

## Ordering Your Prints and Products through My Website

### 1. Navigating the Website

- When viewing your gallery, you can select multiple photos to print or download, using the 'Select Photos' button in the top right hand corner of the page. Then select each individual image you wish to buy (prints or products) or download to your computer (if this has been enabled).
- You can also buy prints or products one photo at a time by clicking on the image itself, and then the 'Buy' button on the top right of the page.
  - Select the **product** you want.
  - Save for purchasing later, once you have finished browsing (the photos are added to a set called '**Selected For Purchase**', which is highlighted on the top left of the page. You can return to this when finished browsing).
  - View your **Shopping Cart**.

### 2. Buying a Print or Product

- From the gallery page, click on the image you want to buy. Click 'Buy' in the top right corner of the page, and choose 'Select product'.
- Choose from the range of print sizes. It is probably best if you begin with 'Best Fit'; these are the sizes that will best fit the image proportions. (Note that you can select from other product sizes, although you may need to adjust the image to fit).
- Choose the image size you want (e.g. 7x5), paper type (i.e. glossy or lustre) and quantity.
- Finally, add to cart.
- You can select more images to buy by repeating these steps.

### 3. Checking Out

- When you have finished selecting all your images and products, click on the cart symbol in the top right corner of the page, or select 'View Cart'.
- Check that the size, paper type and quantity are correct for each image.
- For some images, you may need to adjust the 'cropping' to ensure that the image will be correctly printed. The software will guide you as you make adjustments. Ensure that important parts of the image are not cut off. Remember if a particular size does not suit an image, it is better to choose another size, rather than lose important parts of the image.
- Once you are ready, click 'Checkout Now'. You can choose to checkout as a guest and pay by credit card, or you can register and create an account so you do not have to enter your details every time you make a purchase. If you have a PayPal account, choose the 'Checkout with PayPal' button instead; this will take you to the PayPal website.

*Thank you for your purchase, and happy shopping!*