Lemon User Guide

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# Introduction

Lemon is a system based on Microsoft Access that is designed to help with the drudgery of maintaining records of limited edition prints and sales.

Take a look around

The main menu appears on startup and allows you access to the most common features. Before creating your first edition it is best to take a look around and familiarise your self with the screens.

The system comes loaded with an Example edition for just this reason.
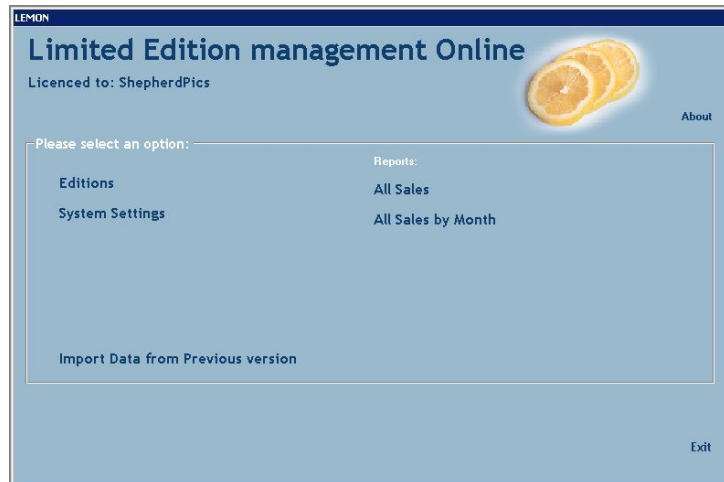
Set your defaults

Before adding any editions it is well worth setting up your standard settings in the system as doing it here once means that every edition you create will inherit those settings.

From the Main Menu select System Settings and a dialog will appear requesting your personal settings.
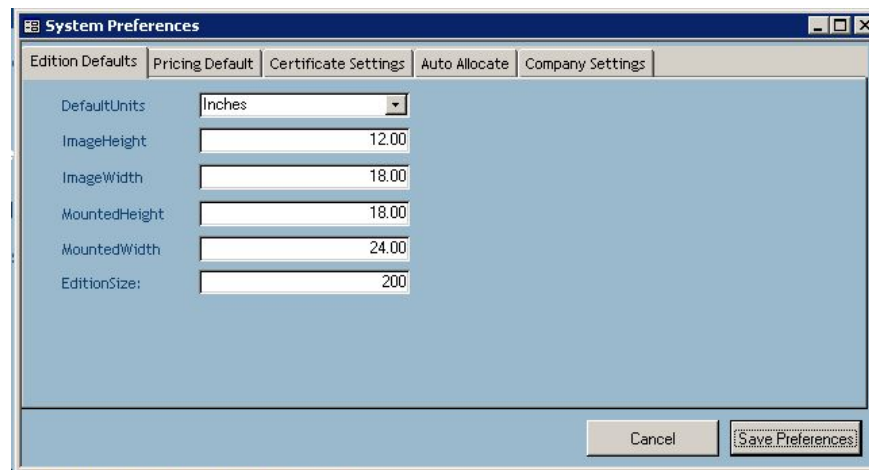
The **Edition Defaults** tab allows you to specify the default size of your prints and mounts. This is the size that will be used when you create a new edition but they can be changed for each edition later. Edition Size is the number of prints in each limited edition, again this can be changed on creating an edition.
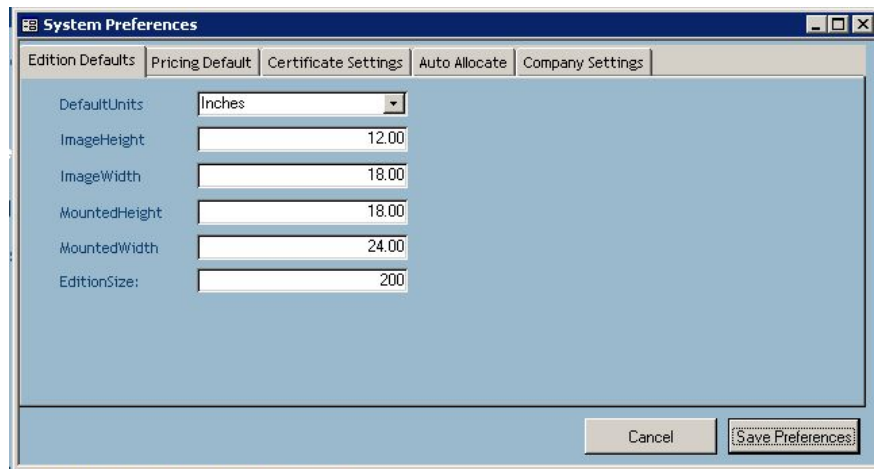
The **Pricing Default** tab allows you to specify the default prices of your editions. Net prices are the amount it costs you to produce the item (including paper, ink, printers charges, mount board, tape, frames, framers charges, etc.). Selling price is the price you intend to sell this to the customer at though this can be changed on an individual basis. Selling Price – Netprice is the profit you make on an item.
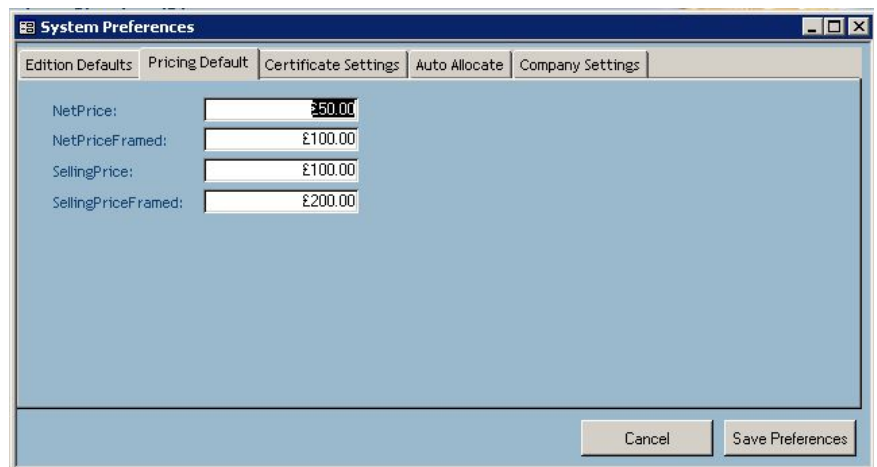
The **Certificate Settings** relate to the printing of Limited Edition "Certificate of Authenticity" and will be covered later in this guide.

