

# Photo Parata



by Miltonstreet Software

## Getting Started Guide

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## About Photo Parata

### *Overview*

Photo Parata is event photography software designed to help the photographer intuitively ingest images, define categories and display them on viewing stations.

Photo Parata allows the general public to quickly browse through the galleries, selecting their favorite images and putting them in their cart. Once they are done, you can pull up the cart and proceed with the check out process. It's as simple as that!

Parata Photo's straightforward approach to networking takes the hassle out setting up; allowing you to set up as many viewing stations as you need to support your on-site photo sales. With Photo Parata you can set up two, or twenty, viewing stations with the same ease!

See [SUPPORTED OS's \(32 & 64-bit\)](#)

- Windows 7
- Windows Vista
- Windows Server 2008
  
- Windows XP SP2/SP3 (thru 2011)
- Windows Server 2003 (thru 2011)

Setting up an event for more information.

## **Components**

Photo Parata is a client/server program that takes a straightforward approach to networking; it takes the hassle out of setting up and gets the images in front of your customers faster. Photo Parata accomplishes this through simple image ingestion, navigation and presentation.

### **Presentation:**

Photo Parata distributes the images using the same technology as the web. This allows for a quick and simple, but elegant presentation in the Kiosk Viewing Station (KVS).

### **Navigation:**

Photo Parata uses a hierarchical navigation system allowing the photographer to create categories and sub categories in which to place the image galleries, allowing minimal effort for the customer to find the desired image gallery. This navigation system is carried through to the server, where the photographer ingests (also known as uploads) the images into the system.

Photo Parata stores all the images on the hard drive in the exact same way you created it in the system; so it's easy for you to navigate through the hard drive to find your images.

### **Image Ingestions:**

The ingestion of the images from the memory card is fast and easy; after the images are copied to the hard drive they are automatically downsized to allow the Kiosk Viewing Stations (KVS) to display the images faster.

The photographer can rename the images at the time of ingestion, or use the original filename given by the camera.

## ***Photo Parata Highlights***

### ***Grand Marshal Server (GM)***

- The Grand Marshal is the Server and will be referred to as GM in this document.

- One-step setup that does not require file sharing.
- File ingestion of JPEG files as well as JPEG+RAW.
- Ingested files from memory cards are not modified in any way as not to lose IQ from repeated jpeg compression.
- Images can be loaded from any folder on the computer.
- Works with Wi-Fi.
- Thumbnail and small web size images are created for display on the Kiosk Viewing Stations to maximize performance.
- The folder structure on the hard drive is identical to that in the server, making it easy to locate images.
- All images (original, thumbnail, and web site) are stored in one Event folder making it easy to backup at the end of the event.
- The event folder can be placed on any drive.
- During the ingestion process, the operator defines filename patterns. The filename Pattern is where the operator defines the filename for each image.
- Image sequence numbers can be set to not repeat throughout the whole event,, to restart for each Image Gallery, or to use the images original number (and/or full filename).

### *The Kiosk Viewing Station (KVS)*

- Very simple setup, no networking knowledge required - only requires the IP address of the server, which is displayed in the status bar of the GM, in order to connect.
- Slide show runs while stations are not in use.
- Intuitive hierarchical navigation system that mirrors the structure on the hard drive.
- Shutdown is password protected.
- Built in reset timer to return to initial page (Slide Show feature is available in the Professional Edition).

### *The Cart System*

- No keyboard required; customers use an onscreen keypad!
- Users log in using their phone number on an onscreen keypad! (KVS)
- Users click on images to add them to their chart. (KVS)
- Users can edit the cart by adding and removing images at any time. (KVS)
- Users can return at a later time and log back in using the same login information. (KVS)
- The selected images (full size) are copied into a unique folder on the Grand Marshal (server) for printing/order placement by the operator.
- Configurable to allow images selected in the carts to be added to the slide show.
- Search option available to locate carts quickly and easily during the check out process.

*Supported OS's (32 & 64-bit)*

- Windows 7
- Windows Vista
- Windows Server 2008
  
- Windows XP SP2/SP3 (thru 2011)
- Windows Server 2003 (thru 2011)

## Setting up an event

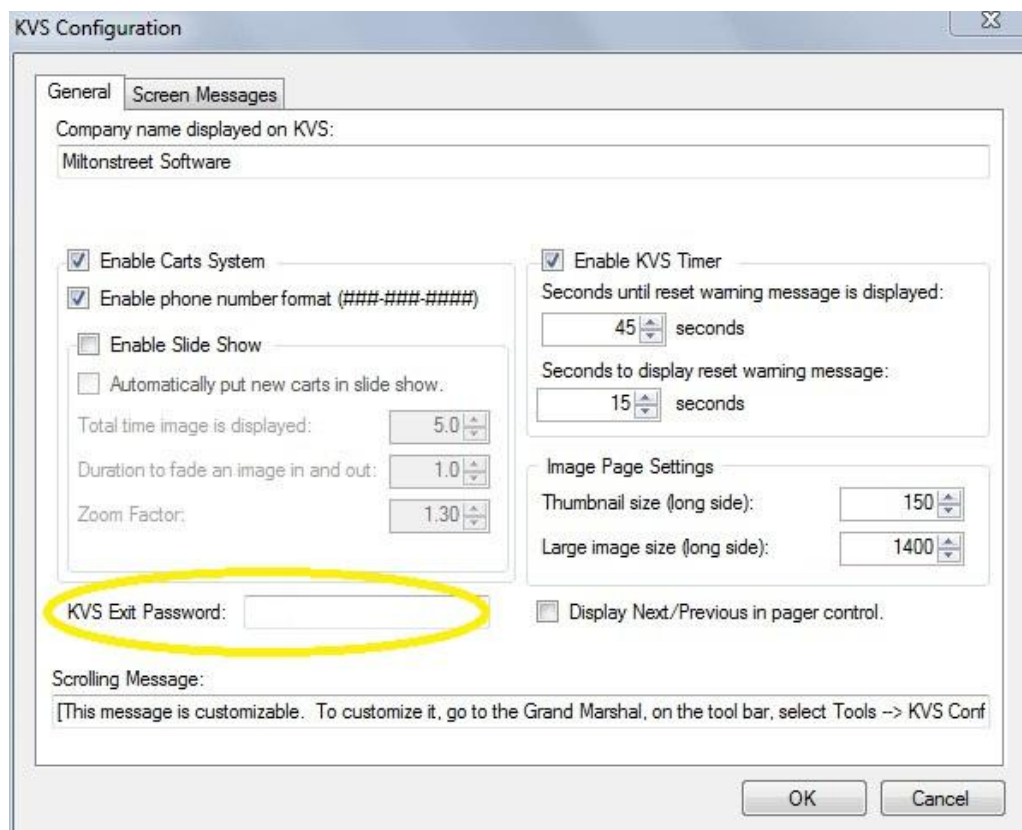
Use the following procedure to set up an event in the Grand Marshal.

REFERENCE: FOR INFORMATION ON HOW TO INSTALL PHOTO PARATA AND THE GRAND MARSHAL PLEASE REFER TO THE PHOTO PARATA INSTALLATION INSTRUCTIONS FOUND ON [www.miltonstreet.com](http://www.miltonstreet.com).

1. When first installing Photo Parata you will be asked to set an **Exit Password** for the **KVS**. Enter a password and select **Save**.



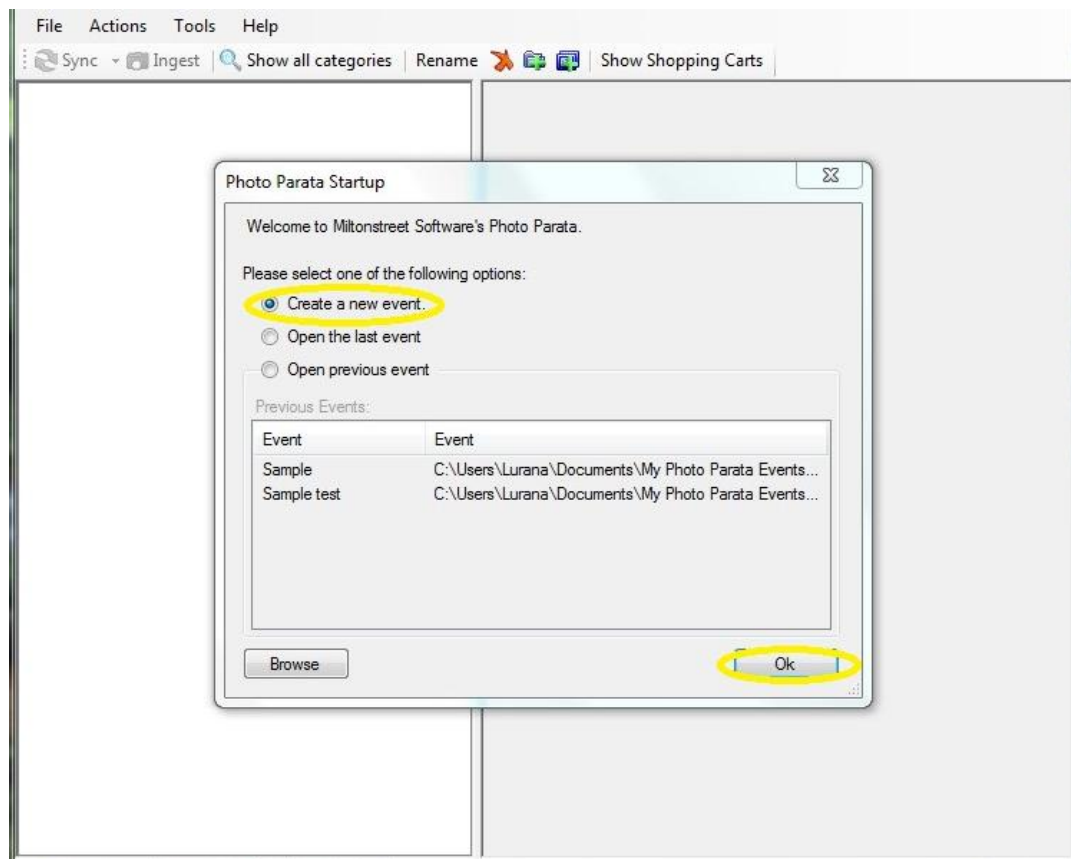
The **Exit Password** can be found under **Tools**→ **KVS Configuration** window. This is only required the first time you install **Photo Parata**.



2. Open the **Photo Parata Grand Marshal (Server)**.  
A *Startup* window will be displayed. If this is your first time using **Photo Parata** or setting up an event there will only be one choice: *Create a new event*.



In the future, when you open the **Photo Parata Grand Marshal (Server)** you will also have the option to *Open the last event* or *Open previous event*.

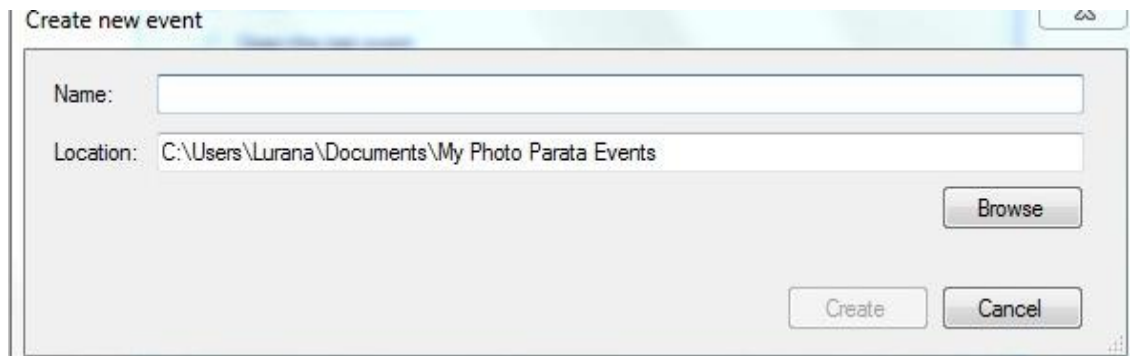


3. For this procedure we are going to select *Create a new event*.
4. In the *Photo Parata Startup* window select the *Create new event*:



## 5. Select **OK**

*The Create new event window is displayed.*

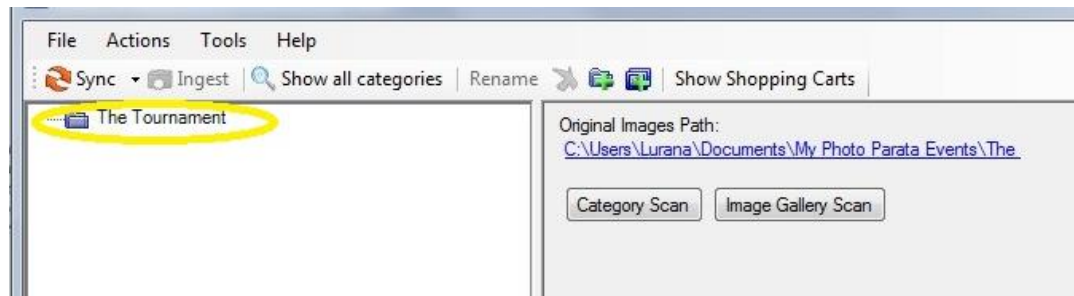


6. In the **Name** field enter the name of your event, for example: *The Tournament*. This will be the name of the **Event Folder** on your hard drive and the top level Category name in *Photo Parata*.

Once the **Name** field is populated the **Create** button becomes active.



7. The Location/folder for the New Event will by default be located on "*C:\Users\UserName\Documents\My Photo Parata Events*". You may at this point change the location of the folder. The **Grand Marshal (Server)** will remember this location for future use.
8. Click on the **Create** button to create the event. You will now see the event folder you created (we named ours *The Tournament*) in the **Grand Marshal (Server)** window.

