The EzPics Display System
MANUAL

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Purpose and Goal

Our **Primary Goal** in building the EzPics system is to give you, the web site owner, **control over the content of your site.**

We see far too many web sites that have become static because it requires a web master with HTML experience to update the content. We feel the person most qualified to decide on content for a web site, is the owner.

Our photo displays and E-Commerce solutions are designed to be easily updated and maintained by anyone with a PC and an Internet browser.

Overview and Features

The EzPics system provides you with a convenient and easy way to keep your web site interesting and dynamic. You can upload the data on your web site, from any PC and you can change the layout and content at any time.

Our system uses a unit we call a display. The user (you) can have any number of displays; each has its own URL (Web Address) and is actually a mini web site in itself. These displays are then linked into an existing web site, or if we implement a web site for you, the entire site is a combination of displays. Each display is broken down into data slots. Each slot has an image, caption, story, description, link, price and anything else you need to get your message across associated with it.

You input the data to be displayed in a pure text format, no HTML – just type it in. We store it in pure data files, and give you an easy interface to change and update it. Then you choose one of a number of different ways to display it on the Internet. The EzPics system will generate the HTML code for you automatically "on the fly". This allows you the freedom to change your layout until you find the one that is right for your application.

You have the option of customizing and personalizing your displays as much or as little as you choose. Our system will configure the HTML for you automatically.

Your data can be displayed in formats ranging from a slide show to a bio page (combination of images and text) to an online catalogue complete with shopping cart.

Our E-Commerce solution allows you to sell items on your site by simply inputting a price. The system will dynamically recognize the data in a particular slot as for sale when you input the price. Your viewers interactively control the way in which they view your site. You can even password protect sections of your site.

Getting Started!

Setting up an EzPics photo display is simple.

- Once we have established your account, you merely log in and upload your pictures.

- At this point you can stop here and start e-mailing links to your friends and family, or you can customize your display with captions, colors, stories, and pictures.

Minimum Requirements

To be able to use this system effectively, you need two things:

- **A method of digitizing your photos.**

  The system has an optimizer built into it that will adjust your image files for optimal size and resolution, but you will need to start with a digitized picture.

  A digital camera is the most common method, but a scanner will get the job done. If you don't have a digital camera or a scanner, have your film developer put copies of your photos on a floppy disk.

- **A file uploads capable browser.**

  This generally means Netscape or Explorer 4.0 or better. If you do not see a "Browse" button, when you click on the "Upload Your Photos" button, you are using an older browser and need to update it before you can upload your photos.

Log-In To Account

Signing On and Changing Your Pass Word:

Welcome to the first step in using your new web site. This section of the tutorial will take you through the steps of signing on and changing your password.

Getting into the User Interface:

Step 1: Left Click on the visitor counter in the upper right hand corner of your home page, or go to the www._____.com/gh/access link provided when you started your account

You are now on the client access page, this is the back door to your web site.
NOTE: Initially Your Password is the same as your Login.

Step 2: Enter your password and click the "**Submit**" button.

NOTE: Since Everyone starts with their password the same as their login name, it is very important for you to change your password ASAP.

If you have successfully signed in you will see a table of buttons on the left side of your screen. (**Accounts Option Menu**)

Step 3: Click on the **"Change Password"** button.

This will bring up a box in the right hand window, which will ask for your current password, your new password and will ask you to repeat your new password to confirm it.

CAUTION: Passwords are case sensitive. Be sure to remember any capitalization you include in your password. It is not possible for us to recover a forgotten password.   We can only assign a new password and for security reasons E-mail it to you.

Step 4: Click on the "Change Password " button to make the password change effective**.**

Account Options

Changing your password:

Under the Account Option Menu, left click the change password button. (A change password menu will appear on the right side of the screen.) Note: The account options menu will remain on the left side of the screen.

