Taking & Attaching Design Pictures

Design pictures allow you to keep pictures of arrangements created for orders. This enables you to check design quality and have photographic records of orders if customer questions arise. You can take pictures with the Logitech QuickCam attached to your Mercury system or with your own camera. If you take pictures with your own camera, you must upload them to your Mercury computer before using the Picture Center to attach them to tickets.

To take and attach pictures to orders for products you are designing:

1. On the **FTD Mercury Main Menu**, click **Designer**. The **Design Center** window opens.
2. Enter criteria to locate the order to which you want to attach a picture. You can also use a bar code scanner, if available, to scan an invoice. Click **Search**.
3. In the results list, select the ticket to which you want to attach a picture.
4. Click the **Pictures** button. The **Picture Center** window opens.
5. In the **Attach Pictures** area, select **Design**.
6. Take and attach the picture:
    » If you are taking and attaching the picture using a connected Logitech QuickCam Orbit AF camera:
       a. Click **Camera View**.
       b. Place the product so that it is in view of the Logitech QuickCam. If you want to change the camera settings, in the **Logitech QuickCam Toolbar**, click **Change Settings**.
       c. In the **Picture Center** window, click **Take Picture**. If you are satisfied with the picture, click **Attach** to save it. If you want to retake the picture, click **Camera View** and retake the picture, then attach it.
    » If you are attaching a picture that is already on your computer:
       a. Click **Browse**. The **Open Photo** window opens.
       b. Browse to the picture you want to attach, select it, and click **Open**.
       c. Click **Attach**.
7. Click **Escape** to close the **Picture Center** window.

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Open the Picture Center by clicking Pictures in the Design Center window.

The Picture Center window allows you to take and save design pictures.

Simply **Easier**. Simply **Better**. Simply **Mercury**.™