Evlaa Lightroom Plugin

USER MANUAL

Evlaa helps you to further streamline your workflow when collaborating with clients. Become more productive, save time, earn more money and master your branding are the objectives of this service.

Evlaa is the most Lightroom integrated online galleries solution and will provide you the best workflow in the industry to save you bunch of time!

Here is a user manual to help you getting started with our Lightroom plugin. For more help, please visit our support website: http://support.evlaa.com. If you have question, feel free to contact us at support@evlaa.com.

Contents

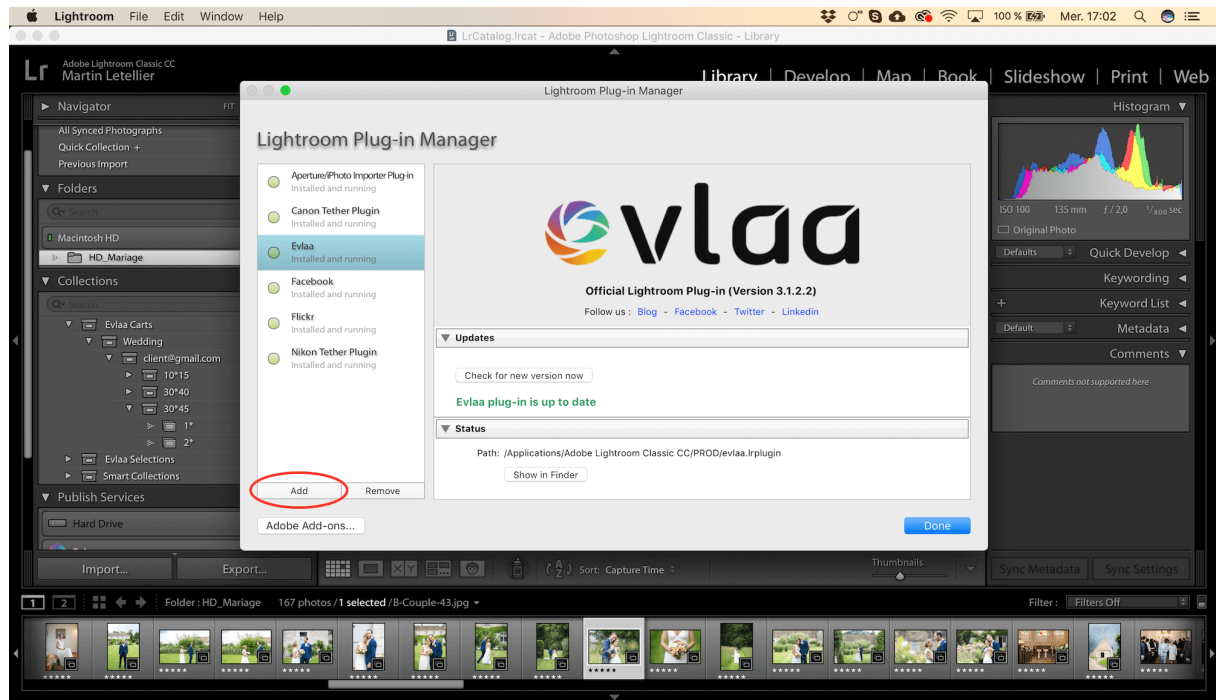## Downloading the Lightroom Plugin:

1. Download The Lightroom plugin from https://evlaa.com.

2. Unzip the download and move the **evlaa.lrplugin** folder to where you want it stored on the computer

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

Installing the Lightroom Plugin:

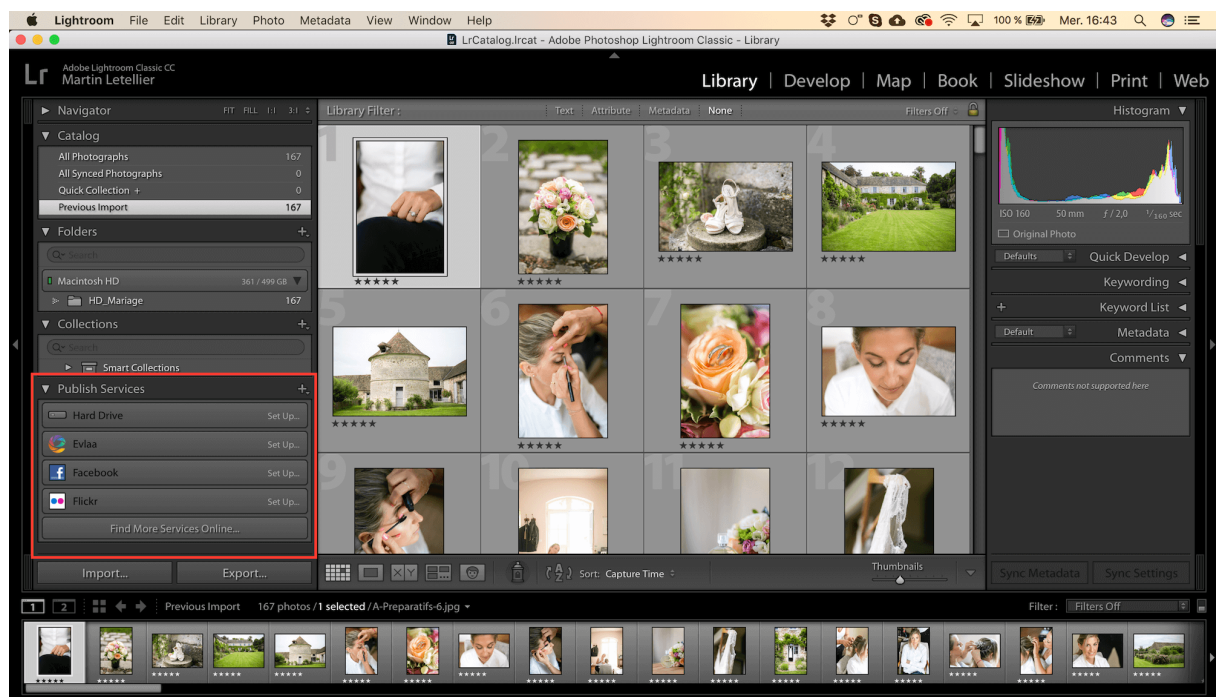1. Open Lightroom, and select **File > Plug-in Manager**

