

LOXLEYROES

QUICK START GUIDE

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## WHAT IS LOXLEY ROES?

Loxley ROES (Remote Order Entry System) is a full-featured and easy to use desktop application, which allows us to offer our products and services to film and digital customers. These products and services are loaded at launch from our website—allowing real time updates. This provides you with all the latest products and prices, as well as an extensive application packed with great features.

Image thumbnails and lab products are displayed in a straight forward and easily understood manner, making order entry easy.

Other key features we have recently added are:

**Presenter** Allows you to create your own slide show and compare images.

**My Packages** Create your own packages using multiple products and sizes.

**Template Designer** Create your own templates—for Albums and Books design.

Loxley ROES is compatible with Windows and Macintosh OSX platforms. A Broadband connection is required for Loxley ROES.

## WHY USE LOXLEY ROES?

Loxley ROES is designed to make ordering any product from the Loxley Colour range a simple and rewarding process. Employing a simple drag and drop interface, it can be used to order print fulfilment, wall display products, presentation products and much more.

By providing a visual representation of your order, Loxley ROES allows you to check every aspect of your order prior to submission including; cropping, layout, composition and finish—ensuring you're completely satisfied with your final product.

### KEY BENEFITS TO USING LOXLEY ROES:

- Prints up to 30x20" dispatched same-day if the order is received before 1pm.
- Every order is automatically encrypted for your security and peace of mind.
- Print packages simplify the ordering of multiple sizes of the same print.
- Change images to black and white or sepia without overwriting your original file.
- All your framed and mounted print orders in one easy to use location.
- Save your orders as files to present to customers in a slideshow.



Visit **loxleycolour.com** to download Loxley ROES.

Loxley ROES software is free for both Mac and PC users.


## DOWNLOAD AND INSTALL

Installing Loxley ROES is incredibly straightforward. You will first have to register on our website **loxleycolour.com**. Once registered and logged in, select 'Software' from the menu, and then 'Loxley ROES'. The application can be installed by clicking the 'Launch Loxley ROES' button found at the right hand side of the screen.

Loxley ROES requires an up-to-date installation of Java to function properly. Visit **java.com** to ensure the most recent version is installed on your computer.

# SETTING UP LOXLEY ROES

Firstly, we need to set the initial values for the Loxley ROES client. To do so, start the client by double-clicking your desktop shortcut. The application will open and you will be prompted with the image below. If you are not prompted please click 'My Information' button located at the middle of the screen.



**Enter Customer Information**

**Customer Information**

Please enter your customer information. This is necessary to complete orders.

Name  
Your Name Goes Here

Account No.  
Your Account Number

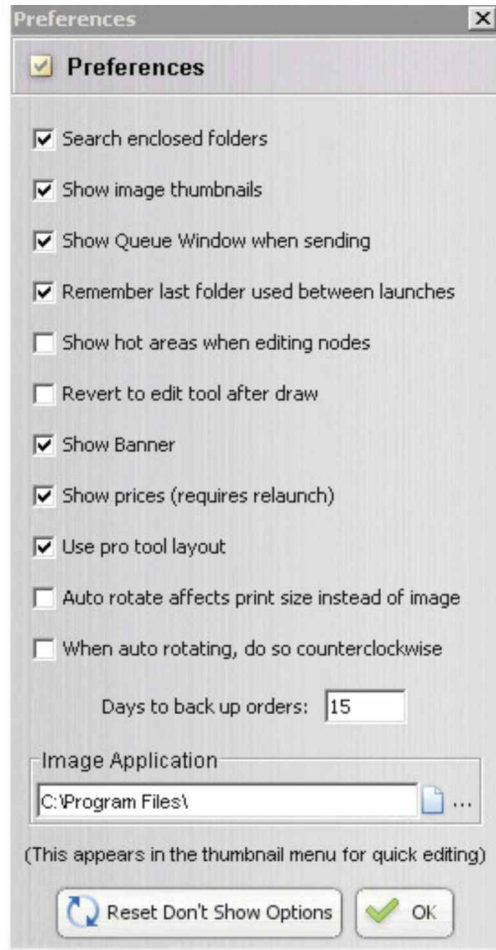
E-mail Address  
Your E-mail Address

OK

Please enter the same information that you entered on our website when you registered to use Loxley ROES. If you are unsure of any of this information, please call **0845 519 5000** or e-mail **cs@loxleycolour.com** where one of our customer service advisors will be happy to assist you. Please note, there may be time and production issues if any of this information is incorrect. Once the customer information is entered, you can begin to customise your layout to suit your needs.

