


Guide for using the Color Inc ROES Packager Tool

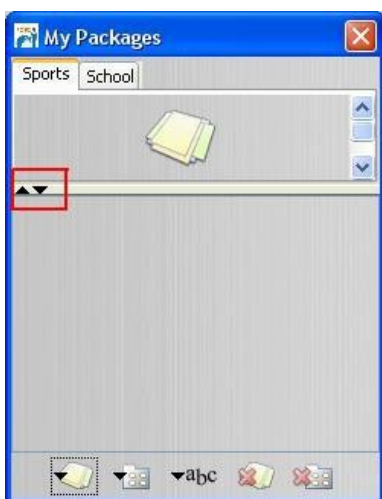
Opening the Packager Tool


1. Open your copy of the ROES software.
2. To view the Packages tab, click on the “Sizes” button on the left side of the ROES main screen.
3. In this menu, click on the “Show my packages” option at the bottom of the pop-up menu. This should open a window (as seen at right) showing any packages that have already been created in ROES. If you have not previously used the Packager tool, your window will look just like the one at right.



Creating a new package

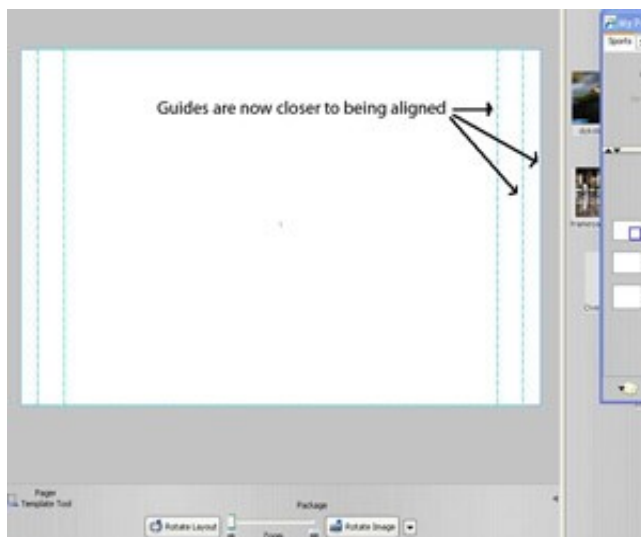
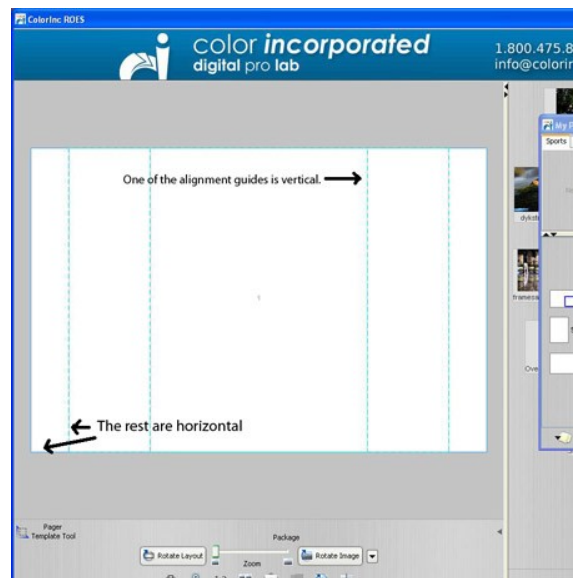
1. In the “My Packages” window, first create a new group by clicking on the button at right:  When clicked, this button will open a little box below the button itself prompting you to enter a group name. Enter the correct name here, and hit the Enter key on your keyboard.
2. Before adding a package, make sure select a group you would like the package to be part of. To do this, click on the name of the group at the top of the “My Packages” window. This selects which group to add the package to.



3. Now click on this button  to add a new package. Again you will have to enter a name for the package in the window that will appear.
4. To see the new package, you may or may not have to adjust the sections in your “My Packages” window to fully see the package its name. To do this, click on the line with the up and down triangles in it and drag it until it is in a satisfactory position. See the illustration at left for detail of where to click and drag.
5. Continue to add packages to a group by repeating step 3.

Adding print sizes to a package

1. Open the “Sizes” window in the ROES client. This will allow you to add the specific sizes you need to be a part of each package. To do this, click on the “Sizes” button in the main screen of ROES, and select the second option on this menu, “Show Sizes Palette.” Your sizes palette should now appear.
2. Select the appropriate catalog from which you would like to build your order. Keep in mind that packages can only include prints from the same catalog; for example, you cannot order Pearl 8x10's and Canvas 16x20's in the same package.
3. Now, to add actual image sizes to the package, just drag and drop sizes that you see in the “Sizes” window over to the appropriate package. If you have several packages in the group, drag and drop with care, as the new size will be added to whichever package you drag it to.
4. After adding your sizes, click on the package name. You should see the sizes listed below the name.
5. To edit quantities within the package, adjust each size using the box that is labeled “Quantity.” After this adjustment, your package should be complete.
6. The crop lines for each size should show up as dotted lines in the ROES template on the left hand side of the screen. Sometimes when adding sizes, the crop lines for an individual size may be different from the others. This situation is pictured at right.





To adjust this, follow these steps:


1. To rotate the layout for a single size, click the Rotation button next to the size that you want to rotate.
2. You may have to rotate several of the sizes until you get the correct combination.
3. The guides should now be aligned correctly, as shown below.

Editing/renaming your packages

In the “My Packages” window, first click on the group and package that you would like to edit.

To adjust the names of the group or package, use this button.  You can only adjust either the Group Name or the Package Name at once, not both. After entering the correct name, make sure to hit the “Enter” key to save the name change information.

To remove elements from a package, use this button. 

To remove a group, use this button. 

Ordering images using Packager

1. Click on the package name in the “My Packages window” that you would like to order.
2. Drag your image into the template on the left side of the ROES main screen.
3. When you click the “Add to Order” button, all image sizes within the package will be added to your order. If you click on the “Review Order” tab, you should see that you have added the package.
4. To adjust quantities for packager orders, you can either adjust the quantity for each package individually, or else adjust different sizes within the package itself.
5. Click on the button to the left of your image preview (shown at right) to go back and edit the crop of an individual image. Where the “Add to order” button usually is, you should see instead a “Save” button. Clicking this will update the crop information for the image node.
6. Once all changes are saved, you can complete your order normally, just like you would any other order.

