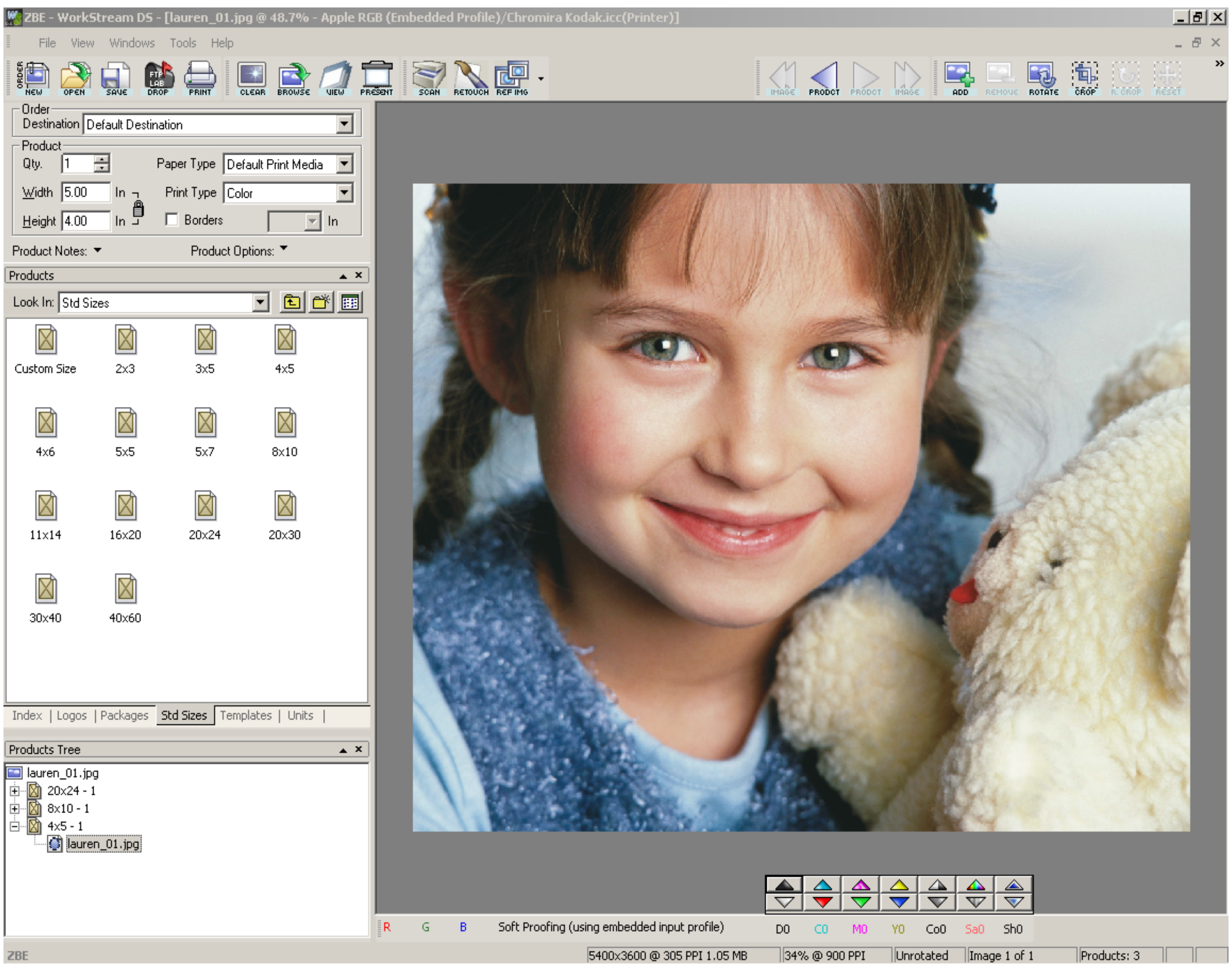
USING WORKSTREAM DS

Digital Studio
Software from ZBE



CONTENTS

INTRODUCTION TO WORKSTREAM

ZBE WorkStream is professional software comprised of two independent, yet integrated, products, one for the professional photographer and one for the lab. It simplifies, controls and automates digital print production in the photographer’s studio and in the photo lab.

WORKSTREAM DS

WorkStream DS (Digital Studio) runs in the photographer's studio. It provides a comprehensive image management and library system. WorkStream DS is used to prepare images and orders that will be printed at the photo lab. All aspects of the order can be entered by the photographer including image color corrections, cropping and composition, retouching and product selection. WorkStream DS automatically generates an order archive and database for the studio. The order is then transferred seamlessly to a photo lab running WorkStream IA for automated production.

WORKSTREAM IA

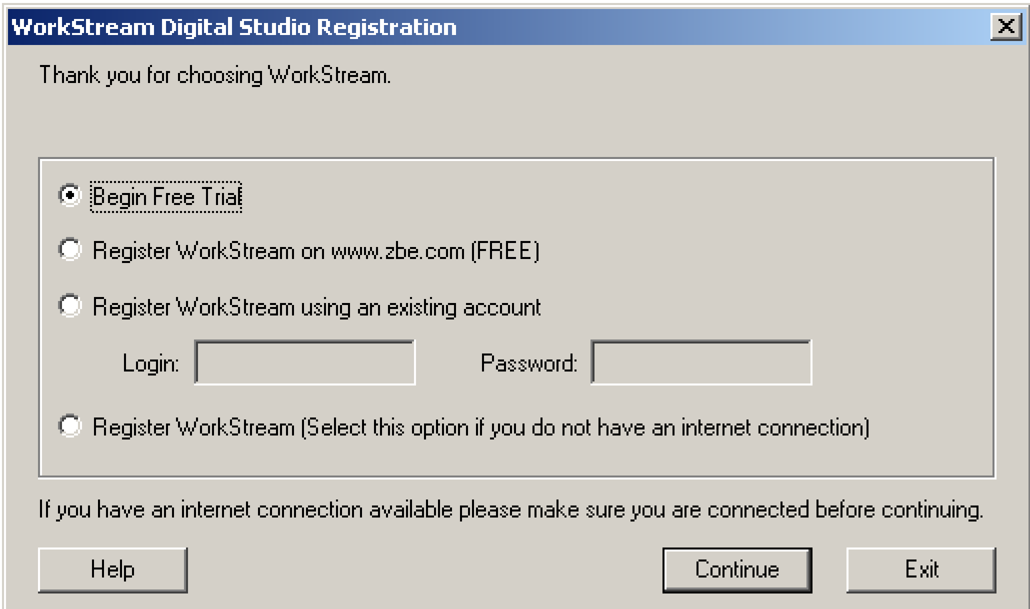
WorkStream IA (Imaging Automation) manages the production process in the digital photo lab or imaging service bureau. WorkStream IA handles all aspects of order creation, management and production from order entry and scanning, through color correction, cropping and retouching, to scheduling and printing.

RECOMMENDED SPECIFICATIONS

- **Operating System:** Windows 2000 or XP Professional
- **Processor:** Pentium 4, at least 2 Ghz (or equivalent)
- **RAM:** 512 MB
- **Hard Drive:** At least 10 GB free

WORKSTREAM REGISTRATION

When you first start WorkStream, you will see the following dialog:

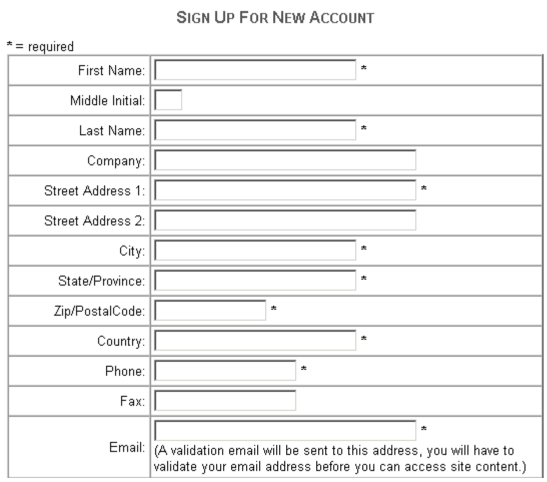


In this dialog, you have four options:

- **Begin Free Trial:** Click this to use WorkStream DS without registering. When your trial has expired, you must register WorkStream DS using one of the options described below.
- **Register on ZBE's Website:** Choose this option if you have an internet connection, but have not yet created an account on ZBE's website. See "Register on ZBE's Website" below.
- **Register WorkStream using an existing account:** If you have an internet connection and an account on our website, enter your account information to register. For more information, see "Register WorkStream using an existing account" on page 4.
- **Register without an Internet Connection:** If you do not have an internet connection, you must select this option. See "Register without an Internet Connection" on page 4.

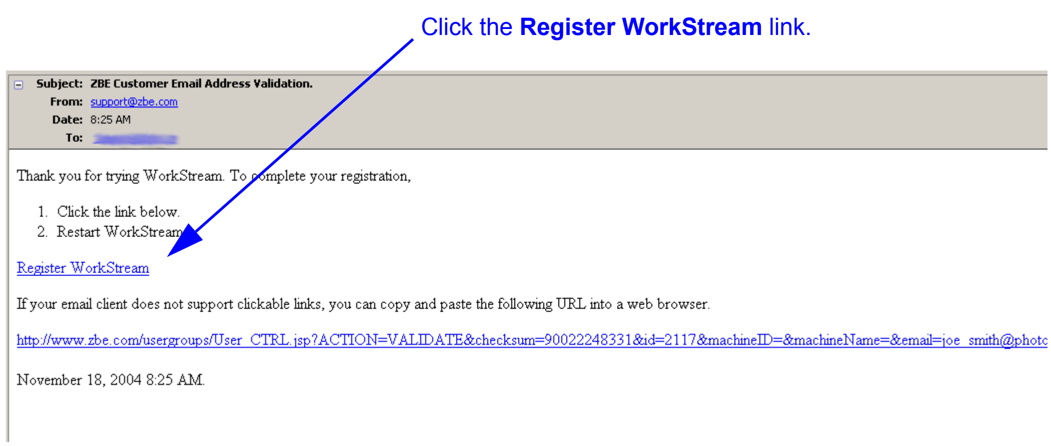
REGISTER ON ZBE'S WEBSITE

1. If you chose **Register WorkStream on www.zbe.com** on the registration dialog, your browser will open to ZBE's website.

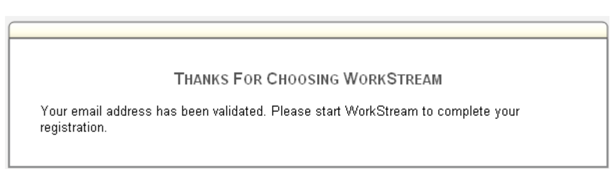


After you have created the account, you will need to check the email address you provided for an automated email from ZBE (support@zbe.com).

2. Click the link provided in that email in order to validate your email address.



You will be taken to the confirmation page:



3. Your account has been created.
4. Restart WorkStream.
5. Select **Register WorkStream using an existing account** on the Registration Dialog shown at the top of this document.

6. Enter your login and password information, then press **Continue**.
7. Your registration is complete.

REGISTER WORKSTREAM USING AN EXISTING ACCOUNT

Choosing **Register WorkStream using an existing account**, will enable the **Login** and **Password** fields on the Register Dialog.

1. Enter your **Login** and **Password** for your account on ZBE's website.

2. If you can't remember your password, go to

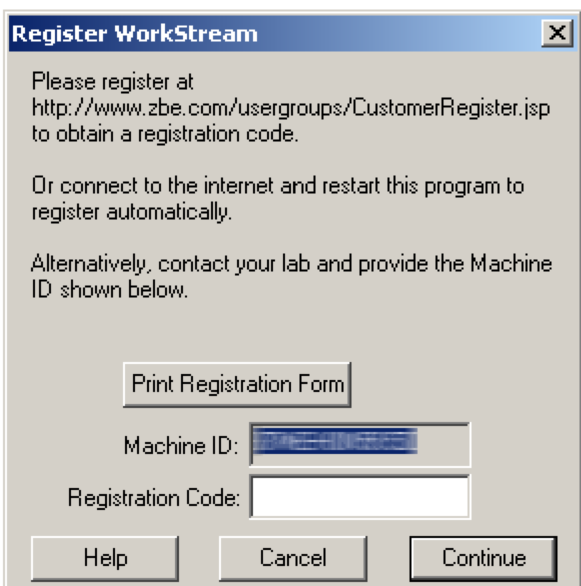
http://www.zbe.com/usergroups/CustomerForgotPassword.jsp (this is case sensitive). On this page, you will be prompted to enter your login for ZBE's website. When you press **Send Password by Email**, your password will be sent to the email account that was specified when you created the account.

3. Once your Login and Password have been entered, press **Continue.**

4. WorkStream has now been registered on this computer. It will now start.

REGISTER WITHOUT AN INTERNET CONNECTION

If you chose **Register WorkStream (select this option if you do not have an internet connection)** above, the following dialog will appear:

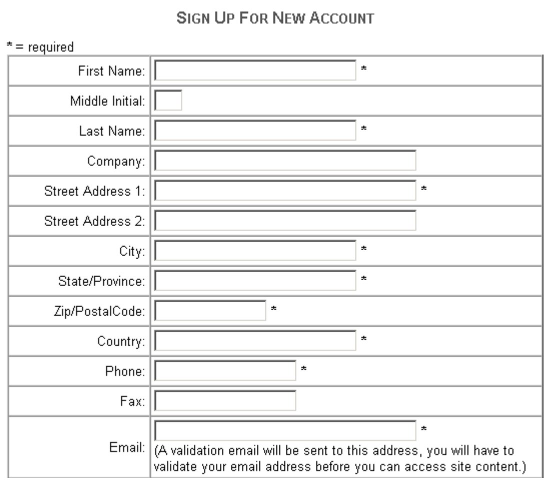


1. Press **Print Registration Form** to get a hard copy of the information you will need to register your copy of WorkStream DS.

2. If you have access to a computer with an internet connection, continue to **step 3**. Otherwise, contact your lab and provide them with the information on the Registration Form. They will provide you with a registration code. When you have received a registration code, continue to **step 14.**

3. If you do not have an account on ZBE's website, create one, following **steps 4-5**. If you already have an account, skip to **step 6**.

4. Go to http://www.zbe.com/usergroups/CustomerRegister.jsp (this is case sensitive).


SIGN UP FOR NEW ACCOUNT

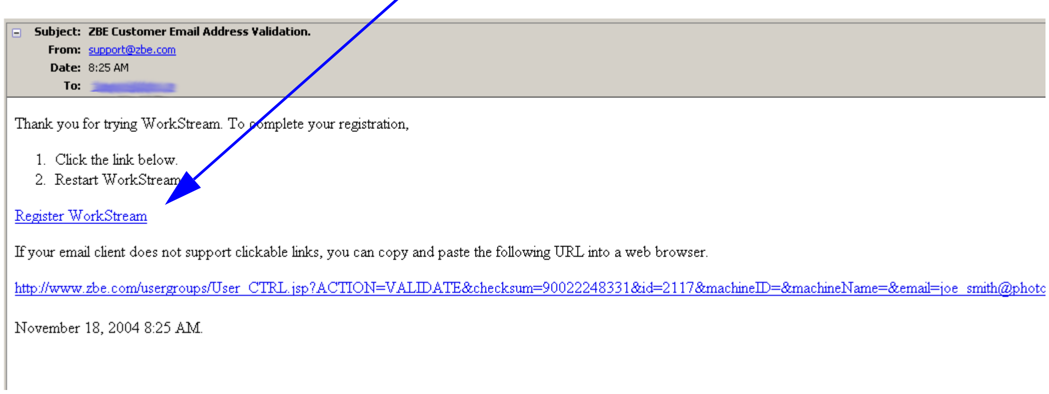
* = required

First Name:	*
Middle Initial:	
Last Name:	*
Company:	
Street Address 1:	*
Street Address 2:	
City:	*
State/Province:	*
Zip/PostalCode:	*
Country:	*
Phone:	*
Fax:	
Email:	* (A validation email will be sent to this address, you will have to validate your email address before you can access site content.)

After you have created the account, you will need to check the email address you provided for an automated email from ZBE (support@zbe.com).

5. Click the link provided in that email in order to validate your email address.

Click the **Register WorkStream** link.


Subject: ZBE Customer Email Address Validation.
From: support@zbe.com
Date: 8:25 AM
To:

Thank you for trying WorkStream. To complete your registration,

1. Click the link below.
2. Restart WorkStream

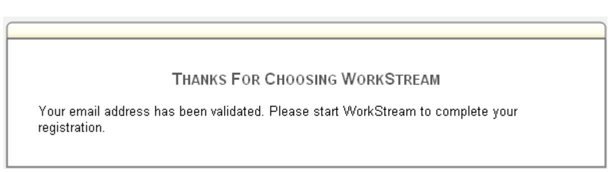
Register WorkStream

If your email client does not support clickable links, you can copy and paste the following URL into a web browser.

http://www.zbe.com/usergroups/User_CTRL.jsp?ACTION=VALIDATE&checksum=90022248331&id=2117&machineID=&machineName=&email=joe_smith@photc

November 18, 2004 8:25 AM

You will be taken to the confirmation page:

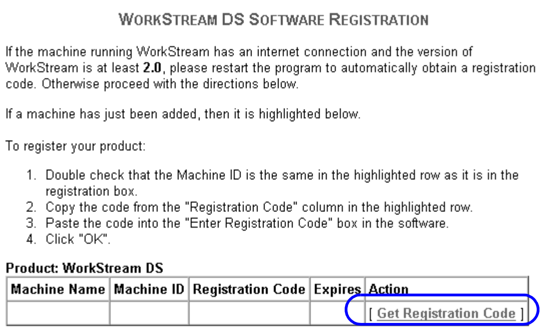

THANKS FOR CHOOSING WORKSTREAM

Your email address has been validated. Please start WorkStream to complete your registration.

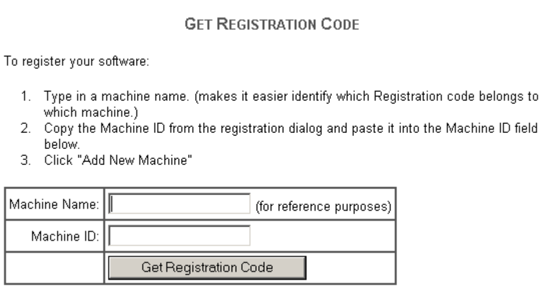
6. Your account has been created. Enter your login name and password at http://www.zbe.com/support.html:

7. Select **Software Registration** in the WorkStream DS section:

8. Select **Get Registration Code**:



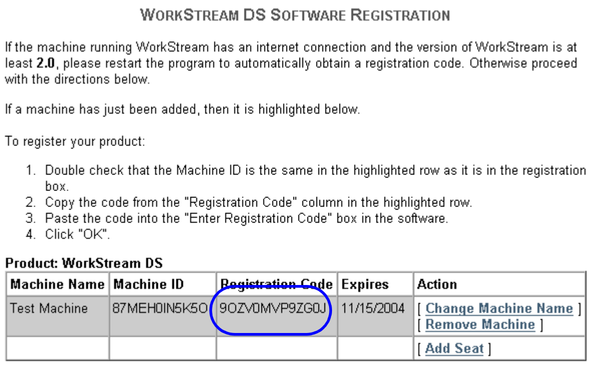
9. Fill in the name for the machine you wish to register WorkStream on. This does not have to be the actual machine name. Filling in a name helps you keep track of which computer a registration code belongs to.



10. Enter the **Machine ID** for the machine you wish to register WorkStream on.

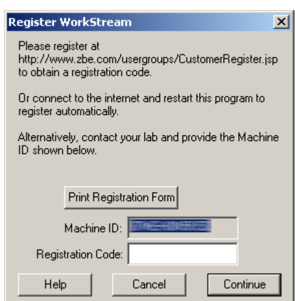
11. Press the **Get Registration Code** button.

12. On the next page, your code will appear:



13. Copy the registration code down onto your registration form. Make sure you have copied it exactly: the number 0 and the letter O look very similar.

14. Enter the registration code into the Registration Code Dialog, which will appear when you select **Register WorkStream (Select this option if you do not have an internet connection)**.



NOTE: It is important to enter the Registration code exactly. When entering the Registration Code, or reading the Machine ID over the phone, note carefully the difference between the letter O and the number 0, which look very similar. The letter I and the number 1 may also look similar. If the number 8 and the letter B start looking similar, you have probably been working too long. Take a break!

15. Press **Continue**. WorkStream will start.

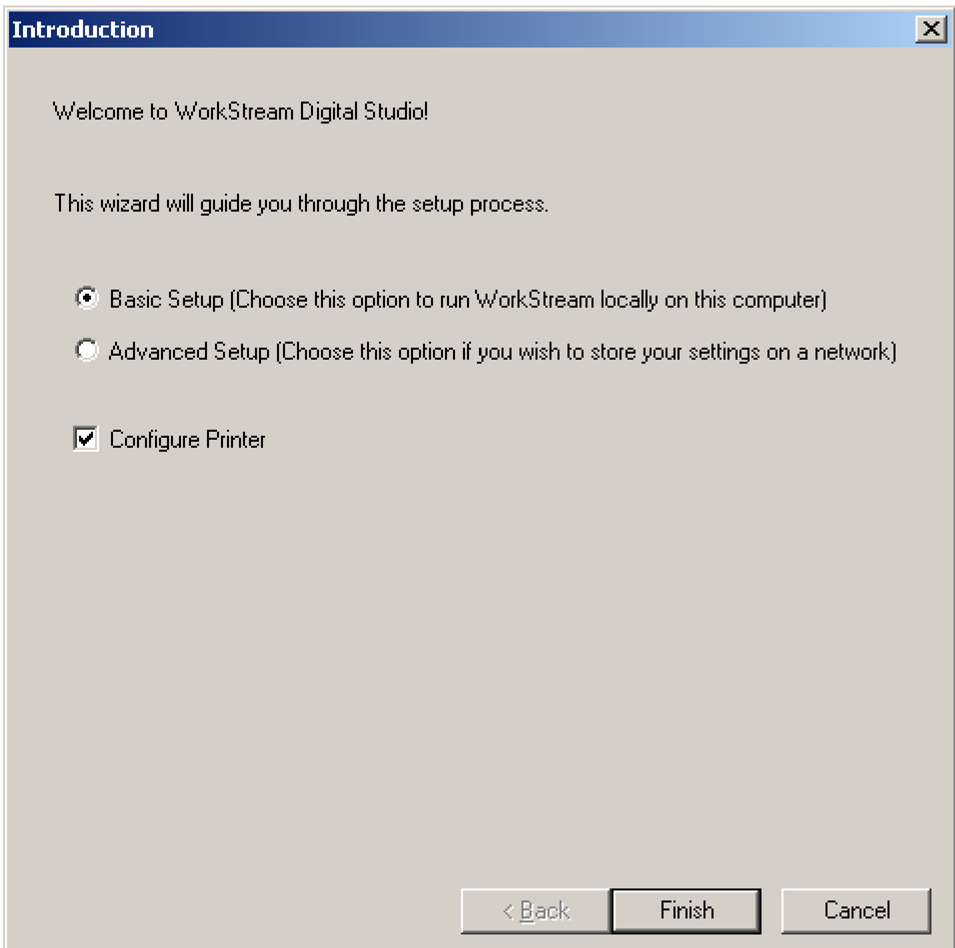
INSTALLING AND CONFIGURING WORKSTREAM DS

Using WorkStream Digital Studio (DS), you can submit orders directly to a photo lab running WorkStream Imaging Automation (IA).

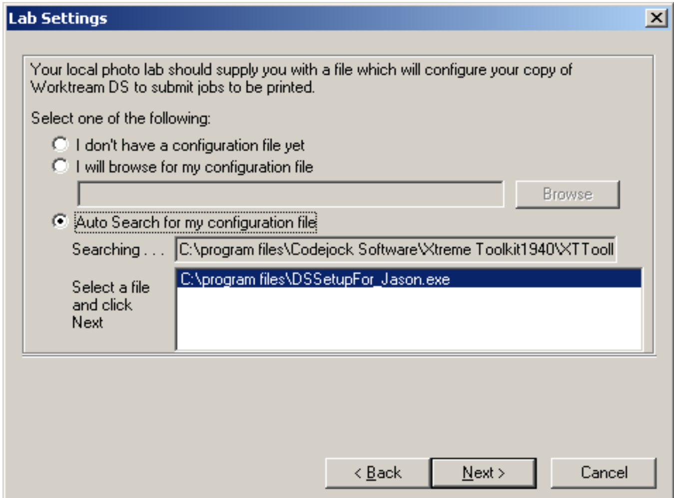
To make this seamless transfer of images possible, the photo lab will provide you with a configuration file with that lab's settings. The configuration file includes information about the photo lab and the types of prints they can produce for you (for example, print sizes, types of packages, and types of materials). When you run the file, the WorkStream DS software on your computer is automatically configured to match the products offered by the photo lab.

To install WorkStream DS on your computer, follow these steps.

1. Copy the **WorkStreamDSSetup.EXE** file onto your computer. Double-click to launch the installation program.
2. Follow the instructions on the screen to install WorkStream. The installation wizard identifies a standard location for the program (C:\Program Files\WorkStream DS) which you can change if necessary.
3. Once WorkStream DS is installed, it must be registered. To register, see "WorkStream Registration" on page 2.
4. When the program installation and registration is complete, the Welcome page appears:



5. If you selected Advanced Setup, Press **Next.** The Lab Settings search begins.



6. Locate the configuration file provided by your photo lab by clicking one of the buttons:

- I don't have a configuration file yet
- I will browse for my configuration file
- Auto Search for my configuration file

7. Click **Finish**.

8. If you wish to store your files on a network, you may re-run the setup wizard at any time, and choose the **Advanced** mode.

9. You are now ready to start using WorkStream.

Note: If you need to rerun the Configuration wizard at any time, select **Setup Wizard** from the Tools menu.

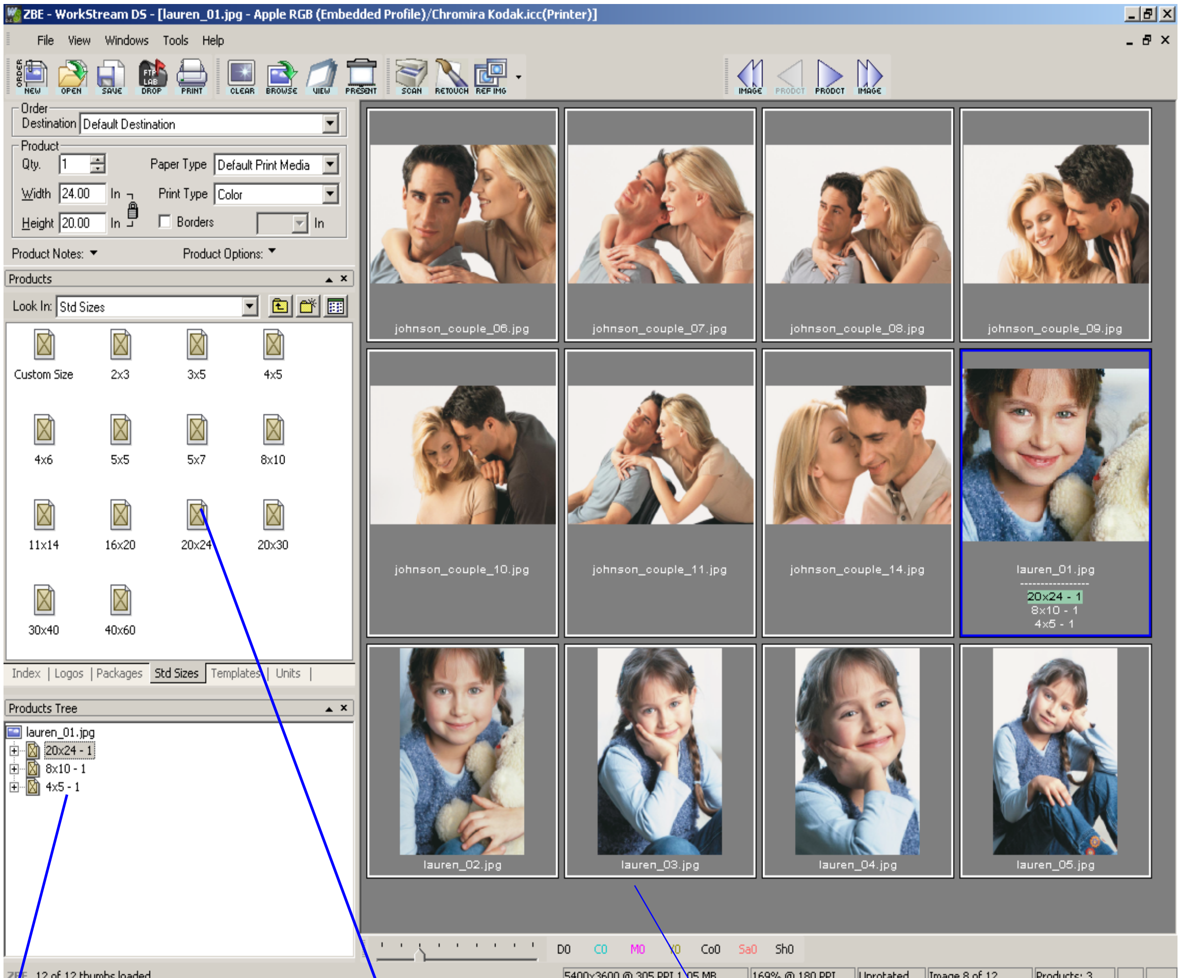
SUPPORTED FILE TYPES

WorkStream supports the following file types:

BMP, JPEG and 8-bit RGB TIFFs, both LZW and not compressed and grayscale TIFFs.

TAKING A FIRST LOOK AT THE DS SCREEN

The WorkStream Digital Studio screen gives you access to many tools. Here is a quick look at some of the basic panels on the screen. You will find detailed information on all these capabilities in later sections of this manual.



Products Tree: Use the context menu options here to move between products and crop them.

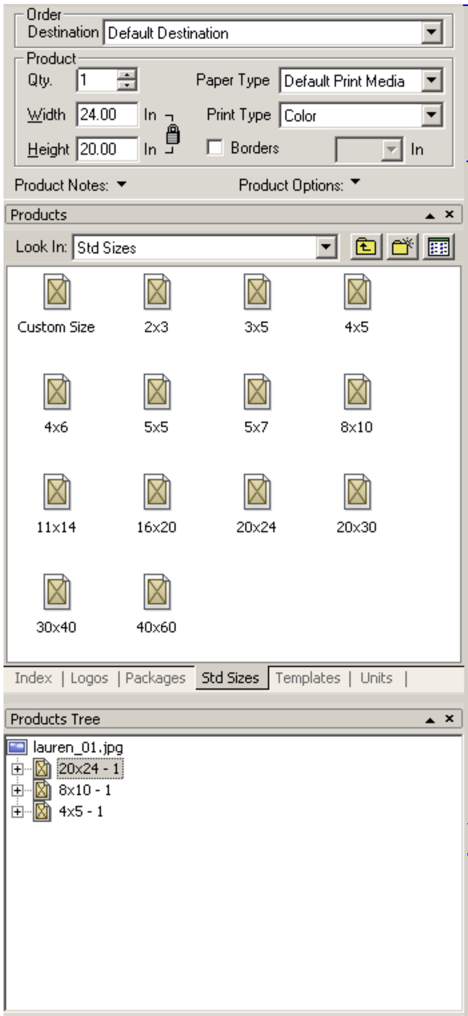
Product Panel: In this area you select the specific products for each image.

Images Panel: In this area you can view all the images of an order either as thumbnails or at full size. You can modify images and apply print products.

When you use WorkStream, you can arrange the information you see on the screen in a number of ways. These arrangements are called *views*. For detailed information about views, see "Screen Views and Layouts" on page 67.

The view you will probably use most often while preparing images is the **DS View**, shown above. To open the DS view, select **DS View** from the **Views** menu and **Switch To** from the submenu.

Control bars



Basic Settings Bar: Edit product settings. Use the arrow buttons to enter Product Notes and Options.

