PhotoLynx® ImageMatch© User's Manual

PhotoLynx® ImageMatch© is designed for professional color labs requiring an automated system for aligning student data to digital image files in preparation for production of digital services. This User Manual is intended for labs and studios producing digital services for schools, events and leagues, and assumes a basic familiarity with terms and techniques used in the production of digital services.

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.

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Getting Started

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 (for Green Screen V.2, a MIN of 2GB is needed)
- 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 recommended for Green Screen V.2
- 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)

PhotoLynx® ImageMatch©

Instructions for Installing/Activating ImageMatch© Software

You should have received an email from either the PhotoLynx® Technical Support office or your lab with the base install of ImageMatch©, as well as 2 upgrade links.

To Install:

1. Download all three downloaders that were emailed to you
2. Run each installer in order they were sent to you, making sure to right click on the installer and choose *Run as Administrator*
3. Follow the install prompts
4. Once finished installing all three links, right-click on your ImageMatch© 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:

To activate your ImageMatch© software, we first need to receive a serialization file from you. Once received, we will email back an activation file to load into the software. To do this:

How to Submit Serialization Files:

1. Run ImageMatch©
2. If an *Activation* menu doesn't automatically pop up, go to the *Help>About* menu and click on the *Activation* button
3. Completely fill out the customer information
4. Select: *File menu>Create Serialization File*
5. Save the serialization file on your computer in an easily remembered place (*For Example: your desktop)*
6. Attach the serialization file to an email and send to: Activation@PhotoLynx.com
   Note: Please include your name and business as part of your email

How to Load an Activation File:

1. You will receive a .cyp file from the PhotoLynx® activation clerk. Save this file on your computer in an easily remembered place (*For Example: your desktop)*
2. If an *Activation* menu doesn't automatically pop up, go to the *Help>About* menu and click on the *Activation* button
3. Select: *File>Load Activation File*
4. Browse out for the .cyp file you have saved to your computer
5. Exit software and then run again to confirm the activation

PhotoLynx® ImageMatch©
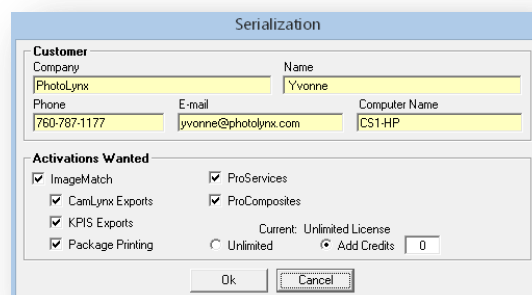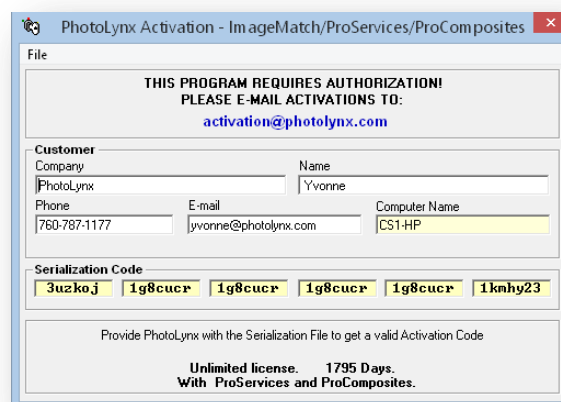
Setting Preferences

Once ImageMatch© is installed, you will want to set your preferences on your machine.

Quick Setup

1. Go to *File>Preferences*
2. Click on your *ImageMatch©* tab
   a. Under *Image Loading* leave *Standard file Loading* selected
   b. Under *Green Screen,* select *Green Screen V2*
   c. Make sure you have a check mark next to *Allow Multiple Users to Access Jobs* and *Duplicate Image on "Copy Image"*
3. Click on your *Image Editor* tab (***Note:*** *Only use this tab if you wish to set up an outside editor*)
   a. Double click the white box to browse out and select an image editor executable file (***For Example:*** *Photoshop.exe*)
4. Click on your *Key Fields* tab
   a. Select how many key fields you would like to see listed under each image on your main screen in ImageMatch© (4, 6 or 8)
   b. Select which field you would like to see on each line
5. Click on your *Packages* tab (***Note:*** *Only use this tab if you plan on printing packages*)
   a. If you have a .prm file already created, press the three dots […] next to *Prm* to browse out and load in your .prm file
   b. To set up a new .prm file, press the *Config* button
   c. If you have a .pud file already created, press the three dots […] next to *Pud* to brose out and load in your .pud file
   d. To set up a new .pud file, press the *Config* button
   e. Under *Special Fields*, select which field will list your *Packages*. You can also select which field is your *Job Identifier* and your *Package Entry Date* – these are optional.
   f. Set up your *RipLynx!©* settings (see your RipLynx!© manual, or contact your PhotoLynx® tech support team for more information)
   g. If you are using a St. Charles Packager, check off *Include St. Charles Packager Data* and press the *Packager Settings* button to configure
   h. To automatically send your *PUD* to RipLynx!©, check off *Send this PUD to RipLynx!© in Jobs*
   i. To rename your images as they are being sent to RipLynx!©, check *Use Imagename Format String* and press the *Edit Format* button to choose which fields you wish to rename with
6. Click on *Default Folders* to change your default folders the program will reference

PhotoLynx® ImageMatch©

Preferences – Default Folders

There are eight different default folders that are defined in ImagMatch©. These folders are:

1. Default Images
2. Default Student Data
3. Jobs
4. Default CD Export
5. Default Programs
6. Default Reference Image
7. Default Backup
8. PT Burner Hot Folder

Note: Supported CD Burner Printers are Rimage and Primera

To modify one of the default folders, double click on the current folder path and browse out for the folder you wish to change it to. Default folders can be either local or network folders.

Preferences – Packages Mapping

The *Packages* tab in *Preferences* is for defining package information in the student fields in order to generate packages from the digital images in *ImageMatch©*. Click here to see instructions on how to set up your units, and here to see instructions on how to set up your packages.

Some Special Fields inside of the Preferences area to consider are:

- *Packages Field* – This is where you tell RipLynx!© to locate the package information to print
- *Job Identifier* – This is where you indicate the type of job you are working on
- *Package Entry Date* – The field selected here will document the date in which you added package information for each subject

Some RipLynx!© Settings inside of the Preferences area to consider are:

- *Include St Charles Packager Data* – Use this feature if you are using this packaging hardware
- *Send this PUD to RipLynx!© in Jobs* – Use this feature to automatically send the PUD you are using inside of ImageMatch® to RipLynx!©

PhotoLynx® ImageMatch©
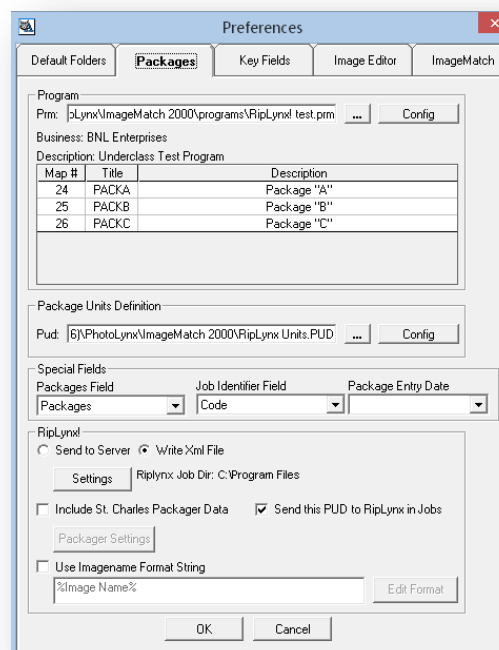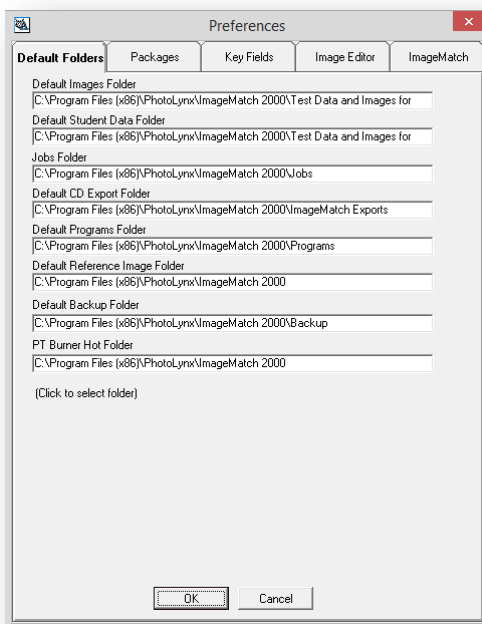
Preferences – Key Fields

The fields displayed beneath each image on the main screen are called *Key Fields*. Any field imported can be displayed as a key field. In your *Preferences*, you have the choice of choosing between 4 to 8 key fields to be displayed and what fields to pull from.

Preferences – Image Editor (Retouching)

ImageMatch© has the ability to use most image editing programs for retouching images. The *Image Editor* tab in *Preferences* contains a single *Image Editing Application* prompt. Click in the white area to browse your computer for the image editing applicate to use for retouching (***For Example: Photoshop.exe***).

Preferences – ImageMatch© Tab

Under this tab you have the ability to reset your *Don't Show Again* preferences, choose your image loading preferences (standard file loading is recommended), choose which version of green screen to use (Green Screen V2 is the most up to date, and the one we recommend using), have your exported images optimized for *Speed* or *Quality*, and where you can select to have your images duplicated on *Copy Image*.
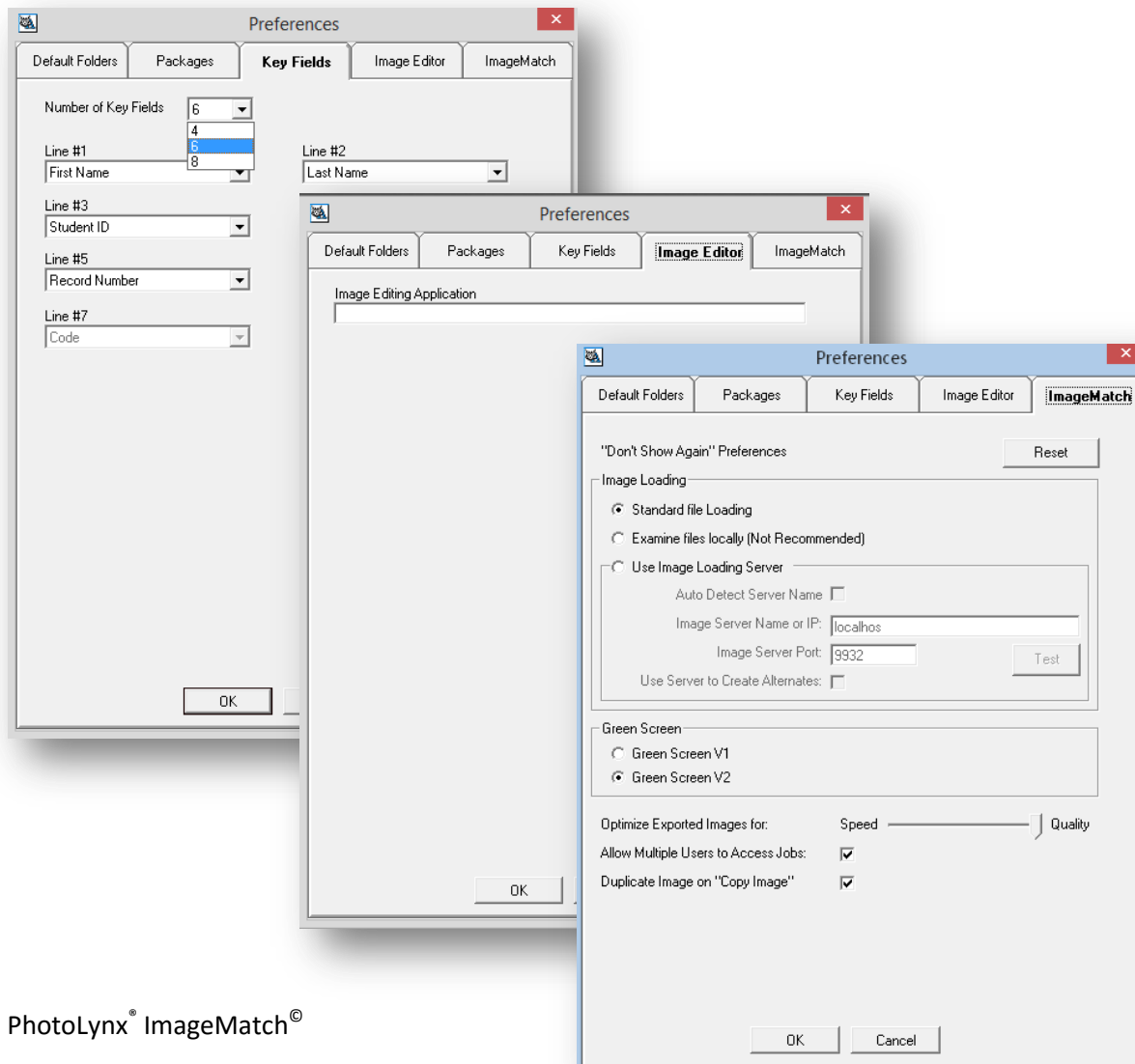
ImageMatch© Main Screen

You will notice a few key components on the main screen of ImageMatch©. These components are the *Image Display*, the *Student Key Fields*, the *Matched Counter*, the *Toolbar*, the *Navigation Buttons* and the *Image Directory List*.

Image Display

Student image files display across the middle of the screen starting with the first image from the first image directory through the last image in the last image directory. Images are sorted by their image file names. The unique image counter starts on 0001 for the first image of the first image directory and increments sequentially through the last image in the last image directory. Once images and student images and data are loaded, a unique image counter and the name of each file will be displayed above each image.

Student Key Fields

Displayed beneath the images are fields from the student data file. These fields can contain information from any four to eight fields from the data file (this is set up in your *Key Fields* tab under preferences).

Christina	Chelsey	Evelyn	Alaijah
Thomas	Orihuela	Jacobo Patino	Smith
29236	28885	28820	29069
00	00	00	00
1337	1224	1148	1275
24-1			25-1

This example displays the first name, last name, student ID number, grade, record number and packages fields.

The Matched Counter

Directly beneath the navigation buttons is the *Matched Counter*, which indicates how many data records and image files are in ImageMatch©. When the numbers in both positions are equal, all images are considered "matched" to student data records. **Note:** *The Export menu will not activate until both values in the matched counter are equal! ImageMatch© will not let images be exported until ever student data record is matched to an image.*

The Toolbar

The rectangular blue button beneath each student's data fields is called the *Toolbar*. Clicking on a student's toolbar activates the data manipulation tools for aligning student data to images.

