

# Upload Digital Images to CamosunPrint

If you want to have images printed by the Printshop, through CamosunPrint, there are a few things to consider:

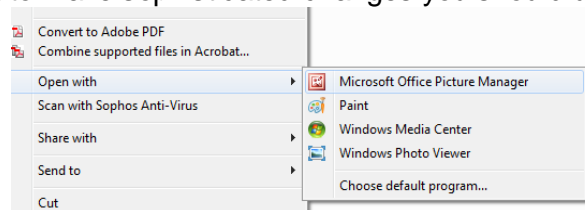
- **How many** pictures do you want to print
- What **size** of printouts do you need
- **How many** images do you want to print **Per Page**

Once you know the answers to the above questions you are ready to begin. Follow the instructions below to prepare your images for uploading to CamosunPrint.

1. **Select the images** you want to print and **COPY** them into a new folder on your desktop. You do not have to do this step, but it makes the task easier to manage, especially if you have a lot of images in your base folder.

**Note:** There are many different software packages on the market for working with images but for most College PC's you will either use **Windows Picture and Fax Viewer** or **Microsoft Office Picture Manager**.

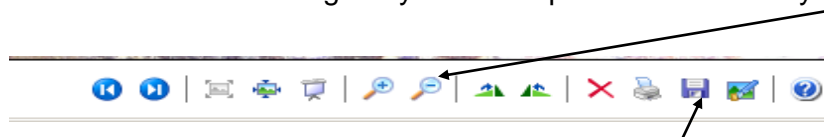
- a. If you need to make any **changes** to the images (file size, darken, lighten, crop etc.) you should open them with **Microsoft Office Picture Manager**.
- b. **Windows Picture and Fax Viewer** (called **Windows Photo Viewer** on **Windows 7**) on allows you to rotate or flip the image; or open it in **Microsoft Paint**. This software will allow you to add text to your photo or make crude edits but if you want to make sophisticated changes you should use Photoshop.
- c. **Right-click** on an image and choose **Open With ...** pick the software you want to use from the list.



- d. The following toolbar options are available when you use **Picture Manager**. You can experiment with the **Edit Pictures...** settings. When you are ready to print the files; continue on with the instructions at step 3.



- **Windows Picture and Fax Viewer** gives you fewer options. You can only **Rotate/Flip** the image.



There is a button that will “**open the item for editing**”. If you click this button the image will open in **Microsoft Paint**.

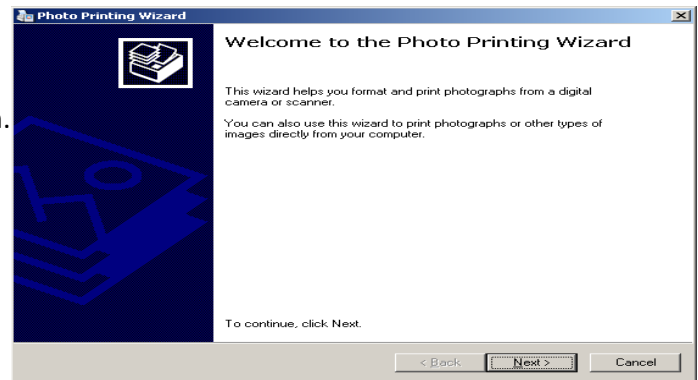
2. Go through all your pictures in either, Picture Viewer or Manager; to make sure they are set up exactly as you want them to print.
  - a. If you make changes to the images remember to save the changes.
    - i. If you *copied* the images as suggested in step 1, you will still have the originals in case you do not like the finished product.

3. If you are editing the original image files, I suggest that you save the edited images with a new name to a different folder. Continue with step 3 once you are happy with your chosen images. Choose **Print** from within the viewer/manager software or highlight the chosen images and right-click to choose Print from the drop down menu.

**Note:** The next thing you will see is the **Photo Printing Wizard** but , Windows 7 wizard is different than Windows XP. The next page will go through the steps for each type of wizard.

