

# PhotoLynx® ProComposites® User's Manual

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*ProComposites® is designed to easily create and print volume composites.*

*ProComposites® also has the ability to efficiently create star or individualized composites.*

## 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 1024x768 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 GS 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 1024x768 or greater
- CD-R / CD-RW, DVD-R drive
- Fast Connection to the Internet (including e-mail)



## Instructions for Installing/Activating ProServices<sup>©</sup> Software

You should have received an email from either the PhotoLynx® Technical Support office or your lab with the base install of ProComposites<sup>©</sup>, 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 ProComposites<sup>©</sup> 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:

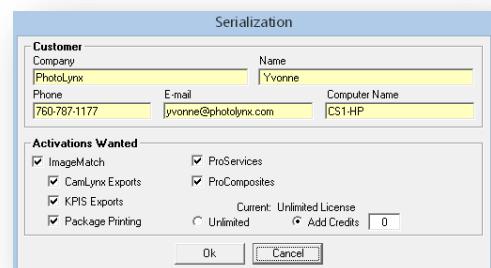
ProComposites<sup>©</sup> will be activated along with your ImageMatch<sup>©</sup> software. To activate your ImageMatch<sup>©</sup> software, we first need to receive a serialization file from you. Once received, we will email back an activation file to load into the software. To do this:



### How to Submit Serialization Files:

1. Run ImageMatch<sup>©</sup>
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](mailto: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

## Overview

ProComposites<sup>©</sup> generates composites based on the number of students and staff for each composite using the images and data that are linked in ImageMatch<sup>©</sup>.

ProComposites<sup>©</sup> creates each composite by calculating the optimal number of rows and columns to maximize the image size for all students. This process enormously simplifies the production by generating composites while taking into account all composite settings such as composite size, orientation, margins, white space, title block area and image crop size.

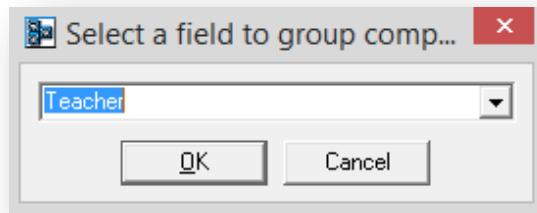


## Grouping in ProComposites®

When loading a job into ProComposites® for the first time, it will be necessary to set the *Grouping* field and the *Staff Criteria*.

1. Open ProComposites®
2. Select a previously saved job (or current job if opening through ImageMatch®)
3. Select the field used to group the students

It is most common to group students by the *teacher* field, but any field can be used to group students. There is no limit to the number of students that can be placed on a single composite.



## Loading the Staff Criteria

Staff Criteria Definitions																																																	
<b>File</b> Staff Fields Staff Criteria Field: <b>Code</b> First Name Field: <b>First Name</b> Last Name Field: <b>Last Name</b>																																																	
Staff Identifiers <table border="1"> <thead> <tr> <th>Value</th> <th>Title</th> <th>Combine to all Composites</th> <th>Position</th> </tr> </thead> <tbody> <tr><td>0</td><td>Principal</td><td><input type="checkbox"/></td><td><input checked="" type="radio"/> First</td></tr> <tr><td>1</td><td>Vice Principal</td><td><input type="checkbox"/></td><td><input checked="" type="radio"/> Last</td></tr> <tr><td>2</td><td>Teacher</td><td><input type="checkbox"/></td><td><input checked="" type="radio"/> First</td></tr> <tr><td>3</td><td>Teacher Assistant</td><td><input type="checkbox"/></td><td><input checked="" type="radio"/> Last</td></tr> <tr><td>4</td><td>Special Ed</td><td><input type="checkbox"/></td><td><input checked="" type="radio"/> First</td></tr> <tr><td>5</td><td>Librarian</td><td><input type="checkbox"/></td><td><input checked="" type="radio"/> Last</td></tr> <tr><td>6</td><td>Office Staff</td><td><input type="checkbox"/></td><td><input checked="" type="radio"/> First</td></tr> <tr><td>7</td><td>Lunch Staff</td><td><input type="checkbox"/></td><td><input checked="" type="radio"/> Last</td></tr> <tr><td>8</td><td>Janitorial Staff</td><td><input type="checkbox"/></td><td><input checked="" type="radio"/> First</td></tr> <tr><td>9</td><td></td><td><input type="checkbox"/></td><td><input checked="" type="radio"/> Last</td></tr> </tbody> </table>						Value	Title	Combine to all Composites	Position	0	Principal	<input type="checkbox"/>	<input checked="" type="radio"/> First	1	Vice Principal	<input type="checkbox"/>	<input checked="" type="radio"/> Last	2	Teacher	<input type="checkbox"/>	<input checked="" type="radio"/> First	3	Teacher Assistant	<input type="checkbox"/>	<input checked="" type="radio"/> Last	4	Special Ed	<input type="checkbox"/>	<input checked="" type="radio"/> First	5	Librarian	<input type="checkbox"/>	<input checked="" type="radio"/> Last	6	Office Staff	<input type="checkbox"/>	<input checked="" type="radio"/> First	7	Lunch Staff	<input type="checkbox"/>	<input checked="" type="radio"/> Last	8	Janitorial Staff	<input type="checkbox"/>	<input checked="" type="radio"/> First	9		<input type="checkbox"/>	<input checked="" type="radio"/> Last
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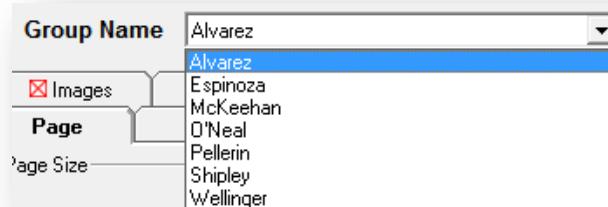
*Staff Definitions* tell ProComposites® what field is used to define who is staff, what levels of staff are available and how to combine staff onto the composites.

