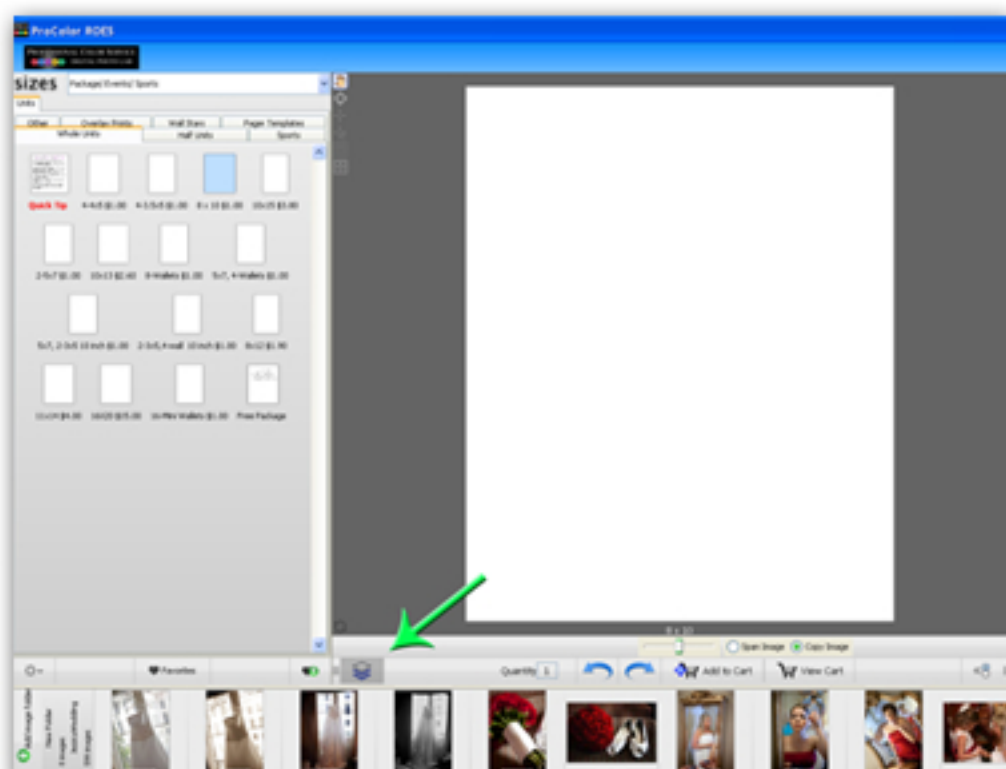# Packager Instructions

All photographers can now create custom packages for events such as dances, schools, sports and in-studio promotions using Favorites in ROES! Here are the steps to get you started:

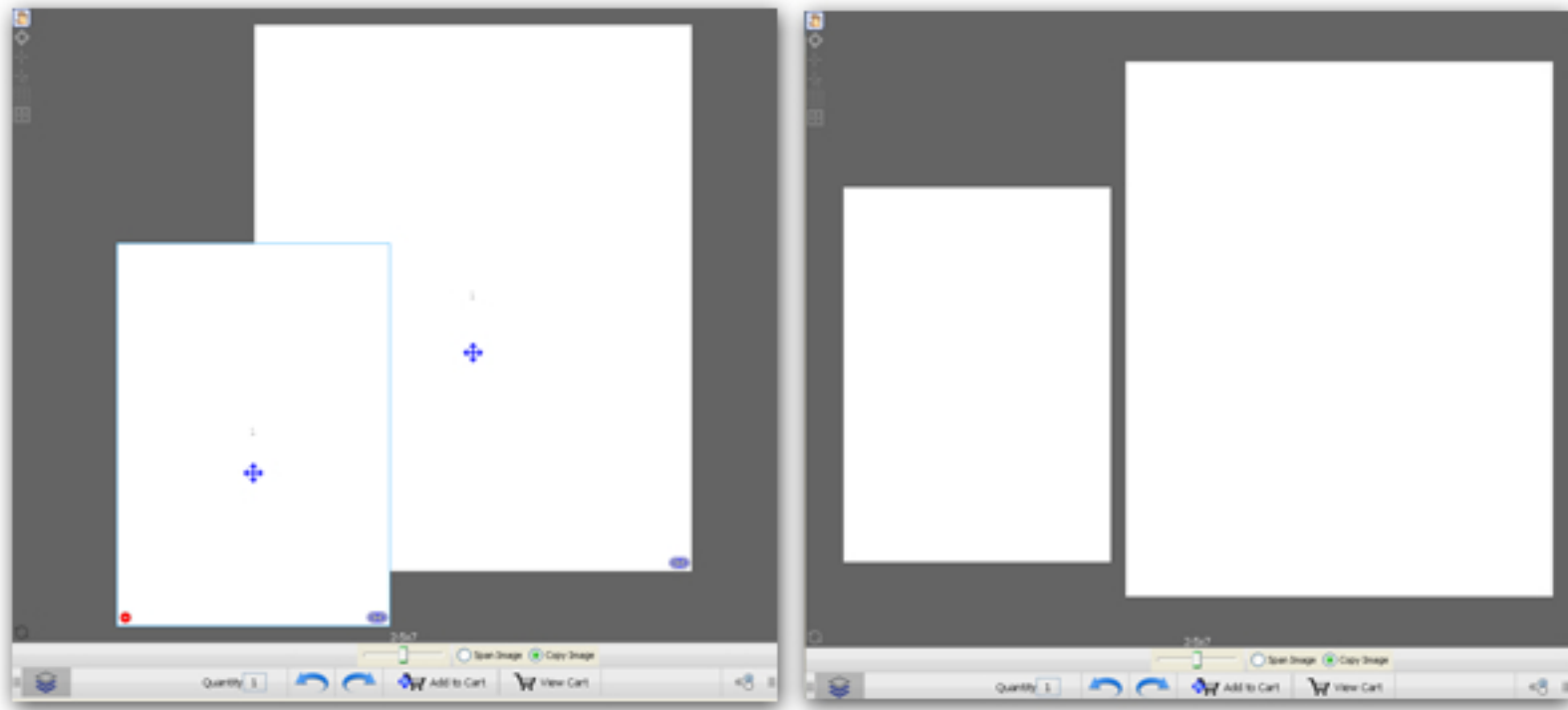1: Go to the Package/Events/Sports catalog in ROES.

