ImageMatch 2000 by PhotoLynx Inc.

Mastering Volume Photography Training

Restoring Jobs

- When a saved job is restored, the student data is loaded and the image directories are located. If the image directories are *not found* (having been deleted or moved) then the student data will load *without* the images. To restore the images, browse out to where the folder may have been moved to, or reimport your images from your camera.

- To restore a previously saved job, click on the *Restore Job* option on the *File* menu. The *Restore Job* option prompts the user for a previously saved job:
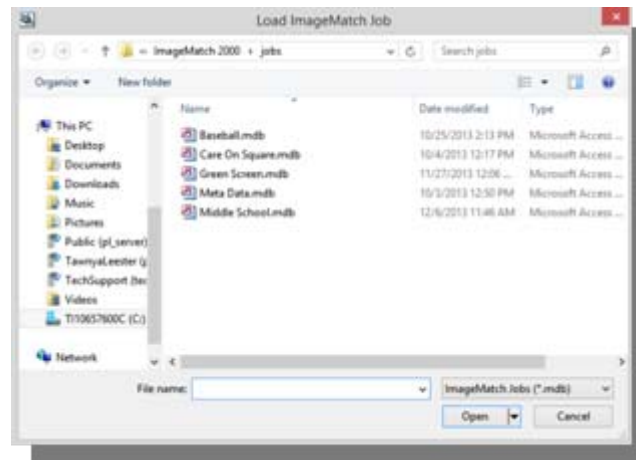
- When a job is restored the images, image adjustments and student data are loaded in the exact order they were in when the job was saved.

Image Display

- Student image files display across the *middle* of the screen starting with the first image from the first image directory through the last image in the last image directory. Images are sorted by their *image file names*.

- The unique image counter starts on *0001* for the first image of the first roll and increments sequentially through the last image in the last roll.

- Once images and student data are loaded, a unique *image counter* and the *name* of each image file will be displayed above each image.
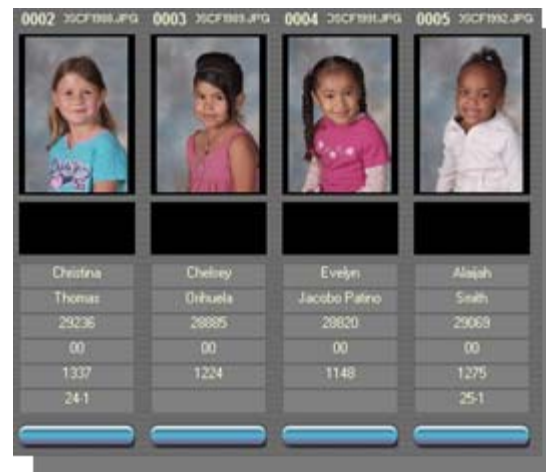
Student Key Fields

▸ Displayed beneath the image are fields from the student data file. These fields can contain information from any *four* to *eight* fields from the data file.

Christina	Chelsey	Evelyn	Alaijah
Thomas	Orihuela	Jacobo Patino	Smith
29236	28885	28820	29069
00	00	00	00
1337	1224	1148	1275
24-1			25-1

This example displays the first name, last name, student ID number, grade, record number and packages fields.

Note: *You can change your key fields under File>Preferences*

The Matched Counter

‣ Directly beneath the navigation buttons is the *Matched* counter which indicates how many data records and image files are in ImageMatch©. When the numbers in both positions are *equal*, all images are considered "matched" to student data records.

	Data		Images
Matched	147	of	147

Note: The Export menu will not activate until both values in the Matched counter are equal! ImageMatch© will not let images be exported until the every student data record is matched to an image.

The Toolbar

- The rectangular blue button beneath each student's data fields is called the *Toolbar*. Clicking on a student's toolbar activates the data manipulation tools for aligning student data to images.

- *Shift* adds a blank student record and increments the *Matched* counter and shifts all students to the right by one position.

- *Delete* removes subject #1 data record, decrements the *Matched* counter, and shifts subject #2 and all other students after one position to the left.

- *Insert* inserts a new student data record and prompts for data entry, which shifts subject #1 one student to the right and increments the *Matched* counter.

- *Modify* allows changes to be made to the subject's data:

The Toolbar, (Cont.)

▸ *Copy Record* duplicates the current student's data, only shifts all records to the right by one position and increments the *Matched* counter.

▸ *Copy Image* duplicates the current student's image, onlyshifts all images to the right by one position, and increments the *Matched* counter. You will see a *Green* box surround the two images.

Note: *Set up ImageMatch® to create an actual duplicate image under File>Preferences>ImageMatch*

▸ *Move* is used to reposition the current student record or move a range of student records to a new location. To use *Move*, click on the toolbar beneath the student to be moved and then click the *Move* button. Then select either *Individual* or *Group* for the move. Next, click on the toolbar underneath a different student where the first student will be moved. During a move, the toolbar beneath the student being moved changes to *orange* to indicate that there is a "move in progress".

Navigation Buttons

- The navigation buttons located *beneath* the images are for scrolling through subjects.

The Find Student Button

▸ In the middle of the navigation buttons is the *Find Student* button. This button locates students using any student data. This feature supports searches using multiple fields.

Note: The asterisk '' is a "wild card" and denotes "any characters". A search string of 'JO*' will find JONES, JOHNSON, JOLLY and any other names starting with the letters 'JO'. A search string of "*Jr." will find all names ending with 'Jr."*

The Image Directory List

- Images are displayed in the same order they are found in the *Image Directory List*. There can be any number of image directories for one job. A single image directory represents a folder of images.

- The image directory containing the left-most student on the screen is *highlighted* on the Image Directory list. *Double-clicking* on an Image Directory jumps to the first image in that directory.

Preferences – Default Folders

- There are *eight* default folders defined in ImageMatch©:

1. Default Images
2. Default Student Data
3. Jobs
4. Default CD Export

5. Default Programs
6. Default Reference Image
7. Default Backup
8. PT Burner Hot Folder

Note: Supported CD Burner Printers are *Rimage and Primera.*

Note: Default folders can be local folders or *shared network* folders.

To modify one of the default folders, double click on the current folder path and browse out to the folder you wish to change to.

Preferences – Packages Mapping

- The *Packages* tab in *Preferences* is for defining package information in the student fields in order to generate packages from the digital images in ImageMatch©.
- Some *Special Fields* inside of the *Preferences* area to consider are:
  - *Packages Field* – This is where you tell RipLynx!© to locate the package information to print
  - *Job Identifier* –
  - *Package Entry Date* – The field selected in this dropdown will document the date in which you added package information for each subject.
- Some *Riplynx Settings* inside of the *Preferences* area to consider are:
  - *Include St Charles Packager Data* – Use this feature if you are using this packaging hardware
  - *Send this PUD to RipLynx in Jobs* – Use this feature to automatically send the PUD you are using inside of ImageMatch® to RipLynx!©
 - *Use Image Format String* – Use this feature to rename your images as they are being sent through RipLynx!©

Adding/Editing Package Information (.prm)

- **Open Your Preferences**
  - Your packages will be listed at the top of the screen under *Program*, also referred to as *prm*.
  - If this is not the correct .prm file, then click the button with the three dots […] and browse for the correct package program.
  - Next, click the *Config* button. This will bring up the *Configure Package Program.*
- **Adding Program Details**
  - Type in the *Business Name*
  - Type in a *Description* for the program (ie: "Underclass Spring")
  - Enter *Tax Rate* (optional)
  - Check box next to *Tax Included* to include taxes for reports (optional)
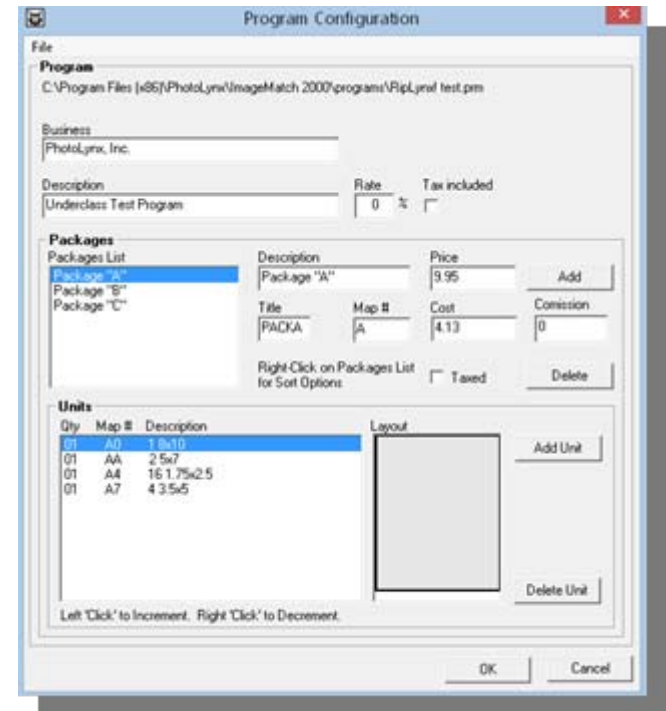
Adding/Editing Package Information (.prm), (Cont.)

- Adding a Package to the Program
  - Click *Add*
  - Type a *Description* for the package (ie: "Package A")
  - Enter a *Title* for the package (ie: "a-pak")
  - Enter a *Map #* for the package.
  - Enter a *Price* for the package that the students will pay
  - Enter the approximate *Cost* for the package
  - Enter the *Commission* for the package
  - Check box next to *Taxed* to indicate if this is a taxed item
- Ordering Your Package List
  - *Right Click* the white box under your *Package List*
  - To list your packages in *Ascending* order, select *Sort Asc.*
  - To list your packages in *Descending* order, select *Sort Desc.*
  - To move one of your packages *up* on the list, select *Move Up*
  - To move one of your packages *down* on the list, select *Move Down*

Adding/Editing Package Information (.prm), (Cont.)

- Adding Unit(s) to the Package
  - Click *Add U nit*
  - Click on desired unit. The layout window displays a preview of the unit
  - Click *OK* to accept the unit
  - To increase the quantity of the unit, left-click on the selected *Unit Qty* (the *Qty* column will display the increase)
  - To decrease the quantity of the unit, right-click on the selected *Unit Qty* (the *Qty* column will display the decrease)
  - Click *Save* to save the new program
  - Type a file name for the new program (ie: "Underclass Spring")
  - Go to *File>Exit*

Preferences – Key Fields

▸ The fields displayed beneath each image on the main screen are called *Key Fields*. Any field imported can be displayed as a *Key Field*. In your *Preferences*, you have the choice of choosing between 4 to 8 key fields to be displayed, and what fields to pull from.
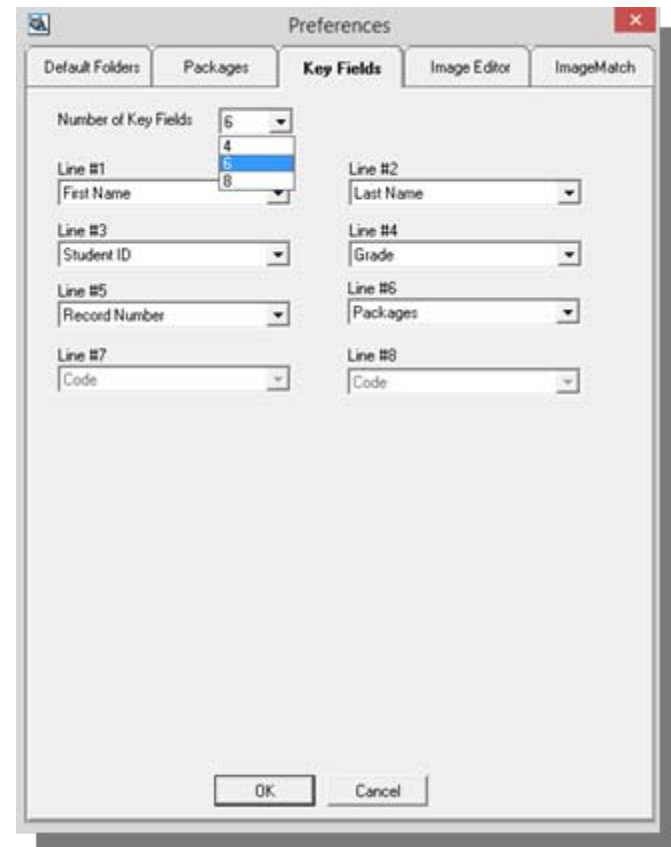
Preferences – Image Editor (Retouching)

▸ ImageMatch© has the ability to use most image editing programs for retouching images.

