped over multiple rows such as layouts or orders with associated extras or frames are all moved together.

You can also sort the order by *type* (print orders, layout orders and order adjustments), *name*, *description* (*presentation option*) or *size* by clicking on a column header. To sort by *type* click on the left-most column header.

Clicking on a header will sort the items alphanumeric in ascending order within a “type” group. That is, all prints will be sorted together by the selected column followed by all layouts etc.

However, you can override the “type grouping” by holding down the *Alt/Option* key when clicking the column header. The example below shows the result of sorting by size.

<i>Without Alt/Option key</i>		<i>With Alt/Option key</i>	
Image01	5x7	Image01	5x7
Image02	8x10	Layout1	5x7
Layout1	5x7	Image02	8x10
Layout2	8x10	Layout2	8x10



# Order Report

You can print an Order Report (with optional thumbnails) for your client and/or production staff. All orders are stored within the album file, so you can access them again at a later time.

To Print the Order Report, select *Print Order Report...* (File menu) or use the button at the bottom of the *Place Order Window*.



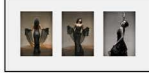
You can configure the Order Report with a large number of options which are explained on the following pages.

Wednesday, 14 December 2011
Studio 21 Photography
Page 1

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**Simon Jones**  
330 Waterford Road  
Goldern Valley WA 6050  
Hm: (313) 1234 4567

**Jones Album**

	Ghionis-026.jpg – Cropped 11.0 x 14.0 in	Custom Print	1	\$150.00	\$150.00
	Ghionis-028.jpg – Cropped 8.0 x 10.0 in	Custom Print	1	\$80.00	\$80.00
	Triptych_1 23.0 x 12.0 in	Custom Print	1	\$250.00	\$250.00
	<ul style="list-style-type: none"> <li>Ghionis-003.jpg 5 x 7 in</li> <li>Ghionis-002.jpg 5 x 7 in</li> <li>Ghionis-004.jpg 5 x 7 in</li> <li>Extra Digital Re-touching 1 \$50.00 \$50.00</li> <li>Frame Gold (medium) 1 \$146.64 \$146.64</li> </ul>				
	<i>Total for Item: \$446.64</i>				

Presentation Options		Sizes	
Artcraft:	1	8 X 8 in:	1
Wallet Set (48):	1	2.5 X 3.5 in:	1
Custom Print:	2	24 X 30 in:	1
Gallery Wrap:	1	18 X 15 in:	1
		16 X 16 in:	1

Digital Files		Other	
Artcraft:	1	Frames:	1
		Traditional Mat:	1

Sub Total:	\$676.64
State Tax (7.25%):	\$49.06
<b>Total Cost:</b>	<b>\$725.70</b>
Total Paid:	
<b>Balance Due:</b>	

Copyright of all images remains with Studio 21

Order accepted by \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Order Summary →

Order Report Message (select in the [Order Report Setup](#) window)

# Order Report Options I



When you select to print the Order Report the following dialog box will be shown from which you can select the options for this report.

Note: Only [Clients](#) with at least one order item in them can be included in the report.

You can select different options for the report as shown below. Your selected options will be saved and used again next time.

## Page Layout

- If you select to include a Title Line then you can also select whether to show the current date in the title line using the *Include Date* checkbox.
- If you have [setup a Report Logo](#) then the *Use Report Logo* option will be enabled.  
In this case, the report title line will then be printed at the *opposite* end of the page to the logo. (i.e. logo at top = title line at bottom). *Use Logo on first page only* if you don't wish your logo added to every page.
- Add the current Album's filename to the report.
- Presentation Type Summary option will add the total number of items in each Presentation type at the end of the report.
- You can select to add a message (such as your studio's sales policy) to the end of the Report. These messages can be setup or edited in the [Notes Library](#) (under Resources Menu).
- Add the selected [QR Code](#) to the Client section of the report.

## Prices

- Choose whether you wish to include Item Prices, Payment Details or Order Totals
- If you wish to leave a blank space for writing the Balance Due on the order, the check the Blank Balance when no payments box.
- To obtain an Order Total across all the selected Clients, tick the box labelled *Grand Total for Included Clients*
- To show a summary total of all discounts applied to the order (items with negative values) check the *Include Total Savings* box.

If this option is selected, the extra savings rows on the totals area will added as shown here **provided** the total savings are not zero.

Regular Total:	\$1,300.00
Total Savings:	-\$197.50
<b>Total Cost:</b>	<b>\$1,102.50</b>

Totals area when *Include Total Savings* is selected (see previous page).



# Order Assembly Report



This report is similar to the [Order Report](#) except the pricing area is replaced with columns of checkboxes and can be used as a printed checklist for completing all steps in your fulfilment process.

You can define up to six checkbox columns with legend description which you can customise for your studio.

**Page Layout**

Print Title Line

Include Date

Use Report Logo

Include Album Name

Include QR Code

Client Full Name:

Messages & QR Codes are set up in Notes Library and QR Codes (under Resources Menu)

**Prices**

Print Payment Details

Print Total Prices

Blank Balance when no payments

**Details**

Print Image & Order Notes

Include Ordered Digital File Names

Print Thumbnails (except Digital Files)

Show Frames & Mats on Thumbnails

Print Layout Opening Sizes

Include Layouts Image Names

**Include Clients**

First Name	Last Name
<input checked="" type="checkbox"/>	John Smith
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

**Checkbox Columns & Legend Names**

Print:    **Checkbox Columns**

A:

B:

C:

D:

E:

F:

Checkbox Legend

Sunday, 29 August 2021
TimeExposure.com
Page 1

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**John Smith (2628249)**  
 55 Hill Street  
 Westfield CA 879033  
 Hm: 480.593.3079  
 john.smith@gmail.com

**Jerry Ghionis ImagingUSA Album**

**Legend:**  
 A: Retouch Complete B: Job to Lab C: Returned from Lab  
 D: Framing Complete E: Assembly Complete F: Ready for Pickup

	Ghionis-002.jpg stsfsgfsgs 16.0 x 20.0 in -Mat 22.0 x 26.0 in -Frame	Custom Print Super White Double GNP Deluxe Greenwich Black <i>Total for Item: \$440.00</i>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11x14 Gallery Wrap 1.5" fixed 14.0 x 11.0 in -Ghionis-029.jpg	Custom Print	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Square 4_2 16.0 x 16.0 in -Ghionis-008.jpg -Ghionis-012.jpg -Ghionis-011.jpg -Ghionis-001.jpg -Inner Mat -Frame	Gallery Wrap  Salmon Double Mat LJ-Ascot-468968-(Mahogany) <i>Total for Item: \$100.00</i>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Adjustments Shipping		1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Order Summary always included**

Presentation Options	Sizes
Custom Print: 2	16 X 20 in: 1
Gallery Wrap: 1	18 X 15 in: 1
No Presentation: 0	16 X 16 in: 1
Other	
Frames: 2	
Traditional Mat: 2	

# Ordered Digital Files Report



If you have a large number of Ordered Digital Files, this report will print the thumbnail images in a proof sheet format. If you have a smaller number of images, you can select to have them on your [Order Report](#) (under the Options 2 tab).

Ordered Digital Files Report

- Include Page Title
- Use Report Logo
- Each Client on new page
- Include Album Name

Image Options

Size:

Show Filenames

Stamp:

Resolution:

Buttons: Page Setup, Cancel, Print

Include Clients

First Name	Last Name	Prints
<input checked="" type="checkbox"/>	John	Smith
<input checked="" type="checkbox"/>	Ruth	Jones
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Buttons: Check All, Check None

To Print the Order Report, select *Ordered Digital Files Report...* (File menu).

## Report Options

The Page Title options are the same as the [Order Report](#).

You can select the thumbnail image sizes to be either Small (same size as on the Order Report), Medium (50% larger) or Large (100% larger).

Filenames can be included or not and you have the options to apply a copyright stamp to each image on the report.

Saturday, 17 November 2018      Studio 21 Photography      Page 1

### Digital Files Order

John Smith

Set of Low Resolution Files

- Ghionis-018.jpg
- Ghionis-019.jpg
- Ghionis-020.jpg
- Ghionis-021.jpg
- Ghionis-022.jpg
- Ghionis-023.jpg
- Ghionis-024.jpg
- Ghionis-025.jpg
- Ghionis-026.jpg

Printable Digital Files

- Ghionis-027.jpg
- Ghionis-028.jpg
- Ghionis-029.jpg
- Ghionis-030.jpg
- Ghionis-031.jpg
- Ghionis-032.jpg
- Ghionis-033.jpg
- Ghionis-034.jpg
- Ghionis-035.jpg



# Ordered Frames Report

This report lists all the frames that have been ordered for each client or all clients in the album. Setup this report using *Print Ordered Frames Report...* (File Menu).

**Ordered Frame Report**

- Print Title Line
- Print Item Prices
- Include Frame Filename
- Combine selected Clients

**Include Clients**






First Name	Last Name	Frames
<input checked="" type="checkbox"/> Ruth	Smith	5
<input checked="" type="checkbox"/> Mary	Jones	1

Frames are automatically grouped by the supplier's frame folder. Note: This is the folder the which the frames are in the Frame Resources list (on the right side) of the [Manage Frames window](#).


Thursday, 20 November 2014
TimeExposure.com
Page 1

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Ordered Frames for Ruth Smith
Jones Album

Default Frames		Ordered	Received	Completed		
	Black (small) Ghionis-029.jpg (Custom Print) Black (small)_1in	8.0 x 10.0 in	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>GNP_Frames</b>						
	Aged Pine Grey (slim) Ghionis-030.jpg (Custom Print) Aged Pine Grey (slim)_1in_A	8.0 x 10.0 in	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Baroque Black (deluxe) Ghionis-028.jpg (Custom Print) Baroque Black (deluxe)_2.75in_A	8.0 x 10.0 in	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bordeaux (portrait) Quickmatt (Custom Print) Bordeaux (portrait)_4in_A	45.0 x 36.0 in	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Greenwich Bronze (deluxe) Square 4_2 (Custom Print) Greenwich Bronze (deluxe)_2in_A	48.0 x 48.0 in	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ordered Frames for Mary Jones
Jones Album

Default Frames		Ordered	Received	Completed		
	Gold Ornate (medium) Square 4_2 (Custom Print) Gold Ornate (medium)_2in	48.0 x 48.0 in	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ordered Frames Report

# Ordered Mats Report

This report includes a full specifications for all ordered Traditional Matted [Surrounding Mats](#) and [Inner Mats](#) including those on *Traditional Matted* book pages [sent to Production](#). Setup this report using *Print Ordered Mats Report...* (File Menu).

Full layout dimensions for up to three mat layers are included so your mat supplier can build accurate mats to that match your mat design.

You can select to have the report's units be in Inches (with decimals), Inches (with fractions) or Centimeters.

### About Fractional Inches

Report in *Inches - Fractions* have all dimensions adjusted to the closest 1/16". This will be unnoticeable **provided** you have setup at least 1/16" (0.0625") of [Mat Overlap](#).

Left	Top	Width	Height	Right	Bottom
1 15/16"	1 15/16"	16 3/16"	20 3/16"	1 15/16"	1 15/16"

Report for a Print with a Surrounding Mat

**Top Mat**

	Left	Top	Width	Height	Right	Bottom
Mat ID: #FFFFFF	1.906"	1.906"	16.173"	20.189"	1.906"	1.906"

**Inner Mat**

	Left	Top	Width	Height	Right	Bottom
Mat ID: #FFFFFF	2.125"	2.125"	15.734"	19.75"	2.125"	2.125"

**Ordered Mat Report**

**PhotoBlok 3x3** 16.444" x 16.444" (Inner Mat)

Overall Size: Width: 16.444" Height: 16.444" (Mat Overlap: 0.125")  
 Mat: None (1.0")  
 Frame: RF Grp 2 26101 Matte Black (1 3/16")

Contents

- Ghionis-021
- Ghionis-001
- Ghionis-020
- Ghionis-015
- Ghionis-023
- Ghionis-024
- Ghionis-027
- Ghionis-029
- Ghionis-030

Index	Left	Top	Width	Height	Right	Bottom
1	10.792"	10.792"	3.75"	3.75"	1.903"	1.903"
2	6.347"	10.792"	3.75"	3.75"	6.347"	1.903"
3	1.903"	10.792"	3.75"	3.75"	10.792"	1.903"
4	10.792"	6.347"	3.75"	3.75"	1.903"	6.347"
5	6.347"	6.347"	3.75"	3.75"	6.347"	6.347"
6	1.903"	6.347"	3.75"	3.75"	10.792"	6.347"
7	10.792"	1.903"	3.75"	3.75"	1.903"	10.792"
8	6.347"	1.903"	3.75"	3.75"	6.347"	10.792"
9	1.903"	1.903"	3.75"	3.75"	10.792"	10.792"

**Top Mat**

	Left	Top	Width	Height	Right	Bottom
Mat ID: #FFFFFF	1.903"	1.903"	10.792"	10.792"	1.903"	1.903"
Edge: Bevel						
Core: White						
Raised: No						
Feature: None						

Report for a Layout with a Traditional Matted Inner Mat

### Product Report

All Template and Mat data is also exported in the [Production Report](#).

Machine readable versions of this report can be read by other software (including Pro Studio Software's Mat Cutter Convertor software) for direct input into Mat Cutting machines.



## How it works

Credit Based Pricing (CBP) is based on pricing everything that you sell in credit units rather than real currency. For example:

8"x10" costs 1 credit  
16"x30" costs 3 credits etc.

CBP also provides an easy way to offer your clients "higher value with higher spend" by having different credit conversion rates at different break points.

For example, orders up 30 credits are converted to dollars at the rate of 1 credit = \$15, orders from 31 - 65 credit are converted to dollars at a rate of 1 credit = \$14 and so on. This conversion is automatically managed by ProSelect (though you can override it if you wish).

ProSelect supports a mix of CBP and regular priced price lists.

You can have different clients using CBP or regular pricing in the same sales session or a later session, using a different Client, from the same album.

## Exporting Credit Based Orders

In order to send "real" prices with any orders [exported to external studio management systems](#), when exported, all line item credit values are converted into your currency at the final conversion rate for the order. In the example below the 8x10 items would be converted to \$65 (5 credits x \$13/credit).

Max. Levels	Credit Break Points	Cost Per Credit	Converted Value
<input type="radio"/> 1	0 - 30	@ 15.00	\$450.00
<input type="radio"/> 2	31 - 65	@ 14.00	\$910.00
<input type="radio"/> 3	66 - 85	@ 13.00	\$1,105.00
<input type="radio"/> 4	86 - 120	@ 12.00	\$1,440.00
<input type="radio"/> 5	121 - 160	@ 11.00	\$1,760.00
<input checked="" type="radio"/> 6	161 -	@ 10.00	

Credits Based Pricing Setup

Ruth Jones

Image No.	Size	Description	Qty	Tax	Subtotal	Total
Ghionis-001.jpg	8.0 x 10.0 in	Custom Print	1	T	5	5
Ghionis-004.jpg	8.0 x 10.0 in	Custom Print	1	T	5	5
Ghionis-006.jpg	8.0 x 10.0 in	Custom Print	1	T	5	5
Ghionis-007.jpg (B&W)	8.0 x 10.0 in	Custom Print	1	T	5	5
Ghionis-008.jpg	8.0 x 10.0 in	Custom Print	1	T	5	5
Rectangle 1_2	30.0 x 40.0 in	Custom Print	1	T	30	30
Frame		Gold (large)	1	T	20	20

Drag row to change order

Delete Notes Change Add Order Adjustment

Delete All Swap Group Add/Change Payment

Subtotal: 75 CR

Converted @ \$13.00: \$975.00

State Tax (7.25%): \$70.69

**Total: \$1,045.69**

Paid: \$0.00

**Balance: \$1,045.69**

Line item prices in Credits

Subtotal in Credits

Automatically converted to dollars



## Enabling the Credit Based Pricing System

Select *Setup Credit Based Pricing* (Orders menu) and check the checkbox at the top.

Select **at least one** price list fro entering your credit prices by checking the box next to the price list name.

Then set the number of breakpoint levels that you wish to use, the Credit Break Point values and the Credit Conversion rate for each breakpoint.

Because this effectively represents a discount as the total order size increases, the cost per credit should decrease at each level. In the example shown on the right, the level 2 & 3 discounts can be calculated as:

$$\text{Level 2: } ((15-14)/15)/100 = 6.66\%$$

$$\text{Level 3: } ((15-13)/15)/100 = 13.33\%$$

## Which Clients?

Price List Names and Types

Select which price lists are to be used for Credit Based Pricing.

	Price List Name	Use Credits
A:	Portraits	<input type="checkbox"/>
B:	First Runs	<input type="checkbox"/>
C:	Art Prints	<input type="checkbox"/>
D:	Package Plan	<input checked="" type="checkbox"/>
E:	Wedding	<input type="checkbox"/>
F:	Price List F	<input type="checkbox"/>
G:	Price List G	<input type="checkbox"/>
H:	Price List H	<input type="checkbox"/>
I:	Price List I	<input type="checkbox"/>
J:	Price List J	<input type="checkbox"/>

Buttons: Cancel, Save

At least one price list must be selected to be "credit based"

Credit Based Pricing Setup

Enable Credit Based pricing

If you are using a Credit Based Pricing system, this window is used to setup your credit conversion rates for each break point. When enabled, you can also select which price lists are to be used for entering prices in credits. See the ProSelect Reference Manual for more about using this type of sales system.

Credit Conversion Rates

Max. Levels	Credit Break Points	Cost Per Credit	Converted Value
<input type="radio"/> 1	0 - 30	@ 15.00	\$450.00
<input type="radio"/> 2	31 - 65	@ 14.00	\$910.00
<input type="radio"/> 3	66 - 85	@ 13.00	\$1,105.00
<input type="radio"/> 4	86 - 120	@ 12.00	\$1,440.00
<input type="radio"/> 5	121 - 160	@ 11.00	\$1,760.00
<input checked="" type="radio"/> 6	161 -	@ 10.00	

Options

New Clients always use Credits

Buttons: Select Price Lists, Cancel, OK

If you are using the Credit Based Pricing for most sessions, then check the *New Clients always use Credits* checkbox. This will set the *Credit Based Pricing* checkbox in all new Clients added.

Note: This will affect any currently open albums as they will already have at least one client setup.

You can manually set or unset this setting for any client in the

Credit Based Pricing:  Yes

Client Setup window (under Orders menu).

# Setting up your Price List



This can be done after enabling the CBP system and selecting the price list(s) that you wish to use.

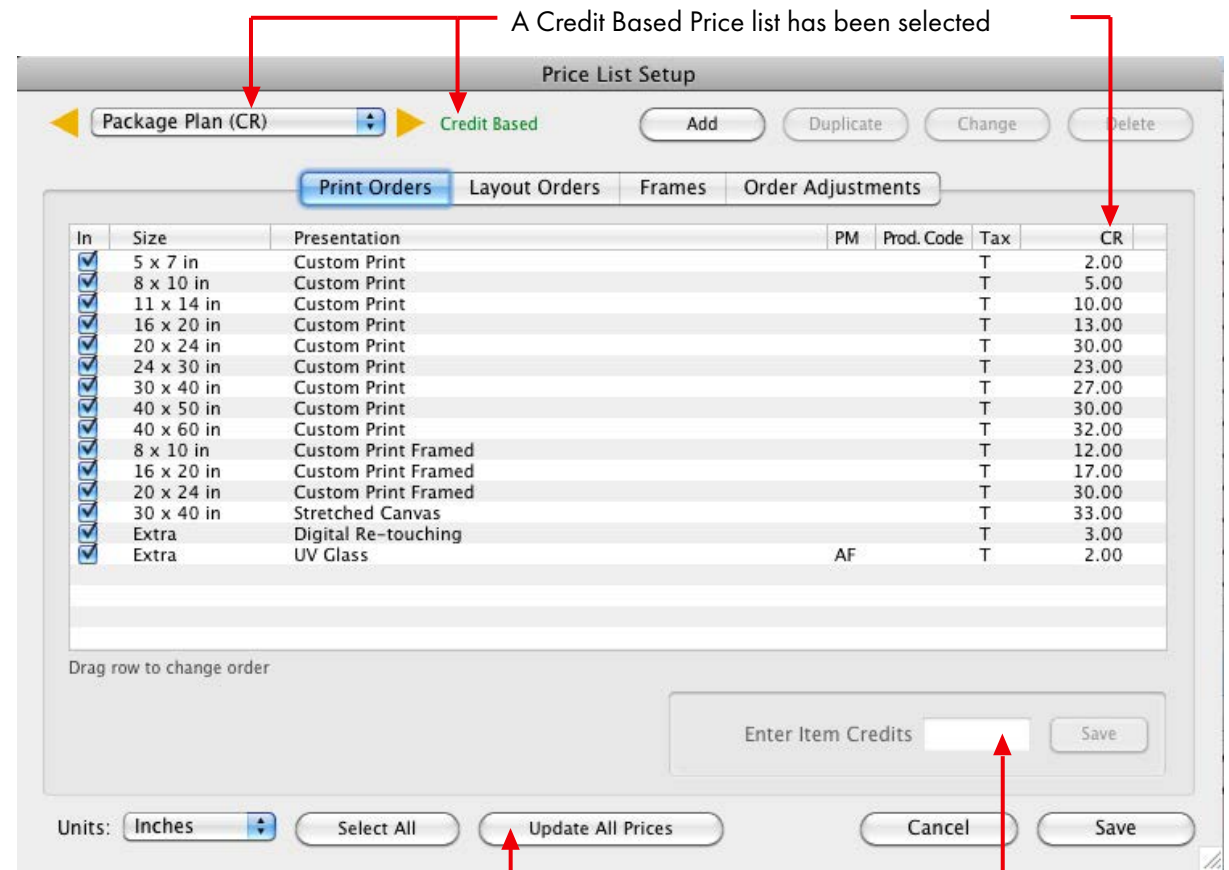
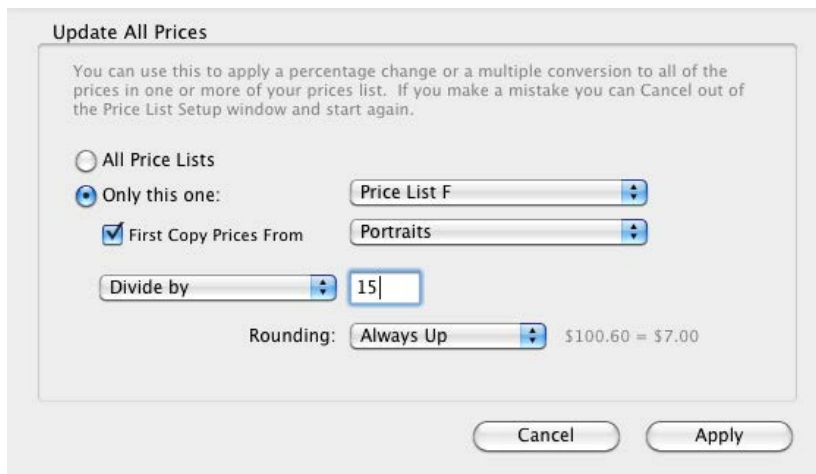
Open the *Price List Setup* window (Orders menu) and select one of your credit based price lists.

You can only enter whole numbers for each price list item **except** for items which use an [Automatic Pricing Methods](#) such as extras and frames. This can be in fractions (e.g. \$2.50/in) and will be rounded to the nearest whole credit after the price has been calculated.

## Converting from a Currency Based Price List

If you wish to convert one of your other price lists into credits then you can use the [Update All Prices](#) window (click the button at the bottom) and choose the divide by option.

If you wish to convert all of your currency prices at the rate of \$15 = 1 credit then you would select to divide by 15. Make sure that you set the rounding option to *Nearest Whole* or *Always up* so the resulting credits are all whole numbers.



A Credit Based Price list has been selected

Use to convert prices from another price list

Enter price in credits here

Any credit prices that should be whole numbers, but are not, will show a warning symbol at the end of the line. You should fix these before doing any ordering.

	T	3.00	
	T	2.50	!

Warning: Selection contains invalid credit prices



# Ordering



Ordering with credits works the same way as currency ordering subject to a few rules:

1. An Client that is setup to use CBP can ONLY order items from a CBP Price list and visa versa.
2. You can only turn CBP on/off for an Client when there are no orders recorded for that Group.
3. The order total will be automatically converted into your currency based on the [breakpoints that you have setup](#) as you add or update your orders.
4. Tax and payments are applied after conversion from credits.
5. The final credit conversion rate used for each Client is saved in the Album file. If you change your breakpoint or credit conversion rates setup in the [Setup Credit Based Pricing](#) window, when you open an earlier saved album again, the conversion rate will be fixed at the saved rate unless you manually switch it back to automatic (see window below). This is to prevent the order values of previous orders from changing unexpectedly.

Click the *Credit Conversion indicator* to see or change the conversion method and/or rate.

Prices are in credits  
Credit Based Price list has been selected

Place Order

Price List: Package Plan

New Order

Ghionis-020.jpg CR

8 x 10 in Custom Print 1 @ 5

Frame: None

Image Area: 0.6 sq. feet  
Overall Size: 8x10 in

Add with Extras Quick Add

Ruth Jones

Image No.	Size	Description	Qty	Tax	Subtotal	Total
Ghionis-001.jpg	8.0 x 10.0 in	Custom Print	1	T	5	5
Ghionis-004.jpg	8.0 x 10.0 in	Custom Print	1	T	5	5
Ghionis-006.jpg	8.0 x 10.0 in	Custom Print	1	T	5	5
Ghionis-007.jpg (B&W)	8.0 x 10.0 in	Custom Print	1	T	5	5
Ghionis-008.jpg	8.0 x 10.0 in	Custom Print	1	T	5	5
Rectangle 1_2	30.0 x 40.0 in	Custom Print	1	T	30	30
Frame		Gold (large)	1	T	20	20

Drag row to change order

Delete Notes Change Add Order Adjustment

Delete All Swap Group Add/Change Payment

Print Order... Order Group Setup Export Order Close

Subtotal: 75 CR  
Converted @ \$13.00: \$975.00  
State Tax (7.25%): \$70.69  
Total: \$1,045.69  
Paid: \$0.00  
Balance: \$1,045.69

Credit Conversion Rate

Method:  Fixed Rate 12.00 \$ per credit  
 Automatic \$13.00

With Automatic selected, credits will be converted using the conversion table setup under the Credit Based Pricing Setup menu.

Order Subtotal: 75 CR  
Converted: \$975.00

Cancel OK

Credit Conversion Indicator  
(Click to open conversion method window)

Converted @ \$13.00: \$975.00 Automatic  
Converted @ \$12.00: \$900.00 Manual

Efficiently handling notes during an ordering session can keep the session flowing smoothly.

The Notes Library (under Resources menu) is used to setup your "boiler plate" notes so you can quickly add them throughout the program with a little typing as possible.

Add your notes under the relevant tab:

*Order Report* - Select these in the [Order Report Setup window](#).

*General* - These can be used in most Add Item note areas.

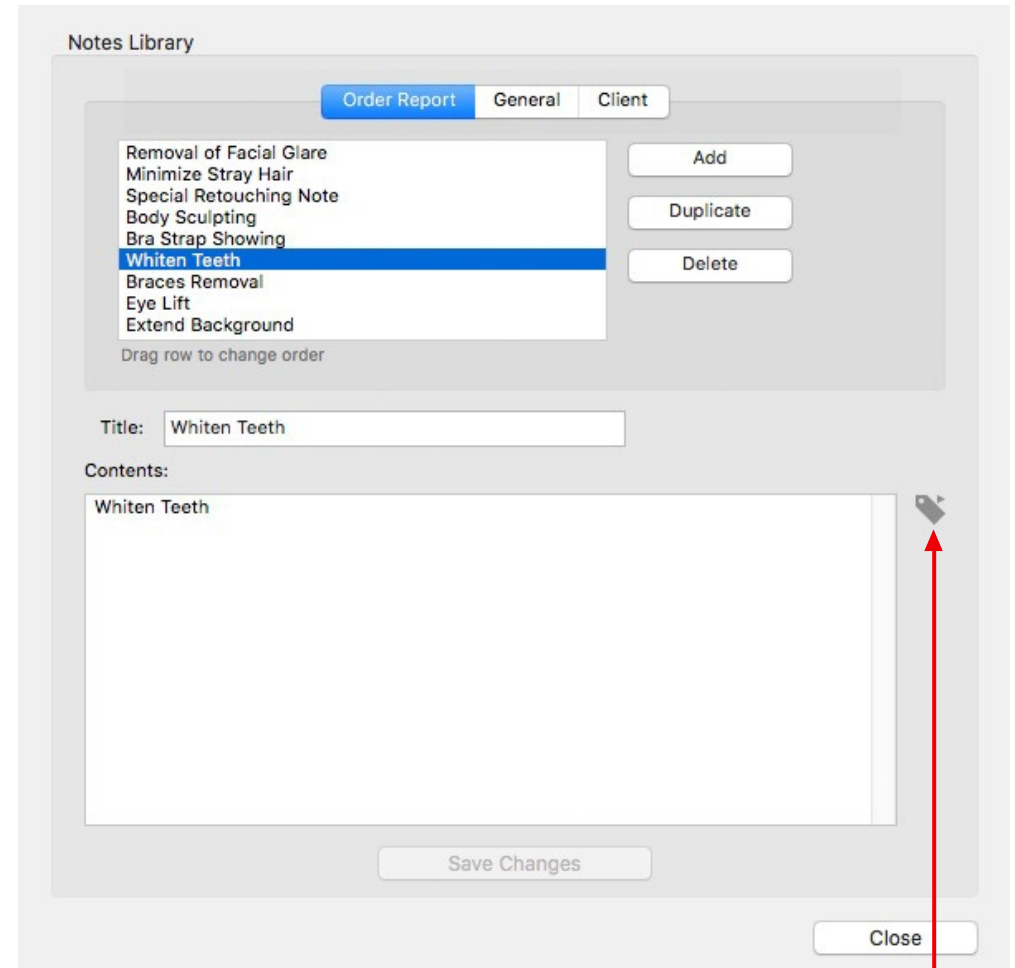
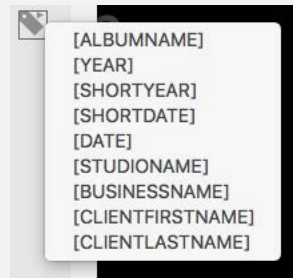
*Client* - These can be used in [Client Setup window](#).

Notes can be duplicated and re-ordered in the list by dragging the title row in the list box.


### About Text Tags

You can optionally include Text Tags in your notes to make them more personal or keep them up to date. These tags are automatically replaced with the related text when you print any notes with an included tag.

To add a tag into a note, first click on the location in the text where you wish to insert the tag. Then click the *Insert Text Tag* icon and choose the tag to use from the popup menu.



Click to insert Text Tag

You can add notes to Images, Layouts, Book pages, Rooms using the Add Note window:  ← Left-click

1. Select one or more items to add a Note to.
2. Click the *Add Note* icon on the toolbar.
3. Either type in your note or click the *Add from Library* button and select a note from the Notes Library popup menu.

Any notes added from the Notes Library are automatically append, on a new line, to the end of any existing notes. If you wish to replace all existing text with a new note, hold down the *Alt/Option* key.

You can use the Previous and Next buttons to select and show the next item from where you are currently working and add a different note to that item.

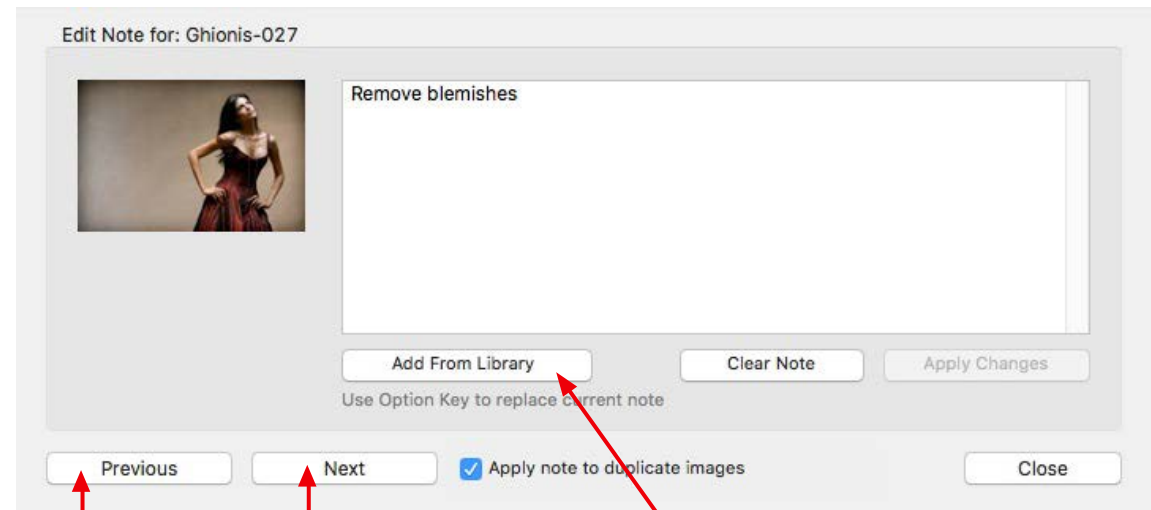
Items with a note have gold tag on the bottom right corner of their thumbnail view image and, if selected, on the bottom right corner of the [Information bar](#).

## Notes of Duplicate Images

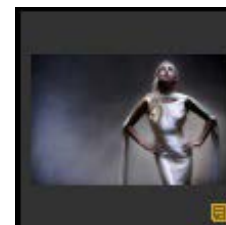
You add a different note to each copy of a duplicated image. If you wish to add or update the all copies of the same image with the same note then check the *Apply note to duplicate images* checkbox.

## Multiple Items

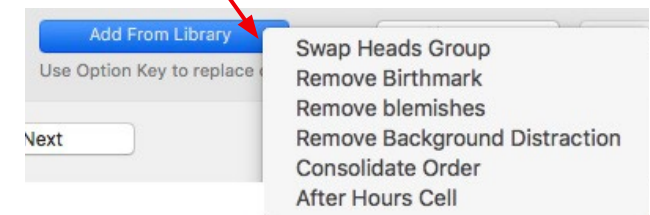
If you have selected more than one item when clicking the Add Note button, ProSelect assumes that you wish to append the same note to all the selected items. In this case no preview window is shown and the Previous and Next buttons are hidden



↑ Select previous item      ↑ Select next item



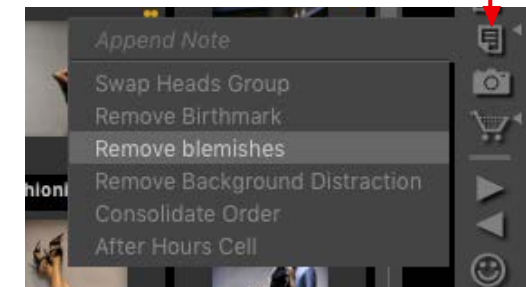
← Item has a note



Right-click

## Quick Notes

To quickly append a note to one or more selected items without opening the Add Note window, right-click on the Add Note button and select the Library note from the popup menu.



If you are using StudioCloud business management system, you can directly interact with StudioCloud from within ProSelect.

All interaction is between ProSelect and the StudioCloud Servers, so if you are using StudioCloud on multiple workstations you can synchronize data from ProSelect to all of your StudioCloud workstations.



This first integration release provides the following functionality with StudioCloud:

- Link a ProSelect Album to a StudioCloud Event
- Link StudioCloud clients to existing ProSelect Clients
- Add a ProSelect Client from a StudioCloud Client
- Create a new StudioCloud client from a ProSelect Client
- Create/Update StudioCloud invoices from ProSelect Orders
- Transfer any payments recorded in ProSelect to StudioCloud
- Sync payments made in StudioCloud with those in ProSelect
- Create, and pre-populate with images and client details, a new ProSelect album from StudioCloud

## About StudioCloud

StudioCloud is a FREE, easy-to-use, business management software that works on both Mac and Windows and includes free cloud services.

StudioCloud provides an integrated system including Cloud Syncing, Client Management, Scheduling, Point-of-Sale, Bookkeeping, Reporting, Marketing Campaigns, Project/Event/Order Management and much more!

The free version of StudioCloud even provides mobility for one user by syncing all of your StudioCloud data between the cloud, or online server, and all of your internet enabled devices.

With the integration of direct StudioCloud integration into ProSelect you can now add business management, for one user, to ProSelect for free.

As your business grows, you can subscribe to add more features, services and workstations to StudioCloud as needed.

For more information about StudioCloud go to [www.StudioCloud.com](http://www.StudioCloud.com).

## Internet Access

Since ProSelect interacts directly with your account on the StudioCloud server, your computer needs internet access for all operations with StudioCloud.

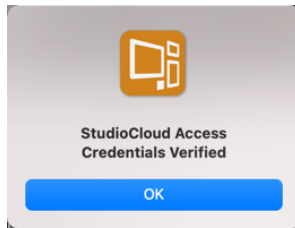
However, if your computer is temporarily not connected to the internet, you can still work with ProSelect the usual way and later on link your ProSelect Album and Clients to StudioCloud, then export any orders.

## Get a StudioCloud Account

If you don't already have StudioCloud on your computer, go to the StudioCloud website, create an account (this is free) and download the software onto your computer.

## Enabling Integration in ProSelect

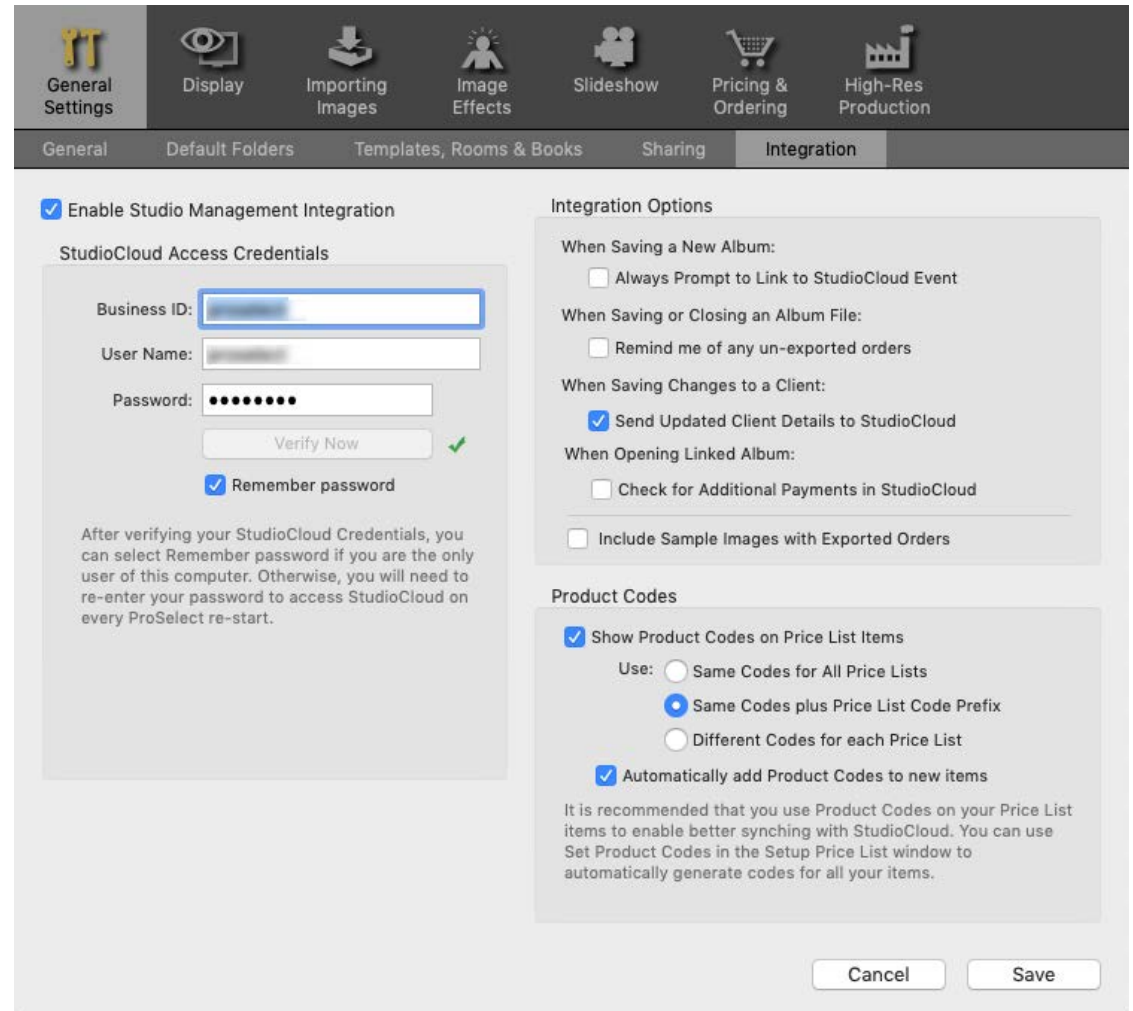
To turn on StudioCloud integration check the *Enable Studio Management Integration* checkbox in [Preferences \(General Settings: Integration tab\)](#). Then enter your *StudioCloud Access Credentials* and click the *Verify Now* button. You should see the message below:



### Should I check the Remember Password box?

If you are the only person who uses this computer, the checking this box will save your StudioCloud password securely on your computer (in ProSelect's local preferences. This will save you from needing to re-enter it every time you wish to access StudioCloud from within ProSelect.

If you are sharing your computer then best not to select this unless you are happy for each user of the machine to use the same user name and password for StudioCloud access. In this case, you won't be able to track who made any changes in StudioCloud.





# Integration Options

In the Preferences, you can control how the integration works between ProSelect and StudioCloud to suit your business. These options include:

*When Saving a New Album:  
Always prompt to link to StudioCloud*

If the majority of the ProSelect Albums that you are creating need to be linked to StudioCloud Events then selecting this option will have ProSelect prompt you to link any newly created albums the first time that you save them.

*When Saving or Closing an Album file:  
Remind me of any unexported orders*

Reminds you to export or update to StudioCloud any new or updated orders or payments.

*When Saving Changes to a Client:  
Send Updated Client Details to StudioCloud.*

Any changes that you make to a client (in the [Clients Setup window](#)) will be immediately updated in StudioCloud

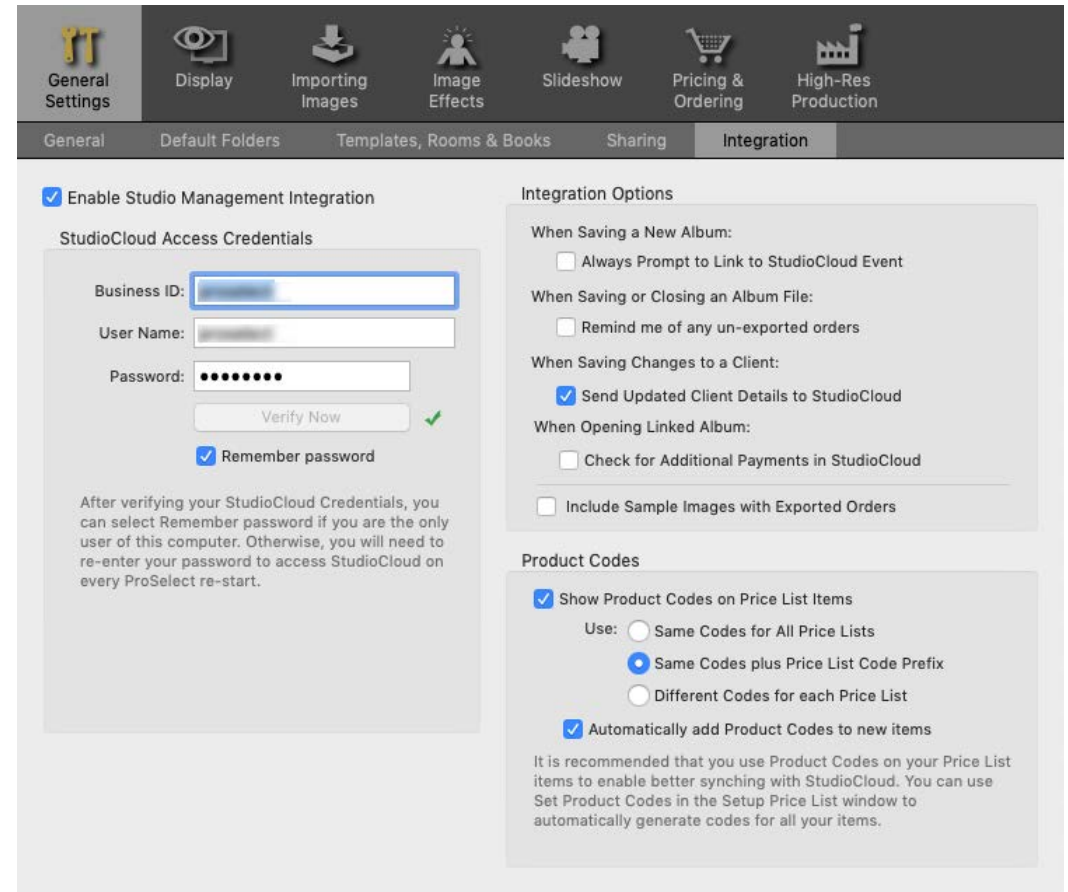
*When Opening a Linked Album:  
Check for Additional Payments in StudioCloud.*

This can be used on your sales machine to make sure that any payments entered directly into StudioCloud since you created the album file are imported into ProSelect for that client's sales session and shown on the order.

*Include Sample Images with Exported Orders*

Turn this on to send ordered image thumbnails to StudioCloud.

*Product codes section*



This section is a copy of the Preferences Options under [Pricing & Ordering: Settings: Product codes](#). See [Using Product Codes](#).

It is recommend that you select have Product codes enabled and set to *Same Codes plus Price List Code Prefix* when using StudioCloud as this will allow correct matching of products in the two systems.



ProSelect provides a great deal of flexibility on how you use the StudioCloud integration. As mentioned earlier, the order of operations is not critical.

However, to be able to export any orders that you have recorded in ProSelect, **both** the Album and the [Client](#) (which the orders are recorded against) must be linked to StudioCloud.

The easiest way to do this is to setup the links whenever you are creating a new album. (Setting your [Preferences \(General Settings: Integration\)](#) to remind you to do this when you first save the album is a good option.)

In this case, the steps would be:

1. Start a new Album
2. [Import your session images](#)
3. Save the album
4. Using the [Link to StudioCloud window](#), select a *StudioCloud client* and related *StudioCloud event* to link to (this can automatically populate the first Client with the selected clients details)
5. Add any additional [Clients](#) from Studio Cloud clients
6. Run your Sales session and [record all orders](#) and [payments](#)
7. [Export the Order\(s\)](#) to StudioCloud

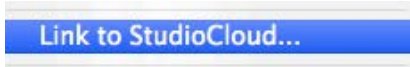
## Handling updates

If you later amend any orders, change any Client details, or record any additional payments (or refunds) the you can send those updated changes to StudioCloud by

1. [Re-Exporting the order\(s\)](#) - this will replace the existing order in StudioCloud and/or
2. [Syncing your Clients](#) with StudioCloud.
3. [Syncing Payments](#) with StudioCloud

# Linking an Album

If you have selected *When Saving a New Album: Always prompt to link to StudioCloud* in [Preferences \(General Settings: Integration\)](#) then the dialog window shown on the right will appear when you do your first Save.



Alternatively, you can use *Link to StudioCloud* (File Menu) to show this window.

## Step 1: Find a Client

If you have already added a name to the first client it will be displayed in the Search Box.

Click the *Search* button to find all StudioCloud clients which match either the first **or** last name entered.

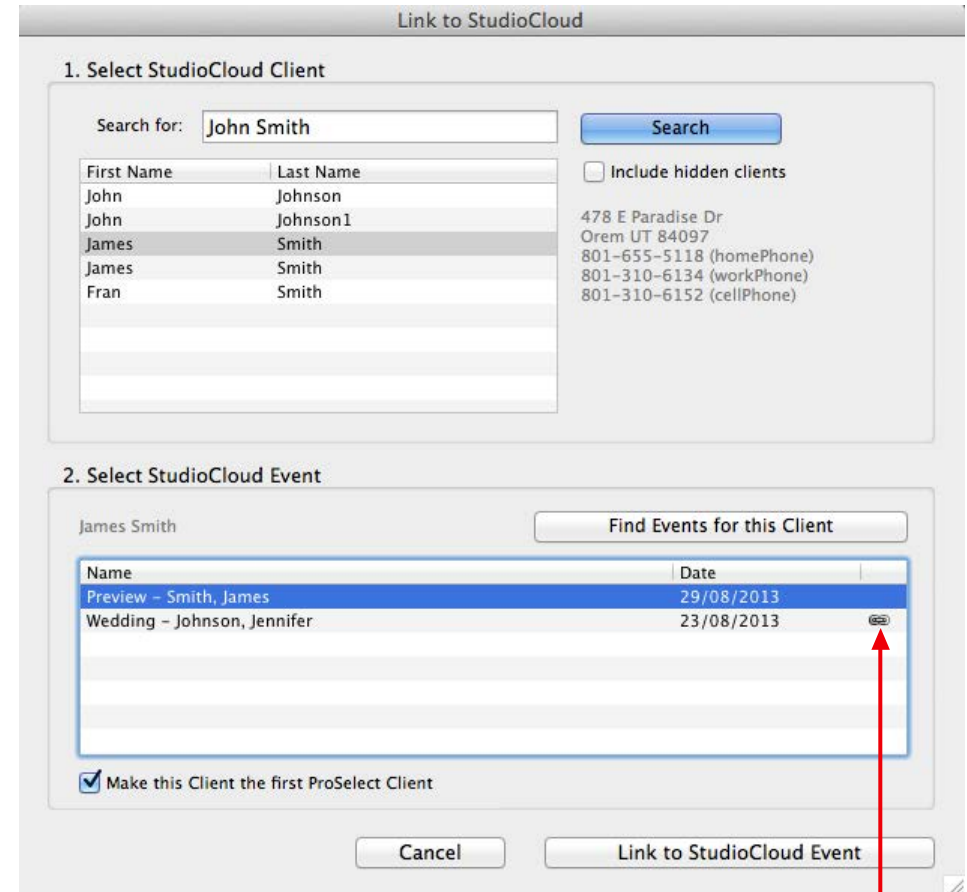
## Step 2: Select an Event

After selecting a StudioCloud Client you can use the *Find Events for this Client* button to get all events. Select the event to link to, then click the *Link to StudioCloud* button to complete the link.

Because you are searching for a StudioCloud event that is already linked to a StudioCloud client you must have **already** established this link between the *first* client *and* the event in StudioCloud.

If you wish to automatically populate the first [Client](#) with the details of the selected client then check the box at the bottom before linking the album.

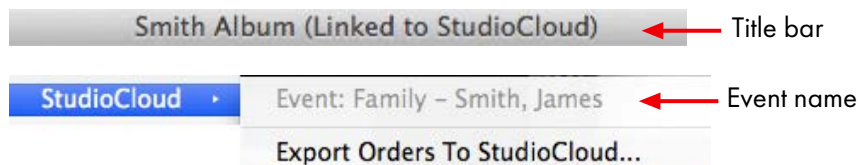
Once an album is linked you will see *Linked to StudioCloud* in the main window's Title bar and the name of the linked event at the top of the StudioCloud submenu (under Orders menu).



This event is already linked to another ProSelect Album

## Hidden clients

In StudioCloud you can optionally set some non-principle clients (such as relatives to your clients) to be hidden. If you wish to include these in your search then check the *Include Hidden Clients* checkbox before searching.



# Importing an Invoice

When [Linking an Album](#) to StudioCloud, ProSelect will check to see if there are any StudioCloud invoices associated with **both** the selected client and selected event.

If there is more than one you can select them individually to see a list of items and payments that each invoice includes. You can then choose:

*Link Only:* This will link the album but ignore the invoice

*Link & Import Invoice:*

This will import all of the line items in the invoice and add them as [Order Adjustments](#) to the first client's invoice in ProSelect. It will also import any payments associated with the invoice.

Imported line items are marked with a dark grey dot and, by default, added to the top of the [Place Order](#) window.

Image No.	Size	Description	Qty	Subtotal	Total
● Order Adjustment		Indoor Studio Fee Senior	1	69.00	69.00
● Order Adjustment		Fatal Attraction Package	1	899.00	899.00

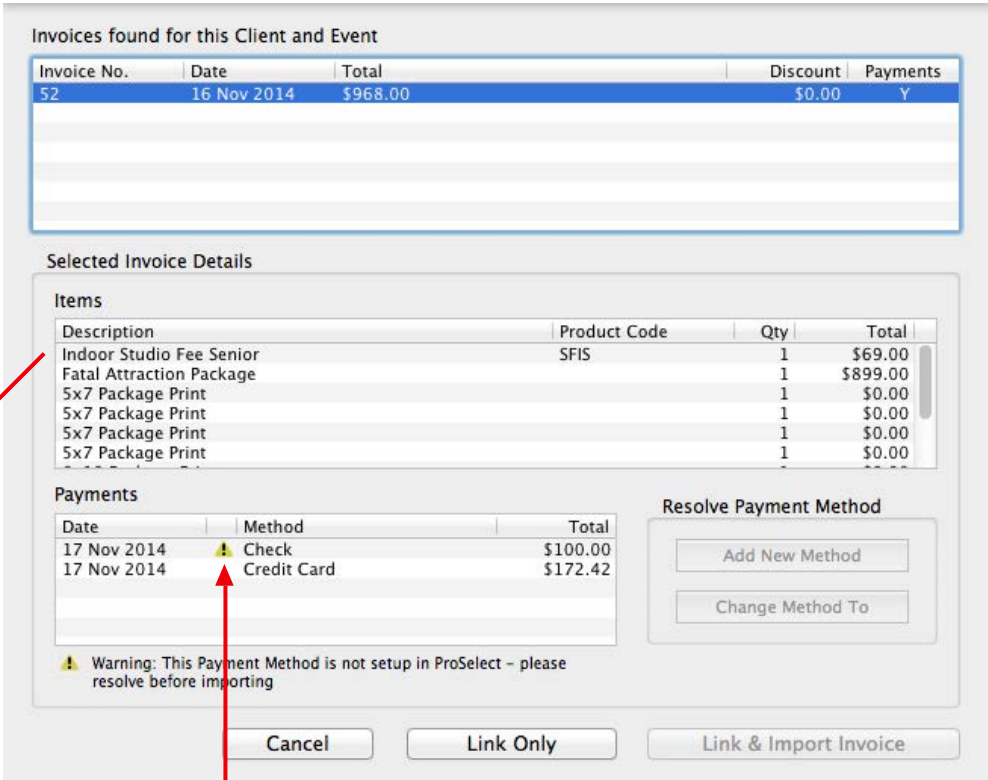
## Missing Payment Methods

If any of the payment methods in the selected StudioCloud invoice included payments do not match with those [currently setup in ProSelect](#) then they will be marked with a warning symbol. These must be resolved before you can complete the import. To resolve a missing Payment method, click on the payment line and either:

- Click *Add New Method* button to add this method into ProSelect
- Click *Change Method To* button then select one of the existing payment methods from the popup menu.

## Imported Payments are Locked

Since the payments that you are importing from StudioCloud are already in StudioCloud, they are marked as [already exported](#) in ProSelect and locked against being altered deleted or re-exported.



Invoices found for this Client and Event

Invoice No.	Date	Total	Discount	Payments
52	16 Nov 2014	\$968.00	\$0.00	Y

Selected Invoice Details

Items

Description	Product Code	Qty	Total
Indoor Studio Fee Senior	SFIS	1	\$69.00
Fatal Attraction Package		1	\$899.00
5x7 Package Print		1	\$0.00
5x7 Package Print		1	\$0.00
5x7 Package Print		1	\$0.00
5x7 Package Print		1	\$0.00

Payments

Date	Method	Total
17 Nov 2014	⚠ Check	\$100.00
17 Nov 2014	Credit Card	\$172.42

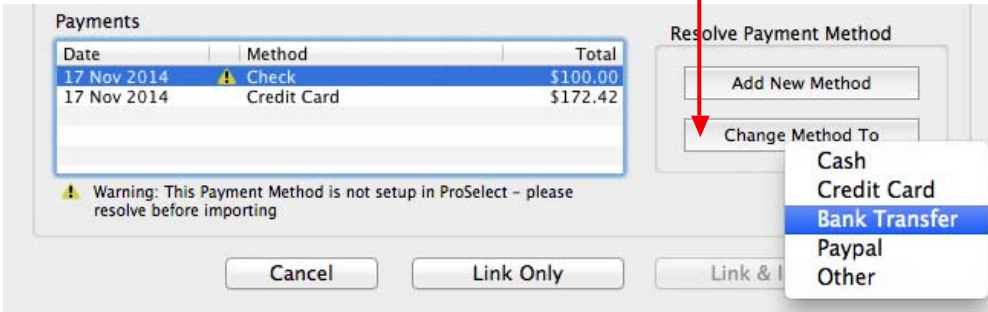
Resolve Payment Method

⚠ Warning: This Payment Method is not setup in ProSelect - please resolve before importing

Buttons: Cancel, Link Only, Link & Import Invoice

Missing Payment Method

Click select to change method



Payments

Date	Method	Total
17 Nov 2014	⚠ Check	\$100.00
17 Nov 2014	Credit Card	\$172.42

Resolve Payment Method

⚠ Warning: This Payment Method is not setup in ProSelect - please resolve before importing

Buttons: Cancel, Link Only, Link & Import Invoice

Dropdown Menu:

- Cash
- Credit Card
- Bank Transfer
- Paypal
- Other

# Linking Clients to StudioCloud

Generally, you would make your first ProSelect album client the StudioCloud Client that you selected when linking the album to StudioCloud.

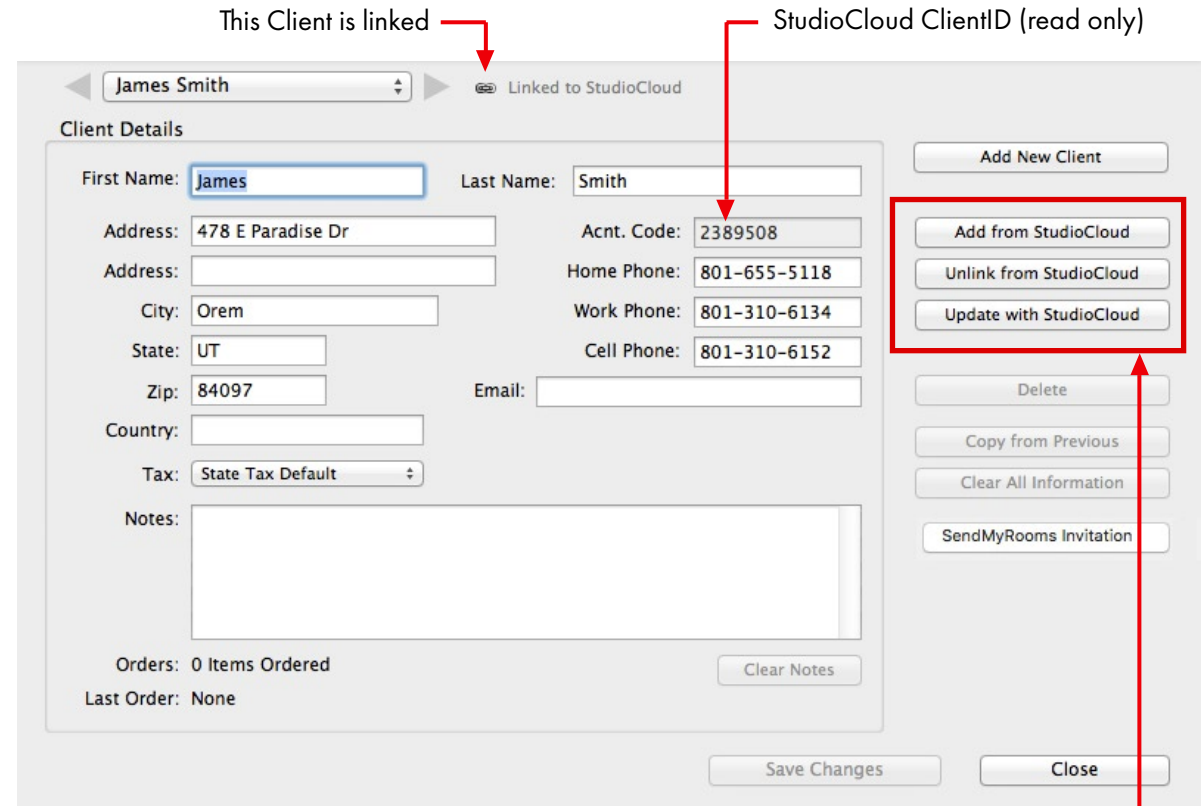
Any other Clients, that you plan to record orders for and export those orders to StudioCloud, must also be linked to a StudioCloud client **before** the order can be exported.

In the Client Setup window, you can

- Link/Unlink an existing ProSelect Client to a StudioCloud Client
- Add a new ProSelect Client from a StudioCloud Client
- Create a new StudioCloud Client from a ProSelect Client.
- Update a linked Client's details with those stored in StudioCloud

The following pages discuss each of these operations.

Note: The above options are hidden if StudioCloud Integration is **not** turned on in the [Preferences](#) or the current ProSelect album is **not** [linked to StudioCloud](#).



The screenshot shows the 'Client Details' window for a client named James Smith. The client is marked as 'Linked to StudioCloud'. The form contains the following fields:

- First Name: James
- Last Name: Smith
- Address: 478 E Paradise Dr
- City: Orem
- State: UT
- Zip: 84097
- Country: (empty)
- Tax: State Tax Default
- Acct. Code: 2389508
- Home Phone: 801-655-5118
- Work Phone: 801-310-6134
- Cell Phone: 801-310-6152
- Email: (empty)
- Notes: (empty text area)

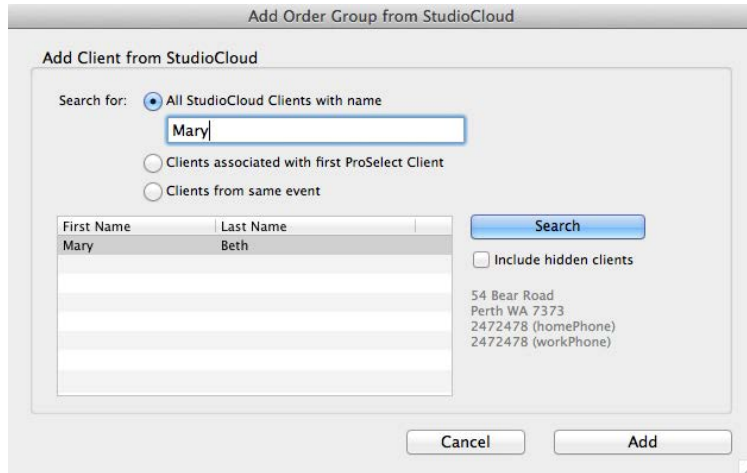
On the right side of the window, there is a vertical list of buttons: 'Add New Client', 'Add from StudioCloud', 'Unlink from StudioCloud', 'Update with StudioCloud', 'Delete', 'Copy from Previous', 'Clear All Information', and 'SendMyRooms Invitation'. The buttons 'Add from StudioCloud', 'Unlink from StudioCloud', and 'Update with StudioCloud' are highlighted with a red box. A red arrow points from the text 'StudioCloud ClientID (read only)' to the 'Acct. Code' field. Another red arrow points from the text 'This Client is linked' to the 'Linked to StudioCloud' status indicator. A third red arrow points from the text 'Only shown when Album is linked to StudioCloud' to the 'Add from StudioCloud', 'Unlink from StudioCloud', and 'Update with StudioCloud' buttons.

Only shown when Album is linked to StudioCloud



## Add New Client from StudioCloud

Clicking the *Add from StudioCloud* button in the *Client Setup* window will show this dialog window:



You can:

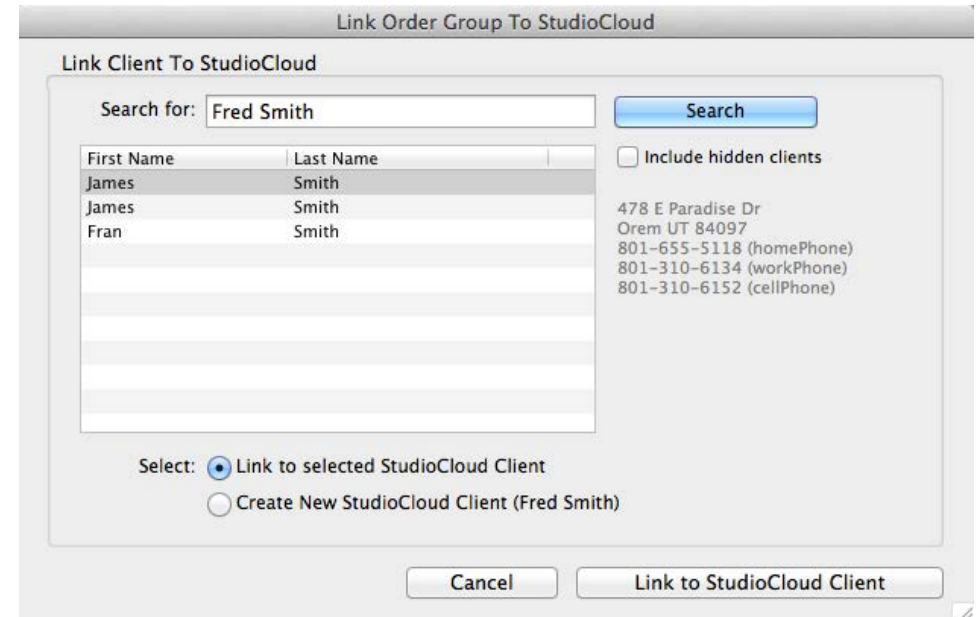
- Find all clients associated with the first client
- Enter the name or part of a name to search from all of your StudioCloud clients.
- Find all clients from the same event

**Hidden clients:** In StudioCloud you can optionally set some non-principle clients (such as relatives to your clients) to be hidden. If you wish to include these in your search then check the *Include Hidden Clients* checkbox before searching.

**Automatic Event Linking:** When adding a new client from StudioCloud, linking to an existing StudioCloud client or creating a new StudioCloud client from a client, the StudioCloud client is automatically linked to the same event that the current Album is linked to.

## Link Current ProSelect Client to a StudioCloud Client

If you have manually added a Client in ProSelect and later wish to link it to a StudioCloud client then select the *Link to StudioCloud* button in the *Client Setup* window to show this dialog window:



The first and last names of your client will be automatically placed in the search box so you can first check to see if this client already exists in StudioCloud.

If it does, then select the client from the list, and the *Link to selected StudioCloud Client*, and click the *Link to StudioCloud Client* button.

If you can't find the client, then select *Create New StudioCloud Client* and click the *Add Client to Studio Cloud* button (not shown above). This latter option will send your entered client information to StudioCloud.

There are three ways that ProSelect will synchronize the client information in ProSelect **with a linked StudioCloud Client**:

1. If you have selected *When Saving Changes to a Client: Send Updated Client Details to StudioCloud* in [Preferences \(General Settings: Integration\)](#), then this will happen every time you Save any changes in the Clients Setup window.
2. If you click the *Update with StudioCloud* button in the Clients Setup Window.
3. You choose *StudioCloud: Sync Clients with StudioCloud* under the Orders menu.

## Resolving Conflicts

If there is a conflict of information between what you have entered for a Client in ProSelect and the details for the selected client in StudioCloud, the window shown on the right allows you to select which information that you wish to keep.

Click the Swap Details button until all of the correct information is on the left hand side. Then click the OK button.

PS = use details from ProSelect  
 SC = use details from StudioCloud

Select Current Client Data

	Use these Client Details	From		Don't use
First Name	Jimmy	SC	↔	James
Last Name	Provost			
Address	123 Fake Street	SC		
City	Padbury	SC		
State	WA	SC		
Zip	1234	SC		
Country				
Email	address@email.com	SC	↔	jprovost@gmail.com
Home Phone	08947272747	SC	↔	93471 72340
Work Phone	08947272747	SC		
Cell Phone	04143838274	SC		

Click the Swap Buttons to move the details that you wish to use to the left side.

Cancel OK

After swapping the First Name:

	Use these Client Details	From		Don't use
First Name	James	PS	↔	Jimmy

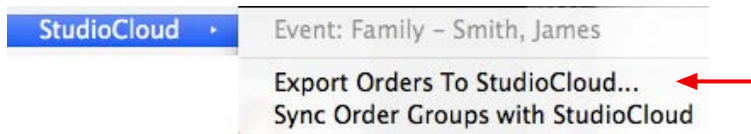
# Exporting Orders I

Orders recorded in ProSelect can be exported to become an invoice in *StudioCloud* provided that:

1. Your ProSelect Album has been linked to a StudioCloud Event, and
2. The client which you have recorded the orders against has been linked to a StudioCloud Client.

You can export orders for one or more Clients by:

- (a) Clicking the Export Order button in the Place Order window.
- (b) Choosing *Export Orders to StudioCloud* (under Orders Menu, StudioCloud submenu).



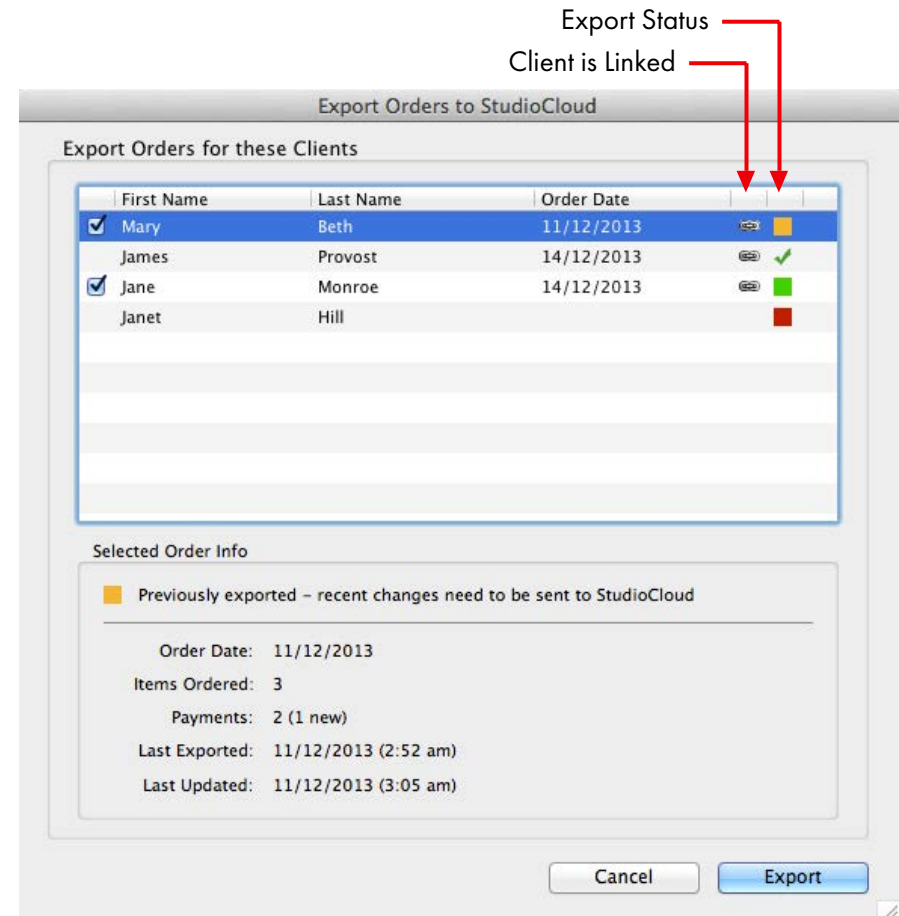
## Export Orders to StudioCloud






When opening this window, ProSelect connects to StudioCloud and checks that any previously exported orders from your currently open album are still available in StudioCloud (since they could have been removed within StudioCloud).

If an order has already been exported, ProSelect also checks if any changes have been made to any orders (including payments) since the order was last exported.

You can quickly see which orders are ready to be exported for the first time or need to be updated in StudioCloud. These will have a checkbox displayed at the left-hand side. Check the one that you wish to export and click the Export button.

When Exporting an Order, ProSelect checks if there are any additional payments in StudioCloud that haven't been imported into the order and will prompt you to import those first.



-  Not Exported yet and ready to be exported
-  Already Exported - changes made needs updating
-  Already Exported - missing in StudioCloud (see next page)
-  Cannot be exported - either no orders or not linked
-  Exported and up-to-date in StudioCloud

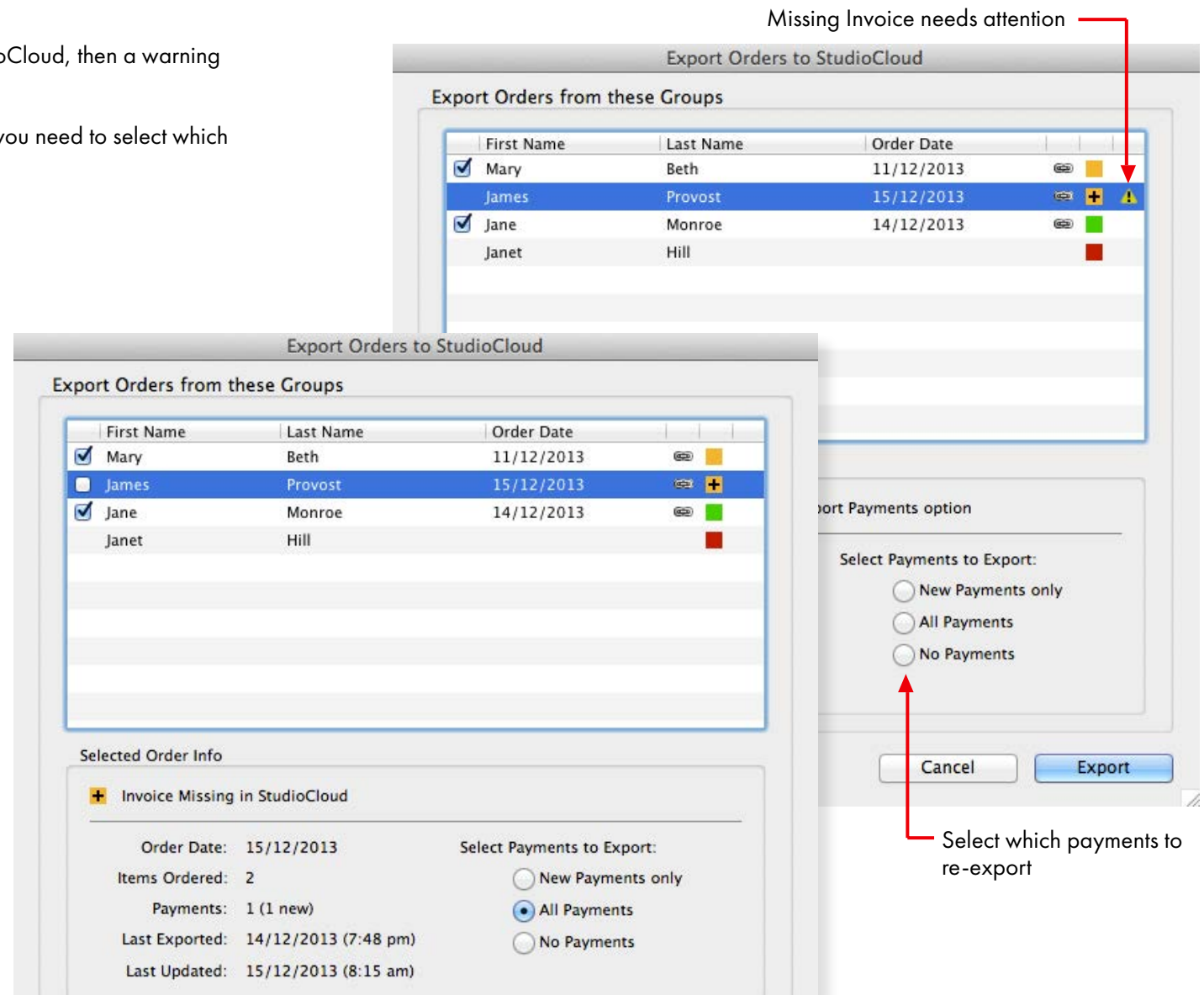
## Handling Missing Invoices

If a previously exported order has been deleted from StudioCloud, then a warning icon will be shown next to the Client.

If there are any payments associated with this invoice then you need to select which option to include:

- (a) Only payments added since last exported
- (b) All payments for this client
- (c) No payments

Once you have select one of these options, you will then be able to select the client for re-exporting to StudioCloud.



Missing Invoice needs attention

Export Orders to StudioCloud

Export Orders from these Groups

First Name	Last Name	Order Date		
<input checked="" type="checkbox"/>	Mary	Beth	11/12/2013	
<input type="checkbox"/>	James	Provost	15/12/2013	
<input checked="" type="checkbox"/>	Jane	Monroe	14/12/2013	
	Janet	Hill		

Export Orders to StudioCloud

Export Orders from these Groups

First Name	Last Name	Order Date		
<input checked="" type="checkbox"/>	Mary	Beth	11/12/2013	
<input type="checkbox"/>	James	Provost	15/12/2013	
<input checked="" type="checkbox"/>	Jane	Monroe	14/12/2013	
	Janet	Hill		

Selected Order Info

Invoice Missing in StudioCloud

Order Date: 15/12/2013

Items Ordered: 2

Payments: 1 (1 new)

Last Exported: 14/12/2013 (7:48 pm)

Last Updated: 15/12/2013 (8:15 am)

Select Payments to Export:

- New Payments only
- All Payments
- No Payments

Cancel Export

Select which payments to re-export

If you record all your payments in ProSelect after [first importing any StudioCloud invoices](#) related to the job, those new payment details will be exported to StudioCloud when you either [Export the Order](#) or Update the Order.

However, if you instead add the invoice manually against an imported or exported invoice in StudioCloud, both system will no longer match.

To correct this you can use the *Update from SC* button in the Add/Change Payments window.

This will download all payments related the the current invoice then check them against existing payments in ProSelect. If they have the same payment the ProSelect payment will be updated to match the one in StudioCloud. Any new payments will be added and any missing ones will be removed from ProSelect.