- *Shift* – adds a blank student record and increments the matched counter and sifts all students to the right by one position
- *Delete* – removes subject #1 data record, decrements the matched counter and shifts subject #2 and all other students after one position to the left
- *Insert* – inserts a new student data record and prompts for data entry, which shifts subject #1 to the right and increments the matched counter
- *Modify* – allows changes to be made to the subjects data
- *Copy Record* – duplicates the current student's data and shifts all records to the right one position and increments the matched counter
- *Copy Image* – duplicates the current student's image and shifts all images to the right by one position incrementing the matched counter. You will see a green boxsurround the two images. **Note:** *Set up ImageMatch© to create an actual duplicate of the image under File>Preferences>ImageMatch©*
- *Move* – is used to reposition the current student record or move a range of student records to a new location. To use move, click on the toolbar beneath the student to be moved and then select *Move*. Then select either *Individual* or *Group* for the move. Next, click on the toolbar underneath a different student where the first student will be moved. During move, the toolbar beneath the student being moved changes to orange to indicate that there is a "move in progress".
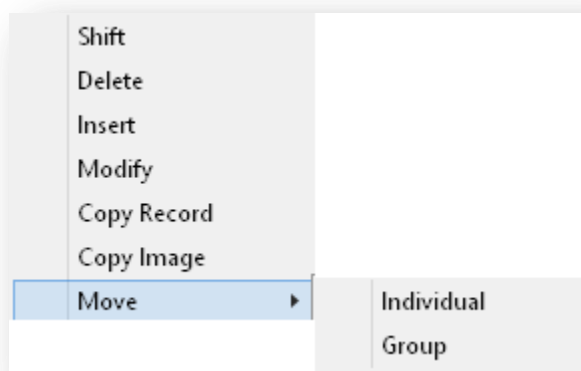
Navigation Buttons

The navigation buttons located beneath the images are for scrolling through subjects. In the middle of the navigation button is the *Find Student* button. This button locates students using any student data. This feature supports searches using multiple fields.
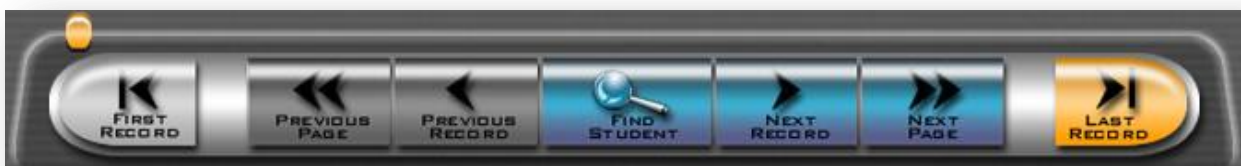
> *The asterisk '*' is a "wild card" and denotes "any characters".*
> *A search string of 'JO*' will find JONES, JOHNSON, JOLLY and any other names starting with the letters 'JO'.*
> *A search string of '*Jr." will find all names ending with 'Jr.'.*

The Image Directory List

A list of all the folders of images used in a single job can be found in the *Image Directory List*. There can be any number of image directories for one job. A single image directory represents a folder of images. The image directory containing the left-most student on the screen is highlighted on the *Image Directory List*. Double-clicking on an image directory jumps to the first image in that directory.

Adding/Editing Package Units Definitions (.pud)

Before you can start building packages, you first need to have all the units that you are able to print specified inside of ImageMatch©. If you are working directly with a lab, you will want to ask them to send this file to you to use. To build your own units:

1. Start ImageMatch©
   a. Press *File>Preferences>Packages* tab
   b. Your units will be listed towards the middle of the screen under *Package Units Definition*, also referred to as a *PUD*
   c. If this is not the correct .pud file, click the button with the three dots […] and browse out to select the correct .pud file
   d. Once the correct .pud file is loaded, press the *Config* button. This will bring up the *Units Configuration* screen

2. Adding a Unit
   a. Click *Add*
   b. Under the *Unit Type* dropdown, select whether this is a package or a service ***Note:*** *A service will be something you have created in ProServices©*
   c. Enter in a *Description* (***For Example:*** *2 5x7)*
   d. Enter in a *Short Description* (optional)
   e. Enter a *Map #* for the unit. This two-digit, alpha-numeric identifier is used to uniquely identify the unit in the program (***For Example:*** *AN)*
   f. Enter in the *Width* and *Height* of your paper your unit will print to (***For Example:*** *8x10)*

   g. You should see a default small unit already listed, titled *R:01 C:01 Size 1x1*. To edit this unit, you need to specify the *Rows, Columns, Width, Height* and *Rotation* in the *Sub-Unit Layout* section
   For Example: *For a 2-5x7 unit, there will be 2 Rows, 1 Column, 7 Width, 5 Height and Rotate to 90. This will accurately fit 2 5x7 images on one 8x10 sheet of paper*
   h. Repeat the top steps until all of your units are created
   i. Go to *File>Save Unit Definitions* once complete

Your units are now saved to your PUD and are available for you to add to your *Package Program (.prm)*.
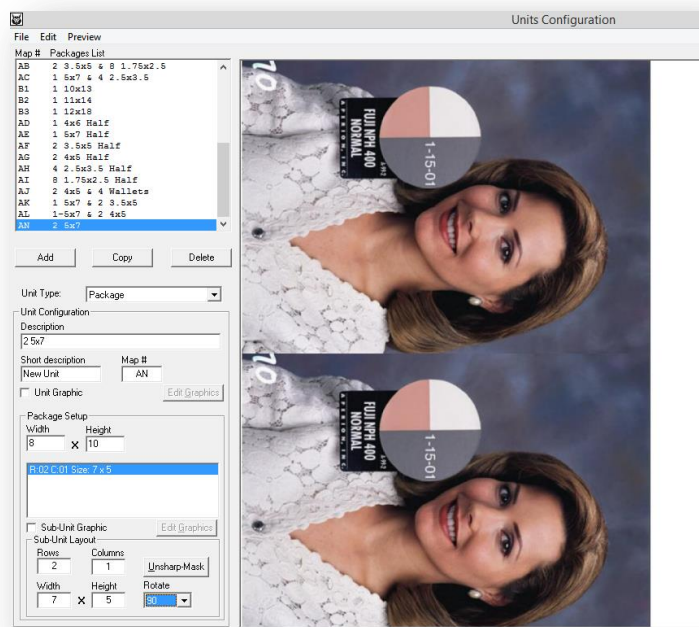
Adding/Editing Package Information (.prm)

1. Start ImageMatch©
    a. Press *File>Preferences>Packages* tab
    b. Your packages will be listed towards the top of the screen under *Program*, also referred to as a *PRM*
    c. If this is not the correct .prm file, click the button with the three dots […] and browse out to select the correct .prm file
    d. Once the correct .prm file is loaded, press the *Config* button. This will bring up the *Configure Package Program* screen
2. Adding Program Details
    a. Type in the *Business Name*
    b. Type in a *Description* for the program (*For Example: Underclass Spring*)
    c. Enter a *Tax Rate* (optional)
    d. Check the box next to *Tax Included* to include taxes for reports (optional)
3. Adding a Package to the Program
    a. Click *Add*
    b. Type a *Description* for the package (*For Example: Package A*)
    c. Enter a *Title* for the package (optional)
    d. Enter a *Map#* for the package. This two-digit, alpha-numeric identifier is used to uniquely identify the package in the program (*For Example: A*)
       Note: Do not use symbols, only numbers or letters
    e. Enter a *Price* for the package that the students will pay
    f. Enter the approximate *Cost* for the package
    g. Check the box next to *Taxed* to indicate if this is a taxed item
4. Adding Unit(s) to the Package
    a. Click *Add Unit*
    b. Select your desired unit. The layout window displays a preview of the unit
       Note: If the unit you desire is not in the list, it has not been set up in your .pud file.
    c. Click *OK* to accept the unit
    d. To increase the quantity of the unit, left-click the selected *Unit Qty* (the *Qty* column will display the increase)
    e. To decrease the quantity of the unit, right-click on the selected *Unit Qty* (the *Qty* column will display the decrease)
    f. Repeat these steps until all of your package contents are listed
    g. Click *Save* to save the new program

PhotoLynx® ImageMatch©
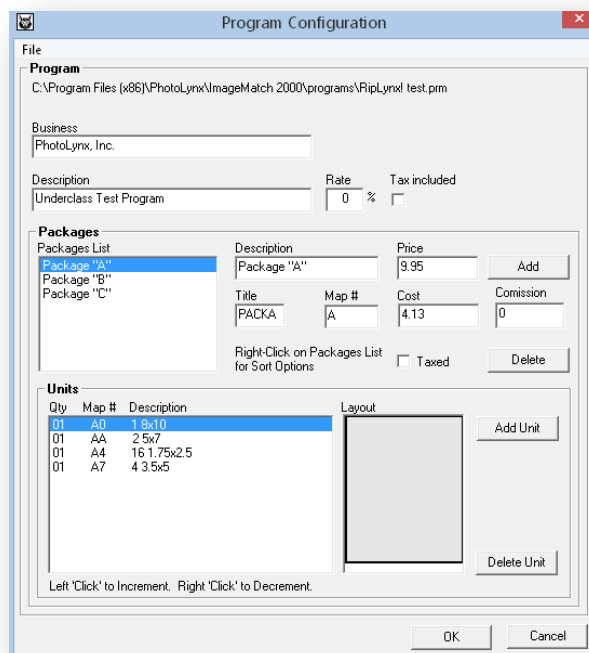
Restoring Jobs

When a saved job is restored, the student data is loaded and the image directories are located. If the image directories are not found (having been deleted or moved) then the student data will load without the images. To restore the images, browse out to where the folder may have been moved to, or reimport your images from your camera.

To restore a previously saved job, click on the *Restore Job* option under *File>Restore Job*. The *Restore Job* option prompts the user to select a previously saved job. When a job is restored the images, image adjustments and student data are loaded in the exact order they were in when the job was saved.
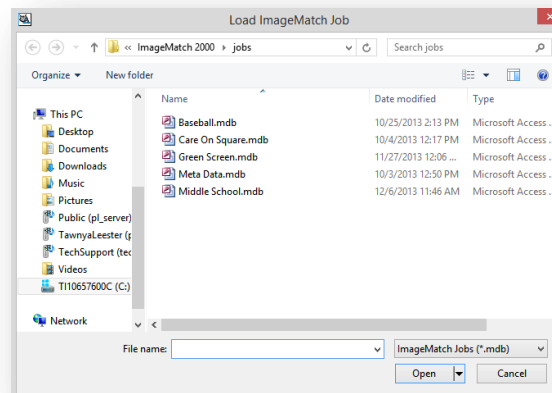
Saving Jobs

Save Job automatically opens the default subdirectory to which saved jobs are written, however you can save them wherever is easiest for you to remember. All saved jobs will be written in an .mdb file. You will have the option to name your saved job whatever you please.

Importing Data and Images

Every job starts by importing data. We suggest using either .xls or .csv files. To get started, open ImageMatch© and go to *File>Import Data*. This will prompt you to browse out and select your data file you wish to import. Once selected, your *Import Wizard* will appear.

Import Wizard – Step 1

Once your *Import Wizard* opens, you will see that you are on step 1 of 4.

1. If your data file has a *header*, change the word *False* to *True*
2. For the *Start Line*, make sure this number matches the line that either your header is on (if you have one) or is the line where the data first starts (without a header). You can see this in the bottom half of the window where you can preview your data
3. Select what kind of *Text Format* your file is using. You will easily be able to see what your file is by looking at the data below. If you see commas separating your fields, use *Comma Delimited*. If you see small rectangles between your fields, or if all your data runs together, select *Tab Delimited*
4. Press *Next*

Import Wizard – Step 2

You will notice that your *Import Wizard* will now display Step 3 of 4. Don't panic! Step 2 was a process automatically completed for you by ImageMatch©. You will now be instructed to *Map* your columns in step 3. Each column has a drop down menu at the top. Click the down arrow and scroll through the field selections to find the field you wish to map that column of data to be populated into. If a column says *No Mapping*, then that data will <u>not</u> be imported. Make sure all of your columns of data that you want imported are mapped to a single field.

> *Be sure your Image Name is accurately mapped on both your Subjects tab as well as your Images tab if bringing in aligned images and data, like from Flow® or Quixi® jobs.*
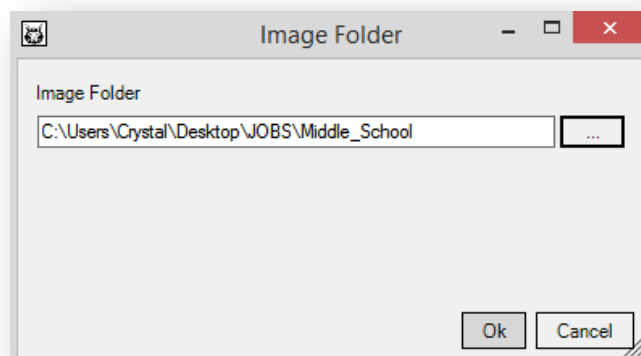
Import Wizard – Selecting Images

If you already have matched images and data that you are importing, such as a Flow® or Quixi® job, you will want to import your images along with your data.

1. Towards the bottom right of your Step 3 of 4 screen on your *Import Wizard*, press the button labeled *Images Folder*
2. Press the […] button to browse out for your folder of images
   Note: All of your images need to be in one folder
3. Press the *OK* button
4. Click *Next* when back into your *Import Wizard*

On the final step of your *Import Wizard* (Step 4 of 4), you will not need to select ANY fields on this window. Just click *Finish* in the lower right hand corner to bring your data and images into ImageMatch©.

> *TIP: If you plan to use the same settings again, on Step 4 of 4 you can click Save Settings. Then when you go to import a new job, click Load Settings on Step 2 of 4*

Creating Blank Records & Images

If you do not have a matched job, and you wish to create a job in ImageMatch© you are going to want to create *Blank Records* after importing your data. This allows you to have blank camera cards or labels with a barcode to add in any students that may not be on the student data list provided by the school.
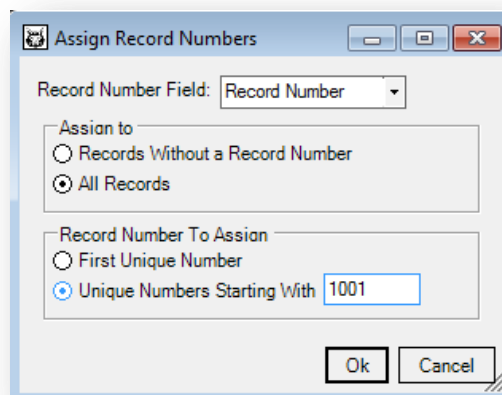
1. Go to *Data>Create Blank Records* – this will bring up a screen that will ask you to enter the number of blank records you think you may need
2. After creating your blank records, you will want to add placeholder "blank images" to your job. This way, you will have a matched job (the same number of images and data) so your job can be saved. Go to *Data>Insert Blank Images*
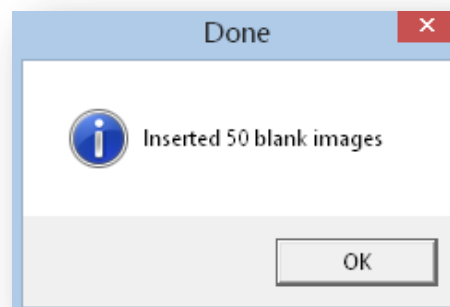
Assigning Record Numbers

Once you have created your blank records you will want to assign *Record Numbers*. These numbers create the barcodes for your camera cards or labels and are a unique identifier for each student.

1. Go to *Data>Assign Record Numbers* – This will bring up the *Assign Record Numbers* window
2. You are going to want to choose your record number field, typically this is Record Number
3. Under *Assign To* select *All Records*. This option will sequence record numbers to all records in your job
   Note: *Selecting Records Without a Record Number is used when you have already assigned record numbers previously and you have since added new records. This way you will not overwrite any existing record numbers*
4. Under *Record Number to Assign* select *Unique Number Starting With* and type in a four digit number. This will ensure you will have a long enough barcode for your scanner to read
   Note: *Selecting First Unique Number will start numbering your record numbers with the number "1"*
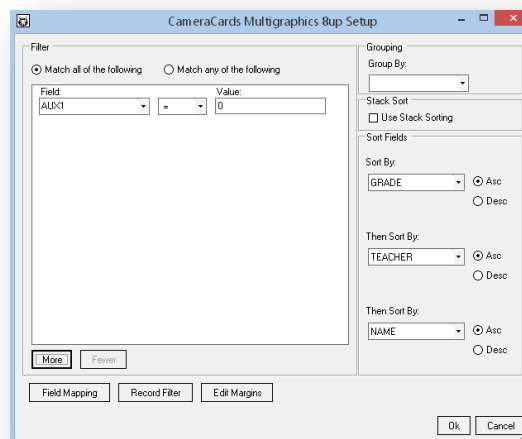
Reports

ImageMatch© offers several report options. Some reports included are camera cards, address labels, subject listings and financial reports. You can access these under the *Reports* menu.

