



www.halamaycolor.com

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Halamay Color Roes User Guide

Starting Halamay Color Roes

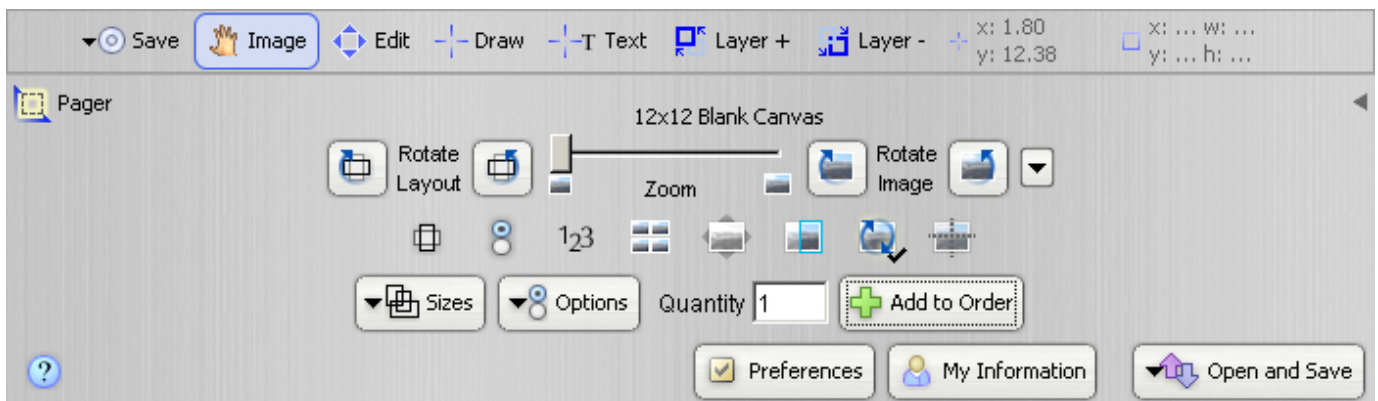
Splashtips

Splashtips are used to post discounts, special products, notices and user tips. The Splashtip message changes periodically.

To reset Splashtips:

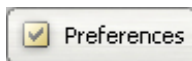
- Located on the bottom of the main menu, using your mouse, left “click” on *Preferences*
- On the bottom of the *Preferences* menu, left “click” on *Reset Don't Show Options*,
- Click on *OK*.

Once you have downloaded Halamay Color Roes, it will be necessary to fill in your information.



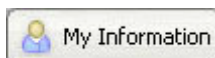
Preferences

The options have been set by the lab, but they can be amended, although it is not necessary. We suggest that *Days To Back Up Orders* be changed to fit your needs and requirements.



My Information

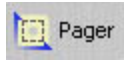
All areas must be completed, including your email address, which allows us to send confirmation that we have received your order. If you do not receive a confirmation, please contact the lab.



Your account number must be a three (3)-digit number.

Understanding the Roes Buttons

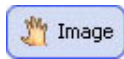
Pager This button will activate the *Pager* function.



Save Use the *Save* button to preserve the templates you created to your Template file.



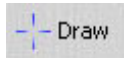
Image The *Image* button allows you move an image.



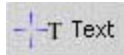
Edit The *Edit* button allows you to make changes to a node.



Draw The *Draw* button allows you to create images nodes.



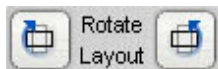
Text *Text* allows you to create text nodes.



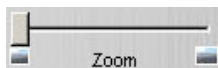
Layer+ Layer- Allows you to put a created node either over or behind another node.



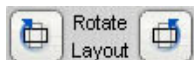
Rotate Layout Although this button allows you to rotate the layout, we recommend that you use the vertical or horizontal product.



Zoom The *Zoom* button allows you to crop in or out on an image.

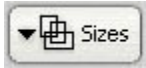


Rotate Image Allows you to rotate an image in the layout.



Sizes

Shows all catalogs.



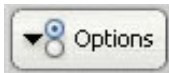
At the bottom, click on the button marked *Catalogs*, which will bring up all the available catalogs.

Short cut for showing catalogs:

For PC users, *Ctrl+2* will bring up the default catalog. Mac users *Apple+2*

Options

Shows the options for a selected product such as retouching, die cutting, borders, image tones, etc.



Hold Crop

Preserves the crop when an image of identical size is dragged into a node.



NOTE: To hold the crop between products, you must be in the single node application and the Hold Crop and Hold Images functions should be locked.



Hold Options

Preserves options between ordered images.



Hold Quantity

Holds the quantity between order items.



Hold Images

Holds images between product changes.



Lock Images

Locks the image in place by ignoring drags and drops. Only enabled in multinode products.



Crop or Fit

Crops image, or fits entire image.



Auto Rotate


Rotates images dropped on nodes to match size. This direction function is set in Preferences.



