800-255-9000 - www.profilmet.com

## INTRODUCTION

Welcome to Filmet Connect - Filmet Color Labs version of ROES (Remote Order Entry System), a state of the art electronic ordering software. No more order forms or the time and expense of shipping. Send orders with the click of a button, with most orders ready to ship back to you in a matter of 1 - 4 days! The requirements are few - a PC or a MAC with a broadband internet connection. Just go to our website to install Filmet Connect, and call our customer service team to become a Connect studio!

It's quick, convenient and easy to use, with all these options available to you:

- Infinite cropping
- Instant rotation
- Proofs, including magazine proof books
- B&W or sepia prints at the same price as color – instant desaturation!
- Retouching, mounting and spraying options
- Composite templates
- Side-by-side comparisons and slide shows with The Presenter
- Special Event print packages
- Create Your Own Templates
- Wallet Overlays
- Value, Select, and Deluxe print options

# INDEX

# INSTALLATION

The Connect program was not specifically written for a MAC or PC. Filmet Connect was written in the Java computer language, which is supported by both MAC and PC operating systems. As with any imaging application, the more memory (RAM) you have and the faster the processor on your computer, the more efficient Connect will run for you. Getting started is simple. There are only a few things you need to consider.

<u>PC Users</u>:
You must have Win2000/WinXP installed on your PC. A broadband internet connection is also required. Dial up is not sufficient for sending images.

<u>Macintosh Users</u>:
You must have the most recent 10.x.x version of MacOS installed. A broadband internet connection is also required. Dial up is not sufficient for sending images.

**1.** Go to the Filmet website at www.profilmet.com and click on the Filmet Connect download software.
**2.** If you do not have Java currently installed, Filmet Connect installation program will prompt you that it needs to install Java and will then automatically begin installation of the Java program.
**3.** During the Filmet Connect installation, the installer will ask you to grant it permission to access your computer. You must answer yes to this - this response simply gives the installer permission to copy the Connect program files/folders to your local hard drive.
**4.** Once the installation is complete, the Filmet Connect application will appear on your desktop. Call Filmet Color Labs customer service at 1-800-255-9000, so that we may provide you with an Account Number/Customer ID that you will need to begin transferring your orders.

It's Fast and Easy

## SETTING UP

*The Connect is just as easy to set up and use as it is to install.*

### Filling out "My Information"

The first thing you will need to do is define your user information. Once Connect is installed and started on your computer, you will need to go to the **"Customer Information"** window (click the *My Information* button). On new installations this window will come up automatically. Fill out the information in this window so that the Connect will recognize you and your account each time you place an order. You will only need to fill out this information box once (when you initially set up Connect). If you change your email, be sure to go into this window and correct your email information so that you can receive order confirmation.

Fields to fill in:

**Name** - your studio name.

**Account Number** - this is the Account Number/Customer ID assigned to you by the Filmet Color Labs Customer Service.

**Email** - the email address you want your Connect order confirmations sent to.

**State** - the state your studio is located in.

After you have filled in all the boxes in the "Customer Information" window, click **"OK"**.

## Filling out "Preferences"

If you select (by clicking) the **Preferences** button at the bottom of the Connect window, you will enter the *"User Preferences"* window. Each item in this window is fairly self-explanatory. Enable items by clicking the checkbox next to the desired item so that a checkmark appears (These items are then activated for your account), disenable by clicking the checkbox again so that the checkmark disappears.

