

# Ordering Instructions for Your Online Proofing Gallery/Album

*First of all, thank you for choosing Johanna Austin/AustinArt for your photography needs! I hope you thoroughly enjoyed your photography shoot and are looking forward to your images.*

## Things to Know:

- Your online proofing gallery will be available for 30 days online so it is a good idea to get your prints ordered ASAP. Extensions can be made upon request.
- All professional photographic prints will be shipped within 3 to 5 business days after payment is received.
- You can create a folder of your favorite images, and at any time add any of those favorites to your shopping cart, or discuss these images with me.
- Depending on the size of print(s) you select, some images may be cropped. If you would like white space around your print to avoid cropping, please specify this in the special instructions when placing your order.
- If you have trouble or have questions please *text, call or email me!*
  - Johanna Austin 215.815.8578 (cell) or [austinart.photo@gmail.com](mailto:austinart.photo@gmail.com)

## Browsing through your gallery:

- Go to your personal gallery link. If it is a public gallery you can also find it by visiting <http://austinart.org/proofing/> and clicking on your album.
- Your gallery will have one or more pages on the left under the name of your album. Click on your desired page to bring up all the thumbnails from that page. From there you can scroll your mouse over any thumbnail to see a larger image (the pages in the album below are: preparation, special portraits, they wed, receiving line, etc)

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Sarah & Nestor

- preparation
- special portraits
- they wed
- receiving line
- they sign
- they celebrate!



- You can use your browser’s back button to go back to all the thumbnails from the page, or peruse the thumbnails at the bottom by using the left and right arrows and scrolling your mouse over your selections.
- At any time you can start or stop a slideshow to view your images (in order, starting with the image you are currently viewing). Click on “Start Slideshow” to the upper right of the image you are viewing.

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Home Pages Products Favorites (225) Cart (0)

