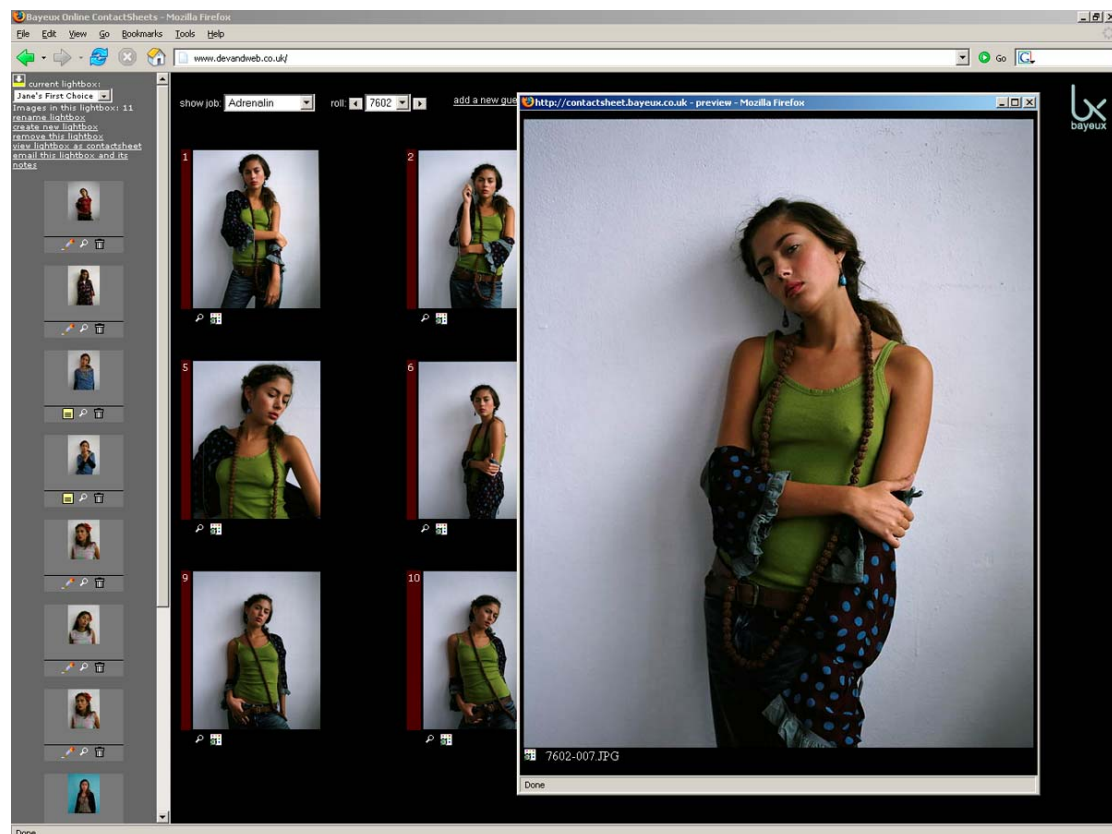


# Dev and Web (Bayeux Online Contact Sheets)

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## **Introduction....**

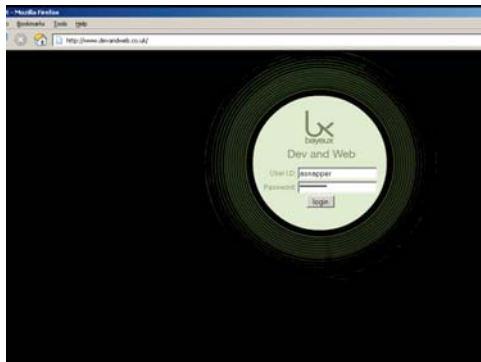
Dev (develop) and Web (WWW) works alongside or in place of 'Dev and Contact' and 'Dev and Print'

Dev and Web gives the facility for photographers to still use the quality of conventional film but to realise some of the convenience of digital imaging.

Dev and Web is comparable in cost and scheduling to conventional 'Dev and Contact'

## **Logging on....**

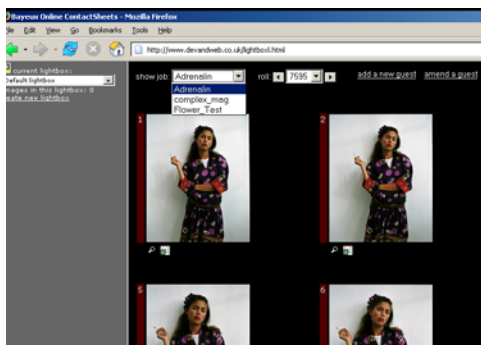
To use the Bayeux online contact service, go to [www.devandweb.co.uk](http://www.devandweb.co.uk) on your web browser.