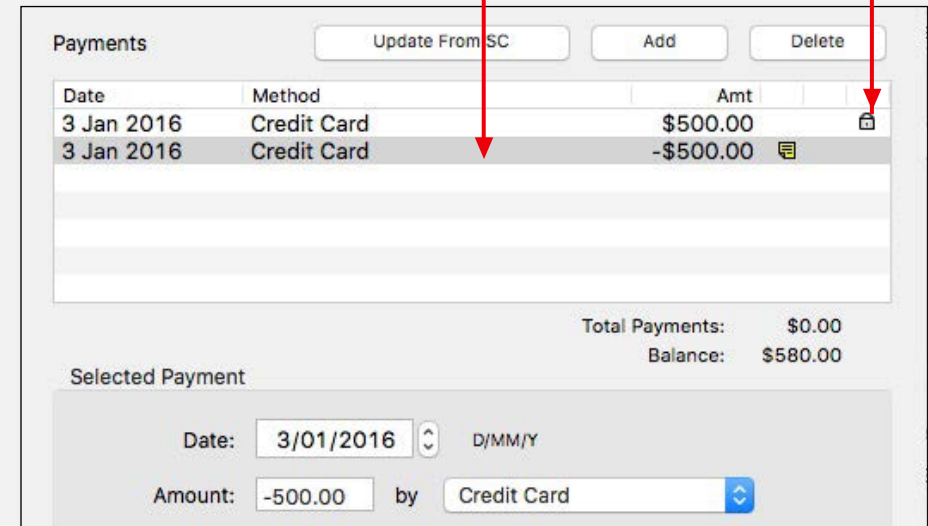
## About Exported Payments

When StudioCloud integration is turned on, ProSelect will lock any payments that have already been exported to StudioCloud. This is to prevent the two systems from getting out of sync. Locked payments have a lock icon next to them and can't be changed.

Normally, if you need to make a change to a payment that has been exported to StudioCloud, then the best way is to add another payment with a correcting amount. For example if you wish to record a refund, add another entry with the same negative amount.

However you can bypass this locking by clicking on a locked payment while holding the *Alt/Option* key down. This will allow you to delete a locked payment.

Second payment to cancel first      Exported First Payment is locked



The screenshot shows the 'Payments' window in ProSelect. At the top, there are buttons for 'Update From SC', 'Add', and 'Delete'. Below is a table with columns for Date, Method, and Amt. The first row shows a payment of \$500.00 on 3 Jan 2016 via Credit Card, with a lock icon in the right margin. The second row shows a payment of -\$500.00 on 3 Jan 2016 via Credit Card, with a minus sign icon. Below the table, it shows 'Total Payments: \$0.00' and 'Balance: \$580.00'. At the bottom, the 'Selected Payment' section shows 'Date: 3/01/2016' and 'Amount: -500.00 by Credit Card'.

Date	Method	Amt	
3 Jan 2016	Credit Card	\$500.00	🔒
3 Jan 2016	Credit Card	-\$500.00	⊖

Total Payments: \$0.00  
Balance: \$580.00

Selected Payment  
Date: 3/01/2016 D/MM/Y  
Amount: -500.00 by Credit Card

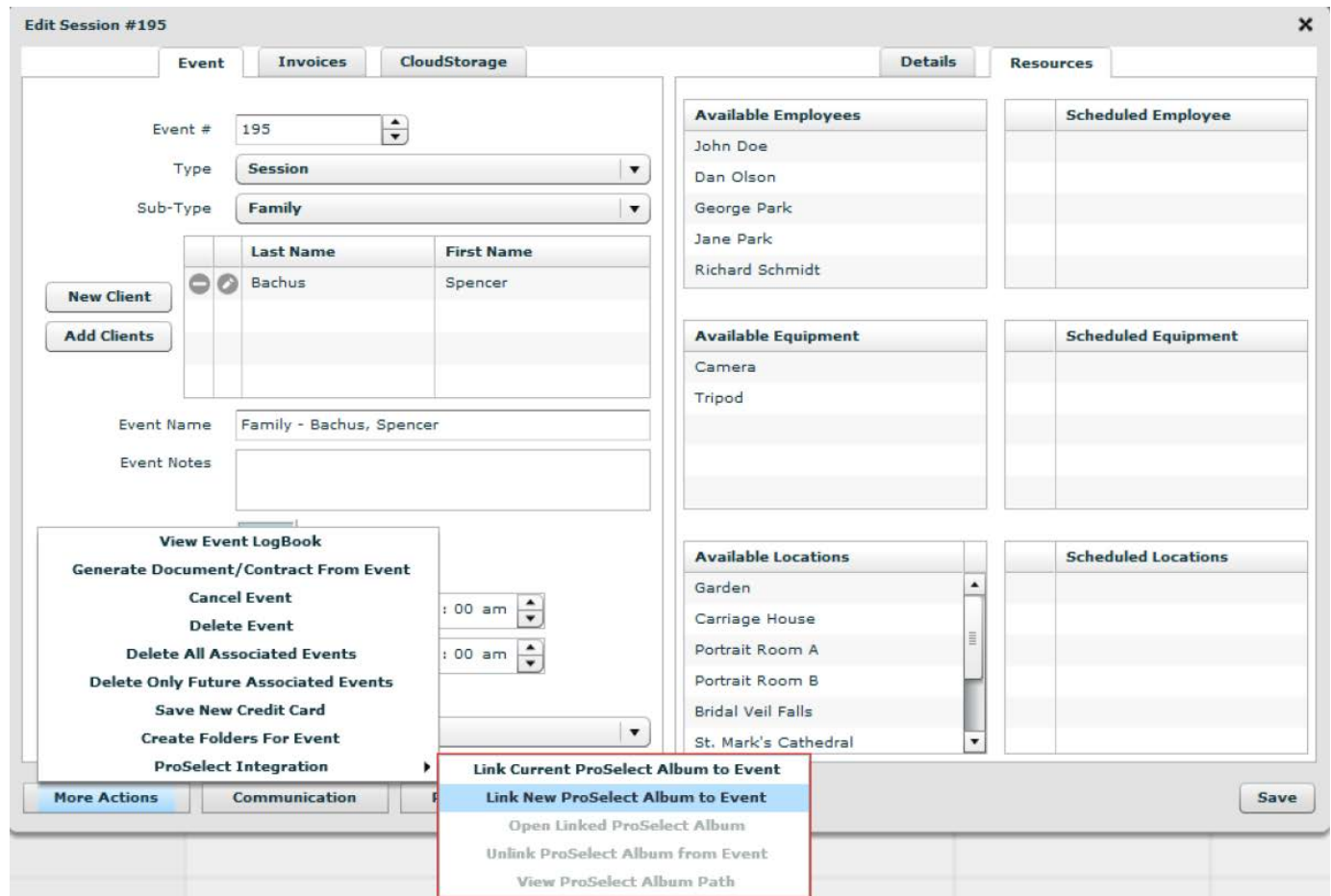


Apart from the integration options available from within ProSelect, you can also initiate several operations from within StudioCloud. These include:

- Link your currently open ProSelect album to the selected event
- Create a new ProSelect album linked to the selected event
- Open a linked ProSelect album
- Unlink a ProSelect album from the selected event
- View the location on your computer of the linked ProSelect album

## Accessing ProSelect Actions

1. Open and login to StudioCloud
2. Find and edit the event you want to edit. This can be done through the calendar component, client history, or many other places throughout the program. All of these different locations use the same edit event window.
3. On the bottom left of the edit event window is a button labeled "More Actions"
4. Click the button and select the ProSelect Integration option that you wish to use.



## Connecting to ProSelect from StudioCloud

StudioCloud sends commands to ProSelect using ProSelect's *remote commands* facility. For these commands to work, ProSelect must be already running showing only its main window.

Having any other windows or dialog boxes open in ProSelect will tell StudioCloud that ProSelect is *currently busy* and the operation cannot proceed.



All items that have been ordered are, by default, *locked* to prevent them from being accidentally changed after the order has been recorded.

## Creating and Showing Variations of Ordered Items

If you wish to show the same item in a different configuration from how it has been ordered then you should duplicate the item using the *Duplicate Tool* in the right-hand tool bar.

This will make an exact copy of the image or layout that you are duplicating leaving the original item the same as it has been ordered with the second copy ready to be modified.

## Fine Tuning Ordered (Locked) items

If you need to make some adjusts to items that have already been ordered you can *Unlock* the ordered items by unchecking *Lock Ordered Items* in the Edit Menu.

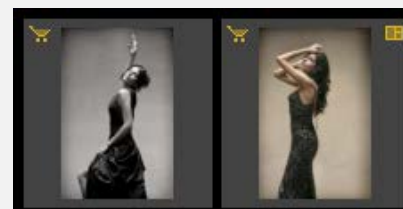
After making these changes, you should *re-lock* ordered items to prevent accidental changes. *Lock Ordered Items* is automatically turned on when you load another album.

## Which Items are locked?

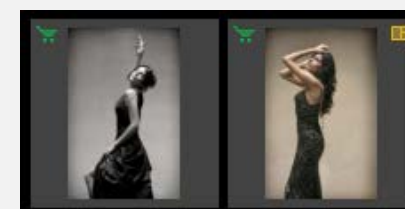
If you have Show Thumbnail Tags turned on (View menu) then all ordered items will show a yellow shopping cart icon on the top left corner of their thumbnail images.

In addition the same icon will be shown on the top left corner of all ordered images and layouts in Cropping view.

After unlocking ordered items the shopping cart icon will turn green.

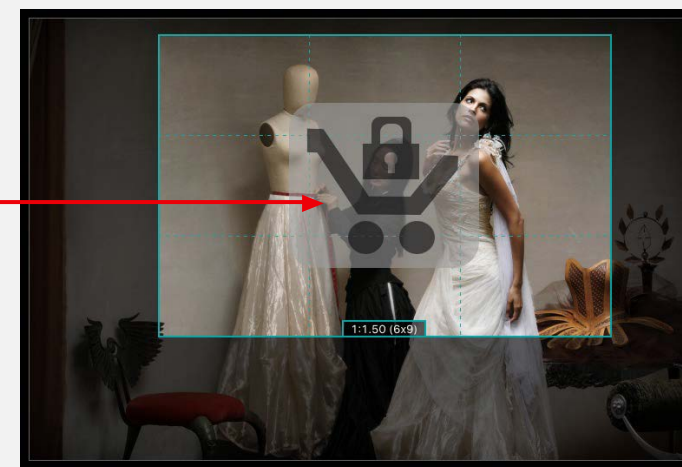


✓ Lock Ordered Items



Lock Ordered Items

Ordered item is locked for crop changes



Cropping View

When you Save an Album, any orders are also saved within the Album file so order information can be obtained from the Album at a later date.

## Using High-Res Production

By far the easiest way to handle orders is to pass your saved ProSelect album file to your production person (yes, we know that may be you!) and use ProSelect Pro's High-Res Production system and Photoshop to automatically produce the final images ready for printing for sending to your lab.

Because you have recorded which items the customer wishes to purchase, how they are arranged or cropped and what special effects are required, ProSelect already has all of the information that it needs to automatically produce final images **exactly** as ordered.

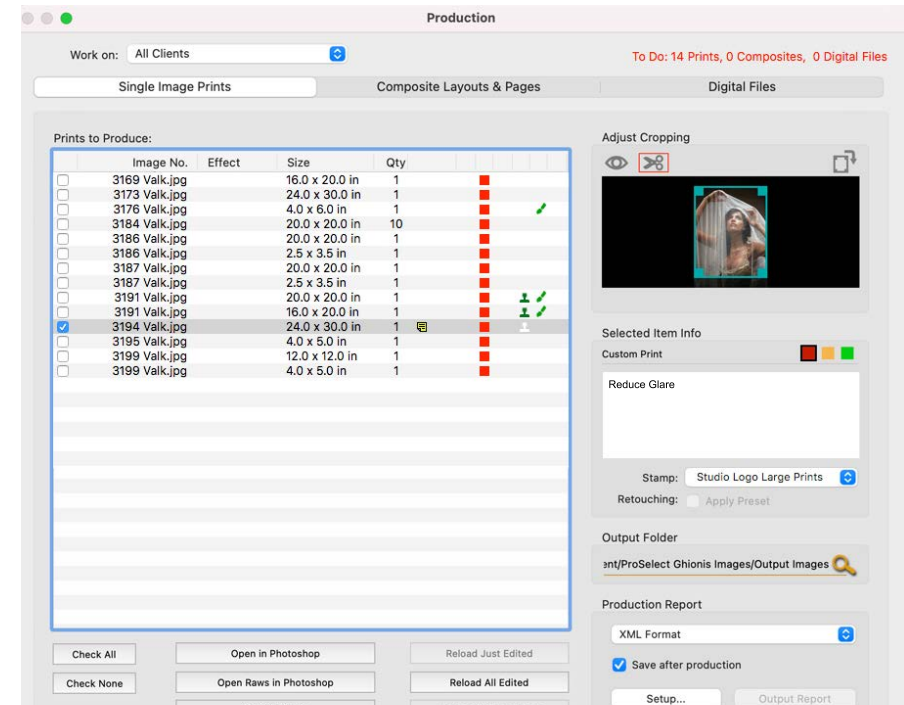
To find out more about using this time-saving feature see the [High-Res Production section](#) in this manual.

## Using an External Retoucher

If your external retoucher has a copy of ProSelect Pro you can simply send them your album file together with the originals of any ordered images (see next page for how to get a folder of ordered original images). They can use the High-Res Production to speed up the production and send you the automatically created images for printing.

Alternatively, you can use [Copy Ordered Images to...](#) to gather the original images that need retouching then send these to your retoucher. When you have received the retouched images back, just drop them into the same folder as your original images and run production yourself. This can happen automatically while you do other tasks.

**IMPORTANT:** Make sure that your retoucher does NOT make any cropping changes to the original images otherwise the crop setting that you selected in ProSelect will not come out on the final images.



ProSelect's High-Res Production window

## Upgrading to ProSelect Pro

ProSelect's High-Res Production system is built into all versions of ProSelect but only fully activated in the Pro version.

If you do not have *ProSelect Pro* you can still use it in trial mode to generate your final High-Res images however they will be watermarked with "Production Trial".

You can change up to ProSelect Pro through [ProStudioSoftware.com](http://ProStudioSoftware.com) online store and receive an updated Registration key which will immediately unlock the Pro features in the software for you.



## Printing a Report

You can use the same [Order Report](#) system to produce an order for your production people. In this case, you would probably want the report to include any image notes, order notes and client notes. To do this, select *Print Order Report* (File Menu) tick the boxes to include the notes and print the report.

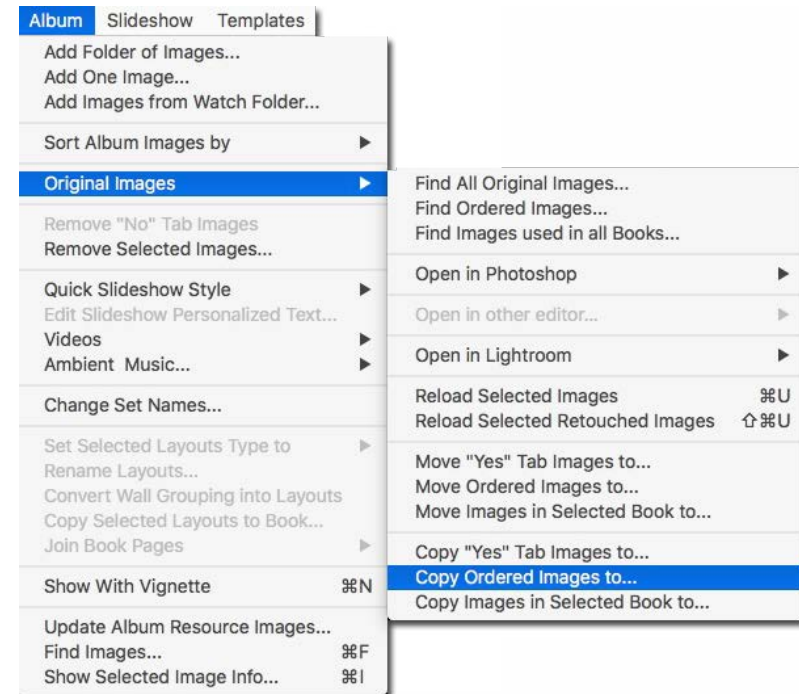
Each item in the order also includes a notation if any effects or custom effects need to be applied to the final image being ordered.

Alternatively you can create a [Production Package](#) which automatically bundles everything you need to send to an external retoucher together for you.

## Locating the Original Files

If you open the Album file on the same computer on which the Album was first created, then the Album will know the location of the original files.

You can move or copy all the original images that were ordered into another folder that you specify using *Original Images... Move Ordered Images to...* (Album Menu) or *Original Images... Copy Ordered Images to...* (Album Menu).



## Options when Finding Original Images

Holding the *Shift* key down when selecting the command from the menu, will force all images to be set to *Not Found* status. You can then set a new location for all the images.

This can be used if you have made a copy of your images elsewhere and now want ProSelect to link to the other copies. Remember, you can use [Show Selected Image Info](#) (Album menu) to see the linked location of an image.

- If you are using the album on a machine other than the one on which the album was originally loaded (and you are using a [fixed path location type](#)) or the original images have been moved, these commands will not work unless you use the [Find Original Images](#) or *Find Ordered & Book Original Images* command (Original Images, Album menu) to locate the original files.
- If you have *Link/Bypass Raw files* set in the [Preferences](#), then any associated Raw files will be moved or copied as well.
- \* After **Moving** Original Images, the album will remember the NEW location of the moved images. If you **Copy** Original Images, the links are not changed.



## About External Resources

ProSelect can use external images for both presentation and High-Res Production. These are saved in a special folder on your computer called the *ProSelect Resources Folder*.

These images are used for [Mat Backgrounds](#), [Room Views](#), [Template Overlays](#), [Slideshow style backgrounds](#), [Slideshow title slides](#), [copyright stamps](#) and [Report headers](#).

## Default Location

When you first run ProSelect, it automatically creates your *ProSelect Resources* folder in a default location on your computer. See the [Backing up your ProSelect Setup Data](#) section for where this is located on your computer.

## About the Subfolders

The following subfolders are setup inside the ProSelect Resources folder:

Subfolder name	File types allowed	Files accessed through
Frames	jpg	<a href="#">Manage Frames</a>
Mat Backgrounds	jpg, tif, png, psd	<a href="#">Mat Designs</a>
Room Views	jpg	<a href="#">Setup Rooms</a>
Slideshow Images	jpg	<a href="#">Setup Slideshow Styles</a>
Template Overlays	png psd (for production) jpg (for shapes)	<a href="#">Edit Templates</a> During High-Res Production
Corporate Logos	jpg, tiff, png	<a href="#">Setup Report Logos</a>
Music	mp3, aiff, midi, m4a, mp4	<a href="#">Setup Music</a>
Video	mg4 and others	<a href="#">Setup Videos (Library)</a>

## Low-Res Cache files

While the above folders are used to store high resolution versions of the files, when one of these images is selected for use, ProSelect will create a low-res copy (and any associated thumbnails) and store these in a folder called *ProSelect Low Res Resources*.

See [Backing up your ProSelect Setup Data](#) section for where this folder is located on your computer.

## Keeping in Sync

If you update any of your External Resource files from outside of ProSelect then you need to tell ProSelect to update Low-Res Cache files by selecting *ProSelect Resources Folder: Check for Updated files* (Resources menu).

You can also use *ProSelect Resources Folder: Re-build Low-Res Cache* (Resources menu) to update all images in the cache from the original images - this may take quite some time!

## Sharing between computers

If you are using ProSelect on multiple computers on a network then you can either copy your *ProSelect Resources* folder between computers. For more information see the [Sharing Data between Computers](#) section.

## Resources saved in the album file

If you have used any of these images while designing your album file (e.g. a template with an Overlay Image) then, when you save the album file, ProSelect will automatically copy the low res version of the image into the album file. This allows you to move the album file to any other computer and still be able to display any resources used in the album even if the resource image is no longer accessible.

If you have updated the original image in the Resources, then you should select *Update Album Resource Images...* (*Album Menu*) to get ProSelect to also update any copies stored in the Album file.

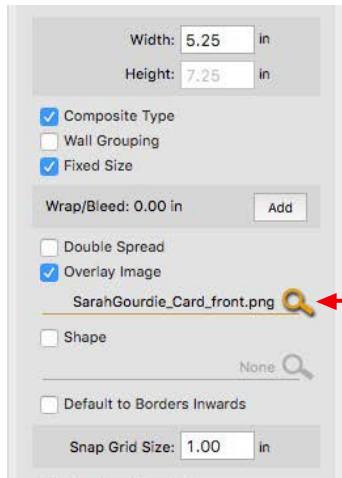


## Selecting Resources

Whenever you need to select an External Resource image within ProSelect, you will be presented with the window shown on the right.

For example if you click the *Overlay Image* button in the [Template Editor](#) (shown below), this window will appear to allow you to select the image that you wish to use.

The currently available images appropriate for what you are doing will be listed. Click on an image name to preview it then the *Select* button to choose it.



Click to select or change an overlay image on a template

- You can click a header column to sort the list of images by those used (1st column), filename or associated .psd file. This makes it easy to see which images are not used or need to be updated from the .psd file (see next page).
- If you have made any change to the resources folder outside of ProSelect while this window is open, you can use the *Refresh* button to reload all the items.

The Image Resource Folder dialog box is shown with the following annotations:

- Checked items are already used**: Points to the green checkmarks in the first column of the file list.
- Subfolder name**: Points to the 'Template Overlays' header.
- Resource location**: Points to the 'Location: Mac HD:Users:peterhowlett:Library:Application Support:ProSelect Resources:' text.
- List of file types that can be added**: Points to the 'Supported Image Types: png, psd images only (8 bit RGB)' text.
- Click to add an image**: Points to the plus icon in the right-hand toolbar.
- Open Image in Editor**: Points to the magnifying glass icon in the right-hand toolbar.
- Update PNG from PSD**: Points to the refresh icon in the right-hand toolbar.
- Delete from folder**: Points to the trash can icon in the right-hand toolbar.
- Search/Add from PLUS Graphics Library**: Points to the circular icon with a plus sign in the right-hand toolbar.
- Show the names of which items this image is used with**: Points to the 'Used in: Nested soft edge' text.
- Options when adding images**: Points to the 'When Adding Resource Images: Copy .psd file to Resources' checkbox.
- Images with a matching .psd file in the same folder (see next page for color coding)**: Points to the 'PSD' icon next to 'Katherine10x10-11.png'.
- Images (of allowed type) in the current Resources Subfolder**: Points to the list of files.
- Refresh the list (after making changes outside of ProSelect). Click with Alt/Option key to update with all PSD icons marked as "out-of-date" (see this page).**: Points to the refresh icon at the bottom left of the dialog.

# Searching for Graphics

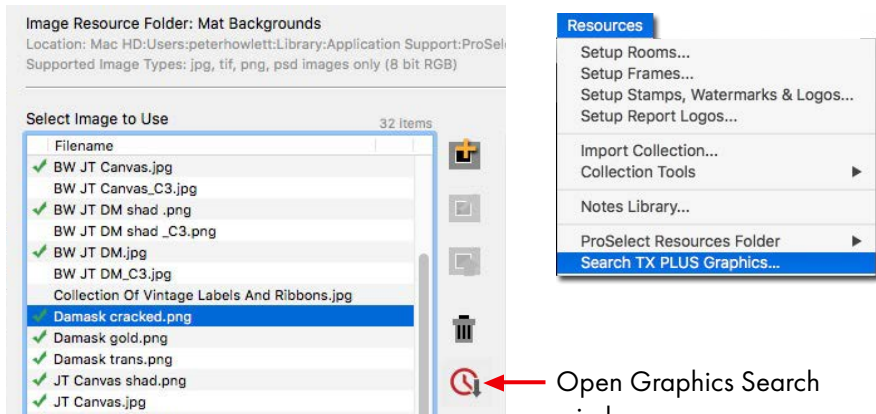
The PLUS graphics library contains over 200,000 high resolution royalty free you can search for, preview, download and use.

You can use these to build unique products (subject to the Terms & Conditions in your ProSelect license agreement). Use these for matt backgrounds, graphics block and overlay images (some editing may be required). These elements are free to download for all PLUS program members.

## Searching

To open the search window, click the *PLUS* download button in any Select External Resources window or using *Search PLUS Graphics...* (Resources menu).

You can search by Keyword, Type, Orientation, Category and Included Color and

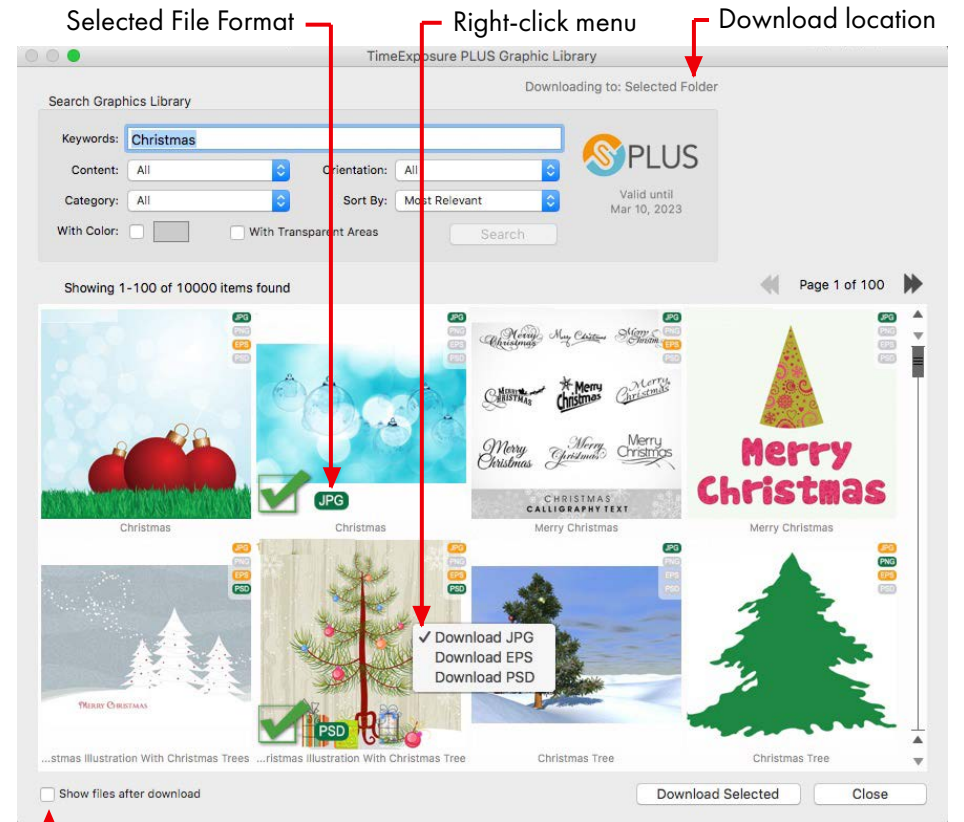


Open Graphics Search window

whether the image has Transparent Areas (e.g. PNG, EPS or PSD files).

## Downloading

Click on the preview images to select which one you wish to download then use the *Download Selected* button to download these files directly into your Resources folder or, if you have opened this window using the *Search PLUS Graphics...*, a selected destination folder.



Selected File Format Right-click menu Download location

Check this to open the destination folder (only available when the destination is the *Selected Folder*)

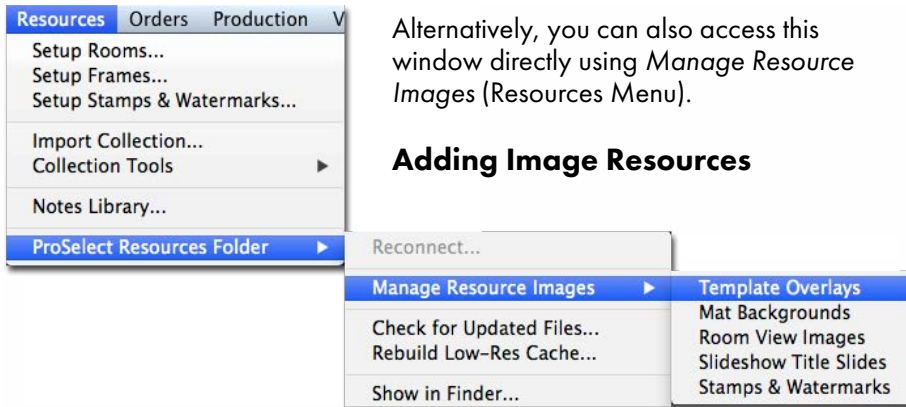
Drag corner to expand this window

## Selecting a Graphics File Format

The available file formats (JPG, PNG, EPS or PSD) for each image are shown in yellow on the right side. The selected format is shown in green. Click on a yellow icon or use the right-click menu to change the selected download format for each image.



You can manage your External Resources from within ProSelect using the *Select Resource Image* window (see previous page) when selecting a resource image to use.



To add an image:

- (a) Use the *Add Image* button and select an image, or
- (b) Drag one or more images into the image list.

By default when being added, any .jpg, .png or .tif files will be converted (if required) using ProSelect's internal methods when being added unless you have checked *When Adding Resource Images: Always use Photoshop*.

## Adding and using PSD files

Any Photoshop files (.psd) will *always* be converted using Photoshop so you need to have Photoshop available on your computer in order to add these type of image files.

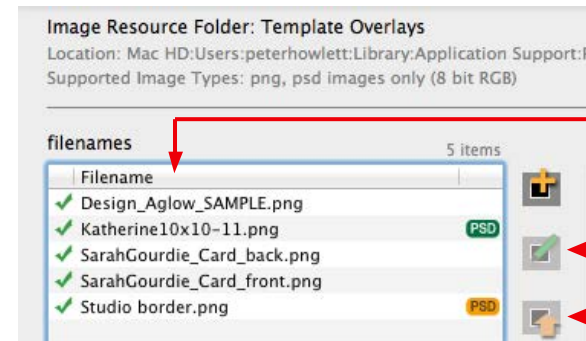
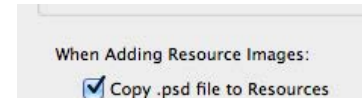
While ProSelect doesn't directly use any imported .psd files for your presentations, High-Res Production will use these if they are present in the Resources folder AND you have selected this in [Preferences \(High-Res Production: Settings: Output file: Use PSD file for overlay images\)](#).

This is optional if you want to copy over the original layers from the .psd file into your final High-Res file and required if you are using the [text substitution feature](#) in ProSelect.

In which case, you should make sure that you have selected the *Copy .psd to Resources* checkbox when adding your .psd file.

Images that have an associated .psd file in the same resource folder will show a *PSD* icon next to them:

- A **green** icon means that the .png file is up to date.
- An **orange** icon means that the .psd file is newer than the .png. This will happen if you use the *Edit PSD in Photoshop* button to make changes to your .psd file. See



Click on a header column to sort the list by Used, Filename or PSD icon.

Open Image in Editor

Update PNG from PSD

next page.



## Updating .JPG or .PNG Image Resources

If you have just added a .jpg or .png resource image then you can update the image in your resources folder by:

- (a) Dragging the new version of the image into the list of images.
- (b) Use the *Add Image* button and select an image
- (c) Directly replace the image in the ProSelect Resources folder.

In the first two cases, ProSelect will prompt that the images already exists so that you know that you are replacing it.

## Updating .PSD Image Resources

If you have just added a .psd resource image then need to update both the .psd file and the associated .png file.

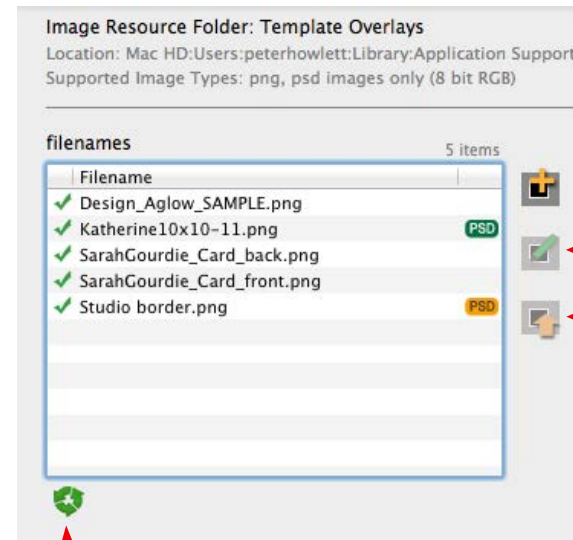
The best way to update any .psd files is to make the changes to the .psd file that is already in your ProSelect Resources folder by using the *Open Image in Editor* (or another selected editor) Tool button.

After making your changes and saving the .psd file, you should use the Refresh button at the bottom list. This will show your PSD icon in **orange** indicating that the .psd file is **newer** than its associated .png file.

Then select that image and use the *Update PNG from PSD* tool to update the PNG file. This will tell Photoshop to update the .png file from the .psd file.

### Finding Images on Disk

*Alt/Option* clicking on the *Open Image in Editor* button will show the image in a Finder window (Macs) or Explorer window (Windows). The folder shown will be a subfolder in your ProSelect Resources folder.



Open Image in Editor

Update PNG from PSD

Refresh the list. Click with *Alt/Option* key to update with all PSD icons marked as "out-of-date".

## Deleting Image Resources

You can delete images from your External Resources Folder from within ProSelect by selecting one or more images and clicking on the trash icon.

Before deleting any image make sure that they aren't being used, otherwise ProSelect will not be able to show the image when required. Used images have a green check mark next to them in the list. You can click on an image to see the name of the item using that image next to *Used in:* in the Preview image.

### Forcing an update

If you click the Refresh tool while holding down the *Alt/Option* key, all PSD icons marked as "out-of-date" (shown in orange) allowing you to select them one at a time and update the associated .png file.





As explained in [About Templates & Layouts](#), templates are an important part of ProSelect as they can be used to design a wide range of products which you can add your images to and sell.

ProSelect includes a powerful [Template Editor](#) which you can use to create your own templates or copy and modify any others that you have. You can even do this [quickly during the sales session](#) if you need to.

To create or edit templates, choose *Edit Templates...* (Templates Menu) and the Template Editor window will open. Alternatively, you can select or add a template in the [Template Manager](#) then open it in the Template Editor from there.

## Editing an Existing Template

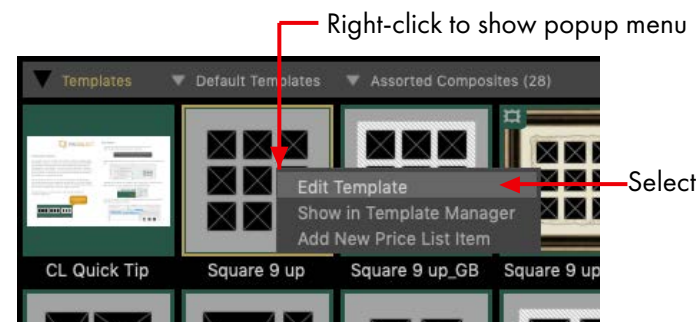
You can open a template in the Template Editor window by:

- Right-clicking on a template in the resources (in *Thumbnail view* in [Working with Layouts](#) and [Working with Books](#)) and selecting *Edit Template* from the popup menu.
- Right-clicking on a layout or book page (also in *Thumbnail view* in [Working with Layouts](#) and [Working with Books](#)) and selecting *Find Template & Edit* from the popup menu.
- Selecting a template in the [Template Manager](#) and clicking the *Edit Template* button.
- Opening the Template Editor using *Edit Templates* (Templates menu) then selecting a template from the [left-side list](#).

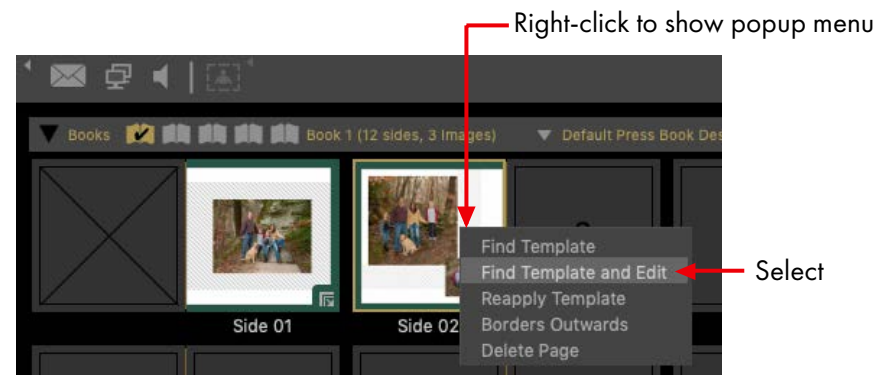
## Creating a New Template

While you can use the *Add a New Template* button in the [Template Editor](#), often it is easier to simply copy a similar looking one and then make changes to the copy.

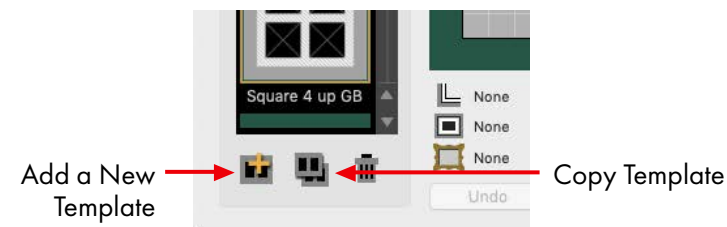
To do this, first select the template that you wish to copy in the list then use the *Copy* button in either the [Template Editor](#) or the [Template Manager](#). The copy will then be automatically selected ready to change.



Working with Layout or Books  
(Resources area)



Working with Layout or Books



Template Editor



# Template Editor Layout

The *Template Editor* window has three sections:

## 1. Template Selection List

This left-side scrolling list shows all templates in the current category and group selected in the popup menu.

You can click on a template to edit it or use the buttons at the bottom to add a new template, copy the currently selected one or delete a template.

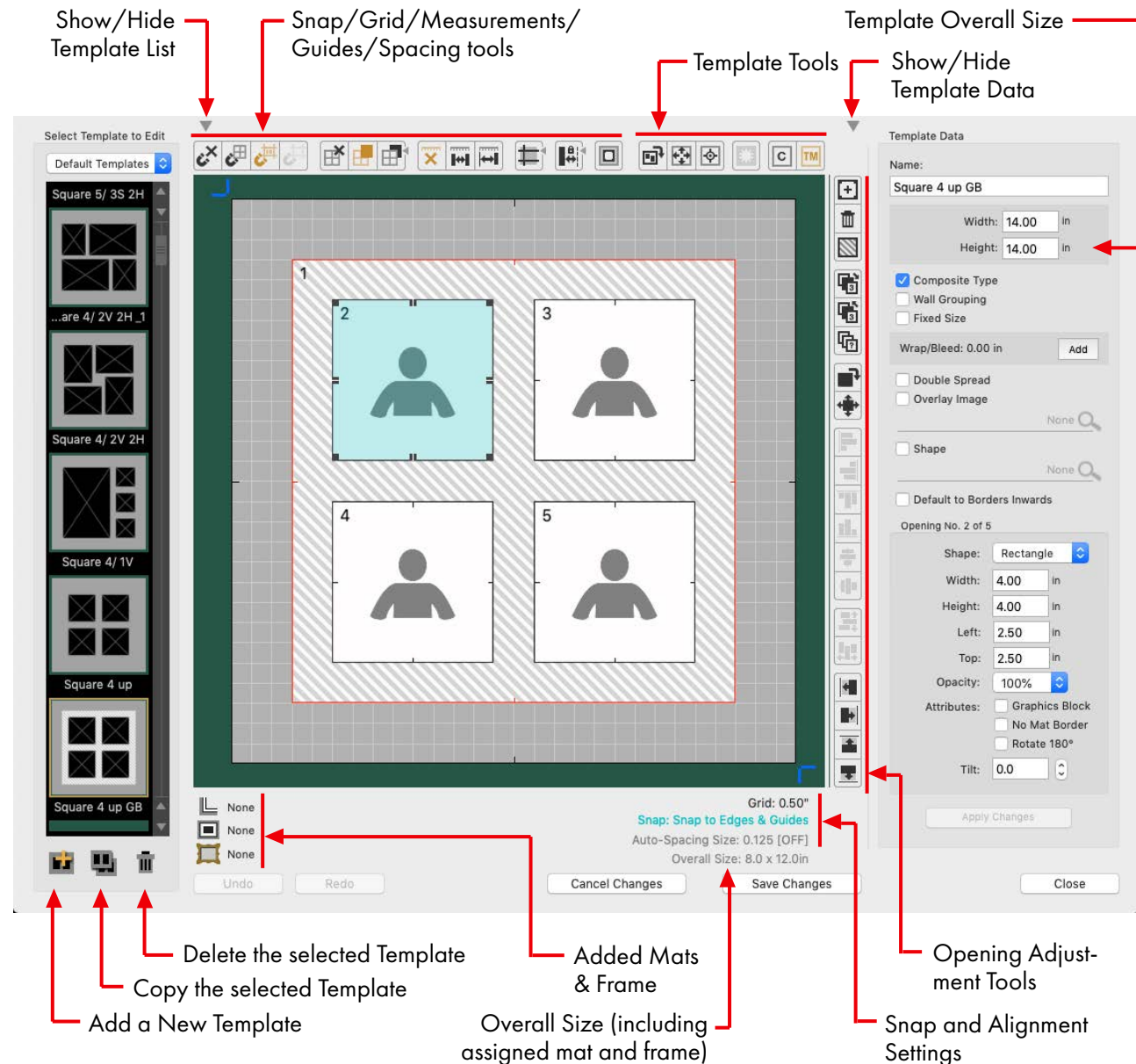
## 2. Template Editing Area

This is the working area in the Template Editor where you add, move & re-size the openings in your template by clicking and dragging or using the tool buttons along the top and right sides.

You can use the *Show/Hide* buttons at the top left and right to hide the side panels and give you more working space in this area

## 3. Template Data Area

This right-hand side area is used to set the overall size of your template, various template attributes and to display or change the size, position, shape, opacity, tilt of the currently selected openings.



- You can select one or more templates and delete them in the [Template Manager](#).
- You can [add mats and a frame](#) to a template to create a ready-made product.



## What's in a Template?

Each template consists of one or more “openings” which can be used to place your images into or as graphics elements (see About Graphics Blocks) and some surrounding space to balance the design.

You can also use templates to create [wall groupings](#), complex layouts with [overlay images](#) from Photoshop files, different overall shapes using [shape masks](#), add [wrap or bleed](#) space and setup your opening with different [shapes](#), [angles](#) and transparencies.

When designing a template, you can also setup specific [grid sizes](#), [guide positions](#) and [auto-spacing](#) settings which are saved with each template and used again if you re-edit a template.

## Templates Types

An important attribute of a Template is whether it is a [Traditional Matted](#) (default) or [Composite](#) type. This controls:

1. If a template is **not** set to be a [fixed size](#) template, [how it will be sized](#) when used as a scalable layout.
2. How it will be produced in [High-Res Production](#). Composite templates are produced as one large file with all the images, whereas images in Traditional Matted templates are produced as individual image files.

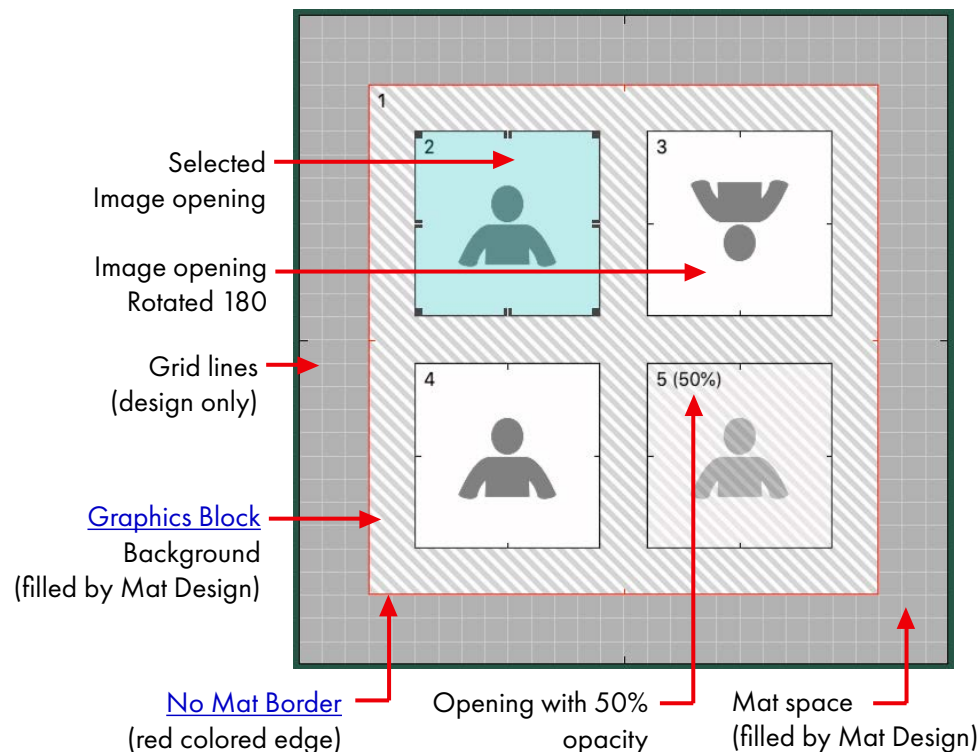
You can change the type in the Template Editor or the [Template Manager](#) or even [switch types on the fly](#) when they have been used to create a layout or book page.

### Saving changes

After making any changes, click the [Save Changes](#) button to confirm those changes. Normally, any changes made in the Editor are saved to your [ProSelect Data file](#) when you close the Editor window.

However, if you hold the Shift key down while clicking [Save Changes](#), your changes will be immediately written to the ProSelect Data file.

Composite Template Example



## About Graphic Blocks



Graphics blocks allow you to add design features to your templates. They can be filled with a color or background image specified in any [Inner Mat](#) that you apply, allowing you to quickly change the appearance of the layout.

When you [change an image opening to a graphics block](#), the opening is then shown as diagonal stripes. You can't drop an image into a graphics block unless it is part of an applied [Inner Mat](#).

## Template Sizing

While you can design a template to a specific size, unless you have set the template to be a [fixed size](#), the template will always be [scalable](#). That is, it does not matter what size you make them as long as the proportions are correct.

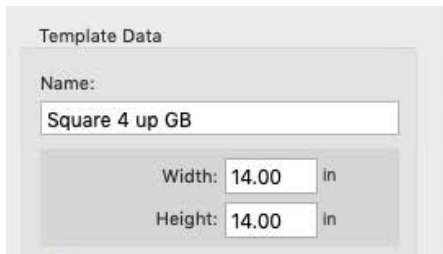
When editing a non-fixed sized template, even though you are really only determining the proportions of the layout, it is usually easier to have some specific sizes in mind such as a rough overall size and the sizes of the openings and spacing between openings.

## Setting the Template's Size

To set the overall size of the template, enter the *Width* and *Height* values in the top Template data boxes and click the *Apply Changes* button at the bottom right.

Any changes that you make to a template are not saved until you click the *Save Changes* button.

Since you can adjust the templates overall size at any time, if you are designing from the *inside-out* then set a comfortable starting size.



You can add or remove any extra space around the edges of your final design using the Adjust Surround tool.

## Undo & Redo

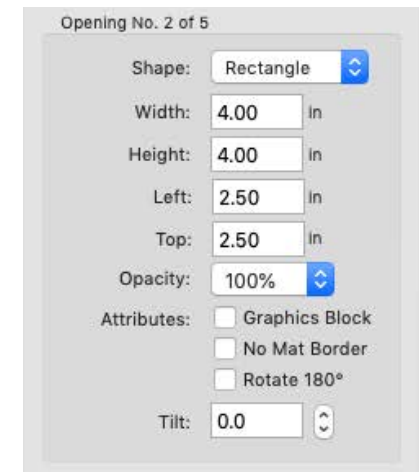
The template editor supports multiple levels of undo (and redo) using the buttons at the bottom or the standard *Cmd/Ctrl-Z* (undo) and *Shift-Cmd/Ctrl-Z* (redo) keyboard shortcuts.

## Making Changes to an Opening

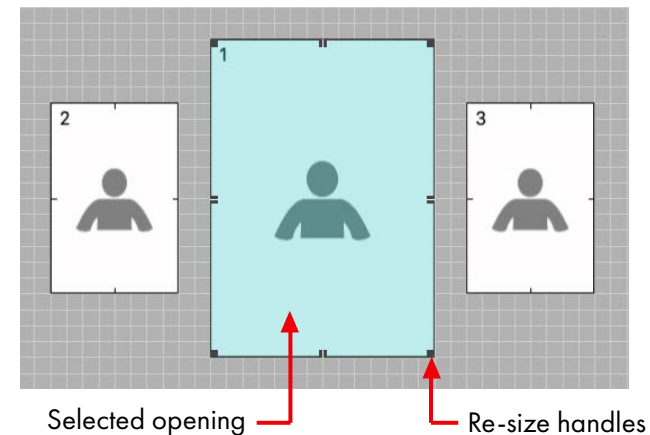
You can select an opening by clicking on it or dragging a marquee across it. Selected openings show in a cyan color.

With one opening selected, you can view and change the size, position and other attributes in the right-hand data area. All positions are shown as distances from top-left corner of the template. Click *Apply Changes* after making any numerical changes.

You can also adjust the position by dragging the opening or re-sizing it using the *re-size handles* in each corner or mid-way along each side.



The [Snapping](#) and [Alignment tools](#) can be used to help you keep everything exactly aligned.



## Selecting Multiple Openings

You can also select multiple opening by dragging a marquee across them or using *Cmd-click* (on Macs) or *Ctrl-click* (on Windows) to add or remove items from the current selection.

A group of selected openings can be dragged or re-sized the same way as a single opening except as noted below.

## Shift Dragging

Holding the *Shift* key down while dragging one or more openings will cause them to only move horizontally or vertically from their current position (whichever is closest to the mouse pointer).

Holding the *Shift* key down while dragging a re-size handle, will force the opening to maintain the current aspect ratio (it's width-height ratio).

## Drag Re-sizing Multiple Openings

By default, when you re-size a selection of multiple openings, the Editor will **attempt** to keep the spacing between the items the same while only scaling the size of the selected openings. This works best if all the selected items are in the same row or column or you have multiple rows/columns with the same number of items in each row/column.

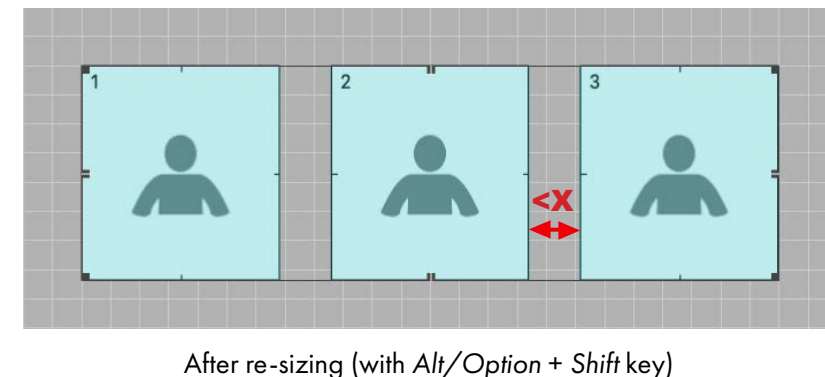
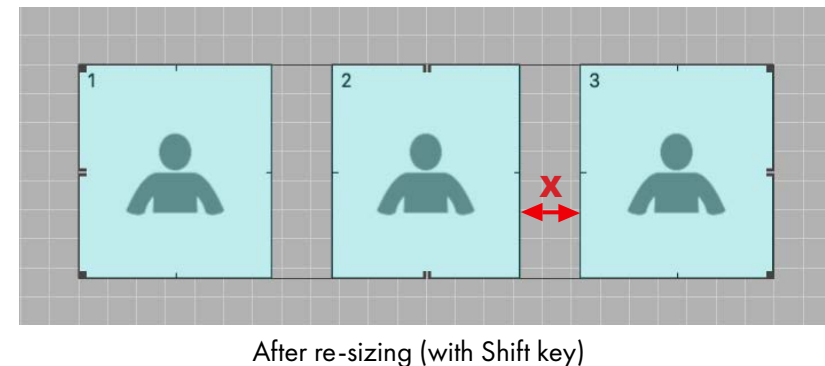
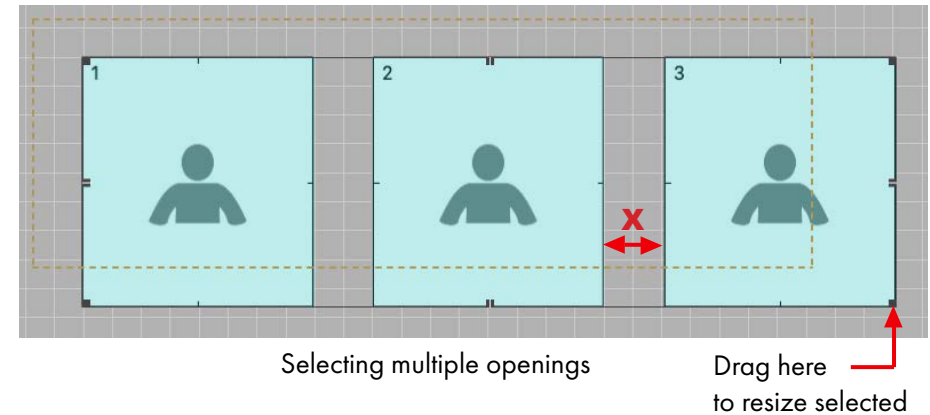
If you wish to re-size both the opening and the spacing proportionally then hold the *Alt/Option* key down while dragging on a corner.

Holding down the *Shift* key while dragging will keep the same aspect ratio.

## Moving with Keyboard

The keyboard arrow keys can be used to *nudge* the position of the selected openings. If you have [Auto-Spacing](#) turned on, each press will move the selected items by the set auto-spacing value.

Otherwise, each press will move by 1/8" (2mm, if metric units) or, with the *Shift* key down, by 1/2" (10mm).

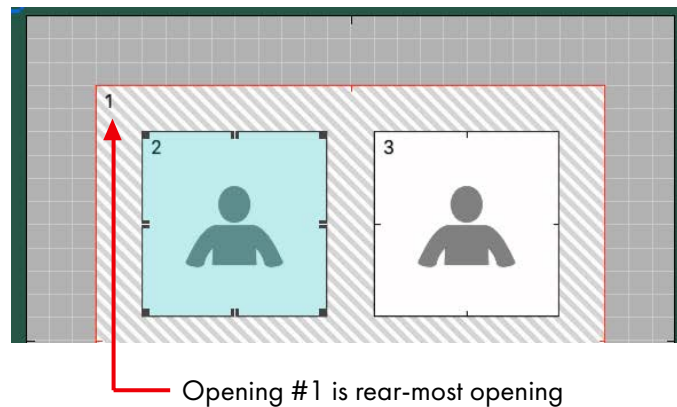


## Opening Order Numbering

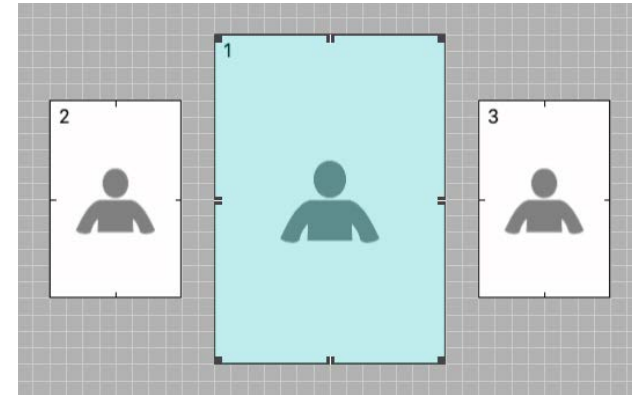
All openings have a numerical order which is displayed in the top-left corner when editing a template. The order of the opening affects:

1. When you have overlapping items, the higher numbers are drawn on top of lower number items. So openings for background images or graphics elements should start from #1.
2. When you have a Traditional Matted type, the main or largest image should be set to be the #1 opening as this is used when sizing a non-fixed size template.
3. When copying images from one template to another (such as when [swapping templates in a layout](#) or book page) images are copied from the same opening number order. It is good practice when designing Composite templates to keep a consistent numbering system such as starting with the low numbers in the top left side. See changing the order of openings in the Template tools section.

Shown below is part of composite template with a graphics block background element.



Shown below is an example of a Traditional Matted template with the main opening set to be #1.



## Changing the Order of Openings

You can use the following opening tools:



Click to bring the selected opening one place closer to the front.  
Click with *Alt/Opt* key to bring to the very front (highest #).



Click to send the selected opening one place closer to the back.  
Click with *Alt/Opt* key to send to the very back (#1)



Click to Re-Order All Openings in the Template starting with #1 in the top-right corner and increasing across and down.

### Re-Order All Openings Options

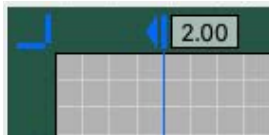
- Click with *Alt/Option* key to start with #1 in the bottom right.
- Click with *Shift* key down to make the largest opening the #1 and the remaining ones are numbered from top-left or bottom-right (with *Alt/Option* key as well).





You can add both vertical and horizontal guides to your templates. These can be relative to the left or right, top or bottom edges.

You add a guide by dragging from within the “blue angles” in the top-left or bottom-right corners. Click the *Show Guides* button to hide/show guides.



When mousing over a *guide handle* or dragging it, the distance to the relevant edge is shown next to the guide handle. The blue arrow shows the direction to the side from which the measurement is taken. In this example, the guide is 2” from the left side.

By default, guides are relative to the corner that they were dragged from, however, you can swap sides by *Alt/Option* clicking on the guide handle.

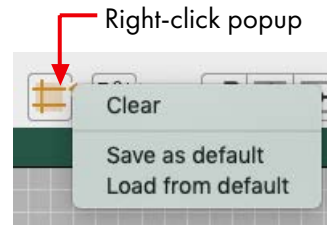
## Snapping to Guides

When shown, guides act as snap points (if you have snap set to *Snap to Edges/ Guides* or *Snap to Guides Only*) and the [Align](#) and [Extend](#) tools will use the nearest guides beyond the currently selected item(s) as an end point.

## Saving and Loading Guides

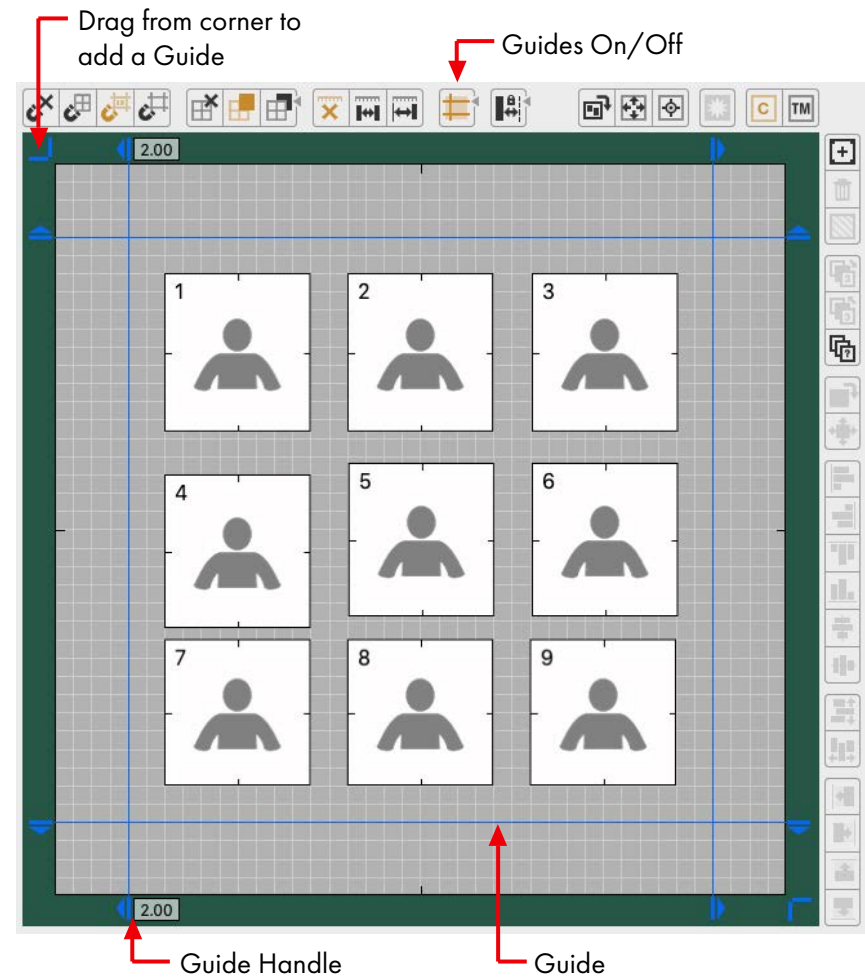
Guide positions are saved with each template.

A set of guides on a template can be saved as the “Default Set” using the right-click option on the *Show Guides* tool button. This set of guides will be automatically applied to any templates without any guides attached.



Once a set is saved, you can use *Load from default* option to change an existing set of template guides to the current default set. The default set of guides is saved in your Preferences file.

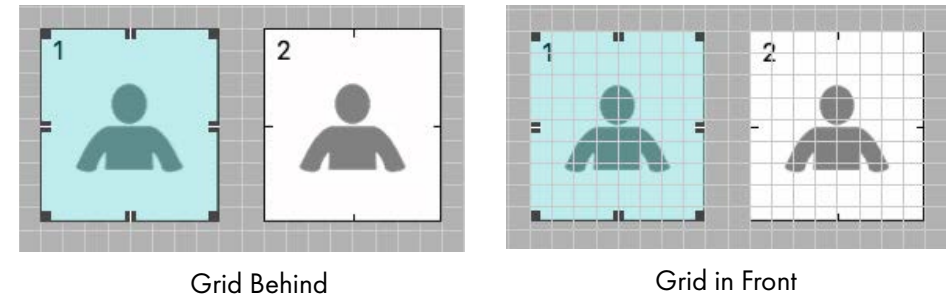
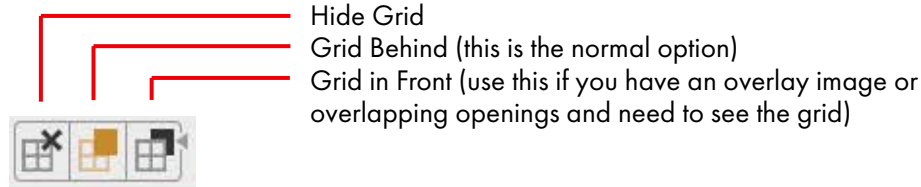
When dragging a guide, it will automatically move in 0.125” (1/8”) or 1 mm increments (depending on your *Working Units Preferences settings*). Pressing the *Ctrl* key while dragging a guide will allow free movement.



## Removing Guides

To remove a guide, use its handle to drag it back to the corner or right-click on *Guides On/Off* button and select *Clear* (to remove all guides)

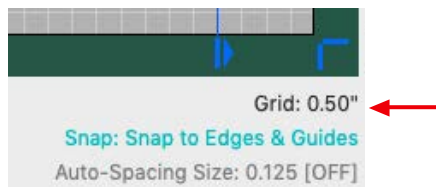
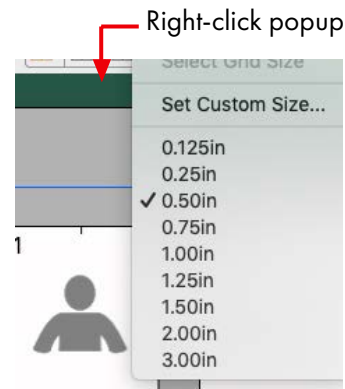
The grid is a series of lines at a set spacing that you can use to place your openings with even spacing within a template. The grid control buttons are located near the top left side of the Template Editing Area.



## Setting the Grid Spacing

Right-clicking on any of the grid buttons will open the *Select Grid Size* popup menu where you can select a Grid Size from a list of common sizes or use the *Set Custom Size* option to enter your own size.

You can see the current Grid Size (when you have the Grid shown) at the bottom right corner of the Template Editing Area. This selected grid size is saved with the template.

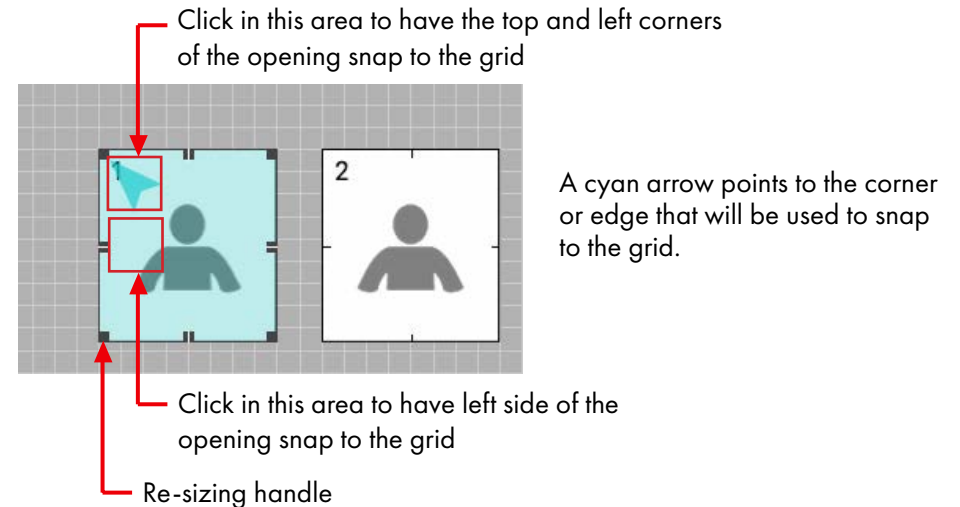


## Grid Display Lines

If you have a small Grid Size, then the displayed grid may be displayed as a multiple of your selected size. Your grid size might be set to say 0.25" but it will be drawn with a grid at 0.5" spacings. In this case, if you have [Snap to Grid](#) selected then it will still jump align to the 0.25" grid.

## Snapping to the Grid

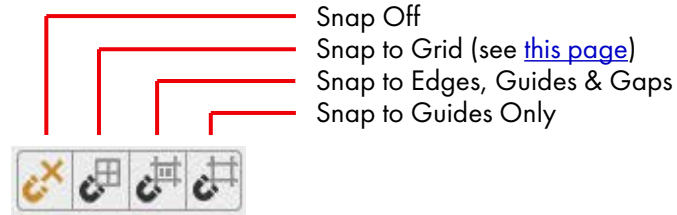
When you have set your snapping option to *Snap to Grid*, you can click and drag on the opening in its area **near** the corner or side that you wish to snap to the grid.



Clicking **on** a corner or edge *re-sizing handle* will snap that corner or edge to the grid while you are dragging the opening to a new size.

## Snapping

To help you keep everything aligned the Template Editor has four “snap” modes. These are selected by the snap buttons at the top left side of the Template Editing Area.

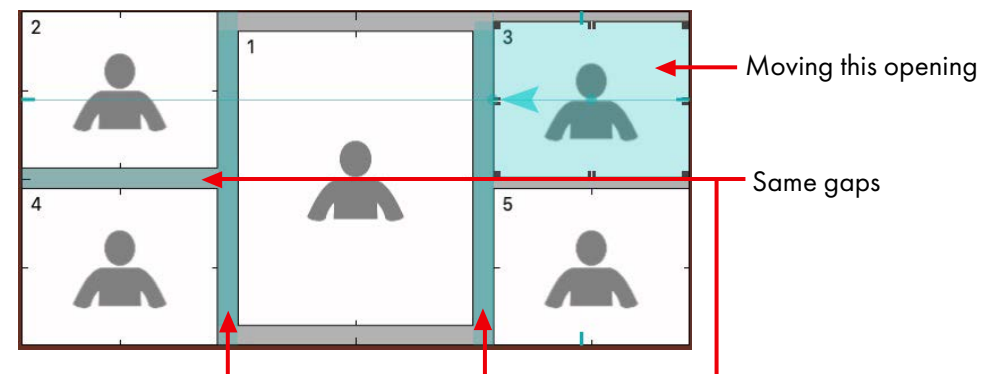
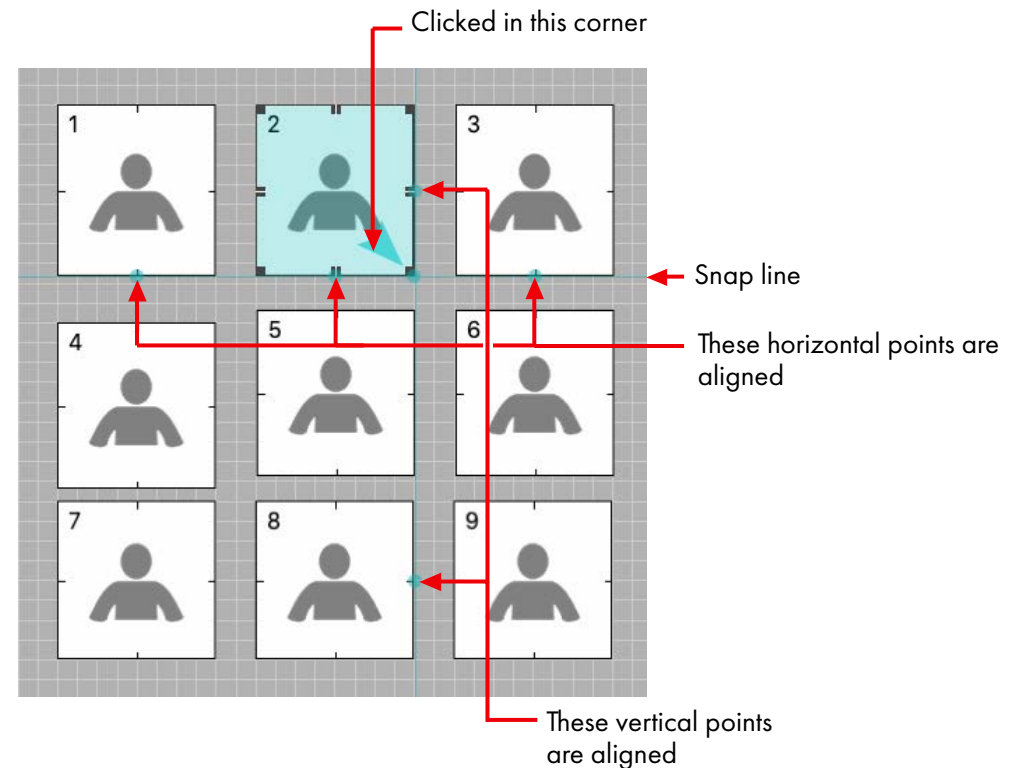


## Snap to Edges, Guides & Gaps

With *Snap to Edges, Guides & Gaps* selected the dragged edge, corner or opening aligns to the nearest edge, corner or opening of other openings, the template’s edges or guide.

As when [snapping to the grid](#), the mouse down position within the opening will determine which edge(s) of the opening are used to snap to surrounding items. A cyan arrow will point to the edge or corner that will be used for the snap alignment and snap lines and snap points will appear once a snap point has been reached.

If you have more than two opening then when moving openings, it will also snap to match the same vertical or horizontal spacing (the “gap”) between other openings. Matching gaps are shown in cyan while the mouse is down.



- If Template Editing Area has focus (you have recently clicked in this space), then you can use the “S” key to swap between snap modes.
- You can temporarily turn snapping off by holding the *Control* key down while dragging.
- If an opening is tilted, the outer *bounding box* is used as the snapping edge.



The Auto-Spacing feature lets you lock to a specific space between openings or graphics blocks.

With Auto-Space enabled and [Snap to Edges & Guides](#) selected, snapping changes to the edges of the closest object but offset by the selected space. In this case, the snap lines change to orange and the space adjacent to the closest openings is displayed as an orange area.

While dragging, you can temporarily disable Auto-Spacing snap, by holding down the *Alt/Option* key.

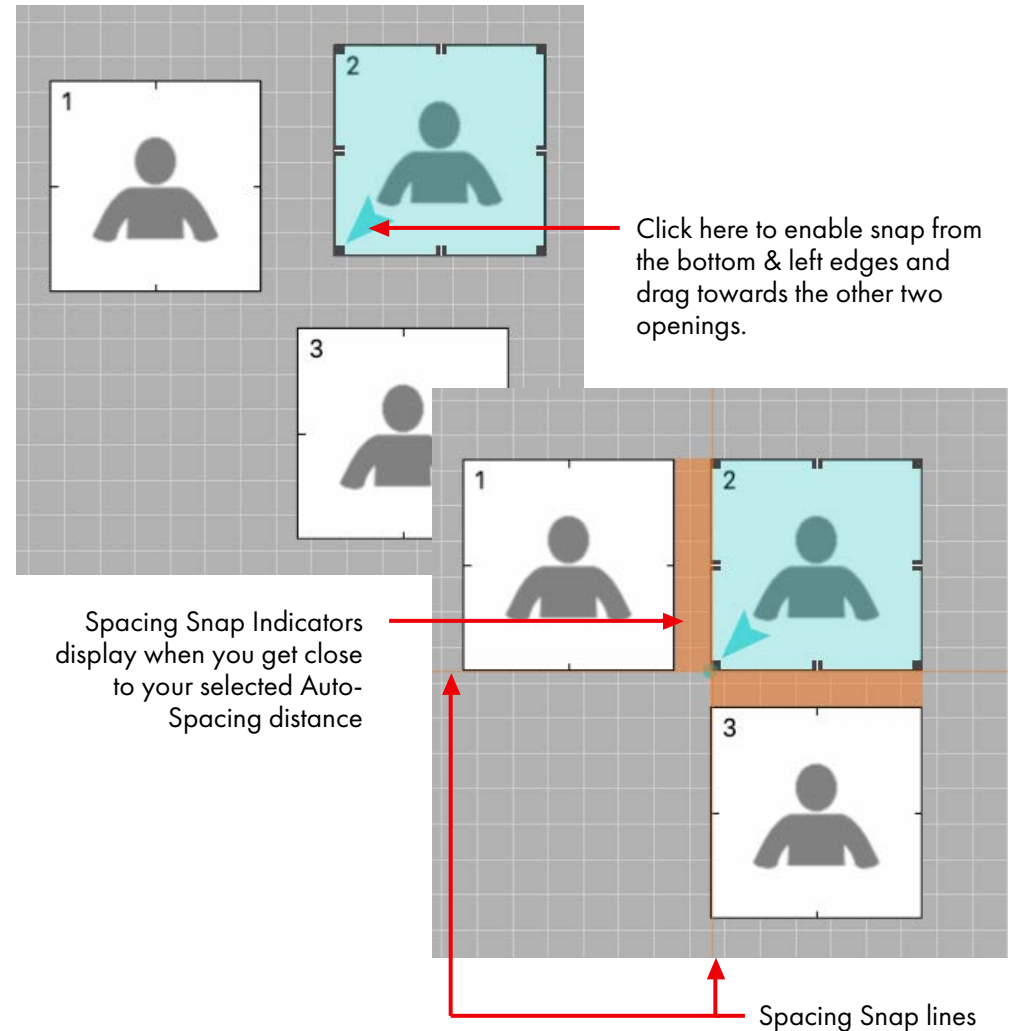
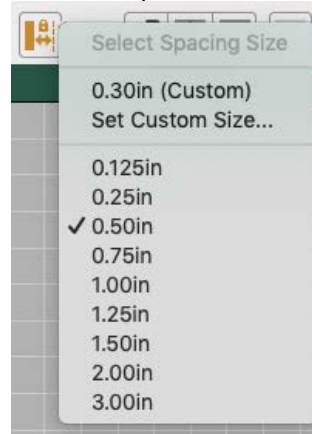
When Auto-Spacing is on, the [Extend tools](#) will maintain the selected spacing to the nearest object. Also the [Distribute and Space Evenly tools](#) and when [moving](#) with the keyboard arrow keys, will use the current Auto-Spacing setting.

## Setting the Auto-Spacing Size

Right-clicking on the Auto-Spacing button shows a popup menu where you can set the spacing size from a list of common sizes or select a custom one. The default spacing is 1/8" (0.125") or 5mm. The last selected spacing is saved with the template.

Choose the *Set Custom Size* to enter your own size.

The current Auto-Spacing size (and on/off status) is shown at the bottom right corner of the design area.



# Show Space Used By Mat & Frame



This display option is enabled when you are editing a Wall Grouping template and have assigned a Mat or Frame to the template.

When selected, the space used around each opening by the currently applied surrounding Mat is shown in light blue and the space used by any applied frame is shown in a darker blue.

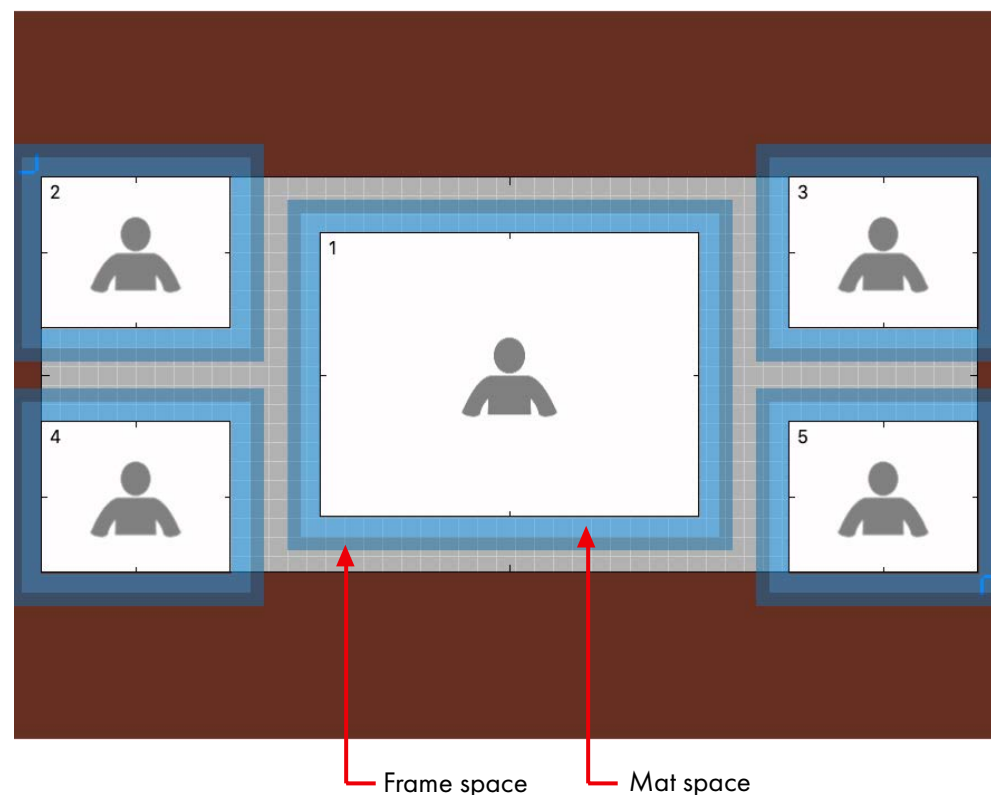
This allows you to visually adjust the position of the openings to allow for the the space for these extras.

