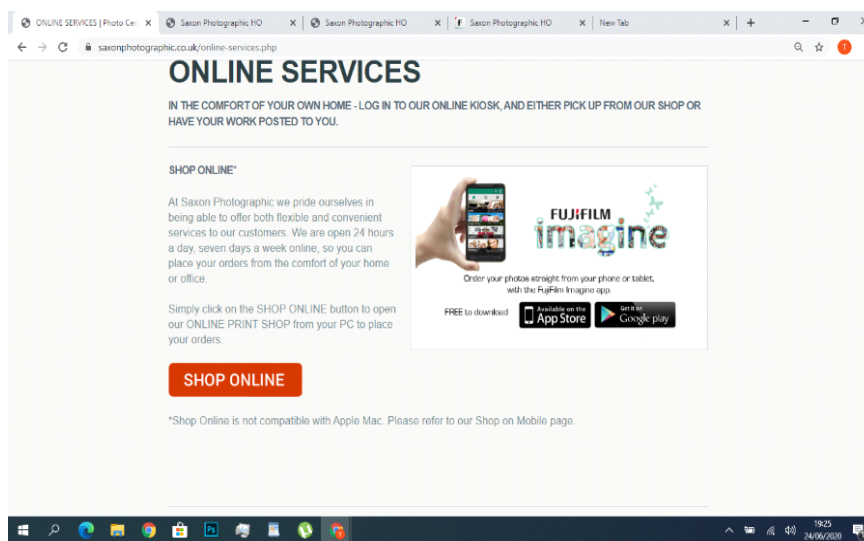


Guide to ordering online from a PC/Mac

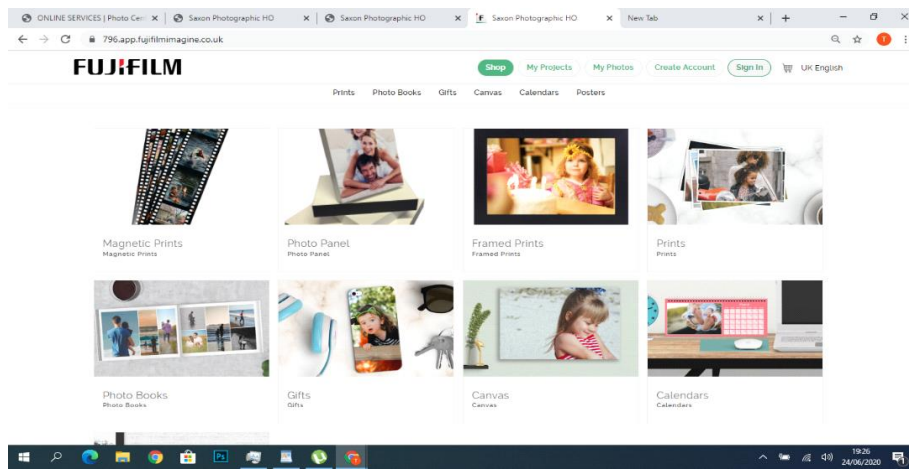
- On your PC OR MAC open Google.
- Go to our website by typing www.saxonphotographic.co.uk in the top of your browser.
- Click on 'Online Services' by pressing the 'More...' button.



- Then click on 'SHOP ONLINE' and this will take you directly to our online shop.



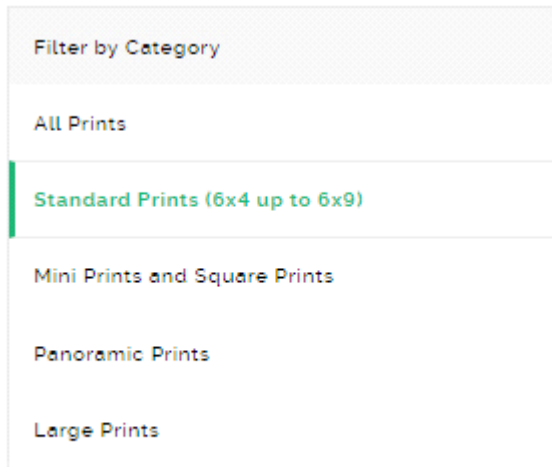
- If you already shop online with us, using the app or website, then click 'Sign In', which is at the top right of the page in green. Then proceed by entering your email and password.