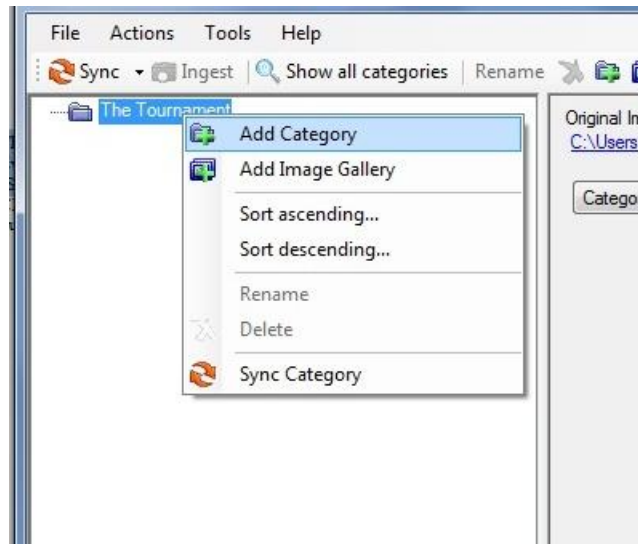


9. You will now need to add *Categories* and *Image Galleries*. Use the following steps to do this.

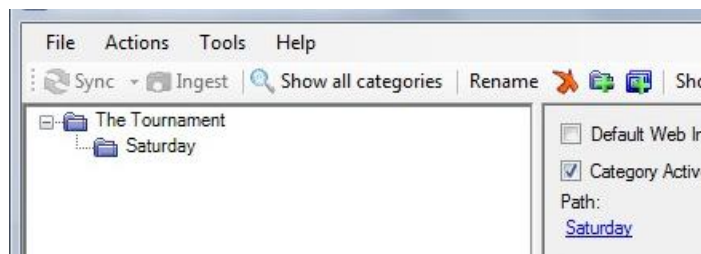
## Creating Categories

Categories will now need to be added to the **Event Folder**, shown in our example as *The Tournament*.

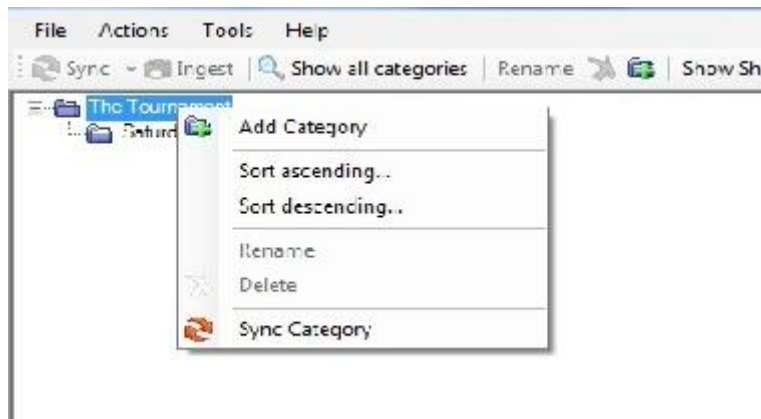
1. Right click on the event folder you have created.



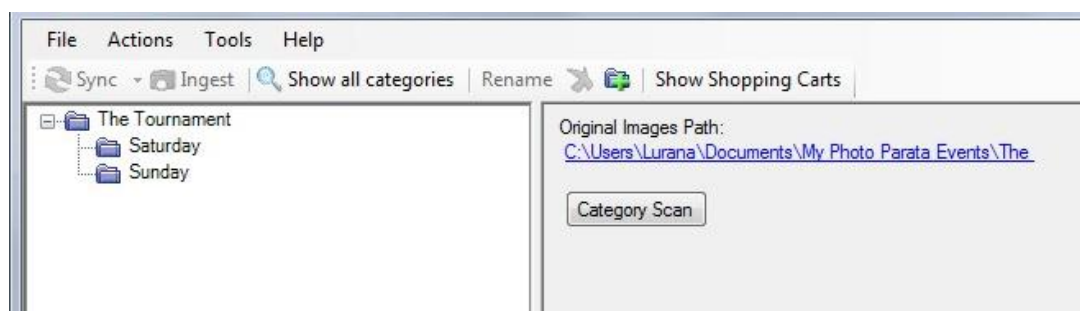
2. Select **Add Category** and enter date or time of your event. In this example we will call ours **Saturday**.



**NOTE:** If you go back and right click on the Event Folder (*The Tournament*) you will see that the option to *Add an Image Gallery* is gone. This is because a *Category* can contain either **Categories or Image Galleries**, but not both. Once either a **Category** or an **Image Gallery** is created, the other option will no longer be available. Both options will return if all the **Category or Image Galleries** are deleted.

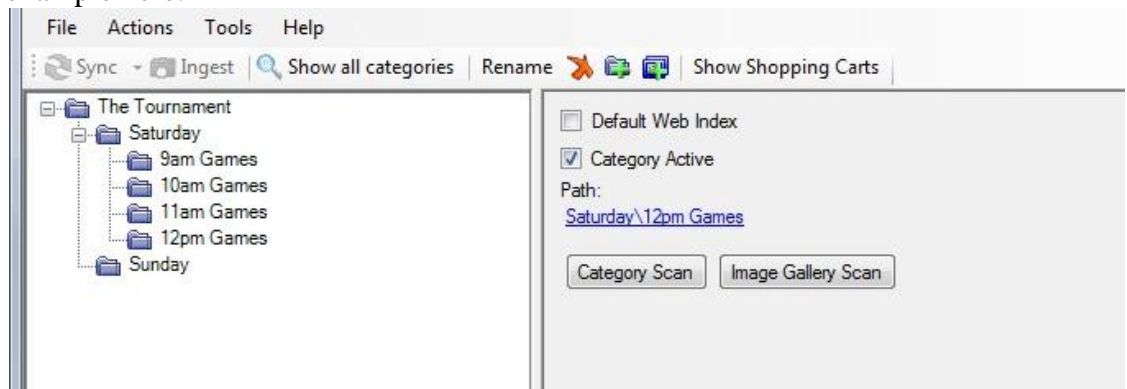


3. Repeat steps 1 and 2 to create another category for Sunday.



You can create categories within a category in order to separate your events by time or other organizational methods that work best for you. For our example we are going to add additional folders to our *Saturday* category.

4. Right click on *Saturday*.
5. Select **Add Category** from the pop up window.
6. Type in 9 a.m. Games in the blank field.  
We will add categories for 10 a.m., 11 a.m., and 12 p.m. games. See our example here:

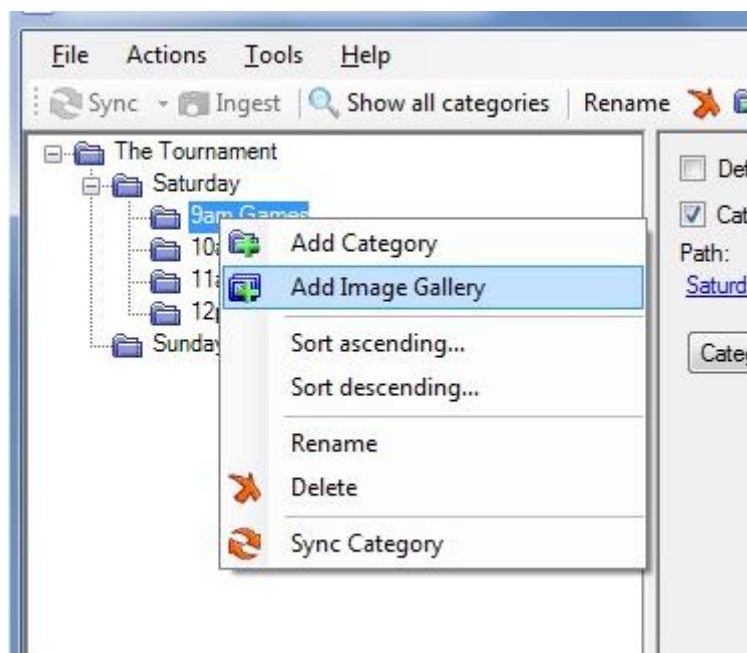


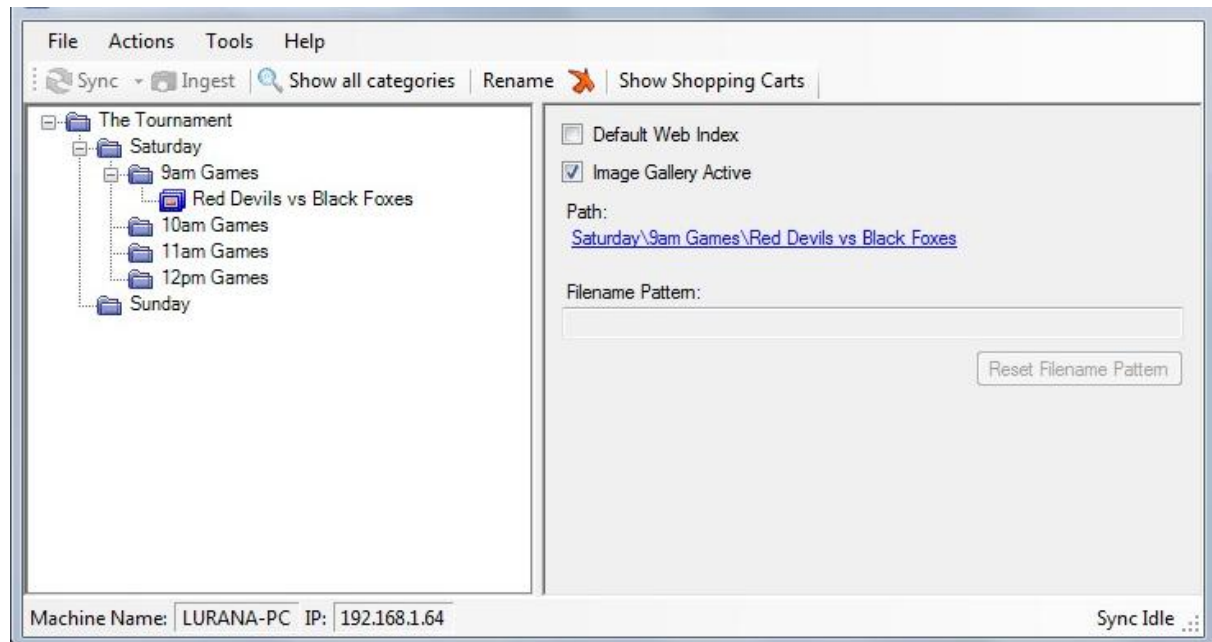
After you have created all your categories, it's time to create some *Image Galleries*.

Use the following steps to create *Image Galleries*.

### ***Creating Image Galleries***

1. Right click on the *9am Games* category.
2. Select *Add Image Gallery*.
3. In our example we are going to call this *Image Gallery* *Red Devils vs. Black Foxes*. Type *Red Devils vs. Black Foxes* in the blank field.



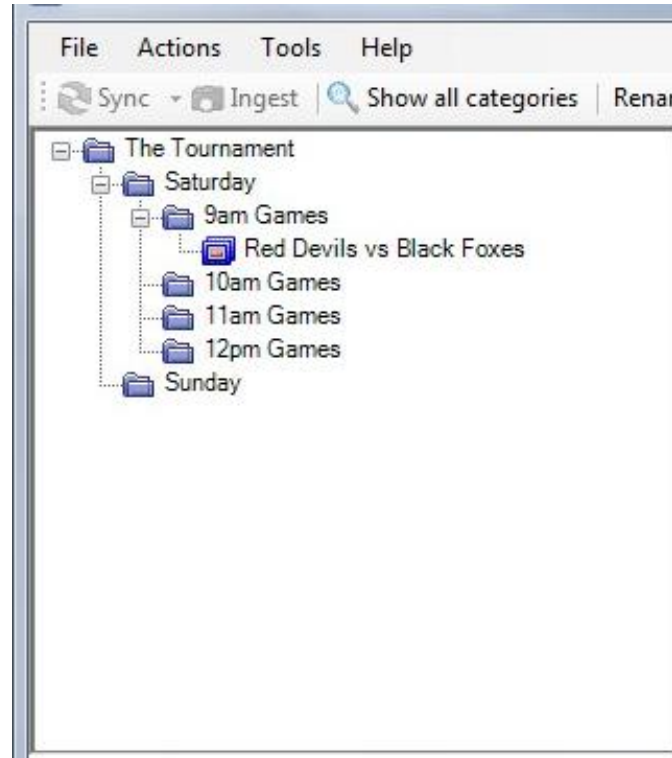


4. We can repeat these steps to add more *Image Galleries* to the remaining times we have created.

**Important Note:** Because there are no images or categories created under the Sunday folder, it can still contain either Categories or Image Galleries. Sunday does not need to contain additional categories just because Saturday contains them.

To review:

- **Event** → Contains either *Categories* or *Image Galleries*
- **Category** → Categories can contain other *Categories* or *Image Galleries*.
- **Image Galleries** → contains images.



- 1) Event (The Tournament)
  - a. Category (Saturday)
    - i. Category (9am Games)
      1. Image Gallery (Red Devils vs. Black Foxes)
    - ii. Category (10am Games)
    - iii. Category (11am Games)
    - iv. Category (12pm Games)
  - b. Category (Sunday)

See the [Viewing Event](#) Images on the KVS

You or your clients can view the event images on the KVS once they have been ingested from the **GM**. A phone number is required to log into the KVS. To view event images on the KVS refer to the following procedure:

1. At the Kiosk Viewing Station (KVS) **ENTER** your phone number to login.

Please enter your phone number. Your phone number will only be used to track which images you select.

