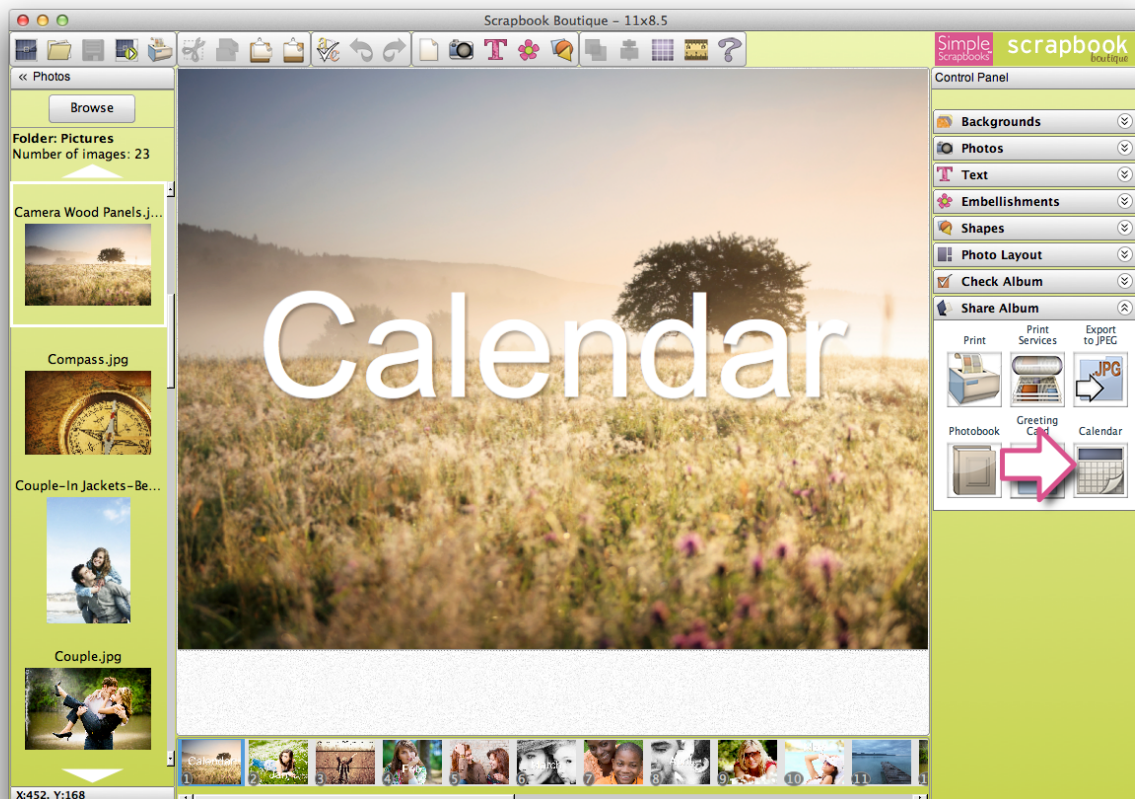


How to professionally print your calendar

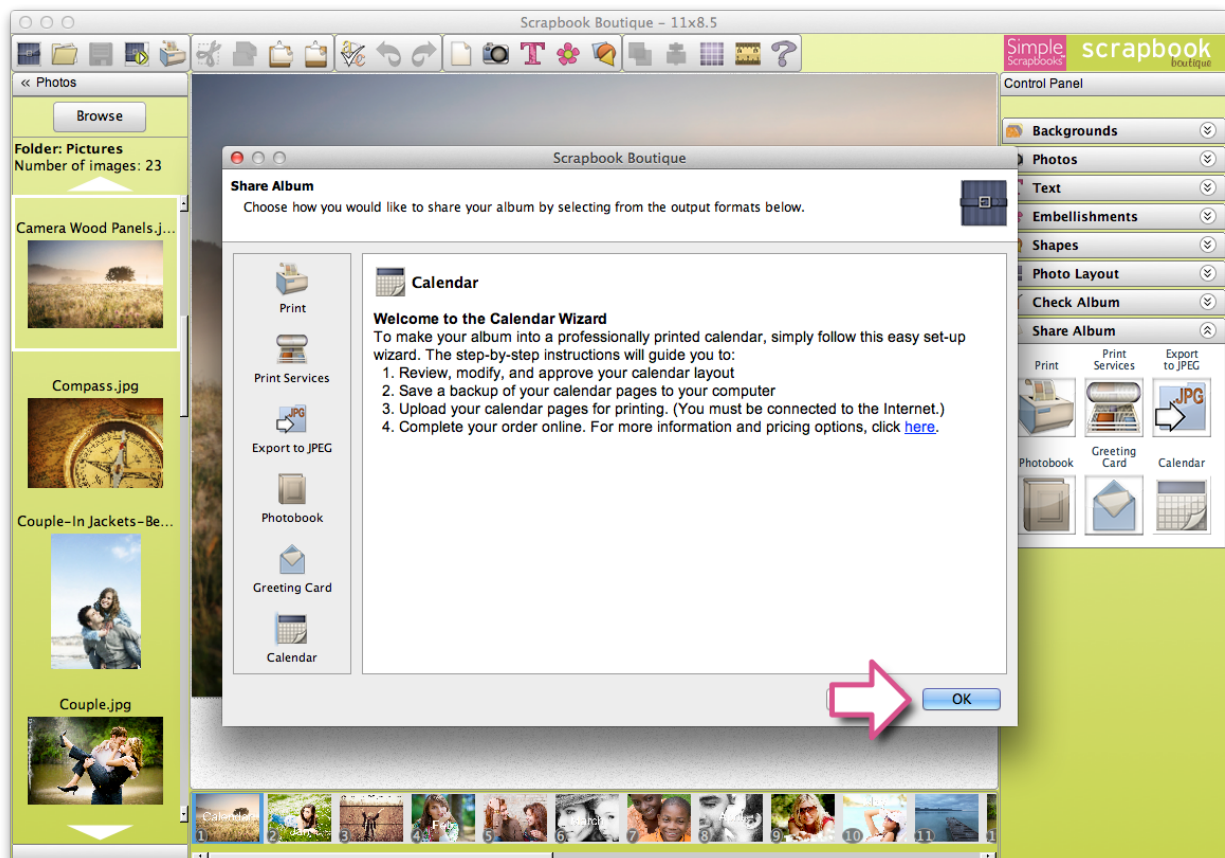
1. Open the **Share Album** tab in the control panel, and select the **Calendar** icon.

