



PhotoLynx® ProServices®

User's Manual

ProServices® produces service items such as ID cards, memory mates, proof sheets, pictorial directories, and many other items. ProServices® allows you the flexibility to create and modify any service item.

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:

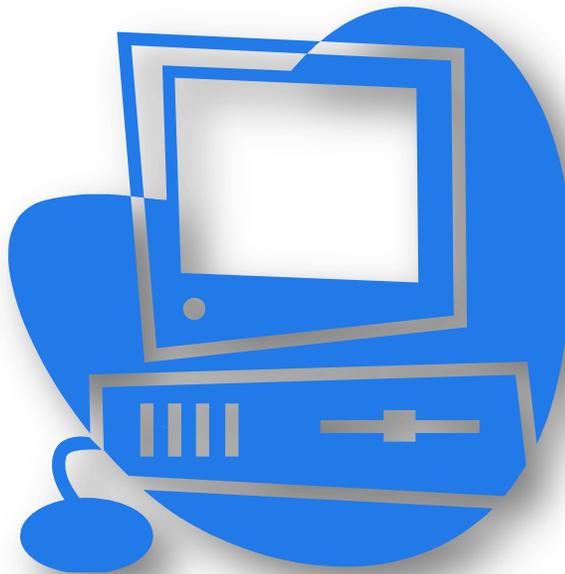
System Requirements

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

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 1024×768 or greater
- CD-R / CD-RW, DVD-R drive
- Fast Connection to the Internet (including e-mail)



Instructions for Installing/Activating ProServices® Software

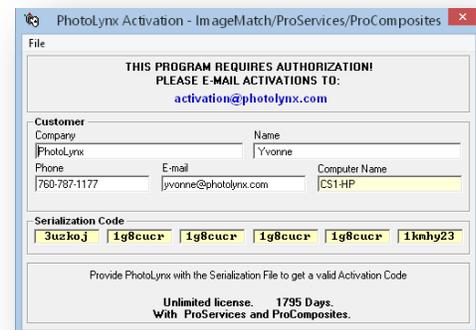
You should have received an email from either the PhotoLynx® Technical Support office or your lab with the base install of ProServices®, as well as 2 upgrade links.

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 ProServices® 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:

ProServices® will be activated along with your ImageMatch® software. 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

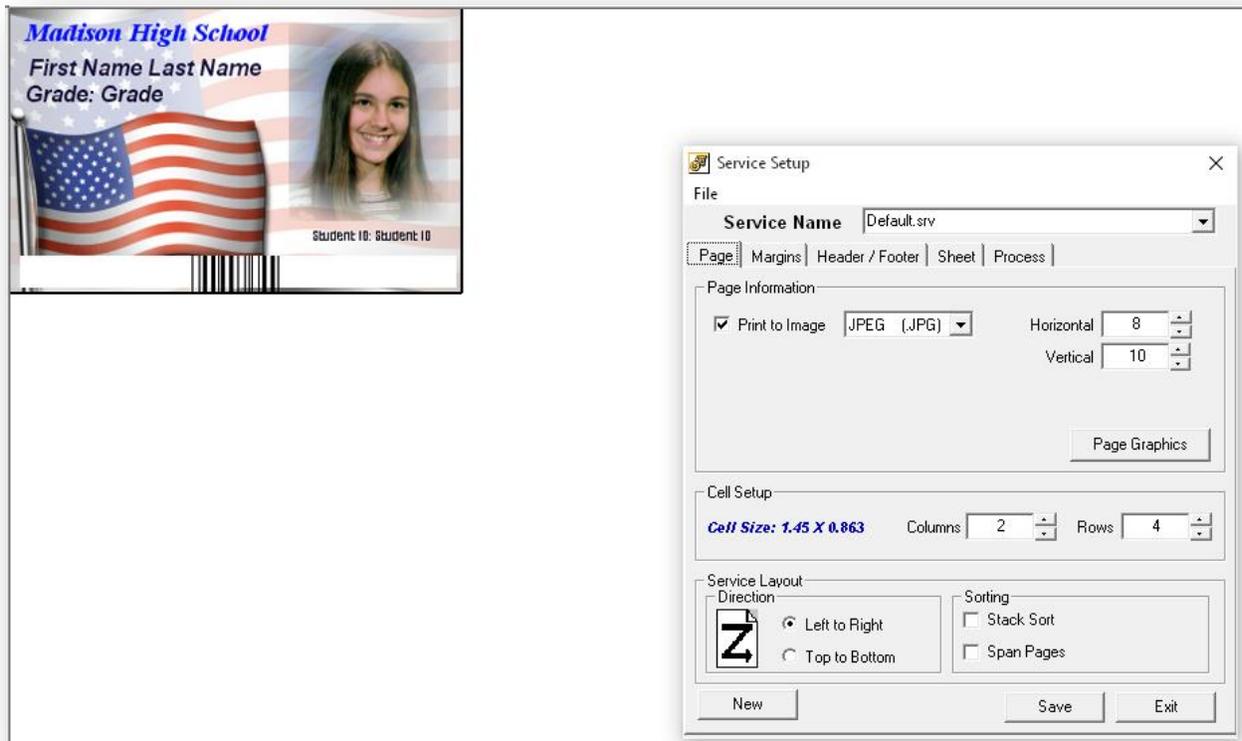
Overview

ProServices[®] is a simple program for creating service items (like Mugbooks and ID cards) that may be repeated several times on a page.

A service that is set up in ProServices[®] may be printed to an image file, any installed Windows printer or set up as a unit to be rendered out as a package through RipLynx![®], depending on your needs.

There are many common services included when ProServices[®] is installed. PhotoLynx[®] offers a library of graphics, templates and services.

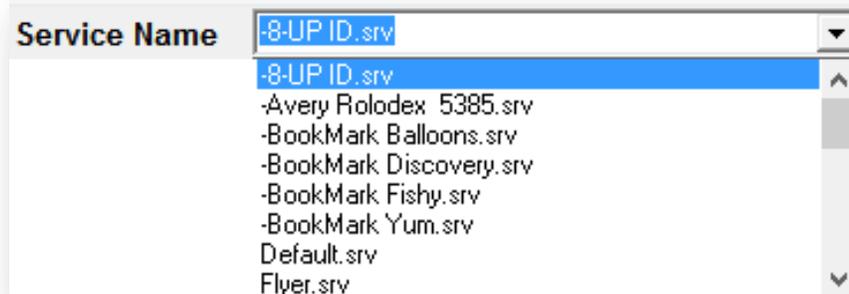
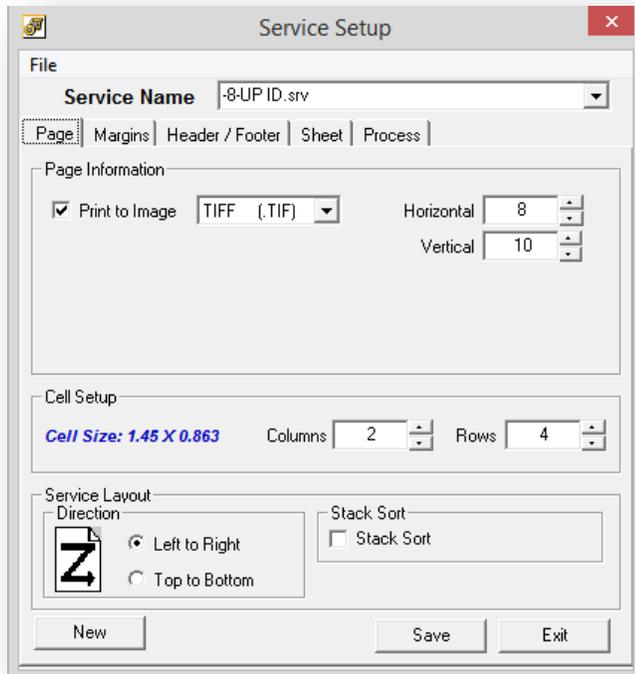
ProServices[®] uses the [Service Setup](#) to determine the paper size, number of times to repeat the template on a page, and which template(s) to use. Custom services can be created easily, either by starting from a blank service or selecting a similar setup and modifying it to your needs.



