

# Meadows Publishing Solutions

## *MPS GroupPicture™*

This manual describes how to use the Meadows GroupPicture™ software for Adobe® InDesign®. GroupPicture gives you the power to save complete “groups” of document objects (text boxes, picture boxes, lines, etc.) in special files which behave just like pictures. They can be archived, databased, and imported just like any other supported graphic format. The difference is that when you import a GroupPicture file, you get the original, native objects perfectly positioned on your page and ready to be edited and styled. Additionally, GroupPicture has been tightly integrated with two other Meadows products for InDesign:

- **AutoPrice™** (database publishing software) and
- **DesignMerge® Pro** (variable data software).

### Topics Covered in this Manual:

- ✓ Overview and Installation
- ✓ Using GroupPicture
- ✓ Setting GroupPicture Preferences
- ✓ Using GroupPicture with DesignMerge®, AutoPrice™, and Image Database applications
- ✓ Technical Support



**Meadows**  
PUBLISHING SOLUTIONS

# Overview

## About MPS GroupPicture™

The Meadows GroupPicture software for InDesign is perhaps best described as an import filter for InDesign documents. It allows you to save and import a group of native InDesign objects into a document. Additionally, GroupPicture allows you to use a picture box (frame) to indicate the location for the InDesign group that you are importing, and you can even import a group using the InDesign Place command, similar to placing a TIFF, EPS, or other image file type supported by InDesign. The difference is that you get a copy of the original group of InDesign objects pasted onto the page at the location of the picture box, and the objects in the group are fully editable.

Virtually any program designed to track, manage, and catalog images can be used to do the same with GroupPicture files. These include programs like Adobe® Bridge®, Canto® Cumulus®, Extensis® Fetch™/Portfolio™, and other digital asset management software products. Some of these applications also provide the ability to drag GroupPicture files directly from image management software documents to InDesign pages.

GroupPicture files integrate nicely with a variety of publishing workflows. Any database program that supports pictures will support GroupPicture files. It works great within scripting applications, making it easy to manage automatic page assembly. Additionally, because the Meadows GroupPicture software is tightly integrated with the Meadows **DesignMerge**® software and the Meadows **AutoPrice**™ software, it is useful for creating fully variable layouts. The remainder of this manual describes GroupPicture features in detail and how to use GroupPicture in conjunction with DesignMerge, AutoPrice, and also with image database applications.

## Advantages

- InDesign documents are treated like picture files making management of documents much easier.
- Individual "product blocks" or "ad squares" can be archived in a "native" InDesign format.
- Easy database management. Virtually any database program which supports pictures can be used to track GroupPicture files.
- When objects are imported, you can apply automatic positioning. No need to drag objects into place.
- Picture boxes that import a GroupPicture can be automatically deleted after import, sized to match the GroupPicture, or retained at original size.
- Works great with scripting programs. Makes it easy to manage automatic page assembly.

## **About this Manual**

This manual presents detailed descriptions of the installation, features, and user interface of this software. At the end of this manual, you will find information about requesting Technical Support and ordering additional copies of this software.

This manual was written for all versions of the software. Since for the most part, the software operates the same regardless of the version, pictures from the Macintosh platform are used throughout the documentation. In the few cases where a particular window or functionality differs significantly from one version to another, pictures and settings are fully identified.

## Installation

To install this software as a component of the Meadows DesignMerge® software package or the Meadows AutoPrice™ software package, see the instructions provided with that software's installer.

The GroupPicture Module may be installed individually, or the GroupPicture Module may be installed as a component of the Meadows DesignMerge® software or the Meadows AutoPrice™ software. The information below describes how to install the software as a standalone module.

## Required Modules

### **MPS GroupPicture™**

(file name: MPS GroupPicture)

This is the module that provides the ability to save any group of InDesign objects as a separate file of reusable content and then import these groups into other documents. This module can be used independently or in conjunction with the DesignMerge® software and the AutoPrice™ software from Meadows Publishing Solutions.

### **MPS Administrator**

(file name: MPS Administrator)

MPS Administrator is required to use GroupPicture. If you have already installed the MPS Administrator module, you may replace it with the module provided here.

## System Requirements

Unless otherwise stated, all software is compatible with the hardware and operating systems currently supported by the Adobe InDesign applications where the software is installed.

Be sure to download the software that is appropriate for the version of Adobe InDesign that you are running. If you do not see a download that matches your version of Adobe InDesign, feel free to send an email to our sales department at [sales@meadowsp.com](mailto:sales@meadowsp.com) and they can provide further information about when the release might be available.