Note: If the Calendar icon is not available this indicates your album size is not one of the supported calendar upload sizes. 11x8.5 is currently the only supported upload size. To change your album to a size that is supported go to the Edit menu > Change Size.

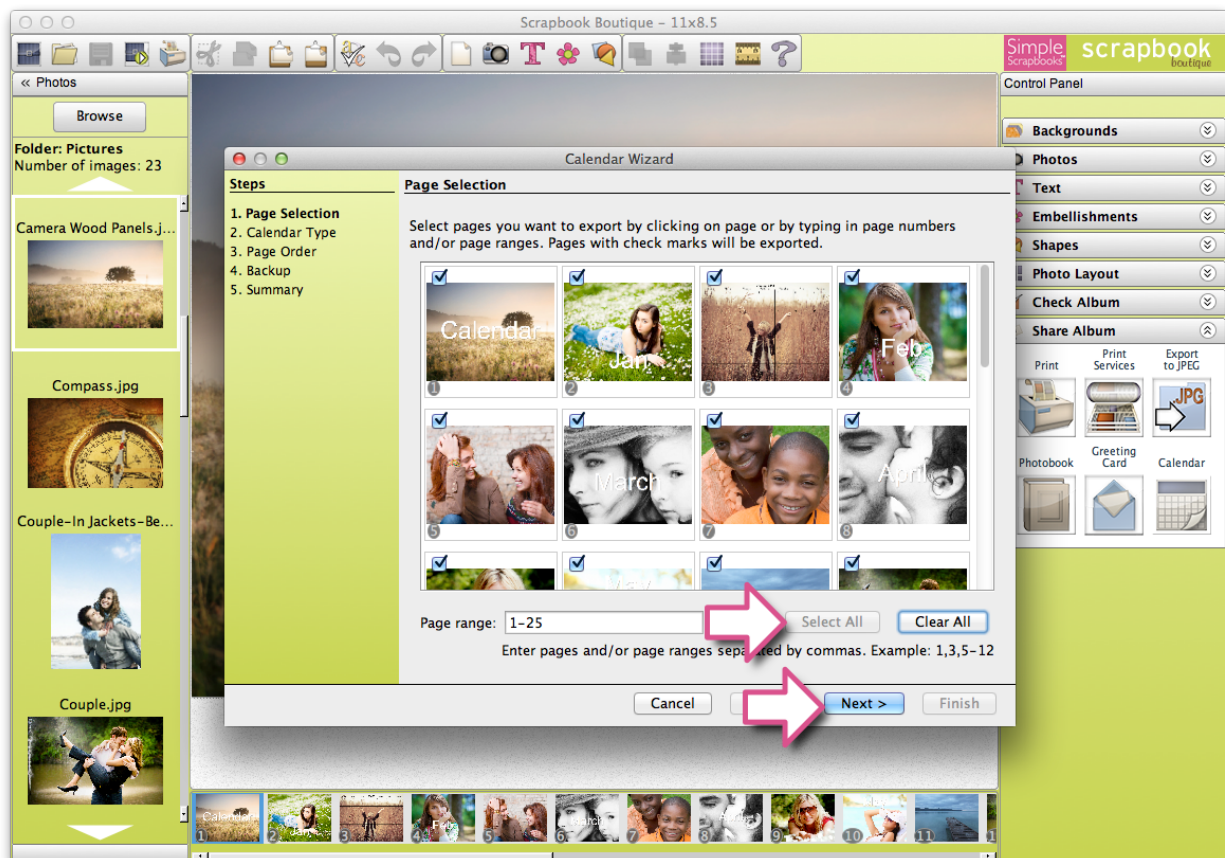
Note: We currently only professionally print calendars that are exactly 25 pages total.



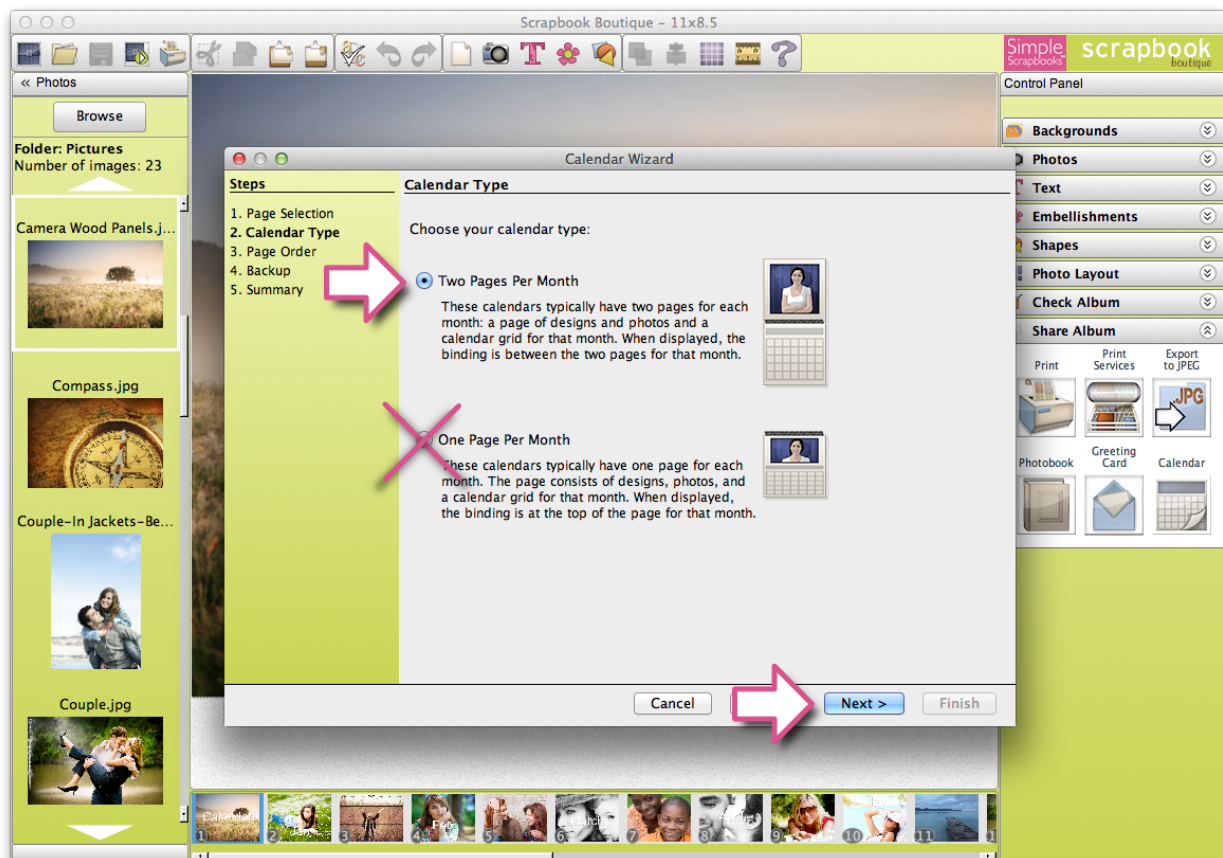
2. Click **OK**.



