MaxLab
Layout Designer
User Guide

Please refer to our Portal guide when you see this icon.

Please refer to our MaxLab Client guide when you see this icon.

Please refer to our Production Agent guide when you see this icon.

Please refer to our Web Upload Agent guide when you see this icon.

Introduction

MaxLab offers a comprehensive suite of tools designed to address the diverse needs of digital production workflows, spanning from initial creation to final output, whether it be in digital file formats or direct to a printer.

It incorporates sophisticated software that makes it possible to easily design a unique range of products, from simple layouts to very complex class composites and sports groups.

It has a built-in facility for importing an infinite number of data fields per image into the database using QR Codes, EXIF data or a text file, making it an ideal platform for preparing composites, ID cards and other personalised products. Barcode or QR code information can also be used to automatically find image files stored in the database. Where QR codes can be used to retrieve data or help your customers access their images online.

In addition to these features the software has been designed to deal very efficiently with the preparation of orders. Image files for online and offline orders can be automatically accessed from

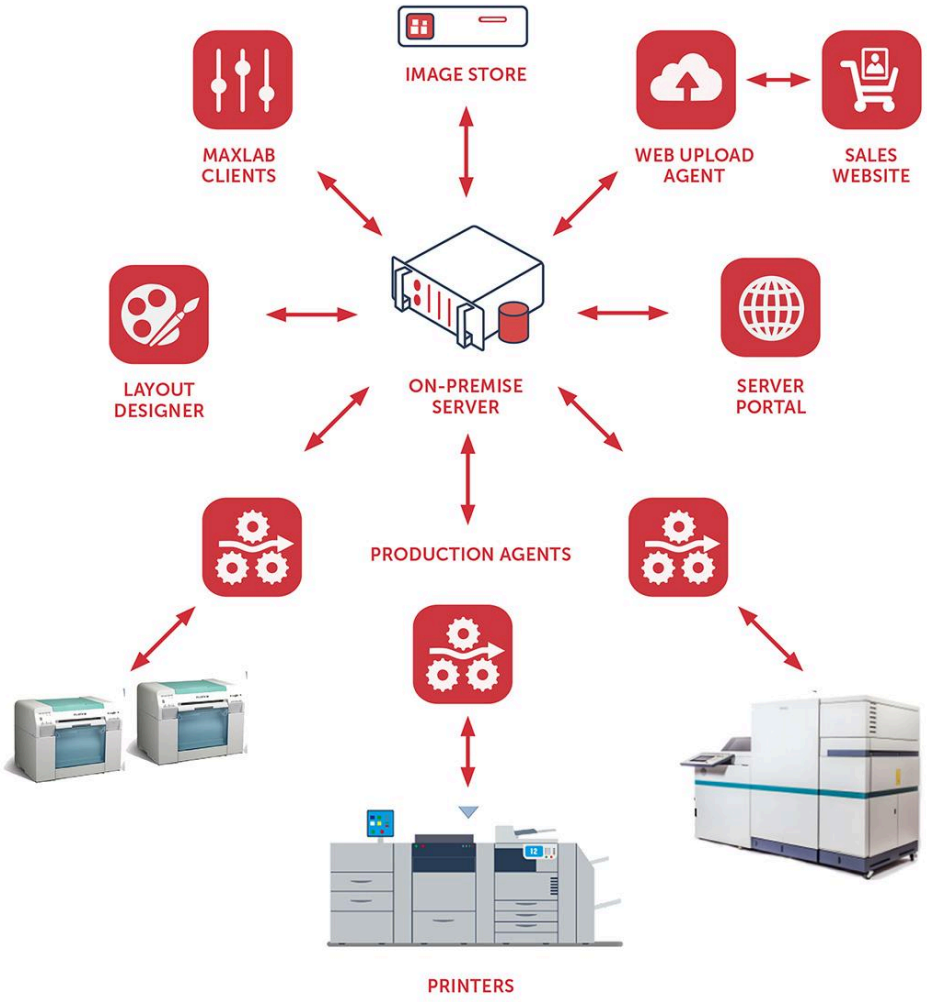
the database so the time consuming order preparation work such as print sizes, multiple product entry, quantity, image crop, rotation and colour balance can be quickly and productively made.

The prepared orders are then resubmitted to the database where it is possible to create and manage print queues to the Production Agent module to automatically pick up and render the files for printing on a wide range of professional digital colour printers and 'Windows' printers.

System Overview

There are 5 main components that make up the MaxLab system.

- Server
- Client
- Production Agent
- Layout Designer
- Web Upload Agent



This diagram shows a typical System layout, but there are many possible configurations. For example Production Agent can be installed on the same workstation as Desktop Client, and smaller systems can even have all components installed on a single workstation.

Layout Designer Introduction

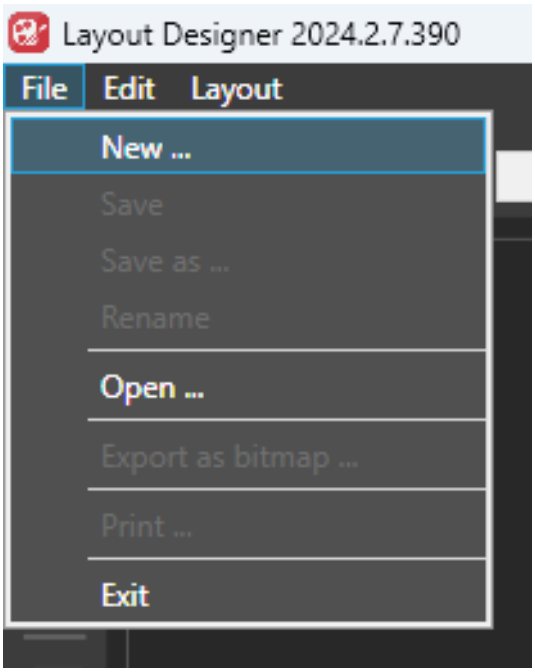
Layout Designer is used to create artwork templates which can be used with ID-Studio and MaxLab to generate many and varied products both for printing and for electronic publishing.

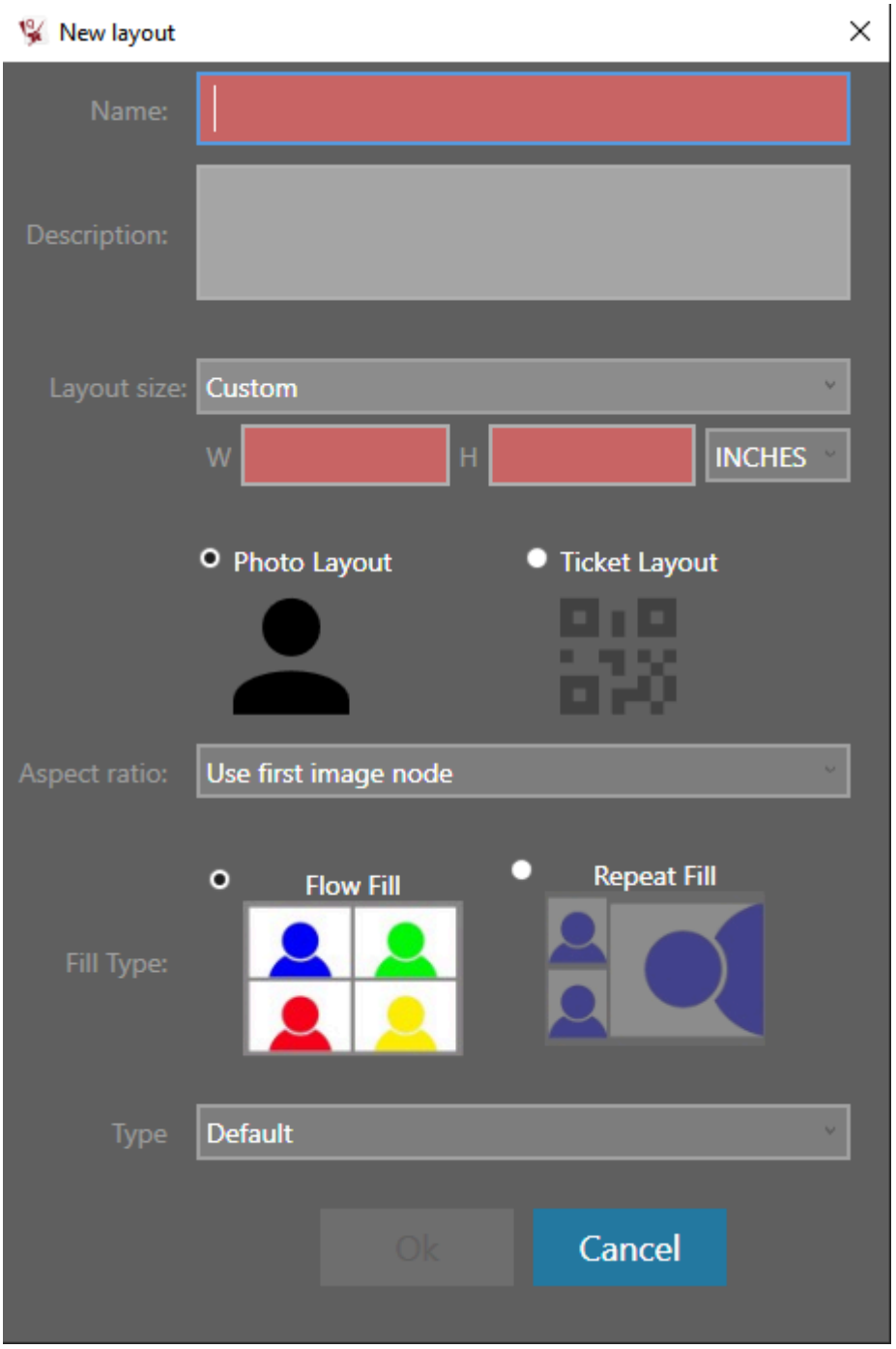
Key capabilities of Layout designer in MaxLab are:

- Artistic designs such as Calendars, bookmarks and keyrings incorporating graphics & text with a subject photo
- N-up Panel prints (same photo at various sizes) as used in packs
- Proof Cards -single or multi-pose with flexible pages if required.
- Multi node Layouts -One print with multiple poses of the same person
- Composite layouts- a single print with multiple photos of multiple subjects, using flexible layouts, set up one layout for multiple image sets.
- Star or Rotational Composites - a single print with multiple subjects, where there is a different “Primary subject in each copy”
- Dual or memory mate. One or more linked (associated) images can be put on a print so that a single graphic or photo can be associated with multiple individual images, allowing very powerful automation.

Creating a new Layout

- From the menu select File...New





- Give the Layout a Unique Name
- Add a description if required
- Select a layout size (From the drop down **Edit** allows you to create new sizes, **Custom** allows you to create an ad-hoc size) If making an ad-hoc size put the dimensions in the W (Width) and H (Height) boxes.
- Aspect Ratio is the crop that will be applied to the image when applying the product, this can be set to a specific size or to use the first node in the layout.
- Select Photo layout or Ticket Layout
    - Photo Layout is for any layout that has an image in it.
    - Ticket Layout is for QR or barcode workflow, e.g. photo cards for the day of photography. Note that in a ticket you don't have to have an image in the layout.

- Select Fill Type
    - Flow Fill will put the next image in a group into each Photo placeholder -for example you would use this for a multi-pose Proof

- Repeat Fill will put the same image into each node

Note that you can also customise/edit this after you have created the layout.

- Type, this is for the type of layout e.g. Composite, rotational composite, proof or default.

- Click OK

Creating and Editing a Layout

Adding an item

The Toolbar on the left allows you to add Page Items. Hover your mouse over each button to see a description of the item.

Double-clicking a button will add an item directly to the page in a default position

Single-clicking a button will activate the tool and you can then draw a rectangle on the page where you want the item to appear.

Line- this can be any thickness -it is like a rectangle but has no border property

Rectangle- this allows you to create a rectangle and set the colours and dimensions of the inside and border separately

Ellipse- also has inner and border properties like rectangle

Overlay- Add a static image over another page item. (Z-Order top)

Double-click the item to select an image from file, or click the browse button under Populate in the Properties Tab

Background- Add a static image beneath other page items. (Z-Order bottom)

NB: Double-click the item to select an image from file

Single Line of Text -this is most useful for adding static text to a layout, but can be used for dynamic text as well. The text will not be constrained in length, i.e. will not wrap the text at reaching the bounds of the box. If in doubt use the text area as that behaves as expected.

Text area (multiple lines of text) - this allows you to set the font size and a bounding area and allows wrapping of text. This is most useful for dynamic text. **If in doubt use this rather than Single line as it behaves as expected.**

Barcode -add a 1D barcode as either CODE_128 or CODE_39 or **QR** code. Barcode 39 has a limited length of 43 characters where barcode_128 is unlimited. Please see table below for more information on the differences between the codes.

Attributes	Code 39	Code 128
Character Set	Numbers, uppercase alphabets, special characters and space characters.	Full 128 ASCII character set
Maximum Data Capacity	43 characters	No limit
Density	Medium density	High density
Error Detection	Self-detection, check digit not necessary	Has check digit calculated using Modulo-103
Error Correction	Does not support error correction	Has a mandatory error correction character
ISO Certification	Yes, ISO/IEC 16388:2007	Yes, ISO/IEC 15417:2007

Photo Placeholder- You cannot save a layout unless you have at least one Photo placeholder unless making ticket layouts. **This is the most important object on a photo layout.**

Subject Linked Image -Aka associated Image or linked images. If an image (such as a group photo has been linked to a subject image in MaxLab, the linked image will print in this node. As long as the identifier has the correct name, please see our section on linked image

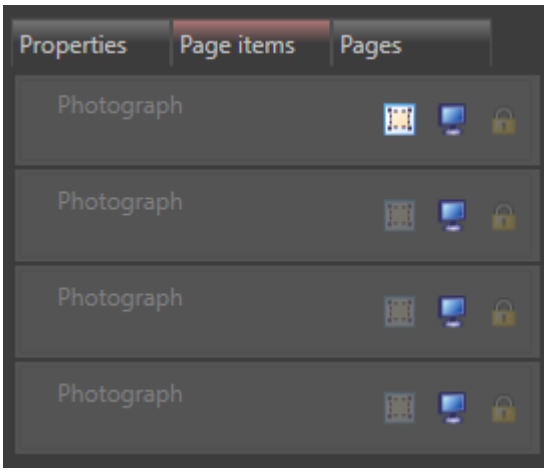
Booking Linked Image -Not currently used in MaxLab. Data linked to the booking rather than an individual.

Grid -This can be used to add a grid to the layout - this is currently only used for Composites (Class-boards, etc) This will be explained more fully in a separate document.

Editing a Layout

Selecting and Moving Items

It is helpful to open the PageItems Tab on the right, this shows the order of the items on the page and the type of item, i.e. photograph, text, rectangle and image to name a few.



In this tab you can select items as well as move them up and down in the Z-Order

Standard windows selection applies whether selecting items on the page, or selecting them on the PagheItems tab.