If you have also turned on [Snap to Edges & Guides](#) then the [Auto-spacing](#) facility will set the spacing between the outer edges of any applied mat and/or frame.

## Overall Size

The overall template size, including any assigned Mat and Frame, is displayed below the design area.

Grid: Off  
Snap: Snap to Edges, Guides & Gaps  
Auto-spacing Size: 0.125 [OFF]  
Overall Size: 108.0 x 50.0in





## Template Tools

### Rotate Template Right

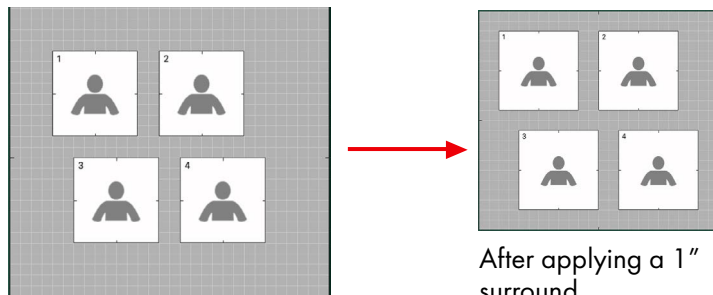


This button will rotate the entire template and all of its contents 90 degrees to the right.

### Adjust Surround



Click this and enter a value into the *Adjust Surround* box to change the overall size of the template so that the specified *surrounding space* is the same around all sides of the group of openings. You can use this to add or remove mat space around your openings.



After applying a 1" surround.

### Centering the Openings in the Template



Clicking the *Center All within Template* button will adjust the position of all openings together so that they (as a group) are centered within the current template size.

### Show Overlay Mask



If you have applied an overlay image to your template, turning this on will hide the overlay image but show its transparency area in a light gray color so you can more easily align openings to those areas in the overlay image.

### Set Template Type

These buttons allow you to switch the template type between Composite and Traditional Matted types.



## Opening Tools

### Adding and Removing an Opening



To add an opening, click the *Add Opening* button. If you wish to add another opening of the same size as an existing one, select the existing one first.

If you select more than one opening then the selection will be duplicated into a new set of openings.

### Remove Opening

You can also use *Cmd/Ctrl-C* to copy any selected openings and *Cmd/Ctrl-V* to paste them into the same or another template.

To remove an opening, select the opening to be removed and click the *Remove Opening* button. You can also use the Delete key to remove the selected openings. You can remove all openings however, you can't save the template unless it has at least one opening (or graphics block).

### Rotating an Opening



Select an opening and use the *Rotate Opening* button. You can also do this by swapping the Height and Width values in the opening's data boxes and clicking *Apply Changes*.

You can also Tilt openings using the [Tilt Angle control](#) in the opening's data area on the right hand side of the window.

### Changing an Opening from an Image to a Graphics Block

Clicking this button will change an opening from an image type to a graphics block and back again.



### Expand/Shrink Opening

Clicking this button opens a box where you can enter a value to expand an opening by this amount on all sides. Enter a negative number (eg -0.5) to shrink the opening.



## Align/Extend Align Sides

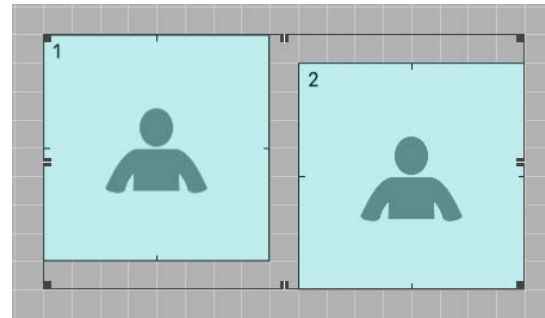
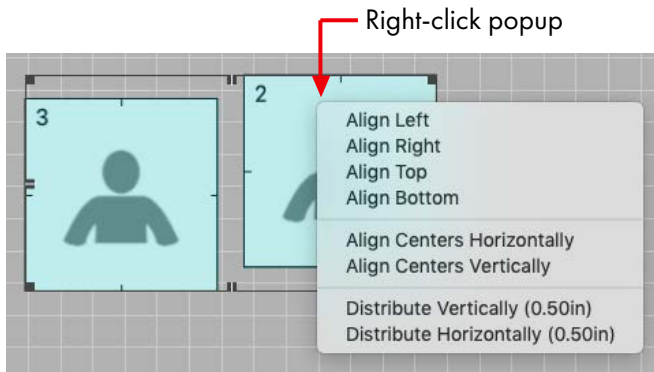


The Align Left, Right, Top and Bottom tools are available when you have multiple openings selected. They will move the position of the openings in the selection so the selected edges are aligned.

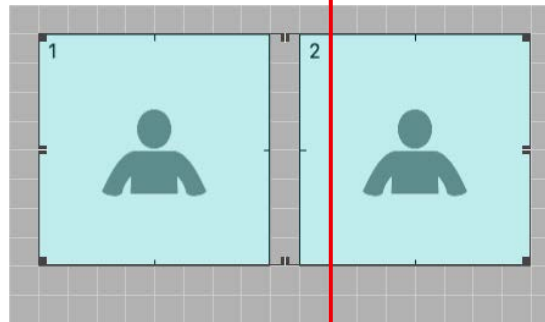
If you click these buttons while holding down the *Alt/Option* key, the openings will be aligned by extending the shorter ones in the alignment direction.

Holding down the *Alt/Option* AND Shift keys will extend in the selected direction AND the opposite direction.

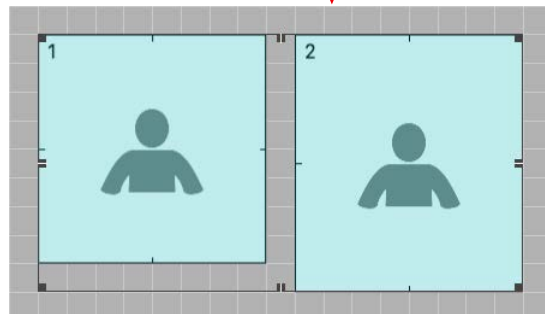
You can also access these commands from the popup menu when you right-click on the selected openings.



Openings Selected



After Align Top

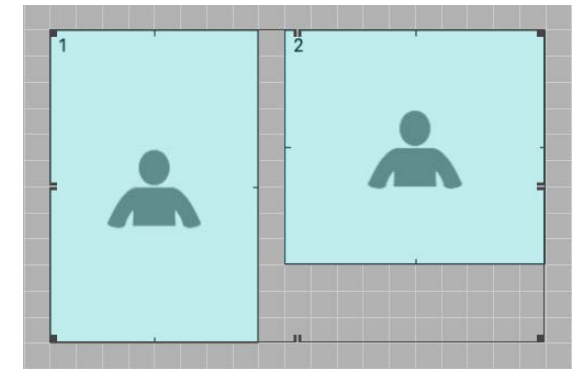


After Extend Align Top

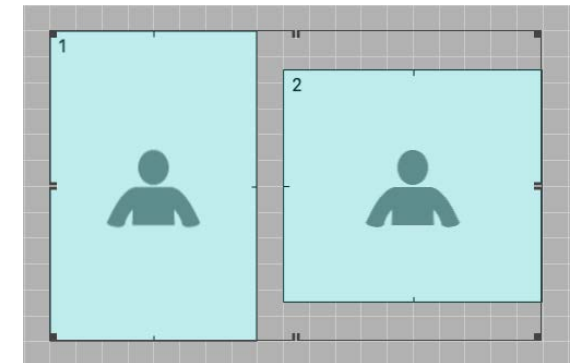
## Align Centers



The *Align Centers Horizontally* and *Align Centers Vertically* tools can be used to align the centers of different sized openings as shown in the example below.



Openings Selected



After Align Centers Vertically

# Extend Opening Tools

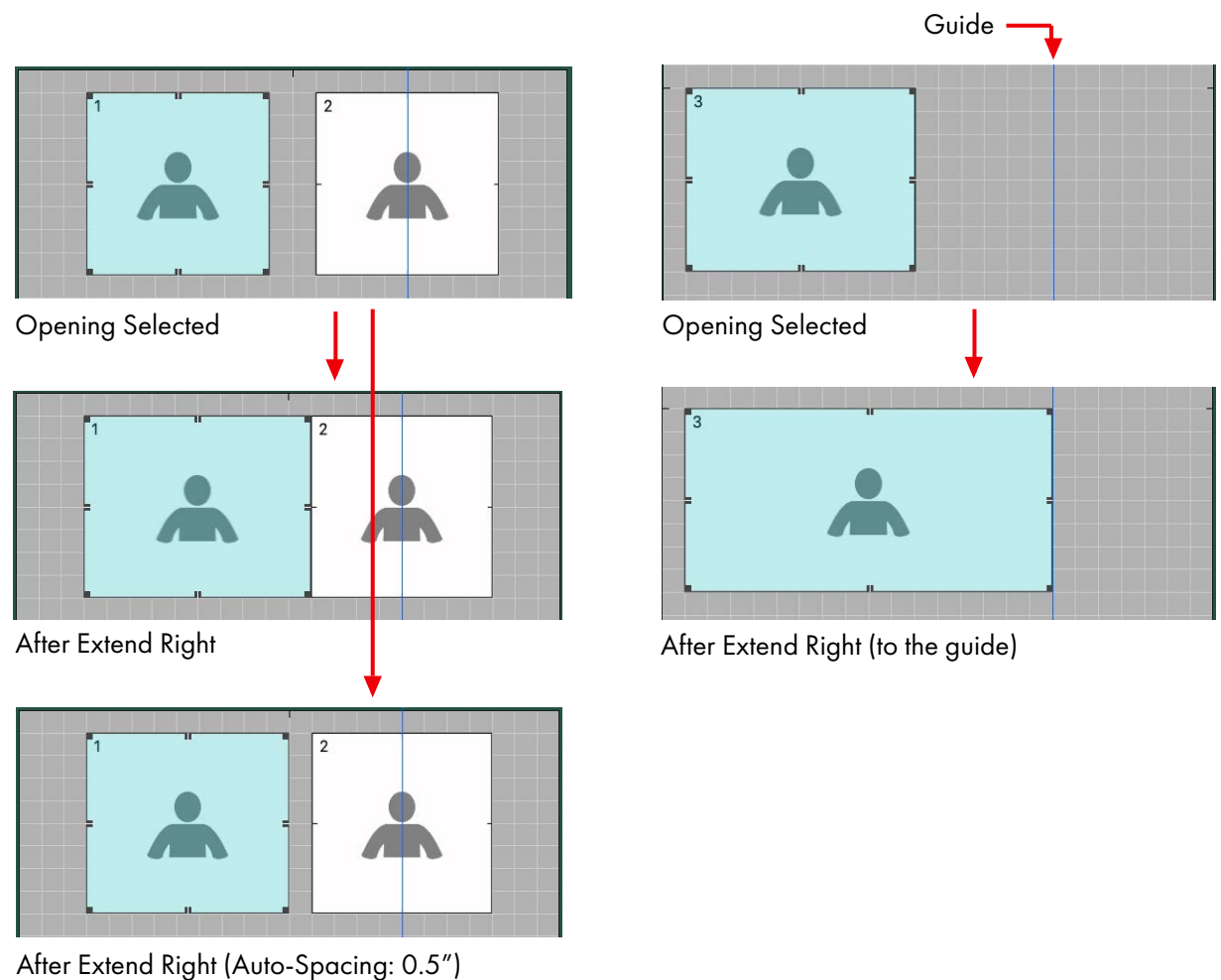
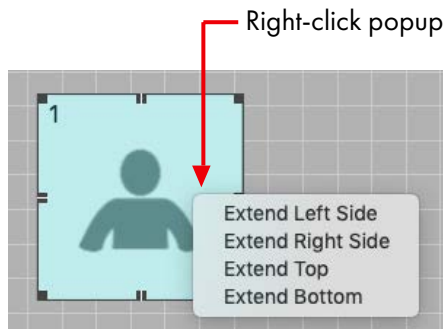


The Extend Left, Right, Top and Bottom tools are available with one or more openings selected. They will extend the opening in the nominated direction until it meets either another opening edge, a guide or the edge of the template.

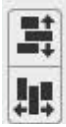
If you have [Auto-Spacing](#) turned on, then it will extend until it reaches the edge of another opening less the current spacing distance.

The Auto-Spacing setting does not reduce the distance to a guide or the edge of the template.

You can also access these commands from the popup menu when you right-click on the selected opening.



## Distribute Vertically & Distribute Horizontally



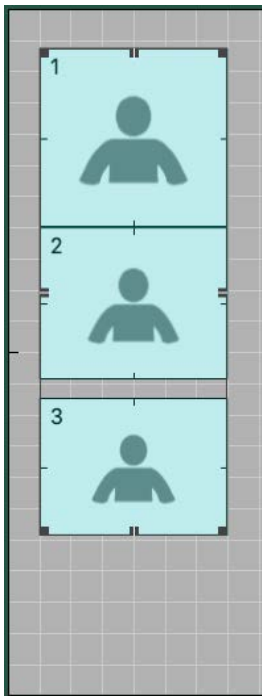
Use these tools to evenly spread the selected opening between the template edges or closest guides. All openings will be adjusted to be the same height (if distributing vertically) or width (if distributing horizontally).

If [Auto-Spacing](#) is on then current spacing will be set between each opening otherwise the spacing will be zero (they will touch).

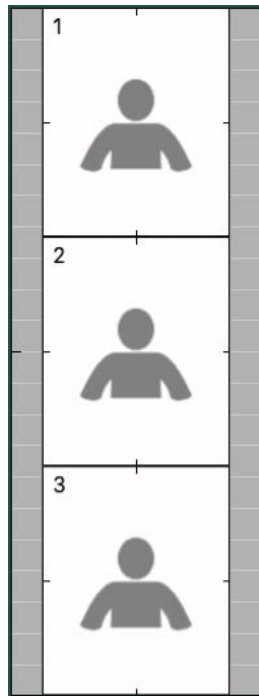
## Space Vertically & Space Horizontally



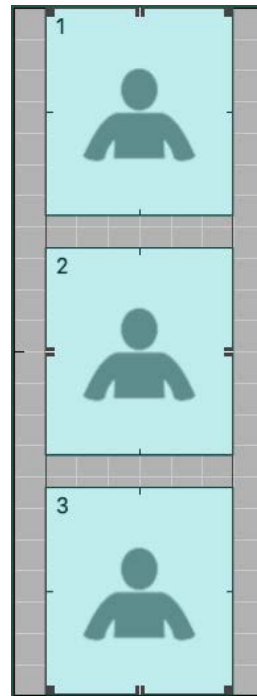
Using these tools while holding down the [Alt/Option](#) key, preserves the current opening sizes and adjusts the spacing between them to be zero (if [Auto-Spacing](#) is off) or the selected spacing setting (if AutoSpacing is on).



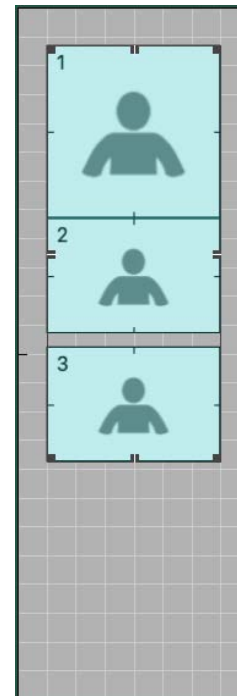
Openings Selected



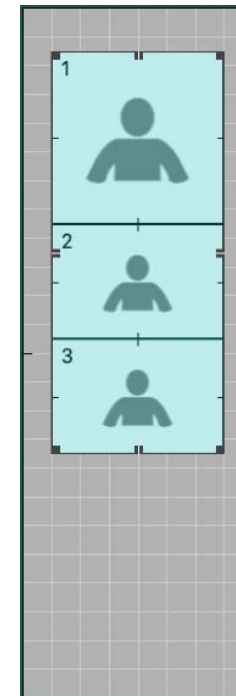
After Distribute Vertically



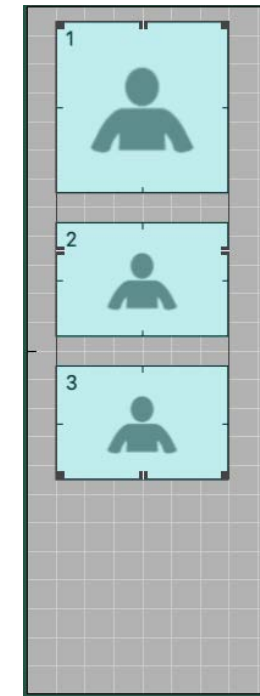
After Distribute Vertically  
(Auto-Spacing: 0.5")



Openings Selected



After Space Vertically



After Space Vertically  
(Auto-Spacing: 0.5")



## Measurements to Closest Items



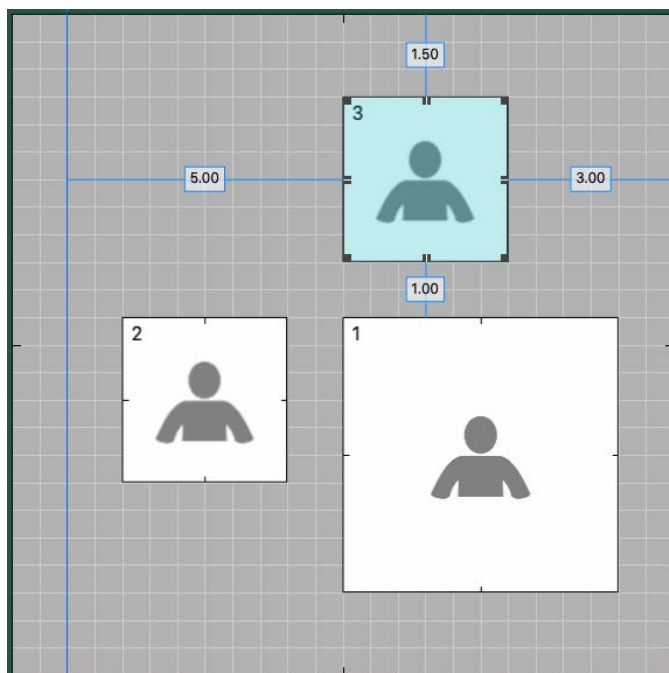
With this option selected, the distances around the selected items (or selected group of items) to the Closest Items (edges, sides or guides) will be displayed.

## Measurements to Edges or Guides

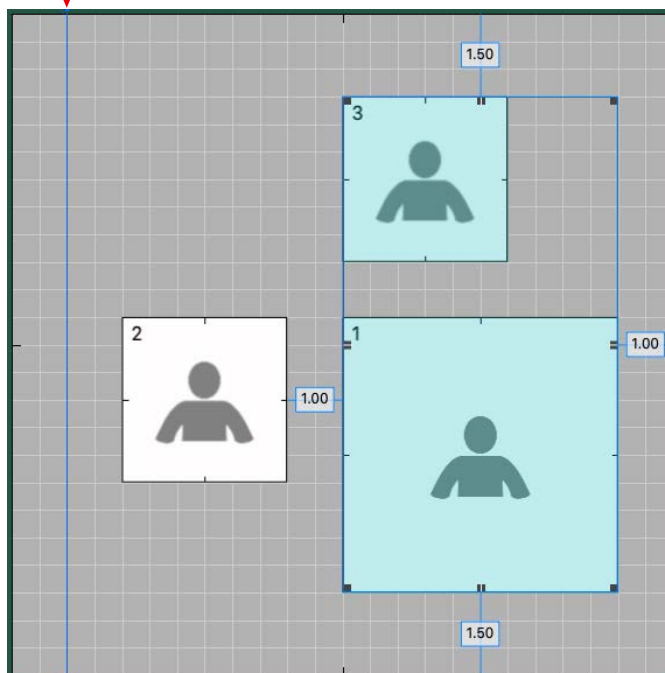


With this option selected, the distances around the selected items (or selected group of items) to sides of the template or the closest guides) will be displayed.

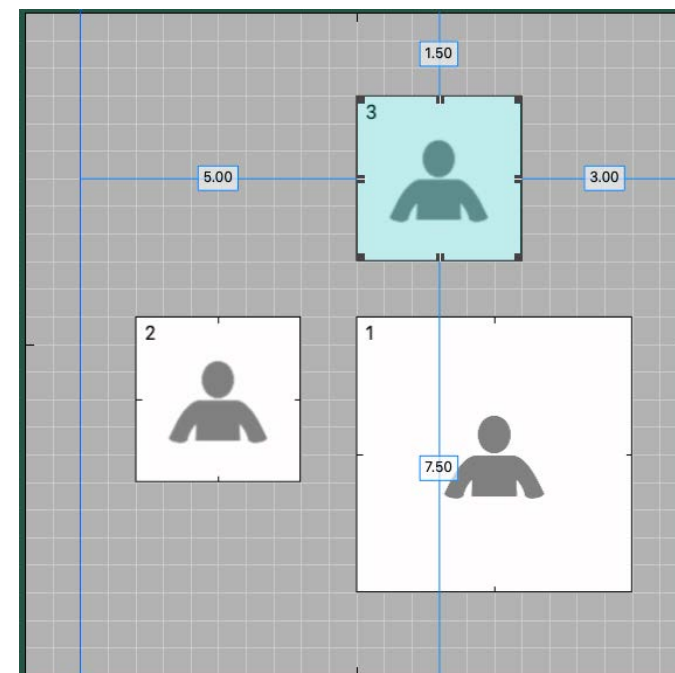
Guide



Measurements to Closest Items  
(one item selected)



Measurements to Closest Items  
(multiple items selected)



Measurements to Edges or Guides  
(one item selected)

## Turning off Measurements



Click the Measurements Off button to hide all measurements or use the M key to toggle current measurements setting on/off.



## Show Internal Measurements



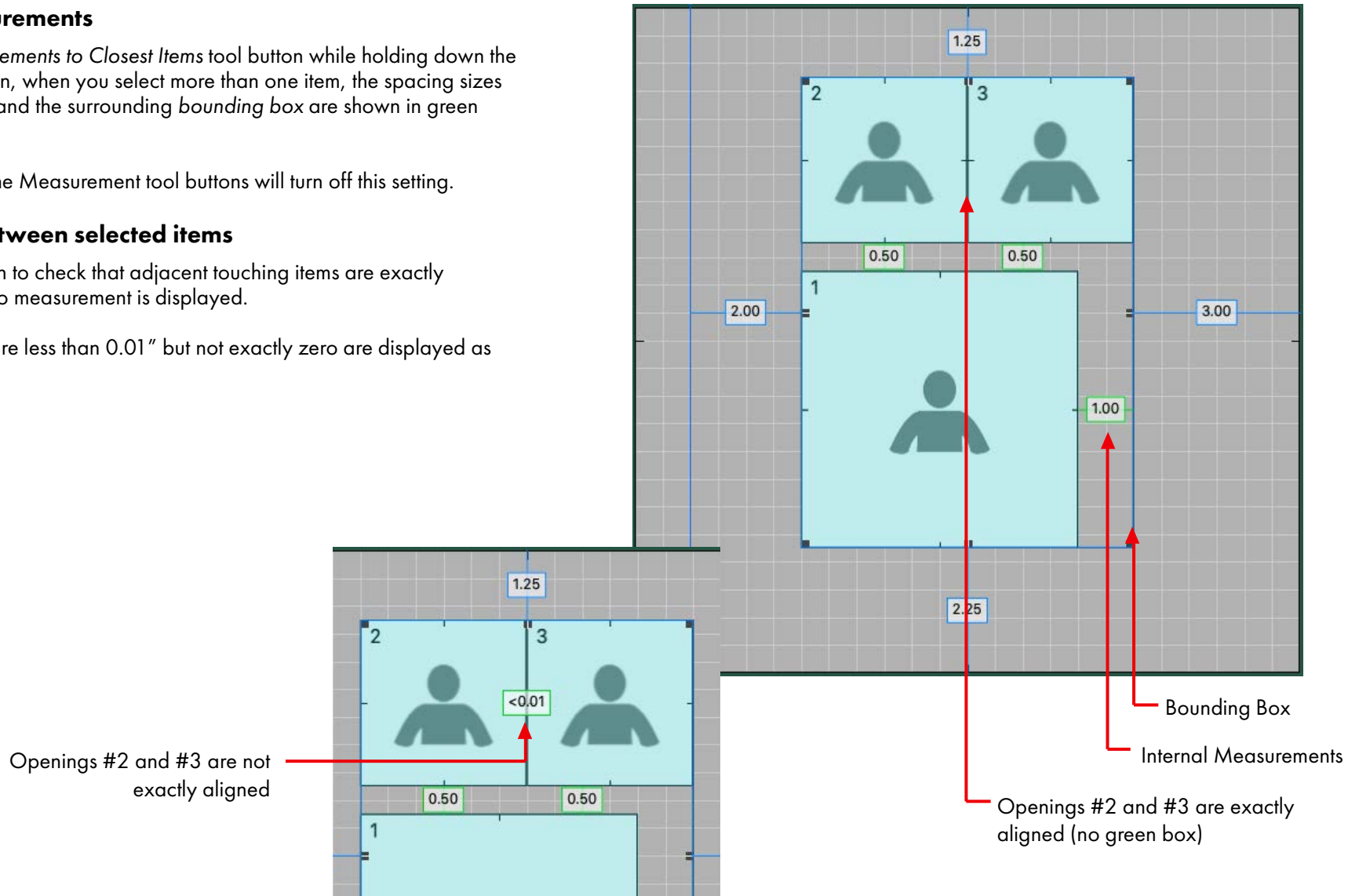
If you click *Measurements to Closest Items* tool button while holding down the *Alt/Option* key then, when you select more than one item, the spacing sizes between the items and the surrounding *bounding box* are shown in green boxes.

Clicking again on any of the Measurement tool buttons will turn off this setting.

## Checking Spacing between selected items

You can also use this option to check that adjacent touching items are exactly touching. If they are then no measurement is displayed.

Measurement values that are less than 0.01" but not exactly zero are displayed as "<0.01".



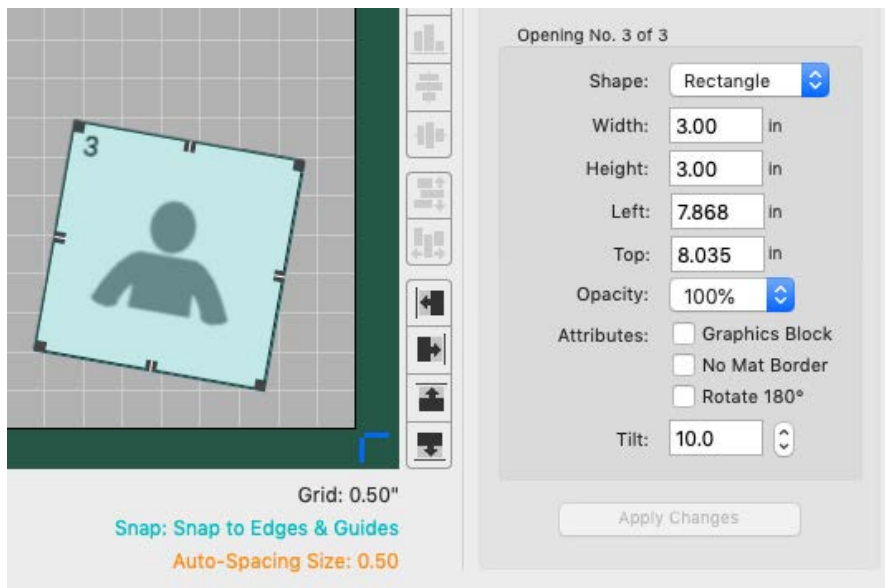
## Tilted Openings

Openings can be tilted up to 45 degrees (+/-) each way using the Tilt control in the Template Data area.

If you hold the *Alt/Option* key down while clicking the control the opening will rotate by 0.25 degrees on each click.

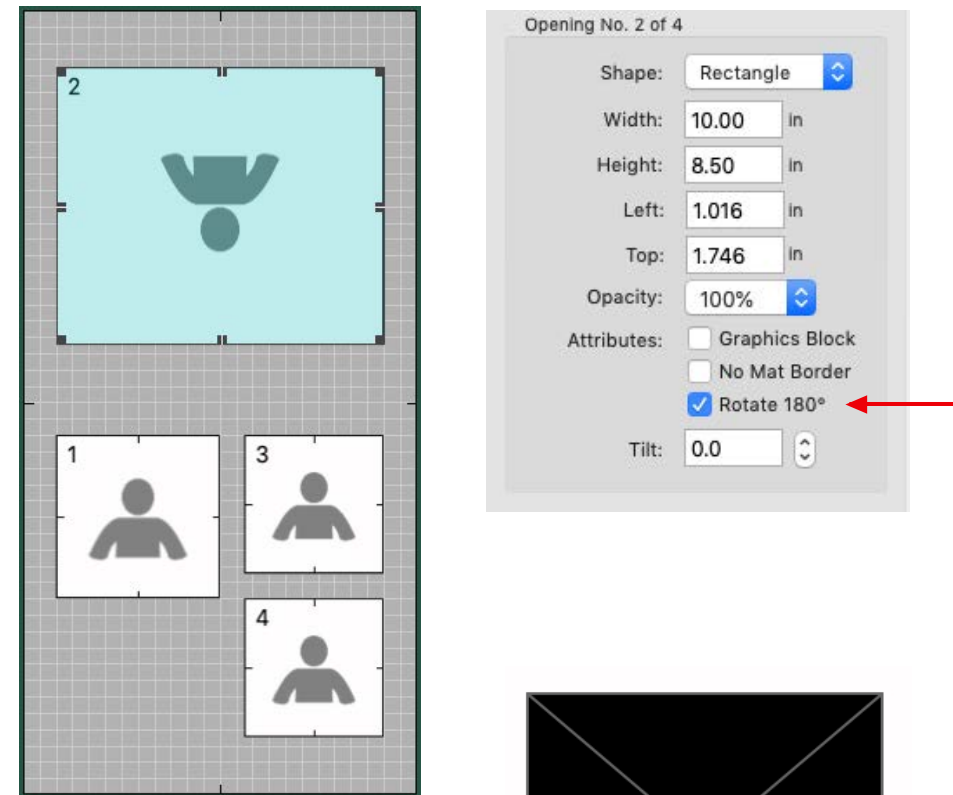
Alternatively you can enter a tilt angle into the box and click *Apply Changes* button.

Tilted openings can be positioned to partially hang over the edges of a template.



## 180° Openings

You can use the *Rotate 180* checkbox in the Template Data area to set an opening so that any images added to it are automatically rotated. This can be used when designing templates for card products with a horizontal fold so images that will end up on the back of the fold will be the right way up.



Large sized layouts and book pages, show "180" in the center of any empty openings which are set to Rotate 180.

## Template Types

*Default to Composite Type.* Check this box if you will mainly be using this template as a Composite type as opposed to a Traditional Matted type.

*Gallery Wraps.* Composite templates can have a *wrap size* added or removed which is the amount of the template or openings in a Wall Grouping that is wrapped around the edge when displayed. See [Adding a Wrap or Bleed](#).

*Double Spread.* Double spread templates (and layouts) appear as double width icons in thumbnail view and will correctly position themselves when added to a double-sided book. In High-Res Production they can be optionally split into two separate images - one for each side of the spread.

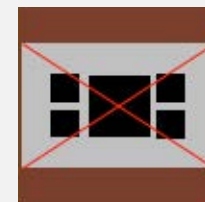
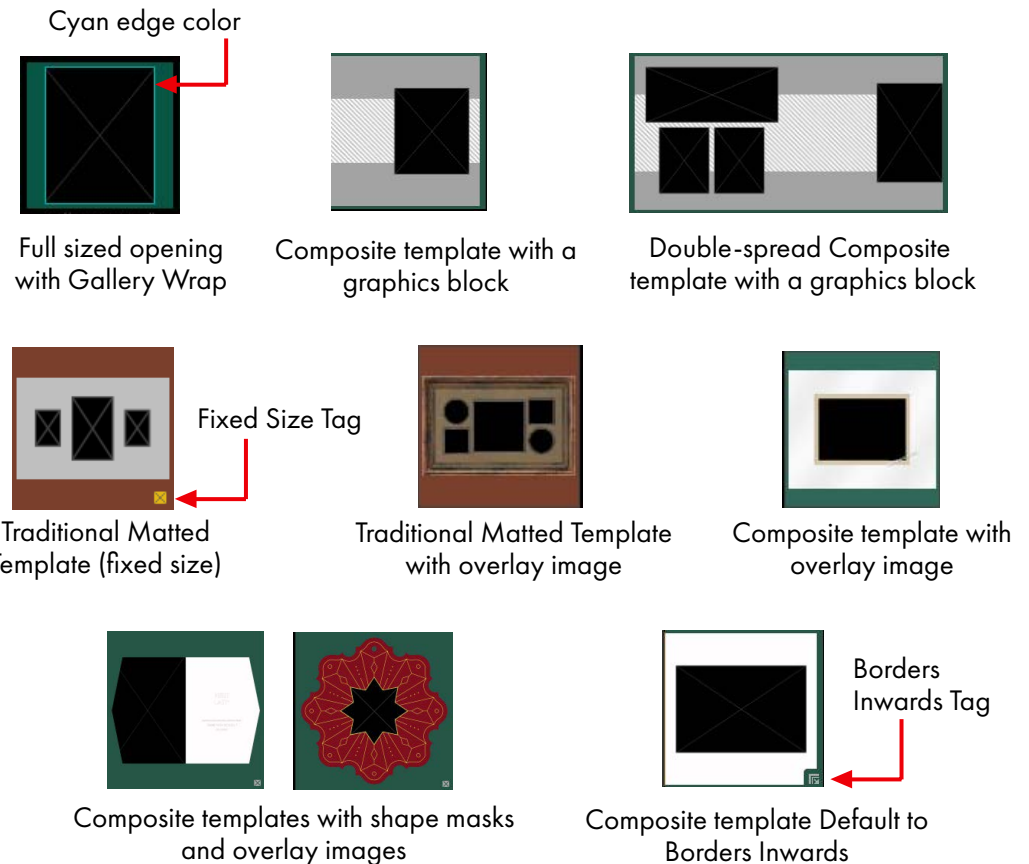
*Fixed Size.* Setting this will override ProSelect's normal variable sizing for templates. This is useful if your design is only available in one size. These will show a fixed-size icon on them.

*Wall Grouping.* Use when design is for displaying a group of separate prints - each opening becomes a separate print which can be framed. The space between the openings is shown as transparent.

*Overlay Image.* Click this checkbox to apply an overlay image to a template. See [Adding Overlay Images](#) section for more information. See [Template Attributes by Product Types](#) page for sample usage.

*Shape.* You can assign a shape file to a template to control the outside shape of the template. The shape file is a black & white .jpg file which acts as a mask for the template. See [Adding a Shape file to a template](#) for more information.

*Default to Borders Inwards.* If your template is a Composite type, then you can select the default direction for any borders that are added using Inner Mats. See [Border Directions](#).



### Missing Overlay Image

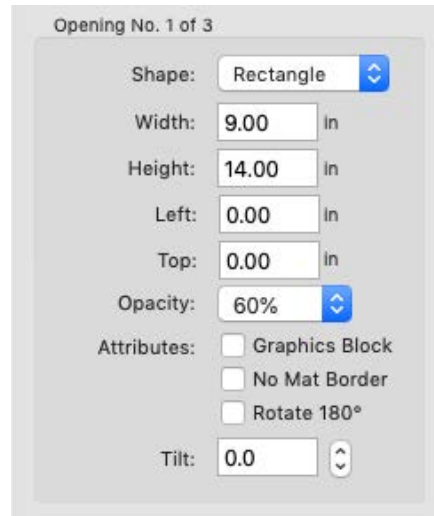
If you see a template like this then it means that ProSelect was unable to find the overlay image assigned to that template in the *Template Overlays* folder in your selected [ProSelect Resources Folder](#). Either the template file is missing or the ProSelect Resources Folder location has been changed in the [Preferences](#).

Each opening or graphics block in a template can include certain attributes that control its appearance and behavior.

## Shape

The shape for the opening to be any of the following geometric shapes:

- Rectangle (default)
- Round Rectangle
- Circle
- Oval
- Diamond
- Hexagon (vertical points)
- Hexagon (horizontal points)



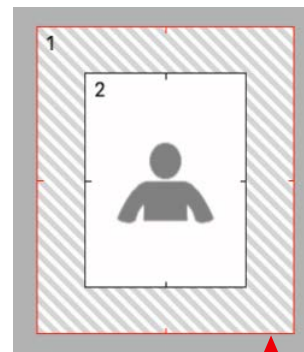
## Opacity

You can set the opacity of an image opening or [graphics block](#). With opacity set to other than 100%, you will see through the opening to whatever is behind. This is normally the mat color but it could be other openings. The minimum Opacity of a image is 10% while a graphics block can be 0%.

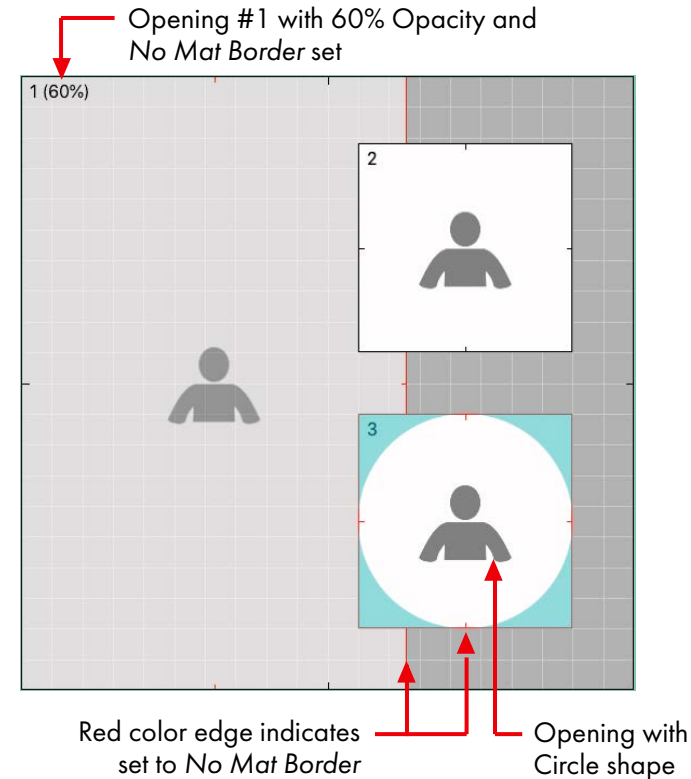
## No Mat Border

Check this box if you wish to prevent a border (from an applied [Inner Mat](#)) being applied to the selected opening. These show with a red colored edge.

You can use this setting on an opening that is either used as a background image or [graphics block](#) element or one that touches the edge of the template. Openings without a rectangular shape cannot have a border applied so this option is disabled.

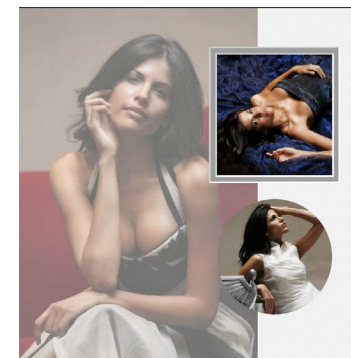


Graphics block with No Mat Border



Red color edge indicates set to No Mat Border

Opening with Circle shape



The above template used as a layout with an inner Mat applied.

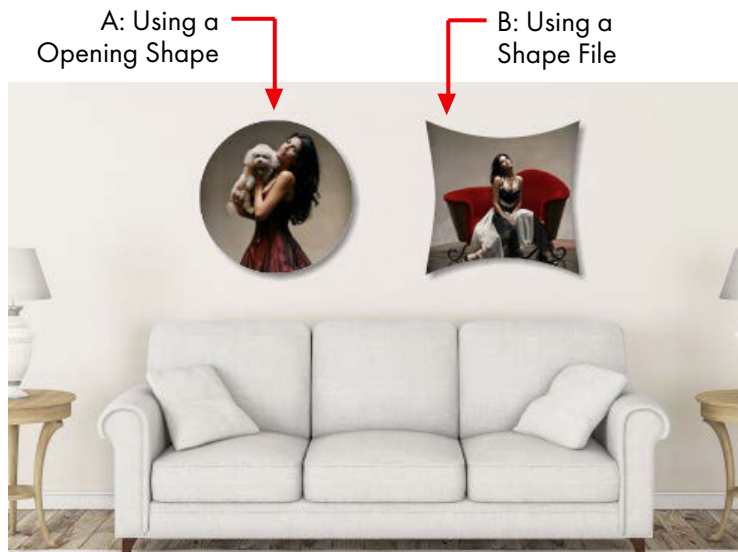
## Full sized Single Image Products

A. If your product shape is one of the simple geometric shapes available for templates opening (e.g. circle, oval, hexagon etc) then you can quickly create templates for this with the following attributes:

- Full sized opening
- Traditional Matted type (Composite Type: Off)
- Wall Grouping: On
- Opening Shape: Circle (or other shape)

B. If your product has a more complex shape then you will can use a shape file to define the overall shape of the template. This can optionally include an overlay image file to provide other design elements.

- Full sized opening
- Template Shape file (.jpg file from resources)
- Composite Type: On (to prevent Mat Overlap being added)
- No Mat Border (on the opening)



## Multi-Image Products

To create non-rectangular products with more than one image or graphics element then you must use a shape file to provide a mask for the overall template.

- One or more openings and/or graphics blocks
- Template Shape file (.jpg file from resources)
- Composite Type: On (to prevent Mat Overlap being added)
- No Mat Border (on all openings)



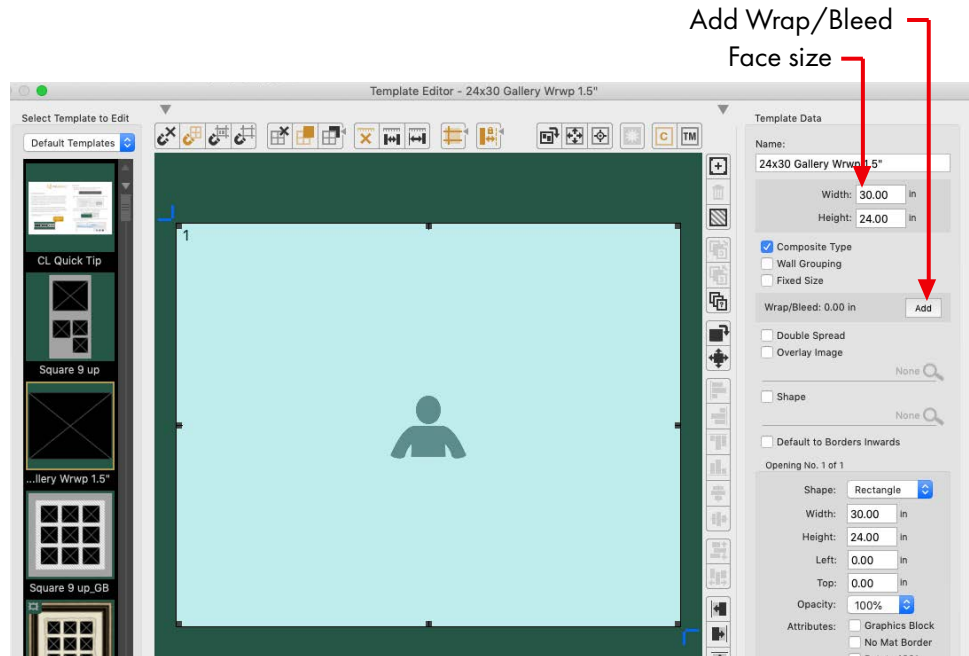


# Adding a Wrap or Bleed

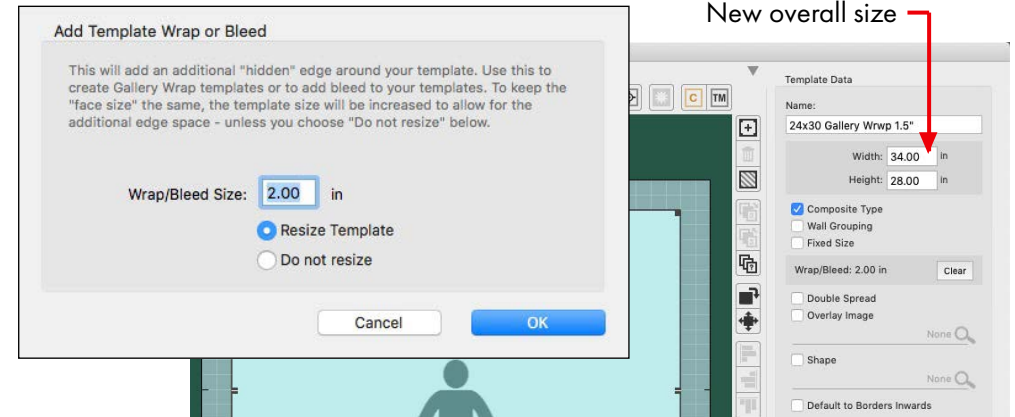
You can add additional space around a template to create Gallery Wrap templates or to allow for bleed in press printed products. You can only do this for Composite Type templates or Wall Grouping types.

When displaying these templates in ProSelect, the edge area is normally hidden except when you are in [Cropping View](#).

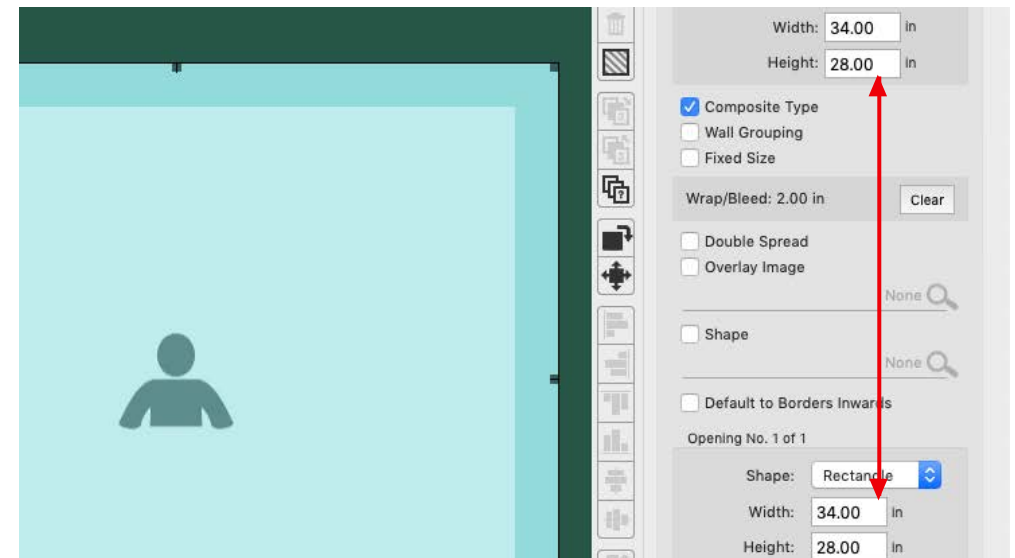
**Step 1:** Start with your template at the size that you want for the “face” side of a Gallery Wrap or the “trimmed” size of your press printed product. Make the opening size fill the entire template.



**Step 2:** Click on the Add button (next to Wrap/Bleed) and enter the size of the extra space. Leave *Resize Template* selected.



**Step 3:** When creating a Gallery Wrap template or a product with bleed, drag the opening size to the full size of the template again.



## Book Templates Bleed

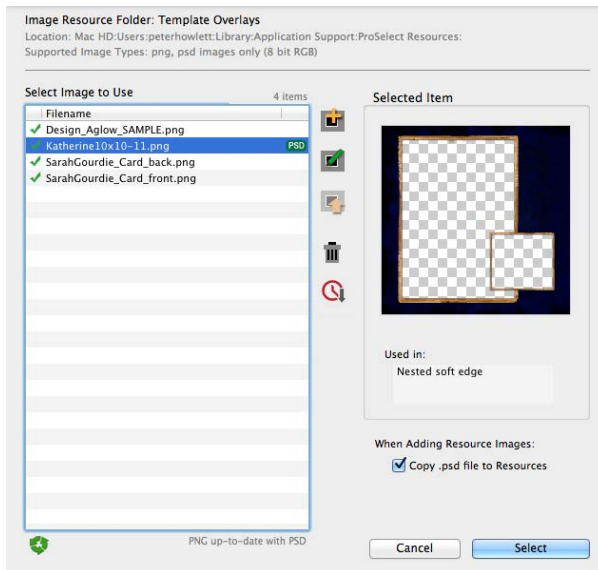
Note: Do NOT add bleed to any templates that you are using to design books as this is automatically added through your [Book Design](#).

## About Overlay Images

Overlay images are normally high resolution images that are associated with a template. The images need to be .png type because these include both an image and a mask. The mask is used to control which parts of the image are transparent and will show any images that you place on the template underneath.

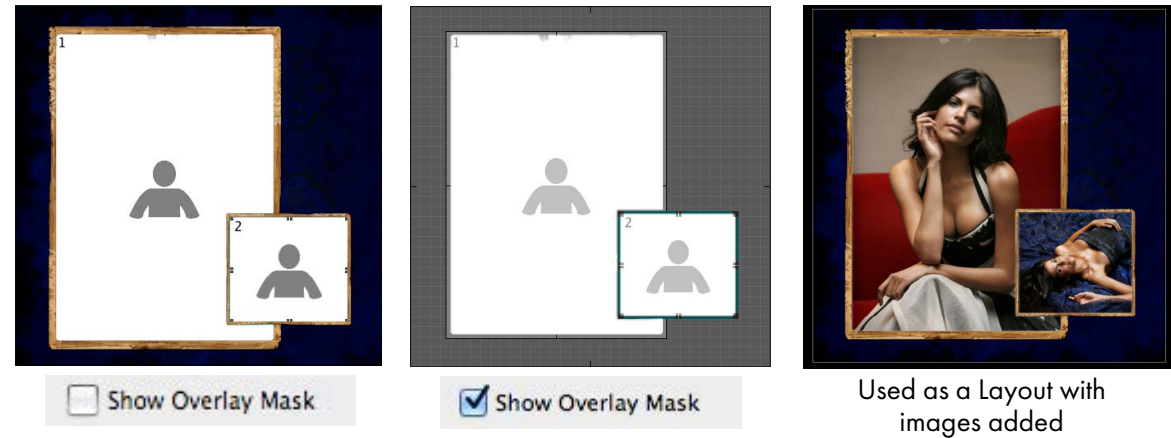
## Adding an Overlay Image to a Template

Click the Overlay Image checkbox and the dialog box below will appear.



The list will show all of the .png files located in the *Templates Overlays* subfolder (in the designated [ProSelect Resources](#) folder).

You can select an image from the list, use the *Add Image to Resources Folder* button or drag in an image to copy an image into the correct folder.



## Aligning openings

You then need to create an opening of each "hole" in the overlay image and align the positions of each template opening over each "hole". If you check the *Show Overlay Mask* checkbox, the view will change to show the mask only in the background to make it easier to align your openings.

Once saved and used as a layout you can drop images into each opening, re-size and crop them the same way as any other template in ProSelect.

- Adding an overlay image to a template will fix the template's overall shape to match that of the overlay image. As such, after adding the image, you can only alter the width of the template - the height will be automatically adjusted to suit.
- If you are aligning an opening to specific sized overlay image, then position an opening where you want it, enter the desired width and height of the opening and click the *Apply Changes* button while pressing the *Alt/Option* key. This will proportionally set the overall template's size so that the smaller side of your opening size matches your entered size.
- Overlay images can be used on both Traditional Matted and Composite Templates. When a Composite template is produced using ProSelect's High-Res Production the overlay images will be the topmost layer on the output file.
- ProSelect stores low res copies of all overlay images used in any layouts (and book pages) in the Album file. If you have updated the original overlay image for a used template then you should use *Update Resource Images* (Album menu) to force an update of the copies in the album as well.

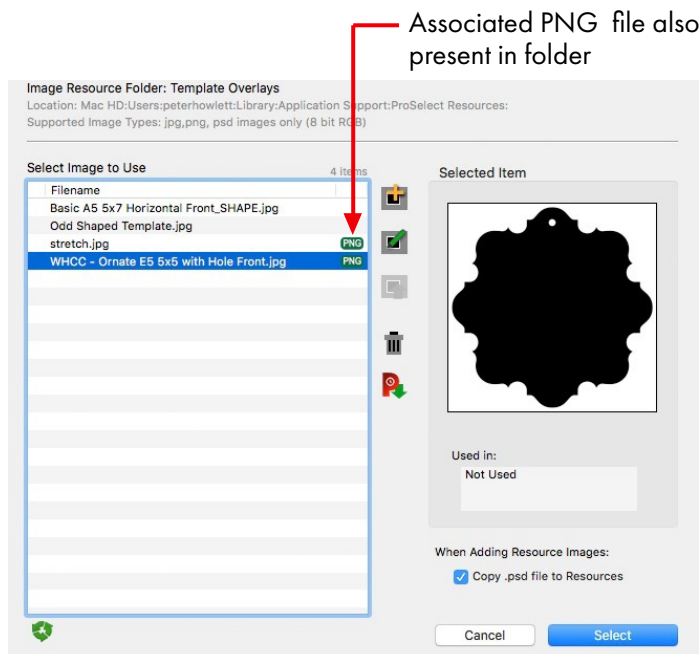
# Adding a Template Shape

## About Template Shapes

Templates can now have any irregular outside shape. The shape is set by assigning a B&W shape (mask) file (.jpg) to a template. The white areas of the mask are transparent and black areas are opaque. These are stored in the Template overlays folder. They can be used with or without an overlay image file.

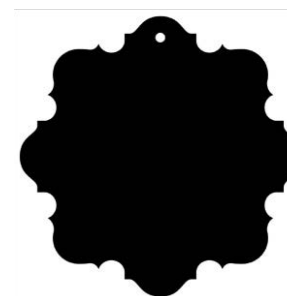
## Adding a Shape Image to a Template

Click the Shape checkbox and the dialog box below will appear.

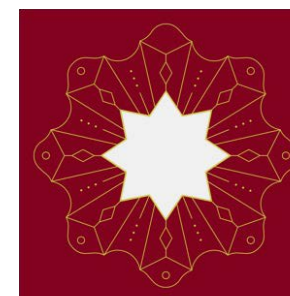


The list will show all of the .jpg files located in the *Templates Overlays* subfolder (in the designated [ProSelect Resources](#) folder).

You can select an image from the list, use the *Add Image to Resources Folder* button or drag in an image to copy an image into the correct folder.



Shape file



Overlay Image file



Used as a Layout with images added

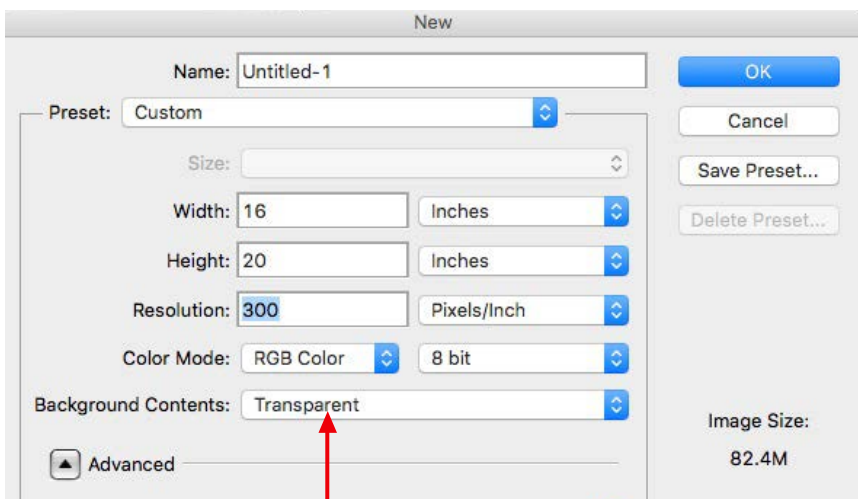
- If you have an overlay image and a shape file for the same template then it is recommended that you use the same file name for both. In this case, ProSelect will display an icon next to the file name in the Select Overlay/Shape image window, if there is a paired shape file or overlay image file in the resources folder.
- When added a shape or Overlay image to a template, the corresponding Shape/Overlay Image file will also be automatically assigned to the template if found in the Template Overlays folder and you haven't already selected a file.
- When you assign a Shape to a template, the template is automatically set to be a fixed size. However you can turn this off, if required.
- ProSelect stores low res copies of all shape images used in any layouts in the Album file. If you have updated the shape image for a used template then you should use *Update Resource Images* (Album menu) to force an update of the copies in the album as well.



Most Photoshop “templates” can be used as overlay images in ProSelect provided they are setup with a transparent background. You can easily check this by opening the image in Photoshop and looking for the “checkerboard” pattern indicating a transparent background in the openings.

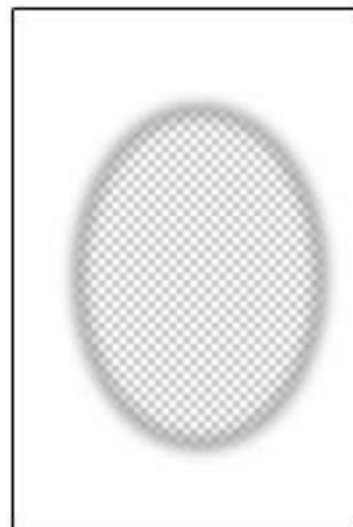
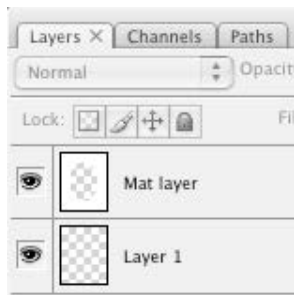
## Creating an Overlay Template

To create your own overlay image in Photoshop, choose *New* (from the File Menu) and enter the size on the Width and Height boxes. Make sure that the *Background Contents* is set to *Transparent*.



This must be set to transparent

Then add one or more new layers to the document where you will place your design. Often the easiest way to create openings is to fill the entire mat layer with your desired color then use the select tool to select the area for your “holes” and use the delete key to “cut” the holes in the mat layer.



An overlay image as shown in Photoshop



Used with a template and image in ProSelect

## What Resolution should the Overlay Images be?

If you are using the overlay image for a *Traditionally Matted Layout* (e.g. for simulating a framed product) then the overlay image only needs to be the resolution of your screen.

If you are using the overlay image to produce a *Composite Layout* then you should design it to be the final size of your maximum composite layout size (or up to the size of your camera’s image files ) because the overlay image will be added to your output image during High-Res Production.

In either case, ProSelect will automatically generate low-res copies for viewing within ProSelect so operations will not be slowed down with large images.

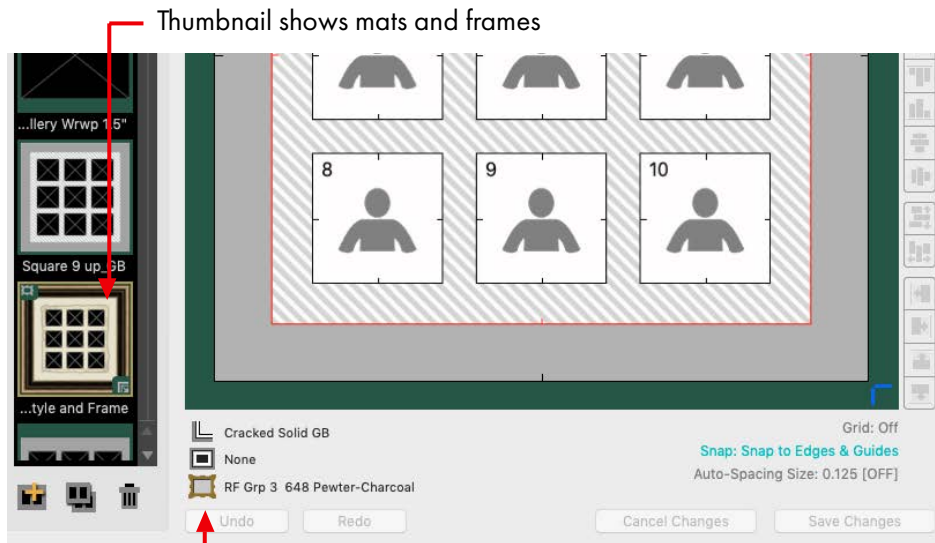





# Adding Mats & Frames to Templates

You can optionally create products by adding Inner Mats, Surrounding Mats (Composite Templates only) and [frames](#) to some of your templates. Then, when you add them to your client's album they will already be configured and ready to add images to.

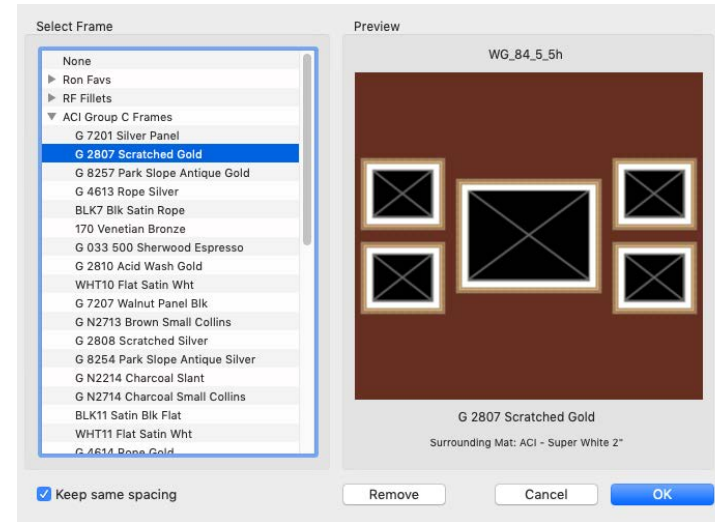
Mats and Frames can be added to the currently selected template in the Template Editor or, if you wish to do this for multiple templates at once, you can use the [Template Manager](#).

Mats and Frames must be separately assigned. Templates with mats and frames assigned show these on their thumbnail images after saving changes.



-  Add Inner Mat
-  Add Surrounding Mat
-  Add Frame

Clicking on these buttons while holding down the *Alt/Option* key removes the added item.



Adding a Frame to a Wall Grouping template.

Click the *None* item (at the top) or the *Remove* button to remove any currently added mats or frames.

## Wall Grouping Spacing

If you are applying a Surrounding Mat or Frame to a [Wall Grouping Template](#), checking the *Keep same spacing* checkbox, will automatically re-adjust the position of all openings (and the overall template size) to maintain the same spacing between the outside edges of any mat/frame combination. This feature uses the same algorithm as [Dynamic Sizing](#) in Working with Rooms.

## Pricing & Ordering Considerations

In most cases, when using this option to create a product, you would set all templates with a frame to be a [fixed size](#) then add it to your price list with a [Presentation Option](#) something like "Matted & Framed". (This can be easily done in the [Template Manager](#) by selecting all templates to be changed and using the Mark/unmark Fixed size button.)

When you add the template into your price list you should make sure that "Price includes Frame" option is checked so the frame is not charged for twice when you add it to your order.



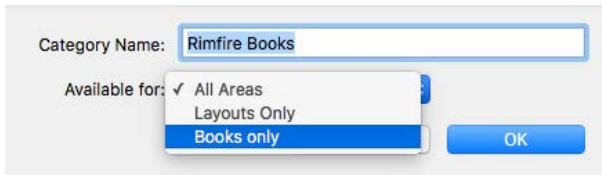
# Managing your Templates I

Templates can be organized using the *Template Manager*. Open this from the Templates Menu or by double-clicking on the Category or Group name in the [Templates Bar](#) (in Thumbnail view).

In this window you can:

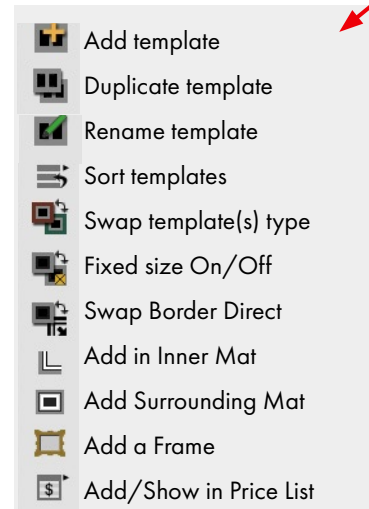
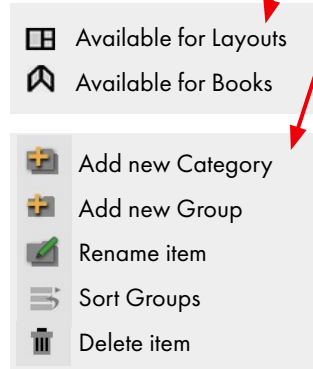
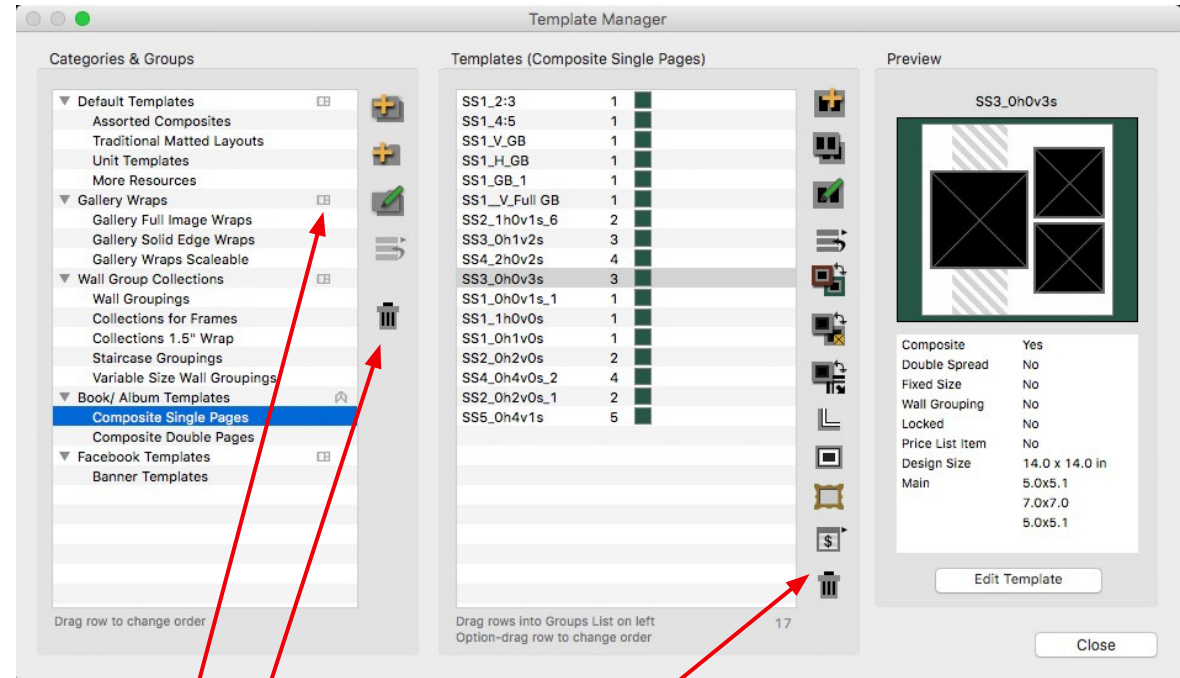
- Add, rename, re-order and delete both Categories and Groups. (Both of these must be empty before they can be deleted - empty ones are shown in italics.)
- Select whether a category is available when [Working with Layouts](#), [Working with Books](#) or both. This is done in the Rename Item window.

The icons shown on the right side of the Categories &

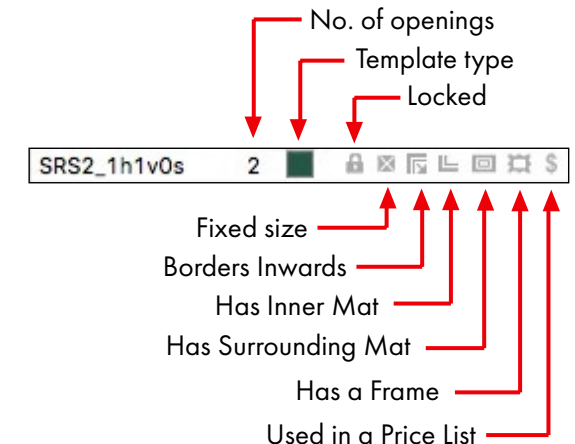


Groups list indicate which areas the Category is available in.

- Sort groups by name in the selected category
- Add, duplicate, rename, sort and delete templates
- Change type and fixed attributes
- Add mats and frames
- View a preview of the template
- View template attributes and design sizes
- Open the [Template Editor](#) with the selected template
- Add a Price List item and/or Show in Price List



## Template Attributes



# Managing your Templates II

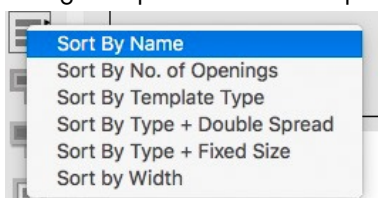


## Arranging your Templates

Most functions are *drag & drop* and you can select multiple items (e.g. more than one group or template) at the same time.

To move templates to a different group, select them in the Templates List and drag them onto the group that you wish to move them to. You can select and drag multiple items at once.

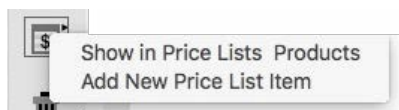
To change the order of template in the selected group, use the Sort Templates button. Alternatively, you can drag their position in the Templates list **while holding the Alt/**



Option key down.

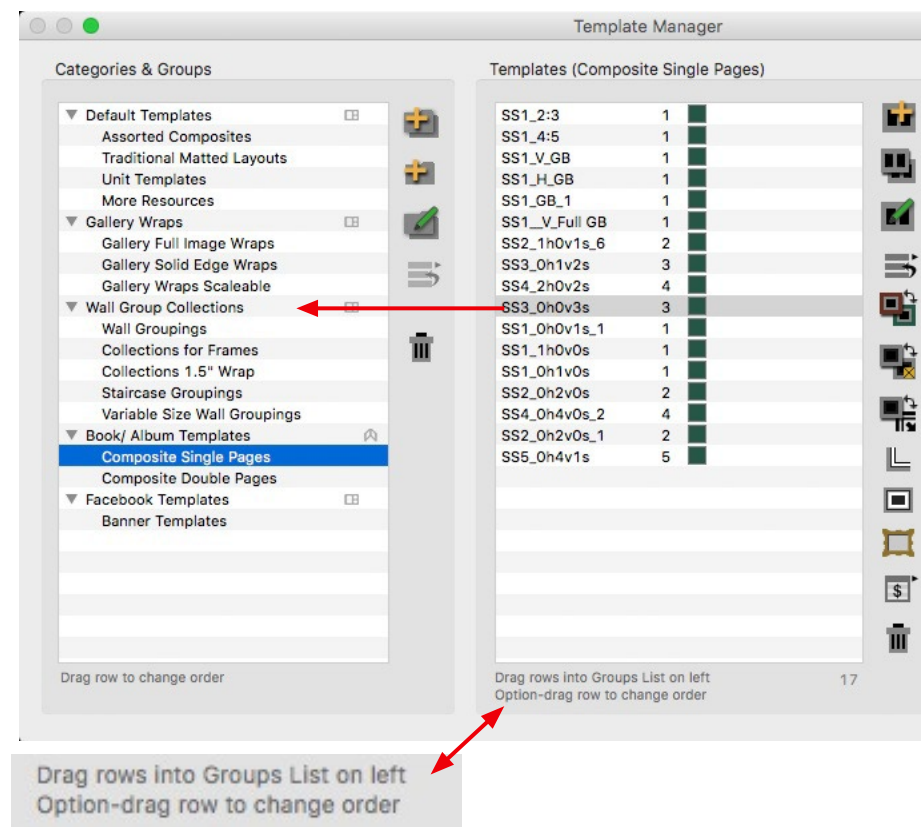
## Adding/Showing Price List Items

To enable you to quickly add or update a price list item for a selected template, you can use the *Open Price List* button which will show the following popup menu. If selected template not already in the price list, you can choose to *Add New Price List Item*. If there is already one or more price list entries for the template, you can choose



to *Show in Price Lists & Products* or add a new price list item.

Choosing the *Add New Price List Items* option will take you to the [Add Layout Price List Directly window](#) where you can choose a size and enter a price for the currently selected price list.



# Template Attributes by Product Type



This table shows the different types of products and the typical [template attributes](#) used.

Product Type	Size	Production	Composite	Wall Grouping	Fixed Size	Wrap Size	Double Spread	Overlay Image	Shape Image	Notes
Matted framed wall portrait (custom mat)	Any	Single Prints								
Matted framed wall portrait (supplier's mat)	Fixed	Single Prints			✓					Don't allow size changes
Digital wall portrait	Any	Whole Composite	✓							Use Styles to apply themes*
Wall Collection (simulate multiple items in a room)	Any	Single Prints		✓						
Wall Collection (simulate multiple items in a room)	Fixed	Single Prints		✓	✓					Don't allow any size changes
Press Print Cards with Photoshop overlay	Fixed	Whole Composite	✓		✓			✓		
Die cut Press Print Cards	Fixed	Whole Composite	✓		✓				✓	Can also have overlay image
Canvas with colored Edge	Fixed	Whole Composite	✓		✓	Set wrap				Use Mats with keyline border(s) to set edge color*
Canvas with colored Edge	Any	Whole Composite	✓			Set wrap				As above
Canvas with Gallery Wrap	Fixed	Whole Composite	✓		✓	Set wrap				Don't allow size changes
Canvas with Gallery Wrap	Any	Whole Composite	✓			Set wrap				
Composite Book Page (Single Spread)	Any	Whole Composite	✓							Use Mats to apply themes*
Composite Book Page (Double Spread)	Any	Whole Composite	✓				✓			Use Mats to apply themes*
Composite Book Page (Single Spread) with P/shop overlay	Any	Whole Composite	✓					✓		
Composite Book Page (D-Spread) with P/shop overlay	Any	Whole Composite	✓				✓	✓		
Matted Book Page (Single Spread)	Fixed	Single Prints			✓					Template size should match Book Design page size
Matted Book Page (Double Spread)	Fixed	Single Prints			✓		✓			Template size should match Book Design page size
Simulated items e.g. Jewelry, Odd shaped frames	Fixed	Single Prints			✓			✓		Overlay Image shows product
Design Aglow Rooms	Fixed	Single Prints			✓					Simulated room view designs

\* See Using Mats for more details

ProSelect stores all of its template designs in the same file as its price list.

If you need to setup multiple computers with the same setup see the [Sharing Data Between Computers](#) in the [Backup and Sharing](#) section of this manual.

If you have ProSelect Pro, and you wish to share your template with other users, you can use *Export Collection* (Resources menu: Collection Tools) as this will export both templates and associated image files in one simple (.tpk)file. See [Exporting Collections](#) section. Likewise, if you have received a Collection of templates from another source, use the [Import Collection](#) option to bring these into ProSelect.

## Recovering or Saving Templates from an Album

You can recover deleted templates from those saved as layouts or book pages in any album file or just save an [adjusted Wall Grouping Layout](#) by:

1. Select the layouts or book pages that you wish save.
2. Choose *Save Templates from Selected Layouts/Pages* (Templates menu).

You can then select the Template Category and Group and whether any applied mats or frames are also to be save with the templates.

When saving one template, you can specify the saved template's name (it defaults to the Layout's current name).

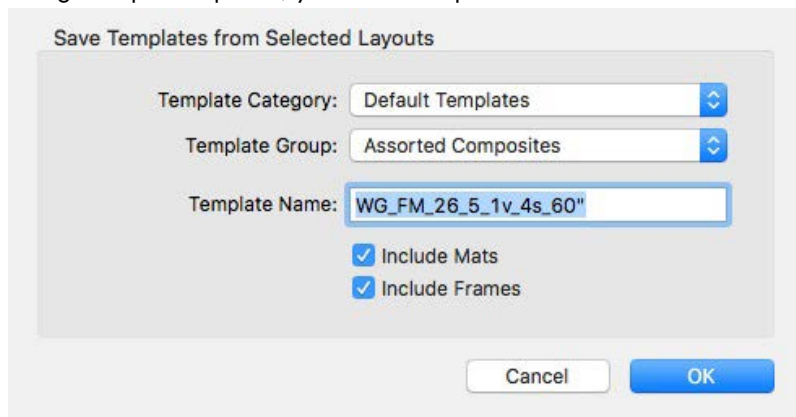
When saving multiple templates, you can set a prefix to be added to the front of each

name to make it easier to find them in the [Template Manager](#) for later renaming or moving to other groups.



Template Category: Default Templates  
Template Group: Assorted Composites  
Prefix Name with: SAVED\_





- Some templates imported from an Imported Collection may be locked for copyright purposes. These templates or other copies cannot be exported.




