

Retouch Link

Publisher: Netlife AS

Platform/OS: Windows 2000, Windows XP, Windows Vista, Windows 7 and Windows 8, Mac OS X

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A Short Introduction to the Software

Retouch Link is used by retouchers to modify images located on the server in one or more steps in between the photoshoot and the order being shipped to the customer.

Image Management

Keeping control of shoots is very simple. A retouch coordinator assigns jobs and orders to one or more retouchers online with the admin system. Available assignments shows up in Retouch Link for the assigned retoucher(s), ready to be downloaded and processed.

Workflow

Retouch Link uses a tabbed interface helping with a simple and fast workflow, from download to upload. Assignments available for the retoucher are held in the first tab named "Incoming". The currently downloaded and in progress assignments are in the "Work list" tab. When finished, assignments are moved to the "Complete" tab from where they are uploaded.

Free Choice of Image Editing Software

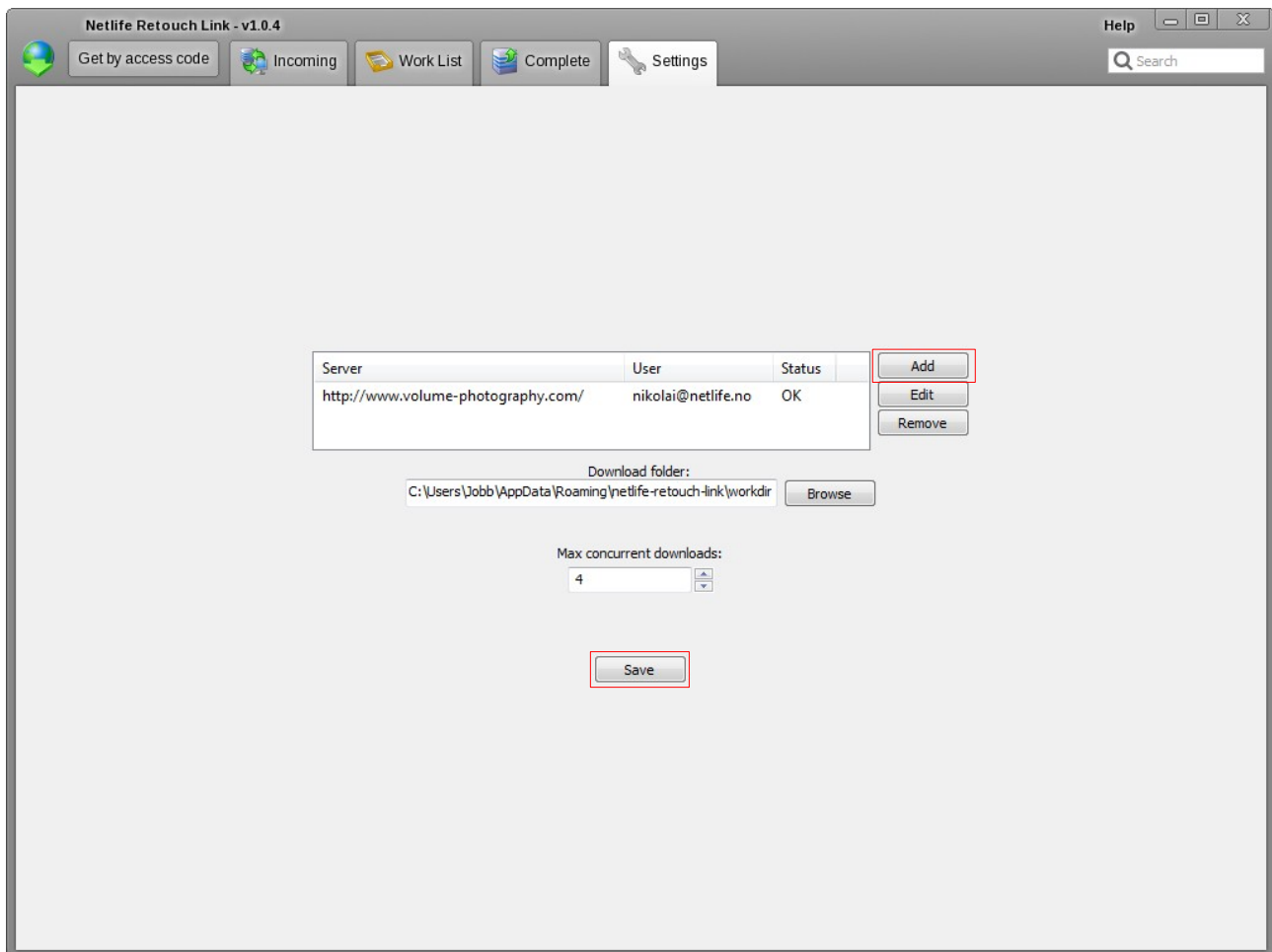
Retouch Link does not require the use of any specific image editing software. It uses a folder based system which works great with any software used. This allows the retouchers to use the software they have available, experience with and feel comfortable using.