Products Panel: Select print products for each image or group of images. Use the tabs at the bottom of the panel to use different product types such as Templates, Logos, Index Prints, and more.

Products Tree: This panel displays the products for the current image. It is often used to navigate between products. Right click on any of the products or components to crop.

Toolbar

The toolbar contains icons for quickly performing tasks, such as creating an order, opening a reference image, or rotating from one view to another. It consists of five sub-bars.

Orders bar: Create new order, open an existing order, save an order, import an order, or export an order.

Image bar: Clear the screen, browse for images, rotate to a different view, or enter Presentation mode.

Features bar: Scan in an image, retouch an image, or display a reference image.

Navigation bar: Move forward or backward through images or products.

ORDERS

WHAT IS AN ORDER?

An *order* in WorkStream consists of a number of prints produced from a group of images. Orders are created by selecting the images to be printed and specifying the print sizes, quantities, types, crops, and color adjustments for each image. Once an order is created, it can be saved for future reference in WorkStream's built-in database.

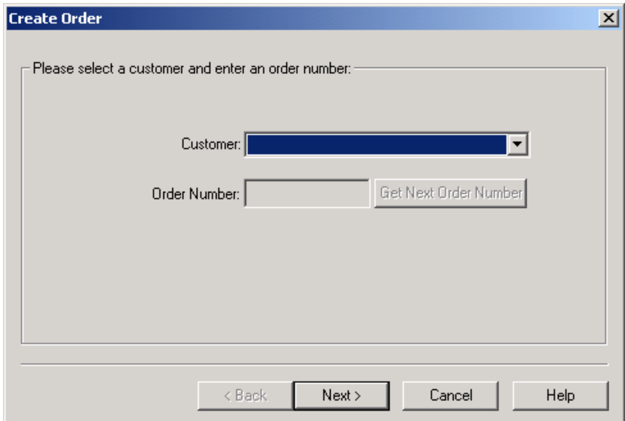
As you prepare an order, you work with the images onscreen as a series of thumbnails. The print product(s) you select for each image (for example, "8 Wallets" or "2 5x7s") are listed beneath the image.

Individual images within the order may be cropped, rotated, sharpened, and color adjusted (if permitted by the photo lab). To view the results of these adjustments, double-click a thumbnail image to open a large view of that image.

CREATING AN ORDER

To create an order, you simply select a customer, choose the images to be printed, and apply the appropriate product(s) to each image.

1. If the screen is not already in DS View, switch to it by selecting **DS View** from the View menu and **Switch To** from the submenu.
2. From the File menu, select **New Order** or press the **New Order** button on the Orders Bar.

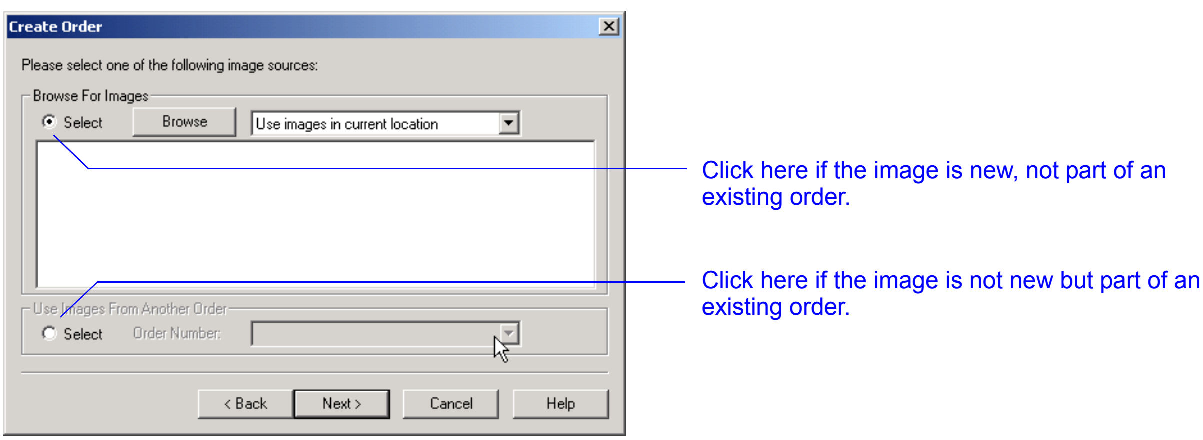


3. In the Customer drop-down list, select the customer for this order. For new customers, see "Adding a new customer" on page 20.
4. In the Order Number edit box, choose an order number or click **Get Next Order Number** to assign the next available number automatically.
5. Click **Next**.

Selecting images

The dialog boxes you see next vary, depending on whether you have an image open on the screen. If there are no images open, the wizard asks you to locate the images you want to use. Continue with the next step.

Identify the images for this order in one of the following ways.



If the image IS NOT part of an existing order:

a. Click the Select button under **Browse for Images**.

b. Click the **Browse** button.

c. Navigate to the appropriate folder and select the images you want for this order. You can use Shift-click and Control-click to select groups of images. When you have selected all the images, click **Open**.

d. Click the drop-down arrow to identify where you want the images to be stored.

● Use images in current location	The images remain in the directory where they are. No copies are placed in the WorkStream Image Storage Location.
● Copy images to storage	The images are copied into the WorkStream Image Storage Location, but they are not deleted from their current directory. All images exist in two locations.
● Move images to storage	The images are moved to the WorkStream Image Storage Location and deleted from their current location.

e. Click **Finish**.

If the image IS part of an existing order

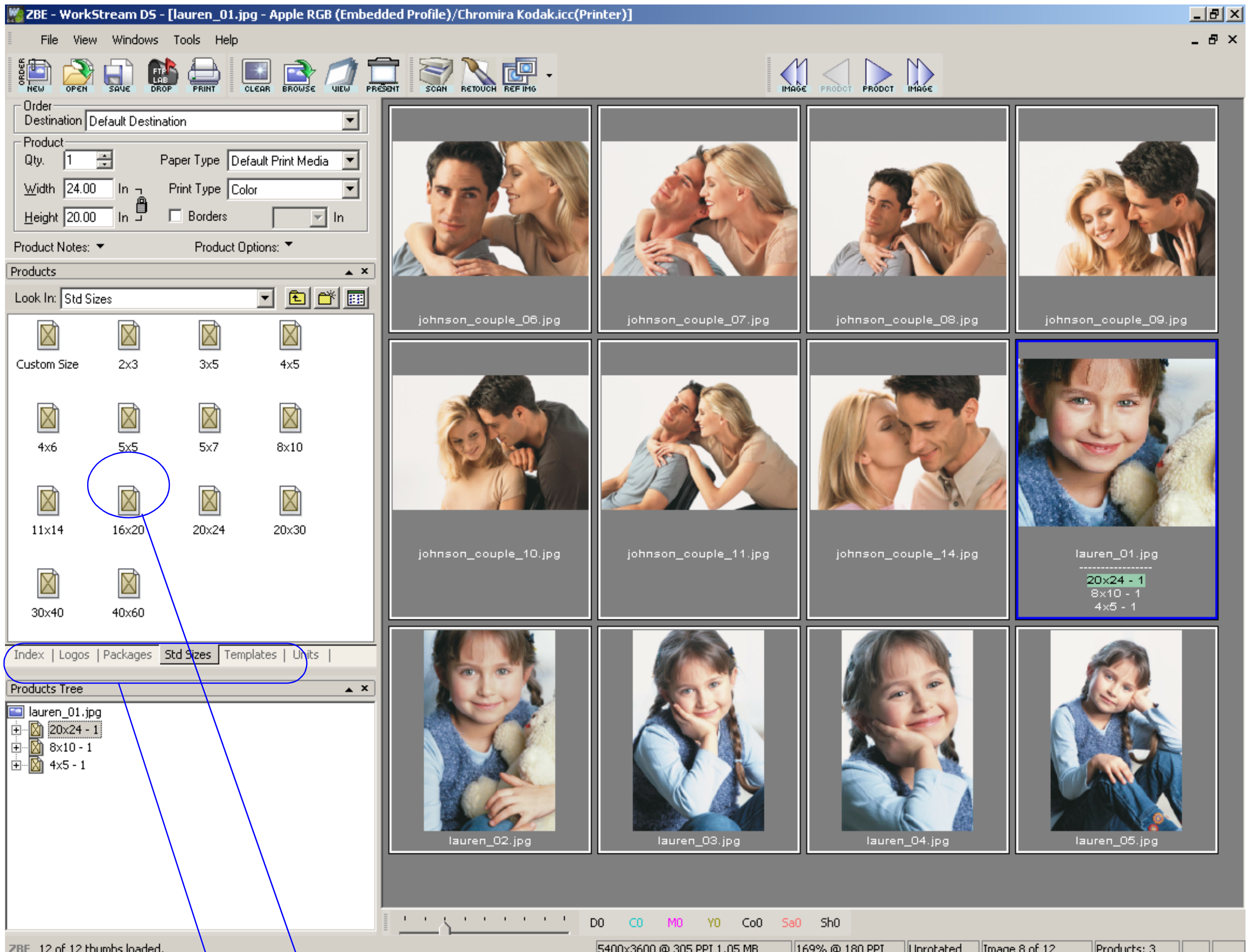
a. Click the Select button under **Use Images from Another Order**.

b. Click the drop-down arrow and select the appropriate order.

c. Click **Finish**

Adding products

Once you have added the images to the order, you can select as many print products for each image as you need.



Double-click an icon to apply that product to an image.

Click the tabs to view different groups of available products.

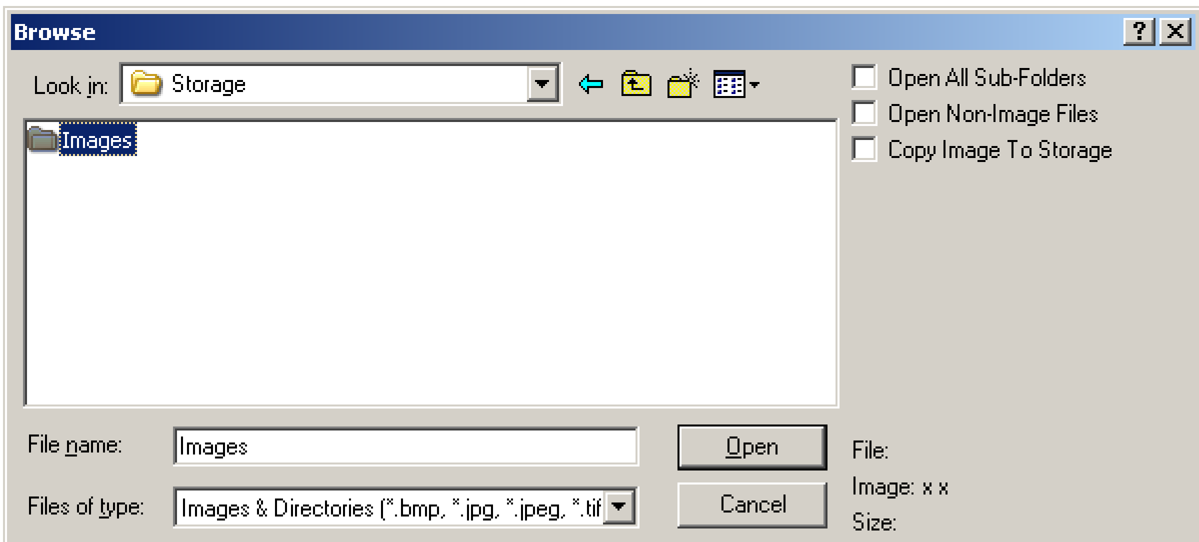
1. Click an image once to select it. Use Shift-click to select multiple images. A blue border appears around the selected image(s).
2. In the Product panel, select the desired tab.
3. Double-click the product(s) to use for the selected image(s).

Note: WorkStream gives you great flexibility in selecting print products. You can print as many products from an image as you want. You can easily select different products for each image or selected group of images. For complete details, see "Products" on page 27.

ADDING IMAGES TO AN ORDER

1. Open the order in one of the following ways:
   - To open an existing order, see "Opening an existing order" on page 20.
   - To create a new order, select **New Order** from the File menu. (See "Creating an order" on page 12.)
2. To add images to an order, click the **Browse** button.

3. Using the Browse dialog box, browse through the files to locate the images you want to add.



You can browse to a particular image or group of images and open them.

Alternately, you can open an entire folder automatically by selecting the folder and clicking **Open**. It doesn't matter if some of the files in the folder are not image files. If **Open Non-Image Files** is checked, any type of file can be added to an order and will appear as a thumbnail box on the screen. Non-image files are represented by an icon, instead of by a small version of an image. Just as you can double-click an image to open a large view of it, you can double-click a non-image file to open it with its corresponding program. For example, if you double-click a .doc file, it opens in Microsoft Word.

Example of a non-image file in an order along with image files.

Note: Your order may contain images from different folders, hard drives, or even computers. In most cases, however, it is best to keep all of the images for one order in the same folder.

REMOVING IMAGES FROM AN ORDER

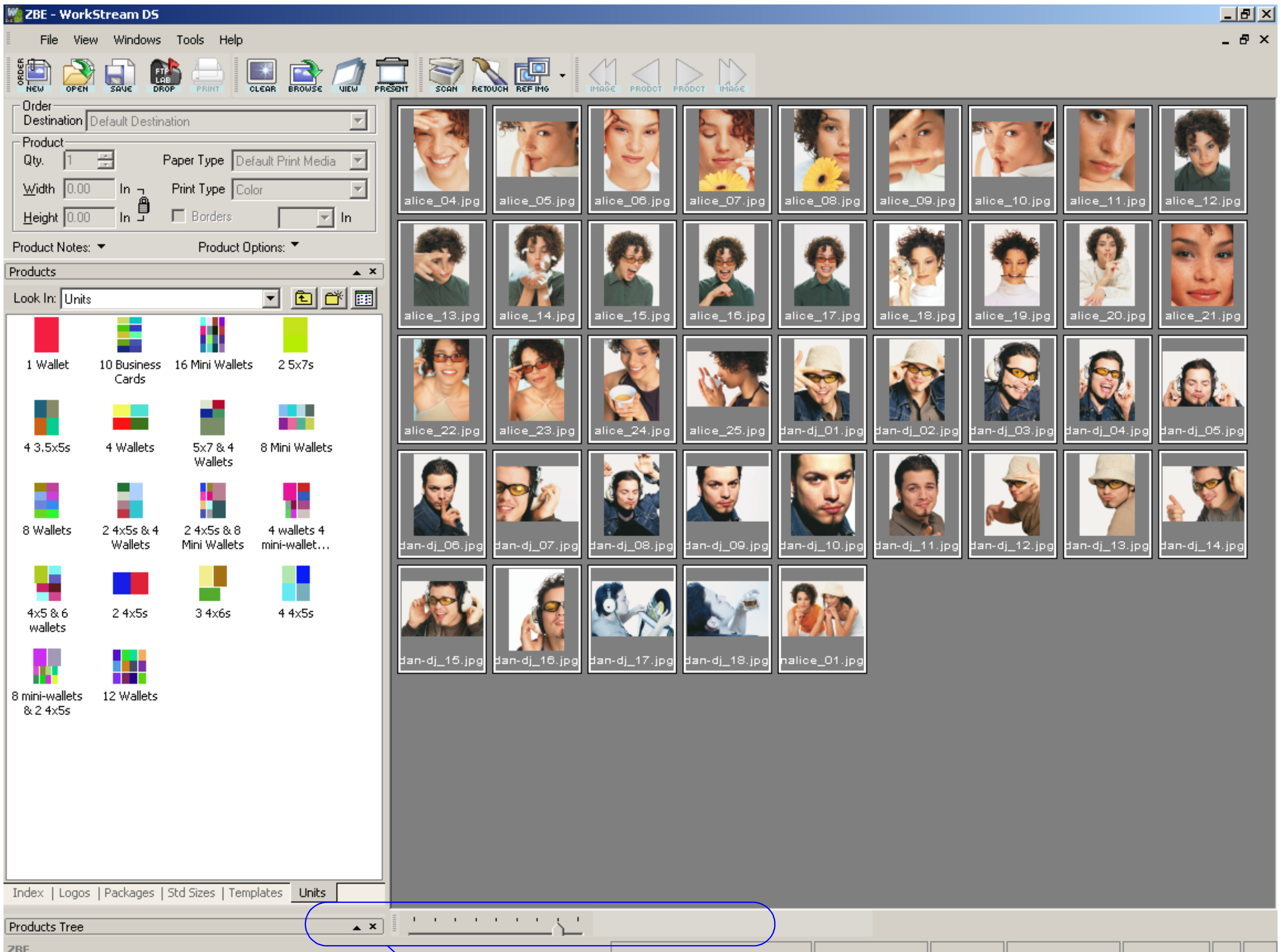
1. To remove an image from an order, click the image to be removed.

2. With the image selected, right-click and select **Remove Image** or press the Delete key.

You can make many adjustments to the images in an order. For details on editing images, see "Products" on page 27.

ADJUSTING THUMBNAIL SIZE

While entering or reviewing orders, the images in the order are shown as thumbnails. You can easily adjust the image size to see more images or larger images.

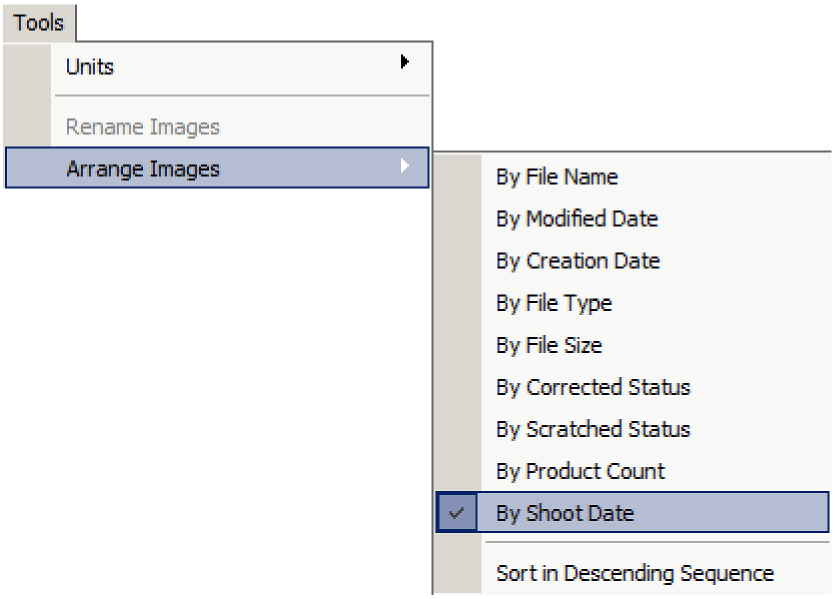


Move the slider to adjust the number of thumbnail images in each row.

1. To adjust the size of thumbnail images, click the **Thumbnail Size** control. This slider adjusts the number of thumbnail images in each row.
2. To view any image as a large image, double-click the thumbnail.
3. To return to the thumbnail view from a large image, double-click the gray background area.

SORTING IMAGES

1. To change the order in which the thumbnails appear on the screen, open the Tools menu and select **Arrange Images**.

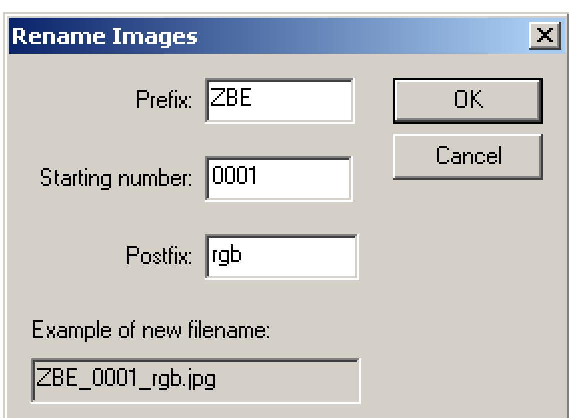


2. Select the order you want to use.

RENAMING IMAGES

It is often useful to rename or renumber the images in an order. WorkStream provides a method for automatically renaming all of the images in the order using a sequential numbering system.

1. Select the image(s) you want to rename or renumber.
2. From the Tools menu, select **Rename Images.**



3. Enter a prefix, the first number in the new sequence, and a suffix (postfix).

   A sample of the new filename appears as you type.

4. When you are satisfied with the new naming sequence, click **OK**. The files for all of the image thumbnails selected on screen are renamed.

Note: WorkStream does not allow you to rename images once products have been added. The normal time to rename images is before you begin to apply print products.

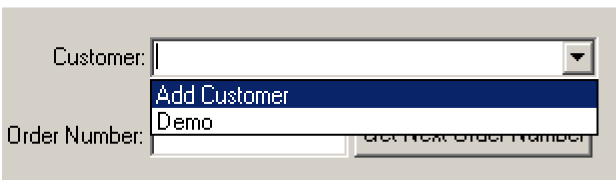
SAVING ORDERS TO THE DATABASE

While you are working on an order, you can click the **Save** button the toolbar at any time. If the order has not been saved previously, you will be prompted to create a new order.

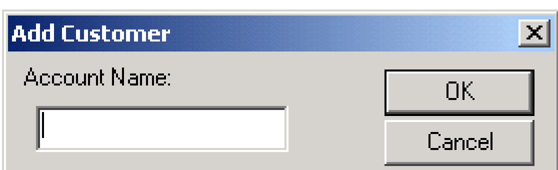
Adding a new customer

If the customer has not yet been added to your database, follow these steps.

1. Click the drop-down arrow beside the Customer field.



2. Select **Add Customer**.



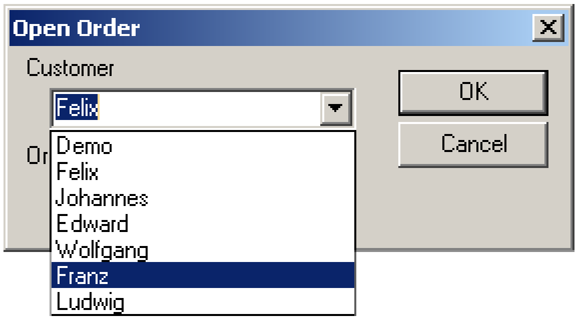
3. Enter the customer name in the Account Name field.
4. Click **OK**.

OPENING AN EXISTING ORDER

Orders saved in the database can be quickly and easily recalled.

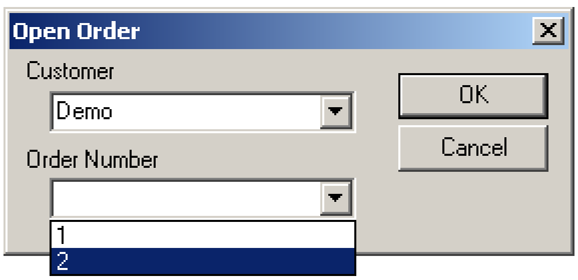
1. Bring up the Orders Bar by choosing **File | Open Order**

2. On the Orders Bar, click the **Open** button.



Once you have selected a customer, the Order drop-down list shows only orders belonging to that customer.

3. From the **Order Number** list, select the order you wish to recall.



4. Press **OK.** The order appears on the screen.

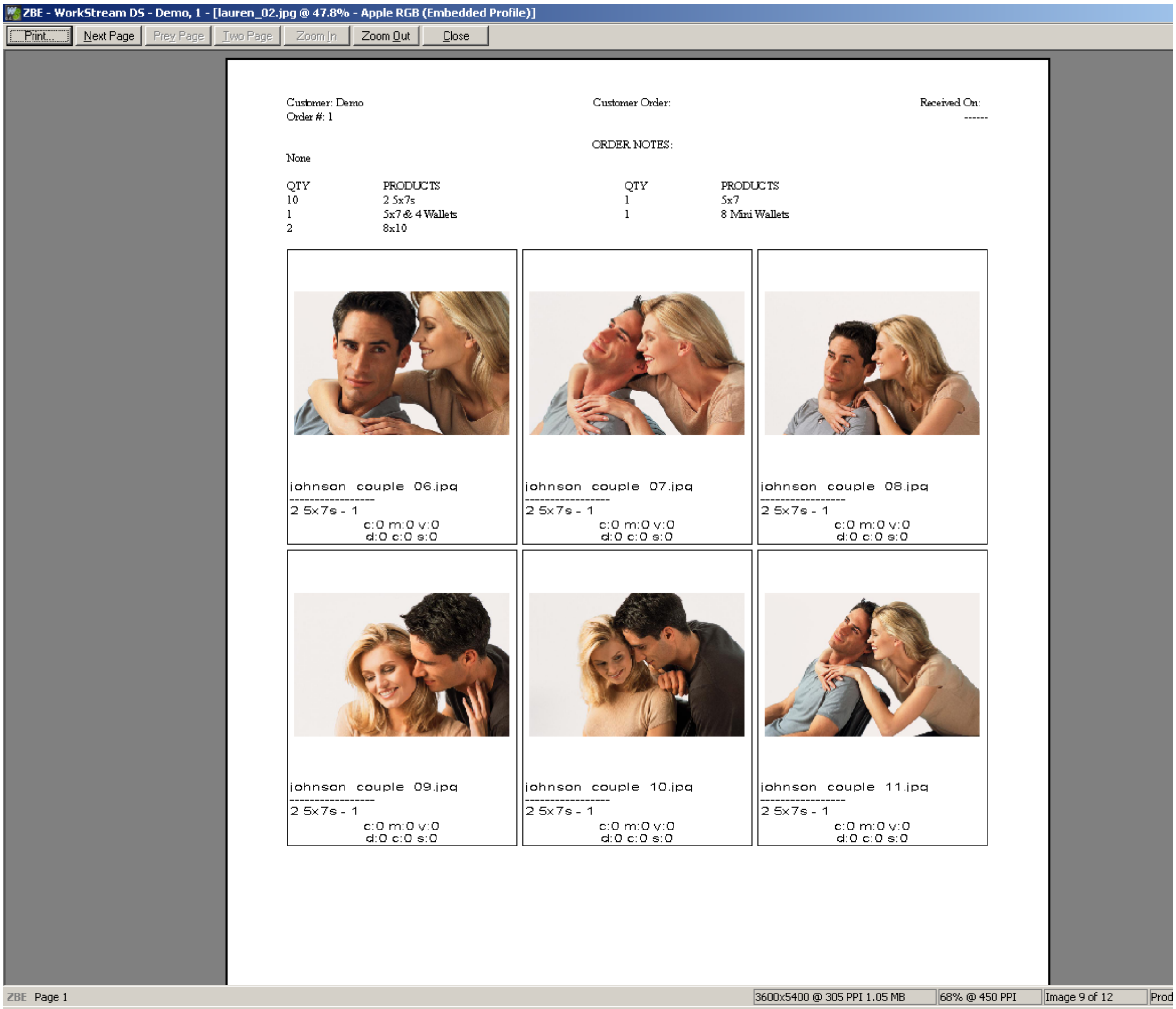
PRINTING AN ORDER SUMMARY

You can print a summary of your order to a desktop printer. The summary shows a thumbnail of each image. You can set the following options:

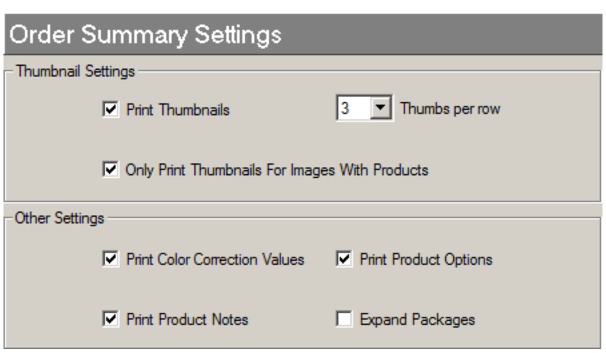
- Whether or not thumbnails are printed.
- How many thumbnail images appear in each row (from three to seven)
- Whether or not color correction information appears with each thumbnail
- Whether or not product options (if present) appear with each thumbnail
- Whether or not product notes (if present) appear with each thumbnail
- Whether or not to expand packages.
- Only print thumbnails for Images with Products

1. To check the summary before printing it, select **Preview Order Summary** from the File menu.

The summary appears on screen.



2. If you want to adjust the print summary, select **Options** from the Tools menu. Select the **Order Summary Settings** tab.



3. To change the number of images per row, click the drop-down arrow beside *Thumbs per row* in the Order Summary box.

Order summaries may be printed with between three and seven images across.

4. If you made color corrections that you want to display below the thumbnails, check **Print Color Correction Values**. If you do not want to display color corrections in the summary, remove the check mark.

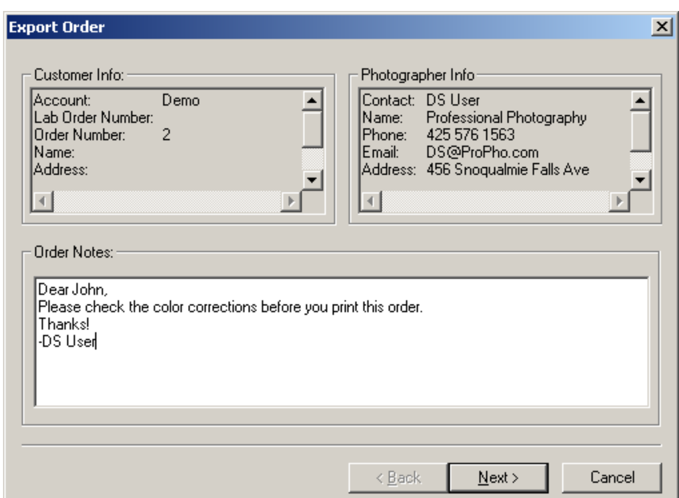
   This option is available only if your photo lab permits you to make color corrections.

5. If you have added product options or product notes that you would like to view, check the appropriate boxes.
6. Click **OK**.
7. To print the summary from the Preview, click the **Print** icon at the top of the screen. Otherwise, select **Print Order Summary** from the File menu.

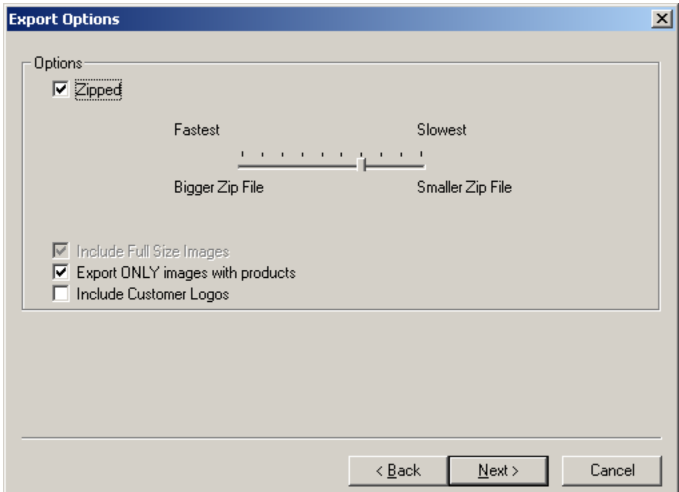
EXPORTING ORDERS

Orders can be exported from WorkStream DS for printing at a photo lab. They can be stored in a folder or zip file (for burning to CD), or sent to the photo lab's FTP server, if provided.

1. To begin exporting, click Print and select your lab's name. Alternatively, select **Export Order** from the **File** menu.
2. If the text "Photo Lab (not configured)" appears, you will need to get a configuration file from your lab.
3. If you have not saved your order, you are prompted to do so.
4. The first page of the **Export Wizard** appears. Enter any notes you would like the lab to see here.



5. **Export Options:** Select the compression ratio for zip files, whether logos from your logo directories will be included, and whether to export images without products.



