OzE Field Modules

OzE School

OzESchool

System Features – Field unit for preparing all school jobs.

Studio mode capabilities:

- Ideally suited for customizing school jobs
- Apply logos on all prints
- Independent cropping of 5x7, 8x10 and square formats.
- Do minor retouching
- Create and apply special effects
- Print instant proofs
- Adjust color
- Easy package application

Order Entry mode capabilities:

- Ideally suited for customizing school jobs
- Apply logos on all prints
- Independent cropping of 5x7, 8x10 and square formats.
- Do minor retouching
- Create and apply special effects
- Print instant proofs
- Adjust color
- Easy package application

Preview mode capabilities:

- Ideally suited for viewing the entire job.
- View one image or up to 200 images at a time.
- Install customized cropping guides
- Simultaneous cropping of 5x7 and 8x10 formats.
- Adjust color
- Access pre-existing roster and correct it
- One step CD burning for Lab CD

OzE School– This module is designed for the intended purpose, School Photography. The School Module depends upon the OzE "project" system of job control. Each promotion or shoot is considered a "Project" each separate card is considered a "Download" each subject in the Project, awaiting the alignment or entering of Data.

OzE School main screen
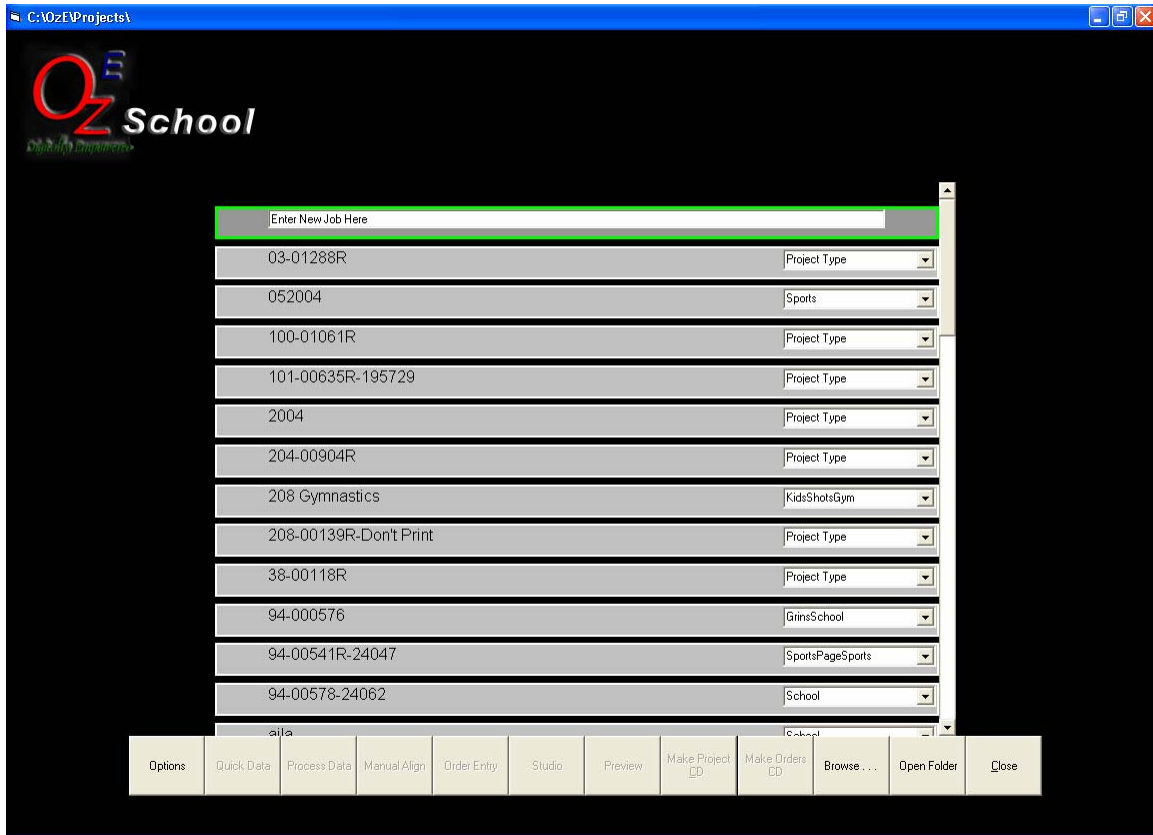
The main screen will list all of the projects on your PC or from a mapped network drive.

The buttons at the bottom of the screen will take you into the Order Entry, Studio, Preview and Process Data screens for entering Subject information, packages, easy cropping and color corrections.

You can also make an Orders CD to send to the lab with the Make Order CD function after you complete the ordering process.

Open Folder button
Folders:
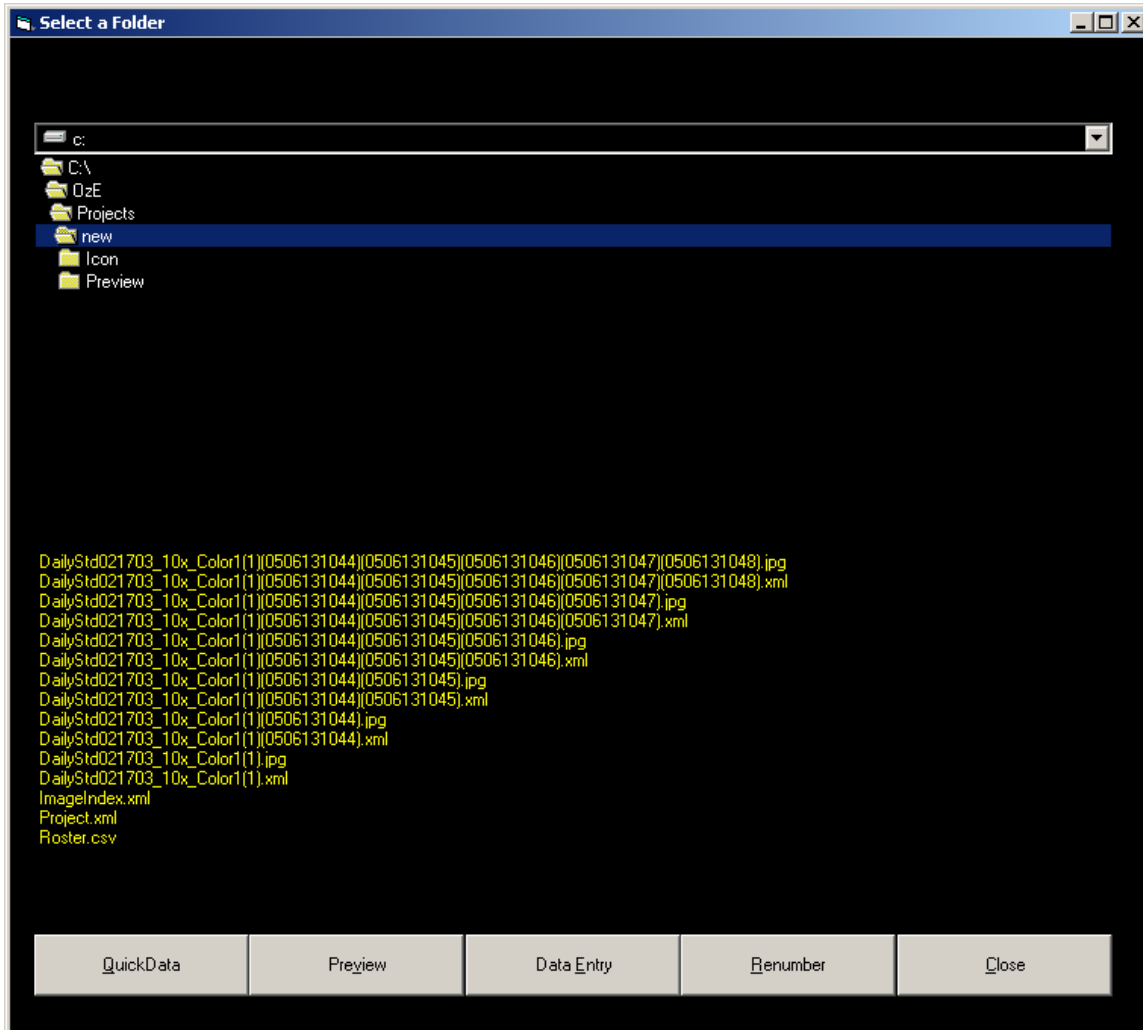
By selecting the "Open Folders" option, a prompt of the "Select a folder" browser allows images to be opened for viewing from locations on the hard drive, or previously viewed sittings in the "Images" file, in the OzE file structure in the hard drive. Images cannot be opened directly from a CD, they must be downloaded to the Hard Drive within a folder.