First Time Setup

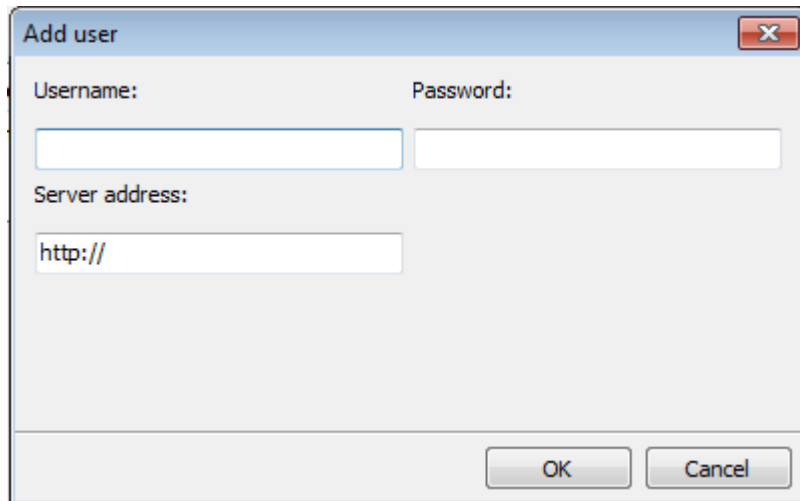
Setting up Retouch Link is quick and easy. It supports multiple users if the user is retouching for multiple portals/clients.

Logging In

1. Click the “Settings” tab to get to the screen shown in the screenshot below-
2. Click the “Add” button to input the user details for the new user.



2. Add the user information and server.



3. Click “OK”.

4. Click “Save”

Your user should show up in the list with an “OK” in the status column.

If for any reason this should fail, it will give you an error message. Click the “Edit” button to change the information for your user

You can also set the number of download threads here (in the range from 1 to 10) using the “Max concurrent downloads” feature. Adding more does not necessarily equal more speed, and it is suggested to leave this at the default setting of 4.

Downloading Assignments

Click the “Incoming” tab to show the available jobs and orders. These are assigned to you by the retouch coordinator. You can download parts the whole job or parts of it, to work in batches.

Downloading an order is as sible as clicking “Grab”, while a job download has more customization needed.

1. Click the “Grab” button to open the “Grab Files” dialog.

2. Select the amount of subjects (or groups, depending on job type) you want to download, or click “Grab all available images from job” to download all images.

3. **(OPTIONAL)** Modify the download options to suit your needs.

“Include photographer in file names” will include the name of the photographer in the file name.

“Create group folders” will divide images into folders by the group the subject is in.

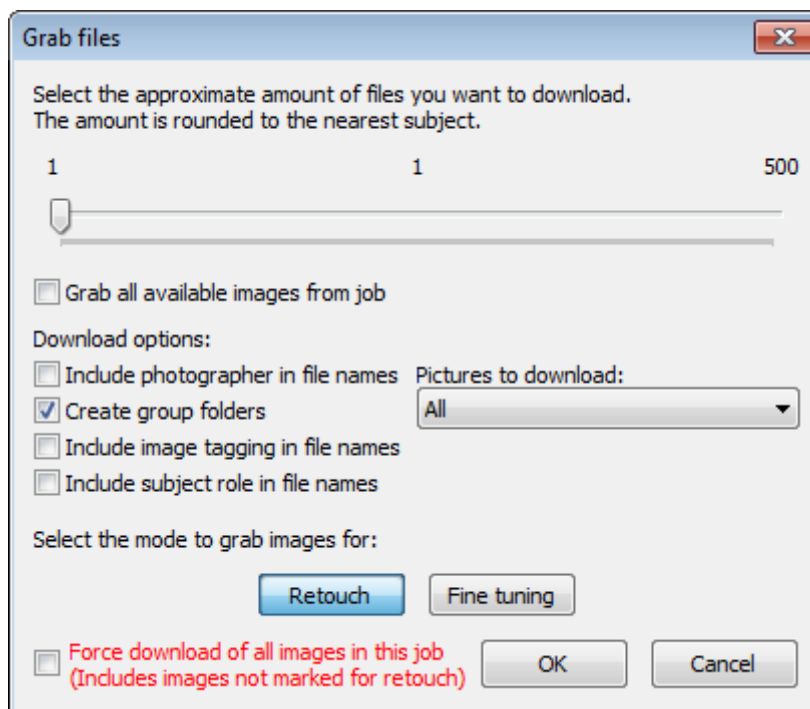
“Include image tagging in file names” will include the tags on the image from Photo Link Pro in the file name.

“Include subject role in file names” will include the role specified from Photo Link Pro.

4. Select which types of pictures to download with the drop down “Pictures to download”. Here you select whether you will get group photos, portrait photos or both.