#### Windows XP:

- a) The first screen you see when you are using Windows XP is the Welcome screen. Click **Next>**.



- b) The next screen you will see is **Picture Selection**

Select the images you want to print.

If you have all the images in a separate folder you can use the **Select All** button.

Click **Next** when you are ready to go on.



- c) Next you will choose the **Printing Options**. Here is where you need to pay special attention!

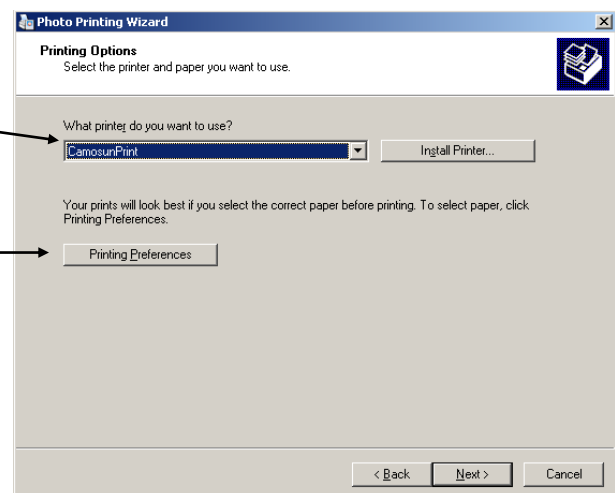
Choose **CamosunPrint** as your printer.

If you need to change the orientation for the images use the

**Printing Preferences** button

This will open a window where you will be able to change from **Portrait** to **Landscape**.

Click **Next** when ready to move on.

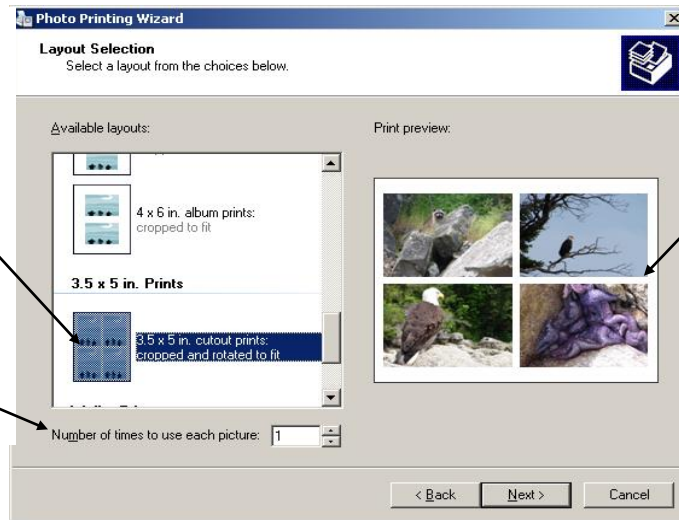


d) This screen will be where you determine how you want the pictures laid out.

Scroll down the list of **Available Layouts** until you find the one that suits your requirements.

You can choose full page, 4x6, 3x5 or wallet size.

Change this number to reflect how many times you want to **repeat each picture**.



After you choose an option, the **Print Preview** will change to show the option you chose.

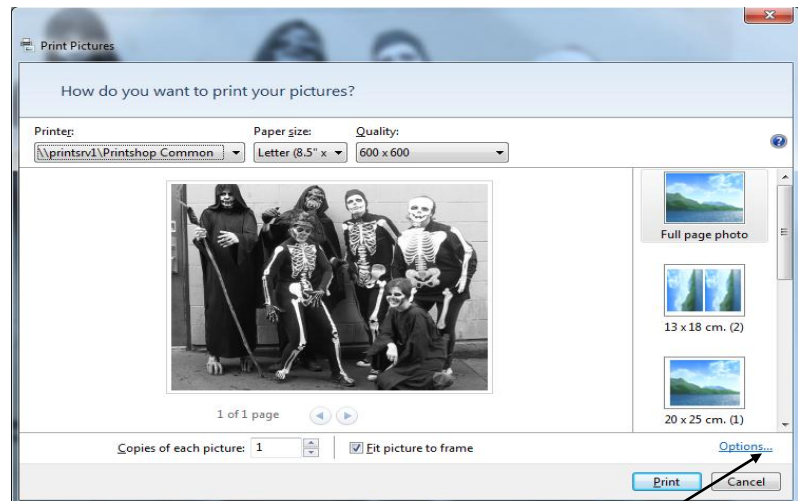
Click **Next** after you have the layout chosen.