**1.** We recommend enabling the "Use Pro Tool Layout". This option puts the zoom in/out slider right on the Connects main window, so that you won't need to click another button while cropping orders. Also, when Pro Tool is enabled these additional buttons appear:

- **Hold Crop** - This will keep whatever crop you have defined for an image and apply it to all other images ordered that are of the same size.
- **Hold Options** - This option will apply any option that is chosen for the first image to all images within the order.
- **Hold Quantity** - This option will apply the same quantity ordered to all images within the order.
- **Hold Images** - This locks the image in place so that it cannot be moved.
- **Lock Image** - This is only enabled in multinode node products and locks the image in place by ignoring drags and drops.
- **Crop or Fit** - Crop option fills the entire template, cropping off excess image. Fit option includes entire image within the template, leaving white gutters to compensate for proportion differences. The "Fit" option is auto selected for proof magazines so that the entire image appears in the proof nodes regardless of image proportion.
- **Auto Rotate** - This option rotates the orientation of the image to match the orientation of the chosen template (set the rotation direction in the Preferences section).
- **Reticle** - Shows a reticle (lines indicating the center of the print) over the nodes.

**2.** “Search Enclosed Folders” - If you have one parent folder with multiple child folders inside of it, and each child folder has images in it, enabling this option will display all the images in all child folders when you direct Connect to the parent folder. If this option is disabled, you will only see the images located in the exact folder you direct Connect to.

**3.** We recommend a 15 day order backup. If this does not meet your needs, simply highlight the # in the box and type in the # of days you do want backed up.

**4.** You can do Photoshop retouching to an image yourself while in Filmet Connect, by pointing to your Photoshop.exe file in the “Preferences” window under “Image Application”. Then by right clicking the thumbnail (right portion of screen) of an image and choosing “Open with Image Application”, the selected image will be opened in Photoshop. The Connect task bar will be minimized while you work in Photoshop. Once you save your Photoshop changes, click on the Connect taskbar to reactivate and order from your image.

**5.** When you have finished marking your preferences, click OK to save and close the window.

USING

FILMET CONNECT

secure file transfer

The Connect currently has 3 different catalog files that contain the items that are available to order within that catalog. These catalogs may be accessed by clicking on the *"Catalogs"* button and then highlighting and clicking on the appropriate catalog you wish to work in.

**Special Event Catalog** - contains templates for unit ordering (ex: 1-8x10, 2-5x7, 4-4x5, 8-wallets each equal 1 8x10 unit).

**Reprint Catalog** - contains templates for ordering Value, Select or Deluxe prints (8x10, 5x7, 4x5, etc.).

**Proofing Catalog** - contains templates used for proofing orders (magazine proof books).

To keep things less confusing, Connect is designed so that only one catalog may be accessed for each order. In other words, an order may only be all special events, all reprints, or all proofs.

## Creating an Order

**1.** *Bring your files into Connect*: Click the **"Folder"** button (located near the lower right of the screen) and direct the window to the folder where your images are stored by clicking on the appropriate folder in the desktop window. Be sure that your files have been placed on your hard drive and that you are not working from a CD.
**2.** *Request your print size*: Click the **"Sizes"** button (located in lower left). A menu appears that allows you to choose the print services available in this catalog.

- Select the print services (i.e. digital units, composites, etc.) by highlighting it with the mouse. An additional menu comes up with further options.
- Highlight your choice; menus may come up showing more choices. Continue to highlight and click to get to your final choice.
- The white box on the left panel will change to the proportion of the print size you have selected.

**3.** *Select your file*: From the right hand panel, choose the image you need by pointing to it with the mouse. While holding the mouse button down, “drag” the image into your chosen layout (or double click on the image).

**4.** *Create your crop*: Use the zoom slider (“ruler” located between the rotate layout and rotate image buttons) to zoom in and out by clicking the mouse on the arrow at the top of the ruler and drag the arrow left or right to zoom in or out until you achieve the desired crop.
Click your mouse within the image in the layout (a tiny hand shows on the image) to move the image around until the desired crop area is achieved.

**5.** *Rotate the image*: By clicking on the **“Rotate Image”** button, you can make adjustments to the image in 90 degree increments (1 click = 90 degrees). For fine adjustments to the image (straighten a horizon line, change the apparent perspective, etc.) click on the down arrow button next to the “Rotate Image” button.

**6.** *Rotate the layout*: By clicking on the **“Rotate Layout”** button, you can change the orientation of the layout from vertical to horizontal, or visa versa.

