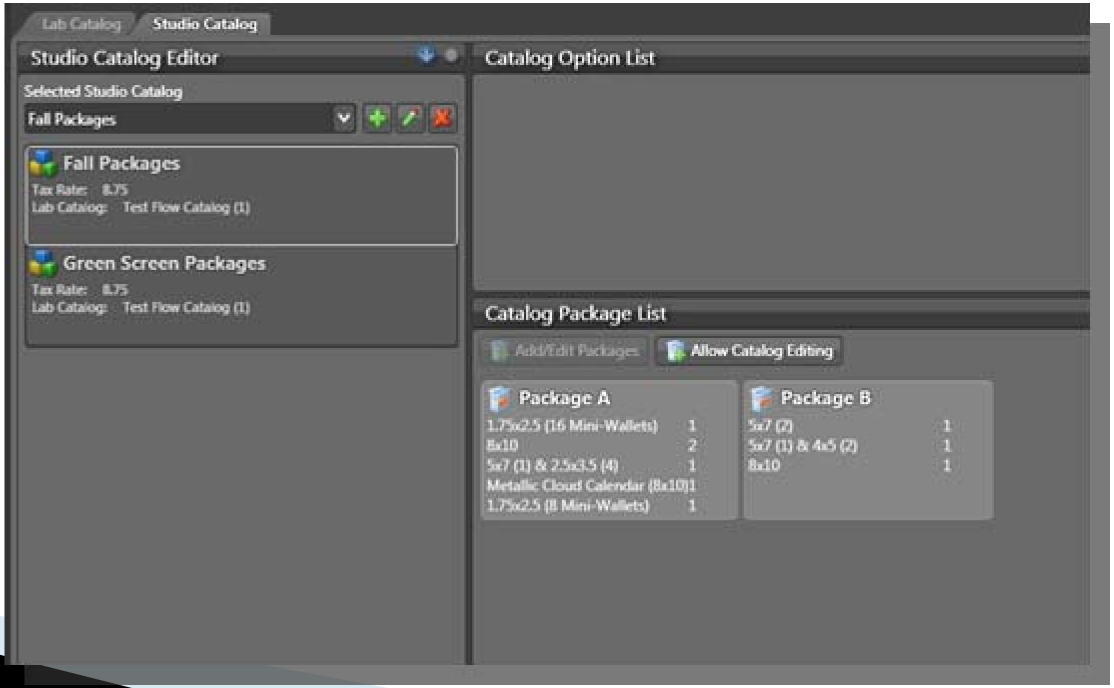
flow

a PhotoLynx product

Mastering Volume Photography Training

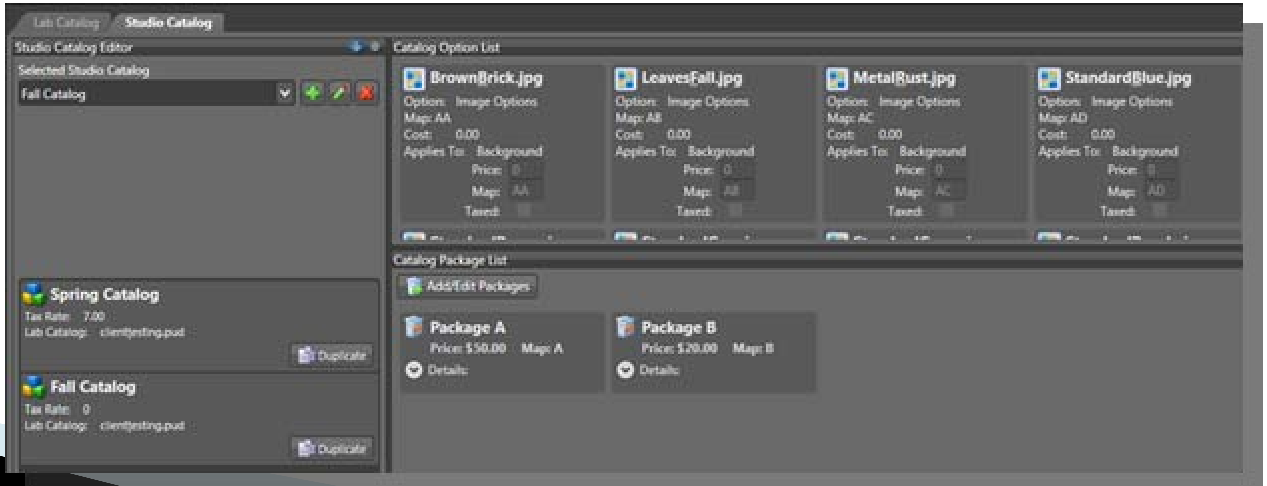
Creating Catalogs

- Go to the *Catalog* screen, and click on *Retrieve Lab Catalog*
- Once finished downloading, click on the *Studio Catalog* tab
- Click the *Green Plus Sign* to add your first catalog
- Add your catalog description (i.e.: School Packages)
- Fill in tax rate (optional)
- Click the blue disk to *Save*
- ***Note:*** *To duplicate a catalog with the exact same packages, click the Duplicate button. From there you can edit catalog and packaging information.*



Create Packages

- Select which *Studio Catalog* you wish to add packages to
- Click *Add/Edit Packages*
- Click the green plus sign to add a package
- Add your *Package Description* (i.e.: Package A)
- Fill in your *Key Map*
- Click the blue disk to save
- Leave *Show in Online Gallery* checked if you wish to have this package available for online ordering through ImageQuix.
- Select your image size under the *Image Download* dropdown if you wish for your subject to get a digital copy of their image when ordering this package on ImageQuix.

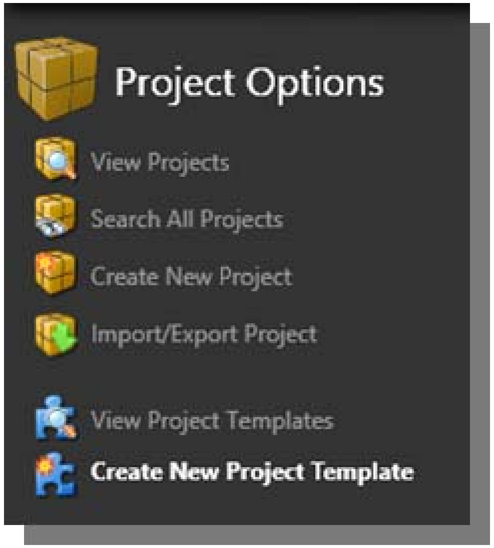


Add Products to your Packages

- While still on the product package editor screen, click on the package you wish to add products to
- Hover over the list of products and click the *Green Plus Sign* on each product you would like to add
- Repeat steps for each package
- To add a layout you've created to your package, click the *lyt* button and select your layout from the dropdown list. This will generate a flattened .jpg of your layout to print for every subject who orders this package.

