

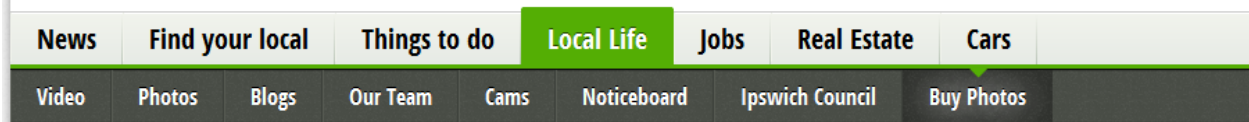
APN Photos – Customer Ordering Process

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.

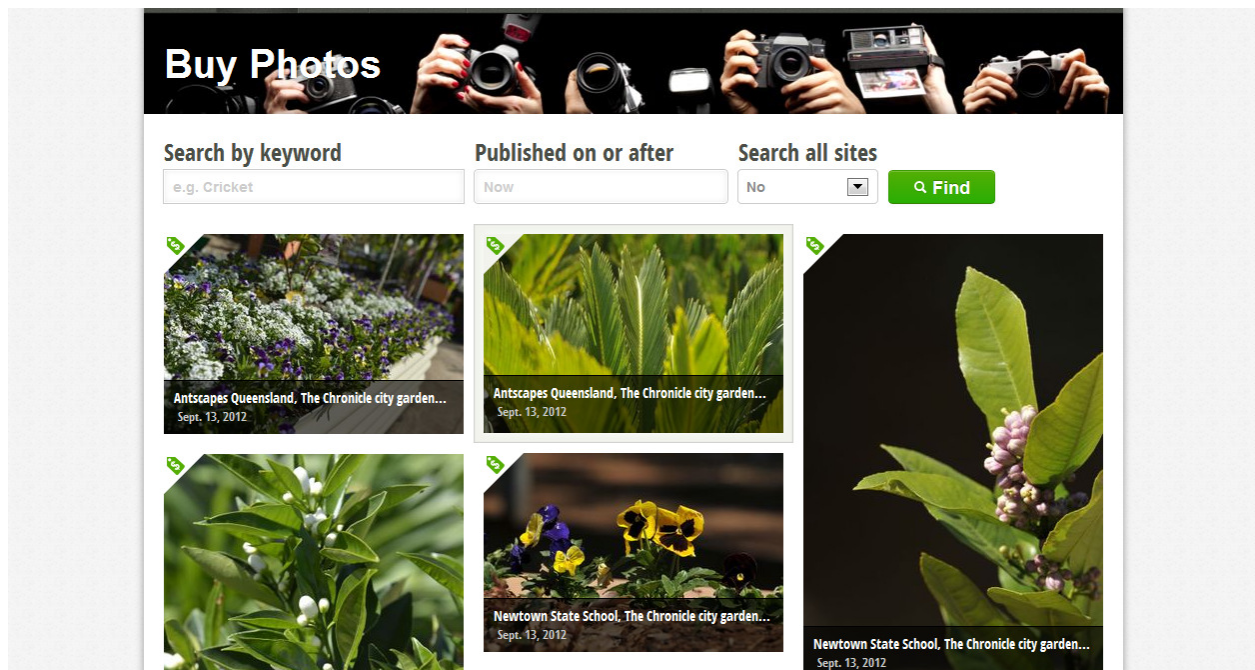


How do I search for photos on the APN news sites?

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.



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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.



Antscapes Queensland, The Chronicle city garden competition,
Wednesday, September 12, 2012. Photo Kevin Farmer / The Chronicle
Photo: Kevin Farmer.

Buy Now

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.

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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