The File Menu: Service Setup

The *Service Setup* option is where all services are modified. The current service is displayed as the *Service Name* on top of the *Service Setup* screen. The down arrow to the right of the *Service Name* displays a drop-down box containing a list of services.

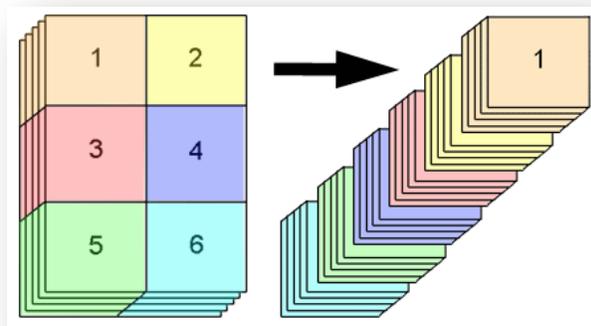
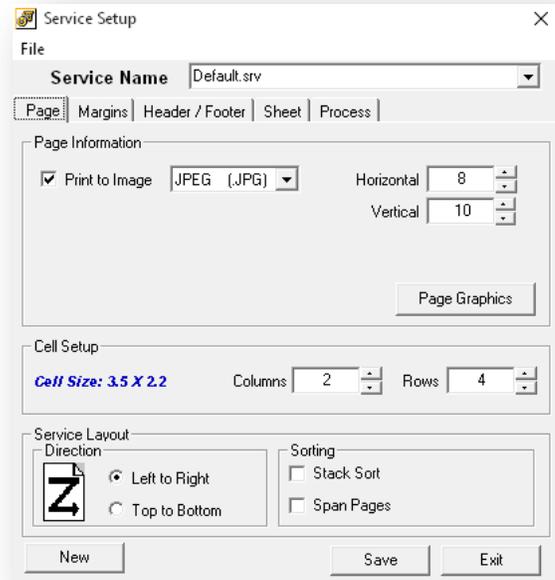
Note: “Service Setups” is another term for service page layouts. The margins, sort, header & footer along with templates on a service page are called the “setup”. Service setups are stored in a folder identified as the *Setups Folder* under *Preferences*.



Page Tab

The *Page* tab is where we choose to print to the default printer or to an image file. The default printer, margins, orientation and the calculated “cell size” are highlighted on the *Service Setup* tabs.

- When the *Print to Image* option is selected both the image type and page size are specified. Image types include Bitmap (.BMP), Tagged Image File Format (.TIFF), JPEG (.JPG) and Targa (.TGA).
- If *Print to Image* is not checked, your windows default printer will be displayed. To switch printers, go to *File>Printer Setup* and choose your desired printer.
- Press the *Page Graphics* button to select an *Overlay* and/or an *Underlay* for your service.
- The *Cell Setup* section of the *Page* tab sets the number of vertical (columns) and horizontal (rows) cells on the service. The greater the number of cells, the smaller each individual cell will become. The cell size is calculated from the page size, the margins and the number of cells.
- The *Service Layout* section of the *Page* tab contains the print order of the cells, which can be from left to right (the default) or from top to bottom.
- Stack Sort allows you to print your services through the stack of paper for stack cutting. This works wonders for ID Cards. To cut the stack:
 - Place Stack 1 on Stack 2
 - Place Stack 2 on Stack 3
 - Place Stack 3 on Stack 4
 - Place Stack 4 on Stack 5
 - Place Stack 5 on Stack 6



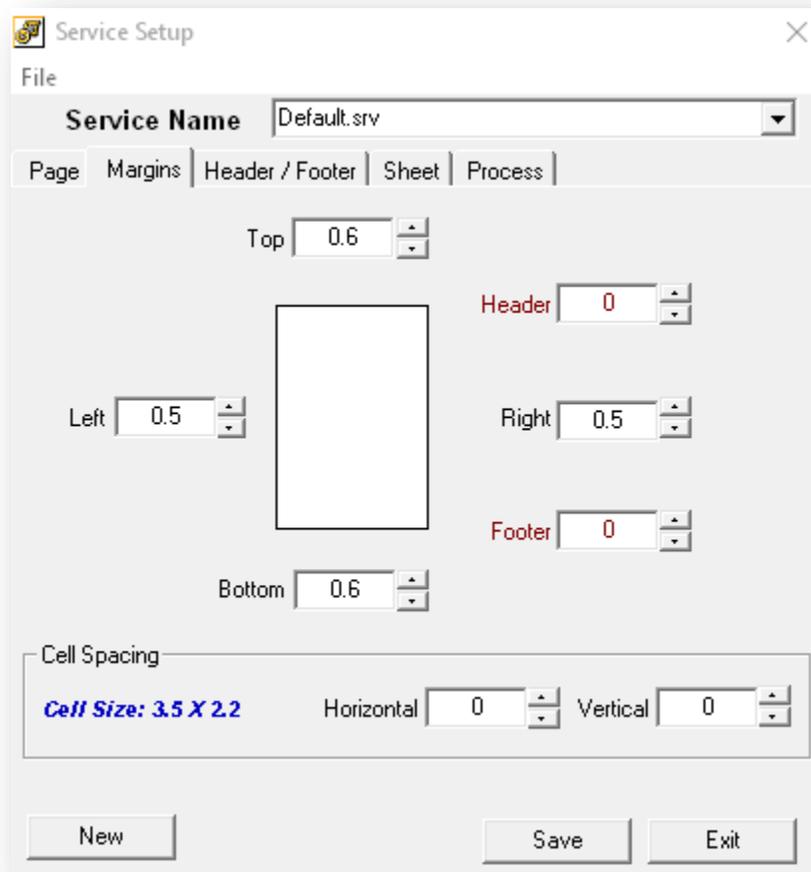
Note: The dimensions of the image file are identical to the printed output. File sizes will vary depending on specified size of the output image file and the dots per inch (DPI). An 8.5 x 11 TIFF image file at 300 DPI will be approximately a 24MB file.

Margins Tab

All margins are calculated in *inches*. When printing to a printer, as opposed to an image file, the printer's default margins display in blue next to the top, bottom, and left and right margins. ProServices® reads the default printer margins and from the currently selected printer and displays them as a reference. If the margins set for a service are not greater than the printer margins, part of the service will be cut off when printing.

When calculating the total vertical print area of a service, the *Header* and *Footer* margins are added to the top and bottom margins. In other words, a top margin of 0.5 inches and a header margin of 0.3 inches will cause the top of the first cell to start 0.8 inches from the top of the page.