Each time a job is loaded into ProComposites® for the first time, the system will warn the *Staff Criteria Definitions* have not been defined. Next, ProComposites® will display the screen for defining the *Staff Criteria Definitions*.

To load staff defaults, select the *Load from System Default File* option from the *File* menu. These settings may be customized for various school situations by changing the titles. When *Combine to All* is checked, every staff member with that value assigned to them will be included on all composites for that job.

## Composite Groups

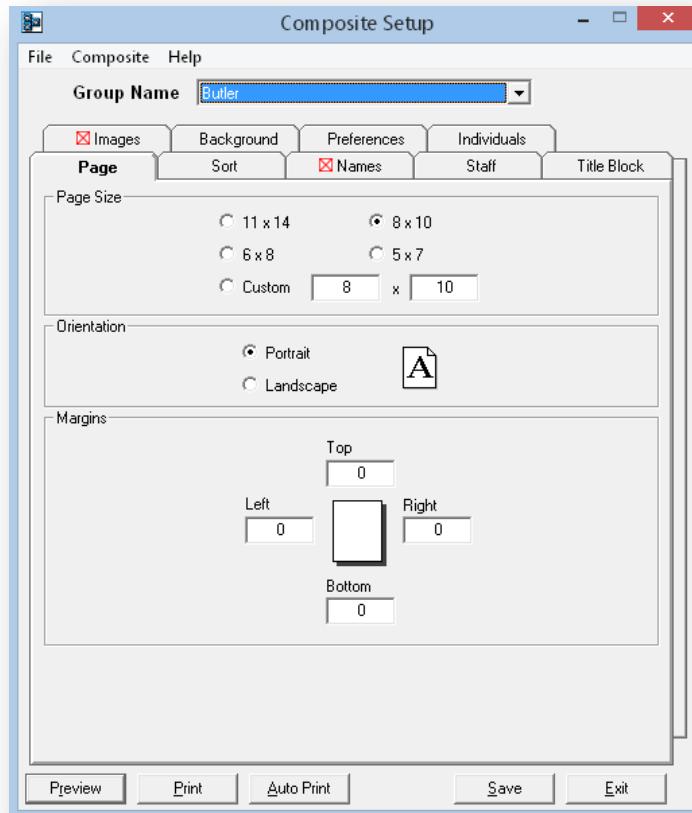
The *Group Name* list found at the top of the *Composite Setup* screen is created automatically using the *Group Data* field. For example, if the *Teacher* field was the selected *Data Field*, then the *Group Name* list contains each teacher's name for the current job. Each teacher in the *Group Name* list corresponds to a class composite. The total number of teachers in the *Group Name* list is equivalent to the number of individual composites in a particular job.



## Composite Setup Tabs

The main *Composite Setup* window has nine (9) tabs. Each tab is labeled to simply describe the configuration options within the specified tab.

Until a tab has sufficient information to generate a composite, a red 'X' will appear next to the tab name. The *Preview*, *Print* and *Auto Print* buttons will NOT work until all red X's are gone. Once the settings for a tab have sufficient information to generate a composite, the red 'X' disappears from the tab.



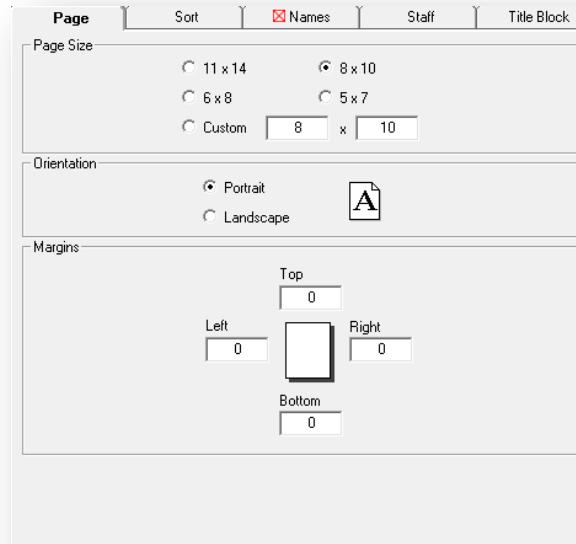
## Page Tab

The *Page* tab is where the composite size, orientation and margins are entered.

