



## Site Navigation Instructions

1. Click on '**find photos**' button. This where you will find the main photo gallery.
2. Look for your particular event, location, date and time then click on the relevant button to load the thumbnail screen. Please allow the thumbnails to load before proceeding.
3. When each thumbnail is clicked, a larger view is displayed in a new window.
4. From this display view you may go forward or back to the next or previous photos within that gallery or click 'return' button to revert back to thumbnail screen to keep reviewing.
5. When you find the photo you like, and in the large view screen only, click on '**order photo**' and this will add that particular image to your shopping cart.
6. Then click '**return**' to take you back to the previous screen and keep shopping.
7. You may order as many photos as you like using the large view screen only.
8. You may also '**view cart**' at any stage to check your order or delete photos.
9. When you ready to leave, click the 'checkout' button located on the large view page and proceed to checkout page.
10. Now click on '**Pay Now**' button. Payments are made by using paypal either via credit card or by signing up for an account. Please fill in all details as required by paypal then proceed to '**review order and continue button**' page to review your order then press '**pay now**' button to process your order.
11. **Important: Once your payment has been processed, and on the final paypal confirmation page, click on the 'return to photos4everyone' button which will return you to the site where your photos are now available for download.** If payment is made via your account, you will automatically be redirect to the download screen.
12. **If using Firefox browser:** Once the file has downloaded onto the popup screen, right click on winzip file link and open containing folder. This is where your images will be stored. You can cut and paste to a folder of your choice.  
**If using Internet Explorer:** Click on zip file link and check the box 'save file' and choose where you would like to store the file on your hard drive.