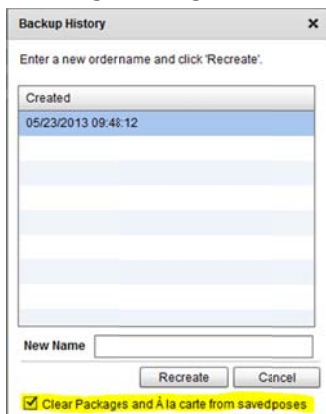


Ordering Composites from Miller's Schools Division

Proper planning on the front end of ordering composites is extremely important for an accurate and smooth process. It is imperative that data, spellings, and administrator labeling are consistent to receive an accurate proof. Lack of this consistency can result in additional charges. We have added reports to the Miller's software for composites to represent a guide of what you will receive on your initial proof. Below are additional tips to help you through the composite ordering process:

1. Teacher's names must be consistent to reflect what you are wanting on the composite. Example: If one student is listed as "Mrs. Smith" class and the next is listed as "Alice Smith" these students will be on separate composites. On the same note, if the teacher assigned to the students is listed as "Smith", that is what will be included on the title block of the composite. The same rule applies to grade; if you wish for the composite to say "Seventh Grade" in the title block, that is what needs to be entered for each student.
2. Be sure that you assign staff to their appropriate category.
3. If you are importing data, be sure that you create a category field in the .csv and assign each individual a category. This can be accomplished with a fair bit of ease in Excel or Open Office "Calc" (This is a free program that you can download from www.openoffice.org). It is also a good idea to change the format of teacher names or the grade at this point.
4. If you are going to submit a retake order that will need to be combined with an original order, be sure that you add Teacher Names / Grades in the same manner as the original order.
5. If after you have submitted an order, you decide that you would like composites, you can recreate it as new and clear the packages and A la carte items. This will allow you to go back and alter the data which you added when creating the original order.



6. Teachers must be assigned to their own class.
7. Be sure all images are cropped vertically; horizontal images cannot be used on a composite.

Composite Order Screen

The purpose of this section is to give a description of each option on the composite ordering screen and how they will affect the final product.

The screenshot shows a web-based ordering interface for composites. On the left, there are several dropdown menus and checkboxes. A red box highlights the 'Composites' dropdown (1), the 'Standard' dropdown (2), the 'Basic w/ Background Color' dropdown (3), and the 'Brown Marble' dropdown (4). Below these are radio buttons for 'Create for current order only' and 'Combine with multiple orders' (5), with a plus sign icon. A 'Sort by: Grade' dropdown (6) is also present. Further down, there are radio buttons for 'Template Style' (Standard, Individual) and 'Orientation' (Landscape, Portrait) (7). Below that is a 'Print Size' dropdown (8) set to '8x10'. The 'Optional Fields' section includes checkboxes for 'School' (Test High School), 'Year' (2015-2016), 'Additional Text' (Mr. Lee, Principal), 'Grade', and 'Teacher' (9). The 'Your Contact Information (Required)' section has fields for 'Phone Number' (620-231-8050 Ext. 2309) and 'Email' (sample@sample.net) (10). On the right, a preview of a composite shows a grid of student portraits and a teacher's name, Mrs. Peterson, with a '\$10.00 charge per class/teacher' (11). Below the preview is a section for 'Enter quantities for each class/grade' with a list of grades and counts: 9th - 85, 10th - 103, 11th - 5, 12th - 13. At the bottom right, there is a section for 'Composite Instructions (Optional)' with a text box containing the instruction: 'Use image from original for susie Smith, use the image from the retake on all others.' (12).

1. There are two options when ordering a composite from the Miller's School division, they are standard and custom. We have four standard composite options which serve most of our customers well. In addition to our standard options, for a fee of \$25, we can set up a custom layout using a custom background and/or a custom title block (you will be contacted about details before we proceed).
2. From this menu you can choose one of our four standard composite designs.
3. This menu lists the color choices for templates that have multiple color options.
4. A composite can be created using images from one order or from the images of multiple orders combined.
5. This menu defines the grouping of individuals, subjects will be sorted alphabetically by last name within this grouping (individuals designated as staff will be added to the beginning).