**7.** *Add retouching, spray and/or mounting*: Click on the **“Options”** button, and all of the options that are available for that size print and type of order are displayed. Highlight the “Image Options” to get to the retouching information. Select the desired options by clicking the circle or square next to each desired option. Some of the options require text to be typed into a box - for example, when specifying a name for gold stamping.

**8.** *Select your quantity*: The default quantity for each item is 1. If more of a particular size is required, simply highlight the number in the quantity box and type in the number of the desired quantity.

**9.** *Add to your order*: After the image is cropped and the desired options are chosen, click on the **"Add to Order"** button.

**IMPORTANT NOTE:** If you are working in a multiple image node template (i.e. magazine proof pages) and all of the nodes on a given page are not filled with images the "Add to Order" button will not be activated until you press and hold the "Alt" key. You will then be able to select the "Add to Order" button, telling Connect it is OK to accept the page without all the nodes being filled.

**10.** *Finish creating your order*: Proceed with choosing the next print size and/or next image and repeat steps 3-9. For each new image/size you must click "Add to Order" or that item will not be included in the order. Any changes made to the image after "Add to Order" is clicked will not appear in your order.

**11.** *Complete and review your order*: Once all the images have been added to the order, click on the **"Review Order"** button. The resulting window shows a summary of how your order will be produced.

**12.** *Making corrections to your order*: Double check to make sure all images and sizes you intended to order have indeed been ordered.

- If additional ordering is needed click the **"Back"** button (located at the bottom of the window, near the middle) to return to the ordering area.
- If an item appears as part of the order that you do not want ordered, right click your mouse on the image. A drop down menu will appear, select **"Remove Item".**
- If a correction to an item ordered is needed, right click your mouse on the image again, and select **"Edit Item".**

**13.** *Adding special instructions or notes to your order*: Click on the "Instructions" button (located lower middle of the window) and type in any special instructions in the space provided.
Be sure to click on the "Add" button to ensure that your notes are saved to the order.

**14.** *Selecting options for the entire order:* Also in **"Review Order"**, you will find an **"Options"** button that shows the options that are available for the entire order as opposed to individual images/prints (spray and archiving).

**15.** *Print/save a detailed order report*: In **"Review Order"** you can view and print a detailed order report by clicking on **"Show Order"**. From this window you can also save this detailed report to your hard drive by using the **"File", "Save As"** commands.

**16.** *Complete your order:* To continue, click **"Complete Order"**. You will be given three choices on how you would like to send your order -

- *Send now via the Internet*
- *Save for sending later via the Internet*
- *Save to disk for alternate delivery*

Pick the option you need, and click **"Next"**. The Connect will package the order by placing your ordered images and the order text file into a ZIP file and then send the order based on the option you chose.

## Sending an Order

**1.** Choosing **"Send now via Internet":** A message window will appear stating that the order has been added to the Queue for immediate sending. Click **OK** and a few windows will automatically appear showing the progress of the packaging and the transmission of the order. You do not have to do anything else at this point. The transmission of zipped files being sent to Filmet Color Labs may take some time based on the number and size of images, your upload speed and the time of day you are sending the order.

**2.** Choosing "**Save for sending later via the Internet":** The *"Finish and send order ..."* window will appear letting you know this order is now in the Queue. Click **OK.** When you are ready to send the order in Connect, click on the ***Open and Save*** button, then ***Show Queued Orders***. From here you can individually select which ones to send, send all the orders in the Queue, or remove them. Progress will be displayed as they are packaging and transmitting to the lab. (NOTE: Connect assigns an individual number to every order you create. This is not the lab order number, but it is still important to record, concentrating on the underscore numbers right before “zip.enc,”. This will help you identify orders in the Queue.)