Report Setup

The *Filter* allows for narrowing the report to a specific grade, teacher or other group. Additional filters are added by clicking *More*. The *Field Mapping* button allows you to select which fields contain the data for the report. The *Sort* allows for sorting by multiple fields, such as grade, teacher and name. Click *OK* to view the report.

Printing or Exporting

You can visually check a report on your screen before printing. Click the *Print* button to select a Windows printer, or to export to HTML, PDF or XLS with the *Export* button.

Create Camera Cards

One of the main reports you will use in ImageMatch© is to create camera cards. To do this:

1. Go to the *Report* menu and select the appropriate camera card or label setup
2. Once in the *Report Setup* window, you have an option to filter on specific criteria to bring up a specific group of individuals
3. On the right hand side you have the option to sort your cards by up to three different database fields
4. Once you have your sort selected, press *OK* and it will take you into the preview of the camera cards or labels. The first couple of sheets may be blank with only a barcode, these are the blank records you have previously created
5. You can print or export your camera cards or labels in the upper left hand corner of your preview screen

PhotoLynx® ImageMatch©
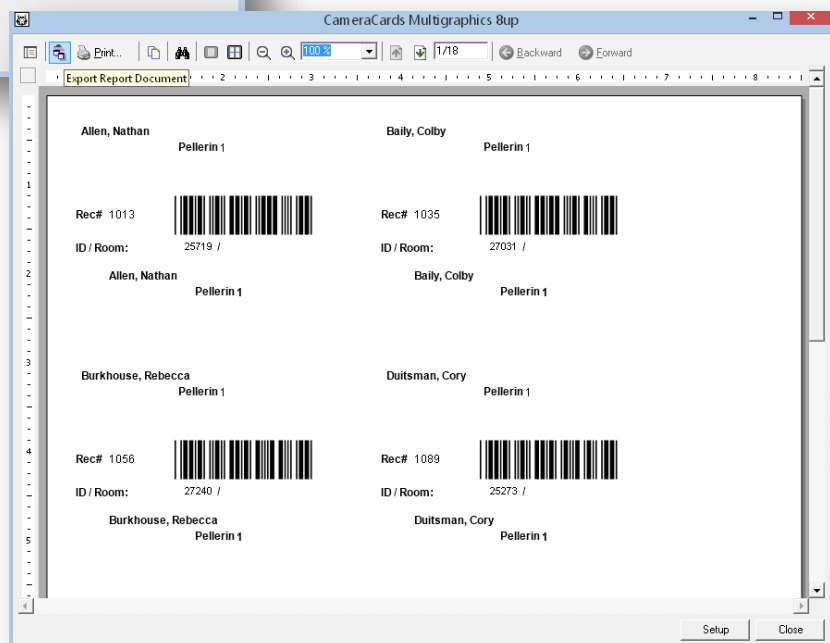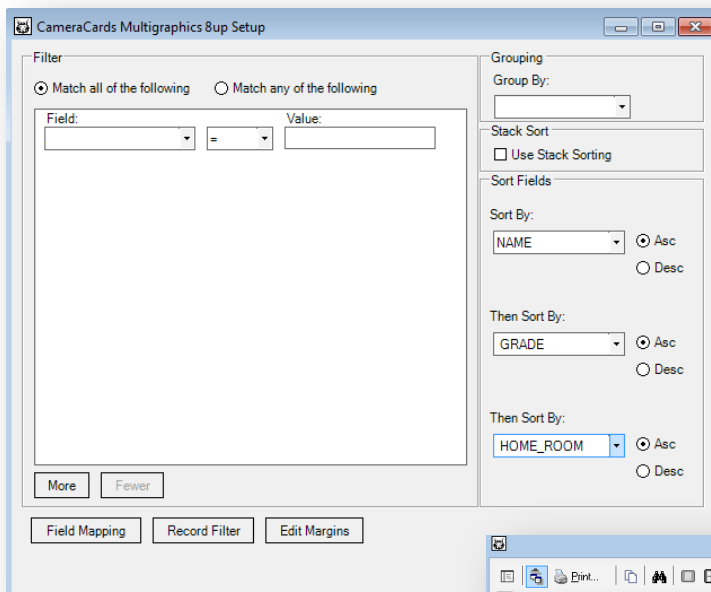
Sequencing Records using Data Entry

You have the ability to match images and data inside of ImageMatch© using the Data Entry screen. Once you have set up your data and camera cards, save your blank Job. You will then want to start sequencing records. To do this:

Step 1: Select Your Image Directories

1. Open ImageMatch© - **do not restore a job**
2. Click on *File>Select Image Directories*
3. Click *Add*
4. Browse to your images folder and click *OK*
5. If you have multiple image folders, click *Add* again until all of your folders are selected
6. Click *OK* to exit and load your images
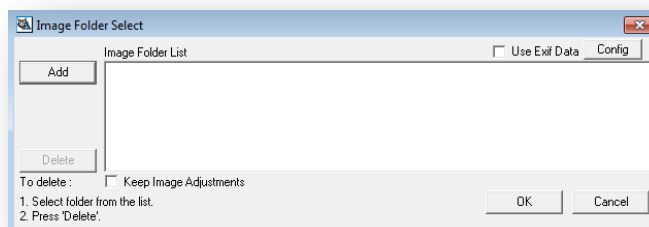
Step 2: Data Entry

1. Go to *Data>Data Entry* (or press *F5*)
2. The first time you enter the *Data Entry* screen a window will appear that lists the fields in ImageMatch©. Just click *OK* to get past this window
3. Once your *Data Entry* screen is up, you can choose if to have your packages window appear automatically if you are doing package entry. To do this, go to *Options>Enable Auto Package Entry*
4. In the *Data Entry* screen, the first *Primary Field* should be *Record Number*. The first image in the job will be displayed in the upper right hand corner
5. Scan your first barcode into the *Record Number Field* then press *F5* (or click *Add*). This will add a new record to scan a barcode into and bring up your next image. Continue these steps until all your images have a record number added
6. Once every image has a record number assigned, you are ready to merge your original data. Click *Exit* to return to your main ImageMatch© screen
7. You will see all of your images listed with a record number under them

PhotoLynx® ImageMatch©
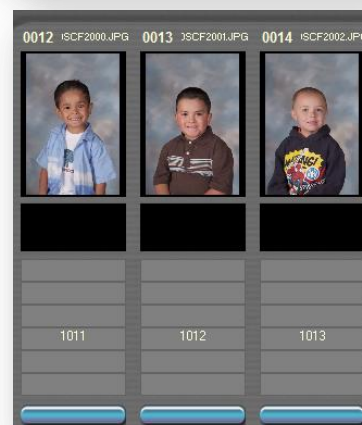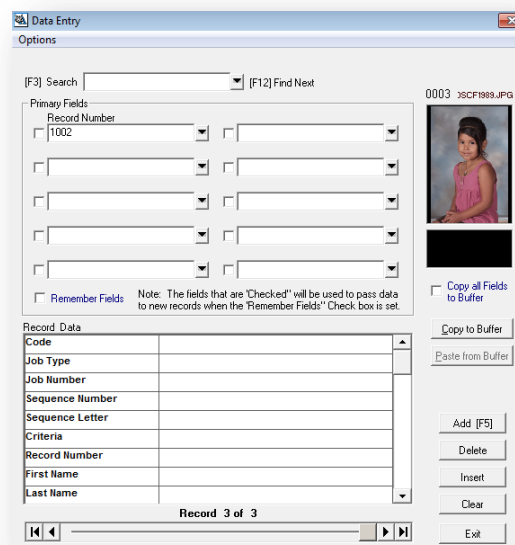
Step 3: Merging Data

1. Click *File>Import Data*
2. Browse to your saved data file that you created with blank records (.mdb file). Select it and click *Open*
3. Select the *Students* table and click *Next*. If you do not have a Students table, select the *PersonnelData* table
4. Check that all of your fields are accurately mapped and click *Next*
5. On your Import Wizard Step 4 of 4, check the top two boxes titled *Do not merge recrods with empty merge field values* and *Do not merge fields with empty values*
6. Check the *Record Number* field
7. Click *Finish*
8. A window will appear informing you of how many records are being merged. Click *OK*
9. Go to *File>Save Job* and either save your job as a new name or *Overwrite* your previously saved blank job

PhotoLynx® ImageMatch©
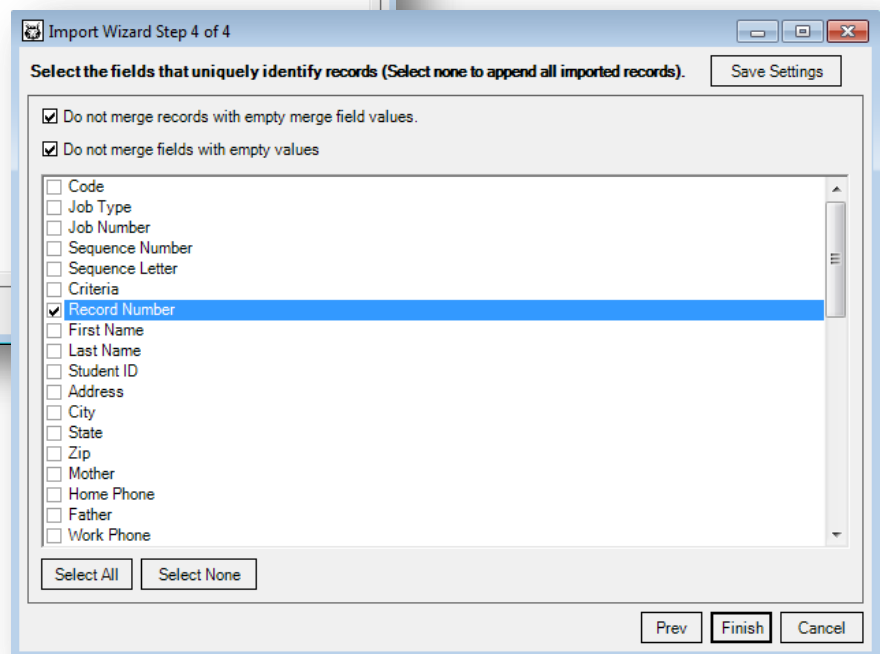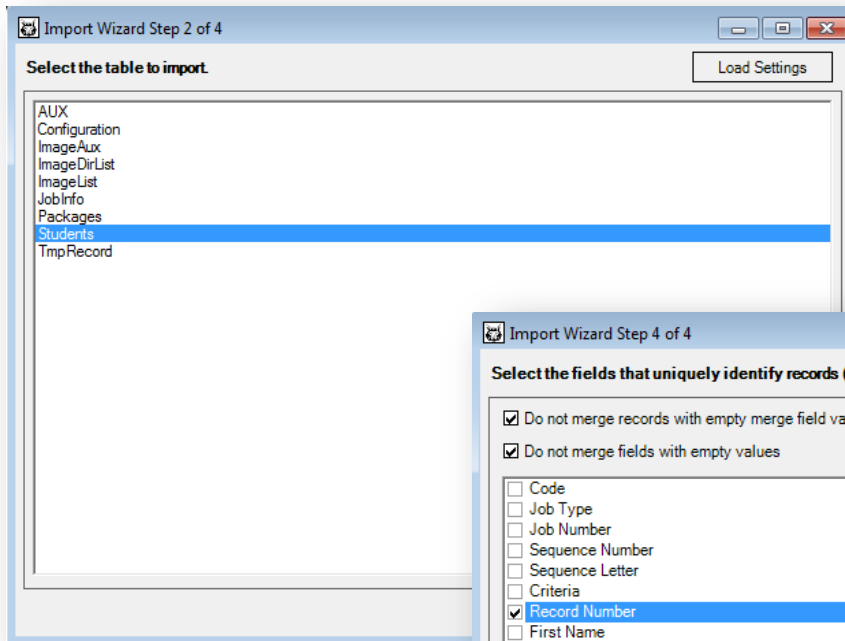
Sequencing Meta Data Images

If you have captured your images using a camera that writes the record numbers directly to the images' exif data, such as a Fuji S5, you can merge this information into ImageMatch©. Your first steps will be to import data, create blank records, assign record numbers and print camera cards. You will then need to set up your software to read the meta-data. This is a one-time set up and you will not need to do these steps again.

Setting Up Preferences

1. Open ImageMatch©
2. Go to *File>Select Image Directories*
3. Check off the box next to *Use Exif Data* and click the *Config* button in the upper right hand corner in your *Image Folder Select* dialog box
4. Navigate to your directory of meta-data images and select one image, click *Open*
5. The *Exif Parsing Configuration Screen* will appear
6. Scroll down and select the *User Comment* line (ID: 37510)
7. Click the *Edit Parsing* button on the lower left hand corner
8. On the *Parse Exif Tag* screen, click on the circle next to *Save Value to Field*
9. Check the box next to *Parse as Fuji S5 Barcode*
10. On the upper right corner of the window, directly below *Student Field* select *Record Number*
11. Click *OK* to close the *Parse Exif Tag* box
12. Click *OK* to close the *Exif Parsing Configuration* box

PhotoLynx® ImageMatch©
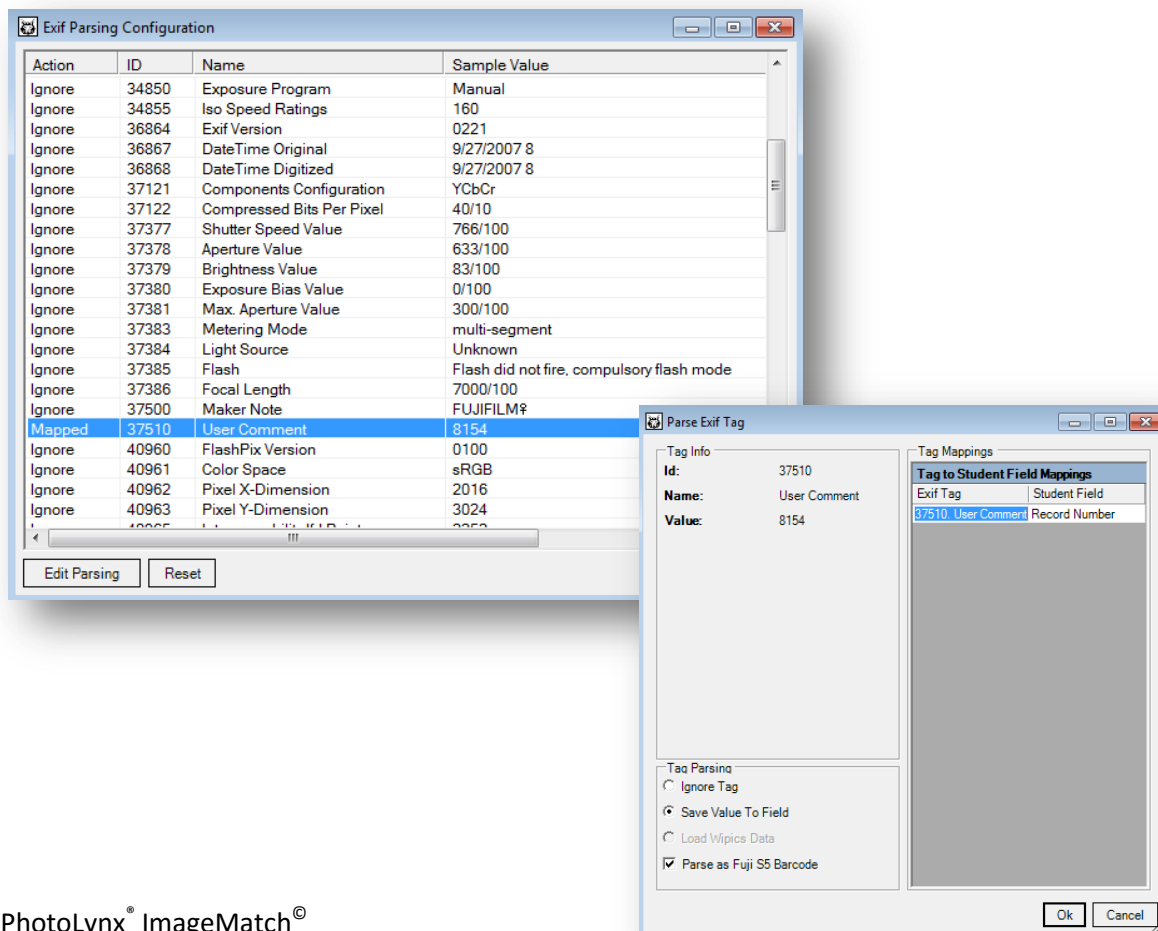
Bringing in Images

Once ImageMatch© is set up to read the exif data, you are ready to bring in your images and merge the rest of your data.