If the images being opened have not been previously opened in the Studio module, the information entered in "Options" will determine how the images will be filed and numbered. Images being opened from the hard drive or other media will not be renumbered unless that option is selected at the browser. Images downloaded directly from PC card are automatically renumbered.

To start viewing, locate the desired images in the "Select a folder" browser. Double click on the desired folder (Images must be within a labeled folder) and select Preview, Data Entry or Studio mode.

Once images have been uploaded to OzE, switching between Preview and Data Entry modes can be performed easily by clicking on the "Preview" or "Data Entry" tabs inside the window.

Browse will bring up the computer browser screen.
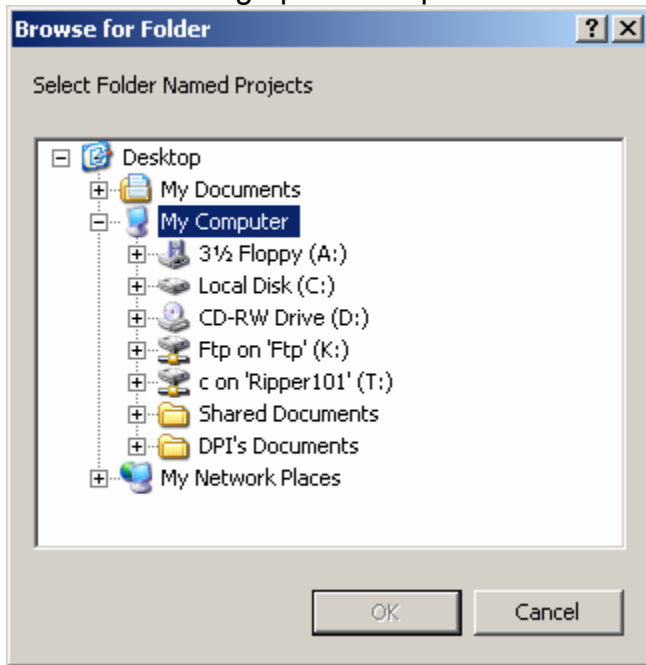
Images must be located in a Project or Archive folder when selecting the Browse button.

Close:
To correctly exit any field in the OzE system always use the "CLOSE" button provided on each screen. It is most important when closing out of the entire system. Selecting the "CLOSE" function on the Title screen will exit the entire program. Closing with the windows "X" function will not completely shut down the program, therefore multiple OzE programs can be run simultaneously, this will cause the computer to slow down or become overloaded.

Usage

To begin a session using images stored on the hard drive:
- Select the "Open Folders" option from the title screen on the OzE System
- The "Select a folder" browser will open
- Locate the file folder of the images to be viewed / printed
- Double click the desired folder (images are listed in the browser screen)
- Do not open any subfolders of the sittings main folder (Icon, Preview, Retouch, Camera Spot,etc)
- Select mode to open session – "Preview", "Order Entry" or "Studio" from options at the bottom of the browser
- Proceed with viewing / queuing
- When finished correctly close OzE
- Images and information will be updated and saved back to the original file in original location

Preview Screen
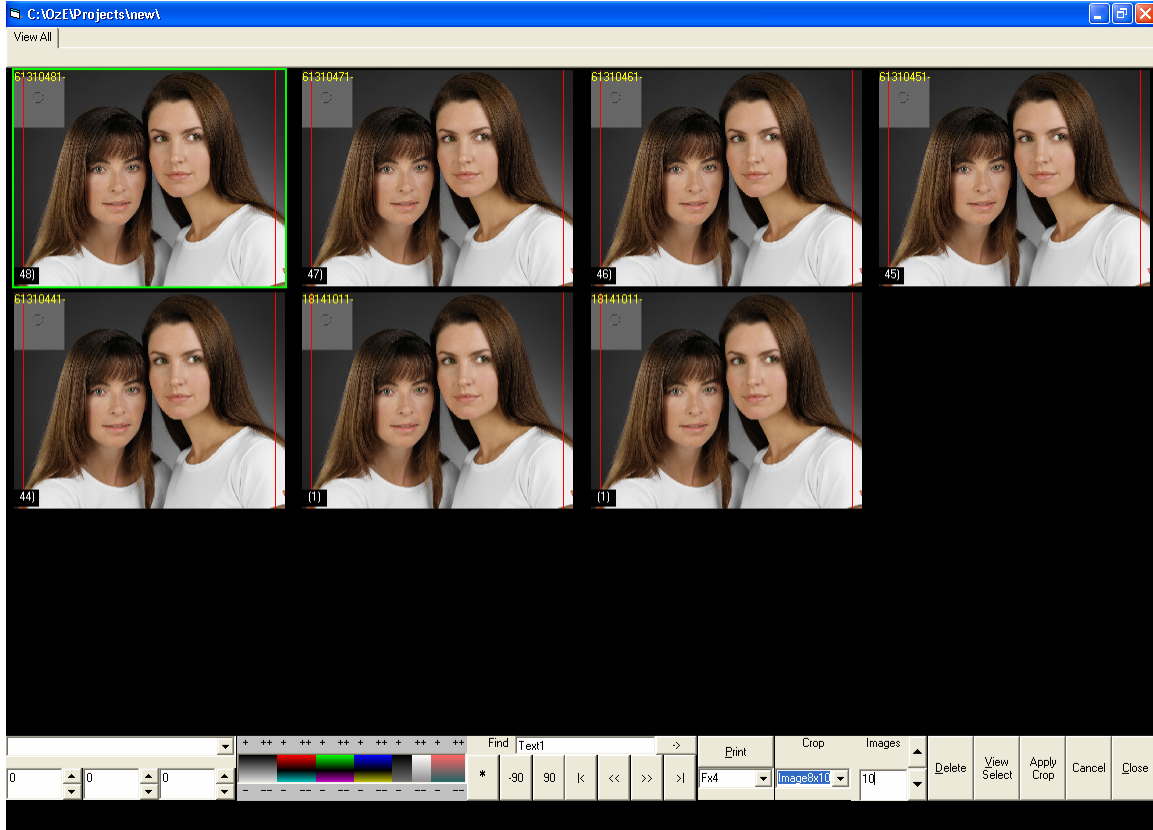
The Preview screen brings up all of the images in a selected project folder.
You can crop, color correct, rotate, delete and view selected images from this screen. It will also allow you to print inkjet proofs.
Cropping and color correction functions will not alter the original image; it will apply it to a related file that will accompany the image when placing an order. Also, deleting images moves them to a deleted folder within the projects folder allowing easy retrieval of images that have been accidentally deleted. The color correction bars will show up in most of the open windows.

