

ImagePrint 9 Quick Reference Guide

This guide provides instructions on accessing most of the ImagePrint tools and features in a brief, step-by-step format. For more detailed descriptions and examples, including full installation instructions, please see the ImagePrint 9.0 Users Manual available under the ImagePrint help menu. Tutorials for many features are also available at the ColorByte web site: www.colorbytesoftware.com.

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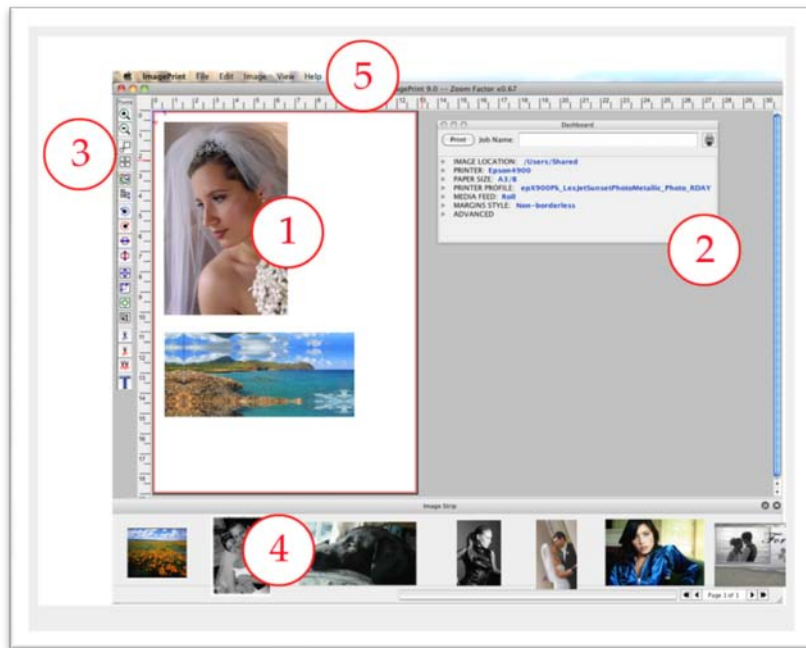
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1. The ImagePrint Interface



- 1 The Main layout area for arranging images
- 2 The Dashboard contains the most commonly used settings
- 3 The Floating Toolbar for quick access to interactive functions
- 4 The Image strip displays thumbnails of your image files
- 5 The Main Menu is the location for preferences and many advanced tools

 A “Mouse Menu” is also available by right-clicking (or Control-clicking) on an image or the layout area itself. This menu provides context sensitive shortcuts to tools that act on individual images or the layout area.

2. The Basics

Setting a page size, adding and arranging images

Launching ImagePrint

- 🖱️ Double-click the ImagePrint program icon.
- On Mac versions, you can find the ImagePrint icon in:
/Applications/ImagePrint
- On PC versions, the ImagePrint icon should be on your Desktop, or:
C:\Program Files\ImagePrint


Setting a page size

Standard paper size

- ☰ **Dashboard** ⇒ **Paper Size**
- 👇 Choose one of the preset standard paper sizes (such as letter, A4, etc.)


Custom (User defined) paper Size

- ☰ **Dashboard** ⇒ **Paper Size**
- 👇 Choose **User Defined** from the drop-down page menu
- 📄 Type the desired page size name in the **Page Size** field
- 📄 Enter the page width in the **Width** field
- 📄 Enter the page height in the **Height** field
- 🖱️ Click **Save** to save your new page size to the **Page Sizes** list on the left
- 🖱️ Choose your new page size’s name in the **Page Sizes** list
- 🖱️ Click **OK** to load your new page size and close the window


 Always specify a page width that exactly corresponds to the physical page WIDTH loaded on the printer (the HEIGHT can vary if you are using roll media, but should match exactly if using sheet media).

The size of the printable area can be changed by page mode such as Roll vs Sheet, Borderless vs. non-Borderless, and Center Margins vs Regular Margins.

Adding Images to your layout

 **Drag** or **double-click** image thumbnails from the **Image Strip**

or

 **Main Menu** ⇒ **File** ⇒ **Open**

or


 **Drag** files directly from any folder on your system into ImagePrint

Changing the Image Strip folder

The Image Strip shows the images within a folder on your computer.

To select a new Image Strip folder:

 **Dashboard** ⇒ **IMAGE LOCATON**

 **Navigate** to the folder containing your images

 ImagePrint will open TIFF, JPEG and Photoshop PSD files.

Specify what happens if an image can't fit on the page (AutoFlow)

 **Dashboard** ⇒ **AUTO LAYOUT SETTINGS**
✓ **Auto Flow**

With Auto Flow OFF (unchecked), a newly opened image that is too big to fit ImagePrint will stack it in the upper left corner of the layout area on top of previous images.

With Auto Flow ON (checked), a new page will be generated when an image can't fit on the current page.

 Move between pages via the **Page Controls arrows** at the bottom of the Layout area..