Phone Number

1

2

3

4

5

6

7

8

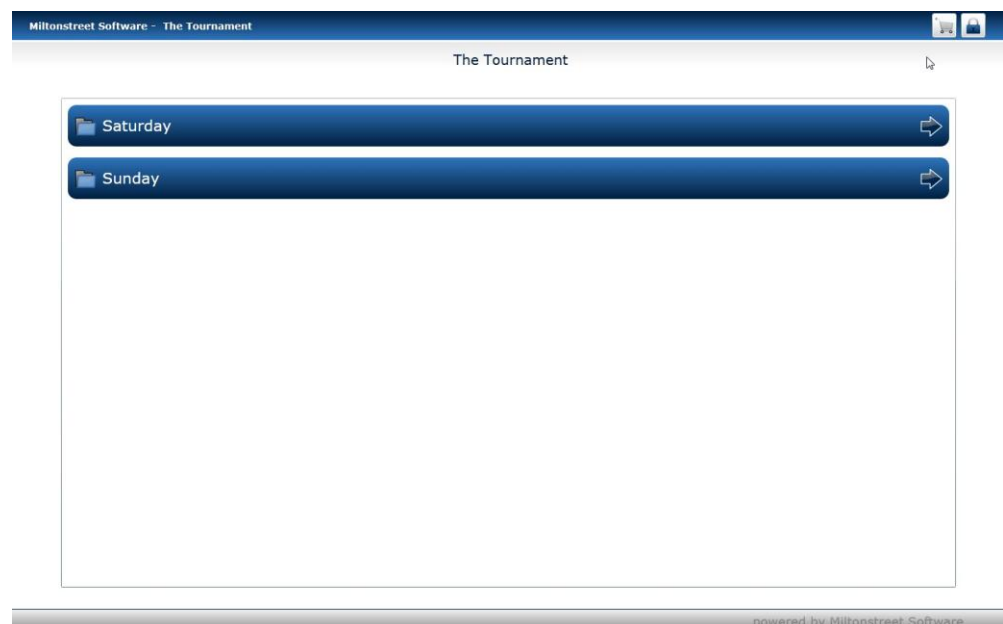
9

0

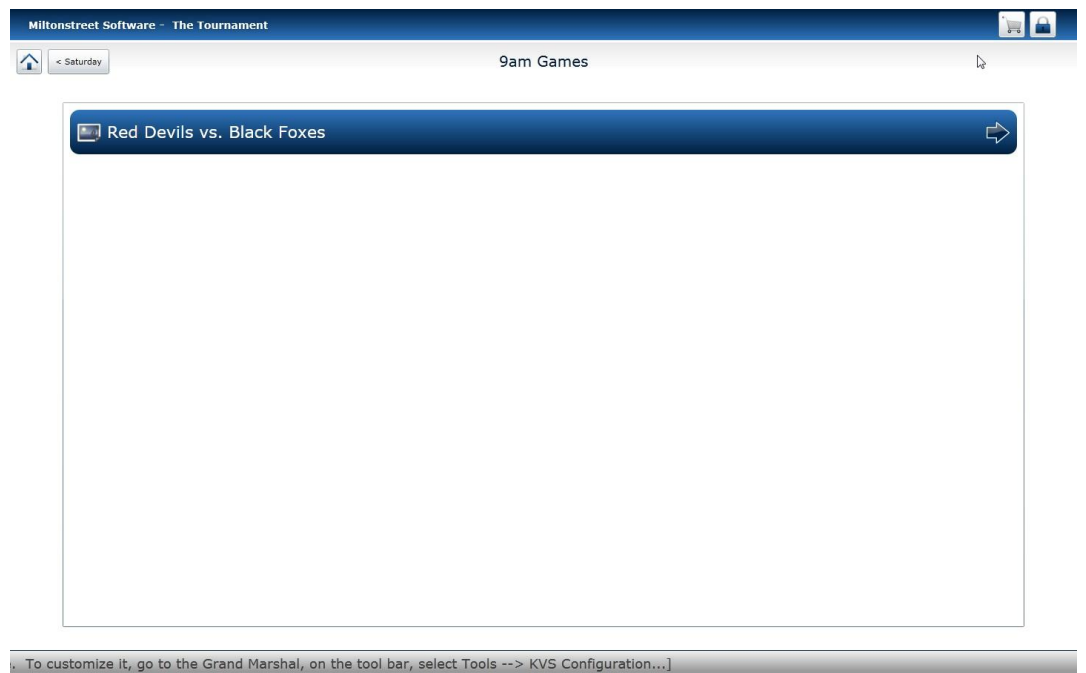
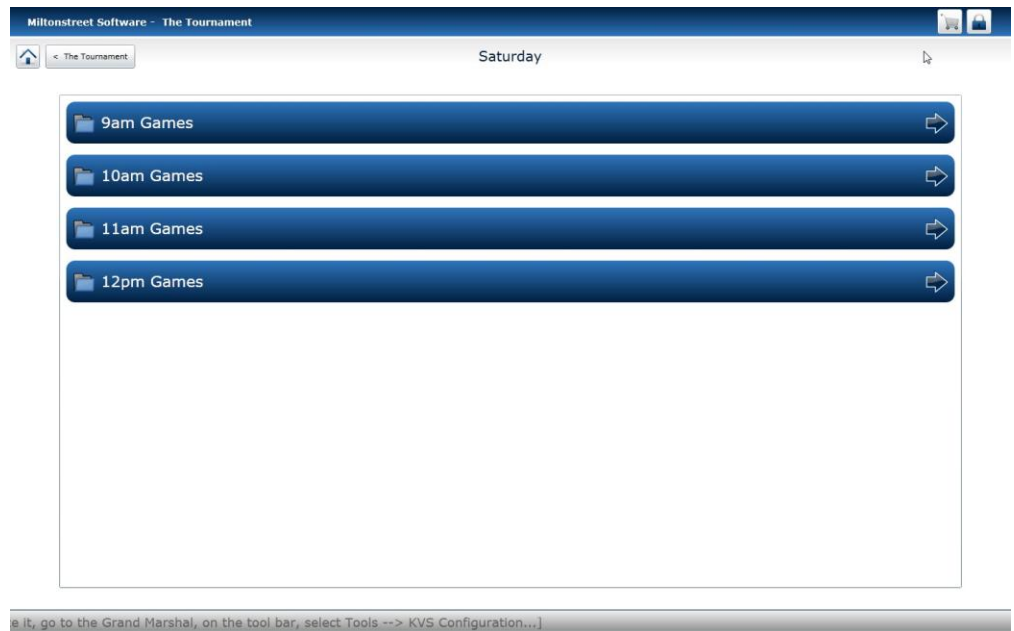
Login

2. Once logged into the Event select the Day and the Time from which you want to view your pictures.

We will use our example and select → *The Tournament* → *Saturday* → *9am Games* → *Red Devils vs. Black Foxes*. See the screens below:

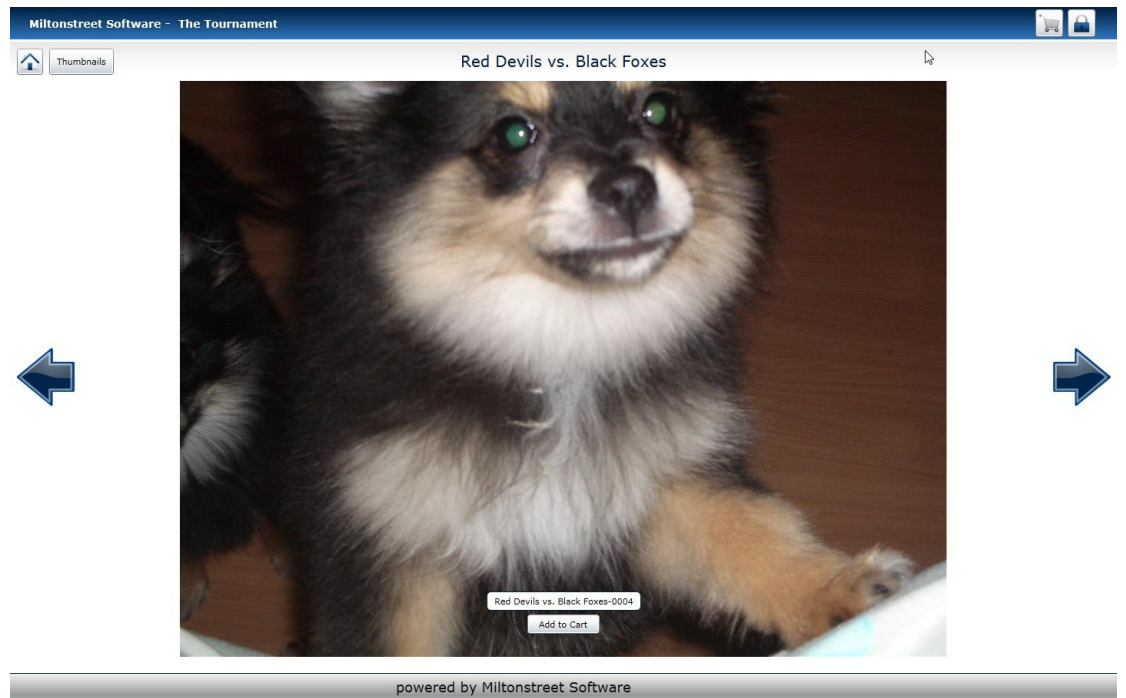




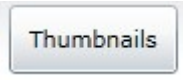





Once you have navigated to this point you will see all the pictures (as Thumbnails), taken for this particular event.

3. Click on a **Thumbnail** to see the image in full size.



4. You can scroll through the images one at a time (either the previous image or the next image) by clicking on either of the arrows   located on the left or right sides of the page.
5. To go back and see all the images (as thumbnails); click on the **Thumbnails** button on the top left corner of the screen. 
6. To go back to the *Home Screen* and view images from a different time click on the **Home** icon  on the top left of the screen.

See the following section for more information about *Using the Cart System*.

## Using the Cart System

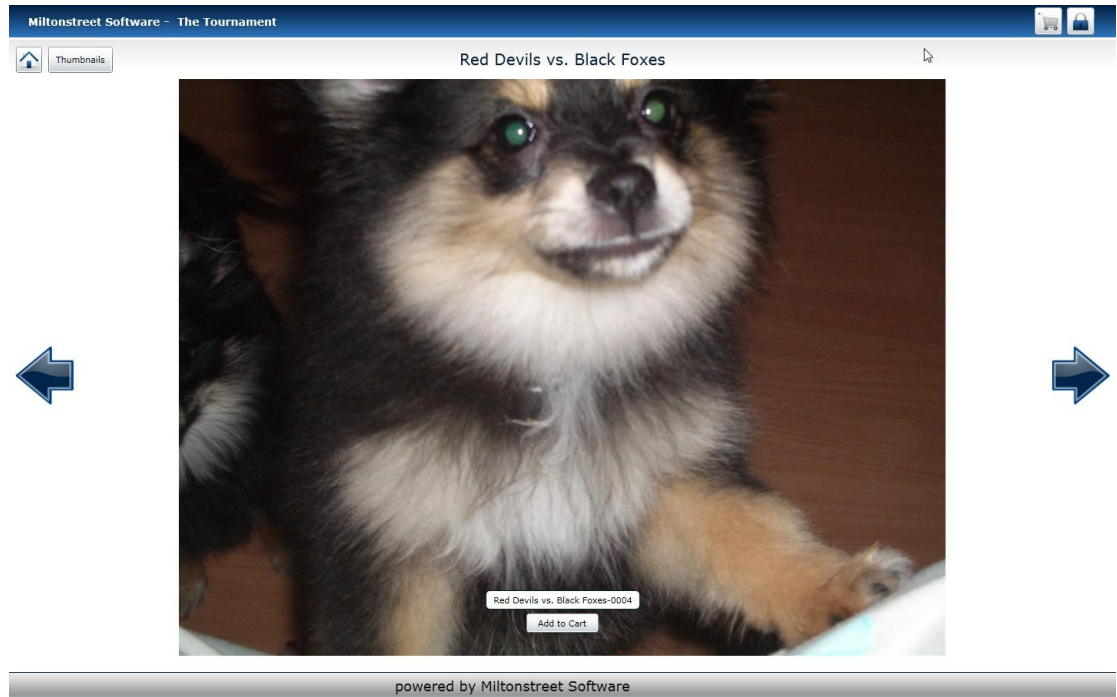
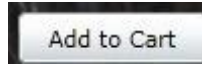
The cart is the place where your customer's selected images are saved to so that they may purchase them. The phone number that the Customer used to login into the KVS, is used to display their cart.


As images are viewed on the **KVS**, they can be added to the cart for purchase from your sales team.

