



ADMINISTRATOR'S PLUS®

Pictures Plus

Pictures Plus (SUPERVISOR)

Main Student/Staff Photos Utilities

DEMO SCHOOL 2009-10 GRADE PK Fisherman's Wharf1

PK001 Bebe, Mark

Viewing FRONT of Card F2 Flip Card

FISHERMAN'S WHARF ELEMENTARY SCHOOL

Mark Bebe

GRADE PK ID# 001

Teacher: Grade 1

Room: 105

WE HAVE A WHALE OF A TIME LEARNING!

Type Name or ID

F4 Prev Student

F5 Next Student

F6 Lookup

Family Pictures

F3 Edit Templates

F8 Take Photo

F9 Print

Exit (Esc)

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PICTURES PLUS

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Table of Contents

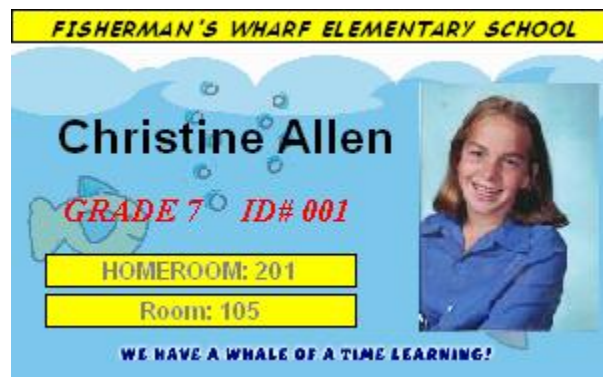
1 - Introduction	4
Requirements	5
ID Card Printer Options	6
Activating Pictures Plus	6
2 - The Pictures Plus Main Screen	7
Main Screen Toolbar and Buttons	8
3 - Taking and Importing Pictures	10
Capturing Photos with a Web Cam	11
Take a New Photo Toolbar Menu	11
Take a New Photo Buttons	12
How to Import Pictures	12
How to Paste from the Clipboard	14
4 - Customizing ID Cards and Directories	15
How to Create Templates	19
5 - Printing ID Cards	20
Print Specifications	20
Print Menus	21
6 - Family Pictures	24

Introduction

Thank you for purchasing Pictures Plus, one of the modules in Rediker Software's Administrator's Plus. Pictures Plus allows you to easily take high quality pictures of your students and then view them from within any module in Administrator's Plus.

Other features include:

- Pictures may be easily taken using almost any web cam or video camera that provides real-time video to your computer, usually through the USB port. You will see this video within Pictures Plus. When your student is smiling, capture and save their picture with a simple mouse click. Pictures may also be imported from a CD ROM or flashdrive.
- Pictures can automatically be used for picture seating charts by our electronic grade book, GradeQuick. Attendance may then instantly be taken by clicking on the pictures of absent or tardy students.
- Produce your own custom designed color id cards. An optional bar code may be included on the card for use by library and lunchroom programs.
- Create Custom designed student and staff directories. You may include pictures as well as any demographic information stored in Administrator's Plus.
- Store pictures of family members of students. This is useful for when schools need to verify that a parent or guardian of a student is actually who they claim to be.

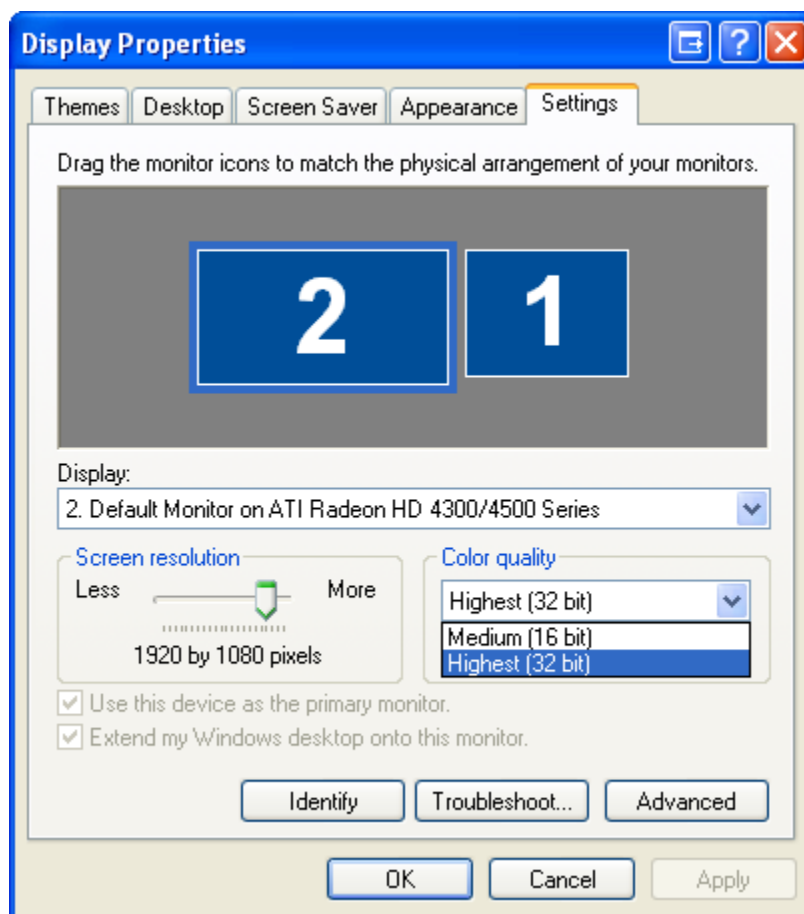


Requirements

The computer used for taking pictures and printing ID cards must be running Windows XP or higher. Color ID cards require a color printer or FARGO hard ID card printer while any laser printer can produce black and white cards. For best display of high resolution color pictures, we recommend a video card with at least 2 megabytes of memory. Also ensure that your version of windows has its display resolution at 16 bit or higher. To check the settings of your video card:

1. Right click on any empty area of your desktop.
2. Select Properties.
3. Click the *Settings* tab.


Make sure that your **Color Quality** is set for either **Medium (16 Bit)** or **Highest (32 Bit)**. If you do not have these options, you will need to upgrade your video card or install a new video card driver. Many of the newer versions of windows are now available in **64 Bit**. This is also compatible with Pictures Plus.