You can also find information about System Requirements by using the following URL:

<http://www.meadowsp.com/systemrequirements>

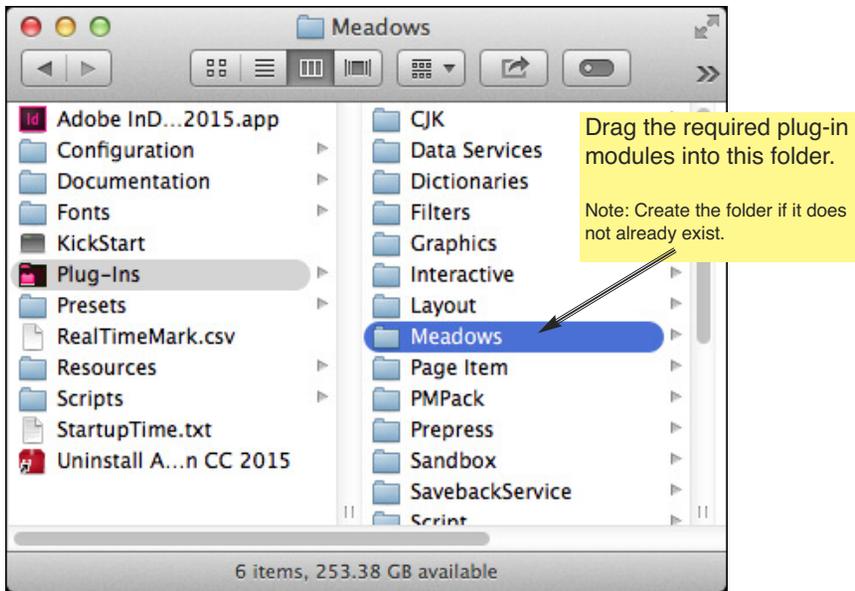
## Install the Software

To install this software as a component of the Meadows DesignMerge® software package or the Meadows AutoPrice™ software package, see the instructions provided with that software’s installer.

The information below describes how to install the software as a standalone module.

Open the “Plug-Ins” folder for your InDesign application. Look for a folder named “Meadows”. If you do not already have a folder named “Meadows” inside your “Plug-Ins” folder for InDesign, create one now.

Then, copy the required modules into the “Meadows” folder, as shown below:



Don't forget to remove older versions of the software! Leaving an older version in any of the following folders may cause conflicts or errors:

- In the “Plug-Ins” folder for your InDesign application
- In the “Meadows” folder inside your InDesign “Plug-Ins” folder
- In any other folder inside your InDesign “Plug-Ins” folder

## Activate the Software

Once you have installed the software, you are now ready to activate it. Follow the steps below to activate your software:

### 1) Run the InDesign application where you installed the software.

Start by running your Adobe InDesign application. The first time the software loads, you will be prompted to “activate” it. If you are not prompted to activate it, proceed to the “Verifying Installation” section of this manual.

### 2) Enter your Name, Company, and Activation Code (or click **Demo**).

Enter your **Name**, **Company**, and **Activation Order Code** for the module that is requesting activation. You will have received your Activation Order Codes via e-mail. When ready, click the **Activate** button.

**Running in Demo Mode:** If you do not have an activation code for a module that supports being run in Demo Mode and wish to try out the software, click the **Demo** button instead to activate the software in Demo Mode. When the software is running in Demo Mode, the software is fully functional, however there may be limitations. For more details about a module’s Demo limitations, see the software’s Downloads page on the Meadows web site: [www.meadowsp.com/downloads](http://www.meadowsp.com/downloads).

### 3) Read and Accept the Software License Agreement.

If you entered a valid Order Code and Validation Key (if required), or if you clicked the **Demo** button, you will now be presented with the Software License Agreement.

You may choose to **Print** a copy of the software license agreement if you wish to retain a paper copy before continuing. Then, click the **Accept** button to accept the terms of the agreement, or click **Decline** if you do not agree with the terms. You must accept the terms of this agreement to use the software.

Note also that these terms apply to any other Meadows software modules that may be required by DesignMerge or AutoPrice.

## Verify the Installation

To confirm successful installation of a standalone version of the GroupPicture Module, open the **MPS** menu on the InDesign menu bar. You should see a menu item named **GroupPicture**. Click on **GroupPicture** to open its menu and select **Preferences**. This should open the **GroupPicture Preferences** window and no warning message should be displayed. You can now close the **GroupPicture Preferences** window, which is described later in this manual.

