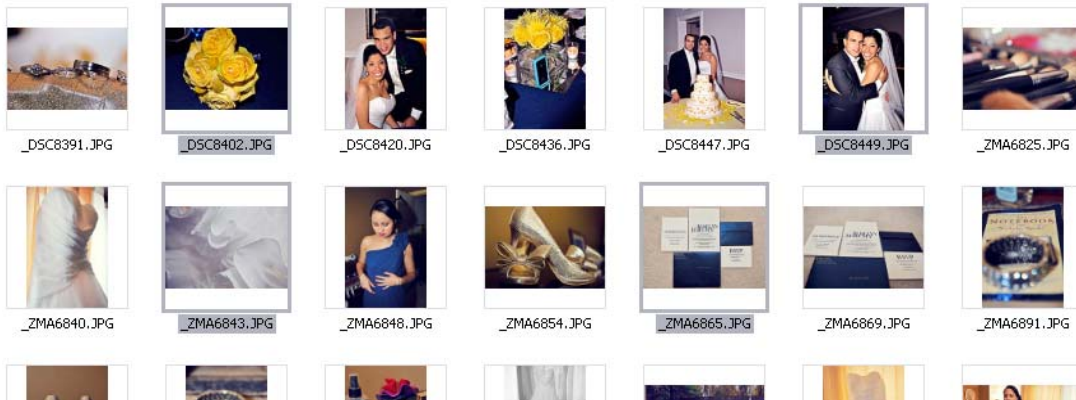
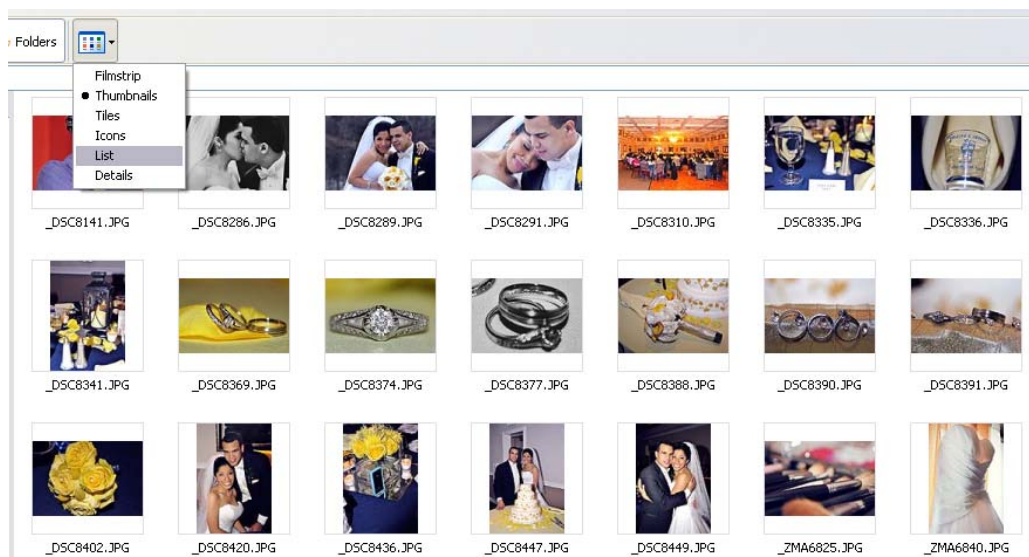


## How to send me your list- EASY WAY

1. Open the folder where you have all the proofs I gave you (if you haven't copied them, open them up from the CD drive).
2. Make a folder called "retouch" on your drive.
3. Once you have the photos open, put them in Thumbnail view.
4. Click the photo you want to have edited. Right-click on it, and click copy. Then right-click inside the "retouch" folder you created, and click paste.
5. If you want to copy several items at a time, click on a photo and hold the control key on your keyboard while you select other photos. This is an example of how it will look.