The *Cell Spacing* defines the white space between cells. To vertically separate each template by 0.25 inches, the vertical cell spacing would be set to 0.25 inches.



The screenshot shows the 'Service Setup' dialog box with the 'Margins' tab selected. The 'Service Name' is 'Default.srv'. The 'Page' tab is active, showing a central diagram of a page with a rectangular print area. The margins are set as follows: Top (0.6), Left (0.5), Right (0.5), and Bottom (0.6). The Header and Footer margins are set to 0. The 'Cell Spacing' section shows 'Cell Size: 3.5 X 2.2', with Horizontal and Vertical spacing both set to 0. The 'New', 'Save', and 'Exit' buttons are visible at the bottom.

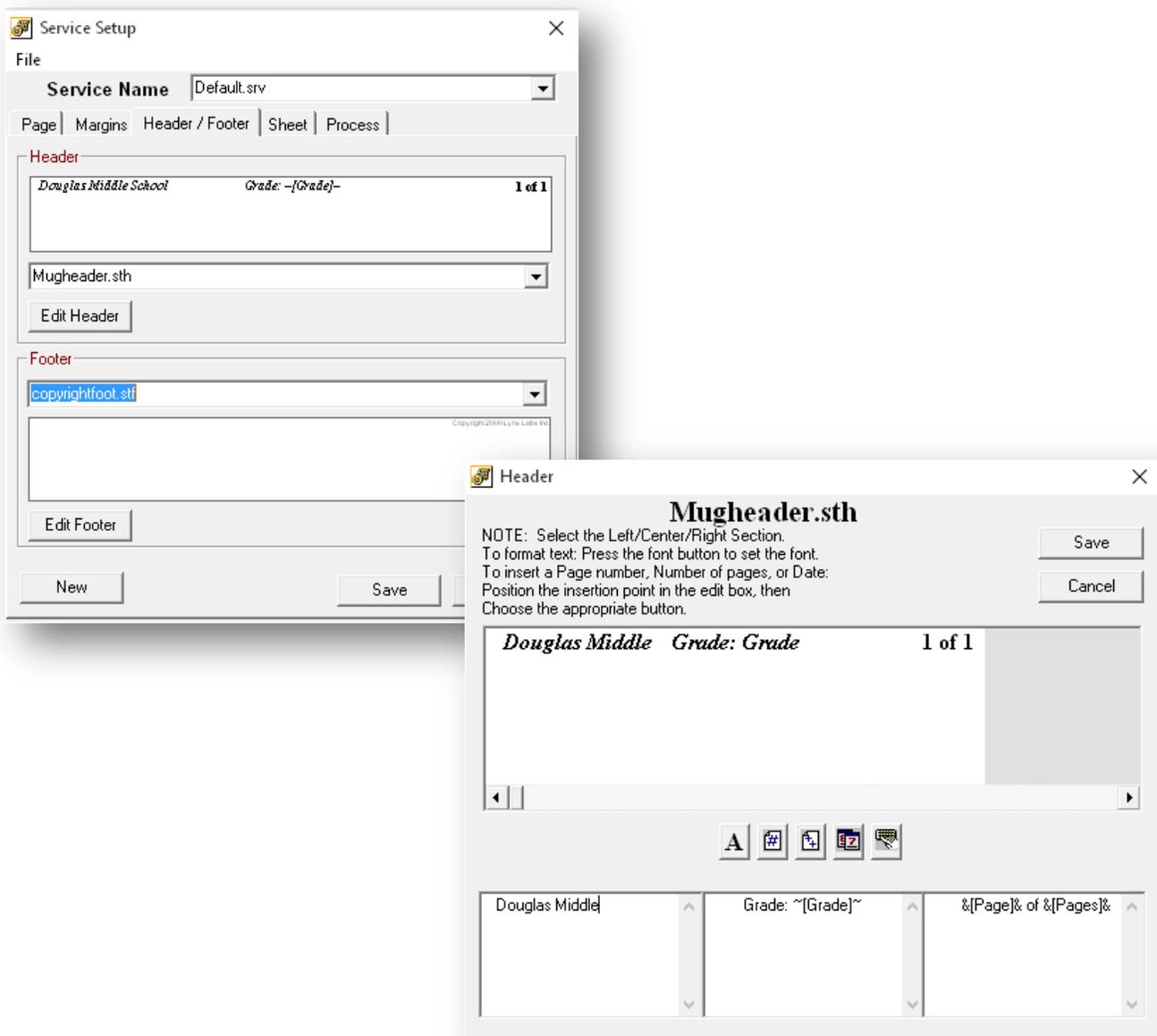
Margin Type	Value
Top	0.6
Header	0
Left	0.5
Right	0.5
Footer	0
Bottom	0.6

Cell Spacing: Horizontal 0, Vertical 0

Header/Footer Tab

Headers and footers can be included on services by modifying the contents of the *Header/Footer* tab.

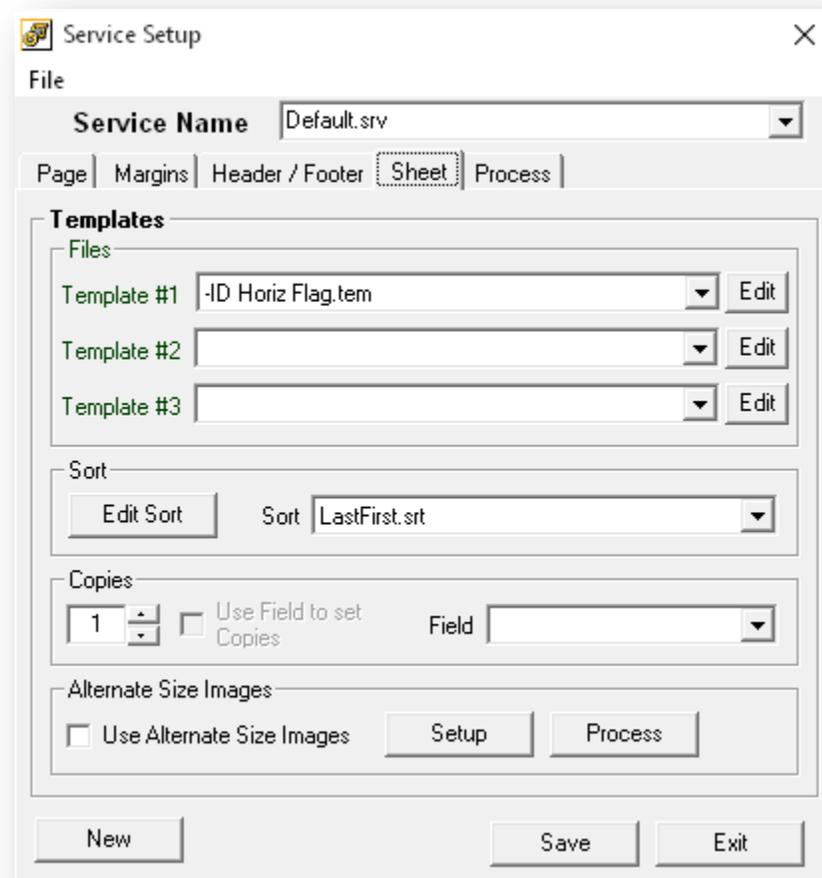
- To include a header on a service, select a header from the pick list right above the *Edit Header* button.
- To create a new header or footer, type the new name and click on the *Edit* button.
- The *Edit Header* button displays the edit screen.
- The *Note* section on this screen describes the basic header and footer functions.