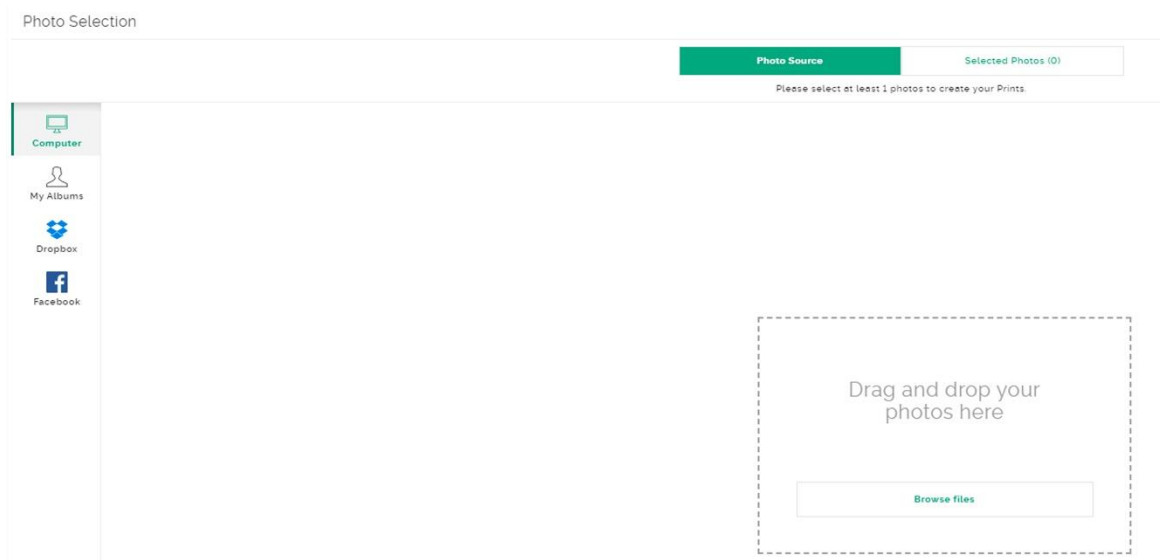
- If you have not yet used our online services then please click on 'Create Account' which is located at the top of the page in green next to the sign in button, as shown on the above image.
- Once you have clicked on this you will have to enter a few details, your name, email, password and telephone number. We require this information in case we have to contact you regarding your order. Remember to write down the email address and password you have used to register with as you will need these details for future logins.
- Please remember to tick the boxes to accept the Terms & Conditions and accept the Privacy Policy.
- Once you are registered/signed in the website will automatically reload the products page as in the picture above and you can choose what you would like to order.

PLACING AN ORDER

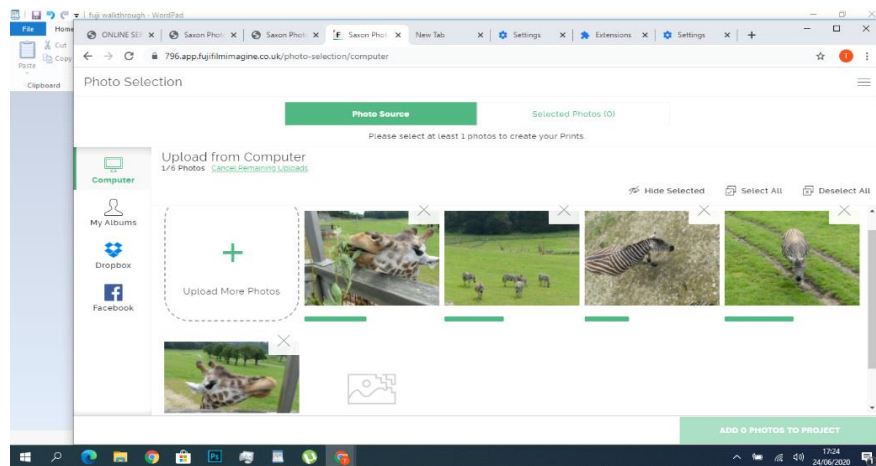
- Click on the box called 'Prints'. This will show all the available print sizes.
- On the left you can choose 'Standard Prints' which will take you to 6"x4", 5"x7", 6"x8" and 6"x9" print sizes.