**NOTE:** On the KVS, a period of inactivity lasting more than 60 seconds will put the KVS into standby or Slide Show mode. The user will need to re-enter their phone number to get back the images. See the

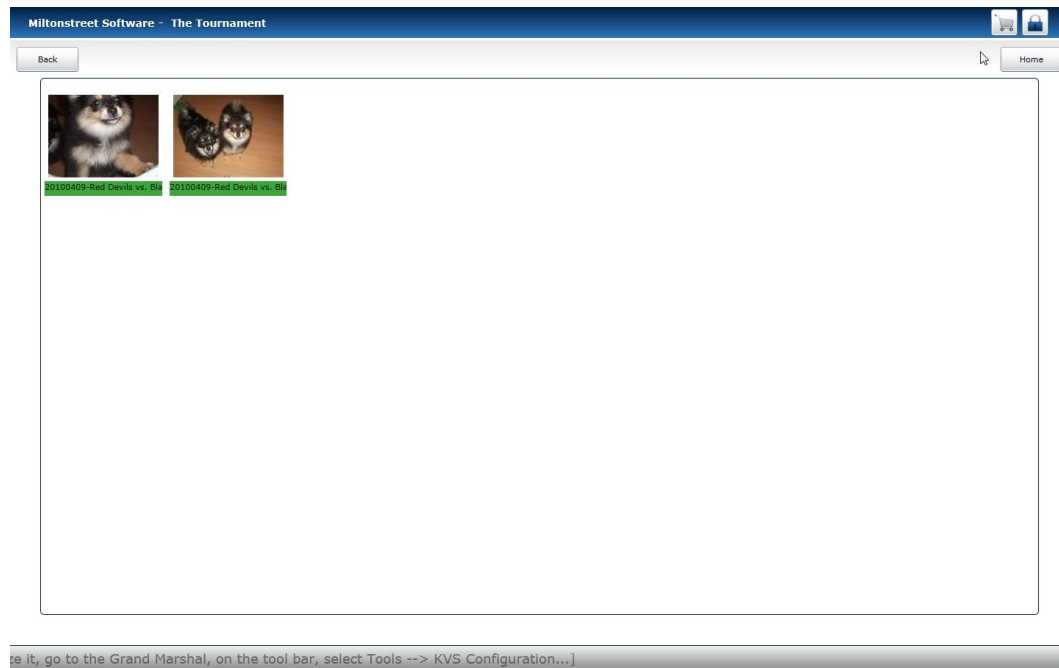
**Slide** Show [section for more information on this feature.](#)

1. As you are viewing the images on the **KVS** from the selected event (*this is described in the [Viewing Event Images on the KVS](#) section*), add images to the cart by clicking on the **Add to Cart** button located at the bottom of the selected image.



2. Continue to navigate through the images and add to cart as desired.
3. To view the images that have been collected and saved to the cart, select the **Cart Icon**  in the upper right corner of the screen.

All the images selected are shown in the **Cart** screen as thumbnails.



4. Click on an image to view it full size or for the option to remove it from the cart.
5. After selecting an image from the **Cart** screen you can remove it by clicking on the Remove button on the bottom center of the window.
6. When viewing the **Cart** screen again the image will have been removed.
7. Selecting the **Back** button will take you to the previous screen.
8. Select the **Home** button to go back to the main event (**The Tournament**), to select a different category to choose more images to add to the cart.
9. When done selecting images and adding them to the **Cart**, click on the **Lock**



icon to logout of the **KVS** and see the Sales team for purchase options.

Slide Show section of this guide for details on how to configure the Categories and *Image Galleries* to create a custom section of this guide.

## Getting images into Photo Parata

There are two work flows available with Photo Parata:

1. You can use the **Grand Marshal Server** to both *Ingest* (copy) and *Sync* (update viewing stations).
2. Or, you can use an external ingest process.

### ***Using the Grand Marshal to Ingest Images***

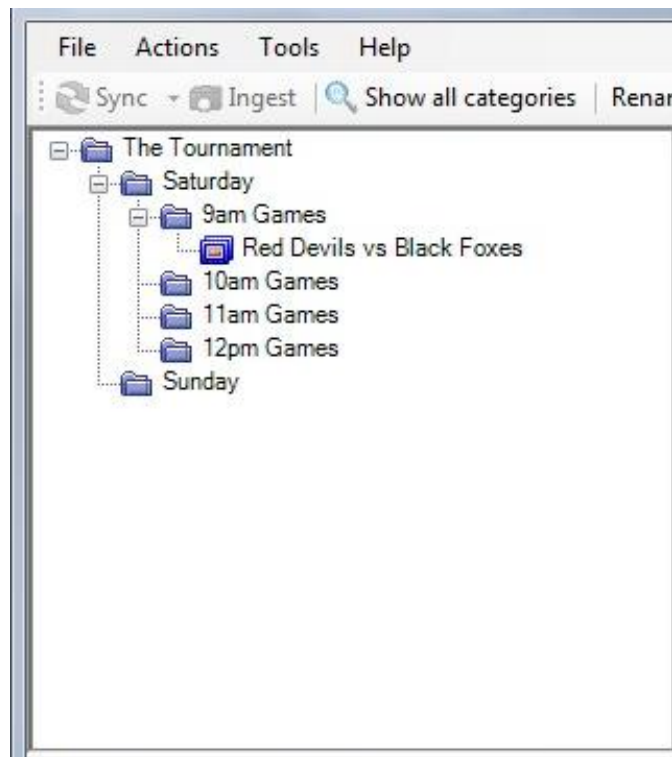
The *Ingest* method of the Grand Marshal will only ingest images from memory cards, not from the hard drive of your computer. If you would like to use images that are already on your hard drive, refer to \_\_\_\_\_



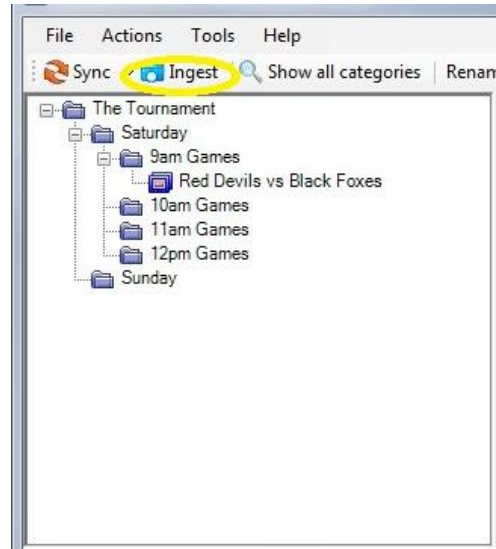
**External** Ingestion section of this guide for more information on how to do that.

Use the following steps to use the Grand Marshal to ingest images:

1. Insert a memory card into the card reader.
2. Click on the ***Image Gallery*** you would like to ingest the images into, in this example we are going to use the ***Image Gallery*** we set up in the previous section → *Red Devils vs. Black Foxes*



You will notice that the *Ingest* option is now active.

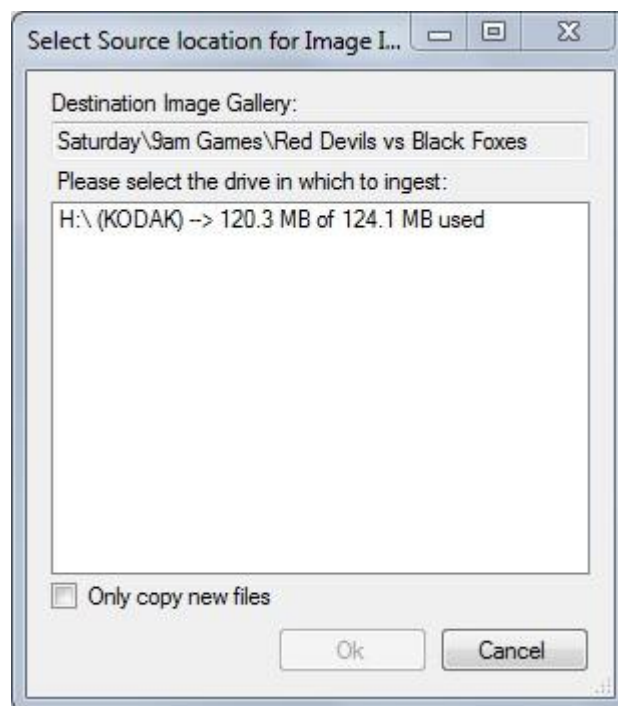


If the *Ingest* button is not active, click on a *Category* or another *Image Gallery* and then click on *Red Devils vs. Black Foxes*, this will activate the **ingest** button.

Or

*Right Click* on the *Image Gallery* and select the **Ingest** option.

3. Press the **Ingest** button and the **Ingest** window is displayed.



Only hard drives marked by the operation system as removable will be displayed. Removable hard drives that can show up in this list, if available, are:

- Removable Media from our camera(s)
- Portable Hard Drives
- Memory Sticks

Along with showing the drive letter, you will see the label name of the memory card, the amount of space used on the card, and the total size of the card. In our example above the memory card is called *Kodak*, *120.3 MB* of *124.1 MB* has been used.

4. Click on the memory card that you would like to ingest into **Photo Parata** and select whether to copy all files or just new files.

The **Ingestion File Name Selection** window is displayed.

**Ingestion Filename Selection**

Photo Parata will allow you to rename all images during the ingestion process.

Destination Image Gallery:  
Saturday\9am Games\Red Devils vs Black Foxes

Filename: {YYYYMMDD}-{IMGGALLERY}-{IMGGALLERYSEQ}

Digits in sequence: 4

Start KVS filename at character: 9

Remove characters from the end of the KVS filename: 0

System filename: 20100329-Red Devils vs Black Foxes-0001

KVS filename: Red Devils vs Black Foxes-0001

Variables

Name	Sample Value	Description
{DAY}	29	The current Day
{DDMMYY}	290310	Date in the format of <day><month><year> with a 2 digit year
{DDMMYYYY}	29032010	Date in the format of <day><month><year> with a 4 digit year
{EVENTNAME}	Tournament	The name of the event.
{EVENTSEQ}	0001	The Event sequence number, this number never repeats for the whole e...
{FILENAME}	Amber	The original filename
{FILENUM}	r	The number off of the original filename
{FILEPART}	Ambe	The text part of the original filename
{IMGGALLERY}	Red Devils vs Black ...	Image Gallery Name
{IMGGALLERYSE...}	0001	The Image Sequence number, this number will start at 1 for each Image G...
{MMDDYY}	032910	Date in the format of <month><day><year> with a 2 digit year
{MMDDYYYY}	03292010	Date in the format of <month><day><year> with a 4 digit year
{MONTH}	3	Current Month
{YEAR}	2010	Current year as a 4 digit number
{YYMMDD}	100329	Date in the format of <year><month><day> with a 2 digit year
{YYYYMMDD}	20100329	Date in the format of <year><month><day> with a 4 digit year

☐ Use Original Filename

Ok Cancel

Field	Description
<i>Destination Image Gallery</i>	The path of the Image Gallery, relative to the Original Image Path.
<i>Filename</i>	Filename pattern
<i>Digits in sequence</i>	Number of digits in the sequence number.
<i>Start KVS filename at character:</i>	The number of characters to be trimmed off of the FRONT of the filename, this is ONLY what the customer will see as the image name on the KVS.
<i>Remove characters from the end of the</i>	The number of characters to be trimmed off of the END of the filename, this is ONLY what the customers will see as

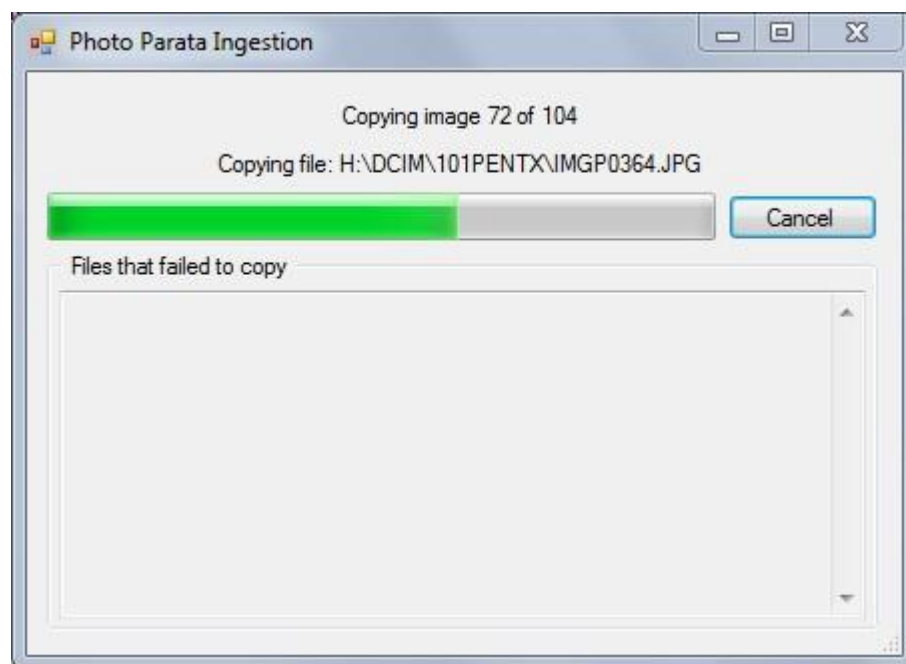
<i>KVS filename</i>	the image name on the KVS.
<i>System filename</i>	The actual filename of the images on the Server.
<i>KVS filename</i>	This is what the customers will see as the Image Name on the KVS.
<i>Variables</i>	There are predefined values you can choose from in the setting of the filename. At least one of the GREEN highlighted variables is required in the Filename.

If you want to change the image filenames during ingestion, use the screen above to do that.

OR

If you would prefer not to rename the files, click on check box “***Use Original Filename***” to use the filenames from the camera.

- When done, click on the OK button and the ingestion process begins. The follow screen is an example of the ingestion process.



- When all the images have been copied to the hard drive, the **Sync** process will start.

