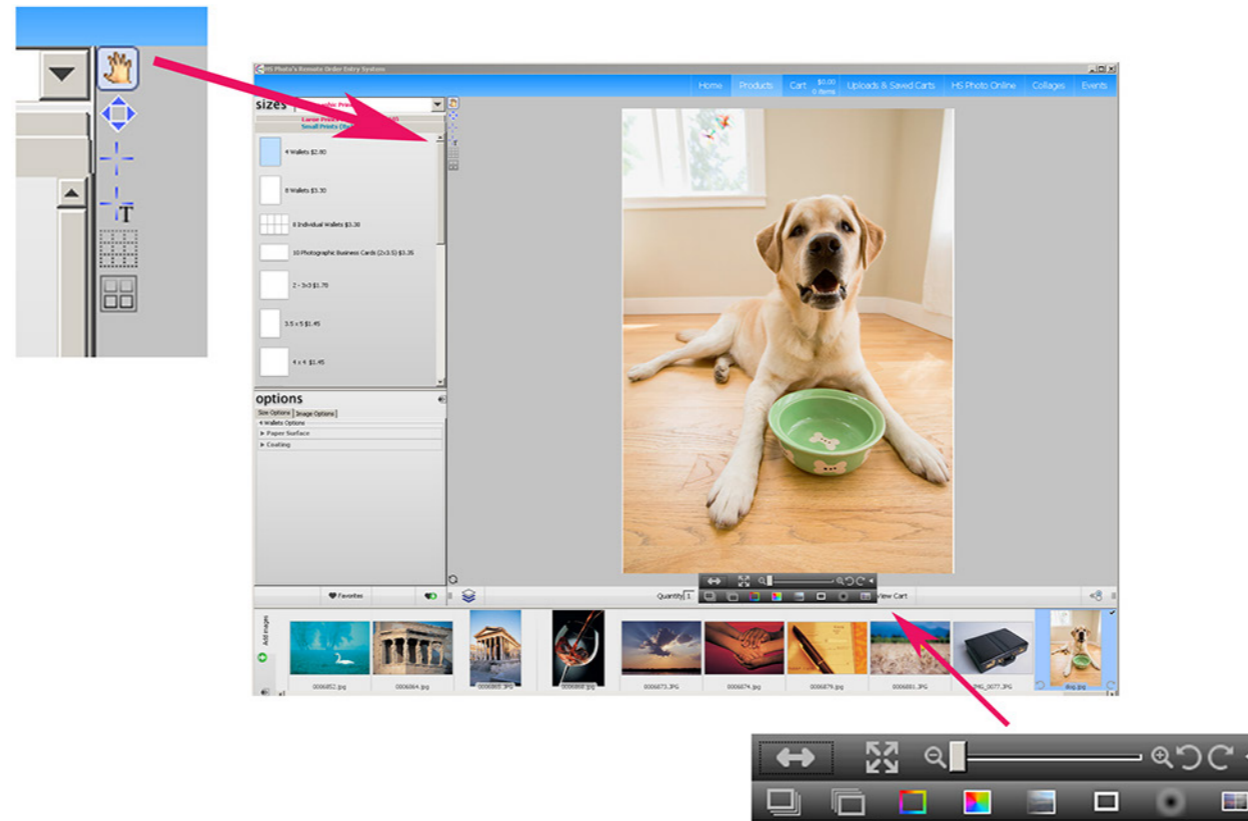


ROES DESIGNER TOOLS



Designer Tools Overview:

The Designer toolbars and their locations are shown in the graphic above. All the available features for customizing your images and designing your own templates can be accessed through these toolbars.

The drawing and selection tools are located in the upper left corner, and are always on the screen. The designer toolbar is a pop-up window, and can be activated by clicking on the image. Other editing features are also available in the pop-up Right-Click Menu.

THE BASICS

The ROES Designer Suite is a series of tools and features that allow you to design your own print layouts and design templates. Before we get started, let's go over some of the basic terminology that we use when discussing the Designer Suite.

TEMPLATE: This is what we call a layout that has been designed by the user using the Designer Suite. They can be as simple as one image with a mask applied to it, or a full page spread with several images and special effects applied.