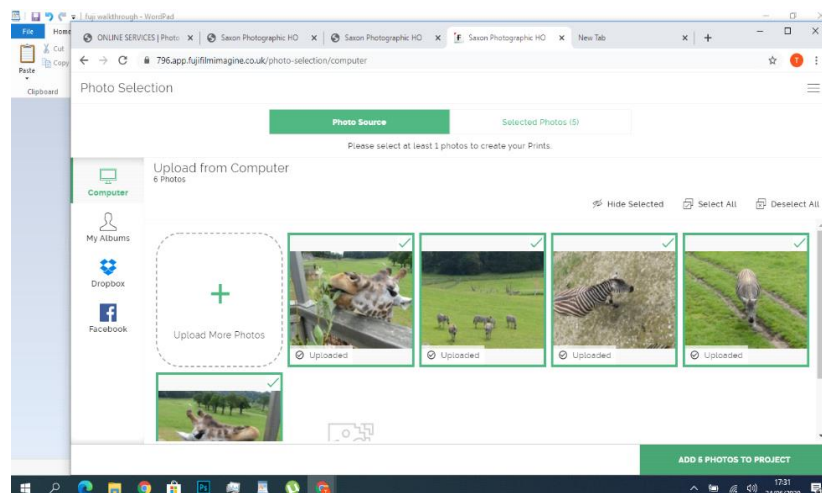
- Choose the size of print you require, we suggest 5"x7" prints as this gives you a full frame image with most digital devices.
- At the top it says Paper type, it's on gloss for standard, or select Lustre (Matte finish) for framing, there is no price difference. Below this you can see a price breakdown, the more you order, the more you save!
- Once you have chosen your paper type please select 'Order now' which is highlighted in green.
- On the left-hand side of the screen there are four options to upload your photos from, My computer, My albums, Dropbox or Facebook.



- Choose where you want to upload your photos from by highlighting it in green, then click on 'Browse files' in the centre of the page in green, or drag and drop your files into the box.
- Once you have clicked on the 'Browse files' button, navigate to where you have saved all your photos, the different locations are on the left
- You can choose more than one file at a time by holding the 'ctrl' button while clicking the various files, then click 'open'.
- You will be to select either a new album or choose an existing album.
- Once you have chosen your folder, you will see the following, with your pictures uploading which may take a few moments.

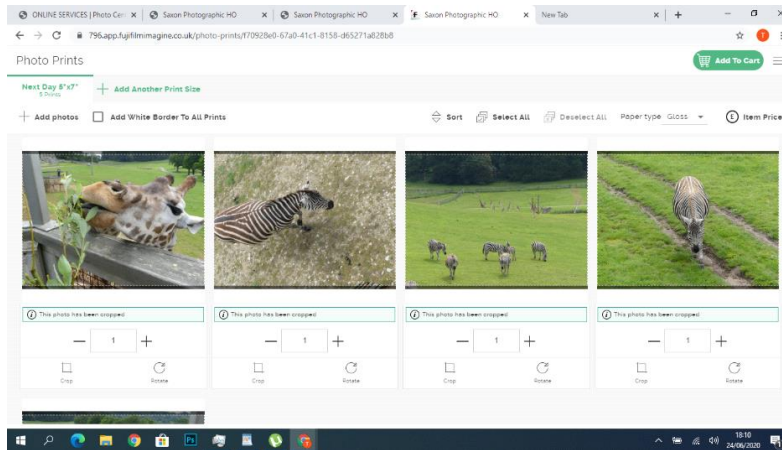


- Once they have uploaded you can select the ones you want to print. Select the ones you want by clicking on them and you will see a green tick in the right hand corner of each photo then click 'ADD PHOTOS TO PROJECT', which is located bottom right in green.