***Queued Order Settings***: Uploads can be scheduled to send at a specific time of day by clicking on the “Settings” button –

- *Number of times to retry* - Connect will automatically try to upload an order if the connection fails how ever many times you have indicated here
- *Minutes between retry* - indicate here how many minutes between retry attempts
- *Scheduled send* - set a time of day here for Connect to start uploading Queued orders. While a good idea is to have this done during evening hours when there is less internet traffic, Connect must remain open for the scheduled sends to occur.

3. Choosing **“Save to disk for alternate delivery”**: The Save window appears, allowing you to direct this order to be saved to CD to send to the lab.

4. When the order has been sent: Once the order has been sent or downloaded at the lab from a CD, a paper copy of your order is printed out at the lab.

At this time, you will receive an email confirmation that the order has been successfully received at the lab. A very important part of the email confirmation is the lab assigned order #. You must retain this order # for future reference. Should you need to contact customer service with any questions regarding this order you will need to have this lab assigned order #. If multiple orders have been sent, you will be able to identify which lab order number is which client since the email message does reference the Connect assigned number, too.

## Saving an Incomplete Order

You can save an order in progress and come back to later by clicking **“Open & Save”** and then choosing **“Save Incomplete Order”**. We suggest creating a folder for this purpose right on your desktop (“Saved Connect Orders”). You can rename these orders to your client’s name, if desired, for easy identification within this folder. When you need to access the order for completion, go to Filmet Connect, click the “Open & Save” button and then choose “Open an Incomplete Order”. Go to your desktop, to your saved Connect orders, and double click on the file you want to access. You will be asked if you are sure you want to replace the current order with this one. Answer **“Yes”** and your order will open in the ***Review Order window***. From here you can go to order completion to send, or go back to make changes.

## Digital Proof Flip Album Instructions

*Using your thumbnails:*

- You can **sort your thumbnails** into any order you wish by dragging and dropping them in between each other. Simply click and hold on the image you want to move and move it to the correct position. Wait for the blue line to appear between the two images you are placing the new one in between and release the mouse button. The selected image will now be placed in its new location.
- Select all of your thumbnails by typing Control A, then click and drag over your flip album Drop Box.
- Customize your own cover with our flip album cover templates by selecting images, typing in text and creating a colored background.

# Batch Rename

You can **batch rename** all of your images by clicking on the first thumbnail, then typing “***Control A”*** to select all. All the images should have a light blue border around them indicating they have been selected. Right click on any of the selected images and choose the “Rename” option. In the resulting window, choose the appropriate renaming/renumbering options and click “OK”. All your files are renamed using your new specifications.

- **Change the size of your thumbnails** making them bigger/smaller by using the zoom slider below the thumbnails window.

# Tips

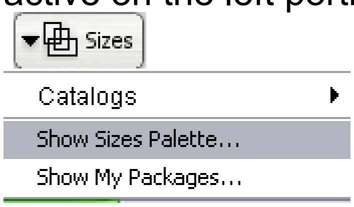
**1.** Ordering Proofs: Speed up the ordering of proof books or proofs by:

- Select the proper template
- Click on the first thumbnail
- While holding down the shift key, click on the last thumbnail (all thumbnails should now be selected)
- Double click on any of the thumbnails
- When asked “Do you want to add these images to your order as ____ items in the ___size with each item quantity of 1?”, click “Yes”. The Connect will automatically order the specified quantity of the specified print on every image selected.

**2. IMPORTANT NOTE when using multiple image node templates:** When working with multiple image node templates (proof books, composites, etc.), if you do not have enough images to fill all available nodes, Connect will not do the automatic adding to order as described in #2. It will only add to the order those pages that have all nodes full. For the page(s) that do not have all nodes filled, hold down the “Alt” key and then click “Add to Order”.

*For example*, you have 52 images you want to place in magazine proof pages. You are using the 9 image layout. This requires more than 5 full pages, but less than 6. The Connect will add all of the full 5 pages, but will “pause” at the 6th incomplete page. Holding down the “Alt” key will highlight the “Add to Order” button, allowing you to add this page along with the other 5.