**View selected button, great for comparing images side by side.**

Left click on first image then right click on the second image you would like to view to highlight the box around the image. This will allow you to compare multiple Photos side by side.   You can also rotate images by selecting the image and hitting one of the 90 buttons at the bottom of the screen. Hitting the * button will select all images. Right click on an image and move the mouse to crop.

Studio Screen
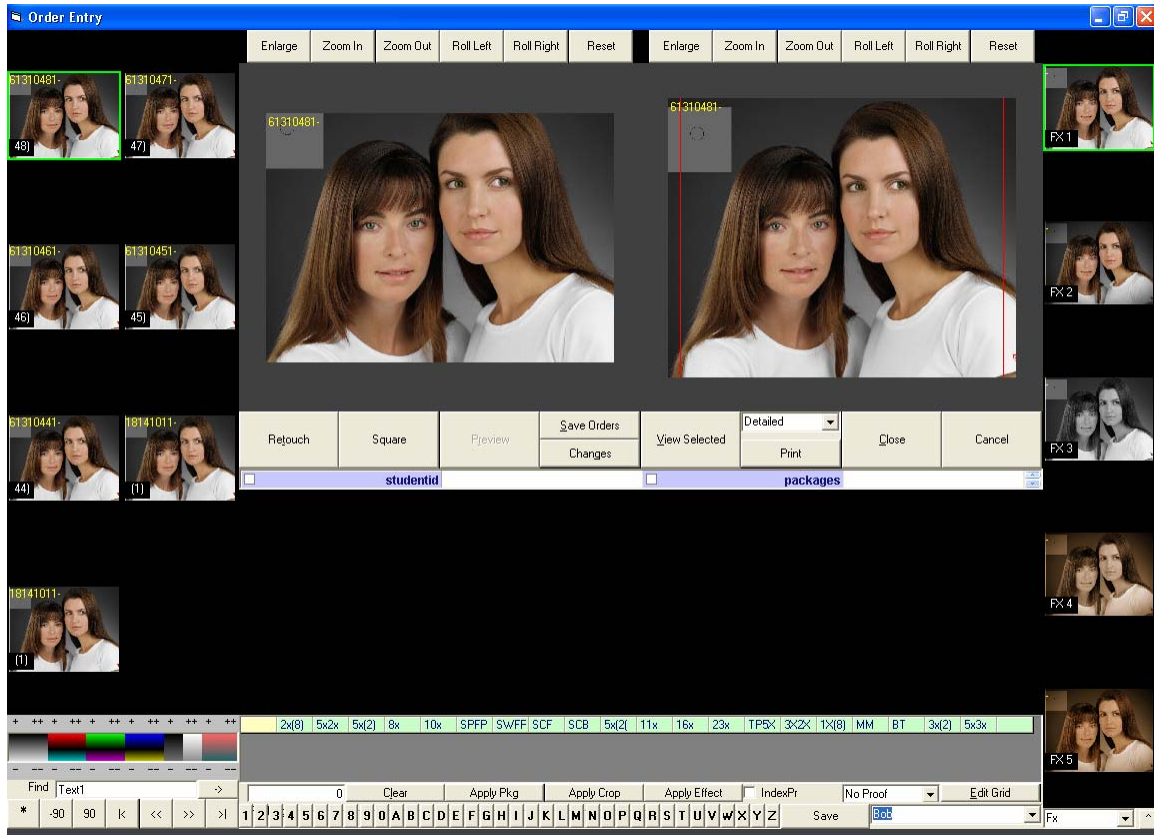
The Studio screen allows for the simple ordering of images. You can add effects such as vignettes, change the image to black and white or sepia.
Again the changes will not alter the original images.
The Roll Left and Roll Right buttons at the top of the screen allow for fine adjustment of the rotation of the image.
The enlarge button will give you a full screen view of the image.

Preview Screen from Studio Mode
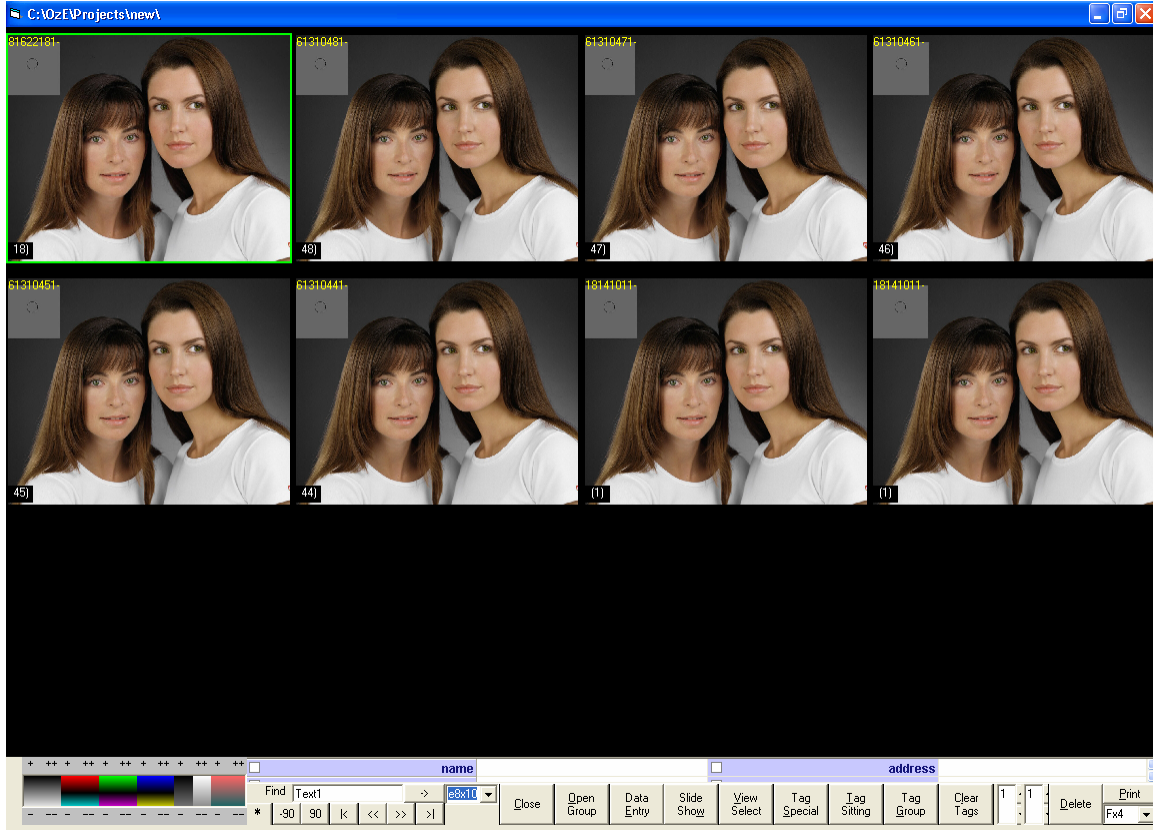
Color Control Module – Used to correct images for viewing and Instant Proofs only, this does affect the actual prints via attached information, but does not adjust the raw image file
Controls: Density, Standard RGB color, Contrast, and Saturation
Select the image or images to be changed, using the + and – signs correct the image as desired. Adjust in .03 (2cc Eq.value) or .09 (6cc Eq. Value) increments.

