



*PlicElements is a high-speed-low-drag web application used by Professional Photographers and/or Studios to upload and prepare class/school composites to participating labs for processing. Simply upload your images and data to the PhotoLynx Image Cloud, log into the PlicElements website with your credentials and drag and drop your images to arrange accordingly on your composite. You also have the ability submit directly to your lab and view the status of your order directly from the website.*

## **PlicElements Quick Start Guide**

\*This write-up assumes you have your images and data already matched in ImageMatch®, color corrected, cropped and are ready to export out to create your composites.

### **Step 1: Export**

Do an export out of ImageMatch® that will give you images and data. If you do not have the PlicElements export, you can do the Records with Packages export.

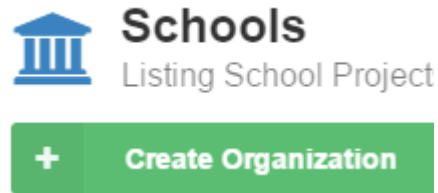
**Note:** Be sure you have your data sorted the way you want your composite to be sorted. For example: Grade, Teacher, Alpha order.

### **Step 2: Log In**

Log into PlicElements at <http://www.plicelements.com> using the username and password given to you by your lab.

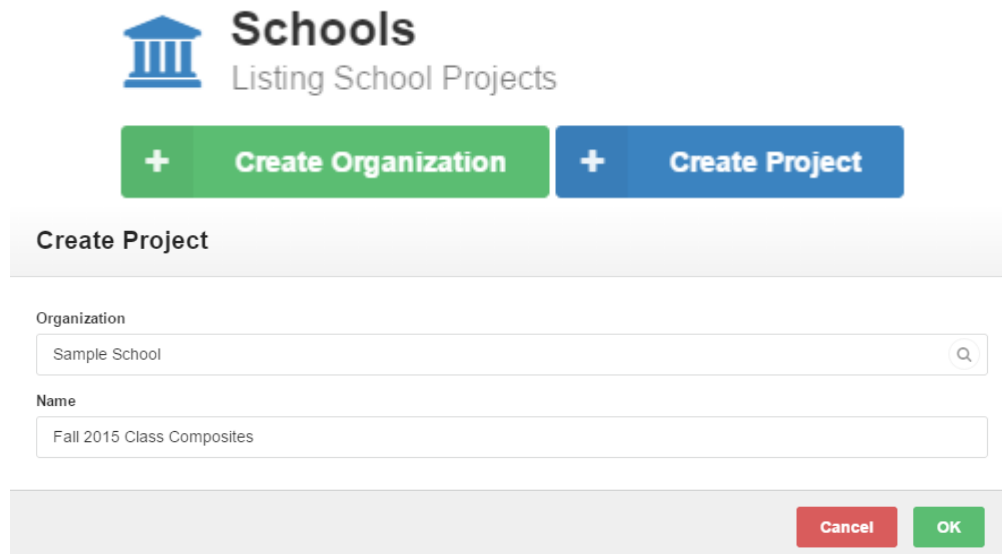
### Step 3: Create an Organization

Under *Schools* you will see a green box labeled *Create Organization*. Click this box and enter your *Organization Name* (this is generally the school name, but you can name it whatever is easiest for you to remember). You also need to fill in their *Role* and *Contact Information*. When finished click the green *OK* button.



### Step 4: Create a Project

Once your *Organization* (or school) is created, you're now able to create a project within this organization. A good example would be "Fall 2015 Class Composites". To do this, click the blue *Create Project* button under your *Schools* menu. You will then select your *Organization* from the drop down and type in the *Project Name*. Press the green *OK* button when finished.

The image shows the "Schools" menu with the "Create Project" button highlighted. Below the menu is a form titled "Create Project". The form has two input fields: "Organization" with "Sample School" and a search icon, and "Name" with "Fall 2015 Class Composites". At the bottom right of the form are two buttons: "Cancel" (red) and "OK" (green).