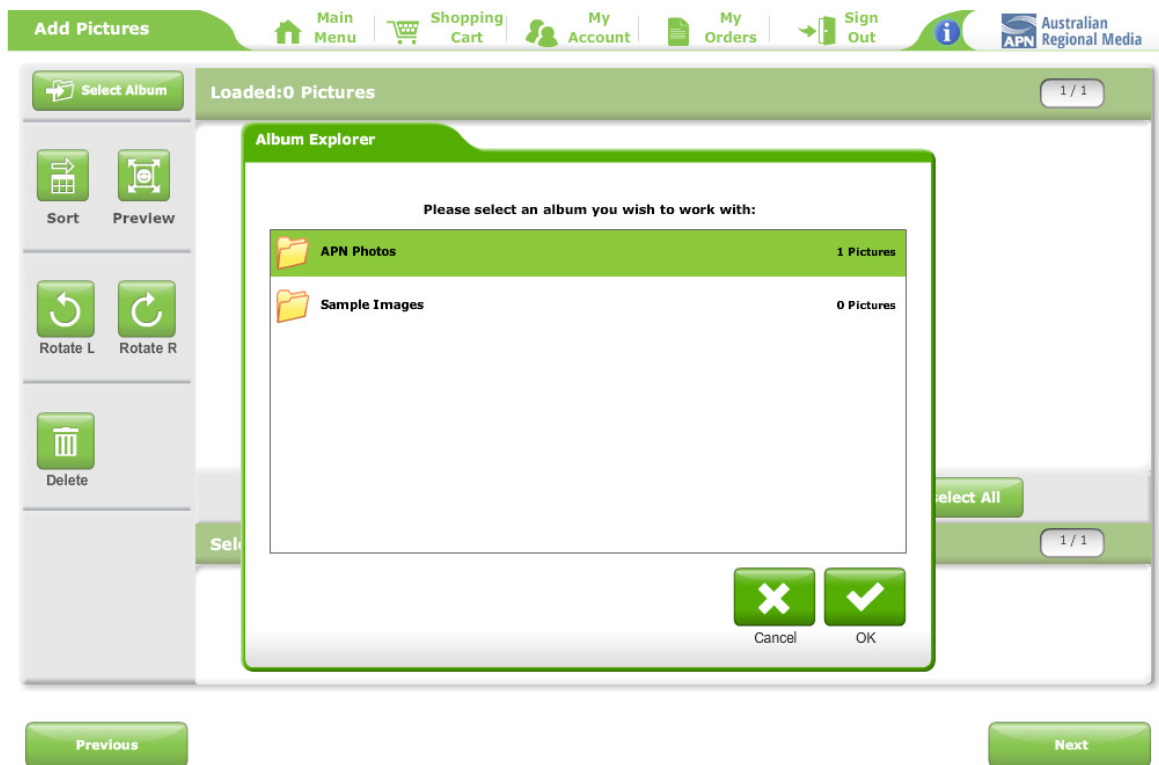
When you click on “Buy Now” to purchase a photo, this photo is sent to the ordering system and stored in an album called “APN Photos”.

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.

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The initial prompt looks like this:



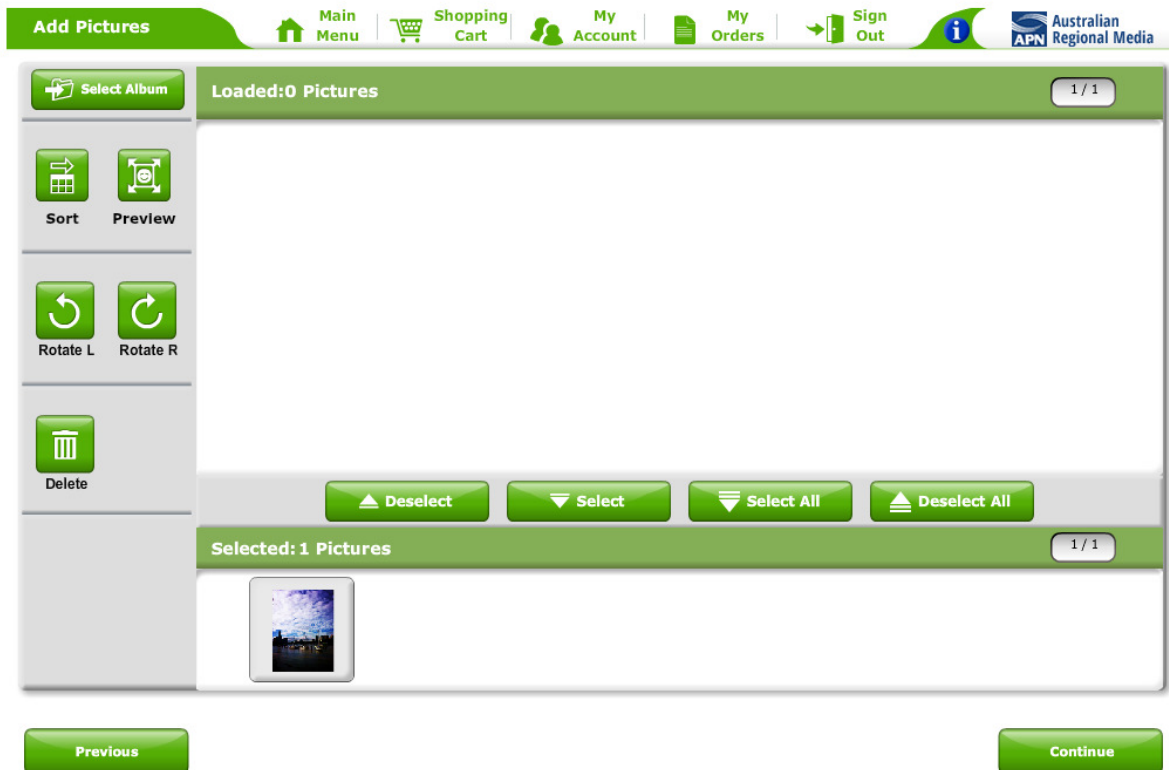
When prompted, select the album “APN Photos” and click Ok.