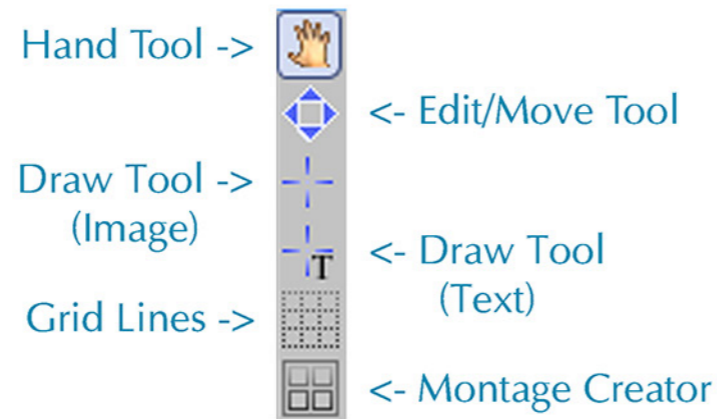
NODE: In the simplest terms, this is what all the boxes that you can draw with Designer are called. Drawing these boxes and filling them with images and text is the basis of all your Designer templates. A node can be either an image node, which will only hold an image, or a text node, which will only hold text. How to draw a node and make changes to it will be discussed further along in this guide. An empty image node (one that has not had any image



dropped into it) looks like the image on the left. When you hover the mouse over a node, blue bounding lines will appear, indicating that the node is active and ready to be edited. If orange lines appear around the node, then it is a lab-defined node and not available for editing in Designer.




ROES DESIGNER TOOLS

The Draw and Selection Toolbar is shown below. Your active / currently selected tool will have a blue highlighted square around it.



HAND TOOL: Selects the active image node. Click on an image with this tool once it has been dropped into an image node to move it around the cropping area. Double click on a node with this tool to zoom and out on a selected node.

EDIT/MOVE TOOL: Used for movement and rotation of image nodes. The cursor will change to one of the following, depending upon the cursor's location within the node:

-  Moves the image node around a layout. Available when the mouse hovers over the dot in the center of the layout.
-  Rotates the node. Available when the mouse hovers over the upper blue dot in the center of a node.
-  Resizes the node. Available when the mouse hovers over the sides or corners of the node.

DRAW TOOLS: Used to create a new image node. Use the Image tool to make an image node, and the Text tool for text nodes. After a node is drawn, you can switch it to either text or image by right-clicking the node, then selecting "Node Type" from the dropdown menu.

GRID LINES: Used to toggle the preview grid lines on or off. These lines will not print in your finished image, and can be used for reference when creating layouts.

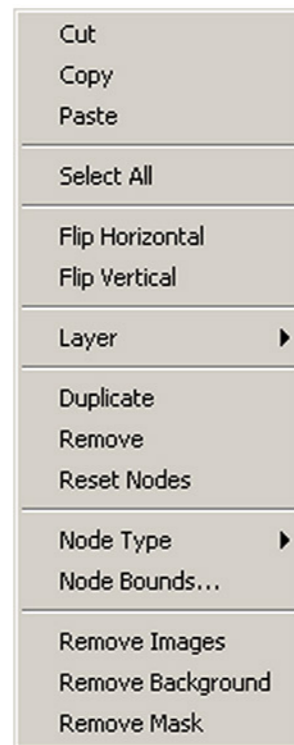
To toggle the grid on, click this icon and then make sure that the "Grid" checkbox in the pop-up window is checked. Uncheck the box to turn the grid off.


You can check the "Snap to Grid" box in the same pop-up for an easy way to line align your nodes to the grid.

The increments of the grid can be altered by entering a new value in the "Grid Spacing" box. A 1 in this box equals one inch of space on the print (it is .5 or one half inch by default). The grid increments are always counted from the left side (or y-axis) of the print.

MONTAGE CREATOR: This tool allows you to generate a montage, or evenly spaced sequence of nodes. You can define the number of nodes, their size and spacing by changing the values on left side of the pop-up menu. The options on the right side of the menu will help give the montage a more random appearance. Select your values, then click "Create New Montage" to generate your montage. You may make changes to montage by adjusting the numbers and then clicking "Recreate Montage". You do not have to fill all the nodes in the montage with an image or text. (You do not have to fill all the image nodes, and may delete any unwanted nodes).