To confirm successful installation of the GroupPicture Module as an optional component of the AutoPrice or DesignMerge software package for InDesign, open the **Options** menu inside the **AutoPrice** or **DesignMerge** menu. You should see a menu item named **GroupPicture**.

Click on **GroupPicture** to open its menu and select **Preferences**. This should open the **GroupPicture Preferences** window and no warning message should be displayed. You can now close the **GroupPicture Preferences** window, which is described later in this manual.

You can also find information about System Requirements for Meadows software on the Meadows web site at: [www.meadowsp.com/systemrequirements](http://www.meadowsp.com/systemrequirements)

## ***Install or Move a Copy to Another Computer***

**If you are running this software as a component of the Meadows DesignMerge® software package or the Meadows AutoPrice™ software package, see the instructions provided with that software’s installer to install or move a copy to another computer.**

Activating a Meadows software product binds that software installation to your computer. To install an additional purchased copy or to move a copy to another computer, see the instructions below:

### **Install Additional Purchased Copies**

To install an additional purchased copy, repeat the installation instructions provided in this manual and have the Activation Order Code for your additional copy available.

### **Move a Copy to Another Computer**

To move your installation to a different computer, deactivate your current installation. Next, remove the software from your InDesign application’s “Plug-Ins/Meadows” folder.

Then, to install the software on a new computer, follow the installation instructions provided in this manual and have the Activation Order Code for your copy of this software available.

### **Deactivate The Software**

For instructions to deactivate your software, see the online article titled “How do I deactivate my Meadows software” on the Meadows Help Desk Knowledgebase. You can access this Knowledgebase by visiting the Meadows Support web page: [www.meadowsp.com/support](http://www.meadowsp.com/support).

## Using GroupPicture™

### Create a GroupPicture™

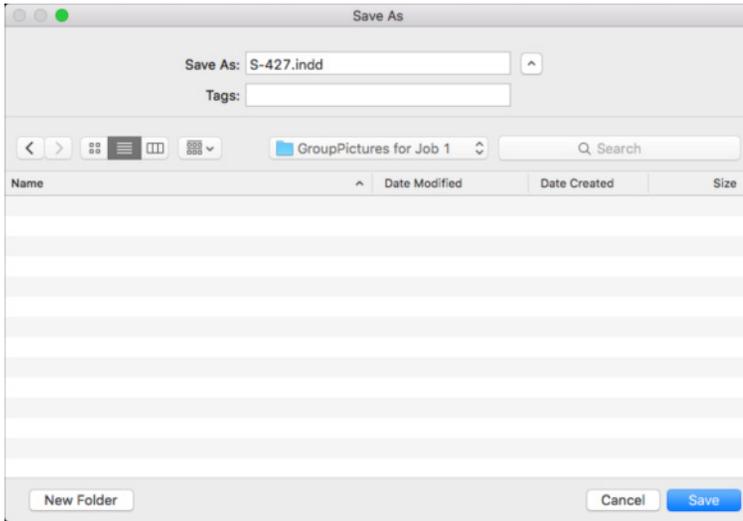
To create a GroupPicture, start by selecting the objects you wish to save as a member of the group. To do this, click on the **Selection** tool in the **Tool** palette and then shift-click each of the desired objects. Group the selected objects by choosing **Group** from the InDesign **Object** menu. In the example shown below, the user has selected a product block consisting of lines, text and picture boxes, and is about to group them:



After grouping the objects that you wish to save as a GroupPicture, select the group. Then, select **GroupPicture** ⇒ **Save** from the following menu, depending upon your installation:

- If you are using the standalone version of GroupPicture, open the **MPS** menu and select **GroupPicture** ⇒ **Save**.
- If you are using GroupPicture with DesignMerge, open the **DesignMerge** menu and select **Options** ⇒ **GroupPicture** ⇒ **Save**.
- If you are using GroupPicture with AutoPrice, open the **AutoPrice** menu and select **Options** ⇒ **GroupPicture** ⇒ **Save**.

This will open a window similar to the one shown below:



Enter a name for the GroupPicture and navigate to the folder in which you wish to store it. In the example above, the user has entered a part number associated with the product block (**S-427**) as the name for this GroupPicture. This type of naming convention makes it easy to identify this GroupPicture later when ready to import it into an InDesign document. You may wish to choose a similar naming convention for your GroupPicture files; however, any valid file naming scheme is supported.