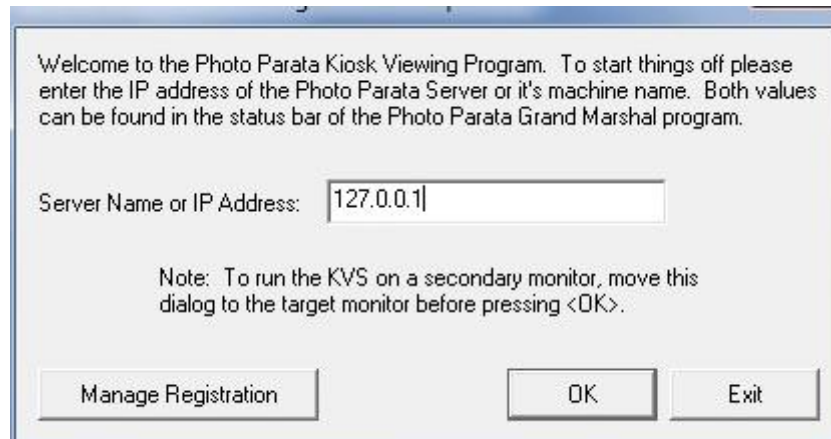
**Sync** is the process by which the images on the **Kiosk Viewing Stations (KVS)** are updated.

- Once the **Sync** process is finished, all the images on the KVS are ready to be viewed.

8. To view the *Event* setup displayed on the **KVS**, click on the **KVS** icon on your desktop and enter the Server Name or IP Address, in this example we use the IP Address of *127.0.0.1*.

**NOTE: Both the Server Name and IP Address values are found on the status bar of the Grand Marshal Server.**

9. Once you have entered the Server Name or IP Address click on **OK**.



The **KVS** login screen is displayed. A phone number is required to log into the KVS.

Please enter your phone number. Your phone number will only be used to track which images you select.

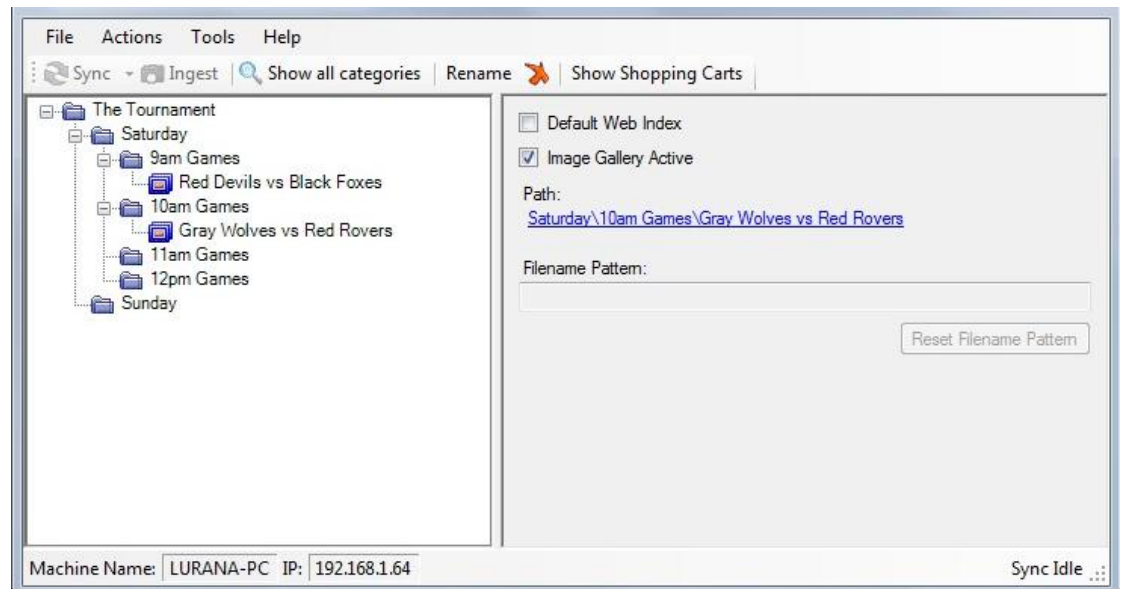
A screenshot of a "Phone Number" input screen. At the top is the title "Phone Number". Below it is a text input field with a placeholder showing three dashes and two hyphens: "\_\_\_-\_\_\_-\_\_\_". Below the input field is a numeric keypad with buttons for digits 1 through 9, 0, and a backspace button (represented by a blue square with a white 'X'). At the bottom of the screen is a "Login" button.

10. Enter your phone number and log into the **KVS**.  
Once signed in on the KVS, the ***Event*** that we set up and the *Images* we added in the previous section will appear on the KVS.

## External Ingestion

It is our goal with Photo Parata to put no limits on your work flow. With this in mind, we have made it possible for you to copy images directly into an Image Gallery's directory without using the build-in ingest process.

1. Suppose there are some images already on the hard drive that need to be added to a new 10am Game Image Gallery called “Gray Wolves vs Red Rovers”. We start with the Grand Marshal looking like this:

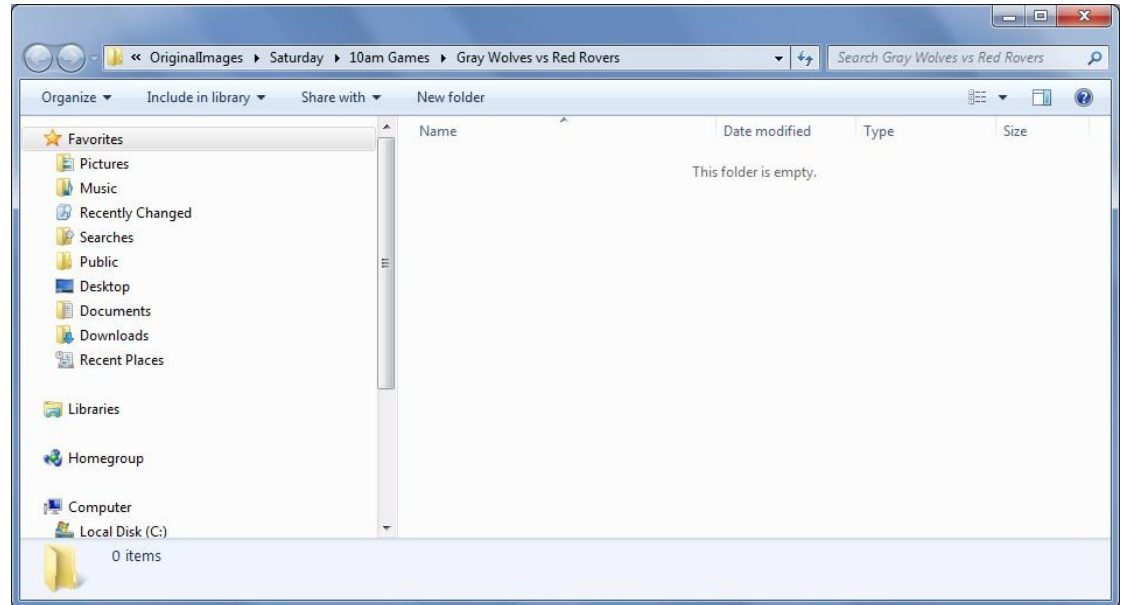


2. Double click on the Gray Wolves vs Red Rovers **Image gallery**. The first time you do this the following window is displayed:



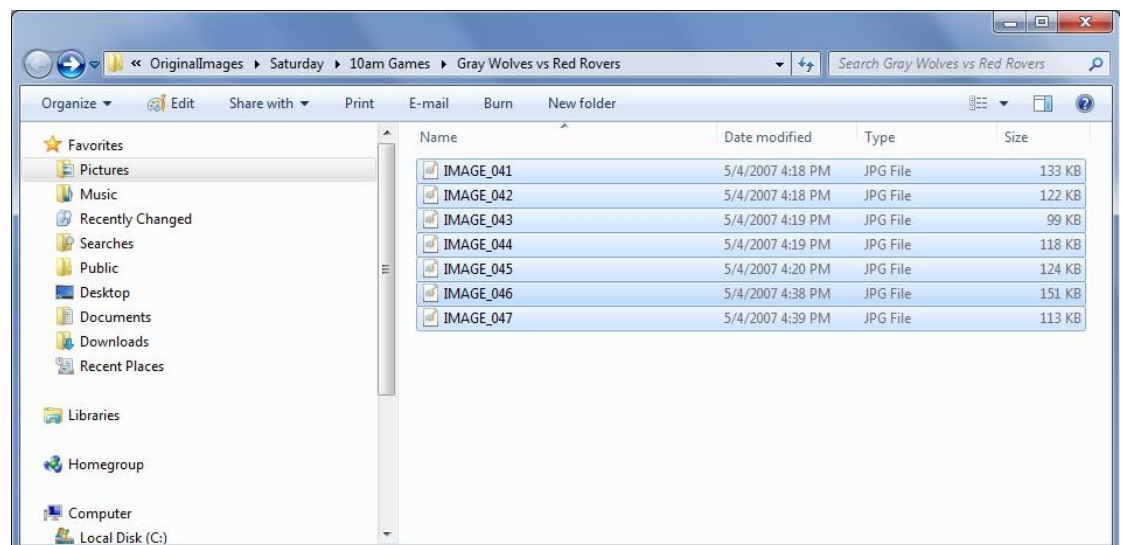
If you select **Open in Windows Explorer**, it will open up a **Windows Explorer** window to the **Image Gallery** folder.





At this point there are no images in the folder.

3. Copy the images from another file on your hard drive and paste them in to this folder.

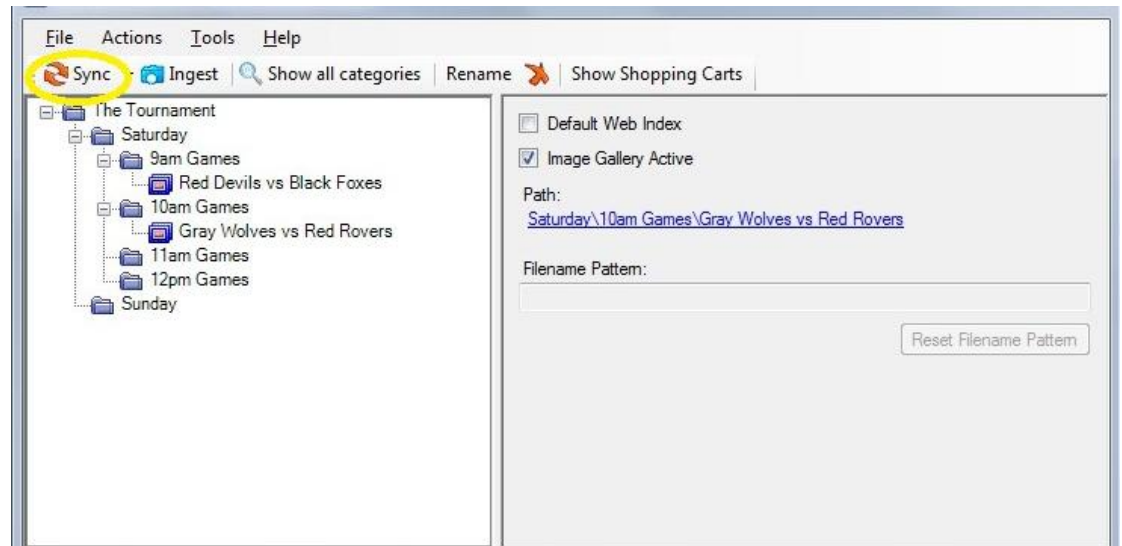


4. Return to the **GM**

You will notice that the text *Gray Wolves vs Red Rovers* is now blue. (The default font color for the **GM** is black.) The **GM** monitors all the *Image Gallery* folders for any type of change in images. If images are added (which was the case this time), deleted, or modified, the **GM** will turn the text blue to indicate that images in the *Image Gallery* have changed and is now out of sync with the images on the **KVS**.

By default, every 30 seconds Photo Parata will look for these kinds of changes and automatically sync the images.

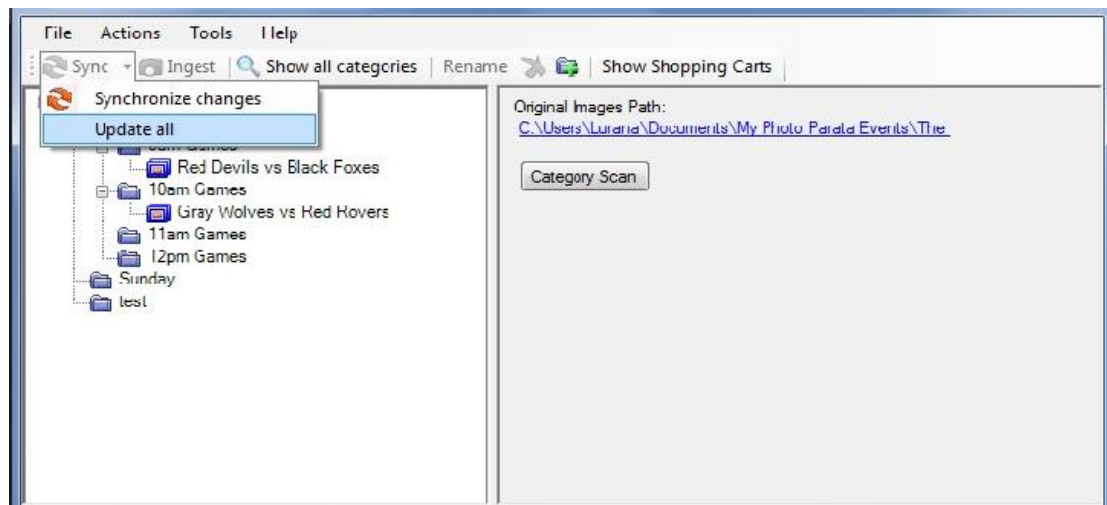
5. To manually re-sync the Image Gallery, select the desired Image Gallery (i.e. *Gray Wolves vs Red Rovers*) and press the **Sync** button located on the **GM** toolbar.