6. Copy and paste all the photos you want edited. The amount will depend on the package selected.
7. Your "retouch" folder should now have a copy of all the photos you want retouched. Put the photos in list view

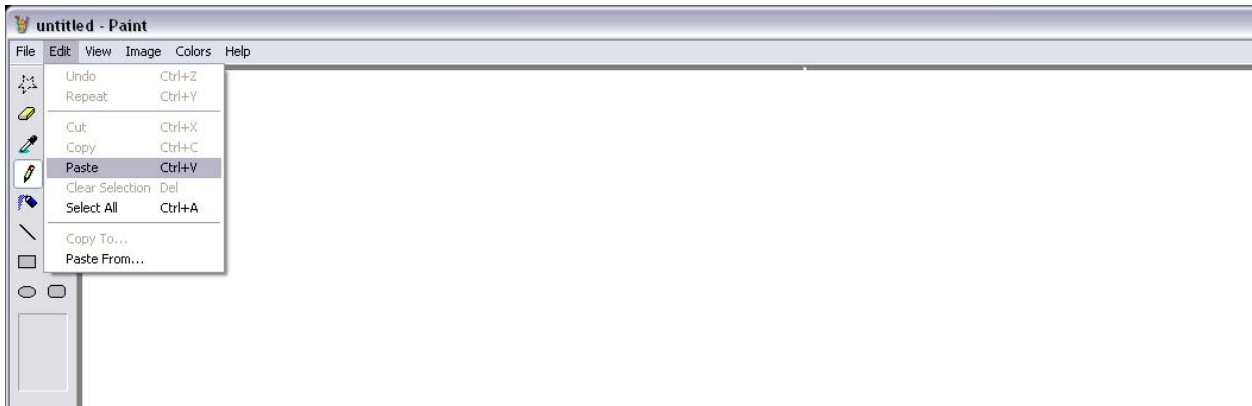


8. The photos are now in list view. Press the print screen (Prt Scr) button on your keyboard, while the list is still on the screen.

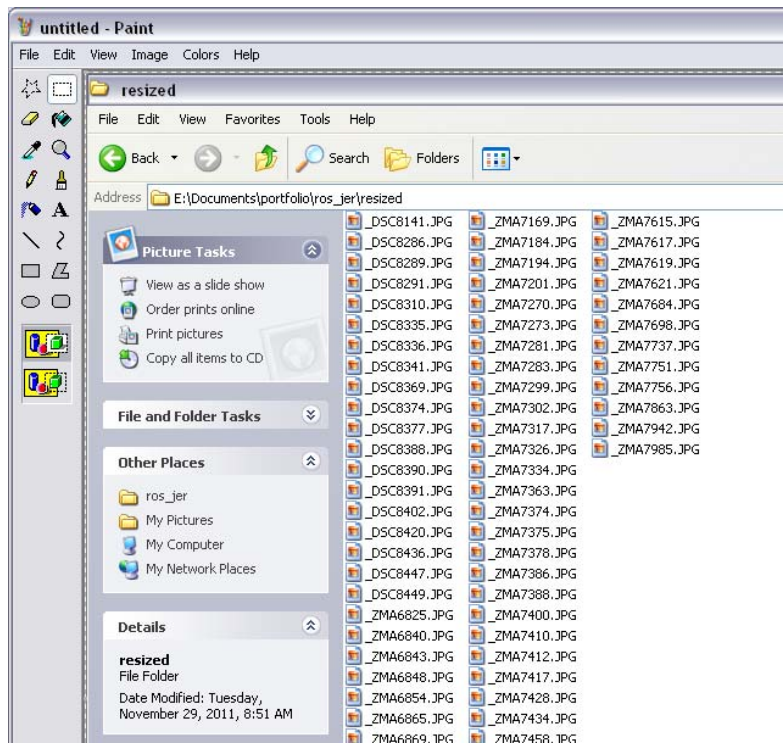


- 9.

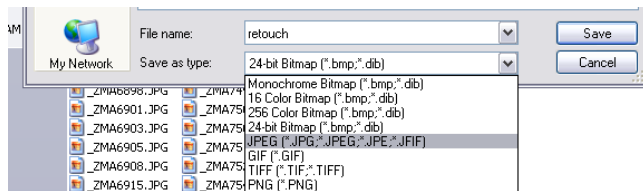
10. What you have done now is take a picture of your screen. Then open the program paint. While on a new document, go to Edit > Paste.



11. This should appear on your screen



12. Now go to File > Save as> Name it “retouch,” and select JPEG from the file type dropdown.



When you email me your photos, attach the image you just saved, and tada!  
You save a lot of time! You don't have to write down each one 😊