CTRL+Click to multi-select / deselect

SHIFT+Click to select all items from the currently selected item up to and including the clicked item

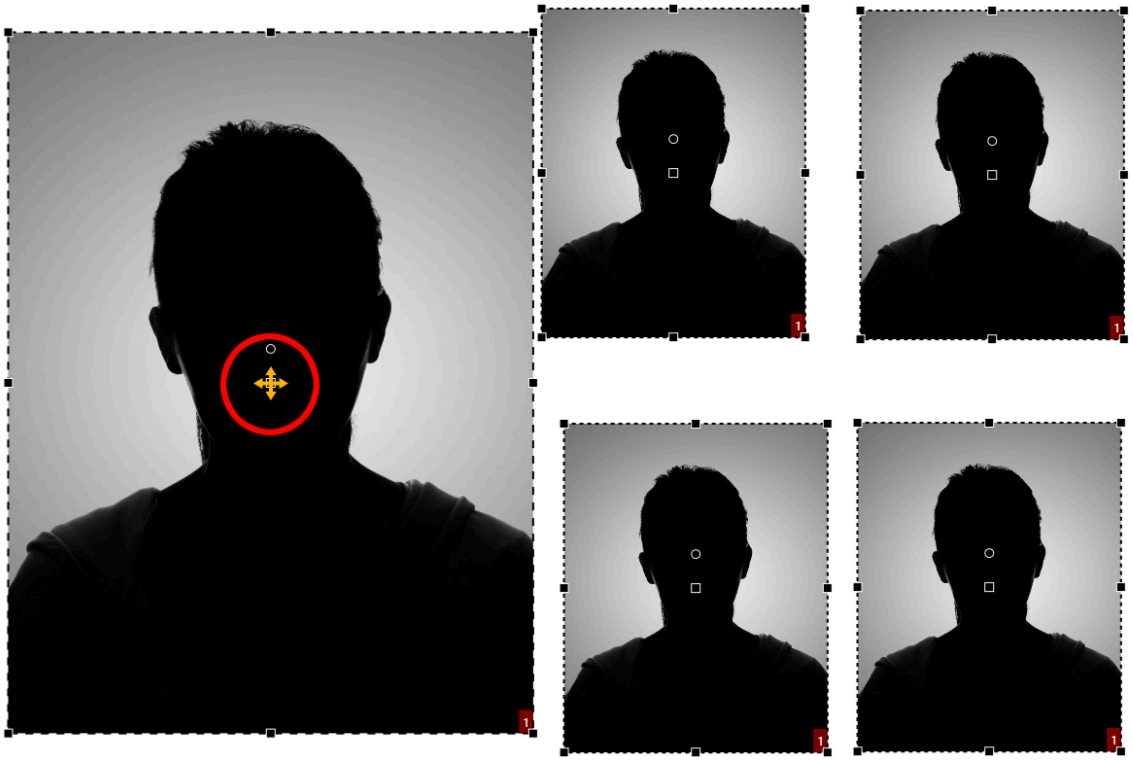
The last Item Clicked becomes the **Primary Item**

Primary Items

The outlining of the primary item is slightly different from the other selected items. The primary item is also highlighted in the PageItems Panel with this Icon: . Primary Items are important because they are used by operations such as alignment as described below.

Moving multiple items together

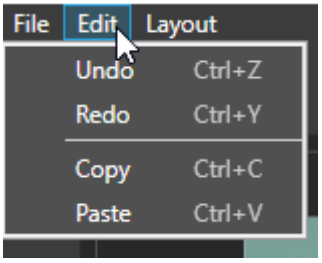
Select the items and then drag the item using the handle in the middle of *any item* in the selection.



Multiple Items can also be resized together using the edge handles.

Copy, Paste and Undo

See the edit menu and take note that there are standard keyboard shortcuts for these operations



Alignment and Sizing tools

These alignment tools will allow you to align all selected items **to the Primary Item**. Please see our video on our website to see the true power of these tools, click here.

Sizing Tools

The sizing tools will make all selected images the same as the Primary image, either width, height or both.

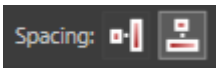
Alignment Tools

The alignment tools can either align images to the primary image OR the page. Use the ctrl key to align an image to the page. The tools will align to the top, bottom right or left of the page or image, but can also align to the middle of the page or image.

Span Tool

The span tool will either make the width or height or both the same size as the page.

Spacing Tools

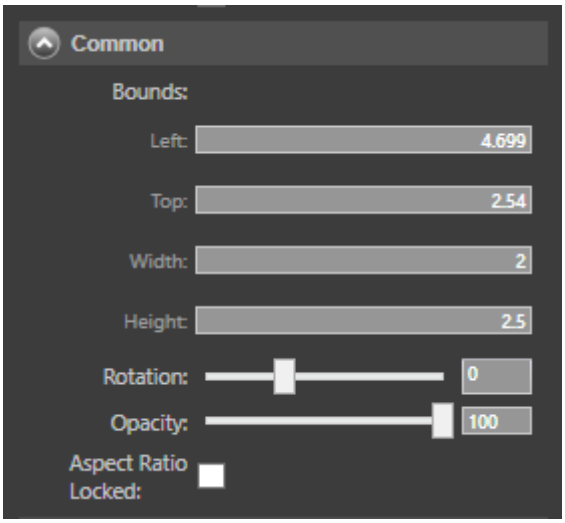


The spacing tools can either space images evenly between each other or can space evenly on the page, either horizontally or vertically. To space evenly on the page use the ctrl key.

Properties Panel

The properties panel on the right-hand-side of the screen is the most powerful way of controlling each page item and gives access to everything that can be changed. The easiest way to learn what these do is to explore them, however there are some important points listed below.

Common Properties

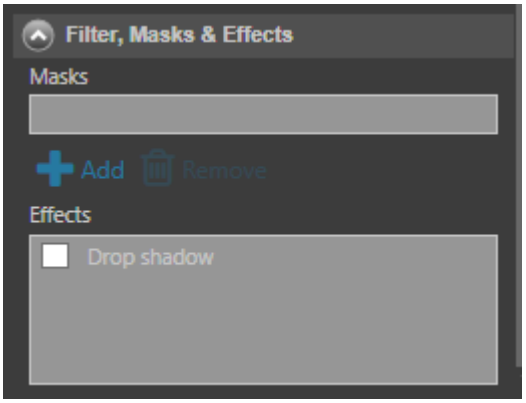


These properties exist for all Page Items

- Bounds (position and size)
- Rotation
- Opacity
- Aspect Ratio Locked - Locks the page item to the aspect ratio.

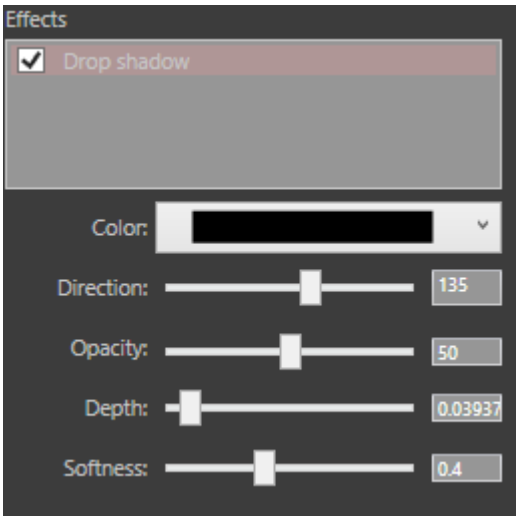
Filter Masks and Effects

These Properties also exist for many of the page items



Drop Shadow

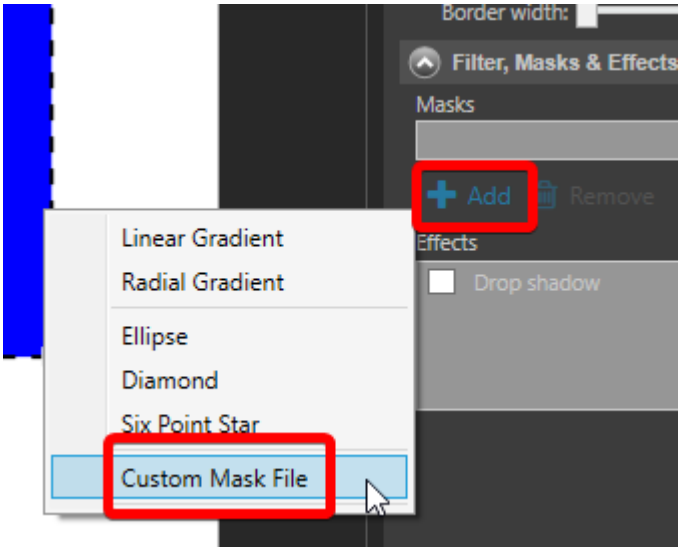
when selecting drop shadow, properties will be revealed.



Masks

Click Add - there are a number of default Masks to experiment with. Note that more than one mask can be applied simultaneously

The most powerful Masks feature is **Custom Mask File**



There are some example mask files already installed in the standard Windows “Pictures” folder by the Layout Designer installer, but you can make you own and place them here for ease of use:

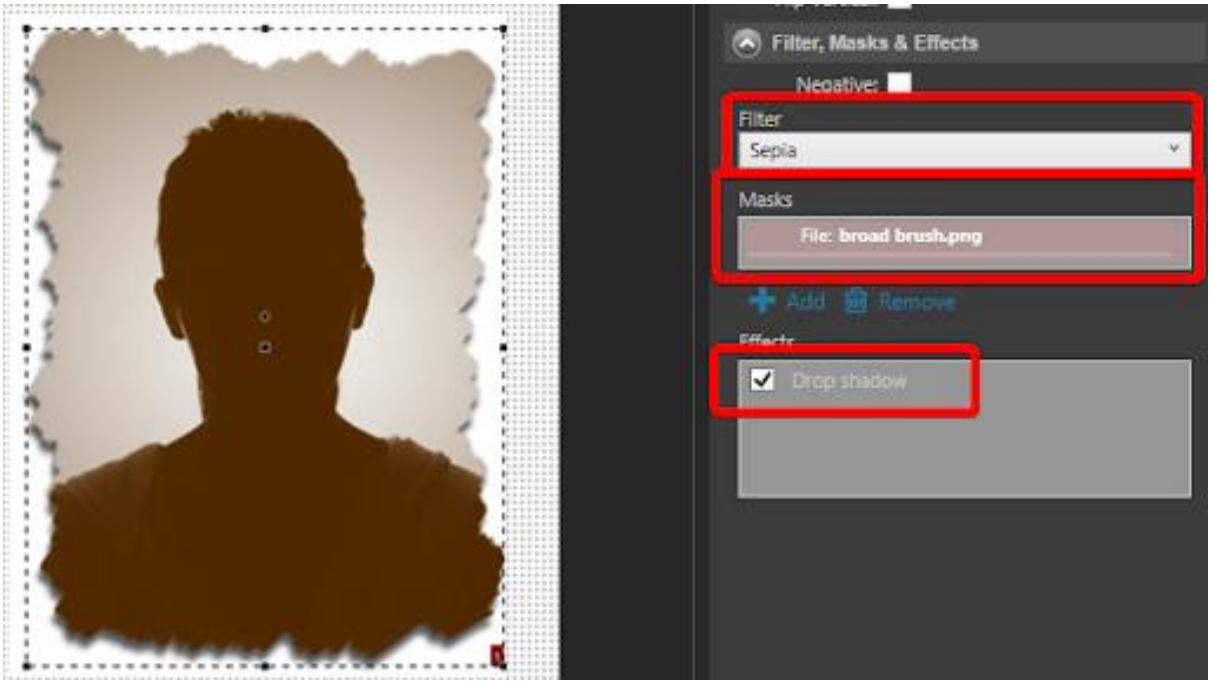
C:\Users\[user]\Pictures\Layout Designer Mask Files

Note that if you log in as a different user you may not see the Masks which were installed under another user account.

Filters

There are several filters built in - including Sepia and Black and White. Further filters can be created / provided on request.

Example with a Custom Mask, Sepia filter and drop shadow:



Photograph Placeholder

This is the most important Item on a page. You can only create a layout without a placeholder if it's a ticket layout, and it is the only pageitem that needs to be on a photo layout. In its simplest form a photo layout could contain a single photo placeholder and nothing else.

Identifier

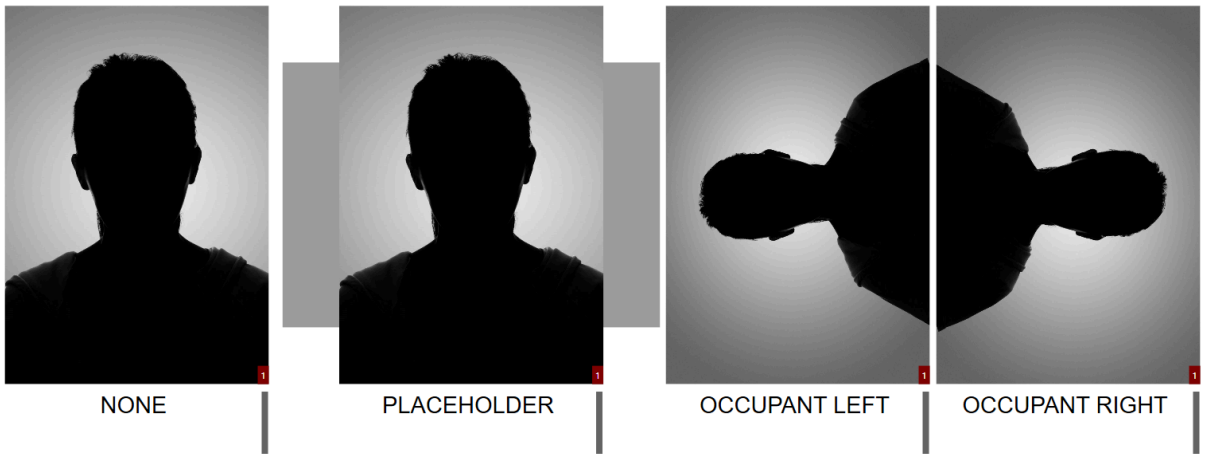
Each Image on the Layout has an Identifier shown in the bottom right. This Identifier dictates the order in which the placeholders will be filled; and also allows us to link data in text fields to the node. This will be described in more detail in the section about text page Items.

Changing the Identifier

you can click the identifier on the page item, or change it in the properties tab

Auto Rotate

This determines what to do when the placeholder aspect ratio does not fit the image which needs to be printed, we can select to rotate to get a better fit. This is applied before "Crop by"



Crop By

Fit

Shrink the photo to fit inside the placeholder -this is useful for example if you want to place both landscape and portrait images on a proofcard. You can create a square node with fit and both will be placed centrally within the bounds of that square, leaving space on either side; or top & bottom.

