

# Portrait One Sales User Guide

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Setting up language and studio ID

## 1. Digital Portrait Studio

In order to provide portrait photographers with the best workflow Phase One has designed the Portrait One Sales Software in close operation with the best selling and most profitable portrait studios. The software helps you streamline your digital workflow and sell more by providing you with best digital selling tools. You are offered a wide range of new business opportunities and advanced technical solutions for your digital portrait studio. It is a good idea to plan your sales strategy and production workflow thoroughly before setting up your Portrait One Sales Software. Relevant questions could be:

Which products and services do I wish to offer?

- Print sizes?
- Paper quality for prints, contact sheets?
- CD-ROMs with digital files?
- Retouching?
- Color, Black/White, Sepia or Custom Colors?

How much do I charge for these services?

- Should I offer discounts on multiple orders?
- Should I charge extra for quick prints?
- Should I charge for retouching?
  
- Right after the photo session or later?
- Using a digital projector or a monitor?
- Proof prints or low resolution digital files?

Which assignments do I outsource and which do I keep in-house?

- Retouching?
- In-house printing, lab printing or a mixture?

How do I organize the image archive?

- Where server, CD-ROM, hard disk?
- For how long do I keep the images?

Which Phase One skin tone/ ICC profiles should I use?

- What are my preferred skin tones?
- Should I use Phase One skin tones ICC profiles or make my own?

There are many issues to consider and the more issues you take into account the easier it is to set up the Portrait One Sales Software. Of course you can always make adjustments at a later date.

**IMPORTANT:** Before reading this user guide it is highly recommended to view all the video tutorials and installation guide available on the installation CD and on the web at [www.phaseone.com](http://www.phaseone.com)> Downloads> Portrait One.

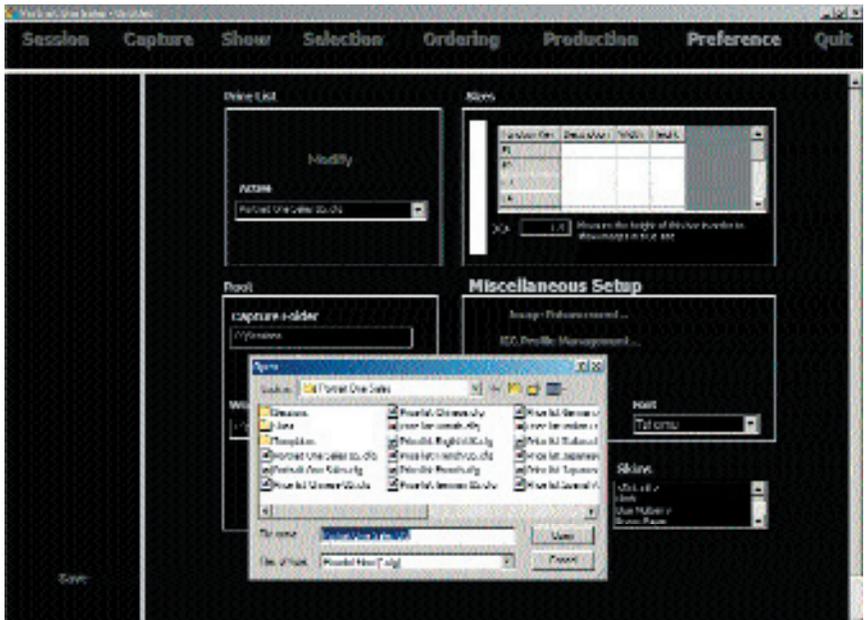
## 2. Price List

NOTE: If your software is the Portrait One Executive software then please refer to the Portrait One Manager User Guide for setting up price lists.

As soon as you have decided on print sizes, printing method, resolution, and pricing then you are ready to configure a price list.

1) Launch the Portrait One Sales Software by double-clicking on the icon on the desktop and click on Preference from the main tool bar.

2) Select units inch or cm for centimeter under measurement. Units are set as default to match the language version of the software the US version is set to inch and all other to cm.



Phase One has made several default price lists that are available. The Portrait One Sales Software shows a drop down list of the default price list. You can choose one of these to use as your price list. You can also open a default price list make changes and rename it to create your own price list.

It is a good idea to create your own personal price list based on the services/products you wish to offer to your customers. To do this you start by opening a default price list.



3) Click Modify and open

the default price list you wish to modify.

The Portrait One Sales includes three fixed item categories: Portrait, Portrait Album and Units. These categories can not be changed.

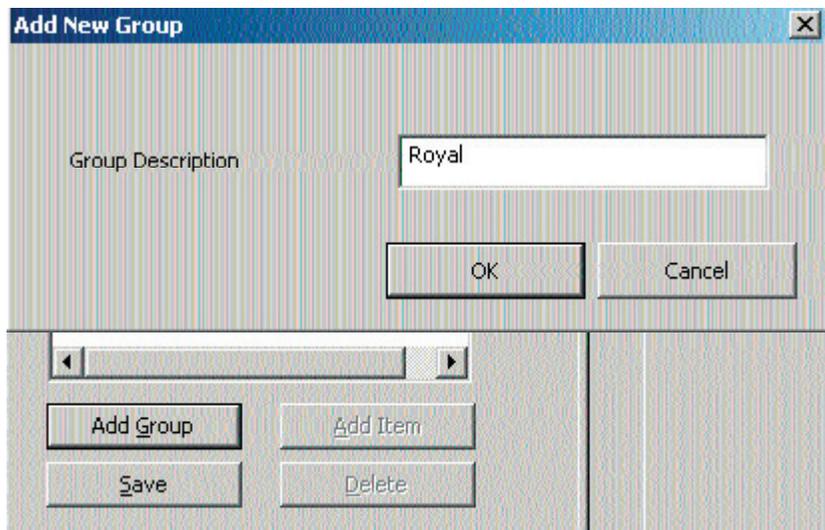
You can delete and add groups and items under each or the following fixed categories: Portrait, Portrait Album and Units.

To create a group under one of the fixed categories you:

1) Highlight one of the fixed categories that you want to add a new group. For example highlight Portrait.

2) Click on Add Group and name the group Royal and click OK.

NOTE: Deleting a group/item is done by highlighting the group/item you wish to delete then press the delete button.

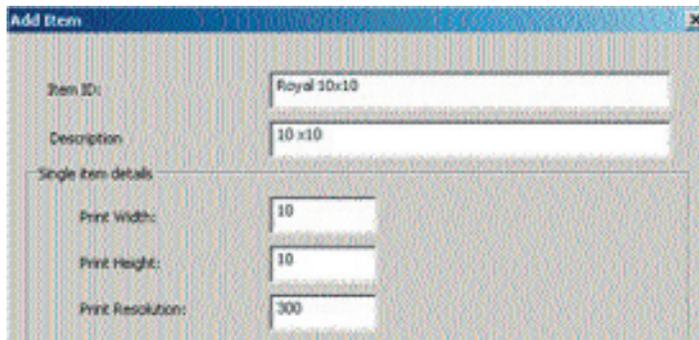


Adding a new group

## Adding a New Item

With in each group that you make you add items. To add Items:

- 1) Highlight the group you would like to make an item in. For example Royal.
- 2) Click on Add Item and enter Item ID, description and print size and resolution that you would like the item to be.