Reticle

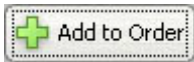
The reticle shows a grid or pattern of lines over the image.



NOTE: When any of these functions are selected, a “lock” icon  will appear and the function will always be on. Make sure that the “lock” icon is off when the function is not required.

Add to Order

Adds the quantity of the product to the order.



The Right Bottom Side of your Main Screen

Presenter

Shows the image comparison window.



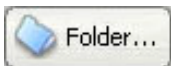
Zoom

Zooms in or out on the images brought into Roes.



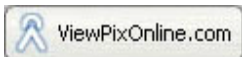
Folder

Used to search for your images.



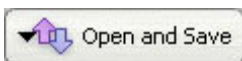
On Line Services

viewpixonline.com Gives Halamay Color Roes users the availability to post images on line.



Open and Save

Open or saves orders in progress for later editing. Allows review and/or resubmitting previously sent orders.



Review Order Allows the user to review, modify or correct an order before sending.



Exit Closes Halamay Color Roes.



Understanding Pager

What is Pager?

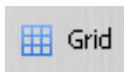
Pager allows the user to add image nodes, text nodes, shadows, strokes, backgrounds and allows you to be creative and to customize your templates. The Pager function is available in any Design Your Own Catalog or category, and in the Units Catalog – Personalized Wallets.

Creating a Template

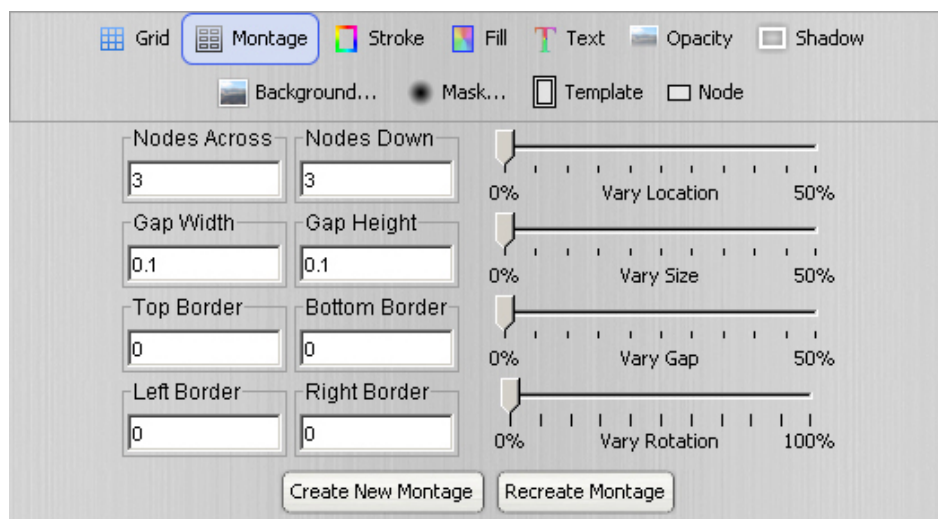
In the appropriate catalog, select a print size. Activate the pager tool and proceed with your design by creating text or image nodes.

Understanding the Buttons in Pager

Grid The *Grid* button allows you to set and view spacing

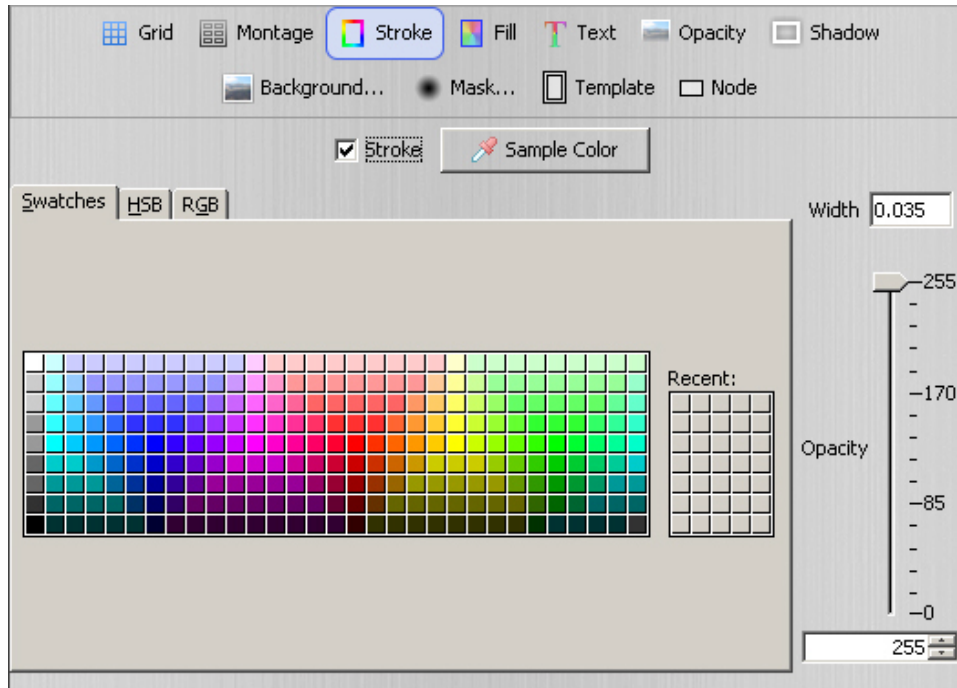


Montage Allows you to create multiple nodes of varying locations, size, gap and rotation.



