



USING NULAB DIGITAL EXPRESS

a step by step guide for PC & Mac

1. Digital Outputs

Including Completed Orders In Third Party Software (e.g. TDA4.5, JAD, Proselect etc.)

- 1.1 If you have a Promotional Code for this particular order, enter the appropriate code and click **Next**. Otherwise, simply click **Next**.
- 1.2 Select **Digital Outputs** and enter an order reference number of your own if you wish.
- 1.3 Select the output medium (normal paper, metallic, budget canvas, premium canvas, fine art).
- 1.4 Select **colour correct** unless you prefer to handle management of density, contrast and colour yourself, you must have a calibrated system to ensure a good result. Call Customer Service if you are unsure.
- 1.5 Ensure **Save Images to CD/DVD** is selected if you wish your colour corrected files to be saved.
- 1.6 Select **PSD Order** if you have saved files as layered PSD files and wish to have layers colour corrected (e.g. in montaged images). Calculate and select the correct number of layers in all PSD files in this particular order.
- 1.7 Select **Discount Voucher Redemption** if you have a voucher that is appropriate to use
- 1.8 If this order is for an album already created in third party software (e.g. TDA4.5, JAD, Proselect etc.), click **Import Album Order** button.
- 1.9 If ordering prints (rather than an album) create any **Custom Sizes** required within .10 of an inch. (Next screen contains all regular print sizes)
- 1.10 From the tabs at the top, select **Add to Order**. Add image files, select sizes, and click **Add** for the quantity of prints required. If you wish to Crop or Rotate an image, double-click the thumbnail.
N.B. - Cropping feature will only work reliably for image file up to approx. 45MB - ensure you alter the file-name if you do not wish to overwrite the uncropped file - close the file in order to see the cropped version of the image as a thumbnail
- 1.11 Select **Retouching Options** as you wish and answer **OK**. Please note that the range of retouching options has been much more clearly specified for your convenience.
- 1.12 From the tabs at the top, select **Edit Order**. Make any changes you wish.
- 1.13 From the tabs at the top, select **Mount Prints**. Choose any mounting or other finishes you wish. Note: Overlay = laminate. Check that print size and mount size are correct for your requirements.
- 1.14 From the tabs at the top, select **Order Summary**. View or print out the Order Summary to double-check that the order is correct before proceeding to send it.
- 1.15 Add any **Special Instructions** required, including any directions regarding how or when you wish to have this order despatched.
- 1.16 Select the appropriate payment option, then select the appropriate delivery option.

The upload screen activates, and shows progress. This feature runs in the background, even if the window is closed, providing the Toolbar is visible. If you select **Exit** from the Toolbar, the current upload ceases, but it will resume automatically when Nulab Digital Express is started up again.

N.B.: New orders can be created and added to the upload queue while the previous order sends. Many clients will find this feature very convenient.

2. Proof Portfolios

- 2.1 If you have a Promotional Code for this particular order, enter the appropriate code and click **Next**. Otherwise, simply click **Next**.
- 2.2 Select **Proof Portfolios** and enter an order reference number of your own if you wish.
- 2.3 Select **Proof Style, Background Options, Binding Options**, and whether you wish files to be saved to CD/DVD.
- 2.4 Add image files. Choose whether you wish to show/hide thumbnails.
- 2.5 If cropping of images is required, refer to instruction 1.10 above.
- 2.6 Select the number of Proof Portfolios required, select appropriate cover sheet options, and complete any necessary details.
- 2.7 Follow procedures 1.12 - 1.16 above

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3. Previews

- 3.1 If you have a Promotional Code for this particular order, enter the appropriate code and click **Next**. Otherwise, simply click **Next**..
- 3.2 Select **Digital Previews** and enter an order reference number of your own if you wish.
- 3.3 Select type of correction required, and whether you wish files to be saved to CD/DVD.
- 3.4 Select style of finish required and click on **Next**.
- 3.5 Select **Proof Size** required.
- 3.6 Add image files. Choose whether you wish to show/hide thumbnails.
- 3.7 Follow procedures 1.12 - 1.16 above.

4. Superproofs

- 4.1 If you have a Promotional Code for this particular order, enter the appropriate code and click **Next**. Otherwise, simply click **Next**.
- 4.2 Select **Superproofs** and enter an order reference number of your own if you wish.
- 4.3 Select type of correction required, and whether you wish files to be saved to CD/DVD.
- 4.4 Select **Output Size**, then select style of finish required
- 4.5 Select **Binding** required and click on **Next**.
- 4.6 Select **Proof Size** required.
- 4.7 Add image files. Choose whether you wish to show/hide thumbnails.
- 4.8 Follow procedures 1.12 - 1.16 above.

5. Pic a Pac Printing

- 5.1 If you have a Promotional Code for this particular order, enter the appropriate code and click **Next**. Otherwise, simply click **Next**.
- 5.2 Select **Pic a Pac** and enter an order reference number of your own if you wish.
- 5.3 Select type of correction required, and whether you wish files to be saved to CD/DVD.
- 5.4 Add image files. Choose whether you wish to show/hide thumbnails.
- 5.5 Highlight appropriate files for each Pic a Pac (holding Control or Shift key while clicking on files), then select Pac required.
- 5.6 Select **Retouching Options** required.
- 5.7 Follow procedures 1.12 - 1.16 above.

6. Albums

- 6.1 If you have a Promotional Code for this particular order, enter the appropriate code and click **Next**. Otherwise, simply click **Next**.
- 6.2 Select **Albums** and enter an order reference number of your own if you wish.
- 6.3 Select **Paper Type**, any correction required, and whether you wish files to be saved to CD/DVD.
- 6.4 Select **Album Size**.
- 6.5 Select **PSD** option if you have saved files as layered PSD files and wish to have layers colour corrected (e.g. in montaged images). Calculate and select the correct number of layers in all PSD files in this particular order.
- 6.6 Select **Cover Options** and complete any necessary details.
- 6.7 Select **Layout Options**, and select **Add Opening** for each new double-page spread to be created. Remember to select **Crease or Cut**, bearing in mind that there are no guarantees regarding the longevity of creasing. Add image files required for each page/opening.
- 6.8 Select any **Extra Products** required.
- 6.9 Follow procedures 1.14 - 1.16 above.

7. Other Order Files (e.g. StudioPlus, Timestone, Performer)

- 7.1 If you have a Promotional Code for this particular order, enter the appropriate code and click **Next**. Otherwise, simply click **Next**.
- 7.2 Select **Send Other Order File** and enter an order reference number of your own if you wish.
- 7.3 Follow procedures 1.14 - 1.16 above.