**3.** Use the Sizes Palette: If you would like to see all the different templates, select the Sizes Palette from the “Sizes” menu. This is a more visual window with category tabs that show the layouts of the templates. This option allows you to see at a glance the way each layout will appear and how it compares to other templates of the same type. Click on the layout of your choice and it will become active on the left portion of the screen.




**4.** Using text nodes: If ordering from a template that has a text node (i.e. slim line, wide line, etc.), simply double click into the text node and type in your text. If the product ordered has a vertical text node, you will be typing the text normally (horizontally). The text will print correctly (vertically) at the lab.
*Important Note*: The fonts do not appear in the Connect as they will print at the lab. Please see the catalog or request samples for an example of the font used for that particular product. Only this font shown in the example is available - changing fonts is not an option.

**5.** Wallet Options: If you would like to have stamping on your wallets, go right to Options to request Name Imprinting and Gold and Silver Stamping.  But if you would like an overlay on your wallets, make sure you select the *Wallets with Overlay*.  This will allow you to type your information in the URC, LRC, ULC, and LLC.

**6.** B&W and sepia prints: To change your image to be B&W or Sepia tone, select the Options button.  Here is where you can choose to have you print be either B&W or Sepia. Your images will appear B&W and sepia on the screen, allowing you to see how the images will print.

***Important Note***: To have your B&W images printed on True Black and White paper, you must select your size out of the ***True B&W Digital*** selection.

**7.** When ordering sized yearbook prints: Make a copy of the image file that will be requesting the yearbook, add a YB to the filename before opening the image in Connect and order the sized yearbook off that image. If you are getting other prints from that pose and have ordered retouching on the original image, there is no need to order retouching on the YB pose too because it will already be retouched since the original image will be retouched.

**8.** Photoshop retouching right in Connect: You can do Photoshop retouching to an image yourself while in Connect by pointing Connect to your Photoshop.exe file in the “Preferences” window under “Image Application”. Then by right clicking the thumbnail (right portion of screen) of an image and choosing “Open with Image Application”, the selected image will be opened in Photoshop.
Connects task bar will be minimized while you work in Photoshop. Once you save your Photoshop changes, click on the Connect taskbar to reactivate and order from your image.

**9.** You may request unusual size prints in Connect by creating them first in Photoshop.

- Check the available sizes in Connect to find the next size up for the size you want (for example, if you want a 4.5x4.5, in Connect you will use the 5x5 template)
- Open image in Photoshop. Pick the Crop Tool and set the width and height boxes for the final print size. Leave the resolution box empty. (in our example, you will use 4.5x4.5)
- Crop the image for how the final print should appear, and then hit Enter.
- In the Photoshop taskbar, go to Image/Canvas Size. Under New Size, put in the width and height of the Connect template you will be using, making sure that it is set to inches (example, 5x5)
- Under Canvas Extension”, pick White, then click OK
- Save the image, bring it in Connect and order using the template you resized for (Example, 5x5)

**10.** Composite templates and the stroke option: When working with the composite templates, and using the stroke color option, yet not populating all the image nodes, you must go to options and remove the node you are not using. If you do not do this, the stroke will still appear on your page. The order this is done is critical. First apply the stroke color, and then remove the node. Remember, since you are not filling all available nodes, you will need to hold down the Alt key to Add to Order.

# Create Your Own

This is a great addition which allows you total flexibility in creating your own custom designed pages. There are many print sizes to choose from. Start with a blank page instead of editing something that already exists, and build the perfect design for your project. Something you'd want to reuse? Save your design to use anytime you'd like.

1. Begin with a blank page: Create Your Own is only available in the Reprint Catalog.
Click on the Sizes button to choose a Create Your Own template, then click on the Pager Tool button on the left side above the Rotate Layout button - this will activate the Create Your Own tools. Important Note: Each non-square template has a vertical and horizontal version. You can not rotate these templates because the rotation will break the X and
Y placement that the lab's printing software depends on.