Step 1. In Enter Old Password field, enter current password.
Step 2. In Enter New Password field, enter a new password. Note: Passwords can be alpha/numeric up to 12 characters, including spaces. Passwords are case sensitive.
Step 3. In Confirm New Password field, re-enter the same "new" password.
Step 4. Left click Change Password button.

If steps 1-4 were entered correctly, a **"Password Change was Successful"** screen will appear.   Note: If an error screen appears, follow prompts and re-enter the correct information.

Click **Continue** button to take you back to the main screen.

Caution: It is important to change your password on a regular basis. It is equally important to keep track of your current password. **We are firm believers in your right to privacy, and accordingly, do not have a facility to look up any passwords.** The only option we have is to change your password, and e-mail you a new password. Please keep track of your password. You should change your password to something easily remembered. If you forget your password or have trouble logging on, send an e-mail to: **support@vets-r-us.com**

Modify Key Words

Under the Account Options menu, left click the Modify Key Words button. (**A Search Engine Descriptions and Keywords menu will appear on the right side of the screen.**) Note: The Account Options menu will remain on the left side of the screen.

There are 3 areas you will need to customize: **Title, Description & Keywords**

Title – Use a title (up to 75 characters) that describes your display. Include as many keywords as possible.

Description – The Meta description should be brief. It is the most important ad you will write. (Up to 150 characters, use them all) It will need to entice a surfer to become a visitor.

Keywords – First, research what the "Target Market" (people) will type into the search engine when they are looking for your "Product". Next, in order to cover all the bases, add in the most common synonyms and misspellings. Most search engines put more emphasis on the first ten keywords than they do on the last. (There are a total of 50 keywords available.)

Web Site Options

Background Options

Step 1. To change the **Background Options**, left click on the **Background Options** button. (A screen will appear with 63 different background options.)

Step 2. To choose a background, left click on the background of your choice. Each time you click on a particular background, your selection will be displayed at the bottom of the screen.

Step 3. If you wish to change the background you have currently selected, simply choose a different background option or left click on the blue highlighted **CLEAR** **Hot Key.** (Hot Key located at bottom left corner of background selection screen.)

Step 4. You can also specify your own background images. Once you have made your selection, click on **Save Options** button. (You can make modifications to your background at any time.) **Caution:** Be sure to use contrasting colors for your background and text in order to read your text clearly. For example, your text would be difficult to read if using a blue background with a similar color blue text.

Step 5. Once you have made your final background selection, left click on the blue **Save Options** button at the bottom of the screen.

Important: *Each time you try a new background; you are changing the background of your web site. If you are just experimenting, be sure to preview your site to check for compatibility between your background and your font colors. Also, to assign a solid color for a background, you must first clear any background images you may have assigned on the Background Options page and then choose a solid background color on the color options page*.

Color Options

Step 1. Click on the Color Options button. A color selection table screen will appear. In the color selection table, a Text, Text2 and Color Scheme table is available on this screen. (Your selected background scheme will appear at the bottom of the screen.)

Step 2. To change Text color, left click on the Text button and select a color. To change Text2 color, left click on the Text2 button and select a color. (At the bottom of your screen, your color selections for both Text and Text2 will be displayed next to "EzPics" on your selected background.)

Step 3. Once you have made your final color selections, left click on Save Options button. **Important:** Each time you try a new color; you are changing the colors of your web site. If you are just experimenting, be sure to preview your site to check for compatibility with your background. Also, to assign a solid color for a background, you must first clear any background images you may have assigned on the Background Options page.

Font Options

Font Face you enter here is used for titles and site menu text. It is important to remember that in order for your special font to be used by a viewer, the viewer must have that font installed on their PC. If you specify a font that the viewer does not have, they will see your text in "Times New Roman".

Step 1. To select your Font options, left click on the Font Options button. A Web Site Fonts screen will appear. You will have 2 options, **Web Site Fonts** and **Web Site Text** sizes.

