



User Manual (Version 5.0)

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I. Getting Started

Graphic files, such as backgrounds and logos, used in templates designed with an older version of School Image Software can be used with the new template builder. Refer to **Appendix C: Changes from Last Year's Version** for a list of major improvements. Refer to **Appendix B: Graduating Students from a Previous Year** for techniques on transferring information from previous versions of School Image Software. Also, refer to the **Update** utility in **Chapter VI** of this manual called **Toolbar Functions** for instructions on how to update the images and student data to the new images and data.

Resources For Learning How To Use SIS

Step-by-step tutorials are also available on the PhotoLynx web site or from your studio or photographer. This manual is also a big help for learning SIS.

Upgrading and First-Time Installations

When the School Image Software 2000 CD is inserted into a CD drive, the installation screen should appear automatically. If the installation does not proceed automatically, open the SIS 2000 CD and run the INSTALL.EXE file.

Install or upgrade SIS, using the following steps:

- 1) Click on the **Run SIS 2000** button
- 2) Select one of four options to upgrade or install:
 - A) First-Time Install with Photos (If SIS does not exist on the computer)
 - B) First-Time Install without Photos (If photos will be left on CD)
 - C) Upgrade SIS with Photos (SIS exists, copy photos on CD to computer)
 - D) Upgrade SIS without Photos (SIS exists, photos will be left on CD)

SIS creates a directory called **\Program Files\SIS2K**. The subdirectories from **\Program Files\SIS2k** contain the student photos, the manual, images, Support, uninstaller, templates, fonts and graphics used to create templates.

SIS Time Stamp

WARNING: Changing your computers date, either forward or back, will result in the termination of your SIS license. Contact your lab or studio if this has occurred.

Minimum System Requirements

School Image Software 2000 will run on any Windows 95/98/NT/2000 machine. SIS requires at least a 486-100Mhz computer with a minimum of 16 Megabytes of RAM. SIS 2000 requires approximately 20 Megabytes of free harddrive space (not including the student photographs). For optimal image display set the screen resolution to at least 800 by 600 pixels and 16 or 24 bit color.

School Image Software is available for both Mac and PC platforms.

System Setup

Screen Resolution

Depending on the color depth of the image files provided on CD, some systems would need to adjust their monitors to support more colors. Distorted student images and images that display in black and white are indications that the monitor settings need to be altered.

To change the screen settings, go to the Control Panel and click on the **Display** icon. In the display utility, click on the **Settings** tab and find the **Color Palette**. Set the color palette to at least “High Color (16 bit)”.

Barcode Fonts

Barcodes are supplied with School Image Software that support every school system we are aware of. The barcode fonts are installed at the same time as School Image Software is installed. If for any reason the barcode fonts do not install correctly, an **Update Fonts** utility is provided on the **Tools** menu.

Logging In and Out

When School Image Software 2000 starts, the login window appears:



Each time School Image Software is run, a user's initials and password must be entered. The default user initials are “**sis**” and the default password is also “**sis**”.

Note: Passwords and User names are case-sensitive.

Once valid Username and password are entered, click **Continue** to start the program or **Exit** to leave School Image Software. School Image Software can also be minimized onto the Windows taskbar using the “-” button.

Shortcut keys exist on the login screen that does not require a mouse to log into SIS. Use these steps to log into SIS without a mouse:

- 1) Enter the **user's** name into the Username field
- 2) Press the tab key to advance to the Password field
- 3) Enter the password and press the **Enter** key

Note: For security reasons, it is best to leave School Image Software on the login screen when not in use. When on the login screen, the application can be minimized without danger of unauthorized persons accessing the software without a valid password.

II. The Main Screen

The screenshot shows the 'Grant School' window. At the top is a toolbar with buttons: First, Prev, Next, Last, Sort, Query, Print, Add, Edit, Delete, Tools, and Logout. Below the toolbar, the left side contains student information fields: First/MI: Brandon, Last: Quick, ID: 2005106, Address: 27717 Golden Hills, Address 2: #27, City/State: Santa Ysabel, Ca, Postal: 92070. In the center is a student photo labeled '2005106.jpg' with 'Images' and 'Copy' buttons below it. To the right of the photo are fields for Gender: m, DOB: 5-13-88, Period: 2, Room: 101, Teacher: Zechiel, Grade: 7, Track: yellow, and Graduate: 2006. Below these fields is a 'Tagged' checkbox (unchecked) with the number '4' and a 'Record: 3 of 482' indicator. At the bottom, there are five tabs: General, Emergency, Discipline, Notes, and Support. The 'General' tab is active, showing a table with columns Room, Period, Teacher, and Subject. The table lists 9 rows of data, including rooms 101 through 333 and an 'OPEN' row. To the right of the table are fields for ASB: 62788, Bus #: 2, Clubs: chess, Library #: 1009008, Locker #, custom #6, and Pet.

Room	Period	Teacher	Subject
101	1	wass	math
102	2	zechiel	homeroom
432	3	Mccain	computers
678	4	Perry	P.e.
121	5	Kelly	AG
231	6	Ryan	Graphic Arts
545	7	Burton	Economics
333	8	Minner	Spanish
OPEN	9	OPEN	

The main student screen is broken into three areas. The top of the main screen contains a “toolbar” for navigation, sorting, searching, printing, modifying student records, and other key functions. The area below the toolbar displays the student’s image with address information on the left and other school related information on the right. The lower third of the main screen has five “tabs” containing information specific to each student such as schedule information, customizable fields, emergency information, discipline information, student notes and support information that can be customized by the photographer or lab providing the CD.

The Toolbar

A close-up of the toolbar showing the following buttons: First, Prev, Next, Last, Sort, Query, Print, Add, Edit, Delete, Tools, and Logout.

The buttons across the top of the screen are referred to as the “toolbar”. The four “navigation” buttons on the left of the toolbar are used to scroll to the previous or next students or jump to the first or last student respectively. Which student is first or last depends on how the student records are currently being sorted. The **Sort, Query, Print, Add, Edit, Delete, Tools** and **Logout** buttons are discussed in detail in chapter III entitled **Toolbar Functions**.

Tagging Students

To the right of the student’s image is a check box entitled “tagged”

It is common for a school administrator to receive request for replacement id cards throughout the day. Tagging a student as they report lost ID's, will allow you to print all the lost ID's at once by selecting **Print** followed by **Tagged Students**. For more information on the print refer to print section of chapter 3 entitled toolbar functions.

Student Images: Update, Import, Capture, copy, and paste

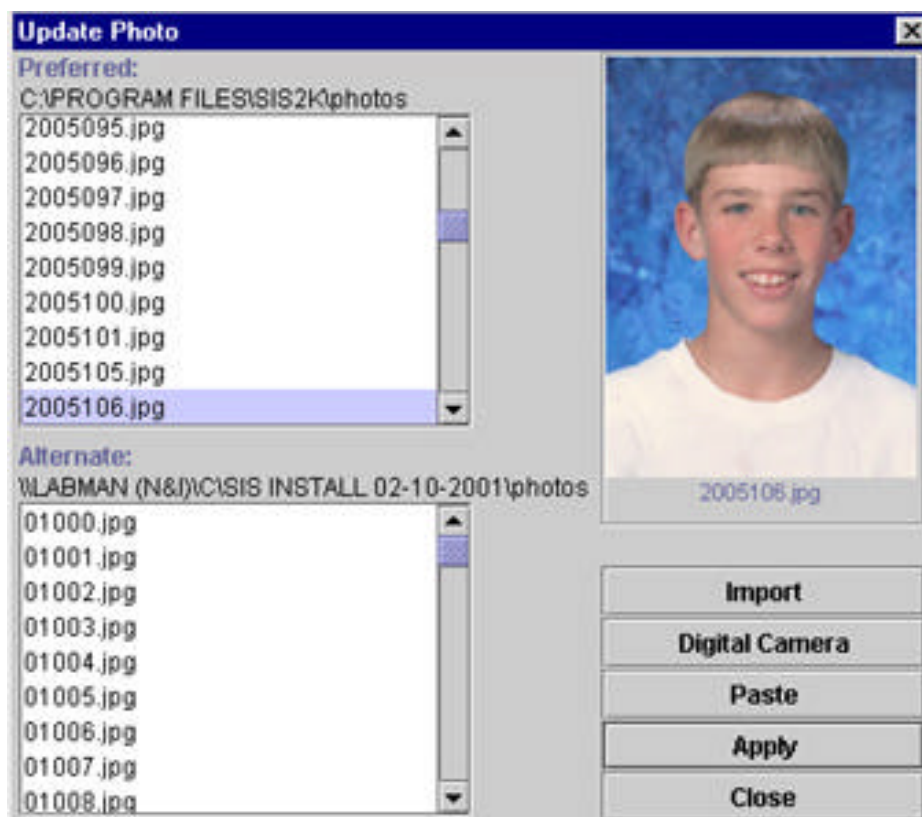
Beneath the student image there are two buttons labeled **Images** and **Copy**.



The **Copy** button copies the current student's image to the Windows clipboard. The image then can then be copied to another windows application. (Not available on Mac SIS.)

The **Images** button changes the current student's image. School Image Software 2000 supports JPG, BMP and TIFF image types.

Note: SIS will perform a "best-fit" when displaying and printing images, so image files in SIS can be any pixel resolution.



To change a student's image, highlight the new image and press Apply followed by Close.

Note: By default, images imported into SIS are named with the student's ID. If a student's ID is 2005106 (as in the example above) the student's image file will be named 2005106.jpg, 2005106.tif or 2005106.bmp depending on the image file format being used.

The current student is displayed as the default image. When looking for a student's image, SIS first searches the preferred photos directory. If found, the image is highlighted and displayed. The "Alternate" directory is only searched if a student's image is not found in the preferred directory.

When School Image Software is first installed, all student images are located on CD in a directory called \PHOTOS. During the installation, student images can be optionally copied to the harddrive. The folder of images created during installation on the harddrive called **\Program Files\sis2k\Photos** becomes the preferred directory. The images remaining on CD become the alternate directory. The preferred and alternate directories can be changed using the **Setup** utility on the **Tools** menu. For more information, refer to **Chapter III** entitled **Toolbar Functions**.

NOTE: To update a student's image found in the alternate folder copy an image with the same name to the preferred folder, where it will be found, prior to the image in the alternate folder.

In other words, a school adds or changes images by copying new images to the preferred folder. In other words, since SIS searches the preferred folder first, a student's image is changed by placing the image in the preferred folder (on the harddrive) where it will be found prior to images in the alternate folder.

Importing Student Images

SIS supports five methods for importing images:

- 1) **Images on the original SIS CD provided by the photographer** can be copied to the computer's harddrive when SIS is installed for the first time. The student names and image files found in the \Photos folder on CD are automatically imported.
- 2) **Copying image files into the preferred or alternate directories** makes the images automatically available from the **Images** button found directly under the image on the SIS main screen.
- 3) **Images can be imported** from any directory on the harddrive into the preferred photo directory using the **Images** button followed by the **Import** button.
- 4) **Images can be pasted into SIS from the Windows clipboard** using the **Images** button followed by the **Paste** button. Pasting can be done through any application. Simply copy to the clipboard and paste to desired location in SIS.
- 5) **Images can be captured with any twain compliant digital camera** as follows:
 - a) Install the camera software, outside of SIS, and test for functionality.
 - b) Click on the **Images** button on the main screen.
 - c) Click on **Digital Camera**.
 - d) Select source (this step only needs to be done once)
 - e) Click on **Acquire**
 - f) Click and drag the crop box to crop the image
 - g) Name the new image file (SIS defaults to the student's ID)
 - h) Click on **Apply** and **Close**.

We recommend using the Kodak DVC-325. This camera produces adequate quality at a fair price (approximately \$100).

Images imported into SIS that do not match the default 0.74 pixel ratio (width / height) will not fill the entire box on the main screen. It is recommended that image files brought into SIS are a consistent pixel ratio so ID cards and other services look best.

Note: If you are using a Sony Mavika digital camera or other digital device that captures images while not linked to SIS (as described in option #4), you can import the images using options #2 or #3.

The General Tab

General Emergency Discipline Notes Support				
Room	Period	Teacher	Subject	
2	1	wass	math	ASB: <input type="text"/> Bus #: <input type="text"/> Clubs: <input type="text"/> Library #: <input type="text"/> Locker #: <input type="text"/> E-mail: baker@hispeed.com Custom 7: <input type="text"/>
32	2	perry	english	
344	3	mccain	typing	
	open			
21	5	kelly	science	
108	6	burton	creative wri...	

The General tab contains a student's schedule and seven additional customizable fields. The custom fields are to keep track of information not found on the main screen. Information like locker numbers, library numbers, club participation and bus routes are examples of information commonly stored in the custom fields.

The contents of each of the seven custom fields are student specific, but the custom field names apply to all students. Refer to the **Setup** option on the **Tools** menu change custom fields.

Each custom field on the General tab is available for all students. Custom fields can even be used for sorting and for searches using the Query function.

The Emergency Tab

General Emergency Discipline Notes Support				
Contact Information				Medication/Allergies
Mother:	<input type="text" value="Dolores"/>	Work:	<input type="text"/>	Bridget is allergic to bee stings. If stung, medication is kept by Dr. Kildair in the front office.
Father:	<input type="text" value="James"/>	Work:	<input type="text" value="(619) 768-7823"/>	
Contact:	<input type="text" value="Elisabeth (Aunt)"/>	Home:	<input type="text" value="(619) 892-7373"/>	
Emer Contact:	<input type="text" value="Dr. Pam Burton"/>	Emer Phone:	<input type="text" value="(800) 892-9292"/>	

The **Emergency** tab contains contact information and notes regarding medication and allergies. It is important for a school to make a decision about whether Emergency information will be entered into School Image Software or into a school system such as SASI, or SSTs/2000. Having office staff enter notes into SIS **and** other systems is problematic since neither system will have all student information.

Discipline Tab

The screenshot shows the 'Discipline' tab selected in a software window. The window has five tabs: 'General', 'Emergency', 'Discipline', 'Notes', and 'Support'. The 'Discipline' tab contains the following fields and buttons:

- Number of Incidents:** A text box containing the number '1'.
- Status:** A text box containing 'First Warning Given 9/20/00'.
- Last Action:** A text box containing 'First Warning Given'.
- Add Action:** A button located below the 'Last Action' field.
- Print Reports:** A button located to the right of the 'Add Action' button.
- Notes Area:** A large text area on the right side of the tab containing the text '9/19/00 - Ditched Class: Parent were called.'

The discipline tab contains information regarding student discipline. The discipline note field, like all other note fields, will scroll to support any amount of disciplinary information.

Like the Emergency tab, it is important to make a decision whether disciplinary information will be entered into School Image Software or alternatively into another system used by the office staff. If the Emergency or Discipline tabs will not be used, it is best to use the user security features on the **Tools** menu to deactivate those features so emergency and discipline information is not accidentally entered into School Image Software.

The **Add Action** button adds disciplinary actions to the student's discipline notes. The list of default disciplinary actions can be modified using the **Setup** option on the **Tools** menu. When Add Action is selected, the Add action window is displayed:

The screenshot shows the 'Add Action' dialog box. It has a title bar with the 'SIS' logo and the text 'Add Action'. The dialog contains a list box with the following items:

- Disruptive behavior
- Ditching class
- Eating or drinking in class
- Fighting
- Found off campus
- Inappropriate attire
- Inappropriate behavior (lude acts, foul language) e
- Parking in Staff parking

At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

The **Print Report** button on the **Discipline** tab prints a pre-formatted discipline report containing all essential discipline and student information. For an example refer to the reports section of **Chapter 5** entitled **Printing Templates**.