5. Select the mode to retouch for. “Retouch” is the first pass usually, some may only do this pass as well. “Fine tuning” is usually a second pass done later.

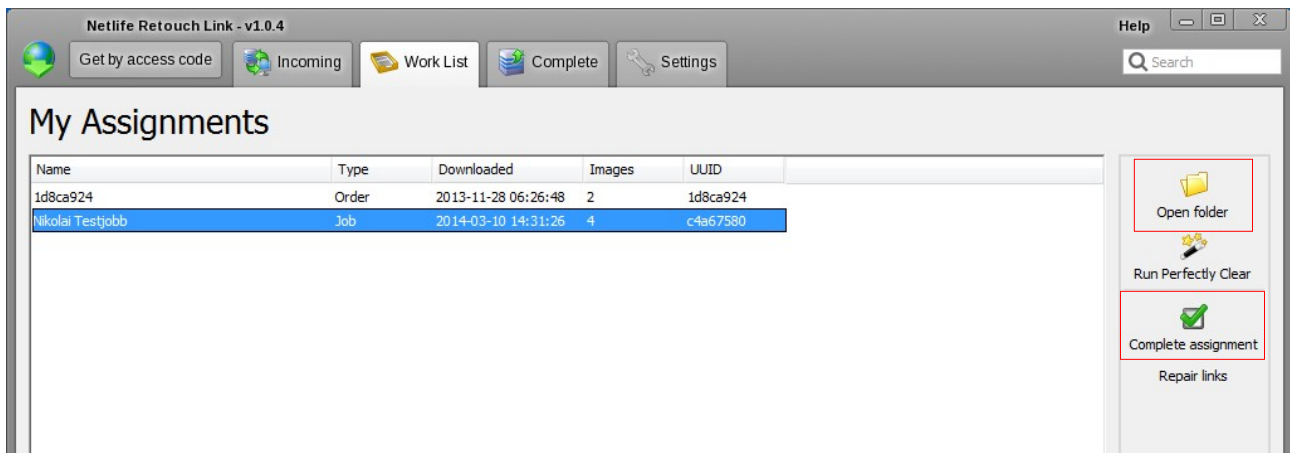
The “Force download of all images in this job” feature is usually not used, but will override any “Pictures to download” and amount of subjects/groups setting to download every single image in the job.



6. Click the “OK” button to start the download. A progress bar will show in the job list.

Working With the Images

After the download is complete, the assignment will show up in the “Work List” tab.



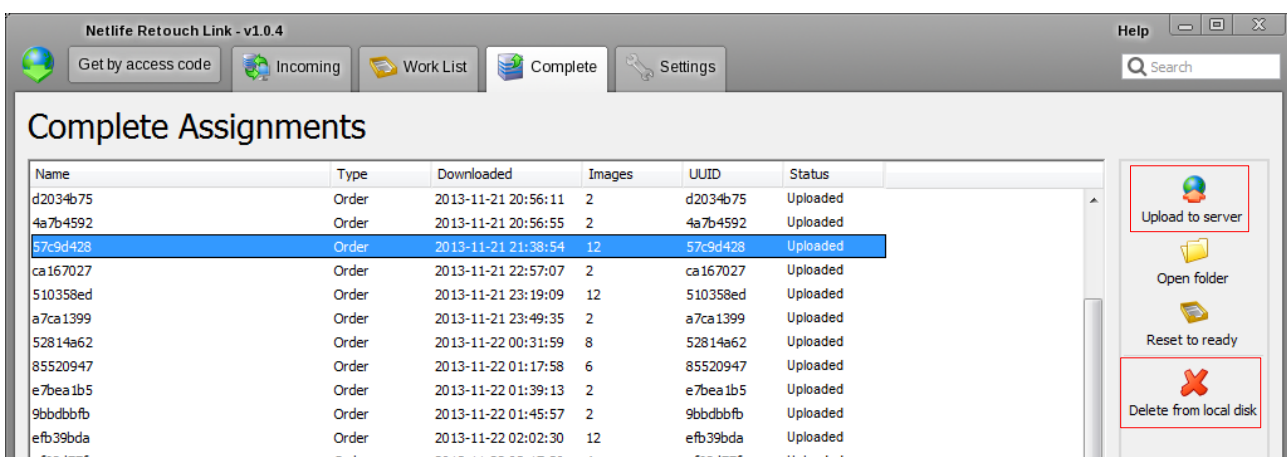
1. To begin working with the images, click double click the assignment or select it and press “Open folder”. This opens up the file browser on your system to the location of the assignment.

2. When retouch is complete, select the assignment and click the “Complete assignment” button.

You can also use Adobe Lightroom and other software that has a built in browser, but you must open the location manually in that case.

Uploading

After an assignment has been completed, it will show up in the “Complete” tab. From there you can upload and/or delete assignments.



1. Select the assignment you wish to upload.

2. Click the “Upload to server” button to begin the upload. A progress bar will be shown, or the assignment will be queued.