

*This AI-generated document is intended to accompany the video “**Showing and Ordering 3XM Products**” as a written reference. While it provides details of the techniques and processes demonstrated in the video, it is not a comprehensive training guide. You may find printing this document helpful for quick reference.*

For a more detailed understanding of this topic, please consult the ProSelect Online Help Guide.

Showing & Ordering 3XM Products

Introduction

This video guides you through creating products for Image Boxes and Quantum Cards from 3XM using ProSelect. You’ll learn how to set up image sets, copy images into sets, prepare Image Box and Quantum Card products, place orders, and produce files ready for upload.

Steps

1. Prepare Image Sets

- Navigate to *Working with Images* in ProSelect.
- Click on “Set 1” and use the disclosure arrow to choose **Show All Sets**.
- Six sets appear; up to 15 can be enabled in Settings.
- Use the last set’s disclosure arrow to select **Edit Image Set Names**.
- Rename Set 2 to *Image Box* and Set 3 to *Quantum Card*.
- Save these names by clicking the Gold Arrow and naming the group (e.g., *Image Boxes*).
- To reuse later, select the saved set name and apply it with the left-pointing arrow.

2. Copy Images into Sets

- In Thumbnail View, select desired images.
- Hold **ALT/OPTION** and click the *Image Box* set to copy them in.
- Click the set name to view its contents.

- Repeat the process from Show Image View by holding **ALT/OPTION** while clicking the set.
- Note: dragging an image moves it into a set; using **ALT/OPTION** copies it.
- To select all images in a set: click the set, tap **T** to switch to Thumbnail View, then use **Control/Command + A**.

3. Work with Quantum Card Images

- Select all images in the *Image Box* set.
- Hold **ALT/OPTION** and click the *Quantum Card* set to copy them.
- Open the Quantum Card set, double-click the first image, and tap **C** to crop.
- Use **Shift + drag** to maintain aspect ratio while adjusting crops.
- Move through images with the arrow keys to confirm cropping.

4. Create an Image Box Product

- Navigate to *Working with Products*.
- On the Resource Selection Bar, choose the *3XM Image Boxes* category.
- Select the folder for *11x14 Image Boxes – 20 capacity*.
- Double-click a product to open fullscreen.
- From the image list, drag images into the mat openings.
- To fill all mats: in Thumbnail View, select 20 images (Shift + click from first to last), then drag them into the stack.
- Change mat colors with the *Select Traditional Mat Tool*.
- Apply a color change to all mats by choosing the third option in the selection box.
- Adjust mat formats with arrow keys.
- Verify cropping by pressing **C**. Adjust images as needed using **ALT/OPTION** with the crop or move tools.

5. Order Image Box Products

- Select the Image Box and all matted prints.
- Click the *Order Product Tool*.

- Review the order list, then click *Total Price* to add all items to the order.

6. Order Quantum Card Products

- On the Resource Selection Bar, choose *Quantum Card*.
- Select a template based on the number of images required.
- Drag a vertical image into the product template.
- To populate all openings with the same image, hold **Shift** while dragging.
- Use the *Order Product Tool* to confirm.
- To order digital Quantum Card images:
 - Go to *Working with Images*.
 - Select the Quantum Card image set (Control/Command + A to select all).
 - Open the *Order Product Tool* and choose *Quantum Card Images* under Digital Files.

7. Review and Print Orders

- In the *Order Product Tool*, select *Review Orders* to see all products.
- Choose *Print* to output the order to paper or PDF for client signature.

8. Produce Files for Upload

- Requires ProSelect Pro.
- Open *Production Manager* from the Production menu.
- Under the Products tab, select Image Box items.
- Under the Digital Files tab, select Quantum Card images.
- Check all items, then run *Pro Production*.
- Monitor progress in the Production Status window until completion.
- Open the Output Images folder to locate two subfolders: *3XM* (for Image Boxes) and *3XM Quantum* (for Quantum Card).
- These contain cropped, sized, production-ready files for upload.

Conclusion

By carefully following these steps, you can organize, prepare, order, and produce Image Box and Quantum Card products in ProSelect. Image Sets keep your workflow efficient, and Pro Production ensures files are ready for 3XM.