Fill

Crop the photo so that it's aspect ratio matches the placeholder and it will fill the placeholder completely

Adding Text and Linking Data

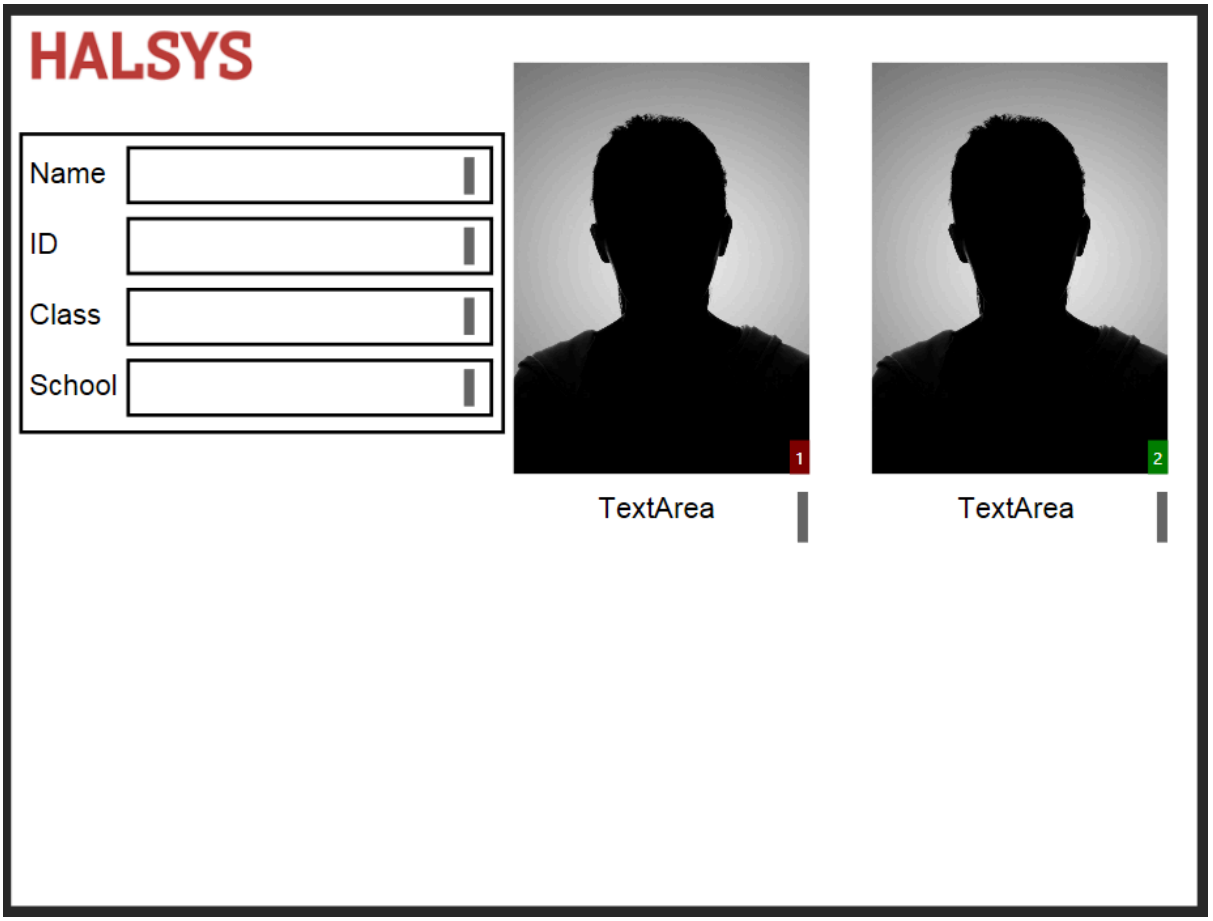
The data linking process described in this chapter applies to the following controls

- Single Line of text
  - the height is set by the height of the Page Item.
  - the text will NOT be truncated and will extend from the left, right or centre -depending on the alignment settings- until we run out of page
- Text Area
  - Text will not print outside of the bounds of the item and will be truncated
  - Text will wrap
  - Font size is the major determining factor
- Barcode
  - this can ALSO be QR Code- as set in properties

Data Linking Process by example

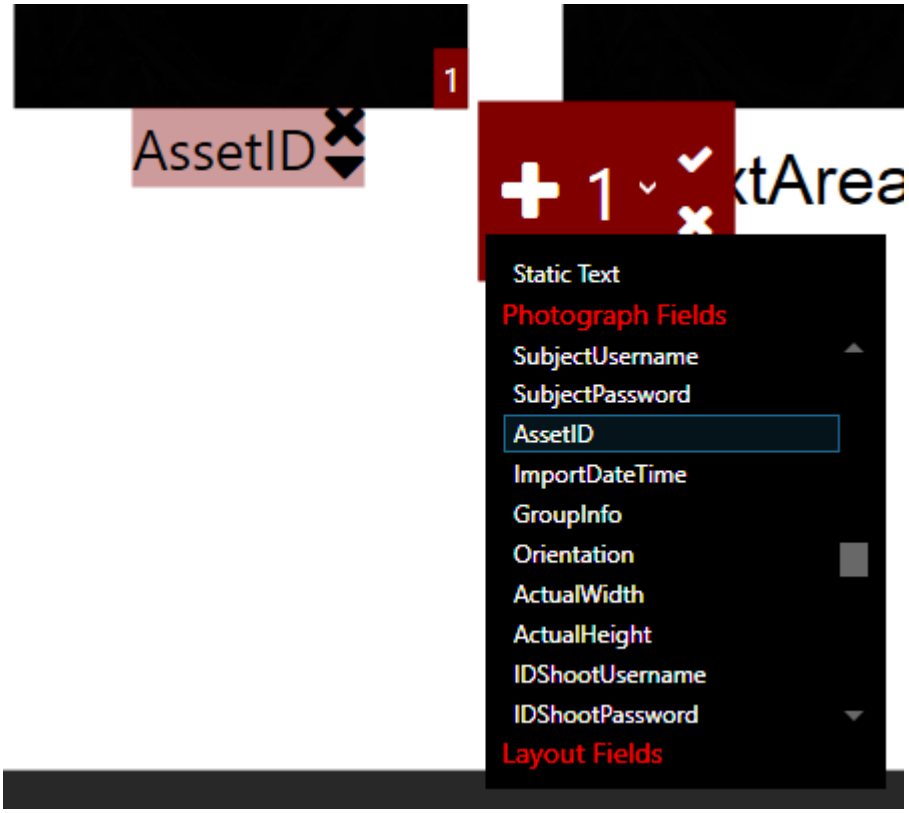
Link Text to Photographs

- Add 2 photograph placeholders to a layout. Set the Identifiers to 1 and 2

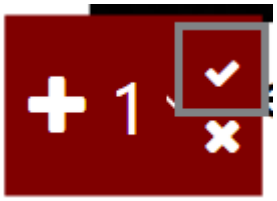


- Add a TextArea item below each photo placeholder
- Double-click the first Text Area

- Layout Designer will try to select the correct Identifier to link to based on proximity, but you can edit this if you wish- here it has correctly linked to Identifier 1
- Click “+”
- Select the data field you wish to link to this photo, in this case I will select Asset ID

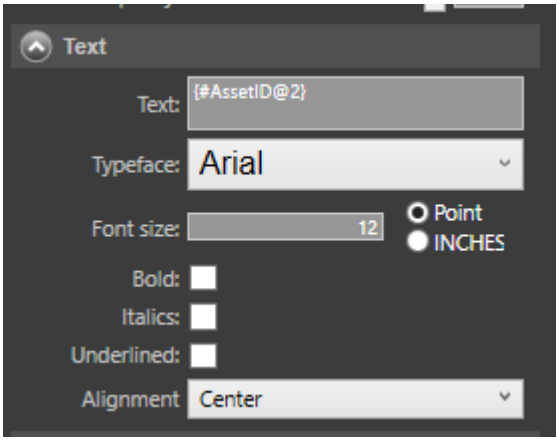


- Use the “x” to remove any fields such as the default static text
- Finally click the tick to update the field.



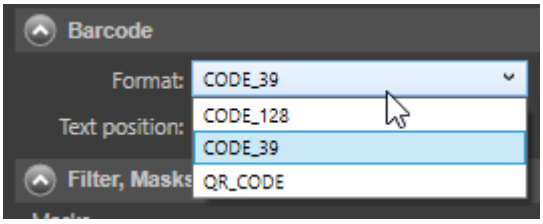
- Repeat this for the other Text Item

- Note that you may also manually enter the data in this format using the Properties Panel. This is useful if you want to cut and paste between layouts or do small changes to multiple items at once.



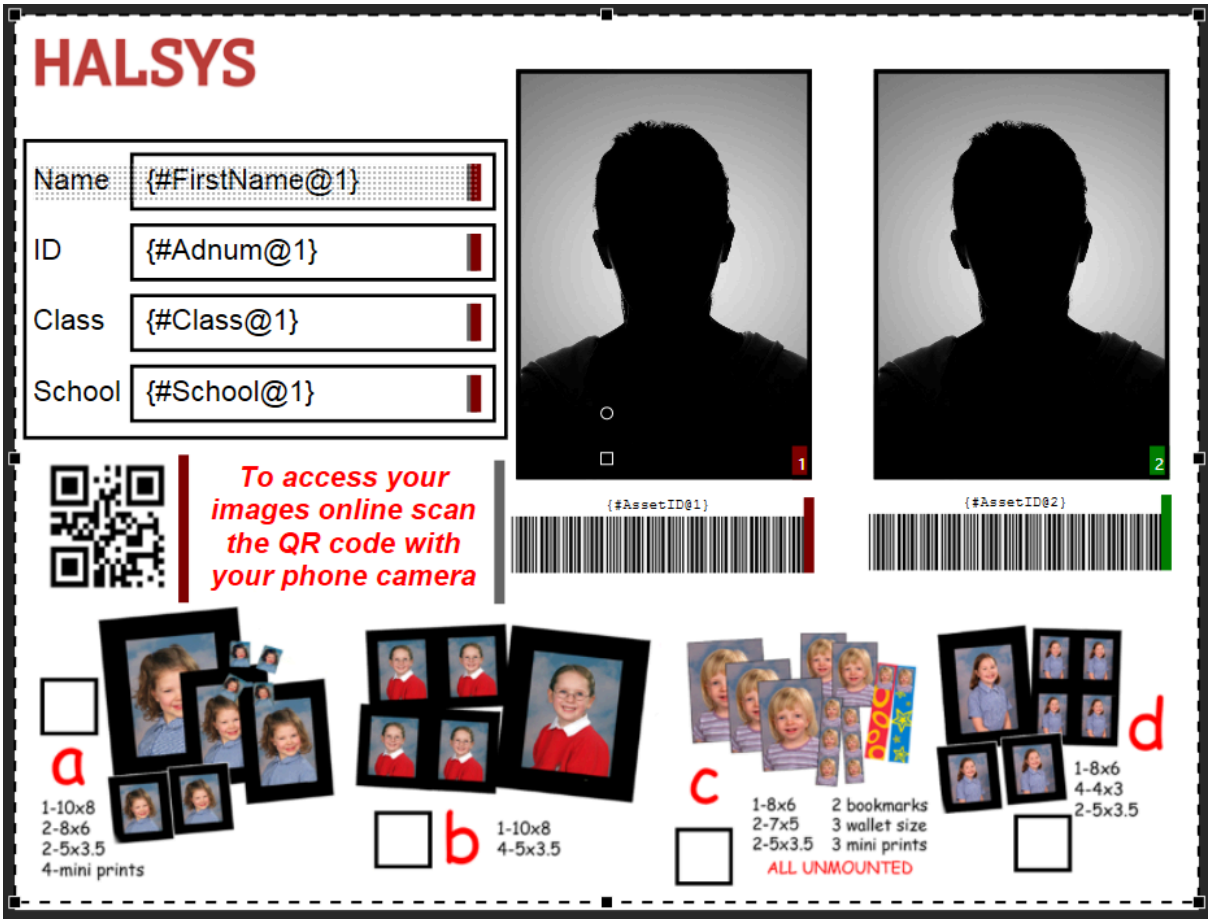
Linking a barcode

- Place a barcode beneath each image
- Select Code 39 as the format



- Either follow the same process as for the text Items by double clicking the barcode, OR:
- Select the first Text Item, in the properties panel select the text "{#AssetID@1}" and Copy (CTRL+C)
- Now select the barcode item, click in Text in the Properties Panel, and Paste (CTRL+V)
- You should see the colours update to reflect that this has been correctly linked

Here is our example proof completed



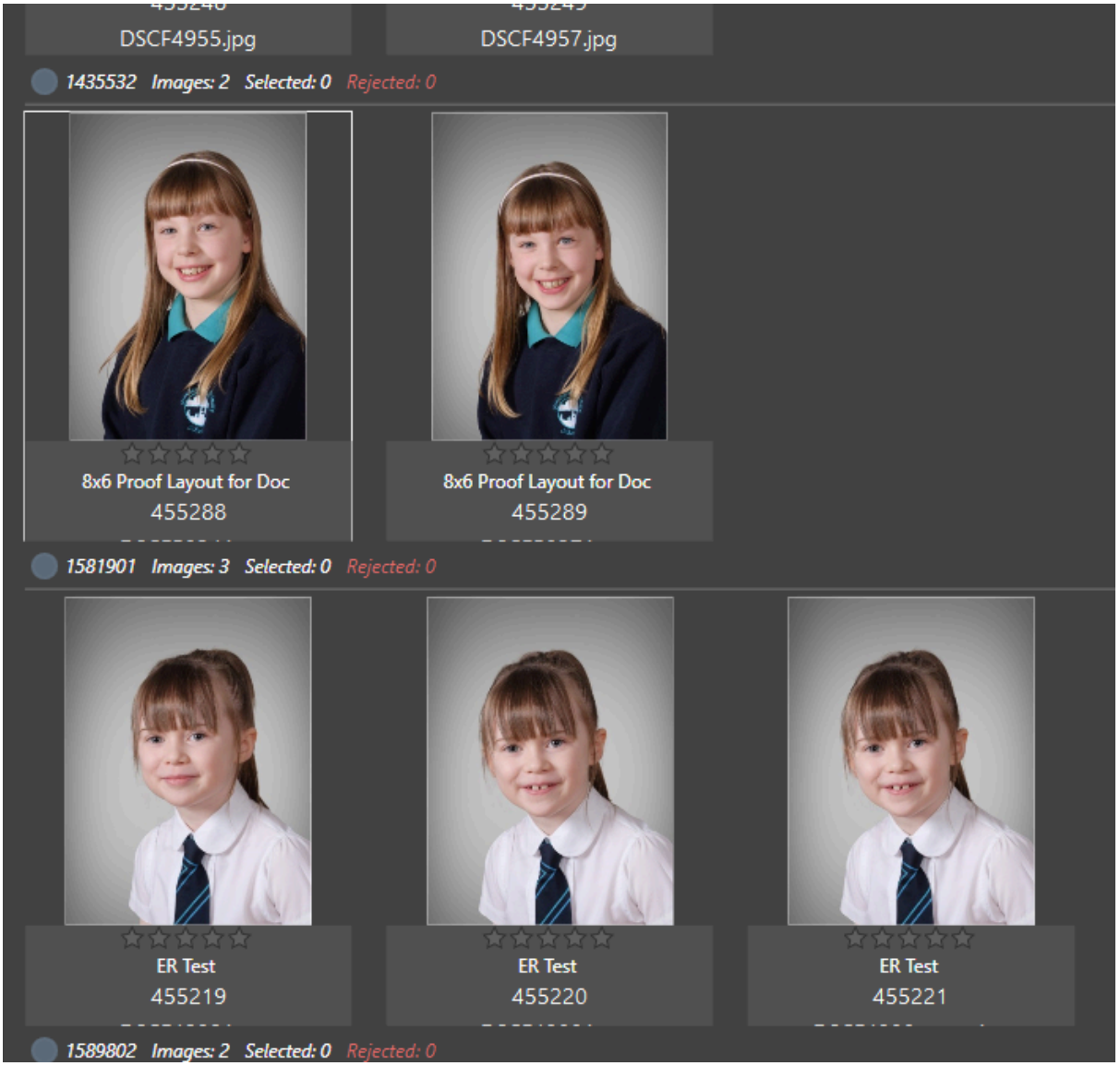
Populating the Layout

For a 2 pose Layout like the one we have just created we require groups of 2 images. As a rule for any complex product, each group results in a single render.

