



PhotoLynx® Quixi®

Photographer User's Manual

Quixi® is a capture program that uses the QR code technology. You can use Quixi® with or without tethering a laptop to a camera, and is a hands free way of doing data entry. This is a great product for photographers who are just starting out or who have a small number of subjects they photograph.

PhotoLynx® Mission Statement

PhotoLynx®, Inc. strives to keep abreast of the latest hardware and software technology while continuing to support existing standards. PhotoLynx® places the highest value on supporting and serving our clients.

PhotoLynx® seeks to align itself with businesses providing hardware, software and services that will benefit our clients in the photographic industry.

Table of Contents

PHOTOLYNX[®] MISSION STATEMENT..... 0

GETTING STARTED 2

 SYSTEM REQUIREMENTS 2

 MINIMUM..... 2

 RECOMMENDED..... 2

INSTRUCTIONS FOR INSTALLING/ACTIVATING SOFTWARE 3

 TO INSTALL:..... 3

 TO ACTIVATE: 3

DESIGN YOUR QUIXI[®] CARD..... 4

 BUILDING PACKAGES IN QUIXI[®] 4

 TRANSFERRING BUBBLE VALUES TO OTHER QUIXI[®] STATIONS..... 4

CREATE QUIXI[®] CARDS..... 5

 IMPORTING DATA 5

 SAVING AND PRINTING QUIXI[®] CARDS 6

PHOTOGRAPHY TIPS FOR USING QUIXI[®] 6

 CAMERA TYPE, RESOLUTION AND DISTANCE TO CAMERA 7

 CARD DISTRIBUTION..... 7

 CASHIERING/ADDING PACKAGES..... 7

 PHOTOGRAPHY..... 8

 POST-PHOTOGRAPHY USE OF THE QUIXI[®] CARD..... 8

DESIGN AND PRINTING ID CARDS 9

 DESIGNING ID CARDS..... 9

 PRINTING ID CARDS..... 10

 FOLDER MONITOR 11

PROCESS QUIXI[®] IMAGES 11

Getting Started

A quality internet connection is required to activate your software. Before installation, your computer must meet the following requirements:

System Requirements

Minimum

- Intel Celeron or AMD Duron processor @ 1.5 GHz
- Microsoft Windows 7
- 1GB of RAM
- 4 GB of available hard-disk space
- Color monitor with 8 million (16-bit) or greater video card
- Monitor resolution of 1024×768 or greater
- CD-ROM drive

Recommended

- Intel Pentium 4 or AMD Athlon XP processor @ 3.0 + GHz; Duo or Quad core for faster rendering
- Microsoft Windows 7, Windows 8
- 32 or 64 bit
- 4-8 GB RAM
- 160 GB of available hard-disk space
- Color monitor with 16 million (32-bit) or greater video card w/64 MB of RAM
- Monitor resolution of 1024×768 or greater
- CD-R / CD-RW, DVD-R drive
- Fast Connection to the Internet (including e-mail)