Step 2. The default selection for font is **"Times New Roman".** The font type is used for titles and text. It is important to remember that in order for your special font to be used by a viewer, the viewer must have that font installed on their PC. If you specify a font that the viewer does not have, they will see your text in "Times New Roman".

Step 3. For Web Site Text sizes, left click on the size you prefer for Text size and Text2 size. Once you have made your final selections, left click on the Save Options button.

Contact Data

Step 1. To enter Contact Data, left click on the Contact Data button. A Site Owner's Contact Information menu will appear. Fill in the fields with the appropriate information and left click on the Update Data button. You can modify your contact information by backspacing over the text and retyping it. Some points of interest about your contact information include the text you input for "Company" is used in the "Main Title" on your web site.

Map Button: If you want to include a button on your "Contact Information" page for a map showing your location, select the "Show" option next to "Map Button". This option is check by default, if you don't want to show a map select the "Hide" option. Your address is used to construct the map of your location. If you use your **9-digit zip code** the map becomes **extremely accurate**.

New Display

"Display Name:"
The name of your display. You can override the default (Gallery*xx*) at this point.
However, once you leave this page you will not be able to rename your display.

"Numbers of Photos:"
The Maximum number of photos you would like to have in your display.

"Photo Input options:" (not available to all users)
Your photos can be uploaded from a PC or you can assemble existing photos from the Internet.

> **Upload –** The option to use if you are going to upload photos from your PC.

> **Include –** Use this option if you are going to assemble a temporary collection of photos from the Internet

> **Capture –** Use this option if you are going to assemble a permanent collection of photos from the Internet.

Merchant Info

The information supplied on the page is used to fill out the order forms for products you are offering for sale.

Step 1. Click on the "**Merchant Info**" button on the "**Account Options**" menu to bring up the "**Retailer's profile Form**".

Step 2. Fill in the standard information such as your Company Name, Address, and Phone Number. Fill in as many fields as you can. Some of this information may already be filled in. For example, if you have previously filled out the information on the "Profile Data Form" from the "Website Options" on the main menu.

Note: There are a few items on the page that need additional explanations.

Domestic Shipping: You have the ability to set shipping charges individually or set a percentage to be added to all merchandise together. Here is how it works.

Shipping charges input on the "Size Options" page will override the shipping charge input on the "Pricing Options Data" page. Likewise if the shipping charge is left blank on both the "Size Options" page and on the "Retailers Profile" page will be applied to the total price.

When you finish entering your information be sure to click the **"Update Data"** button to save the information you have just entered.

Note: You can re-enter any data at any time. For example if your Phone Number changes or you move you can easily change and update that information.

Web Addresses

Each display is really a "Mini Web Site" and can be viewed by anyone as long as they have Internet Access and know the URL (WEB Address). Your EzPics display can be shared with friends and family by emailing them the URL.

http://www.vets-r-us.com/[*UserName*]/[*Display Name*]/go

It can be added to any web site by simply adding the following HTML to your Menu.

<A HREF=**http://www.vets-r-us.com/[*Username*]/[*Display Name*]/go**
Target="_top">My Photos</A>

[*Username*] is your account login name and [*Display Name*] is the name of your photo display.

{The Links for your photo albums can also be viewed by clicking on the "Web Addresses" button in the left hand menu.}

Slot Pool

A EzPics account is made up of individual displays and these displays are comprised of image slots. Each EzPics user (account) is allocated a certain number of image slots initially and then has the option of adding blocks of additional slots, as they are needed. We call this your Slot Pool. The annual renewal fee for each account is based on the total number of image slots allocated.

Slot Pool – To view your Slot Pool status, click on the **"Slot Pool"** button on the "Account Options Menu".

The "Slot Pool Status" page shows each display's slot usage and the balance of slots available in your account.

Image Slot – The primary component of a display is an image slot or just a slot. Each image slot has a variety of data items associated with it like a caption, price, text block, link, etc. Most displays are composed of one or more slots and slots can be added to or removed from displays.