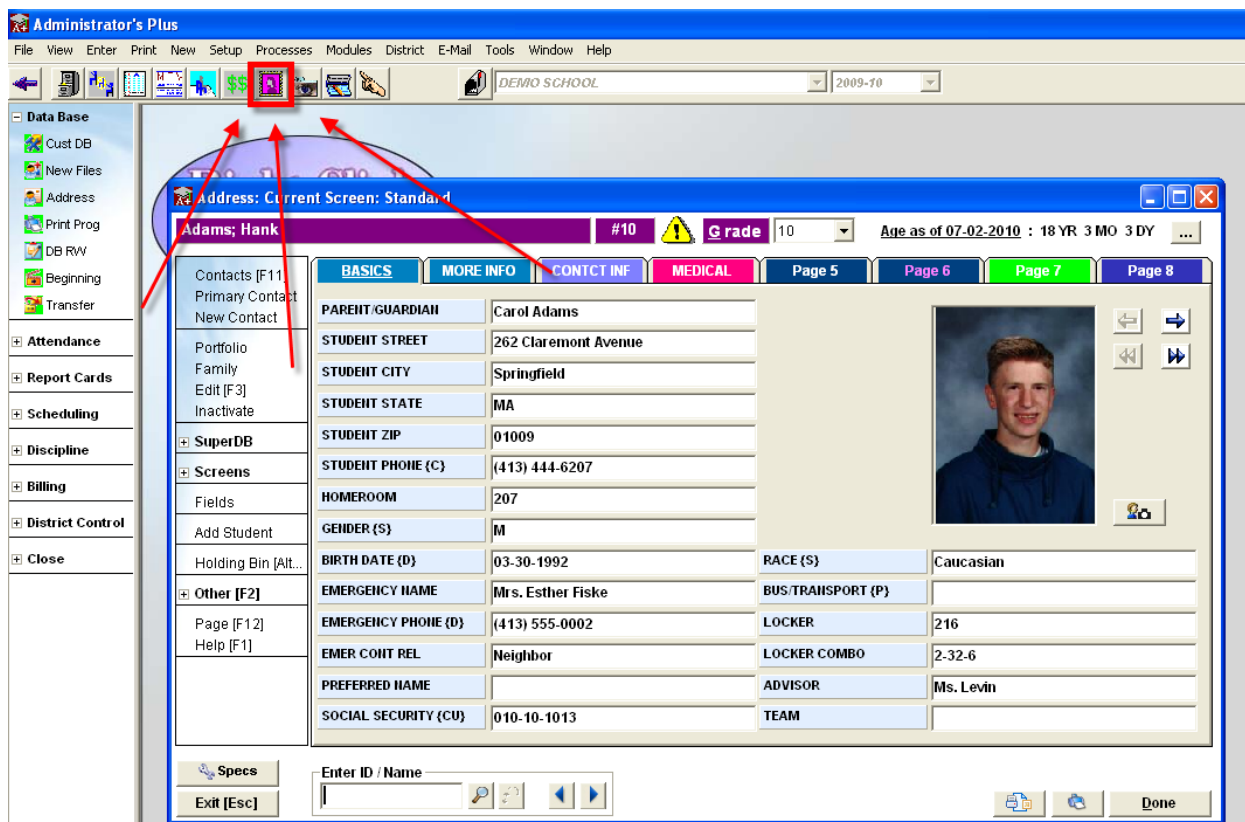


ID Card Printer Options

ID Cards may be printed with any ink jet or laser printer and later laminated. You may also use a Fargo card printer. Fargo printers produce a professional hard plastic ID card, on which the picture is actually imbedded in the plastic. Rediker Software is an authorized reseller of the Fargo printers as well as all of the supplies necessary to produce your ID cards. Please call us for samples of each type of ID card or for more detailed information on each kind of printer.

Activating Pictures Plus

To start the Pictures Plus program, press Shift +F7 at any Administrator's Plus screen where Hot-keys are available. When a student's record is called up on the screen, you may also click on the Pictures Plus button  on the Administrator's Plus toolbar to access Pictures Plus.



The screenshot shows the Administrator's Plus software interface. The top menu bar includes File, View, Enter, Print, New, Setup, Processes, Modules, District, E-Mail, Tools, Window, and Help. The toolbar contains various icons, including a Pictures Plus button (a small icon of a person with a plus sign) which is highlighted with a red box and a red arrow. The left sidebar lists various database and administrative functions, including a Pictures Plus button (a small icon of a person with a plus sign) which is also highlighted with a red box and a red arrow. The main window displays a student record for Hank Adams, #10, Grade 10. The record includes fields for PARENT/GUARDIAN, STUDENT STREET, STUDENT CITY, STUDENT STATE, STUDENT ZIP, STUDENT PHONE, HOMEROOM, GENDER, BIRTH DATE, EMERGENCY NAME, EMERGENCY PHONE, EMERGENCY REL, PREFERRED NAME, SOCIAL SECURITY, RACE, BUS/TRANSPORT, LOCKER, LOCKER COMBO, ADVISOR, and TEAM. A student photo is displayed on the right side of the record.

BASICS		MORE INFO		CONTACT INF		MEDICAL	
PARENT/GUARDIAN	Carol Adams						
STUDENT STREET	262 Claremont Avenue						
STUDENT CITY	Springfield						
STUDENT STATE	MA						
STUDENT ZIP	01009						
STUDENT PHONE {C}	(413) 444-6207						
HOMEROOM	207						
GENDER {S}	M						
BIRTH DATE {D}	03-30-1992	RACE {S}	Caucasian				
EMERGENCY NAME	Mrs. Esther Fiske	BUS/TRANSPORT {P}					
EMERGENCY PHONE {D}	(413) 555-0002	LOCKER	216				
EMER CONT REL	Neighbor	LOCKER COMBO	2-32-6				
PREFERRED NAME		ADVISOR	Ms. Levin				
SOCIAL SECURITY {CU}	010-10-1013	TEAM					

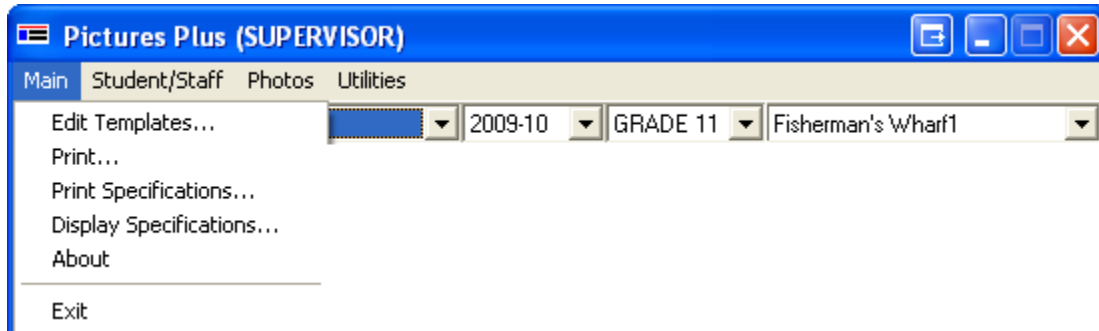
The Pictures Plus Main Screen

After activating Pictures Plus, you will see the student's picture on the last used ID card template. If a picture has not been saved for the student, you will see an empty picture field with the text, "NO PICTURE FOUND."