Name Tag – Attach subject name or personal code to each image individually. This tag will be permanent, and will print with the image on the order report. Symbols cannot be used in the nametag, this information is also used in the "script feature" of the data entry mode.

Image Finder – Locate a specific image within the session currently open, type in the pose number and OzE will go directly to that image

Select All – Select all images in session currently open

Coarse Rotation – Rotate selected image(s) clock wise / counter clockwise 90^0 or rotate 180^0. After images have been rotated to match orientation they will remain corrected permanently for future viewings.

Page Selector – Scroll forward or backward page by page, 1-200 images per page in photo gallery

Close – Close session and return to title screen. OzE automatically saves or updates information for that session (this does not automatically prepare the order for production. This must be done using the "Save Orders" or "Save Changes" functions).

Open Group – After selected images have been tagged as a group using the "Tag Group" function, they can be opened as a separate group within the session.

Data Entry – Switches modes from "Preview" to "Data Entry" mode

Slide Show – Select images to be displayed in the Slide Show feature. Select the "Slide Show" function, the first image will appear, along with the last three digits of the image number in the upper left corner. To begin the automatic Slide Show presentation, press the space bar on the keyboard. The speed of the Slide Show can be adjusted using the up and down arrows on the keyboard. Pause the slide show by pressing the space bar again. To manually move between images use the left and right arrows of the keyboard. Slide Show will automatically return to the preview screen when finished, to exit Slide Show at anytime press the "ESC" key.

View Selected – Compare selected images on a single screen by themselves, 1 to 50 images can be selected for comparison.

Tag Special – Tag images for yearbook, annual, or directory poses. OzE will copy these images to a separate folder, easily accessible, for the creation of a CD to provide to schools, churches, or graphic printing companies. The asterisk symbol (*) located in the upper left of the image in yellow will identify the image as a "special" pose.

Tag Sitting – Identify images with group and sitting numbers. Separate multiple sittings within a job by using the "Tag Sitting" function. Select the images to be identified by group and sitting, use the "Tag # Control" to set group or sitting numbers, use "Tag Sitting" to attach group and sitting number. The sitting tag, or second number will increase each time a group of selected images has been tagged. Any image can be identified with multiple group/sitting tags. Group / sitting numbers appear in yellow in the upper left corner of the images. By selecting the first image of a sitting and then holding the "ALT" key select the last image of each sitting for "quick tag feature". Used in conjunction with the Prf 4 instant proofs printing in sequential order by sitting, based on tag values

Tag Group – Select all images to be viewed as a separate group within a session. Use "Tag Group" to identify the images then select "Open Group" to view as a session within a session.

Clear Tags – Select any images with tags that need to be removed, select "Clear Tags" any tag information, sitting, group, or special will be removed.

Tag # Control – The two adjustable numbers relate as group number and sitting number. The first of the two numbers must be changed manually, the second number or "sitting" number will automatically advance in sequential order, or it can be adjusted manually.

Delete – Select image(s) to be removed, select the "Delete" function and those images will be moved to a folder titled "Deleted" within the file structure of that directory. The images are not permanently deleted, and can be recalled.

**Proof Style Control** – Select the desired proof page set-up

Instant Proof Print – Send selected images to print as instant inkjet or windows based printer type proofs.

Apply effects, order prints and or packages
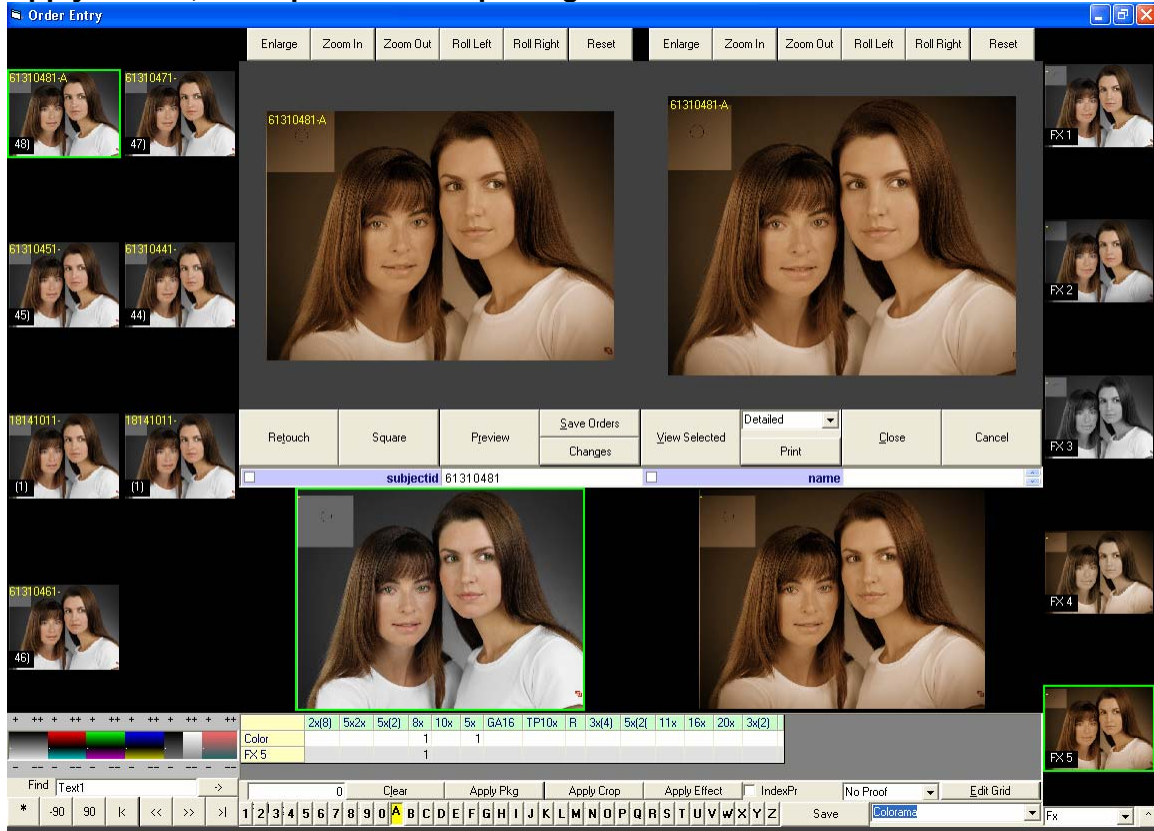
You can create your own package sets and save them to bring up any common packages you wish to order. Creating package sets is easily done by typing a name of the package set in the box by the save button, selecting the products you need for the package and right click on one of the letters at the bottom of the screen or click on the save button. To recall the package simply left click on the letter it was assigned to and all of the products for that package should show up in the order grid.
Clicking on one of the effects on the right of the screen will apply that effect to the images selected.
Clicking in one of the product boxes will order that effect. The effect ordered will show up as a separate line in the order grid for easy identification of all products and effects ordered.