6. Files that still need to sync are displayed on the status bar on the right.

If there are multiple *Image Galleries* that are out of sync, select the *Event* rather than the *Image Gallery* before pressing **Sync** and all the images that are out of sync will be updated. This will ONLY sync files that have changed; the files in the event that have not changed will NOT be synced.

If you would like to sync all of the images, even though the **GM** has not detected any images as having changed, select the ***Image Gallery*** and then click on the drop down arrow next to the ***Sync*** button and select the ***Update All*** option:



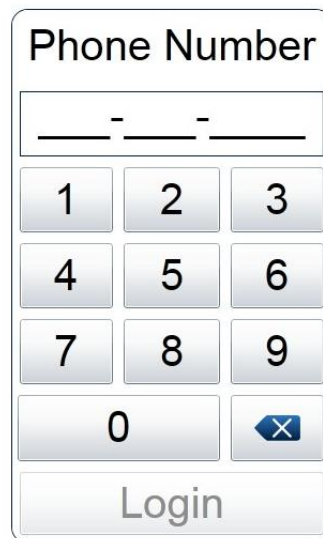
7. If you only need to re-sync all the ***Image Galleries*** under the *9am Games* Category, highlight the appropriate category and select ***Update all*** from the ***Sync*** drop down menu.

## Viewing Event Images on the KVS

You or your clients can view the event images on the KVS once they have been ingested from the **GM**. A phone number is required to log into the KVS. To view event images on the KVS refer to the following procedure:

7. At the Kiosk Viewing Station (KVS) **ENTER** your phone number to login.

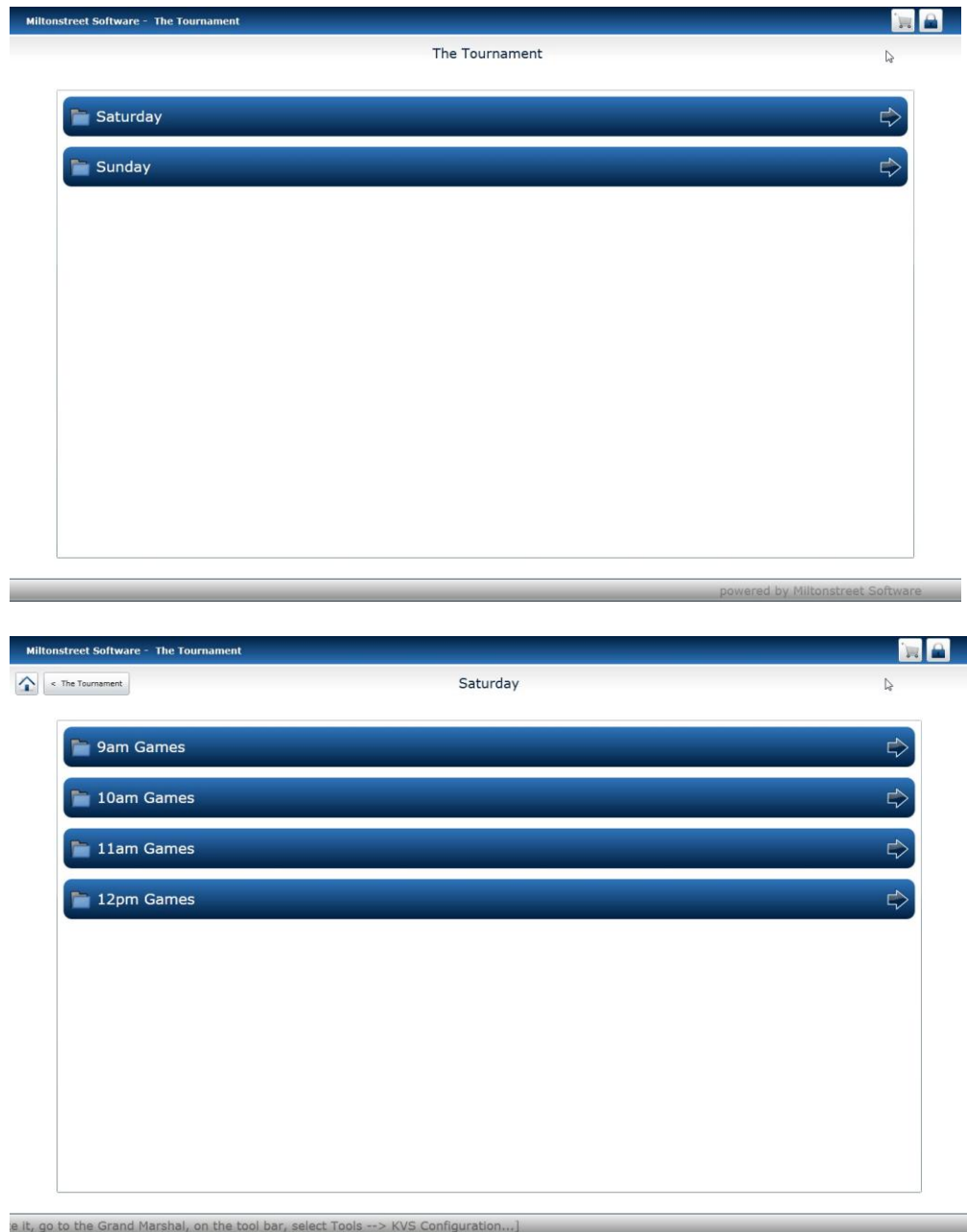
Please enter your phone number. Your phone number will only be used to track which images you select.

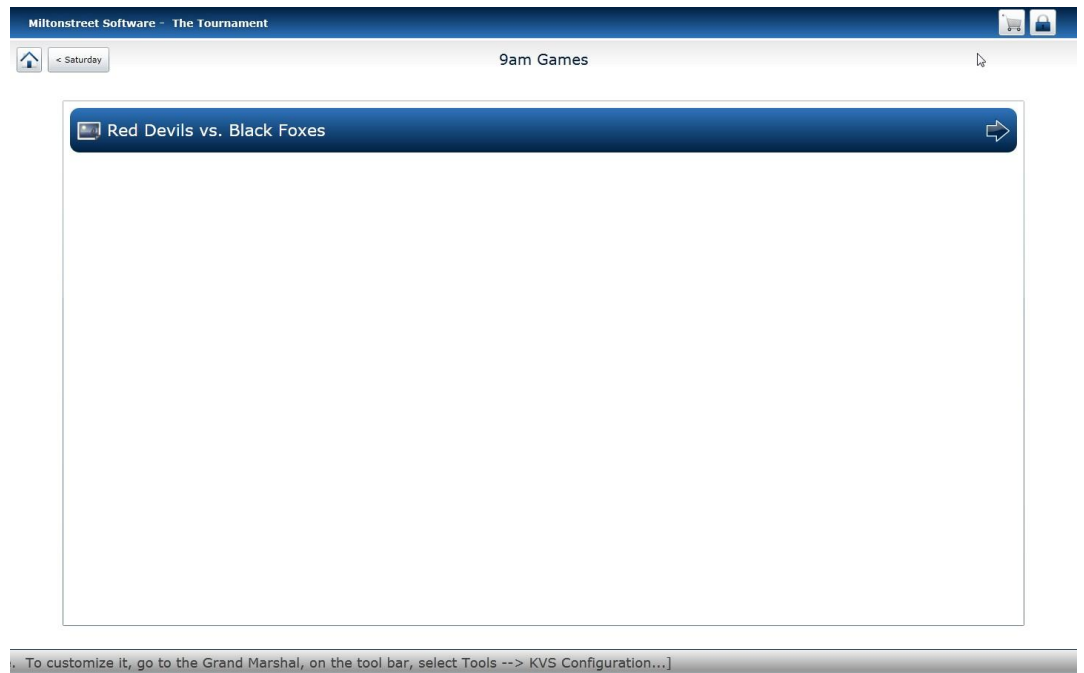


The image shows a digital interface for entering a phone number. At the top, the text "Phone Number" is displayed. Below it is a text input field with a placeholder showing dashes: "\_\_\_\_-\_\_\_\_-\_\_\_\_". Underneath the input field is a numeric keypad with buttons for digits 1 through 9, 0, and a backspace button (represented by a blue arrow pointing left and an 'X'). At the bottom of the keypad is a large "Login" button.

8. Once logged into the Event select the Day and the Time from which you want to view your pictures.

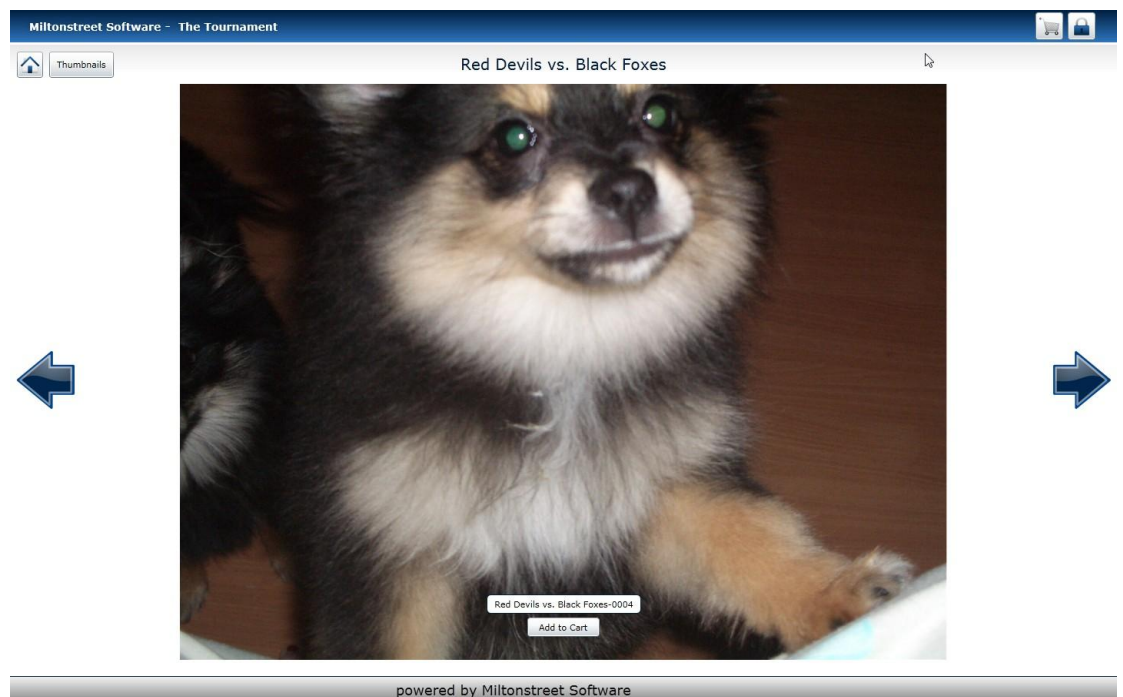
We will use our example and select → *The Tournament* → *Saturday* → *9am Games* → *Red Devils vs. Black Foxes*. See the screens below:






Once you have navigated to this point you will see all the pictures (as Thumbnails), taken for this particular event.

9. Click on a **Thumbnail** to see the image in full size.



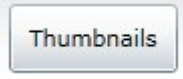
10. You can scroll through the images one at a time (either the previous image or the next image) by clicking on either of the arrows 



located on the left or right sides of the page.

11. To go back and see all the images (as thumbnails); click on the

**Thumbnails** button on the top left corner of the screen.

The image shows a rectangular button with a light blue border and the word "Thumbnails" in a dark blue, sans-serif font.

12. To go back to the *Home Screen* and view images from a different time



click on the **Home** icon on the top left of the screen.

See the following section for more information about ***Using the Cart System***.

## Using the Cart System

The cart is the place where your customer's selected images are saved to so that they may purchase them. The phone number that the Customer used to login into the KVS, is used to display their cart.

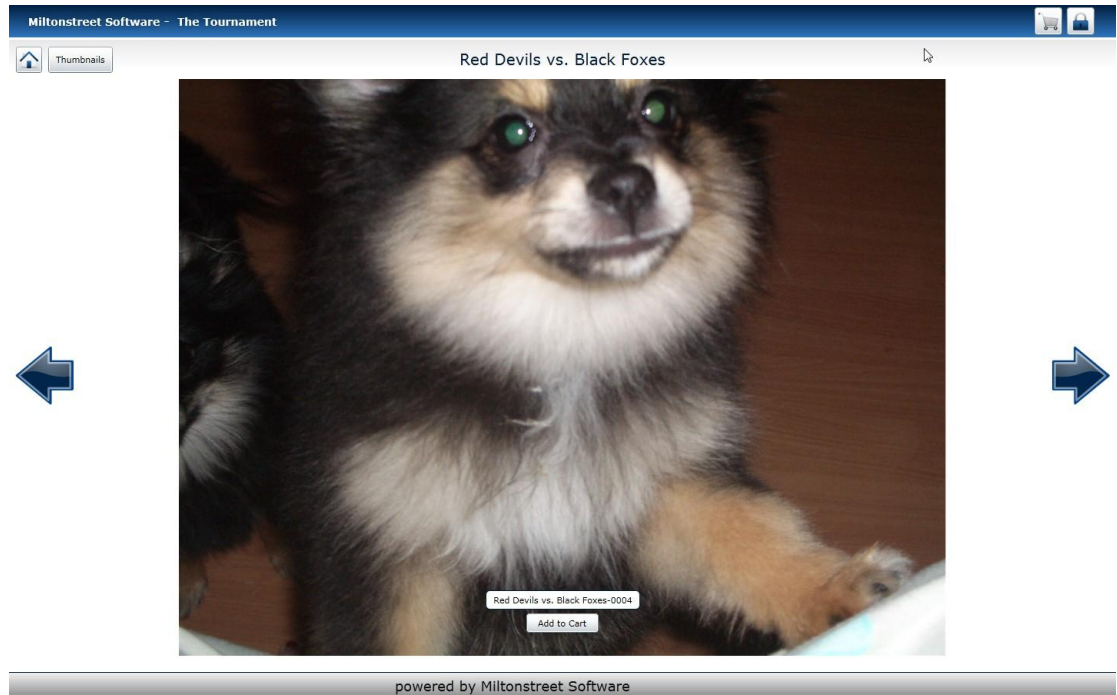
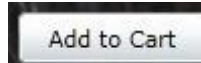
As images are viewed on the **KVS**, they can be added to the cart for purchase from your sales team.