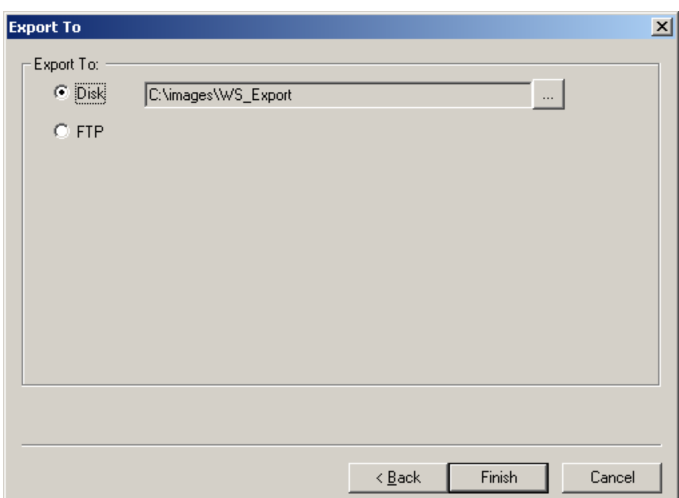
If the **Zipped** option is checked, the order will be contained in a *zip* file and named with the customer name and order number as follows:

WsOrder_customername_ordernumber.zip

For example: Customer Smith's order number 123 would be exported in a file named WsOrder_Smith_123.zip. If the **Zipped** box wasn't checked, the order would be exported to a folder named WsOrder_Smith_123.

By default, orders exported to disk are placed in the WS_EXPORT folder in your first image storage location. (See "Directories and storage locations" on page 104.)

6. **Export To:** Choose whether to store the exported file on disk, for burning to CD, or to your lab's FTP server.



When you click **Finish**, the order is exported in the background. You can keep track of its status in WorkStream's status bar. If you wish to cancel the export, simply click the **Export** button on the Orders bar.

IMPORTING ORDERS

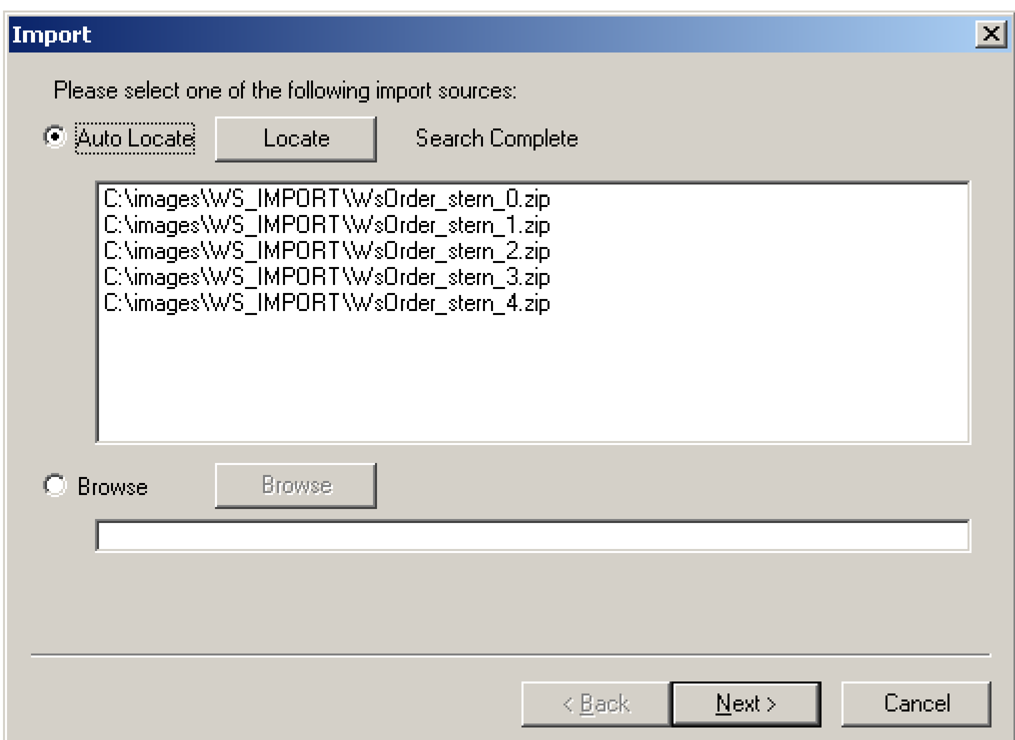
Orders from a photo lab using WorkStream IA can be imported into WorkStream DS. These orders are named with the customer name and order number as follows:

WsOrder_customername_ordernumber

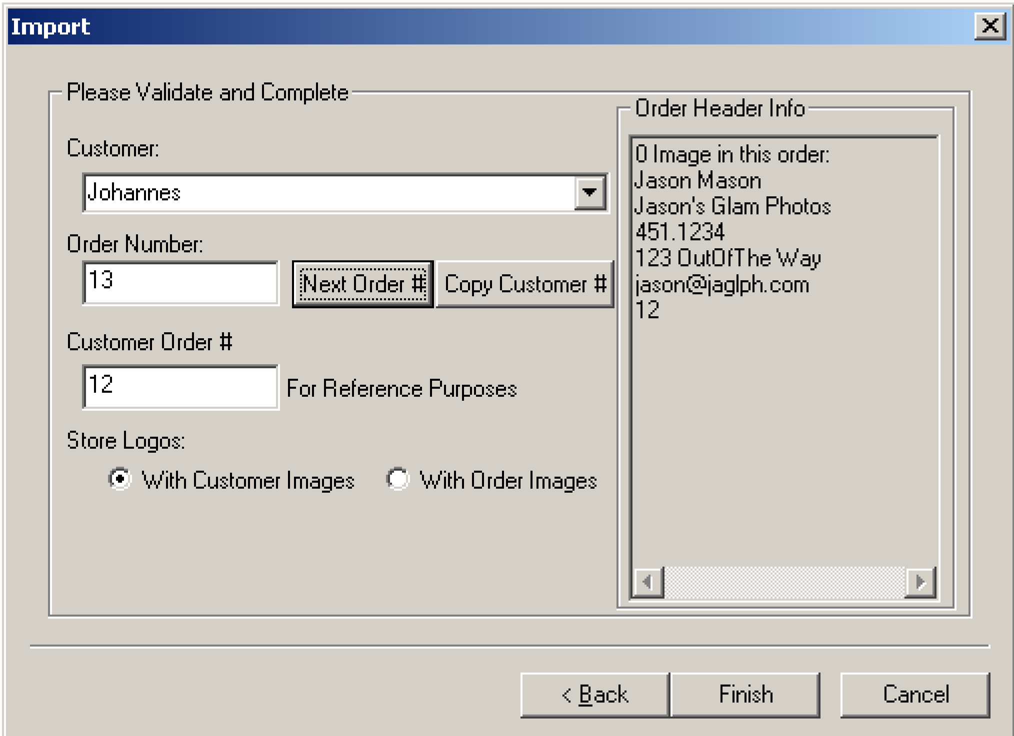
They may be zipped. For example, if customer Smith's order number 123 was zipped, it would be exported in a file named WsOrder_Smith_123.zip.

Normally, you will place all WorkStream order files to be imported into the WS_IMPORT folder in one of your image storage locations. (See "Directories and storage locations" on page 104.)

1. To begin the **Import Wizard**, select **File | Import Order**, or simply drop the zip file into the **Images Panel**.
2. When importing an order, the WorkStream import wizard checks the WS_IMPORT folders for orders and displays a list of all orders that can be imported. Alternately, you can browse to locate the WorkStream order file.



3. Enter the customer information as it will be stored in your database.

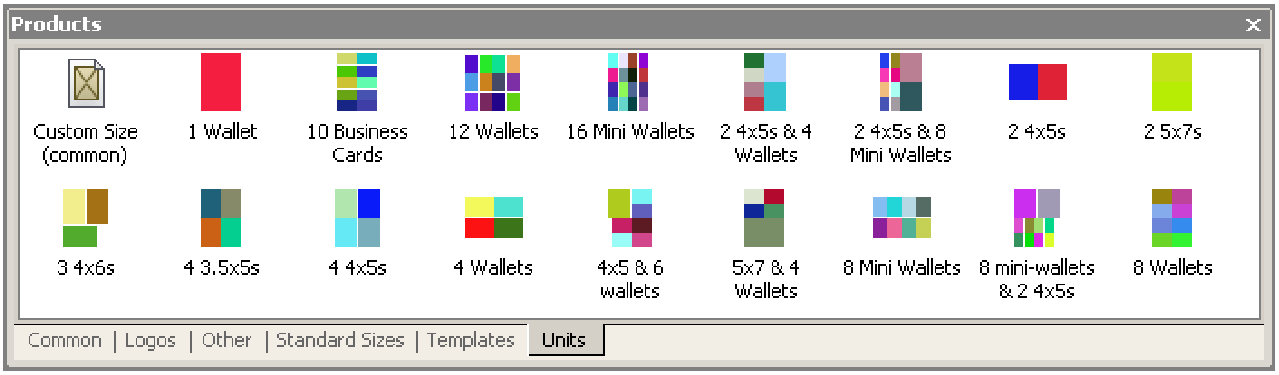


4. When you click **Finish**, the order is imported in the background. You can keep track of its status in WorkStream's status bar (located at the bottom of the screen). If you wish to cancel the import, simply click the **Import** button on the Orders bar.

PRODUCTS

WHAT IS A PRODUCT?

A *product* is a print that you will deliver to your customer. The product may be an individual print of a particular size, a unit print in which an image is reproduced multiple times at various sizes within the print, or a composite image including graphic components, image files and text. Each image in an order may have multiple products. For example, a customer may order an 8 x 10 print, a 5 x 7 print, and a print containing eight (8) wallet-sized images. In this case, we would say that this image "has three (3) products." Of course, there may also be multiple copies of any of the products. Products are selected from the Product Window, shown below.



Within the Product window, the products are organized in various groups. You may arrange the products in groups to suit your needs. As shown here, there are seven groups of products labeled *Common, Logos, Other, Standard Sizes, Templates, and Units.*

Your products may be organized differently.

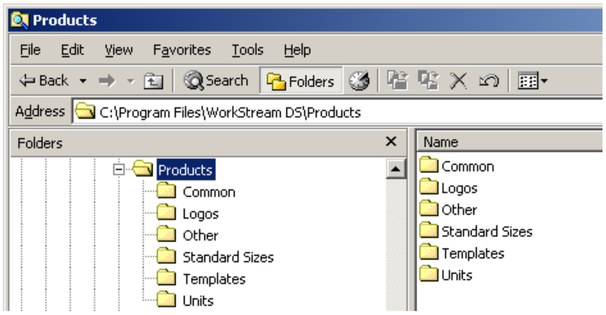
ORGANIZING PRODUCTS

Products in WorkStream are contained in files stored under the Products folder. By default, the Products folder is located in the same folder as the WorkStream program.

Product Groups

Products are organized in seven tabs: *Index, Logos, Packages, Proofs, Std Sizes, Templates, and Units*.

The folders inside the Products folder mirror the product tabs in the Products window. For each tab, there is a folder.



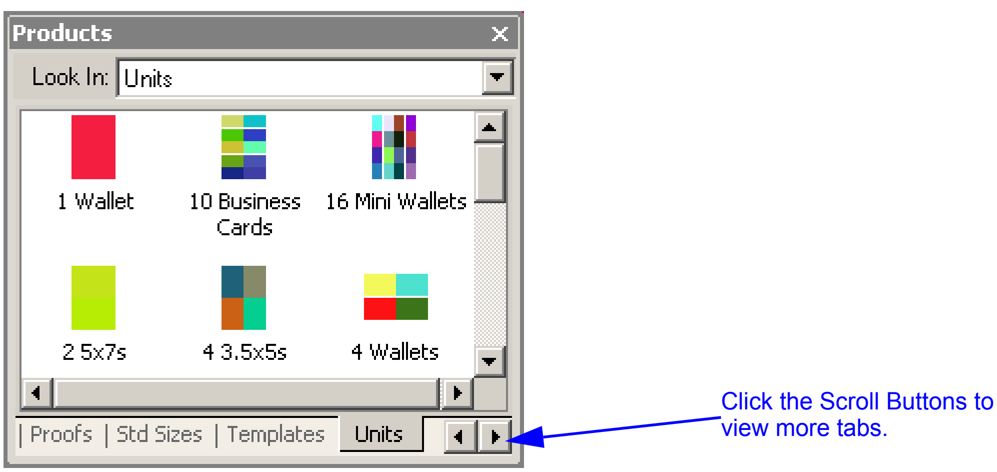
The actual product files are in the appropriate folder. To rearrange the products in the product view, see "Arranging Your Products" on page 29.

Adding and Removing Product Tabs

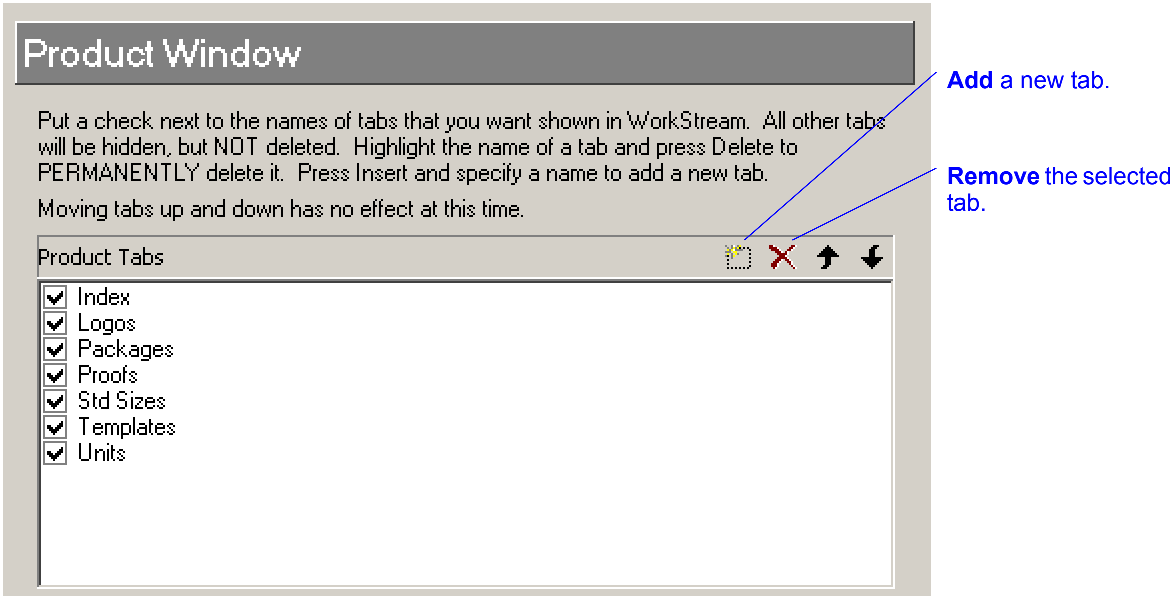
To add or remove product tabs, use the **Product Window** settings tab in **Tools | Options**.

Viewing Tabs

Sometimes it is not possible to view all of the tabs in the Products Window at once. By using the scroll buttons at the bottom of the Products Window, you can change which tabs are displayed.



1. From the Tools menu, select Options, then **Product Window**.



2. In the check list, you may add or remove product tabs using the buttons.
3. All the checked items will be shown.
4. To hide a tab without deleting it, simply un-check the box next to it. This can be useful for tabs such as the proofs tab. Once you have set up your proof products, you may wish to hide the tab containing them.

Arranging Your Products

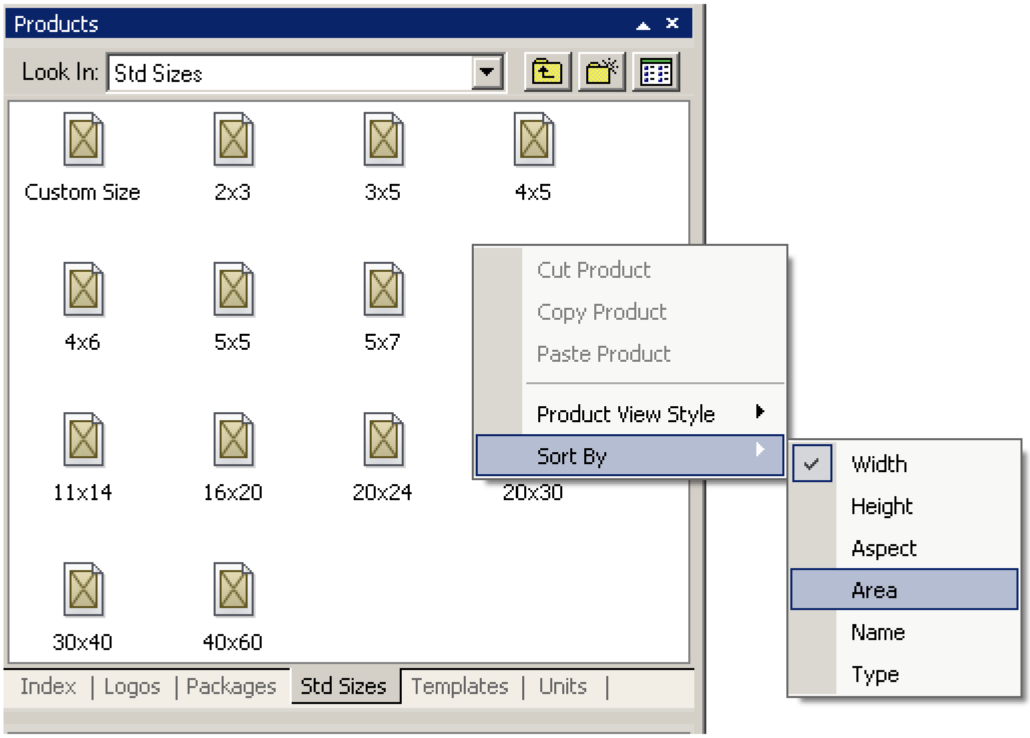
You can create new products in these folders (tabs) as described in "The Product Builder: Creating a New Product" on page 40. You can also move your products from tab to tab, simply using drag-and-drop:

1. Click on the product you wish to move, and hold the mouse button down.
2. If you wish to *copy* the product into the new tab, hold down the Control key.
3. Drag the product onto the new tab, then drop it into the window.

In some cases, you may want to move products in and out of subfolders in a tab. In this case, you may need to **Cut and Paste** the products. On the right-click menu, select **Cut Product**, then navigate to the folder you want to move the product to, then right-click on the empty portion of the product tab and select **Paste Product**.

Sorting Your Products

If you wish to alter the order in which your products are shown in any product tab, you may right click in the product window for the desired tab, and select **Sort By.**



PRODUCT TYPES

Products are created and edited using the Product Builder. (See "The Product Builder: Creating a New Product" on page 40).

Proofs

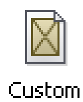
Proof products are for proofing purposes. They are created just like any other product, using the Product Builder. However, proof products **must** be saved to the **Proofs** tab. You may see proofs of the images in your order as follows:

1. Select the images you want to proof.
2. From the **File** menu, click **Print Proofs**. The Proof dialog appears.
3. Select the proof size you would like from the drop-down.
4. Press **OK**.

Custom

Custom products consist of one or more prints with a defined layout. Examples of Custom products are: Standard Sizes, Units, and Templates. Custom products can have both fixed and dynamic images, logos, and text.

Any product that holds two or more distinct images is considered a template. For more about templates, see "Using Photoshop to Create Alpha Channel Templates for WorkStream" on page 32, "Creating your template in WorkStream" on page 36, "Editing your template in WorkStream" on page 36, "The Automatic Template Converter" on page 37, and "Using Templates" on page 38.

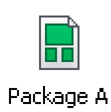


Scaled

Scaled products allow you to print images sized relative to the resolution of the image. If the selected scale is 100%, the image will be printed at the largest size possible *without interpolation* on the selected printer. If the selected scale is 50% the image will be printed at 50% of its full size on the selected printer. Since different printers may print at different resolutions, an image sized at 100% may print at different sizes on different printers.

Package

Packages are combinations of other products. They may consist of custom products and other package products.



Non Photo

These products are items that don’t print (e.g. Mugs, Buttons, etc.).

Index Print Sheet

Index Print Sheets are special products that you can add to your order to get an index print with all your images in it. The images will be added to the index print in their current orientation, so orient them appropriately on screen before applying the index print. Additional pages are automatically added when each sheet fills up.

MODIFYING PRODUCTS

If you find that you are usually changing some of the product's settings after you select it, you can modify a product's settings.

1. Switch to the **Product Builder** view.
2. Click **Open** to edit an existing product.
3. See "The Product Builder: Creating a New Product" on page 40 for details on using the Product Builder.
4. Save your changes. See "Saving Products" on page 48 for details on saving.

LOGOS

Logos, although they are listed in a tab along with products, are NOT products. A product must be added to an image before a logo can be applied. Logos are created with your image editor (e.g. PhotoShop), and added to WorkStream by right-clicking in the **Logos** tab and selecting **Add Logos**.

Any of the following file types can be used as a logo:

- 24-bit RGB bitmaps (.bmp)
- JPEG images (.jpg)
- RGB TIFF images (.tiff). Note that Version 5.0+ of Chromira Printer, version 2.1+ of WorkStream RE, and version 2.1+ of WorkStream support alpha channels and LZW compression for TIFF images.

Using TIFF images and the software versions specified above, you can use an alpha channel to specify transparency. Otherwise, simply fill the top left corner and the entire background of the logo with one solid color.

Note: Be careful with tolerance and anti-aliasing when working on a logo in Photoshop. When you add text or paint the background, Photoshop will blend them together or create a shadowing effect. This may lead to a poor print. Make sure that the edges between the foreground (visible) and the background (which will be transparent in WorkStream) are sharp, and that the background color consists of a single RGB value. This will ensure the best printed results.

USING PHOTOSHOP TO CREATE ALPHA CHANNEL TEMPLATES FOR WORKSTREAM

What is an Alpha Channel?

Typical RGB images consist of three color separations (or channels) which describe how much Red, Green, or Blue light to blend together to produce a color image. An Alpha channel is an optional fourth channel that dictates areas of transparency in an image. When a document that includes an Alpha channel is opened in certain programs (such as WorkStream), the Alpha channel tells the program which parts of the image to display and which parts to make invisible. Alpha Channels are black and white images with 256 degrees of transparency-- white (255,255,255) is perfectly opaque, 50% gray (128,128,128) is halfway visible, and black (0,0,0) won't display at all.

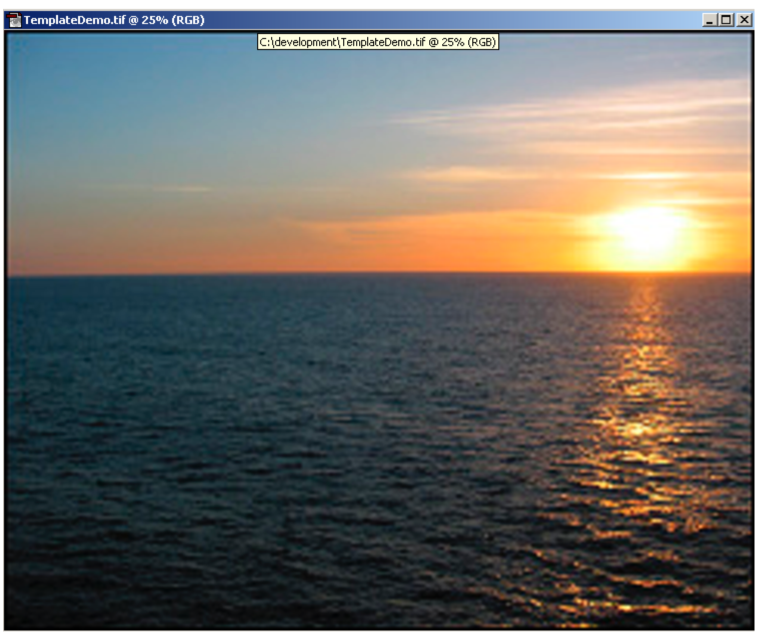
How does WorkStream use Alpha channels?

WorkStream uses Alpha channels to make certain areas of a template transparent, allowing the user to place dynamic images into custom frames, sports packages or albums. Below are directions for creating a custom Alpha channel in Photoshop. If you do not use Photoshop, there are many other graphics programs that support Alpha channel creation.

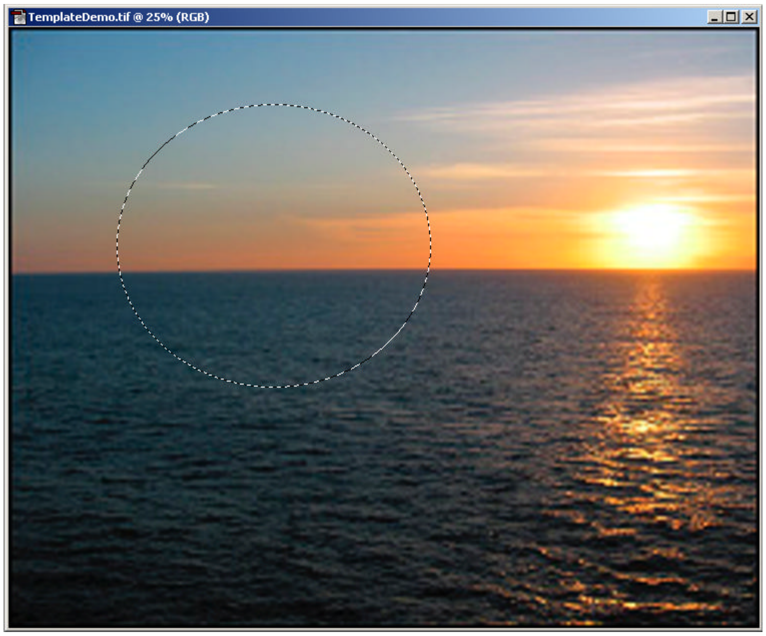
A Simple Example

In this example, we'll make a simple vignette-type template. Remember that you can use Alpha channels to make multiple "holes" in your template, place text over an image (for a magazine cover effect), drop shadows onto dynamic images, and much more.

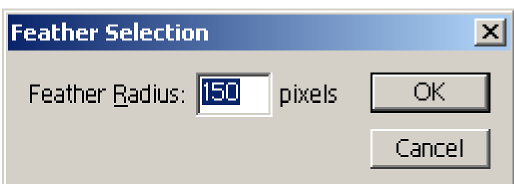
1. In Photoshop, create an 8x10 RGB image at 300dpi (make sure that it's set to the default 8 bit mode by choosing **Image | Mode | 8bits/channel**). This is the image that will work as the background for your template.



2. Pick the Elliptical Marquee Tool from the toolbar and draw a selection where you'd like the "hole" to appear.

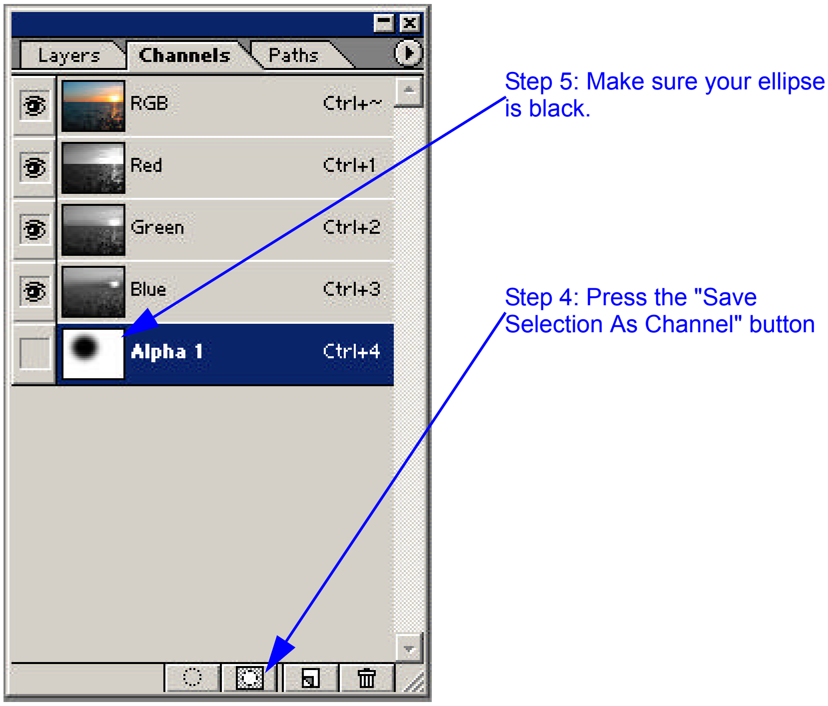


3. Feather your selection to create a nice blend by choosing **Select | Feather...** Enter a value of 150 pixels to feather the selection half an inch and hit **OK**.



4. Choose **Window | Channels** to bring up the **Channels** palette. Click the "Save selection as channel" button on the bottom of the palette (it looks like a small gray square with a

white circle in the middle). This will create a channel called Alpha1. NOTE: you may only use one alpha channel.



5. Make sure that your ellipse is black. If it isn't, you will have to invert the alpha channel. To do this, make sure **only** the alpha channel is visible, then use **Select | All** and then use **Image | Adjust | Invert** (Ctrl-I).

6. Choose **File |Save As...** and select **TIFF** from the pull down menu. Make sure the "Alpha Channels" box is checked. Select LZW Compression if you wish.

7. You are now ready to create your template in WorkStream

CREATING YOUR TEMPLATE IN WORKSTREAM

Use the **Automatic Template Converter** to quickly and easily prepare your template for use in WorkStream.

1. From the **Tools** menu, select **Automatic Template Converter**.
2. Browse for your image file.
3. Select the tab you would like to the template to appear in.
4. If your alpha channel contains a gradient, you will need to select a transparency tolerance. For the example above, 200 is a good value.
5. Press **Run**.

For more detailed instructions on using the **Automatic Template Converter** see **"The Automatic Template Converter" on page 37.**

Once the automatic template converter is finished, inspect the results. If your image contains a gradient, or you specified a transparency tolerance above, this is especially important. See "Editing your template in WorkStream" on page 36, below.

EDITING YOUR TEMPLATE IN WORKSTREAM

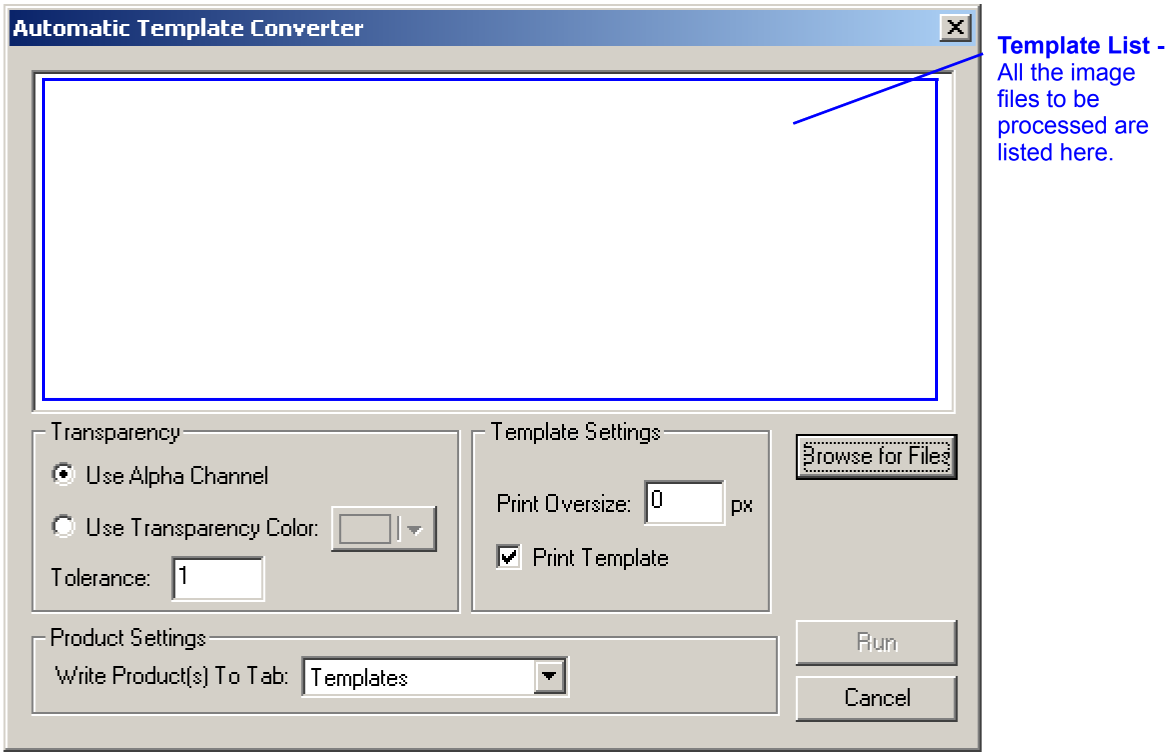
Open the Product Builder by selecting **View | Product Builder | Switch To**.