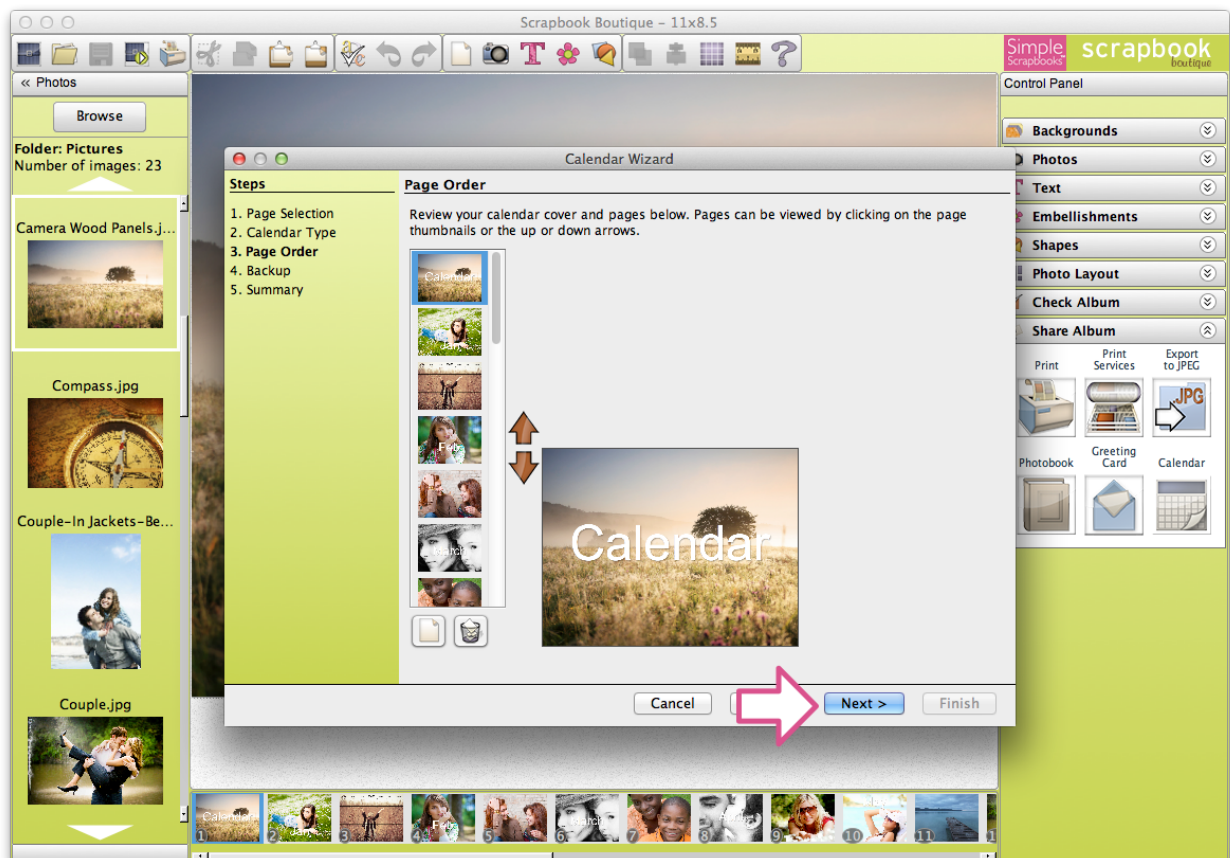
3. Click the **Select All** button, then click **Next**.



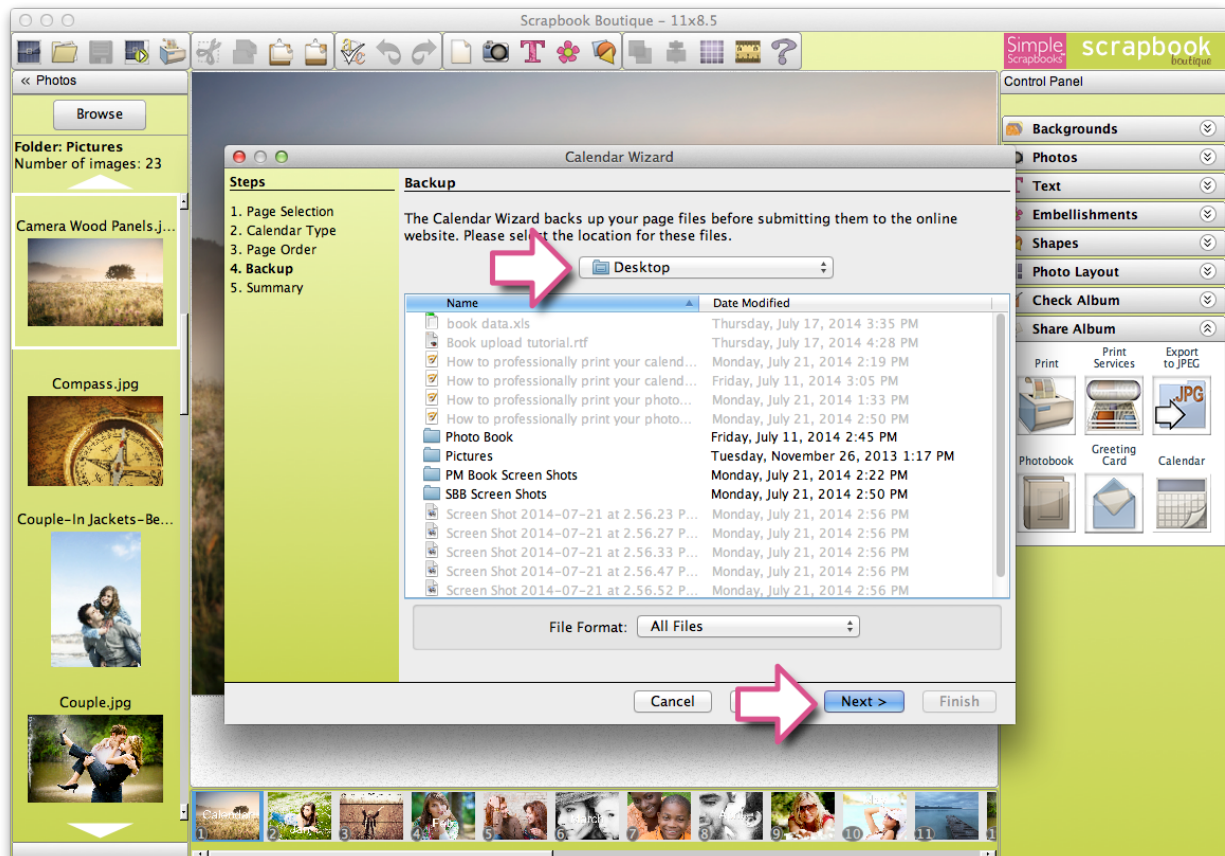
4. Choose the **Two Pages Per Month** option, the One page per month is currently not available for professional printing. Then click **Next**.



