Data

An understanding of the use of data is essential to most Timestone Software programs.

Introduction

Although the use of data is optional, through the use of data, users can achieve great levels of automation and customization allowing them to save time.

Data is an all-encompassing term that refers to any amount of information about an image or collection of images or an individual or group of individuals i.e. subjects.

At one level data can simply be an image filename or it can be comprehensive information about a high school student such as the student's name, class and teacher or a soccer player's name, team, number and field position.

Data is usually (but not always) associated or linked to an image or group of images – a process called "matching". In such cases the data and image are said to be "matched".

Details Mode

For the most part, data is handled in Details Mode, which performs the following two key functions:

- 1. Define fields that are used to hold data
- 2. Import or manually enter data into these fields

However it would be a mistake to think of Details Mode only in those terms. A more comprehensive (but not exhaustive) list would also include:

- Matching subject data to images automatically by importing a text file
- Checking to see if a subject is matched to an image
- Quickly finding the image filename of a subject's main image
- Entering orders
- Organising subject data into logical folder groups such as teacher, grade, homeroom, team etc
- Controlling back printing
- Exporting data as a text file

Details Mode is present in the following Timestone Software applications.

- NeoPack/Professional
- NeoComposite
- NeoGroup
- DataPost

- PackBuilder
- CompositeBuilder
- GroupBuilder
- OutPost and NeoPack/Plus*

Note: Although NeoPack/Plus and OutPost do not have a Details Mode they do handle data and allow user-defined fields. Therefore much of what is discussed in this chapter can also be applied to these two programs.

The Details Mode Window

To enter Details Mode either select Mode>Details from the menu bar or use the F4 function key on the keyboard.

The main area of the Details Mode window is divided into the following key areas.

- 1. The main section on the right displaying subject data
- 2. The upper left pane showing the folder structure
- 3. The lower left pane showing File or Folder fields

Each of the window panes can be sized independently by "grabbing" a window frame and re-positioning as desired.

Details Mode



Data Fields

Data Fields

Fields can be considered placeholders for storing data of a similar type and format. So, for example, a field called "Firstname" would hold the first name of a particular subject or record.

Timestone Software allows the user to define their own fields before populating them with data. Furthermore three levels of fields are available

- Subject fields contain data for each individual record or subject
- Folder fields contain data common to a particular folder of subjects
- File fields contain data common to every subject

Subject fields

Subject fields are the most commonly used field type. They describe each individual subject in a particular job. Typical subject fields include firstname, lastname and ID.

Folder fields

Timestone Software allows subjects to be arranged into groups or folders. This makes for better data management and facilitates the ordering of group specific products such as class composites, memory mates and more.

In school photography typical folders may be teacher, grade or homeroom whereas sports photographers may arrange their subjects according to the team or coach.

Folder fields therefore contain data that is common to a particular folder (and by definition all subjects within that folder).

File fields

Data that is common to all subjects can be contained in File Fields. Typical examples include schoolname, schoologo and job number. A File Field is the equivalent of having a Subject Field with the same data for every subject in the job.

Note: An important distinction between the field types is that only Subject Fields allow the direct importing of data from a text file. This concept will be discussed in detail later in this chapter.

Field Types

Working With Fields

An important aspect of Timestone Software is that fields are user definable. This means fields can be customized depending on the type of job at hand. For example the set of fields needed for school photography jobs will be different to those for sports photography jobs and so on.

Field Types

Fields are defined as a certain type depending on the nature of the data they will contain. Timestone Software allows four different field types.

- 1. Text
- 2. Integer
- 3. Date
- 4. Graphic

Text Fields

Text fields are by far the most common field types. Use text fields for data such as name, ID etc.

Integer

Seldom used, the Integer field type is used for number data. Note that numerical data such as ID, phone numbers, height, weight and age are really just text values and should be entered into text fields.

Date

The date field type is used when the data will be in date format such as dd/mm/yy

Graphic

The graphic field type is used when a graphics file (jpeg, png etc) is to be imported into the field. This is one way to associate graphics such as a school logo to a job. Graphic fields are usually almost always File or Folder fields.

Field Properties

Field Special Properties

In addition to being of a certain type, fields can also be assigned a special property that "tells" the software something about the data in the field. This allows the software to make better use of the data and assists in automating certain tasks.

For example a subject field can have the special property of First Name. This means the software knows that data in this field is the subject's first name regardless of what the field may be called.

Field special properties are used exclusively with subject fields and are listed in the table below.

Special Property	Description
Whole name	The entire name
First name	The first name
Last name	The last name
Middle name	The middle name
Birthdate	The subject's date of birth
Unique field	The field that uniquely identifies the subject

Note that many if not most of the fields you may use do not have any special property and so a "none" option is available for these fields

MORE INFORMATION

The Unique Field

Of the special properties listed above the unique field deserves special consideration.

The unique field is the field that contains unique data for a given subject and is therefore used as the basis for identifying each subject. Any two subjects that have the same value for the unique field will be considered as the same subject. Or, put another way, no two subjects can have the same value for the unique field.

Typically the unique field is a subject ID. In school photography this is quite often (but not always) the same ID assigned by the school itself. In the absence of such a unique value, Details Mode provides a "Populate Field" function to assign each subject a unique value.

The unique field is often used in barcodes as a means of quickly finding a subject in CapturePost and in many other areas of the software.

Defining Fields

The software already has a set of pre-defined subject fields saved as program defaults. You may elect to keep and use these fields, edit them, add more fields or remove them entirely.

The pre-defined fields are Lastname, Firstname, ID and Birthdate.

Adding, removing and editing fields

There are several ways of defining a set of fields for a job. These include:

- **On a job by job basis**. Define a set of fields that will be used for the current job only.
- **As program defaults.** Define a set of fields as defaults that will be available whenever a new job is started.
- **As part of a workspace.** Define a set of fields inside a workspace. These fields will be available whenever a new job is started in that workspace.
- **From a master or pre-existing job**. Start a new job based on an existing job. The fields in the new job will be the same as those of the master job.

To add, remove or modify fields:

- 1. Start a new job (File>New) or open an existing job (File>Open)
- 2. Go to Details Mode>Edit>Fields ...
- 3. The Detail Fields window is presented
- 4. Select either the Subject Fields, Folder Fields or File Fields tabs as needed
- 5. To add a field click the Add button
- 6. Enter a name for the field, the field type and if appropriate, the field special property
- 7. Click the Add button again to add more fields
- 8. To delete a field, select it first then click the Remove button
- 9. To edit a field, select the field name , type or property and modify as needed
- 10. Click the OK button when done to accept the changes or Cancel to discard them

The Detail Fields window is where fields are added, removed and modified. It is used in various areas of the software including:

- 1. In Details Mode>Edit fields ... when defining fields for the current job
- 2. In File>Options>Default ... when setting fields as program defaults
- 3. In File>Workspaces ... when setting fields for a workspace

The screen grab shows the pre-defined subject fields that are set as program defaults when the software is installed. These subject fields are program defaults and will be used whenever a new job is started. As we shall see you can add, remove or edit any of these fields.