1. Open the template you would like to edit. You may use the Open button, or find your product in the products tab, right click it and select **Edit Product**.
2. Make sure that all the holes in the template are positioned correctly. Each hole will be marked with "Image 1", "Image 2", and so on. To reposition one of the holes, you may drag it and resize it.
3. Sometimes it is hard to drag or resize the holes because they are behind the template image. If this is the case, you may decide to drag that hole to the top of the **Contents Bar**. It will then be easy to resize and reposition. **Be sure to drag the hole back to its previous position in the contents bar before continuing. Failure to do so will cause your template to display and print incorrectly.**
4. If you wish to change the aspect ratio of one of the holes, click the **Lock**/**Unlock** button on the **Components Bar**. When the lock is open, you will be able to resize the hole in any dimension you specify.
5. When you have finished modifying the template, click **Save**. You will be asked if you want to overwrite the current product. Click **Yes** to save your changes.

You are now ready to use your template in WorkStream. When you add your new product to a WorkStream order, any images you drop in will show through the correct portions of your template.

THE AUTOMATIC TEMPLATE CONVERTER

The Automatic Template Converter (**Tools | Automatic Template Converter**) allows you to use BMP, TIFF, or JPG templates with WorkStream. Do not embed profiles in your templates if you are using a transparency color.



- **Transparency** - If you've used alpha channels to create a transparency mask for your template, check this option. Otherwise, select your template's transparency color.
- **Tolerance:**

If you have selected "Use Alpha Channel": The Template Maker will apply this tolerance to the image's alpha channel. "Holes" in the image will be found only within alpha values between 0 (transparent) and the value you have entered. This is useful if your alpha channel contains gradients or fade effects.

If you have selected "Use Transparency Color": When finding the transparency color in an image, the Template Maker will apply this tolerance to each channel of an RGB image. For example, if the transparency color is Gray (128,128,128) and the tolerance is 2, any color between (126,126,126) and (130,130,130) will be transparent. This feature is best used on JPEG images, to compensate for compression artifacts. For non-JPEG images, best results will occur when tolerance is set to 0 and pure colors are used in the template image.

- **Print Oversize** - All holes detected by the Template Maker will be increased in size by this number of pixels in each direction.
- **Print Template** - If checked, the template image will be part of the print. Otherwise it will be used to position the images holes, but the template image will not be printed.
- **Write Product(s) To Tab:** Select the product tab you wish the template to appear in.

USING TEMPLATES

Any product containing multiple image names is considered a template. Unlike other products, Templates are not applied to images. Instead, a template is added to an order. It appears in the thumb view and images are dragged into it.

6 Images (blue borders) are dragged into a template. Its border turns magenta to indicate that the selected images will be dropped into it.

There are several rules that govern how a template works when multiple images are dropped into it:

If the template is empty:

- and the number of images dropped into it is less than or equal to the number of uniquely named prints, each image will be dropped into a print.
- and the number of images dropped into it is greater than the number of uniquely named prints, all the images that fit will be dropped into the template. Enough copies of the template will be opened to store the remaining images, and they will be dropped into the copies.

If the template is not empty, the functionality is as above, with the exception that the images currently in the template get copied along with the template. See the example below.

On the left, the team image has already been placed in the template and cropped. The six players will now be dragged into the remaining empty slot.

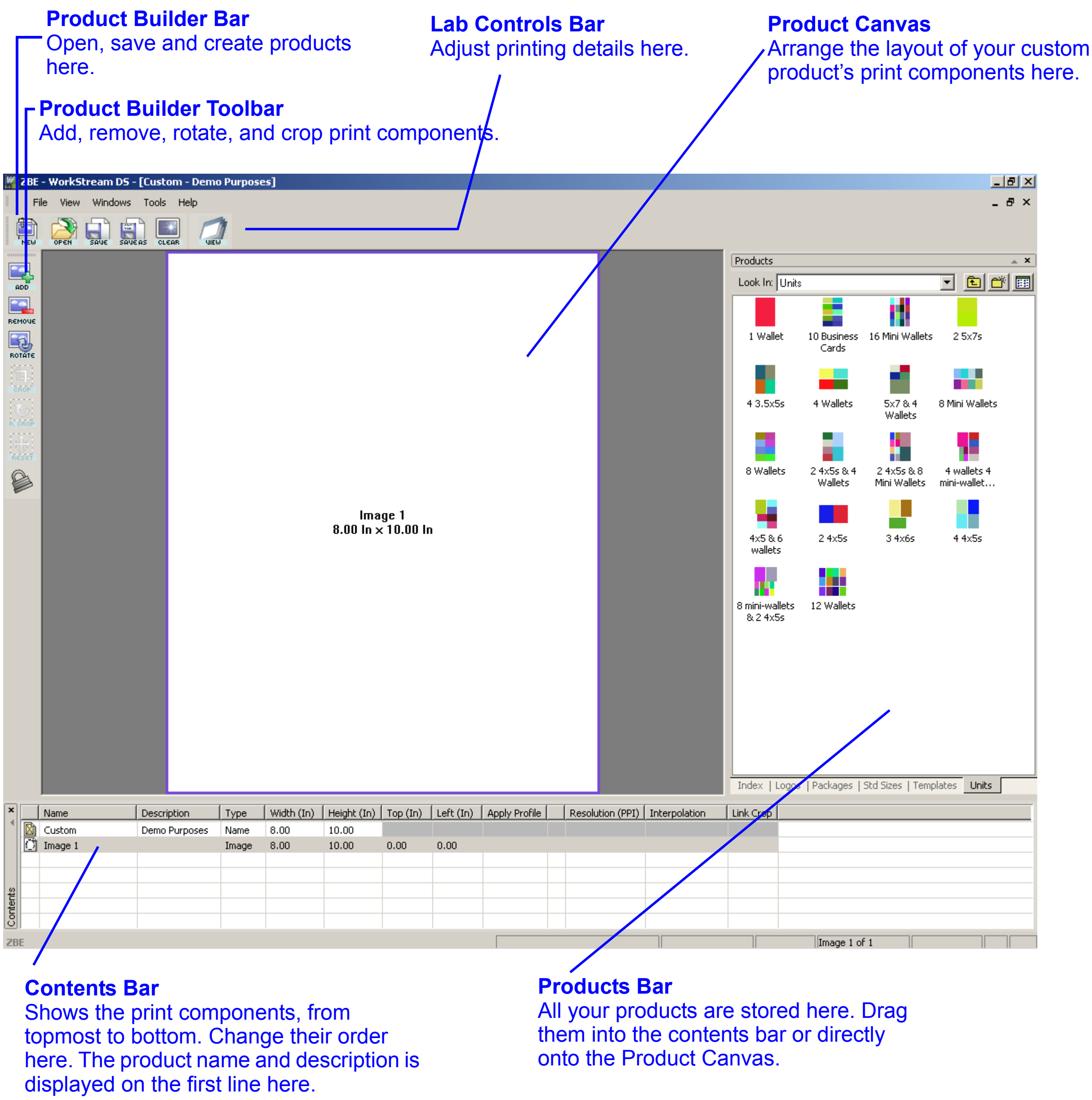
On the right, after the player images were dropped in the single template, templates have been created for each team member, automatically preserving the team picture in each template.

THE PRODUCT BUILDER: CREATING A NEW PRODUCT

WorkStream's powerful product builder allows you to create new print products quickly.

1. To create a new product, go to the **View** menu, select **Product Builder**, and click **Switch To**.

   The Product Builder View appears:



2. On the **Product Builder Bar**, click the **New** button to create a new product.

3. On the **Product Type** page, you will be prompted to select the type of product you wish to create.
   - Custom Product
   - Scaled Product
   - Package
   - Non Photo Product
   - Index Print Sheet

   See "Product Types" on page 30 for more information about the different types of products.
4. Click **Next**.
5. Enter a **Name** and optional **Description** for the product you wish to create. If you are creating a Custom Product, you will also enter the **Width** and **Height** of the product you wish to create. If you are creating a Scaled Product, you will enter the Scale Percentage instead of Width and Height.
6. Click **Finish**.
   - If you are creating a **Non Photo** product, you will be prompted to save. See "Saving Products" on page 48.
   - If you are creating a **Scaled** product, you may adjust its properties ("Removing Products" on page 49) before saving it.
   - If you are creating an **Index Print Sheet**, you will be prompted to enter its properties.
   - Otherwise, WorkStream will display your blank canvas and show the name and description of the product you created. See "Switch to the Product Builder view." on page 32 for a detailed explanation of this screen.

ADDING COMPONENTS TO YOUR PRODUCT

Once you have created your product, it is time to add components to it.

Names

Each component of a product has a name. With static components, the component name is the filename of the image or logo, or the text to display for text components. For dynamic components, names are simply placeholders. For example, if several image components in a product have the same name (e.g. **Image 1**), they will all be populated with the same image during order entry.

Custom Products

There are 4 different components types that can be added to a new Custom Product: Prints, Images, Logos, and Text.

Prints

Any other custom product can be added. The following **cannot** be added:

- Packages
- "Unit" products created with older versions of WorkStream.
- Non Photo products

To add a print to your custom product, select the print in the Product View and drag it either onto the Product Canvas or into the Contents Bar. Dragging the print into the Contents Bar will position the print at the upper left hand corner of the canvas. You may wish to drag it onto the canvas; with this option the print will be positioned where you drop it. When a print is added, its components become ungrouped, and must be repositioned separately. After the print is added to the product, you may change its name. See "Names" on page 41.

Images, Logos and Text

To add Images, Logos, or Text use the **Add Component** button.

Choose which type of component you would like to add.

- Image
- Logo
- Text

On the next page, you will be prompted to select whether this is a **fixed** or **static** component, specified now, or a **dynamic** component, which will be specified when the product is added to an order. All dynamic components have names associated with them. See "Names" on page 41.

Images:

- Fixed: Browse for an image which will become part of the product. This option is useful for creating Templates. (You can also make templates using the **Automatic Template Converter**). You will probably want to select a transparency color if you are using a fixed image for a template.
- Dynamic: Select a name for the dynamic image here. The name will show up in the Contents Bar. The dynamic image will be supplied when the order is created. See "Names" on page 41 to understand how the print's name is used.

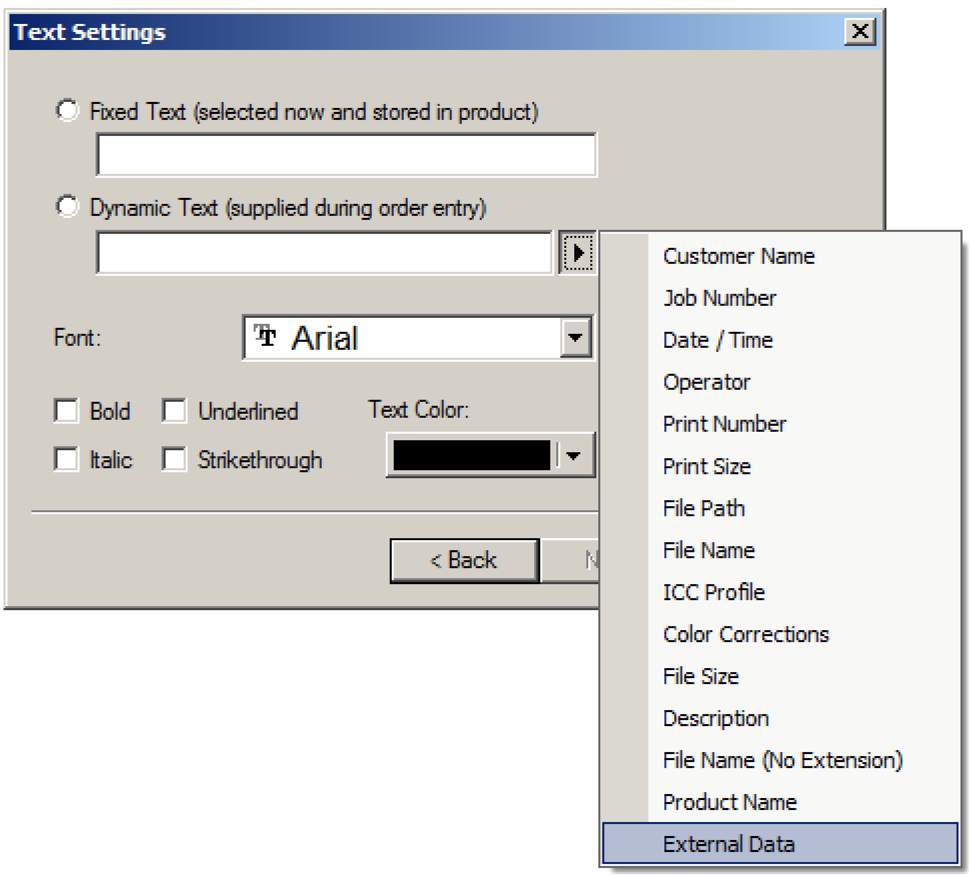
Logos:

You can create your own logos for use in WorkStream. For information about creating logos, see "Logos" on page 32. The **Component Settings** for a logo are the same as for a text component, shown below.

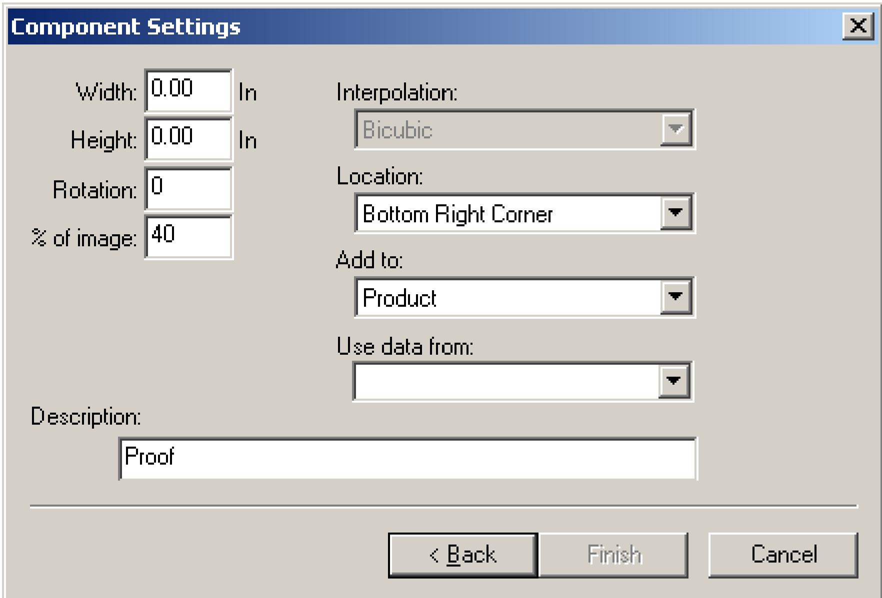
- Fixed: Specify a logo to use with this product. You will probably want to select a transparency color if you select this option. In order for the logo to appear in the desired location, the image must be oriented correctly **before** the product is applied.

Text:

- Fixed: Supply the text in the Fixed Text box and select the font and text color, as well as any appearance options you desire. adjusting the width will update the height, and vice versa. The text cannot be sized to be larger than the canvas.
- Dynamic: With the dynamic text setting, you have all the control over font settings that you do with fixed text. However, dynamic text can be populated with image and order dependent information or external data, as shown below. For more on External Data, see "Dynamic Text: Using Text from an External Database" on page 44



On the next page, set the text size by adjusting the width or the height.



Because some of these settings are image-dependent, when using dynamic text, you need to select an image that the text will be associated with in the **Add To** drop-down. For example, the File Path, File Name, and File Size options are all image-dependent. The **Location** drop-down allows you to automatically position the text at any of the images corners or sides.

Packages

If you are creating a Package, you can use any other photo product as a component. Simply drag the product you want to add to the package into the contents list. If you wish to remove a product, simply select it in the contents bar and press **delete**, or right click on it and select **Remove Component**.

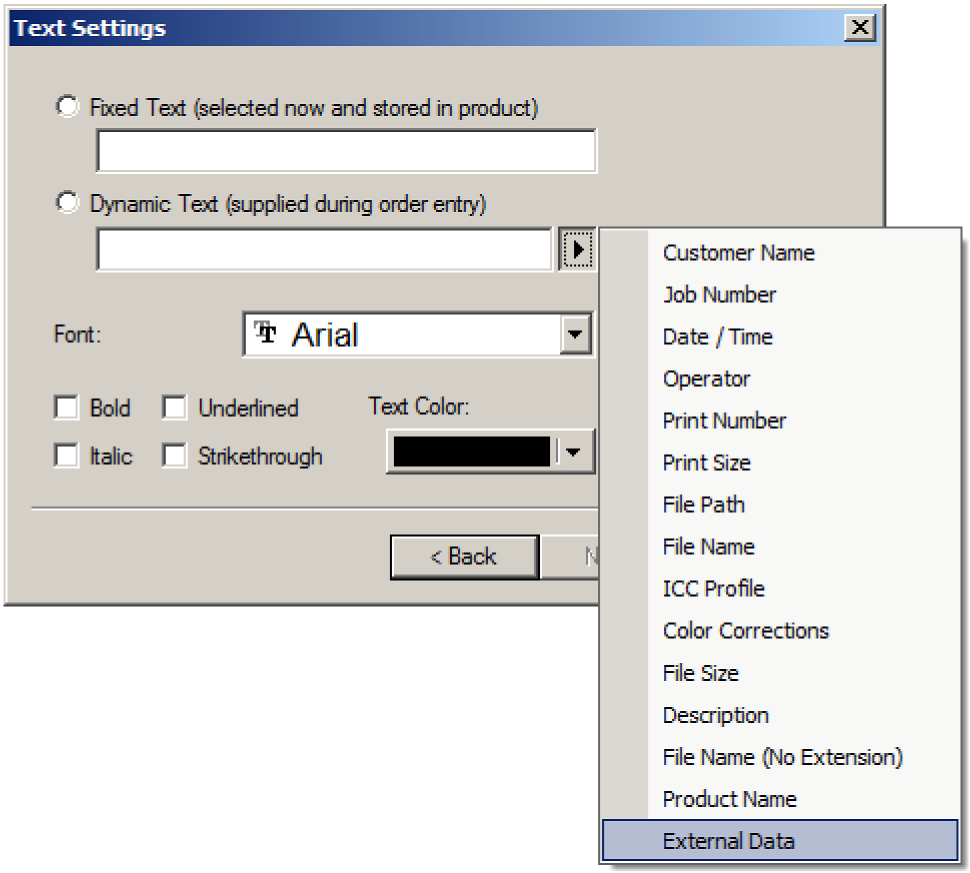
DYNAMIC TEXT: USING TEXT FROM AN EXTERNAL DATABASE

In the Add Component Wizard (page 42), we saw how to add different kinds of text components to your product. **External Data** is a special kind of dynamic text. It allows you to set up text components when you are *creating* a product that can be populated from a text file when you are *adding* the product to images. Common uses of external data include Trader Cards. Let's see how to use it.

Setting up the text component

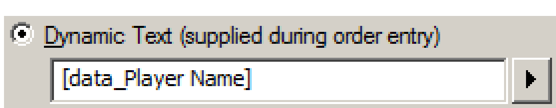
1. In Product Builder, open a product, or create a new one that you would like to use dynamic text with.
2. In the Add Component Wizard, add a new Text Component and click **Next**.

3. On the next page, choose **Dynamic Text** and select **External Data** from the menu.



4. You will be prompted to name the data field. Enter a descriptive name that will make sense to you when using the product later.

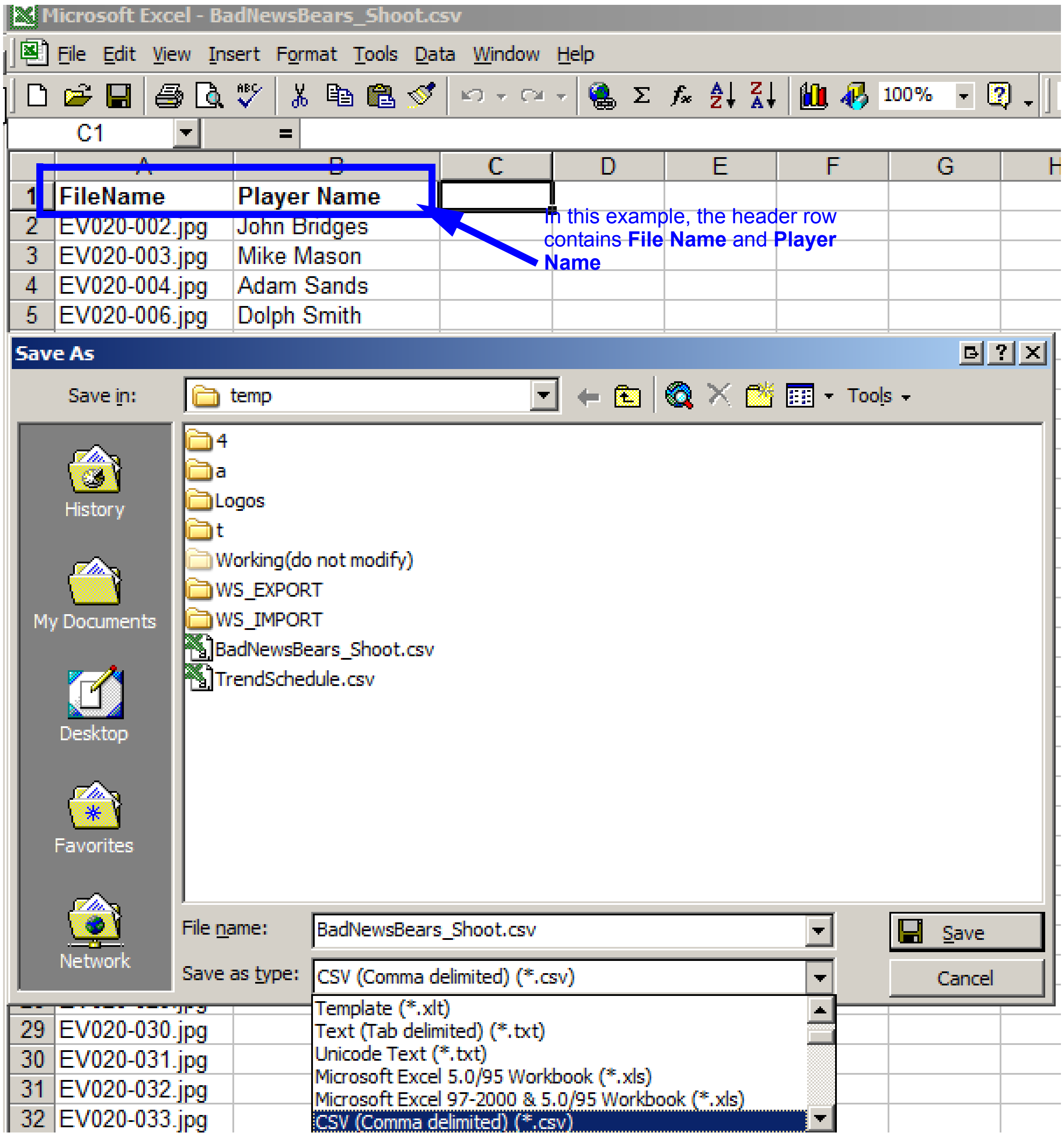
5. Click **OK**. A new tag will be created in the Dynamic text box. In the example above, the tag looks like this: **[data_Player Name]**. You can type additional text into the edit field here if you want, but don't alter the text between the brackets.



6. Continue through the wizard as usual, and place the text component where you will use it.
7. Save your product. Once you have a text file to draw data from, you will be ready to use the product in an order.

The data file

External data is pulled from a file that you will specify when adding your product to an image. This file *must* be in a special format called ***Comma Separated Values (.CSV)***. Microsoft Excel can generate this type of file. In Excel (or a similar program), create a file that has a column for each text field you want to use. It is helpful to make a row of ***headers***, which describe the data below. In the example below, **File Name** and **Player Name** are the headers.



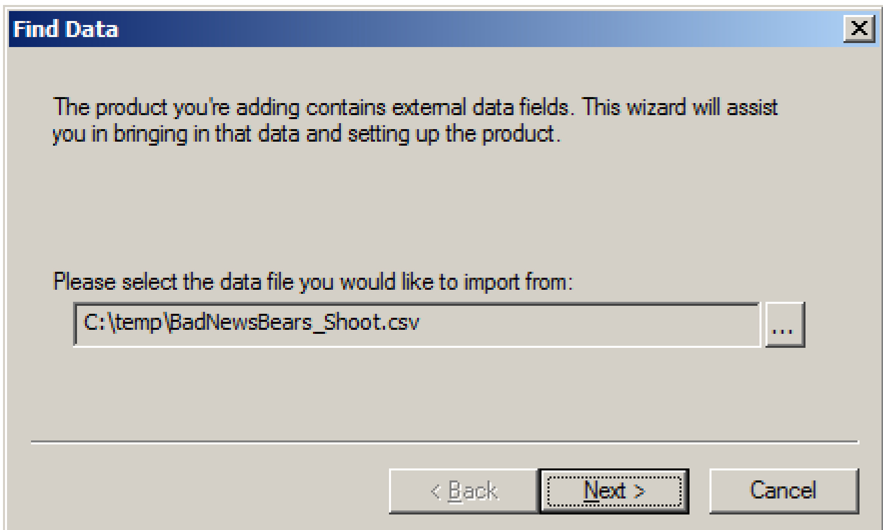
File Names

In the example above, the first column contains a list of file names. When placed in the first column, the file names allow you to specify which text is associated with each image. When you add the product to an order, the text will be added to the corresponding image, specified in the first column.

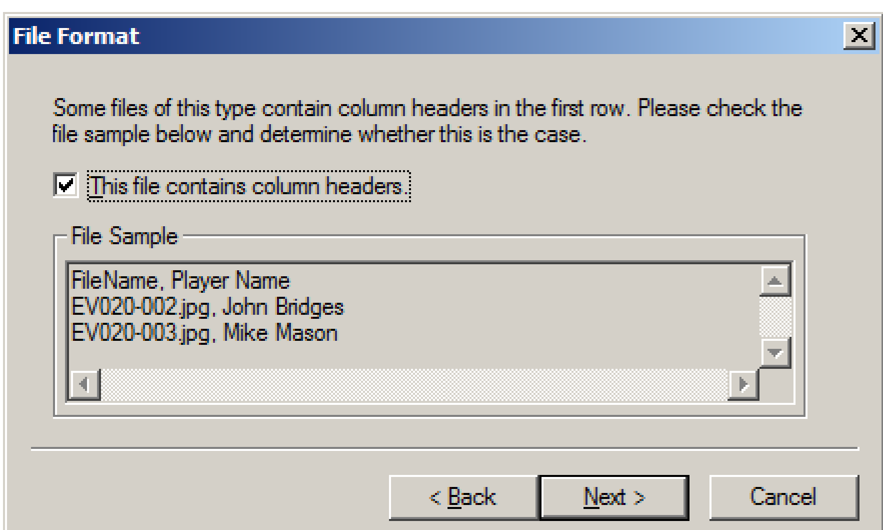
Adding Products with External Data to your order

When you first double-click on a product to add it to an order, the **External Text Wizard** will appear.

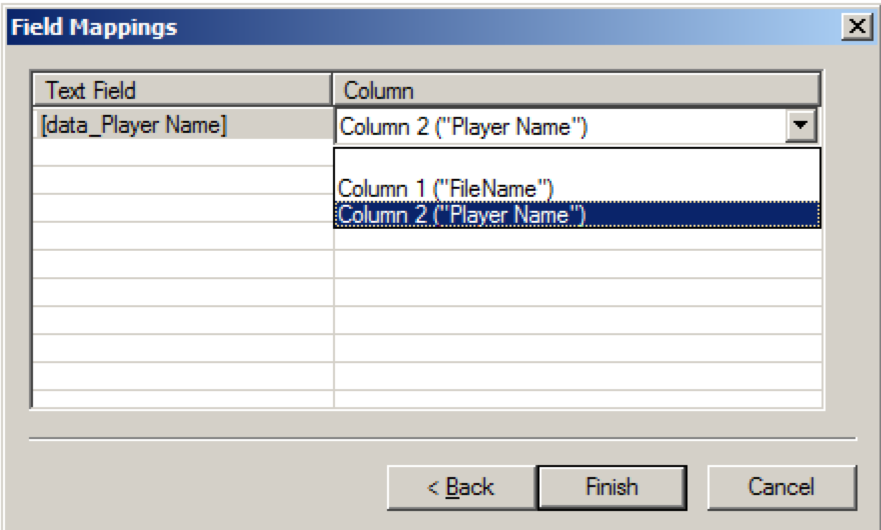
1. On the first page, you will be prompted to browse for a **.csv** file that contains the external text.



2. On the second page, you will be shown the first few rows of the text file, and prompted to check if *headers* are present.



3. Finally, you will be asked to assign text mappings. The mappings associate each column in the **.csv** file with a text component in the product you've created.



In this example, there is only one text field, **[data_Player Name]**.

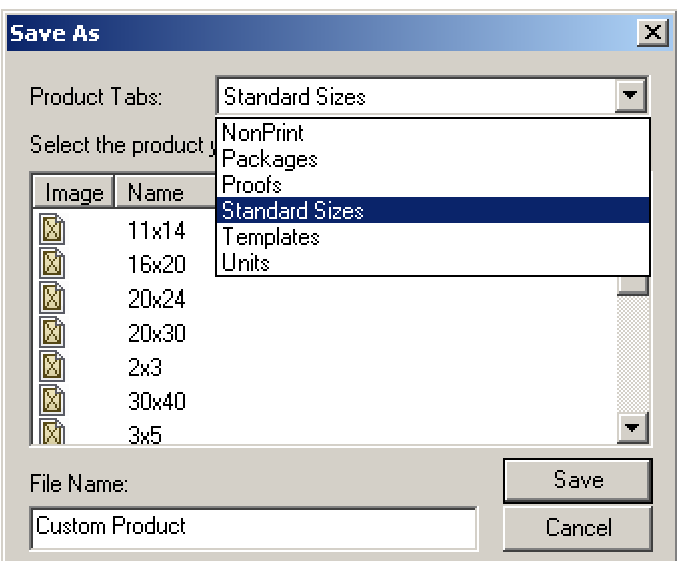
In the second column, we have three choices: either of the two columns from our csv file (shown above), or blank. If you choose blank, the text field will not be mapped at all.

In this case, our named columns make it easy to see we should select **Column 2 ("Player Name")**.

SAVING PRODUCTS

When you have finished setting up your product, you may save it in one of two ways:

- Select **Save**. If you have opened an existing product, this will overwrite your existing product's settings. If you have created a new product, you will be prompted to select a tab to save into:



- Select **Save As**. This allows you to save the product with a new name. The original product that you opened will not be modified.

DELETING PRODUCTS

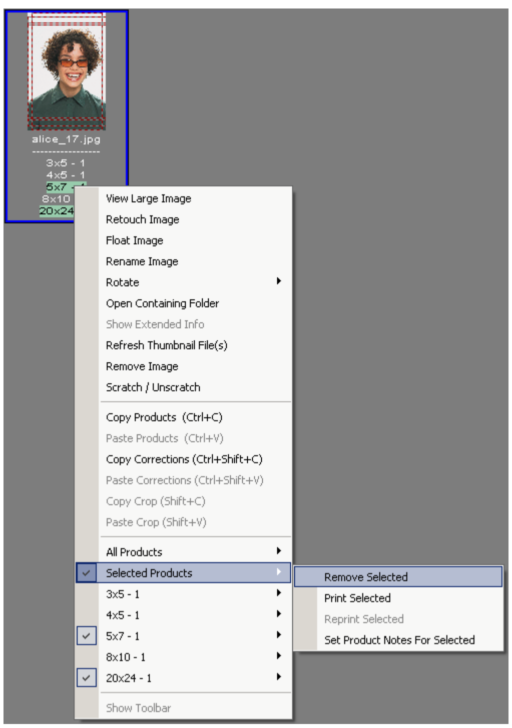
You can easily remove any products that you do not use.