The **AutoAllocate** tab allows you to automatically allocate some of your prints to a specific person/group. For example I always allocate the first 5 prints to friends and family, other photogrpahers always reserve print Number 1 for themselves. To activate this feature check the check box and enter the details of your preffered allocation.
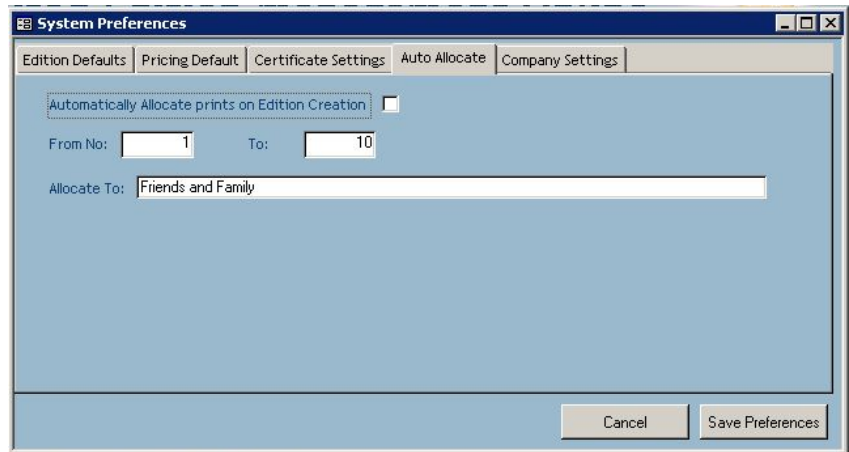
The **Company Settings** tab is where you enter the details of your company and yourself. These are used on the certificates and the software is then marked as being registered in your name.

Having setup the defaults it is time to enter your first Edition on to the system
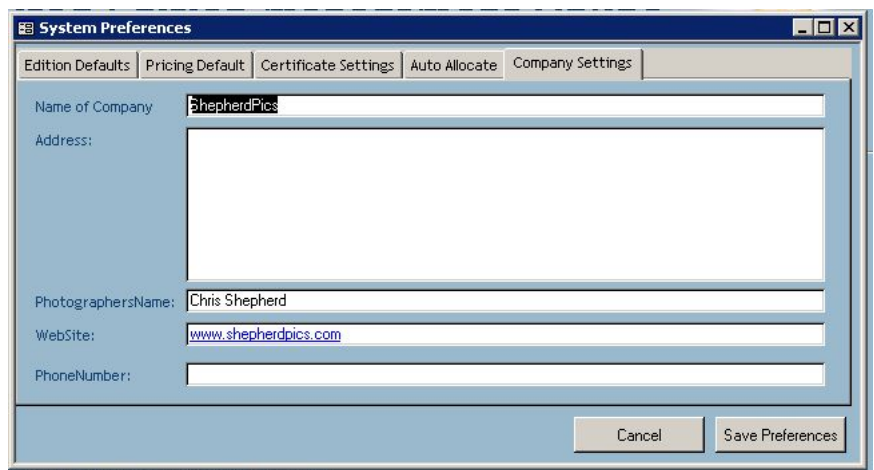
Creating your first Limited Edition

If you havn't done so already, set your defaults. Then from the **Main Menu** select **Editions**.