▸ The *Image Editor* tab in *Preferences* contains a single *Image Editing Application* prompt

▸ Click in the white area to browse the computer for the *Image Editing Application* to use for retouching (ie: Photoshop).

Preferences – ImageMatch© Tab

▸ Under this tab, you have the ability to reset your *Don't Show Again* preferences, choose your image loading preferences (standard file loading is recommended), choose which version of green screen to use (Green Screen *V2* is the most up to date, and the one we recommend using), have your exported images optimized for *speed* or *quality,* and where you can select to have your images duplicated on *copy image*.

Restoring Jobs

▸ When a saved job is restored, the student data is loaded and the image directories are located. If the image directories are *Not Found* (having been deleted or moved) then the student data will load without the images. To restore the images, browse out to where the folder may have been moved to, or reimport your images from your camera.

▸ To restore a previously saved job, click on the *Restore Job* option under *File>Restore Job.* The *Restore Job* option prompts the user for a previously saved job:
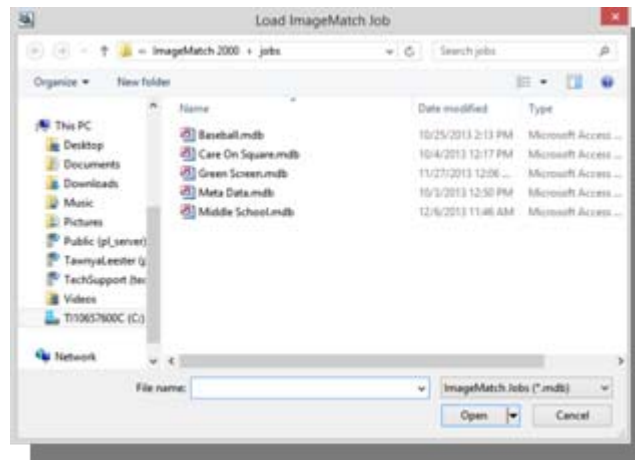
▸ When a job is restored the images, image adjustments and student data are loaded in the exact order they were in when the job was saved.

Saving Jobs

▸ *Save Job* automatically opens the default subdirectory to which saved jobs are written, however you can save them wherever is easiest for you to remember. All saved jobs will be an .mdb file. You have the option to name your saved job whatever you please.
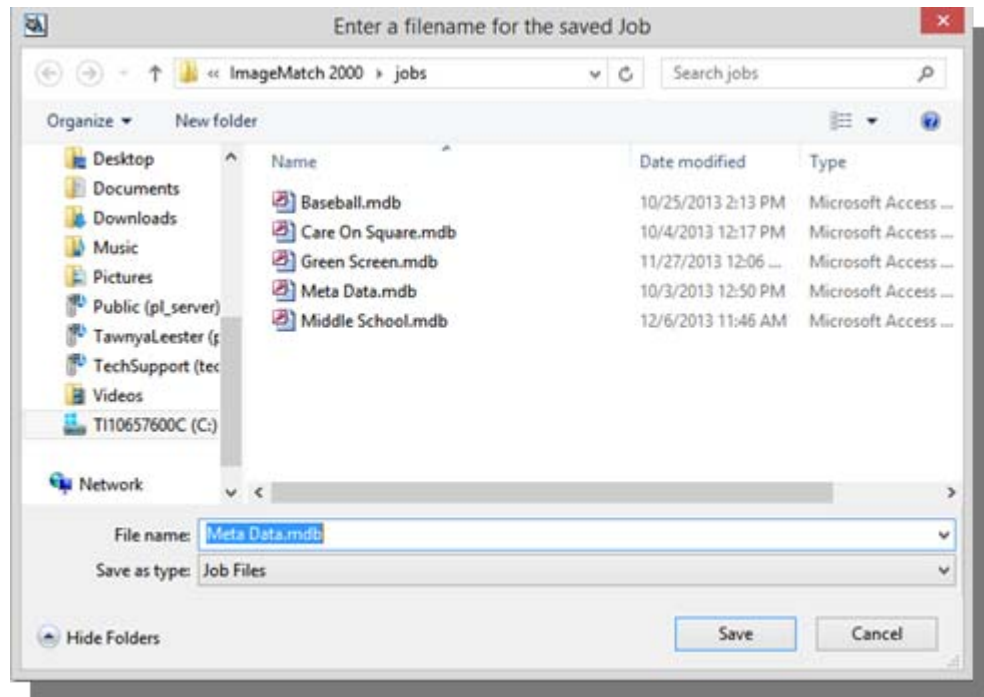
Importing Data and Images

▸ Every job starts by *importing* data. We suggest using either *.xls* or *.csv* files.

File	Imaging	Data	Report	Export	Print
	Import Data				
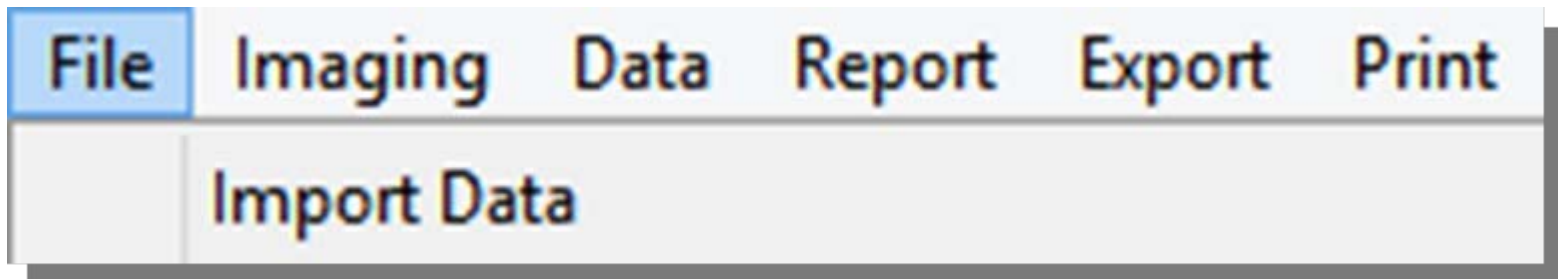
Import Wizard – Step 1

▸ Open the ImageMatch© program and go to *File>Import Data*

▸ Select your data file you want to import to open the *Import Wizard*

▸ If your data file has a *header* (a column header for each column), then double click next to *False* to make it *True*

▸ For the *start* line, make sure this number matches the line that either your header is on (if you have one) or is the line where the data first starts (without a header). You can see this in the bottom half of the window where you can preview your data.

▸ Select what kind of *delimiter* your file uses. You will easily be able to see what your file is by again looking at the data below. If there are commas, use comma delimited, if you see small rectangles between your data, or all the data runs together, then it is tab delimited. Double click next to where it says *comma delimited* to change it to *tab delimited*.

▸ Click *Next*
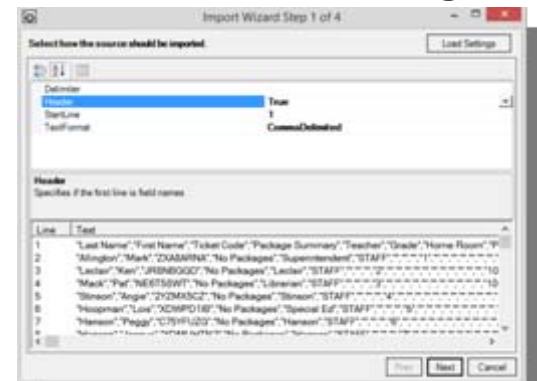
Import Wizard – Step 2

- You will now be instructed to *map* your columns in step three

- Each column has a drop down menu at the top. Click on the *down* arrow and scroll through to select what field you want that column of data to be populated into. If a column says *No Mapping,* then that data will NOT be imported. Make sure all of your columns of data that you want imported are mapped to a single field
  - Be sure your *Image Name* is accurately mapped on both your *Subjects* tab as well as your *Images* tab if bringing in aligned images and data, like from Flow® or Quixi® jobs.

Import Wizard – Selecting Images

- Towards the bottom right of your Step 3 of 4 screen, press the button labeled *Images Folder*.
- Press the *[…]* button to browse out for your folder of images
- Press *OK*
- Click *Next* when back into your *Import Wizard*
- On the final step (*Step 4*), you will not need to select ANY fields on this window. Just click *Finish* in the lower right hand corner to bring your data and Images into ImageMatch©

  Note: Images must be in one folder

Tip: If you plan to use the same settings again, on Step 4 of 4 you can click Save Settings. Then when you go to import a new job you will Load Settings on Step 2 of 4.

Image Folder	– □ ×

Image Folder

C:\Users\Crystal\Desktop\JOBS\Middle_School | ... |

Ok   Cancel
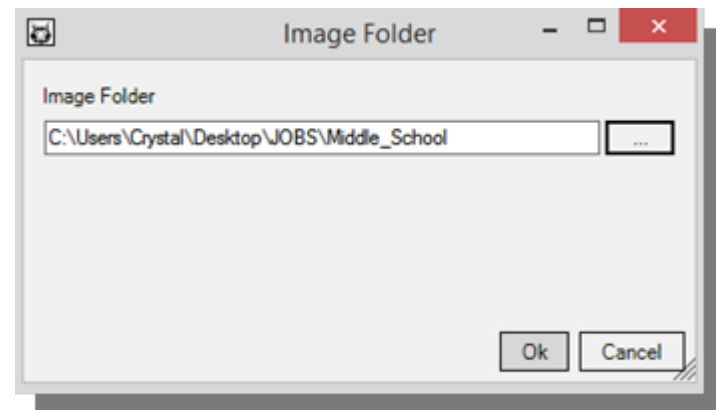
Creating Blank Records & Images

Blank Records

Enter the number of blank records to create.

OK

Cancel

50

- ▸ Once your data is in ImageMatch© you are going to want to create *blank records*. This allows you to have blank camera cards or labels with a barcode to add in any students that may not be on the student data list provided by the school.

- ▸ Go to *Data>Create Blank Records*, it will bring up a screen that asks you to enter the number of blank records you think you might need.

- ▸ After creating your blank records, you will want to add placeholder "*blank images*" to your job. This way, you will have a *matched job* (the same amount of images and data) so your job can be saved later on.

- ▸ To do this, go to *Data>Insert Blank Images*

Done

Inserted 50 blank images

OK
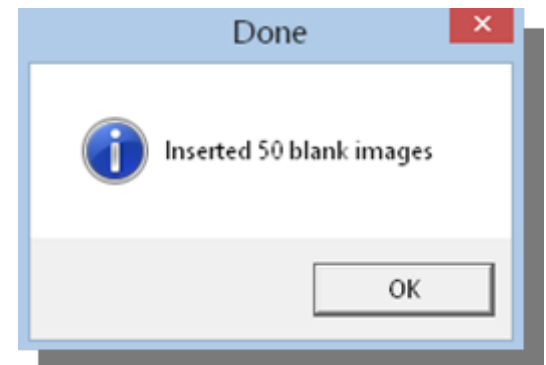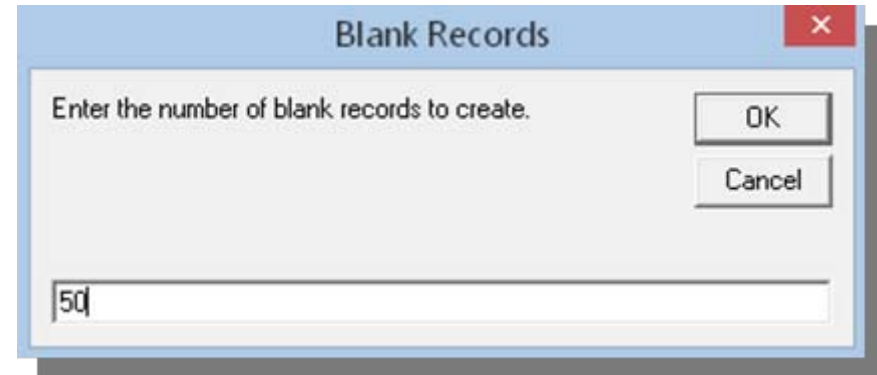
Assign Record Numbers

- Once you have created your blank records you will want to assign *record numbers*. These numbers create the barcodes for your camera cards or labels and are a unique identifier for each student.