e) The last screen will be the **Completion window** click **Finish** and skip to step 4.

### Windows 7:

The first screen you see with Windows 7 is like a combination of steps c & d from the windows XP instructions.

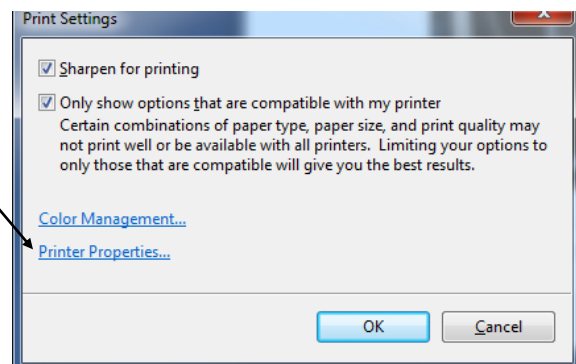
- a) Choose **CamosunPrint** as your printer.
- b) choose the **Paper Size**
- c) **Quality** —The Printshop colour printers will only print to max 600 DPI - for quick print images 300 DPI will give a good quality printout. If you want a high quality print you can use 600.
- d) Do not use the higher DPI settings, the file size will be too large and they will not print properly.
- e) **Layout** — scroll down the right side and choose the layout you need.
- f) **Copies** - enter the amount of copies of **each picture** you want.



g) **OPTIONS** if you want to change the orientation of the page, click on the Options link.

- When you see this message, click on **Printer Properties** to open another message box where you can change the orientation.

*The other Color Management screen should not be used; it contains settings that you cannot change.*

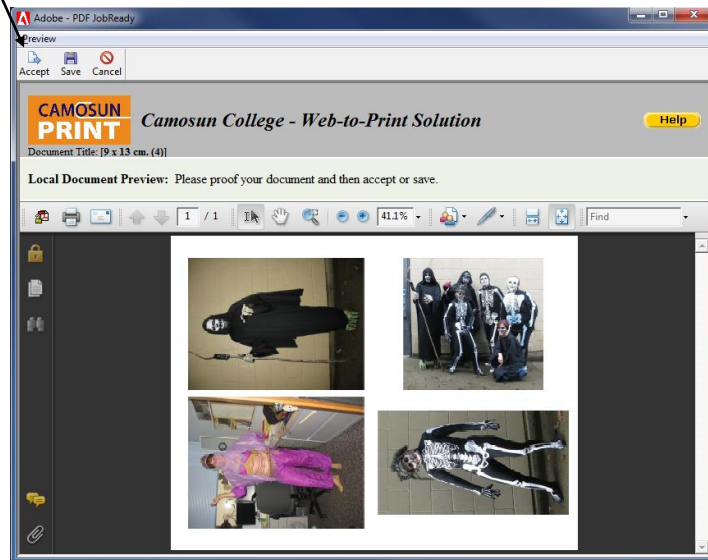


h) After you have everything set up as desired, click the **Print** button and proceed to step 4.

4. As with regular CamosunPrint jobs you will see the **AdobePDF Job Ready** screen. This step will be the same regardless of which operating system you are using.

**NOTE:** If you get an error at this stage please make note of the error message and forward it to the Printshop. You may require an Adobe Upgrade before this process will work.