Sheet Tab

The *Sheet Tab* contains the template(s) found in the service, the number of copies of each template and the sort for the service.

- Next to *Template #1* is the name of the template inserted into each cell of the current service. By clicking on the down-arrow to the right of the template name a list of all templates is displayed for selection. The *Template #2* and *Template #3* options are used when creating service strips.
- *Copies* indicate how many times each subject will be repeated on a service. In other words, to print a sheet of labels of student pictures with each student repeated six times, *Copies* should be set to six (6).
- The *Sort* feature filters and sorts the students. Sort options are edited on the *Sort Configurations* screen by clicking on the *Edit Sort* button.



The screenshot shows the 'Service Setup' dialog box with the 'Sheet' tab selected. The 'Service Name' is set to 'Default.srv'. The 'Templates' section includes three template slots: 'Template #1' is set to '-ID Horiz Flag.tem', while 'Template #2' and 'Template #3' are empty. The 'Sort' section shows 'LastFirst.srt' selected. The 'Copies' section is set to 1, with an option to 'Use Field to set Copies' which is currently unchecked. The 'Alternate Size Images' section has 'Use Alternate Size Images' unchecked. At the bottom, there are 'New', 'Save', and 'Exit' buttons.

Sort Options

There can be any number of predefined sorts. Each sort can have up to three filter statements for defining a group of students.

- The *Use* box to the left of the filter statements turns each filter condition on and off. The only filter statements used are those that have the *Use* box checked.
- The *Operator* column contains the “logical operator” for each filter condition. The down-arrow next to each operator displays a list of valid operators. The operators are:
 - *Equal* (=)
 - *Not Equal* (<>)
 - *Greater Than* (>)
 - *Greater Than or Equal* (>=)
 - *Less Than* (<)
 - *Less Than or Equal* (<=)
 - *Like* (compare string contents)
- All operators are self-explanatory except *Like*. The *Like* operator supports “wild cards” for filtering. The asterisk character means “any characters”. Valid *Like* conditions include ‘*N’ (all students whose field ENDS in ‘N’), or ‘N*’ (all students whose field begins with ‘N’) or *N* (all students whose field contains the letter ‘N’).
- The *Group By* option beneath the three filter statements sorts the students in ascending order by any field. The *Start New Page* check box tells the system to start a new printed page each time the field in the *Group By* box changes.
- The *Order By* option sorts the students by a second field.
- The *Preview* button in the lower-left hand corner of the *Sort Configurations* screen displays a list of the selected students.
- The *New* button creates a new sort and the *Save* button saves the current sort. When creating a new sort, type the name of the sort in the *Sort* area at the top of the screen and then select the criteria desired. To complete the process of adding a new sort, click on the *Save* button.
- A list of all defined sorts can be displayed by clicking on the down-arrow next to the *Sort* prompt on the top of the window.

Sort Configuration

Database

Sort: LastFirst.sort

NOTE* If Wildcards are used in the 'Value' field the 'Operator' field must be set to 'Like'

Use	Field Name:	Operator:	Value:
<input type="checkbox"/>	Tagged	=	1
<input type="checkbox"/>		=	0
<input type="checkbox"/>		=	0

Group By: Start new page

Last Name

Order By: First Name

Assign Sort Number: Clear Write

NOTE* Sort Number will written to the "Sort Number" field.

NOTE* Last Name and First Name are always added to the Sort Order

SortIndex	Code	Job Type	Job Number	Sequence N
110				
16				
116				
113				
83				
135				
91				
75				
96				
43				
107				

Preview Records: 144 New Save Exit

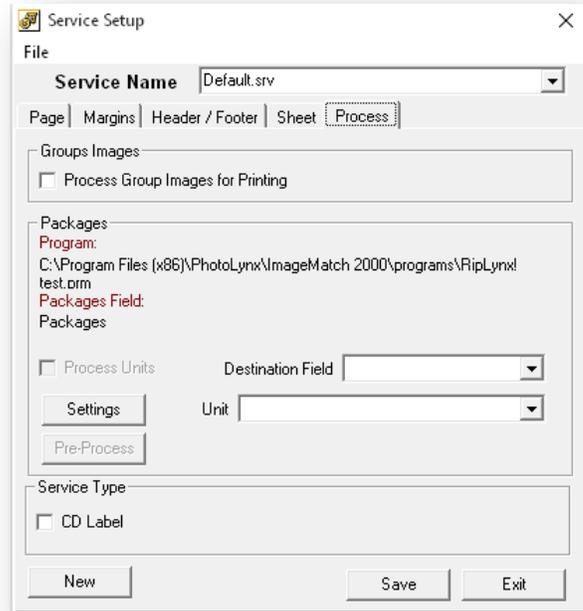
Notes: In addition to the *Group By* and *Order By* sort fields, all sorts also include both the last name and first name as a third and fourth sort fields respectively.

Process Tab

The *Process* tab is where you would specify if your service will be for group pictures or if you are creating CD labels to be used in printing CD's in PT Burner.

If creating a service which will be using group images, be sure to accurately set up your group images in ImageMatch[®] and then check off the box under the *Process* tab in ProServices[®] labeled *Process Group Images for Printing*.

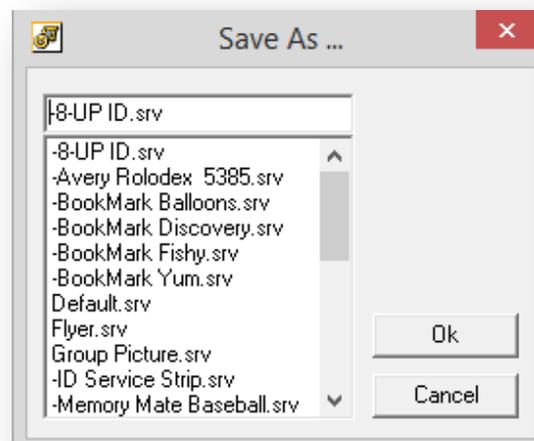
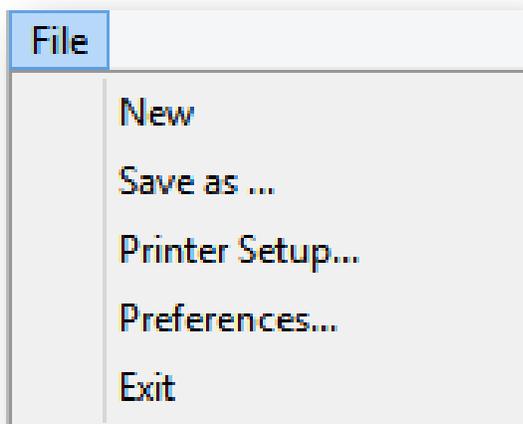
If you are using the PT Burner and would like to set up your template to be a CD label, select *CD Label* under *Service Type*.



Service Setup File Menu

Use the *File* menu on the *Service Setup* screen to create new services, save the current service and change printer settings.

