

# Importing Online Orders for Printing

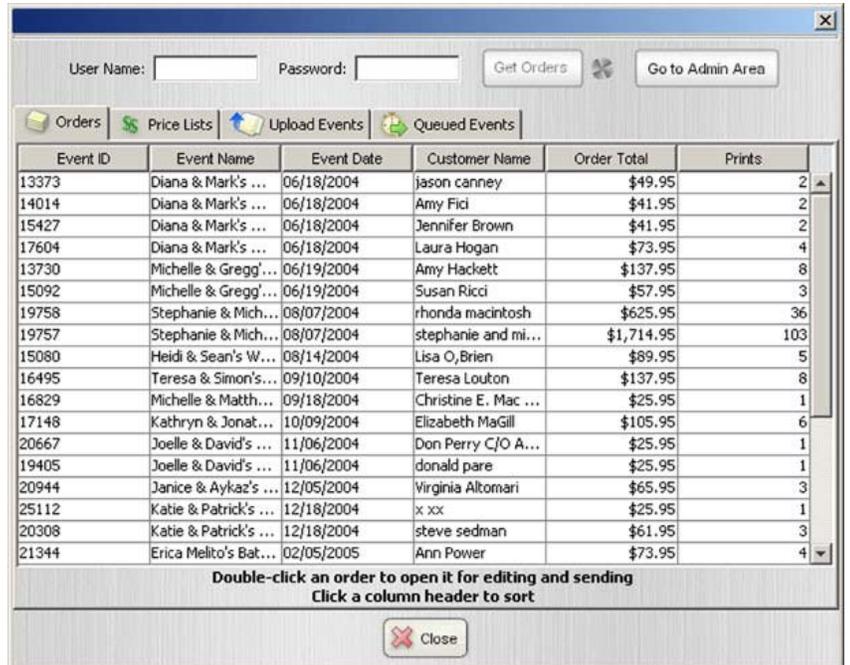
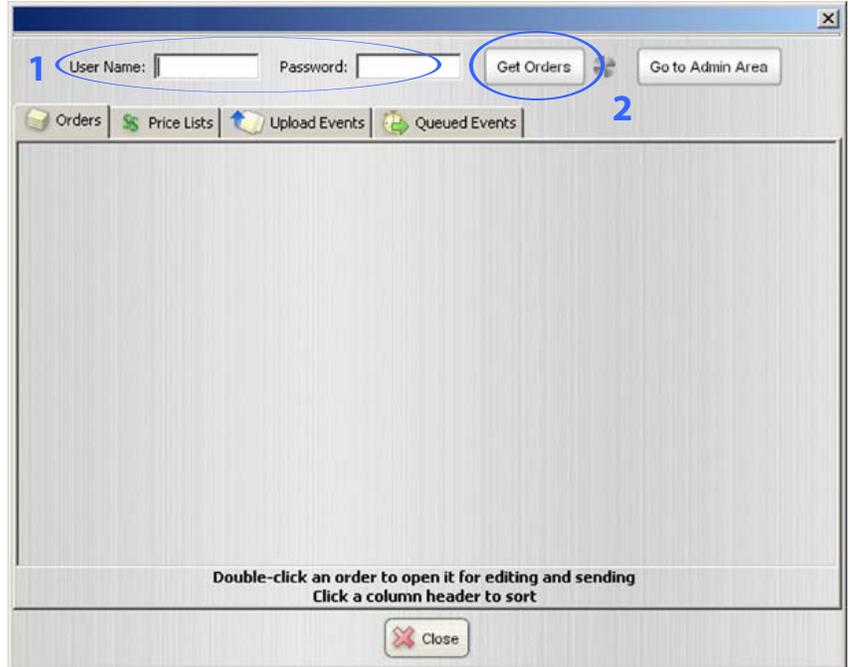
These instructions will take you through the process of importing and sending Online Orders.

To begin, click the Website Button located in the lower right of the screen.

## To Retrieve Your Online Orders:

- 1) Make sure your User Name and Password are entered
- 2) Click the Get Orders button

Your online orders will be displayed. Double-Click an order to open it. If you do not already have the AutoRotate feature enabled you will be prompted to do so. We recommend using this feature.



