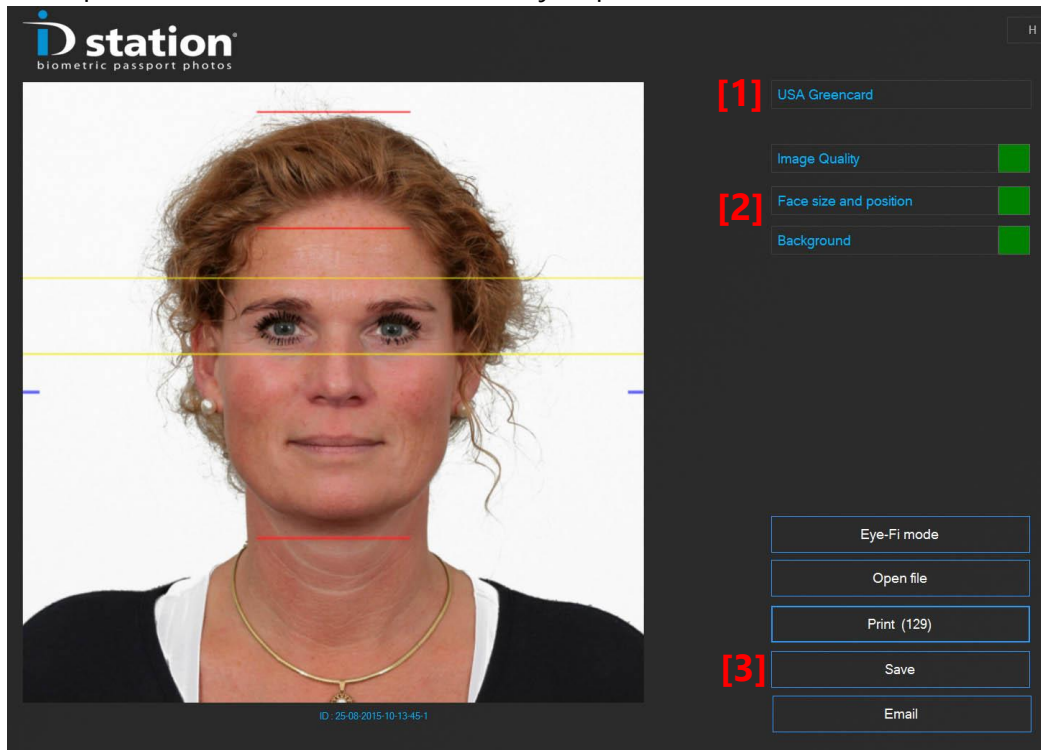# How to Save

Usually passport photos are printed. For on-line applications customers need the passport photo saved as a JPEG file. ID station has a powerful yet simple SAVE function that will save the passport photo as JPEG file.

This How to manual will explain how to use the SAVE function and how to adjust settings such as the size of the JPEG file.
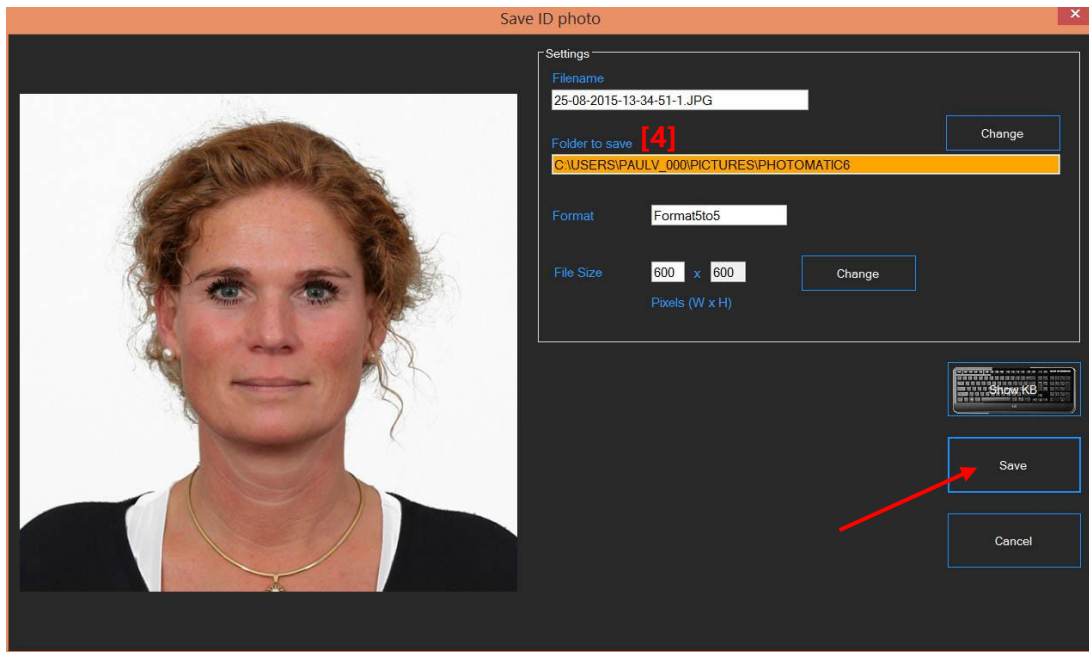
How does SAVE work?

