

KODAK PROSHOTS Basics Software

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What is PROSHOTS Basics Software?



KODAK PROSHOTS Basics Software is a digital proofing and ordering system for professional photographers. The software lets you:

- review images.
- do basic image editing.
- order prints and proofs from a participating lab.

Key Features



- Easy installation
- Short learning curve
- Scanned film and digital image workflows
- Online registration with a participating KODAK PROSHOTS Lab
- Ability to view a representation of the ordered image
- Zoom, skew, and rotate editing functions
- Placement of an image within a print crop
- Ability to update the software and lab catalogs online without installing new software
- Display of lab pricing and order totals
- Upload or mail orders
- Ability to place reorders

Hardware Requirements

Operating System	MICROSOFT WINDOWS 2000 Professional, MICROSOFT WINDOWS XP Home, MICROSOFT WINDOWS XP Professional with the following: • Processor - 600 MHz PENTIUM II minimum, 2.0 GHz PENTIUM 4, recommended • Free disk space - 1 GB minimum • Memory - 128 MB SDRAM minimum, 1 GB DDR recommended
	MAC OS 10.3 with the following: • Processor - G4 • Free disk space - 1 GB minimum • Memory - 128 MB minimum, 512 MB recommended
Video Card	4 MB Video Card capable of supporting 1024 x 768 x 24 bit color
Peripherals	20x CD-ROM drive, 8x CD Reader/Writer
Internet Access	MICROSOFT Internet Explorer v6.0+ or NETSCAPE 6+r, 56K v.9.0 modem or high-speed connection (cable modem or DSL connection), email

Software Updates

Each time you start the PROSHOTS Basics Software, the software checks if your computer is connected to the Internet. If the software detects an Internet connection, it checks for any updates and automatically downloads them to your computer before it starts the software.

Updates to JAVA Web Start, which is used to automatically update the PROSHOTS Basics Software, is not automatically updated. For updates to JAVA Web Start, go to:

<http://www.java.com>

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Help version 024004

Using Help

Using Help

Click:	To:
Contents tab	View the contents of Help. Select a book to view the topics contained within it. Select a topic to display the topic.
Index tab	Search using keywords or phrases. Click on a keyword in the left pane, and the topic containing information about the keyword appears in the right pane.
Search tab	Search for words that are in the Help system.
	View additional information.
	Display a related topic.

Using the Search Tab

The Search tab lists words that are used in the content of the Help topics. Scroll through the list of words, and click the word that matches your search criteria. If the word appears in more than one topic, click the numbers that appear after the word to view the additional topics.

To narrow your search, click the letters at the top of the Search pane.

Using PROSHOTS Basics Software

PROSHOTS Basics Software Workflow

The following is a workflow to create and send a typical proof or print order to your lab using the PROSHOTS Basics Software:

- ▶ [Find the images for the order.](#)
- ▶ [Add images to the Order Builder.](#)
- ▶ [Select a lab catalog.](#)
- ▶ [Make edits to your images.](#)
- ▶ [Create a proof order](#) or [a print order](#).
- ▶ [Add Services to a print order.](#)
- ▶ [Print a copy of your order.](#)
- ▶ [Send the order to the lab.](#)

Menus

Menus

The PROSHOTS Basics Software has the following menus. Click a menu for a description of its options:

 [File Menu](#)

 [Edit Menu](#)

 [View Menu](#)

 [Tools Menu](#)

 [Help Menu](#)

File Menu

Option	Purpose
New	Creates a new order.
Open	Lets you open a previously saved order.
Close	Closes the order without saving your changes.
Save	Lets you name an order and save your changes to it.
Save As	Lets you save the order with a different name.
Order Summary	Lets you print a copy of your order.
Place Order	Lets you review your order and select your shipping method.
Order Properties	Opens the Order Properties Editor where you can add services that will be applied to each image in your order.
Exit	Closes the PROSHOTS Basics Software

Edit Menu

Option	Purpose
Image Editor	Opens the Image Editor where you can make edits and add services which are applied to every print you order of that image.
Select All	Selects all the images in the Original Images pane.

View Menu

Option	Purpose
Prices>Lab	Displays the unit price for each product in the lab's catalog.

Tools Menu

Option	Purpose
Print Order Status	View a status of your print orders from the lab.
Lab Maintenance	Add or remove a lab or change your lab registration information.
Options>Proxy Setup	Access the Internet through a proxy server. Contact your network administrator to complete this setup.

Help Menu

Option	Purpose
Contents and Index	Opens a list of help topics.
Getting Started	Gives you the basic steps to create and send your first order using the PROSHOTS Basics Software.
About	Lists the software version.