Note the three tabs, each displaying the different field levels – Subject, Folder and File fields. Click each tab to define or modify each of these field types.

Fields are of a certain type depending on the format of the data they will hold. Most fields are text fields even if the data is actually a number.

Subject fields can have special properties that help the software make better use of the data. Most fields have no special property and "none" is set for these fields. The default fields set at installation have a special property as shown in the screen grab.

There is no limit to the number of fields you can define. For jobs that do not require any data at all you will still need to have a field to hold each image's filename. This concept will be discussed in detail later in this chapter

The As tags ... button is used to control how data is displayed in other areas of the program such as in the subject list in Form Packs Mode, below the image thumbnails in Match Mode and elsewhere. It is also used to control back-printing. We shall look at the As tags ... functions later in this chapter.

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Name	Туре	Special
Lastname	text	last name
Firstname	text	first name
ID	text	unique field
Birthdate	text	birthdate

Defining a new set of default fields

The steps above alter fields for the current job. It is also possible to define fields as program defaults. These fields will then be used whenever a new job is started.

To define default fields:

- 1. Start a new job (File>New) or open an existing job
- 2. Go to File>Options. The options window is displayed
- 3. Click the Default tab
- 4. Two options are available to define a new set of fields either manually or by importing from a pre-existing job
- 5. Click the Edit Fields button to be presented with the Detail Fields window. Edit the fields as described above
- 6. Alternatively click the Import from file button to browse to a job that already has the fields you would like as default.

Fields can be defined as program defaults so they are already set when a new job is started. This is done in File>Options>Default from any mode other than Design Mode.

You can either define a new set of fields manually by clicking the Edit button or import the fields from a job you already have by clicking the Import from file button and browsing to the job. Note this method imports the fields only – not any values (data) entered into those fields.

Fields saved as program defaults are not saved globally for all users. Instead they apply only to the current user on the current workstation. Furthermore they apply only to the current application. For example default fields in NeoPack/Professional are not applied to NeoComposite.

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Default Fields

Defining fields inside a workspace

Workspaces allow the user to setup a working environment that uses a particular set of fields, templates and aspect ratio guides. Different workspaces can be defined for different job types.

Workspaces are described in more detail later in this document but for now it is useful to know that fields can be defined as part of a workspace. Whenever a job is started within a workspace it will use the fields set within that workspace.

To define fields for a workspace:

- 1. Go to File>Workspaces ...
- 2. Either select an existing workspace or create a new one
- 3. To use the program default fields check the use default box.
- 4. Alternatively click the Set button to define a set of fields for this workspace

Once a job has been created inside a workspace, the fields may still be edited by going to Details Mode>Edit fields ... at any time.

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Code	Description	
FB	Football	Aspect ratio & 🔽 use default Set
s	Spring Schools	
		Details fields: 🔲 use default 🔄 Set
		Templates: 🔽 use default Set

A workspace can use the program default fields or it's own set of fields. Check the use default box to use the program default fields.. Alternatively uncheck the box and click the Set button to bring up the familiar Details Fields window and define fields for this workspace.

Fields in Workspaces

System Fields

Using Master Jobs

When starting a new job the user has the option of using either the File>New ... command or the File>New from file ... option.

File>New from file ... starts a new job based on an already existing job – a master job. The new job will inherit all the properties and settings of the master job, including the Detail Fields.

To start a new job from a master job:

- 1. Go to File>New from file ... A New File window is presented
- 2. Browse to the master job and open it
- 3. A new job including all fields will be created based on the master job file

Note: Compared to the other methods of defining fields, an important difference in setting fields from a master job file is that any data in the fields will also be set. This can be a useful way to "pre-enter" data into File and Folder fields since these fields cannot be populated automatically by importing a text file.

Using master jobs is an important aspect of Timestone Software and as such will be discussed in greater detail later in this document.

System Fields

The discussion so far has centred on user's defining their own fields. Details Mode also displays certain "system" fields that are not user definable. These fields can be seen in the main windowpane of Details Mode together with other subject fields. They are differentiated from the other subject fields by being italicized.

Field	Description
Folder	Shows the subject's home folder
Image	The filename of the subject's primary image
Label	A distinctive label for the subject such as Teacher or Captain
Order	Displays order information
Cost/Paid	The cost of the subject's order and whether it has been paid
Comment	A general comment field

Data Entry

Entering Data Into Fields

In simple terms there are two ways to enter data.

- 1. Manually by entering data directly into a field using the keyboard
- 2. Automatically by importing a text file

Importing a text file is obviously the method of choice for populating subject fields where there can be hundreds if not thousands of subjects.

However the user must also become familiar with manual data entry as it is used to modify data after it is entered and is the only way to enter data into File and Folder fields.

Manual data entry

Data can be entered directly into a field by simply double clicking the field value and entering the data as needed. In the same manner, data can be modified by double-clicking the value and changing the data as needed.

Once entered, data can be copied from one field to another by right-clicking the mouse and using the Cut, Copy and Paste functions as appropriate.

Graphic type File or Folder fields

A special case of manual data entry is importing a graphic into a File or Folder field. (Graphics can also be imported into Subject fields but this is rarely done)

Recall the earlier discussion on field types and how one of the possible field types is "Graphic". This is used to associate a graphic file such as a jpeg or png to a field. The graphic can then be used on products by calling the field onto a template.

Why not place the graphic directly on the template for this product?

Consider a scenario where your products may require the school logo to appear somewhere on the layout. One solution would be to place the logo directly onto the template and while this technique works well it means the template can now only be used for this particular school.

An alternative approach is to design the template with a generic placeholder for the school logo. We call this placeholder a *labelled image holder* because it uses a label to direct it to retrieve an image by reading the value for a particular field.

In our example the label could be *@schoollogo*. The software will now go off and search for a field called schoollogo. We would therefore define a file field (type graphic) called schoollogo and import the schoollogo file into the field. Whenever the template with the *@*schoollogo labelled image holder is used, it will place the school logo onto the product.

Note: The concept of template design and labelled image holders will be discussed in detail later. Indeed there are many ways to place graphics onto a product – using labelled image holders with File or Folder fields is but one.

Importing a graphic into a File or Folder field

To import a graphic into a field follow the steps in the box below. The screen grab shows the file fields for a particular job. The Schoologo field is a graphic field and is distinguishable from text fields by the grey colour of the value area. In this example a file called Mater-Cristi logo.jpg has been imported into the field.

- 1. Go to Details Mode
- 2. Click the "All" folder to display File Fields or click a particular folder to display the Folder Fields for that folder
- 3. Locate the field to import the graphic into. The value area of a graphic field is grey compared to white for a text field.
- 4. Double-click the value for the desired field. This brings up the Graphic File window
- 5. Click the Select File button to browse to the desired graphic file
- 6. Click Open to import the file into the field
- 7. The field now displays the filename of the imported graphic file.
- 8. To change the graphic repeat from step 4, browsing to a different file



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imported graphic's filename

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Importing a text file to populate subject fields

As mentioned previously in most cases it is vastly impractical to enter data manually for subject fields. A typical job may have hundreds or even thousands of subjects each with several subject fields. This equates to an enormous amount of data entry.

