

*This AI-generated document is intended to accompany the video "[Setting up Presentation Options](#)" 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.*

# Setting up Presentation Options

**Introduction:** This guide details the process of setting up and managing Presentation Options in ProSelect, which are crucial for categorizing and offering various print finishes and product types to fit your studio's brand.

**Background:** Presentation Options in ProSelect help define how products, such as metal or acrylic prints, archival prints, canvas prints, or even images printed on wood, are categorized and displayed within the system. These options are essential for ensuring products are ordered and produced correctly.

## Steps to Set Up Presentation Options:

### 1. Open Presentation Options:

- Open ProSelect.
- Go to the top menu and select "Products" followed by "Presentation Options."
- This opens the Presentation Options dialog where you can configure and manage both supplier-based and user-created options.

### 2. Customize Dialog View:

- Resize the Presentation Options dialog by dragging the corner to see more information.
- Adjust the width of columns by dragging the divider bars to your preference.

### 3. Understanding the Default Setup:

- The default setup in ProSelect includes both Supplier-based Presentation Options and Generic Presentation Options.
- A checkmark appears next to presentation options that are currently assigned to products; hover over these to see the product count.

### 4. Filter and Manage Supplier Options:

- Supplier-based presentation options are linked to specific lab products and typically pre-configured in the Product and Pricing Manager.

- Use filters to display options assigned to a particular supplier or a subset of available options. For instance, selecting 'Not Specified' displays options without an attached supplier.
- To hide unused supplier products and options, go to "Products" > "Suppliers" and uncheck the box to turn off the supplier, hiding all related products and options.

#### **5. Link Presentation Options to Product Types:**

- Each presentation option can be linked to different types of products: Prints, Gallery Wraps, Products, and Digital Files.
- Limit the types of products an option is available for to make the ordering process easier by creating a more focused options list.
- For example, for Acrylic Prints, typically check both 'Prints' and 'Products' to allow usage in wall groupings and templated items. Ensure 'Digital Files' is unchecked for physical product options like acrylic prints.

#### **6. Customize Display Names:**

- Presentation options from supplier collections can be renamed to align with your studio's branding.
- Customize display names to reflect your studio's marketing and product offerings, e.g., "Archival Print on Rag Paper - Aquarelle."
- Even when supplier prices and products are updated, your customized display names remain intact.

#### **7. Set Default Presentation Options for New Albums:**

- Configure default presentation options in the settings for importing images.
- On a Mac, go to "Settings," or on Windows, go to "Edit" > "Preferences," then click on "Importing Images."
- In the 'Adding Images' section, select your default Presentation Option and Starting Size. This should reflect the print finish and size you sell most frequently.
- Save your settings to apply these defaults to all future albums.

**Conclusion:** By effectively setting up Presentation Options, you can streamline the ordering process in ProSelect, ensuring products are presented and ordered correctly according to your studio's specific offerings and branding preferences.

For more detailed information on how Presentation Options are utilized when building orders, refer to the video "[Using Presentation Options when Building Orders in ProSelect](#)." Additional reference material can be found in the "[Presentation Options](#)" section of the ProSelect online manual, accessible via the "Help" menu under "Open Online Help Guide."

This document is designed to be a practical companion to the video tutorial, guiding you through each step to successfully manage and customize Presentation Options in ProSelect.