Instructions for Installing/Activating Software

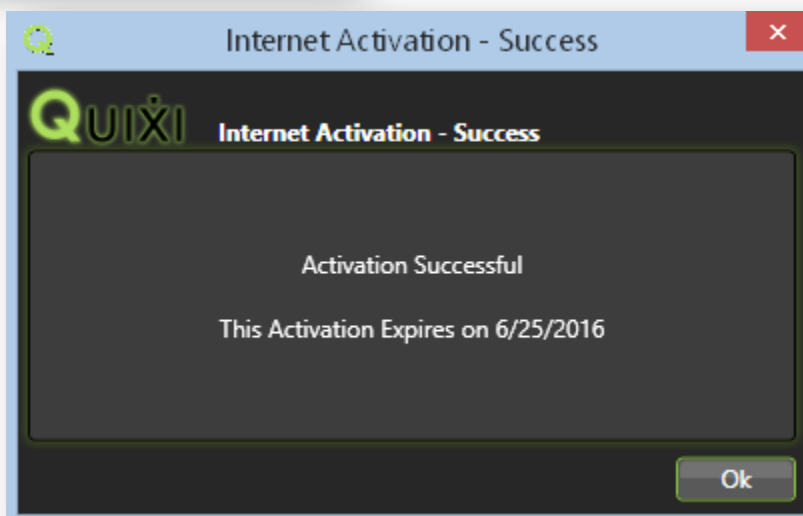
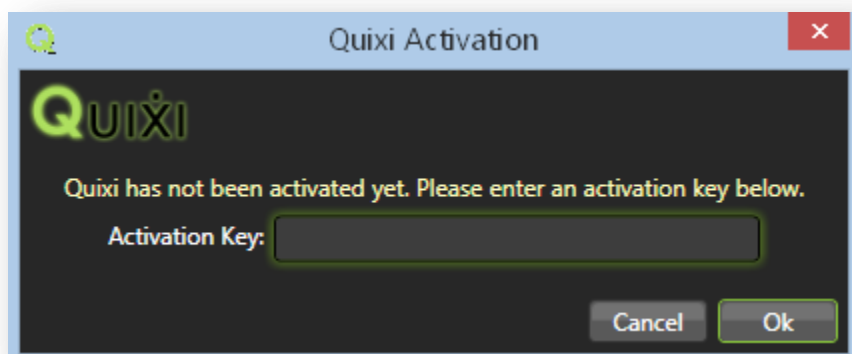
You should have received an email from either the PhotoLynx® Technical Support office or your lab with the installation link for Quixi® as well as your activation key.

To Install:

1. Click on the [link](#) sent to you by your lab and download the installer from the website.
2. Right-click on the installer and select *Run as Administrator*
3. Follow the install prompts
4. Once finished installing, right-click on your Quixi® icon on your desktop
5. Select *Properties*
6. Under your *Compatibility* tab, check off *Run this program as an administrator*
7. Click *Apply* then *OK*

To Activate:

1. Copy/Paste your Activation Key into the Activation window and press *OK*
2. You will get a notification telling you that Quixi® will activate over the internet, press *OK*
3. You will receive a notification that the Activation was successful and your expiration date
4. Once activated, Quixi® will download all files needed to work with your Lab



Design Your Quixi® Card

Your *Design Quixi Card* area will give you a display on how your card will print out once your data is loaded. You can see a preview of which data fields will display on a particular area of the card. The small numbered boxes listed below are your package information that has been defined in your *Bubble Values*.

Building Packages in Quixi®

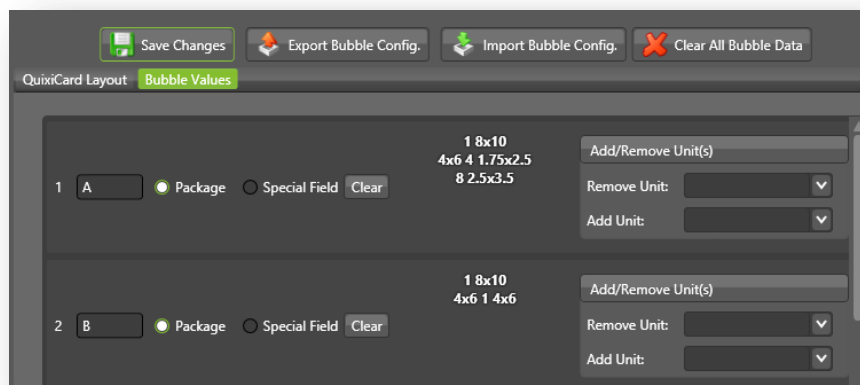
Quixi® is built to read pre-paid packages that are defined by filling in a bubble on the subject's card before photographing it. **Note:** Quixi® is only able to do a pre-paid package entry workflow. Adding packages after the photo session will have to be done outside of Quixi®. To define these bubble values:

1. In your *Design Quixi® Card* area, click on the *Bubble Values* tab
2. Click in the first box, and place a Map Number for your first item (**For Example: A**)
3. Define whether this item is a *Package* or a *Special Field* by checking off the corresponding option
4. If this is a *Package*, add units to your package by selecting the correct unit under the *Add Unit* drop down menu. Continue to do this until all the units for this package have been added
5. To remove a unit from this package, select that unit from the *Remove Unit* drop down menu
6. Continue steps 2-5 until all of your packages and special fields have been defined
7. Once finished, press the *Save Changes* button

Transferring Bubble Values to Other Quixi® Stations

If you are using multiple stations of Quixi®, there is no need to manually set up your packages on each machine. Instead, you can transfer your already built bubble values to the other stations. To do this:

1. On the machine you have created the bubble values, go to your *Design Quixi® Card* area and press *Export Bubble Config*
2. Save this file to an easy to remember location – like your desktop
3. Once saved, you can then move this file to a flash drive, server, email etc. to transfer to other stations
4. On your other station of Quixi® that does not have bubble values defined, save the exported *Bubble Config* to an easy to remember location – like your desktop
5. Go to your *Design Quixi® Card* area and press *Import Bubble Config*
6. Browse out for your *BubbleConfig.xml* file and press *Open*



Create Quixi® Cards

Before you go to your photography session, you first need to create Quixi® cards to photograph with your subjects. Your first step is to request data from the school. Quixi® can read tab delimited text files. If your school has sent the data to you in a different format, you will need to save it into the correct format before importing into Quixi®.

Importing Data

Once you have your tab delimited text file listing the subject's data, you are now ready to import this into Quixi® to create your cards. To do this:

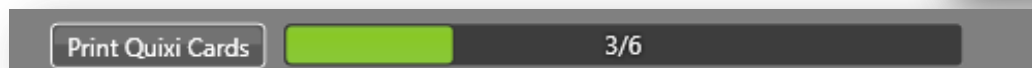
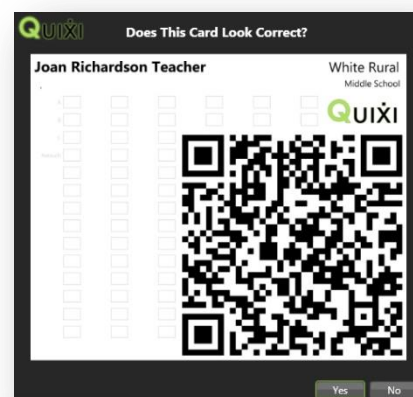
1. Press *Create Quixi® Cards*, then press *Import Subjects* (**Note:** if you already see data listed below, be sure to press *Clear All Subjects* first)
2. Press *Browse* to browse out to your .txt file and then press *Open*
3. Press the *Import* button to bring you to your mapping area
4. In your mapping area, the data you see listed to your left are the fields listed in your data file. The drop down menu to the right is where you will tell Quixi® what field to map this data into. Simply click the down arrow on the drop down menu and select the correct field name
5. Once all of your data is properly mapped in, press *Continue*
6. To manually add a subject to your data file, press the *Add New Subject* button, enter the correct information and press *Save*
7. A preview of your data will appear. If your data does not appear correct, press *Clear All Subjects* and make any necessary adjustments to your data file. You can then follow steps 1-5 to bring your data back in

QuixiID	FirstName	LastName	StudentID	Teacher	Grade	HomeRoom	DOB	Address
VHS22RF95XZ4	Ezequiel	Gutierrez	28571	McKeehan	4			
68EP3DDBT4GS	Evelyn	Jacobo Patino	28820	McKeehan	2			
LH1K3R43229J	Chelsey	Orihuela	28885	McKeehan	1			
2FTNVHGWLTVA	Alajjah	Smith	29069	McKeehan	3			
VD5THJXSBJLR	Christina	Thomas	29236	McKeehan	K			