## P R E F E R E N C E S

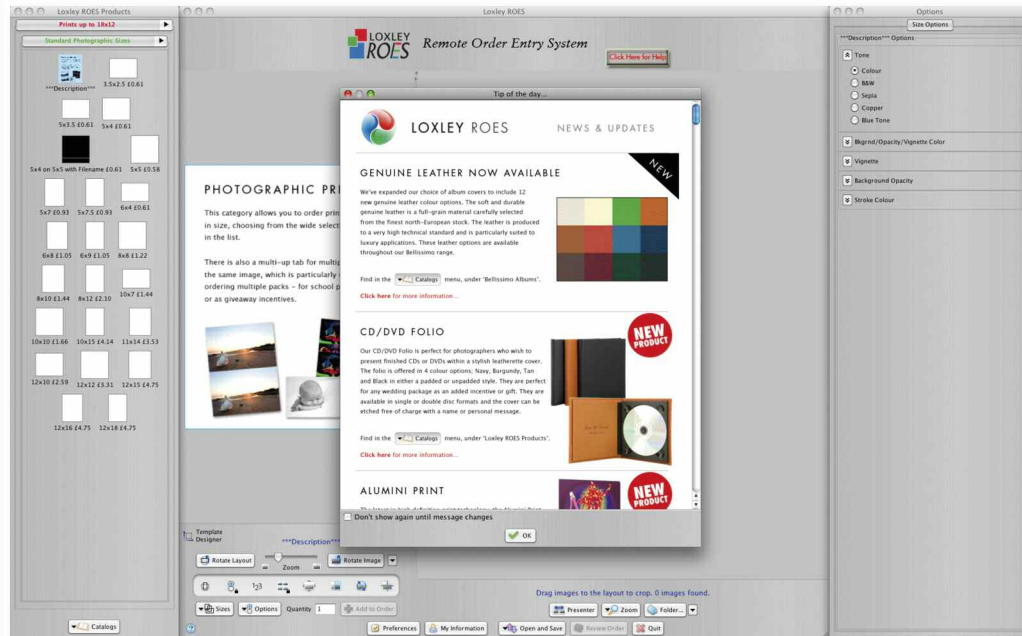
You may change each of the following options detailed here.



- Search enclosed** When checked, Loxley ROES will look for selected images in a given folder **and** in all its subfolders. This can be quite memory intensive, and so is recommended to remain unchecked.
- Show image thumbnails** When checked, shows a representative thumbnail of the image. When unchecked, a placeholder standard image is used.
- Mark ordered thumbnails** When checked, any ordered images are highlighted.
- Show queue windows** Shows the 'Sent Orders' queue.
- Show banner** Hides the Loxley ROES logo within the window.
- Show prices** When checked, lab pricing will be shown. When unchecked, all prices in the application will be hidden.
- Use pro tool layout** Rearranges the commonly-used tools and preferences so they become available in the layout area for quicker access.
- Auto rotate affects print size** Rotates the full template instead of single images.
- Auto rotate counter clockwise** Auto rotates in a counter clockwise direction.

# GETTING STARTED

The first time you launch Loxley ROES your screen will look similar to this.



The palettes can be moved around the screen in order to suit the way you work. The 'Sizes' and 'Options' palettes are not required to be open all the time—each can be accessed at any time by clicking on the relevant buttons.

To open either palette, click on the relevant button and select 'Show Palette'. Once open, they can be moved by clicking and dragging the top bar of the palette, or resized by hovering the mouse over the edges or corners until you see a double headed arrow.

## MY INFORMATION

The first thing you need to do before placing an order is open 'My Information'—found at the bottom of your screen. This will open up a dialogue box in which you are required to enter your name, email address, and your lab account number. If you do not know your account number, or you do not have one, please call customer service on **0845 519 5000** and we will generate one for you.

It is important that the information in this section is correct, as this will tell us who has sent the order. Your confirmation emails will be sent to the address that you enter here.

## IMPORTING IMAGES

To import your images into the ROES software, click on the 'Folder' button, and navigate to the required folder. Please note that the files used must be sRGB JPEGs. On a PC, you can click 'Open' or double-click on the first image in the folder in order to import the folder. On a Mac, select the folder and click 'Open'.