Enter the secure user name and password given to you by email, phone or SMS.

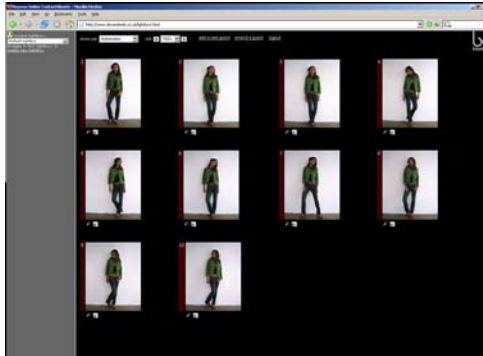
## **What you see and how to view....**

In the top pane there is a drop down list of jobs. Select which job you want to view (unless there is only one, in which case it will default to the only job).



Next to the job selection in the top menu is a drop down list of rolls for that job. You can pick a roll from the menu or use the scroll arrows on either side to take you to the next roll or previous roll.

You will see a contact sheet with images approximately the same size as a photographic sheet of contacts. The size of the image will depend on the size and resolution of your screen... 1280x1024 on a 19" screen is ideal but not essential.



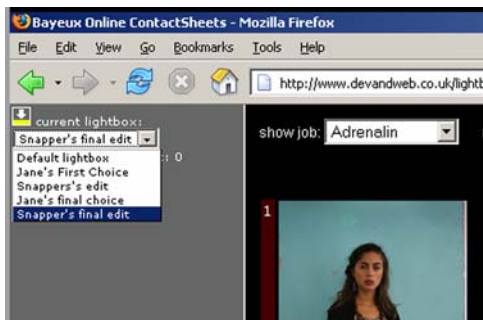
When you click on an image in the contact sheet or its associated magnifier icon you will see an 800 pixel (along the longest edge) enlargement of the image.



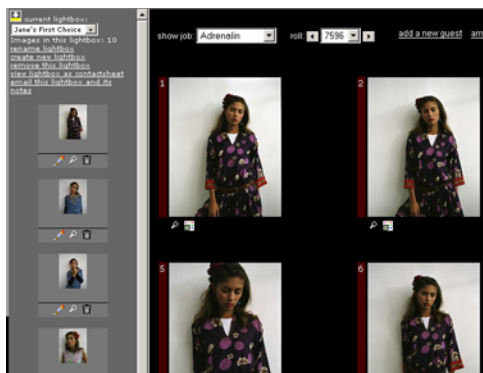
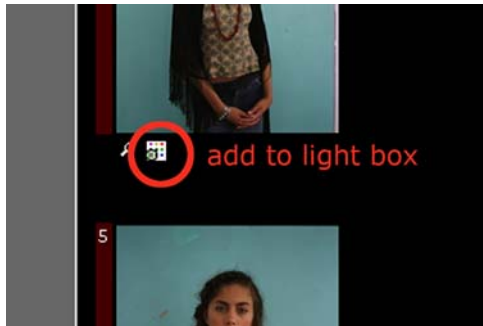
### **Making selections by using lightboxes....**

The bottom or left pane (you can choose your preference as to where to put it with the white arrow in the little yellow box) is the lightbox pane. This may be empty or may contain images chosen by you or a guest user.

We'll assume that you have chosen to have your lightbox pane on the left. The drop down menu at the top has list of lightboxes created by you or your client. When you first use Dev and Web there will only be the Default lightbox. Below the list is the option to create a new lightbox; click on this and enter the name you want to call it... 'Jane's First Choices' for example'.



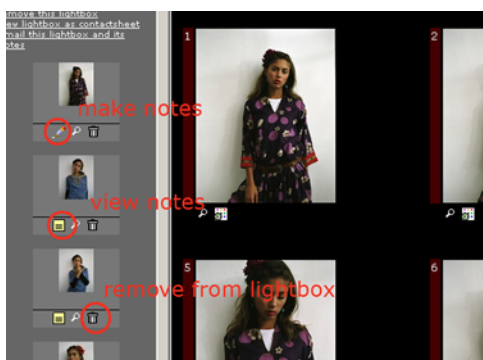
Once you've created your lightbox, pick it from the list and then start to make your choices from the 'contact sheets'. To put your chosen image in to your lightbox, click on the lightbox icon below the image. You can also put an image into the lightbox from the enlarged preview.