For the file name extension, you may use the default extension “.indd” (GroupPicture files are saved in an InDesign document format). For those using GroupPicture on Macintosh systems, you may choose instead to use the “.gp” file name extension, which will help you differentiate regular InDesign document files from GroupPicture files. Windows operating systems will automatically append a “.indd” file name extension to a GroupPicture file. When using the default “.indd” file name extension, you may wish to include information in the file name that indicates this is a GroupPicture file, for example, by changing “filename.indd” to “filename\_GP.indd”.

After clicking the **Save** button, the GroupPicture file will be created. You can now import it onto a page, or you can catalog it in your favorite image database program.

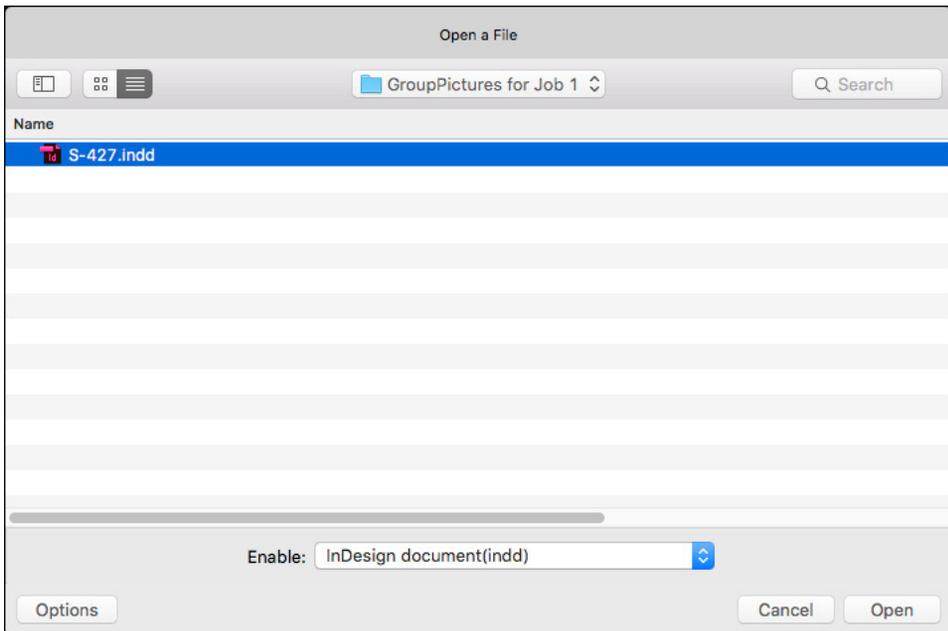
## Import a GroupPicture™

When importing a GroupPicture, GroupPicture can position the imported GroupPicture in the normal paste location of the current page. Additionally, GroupPicture can use a picture box as the positional target for the imported GroupPicture.

For example, let's import a GroupPicture to a specific location on a page by creating a picture box or by selecting an existing one where we would like to place the GroupPicture. Select the picture box and then select **GroupPicture** ⇒ **Import** from one of the following menus:

- If you are using the standalone version of GroupPicture, open the **MPS** menu and select **GroupPicture** ⇒ **Import**.
- If you are using GroupPicture with AutoPrice, open the **AutoPrice** menu and select **Options** ⇒ **GroupPicture** ⇒ **Import**.
- If you are using GroupPicture with DesignMerge, open the **DesignMerge** menu and select **Options** ⇒ **GroupPicture** ⇒ **Import**.

You will be prompted to open a file. Navigate to and select the GroupPicture file that you created earlier. Click **Open** when you are ready to continue, as shown below:



After clicking **Open**, the GroupPicture will be imported. If you did not first select a picture box, the GroupPicture will be placed on the current document page at the normal paste location for InDesign. If you did first select a picture box, the imported GroupPicture will be imported by default on top of the selected picture box. In this example where a picture box was selected for the GroupPicture, the imported GroupPicture will look similar to the sample shown in the picture below:



Once imported, the objects in the GroupPicture can be edited normally. In this example, the imported group is actually smaller than the encompassing picture box. For information about automatically adjusting how a GroupPicture is aligned with a selected picture box (as well as whether you would additionally like the selected picture box to be automatically resized or grouped with the imported GroupPicture), see the “GroupPicture™ Preferences” section later in this manual. There is also an option to delete the targeted picture box once the import is complete.



You may also use **GroupPicture** ⇒ **Import** to import the objects that are on the first page of any regular InDesign document. If you choose a regular InDesign document file, all of the objects that are on its first page will be imported as though these objects compose a single GroupPicture.