Slot Pool – Each account has a maximum number of image slots associated with it. If an image slot is assigned to a display, it is said to be "Reserved". Slots that are reserved and have images associated with them are said to be "Used".

It is quite common to have slots reserved in displays that do not have images associated with them. Slots that are not reserved and are available to be added to an existing display or used to build a new display are said to be in the slot pool.

Slots can be returned to the pool in one of two ways:

1. A portion of the slots reserved by a display can be put back in the pool by removing them on the "Customize Page".

2. When a display is deleted, all of its reserved slots are returned to the slot pool.

The Display Options

Getting There
Many of the options available for customizing your main site can also be applied to the individual displays. To apply options to an individual display simply click on the blue display name in the left side menu. Depending on the type of display and the number of images you have uploaded to it some or all of the following options will be available.

Customize
You have the option of customizing the layout of your display. The display title, exit URL, slide show delay, background patterns and text size are all user definable.

Background Options
Choose from over sixty backgrounds or use your own custom background.

Color Options
Colors for your Background, Text, Links and Photo Frames are all customizable with the click of a mouse.

Upload New Photos
Upload new photos to empty slots or replace existing photos with new ones.

Caption Your Photos
Each photo in your album can be accompanied by a brief caption.

Write Text
Each photo in your album can be linked to a story page through a button on the control bar.

Pricing Information
This feature allows you to input an Item ID, Item Description, and a Unit Price to be associated with each item featured in your photo display.

Preview Display
Take a sneak preview of your display as it is currently configured.

Delete
Delete your display and it's photos and data from the server.

Customize

Your display is ready for viewing as soon as you upload your pictures. The amount of customizing you do is entirely up to you.

(The EzPics system is designed to allow for the use of HTML in all Titles, Captions and Text.)

COMMON HTML TAGS

Opening Tag
Function
Closing Tag

<I>
Italicize the enclosed text
</I>

<B>
Bold the enclosed text
</B>

<Center>
Center the enclosed text
</center>

**
**
Break to a new line
(No closing tag required)

<P>
Begin new paragraph
</P>

DISPLAY TITLE: The display title will appear over each picture (Film Strip, Photo Album, Slide Show) as they are viewed or at the top of the page (Photo Page). The display title should apply to all image slots in the display. (The default title is blank).

SITE MENU NAME: This is the name used as your website menu link to this Photo Display. You should keep it short and descriptive. Example: "Our Staff"

EXIT BUTTON: The exit button appears in the control panel. You can set the exit destination to be any URL, if you leave it blank, the exit button will not appear in the control panel. (The default is dependant on your sponsor.)

OPENING PICTURE #: When you choose to have your album begin as a Film Strip or Slide Show, this is the opening picture. If this field is left blank, your album will start with a random picture. (The default is a random picture.)

PUBLIC UPLOADS:
It is possible to allow others to upload images into your displays. This is a handy way to have people send you their images for display on your site. To enable this option set public uploads to YES.

UPLOADS MODERATED:
A danger of allowing the public to upload to your site is that someone may upload an inappropriate image. To protect yourself and still have the convenience of public uploads; set Uploads Moderated to YES. This allows the images to be uploaded but they are not visible on your site until you set Image Visible to YES (on the "Caption Your Photos" page).

AUTO MODE DELAY: The amount of time, in seconds, that the Slide Show format waits before displaying the next picture. (The default value is 10 seconds.)

STARTING MODE: This option determines how the displays that start as Film Strips or Photo Albums begin. (The default value is **MANUAL.** Slide Shows always begin in **AUTOMATIC** mode.)

DISPLAY TYPE: The data in your display can be presented in any of the four display types. All four types are interchangeable, experiment to find the type that meets your needs.

