

# PhotobooksRus

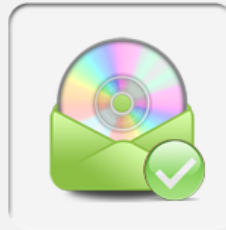
## Alternative Upload Instructions

### Step 1:

Follow the regular project ordering procedure, until you reach the following screen:



Order Online



Order Offline



You have chosen to order offline.  
You will be asked to provide contact information before saving the files that you must mail to us.

Cancel

Continue

Select "Order Offline", then press "Continue".

## Step 2:

You may be presented with one or more screens like this. If so, enter your full name, email address and delivery address. Please double-check all details are correct, to ensure your project is delivered to the right address.



Country:  \*

Contact First Name:  \*

Contact Last Name:  \*

Telephone Number:  \*

Email Address:  \*

Note: Fields marked with an asterisk \* must be completed.



Please enter your contact details.

Back

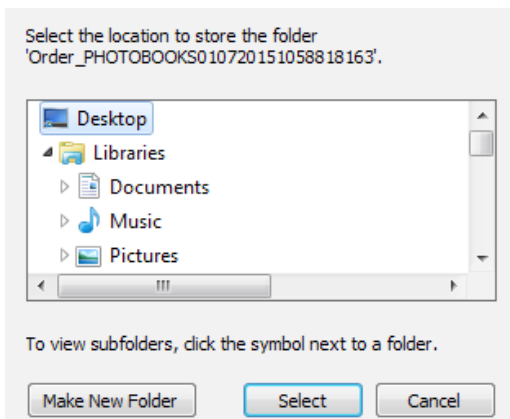
Cancel

Continue

Press "Continue" to progress through the form, and again when done.

### Step 3:

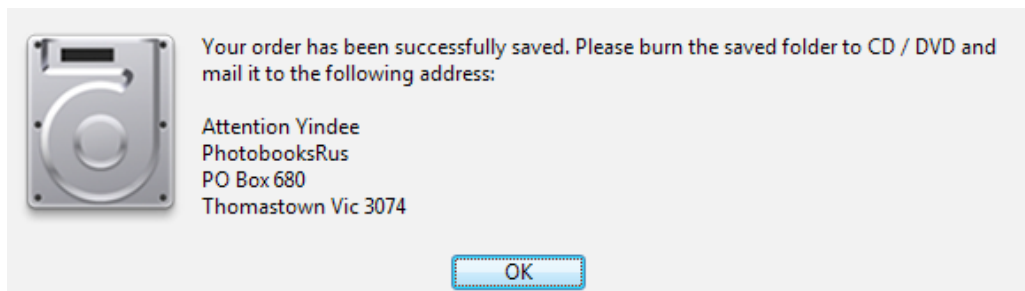
The software will then ask you where to save the completed project. We recommend saving the project to your desktop.



Press "Select" to begin saving the project. The software may take a few minutes to save the project, so please be patient.

### Step 4:

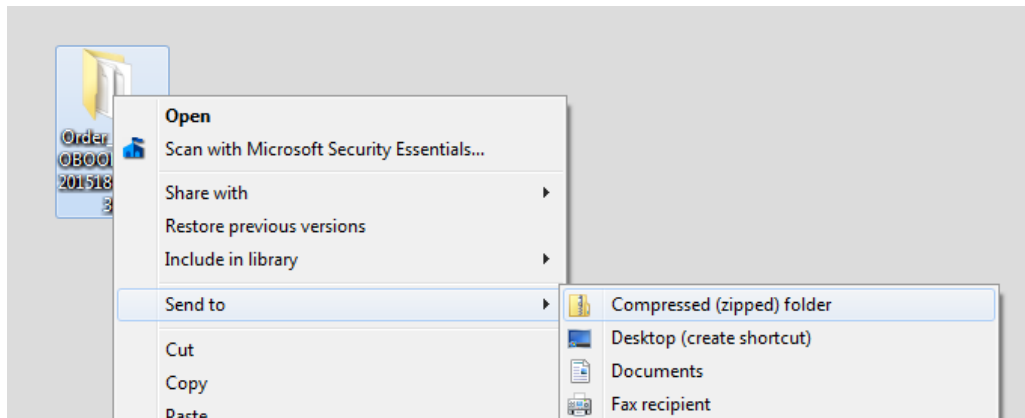
When saving is completed, the software will present you with this screen:



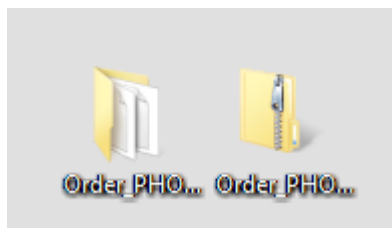
You can safely ignore this screen, as you won't be mailing the saved project folder, you'll be uploading the folder instead. Press "OK" and when possible, close the PhotobooksRus Software and find the folder on your desktop.