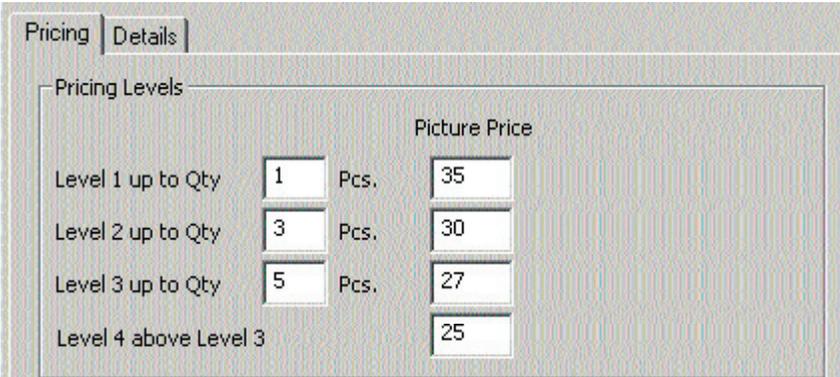


By entering a Print Width, Height, and Resolution you decide what the crop and final print sizes is. In the Sales Software during the Ordering process the image is cropped directly on the screen using these dimensions. If you do not want to crop or you want a non-fixed crop tool. Then you just leave the print width, height and resolution fields empty.

## Item Attributes

If you want to do quick prints to your Windows default printer you must click on the box by Quick print, which place a check mark in the box. This will put your item in the quick print task list after it is developed.

If you want to do composites you must click on the box by composites, which place a check mark in the box. This will allow your item to be part of a composite.



The screenshot shows a software window with two tabs: 'Pricing' and 'Details'. The 'Pricing' tab is active. Below the tabs is a section titled 'Pricing Levels'. This section contains a table with four rows. Each row has a label, a quantity input field, a unit label 'Pcs.', and a price input field. The data is as follows:

			Picture Price
Level 1 up to Qty	1	Pcs.	35
Level 2 up to Qty	3	Pcs.	30
Level 3 up to Qty	5	Pcs.	27
Level 4 above Level 3			25

## Pricing Tab

Pricing is entered under the pricing tab.

1) Level 1 and up you should a amount that you would like to charge. For example 35 dollars per image, three images equals 30 dollars per image and so forth. You must always file in Qty (quantity)and Picture Price.

### Portrait Albums

Under Portrait Album you make packages from the single products you made under Portrait. An example would be a Standard album includes 1 x (20 x 30), 3 x (8 x 10) and 4 x (4 x 5).

To add new Albums this is what you do:

- 1) Add new group: 'Standard' under Portrait Album.
- 2) Add new item: 'STD6\_6x8cm' under 'Standard'.
- 3) Enter a brief description in the description field an example: Standard package including 6 x (6 x 8) images.
- 4) Enter price under the pricing tab.
- 5) Now it is time to compose the package this is done under the detail tab: Choose single items from the Item ID drop-down box. These are the items that you added earlier. You can add as many items to a package as you want. If you wish to include new items to the drop-down box, you must apply them to the Portrait group first. Once you make the item in the portrait group they will automatically appear in the drop-down list.
- 6) Enter quantity (QTY) and press Apply.
- 7) Delete items by highlighting the item ID and press the Delete button.

Price list overview

Portrait One Sales  
 Portrait  
 Portrait Album  
 Standard  
 10x8  
 10x12 10x8  
 STD8x6  
 10x12 8x6  
 Close  
 Units  
 Miscellaneous

General Info for Package Item

Item ID:

Description:

Pricing Details

Price Level:

Level	Level	Price	Price
Level 1 up to Qty	<input type="text" value="1"/>	PL	<input type="text" value="990"/>
Level 2 up to Qty	<input type="text"/>	PL	<input type="text"/>
Level 3 up to Qty	<input type="text"/>	PL	<input type="text"/>
Level 4 above Level 3			<input type="text"/>

Pricing Details

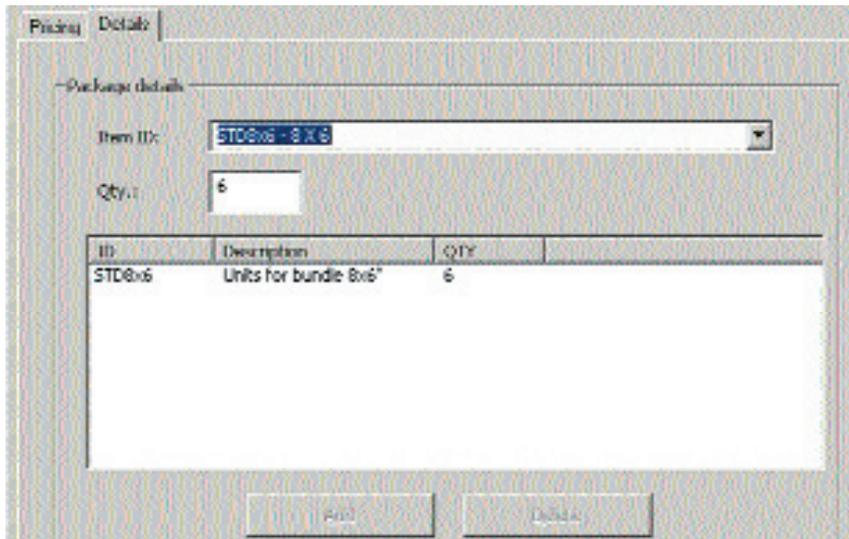
Package details

Item ID:

Qty:

30x24 NoFrame - None framed print. Size 30" x 24"  
 40x30 NoFrame - None framed print. Size 40" x 30"  
 10x8 Gallery - Framed image, framing included, Size 10" x 8"  
 14x11 Gallery - Framed image, framing included, Size 14" x 11"  
 20x16 Gallery - Framed image, framing included, Size 20" x 16"  
 24x20 Gallery - Framed image, framing included, Size 24" x 20"  
 30x24 Gallery - Framed image, framing included, Size 30" x 24"  
 40x30 Gallery - Framed image, framing included, Size 40" x 30"  
 STD10x8 - 10 x 8  
 STD8x6 - 8 x 6

## Units



The screenshot shows a software window with two tabs: 'Previous' and 'Details'. The 'Details' tab is active. Under the heading 'Package details', there is a 'Item ID:' dropdown menu with 'STD6x6-8x6' selected, and a 'Qty:' text input field containing the number '6'. Below this is a table with three columns: 'ID', 'Description', and 'Qty'. The table contains one row with the following data:

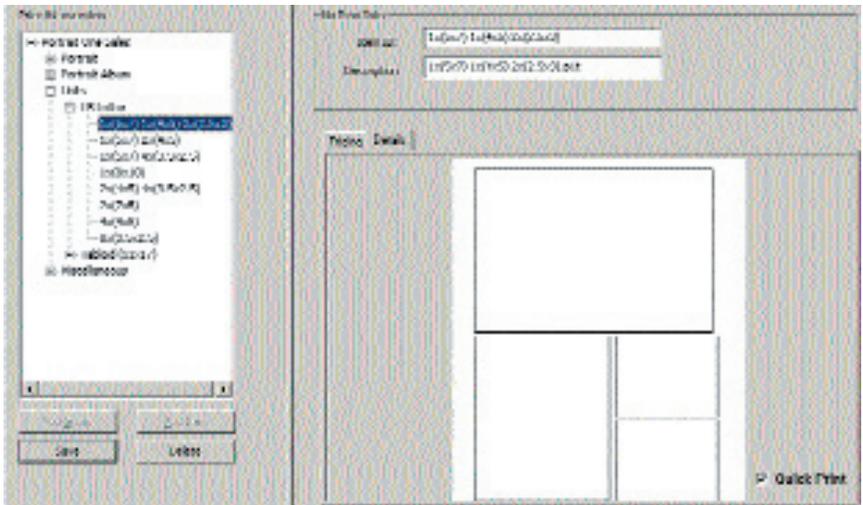
ID	Description	Qty
STD6x6	Units for bundle 8x6"	6

At the bottom of the window, there are two buttons: 'Add' and 'Delete'.