## Edit a GroupPicture™

If you wish to modify a GroupPicture file that you’ve imported, you can do so right in the document as the imported GroupPicture is fully editable. Any changes that you make to an imported GroupPicture will not affect the original GroupPicture file nor any documents where this GroupPicture was already imported.

Correspondingly, any changes to the original GroupPicture file will not affect any documents where this GroupPicture was previously imported. Additionally, since an imported GroupPicture is not linked to the original file, there will not be any notification in the document where you have imported a GroupPicture if the original GroupPicture file is modified after it was imported into this document.

Or, if you prefer, you can open and edit the actual GroupPicture file at any time just as you would any standard InDesign document, then save your changes and re-import the GroupPicture into your document or any other document.



*The **Links** window in InDesign does not track imported GroupPicture files, because importing a GroupPicture is equivalent to having created a new copy of it in the “receiving” document.*

## “Place” a GroupPicture™

The InDesign Place command can also be used to import GroupPictures. However, note there is an option in GroupPicture Preferences that determines whether the Place command may be used to import GroupPictures. The **Place InDesign Files as GroupPictures** option determines whether the Place command places any InDesign document, including a GroupPicture file, as a graphic (which is the usual behavior of the InDesign Place command) or as a GroupPicture.

When this option is Off (unchecked; its default setting), InDesign Place will operate as it normally does, placing any InDesign file, including a GroupPicture file, as a graphic.

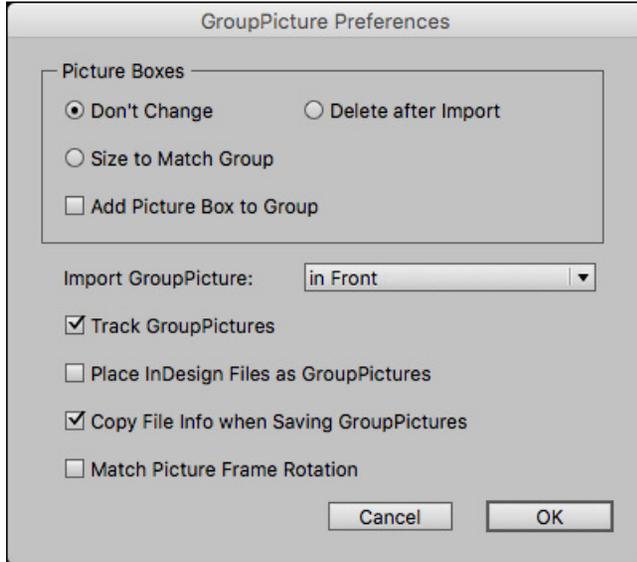
When this option is On (checked), InDesign Place will place any InDesign document, including a GroupPicture file, as a GroupPicture. This option is also explained later in the “GroupPicture™ Preferences” section of this manual.

To use the InDesign Place command to import a GroupPicture, first open the **GroupPicture Preferences** window by selecting **GroupPicture** ⇒ **Preferences** from the **MPS** menu, or from the **AutoPrice** ⇒ **Options** or **DesignMerge** ⇒ **Options** menu, and turn on (check) the **Place InDesign Files as GroupPictures** option.

Next, create a picture box or select an existing one, then select **Place** from the InDesign **File** menu. Navigate to and select the GroupPicture or InDesign document that you want to import and click **Open**. (If you choose a regular InDesign document, all of the objects from its first page will be imported as though these objects compose a single GroupPicture.) The GroupPicture will be placed on top of the targeted picture box.

## GroupPicture™ Preferences

There are a number of preference settings available for GroupPicture. To view or change them, choose **GroupPicture** ⇒ **Preferences** from the **MPS** menu. The **GroupPicture Preferences** window looks like this:



From top to bottom, each of the GroupPicture Preferences is described below:

### Picture Boxes

This preference tells GroupPicture what to do with the receiving picture boxes after GroupPictures are imported. Each option for this preference is described below:

#### Don't Change

Leave the picture box alone.

#### Size to Match Group

The picture box will be resized to match the dimensions of the incoming GroupPicture.

#### Delete After Import

The picture box will be deleted after the GroupPicture has been imported.

## **Add Picture Box to Group**

When this check box is checked, the picture box will be grouped with the imported group.

## **Other Preferences**

### **Import GroupPicture: in Front or in Back**

This preference determines whether GroupPictures are imported to the front (the default setting) or to the back of the stack of pre-existing objects on the page.