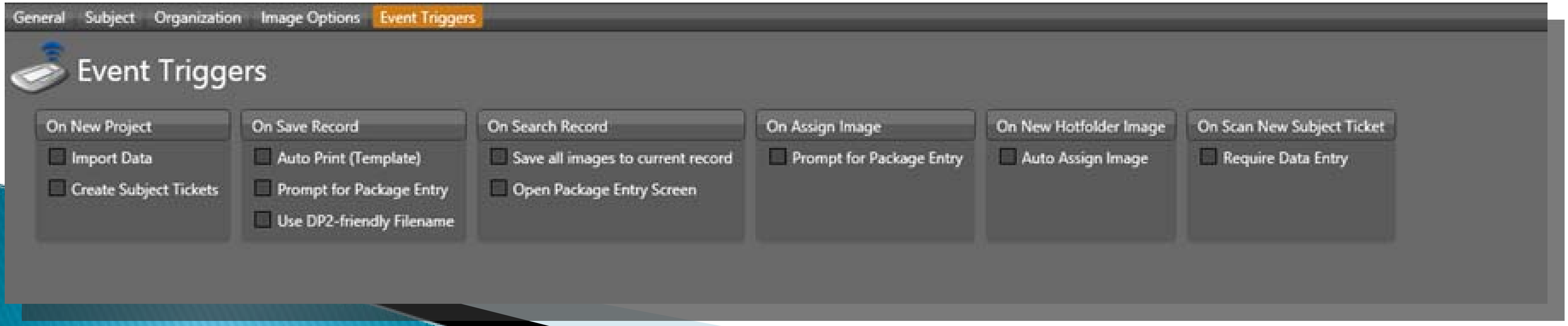
Creating a Project Template

- Go to the *Project* screen
- On the left hand side, select *Create New Project Template*
- Under the *General* tab you will need to enter in your *Template Description* or the job type (school, Sports, Dance, etc.). You will also need to enter in a *Short Description* (This allows DP2 to read the Template type). Leave the Flow® Catalog blank.
- Next click the *Subject* tab. This is where you will be able to select all the data fields you would like in this template, be as complete as possible (Flow® will allow you to edit your templates but the changes are not retroactive and will only apply to new jobs).
- At this point you will also be able to mark your *Primary Key Fields*, *Required Field*, *Scan Key*, *view in Capture*, and *Searchable Fields*
- You will also be able to add any fields you do not see on the list by clicking *Edit*
- Under the *Image Options* tab you will be able to set to rename your images.



Event Triggers in Project Templates – Tethered Workflow

- You can set up any default automatic triggers by selecting them under the *Event Triggers* tab.
- Under *On New Hotfolder Image* select *Auto Assign Image*
- Under *On Assign Image* select *Prompt for Package Entry*
- Click *Save* to finish and save your new template.
- To have this template available for all your Flow® machines, your template will need to be uploaded to the Flow® admin page. Contact PhotoLynx© for assistance.



Create a Project

- Click *Create New Project* on the left hand side of the main screen
- Click the green plus sign next to organization to add the organization
- Beneath organization, click the *Add Organization* button to add a new organization
- Fill in the organization name and choose the organization type, and fill in the shipping address
- Click *Add Organiztion*
- Fill in the project information
- Check the green screen project box and select default background, if you are photographing green screen (leave unchecked if you are not doing green screen)
- Click on the *Import Data on Create* box to import the subject data now

Importing Data

- On the *Data Import* screen, choose the *Select* button and browse to the file you wish to import
- Check or uncheck the first row contains column names, and select your data file
- A preview of your data file will be shown on the right preview list
- On the left pane, click the *Blue Arrow* to match each column in your data to the data field, click the *Red X* if that data field is empty and you don't wish to map it.
- Click *Import* to load your data into your project
- ***Note:*** *To bring in already matched data and images into Flow®, click the Image Import Settings dropdown. Tell which field in your data has your image name in the Image Field drop down, then select your folder of images under Image Directory. When you click Import, you will see your images in your records.*

Creating Subject Barcodes

- Click on *Report* menus button
- Choose report *Subject Barcodes*
- Select amount per sheet (8 – 10 – 30)
- Select if you want to show a page footer or stack sort
- Select fields you would like displayed in addition to the fields already on report by pressing the *Green Plus Sign*
- Click *Preview Report*
- *Print* or *Export*
- Chose to export to *PDF* (*CSV* is not available for this type of report)

Note: *To sort your data a certain way before printing, go to your Edit screen and choose your fields to sort by under the Sort drop down. Go back to Reports and Preview Report again. You will now see your cards sorted accordingly.*

Creating Blank Barcodes

- Click on *Report* menus button
- Choose report *New Ticket Barcodes*
- Select amount per sheet (8 – 10 – 30)
- Type in how many tickets you would like to print (default is 20)
- Select if you want to show a page footer
- Select fields you would like displayed in addition to the Name field by pressing the *Green Plus Sign*
- Click *Preview Report*
- *Print* or *Export*
- Chose to export to *PDF* (*CSV* is not available for this type of report)

Image Capture Setup

Camera Setup
The Flow® image tray is loaded from images that are placed into the *C:|Hotfolder* folder on the root directory.

So, if shooting tethered use the “Camera Capture Software” to point that folder. Else, if shooting untethered drop images into that directory after the shoot

To Change HotFolder or Setup Webcam
If you need to change the location of your Hotfolder, or setup WebCam support, click on *Preferences*, then *Capture*.

Hotfolder: Uncheck *Use Default Directory* and browse out for your new HotFolder location.

Webcam: Check *WebCam support*.

Press *Save* to save your settings.

