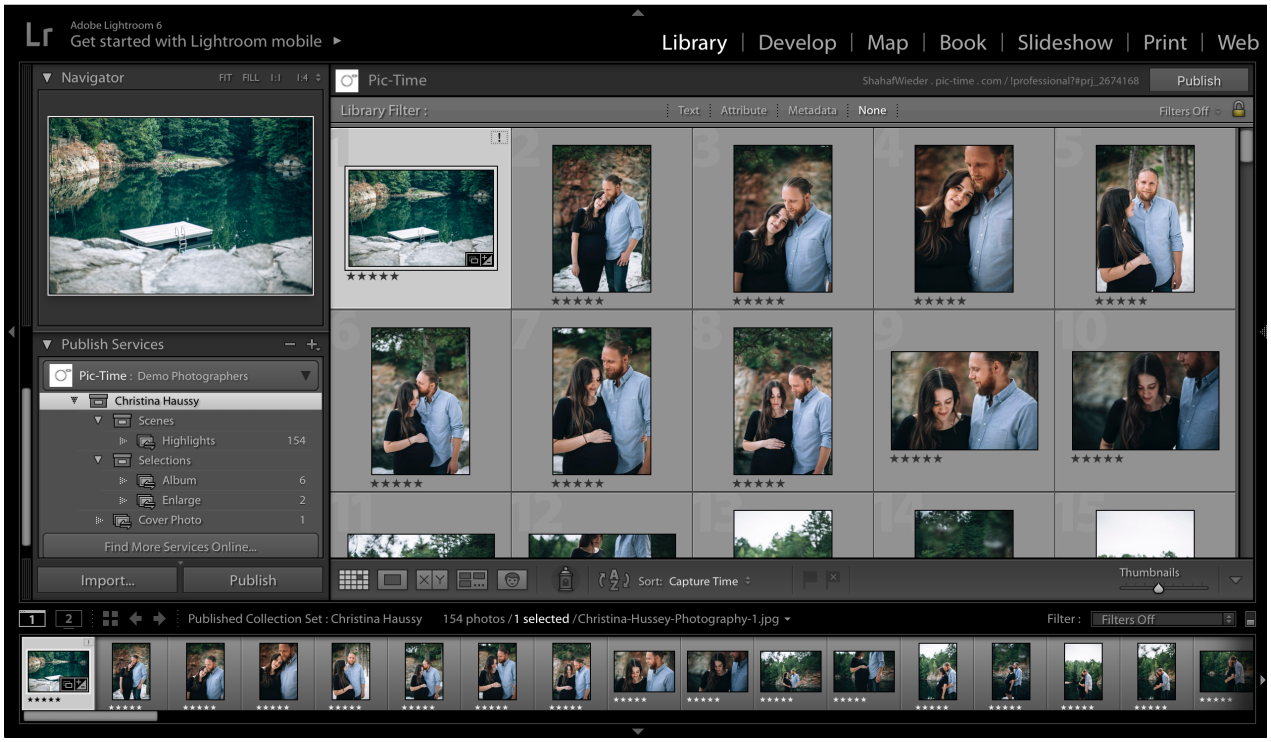
Pic-Time Lightroom Plug-In

USER MANUAL

The Pic-Time Lightroom plug-in allows you to upload photos to Pic-Time directly from Lightroom. If you are an Adobe Lightroom user, this plug-in will allow you to further streamline your upload workflow.



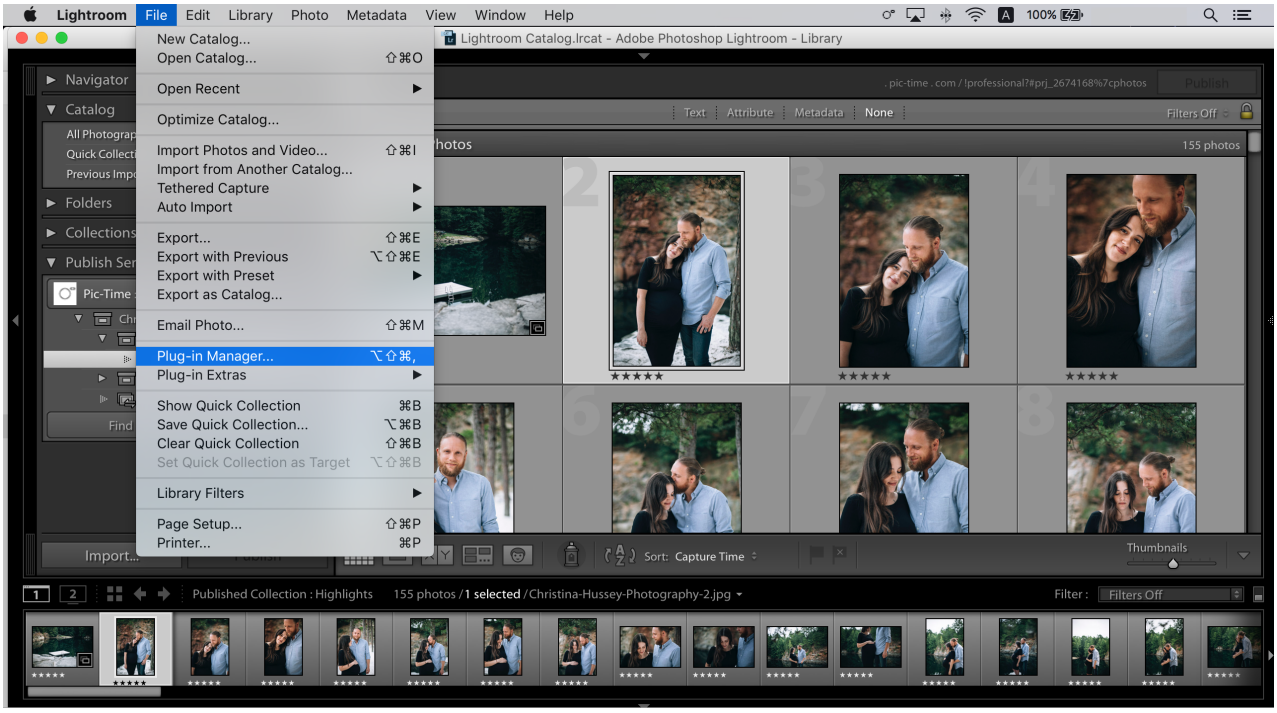
Downloading the Lightroom Plug-in:

1. Download the Lightroom plug-in from Pic-Time.
2. Make sure Pic-Time uploader is running and updated to support Lightroom Plug-In.
3. Unzip the download and move the PicTimeLrPublisher.lrplugin folder to where you want it stored on the computer.

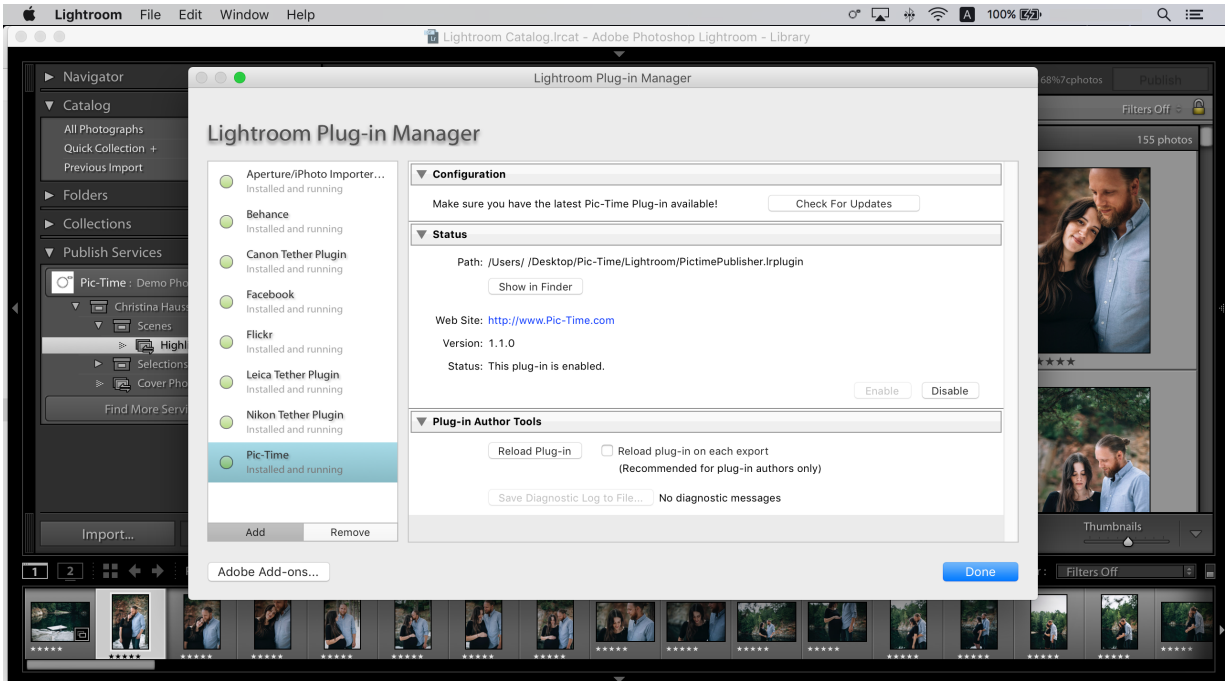
Note: You can keep the plug-in wherever you like, however we recommend storing it somewhere where it is less likely to get deleted or moved around. This file is required for the plugin to function correctly.

Important note: Pic-Time **uploader** must be **updated and running** for the plug-in to function properly. Make sure you have the latest version of Pic-Time uploader.