Removing Images

Single Image:

 **Select Image**

 **Main Menu** ⇒ **Edit** ⇒ **Delete active image**

or























 **Select Image**












 **Tool Palette** ⇒  **Black Scissors**





All images on current page:

 **Main Menu** ⇒ **Edit** ⇒ **Delete all images**

or


	<p>✂ Tool Palette ⇨  <i>Red Single Scissors</i></p> <p><i>All images on all pages:</i></p> <p><input type="checkbox"/> Main Menu ⇨ <i>Edit</i> ⇨ <i>Delete all active images</i></p> <p>⇨ <i>or</i> ⇨</p> <p>✂ Tool Palette ⇨  <i>Red Multiple Scissors</i></p>
<p>Moving Images</p>	<p> Select Image</p> <p> Drag with the mouse</p> <p>⇨ <i>or</i> ⇨</p> <p> Press the up/down/left/right arrow keys on the keyboard</p> <p>⇨ <i>or</i> ⇨</p> <p><input type="checkbox"/> Main Menu ⇨ <i>Edit</i> ⇨ <i>Image Properties</i></p> <p> Type coordinates in the X-pos (horizontal) and Y-pos (Vertical) fields</p>
<p>Resizing Images</p>	<p><i>Resize proportionally:</i></p> <p> Select Image</p> <p> Click an image <i>edge</i> (not a corner) and drag</p> <p>⇨ <i>or</i> ⇨</p> <p>✂ Tool Palette ⇨  <i>Fit Image button</i> (to “fit” the printable area of the page)</p> <p>⇨ <i>or</i> ⇨</p> <p>✂ Tool Palette ⇨  <i>Scale Image button</i></p> <p>✓ Select Constrain Proportions</p> <p> Enter desired values in the Width and Height fields</p> <p><i>Resize non-proportionally:</i></p> <p> Select Image</p> <p> Click an image <i>corner</i> (not an edge) and drag</p> <p>⇨ <i>or</i> ⇨</p> <p> Select Image</p> <p>✂ Tool Palette ⇨  <i>Scale Image button</i></p> <p>✓ Deselect Constrain Proportions</p> <p> Enter desired values in the Width and Height fields</p>
<p>Return an image to its original size</p>	<p>✂ Tool Palette ⇨  <i>Original Size icon</i></p>
<p>Rotating images</p>	<p> Select Image</p> <p>✂ Tool Palette ⇨  <i>Rotate Clockwise icon</i></p> <p>⇨ <i>or</i> ⇨</p> <p>✂ Tool Palette ⇨  <i>Rotate Counter-Clockwise icon</i></p>
<p>Mirroring images</p>	<p> Select Image</p> <p>✂ Tool Palette ⇨  <i>Mirror Horizontal icon</i></p>

	<p style="text-align: center;">↻ or ↺</p> <p>✳ Tool Palette ⇒  <i>Mirror Vertical icon</i></p>
<p>Arranging images (Stacking)</p>	<p>🖱 Select Image</p> <p>☑ Main Menu ⇒ <i>Edit</i> ⇒ <i>Bring to top</i></p> <p style="text-align: center;">↻ or ↺</p> <p>☑ Main Menu ⇒ <i>Edit</i> ⇒ <i>Push to bottom</i></p>
<p>Centering an Image</p>	<p>🖱 Select Image</p> <p>✳ Tool Palette ⇒  <i>Center Image icon</i></p> <p style="text-align: center;">↻ or ↺</p> <p>☑ Main Menu ⇒ <i>Edit</i> ⇒ <i>Center Image icon</i></p>
<p>Duplicating Images</p>	<p><i>Via Copy and Paste</i></p> <p>🖱 Select Image</p> <p>☑ Main Menu ⇒ <i>Edit</i> ⇒ <i>Copy</i></p> <p>☑ Main Menu ⇒ <i>Edit</i> ⇒ <i>Paste</i></p> <p><i>Via Step and Repeat</i></p> <p>🖱 Click and drag the edge or corner of an image while  pressing the SHIFT key</p> <p style="text-align: center;">↻ or ↺</p> <p>🖱 Select Image</p> <p>✳ Tool Palette ⇒  <i>Step and Repeat icon</i></p> <p> Specify the number of Horizontal copies (or partial copies) in the Step field</p> <p> Specify the number of Vertical copies (or partial copies) in the Repeat field</p> <p> Specify the desired space between the copies in the Space fields</p> <p>🕒 Select the Step Repeat Mode</p> <p> Tile is the default mode. Half-drop and Slide will shift each copied image 50% vertically or horizontally.</p>
<p>View image in higher resolution</p>	<p>🖱 Select Image</p> <p>☑ Main Menu ⇒ <i>View</i> ⇒ <i>High Resolution Preview</i></p> <p><i>A window will appear containing a high resolution view of the image.</i></p> <p> Use the High Resolution Tool Palette beside this window to zoom in or out of the window to increase the resolution even further.</p>
<p>Zoom</p>	<p>✳ Tool Palette ⇒  <i>Zoom IN icon</i></p> <p>✳ Tool Palette ⇒  <i>Zoom OUT icon</i></p>

