

This AI-generated document is intended to accompany the video "Ordering Prints from Working with Images" as a written reference. While it provides details of the techniques and processes demonstrated in the video, it is not a comprehensive training guide. You may find printing this document helpful for quick reference.

For a more detailed understanding of this topic, please consult the ProSelect Online Help Guide.

Ordering Prints from Working with Images

Introduction: This guide provides step-by-step instructions on how to order prints from the "Working with Images" section in ProSelect, focusing on selecting images, adjusting presentation options, and finalizing orders.

Background: Ordering products in ProSelect can be done from various sections such as "Working with Images," "Products," or "Working with Rooms." This tutorial specifically addresses ordering prints directly from images.

Steps to Order Prints:

1. Access 'Working with Images':

- Navigate to "Working with Images" within ProSelect.
- Select an image you wish to order. For this tutorial, use thumbnail view.

2. Change Presentation Option if Necessary:

- The current Presentation Option or "print finish" of the selected image will be displayed on the info bar.
- If the displayed option is not what you wish to order, use the arrow next to the option on the info bar to select and change it to the desired presentation option.

3. Order the Print:

- Click on the "Order Product" tool (represented by a shopping cart icon) or tap the "Q" key on your keyboard.
- To choose a size, click on "All Sizes" to see a list of available sizes for the selected presentation option, which you've previously set up in the Product & Pricing Manager.
- Select the desired size from the list. The print is now added to the order, indicated by the "ordered" flag on the image thumbnail and the order product tool flashing.

4. Navigate to Ordered Prints:

- Go to "Working with Products," thumbnail view, to see the print you just ordered.
- Alternatively, create a print product before ordering by selecting an image, clicking on the "Create Print Product" tool, and then navigating to "Working with Products." No order is placed yet; this step simply creates the product.

5. Order Multiple Copies:

- Navigate back to "Working with Images," thumbnail view.
- Select an image and click on the order product tool.
- Hover your mouse over the desired size and use your keyboard to assign a quantity (up to nine prints). For instance, tap the number five key to order five prints.
- To review your orders, click on "Review Orders" where next to the print, the quantity will be indicated.

6. Order Multiple Prints at the Same Size:

- Still in "Working with Images," thumbnail view, ensure that multiple selected prints have the same presentation option applied.
- Select multiple images by holding the command key on a Mac, or the control key on a Windows machine.
- Click on the order product tool and select a size from the list to order all selected prints at that size. If the size list is not available, it indicates that the selected images have different presentation options applied.

Conclusion: Following these steps will allow you to efficiently order prints from the "Working with Images" section in ProSelect, ensuring correct presentation options and sizes are applied. This process streamlines the ordering workflow within ProSelect.

Additional Resources: For more detailed information on the ordering process in ProSelect, consult the "[Ordering](#)" section in the ProSelect online manual, accessible via the "Help" menu by selecting "Open Online Help Guide."

This document is designed to be a practical companion to the video tutorial, guiding you through each step to successfully order prints in ProSelect.