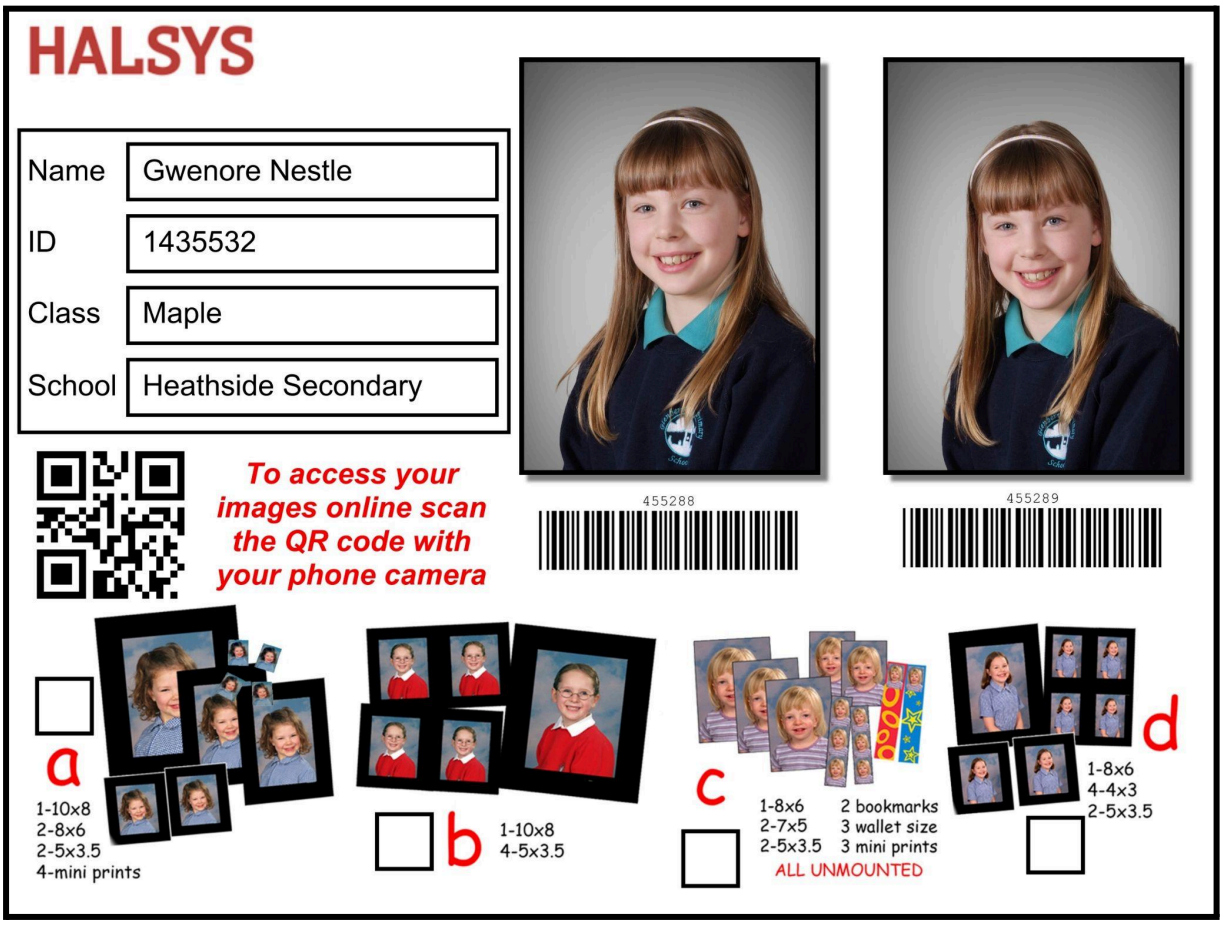
There are 3 ways that you can process multi node products.

- You can print without grouping, every two images will populate into the layout and it will just work through all images in a collection, care using this as if there are uneven number of images per subject the wrong images will be produced onto the layout.
- You can group and roll over in the group. This will load the images into the layout, printing all images within the group, it will break at the end of the group and start loading the next grouped images into a new layout, this will keep all grouped images together.
- You can group and NOT rollover, this will only print the first two images (Depending how many image nodes there are in your layout, in our example there are two), ignoring all other images.

You can find out where to set this in the Client User Guide, on the settings page, and also learn more about grouping.

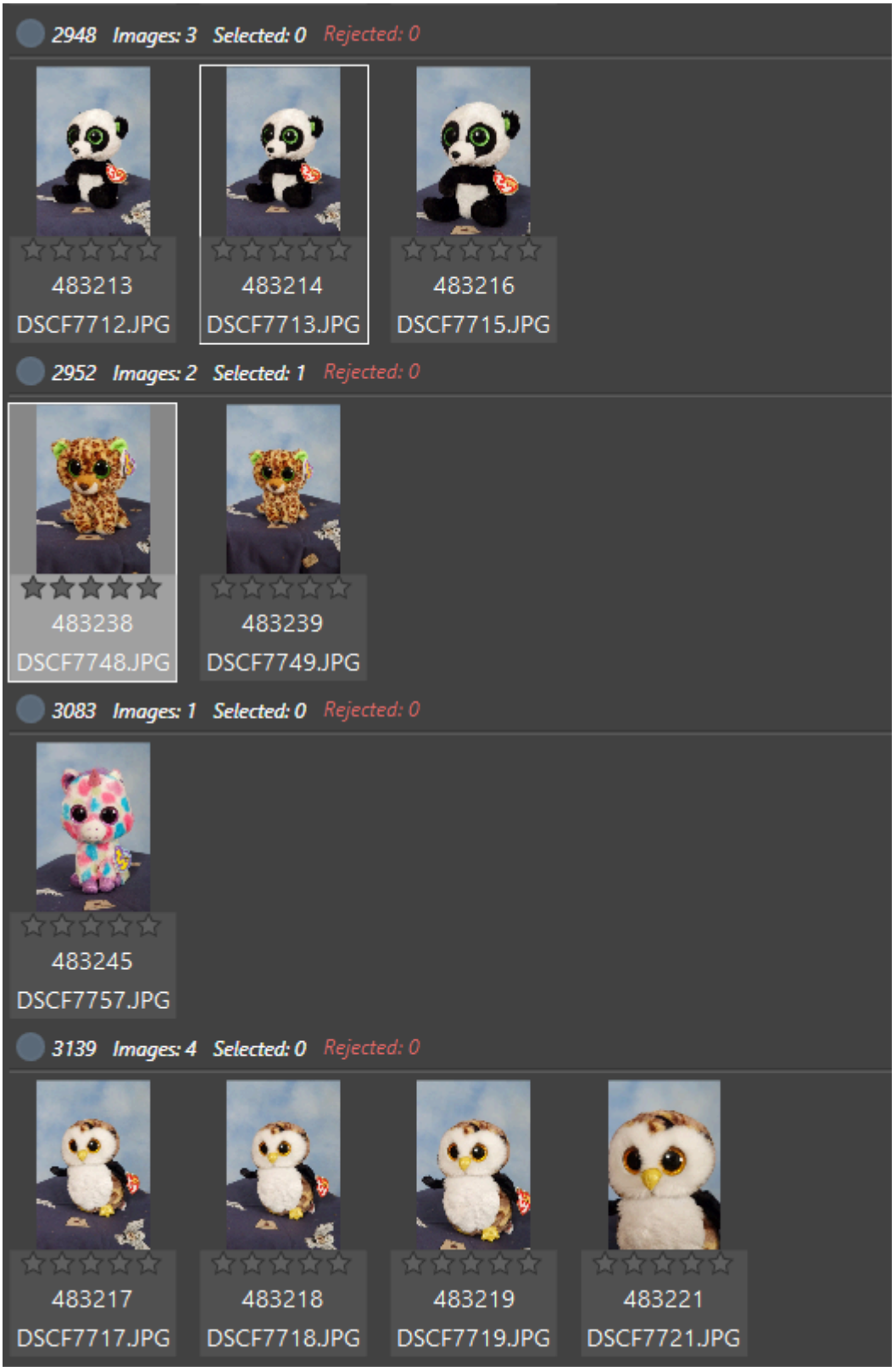


Select the required images and then apply the product using the Products Panel on the Right



Flexible Layouts - Pages

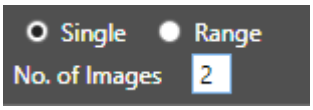
Flexible layouts allow you to apply a single product template to groups of images, adjusting automatically based on the number and orientation of images within each group. To use flexible layouts, grouping images in the MaxLab Client is required. As shown below, each subject may have a different number of images, creating variations in the output.



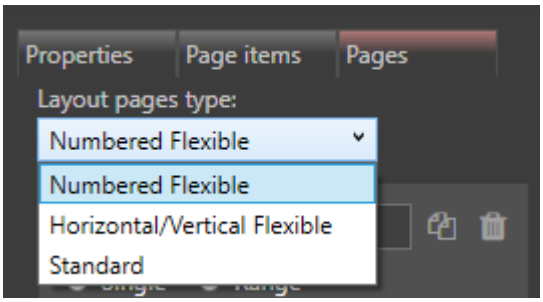
For example, a proof card can be created from the above images by applying a single product that adjusts for optimal printing based on the available images. Flexible layouts aren't limited to proof cards—they can also be used for creating composite layouts with varied output configurations.

Flexible layouts can be controlled by three parameters.

- Numbered Flexible
    - Single - Specifies the exact number of images that re need to use this page.
    - Range - Sets a range of image counts for each page, ideal for composite layouts.

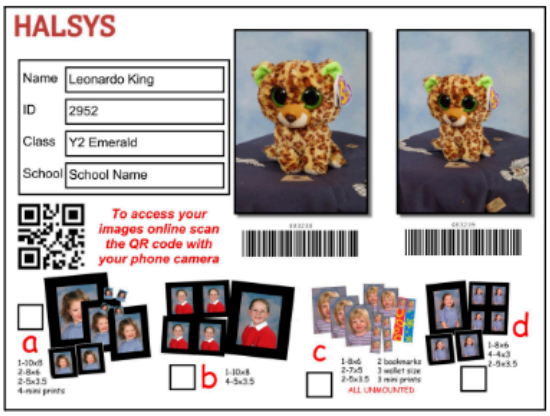


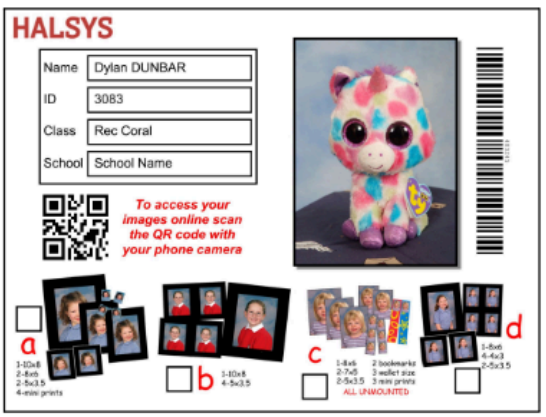
- Horizontal/Vertical Flexible - Defines which page layout will be used for horizontal or vertical images.
- Standard - For legacy use



Flexible Layout Demo

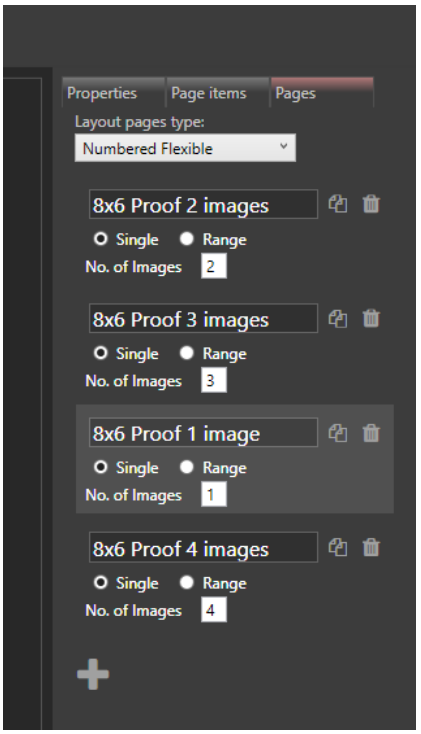
One common application of flexible layouts is creating proof cards. A single layout can adapt to different image quantities per student, resulting in a more refined design.





Single Number of Images

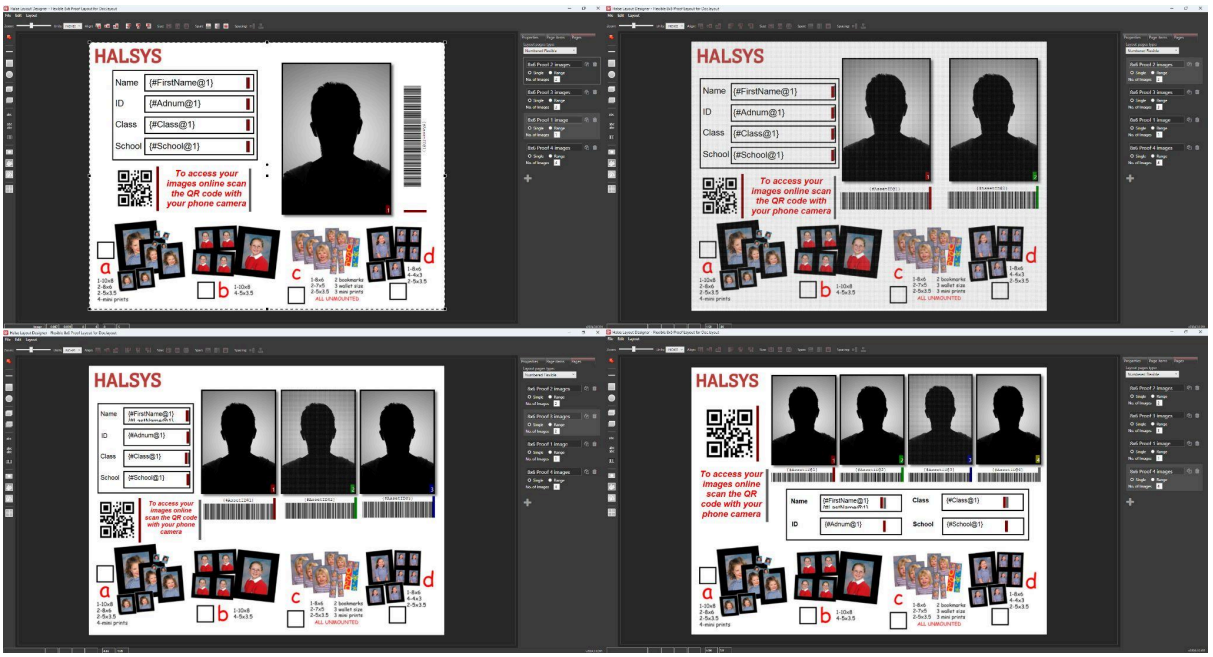
To set up a flexible layout, you'll need to add individual pages for each image quantity you intend to use. In this example, we have configured four pages, each corresponding to an image count of 1, 2, 3, and 4.



Adding a new page can be done in two ways:

- Click the page icon  after creating your first page; this will duplicate the page with all elements intact, allowing for design consistency and a starting point for the new page.
- Alternatively, you can use the button  at the bottom to add a blank page for a fresh design.

