

# ORDERING PRINTS

## Quick Print Guide

# 1

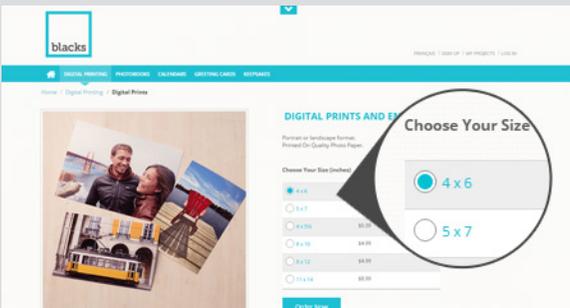
On the web page, select the product category located under the Products banner.



# 2

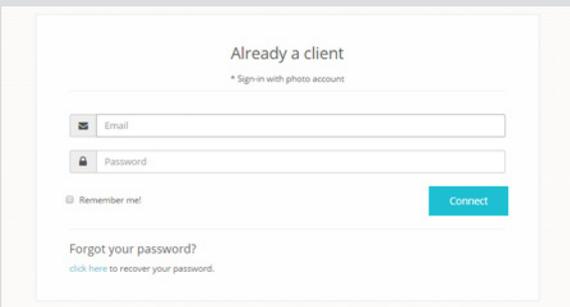
Select the desired print size and the Order Now button.

**Note:** You may choose a different size later on or add a different size when you are in the print workspace.



# 3

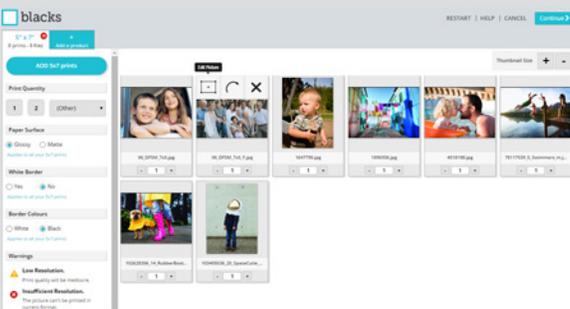
At this stage, you will need to sign-in with your password.



# 4

Confirm your print selections and options such as Paper Surface and white or coloured borders

- Select Print Features (type of paper, margins ...).
- Select your print quantity.
- Crop/Edit/Remove images from the print workspace.



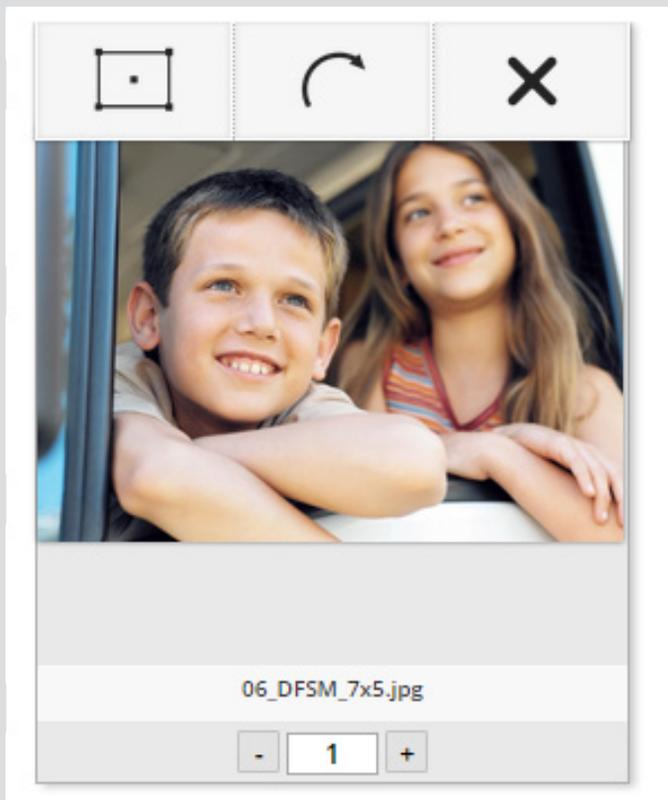
# 5

Press Continue to confirm your order and to Check out



# PRINT WORKSPACE

(Image thumbnails)



## Actions on thumbnail (mouse rollover)

When you mouse over an image a toolbar appears.

-  **Remove picture**  
Press this button if you want to remove the corresponding image from your order selection.
-  **Rotate**  
Use this button to apply a 90° rotation to your image. Only the print will be rotated, not your original file.
-  **Edit and Crop**  
Use this button to open the Photo cropping window. This lets you select which portion of the original file will be printed. You can also open the cropping window by clicking directly on the picture.

## Picture Editing

If you click on the rectangle 'Edit Picture', it will open a new window. Our software editing functions allow you to crop\* your original image to fit the selected print format. When you're pleased with the result, press Continue.



-  Print orientation, horizontal or vertical.
-  Image cropping or size editing to save the area you want to print.
-  Zoom in or zoom out to select your desired print area.

Picture Editing by moving one of the four corners of the red border.

Note: Our software centre crops the image for the selected print size. You may have to adjust the image (zoom in, zoom out) to fit your print selection.

5" x 7" ✕ +  
1 print - 1 file Add a product

**ADD 5x7 prints**

**Print Quantity**

1 2 (Other) ▼

**Paper Surface**

Glossy  Matte  
Applies to all your 5x7 prints

**White Border**

Yes  No  
Applies to all your 5x7 prints

**Border Colours**

White  Black  
Applies to all your 5x7 prints

**Warnings**

⚠ **Low Resolution.**  
Print quality will be mediocre.

✕ **Insufficient Resolution.**  
The picture can't be printed in current format.

## OTHER FEATURES OF THE PRINT WORKSPACE

**To add a picture or a different size** to the print workspace, press the 'Add a product' tab located beside the product selected at the top of the workspace window.

**To Add images** to the print workspace, press the 'Add (size) prints' button located near the top of the workspace window.

### Print Quantity

The Print Quantity section enables you to select the number of copies for all the image thumbnails in the worktable. You can order up to 100 copies using the drop-down list where (Other) is shown.

**Note:** You can also order up to 999 copies of one image by entering the quantity in the field below the image in the workspace.



### Paper Finish

Select the desired photo paper surface, the default surface is glossy.

### White Border

Add a white border around the image. If you choose to add a white border it will apply to all your pictures in the order. The default position is "no border".

### Margin Colour

In some cases, editing the original image may create an empty area (margin) within the frame. The margins can be either White or Black. The default is White.

### Warning signs

Evaluates the expected print quality based on the original image resolution. Icons are displayed to indicate expected image quality.

### Display size

You can increase or decrease the size of the thumbnail display on the workspace by clicking on the + (plus) or - (minus) signs at the upper right.