THE RIGHT-CLICK MENU



Several other useful features are located in the pop-up right-click menu. To access this menu, right-click on an image node with the Edit Tool  active. Many of these actions will already be familiar to you, but further details about some of these features are listed below.

DUPLICATE: Duplicates a node, including all its properties and effects. The duplicated node will be placed directly on top of the original node. To move the new node, click the blue dot that appears in the center of the image node with the Edit/Move Tool and move it to the desired location.

REMOVE: Deletes the selected node from the layout.

NODE TYPE: Switches an image node to a text node and vice versa.

NODE BOUNDS: Moves a node to a defined location on the layout coordinates plane (The X axis of a print is the left vertical side, and the Y axis is the top horizontal side of the print when no rotation has been applied to it. For example, if you were to create a node and then set X to 2 and Y to 3, the node would be moved to 2 inches to the left and 3 inches down the layout.

REMOVE IMAGES: Removes the image from an image node, but leaves the node intact.

REMOVE BACKGROUND: Removes a background image. Primarily used to remove an image from a node that is lab defined, as opposed to a user-drawn node.


REMOVE MASK: Removes the mask from an image node. This feature is also accessible through the "Masks" dropdown menu in the Designer Toolbar.


DESIGNER TOOLS OVERVIEW





THE DESIGNER TOOLBAR

The images above illustrate the designer toolbar, which is accessed as a pop-up window by clicking on an image node. The image on the bottom is the expanded version of the toolbar, which is accessed by clicking the arrow icon on the far right side of the toolbar. You will find many of the node customization and decoration features located in this toolbar.

 **LOCK IMAGE:** Holds an image and prevents it from being moved, removed or edited. Only available in multi-node layouts.

 **CROP/FIT:** Click this icon to toggle an image between crop and fit. Fit will place the entire image into the image node (leaving any unused space at the edges), and crop will fill the entire image node with the image (omitting any part of the image that does not fit into the node). Select the HAND TOOL icon from the Draw Tools toolbar to move the image around within the node when it has been set to crop. An image that is fit to a node cannot be moved within the node. Rather, you will want to resize your image node to adjust the size of the image.

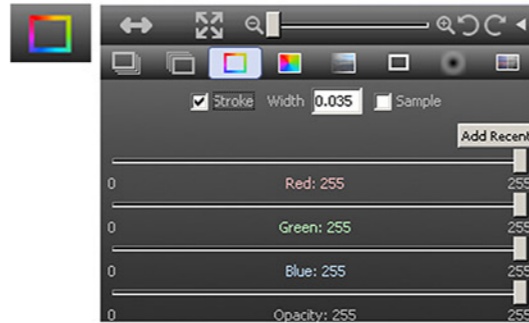
 **ZOOM:** Move this slider to zoom in and out on an image crop. After zooming in to your desired crop, use the HAND selection tool to move the image around the cropping area.

 **ROTATE:** Rotates an image within an image node (does not rotate the actual node). The rotation tools in the top level of the pop-up rotate the image in increments of 45 degrees. For more precise control of image rotation, click the arrow icon on the far right side of the toolbar to show the rotational sliders.

DESIGNER TOOLS OVERVIEW 2

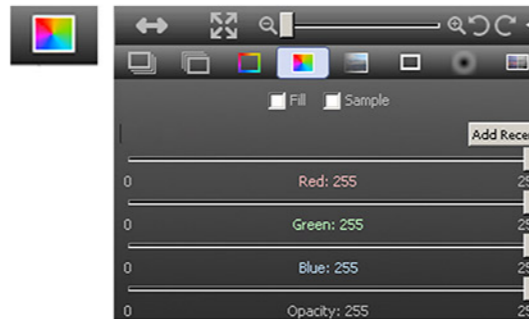


LAYERS: Moves the selected image node forward or backward in the layer sequence (i.e. moves an image node on top of or behind other image nodes).