Save Templates from Selected Layouts

Template Category: Default Templates  
Template Group: Assorted Composites  
Template Name: WG\_FM\_26\_5\_1v\_4s\_60"  
 Include Mats  
 Include Frames

Cancel OK




 Snap Off  
 Snap to Grid  
 Snap to Edges & Guides  
 Snap to Guides Only



 Hide Grid  
 Grid Behind  
 Grid in front



[Right-Click] Set Grid spacing

 Measurements Off  
 Measurements to Closest Items <sup>1</sup>  
 Measurements to Edges or Guides  
<sup>1</sup> [OPT] Measurements to Closest Item






 Guides On/Off <sup>2</sup>  
 Auto-Spacing On/Off <sup>3</sup>  
 Show Space used by Mats & Frames






<sup>2</sup> [Right-Click] Clear/Save/Load Guides  
<sup>3</sup> [Right-Click] Set Grid spacing




 Rotate Template Right  
 Adjust Surround  
 Center All within Template











 Show Overlay Mask  
 Set to Composite Type  
 Set to Traditional Matted Type









 Add Opening  
 Remove Opening  
 Set as Graphics Block

 Bring Opening Forwards [OPT] Bring to Front  
 Send Opening Backwards [OPT] Send to Back  
 Reorder All Openings

 Rotate Opening  
 Expand/Shrink Opening

 Align Left [OPT] Extend Align Left  
 Align Right [OPT] Extend Align Right  
 Align Top [OPT] Extend Align Top  
 Align Bottom [OPT] Extend Align Bottom  
 Align Centers Horizontally  
 Align Centers Vertically

 Distribute Vertically [OPT] Space Vertically  
 Distribute Horizontally [OPT] Space Horizontally

 Extend Left Side  
 Extend Right Side  
 Extend Top  
 Extend Bottom

## Template Editor Keyboard Shortcuts

- R Change to next Grid option
- S Change to next Snap option
- G Toggle Guides on/off
- M Toggle Measurements on/off

## Menu Command Shortcuts Cmd (Mac), Ctrl (Windows)

- Z Undo (Shift+Z) Redo
- A Select All
- D Select Nothing
- C Copy Selected Openings
- V Paste Selected Openings





## About Room View

Room View allows you to show your images and layouts at the correctly scaled size on the wall of any room. You can use Room View these ways:

1. When [Working with Rooms](#) you can select a room and add multiple images and layouts to the room to create a Wall Gallery design. These are saved with your album.
2. If you just want to quickly show an image or layout on a room, you can right-click on the Select Size view icon when *Working with Images* or *Working with Layouts* and select a room from the popup menu. Click the Select Size icon again to hide the room.

The background room image can be one from a library of rooms that you have setup or purchased (see [Library Rooms](#)) or images from your client (see [Album Rooms](#)) which you may have shot yourself on location, taken by your client before the viewing or your client has uploaded using [SendMyRooms™](#).

Setting up a new room is very fast and easy. You can even do it while the client is waiting in the *Setup Rooms* window (Resources Menu).

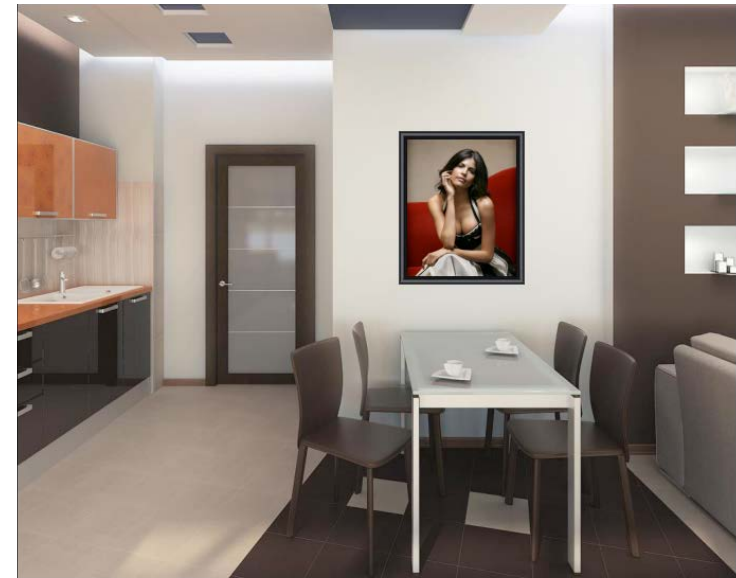
## Getting the correct size

In order to quickly and accurately calibrate each room it is important to know the size of an object in the room that is on the same vertical plane as, or as close as possible to, the wall that you will be using.

Taping a piece of paper horizontally on the wall when photographing is the simplest method. Letter paper is 11" and A4 paper is 29.7cm (on their long sides).

## Showing Wall Groupings

You can create and display a group of prints on the wall together by setting up some templates as [wall grouping](#).



## Instructions to give to your clients

1. Remove any current hangings from the wall where you wish your new artwork to go.
2. Take a piece of Letter (or A4) sized paper and tape or Blu-Tack it to the wall in approximately the center of the wall space.
3. Move directly back from that location with your camera until, through the camera, you can include both the room's skirting board (floor to wall junction) and ceiling cornice (wall to ceiling junction) in the photo.
4. When taking the photo, making sure that you are square to the wall and the camera is horizontal.
5. Explore your house for other places with potential wall spaces and repeat above.

# Adding a Library Room

Library Rooms are available for every client. Open the Setup Rooms (Resources menu) and make sure that the Library tab is selected at the top left.

## Adding a Library Room

You can add a new room image by

- Dragging a .jpg image file into the left hand list or click the *Image File* button and select the image file. This will add it as new room to your Library and save a copy of the image into your ProSelect Resources folder (Room Views subfolder), or
- Click the Resources button to add an image that is already in your ProSelect Resources folder.

## Preparing a Room

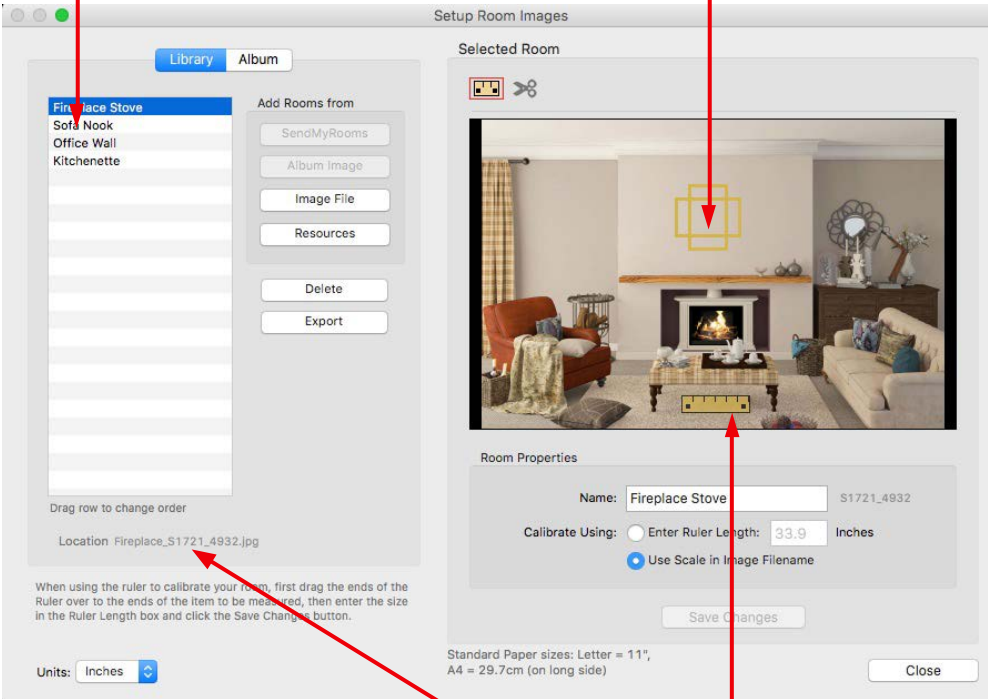
- Enter a name for the room (this defaults to the image name).
- Drag the ends of the ruler so they align with the object in the image that you are measuring and enter the length of the object into the Ruler Length box.
- Drag the default location box to where you would like to initially have the images placed (you can drag them to other positions when in *Select Size* view or when *Working with Rooms*)
- Click *Save Changes*.

Library Room details are saved in your [ProSelect data file](#) so they can be used with all albums or shared with other workstations if you are using one of the [Sharing options](#).

## Room View Collections

### Need to see more?

You can drag the corner of this window to re-size it and the preview image size will be enlarged proportionally.



The screenshot shows the 'Setup Room Images' dialog box. On the left, there is a list of rooms including 'Fireplace Stove', 'Sofa Nook', 'Office Wall', and 'Kitchenette'. Below this list is a 'Location' field containing 'Fireplace\_S1721\_4932.jpg'. On the right, there is a 'Selected Room' preview area showing a living room with a fireplace. A yellow square is overlaid on the fireplace, and a red arrow points to it with the label 'Default Image location'. Below the preview is a 'Room Properties' section with a 'Name' field containing 'Fireplace Stove' and a 'Calibrate Using' section with two options: 'Enter Ruler Length: 33.9 Inches' and 'Use Scale in Image Filename' (which is selected). A red arrow points to the ruler in the preview with the label 'Calibration Ruler'. At the bottom of the dialog, there is a 'Units' dropdown set to 'Inches' and a 'Close' button. A red arrow points to the 'Name' field with the label 'Drag a room to change the display order'.

Drag a room to change the display order

Default Image location

Calibration Ruler

You can choose to use the scaling built into the room view image filename, if present.

Collection files purchased from ProStudioSoftware.com have the scale information included in the filename so they can be immediately used. See the [Importing Collections](#) for how to add these to ProSelect.

# Adding an Album Room

Client room images are saved in the Album file and are only accessible for that specific client. Open the Setup Rooms window (Resources menu) and make sure that the Album tab is selected at the top left.

## Adding an Album Room

You can add a new room image by

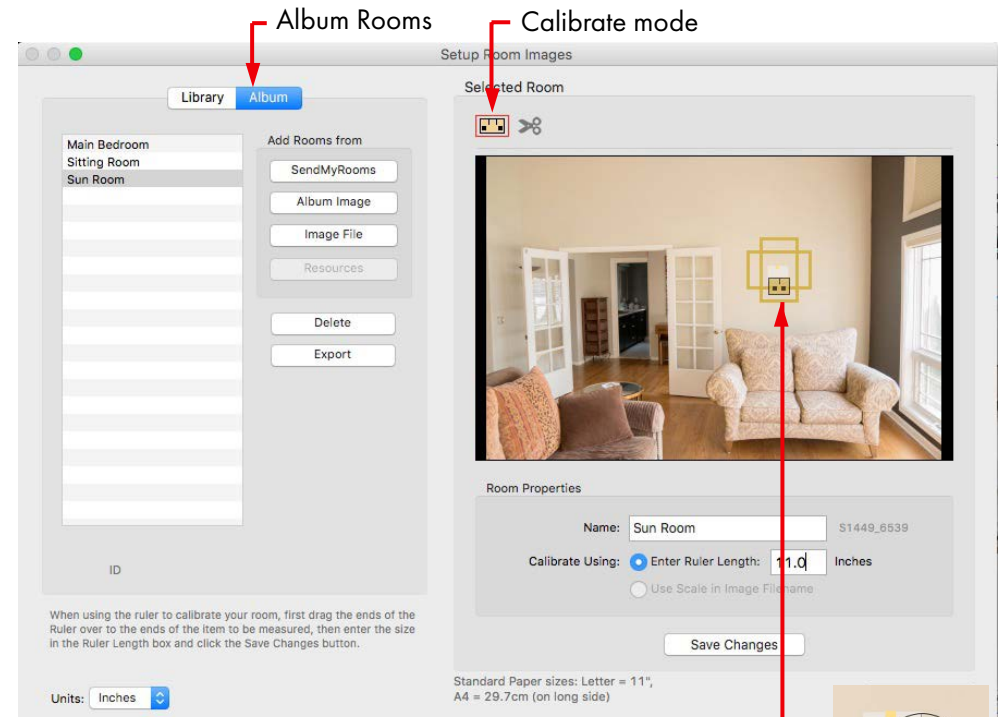
- Dragging the image file from a Finder window (on Macs) or an Explorer windows (on Windows) and drop in the list of Album rooms.
- Click the *Image File* button and select the image file.
- Use the *SendMyRooms™* button to download one or more room images that your clients have uploaded (see [next page](#)).
- Use the *Album Image* button to use the currently selected image that you have imported into the client's album file (similar to earlier versions of ProSelect) - this is for legacy use only.

All of the above actions will add the image as new room to your Album Rooms area and save a copy of the image in your currently open album file.

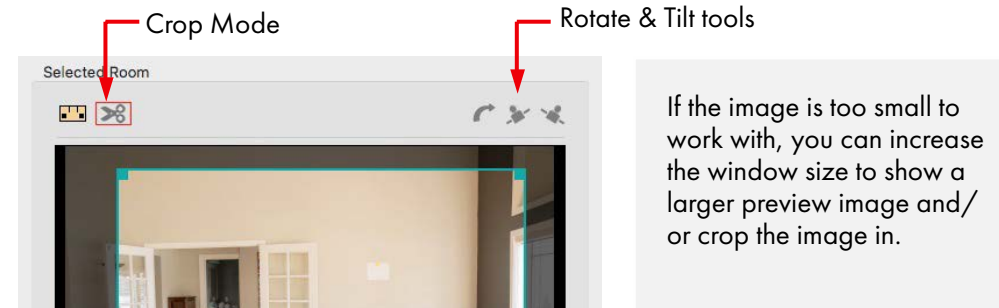
## Preparing the Room

- Enlarge the window so the paper on the wall is easy to see by dragging a corner of the window or using the maximize button.
- If you need to adjust the Crop or Tilt of the image, click the Scissors icon and make your adjustments. This work similar to [Cropping View](#).
- Enter a name for the room (this defaults to the image name).
- Drag the ends of the ruler so they align with the object in the image that you are measuring and enter the length of the object into the Ruler Length box (11" for the Letter sized paper in this example).
- Drag the default location box to where you would like to initially have the images placed
- Click *Save Changes*.

Album rooms can then be used in Working with Rooms by selecting this option at the bottom of the main window when in [Thumbnail view](#).



Measure the long side of paper by placing the cross-hairs on the corners. You can rotate the ruler if the paper is not horizontal.



If the image is too small to work with, you can increase the window size to show a larger preview image and/or crop the image in.

# Adding SendMyRooms™ Images



SendMyRooms™ is a mobile friendly web site that your clients can use to easily send images of their rooms to you for the viewing session. It features:

- Password protected access.
- Can be branded with your Studio details.
- Has a short movie explaining, to your clients, how to take the photos.
- Allows using the camera in a phone or tablet to take the photos or can import images from a folder of camera files on a computer.
- Upload their images to the SendMyRooms™ server where you can then download them directly into their ProSelect album file.

For more information about setting up and using this feature, please refer to the *SendMyRooms™ User Guide* and the Knowledgebase articles on the Pro Studio Software Website (under Support menu).

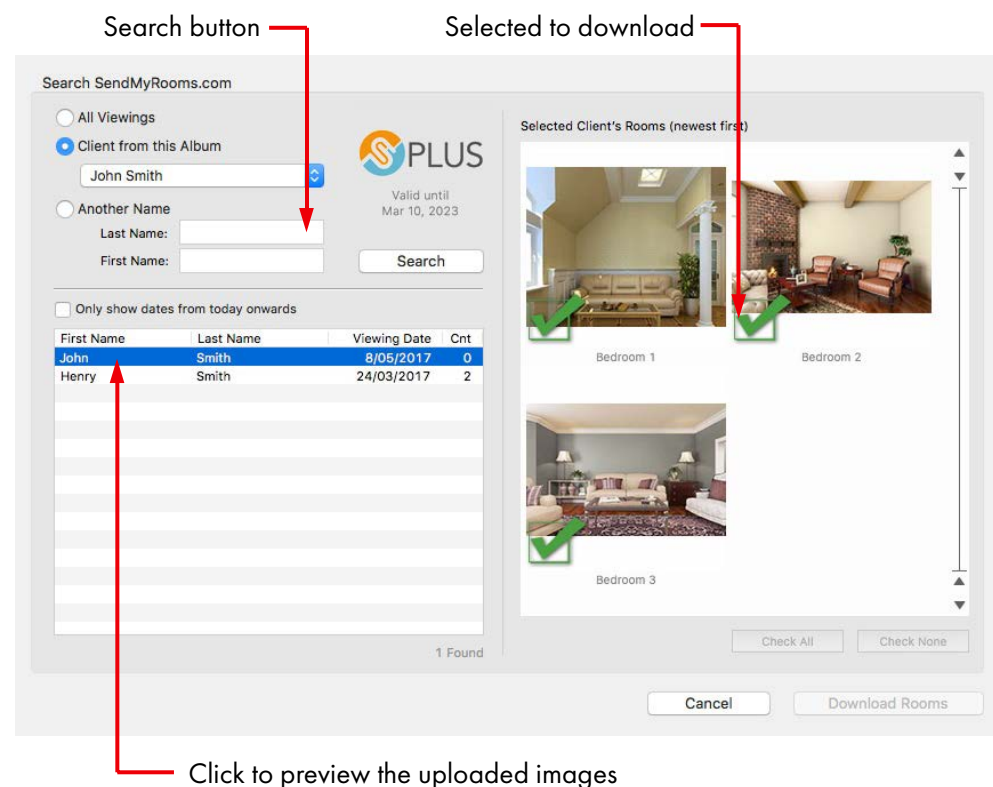
## Inviting Your Clients

To allow your clients access to SendMyRooms™, you can send them an email invitation from within ProSelect or from within your *My Account* area on ProStudioSoftware.com. This email includes a link which take them directly to the SendMyRoom™ web site with their user ID.

From within ProSelect, use SendMyRooms™ -> *Send Invitation* (Orders menu) or the *SendMyRooms™ Invitation* button in the [Client Setup](#) window. In both cases, this will open a web page where you can enter the details required.

## Importing Clients Images into ProSelect

1. Use the *Add Rooms from: SendMyRooms* button in [Setup Rooms](#) (under the Album Tab) to open the window shown on the right.
2. If you have already entered one or more client's names for this album, choose them from the drop down menu. Otherwise, use All Viewings or "Another Name" and enter a full or partial names in the boxes.
3. Click the *Search* button



4. In the results box on the left, click on a client name row to preview the room images that they have uploaded.
5. Click on some or all of the images to select them or use the *Check All* button to select them all.
6. Click the *Download Rooms* button to add these as Album Rooms into the currently open ProSelect Album file.
7. If necessary, adjust the tilt and crop (using [Crop mode](#)) then calibrate the images using the paper attached to the wall.

If you are using one of ProSelect's [Sharing options](#), all of your Library Rooms are automatically available on all computers at your studio.

Album Rooms are saved in the client's album file (.psa) and can be accessed by anyone opening that file.

## Exporting Room Images

If you wish to send a pre-calibrated Room to someone outside your studio you can use the Export button.

When doing this, ProSelect automatically adds the scale and default position data to the end of the filename e.g. "Kitchenette\_S2547\_6135.jpg".

When this image file is imported into the Setup Rooms windows on another computer, it will automatically detect the scale information in the file name and allow you to use that.

This method of assigning a scale to the image filename is the same as used in Pro Studio Software's Room View Collections.

Library Rooms can also be exported as a Collection (in ProSelect Pro) using the [Export Collection](#) function.



# Showing Frames I

There are two ways to show a frame around your images:

1. Using Images of Frame Segments (best)
2. Building a template with an overlay image (see next page)

## Using Images of Frame Segments

The method offers the most flexibility because you can add frames to any size of shape of product. These frames are setup in [Manage Frames](#) and applied using the Frame Tool in the right-hand toolbar as follows:

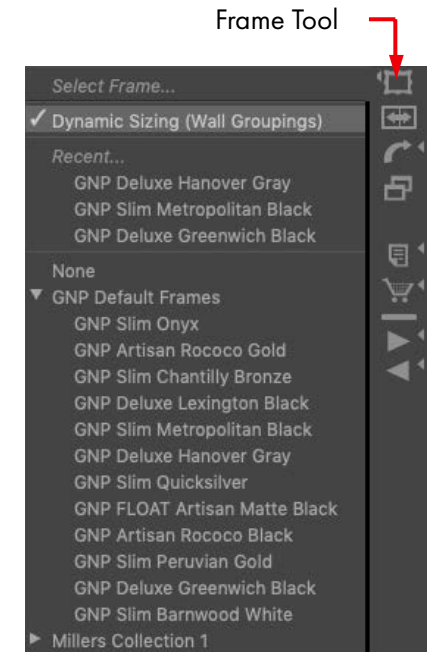
- When *Working with Images (in Select Size View)*, the select frame image is automatically *tiled* around the image when in Select Size view.
- When *Working with Layouts* in Show Layouts and Select Size Views, the select frame image is automatically *tiled* around the layout (or just the openings in a layout when created using a [wall grouping](#) template).
- When *Working with Rooms*, in Show Rooms and Select Size views, you can add or change the frames on any items in your Wall Gallery design.



Framed Layout



Framed Image



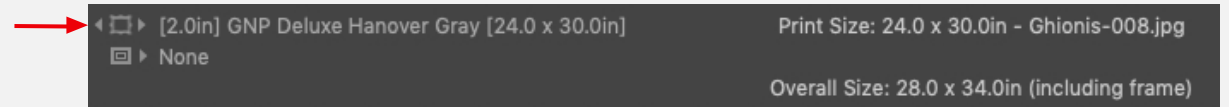
Framed Wall Grouping Template

## Popup Menu Options

If you have removed the size information from the frame name when adding your frames you can optionally display the size in the popup menus by selecting *Frame Menus Display with Frame Widths* in the [Preferences: Pricing & Ordering: Settings: Ordering Mats & Frames](#).



The name and size of the frame on the currently selected item is shown in the [Info Bar](#) at the bottom of the main window.



## Building a template with an overlay image

This approach is best suited where you wish to simulate a fixed size mat *and* frame product. This method is also useful if you have frame with adornments in the corners or along the edges.

- (a) Take a photograph of the finished frame.
- (b) Open the Image in Photoshop with a transparent background layer and "cut" out each of the openings. (You may need to rotate the image so that is perfectly level.)
- (c) Save as a Photoshop file or .png file.
- (d) In ProSelect, create a new template and [add this image as an overlay](#). Normally you would make this a [Traditional Matted type](#).
- (e) Use the template as normal.



Empty Template with Overlay image



Used as a Layout with Images

## Adding Frames

Frames are imported using ProSelect's Collection .tpk file. These files are typically prepared by your frame supplier. Frame collection downloads are available from supplier links provided on the ProSelect Resources download page or from supplier websites.

To install a collection file go to Resources > Frames > Import Collection. ProSelect collection files can also contain mats, templates and other ProSelect resources. See the section [Importing Collections](#) for full details.

The advantage of importing frames from collection files is that collections can contain additional information like price groups, suggested retail pricing and they are automatically loaded in supplier suggested folders for organization.

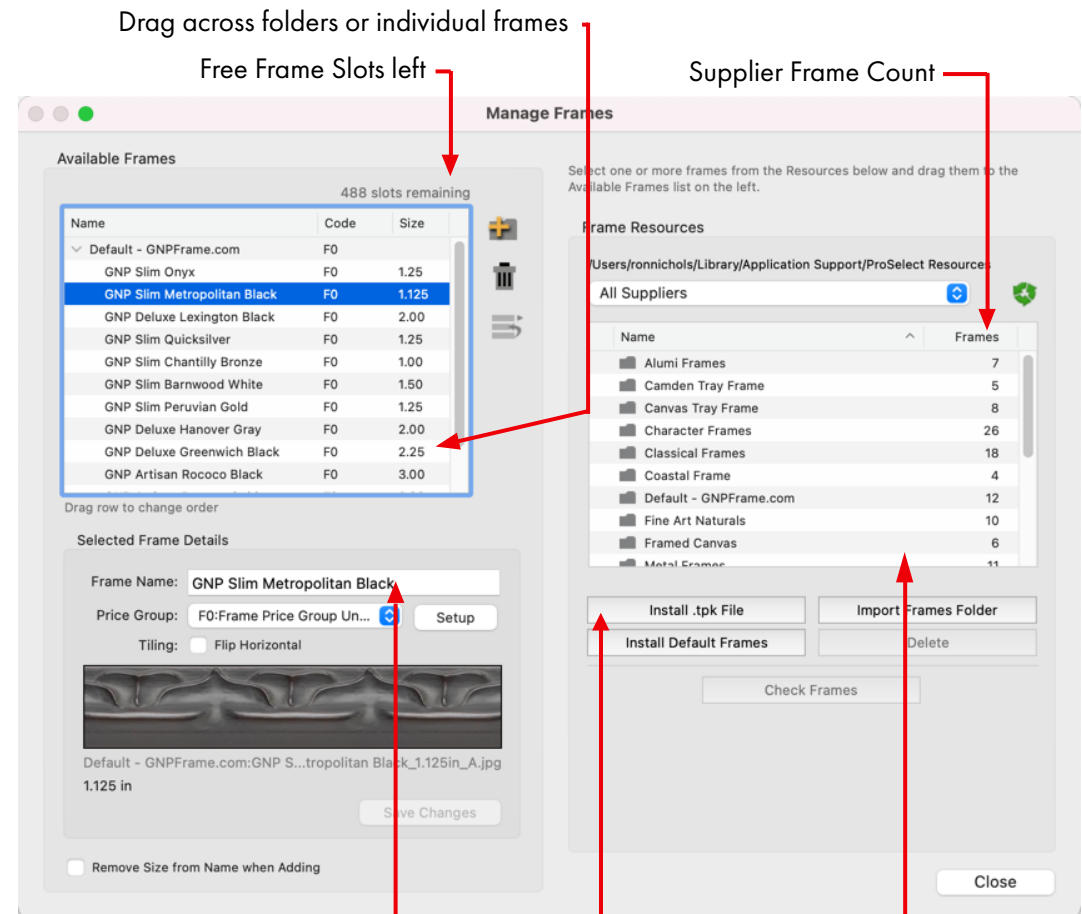
## How many Frames can be used?

The Basic version of ProSelect allows you select a maximum of 12 frames. When you first install ProSelect, these will be used by the *Default Frames* that come with the software. However you can delete these and replace them with your own selection.

With *ProSelect Pro*, you can choose up to 500 frames. Frames can also be arranged into one or more *frame groups* for easy selection.

## Getting Frame Images

- All frame image files need to conform to the specification shown in [Creating Frame Images](#).
- If your frame supplier does not have a ProSelect frame collection package available, suggest they reach out to ProStudioSoftware.com support for details on creating frame packages.



Drag across folders or individual frames

Free Frame Slots left

Supplier Frame Count

Use this button to install a .tpk (ProSelect Collection) file.

This side lists the frames and groups that you have selected to use in ProSelect

This side lists all of the frames and folders of frames in your [ProSelect Resources folder](#).

## Manually Adding Frames

If you have created your own frame images or you are a framing supplier looking to add your frames to build a collection, you can manually add your frames to ProSelect. If you downloaded a package from a supplier and it contains a .tpk and a folder of individual frame images, you want to use the .tpk file for the installation.

Once you have prepared your frame images and have then sorted into folders, you can add these frames to the Frames sub folder in your [ProSelect Resources folder](#) by:

- dragging a folder of frame images into the *Frame Resources* list in the *Manage Frames* window in ProSelect
- using the *Import Frames Folder* button in the *Manage Frames* window

When completed, the Frames Resources list in ProSelect's Manage Frames window will display these folders and files. Your frame images are normally kept in sub folders in order to separate frames from different suppliers or different frame types.

## Updating Frames

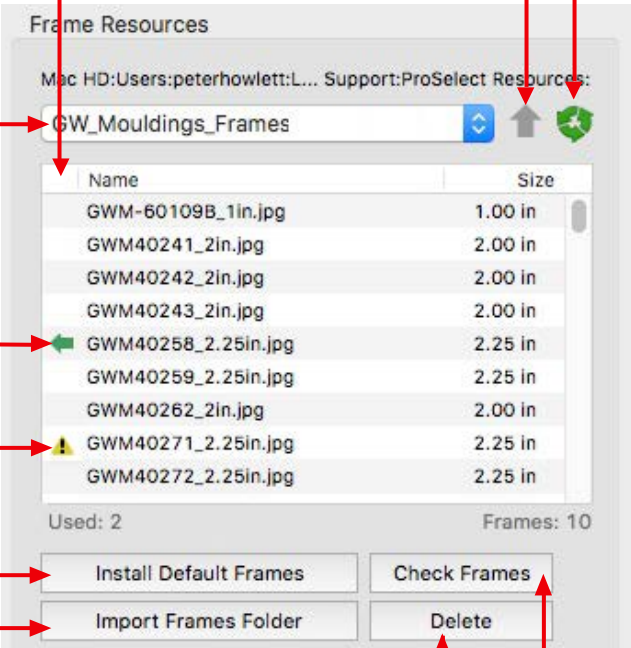
If your supplier has updated their frame selection, you can download their latest folder of frames and install it using of the above methods. If you already have a supplier's frames folder of the same name installed, any updated frames will replace the existing ones. Any frames that they no longer carry, will be removed from your Available frames list and saved in a special "Discontinued" folder in your Frame Resources area.

## Re-Installing the Default Frames

ProSelect comes with a set of 12 default frames that are automatically installed when you first run the software. If missing, you can use the *Install Default Frames* button to copy these back into your Resources folder. They will appear in the *Default Frames* folder (see previous page). To add them to your *Available Frames* drag them over to the left-hand list box.

## Removing Frame Resources

You can select one or more frames or a folder of frames in the Frame Resources List and use the *Delete* button to delete them from your disk. This will also remove files that have been added to your *Available Frames* list.



Click header to sort by used frames

Refresh List

Go up to All Suppliers Level

Show frames in this sub-folder

Name	Size
GWM-60109B_1in.jpg	1.00 in
GWM40241_2in.jpg	2.00 in
GWM40242_2in.jpg	2.00 in
GWM40243_2in.jpg	2.00 in
GWM40258_2.25in.jpg	2.25 in
GWM40259_2.25in.jpg	2.25 in
GWM40262_2in.jpg	2.00 in
GWM40271_2.25in.jpg	2.25 in
GWM40272_2.25in.jpg	2.25 in

Frame used

Frame Error

Used: 2

Frames: 10

Adds or updates the Default Frames folder

Adds a new folder of frames to the Frames Resources folder.

Removes the selected frames or folder of frames from the Resources folder

Checks all of the individual frames shown in the list for any errors

## Checking Frames

To check if there are any errors with any of the frame files listed, press the *Check Frames* button. Any frame files with errors will show a warning symbol next to the name. Click on those frames in the list to display more information about the error at the bottom.

## Adding Frames to the Available Frames

You can select one or more frames from the *Frame Resources* list on the right and drag them to the *Available Frames* list on the left.

If present, you can also drag a folder of frames from the *Frame Resources* list to the *Available Frames* list. This will create a new Frame Group containing all the frames in the folder (until the available slots are all used).

## Removing Available frames

To remove one or more frames select them and click the trash icon.

## Sorting Available frames

You can drag the row position of any frame to change the order in which it appears in the *Available Frames* list. Alternatively, select a Frame Group and click the sort button to sort the frames in the group by name or size.

## Using Frame Groups

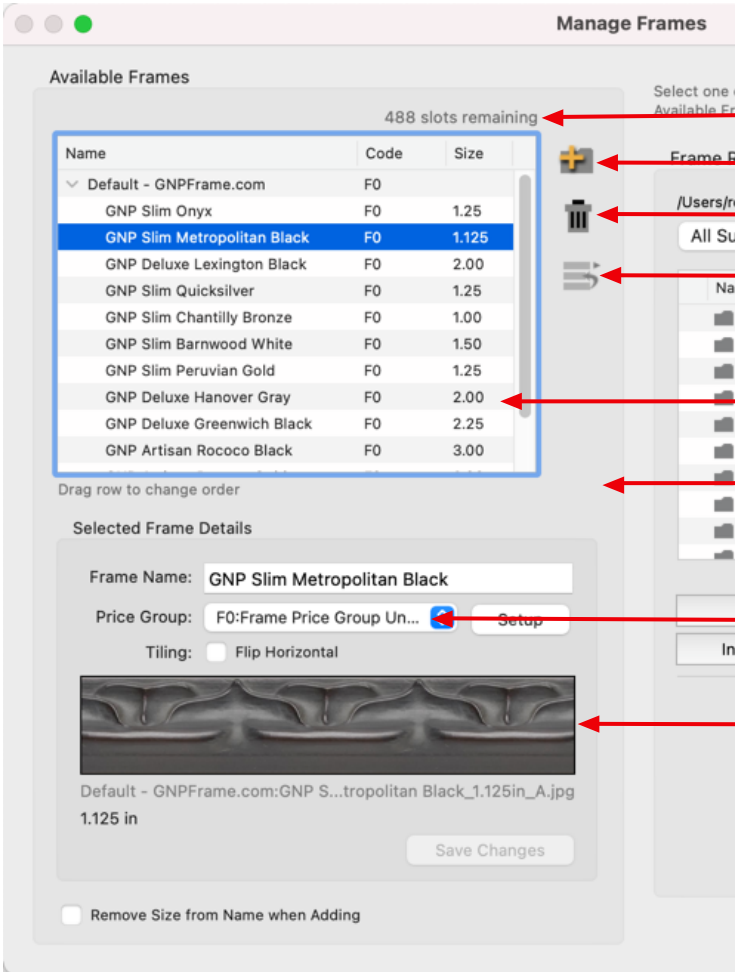
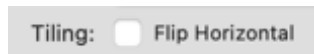
Frame groups can be used to group frames any way you like e.g. by supplier, type, size, price, color etc. Use the *Add Frame Group* button to add a new group. You can drag frames into a group from either the left or right-hand lists.

## Frame Names and Flipping

If you have *Remove Size from Name when Adding* checked, only the first part of the Frame Image filename will be used for the frame's name when it is added to the *Available Frames* list. You can also change the name of the frame if you wish.

By default, the *Flip Horizontal* box will be checked for each frame without an “\_A” on the end of its filename (see next page). This provides an almost invisible join in most cases where there is no direction to the frame's pattern.

You can override this setting if the frame join looks better the other way.



The screenshot shows the 'Manage Frames' window with the following annotations:

- Free Frame slots (points to '488 slots remaining')
- Add Frame Group (points to the plus icon)
- Remove a frame or group (points to the trash icon)
- Sort frames in selected group (points to the sort icon)
- Frame Price Groups (points to the price group column)
- Frame size (width) (points to the size column)
- Frame Price Group for the selected frame (points to the price group field in the details panel)
- Sample of selected frame (tiled) (points to the frame image sample)

Name	Code	Size
Default - GNPFrame.com	F0	
GNP Slim Onyx	F0	1.25
GNP Slim Metropolitan Black	F0	1.125
GNP Deluxe Lexington Black	F0	2.00
GNP Slim Quicksilver	F0	1.25
GNP Slim Chantilly Bronze	F0	1.00
GNP Slim Barnwood White	F0	1.50
GNP Slim Peruvian Gold	F0	1.25
GNP Deluxe Hanover Gray	F0	2.00
GNP Deluxe Greenwich Black	F0	2.25
GNP Artisan Roccoco Black	F0	3.00

Selected Frame Details:

Frame Name: GNP Slim Metropolitan Black

Price Group: F0:Frame Price Group Un... Setup

Tiling:  Flip Horizontal

Default - GNPFrame.com:GNP S...tropolitan Black\_1.125in\_A.jpg  
1.125 in

Save Changes

Remove Size from Name when Adding



## About Frame Price Groups

Frame Price Groups control how a frame is priced when ordered. You must have at least one group setup in the [Frames section](#) of your Price Lists & Products window (Orders menu).

All frames in the same [Frame Price Group](#) will be priced the same for any selected size. (See [Pricing Methods](#) for more about how prices are calculated.)

The simplest way to use this is to assign similar prices frames to the same price group. For example, you could create frame price groups such as

- Budget Frames
- Standard Frames
- Deluxe Frames

Then simply put all of your frames into one of these groups.

The assigned Frame Price Group Code is shown in the right-hand column next to each frame.

## Assigning a Frame Price Group

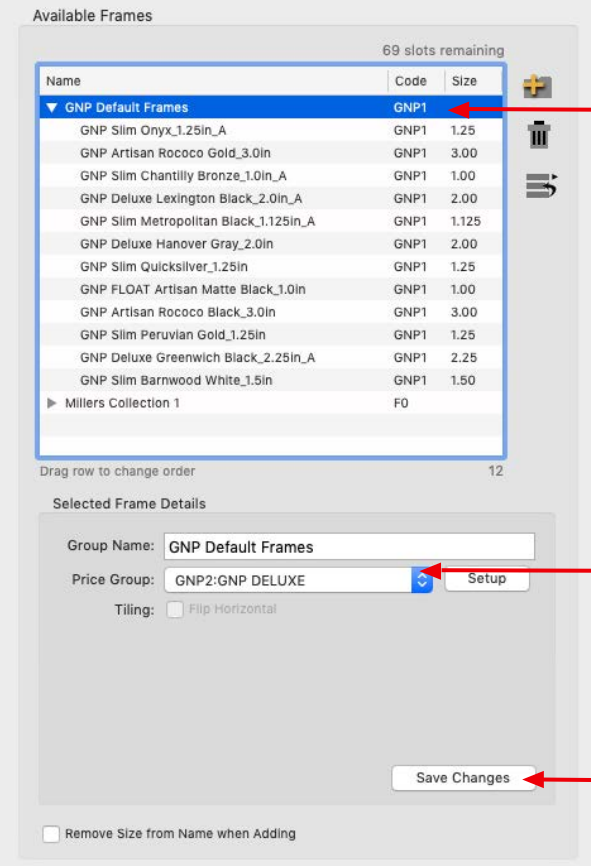
When you add a new frame to the available frames list it is automatically assigned to the topmost frame price group in your [Price Lists & Products Window](#).

To change this you can select one or more frames in the Available Frames List, change the Price Group at the bottom and click the Save Changes button.

To change all of the frames in a Frame Group, select that group then set the Price Group and click the Save Changes button (see below).

### Checking Your Pricing

When ordering frames using the [Order With Extras](#) or [Custom Product](#) windows, you can click the Show Calculations disclosure triangle to see the pricing method and the values used to calculate the selected frame's price.



The screenshot shows the 'Available Frames' window with a table of frames and a 'Selected Frame Details' panel. Red arrows point to specific elements with text annotations:

- An arrow points to the 'GNP1' code in the 'Code' column of the first row, with the text: "Select frame group or multiple individual frames".
- An arrow points to the 'GNP2:GNP DELUXE' dropdown menu in the 'Price Group' field, with the text: "Select the new Price Group".
- An arrow points to the 'Save Changes' button, with the text: "Save the Changes".

Name	Code	Size
▼ GNP Default Frames	GNP1	
GNP Slim Onyx_1.25in_A	GNP1	1.25
GNP Artisan Rococo Gold_3.0in	GNP1	3.00
GNP Slim Chantilly Bronze_1.0in_A	GNP1	1.00
GNP Deluxe Lexington Black_2.0in_A	GNP1	2.00
GNP Slim Metropolitan Black_1.125in_A	GNP1	1.125
GNP Deluxe Hanover Gray_2.0in	GNP1	2.00
GNP Slim Quicksilver_1.25in	GNP1	1.25
GNP FLOAT Artisan Matte Black_1.0in	GNP1	1.00
GNP Artisan Rococo Black_3.0in	GNP1	3.00
GNP Slim Peruvian Gold_1.25in	GNP1	1.25
GNP Deluxe Greenwich Black_2.25in_A	GNP1	2.25
GNP Slim Barnwood White_1.5in	GNP1	1.50
► Millers Collection 1	FO	

Selected Frame Details

Group Name: GNP Default Frames

Price Group: GNP2:GNP DELUXE

Tiling:  Flip Horizontal

Remove Size from Name when Adding

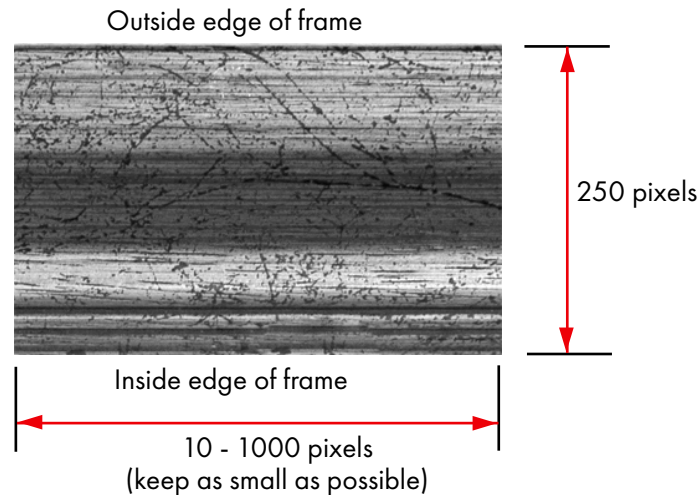
### Frame Groups & Pricing

Assigning a Frame Price Group to a Frame Group does NOT force all frames in that group **to stay** in the same Price Group - they can still be individually assigned to another price group.

# Creating Frame Images

You can create your own frame images for use with ProSelect using the specifications below.

In order to work correctly, your frame images must be .jpg files (in RGB format and preferably sRGB color space) and be sized as shown below:



The image file name is used to enter both the description and physical size (i.e. the width from inside edge to outside edge) of the molding in this format:

“descriptive name\_NNNuu.jpg” or

“descriptive name\_NNNuu\_A.jpg”

where NNN is the numeric size and uu is the size units - either “in” (for inches) “mm” (for millimeters) or “cm” (for centimeters).

The underscore character ( \_ ) is used to separate the name from the size and **MUST** be included in the name.

The last “\_A” is optional but should be used on images that have a pattern that goes

in one direction since it tells ProSelect **not** to flip every alternate moulding image when tiling them (see below).

Examples of correctly named files are :

Antique Gold\_1.5in.jpg

Plain Black (GNP)\_25mm.jpg

GWP-1027\_2in\_A.jpg



Segments flipped  
e.g. MyFrame\_2in.jpg



Segments not flipped  
e.g. MyFrame\_2in\_A.jpg

## Hints for getting the best results

1. Keep the lighting uniform along the horizontal direction of the image.
2. Make sure that your images are exactly horizontal.
3. If your frame has a regular pattern then make sure that the pattern starts and stops at the ends of the image.

Unless you have the “\_A” on the end of the filename, ProSelect *tiles* each image around the print or layout by flipping alternative frame images. This ensures that you will get a smooth join between images.



Stamps and Watermarks are used for a variety of purposes in ProSelect such as:

- Adding a copyright stamp to your exported sample images, layout books and room view images.
- Adding a logo and/or copyright stamp to your exported slideshow movies, Proof Sheet image and Order Report images.
- Adding your studio logo to your final images exported through ProSelect's High-Res Production module.
- Highlighting **your** "favorite" images and layouts during the slideshow and viewing presentation
- Protecting your displayed images while conducting a remote sales session through the internet.

All these can be setup using the Stamps, Watermarks & Logos window (Resources menu) and, once setup, it is simply a matter of selecting the appropriate one in of the above areas. There are three types of stamps:

### Text Type

Enter any text into the Text box and it will be used in the stamp. You can select the font and bold settings for the text. Text stamps also support "tag" substitution and can be used to print the image filename or layout name on the exported image.



### Mask File Type

This is a B&W .jpg or .png image which controls the opacity of the stamp (see right-side box).

This is the good option for adding a semi-transparent logo image as a stamp. A good "watermark" effect can be achieved by setting the color to white and the opacity to around 50%.



### Logo File Type

For a solid color stamp, use a .jpg or a .png file if you need a transparent background.

### Stamp Impact Options

The control the visibility of each stamp by allowing you to adjust the proportional size, position inset (from the selected anchor point), image opacity and color (for Text and Mask File types).



For sizing you can select to have the stamp *expand to fit* within the bounds of the image (e.g. for cases needing a full width stamp regardless of the image aspect ratio) or be a proportional size of the image.

Proportional stamp sizes are saved and applied as a percentage of the diagonal size of the image that you are adding the stamp to. This means that the same stamp will be the same size on the same sized image regardless of whether the image is portrait or landscape orientated.

### Position Options

You can choose a variety of anchor position (such as bottom left, centered etc) and the stamp's orientation (horizontal, vertical, diagonal or angled). In most cases, you can use the inset slider to adjust the position from selected anchor location.

### Making a Mask File

Create a screen sized mask (up to 1000 x1000 pixels) in Photoshop and save it as a JPG file.



The mask should be an 8 bit, RGB image with white for the transparent areas and black for the areas where the selected color will be applied. Shades of grey can be used to add areas with extra opacity.

# Setting up Stamps



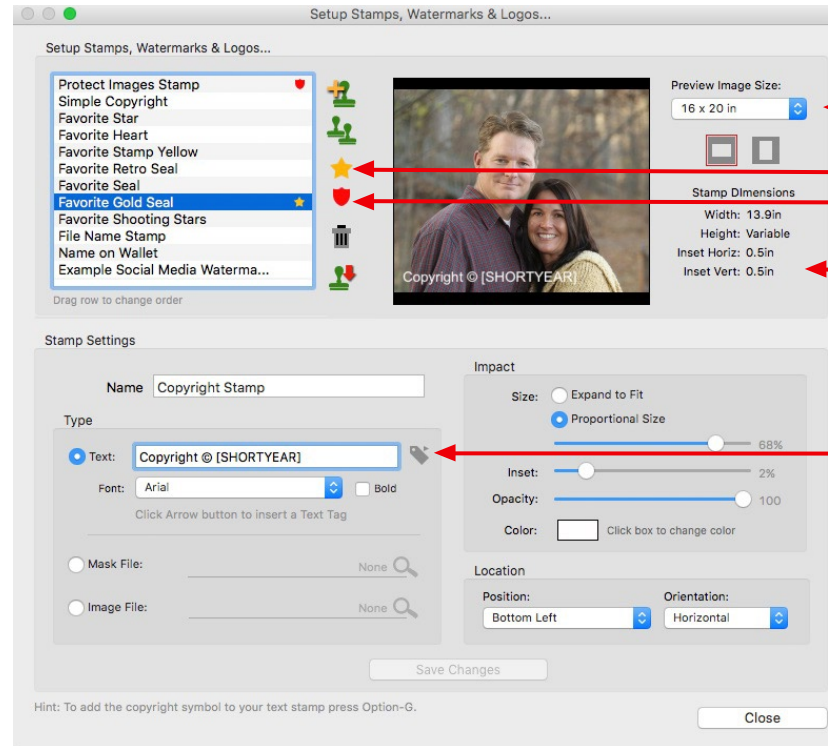
In the Setup Stamps, Watermarks & Logos window you can setup an unlimited number of stamps. You can:

- Add a new Stamp
- Duplicate an existing stamp
- Set a Stamp as the Favorites Stamp
- Set a Stamp as the Protect Images Stamp
- Delete a stamp
- Add the default stamps (in case you lose them!)

You can see what the stamp will look like and check the actual stamp dimension for any selected Print Paper size the preview area.

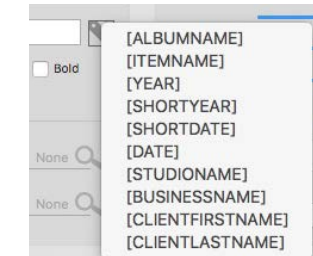
## Shared Resources

Images used for *Mask* and *Image* stamps are kept in the Corporate Logos folder inside your ProSelect Resources folder and so your stamps can be easily shared across multiple computers at your location.



Choose a Preview Size  
Set as Favorites stamp  
Set as Protect Images stamp  
Actual sizes for the selected image size

Click to insert Text Tag from popup menu



## Text Substitution in Text Stamps

Special Text Tags can be inserted into Text type stamps by clicking on the icon to the right of the text entry box. These tags are automatically replaced with their respective values when displayed, printed or exported.

For example, you can use "Image: [ITEMNAME]" produce the output shown here. In this case, the filename extension will only be shown if you have this turned on in [Preferences \(Display: Calibration & Options: Filenames: Filename Extensions\)](#)

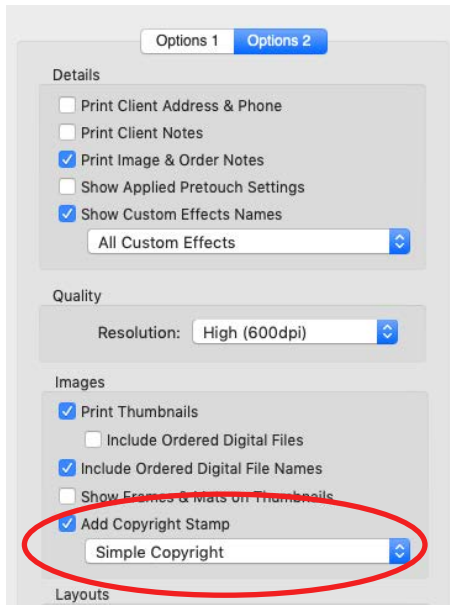






### Exported Sample Images

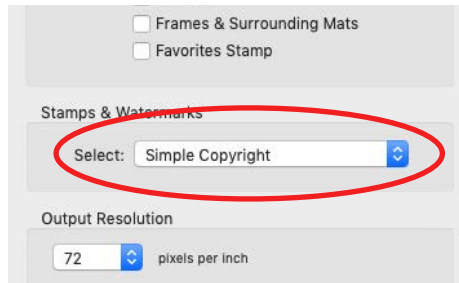
When exporting sample images, layouts or room view images simply choose which stamp to use from the drop down menu. Your selection will be saved for next time.



some or all of your final images produced through [High-Res Production](#).

You can setup have these applied by default or select to add a stamp in the High-Res Production window.

If you are doing this on a regular basis, then you should enable this option and select which stamp (at what size) should be used for your different sized prints. This is setup in [Preferences \(High-Res Production: Workflow & Production Extras\)](#).



### Order Report

If you are saving your [Order Reports](#) as high-resolution .pdf files then adding a copyright stamp can provide some protection against the images being illegally copied.

### Proofsheets & Book Report

When printing [Proofsheets](#) and [Book Reports](#) simply select the stamp to apply in each of these report setup dialogs.

### Production Images

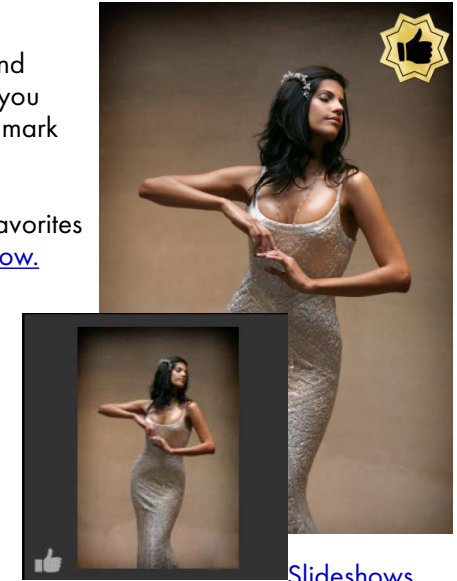
Stamps can also be used to automatically apply a studio logo or copyright stamp to

### Using Favorites Stamps

Selected images and layouts can be selected and *Marked as Favorites* (Edit menu). Alternatively, you can use the keyboard shortcut "F" to mark or unmark the currently selected items.

Set which of your setup stamps to use for your favorites in the [Setup Stamps, Watermarks & Logos window](#).

Thumbnails of your selected favorites will have a *Thumbs Up* icon in the corner when you have *Show Thumbnail Tags* turned on (under View menu). The full sized images will show your selected stamp when you have *Show Favorites Stamp* (under View Menu) checked.



[Exported Sample Images](#) and Layouts and can be optionally exported with the selected favorites stamp applied to any items marked as favorite. [Slideshows](#)

### Using Protect Images Stamp



The selected stamp will be displayed over all images during the presentation and slideshow if you select *Protect Images* (View Menu) or use the menu keyboard shortcut.

Turn this on when using ProSelect during a remote viewing session (e.g. over Skype or Zoom) to discourage screen capturing.

You can select which of your setup stamps to use for your protect images stamp in the [Setup Stamps, Watermarks & Logos window](#).





Use the *Setup Report Logos* window (Resources Menu) select, set the placement and size of your logo image that can be added to the [Order Report](#) and [Proofsheet Reports](#). To include a logo on the report, make sure that you check the *Use Logo* option in the report's setup window.

You can setup a different logos and placements separately for portrait and landscape orientated reports. Logo image files can be .jpg or .png types. thought you should always use .png with a transparent background if your printer paper is not white.

For each case, you can set the position of the image to be in any corner of the page or the top or bottom center. With these settings, the height control will adjust the height that the logo image will be printed.

Alternatively, you can select *Fit across top* or *Fit across bottom*. These options will re-size the image to the width of the paper (minus the side margins). In this case, you should be using an image that is very wide or else it may take up too much vertical space on the page.

Your logos are kept in the Corporate Logos subfolder in your designated [ProSelect](#).



56 Falls Creek Road  
Falls Creek MA  
(916) 1234 5678

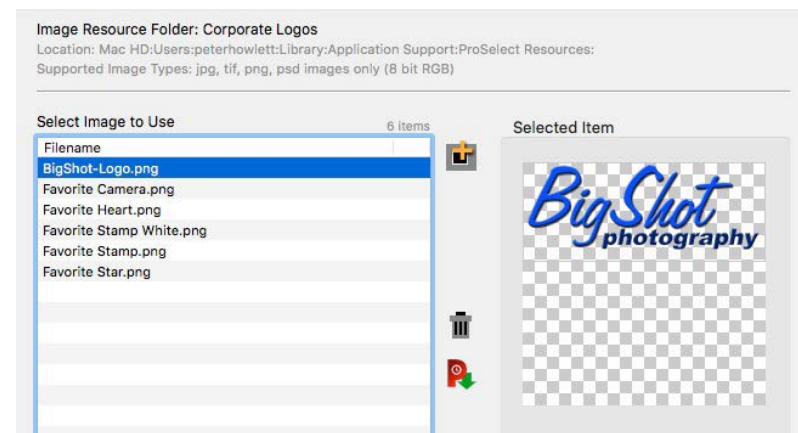
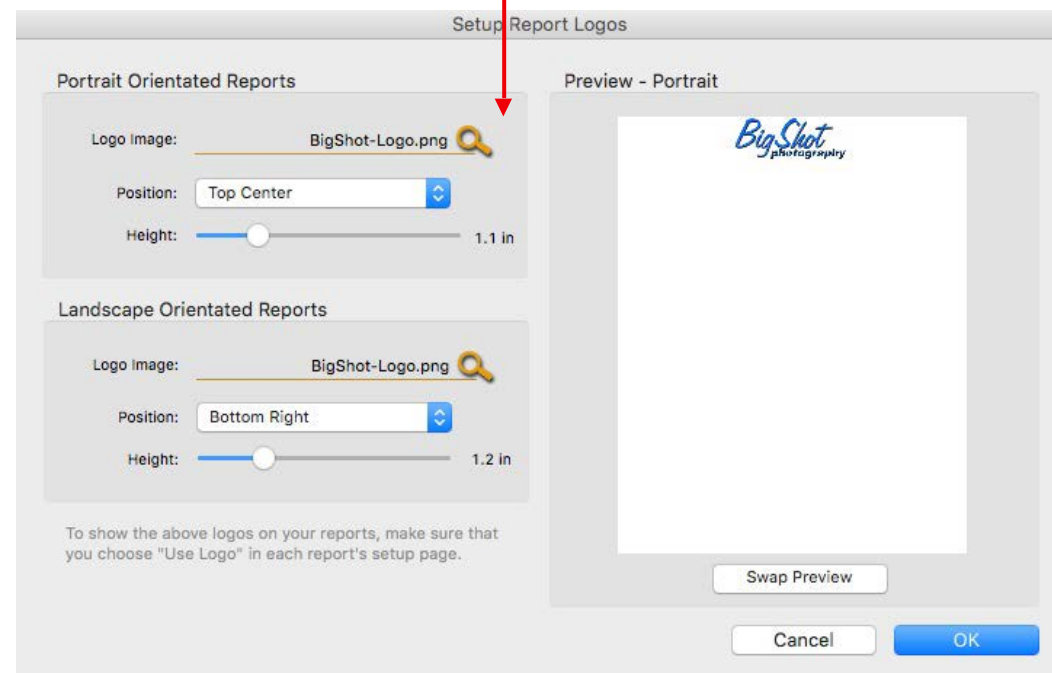
[Resources folder](#) with the setup settings saved in your ProSelect Data file allowing easy sharing between computers when using one of the sharing options.

### What size should my Logos files be?

ProSelect will automatically re-size your logo images during printing to appear at the size that you have set them up in the Preferences. However, when preparing them you should make sure that they are between 300dpi and 600dpi at the size you wish to print them.

For example if your logo is to be printed 2" wide by 1" height then at 600dpi the image file would need to be 1200pixels wide by 600 pixels high. You should save this a .jpg format file.

Click to open window below



QR Code are machine readable code that can encode a short amount of text into an image that can be read by a handheld QR code reader or even most camera apps on mobile phones.

You can setup a number a QR codes in ProSelect and select one to be printed on the [Order Report](#) and Order Assembly Report or displayed in the [Client Setup window](#) in ProSelect.

You can include fixed and client and album specific information in the code by inserting one or more of the following text tags into the QR Message:

Client First Name	Year
Client Last Name	Short Year
Client Account Code	Short Date
Client Email	Date
Album Name	

## Samples Uses

- Open a web-based Studio Management System with using client account code:  
`http://www.mysms.com?account=12345&cname=[CLIENTLASTNAME]`
- Provide input into a keyboardshort program on your computer to launch a program and enter some data.

## Setting up QR Codes

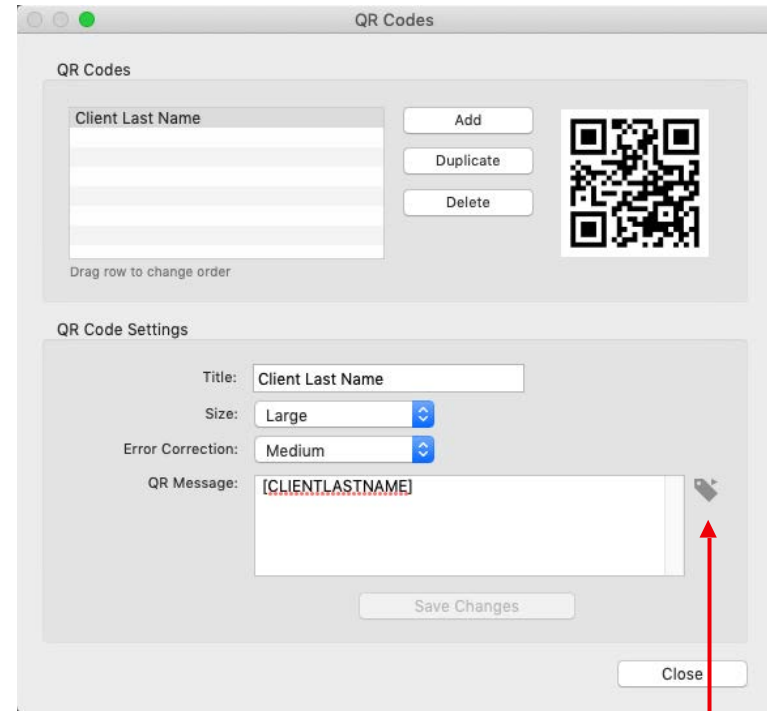
You can add, change, duplicate and delete QR codes in the *Setup QR Codes* window (under the Resources menu).

Apart from giving each code a name, you can set the following:

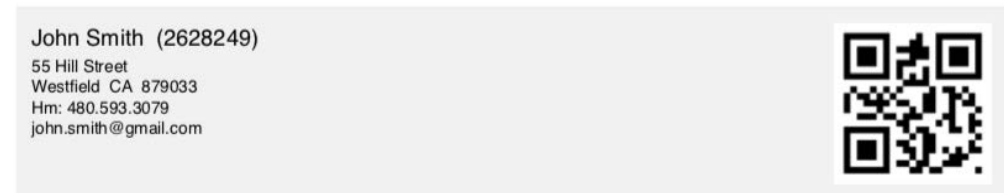
Size: Small, medium or large

Error Correction: Low, Medium, Medium-High, High

QR Message: Any text. Click the Tag icon to insert a tagcode.



Click to show and insert a text tag



The top section of the Order Report showing the QR Code.

# Image Proofsheets

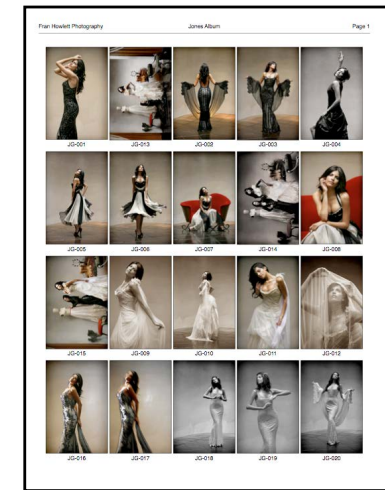
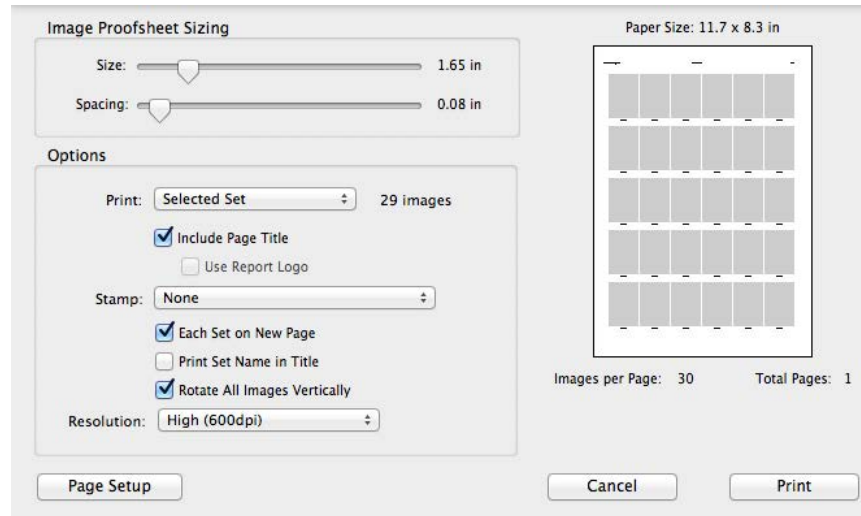
Use this section to setup your images Proof Sheet pages that can be printed using *Proof Sheets, Images...* (File Menu).

A number of different style Proofsheets can be printed. For a proofsheets of your images select Print Proofsheets, Images from the File Menu.

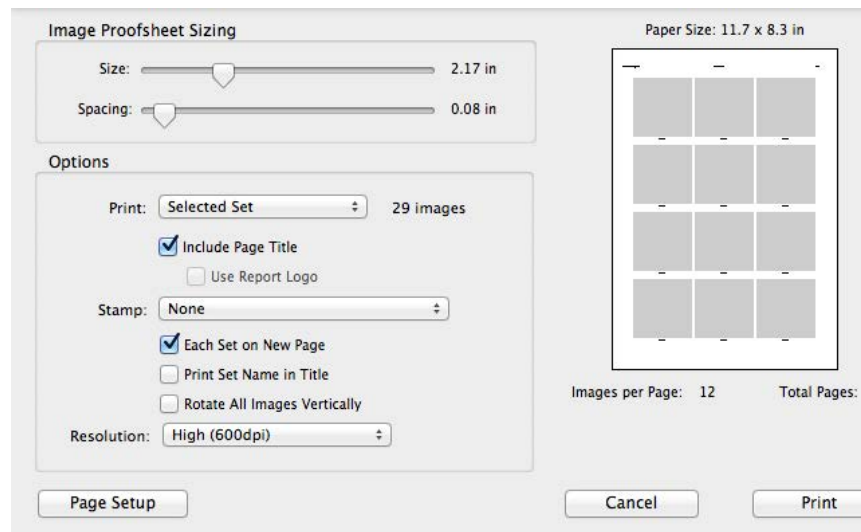
Use the size sliders to adjust the size and spacing. If you wish to change the page size, orientation or margin, use the standard Page Setup button.

You can select to just print the Images in Current Set or across all sets. In either case, only images in the currently selected Tab (Yes, Maybe or No) will be printed.

You can optionally choose to have one of the stamps that you have setup under [Stamps, Watermarks & Logos](#) applied to each book page image on the report.



Images Proof Sheet  
(Rotate All Images Vertical)



Images Proof Sheet

## Printing problems (Windows only)

Some Windows printers do not work when ProSelect attempts to re-load a saved Page Setup.

If you find that you are having a problem with your printer, try checking the *Do not save* box next to *Printer Page Setup* in the [Preferences \(General Tab\)](#). In this case, you may need to do a Page Setup before printing each time you start ProSelect.

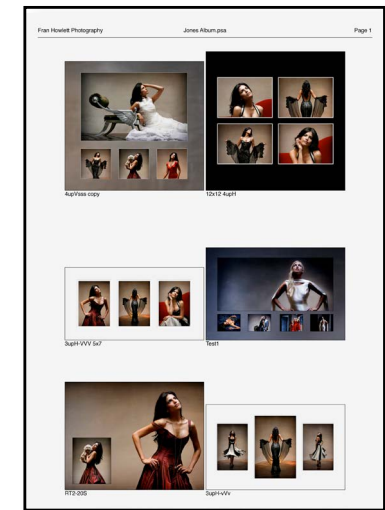
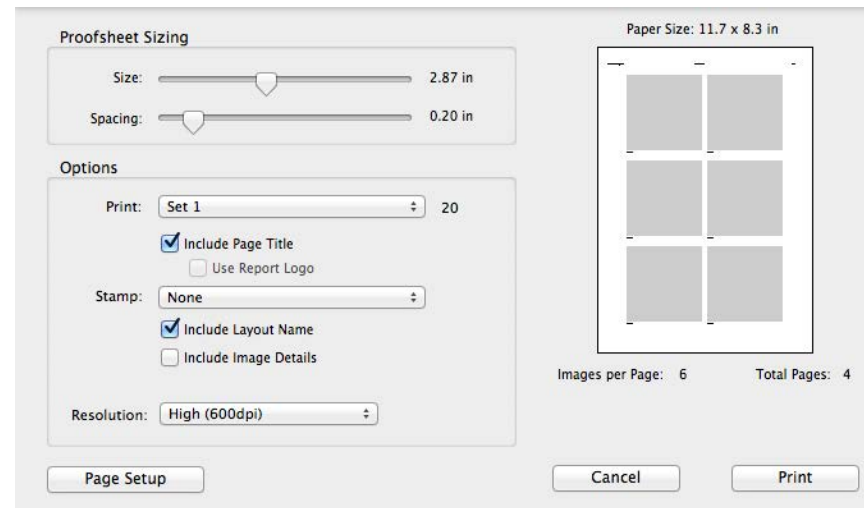
# Layout Proofsheets

A number of different style Proofsheets can be printed. For a proofsheets of your layouts select *Print Proofsheets, Layouts* or *Selected Layouts* from the File Menu.

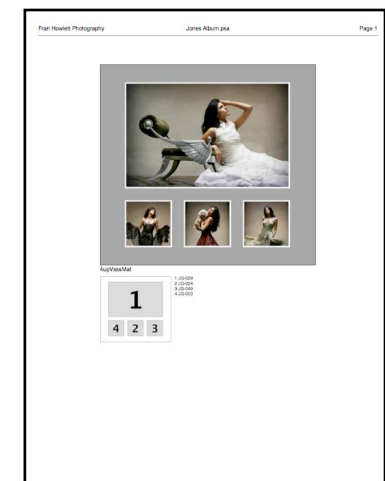
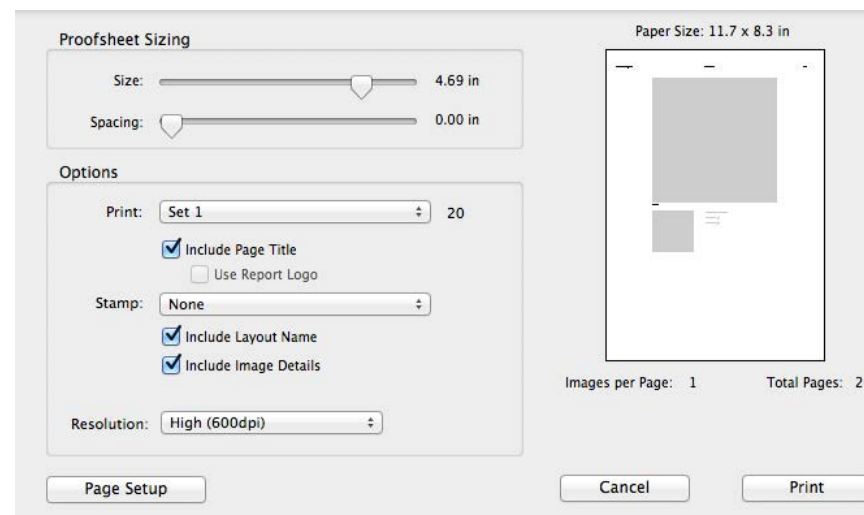
Use the size sliders to adjust the size and spacing. If you wish to change the page size, orientation or margin, use the standard Page Setup button.

If you check the *Include Image Details* box, then a legend with opening numbers and filenames of each image will be listed below each layout.

You can optionally choose to have one of the stamps that you have setup under [Stamps, Watermarks & Logos](#) applied to each book page image on the report.



Layout Proofsheets



Layout Proofsheets with image details

# Book Pages Proofsheets

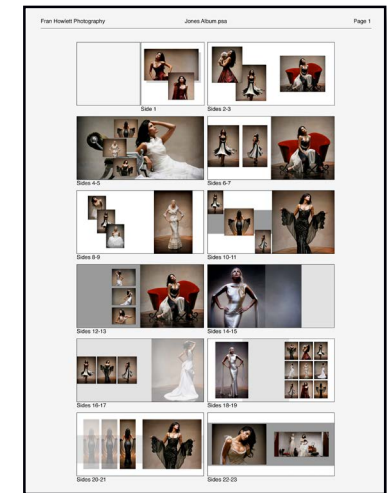
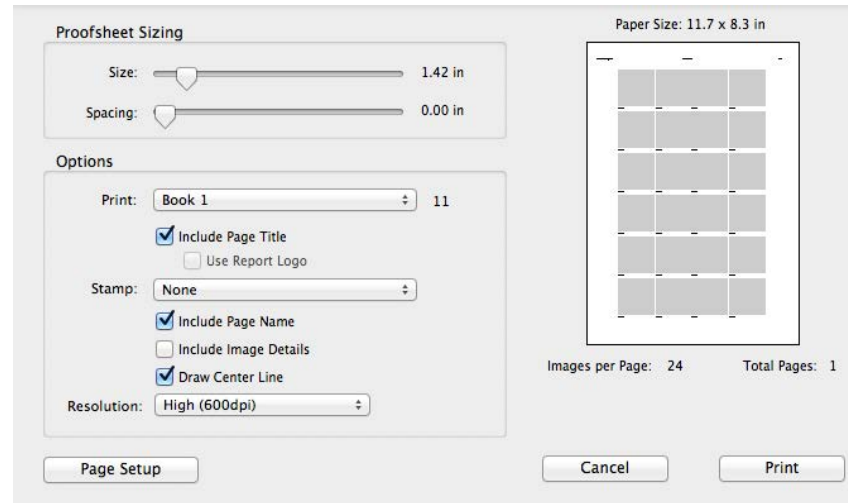
A number of different style Proofsheets can be printed. For a proofsheet of your book pages, select *Print Proofsheets, Book Pages* from the File Menu.

Use the size sliders to adjust the size and spacing. If you wish to change the page size, orientation or margin, use the standard Page Setup button.

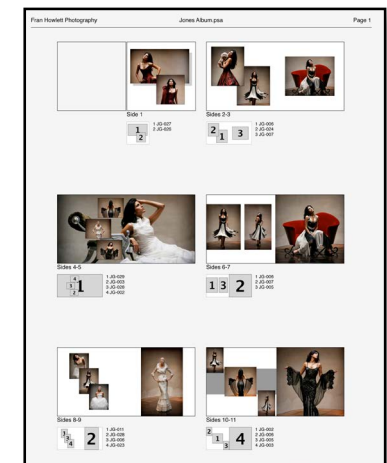
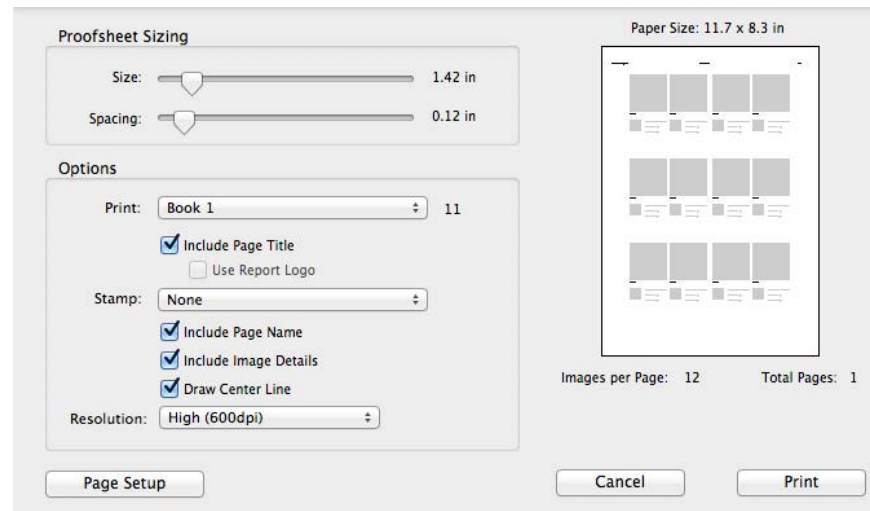
If your book is a double sided design, pages will be automatically grouped in pairs.

If you check the *Include Image Details* box, then a legend with opening numbers and filenames of each image will be listed below each page.

You can optionally choose to have one of the stamps that you have setup under [Stamps, Watermarks & Logos](#) applied to each book page image on the report.



Book Proofsheets double-spread and cover page



Book Proofsheets with image details

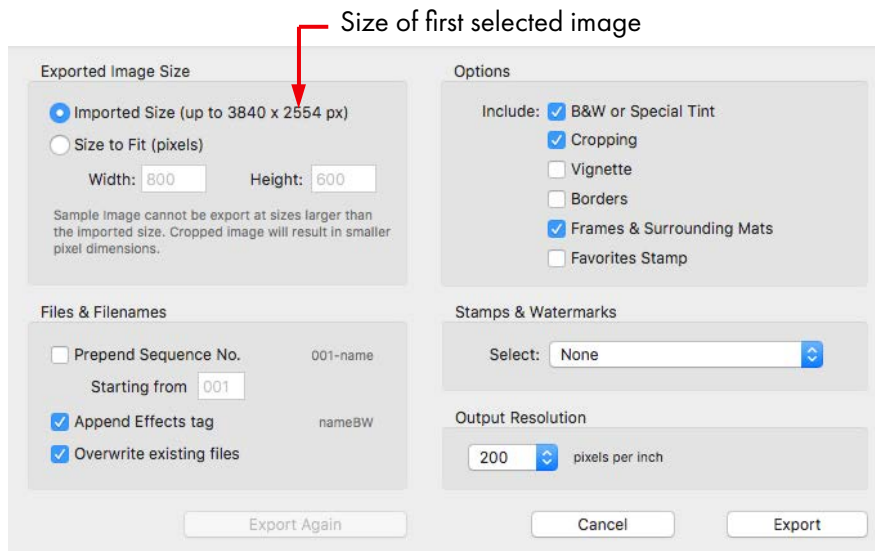


## Exporting Images & Layouts

To export **low resolution** copies of each image in the currently selected tab into a selected folder, use *Export*, “*Yes/Maybe/No*” tab *Sample Image...* or *Selected Sample Images...* (File menu). These can be used for social media, website blogs etc.

Before exporting you can select what options will be applied to the exported images in the dialog shown below. Remember, that the Imported Size is determined by your setting in the [Preferences, Importing Images](#) section.

All exported images include an embedded sRGB Color Profile.



## Exporting Pretouched Images Limitations

If you have applied any [pretouching presets](#) to the images selected for export then you will only be able to export at sizes greater than 1600 x 1600 pixels if you have a ProSelect Pro license and current PLUS.

## Exporting Options

Export options change when exporting images, layouts or rooms.

*Prepend Sequence No.* To export the images, layouts and book pages and preserve the same sequence order as they appear in ProSelect, then check this box to have a three digit number added to the front of all exported file names starting from the entered number.

*Append Effects tag.* To help identify which effects have been applied to images, if you have *Append Effects tag* box checked, export filenames will be suffixed as follows:

RG	Original File	CXX	Custom Effect 1 to 25
BW	Black & White Effect	CXX+	As above but more than one effect has been applied
ST	Special Tone Effect		

For example: F1234.jpg with B&W effect exports as F1234BW.jpg.

*Overwrite existing files.* If unchecked, any newly exported images that have the same name as previously exported ones will have their name modified so both old and new files are kept.

*Output Resolution.* Setting the embedded resolution will effect how the exported .jpg image is sized in some viewers. The default is 72 dpi which is generally screen resolution.

*Options.* Choose which of ProSelect display options you wish to include on the exported images.

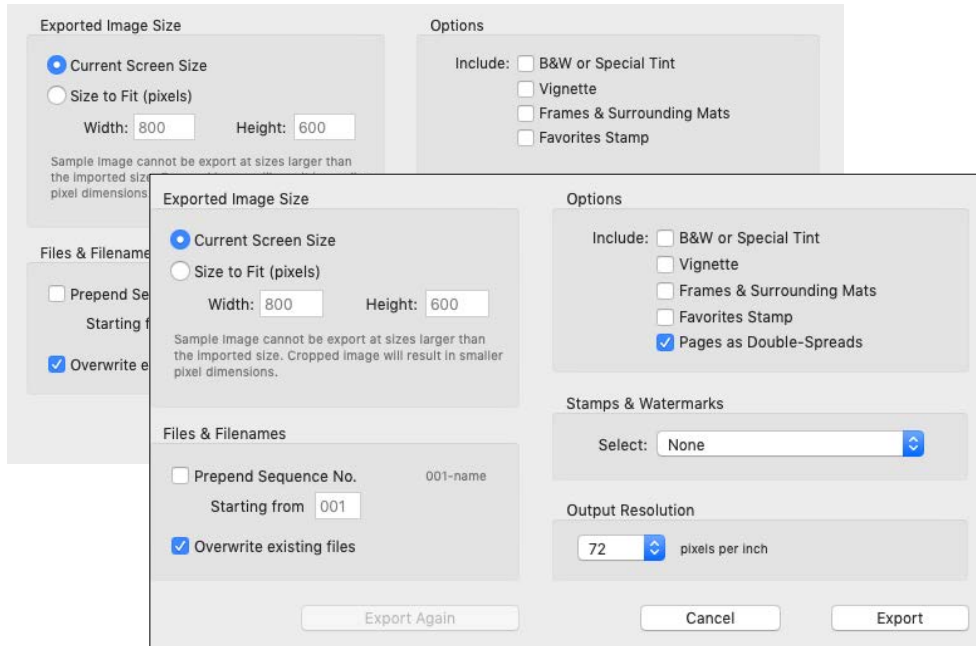
*Stamps & Watermarks.* Use this to apply one of the [copyright stamps](#) that you have setup.

