

Creating Custom Packages



Once you set up your custom packages you'll be able to quickly add multiple print sizes from one image. This time-saving feature is great for school, sports, or portrait studios.

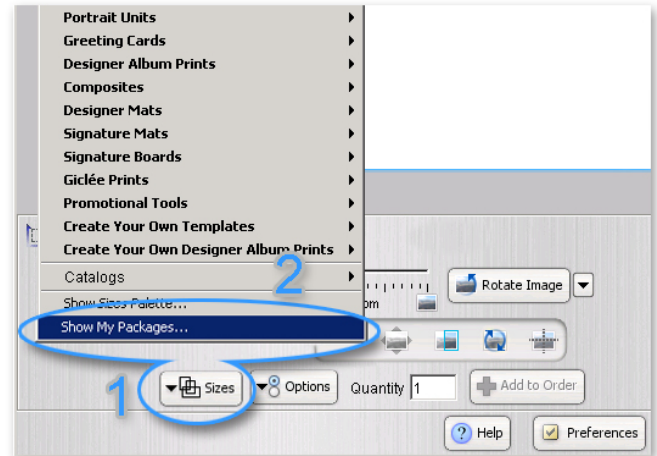
To get started:

- 1) Click on **Sizes**, then
- 2) **Show My Packages**

The Packages window will open.

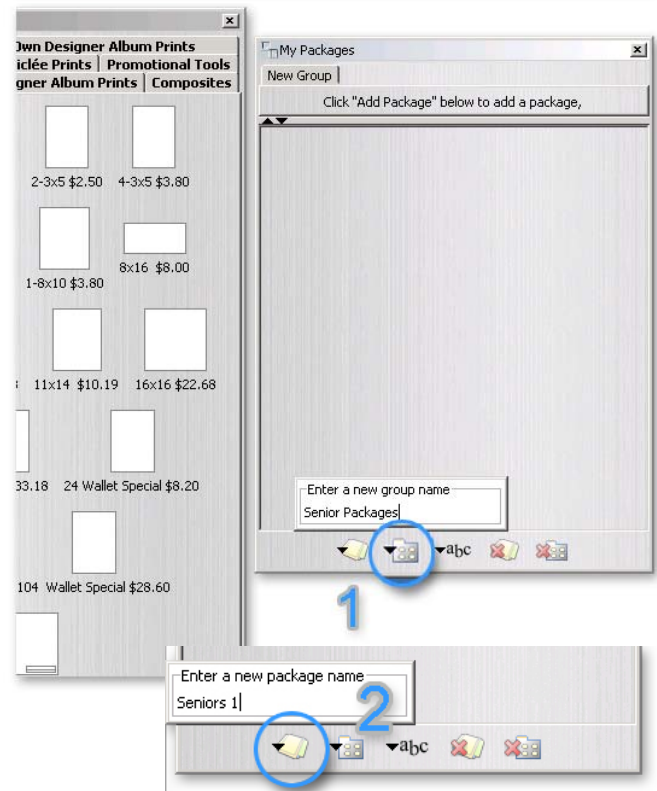
You will also need to have the **Sizes Palette** open, if it is not already.

Click **Sizes**, then select **Show Sizes Palette**.



Packages are organized in Groups. You will first need to create a new group and then create a package in it.

- 1) Click the **Add Group** button at the bottom of the Packages window. Type the name of the group such as Schools, Sports, or Dance, then press the **Enter** key.
- 2) Click the **Add Package** button and type the name of the package, then press the **Enter** key.



Your groups will appear in tabs at the top of the window. Each package you create will be represented by a package icon with the name of the package below it.

You can also use the following buttons to keep your packages organized.