2: Turn on the packages and cluster controls by clicking the icon to the right of the favorites button.
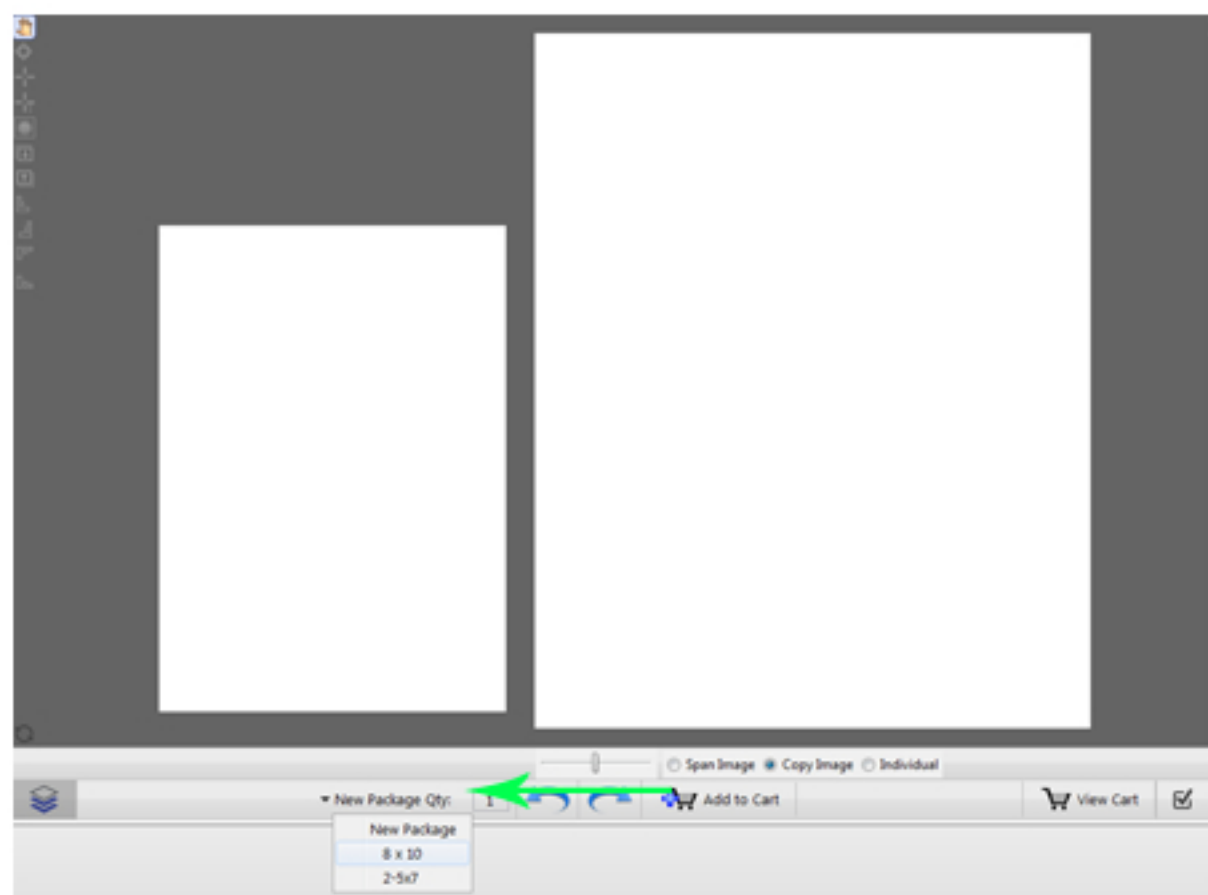