	 The current Zoom Factor is shown at the top of the main ImagePrint window.
Grid settings	 Tool Palette ⇨  <i>Grid Settings icon</i> ⇨ or ⇨ <input type="checkbox"/> Main Menu ⇨ <i>View (pc) ImagePrint (Mac)</i> ⇨ <i>Preferences</i> ⇨ <i>Page Settings</i> ✓ Select Use Grid  Specify the size of the grid frames via the X and Y fields <i>To have images “snap” to grid corners as you move them:</i> ✓ Select Snap Images to Grid <i>To specify which part of the image snaps to the grid</i> ✓ Select Upper Left ⇨ or ⇨ ✓ Select Upper Right
Increase the resolution of the layout window previews	<input type="checkbox"/> Main Menu ⇨ <i>View (pc) ImagePrint (Mac)</i> ⇨ <i>Preferences</i> ⇨ <i>Profiles</i> (Windows) ⇨ Select General ⇨ Select a different resolution value in the Preview Size menu
Change the layout area background color	<input type="checkbox"/> Main Menu ⇨ <i>View (pc) ImagePrint (Mac)</i> ⇨ <i>Preferences</i> ⇨ <i>Profiles</i> (Windows) ⇨ Select General ⇨ Background Color

3. Profiles and Color Management

Choosing a profile for your paper

Choosing Printer Profiles	<p>In order to print correctly it is vital to choose the correct profile for your paper.</p> <p>ImagePrint provides 2 methods of choosing your profile—by profile name (Choose by Profile) or by the name of the paper (The Profile Valet).</p> <p>Both methods are accessed by choosing PRINTER PROFILE in the Dashboard.</p>
Method 1: The Profile Valet <New> <i>The Profile Valet allows you to specify your profile by choosing the manufacturer and name</i>	 <i>Not available for older printers including the Epson 2200, 7600 and 9600</i> <input type="checkbox"/> Dashboard ⇨ PRINTER PROFILE ⇨ Profile Valet <i>Choose from the available options to see the list of matching profiles. (Not all options will be available for all printers)</i>

of the paper you plan to use. Profiles will be automatically downloaded if not available (provided you have an internet connection available).

✓ **Ink set**

Photo black for photo papers – most papers with a shiny surface.

Matte black for matte papers – papers with a non-shiny, matte surface.

Phatte – only choose this option if you are using ImagePrint’s phatte (photo / matte) mode.

✓ **Color / gray**

Color profiles will use all of the inks

Gray profiles will use essentially on the gray and black inks

✓ **DCM**

Dynamic contrast matching – These profiles will have optimized contrast curves for the media

Once you have chosen from the above options, select the **Brand** of paper from the **Brand** menu and the **Paper Name** from the **Paper** menu.

Each paper may have multiple **Quality** and **Display Lighting** versions available.

✓ **Quality**

The printer droplet size setting. Usually only one quality is available, but in some case you may have multiple options.

✓ **Display Lighting**

Inkjet prints look different under different lighting conditions. ImagePrint makes multiple color profiles optimized for different lighting environments. If not sure, it is recommended to use Daylight or Mixed (cooler).



If the profile for the paper you have selected is available on your computer, you will see a **house** icon in the bottom left corner of the Profile Valet. Click the Apply and the profile will be applied to your current layout and will stay in effect until you apply a different one.

If the profile for the paper you have selected is **NOT** available on your computer, the Profile Valet can automatically download it for you if you have an internet connection available. Click **Download and Apply** to have ImagePrint retrieve the profile from ColorByte’s online profile repository. Downloading a profile typically takes between 20 and 50 seconds—once downloaded, the profile will be in effect until you apply a different one.

**Method 2:
Choose by Profile**

Choose by profile allows you to choose the profile



The ImagePrint Profile manager must be used to download additional profiles if not selecting profiles via the Profile Valet.



Dashboard ⇒ **PRINTER PROFILE**

the “old fashioned way”, via its filename. This method does not automatically download profiles.

Choose by Profile

Show Only

To narrow down the profile list and make it easier to select the one you want, use these checkboxes to specify the type of profile you’re looking for .

Select your profile from the drop-down menu.

Apply Once you have selected a profile, click **Apply** to use it.



The applied profile will stay in effect for any prints made with the selected printer until you choose and apply a different profile.

Saving and Loading Favorite Profiles

You can save commonly used profiles as “favorites” for easy selection later.

To save your current profile selection as a Favorite:

Dashboard ⇨ **PRINTER PROFILE**

Add to favorites Choose **Add to Favorites** in either the **Profile Valet** or the **Choose by Profile** section

Specify the **Speed, Media Name** (thickness) setting you plan to use when printing with this profile, then type in a nickname for the new Favorite.

OK.

To select from your list of Profile Favorites:

Dashboard ⇨ **PRINTER PROFILE**

Add to favorites.

Select the name of the Favorite in the drop-down menu

Apply.

4. Printing and Media Controls

Setting paper preferences and sending a job to print

Margin Options

Dashboard ⇨ **MARGIN STYLES**

Borderless

Toggles **borderless (full bleed) printing**




- Each printer has specific supported borderless widths. Other widths will now allow borderless output.
- Most printers only allow left/right borderless on sheet paper.
- If you change the borderless setting remember to check the position of any images already laid out.