## Step 5:

Once you've found the project folder on your desktop, right-click on it and select **Send to > Compressed (zipped) folder**



This will create a compressed 'zipped' folder, ready to be uploaded. You can tell it's zipped because the folder icon has a 'zipper' on it.



## Step 6:

Open a web browser (internet explorer, chrome, firefox or opera) and enter the following into the address bar: **www.wetransfer.com**

On the opening page, find and press the **SKIP** → link.

## Step 7:

On the next screen, you'll see a module like this:

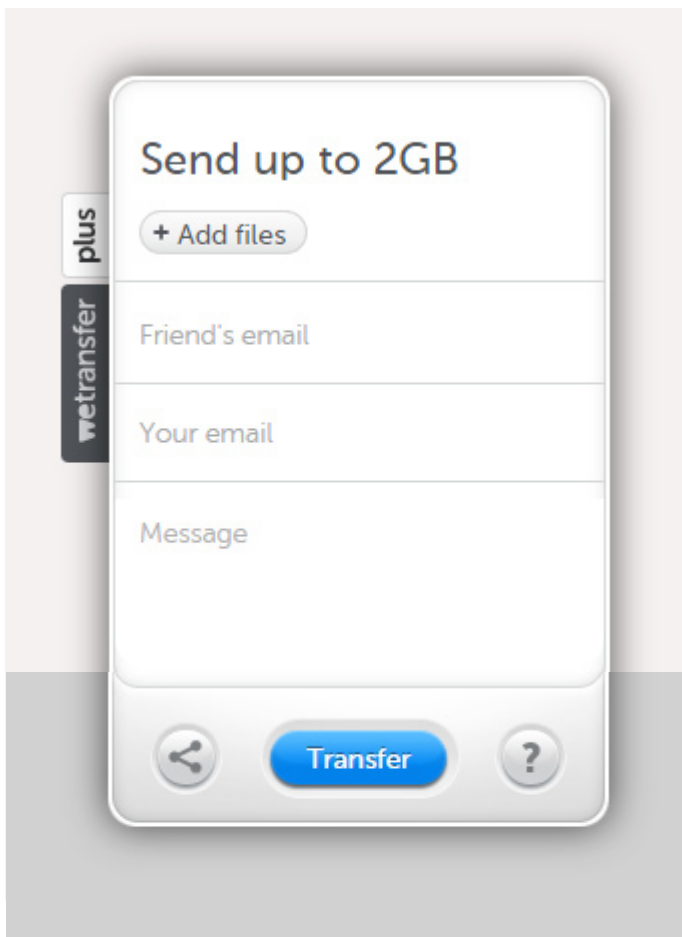
Click on the "+ Add Files" button, and select the 'zipped' folder you created in step 6.

Make sure it's the zipped folder you're selecting, because an unzipped folder won't work.

After adding the zipped folder, enter **forms@photobooksrus.com.au** as the "Friend's email" and enter your own email into the "Your email" field.

Finally, enter any voucher codes and/or additional notes / instructions into the "Message" field.

When you're happy that all the entered information is correct, press "Transfer".



The screenshot shows the 'Send up to 2GB' interface of the wetransfer app. The interface is a white rounded rectangle with a grey background. At the top, it says 'Send up to 2GB'. Below that is a '+ Add files' button. There are three input fields: 'Friend's email', 'Your email', and 'Message'. At the bottom, there are three buttons: a share icon, a blue 'Transfer' button, and a help icon (question mark). On the left side of the interface, there are two vertical labels: 'plus' and 'wetransfer'.

## Step 8:

The WeTransfer system will begin uploading. This may take a few minutes depending on your internet connection and the size of the project.

Once the upload is complete, you'll receive an email informing you.

You'll also receive an email letting you know that we've downloaded the project at our production facility, ready to print and dispatch.

If you have any further questions after uploading, please get in touch.

For your own records, you may want to put a backup copy of the zipped project folder on a CD, DVD or external storage device, so that you can re-order your project at a later date.

