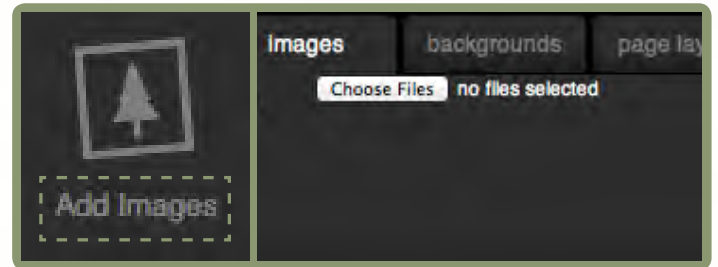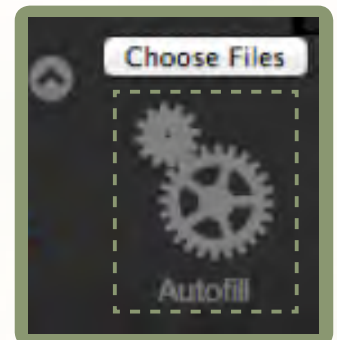# SANCTUARY
RETREATS

STEP-BY-STEP TUTORIAL

1. Select a product from the product page.

2. Add your photos by clicking on the "add images" button at the bottom of the screen and then click 'choose files' to select your photos.
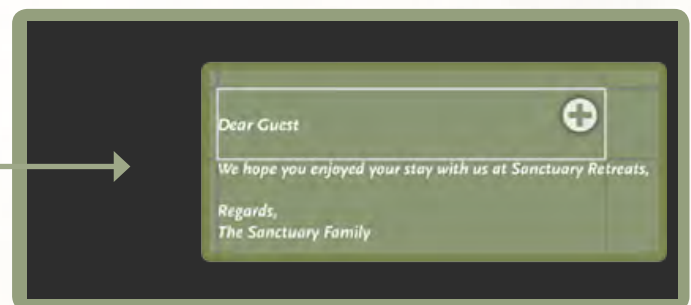

> * If you do not have enough images to complete your album, please feel free to use the supplied Rovos Rail images that can be located in the images tab.

3. Add your photos by dragging them from the bottom of the screen onto the picture boxes provided. You may also make use of the autofill feature in order to automatically populate your photo book.
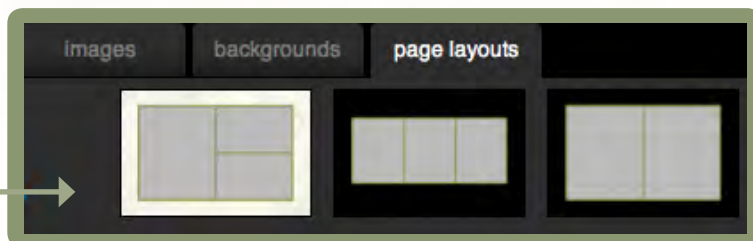

> * If you wish to change a picture which you have already placed, simply drag and drop another image on top of the picture box.

4. On the cover page you will need to click the text box in order to select it and then click the plus sign in order to edit the text box. Here you should input a name, date or both a name and date for your product and click save. Note that it is not essential to add a title to your book and should you not edit the text box, the text will not be printed.
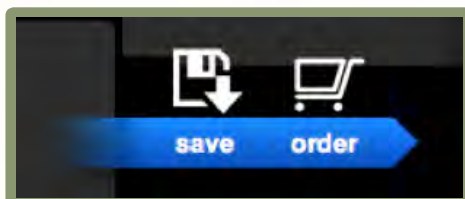

LUXURY, NATURALLY

* You may change the styles of your pages in order to use more or less images by dragging and dropping a layout from the layout tab onto the designated side of a spread.
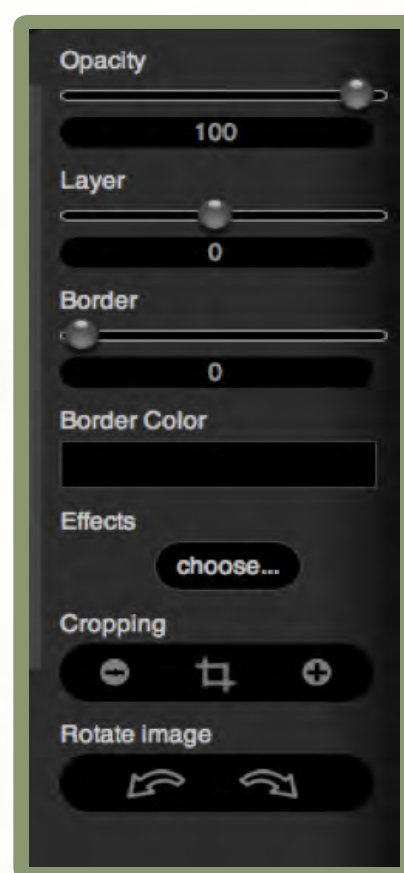
5. You are able to crop or change the orientation of the picture by using the tools on the right hand side of your screen to edit the selected picture.

6. Once you are happy with the layout of your product you may then click the 'Order' button on the bottom right hand side of the screen. You may also make use of the 'Save' button should you wish to complete your order at a later stage.

7. If you are a first time customer you will be prompted to make an account using your email address and a password. Thereafter the normal ordering process would apply, whereby you would need to enter delivery details and pay for your order via the payment gateway or EFT transfer (bank details provided at the bottom of the page).

If you are a first time customer you will be prompted to make an account using your email address and a password. Thereafter the normal ordering process would apply, whereby you would need to enter delivery details and pay for your order via the payment gateway using either your credit/debit card or a Secure Instant Deposit (alike to an EFT payment).

LUXURY, NATURALLY