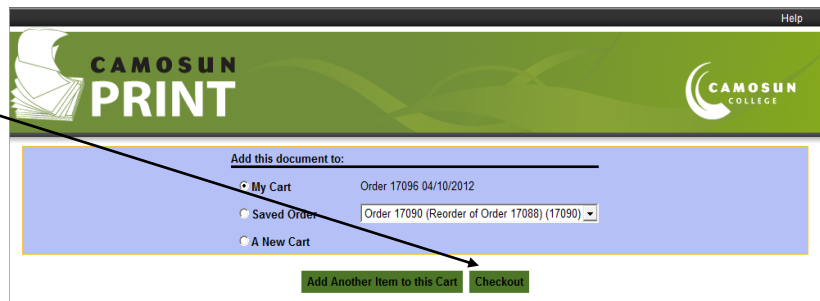
Click **Accept**, if the preview looks ok.



5. **Log into CamosunPrint** when prompted and you will get to the following screen:

Choose your desired **Cart** option and click **Checkout**.

For an explanation of what the various options mean, refer to the CamosunPrint User Guide.

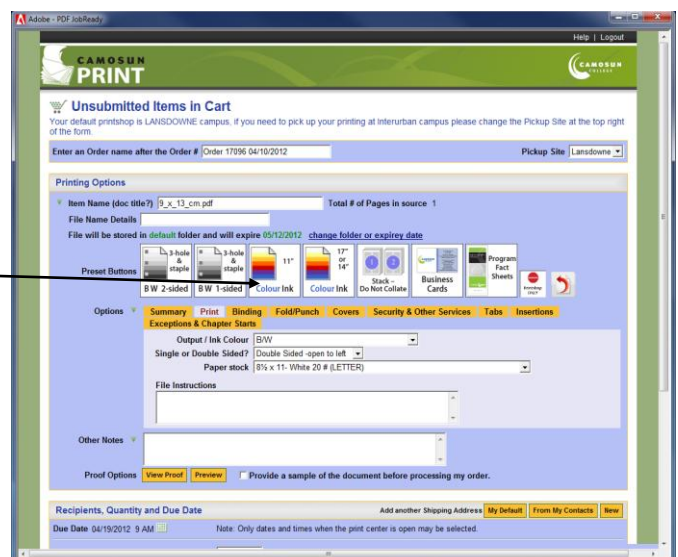


6. After you choose Checkout, the **Unsubmitted Items in Cart** page will open.

- Complete the **Order Name** Information and identify which **campus** you will be picking up the job from.

#### Print Options:

- If you want the images to be printed in **colour on photo quality paper**, use the one of the **Colour INK** presets.
- Use the **Preview** button to check the layout.
- Add any other Print Options you need.
- Look at the **Summary** before submitting.



7. Set up the **Recipient, Quantity, Due Date** and **Billing** information as required.

Recipients, Quantity and Due Date		Add another Shipping Address		My Default	From My Contacts	New
Due Date	04/20/2012 3 PM	Note: Only dates and times when the print center is open may be selected.				
▼ Susan Brogan	# of finished copies	1	Due Date	04/20/2012 3 PM		
Pickup Location		Interurban Pshop - 8 AM - 3:30 PM		Default Site - Lansdowne	Delivery Notes	
Est. Completion Date		04/23/2012 Pick up during business hours				

Billing Information		Change to		My Default	From My Contacts	New
▼ Estimate	\$1.34	<input type="checkbox"/> Approve				
Order Placer		Susan Brogan		Delivery Notes		
Account Code	00000002 / CASH - INVOICED at PICK UP - XIP		▼	100	%	
Use the ADD SPLIT button to share costs with other accounts						
Total Split Percentage 100%						
Add Split		Click the 'Add Split' button to add more Account Codes for split billing.				

If this is **PERSONAL** job, please use the **00000002 / CASH INVOICED at Pickup** account.

8. Click **Submit This Order** when you are ready to send the job to be printed.

You will get the usual receipt and emails for the job as with regular CamosunPrint orders.