The *Save As* option is used to create new services by editing an existing service with a similar layout then saving it under a different name. The default save file name is the name of the current service.



Creating Services: The Basic Steps

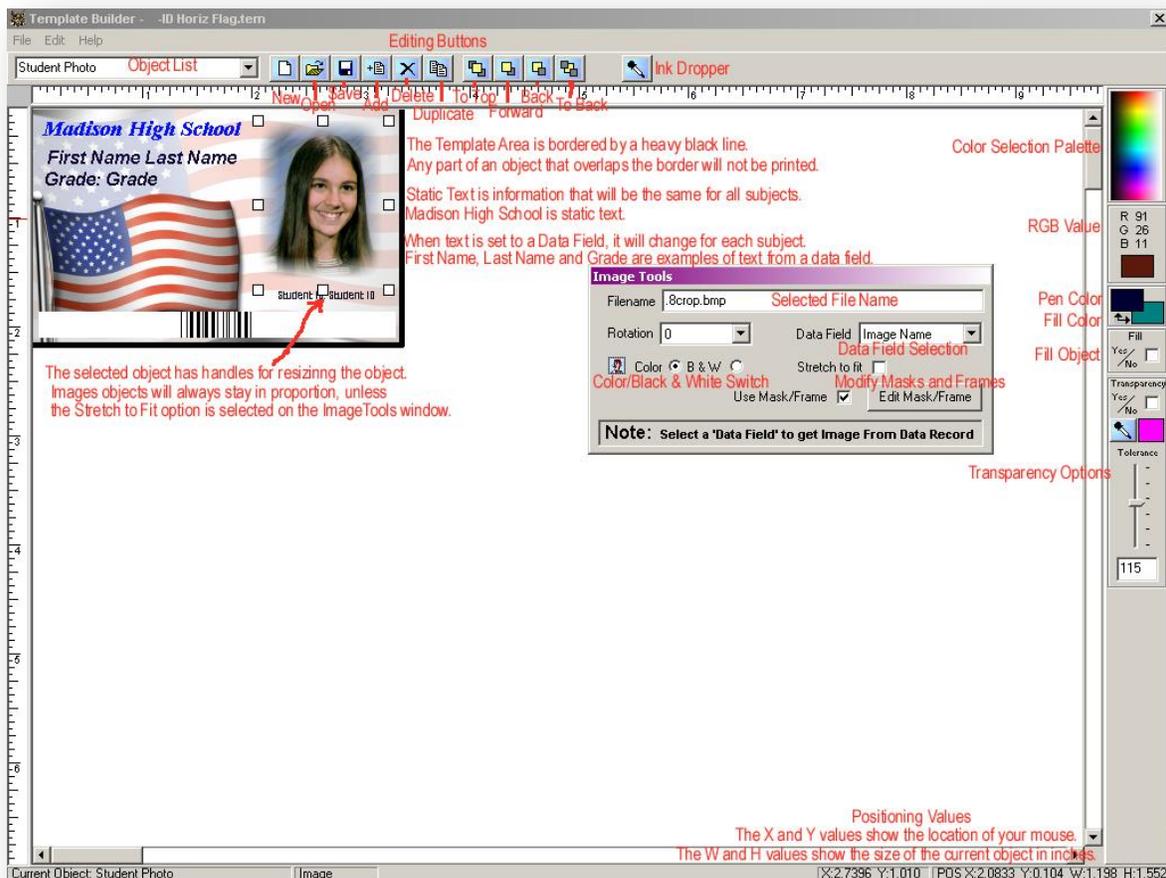
Here are the recommended steps for creating new services in ProServices[®]:

1. Sketch the service's layout by hand including the desired template positioning, the page size and the margins. This step will help ensure the templates will be the correct size for the service page you want.
2. Create template(s) in the *Template Builder* to match your service page's layout.
3. Create a new service by opening an existing service similar to the one being created.
4. Modify the five *Service Setup* tabs and save the new service under a new name.

The Template Builder

To change the size of the template, select *Template Size* from the *Edit* menu. There are 3 template size options: *ID Card*, *Full Page* and *Custom*. If custom is selected, windows will pop up for entering the height and width of the template in inches.

Most functions of the *Template Builder* can be accessed from both the menus and the buttons, allowing you to work in the way that is most comfortable for you.



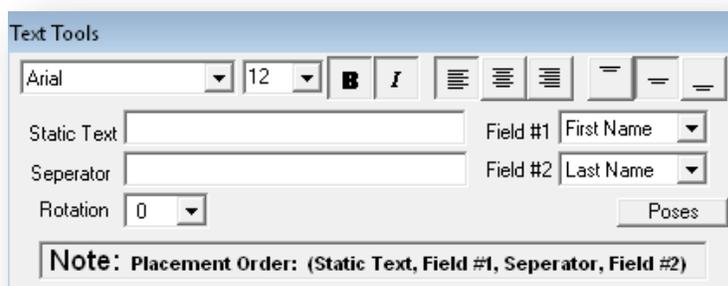
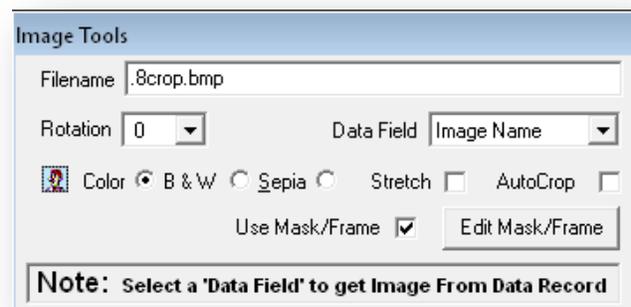
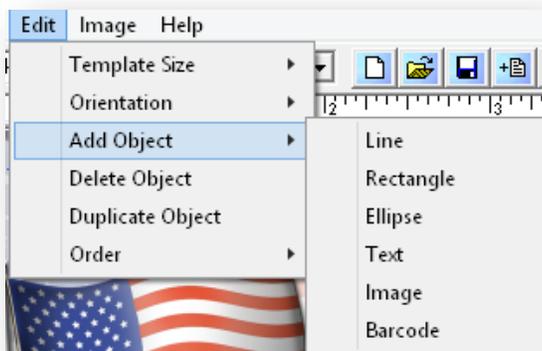
Template Builder: Objects

A template is made up of objects, which can be graphics, images, text or barcodes.

The *Object List*, to the left of the editing buttons above the template, is a drop down list of all objects in the current template. You can select an object for editing by choosing it from the *Object List* or by clicking on the object. Clicking on a handle and dragging the mouse can resize objects. Objects are moved by clicking on it and dragging it to the new location. Alternately, pressing the *Shift* key with the arrow keys on your keyboard will move the object and pressing the *Ctrl* and arrow keys will resize the object. All the functions of the editing buttons are also found on the editing menu.

When an object is selected, a floating tool window pops up. The floating tool window pops up. The floating tool window has different options for each type. Some adjustments that can be applied to an object from the floating tool window are:

- Select the image file to use for an image object
- Entering the static text and/or data fields to be used for text objects
- Rotation of text or image objects
- Formatting fonts for text objects and barcode fonts



Template Builder: Tools



The *Color Selection Panel* at the top allows you to select the color for the *Pen* or *Fill* colors below. The color selected is shown below the spectrum with its associated RGB value.