2. Click on the **Add button**

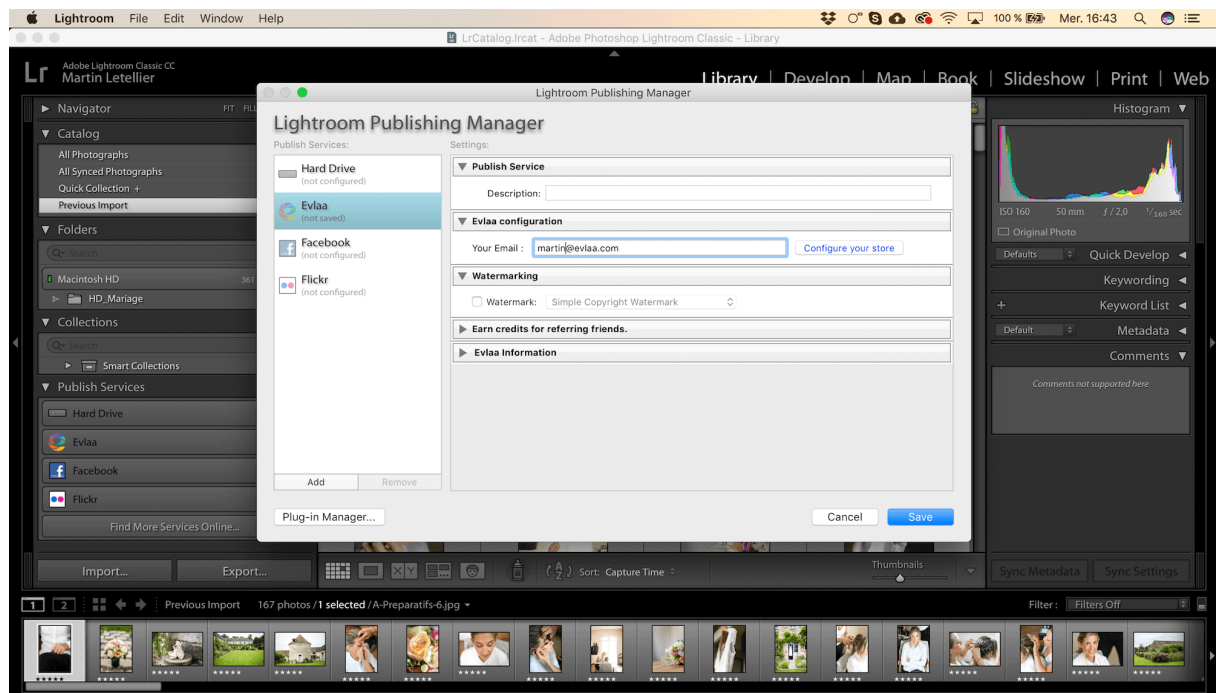3. Locate **evlaa.lrplugin** that you have just downloaded & click **Add Plug-in**
4. Click on **Done**

Et Voilà! Your Evlaa plug-in is installed and ready to use!

Setting up Evlaa:

1. Locate Evlaa under the Publish Services tab, and click on Set up…

2. Add your **E-mail**

   *Note: It's **your email** here. This email is used to create your account and send you some notifications about your collections. We never contact your client.*
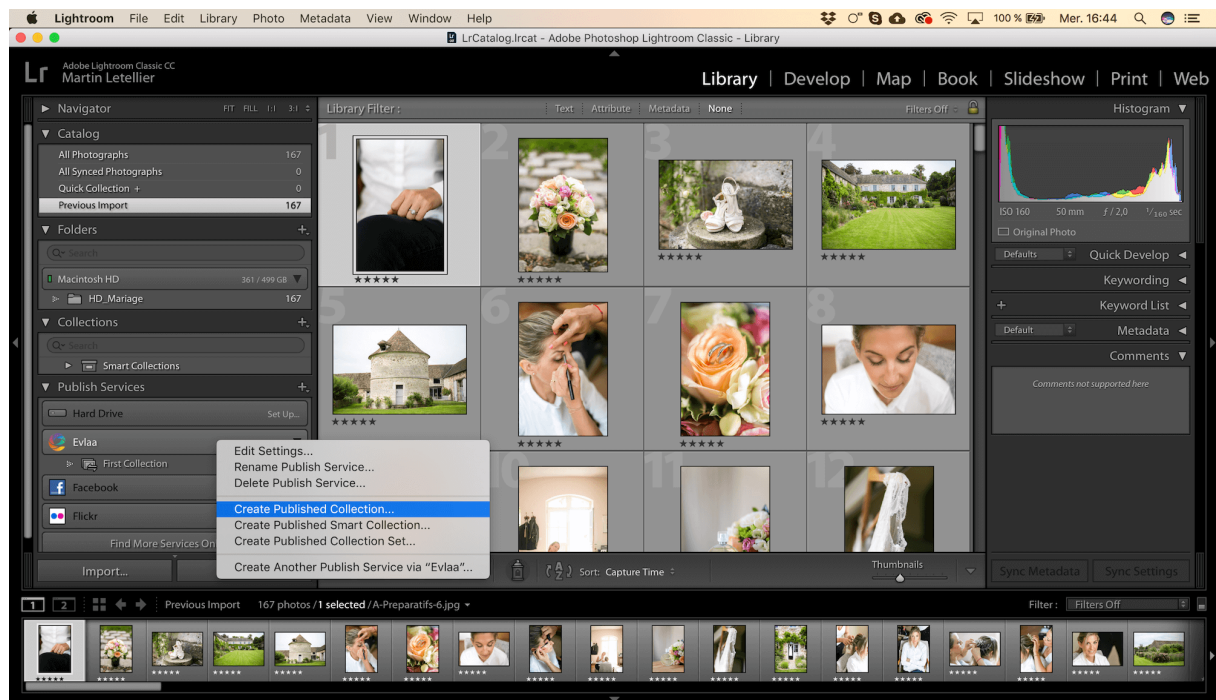
3. Configure, if you want, a **watermark**, which will be added automatically on your photos.

4. **Configure your store** if you want earn more money by selling your images online.

5. Click on **Save**

*Note: You can edit these at any time by **double clicking** on the Evlaa Publish Service or by clicking on **Publish Service > Edit Settings***

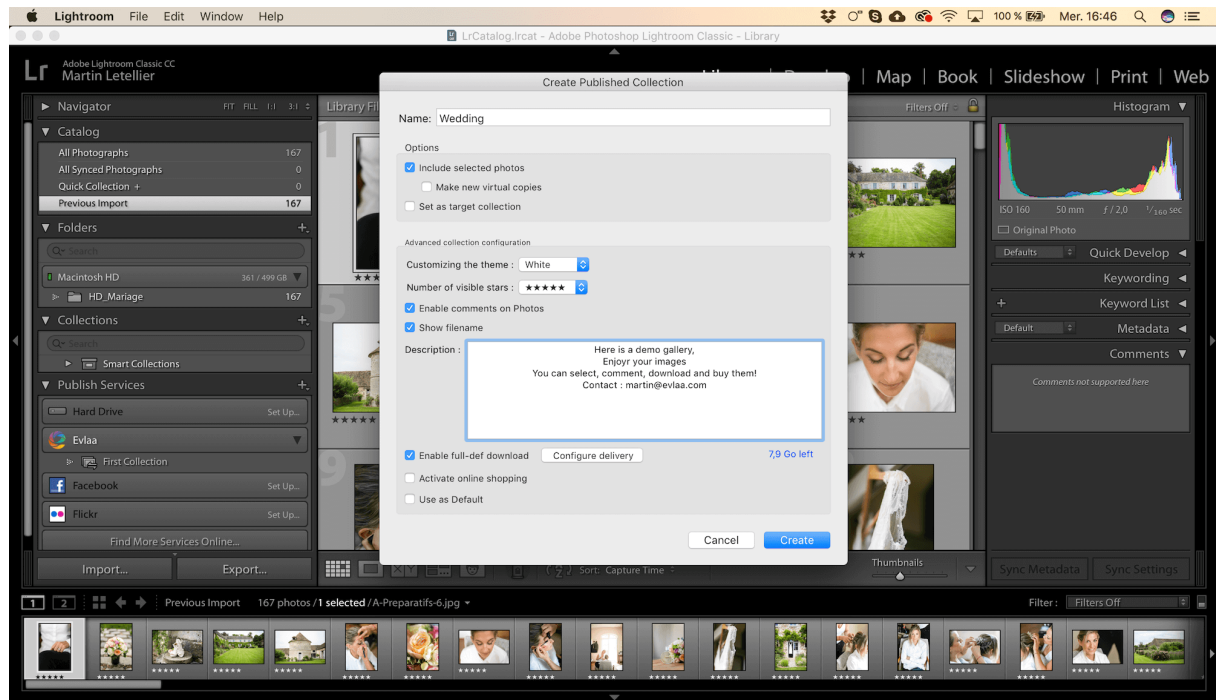It's now all set up and you can create your first collection.

