OzE **Field Modules**

OzE **Studio Series**

OzE **Studio**
OzE **Studio Lite**

Quick reference pages
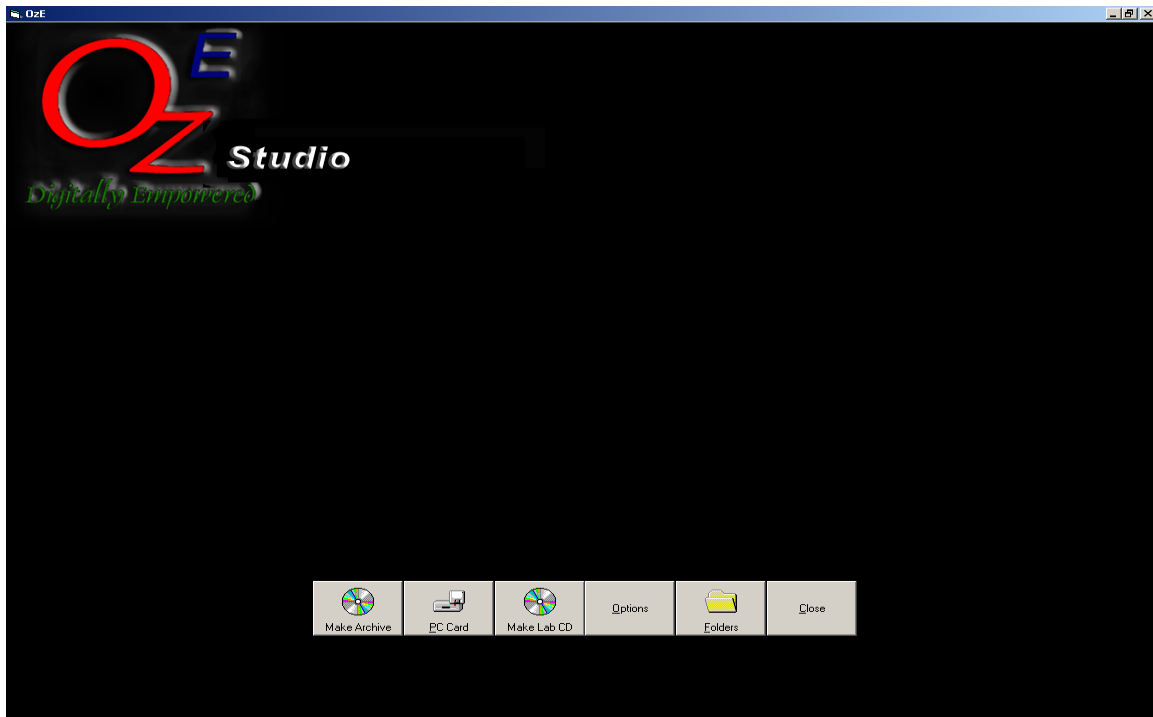**OzE Studio Data Entry (2pgs)**
OzE Preview

OzE has been designed to accommodate many different fields of photography, always keeping the needs of the photographer in mind. Creating the ability to not only capture the art, but, reproduce that artwork by their standards, not at a labs discretion. Working with the interactive lab tools, leaving the creativity to the artist and relieving the lab of tedious work orders, establishes a more efficient, accurate, and cost effective digital solution, catering to everyone's needs.
This user's guide will cover all functions of the OzELite and the OzEStudio Series. These Modules are the predecessors to the OzE Assembler and Assembler Pro series. The features of the Preview Screen and the Data Entry Screen (Studio) are also used in the OzE Match Series. The OzE Match Series modules are the most effective source of capturing images and data, and merging the information for production, understanding the OzE Studio System, the base catalyst for the OzE System is a good start to understanding the basics of using The OzE Digital Imaging System.

Opening Screen

On the title page of OzE there are 6 main functions available

Item 1 Options:

The information entered in this field will determine how images will be numbered / named when opened in the OzE Digital Imaging System.

Variable 1 – *(Ex. 01)*
Variable 2 – *(Ex. 2002 or 02)*
Variable 3 – *(Ex. 52 or Taft HS)*
Sitting – Starting Sitting Number Assigned to images *(Ex. 000)*
 (*Example* = 01 – 2002 – GRAY HS - 001) *Variables 1, 2, and 3 create the root directory folder*
            V-1   V-2   V-3   Sit
Use only letters, numbers and dash mark, no double spaces.
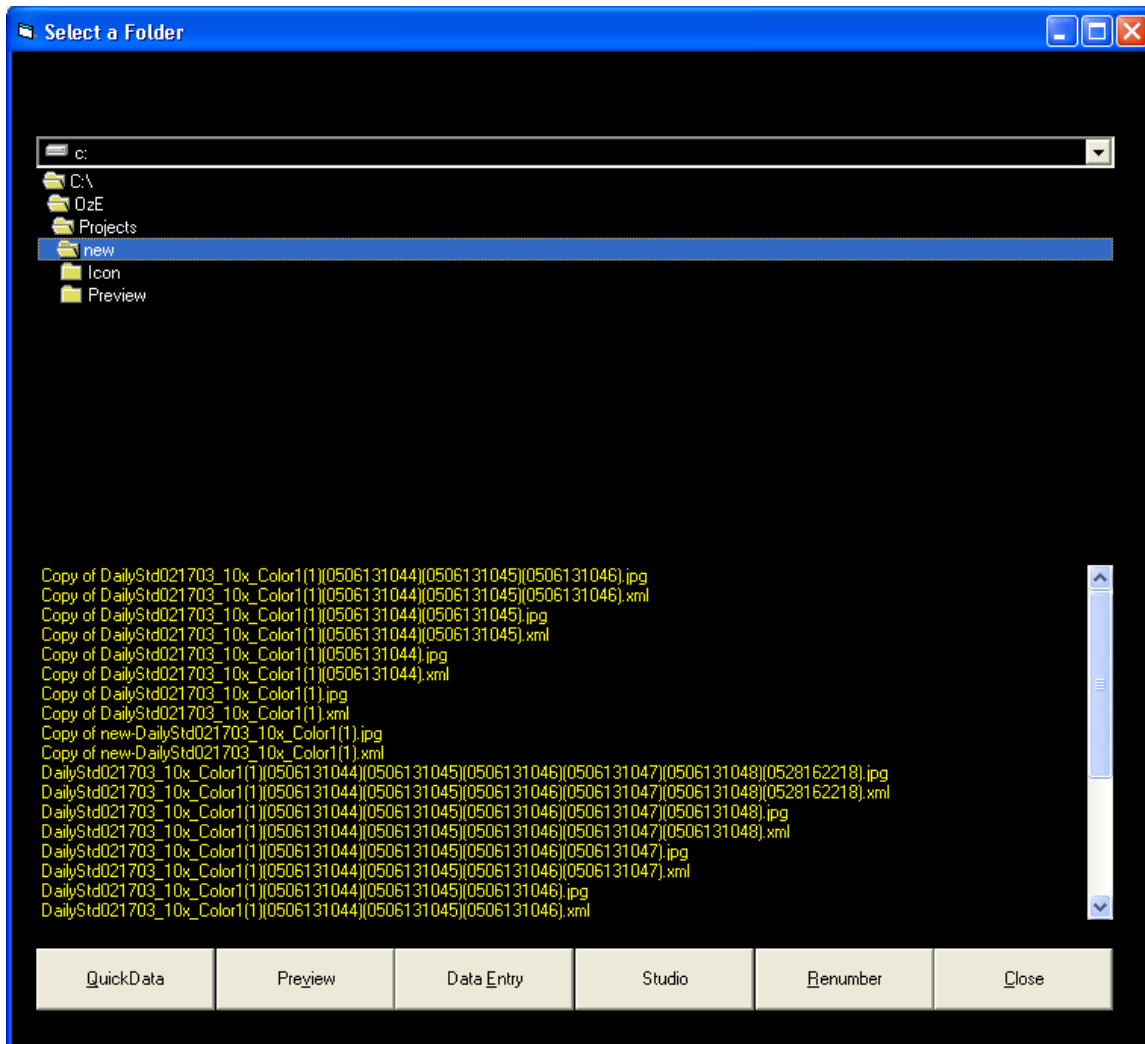
PC Card:

Images which have been photographed digitally, stored to a CF or PC card, or Images, which have been transferred to a CF or PC card, can be opened in the OzE Digital Imaging System with the touch of a button. The PC or CF card must be labeled "OZE" this is done under the "properties" of the card. Select the PC Card function on the title page, the images from that card will be downloaded and numbered automatically by OzE. Renumbering of images is determined by information entered in the "**Options**" preferences.

The images are now available to be viewed, adjusted, ordered from, and stored. Images downloaded to OzE from a PC card will be stored in the OzE File Structure under "Images" – the new folder will be named based on the information entered in the "Options" function. If the

information is new OzE will generate a root or weekly folder in "Images" to hold all sitting related by matching information of "Options" preferences. OzE provides the option to automatically erase the PC card after downloading images or leave the information on the card intact.

Folders:

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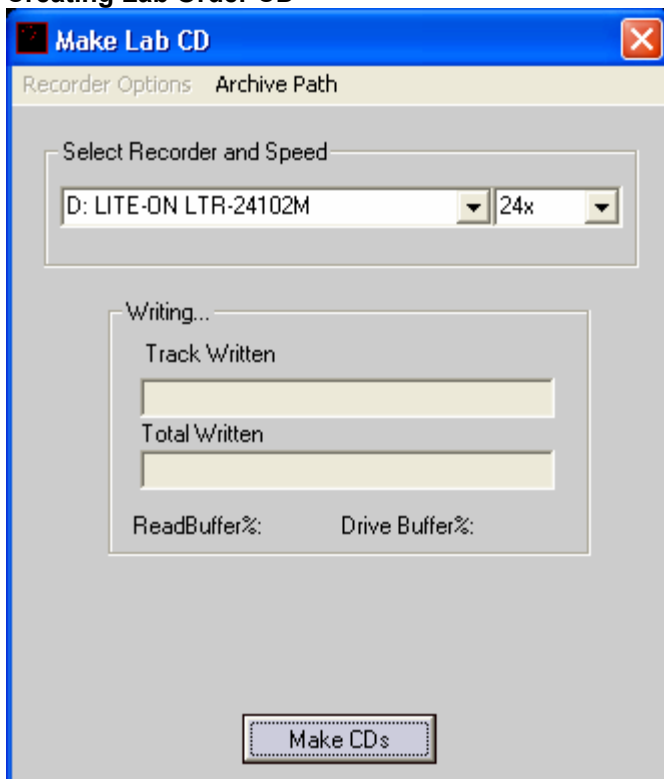
Once images have been uploaded to OzE, switching between Preview and Data Entry modes can be performed easily by clicking on the "Preview" or "Data Entry" tabs inside the window.

If a sitting has not been opened in the OzE system, it can be renumbered using the "Renumber" function on the 'Select a folder' browser. Simply input the information desired in the preference options (Item 1. Of this section) select folders option, locate desired folder to be loaded, and select "Renumber". The images will be opened in preview mode, and will be renumbered according to the information entered in the options field. Only images with no file attachments can be renumbered. Folders previously opened with OzE cannot be renumbered unless all information in the file folder, except the actual images, have been deleted (i.e. Icon – Preview folders and all XML attachments).

NOTE: By removing these attachments all information is eliminated and sitting will begin as new.
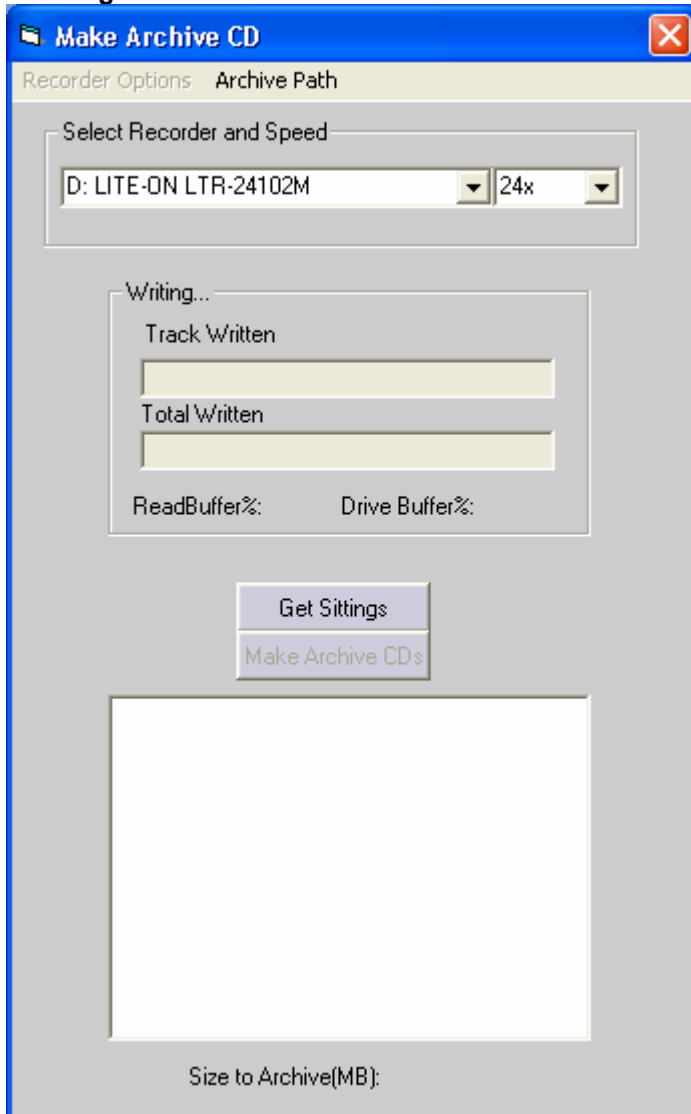
CD Creations
Creating Lab Order CD