Edit effects or create your own effects.
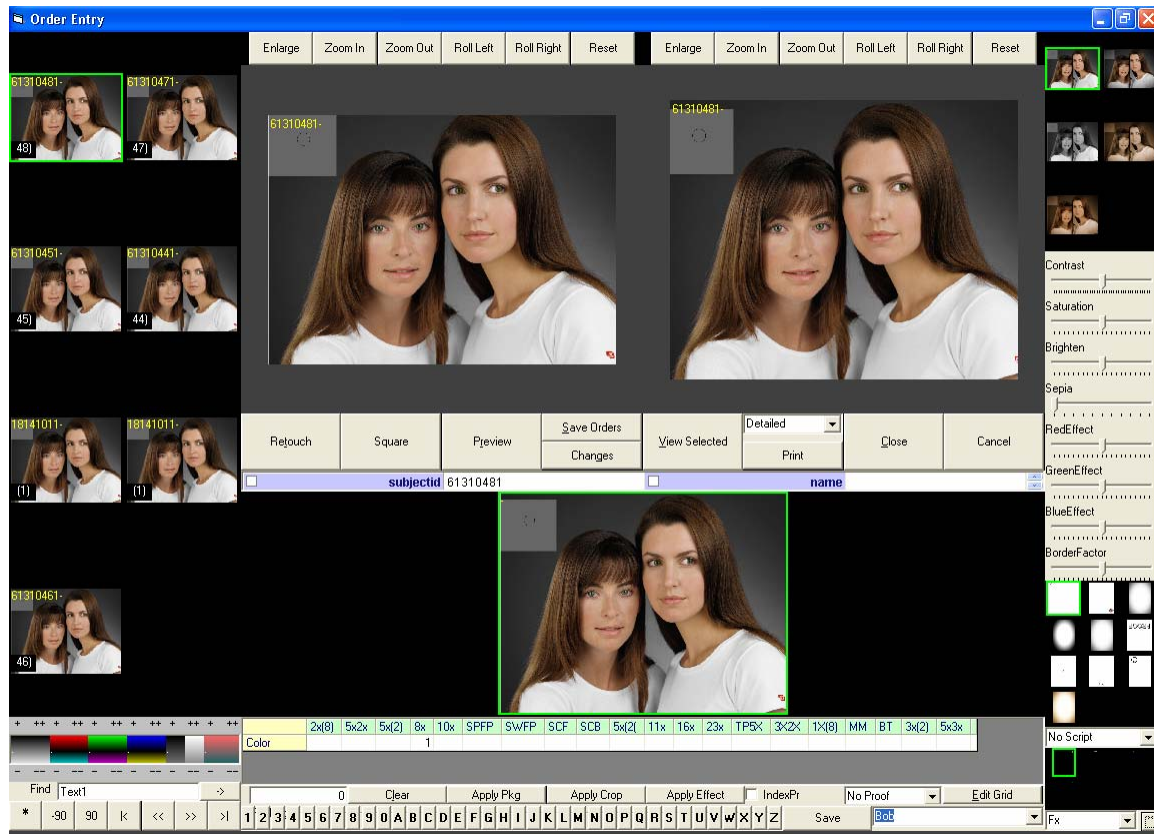
You can also edit or create your own effects. To edit an effect, click on the small up arrow (^) in the bottom right hand corner of the screen. This will bring up the effects editor menu.

Click on one of the images in the top right hand corner and move the slider bars to achieve the desired effect. To add a vignette, highlight an image in the top right hand corner then highlight the one you would like below the slider bars, move the border factor to the left to darken the border and to the right to lighten the border.

To add a new effects set, type the name of the effect set in the box at the bottom right hand corner of the screen.

To create an effect set:
5 effects can be created per set
In the Effects Set Selector, create a name for a new effects set to be created
After 2 or more sets have been created they can be accessed using the pull down menu of the Selector
After you have created a name, the 5 Effects Data Selection images will be represented in color with the effects set name and number (FX 1-5)
Select the effects module function button next to the selector

The five images will reduce and the Effects control module will appear
Select the first Effects Data Selection image for adjustment
Use the effects control module to create desired look
After a desired effect has been created, right click on the Data Selection Effect to save changes.
Adjust the remaining 4 Data Selection images in the set as desired
Close and save the new Effects Set with the Effects Module function button
With Oze an unlimited number of Effect Sets, can created and stored, for use with any future orders. As with the Easy Cropping functions, OzE will record and attach the information for the effect used, to the image. This information again correlates to the lab software modules, and provides a 100% accurate representation of the effect ordered by the operator.

Creating "Text" Script Effects Set:
Following the same steps to creating a new set of effects, the operator has the ability to create text overlays for "embossing" an image.
- First create a new effects set to use.
- Open the effects control module.

To assign a script / font type:
- Select the thumbnail above the effects control module
- Using the "Script" pull-down menu select the font type to be assigned to that effect
- Right click on the selected thumbnail to save the script effect.
- Follow the same steps for the remaining 4 effects thumbnails.

