

EXPRESSDIGITAL

---

*“photography inspired solutions”*



# QUICK START GUIDE

4.30.2007 v2

---

Copyright 1994-2007 ExpressDigital Inc.  
5001 Plaza on the Lake, Suite 302  
Austin, Texas 78746  
All Rights Reserved.

For General Technical Questions or Support:

**Call 1-888-271-3446**

Our normal business hours are Monday-Friday, 8:30 A.M. to 5:30 P.M., U.S. Central Time, excluding major holidays. If all representatives are busy, please leave a message and one of our technical support representatives will call you back as soon as possible.

For General Information and Updates:

**Visit [WWW.EXPRESSDIGITAL.COM](http://WWW.EXPRESSDIGITAL.COM)**

For Shipping:

ExpressDigital, Inc.  
Attn: Operations Manager  
5001 Plaza on the Lake, Suite 302  
Austin, Texas 78746

# Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>3</b>
<b>DARKROOM WEB AND LABTRICITY</b> .....	<b>4</b>
<b>GETTING STARTED</b> .....	<b>5</b>
<b>SETTING UP</b> .....	<b>7</b>
APPLICATION OPTIONS .....	7
<i>General Settings</i> .....	7
<i>Preview Settings</i> .....	8
<i>Update Settings</i> .....	8
PHOTOGRAPHER INFO .....	9
PACKAGE GROUPS .....	9
<i>Selecting a Labtricity Lab</i> .....	10
<i>Creating Package Groups</i> .....	10
SHIPPING GROUPS .....	11
DISCOUNT GROUPS .....	11
PHOTO SERVICES .....	11
MANAGE ACCOUNTS.....	12
FULFILLMENT OPTIONS .....	12
SYSTEM INFORMATION .....	12
WEBSITES .....	13
HELP.....	13
<b>CUSTOMIZING YOUR INTERNET STOREFRONT</b> .....	<b>14</b>
<i>Using the Logo Uploader</i> .....	15
<b>DARKROOM WEB TOUR</b> .....	<b>16</b>
MY PHOTOS.....	16
<i>Photo Library Tree</i> .....	17
Creating a Sample Catalog.....	17
<i>Current Catalog Viewer</i> .....	17
<i>Shopping Cart</i> .....	17
MY ORDERS .....	18
MY STOREFRONT .....	19
SETUP .....	19
<b>USING LABTRICITY</b> .....	<b>20</b>
<b>SHORTCUT KEYS</b> .....	<b>21</b>
MY PHOTOS SHORTCUT KEYS .....	21
MY ORDERS SHORTCUT KEYS .....	22
EDIT & PROOF ORDERS SHORTCUT KEYS .....	23

# Darkroom Web and Labtricity

## WHAT IS DARKROOM WEB AND PHOTOREFLECT.COM?

---

Darkroom Web is a photo and order management application included with your PhotoReflect.com and Labtricity.com accounts. Darkroom Web, Labtricity and PhotoReflect.com work together to create a powerful management and e-commerce tool for your business.

With Darkroom Web you create photo packages that you associate with an event. When customers order from the event on your PhotoReflect.com storefront, they can select from the associated packages.

After shooting an event, you organize your photos by event using catalogs and photo groups, which are sub-catalogs. After your photos are organized, upload them to your PhotoReflect.com storefront so they are available for sale to your customers.

When your customers order from your storefront, the order appears in Darkroom Web. Also, you can create orders local yourself using the shopping cart in Darkroom Web. Finally, you print the orders by sending them to a Labtricity lab.

## WHAT IS LABTRICITY?

---

Labtricity allows labs and professional digital photographers to work on a common automated platform. This platform provides photographers easy access to high-quality digital labs locally or anywhere in the world and gives labs new automated services to attract and retain the growing population of professional digital photographers.

Labtricity is a hardware independent fulfillment solution, offering open architecture compatibility with the industry's most popular professional digital cameras for the photographer, and thermal printers, digital mini-labs and large format devices for the labs.

A network of Labtricity labs are available to you for fulfilling your orders. To begin fulfilling orders, you select the Labtricity lab you want to print your orders. Next, you shoot your events using any digital camera. Using Darkroom Web, you organize your event photos and upload them to your PhotoReflect.com storefront. When orders come in from your storefront or you enter local orders within Darkroom Web, you can edit, proof, and print them. When you print, the order is sent electronically to your selected Labtricity lab. Alternatively, you can print to a CD to mail to the lab.

# Getting Started

## INSTALLING DARKROOM WEB

---

When you subscribe to PhotoReflect.com or Labtricity.com, you download the Darkroom Web application. (You can request an application CD for a \$35 charge.)