After all ordering functions have been completed and saved, a Lab production CD will need to be created to send in for the production order, select the "Make Lab CD" function button on the title screen of the OzE Digital Imaging System. OzE will automatically create a lab CD from all orders pending in the Saved Orders file in the OzE file structure. If one CD will not accommodate the amount of information in the Saved Orders holding tank, OzE will prompt the operator to insert additional CDs' as needed to continue and complete the lab order CD function.

Once the Lab order function is complete all information in the Saved Orders folder will be removed. OzE will also create a duplicate copy of each CD created, by part number, in "MYCDS" in the OzE file structure. A summary report will be printed for each CD Created.

Creating Archive CD

Make Archive CD

Recorder Options Archive Path

Select Recorder and Speed

D: LITE-ON LTR-24102M   ▼   24x   ▼

Writing...

Track Written

Total Written

ReadBuffer%:   Drive Buffer%:

Get Sittings

Make Archive CDs

Size to Archive(MB):

Used to create archives of images root folders in the "Images" file of the OzE file structure. Insert a CD into the CD-RW on the CPU. Select the "Archive CD" function on the title screen for OzE. The archive CD will locate individual root folders in the "Images File". OzE will ask a series of questions concerning the task of archiving, all root folders in the "Images File" can be archived or any root folder can be selected independently whether or not to be moved to the archive CD. After configuring the root folders to be archived OzE will move those chosen to CD. After completion OzE will provide an "Archive CD Number" for labeling and file purposes.

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

Acquiring Images
Images can be acquired from, PC / CF cards, or stored files within the hard drive. Cards must be labeled "OZE" to read the card information.

To begin a session on the OzE system using a PC or CF card:
- Insert card in the data chute on the CPU
- Wait for identification card has been initialized
- Select the PC CARD option from the title screen on the OzE System
- Session will open renumbering the images to specifications entered in "Options" function on the Title Screen
- Session will begin in "Preview" mode
- Proceed with viewing / ordering
- When finished correctly close OzE
- Images and information will be updated and saved in a file in the "Images" folder of the OzE file structure – To place an order, "Save Order" or "Save Changes" must be selected.
- OzE provides the option to automatically erase the PC card after downloading images or leave the information on the card intact, to be removed later.
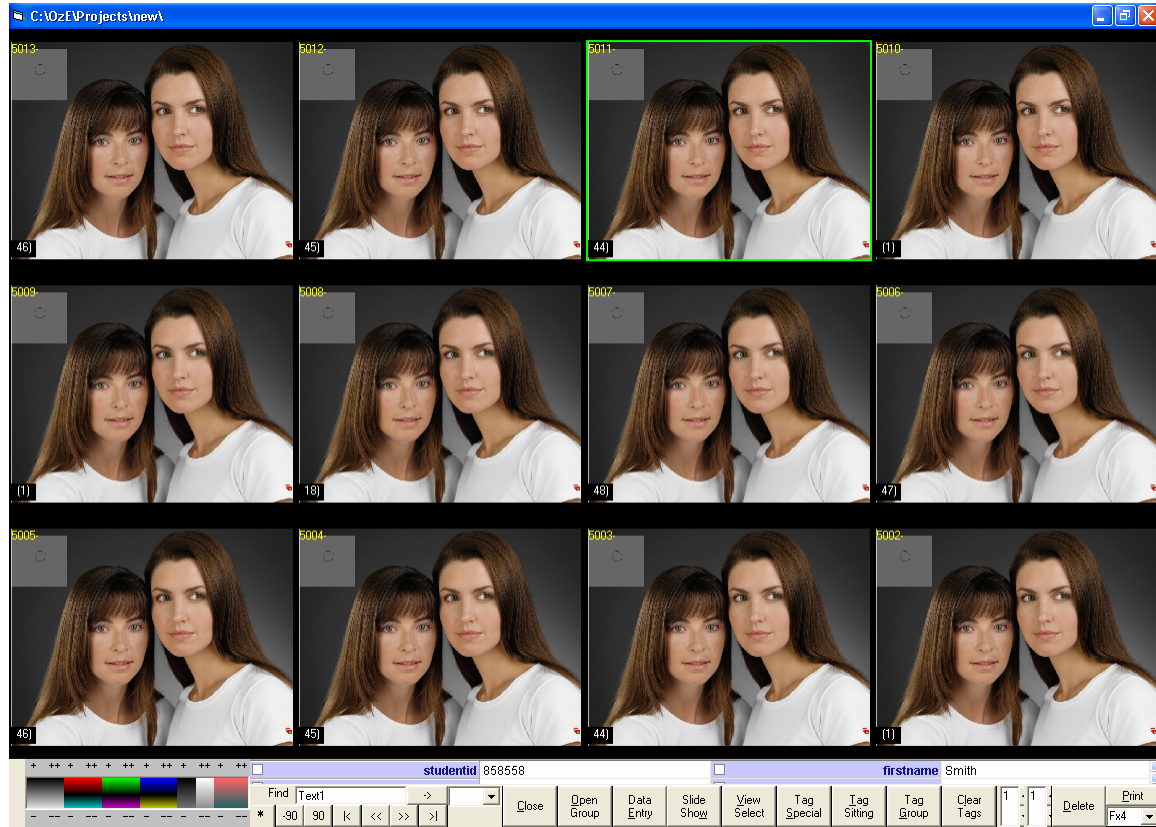
To begin a session using images stored on the hard drive:
- Select the "Folders" option from the title screen on the OzE System
- The "Welcome" folder browser will open
- Locate the file folder of the images to be viewed / ordered
- Double click the desired folder (images are not show or listed in the browser screen)
- Do not open any subfolders of the sittings main folder (Icon, Preview, Retouch, Camera Spot,etc)
- Select mode to open session – "Preview", "Data Entry" or "Renumber" from options at the bottom of the browser
- Moving between modes can be done at anytime during the session it is not necessary to exit and reopen to change modes
- Proceed with viewing / ordering
- When finished correctly close OzE
- Images and information will be updated and saved back to the original file in original location

For images saved on CD, Zip or Floppy:
Images stored on CD, Zip or Floppy cannot be opened directly. Images must be copied to a new folder on the hard drive of the CPU. Images must be in a folder, for the OzE Digital Imaging System to acquire and open them. (Information created and stored by Oze cannot be written directly back to a CD, Zip, or Floppy. Images can be stored independently on the hard drive or can be "Renumbered" into the OzE "Images" file structure.