Notes Tab

The screenshot shows the 'Notes' tab selected in the software window. The window has five tabs: 'General', 'Emergency', 'Discipline', 'Notes', and 'Support'. The 'Notes' tab contains a large text area with the following text:

12/9/00: Bridget's mother Dolores called to say that Bridget was home with the "mid-terms" flu. Her illness should clear up as soon as midterms are over, at which time Bridget will schedule to retake her tests.

11/26/00: Bridget excused from PE with a sprained wrist from playing tetherball during morning break.

9/28/00: Bridget elected class president by her 6th grade homeroom class.

The notes tab is for conversations with parents and other student information.

Support Tab



The support tab contains information on support and services provided to the school. The photographer or lab often customizes this tab.

III. Toolbar Functions

Sort

By pressing the **Sort** button, the sort options for the main student screen appear:

The main screen **Sort** button sets the default sort order in which students appear while scrolling using the Main screen navigation buttons. **Any field** can be used for sorting. SIS *automatically adds the last name field to all sorts* making them “multiple field” sorts. In addition to the selected sort field, the last name field is also added in many sorts making them also include the student’s last name. In other words, sorting by teacher will sort the students by teacher and then also alphabetically by last name.

Query

The **Query** button on the toolbar locates a single student or group of students. The query can select a custom group of students by entering information such as the teacher’s name, grade, homeroom or any other field.

The **Query** feature selects students based on any available student information. Query is for grouping students to print, export or manipulate the information for that group independent of the rest of the entire student body.

Selecting the **Query** button activates the Query screen where search criteria is entered. When the **Submit** button is pressed, the students matching the search criteria are displayed on the Query Results screen.

For example, entering the teacher field of Wass, a grade of 6 and first name of 'b' selects all students from Wass' 6th grade class whose first name starts with the letter B.

Multiple Field Search

School Image Software supports any number of search fields.

Note: All Query sorts have a secondary sort of last name. If the Teacher is the default sort, the students will appear sorted alphabetically by teacher and then by last name.

Note: Search fields are NOT case sensitive. In other words, entering a teacher of "smith" and "SMITH" will return the same group of students.

Note: "Partial fields" can be used for querying. To search for all students whose names begin with the letters ST simply enter "ST" in the first name field and press Search.

Locating Individual Students

If only one student matches the search criteria entered, that student becomes the student displayed on the main student screen. For example if you submit a search for a student by their student ID, the system will return to the main screen with that student as the default.

This same technique works for selecting a single student from a group of students. One way to locate a specific 6th grader would be to query the entire sixth grade, highlight the

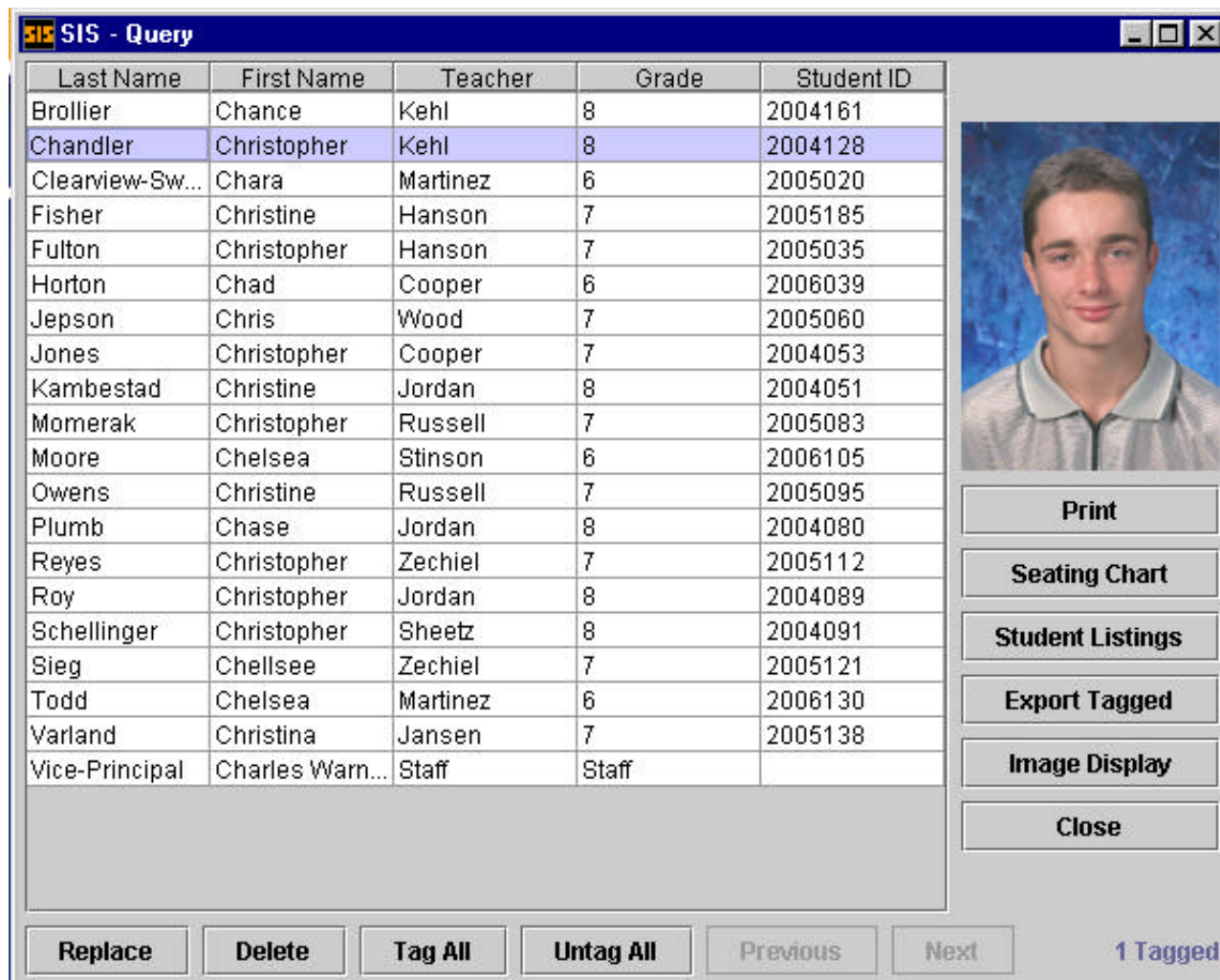
desired student on the Query Results screen. When you select **Close** to exit the Query Results screen, the highlighted student becomes the default student on the main screen.

Sorting the Student Query

The **Sort** option in the upper left-hand corner of the Query screen sorts the query by any field. This sort DOES NOT effect the sort for the students displayed on the main screen, but is rather only for sorting the query. For example, to select all students from Wass' class and sort them by homeroom, we enter the teacher's name of "Wass" and then choose "Room" as the sort.

Query Results Screen

When the **Search** button on the Query Results screen is pressed, all students matching the search criteria are displayed:



The screenshot shows a window titled "SIS - Query". It contains a table with the following columns: Last Name, First Name, Teacher, Grade, and Student ID. The table lists 25 students. The second row, "Chandler, Christopher, Kehl, 8, 2004128", is highlighted in blue. To the right of the table is a portrait of a young man. Below the portrait are buttons for "Print", "Seating Chart", "Student Listings", "Export Tagged", "Image Display", and "Close". At the bottom of the window are buttons for "Replace", "Delete", "Tag All", "Untag All", "Previous", and "Next", along with a status indicator "1 Tagged".

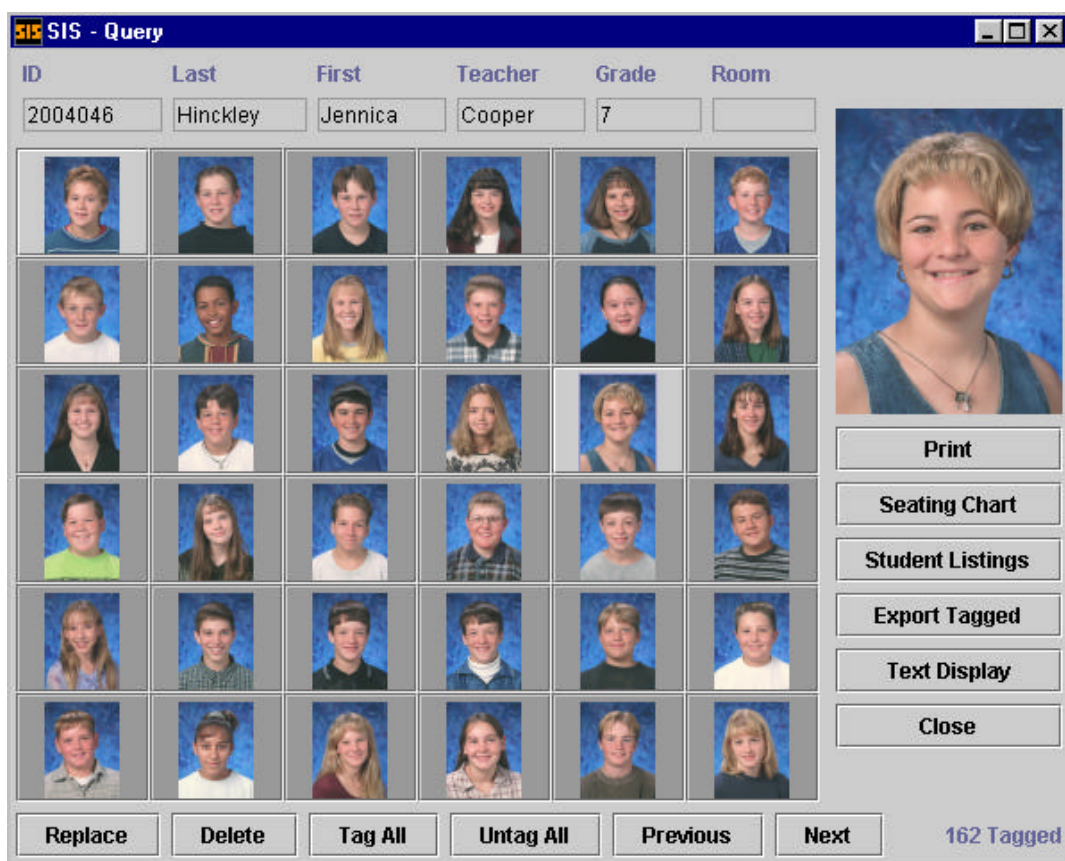
Last Name	First Name	Teacher	Grade	Student ID
Brollier	Chance	Kehl	8	2004161
Chandler	Christopher	Kehl	8	2004128
Clearview-Sw...	Chara	Martinez	6	2005020
Fisher	Christine	Hanson	7	2005185
Fulton	Christopher	Hanson	7	2005035
Horton	Chad	Cooper	6	2006039
Jepson	Chris	Wood	7	2005060
Jones	Christopher	Cooper	7	2004053
Kambestad	Christine	Jordan	8	2004051
Momerak	Christopher	Russell	7	2005083
Moore	Chelsea	Stinson	6	2006105
Owens	Christine	Russell	7	2005095
Plumb	Chase	Jordan	8	2004080
Reyes	Christopher	Zechiel	7	2005112
Roy	Christopher	Jordan	8	2004089
Schellinger	Christopher	Sheetz	8	2004091
Sieg	Chellsee	Zechiel	7	2005121
Todd	Chelsea	Martinez	6	2006130
Varland	Christina	Jansen	7	2005138
Vice-Principal	Charles Warn...	Staff	Staff	

Clicking on a student in the list makes that student the "selected" student and the student's image is displayed in the image area in the upper-right hand corner of the screen. Information for the selected student also appears at the top of the screen.

Click on the **Print** button to print Reports, Awards, Services and ID Cards for all "tagged" students. Printing **Seating Charts**, **Student Listings** and creating **Export** files from the tagged students each have their own button.

Thumbnail or Text Only Display

The **Image Display** button in the lower right-hand corner of the Query Results screen switches from a text list to “thumbnail” images.



Use the **Text Display** button to switch back from thumbnails to a text list.

Thirty-six (36) thumbnail images can be displayed on the Query Results screen at one time. If the number of selected students exceeds 36, use the **Prev** and **Next** buttons scroll from one screen to the next.

Note: Templates are printed from the Query Results screen for all “tagged” students.

Tagging Students

Each student on the Query Results screen can be “tagged” or “untagged”. Tagging allows the user to select a subset of the students in Query Results. Tagged students are highlighted. All students can be tagged or untagged at once using the **Tag All** and **Untag All** buttons at the bottom of the Query Results screen.

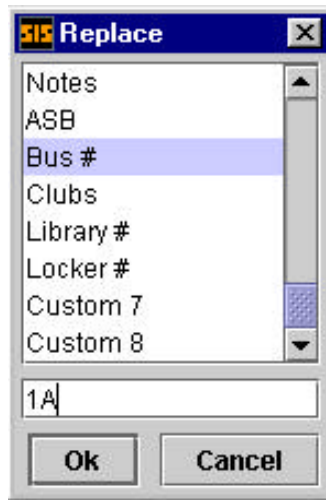
Student ID	Last Name	First Name	Grade
2006002	Addleman	Bridget	6
2006003	Alcala	Caroline	6
2006005	Anderson	Nicholas	6
2006006	Anderson	Tate	6
	Assistant	Sharon Anderson	6
2006135	Bailey	Bridger	6
2006013	Boersma	Mark	6
2006020	Cohrs	Donald	6
2006021	Creaser	Kellie	6
2006024	Deminck	Kale	6

For example, if there is a special field trip planned for the honor roll students in the 11th grade, the entire 11th grade can be selected in Query Results and then the honor roll students can be tagged individually. Once all honor roll students are tagged, we can print a special bus pass specifically for just the tagged honor roll students.

Note: To tag a range of students, hold the **Shift** key and drag the mouse down the list. To tag multiple students that are not in sequence, hold the **Ctrl** key and click on students.

Replacing Information for a Tagged Group of Students

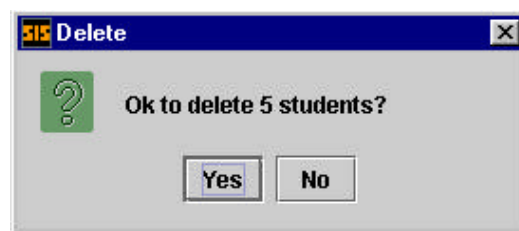
Rather than edit each student individually on the main screen, the **Replace** button on the Query Results screen replaces information for all tagged students at once.



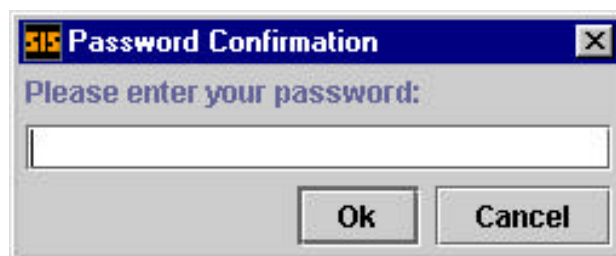
The above example will replace the custom field called Bus # with the value of 1A for all tagged students.

Deleting tagged Students

At times, a group of students need to be deleted at once. Instead of deleting each student individually the **Delete** button on the Query Results screen deletes all tagged students at once. When the **Delete** button is selected, the following confirmation appears:



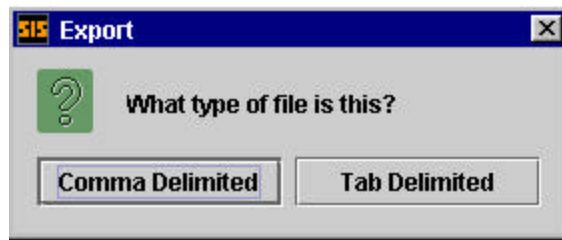
Deleting an individual or a group of student records is subject to security clearances. The current user's password must be entered for any deletion to take place.



If the password is incorrect, or if the user does not have security clearance to delete records, the system will NOT delete the selected students.