In such circumstances data is usually imported from a text file. The text file is normally supplied by the photographer's client (eg the school) or may have come from a database or spread-sheeting program.

While the primary function of importing a text file may therefore be considered to be entry of data into subject fields, one of the most powerful aspects of Timestone Software is the number of tasks that can be performed automatically as the data is imported from the text file.

These include:

- Matching the data to images
- Assigning images pose labels or numbers
- Specifying which image is the primary or main image
- Setting a background to be used in Chroma Key (Green Screen) jobs
- Cropping images
- Editing images for colour, brightness, contrast and saturation
- Setting a mask for images to achieve transparency or edge effects such as vignettes
- Entering orders for each subject

Many of the items in the above list may be unfamiliar but will be discussed in detail as each topic is covered elsewhere. For now the discussion will centre on importing a text file for the purposes of populating subject fields only. This could be the case when, for example, a photographer is preparing a job for use with CapturePost.

The text file

Timestone Software supports text files of the following formats.

- **Fixed length.** Fields are a set length with no delimiter between them
- Comma delimited. Fields are separated by a comma
- Tab delimited. Fields are separated by a tab
- **Comma Separated Value (CSV).** Fields are separated by a comma

Of the formats above, fixed length text files are rarely seen. The last format, Comma Separated Value, is a special example of a text file in that it is directly supported by Microsoft Excel. This makes the CSV format especially attractive since a CSV file will open directly in Excel where viewing and editing the file is easier.

CSV files have a file extension of .csv and double-clicking the file will open it in Microsoft Excel. Normal text files have an extension of .txt and will open in the default text editor such as Windows NotePad.

	A	В	C	D	E	F
1	LASTNAME	FIRSTNAME	ID	GRADE	TEACHER	BIRTHDATE
2	Voekler	Simone	2284537	Grade 1	Mrs. Jones	1/11/1996
3	Galion	Lucia	2557874	Grade 1	Miss Smith	12/12/1996
4	Billancourt	Emily	2223242	Grade 2	Mrs. Black	10/10/1995
5	Frances	William	2454545	Grade 1	Mrs. Jones	5/05/1996
6	Goode	Jonathon	2465325	Grade 1	Miss Smith	3/04/1996
7	Gabor	Eva	2456327	Grade 2	Mrs. Black	6/07/1995
8	Agricole	Josephine	2343434	Grade 2	Mr. White	11/08/1995
9	Grojeon	Domenic	2739381	Grade 2	Mr. White	9/04/1996
10						

The screen grab above shows an extract from a simple text file. In this case the file is a Comma Separated Value (CSV) file (called MC1.csv) and has been opened in its default application – Microsoft Excel. As can be see the data is neatly formatted in rows and columns that makes for easier reading and modification if needed.

The first row is an optional title line that is useful to clarify the nature of the data in the columns below. When importing this text file, we have the option to ignore the first line.

We shall use the above text file as a sample in the discussion to follow.

Data in other formats and from other applications

It is worth emphasizing that data can only be imported from text files in one of the formats listed above.

Occasionally the user may receive data in some other format such as Microsoft Word (.doc), Microsoft Excel (.xls), in a database format such as Microsoft Access (.mdb) or from any number of third party applications. In these cases the data must be either converted, saved or exported into one of the supported formats.

The Text File

Importing the text file

Before a text file can be imported, the software needs to know various attributes of the text file such as its format and how the fields in the text file relate to the fields we have defined in the software. The latter is achieved via a process called "Mapping" which ensures the correct data is imported into the correct field.

The above is all achieved via the "Setup subject details to import" window – often simply referred to as the Setup Import window.

To begin the import and access the Setup Import window:

- 1. Open an existing job or start a new job
- 2. Go to Details Mode if not already there
- 3. If needed define a set of fields
- 4. Go to Subjects>Import text file. You may also use the Ctrl-I keyboard shortcut or the icon on the toolbar.
- 5. A window appears allowing you to browse to the text file. Highlight the desired text file but do not open it yet
- 6. Click the setup button to bring up the Setup Import window.
- Specify the text file type. In the Setup window specify the type of text file to be imported. In the example above the file is delimited by a comma (a CSV file). The Ignore first line option should also be checked to prevent importing of the title row
- 8. **Map the fields**. The Field Map shows the fields defined for this job together with two special fields Folder and Label. Map the fields in the job against the fields in the text file. In our example the Lastname is field 1, Firstname field 2 and so on.
- 9. **Specify a field to be used to create folders**. Map the field that will be used to create folders. In our example we could use the Teacher field which is field 5, placing the number 5 in the Folder entry in the Field Map
- 10. **Identify the unique field**. If a unique field is present it should be identified in the setup by selecting it in the drop down at the upper right of the setup window.
- 11. Select how to handle any subjects that may already have data.
- 12. Click OK to return to the browse window
- 13. Ensure the correct text file is selected then click OK to begin the import

	Setup subject details text file impo	ort		
pecify the text le type ——	Type ○ Fixed ○ Delimited ○ by TAB ● by: ✓ Ignore first line Field man		Imported/existing subject defails Find the same subject if it already exists using this field: Unique field: When importing details for subjects that already have details set:	Specify how t handle any
	Position	Field#	C Leave existing details	existing data
	Folder	5	C Replace all existing details	
	Lastname	1	Only replace existing fields if blank	
lap the fields	Firstname	2	O Update existing fields	
	ID	3		
	Grade	4	Match with images as well	
	Teacher	5	Match according to the order in the file	
	Label		 Match according to the [image-id] field image id is the image; 	
			C number C tea C sequence-code	
			C filename (import images)	
			Set El sus El sisse El balanced	
			Set pose primary packground	
			cropping corrections mask	
			🗖 chromakey 🗖 retouch	

The Text File Import Setup Window

At first glance the Setup window may appear somewhat daunting with its many options but this reflects the many functions that can be achieved when importing a text file. Many of the functions are optional with, for example, the entire lower right section only relevant when matching images to data as the text file is imported. This will be covered later. The screen grab above shows the parameters for importing the sample text file MC1.csv as discussed earlier. Three essential options have been set, namely:

- Specifying the type of text file and whether to ignore the first line or not
- Mapping the fields in the software, which are listed in the Field Map pane, against the Field number of the corresponding data in the text file. Included in this mapping is specifying which field to use to create folders.
- Identifying which, if any, of the fields is the unique field
- Select how to handle any data that may already be there. This will be discussed in greater detail shortly

Checking the import

Once the text file has been imported it is worth spending a few moments checking Details Mode to ensure the data has been imported as expected.

Essentially, the Subject Fields area should now be populated with data while the Folders pane should display the folders as specified in the Field Map.