Center Margins

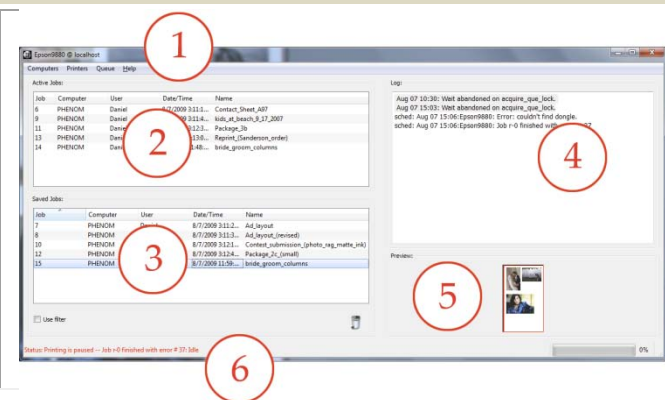
Sheet paper only. On printers that have differing top/bottom margins when printing on sheet paper (most do) this option will balance both margins to equal the largest of the two. This can be helpful if you wish your output to look vertically centered though it does reduce the vertical printable area.

Media

Dashboard ⇨ **MEDIA FEED**

Loading Options	<input checked="" type="checkbox"/> Autocut	<i>Roll only.</i> Paper will be automatically cut at the end of printing.
	<input checked="" type="checkbox"/> Tray	<i>Sheet only.</i> Paper loading method. Common choices are Manual (Manual Path) and ASF (Automatic Sheet Feeder).
	<input checked="" type="checkbox"/> Inked Area	<i>Roll only.</i> Paper output will stop at end of last image on the page, regardless of specified page length.
Media Thickness Controls	<p> <input type="checkbox"/> Dashboard ⇨ <i>ADVANCED</i> ⇨ <i>PRINT SETUP</i> <input type="radio"/> Media Name Select a paper that is a match or near match to the thickness of your paper. </p> <p>  In most cases the correct Media Thickness will be set automatically when you pick your Printer Profile </p>	
Printing	<p> <input type="checkbox"/> Dashboard ⇨ <i>PRINT</i> ⇨ <i>or</i> ⇨ <input type="checkbox"/> Main Menu ⇨ <i>File</i> ⇨ <i>Print</i> ⇨ <i>or</i> ⇨ <input type="checkbox"/> “Control-p” (Windows) --- “Command-p” (Macintosh) </p> <p>  After sending a job to print, use the Spoolface utility to monitor its progress. </p> <p>You can delete the current images on the page and start a new layout (or even close ImagePrint) right after sending a layout to print. Printing is done in the background.</p>	
Print to File <i>Create a TIFF file of your ImagePrint layout instead of sending it to print.</i>	<p> <input type="checkbox"/> Dashboard ⇨ <i>ADVANCED</i> ⇨ <i>PRINT SETUP</i> <input checked="" type="checkbox"/> Select Print to File <input checked="" type="checkbox"/> Browse to the location you wish to save the file </p> <p>  The TIFF file will be created in the color space of the selected Printer Profile. It is therefore usually recommended to use an image source space, such as Adobe 1998, as the printer profile rather than a paper profile when printing to file to avoid unnecessary gamut and compatibility restrictions. </p>	

5. The Spoolface Interface












- 1 Spoolface Main Menu
- 2 Active Jobs – Prints currently printing (or waiting to print) will be listed here.
- 3 Saved Jobs – Finished or cancelled prints appear here.
- 4 Log -- Status messages will appear in this scrollable.
- 5 Preview – Preview of selected job (Spoolface Previews must be enabled in ImagePrint preferences)
- 6 Current Status – The current printing status













6. Using Spoolface

Using the ImagePrint spooler to control and monitor your print jobs, rebuilding jobs, archiving jobs

Launch Spoolface	Dashboard ⇨
Cancel a print	<ul style="list-style-type: none"> ☞ Select job in Active (top) Jobs section of Spoolface ☞ Drag job to Saved (bottom) Jobs section of Spoolface <p style="text-align: center;">⇨ or ⇨</p> <ul style="list-style-type: none"> <input type="checkbox"/> Spoolface Main Menu ⇨ <i>QUEUE</i> ⇨ <i>Cancel Selected Job</i>
Reprint a job	<ul style="list-style-type: none"> ☞ Select job in Saved Jobs (bottom) section of Spoolface ☞ Drag job to Active (top) Jobs section of Spoolface
Pause printing	<ul style="list-style-type: none"> <input type="checkbox"/> Spoolface Main Menu ⇨ <i>QUEUE</i> ⇨ <i>Pause</i> <p> If a job is currently printing it will complete but no further jobs will be sent. The Status area in the lower right will show Paused.</p>
Resume printing	<p><i>To resume (un-pause) the spooler, choose Pause again from the Queue menu.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Spoolface Main Menu ⇨ <i>QUEUE</i> ⇨ ✓ <i>Pause</i>
Completely remove a job	<ul style="list-style-type: none"> ☞ Select job in Saved (bottom) Jobs section of Spoolface ☞ Drag job to trash icon in lower right hand corner of Spoolface
Show job thumbnails in Spoolface	<ul style="list-style-type: none"> <input type="checkbox"/> Main Menu ⇨ View (pc) ImagePrint (Mac) ⇨ <i>Preferences</i> ✓ Generate Spoolface Thumbnails
Rebuild a job	<ul style="list-style-type: none"> <input type="checkbox"/> ImagePrint Main Menu ⇨ <i>File</i> ⇨ <i>Rebuild Job</i> ☞ Select a job to bring back in to ImagePrint from the displayed list of Saved Spoolface jobs
<i>Bring all the images from a Spoolface job back into</i>	