Main Screen Menu Items

The menu items on the Pictures Plus Main Screen provide options for viewing, modifying, and printing ID cards as well as student/staff directories.

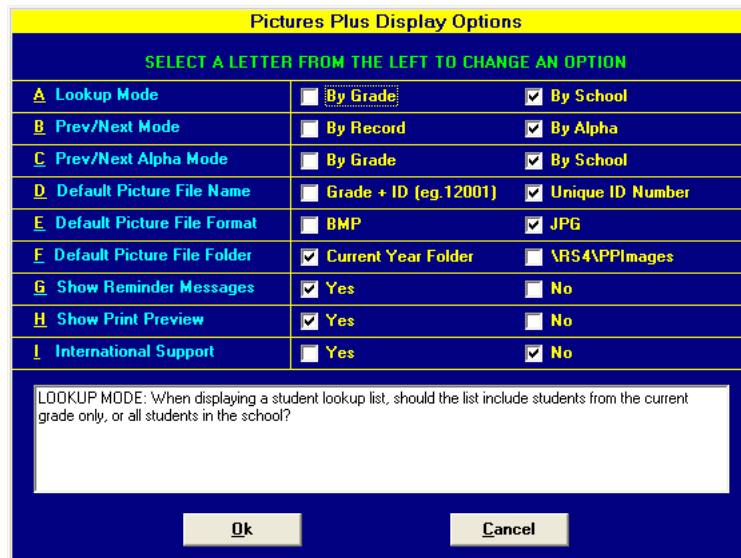


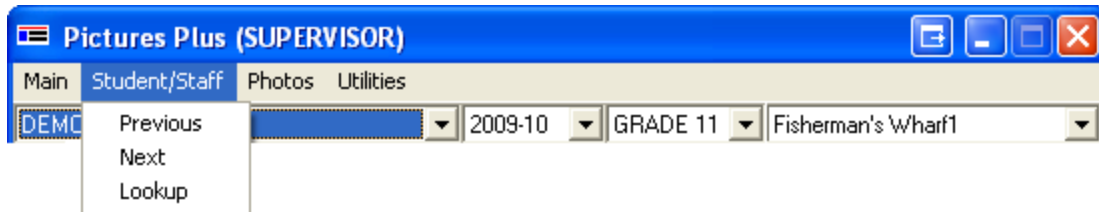
Edit Templates: Opens the ID Card Designer which allows you to customize the information on your ID cards, along with the overall appearance.

Print: Starts the print dialog process which consists of selecting the desired print specifications as well as print menu options.

Print Specifications: Opens the Print Specification Screen.

Display options: Pictures Plus allows you to control the general appearance and functionality of the Pictures Plus program. Click any of the display options to see a brief explanation in the lower portion of the screen. (See below)

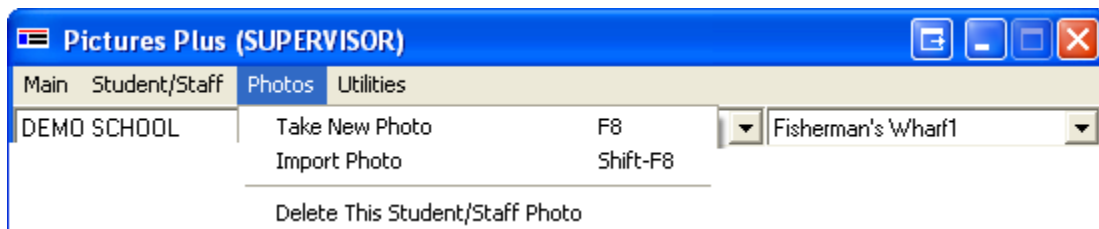
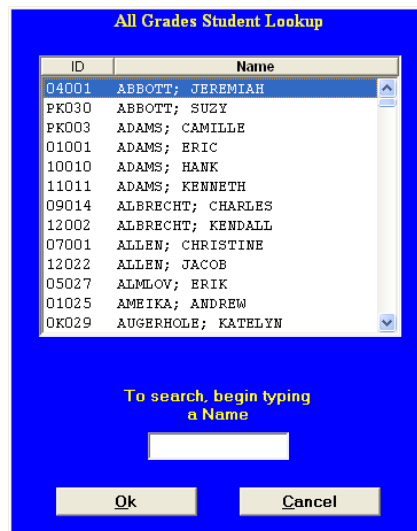




Previous: displays the ID card for the previous student alphabetically or by record number. This can be edited in the Display Options screen.

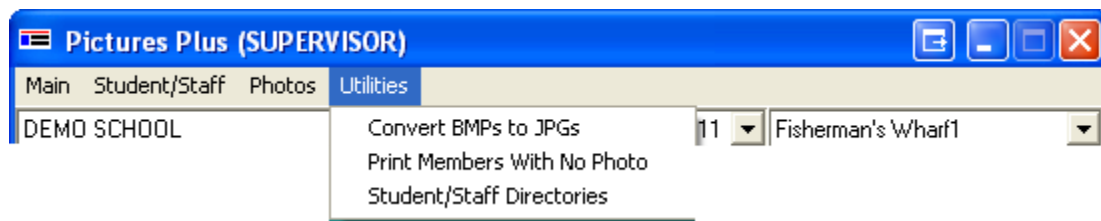
Next: displays the ID card for the next student alphabetically or by record number. This can be edited in the Display Options screen.

Lookup: Causes the student or staff lookup window to appear. Use the lookup to locate and select the desired student. You can set up the lookup window to display all students, or only those students in the current default grade level. This can be edited to show students by grade or by school in the Display Options screen.



Take Photo: When you are ready to capture a photo, select Take Photo. The Take New Photo screen, which allows you to capture and save student pictures, will appear.

Import Photo: Allows you to import a picture from other sources, such as a CD ROM or flashdrive.



Convert BMPs to JPGs: The default picture format for Administrator's Plus is JPG, but BMP is also supported. If you use BMPs, but need to convert one or more of them to JPG format (Perhaps for use on a web page), select this option.