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All		Sub	ijects							
— 🚞 Mr.W	hite		Folder	Image	Lastname	Firstname	ID	Grade	Label	Orde
Miss :	5mith	1	Miss Smith		Galion	Lucia	255874	Grade 1		
Mrs.Black		2	Miss Smith		Goode	Jonathon	2465325	Grade 1		
1.13.	501165	3	Mr.White		Agricole	Josephine	2343434	Grade 2		
		4	Mr.White		Grojeon	Domenic	2739381	Grade2		
Field	Value	5	Mrs. Jones		Frances	William	2454545	Grade 1		
SchoolName		6	Mrs. Jones		Voekler	Simone	228437	Grade 1		
Year		7	Mrs.Black		Billancourt	Emily	2223242	Grade 2		
		8	Mrs.Black		Gabor	Eva	2456327	Grade 2		
			{		100					

A quick glance at the Details Mode window will quickly confirm whether data has been successfully imported. The above screen grab shows the results of importing the sample MC1.csv file. Errors involved in importing a text file are usually immediately obvious and most involve an incorrect mapping of the fields. Some common errors and their causes are listed below.

- **Data did not import at all**. The wrong type of file was specified in the import setup. For example the type was specified as a tab delimited file when it was in fact a comma delimited text file.
- **Data is in the wrong fields**. The field mapping was incorrect. Check the fields are mapped against the correct field numbers of the corresponding fields in the text file.
- **Data did not import for some fields only**. Again check the mapping to ensure the field was mapped correctly. Also check that the field type corresponds to the type of data being imported. For example the Field type may have been defined as Date but the data being imported is simple text.
- **Folders not created or the folders are wrong.** Again the field mapping was incorrect, Specifically, check what field from the text file was mapped against the Folder field in the Field Map
- **Some subjects appear multiple times**. For whatever reason, the text file had multiple entries for the same subject. This in itself would not have been a problem had a unique field been present AND the unique field was specified in the Import Setup. In this case the subject would only have been imported once.

Working with folders

Folders are an important feature of Timestone Software.

As we shall see by organizing subjects into folders the software can automate several aspects of production. For example, class composites can be produced automatically for an entire school by making use of the folder structure whereas a team photo can be linked or matched to a folder thereby making the production of memory mates easier. Packages, ID cards, trader cards and more can be sorted by folder before printing to allow for easier packaging. These are just a few examples that take advantage of folders.

The "Home" folder

The folder in which a subject belongs is referred to as their Home folder. As we shall see this is an important concept because subjects can be copied to other folders but can only belong to one Home folder.

The "All" folder

Although not strictly a folder, selecting All in the folder tree displays all the subjects in the main window pane of Details Mode. Furthermore any File Fields will be displayed in the lower left window pane.

Note: It is possible for a subject to belong to the All folder only without also being part of one of the user-defined folders. The reverse is not true. A subject inside a folder will always be in the All folder as well.

Creating new folders

Importing a text file is not the only way to create folders - folders and sub-folders can also be created manually. For example the user may wish to create a folder called Staff and move all the staff members from their Home folders to a common "Staff" folder. This may require manually creating a Staff folder first.

To create a folder:

- In the folder tree, select the parent folder for the new folder. This is usually the All folder unless you want the new folder to be a sub-folder of an already existing folder
- 2. From the menu select Folders>New or use the Ctrl-F keyboard shortcut
- 3. A new folder is created. Name the folder as desired

Folders

Moving, copying and associating subjects from one folder to another

Subjects do not need to remain in the folder that they were originally placed and can be moved or copied from one folder to another, or merely linked (associated) to another folder.

Moving a subject to another folder

A subject may need to be moved from one folder to another if, for example, they were placed in the wrong folder initially or have since moved from one folder grouping (class, teacher, team etc) to another.

To move a subject to another folder:

- 1. Select the subject in their original home folder
- 2. Drag and drop the subject into the new folder

The actions above remove the subject from the original folder but do not automatically make the destination folder the new home folder. An examination of the destination folder will reveal the subject does not have an entry in the *Folder* column and instead has a "+" symbol indicating the subject originated from another folder.

To complete the process and make the destination folder the new home folder:

- 3. Select the subject in the new folder
- 4. From the main menu select Subjects>Set home folder or use the Ctrl+H keyboard shortcut

Copying a subject to another folder

There may be occasions when a subject needs to belong to two (or more) folders. Staff in a school photography setting provides a good example. The user may wish to create a Staff folder and *copy* teachers from their original home folder to the Staff folder. This will allow, for example, a composite group photograph to be created for just the staff members while leaving the teachers in their original home folder so they may also appear in a class composite with their students.

To copy a subject to another folder:

- 1. Select the subject in their original home folder
- *2.* While holding down the Control key, drag and drop the subject into the destination folder.

The subject remains in the original home folder while an examination of the destination folder reveals the subject now also belongs to the new folder. However the *Folder* column in the destination folder will display a "+" symbol together with the name of the original folder – the home folder.

Associating a subject with another folder

An association links a subject to another folder without moving or copying the subject to that folder.

Associations are normally used to link staff members from their home folder to another folder. However unlike the copy action described above an association does not make the subject part of the destination folder. So in production for example, when the folder is selected as a whole and products ordered, the associated subject will not be part of that selection. However any products that require the associated subject's image or data can make use of the association through the use of Labels.

To associate a subject with another folder:

- 1. Select the subject in the original home folder
- 2. While holding down the Shift and Control keys drag and drop the subject into the destination folder

The subject remains in the original home folder while an examination of the destination folder will show the subject with a chain or link symbol in the *Folder* column.

🗅 🗃 🖬 🗙 🗋	b 1	D P P				
All	Sub	ijects				
- 💾 Miss Smith		Folder	Image	Lastname	Firstname	
Mr.White	1	 Miss Smith 		Angliss	Jonathon	Home Folder
Mrs. Jones	2	÷		Frances	William -	Move
- MISIBICK	3	✤ Mrs.Black		Gabor	Eva	Сору
	4	∞ Mrs. Jones		Voekler	Simone	Associate
I	-					

The Subjects area of Details Mode with the Miss Smith folder selected. Three subjects have been moved, copied and associated from other folders. The *Folder* column reveals the Home folder of each subject while the symbol reveals the origins of this subject with respect to the current folder.

- **Home Folder**. Jonathon Angliss is in his Home folder. The *Folder* column displays Miss Smith (the currently selected folder) together with a diamond symbol.
- **Move**. William Frances has been moved to this folder. The + symbol indicates the subject has come from elsewhere but otherwise the column is empty indicating the subject does not have a Home folder. Use Ctrl+H to set this folder as the Home folder
- Copy. Eva Gabor has been copied from the Mrs Black folder. Mrs Black is still the subject's Home folder
- Associate. Simone Voekler has been linked or associated from the Mrs. Jones folder as indicated by the chain-link symbol. Mrs Jones remains the Home folder

Folders

Editing Data

Editing Subject Data

Subject data can be edited (added, modified or deleted) at any time and as with entering data initially, edits can be performed manually or by importing a text file.

Subject data can only be edited in Details Mode.

Adding a new subject

To add a new subject:

- 1. Select the folder into which the new subject is to be added or select the All folder if the subject will not belong to a folder
- 2. Enter data for the subject for each field

If the subject has been added to a folder that folder will automatically become the subject's Home folder and the *Folder* column will update to reflect this. However if the subject has been added to the All folder only, the subject will not have a Home folder and the *Folder* column will be empty.

A new subject can be moved, copied or associated to another folder as described in the previous section.

