INSTRUCTIONS TO DOWNLOAD PHOTO FILES ORDERED

1. Your photo files will be sent to you by email using WeTransfer, a file compression app, which will compress the large size files and send a download link to you in an email.

2. Watch for the WeTransfer email. When you receive it, look for the "**Download Now**" button. We recommend opening this email on a desktop or laptop computer with access to your computer file system. (eg: File Explorer) *Note you will have only 3 days to download your compressed files before the link will expire.*

3. Click on this button in the email to download the zipped files to your computer. They will go to your computer or laptop "**Downloads**" folder in your computer file system.

4. Find the "Downloads" folder in your file system and you will see the WeTransfer zipped folder called <u>Transferred files</u>. Click on the zipped folder to open it.

5. Then click on the <u>EXTRACT</u> button at the top of the zipped folder to uncompress the zipped files. It will put them in a sub folder called <u>wetransfer</u>.

6. Open the sub folder and you can access your high resolution JPG photo files from the sub folder.

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