

## Batch Transfer and Re-number – Quick Start

1. Select a **Source Path**. You don't have to point to a particular folder. Check the "Include Sub Folders" box and Presentation will look through all of the folders on your memory card and find the images. That's right. Presentation can look through 9 levels of folders to find images. So...all you do is set the source directory once and forget it. Every time you put a new card in your reader, Presentation will look inside the folders and retrieve the images. At your option you can remove the empty folders on your memory cards by checking the "Remove Sub Folders on Move" box, providing you decide to "Move" the images off your cards, and not copy them. (We recommend Copying)
2. Set the **Destination Path**. Again, set it once and forget it. You may have a system for storing images that places the customer folders in a master directory. If that is the case, select the master directory and each time you create a new customer folder it will be placed in the master directory.
3. Create an **"Image Folder"**. Type in a name for you image folder. If you type a duplicate name of a folder that has images you will be prompted to continue or stop.
4. **Start No.** For new images leave the numbering at "1". Each batch will continue to renumber with the next highest number automatically. If you are having some of your film images scanned at a lab and they start their numbering at "1", you may choose to number your digital images from a higher starting number.
5. **Image Name Format**. You may choose a 3 digit format or a 5 digit format. Just click the arrows.
6. **Prefix** - you can add alpha characters to the renumbered image, or a non-renumbered image. If you don't want any Prefix, just leave the Prefix box blank. We highly recommend NOT adding prefixes to your image names. Long image names can cause complications later in the printing process.
7. **Non-Renumbered images** - Remove the "1" and you can copy your images to the hard drive without renumbering them.
8. **Copy and Move ability**. Use you own discretion. Presentation does not provide a "replace" existing renumbered image function. You must transfer your images to a new folder for renumbering. You have a choice - Copy or Move them, or renumber them in their existing folders.

*You do not need to open any image files to renumber your images. Go directly to the Batch Transfer Module to perform these functions. The Module works independent of the other features in Presentation.*

**For more detailed instruction, visit our online help.  
[www.myprohelpdesk.com](http://www.myprohelpdesk.com)**

## A few "do's and don'ts"....

**1b-** Do not use any characters in image file names, folder names, category names, event names, ect. Especially your original image directory names. Use only "alpha" and numeric characters, dash and underscores. **NO / [ ] \ @ # \$ , . % & \* ( ) .**

Only use letters and numbers, and put an underscore if you want to leave a space between words.

**NOTE:** do not think because you were able to upload your images to the Gallery that everything is "ok" even if you have incorrect image file names. The "incorrection" will come back to haunt you later.

Images should only be named with letters and numbers, and not even letters (names) unless absolutely necessary. Keep image and folder names short and concise. Don't name your images with client names in them, or:

*Joann's & Christopher's Wedding 01293845.jpg.....make it....001.jpg and so on. Keep the image names small!!!*

*We have tried to "code out" some prohibited characters, but there is no limit to the things that can cause problems on the web or in digital image ordering systems.*

**3b-** You cannot add images, or change price groups to an event once the event is online. Our system saves you an enormous amount of prep time because it categorizes and resizes the images for you in your computer. Events have to be uploaded in their entirety.


**4b-** You must remove any password protection from your event BEFORE deleting the event from the gallery.

**5b-** When you receive an order from the Gallery, look for the payment type. If no payment type is listed, it is possible your client did not proceed to the payment page and pay for the order. Contact them for payment.

**For more detailed instructions visit our website [www.myprohelpdesk.com](http://www.myprohelpdesk.com)**

## Encrypt Images- Create a Sentinel Viewer for your clients

1. Open the Sentinel Viewer Encryption Screen, Located on Process Orders and

Images Screen. 

Then Click the "*Shield*".

2. Select a folder (directory) of images to Encrypt

3. Select a Folder (directory) of Album or Composite templates for your clients to use to create their Albums or Composite Layouts. (If you do not enclose templates in the CD Package for the Viewer, the Album Design Icon does not appear in the Client's Viewer. You may not want your clients to know that the option to design their own albums exists)

4. Select to Encrypt Viewer only, Viewer and Slide Show, or Slide Show only.

5. You have to create your slide show in the Presentation Slide Show ToolBox. You choose effects and add music in the Toolbox. [Slide Show](#)

6. Encrypt your images and create your CD. (it's all done for you automatically, just click the button)

### *CD Creator Screen*

The program places all the selected folders in the CD Que for you, no searching for files.