Mr. Gray Setup

Preferences

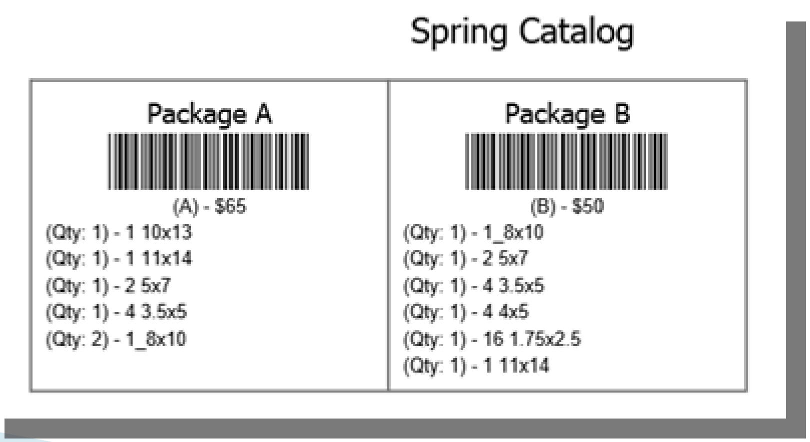
- To utilize Mr. Gray, you will first want to set up your preferences. Go to *Preferences*, *Capture* then *Mr. Gray.*
- Set your *Target Brightness* and *Tolerance* to your desired setting.
- Select your *Adjustment Method* by selecting either *Move Lights* or *Change Camera F-Stop*.
- If you want a RGB warning, check off the box next to *Show RGB Warning if values differ by more than:* and select the desired value.

Capture

- Once you have all of your equipment set up for your shoot, take a test image of a gray card and place it into your *HotFolder*.
- In your *Capture* screen, click the *Mr. Gray* tab.
- Using your mouse, left-click and drag to create a small box on your gray card
- Mr. Gray will tell you, according to your preferences, how to adjust your setups.

Creating Package Barcodes

- To use barcodes to quickly assign packages, you will first need to set up a sheet of barcodes to scan to do this:
  1. Click on *Reports*
  2. Select *Catalog Packages* from the drop down
  3. To see your *products* and *image options* on your report, check the corresponding boxes.
  4. Press *Preview Report*
  5. From here you can either *Print*, or save as a *PDF.*



Associate Image to Record

Enter your *Capture* Screen

Tethered Workflow:

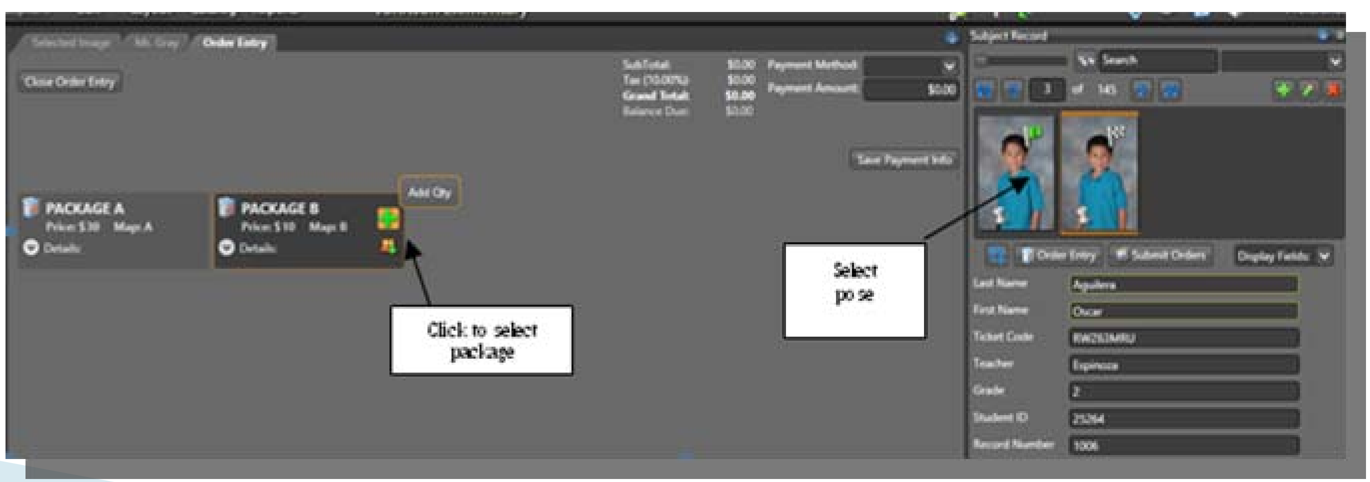
- Scan the desired barcode on camera card to bring up record
- Photograph your subject – image will auto assign

Untethered Workflow:

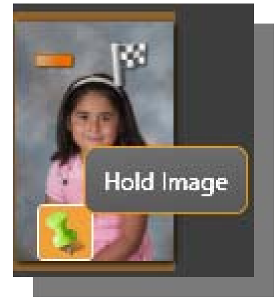
- Click on field next to the glasses to *Search*
- Type desired record name to bring up record
- Click the *Green Plus Sign* of the desired image in hotfolder to associate it with the record

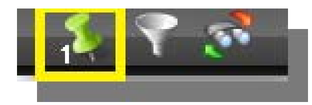
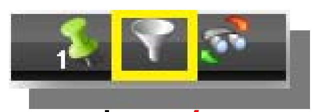
Adding Packages to Records

- Click on the desired image you wish to add a package to (will highlight in *Orange*)
- Scan your barcode of desired package (*Tethered* workflow)
- Click on the plus button for the desired package (*Un-Tethered* workflow)
- If green screen, select background chosen with package



Holding an Image



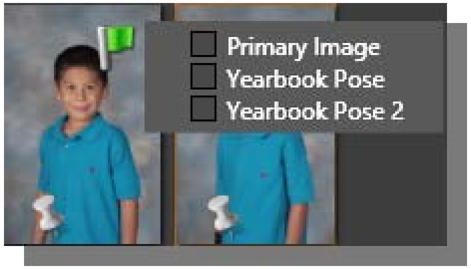
- If there is a subject you wish to "hold" to filter on later, you can simply push the *push pin* on their image, changing it from gray to *green* 
- You will see the *hold counter* in your top display change
- Once done "holding" your images, you can then filter on them.
  1. Click on your *filter* icon 
  2. Click the bubble next to the option *Images Flagged:* and select *is Hold Image*
  3. Click *Apply Filter* 

Flagging Images

- Flow® will assume that you are going to take pictures until you take "the keeper" and automatically flag the *last* image assigned as the *Primary Image*.
- You can flag another image as either the *Primary Image* or a *Yearbook Pose* by:
  1. *Hover* over the image you wish to flag
  2. Click the *flag* in the top right hand corner of the image
  3. Select which pose you would like to flag this image as

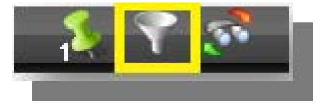
Note: *This comes in handy when exporting .*

You can choose to export all images, or certain flagged images only.