STROKE: Adds a stroke to an image node. To apply a stroke, click on this icon, and then click the checkbox titled "Stroke" in the pop-up window. The width the stroke can be adjusted by entering new values in the "Width" field (1.0 = a 1 inch stroke). Select your stroke color by adjusting the RGB sliders in the pop-up window. These sliders use RGB color codes to generate color. Clicking the "Sample" checkbox will bring up

the eyedropper tool, which you may use to click on parts of your image to sample a color from. The RGB sliders will automatically adjust to match your sampled color. You can save swatches of colors for future use by selecting the color, then clicking the "Add Recent" button.



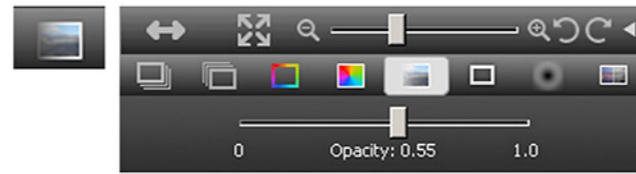
FILL: Select this icon and click the "Fill" checkbox to apply a fill to your image node. Similar to the Stroke feature, you may either generate a fill color using the RGB sliders, or click on the "Sample" checkbox to bring up the eyedropper tool and then click the cursor on an area of your image that you'd like to sample the color from. The RGB sliders will then adjust their values to match the color automatically. You may save swatches of colors for future use by selecting the color and clicking "Add Recent".

A NOTE ABOUT RGB VALUES: All color selection sliders in ROES Designer use RGB color values to generate a color. This is a 9 digit code, with 3 sets of 3 numbers. The important thing to remember, is that as the name implies, the first set of numbers equals the Red value of the color, the second set equals the Green value, and the third set of numbers equals Blue. Each set of numbers may be a value from 0-255, where 0 indicates the absence of that color, and 255 is the highest amount of that color. Some common RGB color codes are as follows:

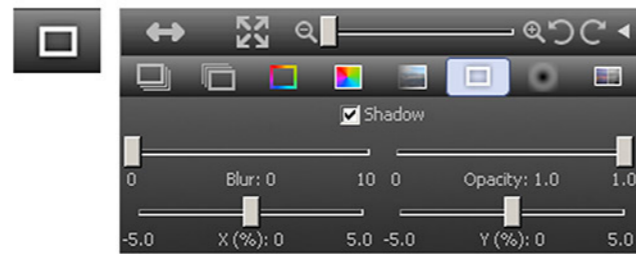
Red = 255 0 0	Orange = 255 127 0
Green = 0 255 0	Yellow = 255 255 0
Blue = 0 0 255	Purple = 75 0 130
Black = 0 0 0	Violet = 143 0 255
White = 255 255 255	Pink = 255 105 180

- To create any shade of gray, set all three values to the same number. Lower numbers will make a darker gray, and higher number will result in a lighter gray.

DESIGNER TOOLS OVERVIEW 3





OPACITY: Select this icon and then move the slider to adjust the opacity of an image. (0 = the lowest opacity setting and 1.0 = full opacity).

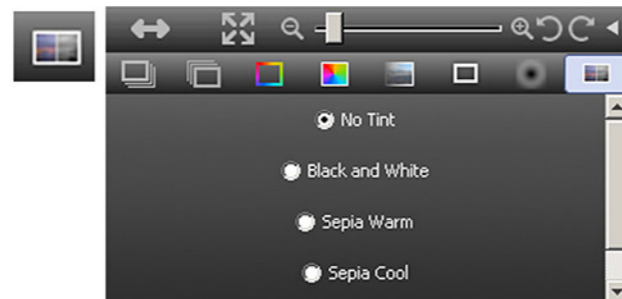


DROP SHADOW: Select this icon and then click the checkbox marked "Shadow" to apply a black drop shadow to your image node. Use sliders marked X(%) and Y(%) to adjust the position of the shadow in relation to the image node. The "Blur" slider adjusts the spread of the shadow, and the "Opacity" slider adjusts the density of the shadow.



MASK: Click on this icon to open the mask menu. This will open a pop-up window with a thumbnail image of each of the masks offered in designer. Click on a mask icon to apply that mask to your image node. You can remove a mask from a node by clicking the  icon.

You can upload your own mask files by selecting the  icon and then navigating to the mask file in the browse window that pops up.