1. Right-click on the product that you want to delete.
2. From the menu, select **Remove Product.**

REMOVING PRODUCTS

Select the products you wish to remove. Then, either:

- Press Control-Delete.
- Right-click and select **Selected Products | Remove Selected**. This option will only be available if you have two or more products selected at a time.



SELECTING PRODUCTS

You may select individual products, either singly or multiply, in order to modify their settings, or remove them from images.

1. In the thumb view, click on a product you wish to select.
2. Hold down the Control key to select additional products.

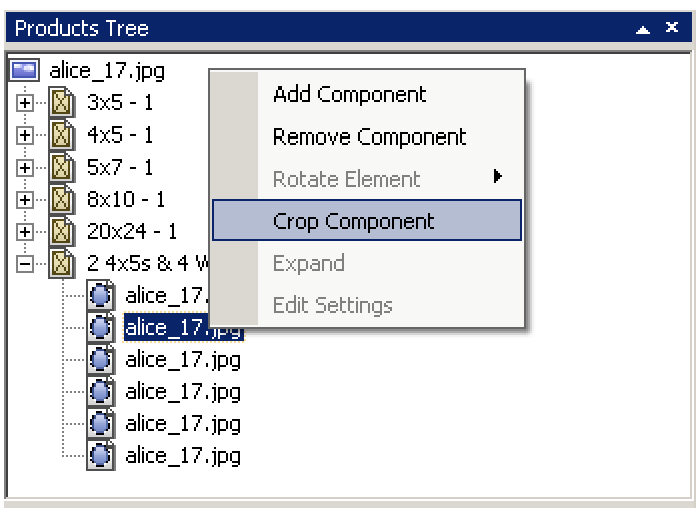
3. Select additional products.

4. The products you have selected are highlighted in green.

In the Large Image view, you may set the active product using the **Products Tree** bar.

THE PRODUCTS TREE

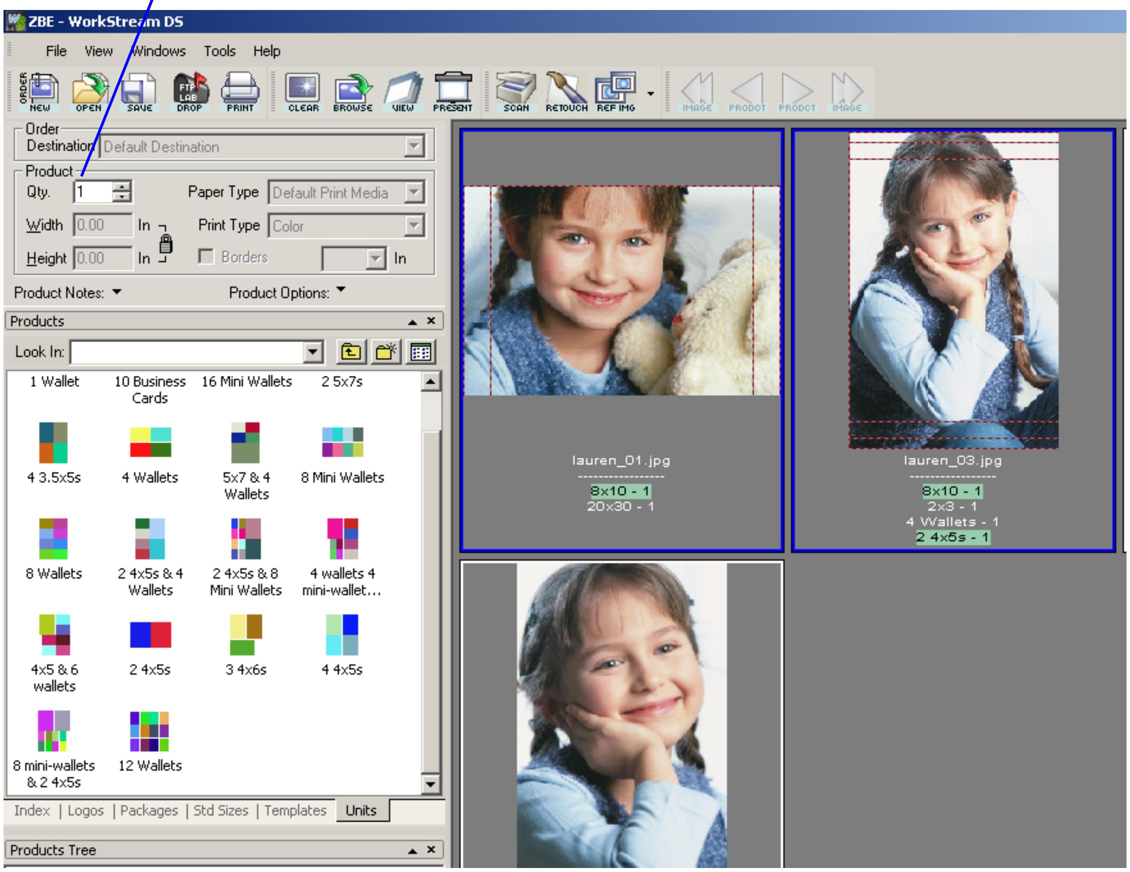
The Product Tree lists all of the products applied to a given image. It allows you to expand the contents of packages to view their contents, and also, combined with the Contents Bar, allows you to edit settings for each of the components in your product.



MULTI-SELECT PRODUCT CHANGES

Once you have selected multiple products, you can make changes to all of them, just as you would to a single product. The controls will be grayed out, but clicking them will allow you to edit them. The changes get applied when images or products get deselected, or when you choose to print, save or export. This can be especially handy for applying color changes to a batch of images.

Clicking the Qty field enables you to change the quantity for the selected products.



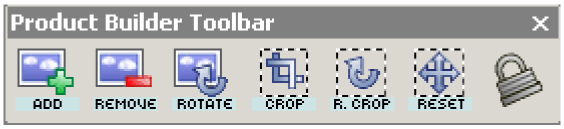
You may also remove the selected products using the right-click menu or the Control-Delete keystroke.

CHANGING A PRODUCT

Once you have added a product to an image, you can freely change any or all of the characteristics of the product. For example, you can change the number of prints, the print size (in some cases), and the material type. The changes that you make apply to this print only. To make permanent changes to a product, see "Modifying products" on page 32.

Adding Components

In addition, you can add, remove, and crop components with the following buttons:



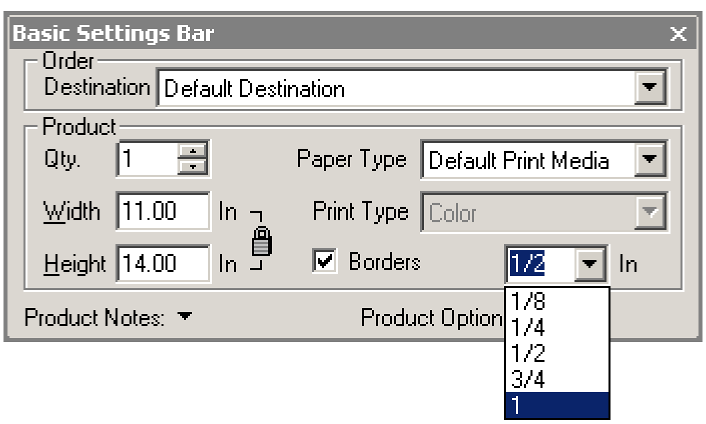
- **Add** - allows you to add components to the current print.
- **Remove** - removes the selected component.
- **Rotate** - rotates the selected component when the product is unlocked.
- **Crop** - takes you in and out of the cropping view of the selected image.
- **R. Crop** - rotates the crop of the selected component.
- **Reset** - sets the crop to a maximized center crop in the crop's current orientation.
- **Lock** - this button is explained in "The Cropping and Product Locks" on page 53.

Moving Components

You can move components in a product by unlocking the product, then dragging the desired components around on screen. Alternatively, you can change the top left position of any component in the Contents Bar.

Setting print size, borders, and quantity

Use the Basic Settings Bar to control the final printed image(s).



1. Click to select the product(s).
2. In the **Basic Settings Bar**, make adjustments to the width, height, and size of the print.
3. In the Borders area, you may set or modify the borders around the print(s).
4. You may also change **Paper Type**, **Print Type** (Color or Black & White), or **Quantity**.

The Cropping and Product Locks

There are two lock buttons in WorkStream. The lock button on the **Print Size Settings** bar is the **Product Lock**.

- Locked: the aspect ratio is locked for all components of the selected product.
- Unlocked, you may resize the image

The lock button on the **Product Builder Toolbar** is the **Component Lock**.

- Locked: the aspect ratio is locked for the selected component.
- Unlocked: the aspect ratio of the crop may be changed in the cropping view, and the image may be resized in the large image view.

IMAGES IN AN ORDER

WorkStream DS provides many tools to help you work with images. You can use these tools on thumbnail images or on full-screen large images.

ADDING AND REMOVING IMAGES FROM AN ORDER

To Add or Remove images from an order, see "Adding images to an order" on page 16 or "Removing images from an order" on page 17

FLOATING AN IMAGE

You can "float" any of the images in an order. When you float an image, the image is opened in a separate window to be used as a reference. You can move or resize the window to suit your preference. A floated image provides a good consistent reference that you can use for comparison to the other images in the order.

Show without Color Correction: Click and hold this button to display the floating image with its original colors. Release the button to display the image with color corrections you have made.

These settings show the color corrections you have made in the Color Correction panel:
D = Density
C = Cyan
M = Magenta
Y = Yellow
Ct = Contrast
S = Saturation
Sh = Sharpen

Click this button to toggle between these two settings:

Freeze Color Corrections: Make color corrections on the main image without changing the floating image.

Lock Color Corrections to Main Image: Change the floating image to match the corrections you made on the main image.

1. To open any image as a floating image, click the image to select it. Right-click to open the drop-down menu and select Float Image. Alternatively, use the ’**F**’ hotkey.
2. To adjust the size of the floating image, drag on any corner.

SCRATCHING AN IMAGE

To allow images to remain part of an order, but to indicate that you do not plan to print them, it may be useful to *scratch* them. Using **Scratch Image** on the right-click menu in the thumbnail view, you may place a red X over the selected images. You may also use the '**X'** hotkey.

Once you have scratched an image, products will no longer be added to it.

To unscratch images:

1. Select the desired image(s).

2. Right-click on one of the images in the selection.

3. Select **Unscratch Image**.

Alternatively, you may use the X or Shift-X keystroke on the selected image.

You may purge scratched images at any time in one of two ways:

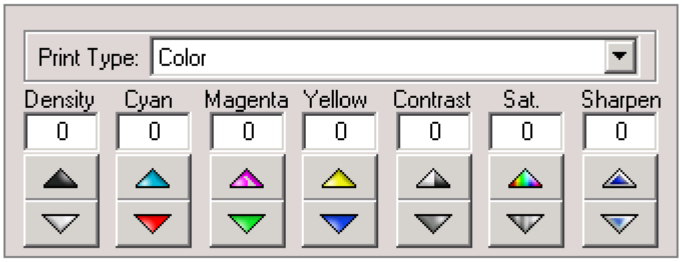
- Right click on any image in the thumbnail view, and select **Purge Scratched Images**.
- Select **Purge Scratched Images** from the **Tools** menu.

You may also sort your images by scratched status. Go to **Tools | Arrange Images | By Scratched Status**.

ADJUSTING COLOR

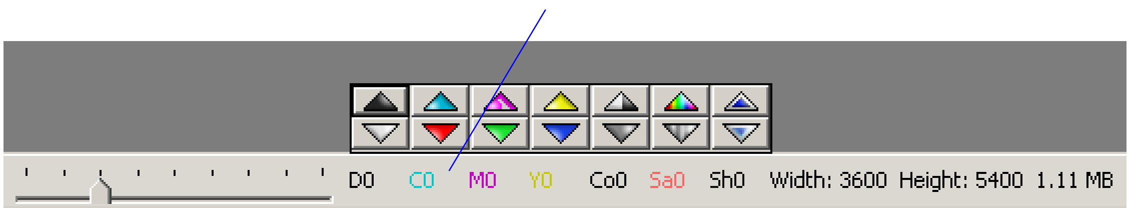
Use the Color Correction panel to make very precise color adjustments to one or more images.

1. Click to select the image(s).
2. In the Color Correction panel (Select Color Corrections from the Windows menu), click the arrows to adjust color, density, saturation, sharpness, and contrast.



Alternatively, you may use the Color Correction Slider bar, which is accessible by clicking on the color corrections listing at the bottom of the thumbnail view:

Click in this area to view the Color Correction Slider bar and make color corrections.



3. To temporarily hide the corrections you have made in order to view the original image, you may use the ’**K**’ hotkey to toggle the corrections on and off.

Floating Images and Color Corrections

1. To adjust the color of the floating image, click the up or down arrows in the color correction bar. The floating image changes to show your corrections. The settings are displayed above the floating image.

2. To compare your color corrections with the original image, click *and hold* the first button above the floating image. The floating image is displayed with its original color settings. When you release the button, the floating image appears with the corrections you have made. (see "Floating an image" on page 54 for more about floating images)

3. Click the second button above the floating image to toggle between the following settings:

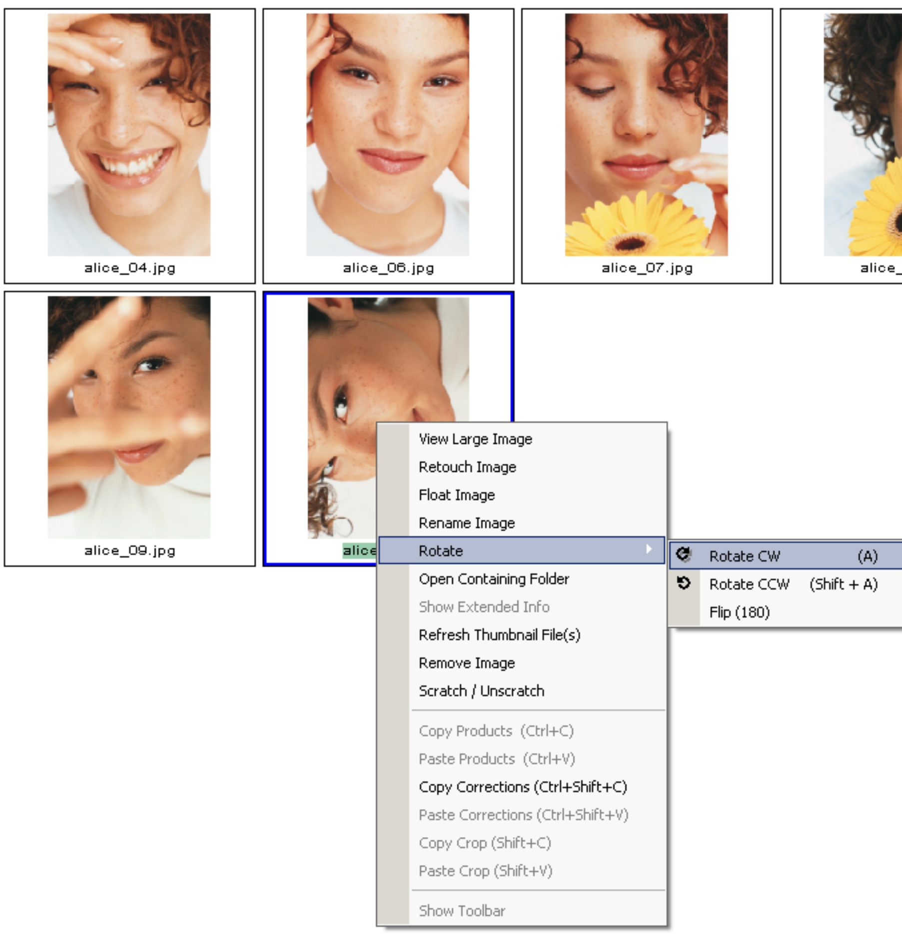
Freeze Color Corrections	Make color corrections on the main image *without changing* the floating image. This setting makes it easy to compare the two images.
Lock Color Corrections to Main Image	Change the floating image to match the corrections you have made on the main image.

ROTATING IMAGES

1. To rotate an image, select it by clicking on the thumbnail.

   You can rotate multiple images at the same time by selecting all of the images you wish to rotate.

2. With the image(s) selected, right-click and select **Rotate | Rotate CW** (clockwise), **Rotate | Rotate CCW** (counter clockwise), or **Rotate | Flip (180)**.



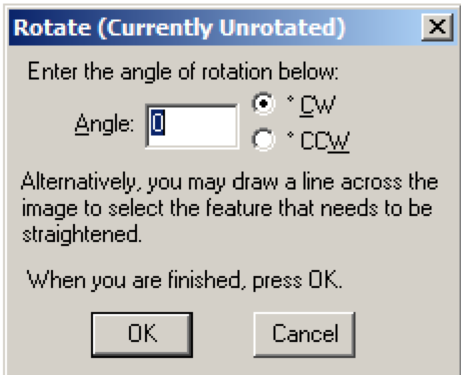
ARBITRARY ROTATION

When you are in Cropping Mode, you may rotate an image any number of degrees. This can be useful for straightening images, or just to present your image in a different way. Without products applied, you can simply double-click an image, and begin to rotate it. There are three ways to rotate your image.

Rotation via Menu

By pressing Ctrl-A, or selecting **Rotate|Arbitrary** from the right-click menu, you can bring up the **Arbitrary Rotation** menu.

This menu allows you to directly enter a number of degrees, clockwise (CW) or counter-clockwise (CCW) to rotate the image.



Rotation via Aligning to line

Alternatively, while the **Arbitrary Rotation** menu is shown, you can select two points on the image, drawing a line between them, and rotate the image so that the line you have chosen is straight.

Drawing a line between the model's eyes allows us to straighten the head in this image.

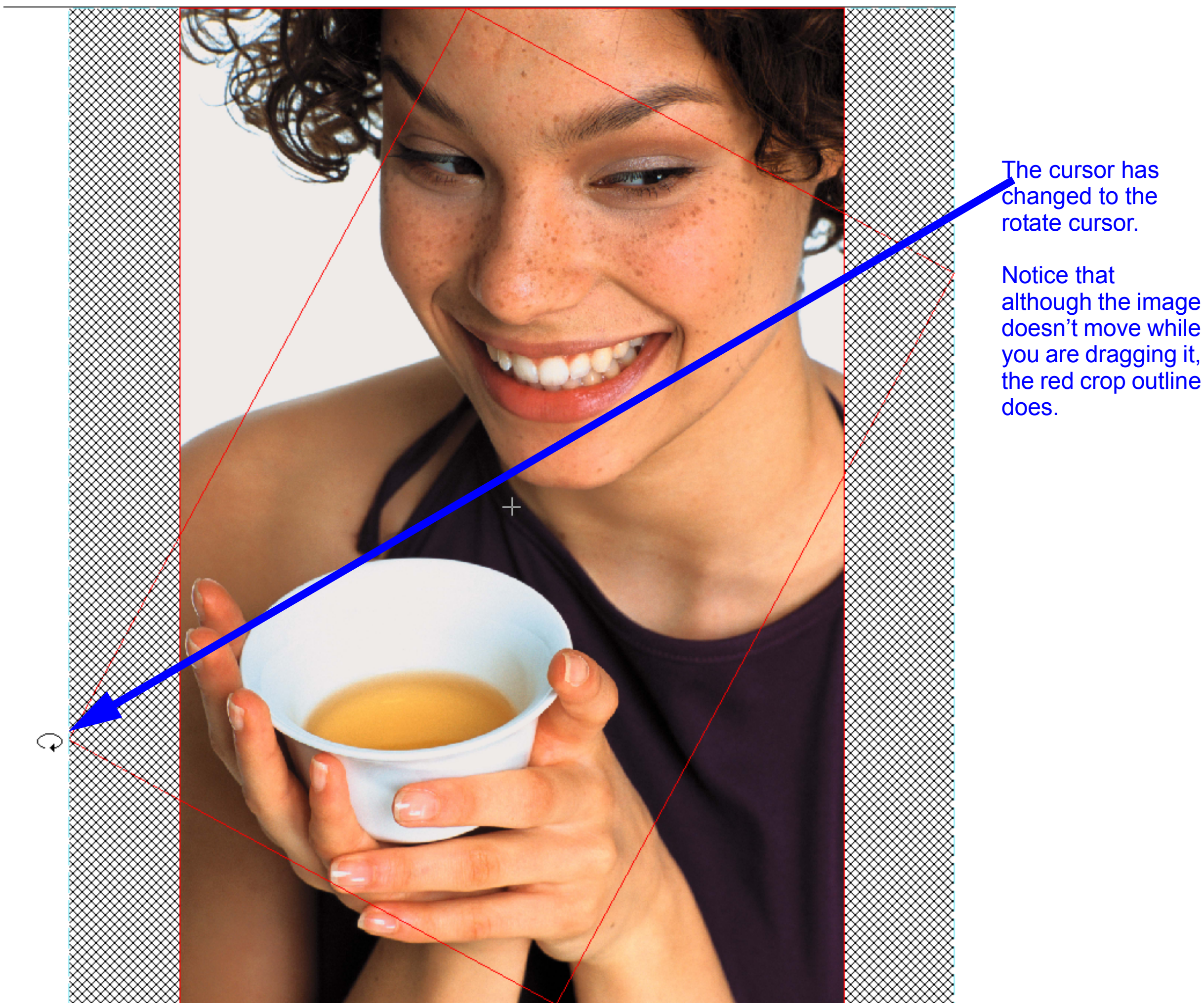
We could just as easily have used this feature to straighten a crooked scan by finding a line that should be straight, and tracing over it.

After the rotation has been applied, the image looks like this:

Note that the crop has been adjusted to stay within the bounds of the image.

Rotation via Dragging

It is also possible to click on any corner of the image, and rotate by dragging. The cursor will change to the rotate cursor (shown in the screen below).



APPLYING DEFAULT CROPS

Often times you will want to apply the same crop to all images on a product. This is possible using the **Match All Crops** feature (page 63). However, it is easier to go through an order and crop the images first. When products are added later, they will use the *default crop* you have established.

To apply a default crop:

1. Double-click on a thumbnail. This will take you to the large image view.

2. Notice that there is a fine red line around the image. This is the crop. Position your cursor over it.

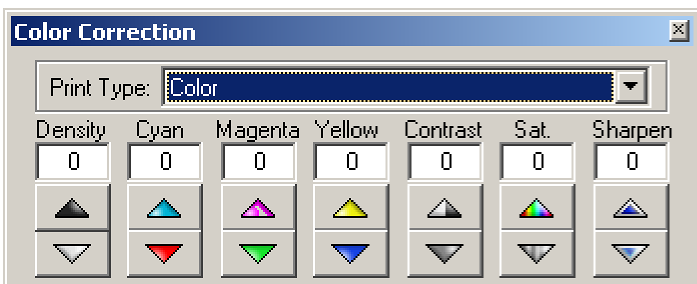
3. Notice that your cursor changes to a double-headed arrow. When this happens, you can click and drag the crop. This will resize the crop.

4. To move the crop, move your cursor inside the crop, so it is positioned above the image. It will change to a four-headed arrow. You may now reposition the image by clicking and dragging.
5. To change the crop aspect ratio, unlock the crop, using the large lock button. You may then continue to resize and reposition the crop. When you are finished, lock the crop. You may also rotate the image at this point, using any of the methods described in "Arbitrary Rotation" on page 58.

ADJUSTING COLOR

Use the Color Correction panel to make very precise color adjustments to one or more images. You can adjust colors either in thumbnail view or in large image view. However, this capability is available only if your photo lab permits you to make color adjustments.

1. Click to select the image(s).
2. In the Color Correction panel (**Windows | Color Corrections**), click the arrows to adjust color, density, saturation, sharpness, and contrast.



Alternately, you may use a ZBE Color-Pro II.

CROPPING

Each product added to an image may be individually cropped. In some cases the print size may not match the shape of the image file and the image will be automatically cropped by WorkStream. In either case, you can adjust the crop to your preference.

You may crop from the large image view by holding down the control key and dragging the image around until you are happy with its position inside of the crop rectangle. Release the control key when you are done. However, the following procedure will give you more control over the cropping:

1. Double-click the image you want to crop to open a larger view of it.
2. Load the product you wish to crop by double clicking on the desired product in the Products Tree, then double-clicking on the image.

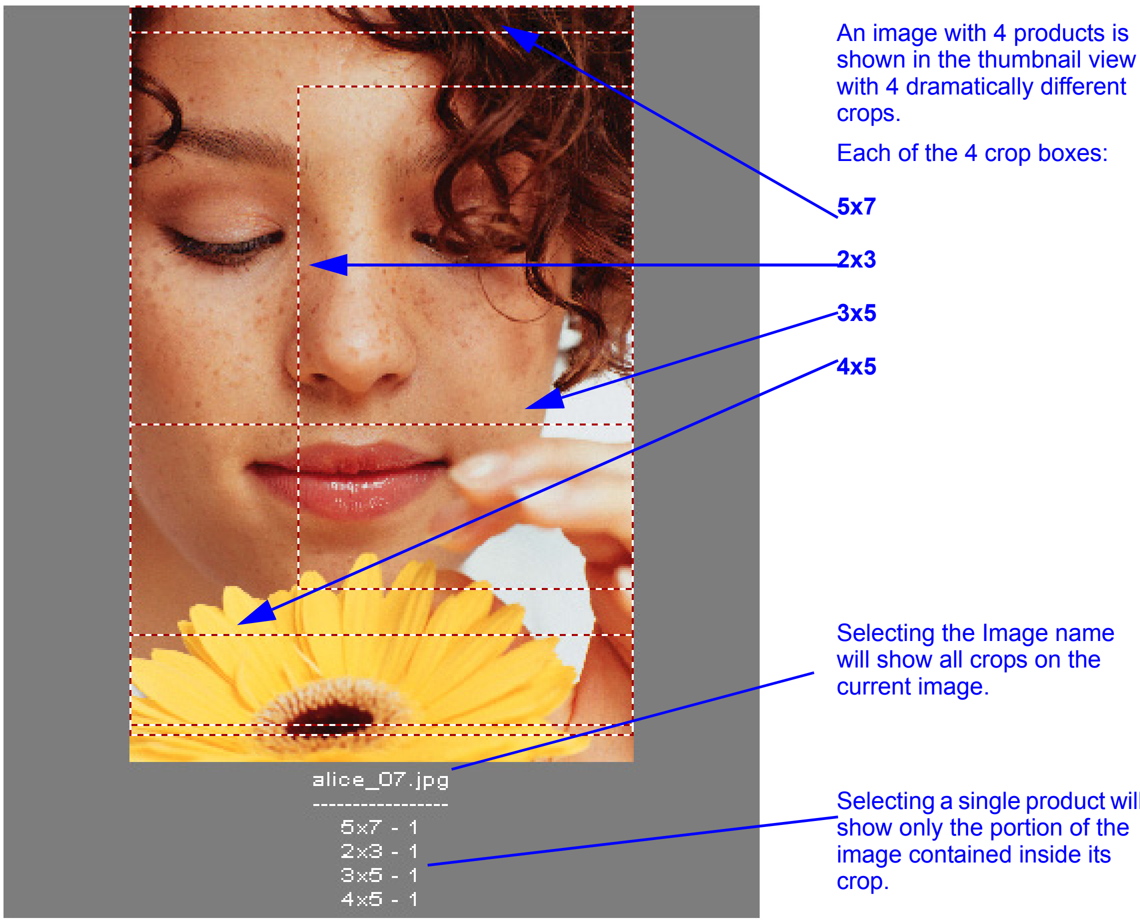
Time-Saver: As an alternative to step two, you may hover the mouse over the crop outline for the product you wish to crop in the thumb view. When the cursor changes to an arrow, simply double-click, and you will be taken to the cropping view.

3. Grab the crop outline and drag it to the size you want.

4. To move the crop, click inside of the cropping rectangle and drag the crop to position it.

View All Crops

The **View All Crops** feature shows a dotted line for each of the crops in the thumbnail view. To activate this feature, go to **Tools | Options | Display Settings** and check **Show All Crops**.



When the image name is selected, all crops will be shown. When single product names are selected, only the portion of the image contained inside the product's crop will be shown.

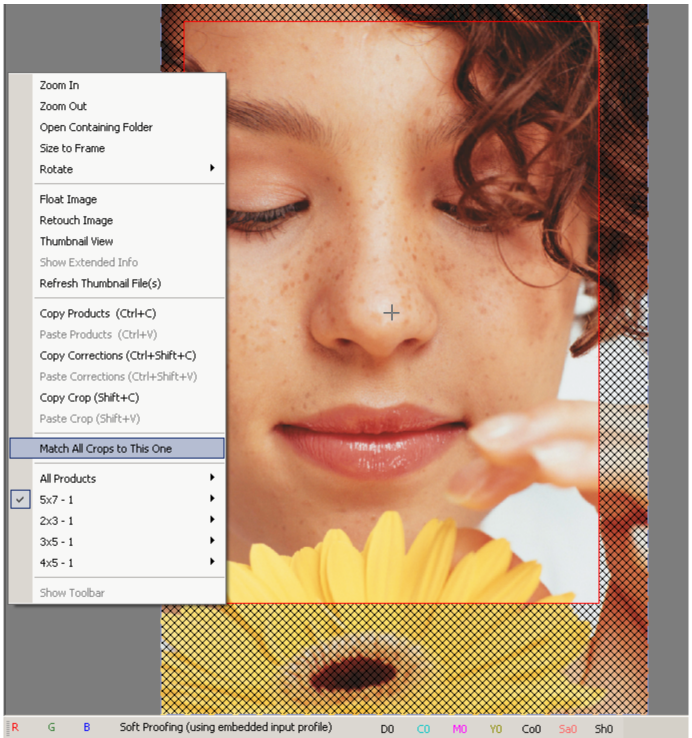
Copying Crops

A crop can now be copied from any non-template product on any image in an order and pasted to all other non-template products in the order. With a single product selected, press Shift+C to copy the crop. With any number of products selected on any number of images, press Shift+V to paste the crop. Right click menu options are available for this as well.

Match all Crops

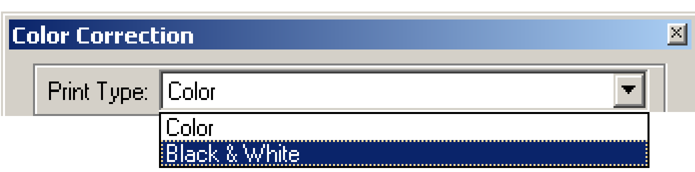
Match All Crops allows you to crop one product just the way you like it, and then apply it to all other products on the current image. You must be in the Large Image View or the Cropping

View to use Match All Crops. Once you are done cropping the image, right-click and select **Match All Crops to This One**. To see the results, you can use the **View All Crops** functionality, documented above.



CREATING A B&W PRINT

In some cases, you may choose a black and white print. Use the Color Correction panel to change an image to black and white.

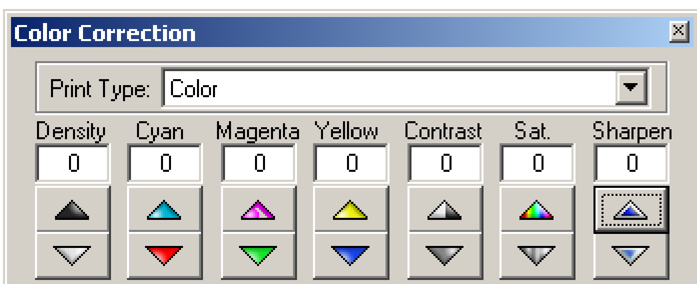


1. Click to select the image(s).
2. In the Color Correction panel, open the Print Type drop-down list. Select **Black & White**.