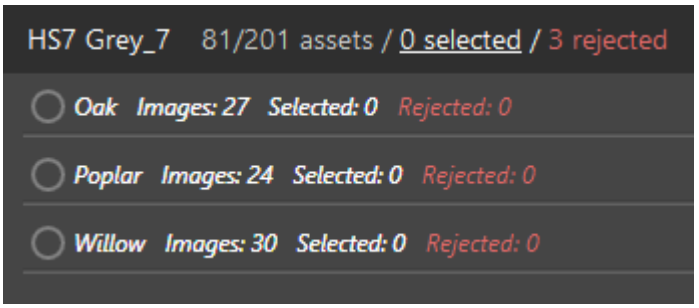
The final layout includes four pages configured to handle different image quantities, as shown below.



Numbered Range

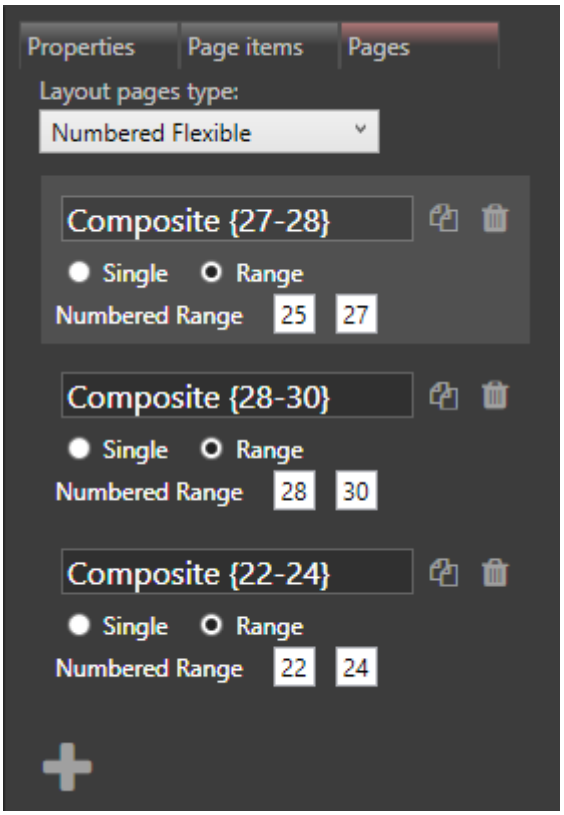
The numbered range option automatically populates the page with the appropriate number of images based on predefined group ranges. For example, as seen below, each class has a specified number of images:

- Oak Class - 27 images
- Poplar Class - 24 images
- Willow Class - 30 images

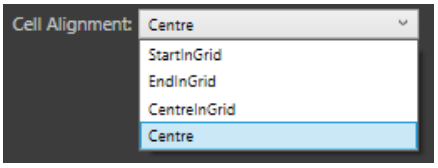


The image range option will assign each group to the correct page based on their image quantities:

- Oak Class (27 images) will populate the first page, as it falls within the 25-27 range.
- Willow Class (30 images) will populate the second page, as it falls within the 28-30 range.
- Poplar Class (24 images) will populate the third page, as it falls within the 22-24 range.



If there aren't enough images to fill all cells, the Cell Alignment option will adjust the alignment of images in the last row. We'll go into more detail on this feature in the grid layout section later in this guide.



Here we can see the resulting rendered images from the layout.

QR codes

QR codes offer flexible solutions for various applications, especially to link data to images and allowing customers to access their images seamlessly through their phone cameras. To link specific data to images via a QR code, a unique token, such as a subject token, is required.

Parents and customers can scan QR codes to access their images directly. The automatic reading and redirection depend on the setup of your website. If you are using MaxLab.store, you can generate QR codes with a structured text format, embedding your website's URL to facilitate direct image access. Here are two examples, depending on the layout:

- *For Layouts with Images:*

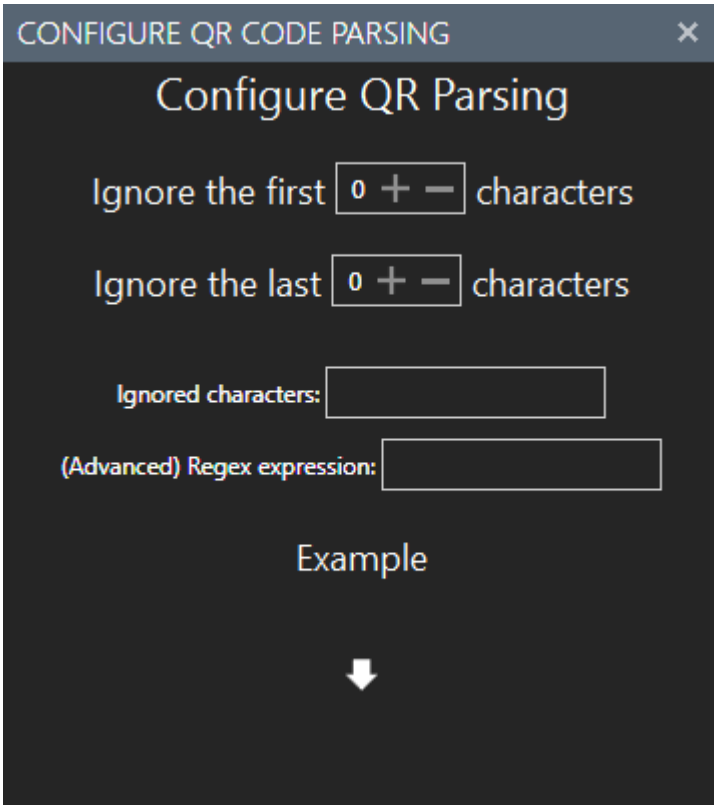
https://websales.photogate.io/{#SubjectToken@1}

- *For Layouts without Images (e.g., Ticket Layouts):*

https://websales.photogate.io/{#SubjectToken}

These URLs must be customised with your actual domain for full functionality.

Additionally, you can use the same QR code for both linking data and secure access by utilising the parsing option in MaxLab Client. This feature allows the system to ignore a specified number of characters from the beginning or end of the QR code, providing flexible use across different layouts and access points.



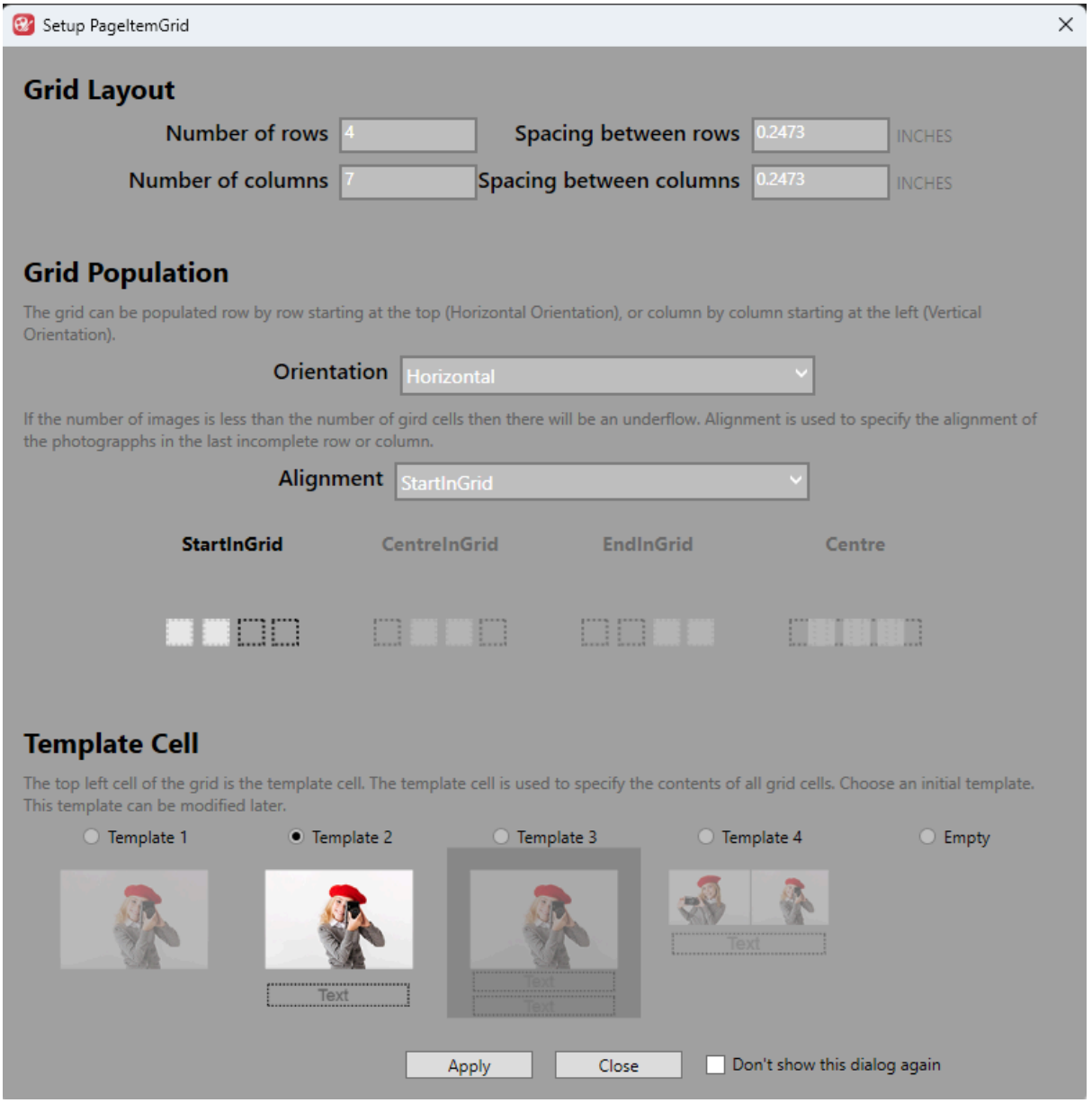
Above image from MaxLab Client during the QR import process

Creating a Composite

Creating a Grid

Grids are versatile tools that allow you to create composites, star composites, ticket layouts, or any design that benefits from a structured grid format. You can design grids as uniform layouts with images in rows and columns, or as irregular patterns for more creative arrangements. This guide will walk you through creating both structured and irregular grid layouts.

1. ***Set the Layout Size***
    - Begin by creating a new layout, sized according to your design requirements.
2. ***Create the Grid***
    - On the left toolbar, select the Grid button. Then, draw a box on your layout where you'd like the grid to appear. A pop-up window will open as below, guiding you through the grid setup options.



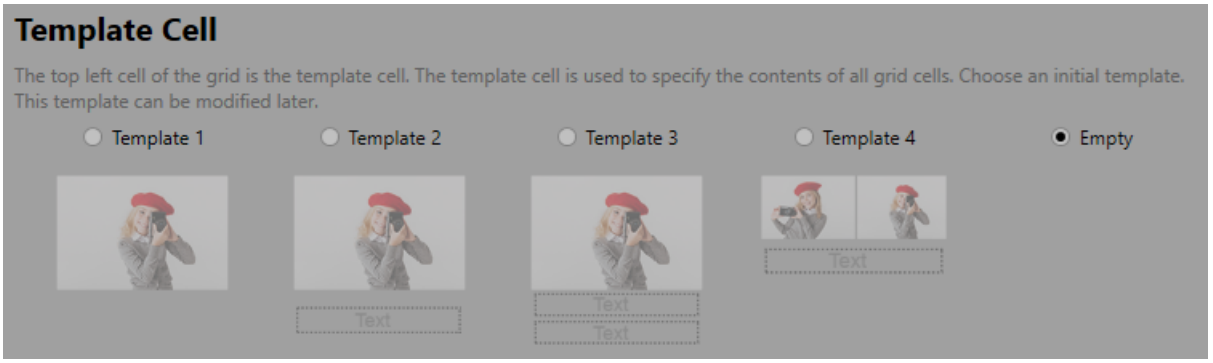
Setting Grid Layout Options

In the pop up you can customise the grid layout by configuring the following options:

1. ***Number of Rows and Columns***
   - Define the number of rows and columns you need for your design.
2. ***Spacing (Rows and Columns)***
   - Adjust the spacing between rows and columns to control the layout's visual separation.
3. ***Grid Population*** **-** Decide how images will populate the grid:
   - Horizontal – Images fill horizontally across each row.
   - Vertical – Images fill vertically down each column.
4. ***Alignment*** **-** Choose how images align when there aren't enough to fill the entire grid:
   - Start in Grid – Leaves unfilled cells at the end.
   - Centre in Grid – Centers images in the grid, maintaining alignment with each other.
   - End in Grid – Fills the last cells in each row, leaving unfilled cells at the beginning.

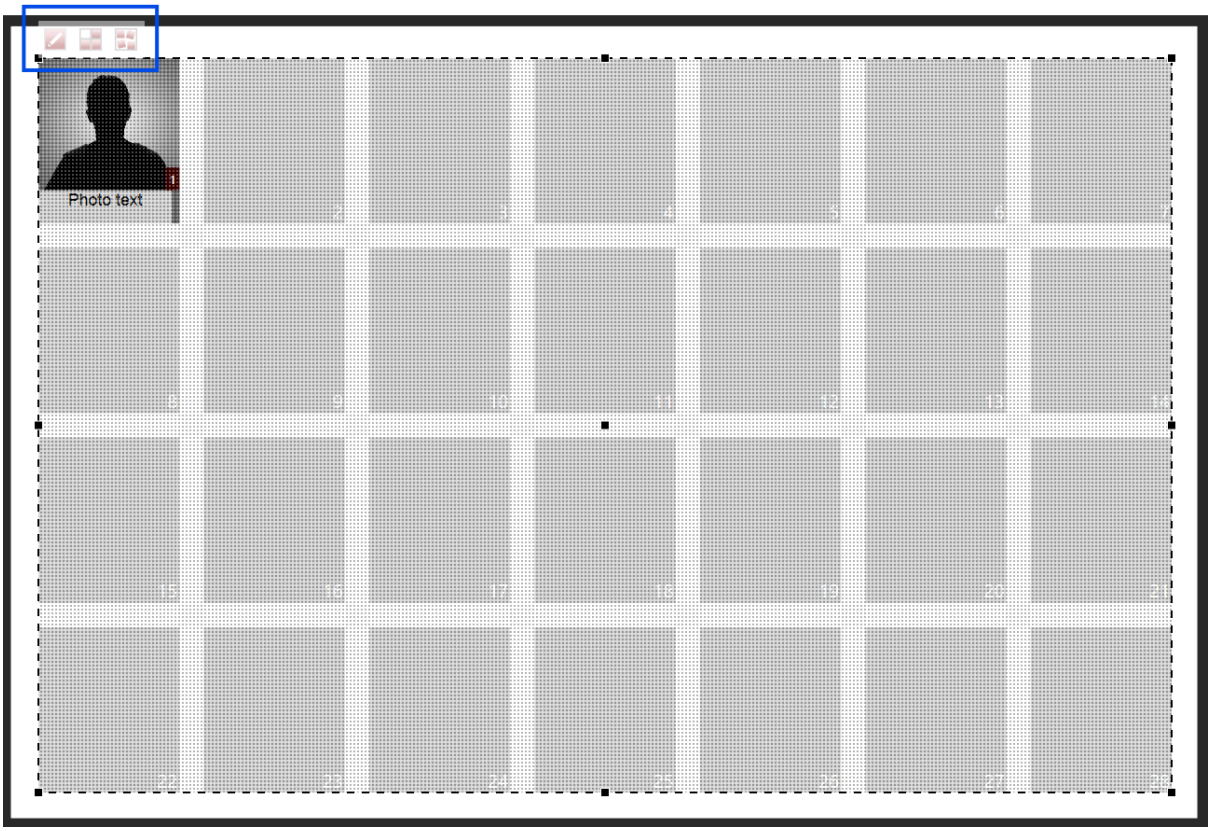
- Centre – Centers the last row or column, offsetting it from the rest of the grid if there's an uneven number of images.