You can put as many images in a lightbox as you wish. You can view your lightbox as a contact sheet by clicking on 'view lightbox as contactsheet' at the top left.

### Things you can do with your selections....

- Enlarge an image in the lightbox to 800 pixels by clicking on it or its icon.
- Delete a selection by clicking on the bin icon.
- Delete a whole lightbox by clicking on 'remove this lightbox'.
- Make notes on any selected image by clicking on its associated pencil icon. Once a note is made the pencil icon will change to a post-it note. You can then read the note, delete it, edit it or make more notes.



- Email your selections to Bayeux for ordering prints or high res scans.
- Email your selections to a client or colleague to share your choice without giving them full access to your work.
- By viewing your 'lightbox as a contact sheet' you can then create a new lightbox ('Jane's final choice' perhaps) and make another selection from lightbox to lightbox to whittle down your definitive selection.

### **More about emailing your light box selection....**

When you choose to email your lightbox selection just click on 'email this lightbox and its notes'. You will be presented with a screen showing the default email addresses that Bayeux has added. Any of these you can deselect if you wish and enter any email address you want in the bottom pane.

There is also a text box in which you can write anything you want, hopefully order instructions to Bayeux.

When you click 'send' you will see a review of the email you have sent. You will be sending previews of the images with the image numbers, any notes you have made about the images and details from the email text box.

Remember that when you email your selections, the email is sent from the Bayeux web server and not from your own email. The recipient will see the header as 'Bayeux Online Contact Sheet'. However the body of the email will say who the email is from.

If you want to test the email system just put 'TEST' in the text box and send it to Paul or Terry and back to yourself.

### **Future developments.... See new 'Owner-Guest' feature below**

Because Dev and Web has been designed and written by Bayeux it is an organic, ever-changing tool. The next release will give the owner of the images more control over who sees his work and what they see.

We plan to make Dev and Web more and more client driven so we would love to hear your suggestions, comments and feedback.

### **Owner-Guest editing feature**

From the end of November, if you are the 'owner' of the images you will see, in the top pane, the link 'admin functions'. Click on this and it affords you two options, 'add a new guest' and 'amend a guest'.

The idea is that you can invite guests to view the images that you choose to let them see and hide those you don't wish them to see.

When you add a guest you can give them a username and password (no spaces or funny characters).

Once you have added a guest you will be presented with a drop down menu of all your jobs. You choose the job or jobs that you wish your guest to see. If you want your guest to see all the rolls then just click on the check box 'all/none'. If you want your guest to only see certain rolls then uncheck the rolls you don't want him or her to see.

If you click on the underlined roll number you can see the contents of that roll and uncheck any frames that you don't want your guest to see. You can click for an enlarged preview on any of the thumbnails to make editing easier.

Once you have made your choices you must click on 'Submit' and then you may return to contact sheet.

If you want to 'amend a guest' you need to choose your guest from the list of your guests where you can change details, delete the guest or change the viewing privileges.

Before telling your guest the username and password it is advisable to log off and go to the login screen and re-login with your guest's username and password, just to check that the guest is seeing the correct rolls and images. If there are any errors then you can go back to your own login and make any corrections you feel necessary.

If you want to share Lightboxes with your guest you should do it via your guest's login and password. If you make Lightbox choices in your own login, your guest won't be able to see them.

### **Tips and Hints**

Dev and Web works with any browser but we recommend Mozilla Firefox at [www.mozilla.com](http://www.mozilla.com). We recommend that you don't use Internet Explorer on Apple Mac as Microsoft no longer support it but Safari is fine.

If you get a blank pane or any other anomaly try clicking your browser refresh button.

We update the Dev and Web site features from time to time so it is good to clear your cache occasionally to get the full benefit.

You can drag and drop any image, contact, thumbnail or preview to your desktop for using in a layout.

When supplying film for dev and web, number your rolls in shot order so that they appear sequentially on dev and web.

Because 120 film has different formats and spacing it is impossible to number the images according to the edge markings. All images are numbered sequentially from the first frame and NOT according to the edge number. Because of this we advise that you use the 'email lightbox' facility when ordering prints and scans. This will send a thumbnail image with the email so that we have a visual confirmation of the images that you order.