**Note:** If you have a tightly cropped image and select to export it at the Imported size, it will be adjusted to the resulting crop size.

## Exporting Layouts, Rooms & Book Pages

Exporting low resolution copies of your layouts, room designs and Book pages is similar. You can export the currently selected item (in [Working with Layouts](#), [Working with Rooms](#) or [Working with Books](#) respectively) or select multiple items in *Thumbnail View* then use relevant *Export* command (under File menu).

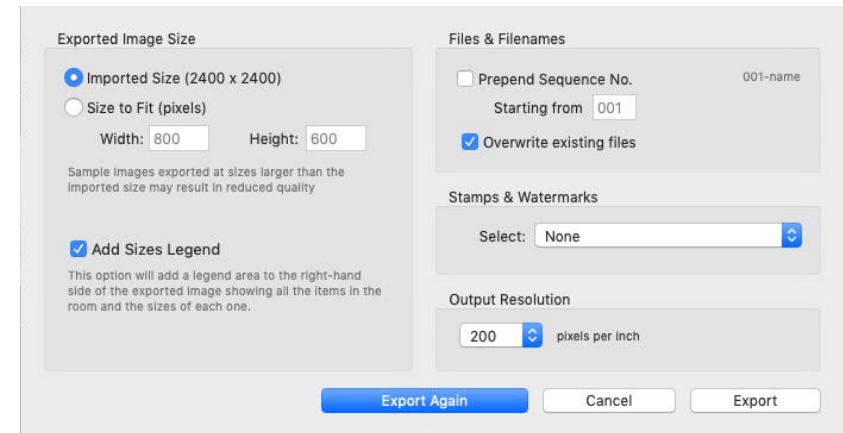
Export Sample Layouts



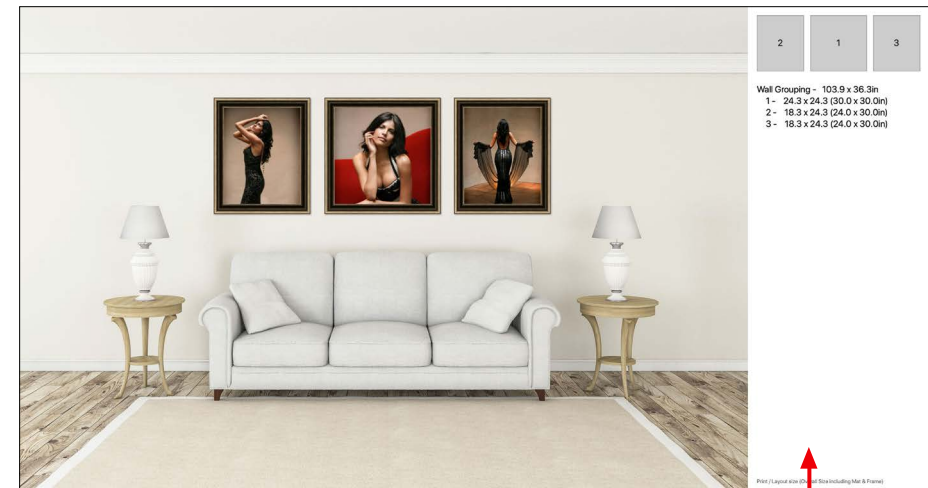
Export Sample Book Pages

## Exporting Room Images with Sizes Legend

Select the *Add Sizes Legend* to have the exported image widened to include a legend. This shows a numbered placement of all the items in the room along with a list of their size and overall dimensions (including any mats or frames). If you have more than one item, the overall size of the Wall design is also included. Exported Room images are named using the Album name plus the Room Name.



Export Sample Room Designs



Exported Room Image

Optional Sizes Legend

When exporting Sample Room Images, if only one room is selected, you can choose the exported image's filename. If multiple rooms are selected then you can only choose the destination folder and the room names will be used as the exported filenames.

## Lightroom Filename List (ProSelect Pro only)

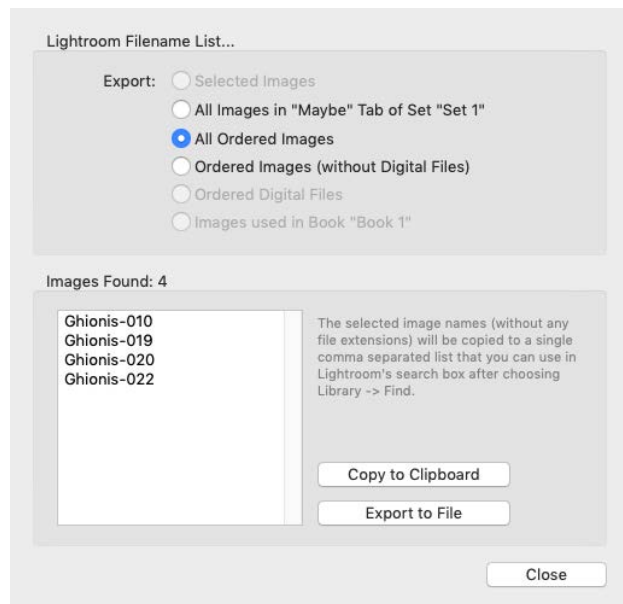
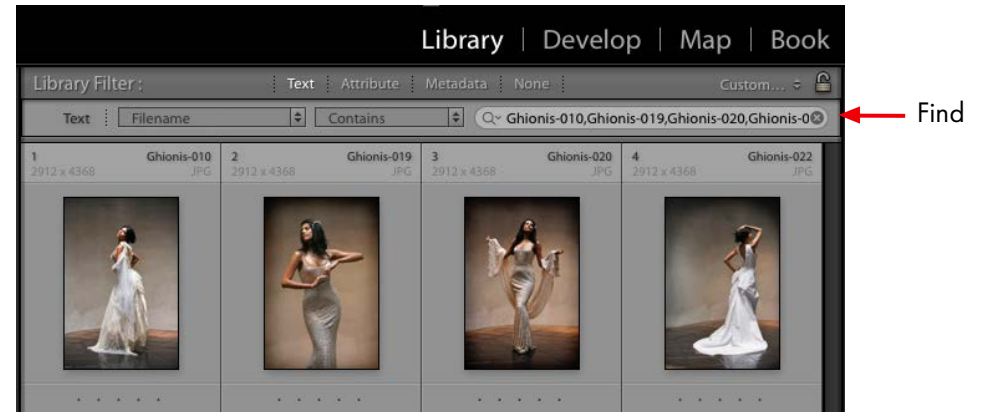
Use this to quickly create a Lightroom compatible search list of different groups of images in the current album file which can be either copied to the clipboard or exported to a file if you wish to transfer it to another computer.

If you have the [ProSelect Plugin for Lightroom](#) installed in Lightroom Classic, you can have Lightroom directly open any associated raw files for the currently selected images in ProSelect.

With Export Lightroom Filename List, you can select the currently selected images, the images in the current tab and set, ordered images (with and without digital file orders), ordered digital files and images in the currently selected book.

The image list consists of comma separated filenames without any file extensions, so that Lightroom can match any file type with the same name. In Lightroom (under the Library tab), select the Find option (you can use keyboard

shortcut *Cmd/Ctrl-F*), then paste the filename list into the *Find* box. Make sure that you have also set the Find Text options to "Filename" and "Contains" as shown below.



## General Image Filename List

Use the *Export... Filename List* (File Menu) to create a text file containing a list of all of the image filenames in the album grouped by "Ordered Images", "Yes Images", "Maybe Images" and "No Images" and "Book Images". Any applied effects are also listed next to each filename.

You can use this to quickly produce a list of files for your lab to process. Because the list is in a text file you can easily copy and paste its contents into any other document. Here is a sample of part of the list created.

### ORDERED IMAGE LIST

5376.tif  
 5378.tif  
 5393.tif B&W  
 5389.tif  
 5408.tif  
 5425.tif

### "YES" IMAGE LIST

5376.tif  
 5378.tif  
 5380.tif B&W  
 5383.tif ST  
 5385.tif  
 D01B5387.tif

# Exporting a Slideshow Movie I

Any slideshow that you setup in Working with Slideshows can be exported as a fully rendered .mp4 movie ready to be uploaded to Facebook, YouTube, your blog or sold to your clients.

With ProSelect Pro, you can design up to five different slideshows for each ProSelect album and optionally [link them together](#), so it's easy to create a range of slideshow movies for different purposes using a different [Slideshow Style](#) for each one. With ProSelect (basic) you can only create one slideshow at a time.

Exported movies will be exactly the same\* as shown in ProSelect except you have the option to add a copyright stamp to the exported movie files, show any favorites stamps and whether to include a starting and ending transition (so it fades in at the start and out at the end).

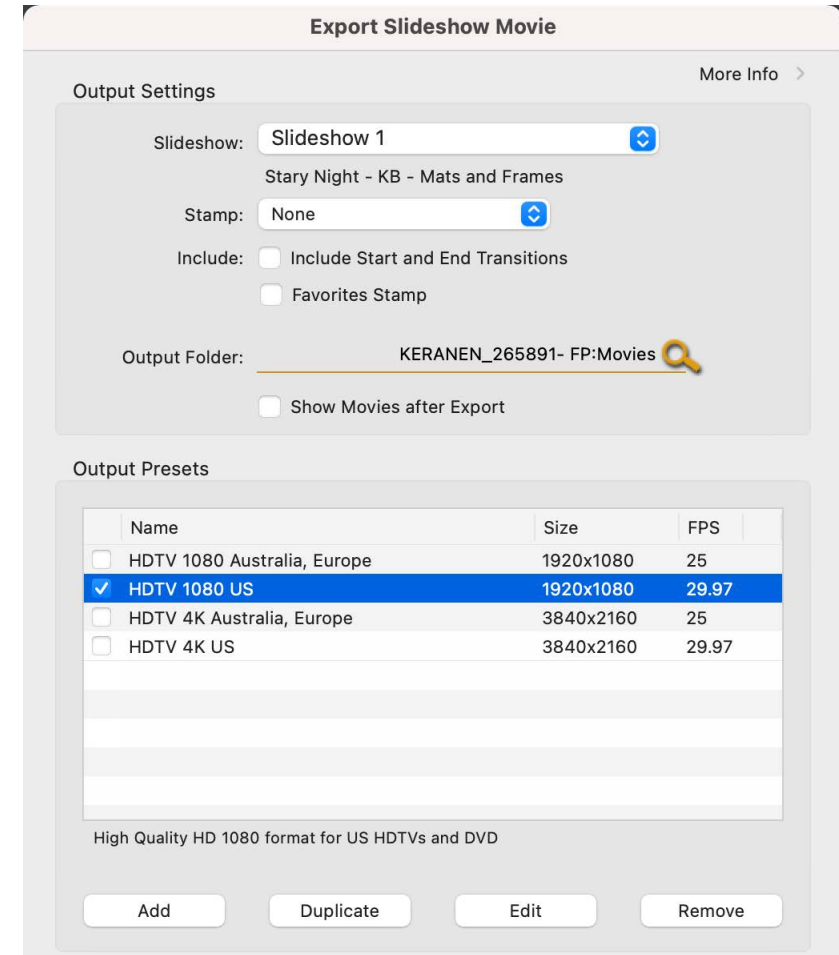
## Exporting Slideshow Movie

1. Open this window under *Export -> Slideshow Movie* (File Menu).
2. Select the slideshow set that you wish to export.
3. Select the Destination location (if exporting more than one size of movie)\*\*
4. Select the type of movie that you wish to export from the Output Presets box.
5. Click the *Export Movie* button

### Platform Differences

**On Macs:** ProSelect takes advantage of the features of macOS 's AVFoundation in macOS 10.7 and newer to produce the exported movies. This allows ProSelect to considerably speed up export time. Note: macOS 10.8 (Mountain Lion) or newer is required to export 1080HD movies on Macs.

**On Windows:** ProSelect uses FFMPEG to export the movies. You can speed up export times on Windows by removing an Ken Burns effects from your slideshow styles.



- \* See notes on different slideshow aspect ratio in [Setup Slideshow Styles](#)
- \*\* If you are only exporting one movie format at a time, you will have the option to select a filename otherwise a default filename will be used for each exported movie.

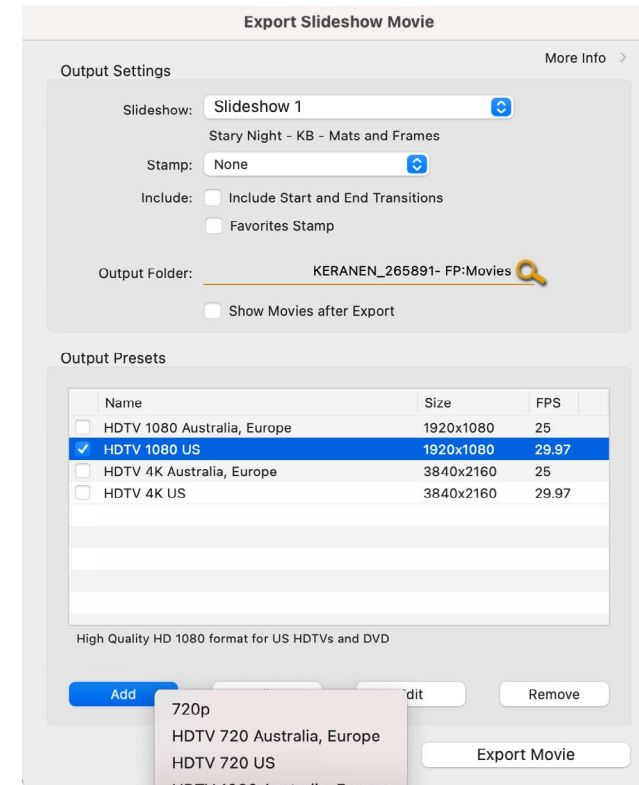
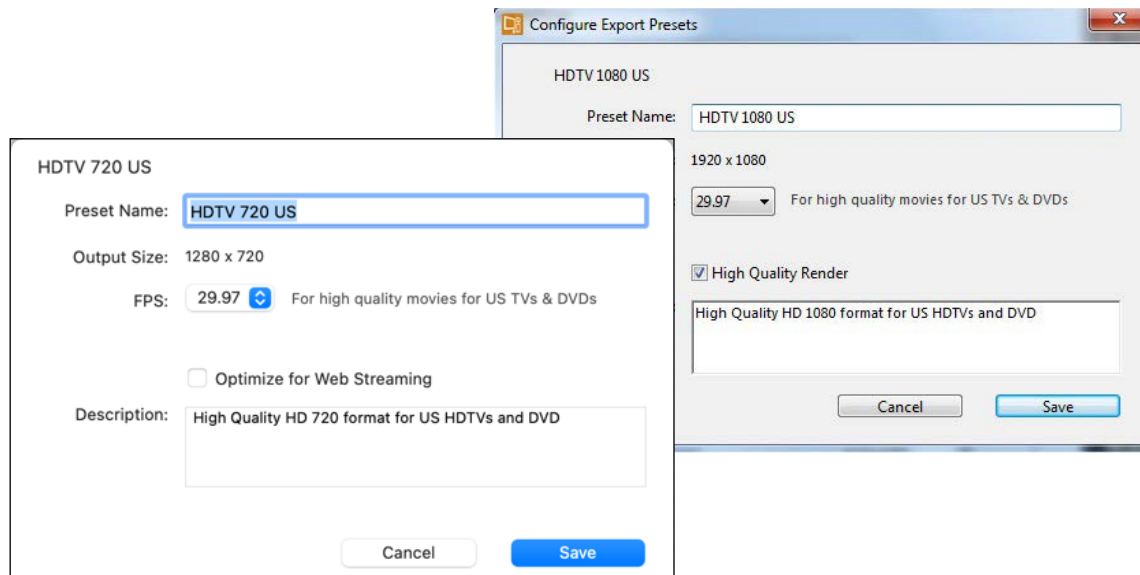
## Adding Output Presets

Output Presets are based on the standard movie export available on the Mac and replicated on Windows machines. You can:

1. Add additional Presets from the available list using the Add button (see right side image).
2. Edit a Preset.
3. Duplicate an existing Preset.
4. Remove a Preset.

When Adding or Editing a Preset, you have the opportunity to make changes to the name, description, and frame rate.

Additionally, on Macs, you can select whether to create a movie suitable for web streaming (starting before fully downloaded) and, on Windows, whether to produce a high quality movie (which will be less compressed).



## Exporting Combined Slideshows

If you have [linked](#) one or more of your slideshows together, the dropdown menu will show the number of parts that will be included in the combined slideshow.





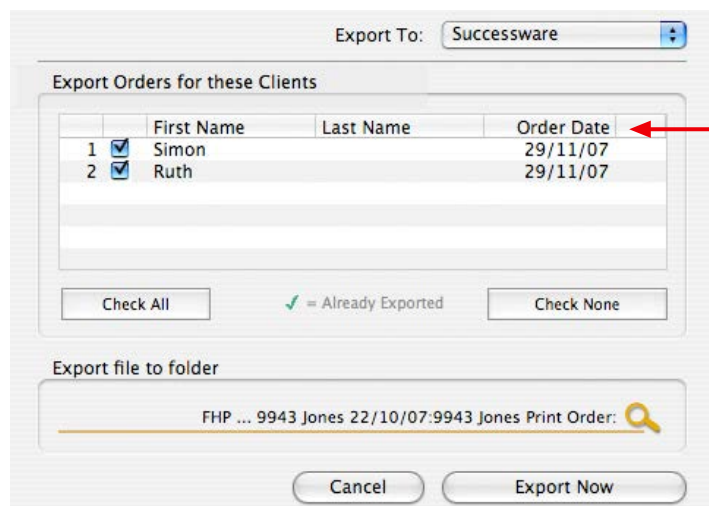


If you are using StudioCloud then see [this section](#). Otherwise, ProSelect includes the ability to export orders taken in the Place Order Dialog to most other leading Studio Management systems. If the name of your studio management software does not appear in the list, then choose *Standard XML* or *Standard XML for Web* (for web based systems) or follow the instructions provided by your management software provider.

For specific details on this function and what is required to import the data into the other systems, please consult the specific studio management systems that you are using.

## Starting an Export

1. Select *Export Orders...* (Orders menu) or click the Export Orders button at the bottom of the Place Order window.
2. Select the Studio Management software that you are using from the popup menu
3. Check the boxes next to the Clients that you wish to export
4. Select the folder where you wish to export the files to.
5. Click the *Export Now* button



Click header to sort columns

Clients that have already been exported from the current album will be marked with a green check mark. If you export these again you may end up with multiple entries in the studio management software.

While some studio management systems are only available for Windows machines, you can still export order data from the Mac version of ProSelect. If your Mac and Windows computers are networked then you can export directly to a shared folder.

## Payment Type Codes

You can set your own *payment type codes* that are used when exporting. These are setup in the Setup Payments window. Most studio management systems recognize the default codes from earlier versions of ProSelect so, if you decide to changes these, you should check that these match those setup in your studio management system.

## Export Options

The *Standard XML for Web* format is designed for exporting to web-based studio management systems. When this format is selected, all sample images are imbedded directly into the exported XML data. Since this can potentially generate a large file to upload, by default, all included sample images are smaller (fit within 400x400) and individual sample images for ordered layouts are not included.

However, you can override these settings in the [Preferences \(Pricing & Ordering: Settings: Export Orders Options\)](#).



# Exporting Orders to a Spreadsheet

## Exporting to a Spreadsheet

ProSelect includes the ability to export orders taken in the Place Order Dialog to a standard .CSV (comma separated value) file that can be opened in most spreadsheet programs.

When ready to export:

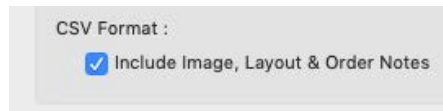
1. Select *Export Orders...* (Orders menu)
2. Select CSV Text from the popup menu
3. Check the boxes next to the Clients that you wish to export
4. Select the folder where you wish to export the files to.
5. Click the *Export Now* button

NOTE: Clients that have already been exported from the current album will be marked with a green check mark.

## Product Codes and Notes

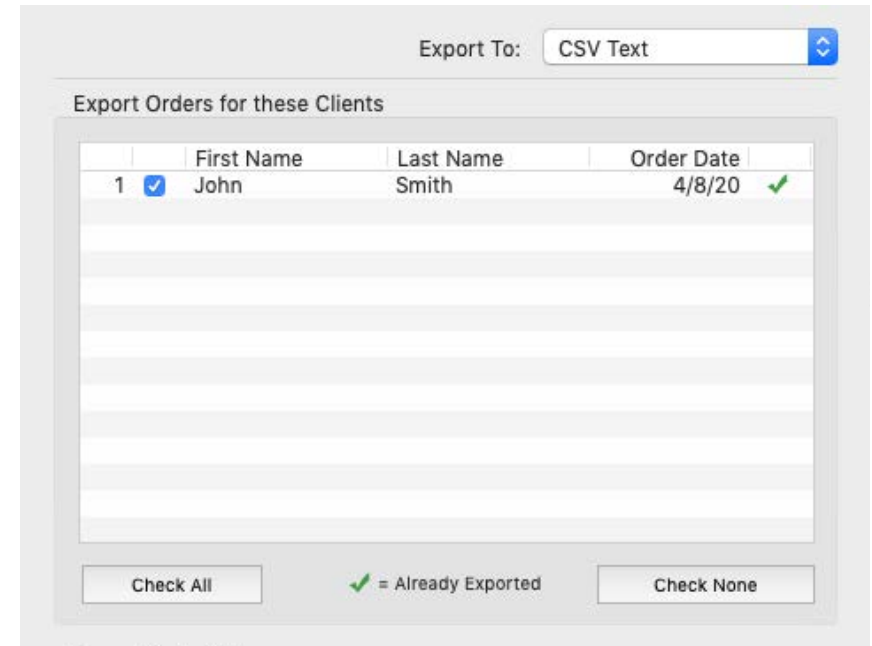
If you have [product codes](#) enabled then these will be included.

To have any Image and Order note added into the last column of the exported file, check this option in the [Preferences: Pricing & Ordering: Settings: Export Order Options](#).



## Exported Image & Order Notes

Because the CSV format requires each item to be on one line and commas are not permitted within an item, any newline characters and commas in any notes are replaced with spaces and "-" respectively. Order notes are added after any Image notes.

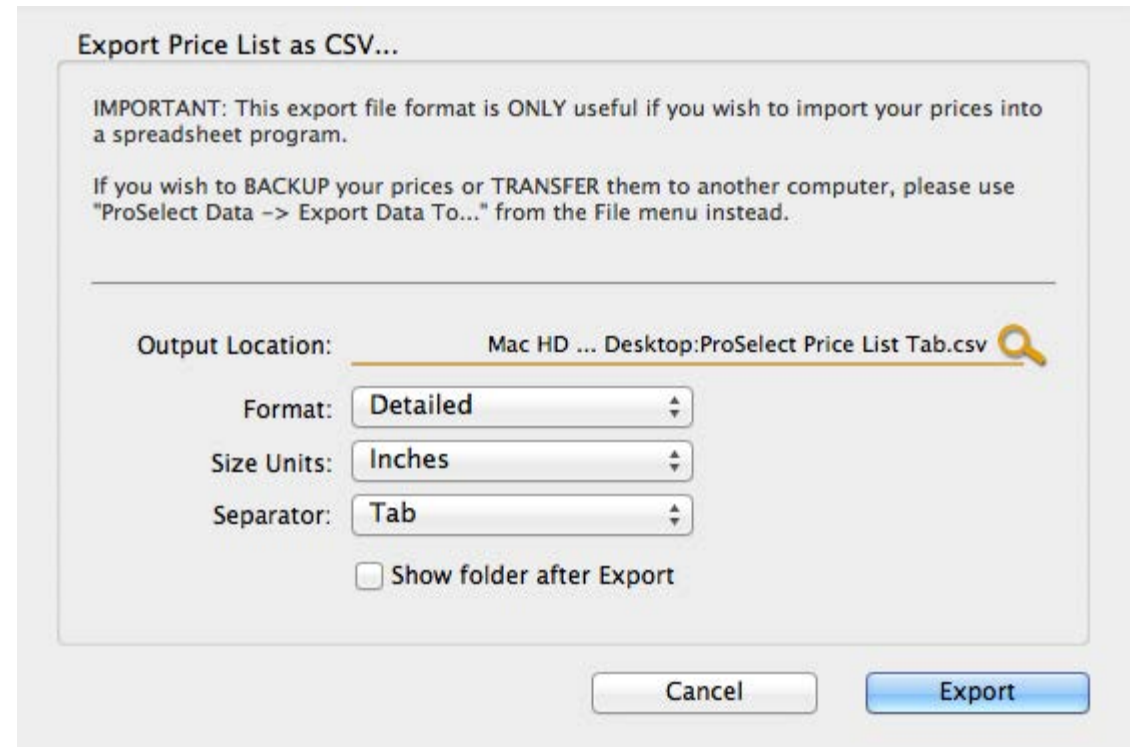


# Exporting Your Price List to a Spreadsheet

ProSelect has the ability to export your complete price list as separate components into a spreadsheet format. This can be used to review your price list or export it to other software such as your studio management system.

To export:


1. Select *Export Price List as CSV...* (Orders menu)
2. Select the output location and other options.
3. Click the *Export* button



**Export Price List as CSV...**

**IMPORTANT:** This export file format is **ONLY** useful if you wish to import your prices into a spreadsheet program.

If you wish to **BACKUP** your prices or **TRANSFER** them to another computer, please use "ProSelect Data -> Export Data To..." from the File menu instead.

Output Location:  

Format:

Size Units:

Separator:

Show folder after Export

## Exporting to Earlier CSV format

In versions of ProSelect prior to 2014r1.3, you could export price list data in a combined format. If you still need to use this format, select *Summary (Old Format)* from the Format drop down menu.

## Exporting to a Studio Management System

Best check with your studio management system supplier whether they can import price list data from ProSelect using this new format (which was added to ProSelect in March 2014).

## About the High-Res Production Module

When you enter an order for an image or layout, the order contains all the data needed to produce the final product. This includes the original image location, [any effects](#) or cropping applied, the required size, any notes, layout specifications, any mats etc.

ProSelect uses this information to “remote control” Photoshop in order to convert your original images into final cropped and sized files ready for printing. This includes the production of any composite layout orders and book pages.

Any virtual surrounding Mats on prints or composite layouts will also be automatically added during production.

In some cases, you may need to manually carry out some retouching on the original



images prior to starting the automation process and, in others, you may wish to do some editing of the final files.

ProSelect’s production workflow allows you to easily open your original raw or processed images in Photoshop or Lightroom for manual retouching before you run production. This way if the same image is to be produced in a number of different sizes or with different [effects](#) then you will only need to do this once for each image. The Open Raw button uses either Photoshop or Lightroom depending on the default Raw Editor that you have selected in [Preferences \(General Settings: General: Photo Editor\)](#). You can **Alt/Option** click on the “Open RAWs in” button to open the selected



RAW images in the non-selected editor.

## Can I use High-Res Production?

The Production module is built into every copy of ProSelect but only fully activated if you have purchased a *ProSelect Pro* license. Without this license, you can try out most aspects of Production however all final images will be stamped with “ProSelect Production Trial”.

If you have only purchased the ProSelect Basic version, you can order a Change-Up to the ProSelect Pro through Pro Studio Software’s web site. Since it is your ProSelect registration key that determines which version you are licensed for, you can check the state of your current registration key in the [About ProSelect dialog](#).

## System Requirements for using the Production Module

To use the Production Module in ProSelect, you need to have a full version of Photoshop CS6 or newer on your computer. Due to limitations with the scripting support, ProSelect’s Production Module will not work with earlier Photoshop versions or Lightroom or Photoshop Essentials.

## Production Workflow Options

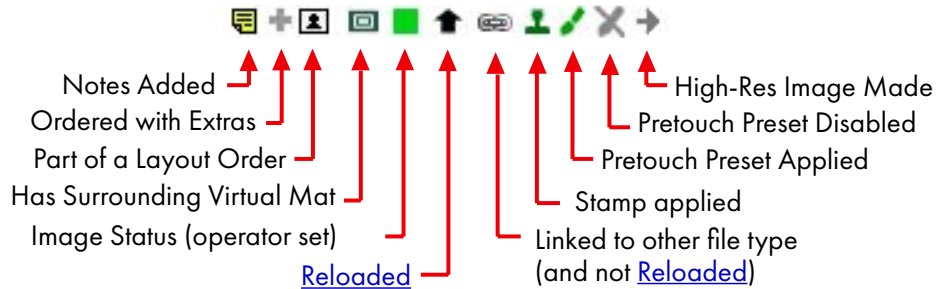
There many different ways to integrate ProSelect’s Production into your studio’s workflow. See the [Post Sales Production](#) pages for typical workflows using Photoshop and Lightroom. You will also find articles on suggested workflow in the ProSelect section of the *KnowledgeBase* in Pro Studio Software’s online *Support Center*.

## Scaling Up - Step Interpolation


If your final image size requires your images to be made larger than their current size, the Production Module will use *Step Interpolation* which uses bicubic interpolation in small increments to produce better results than one where the image is scaled in one go. For more information about this technique search on the internet for this phrase.

## Symbols Used

In the High-Res Production window, each production item or image can display one or more of the symbols below which let you know more about the item.

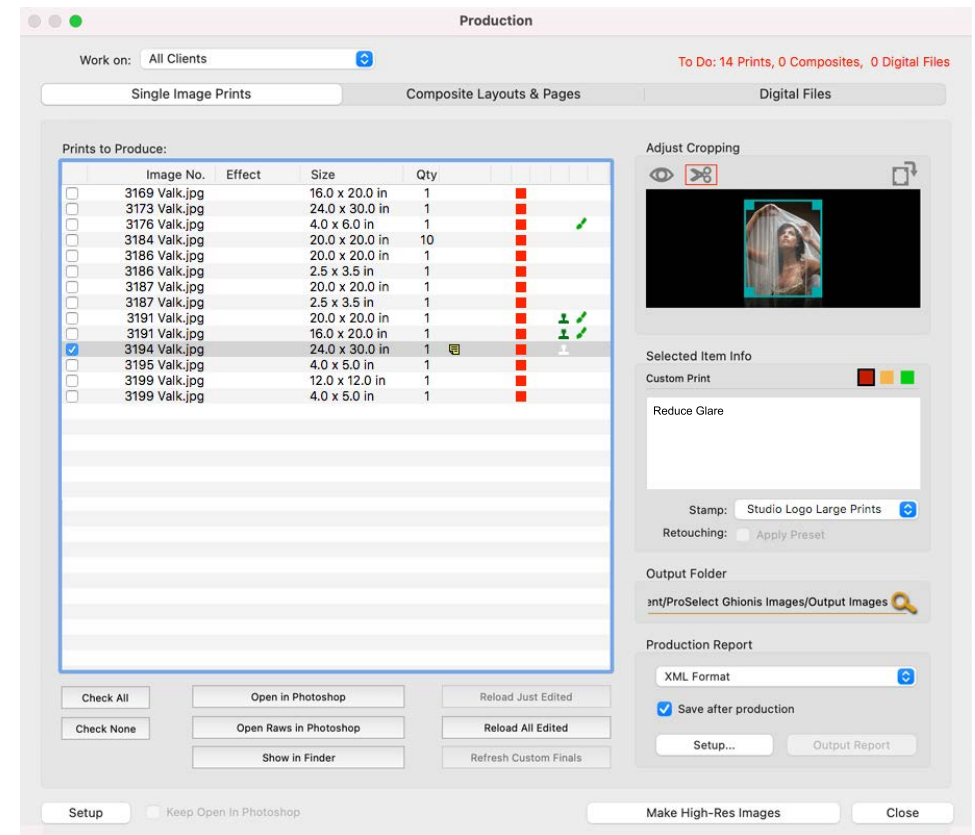


### Image Status Reminders

 After making changes to any images, you can change the *Image Status* button, under the preview images on the right-hand side, to track your workflow progress. Changing to yellow can indicate that the file has been retouched and is ready for production. Green can indicate that final produced files have been inspected and are ready for lab upload. You can also select multiple image rows to change the status for all at the same time.


The status of each item is saved with the album, so you can come back to a partially completed album and quickly see where you left off.

When producing [Composite Layouts & Pages](#) or [Digital File Orders](#) containing more than one image, setting the status for all of the images in the layout (or set or digital files) to the same color (e.g. yellow) will set the same status on the main item so you know that all parts of that item are ready for production.



Production window for Single Image Prints

### Traditional Matted Layouts/Pages Options

 By default, any ordered layout (or book page) that is a [Traditional Matted type](#) will be produced as a separate image for each opening in the layout. As such these appear under the *Single Image Print* tab with the this icon next to them. However, you can use the [Traditional Matted Production Options window](#) to optionally produce selected layouts as one page (like a [Composite layout](#)) if you wish.



## About Reloading

The original images used when running High-Res Production can be different versions of the originally loaded images. For example if you retouch an image and don't wish to overwrite the original image then you can use [Save As workflow](#).

You can use the *Reload Edited* buttons to tell ProSelect to look for, import and use the new versions of the same images (in the same folder).



## Output Options

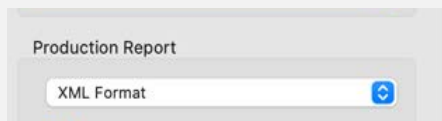
You can select the file types, output DPI and default destination and file naming options for all final images generated through High-Res Production in the [Preferences \(High-Res Production: Output Settings\)](#).

Final files can be JPEG, Flattened TIF or Layered Photoshop files.

## Default Output Folder Location

The default Output location that you select in the Preferences only selects the **default folder** to use **for the first time** that your run Production.

This location is saved in each album file so the same location will be used each time - even if you change your Preferences location. You can choose a different output location directly from the Production window and this new location will replace the previously saved location.



## Digital Files

When producing [Digital Files](#) through High-Res Production, the output DPI set in the Preferences is ignored because this is controlled by the pixel sizes that you have setup for your Digital File Orders in the [Price Lists & Products](#) window.

The file type will be the same as your select settings unless you have checked *Digital Files: Always Produce as JPG (quality 10)* in [Preferences \(High-Res Production: Output Settings\)](#) which overrides that setting.

## Cropping in Production is independent

The image cropping settings for the ordered prints and layouts in Production are saved independently of those on the same print or layout in the Working with Images, Layouts or Rooms area of ProSelect.

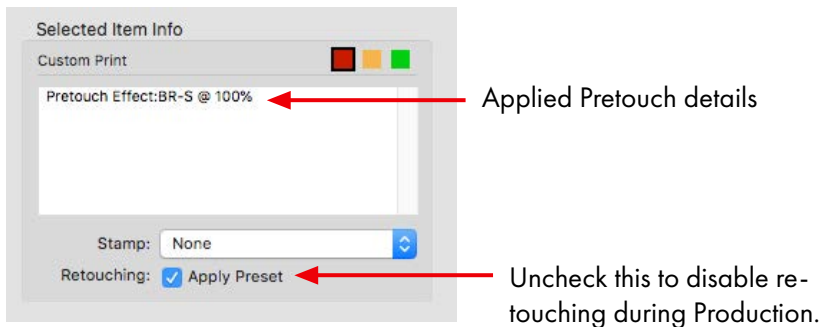
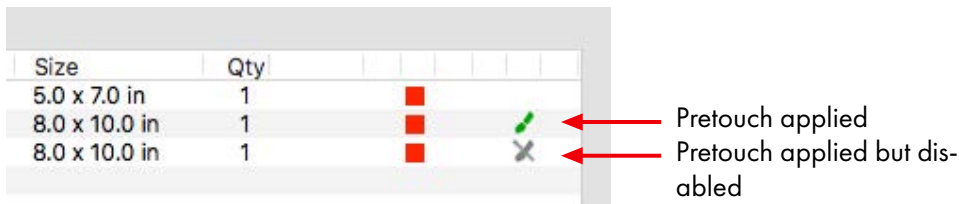
When you first open the Production window in an Album, Print and Layout image's cropping settings are **copied** over to Production.

Any changes that you subsequently make to the cropping in those other areas of ProSelect will not change the settings in the Production and vice versa *unless* you select *Reset Production Croppings* (Production Menu). This action will clear out any cropping adjustments that you have made in Production and will reset them to use the current crop settings from outside of Production again.



## Handling Pretouched Images

If your license permits, you can have ProSelect automatically apply any applied Pretouching Presets to the original images used during production. Images with a preset have the Pretouched icon on that image's row in the Production window. You can disable automatic retouching using the assigned pretouch preset by



unchecking the Apply Preset option. You can set or unset this with one or more selected images at the same time.

If you open an image in Photoshop with Pretouching applied, then ProSelect assumes that you are manually handling this and will disable the option automatically.

### Can I use Retouching during Production?

To have your select pretouch preset applied during production, you need to be using ProSelect Pro and have current PLUS.

## Making changes to the Output Files

If you want to “fine tune” the final high-res file after it has been generated, you can either:

### A. Use Keep Open in Photoshop

If you have selected to run Production on **only one item** (a print or composite), you can optionally check the *Keep Open in Photoshop* checkbox.

Checking this box allows you to make adjustments to the [different Photoshop layers](#)



created during Production before saving the final flattened image.

### B. Export your Files as Layered PSD Files

For making changes to more than a few files after production, you can select to have the output files saved in Photoshop format in the [Preferences, High-Res Production](#).

When Production is finished, open all the .PSD files in Photoshop, make your changes then save them in the format of your choice from within Photoshop.

### Photoshop “in Use” Warning

Because ProSelect uses different Photoshop windows when building the final images, any other image windows already open in Photoshop are automatically closed when you start production. If you have any unsaved image windows open in Photoshop when starting production, you will be asked whether to proceed or not.

### ITPC Data is Preserved

ITPC Data in your original images is carried through to the final images when creating [single image prints](#) and [digital files](#) through High-Res Production.

# Making Single Image Prints I

This section explains the recommended steps for producing final images through ProSelect's High-Res Production. However the system is quite flexible and can be varied to suit a number of different workflows.

## Step 1 - Review what needs to be done

Check which images need special attention from the icons on each line.

You can sort the list by clicking on the heading lines. This way you can group together all orders with: notes, using the same image or with a green status etc.

If you click on an image row, the image preview will be shown on the right hand side along with related information in the *Selected Item Info* box. This information includes:

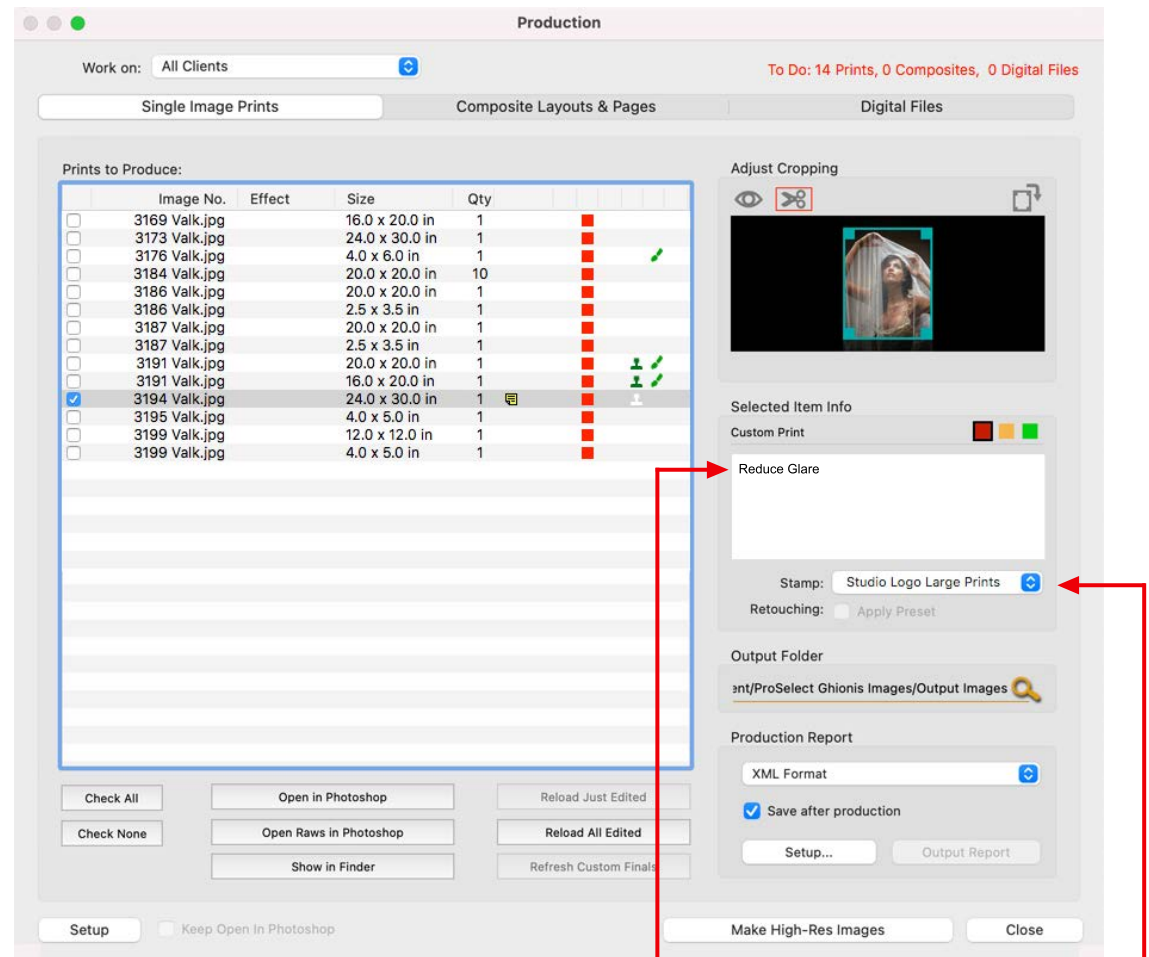
- Presentation option
- Effects applied
- Extras added to ordered item
- Any image notes added
- Virtual surrounding mat information
- Any order notes added
- Stamp applied

## Print with Virtual Surround Mats

Prints with a Virtual Mat, will have the mat shown on the Preview image and include mat details in the *Item Info Box*. In this case, the output print will include both the print and the surrounding mat in the same output image file.

## Preview applied stamp

You can check how the applied stamp will appear on the image in the preview area (when the crop icon is not selected). Stamps are added as a separate layer when you output the file as a layered Photoshop file.



Selected Item Info box

Selected Stamp to use



## Step 2 - Re-touch Your Images (if required)

If re-touching processed images (non-RAW images):

1. Select one or more images that need manual work by clicking on the rows for the images (use *Cmd* or *Control* key for multiple sections)
2. Click the *Open in Photoshop/Lightroom/Other Editor* button.
3. Re-touch the images (IMPORTANT: Don't re-crop the images)
4. Save the images **with the same name** and into the **same folder**. If you don't wish to overwrite the un-retouched image, you can save the new image with a different type to the original image. This can be .jpg, .psd or .tif.

If re-touching RAW images:

1. Select one or more images that need manual work by clicking on the rows for the images
2. Click the *Open Raws in Photoshop* or *Open Raws in Lightroom* button. This is setup in [Preferences \(General Settings: General: Photo Editor\)](#) (also see [Using the Lightroom Plugin](#)) or using the [Lightroom Filename List](#) to search for files in Lightroom.
3. Perform your changes (IMPORTANT: Don't re-crop the images)
4. Save the images **with the same name** and into the **same folder**. You can save the new image as a .jpg, .psd or .tif format file.

## Step 3 - Reload your Retouched images

If you have saved your retouched images as a different file type from type originally imported, you need to use the *Reload Just Edited* button (to check and reload the images you have just changed) or the *Reload All Edited* button (to check and reload, if required, all listed images).

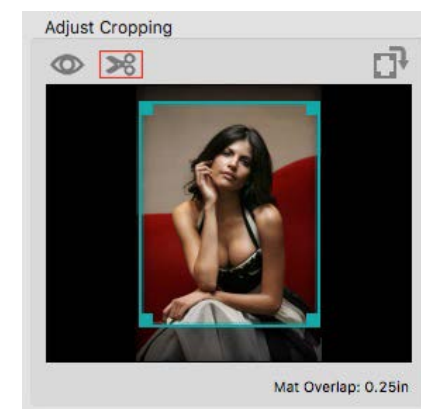
This will look for the newest version, regardless of file type, of the relevant images and re-import the updated images into ProSelect. The updated images will be then used when running Production.

You can optionally just [Re-link to the updated file](#) using the *Alt/Option* key while

clicking these buttons.

## Step 4 - Check the Cropping

You can check/adjust the cropping in the Adjust Cropping window. This works the same as [Cropping View](#) in ProSelect except the aspect ratio is fixed to the print size. This works the same as when using the [Ordering with Extras](#) window. To work with a larger Preview image, just re-size the entire Production window. Also see [Cropping in Production is Independent](#).



If the image is part of a [Traditional Matted Layout](#) order and you have [Mat Overlap](#) turned on, the overlap size will be displayed below the image and the overlap area shown in light cyan.

## Step 5 - Produce final High-Res Images

1. Check the boxes on the left side of the list for the print files that you wish to make (Use *Check All* to do all).
2. Select the Output Location for the files (bottom right corner)
3. Make sure Photoshop is open
4. Click the *Make High-Res Images* Button.

# Making Composite Layouts

## Step 1

Click the *Composite Layouts & Pages* tab at the top.

Select each composite print order in turn - the list of images in the print are shown in the bottom list. This list is similar to the [Single Image Prints List](#) - you can click on an image to get its details or open it in your [selected Photo Editor](#) if necessary, as done with Single Image Prints.

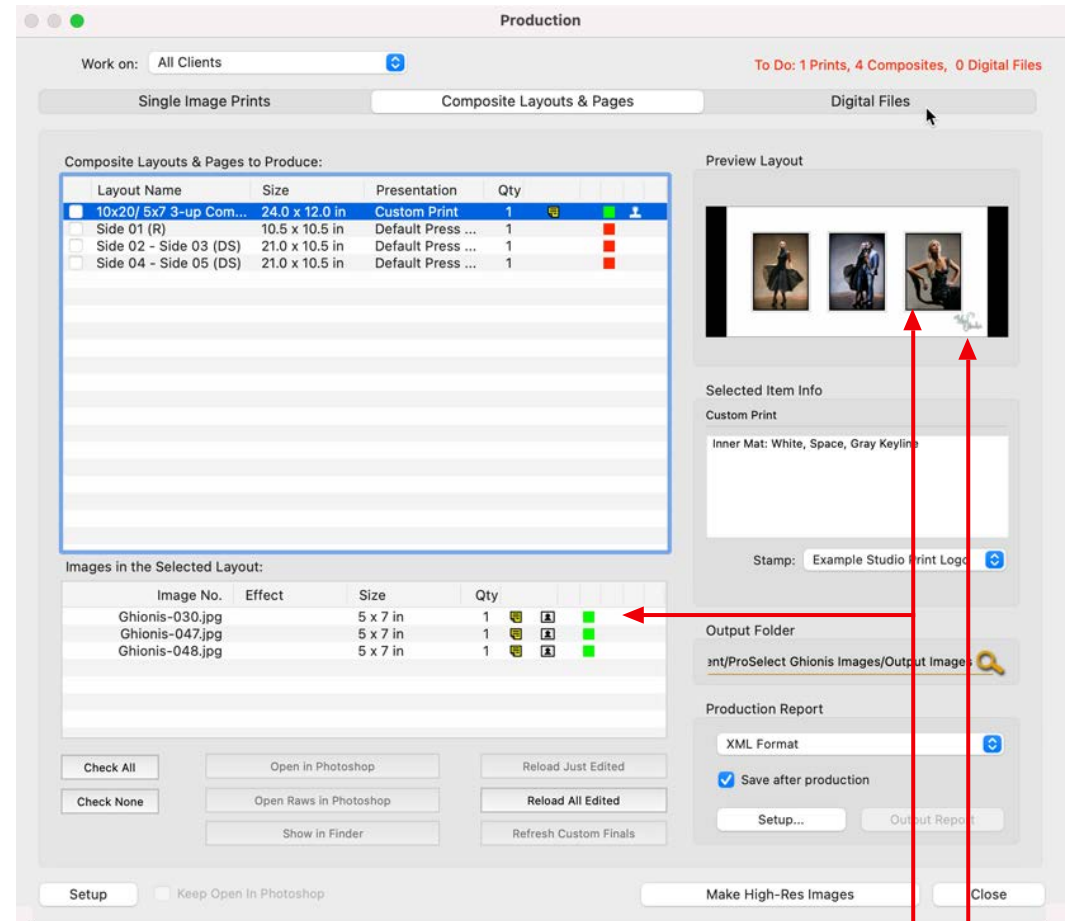
To change the status of a composite order, you need to set the status of each of the images that are in the composite.

## Step 2

Check the Cropping is correct. See [Cropping in Production is Independent](#).

## Step 3

Check the boxes on the left side of the Composite Layouts List for the one that you wish to make (Use *Check All* to do all). Select the Output folder for the files, make sure Photoshop is open and click the *Make High-Res Images* button.



### Layouts with Virtual Surrounding Mats

Composite Layouts can be [Ordered with a Virtual Surrounding Mat](#). In this case, the mat will be shown on the Preview image and mat details included in the *Item Info Box*.

The output print will include both the print and the surrounding mat in the same output image file.

Double-click on an opening or the list of images to select a image

A single stamp applied to the composite image



## Step 1

Click the *Composite Layouts & Pages* tab at the top.

For double-sided books each page name has its side appended after the page name (R for right side page, L for left side page and DS for double-spread page).

The page preview show any gutter and bleed lines as setup in the [Book Design](#) that is being used with the book that the selected page is in.

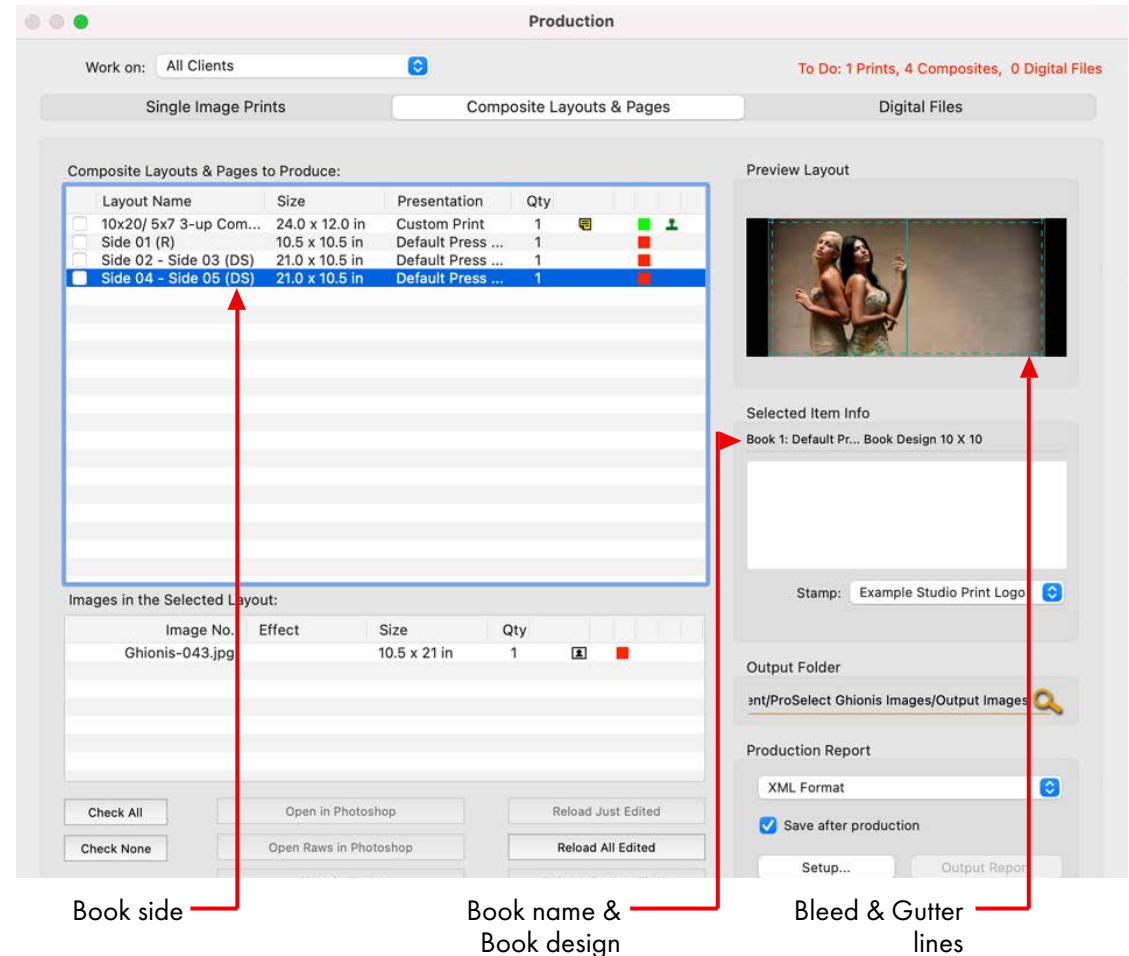
Select each composite page order in turn - the list of images in the page are shown in the bottom list. As with [Making Composite Layouts](#), select each page then each image in the page.

## Step 2

Check the Cropping is correct. See [Cropping in Production is Independent](#).

## Step 3

Check the boxes on the left side of the Composite Layouts List for the one that you wish to make (Use *Check All* to do all). Select the Output folder for the files, make sure Photoshop is open and click the *Make High-Res Images* button.



Work on: All Clients To Do: 1 Prints, 4 Composites, 0 Digital Files

Single Image Prints **Composite Layouts & Pages** Digital Files

Composite Layouts & Pages to Produce:

Layout Name	Size	Presentation	Qty
<input type="checkbox"/> 10x20/ 5x7 3-up Com...	24.0 x 12.0 in	Custom Print	1
<input type="checkbox"/> Side 01 (R)	10.5 x 10.5 in	Default Press ...	1
<input type="checkbox"/> Side 02 - Side 03 (DS)	21.0 x 10.5 in	Default Press ...	1
<input checked="" type="checkbox"/> Side 04 - Side 05 (DS)	21.0 x 10.5 in	Default Press ...	1

Preview Layout

Selected Item Info

Book 1: Default Pr... Book Design 10 X 10

Stamp: Example Studio Print Logo

Output Folder

ant/ProSelect Ghionis Images/Output Images

Production Report

XML Format

Save after production

Setup... Output Report

Book side

Book name & Book design

Bleed & Gutter lines

## Updating Book

If you have made any changes to your book pages in [Working with Books](#), such adding, removing or rearranging pages after added the book to Production, you must use *Send Book to Production* (Production menu) again in order to update Production with your recent changes.

## Export Location

When running Production on any composite book pages, all images are exported to a separate output subfolder (within the selected [Output Folder](#)) whose name is a combination of the book name plus the book design name. The image file names are always shown as "Side X" or "Side X-Y".

## Applying Stamps to Composites



You can add a Stamp to a composite as:

- (a) One stamp on the entire composite image
- (b) A separate stamp on each image in each opening


In the first case, the default applied stamp can be automatically assigned according to the overall composite print size and the size ranges that you setup in the [Preferences \(High-Res Production: Workflow & Production Extras\)](#).

The latter option is useful when using *Unit Templates* to create multiple images on one piece of paper which will be later be cut up. In this case, the assigned stamp will be select based on the size of each image in the composite based.

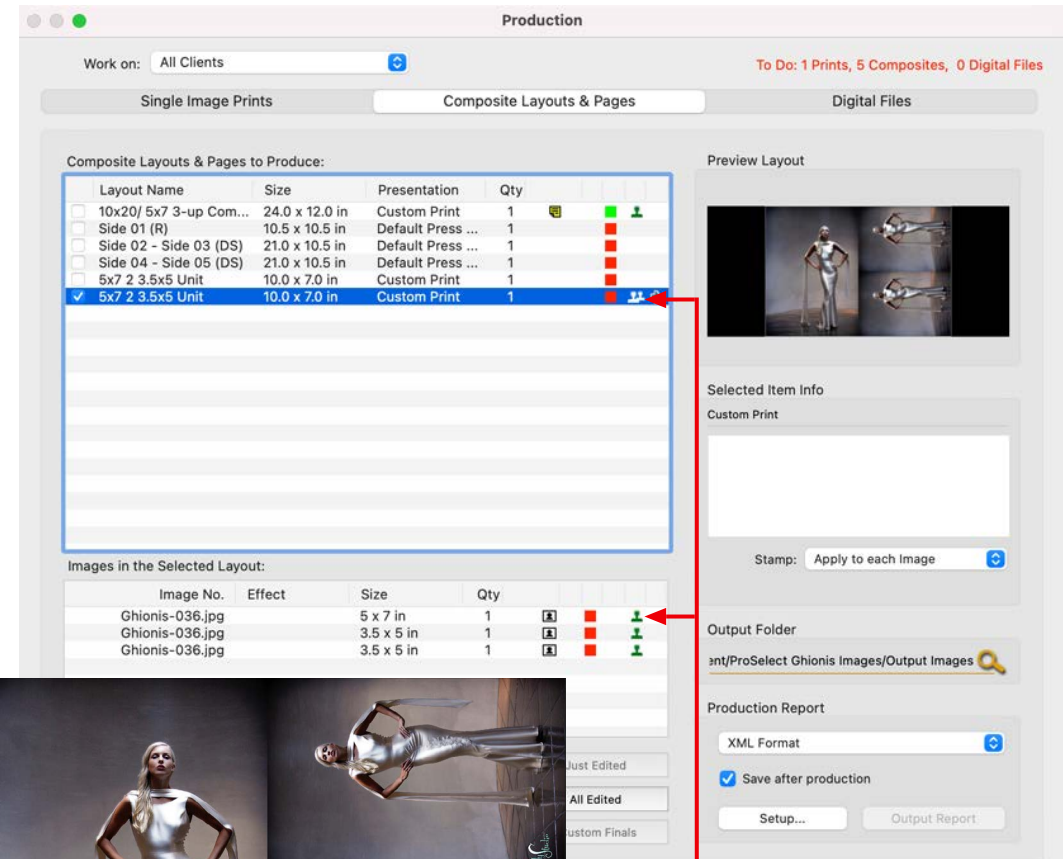
## Applying one stamp

To apply one stamp to the  entire composite image, select one or more composite layouts in the top  list then select one of the stamps that you have setup using [Setup Stamps, Watermarks & Logos](#) from the pop-menu. The *single stamp* icon will be shown next to the composite name.

## Applying separate stamps to each image

To apply separate stamps, select one or more composite layouts in the top list then select *Apply to each Image* from the pop-menu. The  *multiple stamp* icon will be shown next to the composite name.

If you have set the size ranges in your [Preferences](#) the appropriate stamp will be automatically assigned to each image in the layout. These will show the *single stamp* icon next to the image name. You can select an image in the lower list box to preview and/or change the stamp on each image.



The High-Res output image with stamps added. The stamp's orientation will match the image's orientation.

A composite with a stamp on each image



## Traditional Matted Layouts

By default, any ordered layout (or book page) that is a [Traditional Matted type](#) will be produced as a separate image for each opening in the layout.

As such, these appear under the *Single Image Print* tab with the *In a Layout* icon next to them.



However, in some circumstances, while still producing a traditional matted final product, you may wish to produce all the images together on one piece of paper to simplify assembly. Any cut mats would then simply be overlaid over the top.

To change any layouts or book pages to be produced this way, open the *Traditional Matted Production Options* window (Production Menu) and check the items that you want produced as a *whole page Composite type*.

Book pages are separately grouped. You can select multiple rows or individual pages. You can use the *Check All* and *Check None* buttons to quickly change the selection on all the items.

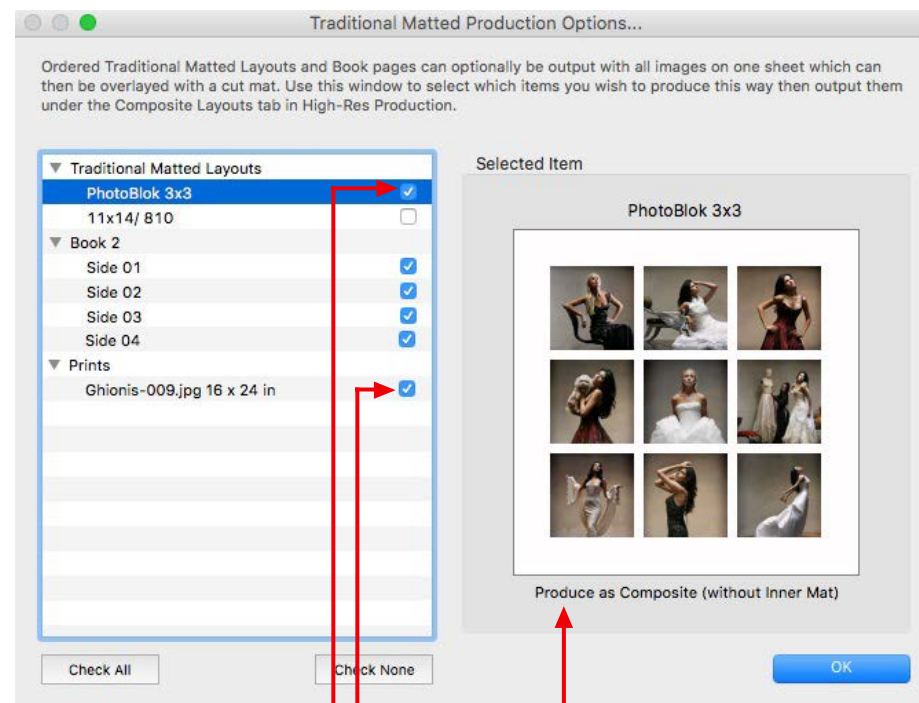
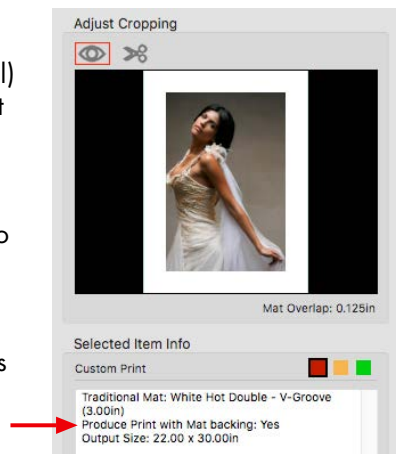
These items will then appear under the [Composite Layouts & Page tab](#) in the Production window.

## Prints with Surrounding Mats

Any prints that you order with a Traditional (Physical) surrounding mat will normally be produced with just the image in the print.

As with layouts above, you can select these to be produced with the mat space attached to the print to make for easy assembly.

These still appear under the *Single Image Prints* tab in [High-Res Production](#) but the new output method is shown in the *Item Info* box.



Select the layouts to produce as Composites

Selected production type shown below preview

Select the prints with mats to produce with mat area

## Inner Mats are Removed

If you select to include the surrounding mat area with the layout, any applied Inner Mats are ignored so the images are printed at *full design size* allowing for correct [Mat Overlap](#) on the produced mat.

Note: Any applied Inner Mats will be included on produced Composite Layouts and excluded on Traditional Matted Layouts.

## Step 1

Click the Digital Files tab at the top.

Select each digital file order group in turn (if there is more than one). The list of images included in the group will be shown in the bottom list. This list is similar to the [Single Image Prints](#) List - you can click on an image to get its details, open it in your [selected Photo Editor](#) if necessary as done with Single Image Prints.

To change the status of a digital files order, you need to set the status of each of the included images.

## Step 2

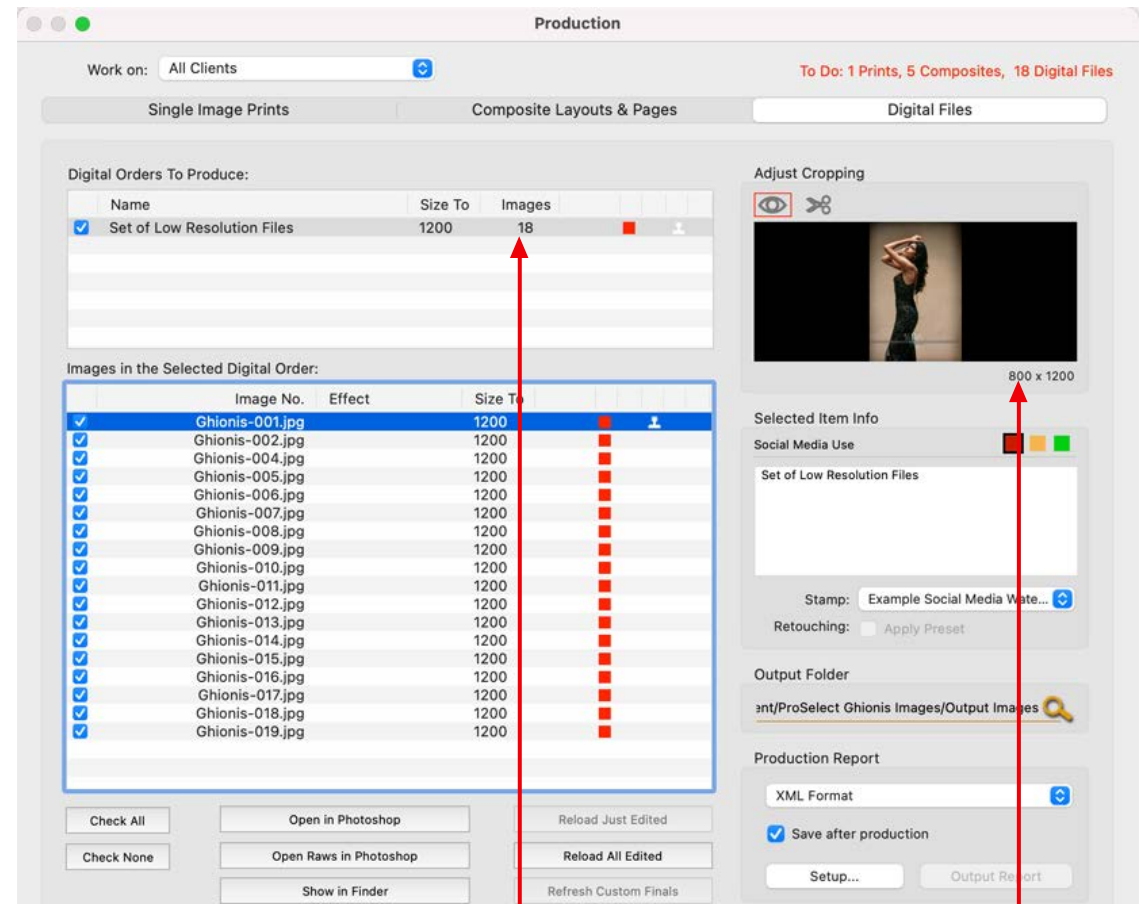
Check that the cropping is correct for each image - click the scissors icon to adjust this. Unlike print orders, the cropping is not locked to a fixed aspect ratio so you can freely crop the images to any *reasonable* shape. The final output size (in pixels) that will be produced is shown under the preview image.

## Step 3

To apply a stamp to all of the output files in the order group, select it in the top list then choose the stamp to be applied from the Stamp popup menu. You can also add, remove or change a stamp on individual images as well. The applied stamp will appear in the preview window when not in cropping mode. If you regularly want to apply a stamp, then you can setup one as the default for digital files in [Preferences \(High-Res Production: Styles & Stamp\)](#).

## Step 4

Check the boxes on the left side of the Digital Orders List to export all file in all groups. Select the Output folder for the files, make sure Photoshop is open and click the *Make High-Res Images* button.



Select to see included files

Exported image size

## Export Folder

During production, the included files in each digital file order group will be saved into a separate folder within your [specified production output folder](#). The folder name will be the same as the order item name followed by the order ID number.



## Using Actions

Much of the automation involves using actions to apply effects to the images. You can select which actions are run at different stages in the Preferences.

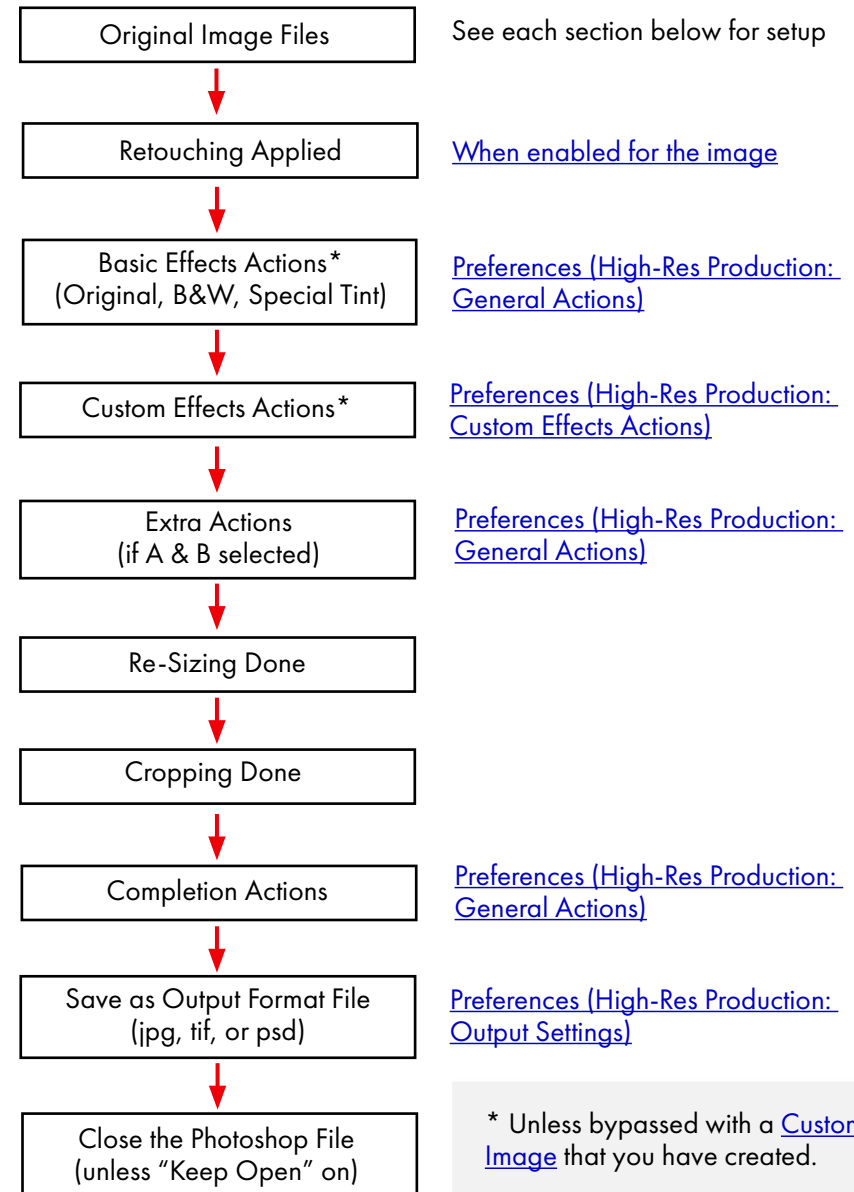
For example, by default, ProSelect will apply its own methods to convert images to B&W or Special Tint. If you prefer other B&W or Special Tint conversion methods, you can create your own actions that will be used instead.

Alternatively you can use [Custom B&W workflow](#) when processing images with these [Image Effects](#).

You can also create additional actions for other things that you routinely do to your images (such as sharpening) and have them automatically applied to your images. This is done in [Preferences \(High-Res Production: General Actions\)](#).

All actions applied to any images within ProSelect using the Custom Effects feature, are saved with each image. When production is run, by default, the same action will be applied to the Original or Re-touched image in Photoshop. In the [Preferences \(High-Res Production: Custom Effects Actions\)](#), you can optionally substitute an alternate action to run during High-Res Production or disable any action altogether if you prefer to control this process manually.

The chart on the right shows the order in which the production process uses the actions.

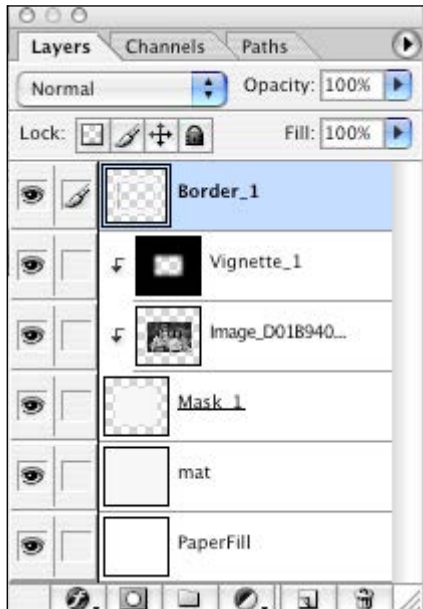




## Photoshop Layers

For all output images, the Production Module first produces the images as a layered structure within Photoshop as shown below. If you have specified (in the Production Setup), that the output is to be a non-Photoshop file format, either tiff or jpeg, then it will flatten and save the image in that format.

If you have specified the output as a Photoshop file, you can open the file later and make adjustments before flattening it yourself.



- Stamp - Logos, Copyright stamps or Watermarks.
- Borders Layers - These contain each part of the borders from any layout mats applied to the layout
- Vignette - Contains the Vignette for the image below (if vignette is turned on in the Setup). You can adjust the opacity of this layer to change the strength of the vignette.
- Image - This contains the whole uncropped image correctly sized. You can select this layer and drag, rotate or scale it if you wish
- Mask - This layer defines the cropping "Hole" for the above two layers (Image and Vignette).
- Mat - Contains the mat color. This is black for single prints or the selected Mat color when producing composite images.
- Paperfill - This layer will be sized to the next standard print size and filled with the selected fill color if you have this selected in the Setup.

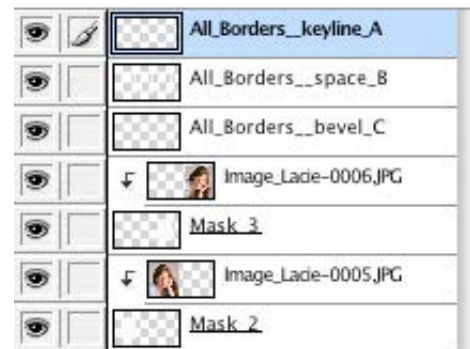
Composite Layout files use the same structure except they have a separate mask, image, vignette and border layer for each image in the composite.

## Grouping Mats Layers for easy editing

By default, Production will add each Mat's border into a separate layer above each opening layer. If you have multiple openings in a layout and plan on adding extra effects to the borders (such as a texture effect to a double mat), check the *Combine Mat Edge Layers for all Openings* option in [Preferences \(High-Res Production Setup: Workflow & Production Extras\)](#).



With this option selected, ProSelect will put the same borders for all openings on one layer and will allow you to apply a layer effect to that border for all opening in one go.



Note: You cannot use this option if you have overlapping openings with mats because some of the hidden parts of the borders may not be properly hidden in the resulting file.



## Production with Raw Files

If you are working with a mix of Raw files and another file type (e.g. .jpg) then make sure that you have Bypass/Link to Raw files turned on in the [Preferences, Importing Images Tab](#) and your raw file extensions entered on the same page.

ProSelect assumes that the loaded images and their associated raw file share the same filename but a different file extension.

When using the Production module with raw files the process is similar to those described earlier except you should

1. Select one or more images in the "To Do" list and click the *Open Raw*s in Photoshop button. This will open Photoshop's raw image convertor and allow you to make any corrections necessary. If you need to do any retouching, transfer them to Photoshop (directly from the Raw Image Convertor) and do this at the same time.
2. Save the converted files into either a .tif or .psd format (although you can also use a high-res .jpg format if you wish).
3. Use the *Reload Just Edited* or *Reload All Edited* buttons so ProSelect can find the updated files. (This step is not required if you haven't changed the file type from that of the originally loaded images and don't wish to show the updated images within ProSelect).
4. Continue production as normal.

If you make a mistake you can always repeat the process again.

### Starting over

If you have been using Save As workflow and need to revert back to your originally loaded images, delete the retouched versions from the original images folder and use *Reload All Edited* again.

- Use Reset "Image Made" Flags (Production Menu) to clear all the High-Res Image Made flags in the Production module.

## Troubleshooting Rotational Issues

If your output images do not match the rotation shown in ProSelect then check that you have not rotated them in Photoshop's Browser.

Photoshop keeps this information separate from the image so ProSelect is not able to compensate for it. If you have rotated your images in the Photoshop browser then you should select the folder of images in the Photoshop browser again and select "Purge Cache" from the Browser's File menu.

Images rotated using Camera EXIF data are correctly handled by ProSelect provided you have selected Apply EXIF Auto-Rotating in the [Preferences \(Importing Images tab\)](#) PRIOR to adding the images into ProSelect.

## Troubleshooting Actions

If you develop any custom actions make sure that they are not dependent on certain layers or unit settings (ProSelect switches the units to pixels during production). You can use the Test buttons in Setup Production to check that your actions are working individually as expected.

## Troubleshooting JavaScript

Please refer to Knowledgebase article titled "Debugging Production Problems" in the Pro Studio Software Support Center.

## Loosing your Units and History Levels

During production ProSelect switches the units to pixels and sets the number of history states to 1. At the end of the production, the original settings are restored. If the production process does not complete properly then you will need to restore these settings manually inside Photoshop:

Preferences General --> History States (normally 20)  
Preferences Units & Rulers --> Rules (normally inches or cm)

## Further Information

See the *High-Res Production* section in the Knowledgebase in the Support Center.

Production Packages are a folder of exported image and data files designed to make it easy to get what you need to an external retouching service.

This feature is available in the ProSelect Pro only and can be selected using *Export Production Package* (Production Menu).

When run, a new folder with the selected Output Folder Name will be created containing the items that you select. By default, this folder name will be the current album name with “Production - ” added to the front. However you can change this in the box provided.

Selected items that go into a Production Package folder normally include the original images that have been ordered as prints or in layouts, as digital files or added to a book, as well as any associated raw files.