Creating an online gallery without leaving Lightroom:

Evlaa is the most Lightroom integrated online galleries solution. You will be able to collaborate with your clients without leaving Lightroom and save bunch of time (and money at the same time as you'll need less time to post prod your shootings.)

1. To create a new collection, **right-click** on the Evlaa Publish Service and then **Create Published Collection...**
   Note: You can preselect your photos, they will be automatically added to the new collection
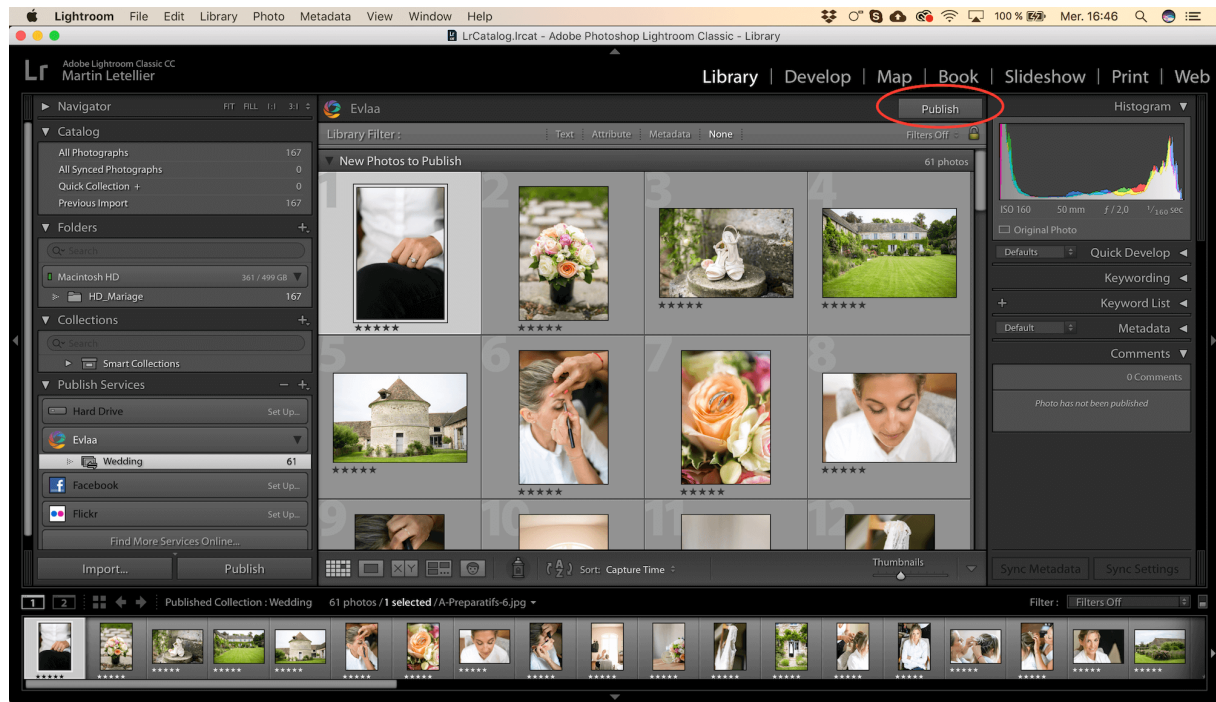
2. Configure your collection
   a. **Name**: it's the title of the online gallery.
   b. **Theme**: You can choose the background color in order to highlight your photos.
   c. **Number of visible stars**: Set the number of available stars to do the selection regarding what you are looking for.