The *Page Size* defines the exact size of the composite. The page size may be selected from one of the preset sizes or select the *Custom* option to set a new size.

The *Orientation* area allows for portrait or landscape layout of the composite.

The *Margins* define the distance images will start from the edge of the composite.



## Sort Tab

The Sort tab defines the order in which students are placed on the composite. The Conditions area is used to limit the students based on a data field using logic like: "Select all students who have 'STAFF' in the teacher field OR have a value greater than zero in their criteria field".

*Order By* sorts how the students are to be displayed on the composite. The *Asc* and *Dec* check boxes sort the displayed students in ascending and descending orders respectively. The last name and first name fields are always added to the *Order By* sort field making all sorts a three-field sort. For example, if *Order By* is set to Home Room, the sort fields are *Home Room + Last Name + First Name*.

*Remove Staff* removes all records with a non-zero staff criteria field.

The *Clear* button resets all the *Sort Tab* settings to the defaults.

Page	Sort	Names	Staff	Title Block																																								
<b>Conditions</b> <small>NOTE* If Wildcards are used in the 'Value' field the 'Operator' field must be set to 'Like'.</small> Use Field Name:      Operator:      Value:      Operator: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> AND <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> AND <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																																												
<b>Order</b> <small>NOTE* Last Name and First Name are always added to the Sort Order.</small> Order By: <input type="checkbox"/> Asc <input checked="" type="checkbox"/> Desc <input checked="" type="checkbox"/> Remove Staff																																												
<b>Preview</b> <table border="1"> <thead> <tr> <th>SortIndex</th> <th>Code</th> <th>Job Type</th> <th>Job Number</th> <th>Sequence</th> </tr> </thead> <tbody> <tr><td>141</td><td></td><td></td><td></td><td></td></tr> <tr><td>146</td><td></td><td></td><td></td><td></td></tr> <tr><td>140</td><td></td><td></td><td></td><td></td></tr> <tr><td>142</td><td></td><td></td><td></td><td></td></tr> <tr><td>137</td><td></td><td></td><td></td><td></td></tr> <tr><td>136</td><td></td><td></td><td></td><td></td></tr> <tr><td>138</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>					SortIndex	Code	Job Type	Job Number	Sequence	141					146					140					142					137					136					138				
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<input type="button" value="Clear"/>																																												

## Names Tab

The *Names* tab controls the display of student names on a composite.

The *% of White Space for Names* option determines the white space available for names beneath the images. Common white space percentages range from 10% to 15%.

The *Hide Names* option removes all names from the composite. If including names on a composite, the *1 Line* and *2 Lines* options are used to select single line or double line display. Putting the combined first and last name on a single line would be a common example of when the *1 Line* option would be used.

The centering buttons for fonts are used to left-justify, center or right-justify a student's name beneath the image. When displaying only a single line using the *1 Line* option, the top-justify, middle and bottom-justify options become available for the fine-tuning the vertical positioning of the single line of student information.

The *Font* setting selects a TTF font from the Windows fonts. When *Scale font size to fit*, the font size selected is the maximum font size for a student name. In other words, a student with a short name like "Lisa Smith" might use the maximum font size of 26, but a student on the same composite with a name of "Robert Mittricker" might not fit beneath the image. The system will automatically reduce the font size for a name until the entire name fits beneath the image.

Page	Sort	<b>Names</b>	Staff	Title Block
<b>Settings</b> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <input type="checkbox"/> Hide Names  <input checked="" type="radio"/> 1 Line  <input type="radio"/> 2 Lines  <input type="checkbox"/> Use Maximum Space for Names         </div> <div style="flex: 1;"> <span>% White space for Names:</span> <input type="text" value="10"/>  <span>Text Color:</span> <span style="color: black;">█</span> </div> </div>				
<b>Font</b> <div style="display: flex; align-items: center;"> <div style="flex: 1;"> <input type="text" value="Arial"/> <input type="button" value="10"/> <input type="button" value="B"/> <input type="button" value="I"/> <input type="button" value="="/> <input type="button" value="="/> <input type="button" value="="/> </div> <div> <input type="checkbox"/> Scale font size to fit         </div> </div>				
<b>Name Lines</b> <p>NOTE* Placement Order: (Static Text, Field #1, Separator, Field #2)</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>Name Line 1</b>            Static Text <input type="text"/> Field #1 <input type="text" value="First Name"/>            Separator <input type="text"/> Field #2 <input type="text" value="Last Name"/> </div> <div style="background-color: #e0f2e0; text-align: center; padding: 5px;"> <b>First Name Last Name</b> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <b>Name Line 2</b>            Static Text <input type="text"/> Field #1 <input type="text"/>            Separator <input type="text"/> Field #2 <input type="text"/> </div>				

## Staff Tab

The *Staff* tab contains a list of all staff on the current composite based on the criteria values assigned to the data records in ImageMatch®. Each staff member is given a non-zero criteria value from ImageMatch®. The *Staff Criteria Definitions* in ProComposites® associates each staff level with a position on composites.