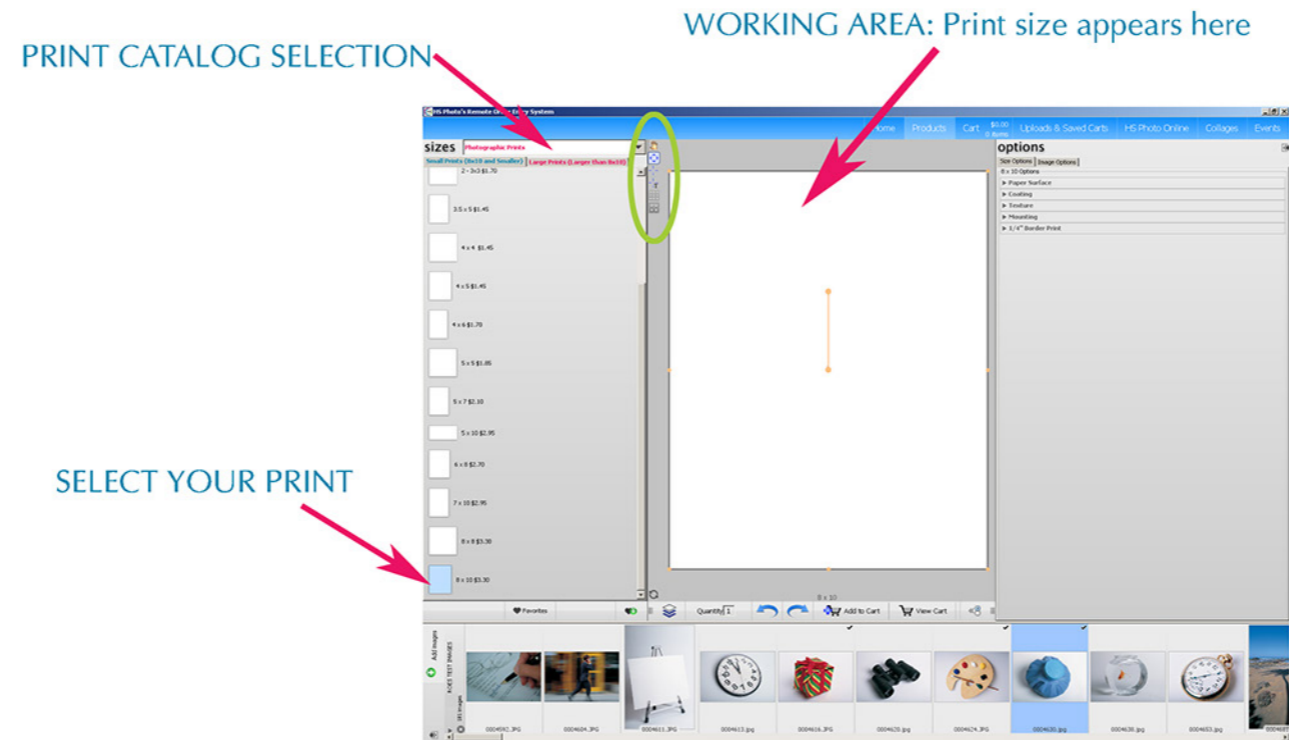


TINTS: Click this icon to open the tints menu. This lists all the tint effects currently offered by the lab (black & white, sepia, etc.). Click on the button next to the tint to select it, or click "No Tint" to remove any applied tints.

MAKING A TEMPLATE/LAYOUT





STEP 1) CHOOSE YOUR PRODUCT

When beginning a new template in designer, your first step will always be to select your product from the “Sizes” window in ROES. This will open a blank print product in the working window that you can use as the base for your template design. Note that print products in ROES are not shown at their actual print size, and it is best to keep this in mind when designing your templates (a very complex grid with lots of image nodes may not be the best layout for a 4x5 print, for example).