3. An indicator will appear next to the product, showing that it will be printed in Black & White.

SHARPENING AN IMAGE

Use the controls on the Color Correction panel to sharpen an image.



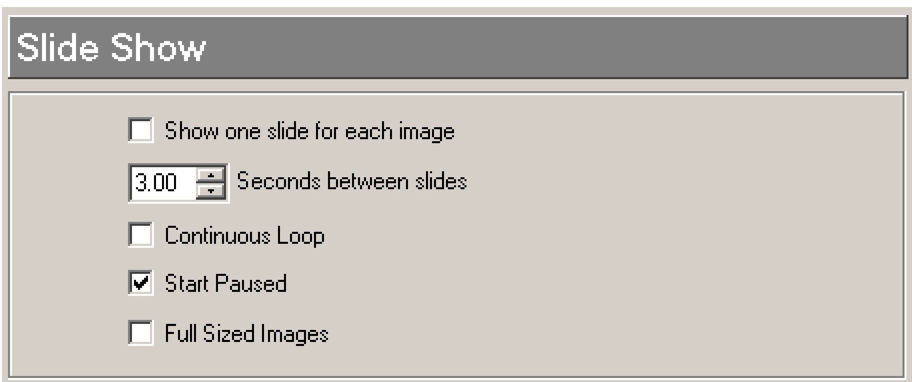
1. Click to select the image(s).
2. In the Color Correction panel, click the arrows under **Sharpen**.

VIEWING A SLIDESHOW

To view a slideshow containing all of the images in your order, use the **Presentation** button.

To modify your slideshow settings, click the **Tools** menu, and select **Options**. In the Slideshow Options page, you will be able to adjust the following settings:

- **Show one slide for each image**: If unchecked, a slide will be shown for each product on an image. One slide will be shown for images without product. If checked, each image will be shown only once, regardless of the products applied to it.
- **Seconds between slides:** Adjust this option to alter the timing of your slideshow.
- **Continuous Loop:** This option causes the slideshow to continue playing until the **Exit** button is clicked. Otherwise, the slideshow exits after all the slides have been shown.
- **Start Paused:** If this option is checked, pressing the slideshow button will switch to the slideshow view, but will not begin until you press the start button.
- **Full Sized Images**: This option maximizes the images on the screen.



SCREEN VIEWS AND LAYOUTS

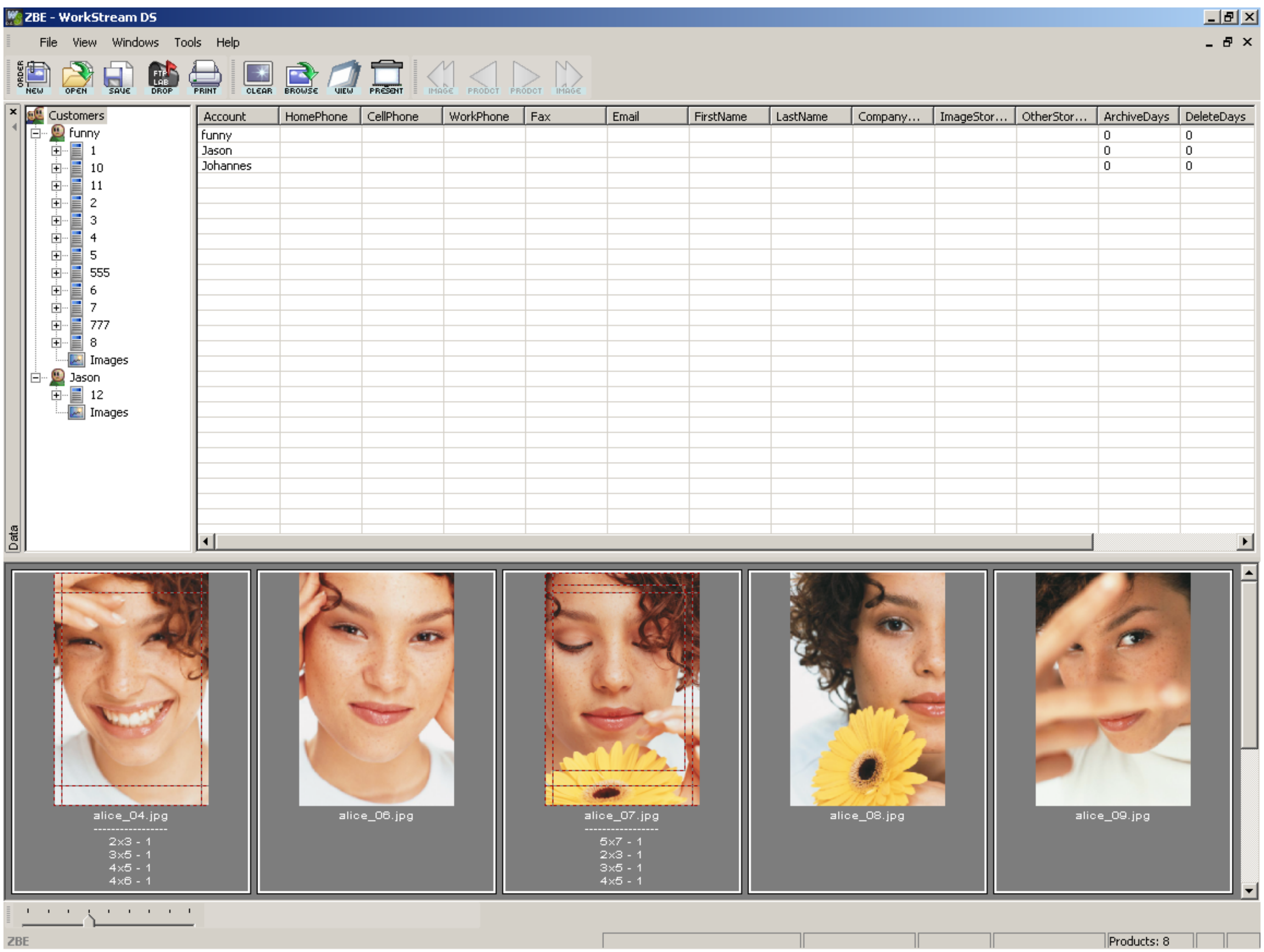
WorkStream DS provides different screen views for different functions or uses. In addition to the three views that are automatically installed with WorkStream DS, you can create your own views with the specific components you want to see.

USING THE DEFAULT VIEWS

Five standard views are provided in WorkStream DS. You can quickly rotate between these views as you work by clicking the **View** button in the toolbar. 

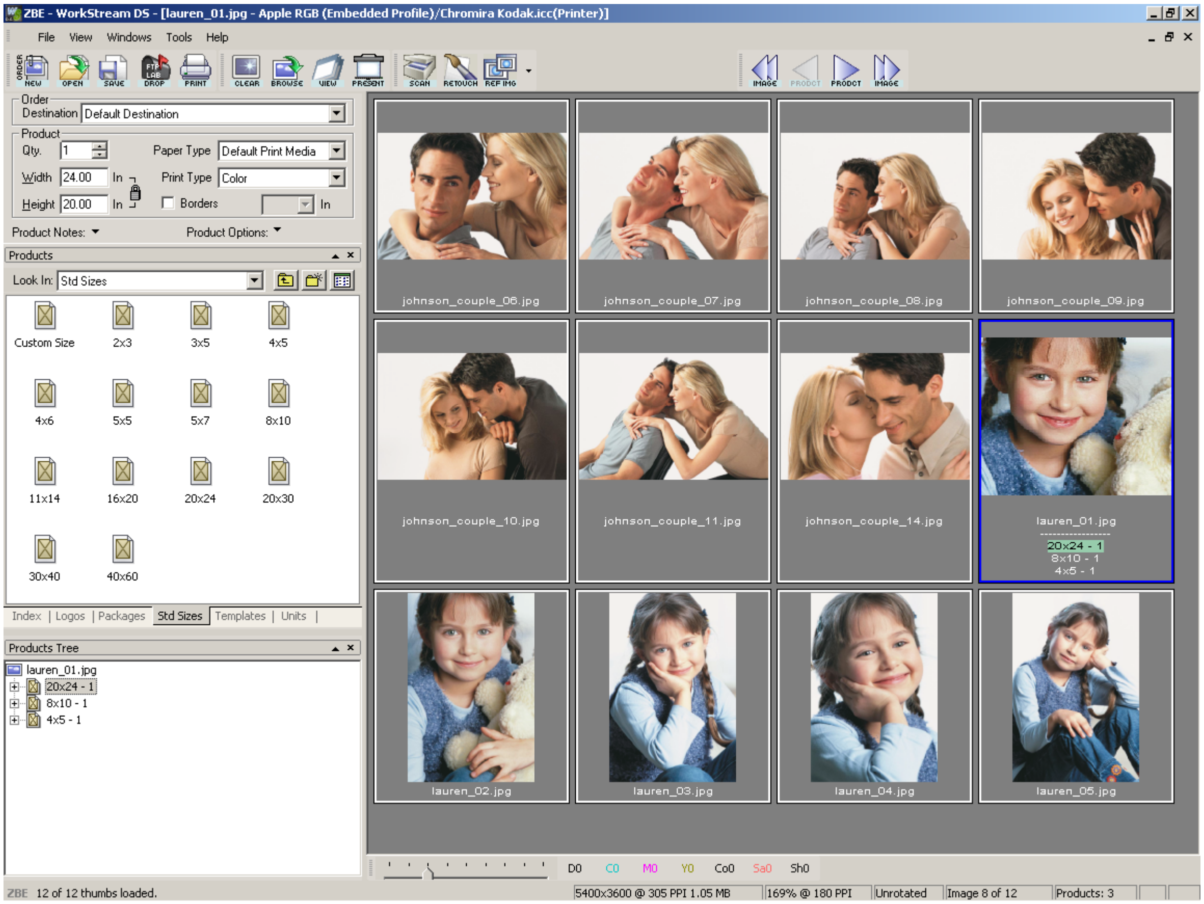
Customers

In Customers View, the top panel shows information on your customers and the orders they have placed. The lower panel shows the current order.



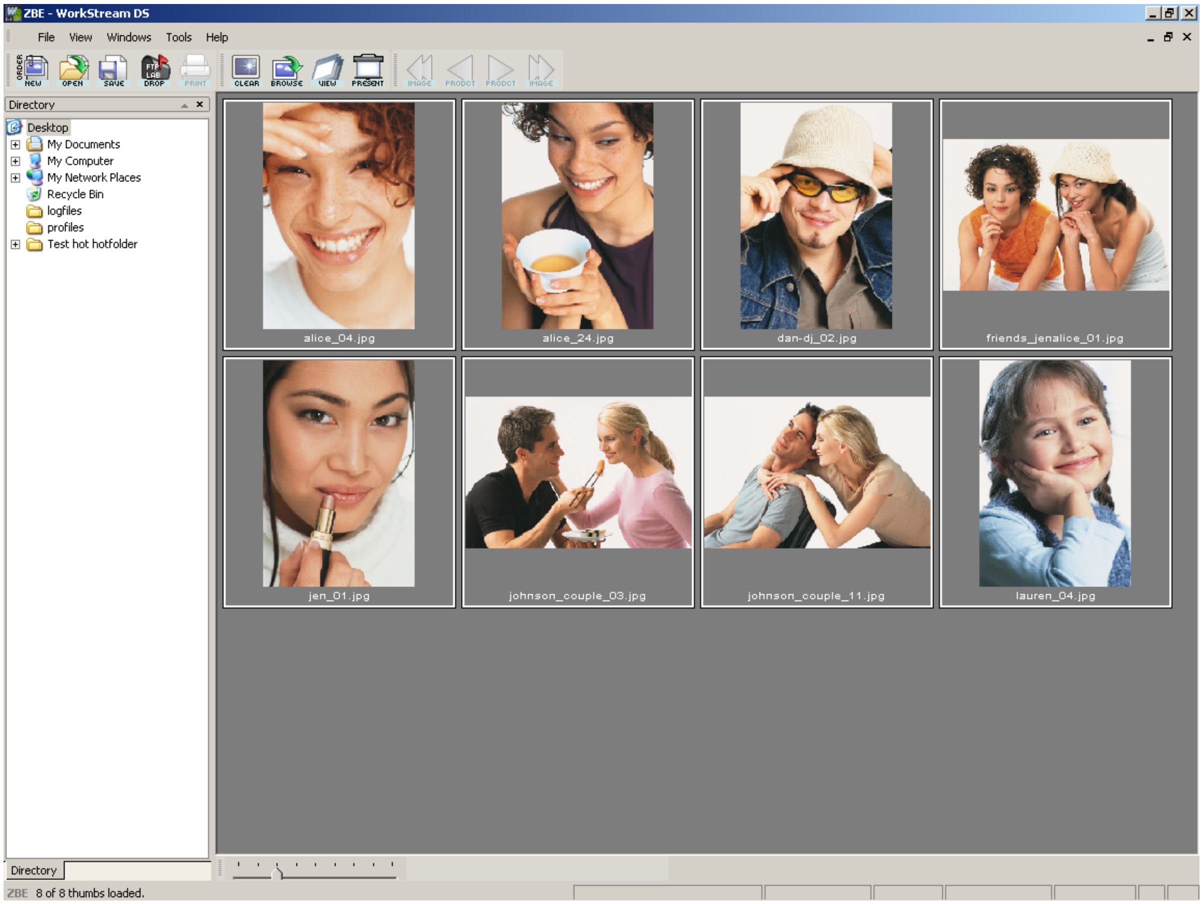
DS View

DS View contains products, settings for products, and color correction controls (if permitted by your photo lab) that you can apply to the images in the main panel.



Folder View

In Folder View, the file structure on your computer appears in the left panel. This view allows you to preview or load the contents of an entire folder onto the main panel. Clicking on any folder clears the screen and loads previews of its contents.



Presentation

The presentation view is used for slideshows. Clicking the eject button (top) at the far left will return you to WorkStream DS.

Product Builder

The product builder view is used for creating and modifying your products. It is fully documented in "The Product Builder: Creating a New Product" on page 40.

SWITCHING VIEWS

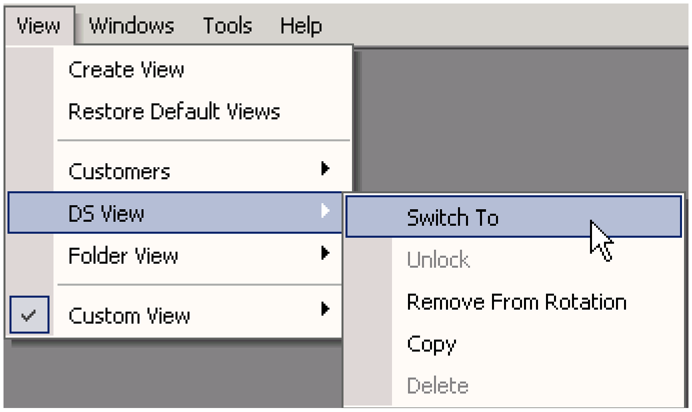
1. To change to an alternate view, click the **View** button on the toolbar. 

   The view switches to the next one on the *Rotation* list.

2. Click the **View** button again to switch to the next view on the list.

   To add or remove one or more views, see "Changing the rotation of views" on page 74.

3. To switch directly to a specific view, select the view you want to use from the View menu. From the submenu, select **Switch To**.



CREATING A NEW VIEW

The views in WorkStream can be changed to suit your individual needs or preferences. Using the Create View option, you can create a new view and arrange the windows and controls into any layout you like.

Tip: In most cases, the easiest way to create a new view is to copy and modify an existing view, rather than starting from scratch with a new view. See "Copying a view" on page 74.

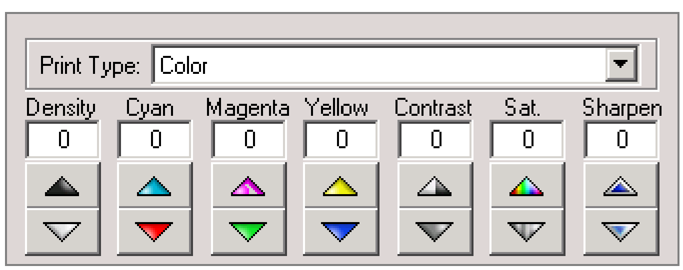
1. To create a new view, select **Create a new View** from the View menu.

2. In the New View dialog box, enter a name for your view and click **OK**.

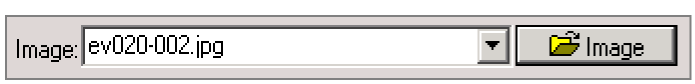
An empty view, with no controls, appears.

3. From the **Windows** menu, select any of the controls you want to have on that view.

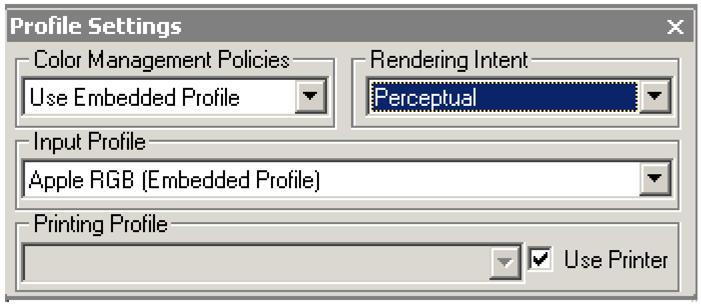
Color Corrections



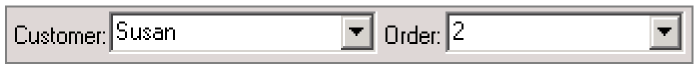
Images Bar



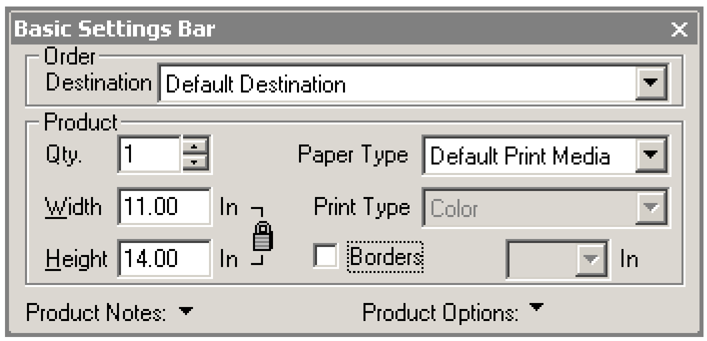
ICC Bar



Order Lookup



Basic Settings Bar



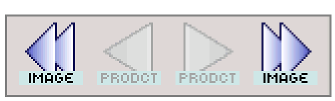
Button Bars

Orders Bar

Image Bar

Feature Bar

Navigation Bar

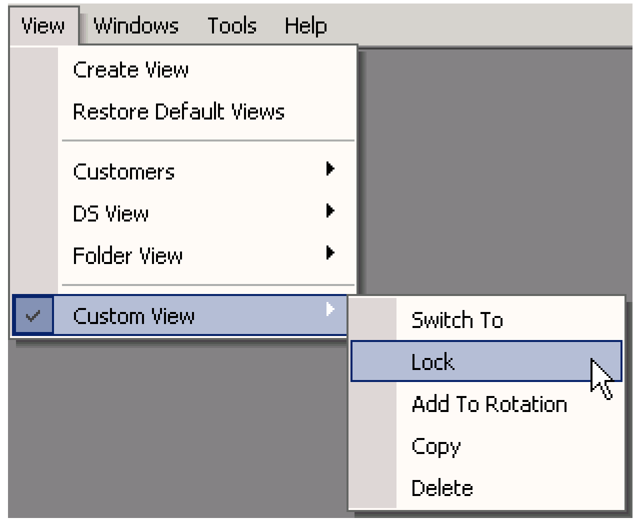


Panels

Products	All the available print products you can apply to an image.
Data	Customer and order data.
Folder Tree	Directory structure of your computer.

LOCKING A VIEW

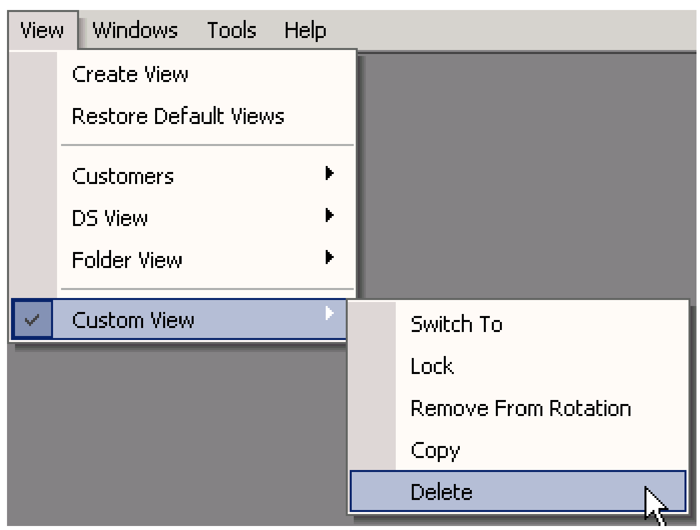
After creating your new view, it is best to lock it. Locking a view prevents the controls or windows from being inadvertently moved while using WorkStream.



1. From the View menu, select the name of your new view. (Custom views are listed at the bottom of the menu.)
2. From the submenu, select **Lock**.

DELETING A VIEW

You can delete any of the views that you have created. *Be aware, however, that once you delete your view, it is gone. You cannot un-delete it.*

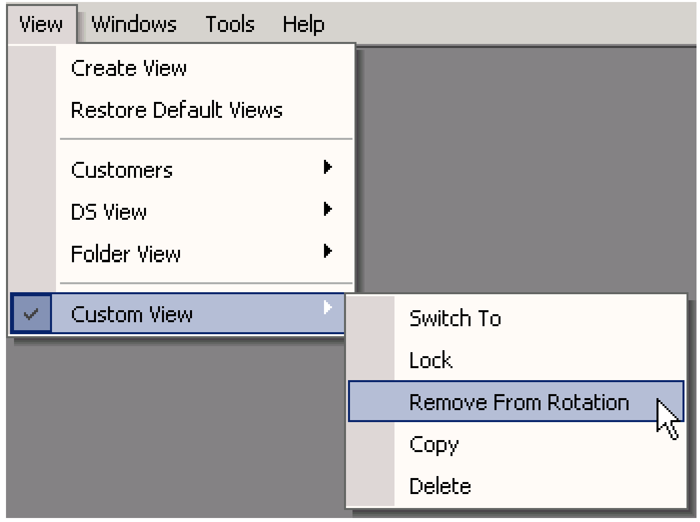


You cannot delete any of the default views provided by WorkStream (Customers, DS View, Folder View, Presentation, Product Builder). If you wish, you can remove any view from the view rotation. (See "Changing the rotation of views" on page 74.)

1. From the View menu, select the view you want to delete. (Views you have created are listed at the bottom of the View menu.)
2. From the submenu, select **Delete**.
3. In the Warning dialog box, click **Yes** to delete the view.

Important: Remember that once you delete the view, it cannot be recovered.

CHANGING THE ROTATION OF VIEWS

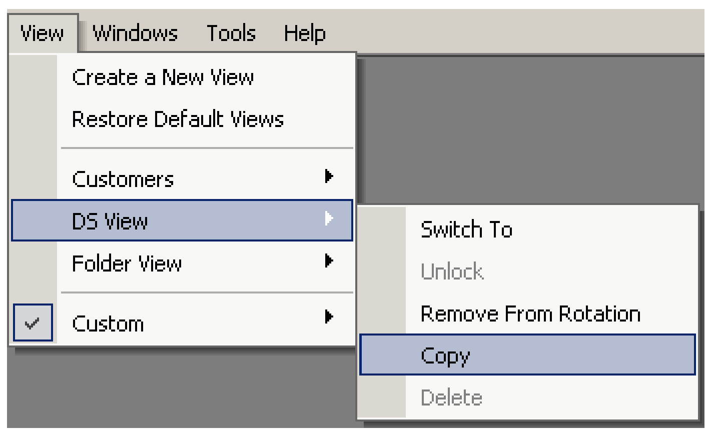


Clicking the View button on the toolbar changes the view to the next one on the rotation list.If you do not want a particular view to be opened with the View button, you can remove that view from the rotation list.

This action does not delete the view; it only removes it from the views that you see when you click the View button. You can still open this view by selecting it directly from the View menu.

1. From the View menu, select the name of the view you want to remove.
2. From the submenu, select **Remove from Rotation**.

COPYING A VIEW



In most cases, the best way to create a new view is to copy an existing view, and then modify it to suit your needs.

1. From the View menu, select the view you want to copy. From the submenu, select **Copy**.
2. In the New View dialog box, enter a name for your view and click **OK**.
3. Use the **Windows** menu to select options to add or remove from your new view. Move panels around on the screen to suit your needs.
4. When you have finished, select your view from the View menu. From the submenu, select **Lock**.

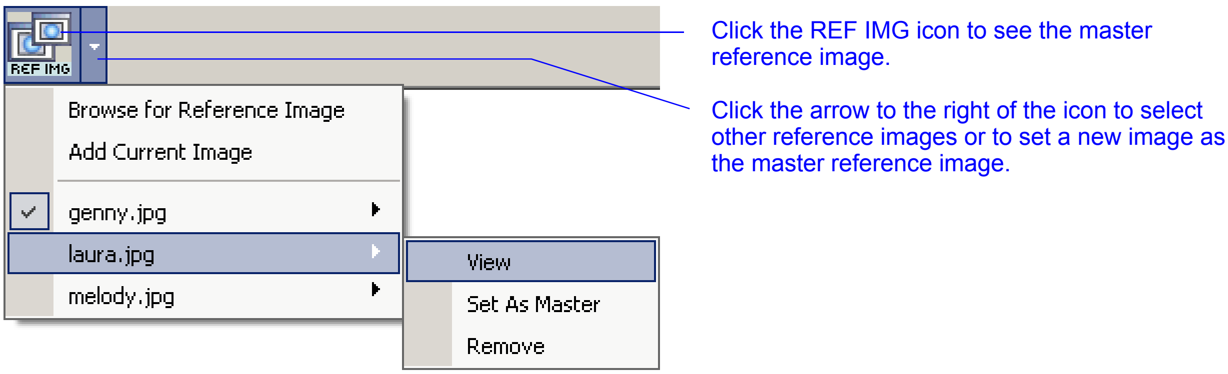
REFERENCE IMAGES

Reference images provide a visual reference for color comparison. They open in a separate window which you can compare to the images in your order. WorkStream includes three reference images: Genny, Laura, and Melody.

You can have up to fifteen reference images. You can open any or all of them at any time on screen. One of the reference images is designated as the master reference image; it is the image that opens when you click the **REF IMG** button. You can set any of your reference images to be the master reference using the menu arrow beside the REF IMG button on the toolbar.

OPENING A REFERENCE IMAGE

1. To open the master reference image, click the **REF IMG** button on the toolbar.
2. To open one of the other reference images, click the **arrow** next to the **REF IMG** button. Scroll to the image you want to open and select **View**.

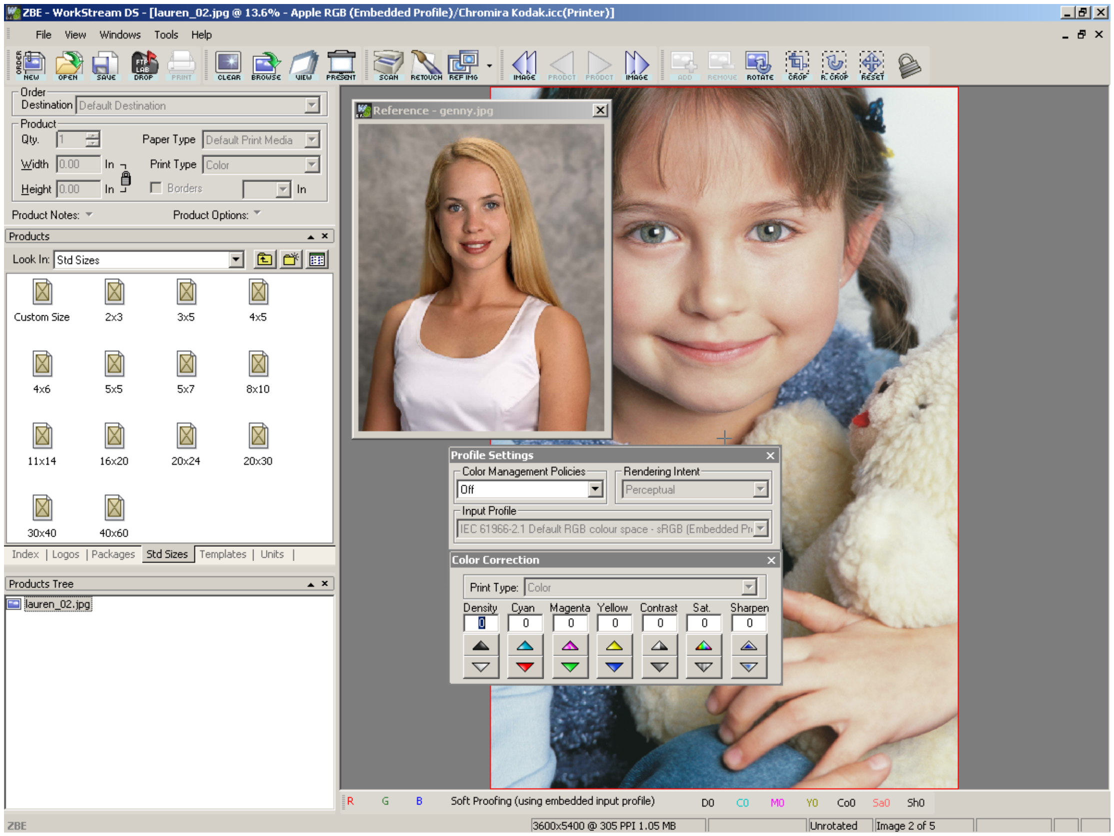


COLOR CORRECTING REFERENCE IMAGES

In addition to viewing reference images, you can also apply color corrections to them, if your lab allows.

1. Right click the floating reference image, and select **Edit Color Corrections**.

2. The Profile Settings and Color Correction Bar will pop up and become enabled.



3. Make any desired changes to the corrections.
4. To save the corrections you have made, simply close the floating reference image window. You will then be prompted to save. Alternatively, you can right click on the image and select **Save Color Corrections**.
5. To discard them, manually reset the corrections to where they were when you began making corrections.

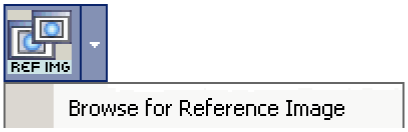
ADDING A NEW REFERENCE IMAGE

In addition to the reference images provided with WorkStream, you can add your own images. There are two ways to select a new image.

Adding an image by browsing

1. To add a reference image, click the *arrow* next to the **REF IMG** button.

2. Select **Browse for Reference Image**.

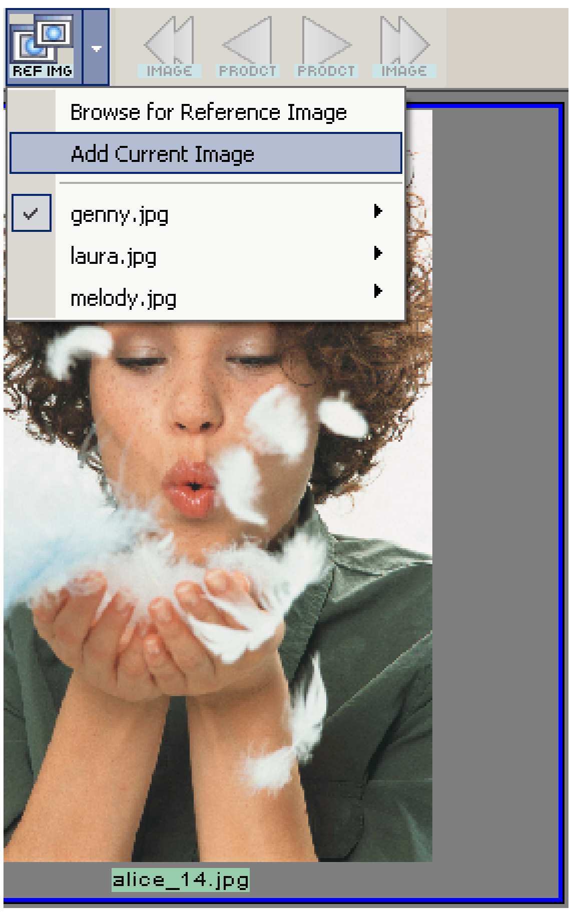


3. Navigate to the image you want to add and click **Open**.

Adding an image currently open on screen

Alternately, you can add one of the images open on screen in your current order as a reference image.

