DIY Packages & Favourites

Software: ROES (SOOS)

This manual will provide you all the information on how to setup customised packages in our software. Please note, you must be using the desktop version of our software, you cannot do this in the web-based version. All favourites information is stored on your computer.
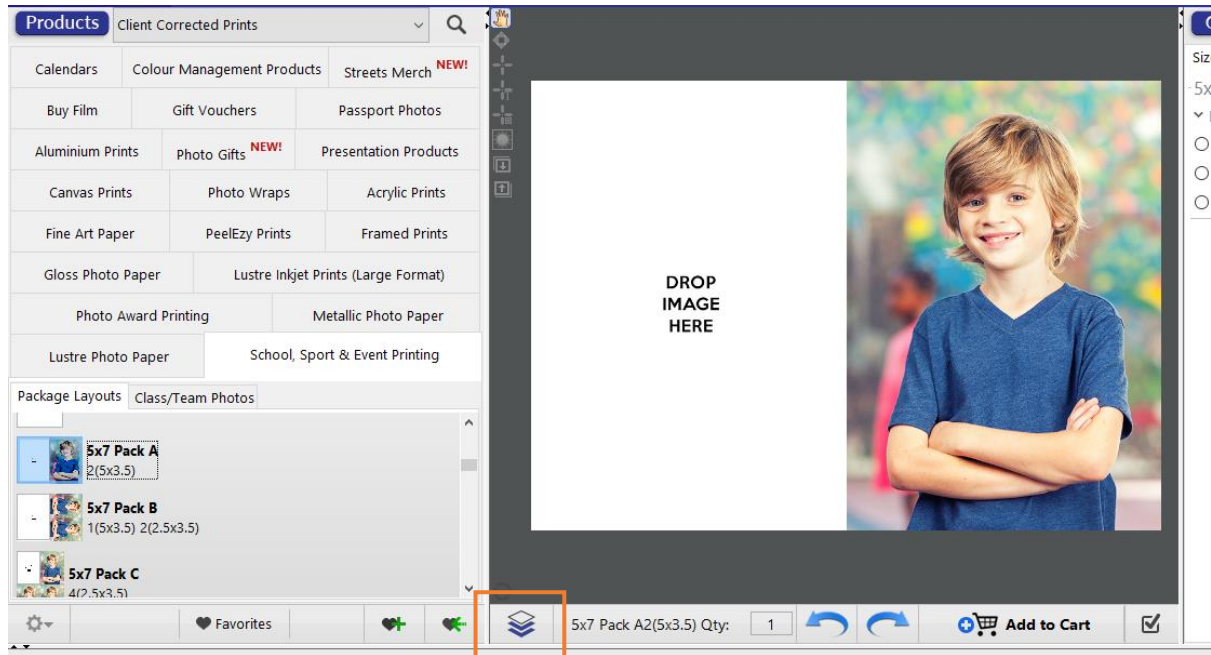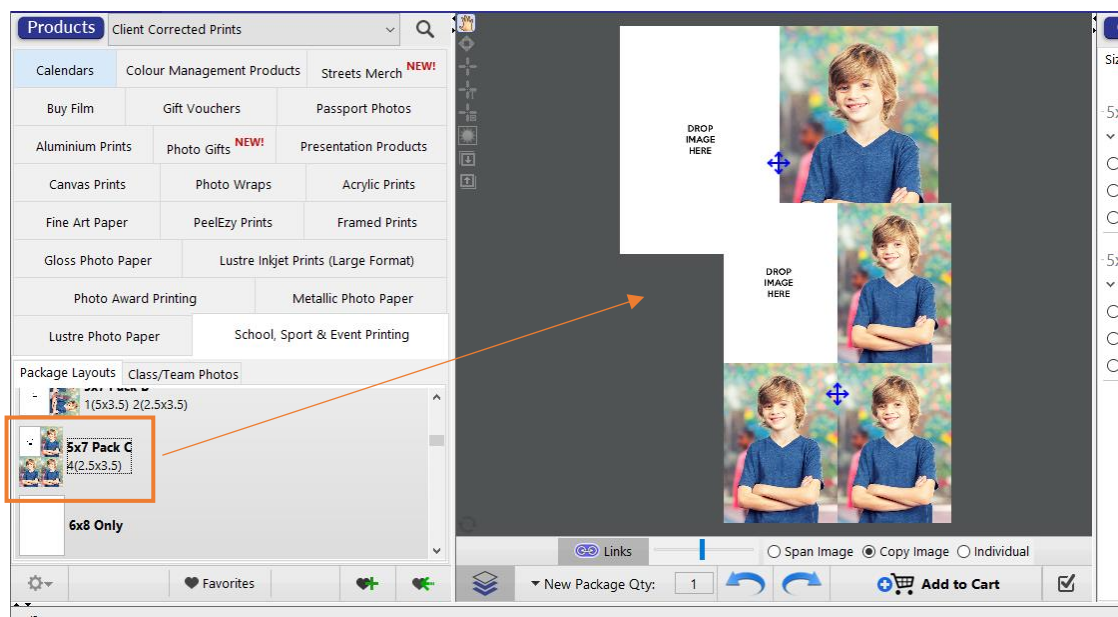
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Create a Package

