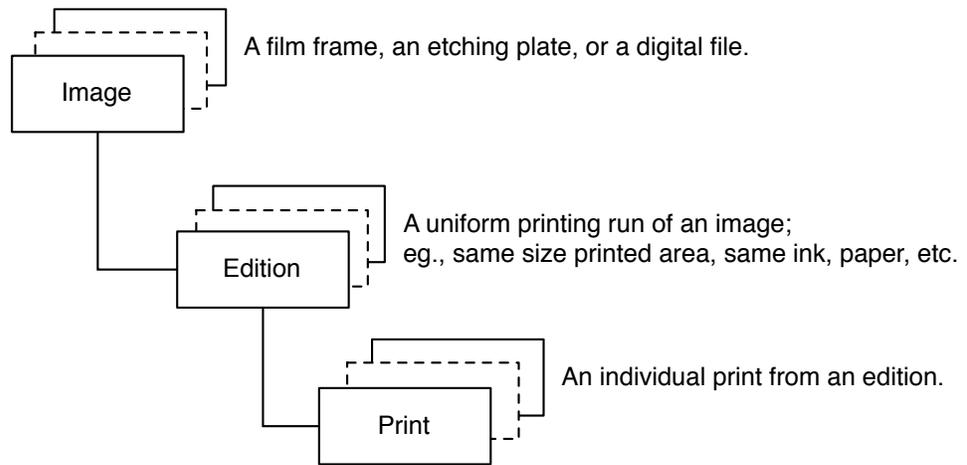## INTRODUCTION

The PrintTracker application provides a way to store and organize information about the fine art prints you make. This information can then be used to track your work as it gets sold and help you keep track of payments for the pieces as they sell.

The the database is organized into three levels of records; Images, Editions, and Prints, as depicted in the diagram below:

Image — A film frame, an etching plate, or a digital file.

Edition — A uniform printing run of an image; eg., same size printed area, same ink, paper, etc.

Print — An individual print from an edition.

To use this database application, first add an *Image*, then add one or more *Editions* of that image to it. Once an *Edition* has been added for an image, and as you make prints for the edition, add *Print* records to the *Edition* to which they belong.

ADDING AN IMAGE

Add images and their data to the database using the Images layout. Here is what the Image Layout looks like:
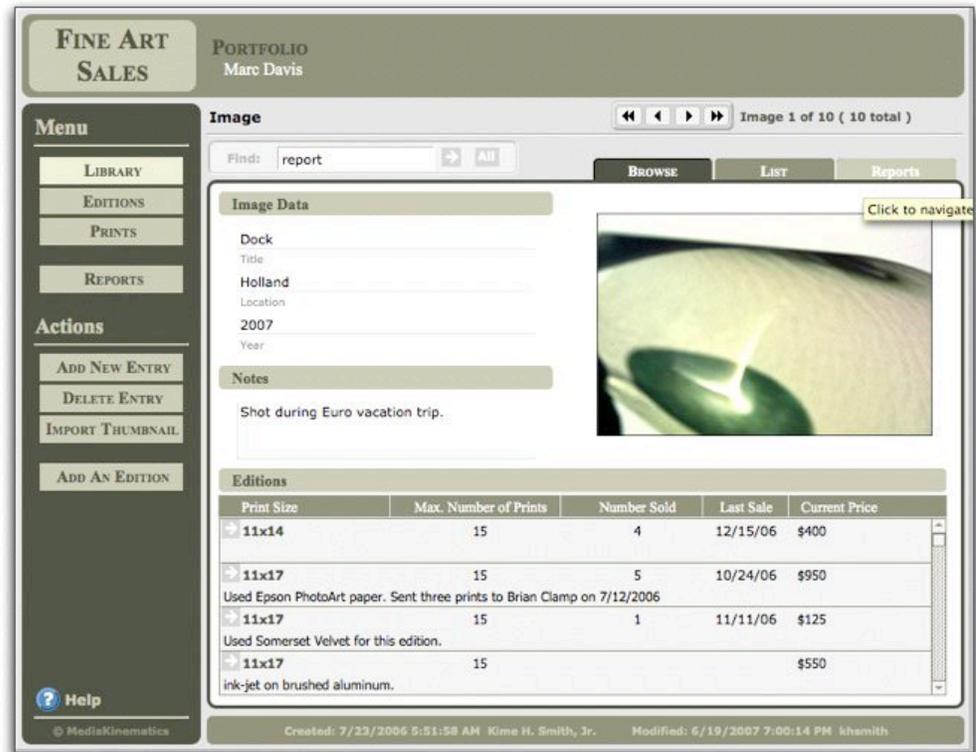
Menu:
- Click on one of these buttons to see notes and other information for the Editions and Prints of the current Image.
- Click Reports to go to the reports setup page.

