

DETAILED SHOPPING CART HELP

Choosing available paper types

1. When you are finished shopping, navigate to the shopping cart by clicking **Cart** at the top, right of the page. Your shopping cart will load with all of the items you have added, shown as thumbnails, listed one at a time.
2. Click **E-Surface Color Paper**, located to the right of the item thumbnail. A pop-up window will load with available paper options.
3. Under **Paper Finish**, select E-Surface Color Paper, Metallic Paper or True Digital B&W Paper
4. Click **Apply**. You will be returned to the shopping cart.
5. Repeat steps 2-4 for each item

Note: The default paper type is E-Surface color paper.

Cropping images to match print sizes

Cropping is often necessary when ordering prints and many photo products, as the desired print size doesn't always match the aspect ratio of the photograph. For example if you order a 10x10 inch print from a photo that is formatted at 11x14 inches, some of the image would need to be cropped.

There is a cropping solution built in to the ordering process. Before an order can be completed you will be prompted to confirm cropping.

Cropping options:

- Centered (may trim some parts of the image)
- Fit, and do not crop (may leave white margins)
- Manual

Note: The default cropping setting is Centered.

Cropping images in the shopping cart

1. When you are finished shopping, navigate to the shopping cart by clicking **Cart** at the top, right of the page. Your shopping cart will load with all of the items you have added, shown as thumbnails, listed one at a time.
2. Click **Cropping: Centered, needs your confirmation**, to the right of each item thumbnail. A pop-up window will load with the cropping options.
3. Click to select the cropping option you are most happy with. If you choose to manually crop, you can adjust the area that is cropped by clicking and dragging the corners of the cropping frame until you are satisfied.

Note: Everything inside the solid line will be printed, including any white space. Critical parts of the image need to stay inside the dotted line.

4. Click **Apply**. You will be returned to the shopping cart.
5. Repeat steps 2-4 for each item.

Selecting Color Correction option

For each print item in the shopping cart you have the option of *Color Correction*. Color correction is not an automated process. It is executed by highly trained technicians.

If selected, color, contrast, and sharpness will be manually adjusted to achieve the best tonal response and color density. Slight shifts in color may occur.

There is no additional fee for this service.

Note: The default for print orders enables color correction.

To select/deselect color correction during checkout

1. When you are finished shopping, navigate to the shopping cart by clicking **Cart** at the top, right of the page. Your shopping cart will load with all of the items you have added, shown as thumbnails, listed one at a time.
2. Click **Apply Color Correction**, located to the right of the item thumbnail. A pop-up window will load with available options.
3. Under **Color Correction**, select **Apply Color Correction** or **Do Not Enhance** if you wish to not use this service.
4. Click **Apply**. You will be returned to the shopping cart.
5. Repeat steps 2-4 for each item you would like to adjust color correction for.

Note: Clicking the blue [i] icon next to any item will provide more information.

Choosing Color Conversion options

For each print item in the shopping cart you have the option of *Color Conversion*. Color conversion offers the option of converting photos to Black & White or Sepia tone. There is **NO ADDITIONAL FEE** for this service.

To apply color conversion during checkout

1. When you are finished shopping, navigate to the shopping cart by clicking **Cart** at the top, right of the page. Your shopping cart will load with all of the items you have added, shown as thumbnails, listed one at a time.
2. Click **None** next to **ColorConversion**, located to the right of the item thumbnail. A pop-up window will load with available options.
3. Under **Color Conversion**, select **Black & White**, **Sepia** or **None** if you wish to not use this service.
4. Click **Apply**. You will be returned to the shopping cart.
5. Repeat steps 2-4 for each item you would like to add color conversion for.

Note: Clicking the blue [i] icon next to any item will provide more information.

Framing & Finishing services

Many framing and finishing services are available and can be added to your order during checkout.

Framing options:

- All print sizes can be framed
- Choose from no glass, regular glass and non-glare glass
- Black and White Mats come in 2" width and are optional
- Adding a mat to a framed print increases the width and height by 4", for example, an 8x10" print that is framed and has a mat will end up being 12x14" plus the width of the frame
- With mat, glass is required and mounting option is not available
- With no mat, mounting is required and glass is optional

Finishing options:

- Single backboard mounting
- Lustre coating

Lustre Coating

Lustre coating is an environmentally friendly, non-flammable coating which protects against UV light, finger prints, and dust. With the coverage and appearance similar to lacquer, the Lustre Coating gives your prints a rich, glossy sheen.

Note: One extra day is required for processing. Lustre coating is available for all print sizes but not available on Metallic paper.