The *Staff* tab for any particular group lists all *Combine to All* staff as well as the teachers and assistants for the current group. There are 6 spaces for staff on a composite so they any extra staff members, like teacher assistants, can be included on the composite for their class.

*Combine to all Composites* places all staff with the specified criteria value on all composites for a job.

*First* position is the position before all students. All staff assigned to first position will be placed before the students, alphabetically by criteria value.

*Last* position is the position after all students. All staff assigned to last position will be placed following the students, alphabetically by criteria value.

In some cases, teachers and assistants are included on more than one composite, but not included on all composites like a superintendent. The pull-down menu next to each box in the *Staff List* will add or change a staff member on the current composite. Clicking on the arrow will display a list of all staff for the entire job to choose from.

Page	Sort	Names	Staff	Title Block																																										
<b>Settings</b> <table border="1"> <tr> <td>First</td> <td>Last</td> <td>Staff List</td> <td>Title</td> </tr> <tr> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>Nichole Alvarez</td> <td>Teacher</td> </tr> <tr> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td></td> <td></td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Show Group Value</td> <td><input type="button" value="More"/></td> <td><input type="button" value="Less"/></td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Staff Only Rows</td> <td colspan="3"></td> </tr> <tr> <td colspan="5" style="text-align: right;"><input type="button" value="Reset"/></td> </tr> </table>					First	Last	Staff List	Title	<input type="radio"/>	<input checked="" type="radio"/>	Nichole Alvarez	Teacher	<input type="radio"/>	<input checked="" type="radio"/>			<input type="radio"/>	<input checked="" type="radio"/>			<input type="radio"/>	<input checked="" type="radio"/>			<input type="radio"/>	<input checked="" type="radio"/>			<input type="radio"/>	<input checked="" type="radio"/>			<input type="checkbox"/> Show Group Value		<input type="button" value="More"/>	<input type="button" value="Less"/>	<input type="checkbox"/> Staff Only Rows					<input type="button" value="Reset"/>				
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<input type="button" value="Reset"/>																																														

## Title Block Tab

The *Title Block* tab selects the title block template for the current composite, and the placement and sizing for the title block. To use a title block on a composite, click *Enabled* next to your title block selection.

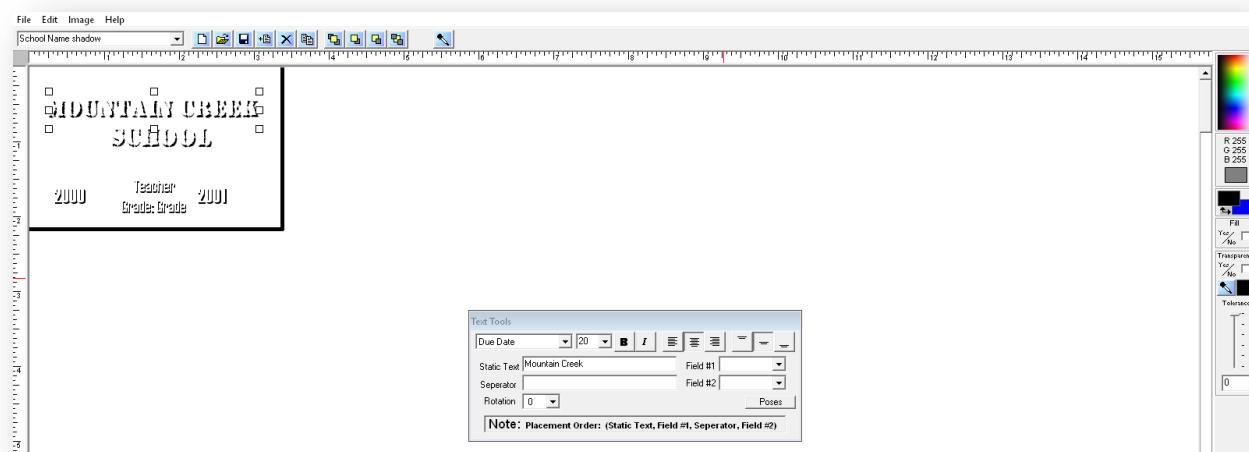
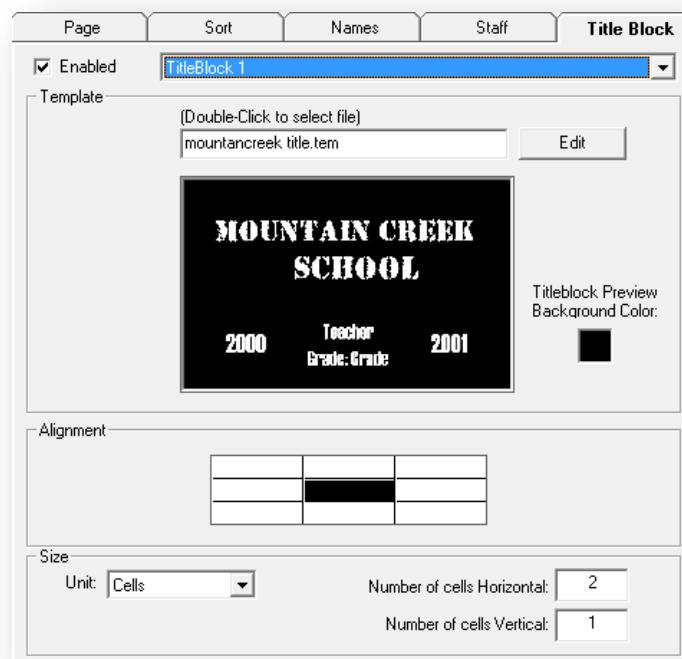
To select a template to use for your title block, double click in the file name line and browse out for your previously made template.

