

## 1. Online

Use the 'Order Prints Online' feature of Foto Art's website at [www.fotoart.ca](http://www.fotoart.ca)

- scroll down to and click on '**Online prints with Dakis**'
- under '*Fotoart's Digital Photo Printing Software*' click on the blue bar '**Launch photo application**'
- click on '**Add Photos**'
- under '**My Computer**' on the left click on '**Full File Upload**' and then choose the photos from your computer and click on '**Open**'
- hover over each photo and order one 4x6
- choose **Next Step** in lower right corner

**Remember !No images will be printed and you will not be charged!**

- Select matte paper finish
- Select no border
- Do not select 'Archive my photos on a CD'
- under Comments and Special instructions write

“please place in GBIA/OSCC folder for Rob Cotton”

- click on **Next Step** to review order
- click on **Add to Cart**
- click on **Proceed to secure checkout**
- **Under 'How would you like to receive your order?' be sure to click on Pickup in Store**
- Enter your particulars
- click **Continue to Cashier Checkout**
- click **Continue to Order Summary**
- be sure it *Payment upon Pickup* is selected in the box **Please Choose a Payment Method**
- click **Order Now** in lower right corner

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I will be able to transfer the files from the Foto Art Lab computer to GBIA.