



TIMESTONE SOFTWARE

A division of Terra Australis Group

CapturePost UserManual

CAPTUREPOST

User Manual

© Terra Australis Group
www.timestonesoftware.com

Table of Contents

INTRODUCTION5

VERSION HISTORY6

- Version 2.7.06
- Version 2.6.06
- Version 2.5.06
- Version 2.4.06
- Version 2.3.06
- Version 2.2.06
- Version 2.1.0 Major upgrade release.....6

WHO USES CAPTUREPOST?7

KEY FEATURES AND FUNCTIONS OF CAPTUREPOST7

- Simple one screen interface7
- Images named with subject ID as part of the filename7
- Ability to add new subjects "on the fly"7
- Ability to edit subject details "on the fly"7
- Print ID Cards and small items (option).....7
- Aspect ratio guides.....7
- On Screen reports.....7
- Color Management8

SYSTEM REQUIREMENTS8

INSTALLING CAPTUREPOST9

The USB Hardlock.....9

- To install the program:.....9
- To run the program9
- Before your hardlock expires9
- Renewing your hardlock:.....9

GETTING TO KNOW CAPTUREPOST10

THE INTERFACE10

TABLE OF CONTENTS

THE TIMESTONE NEO JOB FILE.....11

THE CAPTURED IMAGE FILES.....12

The images folder 12

Opening a job file in DataPost or the “Neo” applications.....12

SETTING UP CAPTUREPOST12

The CapturePost setup window.....13

 Bitmap quality..... 13

 Aspect ratio guides..... 13

 New image sound..... 13

 Camera problem sound..... 14

 Rotate and mirror..... 14

 Apply LUT..... 14

 Sharpening..... 14

 Deselect image after getting another subject..... 14

 Provide feedback for scanned images..... 14

 Image file prefix..... 14

ID card printing14

 Printer..... 14

 Template..... 14

 Print manually or automatically..... 14

WORKING WITH CAPTUREPOST.....15

SAMPLE WORKFLOW15

 Prior to photography day..... 15

CapturePost on photography day..... 15

 After photography day..... 16

FINDING SUBJECTS16

Keyboard entry17

Barcode Entry.....17

ADDING NEW SUBJECTS17

ENTERING ORDERS18

 To order retouching..... 18

FOLDERS19

TAKING PHOTOS20

Multiple images for the one subject.....20

TABLE OF CONTENTS

The primary or main image21
Changing the primary image21

Discarding images21

Incorrectly matched images.....21

Matching an image to a folder22

PRINTING ID CARDS22
Setting up ID Card printing22
Printing the ID cards automatically.....23
Printing manually.....23

EXPORTING THE IMAGES23

REPORTS.....24
Check images report.....24
Unphotographed subjects report25

APPENDIX.....26

SUPPORTED CAMERAS26

Fuji S1.....26
Shooting driver26
Setting the image size26

Fuji S2.....26
Shooting driver26
Beware flat batteries27
Setting the image resolution27

Canon EOS Driver.....27
Supported camera models.....27
ACDSee27
RAW vs JPEG modes.....27
Using RAW mode with the 300D28
Troubleshooting.....28

Kodak DCS 5xx/6xx driver28

Kodak DCS Pro 7xx / Pro Back / 14n drivers.....28
Important message for 14N users:.....28

Nikon camera drivers29

The hotfolder driver29

SHOOT CARD AND ORDER BARCODES29

TABLE OF CONTENTS

Subject identification29
Order information30
Examples of order information barcodes30
Ordering retouching for a subject31
Erasing orders31
Scanning item designs independently of layouts31
Entering data automatically into a field by scanning a barcode31

POSE BARCODES32
The assign pose barcode32
Combining an order and pose barcode33

MISCELLANEOUS BARCODES33
Save barcode33
Print barcode33
Shoot barcode33

FREQUENTLY ASKED QUESTIONS.....34

Q. Do I need DataPost?34
Q. My lab doesn't have any Timestone programs. Can I still use CapturePost?.....34
Q. Which cameras can be used?34
Q. Can I still use CapturePost if I don't get data before the shoot?34
Q. Can I edit the images from within CapturePost?.....34
Q. My camera is listed but it still does not work with CapturePost. What gives?34
Q. How can I find out if someone was photographed earlier in the day?34

Introduction

Match images to data automatically at the time of shooting.

CapturePost is an application used by photographers. With a digital camera tethered to either a laptop or desktop computer, images are automatically matched to people (subjects). Optionally order information can also be entered into CapturePost.

Prior to photography, either DataPost or one of the professional "Neo" applications is used to prepare a job file. This file is opened by CapturePost on photography day.

After photography, further work can be done with either the data or images in, say, DataPost before moving on to one of the professional series "Neo" applications. If order information has already been entered, the Neo applications will be able to automatically prepare the orders for each subject.

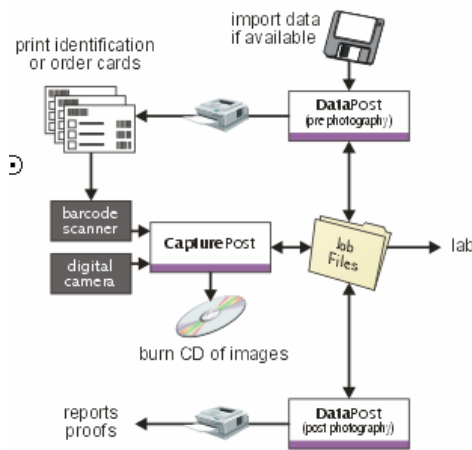


FIGURE 1.1 The CapturePost system chart

Version History

Below is a version history of the most recent updates. Since updates are released on a regular basis it is recommended the user check the Timestone Software website frequently.

Version 2.7.0

- Added pose option to order barcodes
- Allowed /% barcodes to be chained together

Version 2.6.0

- New Olympus E1 camera driver added
- Original camera file now preserved (won't re-jpeg the jpeg)

Version 2.5.0

- Ability to scan a data barcode, thereby adding data automatically to a field

Version 2.4.0

- Option to print ID cards and other small items
- Finding previously photographed subject returns the subject's primary image

Version 2.3.0

- Ability to scan item design barcodes independently of layouts

Version 2.2.0

- Audible notification of any communication problem with camera
- Ability to specify a prefix for image file names

Version 2.1.0 Major upgrade release

- Sizeable window including larger preview image
- Flag a subject's images for retouching
- On-screen report of un-photographed subjects
- On-screen report checking for missing or corrupt images
- Large graphical feedback when an order barcode is scanned
- Larger iconic representation of a subject's order
- Audible notification when an image has been matched
- Item designs can also be included in order barcodes

Who uses CapturePost?

CapturePost is used by any photographer wishing to automatically link images to data at the time of photography. This data can be nothing more than a unique identifier such as an ID number or it can be a complete set of data held in user defined fields.

As such CapturePost is particularly suited to:

- School photographers
- Sports photographers
- Event photographers
- Catalogue and product photographers

Key features and functions of CapturePost

The primary purpose of CapturePost is to capture images from a tethered digital camera and match these images to subject data and, optionally, order information. In doing so CapturePost provides the following features and functions.

Simple one screen interface

CapturePost has been deliberately designed to be as simple as possible in order to avoid unnecessary complications during photography. To this end CapturePost interfaces with the user via a single uncluttered screen.