1. Go to *File>Select Image Directories*
2. Verify that there is a checkmark next to *Use Exif Data*
   Note: *Make sure this is not selected for jobs that are not photographed using the metadata configurations*
3. Click the *Add* button and navigate to the image directory you wish to load
4. If you have multiple image directories from multiple cameras, click the *Add* button again and select the next directory. Repeat this step for each directory that is associated with this job
5. Click *OK*. Your images will load into ImageMatch©. The barcode data will populate into the *Record Number* field

Merging Data

This last step involves bringing in the rest of the data for your subjects to complete the job. Be sure you still have your images loaded, and that the record number is displaying for each image before moving on to the next step.

1. Go to *File>Import Data*
2. Browse out for the .mdb file you created when making camera cards
3. On *Import Wizard Step 1 of 4*, click *Next*
4. On *Import Wizard Step 2 of 4*, choose the *Students* table
5. On *Import Wizard Step 3 of 4*, ensure all your fields are properly mapped and click *Next*
6. On *Import Wizard Step 4 of 4,* check the top two boxes titled *Do not merge records with empty merge field values* and *Do not merge fields with empty values*
7. Check the *Record Number* field
8. Click *Finish*
9. A window will appear informing you of how many records are being merged. Click *OK*
10. Go to *File>Save Job* and either save your job as a new name or *Overwrite* your previously saved blank job
    Note: *Data records that do not have a matching record in ImageMatch© will be added to the end of the job. Go to Data>Insert Blank Images to add blank images and create a matched job*

PhotoLynx® ImageMatch©
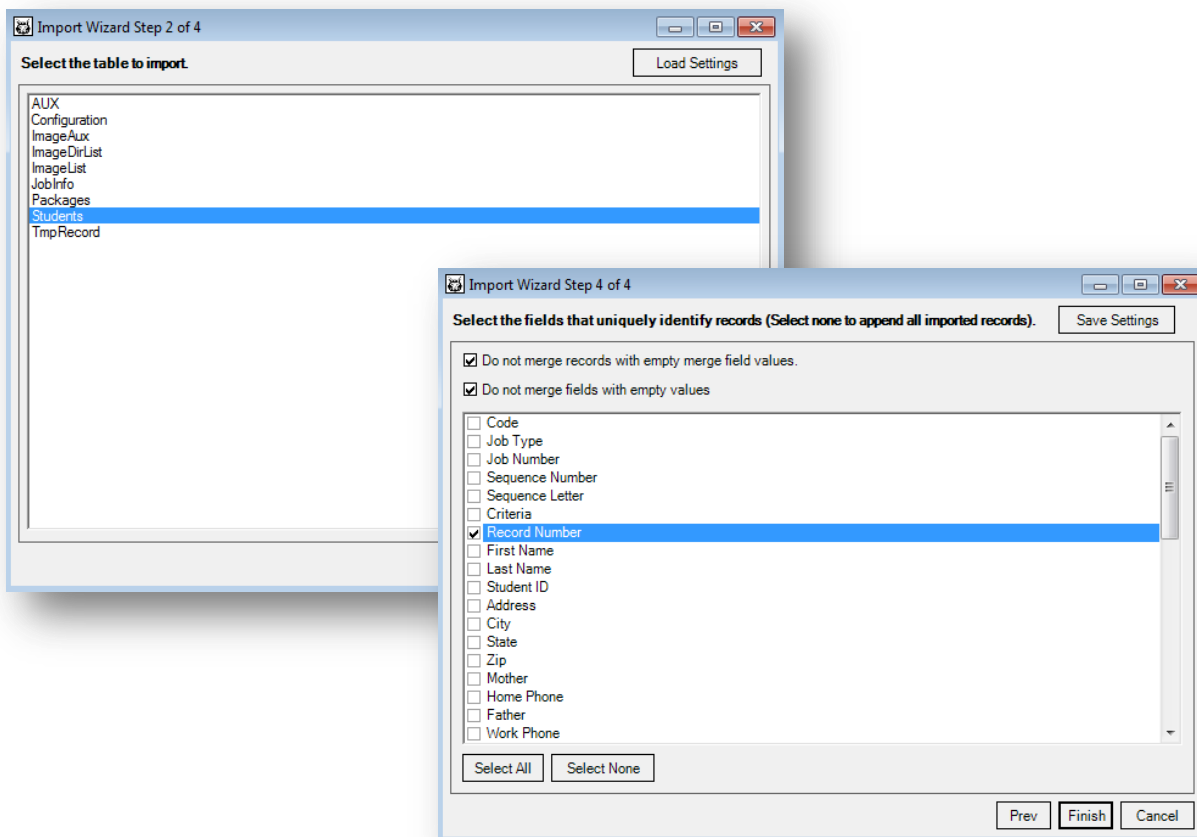
Imaging Menu

The options on the *Imaging* menu are:

- *View Image Grid* – opens another window displaying a grid of your images
- *Delete Alternates* – deletes your alternate size images folder
- *Delete Imaging Cache* – deletes your PlCache folder of cached images
- *Refresh AHS Crop Data* – refreshes your crop from Auto Head Sizing crop data file
- *Refresh Images* – refreshes your images to show any retouching
- *Display Crop* – turns your crop display on and off
- *Set New Crop Ratio* – sets your crop according to any specific export
- *Clear Crop Settings* – quickly clears any crop settings
- *Use Alternate Size Images* – uses your folder of alternate size images to work with
- *Set Alternate Image Size* – resizes your images to create alternate size images to work with
- *Display Center Line* – displays a red center line across all images for head sizing
- *Display Head Line* – display a red head and chin line across all images for head sizing
- *Display Vertical Head Line* – displays two red lines to center images by their ears for head sizing
- *Rotate Image* – rotates all or tagged images
- *View Missing Image List* – shows you a list of image names missing from your job
- *Green Screen* – accesses the green screen tools
- *Dust and Spot Removal* – accesses the dust and spot removal tools

PhotoLynx® ImageMatch©
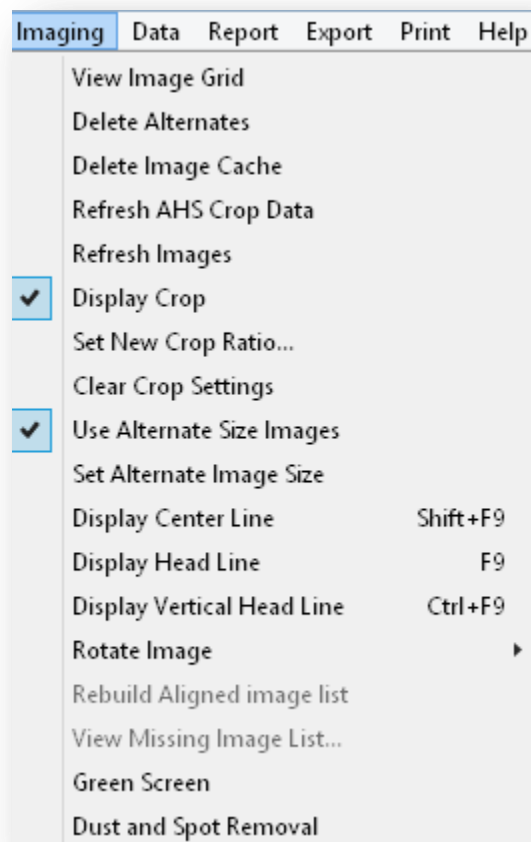
Imaging Functions

ImageMatch© can adjust image size, crop, color, balance, density, sharpening, contrast and retouch images with the click of the mouse. The five adjustments are:

Mouse Key	Action
Hover mouse over image	Show action descriptions at the bottom of the screen
Hold left mouse button on image	Move image in any direction (requires that a crop is set)
Hold right mouse button on image	Move image up and down to adjust head size (zooming)
Hold and shift-left click on image	Crop images individually or as a batch
Hold and shift-right click on image	Image adjustments (Color, Density, Sharpening, Contrast)
Hold the shift-right click on image followed by double-click on image	Call Image Editing Application (like Photoshop)
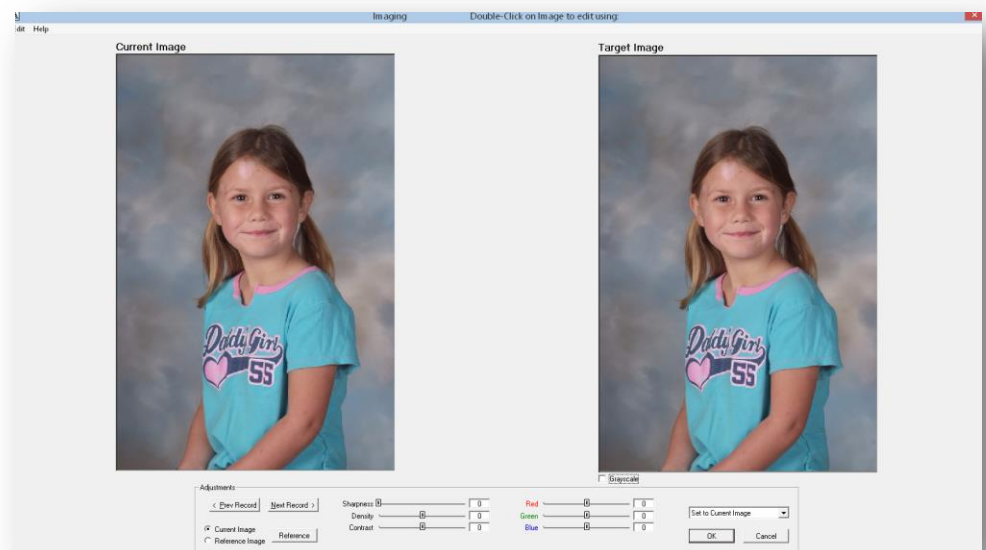
Cropping Images

There are several different options when it comes to cropping images in ImageMatch©. Each option can be used interchangeably, and it is recommended to find which option works best with your workflow.

Auto Head Sizing

If you have used our Auto Head Sizing software, you can read your crop data inside of ImageMatch© in a couple of different ways:

Refreshing Crops

If you already have your job built in ImageMatch© and wish to refresh your crops to reflect your Auto Head Sizing crop, simply select *Refresh AHS Crop Data* under the *Imaging* menu.

Bringing in Crops for New ImageMatch© Jobs

1. Go to *File>Import Data* and go through your import wizard as you normally would
2. On your *Images Folder* selectin, check off *Use AHS Crop Data*
3. Finish your import wizard to bring in your new job into ImageMatch©

MetaData Workflows

1. Go to *File>Select Image Directories*
2. Select *Add* and browse out to your folder of images. Be sure *Use AHS Crop Data* and *Use Exif Data* are checked at the top of your *Image Folder Select* screen and click *OK*
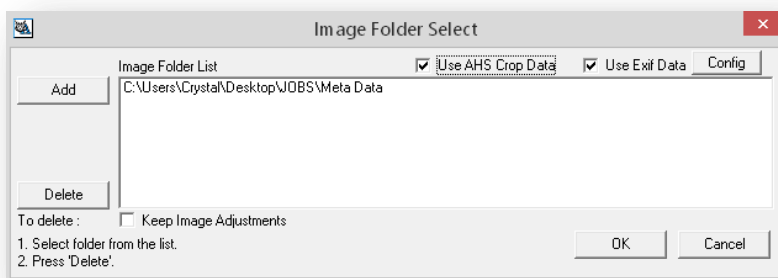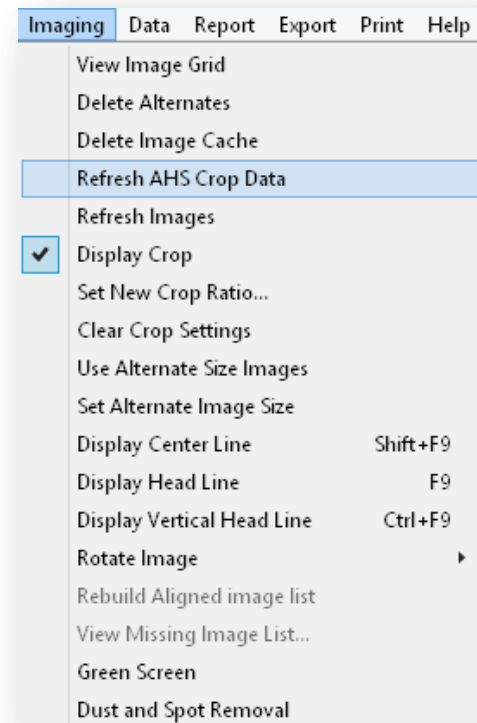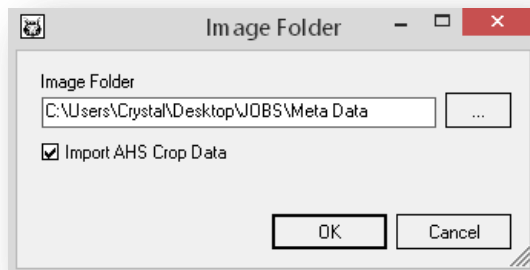
Cropping in ImageMatch©

Holding the *Shift* key while clicking on an image with the left mouse button activates the image crop screen. Once your image crop screen is open, use the right mouse button to drag the dotted box and change the size of the crop area. Clicking and holding down the left mouse button moves the dotted crop area. You can also select a *Common Crop* on the right hand size of your screen.

Your crop settings can be applied to the *Current Image, Current Roll* or *All Images* depending on the setting in your *Apply Adjustments* drop down menu to the bottom right of your screen. **Note: When images are being filtered, there will be a fourth option called Current Filter. This would be used for applying image corrections to a certain group of images only (for example – group photos).**

Double-clicking on the *X/Y Ratio* box will display a list of all default image CD exports. The dotted crop box remains the *X/Y Ratio* proportions as it is sized. The *Crop Size* values (located on the screen just above the *X/Y Ratio*) reflect the current pixel width and height.

Images are displayed as cropped on your main ImageMatch© screen, however actual cropping of images is not performed until the images are exported. When a job is exported to a CD or for digital production, the original images are cropped and copied to the appropriate export directory.
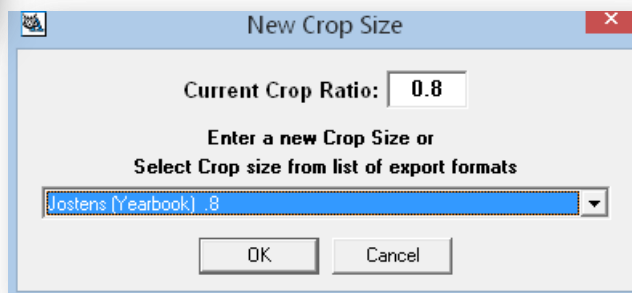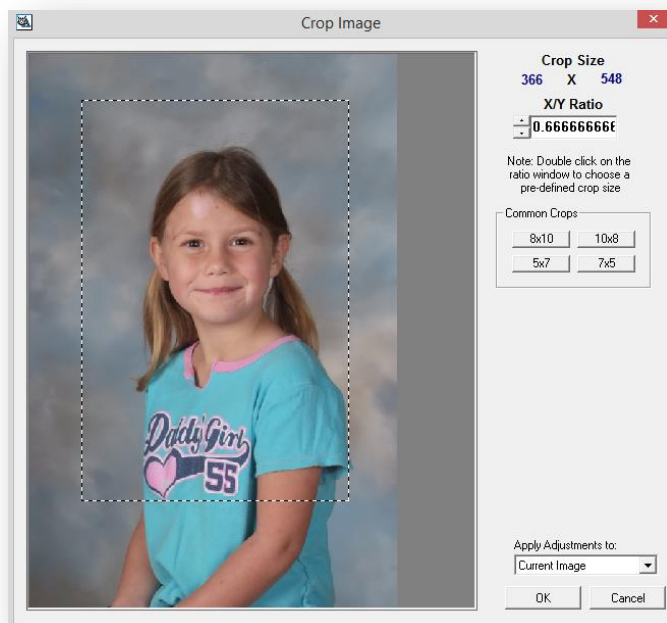
Displaying Head and Chin Lines

Head and chin lines are available for positioning student heads. The shortcut key of *F9* activates and deactivates the head and chin lines, or you can go to *Imaging>Display Head Line*.