Installing the Lightroom Plug-in:



1. **Open Lightroom**, and select **File > Plug-in Manager...**

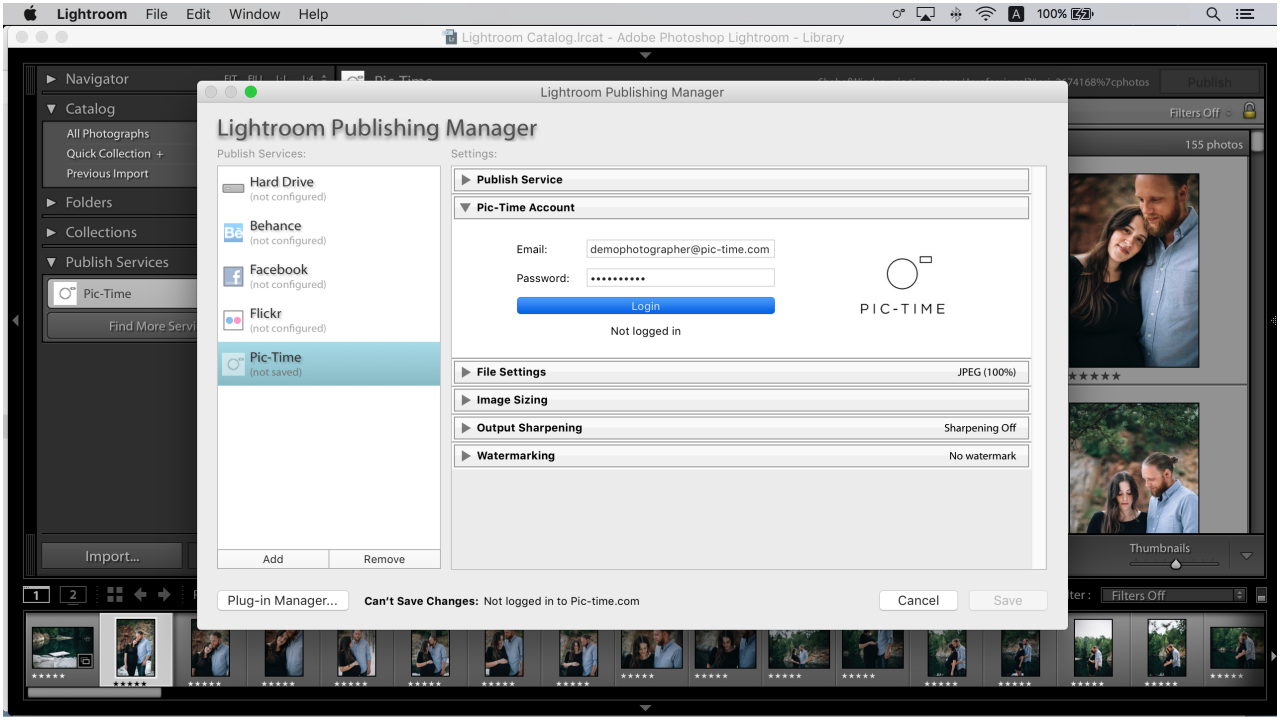


2. **Click on the Add button** in the new window.
3. **Locate** the Plug-in that you have just saved, and click **Add Plug-in**.
4. Click on **Done**, and your Pic-Time Plug-in is installed and ready to use!

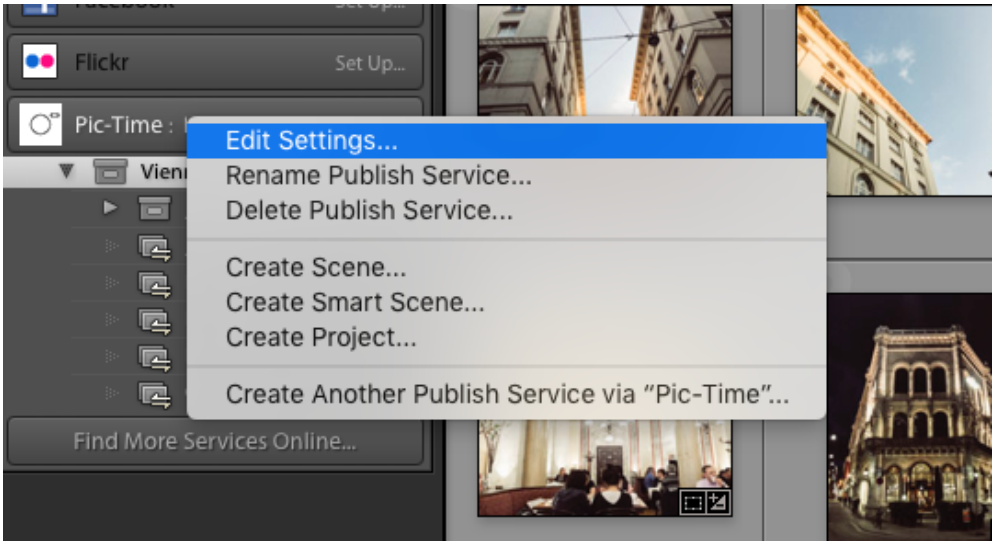
Setting Up the Lightroom Plug-in:

1. Locate the Pic-Time plug-in under the Publish Services tab in **Library module**, and click on **Set up...**

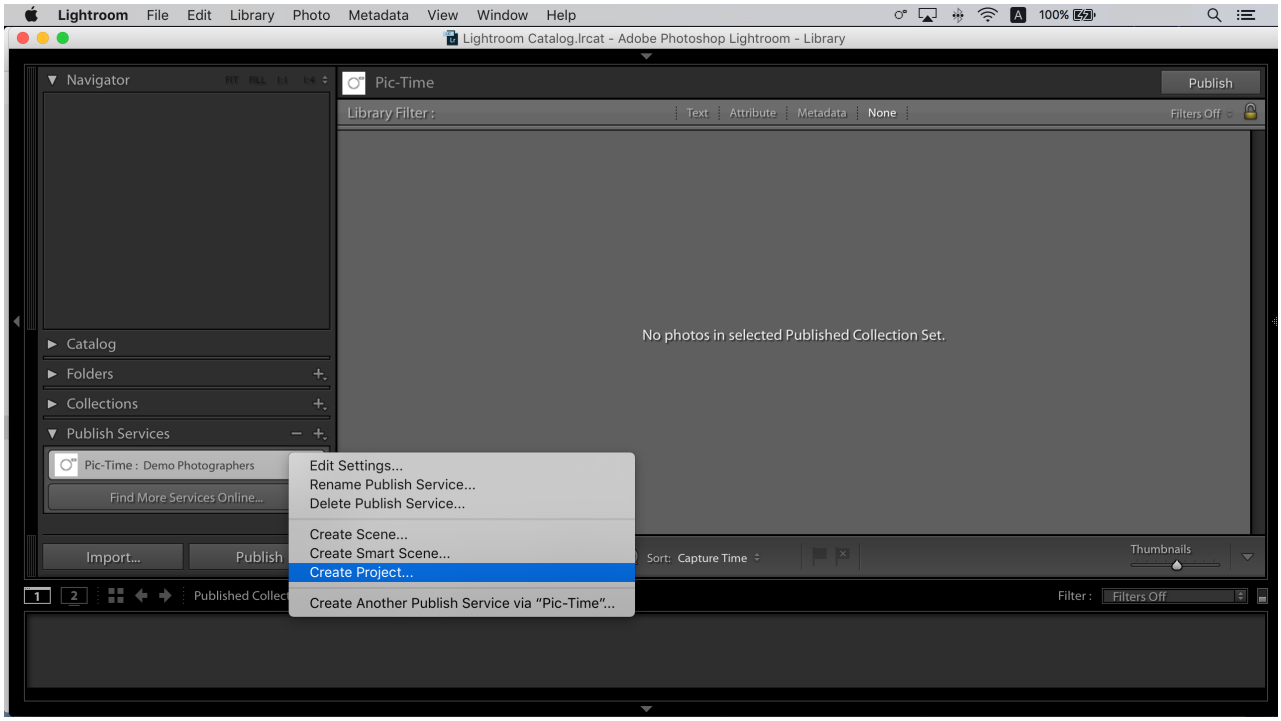
2. Log in to your Pic-Time Account under the Account section. Once logged in, you will be able to see your Account status.



Configure other export settings as needed and click **Save**.
Note: You can edit these changes at any time by clicking on the **Publish Service > Edit Settings.**



Pic-Time Lightroom Plug-in Workflow:

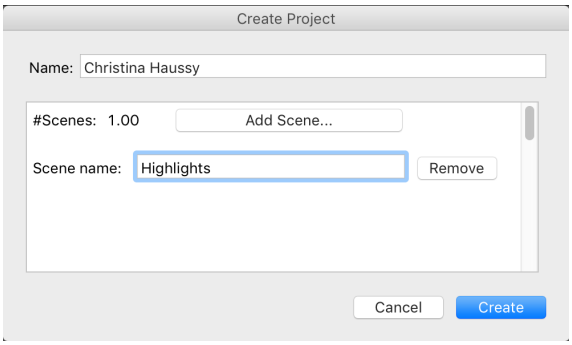


1. To create a new project, right-click the Pic-Time publish service and select **“Create Project…”**.

2. Configure your new project and click **“Create”**.

    1. You can add multiple scenes from project configuration tool or individual scenes directly from Library module.

    2. If no scenes were added on the project’s creation, a default scene ‘My First Scene’ will be added.

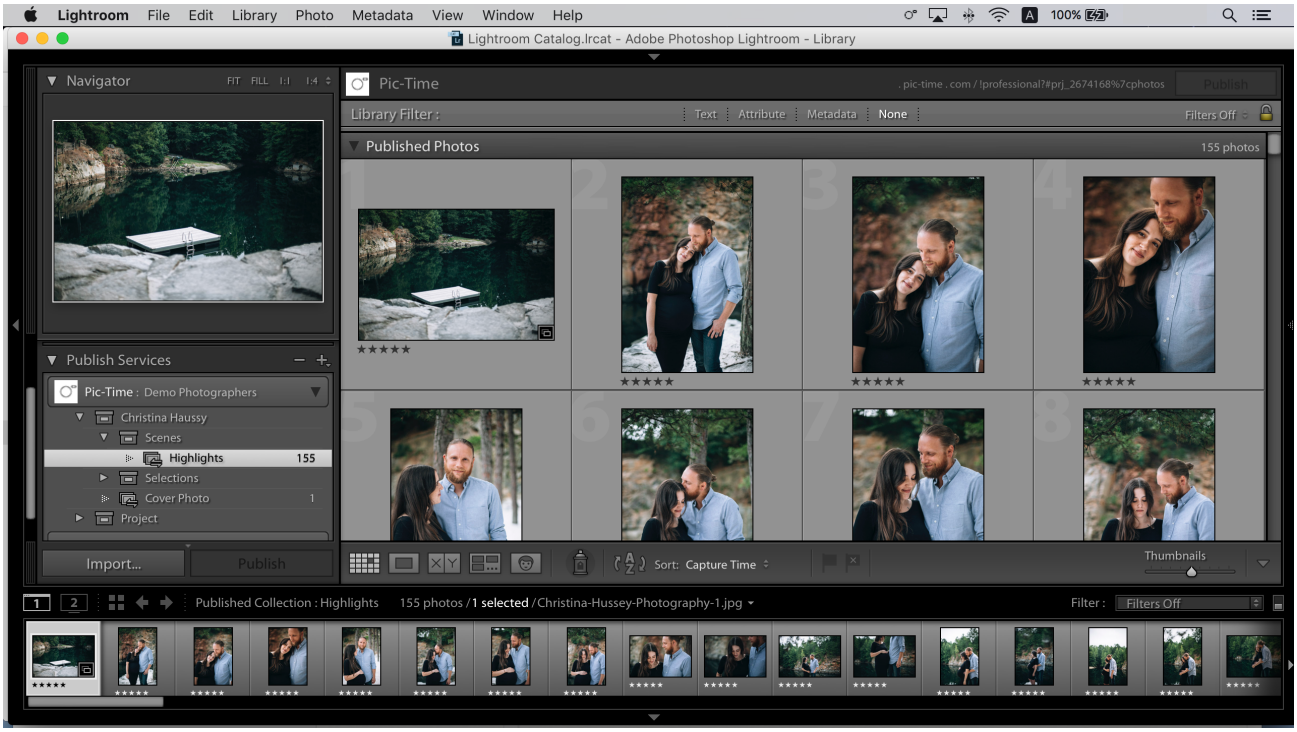


3. Once a project is created, the folders “Scenes“, ”Selections” and “Cover Photo” will be created. You can create more scenes to your project by right-clicking on the project, and selecting **“Create Scene…”** or “**Edit Project…”.**

4. Now you are ready to upload! Simply drag the photos from your Lightroom Library to the desired **scenes** under your project. To add a **cover photo**, drag the desired photo to **“Cover Photo”** folder under your project.

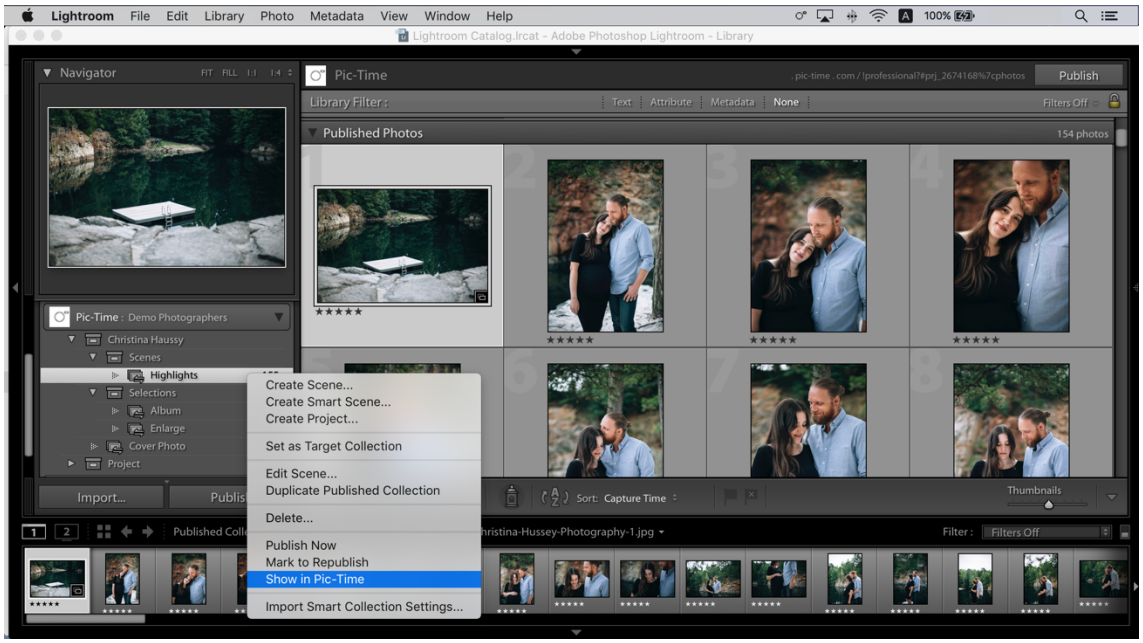
5. Select the project/scene you wish to upload, and click “**Publish”** to start the uploading process. You can upload a scene at a time, or the entire project all at once.