1. **Film Strip -** A Film Strip is laid out with a vertical column of thumbnails to the left of a main display window. Each thumbnail represents a data slot, when the viewer clicks on the thumbnail; they are presented with the data associated with that slot.

2. **Photo Album** – A Photo Album is started with a page of thumbnails. Each thumbnail represents a data slot, when the viewer clicks on the thumbnail;

they are taken to a new window presenting the data associated with that thumbnail.

3. **Slide Show –** A Slide Show does not start with any thumbnails visible. The users data is merely presented in a main window and automatically begins cycling through the data slots in the display. There is a "Thumbs" button in the control panel which allows the viewer to convert the Slide Show to a Photo Album.

4. **Photo Page –** A Photo Page combines all of the images and text for display into a single scrollable page. This is an excellent format for Bio-pages as well as for selling merchandise. It displays the images along with the captions and text in a nice compact format.

DISPLAY FORMAT: This option determines how displays that start as Film Strips, Photo Albums or Slide Shows are formatted.

1. **Picture Book - The** picture book format features a control panel. The viewer can then choose to read associated text by clinking a button in the panel. If your display mainly consist of pictures and captions this format is best for you.
2. **Story Book –** The story Book format presents the text associated with each image as the image is viewed. Story Books work best foe displays that use captions and text.

Skip Slide Show - When the image is displayed such as a Film Strip are linked to a secondary display like a Photo Page, it is sometimes desirable to skip the intermediate Slide Show. The option is designed to allow for that case.

ADD OR REMOVE SLOTS - This option gives the account owner the ability to add or remove slots to or from his displays and allows him a great deal of flexibility in the use of his allocation of slots.

CAPTION / TEXT SIZE - Size of the text in the captions for Film Strips, Photo Albums and Slide Shows in Picture Books format and the size of the text for Story Book Format and Photo Pages. (Default is 4).

FONT TYPE – font face used for captions and text. It is important to remember that in order for your special font to be used by a viewer, the viewer ___must___ have that font installed on their PC. If you specify a font that the viewer does not have,

they will see the text in "Times New Roman". Another easy to read font is "**ARIAL**" most PC's have this font already installed.

NOTE: When you are finished be sure to click on the "**SAVE OPTIONS**" button to save your changes.

Background Options

Changing A Display's Background

It is easy to change the appearance of your Display with a simple click of your mouse using the Background Options.

      Step 1 – Click the "**Background Options**" button. This will bring up the "**Background Selection Table**" where you will be able to choose a background for your display.
      Step 2 – Left click on any pattern or color tile to change the background of your site.

The bottom window will change to show a sample of the pattern or tile you selected. When you find one that you like click on the "**Save Options**" button.

NOTE: Changes made to backgrounds appear instantly on your website. Be sure to check your website when you make changes to be certain you have the background you intended and that the text colors are readable.

Also, to assign a solid color for a background, you must first clear any background images you may have assigned on the Background Options page and then choose a solid background color on the color options page.

Color Options

Display Text, Link and Border Colors

You have the ability to change the Text, Link and Border colors for each display independently. If you have not assigned a background you also will have the ability to choose a solid color background.

Note: The font color, font style and background for your "**main web site**" are controlled separately by using the "**Web Site Options**" menu.

      Step 1 – Click on the "Color Options" button on the "**Display Menu**".

      This will bring up the "**Color Options**" table where you can select the colors for "**Text**", "**Links**" and "**Border**" of your "**Display**" (and in some cases the background)

Step 2 - The color selection table initially opens already set to choose the color for text. ("Choosing Text Option") Click on the color square representing the color you would like to use as the text color.

The sample window below the color selection table will update to show the color you chose on the line that reads, "A sample of the text color".

Step 3 – Clock on the link button to select the link color. Click on the color square representing the color you would like to use for the link color.

The sample window below the color selection table will update to show the color you chose on the line that reads, "A sample of the Link color".