Saving works similar to Printing and Emailing. Take a picture, let the Photomatic software process it and if the result is OK [2] just press Save [3].
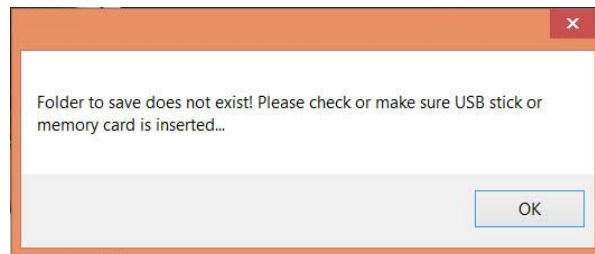

Remember that the selected *Country* is important because it determines the format and specifications of the passport photo. Example : if the customer needs a JPEG photo for an on-line application for a US Greencard make sure to select that Country template <u>first</u>. See [1] in the above example.

After clicking on the Save button the following window will appear:

The SAVE tool has already filled in most of the fields needed for saving and it has generated a JPEG file that will be saved to the preset destination folder **[4]**. Usually this is a USB stick or memory card, something you can sell or give to the customer.

Click on the "Save" button to write the JPEG file in the destination folder. If the destination folder does not exits you will see an error message:

This may be because you forgot to insert a memory card or USB stick. Or it may be that the destination folder just isn't correct. In this case you need to adjust the destination folder. Click on the "Change" button just above the "Folder to save" field. You will see a dialog box in which you can select a folder.

If Saving was successful, the tool will close and you'll see a green V mark on the SAVE button.

How to change the preset values?

The default settings may not be things you might want to change:
- File name
- Image size
- File size
- Destination folder

You can change these settings directly in the fields of Email tool window. If for example you want the filename to be the customer's name just tab on that field and change it using the keyboard. The changes are accepted by the tool will save a file with the name you just entered instead of the default name (order number).
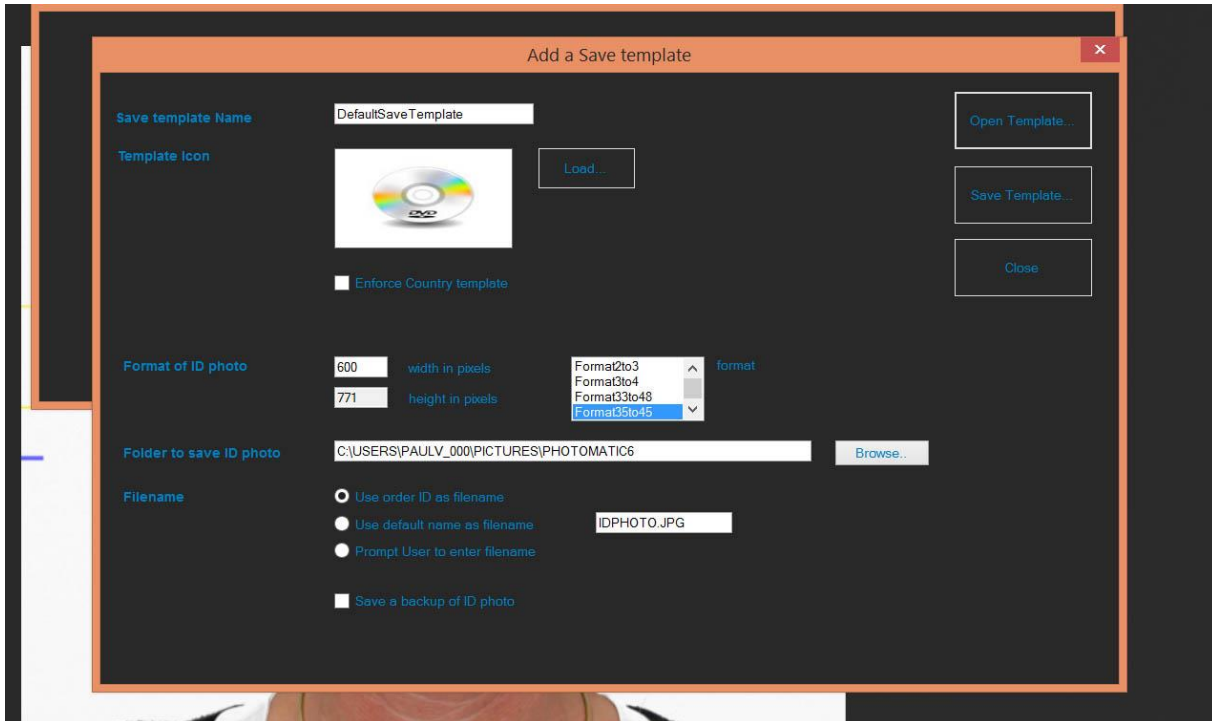
The file size (which is important because some on-line applications require a maximum file size (US greencard max 250 Kb) while other require a minimum file size (New Zealand on-line renewal min file size 500Kb). You can only change the file size by changing the picture size! Click on the Change button to do this. *Remember that the format cannot be changed as this is preset by the selected country. If you have created a passport photo with the USA Greencard country template (format 5x5) the saved file will always be in that format. If you need to SAVE a JPEG file in another format you need to go back and select another Country!*