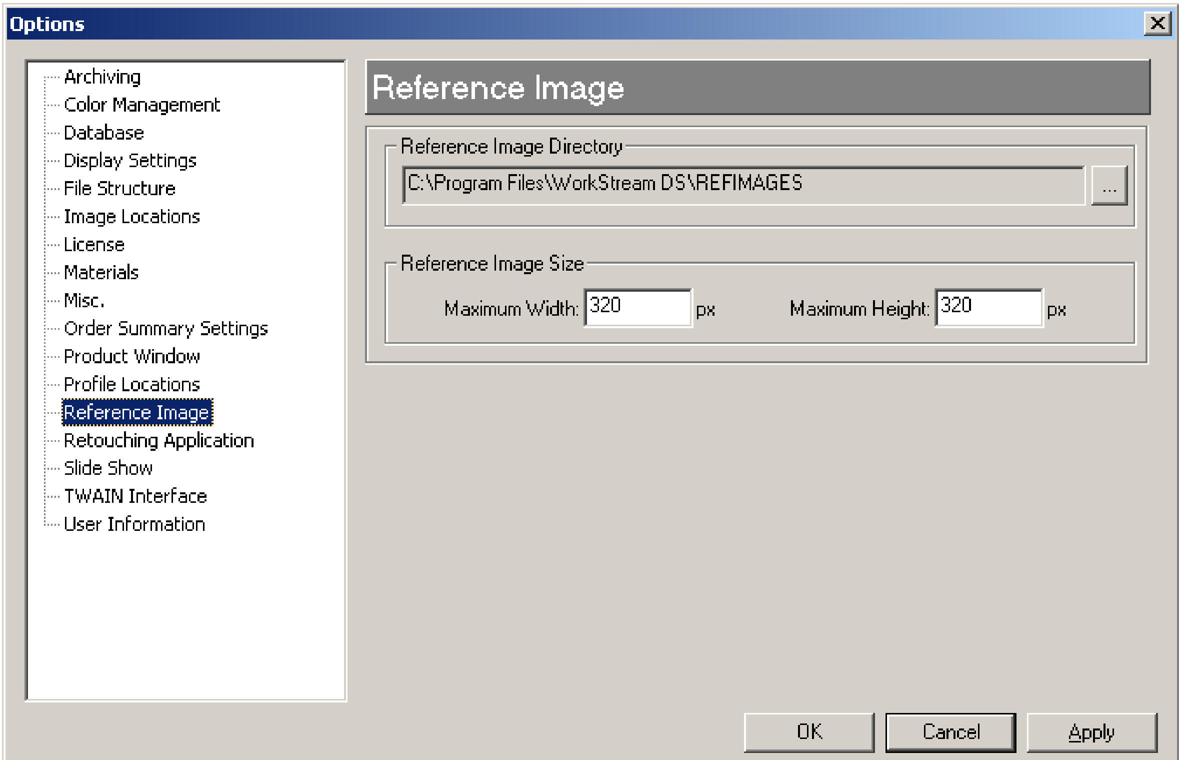
1. With an order open on screen, click the image you want to use.
2. With the image selected, click the *arrow* next to the **REF-IMG** button.
3. Select **Add Current Image**.



The image appears in a separate reference window.

SETTING REFERENCE IMAGE OPTIONS

In the Reference Image Options panel, you can identify the location of your reference images, and set the maximum width and height for the images. To open this panel, select **Options** from the Tools menu. Then click the **Reference Image** tab.



You may also adjust the color corrections on a reference image. Do this by right-clicking on the image, and selecting **Edit Color Corrections**. The Color Correction Bar and the Profile Settings Bar will pop up, to give you the opportunity to adjust the color settings.

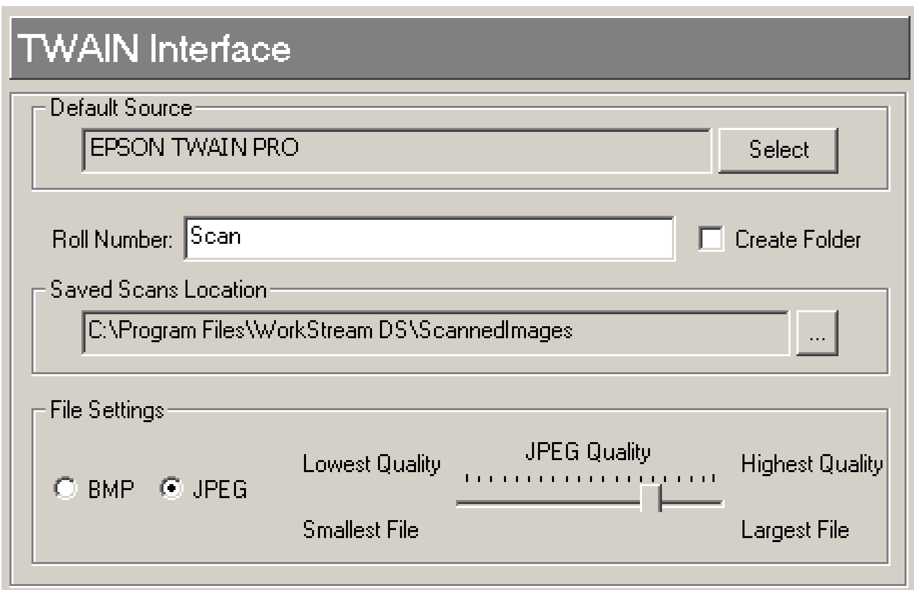
SCANNING

WorkStream can connect to any Twain device. Twain is the standard method for connecting with most scanners.

SETTING UP YOUR SCANNER

The Scanner Options panel sets up your scanner and identifies where scanned files are to be stored.

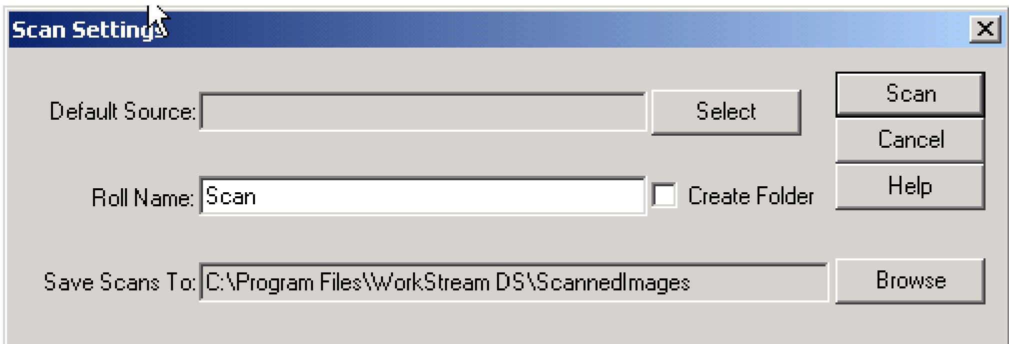
To open this panel, select **Options** from the Tools menu. Then click the **TWAIN Interface** tab.



SCANNING IMAGES

Once you have set up your scanner in the Options panel, you are ready to scan images.

1. To scan an image, click the **Scan** button on the toolbar.



2. In the Scan Settings dialog box, click **Select** and chose from the list of Twain devices installed on your computer. If you do not see your scanner listed, it is probably not installed on the computer you are using.
3. In the Roll Name field, enter the name of the roll or order.

   All scan files created will automatically be prefixed with the Roll name and will be sequentially numbered starting with 1. For example. If the roll name is "order123-," the files will be named: order123-1, order123-2, order123-3, and so on.
4. If you need to create a new folder for this roll or order, check the **Create Folder** check box. A folder with the same name as the roll name will be created before starting the scans.
5. In the Save Scans To field, browse for the location where you want the scans to be stored.

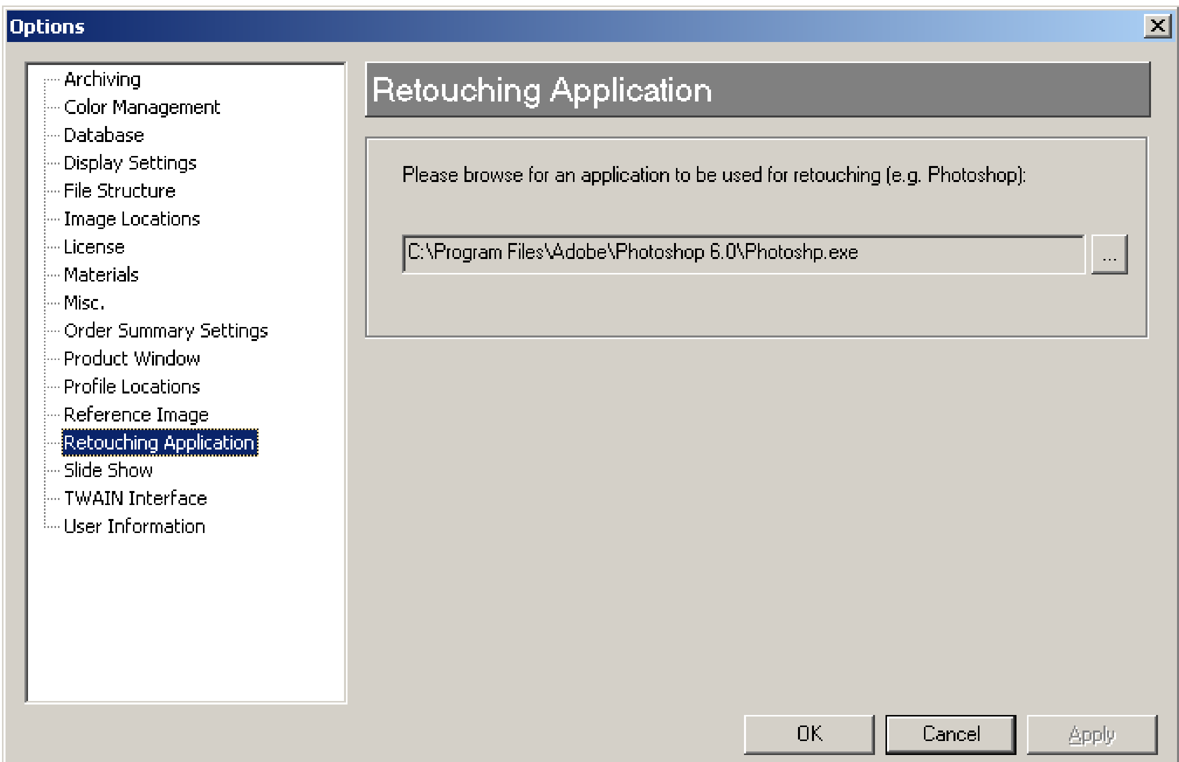
   If you have checked the **Create Folder** check box, WorkStream will create a folder in this location and store the scans in that folder. If you have not checked the **Create Folder** check box above, the scans will be stored directly into this location.

RETOUCHING

All of the power of your retouching software can be accessed from within WorkStream. You simply identify what software you want to use for retouching.

Setting the retouching application

1. From the Tools menu, select **Options**.
2. Click the **Retouching Application** tab.



3. Click the **Browse** button (button with three dots) beside Retouching Application to browse for the program you want to use. Click **OK**.

Using the retouching application from WorkStream

1. Select the image you want to retouch.
2. Click the **Retouch** button on the toolbar.

Photoshop (or your favorite image manipulation software) opens automatically with the currently selected image.

3. After you have finished working on the image, save it again. WorkStream sees that the image has been resaved and reloads it into WorkStream.

OPTIONS

The **Options** pages (**Tools | Options**) give you access to WorkStream's settings. They will be automatically set for you when you run the setup wizard, and after you run the configuration file from your photo lab. This section is provided for reference, should you wish to change some of the options.

Archiving	Settings for pruning your database.
Color Management (if permitted)	Determines how WorkStream displays and corrects the colors in image files. See page 86.
Database	Identifies the location of the built-in database for storing order information. Sets timing of backups. Initiates database repair. See page 102.
Display Settings	Customize the way you view images. See page 62.
File Structure	Determines how your order files are stored. See page 99.
Image Locations	Identifies storage locations on your network for image files. See page 100.
License	View your Machine ID, License Code, and license expiration date here.
Materials	Allows you to specify a list of materials that you will be using in your printer. Useful when configuring your printer.
Misc.	Miscellaneous settings.
Order Summary Settings	Determine which items are displayed in your order summary. See page 21.
Product Window	Rename, remove, or hide any of the top-level product tabs. See page 28.
Profile Locations (if permitted)	Identifies the location of working profiles and monitor profiles. See page 97.
Reference Image	Identifies the location of reference images and sets their size. Sets the retouching application. See page 75.
Retouching App.	Select the application to use for retouching images. See page 82.
Slideshow	Customize your settings for your slideshow. See page 65.

TWAIN Interface Sets up your scanner and identifies where scanned files are to be stored. See page 80.

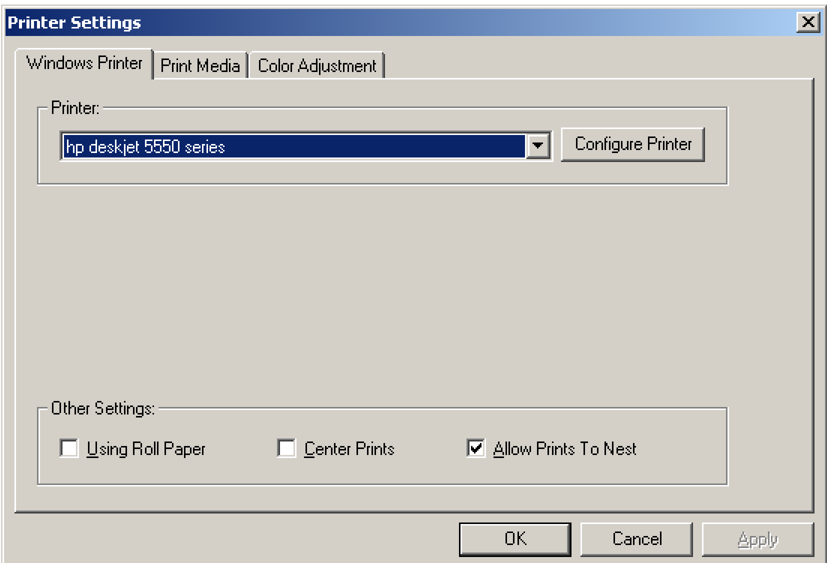
User Information This contact information will be included whenever orders are exported. It is the ONLY way the person importing the order will know how to contact you.

PRINTING

WorkStream DS allows prints of a limited size to be made for proofing purposes.

CONFIGURING YOUR PRINTER

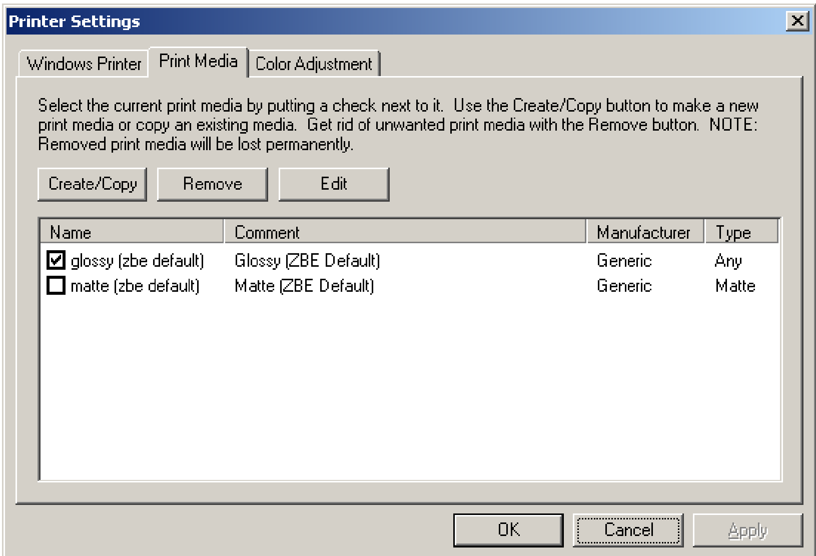
To set up your printer in WorkStream, select **Configure Printer** from the **File** menu.



You may access your printer's driver settings using the **Configure Printer** button on the dialog above. Note that WorkStream's copy of your printer driver settings are different than Window's copy of the settings, so you can make any changes you want through WorkStream's **Configure Printer** button without having any effect on the settings that other programs use to print to you printer. See "Printer Driver Settings" on page 88 for more information about changing your settings using **Configure Printer**.

Print Media

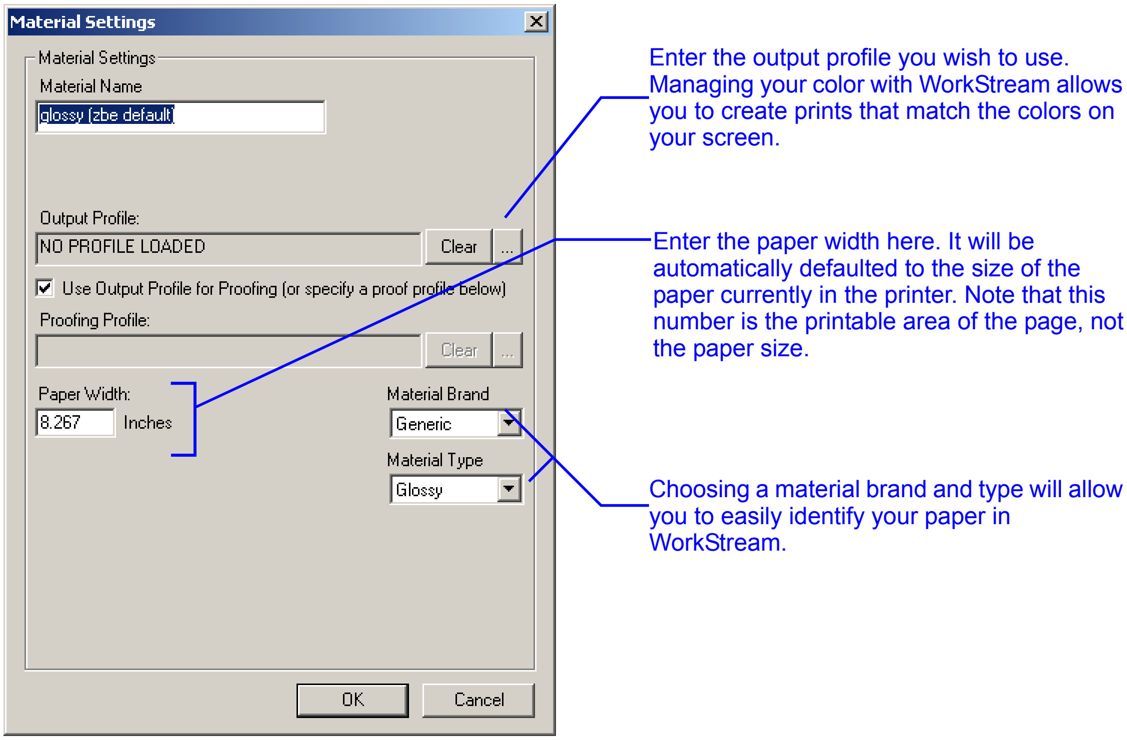
The **Print Media** tab (**File | Configure Printer | Print Media**) allows you to enter the characteristics of each of the papers you will be printing on, and to set which one is active.



The **Active Paper** is the one loaded in your printer, and should be checked. Any prints submitted to your printer with that paper type or the "Any" paper type will be printed. Any prints submitted to your printer with other paper types will wait until their paper type is set as active on the **Print Media** page.

- Click **Edit** to view and change the **Material Settings**. Or, you may simply double-click the material you wish to edit.
- Click **Remove** to remove material you will no longer be using.
- Click **Create/Copy** to set up new print media.
- **Check** the box for the currently loaded paper. Every time you change the paper type in your printer, you must check the currently loaded type on the **Print Media** tab.

The **Material Settings** page is shown below. You may configure the list of **Brands** and **Types** using **Tools | Options | Materials.**



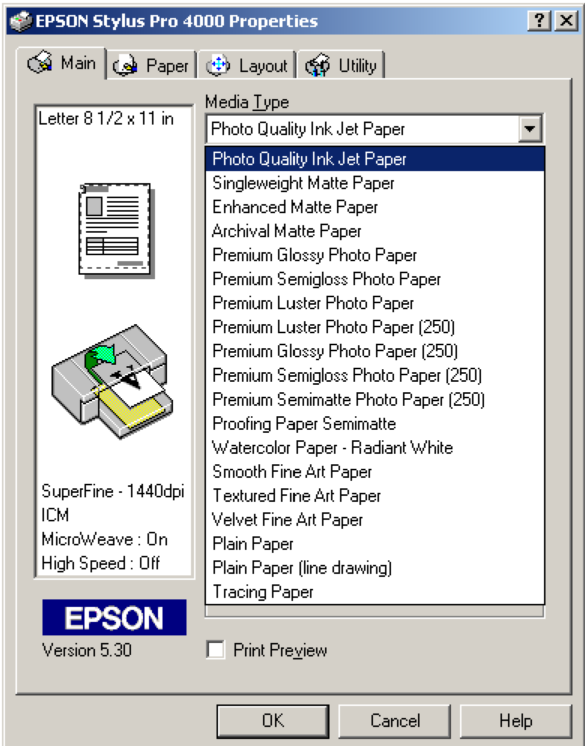
Once you have set up your paper types, WorkStream will use the profiles you have assigned to them.

Printer Driver Settings

From the **Printer Settings** dialog (**File | Configure Printer**), press the **Configure Printer** button (on the **Windows Printer** tab) to view your WorkStream-specific printer settings.

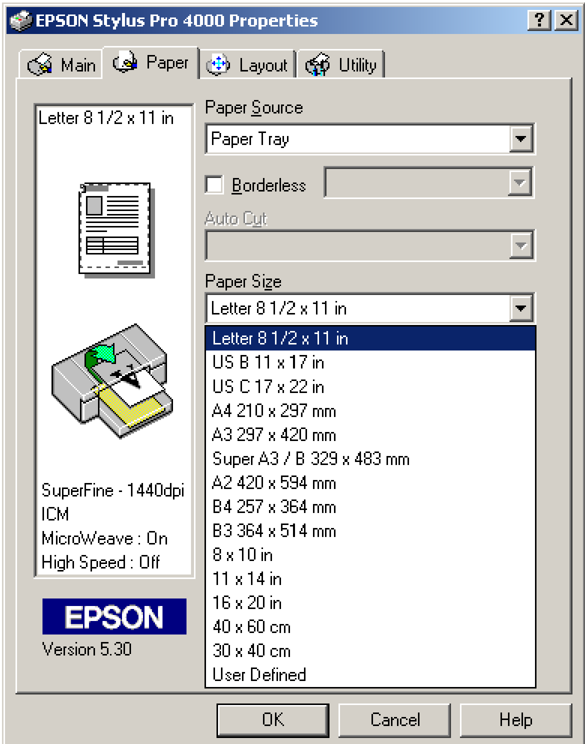
Paper Type

Make sure that the paper type listed by your printer driver is a generic type, such as "Photo Quality Inkjet Paper." Listing a generic paper type allows you to avoid changing the paper type in the paper driver every time you load a different paper type in the printer. If your printer driver does not include a generic paper type in its drop down, choose the currently loaded paper. Be sure to update the paper type both here and on the **Print Media** tab every time you change the type of paper in your printer.



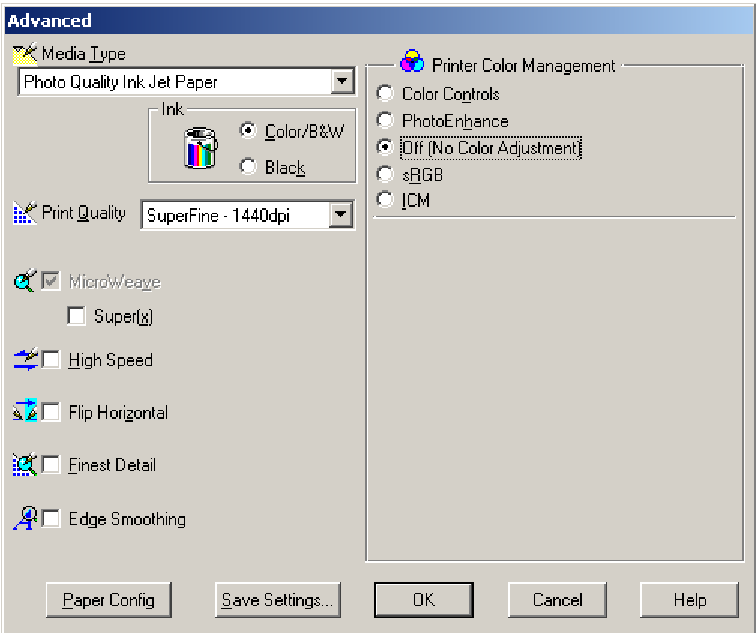
Paper Size

The size for the currently loaded paper should always be set in the printer driver.



Color Settings

If you are using WorkStream's color management ("Color Management" on page 93), it is important to make sure that your printer driver is set not to adjust color. This option is often in the **Advanced** settings section of your printer driver.



If you are managing color in WorkStream, it is important to use profiles for all of your papers. For soft proofing, your monitor must be calibrated. Please see "Color Management" on page 93 for more information.

MAKING A PRINT

There are two simple ways to create prints in WorkStream DS: 1) printing a proof, and 2) printing a product. Note that there are size limitations on the prints that can be created in WorkStream DS.

Printing Proofs

1. Select the images you would like to print.
2. Select **File | Print Proofs**
3. Select the proof size you would like to print
4. Press **OK**.

Printing Products

1. Add the products you would like to print.
2. Select the printer and paper type for each product using the **Order Destination** and **Paper Type** drop-down menus on the **Basic Settings Bar**.

3. Click the **Print** button. Alternatively, use **File | Print**.
4. Select your printer.
5. Press **OK**.

COLOR MANAGEMENT

ZBE WorkStream software provides *soft proofing* capability. Soft proofing capability displays images on your computer monitor with the colors adjusted so that they match the colors on the final print. In other words, "What You See Is What You Get."

In order to use the soft proofing capability in WorkStream, you need the following additional tools:

- Monitor Calibrator (available from Gretag Macbeth or Colorvision)
- Monitor calibration software (usually provided with the monitor calibrator)
- ICC Profiles for your monitor (created using the monitor calibrator and its software)
- ICC Profiles for your images (provided with Windows or Photoshop, and often embedded directly inside the image files themselves)

If a single one of these items is missing, soft proofing will not work correctly.

INPUT AND OUTPUT PROFILES

The *Input Profile* profile is also often called the *Working Space* or the *Image Profile*. The *Input Profile* is an ICC profile that specifies the color space in the original image file. In many cases the Working Space profile is contained directly inside of the image file. In this case the profile is said to be *embedded*. Embedding the profile is desirable because it simplifies the soft proofing process by eliminating the need to specify the Working Space profile separately.

The *Output Profile* is also known as a *Printer Profile*. It is a file that specifies the colors your printer is able to reproduce on a specified output media. It is often possible to obtain profiles for your media from the manufacturer. Alternatively, you can build your own, using products from Gretag Macbeth, etc.

Obtaining Profiles

Adobe Photoshop supplies several common working spaces. In addition, photo-specific working spaces are available from

www.digitalattributes.com

Other questions can be addressed to Jon Meyer of Digital Attributes at

jon@digitalattributes.com

For a detailed description of Working Spaces and Color Management, consult *Real World Color Management* by Bruce Fraser, published by Peach Pit Press.

COLOR MANAGEMENT MODES

The **Color Management** options page (**Tools | Options | Color Management**) allows you to control your color management settings in WorkStream. These are **global** settings that get applied to each image that is opened. From time to time, it may be necessary to adjust color management settings on a per-image basis. To do this, see "The ICC Profiles Bar" on page 97.

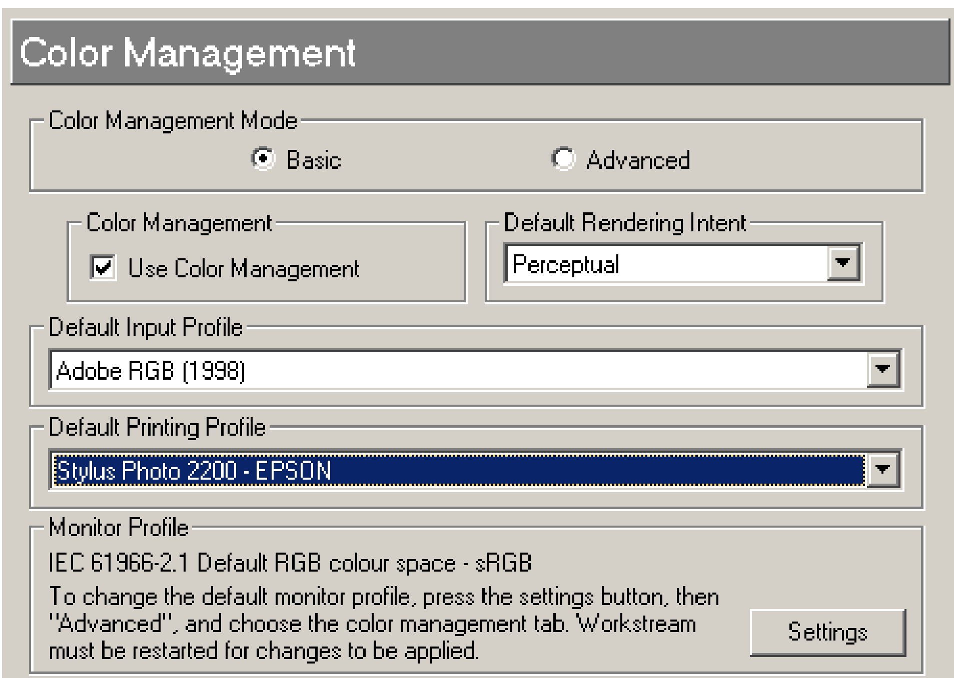
There are two modes for color management in WorkStream: **Basic** and **Advanced**. **Basic** mode allows you the power of a color managed workflow with minimal setup and learning. **Advanced** mode allows you to have complete control over your color management.

Basic

In this mode, color management is either on or off. You must specify only two things:

- A default input profile. This will only be used on images that don't already have embedded profiles.
- A default printing ("output") profile. This will only be used when there is no profile associated with your output device.

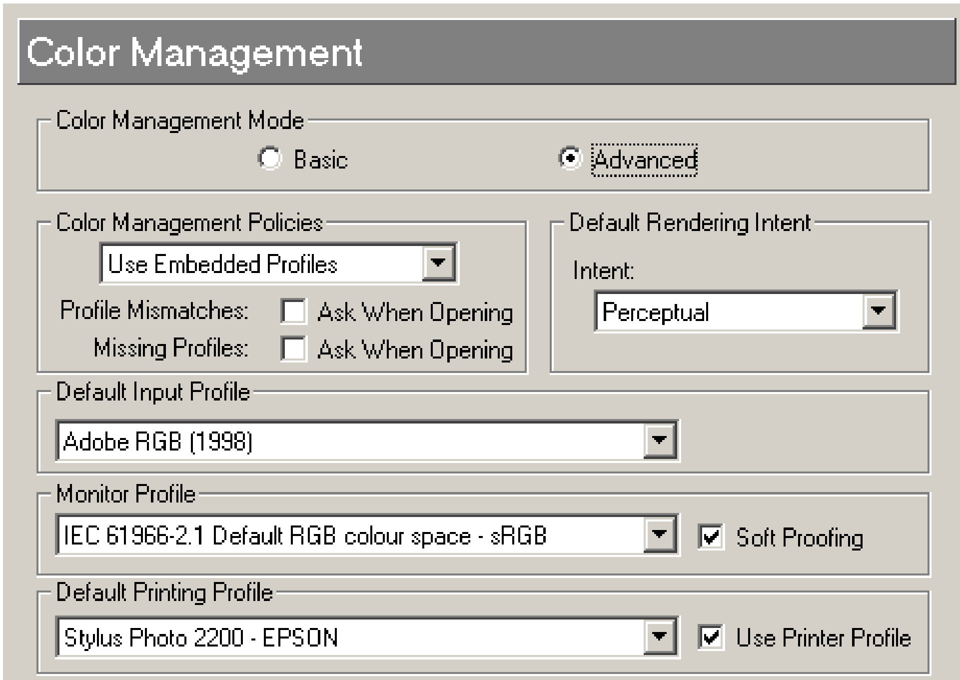
If color management is on, WorkStream soft proofs using the profile that Windows holds for your monitor. Instructions on how to change this profile are included on the Color Management page.