2. My Templates window: This window appears when the Design Your Own feature is activated. This is where templates that you create and want to reuse will be saved. It is used the same way the My Packages window is used in Connect.  We suggest you create groups, or tabs, according to page size (for example, 8x10 Verticals, 11x14 Horizontals, and so on). When you've created a template that you'd like to reuse, make sure the correct tab is selected, and click the Save button at the left. You'll be asked to name this template, but you'll also see a mini version appear in the window. Now, when you want to reselect a template from My Templates, just click on the

template and it will appear in your working area. The My Templates window can be moved anywhere on your screen, or closed if it's not needed. It can be reopened by reactivating the Design Your Own function.

3. An explanation of the Design Your Own tools:

- **Save** - This allows you to save your completed design to one of the groups in the My Templates window. Make sure you have the appropriate group selected in the window before you click Save.
- **Image** - Click this button anytime you want to alter an image (not the node). With Image clicked, select the image on the template, then choose to crop, move, zoom, or rotate. This button is also necessary to use to type text in a text node.
- **Edit** - Click this button anytime you want to alter the node (not the image). With Edit clicked, select the node you want to edit, and then proceed with moving, rotating or resizing the node. Use this button to select a node when you want to access the Stroke, Fill, Opacity and Shadow options. There are also right click options, which are self-explanatory, such as duplicate and remove.
  **Note:** You may turn on the "Show hot areas when editing nodes" feature in your Preferences.
  This allows grid lines to appear when you hover over a node, helping you see whether you can rotate, adjust or move your node.
- **Draw** - Used to draw an image node. Click and drag to see a yellow box as you're creating the node, a blue box once you're done.
- **T Draw** - Used to draw a text node. Click and drag to see a yellow box as you're creating the node, a blue box once you're done. Click the image button to select and edit type.
- **Layer +** - This allows you to move a node from underneath to the front of other nodes. If you have overlapping nodes, click Edit, select the bottom node then click Layer + to move it to the top (each click moves it up one layer).
- **Layer -** - This is the same as layer +, but works from top to bottom.
- **X and Y Box** - The numbers in this box show you, in inches, the horizontal (X) and vertical (Y) placement of where your

cursor is on the template, with the measurement starting in the upper left corner.

- **X, Y, W and H Box** - The numbers in this box show you, in inches, the horizontal (X) and vertical (Y) placement of the upper left corner of the selected node, in relationship to the upper left corner of the template. This is especially helpful in making sure that all critical information is kept at least .5 inches in from the edges. The W and H are the width and height, in inches, of the selected node.
- **Grid** - Clicking this tool turns on an invisible grid over the template, making it easier to line up nodes because they "snap" at the measurement you specify.
- **Stroke** - This tool adds a stroke line of any width, any color, at any opacity to an image node. Use the edit tool to select a node, click the stroke button and check the stroke box at the top. Define a color by using the dropper to choose a color patch from any of the images in the template, or by using either the HSB (hue/saturation/brightness) or RGB (red/green/blue) tabs. Define the width of the stroke in inches, and the opacity of the stroke by filling in a value or using the slider.
- **Fill** - Used to fill a selected node with solid color. Has the same color and opacity selection as the Stroke tool. Be sure to check the fill box at the top.
- **Text** - This allows you to select a color for the text in the selected text node. Use the same color and opacity selections as is available in the Stroke and Fill tools. Only solid color may be used - Stroke and Shadow are not available. Be sure to check the fill box at the top.
- **Opacity** - Allows you to change the opacity of the image in the selected node.
- **Shadow** - You can apply a drop shadow to a selected image node by clicking this option. First check the Drop Shadow box at the top. The Shadow Blur and Shadow Opacity sliders do exactly what they say. The Shadow X slider moves the shadow horizontally to the left or right of the node, and the Shadow Y slider moves the shadow vertically to the top or bottom of the node. This feature can be quite taxing on the computer and may take a few seconds to draw and/or change. We suggest this feature be added last.