## Production Album

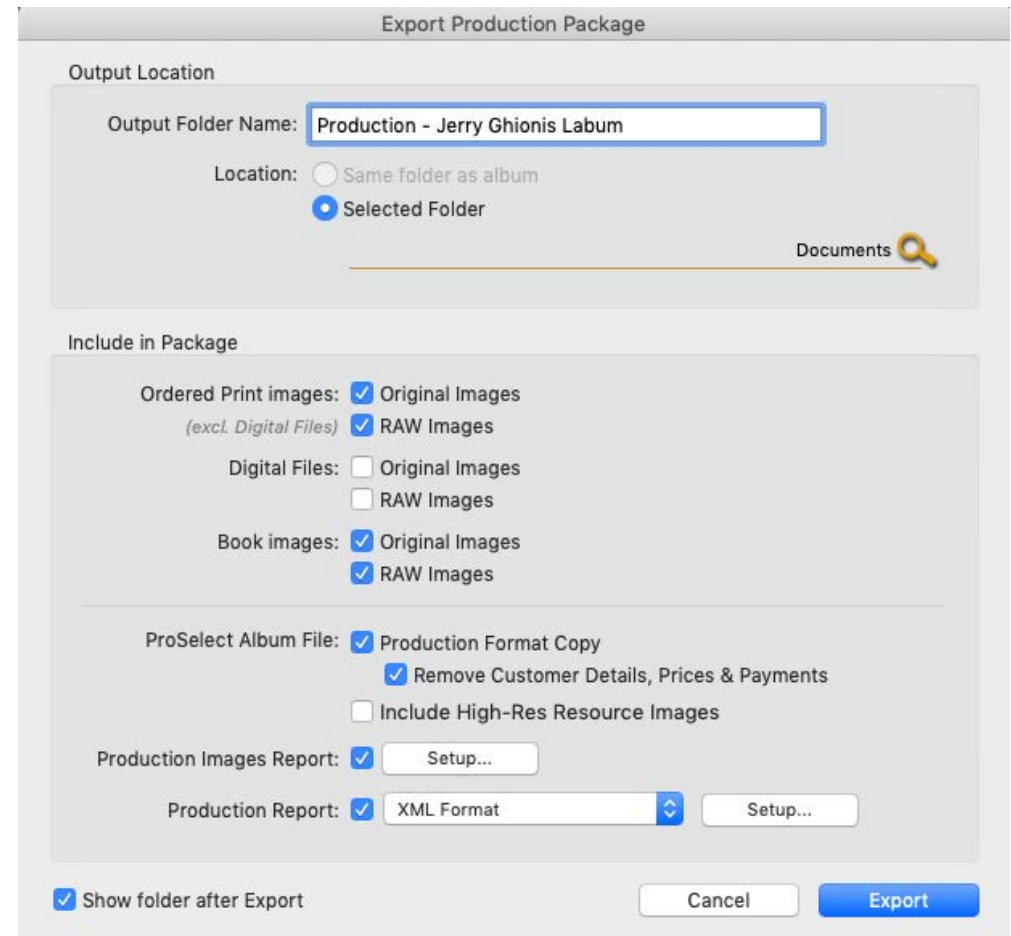
If your retoucher has ProSelect, and you want them to work efficiently using ProSelect’s [High-Res Production](#), you can optionally also select to include a copy of your current ProSelect album in *production format* (see sidebar).

You can choose to have your confidential studio information including client contact details (other than their name), order prices and payment made removed from this album file. If you are not exporting a ProSelect album then you can send all the relevant production data in one of the available [Production Report](#) formats.

See next page for more about the limitations of “production albums”.

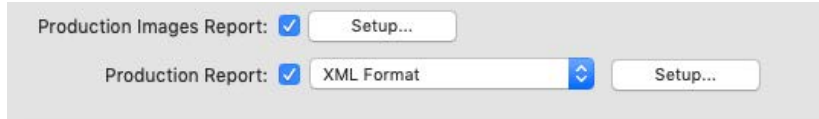
## Resource Images

If your retoucher is going to be building final products which utilize any image from your [ProSelect Resources folder](#) (e.g. a composite print with mat or overlay images) and they do not have a matching copy of this folder, you should check *Include High-Res Resource Images*. This will add any used Resource images into a subfolder with your Production Package folder that can be picked up when running High-Res Production using your Production album.

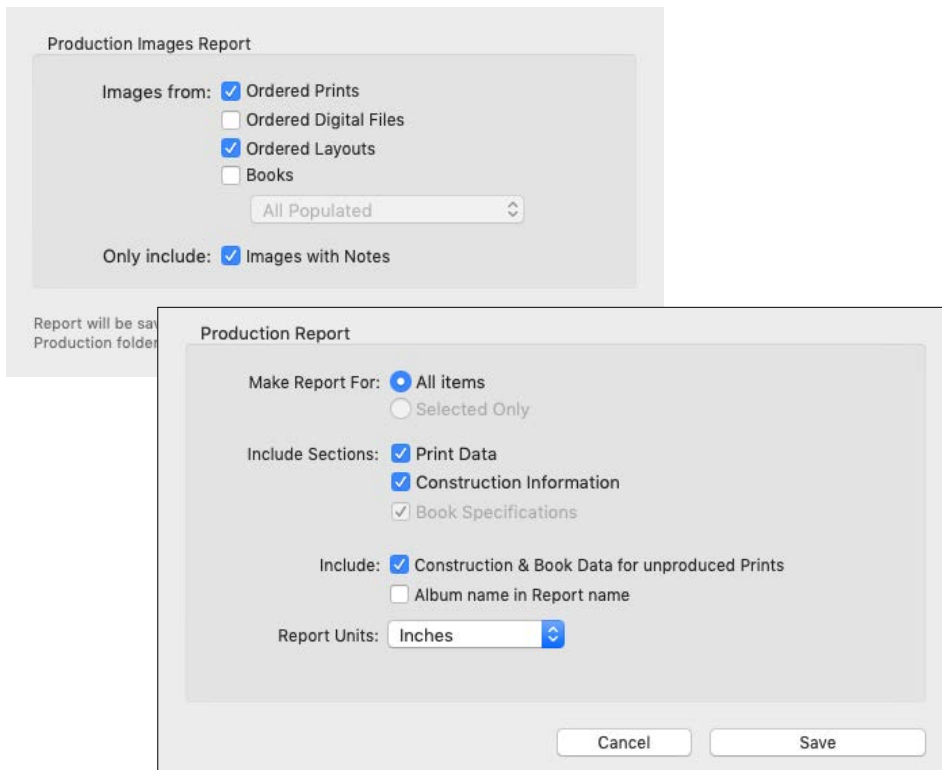


## Included Reports

You can optionally include a text file version of the [Production Images Report](#) and a selected [Production Report](#) with the exported Production package.



Use the Setup buttons to select the details that you wish to include in these reports.



## About “Production Format” Albums

These are a special type of the ProSelect album. Rather than containing links to the original images in a specific folder, with this album, ProSelect **always** expects to find the images in the same folder or subfolder as the album file (normally the production package folder).

This allows you to easily move the production package folder between computers without needing to use [Find Original Images](#) to update the links to the original images.

Your retoucher can open this file in ProSelect, review your notes in the High-Res Production window, open and retouch ordered images and run production to produce finished print-ready files for the lab exactly the same as you would do.

If they are editing and saving the retouched files, the updated files must be saved back into the same folder as the album file. You cannot use Find Original Images to re-link to images in any other folder.

If any of the final files need any images from your ProSelect Resources folder **and** you have selected *Include High-Res Resource Images*, then ProSelect will first look in the exported folder for the images it requires. If any are not found, it will look in the standard [ProSelect Resources folder](#) on the machine that is running Production.

# Production Images Report



The *Production Images Report* can be printed directly from the File Menu or exported as a text format file with the [Production Package](#).

The Printed report gives you the option to select the which client's orders are to be included and whether to included thumbnail images whereas the text file report does not.

In both cases, you can optionally select to only list images which have added notes so your retoucher can focus on those. Below is a sample of the output file.

```
Ghionis-006
  1 x 11.0 x 16.0 in (Custom Print)
Ghionis-007
  1 x 11.0 x 16.0 in (Custom Print)
Ghionis-008
  1 x 11.0 x 16.0 in (Custom Print)
Ghionis-010
  Notes: Minimize Stray Hair
  Triptych 1:2 Ratio 5 x 7 in
Ghionis-011
  Notes: Remove shine
  Triptych 1:2 Ratio 5 x 7 in
Ghionis-012
  Triptych 1:2 Ratio 5 x 7 in
```



As a part of High-Res Production, ProSelect can optionally generate a Production Report in a number of different formats:

- XML format
- JSON format
- Readable Text
- Custom XML Type NL

The first two formats are normally used by other programs. The *Readable Text format* can be read by humans!

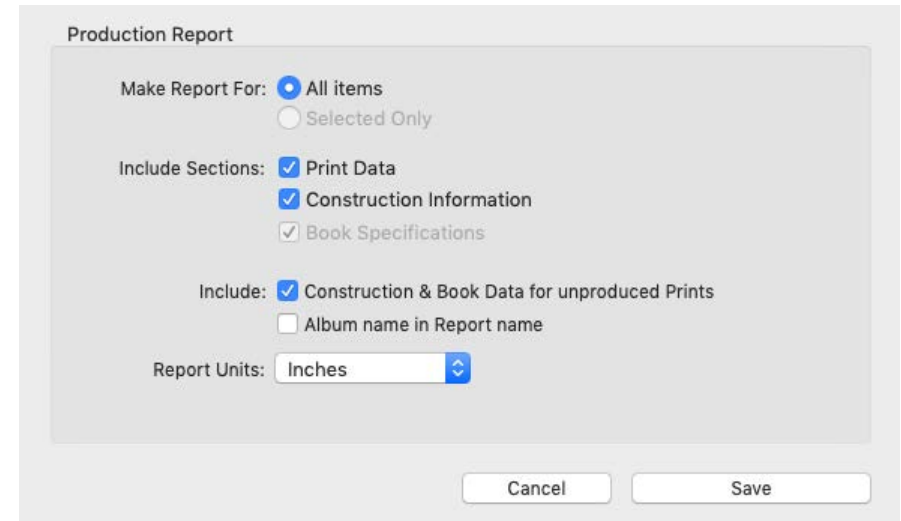
These reports include full details of the everything to be produced including:

- Original image names
- Production output image names
- Print sizes and quantities
- Layout/book page template details
- Book design & construction details
- Applied mat details

The Production Report specifications are openly available for any lab or book supplier to use to facilitate product fulfillment.

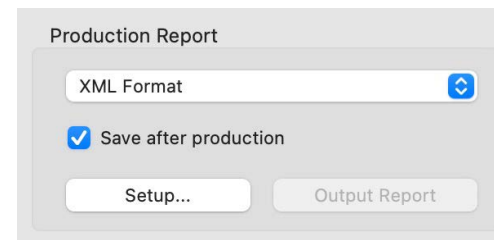
The XML format Production Report can be read by *Pro Studio Software's Mat Cutter Conversion* program used for preparing mat cutter files for layouts and books.

The report format can be selected and setup in [High-Res Production window](#).

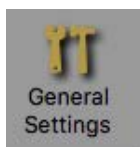


## Producing the Report

You can select to have the report automatically updated every time High-Res Production is run. The report is saved into the *Output Folder Location* that you have setup.



The report can also be included when exporting a [Production Package](#).



## Working Units (General Tab)

Select the *Working Units* (either inches or centimeters) that you prefer to use. These determine the units used throughout the program and on all [Order Reports](#).

The screenshot shows the General Settings dialog box with the following options:

- Working Units: Inches (dropdown)
- Working With control location: Top Bar (dropdown)
- No. of Image Sets: 6 (dropdown)
- Auto Backup Interval: 5 Minutes (dropdown)
- Popup History: 5 items (dropdown)
- On Startup, pre-load images: Layouts: Some (dropdown), Rooms: Some (dropdown)
- On New Album:  Open Client Setup,  Prompt to Add Folder
- On Album Open:  Find Production Images

## Working with Control Location (General Tab)

Sets the location of the Working With controls. This default to the top bar as shown on [Main Screen Layout & Controls](#) page. Other options are vertically in the right-hand toolbar or as a popup menu in the right-hand toolbar.

## No. of Image Sets (General Tab)

Select the *number of Image Sets* to be displayed when a new album is created.

## Auto-Backup Interval (General Tab)

Sets the time after which the next [auto-backup](#) will occur. You can turn off the Auto-backup feature by setting this to *Never*.

## Popup History (General Tab)

How many recent items to show in the Toolbar popup menus.

## On Startup, Pre-load Images (General Tab)

This controls the number of [overlay images](#) and [library room images](#) that are loaded when ProSelect starts up. You can select from *None*, *Some* or *All*. The default is *Some* which is up to 200 overlay images and 50 room images.

The more you select to pre-load, the longer the start-up times. Pre-loading less may cause ProSelect to slow down when you change to a view that needs the images since they will be then loaded *on-demand*.

## On New Album: Open Client Setup (General Tab)

Select this option to open the [Client Setup window](#) when starting a new album.

## On New Album: Prompt to Add Folder (General Tab)

By default, this is on in the Windows version and off in the Mac version.

## On Album Open: Find Original Images (General Tab)

Selecting this option on a production machine, to check that all images that are required for [High-Res Production](#) are accessible when you open each album.

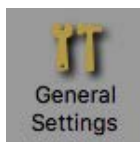
## Printer Page Setup (Windows version only) (General Tab)

Printer Page Setup:  Do not save

Some Windows printers do not work when ProSelect attempts to re-load a saved Page Setup. If you find that you are having a problem with your printer, try checking the *Do not save* box.

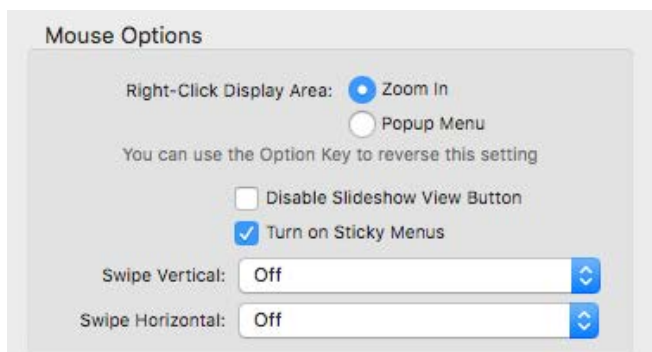
In this case, you may need to do a Page Setup before printing each time you start ProSelect.

When presenting to your client you can temporarily swap all image size displays to the opposite set of units by selecting *Show Sizes in Centimeters* or *Show Sizes in Inches* (View Menu).



## Mouse Options (General Tab)

By default, right-clicking in Show Images View will zoom the image in by one zoom level each time you click. If you prefer to directly select the zoom level from a pop-up menu when you right-click, choose Popup Menu in the box below.



## Disable Slideshow (General Tab)

Check this box to prevent the slideshow from starting if you accidentally click on the Slideshow button in the right-hand tool bar. You can still start the slideshow by right-clicking on the button or using the View menu.

## Sticky Menus (General Tab)

This setting determines if the popup menus on the right hand tool bar stay open when you select an item. In most cases, this is an advantage because it allows you to try other options without the need to re-open the menu.

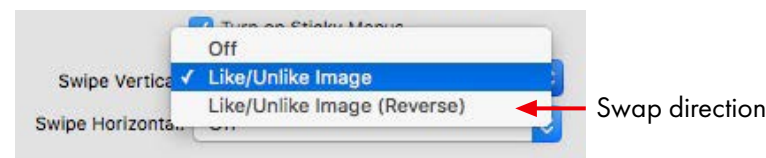
## Swipe Options (General Tab)

If you are using a mouse with vertical and/or horizontal scrolling (e.g. Apple Magic Mouse) or a touch screen computer (e.g. Microsoft Surface Pro), then you can optionally use swiping gestures when in [Show Images View](#) (when Working with Images) to move images up or down to the next [Image List tab](#).

Depending on the default swipe direction setup in your computer, you may need select the reverse direction in the Preferences to get this working as expected. Likewise, turning on Swipe Horizontal will move to the Next/Previous image.

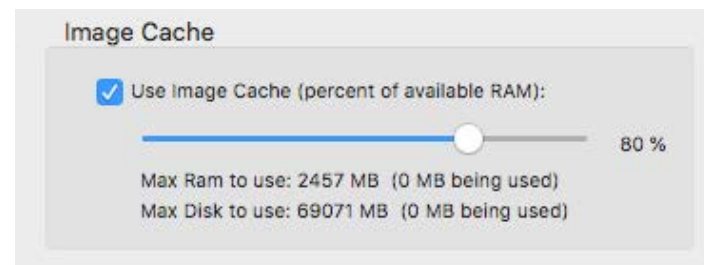
Vertical swiping works best if you are reviewing your images from within the *Maybe* tab since a *Like* swipe (swiping up) will move the current image to the **Yes** tab and an *Unlike* swipe (swiping down) will move it to the **No** tab.

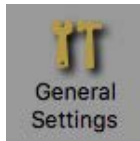
## Image Cache (General Tab)



To increase performance while running, ProSelect keeps *uncompressed* copies of your album's images in an *image cache* in memory and, if full, in a temporary area on your hard disk. Images are loaded into the cache the first time you access them so the next time you need the image it will be returned very quickly.

Note: If you don't have much memory in your computer (less than 8GB) then you may find that ProSelect will run faster with the Image Cache disabled or set to a lower level. The maximum value that the cache can be set to is 3.0GB.





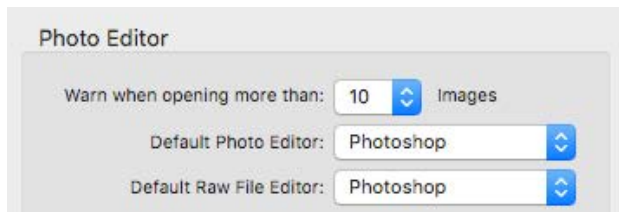
## Messages (General Tab)



Choose *Show Unread Messages on Startup* if you wish to check your new messages each time you start ProSelect.

## Photo Editor (General Tab)

This section is used to select the photo editor to use when opening imported or raw images for retouching.



For imported .jpg, .tif or .psd file you can select Photoshop, Lightroom or other photo editor software. For raw files you can select Photoshop or Lightroom.

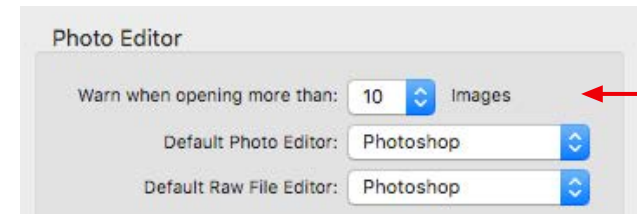
The selected Photo Editor will be used when you use the keyboard shortcuts *Cmd-T* (Mac) or *Cntrl-T* (Windows).

Likewise, the selected Raw file editor will be used to open the associated raw images when you use the keyboard shortcuts *Cmd-Y* (Mac) or *Cntrl-Y* (Windows).

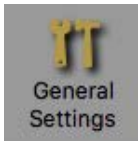
To use Lightroom, make sure that you have installed the [ProSelect Plugin for Lightroom](#).

To prevent you from accidentally opening every selected image in your photo editor, ProSelect will ask you to confirm this action if the number of images selected exceeds

the number selected in the dropdown menu.



**Important:** See the [this page](#) regarding the important differences between how the Mac & Windows versions of ProSelect interact with Photoshop.

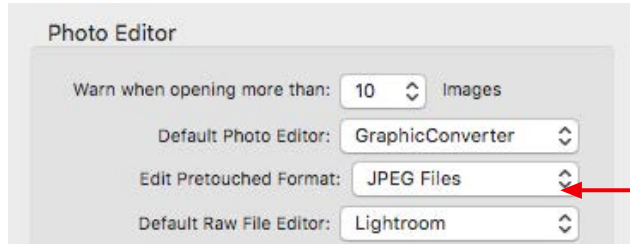


## Selecting another Photo/Raw Editor

When selecting a photo editor other than Photoshop or Lightroom, as either your Photo or Raw file editor, you will be prompted to select the location of the application itself.



If you select *Other Editor*, you can also select the format to open [Retouched images](#) in your selected editor (when using SHIFT + Open in Your Editor).



You should set this to be a different format than your originally imported images to avoid accidentally overwriting them.

For example, if you imported *jpg* files then best set this to *Flattened Tiff* and visa versa.

Note: This option is not used for Photoshop because ProSelect will always create a layered PSD file for any pretouched images that you open using SHIFT + Open in Photoshop

## What other photo editors can I use?

ProSelect uses the application's *Open Document handler* to open the selected image or images. This is the same process used when you drop one or more images onto the application's icon. Some photo editors may not work this way so best to try this to test first to see if your editor will work with ProSelect.

If you are importing *.psd* files into ProSelect and plan to open them with another photo editor then you should check if the editor will read these files before selecting this as the editor to use.

## High-Res Production always uses Photoshop

Regardless of which photo editor you select, when running [High-Res Production](#), Photoshop will always be used since only this editor supports the extensive automation used by ProSelect.

**Important:** See the next few pages regarding the important differences between how the Mac & Windows versions of ProSelect interact with Photoshop.

## Using a Search File List with Lightroom

Apart from opening RAW Images in Lightroom via the [ProSelect Lightroom Plugin](#), you can also use the *Export -> Lightroom Filename List* (File menu) to produce a single line of filenames that can be pasted into Lightroom's search box. See [Lightroom Filename List](#).



## Testing the Photoshop Connection (*General Tab*)

You can check if ProSelect can connect with Photoshop (and which version it is connecting to) using the *Test Photoshop Connection* button.

Upon a successful connection, a window will show the version of Photoshop that responded.



## Debugging Photoshop scripting errors

When running Production, to apply Custom Effects Actions and load the Photoshop action list, ProSelect creates and sends JavaScript commands to Photoshop.

Photoshop includes a tool to assist debugging any issues in these scripts. It is a free download and is called *Adobe ExtendScript Toolkit*.

When initiating any action that sends commands to Photoshop, you can have ProSelect send to the Toolkit application instead, by holding down the SHIFT key. You can also test the connection to the Toolkit application by holding down the SHIFT key when clicking on the *Test Photoshop Connection* button.

The one exception is *Opening Images in Photoshop* because the shift key is used to open images with Retouching applied. In this case you need to use *SHIFT+Alt/Option* to launch *ExtendScript Toolkit*.

See the Knowledgebase articles on the website for more about this.

## Working with Photoshop on Mac

ProSelect detects different versions of Photoshop and changes how it communicates with Photoshop accordingly.

## Multiple Photoshop versions installed on Mac

If you have more than one version of Photoshop installed on your computer, ProSelect will look for a currently open version of Photoshop and use that version for all future interactions with Photoshop.

If a copy of Photoshop is not running, the first time you try to connect to Photoshop after opening ProSelect, ProSelect will ask macOS to open the newest version of Photoshop and use that version each time until you close and re-open ProSelect again.

To use an earlier version of Photoshop, re-start ProSelect then make sure that you have the version of Photoshop already running **before** doing any Photoshop related commands from ProSelect.

Alternatively, you can close the current version of Photoshop and open another version. Then in click the *Test Photoshop Connection* while holding down the *Option* key to shift to using the open version.

## Recent macOS changes - Important!

### macOS 10.14 (Mojave) and newer

If you are using this version or newer then you need to give ProSelect permission to connect to each different version of Photoshop you have running on your computer. See the *Photoshop on Mac 10.14 (Majove) or newer* on the [next page](#).

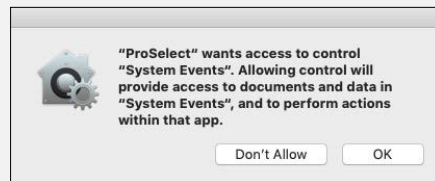
### macOS 10.15 (Catalina) and newer

In addition to the above, file access permissions are also required when using macOS 10.15. See this page: [ProSelect on macOS 10.15 \(Catalina\)](#).

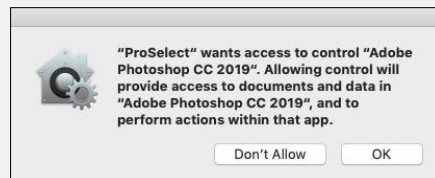
## Photoshop on macOS

On macOS (10.14 and later), you need to specifically tell macOS's GateKeeper to allow certain automation permissions before ProSelect can interact directly with Photoshop.

The first time you try to connect to Photoshop from ProSelect, the system will ask if you want to allow ProSelect to access "System Events". Click OK.



You may still see an error message that ProSelect was unable to connect to Photoshop.



When you try the second time, the OS

will ask you whether to allow ProSelect to access data from "Adobe Photoshop". Click OK.

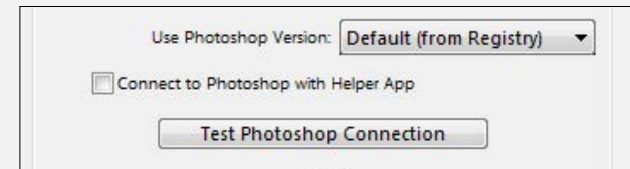


After that ProSelect will be allowed to connect to Photoshop.

You can check ProSelect's GateKeeper permissions in the System Preferences. All checkboxes must be selected.

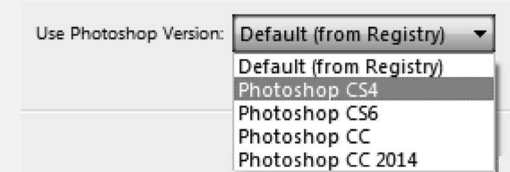
## Photoshop on Windows

### Multiple Photoshop versions installed on Windows



You can select which version of Photoshop you wish to run from the Preferences. By default, this is the latest version as determined Window's current Registry entry setting for "Photoshop.Application".

However, ProSelect will also check the registry to see if other versions of Photoshop are installed on your computer and allow you to select the one to use.



Note: The Photoshop version dropdown will only include versions of Photoshop available at the time of this ProSelect release.

If you have a newer version of Photoshop installed and it does not appear in the dropdown then you should either upgrade to the latest version of ProSelect or use the *Default from Registry* setting and adjust your registry accordingly.

Some users have found that earlier versions of Photoshop (namely CS6) will hang up part way through High-Res Production.

If you are finding that this happens to you, try turning on *Connect to Photoshop with Helper app*. See our Knowledgebase for more about this issue.



## Default Starting Folder (Default Folders Tab)

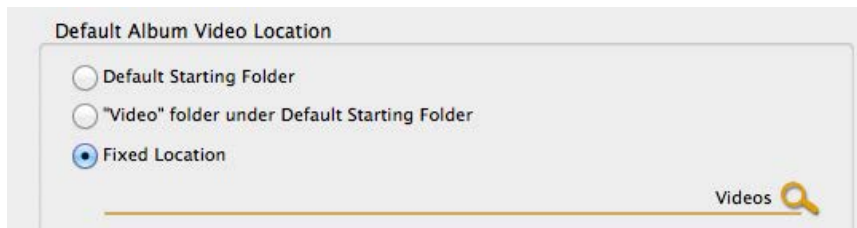
Selects the folder which should first be used when looking for images for a new Album.

If you intend to keep your album file and other output files inside your images file then check *Images folder is job folder*. See [Folder Structures](#) for details of the recommended ways to organise your files.



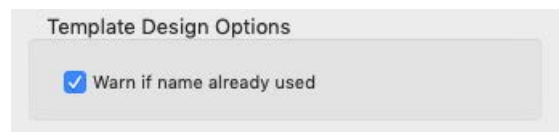
## Default Album Video Location (Default Folders Tab)

This is your preferred location when adding Album Videos using the [Setup Videos](#) page.



## Template Design Options (Templates, Rooms & Books Tab)

It is recommended that you leave this checked to avoid accidentally naming two templates with the same name and creating confusion!



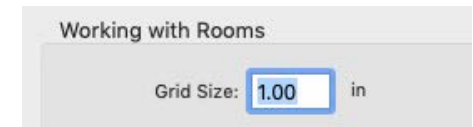
## Exported Sample Layouts (Templates, Rooms & Books Tab)

Sets the background color of any transparent areas in any [Exported Sample Layouts](#) or images in [Exported Order Data](#) for studio management systems.



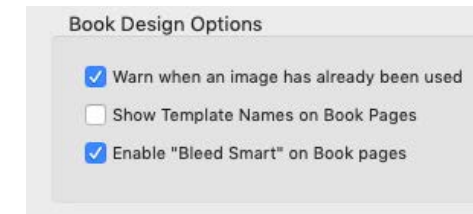
## Working with Rooms (Templates, Rooms & Books Tab)

Set the default Grid Size here that will be shown when [Using the Spacing Grid](#) on a Wall Gallery design.



## Book Design Options (Templates, Rooms & Books Tab)

By default, ProSelect names book pages by side number. You can use [Show Template Name on Book Pages](#) to show the name of the template used in the book instead. This does not effect the filenames exported with [High-Res Production](#).



By default, *Bleed-Smart* is enabled. See the [Bleed Smart page](#) for more information on this feature.

## Sharing (Sharing tab)

This section is used to setup options to share ProSelect data between different computer on your network. For more information on this see [Sharing Data between Computers](#).

## Integration (Integration tab)

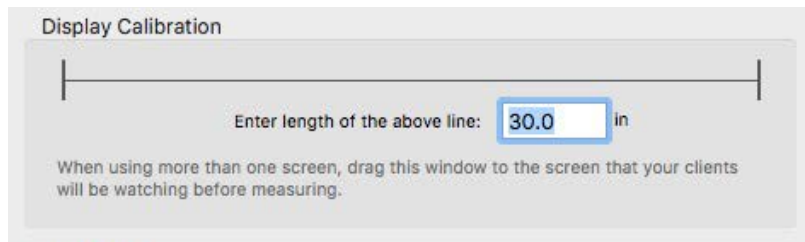
This is used to set integration to StudioCloud studio management system. See the [StudioCloud section](#) for more on using this feature.



## Display Calibration (Calibration & Options Tab)

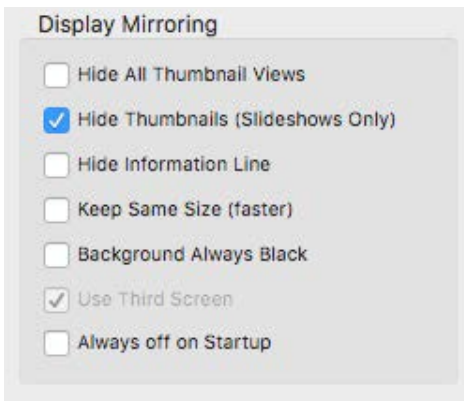
In order to display your images or layouts at the correct size when using *Select Size View*, you must calibrate your screen size. To do this:

1. Measure the actual length of the ruler line from end to end on the screen that you will be displaying the images on.
2. Enter the length in the box in the units shown.



## Display Mirroring (Calibration & Options Tab)

Selects some options that are used when [Display Area Mirror](#) is selected and you are using two screens.



*Keep Same Size* checkbox is used to control the method that ProSelect uses when running the Mirror Display Area screen. See [How Mirror Display Area Works](#) for more information on this setting.

Check *Background Always Black* if you want to override [your Theme's](#) background color. Note: This only work when **not** using the [Pixel Copy Method](#) for the 2nd screen.

Uncheck *Always off on Startup* if you want ProSelect to startup with the same Mirror Display On/Off setting as last used.

## Which screen do I use when calibrating?

When using ProSelect, you generally want to calibrate the screen that your clients will be watching.

So, if you are using a projector screen or a big screen TV, make sure that the Display Calibration box is displayed on that screen when you are measuring the length of the line. If necessary, drag the Preferences window over to that screen first.

If your computer is setup to use more than one screen, your current screen arrangements will be shown in a diagram like this one.

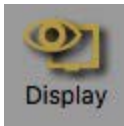


The screen number shown in yellow is the one on which the Preferences window is located and thus the one that any calibration measurement applies to. The *Main* screen is the one on which ProSelect's main window is located and the *Mirror* one is the one that will be used when using [Mirror Display Area](#).

## Using Three Screens

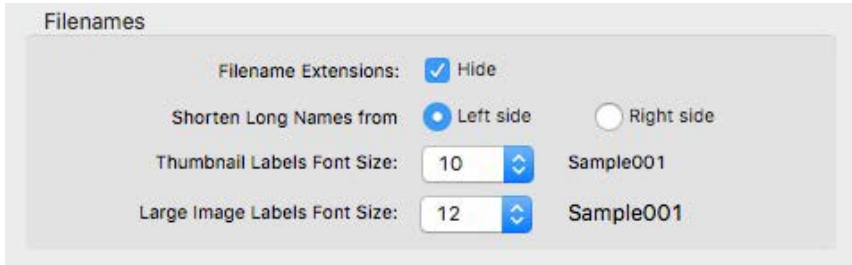
If you have three monitors connected to your computer (and turned on!), you should see all three in the diagram. Checking the *Use Third Screen* checkbox in the Display Mirroring box (as shown on the left side of this page) will select the third screen for use as the Mirror Display Area screen if the main window is located on screens 1 or 2.

If the main window is located on the third screen then the second screen will be used for the Mirror Display Area screen.



## Filenames (Calibration & Options Tab)

Use this section to set how you would like labels to be displayed through the program.



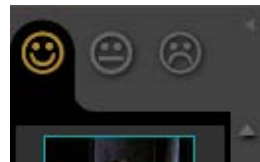
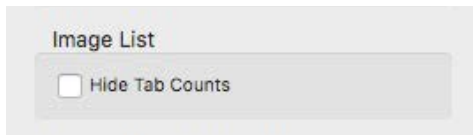
*Hide Filename Extensions* applies to all image names throughout the program (except Production).

*Shorten Long Names* also applies to production images.

Set the Font size of the image label text under the Large Image and Thumbnail Views.

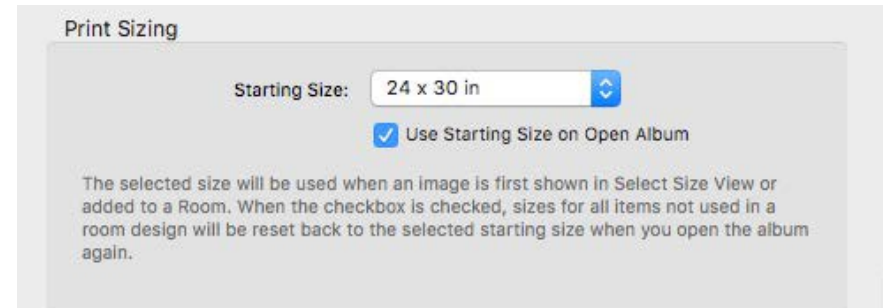
## Image List (Calibration & Options Tab)

*Hide Tab Counts* stops the display of the image counts under the faces at the top of the left hand image list.



## Print Sizing (Calibration & Options Tab)

When using Select Size View, your images can be displayed at a number of different sizes (See [Select Size View](#))



Depending on your selling style, you can select the initial size that will be displayed. The sizes shown in each popup menu are taken from the sizes that you have added in [Print Paper Sizes](#).

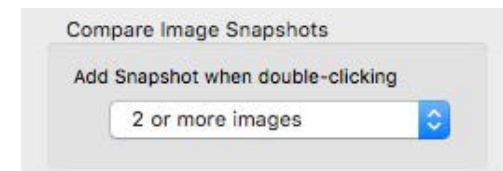
## Use Starting Size on Open Album (Calibration & Options Tab)

ProSelect saves the last displayed size of each image and layout in the album file. By default, the size of all images and layouts except those used in any Room Designs (in Working with Rooms) are reset after opening an album so any subsequent viewing of those images will use the above *Starting Sizes* again.

If you wish to preserve the last displayed sizes when opening an album then you can uncheck *Use Starting Size on Open Album*.

## Compare Image Snapshots (Calibration & Options Tab)

Sets whether to automatically create a [Compare Image Snapshot](#) when double-clicking on multiple images in thumbnail view. Set to *Off* if you don't wish to use this feature.







## Borders & Backgrounds (Borders & Backgrounds Tab)

This section of the Preferences is used to select the appearance of your images in different parts of ProSelect. You can preview the effect of any changes on the sample image on the right-hand side of the dialog box.

### Selection Number Display (Borders & Backgrounds Tab)

Use this to adjust the size and appearance of the overlay number that is shown on images when you press and hold down the “N” key. Check the Show Preview button to see how your settings will look on the sample image.

Alternatively, you can check the *Toggle Mode* checkbox which will then turn the display on/off each time you press the “N” key.

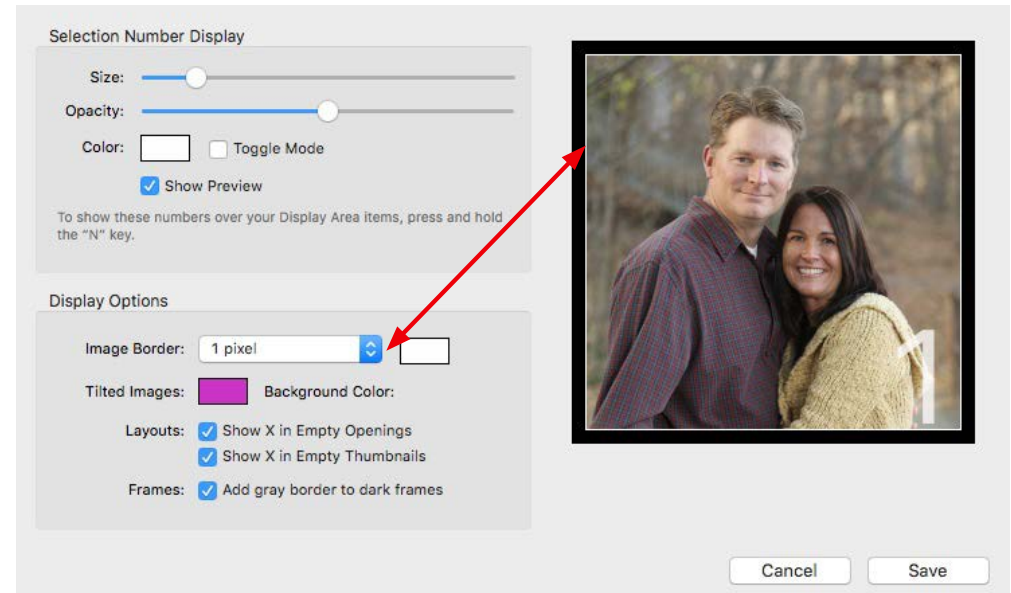
For more about using this feature see [Comparing - Using Selection Numbers](#).

### Display Options (Borders & Backgrounds Tab)

Use this to adjust the size and color of the border around images, the background fill color for tilted images and whether to define the edge of any dark colored frames when shown on a black Display Area background.

*Layouts: Show X on Empty Layout/Thumbnail Openings* - make it clearer which openings haven't had any images added yet.

*Frames: Add grey Border to Dark Frames* - make it easier to see the outer edges of a dark frame when you are using a [theme](#) with a dark background.

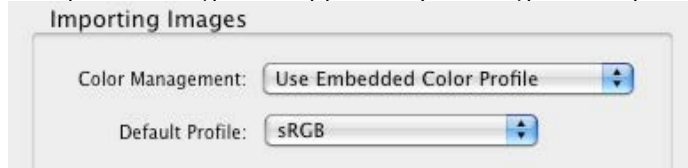




## Importing Images (*Color Management Tab*)

ProSelect works in sRGB color space. If your images are in a different color space (e.g. Adobe RGB 1998) then, to ensure color consistency, you should set ProSelect to automatically convert the images into sRGB color space while they are being copied and added into your Album.

Because any color profile changes are applied to your images as they are added to



your album you need to select these settings BEFORE adding images. To experiment with different settings, add an image, change the settings then add the same image again & compare the results.

### Color Management: Use Embedded Profile (default)

In this case, ProSelect will look for and use the *Embedded Color Profile* in the image file when converting an image's color space into sRGB.

If there is no *Embedded Color Profile* then ProSelect will use the Default Profile that you have selected. This setting can be either sRGB, Adobe RGB 1998 or ProPhoto. This is the recommended option.

### Color Management: Off

No color conversion is carried out. This option is NOT recommended unless all of your images are in sRGB Color Space.

### Color Management: Use Selected Color Profile Only

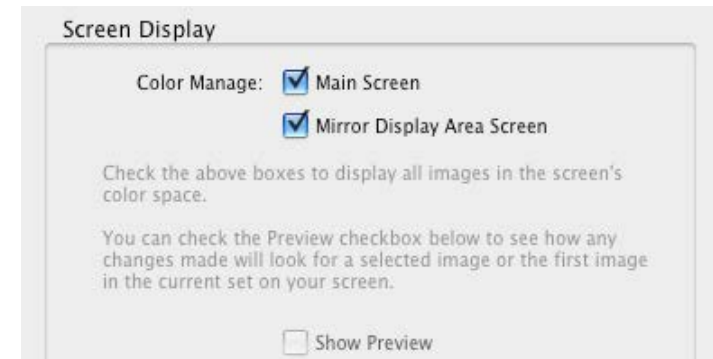
With this setting ProSelect will ignore any embedded profiles and will use the selected color profile when converting an image's color space into sRGB.

If this is set to sRGB then no conversion will take place. This is the same procedure that was used on versions of ProSelect before 2011r1.

## Screen Display (*Color Management Tab*)

If you are using a color calibrated screen then you should set ProSelect to display your images in your screen's color space.

This conversion is done as the images are being displayed and it can be enabled for the main screen and/or the second screen (the [Mirror Display Area](#) screen). On Macs, color conversion is done by macOS and you can only turn this on or off for all screens at the same time.



If Color Management is enabled for the main screen (or for *All Screens* on Macs), images will be converted from sRGB to the main screen's color space as they are displayed.

On Windows, if the second screen is also enabled then they will then be converted to the second screen's color space when copied to that screen. If the main screen is not enabled, but the second screen is, the images will be converted directly from sRGB to the second screen's color space.

### Does this effect my final images?

The settings only effect the appearance of your images when displayed in ProSelect. Because ProSelect's high-res Production module uses Photoshop to generate the final images, color management of those images is taken care of by Photoshop - see the next page.



## Color Management in Photoshop

This brief section is included to help you setup your Photoshop Color Setting to work with ProSelect and your Lab. For full details on this, please refer to the Adobe Photoshop documentation.

The Color Settings... menu can be found under the Edit Menu in Photoshop CS6 or newer.

You should check with your Lab as to which settings they prefer for images that you send to them for printing.

The most commonly used are sRGB and Adobe RGB (1998).

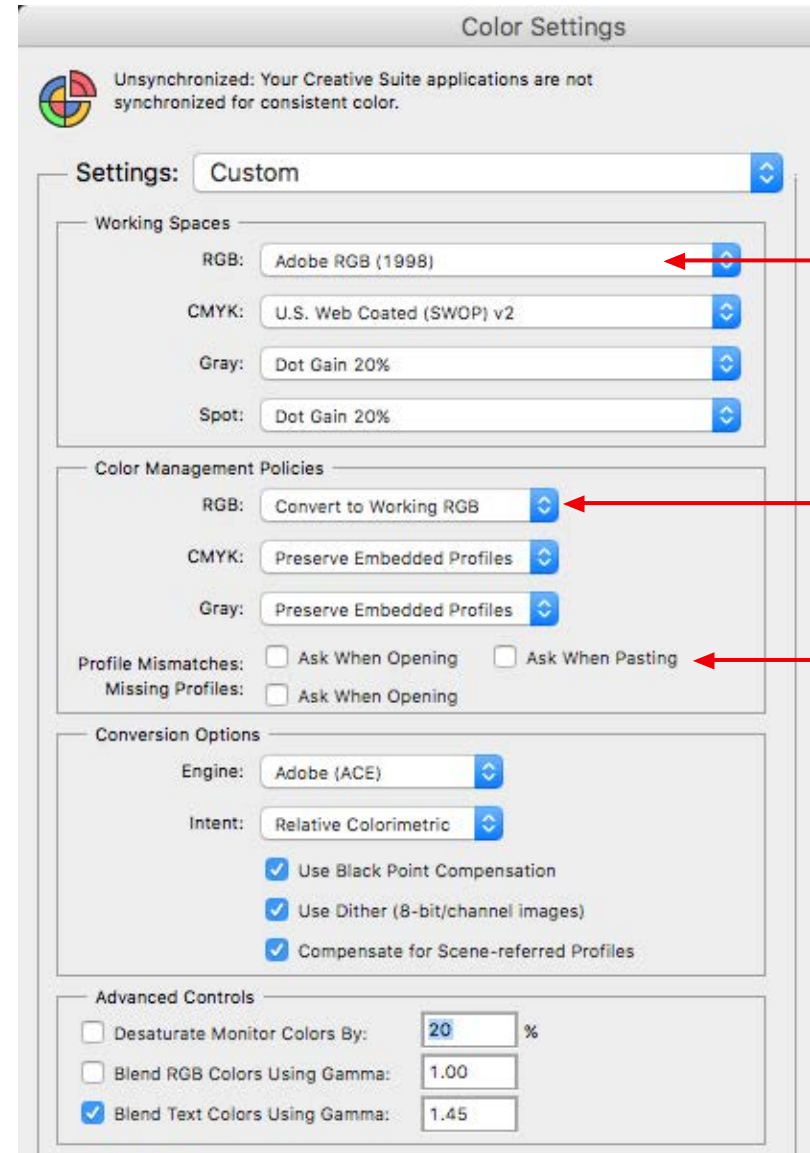
If you are loading your images directly into ProSelect from the camera or after conversion by another program (such as a RAW image convertor), then you should also make sure that the color profile used for your images is the same for all programs (and your camera!).

### ProSelect's Color Management Configuration

ProSelect use Apple's ColorSync on Macs and Windows Color System (WCS) on Windows

To closely match Photoshop's standard setup, ProSelect configures these color engines with the following settings:

Black Point Compensation: ON  
Intent: Perceptual





## Adding Images (*Settings Tab*)

Re-size to: 1920x1200

If you are preparing your Album on a computer with a smaller monitor size than the computer that you will be presenting on, or you wish to be able to zoom into greater detail, you should select the larger monitor size before adding any images to the Album. Sizes up to 3240 x 2160 pixels (suitable for displaying on a 4K TV) can be selected.

*Sorting: Sort by Filename (on Windows only)*

If you are loading images from multiple digital cameras from the same shoot, you can change this to *Sort by Creation Date* so the images end up in chronological order. You can re-sort your images after loading using the Sort commands (Album Menu).

*Load into: Selected Tab*

**HINT:** If your images contain EXIF data (specifically the capture date and time from your camera) then a better way to get images sorted in time order is to use *Sort by Capture (EXIF) Date (Album Menu)* after importing them.

Images are, by default, added into the currently selected Tab. You can change this so they always load into either the Yes, Maybe or No Tab.

*Add Sharpening while Importing: On*

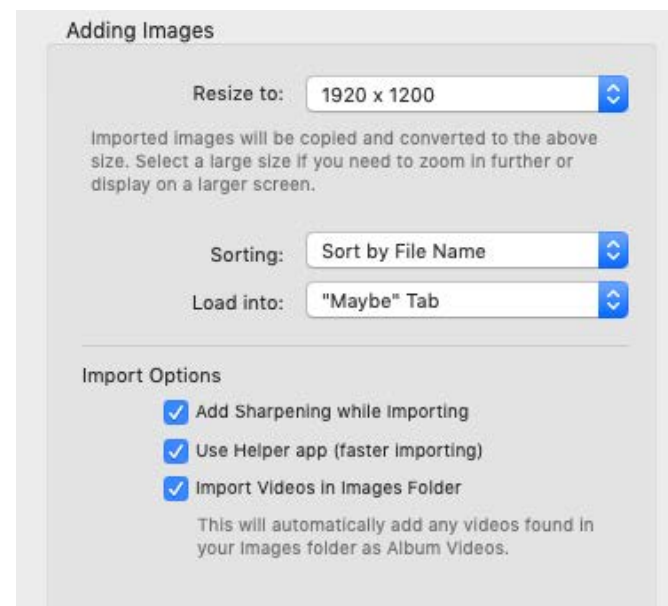
During image conversion, images may tend to appear a little softer. Checking the *Sharpening* box will correct this if required. By default, sharpening is turned on.

*Use Helper app: On*

By default, ProSelect will use a Helper app to load multiple images at the same time

### EXIF Rotation

In ProSelect 2022r1 and newer, image EXIF Rotation is always applied to imported images. In earlier versions you had the option to disable this.



to speed up importing of images files. Unchecking this option will turn off use of the Helper app.

You can check the status of installed Helper apps in the [About ProSelect window](#).

*Import Videos in Images Folder: On (Pro only)*

Any video files in the same folder as your imported images will be automatically added as [Album Videos](#) to your album for inclusion in your slideshows.

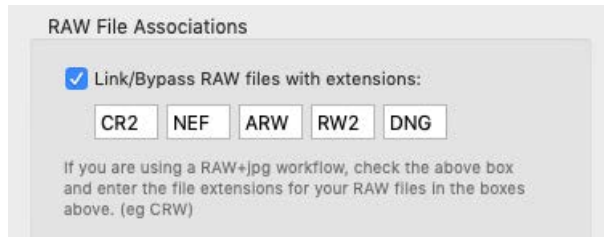
ProSelect includes a built-in convertor for reading TIFF & JPEG file types. You can also import 8/16 bit RGB/CMYK Photoshop files. to the image as it is being added to the album.



## Adding Images (Settings Tab)

Link/Bypass RAW file: On

While ProSelect cannot load RAW files, it can help you to open them in Photoshop or [Lightroom](#) for later processing.



ProSelect requires that your RAW files have the same name and are in the same folder as your added files. Your filename extension (the last three characters) needs to be in one of the above boxes.

When loading your folder of images, ProSelect will **not** import your RAW files. Rather, it will look for them along side the imported images and, if found, will be able to open them in Photoshop or Lightroom.

If JPG, TIF or PSD are entered into the above boxes, they will be automatically removed to avoid you accidentally prevent the importing of these file types.

## Moving Original Images

If you have *Link/Bypass RAW file* checked and use any of the Move or Copy Original images commands (Album menu), ProSelect will also move or copy the associated Raw images (and any .xmp files) along with the imported images that you are moving or copying.

## Importing Photoshop files into ProSelect

Imported Photoshop (PSD) files are copied and saved as jpg format files internally within ProSelect.

A link to the location of the original PSD file is also saved in the ProSelect Album file so you can easily [open the original file again](#) for re-touching and/or use the original PSD file when running [High-Res Production](#).

ProSelect uses different methods to read and convert the PSD files on each platform as detailed below:

### On Mac Computers

ProSelect uses macOS to read PSD files. This allows it to import 8-bit, 16-bit, RGB and CMYK Photoshop files.

### On Windows Computers

ProSelect uses a third party application called ImageMagick to read and convert PSD file. This allows it to import 8-bit, 16-bit, RGB and CMYK Photoshop files.

ImageMagick must be installed in the ImageMagick App folder in the same folder as the ProSelect.exe file. You can check for the correct installation of this file in the [About ProSelect window](#).

If ImageMagick is not installed then ProSelect will revert using Quicktime if it is installed. However, Quicktime can only read 8-bit RGB PSD files.



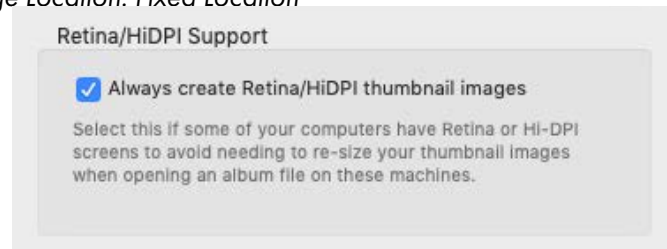


## Retina/Hi-DPI Support (Settings Tab)

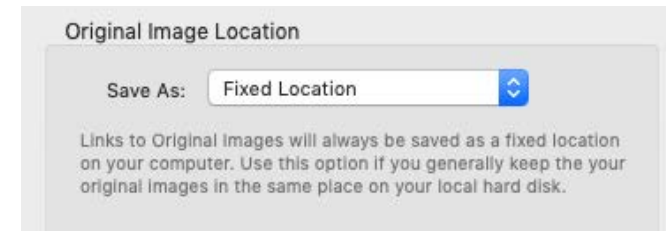
Check this box if you are using a mix of computers with and without Retina (Mac) or Hi-DPI (Windows) screens.

This will avoid the prompt to re-size your thumbnail images if you open an album file created on a non-Hi-DPI computer on one with a Hi-DPI screen.

Original Image Location: Fixed Location



This selects the method which ProSelect uses to save the location back to the original files that you have added to your ProSelect Album. See [About Saved Path Location Types](#) for more about this topic.



## About Retina/Hi-DPI Support

On Macs, these high-resolution screens are called “Retina” screens. On Windows computers they are called “Hi-DPI” screens. In this document we will use Hi-DPI for both.

When adding images, ProSelect detects if your computer has a Hi-DPI screen attached and, if so, it saves higher resolution thumbnail images in the album file. If not, standard sized images are created.

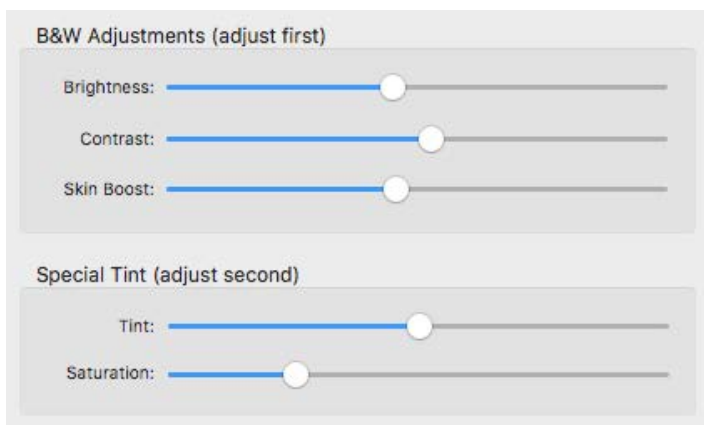
If you create an album file on a non-Hi-DPI computer, save it, then open it on a computer with a Hi-DPI screen, ProSelect will prompt you to Resize the thumbnail images. Once this is done, any additional images added will have their thumbnail images saved in Hi-DPI format.



## Setting up Your Effects *(Local Effects Tab)*

ProSelect includes built in Black & White and Special Tint effects that can be applied temporarily to your images. (See [Images Effects](#)).

You can use this section to setup how your Black & White and Special Tint effects will look.



### B&W Adjustments

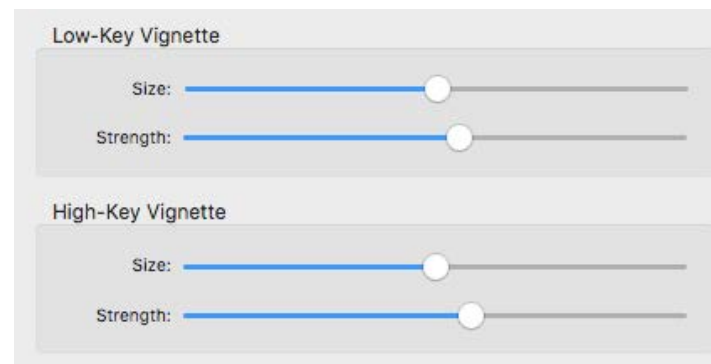
Use the three sliders to adjust the Black & White effect to your Preferences. The *Skin Boost* slider controls the way the red colors are enhanced. You can view the effect on a sample image while making your adjustments.

### Special Tint

Special Tint effects are creating by first converting an image to B&W then adding the toning, so make your B&W adjustments before your Special Tint adjustments. You can adjust the tint and saturation (strength) of the effect with the sliders.

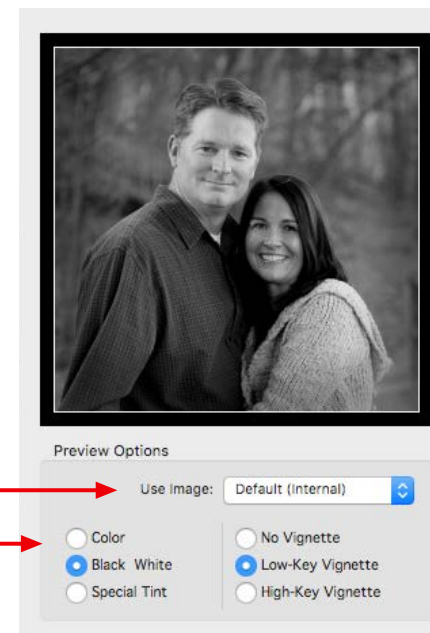
## Vignette *(Local Effects Tab)*

You can set the size and strength of the both the low and high-key Vignette with the sliders. Vignette can be applied to one or more selected images in using the [Custom Effects popup menu](#).



You can preview the results of your Image Effects settings in the preview window on the right side.

If you have any album images selected, the preview will use the first selected one by default. Alternatively, choose the default internal image or another from the currently open album using the drop-down menu.



Select the Preview Image

Select the Effects to Preview



## Selecting Actions to Use (Custom Effects Actions Tab)

This page is used to setup the Photoshop Actions which can be selected and run with the [Custom Effects Tool](#).

## Importing Available Photoshop Actions into ProSelect

- Make sure Photoshop CS6 or newer is running.
- Click the *Reload* button in the Photoshop Actions box on the right-hand side. This will import all of Photoshop's current action sets into the right-hand Set popup.

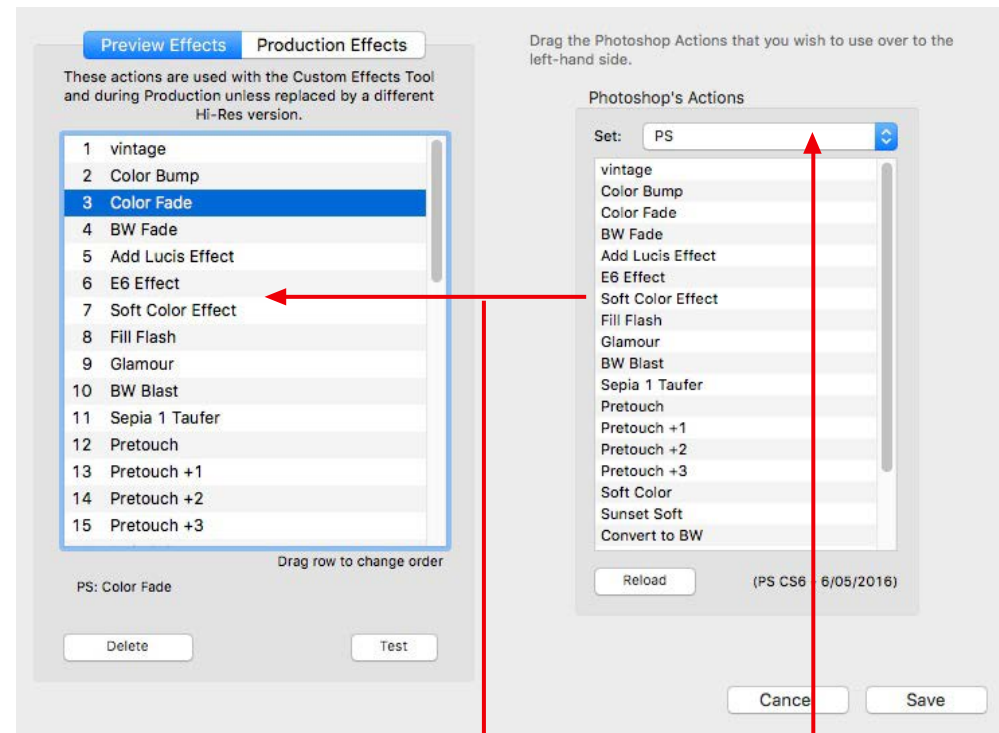
## Selecting the Actions that you wish to use

- Select an Action Set in the popup to see all the actions in that set listed
- Click and drag actions from the right-hand list over to the Custom Effects list on the left-hand side.

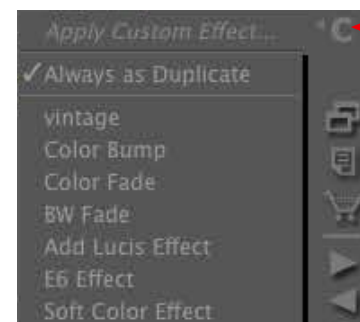
- You can select multiple actions in the right-hand side and drag them all to the Preview Effects list on the left-hand side. Note: This will replace any overlapping actions in this list.
- You can remove one or more selected actions in the Preview Effects list by clicking the *Delete* button or using the Delete or Backspace key.
- You can drag the positions of one or more selected actions in the Preview Effects list to change the order of the actions in the list.

## How Many Actions?

With ProSelect you can setup up to 5 Custom Effects Actions. With ProSelect Pro you can setup up to 100 Customer Effects Actions.



Select Action Set  
Drag Action Name into Preview Effects list



The above actions as they will appear in the Custom Effects pop-up menu



## About Production Actions

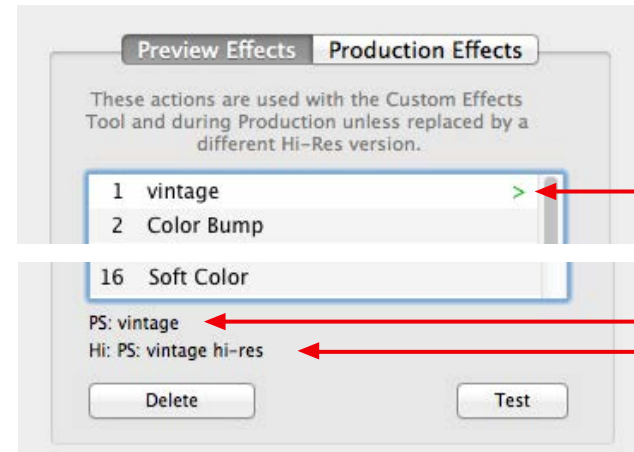
When you run one or more actions on an image, ProSelect records the action set and name with the image and can run the same actions on the original image during High-Res Production. To have this happen, make sure that you have checked the checkbox in the Production Effects list for those actions.

In most cases, using the same action for both the low-res images stored in ProSelect (used when you use the Custom Effects tool) and the original images (when you run Production) is fine unless the action is *resolution dependent*.

One example of this is a noise action which requires different settings for low and high-resolution images. In this case, you could create two different versions of the action, drag the low-res version into the *Preview Effects* side of the list and the High-Res version into the *Production Effects* side.

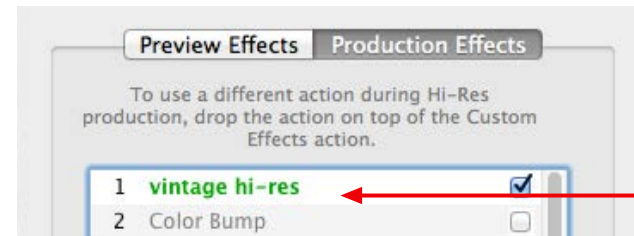
Low res actions that have a different High-Res version display with a green arrow on the right-hand side of the list.

If you switch to the Production side, replacement High-Res actions will be shown in green whereas normal low-res actions are shown in black.



Shows that different action has been loaded on the High-Res side

Preview Set and name  
Production Set and name



High-Res side action

## Action Types and Testing

You can use any action that normally works on an image open in Photoshop. The action must **not** display any dialog boxes or save or close the image after running because this will prevent ProSelect from automatically receiving the resulting image from Photoshop.

You can use the *Test* button to try your selected actions on a sample image.



- You can remove an action by selecting it in the list and clicking the *Delete* button or using the Delete or Backspace key
- If you do not wish to have an action run during Production on images with custom effects then uncheck the checkbox on the Production side.



## About Slideshow Preferences

Most of the setup for slideshows are done using the options under the Slideshow menu. Those settings are saved in the ProSelect Data file and, as such, can be shared between different copies of ProSelect running at your studio. Slideshow setting in the Preferences are specific to each copy of ProSelect.

You can have ProSelect automatically create a basic slideshow “structure” in [Working with Slideshows](#) consisting of any mix of title slides, videos and album sets in the [Manage Slideshow Templates window](#).

## Options

### Video Sound - Turn off when adding to Slideshow

Turn off if you regularly want to play any video track’s audio in your slideshow. You can change this setting back in [Working with Slideshows](#).

### Available Content - Show No tab Image Album Sets

By default ProSelect excludes your No Tab sets from the items shown in the [All Available Content](#) area when Working with Slideshows.

### Default Playback

When not in *Working with Slideshows*, clicking the Slideshow icon will normally play a [Quick Slideshow](#) of the contents of the current set & tab.

However, for each new album, you can use this setting to have ProSelect always play one of your [Working with Slideshows](#) setup slideshows whenever the slideshow icon is clicked regardless of which *Working with* mode you are currently in.

This playback option can be set for the currently open album by right-clicking on the Slideshow icon and setting the *When Starting, Play...* and selecting one of the slideshows.

## Personalized Text Tags

To have all your Slideshows pre-configured when you start a new Album, use the Manage Slideshow Templates window (under the Slideshow Menu).

### Options

Video Sound:  Turn off when adding to Slideshow

Available Content:  Show No Tab Image Album Sets

Default Playback: Quick Slideshow

To always play a slideshow setup under “Working with Slideshows” choose that slideshow from the above list. Otherwise, choose “Quick Slideshow” to play a simple slideshow of the items in the currently selected “Working with” area.

### Personalized Text Tags

Slideshow Start:  Warn if missing Personalized Text

### Slideshow Keyboard Shortcuts

Down Arrow key: Moves to “Yes” Tab

Show Face when pressed

Check this if you want ProSelect to warn you of any missing tags before the slideshow starts.

## Slideshow Keyboard Shortcuts

If this is set to anything other than “Do Nothing”, pressing the Down Arrow key during the slideshow will move those images to the selected tab.

With *Show Faces* checked, you will get a visual confirmation in the corner of the slideshow window.





## Performance

When playing the slideshow, ProSelect supports hardware acceleration using your computer's graphics chip.

If your computer only supports OpenGL or Metal then only the supported option will be shown in the Preferences. By default, one of these will be enabled unless it's not available on your computer.

For more about OpenGL and Metal support, see [Slideshow Performance](#).

## Pre-Buffer Layouts and Rooms

If your slideshow contains complex items such as layouts, book pages or room designs with lots of images or items in them, checking this option will cause ProSelect build these slides before the slideshow starts playing to ensure your slideshow plays smoothly.

This option is recommended for slower computers or when if you are using a fast playing Slideshow Style. It is turned on by default.

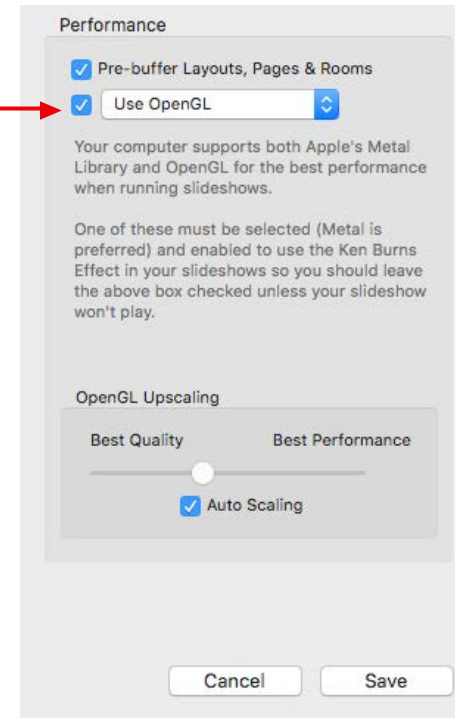
## OpenGL Upscaling

When using OpenGL, in order to improve slideshow performance when running a slideshow on a very large screen, ProSelect will apply 20% hardware up-scaling to displayed images.

By default, this will happen automatically if the screen that you have selected to play the slideshow on is wider than 2048 pixels.

If you turn *Auto Scaling* off, you can adjust this manually between 0% and 50%. If you have a fast computer then best to turn off Auto Scaling and set to 0% for best quality display during the slideshow.

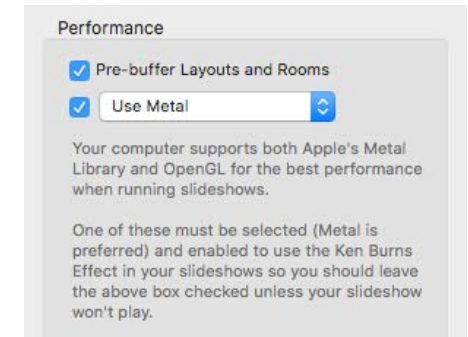
Check to enable hardware acceleration



## Macs with Metal Support



(Mac macOS 10.14 or newer)



(Mac OSX 10.12 - 10.13)



## On Program Startup (Settings Tab)

This section is used to determine the state of certain settings each time the program is started.

### Lock Price List Access

Prevents casual access to the price lists menus and prevents any prices being changed in the *Place Order* window. This is the same as ticking *Lock Price Lists* (Orders Menu). Also see [Unlocking your Price List](#).

### Show Item Prices when Ordering

If unchecked, prices are initially hidden in the *Place Order Window*. See [Ordering Prints](#).

### Show Order Total when Ordering

If unchecked, the order total (and tax, if selected) figure is initially hidden in the *Place Order Window*. See [Ordering Prints](#).

## Ordering Mats & Frames (Settings Tab)

See [Ordering with Surrounding Mats & Frames](#) for more about using this feature. Where you don't normally include a mat or frame for small prints, set the largest print size that you don't wish to have with a mat or frame in the drop down menus.

## Ordering Options (Settings Tab)

Keep the same items together with adding new orders.

By default newly added order items will be added underneath any previously order items for the same image or layout so that they are grouped together on the [Order Report](#). If this is unchecked then newly added order items will be added to the end of the order.

Warn if ordering a Layout with missing images.

Use this to prevent ordering mistakes.

## Export Order Options

Refer your Studio Management software for which *Standard XML for Web* settings to use.

*Include Image, Layout & Order Notes* controls orders [Exported in CSV format](#).

## Product Code Options (Product Codes Tab)

See the [Using Product Codes](#) page for more about using Product Codes.

## Default Product Codes (Product Codes Tab)

See the [Using Default Product Codes](#) page for more information.



## Output Files (*Output Settings Tab*)

This section is used to select the file format of all final images output created using the Production module

### Output Resolution

Enter the output resolution required by your Lab or Printer. The Production module will produce the final correctly sized images based on this resolution.

### Odd Sized Images

If your prints are odd sizes as a result of cropping or from a layout, then you can select *Fill to next Standard Size*. In this case, all images will be centered in the next largest print size (as taken from the [Paper Print Sizes](#)) and the surrounding space filled with the set color.

### Output Format

You can select *JPEG* (and a compression setting), *Flattened TIFF* or *Layered Photoshop file* format. If you are planning to do some further work on the images after production then select *Layered Photoshop file* format.

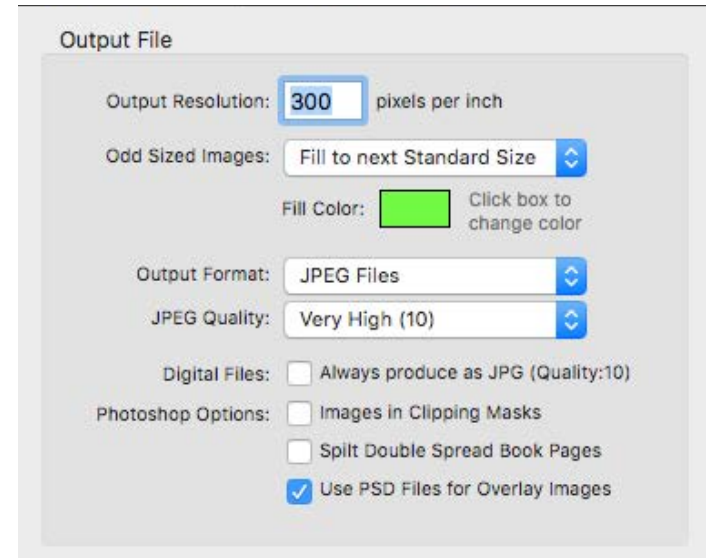
### Digital Files - Always produce as JPG (Quality:10)

Checking this option to create all of your digital files as High Quality jpg files regardless of the Output Format settings.

### Photoshop Options - Images in Clipping Masks

When outputting the files as a *Layered Photoshop file* if you check Images in Clipping Masks then, rather than actually cropping the image, it will be cropped by placing the whole image behind a clipping mask layer. This allows you select the image layer and drag it to change the effective cropping position in Photoshop. Since you can now tilt images (since ProSelect version 4), this is not usually required and best left unchecked.

### Photoshop Options - Split Double Spread Book pages



If your bookmaker requires this, all double-spread images from books designed in ProSelect will be automatically spit into separate left and right hand side files. The filenames will be suffixed with "A" and "B" respectively.

### Photoshop Options - Use .PSD Files for Overlay Images

When building composites with overlay images AND you have a copy of the overlay image's .psd in the Template Overlays subfolder, the layers in the .psd file will be added separately to the final output image. Useful for keeping separate Text layers in the overlay image file for layer editing.



## Default Output Location (Output Settings Tab)

For each Album, you can specify a default destination output folder for your high-res images. You can override this location in the High-Res Production window.

Default Output Folder

Output Location:

Folder Name:

Name:

Use Sub-folders:  for each print size

## Output Location Options

- *Fixed Output Location:* If selected, you can set a base folder for all your output High-Res files for all your jobs. This can be on your computer or another networked drive, or
- *Default Album Location:* This will be either the folder that you loaded the original images from or the folder above that depending on your *Images Folder is the Jobs Folder* setting in the [Preferences, Default Folder \(General tab\)](#).

## Output Folder Name Options

- *Do not make a separate folder:* The images go directly into the folder that you have selected above.
- *Use Album Name:* The images will go into a newly created folder with the same name as the Album within the folder that you have selected above.
- *Use Album Name with Prefix/Suffix:* Same as above but with specified extra characters added before or after.
- *Use Fixed Name:* The images will go into a newly created folder with the specified name

Folder Name:

Prefix:

Use Sub-folders:  for each print size

- *Album Name with Date Prefix:* Date is formatted as YYYY-MM-DD so that it can be easily sorted in Finder (Mac) or File Explorer (Windows).
- *Use sub-folders for each size:* When selected, the images will be further subdivided into sub-folders (in the above folder) for each print size. This is an easy way to place for lab orders.

## Multiple Print Control (Output Settings Tab)

The above setting does not effect the output location of [digital files](#) and [composite book pages](#) generated through Production as these are always grouped into a subfolder for each [digital file order group](#) and for [each book](#) respectively.

If the same print has been ordered more than once then, by default, production will just output the file once. If you have the option to include the quantity in output file name turned on then its easy to see how many are required.

Alternatively, you can get Production to make a new file for each copy using the settings below.

Multiple Prints

Create a separate file for each print

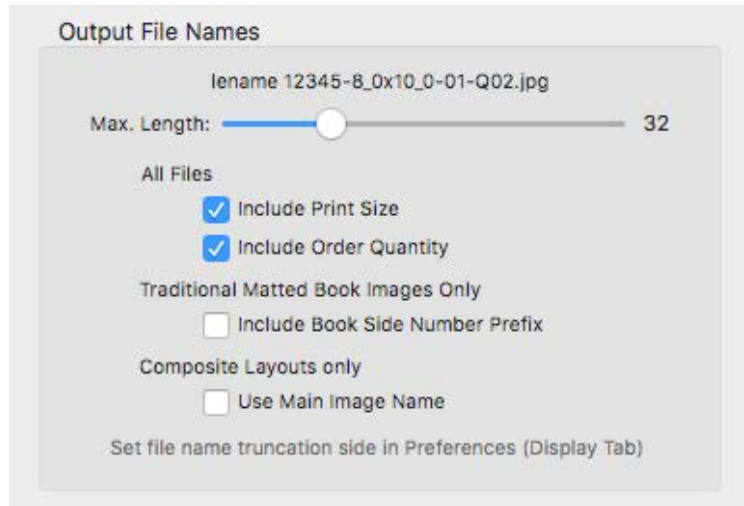
for quantities less than:

Repeated Image Number Prefix:

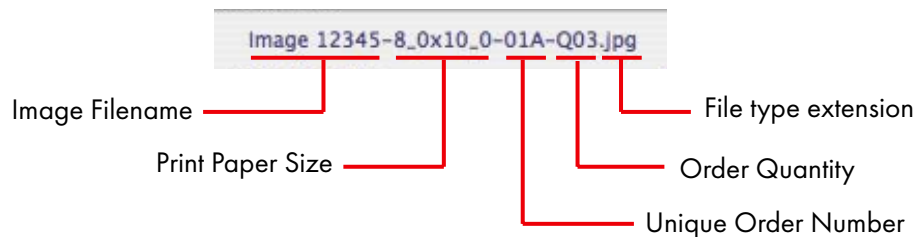


## Output File Names (Output Settings Tab)

All output file names are kept to a maximum of 80 characters long. If your lab requires shorter file names then you can adjust this using the slider shown below.



Note: If the overall output filename is too long then your image filename will be automatically shortened from the left or right side depending on the setting that you have selected in the [Preferences \(Display: Calibration & Options\)](#).



## All Files

- *Include Print Size*: This will add the print size and print quantity to the end of the output filename.
- *Include Order Quantity*: This will add the print order quantity to the end of the output filename.

## Traditional Matted Book Images Only

- *Include Book Side Number Prefix*: With this option the page side name will be prefixed to the production file name when exporting prints for traditional matted books.

The format is SXX- where XX is side number of book that the image is located on. For cover pages it appends CVF- or CVB- for front and back covers respectively.

## Composite Layouts Only

- *Use Main Image Name*: This is applicable only when producing composite layouts. If selected, the name of the image file used in the main opening in the layout will be used instead of the layout's name. Useful for when you are using composite layouts to produce prints with just one image.

## Book Pages are Different!

The above settings are only for individual images and composite layouts.

When running Production on composite book pages, the output pages are automatically placed in a separate subfolder for each book within in the nominated output folder. The subfolder is named as a combination of the book name and the book design name.

The output filenames are always named as Side X or Side X-Y.

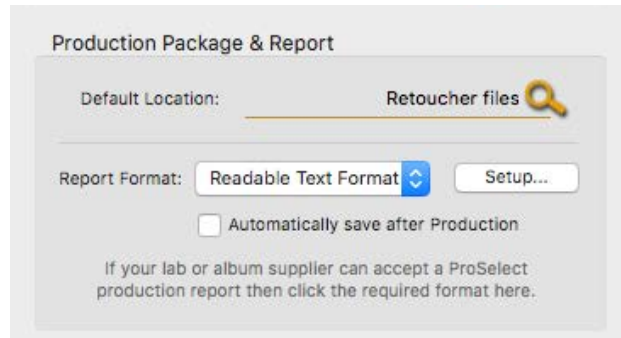




## Production Package & Report (Output Settings Tab)

Production Packages are a folder of exported image and data files designed to make it easy to get what you need to an external retouching service.