- Go to *Data>Assign Record Numbers*; it will bring up the *Assign Record Numbers* window.

- You are going to want to choose your record number field, typically record number.

- *Assign To: All Records*: Use this option to assign sequenced record numbers to all records.

- *Assign To: Records Without A Record Number:* If you have already assigned record numbers once and you added records after the fact you can assign the numbers to records without a number to not overwrite your existing numbers.

- *Record Number to Assign: First Unique Number:* Use this option to start numbering your record numbers with the number "1".

- *Record Number To Assign: Unique Number Starting With:* you want to choose this option and enter a four digit number. A four digit number insures that you will have a long enough barcode for your scanner to read.
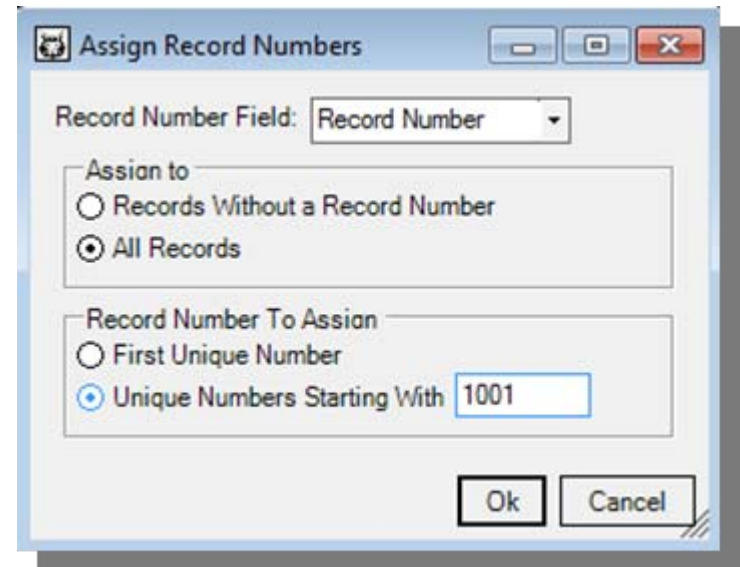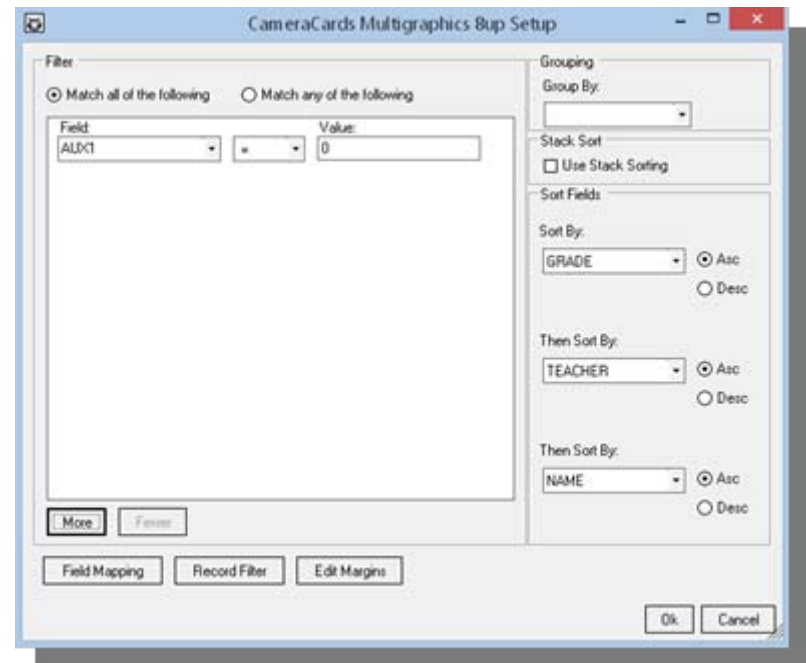
Reports

- ImageMatch® offers several report options. Some reports included are camera cards, address labels, subject listings and financial reports. You can access these under the *Reports* menu.

Report Setup:

The *Filter* allows for narrowing the report to a specific grade, teacher, or other group. Additional filters are added by clicking *More*. The *Field Mapping* button allows you to select which fields contain the data for the report. The *Sort* allows for sorting by multiple fields, such as grade, teacher, and name. Click *OK* to view the report.

Printing or Exporting:

You can visually check a report on screen before printing. Click the *Print* button to select a Windows printer, or export to *HTML*, *PDF*, or *XLS* with the *Export* button.

Create Camera Cards

- Go to *Report>Select the appropriate camera card or label*.
- Once in the *Report Setup* window, you have the option to filter on specific criteria to bring up a specific group of individuals.
- On the right hand side you have the option to *sort* your cards by up to three database fields
- Once you have set your sort you are going to hit *OK* and it will take you into your preview of the camera cards or labels. The first couple of sheets may be blank with only a barcode and those are the *blank records* previously created.
- You can *print* or *export* your camera cards or labels in the upper left hand corner of the preview screen.
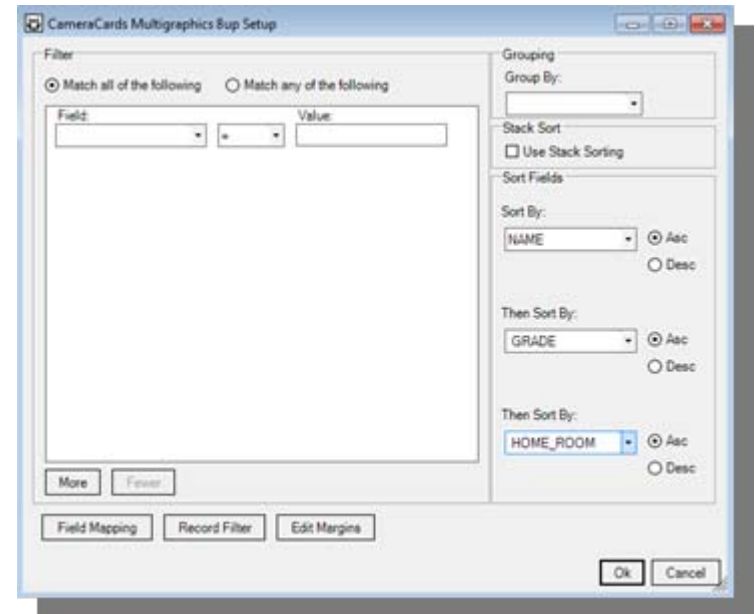
Sequencing Records Using Data Entry – Step 1

▸ **Step 1: Select Your Image Directories**

1. Open ImageMatch©, do not restore a job
2. Click on *File>Select Image Directories*
3. Click *Add*
4. Browse to your images folder
5. Click *OK*
6. If you have multiple image folders, click *Add* again until all of your folders are selected
7. Click *OK* to exit
8. A window will appear showing you the progress of your images loading

Sequencing Records Using Data Entry – Step 2

▸ **Step 2: Data Entry**

1. Go to *Data>Data Entry* or hit *F5*

2. The first time you set this up, a window will appear that is a list of the fields in ImageMatch©, click *OK*

3. This will bring up the data entry screen. If you are going to be doing package entry at this time, click *Options>Enable Auto Package Entry*.

4. In the *Data Entry* screen, the first *Primary Field* should be *Record Number*. The first image in the job will be displayed on the upper right.

5. Once you have scanned the number into the *Record Number* field, hit *F5* on your keyboard, or click *Add*. This will add a new record to scan a barcode in to. This will also bring up your next image.

6. When all of the images have had a number scanned into the *Record Number* field and you have scanned the last camera card, you are ready to merge in the original data. Click *Exit*.

7. All images will now have a record number under them when all of the cards have been scanned to the corresponding images.

Sequencing Records Using Data Entry – Step 3

1. Click *File>Import Data*.
2. Browse to your saved data file that you created with blank records. Select it, click *Open*.
3. The Import Wizard will appear. Click *Next*.
4. Select the *Students* table, click *Next*. If you do not have a Students Table, select the *PersonnelData* table.
5. Check that your mapping is correct. Click *Next*.
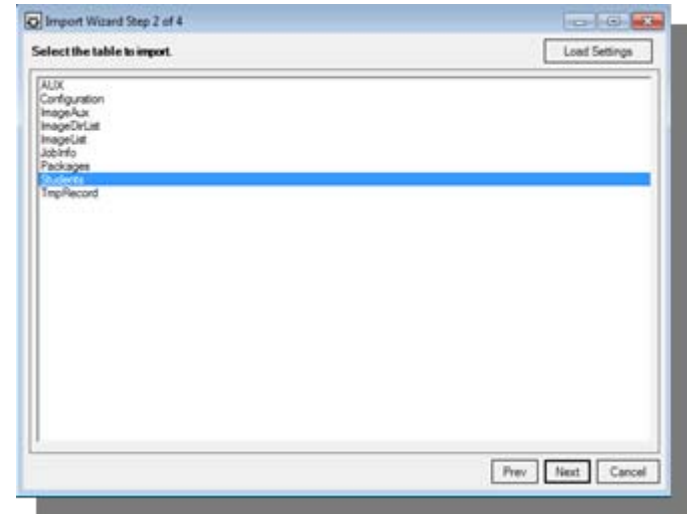
3. On the last step check the *two top boxes*, *Do not merge records with empty merge field values*, and *Do not merge fields with empty values*.
4. Check the *Record Number* field.
5. Click *Finish*.
6. A window will appear informing you of how many records are being merged. Click *OK*.
7. Click *File>Save Job*.
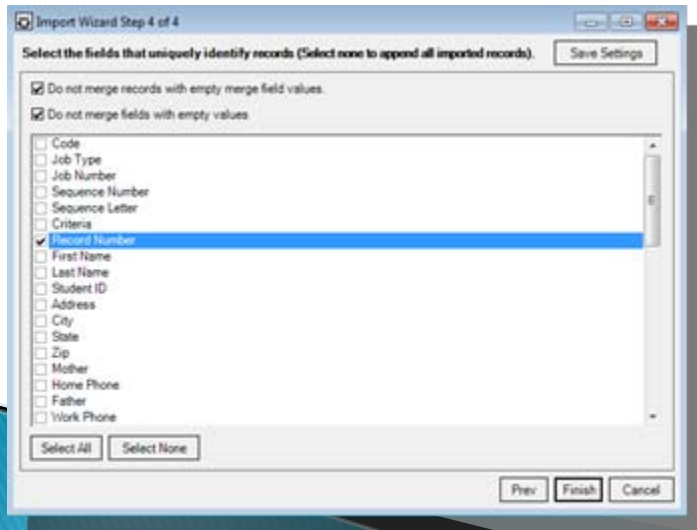
Sequencing MetaData Images – Setting Up Preferences

▸ ImageMatch© needs to be set up to read the meta-data only once. After this one time set up, you will not need to do these steps again in ImageMatch©. Complete the following steps:

1. Open ImageMatch©
2. *File>Select Image Directories*
3. Click the box next to *Use Exif Data*
4. Click the *Config* button in the upper right hand corner of the *Image Folder Select* dialog box
5. Navigate to your directory of metadata images and click on an image and click *Open*
6. The *Exif Parsing Configuration* screen will appear
7. Scroll down and click on the *User Comment Line*
8. Click on the *Edit Parsing* button on the lower left hand corner
9. On the *Parse Exif Tag* screen click on the circle next to *Save Value To Field*
10. Click the box next to *Parse as Fuji S5 Barcode*
11. On the upper right corner of the window, directly below *Student Field* select *Record Number*
12. Click *OK* to close the *Parse Exif Tag* box.
13. Then click *OK* to close the *Exif Parsing Configuration* box.
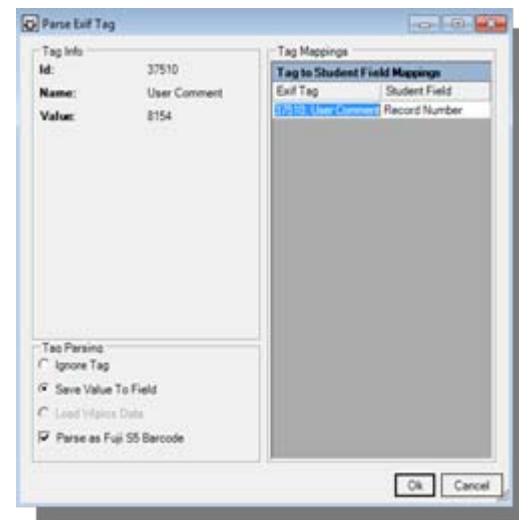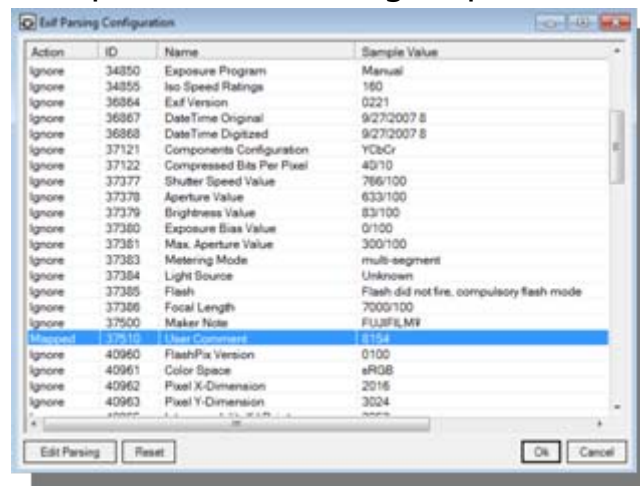
Sequencing MetaData Images – Bringing in Images

▸ *Once ImageMatch© is setup to read the exif data, you are ready to bring in the images and merge in the rest of the data.*

1. Go to *File>Select Image Directories*

2. Verify that there is a checkmark next to *Use Exif Data*

   Note: Make sure that this is not selected for jobs not photographed using metadata.

3. Click the *Add* button, and then navigate to the image directory you want to load.

4. If you have multiple image directories from multiple cameras from the shoot, click the *Add* button again and select the next directory. Repeat this for each directory that is associated with this shoot.

5. Click *OK*. Your images will load into ImageMatch©. The barcode data will populate into the field you selected during set up.

Sequencing MetaData Images – Merging Data

‣ **The next step involves bringing in the rest of the data for your subjects to create the complete job.**

1. Go to *File>Import Data*.

2. Browse for the .mdb file that you created in the job setup in the first section of this guide that you used to create the camera cards

3. On *Import Wizard Step 1 of 4*, click *Next*

4. *On Import Wizard Step 2 of 4,* choose the *Students* table
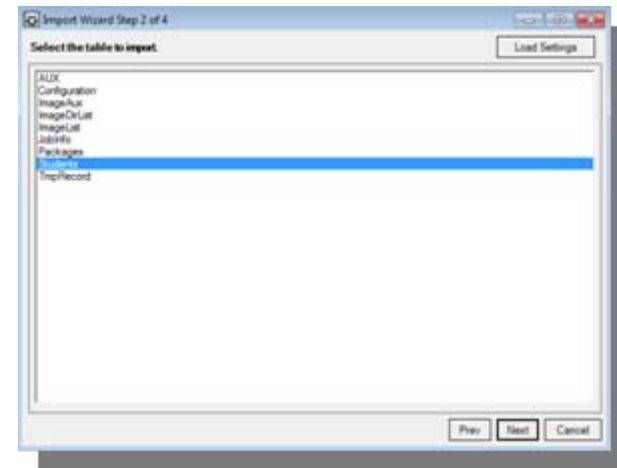
5. On *Import Wizard Step 3 of 4,* choose *Next*
6. On *Import Wizard Step 4 of 4*, choose the top two boxes that start with *Do Not Merge…*
7. In the lower portion, select *Record Number*
8. Click the *Finish* button.
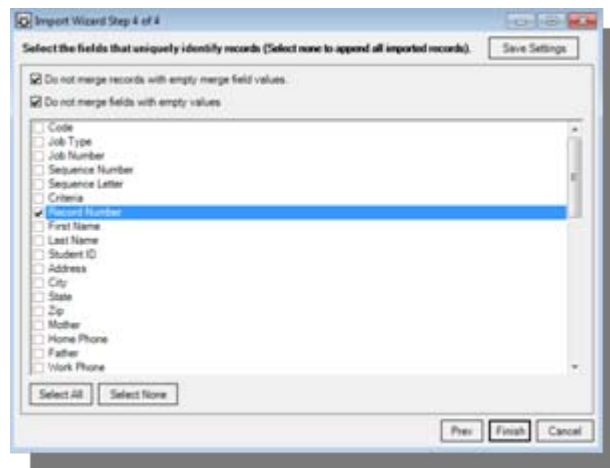
Note*: Data records that do not have a matching record in ImageMatch© will be added to the end of the job. Go to Data>Insert Blank Images to add blank images and create a matched job.*

Imaging Functions

- The options on the *Imaging* menu are:
  - *View Image Grid* – opens another window displaying a grid of your images
  - *Delete Alternates* – deletes your alternate size images folder
  - *Delete Image Cache* – deletes your PlCache folder of cached images
  - *Refresh AHS Crop Data* – refreshes your crop from Auto Head Sizing crop data file
  - *Refresh Images* – refreshes your images to show any retouching
  - *Display Crop* – turns your crop display on and off
  - *Set New Crop Ratio* – sets your crop according to any specific export
  - *Clear Crop Settings* –quickly clears any crop settings
  - *Use Alternate Size Images* – uses your folder of alternate size images to work on
  - *Set Alternate Image Size* – resizes your images to create alternate size images to work on
  - *Display Center Line* – displays a red center line across all images for head sizing
  - *Display Head Line* – displays a red head and chin line across all images for head sizing
  - *Display Vertical Head Line* – displays two red lines to center images by their ears for head sizing
  - *Rotate Image* – rotates all or tagged images
  - *View Missing Image List* – shows you a list of image names missing from your job
  - *Green Screen* – accesses the green screen tools
  - *Dust and Spot Removal* – accesses the dust and spot removal tools

Imaging Functions, (Cont.)

▸ ImageMatch© can adjust *image size*, *crop*, *color*, *balance*, *density*, *sharpening*, *contrast* and *retouch* images with the click of the mouse.

▸ The five adjustments are:

Mouse Key	Action
Hover mouse over image	Show action descriptions at the bottom of the screen
Hold left mouse button on image	Move image in any direction (requires that a crop is set)
Hold right mouse button on image	Move image up and down to adjust head size (zooming)
Hold and shift–left click on image	Crop images individually or as a batch
Hold and shift–right click on image	Image adjustments (Color, Density, Sharpening, Contrast)
Hold the shift–right click on image followed by double–click on image	Call Image Editing Application (like Photoshop)

Auto Head Sizing – Refreshing & New ImageMatch Jobs

▸ If you have used our Auto Head Sizing software, you can bring in your crop data by simply selecting *Refresh AHS Crop Data* under the *Imaging* menu.

Bringing in Crops for New ImageMatch© Jobs

▸ Go to *File>Import Data* and go through your import wizard as you normally would.

▸ On your *Images Folder* selection, check off *Use AHS Crop Data*.

▸ Finish your import wizard to bring in your new job into ImageMatch©.
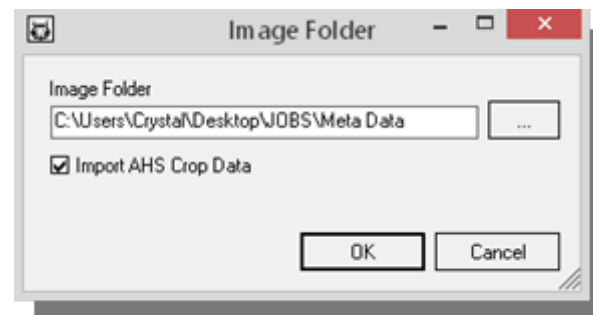
Auto Head Sizing – MetaData Workflows

▸ Go to *File>Select Image Directories*

▸ Select *Add* and browse out to your folder of images. Be sure *Use AHS Crop Data* and *Use Exif Data* are checked at the top of your *Image Folder Select* screen and hit *OK*
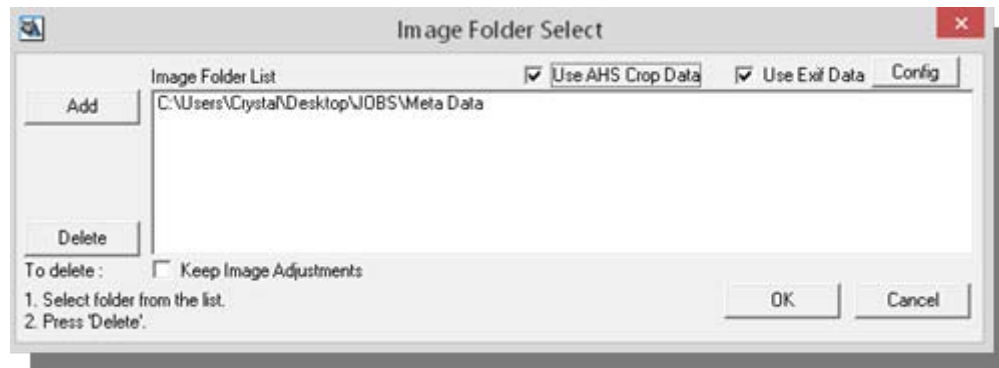
Image Crop

- Holding the *Shift* key while click image with the left mouse button the image crop.
- Use the right mouse button to c the *size* of the crop area. Clicking and holding down the left mouse button moves the dotted crop area.
- The crop settings are applied to the *Current Image, Current Roll* or *All Images* depending on the setting in the *Apply Adjustments* option.
  ◦ **Note:** *When images are being filtered, there will be a fourth option called* Current Filter. *This would be used for applying image correction to a certain group of images only (i.e. group photos).*
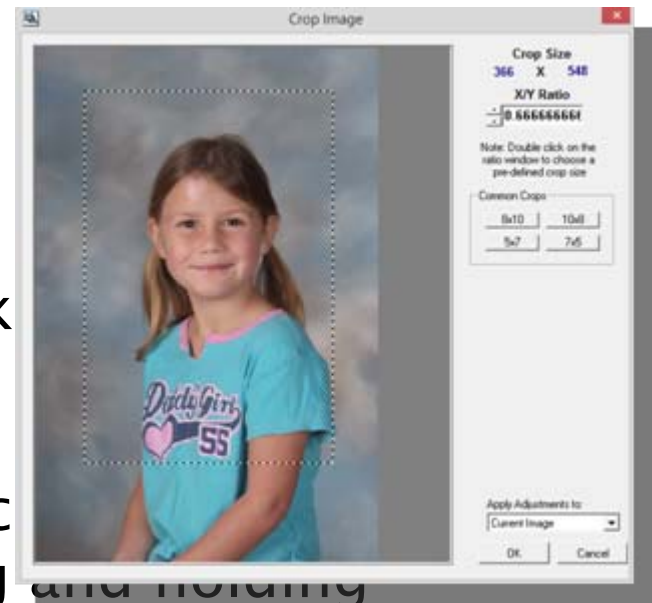
Image Crop, (Cont.)

- Images are displayed as cropped on the screen, but actual cropping of images is not performed until the images are exported. When a job is exported to a CD or for digital production, the original images are cropped and copied to the appropriate export directory.
- Double-clicking on the *X/Y Ratio* box will display a list of all default image CD exports
- The crop box maintains the *X/Y Ratio* proportions as it is sized. The *Crop Size* values (located on the screen just above the X/Y Ratio) reflect the current pixel width and height.

