

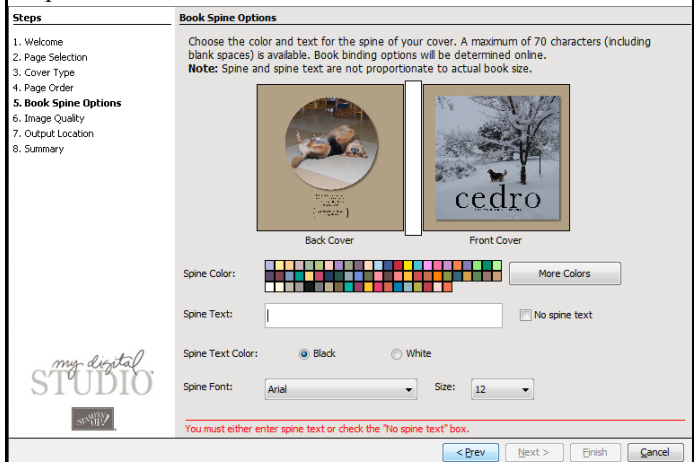
Steps I Take When Ordering a My Digital Studio Photo Album.

1. Open the photo album.
2. Click the bottom selection on the right menu, "Share Project." (See picture at right).
3. Under Professional Print, choose Photo Album.
4. You will first be prompted to make sure that you have used the Photo Album Bleed to show areas that will not print. Click Next.
5. You will be shown the pages in your album and asked to choose which pages to include. I clicked on the "Select All" button. Click Next.
6. You are prompted to check which type of cover you want. I clicked on Photo Cover. (It will be later during the online ordering process where you will select a soft cover or hard cover.) Click Next.
7. **Note that, at this point, if you have not selected at least 24 pages, of which one will be the front cover and one the back cover, you will have to cancel and go back to insert additional pages. You will have to at least insert blank pages or you cannot go further. The software does not just insert them automatically.**
8. You then select the spine for your book IF you have chosen a photo cover. (See picture below).
 - a. For the color of the spine, you will have every color available to you that you had available to you during the design process, including custom colors.
 - b. You can enter a title to be printed on the spine, up to 70 characters OR choose no spine text.
 - c. You can choose black or white text only
 - d. You have a limited number of fonts from which to choose for the spine.
 - e. You can choose among several sizes. Click Next.
9. You are prompted to select the image quality (just as if you were exporting to .jpg). Click Next
10. You select the location for the backup of your album. Click Next.
11. Finally you are shown a summary of your order. (See picture at bottom right). Click the box at the bottom where it says, "I have reviewed and approved my project and am ready to purchase. Click Finish.
12. The Digital Album upload begins.
13. After a very short delay,,you are taken to a sign-in screen, but NOT your regular demo sign-in screen.(See picture at bottom left). **The first time that you log in, you will use the "Demonstrator Login." For subsequent orders, your Demo ID and Password have been stored and are in the "Returning Customers" section.**
14. Once logged in, you will be asked to name your project, then to review the pages in the project. You will be able to view them all by clicking forward (or 2-picture forward) arrows and backward arrows.
15. You will select your cover option (hard or soft) and the binding. (In the case of hard cover, there was only one option.) You will get to choose the color of the end sheets (those just inside the front and back covers), with the choices being chocolate, kraft or white. You can also choose the quantity of albums to order.
16. When you see your shopping bag, you can add more items or continue.
17. You are asked for shipping information (only one address).
18. Then you are taken into OEX. Screen 1 is your usual first screen, and you click "Save."
19. When you get to the page where you normally add items, your photo album is right there.
20. **You may add more items to OEX at this point. However, the shipping costs are different on this kind of order. The cost is the usual \$6.95/10% PLUS \$4.95 split shipping cost.**
21. Once you go through to the point of submitting your order, you may still have to wait for the album to upload. **DO NOT CLOSE THE SU WEBSITE OR MDS UNTIL YOU ARE INFORMED THAT THIS HAS BEEN DONE.**

Steps 2 and 3



Step 8.



Step 11.