After you download the application installation file, double-click the SetupDRWE.exe file in Windows Explorer to begin installation.

Follow the prompts until you get to the directory selection screen. Click Next to install the files to the default directory. You can change the location where your files load on your local machine if, for example, you do not have enough space on your C: drive.

After the files are installed, the system may prompt you to restart your machine. This happens when the installer cannot access one or more of the application files because they are in use by Windows or other applications. If this is the case, we recommend you select “Yes” to restart before proceeding to run Darkroom Web. Click the Finish button to complete the installation.

RUNNING DARKROOM WEB

---

To run Darkroom Web, you must be connected to the Internet. If you are using a dial-up connection, you must start your dial-up connection before running Darkroom Web. If you have an “always on” connection to the Internet, you do not have to do anything before running Darkroom Web.

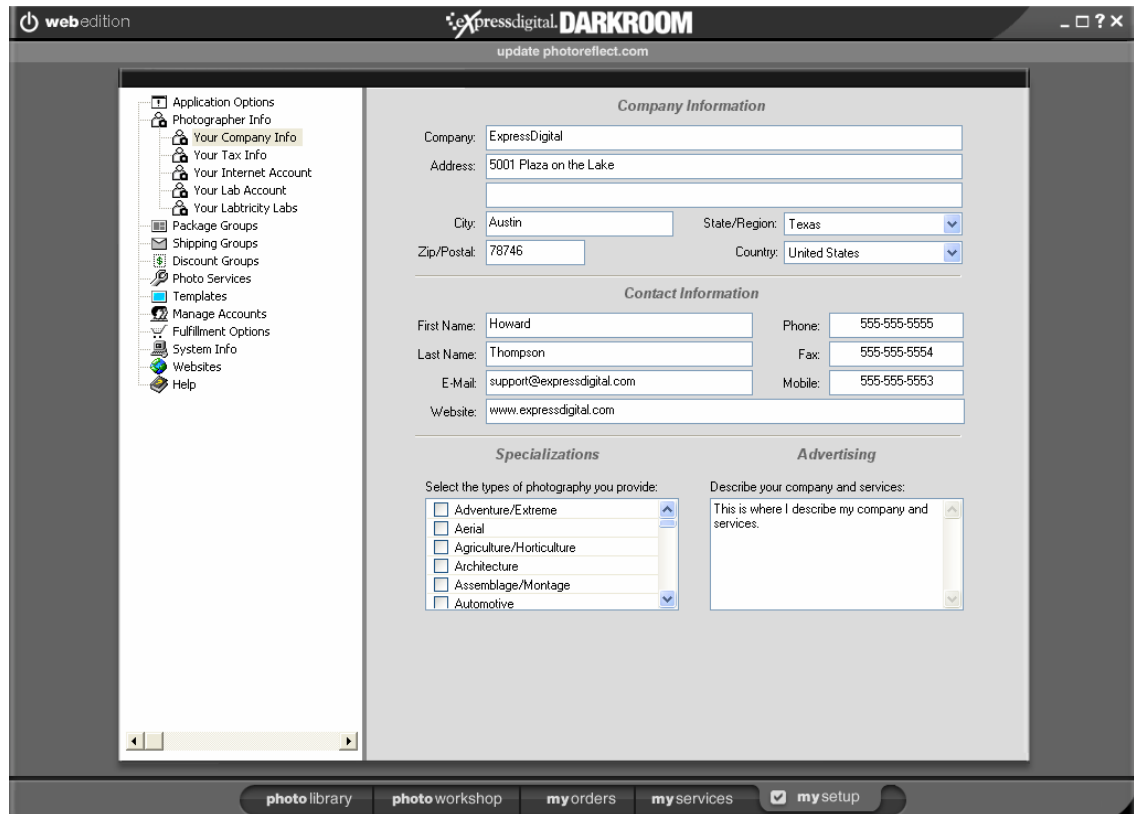
After your connection to the Internet is established, you can launch Darkroom Web. From the Start menu, select All Programs, ExpressDigital and then Darkroom Web Edition, or double-click the Darkroom Web icon, which was placed on your desktop during installation.

When the application starts, the system prompts you to enter a user name and password. Enter the user name and password you created when you subscribed to either PhotoReflect.com or Labtricity.com. If you want the software to remember your password and enter it automatically, check the “Remember the Password for next time” checkbox. Click the Login button to begin.



# Setting Up

The first time you run the application, you should set up important information found on the Store Setup tab. When you click the Store Setup tab, a list of options appears on the left side of the screen. You can set up each option by clicking the items in the options tree.