Saving and Printing Quixi® Cards

Once you are done importing your data, you can save and/or print your cards by pressing the *Create Quixi® Cards* button at the top. Quixi® gives you the option to save your cards as an image or to send directly to your printer. By default, Quixi® will save your cards to *C:\Quixi\QuixiCards*. If you would like to change this location, press the *Browse* button and specify your new location. Once you have your *Save Location* set, you can now create your cards by:

1. Under *School Name* type in the name of your school. This will create a sub-folder in your *Save Location* folder named after the school in which to save your cards as well as display your school name on your card
2. Choose how to sort your cards by selecting your *Main Sort* and *Sub Sort* from the corresponding drop down list
For Example: *Grade and Teacher*
3. Specify your *Paper* size in *Width* and *Height*
For Example: *8.5x11*
4. Select how many cards you would like to print per page - 1, 2, 4, 6 or 8
Note: *It is recommended printing 4 or less per page*
5. To save your images as .jpg's, check *Print to File*. To send directly to your printer, leave this box unchecked
6. To print in *Stack Sort* order, check *Stack Sort*
7. Select whether to have your cards printed in *High Quality* or *Low Quality*
Note: *High Quality is recommended for smaller cards (6 or more per page)*
8. Choose whether to print your cards in *Color*, *Gray Scale* or *2-Tone*
9. Once all of your selections are made, press the *Print Quixi® Cards* button
10. A preview of your Quixi® card will appear. If everything looks correct, click *Yes*. Otherwise, click *No* to go back and make any necessary changes
11. You will see a progress window appear. If you have saved your cards as .jpg's, you can locate them in your *Save Location* folder in the subfolder named after your school. From here you can print your .jpg's as you see fit



Photography Tips for Using Quixi®

Because Quixi® needs to be able to read the QR codes properly in order to accurately assign the subject's data to their image, proper photography is essential. Here are some pointers to help ensure Quixi® can read your cards every time, and to make your photography session much easier!

Camera Type, Resolution and Distance to Camera

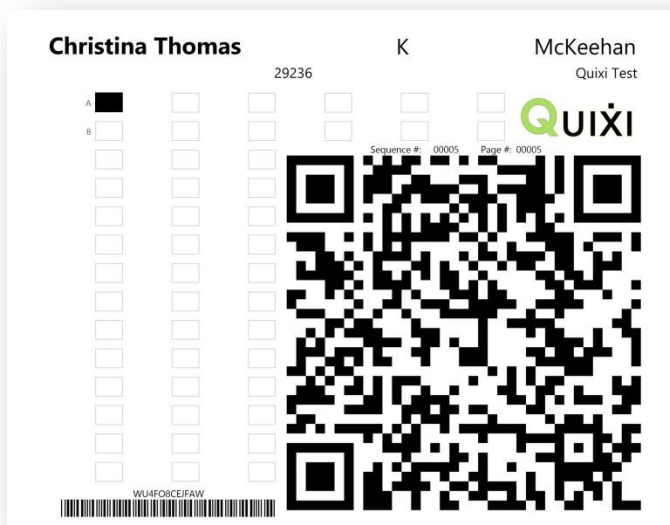
Quixi® supports all types of cameras and resolutions. The resolution needed for a successful scan will vary depending on the amount of data in the Quixi® card QR code and the distance to the subject. The recommended distance from the Quixi® card to the camera is about 6 feet for head and shoulder images.

Card Distribution

- **Hand out cards:** It is recommended to have your cards split into alpha groupings to help keep lines at a minimum. If your school will be having the student's come in a certain order, for example grade, you can [sort](#) your cards while printing to help this process.
- **Options for student's without a Quixi® card:** In the event that a student does not have a pre-printed Quixi® card:
 - **Send to Quixi® Card Printer:** Manually enter the subject's [data](#) into Quixi® and print a card for them on site
 - **Write-In Data:** Data entry for students without a pre-printed card can be completed post-photography. Write in the student's information on a blank Quixi® card size paper and photograph the student with the card. Then either you or your lab can filter for these *NO DATA* images in ImageMatch® and use the data entry screen to manually enter their information.