3. Select the first item in the package you are creating. (Let's say it's an 8x10.)

4: Now, choose the next item in your package. Let's say it's 2- 5x7's. Click and drag it into the window next to the 8x10. It will appear as it's own template.
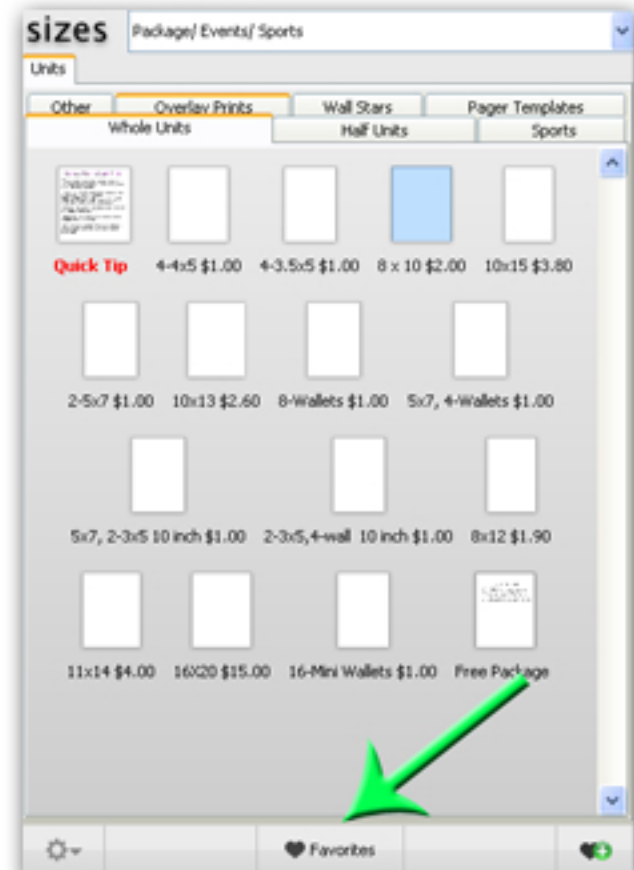
5: Click on the blue 4 headed arrow within the 2- 5x7's and move it over so it's next to and not overlapping the 8x10.
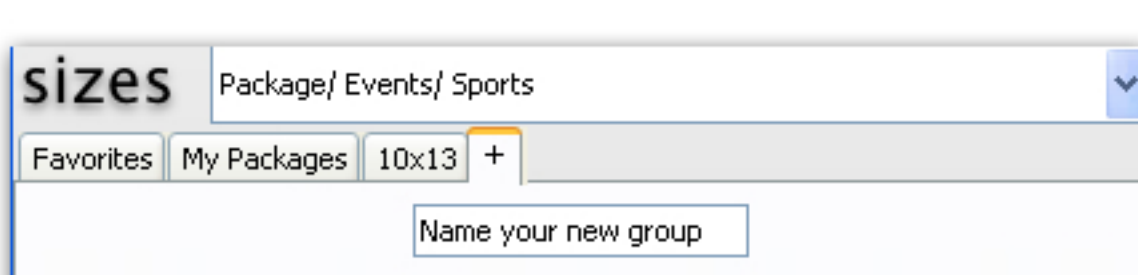

6: If you need to change the quantity of an item in your package (say, make it 2- 8x10's) click on the text "new package Qty" and choose 8x10 from the drop down. then change it's quantity to 2 and hit enter. You can double check that it's correct by looking at the top of each item in the package.
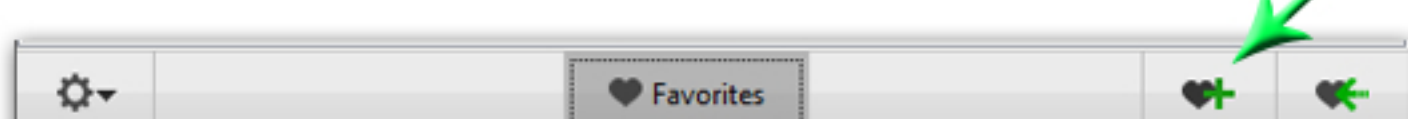

7: When you are ready to save your package, click on the Favorites button.

8: At the top of the favorites tab click the + tab to make a new group, and name it. (something like "school packages")

9: Now click the heart with the green plus sign. Name your package and click enter. (like "Package A")

10: To make your next package, toggle off the favorites button, and click on the first item in your next package. Drag in any other items in this package and arrange nicely.

11: When your next package is ready, toggle back on the favorites button, make sure you're in the right group tab, and click the heart with the plus sign button again to name and save.

12: If you need to make a change to a package you already saved, select that oackage from the favorites section. Make any changes you need. Then click the heart with the green arrow to save changes to the current favorite.

Once your packages are created, you're ready to go! Select a package and drag an image in. You will see it populate all units in the package. The zoom controls will zoom for all units at once.