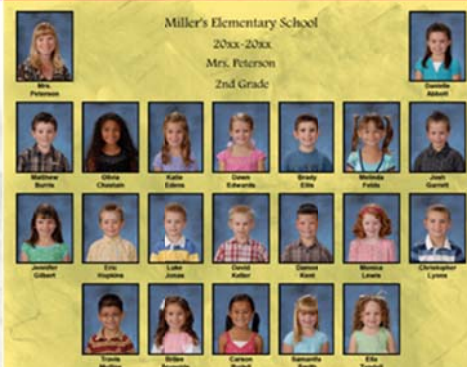
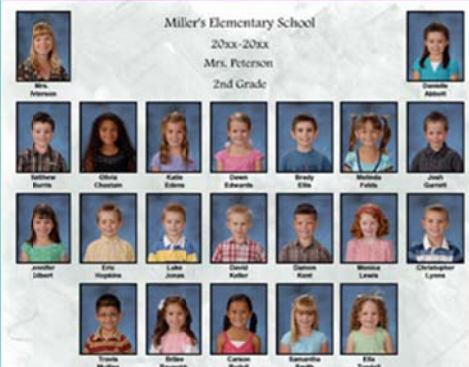
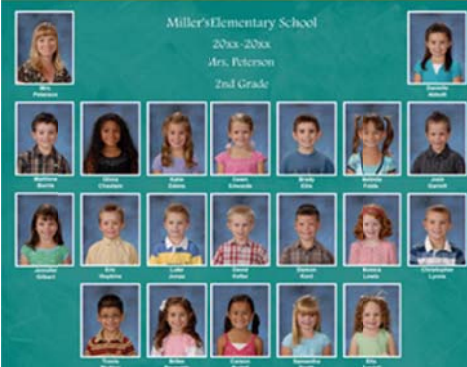
6. You can choose one of two styles of composite. The individual style composite generates a separate composite for each student on which his image is larger than those of the other students. A standard composite generates a single composite per group. Either of these can be ordered as a landscape or portrait image.
7. There are three composite sizes to choose from, however, we can do a custom composite at any size that is offered through our ambassador print category (these will be printed at the first unit ambassador price).
8. In this section you designate what will be listed on your title block. Check which fields you wish to appear on the composite title block and fill out any required text.
9. Please fill out your contact information in this section. Your proofs will be emailed to this email address.
10. In this section you will tell us how many composites of each group that you require (This does not apply to individual composites).
11. This section is used to communicate any special requests to the lab.

Composite styles

Basic:



Basic with Background color choice:


























Basic with Logo:



Basic with Text and Frame Color: (Next page)

Miller's Elementary School
20xx-20xx
Mrs. Peterson
2nd Grade

Miller's Elementary School
20xx-20xx
Mrs. Peterson
2nd Grade






						
						
						




















Miller's Elementary School
20xx-20xx
Mrs. Peterson
2nd Grade



Miller's Elementary School
20xx-20xx
Mrs. Peterson
2nd Grade



						
						
						


















Miller's Elementary School
20xx-20xx
Mrs. Peterson
2nd Grade



Miller's Elementary School
20xx-20xx
Mrs. Peterson
2nd Grade

Miller's Elementary School
20xx-20xx
Mrs. Peterson
2nd Grade



Miller's Elementary School
20xx-20xx
Mrs. Peterson
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Miller's Elementary School
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Mrs. Peterson
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Miller's Elementary School
20xx-20xx
Mrs. Peterson
2nd Grade