Cashiering/Adding Packages

If a student is pre-paying for a package on site, simply fill in the bubble for the appropriate package on their Quixi® card before going up to the photographer. Just like standardized tests, these bubbles need to be filled in completely in order for Quixi® to register them. If you bubbled a package on accident, writing an X over the bubble will tell Quixi® to ignore this information.



Photography

There are a few steps you can take to help ensure you get a good, accurate reading of your Quixi® card while at the photography session:

- **Angle the Quixi® Card Holder:** Avoid reflections on the Quixi® card by angling the card slightly from the main light
- **Avoid Interference:** Be sure there is nothing covering that QR code on your Quixi® card, such as student's fingers or shadows



Post-Photography Use of the Quixi® Card

As a result of photographing the student with the Quixi® Card, you have a permanent capture of the card tied to the individual student. This is the equivalent of scanning the camera card for electronic record purposes.

- The Quixi® Card can be given to the student as a receipt.
- The Quixi® Card can be retained and returned to the photographer's office.
- The Quixi® Card can be attached to the order envelope.

Note: *The Quixi® Card QR code is encrypted and cannot be read by cell phones or other scanning devices. This is a security measure.*

Design and Printing ID Cards

Quixi® has the capability to create basic ID cards for your students. You can print these cards either on-site at the school, or batch print them once back at the studio. You can print one ID card at a time, or do 8-up cards as well.

Designing ID Cards

Begin designing your ID card by pressing the *Design ID Cards* button on the left hand side of your screen. You can then set up your card by:

1. Enter the *Width* and *Height* of your card. These units are specified in inches
Note: See your ID card packaging for dimensions
2. Type in your *Static Text* you wish to see on your card. You have three different static text fields you can enter in. You can then select the *Size* of the font from the corresponding drop down and select the *Color* of your font by clicking the colored box and selecting your color
3. Choose the font size for your *ID Barcode*, *First Name*, *Last Name*, *Student ID*, *Grade* and *Custom 8* field
4. Specify your *Background Color*
5. Specify the *Subject Image Height*
6. You can add a *School Logo* by pressing *Add* and browsing out for your logo
7. To bring in a background image, press the *Add* button next to *Background Img* to browse out for a background
8. You can move the information around on your card by simply clicking on it and dragging it to a different location
9. Once you have everything set up the way you want, press the *Save Changes* button

The screenshot displays the Quixi ID card design interface. At the top, it shows dimensions: Width: 3.7 and Height: 2.4 (in Inches). Below this are three static text fields: Static Text 1 (Danville High School, font size 18, blue color), Static Text 2 (2016 - 2017, font size 12, white color), and Static Text 3 (Danville Bulldogs, font size 12, white color). There are also fields for ID Barcode (33), Student ID (18), First Name (12), Grade (18), Last Name (12), and Custom 8 (12). The Background Color is set to blue, and the Subject Image Height is 110. The School Logo is set to Transparent.png, and the Background Image is set to Background_Blue_Green_Gradient_H.png. A Save Changes button is located below the configuration options. At the bottom, a preview of the resulting ID card is shown, featuring a student photo, the school name (Danville High School), the year (2016 - 2017), the Custom 8 field (8), and the student's name (First Last: 1234567890) and school name (Danville Bulldogs) with a barcode.