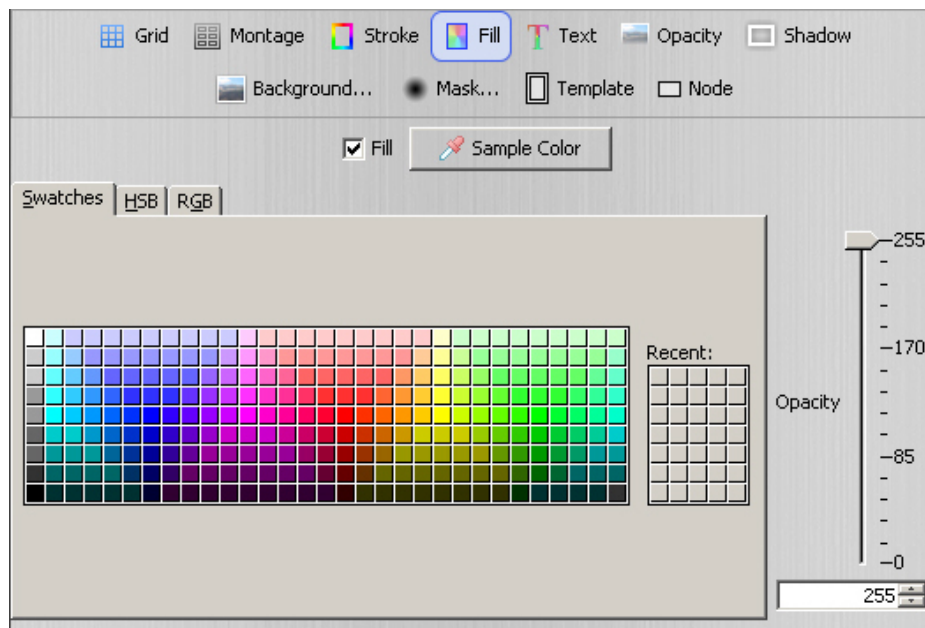
Stroke

This buttons allows you to add strokes to selected nodes and select colors, width and opacity. Some colors may not transfer well and may not print as you see them on your monitor. The recommended stroke setting is a width of .05 and if using the eyedropper to sample color use the RGB mode.



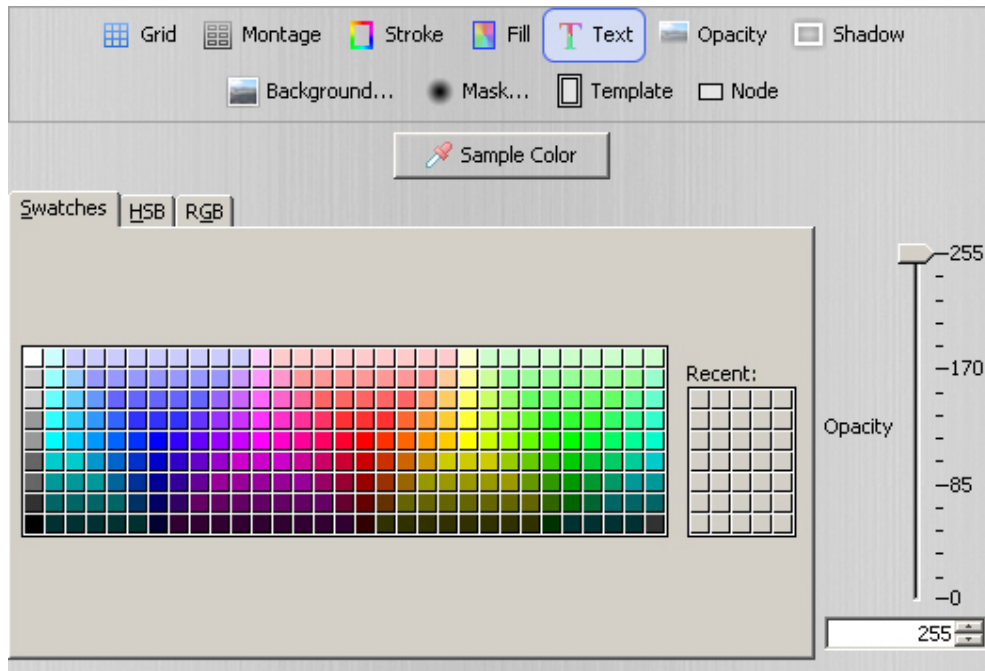
Fill

Allows you to add background colors and change the opacity. Some colors may not transfer well and may not print as you see them on your monitor.



