

Preparing photo files for use in OrderXpert

OrderXpert Product photo printing

It is possible to print small photos of products on sales orders next to each line item. This feature adds a very professional appearance to your sales order and is quite simple to implement.

1. All of the image files must be JPEG (.jpg) formatted files.
2. Each file should be named EXACTLY the same as the item number it represents. For example, item number P2347-065 must have an image named P2347-065.jpg.
 - a. You can optionally specify a character that will be used to ignore parts of the item number. For example, if you have products number P2347-060, P2347-061, P2347-062, and P2347-063 but you use the same image file for all of these products, you can enter a '-' in the Program Settings to ignore the -060, -061, etc. In this example, you could just have a single image file named P2347.jpg that would be used for all of the P2347-xxx products.
 - b. You can optionally enter the file name of the photo in the Product data import file's "PhotoName" field. See the import instructions for more information.
3. If an item number contains a slash (/) or backslash (\) character, you should use only the digits to the left of this character for the image name. For example, item number 12345/5 must have an image named 12345.jpg.
 - a. Alternatively, you can substitute an underscore (_) character for the slash or backslash character in the image file name. For example, item number 12345/5 may have an image named 1234_5.jpg.
4. All image files must be copied into the Images folder under the OrderXpert folder. This is normally located at C:\Program Files\OrderXpert. The OrderXpert PC program has a setting that allows you to choose a different folder to hold the images. This is useful if you are running OrderXpert PC on more than one PC and don't want to copy the images to each PC. This setting is located on the Program Options screen, on the Program Settings tab and is named "Path to Product Images".
5. OrderXpert will automatically look for the image files and print them on each order if they are found. If an matching image file is not found, the line item will still be printed but it will not have an image at all.

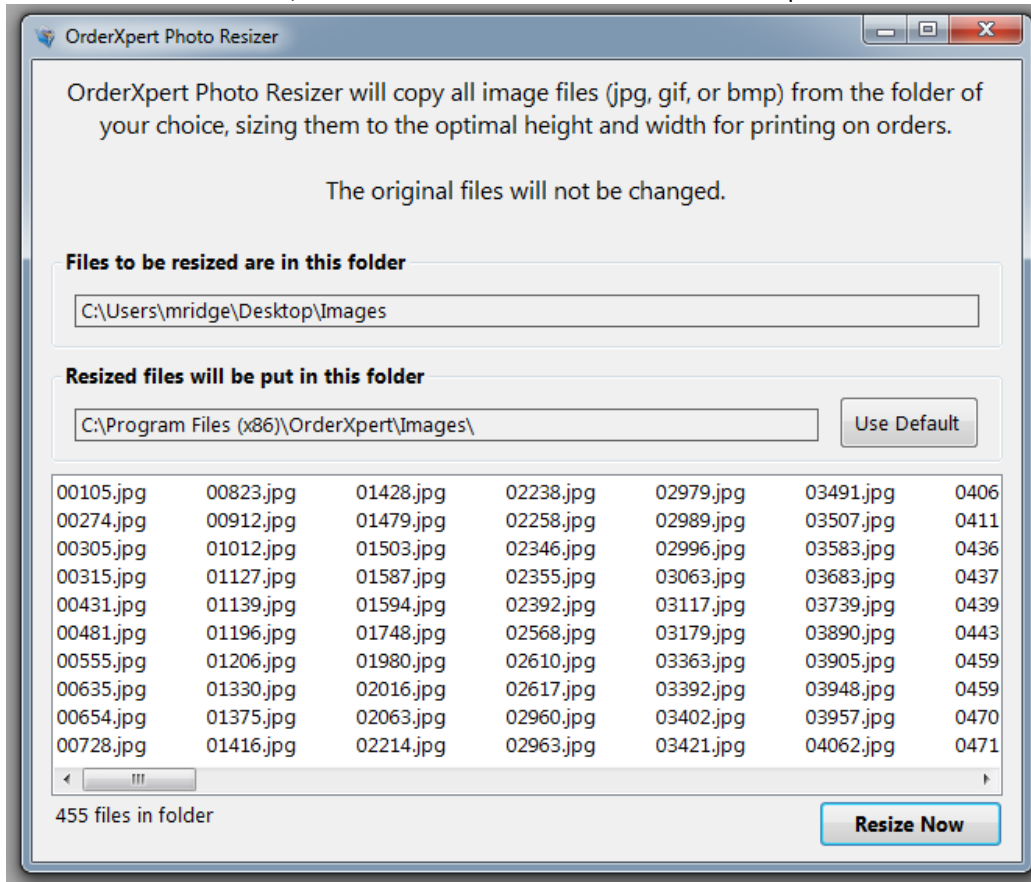
Special Notes

1. Although the OrderXpert program will automatically size the images to approximately 100 pixels x 100 pixels when they are printed, you should use the smallest image files you have to speed the printing process up. Thumbnail size images used on web sites are typically ideal.
2. The images will be zoomed (not stretched) to fit inside the 100 x 100 pixel area, so you should try to use images that are as square as possible. For example, if you use an image that is 300 pixels wide and 100 pixels tall, the printed image will be 100 pixels wide and 33 pixels tall.
3. Color images can certainly be used, and will be printed in color if a color printer is used. Even if you are using a black & white printer, color images can still be used and will automatically be rendered in grayscale by the printer when they are printed. It is highly recommended to use a high-speed printer (at least 15 pages per minute) to avoid slowing the order processing down.

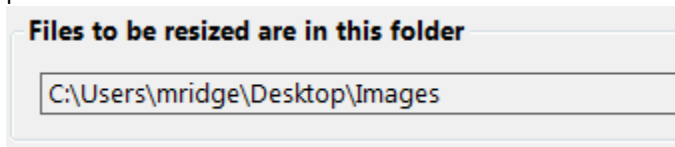
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Using the OrderXpert Photo Resizer to resize multiple images at once

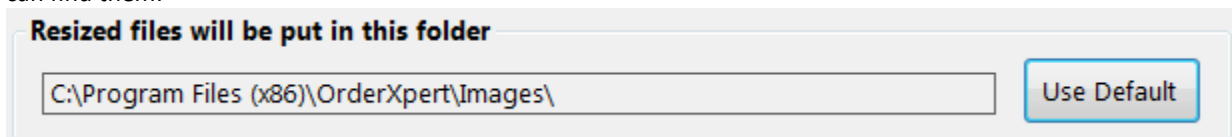
1. On OrderXpert PC's Main Menu, click the "Manage Data" drop-down menu, then "Product Photos".
2. On the Photo Tools screen, click the "Resize Photos" button. The OrderXpert Photo Resizer screen will appear:



3. Click on the box inside of the "Files to be resized are in this folder" area and choose the folder where your photo files are located:



4. Click the "Use Default" button in the "Resized files will be put in this folder" area to ensure the resized files will be put in the folder where OrderXpert can find them:



5. Click the "Resize Now" button at the bottom of the screen. A progress bar will appear momentarily followed by a message indicating how many photo files were resized.
6. You can close the OrderXpert Photo Resizer or repeat this process to resize additional photos.