## APPLICATION OPTIONS

Select “Application Options” from the options tree to set the options for Darkroom Web Edition. You can assign general software settings, preview settings, and software update settings.

## GENERAL SETTINGS

There are several functions within Darkroom Web Edition that fall in the category “General Settings.” These include options regarding the monitor color profiles, auto orientation of images, copying images to photo directory and the PhotoReflect display.

Darkroom Web Edition provides a way for you to copy your images directly into the program. When the option “Copy images to your Photos directory when adding them to your event” is checked,

Darkroom Web Edition will make a copy of the image automatically. This means that it is possible to delete the original file but Darkroom Web Edition will still be able to access the copy. By enabling this option, you are ensuring that the application always has access to the original image.

If you have several PhotoReflect.com accounts, there is a way to tailor the program in such a way that all accounts are available via the tab bar. When “Show PhotoReflect account selector on tab bar” is activated, a new option will appear on the tab bar indicating which account is currently active.

To change accounts, move the mouse cursor over the account name and left-click. This will open a drop down menu of all possible accounts. To add more PhotoReflect.com accounts, go to Setup>Manage Accounts.

#### PREVIEW SETTINGS

Image previews are duplicates of your photos that have a smaller file size, and they are stored in the same folder as the original photo file. When using previews, loading and editing photos is much faster. Edits you make to displayed preview files are applied to the original photo file. To use and set options for previews, select “Preview Settings” under “Application Options.”

To use previews for photos in the Photo Library, check the “Enable Preview files” checkbox. A default storage path for previews appears in the Preview Folder field.

When you are using previews, the preview files are created for photos in a catalog when you view the catalog. After a length of time, you might not be viewing certain catalogs regularly. Therefore, it is not necessary to retain the preview files for those photos. You can have the application automatically clean up preview files based on settings you specify. In the Keep Previews For field, select how long you want to keep preview files. Select the time of day you want automatic preview cleaning to occur.

#### UPDATE SETTINGS

Select Application Options and then Update Settings to set Darkroom Web Edition to automatically download software updates. To activate this option, select “Automatically download updates.” When a checkmark appears in the field, the option is selected. To deselect, or turn off the option, click in the box again. The checkmark will disappear.

To manually update the software, Darkroom Web Edition will indicate whether the version currently installed is the latest version. If it is not, click on the activated button “Download Update.” The program will then download the software update from the server.

To install the new version Darkroom Web Edition, click on “Install Update.” The application will warn the user that in order to install the update, the software must be shut down. To install the update, click “Yes” in the dialogue box. Click on “No” to cancel.

Darkroom Web Edition will then prompt you with the installation windows. For more information on how to work through an installation, refer to the *Darkroom Web Application User Guide Chapter 1: Getting Started*.

---

**PHOTOGRAPHER INFO**

---

When you select Photographer Info, click “Your Company Info” to fill out the information about your company. This information appears in the Contact section of your Internet storefront.

Next, click “Your Tax Info” to enter your tax rate and select the countries and states in which you sell so PhotoReflect.com can accurately report your tax liabilities for online orders. Click “Wizard” to open the Tax Wizard. Taxes will be collected online based on the shipping destination of your customer and the tax rate you specify for that location. For U.S. destinations, you can choose to have tax calculated automatically based on current tax tables instead of entering a flat rate. Click “add tax” on the toolbar to add a new tax rate.

Click “Your Internet Account” to subscribe to PhotoReflect.com or log into your PhotoReflect.com account. You must be logged in to publish events to your storefront and to edit your storefront in the My Storefront workspace.

*Note: Clicking on the Learn About PhotoReflect.com button displays directions on how to use your Internet storefront.*

Select “Your Lab Account” to set up a Labtricity account to fulfill your orders. For more information about Labtricity, click the Learn About Labtricity button to open the Labtricity home page. To set up a Labtricity account, click the Find a Lab and Sign Up button to open the Labtricity home page. If you already have an account, enter your Labtricity account ID and PIN, and login to make sure your account is valid. You must be logged in to select a Labtricity lab or to transfer orders for printing.

---

**PACKAGE GROUPS**

---

Select “Package Groups” from the options tree to add, remove, and rename package groups, as well as set a group as the default. Click “Wizard” to open the Product Wizard. The following terms will help you understand package groups.