### **Track GroupPictures**

When this option is On (checked; the default setting), incoming groups will be “attached to” the picture boxes into which they were imported. If a different group is later imported into that same box, the group that is currently attached to the box is deleted before the new group is imported. This feature is handy for such things as product switch-outs in catalogs.

### **Place InDesign Files as GroupPictures**

When this option is Off (unchecked; the default setting), the InDesign Place command will import InDesign document files as pictures (which is the usual behavior of the InDesign Place command). When this option is On (checked), the InDesign Place command will import InDesign document files as GroupPictures.

### **Copy File Info when Saving GroupPictures**

If this option is On (checked; the default setting) when a group is saved as a GroupPicture, some of the file information from the source document will also be assigned to the new GroupPicture file. Examples of document file information that will be assigned include Document Title, Author, Description, and Keywords. If this option is Off (unchecked), this information from the source document will not be assigned to the new GroupPicture file.

### **Match Picture Frame Rotation**

When this option is Off (unchecked; the default setting) and a picture frame has been selected to receive the GroupPicture, the imported GroupPicture will not be rotated even if the target picture frame has been rotated. When this option is On (checked) and a picture frame has been selected to receive the GroupPicture, the imported GroupPicture will be rotated to match the rotation of the target picture frame.

## Using GroupPicture™ with DesignMerge®

DesignMerge Pro is a Meadows suite of software for variable data printing and document creation applications. Everything from simple mail-merge projects to complex data publishing and document assembly workflows is fully supported by the DesignMerge software. Just take an existing InDesign document and “Make it Variable”.

DesignMerge also provides specialized modules that extend its variable data publishing features. For example, the Meadows CopyFit Module adds the ability to automate the fitting of copy in variable text boxes. The DesignMerge Rules Module adds conditional logic functionality. Used by major publishing professionals worldwide, DesignMerge is the proven tool-of-choice for a wide variety of variable data applications such as direct mail pieces, brochures, business cards, name badges, labels, coupon supplements, invitations, event programs, tickets, financial prospectuses and fund statements.

GroupPicture has been tightly integrated with DesignMerge for the express purpose of adding the ability to incorporate variable groups in your variable data jobs. Your variable groups may be virtually any size, including complete pages, and may also contain DesignMerge Variables. For example, below is a variable data job for a postcard that will display a different group of objects, depending upon the interest of the recipient.

### An example of a variable data job that has a GroupPicture Link for a Coupon



An example of two variable copies created by the above variable data job



**Nancy...**

*bring the family to experience the.*

**50% OFF**  
**Annual Indoor or Outdoor**  
**POOL PASS**  
reserved for  
**Nancy Olmsted**



Amenities: Water Slides,  
50-meter Olympic Pool,  
Separate Diving Well,  
Wading Pool, Locker  
Rooms and Concessions.

- Certified Swim Lessons
- Kids Club Memberships
- Free Day Care Available

*Lincoln View*  
**Health & Fitness Center**



**Michael...**

*state of the art facilities available at.*



**COMPLIMENTARY**  
**10-Day Membership**  
reserved for  
**Michael Williams**

- All of the Latest Equipment
- Sport Courts / Rock Climbing
- 24 Hour Access

*Lincoln View*  
**Health & Fitness Center**

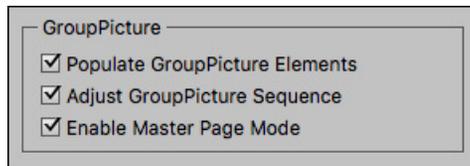
Because a GroupPicture can contain DesignMerge Variables, content in the GroupPicture can be updated on-the-fly by a DesignMerge session. Simply place DesignMerge Variables within a GroupPicture before you save it. Then, when the GroupPicture is imported onto a new document page during a merge, it can be “personalized” with information from the database. An example of this is provided with detailed instructions and tutorial files in the **DesignMerge GroupPicture Tutorial** in DesignMerge Documentation.

## Use GroupPicture™ While Merging

When using DesignMerge to merge GroupPictures that do not have any Variable Links embedded, there are no special concerns outside of what has already been covered in this document. Just enter the name of a GroupPicture file in a database field (or set up a DesignMerge Link Rule to set data to the name of a GroupPicture file), specify the Variable Link for this Field is a GroupPicture Link Type, and assign that Link to a picture box in your document. The GroupPicture will be merged onto the page at the picture box location when you click **Start Merge**.