Miller's Elementary School
20xx-20xx
Mrs. Peterson
2nd Grade



Miller's Elementary School
20xx-20xx
Mrs. Peterson
2nd Grade



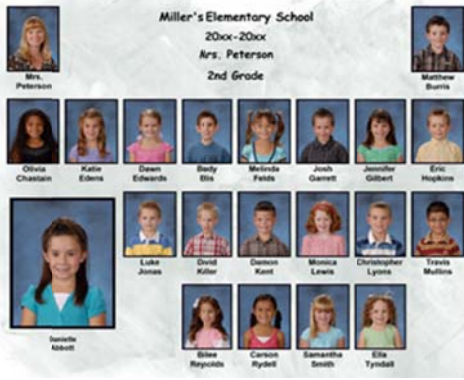

						
						
						

Miller's Elementary School
20xx-20xx
Mrs. Peterson
2nd Grade



These are all also available as "Individual" composites:



Examples of properly entered records for composites

Pose 1 of 1 DSCF0004_.jpg

StudentID 123456
First Name Mary
Last Name Jones
School
Teacher Mrs. Kerschaw
Grade 1st Grade
Category Student
Custom1
Custom2
Custom3
Custom4
Custom5
Email
Address
City
City

Service Item Pose
 Add name on prints
● On Wallets Only
● On All Prints
 Add year on prints 2013
● On Wallets Only
● On All Prints
Color ● Black ● White

Main Image

In the above image the data is entered so that Mary Jones will be added to a composite with the teacher name “Mrs. Kerschaw” and “1st Grade” in the title block and placed alphabetically with the rest of the students. Please note that “Service Item Pose” is checked, this will always be checked when you are only entering one per subject, however, if you are entering more than one pose per student, only the pose that is checked will be added to the composite. The first pose is checked by default.

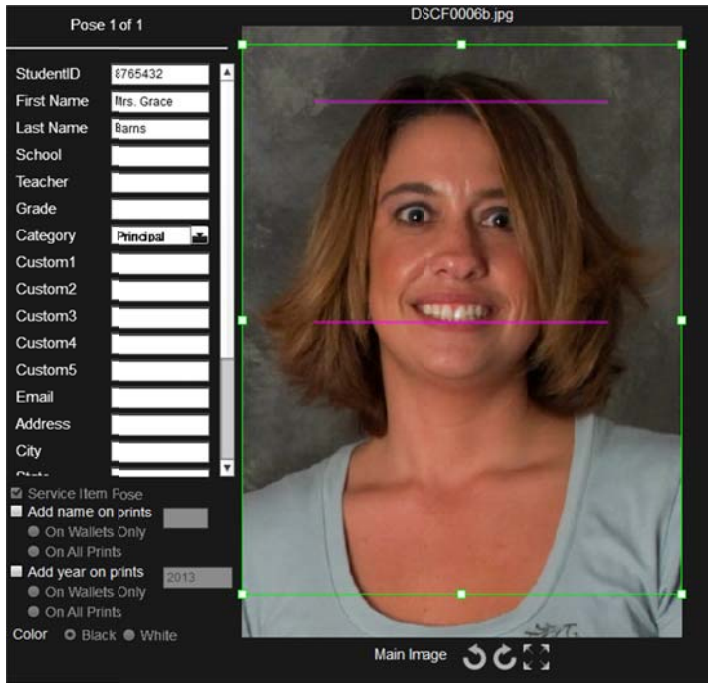
Pose 1 of 1 DSCF0005_.jpg

StudentID 9854
First Name Mrs. Jane
Last Name Kerschaw
School
Teacher Mrs. Kerschaw
Grade 1st Grade
Category Teacher
Custom1
Custom2
Custom3
Custom4
Custom5
Email
Address
City
City

Service Item Pose
 Add name on prints
● On Wallets Only
● On All Prints
 Add year on prints 2013
● On Wallets Only
● On All Prints
Color ● Black ● White

Main Image

In this Image the data is entered so that Mrs. Jane Kerschaw will be added to a composite with the teacher name “Mrs. Kerschaw” and “1st Grade” in the title block and placed at the beginning as staff. This is due to her category being set to “Teacher”. Setting the category to Teacher’s Assistant will also result in the subject being grouped at the beginning with the staff.



The above image of Mrs. Grace Barns will be added to all composites due to the fact that her category is set to principal. This is also the case when you set the category to Assistant Principal.