Actions:
- Click to *Add* or *Delete* Images and their information from the database. Note: when an image is deleted, all information for the Editions and Prints associated with it will also be deleted.
- Click *Import Thumbnail* to add or change the graphic of the image on this page.
- Use *Add an Edition* to create an edition of this image.

Find:
- Type in text to search for in the title, location and year fields then click the arrow. To see all images again, click All.

Navigate:
- To go to the first, previous, next or last image, use these arrows. The text to the right of the arrows shows your position in the found images.

Tabs:
- Click a tab to see a list of images or to go to the reports page. The image list is a quick way to find an image. Clicking on the thumbnail in the list will switch you to the Image layout for that image.

ADDING AN EDITION TO AN IMAGE

Once you have an image on film or on a plate, you print one or more editions from it. The editions may vary by paper or other print media, developer, ink, dimensions, etc. Record this edition information before you print, using the system as a planning tool or after a printing session to reflect the composition of the edition.

Use the Edition Layout to capture information applicable to all of the prints in the edition:
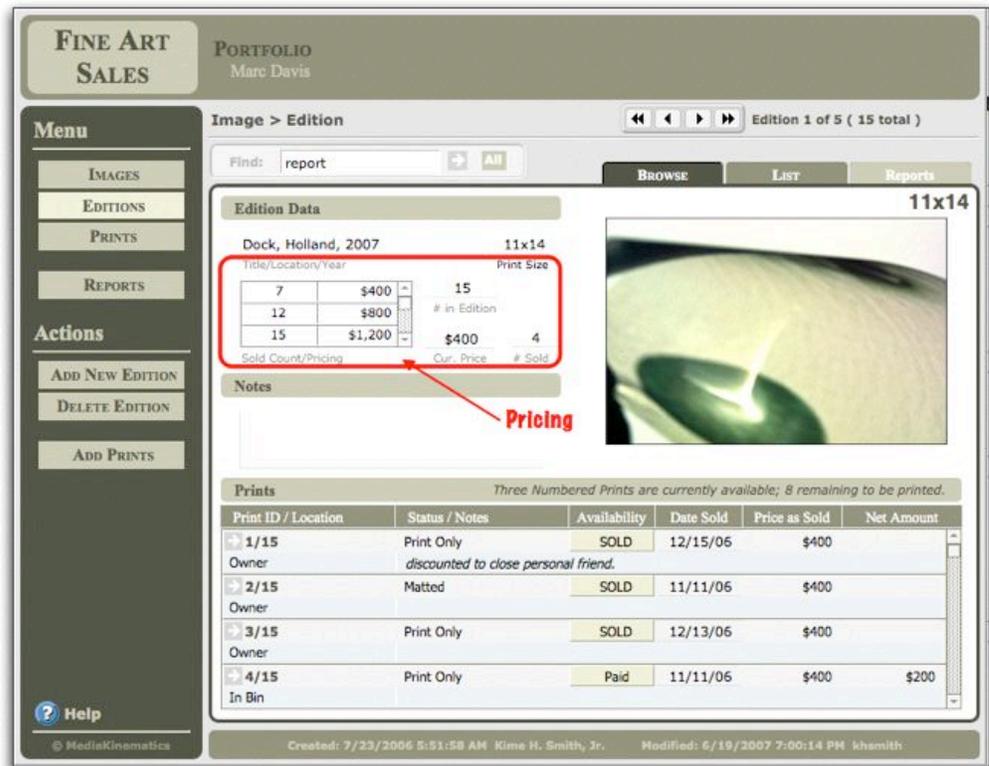
Print Size: First add a print size to the edition. Just click the blank and use the drop-down menu which appears. You may add or delete sizes in the menu to suit your needs. To customize the menu, select the "Edit …" item appearing at the bottom of the menu.