- Print Items—Prints such as 8x10, 5x7, 4x6, arrangements, sheet, etc.
- Packages—Collections of Print Items
- Package Groups—Collections of Packages

Package groups allow you to quickly switch groups you offer for promotions, events, and jobs. For example, you may have a special holiday promotion with different offerings and prices than your standard package groups, or you might offer different packages for your online storefront to cover your expenses and time. You can associate a package group with an event so that when you publish to your storefront, customers can select a package from the associated group. See *Creating a New Catalog* in Chapter 5: *Managing My Photos*.

*Note: You can make changes to your package groups and the changes appear on your storefront without having to re-publish the events associated with the package group.*

Let us give you some real-world examples to illustrate how packages and package groups work. Assume we are shooting primarily dances and sports tournaments.

We first create a package group called “Dance Group.” After creating the group, the program automatically added a “Package 1” package. We rename “Package 1” to “Basic.” We then add two other packages called “Special” and “Super.” The prices for each are set to \$12.99 for “Basic,” \$19.99 for “Special,” and \$29.99 for “Super.” Now we add print items to each. After selecting “Basic,” we add one local print item for an 8x10. We then add two 5x7 and 8x10 print items to the “Special” package. Lastly, we add two 8x10s, two 5x7s and 8 Wallets to the “Super” package.

We have one school in our district that required us to lower our prices to win the bid. We create another package group called “JFK Dance Group.” When we create the new group, we check the “Copy of” box and choose “Dance Group” created previously. This makes JFK Dance Group the same as Dance Group. We change the prices of the packages.

We continue by adding two package groups for our tournament business. The first one is called “Small Tournament” and the second is called “Large Tournament.” We then follow the same steps as before to create packages and add print items for each.

Package groups and packages are simple and powerful tools. You have total control on pricing, products, names and definitions. Not only can you include local print and custom items in packages, you can add Labtricity lab items, as well. This allows you to create a package that includes nothing but Labtricity lab items or a mixture of Labtricity lab and local print items. This allows you unlimited product offerings. For example, you may not have a digital printer and want to send everything to a lab as you have before. Or, you may want to offer mouse pads and posters from a lab and print everything else locally.

#### SELECTING A LABTRICITY LAB

Before you can send orders to a lab for printing, you must select a Labtricity lab and add lab print items to your packages. To select one or more labs, select “Package Groups” from the tree in the Store Setup workspace, and click “choose labtricity labs” on the toolbar. A list of available Labtricity labs appears. Check the checkbox beside one or more labs you would like to use. You can view more information about the lab by clicking the Website link. We recommend you send sample orders to labs you are interested in to check the quality of the product you will be providing your customers. Some labs offer color test prints you can use to evaluate prints of your photos. You can always select a different lab to print to when you receive orders, but it is much quicker to have your packages set up with the lab you plan to use.

#### CREATING PACKAGE GROUPS

To create a package group, click “new group” on the left toolbar, and enter the group name. You can select an existing group to make a copy of if you want to create a group that is similar to another.

Add a package to the group by clicking “add package” on the toolbar. When you add a package, you specify the package name and a price. You can set up volume discounts by clicking the Discount Pricing button. Click the Add button on the Volume Discount Pricing window to enter a discounted price per package when multiple packages are purchased. Darkroom Web automatically applies the largest discount for which an order is eligible.

Add items to your packages by clicking either “add lab print item,” “add self print item,” or “add custom item” on the right toolbar.

**Note:** To add lab print items, you must select one or more Labtricity labs. If you click “add lab print item” before you select a lab, the system prompts you to select one. You can also select a lab by clicking “choose labtricity labs” on the right toolbar. You must be logged into your Labtricity account to select a lab or add lab items.

To add package items, click the item you want to include in the package. A count of 1 appears automatically when you click an item. To change the count, click the arrow buttons.

If you click “edit item properties” on the toolbar, you can specify the media type for the item.

To add lab print items, you must be logged into Labtricity. If you are not, the application prompts you to log in. After logging in, when you add lab print items, the labs you selected appear in the drop-down field at the top of the Add Package Item window. Select a lab, and select items for the package.

When you add a custom item, enter package information such as the description of the item, the fulfillment method, and quantity.

**Note:** The options you can select for custom items can be set for other print items by clicking “edit item properties” on the toolbar.

---

#### SHIPPING GROUPS

Select “Shipping Groups” in the options tree to create one or more shipping fee tables. Click “Wizard” to open the Shipping Wizard. Create a new shipping group by clicking “new group” on the toolbar. Select the group, and click “add country” on the toolbar to select the country for which you want to set up a shipping fee table. To add to the fee table to the selected country, click “add shipping” on the toolbar. Select the shipping method, enter the shipping charge for orders over \$0.00, and click the Add button. To add shipping fee levels, click “add shipping” again. When you enter a value in the For Orders Over field, the system automatically displays a price range in the table on the Shipping Fees screen. You can associate a shipping group with an event so that when you publish to your storefront, shipping fees are calculated for an event.