OzE Preview Screen

Functions:

Photo Gallery - 12 images per page last 3 digits of image number displayed in corner.

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, 12 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 astrict 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.

Preview Screen Features

Slide Show
The slide show function is a great way to display images to clients. It provides a large unobstructed view of each individual image, and displays the last 3 digits of the image number in the upper left corner.
To use the slide show function:

Rotate images to the correct orientation
Select the images to be viewed in the slide show
Select the "Slide Show" function button
The first image will appear full screen / full frame
The Space Bar starts and pauses the Slide Show
The Up and Down Arrows on the keyboard control the speed at which the slide show runs
When paused, the Left and Right Arrows scroll through images
When Slide Show is complete, OzE returns to the "Preview" screen
To exit the Slide Show at any time press the ESC key

Grouping Images
Rather than deleting or removing images from a session, it is possible to view and work by groups or mini sessions within job. Groups will remain in the same folder of the overall session being viewed.

Select the images to be grouped together
Select the "Tag Group" function button
A yellow pound # symbol will appear in the upper left of image, tagging each image in group
Select "Open Group" and only images tagged will be viewed
Proceed with viewing / data entry functions
To return to all images, close out of the group image gallery in the preview mode.
To remove the group tags select all tagged images
Select the "Clear Tag" function
Any type of tag is removed with the "Clear Tag" function

Easy Cropping pat. pend.
The OzE Digital Imaging System includes the patented Easy Cropping system. Easy Cropping gives the operator complete control of the image. Easy Cropping can be used on any image on any screen of OzE.
The features include:
360^0 Rotations in 90^0 increments
Correct orientation is saved for future viewings
Zoom in
Zoom out
Simultaneous Crop Option
Free movement of image
Fine adjust control
Independent cropping aspect ratios (in Data Entry mode)
Operating the Easy Cropping System in Preview Mode

Rotating Images:
Select images to be rotated, hold the ctrl key to choose selectively, the shift key selects all between 2 points, or use the "Select All" function button. After you have selected the images use the "-90 180 90" Coarse Rotation function buttons to turn the image(s) to correct orientation.

After an image has been rotated OzE will record and attach that information with the image for future use.

Zooming Function:
OzE preview mode displays the images full frame in the gallery pages, as well as in the "View Selected" function. These images can be zoomed in / out for viewing in preview mode. For actual production cropping with proper aspect ratios you must be in Data Entry Mode.
To use the Zoom & Crop function in the preview mode:

Select an image to adjust, either in the small 12up page or full screen, using the "View Selected" function
Place curser at the top of the frame, hold control key, then
Holding the right mouse button, drag down to zoom in, release ctrl key, click to stop,
Holding the right mouse button, drag up to zoom out, release ctrl key, click to stop
Use the Left mouse button to grab and move image in the frame
Double click on image to reset to original full frame sizing

Easy cropping also features a fine adjust function. Hold the Shift+Ctrl keys, select and drag with the cursor on the image (do not hold either mouse button) this spins the image from center axis with in the frame. The image can turn 360^0 in 1^0 increments within the frame. Fine Adjust, combined with the Zoom and Free Movement features provides complete control of image cropping and sizing.

Image Comparison
You can compare up to 50 images on a single screen. However, they do get very small. Enlarging a single image or comparing a small group does enhance the viewing presentation.
Use the "View Selected" function button to enlarge one, two, or a group of images together on a single screen. Images can be cropped in this mode (full frame view only). Select close at the bottom of View Selected screen to return to standard "Preview" mode.

Color Control Module
The image control module allows the operator the ability to correct the images for viewing presentation and instant proof printing purposes. This DOES affect the final production print, as an attached xml correction, but does not change the "raw" image file.
Select image(s) to be manipulated
Using the + (approx. 2cc Eq. Value) ++ (approx. 6cc Eq. Value) or the - / --   symbols adjust images as desired
The first cell (black & white) controls density
Cells 2-3-4 are: Red – Cyan, Green – Magenta, Blue – Yellow
Cell 5 – Contrast Control
Cell 6 – Saturation Control

Inkjet Proofing Options
OzE contains several instant proofing options to select from. Instant inkjet proofing allows for faster delivery, better display of effects, higher marketability, lower cost, and less chance of copyright infringements. By pre-printing information, prices, order forms, or other boarders on proof paper, matching the selected printing layout, creates a complete proof or specialty item for instant product delivery.
Instant Proofing Selections
Proof Page Layouts:
PF4 –
4 - 1½"x 2¼" Color Proofs
Single Row

Vertical Layout

Images must be tagged with "Tag Sitting" function

PF4 will print all Instant Proof pages in sequential (tagged) order regardless of shoot order

FX4 –

4 – 1½"x 2 ¼" Color Proofs

1 Row (PF4 page layout)

1 FX Strip – (Mini Version of FX layout on bottom of page)

Select images to print

First image of every 4 – default FX Strip pose

Port8 –

8 –1½"x 2 ¼" Color Proofs

2 Rows – 4each

Vertical Layout

8 or more images can be selected to print Group / Sitting tag not required

OzE automatically prints number of pages to accommodate number of images selected to be printed **Port16 –**

16 –1½"x 2 ¼" Color Proofs

4 Rows – 4each

Vertical Layout

16 or more images can be selected to print Group / Sitting tag not required

PF8 –

8 – 2¼"x 3¼" Color Proofs

2 Rows – 4each

Horizontal Layout

8 or more images can be selected to print Group / Sitting tag not required

FX –

Special Effects Display

1 Row of 5 – 2"x2¾" Frames

1 pose per page

5 various effects applied to image from current effects set selected in Data Entry mode