Using the "Scripting Effects" Set:
As with ordering a specific effect, such as black and white or sepia, select the script effect desired. In the "Name" assignment text box type the name to appear on the print i.e. – Jimmy
To create a second line of text use the underscore (_) to incorporate a line break i.e. - Jimmy, 2002
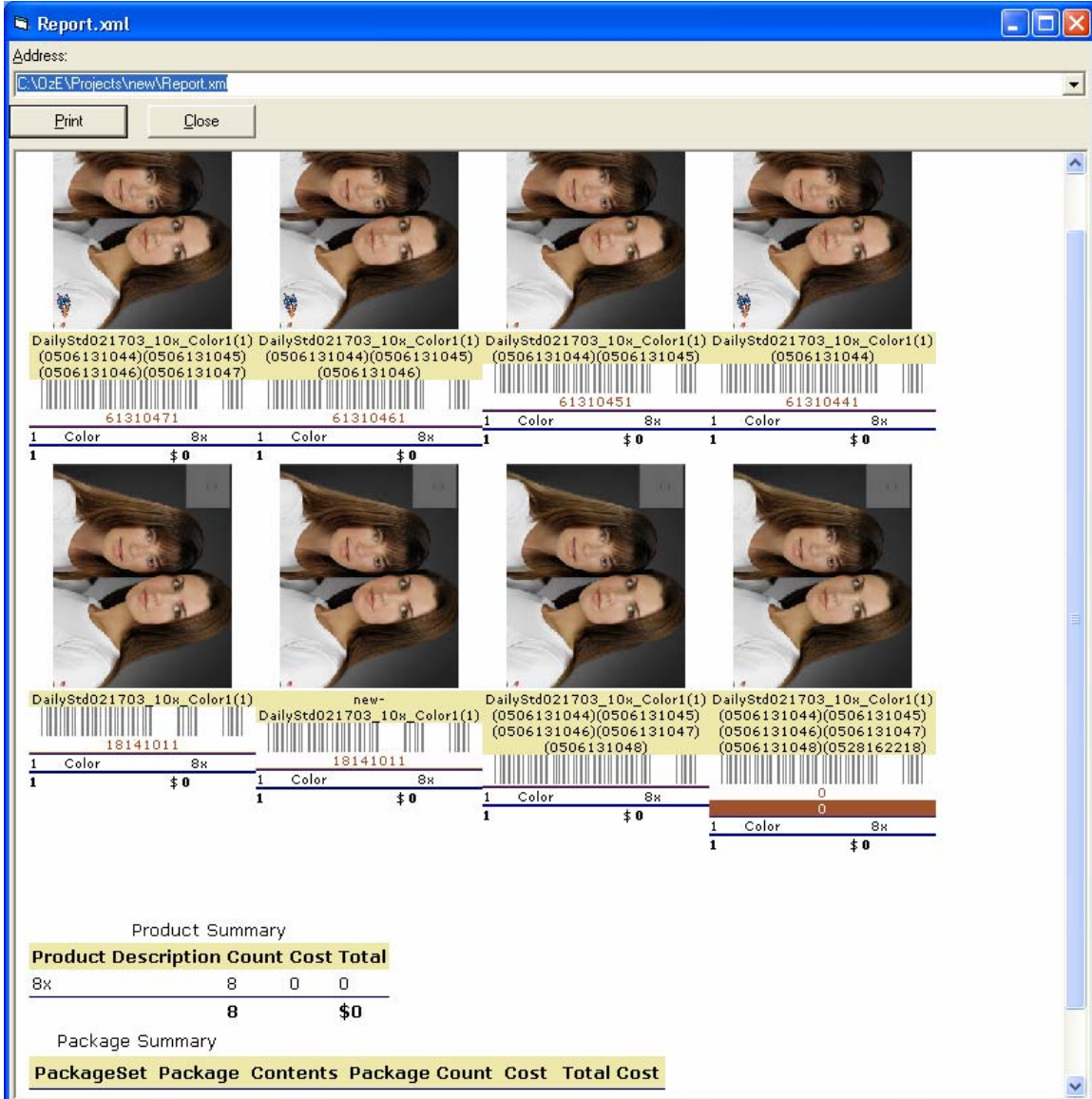Once this is in place order the desired sheets using the data entry grid

Full screen view

The full screen view is a great tool for finding imperfections in the images.

Click on Full Screen in Studio mode to bring up the window in the example above.
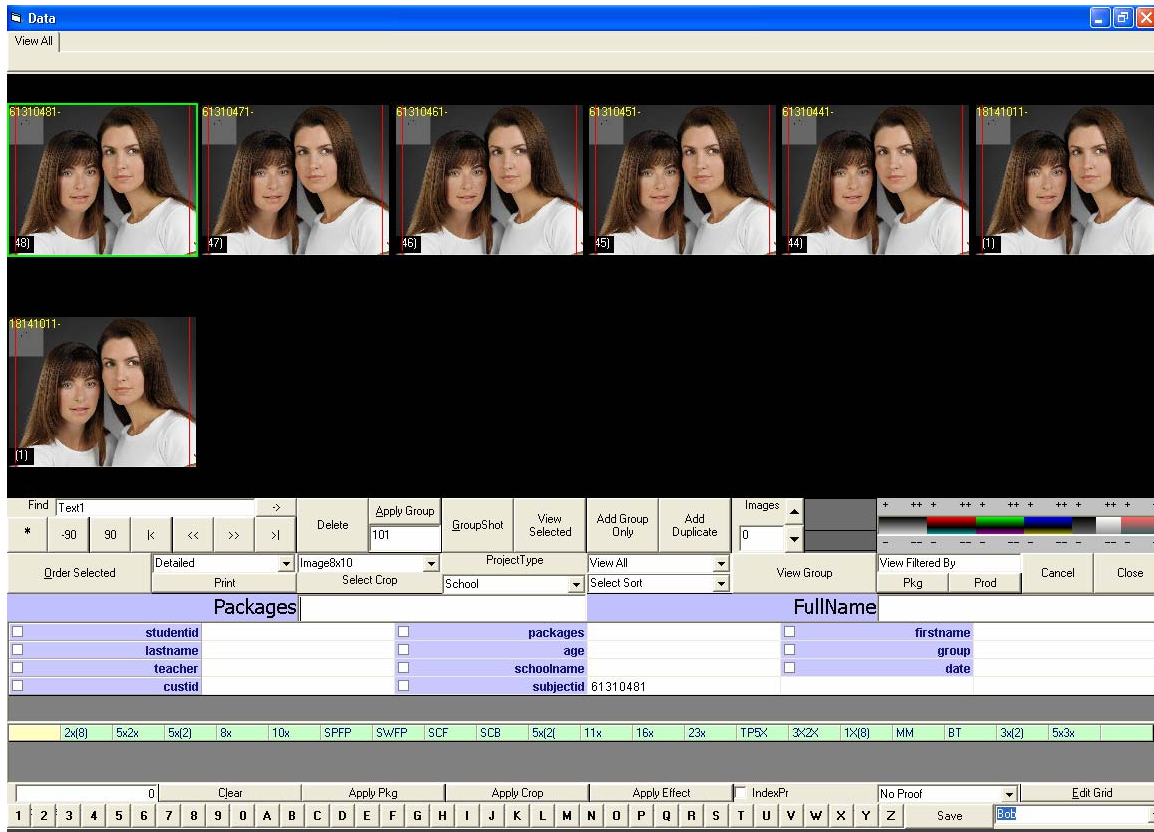
Print detailed ordered reports.

After entering all of the order information, hit the Print button in the middle of the screen.

This will open a window with all of the images ordered and what products have been ordered for each image. The print button at the top of the window sends the page to an inkjet printer to be sent with the Orders CD to the Lab.

Data Entry Screen

**Choosing School as the project type allows you to enter text into various fields
Such as, First and Last name, School, grade, age, etc.**

This information is used when ordering items such as trader cards, fun packs and other specialty items.

You can assign a group number with all of the images for ease of ordering group photos for individuals on one team. This is an extremely useful tool when you have more that one team within the same project.
To confirm no individuals have been left out use the View Ungrouped function.