Importing Images

About Images

The PROSHOTS Basics Software accepts TIF and JPEG image files. These image files can be:

- high resolution digital camera images.
- high resolution scanned film images from your lab.
- proxy images from scanned film downloaded from your lab.

You must convert any DCR files from a digital camera to either TIF or JPEG image files before you import them into the PROSHOTS Basics Software.

You can combine scanned images and digital camera images in the same order.

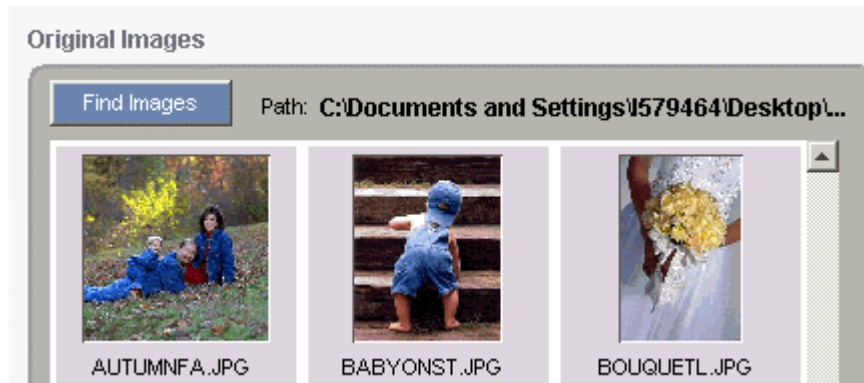
 [Importing Digital Camera Images](#)

 [Importing Scanned Film Images](#)

Importing Digital Camera Images

1. Click Find Images.
2. Click the **Studio Images** tab in the Find Images dialog box that opens.
3. Navigate to the folder containing the images, and click **OK**.

Thumbnails of the images appear in the Original Images window.



NOTE: You can import digital camera images from multiple folders into the Order Builder.

[!\[\]\(0e60d2d9b679b4cf53dbe1e685ee345d_img.jpg\) About Images](#)

Importing Scanned Film Images

After your scanned film images are returned from the lab, they can be imported into the PROSHOTS Basics Software so that you can add them to your orders.

NOTE: Contact your lab for information on how to send your film to them for scanning.

To import scanned images into the Order Builder:

1. Click **Find Images**.
2. In the Find Images window that opens, click the **Scanned Film Images** tab.
3. Click the appropriate lab in the Registered Labs list, and then click the order that contains the images you want to import, or click **Have Disk** and locate the images on your computer or a network drive.
4. Click **Import**.

The images appear in the Original Images pane of the Order Builder.

 [About Images](#)

Creating Orders

Adding Images to the Order Builder

The first step in building your order is to add the images you want to include in your order to the Order Builder.

1. Select the Original Images you wish to add.
2. Click **Copy**.

 [Tips for Selecting Images](#)

Tips for Selecting Images

You can select the Original Images to add to the Order Builder in several ways:

For WINDOWS Systems:

- Hold down the **Ctrl** key, and then click each image to select a group of individual images.
- Select the first image, press the **Shift** key, and then select the last image. All images between the 2 are selected.

Tip: Use the scroll bar to view all the Original Images.

For MACINTOSH Systems:

- Hold down the **Command** key, and then click each image to select a group of individual images.
- Select the first image, press the **Shift** key, and then select the last image. All images between the 2 are selected.

Creating a Proof Order

You can order proofs to show to your customers. If your lab offers the option, you may also order bound proof books.

IMPORTANT: *You cannot combine finished prints and proofs in the same order.*

1. To view the lab's prices, select **Display Lab Prices** from the View menu.
2. Click the **Proof** tab.

Tip: Click the arrows to expand, or hide the panes in the window.

3. Make sure that you have selected the appropriate lab catalog.
4. Click the images you want to include in your proof order, and then click **Add**.
5. Click the arrows to adjust the order quantity.
6. Click **Edit**, and then use the **Move Up**, **Move Down**, and **Exclude** buttons to make additional changes to your order.
7. To print a copy of your order summary, select **Order Summary** from the File menu, and then click **Print**.
8. Send the order to your lab.

 [Selecting a Lab Catalog](#)

 [Sending an Order to a Lab](#)

Creating a Print Order

IMPORTANT: *You cannot add prints and proofs to the same order.*

1. To view the lab's prices, select **Display Lab Prices** from the View menu.
2. Click the **Print** tab.

Tip: Click the arrows to expand or hide the panes in the window.