**For more detailed instructions visit our website [www.myprohelpdesk.com](http://www.myprohelpdesk.com)**

## Preview Gallery Quick Start

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### ***We will be working with 4 components:***

1- Preview Gallery Back Office- Your Gallery Set Up and Administration

<http://www.previewgallery.com/start/index.pl>

2- Presentation Gold- Prepare your images for uploading to the web (also used for print ordering, receiving orders from your gallery, album design, create sentinel encrypted image viewers.

3- Preview Gallery Upload Client- Located within the Presentation Gold Program (click icon on tool bar) Uploads your images to your gallery

4- Preview Gallery- This is where your clients view their images and albums, create orders.

**1.** The "Back Office" of your Gallery- This is where you set up your shipping fees, sales tax, edit the copy on the pages of your Gallery, and enter your PayPal information so you can get paid.

You can go to our website and find the Preview Gallery Login link, or you can type in this address and bookmark it for the future. You won't need to go there often once you set up your Gallery, but you should keep the address handy.

<http://www.previewgallery.com/start/index.pl>

**2.** You download the Presentation Gold program from our website.

You can install additional programs on your other computers, after Installation, send the registration form from each computer. You only need to send the credit card information once. We keep it on file.

Once your program is installed, go to the View/Show buttons menu and check the Organizer and the Preview Gallery buttons to open. (*This feature is not required on all of our programs. All of the "Active" features for your programs may already be visible*).

**3.** Preview Gallery upload Client- Located INSIDE the Presentation Gold Program. After preparing your event for uploading, you will "Open" the Upload Screen and proceed to upload your images.

The Preview Gallery upload screen Icon is on the toolbar. You also use the upload client to change the slides on the main page of your Preview Gallery

**4.** And finally, your Personal Preview Gallery- the address is: [www.previewgallery.com/\(your gallery name\)](http://www.previewgallery.com/(your gallery name))

Like anything new, it can be a bit confusing at first. Keep this page handy and you will be able to find the "pieces" you need to accomplish your tasks.

Please watch the videos we have created. They will make the learning process a lot easier.

## Preparing your images for uploading

1- Open an image directory in Presentation.



Use *File Open*, or click the first icon on the tool bar and select an image directory.



2- Open the *Image Organizer*

3- Create your *Image Categories*- Images only load to the web if placed in the *Image Organizer*. You can select any category, or create a category of your choice. The Categories are in the upper right corner of the screen.

4- **Drag** your images from the *Thumb Bar* up to the *Images Organizer Bar*.

You can remove images from the *Organizer Bar* with the standard "**Delete**" key.

You can load images into multiple categories and later the Presentation programs will upload all the categories to the web at once.

You can load all the images in one category if you choose. Use a category like Portraits, or Wedding Images....

You can **drag** images from left to right on the *Image Organizer* and they will stay in the order you placed them when they appear on the web. This is just one of the unique features of Preview Gallery.

You must select 6 images from each event to be displayed in a *Web\_Slide\_Show* on each client's event page. Another great feature.

*BTW: the total images used count, does not reflect the images in the slide show. We do not charge you for the images in the Slide Shows.*

**NOTE:** do not use the feature in Presentation to create Black and White or Sepia images and then upload those image to the gallery. Your clients can click any image while viewing them on the gallery and see them in Black and White. Sepia is just not an option at this time.

The problem is this... When you create a B&W or Sepia image in Presentation the image is renamed with a [B] or a [S]. The brackets around the B and the S cause problems in the "Web Based" ordering system. We are looking into a solution, you will be informed when we solve the problem.

Like anything new, it can be a bit confusing at first. Keep this page handy and you will be able to find the "pieces" you need to accomplish your tasks.

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## 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

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### 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.