Deleting a subject

To delete a subject or subjects from a folder only:

- 1. Select the folder containing the subjects
- 2. Select the subject or subjects to be deleted
- 3. Press the delete key or select Edit>Delete from the main menu

The steps above will remove the subjects from their folder but not from the All folder. An inspection of the All folder will show the subjects are still there but with no entry in the *Folder* column.

To delete a subject entirely:

- 1. Select All in the folder tree
- 2. Select the subject or subjects to be deleted
- 3. Press the delete key or select Edit>Delete from the main menu

Deleting a subject from the All folder will also remove them from any folders.

Note: If the subject already has images matched to it, the user has the option to delete the subject data together with the images. In this case select Edit>Delete along with images(s) in the menu or press Alt+Del

Editing Data

Changing subject data

To edit subject data:

- 1. Double-click the value for the subject to be edited
- 2. Edit the data as needed

If the subject is in more than one folder (as a result of a copy or associate action) the subject value will be updated in all folders.

Duplicating a subject

A subject can be completely duplicated whereby a new subject is created with identical data to the original.

Importantly the duplicate subject will have the same unique field value as the original but will be considered a separate subject. This has important implications in production and care must be taken with respect to production steps such as ordering and exports to prevent unwanted "doubling up".

To duplicate a subject:

- 1. Select the subject or subjects to be duplicated
- 2. Press Ctrl+D or select Edit>Duplicate ... from the menu

The duplicate subject is created in the same folder as the original.

Note: If the subject already has images matched to it, the user has the option for the duplicate subject to also be matched to the same image or images. Select Edit>Duplicate along with images(s) ... from the menu or press Shift+Ctrl+D

Changing the case of subject data

It is possible to have the software automatically change the case of any subject text field without the need to manually edit the data or re-import a text file.

This feature can be very useful if for example, the names of subjects have been imported in upper case such as JOHN SMITH but the user requires the names to be in "name" case – John Smith.

Data can be changed to:

- All uppercase
- All lowercase
- Name case where only the first letter is in uppercase

To change the case of data in a subject field:

- 1. In Details Mode select Edit>Change field case ...
- 2. The Change field case window appears.

- 3. Select the desired field. Only text fields can have their case changed
- 4. Select whether to change the data to uppercase, lowercase or name case
- 5. Click OK to change the case as desired
- 6. Repeat the process for other fields as needed

Changing to name case for "special" names

The most common use of changing the case of subject data is to change the case of subject's names. With this in mind it is important to understand how certain names are handled when changing from uppercase or lowercase to name case

- Mc as in McDonald or McKenzie. When the software encounters Mc as the first two letters it will always capitalize the third letter
- **Mac as in Mackie or Macie**. Names beginning with Mac cannot be treated as those beginning with Mc since there are two many names where the fourth letter should not be capitalized.
- Hyphenated names and names with apostrophes as in Smith-Kline and O'Reilly. The software will always capitalize the first letter after a non alphabet character
- Names with spaces as in Van Der Haar and Van Essen. The first letter after a space will always be capitalized

he Change field case feature is a very useful method	Change field case 🛛 🖄
or changing subject data from one case to another.	- Change case in this field
Ithough mainly user for subject names it can be used	
or any text type subject field.	Lastname text
alast the field form the draw down list they extend the	
ase to change the data to	То
	 all lowercase
	name (only first letter uppercase)
	OK Cancel

Editing subject data by importing a text file

As we saw when importing a text file earlier, the user has several options when importing a text file into a job that already contains subject data.

This situation may arise for several reasons but is normally only used when several edits or additions need to be performed and the task is too great for the manual methods discussed above.

The text file is imported in the same manner as described earlier however attention now needs to be given to the section "When importing details for subjects that already have details set" in the Text Import Setup window.

It is important to understand these options only apply to subjects that are already in the job. Any new subjects in the text file will be imported as normal.

Four options are available.

- Leave existing details. The incoming data will be ignored.
- **Replace all existing details.** The incoming data will replace all existing data even if the incoming data is blank for any fields
- **Only replace existing fields if blank**. Existing subject data will be replaced only if the existing field is blank
- **Update existing fields.** Existing data will be replaced with incoming data only if the incoming data is not blank

Note: In order to ensure the data is updated correctly it is critical to make sure the unique field in the incoming text file matches the unique field for the data already in the job.

Editing Data

Populate Field

Populating a field with unique data

Timestone Software provides a very useful feature called Populate Field to automatically enter unique data into a subject field.

The feature is most often used to assign a unique value to subjects that do not inherently have a unique field, as is often the case in elementary school or youth sports jobs for example. Even in jobs where subjects do have a unique ID, Populate Field can be used to assign each subject a unique password to be used in situations such as online ordering or wherever there is a need to enter unique data for each subject.

To populate a field go to Details Mode>Edit>Populate field ... to display the Populate Field window and work through the parameters as listed below.

	Populate field 🛛 🛛 🕅
Select the field to be populated	Populate this field text
Options for populating with a sequential number	With Sequential number starting at 0 with leading zeros
Options for populating with a random number, text or both	 Random number/text mixture of letters and numbers letters only numbers only
Enter the length of characters and a prefix if needed	Length of 8 characters
Specify whether to overwrite any existing data	Overwrite all existing values (use this option with care)

- Select which subject field to populate from the drop down list
- Select whether to populate the field with a sequential number or a random number or text.
- 3. If using Sequential number, enter the starting number and whether to insert any leading zeros
- If using random numbers or text, select whether to use numbers only, text only or a combination of both
- 5. Set the number of characters to use the minimum is five
- 6. Enter a prefix if the data is to be prefixed with a fixed value
- Select how to handle data that may already be in the field
- 8. Click OK to populate the field

Exporting Data

Exporting data

All subject data can be exported as a text file that can then be used in other applications as needed. Furthermore it is possible to export additional data about a subject that is not necessarily one of the user-defined fields. Examples of such data include the image filename, pose label, order information and much more.

To export a text file:

- 1. In Details Mode select Subjects>Export text file ... or use the Export Subjects icon on the toolbar
- 2. Click the Setup button to bring up the Text file export window
- 3. Specify the type of text file to be exported. The default is comma delimited
- 4. Click the New button to add a new field to the Field map
- Click the Field value to reveal a drop down list of all subject fields in the job together with several special fields (distinguished by square brackets) available for export. Select the field to be exported
- 6. Click the New button again to repeat the process for the next field. Continue until all the desired fields have been selected
- 7. To remove a field, select it then click the Remove button
- 8. Use the up and down arrows to change the order of the fields if needed
- 9. Select how to handle subjects matched to more than image
- 10. Click OK to return to the Text file to export window
- 11. Browse to the location where the file is to be exported and give it a name
- 12. Click OK to export the text file

Note: The steps above export a text file only. It is also possible to run pre-defined exports for companies such as yearbook publishers and school administrator software. These exports deliver both a text file and images all formatted as required by the company in question. Such exports can be found under File>Export and will be discussed in detail later in this chapter.