Images named with subject ID as part of the filename

All images are saved with the subject ID as part of the image's filename. In this way images can always be linked back to data. For easy reference, images are saved in a folder relative to job file. This folder is created automatically by CapturePost.

Ability to add new subjects "on the fly"

Should a subject not be present in the job file, they can be added to the database at the time of photography. Furthermore CapturePost gives the user the ability to allocate this new subject to a specific folder

Ability to edit subject details "on the fly"

CapturePost provides the ability to edit the subject's data at the time of photography. This is useful if for example names had been misspelled in the original data.

Print ID Cards and small items (option)

CapturePost Version 2.4.0 introduced the option of "Instant-ID" printing, allowing the user to print ID cards and other small items at the time of shooting.

Aspect ratio guides

CapturePost allows the user to define aspect ratio guidelines. These guides can be displayed on the preview image to give the photographer a cropping guide.

On Screen reports

CapturePost provides the user two on-screen reports.

I N T R O D U C T I O N

The "unphotographed subjects" report lists any subjects who have not yet been photographed.

The "check images report" checks for any missing or corrupted image files for subjects who have been photographed

Color Management

CapturePost supports ICC color management

System Requirements

The following hardware requirements should be seen as a guide only.

- Windows 2000, Windows XP or later
- Pentium P4 CPU at 2.40GHz
- 80Gb Hard Drive
- 512MB RAM
- CD or DVD ROM drive
- Sufficient USB and Firewire ports to run peripheral devices

Note

CapturePost requires a USB Hardlock in order to operate. Most barcode scanners are also USB devices, as are many pointing devices (mouse). Digital cameras will also require either a USB or Firewire port. It is important to take all these requirements into consideration before purchasing a laptop

Installing CapturePost

CapturePost will only run on Windows 2000 and XP machines. It will not run correctly on Windows 9x and Windows ME and therefore Timestone Software does not support installations on these platforms.

The USB Hardlock

CapturePost is protected by USB hardlocks. You will receive a USB hardlock for each copy of CapturePost you purchase. The hardlock needs to be plugged into the computer's USB port while you are running the program.

To install the program:

- Visit the Timestone Software website support pages to download the CapturePost installer to a temporary location such as your desktop
- Run the installer
- Follow the installation wizard to install the program

To run the program

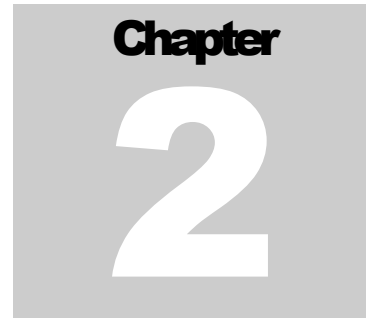
- Ensure the CapturePost USB hardlock is plugged into the computer
- Use your computer's Start Menu to launch the CapturePost
- You may also use My Computer, Windows Explorer or your favourite file browser to launch the programs

Before your hardlock expires:

- Each hardlock has a unique number. You can check your hardlock number from the Help menu. (Help>About). You may need to quote your hardlock number when it is time to renew your subscription.
- In most cases your hardlock will expire in 12 months. You can check when your hardlock expires from the program's Help menu. (Help>Hardlock expiry)
- You will be notified by us prior to your hardlock expiring. You will be given the option to renew your subscription.
- If you choose to renew your subscription an extend code will be sent to you for your hardlock

Renewing your hardlock:

- Ensure the correct USB hardlock is plugged into the computer
- Start CapturePost
- Go to the Help Menu and select Hardlock Expiry.
- Enter the extend code that has been sent to you.



Getting to know CapturePost

CapturePost employs a simple, single screen user interface. All the program's functions and features are accessed from this screen.

The Interface

Broadly speaking the CapturePost screen is divided into a number of areas: Each of these areas will be discussed in detail in the relevant sections

1. **The menu items:** Pull down menus allow the user access to a number of features.
2. **The "Get" section:** Is used to find subjects or folders
3. **The "Details" area:** Displays the data for the currently selected subject
4. **Order information:** Is displayed with icons if orders have been scanned for the currently displayed subject
5. **Camera status:** Displays when the camera is ready, disconnected, busy etc
6. **Image preview area:** Shows the image just photographed.
7. **Thumbnails:** A row of thumbnails shows the previously photographed subjects

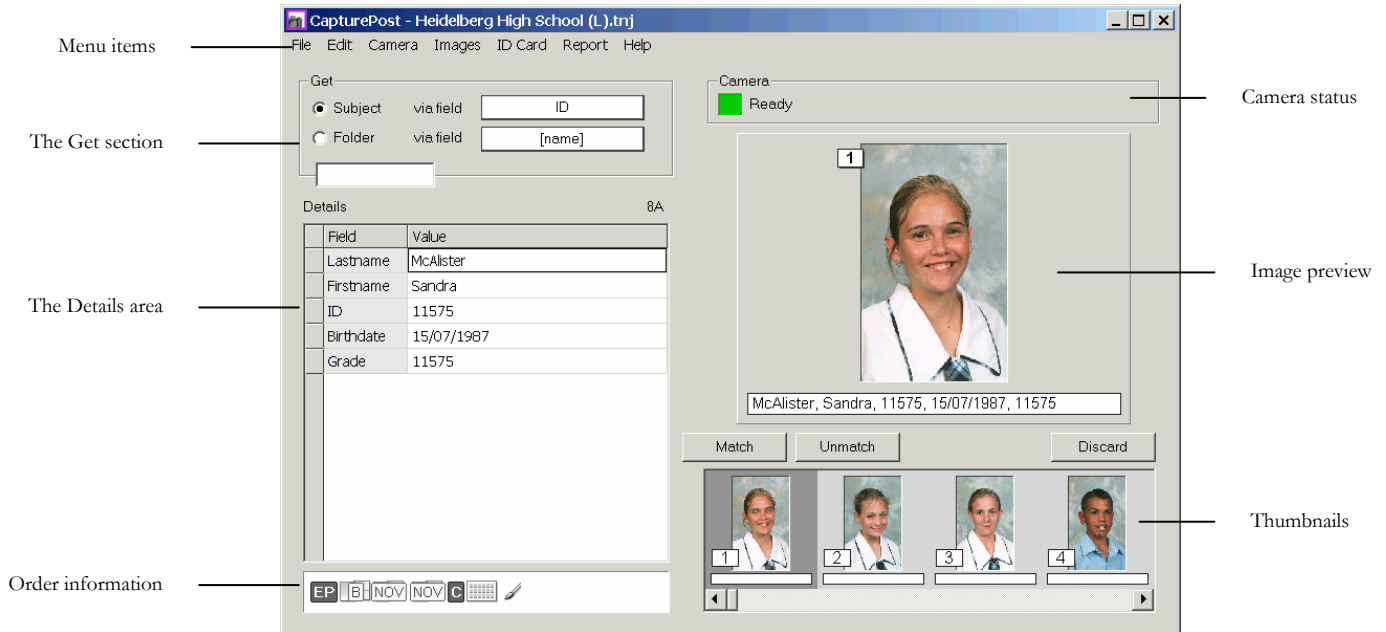


FIGURE 2.1 The CapturePost user interface.