   d. **Comments**: Allow your client to leave you a comment on each photo.
   e. **Filenames**: Display the filenames to your clients
   f. **Description**: Leave your directives, contact information or a message to your client. It will be display just under the name of the collection.
   g. **Enable HD download:** Allow your clients to download high resolution images directly from your professional online gallery. You can configure the size of them.
   h. **Activate online shopping:** Allow your clients to command products and pay online directly from your professional gallery.
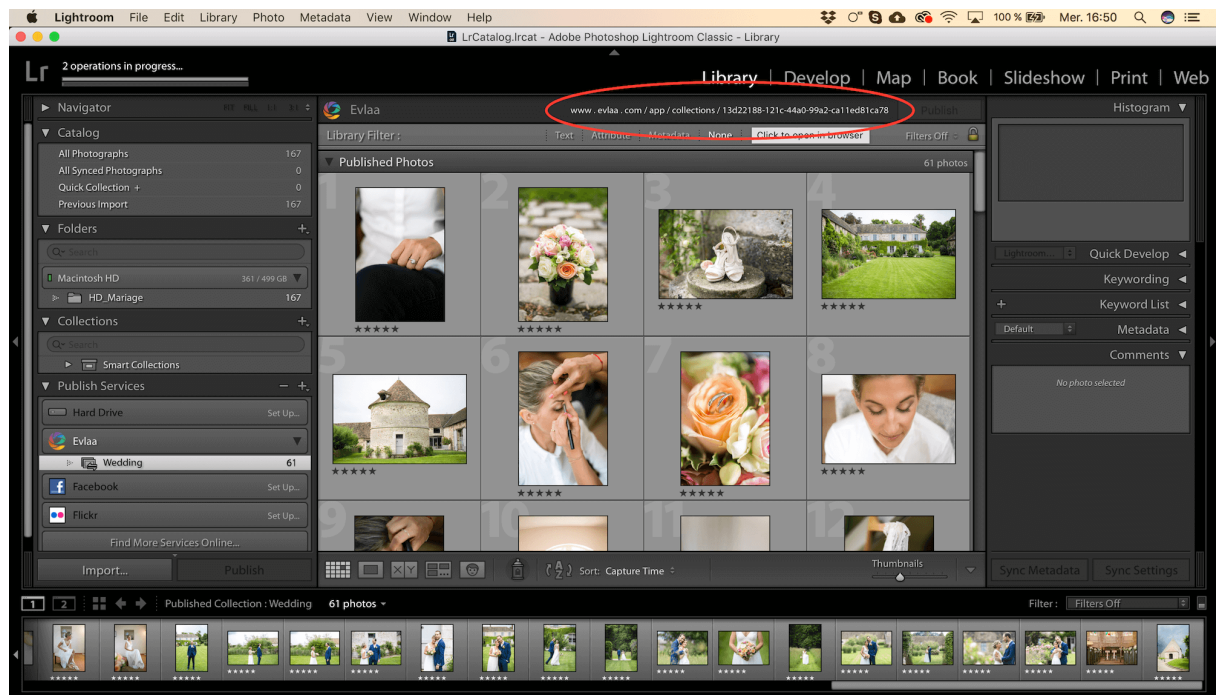
   Note: Use as Default option allows you to save these configurations and use them for the next collections.
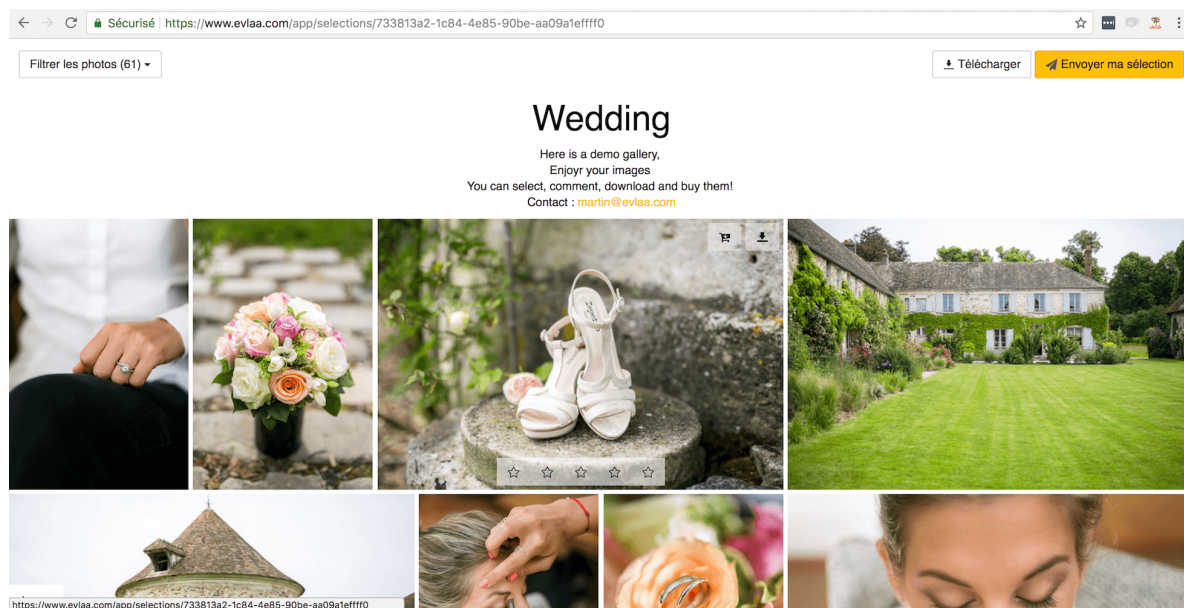
3. Click on **Create**