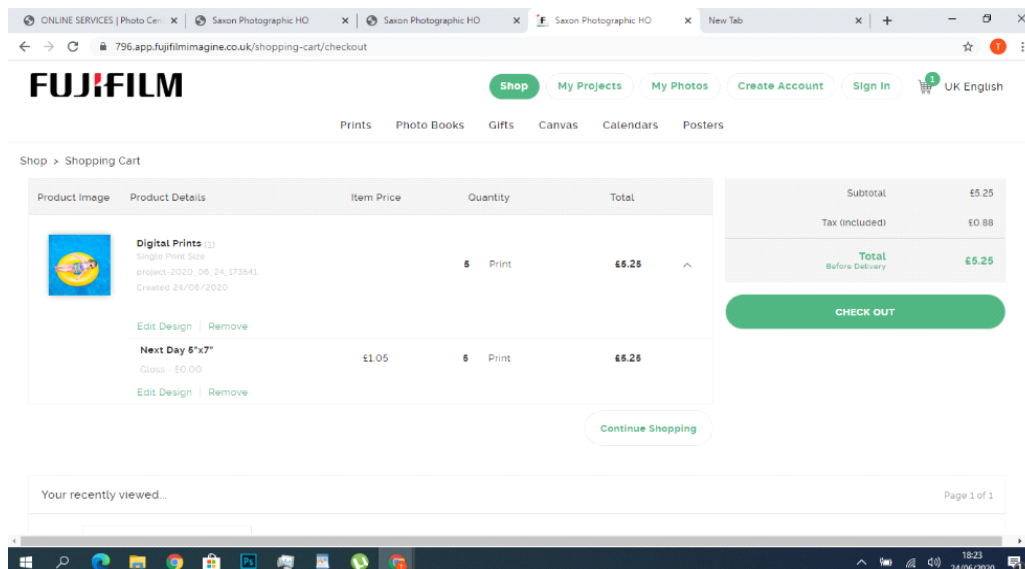


- Now you will see all the photos you have selected, all are in 5"x7", as previously chosen. You can select the box 'Add White Border to All Prints'. You can add or minus the quantity of each print by using the +/- buttons. Finally, you can either crop or rotate your image.

- If you would like to order these prints in another size just click on 'Add another print size' and it will bring you up a selection table, select the size you would like and select either Gloss or Lustre, then select 'Add this Print Size'.
- Once you are happy with your order please click on 'Add to Cart' which is located at the top right in green.

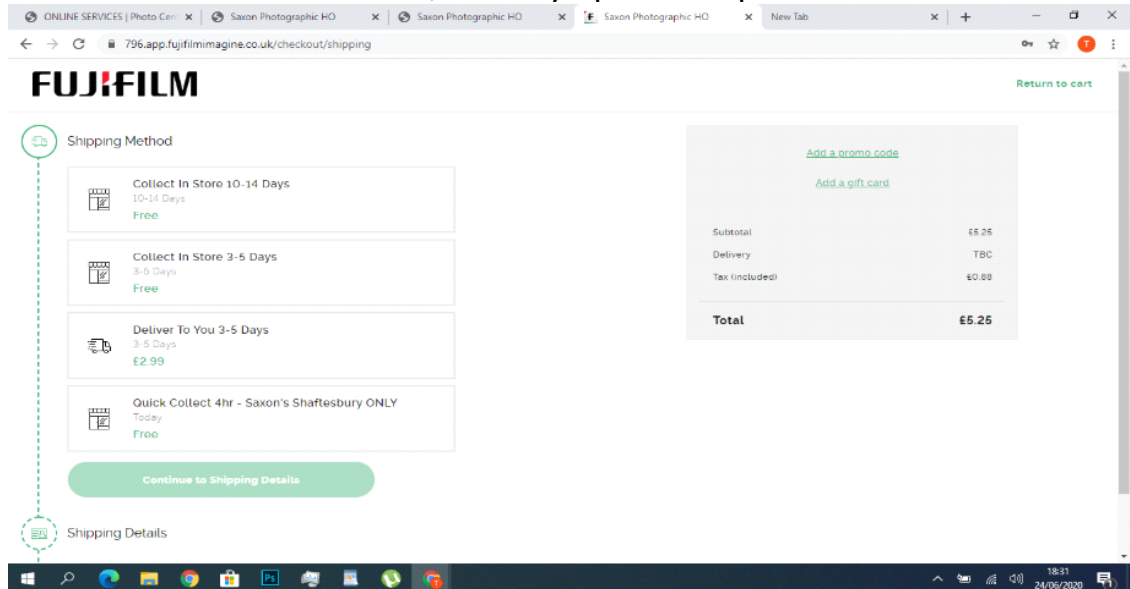


- At this point you have an order summary showing you the size, quantity and price of your prints. There is an option to go back and edit your order by clicking 'Edit Design', or 'Remove' to delete a certain part of your order or 'Continue Shopping' if you would like to order another one of our products.



- Once you are happy you have everything then select the 'CHECK OUT' button.