However, if you do intend to embed Variable Links inside a GroupPicture file, there are two things you should know:

- 1) Always be sure that the Variable Links that are embedded inside your GroupPictures also exist in the DDF that you will be using during the DesignMerge session. Otherwise, you will get a “Bad Tag” error.
- 2) Before starting a merge session, always examine three GroupPicture-related options on the **DesignMerge Preferences** window to make sure they’re set correctly for your purposes. These options govern what happens to any Variable Links contained within GroupPictures as they are imported during a merge. These three DesignMerge options for GroupPicture, shown in the picture below, are described below:



### Populate GroupPicture Elements

When this option is On (checked; the default setting), DesignMerge will populate all Variables contained within the imported GroupPicture with data from the database that is being merged into the document. If this option is Off (unchecked), the GroupPicture will still be placed onto the page, but any Variables contained within it will not be merged with any data.

### **Adjust Group Picture Sequence**

When this option is On (checked; the default setting), DesignMerge changes the Sequence Numbers assigned to the Variables in the imported GroupPicture to match the Sequence Number of the “receiving” Picture Link. If this option is Off (unchecked), the Variables in the imported GroupPicture will use the original Sequence Numbers that are assigned to them in the original GroupPicture file.

### **Enable Master Page Mode**

When this option is On (checked; the default setting), DesignMerge will search for a Master Page in the current document whose name matches the name of the GroupPicture that the GroupPicture Link importing. If DesignMerge finds a match, the group that is on the this Master Page will be imported. If DesignMerge does not find a match, then DesignMerge will search within your current DesignMerge Global Search Paths to find the GroupPicture file. If this option is Off (unchecked), DesignMerge will not search the current document’s Master Pages to locate GroupPictures; DesignMerge will only search within your current Global Search Paths.

As mentioned earlier, the **DesignMerge GroupPicture Tutorial** in DesignMerge Documentation provides an excellent example of how to use GroupPicture in conjunction with DesignMerge, including when and how to specify Sequence Numbers. You may wish to go through this tutorial and experiment with these two merge options.

If you are interested in automating DesignMerge software’s variable data printing and document creation, including importing GroupPictures, ask Meadows Publishing Solutions about the Meadows Scripting Module and about Meadows Script Development Services.

## Using GroupPicture™ with AutoPrice™

AutoPrice is another Meadows suite of software that connects documents to external databases. You can use AutoPrice to update your documents with the latest information from a database at any time and also to repurpose documents for different markets or readers. Through a simple, easy-to-use interface, AutoPrice provides sophisticated linking of content in documents to an external database of information, letting you update any price, text, or picture in a document that can be referenced by a “key value” such as item number or SKU. Used by major publishing professionals worldwide, AutoPrice is the proven tool-of-choice to automate updating information in documents such as catalogs, price lists, retail flyers and financial documents. Visit [www.meadowsp.com](http://www.meadowsp.com) for more information about AutoPrice.

The Meadows GroupPicture module has been tightly integrated with AutoPrice for the express purpose of building pre-defined “Product Block Templates” that can contain AutoPrice Variable Links. Your variable groups may be virtually any size, including complete pages. This permits the user to assemble complete catalog pages using GroupPictures as building blocks.

For example, below are some samples of GroupPictures for a sales flyer:

**<Description 1> <Description 2>**

**<Product>**

**0 \$0**

**UOM**

WITH IN-STORE COUPON#  Date#

Reg. Price \$0.00#

**<Description 1> <Description 2>**

**<Product>#**

**59¢#**

**UOM#**

WITH IN-STORE COUPON#  Date#

Reg. Price \$0.00#

Simply use GroupPicture to save the various GroupPictures (templates) that you may use in a publication. When ready to build your publication, you can import any GroupPictures that you wish to use. Then, optionally, you may use the AutoPrice Change Keys feature or Search & Replace Placeholders utility to assign the appropriate Search Key to the AutoPrice Links in any imported GroupPicture. When you are ready, AutoPrice can now update all of the linked content in the imported GroupPictures.

Additionally, you may place GroupPicture Links in a document and then let AutoPrice automatically import the appropriate GroupPicture for any particular Search Key (product). When AutoPrice updates a GroupPicture Link (imports a GroupPicture), AutoPrice can also automatically update the AutoPrice Links inside the imported GroupPicture.

If you are interested in automating this entire process, ask Meadows Publishing Solutions about the Meadows Scripting Module and about Meadows Script Development Services.