The Timestone Neo Job file

Central to CapturePost, DataPost and the "Neo" applications is the Timestone Neo Job file or tnj.

The job file contains information regarding:

- Details (data) of the people being photographed (subjects). This data is organized into a subject database using user defined fields. Furthermore the data can be arranged into folders
- Images for each subject
- Matching information that relates the images to the subjects
- Order information describing each subject's order
- CapturePost uses a pre existing job file - it cannot create a job file itself. The job file can be prepared in DataPost or one of the professional "Neo" applications prior to being opened in CapturePost. Once CapturePost has finished with the job file, the job file is opened again by either DataPost or one of the professional series "Neo" applications.

SEE ALSO

For more information on preparing a job file see the DataPost Quick Start Guide.

The captured image files



Supported cameras are listed in the [Appendix](#)

CapturePost works with jpegs. With digital cameras for which a driver is available, CapturePost reads data directly from the camera sensor and writes a jpeg to the computer. The quality (compression) of the jpeg may be adjusted in the setup.

When using the Hotfolder Camera Source, CapturePost makes use of jpegs captured via the camera's shooting software or some third party shooting software.

The images folder

CapturePost stores the captured images in a folder in the same directory as the tnj file. The folder is automatically created when a job file is opened in CapturePost and is named *jobname#images* where *jobname* is the name of the job file without the .tnj extension

Name	Ext	Size	Date	Time	Attr
			DIR	11/17/2003	10:32:02 AM
			DIR	11/23/2003	2:32:06 PM
		69,933,568	10/31/2003	3:46:10 PM	A

FIGURE 2.2 The job file and images folder

Opening a job file in DataPost or the “Neo” applications

When the user has finished working in CapturePost the job file is usually opened in DataPost or one of the “Neo” applications for further processing and printing.



Important!

*DataPost and the Neo programs will know to look for the images in the **jobname#images** folder when printing. It is therefore vital the job file and the images folder are always kept in the same path relative to each other and neither is re-named..*



If you don't see your camera listed or cannot get CapturePost to work with your camera, make sure to read the [Supported Cameras](#) section of the Appendix

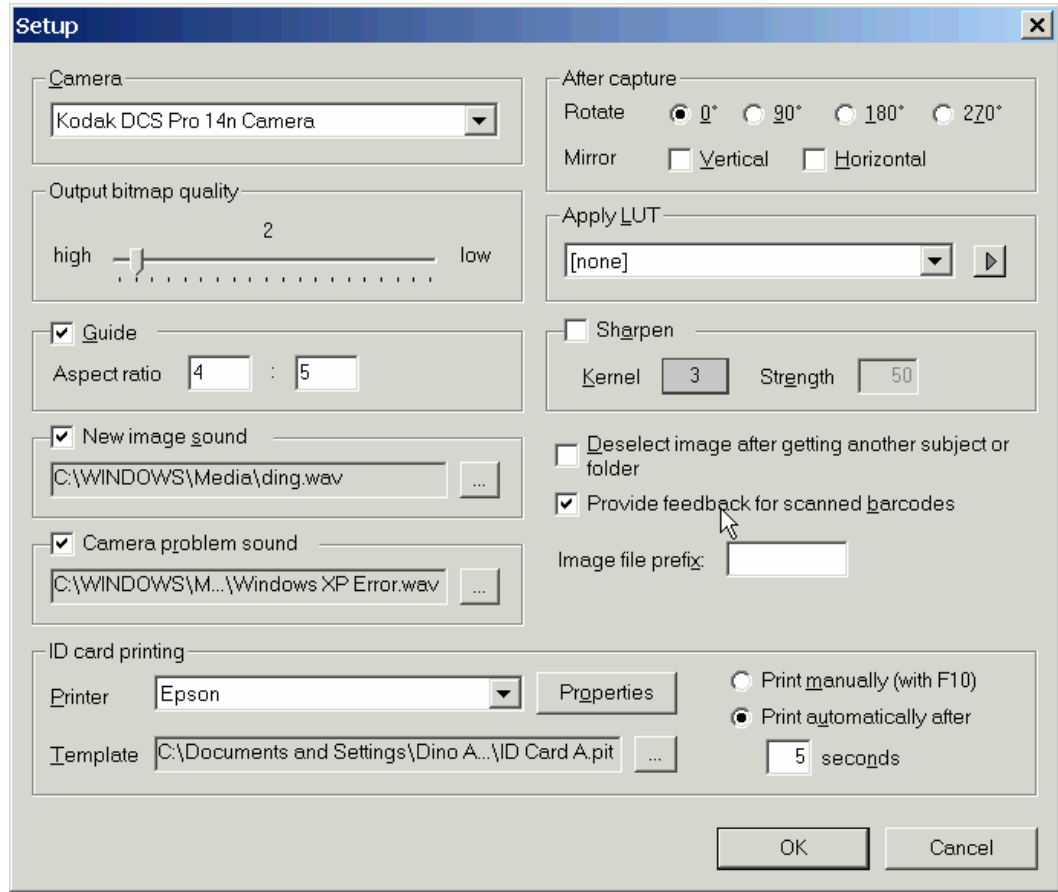
Setting up CapturePost

After starting CapturePost it is necessary to open the job file and select the digital camera.

1. Start CapturePost and open a pre-existing job file *File>Open*
2. Select your digital camera from the setup window *File>Setup*

The setup window allows the user to set other options.

The CapturePost setup window



TIP

Be aware quality setting 1 gives lossless jpegs - a format not supported by some other image editors including Adobe Photoshop™.

Bitmap quality

CapturePost outputs jpeg image files. The degree of compression (quality) of these files can be controlled with the **Output bitmap quality** slider. Twenty quality levels are available. Move the slider to the left to increase bitmap quality (minimum compression). Move the slider to the right to decrease bitmap quality (maximum compression).

Aspect ratio guides

Lines may be superimposed over CapturePost's preview image to give the photographer a guide to any future cropping. For example if the final images will be used in the 4:5 aspect, the user can define this ratio in CapturePost and make sure the important area of the subjects fall between the guide lines on the preview image.

New image sound

CapturePost can play back an audible notification when an image has been captured and matched and it is safe to scan the next subject's barcode (or find a subject via the keyboard or enter a new subject). To activate this feature check the "New image sound" box and browse for a sound to be played.



TIP

Standard Windows sound files are stored in c:\windows\media.

Ping.wav and ding.wav are good examples.

Be sure to choose a sound that is not too long.

Camera problem sound

CapturePost can play back an audible notification if the communication between the camera and laptop is broken eg USB or Firewire cable is disconnected. To activate this feature check the "Camera problem sound" box and browse for a sound to be played.

Rotate and mirror

If necessary the images may be rotated after capture in 90 degree increments. They may also be flipped along their vertical and horizontal axis.

Apply LUT

CapturePost allows the user to use LUT (Look up table) values. However with modern Color Management Systems now available LUTs are considered redundant.

Sharpening

A sharpening algorithm can be applied to the images in CapturePost. It is important to note that this sharpening is only applied to the images when they are printed or exported allowing the user to alter the sharpening at any stage of the workflow prior to printing or export. In this way the original files are never altered.



NOTE

If the "Deselect image..." option is checked, finding a previously photographed subject will only show the subject's data – not their image.