4. Click on the **Publish button**

Note: We upload in background all the small resolution images (1000px for biggest side) to create the private gallery for your clients and the high resolution ones if you allow download. You don't have to take care of the exporting and format of your images, we are doing it for you!

5. Send the link to your client by clicking on it.

Note: To use your own domain name for the link, please create a CNAME from one of your subdomain to my.evlaa.com and send us an email to let us know which subdomain you are using. Then all your collection will be under your own URL and it will give confidence to your clients.
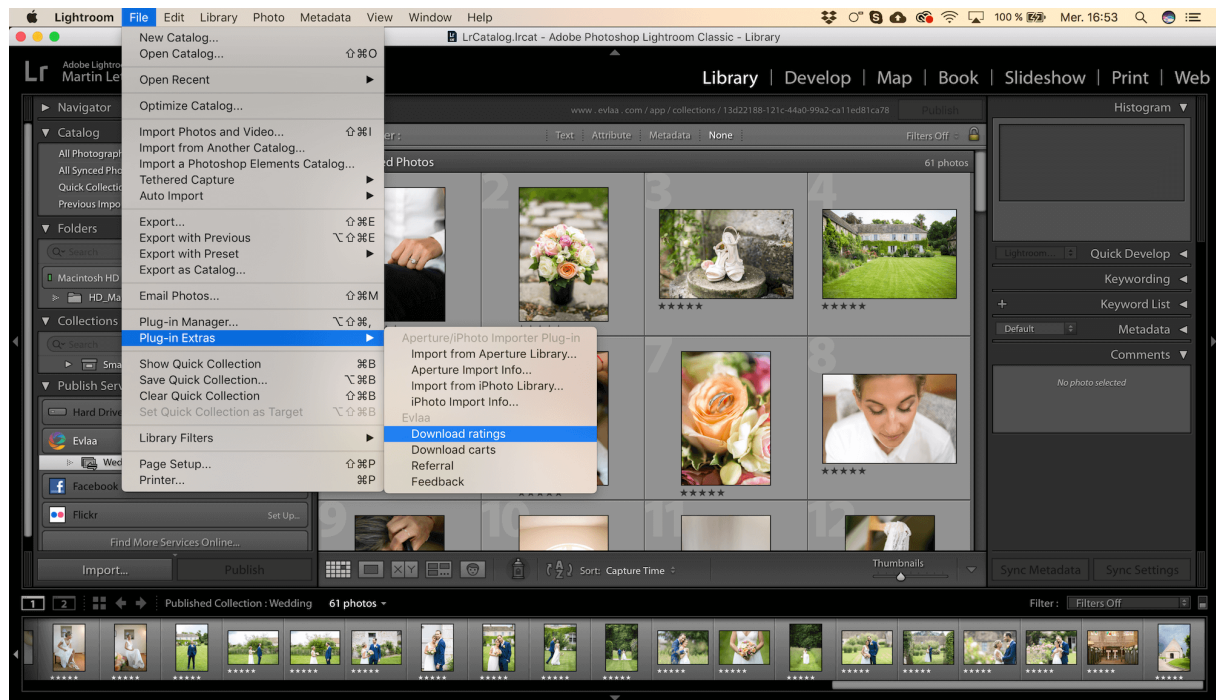
Updating an online gallery

Evlaa is a publish service. All the modifications you make into Lightroom are automatically added into your online galleries.
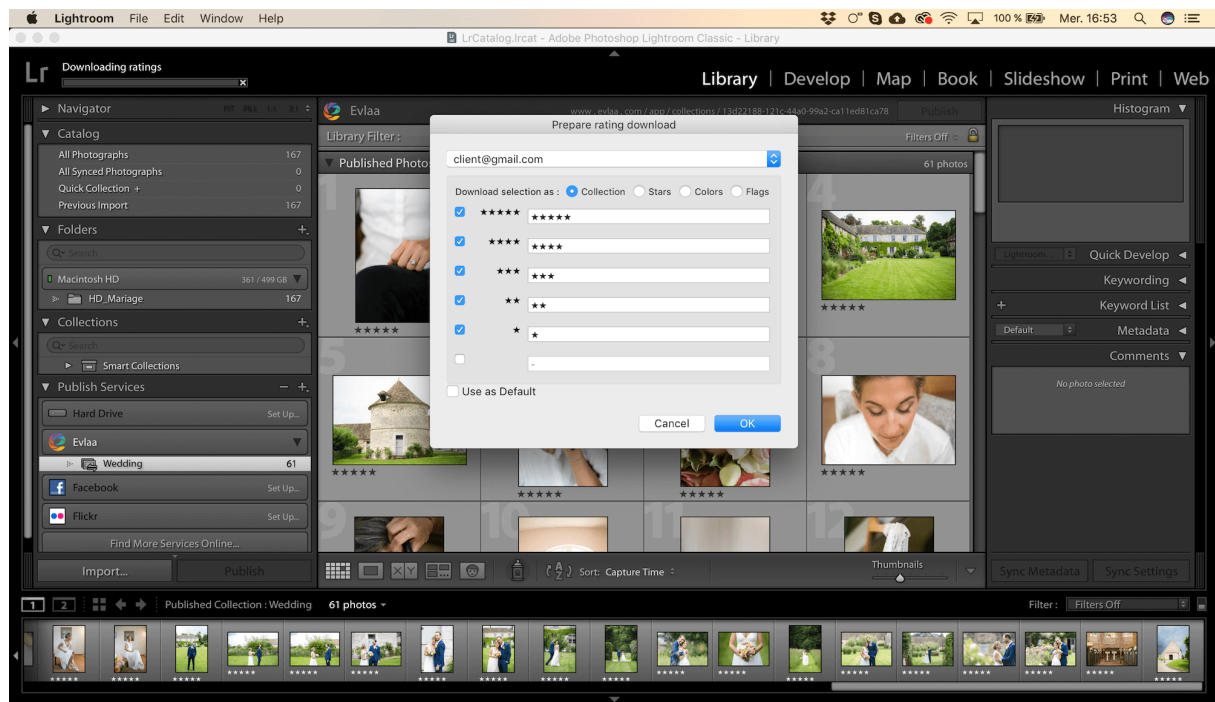
6. If you modify images, they will appear on the **Modified Photos to Republish** -> Click on the **Publish button** and it will automatically be updated online.