Horizontal Layout

FX10 –

10 - 1½" x 2½" Color Proofs
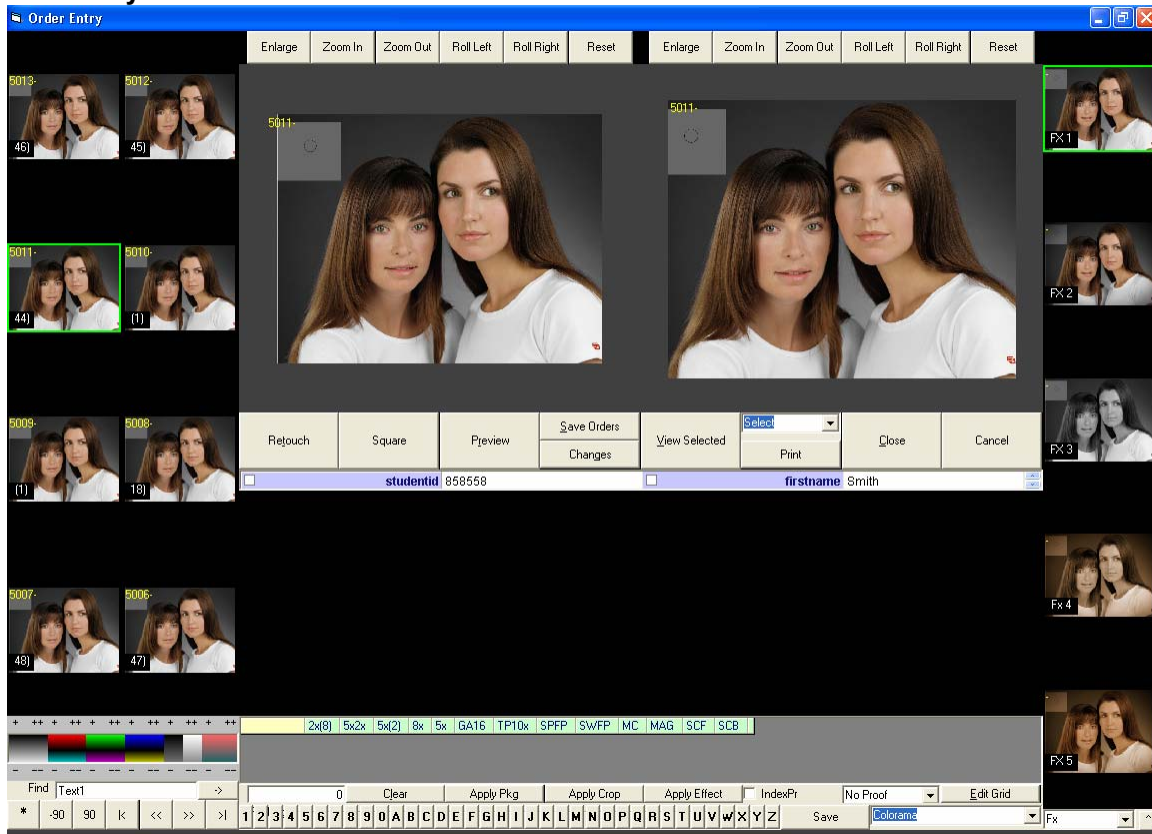
2 Rows

Horizontal layout

1 FX Strip

Select images for printing

First image of every 10 – default FX Strip pose

Or Tag 1 of every 10 with the "Tag Group" function to identify pose to be used in FX Strip

OzE automatically prints number of pages to accommodate number of images selected, to be printed.

OzE STUDIO
Data Entry Mode

Functions:

Photo Gallery - 8 images per page, last 3 digits displayed

Color Control Module – Used to correct images for viewing and Instant Proofs only, this does not affect the actual prints.
Controls: Density, Standard RGB color, Contrast, and Saturation

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

Select All – Select all images in session currently open (A green box indicates an image has been selected)

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

Page Selector - Scroll forward or backward page by page, 8 images per page.
Enlarge – Enlarge Square, 5 x 7 or 8 x 10 format to full-page view.

Zoom Function – Custom crop images as desired, using Zoom in / Zoom out functions.

Fine Adjust Rotation – For fine adjustments to orientation, straighten images shot out of square, also change orientation of images, vertical to horizontal or horizontal to vertical

Reset – Reset image to "At Capture" framing

Retouch – Toggles job into the OzE Retouch mode

Square Crop - Toggle 5x7 aspect ratio to square format ratio (retained independently)

Close – Close to Title Screen

Preview – Go to Preview mode

Save Changes – Creates separate file of data/information entry added to pre-existing orders

Save Orders – Save data/information of initial order entry

Report – Generates data/information report containing
- ✓ Image
- ✓ Session Number
- ✓ File number
- ✓ Tag information
- ✓ Data Entry by Size and Unit Values
- ✓ Session summary by Size and Unit Value

View Selected – Compare selected images on a single screen by themselves, 1 to 100 images can be selected for comparison

Effects Ordered – Shows the various effects, which have been used for data entry order, for selected image on the bottom half of the Data Entry window.

Clear - Clears all data entered for selected images

Apply Package - Apply package to multiple selected images – "Batch" package data entry

Apply Crop - Used to apply "Batch" crop to multiple images

Data Entry Grid – Order images in various sizes by sheets, contains zoom function degradation warning, data entered shown by size and effect title.

Special Information Bar –Special instructions:

Index Print – Tag to Print the Image – Name – Order on 2 x 10 strip

Comments - Type special instructions for production to lab

Proof Order Menu – Select single production proofs to be ordered of selected image : 4x5 4x6 5x5 or 5x7 with or without ID and Copyright

Save / Edit Grid – This function is used to customize the order entry grid to accommodate the sheet sizes used. Select "Edit Grid" then select the sheet sizes you wish to use, when completed select "Save Grid"

Package Selector – Create custom packages to use for ordering. Use the A-T keys for entering package information. The return key will move to the next image available for ordering.

Effect Set Selector - Create new or select desired effects set to use for ordering.

Effects Module – Create new or manipulate existing effects set for different look

Effects Data Selection – Select desired effects finish for data entry.

OzE Studio Features

Viewing Images
After entering the Data Entry mode images can be viewed by proper aspect ratios. The 2 large frames in the center of the page represent 5x7 cropping ratio (left) and 8x10 cropping ratio (right). Choose an image from the gallery on the left of screen. The gallery displays images 8 to a page. The selected image will appear in both frames simultaneously and can be adjusted independently. Images can also be viewed with Special Effects applied. Using the Special Effects Set Selector obtain the desired set of effect to be displayed. Simply select one of the 5 effects from the Effects Data Selection on the right of the screen and it will be applied to the image being viewed.

Easy Cropping Pat.Pend.
As in the preview mode, OzE supplies unlimited cropping options to the user.
Note: When viewing images in Data Entry mode, any cropping adjustments made in the Preview mode will be retained as the base cropping in Data Entry. To return an image to its original configuration you must reset the image. This can be accomplished by double clicking on the image, in the image gallery.