Deselect image after getting another subject

If so desired the user may elect to have the main preview area return to blank whenever a subject is scanned or entered. The alternative is for the main preview image to remain on screen until the next photo is taken.

Provide feedback for scanned images

Checking this option causes CapturePost to display a large iconic representation whenever a barcode is scanned

Image file prefix

CapturePost will automatically number the images with a unique number that incorporates the subject's ID (unique field). The images can also be prefixed with alphanumeric characters by entering the prefix in the Image file prefix box.

ID card printing

With the advent of Version 2.4.0 users may elect to purchase CapturePost with a printing option. This allows the user to print ID cards and other small items directly through CapturePost at the time of shooting. A further set of options will then need to be set in the setup.

Printer

Select the printer that will be used for printing. The properties button opens the printer driver dialogue allowing the user to set a number of printer options.

Template

All products printed through Timestone Software require a template. Browse and select the template to be used for printing

Print manually or automatically

The user may elect to have CapturePost automatically begin printing after a given time interval as each subject is photographed. Alternatively the user may disable automatic printing and trigger printing manually with the F10 key.



NOTE

The template needs to be designed in either DataPost or NeoPack/Professional. It must be a "Fixed size item" template..

Working with CapturePost

Sample workflow

The following is a sample workflow using CapturePost. It should be noted that other workflows are possible depending on the circumstances of each job and each user.

Prior to photography day

1. In either DataPost or one of the professional series "Neo" applications, start and save a new job file
2. If available, import subject details (data) into the job file. Ensure you have a unique field
3. Print "shoot" cards for each subject with a barcode containing data from the unique field.
4. Save the job file and give it to the CapturePost computer

Note

The above assumes subject data is available prior to photography day. If this is not the case "blank" shoot cards can be used which merely contain a barcode with a unique number and space to write down each subjects' details. The data can be entered later in either DataPost, one of the "Neo" programs or, time permitting, directly into CapturePost at the shoot.

CapturePost on photography day

1. Start CapturePost and open the job file created in DataPost
2. Select your digital camera

3. Subject approaches the photographer and presents his or her shoot card
4. Scan the subject identification barcode. This brings up the subject's data on screen
5. Optionally scan the subject's order information
6. Optionally scan a retouching barcode
7. Take the photo. CapturePost automatically matches the image to the subject's data and order information
8. Repeat until all subjects are photographed. Save the job file and close CapturePost

Note

If using "blank" shoot cards, the subject ID barcode is still scanned which assigns a unique ID to the subject. The remainder of the subject's details can be entered on site (time permitting) or later in DataPost or one of the "Neo" applications.

After photography day

1. Start DataPost or one of the professional series "Neo" applications.
2. If necessary go to Images mode and perform any image editing (eg cropping)
3. The job file is now ready for printing with one of the professional series "Neo" applications

Important!

As mentioned previously the above workflow is but one way of using CapturePost and only shows a minimum of CapturePost's features. The Frequently Asked Questions in the Appendix discuss some other workflows.

Finding subjects

Before taking a photo of a subject, it is necessary to find the subject in the database (or add a new subject). This can be done either by keyboard entry or by scanning a barcode from a shoot card.

If the subject has already been photographed finding the subject will display their data together with their primary image. (However this function is inactive if "Deselect image after getting another subject or folder" is selected in the setup)

Keyboard entry

1. Ensure *Subject* is selected in the *Get* section
2. Ensure the *via field* lookup is set to the appropriate field. This will usually be the "ID" field or a "Name" field
3. Begin typing. Your entry will appear in the "find input window" and a list of subjects matching your entry will appear
4. Using the arrow keys or the mouse select your subject then press "Enter"
5. If necessary make any corrections to the data by double clicking on a field and entering the correct data

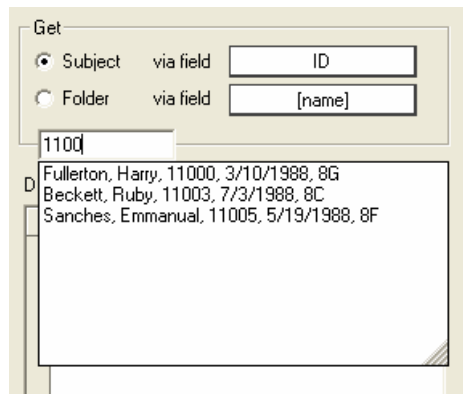


FIGURE 3.1 Finding a subject via keyboard entry



SEE ALSO

Learn more about creating shoot cards with barcodes at: [Shoot cards and order barcodes](#)

Barcode Entry

If a properly encoded barcode (as prepared in DataPost or NeoPack/Professional) is scanned, steps 1-4 above are not necessary. Scanning the barcode will immediately bring up the subject's details regardless of whether *Subject* is selected or the "correct" field is chosen.

Adding new subjects

There may be occasions when a subject to be photographed is not in the database. (Recently enrolled students for example). CapturePost allows the user to add new subjects "on the fly".

To add a new subject:

1. From the *Edit* menu select *Add new subject*
2. The *Set Folder* pop up allows a home folder to be assigned to the subject.
3. Enter the subject's details in the blank detail fields

The subject's details are now in the database. He or she may now be photographed

Get

Subject via field

Folder via field

Details (no home folder)

Field	Value
Lastname	Smith
Firstname	Joh
ID	
Birthdate	
Grade	

FIGURE 3.2 Adding a new subject

Entering orders

Order information can only be *scanned* into CapturePost. It is not possible to enter order information from the keyboard. Shoot cards or order envelopes with the order information barcodes are created in DataPost or NeoPack/Professional.

To enter a subject's order

1. Find the subject or add a new subject
2. Scan the order information barcode
3. If necessary scan additional order barcodes

The subject's order will appear in the order information window.



FIGURE 3.2 The order information icons

? SEE ALSO

Learn more about creating shoot cards with barcodes at: [Shoot cards and order barcodes](#)

In the above example the subject has order the "Value Package" (VP) which comprises Pack A, a novelty pack (NOV) and a memory mate (MM). This information is setup in DataPost and encoded into an order barcode

To order retouching

CapturePost allows a subject's images to be flagged for retouching at a later stage in either DataPost, NeoPack/Professional or NeoComposite. To order retouching a special retouching barcode is scanned!

Important!

Entering orders directly into CapturePost at the time of shooting is optional. Orders may be scanned into DataPost at a later stage using the same order barcodes as used by CapturePost. Furthermore orders may also be entered directly into NeoPack/Professional either manually, by scanning a barcode or by importing a text file.

Folders

When preparing a job file (in either DataPost, or one of the "Neo" programs) the user has the ability to group the subjects into folders (eg grades and teams). This has extremely useful implications when the job file is used with the production applications, NeoPack/Professional, NeoComposite and NeoGroup.

CapturePost allows the user to change an existing folder for a subject or assign a folder to a new subject. In this way, for example, a new student who is not yet in the database can be assigned to a folder at the time of shooting.

To set the home folder for a subject.