Displaying Head and Chin Lines

- Head and chin lines are available for positioning student heads. The shortcut key of *F9* activates and deactivates the *Head and Chin Lines*.

- The vertical scroll bar on the far right of the screen is used to position *Head and Chin Lines*. *Head and Chin Lines* stay in the same position from one screen to the next.

- The most common method for using *Head and Chin Lines* is to position the head line across the top of the head (not including elaborate hair) and the chin line right on the end of where you want the chins to be.

Adjust Head Position

▶ After a global crop has been set, holding and dragging with the *left* mouse button on a student's image repositions a student's head position.

◦ *Note: A student's image can only be adjusted to the limit of the crop. Once a crop reaches the edge of the available image, the image will move no further.*

Adjust Head Size

▸ Holding down the *right* mouse button on a student's image and moving the mouse up and down zooms student's image in and out making the head smaller or larger.

Image Adjustment

- Holding the *Shift* key while clicking on a student's image with the *right* mouse button activates the image adjustment features.

- The image on the left is the untouched *original* image. The image on the right is the same image with the *adjustments applied*.

- If using a *Gray Card*, you can adjust the color by drawing a box in the gray card on the *right* image, and clicking *Adjust.*

    Note: Like the crop settings, image adjustments can be applied to the Current Image, the Current Roll or All Images in a job.

- **To access retouching feature:**

1. Double-click on the image while in the *Image Adjustments* screen
2. Make changes in the *Image Editing Application*
3. Save changes in the Image Editing Application
4. Exit the Image Editing Application
5. Close the *Image Adjustments* screen

Data Functions

▸ The options on the *Data* menu are:

- *Insert Blank Images* – inserts an "Image Not Found" placeholder image for missing images
- *Remove Blank Images* – removes "Image Not Found" placeholder images
- *Set Job Name* – sets or renames the job
- *Filter* – filters your data for specific records
- *Search* – searches your data for specific records
- *Capitalization* – changes the capitalization for a specific field
- *Next* – moves to the next set of subjects in a filter/search
- *Modify Fields* – adds/removes custom fields for the specific job
- *Scan Entry* – allows you to scan specific data into a specific field
- *Data Entry* – allows you to edit data one record at a time
- *Sequence Records* – allows you to match images and data by sequence
- *Assign Record Numbers* – assigns record numbers to a specific field
- *Assign Passwords* – assigns passwords to a specific field

Data Functions, (Cont.)

- More options on the *Data* menu are:

  - *Create Blank Records* – adds blank records to your job
  - *Edit Records* – allows you to edit data for your subjects in a spreadsheet type layout
  - *Replace Data* – quickly make data changes to a group of records
  - *Advanced Replace Data* – quickly add prefixes or combine fields to a group of records
  - *Deleting* – red box or completely delete data records
  - *Tagging* – selects a group of images to be adjusted or exported as a group
  - *Duplicates* – easily locates and identifies duplicate images of the same subject
  - *Multi-Pose* – easily allows you to work with a specific pose of a subject
  - *Fix Nulls* – quickly locates and replaces null values
  - *Proof Sheets* – easily identify more than one pose of each subject
  - *Group Pictures* – quickly identifies group images from single subject images
  - *Group Counts* – identifies different groups and the number of subjects in each

Adding Permanent Custom Fields

▸ If you have fields you need to use permanently in all your ImageMatch® jobs, you can add them by:

Field list creation:

▸ Using the sample text below to create your own fields:

```
<?xml version="1.0" encoding="us-ascii"?>
<ImDatabaseInfo xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
<FieldListArray>
<string>Added_Field1</string>
<string>Added_Field2</string>
<string>Added_Field3</string>
<string>Added_Field4</string>
</FieldListArray>
</ImDatabaseInfo>
```

▸ Copy the blue text and paste it into a new Notepad document.
▸ Modify the red text to be the names of the fields you want to add. Make sure you use an underscore "_" for spaces. You can type additional lines to add more custom fields than the four provided, or delete the lines for those you don't need.
▸ Save the file as: *dbdefaults.xml* and place it in your *ImageMatch© 2000* folder
▸ Open ImageMatch©. All of your fields should now show up in the default field list at the bottom.

Data Entry
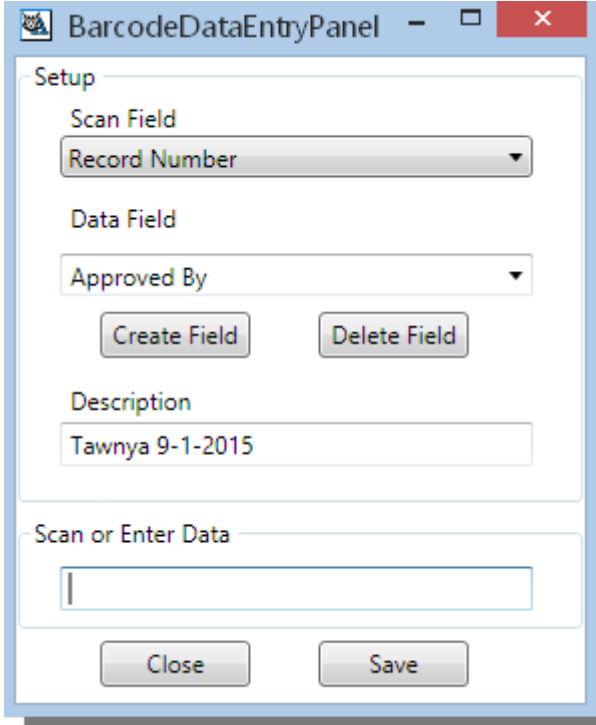
▸ In situations where a subject was pictured without data, such as with an unread Quixi® card, you can manually enter in their record information in *Data Entry*. To enter data:

1. Click *Data>Data Entry*, or hit *F5*
2. To filter out deletes and duplicates from your data entry screen, go to *Options>Remove Deletes and Duplicates*
3. To bring up your package screen to scan a barcode to assign, go to *Options>Enable Auto Package Entry*
4. Either manually search or scan a barcode to bring up your record. Select your search field at the top (such as *Record Number*)
5. To read data information shown in the image, in the top left hand corner, click *Options>Show Large Image*
6. Using the *zoom in* and *zoom out* buttons, coupled with the scroll bar, adjust your image so it is readable.
7. With the *Data Entry* and the image side by side, you can type in the record information
8. When all your data is entered, hit *F12* to bring up your next record
9. Once you have reached your last record, click *Exit*

Scan Entry

▸ To quickly add data to subject's data using a barcode scanner, you will first need to enter your *Scan Entry* screen. To do this:

1. Go to *Data>Scan Entry*
2. In your *Barcode Data Entry Panel*, select which field you will be scanning to search on, such as *Student ID* or *Record Number*.
3. Type in a name for a field to write your data to, such as *Approved by* and click the *Create Field* button
4. Type a *Description* for this field. This will be the data that fills in the field you just created. For example, *Tawnya 9-1-2015*
5. In your *Scan or Enter Data* field, place your cursor to scan your barcode information into.
6. Press *Close* to close out of Scan Entry.

Proof Sheet Set Up

- If you have more than one record for each subject, and want your software to recognize this as one subject rather than multiple subjects, you will need to set up your *Proof Sheet Conversion*. To do this:

1. Go to *Data>Proof Sheets* and *enable proof sheet conversion*
2. At the bottom left, click on *Select None*, then select fields above that you are going to use to link the multiple files for the individual students together (typically either a *Student ID* or a *record number*)
3. Set up your poses to the right for up to as many images as you have for each subject
4. Map the poses to the custom fields (beginning with *Custom2* and up through *Custom8*)
5. Click on *OK*
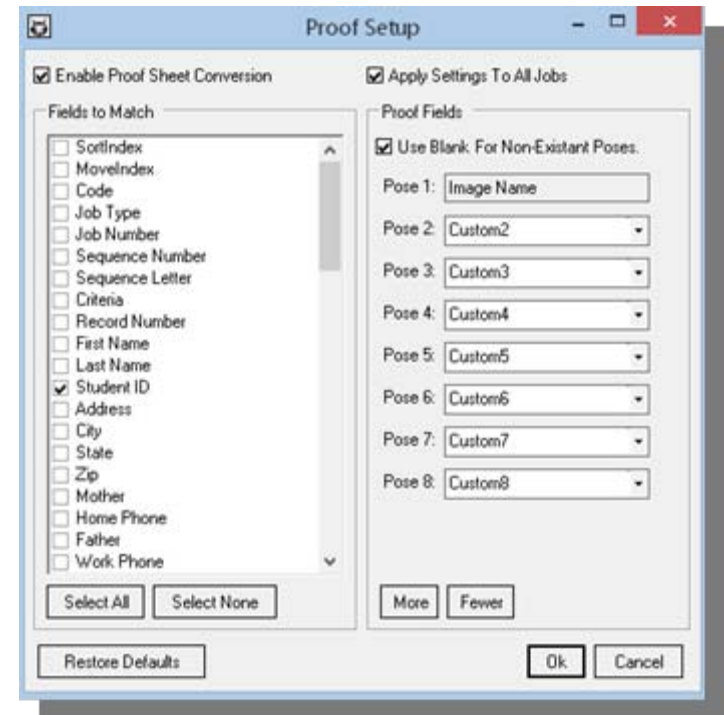
Multi-Pose Options

▸ After you have set up your *Proof Sheet Conversion* you have several options you can automatically do inside of ImageMatch® with these different poses. These options can be found under *Data>Multi-Pose:*

Make a Copy of a Pose:

This option will go through and make a copy of *images and data* for whichever pose you specify for each subject.

Make a Copy of All Records:

This option will go through and make a copy of *images and data* for all records.

Multi-Pose	▸	Make a Copy of a Pose
		Make a Copy of All Records
		Tag a Pose
		Multi-Pose Setup

Tag a Pose:

This option will go through and tag whichever pose you specify for each subject.

Multi-Pose Setup:

This option will take you to your *Proof Sheet Conversion.*
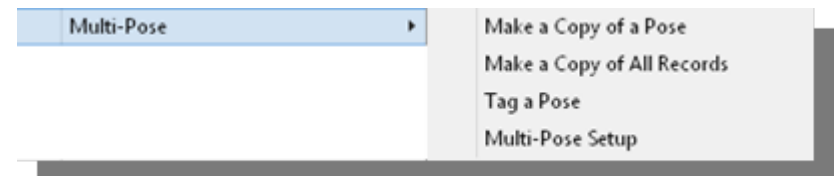
Tagging Images

▸ The *Tagging* option on the *Data* menu is used for selecting a custom group of images.

◦ **Note:** *Editing data within a filter is not recommended, as the changes can shift once the filter is off to a different record. All changes within a filter should be done to images only, not data.*

▸ Tagging has five menu options:

1. *Tag a Range* – tags images by entering a range of image counters (the big numbers found above each image)

2. *Untag Range* – removes tags placed on images by entering a range of image counters (the big numbers found above each image)

3. *Tag Pose* – for images with more than one pose, you can tag a certain pose number (ie: tag all pose 1)

Tagging Images, (Cont.)

1. *Filter on Tags* – filters out images with tags, so adjustments can be made exclusively to the tagged images
2. *Clear All Tags* – resets the tags after adjustments have been made.
▸ Tagged images have an X in the upper left-hand corner like the images displayed below:

▸ A hot key of *F4* is available for tagging (or un-tagging) individual images. Holding down the *F4* key when left clicking on an image will add or remove the tag from that image.
▸ Once an image is tagged it remains tagged until clicked on using the *F4* key, *Untag Range* or the *Clear All Tags* option is used.

Filtering Data

Using the *Filter* feature, student records containing any string of characters separated from the other students in the database.
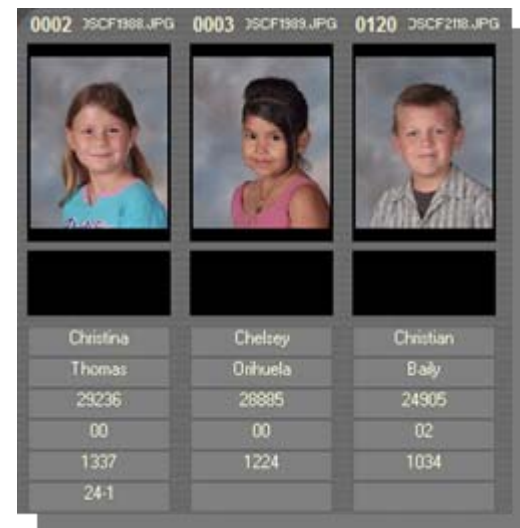
In this example, all students in the job with a first name starting with the letters "Ch" are filtered.