NOTE: Some manufacturers give each of their profiles the same internal name. For example, some EPSON profiles show up as "Stylus Photo 2200 - EPSON". In order to figure out the paper type that corresponds to the tooltip, select a profile in the drop-down, and look at the tooltip. It will give you the filename, which usually includes the material type.

Advanced

This mode is recommended for users familiar with the principles of color management.



You may choose from three color management policies:

Off Soft proofing and color management are not used. Images are displayed directly on the screen with no color adjustments. What you see on the screen will probably not match what you see in the final print.

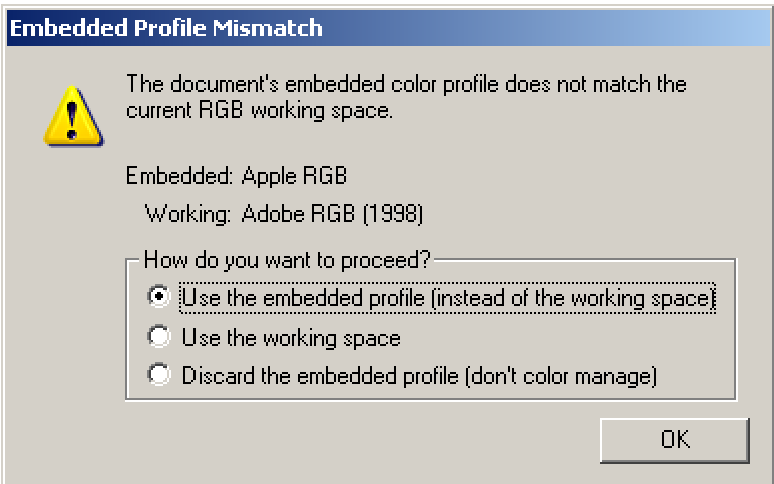
Use Embedded Profiles Soft proofing is turned on. WorkStream looks to the original image file to provide the Working Space (Input) profile. If **Missing Profiles** warnings are enabled and the original image is missing its embedded profile, then you will be presented with a warning and asked to select the input profile from a list of choices.

Force Default Input Profile Soft proofing is turned on. WorkStream ignores any embedded profiles and always uses the Working Space profile you have selected on the **Color Management** tab in the Options menu. If **Profile Mismatches** warnings are enabled and the image file contains an embedded profile that is DIFFERENT from your selected Working Space, a warning message will appear.

Color space warnings

Color space warnings are set using the **Profile Mismatches** check box in **Advanced** mode.

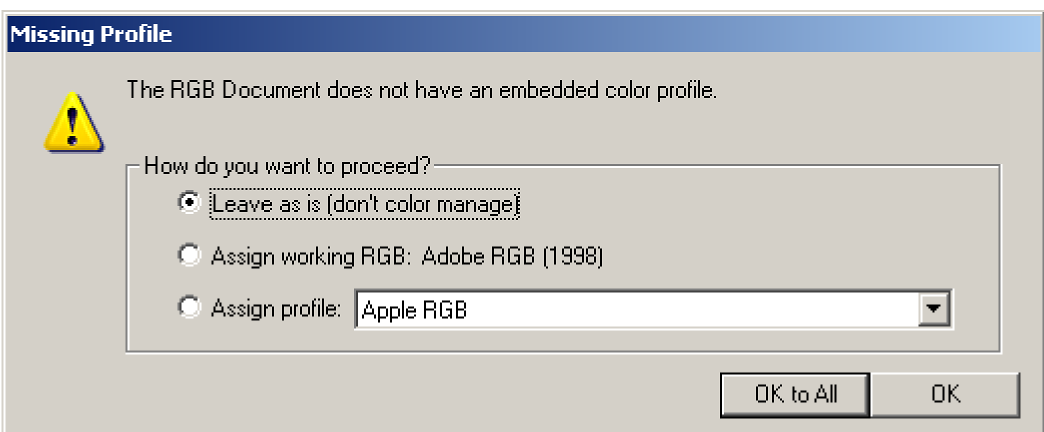
If you check this option, you will be warned whenever the embedded profile in the image file is DIFFERENT from the profile selected for your preferred Working Space.



The non-matching profiles are identified and the options are listed.

Missing Profiles check box

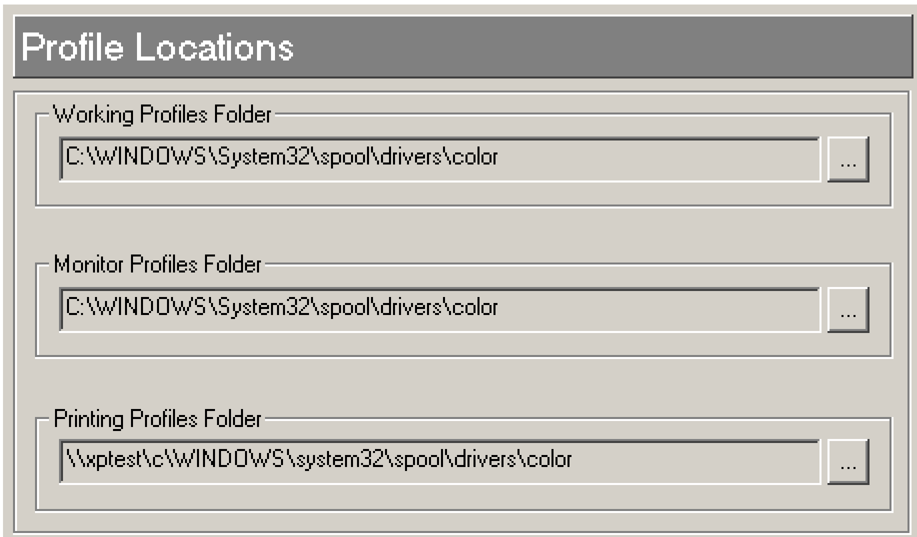
This warning applies only if you have selected **Use Embedded Profiles** for your color management policy in **Advanced** mode. In this case, if the image you have opened does not have a profile embedded inside it, the Missing Profile screen appears. Select the profile you want to use for the Working Space for this image.



PROFILE LOCATIONS

The **Profile Locations** page sets the location of the **Working**, **Monitor**, and **Printing** profiles. These are the folders that WorkStream looks in to find the ICC profiles used for soft proofing. When setting up color management, the list of profiles that you choose from are created from the ICC profile files located in these directories.

To open this panel, select **Options** from the Tools menu. Then click the **Profile Locations** tab.



Working Profiles folder

WorkStream looks for input profiles in the **Working Profiles** folder, which can be located on an individual computer or in a shared network folder. If you have more than one computer running WorkStream, it is recommended that you put the Working Profiles folder in a shared network folder so it can be accessed by all computers.

Monitor Profiles folder

By default, the location for color profiles in Windows is one of the following:

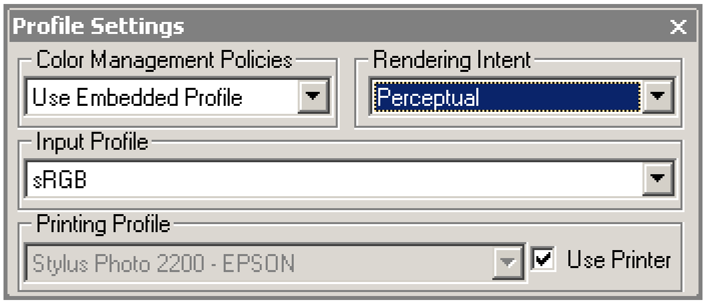
C:\WINNT\System32\spool\drivers\color

C:\Windows\System 32\spool\drivers\color

Since the monitor profile is valid only for a particular monitor, there is no reason to share or move this profile.

THE ICC PROFILES BAR

The ICC Profiles bar (**Windows | ICC Profiles**) allows you to adjust the color management settings for **selected** images. These settings *do not* effect your global Color Management settings (**Tools | Options | Color Management**); the global settings are *overridden* by the ICC Profiles Bar settings for the selected images.



In this dialog, there are three **color management policies** to choose from:

- **Off:** No color management will be applied to this image.
- **Use Embedded Profile:** This option can only be selected if there is an embedded profile.
- **Use Input Profile**: This option can only be selected if there is **NO** embedded profile.

The **Input Profile** drop-down lists all the available profiles.

For the **Printing Profile**, check the **Use Printer** checkbox to use the profile associated with your printer (recommended). Otherwise, uncheck the box to specify another profile.

IMAGE AND DATABASE STORAGE

WorkStream uses the following storage methods and locations:

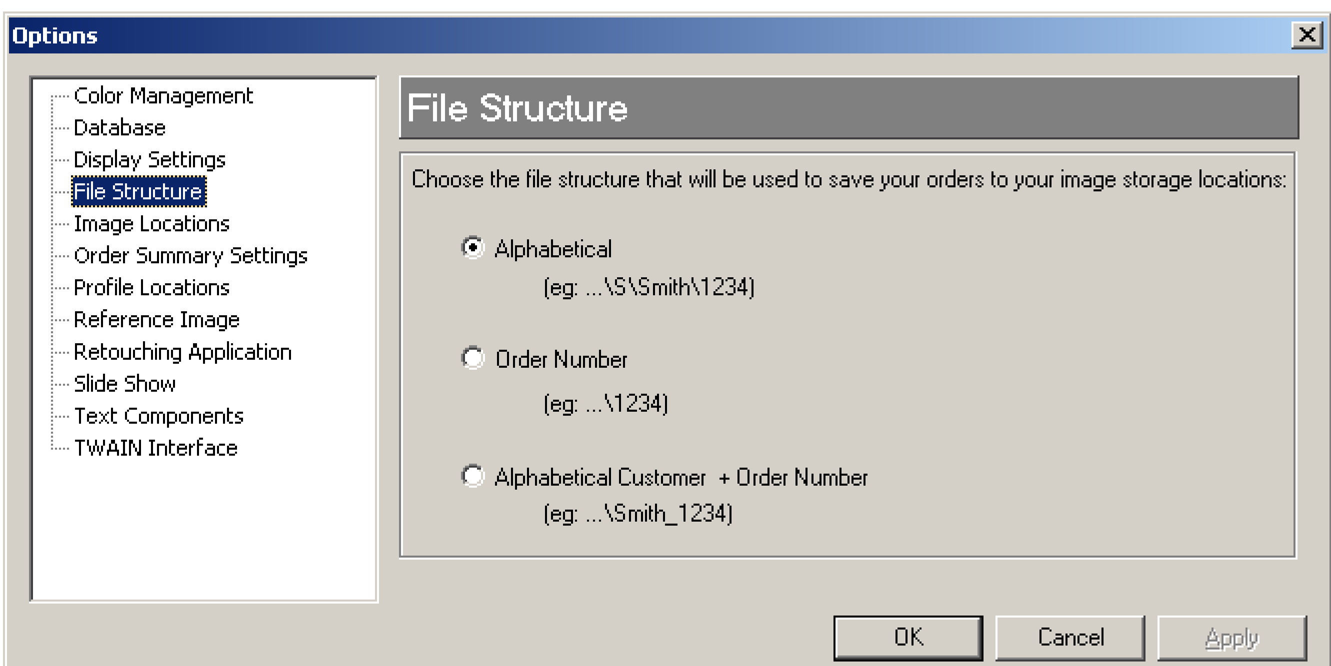
- **Image files** are stored on disk in folders. If you are running WorkStream on more than one computer, you should store these files on networked workstations so the images are accessible to all the computers.
- **Information about your orders** is stored in a database and some associated files. These files should also be accessible to all the computers running WorkStream.

STORING IMAGES

Organizing your image folders

You can store your image files in any manner or location you like. For optimum efficiency, however, WorkStream supports some preferred folder organization schemes for your image files. Organizing your image files according to one of these preferred schemes allows WorkStream to automate some of the file location and storage operations. For example, when creating a new order, WorkStream can automatically locate and open the image files for the order without requiring you to browse to locate the images.

These folder organization schemes are simple and intuitive. While not mandatory, we strongly encourage you to adopt one of these schemes. Each WorkStream folder organization scheme utilizes one folder per order. All of the images for an order are stored together in a single folder.



Note: Using one of these organization schemes does not prevent you from creating orders with images from multiple folders.

Folder Organization Scheme 1: Alphabetical

Order folders are named by the order number. All customer order folders are stored under the customer name. Customers are organized by the first letter of the customer name (or customer ID).

For example: …\S\Smith\1234 (Order #1234 for customer "Smith")
…\D\Dove\982 (Order #982 for customer "Dove")

Folder Organization Scheme 2: Order Number

Order folders are named by the order number. There is no way to identify the customer from the folder name alone. (Of course the WorkStream database knows which customer this order belongs to.)

For example: …\1234 (Order #1234)
…\982 (Order #982)

Folder Organization Scheme 3: Alphabetical Customer + Order Number

Order folders are named by combining the customer name (or ID) with the order number. All customer orders will be grouped together when viewed by Windows Explorer in alphabetical order. Individual customer orders are not separated into a separate folder as with the Alphabetical scheme.

For example: …\Smith_1234 (Order #1234 for customer "Smith")
…\Dove_982 (Order #982 for customer "Dove")

The scheme you choose depends on the type and volume of work you do and the amount of time you want to keep the files on your system. Scheme 1 will work well for most photographers and photo studios, but if you have a high volume, you may prefer to use schemes 2 or 3.

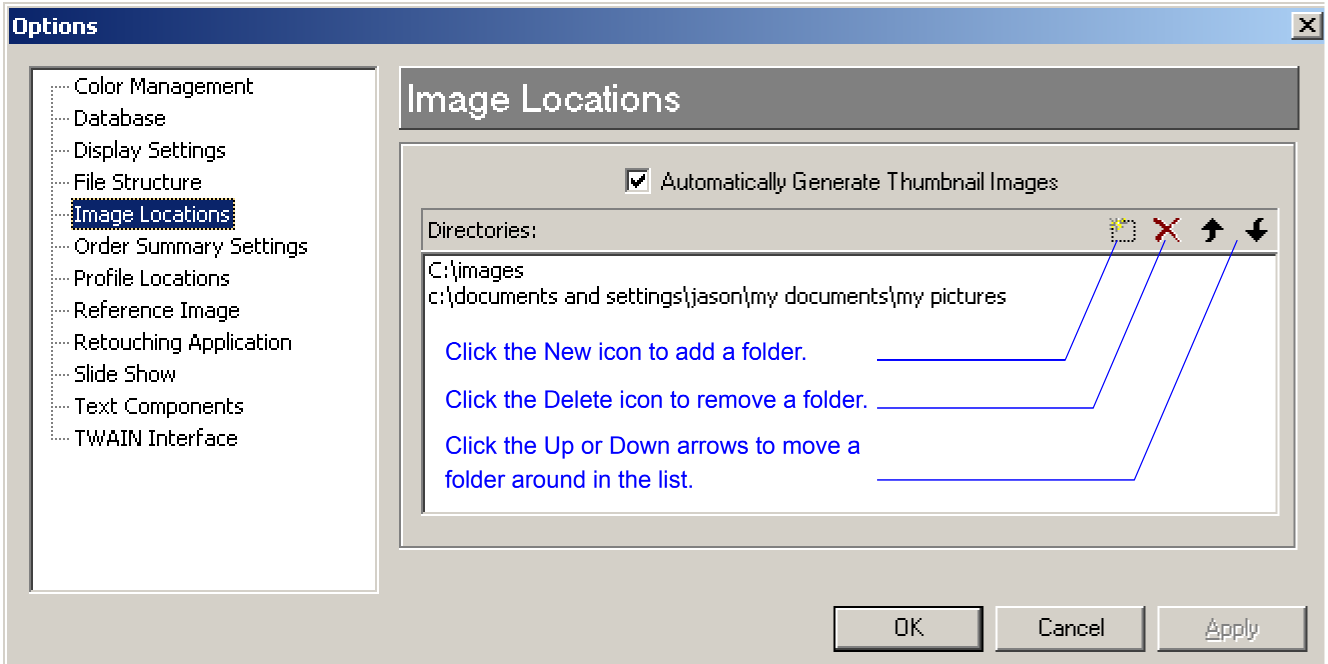
Image Storage Locations

Image files in professional photographic environments are large and consume tremendous amounts of disk storage. Hundreds of gigabytes of storage—or more—are common. As digital image storage requirements grow, image file servers are continually being replaced and upgraded.

In order to simplify image file management, WorkStream identifies Image Storage Locations. Image Storage Locations are storage locations on your computer or network where WorkStream automatically stores and searches for the image files that it uses.

1. To set up an Image Storage Location, select **Options** from the Tools menu.

2. In the Options dialog box, click the **Image Locations** tab.



3. Click the **New** button to add a folder to the storage location.

4. Navigate to the correct folder(s) and click **OK** to add them to the list.

Note: *Be sure to browse to the ROOT of the areas you identify as image storage locations.* Once you have identified a location, WorkStream assumes that everything *below* the location you select can be used for image storage.

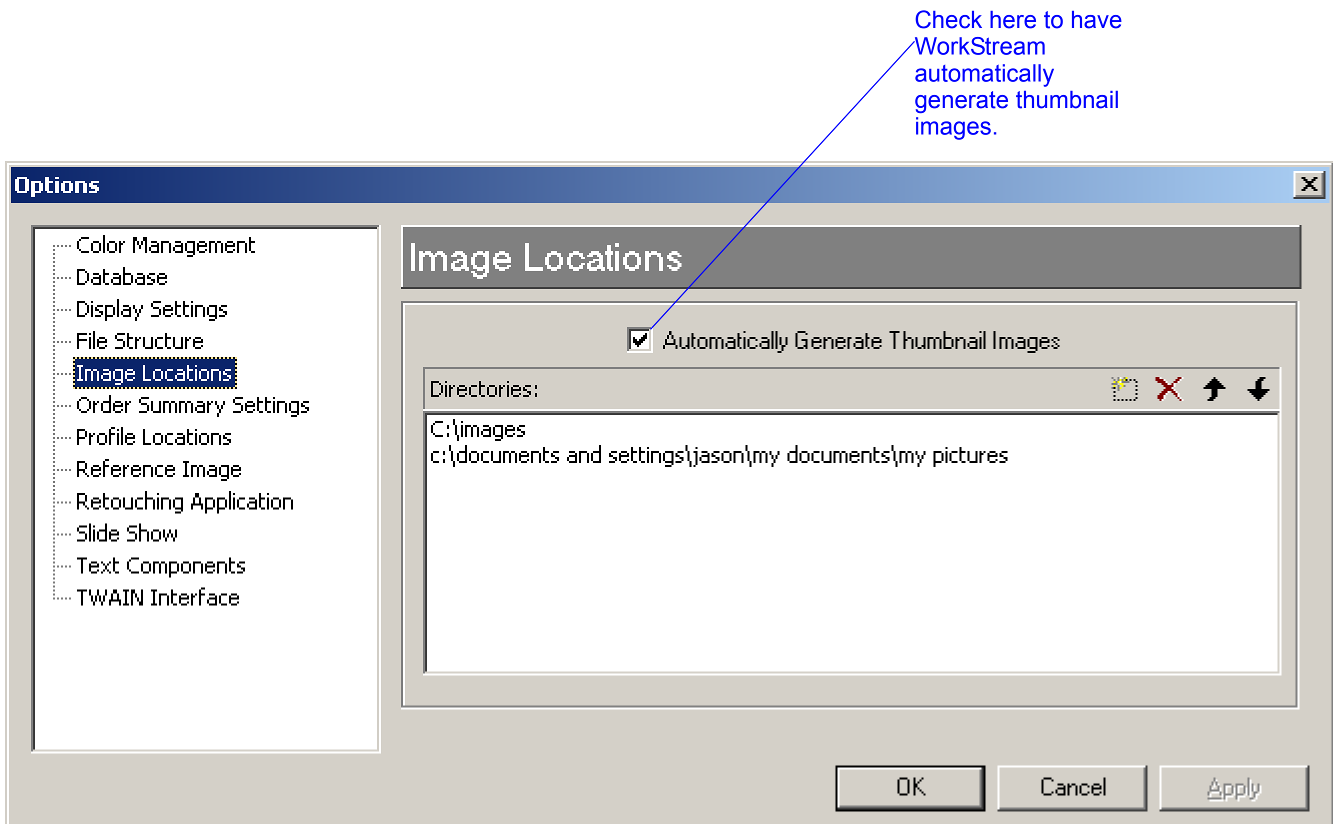
Generating thumbnails automatically

When processing image files, speed counts. In order to display images quickly, *thumbnails* are created and opened in place of the original images. Since thumbnail images are much smaller than the original images, they are faster to open. WorkStream can automatically create thumbnail images for all image files stored in the image repositories.

1. To turn on this feature, from the Tools menu, select **Options**.

2. In the Options dialog box, click the **Image Locations** tab.

3. Check **Automatically Generate Thumbnail Images**.



STORING ORDER INFORMATION

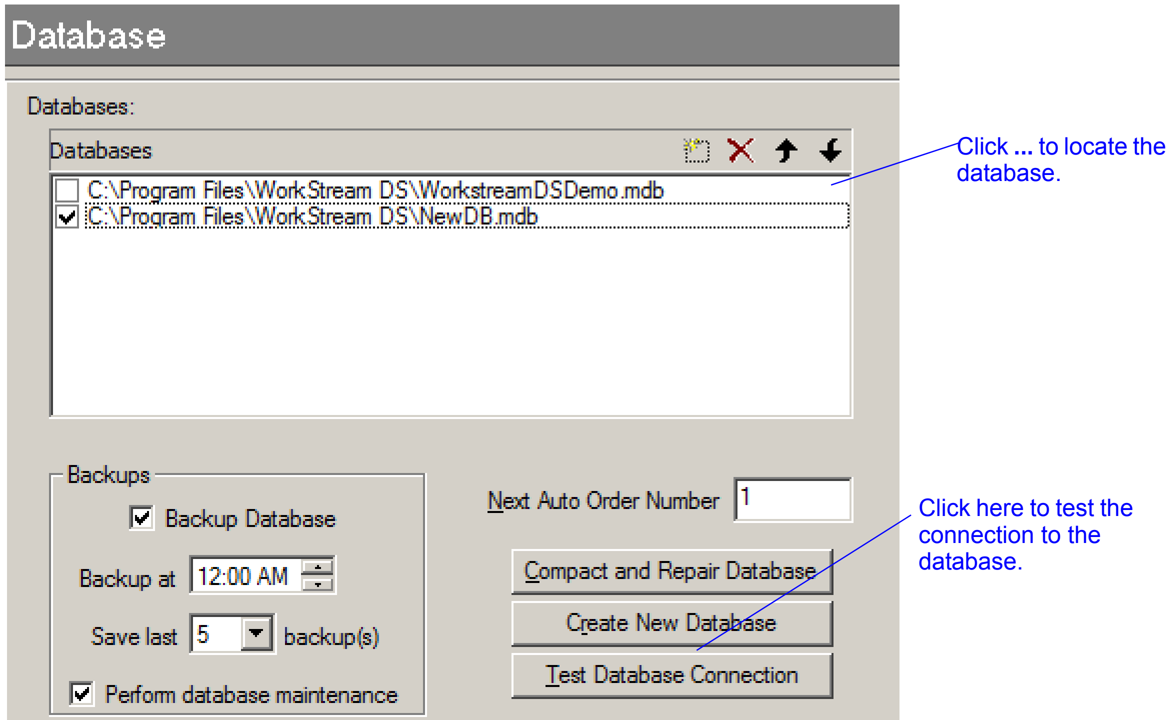
WorkStream has a built-in database for storing order information. The database contains your customer information and the details of all the orders created with WorkStream. By default, this database is located in the same folder as the WorkStream program. If you use WorkStream on only one computer, that location is probably fine.

However, if you use WorkStream on more than one computer, the database should be created in a common location that is accessible to all computers running WorkStream. Make sure that the folder where the database is located is "shared" and accessible by all the computers running WorkStream.

Database location

1. From the Tools menu, select **Options**.

2. In the Options dialog box, click the **Database** tab.



3. Click the **New** button (Top Left Icon).
4. Navigate to the database file and click **Open**.

   The default database file is called *WorkStreamDSdemo.mdb*. This demo database is intended to provide examples as you learn to use WorkStream DS. You will want to create a new database for your own orders. You can name the database file anything you like, but we recommend it have the name *WorkStream* in it.
5. After you have selected the WorkStream database, click the **Test Database Connection** button.

   It is a good idea to test the connection before using it.
6. When you have finished, click **OK.**

Compacting and repairing a damaged database

The database is critical to the use of WorkStream. In some cases, the database can become corrupted and need repair. Click the **Compact and Repair Database** button. The Compact and Repair operation can not always repair all damage in a corrupted database, but it is your best chance.

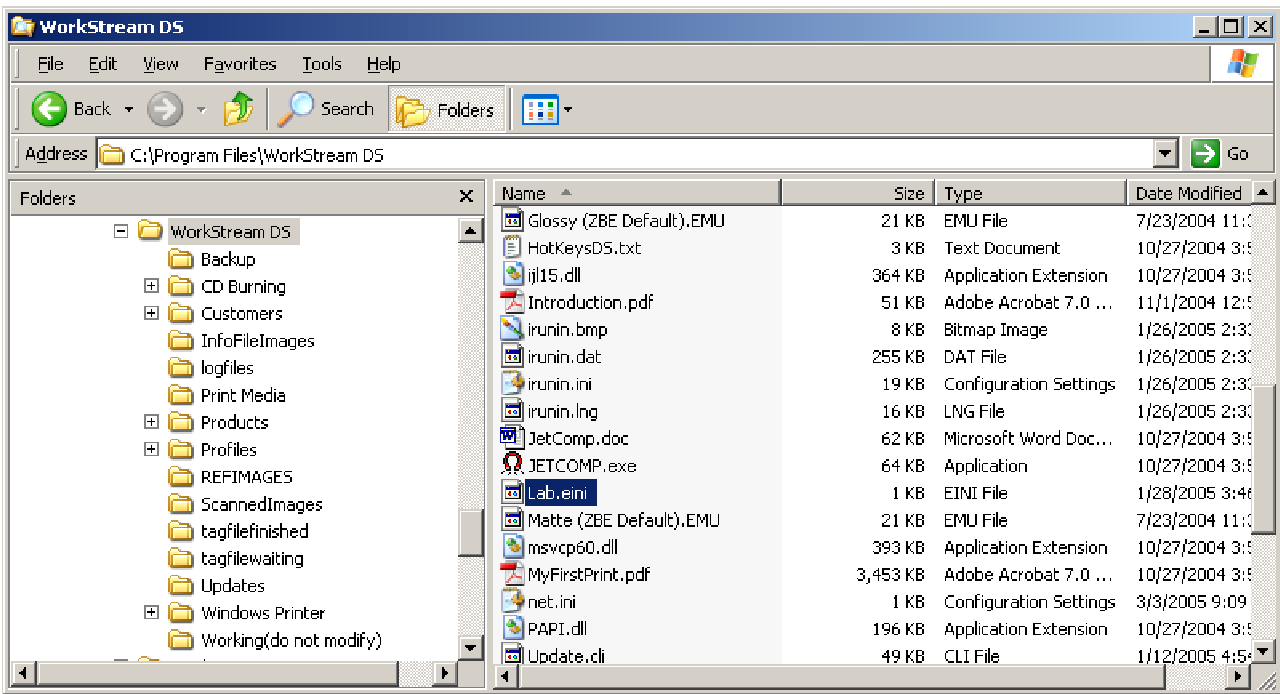
Over time databases can become inefficient and require internal reorganization and optimization. The **Compact and Repair Database** button also performs this function. You can and should use this function regularly, even if the database is not corrupted. This function should be performed every 200-500 orders. In most cases, weekly or monthly should be adequate.

Note that compacting and repairing a database is no substitute for backing up the database! The database file *and the customer folder stored with it* contain your entire WorkStream order history. If these are destroyed, a previous backup is your only recourse.

DIRECTORIES AND STORAGE LOCATIONS

The default directory structure for WorkStream DS is shown below. This directory structure is built when WorkStream is installed on a single computer.

If you have more than one computer running WorkStream DS, we recommend creating a Shared Network Folder for storing some of the files and folders shown here. See "Network Common Storage" below for details.

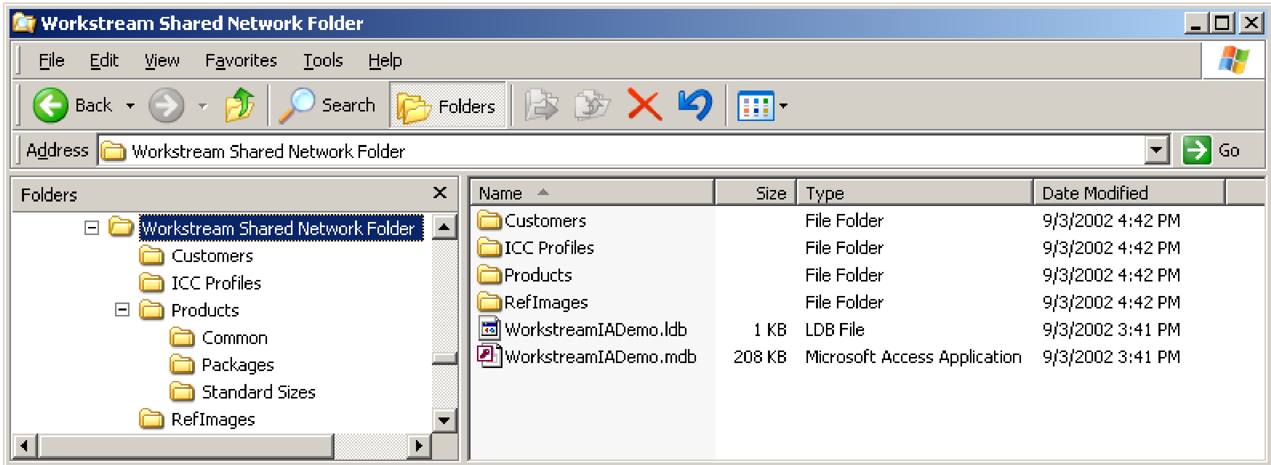


NETWORK COMMON STORAGE

If you are using WorkStream on more than one computer, it is recommended that a shared network folder be set up. Everything to be shared between different WorkStream stations should be located in the shared network folder. This should include:

- WorkStream Database (MDB file)
- Order Files Directory (Customers folder)
- Reference Images (RefImages folder)
- Shared Profiles (ICC Profiles folder)
- Image Storage Locations

A recommended network directory structure is shown below.



By default, WorkStream looks in the WorkStream program directory for all of the folders shown above. After moving these folders to the Shared Network folder, it is necessary to tell WorkStream where to find these folders. Use the Tools-Options menu to set all of the necessary path locations. You will need to set:

- Database path (on the Database tab)
- Profile locations (on the Profile Locations tab)
- Reference Image directory (on the Reference Image tab)

Shares required

In a multi-computer environment, it is necessary for all computers running WorkStream to have full access to the Shared Network Folder. If you are not sure how to set up this access, contact a computer system professional or network administrator to set up shares and access permissions.

INDEX