6. When first uploading photos to your project, you will be asked to be taken to Pic-Time.com for configuring your project settings (i.e. client information and other settings).



Pic-Time Lightroom Plug-in Viewing and Organizing:

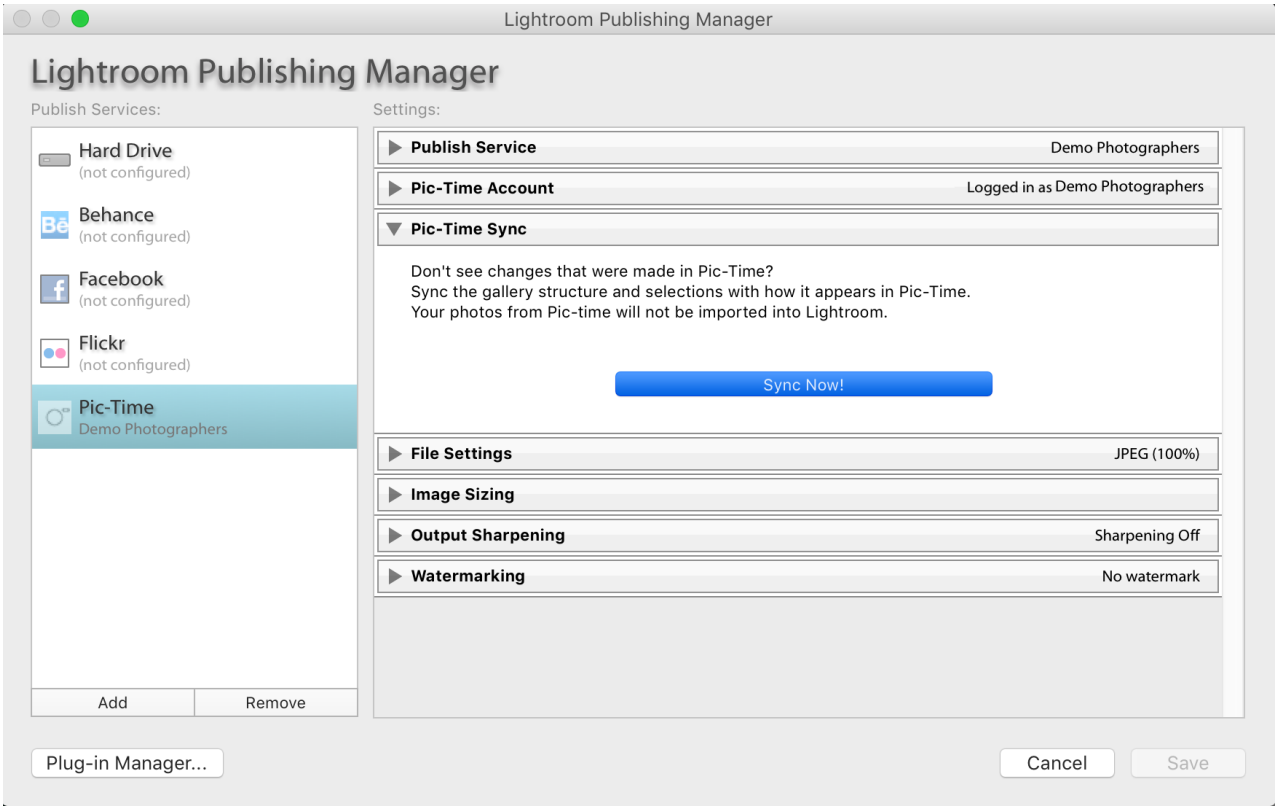
- After the upload is finished, you can right click on the project, and click "**Show in Pic-Time**" to view this project in your Pic-Time dashboard.