Print Members With No Photo: This will generate a list of students who have no picture saved.

Student/Staff Directories: Accesses a help screen containing instructions for creating student and staff directories.

Capturing Photos with a Web Cam

Most pictures taken with Pictures Plus will be done with a web cam. Once you've opened Pictures Plus, click on F8 Take Photo. The Take Photo screen will now be showing with live video. If your camera is properly set up, you should be able to see all movement through the camera.



Take a New Photo Toolbar Menu

The Take New photo Toolbar Menu options allow you to view and change the settings for your camera. The appearance and options on each of the screens described will depend on the specific model of camera you have installed.

Video Source: This menu allows you to edit the video source settings. Here, you can also adjust the camera's brightness, contrast, hue and saturation, and any other specifications for your camera. The quality of the pictures can usually be edited through this menu.

Video Format: The recommended Resolution and pixel depth and Compressions settings are **320 x 240** and **RGB 24**.

Take a New Photo Buttons

If your camera has been properly configured, you should see the student moving inside the picture window of the Take New Photo screen.

F3 – Take Picture will capture the student or staff member's picture on the screen.

F10 – Save as Student Picture will save the picture in the student's record. Once saved, the picture will be available for printing and viewing in Administrator's Plus and GradeQuick.

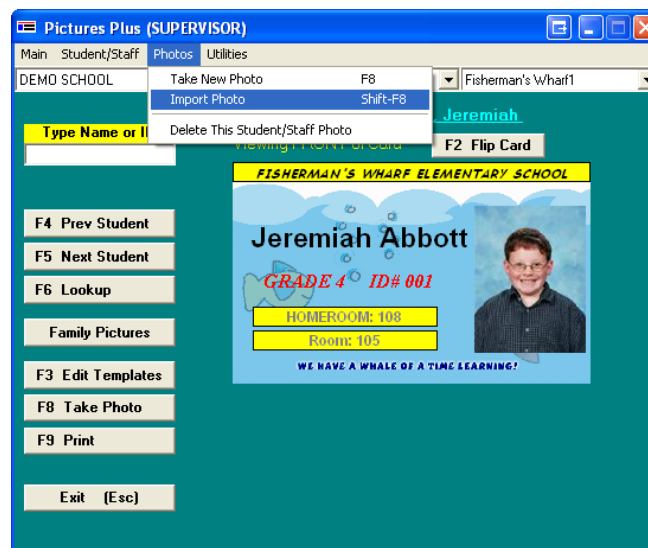
Resume Preview returns you to the live video stream. This is useful if the student blinked as you took the picture. The previous taken picture will not be saved, so only do this if you're absolutely sure you don't want the other picture.

Save as Family Picture will allow the user to save a picture and link it to a Data Base field. This is useful for schools who want a picture of all the eligible relatives who can pick up a student from school. For example: If parents want to let the child's uncle pick up the student from school, having a picture of the uncle in the Data Base field titled, Uncle, will show a picture of the uncle. This is often used as a safety precaution.

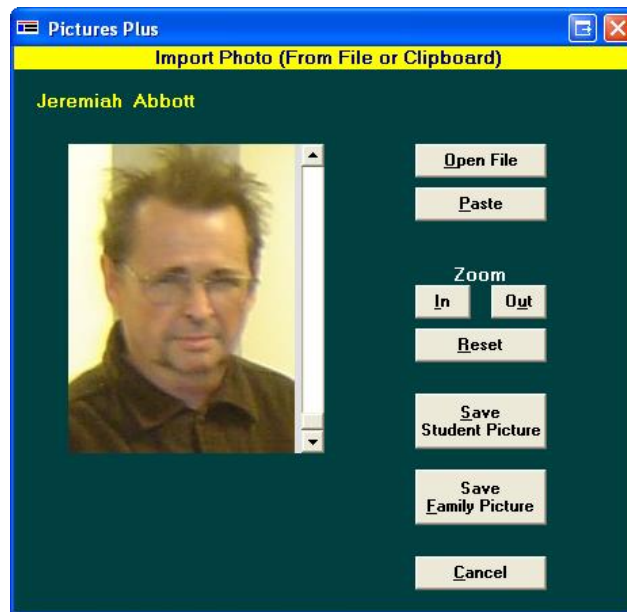
How to Import Pictures

You can import pictures of the following type: BMP, JPEG, TIFF, PNG, PCX, DIB, IMG, WPG, DCX, GIF, WMF, EPS, Kodak Photo CD, AutoCAD DXF, and Targa image file. Pictures Plus will save all imported pictures in the format specified by display option E.

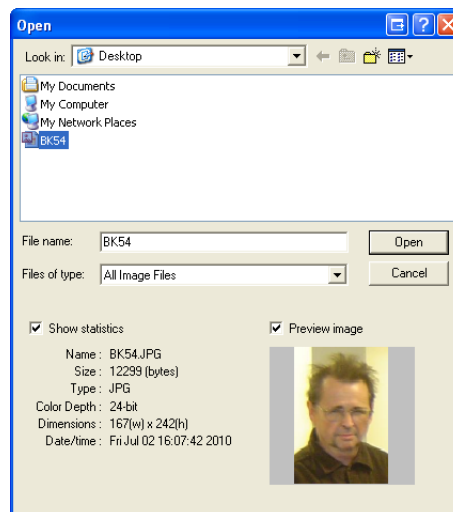
The photos tab at the top of the Pictures Plus screen will allow you to access the Import Photo screen. You can also use the Hotkey Shift+F8.



By clicking on Open File, you can locate the picture you want to import for the student.



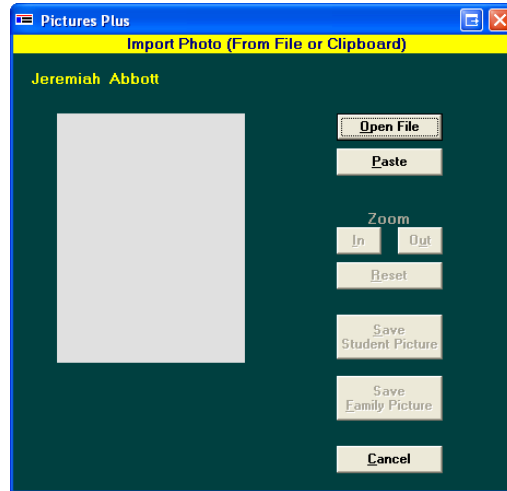
To view information on the file, check the box labeled Show Statistics. To preview the picture in the lower portion of the screen, check the box labeled Preview Image.



