

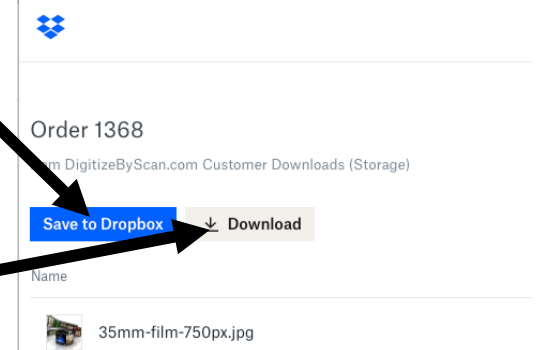


How to Download your Scanned Media Order

Once your order is complete, you will **receive an email with a direct download link**. To download your media, just click on the link and your internet browser will be opened. You will be able to both view your scanned media, as well as download your entire order.

Choose from two different options to Download your order:

- 1) Click on "**Save to Dropbox**," sign in to your dropbox account, and transfer your order directly to your own account.
- 2) Click on "**Download**" to start your order downloading to your computer or laptop.



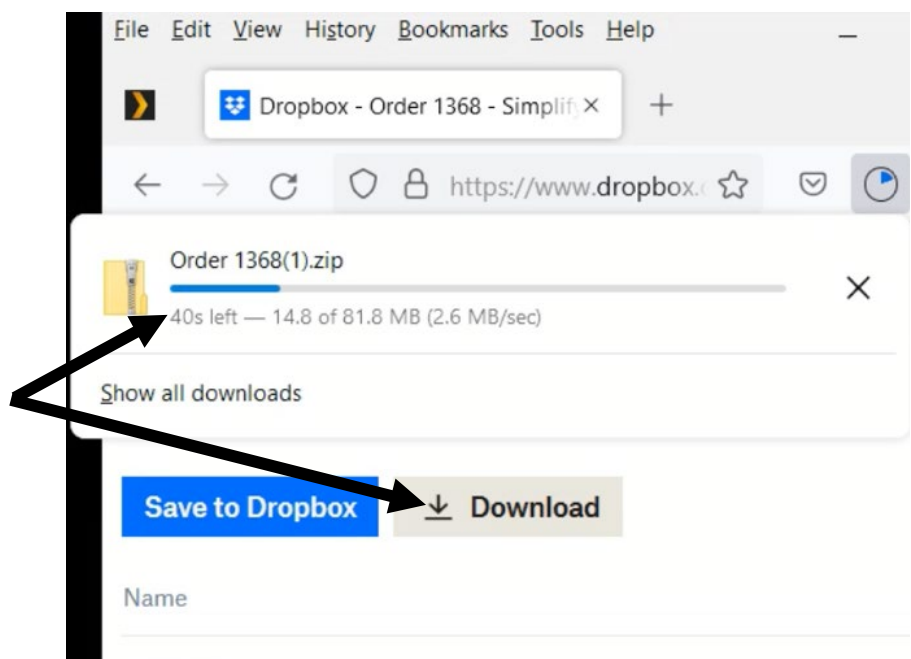
Download your order directly to your Computer or Laptop:

Click on the "**Download**" button, and the download of your full order will begin.

Depending on the size of your order, **it might take some time for the download to complete**.

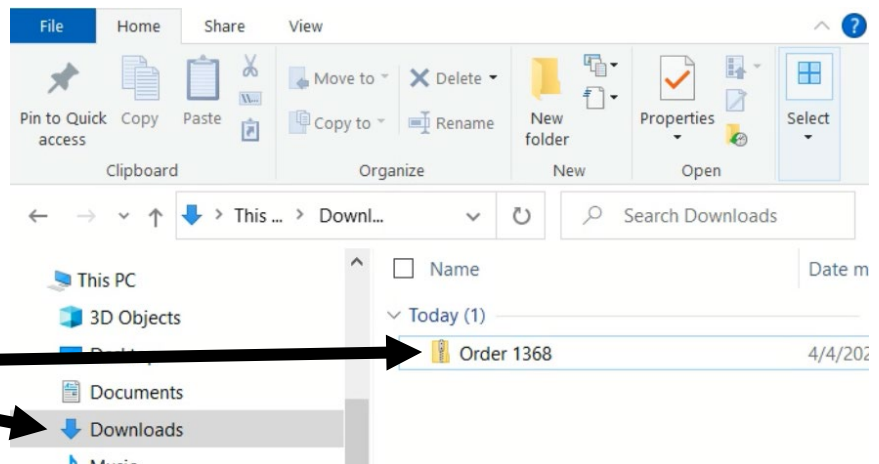
During the download, you will see how big the download will be, and how long it will take to complete.