## Modifying Units

The Portrait One Sales Software includes predefined units which you can use for in-house printing. If you wish to modify some of these predefined units this is what you do:

- 1) Select the unit you wish to change example 1x(17x13)  
2x(9x12).
- 2) Modify/add prices, quantities or print resolution.
- 3) Save the changes you made.

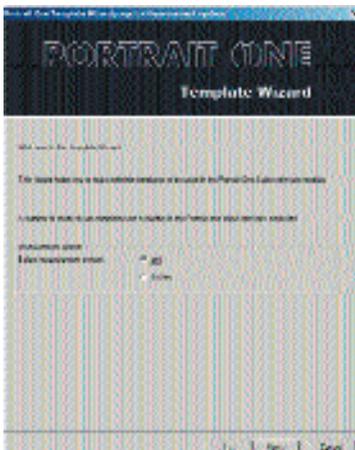


Under the details tab you can see the print sheet layout of the unit you selected.

## Making your own units

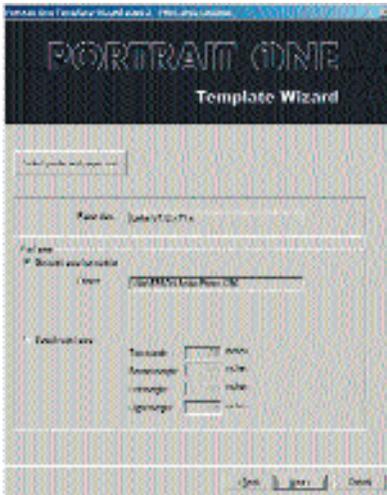
Units are made by using the Portrait One Template Wizard.

1) Initiate the wizard from the preferences menu and then select Printer.

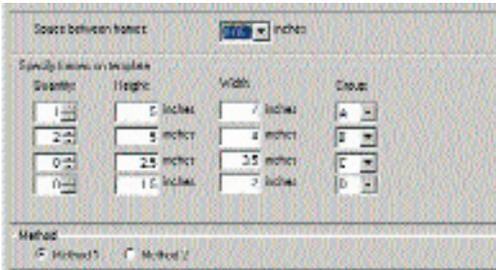


2) Select printer. Then click next. Now select the measurement system, either cm or inch. Click Next.

3) Select if you want to get the print area from the printer or specify the print area. If you choose specify print area you must set what size of paper you want to make the UNIT. To do this you click on the button select printer and paper size. Then select a paper size from the drop down box. If you get the print area from the printer the wizard will get the size automatically. Click Next.

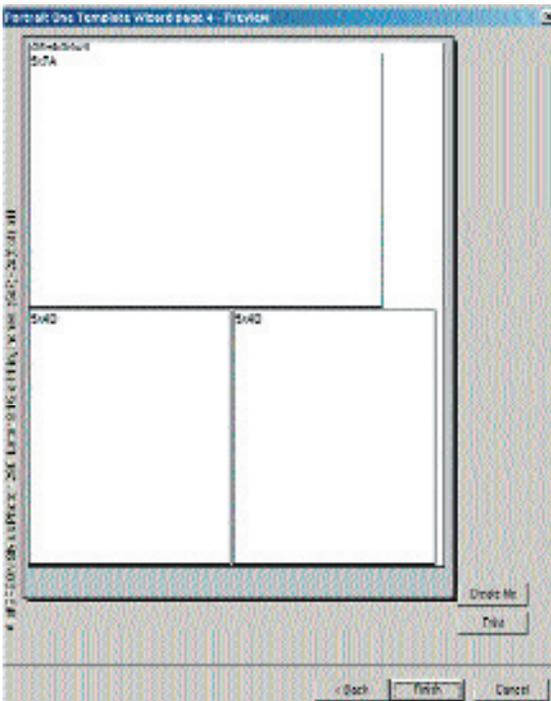


4) Next step is to define the white space between the frames and set the number of frames and frame sizes you want on the UNIT. Please note that you can group the images on each unit. Each group (A, B, C or D) will include a new image. Then go 'Next' to view the UNIT or make a test print.

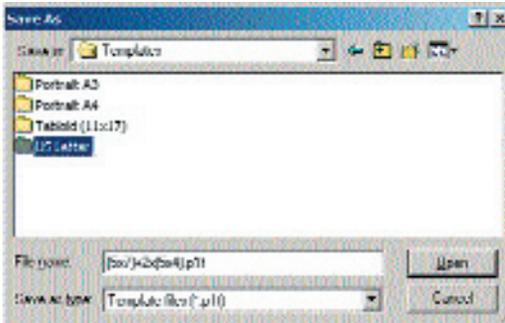


Text: Each group you specify will use the same image.

5) If you are not satisfied you can go Back and reverse the Height / Width or select another Method.



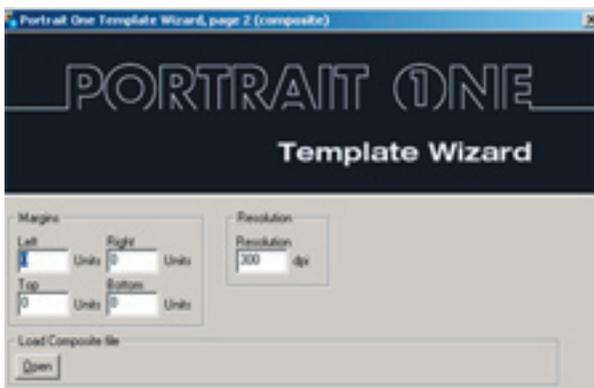
6) Save the 'UNIT' into the correct folder. Either in the Portrait A3, Portrait A4, Tabloid or US Letter folder. The folders are typically placed under C:\Program Files\Phase One\Portrait One Sales\Templates\.



## Composites

You can make your own composite by using the Portrait One Template Wizard.

- 1) Initiate the wizard from the preferences menu.
- 2) Select composite. Click next.
- 3) Set the margins of the area you want around your composite and the resolution.



4) You can choose to open an old composite and make modifications to that composite.

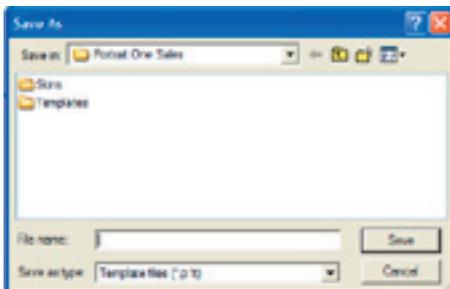
5) Frames where you specify how the composite should show on the screen and how big it should be. This places the frame in position. The X and Y positions are calculated with margins in mind.



6) If you would like to change these values you can select the frame from the list box. The edit the values directly and click on change.

7) If you would like to delete a specific frame you select the frame from the list box and click on delete.

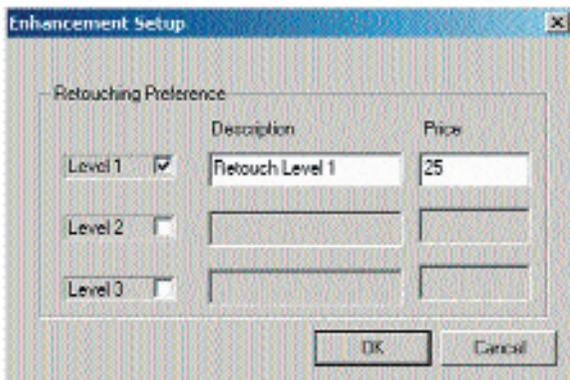
8) Once the composite looks the way you would like it to look press next. Then select Create. This is where you save the composite with a name. For example 3 Image composite.



9) You can also choose if you want the template to be a Print template. Meaning you can have the composite print on one piece of paper.