To edit the current title block, or to create a new title block, click the *Edit* button. This will open the *PhotoLynx® Template Builder*. Title blocks can be any combination of text and graphics.

The title block is positioned on the composite by selecting the alignment from the *Alignment* grid.

Select the number of cells, or inches, horizontal and vertical to select the title block. The cell size is based on the number of images on a composite with each cell being the size of one image.

The title block is centered in the space defined by the *Alignment* and *Size* areas of the *Title Block* tab.



## Images Tab

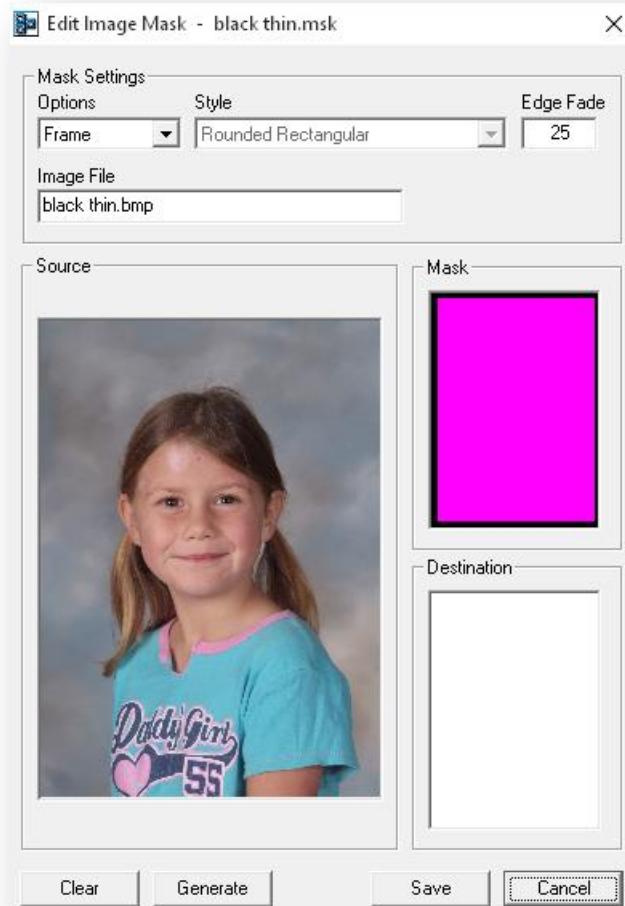
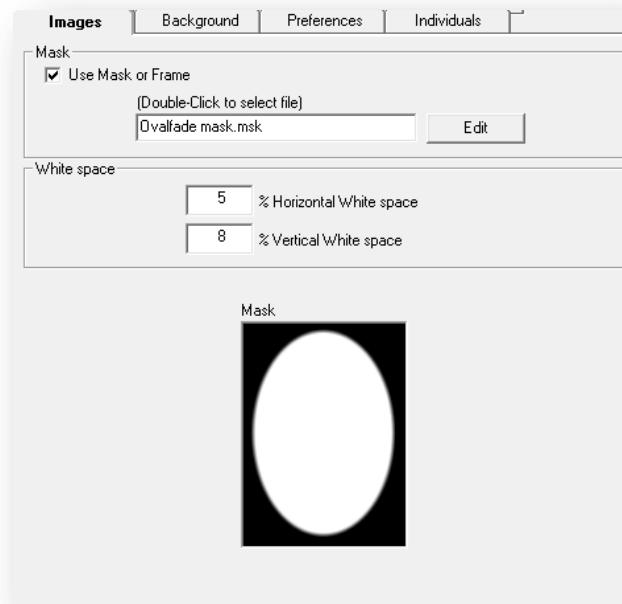
The *Images* tab defines image spacing and the mask of frame for each student image.