**NOTE:** On the KVS, a period of inactivity lasting more than 60 seconds will put the KVS into standby or Slide Show mode. The user will need to re-enter their phone number to get back the images. See the

**Slide** Show [section for more information on this feature.](#)

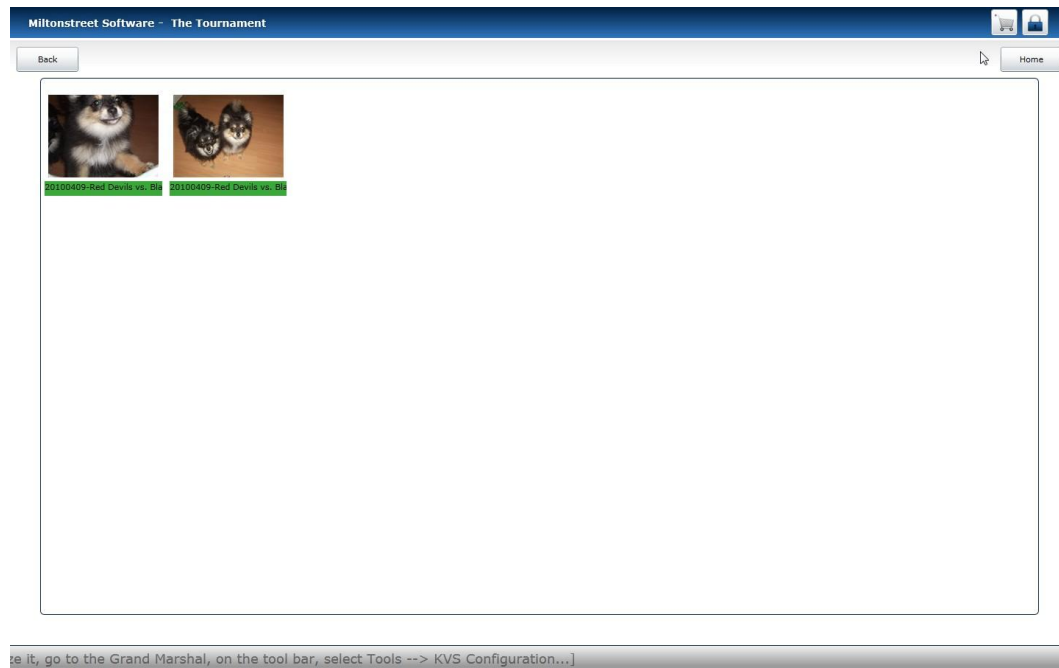


10. As you are viewing the images on the **KVS** from the selected event (*this is described in the [Viewing Event Images on the KVS](#) section*), add images to the cart by clicking on the **Add to Cart** button located at the bottom of the selected image.



11. Continue to navigate through the images and add to cart as desired.
12. To view the images that have been collected and saved to the cart, select the **Cart Icon**  in the upper right corner of the screen.

All the images selected are shown in the **Cart** screen as thumbnails.



13. Click on an image to view it full size or for the option to remove it from the cart.
14. After selecting an image from the **Cart** screen you can remove it by clicking on the Remove button on the bottom center of the window.
15. When viewing the **Cart** screen again the image will have been removed.
16. Selecting the **Back** button will take you to the previous screen.
17. Select the **Home** button to go back to the main event (**The Tournament**), to select a different category to choose more images to add to the cart.
18. When done selecting images and adding them to the **Cart**, click on the **Lock**



icon to logout of the **KVS** and see the Sales team for purchase options.

## Slide Show

The *Slide Show* feature, now available in Photo Parata, automatically defaults to include the pictures your customers add to their carts and puts those pictures into your Slide Show. You or your associates need to do nothing to utilize this feature as it is the default setting.

To use the *Slide Show*, the cart system must be enabled. If the cart is disabled, the *Slide Show* will also be disabled. The *Slide Show* is only available in the ***Professional*** and ***Enterprise Editions*** and not the ***Standard Edition***.

There are three ways in which the ***Slide Show*** is enabled:

- The *Slide Show* feature will automatically begin when the ***KVS*** is first run
- When a user logs out of the ***KVS*** the *Slide Show* will resume after 30 seconds.
- When the ***KVS*** times out (there is no user interaction) the *Slide Show* will begin. After the default 60 second standby, the *Slide Show* will begin.

To leave the *Slide Show* simply move the mouse and the ***KVS*** will return to the login screen.

There are several ways in which to set and use the *Slide Show* features.

Let's discuss these:

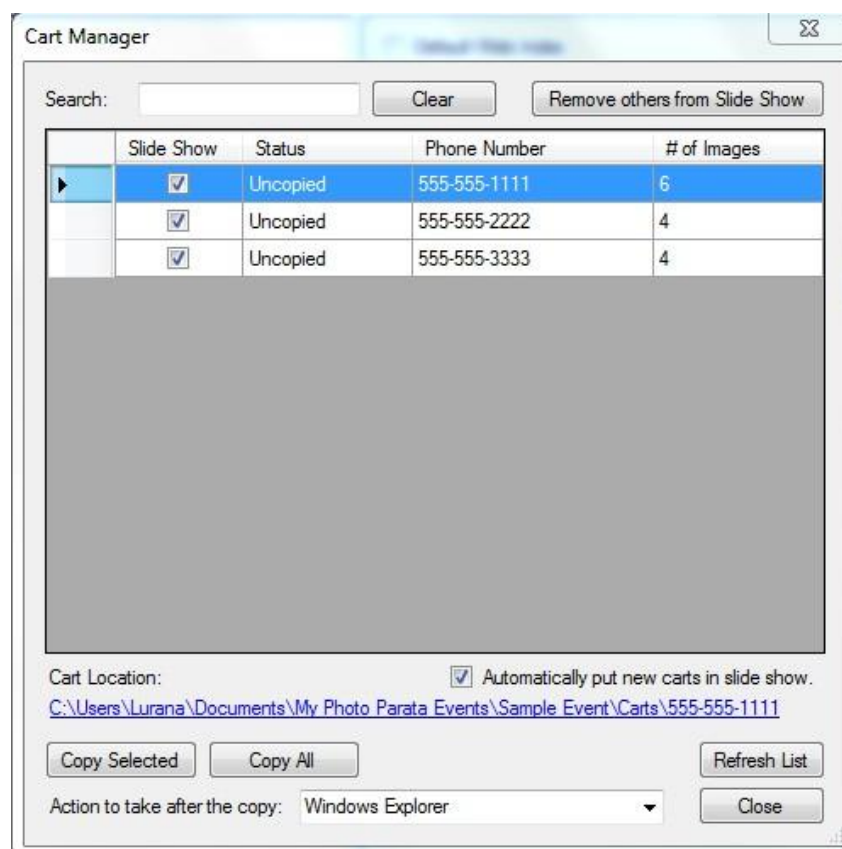
### ***Using or not using customer carts in a Slide Show***

As previously mentioned the *Slide Show* is set to default using the customer created carts. But what if a parent were to approach you and request that you not use the images of their child in your slide show?

1. From the Grand Marshal window select the **Show Shopping Carts** button.



2. The Cart Manager window is displayed.



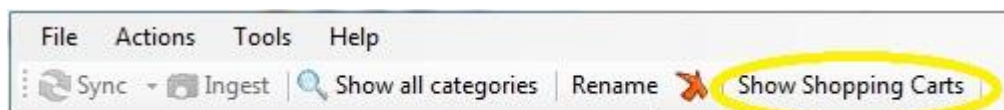
3. Uncheck the cart(s) that you want to remove from the *Slide Show*.  
Only the carts that have a checkmark under the *Slide Show* column will appear in the **KVS Slide Show**.
4. Click on the **Close** button.

**Controlling what images appear in the Slide Show**

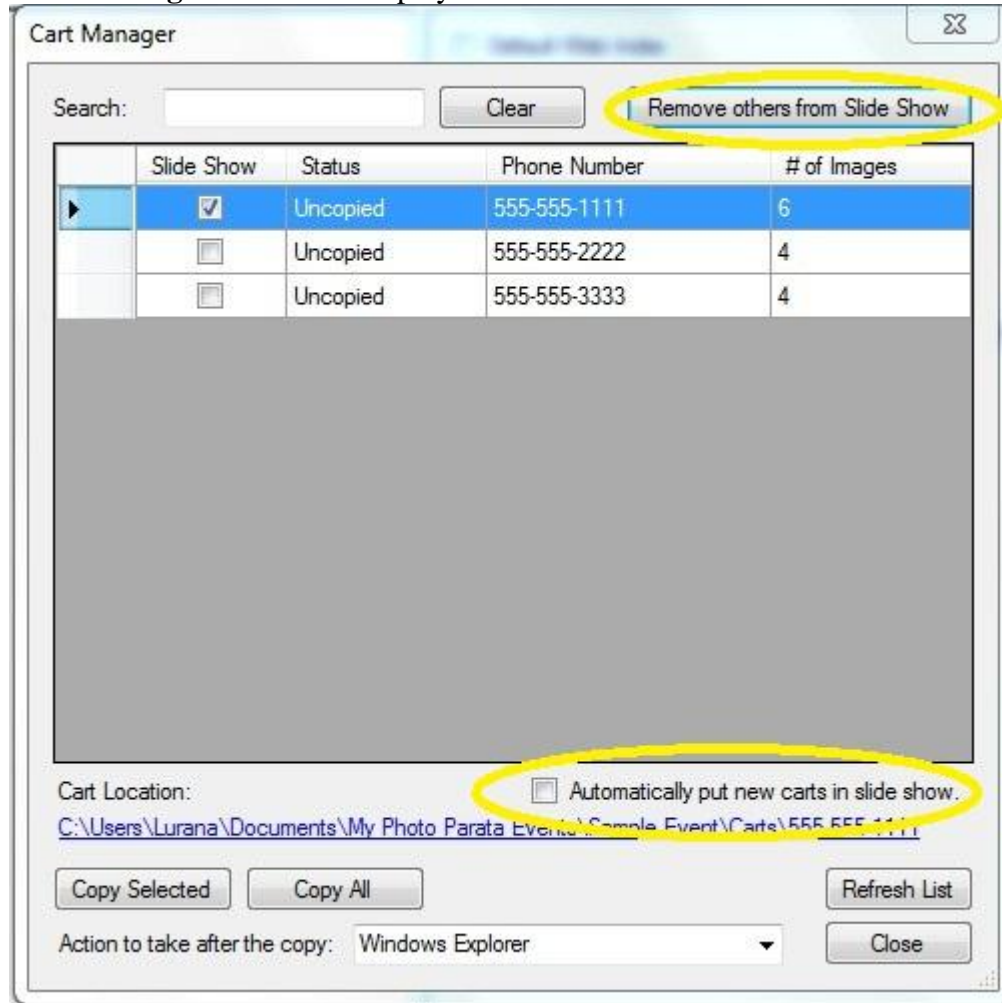
You can use the *Slide Show* features to control what specific images appear in your slide show.

To do this you must create a cart with your selected images.

1. When logging into the **KVS**, create your own cart using a *secret* phone number.
2. Proceed to select the images you want in the *Slide Show* from the best of the best shots taken from that day's events.
3. Select images in the order you want them to appear.  
**Note:** *Images appear in the Slide Show in the order to which they are added to the cart.*
4. After creating a cart using your “*secret*” phone number and adding your selected images, go to the Grand Marshall and select the **Show Shopping Carts** button.



The **Cart Manager** window is displayed.



5. Select the row with your *secret* phone number.
6. Click on the **Remove others from the Slide Show** button. This will remove all the other carts except for the one highlighted.
7. Make sure the **Automatically put new carts in slide show** option, below the main window, is unchecked.
8. Click on **Close**.

