Sharing

Sharing has never been so simple! Once you are logged into your account, click Home or View and Order Photos. Check the box below the albums you would like to share, and click Share Album, which is located above the album previews.

Once you've selected your album, enter the required information, album title, e-mail addresses, subject and message.

**Note:** Use a semi-colon (;) to separate multiple e-mail addresses. After you've filled in the required information, click Share Album and an e-mail will be instantly sent to all e-mail addresses provided.
Creating Albums

Anytime you are viewing the My Albums page, you can create a personalized album.

1. Click Create New Album.

2. Enter a name for the album in the new album pop-up window and click OK.

3. The newly created album will appear in the My Albums sidebar.
Renaming Albums

1. On the My Albums page, check the box beneath the albums you wish to rename.

2. Click on Rename to open up a pop-up window where you can enter a new name for each album you have selected.
Deleting Albums

Once you are logged into your account, check the box next to the album that you want to delete, and click Remove. A pop-up window will appear with "Are you sure you want to delete the selected albums?" Click OK to proceed.

How to Upload to an Album

While logged into your account, you can click Upload Photos, which is located below the Sam's Club logo, to begin transferring photos to your online albums. You have two options for uploading your photos:

- Upload via easy uploader
- Upload via basic uploader

If you do not have Java installed on your computer, you will have the option of using our Basic Uploader.
Easy Uploader

1. Before starting the Easy Uploader, check the box beside Sam's Club Online Digital Photo Center terms and conditions.

2. To begin, select an album from the drop-down menu on the uploader page. Next, click Get Photos or drag and drop your images into the uploader window from the location where they are stored on your computer. Once you have dropped all of the images you want to upload into the uploader window, click Upload.

3. If you clicked Get Photos, our uploader will appear on your screen. Click on the box beneath the image or on the image itself to select it for upload.

   If you change your mind about an image, you can click the image or the box to remove the checkmark.

   If your image is in another folder, then use the sidebar menu, the drop-down File menu or the Up Arrow button located beside the drop-down menu to navigate to its location.

   You can move between folders, and the uploader will retain your selections from each folder you visit. To select all the images in a folder, click Select All.
Click Upload when you are ready to proceed.

**Note:** The Easy Uploader offers a fast and slow speed for your upload. The fast speed will transfer your images up to 5 times faster by compressing them prior to uploading them. We recommend this option for images 8" x 10" or smaller. Choose the slow speed for images being used on large gifts or posters. The integrity of your images will be retained after uploading.

4. Your images will appear in the Easy Uploader window, and the status of each image's upload will be shown as a blue bar beneath the individual image. The status for your total upload will be shown as a blue bar at the bottom of the Easy Uploader window.

**Note:** If you have not already done so, you will be prompted to agree to the Sam's Club Online Digital Photo Center terms and conditions. Please check the box; then click Upload to proceed.
5. Once your upload is complete, your images will be displayed on the Prints Thumbnails page. If you would like to upload more images, click Upload Photos and refer to Step 2.

6. Your pictures are now stored in the album you selected. To share this album, simply click on Albums if you are not already on the My Albums page, and click Share Album.

For more information, see:

- sharing
- move/copy/delete photos
- creating albums
Basic Uploader

1. To begin, select an album from the drop-down menu on the uploader page. Click on Basic Uploader if it is not already displayed.

2. Click on Browse as pictured below to open the Choose File window where you can locate and select an image.

3. If your image is in a different folder, use the drop-down menu or the sidebar menu to navigate to its location on your computer. When you have located your image, click or double-click on its file name or preview pane, and select Open.
4. The file name and directory of your selected image will appear in the appropriate field of the Basic Uploader. Enter a title, if desired.

5. Repeat Steps 2-4 to select additional images.
6. Click Upload to transfer the selected images when you are ready to proceed.

**Uploading Images**

7. Once your upload is complete, your images are now stored in the album you selected. If you would like to add more photos, click Upload Photos.

8. You can share this album by clicking on Albums if you are not already viewing the My Albums page, and clicking Share Album.

For more information, see:

- sharing
Move/Copy/Delete Photos

To move images from one album to another, follow the steps below.

1. From the My Albums page, click on the album from which you want to move, copy or delete images.

   Please select an album to Move to:

   - Copy of vacation
   - 02/19/2008
   - 02/18/2008

2. Check the boxes next to the images you would like to move, copy or delete, and click the move, copy or remove icons located just above your photos to the right.

   You will now be asked to confirm your deletion by clicking OK or prompted to select an album to move or copy the image to.

   Select the album from the list shown, and click OK to complete your move or copy.

Photo Storage

All existing and newly uploaded photos in your Sam's Club Online Digital Photo Center account will be stored in your account free of charge until you delete them yourself or you cease to be an Active User. An Active User is defined as anyone who accesses their account at least once every 180 days and makes a purchase from their account at least once every 365 days. E-mail notifications will be sent to the e-mail address on record 30 days prior to our removing any photos. Please note that Sam's Club reserves the right to modify this policy without notice at any time.