Making changes for a specific country?

Every country template has its own default save settings, saved into a file, called the DefaultSaveTemplate. (it's an XML file). You can edit this file to change the default settings. If for example you want every JPEG file to be 1268 pixels wide it's better to make that change in the default settings instead of having to manually change this every time you start the SAVE tool.

But if you want a make a change to just one particular country you should make a new save template for that country. First we will start explaining how to make a change to the default save template:

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To edit the default settings file you need to start the Save Template tool. In the main window of the Photomatic software click on "Options" and start the "Tools" option (which probably requires you to enter a password). Now select the "Save Template".

Above you see the Save Template tool just after opening the *DefaultSaveTemplate* file. To open that file just click on Open Template and select that XML file.

Now you can make changes to the default settings. After making changes save these by clicking on Save and remember to keep the file name exactly the same.

A short remark :
The file size : only the width is adjustable. Depending on the format the tool will calculate the height after changing the width. The format itself cannot be changed because it depends on the selected country (as explained above).
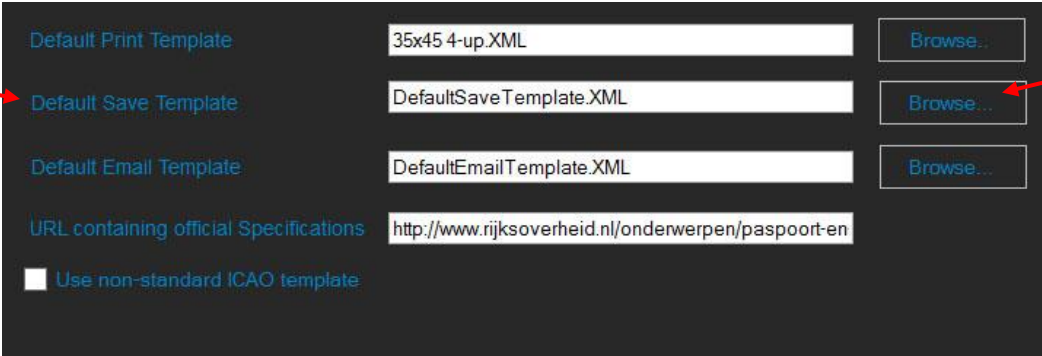
Creating a new save template for a specific country

To adjust the save settings for just one country you need to save the template with a new name. For example *MySaveTemplate.XML.*
Save this new XML file in the same folder as the default save template.

Now to assign this new save template to the country you made it for you need to edit that country template. Open the Country Template Tool (go to "Options", Select "Tools" and start the Country Template tool.

Now you can edit the name of the save template that will be used for this country:

As you can see the default save template is "DefaultSaveTemplate.XML".
Click on "Browse". Now you can select your new template file. Remember to save your changes to this country template.

We have created a number of different Save templates (and Email templates and Print templates) for various countries. You may use these templates as an example of how to adjust settings to your preference or requirements.