5. ***Template Cell Options*** **-** Select a template for each cell to determine the arrangement of images and text within:
   - Template 1 – Inserts an image only.
   - Template 2 – Inserts an image with one line of text.
   - Template 3 – Inserts an image with two lines of text.
   - Template 4 – Inserts two images with one line of text.
   - Empty – Leaves the cell empty.



Once you've configured these options, click Apply to finalise your grid layout.

This will add the grid to the layout with your required parameters



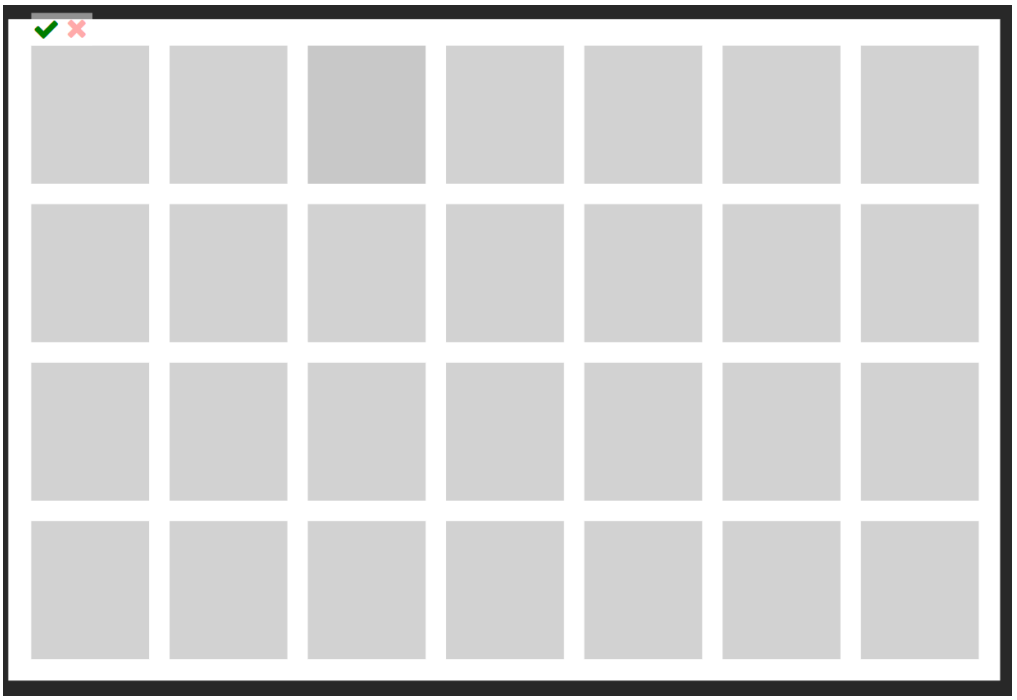
If you want to edit the cell image and add any borders or change the text click on the pencil icon in the top left of the grid  .

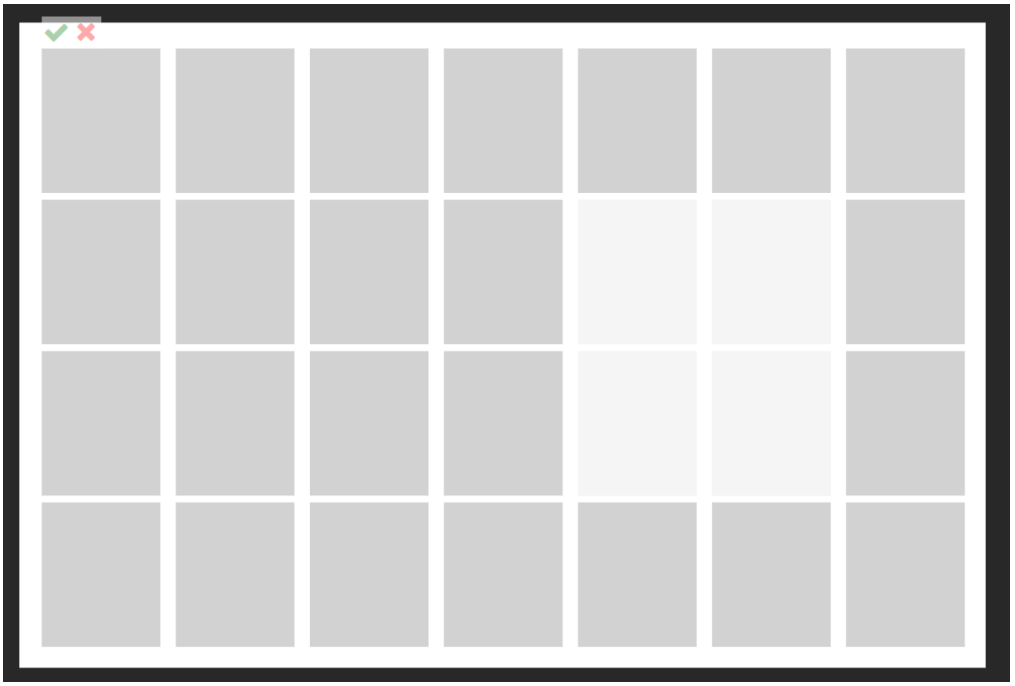
This opens the cell image, and any changes made here will apply to all grid cells, allowing you to edit once and have the adjustments reflected across all cells. You can add elements here just like in other layouts, including dynamic text, borders, masks, filters, or drop shadows. In the example below, we've added dynamic text fields for the first name and last name beneath the image, as well as a border by inserting a rectangle with a transparent centre. You can also change the size of the image, it doesn't have to fill the whole cell area, but be careful as this will leave larger gaps between the cells when rendered.

To return to the full grid view click the back to page button in the top left.

To remove cells from the grid to allow for a star image, text or a school logo click on the middle button in the top left corner.

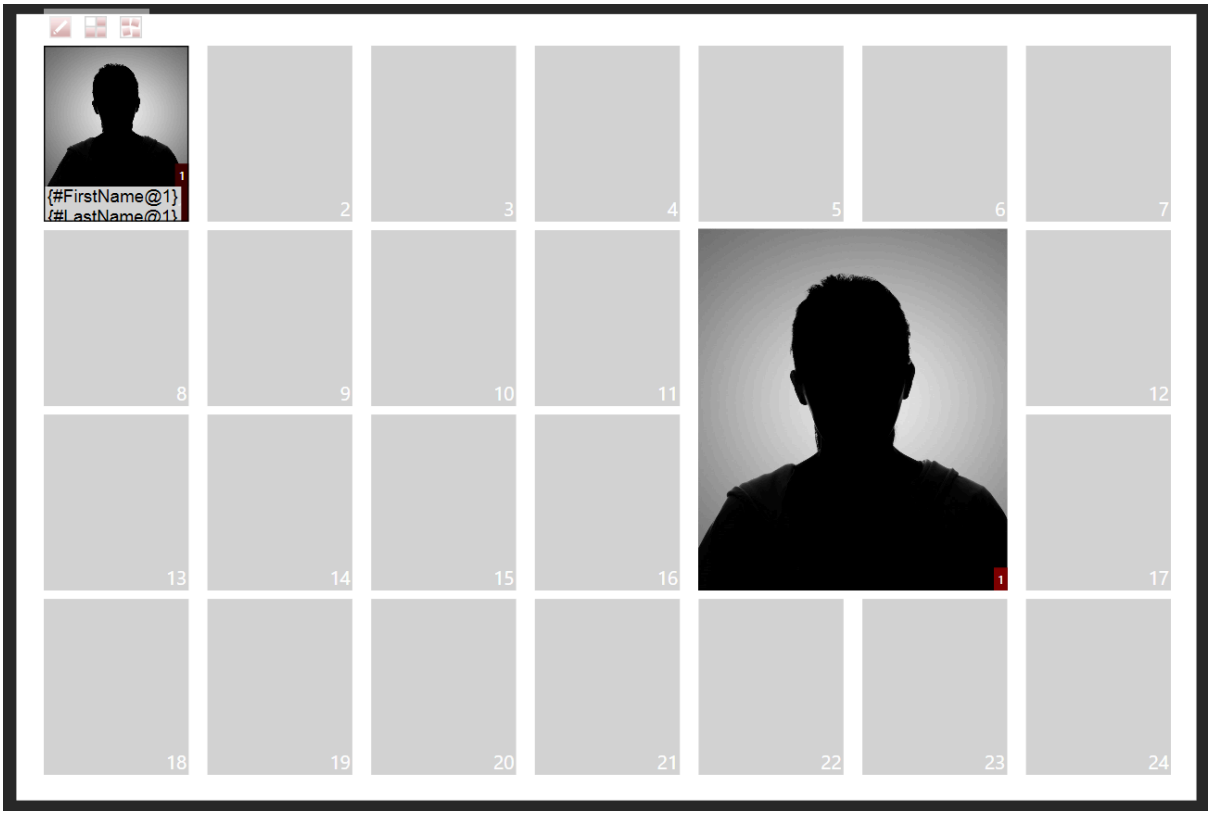
This will open the grid as below and you can click on active cells to make them inactive. When you are finished click the green tick to go back to the main page.





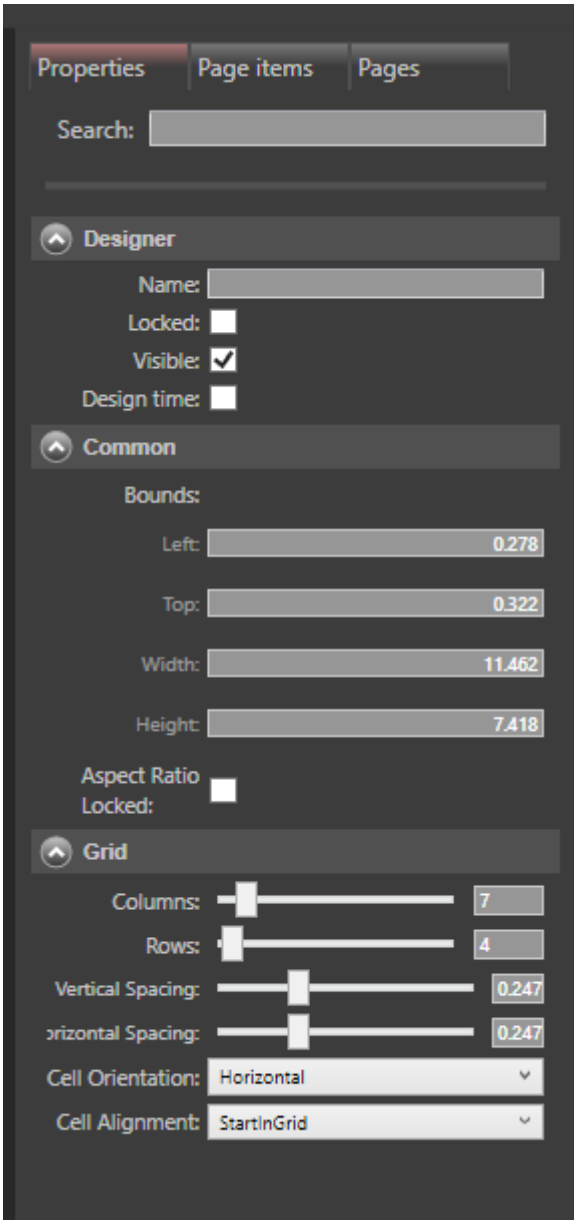
Star Composite aka Rotational Composite

To make this into a star composite, all you need to do is add a photo placeholder to your layout. This needs to be cell, simply add to the layout in the normal way by clicking the add photograph placeholder button  and draw or double click on the page where you want it to be.



Grid properties

In the main view you will be able to see the properties that you set earlier during the grid set up. You will need to select the grid by clicking on it and then the properties tab on the right hand side.



The important tabs to use for the grid are as follows:

Common - This the position and the size of the complete grid.

- Left
- Top
- Width
- Height

Grid

- Columns - Number of columns which you can edit here by using the slider or typing a number in the box.
- Rows - Number of rows which you can edit here by using the slider or typing a number in the box.
- Vertical Spacing - Vertical spacing between the cells
- Horizontal Spacing - Horizontal spacing between the cells

- Cell Orientation - How the images will be populated into the grid, horizontally or vertically
- Cell Alignment - How the images will populate the last row or column if there aren't enough images to fill all cells, start in grid, end in grid, centre in grid or centre.

Irregular Grids

Irregular grids allow you to create dynamic, less regimented composites, giving your designs a more organic and creative feel.

Here's how to set one up:

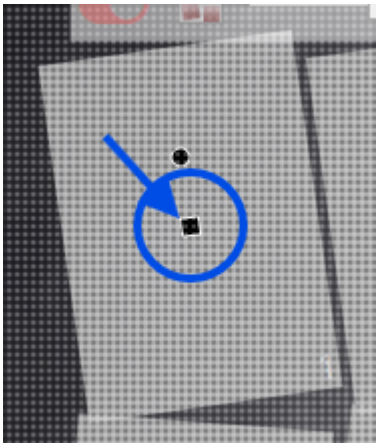
1. ***Add a Grid:*** Begin by adding a grid to your composite as described earlier in this document.
2. ***Activate Irregular Grid Mode:*** Once your grid is in place, navigate to the top left corner of your screen. Click the third button to activate the irregular grid settings.

- ***Toggle Button:*** This button enables or disables the irregular grid mode.
- ***Randomise Icon:*** Clicking this icon will generate randomised layouts for your irregular grid, providing quick variation options.
- ***Position Adjustment Slider:*** Use this slider to subtly move cells away from their original grid positions.
- ***Rotation Adjustment Slider:*** This slider lets you rotate each cell slightly, adding more visual variety.