Operating the Easy Cropping system in Data Entry Mode

Rotating Images:
Images can be rotated 360^0 in 90^0 increments one at a time or multiple images can be selected to rotate as a batch. If an image has previously been rotated in the Preview mode, or in a previous viewing, it will be retained, unless the user decides to change the orientation.

Zoom Functions:
Using the Easy Cropping function buttons above each aspect ratio frame, will adjust the images to meet any desired crop.
The first option is Enlarge, this will enlarge the represented crop and aspect ratio to a full frame view. Easy cropping functions can be used to make adjustments to the enlarged image.
Zoom in and Zoom out options perform as described. There is an unlimited ability to zoom in on an image. However, the more an image is enlarged within a frame, the further the image degrades in quality.

Fine Adjustment Rotations:
Oze also incorporates the Fine Adjust tools. Using the Roll Left or Roll right function buttons, an image can be rotated from center axis 360^0 in 1^0 increments. Images, which have been shot out of square, can be corrected. Images shot in a horizontal format can be changed to vertical, or use easy cropping functions to create a totally different look for the image. When using the Fine Adjust, the image will rotate in the frame; the black areas on the sides or above and below the image represent no information (image) in that space. Using the Zoom and Free Movement functions, the frame must be filled with an image for proper print production.

Reset:
After an image has been adjusted, it can be reset to original full view by selecting the reset function button. The image will be reset to its original configuration as it was carried over from the preview mode.

Cropping for Production:

Images must be adjusted in both framing aspect ratio windows for production. Because OzE allows for independent cropping of (Square), 5x7 and 8x10 aspect ratios, it is necessary for both images to be framed and cropped as desired for production. Having independent cropping aspect ratios allows the operator to frame a perfect 5x7 (represented ratio) as well as a perfect 8x10 (represented ratio) as-well as square without compromising any cropping. The coordinates of how the operator crops the image are recorded and attached to the image. This information correlates with the lab software, and produces a 100% accurate representation of how the operator wanted the image to be printed.

Simultaneous Crop Option:
In the Data Entry mode the option of simultaneously cropping both aspect ratios equally is available.
Select an image
Using the mouse, crop the small gallery image as desired
This will simultaneously crop the 5x7 and 8x10 images, in other words a base crop
This can only be performed on an image if it has not been adjusted individually in the 5x7 or 8x10 framing windows

Batch Cropping Feature:
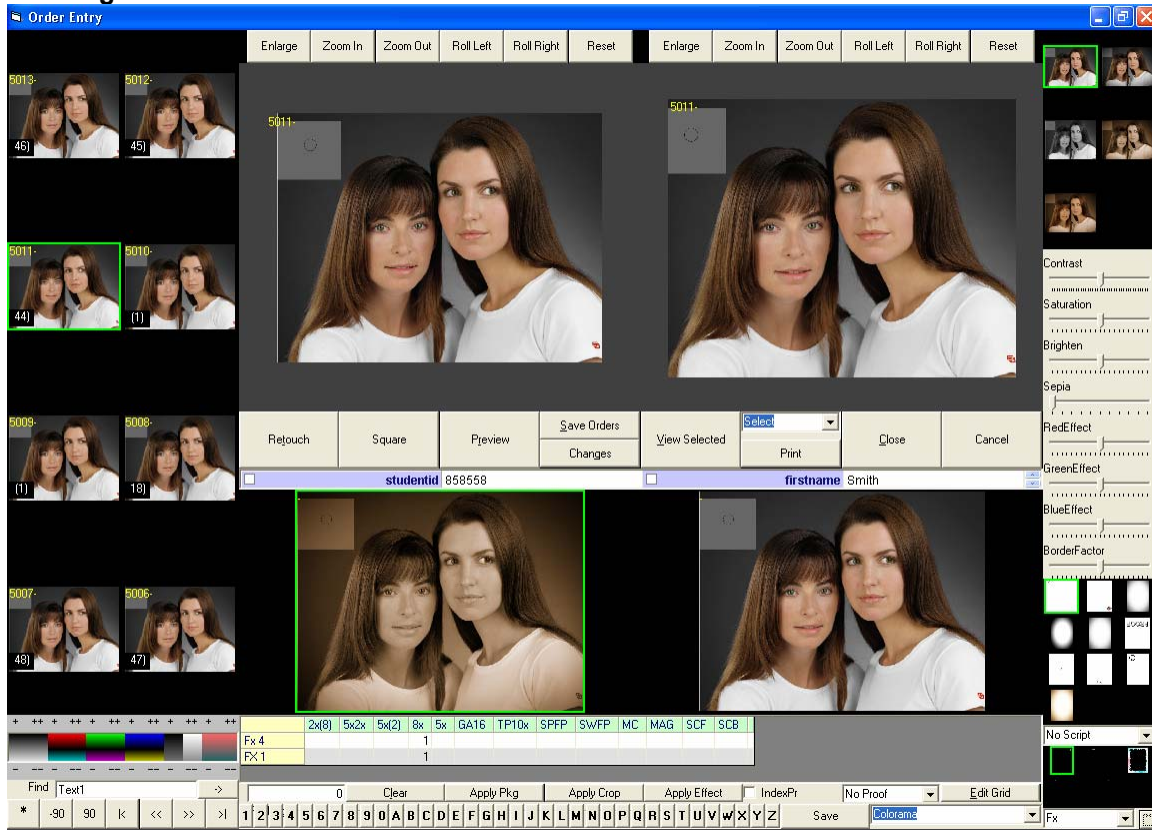To apply identical cropping to multiple images use the "Apply Crop" feature
Select a single image
Crop the image as desired in both framing windows
Holding the control key, or using select all button, select the images to which the identical crop is to be applied
Use the "Apply Crop" button to apply batch crop to all selected images

Creating Effects:

OzE offers the ability to use and create a wide variety of effects. Varying levels of color, black and white, or sepia tone, can be created. Adding vignettes can also be incorporated into effects. Additional borders overlays, scripting and effects will be released with future OzE upgrades.