Exporting a tagged Group of Students

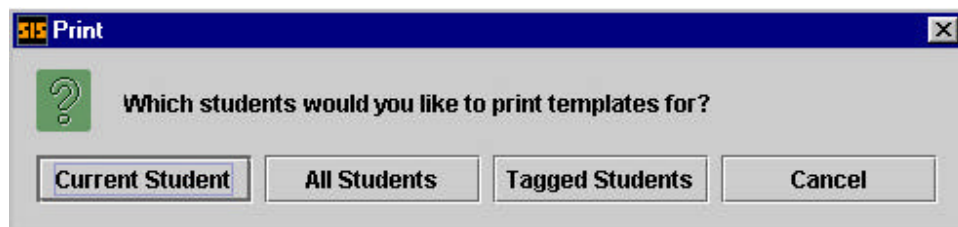
In the lower right-hand corner of the Query Results screen is the **Export Tagged** button. This button exports a comma- or tab-delimited text file for the currently tagged students.



This feature is used to transfer information into other software products. For more information on selecting which fields to export, refer to the Export Tools section in this same chapter (see below).

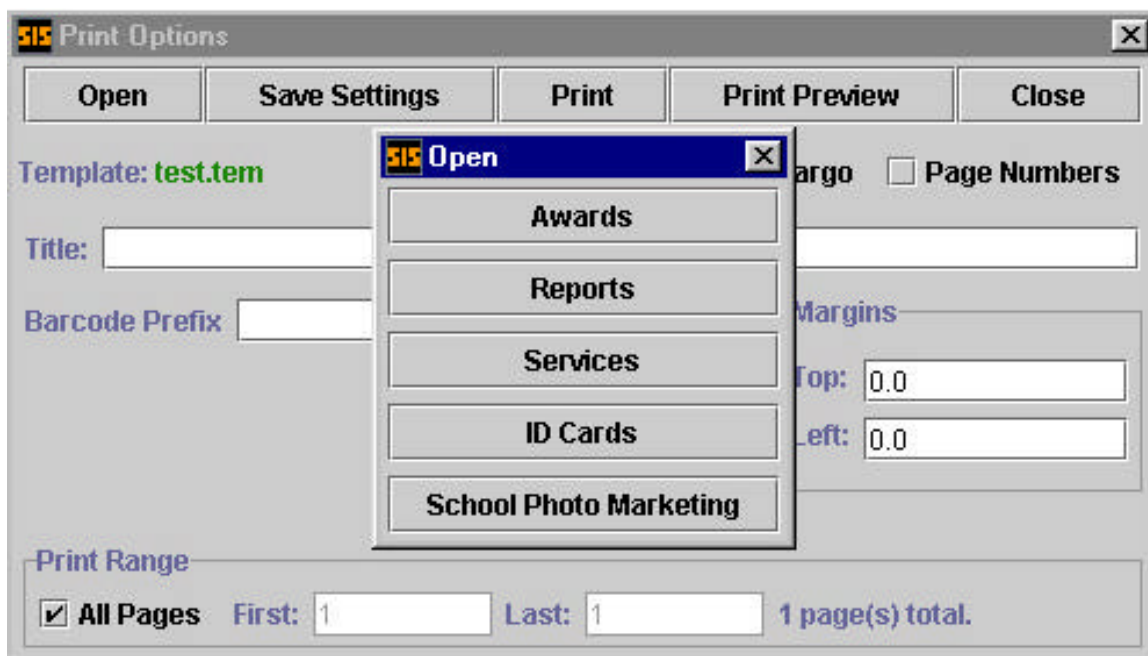
Print

The **Print** button on the main screen is used to print templates for reports, awards, services and ID Cards for the current student, all students or selected tagged students



Note: The **Query** option is used to print templates for *any* group of students.

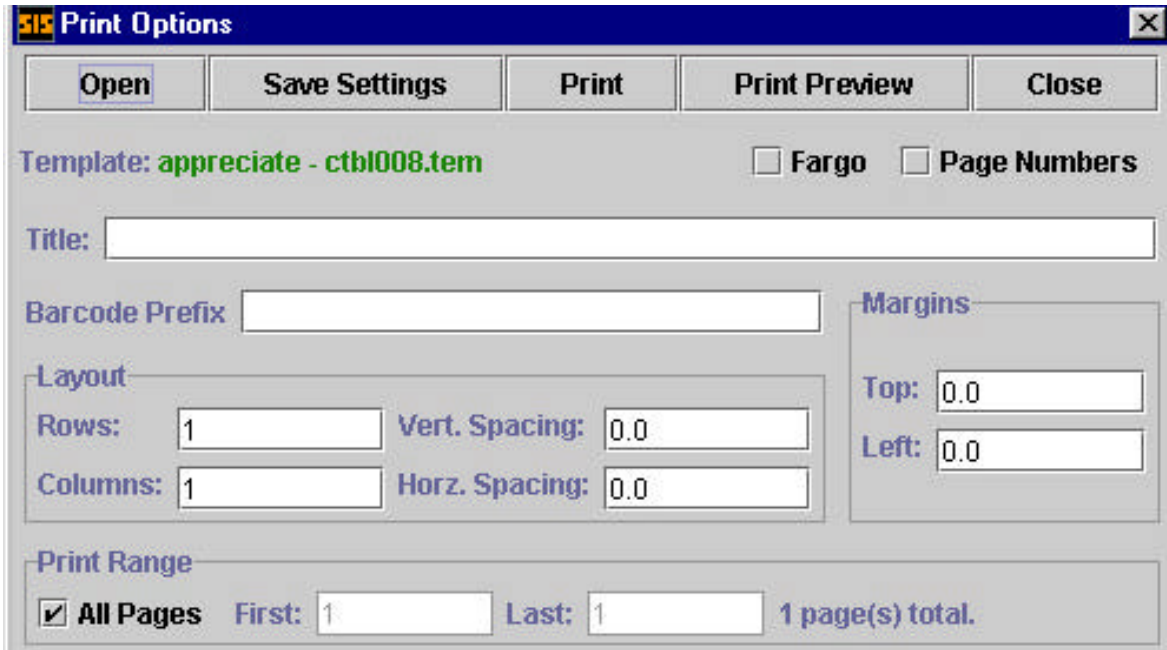
The **Open** button displays the categories of available templates:



The option labeled "**Fargo**" can alternatively be used to print ID cards on a Fargo Electronics hard-card printer. Fargo printers print high-resolution images on thick PVC card stock. For more information about Fargo Electronics printers call (612) 941-9470.

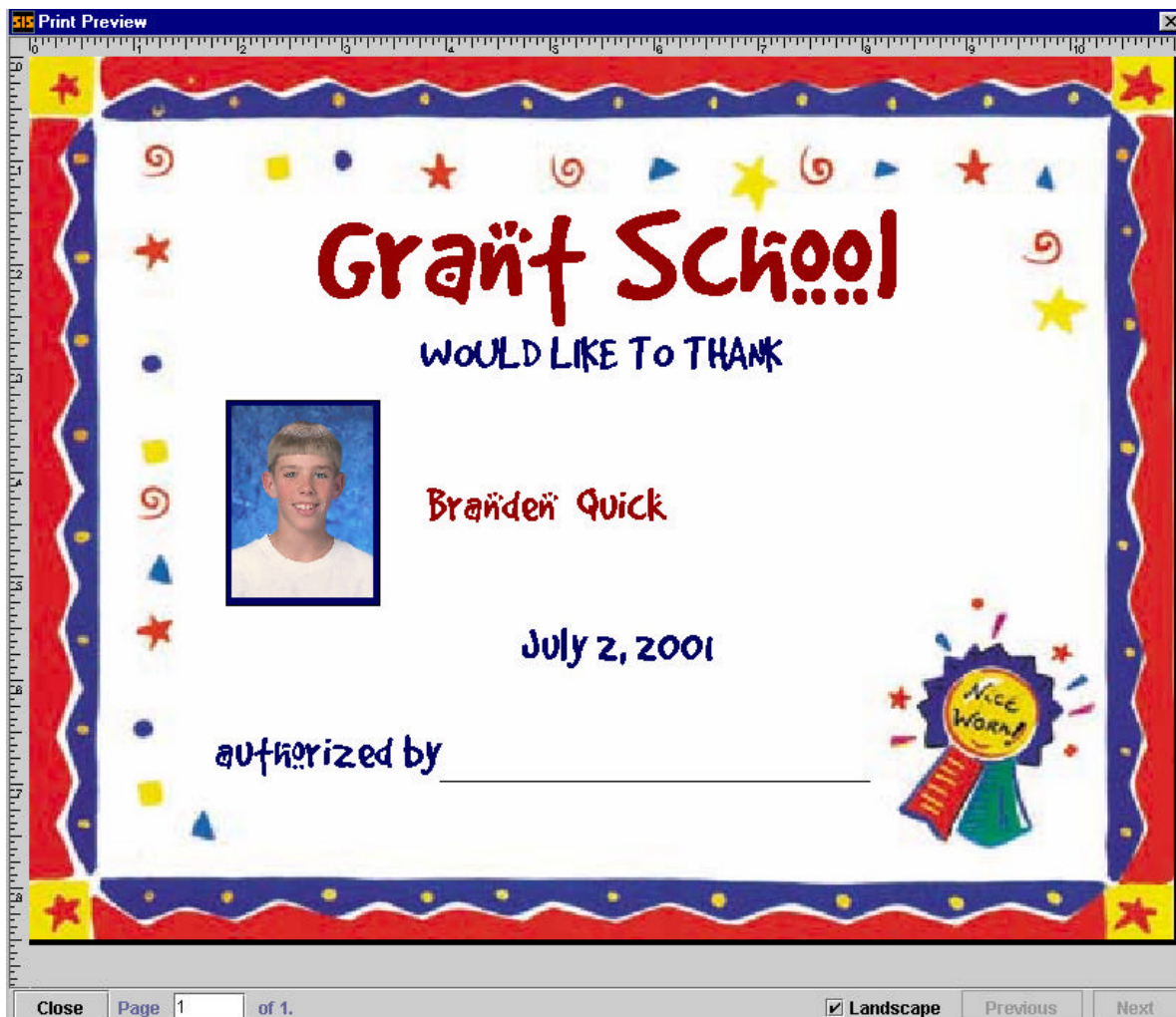
On the Print Options screen templates are opened, previewed and page margins are set. If the **Page Numbers** option is checked, SIS will put page numbers on each printed page.

Once a template is selected, the template name and print options are displayed:



The screenshot shows the 'SIS Print Options' dialog box. At the top, there are buttons for 'Open', 'Save Settings', 'Print', 'Print Preview', and 'Close'. Below these, the 'Template' is set to 'appreciate - ctbl008.tem'. There are checkboxes for 'Fargo' and 'Page Numbers'. A 'Title' field is empty. A 'Barcode Prefix' field is also empty. The 'Layout' section has 'Rows' set to 1, 'Columns' set to 1, 'Vert. Spacing' set to 0.0, and 'Horz. Spacing' set to 0.0. The 'Margins' section has 'Top' and 'Left' both set to 0.0. The 'Print Range' section has a checked 'All Pages' checkbox, 'First' set to 1, 'Last' set to 1, and a summary '1 page(s) total'.

The Print Preview button displays the selected template



The screenshot shows the 'SIS Print Preview' window. It displays a colorful thank-you card template with a red, white, and blue border decorated with stars and swirls. The text on the card reads 'Grain School' in a large, stylized font, followed by 'WOULD LIKE TO THANK' in a smaller font. Below this is a placeholder for a photo of a boy, the name 'Braiden Quick' in a stylized font, and the date 'July 2, 2001'. At the bottom left, it says 'authorized by' followed by a line for a signature. At the bottom right, there is a 'Nice Work!' award ribbon graphic. The window has a ruler at the top and a status bar at the bottom with 'Close', 'Page 1 of 1', a checked 'Landscape' checkbox, and 'Previous' and 'Next' buttons.

Printing Reports, Awards, Services, ID Cards, Student Listings and Seating Charts is discussed in detail in **Chapter VI** entitled **Printing Templates**.

Add, Edit and Delete

The **Add**, **Edit** and **Delete** buttons on the main screen toolbar allow student data to be modified. Please note that when adding a new student, the last name is a required field. All student fields, including “tabs” at the bottom of the main screen, can be changed when adding or editing students. Deleting students requires security confirmation.

Tools

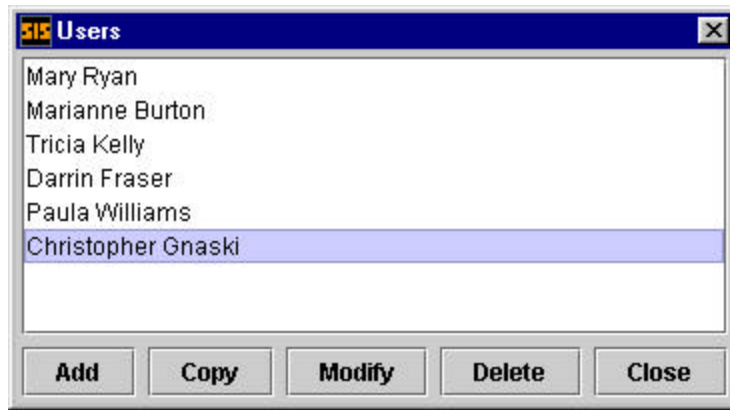
The **Tools** menu contains utilities for setting user security, importing students, exporting students, updating student information, backing up and restoring, compacting the student data, updating fonts, upgrading SIS via the internet, and recent changes:



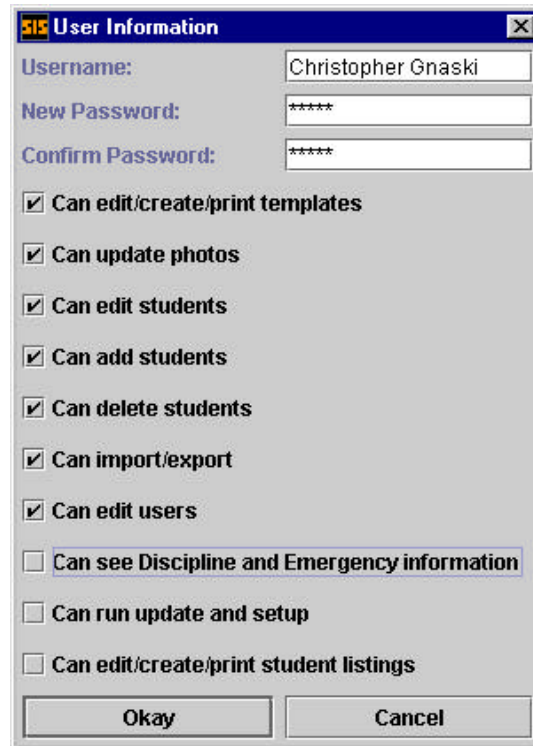
User Security

School Image Software has a security system to protect student information from being viewed or modified by individuals who should not have access to it. Any number of users can be added to the security screen; each with his or her own security options.

The **Security** button on the **Tools** menu displays the security screen:



Every authorized user receives a user name and password. Users can have access to all features in School Image Software or limited access to selected features. The Add and Modify buttons on the user security screen display the details for the current user a check mark indicates the user is granted access to that School Image Software function.



Import

SIS can import to common file formats called comma- and tab-delimited text. After the import file type is selected, the import lists the import fields:

First Name	Last Name	Student ID	Do Not Imp...	Do Not I
Bridger	Bailey	2006135	Zip	6
Bristol	Bale	2006008	Gender	6
Evan	Baxter	2005007	D.O.B.	6
Ivan	Benjamin	2006009	Period	6
Samantha	Blackburn	2006012	Room	6
Mark	Boersma	2006013	Teacher	6
Stephanie	Bohlander	2006014	Grade	6
Stephanie	Bohlander	2006014	Track	6
Colton	Bowlsby	2006015	Grad. Date	6
Kristen	Braig	2006138	Image Name	6
Austin	Burback	2006016	Mother	6
Kayla	Burback	2005012	Mother's Work	6
Joseph	Burgener	2006017	Father	6
Robert	Burton	2005013	Father's Work I	6
Shaina	Case	2006018	Wass	6
Kellie	Creaser	2006021	Wass	6

Total of 469 records to be imported.