<p><i>ImagePrint</i></p>	<p> To successfully rebuild a Spoolface job all the image files must be in their original location</p>
<p>Archive old print jobs</p> <p><i>You can backup print jobs—including the profiles and images used—as an archive for later restoring</i></p>	<p><i>Archiving jobs</i></p> <ul style="list-style-type: none">  Select job(s) in Saved (bottom) section of Spoolface  Right click (or Control-click) and choose Archive selected jobs  Choose a folder for the archive  Include Images Specify if the image files should be included in the archive  Include Profiles Specify if profiles should be included in the archive <p> To successfully archive a jobs with images and/or profiles all the image files and/or profiles must be in their original location</p> <p><i>Restoring jobs</i></p> <ul style="list-style-type: none">  Right click (or Control-click) an empty spot in the Saved (bottom) section of Spoolface and choose Restore job(s) from archive  Choose the previously saved archive file

7. Adding Decorative Text, Annotations and Crop Marks

<p>Text</p> <p><i>Add decorative text to your layout</i></p>	<p> Tool Palette ⇨  <i>Text icon</i></p> <ul style="list-style-type: none">  Click within the ImagePrint layout area where you wish the text to be placed. The Add Text window will appear. <p><i>In the Add Text window</i></p> <ul style="list-style-type: none">  Type the text you wish to create within the Text Entry area  Click the Font button to choose the Font and Font size.  Click Advanced to access advanced text options such as alignment, color, transparency and drop shadow.  Click the Check Box in the corner of the Add Text window to close the window and apply the text. <p> <i>Need more info?</i> ImagePrint Users Manual: Chapter 5, <i>Tools and Features</i></p>
<p>Crop Marks</p>	<p> Dashboard ⇨ ADVANCED ⇨ CROP MARKS</p> <ul style="list-style-type: none">  Select Print crop marks <p>Use the controls in this section to specify the <i>length</i> of the crop marks, their <i>distance</i> from the image edges and the <i>shape</i>.</p> <p> <i>Need more info?</i> ImagePrint Users Manual: Chapter 5, <i>Tools and Features</i></p>
<p>Annotation</p>	<p> Dashboard ⇨ ADVANCED ⇨ ANNOTATION</p>

Automatically
put filenames
or dates
beneath each
image

✓ Select **Print annotation**

Specify the contents of the annotations that will appear beneath each image and the size of the font used.

☞ *Need more info?*

ImagePrint Users Manual: Chapter 5, *Tools and Features*

8. Automatic Sizing and Positioning of Images

Layout Styles, Shuffle and Templates

Layout Styles

As images are opened they are placed on the page according to the currently selected layout style

☰ **Dashboard** ⇒ *ADVANCED* ⇒ *LAYOUT STYLE*

Choose one of the following styles from the **Layout** drop-down menu

- Ⓒ **As is** Images will be placed in their original orientation as they are opened. If a custom width or height is set in **Auto Layout Settings** the image will be sized and cropped to fit.
- Ⓒ **Rotate to fit** (*Default*) Images may be rotated if they do not fit on the current page. If a custom width or height is set in **Auto Layout Settings** the image will be sized and cropped to fit and rotated to best fit the dimensions.
- Ⓒ **Fit to Size** Images will scale to fit the current width/height settings in **Auto Layout Settings**. No cropping will occur. Use this mode to create Proof Sheets.
- Ⓒ **Template** Images will be added to the currently selected template selected in the **Layout Scheme** menu.

Choose a Layout Style or Template (*Optional*)

- Ⓒ Use the drop-down menu to the right of the **Layout** drop-down to choose a previously saved **Layout Style** setting (or template if **Template** is the current **Layout Style**)

Save your Layout Styles as a Layout Scheme

☰ **Dashboard** ⇒ *ADVANCED* ⇒ *AUTO LAYOUT SETTINGS*

Main Menu ⇒ *File* ⇒ *Save Layout Scheme*
















Automatically size images as they are opened

☰ **Dashboard** ⇒ *ADVANCED* ⇒ *AUTO LAYOUT SETTINGS*

- Ⓒ Select a preset frame-size from the **Photo Sizes** menu
 ⌘ or ⌘
- Ⓒ Click the **lock** icons beside the **Width - Height** fields to enable them
- ☞ Type the desired dimensions in the **Width - Height** fields



The **LAYOUT STYLE** will determine how images “fit” these size dimensions.