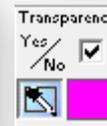
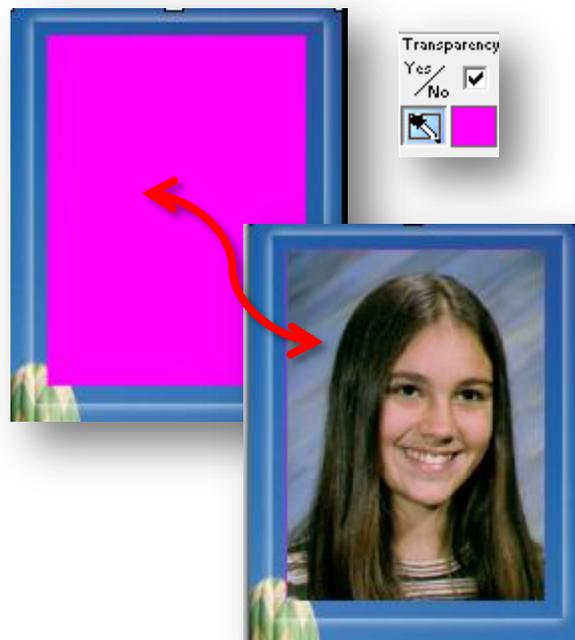
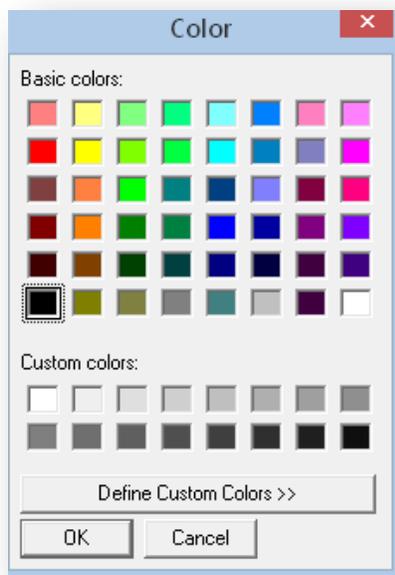
The *Pen*(foreground) and *Fill* (background) colors can be selected by clicking on their respective boxes. This will bring up the Windows color spectrum for color selection.

To fill a graphic object with the selected fill color, click in the *Fill* checkbox.

The *Transparency* option allows you to remove a selected color from the template. This is used when you want the subject's image to come through a spot in a graphic. The default transparent color is magenta (255-0-255 on the RGB scale), but the ink dropper is used to select any color on the template as the transparent color to work with in your template colors.

The *Tolerance* slider bar allows you to take out a little or a lot of the color until the color is removed but image quality is not affected.

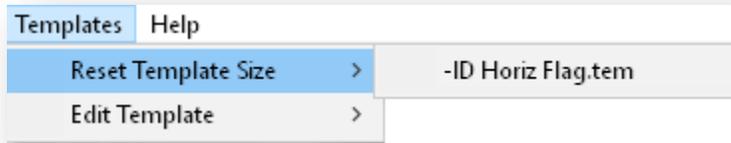
Note: ProServices© is unable to read transparent PNG's. To print something using a transparent PNG's, you must render your service through RipLynx!©



Reset Template Size

Templates can be easily resized on the *Template Builder* main screen using the right mouse button. Resetting a template's size returns it to the original size as defined when the template was created in the *Template Builder*.

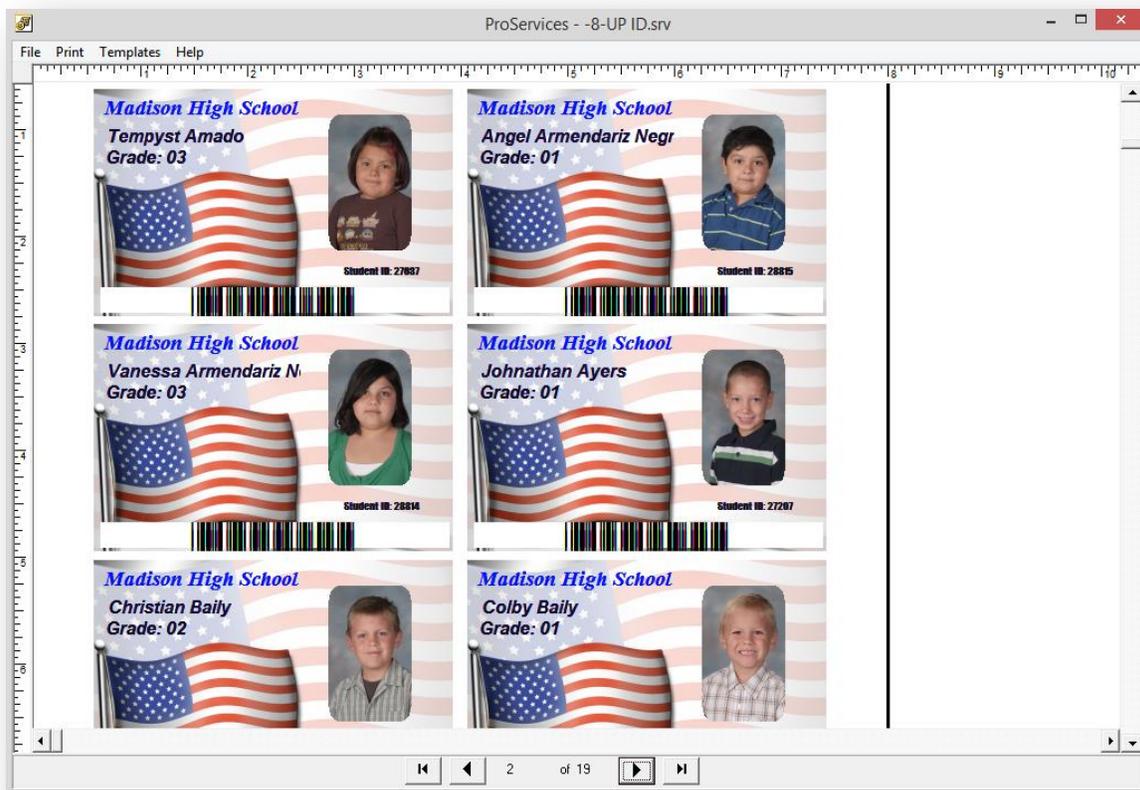
The recommended procedure is to create templates in the exact size needed for the service. Templates can be easily scaled maintaining proportions, but to achieve the best print quality possible we recommend templates be created exactly to print specifications.



The Print Menu:

Print Preview

Print Preview merges students into the selected template and displays the first page.