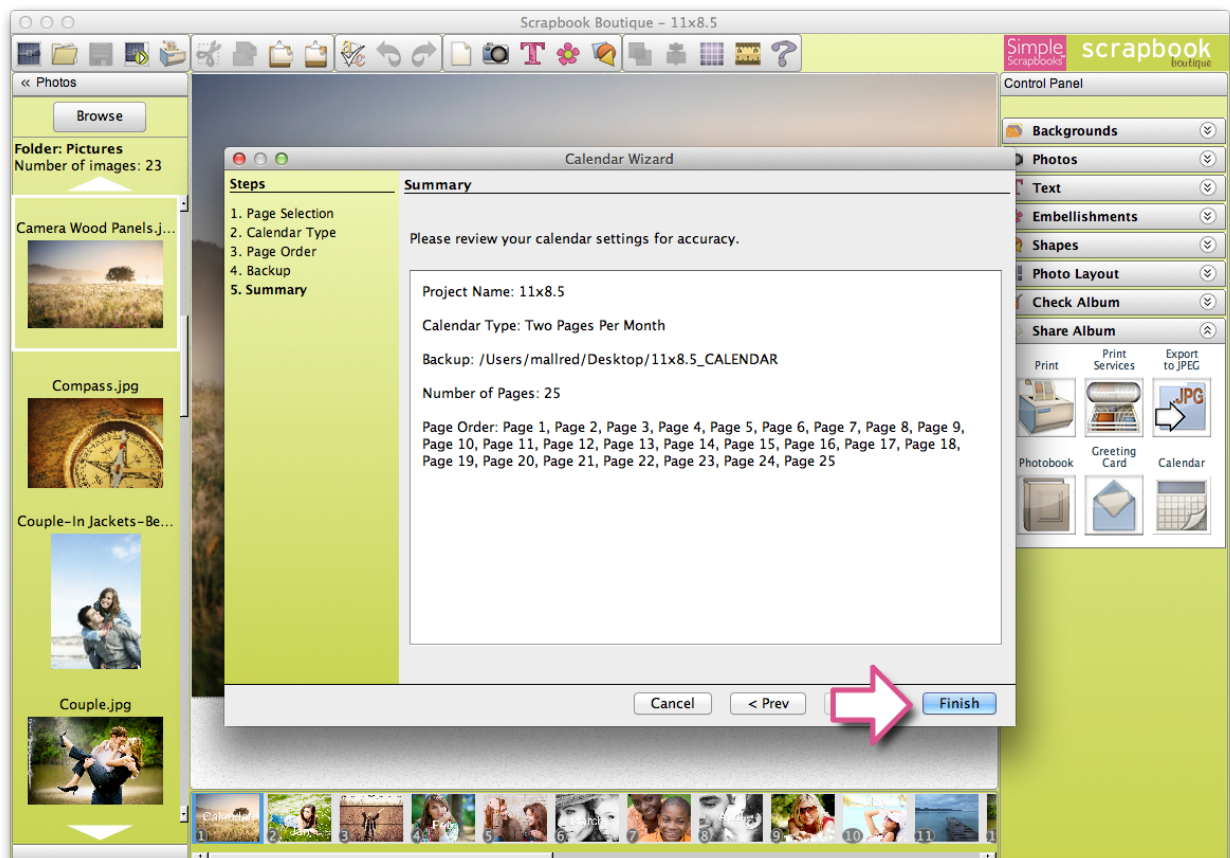
5. Click **Next**.