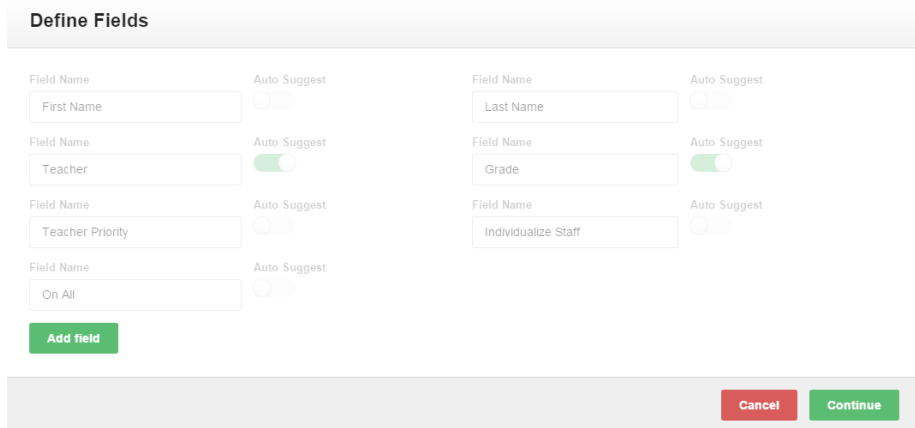
## Step 5: Upload Subjects

Once your *Project* is created, you will see it listed under your *Schools* menu.

1. Click on the yellow *Upload Subjects* button next to your project to get started.

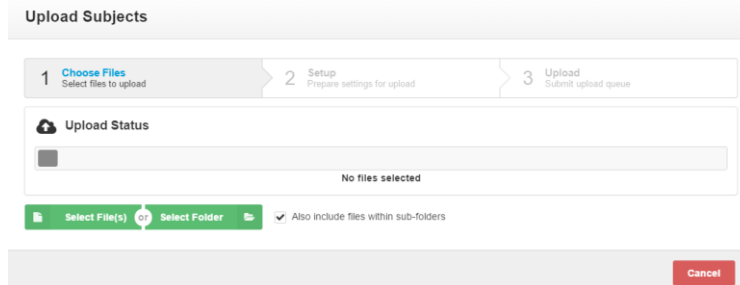


2. A *Define Fields* box will appear. These are the fields PlicMatch will bring in from your data. To add more fields, press the green *Add Fields* button. If everything looks good, press the green *Continue* button.



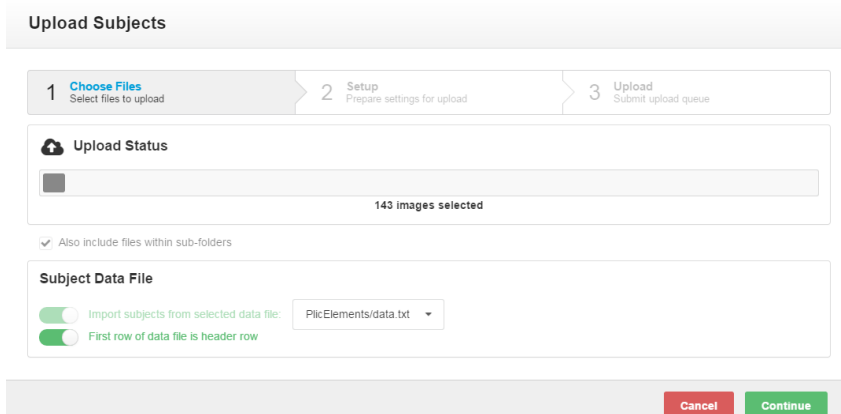
The **Define Fields** dialog box contains a grid of field definitions. Each row includes a text input for the field name, a toggle for 'Auto Suggest', and a 'Cancel' button at the bottom right. The fields shown are: First Name (Auto Suggest off), Teacher (Auto Suggest on), Teacher Priority (Auto Suggest off), On All (Auto Suggest off), Last Name (Auto Suggest off), Grade (Auto Suggest on), and Individualize Staff (Auto Suggest off). A green 'Add field' button is located at the bottom left of the grid.

3. An *Upload Subjects* box will appear. Here you will want to press the green *Select Folder* option, and browse out to your export folder from ImageMatch that contains your images and data.



The **Upload Subjects** dialog box shows a progress bar with three steps: 1. Choose Files (Select files to upload), 2. Setup (Prepare settings for upload), and 3. Upload (Submit upload queue). Below the progress bar is an 'Upload Status' section with a progress bar and the text 'No files selected'. At the bottom, there are two buttons: 'Select File(s)' and 'Select Folder', with a checked checkbox for 'Also include files within sub-folders'. A red 'Cancel' button is at the bottom right.

4. Slide over the slider next to *Import subjects from selected data file*: so that it appears green. Ensure the correct data file is listed in the drop down from your selected folder. If your data has a header, slide over the slider on *First row of data file is header row* so that it appears green.