Note: *Putting a space in a specific filter field will include any records with no data in said field from the filter.*
Note: *Any portion of any field can be used to filter as long as an asterisk is placed after the search string.* **For Example**: *To filter on everyone with a Package, type *-*. Because a hyphen is included in each package string, using the asterisk as a wildcard to search on this will give you the results you are looking for.*

The result of the above search might look something like this:

Searching Data

- The *Search* option uses the exact same logic as the filter. When searching, the first student matching the search criteria is displayed as the first image on the screen. The *F3* function key is used to repeat the search to find the next student matching the search criteria.

  ◦ *Note: Placing a space in the search field will search for records containing no data in that field.*

To access the search feature, you can either click *Find Student* on your main ImageMatch® screen or go to *Data>Search* (or press *Ctrl + F*)

Replace Fields

▸ To quickly make changes to a group of records, *Replace Data* is selected from the *Data* menu or by pressing *CTRL+J*.

Replace options are:

Search Source Field for Source Text and fill Destination Field with Destination Text
> choose this option to find certain data in one field and fill a second field with different data

Search Source Field for Source Text and fill Destination Field with Source Text
> choose this option to find certain data in one field and fill a second field with the same data

Copy Contents of Source Field to Destination Field
> this option copies all data from one field into another

Move Contents of Source Field to Destination Field
> this option moves data from one field to another field

Zero Pad Numeric data In Source Field
> used to add zeros to the beginning of a number. Select the field containing the number as the source field and fill in the zero pad box with the number of digits the resulting numbers should have.
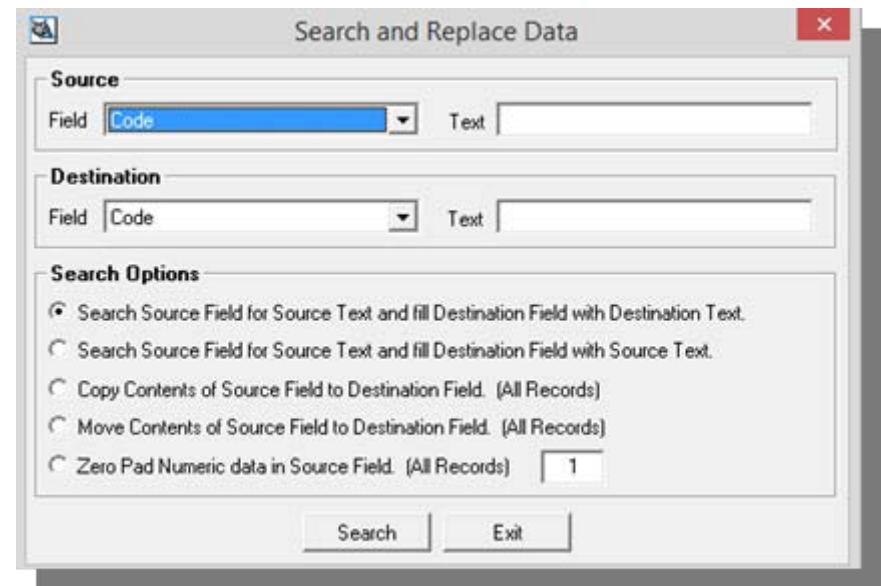
Advanced Replace Data

▸ Need to add a prefix to existing data in a job? Need to combine first and last name into one field? Use the *Advanced Replace Data* feature under the *Data* menu in ImageMatch©. Here's some helpful information on how to use that function.
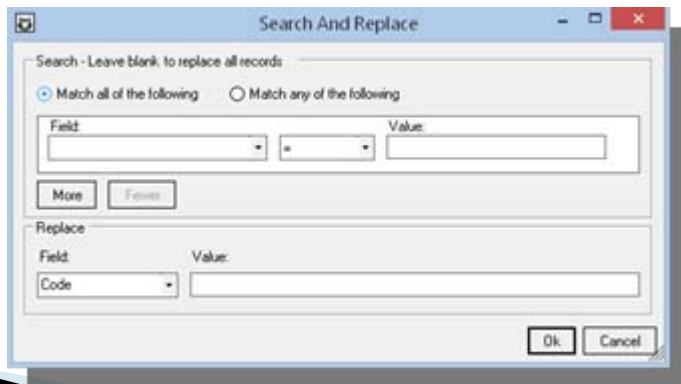
Examples

%First Name% will replace the target field with the contents of "First Name"

%First Name% %Last Name% will replace the target with the full name

%(EXT)Image Name% will replace the target with "jpg" if the Image Name Field is 0001.jpg

%(BASE)Image Name% will replace the target with "0001" if the Image Name Field is 0001.jpg

Expression	Description
%varname%	variable to replace with varname
%%	literal %
%()varname%	everything inside () is a customization to the var replacement
(UCASE)	uppercase string
(LCASE)	lower case string
(WCAP)	word capitalization
(NCAP)	name capitalization
(p*9)	pad string: * – character to pad with, 9: number of digits to pad string to
(EXT)	gets the extension of a filename without the.

Deleting Images

- ImageMatch© does not delete image files, but are rather marks images for deletion. ImageMatch© puts a *red* box around any images (and data record) marked for deletion. Image files with a *red* box around them will not be exported to CD or used for print jobs in any digital service.
  - *Note: When importing a new job, images that lack information in the key fields beneath the image or have a last name of 'SLATE' are automatically marked for deletion.*
- Images can be marked for deletion by holding down the *F1* key and clicking on the student's image. Deleted images can easily be undeleted by holding down the *F1* and clicking on the student's image a second time.
- To mark a range for deletion, go to *Data>Deleting>Mark Range for Deletion.* You will need to enter the first sequence number and the last sequence number of the range you wish to mark, then press *OK.*

Here are examples of a string of five images with one image marked for deletion:
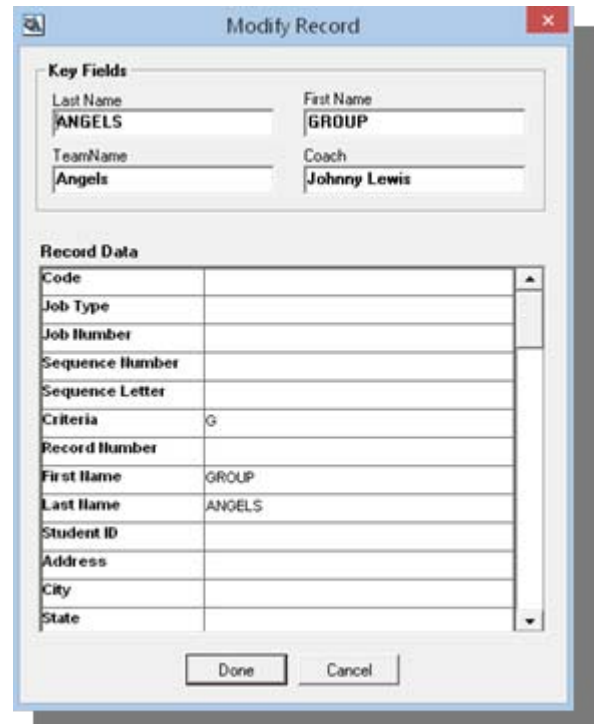
Duplicate Records

- ImageMatch© can easily locate and identify duplicate images of the same student. Duplicate images are handled differently depending on the CD or service being created. The *Duplicates* option on the *Data* menu activates a search for duplicate images.
  - ◦ *Note:* The Duplicates feature only becomes active **after** all students are matched to images.
- Comparing student information identifies duplicates. The *student ID number* is the most common field used for identifying duplicates. The first step in identifying duplicates is to select the field(s) for comparison. Check marks are placed next to the fields to be used for comparison. Any one or more fields can be used for comparison.
  - ◦ *Note: While comparing students, the "tool tips" area in the lower left-hand corner of the screen displays the number of students compared and the total duplicates found.*
- Any two or more student records having identical comparison fields are displayed *side-by-side* on the main screen. Holding down the *F2* key and clicking on a student's image identifies that image, and the data that goes with it, as a duplicate by putting a *blue* box around the image and key fields.
- Press *F3* to go to the next set of duplicated records, until you get back to your main screen of all your subjects.
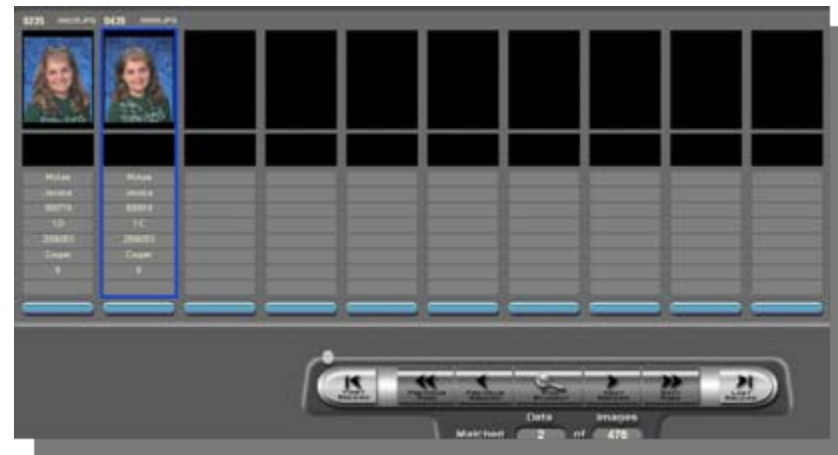
Group Pictures Setup – Setting up Your Data Fields

- First, make sure that all of your group photos have a "*G*" in the *Criteria* field. This identifies them as a group photo.

- Second, make sure that the group photo has information that will link them to the *individual* subjects. For teams, that information is typically the *team name* and the *coach name*, both entered into the corresponding fields. For class photos, it is usually the teacher name and the *grade*, or homeroom.

- You will need to make sure each subject that "belongs" to a particular group photo has the identical data in their *team/coach* or *teacher/grade* fields. For example, if you have a team "Blue Jays" and a coach name of "Jones" for the group photo, you will need to make sure the athletes on that team have that information in their team and coach fields as well, typed exactly the same.

Group Pictures Setup – Identifying Group Photos

▸ Once you are in the *Group Pictures* screen, you will need to tell it what field you are using to identify the group photos. Select *Criteria* from the *Group Identifier* drop down. The *Value* we entered into that field was "*G*".

▸ Next, you will need to tell ImageMatch© what fields to use for *Group Naming*. These are the fields that contain information that both the group photo and the associated individuals have in their data (ie, team name and coach).

▸ To the right of the naming section is the *Group Saving* section where you will need to select a field in which to save the new group photo jpeg information. It is recommended that you select *Custom8* for this option.