1. Ensure the subject's details are displayed in the details area
2. From the *Edit* menu select *Set subjects home folder* or enter Ctrl-H from the keyboard
3. The pop up window allows you to select the home folder for the subject

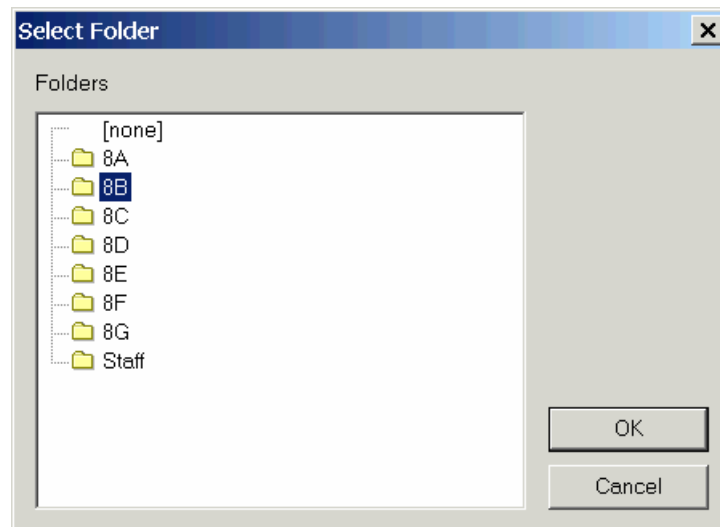


FIGURE 3.3 Setting a home folder

Taking photos

In CapturePost, taking photos matched to subject data is simply a matter of:

1. Find a subject or add a new subject
 - Either scan a barcode or look up or add the subject via the keyboard
2. Optionally enter order information
 - Scan order barcode or barcodes
3. Optionally flag the subject for retouching
 - Scan a retouching barcode
4. Take the photo then repeat for the next subject



Important!

You should wait until the main preview image is displayed before finding the next subject. Failure to do so will result in the image just taken being matched to the wrong subject..

Multiple images for the one subject

It is possible to take more than one photo for the same subject. You may wish to do this when the subject blinks, for example or you simply do not like the image or you deliberately take more than one pose for each subject.

Multiple images for the same subject are flagged with a little red triangle in the bottom right corner of both the main preview and the thumbnail images in the image list.



FIGURE 3.4 The thumbnails indicating several images (poses) for the one subject

 NOTE

Where the user intentionally takes more than one pose per subject, Poses Mode in DataPost and the Neo programs allows the user to work with these poses in powerful and creative ways

The primary or main image

Where more than one photo is taken for the same subject, the software will use the last image as the primary or main image. This is the image that is then used by default in production and when exported in either DataPost, NeoPack/Professional or NeoComposite.

Changing the primary image

Although more frequently done outside of CapturePost, it is possible for the CapturePost operator to assign an image other than the last image as the primary or main image.

1. Click on the thumbnail of the image you want as the primary image
2. Using the keyboard enter Ctrl-I
3. Alternatively select Edit>Mark main subject image
4. The red flag in the lower right corner of the thumbnail will change to dark grey indicating it is now the main image
5. Other images for this subject will be flagged with a light grey triangle
6. If you have erred with the selection of the primary image, simple repeat the procedure with the correct thumbnail.

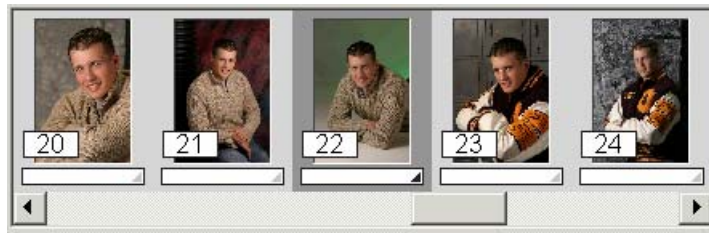


FIGURE 3.5 Changing the main image

 NOTE

There is no real need to discard an unwanted photos since, unless it is the main image, it will not be used in production.

Discarding images

Unwanted images can be removed. To remove an unwanted image select the image and click the discard button or select Edit>Discard photo.

Incorrectly matched images

If the operator has inadvertently matched an image to the wrong subject, as would happen if the next subject was not found before the photo taken, it is possible unmatched an image and rematch it to the correct data

1. Select the incorrectly matched image
2. Click the *Unmatch* button or select Edit>Unmatch to unmatch the image
3. Find the correct subject
4. Rematch the image by clicking the *Match* button or selecting Edit>Match

Matching an image to a folder

As well as matching an image to subject data, CapturePost allows the user to match an image to a folder.

1. Ensure *Folder* is selected in the *Get* section
2. Ensure the *via field* lookup is set to *Name*
3. Enter the desired folder
4. Take the photo. The image is automatically matched to the selected folder

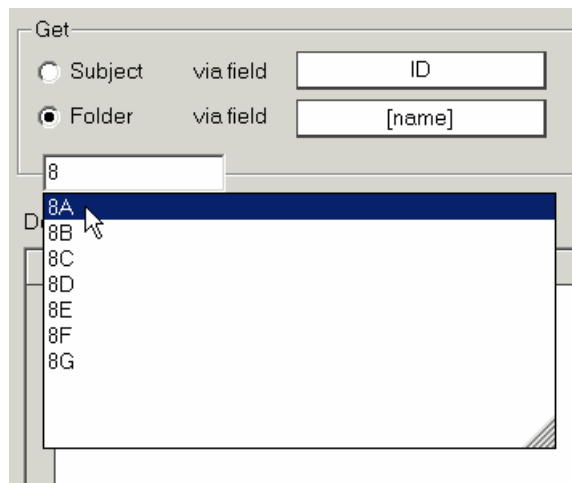


FIGURE 3.6 Selecting a folder to match to

An image matched to a folder can be called onto a template in the Neo programs by using a labelled image holder with "Folder" as the label

If more than one photo is matched to a folder the Neo programs will use the last image taken.

Printing ID Cards

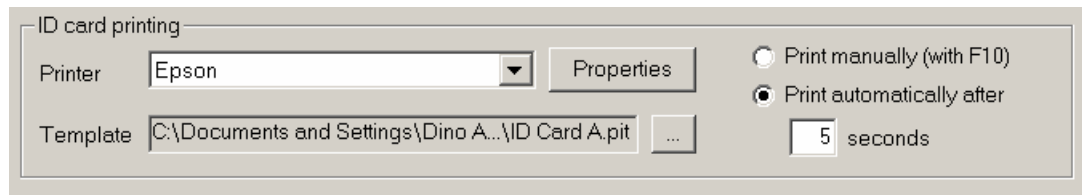


FIGURE 3.7 Setting up ID card printing

Setting up ID Card printing

1. In CapturePost go to File>Setup

2. In the ID card printing section select the printer and printer properties if necessary
3. Select the template you wish to use for printing by either entering an explicit path to the template or browsing for the template with the browse button.
4. Decide whether you will manually print the ID cards by pressing the F10 key or have CapturePost automatically print the ID card after a given time interval after each subject is photographed.

You can toggle automatic printing on and off without returning to File>Setup with the Ctrl-F10 keys.

Printing the ID cards automatically

1. Ensure you have selected the "Print automatically..." option in File>Setup and entered the desired delay time.
2. Use CapturePost in the normal way. As each photograph is taken, printing will begin after the given time interval
3. If a second photo is taken within the given time delay it will be printed instead of the first image

Printing manually

Printing may be triggered manually at anytime regardless of the automatic time setting in the setup with the F10 key.

Exporting the images

CapturePost allows the user to export a second set of images. However rather than merely creating a duplicate copy of the original image files, the user has the ability to apply several options to the exported set.