3. Click the images you want to include in your print order, and then click **Add**.
4. Make sure that you selected the correct lab catalog.
5. Click the arrows to adjust the print order quantity.
6. Add any services you want for your order.
7. To print a copy of your order summary, select **Order Summary** from the File menu, and then click **Print**.
8. Send your order to the lab.

 [Adding Services to a Print Order](#)

 [Sending an Order to a Lab](#)

Using the Image Editor

Using the Image Editor

Use the Image Editor to see how your images appear ordered in different sizes or with zoom, rotate, or skew functions applied to the images.

To open an image in the Image Editor:

- Select the images, and click **Edit Selected**.

To save your changes:

- Click **Save**.

What do you want to do?

[Use the Zoom](#)

[Rotate an Image](#)

[Skew an Image](#)

[Preview Images in Different Sizes and Orientations](#)

 [Tips for Selecting Images](#)

Using the Zoom Function

In the Image Editor, you can zoom in or out on your image.

Click:



to zoom in.



to zoom out.

Click the arrows around the image in the Crop Window to move or center it in the print crop.

Tip: You can also click the image and drag it to change its position in the print crop.

Rotating Images

In the Image Editor, you can rotate images in 90° increments clockwise or counterclockwise.

NOTE: Make sure that your images are always rotated to the "heads-up" position.

Click:



to rotate your images 90° counterclockwise.



to rotate your images 90° clockwise.

Click the arrows around the image in the Crop Window to move or center it in the print crop.

Tip: You can also click the image and drag it to change its position in the print crop.

Using the Skew Function

In the Image Editor, you can tilt your images clockwise or counterclockwise in 1° increments up to 15°.

Click:



to tilt the image counterclockwise.



to tilt the image clockwise.

Click the arrows around the image in the Crop Window to move or center it in the print crop.

Tip: You can also click the image and drag it to change its position in the print crop.

Previewing Images in Different Sizes and Orientations

Use the Print Preview options in the Image Editor to see how your images appear ordered in different sizes and orientations. The Print Preview lets you set the rotation and crop for the image once so that all the prints you order of that image have the same rotation and crop.

NOTE: Use the Print Editor to make changes to individual prints.

To preview your images in different sizes and orientations:

- Click an image preview size, and click one of the orientation buttons. Select from:



Vertical



Horizontal



Square

Click the arrows around the image in the Crop Window to move or center it in the print crop.

Tip: You can also click the image and drag it to change its position in the print crop.

 [Using the Image Editor](#)

Selecting a Lab Catalog

About Lab Catalogs

Lab catalogs define the products and services offered by your lab and their prices. A lab may have several catalogs from which you can choose. Since labs frequently update their catalogs, if a newer version of the catalog is available online, each time you start a new job you are prompted to load the new catalog if you are connected to the Internet. You must be registered with a lab to use its catalog.

NOTE: After a catalog expires, you can use it to finish any current orders. However, you cannot use the expired catalog to start new orders.

 [Selecting a Lab Catalog](#)

Selecting a Lab Catalog

After you have added your images to the Order Builder and made any changes to the images in the Image Editor, select the appropriate catalog from your lab.

To select a lab catalog for your order:

1. Click **Select Lab Catalog**.
2. Double-click the catalog you wish to use.

NOTE: If you are connected to the Internet, a message may appear that a newer version of the catalog is available. Click **Yes** in the message to install the new version.

3. Click **OK** in the Select Catalog dialog box.

The products and services offered by the lab's catalog appear to the left of your images in the Order Builder.

Adding Services

About Services

If your lab supports these options, you can add services such as canvas mounting, logos, or retouching to your prints. You can add services at the following levels of the order process:

-  Print level - spray, mounting, or finishing
-  Image level - retouching
-  Order level - delivery and payment options

Print Level Services

Print level services are services applied to a particular print.

To add print level services:

1. Click the amount in the Srv Cost column next to the print you added to your order.

	Qty	Srv Cost	Ext Price	Line Total		
	1	\$24.99	\$0.00	\$24.99	Edit	Discard

2. Click the tabs in the Services Editor dialog box that opens to view the print level services available from your lab.
3. Make your selections, and click **Save**.

Adding Services to an Image

When you add image level services, those services are added to every print of that image in your order.

To add image level services:

1. Make sure that you have selected a catalog.
2. Select the images in the Order Builder to which you want to add image level services.
3. Click **Edit Selected**.
4. Click **Services**.
5. Click the tabs in the Services Editor dialog box that opens to view the print level services available from your lab.
6. Make your selections, and click **Save**.

 [Using the Image Editor](#)

Adding Services to an Order

When you add services to an order, those services are added to every print in the order. Add these services after you complete building your order and you are ready to send it to your lab.