Enable Codabar Check Digit

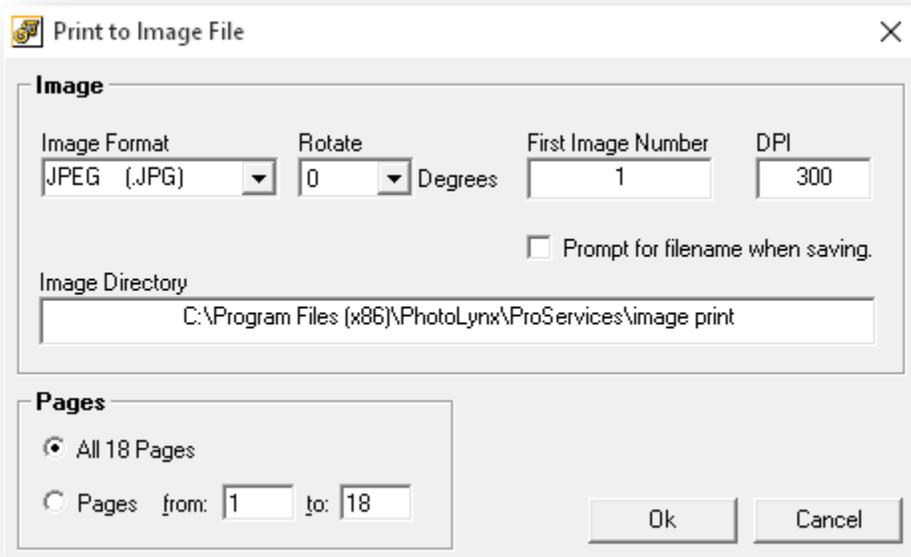
The *Enable Codabar Check Digit* option corrects barcodes for library systems using the Codabar barcode symbology (this is used in Library of Congress Systems only.)



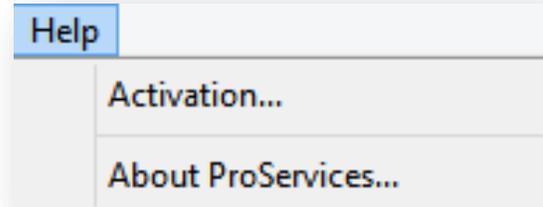
Print

The *Print* option prints the services for all students or by a range of pages.

Depending on your [Service Setup](#), your services will either print straight to your printer you have selected or as an image.



The Help Menu



Activation

Selecting this option will bring up the activation window. In order for ProServices[®] to be activated you must have ImageMatch[®] activated as well. ImageMatch[®] is required for running ProServices[®] due to the critical nature of aligning student data to captured image files. Please see [To Activate](#) for further information.

About ProServices[®]

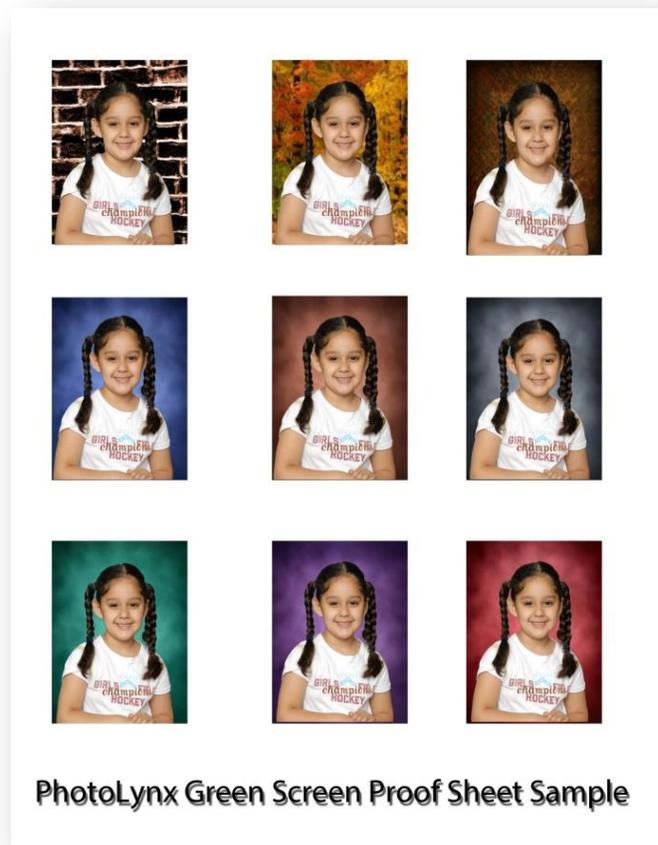
About ProServices[®] contains the latest software version and system information



Green Screen Proofs

Since many studios/labs are offering quite a number of backgrounds to select from, it is recommended that you create a graphic that contains ALL desired backgrounds that you want to give as an option on one sheet, as well as your pricing/ordering information. This makes creating the template in ProServices® a breeze since you will add only one external graphic as opposed to several. This will help the rendering process go faster as well.

1. Create a new service, making sure the [page size](#), [margins](#) and [headers/footers](#) are set up accurately
2. When creating a new template, click *Edit>Add Object>Image*
3. Name the object something logical, such as “background”, and click *OK*
4. On the *Image Tools* box that pops up, double click in the white space next to *Filename*
5. Browse to find the graphic you build that contains all the pricing, order info and background and click *Open*
6. Using the white square “handles” on the corner of the graphic, stretch it to fit over the entire template area
7. Go to *Edit>Add Object>Image* and name this object “Pose 1” and click *OK*
8. On the *Images Tools* box, double click the whitespace and this time select the *.8crop.bmp* file and click *Open*. This will be your “placeholder” image
9. Just below the *Filename* area on the *Image Tools* box, click on the data field drop-down and select *Image Name*
10. Now drag the sample image and stretch it to fit over the first sample background that is on your proof sheet graphic. You want to stretch it so that it fits exactly over the background, covering it completely
11. To use the crop set in ImageMatch®, check off *Auto Crop*
12. Go to *Edit>Duplicate Object* and name this one “Pose 2”. Click *OK*. The copy will be directly over the first one
13. Click on the copied image and drag it to fit over the second sample background on your proof sheet, again covering it completely
14. Repeat these steps for as many backgrounds that you wish to place



How to Create 3 Dimensional Proofs

One thing many people like to offer is 3D Green Screen images. You can create a proof sheet showing these options.

1. Open your [Green Screen Proof](#) you previously created
2. *Edit* your Template
3. Go to *Edit>Add Object>Image*
4. Name this "TopLayer 1" and click *OK*
5. On the *Images Tools* box double click the white space and select the transparent PNG image that you created as the top layer portion of your 3D image. This image **MUST** be a transparent PNG type image, non-interlaced
6. Click *Open*. The image will not display properly in ProServices[®] - the transparent areas will actually show as white. This is fine and will preview fine in the *PUD* and render out nicely.
7. Now drag this layer and stretch it to fit over the first sample background/sample images that have already been layered together. This will create a third layer in that same spot. You want to stretch it so that it fits exactly over the sample student image, covering it completely.
8. Duplicate this object and place over every image spot on your proof, and render through RipLynx![®] as usual.