To use a mask or frame around the images on a composite, check the *Use Mask or Frame* checkbox. Double click in the file name box to select the mask or frame to be used.

When using a mask, clicking on *Edit* allows for modification of the edge fade and positioning of the mask. Using the mask option, masks can be elliptical, rectangular or rounded rectangular.

A frame is a graphic that is placed on top of each image with a transparent center where the image shows through.

The *White Space* indicates the amount of space to be placed between images. The vertical white space is added to the percentage of white space used by the *Names* tab for positioning text beneath images.

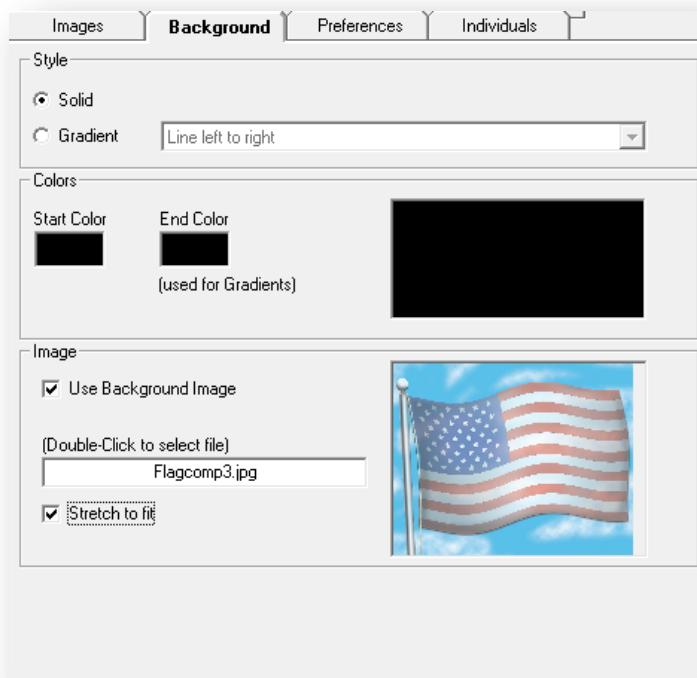


## Background Tab

The *Background* tab defines the background image file (such as a logo) or defines it to be solid or gradient colors.

The entire Windows color spectrum is available for *Solid* and *Gradient* backgrounds. A large variety of gradient styles are available from the gradient drop-down menu.

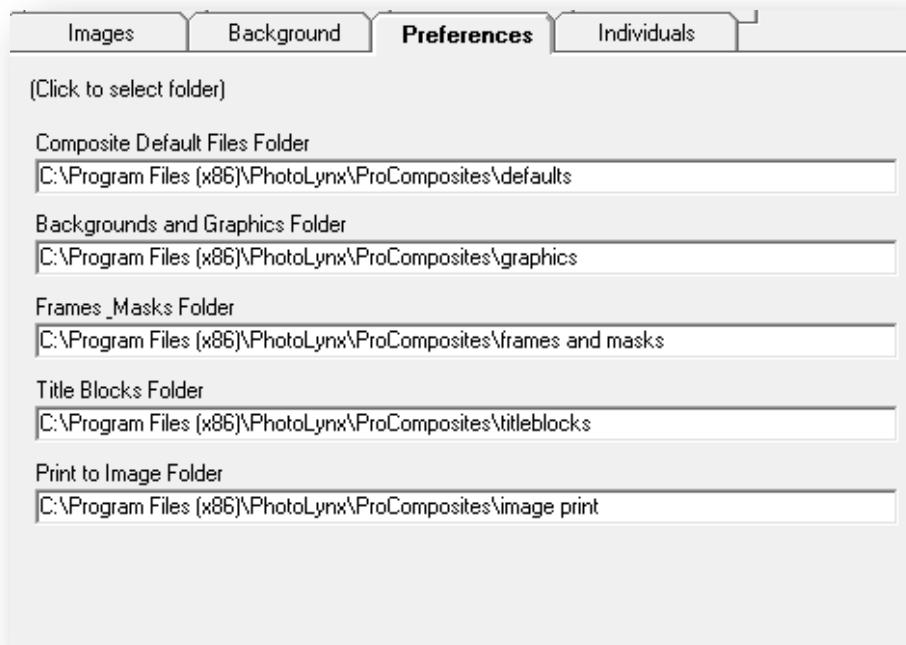
To use an image file as the background, click the *Use Background Image* checkbox, and select the image file to be used by double clicking in the file name box.



## Preferences Tab

The *Preferences* tab defines the default folders for support files and for printing.

