



# Andy Davison Photography

Weddings • Portraits • Lifestyle • Events • Commercial

## How to Select and Submit Album Images

1. Visit the Andy Davison Photography Client Area – this area can be found using the ‘*Clients*’ menu option at [www.andydavisonphotography.co.uk](http://www.andydavisonphotography.co.uk)
2. Locate and then *enter your personal gallery* (your password will be notified or, in the case of most weddings, will be the Bride’s Maiden Name in UPPER CASE).
3. *View the images individually.*
4. As you move through the photographs, any images that you wish to be in your album, hover your mouse over the image and look for the small ‘menu’ icon to appear to the top left corner of the image. Within this drop-down menu *select ‘Add To Favourites’.*
5. As you add images, if asked, select the pop-up option to ‘*Continue adding photos to the current set*’ - this will create one list of favourite images to go in your album. You can select ‘Do not show this again’ if you do not wish to be asked this question each time you select a photograph as a favourite.
6. Once you have completed your selection, go to the top left corner of the window hover over ‘**My Selection**’ and press ‘*Edit My Selection*’ when it appears. Your selected images should now be displayed as thumbnails against a black background.
7. Next, select ‘*SEND TO...*’ again towards the top left corner of your screen.
8. A pop-up window will appear and the default tab of ‘*Send to Photographer*’ should be highlighted. Please *add your personal details* to the fields (a favourites set title, Your Name, Your Email Address and any message - please let me know in the message that this is your final selection of images for your album).
9. Once you’ve completed your details, please just *press ‘SHARE’* and you’re done.
10. Once selected and shared I will use the chosen images to design your album. A proof of your album will be sent to you for approval once completed.

**Thank You!**