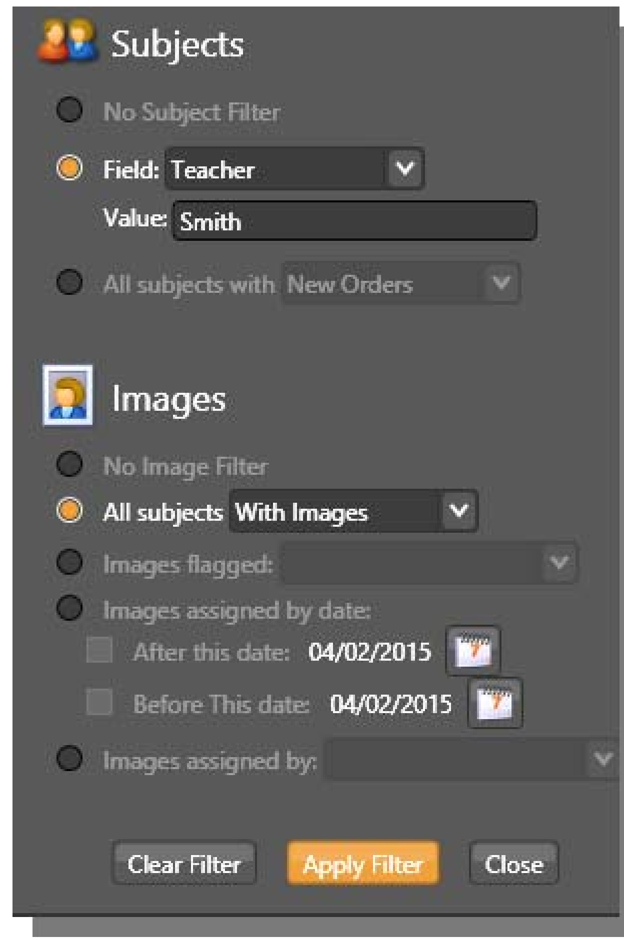


Filtering in Flow®

- Rather than search through your entire job, you can *filter* your Flow® job to specific image and/or data requirements.



- To do so, click the *filter* icon in your top right hand of your screen.
- Your filter options will appear. You can filter on *Subject Data*, or *Images* or a combination of the two.

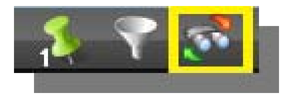


- Once you have entered the specific filter criteria, press the *Apply Filter* button to show your filtered job.

***Note**: This comes in handy when printing layouts, reports or exporting specific subjects.*

Search, Replace and Name Casing

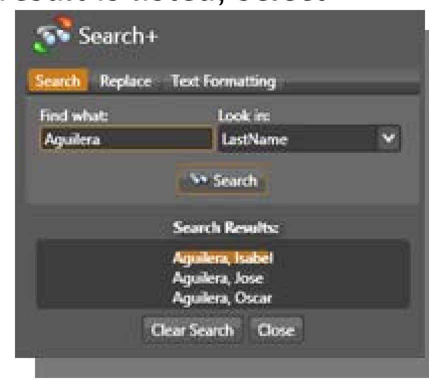
- Flow® has data manipulation capabilities. You can *Search* a subject, *Replace* data and *Name Case* specific fields.

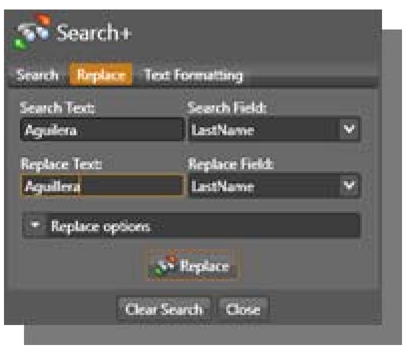


- To get started, click the *Search* icon in the top right of your screen.

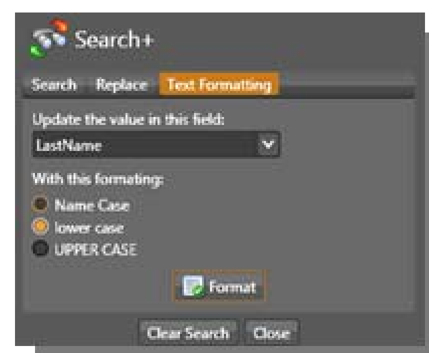
  1. To *Search*, click the *Search* tab. Enter the specific data in the *Find What* column and specify which field in the drop down. Press *Search* to begin your search. If more than one result is listed, select your choice in the list provided.

     Note: *You can also search by clicking next to the eye glasses above the subject's record*





  2. To *Replace* data, click the *Replace* tab. Type the specific data to search on and the data field in the drop down. Type the replace text and which field to replace in. Press *Replace* to finalize your output.
  3. To *Name Case* a specific data field, click the *Text Formatting* tab. Select which field you would like to format in the drop down, then select which style of formatting you wish to change it to. Press the *Format* button to finalize your output.