---

#### DISCOUNT GROUPS

Select “Discount Groups” in the options tree to create one or more volume discount tables. Click “Wizard” to open the Discount Wizard. Create a new discount group by clicking the New button beside the Discount Group field. To add to the discount table, click the New button at the bottom of the screen. Enter either a dollar amount discount or a discount percentage and an expiration date. For example, you might offer 10% off orders over \$100. When customers view an event associated with a discount, the discount appears on the event page. Discount Groups are different from Quantity Discounts, which are set up in the Package Groups setup section by clicking “edit package info” on the toolbar.

---

#### PHOTO SERVICES

Select “Photo Services” in the options tree to price special photo services, such as removing red eye or eyeglass glare. You can include retouching services provided by either you or a Labtricity lab. To enter retouch services you provide, click “add local retouch service,” select the service from the drop-

down list, and enter a price. To enter lab retouch services, click “add lab retouch service,” select a lab, and check the services you want to include.

**Note:** *To add lab photo services, you must select one or more labs. If you click “add lab retouch service” before you select a lab, the system prompts you to select one. You can also select a lab by clicking “choose Labtricity labs” on the right toolbar. You must be logged into your Labtricity account to select a lab or add lab items.*

---

#### MANAGE ACCOUNTS

Select “Manage Accounts” in the options tree to enter the login IDs and passwords of other PhotoReflect.com accounts, if you have more than one. You might subscribe to more than one PhotoReflect.com account to separate different types of events by having separate websites for each. When in Darkroom Web, you can manage photos and orders of different accounts by selecting a different account from the Account field on the tab bar.

---

#### FULFILLMENT OPTIONS

Select “Fulfillment Options” from the options tree to set ordering, shipping, and lab CD writing options.

The “Add the default package to the shopping cart” fulfillment option fills the shopping cart with the default package so you can quickly create another order using the default package. This allows you to skip the step of selecting a package.

The shipping options set the defaults on the Order Shipping Info window. After you set the preferred shipping method for local orders, you can change it if necessary by clicking the Shipping button on the receipt window. You can also click “edit & proof order” on the My Orders workspace, and select Edit Shipping Info from the Properties menu to change shipping information.

You can send orders to a Labtricity lab on CD rather than through the Internet. Select “Use internal disc writing capability” if you want to write orders directly to your CD writer drive. To use this option, Darkroom Web must support your CD writer. Click the Test Compatibility button to see if your drive is supported. If you want to write orders to your computer drive, select “Write orders to disk,” and enter the path where you want to save the orders.

Check the “Show an Order Confirmation Receipt after Placing or Saving an Order” checkbox to view a receipt on screen every time you place an order. You can also enable the option to print the receipt to the default Windows printer.

---

#### SYSTEM INFORMATION

Select “System Information” in the options tree to view the properties of your computer system. Use the information to determine the software version you are running. If you call the ExpressDigital Customer Care center, the support technician might ask for information found on this screen.

**Note:** *Be sure to keep track of your free disk space. Many photographers report problems that stem from running out of hard disk space. To avoid running out of disk space, archive your photos regularly and remove them from your hard drive.*

---

**WEBSITES**

---

Select “Websites” in the options tree to view a list of related web sites, such as ExpressDigital and Labtricity web sites. Darkroom Web includes a built-in Internet browser so you can view these sites right from the application.

---

**HELP**

---

Click “Help” in the options tree to view a copy of the Quick Start Guide, Troubleshooting Guide, Application User Guide, and support contact information.

# Customizing Your Internet Storefront

Your Internet storefront is a website within PhotoReflect.com. Darkroom Web assists you in creating your storefront. The storefront promotes you, the photographer, and displays your company logo, contact information, sample portfolio, and most recently published events. Most importantly, your storefront provides your customers a simple way to view and purchase photos from an event.

When you subscribe to PhotoReflect.com, you specify the Web address you want to use for your Internet storefront. For example, if your studio's name is PhotoStudios, you might have chosen [www.photostudios.photorelect.com](http://www.photostudios.photorelect.com) as your Web address. This address is where your customers can access photos from your events.

You set up your storefront in the My Services workspace. In the My Services workspace, you can view your storefront, select a predefined design for your storefront, and view reports about the activity on your storefront. The contact information you enter in the Photographer Info of the Store Setup workspace appears automatically on your storefront home page.