If the picture is too large, use the Zoom IN and OUT buttons to expand or shrink the image. Reset will return the image to its original size. Once you've finished editing the picture, you can save it as a student picture, or a family picture. (Family picture is an uncle, aunt, mom, dad, etc...)

How to Paste from the Clipboard

Pictures Plus also allows you to use pictures that you have copied to the Windows clipboard using another software application. For example, if you have a photo on your screen in a program such as Microsoft Photo Editor, you may use the Edit + Copy option to copy the picture to the clipboard.

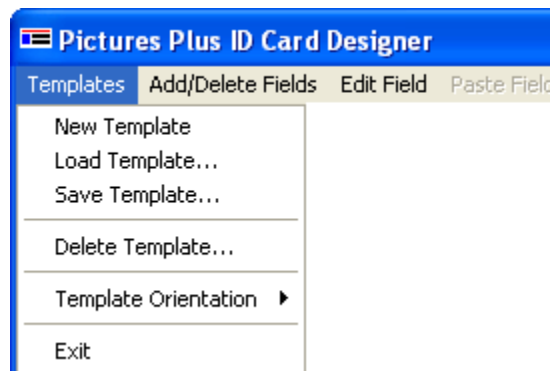


Once the picture has been copied, simply select Paste, located directly below the Open File option. Even if the picture is being pasted, you can still zoom IN and OUT and adjust the picture so it's centered. Just remember to save the picture before you quit the screen.

Customizing ID Cards and Directories

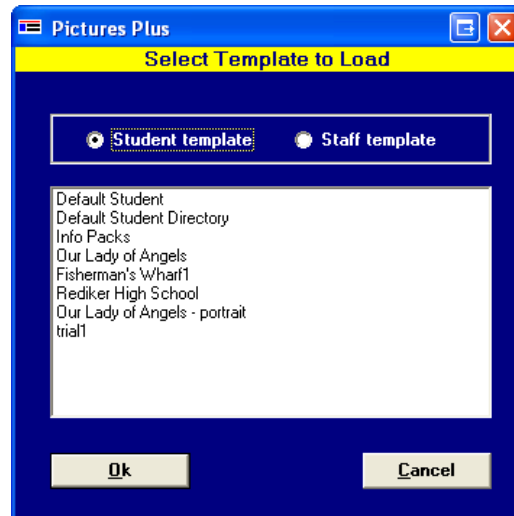
Pictures Plus comes with two built-in ID Card Templates: Default Student and Default Staff. You can use them as is, edit and save them under another name, or create a new template from scratch.

F3 Edit Templates: allows you to edit the ID Card displayed on the right.



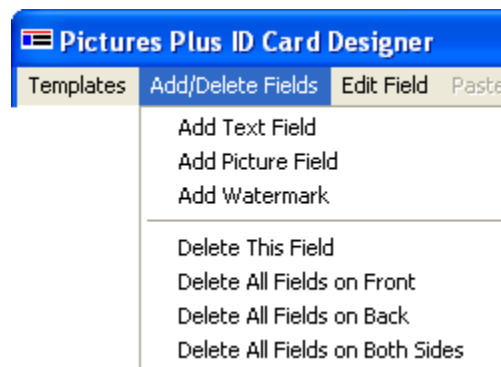
New Template: If you wish to create a new ID card template, select this option. You will be creating a brand new ID card from scratch. As a result, a blank template will appear.

Load Template: Opens an existing ID card or directory template so that you can view or modify it. Select the desired template from the window that appears.



Save Template: Saves the current ID card or directory template.

Template Orientation: Allows you to set up ID cards or directories in either Portrait or Landscape Orientation.



Add Text Field: Inserts a new text field.

Add Picture Field: Inserts a new picture field.

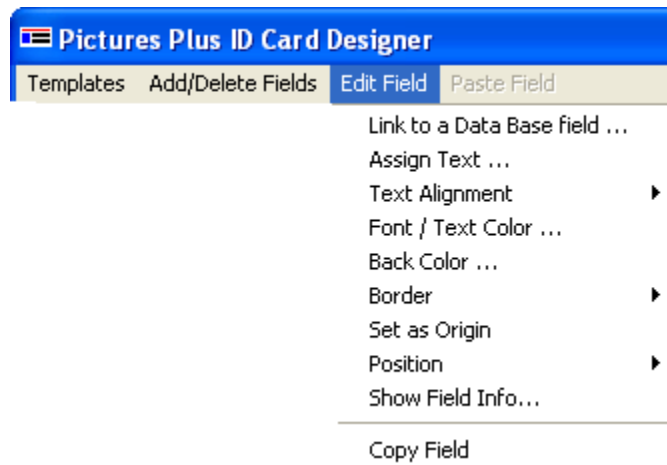
Add Watermark: Opens the screen shown below. From this screen, you can browse and select the image file you would like to use for a watermark.

Delete This Field: Removes the currently selected field

Delete All Fields on Front: Removes all text, photo, and watermark fields on the front side of the ID card.

Delete All Fields on Back: Removes all text, photo, and watermark fields on the back side of the ID card.

Delete All Fields on Both Sides: Removes all text, photo, and watermark fields on both sides of the ID card.

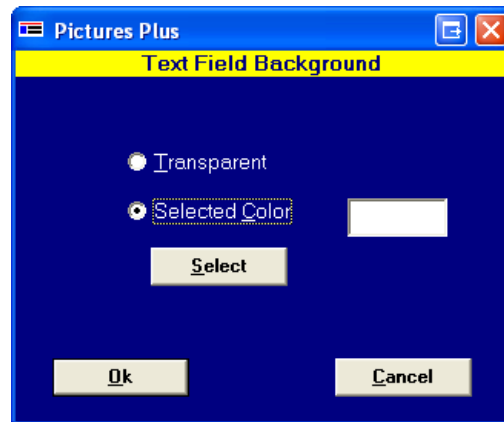


Link to Field: A list of your Administrator's Plus database fields appear, as well as some specialized combinations of data base fields near the end of the list. To link a text field, highlight and select the desired data base field from the list. Optionally, you can include the name of the database field on the ID Card. Simply click on the check box next to *Include Data Base Field Name* below the list of data base fields.