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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.

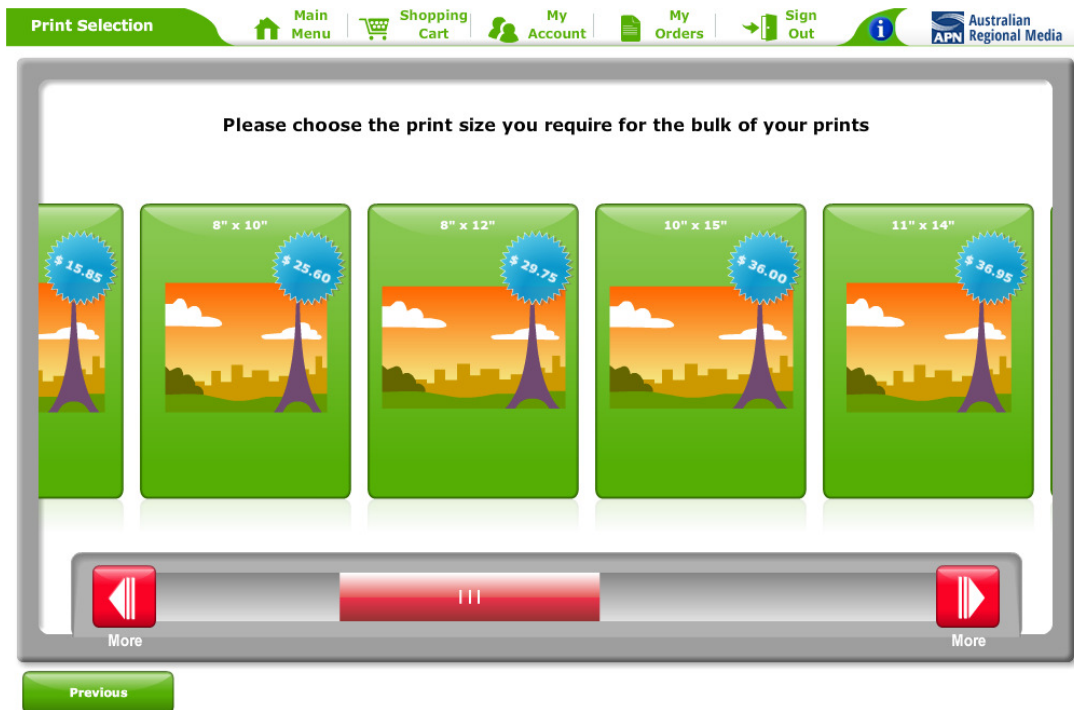
Step 3 – Preparing your photo for print

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.

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Print Size



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Quality

Paper Types


[Main Menu](#) [Shopping Cart](#) [My Account](#) [My Orders](#) [Sign Out](#) [APN Australian Regional Media](#)

Please select an option

Gloss



Matte



[Previous](#) Item Total: \$ 0.00 Order Total: \$ 0.00

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Quantity

Select quantity[Main Menu](#)[Shopping Cart](#)[My Account](#)[My Orders](#)[Sign Out](#)

Select how many copies you would like?

Indicative Price List

1 or more	\$ 36.95 per print

Quantity

[Previous](#)

Item Total: \$ 184.75

Order Total: \$ 184.75

[Continue](#)

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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.

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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.

The screenshot shows a web interface for selecting border options. At the top, there is a navigation bar with a green 'Optional Selection' tab, and links for 'My Account', 'My Orders', and 'Sign Out'. The 'APN Australian Regional Media' logo is on the right. The main content area is titled 'Please select an option' and contains two green buttons: 'No Border' and 'Border'. Each button features a preview of a photo with a white border. Below the buttons, there is a 'Previous' button and a summary bar showing 'Item Total: \$ 184.75' and 'Order Total: \$ 184.75'.

Optional Selection

My Account

My Orders

Sign Out

APN Australian Regional Media

Please select an option

No Border

Border

Previous

Item Total: \$ 184.75

Order Total: \$ 184.75

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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.

The screenshot shows the 'Shopping Cart' page of the APN Photos website. The top navigation bar includes links for 'Main Menu', 'Shopping Cart', 'My Account', 'My Orders', 'Sign Out', and the 'APN Australian Regional Media' logo. The main content area features a table with the following data:

Product	Quantity	Total	
11x14 Print	5	\$ 184.75	<input checked="" type="checkbox"/> Order Active

Below the table, there is a 'Continue Shopping' button. At the bottom right, the 'Subtotal' is displayed as '\$ 184.75'. A 'Check Out' button is located at the bottom right of the page.