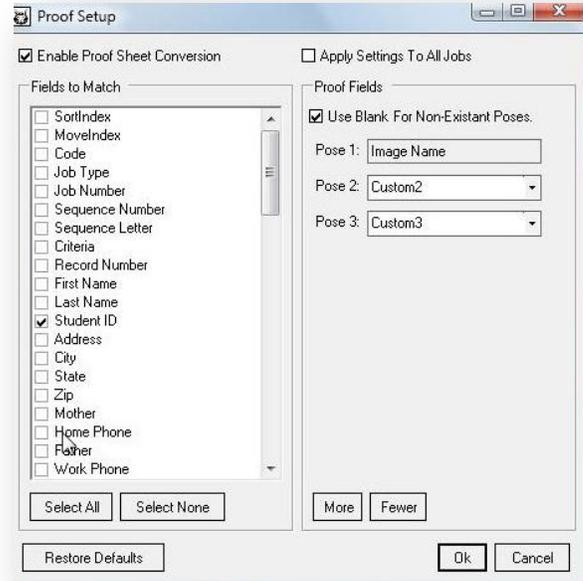


Multi-Pose Proof Sheets

ImageMatch® Setup

Before you can set up a multi-pose proof sheet in ProServices®, you must first have your proof sheet conversion set in ImageMatch®:

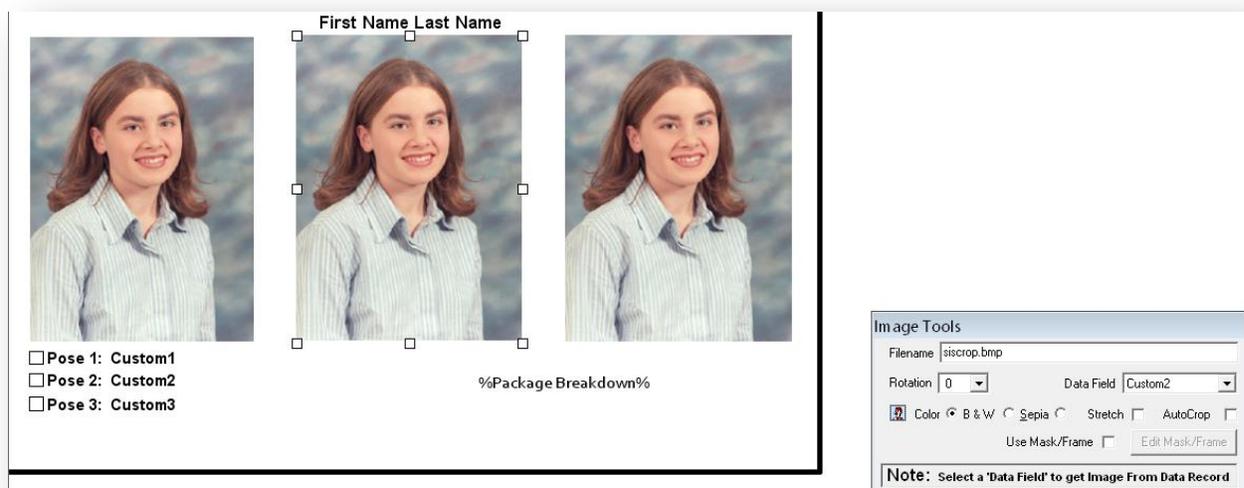
1. Go to *Data>Proof Sheets*
2. Select *Enable Proof Sheet Conversion*
3. Under *Fields to Match* click *Select None*
4. Select a field from the *Fields to Match* box that will uniquely identify each subject, such as *Student ID*, *Record Number* or *Ticket Code*
5. On the right side



Creating Your Service

Once you have enabled your proof sheet conversion, you are now ready to build your proof sheet:

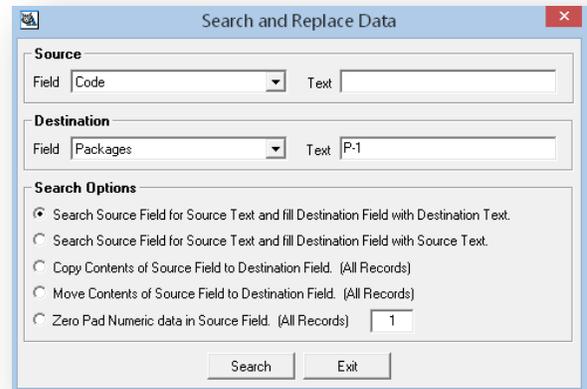
1. Open ProServices®
2. Select *pl_proof.srv*. This is a good guideline for a simple proof sheet template
3. Edit the *pl_proof.tem* template. Take a look at the fields used for the images
4. Modify and rename the template/service to fit your needs
5. Add your proof sheet service to your *PUD* in ImageMatch®
6. In the *PRM* configuration, create a proof package with the only unit being the proof sheet
7. Map the *Map #* something unique, such as "P" for Proof



Add the Proof Package to Students

Now that your proof is set up as a package in your PRM, you are ready to assign this package to all subjects:

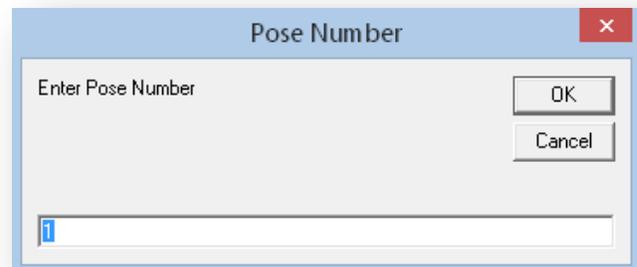
1. In ImageMatch[®] go to *Data>Replace Data*
2. Leave the first field as *Code* and the text to the right empty (if you have data in the Code field, select a different field that contains no data)
3. In the second field, scroll down and select *Packages*
4. Type *P-1* in the text field to the right (replace “P” with your proof package’s Map # you created in your PRM if you did not set it as “P”)
5. In the bottom list of selections, make sure you select the first item in the list. This will place a “P-1” in the packages field for every data record



Printing Proof Sheets

Now that your proof sheet packages are assigned to all subjects, you are ready to send to print:

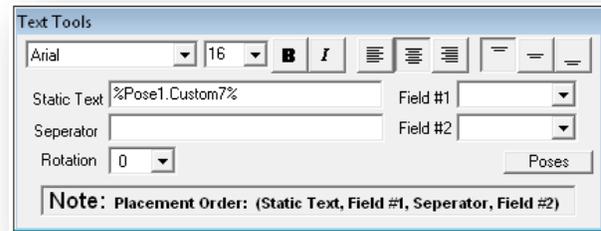
1. Go to *Data>Tagging>Tag Pose*
 2. Select *Pose 1* as the pose to tag. This tags the first image for each student
 3. Click on *Print>Send Packages to RipLynx!*[®]
 4. Click on *File>Select Tagged Images (or Ctrl-T)*
 5. Click on *Print*
- Note:** Be sure you use the same PUD file for both ImageMatch[®] and RipLynx![®]



Adding Your Image Name to your Multi-Pose Proof Sheet

After you have set up your proof sheet conversion in ImageMatch[®] and are now building your service in ProServices[®], you have the ability to add the image name for the specific pose on your service.

1. Create a text object by going to *Edit>Add Object>Text* and name your object, such as "Pose 1"
2. In the *Static Text* type %Pose#.Field%
3. For the # section – type in your pose number. For the Field section, type in the field name in which you set up in your *Proof Sheet Conversion*
For Example: %Pose1.Custom7%
4. Continue through these steps until you have text for all of your poses



Dynamically Change Graphics

You can set up ProServices[®] to automatically change graphics within a template based off data in a subject's record. To do this:

1. Save your graphics into a folder on your *computer or network*
2. Add an *image* layer in your template. In the *Image Tools* box, select the data field that will be used to dynamically place your image onto the service
For Example: Custom8
6. In ImageMatch[®], enter the *path* of the graphic for the individual into the data field select in the template builder
For Example: In Custom8, type the full image path – C:\Program Files (x86)\Photolynx\ProServices\Graphics\1.jpg
7. When you print your template, your graphic will change per individual based on their data