Sarah & Nestor > preparation > 110924\_Sarah\_and\_Nesto

Add To Cart Favorites Compar Start Slideshow

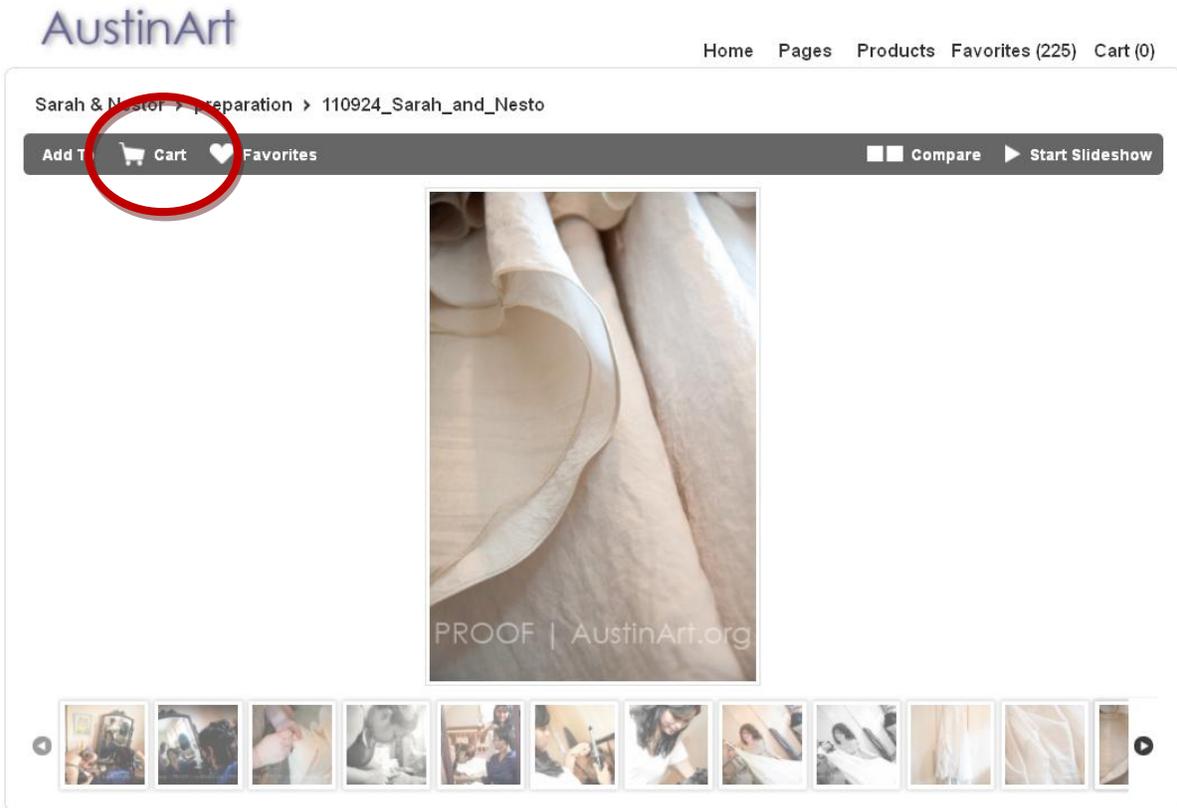


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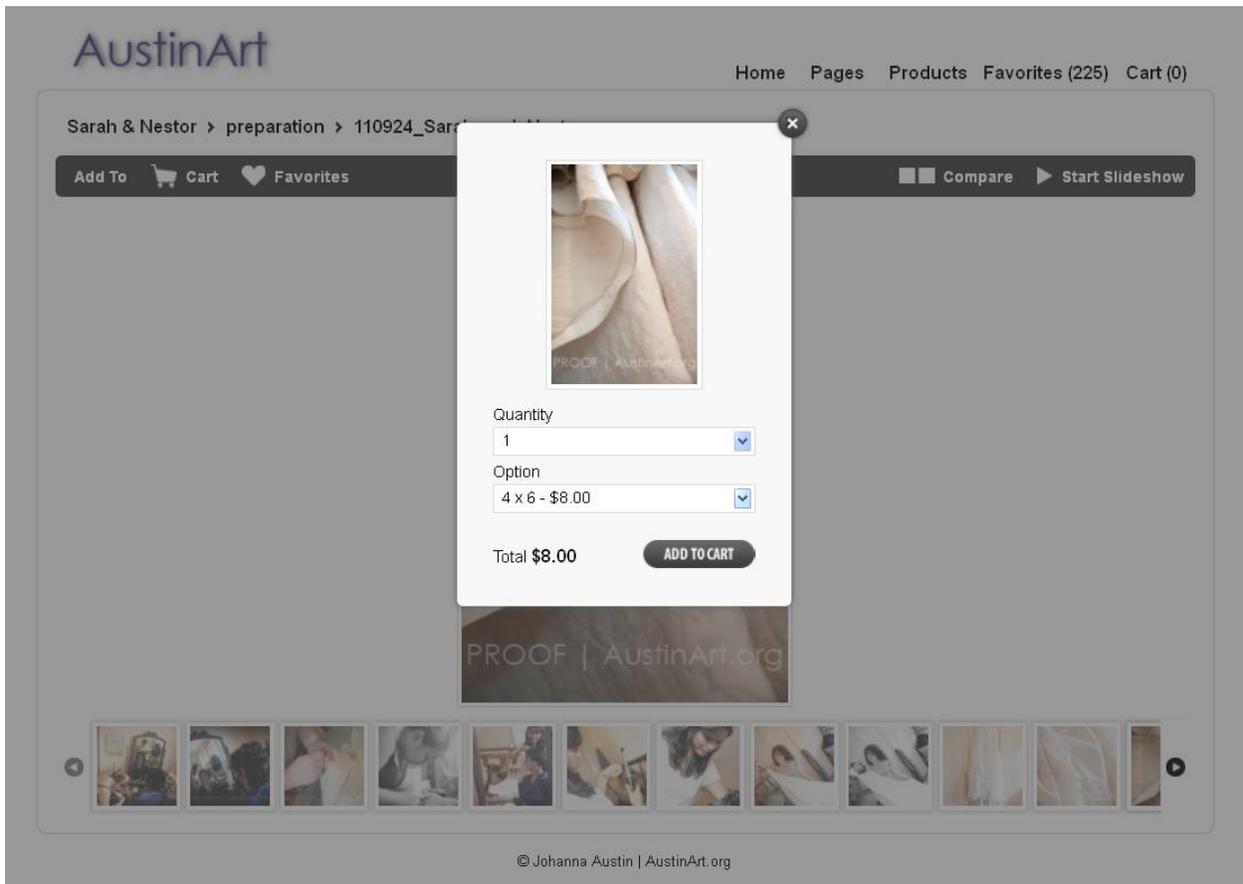


## Placing an order:

- When viewing the image you wish to order, click on “Cart” to the upper left.



- You will then be able to choose the quantity and size of prints you want (alternatively you can order a digital file).



- When ready to place your order click on “Cart” in the upper right hand corner and then “PROCEED TO PAYMENT”.
- Enter your personal information, shipping method, and any special instructions, then “PROCEED TO PAYMENT”.
- Select your payment method. You can pay directly through PayPal, or select “Email only (no payment)” to pay by check. **Please make checks out to “Johanna Austin Smith”.**
- Once confirming your information is correct, “COMPLETE PAYMENT”. You should receive an email confirmation within minutes.

*Thanks again for your interest in AustinArt!  
I hope you fall in love with your images.*

*Sincerely,  
Johanna Austin*