To add framing and finishing

1. When you are finished shopping, navigate to the shopping cart by clicking **Cart** at the top, right of the page. Your shopping cart will load with all of the items you have added, shown as thumbnails, listed one at a time.
2. Click **Frames, Mounting, etc.>>** beneath the item thumbnail. A pop-up window will load with available options.
3. Under **Lamination & Coating**, select **Lustre Coating** or **None** if you wish to not use this service.
4. Under **Mount and Frame**, select **Click to select** and all available framing options will load.
5. Scroll down to see the frames and click to select the frame you are interested in. A preview will load in the window on the right. Details about the frame will also load below the preview.
6. Click to select the color mat you would like or click None if you don't want a mat
7. Click to select the type of glass you would like or click None if you don't want glass
8. When you are happy with your selection, click **Apply**. You will return to the shopping cart and your selection will be visible in the shopping cart on a separate line, reflecting the price.
9. Repeat steps 2-4 for each item you would like to add frames and finishing for.

Note: Clicking the blue [i] icon next to any item will provide more information.

Products based on templates

Many template based photo products are available. These products come with minor customizations such as lines of text and photo placement within the template.

Template based products include:

- Calendars
- Greeting Cards
- Magazine Covers
- Tickets
- Trader Cards

Configuring template based products in the shopping cart

1. After you are finished adding template based products to your cart, navigate to the shopping cart by clicking **Cart** at the top, right of the page. Your shopping cart will load with all of the items you have added, shown as thumbnails, listed one at a time.
2. Click **Incomplete: needs your confirmation**, to the right of each template based item thumbnail. A pop-up window will load with the template customization options.
3. Under **Background Color**, select the color you like best
4. In the **Text** area, enter up to 2 lines of custom text
5. In the preview window use the **Move arrows** to position the photo inside the template. You can also click on the photo and while holding down the mouse button, drag the photo until you are satisfied with its positioning.
6. You can also enlarge or minimize the size of the photo inside the template using the slide bar on the left of the preview window.
7. When you are satisfied with your selections, click **Apply**. You will be returned to the shopping cart.

Options

The shopping cart system offers features to help streamline your workflow and ordering. Batch options are available to apply to all items in the shopping cart. This is especially useful when ordering a large quantity of prints at once.

Available batch options:

- Paper finish
- Color Correction
- Color Conversion
- Cropping
- Quantity

To apply batch options

1. After adding all desired items to the shopping cart, navigate to checkout by clicking **Cart** in the upper, right corner of the screen. The shopping cart will load with all of your items listed.
2. Click **Select Batch Options for All Items**. A pop-up window will load with all available batch

options.

3. Click **Paper Finish** to choose the paper you would like or select No Changes
4. Click **Color Correction** to choose Apply Color Correction, Do Not Enhance or select No Changes
5. Click **Color Conversion** to choose the color conversion you would like or select No Changes
6. Click **Cropping** to apply Centered, Fit or select No Changes
7. Click **Quantity** to set the number of prints you would like or select No Changes
8. Once you are satisfied with your selections click **Apply**. Your changes will immediately be reflected in the shopping cart.

Adding to cart from the Visitor View

1. In Visitor View, click the **Add to Cart** button at the top of the page. A pop-up window will open prompting you to choose which category of photo product you would like to order.
2. If you would like to switch currencies click the **Change** link in the top, right corner
3. Select the category you are interested in. A new pop-up window will open with available products and sizes.
4. Use the arrows to the left of each item to choose the quantity you would like. When you are satisfied with your selections you can choose **Add to Cart** and **Continue Shopping** if you would like to add more items. Alternatively, you can select Checkout to go directly to the shopping cart and finalize your order.
5. After you have chosen to checkout, your shopping cart will load with all of the items you have selected.
6. You may be asked to Confirm Cropping if you see a red link next to an item thumbnail. Click on **centered (needs your confirmation)**. A new window will load with three cropping options.
7. Click to select the cropping option you are most happy with. To adjust custom cropping hold down and drag the corners of the cropping tool until you are satisfied.
8. Click **Apply** to return to the shopping cart
9. When you are finished adding items to your shopping cart click **Next**
10. Enter your shipping address then select **Next**
11. You will then be prompted to choose the method of shipping you desire. After selecting the method you prefer, click **Next**.
12. In this screen, enter your payment information and click **Next** when you are finished. A new screen will load with your order summary.
13. Review your order and make changes if necessary. When you are satisfied with your order, click **Order**.
14. You will receive a confirmation e-mail with your order summary.