The thumbnails of these images will now appear in the thumbnail area on the right hand side of your screen. You can enlarge the thumbnails for ease-of-viewing by adjusting the 'Zoom' button directly underneath them. You can also resize the window in which they appear by moving your cursor over the edges or corners of the window and dragging it either way.

## ADVICE ON FILE SIZE/RESOLUTION

For the highest quality of prints, we recommend that your file size equates to 1MB per inch of the longest side and that your resolution is 300dpi, e.g. For a 10x8" print you should supply a 10MB file.

We also recommend that your files are saved using the sRGB colour Space as they will be converted to this before printing.

## SELECTING A CATALOGUE

By clicking on the 'Catalogues' button at the bottom of the sizes palette, you will find the different categories of products. Please note, you must fully complete an order from one catalogue before changing to another, otherwise your order will be lost.

## SELECTING PRODUCTS

To select a product from the sizes palette, simply click on the one you require. At the top of the palette are different categories, e.g. 'Prints Only', 'Framing Products' and 'Press Printed Books' and so on. Once you have selected your chosen category, a list of all available products will appear—allowing you to select your choice of products and sizes. The size will then appear in the central window of your screen, and the title of the template will be displayed underneath, e.g. '10x8" Cover 1'.

## CREATING AN ORDER

Select the image you wish to use for your product, and drag it into the template—now showing in the centre of your screen. Please note, the image(s) may appear to be pixellated at this point but this will **not** affect the final print.

Below the template window, are 2 controls which allow you to amend the look of the print—'Zoom' to enlarge the image inside the template, and 'Rotate' to change the angle of the print (at 1° increments). The quantity required can also be altered at this stage.

## ADDING TO THE ORDER

When you are happy with the final product, simply click 'Add to Order'. The button will change briefly to 'Added' and you can move on to the next item you require.

To add another print in the same size, you can drag the next image into the template (the previous image will still appear). The most recently placed image will take precedence.

To change to a different template, simply click on the next size you require.

Quantities can be altered at the time of adding to order, or when you review the order.

## OPTIONS

There are a variety of options available depending on which product you are ordering. These can be seen on the options palette on the right hand side of the screen—to open the palette, click on 'Options' and select 'Show Options Palette'.

Here you can select different finishes, tones and mounts for your images. Please note, for mounting and laminating options, allow up to 5 working days.

## SAVING YOUR INCOMPLETE ORDER

If you wish to stop working on your order before it is complete, click on 'Open and Save' and select 'Save This Incomplete Order'. You will then be prompted to select a folder in which to save your order.

Incomplete orders can be re-opened and edited at any time by selecting 'Open an Incomplete Order' from the 'Open and Save' section.

## REVIEWING YOUR ORDER

Click on 'Review Order' to show a summary and thumbnails of the images you have ordered. You can adjust the quantity or the options here without going back to the main order screen.

## EDITING AND REMOVING ITEMS

If you right-click (ctrl+click for Mac) on the thumbnails shown on the review order screen, you will be given the option to edit or remove the item. Selecting 'Edit' will open the item up in the main ordering screen again so that any required amendments can be made.

## RENDERING YOUR ORDER

The 'Render' button can be found within the 'Review Order' section of ROES.

This function is particularly useful for image comparison and previewing album pages, as it creates a low resolution JPEG from each page. The JPEGs are ideal for viewing on screen but will not produce a high quality print, and are therefore suitable to pass onto your client.

Full instructions for using the render facility can be found in the 'Presenter Tutorial' section.

## ADDING INSTRUCTIONS

Before sending your order to us you may wish to add special instructions relating to the order. To do this, click on the 'Instructions' button within 'Review Order', and enter your text in the box which appears.

If you find you are often having to enter the same instruction due to an option not being available on ROES, please contact **cs@loxleycolour.com** and tell us what you need.

## POSTAGE, DELIVERY ADDRESS AND REFERENCES

Before you complete your order, there are a few options to choose from—

### **Colour correction or no correction**

**Delivery method** Please note, the 'Van Run' option is for approved customers only and you must contact us if you wish to enquire about this service.

### **An alternative delivery address if required**

### **Any reference you wish to add**

At the bottom of the screen you will see—

### **A summary of the number of prints ordered**

**The total size of the order in MBs** This should give you some idea of how long the order will take to upload to us, as approximate upload speed is 100MB per hour.