- **Background** - This allows you to apply a background image that is stored somewhere other than the folder of images you are currently using. Once the background is in place, it can not be altered, so be sure crop, etc, is as you want it. It can be removed by right clicking and selecting Remove Background.
- **Mask** - If you want to use a shape other than the standard rectangle/square (for example - If you want to use a shape other than the standard rectangle/square (for example an oval or star), you can create a mask in Photoshop and apply it to a node by using this option. In Photoshop - Create a new document @ 250 DPI Use the marquee tool (upper left of the tool bar), to select and draw your shape Go to Edit, Fill, use "Black" (FYI - White is transparent, Black is the image node) Go to File, Save As, and direct it to any easy to access location (we suggest right on your Desktop). Name it ("Oval"), and use the JPG extension When in Design Your Own, you may apply these shapes to your selected node. You may add Drop shadows, but not strokes.
- **Node Options** - Here is where you would make a selected image node B&W or sepia. It is also where you can apply one of 4 different fonts to a selected text node

## The Presenter

The Presenter is an image compare and slide show add on for The Connect. It allows you to compare two images side-by-side and create a fading slide show to music. It also allows you to print your images out (at a low res.) for the client to view before printing. (For example: composite pages for a bride's album.)

**1.** *Open the Presenter*: In Connect, on the right side, click the Presenter button. It will open its own separate window.

**2.** *Load your files*: Click the folder button to direct it to the images you would like to use. The thumbnails will load in the lower half of the Presenter window. From here you can resort, rename, rotate, remove and open in external image programs any image loaded in the thumbnail area. To do any of these tasks just select an image or images and right click your mouse to choose what you want to do from the resulting menu. To resort, grab an image and drag/drop it between two other images and the images will switch positions. Once you have your images in the order you want, click Open & Save and save the arrangement.

**3.** *Compare images*: If you want to compare two images, drag/drop each image into the right and left panes. From here you can also zoom in, rotate and advance to the next or previous image in line.

**4.** *Establish your slide show options*: Before opening your images in the slide show, you want to customize it. Click the Settings button and choose your options:

- *Time to show each image* - specify an amount of time in seconds for the slide show to display each image
- *Time to fade between each image* - specify an amount of time in seconds for the fade from image to image to occur
- *Loop slide show* - checking this will make the slide show loop around to the first image to play again and again after the last image is displayed
- *Inset images with border* - will create a border around all sides of the image using the color you specify. Left unselected, the images will extend to the top/bottom or sides of the screen, depending on image proportion.
- *Show image file names* - shows file names in the slide show
- *Album View* - if you've created a digital album using our templates or in Photoshop, and saved them as separate pages, checking this will display the inner pages of the album side-by-side as page spreads as they will appear in the final book
- *Use external MP3 player* - checking this will give you a box to direct Connect to where you have an MP3 player installed on your hard drive to play music during your slide show
- *Use internal MP3 player* - will use the MP3 player included in Connect to play a music file during the slide show
- *Music file to play* - direct this to where the music MP3 file is that you want to use to play music during your slide show

**4.** *Open the slide show:* Just clicking the Slide Show button automatically shows the images you downloaded into the Presenter

**5.** *Make a slide show of a Connect order*: You can also create a slide show from an order you've created in Connect using the Render function in Order Review, whether they are simply standard prints or designs you've created using templates:

- Before you begin you need to render the ordered products so that Filmet Connect can use them in the slide show. By rendering them, the Connect will actually create JPG images out of your ordered products. You need to create a folder somewhere on your hard drive to save the rendered images into. For example, create a folder called Rendered Images on your desktop. Inside that folder create different folders for all of your orders you want to do this with.
- Now create your order in the Connect. After you're finished, go to the Review Order window. In Review Order, click the Render button. A message will come up telling you it needs to know where the folder you created in step 1 is located. Click *continue* and in the browse window, direct it to the folder you created. Once in the folder, click Save.
- It will now render out all the products in your order to that folder and load them into the Presenter. From here you can create your slide show.

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