Exporting Data

Special fields that can be exported

Field	Description	Example(s)
name	The contents of the firstname and lastname fields	John Smith
folder	The subject's home folder	Mrs. Jones
label	The contents of the label field	teacher
image-number	The image number	21
image-tag	The image file name without the extension	DSC001
image-filename	The image filename complete with extension	DSC001.jpg
image-path-filename	The image filename including the full path to the image	C:\Images\DSC001.jpg
image-correction	Image edit values for intensity, color and saturation	
image-cropping	Image edit values for zoom and left and right pan	
image-pose	The pose label for the image	2, full length
image-mask-on	Whether image masks is set to on or off	0 for off, 1 for on
image-mask	The mask applied to the image	vignette.jpg
image-background-on	Whether image backgrounds is set to on or off	0 for off, 1 for on
image-background	The background set for the image	blue.jpg
image-chromakey	The chromakey profile for the image	
order-code	The code for any products ordered	/PGV3 for a product whose code is GV3
order-description	The literal description given to the layout	Portrait Pack GV3
order-cost	The cost defined for a package	\$11.25
order-paid	Whether or not the order is paid	0 for no, 1 for yes
order-comment	The value of the comment field	Credit card declined
retouch-flag	Whether retouching has been ordered for the subject	0 for no, 1 for yes

Below is a list of "special" fields that can be exported into a text file.

queue-packs

Exporting Data

As we shall see later in the discussion on ordering and printing, it is also possible to export a text file in NeoPack/Professional and PackBuilder's Form Packs Mode. This text file is a statistical report based on items printed and while it is not relevant here is mentioned now for the purposes of completeness.

	Setup subject details text file export 🛛 🛛 🔀	Use the text file export window to specify				
Specify the type of	Туре	which fields to export.				
text file to export	C Fixed	Any subject fields can be exported together				
	🖲 Delimited 🔿 by TAB 🕞 by: 💭	with extra data for each subject as designated by the "special" fields enclosed in				
	Field map	square brackets.				
Subject fields to be	Field	For jobs where subjects may be matched to				
exported	1 Lastname	more than one image (multi-pose shoots for example) the user can elect to export a				
	2 Firstname	separate line for each image.				
	3 ID	Text files exported in this way are most often				
Special fields to be	4 [folder]	used as a means of obtaining data out of a				
	5 [image-filename]	Timestone Software job and into third party				
	6 [order-code]	invoicing software.				
	7 [order-description]	T = 1 (1) = 1 = 1 = 1 = 1 = 1 = 1 = 1 = 1 = 1 =				
	8 [[retouch-rlag]	the many pre-set exports available for				
Handling subjects	New Remove	yearbook manufacturers and school				
matched to multiple	For subjects matched to more than one image	administrator programs that export both images and a text file to the specifications required by the company. Such exports can be accessed via File>Export and will be discussed later				
images	Export a line for the main image only					
	C Export a line for each image (main will be last)					
	OK Cancel					

Image handling via data

One of the most powerful aspects of Timestone Software is the amount of "work" that can be done with images by importing a text file.

A text file can be used to import images together with subject data and match the two automatically in one step. Or, if the images are already in the job the text file can populate the subject fields and match the data to the images. Data can also be used to crop and edit images, assign pose numbers to images or place a new background behind an image for Green Screen jobs.

Importing data and matching to images

Earlier in this document we discussed importing a text file to populate subject fields. The import process was setup via the Text File Import window. We now return to this important process to not only import data but also match the data to images already in the job.

Note: For more information regarding importing images into the software refer to blah,blah,blah,blah,blah,blah

The text file

The text file required for matching data to images must somehow relate to the images in the job. Essentially this can be achieved in two ways.

- The data in the text file is in the same order as the images in the job
- The data in the text file has a field that references the images

We shall look at each of these scenarios in turn.

Images and data in the same order

One way for the data to be matched to the images is for the data in the text file to be in the same sequential order as the images already in the job.

Each line in the text file belongs to one image in the job with the first line belonging to the first image, the second line belonging to the second image and so on. This sequential relationship between data and images is all that is needed - there is no need for a field in the data to reference the images.

To import the text file we return to the Text File Import Setup window as described earlier. Fields are mapped as before with the following additional steps

- 1. Check the **Match with images as well option**. This will enable further selections.
- 2. Select Match according to the order in the file
- 3. Click OK to begin the import

The text file references the images

An alternative to having the data in the same order as the images is for each line in the text file to have a field which references the corresponding image. This reference could be either:

- The image number (as it appears in Images Mode)
- The image filename (the most commonly used option)
- The image tag (the image filename without the extension)

	A	В	C	D	E
1	LASTNAME	FIRSTNAME	ID	GRADE	IMAGE
2	Agricole	Josephine	2343434	Grade 1	00014907.jpg
3	Agricole	Josephine	2343434	Grade 1	00014908.jpg
4	Agricole	Josephine	2343434	Grade 1	00014909.jpg
5	Frances	William	2454545	Grade 1	00014896.jpg
6	Frances	William	2454545	Grade 1	00014897.jpg
7	Frances	William	2454545	Grade 1	00014898.jpg
8	Gabor	Eva	2456327	Grade 1	00014903.jpg
9	Gabor	Eva	2456327	Grade 1	00014904.jpg
10	Gabor	Eva	2456327	Grade 1	00014905.jpg

A text file showing the additional field with the image filename.

In this example each subject has three images. The subject data will only be imported once but will have three images matched to it.

When importing this text file, fields are mapped as before with the following additional steps. Step two assumes the reference in the text file is either the image filename or the image tag (filename without extension)

- 1. Check the **Match with images as well** option.
- 2. Select Match according to the (image-id) field then tag.
- Step two will present an additional field in the Field Map Image-id (number/tag/filename). Map this field to the field in the text file with the image filename – field 5 in the sample text file above.
- 4. Click OK to begin the import

Importing Images

Sequence-code

As we have seen, when selecting **Match with images as well** then **Match according to the (images-id) field** the user has three options to select the image-id.

- Number when the image-id is the image number
- Tag when the image-id is the image filename with or without extension
- Sequence-code

Sequence-code is a special situation and now seldom used. It was developed when films were scanned and each image given a unique code corresponding to a roll and frame number. Third party software was then used to generate a text file that ordered product for each code. The text file was in the same sequence as the images (hence the term "Sequence-code") however there could be multiple entries for the same image (code) since each line would order a different product for the image.

Consider the text file extract in the screen grab below. The first subject, Madeline Rosen, has three entries all referencing the same image or code. The second subject, Simon Voekler has four lines with the first two referencing one image and the next two referencing another.

To import this text file and match to the images already in the job it is necessary to select the **Sequence-code** option. Once again an additional field is presented in the Field Map and is mapped to the Code field in the text file (Field 5 in the sample below).

With this option the software matches the first subject to the first image then checks the image-id field for a change in code:

- If the value doesn't change then there is no need to import (and match) the data again and continues to the next line in the text file.
- If the code does change but the unique field doesn't then the subject is the same and there is no need to import data again. The subject will be matched to the next image.
- If both the code and unique ID change then a new subject is imported and matched to the next image

	A	В	C	D	E	F
1	LASTNAME	FIRSTNAME	ID	GRADE	CODE	ORDER
2	Rosen	Madeline	2843308	Grade 1	01-01	A
3	Rosen	Madeline	2843308	Grade 1	01-01	В
4	Rosen	Madeline	2843308	Grade 1	01-01	С
5	Voekler	Simone	2284537	Grade 1	01-02	A
6	Voekler	Simone	2284537	Grade 1	01-02	В
7	Voekler	Simone	2284537	Grade 1	01-03	A
8	Voekler	Simone	2284537	Grade 1	01-03	В

An example of where the sequence-code option is used.