Step 4 – Click on the **"Border"** button to select the border color. Click on the color square representing the color you would like to use for the border color.

The sample window below the color selection table will update to show the color you chose on the line that reads, "A sample of the Border color".

You can try different colors simply by clicking on different color squares.

Note: Advanced users who know HTML color codes can use the custom color input box to use colors not shown in the color selection table. Simply enter the color code then click the "Submit" button to see and example window. Each of the three parameters must be set separately.

Once you are satisfied with the colors you have selected click on the **"Save Options"** button.

Upload New Photos

To use this system effectively, you must be using a browser that supports file upload. You have three options for getting photos into an EzPics display *(in most cases only the Upload Option is available, if you want to use the Include or Capture options contact your webmaster):*

1. **Upload –** The option to use if you are going to be uploading photos from your PC.
2. **Include –** Use this option if you are going to assemble a collection of photos from the Internet by linking to originals.
3. **Capture -** Use this option if you are going to assemble a collection of photos from the Internet by making copies of originals.

Copyrights can be added to your images.
Simply fill in your copyright text and choose the text color. Your text will be added to each image as it is uploaded. To upload an image without adding text, simply uncheck the **"Copyright Photo"** box.

Note: Any text you input will be added and we have found that by adding your Web Site address to your images generates a good deal of traffic.

The Upload Process is designed to allow you to search "Your PC". When you click on the **"Browse"** button, a window pops up which shows you the file structure on your PC. *Be sure to select Files of Type: All Files (*.*)*

Double click on the image file to be uploaded and you will see the path appear in the box next to the **"Browse"** button.

Repeat this process for each photo to be loaded.

Click on the **"Upload New Photos"** button to start the uploading process.

Items to remember when uploading pictures.

➢ The system will not try to upload a file larger than 1 Meg.

➢   The **Optimize** option will solve a lot of problems inherent with digitizing photos, so unless you have a good reason to override it, we recommend you leave it checked.

➢ When uploading images for a "Photo Page" you have the option of optimizing "Normal" or "large". Choosing "Normal" will optimize to a size that is 3oo pixels wide MAX. Your image will be offset in the display and you text will wrap around the image. Choosing "Large" will optimize to 450 pixels wide and the image will be centered with the text below.

➢ The speed of your upload is dependant on file size and the quality of your connection. (A lot of processing takes during uploads **PLEASE BE PATIANT**)

➢ When changing a picture you have the option of saving or deleting the captions of the old picture. This feature comes in handy if you are just uploading a new picture but do not want to change the caption.

➢ To delete a photo from your display merely check the delete photo box for that image.

➢ If you encounter a General Protection Fault in mscvrt.dll when you are trying to upload images with Netscape, you need to exit Communicator and delete all the ".tmp" (or Temp) directories. After that has been done, you should be able to upload without any problems. A Windows Limitation causes this problem with .tmp files.

Caption Your Photos

Additional information can be included in your photo album in a variety of way. The EzPics system is designed to allow for the use of HTML in all Titles, Captions and Text.

Common HTML Tags

Opening Tag
Function
Closing Tag

<I>
Italicize the enclosed text
</I>

<B>
Bold the enclosed text
</B>

<center>
Center the enclosed text
</center>

**
**
Break to a new line
(No closing tag required)

<P>
Begin new paragraph
</P>

Thumb: (Above and Below)
Every thumbnail image presented as part of your Photo Album, can have a short caption above and below it. There is no limit to the length of these captions. We recommend you keep thumbnail captions short for appearance purposes.

Main Caption:
The main caption appears below the full sizes image. There is no limit on length, but if you have a lot to say use the "Write Text" option.

Image Viewable?
This is a simple way to temporarily deactivate an image slot in your display. Images uploaded via the "Public Uploads" option will be defaulted to NO if the public uploads are moderated.

