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Scanning With PhotoExpress 3 for Breakpoint

This manual assumes you have already correctly installed and configured the scanner and the PhotoExpress software. If you have not, these are both effortless procedures, simply requiring you to plug in the scanner first, followed by inserting the scanner CD when it looks for a driver, rebooting, and followed by installing PhotoExpress.

Basic Scanner Use

1. Doubleclick the **Ulead PhotoExpress 3 SE** icon on the desktop.
2. Click the **Get button** on the left-hand menu.
3. Select **Scanner** from the top row. If you are prompted for information on the type of scanner you have, select the appropriate one. There are pictures representing different scanner types. You will be asked this only once because it is the first time you are running your scanner software.
4. Upon selecting scanner, the right-hand menu changes, offering some new choices. Under **file name**, you can enter a name for the picture you will be creating.
 - Recommended is using a numbering scheme for easy organization. If you were doing some new Christmas slides, it would be ideal to use xmas2001_1.bmp, xmas2001_2.bmp and so on.
5. For the box which says **File Type**, click the arrow and select **BMP (Windows Bitmap)**. You may have to scroll up a bit to see this choice.
6. Place the document in the scanner. Select the **Acquire** button near the bottom of the screen in the right hand side. If your screen resolution is less than 1024x768 then it may be half-covered by your taskbar. You should still be able to see it though.
 - Ideally, what you are going to scan should be rectangular in shape, based on what your existing slides look like right now. If you are using a picture wider than it is tall, then you will end up with a squashed picture unless you start copy+pasting different images after you've resized. For ease of use sake, try to select an area rectangular like a Breakpoint slide in steps 6 and 7.
7. The scanner starts scanning immediately when you press the **acquire** button. It uses smart-sense to tell where the document is on the scanner. It automatically senses where the item is, and selects the whole thing.

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8. If you need to change what you are selecting; for example, not wanting to select the text on the picture of a product, then you can left click anywhere *outside* the blinking box and then left click and drag from upper left to lower right around the area you wish to select. You will see a box being created with the same blinking box as you left clicked earlier to remove. You may need to play around with this for a bit, but with a little practice, you'll soon understand how it works.
 - The above can be different from scanner to scanner. At the end of this document, the interface from **Program to Driver** is explained.
9. Once you've selected the area you wish to scan, click the **Scan button**. This button might be called a variety of things, such as Apply, Scan, Send Scan Now, etc. It should be pretty obvious which one is to finalize the scan.
 - The first scan the program did, when you clicked Acquire, is do a fast and dirty scan, just to see where the item on the flatbed actually is. The second scan you do in step 9, is a high quality scan of the selected area.
10. If the scanner program remains on the screen once you're finished scanning, you can close it, by either clicking it's **X** in the upper right, or any equivalent **Exit button**. (The scanner program is the one which actually did the scan; the one which clicking Acquire in step 6 brought up on the screen)
11. You may have 1 or 2 pictures in your window inside PhotoExpress now, depending on the software you use. Most programs don't sent the first quick-and-dirty scan to the graphics program (PhotoExpress) but some such as Mirascan, do.
12. **DoubleClick** on the picture you wish to work with. This means, that if, referring to step 11, the program has 2 documents in it, select the one which looks like the selection you made.

This is all the steps involved in getting a picture from the scanner into the PhotoExpress program. If you are not dealing with Breakpoint ICD in any way, you can do any modifications for other uses (printing, scanning for the web, etc).

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Scanning for Breakpoint ICD

This section includes details on how to make your slides work with the Breakpoint ICD customer display on the front end. This is for stores running the ICD alongside Breakpoint POS software only.

1. Once you have doubleclicked the image in Step 12 above, you are ready to make the slide fit on the fixed-size on the front end. The first step is to make this picture fit inside the size on the front end, which is 325x420.
 - 325x420 refers to the screen resolution on a PC's monitor. You may see this mentioned in a few different places in Windows. The most common place you will see it, is when you are changing your desktop size. Common sizes and numbers you see are 640x480, 800x600 and 1024x768. Your monitor is actually made up of thousands of tiny dots which form pictures.
2. Once you've doubleclicked the image and have a large version of it on your screen, the **Edit** box on the left hand side should have opened up.
3. Click on **Adjust**.
4. Along the top row, you will have pictures with words under them. Click on **Resize**.
5. A new menu pops up on the right hand side. Place a green square inside the **User Defined** checkbox.
6. Change **Unit** to **Pixels**.
7. Remove the green square from the **Maintain Aspect Ratio** box.
 - Maintaining the aspect ratio means if you change a number in Width, it will automatically change the number in height, and vice versa. If we weren't trying to make an image exactly 325x420, then normally you would leave aspect ratio turned on, so it stops any stretching of the image. Essentially, once you change a value inside height while aspect ratio is turned on, it sets width accordingly to make the image change evenly in height and width, resulting in a picture the same shape as the original, just smaller or bigger, depending how you set the numbers.
8. For Width, enter 325. For height, enter 420
9. Hilite the number beside **Res:** and change it from 300 to 72. If you use the up/down arrows beside 300, you'll be there forever changing down in increments of 1.
 - Resolution defines the quality of the image. High resolutions are usually used in print, so as the image won't appear grainy. 72 is the standard resolution for screen (pictures on a monitor, be it an ICD slide, a website graphic, etc.)
10. If the box below **Res:** is not set to **Pixels/In**, change it to Pixels/In now.
11. Click **Apply** at the bottom of the right hand menu.