Set your default export location for each package folder here.



Production reports are files that contains the specification of all the image files produced during High-Res Production as well as other layout related data.

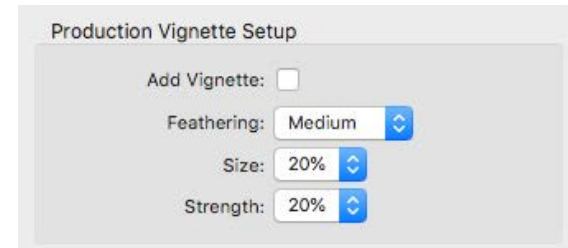
The file is designed to be read by a Lab's order submission system to save you time and ensure accuracy when submitting your job to the Lab.

If you have selected one of the report formats available, then the *Output Report* button will be available at the bottom of the High-Res Production dialog. When you have finished producing all you images, click this button to create a production report in the same folder as your output images.

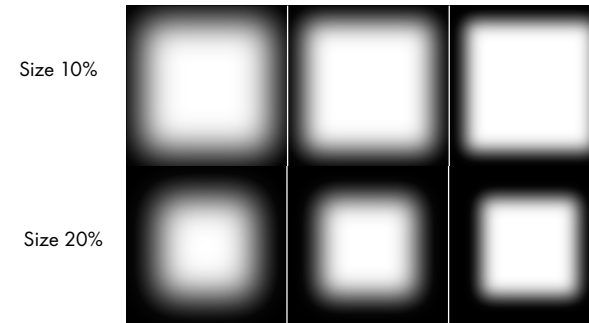
## Production Vignette Setup (Workflow & Production Extras)

You can automatically add a vignette to the high resolution images by turning on this option. Vignette settings are automatically scaled with the size of the image.

Since vignettes are added as a separate Photoshop layer in the output images, if you output your images as *Layered Photoshop files*, you can adjust the strength (opacity) of the layer or remove the layer later if you wish.



Long Feather Medium Feather Short Feather



These images show the effect of the different settings for the size and feathering.

They are shown at 100% Opacity (Strength) for clarity. Normally you would use them with a Strength range of 10-30%

### Which Labs?

ProSelect's XML Production Report file format can be used freely by any Lab. If your Lab does not currently support ProSelect's XML Production Report why not suggest that they do!



## Stamp & Watermarks (Workflow & Production Extras)

This preferences area is used to set up whether you wish to, by default, apply stamps or watermarks to your High-Res Images.

Checking the Apply to Production checkboxes will automatically turn on this option in High-Res Production for each of the selected output types and which stamps to apply depending on the size of the image being produced.

You can still override these settings in the High-Res Production window by turning stamps on or off and changing to a different stamp on an item by item basis.

If you have Composite Prints checked, you can also select whether any stamps should be applied to the entire image or to each of the individual images in the layouts opening. The latter case is useful if you are using the layout as a unit template to bunch together a package of images which will later be cut up into separate prints.

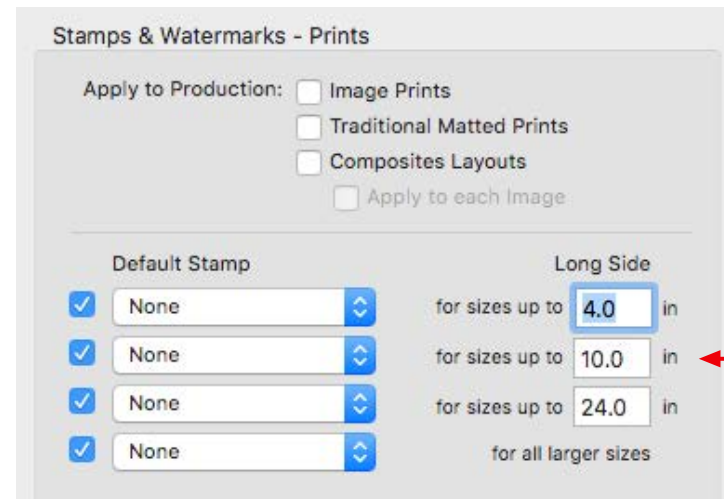
### Default Stamps

You can select different stamps that you have created in [Setup Stamps, Watermarks & Logos](#) for different sizes of the output print. This allows you to show proportionately larger stamps on smaller items.

Likewise, you can also select a default stamp to be applied to all digital file orders during [High-Res Production](#).

### Setting up different sized Stamps

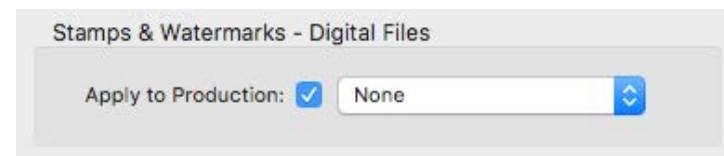
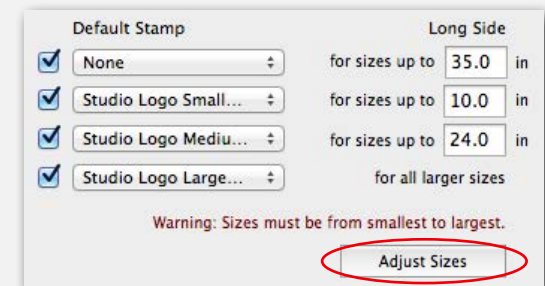
Once you have set up one stamp you can use the Duplicate Stamp button in [Setup Stamps, Watermarks & Logos](#) to make multiple copies of that stamp then, for each copy, adjust the size. If you name the copies according to their size it will make it easier to identify which stamp to use for each size range.



### Sizes must be in increasing order

The print sizes that you enter must increase from the top to the bottom of the list. If you get the sizes out of order then the warning message and the *Adjust Size* button will be shown.

Click this button to sort your sizes into the correct order.

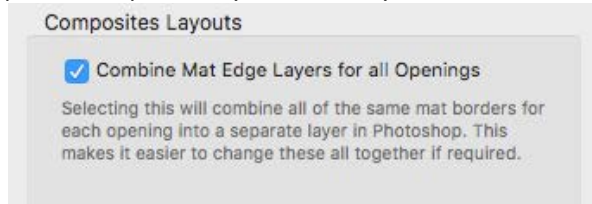




## Composite Layouts (Workflow & Production Extras)

If you are building composite images, any Inner Mats that you have added to the layout will also be reproduced in the high-resolution output files so the final images look exactly the same as they do in ProSelect.

The mat color is put on a separate layer as are any border effects around each



opening in the layout unless you select *Combine Mat Edge Layers for All Openings*, in which case they will all be on one layer.

This latter option makes it easy to select and edit all borders in Photoshop and apply changes to them together. If you wish any borders to appear above an Overlay Image then you should also make sure that this option is selected.

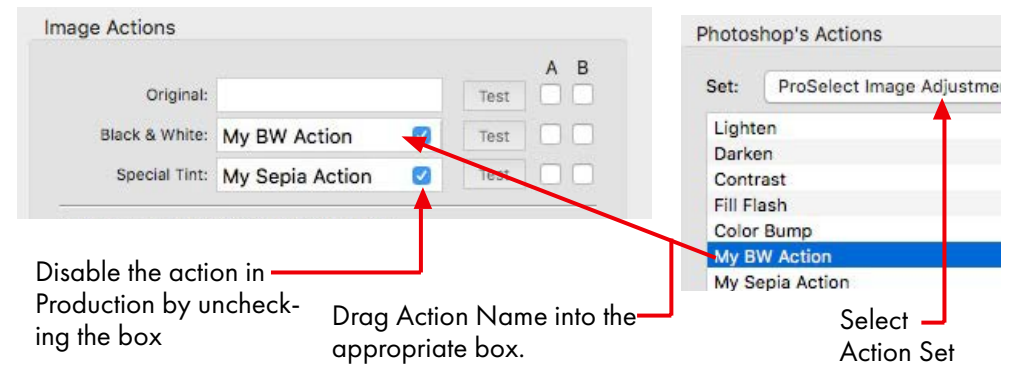
## Retouching Workflow (Workflow & Production Extras)

Select this option to always disable automatic retouching during production on any images that you open in your Photo Editor to retouch [with pretouching applied](#).



## Image Actions (General Actions Tab)

This section is used to configure the Actions that are run on images during Production. This happens when you are producing individual prints in Production and also on all images that are used as part of a Composite Print.



Actions are setup by dragging them from the Action list on the right hand side into the appropriate box.

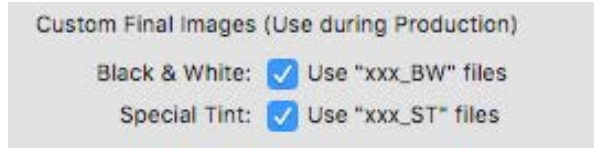
Except in the case of the *Black & White* and *Special Tint* boxes, leaving a box empty or unchecking the checkbox next to the Action name will result in no action being run at that stage of production.

- If you leave the action boxes for B&W or Special Tint empty then ProSelect will use its own default methods for these conversions.

IMPORTANT: These default methods will likely **not** match the [Local Effects](#) that you have setup in the Preferences so you should be using your own Image Actions or the [Custom B&W Workflow](#).

- If you wish to disable these action stages altogether, then either select an action that does nothing or select any action and disable it.
- You can test each action using the *Test* button.

## Custom Final Images (General Actions Tab)

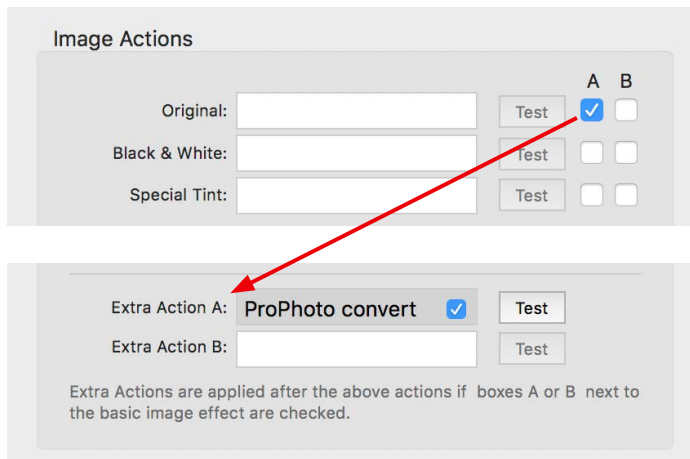


With these options selected (they are, by default), you can manually convert and save your B&W or Special Tint images yourself but then let ProSelect work with these when building your final ordered products. See the section [Custom B&W Workflow](#) for more about this process.

You can uncheck these options if you are always using [Image Actions](#) for your B&W or Special Tone images rather than using the [Custom B&W Workflow](#).

## Extra Actions (General Actions Tab)

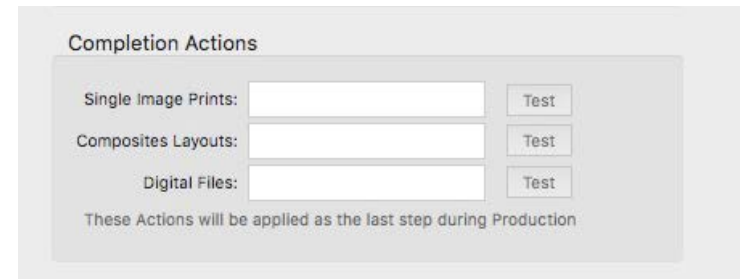
Either one or both of the Extra Actions can be run after images that are left as Original or have B&W or Special Tint effects. Check the A & B boxes to determine which ones apply.



## Completion Actions (General Actions Tab)

These actions are run just before the final image is saved. You can set a different one for Single Image Prints Composite Prints and Digital Files.

You can use these to perform actions such as sharpening final images, adding meta-data, changing to a different color space - basically anything that you can automate using Actions in Photoshop.



## Custom Effects Actions (Custom Effects Actions Tab)

This is setup as part of the [Preferences \(Image Effects: Custom Effects\)](#) because in most cases the same action will be used when running a Custom Effect within ProSelect and during High-Res Production.

For convenience, the [Preferences \(Image Effects: Custom Effects\)](#) page is duplicated in [Preferences \(High-Res Production: Custom Effects Actions\)](#) except, when you select this page from the second entry point, it will have the *High-Res Tab* already selected.

## About Collections

A *Collection* is a special file, created by ProSelect, that can contain Templates, Mats, Frames, Book Designs, Library Room images and Slideshow Styles (including Title Slides) all in a single .tpk file.

These files are used to distribute products and created by different authors that you can import and use in ProSelect.

## Importing a Collection

To import a Collection file, select *Import Collection...* (under Resources menu). Locate the collection file on your computer and click Open. Alternatively, drop the .tpk file into the Image List.

If you are importing a Collection created by ProSelect 2018r1 or newer, then the dialog box on the right-hand side will appear. A different window is shown when [Importing Legacy Format Collections](#).

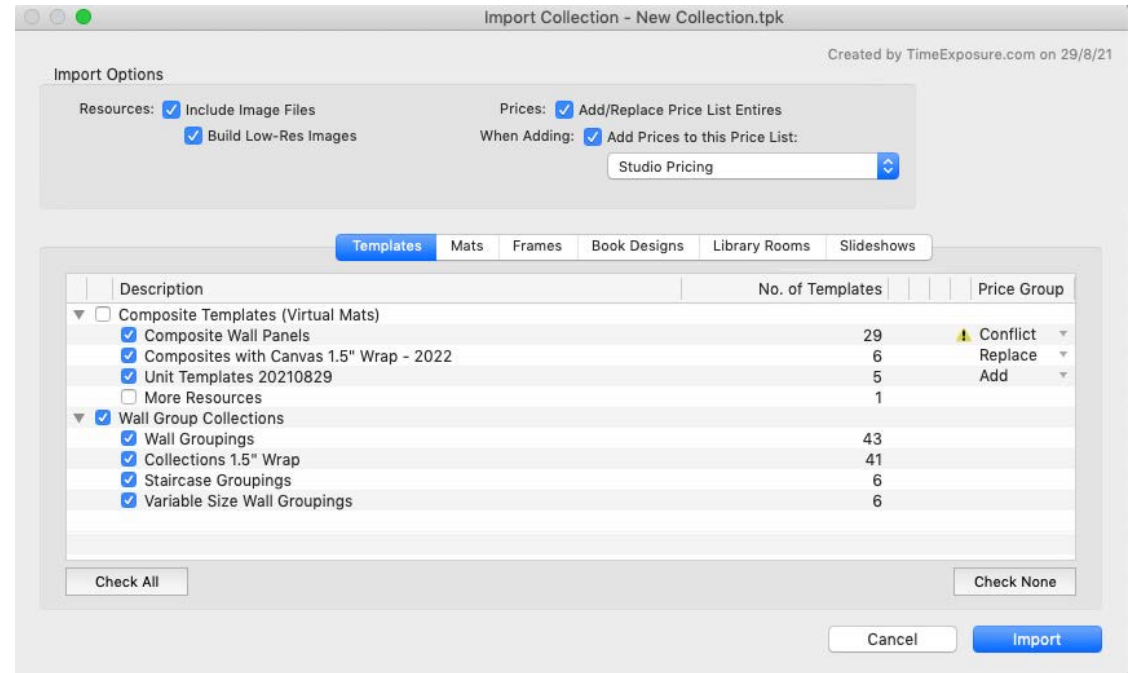
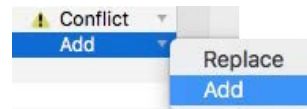
You can choose to import everything in the collection file or just some parts. Make your selection by checking the checkboxes next to each group on the left-hand side.

## Conflict Resolution

If the Collection contains items that you have already installed in ProSelect on your computer, then the right hand column will show *Conflict*. To resolve any conflicts, you can select to either:

- (a) Replace the existing items
- (b) Add the Collection item as a new group

When you select the Add option, the current date (in YYYYMMDD) format will be appended to the imported group name so you can identify it from the already existing group.



In the above example, the *Assorted Composites* and *Traditional Matted Layouts* template groups already exist in ProSelect so, if you select to import them, you need to select Replace or Add. *Unit Templates* does not exist so, as it is selected, it will be added with the same group name.

## Recovering from Mistakes

When importing a Collection in the new format, before importing, ProSelect automatically saves a backup copy of the ProSelect Data file in the format "ProSelect\_Data\_TPK\_YYYYMMDD\_HH:MM.xml".

This allows you to recover back to your configuration before the import using the [Shift-Startup option](#) and selecting to recover from this backup file.



## Price List Items and Prices

If the Collection includes price list items (and optionally prices) associated with the imported items, you can choose whether you wish to add these to your price list by checking the *Add/Replace Price List Entries* checkbox.

If Prices are available to can have the prices in the Collection added to all your price lists or just the price list that you select.

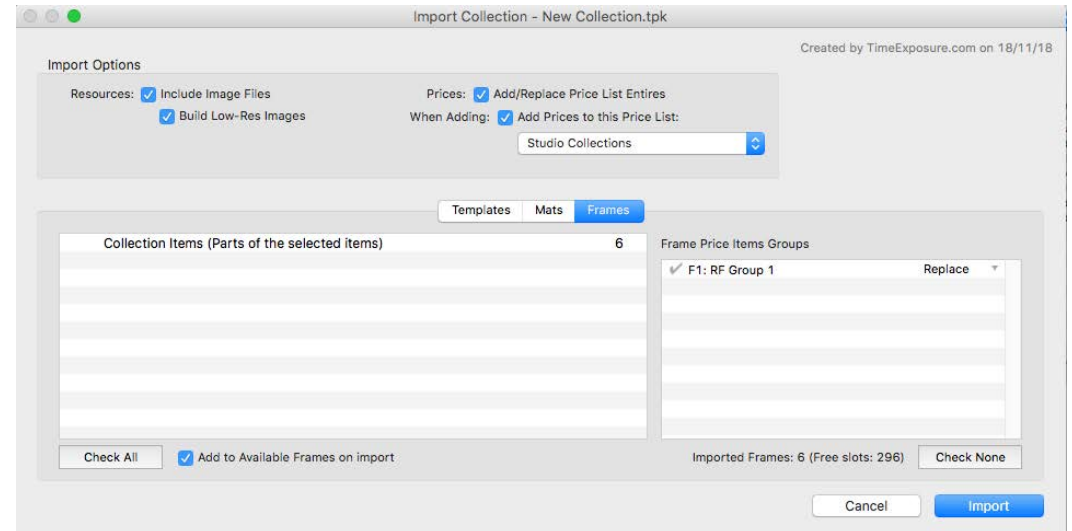
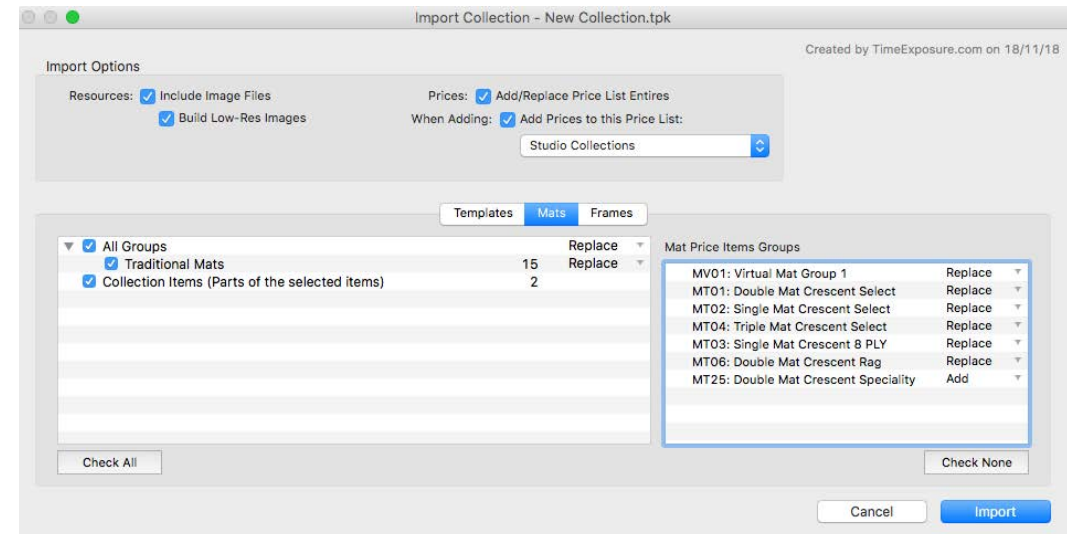
Replacing existing template group will remove all items in that group along with any price list items associated with the templates in that group. If the Collection includes price list items then these will be replace or added with the updated or added templates.

## Price groups for Mats and Frames

In the case Mats and Frames which use [Price Groups](#) to define variable sizes pricing, if there is a conflict with an existing price group you are prompted to either Replace the exiting one or Add a new price group.

When replacing an existing price group, if the existing price group is using a markup factor set to be greater than 1 then the existing markup factor is left unchanged. This means that Collections that included supplier's costs can easily updated and while keeping your existing markup rate in each price list.

When adding a price group, if the group ID code in the Collection conflicts with an existing one then a new unused group ID will be automatically assigned.

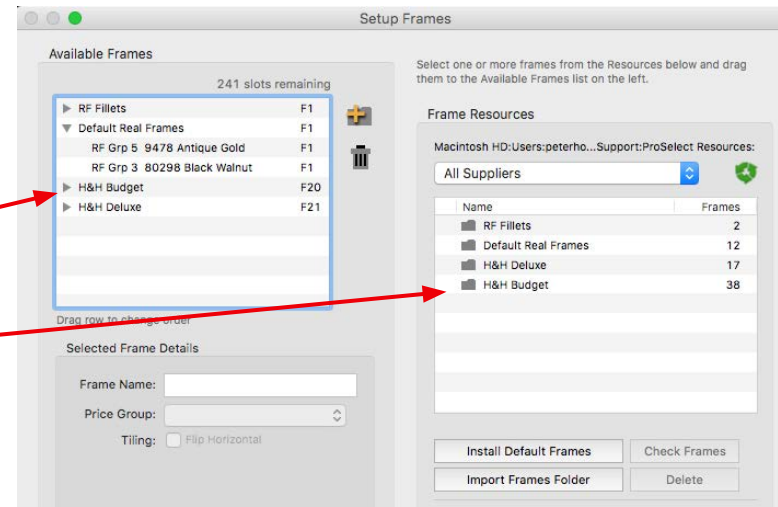
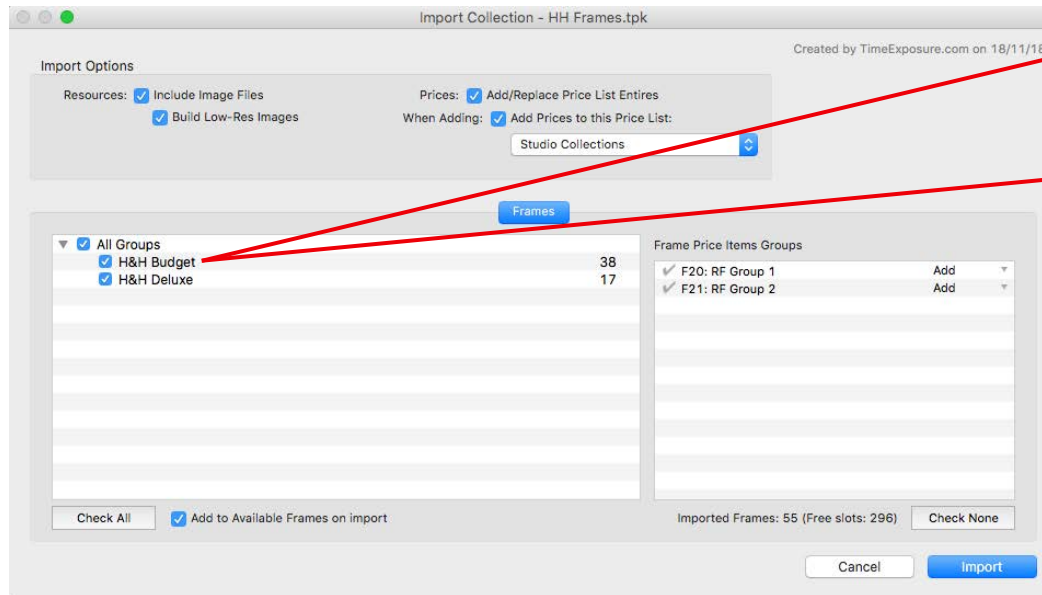


## Add/Replace Column Shortcuts

To change the value of the Add/Replace setting on multiple rows, select the rows, then change the popup value on one row. This will change all selected rows.

## Frames in Collections

When importing a Collection of frames, the Frame Group names used in the Exported Collection are also used as the High-Res Resources folder names. The number of free frame slots available is also displayed in this window.



## Running out of Frame Slots

When Importing a Collection which includes some frames, if your remaining free frame slots are less than the frames in the collection, the new frames are now added to your Available Frames list until all slots are filled. Any remaining frames are still loaded into your Frame Resources area, so you can manually install these after freeing up some frame slots. A message is displayed to this effect.

## Collection Resource Files

If any items include associated high-res resource images (such as a overlay image or mat image), these image files will be automatically imported into the appropriate [ProSelect Resources subfolder](#). You can stop this by unchecking *Include Resource Files* but normally you would not do this.

With the *Build Low-res Images* box checked, ProSelect will automatically create low-res versions (and thumbnails if appropriate) for use within the program. Doing this now will save time later when you come to use these resource files.

When adding any image resources, ProSelect checks for existing resources by matching both the name and the size of the image file. If there is a name match but a size difference, the new resource image is added with a `_X` after its filename. (e.g. filename\_1, filename\_2 etc).

## Locked Collections

If the author chooses, a collection file can be imported freely. However, commercially produced collections require you to enter an *Unlock Key* before you can import them. This unlock key is unique to your ProSelect license and will be provided to you when you purchase any commercial collection.

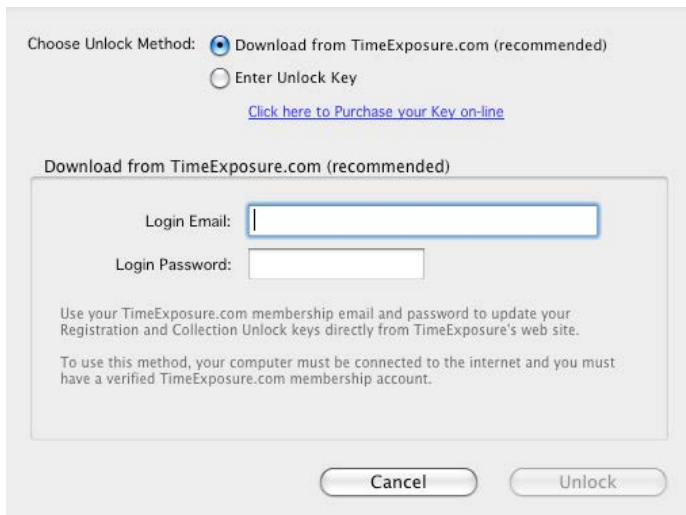
Pro Studio Software's *Composite Album Collection I* is an example of a commercial collection that you can purchase on the website.

## Importing Locked Collections

If the Collection that you are importing is locked, then you will need an unlock key that is unique to your ProSelect registration. You will receive this key when you purchase a Collection or *Register a Voucher* for a Collection.

## Unlocking Online

If your computer is connected to the internet then the easiest way to unlock the collection is to click the Unlock Button and enter your ProStudioSoftware.com account name and password.



Choose Unlock Method:  Download from TimeExposure.com (recommended)  Enter Unlock Key

[Click here to Purchase your Key on-line](#)

Download from TimeExposure.com (recommended)

Login Email:

Login Password:

Use your TimeExposure.com membership email and password to update your Registration and Collection Unlock keys directly from TimeExposure's web site.

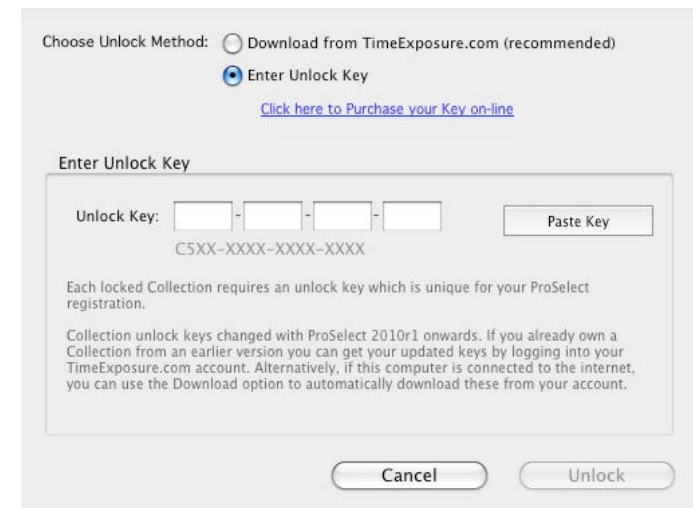
To use this method, your computer must be connected to the internet and you must have a verified TimeExposure.com membership account.

Your registration details will be updated and the unlock key for ALL your Collections will be saved (in the Preferences file) on your computer. These will be automatically used if you later load another Collection or re-load the same Collection again.

After updating your registration details, you will find details of all of your Collection keys on the [About ProSelect Window](#).

## Unlocking with an Unlock Key

Alternatively, you can simply enter the unlock key for the Collection that you are installing.



Choose Unlock Method:  Download from TimeExposure.com (recommended)  Enter Unlock Key

[Click here to Purchase your Key on-line](#)

Enter Unlock Key

Unlock Key:  -  -  -

C5XX-XXXX-XXXX-XXXX

Each locked Collection requires an unlock key which is unique for your ProSelect registration.

Collection unlock keys changed with ProSelect 2010r1 onwards. If you already own a Collection from an earlier version you can get your updated keys by logging into your TimeExposure.com account. Alternatively, if this computer is connected to the internet, you can use the Download option to automatically download these from your account.

# Importing Legacy Format Collections

Any Collections export using version of ProSelect Prior to 2018r1 are known as *Legacy Format Collections*. These generally contains less resources and have more limited import options.

If you select to import one of these the window on the right will be shown.

## Collection Resource Files

If any templates or mats in the collection being imported include associated high-res resource images (such as a overlay image or mat image), then these image files will be automatically imported into the appropriate [ProSelect Resources subfolder](#) when the collection is imported.

You can stop this by unchecking *Include Resource Files* but normally you would not do this.

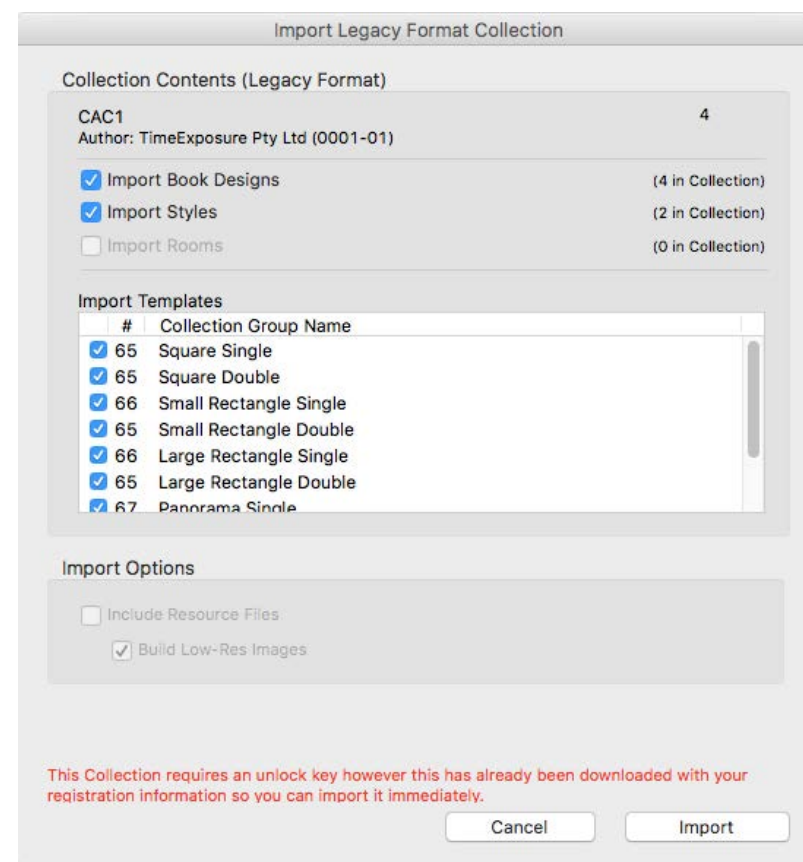
If you have the Build Low-res Images box checked, after importing any resource images, ProSelect will automatically create low-res versions (and thumbnails if appropriate) for use within the program. Doing this now will save time later when you come to use these resource files.

Any templates in the Collection will be imported in a new [Template Category](#) with the same name as the Collection that you are importing while maintaining any groups in the Collection.

## Name conflicts

If any of the resource images being imported are the same name as items you already have installed, then the imported items will be renamed with a “\_CX” after the name where “X” is the ID number of the collection. This ID number increases for each new collection that you import. (The first collection that you import will have an ID of 1, the second 2 etc.)

Imported resource image files will always be renamed with the “\_CX” suffix so they can be easily differentiated from current resource files.



## ProSelect Pro Required

Anyone can import a Collection however you need to have a *ProSelect Pro* license to export a Collection file.

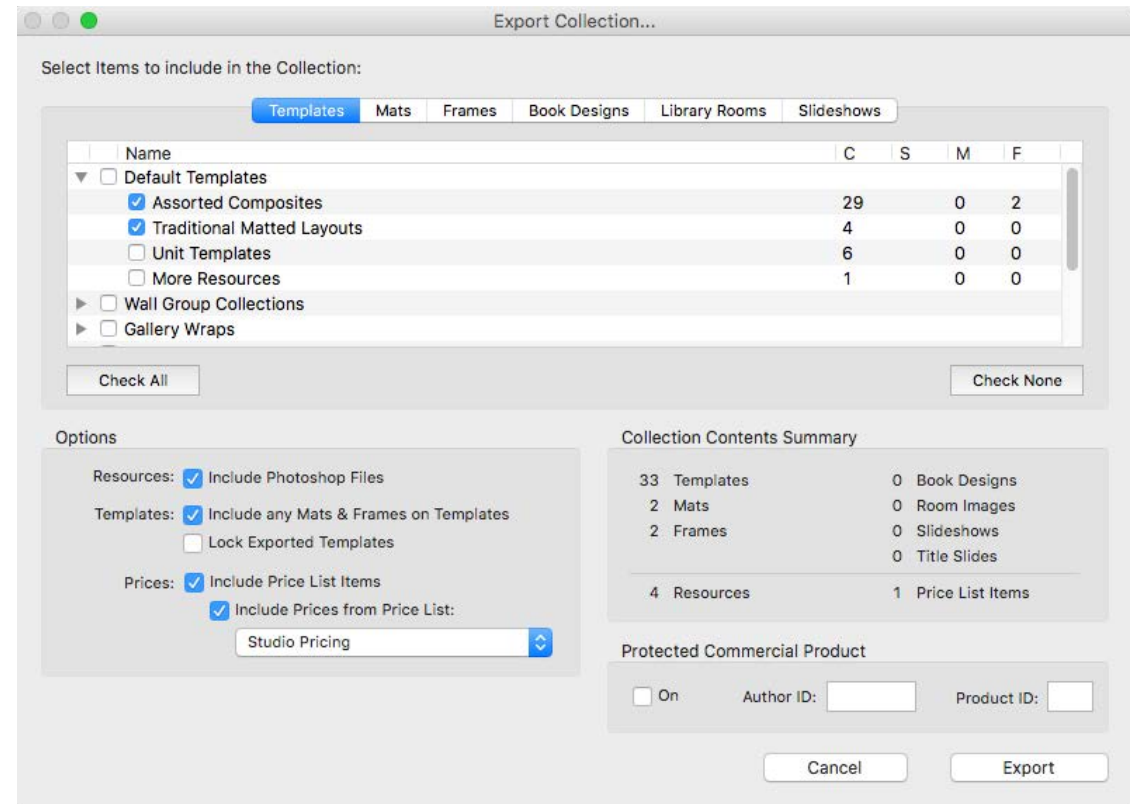
## Preparation

Templates, mats & frames are exported in *groups*. So, before exporting, make sure that you have arranged the items that you wish to include in the Collection into one or more groups.

Some items like Frames can be setup outside of a group. In this case they will be listed under a *virtual group* called "Ungrouped items".

## Exporting a Collection

1. Select *Export Collection...* (Resources Menu).
2. In the window, check the items that you wish to include in your Collection file. You can select items under the different tabs. The Package Contents area show how many of each type of item will be included.
3. Check the other Options settings - see [next page](#).
4. Click *Export* button and enter the name of the file (with a .tpk extension) that you wish to save the collection into.



## New Collection File Format

Commencing with ProSelect 2018r1, exported Collection files are saved in a more flexible database structure which allows for exporting of any mix of complex products consisting of layouts, mats and frames. In addition, pricing information can be included if required.

These Collections can only be imported into the 2018r1 and later versions of ProSelect.

## Not for Backup Purposes!

While you can use Collections to copy small numbers of templates between computers, see the [Backup & Sharing](#) section for better ways to do this.



## Collection Export Options

### Include Photoshop Files

Check this box if any of your templates include overlay images and you also wish to include the original layered Photoshop files as well as the .png files in the Collection.

### Include any Mats & Frames on Templates

If any of your templates have a Mat or Frame assigned to them, then these will be included in the collection and imported when the template is selected.

### Lock Exported Templates

Select this option if you wish to prevent the user from accidentally changing your exported templates. You might want to do this if you are exporting some traditionally matted template designs that need to match a physically cut mat.

### Include Price List Items

Check this box if you wish to export any price list setup items associated with the exported products. When importing the Collection, the user will be give the options to also have these added to their price list.

### Include Prices from Price List

Check this box if you also wish to export actual price from your selected price list with any price list items. When importing the Collection, the user will be give the options to also have these prices added to a selected price list.

## Protected Collections

If you wish to develop and sell your templates and designs commercially on Pro Studio Software's web site, then you can apply for a Commercial Collection license.

This allows you to create locked collections that can only be imported using an unlock key unique to each ProSelect license. In this case, you will need to enter your assigned *Author ID* and a different one or two character *Product ID* for each Collection product that you produce.

## Resource Images

When exporting a Collection, ProSelect checks for missing resource images (frames, background or overlay images etc) prior to exporting and, if any are found, it lists the missing file names and in which item the missing file is used.

You should rectify these errors before exporting your Collection (see [Managing External Resources](#)).

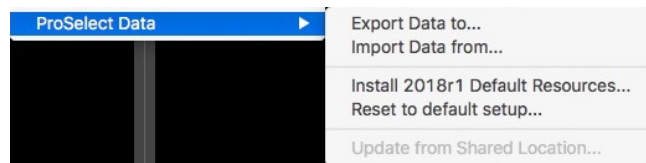


Other than your Preferences settings, most of the configuration information that ProSelect uses is saved in two places:

- ProSelect\_Data.xml file - This contains your prices and the *specifications* for your templates, mats, frames, rooms, music, title slides etc. (There is no image data saved in this file.)
- [ProSelect Resources folder](#) - This contains any images associated with the above, such as overlay images on templates, room view images, frame segments, mat/background images etc.

## Making a Back up

It is IMPORTANT that you make regular backups of both of these in case of a computer failure. To backup your ProSelect Resources folder simply copy it to another location on another computer, disk drive or USB drive.



To backup your ProSelect\_Data.xml file, the easiest way is to use *ProSelect Data, Export data to...* (File menu).

This will export a copy of your ProSelect Data to a file and location that you specify. You can use this file as a backup or to transfer this information to another computer.

In order to keep everything in sync it is highly recommended that you always backup (and recover) **both parts** together.

## Accessing from within ProSelect

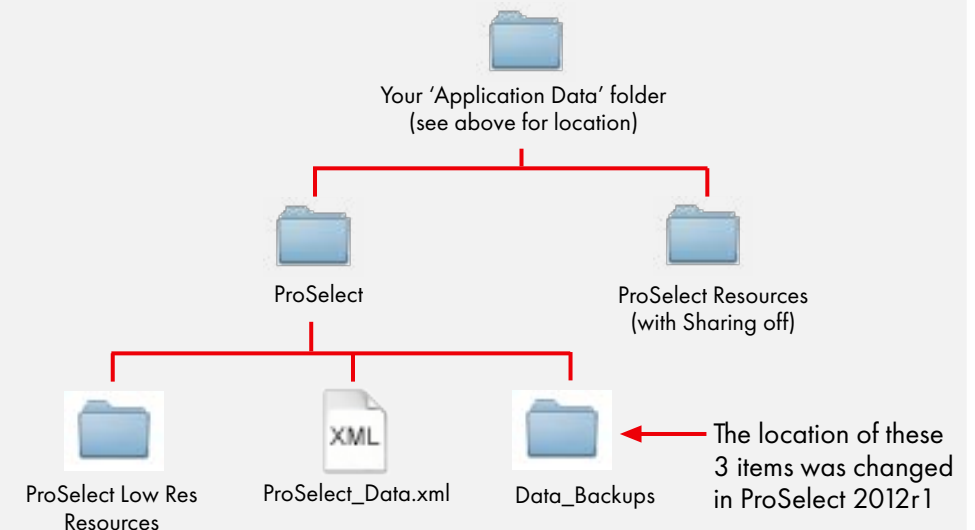
The easiest way to get to your ProSelect Resources folder is using the *ProSelect Resources Folder -> Show in Finder (Mac) or Show in File Explorer (Windows)* command (Resources menu).

## Where is the information stored?

If you are not doing any sharing then ProSelect saves all of this data in your accounts 'Application Data' location on your computer. The data in this location is **not** removed when you uninstall or update the software. See below for where this location is on your computer:

On macOS: (see [macOS - Accessing Hidden Folders](#))  
StartupDisk:Users:YourUserName:Library:Application Support:

On Windows Windows 7 & newer:  
C:\Users\YourUserName\AppData\Roaming\



HINT: See [Finding your ProSelect Resources Folder](#) for an easy way to find your ProSelect Resources folder location.

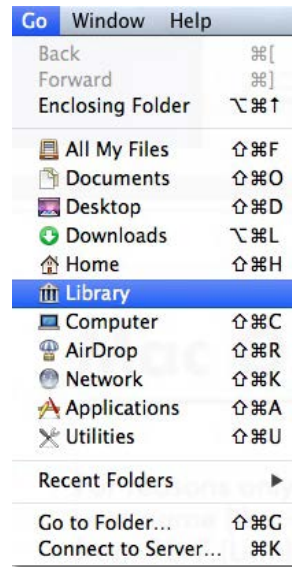


For reasons only Apple can explain, the Library folder under each account user name (the ~/Library folder) is, by default, hidden in macOS version 10.7 (Lion) and newer.

Inside this important folder is your Application Support folder in which is stored settings and information for various apps, among other things, including ProSelect's setup data and ProSelect Resources. You need to be able to access this folder occasionally to make backup copies.

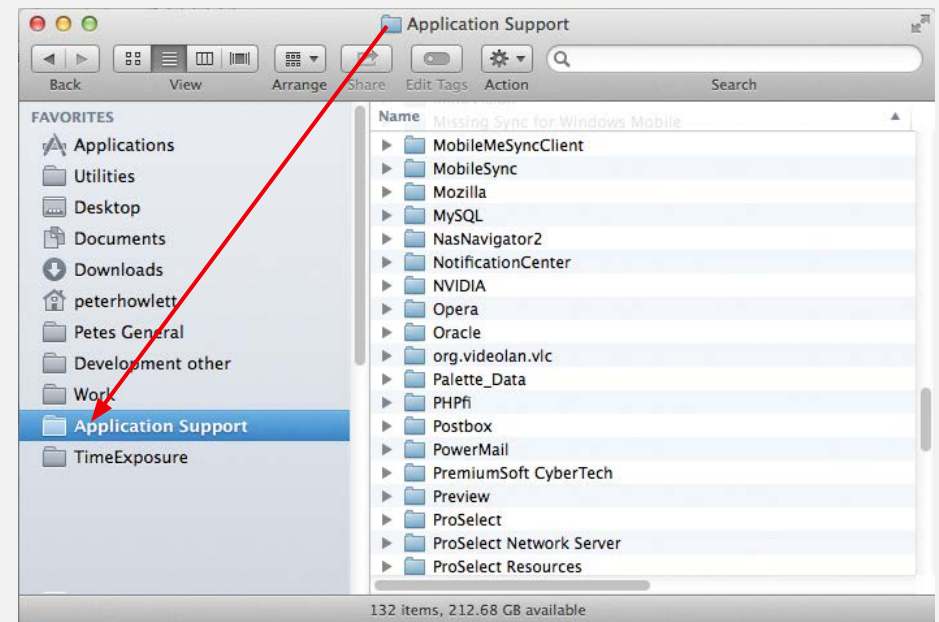
## Accessing from the Finder

To direct access to the Library folder these version of macOS, you can open it by selecting *Library* under the Finder's Go menu **while holding down the Alt/Option Key**.



## Easier access to your Application Support Folder

To make it easier to access in the future, once you have a finder window open with this location (or, better still, the Application Support folder) simply drag the icon at the top of the window into your Finder sidebar. This way you will be able to click on that sidebar item to show the folder at any time.





By default, Windows makes the *Application Data* folder hidden from view.

To access the "AppData" folder:

1. Open File Explorer (called *Windows Explorer* in Windows 7).
2. Type **%appdata%** in the Explorer address bar at the top of the window and press **Enter**.
3. The contents of the AppData folder will then display including the Roaming subfolder (which includes the ProSelect and ProSelect Resources folders).

If you are using a Windows keyboard, then press the "Windows/Start" key and "E" together on your keyboard and this will open Explorer (the "Windows" key is next to "Ctrl" key).

To permanently display all hidden folders, you can do the following:

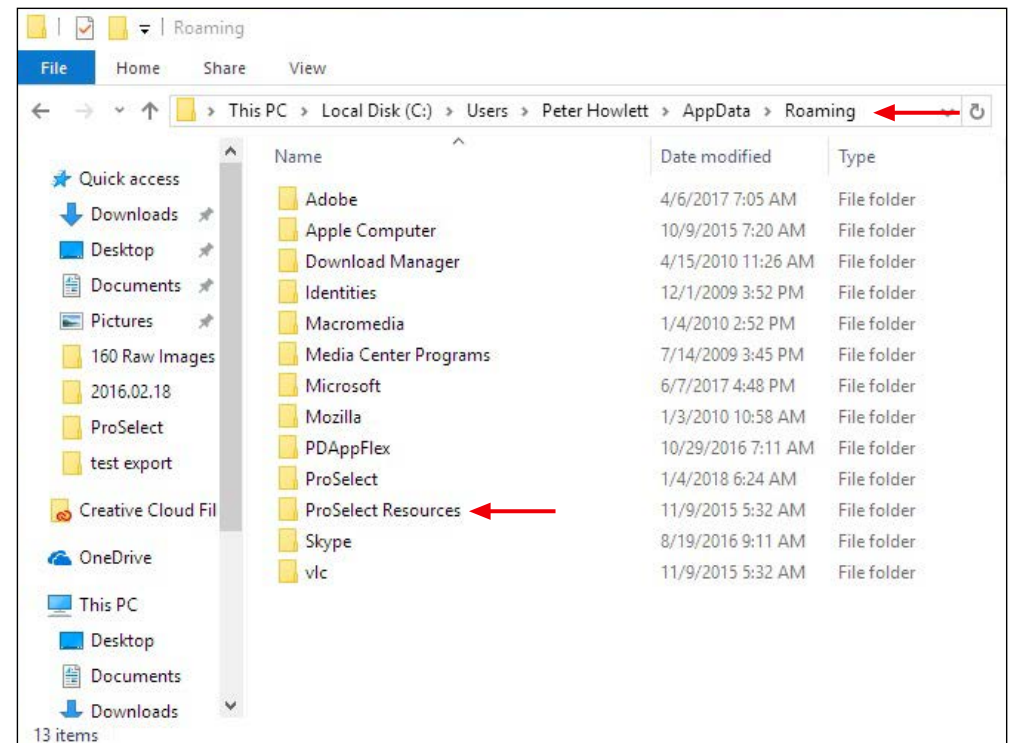
### On Windows 8 & 10:

Under the View menu in File Explorer, click the *Hidden items* checkbox.

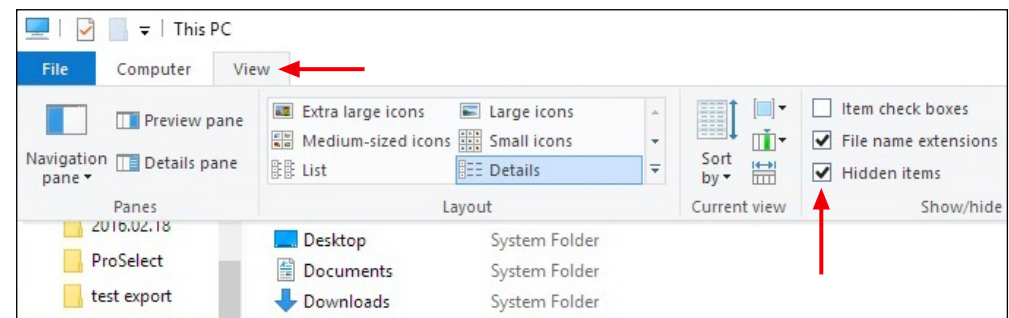
### On Windows 7:

Under the Organise menu in Windows Explorer, choose *Folder and search options*, then the *View* tab, and change the option to *Show hidden files, folders and drives* and click OK button.)

Be aware that the above action will show you many more files & folders which you need to be careful not to change if you don't know what they are for. You can change this setting back at any time.



Finding AppData folder on Windows 10

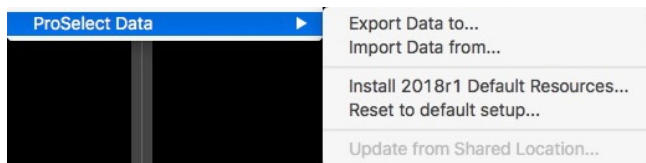


Showing Hidden Folders on Windows 10



To recover your ProSelect Setup data from your backup copies:

1. Copy the backup copy of your [ProSelect Resources folder](#) back to its original location (see [backing up](#) on previous page).
2. Import your data from your backup file using *ProSelect Data, Import data from...* (File menu). This will automatically save it into the correct location.



## Extra Data Backup copies

Whenever you make a change to anything stored in your ProSelect\_Data.xml file, the updated file is saved to your computer in the ProSelect folder (see [Where is this Information Stored](#)).

As well as this, if it has been more than 15 minutes since the last saved change up to nine copies of the previous version of this file are automatically saved in your Data\_Backups folder (see [Where is this Information Stored](#)).

These copies are named ProSelect\_Data\_bk1.xml through ProSelect\_Data\_bk9.xml.

If you make a serious mistake, (such as deleting all of your prices!) and you don't have a recent backup, you can go back and recover from a copy made up to at least 2 hours earlier by either use "Import data from" and selecting one of the backup files. Alternatively, you can do this directly using the [Reset window](#).

HINT: Check each file's *Last Modified Date* in a Finder Window (on Mac OSX) or File Explorer (on Windows) to determine when the file was last saved. Another clue is the size of the file - which will likely be smaller if you have accidentally deleted all of your data!

## Version Update Backup copies

A backup copy of your ProSelect\_Data.xml is also saved whenever you update to a newer version of ProSelect.

These extra backups are also stored in the Data\_Backups folder and named with the latest version number on the end e.g. the copy saved when you upgrade to ProSelect 2022r1 will be called "ProSelect\_Data\_22\_1.xml".

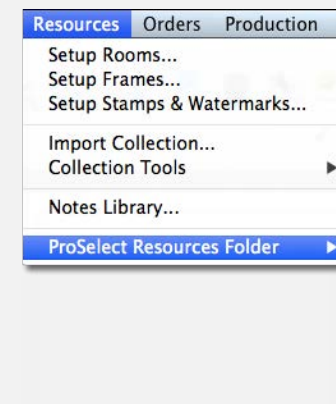
## Install 20xx Default Resources...

See [Updating from Earlier Versions](#).

## Reset to default setup...

You can use *ProSelect Data, Reset to Default setup...* (File menu). This will restore your data file to the default setup that was created for your version of ProSelect. When this reset takes place, a backup file of the existing ProSelect\_Data.xml is made. This data can be recovered in the Reset ProSelect Data options in the [ProSelect Reset window](#).

## Finding your ProSelect Resources Folder



The easiest way to get to your ProSelect Resources folder is using the *Show in Finder (Mac) or Show in Explorer (Windows)* command under the Resources menu.





Your Preferences settings contains the last used *operational* settings for different parts of the program as well as the actual Preferences area. Your last window positions and sizes, recent albums and registration data is also saved in your Preferences file.

You can save a copy of your Preferences file using the Save button in the Sharing Preferences section of Preferences window.

If you just wish to make a backup copy then use the Selected Folder option to specify where you wish to save it to.

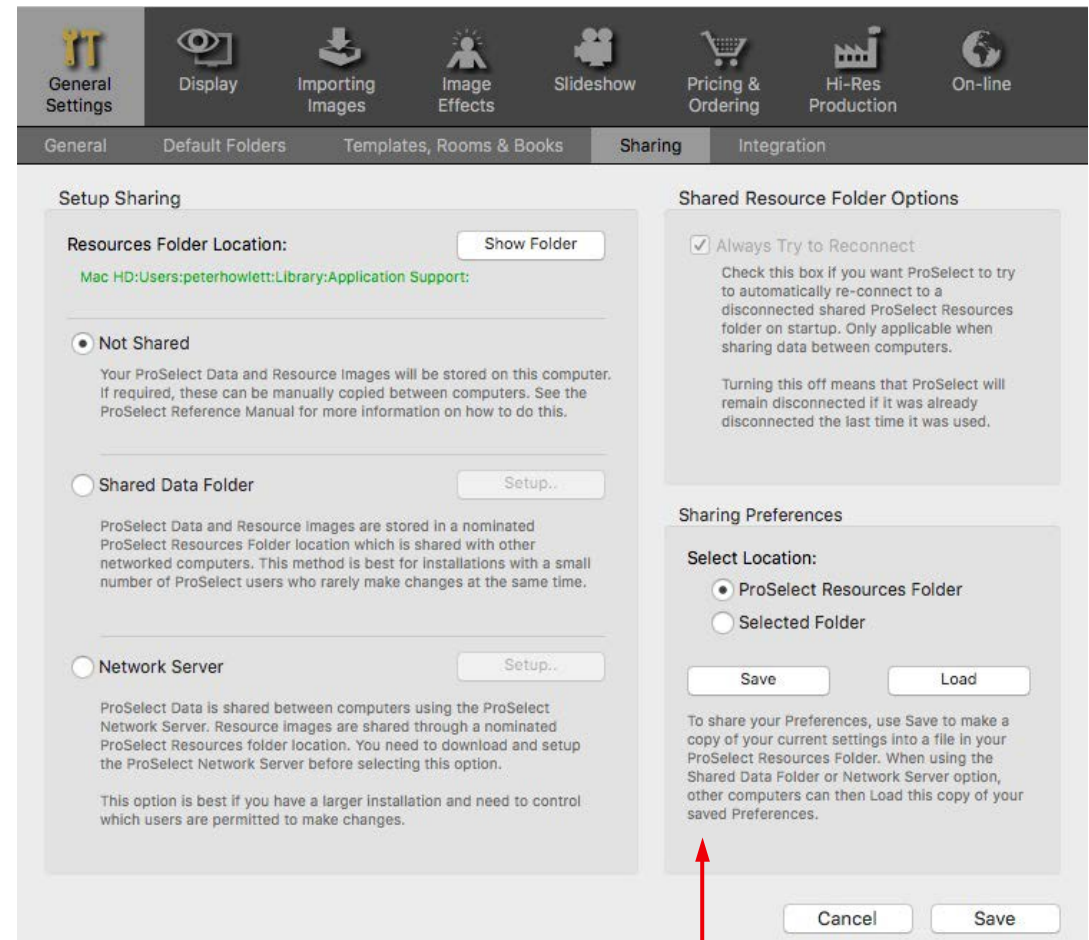
To recover your Preferences from a saved copy simply use the Load button after selecting the same location.

### Sharing Preferences when using Sharing Options

If you are using one of the Sharing options covered in the next section (e.g. Shared Data Folder or ProSelect Network Server) and you wish other computers to use the same Preferences setup that you have on one of your machines then do the following:

1. **After** you have setup your shared ProSelect Resources folder, choose the *ProSelect Resources Folder* as the location and Save a copy of your preferences to that location on your “master” computer.
2. On the other machines (after they have had their sharing setup as well), choose *Load* from the ProSelect Resources folder.

This will replace the preferences on each other machine with the copy that you saved. It will **not** load any parts of the Preferences that are machine specific such as Recent Albums, Photoshop actions , window positions etc.



Sharing Preferences

NOTE: Sharing Preference this way does not keep you preferences “synched” between computers. It is only designed to assist you to setup different machine the same way. If you make substantial changes to your preferences on one machine, just repeat this process.



## The Simplest Way (Not Shared)

If you only need to occasionally transfer a copy of your latest ProSelect setup information onto another computer, you can manually copy the ProSelect\_Data.xml file, the [ProSelect Resources folder](#) and optionally your Preferences settings to your other computers.

To do this just use the [backup](#) and [recovery](#) procedures from the previous pages.

## Sharing Options

ProSelect allows you to share your data two other ways:

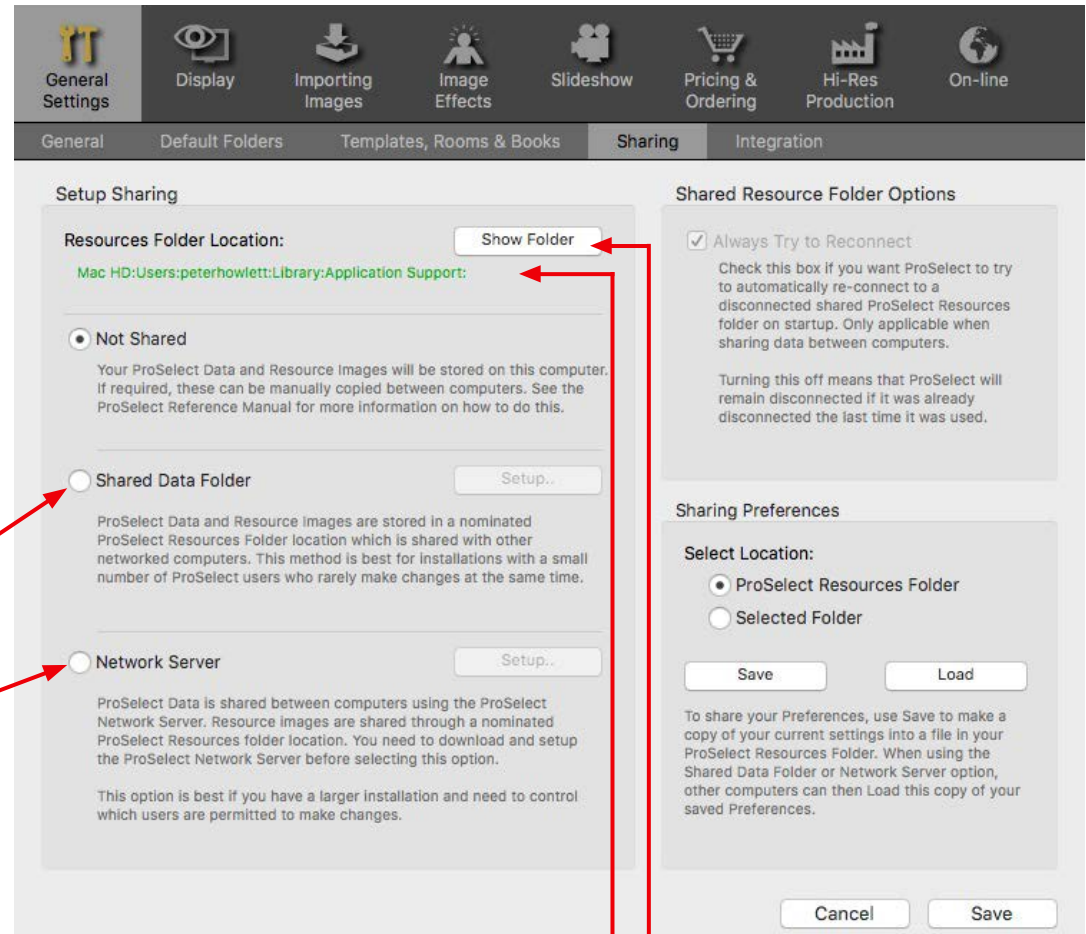
- Shared Folder
- ProSelect Network Server

The *Shared Folder* method is best for installations with a small number of ProSelect users who rarely make changes at the same time.

The *ProSelect Network Server* method is best for installations where there is a need to control which users are permitted to make changes to the data file.

## Selecting a Sharing Option

Sharing is setup in the Preferences (General Settings: Sharing). The following pages describe how each sharing option works and how to set it up.



[ProSelect Resources Folder](#) Location

Click to show the folder in a Finder window (on Macs) or a File Explorer window (on Windows).

### Caution!

When using any data sharing options, you should make sure that all copies of ProSelect are the same version. Otherwise an older version of ProSelect may delete part of the data that only a newer version knows about.



## How it works

This option offers a simple way to share both your ProSelect\_Data.xml file and ProSelect Resources between computers on the same network.

In this case, a shared copy of your ProSelect\_Data.xml file is also kept IN the shared [ProSelect Resources folder](#).

ProSelect fetches the shared copy (if its been updated) on startup or if you use *ProSelect Data:Update From Shared Location* (File Menu).

Provided that you have this option selected, ProSelect will save any changes back to the shared location immediately upon a change.

## Sharing Status

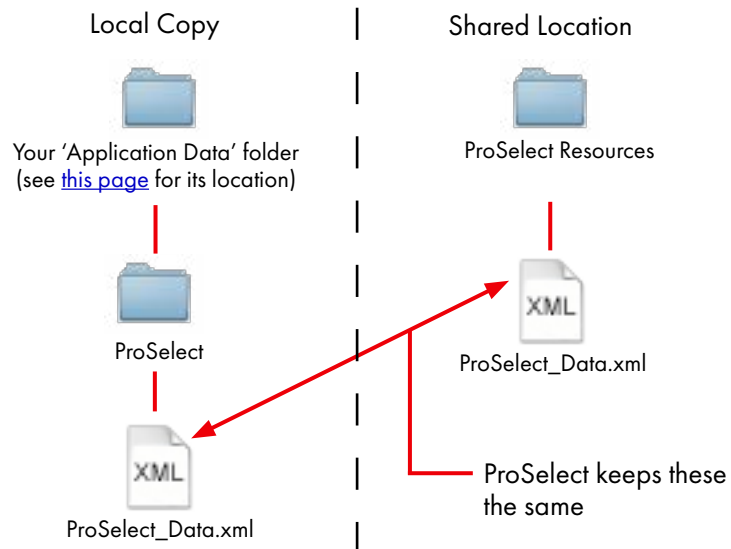
When using a Shared Folder the “Sharing Status” is shown in the bottom left corner of ProSelect’s main window as shown here:



The Shared folder is selected and accessible (ProSelect Resources folder with the ProSelect Data file inside it)



The Shared folder is selected but unavailable (disconnected).



## Caution!

Using the Shared Folder option works well in a small studio situation where everyone knows when they should or should not be making changes to their ProSelect Data.

A problem will arise if, for example, two people open ProSelect at the same time. In this case, both copies of ProSelect will get the same copy of the data file. If one person makes changes and saves those changes then the second person will not get those changes until they re-start ProSelect or manually *Update From Shared Location*. If the second person makes changes (before their copy is updated) and saves them, the first person’s changes will be overwritten and lost.



## Setting up for using a Shared Folder

1. Save any open albums and close ProSelect on all computers.

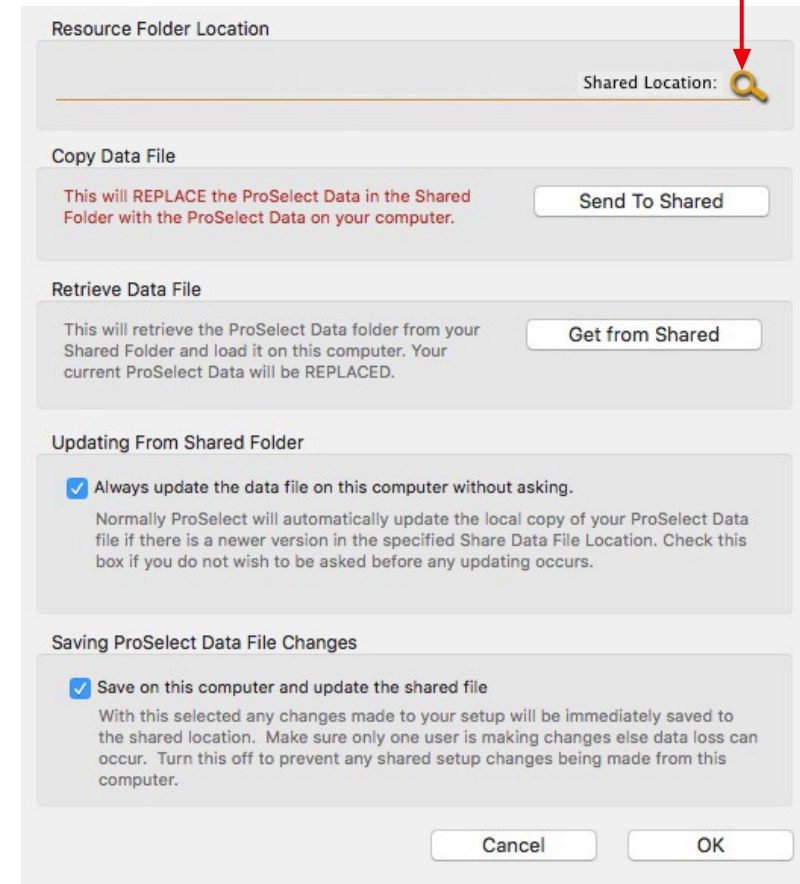
### On your “main” computer:

1. Open ProSelect.
2. [Make a backup copy](#) of your ProSelect Resources Folder and ProSelect Data file on this machine.
3. Manually copy your *ProSelect Resources* folder on this computer to the shared location on your network. You will find it in the default location (See [Where is the information stored](#)).
4. Open *Sharing Setup* window in [Preferences \(General Tab, Sharing\)](#) and click the *Shared Data Folder* radio button. If the Setup window (shown on the right) does not open click the *Setup* button.
5. Select your *Shared Resource Folder Location* in the top box.
6. Use the *Send to Shared* button to upload your current ProSelect Data **from** this computer to the Shared Folder.
7. We recommend that you select *Always Update the Data File on this computer without asking and Save on this computer and update the shared file*.
8. Click the *OK* button to close the Setup window
9. Click *Save* button to save the Preferences.

### On your other computers:

1. Open ProSelect
2. Open *Sharing Setup* window in [Preferences \(General Tab, Sharing\)](#) and click the *Shared Data Folder* radio button. If the Setup window (shown on the right) does not open click the *Setup* button.
3. Select your *Shared Resource Folder Location* in the top box.
4. Use the *Get from Shared* button to copy the shared copy of the ProSelect Data **to** this computer from the Shared Folder.
5. To prevent a particular computer from making changes to the shared ProSelect Data file, uncheck the *Save on this computer and update the shared file option*. With this option turned off, the user of this computer will be reminded that they can't save any changes when entering any setup areas within ProSelect.
6. Click the *OK* button to close the Setup window
7. Click *Save* button to save the Preferences.

Click to select shared folder location







## Working Disconnected

When you start ProSelect, if your Shared Folder is not accessible (e.g. your computer is not connected to your local network or the folder has been moved) then you will see the window on the right.

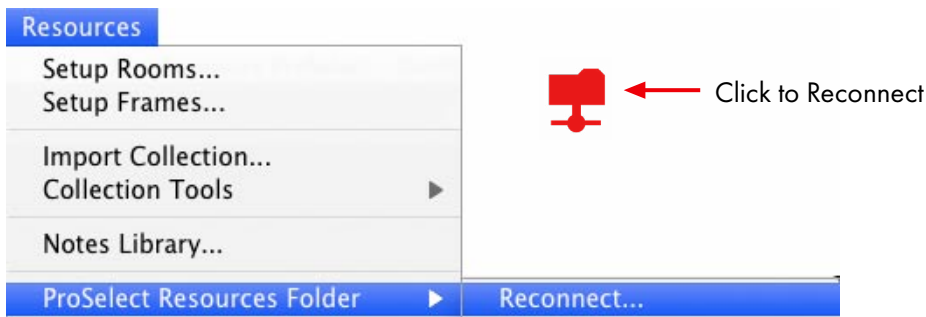
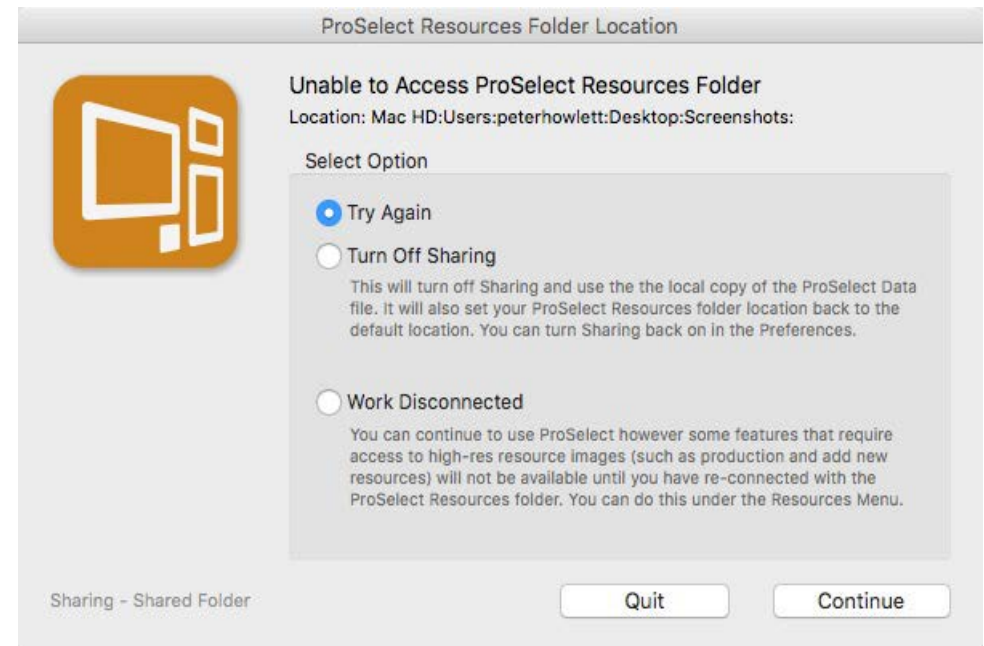
Normally you would fix the network problem and select *Try again* however it is possible to *Work Disconnected*. Choosing this option will:

1. Load and use the [local copy](#) of your ProSelect data file. This will be the same as the data that you used last time as it is normally automatically copied from the Shared Folder.
2. You won't be able to access any of the High-Res images from your ProSelect Resources folder so you can't add any NEW overlay images, room view images, frame, or run High-Res Production on any composites with overlay images.

You WILL be able to use all of those images that are already setup because they are in your local [ProSelect Low Res Resources](#) cache.

## Reconnecting

If you started ProSelect disconnected, you can *Reconnect* to the shared location using Menu command (see below) or by clicking on the Sharing Status icon.







## How it works

This option gives you more control over who can read and update your data file because it reads and writes the ProSelect\_Data.xml file through a separate program called the ProSelect Network Server.

You can setup the ProSelect Network Server to give different permissions for different computers. For example, only some computers are allowed to make changes to your ProSelect data.

When using this sharing option, all copies of ProSelect still access a shared copy of the [ProSelect Resources folder](#).

ProSelect fetches the shared copy on startup or if you use *ProSelect Data:Update From Shared Location* (File Menu).

Before selecting to use the ProSelect Network Server you need to install and configure it on a suitable computer on your network. See the [ProSelect Network Server](#) section in this manual for how to do this.

## Sharing Status

When using a ProSelect Network Server as your sharing option, the “Sharing Status” is shown in the bottom left corner of ProSelect’s main window as shown here:

Connected to the ProSelect Network Server and the shared ProSelect Resources folder



is accessible.



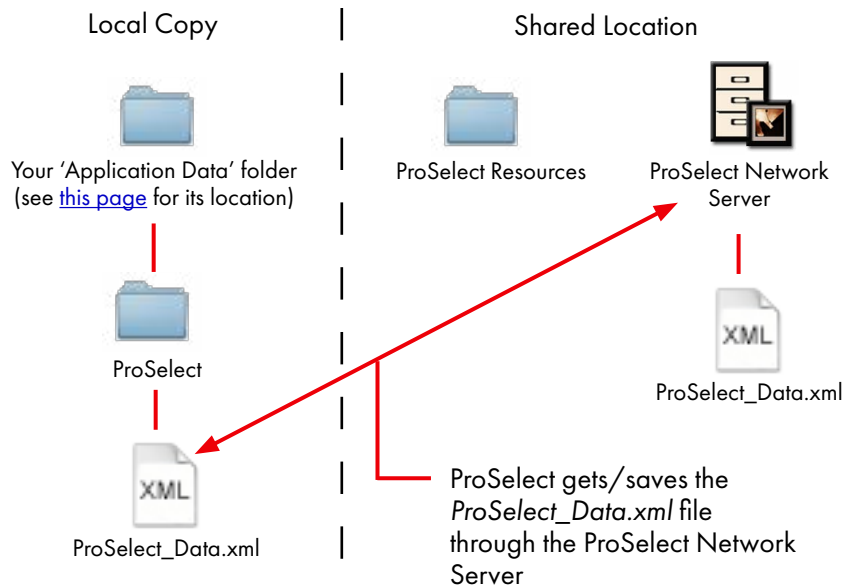
Connected to the ProSelect Network Server but the shared ProSelect Resources is unavailable (disconnected).



Selected to use the ProSelect Network Server but it could not be accessed. The shared ProSelect Resources folder is accessible.



Selected to use the ProSelect Network Server but it could not be accessed. The shared ProSelect Resources is unavailable (disconnected).





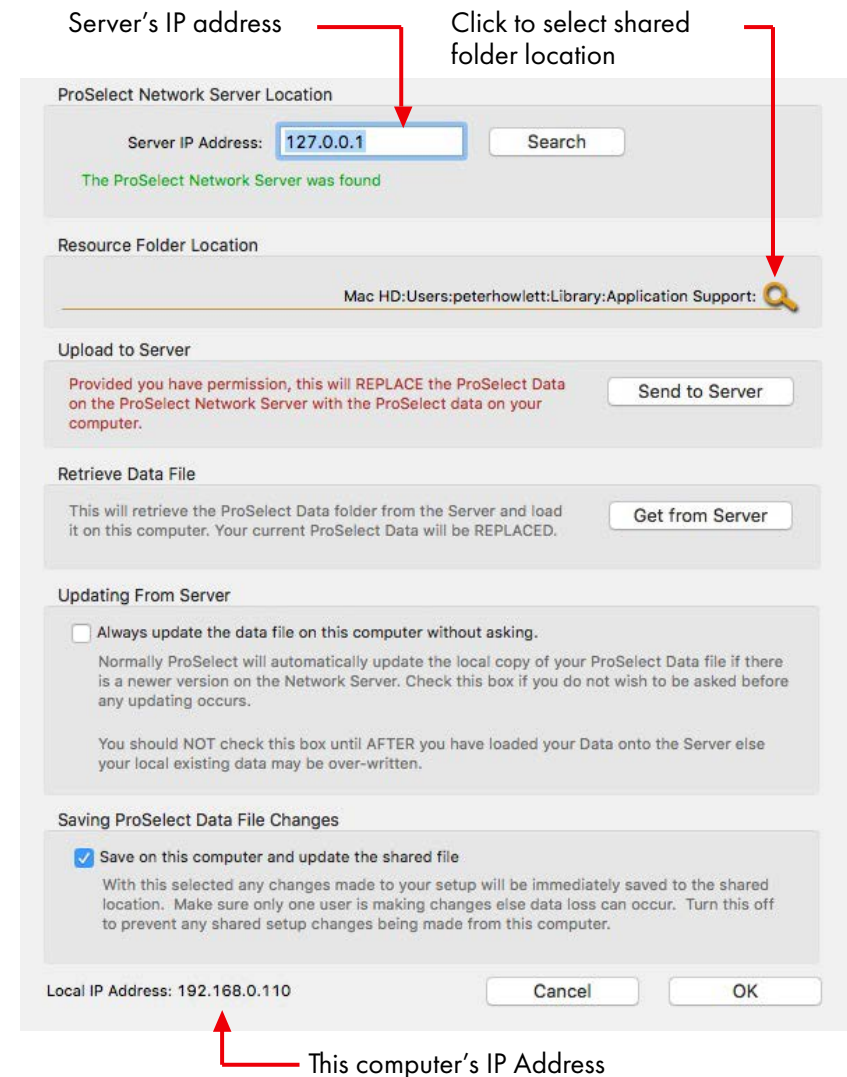
### Setting up ProSelect to use the Server

1. Close any ProSelect Albums by re-starting ProSelect or choose New Album (File menu)
2. Install and setup the ProSelect Network Server on your network then start it up. See the [ProSelect Network Server section](#) for how to do this.
3. Manually copy your ProSelect Resources folder on your “main computer” to the shared location on your network. You will find it in the default location (See [Where is the information stored](#)).
4. In ProSelect, open Sharing window in [Preferences \(General Tab, Sharing\)](#) window and click the *Network Server* radio button. ProSelect will attempt to locate the server and the *Setup* window (shown on the right) will open. If the Setup window does not open click the *Setup* button.

If found, you will see a green “The ProSelect Network Server was found” message displayed in the top box along with Server’s IP address.

If not found, enter [the Server’s IP address](#) and click the *Search* button. If it can’t find the server see [Cannot Locate the Network Server - Troubleshooting](#) on the next page.