Renames a group or package



Deletes the selected package

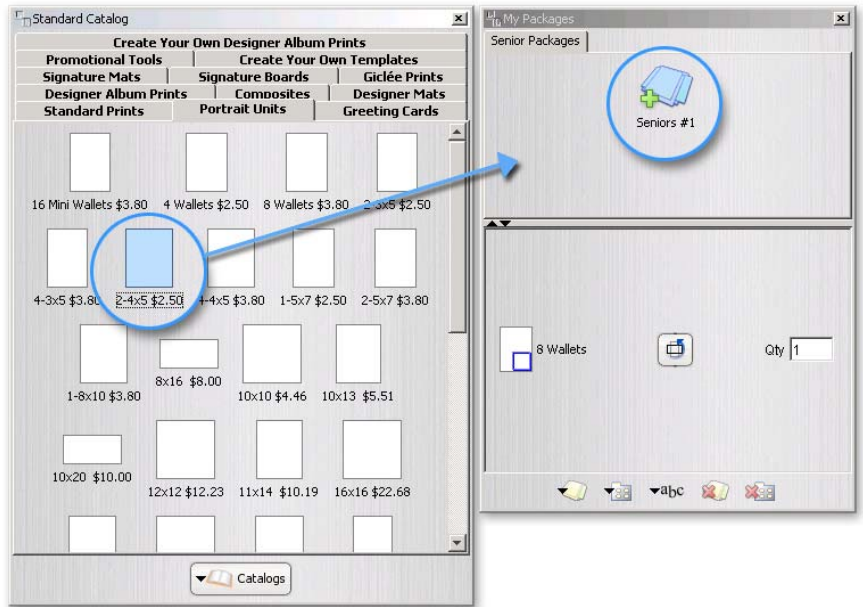


Deletes the selected group

To add print sizes simply drag them from the Sizes Palette to the package icon you just created.

You will see each print size appear in the package window. From there you can change the quantity of each size within the package.

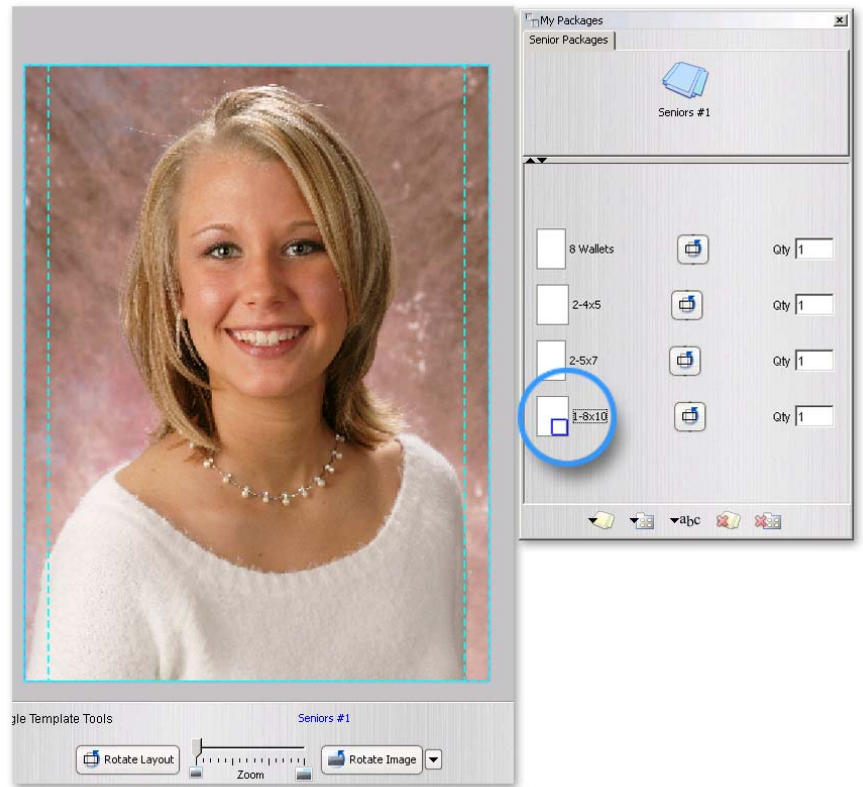
Repeat this process for each of your packages. You can create as many as you want.



You can alter the cropping characteristics of the package by clicking on a print size to select it to base the cropping on.

This example shows the main crop as an 8x10 and the 5x7s and wallets will crop inside the dotted blue lines.

Drag an image onto the package, check the cropping, and click the **Add to Order** button.



In the review order screen you will see each package split up into individual print sizes. You can edit, delete, or change quantities if you need to.

Your packages will be saved automatically when you close the program. For more information on streamlining your workflow be sure to check out our guide to **Importing Online Orders into Lab Link Plus**.