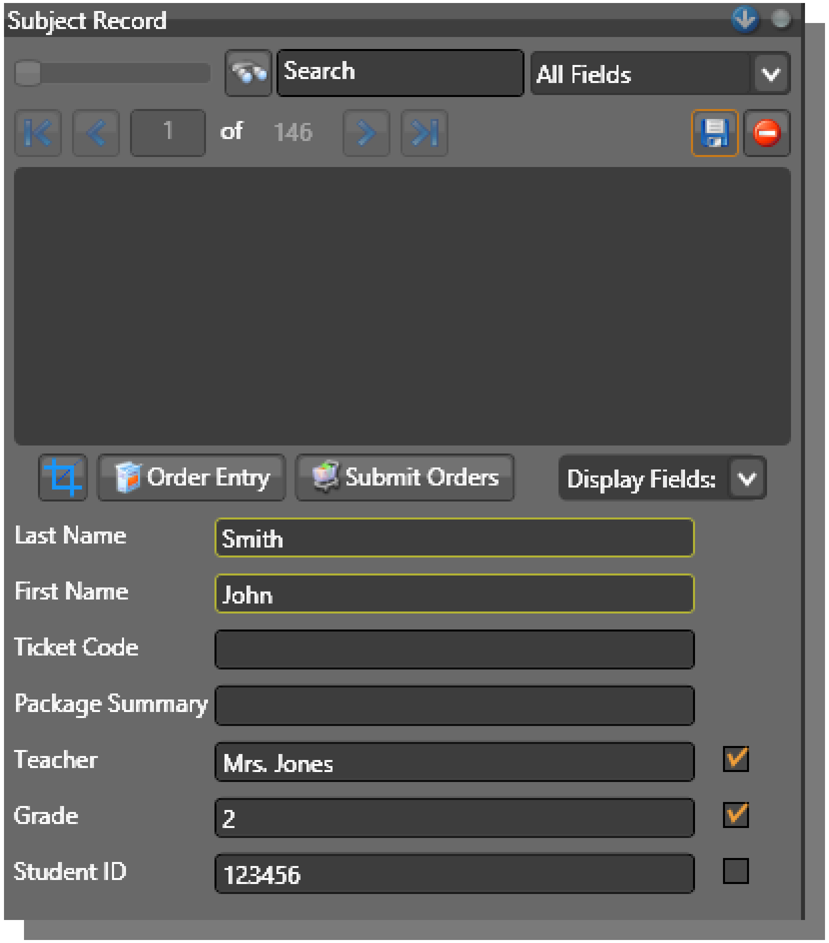


Display Fields

- Be default, the data fields that will display on your subject's records in the *Capture* screen are the fields you imported when bringing data in.
- To add additional fields, press the dropdown that says *Display Fields* and *check* the fields you want to see.
- To remove fields, *uncheck* the fields you don't want to see.
- To quickly view/edit all fields, go to *Edit* and then *Subject Detail View*.

Remember Fields

- When adding new records to Flow®, you have the ability to *"remember"* certain fields. For example – an entire group of kids in Mrs. Jones' 2nd grade class show up. Rather than key *Mrs. Jones* in the *Teacher* field and *2* in the *Grade* field, you can set Flow® to remember these.
- To do this:
  1. Press the Green Plus Sign to add a record (or press F5)
  2. Key in the information for the first subject
  3. Place a Check Mark in the box next to the field(s) you wish to remember
  4. Press the Blue Save Button (or press Enter)
  5. Press the Green Plus Sign to add a second record (or press F5)
  6. You will see your data remembered from your previous record in the fields checked off



Note: *This will only work when manually adding records, not scanning New Ticket barcodes.*

Crop Overlay

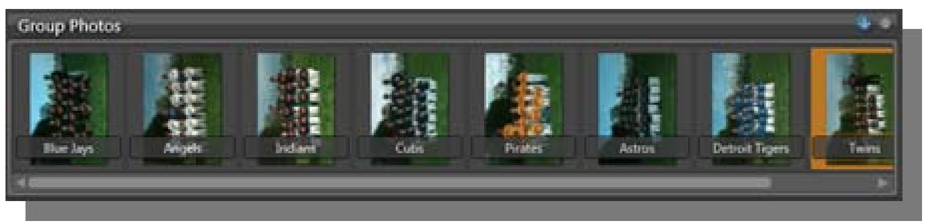
- On your *Capture* screen, you will notice your display picture having a *Crop Overlay* on it. You can turn this off simply by checking the *Crop Overlay* box.
- To change which overlay you see:
  1. Click on *Preferences* in the top right hand area of your screen
  2. Click on *Capture*
  3. Go to the *Display* tab
  4. Uncheck *Use Default overlay PNG* and browse out for your overlay
  5. Press *Save* tosave your changes. You will now see your overlay in the *Capture* screen.

Note: *You can add your own transparent PNG overlays to use simply by saving them to the following folder: C:|Program Data|Flow|Overlays*

Group Pictures

- Adding group pictures in Flow® is a breeze! You will first need to place your group images in the *HotFolder.*

1. Click on the icon in the bottom right hand corner with the *2 people* to mark it as a group photo.
2. Once you mark the image as a group photo it will drop it down in to the *group photo column* on the bottom of the screen. Here you can *double click* on the image and type in the names of the photos so they are easier to identify. This will also be how Flow® *names* this image.



3. Now that you have the group photos saved, you can use the *Filter* to filter your data based on Team Name (or any other field specific to how these records will be grouped)
4. Now that you have set a filter you can click the *green plus sign with two people* icon in the bottom right hand corner to add a group image to all subjects.
5. A message will pop up telling you that it will only apply the group image to the current filter. Click and confirm if your filter is correct.

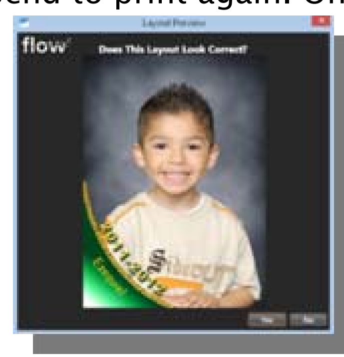
Auto Printing

- One of the most popular features of Flow® is the ability to print onsite. Examples include ID cards, proof sheets, etc.
- To set this up, you first need to have a *layout* created.
- In the *Capture* screen, under the *Layout Preview* section:

1. Select which *layout* you would like to print by pressing the *Select lyt* button.
2. To *preview* your layout, check off the *Show Layout Preview* button.
3. From here, you can push the *printer* button to manually send to your printer

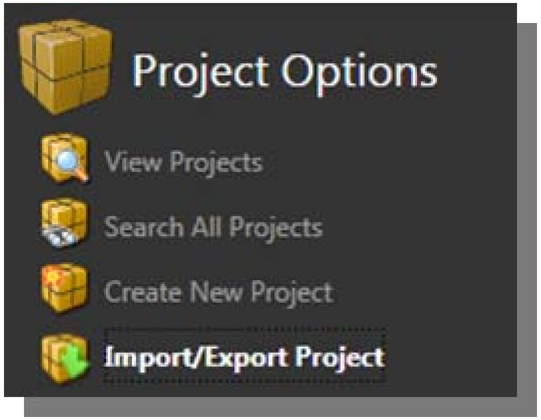
-or-

3. To automatically print, check off the *Auto Print* button, and select the *pose number* to start printing on.
4. The *first time* you send to print, you will get a pop up asking if your layout looks correct. If so, press *Yes*. If not, press *No*, make your corrections and send to print again. Once you hit *Yes*, this pop up will no longer come up.