<p>Specify the distance between images</p>	<p> Dashboard ⇒ <i>ADVANCED</i> ⇒ <i>AUTO LAYOUT SETTINGS</i></p> <hr/> <p> Gutter ⇒ L-R type a value to specify <i>Left-Right</i> spacing</p> <p> Gutter ⇒ T-B type a value to specify <i>Top-Bottom</i> spacing</p>
<p>Specify where images should start on the page</p>	<p> Dashboard ⇒ <i>ADVANCED</i> ⇒ <i>AUTO LAYOUT SETTINGS</i></p> <hr/> <p> Page Origin ⇒ X</p> <p> Page Origin ⇒ Y</p> <hr/> <p> The current page origin point is visible as two blue arrows in the main Layout area. The first image opened on a page will be placed with it's upper left corner at this location.</p>
<p>Display placeholders representing current layout settings</p>	<p> Dashboard ⇒ <i>ADVANCED</i> ⇒ <i>AUTO LAYOUT SETTINGS</i></p> <hr/> <p>✓ Placeholders</p>
<p>Create a new page when the current page is full</p>	<p> Dashboard ⇒ <i>ADVANCED</i> ⇒ <i>AUTO LAYOUT SETTINGS</i></p> <hr/> <p>✓ Auto flow</p>
<p>Saving Layout Styles</p>	<p>Main Menu ⇒ <i>File</i> ⇒ <i>Save Layout Scheme</i></p>
<p>Center images automatically as they are opened</p>	<p> Dashboard ⇒ <i>ADVANCED</i> ⇒ <i>AUTO LAYOUT SETTINGS</i></p> <hr/> <p>✓ Center automatically</p> <hr/> <p> Only one image will be centered on the page. If Auto Flow is enabled, the next image to be opened will cause a new page to be created.</p>
<p>Automatically crop images if they don't fit the Width and Height settings</p>	<p> Dashboard ⇒ <i>ADVANCED</i> ⇒ <i>AUTO LAYOUT SETTINGS</i></p> <hr/> <p>✓ Crop and Zoom</p> <hr/> <p> Only one image will be centered on the page. If Auto Flow is enabled, the next image to be opened will cause a new page to be created.</p>
<p>Templates</p> <p><i>Templates (or photo</i></p>	<p><i>Using existing templates:</i></p> <hr/> <p> Dashboard ⇒ <i>ADVANCED</i> ⇒ <i>LAYOUT STYLE</i></p> <p> Layout Style ⇒ <i>Templates</i></p>

packages) are custom groupings of images, sized and arranged according to your specifications.

- 🕒 Select the name of the template you wish to use.

The chosen template will appear as colored rectangles on the ImagePrint layout area. As you open images they will fill the frames of the template.

Creating templates:

☐ **Main Menu** ⇒ *Edit* ⇒ *Delete all active images*

☐ **Main Menu** ⇒ *Edit* ⇒ *Edit Templates*

The Edit Templates window will appear.

🔗 Select **Template** at the top of the Edit Template window

🔗 Select **New Template**

📄 **Template Name** - Type in a descriptive name for your new template

📄 **Width/Height** - Specify the desired dimensions of the *entire* template

Now create frames for your template

🔗 Select **Frame** at the top of the Edit Template window

🕒 Select a preset frame-size from the **Size** menu

↻ or ↺

📄 Type the desired dimensions in the **Width - Height** fields

🔗 Click **Add Frame**

The ImagePrint layout area will display the new template along with the newly added frame.

Continue adding frames in this manner until your template is complete. Then save the template:

🔗 Select **Template** at the top of the **Edit Template** window

🔗 Select **Save Template**

You can now close the Edit Template window, select your template and use it to create photo packages:

☰ **Dashboard** ⇒ *ADVANCED* ⇒ *Layout Style* ⇒ *Templates*

Your saved template will be available in the drop-down menu to the right of the Layout drop-down menu when Template is the chosen Layout Style.

🔗 *Need more info?*

ImagePrint Users Manual: Chapter 12: *Templates*

Save Paper with Shuffle <New>

Rearrange the images on your page in order to optimize paper usage.

☐ **Main Menu** ⇨ **View** ⇨ **Shuffle**

⌚ **Adjacent Placement** – This will save the most paper, but you may not have clear “cut” channels between rows of images.

↻ *or* ↻

⌚ **Optimize for Cutting** – This method will preserve clear cut channels between rows while optimizing the layout.

✓ **Allow Rotations** Shuffle will try rotating each image 90 degrees

☞ Input the **Horizontal** and **Vertical Gutters** (distances between images)

☞ **OK** ImagePrint will begin shuffling images *As each layout is tried, the most paper-saving option is always shown in the layout area. (The Shuffle window will automatically close when it has tried every combination).*

☞ **Accept** Click Accept to use the currently displayed results.



Shuffle can take a very, very long time to test all possible layouts—with 20 images and “Allow Rotations” it would take days to go through all options. However—in most cases a result within 5% of the best possible is found within 30 seconds.

9. Image Editing Options

Narrow and Wide Gamut toning, Color Correction tools (Histograms, Gradation curves, Saturation, Selective Color), DCM grayscale contrast controls

Narrow Gamut Toning

Add relatively subtle tones, like sepia or selenium, to prints while maintaining color constancy. This is done by limiting the amount of colored inks used. Up to four distinct tonal areas of an image can be toned.

☞ *Requires a GRAY profile in the Printer Profile section of the Dashboard* ☞

☞ **Select Image**

☐ **Main Menu** ⇨ **Image** ⇨ **Narrow Gamut**

✓ Select the desired number of split ranges
0 to tone the image uniformly

1 to create two tonal zones

2 to create 3 tonal zones

3 to create 4 tonal zones

☞ Click within the **tint picker(s)** to select a tone.