The screenshot displays a web storefront for Rebekah Thompson. The browser window title is "web edition" and the page header includes "expressdigital DARKROOM". The navigation bar contains links for "customize", "storefront", "go back", "forward", "stop", "refresh", "find", "print", and "web reports". The main content area features a search section with the text "FIND YOUR PHOTOS" and input fields for "Name: [all events]" and "Date: mm/dd/yyyy", along with a "Find" button and a "Show All Photos" link. A "Recent Photos" section lists several events with their dates and descriptions, such as "Smith Motocross" (04/25/07) and "Christine Smith" (02/05/07). Contact information for Rebekah Thompson is provided, including her address (5001 Plaza on the Lake, Austin, TX 78749) and phone number (555-555-5555). A "Your Shopping Cart" section indicates that the cart is empty. The footer contains a help icon and a note about finding photos, as well as navigation buttons for "photo library", "photo workshop", "my orders", "my services", and "my setup".

PERSONALIZING WITH YOUR OWN LOGO

---

You can personalize your Internet storefront with your own custom logo. This greatly enhances your advertising and identity to your customers. You can automatically upload your logo from Darkroom Web.

Your logo must go by the following guidelines. Your logo should be a file type ending with one of the following extensions: .BMP, .GIF, .JPG, .TIF, .PNG, or .PSD (please, no animated logos). Your logo size should be 150 pixels wide by 97 pixels high.

USING THE LOGO UPLOADER

1. In the My Services workspace, select “Customize” on the toolbar.
2. Click the “Upload your logo” link.
3. Browse for the logo stored on your computer, and click the Open button to begin the upload. When the upload is finished, you will receive a confirmation message, and the logo will appear within 15 minutes.

If you have trouble uploading your logo, please contact our PhotoReflect Customer Care department at 1-888-271-3446.