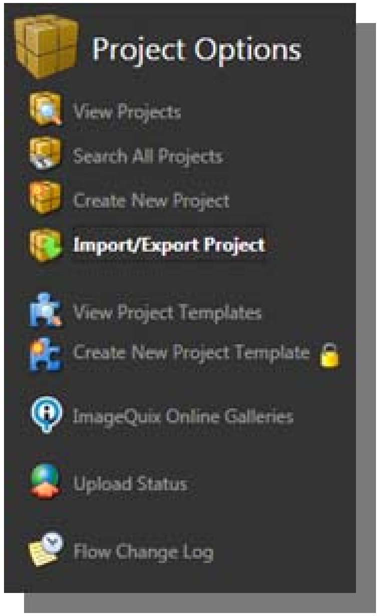
Exporting Project for Another FLOW Machine

- From Flow® main screen on “in house stations”, click *Import/Export Project*
- Select the *Export Project* tab
- Under *Full Project*, click *Save Locally*
- Save to an easy to find location
- Click *Export*
- Put .paf file on a CD/ DVD/ USB drive/ Network
- Put .paf file on an individual capture station that will be going out on site



Importing .paf files into Capture Stations

- Go to *Import/Export Project*
- Select *Import Project* tab
- Browse out for .paf
- Click *Import*
- Repeat for each capture station going on site



Merging Completed Projects onto Master Machine

Go to each capture station and do the following:

- Click *Import/Export Project*
- Select the *Export Project* tab
- Under *Full Project*, click *Save Locally*
- Save to an easy to find location
- Click *Export*

Back on the master machine, do the following:

- Go to *Import/Export Project*
- Select *Import Project* tab
- Browse out for .paf
- Click *Import*
- A Warning will appear that says: *This project already exists in Flow®. Click merge to combine.*
- Select *Merge*
- Repeat for each capture station's .paf

Edit Screen

The *Edit* screen in Flow® will allow you to do quick data and image manipulations to your job.

- **Subject List View**: Here you can view your subject's data and information in a spreadsheet type layout. You can *Sort* your data on this screen by selecting the options you wish on the dropdown at the bottom of the page.
- **Subject Detail View**: Here you can see *all the available fields* available for your subject, making data manipulation a breeze.

  Note: *Both the List View and Detail View have the option of going to Order Entry. You can move to different subjects by the arrow buttons at the bottom and search for specific subjects from the search field at the bottom right.*
- **Import Data**: Use this feature to *import new* data or *merge* data into your already existing data.
- **Show Original Image**: Use this feature to toggle back and forth between your *Original Image* and your *Cropped Image*.
- **Find Missing Images**: If you've encountered any errors merging jobs, or any images got deleted from your project folder, use *Find Missing Images* to help refresh your job.

Using Green Screen

- To get to the *Green Screen* functions click the *Edit* tab
- Next, from the *Subject List View* select the record you wish to work with
- Then click the *Green Screen* tab to get to the green screen functions
- The program will drop out your background, leaving a checkered backdrop
- To select a new backdrop move you cursor over the desired background and it will appear in place of the checkered backdrop

Green Screen Tools: Dropping Out Green

-  Background Definition Tool: By clicking on this tool the user can further define the *Background* for the program, just click this button and then click the color you would like to remove from the background
-  Background Color Picker Tool: By clicking on this tool the user can further identify the background *Color* of the image, just click the tool and then a color on the background that has not been removed and it will then disappear
-  Background Lasso Tool: By clicking on this tool the user can further identify an area of the background that needs to be *Retouched* through the use of our lasso tool, just click the tool and then on the image in an area that you wish to define a background, click and hold the mouse button following the outline of the area you wish to remove, ending in a circular ring back where you started
-  Background Brush Tool: By clicking on this tool the user can further identify an area of the background that needs to be *Retouched* through the use of a round brush tool, just click the tool and then on the image in an area that you wish to define a background, click and hold the mouse button following the outline of the area you wish to remove.

Green Screen Tools: Bringing Green In

- **Foreground Color Picker Tool**: By clicking on this tool the user can further identify the *Color* that had been removed and bring it back, just click the tool and then a color that has been dropped on the image and it will reappear
- **Foreground Lasso Tool**: By clicking on this tool the user can further identify an area of the foreground that needs to be *Retouched* through the use of our lasso tool, just click the tool and then on the image in an area that you wish to define a foreground, click and hold the mouse button following the outline of the area you wish to remove, ending in a circular ring back where you started
- **Foreground Brush Tool**: By clicking on this tool the user can further identify an area of the foreground that needs to be *Retouched* through the use of a round brush tool, just click the tool and then on the image in an area that you wish to define a foreground, click and hold the mouse button following the outline of the area you wish to bring back in.

Green Screen Tools:
Other Useful Tools

- **Image Move Tool:** By clicking on this tool the user can *Move* the image around so that they can move an image to a specific area for review, for best results use the *Zoom* tool to enlarge the image and then select this tool to focus on a specific area
- **Image Zoom Tool:** By clicking on this tool the user can *Enlarge* the image so that the user can further identify an area they are looking to focus on, just click the tool and then on the image in an area that you wish to define an enlargement

Green Screen Tools: Settings Tools

Save GS Settings By clicking on this button, the user *Saves* any changes made to the image

Reset GS Settings By clicking on this button, the user elects to *Revert* the image back to its original form

Apply To Entire Subject By clicking on this button, the user chooses to make the changes made to *All Images* for this record

Apply To Entire Project By clicking on this button, the user chooses to apply the changes made to *All Images* in the job

Show Original Image This button is a toggle between the current image and the original press the "Show Original Image" button to see the image as it was *Originally* seen, if the user hade had any changes by use of the tools they would not appear. Then press the "Show GS Dropout" button to see the image with the *Default Background* taken out

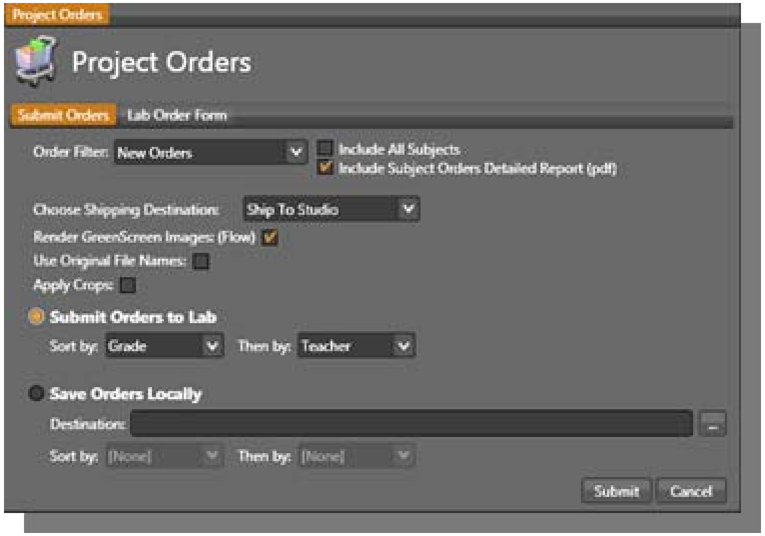
Apply To Current Filter By clicking on this button, you will apply your changes to everyone in the current *Filter Set.*