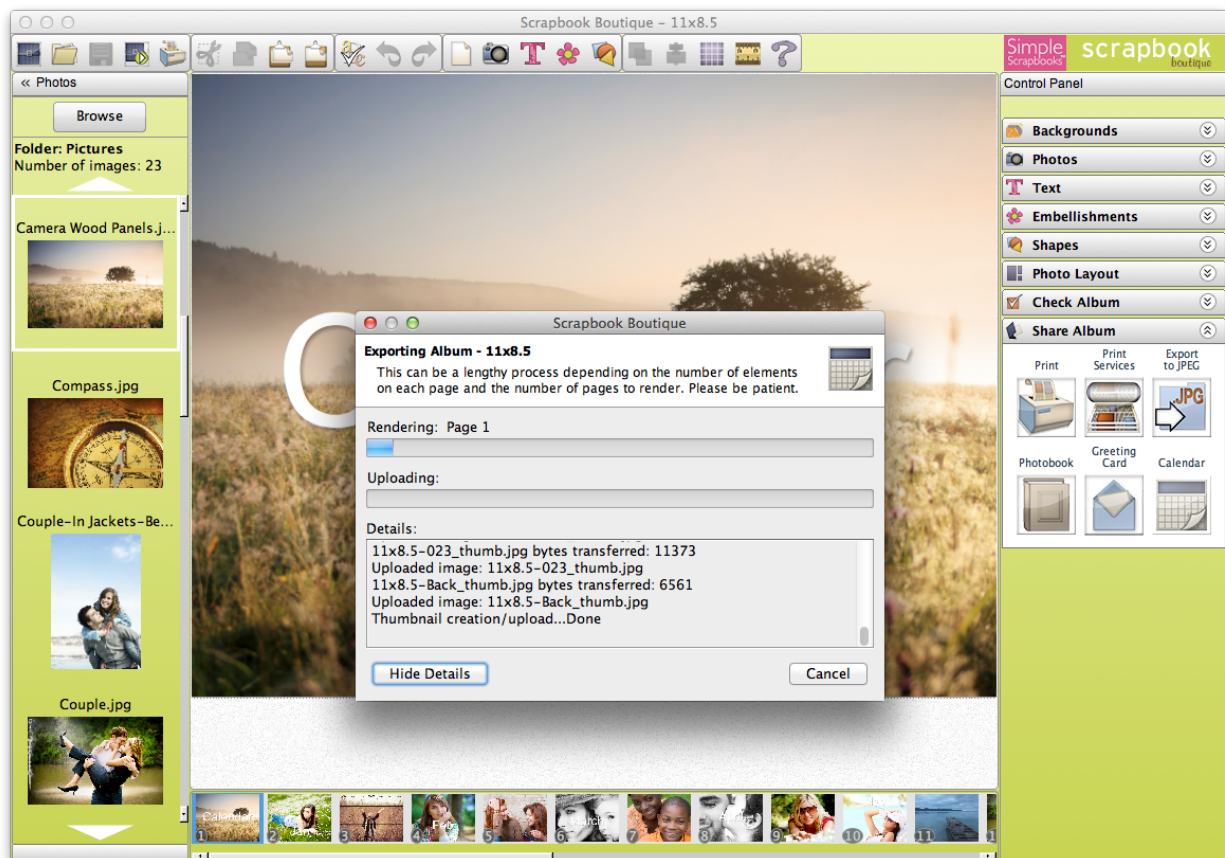
6. Choose a **Backup** location, then click **Next**.



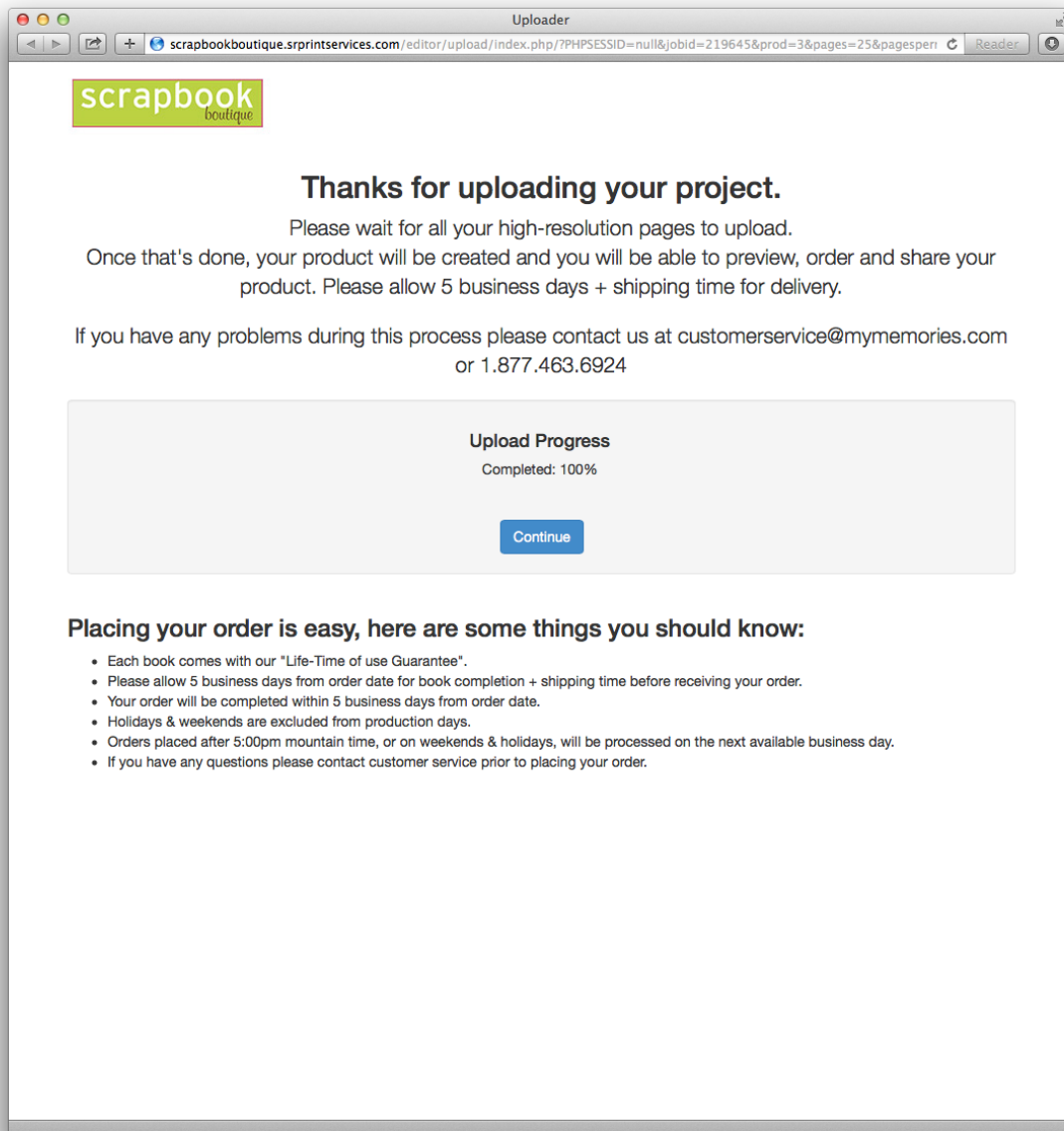
7. Click **Finish**.