## Retouching / Image Enhancement

Select 'Image Enhancement' under Miscellaneous Setup.



Here you define and enter the levels of retouching your studio offers and the corresponding pricing. You can set up 3 levels of retouching.

NOTE: If you have the Portrait One Executive Software then please refer to the Portrait One Manager User Guide for defining the levels of retouching your studio offers and the pricing.

### 3. Photo Session

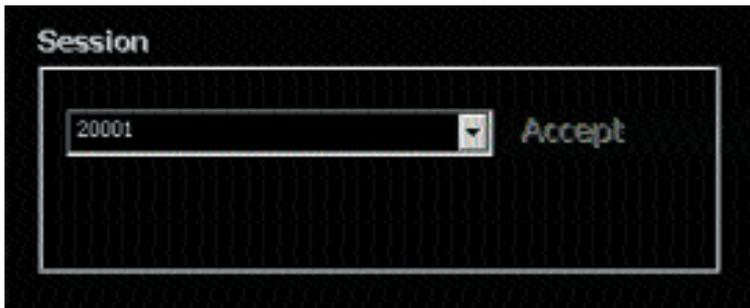
Once the price list is prepared it is time to organize the photo session. It is very important to organize and name your files and folders in a way that makes it easy to identify them later on.

To help you the Portrait One Sales software automatically creates a folder structure on the hard drive every time a new session is created.

The Portrait One Sales software allows the use of several different digital camera RAW file formats, TIFF and JPEG files.

#### Creating a New Session

You can create a new session by entering a new session



name / number in the dialogue box below.

Mrs. Jones books a photo session to get her children photographed.



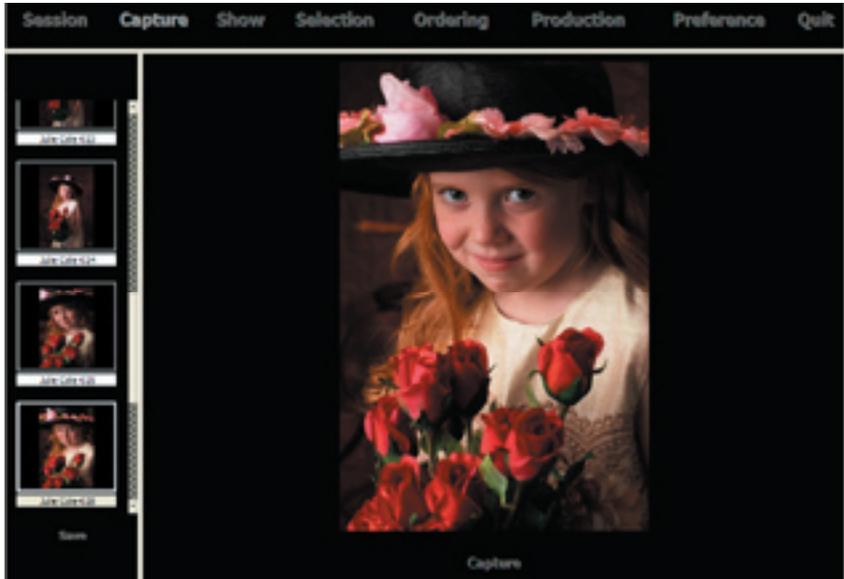
When a session is created in the Portrait One Sales Software a corresponding capture collection is automatically added in the C1 Pro Software as well.

## Capturing Images

Next step is arranging the studio set-up and start taking pictures. You can capture from the C1 Pro Software or from the Porait One Sales Software.

To initiate a capture from the Portrait One Sales Software:  
Select Capture from the main menu.

- 2) Press the Capture button in the software or the release button on the camera.



The captured image is displayed in the large preview window. Once captured, the image will appear as a thumbnail preview in the capture collection to the left. Like a digital contact sheet.

For further information about image capturing please refer to the C1 Pro User Guide.

## 4. Sales Presentation

The way you present the images can have a great impact on the final order. The Portrait One Sales software is a sales management software, and it includes advanced tools that allow you to carry out professional image presentations.

The way you present the images can have a great impact on the final order. The Portrait One Sales Software is a sales management software, and it includes advanced tools that allow you to carry out professional image presentations.

Once the photo session is completed you can place the images in a different order before you present them to the client.

## 5 Rearranging files

1) To rearrange the files you should open the session into the Sales Software. Be in the Session or Capturing window.

2) Now you can drag and drop the files into a different order. Click on the file you want to move and drag it on top of where you want it to go.

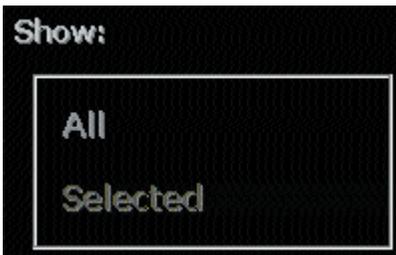
3) To view more images at a time you drag the white bar to the right.

Note: Wait until the hour glass is gone before you move on in the software.

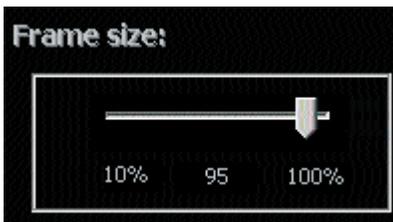
Once you have the images in the right order you are ready to present the images to Mrs. Jones. We recommend you use a video projector to project the captured images on the wall. A large high quality monitor will also do the trick.

## 6 Slide Show

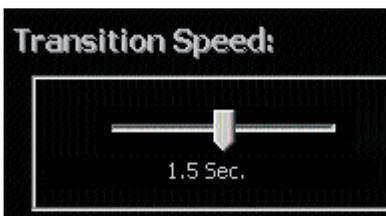
1) Setting up the Slide show is very simple and can be done immediately after the photo session is completed or just before the customer arrives. Select All if you wish to display all captured images. Click Selected if you wish to display the images that were already picked out by means of the advanced image selection tool (See the section on Image Selection).



2) Frame size is where you set up how large a percentage of the screen you wish to use for the show. 100% equals a full screen.



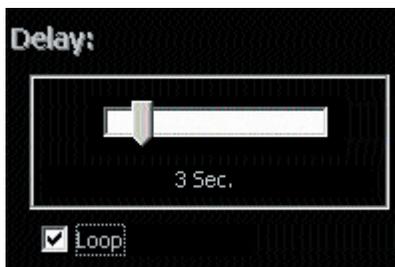
3) To control the speed of the slide show you can set the Transition speed to be fast or slow. This is set by seconds (Sec).





4) To add a final touch to the slide show you can choose between different types of transitions that appear between the images. For example Cross Fade is where the images fade into each other.

5) Delay determines the time frame between transitions. To loop presentations check the loop box.



6) Click go to view the slide show.

## 7. Image Selection

Mrs. Jones has now had the chance to view the captured images. Now you take her through the Selection process by clicking on the Selection button in the tool bar. You are now in the Selection window. The Selection window is where you pick out the best images with your customer.

+ = Yes. The image is highlighted with a green frame in the capture collection.

? = Maybe. The image is highlighted with a yellow frame in the capture collection. The selection process will bring you back to the maybe at the end.

- = No. The image is highlighted with a red frame in the capture collection.