Cropping Images

- Go to your *Edit* screen
- Click *Adjust Images* to edit bulk or individual images
- Select desired *Overlay*
- Select desired *Crop*
- Go to image and adjust
- Click next for individual adjustments or apply to all for batch work
- For individual cropping, you can click on the cropping icon on their record in the capture screen. This will open the subject’s images in the *Adjust Images* area.

Submitting Order to Lab

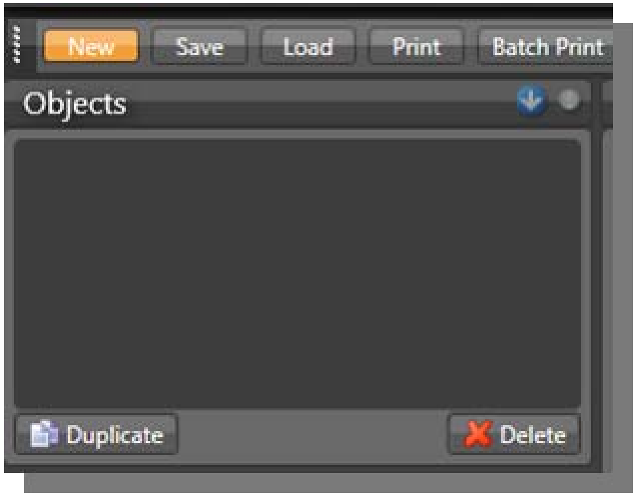
- Press the *Shopping Cart* in either the project details, capture screen or the tool bar
- Select orders to be submitted (*New* or *All* – or in a *Current Filter*)
- Select to *include all subjects* or just those who ordered
- Choose shipping method (to *Studio* or to *School*)
- If you would like to send your Rendered Green Screen images, check *Render GreenScreen Images*. To send just green images, leave unchecked.
- Choose whether or not you want to *use original file names* or if you want to apply *Crops*
- Choose to Submit orders to lab or *Save Locally*
- Select a package sort
- Click *Submit*
- Fill out Lab order form
- Click *Save*
- Wait until order dialog box shows done.



Creating a New Layout in the Layout Designer

- On the top of the menu bar, click *Layout*
- Underneath the flow icon, click the *New* button
- You may change the size & color of your background

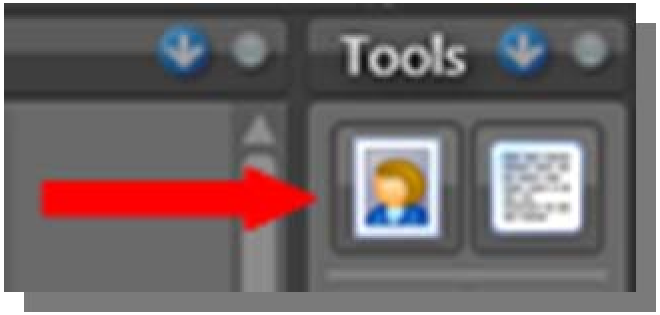
  Note: *To change the layout size, click in the builder on the left hand side and replace it with your desired size. To adjust background color, click on the color wheel and select the color you want*



Import an Image/Graphic

- Click on the *Portrait* button on the top right hand side to insert an image or graphic
- The browser will ask you which image you want to import
- Select the image and click *Open*
- Click on the image in the preview area and click the corner of the image to *Stretch* it to a bigger size

__Note:__ Image will not skew when stretching the image



Editing your Graphic

- Click on your image object inside the *Layer List* on the top left hand corner
- Your *Properties* box will give you various categories to edit your image
- The major listed boxes are: *Object Proportions*, *Image Properties* and *Effects*
- The *Effects* box has subcategories which are: *Stroke*, *Image Opacity*, *Drop Shadow*, *Blur*, and *Color*
- Your *Object Proportions* tell you how big your images is and at what angle it is set
- The *Image Properties* tells you where the image came from, this is also where you specify if this is a subject's photo
  - *Stroke* handles the outer line of the image and the color of the outer line. If you wish to change the color of the stroke, You can click on the color wheel to select the color you want
  - *Opacity* changes how solid the image appears to be
  - The *Drop Shadow* has options for your to edit the *Depth, Opacity, Softness,* and *Direction* the shadow of the image will be displayed
  - *Blur* controls how blurry you want the image to appear
  - *Color* can change you image to *Black and White, Sepia*, or *Color*

***Note**: for best results, when working with multiple layers, always click on the layer inside the layer list when you intend to edit*

Import/Edit a Text Object

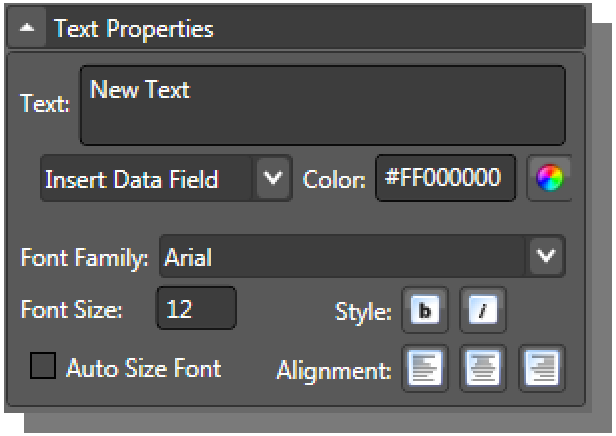
- Click on the *Text* icon located right next to the *Portrait* icon to import a text box
- The program will immediately import a text box
- To edit, click the text layer inside the *Layer Pane*
- A new box will appear in the properties area for you to edit the text settings
- You have choices of editing your *Font, Font Size, Style* (bold, italic etc.) *Data Field, Font color,* and *Text Alignment*
- You can choose to have a *Static Text*, which is something that will be the same for each record (i.e.: School Name), or you can have *Dynamic Text*, which will be unique for each record