The vertical scroll bar on the far right of the screen is used to position the head and chin lines. Head and chin lines stay in the same position from one screen to the next. The most common method for using head and chin lines is to potion the head line across the top of the head (not including elaborate hair) and the chin line right at the end of where you want your chins to be.

Adjusting Head Position

After a global crop has been set, holding and dragging with the left mouse button on a student's image repositions the student's head position.

Note: A student's image can only be adjusted to the limit of the crop. Once a crop reaches the edge of the available image, the image will move no further.

Adjust Head Size

Holding down the right mouse button on a student's image and moving the mouse up and down zooms the student's image in and out making the head smaller or larger.
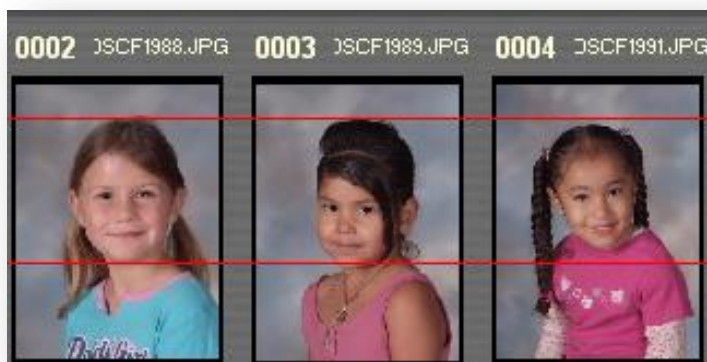
Image Adjustment

Holding the shift key while clicking on a student's image with the right mouse button activates the image adjustment features.

The image on the left is the untouched original image. The image on the right is the same image with the adjustments applied.

If using a gray card, you can adjust the color by the drawing a boxin the gray card on the right image and clicking *Adjust*.

Note: Like the crop settings, image adjustments can be applied to the CurrentImage, the Current Roll or All Images in a Job.

To access the retouching feature:

To do retouching on one image at a time through ImageMatch[©]:

1. Double click on the current image while in *the Image Adjustments* screen
2. Make changes in your selected image editing application (***For Example:*** *Photoshop*)
3. Save changes in your selected image editing application
4. Exit your selected image editing application
5. Close the *Image Adjustments* screen
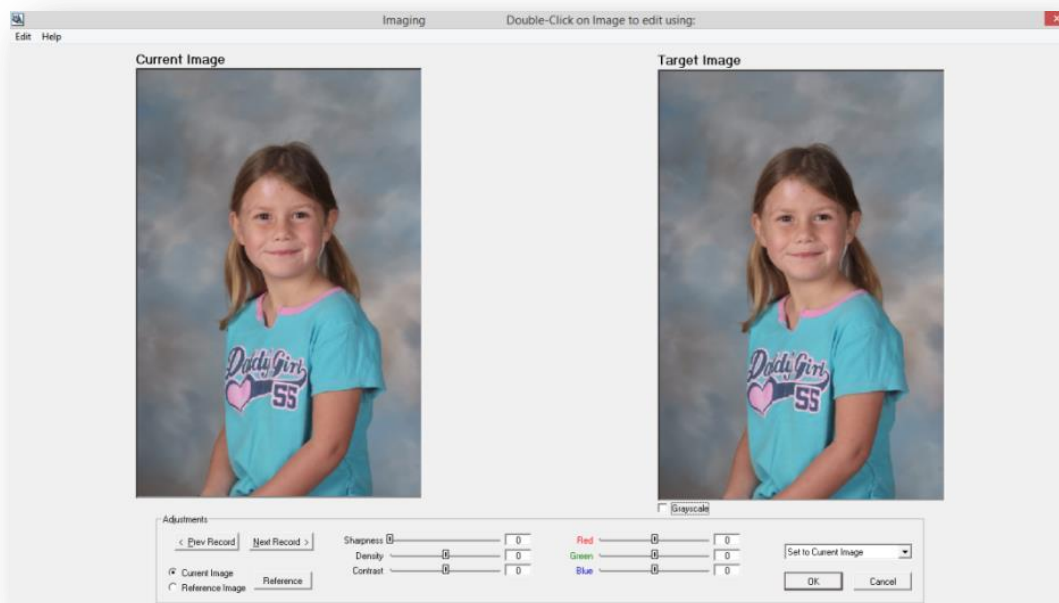
Export for retouch:

To do mass retouching on all of your images, or to change your images into transparent PNG's using separate software, you can use the *Export for Retouch* feature to expedite this process.

1. Click *Export>Export for Retouch*
2. Choose the destination for your export and click *OK*
   Note: *This folder cannot be moved or renamed, this is very important for the process*
3. Close ImageMatch©
4. Use the images in the exported *Images* folder to do your retouching or to change to transparent PNG's
5. Save images to the same folder it was exported to, making sure to not change the image name
6. Once finished, return to your exported folder out of ImageMatch©
7. Right click on the *retouchImporter.exe* and choose *Run as Administrator*
8. Choose *Back Up Original Images*
9. Choose *Delete Images after Importing*
10. Click *Start*
11. A window will come up saying *Newer subject images have been found, use them?* – click *Yes*
12. A box will appear that says there were errors, just click *OK* as these are false errors
13. Open your ImageMatch© job, you should now see the updated images in your job.
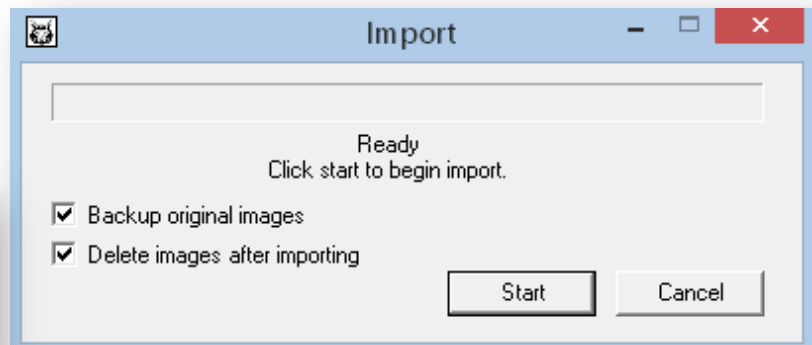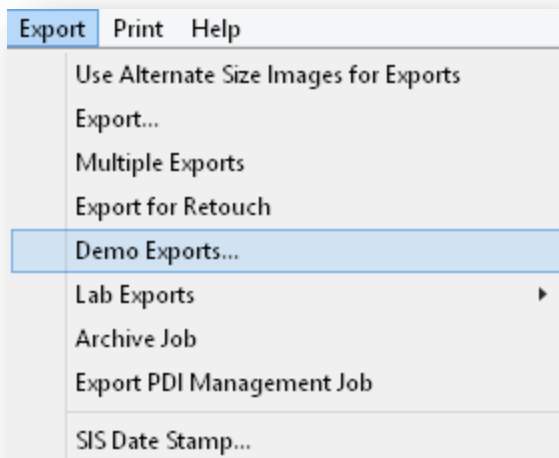
Data Menu

The options under the *Data* menu are:

- *Insert Blank Images* – inserts an "Image Not Found" placeholder image for missing images
- *Remove Blank Images* – removes "Image Not Found" placeholder images
- *Set Job Name* – sets or renames the current job
- *Filter* – filters your data for specific records
- *Search* – searches your data for specific records
- *Capitalization* – changes the capitalization for a specific field
- *Next* – moves to the next set of subjects in a filter/search
- *Modify Fields* – adds/removes custom fields for the specific job
- *Scan Entry* – allows you to scan specific data into a specific field
- *Data Entry* – allows you to edit data one record at a time
- *Sequence Records* – allows you to match images and data by sequence
- *Assign Record Numbers* – assigns record numbers to a specific field
- *Assign Passwords* – assigns passwords to a specific field
- *Create Blank Records* – adds blank records to your job
- *Edit Records* – allows you to edit data for your subjects in a spreadsheet type layout
- *Replace Data* – quickly make changes to a group of records
- *Advanced Replace Data* – quickly add prefixes or combine fields to a group of records
- *Deleting* – red box or completely delete data records
- *Tagging* – selects a group of images to be adjusted or exported as a group
- *Duplicates* – easily locates and identifies duplicate images of the same subject
- *Multi-Pose* – easily allows you to work with a specific pose of a subject
- *Fix Nulls* – quickly locates and replaces null values
- *Proof Sheets* – easily identify more than one pose of each subject
- *Group Pictures* – quickly identifies group images from single subject images
- *Group Counts* – identifies different groups and the number of subjects in each

Data	Report	Export	Print	Help
ReIndex				
Insert Blank Images				
Remove Blank Images				
Set Job Name				
Filter...				
Search...			Ctrl+F	
Capitalization				
Next			F3	
Modify Fields...				
Scan Entry				
Data Entry...			F5	
Sequence Records			Ctrl+Q	
Assign Record Numbers			Ctrl+A	
Assign Passwords				
Create Blank Records			Ctrl+B	
Edit Records...				
Replace Data...			Ctrl+J	
Advanced Replace Data				
Deleting			▶	
Tagging			▶	
Duplicates			▶	
Multi-Pose			▶	
Fix Nulls				
Proof Sheets				
Group Pictures				
Group Counts				

Modify Fields

To temporarily add new data fields to an existing ImageMatch[©] job:

1. Go to *Data>Modify Fields*
2. Press the *Add* button
3. Type in your field name, and press *OK*
4. To delete an added field, highlight it in the *Added Fields* list and press *Delete*
5. Once finished adding and/or deleting fields, press the *OK* button

These fields will only exist for the current job you are working on. To add permanent fields to ImageMatch[©], see *Adding Permanent Custom Fields*.

Adding Permanent Custom Fields

If you have data fields you need to use permanently in any new ImageMatch[©] jobs, you can add them by:

Field List Creation

Use the sample text below to create your own fields:
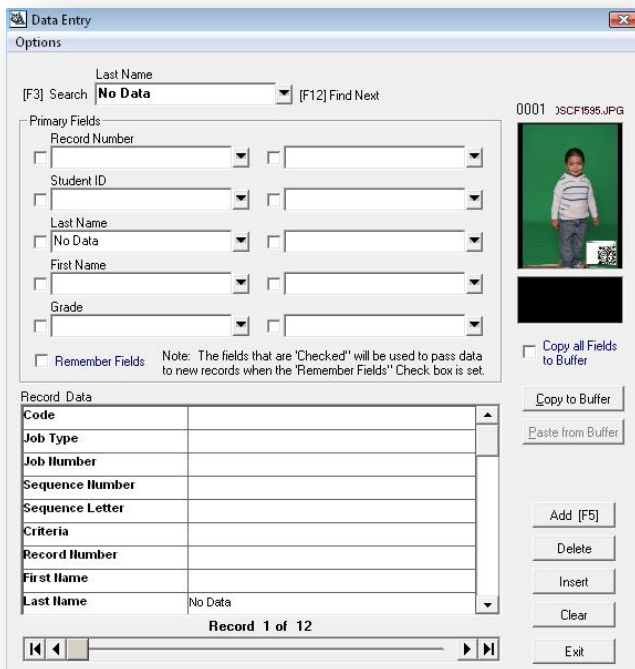
```
<?xml version="1.0" encoding="us-ascii"?>
<ImDatabaseInfo xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
<FieldListArray>
<string>Added_Field1</string>
<string>Added_Field2</string>
<string>Added_Field3</string>
<string>Added_Field4</string>
</FieldListArray>
</ImDatabaseInfo>
```

1. Copy the blue text and paste it into a new Notepad document
2. Modify the red text to be the names of the fields you want to add. You can add additional lines to add more custom fields than the four provided, or delete the lines for those you don't need
3. Save the file as *dbdefaults.xml* and place in your *ImageMatch[©] 2000* folder
4. Open ImageMatch[©]. All of your new fields will be available to use for any new jobs built inside of ImageMatch[©].

Data Entry

In situations where a subject was pictured without data, such as with an unread Quixi® card, you can manually enter in their record information in *Data Entry*. To enter data:

1. Click *Data>Data Entry*, or hit *F5*
2. To filter out deletes and duplicates from your data entry screen, go to *Options>Remove Deletes and Duplicates*
3. To bring up your package screen to scan a barcode to assign, go to *Options>Enable Auto Package Entry*
4. Either manually search for a record, or scan a barcode to bring up your record. Select your search field at the top (such as *Record Number*)
5. To read data information shown in the image, in the top left hand corner click *Options>Show Large Image*
6. Using the *zoom in* and *zoom out* buttons, coupled with the scroll bar, adjust your image so it is readable
7. With the *Data Entry* and the image side by side, you can type in the record information
8. When all your data is entered, hit *F12* to bring up your next record
9. Once you have reached your last record, click *Exit*

Scan Entry

To quickly add data to subject's data using a barcode scanner, you will first need to enter your *Scan Entry* screen. To do this:

1. Go to *Data>Scan Entry*
2. In your *Barcode Data Entry Panel,* select which field you will be scanning to search on, such as *Student ID, Record Number* or *Ticket Code*
3. Type in a name for a field to write your data to, such as *Approved by* and click the *Create Field* button
4. Type a *Description* for this field. This will be the data that fills in the field you just created. (**For Example: Tawnya 9-1-2015**)
5. In your *Scan or Enter Data* field, place your cursor to scan your barcode information
6. Press *Close* to close out of Scan Entry
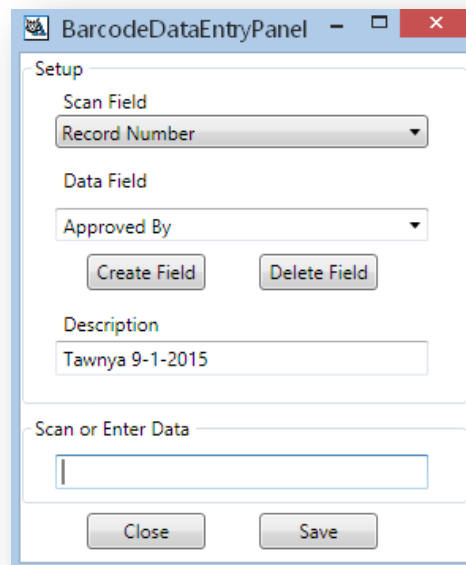
Proof Sheet Set Up

