

This AI-generated document is intended to accompany the video "[Setting up Pricing for Prints Pricing Within ProSelect](#)" 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 Pricing for Prints - Pricing Within ProSelect

Introduction: This guide walks through the process of setting up print pricing directly in ProSelect, the third method available for pricing prints in the software. This method allows for direct control and customization within ProSelect without relying on external data sources.

Background: There are three primary methods for setting up pricing for prints in ProSelect:

- Using supplier collections.
- Importing information from spreadsheets.
- Creating pricing directly within ProSelect.

This video tutorial will exclusively cover the third method. It is recommended to review the videos for all methods to determine the most suitable for your studio needs.

Preparation: Before beginning, ensure you have a well-organized price list and product details ready, either printed out or available in a digital format like Excel, Numbers, or Google Sheets.

Key Elements for Print Pricing:

1. **Presentation Option:** The print finish or name you use for the print. Ensure you have set up your Presentation Options as described in the tutorial video "Setting Up Presentation Options."
2. **Print Paper Size:** Specific sizes you offer for each Presentation Option.
3. **Price:** The selling price for each size, typically set as a fixed price.

Steps to Set Up Pricing:

1. Access the Product & Pricing Manager:

- Go to the top menu in ProSelect.
- Click "Products" followed by "Product and Pricing Manager."

2. Navigate to the Prints Section:

- Ensure you are on the "Prints" tab within the Product & Pricing Manager.

3. Create a New Print Folder:

- In the "Print Folders" panel on the left, click the "Add" button.
- Name the folder to match your presentation option.
- Click "OK." The new folder should now be selected.

4. Add Print Items:

- In the "Print Pricing" panel on the right, click the "Add" button to open the Print Items Dialog.
- Here, you can customize your product information, optionally attach a supplier, and check the sizes you wish to sell.
- Ensure the products are producible by your chosen supplier or within your studio capabilities.
- Select a Presentation Option from the list.
- The Production Profile will default to a standard setting but will adjust if a specific supplier is assigned.

5. Configure Mat and Frame Prices:

- If including mat and/or frame prices, check the appropriate boxes. Note that using this option means any frame in your system will be included at no additional charge.
- Include this information explicitly in the assigned Presentation Option, for example, "Metallic Art Print - Matted and Framed."

6. Enter Prices:

- Return to the "Print Pricing" Panel.
- Click "Add Items" to display all newly added print sizes.
- Select the first size, enter the price, and press Enter. The system will automatically move to the next size.
- Continue this process until all sizes have their prices entered.

7. Save Your Entries:

- Once all prices are entered, click the "Save" button at the bottom of the panel to save the additions to your data file.

Conclusion: By following these steps, you can effectively set up and manage your print pricing directly within ProSelect. This method provides a high degree of customization and integration with your existing workflow.

For additional reference material, consult the "Product & Pricing Manager - Prints" section in the ProSelect online manual, available under the "Help" menu by selecting "Open Online Help Guide." This guide is designed to complement the video tutorial, ensuring a comprehensive understanding and efficient setup of pricing for prints within ProSelect.