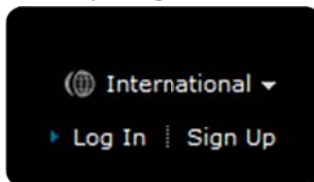
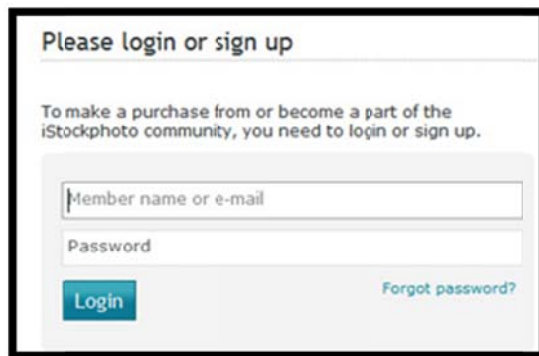


## Using iStock to find photos and adding them to a lightbox.

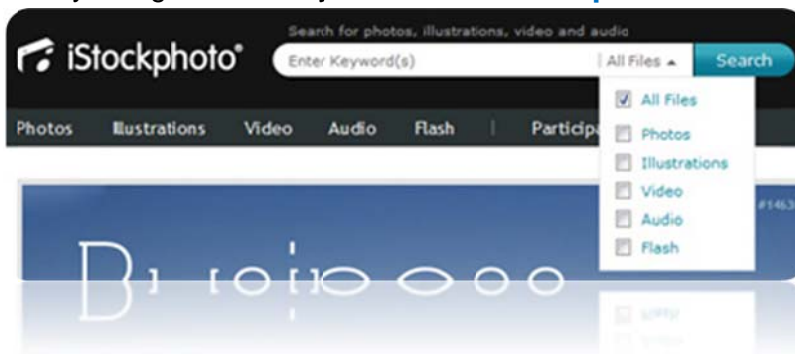
- 1) **Go to the iStock Photo website** using the following URL:  
<http://www.istockphoto.com/>
- 2) When you get to the website look towards the **TOP RIGHT** and find the **LOG IN**



- 3) **Login to our Big Splash Client account** using the following information:
  - 1) Member name is: **bigsplashclient**
  - 2) Password is: **password**

A white rectangular form with a black border. At the top, it says 'Please login or sign up'. Below that, a short paragraph explains that users need to login or sign up to purchase or become part of the community. There are two input fields: 'Member name or e-mail' and 'Password'. Below the 'Member name or e-mail' field is a blue 'Login' button. To the right of the 'Password' field is a link that says 'Forgot password?'.

- 4) After you login to iStock you can **search for photos** and more.



5) **Lastly – a very simple concept to make sure we get your chosen photos.**

There are 2 ways that you can make sure we get the right photos for your job.

- 1) As shown below in the highlighted yellow area. **The first option is emailing us the photo id # as shown below each photo on iStock.**
- 2) The other option allows you to add each photo to a lightbox. When you add a photo to a lightbox iStock will ask you which lightbox you would like to add the photo to. Please create a new lightbox for all your photos with your company name or job name. This is a simple way to organize all your photos in one place. An example of the lightbox feature is shown towards the bottom of the page.

**\* Note:** You can either send us an email with iStock photo ID #'s **OR** you can add them to a lightbox. If you only have a couple photos; than sending us an email with the iStock photo ID #'s will work just fine. If you have a lot of photos and want to make sure that all the photo choices are kept safe in an iStock lightbox; then you have this option. When you're done; just email Big Splash and let us know you're done searching iStock and that you've created a lightbox with your photos.