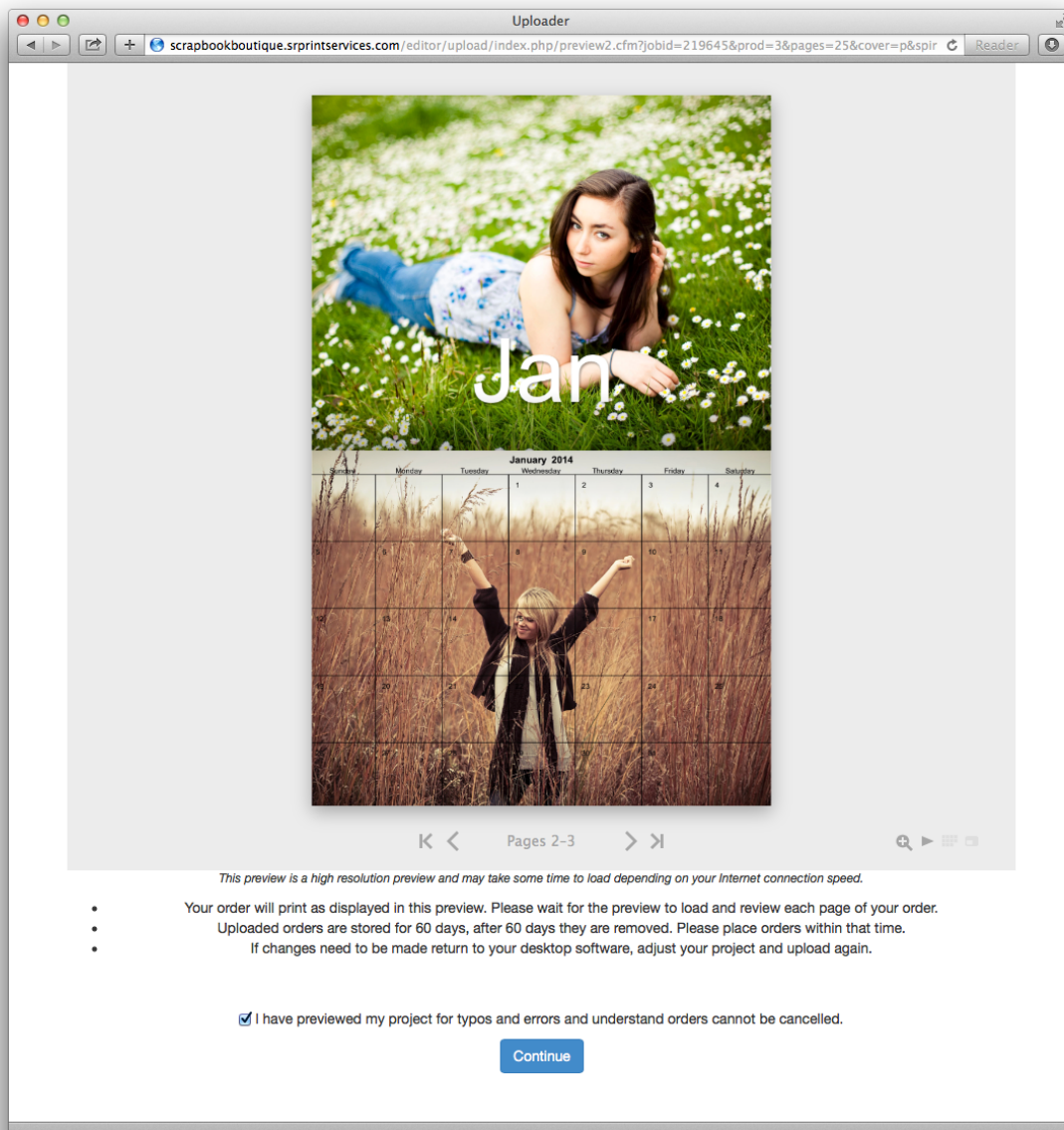


8. Exporting and uploading will be long and may take several minutes to complete.

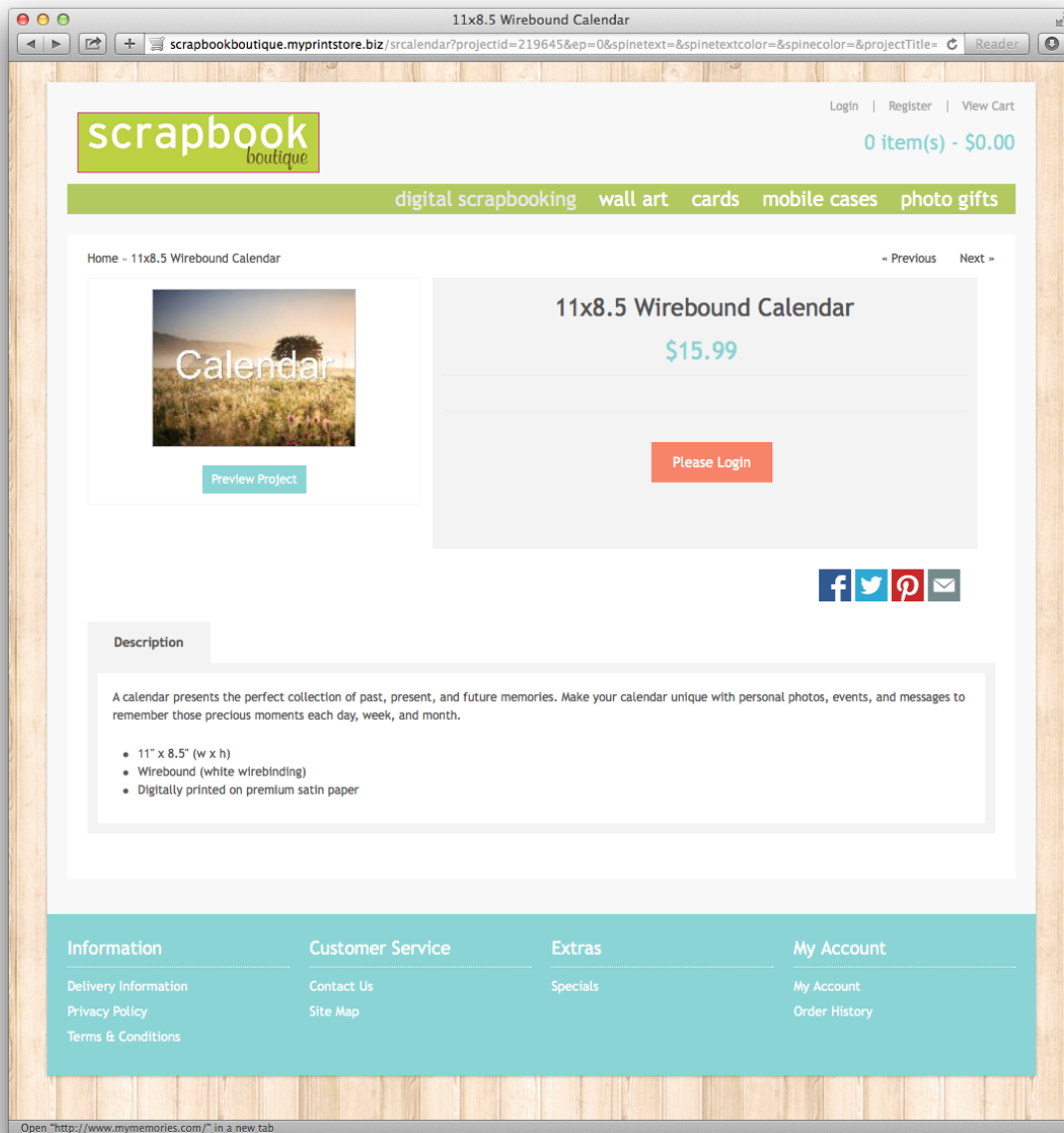


9. Once the initial export process completes your **default web browser** will open a web page. This page will display the progress of the upload. Once the upload has completed click the **Continue** button.





11. Click on the **Please Login** button.



12. Please login using your **email** and **password**. This will be the same login credentials that you use on the main www.scrapbookboutiqueonline.com site.

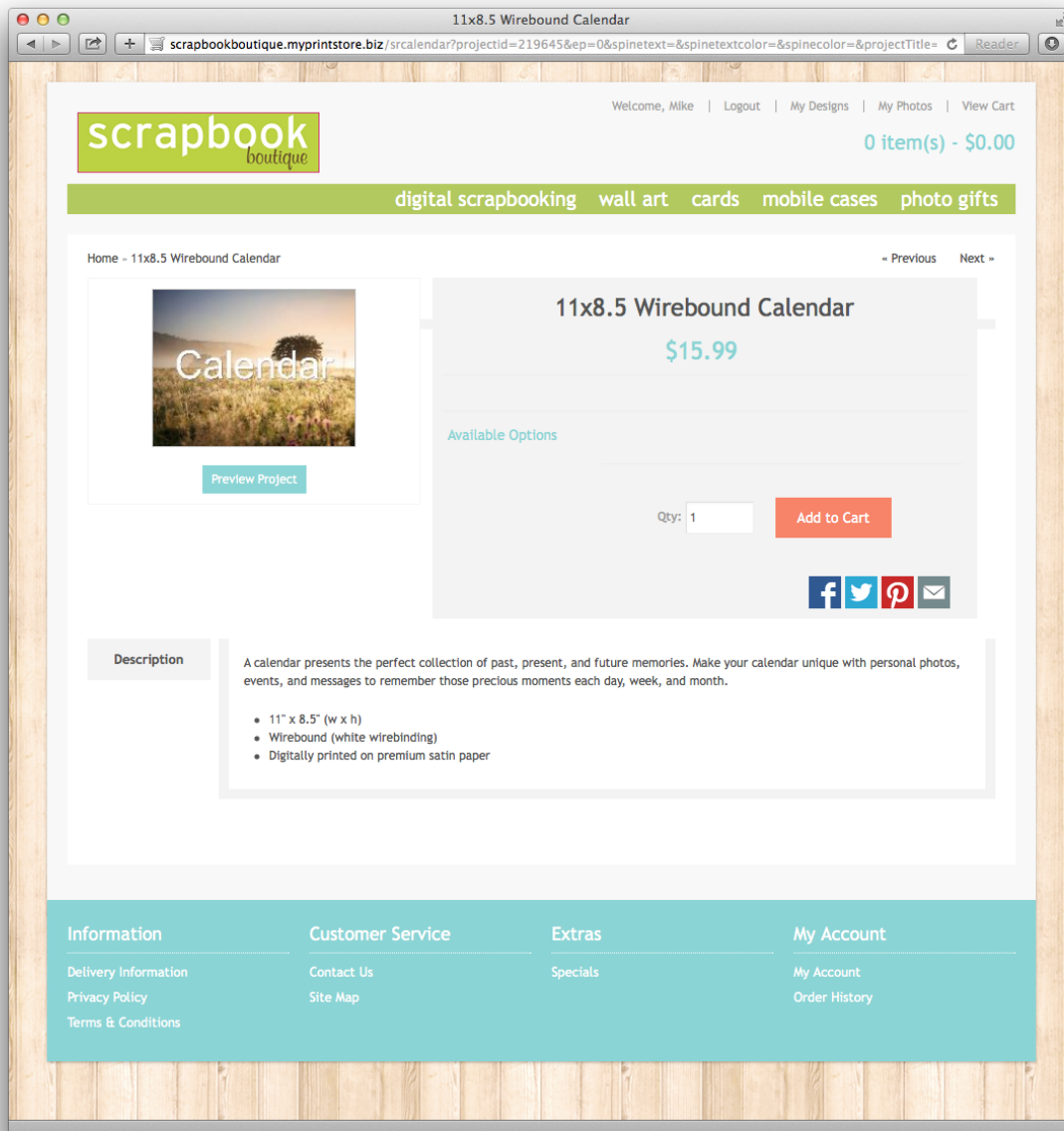
Note: If you have not created an account at www.scrapbookboutiqueonline.com you will need to register. Click the continue button to setup an account.

a.) The continue button will open a new tab at the register page.

b.) After you have set up an account you can click back to the printstore tab and then enter your login information to continue with the order.

The screenshot shows a web browser window titled "Account Login" with the URL scrapbookboutique.myprintstore.biz/index.php?route=account/login. The page features a light wood-grain background. At the top, the "scrapbook boutique" logo is on the left, and navigation links for "Login", "Register", and "View Cart" are on the right. A shopping cart summary shows "0 item(s) - \$0.00". A green navigation bar contains links for "digital scrapbooking", "wall art", "cards", "mobile cases", and "photo gifts". The main content area is divided into two columns. The left column, titled "Account Login", includes a breadcrumb "Home - Account - Login", a "New Customer" section with a "Register Account" button, and a "Returning Customer" section with input fields for "E-Mail Address" (containing "Example@Example.com") and "Password" (masked with "*****"), followed by a "Login" button. The right column contains an "Account" sidebar with links for "Login", "My Account", "Address Books", "Order History", and "Transactions". The footer is a teal-colored bar with four sections: "Information" (Delivery Information, Privacy Policy, Terms & Conditions), "Customer Service" (Contact Us, Site Map), "Extras" (Specials), and "My Account" (My Account, Order History).