Pricing: To set default pricing for the edition, use the grid (see area within red rectangle to the right). If you have only one price for the edition, type the maximum number of prints in the left cell of the top line and the price in the left cell. You are done.

To have the price set to default to different levels depending on how many prints have sold, type in one line for each price break, showing the maximum print number to be sold at that price. In the above figure, the red-circled area shows an example of print pricing for an edi-

tion. In this example, prints 1 through 7 will be sold for $400, 8 through 12 will sell for $800, while the last three (numbered 13-15) will be sold for $1,200.

Print Status: The scrolling area at the bottom of the layout shows each print in the edition. Simply click the button in the availability section to change the status from "Available" to "Sold" to "Paid" to reflect the status of the print.

Note that a summary appears in the heading of the scrolling area, showing how many prints remain unsold, and how many more prints can be printed for this edition.

ADDING PRINTS TO AN EDITION

The easiest way to add prints to the edition is to click the *Add Prints* button and select the number of prints or proofs to add. The default value will be the number of prints in the edition entered when the Edition was added to the system, less any prints you have already added:
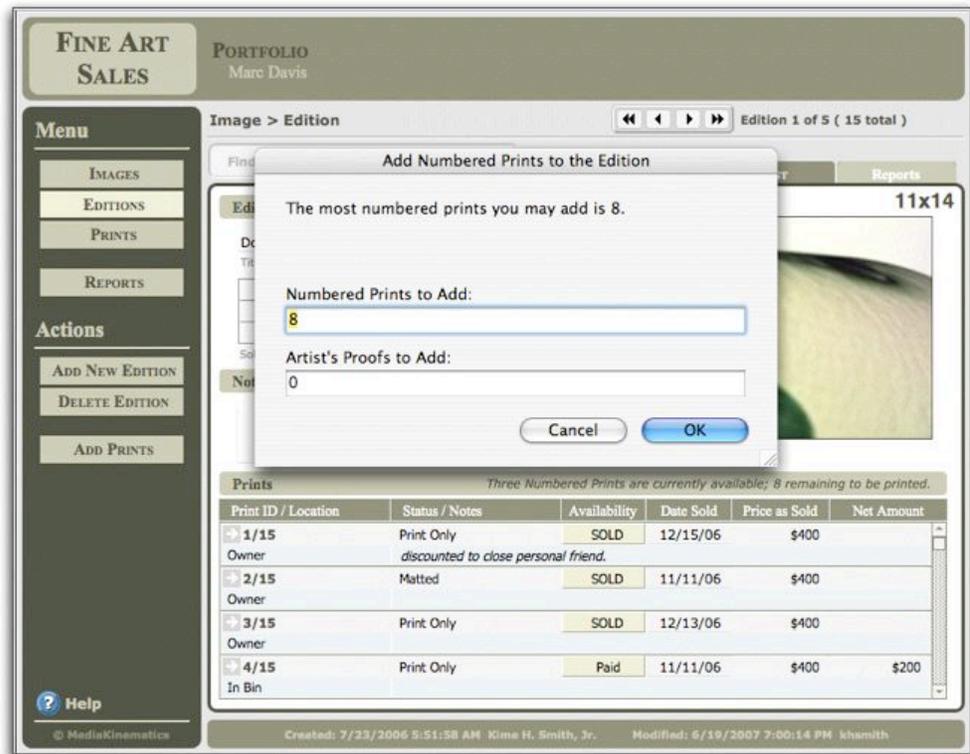
Individual prints can be annotated using the *Print* Layout. Prints can be added to the edition from the Print layout as well:
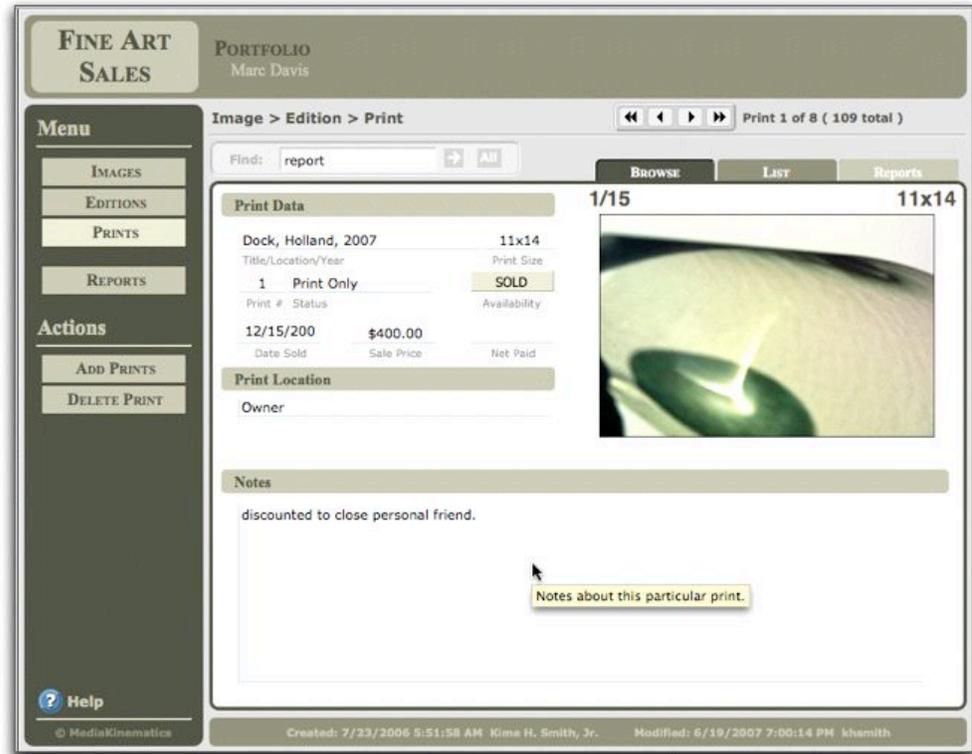
In the above screen shot, note the "Tool Tip" -- an annotation to an object on the layout which appears in a yellow box. Above, the tool tip for the large text box at the bottom of the screen reads "Notes about this particular print". In general, all objects will have a Tool Tip associated with them. The tool tips will help you remember the purpose of a button or field. To get a tool tip to appear for an object, just slide the mouse pointer over the object (with the mouse button up) and leave it over the object. The tool tip box will appear. When you move your mouse pointer out of the object, the box will disappear again.