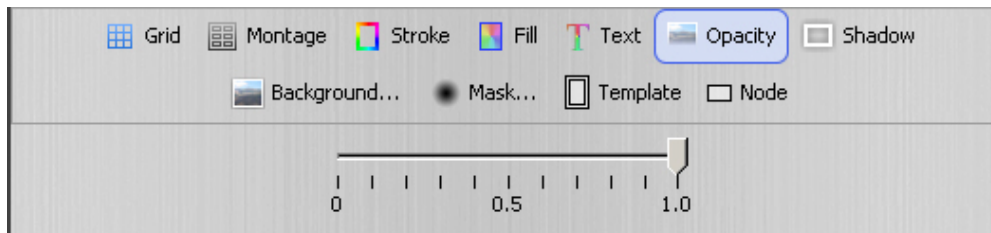
Text

The *Text* button allows you to set the text color and the opacity. Some colors may not transfer well and may not print as you see them on your monitor.



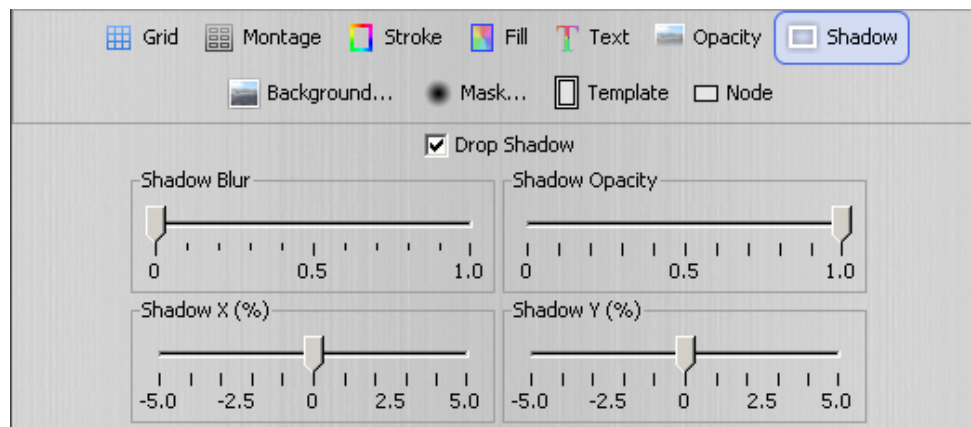
Opacity

This button allows you to change the opacity to a node.



Shadow

You can add drop shadows to image nodes by using this button. The recommended shadow setting is .3 for shadow blur, .6 for shadow opacity, 1 for shadow X (%) and 1 for shadow Y(%).