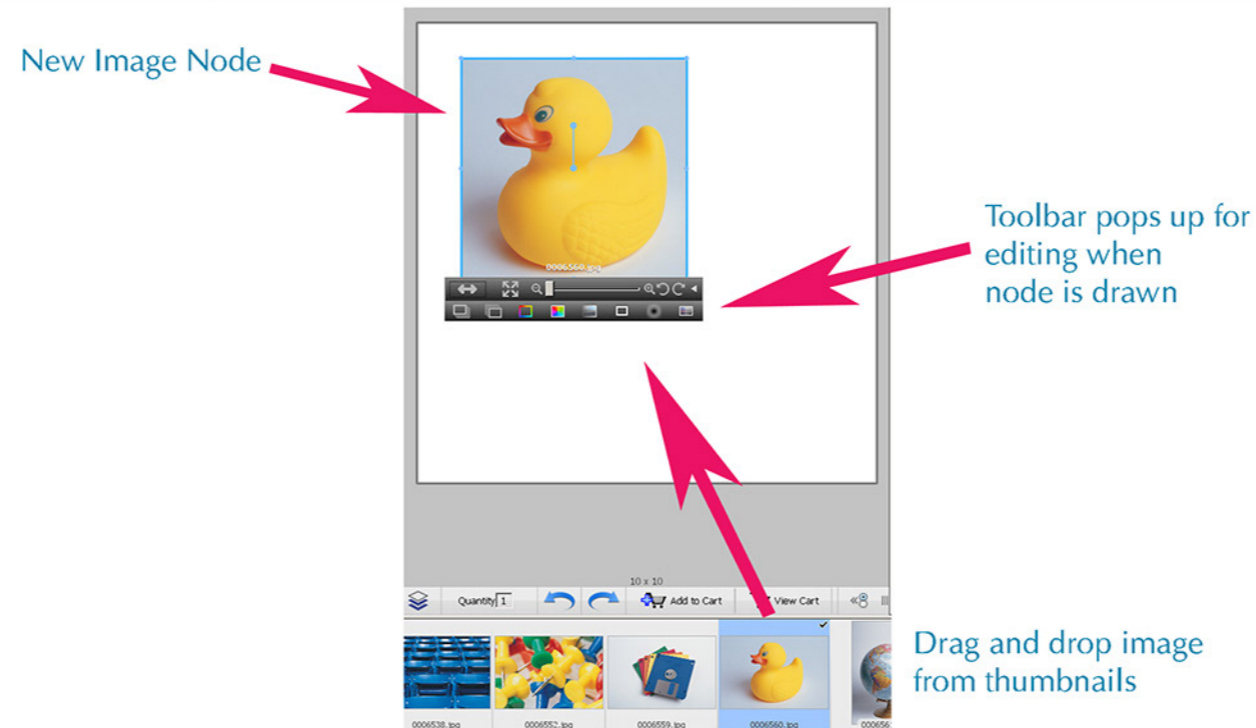


STEP 2) CREATING NODES



THE BACKGROUND NODE: With your print product selected, you're ready to begin building a template. Notice that the main image node of the above product has an orange bar in the center. This means that the node is lab-defined, giving it a few less editing options than nodes that you create yourself (it cannot be rotated, resized or removed). The background node of your template can be filled with an image, a color fill, or left blank.



USER-DEFINED NODES: To draw an image node, select the  Draw Tool from the tool palette in the upper-left corner of the Working Area (circled in green above). On your print, click and drag with the mouse to draw your image node. After a node is drawn, the Draw Tool crosshairs will change to the Move Tool . Click and hold this cursor over the blue dot in the center of a node to move it around the template. Hover the Move Tool on any edge of the node, and it will switch to a Transform Tool  that will allow you to click and drag to resize the bounds of the node. To rotate the node, click on the upper of the two blue dots in the center of the node, and the  icon will appear, allowing you to click and drag to rotate the node.




EDITING AN IMAGE NODE



Once you have drawn a new image node, you're able to add an image to it. Select the image from your thumbnails, then drag and drop the image on top of the image node.

The image will automatically "fill" the node, setting the image in a crop that leaves no extra space inside the node. Select the Hand Tool  from the upper left toolbar and click and drag on the image to adjust the cropping of the image within the node. If you'd like to "fit" the image instead (fitting the entire image within the node, leaving extra space to accommodate the different crop ratios between the original image and the node) select the "fit" option from the pop-up toolbar beneath the node .


To zoom in or out on the image, move the Zoom Slider on the Designer Toolbar.  To rotate the image inside the node, you may click the rotational icons in the toolbar , or click the arrow icon on the right side to expand the toolbar and use the rotational sliders for a more precise effect.