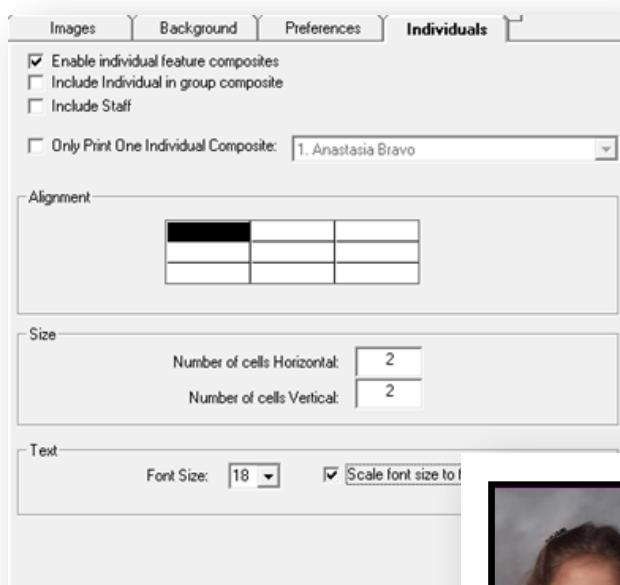
To change where ProComposites<sup>®</sup> looks for your preferred folders, double click in the *white box* underneath the folder name and browse out to find the correct folder.



## Individuals Tab

*Individual* composites allow for the personalization of composites for each student in a class. Each subject is rotated into a specified position and shown at a larger size to highlight their image.

- To use the *Individual* feature, click the *Enable individual feature composites* checkbox
- *Include Individual in group composite* places each student in the highlighted position as well as in the body of the composite
- *Include Staff* allows the individual feature to personalize composites for staff members as well as students
- *Only Print One Individual Composite* enables a choice of which person to highlight instead of rotating through the entire group. This can be used to highlight the teacher or to make individual composites only for subjects who ordered a composite
- The *Alignment* area selects where the individual will be placed on the composite from a grid
- The *Size* area defines the number of cells horizontal and vertical to make the individual. The cell size is based on the number of images on a composite with each cell being the size of one image
- The *Text Size* area defines the font size and scaling to use for the individual. The font type is chosen on the *Names* tab





Anastasia  
Bravo



Sara  
Hernandez



Jessie  
Hernandez Virgen

**Ramona Elementary School**  
2015-2016



Be a reader, be a writer,  
be a problem solver.  
Be nice. Work hard.

 <p>Michaela Lee Caldwell</p>	 <p>Drake McKerall</p>	 <p>Franky Meraz</p>	 <p>Autumn Moore</p>	 <p>Kayla Wagner</p>	 <p>Nicholas Woodman</p>
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## Saving & Loading Default Composite Settings

Once you have your composite set up to where you like, you can quickly set up all the settings for the other groups, as well as other composites later. The first two options on the main *File* menu on the *Composite Setup* screen allow the user to *Save* and *Load* the default settings respectively. These options contain the settings for all nine tabs.

1. First, you must *Save* your composite settings under the *File* menu, and name this file something you can remember (*For Example: Ramona Elementary Composite*)
2. To quickly generate a composite, *load* the default composite settings from the *File* menu and click on the *Generate* button
3. Be sure to adjust the nine tab settings until the composites have the look and feel you want

**Note:** The default composite settings contain default information for ALL nine setup tabs, but do not contain the staff definition settings.

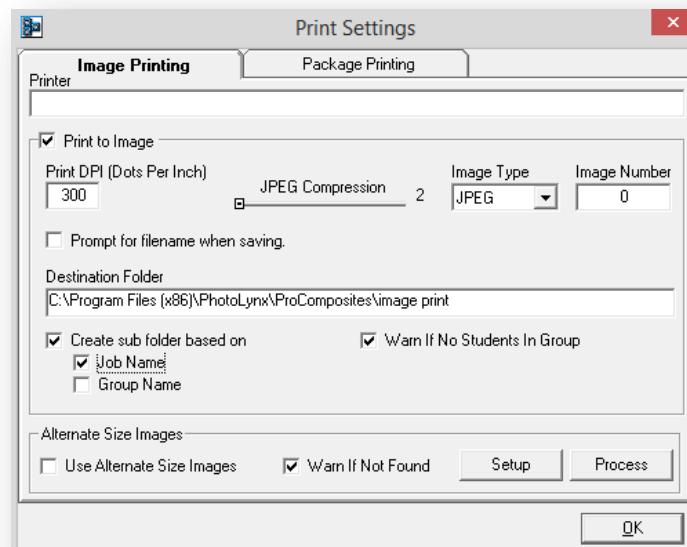
## Print Settings

When outputting composites to a printer, select the *Printer* from the printer list at the top of the print setting window and uncheck the *Print to Image* option.

The *DPI* (dots per inch) setting is used when printing composites to image files. When outputting composites to image files, the *Image Number* is added to the current “group name” to create the name of the composite image file.

Composites may be saved as JPG, TIFF, TARGA, or BMP files. To name the images individually in a different name format, select the *Prompt for filename when saving*. This option will bring up a file name save dialog for each composite generated.