Assign Text: This option allows you to print set text such as the school motto or school name on all cards. You can also assign text to print only when the linked data base for a text field contains no data. When Pictures Plus prints an ID Card Field, it looks first for a link to a data base field, and second for assigned text. Therefore, when you assign text, the text will appear only when the link to a data base field is set to "None" or the linked data base field contains no data. For example, assume you have a data base field named "School Bus #," which you've linked to an ID Card field. You then select assign text and type in "No Bus." The result: Students who do have data in the School Bus # field will have that data printed on their ID Cards. Students who do not have data in the School Bus # field will have the text "No Bus" printed on their ID Cards.

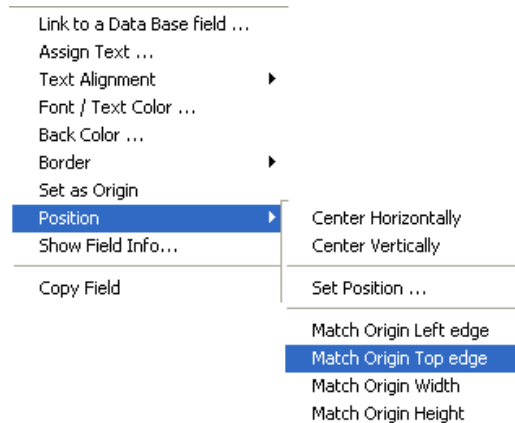
Font/Color: A dialog box appears from which you can select the font, font size, font style, and text color for the currently highlighted data field.

Back Color: A dialog box appears from which you can select the background color for the current field.



Border: Turns the field border on or off. Borders are always black.

Set as Origin: Allows you to establish a uniform layout by lining up text and photo fields and matching the length and width of data fields. To use the Set as Origin feature, highlight a field whose position you wish to use to line up and size one or more other fields. Once you've done this, click on "Set As Origin." Then right click on a field you wish to have match the origin field. The menu below will appear. Highlight the position and select one of the options from the menu.



Position: Allows you to manually adjust the exact position of the field by specifying its left edge, right edge, width, and height.

Show Field Information: Opens a screen that displays the dimensions, picture information, and any links for the currently selected field.

Copy Field: Places the current selected field on the Windows Clipboard so that it can be pasted in another location on the ID Card or directory template.

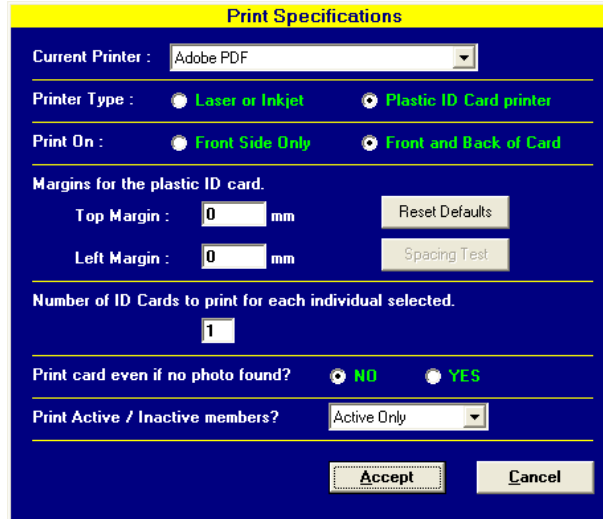
How to Create Templates

1. Click on Edit Templates to open the ID Card Designer screen.
2. To create a new ID card or directory template, click *F1 New*. A blank template will appear. To modify an existing template, click *F3 Load* and select the desired ID card or directory template.
3. Use the editing tools described on the previous pages to modify the template to include the information you want printed for each member. Directory templates use only the font of the card so that more students can be printed on each page.
4. To save the template, click *F10 Save*. Directory templates must be saved with a name that contains the word *Directory*.
5. You can now use your new template to print Id cards or directories for all students, for a single grade, for students matching a search criteria, or for selected individual students.

Printing ID Cards

Pictures Plus allows you to design and print your own ID Cards and student/staff directories. You may print ID cards using a standard laser or inkjet printer or a plastic ID card printer such as the Fargo.

To print an ID card or Directory, select F9 Print. The Print Specifications window will appear.

The image shows a 'Print Specifications' dialog box with a yellow title bar. The background is dark blue. It contains several settings: 'Current Printer' is a dropdown menu showing 'Adobe PDF'; 'Printer Type' has two radio buttons, 'Laser or Inkjet' (selected) and 'Plastic ID Card printer'; 'Print On' has two radio buttons, 'Front Side Only' (selected) and 'Front and Back of Card'; 'Margins for the plastic ID card' section includes 'Top Margin' and 'Left Margin' both set to '0 mm', with 'Reset Defaults' and 'Spacing Test' buttons; 'Number of ID Cards to print for each individual selected' is a text box with '1'; 'Print card even if no photo found?' has 'NO' (selected) and 'YES' radio buttons; 'Print Active / Inactive members?' is a dropdown menu showing 'Active Only'; and 'Accept' and 'Cancel' buttons at the bottom.

Print Specifications

Current Printer: Use the drop-down list to select the desired printer for your ID Cards

Printer Type: Any time you change the **Current Printer**, you must select the appropriate printer type.

Print On: This setting applies only to plastic ID card printers. Indicate whether you would like to print only the front side of the ID card or both the front and back. To print on both sides of a plastic ID card, make sure the printer is set up for *duplex* printing in the printer's Properties dialog box.

Margins for the Plastic ID Card: For Laser and Inkjet printers, these specifications refer to the top and left edges of the top card on the paper. Use the spacing test (see below) to determine the optimal margin settings for your printer. For plastic ID cards, the top and left margins should typically be set to 2mm each. Although you can make minor margin adjustments from the Print Specifications screen, anything other than minor margin changes should be made using the Printer Properties settings for your ID card printer.

Reset Defaults: Returns each of the Print Specifications to the original program defaults.

Spacing Test: The spacing test should be used when printing cards on a laser or inkjet printer. It produces a printed outline showing the area Pictures Plus will use to print the ID cards. Use it to verify that the information will print inside the perforations on your ID card paper.

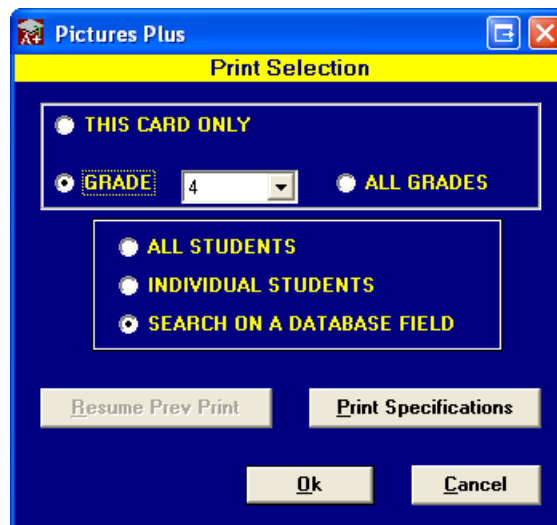
Number To Print: Choose how many cards you wish to have printed per student. Usually, this will be set to 1. You can, however, print up to 99 cards for each selected student.

