USING ART IN LAKESHORE

One of the most popular features in the new browser-based versions of Lakeshore is the ability to use your art within Lakeshore.   You can put a thumbnail of the art on documents and e-mail art to the supplier along with the order.   This discussion will describe information on the various art formats, how to get the art file onto the server and how to use it in documents.

File formats

There are many art formats, some of which will work in your documents and some which won't.

Lakeshore documents are basically web pages.   We convert them into Adobe "PDF" format and display them on your screen or attach them to an e-mail.   Therefore, we can only include the types of art files that browsers such as Internet Explorer and Firefox can use.   There are many popular formats such as "eps" that these browsers can't display and that we therefore can't use or can't use without a conversion step.

Here the formats we can use without any changes:

> GIF
> JPG   (RGB format only)
> PNG
> PDF   (requires some internal conversion)

You can upload an art file in any format and store it on the server.   However, if you try to display one of the unsupported formats, you will see only a small box with an "X" in the middle.

Just to complicate things further, some formats can be created in more than one way.   A notable example is the JPG format which can be saved with a RGB color format (best for displaying on a monitor) or with a CYMK format (best for printing).   Internet Explorer can read the RGB version but not the CYMK version.   If you use a JPG art file and it doesn't display properly, there is a good chance that this is your issue.   You can try calling the JPG up in an art program like Adobe Photoshop, do a "Save As", and save it in the RGB format.   If the new version works, then that was your issue.   If not, you possibly have a file that is corrupted for some reason.

One of the most popular fields is the EPS formatted generated by Adobe Illustrator.   We have found a utility that will convert this format to a JPG format.   If you set up the EPS file on your art file and try to just display it, it will not display.   However, if you use it in a thumbnail, we will convert it on the fly to a JPG and it will display properly.   However, the conversion is rather slow.   Therefore, we suggest you convert it to a JPG as part of your upload process.   The upload process is discussed in more detail below.

Art programs are continually being enhanced and some of the enhancements result in files that are non-standard and don't work in a browser.   If you are having a problem with an art file with a format that should work, contact Lakeshore Technical support for assistance.

Saving the art on the server

You may create the art yourself in an art program.   If you are on the same network as the server, you can just save the art in the "artwork" directory on the server.   Or your customer may send you art as an attachment on an e-mail. You can just save the attachment in the "artwork" directory.

However, if you are outside the office and not on the internal network, you cannot use this method to get the art file to the server.   We have added to Version 11 an upload script that can get your art file to the server from either

inside or outside the office.   It can also set up the art file entry and convert files in the EPS format to a JPG format.

This upload script can be accessed from Order Processing, Art/Document functions, Upload art file as well as from Reference Information, Art, Upload art file.   The two functions are identical.   We just put it in two places on the menu so that you could use whichever one was most convenient.

Below is an example of an upload request:

Here is some additional information about the fields shown:

- **File name**   Enter the full file name including the path.   The easiest way to do this is to click on the "Browse" button to the right of the file name.   This gives you access to the standard file look up function on your computer such as you see on your "My Computer" icon.   Locate your file and click on it. The full file name and path will be pulled into the screen.

- **Subdirectory**   This field is optional. However, if you leave it blank, the art file will be uploaded into the generic "artwork" directory.   If you have a lot of art-work, this directory structure will become very long and it will be difficult to search for files.

                            It is suggested that you create subdirectories under the main artwork directory.   Some users set up a separate directory for each customer, some for each salesman, some only for large customers and put miscel-laneous art into the main directory.   Do what makes sense at your site.

You can also create subdirectories underneath your primary subdirectory. So you might create a subdirectory for each salesman, then underneath each salesman create subdirectories for each of that salesman's customers. In that case, you would enter both the salesman's subdirectory name and the customer's subdirectory name separated by a forward slash as in

> kaye/abc

You can use the look up icon to look up the subdirectory name.

If you need to create a new subdirectory, you can click on the "create subdirectory" link to the right of this field.

● **New file name** — Enter the new file name. This name will usually default to the file name of the file you are uploading. However, the Linux server does not like file names with embedded spaces or certain special characters such as "&". These will be replaced by the underline character or omitted. So note that the original file name of "abc logo.eps" on the sample screen is converted to "abc_logo.eps". This will be done automatically.

You can change the file name if you like but you must still follow the rules of no embedded spaces and none of the special characters that cannot be used.

● **New art entry?** — The default for the upload script is to set up a new entry in your art file after the file is uploaded. You will be able to review the art information and enter additional data.