Composite image files are saved in the *Destination Folder*. Clicking in *Create Subfolder Based on* will create a folder under the *Destination Folder* using either the *Job Name* or the *Group Name* and place all composites for the job or group into the subfolder.



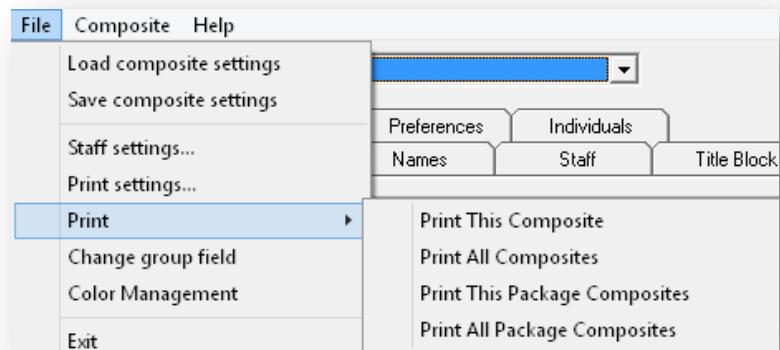
## Previewing & Printing Composites

After all settings have been defined, and there are no red X's visible on any of the tabs, it's time to generate a composite. Click the *Preview* button in the lower left corner of the *Composite Setup* window and let it run its course. A window will appear with the newly generated composite.

### To Print:

1. Go to *File>Print Settings*
2. Define a printer, or print to image and save the file to your computer for printing at a later time
3. Click *Exit*
4. Go to *File>Print*

The generation window will disappear leaving the *Composite Setup* window. Click *Exit* in the lower right and decide whether or not to save the composite.



## Auto Printing Composites

*Auto Print* will use the settings in the default file that is selected for all composites in a job, and send the finished composite to the image print folder or to the selected printer. Please note that the *Auto Load Composite Settings for New Composites* feature will NOT overwrite any settings that have been manually changed on the next composites, unless you request it to. If each composite requires customization of the staff, title bloc or other settings, *Auto Print* cannot be used to generate the composites. To *Auto Print* all composites for a job:

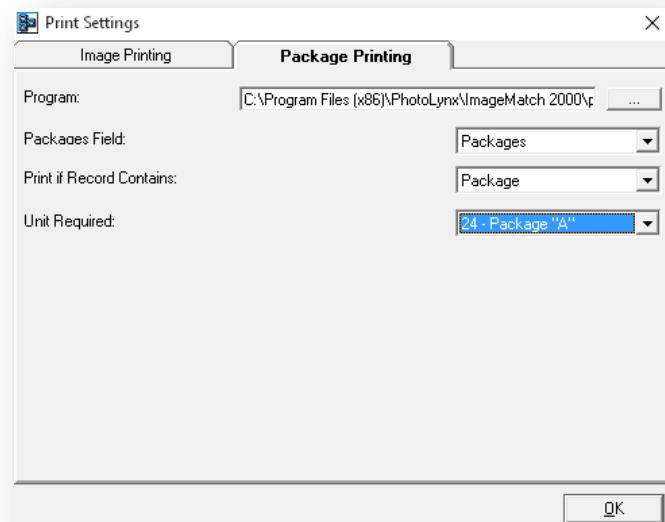
1. First make the composite settings for one classroom, and *Preview* to make sure everything is correct
2. Go to *File>Save Composite Settings* to save the composite setup as a default setup
3. Go to *File>Load Composite Settings*
4. Choose the default you would like to use for this job
5. When it asks *Apply Settings to All Composites* select *Yes*
6. Go to *Composite*, select *Auto Save Composite*
7. Click on *Auto Print* at the bottom of the *Composite Setup* window



## Printing Composites Based on Packages

To print out your composites based off of specific package information set in ImageMatch<sup>®</sup>:

1. Go to *File>Print Settings*
2. Select the *Package Printing* tab. The *Print Settings* window will be displayed
3. Check the [...] button to select your package program (.prm) file
4. Choose your *Packages* field
5. For *Print if Record Contains*, select *Package*
6. Choose the package that includes the composite
7. Click *Close*
8. Go to *File>Print>Print Package Composites*



## Print Composites Based on a Unit

To print out your composite based off a specific unit set in your package information in ImageMatch<sup>®</sup>:

1. Open ImageMatch<sup>®</sup>
2. Go to *File>Preferences*
3. Select the *Packages* tab
4. In the *Program* section, click the *Config* button
5. Add a custom unit called *Composite* to your package(s)
6. Save your new program
7. Open ProComposites<sup>®</sup>
8. Go to *File>Preferences*
9. Select the *Package Printing* tab
10. Click the [...] button to select your package program (.prm) file
11. Choose your *Packages* field
12. For *Print if Record Contains*, select *Unit*
13. Choose the composite unit you created
14. Click *Close*
15. Go to *File>Print>Print Package Composites*

