This document is a step by step guide to purchasing photos from APN. To order photos online, please ensure: 1. you have edited your profile and set a Firstname and 2. you have Adobe Flash Player is installed.

To install Adobe Flash Player, go to http://get.adobe.com/flashplayer/.

**Where do I go to find photos for sale on the APN news sites?**

You can purchase photos from the **Local Life > Buy Photos** menu on any APN news site based in Australia.

**How do I search for photos on the APN news sites?**

Photos can be searched by Keyword and/or Publication date.

You can elect to search for photos on the current site only or across All APN sites.

By default, search results appear in reverse chronological order so you will see the latest photos first.
Tips when searching:

If you enter a search Keyword, results will appear in order of relevance with close keyword matches appearing first.

If you only supply a Publication Date, results matching that date will appear first followed by newer photos if any are available.

If no Keyword or Date are supplied, the default order applies.

When you have found a photo you wish to purchase, click on it to bring up its details.

To proceed with the photo purchase, click on the “Buy Now” button.

If you have not yet registered or logged in to the APN site and click “Buy Now” on a photo, you will be redirected to the Login or Register screen. You will then need to click “Buy Now” again after login in or registering.
Do I always need to register to purchase photos from APN?

Yes.

Member registration is necessary for photo purchase. To complete standard registration, you should ensure that you have validated your email address by clicking on the link provided in the registration email. To complete registration for purchasing photos, you also need to supply a Firstname by going to “Username” => “Edit Profile” at the top of each website page.

Provided you have completed the above steps, then, whenever you log in to an APN site, APN can automatically and securely log you into the ordering system if you click “Buy Now” to purchase a photo.

How do I order prints?

There are a few steps involved in buying prints.

Step 1 – Selecting Your Photo from the APN site

When you click on “Buy Now” to purchase a photo, this photo is sent to the ordering system and stored in an album called “APN Photos”.

When this is completed, an album prompt will be displayed.

Tip: You can force this prompt to open in a new window by using your mouse menu’s “Open in a new window” option when clicking the “Buy Now” button.
The initial prompt looks like this:

When prompted, select the album “APN Photos” and click Ok.
Step 2 - Selecting Photos for your Order
The next screen lists your uploaded photo in the “APN Photos” album.

Click on the photo and then click “Select” to add your photo to the selection strip at the bottom.

Once your desired photo appears in the selected strip at the bottom, click Continue.

Step 3 – Preparing your photo for print
You will be prompted to apply a size, quality and quantity for each of your photo selections.

Note: If you had multiple photos, the size, quality and quantity that you select in the next screens is applied to all photo selections. You may change this later on a per photo basis.
Quality

Please select an option

Gloss

Matte
Select how many copies you would like?

Indicative Price List

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 or more</td>
<td>$36.95 per print</td>
</tr>
</tbody>
</table>

Quantity
Step 4 – Reviewing your print settings
The print size, quality and quantity of each photo can be reviewed before ordering.

You do this from the review screen shown below.

To change an individual photo’s print size, click on it (this will highlight it in green) and click the desired print size tab on the right.

Doing this also prompts you to confirm quality (Matte vs Gloss) again.

When all individual photos have the desired print size, quality and quantity, click Continue.
Step 5 – Adding borders to your print
The next screen prompts you with border options.

You may choose to add a border to your prints.

The border selection applies to all photos selected.
Step 6 – Order Summary

The next screen provides a summary of each photo together with its size, cost and quantity.

It also provides a Total Cost (AUD) for your order.

You need to check the details of your order carefully before proceeding.

When you are happy with your order, click Check Out.
Step 7 – Delivery and Address Details

Select a delivery option for the order. Click Continue.
Delivery Address

You will need to select a delivery address for your order.

If no address is listed (which will be the case if this is your first order with APN), click on the “Add new address to Address Book” link in green (on the right).
The next screen prompts you to enter the address details.

If you are addressing the delivery to a different person than yourself, *enter a different name* than your name for the Name field.

When done, click Save.

Whenever you add a new address, it becomes listed in the Address Book.

If there are more than one address listed in the Address Book, select the one you wish your prints delivered to.
Once you have selected at least one address, the next screen will prompt you to confirm the Delivery and Billing addresses.

When done, click Continue.
Step 8 - Payment

You are now presented with an itemised view of your order. You may go back at any time to revise the order by clicking on Previous.

Click Buy Now to proceed with payment using Pay Pal.

You will need to complete payment to finalise your order.

How do I follow up on my order?

To find out about the progress of your order, please email apn_order_status@fujifilm.com.au.

Please ensure you provide your full name, contact details and your order number.

Alternatively, please call the APN Photos Customer Support Number on 1300 639 020.