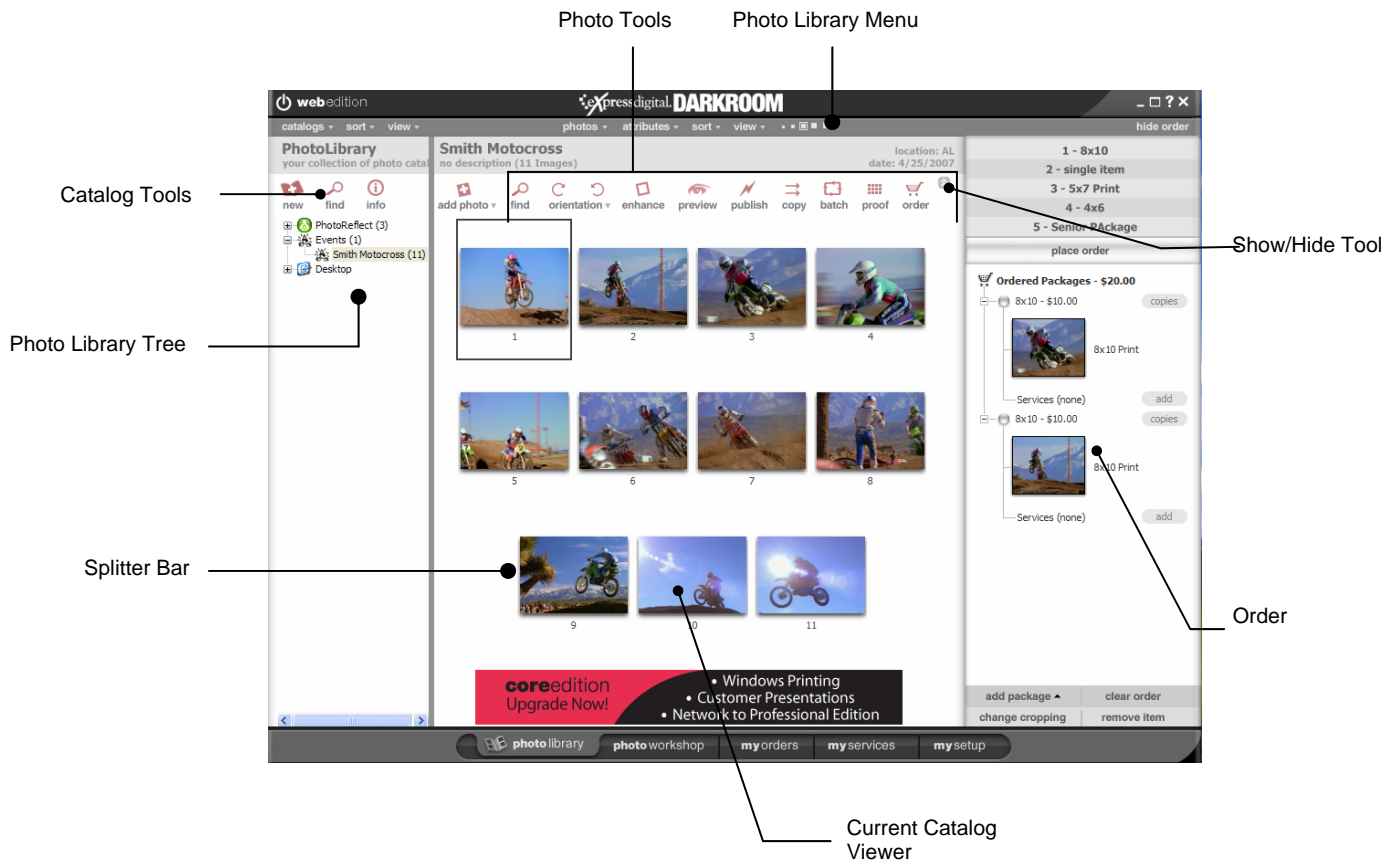
# Darkroom Web Tour

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: 'Package: 8x10 (\$10.00)' with quantity 1, '8x10 Print' with quantity 1, and another 'Package: 8x10 (\$10.00)' with quantity 1. 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'. A navigation bar at the very bottom contains '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.

# Using Labtricity

Labtricity connects you with your lab. You can send orders for printing to your selected Labtricity lab through Darkroom Web. First, you must set up an account with a Labtricity lab of your choice. Then, in Darkroom Web, you can either electronically send your orders to the lab or print them to CD for sending to the lab. The first time you send an order electronically to the lab, you are asked to enter your credit card information. Subsequent orders are charged to the card automatically.

Before fulfilling orders with Labtricity, you must select a Labtricity lab. You can do so when you are creating package groups by clicking “choose labtricity lab” on the toolbar. You can also search for labs on the Labtricity website, which you can access from the Websites area on the Setup workspace. When selecting a lab, you can view the lab’s offerings and prices by clicking the website link. We recommend you send sample orders to labs you are interested in to check the quality of the product you will be providing your customers. Some labs offer color test prints you can use to evaluate prints of your photos. You can always select a different lab to print to when you receive orders, but it is much quicker to have your packages set up with the lab you plan to use.

When creating package groups for Labtricity fulfillment, add lab print items to the packages. If you want every item printed at the lab, your packages should consist of all lab print items.

***Note:** You cannot print items locally through Darkroom Web. If you want to print items locally, click “add local print items” on the toolbar to add locally printed items to packages. If you print locally, you must mark orders as shipped after you fulfill the order rather than printing the order through Darkroom Web. ExpressDigital has numerous other software packages that allow you to print locally, as well as perform many other tasks relevant to your photography business. Visit [www.expressdigital.com](http://www.expressdigital.com) for more information on other ExpressDigital products.*

Be sure your shipping charges cover the lab shipping costs if you have the lab drop-ship the prints to your customer. Your shipping table set up in the Setup workspace is used for shipping charges rather than the lab’s shipping charge. Note that some labs will not drop-ship to your customers; they only ship orders back to you.

After adding lab items to packages, orders created using those packages are sent electronically to the lab when you print the order. Alternatively, you can print the order to CD to send to the lab by mail. If you have an order containing both local print items and lab print items, the lab will receive only the lab print items. Before printing the order, you can select “edit & proof” on the toolbar to correct errors in the photo. When you print an order, a receipt appears indicating your lab costs. You have the option cancel the order at that time.

# Shortcut Keys

Darkroom Web is designed to make your work go faster and more efficiently. We have provided a simple and efficient interface that is easy to use. However, to get the most of the application, you can use some of the many shortcut keys to speed up tasks you perform regularly. The following information lists the shortcut keys for each of the workspaces in the application.