By selecting one of the three squared icons in the

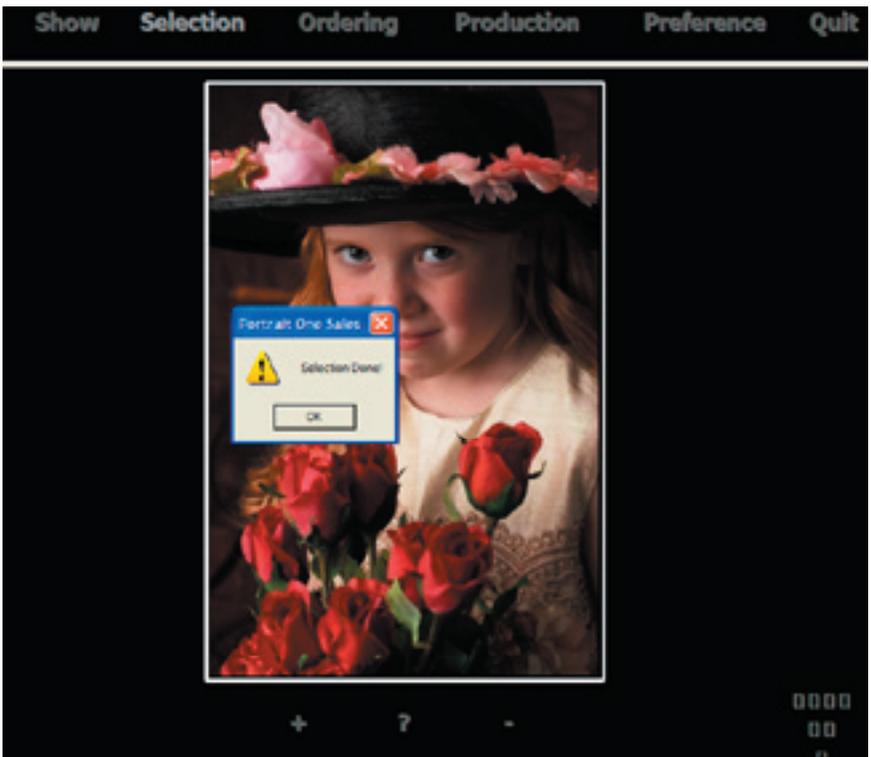


## Image Selection

You can use the arrows to browse between the images when using the side-by-side view. The image with the white frame is the image you are changing and making a selection to.

The selection process is done as soon as all captured images are marked with either + or -.

The best way to use the Selection tool is to say yes, no or maybe as you go through all the images once. Then the software will bring you back to the maybe images. Once you have say yes or no to the maybe images the selection process is done.



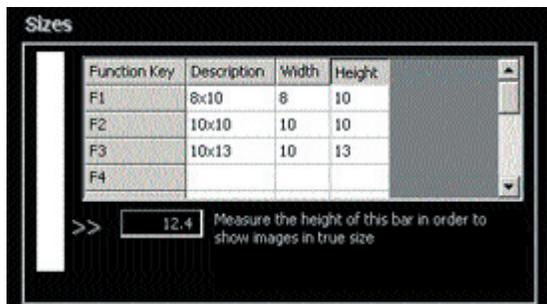
## 8. Ordering

Now it is time to specify the order:

- Image size
- Color, Black & White, Sepia, Color Tone 1, Color Tone 2, or Color Tone 3.
- Cropping
- Retouching
- Number of copies
- Quick print or Lab print

The great thing about the Sales Software is that you are able to show Mrs. Jones all options on the monitor or projector before she makes a decision. She is able to review the final result right away.

In the ordering Window you can display images in the same print sizes as defined on the price list. The way of presenting the available print sizes on a projected screen is to pre-define short-cuts and calibrating the projector to display the images in actual size. Short-cut keys are programmed under Preference. Enter the standard print sizes from your price list like in the example below.



## Ordering

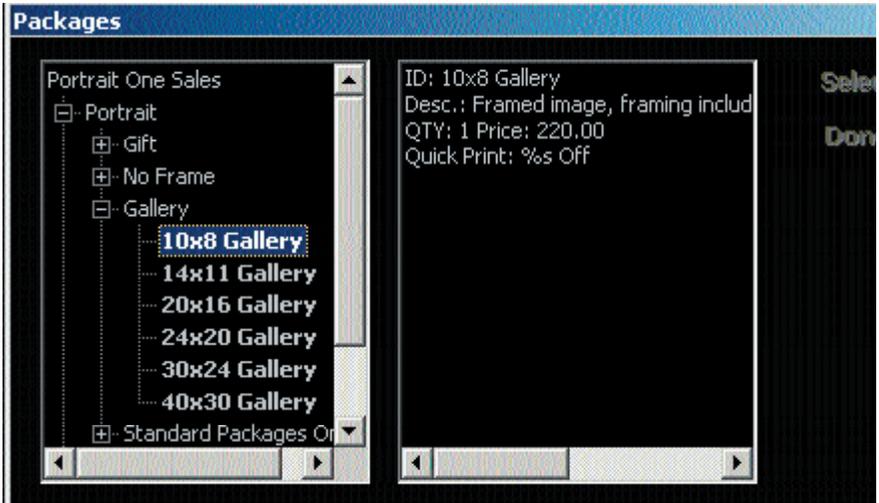
Use the white bar as a calibration tool to ensure that images are displayed accurately according to the size of the screen. Measure the white bar directly on the monitor or if presenting projected measure the projected bar. Enter the measured value in inches or cm. All images will now be displayed in actual size.

Return to the ordering menu, select an image from the capture collection and press F1. The image is now displayed in 8"x10". Press Esc to return to ordering menu. You have 12 hot keys that you can program in your preferences.



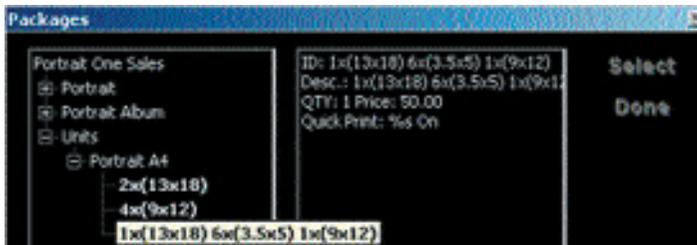
Use short-cut keys to display images in different print sizes.  
F1: 8"x10", F2: 10"x10", F3: 10"x13".

As soon as Mrs. Jones decides on the image sizes go to 'Products' and select the desired image size.



The ordering menu allows you to select standard print sizes directly from the price list. Highlight the image size and click 'Select'. When you click 'Select' the selected image size becomes available as a product in the thumbnail preview on the right side of the Ordering menu. You may select as many image sizes as you would like from the price list and add them to the main window. Click 'Done' to close the dialogue box.

Mrs. Jones decided on a Unit: 1x(5x7) 1x(4x5) 2x(2.5x3) This unit is marked to go to Quick Print. The order will appear in the quick print task list after developing.



# Ordering

## Composites

In the ordering tab you can also display composites.

1) To display the composites you go to Product Units then Composites. Select the composite you would like to sell from. You will see the composite in the middle of your screen.

2) To place an image in the composite click the frame you would like to add a image to on the right side of the screen then click on a image you want from the left side of your screen.

3) If you decide that this is the image you want in that frame double click in the box on the right.

4) To crop the image you singal click on the image on the right hand side of the screen. You can change the crop opacity in the preferences.

5) If you would like to view the image by its self and not in the composite you can click on the composite view button. You can change back and forth with this button.

6) If you would like to display your cropped part of the image only in the composite, right click on the image in the composite.



## Colors, Cropping and Retouching

Next step is deciding on the color of the image. Mrs. Jones has several choices: Color, Black/White, Sepia, Color Tone 1, Color Tone 2, and Color Tone 3. Color Tone 1-3 are custom tones that you can make and then attach to these buttons. All color options can be displayed on the monitor prior to making a decision. Mrs. Jones decides on a Black/White image in 8"x 10".

1) Double-clicking inside the '8x10' square and the image appears in Black/White.

Now Mrs. Jones wishes to reduce the current crop slightly.