If you have already set up the art number for this art or for some other reason do not want to set up a new art number, just uncheck the box.

● **Convert eps?** — If the file you are uploading is an EPS file, you will be asked if you want to also create a JPG version of the file at this time. We recommend this as to do the conversion "on the fly" while you are generating a form is time-consuming.

● **JPG? EPS? Both?** — If you are uploading an EPS file and have asked to set up a new art file entry, you can set up an art number only for the JPG version, only for the EPS version, or both. Indicate your preference. If you pick the "both" option, the information for both art numbers will be reviewed in sequence.

If you only set up the JPG version as an art number, you can still select the EPS version as an art attachment by searching and selecting the file from the artwork directory.

Once you click the "upload" button, the art file will be uploaded to the Lakeshore server. If you requested a conversion from EPS to JPG, this will be done. If you are creating one or two art numbers, these will be generated and you may enter the additional information such as description and customer.

Updating the art file

The art file is like a catalog of the art you have on file.   It contains information about the art file name, format, the customer with whom it is associated, the original order number it was used for, and the last order number it was used for.

If you use the upload function to create the art entry, you will have some of the information filled out.

Red arrows highlight the information that will be entered automatically for you.

- **Art number**   The next art number in sequence is automatically assigned.

- **File name**   The file name that was uploaded along with the subdirectory under the artwork directory

- **Format**   The format is take from the suffix of the file name (jpg, eps, etc.)

- **Forms Height**   You do not have to size your art file to fit on a document.   Just indicate the number of pixels you want to use on the form and the program will temporarily size it for use on the document.   100 pixels is usually a good size and you can use that at least to start.   The field between the word "Forms:" and the height field is for the width.   You may specify it if you wish but if you leave it blank, the art will be sized proportional to the height so it doesn't look warped.

- **Date received**   The current date is used as the date received.

You can then fill in additional information.   Below is the screen with everything filled out.   The red arrows highlight the information that you would normally add.

- **Description**   A short description of the art for displaying on look up windows.

- **Reference ID**   You may define up to 10 pieces of reference information.   These can be used to look up the art later.   For example, you might want to put the subject of the art or the salesman's initials.

    In addition to reference ID, you can look up the art by customer and by order number on which it was used.

- **Customer**   If this art is for a specific customer, you may note that customer.   This will enable you to pull a list of all art you have on file for a specific customer.

Using art on an order

You may associate up to 10 art numbers to an order.   This association is usually done through a link on the order entry screen labeled "Update Art numbers".   There is also a special function that you can give to someone such as an artist that may need to put the art number on the order but to whom you do not want to give the ability to make any other changes.

The advantage of recording the art number on the order is that you can then get a list of all the orders on which a particular piece of art was used.

If you want to print the art number on a work order or other document, we can make that adjustment for you.

To put a thumbnail of your art in the imprint or other area of your order, first click in the text area to indicate where you want the art inserted.   Then, click on one of the art links to the right of the text area.

If you have recorded one or more art numbers with the order, you will see a link for each one labeled "Art #1" or "Art #2".   Click on one of these links to print the associated art file in your area.

You will also see a link for "Art" without a number and with the look up icon (magnifying glass) to the right of it. Even if you did not associate an art number with the order, if the art number is set up you can pull the information into your order.   Just look up the correct art number.

For suppliers whose catalog is available, you can also select a picture of the product from the catalog.   Click on the "Supplier catalog art" link.   You will be prompted for the file name.   You must provide the directory path for the supplier's art file.   This will be something similar to the following:

        bic11/img/
        mapleridge11/img/
        norwood11/img/
        sanmar11/img/

You may also enter a partial portion of the name.   For example, if you know the item starts with "BCS", you can enter that part to get closer to the file name.

Look Up File Name

Start with file name   mapleridge11/img/BCS   🔍

                    Submit   Exit

Once you locate the file, click on it to pull the information into the order.

When a document related to the order is printed, the art file will be inserted into the document.

Attaching an art file to an e-mail

If you want to attach an art file to an e-mail you are sending to the supplier, you can enter the file name as part of the e-mail dialog.

●   If you have set up the art number on the order, the file name will automatically drop into the attachment area.

●   If you did **NOT** set up the art number on the order, you can enter the file name or look up it up.

●   If the art file is not associated with an art number, click on the look up icon to get the file name from the artwork directory.   You must include any subdirectory information.

●   If the art file **IS** set up on an art number but not on the order, you can click on the palette icon to look up the art number and get the file name from it.

If you are sending a purchase order and the art on the same e-mail, the purchase order will be one attachment and each art file will be a separate attachment.