In this manual, we refer to *Print* as one sheet of prints. A *Package* is a set of multiple prints.
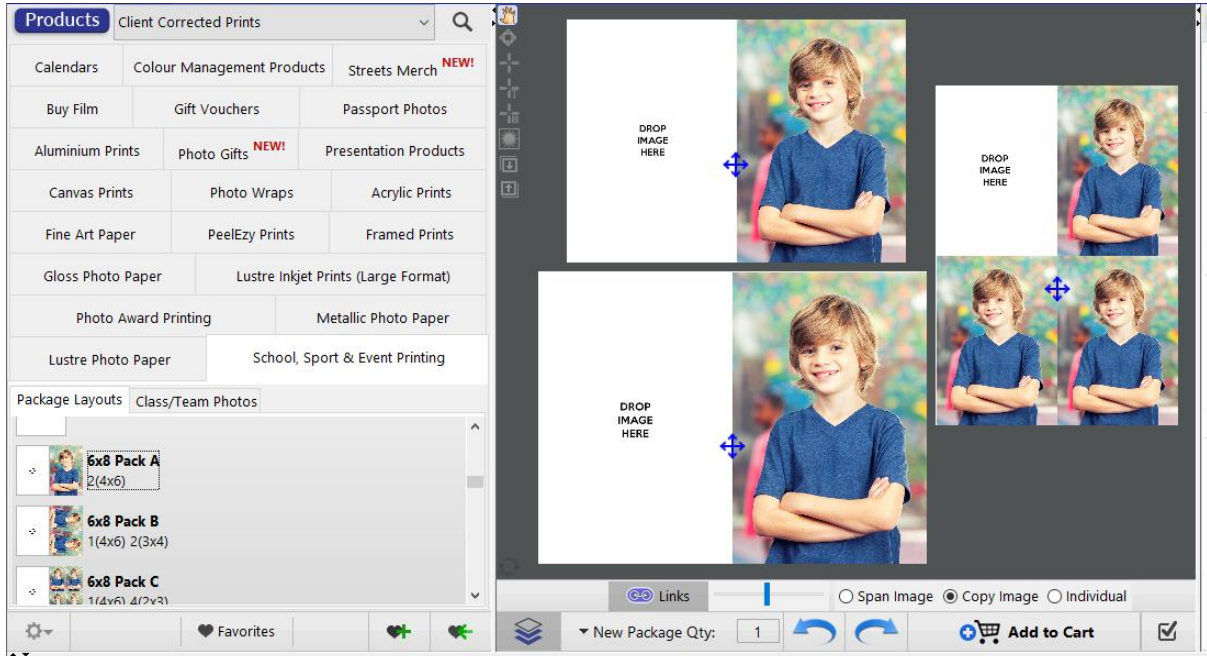
1. Open the SOOS, go to Order Prints
2. Select the School, Sport & Event Printing tab. Please ensure, if you're a school, sport & event photographer you only set your packages up with this tab.
3. Find and select the first print to add to a package. It will appear in the middle of your screen.
4. Click the stacking icon to activate the stacking tool.

5. The next instruction must be completed in one action. If you click on a print, it will clear the work you have previously done. Find the next print to add to the package but do not click it. Click and drag (without releasing the mouse) the print over the original print in the middle of your screen. Release and it will drop the print into the space in the middle.
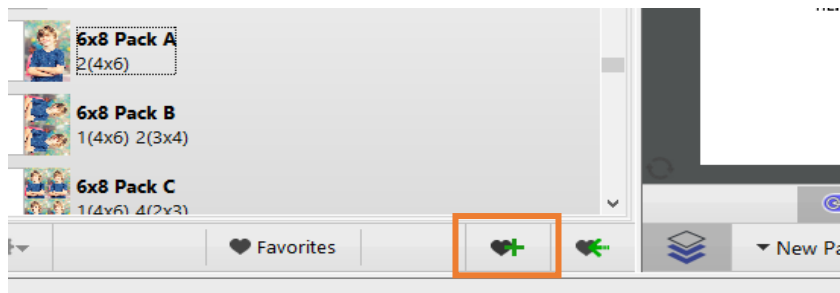
6. Repeat this step until all prints are in the package. For a better visual display, use the blue move tool in the middle of the print to rearrange the layout. If you accidentally add the wrong print, you can remove it by hovering over the print. A red – will appear, click this and click yes to remove it.

7. Your screen will likely now look similar to this. Once all the prints have been added, deactivate the stacking tool by clicking the icon again.

8. This package is now able to be used. You should be able to drop one image in, and it will populate for all the white spaces on the print. See below for instructions on how to add this to your favourites to use again.

Favourites

1. Click on the heart icon with the green plus.

2. Type the name of the favourite in the *Name this Favourite* field. Press enter on your keyboard. It should say *Saved!* When it worked correctly.

3. To **access** the Favourites tab, click the Heart Favourites icon.

4. To **exit** the Favourites tab, click the Heart Favourites icon.