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StudioPlus®

Digital Workflow Reference

FEATURE	BUTTON	DESCRIPTION	SHORTCUT KEY(S)
Image Viewer		View from 1-6 images at a time. The image viewer has additional capabilities that the image thumbnails do not, such as **zoom**, **crop**, and **show hi-res** or **raw**. The image viewer is turned off by default on the **Workflow** hub and turned on by default in the **Sales Presentation**.	**Ctrl+Shift+V**
Image Groups		Create groups for the session images. Every session has the **All Images** and **Ungrouped Images** groups by default. As images are added to new groups, they are removed from the **Ungrouped Images** group. To create a new image group, right-click in the image group section and choose **Add a New Group**.	**Ctrl+Shift+G:** Show **Alt+1+9:** Add images to a group
Import Images		Copy images from your camera card or folder, into the Spectra session folder, create preview images, archive images, and add image meta data.	None
Group Capture		Capture images while tethered for a large group of sessions, such as at a school or for a church directory.	None
Launch Capture Software		Launch your camera software or other software designed to capture or convert your raw files.	None
New Composite		Create new digital products, such as image borders, multi-image composites, or to view images in frames, mats, or cards.	**Ctrl+Shift+N**: Show **Ctrl+N**: New **Ctrl+S**: Save **Ctrl+W**:Save & close **Ctrl+Enter:** Save & new
Render Proofing Images		Output a new set of images from the Spectra session folder for proofing purposes, such as DVD creation software, your website, or printing proofs.	None
Render Ordered Images		Render out the images that were ordered on the most recent invoice or production order for fulfillment or printing.	None
Create New Production Order		Create new production orders based on the products ordered on the session's most recent invoice.	None
Send Images to Lab		Select the ordered images and either burn them to a disc or FTP them to your lab for fulfillment.	None
Upload to InSpired		Upload the images from this session to your InSpiredByYou.com online gallery.	None
Upload to HMM		Upload the images from this session to your client's HoldMyMemories gallery.	None
Archive Images		Burn images to a CD/DVD or copy the images to an archive hard drive.	None
Delete Files		Permanently remove your hi-res and raw image files from your server once your ordering has been completed and the images have been archived.	None

Organize		Organize the images based on your Lightroom Presets.	None
Start Presentation		Open the **Sales Presentation** to view the images with your customer.	None
Change Slideshow Settings		The default slideshow settings are based on your setup in **Studio Preferences**. Use this button to change the slideshow settings for this specific session.	None
Start Slideshow		Open the Spectra slideshow. *Note: Press the* ***Space Bar*** *to start the slideshow.*	**Insert:** Launch **Space Bar:** Start **I:** Show image numbers **Esc:** End
Start External Slideshow		Open an alternate slideshow you've created.	
Stop Music		If your slideshow settings indicate that the music should continue to play after the slideshow is done, click **Stop Music** to fade out the music.	None
Advance Status		Advances the status of the selected session or order, moving it to the next stage in your workflow.	**Ctrl+Shift+A**
Delete		When editing images, you may want to delete some of them. Use **Delete** to remove images you want to get rid of. You can delete **Just Preview**, **Retouched**, **Hi-Res** or **All Files of this Image.**	**Del:** Just preview **Ctrl+Del:** All images
Retouch		Launch your image editing software (i.e., Photoshop). **Edit Preview** will open the preview image, **Edit Hi-Res or Raw** will open the hi-res or raw file, and **Edit Retouched** will copy the hi-res file into the retouched folder and open this new image for editing.	**Ctrl+Shift+E**: Edit retouched
Crop		The **Crop** tool can only be used in the **Image Viewer** (Ctl-Shift-V). Set the display crop when previewing images to one of the pre-defined ratios. When cropping an ordered image, the crop will default to the ratio of the item ordered based on your price list settings.	**Ctrl+Shift+C:** Crop mode **Click/Drag:** Crop **Ctrl+Click/Drag:** Inverted crop **Shift+Click/Drag:** Free crop
Image Adjustment		Revert back to the retouched or hi-res file for this image modify the **unsharpen mask**, **brightness**, and **contrast**. A new preview will be created to reflect any changes. The original hi-res or retouched file will remain unchanged.	**Ctrl+Shift+I**
Rotate Left/Right		Rotates the preview image left or right.	**Ctrl+Shift+L:** Left **Ctrl+Shift+R:** Right
Flip Image		Flips the image.	None
Image Metadata Keywords		Add or modify the keywords in this image's metadata.	**Ctrl+Shift+K**
Make New Preview		Creates a new preview image based on the hi-res or retouched image, maintaining any image adjustments, cropping, or rotating done to the preview image.	**Ctrl+Shift+P**

Colorize		Apply your custom colorization profiles, such as black & white or sepia. The first one listed is always color (the same as none).	**Ctrl+1:** Color **Ctrl+2+9:** Custom
Save Order		During the **Sales Presentation**, this saves the order you are working on.	**Ctrl+Shift+S**
Print Contact Sheet		Opens the **Print Contact Sheet** dialog box, allowing you to configure and print a contact sheet of images for the customer.	None
Print Invoice		During the **Sales Presentation**, this prints the order you are working on for the customer.	None
Refresh		Refreshes the image list. Used mainly if you have manually added new images to the session preview folder.	None
Dual Monitor Mode		Turns on or off the dual screen mode during the **Sales Presentation**.	None
View Order Information		In the **Sales Presentation**, allows you to view the order information, including the price list and order menu, so that you can begin to build your customer's order.	**Ctrl+Shift+O**
Rank Images		**Rank Images** as **Selected** (Green), **Undecided** (Yellow), and **Non-Selected** (Red). All images default to **Undecided**. The **Sales Presentation** defaults to **Show Only Undecided**. Use the "Show" menu to select which rankings to display.	**1:** Selected **2:** Undecided **3:** Not Selected
Next/Previous Image		Moves to the next or previous image.	**Right/Up Arrow:** Next **Left/Down Arrow:** Previous
Image Sizes		During the **Sales Presentation**, display the selected image at the actual sizes that you have configured.	**F2+F12** **Atl+F2+F12** **Ctl+F2+F12**
Multi-Image Select		Select multiple images. The **Image Viewer** can display up to 6 images at a time. By selecting mutiple images, you can apply settings to all of the images at once (rotate, rank, delete, colorize, etc).	**Ctrl+Click:** Select random images **Shift+Click:** Select sequential images
Zoom In/Out		In the **Image Viewer**, zoom in and out on the preview file. Or right-click and **Show Hi-Res** image to zoom in and out on the hi-res or retouched image.	**Ctrl+Right+Click:** In **Ctrl+Left+Click:** Out **Ctl+Mouse Wheel**
View Image Properties		Right-click on an image and select **View Image Properties**. This will show you the image metadata information.	
Main Client Image		Right-click on an image and choose to make it the **Main Client Image**. It will then appear on the client's record. (By default, the first image in the import will be the main client image until you change it.)	
Main Session Image		Right-click on an image and choose to make it the **Main Session Image**. It will then appear on the session record. (By default, the first image in the session import will be the main session image until you change it.)	
Main or Secondary Yearbook Image		Right-click on an image and choose to make it the **Main or Secondary Yearbook Image** (only for organization type sessions).	
Show Preview, HiRes, or Raw		Right-click on an image to view the preview (defaults), hi-res (this will be the retouched image if one exists), or raw.	