Options available when exporting the images give the user the ability to:

- name the exported images according to any field in the database
- give the exported image name a prefix and a suffix
- organize the exported images into folders
- choose a variety of formats (jpeg, tiff, png, targa, bmp, pcx, pct)
- Choose the bit depth
- change the size of the images
- set the resolution of the exported images
- apply sharpening to the images

Images are exported via Images>Export. The above options can be accessed through the setup button.

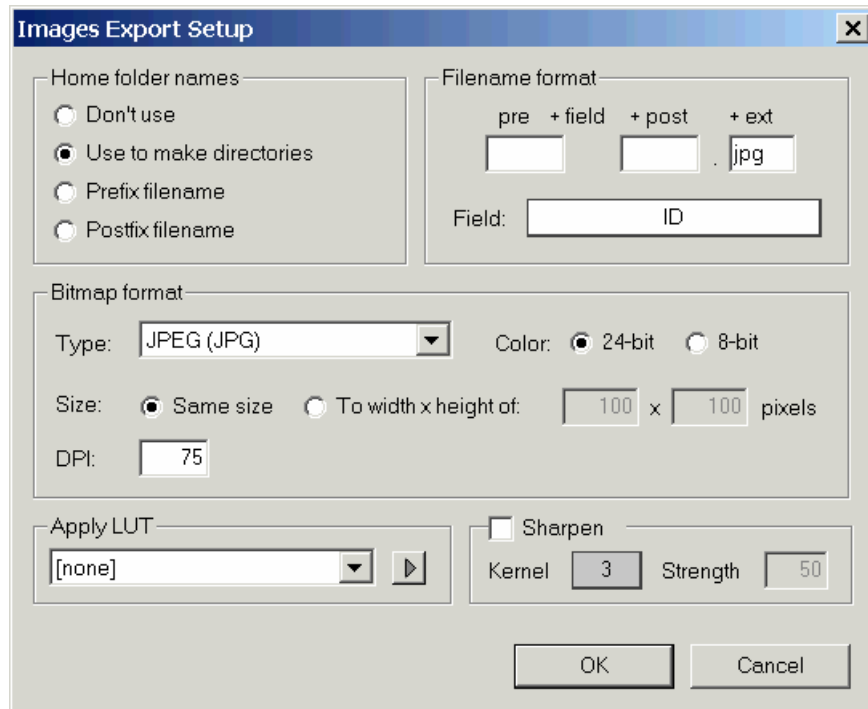


FIGURE 3.9 Options for exporting images

Reports

CapturePost can present the user with two on-screen reports. It is recommended these reports be run at the end of the shoot.

Check images report

The "check images" report checks the images folder for any missing or bad image files. An image may be missing if the transfer between camera and computer is interrupted. In the same way image files may become damaged. The check images report therefore alerts the photographer of this fact.

To run this report select **Reports>check images** from the menu.

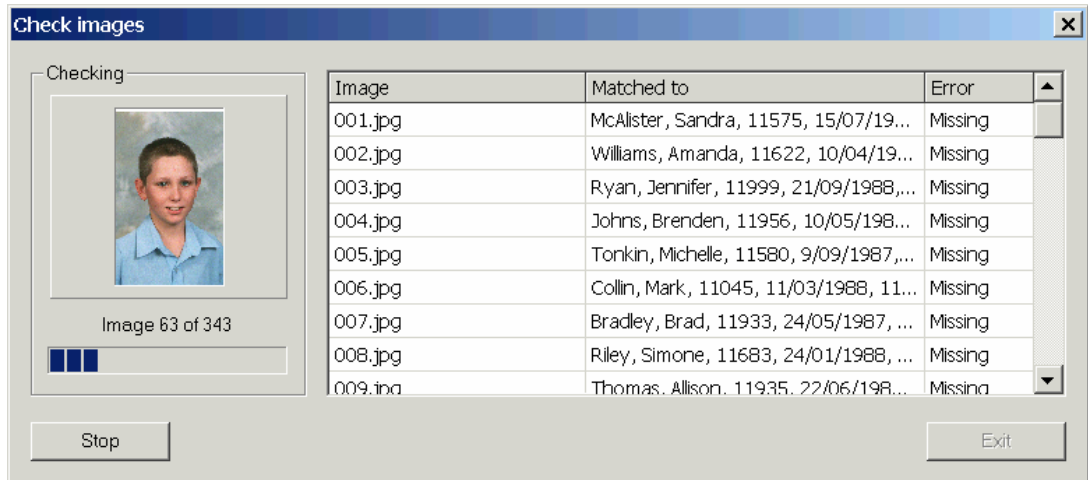


FIGURE 3.10 The check images report

Unphotographed subjects report

The "unphotographed subjects" report presents an on-screen list of any subjects yet to be photographed.

NOTE

This same report is available in a printable version in DataPost

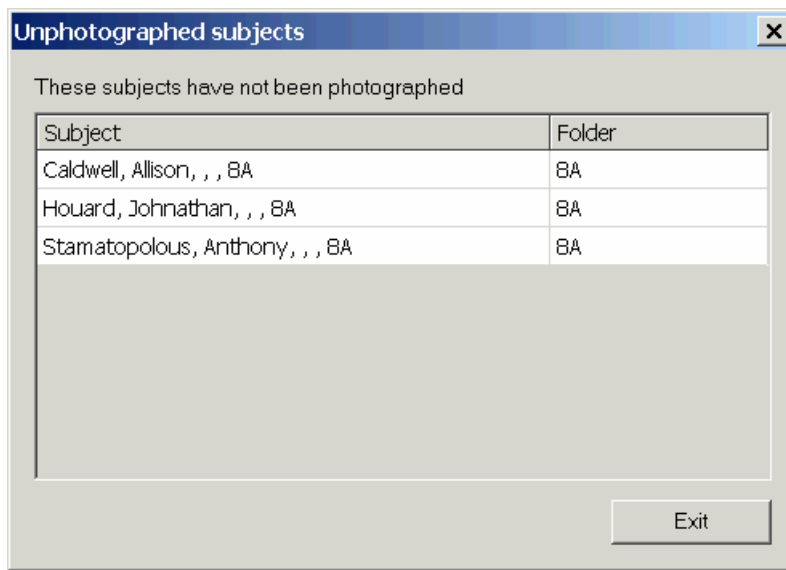


FIGURE 3.11 The unphotographed subjects report

Appendix

Supported cameras

Fuji S1

Shooting driver

To use the S1 with CapturePost, the camera's PC MODE must be set to 'SHOOTING' (as opposed to DOWNLOADING). PC MODE is selectable via the camera's menu. Shooting mode is sometimes referred to as tethered mode.

Shooting mode requires its own Windows device driver (different from the USB Mass Storage driver used with Downloading mode). This driver is installed as part of the S1 Camera Shooting Software, which is supplied with the S1 camera's on the Utilities for FinePix S1 Pro CD.

If you have problems getting CapturePost to work with the S1, we suggest you first get it working with Fuji's own Camera Shooting Software to be sure you have all the cables connected and drivers installed properly.

Setting the image size

CapturePost does not use the image size set on the camera's rear display panel. Instead you must select the desired resolution use the Camera - Settings menu.

