

HALAMAY ROES User TIPS

- Setting Up Roes Folders

Step 1: Preparing for Roes

On your desktop, right click and create “New” folder named “Roes Orders”. You will use this folder for downloading images into Roes.

Step 2: Downloading images from camera to computer.

Open “C” drive.

Right click and create “New” folder.

Name your folder.

Right click on the folder and “Create Shortcut”. Drag to desktop. Rename if desired. For Example, “Seniors 2010”.

In this folder “right” click and create “New” folder for your specific customer. For Example, “Smith 02_28_10”

Double “left” click and create “New” folder and name the folder. For Example, “Smith Camera Images”. Download your camera files into this folder. This folder will contain all your images.

Burn this folder onto a disk. Save the disk. This will be your “master”. **Do not make a disk from your camera card. This can ruin the card.**

Step 3: Preparing proof orders.

Go to the folder on your desktop marked as indicated above. For example, “Seniors 2007”. Double left click. This will open the folder and inside this folder you will find the specific customer folder. For example, “Smith 02_28_07”. Inside this folder you will create a new folder and name it. For example, “Smith Proof”. In this folder, you should already have one folder named “camera images” and now you will have another marked “proof”, or whatever names you chose.

Open the folder marked “camera images” and select the images you wish to have made into proofs. “Copy” the selected images and “paste” them into the folder marked “proofs”.

Copy the folder marked “proofs”.

Step 4: Preparing to send orders to Roes.

On your desktop you have a folder marked "Roes Orders". Double left click and open. "Paste" the copied proof folder.

This folder and the images in it are ready to send to Roes.

Step 5: Preparing album and/or finished orders.

Go to the folder on your desktop marked as indicated above. For example, "Seniors 2007". Double left click. This will open the folder and inside this folder you will find the specific customer folder. For example, "Smith 02_28_07". Inside this folder you will create a new folder and name it. For example, "Smith Order". In this folder, you should already have two folders, one named "camera images" and another marked "proof", or whatever names you chose, and now you will also have a folder marked "Smith Order".

Open the folder marked "Proof" and select the images you wish to have made into the finished product. "Copy" the selected images and "paste" them into the folder marked "Smith Order". Copy this folder.

Step 6: Preparing to send orders to Roes.

On your desktop you have a folder marked "Roes Orders". Double left click and open. "Paste" the copied "Smith Order" folder.

This folder and the images in it are ready to send to Roes.

- **Tips for Using Candid Multi:**

Option for Black and White Images:

In the multi image categories, to change a specific image node to black and white:

1. Use the "pager feature" and follow these prompts.
2. Click on Nodes (located on right side of pager feature)
3. Image Tone
4. Select BW or Sepia

- **Tips for Holding Crops:**

It is now possible to save the crop between products and product sizes by following these directions:

5. Lock "Hold Images" Option
6. Lock "Hold Crop" Option
7. Use SINGLE NODE products

Use this feature in any catalog or for any product that contains a "single" image node.

- Adding Drop Shadows to Pager Editable Products:

The suggested drop shadow settings are:

.3 for Shadow Blur
.6 for Shadow Opacity
1 for Shadow X (%)
1 for Shadow Y (%)

- Adding Strokes and Shadows to Multiple Nodes in DIY Products

Select a DIY template. Make sure *Pager* is clicked on:

1. Draw image nodes
2. Insert images
3. Left click on one of the drawn nodes and click the *Edit* key
4. Hold the *Shift* key and click on the nodes you want to include in this process
5. On the right side of your screen (under your images) click on the *Stroke* button
6. Determine size of stroke
7. Make sure you check *Stroke Box*
8. Select a color

If you wish to use this procedure for creating shadows on multiple nodes, the steps are the same as for strokes except you use the *Shadow* button or follow these steps:

1. Draw image nodes
2. Insert images
3. Left click on one of the drawn nodes and click the *Edit* key
4. Hold the *Shift* key and click on the nodes you want to include in this process
5. On the right side of your screen (under your images) click on the *Shadow* button
6. Determine size and placement of the shadows
7. Make sure you check *Shadow Box*

- Adding to Order with Empty Nodes:

If the Add to Order area is grayed out—hold *Alt* or *Option* key to add with an empty node.

- Text Field Prompts

To order without text, highlight the text field and hit *Delete* or *Backspace* key