Background

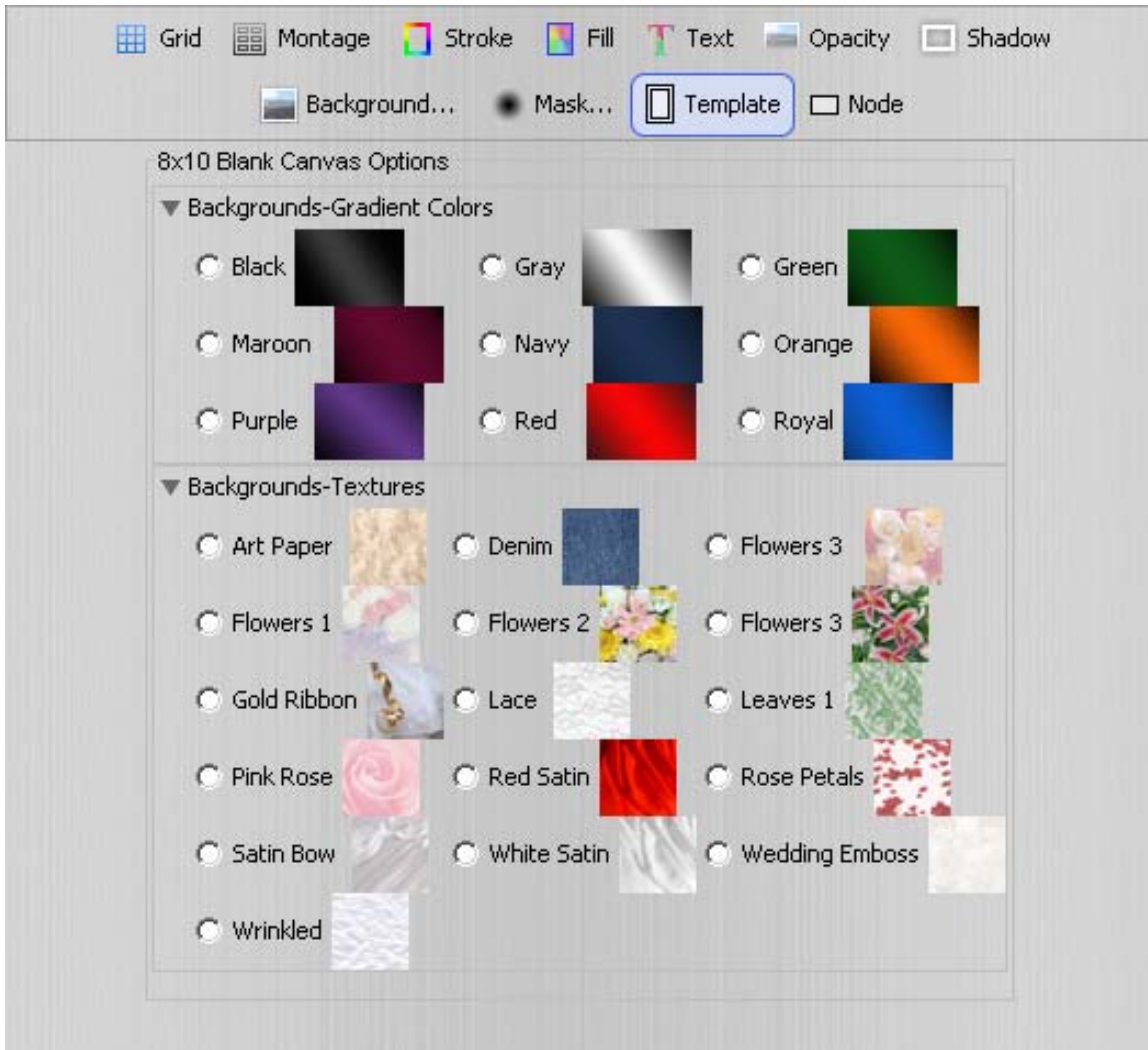
This button allows you to add your own background images from your local system.

Mask

This button allows you to add your own masks from your local system.

