

Quick Order – Ordering Individual Prints and send your order to the lab

Step 1

Order Prints



1- Click *File/Open Images*, or this icon

2- Select an image in the thumbnail bar.

3- Click the "*Size*" buttons to order sizes and add quantities.

4- Click the "*Order*" button at the top of the size/quantities column, *Name* your Order. Continue ordering.

[Video 1](#)

Ordering/Cropping

[Video 2](#)

Multiple Print

Ordering

Step 2

Cropping and
Color Correction



Go to the *Crop Screen*.

1- Hold the "*Shift Key*", and move your mouse to adjust the crop box.

2- When you have it the way you like it, let go of the shift key.

3- Move the mouse and the Crop Box moves. Click the "*Space Bar*" on your keyboard, or "*Double Click*" the image and it will crop.

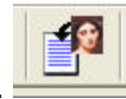
4- Click the Space Bar again or Double Click the image and the crop will go away.

You can't make any cropping mistakes. The program will only allow you to crop the images in the correct aspect ratio as the size of the print ordered. You cannot crop an 11x14 ordered print, with an 8x10 crop. IT'S FOOLPROOF

Order first, then crop!!!

Step 3

Transmit your
Order



1- Click the "*Process Orders and Images*" icon. (On the first screen)



2- Then click the "*Process Order*" Button. (On the second screen)



3- Click the *Transmit* icon. (Next to the "*Process Order*" button)

4- Your order will appear in the screen. Select the order, Click "*Add the Selected Order*"

5- When the connection is complete- click "*Upload*"

Your order is on it's way to the lab.

For more detailed instructions visit our website www.myprohelpdesk.com