Open Merge Import Close

Each column represents a field from the import file. At the top of each column is a box where the corresponding field name is selected. Each column has a down-arrow immediately to its right. By clicking the down-arrow, a pick-list of all fields appear.

The scroll bar on the bottom of the import screen scrolls fields from left to right. Once all import columns/fields are associated with field names, use the **Import** button at the bottom of the screen to import the file. The import button adds all students found in the import file. No existing student data is replaced when using the Import button.

Merge

The **Merge** button compares the students in the import to the existing students by either their student ID numbers or a combination of five fields "First name+ Last name+ Teacher+ Grade+ Room". If students in the import file match students who already exist, the student fields being imported replace the existing student information.

Note: Students who do not match existing students can be either added or ignored. If unmatched students are ignored, only the matching students update existing students. In this case, the total number of students after the merge will equal the number of students prior to the merge.

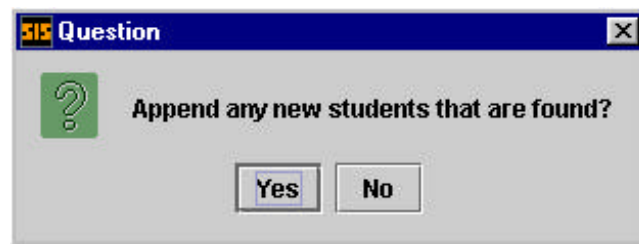
SIS Merge

Choose comparison function:

ID First and Last Name

The **Merge** feature is very useful for "selectively" importing information from other school software by comparing each student in the import data file to the existing students and only importing the selected fields. It is important to realize that when merging a student

from the import data file ONLY the fields selected in the import screen will overwrite existing student information. Any fields NOT selected in the import will not be overwritten.



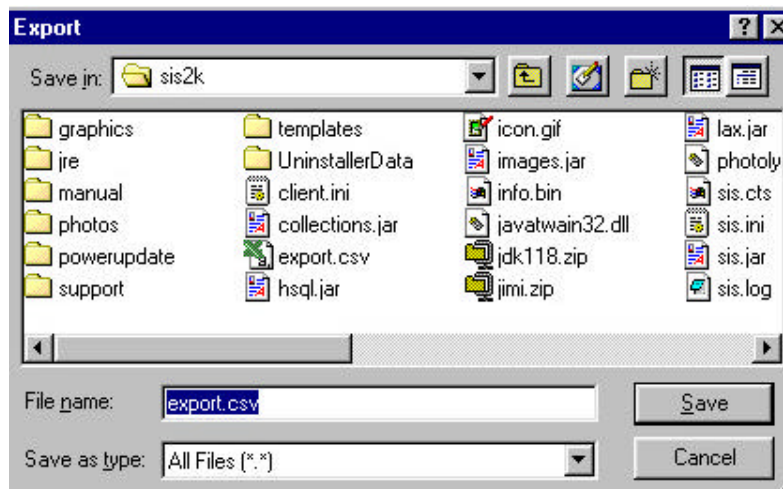
Note: If students being imported have associated image files, once their images are copied into the preferred or alternate image folders, their images will appear on the main student screen

Export

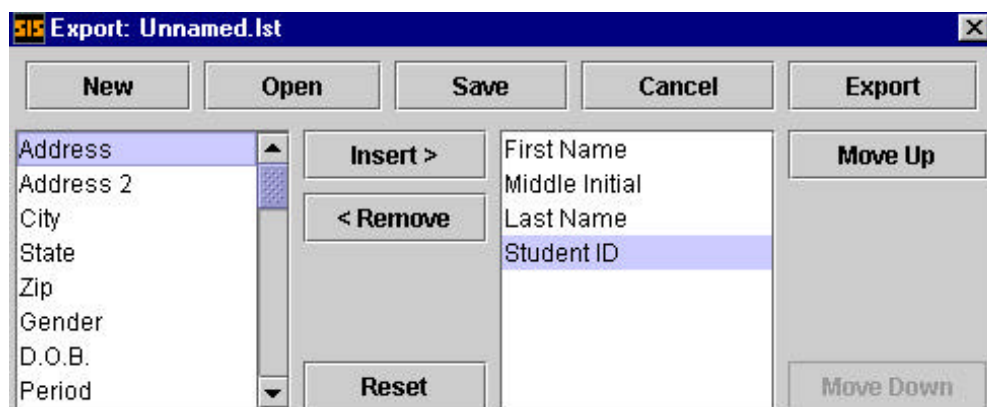
The **Export** option on the **Tools** menu exports a file of student information as a comma-delimited or tab-delimited text file. Both the export on the Tools menu and the **Export Tagged** option on the Query Results screen use the same export features. The difference is that the **Query** uses the **Export Tagged** button to select the group of students to export whereas the **Export** on the **Tools** menu exports *all* students.

Using either export, the user has the option to choose which fields to export by:

1. Select **Export** from the **Tools** menu
2. **Name** and save the export.



3. Select the fields to export.



4. Click on **Export**.

NOTE: You can **Save** and then re-**Open** customized exports. (See above example)

Update

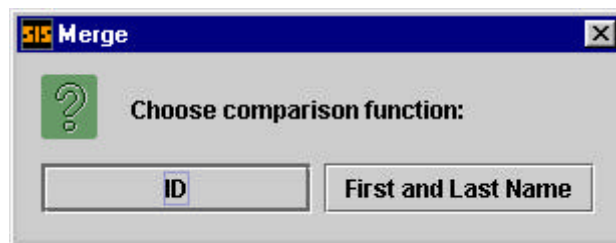
The **Update** tool is for updating student information received from the photographer (usually on CD) after School Image Software is already installed on a computer. The **Update** and **Import** are similar, but have distinct differences. **Import** is used when a text file is imported from another software application. **Update** is used when the photographer who supplied the original School Image Software CD provides a second CD of students and image files.

A photographer will often supply a School Image Software CD after the initial picture day, but before the absentee/retake picture day (the second picture day). After the second picture day, a second CD is often supplied to the school with image files for the student's who requested retakes and additional students who were absent on the original picture day.

The **Update** tool compares the students found on the new image CD to the ones that already exist in School Image Software. This process updates **only the images** for students who already exist and adds the **student data and images** for those who do not already exist.

In other words, if the update finds a matching student the new image file found on the CD is then copied to the default photos directory but no student fields are overwritten with the data found on CD.

The second CD should have image files and a STUDENTS.TXT text file in a **single** directory called **/Photos**. Update will prompt the user to select the STUDENTS.TXT file from CD and then will request the method of comparison desired:



If the students who already exist in School Image Software have unique student ID numbers it is best to compare the students in the new STUDENTS.TXT to the existing students using the student IDs. If no student IDs exist in **either** the installed data file or the STUDENTS.TXT file it will be necessary to compare students by "First and Last Name".

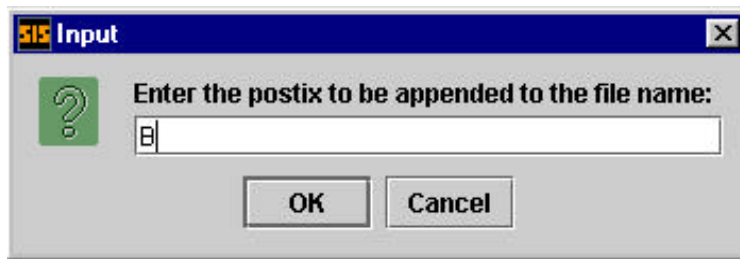
The Update process:

- 1) Compares each student found in STUDENTS.TXT on CD to the existing students
- 2) Updates the image file names for the existing students who match new students
- 3) Copies the new image files for the matching students to the Preferred Photo Directory
- 4) Adds student records for students who do not match existing students
- 5) Copies image files for non-matching students into the Preferred Photo Directory

When updating student names and image files from a second CD, there is the potential that new image files could overwrite original image files. If the original student image files were copied to the computer and if the image files on the second CD were copied into the

same preferred directory, it is possible that some image files might have the same file name and therefore the new images would overwrite existing image files.

To solve this potential problem, a “postfix” is entered during the update.



The postfix string is added to the end of all new image files, so, if two images are named 12345.jpg, the update will add the post fix to the second image file making it 12345B.jpg.

Backup and Restore

The tools called **Backup** and **Restore** allow schools to make backup copies of the student information and then restore the information if needed. The Backup makes a copy of the student information, but ***not*** the image files. Backups files are very small.

For added security, a principal might also use this feature to remove student information from the system and keep it safely on diskette when not using the system. *Daily* backups are recommended for schools regularly using School Image Software.

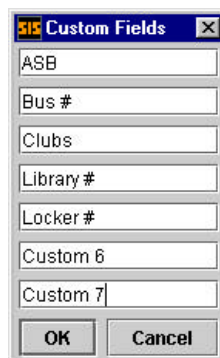
The **Backup** tool creates a single file called Backup.sbk. The **Restore** tool reads the Backup.sbk file from the backup location and overwrites the active student data. After a Restore, the user should log out of and then log back into the system.

Setup

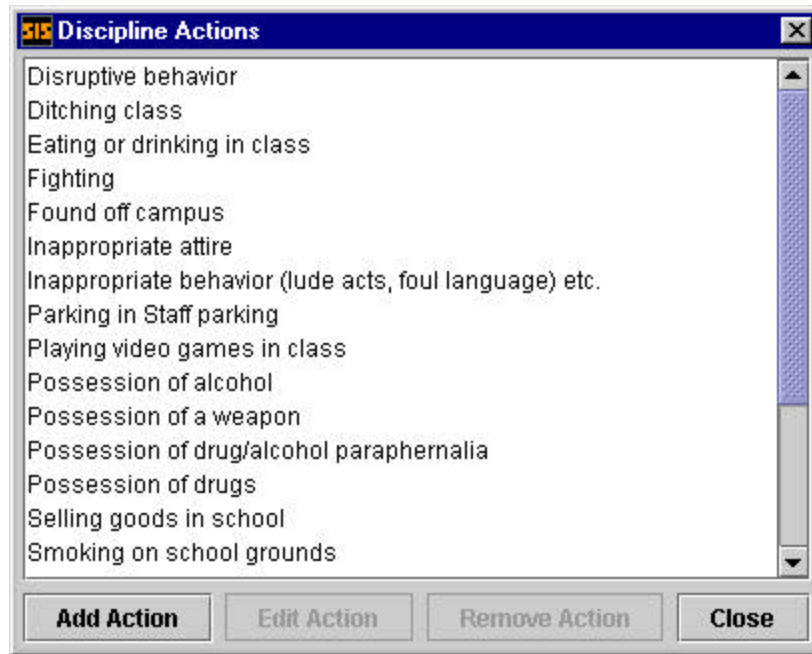
The Setup tool is used to customize the default options in School Image Software.



The seven “Custom Fields” on the General tab are used to supplement the existing fields.



The default discipline actions that pop up when the **Add Action** button is pressed on the **Discipline** tab are edited using the second Setup option:



The **Use Postal Code** option changes the text on the main student screen from “Zip” to “Postal”. This is for Canadian users.

The **Preferred Photo Directory** and **Alternate Photo Directory** options are for selecting the directories where student image files are stored. The reason there are two directories and not just one is to make it possible to store student image files on CD and not have to copy them to the computer’s harddrive where they will take up space.

School Image Software will display images faster if they are stored on the harddrive, but depending on the size of each student’s image file and the available space on a harddrive, it might not be possible to copy the student images to the computer’s harddrive.

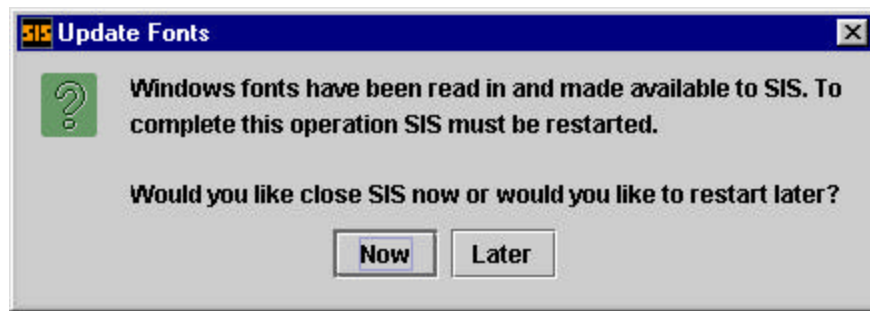
The Preferred Photo Directory should contain the most recent student photographs, such as those from the second Retake/Absentee CD (if one was provided). If, during the initial installation of School Image Software, the student photos are **not** copied to the computer’s harddrive, the Alternate Photo Directory will be to the **/Photos** directory on the CD and the Preferred Photo Directory will be point to the **/Program Files/sis2k/Photos** directory on the computer’s harddrive.

Compact Database

After a lot of activity (I.e. deleting, adding, importing and exporting) SIS may run a little slow. In this case, run **Compact Database** to speed up access.

Update Fonts

On some systems the fonts used for producing barcodes on ID cards and other services do not correctly register during the installation process. In this situation, **Update Fonts** should make any unregistered fonts available to School Image Software templates. After running update fonts, restart the program to make the fonts available.



Web Upgrades

To ensure you have the latest version, SIS now has the ability to do update itself over the internet. (Note: Only the major changes will be posted for upgrades.)

The step-by-step procedure for a web upgrade is:

- 1) Make sure your computer is connected to the **Internet**.
- 2) Click on **Tools** then on **Web Upgrade**.
- 3) When prompted to shut down **SIS**, Click **Yes**.
- 4) Select when you would like to be prompted to upgrade again, then click **Ok**.
- 5) Follow the **PowerUpdate** screens.
- 6) If there is an update available for your **SIS**, Then it will be applied.

If there is no update available then you will be told that no update has been applied.

In either case you will then exit the **PowerUpdate** and restart the **SIS** Program.

Recent Changes

Recent changes will list all the major changes in the program since the last version was released.

