



CHRIS HITCHINER PHOTOGRAPHY

## **How to use the gallery and ordering system.**

### **Accessing gallery**

- Click on client area
- Click access gallery link
- The system will load the welcome page. Click view albums
- Scroll down the list and select the gallery that you wish to access
- Enter your password
- Click view images
- Select the album from the tool bar at the bottom of the screen
- You will then be able to scroll through the images and click them to enlarge.

### **Ordering products**

- Select the images that you like by clicking and dragging them in to the box on the bottom right of the screen.
- Click view products at the top of the screen
- Select the product that you require and drag the image into the box next to the product description.
- You can also order packages by clicking the link at the top of the screen.

### **Ordering packages**

- Select the package that you require. Drag an image into the box for each item in the package. For example in a 6 7x5 print package you will need to drag and drop 6 images which can be the same or mixed.

### **Checkout**

- Register as a new customer at the bottom of the screen or log in if you are previously registered.
- Check your order
- Click the 'ship to address option'
- Select credit card if you wish to use Paypal or select in studio option if you would like us to contact you to arrange alternative payment.
- Click place order