

## Log on to OnPix

- Go to our web site and click on the OnPix link. <insert your web site URL here>
- Type your film ID\* into the space provided and click **Enter**.
- Type your film PIN\* (security password) in the pop-up dialog box and click **Submit**.
- Thumbnails of all the pictures in your film will appear. Click a thumbnail to zoom.

## Edit your film

- Rotate the thumbnails that appear on their sides. Select each thumbnail and rotate it using the appropriate 'Rotate Image' item in the 'Edit' menu.
- Email images to your friends – click each image check box or hold down the shift key and click each image to select it, and click 'Email image' in the OnPix menu bar.
- Label images with personal captions by clicking on each small grey triangle.
- Personalise your film by giving it a name; save comments and details such as information about your camera or the subjects you photographed.
- Delete images you don't want; select them and choose 'Delete' from the 'Edit' menu.
- Upload images from your digital camera into the spare spaces you create.

## Order prints and enlargements

- Select the images you want to order - click each check box or shift-click each image.
- Order prints online with your credit card using our secure link. Nobody else can see your credit details. Click 'Order image' in the OnPix menu bar.
- Collect your prints from our store or ask us to post them anywhere for you.
- Your prints will look as sensational as you would expect from our photo laboratory. Remember that zoomed images are low quality previews designed to load quickly in your web browser.

## Take control via OnPix membership

- Collect all your films together into a single easy-to-access 'Asset List'.
- Access all your films and albums via your personal username and password.
- Organise your images into albums. Combine images from different films to create special albums. Personalise albums with a selection of great styles, enjoy the larger album thumbnails, email albums to friends and relatives.
- Increase the security of your pictures by creating your own passwords. Assign view or edit passwords to other people so they can access particular films.
- OnPix will automatically email you when your films are due to expire.
- Upload pictures into your online films from your digital camera or scanner.
- To become a member select any one of the top four items from the 'Extras' menu.
- Membership is free and without obligation; it's just a word to describe your status.

## Postcards

- Email a Postcard of your favourite image to your friends.
- Personalise your postcard with your own message.
- Choose from a range of appealing backgrounds and postage stamps.
- An automatic email can advise you that your friends have viewed your postcard!

## Slide Shows

- Slide shows allow you to automatically present every picture in your film or album.
- The image delay is adjustable to suit the speed of your internet connection.

\* Film IDs and PINs are not case-sensitive in OnPix. Call us if you have any problems.