Postage turnaround time and pricing

Subtotal: \$ 184.75







Continue Shopping

Check Out


When you are happy with your order, click Check Out.

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Step 7 – Delivery and Address Details

Delivery or Pick up  **Main Menu**  **Shopping Cart**  **My Account**  **My Orders**  **Sign Out**  **Australian Regional Media**

Please select a pick up/delivery option per category

Digital Print 

Postage turnaround time and pricing

Previous **Continue**

Select a delivery option for the order. Click Continue.

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Delivery Address

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

The screenshot shows the 'Delivery or Pick up' step of the APN Photos ordering process. The page has a green header with navigation links: Main Menu, Shopping Cart, My Account, My Orders, Sign Out, and the APN Australian Regional Media logo. The main content area is divided into two columns. The left column, titled 'Please select a pick up/delivery option per category', shows 'Digital Print' with a dropdown menu set to 'Regular Post (10 Days) - \$ 2.95'. Below this, it says 'Postage turnaround time and pricing' and 'Deliver from: APN Australia'. The right column has two sections: 'Confirm delivery address' and 'Confirm billing address'. The 'Confirm delivery address' section shows 'Your address book is empty.' and a link 'Add new address to Address Book' with a dropdown menu. The 'Confirm billing address' section shows 'You have not yet provided a billing address.' and a link 'Add/edit billing address'. Below this link is a checkbox labeled 'Same as delivery address' which is checked. At the bottom of the page are two green buttons: 'Previous' and 'Continue'.

Delivery or Pick up Main Menu Shopping Cart My Account My Orders Sign Out APN Australian Regional Media

Please select a pick up/delivery option per category

Digital Print Regular Post (10 Days) - \$ 2.95

Postage turnaround time and pricing

Deliver from:

APN Australia

Confirm delivery address

Your address book is empty.

Add new address to Address Book

Confirm billing address

You have not yet provided a billing address.

Add/edit billing address

☒ Same as delivery address

Previous Continue

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).

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Add Address

The screenshot shows a web interface for adding a new address. The top navigation bar includes links for 'Main', 'Shopping', 'My', 'My', 'Sign', and 'Australian'. Below this is a secondary navigation bar with 'My Details', 'My Billing Address', 'Change Password', 'My Address Book', 'My Orders', 'Gift Card Enquiry', and 'Preferences'. The main content area is titled 'My Addresses' and features a large empty box on the left. To the right, under the heading 'Add new address', are the following fields: 'Description (eg. John - Office)' (APN Photos), 'Name' (Laura Smith), 'Country' (Australia), 'Address' (11 Park Road), 'Address2' (empty), 'Suburb' (Milton), 'Postcode/Zip code' (4064), 'State' (Queensland), and 'E-mail address' (laura.smith@gmail.com). At the bottom of the form are 'Clear' and 'Delete' buttons, and 'Save' and 'Close' buttons. Below the form are 'Previous' and 'Continue' buttons.

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.

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Delivery or Pick up | **Main Menu** | **Shopping Cart** | **My Account** | **My Orders** | **Sign Out** | **Australian Regional Media**

Please select a pick up/delivery option per category

Digital Print

Regular Post (10 Days) - \$ 2.95

Postage turnaround time and pricing

Deliver from:

APN Australia

Confirm delivery address

Laura Smith
11 Park Road

Milton-4064
QLD
Australia

Add new address to Address Book

Level 2

Confirm billing address

Laura Smith
11 Park Road

Milton-4064
QLD
Australia

Add/edit billing address

☒ Same as delivery address

Previous **Continue**

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.

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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.

The screenshot displays the 'Delivery Order' page for APN Photos. The top navigation bar includes links for Invoice, Main Menu, Shopping Cart, My Account, My Orders, Sign Out, and the APN Australian Regional Media logo. The main content area is divided into two columns. The left column contains the delivery address (Laura Smith, 11 Park Road, Milton, QLD-4064, Australia), a promotions section with a 'Use Promotion Code' field and a 'Promotion Code' button, and a gift card section with an 'Add Gift Card(s)' button and a note that the available and applied amounts are \$0.00. The right column shows a table of items: 1 12x16 Print(Matte) for \$40.30, 1 8x10 Print(Matte) for \$25.60, and 2 White Border for \$0.00. The subtotal is \$65.90, delivery is \$2.95, and the total is \$68.85. At the bottom, there are 'Previous' and 'Buy Now' buttons.

Delivery Order		
Digital Print	1 12x16 Print(Matte)	\$ 40.30
	1 8x10 Print(Matte)	\$ 25.60
	2 White Border	\$ 0.00
	Subtotal:	\$ 65.90
	Delivery:	\$ 2.95
	Total:	\$ 68.85

Order Total: \$ 68.85

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.