

Darkroom Web Tour

The main purpose of using Darkroom Web is to manage your photos, upload them to your Internet storefront and place orders to be printed by a Labtricity lab. Following is some basic information you should know that will help you start using Darkroom Web.

When you open Darkroom Web for the first time, you see the My Photos workspace where you organize photos. There are three other workspaces in Darkroom Web where you can view and submit orders for printing, customize your Internet storefront, and maintain application settings. Four tabs at the bottom of the screen allow access to the workspaces.

MY PHOTOS

The My Photos workspace is a library where you import, store, organize and manage your photos. The library consists of a collection of photo catalogs, which are the events you shoot. Within each photo catalog you store photos, photo data, event information and other photo groups. Photo groups are sub-catalogs inside a catalog used to organize and break up larger events. Photo catalogs can be named, categorized, and sorted.

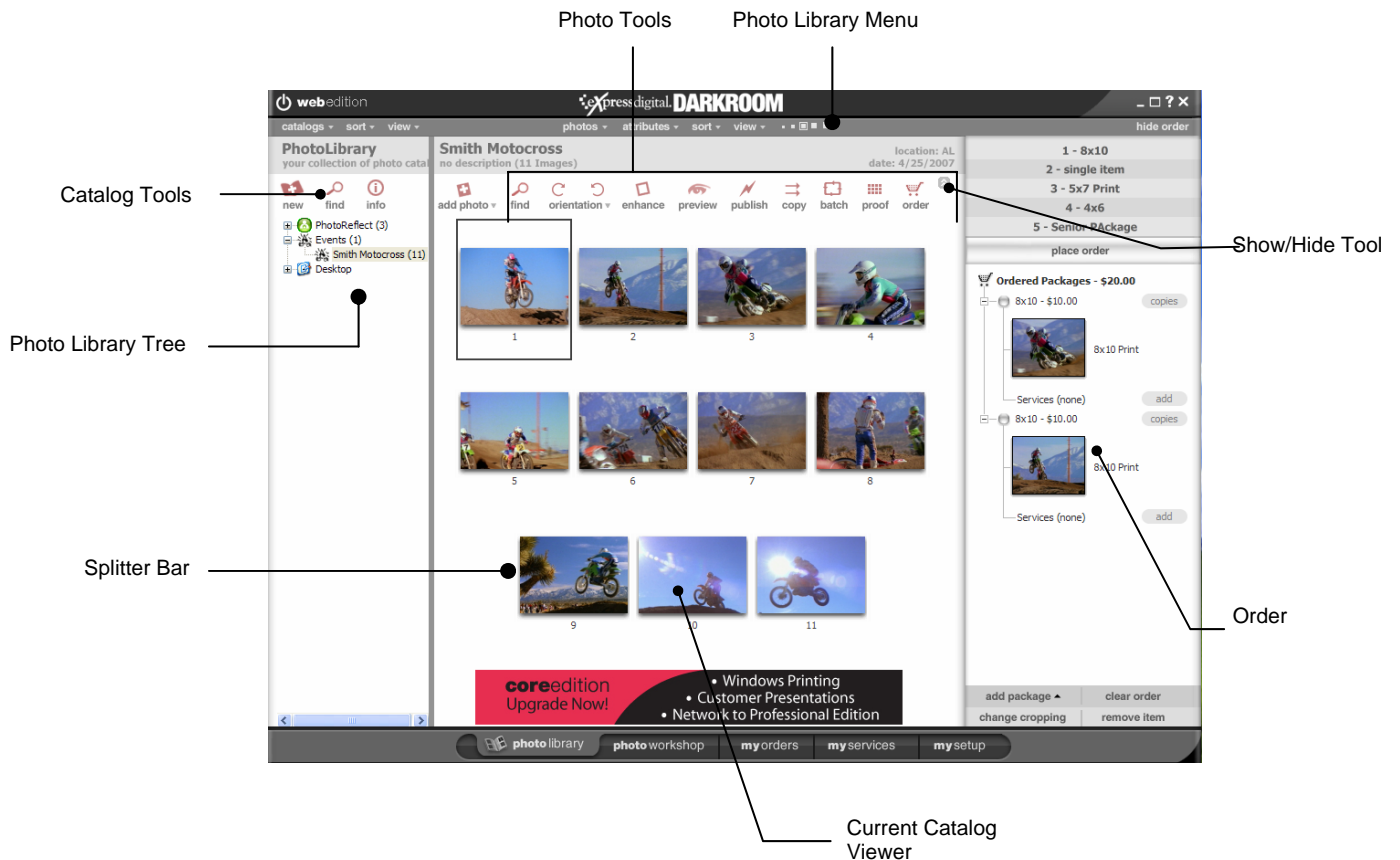


PHOTO LIBRARY TREE

Use the Photo Library Tree to view and select catalogs. It is similar to the Microsoft Windows Explorer. To view photos in a catalog or photo group, select the name of the catalog or photo group in the tree, and the Current Catalog Viewer displays the photos in the catalog or photo group. You can also view photos on your hard drive by selecting the Desktop catalog in the tree. You can order photos from the Desktop view, or drag photos from the Desktop view to other catalogs in the tree.

When you add photos to catalogs in the Photo Library, the system places a copy of the photo in the Photo Library and leaves the original file in its original location.

CREATING A SAMPLE CATALOG

1. Select a top-level catalog in the Photo Library Tree, and click the New tool on the Catalog toolbar.
2. Select “Wedding” in the Event Type field to add the catalog to the main wedding catalog. Enter the name of the catalog along with additional information about the job. The more information you provide, the easier it will be for you to search for the event in the future.
3. Click OK to create the catalog in the Photo Library.
4. If you want to create a Reception sub-catalog, or photo group, to the catalog you created, select the catalog, and click the New tool on the Catalog toolbar. Select “Add New Photo Group” from the menu.
5. Add photos to the catalog by either adding from your hard drive or card reader or by opening the Photo Workshop and capturing them from a camera.

CURRENT CATALOG VIEWER

The Current Catalog Viewer allows you to view and select photos in your catalogs. You can sort the photos, view ratings, view filenames, change the size of thumbnails, plus many more options.