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

Creating Package Sets:
Oze has the ability to create an unlimited number of pre designed package sets containing 20 separate packages per set

In the package set selector create a new set by entering a name. After 2 or more package sets have been created the pull down menu can be used to recall any sets for future use.
To create any one of the 20 packages per set:
- Enter the number of elements by size and effect for the package being created
- Select the desired effect first
- By selecting the element size desired on the data entry grid, enter the number of sheets for each size making up the package.
- Effects can be mixed within a single package i.e.:
  Package A of Set 1 could contain - one sheet of color wallets; two sheets of 5x7s, one in   color, one in black and white; and one 8x10 in sepia.
- After the information for the package has been entered in the Data Entry Grid, right click on the letter, which is to represent the package created. This will save the package information entered.(Left click to remove the package)

Continue building for all 20 packages in the set if needed, or use only the number of packages required to complete the specific set being created. This is ideal for schools or events with pre-designed package ordering. With an unlimited number of Packages Sets available to be created, each school or event could have it's own customized packages and prices. For ease of order entry, use the corresponding letter keys to enter packages, "enter" will move to the next available image.

Retouching

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.

Entering Order Data
To place a production order:
Select the image to be ordered from
Check cropping and framing
Select the desired effect to be ordered
Enter the number of elements to be ordered for that effect, for that image
If additional effects are desired, simply select the effect to be used
Order the number of elements for that effect, for that image
Each different effect ordered from that image is represented in the Effects Ordered display below the framing windows
If more than 3 effects are used to order on 1 image, scroll down the data entry grid to view all order information entered

If a pre-designed package needs to be ordered for an image:
Select the image to be ordered from
Check cropping and framing
Select the desired package set to be used
Select the letter of the package to be ordered, the letter button will turn yellow when activated
The elements of the package chosen will appear in the data entry grid
The effects used in that package will also appear in the Effects Ordered Display
Additional single elements can be added separately to any package order
Batch Package Application Feature
Applying packages / order data to multiple images, similar to batch cropping, simply:
Select a single image
Enter the package ordered using buttons A-T or by the sheet data entry methods
Holding the control key, or using the select all button select all images to which the same data is to be entered
Use the "**Apply Package**" button to enter batch package to selected images

Ordering Proofs – Select all images to which a specific proof size is to be ordered, Using the pull-up menu select the type of proof to be ordered, Proofs cannot be ordered using the "**Apply Package**" function. Proofs will be cropped as image is cropped in corresponding aspect ratio crop guides.

Special Information Task Bar
Additional data can be entered using the Special Information Task Bar.
Index Print – Tag images to be printed as an index print
Comments - Tag can only be used when selecting single images. This tag cannot be placed to a group of images simultaneously. When a Comment tag is attached to the image, a text window will open next to it providing the ability to type in any special instruction for the lab.

To remove order information:
By selecting one image, a group of images, or all images, the data information entered can be completely removed using the "Clear" function button on the Special Information Bar, located directly below the Data Entry Grid.

By selecting a single image, data entered can be removed by each element ordered. Use the right mouse button to remove data by clicking on the actual element box within the Data Entry Grid. This allows for selective changes to be made within an order.

As with Cropping Information, and Effects information, all data entered is recorded and attached to the image. This information will be displayed and represented anytime the images are opened in the OzE Digital Imaging System. Order information will not be processed for CD creation until the Save Order function has been executed.

Large Job Refresh
At times when entering data for large job the system may become slow due to the amount of information being attached to a large number of images. If the system seems to be moving slower at any point, a job refresh can be executed. When the "Refresh" button is selected, OzE saves what is being worked on, closes itself down, refreshes it's system and then returns to the exact point at which it was prior to being refreshed. During this time the computer should not be accessed, wait until OzE Assembler has returned to the screen where you left off.

Save Orders:
After all information
- ✓ Cropping
- ✓ Framing
- ✓ Effects
- ✓ Data
- ✓ Special Instruction

has been entered for all images in the session, it is necessary to select the Save Orders function for OzE to create an order file. The images with order data attached are placed into a file folder (of the same name) in the OzE file structure awaiting the creation of a Lab Order CD.

If changes to an order are required prior to creating a lab CD, simply make the changes to data information and select the Save Orders Function again. OzE will update the Order folder in the file structure awaiting the creation of the Lab CD.

Save Changes:
This function allows for reordering additional products from a session currently in production or a completed job. Enter the new order information (Note: all prior information attached to images will still be displayed and active) by selecting the Save Changes function. This will create a new order folder in the OzE file structure for Saved Orders. The folder will have the same name with sequential numbering for each reorder placed. This file will contain only the "new" order information. Any prior information entered and moved to a lab cd, will not be moved to the new reorder file.

Note: If the Save Orders function is selected when placing a reorder ALL order information, new and old will be moved to the order file awaiting lab CD creation. This will cause duplication of previously produced work.
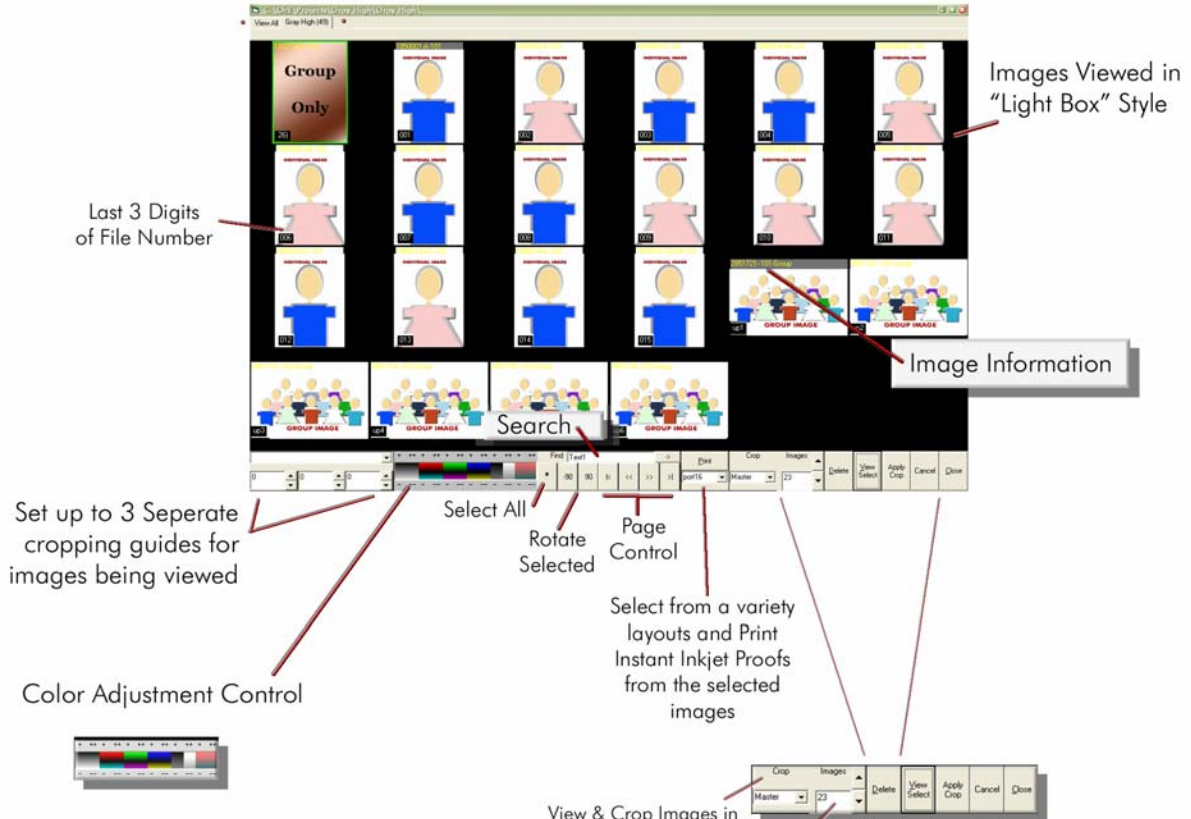
Generate Order Report:
After all functions in creating an order have been completed, OzE can generate a summary report for that particular job. By selecting the type of Report from the Pull Down Menu, and select Print-OzE will open the Report Preview, showing the report layout. Select "Print" and OzE will prompt the print info window; select the number of copies to be printed. A Variety of reports and media are available information contained in the reports depends on the Type of Job and Report selected.