To move the node, select the Move Tool  from the Draw Tools toolbar, and click and drag on the dot in the center of the node. To Rotate the entire node, hover the Move Tool over one of the corners of the node and it will change to the rotational tool . Click and drag to rotate the node. To resize the node, hover the Move Tool over a side of the node. The Transform Tool will pop up ; click and drag with it to adjust the size of the node.

Refer to the guide section about the Designer Toolbar for more detailed information about the all the feature icons. At this point you may choose to add a variety of design features to your image node, like masks, strokes, or skewed rotation, all of which can be accomplished with the tools in the Designer Toolbar.

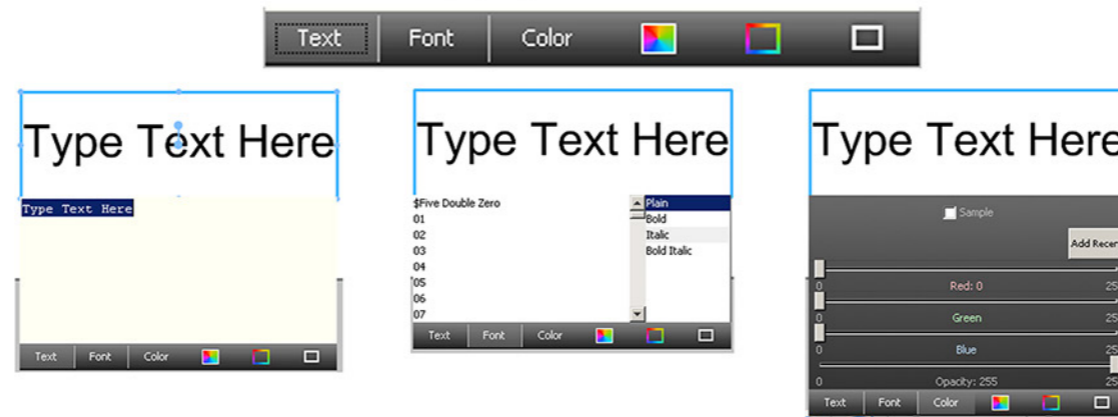
NOTE: When designing your layout, leave at least 1/4 inch of safety space at the edges of your print to ensure that no critical areas of your design are cut off during printing.

TEXT NODES

To draw a text node, select the Draw Text tool  from the Draw Toolbar. With the tool selected, click and drag on your print to draw the bounds of the text node. Note that there is no text size selection tool in ROES. Rather, the text will always fill the size of the text box. To change the size of the text, resize the bounds of your text box until the text within it reaches the desired size. (Editing the size and position of a text node is identical to the process used for editing an image node. Refer to the section on image nodes for more detailed information).



When a new text node is created, it will appear like the node above. Click on the node with the Hand Tool and the text editor will pop up.




There are six text editing options available in the toolbar. Clicking the icon for each will open a new window where you can edit that particular attribute.


TEXT: Brings up the text entry window. Click on the highlighted “Type Text Here” and delete the default text. Enter the desired text in this empty field.

FONT: Allows you to select your desired font, along with any stylistic variations that are available for it, such as bold or italics. We do not host these fonts for use, rather, ROES makes use of the fonts that you have previously stored on your system.

COLOR: Allows you to select your text color. Use the sliders to generate your desired color, or click the “Sample” checkbox and use the eyedropper tool to sample a color from your image. Also includes an adjustment slider for text opacity.

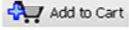


 **FILL:** Adds a background fill color to the text node. Click the “Fill” checkbox in the pop-up window to activate, and then select your fill color via the sliders or the sample feature.

 **STROKE:** Adds a stroke color to the border of the text node. Click on the “Stroke” checkbox to activate, then select the stroke color with the sliders or the sample feature. Set the stroke width by entering the size in the the “Width” field (1 in this box = a 1 inch stroke).

 **DROP SHADOW:** Adds a black drop shadow to the text node. Click the “Shadow” checkbox to activate, then adjust the features and placement of the shadow by adjusting the sliders.