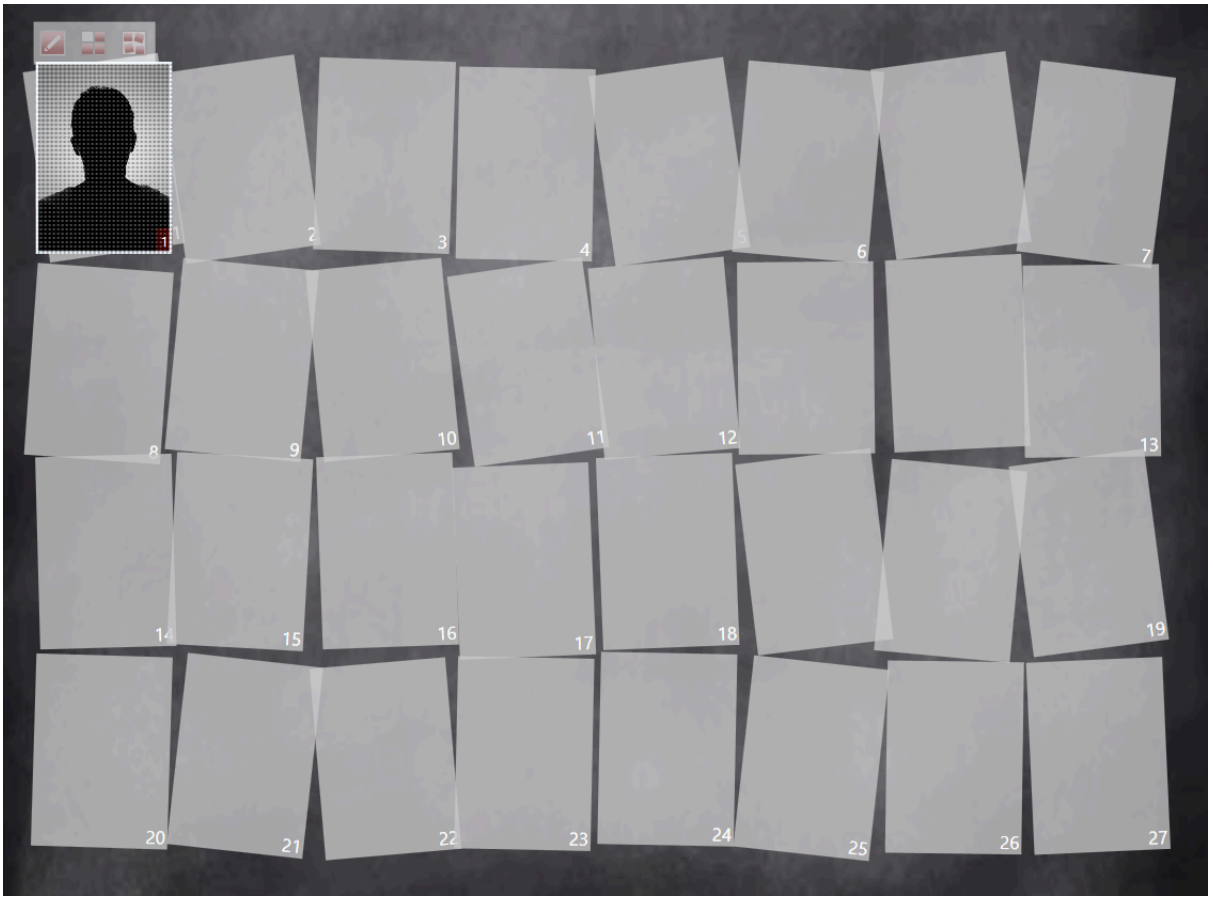
3. Accept or Reject Changes:

- ***Green Tick:*** Accepts the irregular grid setup and returns you to the main screen.
- ***Red Cross:*** Rejects the changes and returns you to the main screen without saving.

4. ***Manual Cell Adjustment:*** In the irregular grid edit screen, each cell has two control handles:
   - ***Square Handle:*** Drag to reposition individual cells.
   - ***Round Handle:*** Rotate individual cells as needed.



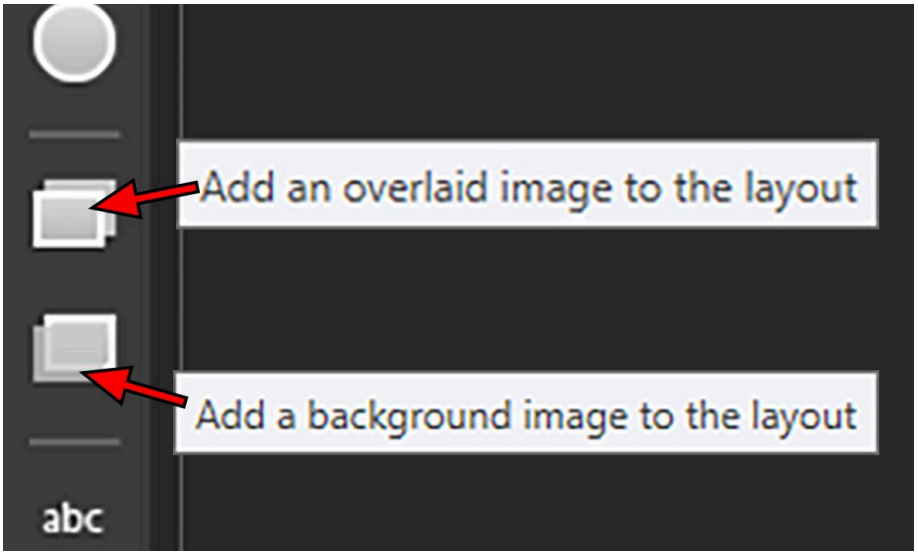
Your irregular grid setup is now complete, and it will look similar to the example below.



With the flexibility to position images freely, you can create highly creative and unique designs, as illustrated in the example below.

Overlay and Backgrounds

You can enhance your layout by adding background or overlay images through the toolbar on the left.



1. ***Adding a Background or Overlay:***
    - Select the background or overlay button on the left toolbar (As above).
    - To add a background or overlay placeholder, either double-click the toolbar button or click and draw a placeholder box within your layout.
    - For background placeholders double-clicking creates a placeholder that matches the layout size. You can adjust its dimensions manually by dragging the corner handles.
2. ***Replacing the Placeholder Image:***
    - When you add a background or overlay, it initially appears as a system image.
    - To replace it with your chosen image, double-click inside the placeholder. This action will open a file browser, allowing you to navigate to your desired image.
    - Alternatively you can use the populate tab on the right side, you will need to have the placeholder selected, then simply click the button with the three dots, this will open a file browser, allowing you to navigate to your desired image.

    - Once added, the image will be saved within the layout, so it doesn't need to remain in its original folder.
3. ***Overlay Image Transparency:***
    - For overlay images, you can use PNG files with transparent areas, which will retain their transparency in the layout.

QR and Barcode Tickets

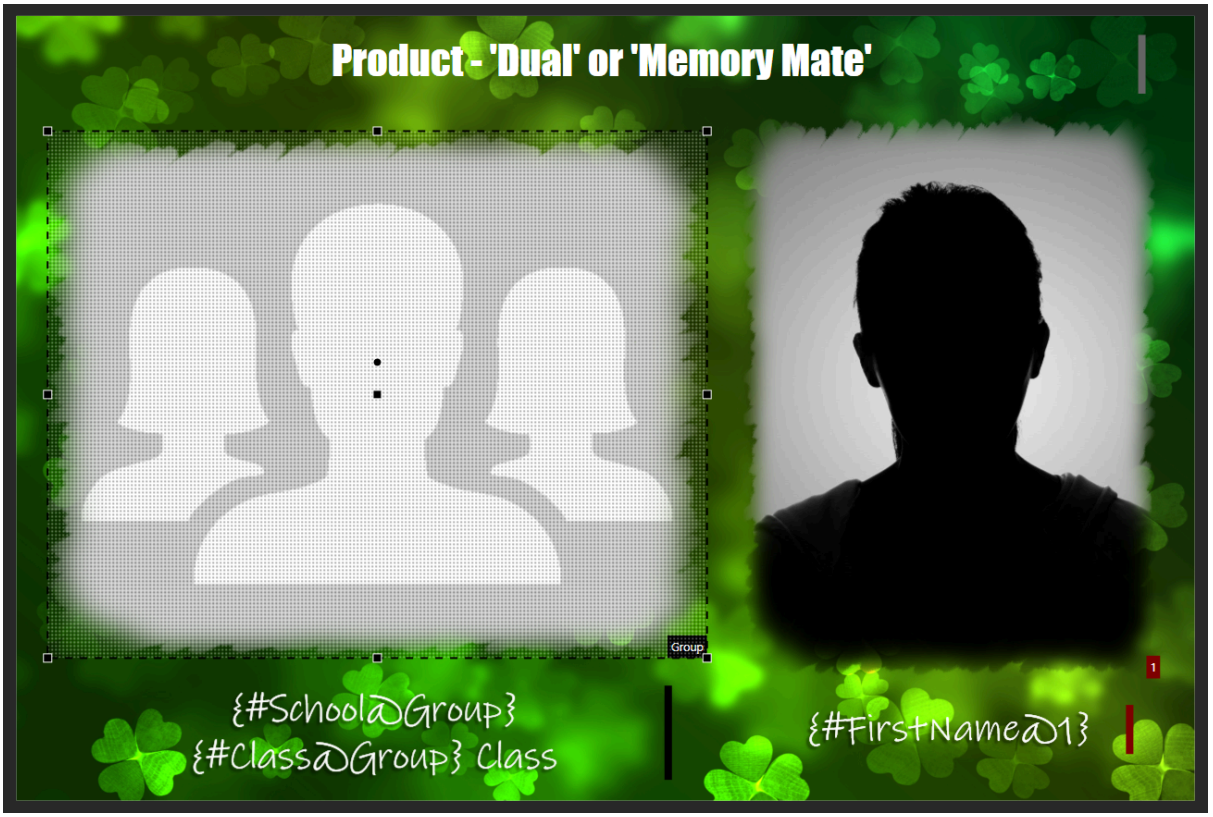
Tickets are the only layout that don't require a photograph placeholder. Their main purpose is to be used for data tickets for the QR code data linking workflow.

Here we can see a sample ticket. This layout has a background and overlay images, plus dynamic text and a QR code.

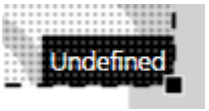
Linked Images/Duals/Memory Mates

Linked images allow you to associate one image with multiple images, useful for scenarios like linking a class group image to individual portraits.

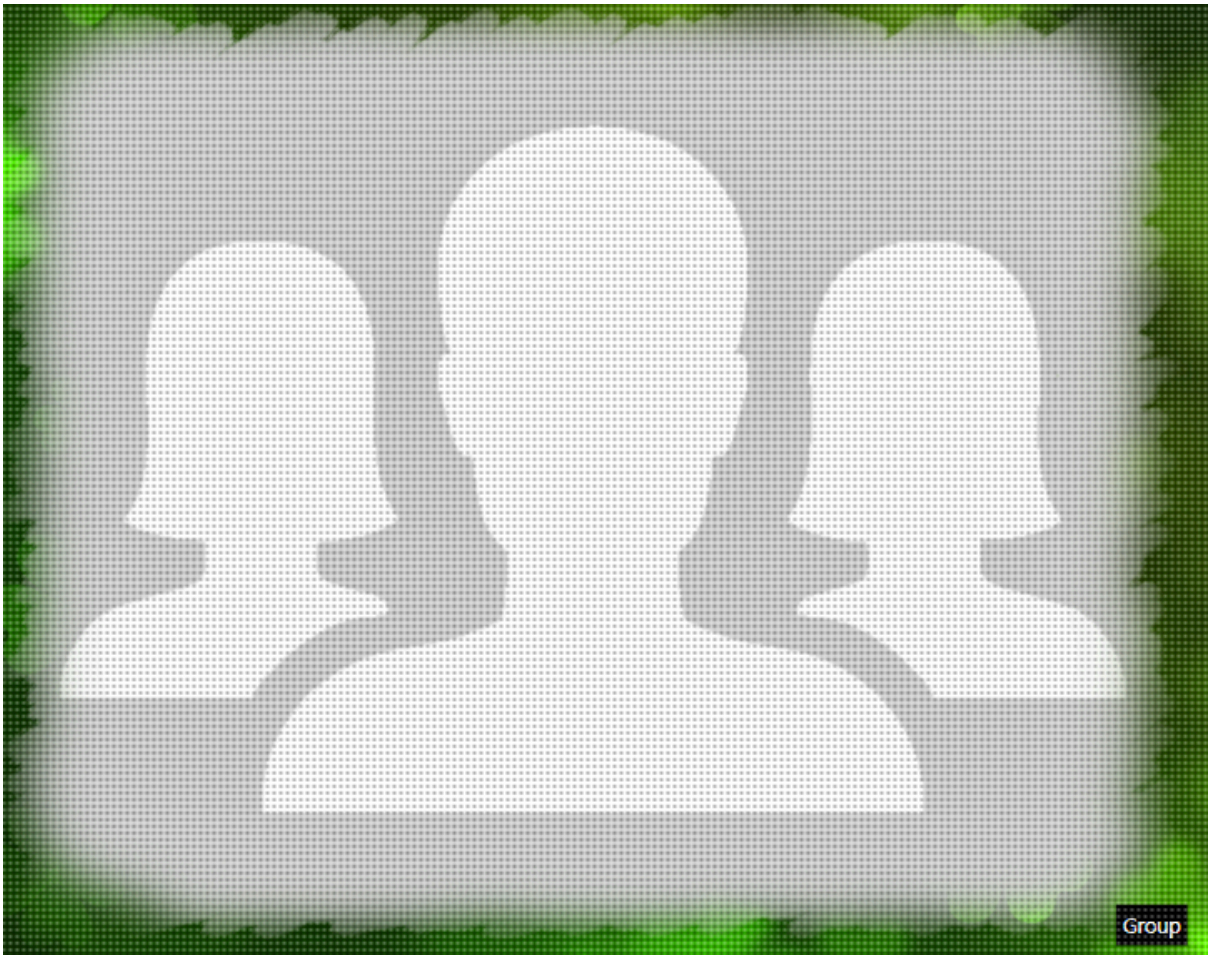
In this example, a layout is created with dynamic text, a primary photograph placeholder, and an associated (linked) photograph placeholder, i.e. memory mate or dual layout



1. ***Adding an Associated Photograph Placeholder:***
    - Click the associated placeholder button on the left toolbar. 
    - To add the placeholder, either double-click to automatically insert it or click and drag to create a placeholder box of your desired size.
2. ***Setting the Placeholder Identifier:***
    - When first added, the associated placeholder identifier will be undefined.

    - Unlike photograph placeholders which are numbered, associated placeholders use a name identifier defined in the portal.
    - Ensure that the placeholder identifier matches exactly with the name in the portal, as it is case-sensitive.



This setup allows seamless linking of images across layouts, maintaining consistency for designs with multiple linked images.

You will need to link the images in MaxLab Client, please see our MaxLab Client user guide for more information. You will also need to create the image types (Identifier) in the portal, please see our Portal user guide for more information.

Index Sheets

Index sheets are initially created in the MaxLab Client but can be further customised in the layout design editor. Once created, you can make additional edits, such as adding school logos, associated placeholders, or background images, just as you would in any other layout.

- ***Editing Elements:*** You can add or adjust elements like school logos, associated placeholders, or background images as needed.
- ***Editing Text Under Images:*** Exercise caution when changing text under images, as these adjustments can be complex. It's recommended to finalise text settings during setup in the MaxLab Client for best results.

This approach allows for efficient setup while maintaining flexibility for minor adjustments.

Please see our MaxLab Client to see how to create an index sheet.

MaxLab Glossary of Terms

Keyword	**Description**
A	
Analyser View	The Single image view within the Edit Screen. It is used for fine colour correcting and cropping where more focus is needed on each individual image; checking for blinks and zooming in on faces etc. See also Gallery view.
AD-Hoc Collection	A collection that is created across multiple collection, normally created after a search for assets.
Asset Badge	Edited,Corrected,Rotated,Printed,Ordered ?? Visual indicators of the status of an Asset shown on the thumbnail screen on both Edit and Library screen https://learn.fotoware.com/02_FotoWeb_8.0/Working_with_your_assets/How_asset_markers_work
Asset	An Asset is normally a Digital Image (JPEG or PNG) with an associated set of metadata. There can be many types of Asset depending on their source or purpose:

	• Reference Asset • Stock Asset
Asset Type	Disambiguation: this differs from **File Type** or **Image Type - see also** Asset Version Asset Types can include • WIP • WIP
Asset Status	• Rejected • Accepted
Asset ID	Sequential numbering of the image for identification, either via a barcode or via a keyboard
Asset Token	Token assigned to an asset that can be used external to MaxLab to identify the image (for example on a proof card)
Asset Version	Assets can have several versions • Original Asset • Working asset See also Derivative Asset
B	
Back-marking	Paper Print functionality whereby information is printed onto the reverse side of the product being fulfilled. Information may include details on the Order, date and time, or any other information that is relevant.
Batch	Indicates a group of records processed as a single unit, usually without input from a user. May also refer to a quantity or consignment of goods produced at one time.
Batch Card	A Batch Card is printed with a consignment of Printed goods to allow for a summary of the items that have been fulfilled with the Order.
Batch Delivery	See Delivery Batch/ Direct
C	
Colour correction destructive	Typically where an automated colour correction, or system external to MaxLab is used, A new file is saved with these corrections embedded. The user cannot undo these correction, only revert to a backup of the file.
Colour Correction -non destructive	A set of colour correction values are stored as data in MaxLab so that the original image can be kept in its original form, and the corrections can be applied each time the image is used.
Colour Management	The controlled conversion between colour representations of various devices such as digital cameras, monitors, printers and other corresponding media with a goal for output to match input across various colour devices. An ICC profile is usually necessary, the profile is a set of data that characterizes a colour input or output device, or a colour space, according to standards promulgated by the International Color Consortium (ICC). Profiles describe the colour attributes of a particular device or viewing requirement by defining a mapping between the device source or target colour space.