### **The total cost of your order excluding VAT**

## COMPLETING YOUR ORDER

You are now ready to complete your order and send it to us.

Click on 'Complete Order' and select from the following 3 options—

**Send Now via the Internet** Transmits the order straight away.

**Save for Sending Later via the Internet** Useful when creating multiple orders and require to send them all at the same time.

**Save to Disc for Alternative Delivery** Useful for very large orders which will take a long length of time to upload—likewise if you don't have a broadband connection—and instead would like to save the order(s) to disc.

## PAYMENT OPTIONS

After selecting how to send your order you will be asked how you wish to pay. There are 3 options to choose from—

**Credit Card** For standard transactions.

**Lab Account** For Loxley Colour credit account holders.

**Pickup and Pay** For local collect customers.

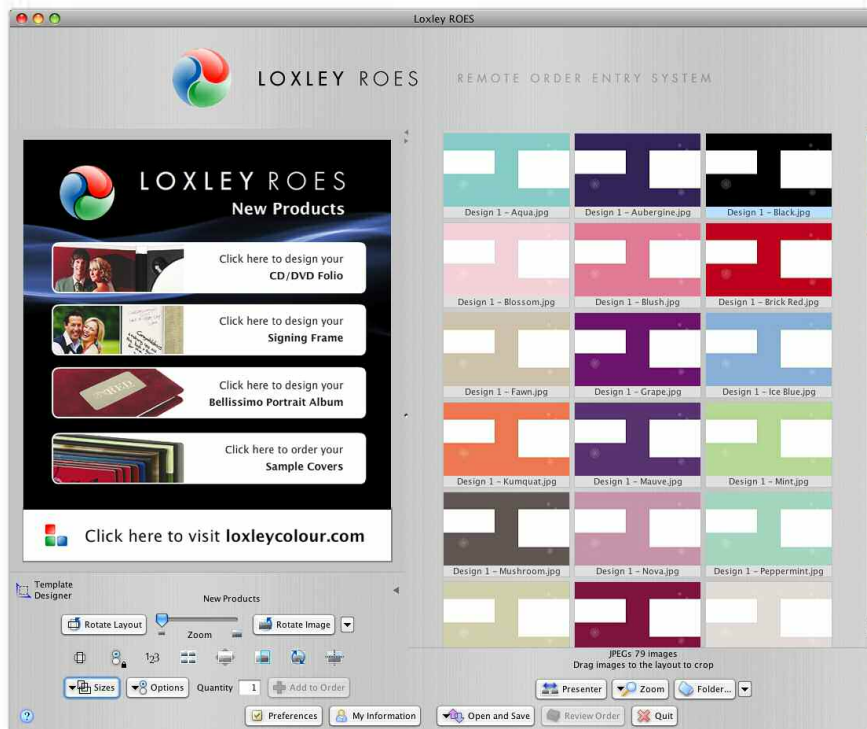
If you select to pay by credit card you will be required to enter your card details. If you wish, you can check the box to allow ROES to store your card details for future orders. Please note, your details are stored locally on your computer and we do not receive them until you send us an order—therefore the security of these details is dependent on you.

Once your order has been received (whether via the internet or by disc) we will send a confirmation to your registered email address. This will contain a summary of your order for your records, and also a unique Lab Order ID—which you can use if you need to contact us.

# THE THUMBNAIL AREA

The thumbnail area is the large area on the right side of the window where image thumbnails and filenames are shown. There are also controls for the thumbnails.

The main window space devoted to the thumbnail area and layout area is controlled by dragging the divider between the two areas. At the extreme positions of this divider, not all buttons may be visible due to differences in font sizes on various platforms.



Thumbnails can be rearranged by dragging them around the thumbnail area. A blue insertion bar will mark the point of insertion for the images.

Several selection options are available in the thumbnail area. A typical selection rule applies, so the key will select a range of images, and (on Macs) selects individual images. If you wish to create the same product using a number of different images, simply select the chosen images and drop them into the image editing area—before selecting 'Add to Order'. This is a great shortcut tool, useful for for proof orders.