Printing ID Cards

To automatically have your portraits on your ID card be rotated to portrait, be sure to check *Force Portrait Rotation* on the left hand side of your screen. Likewise, if you would like an 8 up sheet of cards, rather than one ID card printed at a time, be sure to check *Do 8-up ID Cards*. Before you start printing, you must first save all of your images to the following folder: *C:\Quixi\HotFolder*. **Note:** *In order for Quixi® to process the proper Student Data on the ID card, the image needs to contain both the student and the Quixi® card. It is also highly recommended to have the correct [Bubble Config](#) loaded.* Once in this folder, you can set up your Quixi® to print ID cards by:

1. Press the *Quixi® Images* button on the left hand side of your screen
2. Under the *Quixi® Images* button, slide the slider for *Auto ID Card Printing* from the red *Off* position to the green *On* position and select your ID card printer
Note: *If Quixi® Is unable to read the QR code of the subject, you will get a notification saying subject data not found*
3. You will get a preview of your card. If this looks correct, press the *Yes* button to send straight to your printer. Otherwise, press *No* to make any necessary changes (including cropping of your images!)
4. If you pressed *No* on your preview, you can now make any necessary changes to your ID card. To re-design your card, press the [Design ID Card](#) button and follow the steps listed on the previous page
5. To set a crop on your cards, select your *Ratio Setting* on the top right hand corner of your screen. Using the display, resize the crop box by clicking and dragging the corners until the place of your image you wish to have displayed his highlighted. **Note:** *You can also use the scroll wheel on your mouse to resize this box.* Once set, press the *Save Crop* button
6. To resume auto printing, slide the slider for *Auto ID Card Printing* from the red *Off* position to the green *On* position and select your ID card printer
7. You will get a preview of your card. If this looks correct, press the *Yes* button to send straight to your printer.
Note: *Be sure to turn “Auto ID Card Printing” off once complete*
8. To print one card at a time, select which subject you would like to print in the data file listed below the cropped image and press the *Print ID Card* button
Note: *“Printing” will move your rendered ID card .jpg’s to your print queue folder where you can manually select them to print. This folder is located in the following folder:
C:\Quixi\IDCardQueue*
9. If you have the wrong images loaded in your hotfolder, press the *Clear All Subjects* to start steps 1-6 again

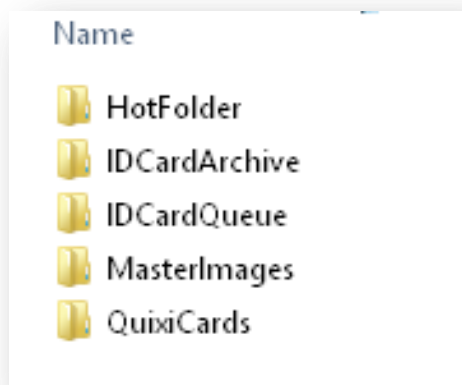
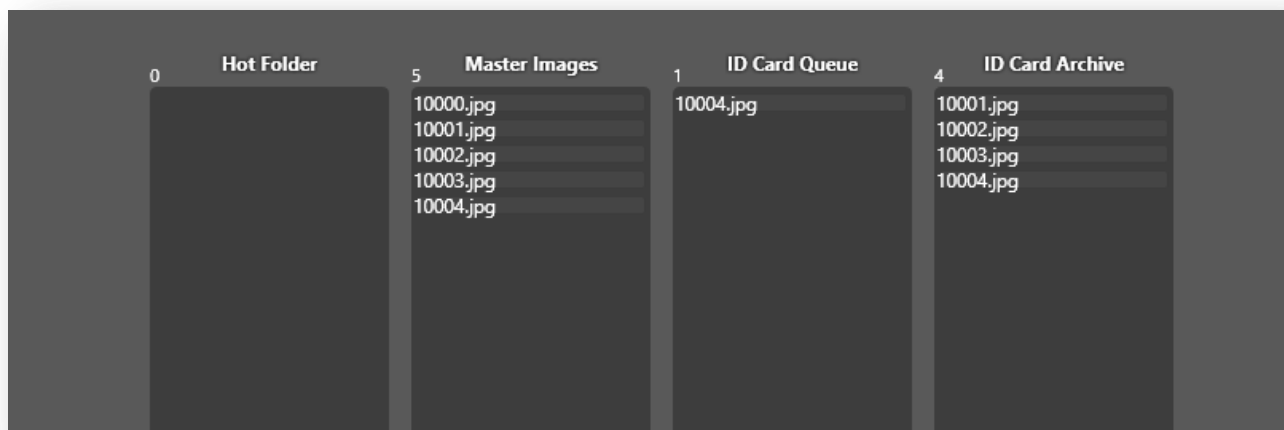