Print Detail: The detail page for a print shows the serial number, e.g., "1/15", or "print 1 of an edition of 15".

• The information on this layout is specific to this particular print.
• Information about a particular print, such as the fact that it has been donated, or is stored at a gallery can be added to the notes section on this layout.

REPORTS

Several are available for (viewing, printing or emailing) from the *Reports* layout of the application. These reports are used to list inventory, summarize earnings, or the like.

Available reports: To produce a report from the database, start by clicking on one of the available reports to select it. You may click on any of the reports in the scrolling list. When a report is selected, a brief description of it appears at the bottom of the section.

Report Preview: This area shows a sample of the report to verify that the selected report is the correct one. Note that this is not a live preview, it is just a sample to show you what the report will look like, not what will be in it. To close the preview window use the *Close Preview* Menu or type ⌘-1 (or Ctl-1 on a PC).

SelectionCriteria: This section is used to limit which records will appear in the report. Note that all records will appear, except Artist's Proofs (unless noted in the report title).

Limit which prints are included in the report by checking one or both of the check-boxes in this section.

Checking the first box will cause the application to use the criteria in the *Find* edit box at the top of the layout to select records for the report. For example, if you only want to see a report for images created in 2001, type 2001 into the edit area and click the *Go* arrow.
If you wish to see only sales for a specific time range, click the check-box next to *Date Range* and select a range, such as "This Week". The system will set the dates for you.
If none of the ranges suit your needs, select "Custom" as the range and supply the range you want to use for the report.

Actions: Press *Print* to print the report on your printer; click *Preview*, if you just want to review the report on your computer screen.

• To email a report to someone, such as a gallery administrator to provide payment status, click *Send Email*; this will start your email program and open a new message with the report added as an attachment to it.

Enjoy!