SAVING ORDERS

If you plan to design complex layouts in ROES Designer Suite, it is important to get in the habit of saving your work regularly. **We are not able to recover any unsaved work caused by computer crashes, power outages, or failure to save. SAVE YOUR WORK REGULARLY.**


To save a Designer order that is still in progress, such as an incomplete book or a template that you'd like to work on later, click the "Add to Cart" icon  at the bottom of the working window. Click  to enter the cart window. You will see a thumbnail of your template in the cart. Click the  icon in the bottom left corner, and a text field will pop up. Enter a name for your saved incomplete order, and hit the Enter key to save (you **MUST** hit Enter to confirm the save!). This will create the save file for your order.


To edit the order after saving: All of your saved orders will be listed in the "Uploads & Saved" carts window of ROES. Notice that on the right side of this window, there is a dropdown menu titled "Remove old orders". Be sure to set this to an option that will give you enough time to complete your saved orders. We recommend that clients who create a large number of saved designer templates set this option to "Always Keep", and then remove older unnecessary orders by hand.

Locate your saved incomplete order in the "Saved Carts" window, and click the green arrow next to that order to open it.

In the Cart, locate the order item that you'd like to edit and click the  icon to edit the template.

Once you have opened a template from a saved order, you will notice that the "Add to Cart" icon has changed to a "Save" icon. Click this icon at any point while editing your template to save your progress on that particular template.

NOTE: After clicking the "Save" icon once, you must click "View Cart" to go into the Cart screen, then navigate back to the template for further editing with the  icon. This is because the "Save" icon changes to an "Add to Order" icon after it has been clicked once. (Remember Save, Cart, Edit as the process each time you save changes to a template.)


IMPORTANT: The "Save" function will save your work progress while you are in a ROES session. However, to save the changes between sessions you must use the "Save for Later" option. If you plan to close ROES, or if you've made a major change that you wouldn't want to lose, like finishing an album page, you'll want to save the entire order via this icon: You must save the entire order via the "Save for Later" dialogue to keep your changes between sessions.  **Remember: you must "Save for later" to save any major changes to an order!**

ROES does not add on to or overwrite save files. You may choose to name your save files in a progression that you'll remember, or you may give all your saves the same filename, and the software will automatically number the saves sequentially (i.e. if you name all your saves "album" each time you enter the name, ROES will add them to the "Saved Carts" as "album, album_1, album_2, etc). You may remove duplicate or unnecessary saves from the "saved carts" by clicking the red "x" icon.

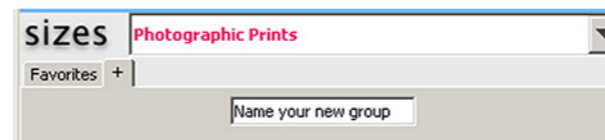
SAVING TEMPLATES FOR FUTURE USE


You may opt to save a template design for future use. This will allow you to reorder the same template design with new images, without having to recreate the design each time.

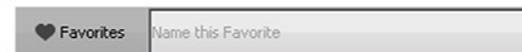
1) Choose the print size that you'd like to create your template for. All saved templates will be saved to the print catalog that their base product was chosen from. Design Your template.

2) When you're ready to save the template, click on the "Favorites" button beneath the Sizes window  Favorites. This will open your Favorites window for the print catalog that you are currently in.

3) If this is your first time saving a template, it may be useful to create group tabs for your templates (for example, you may want to create one tab for 5x7 prints, and another for 8x8s). To create a new group, click on the "+" tab at the top of the window. This will open the new tab group, along with a text field where you will enter the name of the group. Enter the name and press the Enter key to confirm.



4) Make sure the open group tab is the one you'd like to add your saved favorite to, and then click the "Add to Favorites" icon at the bottom of the sizes window . A text box will appear next to it. Enter a name for your saved template and hit the Enter key to confirm it.



5) The saved template will appear as an icon in the group tab it was saved in.



6) To remove a favorite, select it and click the "Remove Favorite" button in the bottom of the Favorites window. To remove an entire tab group from your favorites, click "Remove Group"

NOTE: Currently, there is no option to rename a template or group. If a different name is desired, the best course of action is open the template, save it under the new name, and then remove the older named version.

Likewise, if you'd like to edit and save any changes to a previously save template, complete the edit, save the template under a new name and then remove the older copy from Favorites.