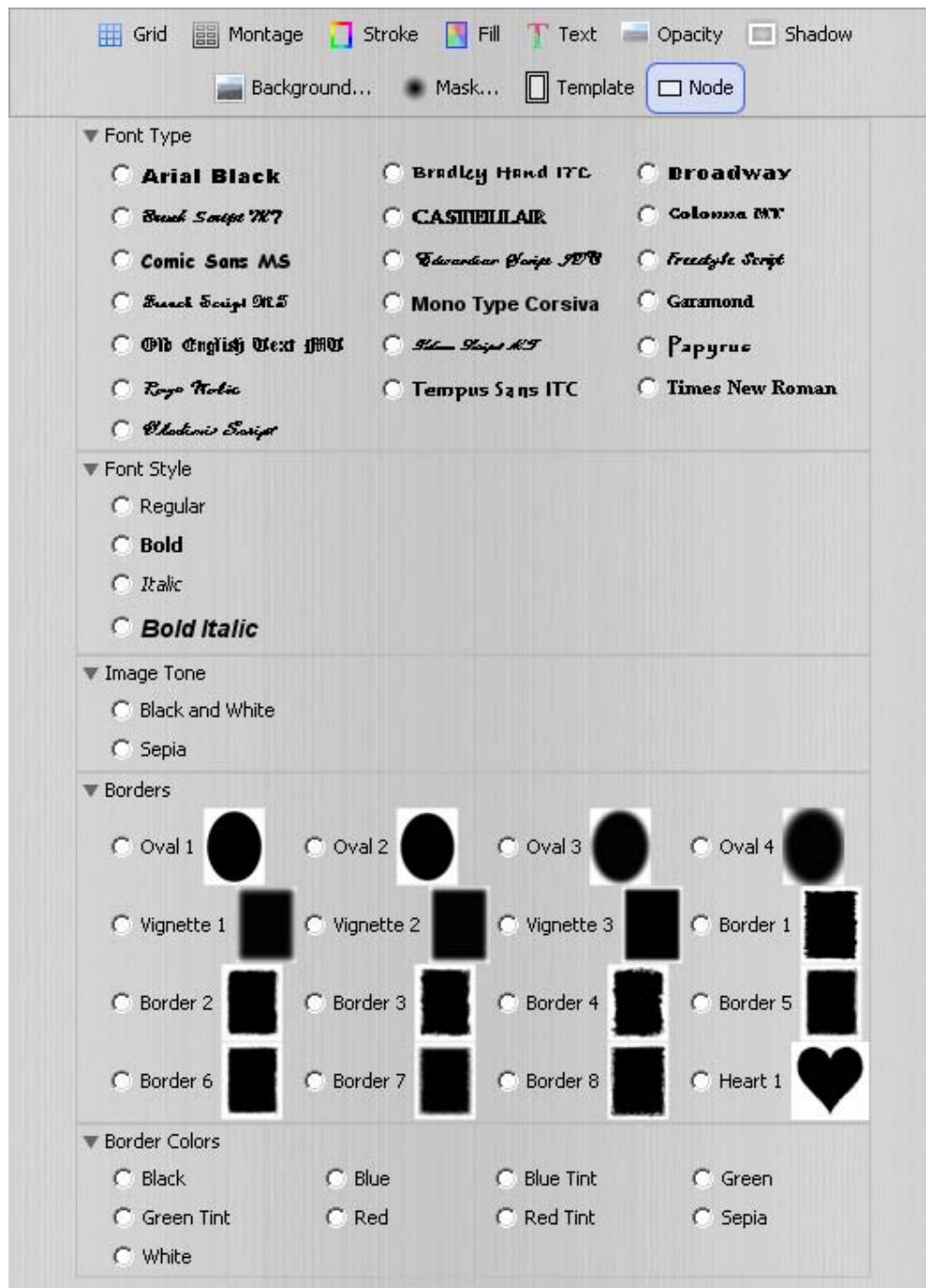
Template

This buttons allows you to select from lab supplied background color and textures.



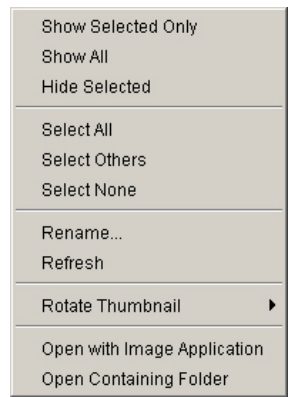
Node

This *Node* button allows you select from various fonts, font styles and image tones.



Drop Down Menu

To view a drop down menu, right click inside the template.



Cut	Cuts a node
Copy	Copies a node
Paste	Pastes a node from the clipboard to the template
Layers	Allows you to reposition a node above or below another node
Lock	Locks a node to prevent accidental editing
Unlock	Allows for editing of locked nodes
Duplicate	Duplicates an identical node. The duplicates node will be on top of the original and will need to be moved.
Remove	Removes a node.
Reset Nodes	Resets the created nodes to the original size and location.
Reset All	Resets the template to the original template and removes all created nodes.
Node Type	Allows you to create image nodes, text nodes or an empty node.
Node Bounds	Allow you to fine tune created node sizes and positions.
Remove Image	Use this button to remove an image from a node.
Remove Background	Use to remove a background image from a node.
Remove Mask	Allows you to remove a mask image from a node.

Catalogs found in Halamay Color Roes

Lab Corrected – Custom	Images of a commercial or non-portrait nature.
Lab Corrected – Candid	Priced for candid events such as weddings, anniversaries, etc or any continuous event.

Lab Corrected - Canvas Wraps	Inkjet printed canvas. Satin finish and UV coated.
Lab Corrected - Create a Pack	Designed for proms, sports packages and special events.
Lab Corrected - Design Your Own	Provides a blank canvas and allows the user to be creative and unique in designing multiple images and adding colors and text.
Lab Corrected - Greeting Cards	Provides a variety of choices in greeting cards and announcements, with envelopes. Has a Design Your Own option for personalizing any greeting cards or announcements.
Lab Corrected – Key Rings	Four (4) 1¾x2½ mini wallet key rings in a variety of colors and fonts to choose from. Fronts and backs must be ordered.
Lab Corrected – Multi Image Templates	Lab designed templates for use in designing multi image products. Templates cannot be changed or amended by the user.
Lab Corrected – Proof	Available in 3½x5, 4x5, 5x5, 4x6 and 5x7.
Lab Corrected – Proofbooks	8x10 Proof books are laminated and spiral bound. The images must to be cropped by the user in Photoshop or a similar program, otherwise the images will print square.
Lab Corrected – Senior Texture Templates	Lab designed templates for senior portraits.
Lab Corrected – Sports	Generic Sports packages that include graphics.
Lab Corrected – Statuettes	Chose from acrylic or standard statuettes in several sizes. Appropriate for sports or dances.
Lab Corrected – Alternative Sizes	A variety of unconventional sizes to choose from and for any photographic application.
Lab Corrected – Units	Suitable for senior and studio portraits. Products sold in units and offer personalization or studio logos on wallets.

Lab Corrected – Bookmarks

User can choose from several styles, colors, add text to the backs or design your own. Sold as 2 bookmarks. Fronts and backs must be ordered.

Lab Corrected – Business Cards

Printed as wallet units and include die cutting. Allows user to create business cards that are personal and unique.

Lab Corrected – Dance Packs

Designed for dances, proms, etc. Can be ordered with lab designed black borders, or by using the *Pager* feature a variety of colors, borders, text and fonts can be selected.

Lab Corrected – White Bordered Prints

A selection of sizes with ¼” white borders.