To add order level services:

1. Select **Order Properties** from the File Menu.
2. In the Order Properties Editor dialog box that opens, click **Services**.
3. Click the tabs in the Services Editor dialog box that opens to view the print level services available from your lab.
4. Make your selections, and click **Save**.

Sending Orders to a Lab

About Sending Orders

You can upload your order to your lab via the Internet, or you can copy the order file to a CD and mail it to your lab. However, your lab may set limits on the size of an order that you can send to them via the Internet. Check with your lab for their guidelines on uploading or mailing orders.

If the combined high-resolution image file size in the order is too large to be uploaded, the Send Order via Internet option is not available in the Place Order dialog box.

 [Sending an Order to a Lab](#)

Sending an Order to a Lab

1. Click **Place Order**.
2. In the Place Order dialog box:
 - type a name for the order in the Order Name box.
 - select the shipping method for receiving your finished prints from the lab.
 - type the order number in the PROSHOTS Order ID box.

NOTE: Use the order numbering conventions outlined in the information you received from your lab.

- Click the method you will use to send your order to the lab.

IMPORTANT: *If the Send Order via the Internet option is not available, the order size is too large to upload. You must copy the order to a CD and send it to your lab. Click **Browse**; and select the folder where you want the order stored.*

3. Click **OK**.
4. To add services to your order, select **Order Properties** from the File menu; and add the Services to your order.

If you are not connected to the Internet, your order is saved in the My Documents folder on your desktop. When you connect to the Internet, your order is automatically sent to your lab.

If you are sending your order to your lab on a CD, copy your order from the folder you specified to a CD; and follow the instructions provided by the lab for mailing.

 [Adding Services to an Order](#)

 [About Sending Orders](#)

Tips and Troubleshooting

About Tips and Troubleshooting

If you have a problem or a question about the software or working with your lab, check the following topics for a possible solution. If you cannot find the answer, see Getting Help.

- ▶ [Changing or Working with Multiple Labs](#)
- ▶ [Catalog Does Not Contain Necessary Sizes or Services](#)
- ▶ [Software is in Demo Mode](#)
- ▶ [Changes to Digital Images](#)
- ▶ [Adding Images from Network Drives or Other Media](#)
- ▶ [Backing Up Your Orders](#)
- ▶ [Images Do Not Display Sharply on Your Monitor](#)
- ▶ [Changing Images After the Order is Created](#)
- ▶ [Adding Both Prints and Proofs to Your Order](#)
- ▶ [Color Management](#)
- ▶ [Using PROSHOTS Basics with PROSHOTS Studio Software](#)
- ▶ [Obtaining Software Updates](#)
- ▶ [Is an Internet Connection Required to Use the Software?](#)

Changing Labs or Working with Multiple Labs

Problem

You need to change labs or work with more than one lab.

Solution

To add a lab, select **Lab Maintenance** from the Tools menu, and then click **Add New Lab**.

Catalog Does Not Contain Necessary Sizes or Services

Problem

The catalog does not contain the print sizes or services you need for your customers.

Solution

The print sizes and services are set by the lab. Contact the lab to request special sizes or services.

Software is in Demo Mode

Problem

You have installed the PROSHOTS Basics Software, but you are in demo mode and cannot complete an order.

Solution

Contact a KODAK PROSHOTS participating lab to obtain a user ID and password. Go to:

<http://www.proshots.net/newuser/labs/index.php>

Changes to Digital Images

Problem

Changing the original high-resolution image does not change the thumbnail image shown in the PROSHOTS Basics Software.

Solution

The edits you make are not saved to the original image. To edit a high-resolution image, make a copy of it with a new name, edit the copy, then import it into the PROSHOTS Basics Software as a new image.

Adding Images from Network Drives or Removable Media

Problem

You have images on multiple media or network drives that you wish to import into the PROSHOTS Basics Software.

Solution

You can import images from a network drive or other media. However, the images must all be available when you send the job to the lab. For example, you can import images from a single CD, but you cannot change CDs when the software creates a zipped file of the ordered images to send to the lab.

Backing Up Your Orders

Problem

You need to save a backup copy of your order.

Solution

On WINDOWS systems, your orders are saved to C:\Documents and Settings\KODAK PROSHOTS Basics Software.

Images Do Not Display Sharply on Your Monitor

Problem

Images viewed in the PROSHOTS Basics Software do not appear sharply on your monitor.

Solution

The images you view in the software are low-resolution images. The prints you receive from your lab will be high-resolution, high-quality images.

Changing Images After the Order is Created

Problem

You want to make changes to your images such as moving, deleting, or archiving them after you create your order.