## MY PHOTOS SHORTCUT KEYS

Key	Description	Key	Description
*	Copy Photo Attributes to the Clipboard. Use when enhancing photos in Photo Workshop.	Shift P	Change Photo Info
Ctrl *	Copy Photo Attributes to the Clipboard. Use when enhancing photos in Photo Workshop.	Ctrl R	Rebuild Catalog Tree (Use with caution - back up files first)
/	Paste Photo Attributes from the Clipboard. Use when enhancing photos in Photo Workshop.	V	Set Orientation to Vertical (Portrait)
+	View More Photos	Delete	Delete Photo
-	View Less Photos	F1	Find Photo Catalog
=	View More Photos	F2	Find Photo
\	Add Service Notes	F5	Refresh Photo Catalog
1 - 9	Order Package 1 - 9	F7	Adjust Image Attributes
A	Add Photos	F9	Change to My Photos
C	Create New Catalog	F10	Change to My Orders
Alt or Ctrl C	Clear Photo Cache	F11	Change to My Storefront
D	Describe Photo Catalog	F12	Change to Setup
G	Describe Photo Group	Return	Place Order
F	Flip Photo	Tab	Select Next Photo
H	Set Orientation to Horizontal (Landscape)	Shift Tab	Select Previous Photo
L	Set Orientation to Landscape	[	Scroll Photos Up
O	Rotate Photo Clockwise	]	Scroll Photos Down
Shift O	Rotate Photo Counter Clockwise		

MY ORDERS SHORTCUT KEYS

---

Key	Description
P	Print Order
Alt P	Print All Orders
Ctrl P	Print Order to CD
Shift P	Print Order
S	Mark Shipped
Delete	Delete Order
Escape	Cancel Print
F2	Find Order
F5	View New Orders
F6	View Pending Orders
F7	View Completed Orders
F9	Change to My Photos
F10	Change to My Orders
F11	Change to My Storefront
F12	Change to Setup
Return	Edit & Proof Order

## EDIT &amp; PROOF ORDERS SHORTCUT KEYS

Key	Description
*	Copy Photo Attributes to the Clipboard.
Ctrl *	Copy Photo Attributes to the Clipboard.
/	Paste Photo Attributes from the Clipboard
+	View More Images
-	View Less Images
=	View More Images
0	View 12 Photos
Shift 0	View 12 Photos
1	View 1 Photo
Shift 1	View 1 Photo
2	View 2 Photos
Shift 2	View 2 Photos
3	View 3 Photos
Shift 3	View 3 Photos
4	View 4 Photos
Shift 4	View 4 Photos
6	View 6 Photos
Shift 6	View 6 Photos
8	View 8 Photos
Shift 8	View 8 Photos
9	View 9 Photos
Shift 9	View 9 Photos
Ctrl A	Select All Photos
Alt C	Toggle Crop Orientation
Ctrl C	Set Crop Orientation to Horizontal
Shift C	Set Crop Orientation to Vertical
Down	Move Image Down

Key	Description
Escape	Clear Image
F	Replace Photo File
Shift F	Replace Photo File
F6	Switch to Correction Tools
F7	Switch to Color Tools
H	Set Orientation to horizontal (Landscape)
Left	Move Image Left
N	Return to Orders Page
O	Rotate Image Clockwise
Ctrl O	Undo Changes to Order
Shift O	Rotate Image Counter Clockwise
P	Print Current Order
Ctrl P	Print Selection as New Order
Page Down	Scale Up
Page Up	Scale Down
Right	Move Image Right
S	Save Current Order
Alt S	Save Current Order as New Order
Ctrl S	Save Selected as New Order
Tab	Select Next Image
Up	Move Image Up
V	Set Orientation to Vertical (Portrait)
X	Reset Image
Z	Zoom 300%
Alt Z	Zoom to Actual Size
Ctrl Z	Zoom 400%
Shift Z	Zoom 200%

---

**A**

accounts · 12  
address · 9  
application options · 7

---

**C**

cart · 17  
company information · 9  
contact information · 9  
current catalog viewer · 16, 17

---

**D**

desktop · 17  
discount groups · 11

---

**I**

image previews · 8  
installation · 5  
Internet storefront · 14  
    personalizing with logo · 15

---

**L**

lab  
    selecting · 10  
lab print items · 10  
Labtricity  
    defined · 4  
    logging in · 9  
    selecting lab · 10  
    using · 20  
library · 16, 17  
login · 6  
logo · 15

---

**O**

orders · 18  
    sending on CD · 12  
    shopping cart · 17

---

**P**

package groups · 9  
    creating · 10  
packages · 9  
    item properties · 11  
password · 6  
photo library tree · 16, 17  
photo services · 11  
photographer information · 9  
PhotoReflect.com  
    accounts · 12  
    logging in · 9  
preferences · 7  
    fulfillment · 12  
previews · 8  
print items · 9  
processing speed  
    increasing · 8  
properties  
    package items · 11

---

**R**

receipt · 12  
retouching services · 11

---

**S**

sales tax · 9  
setup · 7  
shipping groups · 11  
shipping options · 12  
shopping cart · 17  
sorting  
    photos · 17  
storefront · 14  
    personalizing with logo · 15  
system information · 12

---

**T**

tax · 9

---

**U**

user name · 6

---

**W**

websites · 13