OzE Preview Screen

Images from an entire project, a folder within a project (or seperate downloads), or deleted images from the project being reviewed ·

Images Viewed in "Light Box" Style

Last 3 Digits of File Number

Image Information

Search

Set up to 3 Seperate cropping guides for images being viewed

Select All

Rotate Selected

Page Control

Select from a variety layouts and Print Instant Inkjet Proofs from the selected images

Color Adjustment Control

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

Adjustments can be made to the selected image using the indicators above and below each cell.

Use the "++" or "- -" for larger adjustments and the single + or - for finer adjustments

Each Block or Cell, represented from left to right

Black fade to White - Density
Red / Cyan
Green / Magenta
Blue / Yellow
Black and White - Contrast
Red fade to gray - Saturation

To "undo" corrections made, double click in the middle of any of the RGB cells, to remove all adjustments.

Select the Number of Images to be viewed per page

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

View Selected - Enlarge a single image full screen to view and crop or compare multiple images selected

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

Cancel will close without saving any changes made

Close will update and save the new information for the job before closing.

OzE Studio
Data Entry (1)

Enlarge 5x7, Square or 8x10 Cropping to full screen Zoom in tighter on image, or Zoom out to full limit of aspect ratio being adjusted, Grab the image within the cropping box and adjust as desired, for each seperate independant cropping window.
The image can also be "Rolled" within the cropping window. This will allow the image to be turned within the frame revealing "open" areas, be sure to crop in to avoid this showing in the final print.

Last 3 Digits of File Number

Image Information

Search

Select All

Rotate Selected

Page Controls

See Page 2

Select from pre-set "Special Effects" Including Vignettes Black & White or Sepia and Scripts or Create Custom Special Effects Sets

Color Adjustment Control

Adjustments can be made to the selected image using the indicators above and below each cell.

Use the "++" or "- -" for larger adjustments and the single + or - for finer adjustments

Each Block or Cell, represented from left to right

Black fade to White - Density
Red / Cyan
Green / Magenta
Blue / Yellow
Black and White - Contrast
Red fade to gray - Saturation

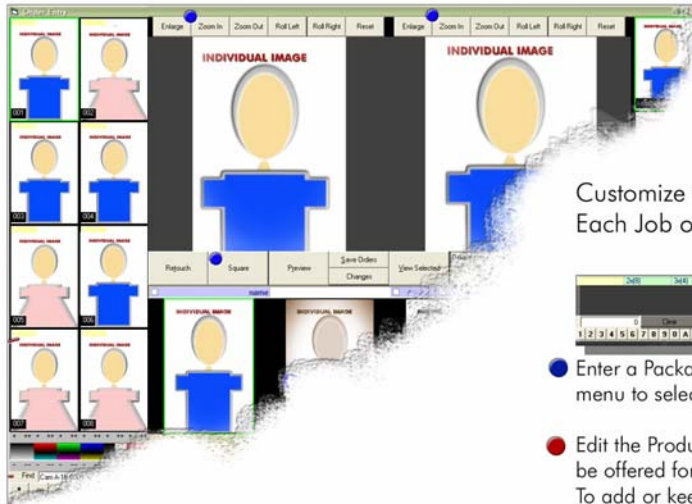To "undo" corrections made, double click in the middle of any of the RGB cells, to remove all adjustments.

Open Images into the OzE Retouch Mode Screen

Subject Data

Square	Toggle 5x7 Crop Box to Independant Square Crop Box
Preview	Go To the Preview Screen
Save Orders / Changes	Save All orders in job to be sent for production. Save reorders, late orders, or adjustments without reordering all previously saved orders in job
View Selected	Select and View a single image or compare multipule images
Summary / Print	Select and Print Job order Reports, Summary, Detailed Package, and other helpful reports
Close	Closes the job after updating all information and changes
Cancel	Closes the job without saving any changes from when file opened

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OzE Studio
Data Entry (2)

Customize the Data Entry Grid to accomodate Each Job or Standard Packages

● Enter a Package Set Name (or use the pull down menu to select existing package sets)

● Edit the Product Grid to represent the items to be offered for the Package Set being programmed To add or keep a product in the grid select the Product Name in green in the grid as if placing an order. After all products to be offered have been selected, use "Save Grid" (where "Edit Grid" was)to lock the product grid in for this Package Set.

To Order single color proofs -4x5, 4x6, or 5x7 with or without ID marker and copyright imprinted, use the pulldown

Once the Package Name and Product Grid are established, packages for the numbers 1- 0 and A - Z can be set (up to 36 packages per set).

Each Package can contain any combination of Products, and Effects, along with a price.

In the Example above:

1 **Package Set** - Gray High
2 **Package Contents:**
2 - 5 x 7s / 1 - 8 x 10 / 1 - 11 x 14 - FX 1 (Color)
1 - 8 x 10 - FX4 (Sepia w/Dk Vignette)
2 - 5 x 7s - FX3 (Black and White)
3 **Package Price -** $ 129.97
4 **Package Letter Assigned -** C

After the contents with effects, and price are entered Right Click on the number or letter to assign package. To order a package simply select the letter, for multiple orders of the same package, use the keyboard, "CCC"

• Clear - Removes ordered Products from Selected Images

• Apply Pkg. - Apply identical package / product orders from image being entered to multiple 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