The **Upload Subjects** dialog box is now configured. The 'Upload Status' section shows '143 images selected'. The 'Subject Data File' section has two checked sliders: 'Import subjects from selected data file' and 'First row of data file is header row'. A dropdown menu shows 'PlicElements\data.txt'. A red 'Cancel' button and a green 'Continue' button are at the bottom right.

5. Press the green *Continue* button.
6. Ensure all your data is mapped to the correct fields. Your image name field should automatically map to *Image Name*, if not, select this field directly above all of your drop down data field in the big drop down labeled *Image Field*. You will see the total number of photos matched in this drop down as well.

Image Field: Image Name 143 matching photos

First Name	Last Name	Teacher	Grade	Image Name
First Name	Last Name	Teacher	Grade	Set Mapping
Isabel	Agullera	McKeehan	0	DSCF2005.JPG
Travis	Bordier	McKeehan	0	DSCF2002.JPG
Samuel	Brown	McKeehan	0	DSCF1996.JPG
Nayeli	Gonzalez	McKeehan	0	DSCF1994.JPG
Anthony	Gutierrez	McKeehan	0	DSCF2001.JPG
Ezequiel	Gutierrez	McKeehan	0	DSCF1993.JPG
Veronica	Himmelrick	McKeehan	0	DSCF1997.JPG
Evelyn	Jacobo Patino	McKeehan	0	DSCF1991.JPG

Cancel
Start Uploading

7. Once all your data is mapped properly, press the green *Start Uploading* button to start uploading your images.

**Upload Subjects**

✔ **Choose Files**  
Select files to upload

✔ **Setup**  
Prepare settings for upload

3 **Upload**  
Submit upload queue

**Upload Status**

1% Uploading 68.32 kB/s

File Name	Status
DSCF1991.JPG	42% <span style="float: right;">Uploading</span>
DSCF1994.JPG	64% <span style="float: right;">Uploading</span>
DSCF1992.JPG	34% <span style="float: right;">Uploading</span>
DSCF1989.JPG	39% <span style="float: right;">Uploading</span>
DSCF1988.JPG	59% <span style="float: right;">Uploading</span>

## Step 6: Add Graphics/Logos for Your Element

If your school would like a specific graphic or logo on their composite, you can upload these on the *Graphics/Logos* menu.

1. Press the green *Select File(s)* button



2. Browse out to select your graphic(s) you wish to upload and press the green *Start Uploading* button.



3. You will get a notification letting you know your files have been uploaded.

## Step 7: Add Backgrounds for Your Element

If your school would like a specific background on their composite, you can upload these on the *Backgrounds* menu.

1. Press the green *Select File(s)* button



2. Browse out to select your background(s) you wish to upload and press the green *Start Uploading* button.

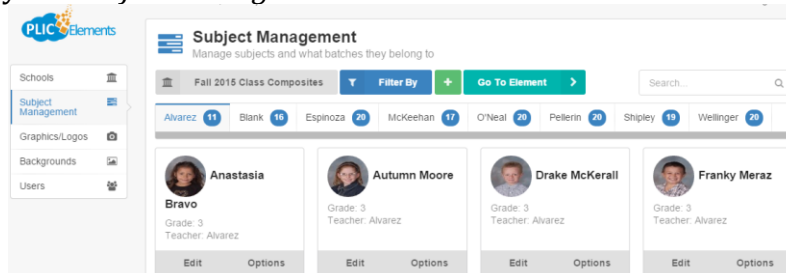


3. You will get a notification letting you know your files have been uploaded.

## Step 8: Ensure Your Subjects are Ordered Correctly

PlicElements will group composites for subjects by the *Teacher* field. To change this:

1. Go to your *Subject Management* menu.



2. Ensure you are looking at the correct project by selecting your project name on the gray button.
3. To change your grouping from *Teacher* to *Grade*, click the blue *Filter By* button and select *Grade*. You will get a warning saying you are going to recreate your batches. Press the green *OK* button

### Confirm Recreating Batches

You are about to destroy all existing batches, and to recreate them based off of the existing subject's Grade. Do you want to continue?

Cancel OK

4. You will now see a preview of all your subjects with the headers by *Grade* rather than *Teacher*. To change this back, simply select *Teacher* from the filter again.  
**Note:** Keep in mind this will destroy any composites you've started on and recreate them.
5. To move subjects from one composite group to another (for example, the teachers are not on their class composite), simply drag their image to the corresponding grouping title. You will get a pop up asking if you want to *Copy* or *Move* your subject. Choose the option that best suits you.
6. To specify a *Staff* member, select *Options* on their image, and move the *Staff* slider until it's green. To include them on individualized elements and/or all elements, move the corresponding sliders here as well. You can also number their priority. Once complete, hit the green *OK* button.