To access the menu within the thumbnail area right-click (ctrl+click for Mac) to offer the following options—

- Show Selected Only** Shows only the selected images in the thumbnail area.
- Show All** Shows all images found in the selected folders.
- Hide Selected** Hides the selected thumbnails from the thumbnail area—the original JPEGs are not deleted.
- Select All** Selects all visible images within the thumbnail area.
- Select Others** Selects all images not highlighted (inverts Show Selected Only).
- Select None** Deselects any previous selection.
- Rename Images** Shows several rename capabilities. This will **fully overwrite** your original files, and so should be used with caution—images should ideally be named appropriately before in use.
- Refresh** Reverts a thumbnail image back to its original view.
- Rotate Thumbnail** Rotates the view of the thumbnail—the original JPEG and thumbnail are not modified.
- Open with Image Application** Configured in Preferences, this will attempt to open the selected images with your chosen image application, e.g. Photoshop.
- Open Containing Folder** Opens the directory on your computer—in which your images are stored.

Image filenames and information are shown beneath the options, and are updated whenever a new field is selected.

Beneath the thumbnail area are 3 controls—

**Presenter** Runs a module to allow comparing of images.

**Zoom** Shows a zoom slider, which enlarges/reduces the size of all thumbnails.

**Folder** Allows the selection of another folder to be searched for. Once a folder has been selected a search will begin, showing thumbnails in the thumbnail area as it finds images. The image search can be selected to search subfolders or not—selectable in Preferences.

While the application is looking for images the buttons title will change to 'Stop Searching'. If the user clicks this button, the application will stop the search yet will show them images already found.

The triangle to the right of 'Folder' contains a list of the 15 most recently used folders for easy switching between sets of images.

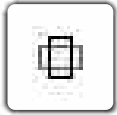
# PRO TOOL LAYOUT

Some commonly-used tools can be displayed between the 'Image' controls and the 'Product and Service' controls. This is typically done after you have used ROES and are comfortable with the application. It gives you immediate access to commonly used features.

## PREFERENCES SECTION

When you hover your mouse over each control you will see a summary of each icon and its function. When a padlock or check box appears alongside the icon, its use is enabled.

The following 10 controls are the most commonly-used.



### **Hold Crop**

Holds the crop when a new product or image is selected. This is only possible when the image and product have the same aspect ratio as the ones currently in use. If the aspect ratios differ, a best approximation is used.



### **Hold Options**

Holds the options on a product after pressing 'Add to Order'. When this is unlocked, options on the working product will be removed after adding the item to the order.



### **Hold Quantity**

Holds the quantity on a product after pressing 'Add to Order'. When this is unlocked, the quantity on the working product will revert to one after adding the item to the order.



### **Hold Images**

Preserves the selected image(s) between product changes.



### **Lock Image**

Holds the image in a node by ignoring image drags and drops. This is particularly useful when using a logo in a specific node and adding many images to an order. This tool is only enabled on multi-node products.



### **Crop or Fit**

Changes the behaviour of the node to crop the image or to fit the entire image into the selected box.



### **Auto Rotate**

Attempts to match aspect ratios on an image by applying a rotation when an image is dropped. If a node is square, the rounding error in calculating the larger axis may cause an image to be rotated or not.



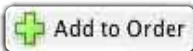
### **Reticle**

Shows a grid over an image—displaying  $\frac{1}{4}$ ,  $\frac{1}{2}$  and  $\frac{3}{4}$  guides—allowing you to position your image accurately.



### **Quantity**

Determines the required amount of the selected product.



### **Add to Order**

Adds the current product to your order, including any options or quantities selected.

This area also contains the 'Quantity' for the current product and the 'Add to Order' buttons. Select the product, or print size, you want by selecting it in the 'Print Sizes' menu. Below this is an option to show the products as a set of tabs in a separate groups, called the 'Print Sizes Palette'.

Selecting a product in the 'Print Sizes' menu or 'Print Sizes Palette' will show it in the layout area. Cropping is constrained so that white space is not introduced into the print. This avoids common errors with differing aspect ratios, yet provides a high degree of control.

To select the various options for the current print size, click on the 'Options' button. This contains a number of options relating to each product. Simply check the boxes you want to select.

To set the amount of a single product to be added to an order, simply enter it in the 'Quantity' field.

When you are happy with your image position and options, click the 'Add to Order' button to add the product to your order. The text in the button will change momentarily to 'Added!' to let you know that the item has been added.

If a product's nodes are empty, the 'Add to Order' button will be disabled. To enable a partially-filled product to be added, hold the 'ALT' key and 'Add to Order'—which will then change to 'Add with Empty'. You can then continue to add your images to products in the normal way.