This user's text file has multiple lines for the same image to accommodate different orders for the same image.

Sequence code

Importing images via a text file

The previous two scenarios imported data after images were already in the job. The data was automatically matched to the images as the text file was imported. It is also possible for the text file to not only import data but import the images at the same time, matching them to the data in the one step.

The text file

The text file when importing images differs from that used for importing only data in that it requires a field that references the image to be imported.

This additional field can contain either:

- **The full image path and filename.** The location of the text file and the images is not relevant.
- **Just the image filename**. Either the text file or the images need to be in a certain location.

Furthermore if the subject is to be matched with more than one image (as occurs in multi-pose shoots for example) each image will require its own row in the text file.

Location of the text file

If images are to be imported via the data then it stands to reason the software will need to know where to find the images.

If the text file has the full image path together with the filename then the software will know how to locate the images. The user just needs to make certain he or she has access to the location in question particularly when the images are on a network server.

Tip: When including the full image path and filename it is recommended to use the UNC (Universal Naming Convention) format especially when images are stored on a remote server on the network.

On the other hand if the text file contains only the image filename then either the text file must be in a specific location or the software must be told where to find the images.

Three options are available:

- The text file must be in the same folder as the images being imported
- The images must be in the same folder as the currently open job
- The images must be in a folder called *jobname*#images where *jobname* is the name of the currently open job and the *jobname*#images folder is in the same directory as the currently open job

Importing the text file

To import the text file we return to the Text File Import Setup window as described earlier. Fields are mapped as before with the following additional steps

- 1. Check the **Match with images as well option**. This will enable further selections
- 2. Select **Match according to the (image-id) field** then **filename** (import images)
- Step two will present an additional field in the Field Map Image-id (number/tag/filename). Map this field to the field in the text file with the image filename
- 4. Click OK to begin the import

Note: The import process will be slower when compared to importing just data since images are also being imported (and matched).

	Setup subject details text file im	port		
	Type ○ Fixed ○ Delimited ○ by TAB ○ by: , ✓ Ignore first line Field map		Imported/existing subject details Find the same subject if it already exists using this field: Unique field: ID When importing details for subjects that already have details set:	
Map the	Position	Field#	C Leave existing details	
Image-id field	Folder	4	C O Les la existing details	
	Image-id (number/tag/filename)	5	 Unity replace existing rields in blank 	
	Lastname	1	 Update existing fields 	
	Firstname	2	Match with images as well	
	ID	3	Match according to the order in the file	Check the Match
	Grade	4	Match according to the order in the file	with Images as
	Label		image-id is the image:	well option
			C number C tag C sequence-code	
			filename (import images)	Select to match
				and import
			Set pose primary background	inages
			Cropping Corrections mask	
			🗌 chromakey 🔲 retouch	
	 Import order (a blank field will delete o Import order in queue format 	rder)	OK Cancel	

Importing data and matching to images or importing the data and images in one step requires some additional options to be selected in the Text File Import Setup window compared to only importing data as described earlier. Note the extra field to map – the Image-id field – which is present in the Field Map when the Match with images as well option is checked. In this example the images will be imported with the data since the filename (import images) option is checked

Importing Images

Edit images via data

Checking the import

In addition to checking data has been successfully imported, it is worthwhile to check the data has been correctly matched to the images have also been imported and matched correctly. There are several ways to do this:

- The *Images* field in Details Mode will now display the filename of the main image for each subject
- Images should be present in Images Mode with data beneath each image
- Images should be present in Match Mode with data beneath each image

Even if the images were not imported with the data and the text file was used to just to import and match the images, the above checks are still useful.

Importing and editing images via a text file

A look at the Text File Import Setup window above will show that many image attributes can be set when importing and matching images with a text file.

Each attribute requires an additional field in the text file. The one text file can set as many of these attributes as needed although the samples below will look at each one independently.

Checking the attribute in the setup will present an additional field to map in the Field Map which is mapped to field number in the text file in the usual way.

Note: The discussion that follows will focus merely on setting the image attribute via data. The attribute itself together with its broader use will be discussed in detail in the section on Images

Set pose

For multi-pose shoots this option assigns a pose label to the images. The label can be any alphanumeric character or characters. Often the label is simply progressive numbers (1,2, etc) but can also be more descriptive such as "Formal" or "Fun".

The text file extract below will assign the pose labels 1,2 and 3 to respective images.

23432, Joanna, Liederman, 8A, 100. jpg, 1

23432, Joanna, Liederman, 8A, 101. jpg, 2

23432, Joanna, Liederman, 8A, 102. jpg, 3

Checking the **Set Pose** option in the setup will present a field called **Image-pose** in the Field Map. In the sample text file above this would be mapped to field 6.

Set primary

In multi-pose shoots (or whenever a subject has been matched to more than one image) the user has the option of selecting which image is the main or primary image that will be used for production.

When importing images via data, to explicitly mark an image as the primary image simply add a field with any keyboard character. The text file extract below assigns image 124.jpg as the primary image for Joanna Liederman.

23432, Joanna, Liederman, 8A, 123. jpg,,

23432, Joanna, Liederman, 8A, 124. jpg, P,

23432, Joanna, Liederman, 8A, 125. jpg,,

Checking the **Set Primary** option in the setup will present a field called **Imageprimary** in the Field Map. In the sample text file above this would be mapped to field 6.

Set background

When using the Timestone Software Chroma Key (Green Screen) module there are many methods to set a new background including by importing a text file.

To set a new background an additional field is required in the text file with the name of the background. The text file extract below will set backgrounds marble.jpg, red.jpg and flags.jpg to the respective images

John, Smith, 2222, 100. jpg, marble. jpg

Alan, Martin, 3333, 101. jpg, red. jpg

Steve,Bratt,4444,103.jpg,flags.jpg

Checking the **Set background** option in the setup will present a field call **Imagebackground** in the Field Map. In the sample text file above this would be mapped to field 5.

Set mask

In a similar manner to setting a new background for use with the Timestone Software Chroma Key Module, it is possible to set a mask for an image via data. This is one method of achieving effects such as vignetting.

The text file will require a field with the name of the file to be used as the mask. The sample below will apply a mask called vignette.jpg to one of Alan Martin's images but not the other.

Alan, Martin, 3333, 101. jpg, vignette. jpg

Alan, Martin, 3333, 102.jpg

Checking the **Set mask** option in the setup will present a field call **Image-mask** in the Field Map. In the sample text file above this would be mapped to field 5.