SHOPPING CART

Use the shopping cart to place orders. By default, the shopping cart is open in the Photo Library. To hide it, click “Hide Order” on the menu bar. The packages you created when setting up appear at the top. To place a package in the shopping cart, select a photo in the Current Catalog Viewer and select a package name. The photo and package appears in the shopping cart. When your shopping cart contains all you want to order, place the order using the Place Order button. The order appears in the Orders workspace.

MY ORDERS

The My Orders workspace displays your pending and completed orders. Place orders in the shopping cart in the My Photos workspace. From My Orders, you can process orders or monitor the progress of orders being fulfilled via Labtricity. You can also edit and proof orders.

The screenshot shows the 'web edition' interface for 'expressdigital DARKROOM'. At the top, there are tabs for 'new orders', 'pending orders', 'completed orders', 'view', and 'refresh'. Below this is a table listing several orders, all with a status of 'Waiting to be Printed' and a payment of '\$18.00'. The detailed view below shows 'Customer Information' (Christine Smith, AL), 'Shipping Information' (Christine Smith, AL, Standard Method), and 'Order Details' with a table of items: '8x10 Print' with a quantity of 1 and a price of \$10.00. At the bottom, there is a toolbar with icons for 'find order', 'delete order', 'mark order shipped', 'edit & proof order', 'print order form', 'print order', 'print all orders', 'print to cd', and 'cancel print'. Navigation tabs at the very bottom include 'photo library', 'photo workshop', 'my orders', 'myservices', and 'mysetup'.

Order Tools

Order Details

Select the order in the Orders workspace and click “print order” to begin electronic transmission to the Labtricity lab. If you prefer to send your Labtricity orders to the lab on CD, click “print to CD” to transfer the order to CD.

You can modify an order from the My Orders workspace by clicking “edit & proof” or by double-clicking an order.

The tabs below the menu organize your orders. New orders are those created locally or are PhotoReflect.com orders that are ready to be printed. Pending orders are those sent to a Labtricity lab and have not yet been returned. Completed orders include all orders marked shipped.

MY STOREFRONT

The My Storefront workspace allows you to customize your Internet storefront where customers can purchase photos. You can read more about the My Storefront workspace in the *Customizing Your Internet Storefront* chapter.

SETUP

The Setup workspace allows you to set your application options. You can read more about the Setup workspace in the *Setting Up* chapter.