▸ Once you have those options selected, click the *Flag Groups* button in the top center of the screen. You will see a message saying how many group photos were found. Click *OK*.
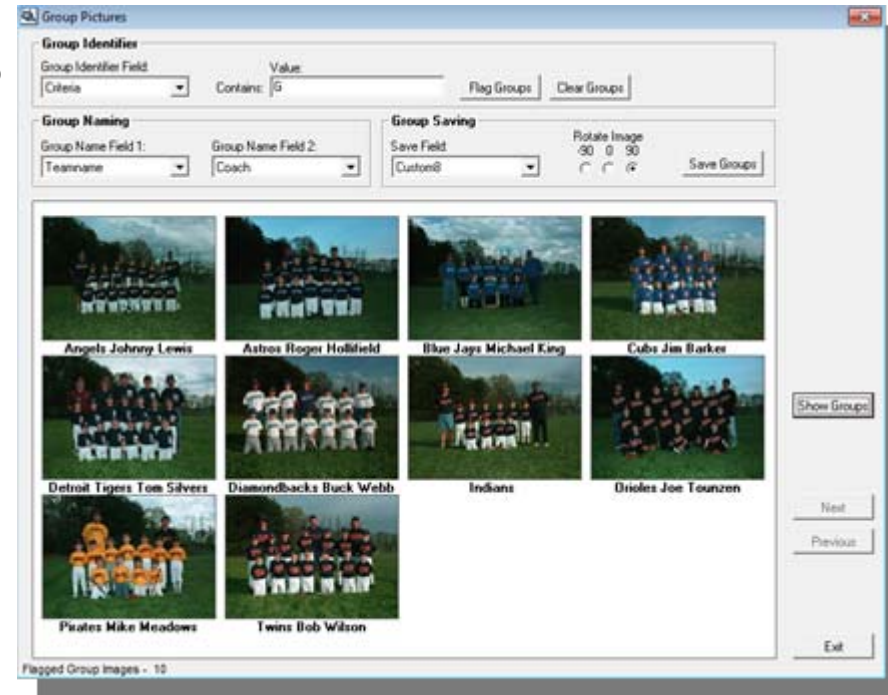
Group Pictures Setup – Identifying Group Photos, (Cont.)

- Next, click *Show Groups* to see the group images. If the images need to be rotated, select the *Rotate Image* option in the upper right.
  - *Note*: *Each group image is named with the two Group Name fields that werespecified in the Group Naming section. That new jpg number also is populated into the* Custom8 *field for the individual athletes or students once the* Save Groups *button is clicked.*
- The *Save Groups* button adds the name of each group image to every individual athlete's data record in the ImageMatch© job. The field selected in *Group Saving* is the field that will contain the name of the group images

Note: When the Group Pictures feature is exited after having identified the groups, each group image is marked with a yellow *box around it.*

CD Exports

- To create an export to be burned to CD, go to *Export>Exports*. Here you can see a list of your recent exports, or you may search for a number of exports available for you.
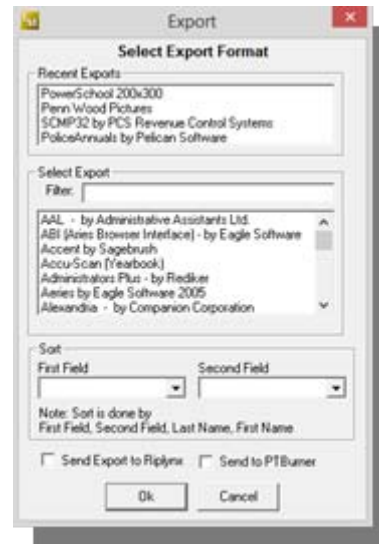
- Here you also have the option to *Send Export to Riplynx!©*, to help free up your ImageMatch© for other work, or *Send to PTBurner*, to burn directly to a CD with your custom inserts.

Records with Packages Export

- To export your image and ALL of your data out of ImageMatch®, you can do so using our *Records with Packages* export. To access this:

1. Go to *Export>Lab Exports>Records with Packages*
2. Under the *Records* area, select *Export All Records* and choose your *Field Delimiter* (we recommend using *Tab* delimited)
3. To export your image options, such as cropping and green screen work, to export out with your images, select *Apply Crop & Image Adjustments*
4. To export your package options, such as name on images that the subject selected with their package, select *Apply Package Options*
5. To rename your images, select *Use Filename Formatter* and type your renaming string in the box below. To rename based off a field in ImageMatch®, you must surround the field with % sign. **For example:** *to rename by Student Name the field would read %First Name%_%Last Name%.jpg*
6. Choose whether or not to *Send this Export to Riplynx* and click *OK*

Export Records with Packages

Records
- ○ Export Only Records with Package Information.
- ● Export All Records.
- Field Delimiter: Tab ▾

Images
- ☑ Apply Crop & Image Adjustments
- ☑ Apply Package Options
- ☑ Use Filename Formatter
  - %First Name%_%Last Name%.jpg

- ☑ Send Export To Riplynx   ☐ Send to PT Burner

  OK   Cancel

Export for Retouch

- To do mass retouching on all of your images, or to change your images into transparent PNG's using a separate software (such as JALEA), you can use the *Export for Retouch* to expedite this process.
1. Click *Export> Export for Retouch*
2. Chose destination for export and click *OK*
   NOTE: This folder cannot be moved or renamed, this is very import for the import process
3. Close ImageMatch©
4. Use the images in the exported *Images* folder to do your retouching, or to change to transparent PNG's.
5. Save image files into the correct image directory folder you've exported
6. Go back to the base folder
7. Right click on *RetouchImporter.exe* and choose *Run as Administrator*
8. Choose *Back Up Original Images*
9. Choose *Delete Images after Importing*
10. Then click *Start*
11. A window will come up that says newer subject images have been found, use them? – Click *Yes*
12. A box will come up that say there was errors, click *OK* past these, they are false errors
13. Open your job in ImageMatch©, you should now see the updated images in your job

Exporting for DP2

▸ ImageMatch® is capable to print to your DP2 printer with ease:

1. Open your job in ImageMatch®
2. Go to *Export>Lab Exports>DP2*
3. Browse out and select your *Export Directory*
4. Type in the name you would like to use for your *Data File.*
5. If you would like your data to be separate from your images, check *Place Data file in separate folder* and browse out for the folder to use.
6. Check off which options you would like: *Export Duplicates and Deletes*, *Copy Image Files*, *Export GsPng Images*, *Apply Green Screen/Dust Spot*, and *Rename Image Files.*
7. Choose your delimiter, *Comma* or *Tab*.
8. Press the *Edit* button to choose which data fields to export.
9. To apply specific image adjustments, check *Apply Adjustments Not In Data*.
10. Select which adjustments to export: *Crop*, *Rotation, Color Adjustments, Detailed Packages, Detailed Units, Package String, Package Descriptions,* and/or *Unit Descriptions.*
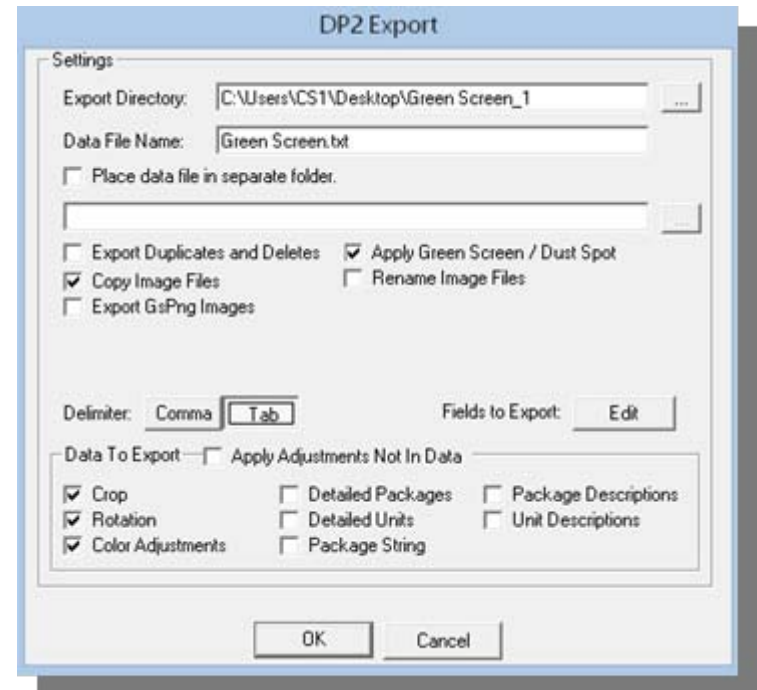
DP2 Injection

▸ The *DP2 Injection* will allow the user to export a job from ImageMatch© and have it load directly into DP2 without manually importing the data and images.

DP2 Setup

DP2 needs to be setup to watch a hot folder for incoming scripts. It can be enabled by clicking *Import* then *Commands* and then setting up the dialog that comes up. There is a checkbox to automatically startup the commands hot folder when DP2 starts up.

ImageMatch© Export

1. Click *Export>Lab Exports>DP2 Injection*
2. Choose the *Sort* fields desired or leave them blank to export them in the order they are display in ImageMatch© and hit *OK*
3. The *DP2 Injection* setup screen comes up
   - **Commands File Directory**: This is the commands hot folder that was set up in DP2.
   - **Customer ID**: The DP2 Customer ID the DP2 Order should be created under (can be left blank).
   - **Info Type**: The subject info type in DP2 that is used to store the subject records. This must match an info type in DP2 or errors will occur.
   - **Order ID**: The DP2 Order ID. This is auto-generated as the job name, plus a random number. Can be left as the default or changed to whatever you'd like.
   - **Subject Fields**: Click on this to choose which IM fields are exported to DP2.
   - **Subject Field Mapping**: Click on this to map the fields from their IM field name to DP2 field names.
   - **Unit Mapping**: Click on this to map the IM units to DP2 products.
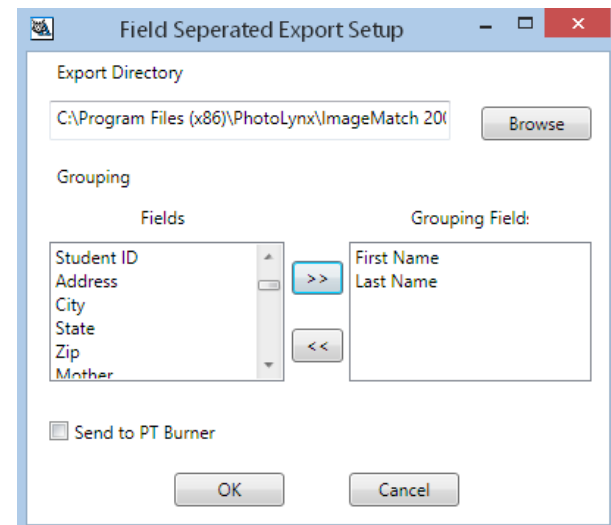
DP2 Injection, (Cont.)
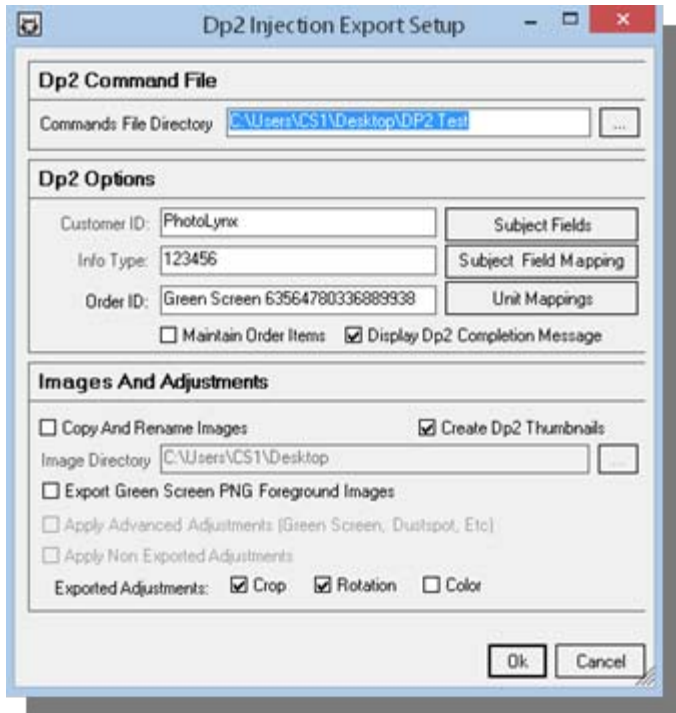
o **Copy and Rename Images**: If this is not checked, the script will reference image files in their current locations. If it is checked, the export will create new images and the script will reference the newly created images.

o **Create DP2 Thumbnails**: Instructs DP2 to create image thumbnails when creating the orders. Note: this will make DP2 take much longer to create the order.

o **Image Directory**: Tells the export where to place the new images. The images shouldn't be moved from this location after the export because DP2 will be referencing them from that location.

o **Apply Advanced Adjustments**: Tells the export to apply non standard adjustments such as backgrounds, green screen, and dustspotting to the images.

o **Apply Non Exported Adjustments**: Tells the export to apply standard adjustments that are not exported to DP2 as data. If crop information is not exported, then the crop will be applied to images being exported.

o **Exported Adjustments**: Tells the export what adjustments to export to DP2. These adjustments will NOT be applied to the images, they will be fed into DP2 and DP2 will apply them when generating packages.