IV. The Template Builder

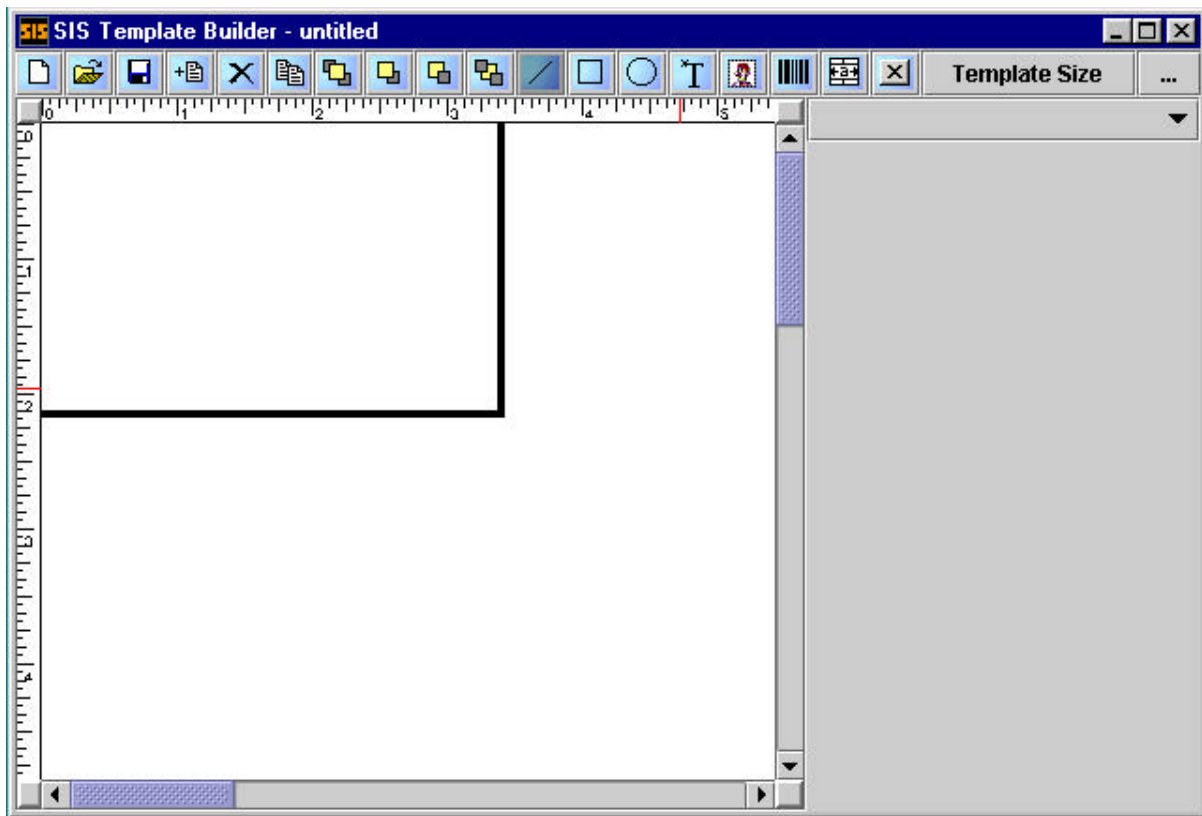
The most powerful feature of School Image Software is its ability to customize any kind of service including Reports, Awards, Services, ID cards, Seating Charts and Student Lists. Awards, Reports, Services and ID Cards are considered “templates” and are designed and modified using the **Template Builder**. Seating Charts and Student Listings are not considered templates and are created from the Query screen.

Note: The optimal screen resolution for using the template builder is 1024 by 768 pixels, but the template builder can be run with lower screen resolutions.

Note: The easiest way to create a new template is to edit a template with a similar format and then save the modified template under a different name. There is no limit to the number of templates that can be created in School Image Software.

Services such as ID cards, Rolodex cards and student directories can be any custom height and width and are repeated on a page according to a specified number of rows and columns. For example, a service template might consist of a student’s picture with their name underneath duplicated 5 times per column and down 7 rows on a page.

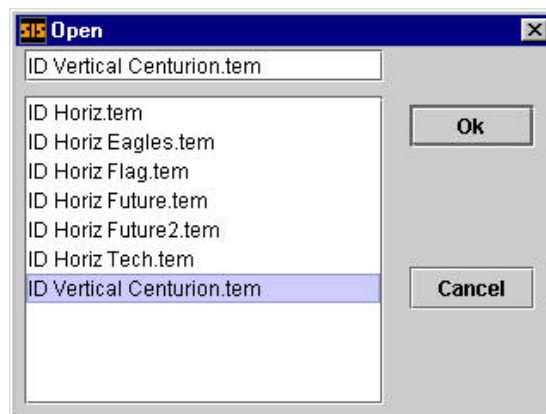
The Template Builder main screen is the same for all types of templates:



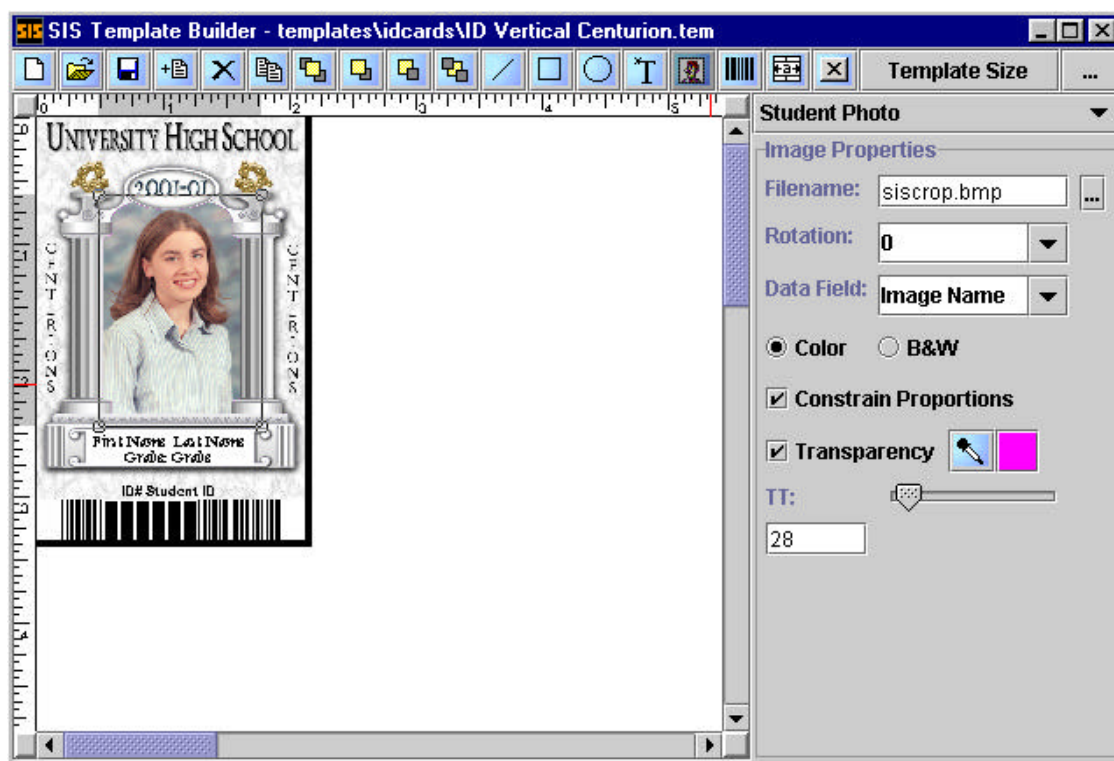
The Open button prompts for the template type:



Selecting the template type will bring up a list of all templates of that type:



To edit an ID Card template, select a template and click the **Ok** button:



The Template Builder is broken into four distinct sections:

- 1) The Toolbar
- 2) The Workspace (where ID cards are designed)
- 3) The Object List (displays the components or “objects” of the template)
- 4) The Object Details (for editing the settings for the current object)

Note: An “object” is defined as any unique piece of information used to build a template. The student’s image, the background, the barcode, the student’s name, the grade and the student ID# are all objects. Any number of objects can be layered onto a single template.

Tip: Right clicking on a selected object will give you a drop down menu. In this menu you can bring objects to front, back, or duplicate.

Copying from the Windows clipboard

You can copy and paste objects from the clipboard. From the other application choose **Copy** and once in the School Image Software template builder click on the **Paste** button.

The Toolbar

The Template Builder Toolbar has four types of buttons. The first three buttons are Template tools called **New**, **Open** and **Save**. The next three buttons are object tools called **Add**, **Delete** and **Duplicate**. The next four buttons are layering tools called **To Front**, **Forward**, **Back** and **To Back**. The last six buttons are Type tools called **Line**, **Rectangle**, **Oval**, **Text**, **Image** and **Barcode**



Template Tools

- The **New** button is used to create a new template from scratch.
- The **Open** button is used to open an existing template.
- The **Save** button is used to save the current template.

Object Tools

- The **Add** button adds an object to the current template.
- The **Delete** button deletes the currently selected object (see Object Detail below).
- The **Duplicate** button duplicates the current object on the template.

Layering Tools

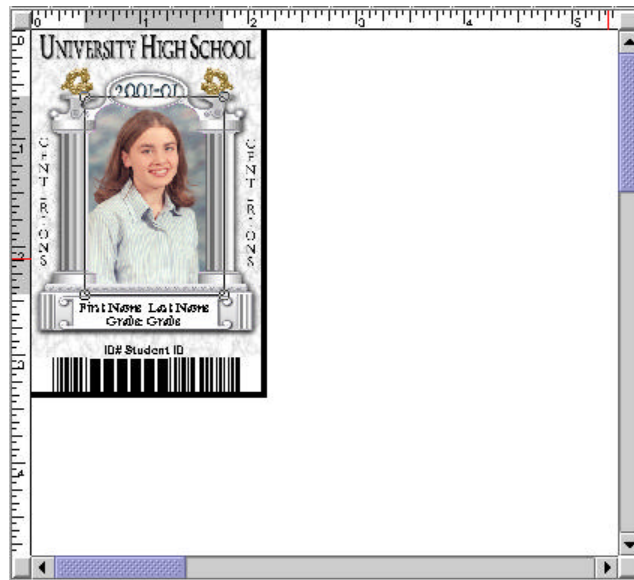
- The **To Front** button brings the current object to the front (or “top of the stack”).
- The **Forward** button brings the current object forward one layer.
- The **Back** button sends the current object back one layer.
- The **To Back** sends the current object to the very back (or “bottom of the stack”).

Type Tools

- The **Line** button changes the type of the current object to a line.
- The **Rectangle** button changes the type of the current object to a rectangle.
- The **Oval** button changes the type of the current object to an oval.
- The **Text** button changes the type of the current object to text.
- The **Image** button changes the type of the current object to an image.
- The **Barcode** button changes the type of the current object to a barcode.

The Workspace

The Workspace area is for designing templates:

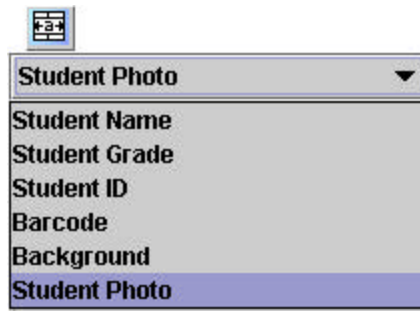


The current object (the student’s photo in the above example) has a thin box around it whose size is indicated by the gray area in the rulers above and to the left of the object.

Template design uses a technique called “layering” to determine which objects “overlap” others. This means that any object can appear on top of any other object(s) and that the objects underneath are “covered” by the objects above them.

The Object List

In the upper right hand corner of the Template Builder screen is the **Object List**. This is the list of the objects that make up the current template.



Directly above the Object List is a button used to **rename** objects. To rename the object called Student Photo to read Student Image, click on the rename button and enter the new object name.



Note: To select an object in the Template Builder, click on the object in the Workspace or select the object from the Object List.

Object Details

The Object Details is just to the right of the Workspace. Each type of object has different Object Details. When an object is selected on a template, the Object Details changes to reflect the details for the current object.

The three geometric objects called **Line**, **Square** and **Circle** have the same object detail. The geometric shape object detail contains the object color and whether the object is “filled” solid or left as an outline.

The **Text Object** is the most detailed of all six objects. A text object can contain “static” text such as “Lincoln High School” or text can be merged from student data fields such as the last name followed by the first name. Multiple fields are separated by text such as a comma or a space. The text to be inserted between two fields is entered under **Separator**.

Text objects also reflect settings for font type, font size, bold, italic, and horizontal and vertical alignment: The color of text (called “Pen”) and the color of the background for the text (called “Fill”) is selected as part of a text object.

This example shows what the Text Object looks like for the Student Grade:

The 'Student Grade' dialog box shows the following settings:

- Static:** Grade:
- Data Field 1:** Grade
- Seperator:** (empty)
- Data Field 2:** (empty)
- Font:** Dauphin
- Font Size:** 10
- Fill:** (dark red square)
- Pen:** (black square)
- B** (bold button)
- I** (italic button)
- TT** (text tool button)
- Filled** (checkbox)

An **Image Object** displays images from a graphic file or can be set to automatically insert the student's photograph:

The 'Student Photo' dialog box shows the following settings:

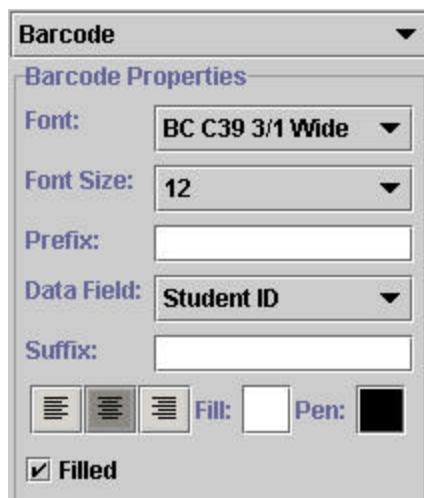
- Filename:** siscrop.bmp
- Rotation:** 0
- Data Field:** Image Name
- Color** (selected radio button)
- B&W** (radio button)
- ☒ **Constrain Proportions**
- ☒ **Transparency** (with a color selection tool)
- TT:** 28

The Filename contains the name of the image displayed on the Template Builder. The image in the Filename field will only be printed if there is NO Data Field specified. If a Data Field is specified, the contents of that data field will replace the Filename image when printing. The Filename image in that case is used for positioning the field when building the template and is replaced when printing. To change an Filename image, click on the “...” button and select from graphic files found in the \GRAPHICS subdirectory.

Note: To add custom graphics to templates, copy JPEG, BMP or TIFF files into the \GRAPHICS subdirectory and then modify an image object in the template by pressing the “...” button to display the graphic files in the \GRAPHICS directory. Refer to **Appendix D** about **The Computer Harddrive Directory Structure** for more information regarding how to make graphics available for template design and printing.

Other Image Object properties include the ability to display an image in color or B&W, to stretch an image to the size of a box or constrain proportions and to use a transparency color for creative backgrounds and designs. Transparency use is discussed in more detail in the following section called **Step by Step Instructions for Building a Template**.

The three **Barcode Object** formats supported by School Image Software are Code 39, Interleaved 2 of 5 and Codabar. The options available for barcode objects are to select the barcode font, adjust the size of a barcode, specify the source data field, and append any needed prefix or suffix text string. Prefixes and/or suffixes are sometimes needed for school library and lunchroom software applications.



The image shows a 'Barcode Properties' dialog box. It has a title bar 'Barcode' with a dropdown arrow. Below the title bar is a section titled 'Barcode Properties'. Inside this section, there are several fields: 'Font:' with a dropdown menu showing 'BC C39 3/1 Wide'; 'Font Size:' with a dropdown menu showing '12'; 'Prefix:' with an empty text box; 'Data Field:' with a dropdown menu showing 'Student ID'; and 'Suffix:' with an empty text box. At the bottom, there are three icons representing different barcode styles, followed by 'Fill:' with a white color swatch and 'Pen:' with a black color swatch. Below these is a checkbox labeled 'Filled' which is checked.

Note: When placing a barcode on a template, make the box around the barcode as large as possible to leave plenty of room for the entire barcode. If a barcode is trimmed due to a box on the template that is too small for the entire barcode, ***the barcode will not work!***

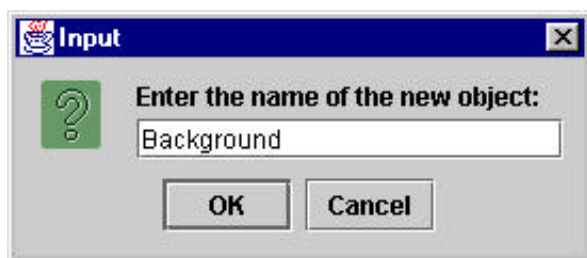
Note: It is a good idea to always leave a white area around the outside of a barcode by using a white “Fill” color. Some barcode readers require a “quiet space” before and after a barcode for them to read correctly. Do **NOT** put barcodes on colored backgrounds!

V. Step by Step Instructions for Building a Template

Note: The instructions regarding template development in this section apply to ID Cards, Services, Reports and Awards. Seating Charts and Student Lists are not created with the template builder.