Related Photos:
When this option is used a "Related Photos" button will appear in the control panel. A viewer that clicks this button will be transferred to the location designated in this field. This option is commonly used to transfer the viewer to a secondary "Photo Album" with additional pictures similar to the one they are viewing.

Link Image to:
Each full size image viewed in your album can be linked to any URL. When this feature is used in image will have a "**Click Image for Related Information**" notice below it. One of the most common ways to use this feature is to link to a "mailto" box.
Example: mailto:webmaster@vets-r-us.com

When you are finished entering your data be sure to click on the "Save Captions" button to save the information you have entered.

Write Text

Each image in a display can have an unlimited amount of text associated with it. Choose the image you wish to write about by clicking the appropriate thumbnail. When you input your text you have two options.

System – Formatted:
Let the viewer's browser format the text you input in a manner that best fits the viewers PC. (We Recommend this Option)

Pre – Formatted:
When you choose this option the viewer's browser will honor any carriage returns you entered as line breaks. (This option is only useful in some specialized cases.)

<center>

Warning:

</center>

You must click the "Save Text" button when you complete one story before going onto the next. A common mistake is to complete one story and click the next Thumbnail to begin the next without saving the first.

The EzPics system is designed to allow for the use of HTML in all Titles, Captions and Text.

<center>

Common HTML Tags

Opening Tag
Function
Closing Tag

<I>
Italicize the enclosed text
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<B>
Bold the enclosed text
</B>

<center>
Center the enclosed text
</center>

</center>

**
**
Break to a new line
(No closing tag required)

<P>
Begin new paragraph
</P>

Pricing Information

When you use this option, a "Purchase" button will appear in the control panel for each image. When your viewer clicks on this button, they will be given the option of including the item in a shopping cart. At any time during their session on your site, they will have the option of printing out an order form or e-mailing the order to you. If you decide to attach your merchant account to your web site, your clients can pay for their order online. Only those items for which you have filled in the price will have a "Purchase" button associated with them.

Options
The **Options** page gives you the ability to specify, and gives the buyer a choice of, sizes, styles, quantities, etc. for your product. Each of these choices may be priced differently. You can set different prices with each size and choose the default size that is initially presented to the buyer. If all sizes are the same price, leave the price fields blank and the system will use the Unit Price input with the description and the item code.

Colors
The **Colors** option page gives you the ability to specify, and gives the buyer a choice of, colors for your product.

Other Options
The Other Options page gives your client the ability to specify options that were not covered under "Colors" or "Options'. An example of this maybe someone selling paint: "Options" could be used for Quart, Gallon ect and "Other Options" for Textured or Smooth.

Shipping Options
You have the ability to set shipping charges individually or set a percentage to be added to all merchandise together. Here is how it works.

➢ Shipping charges input on the "**Size Options**" page will override the shipping charge input on the **"Pricing Options Data"** page.

➢ Likewise if the shipping charge is left blank on both the **"Size Options"** page and the Pricing Options the percentage input on the **"Merchant Data"** page will be applied to the total price.

Privacy Option

Making a Photo Display Private

Step 1 – Start by clicking on the "Privacy Options" button shown in Fig. 1 of the Display Menu.

Step 2 - You can limit access to your display by requiring viewers to input a password.

Step 3 – Check "**Yes"** for Password Required.

Step 4 – Input your choice for a Password. Be sure to write it down. We cannot recover any lost Passwords.

Viewers will be required to input the Password before being given access to your display. Only the viewers that you have given the Password to will be able to view a display that has been password protected.

Don't forget to click the "Save Options" button when you finished entering your information.

Preview A Display

By clicking the "Preview" button you can see your display, as it will appear to other viewers. The preview option lets you easily keep track of the changes you make to your displays.

Delete

Deleting a Display:

Deleting a display is final there are no recycle bins. Once you click the **"Delete"** button your **"Photo Display"** is gone. Any photos you uploaded through EzPics are deleted and all traces that your display once existed are wiped out.

Think Before you click!