

# HOWTO

## UPLOAD YOUR FILES WITH XKIOSK

### USER ACCOUNT

You will need to create an account for yourself. Choose a username that you will remember such as your first initial and last name. Choose a password and provide us with your email address. (Please note that both your username and password are case sensitive) Login.

### ADD PHOTOS

Press "Add Photos" button to add photos from your computer to the list, you can add photos from different folders by clicking "Add Photos" each time you need to select photos from a new location (hard drive, memory card, cd). Press "Continue" when you have all of the photos you want to go through on the list. Note: you can choose to not get certain photos later on so do not worry about only picking the ones you want.

### SIZE AND FINISH

At the top of the screen you will see several options: to have borders on your photos, the size you would like, the finish and the quantity of each. Using these controls will change the settings for each photograph, i.e. if you want two prints of every photo, use these controls to change everything at once.

You can change the same settings for individual photos with the controls located under each photograph. As an example, if you want a 4x6 and an 8x10 of the same photograph, click the duplicate button and set the options for each photo. You can do this as many times as you need. If you choose not to have certain photos printed, just click the (-) minus button next to that photograph so the quantity is set to zero.

### EDIT

Please note that we automatically make colour and lighting corrections as a part of our service. If you would like you can edit your photographs by clicking the button next to the individual photos. You can crop, rotate and choose different colour finishes. To save any changes you make, click the large check mark button then the X to complete the changes. Press "Finish" when you are completely done with your order.

### CONTACT INFORMATION

The first time you use Xkiosk you will have to fill out the contact information form. Press "Continue". You then have the option to have your photos burned to a CD for your storage. You can choose to have all of the photos you reviewed burned to the disk, or only the ones you selected for prints, or not to have a CD burned.

### PICK UP

Press "Continue" and your order is complete. An email is automatically sent to us with the details of your order and the photos you selected. Depending on the quantity of photos ordered, you can pick up your order later the same day. Please feel free to call in advance to make sure we have completed your order.