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At this point, you will see any stretching as a result of making the image the proper size to fit inside an ICD slide. If the image turns out so horribly stretched, you may need to rescan the document in the scanner to a more suitable rectangular shape.

At this point, you have the image in a state where it will work to be sent down to the tills' ICD folders. However, unless the image was designed in print with the idea of being placed on an ICD screen without changes, it is going to look somewhat empty without some text providing more details on it.

Adding Text Effects

Using text, you can add information about the item you have on the screen. An example could be scanning in a picture of a school, and then entering some text about an upcoming event there.

1. Hold your mouse over the word **Text** underneath the **Edit** menu in the left hand menu. A few pictures pop up to the right of your mouse cursor.
2. Left click on the picture above **Add/Edit**.
3. In the right hand menu, underneath the word **Text**, type in whatever you want to write on the slide.
4. You can use the **bold**, underline and *italic* effects on the text by clicking their respective icons below the text entry box.
5. You can left justify, center or right justify the text using their respective icons underneath the text entry box. Center is the most commonly used one.
6. You can change the font by clicking the arrow on the dropdown box underneath the word **Font**. You will see a graphical representation of what that font is from the pulldown.
7. Now you can choose a color, gradient or texture from the next 3 buttons (Single color, gradient, texture).
 - Single color can be either one of the 8 defaults, or you can click the larger box to the left of those and select "Windows Color Picker" to bring up a complete list of colors. You can use the eyedropper tool to pick from a color already on the screen. The best way to see how this works is to just try using it. Clicking the word Eyedropper brings up a new window with your scanned image in it. Hold the mouse over a color and left click to choose it, and click **OK**.
 - Gradient makes a fading effect. You set one color on the left and one on the right. The program then makes the color fade from one to the other. Example: Green to Red. Play around with this one to see exactly what you can do with it.

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- Texture is kind of neat in that you can apply a little picture to your text, which ends up repeating itself all over the text. An example of this would be writing your text which looks like it has been “painted” with bricks or happy faces.
8. Under **Options**, you have 2 choices. If you are **Adding** this text to the image, you want to put a green square inside the box labeled **Add New Text**. If you want to change some text you’ve already added, you can select it on the image, make the changes in the right hand menu using the text area, colors, and justification, then select **Update the Selected Text** inside the **Options** box.

At this point, you can repeat text effects to fill in all the details you need on the image. You can also play with some of the other effects under **Edit** and see what you can come up with. It would take pages and pages of writing for me to cover it all in this manual.

Saving the Image

At this point, you’re ready to save your images to the lanes.

1. Click **File -> Save As**.
2. Save it to a folder where you are going to remember where it is. Commonly, I make a **folder on the desktop** called **Slides** and save all images in there.
3. If you want to save space, click on the pulldown beside the word **Data Type**, and change it to **Indexed 256-color**.
 - In today’s age of 20+ GB drives, space isn’t as much of an issue as it used to be. Smaller images mean quicker copy times, and faster load times at the lanes for each image. Unless your images are vibrant and full of many colors, dropping it to **Indexed 256-Color** is a good idea.
 - The file sizes for each type are: TrueType: 406K, Indexed 256-Color: 136K. The true type image is about 3 times as large as the indexed one.
4. Make sure the filename is correct, and not something like Pict0001.bmp. As mentioned earlier, a good naming scheme involves numbers, and works like xmas_1.bmp, xmas_2.bmp, xmas_3.bmp etc.
5. Click **OK**

And you’re done! All you need to do now is send the image to the lanes. Don’t send your first few images if they don’t look all that good and were just ones you were using to learn on. These will be displayed for all your customers to see when they go down to your lanes.

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Putting the Image on Your Lanes

1. You should have **shortcut folders** on your desktop for each of your lanes' ICD slides directories. These will have been set up for you by an Accurate technician. If they were not, just give us a call and we will set this up for you.
2. Go into the folder you saved the slide to (**Slides** on your desktop presumably)
3. Select the image(s) you've created. For 1 image, you can do this by clicking the image's filename (the name you gave it in step 4 above). For multiple images, click the first image's name, then hold down CTRL, and click **ONCE** on each of the other images' filenames. (xmas_1.bmp, xmas_2.bmp, etc)
4. LeftClick Edit -> Copy
5. Doubleclick your Lane1 Slides folder
6. Click Edit -> Paste
7. Close the Lane1 Slides folder.
8. Repeat steps 5 through 7 substituting the appropriate lane numbers for lane1. Repeat through all your lanes.

All your lanes now have the slides on them and are ready for viewing!

Deleting Slides

Once you've used the slides for the appropriate amount of time, you will want to remove those slides from public view. You don't need Christmas slides running into Easter.

1. Click on your Lane1 Slides folder on the desktop
2. Select the first image you wish to remove by left clicking on it. If you are only removing 1 image, skip ahead to step 3 now. Hold **CTRL** and left click **ONCE** on each other image that you wish to delete from the lane.
3. Select **Edit -> Delete** and click Yes.
4. Repeat steps 1-3 substituting your other lanes for lane 1.

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