Fuji S2

Shooting driver

To use the S2 with CapturePost, the camera's PC MODE must be set to '1394 Shooting' (as opposed to 1394/USB Downloading). PC MODE is selectable via the camera's menu. Shooting mode is sometimes referred to as tethered mode. The S2 can only operate in this mode over a 1394 firewire connection (ie. not USB).

Shooting mode requires a special Windows device driver - the FinePix S2 Pro Shooting Driver. This driver is supplied Fuji's Camera Shooting Software, which allows you to control the camera from the PC. Officially the Camera Shooting Software is an optional extra that is not supplied with the S2 base package, but must be purchased separately from Fuji as part of their Hyper-Utility Software package. However in reality we have found that most customers who purchase an S2 have received this software for free. If you do not

APPENDIX

have the Camera Shooting Software, contact us and we can provide you with a copy of the S2 Shooting Driver.

If you have problems getting CapturePost to work with the S2. we suggest you first get it working with Fuji's own Camera Shooting Software to be sure you have all the cables connected and drivers installed properly.

Beware flat batteries

If you cannot get CapturePost or the Fuji software to recognize the camera, or if you find the software frequently reports camera disconnects, it's most likely to be the batteries. The S2 has two batteries, and if they are flat the camera will not function properly - even if it is plugged into mains power.

Setting the image resolution

The resolution for the S2 is set in CapturePost with the Camera - Settings menu. CapturePost ignores the resolution set on the camera itself.

Canon EOS Driver

Supported camera models

Our Canon driver supports and has been tested with the following camera models: D30, D60, 10D, 300D. It should also work with the EOS-1D and 1Ds cameras, although to date we have not had a camera to test with (so please let us know if you successfully use CapturePost with a 1D or 1Ds).

CapturePost does not support the PowerShot cameras because these models do not support the 'remote release control mode' required for tethered operation.

ACDSee

The popular utility ACDSee may cause conflicts with CapturePost. This happens because ACDSee installs certain Canon DLLs into the Windows SYSTEM32 folder, even though Canon's SDK documentation explicitly states that software developers should not copy these DLLs into the system folder (so please complain to ACD Systems on our behalf). There are two solutions to this problem:

- Try uninstalling ACDSee's 'Canon Camera Plug-In' and 'Canon Image Decoder Plug-In'. If that doesn't work try removing ACDSee altogether and see if that fixes the problem.
- Try copying all the files from the Program Files\Common Files\Timestone Shared\Cameras\CDS SDK folder to the Program Files\Timestone Software\CapturePost folder. By placing the Canon SDK files in the same folder as CapturePost.exe, Windows will always load the correct DLLs.

RAW vs JPEG modes

CapturePost will use whatever resolution is set on the camera. If RAW mode is selected, the RAW image is retrieved from the camera, processed automatically and converted to JPEG by CapturePost. RAW mode in theory gives the best image quality but it is extremely slow. In practice most people will use one of the JPEG modes, where the camera itself creates the JPEG file before it is downloaded to CapturePost.

Using RAW mode with the 300D

The Canon 300D was released after the current Canon SDK and there is a problem using RAW mode with this model. To make it work, search your hard disk for a file called delmg170.DLL and copy it to the Program Files\Common Files\Timestone Shared\Cameras\CDS SDK folder (this file will be installed with the Canon software supplied with the 300D).

Troubleshooting

Early versions of the Canon drivers proved to be very unstable in tethered mode. However the most recent versions of Canon's drivers and SDK have proved to be quite robust. If you are experiencing unexplained crashes or camera disconnects, please make sure you are using the latest version of the Canon driver. At the time of writing this is the Canon WIA Driver 5.2.0.

If you still have problems first see if you can use the camera with Canon's own Remote Capture utility. This will ensure you have the cables and drivers installed correctly.

Kodak DCS 5xx/6xx driver

This driver supports older Kodak digital cameras such as the DCS 520/620. We no longer recommend people use these cameras with CapturePost because a bug has been discovered that can cause the camera to pause every 30-60 seconds every now and then, followed by an error message. Kodak no longer support these camera's so there's not much we can do about it.

Kodak DCS Pro 7xx / Pro Back / 14n drivers

This driver, collectively known as the DCSPRO driver, supports the Kodak DCS 720, 760 & 14n. It should also work with the Kodak Pro Backs but to date we have not been able to verify this.

Starting with version 1.6.2, CapturePost requires the new Kodak drivers that are also required by the latest versions of the Kodak DCS Camera Manager software. If you have installed DCS Camera Manager version 3.0 or earlier, the older driver called "Kodak Pro3 1394 DCS Camera" (Pro31394.sys) will be installed on your computer. This driver will not work with CapturePost. You must install the new driver called "DCS ProDriver Camera" (ProDriver.sys) that is supplied with DCS Camera Manager 3.0.1 and later.

The easiest thing to do is download the latest DCS Camera Manager from Kodak's website and get it going first. As part of the download Kodak supply a document called IEE1394ReadMe.pdf that provides further instructions for installing the new drivers.

Important message for 14N users:

You may find your camera no longer works with CapturePost after you upgrade to Version 2.3.0 of CapturePost or later. This version of CapturePost installs the latest Kodak DLL's in order to support the new Slr/n digital camera and these files may be incompatible with your ProDriver.sys camera driver. The easiest way to install this driver is to visit Kodak's website and download and install the latest Camera Manager software

CapturePost always retrieves the raw image from the DCS Pro cameras, processes it, applies a color transform, and finally saves it as a JPEG file. You must tell CapturePost what color space you want to store the images in. By default Kodak's DCSRGB color space is used. We suggest you stick to DCSRGB unless you have a good reason to use something else.]

APPENDIX

The Camera - Settings menu in CapturePost is where you select the color space for the images. Here you can also select the look profile - portrait or product. These are the same look profiles available in Kodak's software.

Nikon camera drivers

At the time of writing there are no drivers specifically for Nikon cameras You can use the hotfolder driver with these cameras (see next section).

The hotfolder driver

The Hotfolder Camera Source can be used with any digital camera that supports tethered shooting and can output images as jpegs. It is primarily used with the Nikon D series digital cameras. The procedure is described below.

1. Install the camera manufacturers camera shooting software or appropriate third party shooting software.
2. Setup the digital camera for tethered shooting according to the software's instructions. The camera should save the image files to a folder on the computer, the Hotfolder
3. Verify the setup is correct by taking a few test photos and making sure the images are saved to the hotfolder
4. Delete the test photos from the hotfolder
5. Run CapturePost and select File>Setup
6. Choose Hotfolder Camera Source as the camera
7. Go to Camera>Settings and browse your computer for the Hotfolder
8. Make any adjustments to the other CapturePost settings and begin using CapturePost in the normal way.

Shoot card and order barcodes

Shoot cards and/or order envelopes are used by CapturePost to find subjects and enter order information. Shoot cards are created in DataPost or NeoPack/Professional.

When designing a shoot card, barcodes are generally used to encode two types of information: *subject identification* and *order information*.

Subject identification

The subject identification barcode is used by CapturePost to quickly find a subject. The format for this barcode is as follows:

1%S@field

Where

APPENDIX

/%S is an internal code that "tells" CapturePost a subject is being scanned. When this barcode is scanned in CapturePost the program strips away the */%S* and uses the data from the database's unique field to find the subject

@field field is the unique field as defined in details mode when preparing the job file

Example

Let us assume you are a school photographer and the students in your database are uniquely identified by their ID number. This number is included in a field called "ID". The barcode to find each student is therefore encoded */%S@ID*

Order information

Order information barcodes are used to assign orders to the subject. A separate barcode is used for each package offered. The package may combine several layouts with or without item designs, composite group photos and traditional group photos.