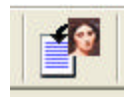
*You can't make any cropping mistakes. The program will only allow you to crop the images in the correct aspect ratio as the size of the print ordered. You cannot crop an 11x14 ordered print, with an 8x10 crop. IT'S FOOLPROOF*

***Order first, then crop!!!***

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### 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](http://www.myprohelpdesk.com)**

## Receiving an Order From The Sentinel Viewer

*Open the order and process it as you would any other Presentation Gold order.*

When you receive their order by email, you save the order/attachment to your "Presentation Orders" folder.


Open your Presentation Gold Program.

1. Go to "Open Orders". You will see the order there. Click on the "Order" and it will open in Presentation Gold. If the client created an album, it will open in the Album Designer.

2- Go to the "*Crop Screen*" and you will be able to see what was ordered. At the bottom of the column that lists all the images, select to see only the *Ordered Images*. Click the image number in the left column and you can see the sizes ordered. You can crop your images if you like before sending the order to the lab.

*Go to the Process Orders and Images Screen, or look at the invoice, and you will see the entire order.*

3- Click the "Process Orders and Images" icon.  (First screen)

4- Then click the "Process Order" Button.  (Second screen)

5- Click the FTP icon.  (Next to the "Process Order" button)

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

7- When the connection is complete- click "Upload"

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

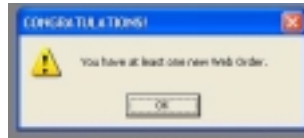
## Receiving order from the web

- 1- Our original order system used email to receive orders from the web. We will continue to send emails as a "double check" in the system, but we have a new system in place.
- 2- Now we retrieve the orders from the web. Our software monitors your web order folder on line and retrieves orders as they are placed by your clients.
- 3- If a "Standard" order is retrieved.....

3a- This icon will appear in the system tray on the bottom left side of your computer:



3b- This message will appear when you open your Presentation Gold program, or will appear if the program is already open:



3c- A third icon will appear on your toolbar next to your "Open Orders" icon:





*Click the new icon, open the order and process it as you would any other Presentation Gold order.*

4- Go to the "*Crop Screen*" and you will be able to see what was ordered. At the bottom of the column that lists all the images, select to see only the *Ordered Images*. Click the image number in the left column and you can see the sizes ordered. You can crop your images if you like before sending the order to the lab.

*Go to the Process Orders and Images Screen to review entire order*

5- Click the "Process Orders and Images" icon.  (Screen #1 in Presentation Gold)

6- Then click the "Process Order" Button.  (On Screen #2)

7- Click the FTP icon.  (Next to "Process Order" button)

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

9- When the connection is complete- click "Upload"

5- When an **eXpress Order** arrives:

5a- You will see this icon in the system tool tray: 

5b- That is all that you will see. Your images will be retrieved, and order folder will be created, the order will be sent to the lab and you won't touch anything. Like magic!!!

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

For more detailed instructions visit our website [www.myprohelpdesk.com](http://www.myprohelpdesk.com)

**Upload your Event-** After selecting and categorizing your images, you upload them to your Gallery

1- Click the Preview Gallery icon.



2- The Preview Gallery Order Process Screen #1 appears

In line #1- the name of the current Image Directory appears.

In Line #2- Type in the name you would like have appear on the event web page.

In Line #3- Select an existing Event Type, such as Wedding, or create your own Event titles like Portrait, Dance Recital, etc. When you create an Event Group and add an Event, the Event title Group will appear on your main Event page in the Gallery. The Event Group name will not appear on the page if there are no Events in the category.

In Box #4- Move the Categories you want to have appear on the web to the box to the right. You can use the Up and Down arrows to move the categories into the position you would like them to appear on the Client's Event page.

3- Click "Next" and Screen #2 appears.

4- Click "Upload"

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In the box you see the events that are currently on the Preview Gallery.  
*You can click an event in the list and see the "details" of the event.*

The **X** allows you to delete any events from the Gallery. When the event has been successfully deleted a message will appear telling you the process was completed.  
*Click the button (clipboard) next to the **X** and you can do an inventory of your Gallery Events.*

At the end of the entire process, you will be able to email a link to your client informing them of the location of their images.

**For more detailed instructions visit our website [www.myprohelpdesk.com](http://www.myprohelpdesk.com)**