7. Change all the configuration by **double clicking on the published collection** and click **Edit**.
   Note: The HD download is only available on creation, please create a new collection if you want allow your clients to download high resolution images.

8. Automatically delete an Online gallery by deleting the published collection from Lightroom: right click on the collection, then click **Delete**

Retrieving Selection (best part)

As the most Lightroom integrated online galleries solution, the best part is that all the client's selections, comments and carts are immediately available to you into your Lightroom.

1. Go to **File > Plug-in Extras > Download selection**

2. **Select collection**

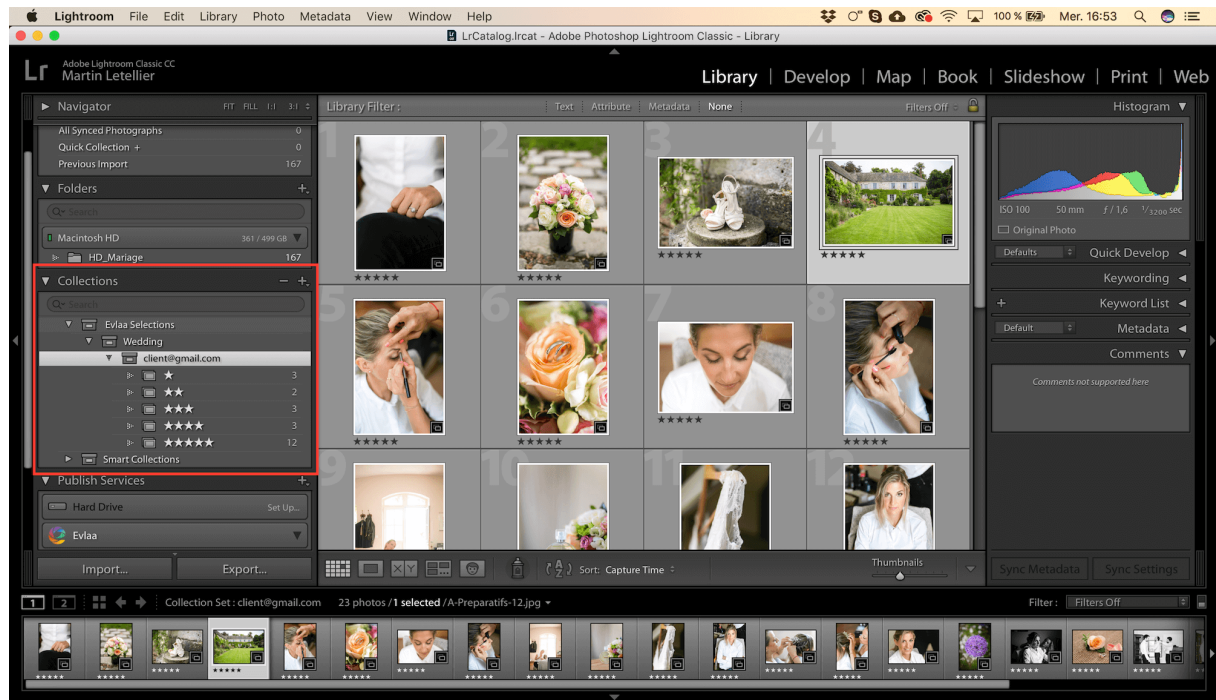3. **Select the client** you want to retrieve the selection

4. **Configure** how you want to download it
   a. The checkboxes allow you to choose if you download these particular ratings or not
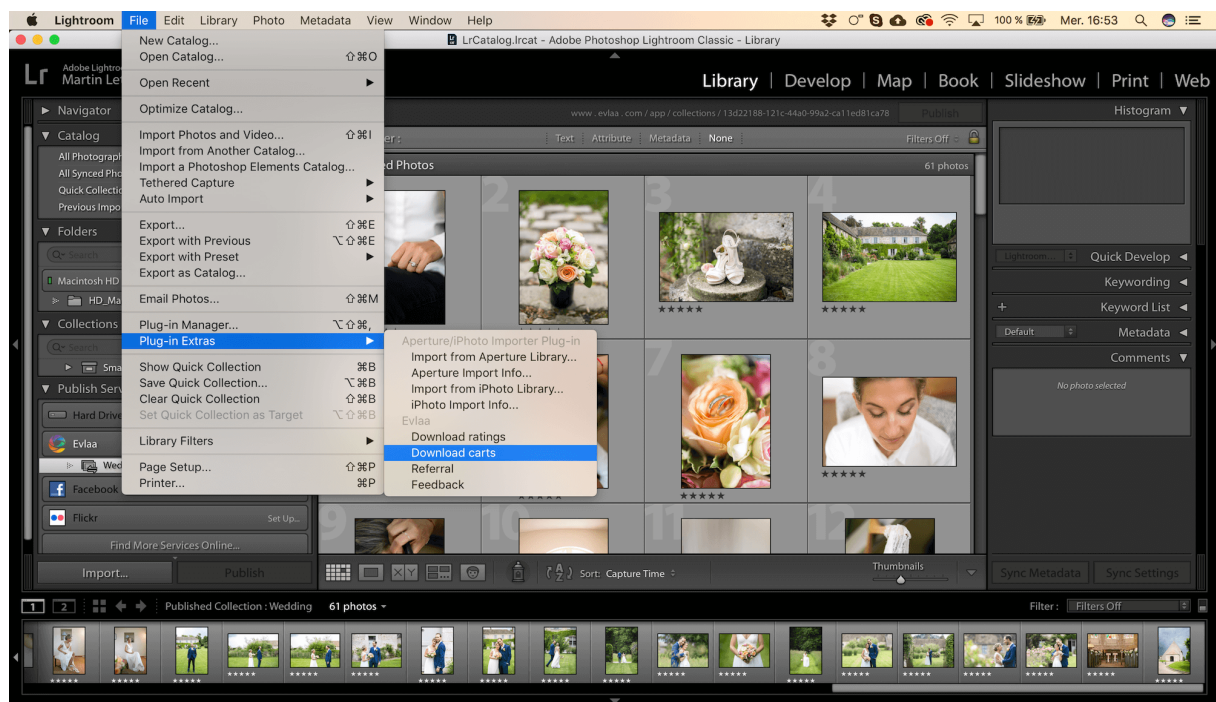   b. The inputs allow you to use your own wording