4. Click *OK* when setup is complete and the script will be created in the hotfolder after all images have been generated (if selected).

5. DP2 should automatically pick up the generated script and create the correct Order if the commands hotfolder is enabled.

Field Separated Export

▸ A *field separated export* will create a folder full of rendered images for the packages the subject has ordered, named after the data fields you select. This comes In handy when creating CD's, such as with *PT burner*. To do this:

1. Open your ImageMatch® job and do your package assignments
2. Go to *Export>Lab Exports>Field Separated Export*
3. Browse to a location on your computer to save your export
4. Choose your fields to group your folders by, such as *First Name* and *Last Name* or *Record Number*
5. To send to PT Burn, check *Send to PT Burner*
6. Press *OK*
7. Open *RipLynx* to start rendering your export

Field Seperated Export Setup

Export Directory

C:\Program Files (x86)\PhotoLynx\ImageMatch 200   Browse

Grouping

Fields   Grouping Field:

Student ID   >>   First Name
Address   Last Name
City
State
Zip   <<
Mother

☐ Send to PT Burner

OK   Cancel

ChelseyOrihuela   EvelynJacobo Patino   EzequielGutierrez   NicholasMelton   SamuelBrown

The Print Menu

- Using the *Print* menu, ImageMatch© transfers images and student information to PhotoLynx®'s two digital production systems called *ProServices©* and *ProComposites©*, as well as allows you to render your images for printing through *RipLynx!©*.
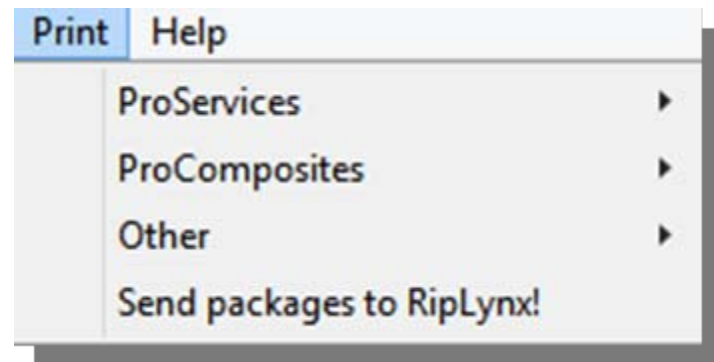
Using Green Screen

To access the Green Screen, go to *Imaging>Green Screen*

➢ *Note: If you hold down G and click on an image, the green screen window will open to that image*

➢Begin by selecting the *Default Settings* button from the bottom right of the *Green Screen* window.

❖ If you have a gray or green "haze" over the checkerboard background that is now displayed, you will need to do further adjusting to drop that out. To do this, select the *Background Definition Tool*. Without moving your mouse, click ONE spot – do not draw a line. This should do away with the remaining haze. Only do this step if you have the haze.

❖ Another method would be click *Remove Settings* then use the background definition tool. This is a more streamlined method to drop out all the green which results in a much smoother image.

➢Once the background looks clean, drop the green background from all of the images by clicking on the *Apply Color to All Records* button on the bottom right of the *Green Screen* window.

➢Exit *Green Screen* by clicking the   in the far upper right corner of the window to close.

Using Green Screen, (Cont.)

You are ready to find images that contain green that will need manual adjustments.

➢Page through your job and *tag* all images that have green in the subject area

➢Go to *Data>Tagging>Filter on tagged*.

➢Go to *Imaging>Green Screen* or hold down your *G* key and left click on any image.

➢In the green screen window, only those wearing green (the images you tagged) will display across the top in the *Green Screen* window. This makes it so you only scroll through the images needing adjustments instead of the whole job.

➢Us the tools on the left to make the individual adjustments by clicking on the images one at a time, adjust the color and then click the green "save" button and select *Apply to Current.*

➢Click the next image in line to be adjusted and repeat until you have gone through all of the images in the filter.

The Green Screen Toolbox

Tools are provided on the left side of the screen. The tools with an *'X'* icon next to them will remove all colors from a particular area on your image. The tools with a *'+'* icon next to them means it will add back all colors to the area to your image you define with the tools.

In the upper left portion of the screen, you may select the *Show Crop* box to show the crop applied in ImageMatch©. If your image comes in looking grayed out, this means no crop was applied in ImageMatch©. Remove the check from the *Show Crop* box to bring back the normal color of the entire image.

The *Filter Deletes* and *Filter Duplicates* boxes, when selected, will remove any images that were marked as deletes (red boxes) or duplicates (blue boxes) in the ImageMatch© job

- ◦ *Note: Keep in mind that in order for a Green Screen job to properly render out or export, EVERY image needs a background. Be sure to uncheck Filter Delete and Filter Duplicates to add your background to ALL images first, before filtering.*

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(s) 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, ending in a circular ring back where you started

Green Screen Tools: Bringing Green In

- **Foreground Color Picker Tool**: By clicking on this tool the user can further identify the a color that had been remove 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 remove, ending in a circular ring back where you started

Green Screen Tools: Other Useful Tools

 Image Zoom Tool: Select the *Zoom* tool to enlarge the image. Left click will enlarge the image; right click will reduce the image back down to the original viewing size.


▸ When using the tools to make individual changes to a subject, you will need to save these changes. To do this, click the green checkmark button in the upper right portion of the screen. A window will come up with three options – *Apply to Current*, *Apply to All*, or *Cancel*. There is no undo option, so if you accidentally apply to all, close your job without changing and restore it again.
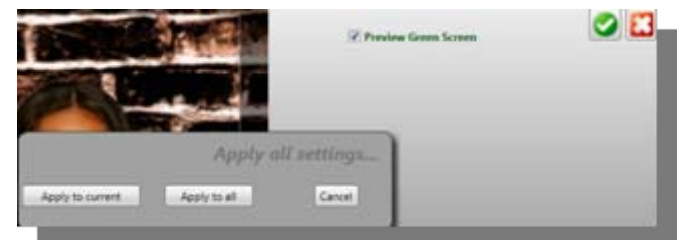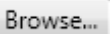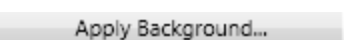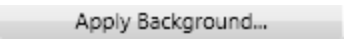
Applying a Background: Single Background for All Images

- To select a single background for all of you images, select the `Browse...` button from the bottom right corner of the *Green Screen* window. This will open up a browser window. Navigate to where you keep your backgrounds and select the background you want everyone to have.

- Select the `Apply Background...` button. When the *Apply Background* window comes up, click the *Apply to All* button to set that background to all of your images.

Current Background:

C:\ProgramData\Flow\Backgrounds\Brown_Brick.jpg

Apply to all   Auto assign   Cancel
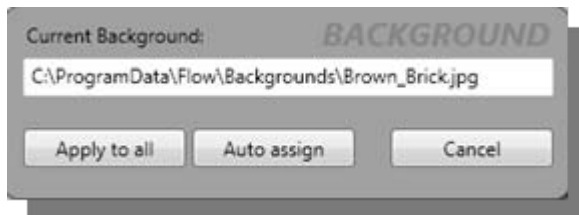
Applying a Background: Background with Package Orders

- To select the background chosen in the package selection, select the [Browse...] button from the bottom right corner of the *Green Screen* window. This will open up a browser window. Navigate to where you keep your backgrounds and select the default background to use for everyone.

- Select the [Apply Background...] button. When the *Apply Background* window comes up, click the *Apply to All* button to set that background to all of your images.

- Select the [Apply Background...] button again. When the *Apply Background* window comes up, click the *Auto Assign* button to assign backgrounds selected in packages.

Current Background: **BACKGROUND**

C:\ProgramData\Flow\Backgrounds\Brown_Brick.jpg

| Apply to all | Auto assign | Cancel |
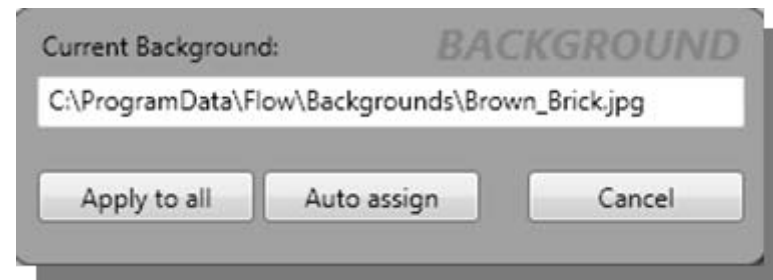
Selecting the Desired Background in Package Entry

- Make sure you have a valid *PRM* and *PUD* loaded
- Press *F7* and click a picture to bring up *Package Selection*
- Make sure your *Package Options* are visible. *Units>View Package Options*
- Enter your packages using barcode, keyboard, or mouse
- Enter your *Package Option* by checking the box next to the option or scanning a barcode that represents the package map number
- Remove the *Package Option* by un-checking the box or scanning a barcode that corresponds to the *Package Option map number*
- To apply the backgrounds ordered during package entry, go back into the green screen module
- Click on *Apply Backgrounds* and click on *Auto Assign*. This will apply the background selected during package entry.
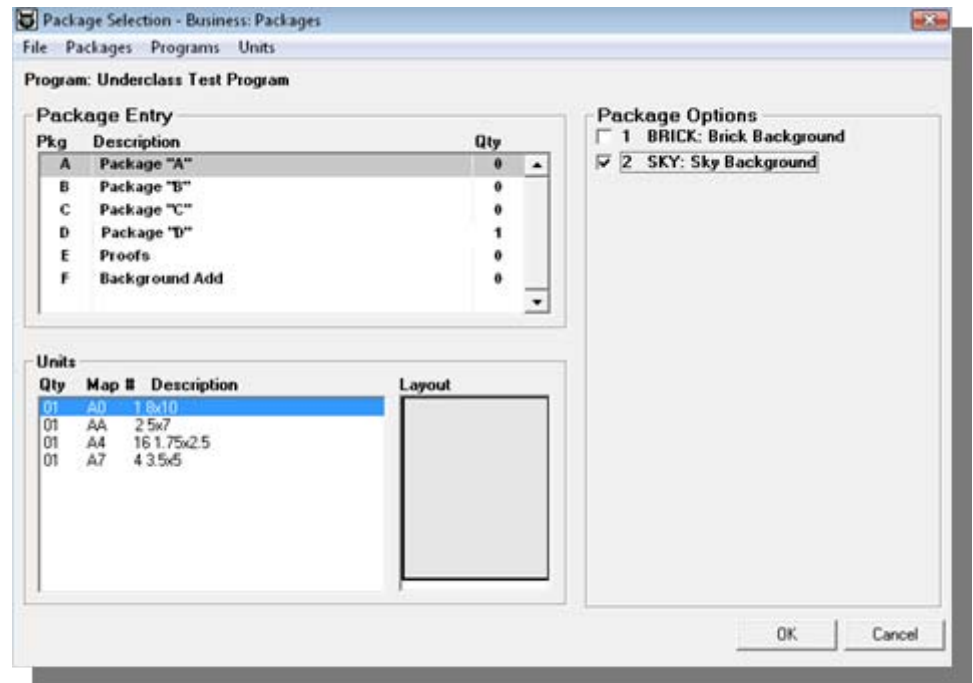
The Help Menu

About ImageMatch©

The *About ImageMatch©* screen shows the current *version number* as well as your *licensing* information.

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PhotoLynx Activation - ImageMatch/ProServices/ProComposites

File

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activation@photolynx.com

Customer

Company	Name
PhotoLynx	Customer Service 1

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7607671177	info@photolynx.com	CS1-HP

Serialization Code

3uzkoj	1g8cucr	1g8cucr	1g8cucr	1g8cucr	1knhy23

Provide PhotoLynx with the Serialization File to get a valid Activation Code

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Activation

The *Activation* button on the *Help* menu is used to activate all ImageMatch© features.