- Now we have our collection/delivery options as pictured below



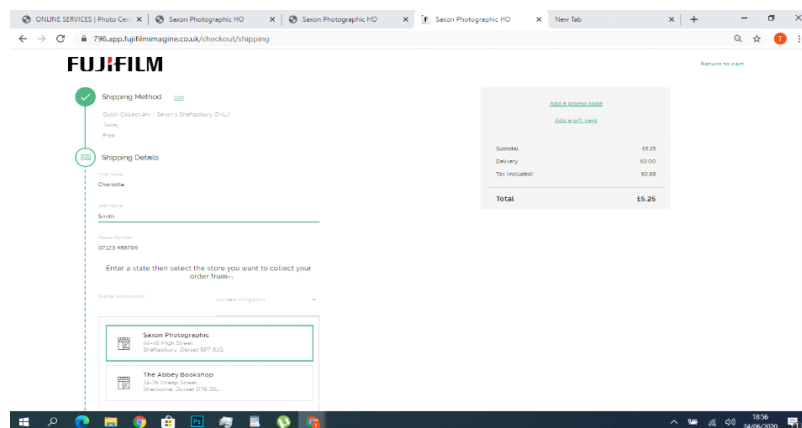
Collect at store 10-14 Days - this is for larger more bespoke items such as Photo Books.

Collect in store 3-5 Days - this is for our customers that would like to collect from our Sherborne shop 'Abbey at No74'.

Deliver to you 3-5 Days - this is if you would like us to post your order with Royal Mail.

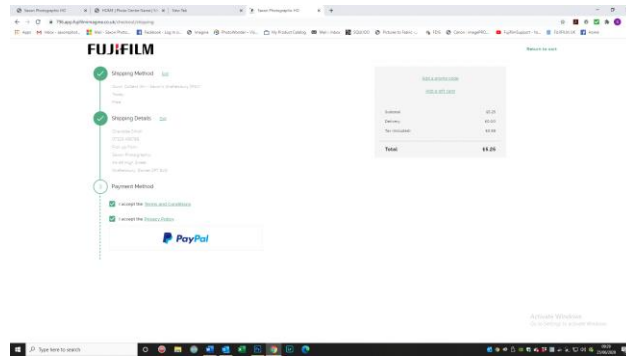
Quick Collect 4hr - this is for our customers ordering Photo prints and collecting from our Shaftesbury store only.

- Choose the appropriate one by clicking on the relevant box. Then select 'Continue To Shipping Details'.
- This will take you to the following screen where you will see your name and telephone number please check these are correct and amend them if they are not. Now confirm the store you are collecting from.

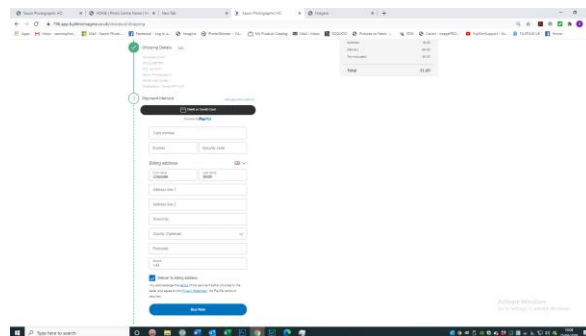


- Scroll down and select 'Continue to Payment Method' to advance to the last step.

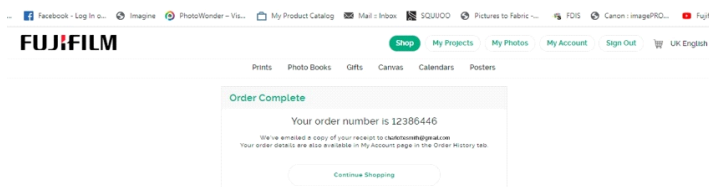
- In this next screen you will need to tick the 'I accept the Terms & Conditions' box and the 'I accept the Privacy Policy' box.
- Then click on PayPal. It does not matter if you do not have a PayPal account as you can still pay by using either a Debit or Credit card.



- Now you will see two options, if you have a PayPal account click on that button or to pay by a Debit or Credit Card select this option.
- If you Choose PayPal, you simply have to log in.
- If you are paying by Debit or Credit card you will be required to enter your card details and address.
- Leave the 'Deliver to billing address' box ticked as this is for invoicing only. You will still be able to collect your order at your chosen store.



- Once you have entered all the details and select 'Buy Now'. You will then see the following screen.



You will also receive a confirmation email and your prints have been sent for processing. Thank you for your ordering with Saxon Photographic.

Any queries please phone 01747 853471 during opening hours or email info@saxonphotographic.co.uk.