If you have more than one record for each subject, and want your software to recognize this as one subject rather than multiple subjects, you will need to set up your *Proof Sheet Conversion*. To do this:
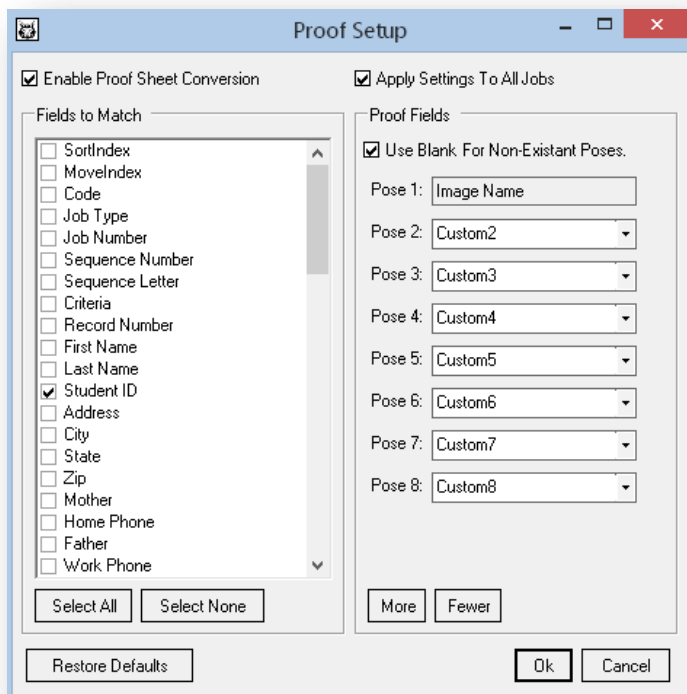
1. Go to *Data>Proof Sheets* and check off *Enable Proof Sheet Conversion*
2. At the bottom left click on *Select None,* then select the fields above that uniquely identify each subject (typically either a *Student ID , Record Number,* or *Ticket Code*)
3. Set up your poses to the right for up to as many images as you have for each subject
4. Map the poses to fields you are not currently using in ImageMatch©, by default it will begin with *Custom2*
5. Click on *OK*

Multi-Pose Options

After you have set up your *Proof Sheet Conversion* you have several options you have several options you can automatically do inside of ImageMatch© with these different poses. These options can be found under *Data>Multi-Pose*:

Make a Copy of a Pose - This option will go through and make a copy of *images and data* for whichever pose you specify for each subject.
Make a Copy of All Records - This option will go through and make a copy of *images and data* for all records.
Tag a Pose - This option will go through and tag whichever pose you specify for each subject.
Multi-Pose Setup - This option will take you to your *Proof Sheet Conversion*
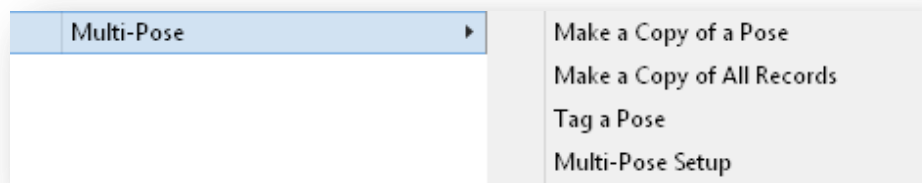
Tagging Images

The *Tagging* option on the *Data* menu is used for selecting a custom group of images. Tagging has five menu options:

1. *Tag a Range* – tags images by entering a range of image counters (the big numbers found above each image)
2. *Untag Range* – removes tags placed on images by entering a range of image counters (the big numbers found above each image)
3. *Tag Pose* – for images with more than one pose, you can tag a certain pose number (*For Example:* tag all pose 1)
4. *Filter on Tags* – filters out images with tags, so adjustments can be made exclusively to tagged images
5. *Clear all Tags* – resets the tags after adjustments have been made

Tagged images have an X in the upper left-hand corner. A hot key of *F4* is available for tagging (or un-tagging) individual images. Holding down the *F4* key when left-clicking on an image will add or remove the tag from the image. Once an image is tagged it remains tagged until untagged using the *F4*key, *Untag Range* option or the *Clear All Tags* option.

Editing data within a filter is not recommended, as the changes can shift once the filter is off to a different record. All changes within a filter should be done to images only, not data.
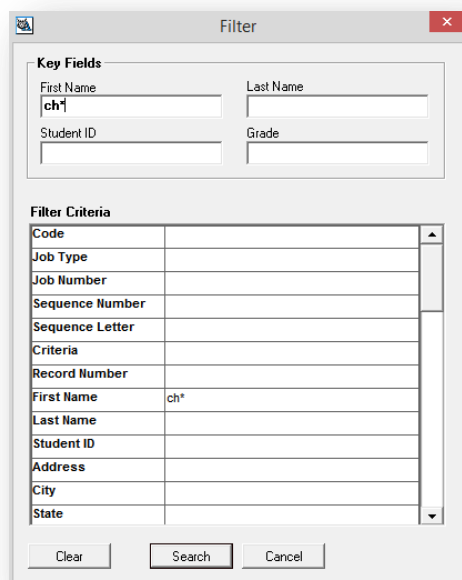
Filtering Data

Using the *Filter* feature, student records containing any string of characters separated from the other students in database.

Any portion of any data can be used to filter as long as an asterisk is placed after the search string. (***For Example:*** *To filter on everyone with a Package, type *-*. Because a hyphen is included in each package string, using the asterisk as a wildcard to search on this will give you the results you are looking for*)

Note: *Putting a space in a specific filter field will include any records with no data in said field from the filter*

In this example, all students in the job with a first name starting with the letters "ch" are filtered.

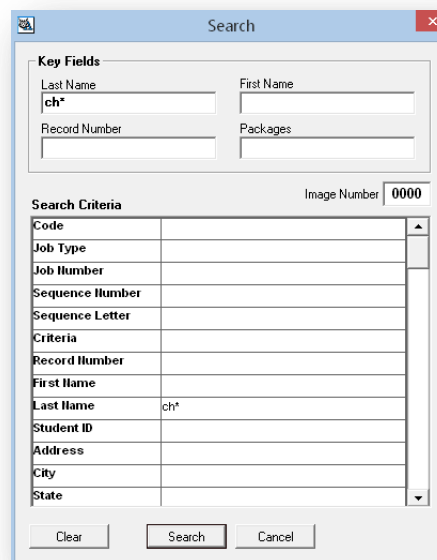The result of the above search might look something like the image shown to the right

Editing data within a filter is not recommended, as the changes can shift once the filter is off to a different record. All changes within a filter should be done to images only, not data.

Searching Data

The *Search* option uses the exact same logic as the filter. When searching, the first student matching the search criteria is displayed as the first image on the screen. The *F3* function key is used to repeat the search to find the next student matching the search crieteria.

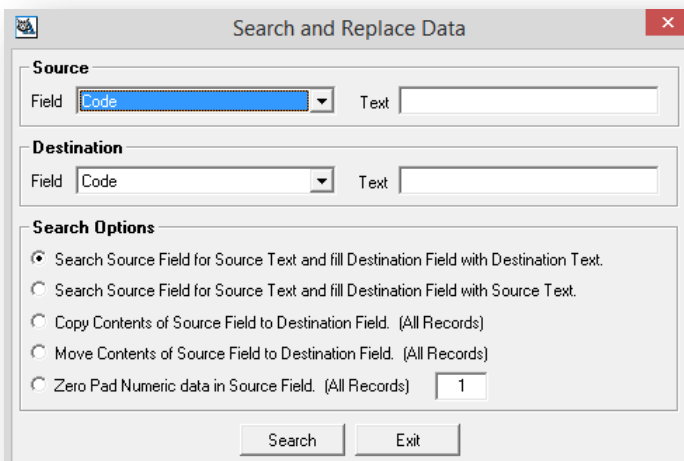*Note: Placing a space in the search field will search for records containing no data in that field.*

To access the search feature, you can either click *Find Student* on your main ImageMatch© screen, or go to *Data>Search* or press Ctrl+F.

Replace Data

To quickly make changes to a group of records, select *Replace Data* from your *Data* menu, or press Ctrl+J. Replace options are:

- *Search Source Field for Source Text and Fill Destination Field with Destination Text* – choose this option to find certain data in one field and fill a second field with different data.
- *Search Source Field for Source Text and fill Destination Field with Source Text* – choose this option to find certain data in one field and fill a second field with the same data
- *Copy Contents of Source Field to Destination Field* – this option copies all data from one field into another
- *Move Contents of Source Field to Destination Field* – this option moves data from one field to another field
- *Zero Pad Numeric data in Source Field* – used to add zeros to the beginning of a number. Select the field containing the number as the source field and fill in the zero pad box with the number of digits the resulting numbers should have.

PhotoLynx® ImageMatch©

Advanced Replace Data

Need to add a prefix to existing data in a job? Need to combine first and last name into one field? Use the *Advanced Replace Data* feature under the *Data* menu in ImageMatch[©]. Here's some helpful information on how to use that function.
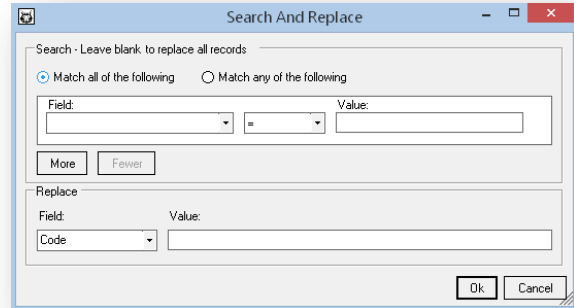
Examples

%First Name% will replace the target field with the contents of "First Name"

%First Name% %Last Name% will replace the target with the full name

%(EXT)Image Name% will replace the target with "jpg" if the image name field is 0001.jpg

%(BASE)Image Name% will replace the target with "0001" if the Image Name Field is 0001.jpg

Expression	Description
%varname%	variable to replace with varname
%%	literal %
%()varname%	everything inside () is a customization to the var replacement
(UCASE)	uppercase string
(LCASE)	lower case string
(WCAP)	word capitalization
(NCAP)	name capitalization
(p*9)	pad string: * - character to pad with, 9: number of digits to pad string to
(EXT)	gets the extension of a filename without the.

PhotoLynx[®] ImageMatch[©]

Deleting Images

ImageMatch© does not delete image files, but rather marks images for deletion. ImageMatch© puts a red box around any images (and data record) marked for deletion. Image files with a red box around them will not be exported to CD or used for print jobs in any digital service.

Note: When importing a new job, images that lack information in the key fields beneath the image or have a last name of 'SLATE' are automatically marked for deletion.

Images can be marked for deletion by holding down the *F1* key and clicking on the student's image. Deleted images can easily be undeleted by holding down the *F1* key and clicking on the student's image a second time. To mark a range for deletion, go to *Data>Deleting>Mark Range for Deletion*. You will need to enter the first sequence number and the last sequence number of the range you wish to mark, then press *OK*.

Here are examples of a string of five images with one image marked for deletion:


Duplicate Records

ImageMatch© can easily locate and identify duplicate images of the same student. Duplicate images are handled differently depending on the CD or service being created. The *Duplicates* option on the *Data* menu activates a search for duplicate images.

*Note: The duplicates feature only becomes active **after** all students are matched to images.*

Comparing student information identifies duplicates. The student ID number is the most common field for identifying duplicates. The first step in identifying duplicates is to select the field(s) for comparison. Check marks are placed next to the fields to be used for comparison. Any one or more fields can be used for comparison.

Note: While comparing students, the "tool tips" area in the lower left-hand corner of the screen displays the number of students compared and the total duplicates found.

Any two or more student records having identical comparison fields are displayed side-by-side on the main screen. Holding down the *F2* key and clicking on an image will put a blue box around them, identifying this image as a duplicate image. Press *F3* to go to the next set of duplicated records, and continue to do so until you get back to your main screen of all your subjects.
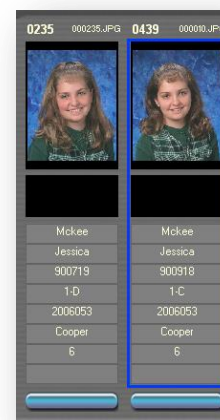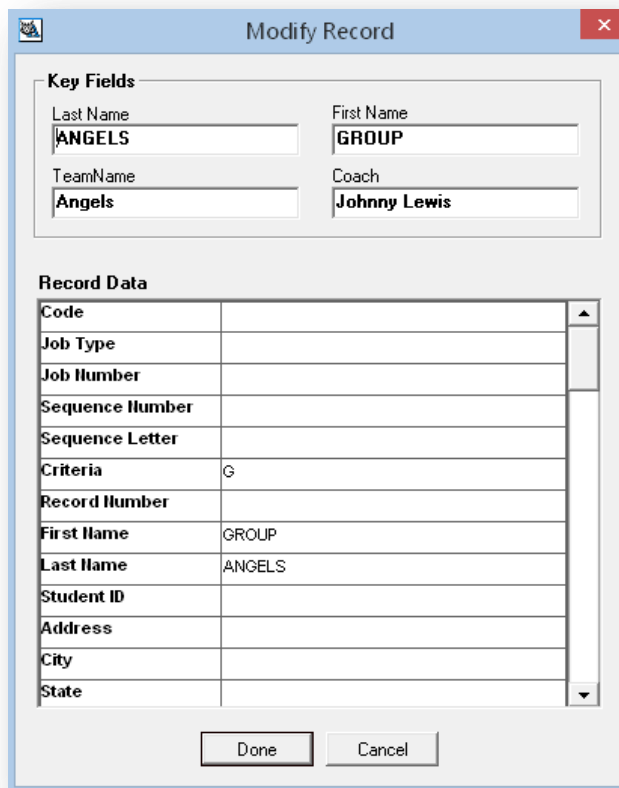
Group Pictures

ImageMatch© has the capability of recognizing and associating one group image to the corresponding subjects for that group.

Setting up Your Data Fields

- First, make sure that all of your group photos have a "G" in the *Criteria* field. This identifies them as a group photo
- Second, make sure that the group photo has information that will link them to the individual subjects. For teams, that information is typically *Team Name* and *Coach*. For class photos, that information is typically *Teacher* and *Grade*
- You will need to make sure each subject that "belongs" to a particular group photo has the identical data in their team/coach or teacher/grade fields. For example, if you have a team "Blue Jays" and a coach name of "Jones" for the group photo, you will need to make sure the athletes on that team have that information typed into their team and coach fields as well, making sure the information is typed the exact same way

This example record shows the data that would be entered on a group picture. Notice the "G" in the criteria field, team name of "Angels" and the coach of "Johnny Lewis"

Identifying Group Photos

Once you have set up your data, you are now ready to start identifying your group photos. To access the *Group Pictures* function in ImageMatch©, go to *Data>Group Pictures*.

- Once you are in the *Group Pictures* screen, you will need to tell it what field you are using to identify your group photos. Select *Critieria* from the *Group Identifier* drop down. The *Value* we entered into that field was "G"
- Next, you will need to tell ImageMatch© what fields to use for *Group Naming*. These are the fields that contain information that both the group photo and the associated individuals have in their data (*For Example: Team Name and Coach*)
- To the right of the naming section is the *Group Saving* section where you will need to select a field in which to save the new group photo .jpg information. It is recommended that you select *Custom8* for this option
- Once you have those options selected, click the *Flag Groups* button in the top center of the screen. You will see a message saying how many group photos were found, click *OK*
- Next, click *Show Groups* to see the group images. If the images need to be rotated, select the *Rotate Image* option in the upper right
  Note: Each group image is named with the two Group Name fields that were specified in the Group Naming section. That new .jpg name will be populated into the Custom8 field for the individual athletes or students once the Save Groups button is clicked
- The *Save Groups* button adds the name of each group image to every individual's data record in the ImageMatch© job. The field selected in *Group Saving* is the field that will contain the name of the group images
  Note: When the Group Pictures feature is exited after having identified the groups, each group image is marked with a yellow box around it


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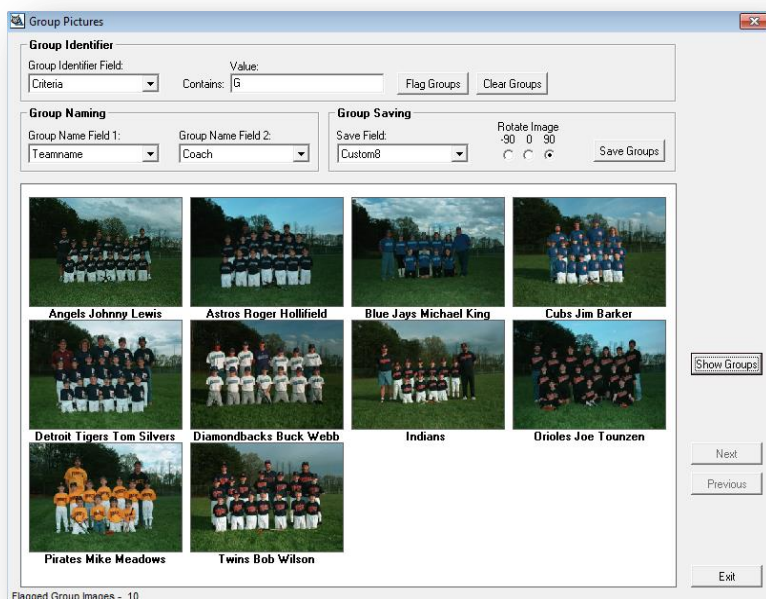
CD Exports

To create an export to be burned to a CD, go to *Export>Exports*. Here you can see a list of your recent exports, or you may search for a number of exports available for you.