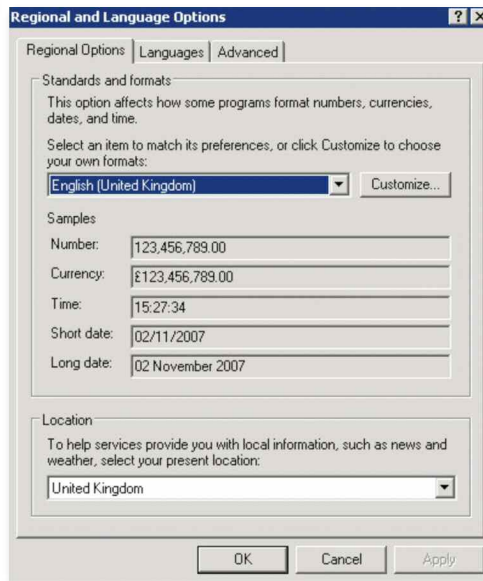
# CURRENCY SETTINGS

Loxley ROES client will display US Dollars within the currency settings if your machine is set to United States, rather than United Kingdom.

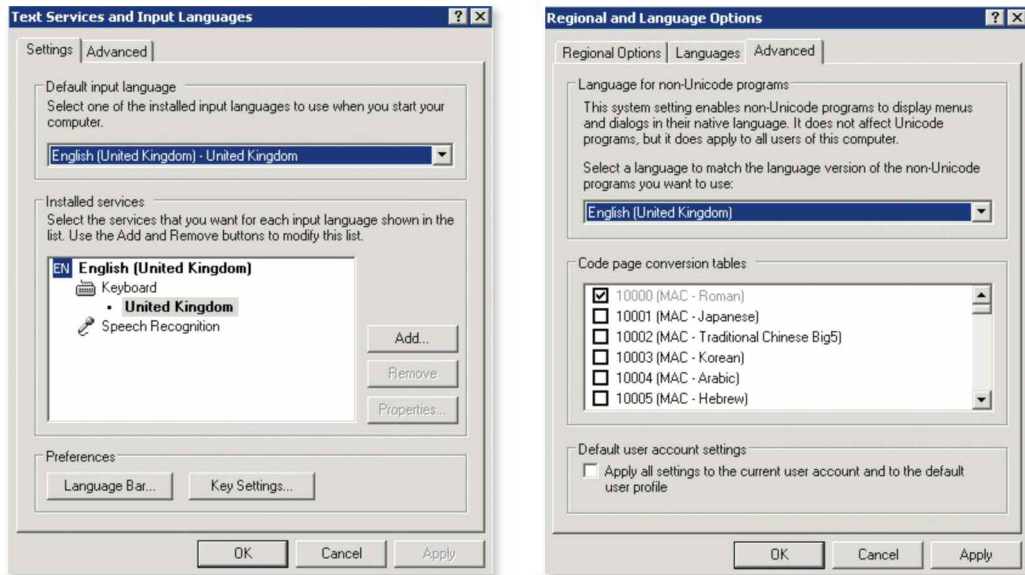
To correct this problem please follow the instructions for each operating system below—

## WINDOWS XP, WINDOWS VISTA & WINDOWS 7

Begin at your PC's control panel—click on 'Start', then 'Settings' and finally 'Control Panel'. Next, double-click on the 'Regional and Language Options' icon, and make sure the blue box has 'English (United Kingdom)' selected.



Once 'OK' is selected, a second box will appear—'Text Services and Input Languages'. Again make sure that the blue box has 'English (United Kingdom)' checked. (If there is any entry for the US, highlight it and remove). Now click 'Apply' and then 'OK'.



This window will close and it will revert back to the 'Regional and Language Options' window. Click the 'Advanced Tab' and again ensure that 'English (United Kingdom)' is the option selected.

You will be prompted to reboot the system. Select 'Yes' to complete the change and reboot, remembering to **save any open work**.