NOTE: Each catalog allows the user to send over *Image Only* files for color corrections and price quotes.

Studio Corrected – Prints

Studio corrected prints are printed *as is*. No corrections or remakes. 1-day service. Add 1 extra day for each additional service, i.e. retouching, dry mounting, etc.

Studio Corrected – Proofs

Studio corrected proof prints are printed *as is*. No corrections or remakes. 1-day service.

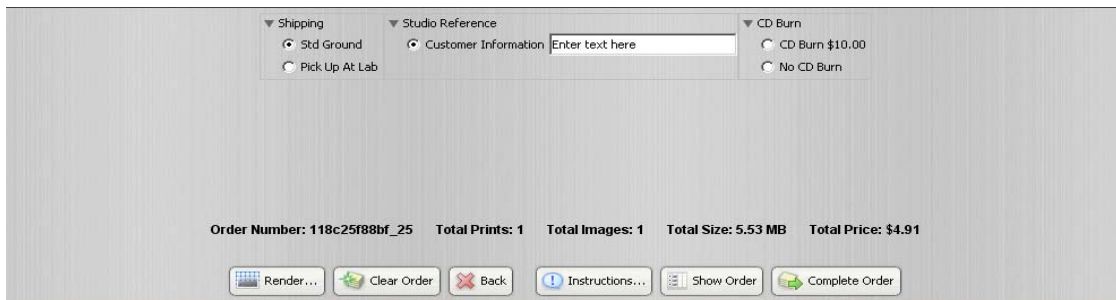
Studio Corrected – Units

Studio corrected units are suitable for senior and studio portraits. Products sold in units and offer personalization and studio logos on wallets at no additional charge. Printed *as is*. No corrections or remakes. 2 working days in lab. Add 1 working day for retouching and for each additional service, i.e. hot foil imprinting, dry mounting, etc.

Sending your Order

Order Review

Shows a thumbnail, the product and image identification, applied options (or the availability to add more options) the quantity, unit price and total. Some quantity prices will be adjusted at the point of invoicing.



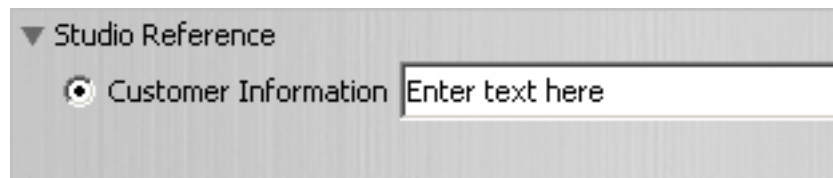
Shipping

Indicates the manner of order delivery.



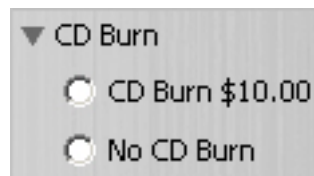
Studio Reference

Requires the user to enter identification information, i.e. the studio's customer's name or reference number. The Halamay Color Roes users name should not be entered in this area.



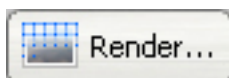
CD Burn

If a CD burn is required, then please check this area.



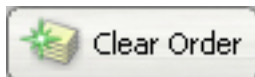
Render

Renders the products in this order.

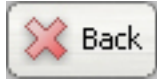


Clear Order

Removes all items and starts a new order.



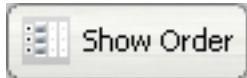
Back Returns user to the ordering screen.



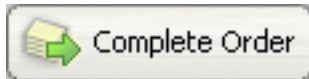
Instructions Add comments, due date, special instructions in this area.



Show Order Shows the order and allows printing of order.