Folder Monitor

To monitor the process of your ID cards being printed, you can select *Folder Monitor* on the bottom right hand corner of your screen. Here you will see four different folders in which Quixi® is processing your ID cards. These folders are:

1. **Hot Folder** – These are the images that are waiting to be processed into ID cards
2. **Master Images** – Once your images have been cropped and placed on an ID card, your original image will be moved from the Hot Folder to the Master Images folder. These are uncropped images, along with the subject’s data file, [bubble config](#) and .prm.
Note: You can use this folder to send to your lab once your ID cards have finished rendering
3. **ID Card Queue** – These are the rendered .jpg’s of your ID cards that are waiting to be manually sent to your printer
4. **ID Card Archive** – These are the archived .jpg’s of your ID cards that were automatically sent to your printer

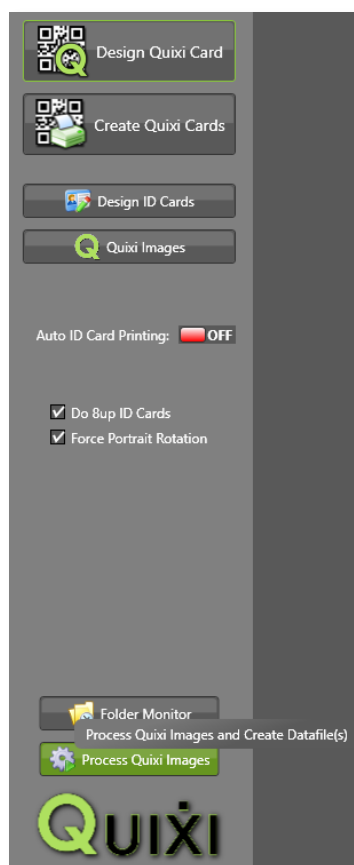
Note: This is where you can go to reprint any of your subject’s ID cards



Process Quixi® Images

Once you are done photographing your student's with their Quixi® cards, you are now ready to process your images to get your data file noting the subject's data with the corresponding image. To process this:

1. Load in your correct Bubble Config into Quixi® by going to *Design Quixi® Card* and *Importing* the correct one
Note: *You only have to worry about this if you have more than one package configuration*
2. If you are planning on making *ID cards* for your subjects, place your .jpg's in the *Hotfolder* to begin processing
3. If you are not making ID cards, place your .jpg's into a single folder somewhere on your computer that is easy for you to remember **For Example:** *your desktop*
4. *Export* your current Bubble Config into your folder of images
5. On the bottom left hand corner of your screen, press *Process Quixi®*



Images

6. Press the *Browse* button to select your folder of images
7. You can ignore the first check box that states *Enable Bubble Debug Mode*
8. If not all of your images have a Quixi® Card in them, place a check mark in the *Sequential Images with single Quixi® Card* box
 - a. If not every image has a Quixi card, you can choose to have Quixi Exclude the Quixi Card only images in your data file by checking *Exclude images with Quixi Cards*
9. Press the *Generate Quixi Data File* button
Note: *Be sure to only press this button ONCE*
10. You will see a progress bar showing the status. Once complete you will see a DataFile.txt, a QuixiJob.prm file and your BubbleConfig.xml inside of your folder of images
11. Open your *DataFile.txt* file to ensure Quixi® read all of your images properly. If not, follow steps 5-10 again
Note: *As long as you have the same BubbleConfig.xml file in your folder of images, you will not be charged twice for reading the same QR code. You will only be charged for any new QR codes that were not previously read*
12. Zip your folder that contains your images, data file, bubble config and .prm and send to your lab for processing

