

splashlight

instructions for viewing & obtaining photobooth images

1 *log in to the system*

Go to www.splashlight.com.

In the bottom left hand corner of the site, you will see two form fields with the heading **client login**. Type in your unique username and password (both will be the same) and hit **enter**. This will take you into the system.

Once the system loads. Click the **yellow highlighted text (the name of the event)**.

You will see the album cover. Click the **thumbnail** to load the photos. NOTE: this may take some time to load depending on how many photos were taken at the event. Please be patient.

2 *view the images*

There will be images will load in thumbnail view. Use the **small triangle slider** in the center at the top of your screen to change the size of the thumbnails.

Double Click on the thumbnail to see the image larger.

Use the **dropdown** at the top of the thumbnails to see more pages.

3 *download your images*

To download a single image click the **down arrow** on the individual thumbnail.

To download several images use the **check box** in the top left corner of each thumbnail and then click the **down arrow** at the top and center of the screen.

A dialog box will pop up that will ask you to choose a download type (the **original uploaded file** is larger). Click **submit**.

Another dialog box will pop up and ask you to choose a download location. Choose a folder on your computer and click **choose**.

The image will begin to download. It is done downloading when the text next to the scrolling blue bar says **complete**.

The images will download in a folder with a title like **SL_10.27.10_1**. If you download individual images separately they will appear in a new folder with a title like **SL_10.27.10_2**.