2) Single-click inside the '8x10' box to activate the current crop. You can change your crop opacity in the preferences.

3) Once the current crop is activated, you can use the mouse to drag the corners of the crop back and forth. By placing the mouse inside the crop frame and holding down the mouse button you can move the crop around. You can also change the orientation of the image from 'Portrait' to 'Landscape' by clicking on the portrait and landscape button.

4) By placing a crop the file will be developed to the correct size and resolution.

NOTE: Please remember to click the image with the mouse pointer in order to confirm that you actually have cropped the image.

5) Right-click on the 8x10 box to order retouching and add notations to the image.



A retouching ordering box appears. Here you can order retouching and enter notes relevant to the image. Once the customer leaves the studio, and you are ready to edit the image, you can open the notation box and see what needs to be done to the image. Notations are also included automatically on the order and saved as a separate text file under the folder 2\_AfterSales/1\_ToBeRetouched together with the developed TIFF file.

5) Deleting an image selection is done by clicking on the selection in question and pressing the delete on your keyboard.

Note: The Portrait One Sales Software is not an image editor and cannot be used for advanced image retouching. The C1 Pro Software can be used to make image adjustments such as exposure compensation, contrast, skin tones as well as level and curve adjustments.

**IMPORTANT:** If retouching has been ordered then the image file will be developed as a TIFF file into the '2\_AfterSales/1\_ToBeRetouched' folder.

# Ordering

After the retouching the file should be saved into the '2\_AfterSales/2\_Retouched' folder. From here the software will automatically crop and resize the retouched TIFF file and send them to either the '4\_ToLab' folder or the '3\_QuickPrint' folder. By doing it this way you will not have to retouch the same image if it is going to be printed in several sizes, tints and crops. The full resolution retouched file will also get saved in the root of the folder, incase you resale it in the future. Please refer to Organizing Image Data for further information about the underlying folder structure.

Mrs. Jones is ready to place an order.



Click Order at the button right of the ordering window.

# Ordering

2) Press Est. Price to hide the price or show the price.

If you want to reprocess parts of the order or want to create an invoice of the products in Portrait One Manager without processing the images, then click in the Create Production job box and the green check mark becomes a red cross.

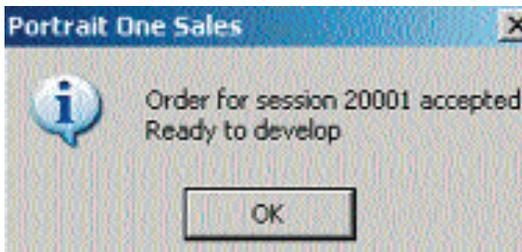
Create Production Job	Job	Name	Description	Default Name
	0	Lab	Lab Order	
	0	20001-000	Portrait One	Portrait One 20001-000
	0	20001-000	Portrait One	Portrait One 20001-000

Note: Invoicing is only possible in the Portrait One Executive version.

3) Click Print to print out the order.

4) Click Lab Order to save the order for the photo lab. By pressing LabOrder the software automatically generates a text file. This file is placed in the 4\_ToLab folder.

5) Click Accept and OK if you are ready to process the images Mrs. Jones ordered.



## 9. Production

To develop or process an image basically means that the Capture images are converted into a file format which is readable to other image editor such as Adobe Photoshop. The images are processed by the Capture One Software and are converted into TIFF files.

The Portrait One Sales Software is very flexible and accepts different file formats. You can therefore access your TIFF files after they were processed if for instance Mrs. Jones wishes to see them again.

As mentioned earlier it is very important to organize your files. Therefore, all processed TIFF files that are going to be printed at the photo lab will be placed in the folder called: 4\_ToLab. See Organization selection for more detail on file structuring.

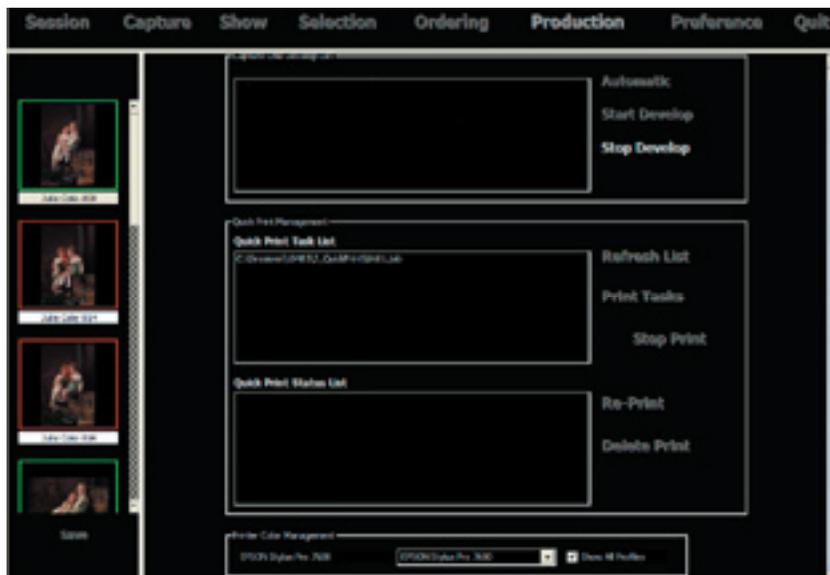
Note: When you click on the production tab it will ask you if you want to switch to production view

## In-House Printing

Once the order is accepted and images are processed you are ready to print.

NOTE: It is only possible to print TIFF files that are processed images.

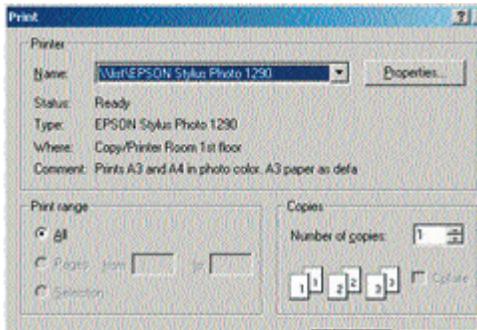
- 1) Highlight the images you want to print. One by one or all of them.
- 2) Press: Print Tasks.
- 3) The print dialogue appears. Click 'OK'.



NOTE: Your printer must be connected as a Windows default printer.

## Setting up Color Management

Today most printers come with their own ICC color management profiles. These profiles are installed together with the printer software. Choose the default printer profile. In order to achieve the best possible print quality you also need to choose the printer profile in the Portrait One Sales Software. This is done from the Printer Color Management drop-down box.



NOTE: If the color management profiles are not set up properly you may have bad print quality.

## 10. Organizing Image Data

One

The main purpose of the folder structure included in the Portrait One Sales Software is to provide you with a selection of folders that will help you organize your image files. This means that every time you create a new session the software automatically sets up a folder structure.

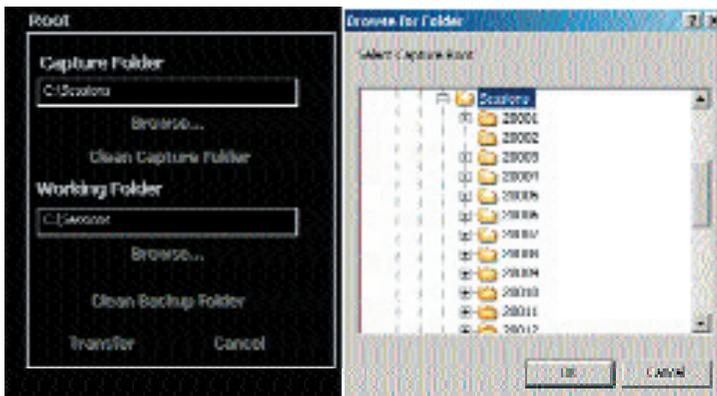
of the first things you must do is setting up the capture and working folder. In Preference you will find a section called Root. Here you may set up the session's location path. This is the path that new sessions are created in. An example of this would be C:\Sessions. Please see the installation manual to understand the best way for you to set this up.

