PROSELECT
Video Training Reference

This AI-generated document is intended to accompany the video "Ordering Prints from Working with Products" 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 Products

Introduction: This guide provides step-by-step instructions on how to order prints from the "Working with Products" section in ProSelect, focusing on how to select, customize, and finalize orders for various print products.

Background: Ordering products within ProSelect can be done from several interfaces: "Working with Images," "Products," or "Rooms." This tutorial specifically focuses on the "Working with Products" section.

Steps to Order Prints from 'Working with Products':

1. **Navigate to Working with Products:**
   - Switch to the "Working with Products" section in thumbnail view.
   - Use the image list to find and select the image you wish to order.
   - Drag the selected image into the "Working with Products Display Area," automatically creating a print product at the starting size configured in your settings. The assigned presentation option is also set during this action.

2. **Modify Presentation Options:**
   - If the automatically assigned presentation option is not what you desire, right-click on the product or use the dropdown arrow on the info bar to assign a new presentation option.
   - You can remain in Thumbnail View or switch to "Show Products View," as the ordering process is the same in both modes.

3. **Order the Print:**
   - Click on the "Order Product" tool (represented by a shopping cart icon) or tap the "Q" key on your keyboard.
   - If the pre-selected size and presentation option meet your needs, click on the product line item to order it directly.

- If you need a different size, click the "Other Sizes" dropdown arrow and select your desired size from the list (e.g., 16 by 20).

4. **Order Multiple Copies of a Print:**
   - Drag the same image again into the Display Area.
   - Change the Presentation Option to another option, such as "Smooth Matte."
   - When clicking on the order product tool, hover your mouse over the desired size and use your keyboard to assign a quantity (up to 9 prints).
   - Tap the respective number key (e.g., three for three prints).
   - Click on the "Order Product" tool again and select "Review Orders" to confirm the quantity and details of your order.

5. **Review Ordered Products:**
   - Click on the "Ordered Products" Tab on the top right of the display area to view all ordered products.
   - You can also adjust presentation options or sizes directly from this view.
   - To refine the product (e.g., cropping), double-click the product to enter "Show Products View," right-click on the size tools to expose the size list, select your size, and adjust the cropping if necessary.

Conclusion: Following these steps allows you to efficiently manage and order prints from the "Working with Products" section in ProSelect. This guide ensures that you can customize presentation options, select appropriate sizes, and handle multiple orders effectively.

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 from the "Working with Products" section.