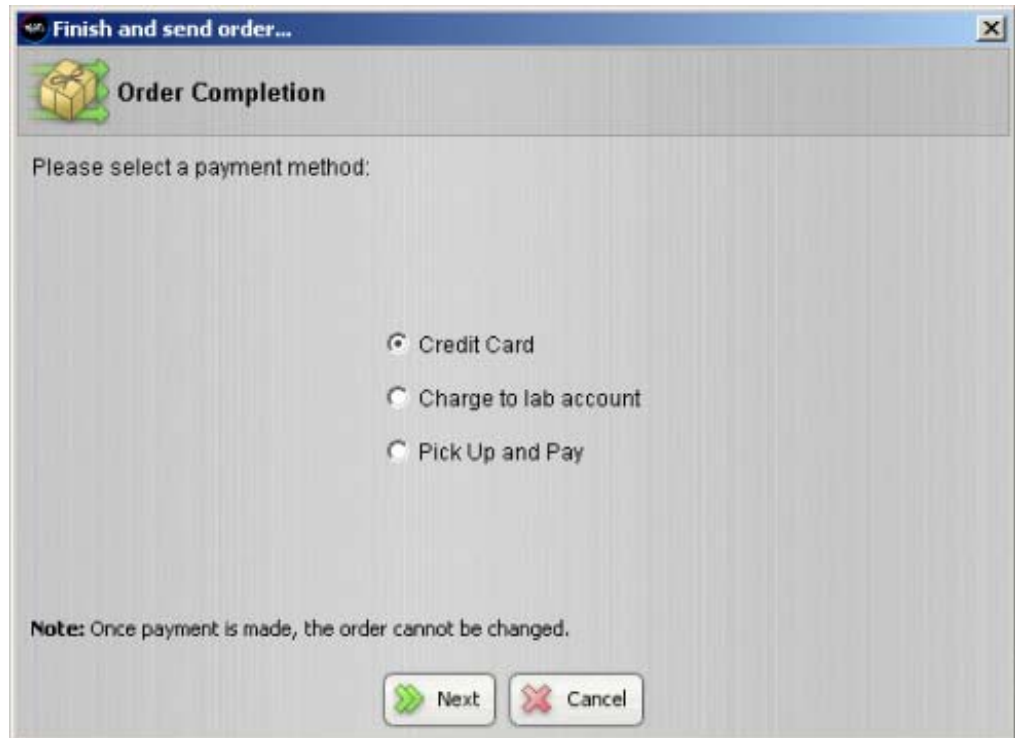


Complete Order Finalizes the order and allows for sending immediately, sending later or saving to disk.



Payment Selection

Allows for the selection of a payment method. Once payment is made, the order cannot be changed.



Credit Card

Charge to include credit information

Charge to Lab Account

Lab accounts may be arranged by request and by the completion of a credit application prior to order submission.

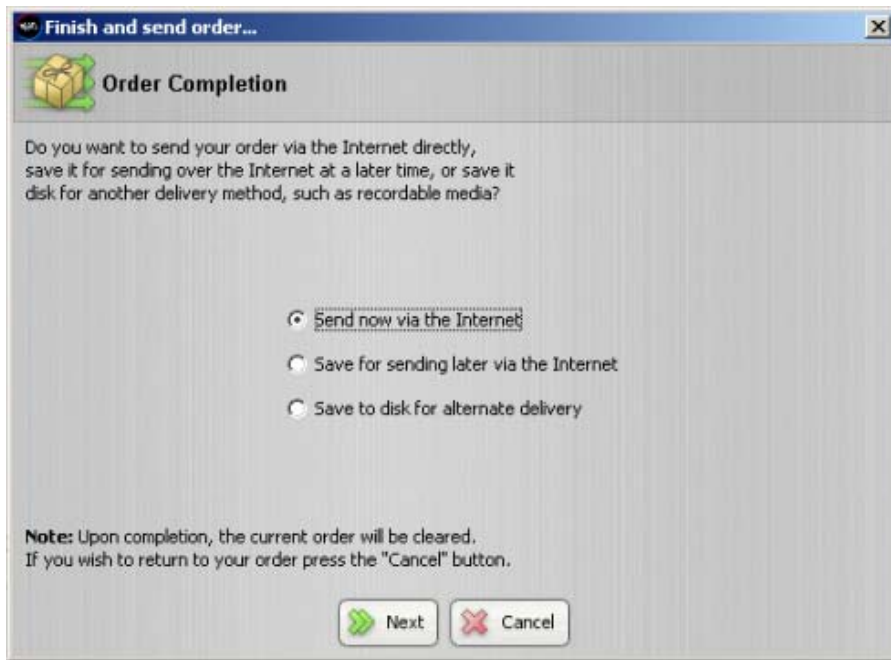
Pick Up and Pay

Payment at sales counter at the time of order pickup.

The screenshot shows a software window titled "Finish and send order..." with a sub-header "Order Completion" and a small icon of a box with a green checkmark. At the top right of the window is a close button (X). Below the header is a checkbox labeled "Save for future orders" which is currently unchecked. The form is divided into several sections:

- Card Information:** Includes a "Card Type" dropdown menu with "MasterCard" selected, a "Card Number" field with four input boxes, "Card Expiration" with two dropdown menus, "Card Security Code" with a single input box, "Name on Card" with a text input box, and "Phone Number - daytime" with three input boxes.
- Billing Address:** Includes a "Street" text input box, "City", "State" (dropdown menu with "AK" selected), "Zip - 5 digit", and "Country" text input boxes.
- Email:** A single text input box.
- Shipping Information:** Includes an unchecked checkbox "Use billing address for shipping", an "Address" section with "Name", "Street", "City", "State" (dropdown menu with "AK" selected), "Zip", and "Country" text input boxes.

At the bottom of the window are two buttons: "Next" with a green arrow icon and "Cancel" with a red X icon.



Order Confirmation

Orders received by the lab are acknowledge by return email, which includes all order identification. If email confirmation is not received, please contact the lab.