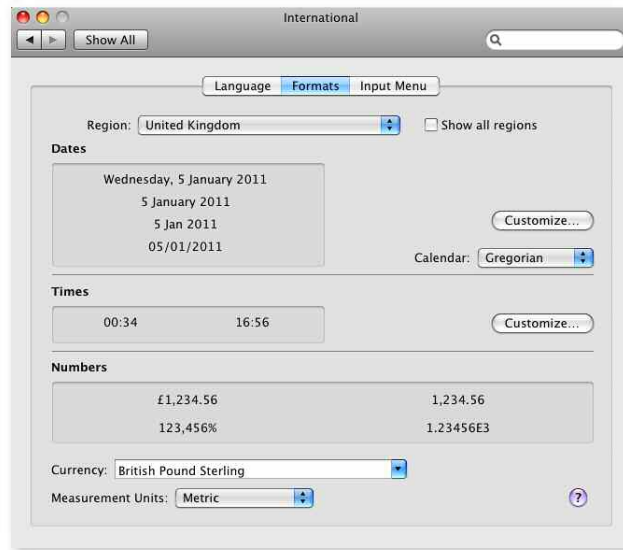
## MAC OS X

These format choices affect how the 'Dates', 'Times' and 'Numbers' appear in Finder windows, Mail, and other Mac applications.

From the screen, click the 'Apple Icon', 'System Preferences', 'International', and finally 'Formats'.

Choose 'United Kingdom' from the 'Region' drop-down menu. By default, only regions for your preferred language (in the 'Languages' panel) are shown. If you do not see the region you need, select the 'Show All' checkbox.

You are able to customise these formats to suit your preferences—each region can be altered separately to match different specifications.



# PRESENTER TUTORIAL

## VIEWING INDIVIDUAL IMAGES

The presenter module is designed as a creative visual aid to presentations; allowing side-by-side comparison of images, image sorting, and an option to create a slideshow.

It can also be used with the render function to flatten and view album pages, to then show to your client.

**Importing Images into Presenter** Click on the presenter button on the main ordering screen. (If you have previously imported a folder into ROES, this will automatically be opened—however, there is also the 'Folder' button which allows you to add the specific images you require).

All of the images from your selected folder will then appear in the lower window.

Your images can simply be dragged into either of the upper windows to be viewed.

To view your all of your selected images in a sequence click the 'Slideshow' button.

Your monitor will turn black and each image will appear in turn on the screen. Controls for the slideshow will appear when you right click (ctrl+click for Mac).

## RENDERING AND VIEWING ALBUM PAGES

Your album pages can be rendered into low resolution JPEGs, which, while being of perfect quality on screen, will not provide a quality print—allowing you to pass onto your client for previewing purposes.

**Creating Preview Pages** Once your album pages are fully created, you **must** save the order—click on 'Open and Save' and then select 'Save this Incomplete Order'.

Next, click 'Review Order' and select 'Render'.

You will be asked to select a folder in which to save your rendered files.

The presenter window will open, and your album pages will appear in the lower window.

The pages are rendered in the order in which they appear in the order review window—so please ensure you have sequenced them correctly prior to this stage.

Please note, If you are using large files the software may take some time to render pages.

The rendered JPEGs will be saved into the folder you previously selected.

The complete preview pages can then be viewed as an on-screen slideshow, emailed, or burned to disc for your client to preview them.

# MY PACKAGES TUTORIAL

## MY PACKAGES PALETTE

This allows you to create custom packages using the products within ROES. It lets you easily order the same image in a combination of sizes, rather than adding each one to your order individually.

'My Packages' is particularly useful for education photography where an assortment of sizes for a singular image is often required.

**Creating your Package Palette** Within the main ordering screen, click on 'Sizes' and select 'Show My Packages' to show the palette.

The palette can be moved around on the screen if required.

The first time you open 'My Packages', there will be a pre-existing group called 'New Group'. To change this, click the 'Delete Group' icon and select 'Create Group' to give it a name of your choice.

Now click 'Add Package' and type a suitable package name—the package will now appear in the upper window.

Please note, this will be greyed out as there are no products connected to it.

To add products to your package, simply drag the required product and size(s) onto your package icon.

You can now click on your package icon in the upper window and your chosen products will be listed underneath.

You can rotate the product and adjust the quantity if required.

**Creating your Packages Palette contd.** A small blue square will appear on one of your selected items—this indicates the bounding template for the full package, i.e. the crop area on all products will fit into this one and no extra image area will be included for sizes of different proportion.

To now complete your order, simply click on the package, drag your image into the template and click 'Add to Order'. You will see that **all** of the products within the package have been added.

Please note, when working with packages, the quantity option on the main ordering screen relates to the quantity of packages and **not** the number of prints.

All information contained in this document is correct at time of publication © Loxley Colour 2012.



Loxley Colour