Print Card even if No Photo Found: Choose **Yes** to cause ID cards to print for students who do not have a picture. Choose **No**, to skip students without a picture.

Print Active/Inactive Students: Choose from the following options: *Active Students Only*, *Inactive Students Only*, or *Both* (active and inactive students).

Print Menu

Pictures Plus allows you to use all of the print menu options available in Administrator's Plus. Use the **Print Selection Menu** to select the initial parameters for the print job. Choose from the options described below.



This Card Only: Print only the ID card for the student that currently appears in the Pictures Plus screen.

Grade: Limits the printing to a specific grade level. Within the selected grade level, you may limit the parameters further, but no student outside of the selected grade level will be included.

All Grades: All students in all grade levels will be included in the print run. Within All Grades, you may limit the parameters further.

All Students: Prints cards for all students. If a grade level was selected, All Students within the grade level will be printed.

Individual Students: Allows you to manually select individual students to include in the print run. After choosing Individual Students, the screen below will appear. Highlight individual students from the All Students list on the left side of the screen and click the > button.

Select Individual Students

All Students

- Abbott, Jeremiah
- Bray, Cynthia
- Crawford, Michael
- Cushman, Katie
- DeAngelo, Bonnie Jane
- Dyer, Matthew
- Foss, Tricia
- Gagnon, Shawn
- Gurney, Karen
- Hanson, Philip
- Hubbard, Dean
- Lasselle, Nickie
- Tindan, Terwyn

Selected Student(s)

Abbott, Jeremiah

>

All

Click this to select the student. Their name will now appear in this box.

Selected student ID:

Clear Selections

Use Spacebar to select.

Use Shift and Control keys to make multiple selections.

To search: Type last name.

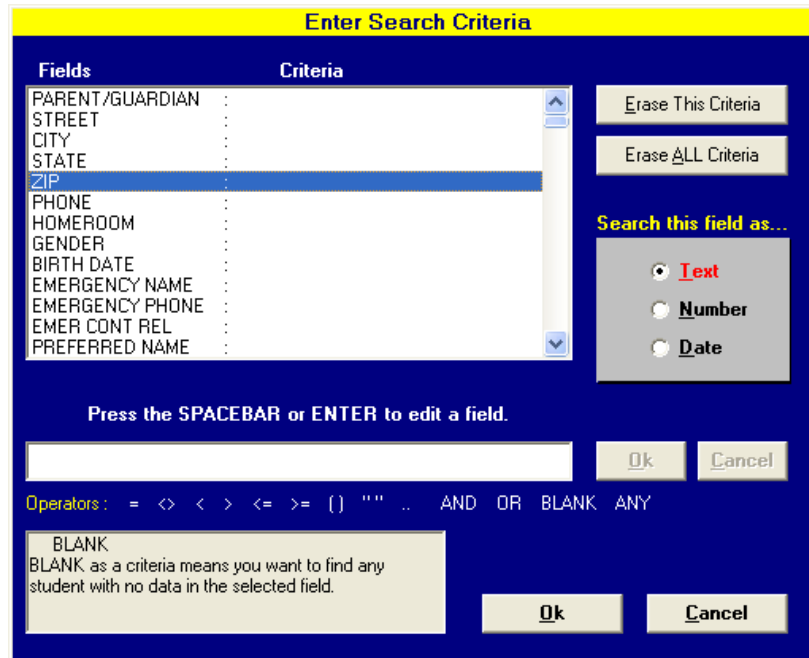
Press Esc to clear search.

Ok

Cancel

The students' names will appear in the *Selected Student(s)* window on the right side of the screen. You can highlight multiple names by pressing the Ctrl or Shift key while clicking. The Shift + Click combination allows you to select a block of student names that are listed in a row. The Ctrl + Click combination allows you to select two or more students that are not listed in a row. Select all students by clicking All. To clear the names listed in the *Selected Students(s)* window and start the process over, click Clear Selections.

Search on a Data Base Field: You may limit the print run to include only those students who have a specific entry in one or more Data Base Plus Address fields. Select the desired search field by highlighting it and pressing the Spacebar or Enter key. For each search field, you must specify whether the search field is a Text, Numeric, or Date Field. Type the search criteria in the search criteria dialog box. Mouse over on the symbol of each available search operator to view a description of how it works. To erase one search criterion, highlight it and click Erase This Criteria. Erase all search criteria, click Erase ALL Criteria.



Enter Search Criteria

Fields	Criteria
PARENT/GUARDIAN	
STREET	
CITY	
STATE	
ZIP	
PHONE	
HOMEROOM	
GENDER	
BIRTH DATE	
EMERGENCY NAME	
EMERGENCY PHONE	
EMER CONT REL	
PREFERRED NAME	

Press the SPACEBAR or ENTER to edit a field.

Operators: = < > <= >= [] "" .. AND OR BLANK ANY

BLANK
BLANK as a criteria means you want to find any student with no data in the selected field.

Search this field as...
☒ Text
☐ Number
☐ Date

Buttons: Erase This Criteria, Erase ALL Criteria, Ok, Cancel

After entering the desired search criteria and clicking OK, the Sort By screen will appear. Use it to select a primary and secondary sort category if desired. For example, you may choose to print ID cards sorted by Homeroom number, then by sex. This would cause the ID cards for students in each homeroom to be printed together with all females in the homeroom printed first, followed by all males.



Sort By...

