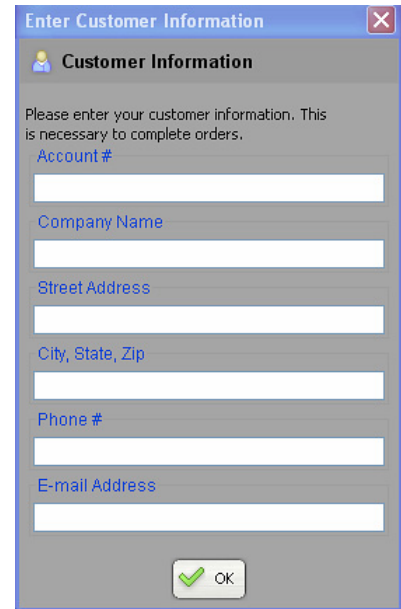


Launching BPRocs for the **first time**:

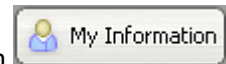
1. Enter your **Customer Information**

- Enter your 6 digit account number.
- Enter your Company Name.
- Enter your Street Address
- Enter your City, State, and Zip Code
- Enter your Phone Number
- Enter your Email Address




2. Click **OK**

Note this information can be updated anytime by clicking on the My Information button




Load Images

1. Click on the Folder button 
2. Locate the folder containing your images, click **Open**

Note to adjust the size of your thumbnails, click on the Zoom button



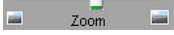


Choose a Catalog

1. On the bottom of the catalog window, click on the dropdown arrow , select your desired catalog

Note The beginning catalog name changes based on new additions. Only 1 catalog may be used per order. Changing catalogs will clear the order and start a new order. When changing catalogs within an order, a warning prompt will appear indicating that any unsaved order will be lost.

Ordering a Product

1. In the catalog window, choose a product tab.
2. Click on your preferred product.
3. Select an image from your thumbnails by holding down the left click and dragging your image into the product opening.
4. Adjust your image.

- a. Slide the Zoom bar  left to right for a closer crop.
- b. On your image, hold down the left click and drag your image to adjust placement.
- c. Click on the Rotate Layout buttons  to rotate the layout
- d. Click on the Rotate Image buttons  to rotate your image

Additional Pro Tools:



Fine Rotation – Allows rotation of the image by 1-degree increments.



Hold Crop - Maintains your crop when replaced with an image of identical size.



Hold Options - Preserves your options between ordered images.



Hold Quantity - Holds your quantity between ordered items.



Hold Images - Preserves your image between product selections.



Lock Image - Locks an image preventing accidental image replacement on a multi-image product.



Crop to Fit – Allows you to choose between cropping the image or using the entire image.

Note any white borders you see will show on your print.



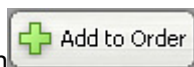
Auto Rotate – Automatically rotates the images placed to match size.



Reticle - Show a reticle over the images.

5. Enter the desire quantity

6. Click the Add to Order button







Note follow steps 1-5 to order additional items.

7. When your order is completed, click the Review Order button



Note you can review your order at anytime during the order process.

Order Review Window

#		Photo	Size and Images	Applied Options	Quantity	Price	Total
1	 Edit Item  Delete Item		Charm Bracelet wedding.jpg bridal.jpg rings.jpg	 Options	<input type="text" value="1"/>	\$0.00	\$0.00
<p>Indicates the sequence in which you have created your order.</p> <p>This can be changed by holding down the left click on the sequence number and dragging it to another location. The numbers will automatically readjust.</p>	<p>The Edit Item button allows you to reopen an item to make changes.</p> <p>Delete Item button allows you to remove an item from your order.</p>	<p>Provides a thumbnail of the item you have ordered.</p>	<p>Shows the product name as well as the file name of your image(s).</p>	<p>Shows which options were applied to the item.</p> <p>This also allows you to edit some options.</p>	<p>Quantity show how many of that item you ordered.</p>	<p>Shows the price of the item order</p>	<p>Shows the total based on the quantity ordered</p>

Note below your item review there are several options. Choose your preferences and indicate that you have double checked your order.

8. Click Complete Order

Order Completion Options:

a. Send now via the Internet

You will be prompted that your order has been added to the queue. Click OK. This begins uploading your file immediately. When finished, you will see "Sent! Thank you!" then click Close.

b. Save for sending later via the Internet

Allows you to send your order at a later time. The order can be sent by selecting "Show Queued" in the "Open and Save" menu. Queued orders also appear when the application is launched.

c. Save to disk for alternate delivery

This option can be used if you are having problems sending via the internet. You will be prompted to save the file in your My Documents folder. This file can then be burned to a CD or DVD to be mailed to the lab.

9. You will receive an email confirmation when your order is in the lab.

Note email delivery time varies depending on the size of your order. If you do not receive a confirmation email within a reasonable time, please contact Customer Service **BEFORE** resending your order.