

USER ACCOUNT

The first time you use the online ordering system you will need to create an account. Please provide your first and last name, a valid email address and a password. You will then have to agree to the terms and conditions (there are two check boxes that must be selected in order to continue).

CREATE A NEW ALBUM

Our Fotosource site can help you keep your photos organized. By titling, dating and adding a description of your new album, you will easily be able to find the event you are looking for.

UPLOAD PHOTOS

Click the "Add Files..." button, navigate to a folder, select all the image files you would like to upload, and then click the Select button. To preview photos before uploading, switch to thumbnail view (in the file selection window). Hold down the ctrl key while clicking to select multiple files, or hold down the shift key to select multiple consecutive files. Type ctrl+A to select all files within a folder. Once you have all the photos you would like to view added to the list press the "Upload All" button. This step may take several minutes depending on the file size and quantity of photos being uploaded.

VIEW PHOTOS

Once all of the photos are uploaded they will appear as thumbnails on a new page. Click photos to select them, and then choose from the six actions along the top. Move your mouse over the photo for other options.

ORDER PRINTS

Select all of the photos you would like to order prints of (a red outline will appear around selected images) then press the "Order Now" button at the top. You will then be taken to your shopping cart. Here you can select your sizes, quantities and finish. Just drag and drop your photos into the correct size categories. If you would like different sizes of the same photo hold down the ctrl key while dragging to create a duplicate file. Once you have your order ready, click the "Check Out" button.

CONTACT AND PAYMENT INFORMATION

Please fill out the form with you name, address and phone number - Press next. You will need to provide a valid credit card in order to continue.

CHECK OUT

Please review the details of your order, select your delivery method (either pick up at our location or have your order shipped to you). Once you are satisfied with your order click "Place Order". You will receive an on screen confirmation.