Entering order information is optional and can be done in either CapturePost or DataPost

The format for this barcode is as follows: (Note several of these entries are optional and may be omitted)

/%O{package-code}/P{layout-key}%{item-key}.copies/C.copies/G.copies

Where

<i>/%O</i>	is an internal code that tells CapturePost what follows is an order
<i>package-code</i>	is the package code as defined in DataPost's Edit>Packages. This entry is optional and is used in DataPost's reporting features.
<i>/P</i>	Is an internal code that tells CapturePost what follows is a layout (portrait pack) from NeoPack/Professional
<i>layout-key</i>	is the key assigned to the layout template in NeoPack/Professional
<i>item-key</i>	is the key assigned to the item design template in NeoPack/professional. This entry is optional
<i>/C</i>	is an internal code that tells CapturePost or DataPost a composite group photo has been ordered from NeoComposite. This entry is optional
<i>/G</i>	is an internal code that tells CapturePost or DataPost a traditional group photo has been ordered from NeoGroup. This entry is optional
<i>.copies</i>	Is the number of copies required of each portrait pack, composite or group. This is optional and if omitted defaults to one. This entry is optional

Examples of order information barcodes

<i>/%OA/PXY</i>	package A which includes the layout whose key is XY
<i>/%O/PD</i>	layout D
<i>/%O/PB%TCB</i>	portrait pack B with item design TCB

APPENDIX

<code>/%OB/PAA/C.2</code>	package B which includes layout AA plus 2x composite group photos
<code>/%OC/PB%FR/PD/G</code>	package C which includes layout B with item design FR plus layout D plus a traditional group photo

Ordering retouching for a subject

The CapturePost operator may mark a subject's images for retouching later in DataPost or the Neo programs

- `/%R+` flags the subject's image(s) for retouching
- `/%R-` removes the retouching flag from the subject's image(s)



Important

Retouching must be ordered with a separate barcode –it cannot be incorporated into an order barcode.

Erasing orders

A barcode encoded with the sequence `/%O` erases an order

Scanning item designs independently of layouts

With Version 2.3.0 and above it is possible to scan an item barcode independently of the layout barcode. This means the user may have separate barcodes for layouts and designs and can therefore mix and match the two. The format for an item design barcode is as follows:

`/%O%P%{item-key}`

where *{item-key}* is the key assigned to the item design in NeoPack/Professional

The barcode `/%O%P%` removes the item design

Entering data automatically into a field by scanning a barcode

With Version 2.5.0 and above it has been possible to scan a *details* or *data* barcode which will place data into a specified field. The format for such a barcode is as follows:

`/%Dfield%value`

where *field* is a field name or field number (1 through to n).and *value* is the data that will be placed into the field for the currently selected subject

Example

You are photographing music bands and have a field called **Instrument**. As each subject is photographed you wish to enter their musical instrument. You have barcodes for each of the instruments such as:

/%DInstrument%Flute

Scanning this barcode will place the value “Flute” into the Instrument field

Sports photography provides another opportunity for using this type of barcode.

Example

You are photographing a soccer team and have a field called **Position**. As each subject is photographed you wish to enter their playing position. You have barcodes for each of the positions such as:

/%DPosition%Striker

Scanning this barcode will place the value “Striker” into the Position field

Notes

- the package code is optional and is only used by DataPost for reporting purposes
- where a subject has multiple orders simply scan additional barcodes as required
- orders can also be scanned into DataPost using the same order barcodes used by CapturePost
- orders may also be entered directly into NeoPack/Professional without the need for order barcodes

Pose barcodes

When a photographer deliberately takes multiple images (or poses) it is possible to assign pose numbers or pose labels to the images. Separate orders can then be assigned to each pose.

The assign pose barcode

The barcode is encoded in the following format:

/%Ppose

where *pose* is a pose number or label

Examples

/%P2 will assign pose 2 to the selected image

/%Pformal will assign the pose label, formal, to the selected image

The pose number or label will be visible at the end of the text string below the main preview image in CapturePost and all scanned poses will subsequently be visible in Poses Mode in DataPost, PackBuilder, CompBuilder, NeoPack/Professional and NeoComposite.

APPENDIX

Combining an order and pose barcode

It is possible to scan a barcode that will place an order for a particular pose.

This is achieved by adding the string, *%pose* to the end of the standard order barcode

/%Opackage/Playout-key%item-key%pose

The *package* and *item-key* entries are optional

Examples

/%O/Pabc%xyz%1

This barcode will add the layout abc with item design xyz to pose number 1

If the optional item design entry is not used it is still necessary to leave its % symbol in the barcode.

/%O/Pabc%%2

will add the layout whose key is abc to pose 2

Note this barcode does not assign the pose to the subject's image - it merely enters an order for a pose. The pose will need to be assigned by scanning a separate barcode in CapturePost

Miscellaneous barcodes

Version 2.7.0 introduced three new barcodes

Save barcode

/%CS – save. This barcode performs a File>Save action

Print barcode

/%CP – print. This only applies to CapturePost with ID card printing option

Shoot barcode

/%CS – shoot. This barcode triggers the camera

Frequently asked questions

Q. Do I need DataPost?

A. CapturePost is not a stand-alone program. It needs to open a job file that has been created by either DataPost, PackBuilder, NeoPack/Professional or NeoComposite. If you are an independent photographer you will most likely use DataPost or PackBuilder for this purpose. However if you are working with a lab using one of the above “Neo” programs you will not need DataPost or PackBuilder.

Q. My lab doesn't have any Timestone programs. Can I still use CapturePost?

A. Yes. You will need CapturePost and DataPost. You will be able to provide your lab with a set of images named according to any of the fields in your database eg 324563.jpg where 324563 is the subject ID number. You will also be able to provide the lab with a text file containing all the necessary subject data including a cross reference to the image number.

Q. Which cameras can be used?

A. Timestone Software has developed many direct drivers for the more popular professional digital cameras. Furthermore the generic “Hotfolder driver” can be used with any digital camera that can capture jpegs to a tethered computer. See the [Supported Cameras](#) section of the user manual for more information.

Q. Can I still use CapturePost if I don't get data before the shoot?

A. Yes. One way that works well is to still use shoot cards that are blank except for a unique identifier for each card. When you scan this barcode in CapturePost it will add the “subject” to the database. If needed the subject can write the data onto the shoot card and you can enter this information at a later time.

Q. Can I edit the images from within CapturePost?

A. No. You can only do this in DataPost, PackBuilder or one of the Neo programs.

Q. My camera is listed but it still does not work with CapturePost. What gives?

A. Make sure you also install the camera maker's software as this installs certain files needed by CapturePost. Always get the camera working in tethered mode with the camera manufactures shooting software first eg Canon's Remote Capture.

Q. How can I find out if someone was photographed earlier in the day?

A. Just scan their ID barcode or look them up manually. If they have been photographed their image will be displayed. Note however this will not happen if you have chosen to clear the display when a subject is displayed in the setup dialogue.