## ***Creating predefined Slide Shows***

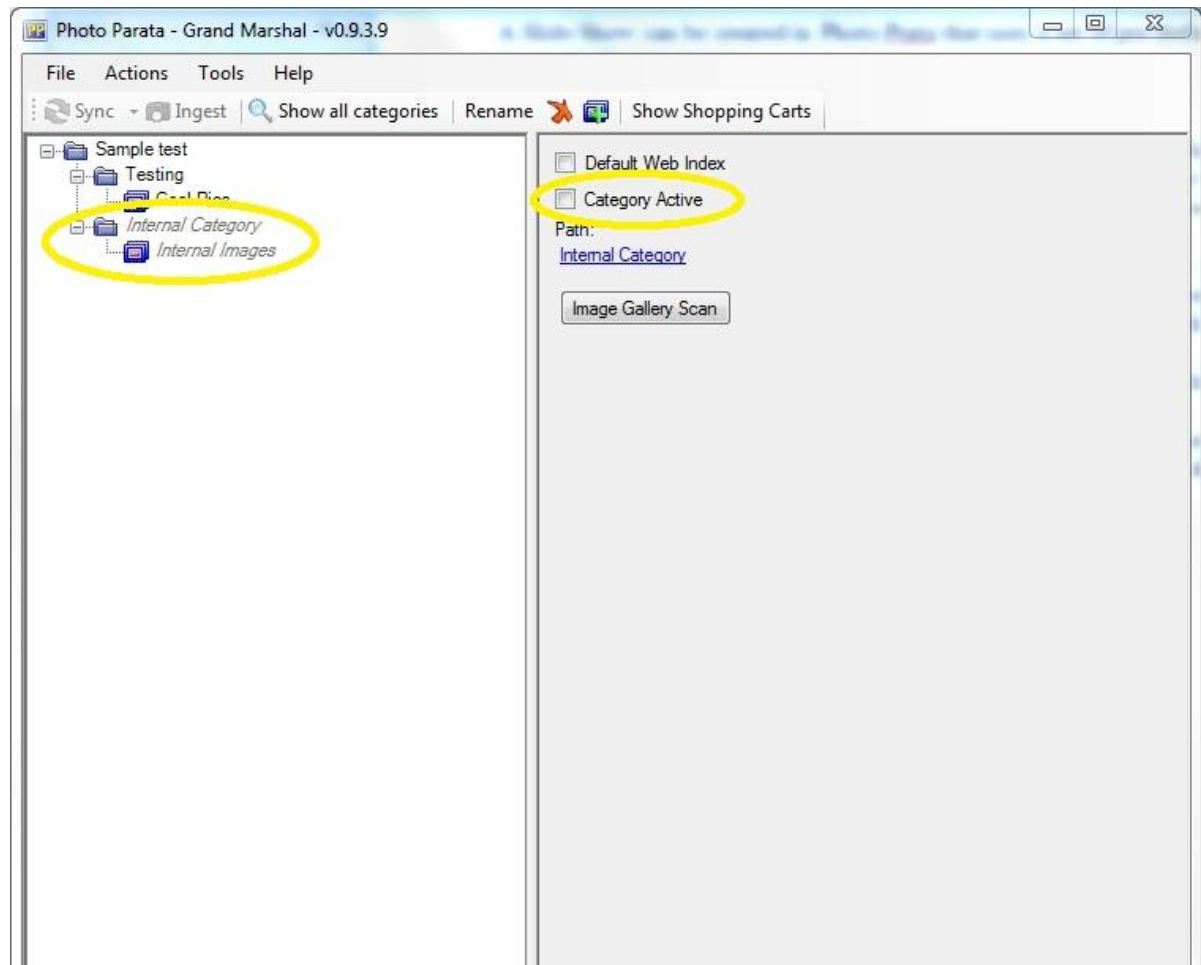
A *Slide Show* can be created in **Photo Parata** that uses a set of predefined images that are created before an event.

To do this:

1. Create a **Category** in the Grand Marshal at the beginning of the event and call it something like "*internal category*", the name you choose to call this category is not relevant.
2. Within that **Category**, create a new **Image Gallery**, say "*internal images*"; again the name is not relevant.
3. To select the images follow the steps for [\*Controlling what images appear in the Slide Show\*](#).

**NOTE:** *The order in which the images are displayed in the Slide Show is controlled by the order in which you select the images, so pick them in the order you want them to appear.*

4. Once you have set your secret cart to be the only cart in the slide show, select your "*Internal Category*".
5. In the right side of the window, uncheck the box next to "**Category Active**". Now the category will no longer show up in the **KVS**.



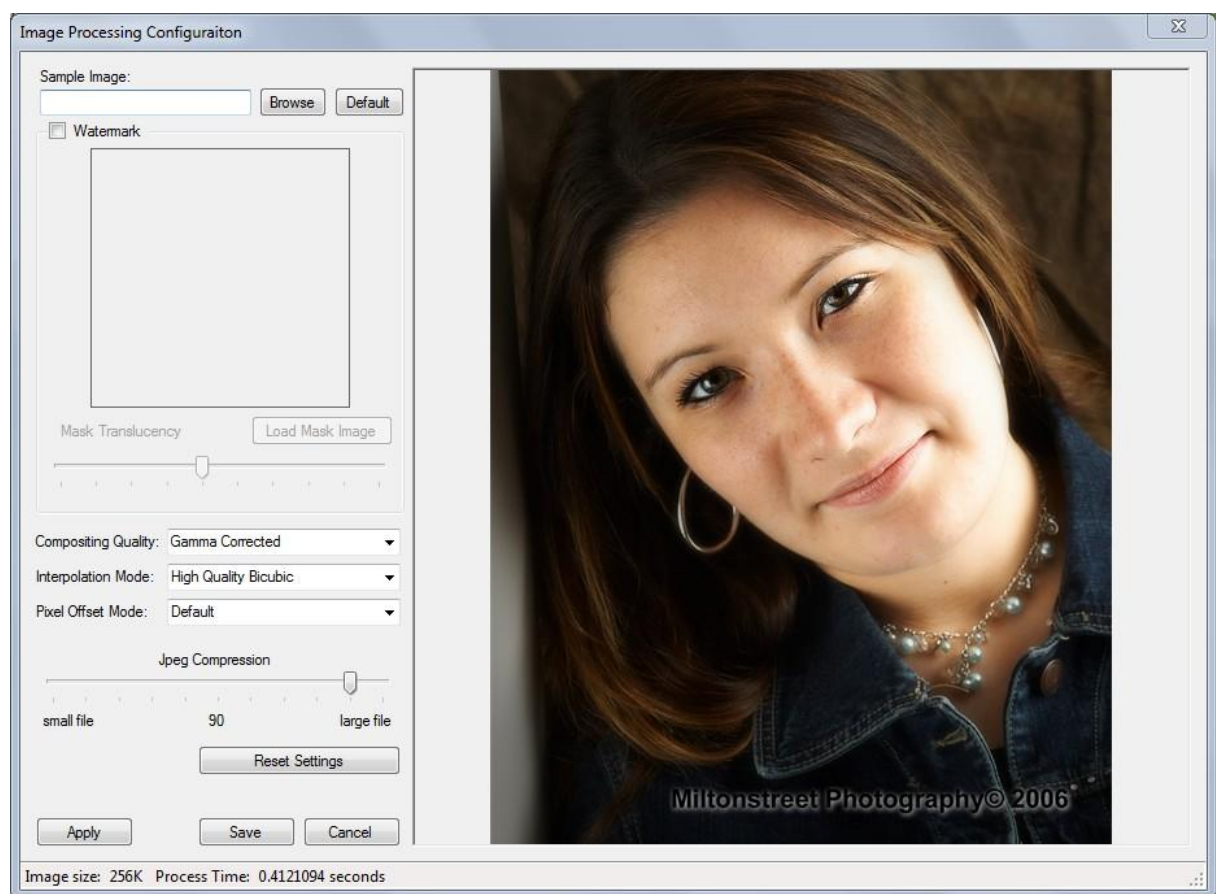


## Image Processing Configuration

Image Processing enables the user to configure the size and compression of the image that will be presented to the Kiosk Viewing Stations (KVS). Better image quality comes with slower response time on the KVS and there is a happy medium the user can adjust through the Image Processing Configuration.

The **Grand Marshal** runs the images from the camera through the image processor to optimize images for display on the Kiosk Viewing Stations (KVS). The optimized images are compressed to settings you configure in the Image Processing Configuration window.

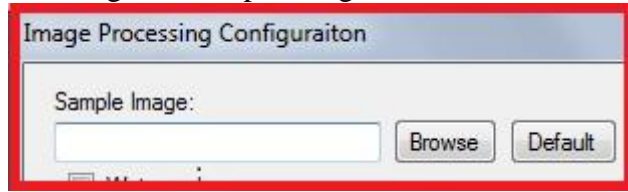
The **Image Processing Configuration** window allows control of the image quality and speed of the image processing.



### Sample Image

The sample image in the **Image Processing Configuration** window is the same size as the larger image customer's view on the KVS.

To change the sample image, click on the **Browse** button,



select a *jpeg* file, and it will automatically be displayed the same size as it would be on the **KVS**. You can also type in the full path to the image and when you click or tab away from the edit field, the image will be automatically displayed.

The sample image you select will be saved for the next time you return to this dialog. If the image is no longer at the same location, the default image will be displayed. Click on the **Default** button to redisplay the image.

### **Mask Image**

*The Mask feature is only available in the Professional and Enterprise Edition's of Photo Parata.*

The mask image is any image file with a transparency layer; this image will be overlaid on the photography. The mask image will be centered on the picture and then imprinted on the image as seen in the screens above.

The mask file can be *TIFF*, *PNG*, *GIF*, or *JPEG* files.



After you have created the mask image, click the **Load Mask Image** button and select the file you have created.

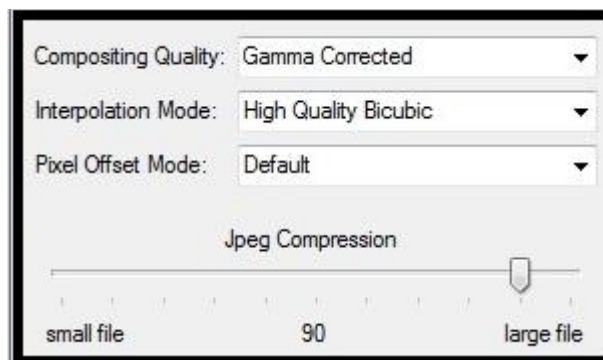
The **Grand Marshal** will save the entire mask image internally, so any changes to the original image will NOT affect the mask image the **Grand Marshal** is using. The translucency of the watermark is can be adjusted by slider control and then pressing the **Apply** button at the bottom left of the *Image Processing Configuration* window.

### **Image Quality**

There are different settings you can select that effect how the full size image is downsized for viewing on the **KVS**. These values will affect the speed at which the image is downsized.

The total time of the downsizing and compressing to a jpeg is displayed as the “Process Time” in the status bar:

Keep in mind the process time does NOT include reading or writing the image to the file, so the time it takes to downsize (*sync*) actual images will be longer because of reading and writing of the images.



### **Jpeg Compression:**

The advantage to increasing the Jpeg compression and making the images smaller is that the **KVS** will load images faster.

The disadvantage is that the image quality goes down.

The image will not be updated until the **<Apply>** button is pressed. The file size can also be seen in the status bar.

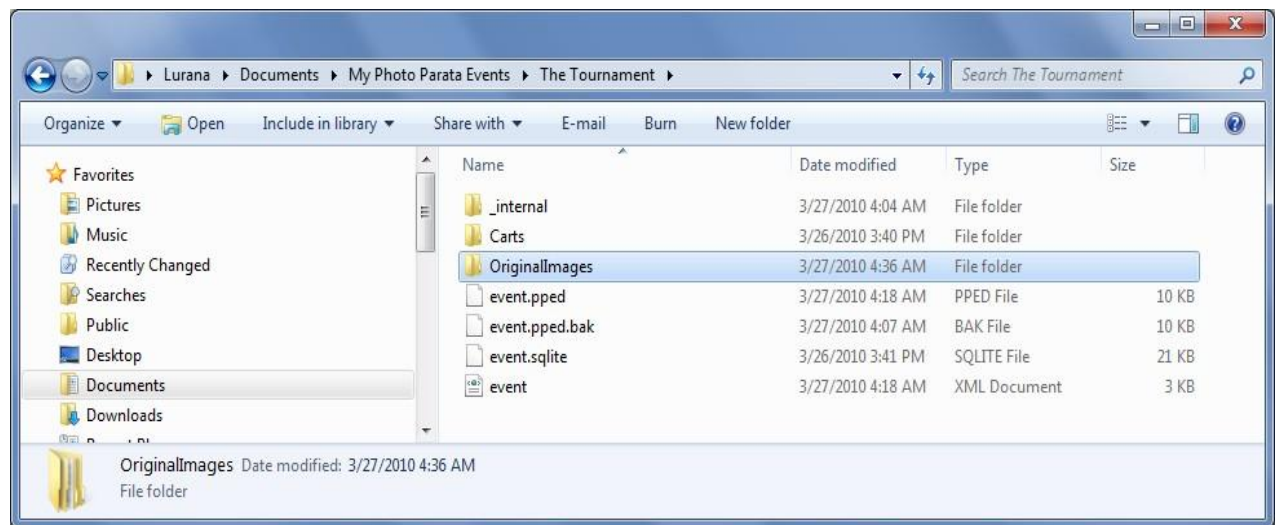
Image size: 256K Process Time: 0.4121094 seconds

## Event Folder Layout

If you intend to ingest images directly from the memory card, it is not required that you understand the layout of the **Event Folders** to start *Ingesting Images*.

However, if you want to use a different work flow, it is helpful to understand what all the files/folders contain.

When the **Event Category**/*The Tournament* event was initially create, it created a folder in “Documents\My Photo Parata Events” called *The Tournament*. Everything you need, to load this event onto this computer or another computer, is kept in the **Event Folder**.



Within the **Event Folder** there are a couple of files and folders worth making note of:

### Files

**event.pped**: This is the main configuration file. As you make changes within the **Grand Marshal**, such as adding **Categories**, **Image Galleries**, etc. the information is stored in this file.

**event.pped.bak**: This is a backup of the *event.pped* file.

**event.xml**: This is a file the **Grand Marshal** generates when it saves the *event.pped* file.

**event.sqlite**: This is the database that contains all the users and their selections.

## ***Folders***

**Carts:** This is the top folder where the **Grand Marshal** will copy all the images from the cart system.

**internal:** This folder contains all the smaller images that are displayed on the **KVS**. The **Grand Marshal** will keep these images in sync with the images in the **Event** folder, so you don't need to worry about the details of what is in this folder, just know that you will want to back it up if you don't want to have to re-sync the whole event.

**OriginalImages:** This is the tree structure created with the *Category/Image Gallery*.