0 split range - *The single tint control will apply to the entire image.*

1 split range - *The left tint control affects the highlight (>50%) tones The left controls the shadow (<50%) tones*

2-3 split ranges – *In addition to highlight/shadow controls, one or two mid-tone tint control will be available*

☞ (Optional) If you have specified 2 or 3 split ranges specify which tonal regions of the image the middle tint(s) will affect by dragging the attached **sliders**.

☞ *Need more info?*

ImagePrint Users Manual: Chapter 10: *Toning*

Wide Gamut Toning <New>

☞ *Requires a COLOR printer profile in the Printer Profile section of the Dashboard* ☞

Uses a standard color profile to achieve vibrant color toning for effects such as brown toning.

- 🖱 **Select Image**
 - ☐ **Main Menu** ⇨ *Image* ⇨ *Wide Gamut*
 - ✓ Select **Global Tint**
 - ✓ (Optional) Select **Split Tones** to have separately toned area of the image
 - 🖱 Click within the **color picker(s)** to select a tone
 - 🖱 Adjust the **density slider** to darken/lighten the selected tone
 - ↔ *or* ↔
 - 🖱 Enter desired numeric values in the **H,S,V** or **R,G,B** fields

🔗 *Need more info?*

ImagePrint Users Manual: Chapter 10: *Toning*

Color Correction

Main Menu ⇨ *Image* ⇨ *Color Correction*

The ImagePrint Color Correction window will appear, giving access to the following methods of adjusting the color or density of your images

Tone (Gradation)

Use the Tone control to adjust the tonal compression of the image. The vertical axis represents the output density and the horizontal axis represents the input. For example, moving the three-quarter tone point down expands the shadow area of the image resulting in more detail in the darker areas while potentially reducing details in the mid-tones or highlights.

Selective Color / Saturation

Select the **hue** you wish to change by clicking on it within the image. Adjust the sliders to alter that color throughout the image. Overall image saturation can be adjusted via the **Saturation slider**.

Histograms (data range)

The **Histogram** window displays the input density histogram for each color channel and for the composite (all colors).

Slide the white slider (highlight) and/or black slider (shadow) to the desired position to limit or increase the range of data for all channels at once of the Red, Green, Blue and Black channels individually. The mid-point (gray) slide controls the midpoint of the gradation.

🔗 *Need more info?*

ImagePrint Users Manual: Chapter 9: *Color Correction Tools*

Grayscale DCM Controls

Dynamic Contrast Matching adjusts grayscale contrast

🖱 *Requires a GRAY profile in the Printer Profile section of the Dashboard* 🖱

- 🖱 **Select Image**
 - ☐ **Main Menu** ⇨ *Image* ⇨ *Narrow Gamut*
 - ✓ Select **DCM**
 - 🖱 Adjust the **Contrast Cut/Boost** slider to adjust the contrast.
 - Moving the slider to the **left** will **darken** the image, producing a more low key print.*
 - Moving the slider to the **right** will **reduce the contrast** for a higher key print.*

10. Advanced Layout Features

Boundaries, Frames, Backgrounds, Borders, Gallery Wrap

Frames and Mattes

Put a colored frame and optional matte around your images.

☞ Select Image

Main Menu ⇒ *Image* ⇒ *Add Background or Frame*

- ✓ Click **Frame** at the top of the Background and Frames window
 - ☞ Specify the **Distances** the frame and matte should extend from the image corners
 - ✓ (Optional) Select **Symmetrical** to force equal Left, Right, Top, Bottom distances
 - ☞ Select a frame **Color** or use the eye dropper to pick a color from the image
 - ☞ Select a frame **Thickness**. The thickness of the **frame** is determined by the Frame Thickness value. The difference between the frame thickness and the frame distance from the edge of the image will determine the size of the **matte**.
- ☞ Select a **Matte Color**
- ☞ Use the slider to specify a Matte **Transparency** value (Optional)
- ☞ Click the **OK** button to apply the frame.

Background - picture

Place a tiff, jpeg or Photoshop psd file beneath your images

☞ Select Image

Main Menu ⇒ *Image* ⇒ *Add Background or Frame*

- ✓ Click **Image** at the top of the Background and Frames window
 - ☞ Specify the **Distances** the background should extend from the image corners
 - ✓ (Optional) Select **Symmetrical** to force equal Left, Right, Top, Bottom distances
 - ☞ Click **Image** and select the image file to be used as a background
 - ☞ Select the cropping method to be used for the image:
 - **Crop and zoom** will fit the background image into the specified dimensions (as set in the Distance fields), cropping it if it doesn't match the aspect ratio (shape) required by the distance values
 - **Accommodate without Crop** will fit the background image into the specified dimensions (as set in the Distance fields) without cropping. If the aspect ratio given by the distances doesn't match the image, the image will appear smaller in one dimension than the requested background size.
- ☞ Click the **OK** button to apply the background image

Background – Solid color

Create a solid area of color behind your images

☞ Select Image

Main Menu ⇒ *Image* ⇒ *Add Background or Frame*

- ✓ Click **Solid** at the top of the Background and Frames window
 - ☞ Specify the **Distances** the background should extend from the image corners
 - ✓ (Optional) Select **Symmetrical** to force equal Left, Right, Top, Bottom distances
 - ☞ Select a **Color** or use the eye dropper to pick a color from the image
- ☞ Click the **OK** button to apply the background