- Click New and a blank entry screen will appear with most of the fields filled in with the default values you set earlier. Enter an edition name and check the edition size is correct.

N.B. You cannot change an edition size at a later date so check that if you are producing only 150 prints in the edition make sure that the size box reflects this.
Once the Edition has been saved you cannot change its size.

- Check all the sizes and prices are correct for this image.
- If you would like a thumbnail image then click the Image File Path allows you to browse to the image and select it. The thumbnail should then appear underneath.
- Date taken, Description & Notes can be printed on the Limited Edition Certificate so enter whatever is appropriate.

Now click Create Print Records to create the individual records for each item.

Limited Editions

| New | Delete | Save | Block Allocate | Print Run |

|◄◄ ◄ *New ► ►|

Goto Edition [▼]

Edition Number: 2   Name: [Example Edition 2   ]

Edition Details

Edition Size [200]

Allocated: **0**

Available: **200**

Printed: **0**

Total Sales:

Sizing

Units   [Inches   ▼]

Image Height   [12.00]

Image Width   [18.00]

Mounted Height [18.00]

Mounted Width [24.00]

Picing

Matted

Net Price   [£50.00]

Selling Price [£100.00]

Framed

Net Price   [£100.00]

Selling Price [£200.00]

Image

Image file path: [C:\Documents and Settings\SHEPHER] [...]

Image found and displayed.

DateTaken: [07/Feb/2006]

Description: [A Lonely Pram in Tate Modern   ]

Notes: [Part of a series of images exploring Art and our relationship to it.]

Prints   [Create Print Records]

Item	AllocatedTo	Sold	SoldTo	NetPrice:	SellingPrice	Printed

How to reserve some prints

If you wish you can allocate prints to people or uses (for example "exhibition", "mine", etc). To do this scroll down till you find the number you want and enter the name against it. Move to the next line to save the changes.

Prints

	Item	AllocatedTo	Sold	SoldTo	NetPrice:	SellingPrice	Print ▲
	1		☐		£0.00	£0.00	☐
	2	Exhibition	☐		£50.00	£100.00	☐
▶	3		☐		£0.00	£0.00	☐
	4		☐		£0.00	£0.00	☐
	5		☐		£0.00	£0.00	☐

If you have a group of prints you wish to allocate then press **the Block Allocate** button at the top of the page. Enter the numbers you wish to allocate and the name you wish to allocate to and click OK.

Block Allocate

Block Allocate

To allocate a group of prints, please enter the details here and they will be automatically allocated

Allocate To: Gallery Use

From No. 4 To No.: 12 Sold: ☐

Sales Details

SoldTo:

Framed: ☐ Sale Price: £0.00 Net: £0.00

OK Cancel

Sales

So you have sold some prints, what do you do? It works in the same way as reserving prints. Just scroll down till you find the number you want and click the sold box, the prices will be entered automatically from the defaults but you can change these if you wish. Move to the next line to save the changes.