Simply select which export you wish to use, and choose your sort. Press *OK* and follow the on-screen prompts for your specific export.

You will also have the option to *Send Export to RipLynx!©*, to help free up your ImageMatch© for other work, or *Send to PTBurner* to burn directly to a CD with your custom inserts.

Note: If there is a specific export you need, however is not available inside of ImageMatch©, contact your PhotoLynx® tech support team to build you a custom export.
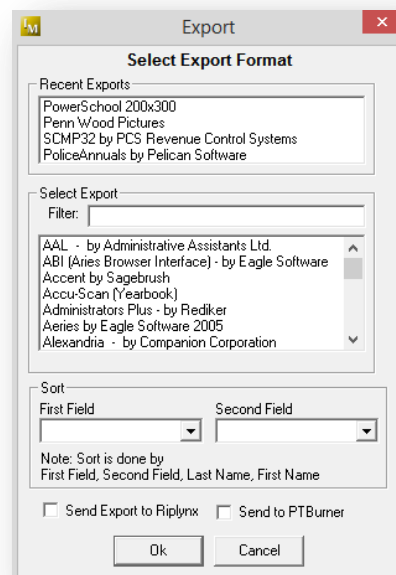
School Image Software© (SIS) CD's

To offer SIS to one of your schools, you first need a "burn folder" that contains the SIS program folder structure. If you do not already have this, contact your PhotoLynx® tech support team. When exporting a new school job, ImageMatch© will create an exported folder named siscd, which you will then need to copy/replace information into your burn folder.

Export from ImageMatch

- Once you have completed creating and saving a new job inside ImageMatch©, go to *Export>Export*
- Browse for and select the *School Image Software – By PhotoLynx Inc.* export
- You will get an error saying *A .74 Crop is required for this export!* – press *OK*
- Select the Export Image Format (jpg is preferred)
- Choose where to save your export (desktop is easiest)
- Type in your *Company Name* and *School Name*
- Choose your *Field Delimiter* (tab is **required** for all SIS7 installs, and comma is **required** for all SIS6 installs)
- Select your *Export Imaging Size* (*Low* is preferred)
- Choose a date for the software to expire
- Press *OK* – your export process will begin and will create a folder named *SISCD*

Preparing the "Burn Folder"

- Extract the *Burn Folder* contents that the PhotoLynx® team will send you, and save to a safe location you will remember. We recommend saving it to your hard drive (**For Example:** *C:/SIS BURN FOLDER*)
- In your folder you just exported *(SISCD),* highlight and copy the *Photos* folder
- In your *Burn Folder (SIS BURN FOLDER),* paste and replace the *Photos* folder already there
- In your exported folder *(SISCD),* open the *Support* folder. You will see a file labeled *sis.dts*. Highlight and copy this file
- In your *Burn Folder (SIS BURN FOLDER)*, open your *Support* folder. Paste and replace the *sis.dts* file that is already there
- You can then place your *Burn Folder (SIS BURN FOLDER)* onto a CD to send to your school

A Few Important Notes to Keep in Mind

1. All images are named based off of their Student ID number. If there are subjects without a Student ID number, you will first need to create one for them inside of ImageMatch© **before** doing your SIS export. Otherwise, your images will not line up correctly inside of SIS
2. Keep your company name consistent when typing it for the export so that your customers don't receive a message saying that their install has been tampered with when you provide them with a new date stamp in the future
3. When installing at the school, a message comes up asking if you want to check for updates. Select **No** and then **Never** as this is no longer a supported function and will lock up SIS should it try to look for updates
4. Setting up SIS to frequently run a backup is highly recommended at this time. If the school does not perform regular backups, they could lose valuable information should the system encounter a problem and need to be reinstalled

Records with Package Export

To export ALL your data out of ImageMatch© along with the corresponding images, you can do so using our *Records with Packages* export. To access this:

- Go to *Export>Lab Exports>Records with Packages*
- Under the *Records* area, select *Export All Records* and choose your *Field Delimiter* (we recommend using *Tab* delimited)
- To export your images to have your image adjustments applied, such as cropping and green screen work, select *Apply Crop & Image Adjustments*
- To export your images to show your package options, such as name on images that the subject selected with their package, select *Apply Package Options*
- To rename your images, select *Use Filename Formatter* and type your renaming string in the box below. To rename based off a field in ImageMatch©, you must surround the field name with the % sign.
  For Example: *to rename by Student Name, the field would read %First Name%_%Last Name%.jpg*
- Choose whether or not to *Send this Export to RipLynx!©* and click *OK*
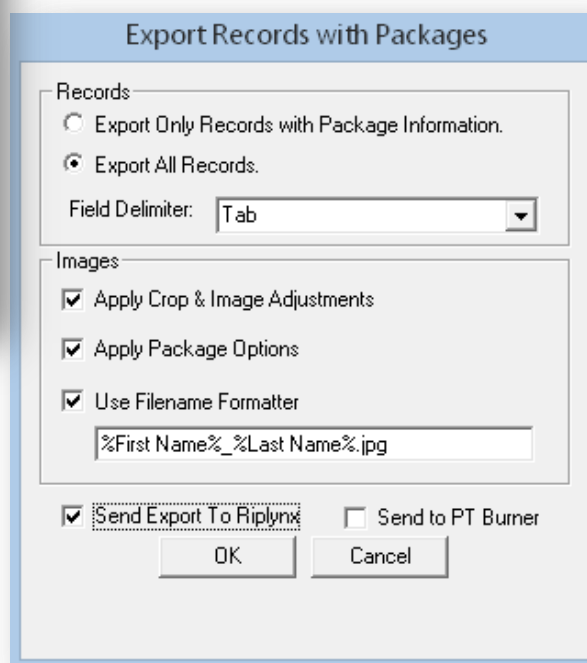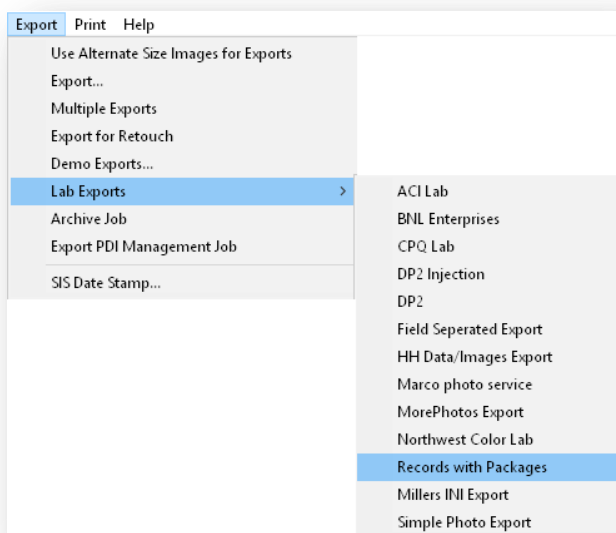
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Export for Retouch

To do mass retouching on all of your images, or to change your images into transparent PNG's using a third party software (such as JALEA), you can use the *Export for Retouch* option to expedite this. To do this:

1. Click *Export>Export for Retouch*
2. Choose the destination for our export and click *OK*
   Note: *This folder cannot be moved or renamed, this is very important for the import process*
3. Save and close your job in ImageMatch©
4. Use the images in the exported *Images* folder to do your retouching, or to change into transparent PNG's
5. Save image files into the correct image directory folder you have exported
6. Go back to the base folder
7. Right click on the *RetouchImporter.exe* and choose *Run as Administrator*
8. Choose *Back Up Original Images*
9. Choose *Delete Images after Importing*
10. Then click *Start*
11. A window will come up that says newer subject images have been found, use them? - Click *Yes*
12. A box will come up that says there were errors, click *OK* past these, they are false errors
13. Open your job in ImageMatch©, you should now see your updated images in your job

Exporting for DP2

ImageMatch© is capable of printing directly to your DP2 printer with ease. To do this:

1. Open your job in ImageMatch©
2. Go to *Export>Lab Exports>DP2*
3. Browse out and select your *Export Directory*
4. Type in the name you would like to use for your *Data File*
5. If you would like your data to be separate from your images, check *Place Data file in separate folder* and browse out for the folder to use
6. Check off which options you would like: *Export Duplicates and Deletes, Copy Image Files, Export GsPng Images, Apply Green Screen/Dust Spot* and/or *Rename Image Files*
7. Choose your delimiter – *Comma* or *Tab*
8. Press the *Edit* button to choose which data fields to export
9. To apply specific image adjustments, check *Apply Adjustments Not In Data*
10. Select which adjustments to export: *Crop, Rotation, Color Adjustments, Detailed Packages, Detailed Units, Package String, Package Descriptions,* and/or *Unit Descriptions*

DP2 Injection

The *DP2 Injection* will allow the user to export a job from ImageMatch© and have it load directly into DP2 without manually importing the data and images.

DP2 Setup

DP2 needs to be set up to watch a hot folder for incoming scripts. It can be enabled by clicking *Import* then *Commands* and then setting up the dialog that comes up. There is a checkbox to automatically startup the commands hot folder when DP2 starts up.
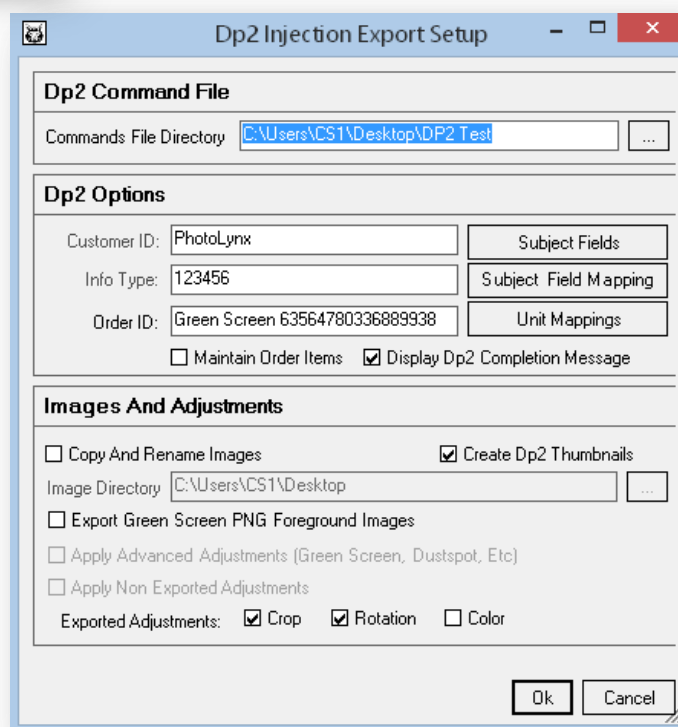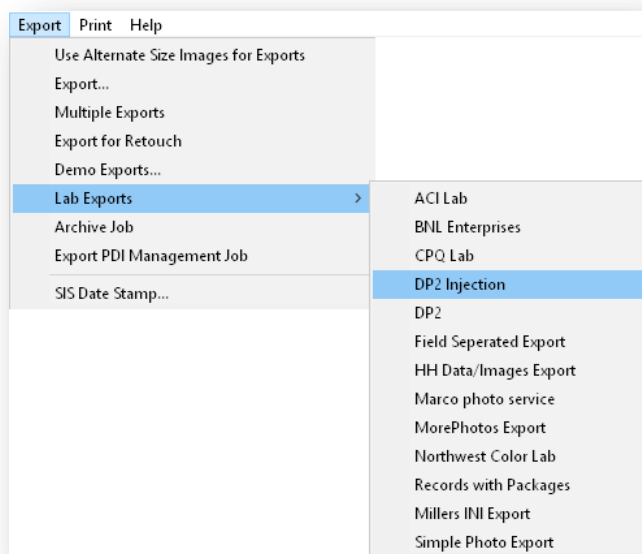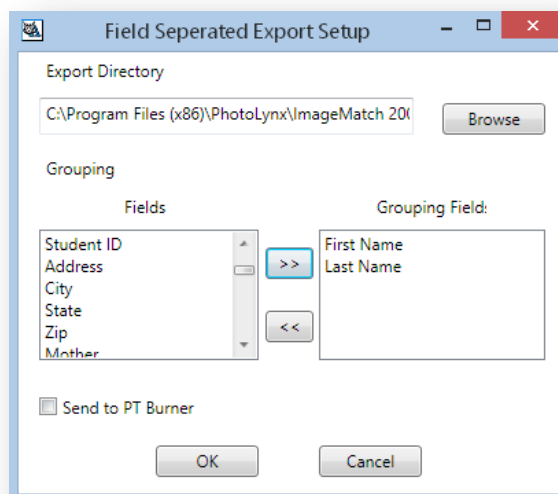
ImageMatch© Export for DP2 Injection

1. Click *Export>Lab Exports>DP2 Injection*
2. Choose the *Sort* fields desired or leave them blank to export them in the order they are displayed in ImageMatch© and hit *OK*
3. The *DP2 Injection* screen comes up:
   a. *Commands File Directory* – this is the commands hot folder that was set up in DP2
   b. *Customer ID* – This is where you enter your DP2 Customer ID information (can be left blank)
   c. *Info Type* – The subject info type in DP2 that is used to store the subject records. This must match an info type in DP2 or errors will occur
   d. *Order ID* – The DP2 Order ID which is automatically generated as the job name, plus a random number. This can be left as the default or changed to whatever you like
   e. *Subject Fields* – Click on this to choose which ImageMatch© fields are exported to DP2
   f. *Subject Field Mapping* – Click on this to map the fields from their ImageMatch© field name to the DP2 field name
   g. *Unit Mapping* – Click on this to map the ImageMatch© units to DP2 products
   h. *Copy and Rename Images* – If this is not checked, the script will reference image files in their current locations. If it is checked, the export will create new images and the script will reference the newly created images
   i. *Create DP2 Thumbnails* – This instructs DP2 o create image thumbnails when creating the orders. **Note:** *This will make DP2 take much longer to create the order*
   j. *Image Directory* – This tells the export where to place the new images. The images should not be moved from this location after the export because DP2 will be referencing them from that specific location
   k. *Apply Non Exported Adjustments* – Tells the export to apply standard adjustments that are not exported to DP2 as data. If crop information is not exported, then the crop will be applied to images being exported
   l. *Exported Adjustments* – Tells the export what adjustments to export to DP2. These adjustments will NOT be applied to the images, they will be fed into DP2 and DP2 will apply them when generating packages.
4. Click *OK* when setup is complete and the script will be created in the hot folder after all images have been generated (if selected)
5. DP2 should automatically pick up the generated script and create the correct order if the commands hot folder is enabled.