The Portrait One Sales Software has two root paths: Capture Folder and Working Folder.

Normally, if you are working with a network solution the Capture Folder path and the Working path are set up to point to the server station:

Capture Folder: Root P:\Pictures.

Working Folder: Root P:\Pictures (P refers to a mapped folder on a server).



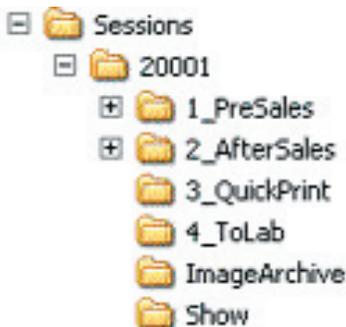
As default the software sets both root paths to C:\Sessions. This how it should be set up if you are not working on a network.

## Folder Structure

The Sales Software does a lot of behind the scenes work for you. When you make a session in Manager or in the Sales Software the software will make folders for you. The first folder the software makes is a folder with the name of your session, for example: 20001.

Then the software makes sub folders within your session. These sub folders are Presales, Aftersales, Quickprint, To Lab, Image Archive and Show. All folders are part of a folder structure that is automatically created when you create a new session.

Exploring the Portrait One Sales folder structure is done by opening My Computer then the C drive.



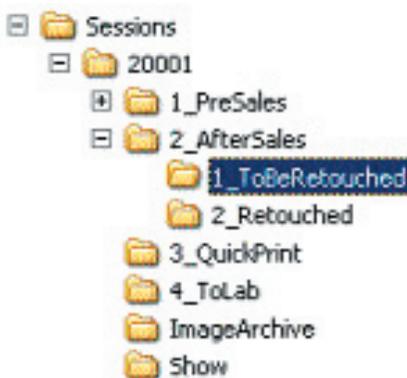
- 1) Raw files - Go into the root of the folder
- 2) Presales - Is design for you to use if you want to do presales retouching.
- 3) AfterSales - The After sales folder contains two folders. One is To Be Retouched and the other is Retouched.

The ToBeRetouched folder includes all TIFF files that needs to be retouched. When you select a retouching level the ToBeRetouched folder is where your files will get developed. There will also be a text file with information about the required retouching.

Once you have retouched the images, you save the images in AfterSales/ Retouched folder. Now the Retouched TIFF file is automatically be cropped, resized and placed in the ToLab folder or QuickPrint folder.

The full resolution unretouched file will then be deleted from the To Be Retouched folder. The full resolution retouched TIFF will be placed in the root of the folder incase you want to sell from the retouched file later.

NOTE: Once the file is in the Retouched folder it will take the software a while before it resizes the file and places it in the To the Lab or Quick Print folder. The larger the size file and resolution it is the longer this process takes.



4) The QuickPrint folder is

where the files that need to be quick printed go. Remember you must mark your Portrait items in your price list if you want them to be a quick print item.

5) The ToLab folder includes TIFF files that are ready to be sent to the lab. The ToLab folder also includes a file called job. This file can be copied to the TaskList folder and be processed again.

6) The ImageAChive folder includes thumbnail copies of the processed files. These thumbnails can be used in other programs such as Portrait One Manager for invoice printing or customer image archive. Please refer to the Portrait One Manager User Guide.

7) The Show folder includes JPEGs of all the raw files these Jpegs are used in the Sales Software. These Jpegs are made for you from the Raw files or developed files that have the same name as the raws.

The processed TIFF files are large and your local computers Hard Drive or servers Hard Drive will soon run out of disk space. Therefore, you need to have some form of backing up to store your files. Some of the ways you could do this is by burning CD's or DVD's. You can also purchase external hard disks to archive with.

## 11. Skin Tone Settings

By using the Portrait One Skin Tone Profile Manager you can set up your own color management workflow.

Obtaining proper skin tones can be critical within portrait photography due to the range of ethnic groups, countries, states and studios. These skin tones help with the final printed photo. For this reason Phase One has provided a range of different ICC profile skin tones for each digital camera supported by Portrait One.

If the skin tones provided by Phase One does not meet your requirements you can always customize your own color and sepia skin tone ICC profiles using the Color Editor in Capture One. When making your own skin tone ICC profiles we recommend you to modify the supplied skin tone profiles. Please refer to the Capture One User Guide for using the Color Editor tool.

### Color Tone Buttons

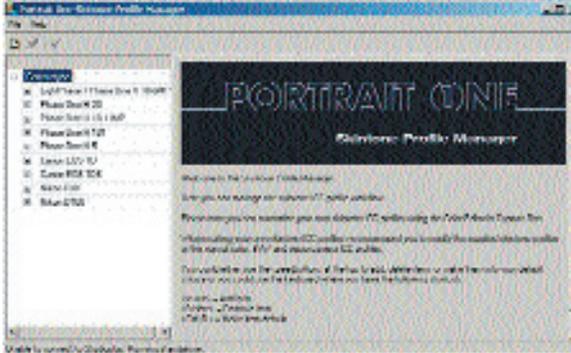
The three Color Tone buttons in the Ordering tab can be changed to link to your own custom. You would make this profile in the Color editor in the Capture One Software.

### Skin Tone Profile Manager

With Portrait One Skin Tone Profile Manager you can link your preferred ICC profiles and skin tones to your camera(s) and to the type of images you sell in your studio Color, Sepia and Black & White.

# Skin Tone Settings

Starting the Portrait One Skin Tone Profile Manager can either be done from the desktop by double-clicking the Portrait One Skin Tone Profile Manager icon or from inside Portrait One Sales under Preferences => ICC Profile Management => ICC Profile Manager.

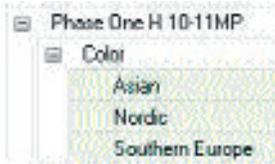


Please note that you can either use the speed buttons at the top to add, delete items or make them into your default choice or you can use the keyboard where you have the following shortcuts:

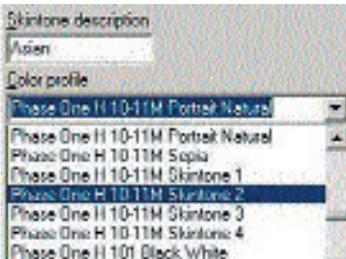
- <Insert> = Add item
- <Delete> = Remove item
- <Ctrl+D> = Make item default

As default setting Portrait One Skin Tone Profile Manager has three skin tone categories – Asian, Nordic and Southern Europe. You can change the names or make new ones simply by selecting the item and edit it. You can also pressing the Add item button. All color skin tones are as default for all cameras set to Portrait Natural. The Portrait Natural skin tone provides the most accurate natural skin tone. For each camera type more color skin tones are provided named Skin Tone 1 to Skin Tone 4. To view the variations between the various skin tones please refer to the Skin Tone Profile Guides available from the installation CD rom.

# Skin Tone Settings

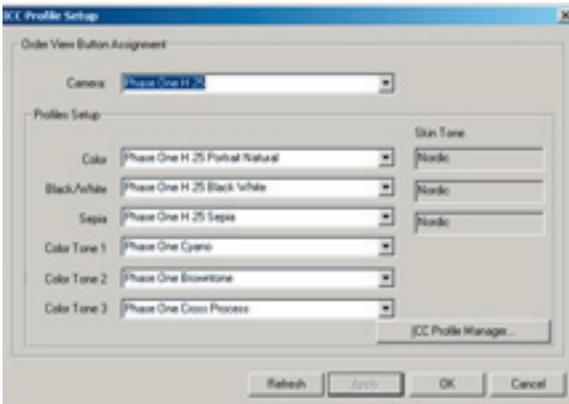


You simply select other ICC Profiles by using the drop down menu.