Sort First By

Do not sort

Sort As: Text

Ascending (selected)
Descending

Then By

None

Sort As: Text

Ascending
Descending (selected)

Buttons: Ok, Cancel

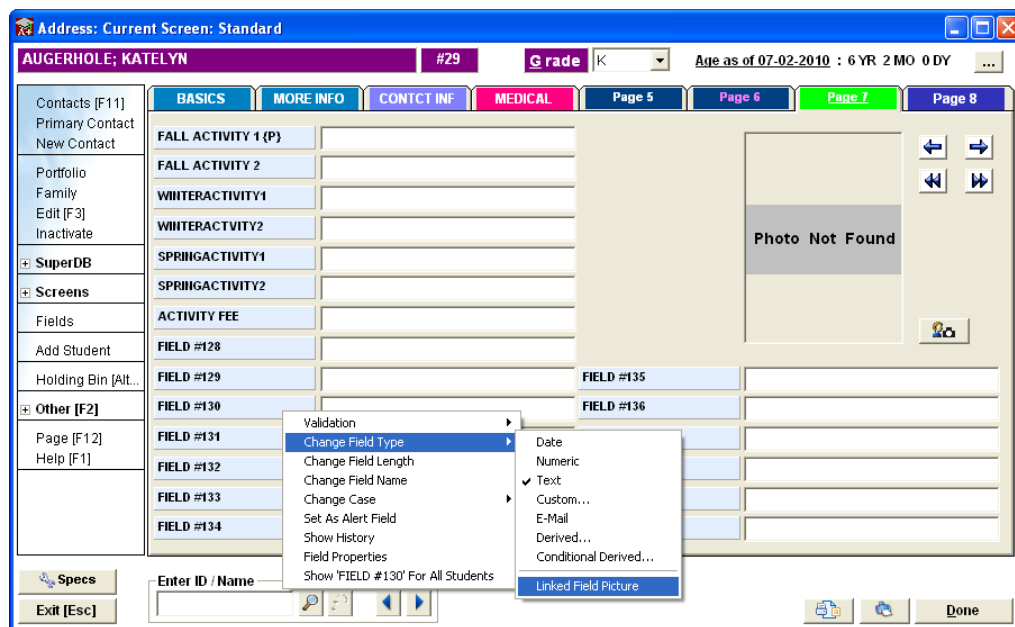
When using one or more sort criteria, specify the field type with the *Sort As* dropdown lists. Click OK to send the ID cards or directory to the printer.

Family Pictures

One of the newer features of the Pictures Plus module is the ability to link Data Base fields to pictures. This allows schools to store pictures of family members of a student. This is especially useful for schools who keep photos of parents who are picking their kids up. For example: If parents want to let the child's uncle pick up the student from school, having a picture of the uncle linked to the Data Base field titled, Uncle, will show a picture of the uncle. This is often used as a safety precaution.

The following steps will show how to link a picture to a Data Base field.

1. You will first need to designate a specific field as a Linked Field Picture. To do this, right click on the field name, go to Change Field Type, and select Linked Field Picture. This will allow you to link the picture to the field. (Don't forget to name the field.)

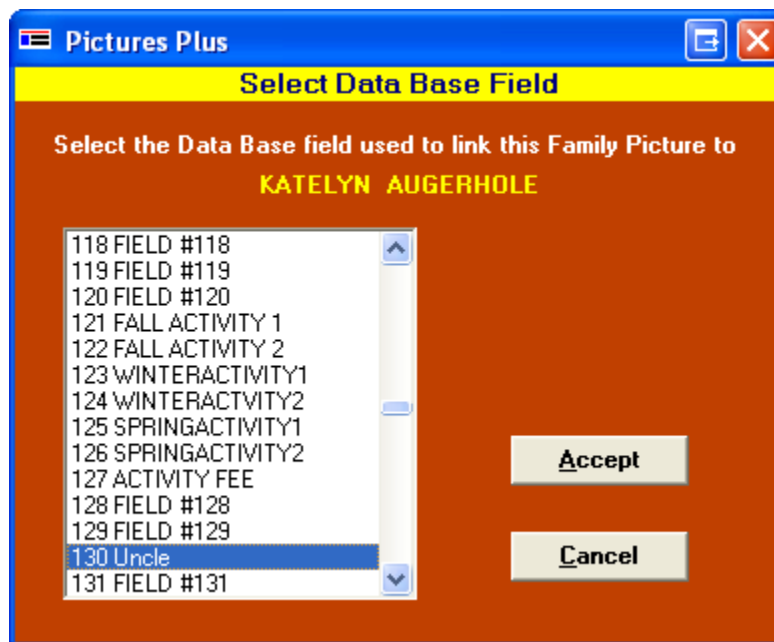


Once this has been done, you can now link the picture to that field. Depending on if you're uploading a picture, or taking a new picture, your steps may change. Regardless, the following steps will be the same.

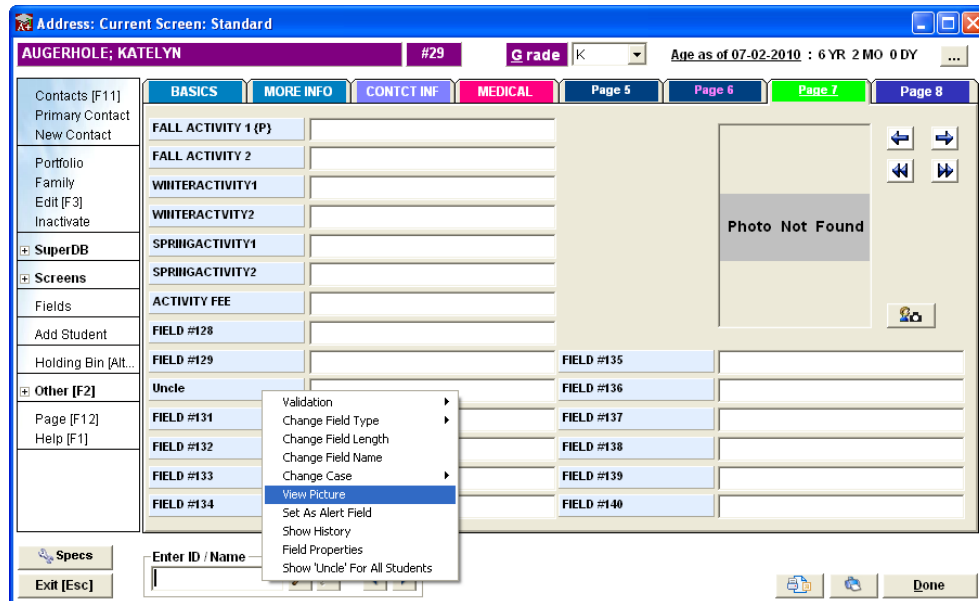
2. When you take a picture, you can select Save as Family Picture. This will make the current picture selected a family picture based on a field.



3. Select the Data base field to which you want to link the picture. Field #130 is uncle. If that were the case, you may click Accept and the picture will now be linked



4. In order to access the picture, you simply need to locate the field. Right click on it and select View Picture.



The screen below is what you'll see. Any fields with pictures will appear on this screen. In the screen below, the Uncle's picture is shown. This is how you can view Family Pictures.

