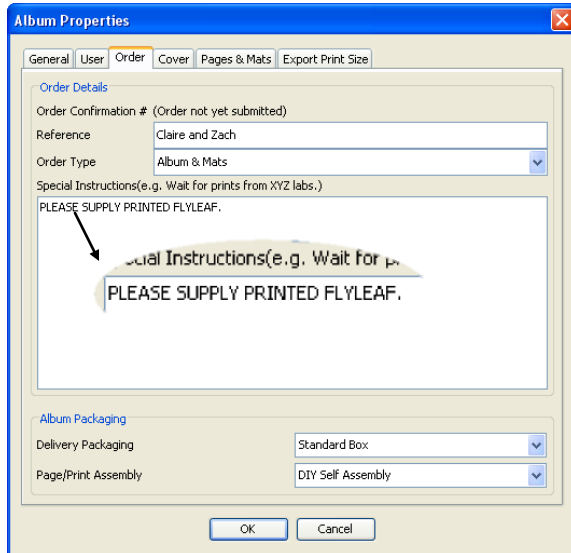


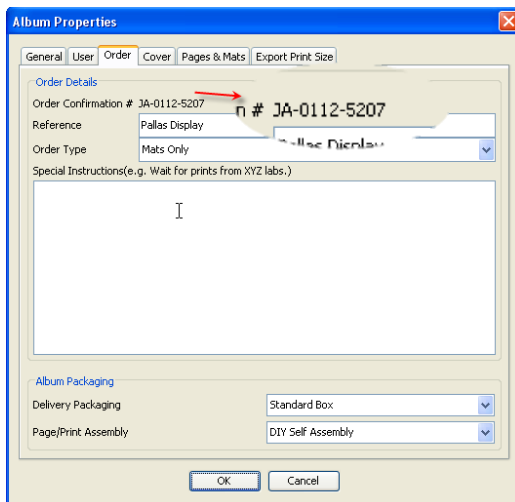
INSTRUCTIONS FOR ORDERING A PRINTED FLY LEAF FROM JORGENSEN ALBUMS

Last updated 19th August 2008

1. In JAD (Jorgensen Album Designer) note in “SPECIAL INSTRUCTIONS” that you require a Printed Fly Leaf.

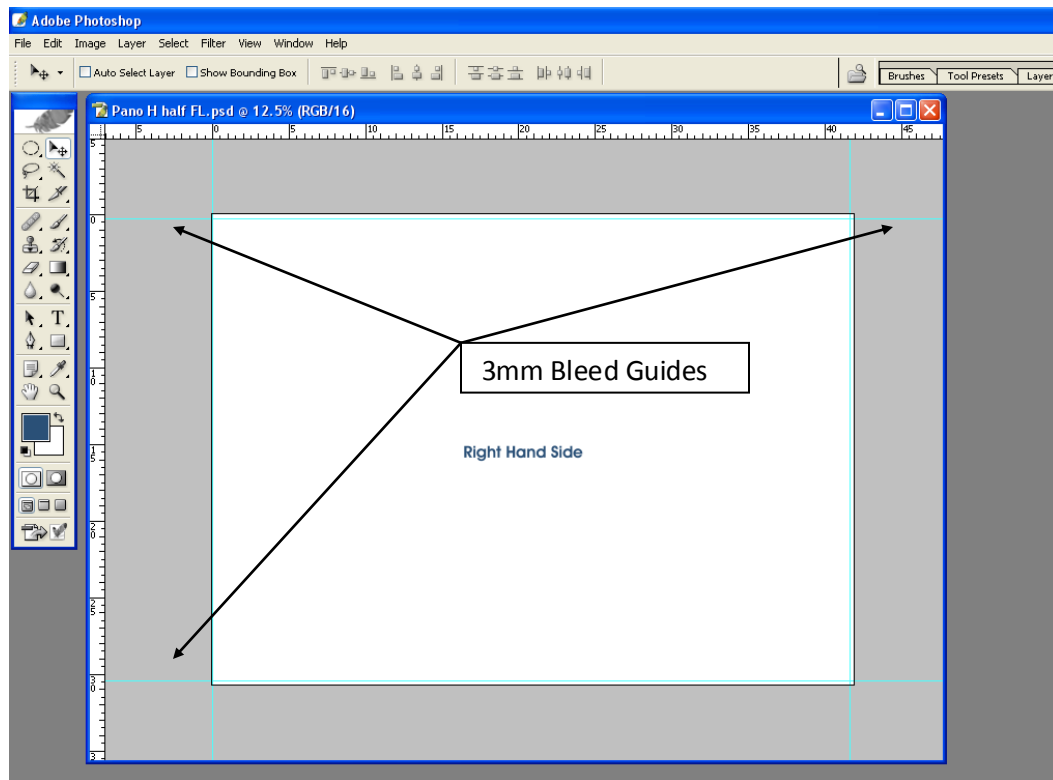


2. Make a note of the JAD order confirmation number once you have sent your order

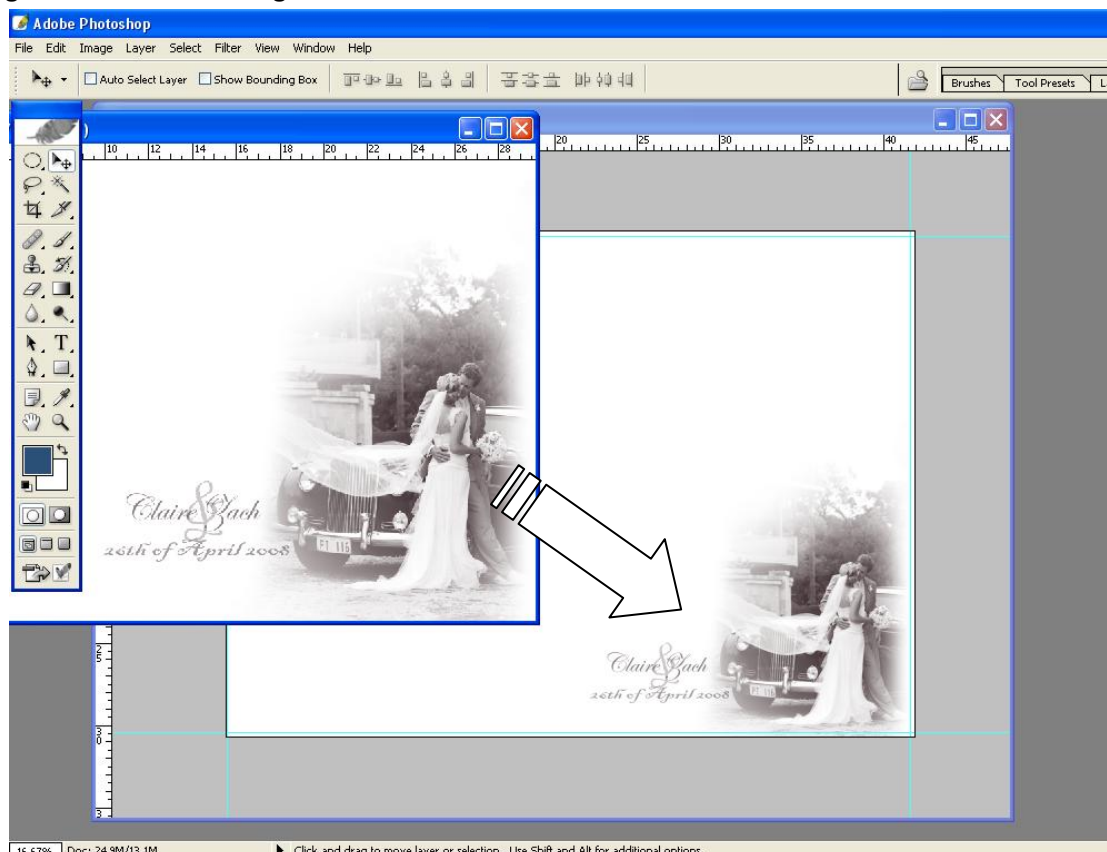


3. Download the Photoshop templates from www.jorgensenalbums.com. You will need to unzip these.
4. Select the correct template to match your size album

5. Open the template in Photoshop.



6. Open the image you want to use. **Make sure it is 254dpi.**
7. Drag your image into the template. Take note of the 3mm bleed and make sure your image goes to the outside edge.



8. Save your image using your studio name and the last 4 digits of the JAD order in the file name: e.g. "XYZ Studio JAD 5267.jpg"
9. Open the JAD FTP site:



10. Upload your image to our FTP site.

The screenshot shows the JA Designer FTP upload page. The header is orange with the text 'JA DESIGNER by JORGENSEN ALBUMS'. The page title is 'ja designer >'. Below the header is a navigation menu with 'Home' and 'JA Website'. The main content area is titled 'Welcome to the Jorgensen printing upload system'. It contains the following instructions and form fields:

- 1 from JAD "Order" your album, note your order confirmation number & export your images at 254dpi
- 2 Input the following information

The form fields are:

- Your Name:
- Your Email Address:
- JAD confirmation No.:
- Colour profile: Adobe1998 SRGB other

Below the form fields, there is a 'Continue' button. The page also contains a navigation menu on the left with 'JAD' and 'JAD help' sections.

11. Finish