The quickest way to create a new template is to edit an existing template with a format similar to what you want and then save it under a different name. For this example, we will create a new template from scratch, but these steps apply equally as well to editing existing templates.

The first step in creating a new template is to click on **Template Builder** on the Tools menu. Once the Template Builder has loaded, click on the **Add Object** button to start a new template. The Add Object button is the fourth button over from the left, which has a picture of a plus sign and a page on it. As we add objects to the template, we give each new object a name:



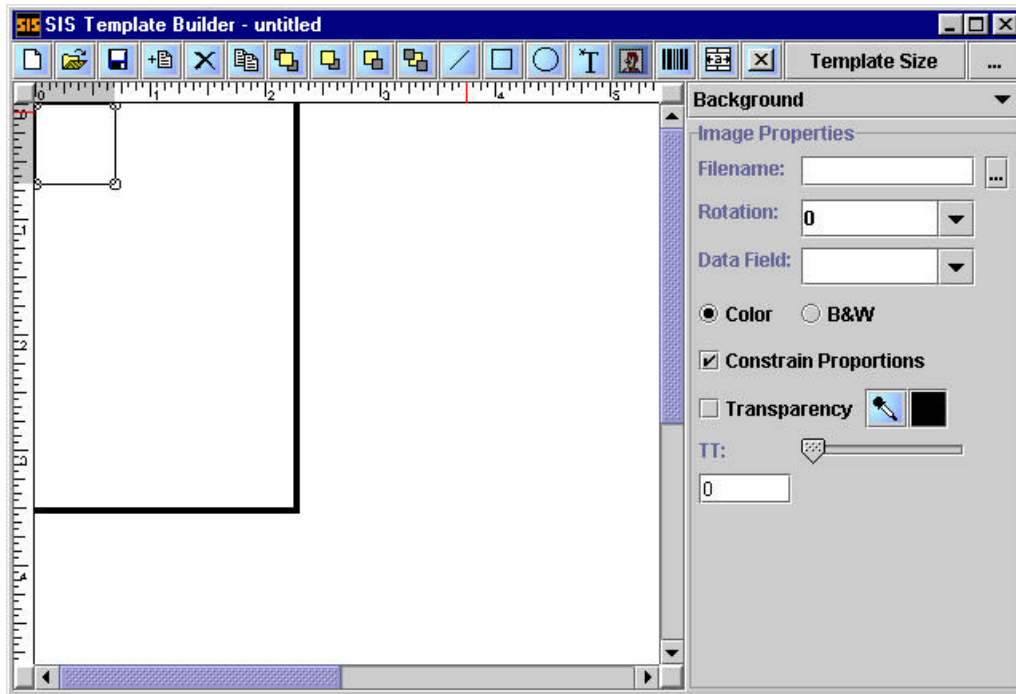
The image shows an 'Input' dialog box. It has a title bar 'Input' with a close button. Inside the dialog box, there is a green question mark icon. To the right of the icon, the text 'Enter the name of the new object:' is displayed. Below this text is a text box containing the word 'Background'. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.

We will start by adding a background to the new template. Backgrounds can be a solid color or a custom background image loaded and sized to fit the template.

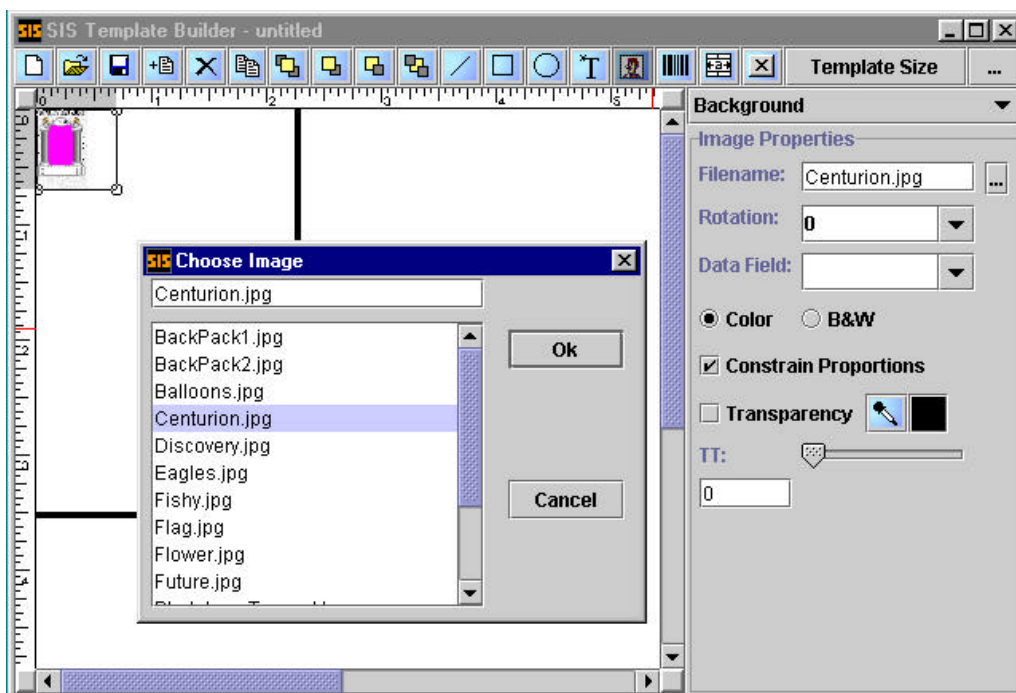
Next, click on the “...” next to Template Size and choose the Custom option. For this example, enter a width of 2.25 inches and a height of 3.5 inches:



Now press on the Image Type button (the one with the face on it) to turn our background object into an image object. Your Template Builder screen should now look like this:



Next, to load the Centurion.jpg background click on the “...” button next to Filename box:



Note: The current selected object always has “sizing boxes” on all sides of the object.

To position an object on a template, click on the object and hold down the left mouse button. While continuing to hold down the left mouse button, drag the box to the new desired location and then let go.

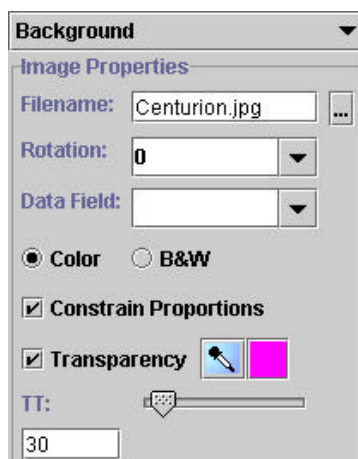
To size an object on a template, click and hold **inside** one of the sizing boxes and stretch the box until the object is the desired size. Remember that an image will maintain proportions inside the box you create unless the Constrain Proportions option is turned off by clicking in the box next to that option.

To size the background so it will completely fill the template, **click and hold** on the sizing box in the lower right-hand corner and stretch the image to fit inside the dark black box, which represents the size of our template:



The pinkish-purple color in the middle of our background represents the “transparency” color. Think of it as a glass window that the image will show through. Click on the box to the left of the word Transparency and then click on the button to the right that has a picture of an eyedropper on it. Next, then click somewhere on the purple transparency color. You should now see that color appear in the box to the right of the word Transparency and most of the color should disappear from your background leaving a purple “border” on the inside of the transparency area.

We will now set the “Transparency Tolerance”. Depending on the image file you use as a background, there is a slight variation in the color that can not be detected by the human eye. The Transparency Tolerance setting provides a slight “range” of color which is used to define the transparency area. Set the value beneath TT: to 30 and press the Enter key. You should now see 99% of the purple color in the background disappear. The Image Properties will now look like this:

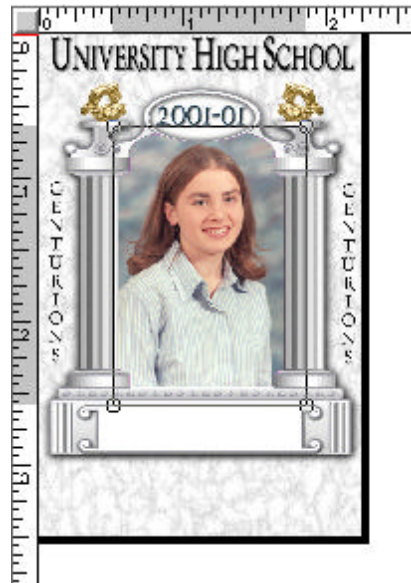


Next, add a student's image to the template by clicking on the **Add Object** button and then enter an object name of "Student Photo" and click **OK**. Next, click on the **Image Type** button and a box for the image will appear on top of the background.

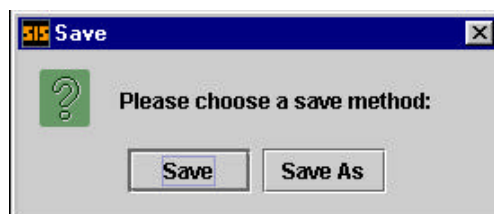
Now, click and hold inside the new box and drag the box to the position where the student image will be located on top of the background. Next, click on the "..." next to Filename and select the SIScrop.bmp image file. Next, use the sizing boxes to size the image so it covers the white open area above the background. If, at this point, you were to drag the student photo object to the right of the background you would see this:



Finally, drag the student image on top of the background and press the layering button to push the student photo to the "Back". You should now see this:



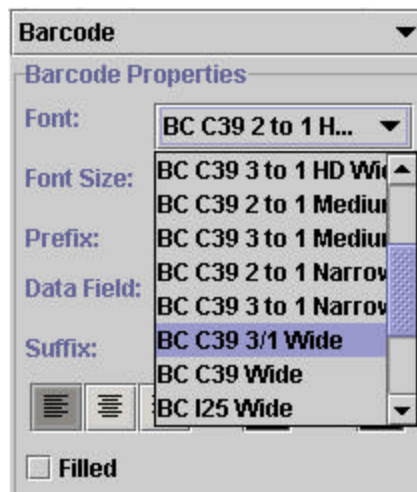
It is now time to **Save** our new template. A good rule of thumb is, if you have made enough changes that you would not want to do them again, it is time to save your work. Use the Save As option and give your template a name such as Test Template.



Now we will add the barcode object to the template. Use the Add Object button to create a new object called “Barcode”. Click on the barcode object type button that has a picture of a barcode on it. Drag and size the box for the barcode so it covers the entire lower area of the ID card beneath the graphic. This is what you should see:



Now, go to the Barcode Properties on the right and press the down arrow to the right of the Font box. Select the BC C39 3/1 Wide barcode font for this example:

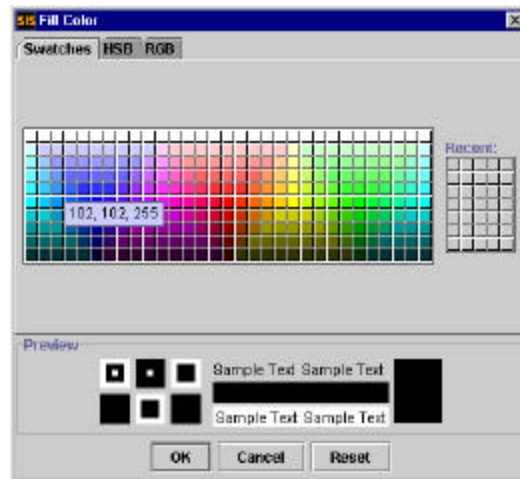


Note: All barcode fonts start with the letters ‘BC’. The ‘C39’ means that barcode it type Code 39. The ‘I25’ means that barcode font is Interleaved 2 of 5. ‘Cbar’ means Codabar. Fonts with the word ‘Wide’ in them have more space between the lines than ‘Medium’. Barcodes containing the word ‘Narrow’ have the lines placed closest together.

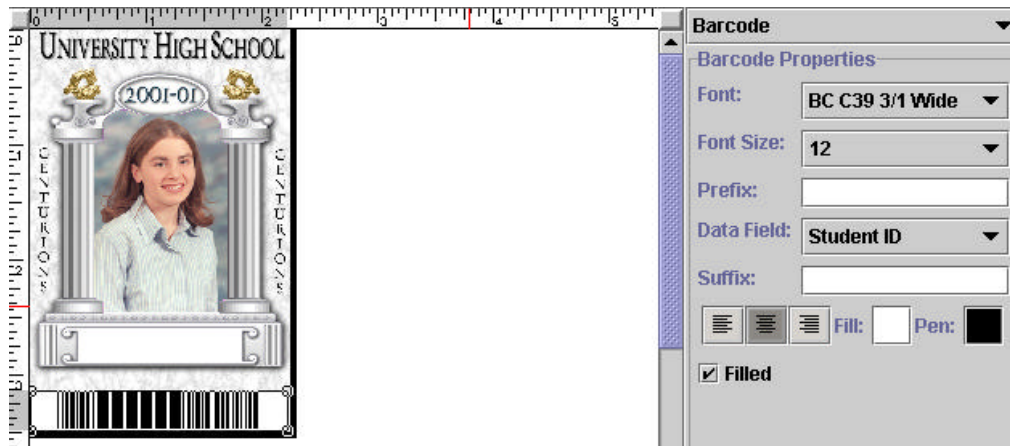
Important! It is best to try a few different barcode fonts before printing a large number of ID cards! Some barcode scanners require ‘Wide’ fonts, while others will not even read ‘Narrow’ or ‘Medium’ barcode fonts. Some software will support Code 39 and Interleaved 2 of 5, but other systems require a specific barcode “symbology”.

Code 39 is by far the most commonly used barcode symbology in school systems. Code 39 can encode and numbers or any letters in the alphabet. Interleaved 2 of 5 can only encode numeric values and is commonly used in some lunchroom and library software. Codabar is the least common of the three and is only used in library systems that use Library of Congress 14-digit library numbers.

After selecting the barcode font, click on the Fill color box to select a background color of white. Any color Selection in School Image Software uses the same color spectrum utility:

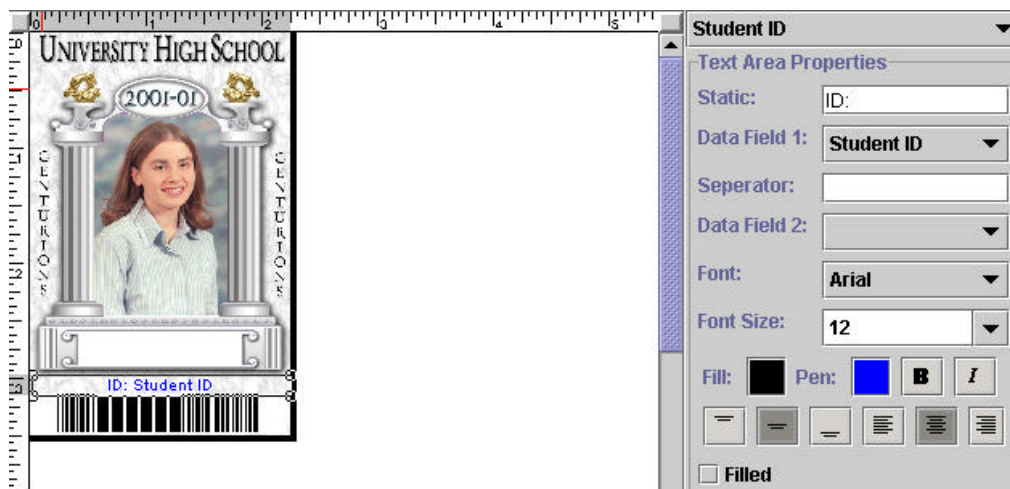


For now, just click on the white box in the upper left and then click OK. The Template Builder screen should now look like this:



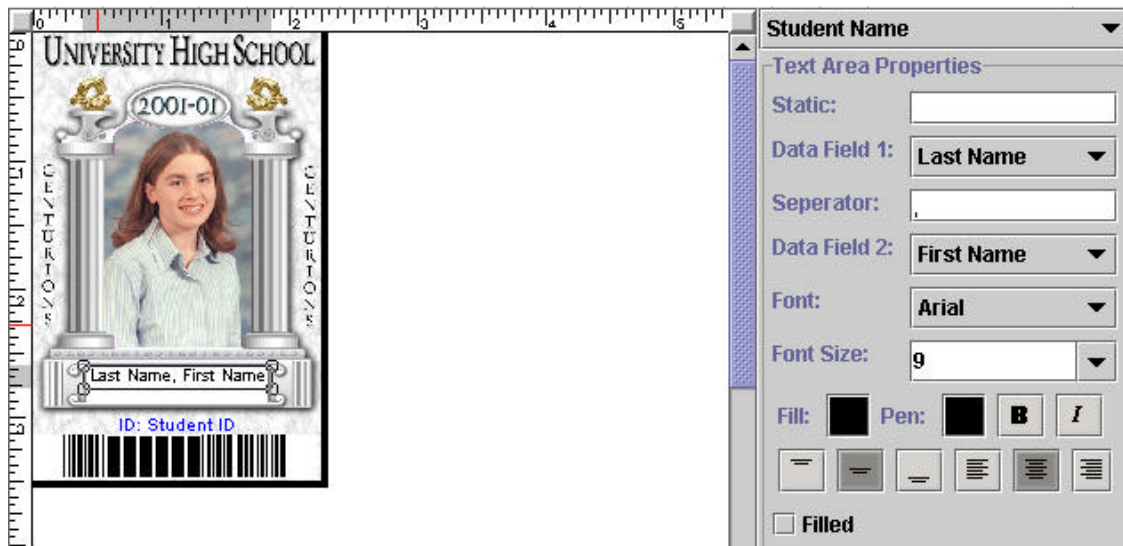
Note: The barcode has a little room above it to leave room for the Student ID number.