Solution

Do not make changes to your high resolution, digital camera images between the time you begin creating the order and the order is complete and sent to the lab.

Adding Both Prints and Proofs to Your Order

Problem

You want to send an order to your lab that consists of both prints and proofs.

Solution

You must create separate orders for prints and proofs. Labs offer a much higher level of quality control on print orders, so their workflows do not let them combine orders.

Color Management

Question

How are images color managed by the PROSHOTS Basics Software?

Answer

The software does not color manage the images. For high-resolution digital camera images, the color management embedded in the images is printed by the lab. However, the lab may have color restrictions. Check with the lab for more information.

The lab controls the color management for scanned film images.

Using KODAK PROSHOTS Basics Software with KODAK PROSHOTS Studio Software Suite

Question

Can I use PROSHOTS Studio Software with the PROSHOTS Basics Software?

Answer

You can install and run both programs on the same computer, but you must start and complete an order in the same program.

Obtaining Software Updates

Question

How do I get updates to the PROSHOTS Basics Software, and how often is the software updated?

Answer

Updates occur automatically. If an update is available when you log onto the Internet, the software checks for updates and installs them. Updates occur periodically.

Updates to PROSHOTS Basics Software do not include updates to JAVA Web Start, which operates with the software. For more information on updates to the JAVA Web Start, go to:

<http://www.java.com/>

Is an Internet Connection Required to Use the Software?

Question

Can you install and use the PROSHOTS Basics Software without an Internet connection?

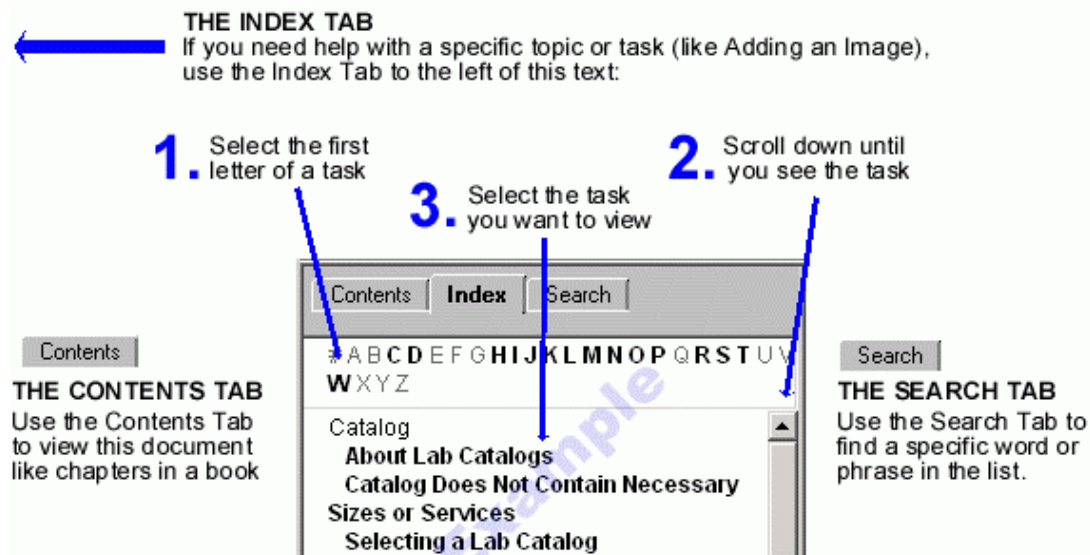
Answer

You can create orders without being connected to the Internet. However, you must have an Internet connection to:

- install software updates.
- register with a lab.
- send orders to a lab.
- receive e-mail from the lab.

Getting Help

How to Use Help



More Help Options

If you have a question about PROSHOTS Basics Software, you have the following options for obtaining help:

[Contact your PROSHOTS lab.](#)

[Check the FAQ database](#) (topic "Basics").

[Talk to other photographers in the discussion forum.](#)

[Visit the PROSHOTS Photographer Resource Center.](#)

Email <mailto:proshotsinfo@kodak.com> - You will usually receive a response within 48 hours.

The following Web sites can offer additional support:

JAVA Application support for MACINTOSH Systems from Apple.com

JAVA Application support from JAVA.com

Paid Support Option

If you are unable to solve a problem using the above resources, you can call Kodak Technical Support at:

800-235-6325, extension 45 (US customers only)

585-588-1088 (Canada or outside the US)

9:00 A.M. to 8:00 P.M. EST, Monday through Friday

There is a \$35 telephone support service charge for the solution to each problem.

Photographers with current licenses for KODAK PROSHOTS Studio Software receive free telephone support for either PROSHOTS Studio Software or PROSHOTS Basics Software.

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