For convenience you can also enter sales details when block allocating or doing a print run.
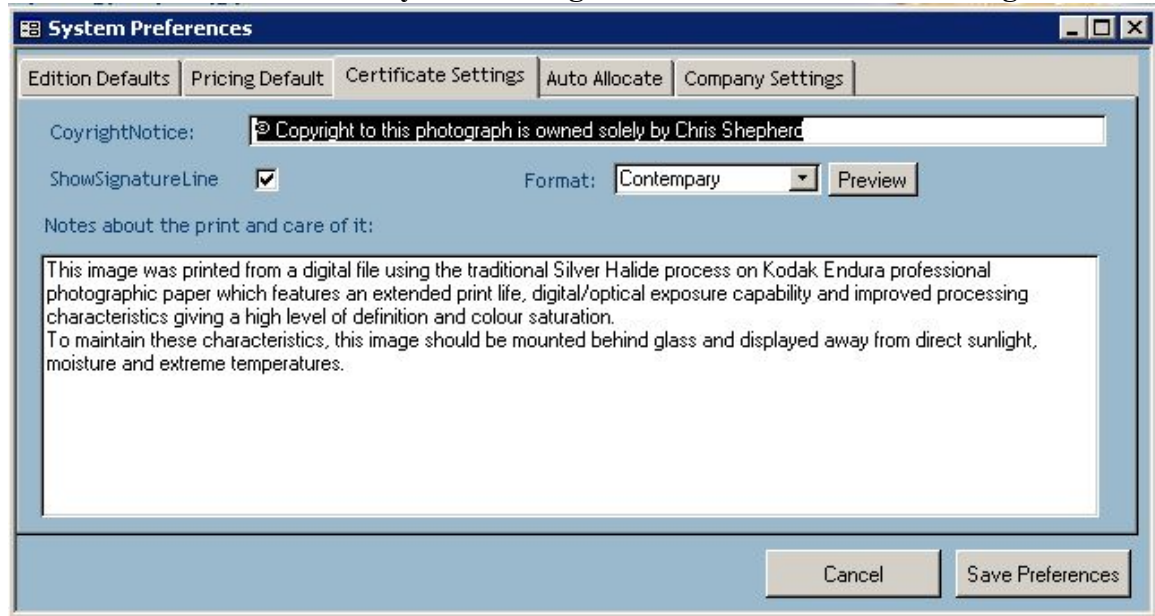
Generating Certificates

Limited Edition certificates of authenticity can be produced from the system. Before you do this for the first time check you have your settings set correctly.

Certificate Settings

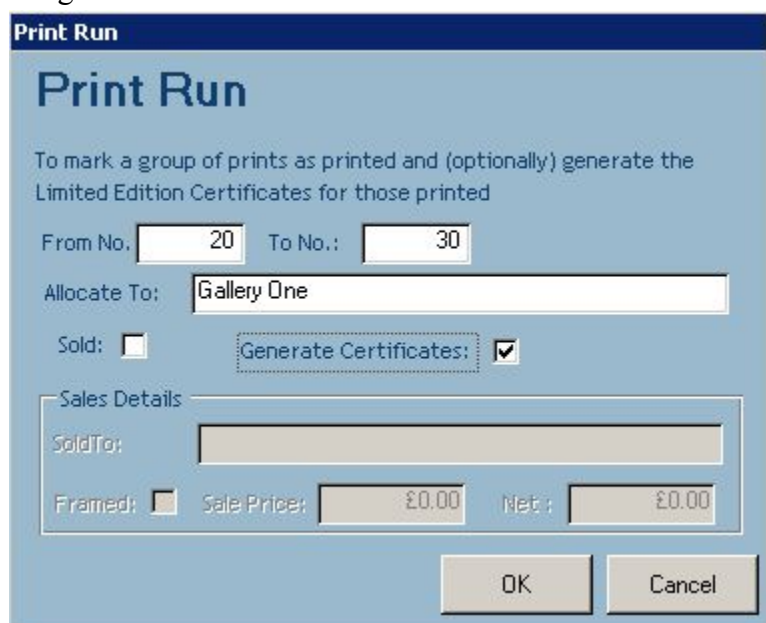From the **Main Menu** select **System Settings** and then the **Certificate Settings** tab.

These options control what appears on each certificate. The Format option allows you to select from the different available formats. Selecting **Preview** will show an example of what that certificate looks like.

Printing Certificates

To generate the certificates you can use the print run button that allows you to mark a whole set of prints as printed and generate the certificates for them.

Enter the numbers you wish to print and click **Generate Certificates** a report will be previewed with the certificates on it. Select print to send them to your printer.

Care of your Lemon

Make sure you take regular backups of your Lemon.mdb file as it is possible for accidents to happen. I recommend taking a regular backup to a different device (External HDD or CD-Rom on a regular basis.

Upgrading from a Previous Lemon

If you have downloaded a newer version of lemon from the website do not copy this over the existing database you have but store it under a different name and import the data into this new version.
To do this select Import from Previous Version on the main menu then you will be asked to select the previous version file and the data will be imported into this one.

Modifying Certificate styles

If you want a different style of certificate then you have two options:

- Email lemon@shepherdpics.com with the design you require and I will add it to the options available in Lemon.
- If you know Access then you can modify them yourself by:
    1. Starting Lemon with the shift key down, which allows you to access the Access menus.
    2. Copy the **rCertificate** report to a new report with a different name. Modify it as you please using the standard access functionality.
    3. Add an entry in the tCertificateFormats table with the report name and the friendly name that is shown to the users.
    4. Select this new report in your systems settings.

  If you do create your own certificate report then please mail it to me and I will add it to the next release thanks.

Getting Help

If you have any problems or suggestions for the improvement of Lemon please mail me (Chris Shepherd) on Lemon@shepherdpics.com.