Let's finish up by adding the text fields. First, we'll add the student ID: Add a new Object, give it a name of "Student ID", click on Text Object type button (with the bit 'T' on it), size the text box so it fits between the top of the barcode and the bottom of the background, enter static text of "ID: ", Select the Student ID as Data Field 1, Choose an Arial Font & font size of 12, select a "Pen" color of dark blue, click on the vertical and horizontal centering buttons. This is what you should now see:



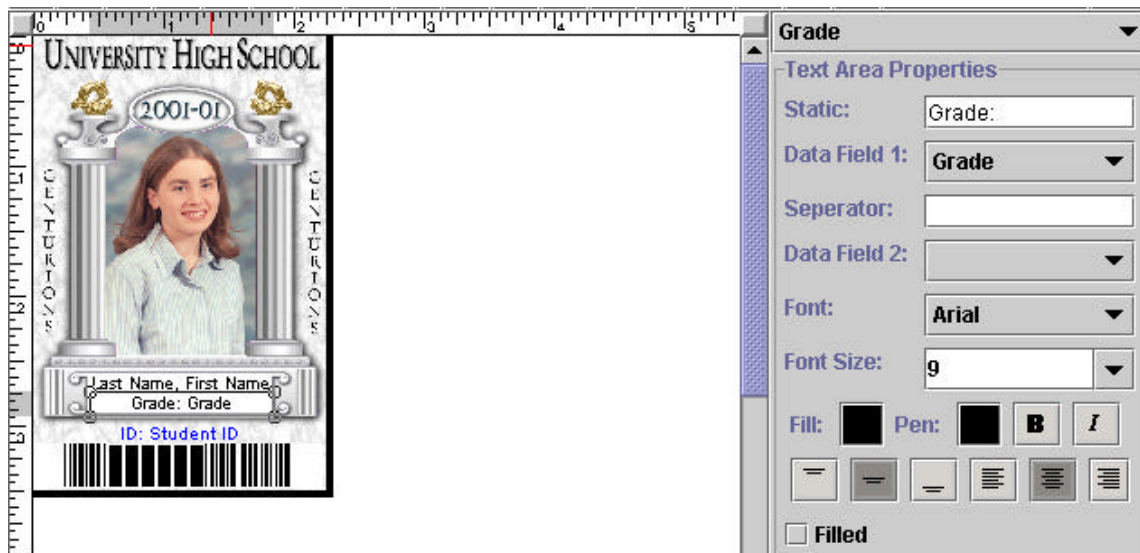
Next, we'll add the student name: Add a new Object, give it a name of "Student Name", click on Text Object type button (with the bit 'T' on it), size the text box so it fits in the top half of the white space under the student image, select the Last Name as Data Field 1, enter a Seperator of comma-space ", ", select the First Name as Data Field 2, choose an Arial Font & font size of 9, click on the vertical and horizontal centering buttons.

This is what you should now see:



Finally, we'll add the grade: Add a new Object, give it a name of "Grade", click on Text Object type button, enter Static text of "Grade: ", size the text box so it fits in the bottom half of the white space under the student name, select the Grade as Data Field 1, choose an Arial Font & font size of 9, click on the vertical and horizontal centering buttons.

This is what you should now see:



Note: To add a School name, type %school name% in the static text field. To add a date type in %date% in the static text field.

The template is done! It is time to **Save** again!

Note: A powerful feature of the Template Builder is the ability to select multiple objects at once and move them together as a group! By holding down on the Shift key while clicking on objects, multiple objects are selected and can be moved as a unit.

V. Printing Templates

This chapter discusses how to print, preview and edit Awards, Reports, Services, ID Cards, Seating Charts and Student Listings.

Awards, Reports, Services and ID Cards are all “templates” with a single student on each template repeated a certain number of times on a page. Seating Charts and Student Listings are not created with the Template Builder. Seating Charts are normally created one for each teacher’s class and Student Listings a text lists that contain selected fields.

All templates, including Awards, Reports, Services and ID Cards, can be printed from the **Print** menu on main student screen, or from the **Templates** option on the Query Results screen. Templates are created and modified using the Template Builder option on the Tools menu.

Seating Charts and Student Listings are created **and** printed from the Query Results screen.

To print a template from the main student screen:

- 1) Select the **Print** button:
- 2) Select to print for the “Current Student”, “All Students”, or “Tagged Students”
- 3) Select Awards, Reports, Services or ID Cards or School Photo Marketing

To print from the Query Results screen:

- 1) Select the **Query** button
- 2) Enter Student Query criteria and select **Submit**
- 3) Tag the students to print (by default all students are tagged for printing)
- 4) Select **Print** to print Awards, Reports, Services or ID Cards *OR* Select Seating Charts or Student Listings

Reports and **Awards** are normally full 8½by 11-inch layouts (full standard A4 size page).

Reports are commonly school office documents. Awards and certificates are created using custom graphics in “award blanks” that already have graphics printed on them. Refer to **Appendix H:** for more information on **School Photo Marketing** examples.

Services and **ID cards** are variable-size templates that are commonly duplicated on a standard 8½by 11-inch page by specifying a number of rows and columns. For example, a Service template might consist of a Rolodex card with the student’s picture and a student ID barcode. The Rolodex card might be duplicated twice across a page (columns) and 4 times down the page (rows) for a total of eight templates per page. Services and ID cards have identical template design tools.

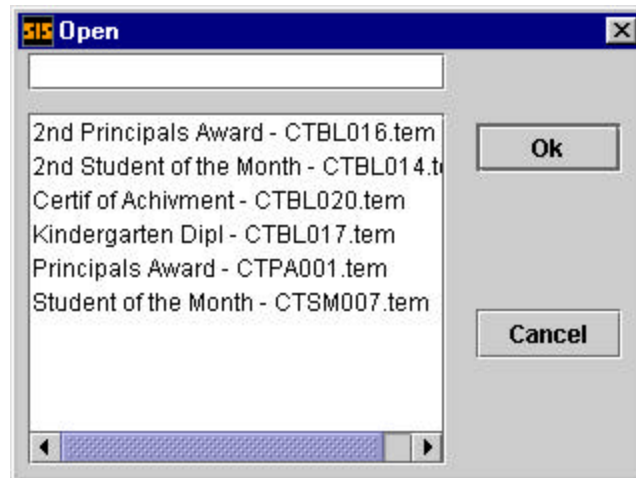
Seating Charts are created by specifying a “grid” of student images by defining the rows and columns and positioning an entire class into the locations where they sit during class. Seating Charts are edited and printed from the Query Results screen and NOT the main student screen. All tagged students are available when modifying a Seating Charts.

Finally, **Student Listings** are customized text lists of student information. Student Lists are simple text reports and contain no graphics of any kind. Address lists and telephone lists are two of the most common uses for this type of report.

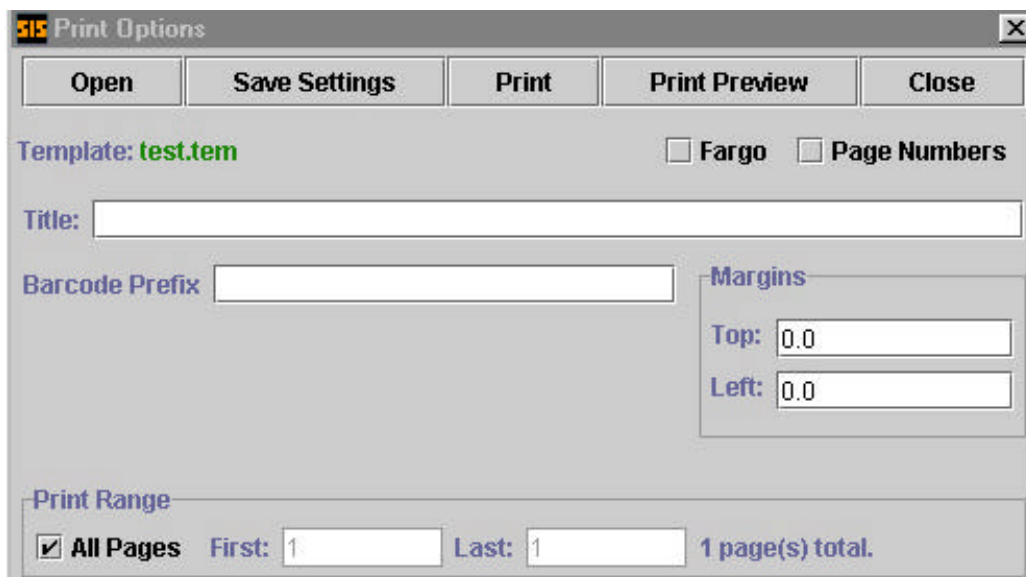
Awards

Reports and Awards are very similar in format. When printing from the main student screen, awards print for either the current student or all students. On the Query Results screen, awards print for all tagged students.

Clicking on the **Templates** button followed by the **Award** button displays a window with a list of the current award templates:



After selecting **any** template, the following **Print Options** window is displayed:



The **Open** button opens a new template. **Save Settings** permanently records the current screen settings. The **Print** button prints the highlighted award for the selected student(s). To preview an award prior to printing, click on the **Print Preview** button.

Use the **Fargo** setting to activate features for PCV card printers. Use the **Page Numbers** option to include page numbers on reports and services. The Title is for printing a title at the top of the printed page. The **Barcode Prefix** is for temporarily adding a prefixes to templates. The **Layout** information repeats a template on a page by the number of rows and columns. The **Vertical** and **Horizontal Spacing** controls the space **between** each row and column respectively. The Margins determine Top and Left margins. The bottom and right margins are determined by the remaining space after setting to top and left margins. The **Print Range** allows printing of All Pages of a selected page range.

Printing and previewing awards is identical to printing and previewing reports.

School Photo Marketing

School Photo Marketing (see support tab for contact information) provides blank award certificates with professional backgrounds. School Image Software supports all School Photo Marketing blank award certificates.

In the **Print** options window, select **Open**, then choose the template you want from the School Photo Marketing screen.



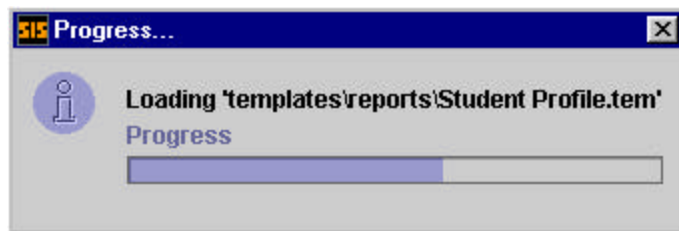
Note: The template numbers found next to the template names coincide with the blank certificate numbers used by School Photo Marketing.

Speak to your photographer or call School Photo Marketing on (888)-543-9742 for a product flyer and blank certificates.

Reports

Reports and Awards are very similar. When printing from the main student screen, reports print for either the current student or all students. On the Query Results screen, reports print for all tagged students.

In this example we will load a Student Profile report. A progress bar shows the time to display or print a report or any other template.



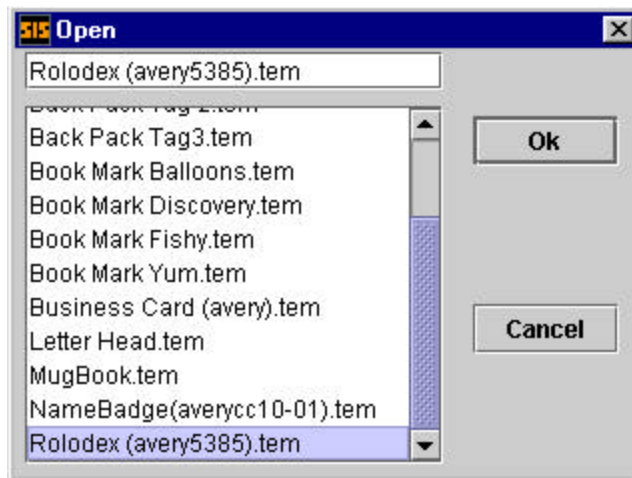
To preview a report prior to printing click on the **Print Preview** button:

A screenshot of a "Print Preview" window. At the top is a blue header bar with the title "Print Preview" and a close button. Below the header is a horizontal ruler. The main content area displays a student profile for "Bridget Addleman" with a green "6" in the top right corner. The profile includes a student photo on the right. Personal information is organized into fields: "Addleman" and "Bridget" in a header; "Grade: 6", "ID#: 2006002", "D.O.B.: 03/01/84", "Home Rm#: 104", "Teach: Wass", "Locker#: 362", "Track: Green", "ASB: 62738", and "Library#: 288177" in a grid; and "Clubs: Cheerleader Squad" in a separate field. Contact information includes "Address: 303 Highland Valley Rd.", "Home Phone: (619) 892-7373", "City: Ramona", "State: CA", "Zip: 92076", and "SS#: 288177". Emergency contacts are listed as "Emergency: Dr. Pam Burton", "Father: James", "Mother: Dolores", and "Emergency #: (800) 892-9292". A "Notes" section contains three entries: "12/3/00: Bridget 's mother Dolores called to say that Bridget was home with the 'mid-terms' flu. Her illness should clear up as soon as midterms are over, at which time Bridget will schedule to retake her tests.", "11/26/00: Bridget excused from PE with a sprained wrist from playing tetherball during morning break.", and "9/28/00: Bridget elected class president by her 6th grade homeroom class.". The bottom of the window features a footer bar with "Close", "Page 1 of 1.", a "Landscape" checkbox, and "Previous" and "Next" buttons.