5. Select your Shared Resource Folder Location in the top box.
6. **If this is the first machine that you are setting up sharing on** then use the *Send to Server* button to upload your current ProSelect Data from your computer to the Server.
7. **If this is NOT the first machine that you are setting up sharing on** then use the *Get from Server* button to copy the shared copy of the ProSelect Data to your computer from the Server.
8. Select (if you wish) to *Always Update the Data File on this computer without asking*. (see next page).
9. To allow this computer to make changes to the data file, select *Save on this computer and update the shared file*. See next page.
10. Click the *OK* button to close the Setup window
11. Click the *Save* button to save the Preferences.

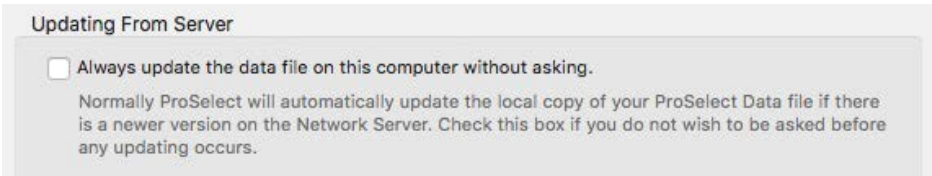




## Loading New Data from the Server

When ProSelect is setup to use the Network server, by default, each time ProSelect starts it will check the server and tell you if there is a newer copy of the ProSelect Data file available. If you select to update it, then your local copy of the data will be replaced with the copy from the server.

You can turn this update reminder off by checking the box *Always Update the data on this computer without asking box*.

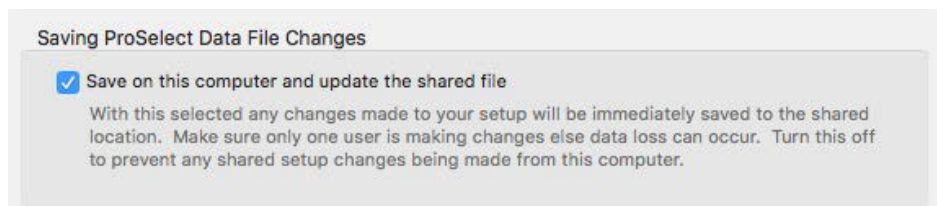


## Saving Updated Data back to the Server

By default, ProSelect is setup to save any changes back to the server PROVIDED the server is also setup to allow your computer to save these changes. See [Understanding Server Permissions](#) for more information.

You can change this at the ProSelect end by unchecking the *Save on this computer and update the shared file option*. With this option turned off, the user of this computer will be reminded that they can't save any changes when entering any setup areas within ProSelect.

You can change this at the server end using [Permissions on the Server](#).



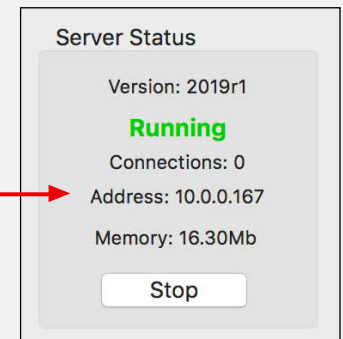
## Cannot Locate the Network Server - Troubleshooting

If ProSelect cannot locate the server then check the following:

- Your computer is correctly connected to the network. Try accessing some files on the computer that the Server is running on. Because the server uses different ports (9192 & 9193) than file access protocols, this is not a guarantee that the network is "Open" to all programs but a good test that the hardware is at least connected.
- Both ProSelect AND the Network server are not being blocked from accessing the network by any firewall software.

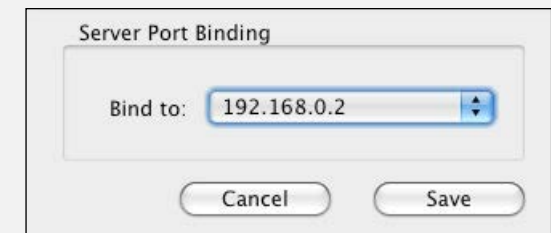
If your computer gives a warning about the program wanting to access the network then you should select "ALWAYS ALLOW". If you have previously run ProSelect and set network access to "DISALLOW", you will need to open whichever firewall software you are using and change this back to "ALWAYS ALLOW".

- If you still cannot locate the server using the Search button, try entering the server's IP address into the box yourself and click the Search button again. You get the Server's IP address from the Status box of the ProSelect Network Server program.



- If the computer that you are running the Server on has more than one network interface then it will use the first one by default. You can set it to use another one in the ProSelect Network Server's Preferences window.

- Check the Show Activity window to see if there is a record of the remote computer connecting.



# Starting a ProSelect Trial



## Trial Period

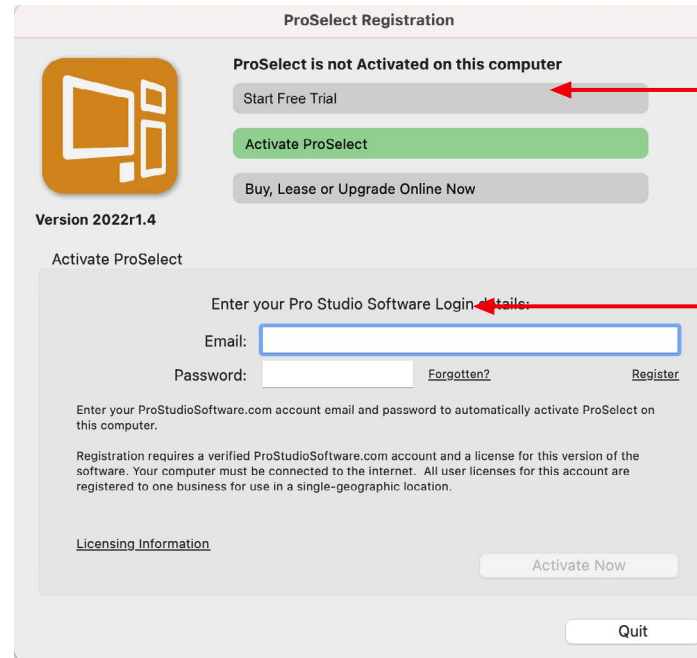
When you initially install ProSelect you can trial it for 30 days. Your computer must be connected to the internet in order to start a trial.

During the trial period the program will periodically remind you the number of days left in your trial period. At the end of the trial period, you will need to purchase a license from Pro Studio Software's online Store to continue to use the software.

## Activating your Trial

In order to start a trial, you must have previously setup an account at ProStudioSoftware.com. Clicking the "Let's do this" button on the home page will get you started.

Just enter your registered email address and password to activate your trial period. That's it! By default, your trial will start in the Pro version trial mode.



Click to apply for a trial

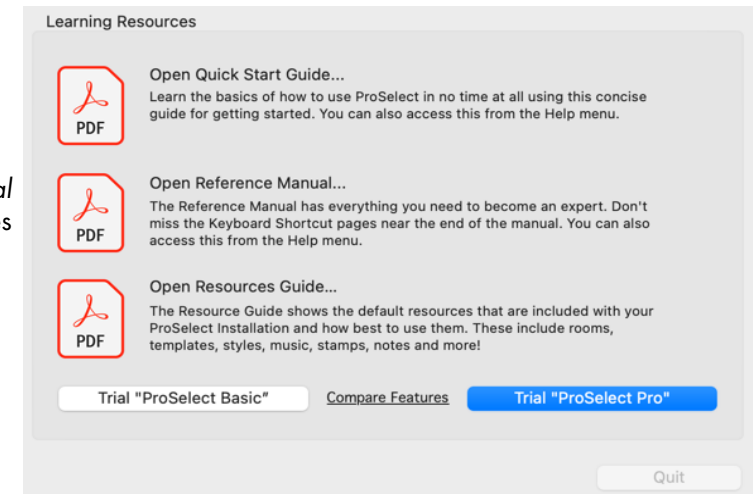
The *Current Member* window layout

Select whether you already are a ProStudioSoftware.com member or not

## ProSelect or ProSelect Pro?

You can choose to run ProSelect in its *Basic* or *Pro* configurations. This will activate or deactivate certain features in the software. You can try out both configurations. If the *Continue Trial* screen does not appear when you start the program, choose *Register ProSelect* (Help menu) to re-open this window.

## The *Continue Trial* Learning Resources





### Registering

Once you have purchased a license, you can register your copy of ProSelect using the *ProSelect Registration window*. If this window does not appear when you start the program, choose *Register ProSelect* from the Help menu.

Your computer must be connected to the Internet to register. Choose *Activate ProSelect* then enter your ProStudioSoftware.com *Login Email* (the one that you used to purchase your license) and your account *Password*. Click the *Activate Now* button.

If you have also purchased optional add-ons such as Collections, any required unlock keys for these will also be downloaded and saved on your computer and automatically used when installing those Collections.

### Activation

ProSelect must be activated on the computer that it is installed on before it can be used. This happens automatically when using the [online registration](#) option.

Currently, your ProSelect Software License Agreement permits you to activate the software on one more computer than the number of users that you have purchased with your license. For example, a *one user license* permits you to activate the software on up to two computers. You can install the software on additional computers but you won't be able to activate them unless you deactivate them on another machine first.

You will find the *Activate ProSelect* or *Deactivate ProSelect* commands under the Help Menu once the program has been registered. Deactivating requires your computer to be connected to the internet, otherwise you will need to contact PLUS Technical Support and request a manual deactivation.

### Periodic Reactivation

ProSelect also requires periodic reactivation which will occur automatically when your computer is connected to the internet. Currently, this will occur monthly.

You can find out when your copy of ProSelect requires reactivation by looking on the [About ProSelect](#) window. You can also see which computers you currently have ProSelect activated on in your ProStudioSoftware.com *My Account* page.

### Leased versions

If you have leased a license rather than purchased outright, then the software must be reactivated every two weeks. This happens automatically when your computer is connected to the internet and ProSelect is started.

Please refer to your ProSelect Software *End-User License Agreement* and the Pro Studio Software web site for more details on Registration and Activation requirements.





Your Registration License is linked to your business name and contains the number of users and other options that are included in your license.

If you change your business name, users or options, you will be issued an updated license which **MUST** be refreshed in ALL copies of ProSelect by going to Help > Update Registration.

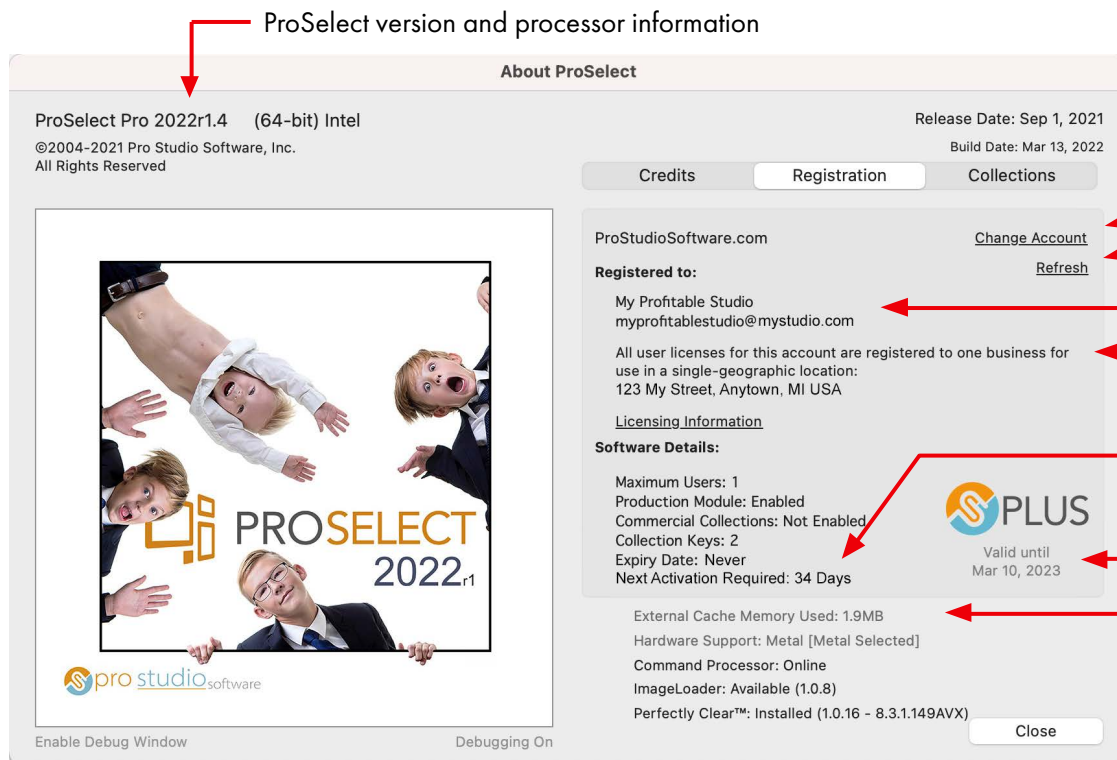
In the *About ProSelect...* dialog box (Registration tab) you can check your current license details and activation status. You can access this page under the Help Menu (on Windows) or the ProSelect Menu (on Macs).

### Updating your Registration key

Use the *Update Registration* link on the About ProSelect window or the *Update Registration* in the Help Menu.

Note: This will clear your registration key and make the program immediately unusable until you enter a new Registration Key.

- To add additional users to your license, go to the Add Extra Users to your License in the Store section of the ProStudioSoftware.com web site.
- Once registered, your business name can only be changed by ProStudioSoftware.com subject to the current sales policies that can be found on the web site. Please contact Pro Studio Software Support if you need to do this.



Click here to clear current registration data

Click Refresh to feed updated license enhancements like change-ups, additional users, and business name changes

Registered location for software usage

Next Reactivation due

PLUS expiration date

External Cache, Library & Helper Apps status

Registered locked Collections associated with your account can be found under the Collections Tab.

# When things go wrong!



Like all software, you may occasionally run into a bug or some inexplicable behavior. Obviously we would like to eliminate these so we have a built-in system which allows you to send us diagnostic information about your ProSelect setup and currently loaded album.

Your computer must be connected to the internet in order for you to be able to do this. **Before using this feature** make sure that you are using the latest version of ProSelect because the problem you are encountering may already be fixed in a newer version of the software.

The screen shown on the right will appear when:

- An unexpected error occurs, or
- Selecting *Send Diagnostic Data* (from the Help Menu)


You can use the latter option if requested by Pro Studio Software Support staff if they are working with you to sort out a problem.

## What information is sent?

- Your name (if you enter it)
- Your email address (we may need to contact you for further information about the problem)
- Details about your ProSelect version, license and options
- Details about your computer's operating system type and installed RAM.
- Your current ProSelect Preference settings
- Your current ProSelect Price & Templates Data
- Data about your currently loaded album file (without any images)

The information will *only* be used for diagnostic purposes and will be destroyed once it is no longer required.

### Send Diagnostic Data...



#### Sorry, a program error has occurred

Error type: Nil Object Exception

An internal error has occurred in the program. This should NOT normally happen.

To assist us in locating and correcting this problem, please complete the form below and use the Send button to automatically send the details to us.

Your computer must be connected to the internet in order to send this information.

If this problem is urgent then you should also submit a Support Ticket through the ProStudioSoftware.com Support Center.

#### Send Information to ProStudioSoftware.com

Describe the problem or what you were doing when the error occurred

First Name:

Last Name:

Email:

Apart from the information provided in these boxes, the information sent to Pro Studio Software will also include your current Preferences, ProSelect Data setup and Album information (without images).

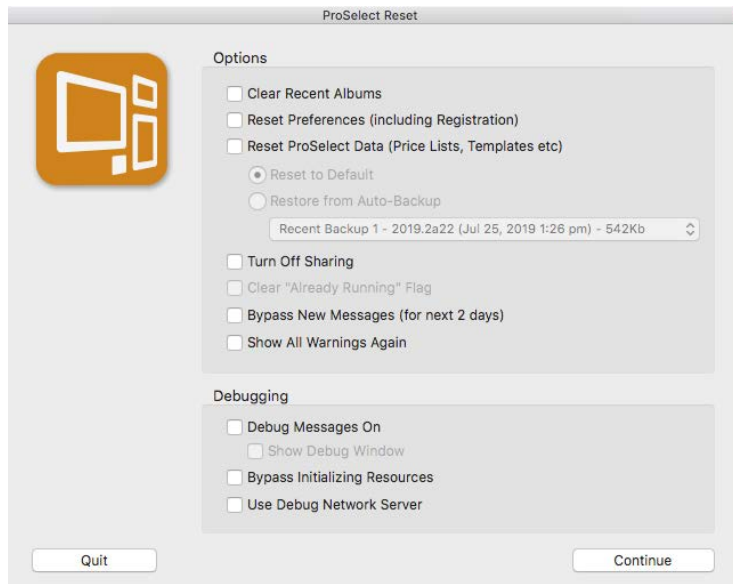
This information will be kept private and only be used for diagnosing problems.

If ProSelect won't startup, stalls part of the way through the initialization process, you can use this startup option to reset your settings or recover your data from an auto-backup copy.

Normally you should **only** use these options under the direction of Pro Studio Software Support personnel.

## Opening the Reset window

Hold the SHIFT key down while starting ProSelect (by double-clicking on the ProSelect icon).



## Reset Window Options

### Clear Recent Albums

Use this option if ProSelect is getting stuck on startup when loading recent album. This can happen if you have recently opened an album file from a device or network location that is no longer accessible.

### Reset Preferences

This will clear all preference settings back to their default value. Since your preferences file holds your registration details, you will need to [re-register](#) the software after doing this.

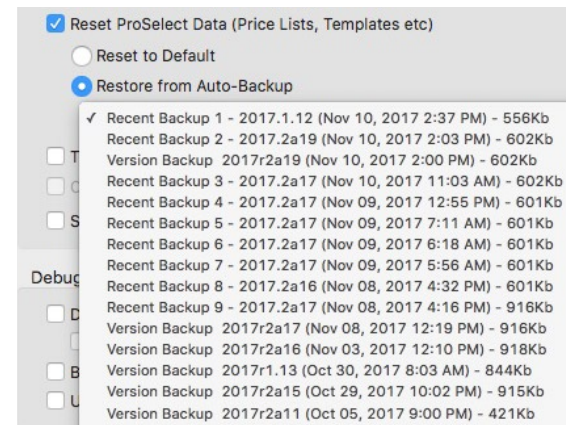
### Reset ProSelect Data

This will reset all prices, templates, mats, rooms, book designs, slideshow styles, title slides, music and stamps to either

- (a) The default settings on first installation or
- (b) A selected automatic backup copy from your [Extra Data Backups](#) folder.

Backup copies are listed in date order (with the most recent at the top) and include the files last modified date and file size. A sudden change in file size could indicate when the a large changed occurred to the saved data.

You should make that you have a [backup copy of the ProSelect\\_Data.xml file](#) before doing this in case you need to recover your setup.



## Turn Off Sharing

If ProSelect can't start due to an issue connecting to or using your shared data location, you can turn off sharing here so you can open ProSelect and resolve this problem.

## Clear "Already Running" Flag (Windows only)

Windows machines have a hidden "semaphore" file that prevents more than one copy of ProSelect running on the same computer at the same time. This is normally deleted when ProSelect closes. If ProSelect won't start then try clearing this flag.

## Bypass New Messages

If ProSelect can't start due to an issue connecting to the ProStudioSoftware.com server when it checks for new messages, you can turn off this check for the next few days. This problem is usually due to a local DNS lookup issue with either your computer, router or ISP. You should endeavor to get this fixed as soon as possible.

## Show All Warnings again

This will show again all warnings that have been turned off by clicking the *Do not show again* option in the dialog windows. Resetting the Preferences will have the same result.

## Debugging Messages On & Show Debug Window

Turning both this on can provide additional information to assist tech support staff to problem solve issues with your ProSelect setup.

## Bypass Initializing Resources

This will prevent the loading resource image files on startup if there are problems doing this.

## Use Debug Network Server

For Pro Studio Software Internal use only.

## What does the Network Server do?

The ProSelect Network Server is a separate program that can be downloaded from Pro Studio Software's web site and installed and run from any computer on a local area network. It allows multiple ProSelect users on a local network to share a copy of your ProSelect data. See [Sharing Data between Computers](#) for the different ways you can do this with ProSelect.

The Network Server can also be setup to only allow certain users to make any changes to this shared data.

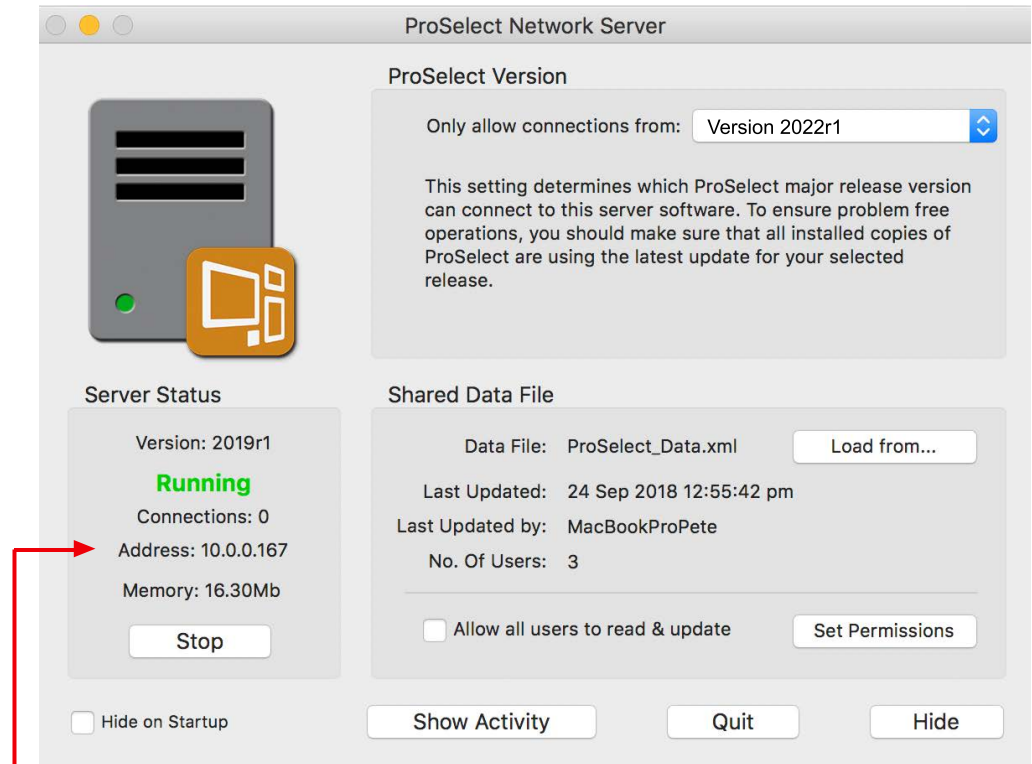
## Where should it be installed?

The Server must be setup and running on only ONE machine on a local network. It is available for both Mac and Windows machines and will support a network running a mix of Mac and Windows versions of ProSelect. It needs to be running before starting any copies of ProSelect so a practical solution is to include it in the start-up folder on the machine that is always running or always turned on first (see the next page).

### ProSelect Resource Images

While your ProSelect Data may refer to external images stored in your [External Resources folder](#), the Network Server does **not** copy these between computers. So when setting up [ProSelect's Sharing](#) you need to also specify a shared folder for your [ProSelect Resources folder](#) that is accessible by all computers running ProSelect.

To prevent loss of data that can occur running different versions of ProSelect at the same time, the Server will only accept connections from the currently selected version of ProSelect.



The Server's IP address

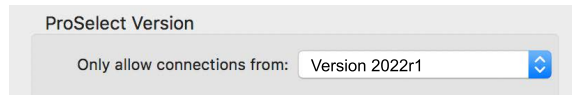


The ProSelect Network Server should be setup BEFORE setting up any copies of ProSelect to use the server.

You can download the server from Pro Studio Software's web site. Currently it does not come as an installer so just uncompress the downloaded file and move it to a place on your computer where you wish to keep it.

On the Network Server:

1. Double-click on the server icon to start it. If your computer gives a warning about the program wanting to access the network then you should select "ALWAYS ALLOW" otherwise it will not be able to communicate with any other copies of ProSelect.
2. Select the version of ProSelect that you will be using it with.

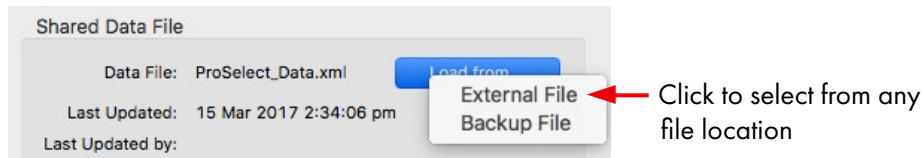


3. Check the *Allow All Users to Read & Update* box.

CAUTION: You may wish to change this later. You should read the section about [Server Permissions](#) to understand the implications of leaving this set this way or changing it to suit your studio needs.

4. If you have a copy of your latest ProSelect Data file which you have exported from ProSelect then you can optionally use the *Load from File* button (select External File from the popup menu) to load this data into the server.

Note: you can also do this from within any copy of ProSelect (provided that



machine has [write permissions](#)) using the **Send to Server** button in the [Sharing Setup window](#).

## How to have the Server automatically start running

Because the Network Server must be running before any copies of ProSelect are run, it is recommended that you configure the computer on which the Server is running to automatically launch it when the computer is started. Here is how to do this:

### On Macs:

1. Place the ProSelect Network Server program in your Applications folder.
2. Make an alias to the program.
3. To have it start when a particular user logs in, put the alias into

*Startup Disk:UserName:Library:StartupItems:*

OR

To have it start when any user logs in, put the alias into

*Startup Disk:Library:StartupItems:*

### On Windows (Windows 7 and newer):

1. Place the ProSelect Network Server in your Programs folder (or somewhere else suitable).
2. Make a shortcut to the program.
3. To have it start when a particular user logs in, put the shortcut into:

*C:\Users\Default\AppData\Roaming\Microsoft\Windows\Start Menu\Programs\Startup*

or to have it start when any user logs in, put the shortcut into

*C:\Users\User Name\AppData\Roaming\Microsoft\Windows\Start Menu\Programs\Startup*

## Automatic Data Backups

The Server automatically keeps copies of the last nine changes saved from each attached machine.

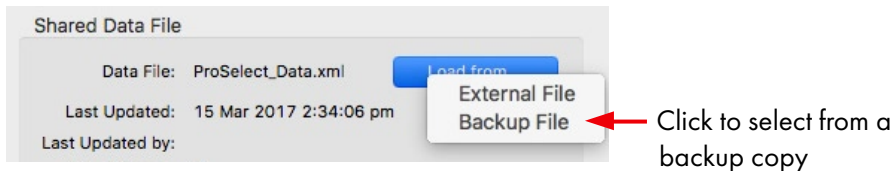
These are named:

ProSelect\_Data\_ComputerName\_bkX.xml

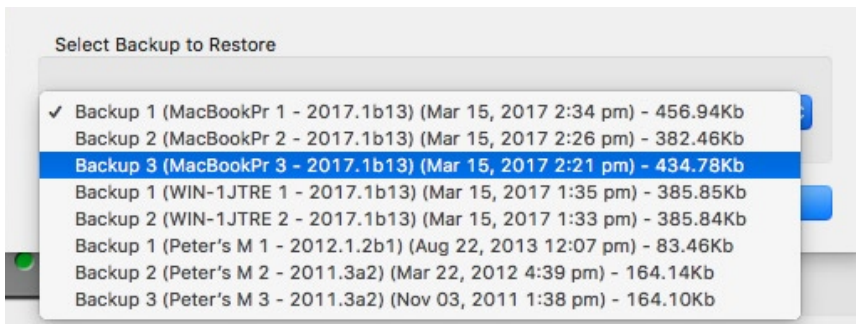
where X is 1-9.

## Recovering from AutoBackup

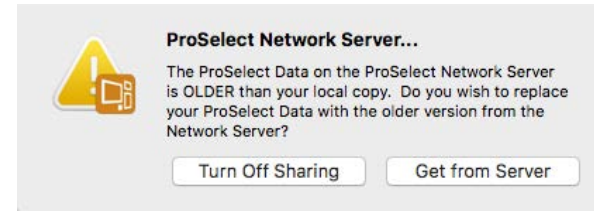
You can reload one of these earlier copies by selecting the *Backup File* option from the popup menu.



Previous backup copies will be listed in date order (most recent first) along with the file size. Selecting one of these will reload it back into the server.



When each copy of ProSelect is started, it will like say the “Local copy is newer than the copy of the server” (because it will be!). You should select the **Get from Server** option in each case.



## Where is the data stored?

The shared data used by the Server is kept in a file called “ProSelect\_Data.xml”.

This is the same name as the normal ProSelect data file but, in the case of the Server, it is kept in the “All Users” preferences area on your computer inside a folder called “ProSelect\_Server”.

This can be found as follows:

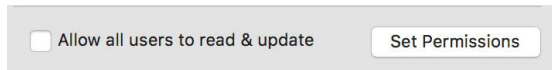
On Macs - macOS:  
StartupDisk:Library:Preferences:ProSelect Server

On Windows Windows 7 and newer:  
C:\ProgramData\ProSelect\_Server\

You shouldn't need to directly access this file. You can use the *Load from File* button to select an existing Data file and load that into the server during setup but normally it is updated from within a running copy of ProSelect.



The simplest way to use the Network Server is by checking the box below on the Network Server's main window:



However, this can lead to problems as illustrated by the example below:

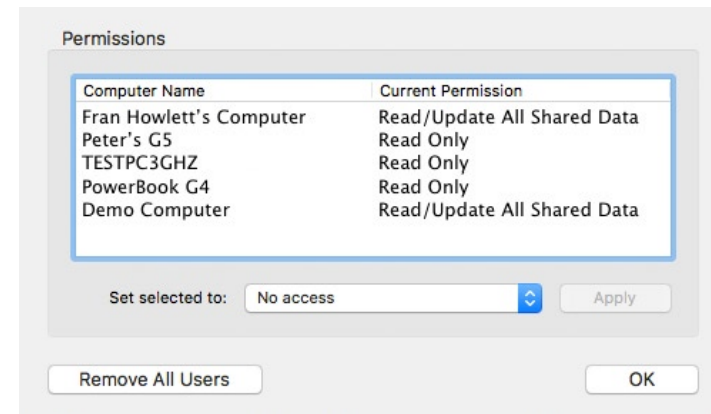
1. User A starts ProSelect and downloads the latest copy of the Prices and Templates data from the Server.
2. User B starts ProSelect and downloads the latest copy of the Prices and Templates data from the Server. Now both have exactly the same copy.
3. User A makes a change to the Price List and, because they are setup to automatically save to changes to the Server, the Server is updated with the new Price List change from User A. Now User A and the Server are the same but User B is different since it still contains the originally downloaded data.
4. User B makes a change to the Price List and, because they too are setup to automatically save to changes to the Server, the Server is updated with their new Price List change. However, because User B is modifying the originally downloaded data, User A's changes are overwritten and lost.

Note: In the last case, ProSelect will warn User B that they are about to overwrite updated changes on the Server but, with the above setup, it will do nothing to stop them from actually doing this.

## A Solution

The best way to avoid this problem is to only allow one or just a few users to save changes back to the Server. To do this, uncheck the *Allow all users to read and update* box and click the *Set Permissions* button.

The window will show all the computers who have setup ProSelect to connect to the server. You can select one or more of these and change their permission to one of the following:



*No access* - Not allowed to read or write the server's data

*Read only* - Only allowed to read the data but not to update it.

*Read/Update Older Shared Data* - Only allowed to update the data provided no other user has updated it in the meantime.

*Read/Update All Shared Data* - Allowed to update the data even if someone else has updated it (effectively replacing the other person's changes).

The Server remembers all previous ProSelect connections and permissions. If you have changed your network configuration or computer names then you can use the *Remove All Users* button to clear this out. Each new connection will be saved afresh with a default permission of *Read Only*.

# About the Lightroom Plugin



The ProSelect Album Builder Plugin for Adobe Lightroom Classic allows close integration between ProSelect and Lightroom. With the plugin installed in Lightroom you can:

- Export images and videos from Lightroom into a new or existing ProSelect Album (see [Importing from Lightroom](#)).
- Create a Lightroom *collection* of Raw images in Lightroom from the currently selected images in ProSelect use [menu commands](#) in the main window or from the [High-Res Production window](#).
- Export retouched RAWs back into in the currently open album file to update the existing images for either [Save Over or Save As workflow](#).

## More Information

See the Tutorial Movies and KnowledgeBase articles on the Pro Studio Software website for the latest information on using the plugin effectively in your workflow.

## Installing the Plugin

The ProSelect installers include the Plugin and you can select to install it while installing or updating ProSelect. These versions of ProSelect also allow you to reinstall the Plugin under the Help Menu in ProSelect.

Alternatively, you can install it separately as follows:

1. Make sure that Lightroom is not running.
2. Download the zipped copy of plugin for your operating system from the main downloads page on the Pro Studio Software's web site.
3. Unzip the file to access the installer.
4. Double-click on the installer and follow the instructions.
5. See the instructions on the next page for enabling and testing the Plugin.

Mac Installer



Windows Installer



## Where is the Plugin Installed?

By default, the Plugin is installed in Lightroom's Modules folder which Lightroom automatically checks for new plugins. If needed you can access this folder as follows:

Mac OS: (see [Mac OSX - Accessing Hidden Folders](#))

`Username/Library/Application Support/Adobe/Lightroom/Modules`

Windows Windows 7 & newer: (see [Windows - Accessing Hidden Folders](#))

`C:\Users\username\AppData\Roaming\Adobe\Lightroom\Modules`

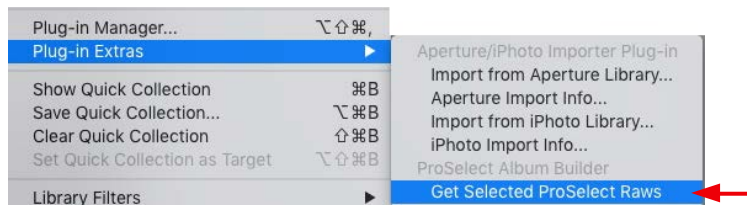
**IMPORTANT:** If you have previously installed an earlier version of the plugin somewhere else, then follow the instructions in the installer to find and remove the earlier version before installing the new one.

## Enabling the Plugin in Lightroom

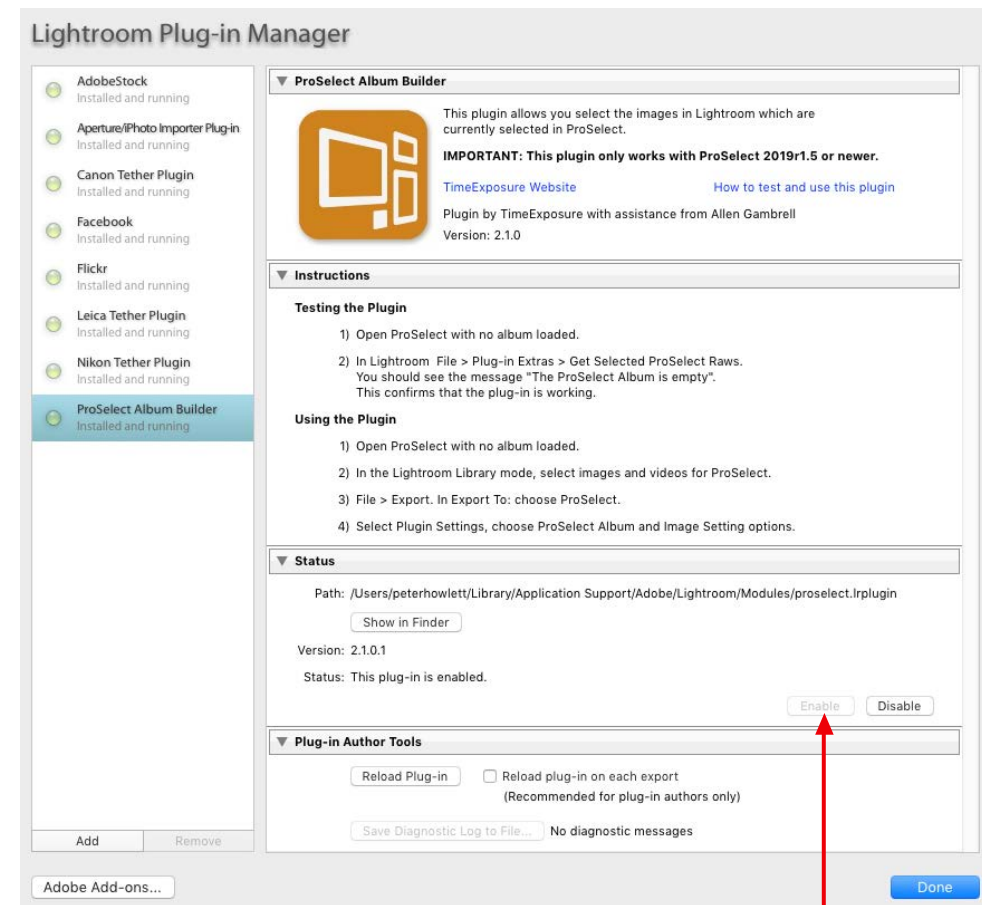
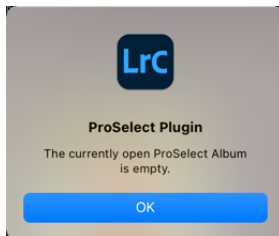
1. Start Lightroom & open Plugin Manager (under File menu).
2. Click on ProSelect Album Builder in the left-hand list then click the *Enable* button in the Status section on the right.

## Testing the Plugin

1. Open ProSelect with no Album Loaded.
2. In Lightroom, click on the File Menu and select *Get Selected ProSelect Raws* under the *Plugin Extras* menu item.



3. After a few seconds you should see the message below. This means that the Plugin is working and connecting to ProSelect.



Click to enable the plugin

## Lightroom on OSX 10.15 (Catalina) and newer

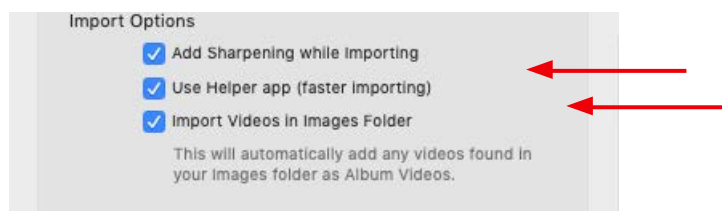
The first time you test the plugin, OSX 10.15 does a security check on it. This may take some time to complete and cause the plugin to time out with an error message. In this case, close and re-open Lightroom and try the test again - it should work after this.





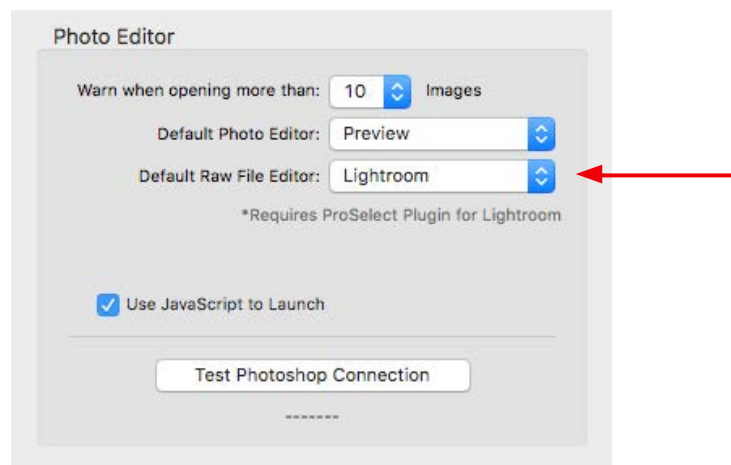
## Setting up ProSelect to work with RAW images

Open ProSelect's [Preferences \(Importing Images: Settings: Adding Images\)](#) and check the *Link/Bypass RAW images with extensions* checkbox AND make sure that the file extension for the raw images from your camera is in one of the boxes.



## Select Lightroom as your Default Raw Photo Editor

Open ProSelect's [Preferences \(General Settings: General: Photo Editor\)](#) and set your default Raw file Editor: Lightroom.



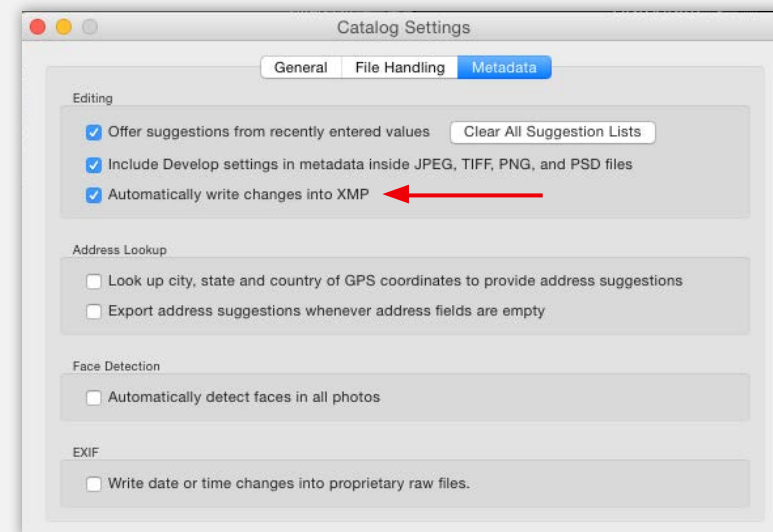
## Sharing Lightroom Image Data with Photoshop

If you plan to initially prepare your images in Lightroom then do your final retouching in Photoshop, you should set *Automatically write changes into XMP* in Lightroom's *Catalog Settings: Metadata*.

With this setting, Lightroom will save its image metadata into an *.xmp sidecar* file next to each image. Photoshop's Adobe Camera Raw problem will automatically pick up changes made to your images in Lightroom from this file. If you use any of the [Move or Copy Original images comands](#) from within ProSelect, the *.xmp* files will be moved or copied with their associated image files. Since this is a Catalog Setting and not a preference, you'll need to be sure to



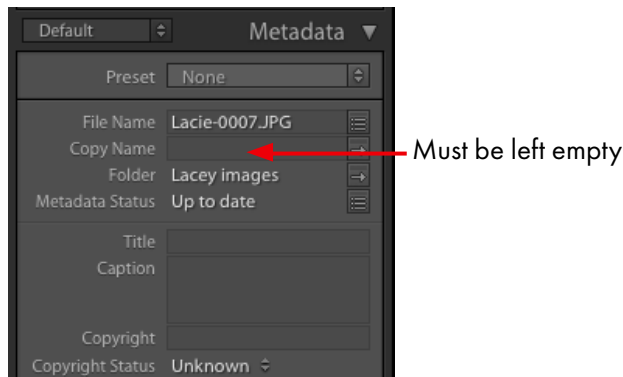
change this setting for each catalog you create.





## Lightroom Meta Data Setup

If you are using presets in Lightroom to automatically add metadata like copyright information to your files, the **Copy Name** field **must** be empty. Otherwise, the text used will be added to the filename of the exported images from Lightroom, therefore, losing the links to the original raw files.



## Lightroom Workflow Best Practices

- Don't crop your images in Lightroom. It's better to let ProSelect have the complete file.
- It's better to duplicate images from within ProSelect and run [Custom Effects Actions](#) in ProSelect, rather than using virtual copies and presets in Lightroom.

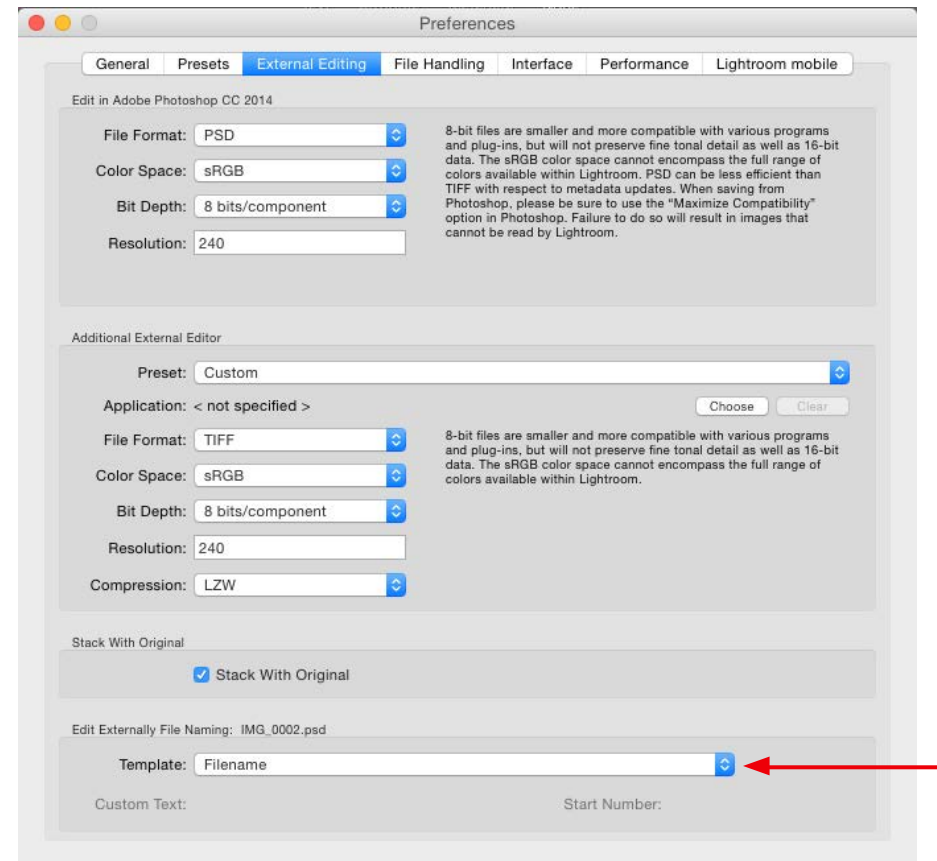
Exported copied files from Lightroom change the filename therefore, losing the links to the original raw files.

- When upgrading to a new version of Lightroom (on the same computer), the ProSelect plugin should migrate to the new version.

After upgrading you can test the plugin using the instructions on the [plugin installation page](#).

## External Editor Setup

In order to maintain filename links when using an external editor, make sure that you have setup Lightroom's Preferences as shown below.



## Lightroom Workflow

For more about Lightroom-ProSelect workflow the [Preparing your Presentation](#) and [Post Sales Production](#) pages.



## Opening RAW Image for Editing

When using RAW+JPG workflow, in order to open the RAW images associated with the images imported into your ProSelect album you can:

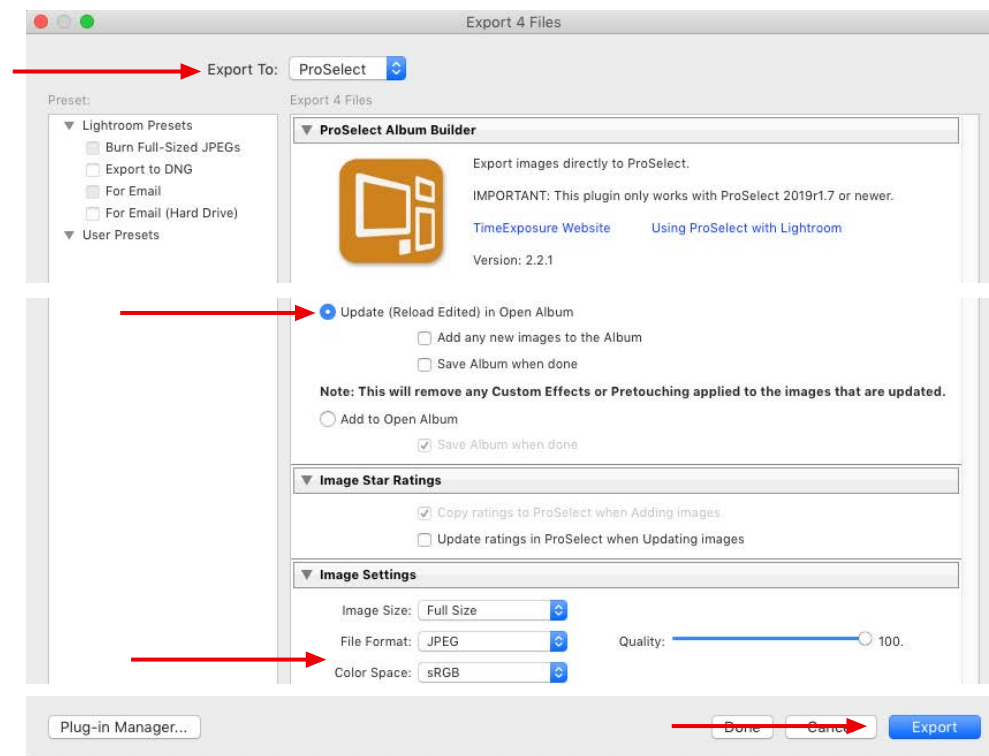
- In Working with Images, select one or more images and use the [Original Images: Open in Lightroom: Selected RAW Images](#) (under the Album menu)
- In the [High-Res Production](#) window, click the *Open RAWs in Lightroom* button.
- Use the command *Get Selected ProSelect RAWs* under the File menu in Lightroom.

## Saving Updated RAWs back into ProSelect



After making any changes to your raws you need to re-export them to the same folder as the RAWs either in the same format as originally exported (such as jpps) or as a different format if you wish to keep the originally exported file unchanged. To do this:

- Choose *Export -> Export To: ProSelect* (under the File menu in Lightroom).
- Select *Update (Reload Edited) in Open Album*.
- For [Save Over](#) workflow in the Image Settings area leave the file format the same as originally exported. For [Save As](#) workflow, select a different format.
- Click the Export button.



- If you try to export some images that haven't previously been imported into your ProSelect Album file then these will be ignored (and a warning shown) unless you have selected *Add any new images to the album*. If you have selected this then new images will be added in the default new images Set/Tab.
- Due to technical reasons, it is not possible for ProSelect to automatically re-apply any previously applied [Custom Effects actions](#) to the images being updated. As such, any Custom effects will be removed from the updated image in ProSelect. However, details of previous applied actions will be added as a note to the affected images and displayed in *Selected Item Info* area in the [Production window](#).

# Keyboard Shortcuts List I



This list only includes non-menu keyboard shortcuts. The menu shortcuts are shown in the program's menus alongside each action.

### Selecting

Add/Remove a range of items in selection  
Add/Remove a single item in selection

### Viewing Modes

Toggles between Thumbnail & Show View  
Toggles between Rooms/Layouts & Images  
Toggles between Images/Rooms & Layouts  
Toggles between Show & Cropping Views  
Toggles between Show & Select Size Views  
Toggles to/from Working with Rooms  
Toggles Hide/Show Left and Right Tool bars  
Toggles Hide/Show different Tool bars  
Toggles Hide/Show Information bar (Mac)  
Toggles Hide/Show Information bar (Windows)  
Change to next *Working With* control location  
Toggles Hide/Show Image List on Mirror Screen

### Working with Images

Add the selected images in Image List to display  
Rotate image CW  
Rotate image CCW  
Adjust crop position (on a cropped image)  
Swap Selected Image (in Show Images Two Up)  
Zoom in  
Reverse the order when Sorting Images by  
Select Yes Tab  
Select Maybe Tab  
Select No Tab  
Remove selected items from the Display Area  
Remove Mat and Frame (Select Size View)  
Select Size View - show item close up  
Set Star Rating  
Remove Star Rating

Shift-click  
Cmd/Ctrl-click

T  
I  
L  
C  
V  
R  
Tab key  
Shift-Tab key  
Alt/Option-Tab key  
Ctrl-Tab key  
Shift-T  
Alt/Option-Mirror Icon

A  
Cmd/Ctrl R  
Alt/Option-Cmd/Ctrl R  
Alt/Option-drag  
Return/Enter  
Right-click  
Alt/Option-Menu Select  
Shift - 1  
Shift - 2  
Shift - 3  
Delete Key  
Alt/Option- Delete key  
Alt/Option - Ruler Icon  
Cmd/Ctrl-1 to 5  
Cmd/Ctrl-0

Alt/Option= Mac: Option key  
Cmd/Ctrl = Mac: Command/Apple Key

Windows: Alt Key  
Windows: Control Key

### General

Toggle as Favorite (Images & Layouts)  
Show item ID numbers

### Cropping Images

Reverse the current Crop Snap setting  
Lock the crop ratio at the current setting  
Reverse the Crop orientation using Crop To..  
Crop In (fine)  
Crop Out (fine)  
Crop In/Out (coarse)  
Save Selected Image Crop  
Crop to Saved Crop  
Crop to 1:1 ratio  
Crop to 1:1.25 (8x10) ratio  
Crop to 1:1.33 (3x4) ratio  
Crop to 1:1.4 (5x7) ratio  
Crop to 1:1.5 (6x9) ratio  
Crop to 1:2 ratio  
Remove Crop  
Crop In (in most places)  
Crop Out (in most places)

### Image Tools

Change image to Original  
Change image to B&W  
Change image to Special Tint  
Open the Custom Effects popup menu  
Open the Pretouching popup menu  
Reverse direction of Rotate tool

F  
N

Alt/Option-drag  
Shift-drag  
Shift-menu select  
Plus key or Up Arrow  
Minus Key or Down Arrow  
Alt/Option+action  
Cmd/Ctrl-Shift-C  
Cmd/Ctrl-Shift-V  
Ctrl-Alt/Option-1 \*  
Ctrl-Alt/Option-8 \*  
Ctrl-Alt/Option-3 \*  
Ctrl-Alt/Option-5 \*  
Ctrl-Alt/Option-6 \*  
Ctrl-Alt/Option-2 \*  
Ctrl-Alt/Option-0 \*  
Alt/Option-Up Arrow key  
Alt/Option-Down Arrow key

O  
B  
S  
E  
P  
Alt/Option-click

\* On Windows, the Ctrl key is not required for these shortcuts.

[continued next page...](#)

# Keyboard Shortcuts List II



This list only includes non-menu keyboard shortcuts. The menu shortcuts are shown in the program's menus alongside each action.

Alt/Option = Mac: Option key  
Cmd/Ctrl = Mac: Command/Apple Key

Windows: Alt Key  
Windows: Control Key

### Pretouch Images window

Show Original Image  
Preview next image  
Preview previous image  
Show with next preset  
Show with previous preset  
Set Intensity 10% - 90%  
Set Intensity 100%

Spacebar down  
down-arrow  
up-arrow  
right-arrow  
left-arrow  
1 - 9  
0

### Select Size View & Show Rooms View

Show next larger size  
Show next smaller size  
Adjust Crop position in Prints

Plus key or Up Arrow  
Minus key or Down Arrow  
Alt/Option Drag

### Show Rooms View

Nudge selected items 2 pixels

Alt/Option + Arrow keys

### Sets

Duplicate and Move to Clicked Set  
Duplicate and Move to Dragged Set

Alt/Option-click  
Alt/Option-drag

### Starting a Slideshow

Start Paused  
Play from select item

Alt/Option-click on icon  
Shift-click on icon

### Playing a Slideshow

Stop Slideshow  
Pause Slideshow  
Continue a paused Slideshow  
Select Image (if enabled in Preferences)  
Jump to next slide  
Jump to previous slide  
Jump to next section  
Jump to previous section

Escape Key  
Space bar  
Space bar or mouse click  
Down Arrow  
Right-Arrow  
Left-Arrow  
Shift right-arrow  
Shift left-arrow

### Working with Slideshows

Remove selected items from the slideshow  
Open selected Video in Photoshop  
Open selected Video PSD file in Photoshop  
Examine selected resource (in Setup Videos)  
Examine selected Title Slide (in Setup Title Slides)

Delete Key  
Cmd/Ctrl T  
Cmd/Ctrl Y  
X  
X

### Navigation Tools

Next Image/Layout  
Previous Image/Layout  
Move images to Yes Tab  
Move images to Maybe Tab  
Move images to No Tab  
Show next 6 Images  
Show previous 6 Images

Right Arrow  
Left Arrow  
1  
2  
3  
Alt/Option-Right Arrow  
Alt/Option-Left Arrow

### Show Layouts

Load same Image into all openings  
Jump to *Working with Images* with image  
Change image position in layout  
Move selected Layouts to layout set 1-5  
Larger Size (selected layouts)  
Smaller Size (selected layouts)  
Auto-rotate image into Layout opening

Shift-drop  
double-click image  
Alt/Option-drag  
1 - 5  
Up-Arrow  
Down-Arrow  
Alt/Option-drop image

### Cropping View Layouts

Swap Images in a layout  
Crop In/Crop Out or Tilt in small steps  
Crop In (fine)  
Crop Out (fine)

Alt/Option-drag  
Alt/Option-click  
Plus key or Up Arrow  
Minus Key or Down Arrow

### Select Size View Layouts

Show selected item close up

Alt/Option - Ruler Icon

[continued next page...](#)





This list only includes non-menu keyboard shortcuts. The menu shortcuts are shown in the program's menus alongside each action.

Alt/Option= Mac: Option key  
Cmd/Ctrl = Mac: Command/Apple Key

Windows: Alt Key  
Windows: Control Key

### Working with Rooms

Toggle Grid on/off  
Increase/Decrease Grid size (when grid on)  
Larger Size (selected items in room)  
Smaller Size (selected items in room)  
Disable snap to guides  
Remove selected items from a room  
Change image position in print or layout  
Nudge Position of Selected Items  
Remove Surrounding Mat and Frame  
Select Size View - show selected item close up

### Show Pages (Working with Books)

Disable "Already Used" warning when adding

### Template Editor

Disable Ruler snap  
Re-size Template to fit set opening size  
Move opening forwards  
Move opening backwards  
Nudge selected openings  
Nudge selected openings (fine)

### Editing Book Designs

Lock a Book Design

### Confirmation Boxes

Bypass most Confirmation Boxes  
e.g. Delete Order Item, Delete All Orders  
Cancel and close

G  
Up/Down Arrow  
Up-Arrow  
Down-Arrow  
Alt/Option-drag  
Delete Key  
Alt/Option-drag  
Shift-Arrow Keys  
Alt/Option- Delete key  
Alt/Option - Ruler Icon

Alt/Option-drop

Alt/Option-mouse up  
Alt/Option Apply Changes  
Alt/Option Send-to-Front  
Alt/Option Send-to-Back  
Arrow keys  
Alt/Option+Arrow Keys

Alt/Option Apply

Alt/Option-Action

ESC Key

### File Selection Tool

Show selected file location

### Price List & Ordering

Unlock Price List  
Open the Quick Add to Order popup menu  
Expand/Collapse all Layouts in Order window

### Place Order window

Sort by size across images and layouts

### Image Editing Shortcuts

Open Selected Images in Photo Editor\*  
Open Selected RAW Images in Photo Editor\*  
Swap to other Editor

Reload Selected Images  
Reload Selected Retouched Images

Open Image (Pretouch applied)  
(in High-Res Production window)

Open Photoshop script in ExtendScript Toolkit

Open Image in Photoshop w/ExtendScript Toolkit

Alt/Option-click on gold magnifying glass

Shift-Ctrl-"Lock Price List"  
Q  
Shift-click disclosure icon

Alt/Option-Size Header

Cmd/Ctrl T  
Cmd/Ctrl Y  
Alt/Option with above

Cmd/Ctrl U  
SHIFT+Cmd/Ctrl U

SHIFT Open in  
Photoshop/Photo Editor

SHIFT when  
starting action

SHIFT-Alt/Option-  
Open in Photoshop

\* This will be Photoshop or Lightroom depending on your [Preferences](#).

[continued next page...](#)



This list only includes non-menu keyboard shortcuts. The menu shortcuts are shown in the program's menus alongside each action.

Alt/Option=  
Cmd/Ctrl =

Mac: Option key  
Mac: Command/Apple Key

Windows: Alt Key  
Windows: Control Key

### Find Original Images

Force to relocate all images in new location

Shift+"Find" Menu item

### Setup Window Shortcuts

Open Setup Book Designs

Alt/Option-click on  
Book Design name

Open Setup Slideshow Styles

Alt/Option-click on  
Slideshow Style name

Open Setup Music

Alt/Option-click on  
Starting Music track name

Open Change Set Names

Alt/Option-click on  
Set Name in title bar

### Watch Folder Operations

Setup or re-start *Add from Watch Folder*

W

Pause a running Watch Folder

ESC key

### Troubleshooting

Delete Preferences File

Reset ProSelect data or restore from auto-backup

Clear Recent Albums list

Show All Warnings

Show Debug messages on startup

Turn off Checking Messages on startup

Shift + Program Launch



Starting with OSX 10.14 (Mojave), OSX started asking your permission when an application needed to access certain system resources such as System Events, the Finder and other applications (such as connecting to Photoshop during High-Res Production).

OSX 10.15.x (Catalina) and OSX 11.x (Big Sur) extends this even further as you now have to give permission for applications to access your Desktop and Documents folder and other areas of your disk.

### Allowing Permissions

With any application on these versions of OSX, the first time that you try to read or write to restricted location on your hard disk or a system resource, OSX will prompt you for permission to allow the program to have this access. Restricted locations now include your *Desktop* and your *Documents* folder as well as any other areas on your hard disk outside your account area where you might wish store your files.

To avoid these issues, it is recommended that you give ProSelect permission to access all areas on your disk. To do this, you should check your *System Preferences* (under Apple Menu) -> *Security & Privacy* -> *Privacy Tab* -> *Full Disk Access* and check the box next to ProSelect. You will find a shortcut to this called *Set OSX Full Disk Access* under the Help menu in ProSelect.

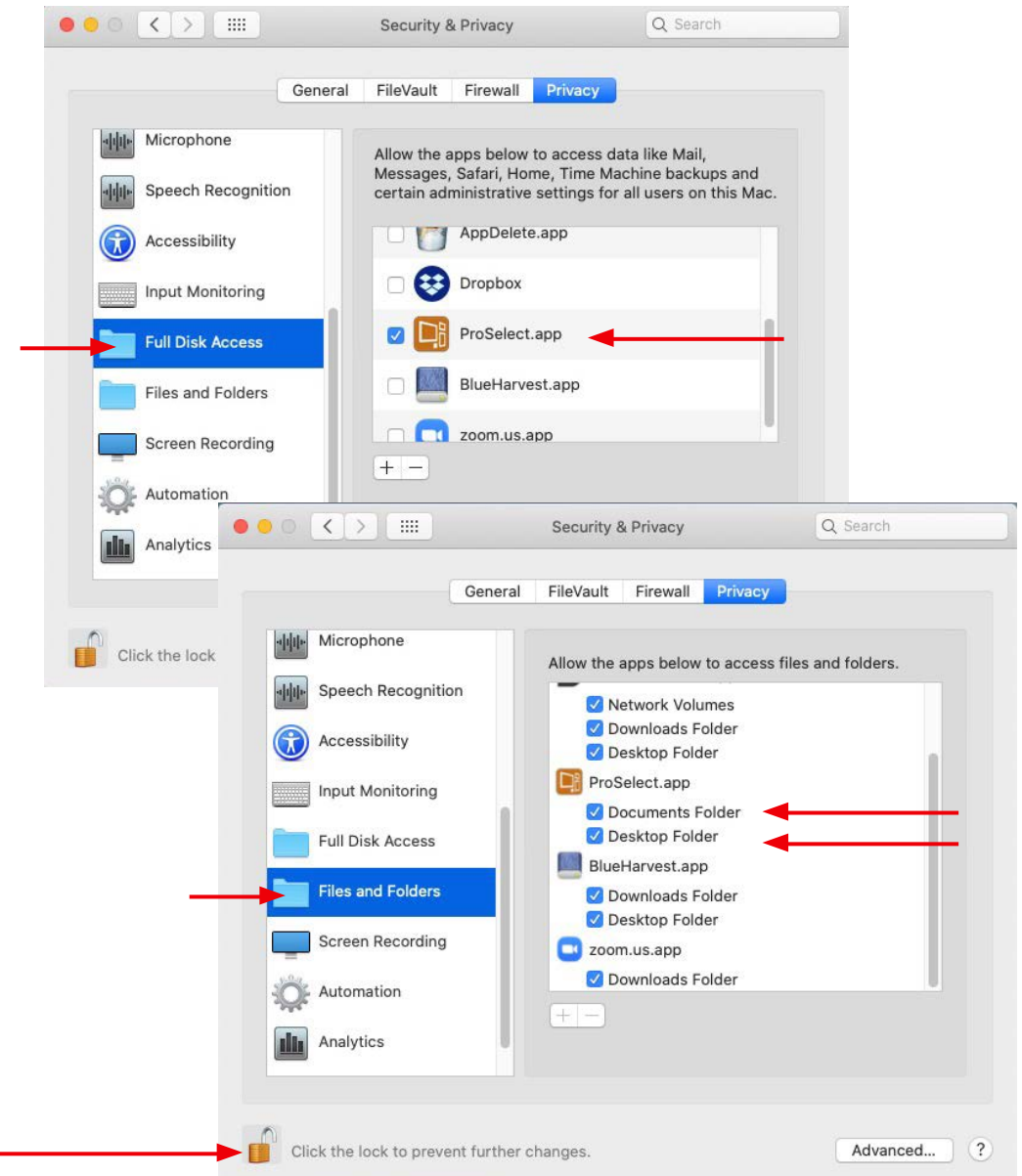
Alternatively, if you **only** wish to access files in your *Desktop* and/or *Documents* folders then select *Files and Folders* in the Privacy list and check that these are selected for ProSelect.

### Other permissions

To allow ProSelect to communicate with Photoshop make sure that you have also checked the permissions covered on this [Preferences page](#).

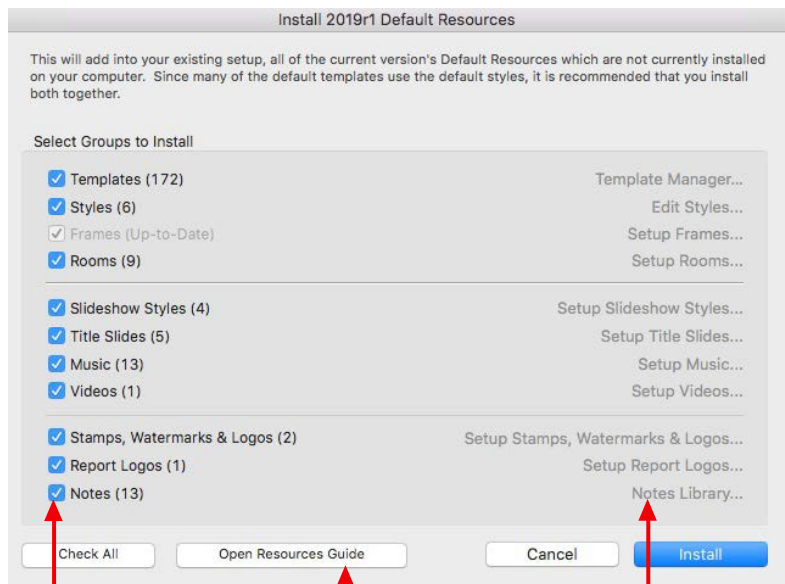
### Making Changes in System Preferences

To make any changes in this area, you need to click the lock icon in the bottom left corner of this window and enter your login password.



## Adding new default Resources

You can use *ProSelect Data -> Install 20XXrx Default Resources* (under File Menu) to add any new default Templates, Mats, Rooms, Music etc that are included with the new release, to your existing setup.



Check the items to install

Open the ProSelect Resources Guide

Where to find them after installation

For most items, the version number of the current version will be appended to the installed item name. e.g. "Default Templates (20XXrx)" to make them easier to identify. You can later rename these as appropriate.

## ProSelect Network Server

If you have multiple copies of ProSelect and are using the [ProSelect Network Server](#) then you **must** upgrade all copies of the ProSelect software to the new version before running them with the Server. Failing to do so will cause your price and templates data to become corrupted. ProSelect 2019r1 requires ProSelect Network Server 2018r1 or newer.

Don't forget to [adjust the ProSelect version number](#) on the server to allow the new versions to connect to it.

## Converting Styles to Mat Designs (prior to 2018r1+)

The first time you run ProSelect 2018r1 or newer, it will convert any Template Styles into the new Mat Design structure. See [Styles vs. Mats](#).

## Converting Album files (prior to 2018r1+)

When you first open an album file created with pre-2018r1 version of ProSelect, all composite layouts will automatically have their [Border Direction](#) set to Borders Inwards to keep your designs looking the same.

Any existing Book Designs for Composite books will have the [Borders Inward option](#) automatically selected and all composite book pages in the album will also be set the same way.

Continued on next page...



## Updating External Resources (from before 2017r1+)

The first time you run ProSelect 2017r1 or newer, it will update the low res images copies of your [ProSelect Resources](#) folder to support the new larger thumbnail sizes using on Hi-DPI screens.

While, in the 2017r1 release, these larger images are only required on Macs with retina screens this is done on both platforms for future compatibility and where people are using a mix of Mac and Windows machines. Depending on the number of images, this process may take some time to complete. After this, ProSelect will start quickly.

## Updating Thumbnail Image sizes (from before 2017r1+)

When opening an album created in ProSelect 2016r1 or earlier, you will be prompted to re-size the thumbnail images in the album to support Hi-DPI screens. This may take a little time if you have lots of images, however, it is recommended that you choose to do this unless you are just opening the album for a quick look.

## Changing your Payment options (from before 2013r1+)

See this [Updating Old Album files](#) if you decide to make any changes to your Payment Methods in this new version.

## New Template Thumbnail Images (from before 2012r2+)

The first time you run ProSelect 2012r2, it will convert the thumbnail images for all template overlays in your [ProSelect Low-Res Resources folder](#) into the new .png format. Depending on the number of images, this process may take a little time to complete. After this, ProSelect will start quickly.

A new "Default Category" will be created containing all of your existing Template Groups. All empty Template Groups will be removed. You can use the new [Template Manager](#) to re-arrange things into different Categories and Groups.

## Moving Low Res Resources (from before 2012r1+)

The first time you run ProSelect 2012r1, it will copy your low res images in your

[ProSelect Resources](#) folder into the ProSelect folder in *Application Support* (Mac) or *App Data\Roaming* (on Windows). Depending on the number of images, this process may take a little time to complete. After this, ProSelect will start quickly.

## Updating External Resources (from before 2011r2+)

The first time you run ProSelect 2011r2, it may copy and update your low res images in your [ProSelect Resources](#) folder to support the new larger thumbnail sizes. Depending on the number of images, this process may take some time to complete. After this, ProSelect will start quickly.

## New Album File format (from before 2011r1+)

Starting with ProSelect version 2011r1, ProSelect album files are now in a **new file format** which provides several advantages over the older format including speed, robustness and flexibility for further features.

While the latest versions of ProSelect can read album files saved from ProSelect versions 3.x, 4.x and 2010r1, it **cannot** save them in the earlier format.

**All albums created with 2011r1 or newer cannot be read by earlier versions of ProSelect.**

When you load an older format album file (pre-2011r1), ProSelect will prompt you to Convert the album into the new format. You can choose to do this immediately (recommended) or before you save it. By default, converted albums have the word "new" added to the converted album file name. This is to ensure that your old album is not accidentally overwritten.

## Updating Thumbnail Image sizes (from before 2011r1+)

When opening an album created in ProSelect 2011r1 or earlier, you will be prompted to re-size the thumbnail images in the album so you can use the different sizes. This may take a little time if you have lots of images, however, it is recommended that you choose

Continued on next page...



to do this unless you are just opening the album for a quick look.

## **Moving Forward from ProSelect (from before 2011r1)**

Because newer versions of ProSelect generally store additional data in the saved Album file, if you save an Album using the latest version and then try to open it with an earlier version, some of that data will be lost. ProSelect will warn you if you are attempting to open an album created with a newer version of ProSelect.



This section highlights the main new features added to ProSelect version 2022r1. Please refer to the ProSelect Readme.htm file that comes with the software for details of all the changes made.

## GENERAL CHANGES

1. The Mac version, along with all Helper Apps, is now universal binary and supports both Intel and M1-based machines at full speed. The About ProSelect window now shows if you are running the "Intel" version or the "M1 (Apple Silicon)" version of the software.
2. The ProSelect Windows installer now includes both a 64-bit version and a 32-bit version of ProSelect and associated Helper apps. The 64-bit versions will be automatically installed on 64-bit versions of Windows.
3. The option to Apply EXIF rotation has been removed from the Preferences since it is now always applied.
4. In the Print Paper Sizes window, the option to "Always sort by Size" has been removed. Sizes are now always shown in the order that you have set up in this window.
5. You can now have the [Client Setup window](#) automatically open when starting a new album by selecting this in the [Preferences](#).
6. In Working with Layouts and Working with Rooms, you can now use the right-click menu option to [Reapply Template](#) on a layout that has been ordered.
7. "No Results" warnings are now shown in the image list and relevant areas when the [image list filter](#) or [template smart filter](#) results in no thumbnails being shown.

## NEW PRODUCT FILTER

1. When in Working with Images (Select Size View) and Working with Rooms, you can now use the [Product Filter](#) to limit the displayed and ordered sizes of any Print products

that you are presenting to items set up in your price list with a specific [Presentation Option](#).

When enabled, the [Quick Order popup menu](#) and all of the other ordering windows mimic these limitations.

## WORKING WITH LAYOUTS

1. When adjusting the size of a non-fixed size layout, by default, only the best fit sizes for each paper size are now used or shown when you right-click on the [Larger/Small size icons](#). You can *Alt/Option* Right-click to show all applicable paper sizes.

## TEMPLATE EDITOR

1. The new [Show Surrounding Mat & Frame Spacing](#) tool shows any mat and frame space around each opening on wall grouping templates.
2. When [assigning a Surrounding Mat or Frame](#) to a Wall Grouping Template, check the *Keep Same Spacing* checkbox to have the openings automatically re-adjust their position to maintain the same spacing between each opening.
3. The [overall size](#) of the template, including any assigned mat or frame is displayed below the design area.

## TEMPLATE MANAGER

1. Any applied Mat and Frame is now displayed on thumbnail preview image in the [Template Manager](#).

## MAT DESIGNS

1. In the Mat Designs window, you can now select multiple items and change or [set the Price Groups assigned](#) to all selected mats simultaneously.
2. The [Mat Designs window](#) now includes a Setup button in the Price Groups area,



which open the Price List Setup window.

## WORKING WITH ROOMS

1. Added a new right-click popup option [Combine into Wall Grouping](#) Layout when two or more prints are selected with matching mats and frames.
2. The [overall/combined wall size](#) of all selected items is now displayed in the Info Bar.
3. Wall Groupings openings now automatically expand or contract to maintain the same separation between items when you add/remove a mat or frame to the layout. See [Dynamic Sizing \(Wall Groupings\)](#).
4. When dragging the position of an item in a room, the outer edges will now [snap to match the gaps](#) between other already positioned items.

## NEW FIXED PRICE BY SIZE (FPS) PRICING METHOD

1. For suppliers who only offer frames or mats in a limited range of sizes you can use the [Fixed Price By Size](#) Pricing Methods.
2. You can [import a CSV file](#) containing a list of sizes and one or more price columns to add a new FPS price group with the data in the file.
3. Any frames or mats using this FPS pricing method, will show a [green \(available\) or red \(unavailable\) frame icon](#) on the right-hand edge of these items in the toolbar popup menus.
4. If you assign a Frame or Mat that is using the FPS Pricing Method, to an item, right-clicking on the large/small size icons now show a [red frame icon next to the sizes that do not match](#) the allowed frame sizes for the applied frame or a green icon next to those that do.
5. If you have applied a frame or mat to print and the displayed print size does not match the available frame/mat sizes then the [frame/mat icon in the Info Bar is shown in red](#).

6. Turn on [Show Unavailable Frame/Mat Size Tags](#) (under View Menu) to display a red icon in the top-right corner of the unavailable frame or mat on images, layouts and wall groupings.

7. Fixed Price By Size Price Groups) can be set up to [Allow Custom Sizes](#). When this is selected, any other sizes are allowed but the pricing of any *in-between* sizes is based on the price of the next larger size (by perimeter size like [United Inches](#)).

## PRICING & ORDERING IMPROVEMENTS

1. When a price is added or changed in the [Place Order window](#), clicking the [Custom Product](#) or [Add with Extras](#) buttons now carries the entered prices to the new window.
2. In the Place Order, Custom Product, and Add with Extras windows, you can now SHIFT-click on the Quick Add button to [combine the prices](#) of the Mat and Frame items into the main item's price, leaving the mat and frame as included at \$0.
3. In the Place Order and Add with Extras windows, if there is insufficient space to display the [price calculations](#), then mousing over the text will display a tooltip containing all the information.
4. Use the new [Included \(INC\) Pricing Method](#) for Frames and Mats Method to always return a zero dollar value when ordered.

## IMPORTING COLLECTIONS

1. When [Importing a Collection](#) which includes some frames, if your remaining free frame slots are less than the frames in the collection, the new frames are now added to your [Available Frames list](#) until all slots are filled. Any remaining frames will be added into the [Frame Resources area](#) so you can manually install these after freeing up some frame slots.

## REPORTS

1. The new [Print Order Assembly Report](#) can be used as a printed checklist for



completing all steps in your fulfillment process.

2. The optional [summary section](#) on the Order Report and the new [Order Assembly Report](#) now show order counts by Presentation Options, Sizes, Frames, Mats, and Digital Files.

## QR CODES

1. You can setup multiple [QR codes](#) using the new Setup QR Code windows (under the Resources menu). QR code can contain job/order/client-specific data by added text tags to the code.

3. QR codes can be displayed on the [Order Report](#), the [Order Assembly Report](#), and in the [Client Setup window](#).

## FRAMES

1. The inside dimensions of any applied frame are now displayed after the frame name in the [Info Bar](#) as “[W x H units]”.

2. The [Manage Frames window](#) now shows the width of each frame in the right-hand column of the Available Frames list box.

3. The Manage Frames window now has a [sort button](#) that allows you to sort the frames in the selected frame groups by Name or Frame Width.

4. You can now optionally display the width frame in square brackets in the popup and dropdown frame menus. This option is on by default but can be turned off in the [Preferences -> Prices & Ordering -> Settings -> Ordering Mats & Frames](#).

5. The maximum number of [Available Frames](#) in the Pro version has been increased to 500. (ProSelect Basic is still limited to 12 frames.)

7. The [Manage Frames window](#) now includes a Setup button for the Price Group for the selected Available Frame, which directly opens the Price List & Products Setup window.