When closing down the Portrait One Skin Tone Profile Manager the new ICC profile setup is stored.

In The Preference Window you will see the ICC profile set up which will show what the default ICC profile settings are.



NOTE: Before you start selling products using new skin tones it is highly recommended to make test prints either on your preferred printer or at your preferred photo lab.

## 12. Customization of the User Interface

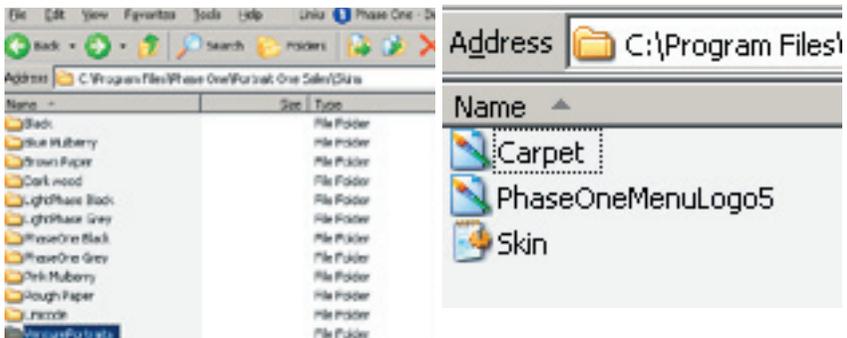
The Portrait One Sales user interface can be customized to fit your own personal requirements. The background can be changed by using Skins. The Skins are found in your preferences. You can make your own skin and even include your studio logo.

The Preference menu offers a selection of standard skins (backgrounds).



To make your own Skin you just need a bitmap image. Save the bitmap in your Skin folder in its own folder. The skin tone folder is located C:\Program Files\Phase One\Portrait One Sales\Skins

See the next page for details on how to make your own custom Skin.



## Customization of the User Interface

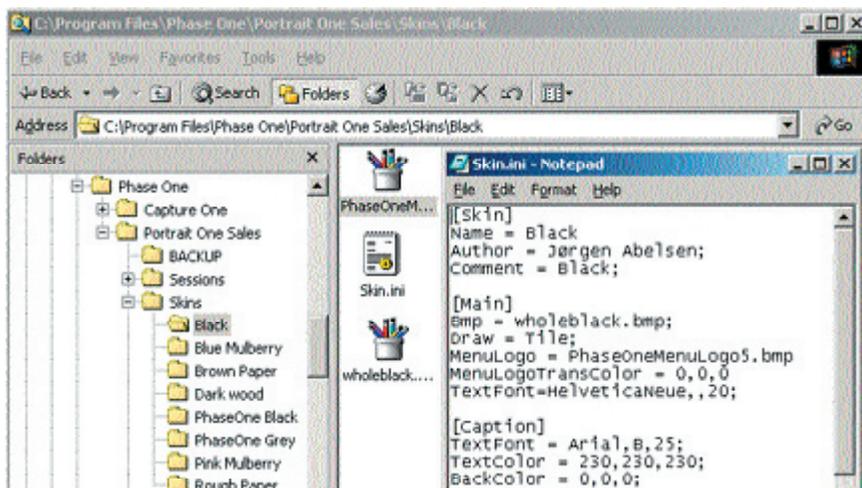
Every skin/background color has its own Skin.ini file. This file includes three files which can be modified to fit your own requirements: You can change fonts, font sizes or even replace logo in the upper right corner.

1) You need to make a background with the following dimensions 128x128 and size 17,0 KB.

2) In order to add your personal logo, the digital logo must be placed in the skin folder as a BMP file. The BMP file is a Windows file format which can be created from image editors such as Adobe Photoshop, Microsoft's Photo Editor or Paint. The bitmap of your logo should be about 3,43 KB in size with the following dimensions 300 x 39.

3) You need a text file. It is recommended that you copy one from another skin and modify everything to the right of the = sign. You can copy a text file from C:\Program Files\Portrait One Sales\Skins\Phase Black

In order to enable your modifications you must quit and restart the Portrait One Sales Software.



Portrait One Sales is available in 10 different languages including English (US) <default>, English (UK), French, German, Italian, Chinese, Danish, Japanese, Spanish and Swedish. Local languages are selected in the Preference menu under Language.



### Studio ID

A fixed studio ID that can be made up of 4 characters, letters or digits. This will be added to all file names. This will help identifying all files coming out of your studio. This is done in the Preference menu. If you do not put a studio ID in nothing will be added to your file name.

For further information about the Portrait One Software please refer to the Phase One website on [www.phaseone.com](http://www.phaseone.com) => Downloads => Portrait One, the C1 Pro user guide or the Portrait One Manager user guide.

## Fonts

You can select which font you would like displayed

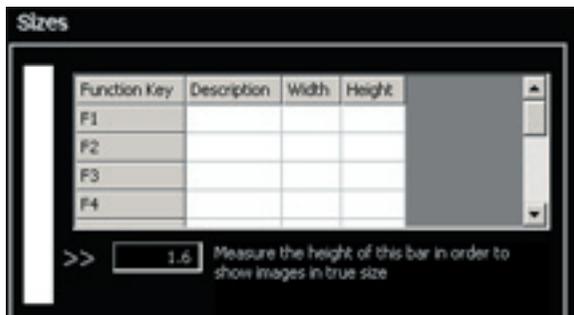


## Measurements

You can choose if you want to measure in inches or centimeters

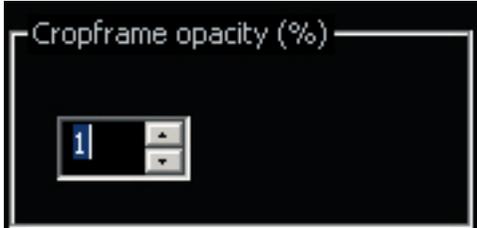


You can set the hot keys to be what ever size you would like to be displayed. You have up to 12 different hot keys that can be used in the Order Window only. The different hot key are F1, F2, F3, F4 Ctl+F1, Ctl+F2, Ctl+F3, Ctl+F4, shift+F1, shift+F2, shift+F3 and shift+F4. When you click a hot key when in the ordering window it will project the selected image true to size on the screen. You must measure the white bar in the size box and enter the size of that bar projected in order for the sizes to be projected correctly.



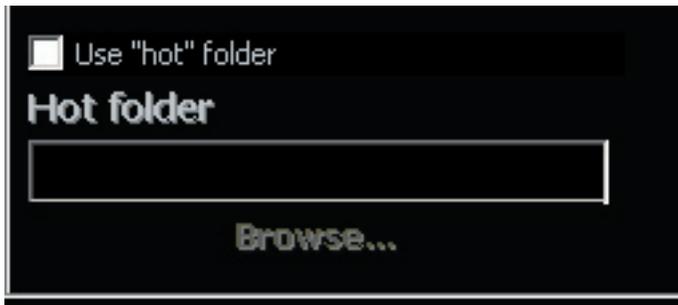
## Cropframe Opacity

Changing the Opacity of your crop frame can be done under Crop frame Opacity. Where you can click on the arrows to move you opacity up or down on your crop frame.



## Hot Folder Support

The raw files can all be processed into a Hot Folder. To make the raw files be processed in the Hot Folder you need to check the box use hot folder. Then you will browse for the folder in which you would like to processed files to go into. The folder path will appear in the box.



**Note:** The processed files will not be processed in sub folders with the session name or number. The all files will be processed to the same folder.

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