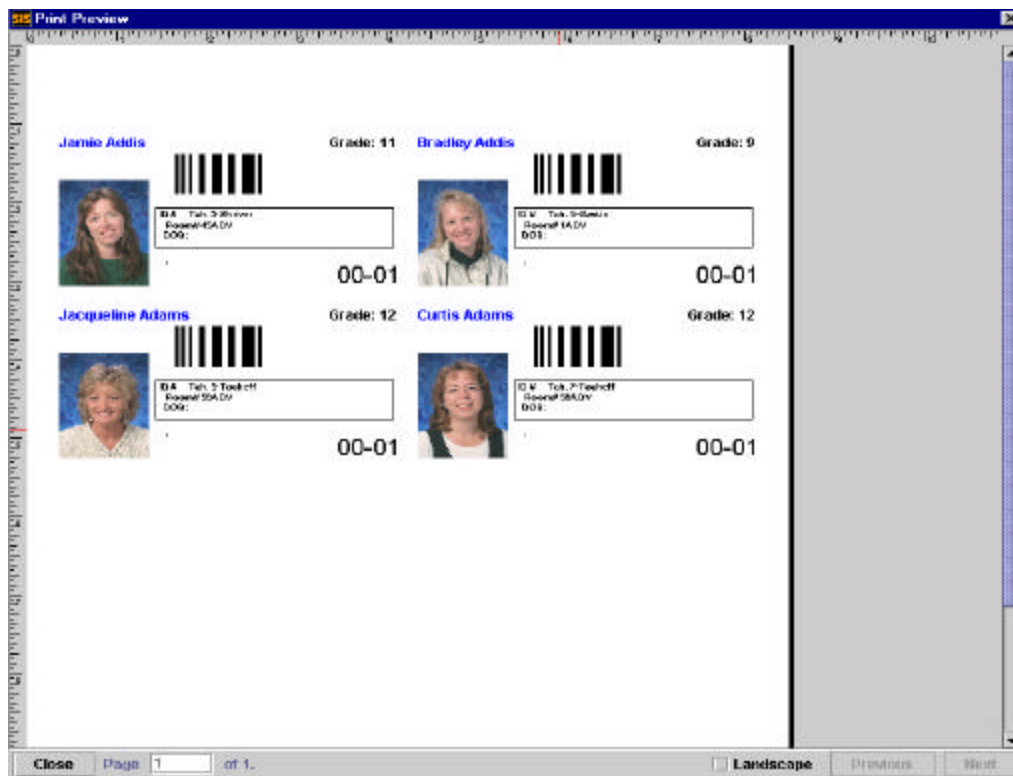
Services

Services and ID Cards are very similar. When printing from the main student screen, services print for either the current student or all students. On the Query Results screen, services print for all tagged students

Click on the **Service** button to display a window with the current Service templates:



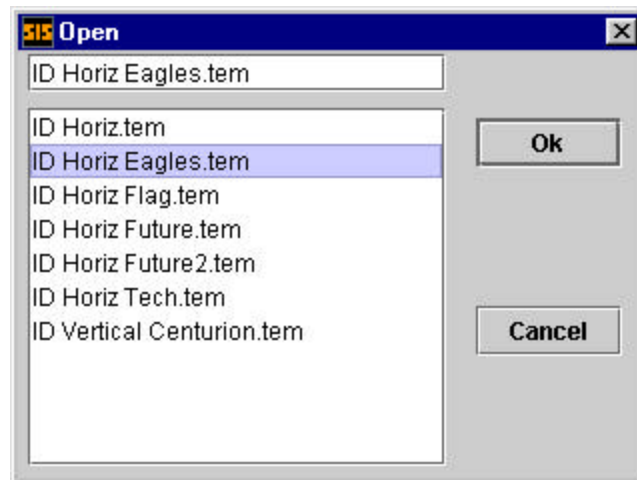
To preview a page of services prior to printing, highlight the template in the Service Templates list and select the **Preview** button:



ID Cards

Services and ID Cards are very similar. When printing from the main student screen, ID Cards print for either the current student or all students. On the Query Results screen, ID Cards print for all tagged students.

Click on the **ID Cards** button to display a window with the current ID Card templates:



The **Fargo** option on the Print Options window sets the print options for creating ID Cards on Fargo ID card printers and other hard-card printers. A special setup is required for printing on “PVC cards” such as the Fargo printers. When the **Print** button is clicked, ID Cards are printed for the selected students.

To preview a page of ID cards prior to printing, highlight the template in the ID Card Templates list and select the **Preview** button:

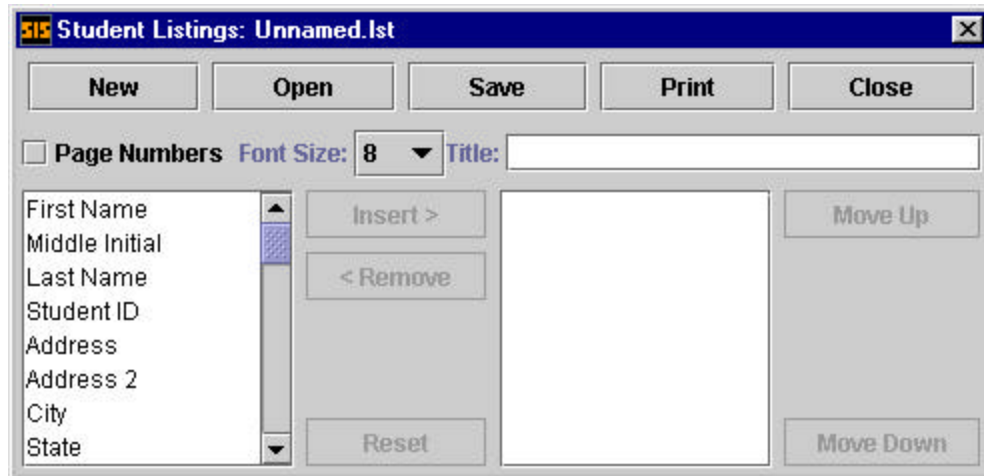


Student Listings

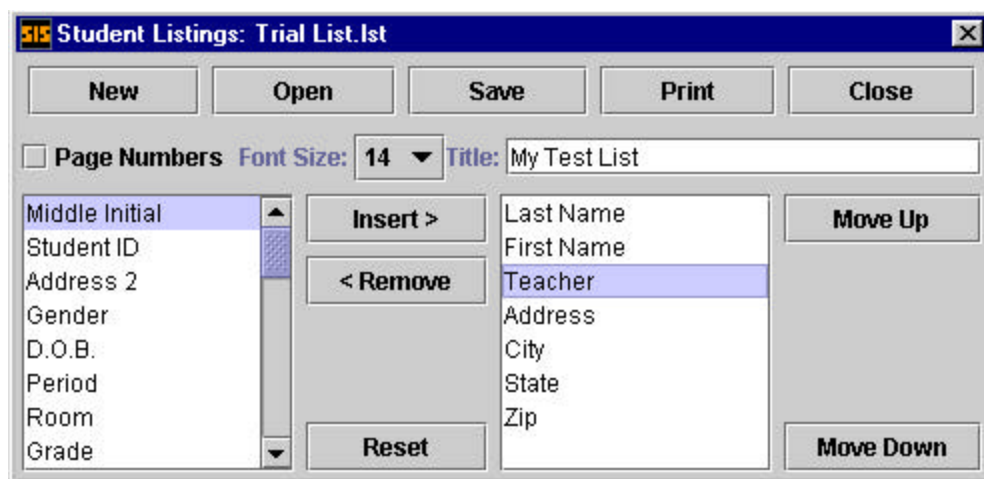
Student Listings are customized text lists of student information. Student Lists are simple text reports and contain no graphics of any kind. Address lists and telephone lists are two of the most common uses for this type of report.

Note: Student Listings are printed from the Query Results screen. Student Listings are not templates and cannot be printed from the main student screen like Awards, Reports, Services and ID Cards.

Click on the **Student Listings** button to display a window with the current List templates:



To modify a Student listing, highlight the listing in the List Templates area and click **Edit**:



There are two field lists in Student Listings containing the available student fields on the left and the selected fields on the right. The selected fields in the right field list are the ones that will be included on the student listing. The Listing will print the fields in the order they appear in the selected field list.

To create a student listing, use the **Insert** button to move fields from the left “available” field list to the right “selected” field list and the **Remove** button to move student fields back from the right field list to the left field list.

The **Font Size** adjusts the characters on the printed list. The **Move Up** and **Move Down** buttons next to the right field list are for adjusting the order of the fields in the selected field list.

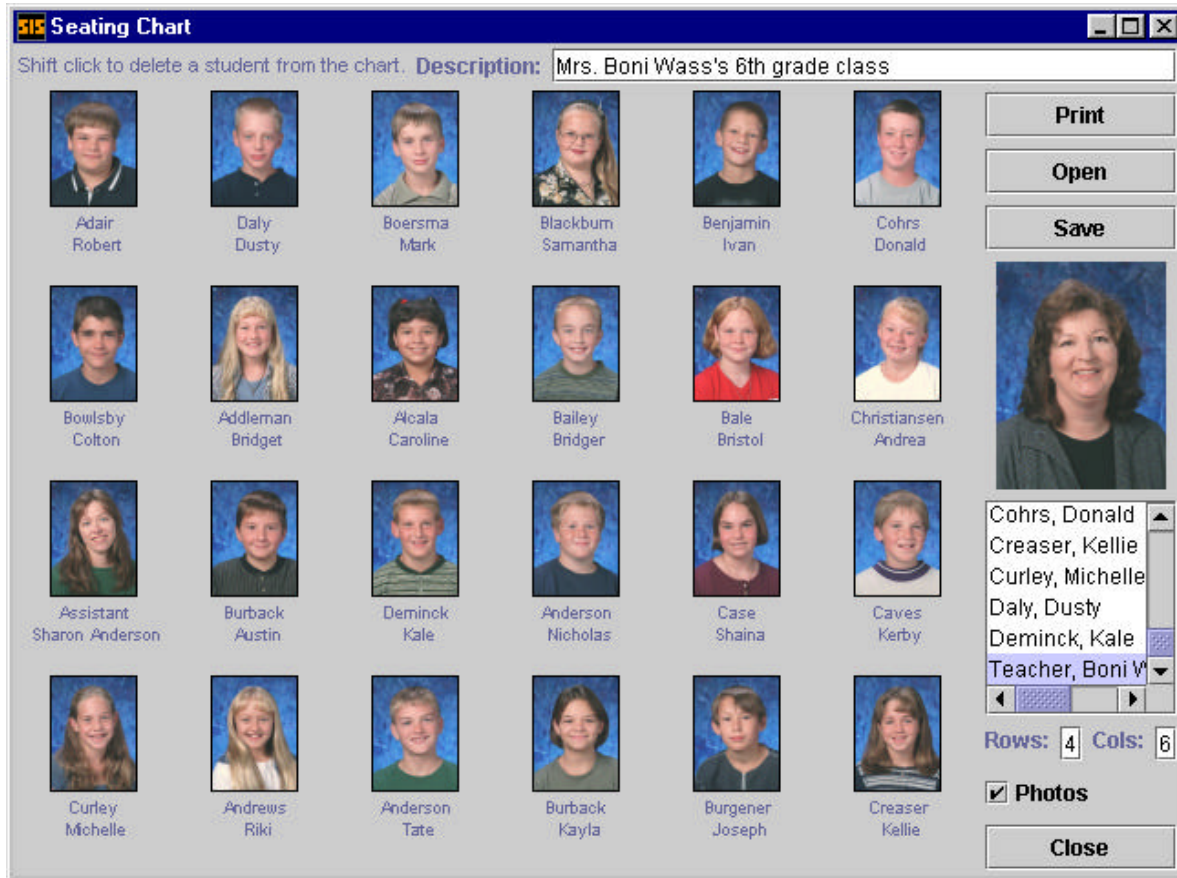
Seating Charts

Seating Charts are a “grid” of student images defined in rows and columns.

Note: Seating Charts are printed from the Query Results screen. Seating Charts are not templates and cannot be printed from the main student screen like Awards, Reports, Services and ID Cards.

Seating Charts are created by specifying a “grid” of students by defining the rows and columns and then positioning students from a particular class into the location where they sit during class.

A seating chart is created by selecting the students for a particular class using the **Query** button and then clicking on the **Seating Chart** button from the Query Results screen:



To edit an existing Seating Chart, select the **Open** button. Each chart has a description found at the top of the Seating Chart.

The **Photos** option on the bottom right of the screen turns on and off the images on the screen for display speed reasons. To place a student on a seating chart, select the student from the list of students to the right of the seating chart and then click on the desired location.

Only the “tagged” students on the Query Results screen appear on the list to the right of the seating chart when modifying Seating Charts.

To delete students from Seating Charts select a new student and place the new student on top of the existing student.

Once a seating chart is complete, use the **Save** button to save the seating chart. Use the **Print** button to print a seating chart.

V. Appendices

Appendix A: Uninstalling School Image Software

- 1) Click on the Windows desktop **Start** button
- 2) Click on **Settings**
- 3) Click on **Control Panel**
- 4) Open **Add/Remove Programs**
- 5) Locate and Highlight **School Image Software**
- 6) Click the **Add/Remove** button
- 7) Follow the on screen instructions to complete the Uninstall procedure.
- 8) Go to Windows Explorer and manually delete the **\Program Files\SIS2k** folder.

Appendix B: Graduating Students from a Previous Year

If School Image Software was used the previous year, and students exists that we want to use this coming year, go through the following process to “graduate” students.

The steps used to “graduate” students from a previous year are: First delete the 12th grade, graduate 11th graders to 12th graders, graduate 10th graders to 11th graders and so on.

In other words, the graduation process requires the following two routines:

To delete the 12th grade (senior class):

- 1) Select the 12th grade using the Query
- 2) Click the Delete button in Query Results
- 3) Verify the security authorization password

To “graduate” a grade of students:

- 1) Select the grade using the Query
- 2) Click the Replace button in Query Results
- 3) Replace the grade field with the next higher grade

Appendix C: Changes from Last Year`s Version

The major changes made to School Image Software since last year`s version include:

- ✓ Copy and paste images to and from the Windows clipboard
- ✓ Automatically upgrade to the latest version of SIS over the internet
- ✓ Many new of School Photo Marketing award templates
- ✓ Digital camera capture and many new import features
- ✓ Many new features added for building templates

Appendix D: The SIS 2000 Directory Structure

When installed, School Image Software creates a directory called **\Program Files\sis2k**

There are four sub-directories in the sis2k directory for storing templates (**\templates**), graphics used in templates (**\graphics**), student listings (**\studentlistings**) and seating charts (**\seatingcharts**).

To import custom graphics into the template builder copy a JPG, TIFF or BMP file into the \Graphics directory. Once a graphic image file is in the \Graphics directory it is available to be used in any template. Backgrounds, logos, sample student image files all should be placed in the \Graphics directory.

Appendix E: Example Templates

SIS is installed with many example templates. The templates for Awards, ID Cards, Reports, Services and School Photo Marketing certificates are found under

\Program Files\SIS2k\Templates\Awards

\Program Files\SIS2k\Templates\ID Cards

\Program Files\SIS2k\Templates\Reports

\Program Files\SIS2k\Templates\Services

\Program Files\SIS2k\Templates\School Photo Marketing

The graphic files used in *all* the above templates are found in

\Program Files\SIS2k\Graphics

Appendix F: Tutorials

Available SIS tutorials are:

Main Screen: *Will step you through the basic feel of the main screen.*

Query and Print: *Will show you how to use the query and print from the query results window.*

Template builder: *Will step you through making a template and printing that template out.*

Tools: *Everything in the tools pull down menu explained.*

Adding a Student: *From Data entry to taking the picture.*

Contact your photographer on how to obtain these tutorials.

Appendix G: Computer Terms Explained

Default: If a computer defaults to a way of operating, it automatically uses it, unless you intentionally change it.

Case sensitivity: Whether a text matching operation distinguishes between upper and lower case.

Button: A graphical representation of an electric push button appearing as part as a graphical user interface.

Field: An area of a database record into which a particular item of data is entered.

Table: A collection of records in a relational database.

Query: A users formal request for a database to perform a search for information.

Template: A pattern that is made to make multiple copies.

Tab: A graphical representation of an office folder tab.

Tag: If you “tag” computer information you are “marking it” to process later.

Appendix H: School Photo Marketing Samples

School Photo Marketing Samples