Gallery Wrap

Extend image edges while mirroring them for “frameless” mounting of






☞ Select Image

Main Menu ⇒ *Image* ⇒ *Gallery Wrap*

- ✓ Click **Gallery Wrap** at the top of the Background and Frames window
 - ☞ Specify the **distance** the Gallery Wrap should extend from the selected image
 - ☞ **Apply**

☞ *Need more info?*

ImagePrint Users Manual: Chapter 13: *Backgrounds, Frames and Gallery Wrap*

<p><i>canvas prints.</i></p>	
<p>Edit existing frame, background or gallery wrap</p>	<p>☞ Select Image ☞ Main Menu ⇒ <i>Image</i> ⇒ <i>Edit Background or Frame</i></p> <p>Follow the instructions for Adding a Frame, Background or Gallery Wrap from the appropriate section above to adjust the current selection.</p>
<p>Remove existing frame, background or gallery wrap</p>	<p>☞ Select Image ☞ Main Menu ⇒ <i>Image</i> ⇒ <i>Remove Background or Frame</i></p>
<p>Border Browser</p> <p><i>Apply artistic borders to your images.</i></p>	<p>Main Menu ⇒ <i>View</i> ⇒ <i>Border Browser</i></p> <p>☞☞ Double-click a border to apply it to the selected image.</p> <p> Since each border file will be in a specific shape (such as 4x5, or 2x3) applying a border to an image that's a different shape (or aspect ratio) may cause it not to fit correctly. You can scale or crop the image within the border by double-clicking it after applying the border and using the ImagePrint smart crop controls.</p> <p> Borders are Photoshop (psd) files you can create with transparency areas for your image to show through. Place the psd files in the Borders folder within your ImagePrint folder to make them available to the browser. Much more information is available in the ImagePrint users manual on this advanced feature.</p> <p>☞ <i>Need more info?</i> ImagePrint Users Manual: Chapter 11: <i>The Border Browser</i></p>
<p>Boundaries</p> <p><i>A boundary is a zone on the page that can contain one or more images—boundaries can be transparent, colored or contain a background image. This feature is often used to create Canvas pages or to group</i></p>	<p>☞ Main Menu ⇒ <i>Image</i> ⇒ <i>Add Boundary</i></p> <p>☞ Choose Solid or Transparent for the boundary fill. Specify the size of the boundary using one of the following methods:</p> <ul style="list-style-type: none"> ✓ Define by Size  Specify the Width and Height of the boundary ☞ <i>or</i> ☞ ✓ Define from edge of Image  Specify the distance the boundary should extend from the selected image (only available if an image was selected when Add Boundary was chosen) <p>☞ Specify the boundary color (Optional)</p> <p>☞ OK</p> <p> Boundary Features:</p> <p>Images within the boundary area will move together when you click and drag the boundary itself.</p> <p>Images within the boundary area will move alone when you click and drag the individual</p>

images that need to be moved together as a unit.

image.

Crop marks and annotations will appear below the boundary area instead of beneath the respective images.



To delete a boundary, click the boundary in the layout window and then click the black scissors in the floating toolbar

11. Advanced Profile Settings

Default source profiles, matching to a press, colorized black & white

Default Source Profiles

Source profiles describe the color space of an image. Normally the source space is embedded within the image file itself but you can specify a default space to use if no embedded profile is found.

Main Menu ⇒ **View** (pc) | **ImagePrint** (Mac) ⇒ **Preferences** ⇒ **Profiles**

Missing Profile / Untagged Images

- RGB** – Choose a default *RGB* profile
- CMYK** – Choose a default *CMYK* profile
- Grayscale** – Choose a default *Grayscale* profile



If you use Photoshop to edit your images the default Working Space settings from its Color Settings window are often the best to use as your defaults. *Adobe 1998* is the most commonly used RGB working space, and *Gray gamma 2.2* is the most commonly used Grayscale space. *U.S. Web Coated SWOP* is the most common CMYK default (in the USA).

☞ *Need more info?*

ImagePrint Users Manual: Chapter 6: *Color Management*

Simulation (Press Match)

Match your prints to another device, like a web offset press

Main Menu ⇒ **View** (pc) | **ImagePrint** (Mac) ⇒ **Preferences** ⇒ **Profiles**

- Profile** – Choose the profile for the device you wish to match
- Intent** -- Choose the rendering intent to be used

☞ *Need more info?*

ImagePrint Users Manual: Chapter 6: *Color Management*

Rendering Intents

Dashboard ⇒ **Advanced** ⇒ **RENDERING INTENTS**


- Choose the colorimetric rendering intent you wish to use for each image input type.

☞ *Need more info?*


ImagePrint Users Manual: Chapter 6: *Color Management*

Colorized B&W

Use a grayscale profile for the neutral parts of your image and a color profile for the colored areas for vivid “colorized” effects.


 *Requires a GRAY profile in the Printer Profile section of the Dashboard*

Main Menu ⇒ **View** (*pc*) | **ImagePrint** (*Mac*) ⇒ **Preferences** ⇒ **Profiles**

 Choose a **color** profile to use for the color portions of the image



The screen display of the image will NOT show the color portions of the image but they will print in color.

 *Need more info?*

ImagePrint Users Manual: Chapter 6: *Color Management*