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Field Separated Export

A *Field Separated Export* will create a folder full of rendered images for the packages the subjects have ordered, named after the data fields you select. This comes in handy when creating CD's, such as with the *PT Burner*. To do this:

1. Open your ImageMatch© job and do your package assignments
2. Go to *Export>Lab Exports>Field Separated Export*
3. Browse to a location on your computer to save your export
4. Choose your fields to group your folders by, such as *First Name* and *Last Name* or *Record Number*
5. To send to PT Burn, check *Send to PT Burner*
6. Press *OK*
7. Open RipLynx!© to start rendering your export

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The Print Menu

Using the *Print* menu, ImageMatch© transfers images and student information to PhotoLynx®'s two digital production systems called ProServices© and ProComposites©, as well as allows you to render your images for printing through RipLynx!©.
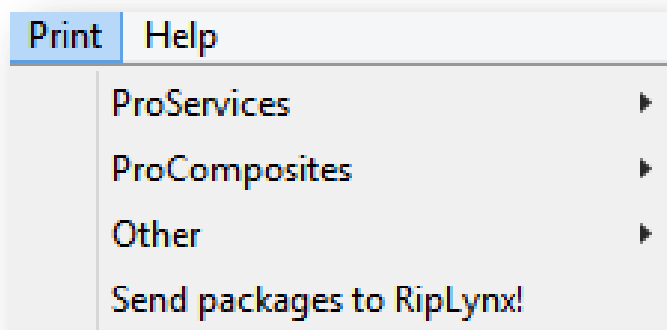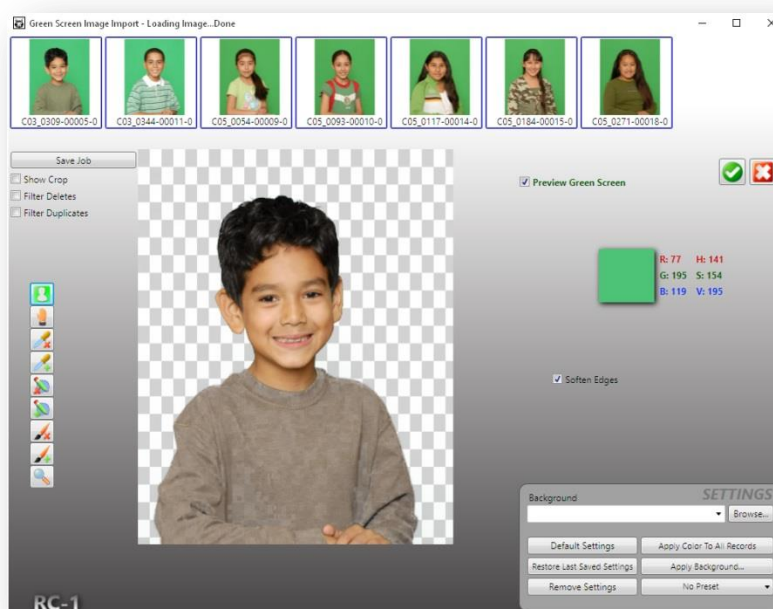
Using Green Screen

- To access the Green Screen window, go to *Imaging>Green Screen*
  Note: *If you hold down the "G" button and click on a subject's image, the green screen window will open to that image*
- Begin by selecting the *Default Settings* button from the bottom right of the *Green Screen* window
  - o If you have a gray or green "haze" over the checkerboard background that is now displayed, you will need to do further adjusting to drop that out. To do this, select the *Background Definition Tool*. Without moving your mouse, click ONE spot – do not draw a line. This should do away with the remaining haze. Only do this step if you have the haze
  - o Another method would be to click *Remove Settings* then use the background definition tool. This is a more streamlined method to drop out all the green, which results in a much smoother image
- Once the background looks clean, drop the green background from all the images by clicking on the *Apply Color to All Records* button on the bottom right of the *Green Screen* window
- Exit *Green Screen* by clicking the red X in the far upper right hand corner of the window to close

You are now ready to find images that contain green that will need manual adjustments

- Page through your job and *Tag* all images that have green in subject area
- Go to *Data>Tagging>Filter on Tagged*
- Go to *Imaging>Green Screen* or hold down your "G" key and left click on any image
- In the *Green Screen* window, only those wearing green (the images you tagged) will display across the top. This makes it so you only scroll through the images needing adjustments instead of the whole job
- Use the tools on the left to make the individual adjustments by clicking on the images one at a time, adjust the color, click the green check mark to "save" and select *Apply to Current*
- Click the next image in line to be adjusted and repeat until you have gone through all of the images in the filter
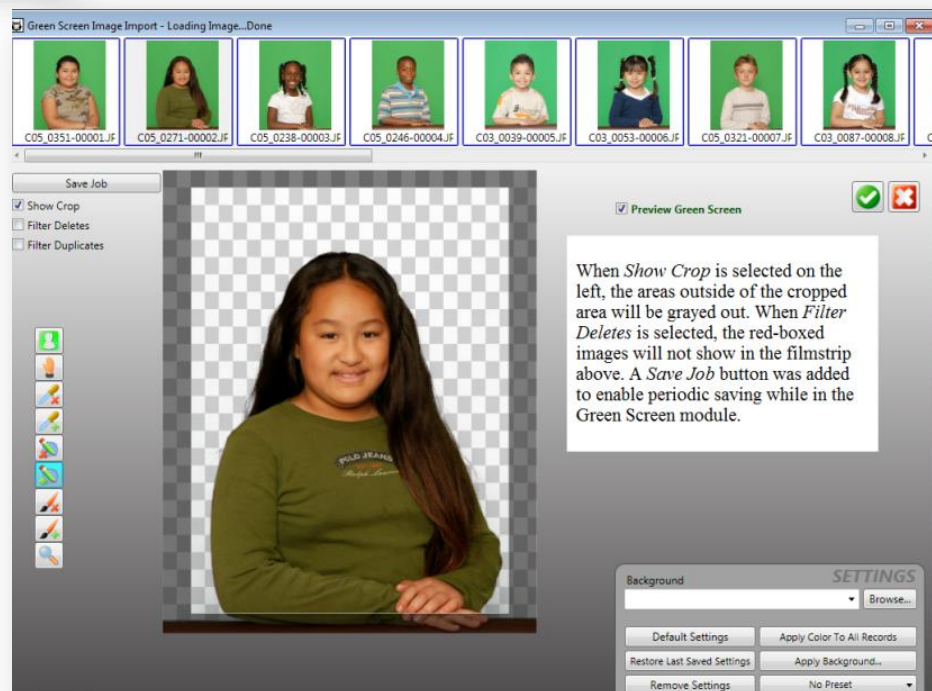
Green Screen Toolbox

Tools are provided on the left side of the screen. The tools with an 'X' icon next to them will remove all colors from a particular area on your image. The tools with a '+' icon next to them means it will add back all colors to the area to your image you define with the tools.

In the upper left hand portion of the screen, you may select the *Show Crop* box to show the crop applied in ImageMatch[©]. If your image comes in looking grayed out, this means no crop was applied in ImageMatch[©]. Uncheck the box next to *Show Crop* to bring back the normal color of the entire image.

The *Filter Deletes* and *Filter Duplicates* boxes, when selected, will remove any images that were marked as deletes (red boxes) or duplicates (blue boxes) in the ImageMatch[©] job. ***Note:** Keep in mind that in order for a Green Screen job to properly render out or export, EVERY image needs a background. Be sure to uncheck Filter Deletes and Filter Duplicates to add your background to ALL images first, before filtering.*

PhotoLynx[®] ImageMatch[©]

Green Screen Tools: Dropping Out Green

Background Definition Tool – By clicking on this tool the user can further define the background for the program. Just click this button and then click the color you would like to remove from the background (blue or green).

Background Color Picker Tool – By clicking on this tool the user can further identify the background colors of the image. Just click the tool and then a color on the background that has not been removed and then it will disappear.

Background Lasso Tool – By clicking on this tool the user can further identify an area of the background that needs to be retouched through the use of our lasso tool. Just click the tool and then on the image in an area that you wish to define a background, click and hold the mouse button following the outline of the area you wish to remove, ending in a circular ring back to where you started.

Note: Right clicking on this tool and choosing "Polygonal" will allow you to do a "connect the dots" situation rather than drawing a circle – this allows for further control

Background Brush Tool – By clicking on this tool the user can furt her identify an area of the background that needs to be retouched through the use of a round brush tool. Just click on the tool and then on the image in an area you wish to define a background. Click and hold the mouse button along the entire area you wish to remove.

Green Screen Tools: Bringing Green In

Foreground Color Picker Tool – By clicking on this tool the user can further identify a color that had been removed and bring it back in. Just click the tool and then a color that has been dropped out on the image and it will reappear.

Foreground Lasso Tool – By clicking on this tool the user can further identify an area of the foreground that needs to be retouched through the use of our lasso tool. Just click the tool and then on the image in an area that you wish to define a foreground. Click and hold the mouse button following the outline of the area you wish to bring back in, ending in a circular ring back where you started.

Note: Right clicking on this tool and choosing "Polygonal" will allow you to do a "connect the dots" situation rather than drawing a circle – this allows for further control

Foreground Brush Tool – By clicking on this tool the user can further identify an area of the foreground that needs to be retouched through the use of a round brush tool. Just click the tool and then on the image in an area that you wish to define a foreground. Click and hold the mouse button along the entire area you wish to bring back in.

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Green Screen Tools: Other Useful Tools

Image Zoom Tool – Select the *Zoom* tool to enlarge the image. Left click will enlarge the image and right click will reduce the image back down to the original viewing size.

When using the tools in *Green Screen*, be sure you save the changes made to individuals by pressing the ✅ button. To do this, click the green checkmark button in the upper right hand portion of the screen. A window will come up with three options – *Apply to Current, Apply to All* or Cancel. There is no undo option, so if you accidentally apply to all, close your job without saving and restore it again.
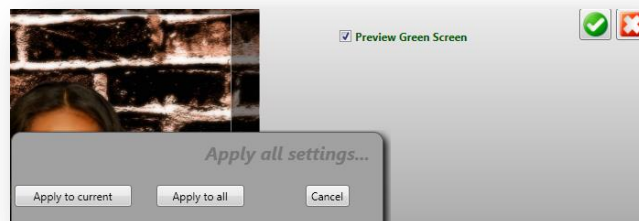

Applying a Background: Single Background for All Images

To select a single background for all of your images, select the *Browse* button from the bottom right corner of the *Green Screen* window. This will open up a browser window. Navigate to where you keep your backgrounds and select the default background you wish to apply to each subject. Once selected, press the *Apply Background* button. When the *Apply Background* window appears, select *Apply to All* to set that background to all of your images.
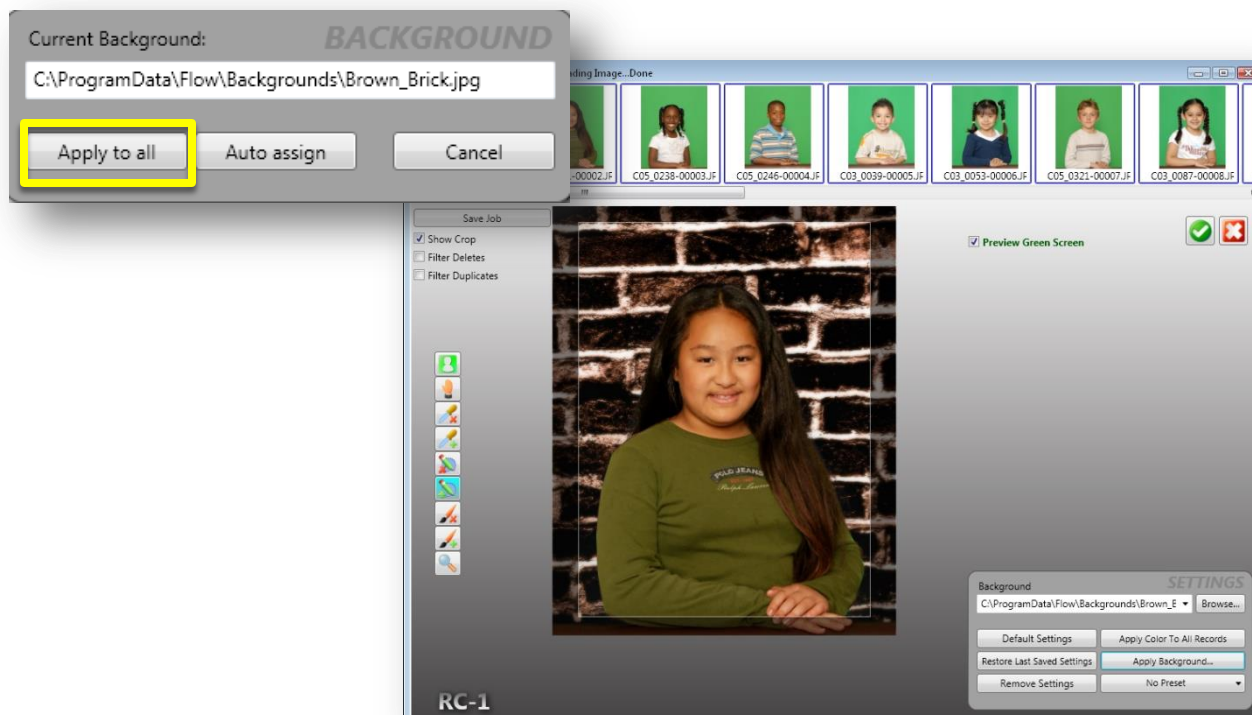
Applying a Background: Background with Package Orders

To select the background chosen in the subject's package selection, you must first have a default background applied. Once that is done, press the *Apply Background* button and select *Auto Assign* the window that appears. This will assign the backgrounds in the selected packages. Anyone who did not order a background will remain with the default background.
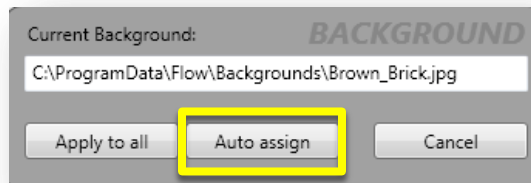
Selecting the Desired Background in Package Entry

- Make sure you have a valid *PRM* and *PUD* loaded
- Press *F7* and click a picture to bring up *Package Selection*
- Make sure your *Package Options* are visible by going to *Units>View Package Options*
- Enter your packages using barcode, keyboard or mouse
- Enter your *Package Option* by checking the box next to the option or scanning a barcode that represents the package map number
- Remove the *Package Option* by un-checking the box or scanning a barcode that corresponds to the *Package Option* map number
- To apply the backgrounds ordered during the package entry, go back into the green screen module
- Click on *Apply Backgrounds* and click on *Auto Assign*. This will apply the background selected during package entry
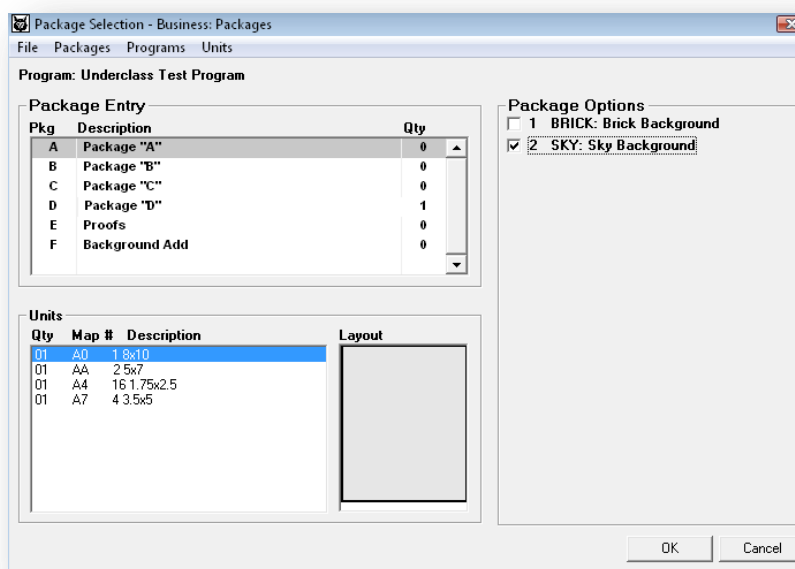
The Help Menu

About ImageMatch©

The *About ImageMatch*© screen shows the current *version number* as well as your *licensing* information

Activation

The *Activation* button on the *Help* menu is used to activate all ImageMatch© features.

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