The download will be named using your order number: "**Order [order number].zip**" and the download will be placed in the default downloads directory on your computer.

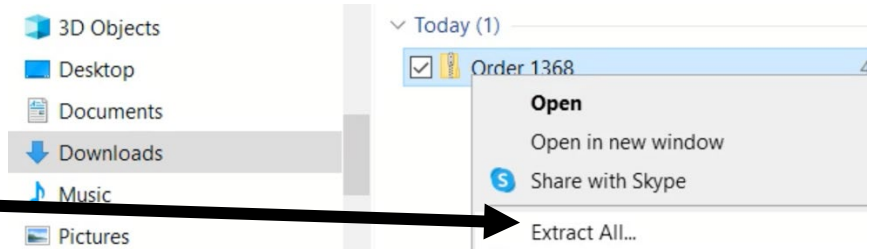


Once the download is complete, go to your Downloads folder to view your order.

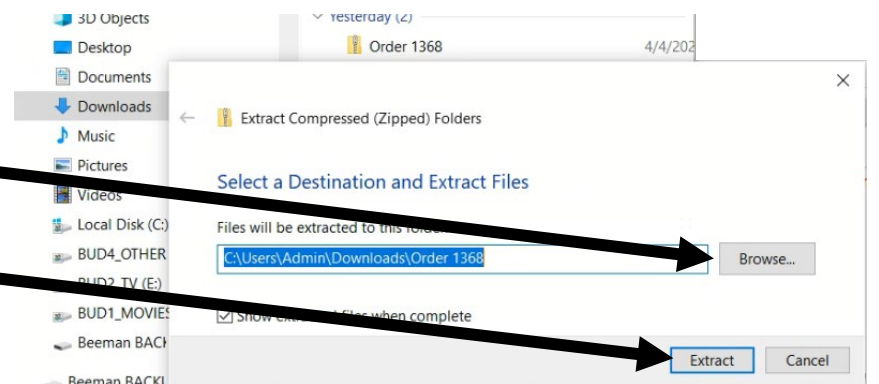
- The default downloads folder in Windows is in your Users directory



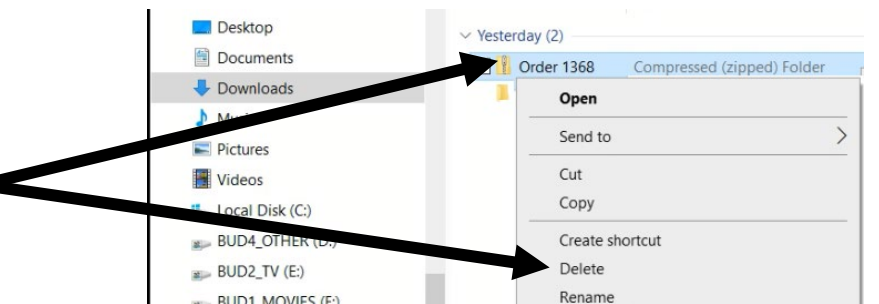
First you will need to decompress or un-zip your order. To do this, simply right-click on the file, and choose "Extract All."



Next, choose where you would like your order to be placed on your computer or external hard drive. Choose the "Browse..." button to do this, and once you have selected a location to place your order, choose the "Extract" button and your order will be unzipped and placed in the chosen location.



Now you can **delete the original ZIP file** as it is no longer needed and will just take up space on your computer hard drive. Navigate back to the download folder, right-click on the original downloaded file, and choose delete.



Now **your order is fully download** to your computer or external hard drive. You can view all of your scanned media files within the folder at any time. Many people will **rename the files to be more specific, for instance adding peoples names to the photos, or adding specific information** so that the files can be easily searched when looking for a specific moment in time, or finding photos of a specific person.