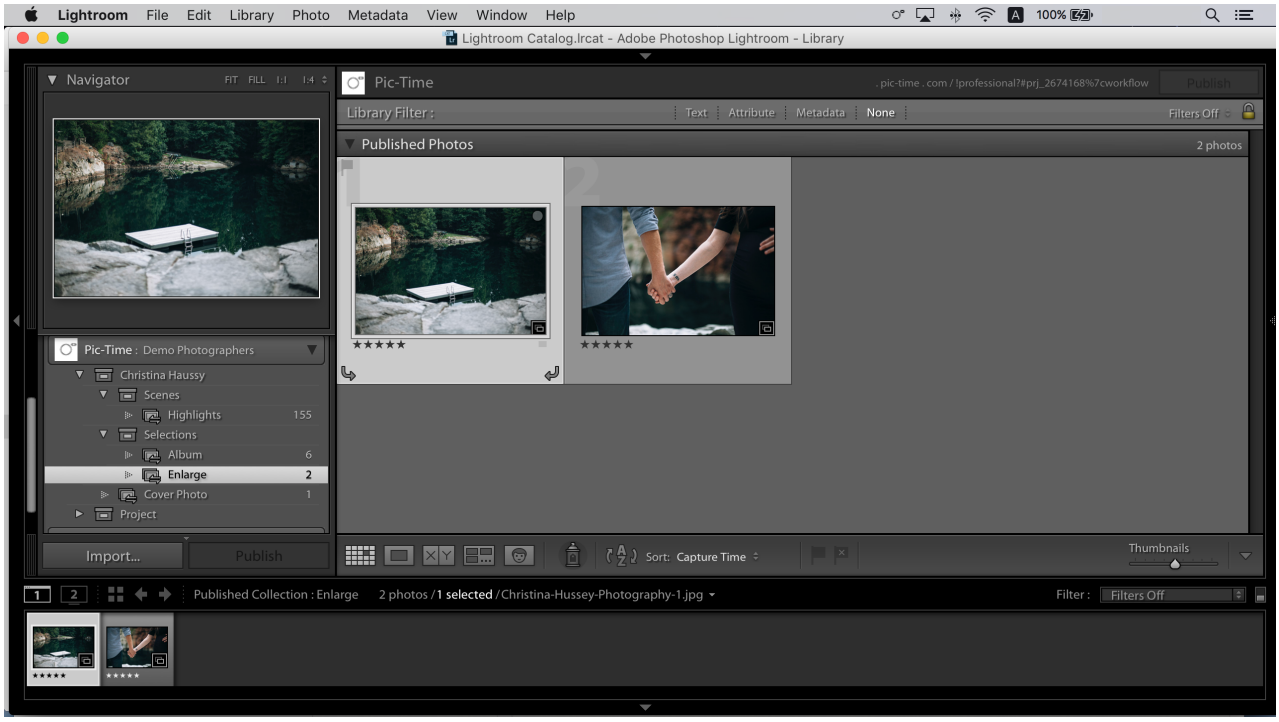


- When you make edits to the published (uploaded) images in Lightroom, Lightroom recognizes these changes and will mark these images for re-publish. Click to **Publish** these images for the changes to reflect on Pic-Time.
- When you **remove photos** that were published (uploaded) in **scenes**, the photos will be **removed from Pic-Time**. If you remove a photo from **selections** it will be **removed only locally** and will stay in the corresponding scene in Pic-Time.
- When you **remove a scene** from your project it will be **removed from Pic-Time**, however, entire **projects cannot be removed** from Pic-Time Lightroom plug-in.
- You can **synchronize** your projects structure in Lightroom with how it appears on Pic-Time at any time. Right click on Pic-Time and click **"Edit Settings..."**, then click the **"Sync Now"** button under Pic-Time Sync Settings.

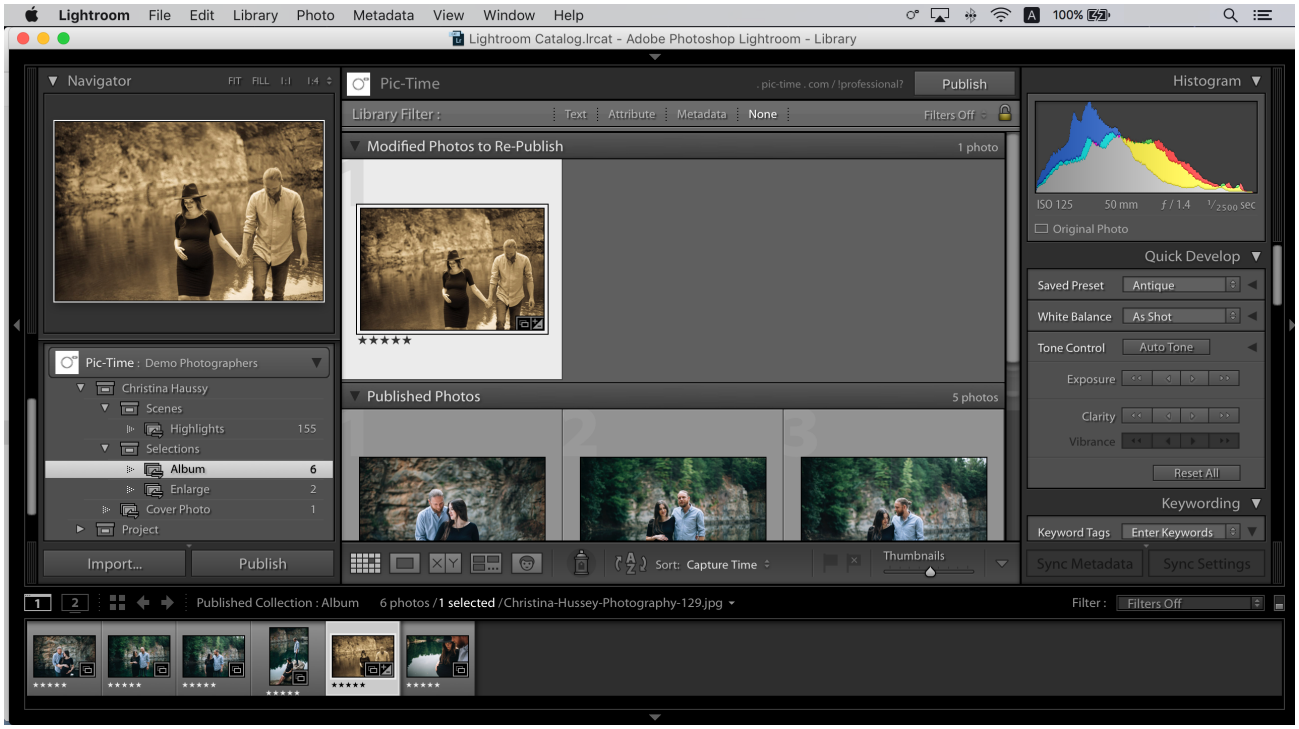
Note: "Sync Now" will only attempt to sync your **gallery structure** (project/scene names) and **selections** if any exist, any photos uploaded/removed will not be synced.