Collection	Typically used in reference to a Static Collection. A collection is a group of Assets that will typically but not necessarily have some relation to one another. Collections can be either static or dynamic depending on the method by which they are grouped. A collection often represents a complete photo-shoot for instance. See Ad-Hoc Collections.
Composite	**Product**. Denotes a Product that combines multiple Assets into a single Product and that typically shows each of the chosen Assets in a grid format.
Crop	Means to cut the edges of a photograph in order to produce a better picture or to fit a given space. Composure of the subject in the photograph is critical to a crop.
D	
Delivery -Batch or Direct (school photography)	For School photography operations • Batch delivery - deliver the printed products to the school so they can be handed directly to students, • Direct Delivery - via mail or courier to parents homes.
Delivery Notes	Notes that may accompany an Order to define and describe any special actions that are required during the fulfilment and distribution.
Derivative Asset	Created from the Original Asset but are not identical to it. A derivative may be; colour corrected, cropped or rendered in a product, etc. The primary difference to a Surrogate Asset is that derivatives have undergone an action that changes the content of the Asset from the original.
Digital Asset Store	A computer-system storage mechanism in which Assets, including any Surrogates and Derivatives are catalogued, indexed and stored for later retrieval.
Digital Distribution	**Method of Fulfilment and Distribution**. Digital distribution denotes the electronic transferral of Assets over a network connected or using machine-readable media. There can be multiple purposes for this distribution.
Dynamic Text	Used in Products. Denotes an area of text on a Product that is linked to a field of metadata and changes to display the defined metadata specific to each Asset.
E	
Edit Screen	Referred to in the UI as Edit View what you get to when you Open a collection from the Library screen
EXIF	Exchangeable Image File Format (EXIF) is a standard that specifies the formats for images, sound and ancillary tags used by digital cameras. The metadata tags defined in the EXIF standard cover a broad spectrum; (i) date and time information recorded by the current date and time set on the capture device, (ii) camera settings including static information such as the camera model and make, and information that varies with each image such as orientation (rotation), aperture, shutter speed, focal length, metering mode, and ISO speed information, (iii) thumbnail for previewing the picture on the camera's LCD screen, in file managers, or in photo manipulation software, (iv) descriptions, (v) copyright information, and (vi) geo-location tags.
F	

Face Detection	Process by which the faces of people are located within a digital image. Differs from **face recognition** as only the location and not the identity is found.
File Type	File Type or file format could include jpeg, png, mov
Filter	Reduces the results of a search to a sub-selection based on a keyword(s) parameter.
Fulfilment	The performance of a task where a type of goods is produced. Such goods include Assets that have been; Printed, Burnt to CD, placed in Product in Digital File, etc.
G	
Gallery View	A view within the Edit Screen which shows thumbnails and allows multiple selection and grouping operations to be performed See also Analyser View
I	
Image Owner	Holder of the copyright to an Asset. Typically either System Owner or Customer.
Image Type	Disambiguation- see also Asset Type and File Type Image Types can include ● Individual ● Group ● Teacher Usages: used in Layout designer for Linked Assets
Import	The act of adding images to the MaxLab system and associating any data with the images. Background operations are also performed such as indexing data and generating thumbnails.
Index Card/Print	A single print depicting all of the images in a particular group - might be a class, school or production batch
IPTC (IIM)	The International Press Telecommunications Council (IPTC) Information Interchange Model (IIM) is a set of metadata attributes that can be applied to images, text and other media. The Adobe Systems standard for the XMP metadata format uses IIM attributes as the core data structure (“IPTC Core”).
J	
Job	Refers to a unit of work that encompasses one or multiple photoshoots occurring at a particular location or booking, such as a school or an event. This concept serves as a pre-shoot phase in the workflow, serving essential functions like the creation of tickets and establishing connections between data and images during the import process.
L	
Layout Designer	Application for creating Artwork for images which can be dynamic or static and applied at the time of rendering

Library Screen	Lists the static collections, and shows thumbnails of the assets in the collection. Collections can be opened in the Edit Screen from here. It also allows searching on metadata and ad-hoc collections to be opened.
M	
Multi-Kit	Variation where there are multiple Photographers at a single Photo-shoot each of which require their Assets to be processed differently.
Multi-Node Album	**Product**. Similar to a Multi-Node Layout but usually includes an Asset that covers a spread (two adjacent pages) along with multiple other smaller dimensioned Assets.
Multi-Node Layout	**Product**. Denotes a Product that includes multiple Assets, usually with the same or related Subjects. Will not typically include any breaks (pages, sheets of paper, etc.)
Multi-Node Photobook	**Product**. Denotes a Product that utilises more than two pages and will typically include a variety of relevant Stock Assets.
O	
Order	Images that make up a customer's purchase, created automatically through a web sales platform or manually via order builder.
Order Batch	Multi orders processed into one set for speed of production.
Original Asset	Asset in form that is identical to the import state. May then be used for the generation of Surrogate, Derivative, or Working Assets. Might also be flagged as Reference, Stock, or Setup Asset.
P	
Pack/Package	A group of sub-products sold together as a single saleable item with a single SKU
Panel Print	See Multi-Node Layout, usually the same image rendered onto a sheet to make up a pack.
Photo-Shoot	A Photo-shoot may be an occasion, event or location with particular Products. This entity will have identifying metadata and utilise a Workflow that can be customised based on the conditions available for the selected Workflow. A Photo-Shoots forms the basis of a Job that can be imported into the computer-system.
Preferred Products	Indicates Products that may be explicitly or automatically determined as preferred.
Print	**Method of Fulfilment**. Denotes any type of fulfilment that uses any type of Printer. Print may include any types of goods/media (Paper, Mugs, etc.) that are fulfilled.
Production Agent	Application / service for managing production devices and production batches sent from MaxLab
Product	Encompasses any element or feature applied to an image during the production process. This can include a variety of items such as layouts, multi-node layouts, packs, or digital outputs. Essentially, it refers to any component that contributes to the final composition or presentation of the image.

Product Template	A preset format for a Product that does not have to be recreated each time it is used. Allows for the rapid production of Products in which there may be minor alterations to a product (such as text of logos).
Proof Card	**Product**. Relates to a single Subject and may include a large preview of a relevant Asset and smaller previews of all the available Products and their pricing from which a selection may be made for an Order. **Multi-pose Proof Card**, similar to a Proof Card but shows multiple large Asset previews with the same Subject.
R	
Reference Asset	Denotes or relates to a conventional type of Asset that is regularly reused in different Photo-shoots or Workflows. May be used to demonstrate the brand image of the System Owner or as how Assets that are processed by the computer-system should appear.
Render	Process in which an Asset is re-represented or depicted in an alternative form; at a particular DPI for printing, with artwork and or text etc.
Role-based Access Control	Role-based Access Control (RBAC) is an approach to restricting computer-system access to authorised users. Roles are created for various functions. The permissions to perform certain functions are assigned to specific roles. Users are then assigned to particular roles, and through those role assignments are granted the permission to perform the relevant functions. Since a User is not assigned permissions directly but only acquire them through their role (or roles) the management of individuals is a matter of assigning only those roles that are needed. This simplifies common User management operations, such as adding a user or changing their company role.
Rotational/Star Composite	**Product**. Denotes a Product that is similar to a Composite. Combines multiple Assets into a single Product and that typically shows each of the chosen Assets in a grid format with a single Asset taking dominance (usually by relative size/dimensions) over the other Assets. The Product will rotate through each of the Assets to provide a version where each of the Assets included is provided with dominance. Each variation of the Rotational Composite will typically include dynamic text that is relevant to the dominant Asset.
S	
School CD/Records	**Product**. A digital compact disc, USB memory stick or image transfer that includes Assets from a Photo-shoot that have been resized to a smaller format and any associated metadata, to be uploaded to a school CRM system.
SKU	Stock Keeping Unit In the field of inventory management, a **stock keeping unit (SKU)** is a distinct type of item for sale -wikipedia
Sidecar Files	Used to hold any or all data about an Asset. This can include any modifications to the Asset file, EXIF/IPTC data or other types of metadata. The benefit of using a Sidecar File is that the metadata does not need to be contained with the image and can be manipulated separately. The disadvantage is that this does also mean that the metadata contained within them can become lost or divorced from the Asset file. Sidecar file data can also sometimes be stored in a database rather than files to reduce the risk or loss at the expense of some flexibility.

Static Collection	A fixed Collection of Assets that does not change dynamically. The Assets within each Job may automatically be designated as a Static Collection for retrieval and reference but those Assets may then belong to multiple other Static or Dynamic Collections.
Stock Asset	Denotes or relates to a conventional **type of Asset** that is regularly reused in different Products. May be used to demonstrate the brand image of the System Owner or indicate a piece of Stock Photography that is used for specific purposes such as the satisfying of creative needs like stereotypical or contextual scenes relating to the situation in which Assets are typically captured.
Stemming	Refers to a technique for increasing the quantity of search results by reducing the supplied keyword search term to the base element of the word (the Stem) and then using that element to identify similarly appropriate terms.
Subject	Describes the content of an Asset. -for example a school student would be the subject of an asset taken in a school's photo shoot.
Subject Metadata	Metadata of an Asset relating to the Subject or multiple Subjects.
Subject Token	Token assigned to the subject of an image which can be used externally to MaxLab -for example of a proofcard - to identify multiple images for a single subject and used as an access password.
Supervisor	**User Role**. A person assigned a Role with elevated permissions to influence the computer-system with a particular aim to manage Operators and the Workflow.
Surrogate Asset	Assets that originate from an Original Asset or a Derivative Asset and are typically used in combination with metadata. They usually provide a preview in the form of a thumbnail or downsized version that can be quickly transferred.
System Administrator	**User Role**. A person assigned a Role with the majority or all of the permissions needed to influence and direct the operation of the computer-system.
System Integration	Process of exchanging data between two or more computer-systems to leverage further benefits out of the original applications. May mean either the receiving or transmission of Assets and/or their metadata to automate a business process such as providing order and invoicing information to a finance system.
System Owner	Individual or entity that is licensed to operate an instance of their selected services. Different System Owners may operate to different business models.
System Pre-set	Denotes a pre-defined set of instructions or parameters for the operation of various parts of the computer-system. Might include Channels or Workflows.
T	
Tagging Tag	Colloquial term given to the process of adding metadata generally and in particular the adding of keywords to Assets.
Token	Disambiguation: see • Asset Token • Subject Token
Tracking Sheet	Is a printable document that provides a detailed overview of the components included in a specific order.

U	
User	**See Person**. A User is a person who interacts with the computer-system via the associated Applications. There may be many differing types of User depending on their Role. Every User will need to authenticate using their Credentials. A User may be either an employee of the System Owner or a Customer.
User Credentials	The unique combination of input data that can be used to verify and authenticate the identity of a User and determine their Role and thus their Permissions.
User Generated Asset	Indicates an Asset that is uploaded to the computer-system by a User on an ad-hoc basis and outside normal automated procedures.
User Permission	Permissions are assigned to Roles that are then assigned to Users. Particular Permissions may be assignable to Users outside the definition of their Role.
User Profiling	Tracking of interactions by Users with the computer-system and associated applications to determine some of their preferences. Such preferences may then determine default options and setup of screens. Differs from User Statistics.
User Role (Role)	Determined by Role-based Access Control. A User may have one or many Roles that determine their permissions to interact within the computer-system. Roles may include Administrators, Operators, or Basic Users plus any sub-sets and variations.
User Statistics	Refers to statistical information and metrics for a single person or multiple people and their interactions with the computer-system. Used for the reporting of their actions to the employees of the System Owner but may also be used by the manufacturer to determine how the computer-system is utilised.
W	
Watermarking/spoiler	Often used to protect Assets by applying a translucent logo or image over the top of a Surrogate or Derivative to prevent it being copied or reused without authorisation.
Web API	An API (Application Programming Interface) is a set of routines and data structures that is provided by an application library or operating system in order to support the building of applications. A Web API is a type of API that is communicated over a HTTP protocol. A Web API is typically a defined set of HTTP request messages along with a definition of the structure of the response messages, typically expressed in either JSON (JavaScript Object Notation) or XML (Extensible Markup Language). Modern Web APIs have typically moved away from SOAP-based services towards REST-style communications. Web APIs allow for the rapid combination of multiple services into new applications known as Mashups.
Web Service	A Web service is a method of communication between two electronic devices over the web (internet). A Web service is a software system designed to support interoperable machine-to-machine interaction over a network. It has an interface described in a machine-processable format - specifically Web Services Description Language, known by the acronym WSDL. Other systems interact with the Web service in a manner prescribed by its description (WSDL) using SOAP messages, typically conveyed using HTTP with an XML serialization.
Working Asset	An Asset that is currently in metamorphosis due to either being in a state of automated processing or an action of rendering or fulfilment.

Workflow	A pre-determined set of stages and actions that a Job will undertake. Actions that are taken within each stage of a Workflow may change dynamically based on either a Workflow Condition of a Workflow Customisation. Workflows may be designed from scratch or using a Workflow Template.
Workflow Condition	Defines a dynamic change in the Workflow action based on a field of the Asset Metadata used in combination with the Controlled Vocabulary. Assuming an Asset meets the parameters of a condition the action that the Workflow takes may alter.
Workflow Customisation	Indicates the customisation of a Condition of a Workflow Stage for a particular instance of its usage. A customisation will typically be made per Photo-shoot or per Photo-shoot Instance. Workflow Stages cannot be added or removed.
Workflow Stage	A single stage of the Workflow. Each stage may have a related computer-system service or Web API with which it interacts to perform the associated actions.
Workflow Template	A set Workflow that can be easily duplicated and reused.
X	
XMP	The Extensible Metadata Platform (XMP) is a metadata data structure standard developed by Adobe Systems Inc. Allows the storage of standardised and proprietary information relating to the contents of a digital file within the file itself. The standard is based on XML and is therefore highly extendable. Standardised sections of XMP are managed by relevant standards organisations, such as the IPTC for both the IPTC Core and IPTC Extension schema components of XMP. The XMP schema allows for multiple other standards and data structures (EXIF, IPTC IIM, etc.) to be stored and permits each of the Applications that interact with a digital Asset to store its own information without affecting information that belongs to other Applications.

Document Revisions

Rev	Date	By	Notes
1	2024-04-22	JC	Created Doc