Generally one group or team shot should be assigned to an individual this can be done using the "Apply Group" function, select all images to be tagged with a group number, type the group number to be assigned in the box below the "Apply Group" button.
 Then select all group shots and use the "Group Shot" button to identify the shot type as a group. The group number can also be entered while entering the Data for the individual in the Data Entry grid. The information being entered for each individual will be automatically updated in the project roster.

After groups have been applied use the "View Group" button to view only the tagged group shots and confirm each team has a group shot assigned. Then use the "View Next Groups" to view the next group, this will include the selected group picture, and all of the individuals for that group. To confirm no individuals have been left out, use the "view ungrouped" only images which are not assigned a group number will be shown. Any images which are not going to be needed can be discarded by hitting the "Delete" button.

The "Delete" button does not permanently delete the image, it is placed in a folder named "Deleted" within the project folder.

When entering order and subject data, it is necessary to enter the order data for each individual. Using the information gathered before or at the shoot, start by selecting the first individual image, enter the package ordered. If the individual has only ordered a group picture use the "Add Group Only" button to enter their order.
If no roster was available you can enter the subject's information by selecting the image and typing it in the appropriate field, the tab key will move the curser from packages through the remaining fields in the roster.

Any field in the roster which will remain the same for each subject, check the white box next to that field, and it will be carried on to the next individual to be entered.

After the first individual has been completed, hit the enter key to move to the next individual image.

Retouch screen
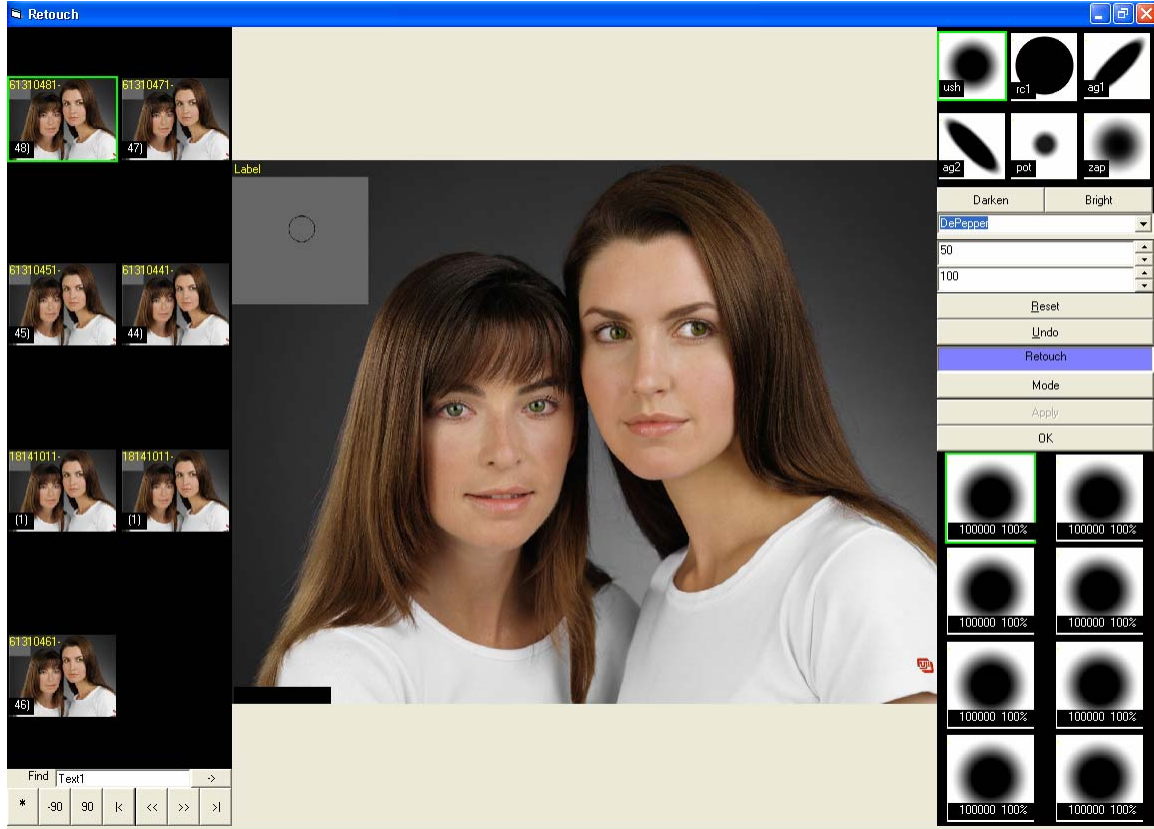
Hitting the Retouch button in Studio mode brings of the Retouch screen. You can remove camera spots and replace color to perfect the images. You can also lighten and darkens the images as well.

By selecting retouch in the data entry screen your sitting will be moved into a retouching mode. In this mode you have an 8up image gallery, which can be navigated the same as the preview and data entry modes. The selected image is displayed in the center, large for retouching. Holding the control key, allows for movement of the image, grab and move with the left mouse key, click and drag down with the right mouse button to enlarge, drag up to zoom out. (You must hold the control key to adjust the image in the center).

Located at top right are the various brush types to select from

The drop down menu below the brushes contains the retouching options

- ✓ **Clone** – Right click area to clone, Left mouse button to execute
- ✓ **Blur**   - Left mouse button to execute
- ✓ **Darken**   (Burn) - Left mouse button to execute
- ✓ **Brighten** (Dodge) - Left mouse button to execute
- ✓ **De Pepper** – Identifies dark specs (like camera spots) and removes Left mouse button to execute
- ✓ **De Salt** – Identifies light specs (like catch lights) and removes Left mouse button to execute
- ✓ **Pearly White** – Identifies Areas of white (Like Teeth and whitens) Left mouse button to execute

"**Brush Size**" and the "**Brush Opacity**" are the next 2 items below the retouch options

Reset – Will reset the image as it was when selected

Undo – Will undo the last action performed
The next box identifies the mode of operation "**Retouch**" or "**Camera Spot**" This is controlled by the box directly below labeled "**Mode**"
The next box "**Apply**" is only used with the camera spot mode. After you have corrected the camera spots within an image select individual images or select all images, then select "**Apply**". This will apply the same camera spot retouching corrections to all images selected.
The final box "**OK**" will save the retouch corrections made to all images and return to the data entry mode.

After all ordering is completed, click on the Make Orders CD from the Main operating screen.