Setting up Dynamic Text

- Choose which field you'd like to have your text to pull from on your template (i.e.: *First Name*)

- You can select this field from the *Insert Data Field* drop down box, or you can manually type it in

- If you want to insert a barcode, you must select your barcode font in the *Font Family* drop down box

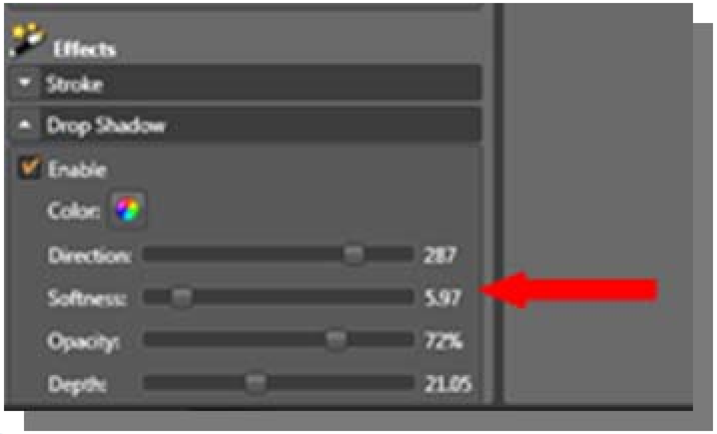


More Editing Capabilities

- To further edit your text, you can add a drop shadow by checking the *Enable* box under *Drop Shadow*

- The drop shadow has options for you to edit the *Depth*, *Opacity*, *Softness*, and *Direction* the shadow that is displayed with your text

- You may also edit the *Color* and *Stroke* of the shadow under the *Effects* box



Put Your Layers into Proper Viewing Order

- Underneath the *Portrait* button and *Text* button, you may sort your layers into proper viewing order for the best design result

- First, select the layer inside the object list that you wish to move

- Next, click on the *Send to Back* or *Send to Front* button to move your object into a specific design order

Alignment of Images/Text

- Before aligning your layers, remember to select the object you wish to align
- Click an alignment that you want for your object
- If you click on the green plus or red minus magnifying glass, you can *Zoom* in and out of your layout
- You can also drag the zoom bar to make a specific zoom preference
- The blue arrows indicate an *Undo* and *Redo* button for undoing a mistake or redoing a move
- If you want to duplicate an object, click the specific object on the object list and click *Duplicate*
- If you want to delete an object, you can select the object and click *Delete*

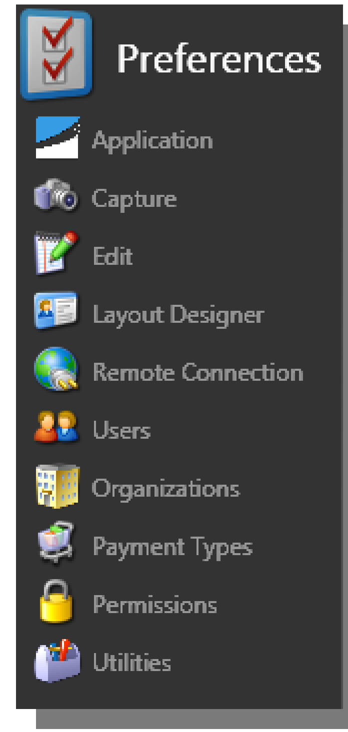
Printing your Layout

- To print a batch job, first click on the *Print Setup* button on the top middle area of the menu bar
- Select the *Image Format, DPI*, and the *Output Folder* you wish your batch print to go
- You may also select the *Printer* you wish the images to render through
- Next, click *Batch Print* for your job to render
- Or, you may select *Print* for an individual's photo to be rendered

Preferences

Under your *Preferences* screen, you can set up several options to help make your organization in Flow® easier. A few of these options are:

- **Show Pose Number**: Under your *Application* menu, check *Show Pose Number* to see a physical number on each image in your capture screen.
- **Perform Exact Match**: Under your *Application* menu, check *Perform Exact Match in Search* to make your search more specific.
- **One Image per Subject**: Under your *Capture* menu, check *Only Allow One Image Per Subject* to disallow the option of more than one pose per subject.
- **Start Image Number At 0001**: To keep your image sequencing numbers at per subject, rather than the actual image taken for the job, check the option for *Start Image number at 00001 for each subject* under your *Capture* menu.
- **External Editor**: Under your *Edit* menu, you can set up your Flow® to open an *External Editor* (ie: Photoshop) to quickly edit your images.
- **Batch Archive**: Under your *Utilities* menu, you can choose to archive every job in your Flow® by going to *Batch Archive*. Here you can select all, or check off the jobs you wish to archive.



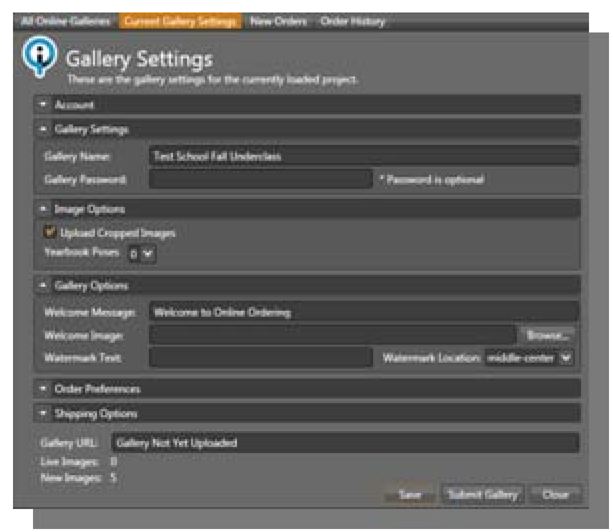
***Note:** Be sure to hit Save at the bottom of your screen in order to save your selections.*

Uploading to ImageQuix

- Open IQ Gallery (you will see a flashing yellow icon in the top right hand corner of your toolbar)
- Fill out The IQ Gallery settings completely
- Click *Submit Gallery*. Images will then upload and create a unique url

  Note: *Subject Ticket Code will be the unique individual password for your client to view and order.*

- Send proof sheet with *Ticket Code* and unique url information to client



Retrieving ImageQuix Orders

- Go to *All Online Galleries*
- Click *Check for Online Galleries Now*
- Click *Get Orders*
- Go to *New Orders* tab
- Click *Submit New Orders*