## **Use GroupPicture™ While Updating AutoPrice™ Links**

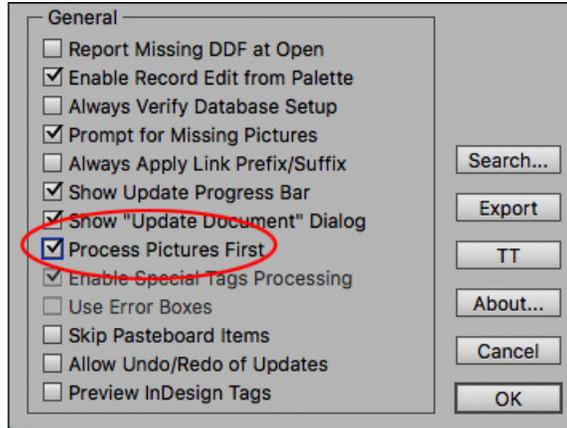
When using AutoPrice to import GroupPictures that do not have any Variable Links embedded, there are no special concerns outside of what has already been covered in this document. Just enter the name of a GroupPicture file in a database field (just as you would a TIFF or EPS file name), specify that field name as a Variable Picture Link, and assign that Link to a picture box in your document. The GroupPicture will be imported onto the page at the picture box location when you update the Link in the document.

However, if you do intend to embed Variable Links inside a GroupPicture, there are two things you should know:

- 1) Always be sure that the Variable Links, Search Criteria, and Price Styles that are used inside your GroupPictures also exist in the DDF that you will be using during the AutoPrice session. Otherwise, you will get a “Bad Tag” error.
- 2) Before starting an AutoPrice session, always examine the **Process Pictures First** preference to make sure it has been set correctly for your purposes. This option governs what happens to any Variable Links contained within GroupPictures as they are imported during an AutoPrice session. To access this preference, open the **Preferences** window for AutoPrice by selecting **Preferences** from the **AutoPrice** menu.

### Set the “Process Pictures First” preference

The **Process Pictures First** option for this preference, shown circled in the picture below, is described below:



### Process Pictures First

When checked, this option instructs AutoPrice to update Picture Links before updating Text Links. This allows AutoPrice to update the Links that are contained within the imported GroupPicture. If this option is unchecked, the GroupPicture will still be placed onto the page, but any Variable Links contained within it will not be updated.

## **Using GroupPicture™ with Adobe® Bridge® (and Other Asset Management Applications)**

Once you have created GroupPicture files, you may wish to catalog them in an asset management application such as Adobe Bridge.

### **Why Use GroupPicture™ with Adobe® Bridge®?**

Below are just a few of the advantages to using GroupPicture with Adobe Bridge:

- Add metadata and keywords to GroupPictures.
- See full color thumbnail and preview information for each GroupPicture.
- Organize GroupPictures for easy retrieval.
- Run automated tasks on a selection of GroupPictures.
- Reuse GroupPictures via drag and drop operation.

### **GroupPicture™ and Other Asset Management Applications**

GroupPicture can be used with practically any asset management application. For example, this product has been used with the following systems:

- Canto Cumulus
- Filemaker Pro
- Extensis Portfolio

## **More Information**

For more information about DesignMerge and its modules, see the information that is included in PDF format in DesignMerge Documentation. To download the latest version of DesignMerge Documentation, go to [www.meadowsp.com/documentation](http://www.meadowsp.com/documentation).

For more information about AutoPrice and its modules, see the information that is included in PDF format in AutoPrice Documentation. To download the latest version of AutoPrice Documentation, go to [www.meadowsp.com/documentation](http://www.meadowsp.com/documentation).

## Technical Support

For clients that are using this software along with a licensed copy of the DesignMerge® or AutoPrice™ software from Meadows Publishing Solutions, go to [www.meadowspss.com/support](http://www.meadowspss.com/support) for details about how to obtain support for your software. You can also go to this web page by opening the **DesignMerge** or **AutoPrice** menu and selecting **Help** ⇒ **Online Support Center**.

For all other customers, for information about Meadows Support and to access both the Meadows Help Desk and the Meadows Knowledgebase, go to [www.meadowspss.com/support](http://www.meadowspss.com/support).

From the Meadows Support website page, you may open a new support ticket, view the status of your open tickets, review any of your tickets that have been resolved, or view the Meadows Knowledgebase. The Knowledgebase is a categorized collection of answers to FAQs and serves as an excellent source for resolving your technical support questions.

Providing top-notch technical support has always been a priority for us, and we are confident that the Meadows Help Desk and Meadows Knowledgebase will allow us to provide the fastest, most efficient response to your technical support requests.

## Contact Information

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