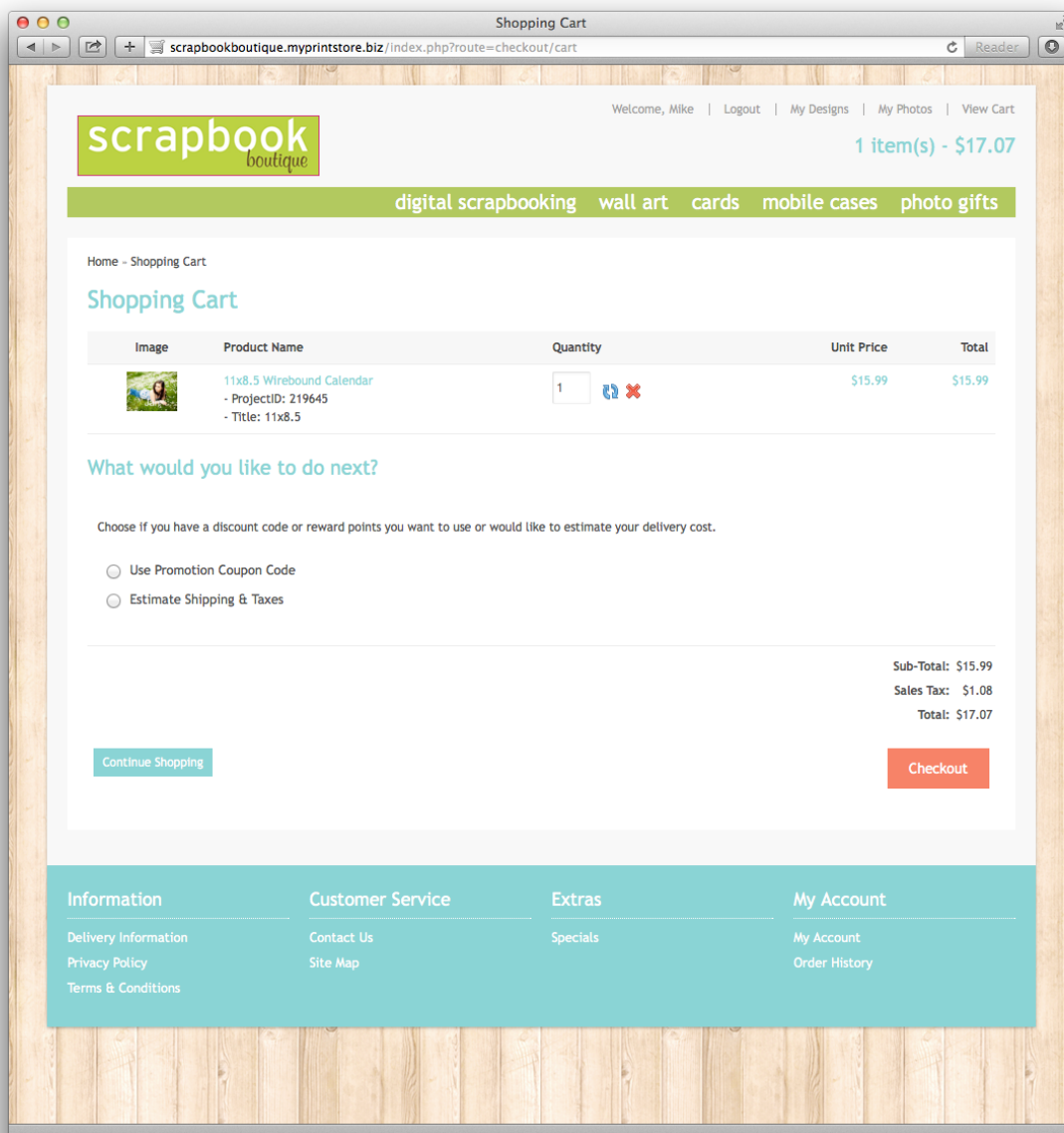
13. Once you have signed into your account click the **Add to Cart** button.



14. Review the options selected for your calendar to ensure everything is accurate. In the Shopping Cart page you can add additional quantities to the number of calendars being ordered.

You may also use photo print specific coupon codes to get discounts or special offers on this page.

Once you have verified your selections and added any additional products to your cart click the **Checkout** button.



15. In the Checkout options enter your **billing & shipping address**. Next select your desired **shipping option**. Review your order details and enter in your **CC info**. Once you have confirmed your billing, shipping, and order details click the **Confirm Order** button.

Checkout

scrapbook boutique

Welcome, Mike | Logout | My Designs | My Photos | View Cart

1 item(s) - \$17.07

digital scrapbooking wall art cards mobile cases photo gifts

Home - Shopping Cart - Checkout

Checkout

Step 1: Checkout Options

Step 2: Billing Details [Modify »](#)

Step 3: Delivery Details [Modify »](#)

Step 4: Delivery Method [Modify »](#)

Step 5: Payment Method [Modify »](#)

Step 6: Confirm Order

Product Name	Quantity	Price	Total
11x8.5 Wirebound Calendar - ProjectID: 219645 - Title: 11x8.5	1	\$15.99	\$15.99

Sub-Total: \$15.99

Priority Mail 1-Day: \$7.99

Sales Tax: \$1.62

Total: \$25.60

Credit Card Details

Card Number:

Card Expiry Date: /

Card Security Code (CVV2):

[Confirm Order](#)

Information Customer Service Extras My Account

16. After you have placed your order you will receive a **confirmation** that the order has been placed. You will also receive a **confirmation email**, and a second email when your order ships with tracking details.

If you click on the **Continue** button it will take you to your order history page so that you can review your order details, and place additional orders of this same calendar at a later time.

If you have any **questions** please visit our support page at www.scrapbookboutiqueonline.com/ contact, or call 877-463-6924.