Lab CD window
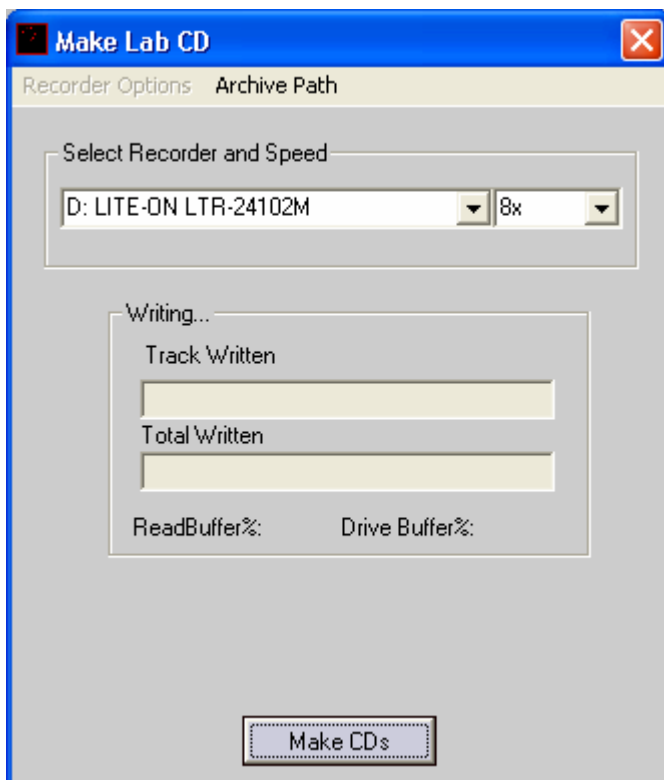
Clicking on the Make Orders CD button will bring up the window above. Hitting the Make CD's button will write everything in the Saved Orders folder in the Oze file system to one or more CD's. A backup copy of everything written to the CD's will be placed in the MyCDs folder in the Oze file system. The CD's can then be sent to the lab for production.

Waiting for CD...

Please remove this CD and label it
"LabCD-new-06032004-102329" And Lab
CDs are complete!

Exit   Duplicate Last Disc

When the CD is finished the window above will come up. If the orders will not fit on one CD it will prompt you to insert another.

MakeLabCD

Would you like to create a report for the CDs created?

Yes   No
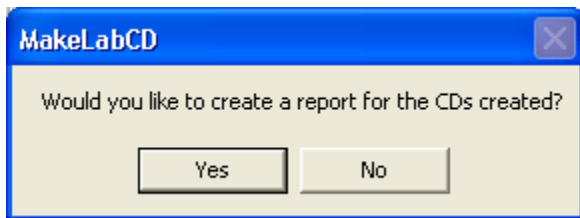
After all CD's are complete, a window will come up and ask if you would like to create a report.

For more information on Digital Photography Innovation, The OzE Digital Imaging Systems, Pricing and Service, or a List of OzE Certified labs, please contact Digital Photography Innovation,
By Phone – 704-545-8469
Or visit us on the web at WWW.DPILAB.COM

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OzE Main Opening Screen

Enter New Projects

Create Blank Bar Coded
Media, Cards, Shootlist etc.

Select an Existing Project

Assign a "Project Type"

Make Project CD - Create a cd of the
entire project folder selected

Make Orders CD - Create a cd of the
images which have saved orders or
applied package orders

These Options are used to set-up
the File Name for images being
renumbered.

Select from any Mapped
Network Drive Location

Browse to open an Entire "Project" or Select a single folder to be viewed

Items within selected folder

Apply Data Quickly
to file without
opening the Images

Renumber New Images
in OzE, based on the
Variable in the "Options"
Window (above left)

Open the Images and Data
from the selected folder in
Preview Mode or Data Entry Mode

Import or Create a
"Roster"
for the project.
Use this data to
create a
variety of media
items to be
used to control image
and data information

Use the Pulldown
Menu to select
the Report
to be generated

Select the Package Set
created to relate to
the packages and
products offered for
the project.
Package sets can be applied
before or after a job.

Close and Cancel without saving changes

Save changes and Close window

OzE Process Data
Bar Coded
Media Cards, Labels and Reports

Import or Create a "Roster" for the project. Use this data to create a variety of media items to be used to control image and data information

Camera Cards

"OzE" Cards

Sort the information to create the item needed
In the Order needed.

Package List

Bar Code Lables

Shoot Lists

Stickers

Use the Pulldown Menu to select the Report to be generated

Select the Package Set created to relate to the packages and products offered for the project. Package sets can be applied before or after a job.

OzE Order Entry

Save Orders from selected images to be burned to cd for lab production

Data and Order Entry Grid

Delete Selected Images
Deleted Images from Project will add tab at top for easy retreval

Assign Group numbers to images
Tag "Group" Images as "Group Shot"

Add Group Only Orders
Duplicate Images for seperate order or mailing info.

See OzE Preview Screen Features

Color Control Module

Order single proofs with or without Id and Copyright in various sizes

Select or Create Package Sets
*see also, OzE Studio

Job Summary

Create Various Data and Order reports

Detailed Reports

Packing or Mailing Labels

1. View & Crop Images in 8x10, 5x7, 4x6, or Square cropping Aspect Ratios

2.

3. Select and Apply the Project Type for the Job

4. Select image view arrangment - Groups, Ordered, Unordered and more
Select the oreder in which the viewed images are sorted - Shoot Order, Roster, etc.

5. View each group - All individual and group pictures for one group number at a time

6. Filter the images to be viewed by package or product content

7.

Clear - Removes ordered Products from Selected Images

Apply Pkg. - Apply identical package / product orders from image being entered to multipule selected images (Batch order entry)

Apply Crop - After cropping an image, all other images selected can be cropped identically (Batch Cropping)

Apply Effect - Apply a preselected effect to an image

Index Print - Select to order a 2" strip print with Image Thumbnail and Image Information, from production facility

School Job SOP Checklist:
Print Page

_____ Get Roster from School
- ➢ **Try to get roster in a .CSV file format**

_____ Prepare Roster for Import into OzE
- ➢ **MUST have Header Row**
  - ✓ **Each Row must have a name assigned which can be changed to accommodate the job later in the process.**

_____ Import Roster into OzE
- ➢ **Create a new Job or Project**
- ➢ **Assign the Project Type**
- ➢ **Select Process Data**
  - ✓ **Import Roster**
  - ✓ **Assign or Correct the Roster Headers (incorrect headers display in Red)**
  - ✓ **Sort Roster in desired order**
  - ✓ **Arrange corrected headers in desired order**
  - ✓ **Prints Shoot media (cards, shoot list etc.)**

_____ Point of Photography
- ✓ **For each subject photographed, write the file number on individuals shoot card**
  - ▪ **Important: Keep all cards in Shoot Order (back-up)**

_____ Pre-Production to Process Orders
- ✓ **Download images into Project**
  - ▪ **Place card in card reader**
  - ▪ **Use pull down to select project**
  - ▪ **Add prefix desired**
  - ▪ **Select download**
  - ▪ **Images should begin to download after approx. 15 seconds**
  - ▪ **Download completed when all drive location or backup location have a green check mark**
  - ▪ **Preview the images to confirm transfer**
  - **(For more information on the Downloader series please see OzE Downloader Series User Guide and Quick Reference Doc.**

_____ Process Images and Orders
- ➢ **Open OzE Match**
  - ✓ **Select Manual Align**
    - ▪ **Enter the Subject ID number from the shoot card corresponding to the correct Image File Number**
    - ▪ **Enter Package Order**
    - ▪ **Delete extra images**

    - ▪ **Create order Reports**
  - ✓ **After completed for all images close program to the main screen**
    - ▪ **Create an Archive CD as Back-up**
    - ▪ **Create a Lab CD for the Orders, with all appropriate administrative materials**
    - ▪ **Order ready for lab production**