

# Instructions for PCL WEST ROES

## Step 1: Install PCL West ROES on computer

- a. Go to [www.pclwest.com](http://www.pclwest.com)
- b. Select "Online Orders" section
- c. Select PCL ROES button
- d. Download ROES studio system to computer
  - Note: Java will download the first time you launch ROES. Let Java download completely. ROES will automatically launch after Java is downloaded. Let both downloads run its course. Do not interrupt download.
  - Note: The second time you launch ROES you will be asked to save the ROES icon on your desktop. This allows you to launch ROES from the icon on your desktop.
- e. Once ROES is open, click on Customer Information. Complete Form. Please call PCL West Customer Service for login and password.

## Step 2: Import and create order

- a. Once PCL West ROES is open, select "Change Folder" (right bottom side) to navigate to image files. Selected images will populate area on right side as thumbnails.
- b. Select print size (color prints are separated from b&w and sepia prints)
- c. Select image from right & drag image into print size box
  - Rotate image or crop orientation if necessary
  - Change crop by using Zoom Slide Tool ("crop to fit" puts the whole image in the crop)
  - Move image by click & dragging on image
- d. Set Options
- e. Set Quantity
- f. Click "Add to Order" – image has been added to order
  - Note: Once you click "Add to Order" the button will flash and say "Added." If you blink you will miss the word change.
  - Note: If you drag an image into the print box and decide you do not want it after all, simply drag a new image over the print box to replace the old image
  - If you want a b&w or sepia print larger than 8x10, order the print size in color and **specify in the special instructions box that you want that image in b&w or sepia** (ie: Print Image 74 as 16x20 b&w not color)

## Step 3: Send order to PCL West

- a. Select "Review Order" before sending (if you want to remove an ordered image, right click the image and select delete image)
- b. Specify shipping preference
- c. Add Special Instructions
  - Note: Type Customer Ref Info in Special Instructions box. (ie: Cust Ref: Smith Wedding)
  - Let us know which images are b&w or sepia; or any other info you want to bring to our special attention.
- g. Select "Show Order" to print yourself a copy of this order
- h. Select "Complete Order" when ready to send order to lab. You have 3 choices: send to lab via Internet now; send to lab via Internet later; send to lab on CD.

Step 4: You will receive an email confirmation within 24 hours of sending that PCL West has received your ROES order. If you do not receive this email confirmation, please contact Giovanni and let us know.