   Note: We advise you to use « Collection » as it will create for you a collection set with the sorted photos. Regarding your workflow, you can choose Collections, Stars, Colors or Flags.

Note: *If you download it as a collection, you'll find the selection of your client under the « Evlaa Selection » collection set inside your global Collection tree.*

Et voilà, you have the sorted photos and you can go back to your post production.
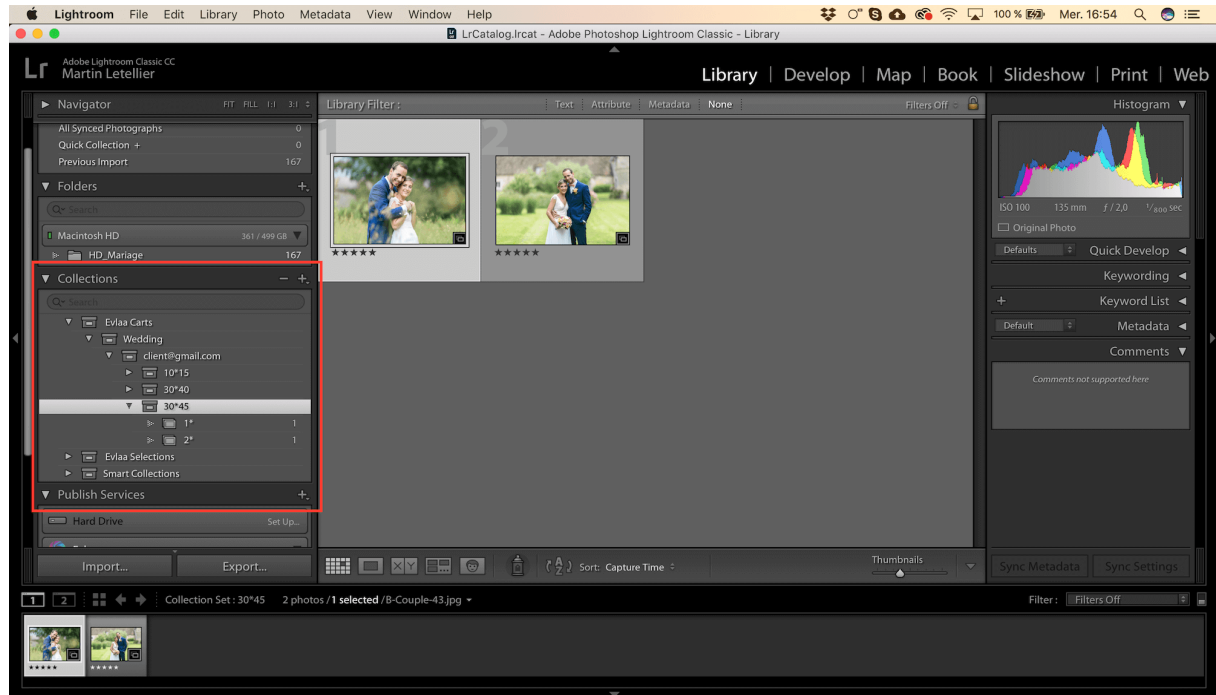
Retrieving Carts to create your products

5. Go to **File > Plug-in Extras > Download carts**

6. **Select collection**

7. **Select the client** you want to retrieve the cart

8. The cart is downloading into your « **Evlaa Carts** » collection set like:
    a. Collection name
        i. Client email
            1. Product
                a. Quantity

Et voilà, you have the ordered photos and you can go back to your post production and create the products for your clients.

If you have any feedbacks or remarks, please don't hesitate to contact us through **File > Plug-in Extras > Feedback** or by email at martin@evlaa.com.