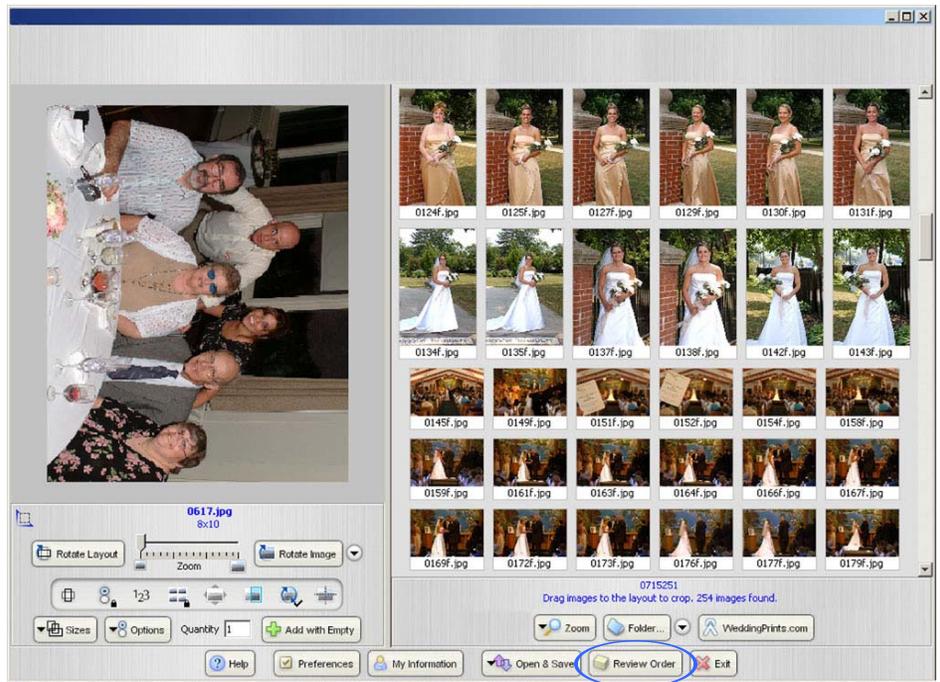
Next you will be prompted to browse to the folder containing the images for this order.

- 1) Navigate to the folder
- 2) Select the folder
- 3) Click Open



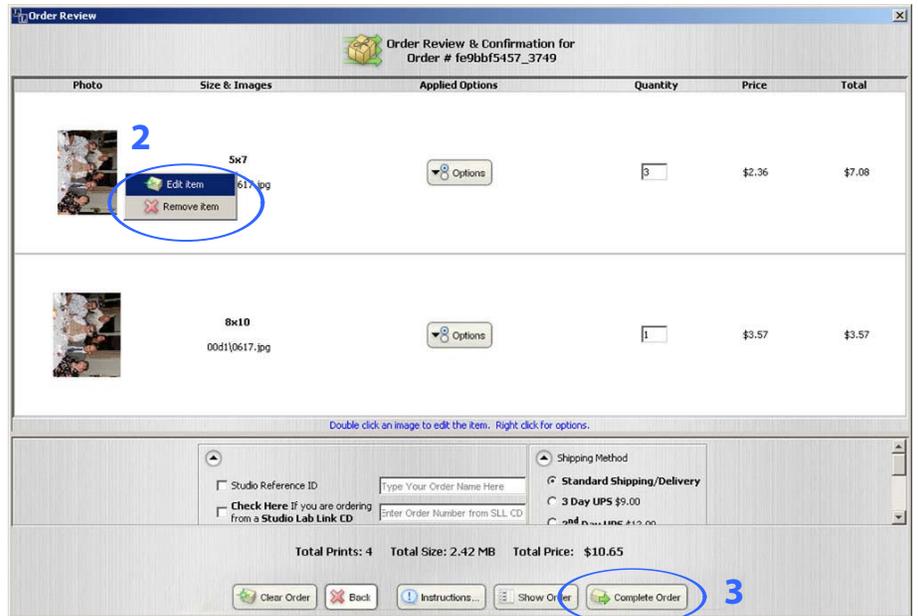
The ordered images will automatically populate the print sizes ordered.

1) Click the Review Order button to see your order



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2) Right click on an image to edit or adjust the crop  
 3) Click on the Complete Order button to send your order



Your online order is now ready to send to the lab for printing.