**Note:** You can upload this criteria in your data file as well

#### Subject Options

##### Staff Options

Staff

1 Staff Priority

Include On Individualized Elements

Display In All Elements

Cancel OK

7. To change the order in which your subjects are displayed, simply drag and drop them in the correct order on this screen.
8. To add a new subject, select which class they are in and press the green plus sign at the bottom of the screen. Enter in their correct data and press the *Portrait* button to upload an image for them. Press the green *Add* button when complete.

Portrait

First Name First N:

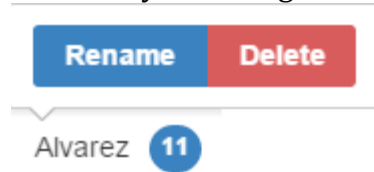
Last Name Last N:

Grade Staff

Teacher

Cancel Add

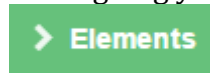
9. To search for a specific subject, simply type their name in the *Search* box in the top right hand corner.
10. To *Rename* or *Delete* a batch, hover over its name and press the corresponding button to make your changes.



## Step 9: Design Your Element

Under your *Schools* menu, you will see a listing of your school and project. You should now see a green box that says *Elements*.

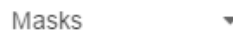
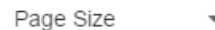
1. Click the *Element* box to start designing your composites.



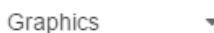
2. You will see the order of your composites by the tabs listed above, named by either *Teacher* or *Grade*.
3. Choose the layout of your composite under the *Layouts* menu – either *Basic Composite* or *Individualized Composite*. Drag the layout you want and “drop” it on your composite.



4. Select your page size under the *Page Size* menu. Drag the page size you want and “drop” it on your composite.
5. Select your background on the *Backgrounds* menu. Drag the background you want and “drop” it on your composite.
6. If you would like a mask around each image, select which mask you’d like from the *Masks* menu. Drag the mask you want and “drop” it on your composite.



7. To add your graphic to your composite, select it from your *Graphics* menu. Drag the graphic you want and “drop” it on your composite. Your subject’s images will automatically adjust around this graphic. To resize, drag the bottom right corner in or out. Rotate by hitting the green button with a circular arrow. To add special effects, press the green pencil button. To move your layer forward or back, hit the corresponding blue arrow buttons. To delete, press the red X button. To add more graphics, press the blue *Add Images* button.

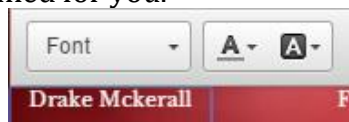


8. To add a title to your composite, double click anywhere on your composite to get a text box. Replace the words *Type Here* with whatever title you would like to put on your composite. You can change your font, font color and size in this menu as well. Drag your title to where you would like it placed on your composite. Your subject’s images will automatically adjust

around the title. To resize, drag the bottom right corner in or out. Rotate by hitting the green button with a circular arrow. To add special effects, press the green pencil button. To move your layer forward or back, hit the corresponding blue arrow buttons. Delete the text object by hitting the red X button.



9. Change the font type, color and size of the subject's names by clicking on one subject name. You will see similar font options as before. Select which font type and color you'd like your subject's names to be displayed as. Size is automatically determined for you.



10. If you are satisfied with how your composite looks, press the blue *Apply to All* button to apply these same settings to all composites. You can then go through the grouped tabs at the top to make any adjustments to different classes.

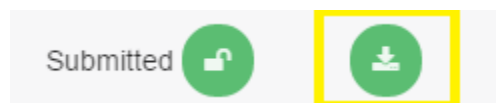


## Step 10: Printing Your Element

Before printing, you can preview your composites by pressing the blue *Preview Elements* button. If everything looks good, you can then press the orange *Finalize and Submit* button again to prepare your composites for printing.



Once your composites are finished rendering, you will see your status on your *Schools* menu change from *In Work* to *Submitted*. To download your rendered .jpg's, press the green download arrow next to this.



You will get another preview of your composites. Hit the green download button again to download a zipped folder of your prepared composites to print in house. *Submitting* your composites will automatically send this to your lab. You will see your status on your *Schools* menu change to *Complete* once they are finished by your lab.