Edit images via data

Edit images via data

Set cropping

It is possible to crop images as they are imported via the text file. For this to occur the parameters that must be specified are:

- left and right movement (X or horizontal pan)
- up and down movement (Y or vertical pan)
- scale (zoom factor as a percentage)

This can be represented generically as $\pm X/\pm Y/S$ cale and a sample text file may contain the values:

John, Smith, 2222, 100. jpg, +3/-2/105,

The values above would crop image 100.jpg for John Smith by moving the image 3 units to the right, 2 units down and would zoom the image to 105% of its original size.

Checking the **Set cropping** option in the setup will present a field call **Imagecropping** in the Field Map. In the sample text file above this would be mapped to field 5.

Set correction

In a similar fashion to cropping images it is also possible to color correct images via data. The parameters that can be edited are:

- Intensity (or brightness)
- Contrast
- Red
- Green
- Blue
- Saturation

This can be represented generically as I/C/R/G/B/U and a sample text file may contain the values:

John, Smith, 2222, 100.jpg, +5/-2/-5/0/0/+10,

The values above would increase brightness by 5 units, reduce contrast by 2 units, reduce red by 5 units, leave green and blue unchanged and add 10 units of saturation.

Checking the **Set corrections** option in the setup will present a field call **Image-corrections** in the Field Map. In the sample text file above this would be mapped to field 5.

Set retouch

It is possible to mark or flag a subject's images as requiring retouching when importing a text file. To do so a field is required with a + (plus) character.

The text file sample below will mark Alan Martin's images as requiring retouching

John, Smith, 2222, 100. jpg,

Alan, Martin, 3333, 101. jpg,+

Alan, Martin, 3333, 102.jpg

Steve, Bratt, 4444, 103. jpg,

Checking the **Set retouch** option in the setup will present a field call **Imageretouch** in the Field Map. In the sample text file above this would be mapped to field 5

Note: When flagging a subject for retouching you are not flagging a particular image as requiring retouching. When the subject is matched to more than image it is up to the user to select which image or images are to be retouched. With this in mind the + symbol in the sample above could have been against either of Alan Martin's images.

Set chromakey

Earlier in this chapter we saw that it was possible to export data from a job with one of the special fields available for export being the chroma key profile generated when an image is keyed in the Timestone Software Chroma Key Module.

This profile can also be imported via a text file and applied to the images automatically. This is useful if, for example, images that have been keyed in an earlier job are to be re-imported into a new job. Importing the chroma key profile will mean the images do not have to be rekeyed in the Chroma Key Module.

A typical chroma key profile is a very long text string (too long to be reproduced here) and is prefixed by %pmt.

Checking the **Set chromakey** option in the setup will present a field call **Imagechromakey** in the Field Map. Map this field to the field in the text file with the chroma key profile.

Edit images via data

Displaying data within the software – As Tags

As we have seen in the preceding pages, subject data is entered in Details Mode – either manually or by importing a text file.

However there are many other areas of the software that display this data back to the user. These include:

- Beneath the images in Images Mode
- Beneath the images in Match Mode
- In the subject list in Poses Mode and Form Packs Mode
- In the **Subjects to Include** window whenever forming composites, item sheets or performing exports
- Beneath the preview of pages in the print queue

Adam Mitchell 8A Image:015.jpg Copywrite 2008	-
Adelaide Palmer 8F Image:189.jpg Copywrite 2008	C
Alex Baldwin 8F Image:258.jpg Copywrite 2008	
Alex Mathews 8D Image:122.jpg Copywrite 2008	
Alexander Mac 8E Image:157.jpg Copywrite 2008	
Alexandra Di Paolo 8E Image:144.jpg Copywrite 2008	
Allen Semmens 8E Image:125.jpg Copywrite 2008	
Allison Bennett 8C Image:075.jpg Copywrite 2008	
Allison Caldwell 8A Image: Copywrite 2008	
Allison Thomas 8A Image:009.jpg Copywrite 2008	

The subject listing in Form Packs Mode of NeoPack/Professional (shown at left) is one of the areas where data is displayed to the user.

By default the software will show all data for all subject fields but it is possible to select which fields to display and also include fixed text (as in the Copywrite 2008 at left) and "special" fields such as the image filename.

To a large degree the user can customize how this data is displayed by selecting which fields to display and whether to include fixed text or "special" fields. This is achieved with the As Tags function.

- 1. Go To Details Mode>Edit Fields
- 2. Click the **As Tags** button in the lower right corner

The **Details Tag Text** window appears and contains two input areas. The first, **Uniquely identifying text for item**, is used to control what data to display in almost all areas of the software with the exception of the data beneath the images in Match Mode. This is controlled separately by the second input area, **Identifying text when displayed in match table.** At installation both these input windows are blank. If left blank the software will display all fields which may be undesirable. To customize what data is to appear:

- 3. Enter any field name by using the Insert field button to browse to a list of subject fields
- 4. Alternatively enter the fieldname directly into the window. The fieldname must be preceded by an @ symbol

Apart from subject fields it is also possible to enter "fixed" or static data. Any data entered without the @ symbol will be reproduced exactly as entered. Furthermore many system fields can be entered such as @folder to reproduce the name of the subject's Home folder or @imagefilename to display the filename of the subject's primary image. A full list of special fields can be found elsewhere.

Note: Setting the tags as mentioned above is a job specific action — the tags will be saved with the current job but will not be present for new jobs. To be precise, the tags are saved with the current set of field definitions and therefore any of the methods described earlier for defining default fields (program defaults, workspaces, master jobs) also applies to the tags.

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The Details Text Window (also known as the As Tags Window).	Details Tag Text
The first input window controls how data is displayed in most areas of the software. The second input window controls what data to display in Match Mode	Uniquely identifying text for item C Use default Specific @name @folder Image:@imagefilename Copywrit
Use the Insert field button to insert any subject field or simply enter the fieldname directly preceded by an @ symbol. Static or fixed text can also be entered along with a range of special "@codes" or system fields.	Identifying text when displayed in match table C Use default Specific @name @folder @ID Insert field: Cancel

More As Tags implications – Backprinting and bitmap file naming

As we saw above the As tags function (specifically the "item" window) is used to control the display of data in Form Packs Mode – both in the Subject list as well as part of the information displayed beneath each page in the print queue.

The latter is also used by printers capable of backprinting data from third party software. In this case the user can control backprinting by simply editing the **Uniquely identifying text for item** section of the As tags window.

Note: Most digital printers have a limit to the number of characters that can be backprinted. Exceeding this limit may result in the data being truncated or even a printer error. To avoid this situation use the As Tags function to control the amount of data passed for backprinting. Remember that if the As tags windows are left blank, all subject fields will be used.

Printing to file

When printing from the software the option exists to print not just to digital printers but also to bitmap files – jpegs, tiffs etc. Furthermore the option also exists to name the files with data from the software. In this case the files will be named as per the subject listing in Form Packs Mode – in other words as per the **Uniquely identifying text for item** section of the As tags window.



A page in the print queue waiting to be printed. The information below the preview is controlled, in part, by the As tags function.

The data up to and including the Copywrite information was defined in the Uniquely identifying text for item section of the As tags window, while 8" Long Pack (1) is the name of the product ordered.

This text string will be used for backprinting by supported printers and (optionally) as the filename when the page is printed to file.

Backprinting