Selections cannot be created from Lightroom, however, once the selections have photos selected by the client, you can click the **"Sync Now"** button and they will be shown under **"Selections"** folder.





- You can edit the photos directly from **“Selections” folder**, and when ready for publish (upload), click the “**Publish**” button for the changes to reflect on Pic-Time. The photos will be updated in both selections and corresponding scenes in Lightroom library.



Working with Virtual Copies

- You can **create virtual copies** by right-clicking on a photo and choosing “Create Virtual Copy”. This will create another copy of the photo to be uploaded.
- Virtual copies **cannot be created in a selection**, if you wish to create a virtual copy, do so in the corresponding scene that contains the desired photo.

Updating the Pic-Time Lightroom Plug-in

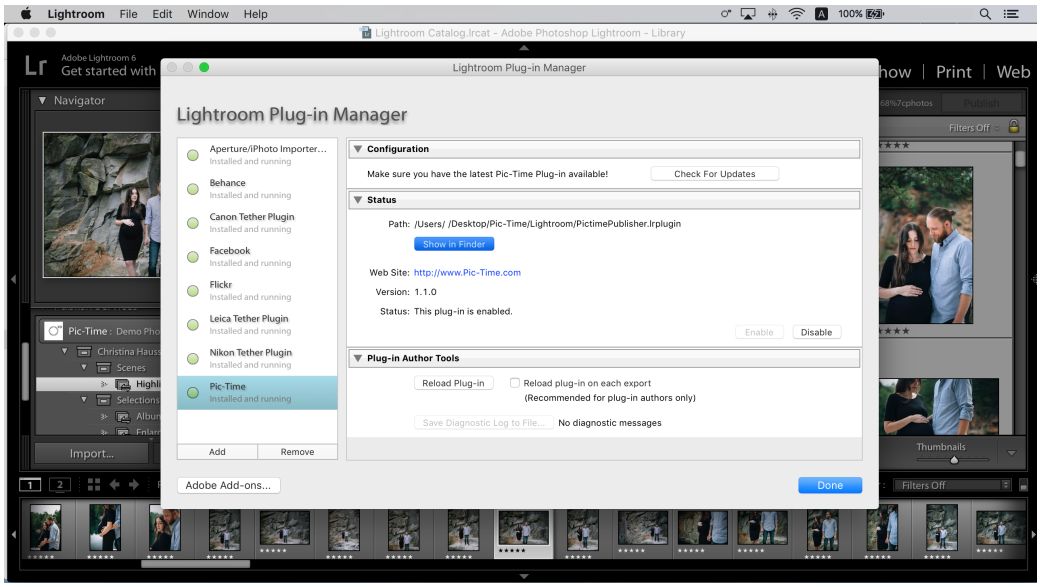
Pic-Time plug-in will check for updates automatically every time Lightroom is opened, if an update is available, an action prompt will be shown.

You can also check for updates manually using the Configuration section in **Publish Service > Edit Settings > Plug-in Manager...**

After downloading the updated version, installing is similar to first installation. Recommended to replace the existing PicTimeLrPublisher.lrplugin folder with the new downloaded one for a smooth update, see instructions below.

Updating Instructions After Downloading Plug-in New Version:

- Open **Lightroom** > **File** > **Plug-in Manager...** > Select **Pic-Time Plugin** > Click **Show in Finder/Explorer** in status section
- Quit **Lightroom**
- Replace **PicTimeLrPublisher.lrplugin** folder with the new version downloaded earlier
  - Copy **PicTimeLrPublisher.lrplugin** in the new version folder and replace it with the old one located earlier
- Open **Lightroom**



Requirements

This plug-in is supported on Mac OS X 10.8, Windows 7 and above with Lightroom 4 and above.

For this plug-in to function properly, Pic-Time latest uploader must be installed and running.

Version History

- Version 1.0.0 BETA
  - BETA release

- Version 1.0.1 BETA
  - Bug fixes and improved stability

- Version 1.0.2 BETA
  - Bug fix - changed ‘Go To Pic-Time’ prompt timing (now at the end of Lr upload process)

- Version 1.1.0
  - First release
  - Bug fixes and improved stability
  - Improvements in user interface