



10 Easy Steps to Placing an Online Order

Hi, my name is Janine Weston, owner and photographer at Weston Photography. Today I will be showing you how simple it is to place an order through the online proofing and print-ordering system on my website. In just 10 easy steps, you can order prints and negatives of your favorite images from the session.

1. Visit www.westonphotography.net and click on "proofs." A new window will open up from [ImageQuix](#). If you get a security warning, just disregard by clicking "yes" to allow the page to open.
2. Upon reaching the online ordering window, enter the Event Code you received to access your session. For example, the event code may be a 6-digit date in the MMDDYY format, or it may be a series of lowercase letters such as ffr or aaps. For demonstration purposes, I will use 082808. Enter *your* Event Code into the field provided, and then click "submit."
3. On the next page, you will enter your e-mail address followed by the password. The password is identical to the Event Code you used on the previous page.
4. At the event welcome screen, you can read the introductory message and then click enter to view the digital proofs. A pop-up window with event expiration date will notify you of the online proofing and print ordering deadline. Simply click "ok" to acknowledge and close the window.
5. Using the icons underneath each thumbnail, as well as the larger icons at the bottom of the screen, you can view, select images, mark favorites, and even e-mail images to friends, family, and your photographer. In the lower right corner, you can access your shopping cart. In the upper right corner, you can advance to additional pages.
6. After making your selections with the green checkmarks, you can add each image individually to the cart by clicking on the purple shopping cart icon. From the Price Sheet, you can click on each product for an additional description. For instance, a single digital negative means one file on a CD with a 4x6 print, whereas the digital negatives package includes all of your high-resolution files on CD as well as a print of each one. Continue shopping until your cart is complete. Be sure to scroll down so that you can view all of the products offered.
7. You can click "view basket" any time to check your progress.
8. Within your shopping basket, you can add any additional notes pertaining to your order such as card template numbers or instructions for special touch-ups.
9. Proceed to checkout and complete the billing and shipping information fields. Be sure your billing phone number matches with the one registered to your credit card. Then you can move on to the "Secure Payment Form" by clicking the button in the lower right corner.

10. Fill in the fields in the Payment Options section and then click “Submit Order” to complete a secure transaction. You will then receive an order confirmation number as well as an e-mail with your order details.

To summarize, placing your Weston Photography online order is quick, easy, and secure.

If you need any further assistance, feel free to IM, e-mail or call 1-877-473-9194 and I will happily answer any questions you might have and help you place your order.

Be sure to visit www.westonphotography.net to access your current images.

And to keep up with the latest news from Weston Photography, you can subscribe to our blog at www.westonphotography.blogspot.com

Thanks for watching!

To access this instructional video again, click on the following link:

http://www.westonphotography.net/screencasts/imageQuix_onlineOrdering_screencast.mp4

To link to this transcript, visit:

http://www.westonphotography.net/screencasts/imageQuix_screencast_transcript.pdf



Janine Weston

Weston Photography

www.westonphotography.net

Janine@westonphotography.net

www.westonphotography.blogspot.com

1.877.473.9194

IM Profiles:

- Meebo: wildweston
- Facebook: Janine Weston
- Yahoo! Messenger: janinemweston
- Google Talk: wildweston@gmail.com