


Read the questions below and click on the question to forward to the answers for each one.

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1. [\*Do you want to log onto the log onto the Headlands 2007 photo collection?\*](#)
  2. [\*Do you have digital photos that you want to add to our Headlands 2007 collection?\*](#)
  3. [\*Do you want to learn more about Shutterfly Photo Collections?\*](#)
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❶ To log onto the Headlands 2007 Photo Collection click on the  link on the Town School for Boys – 5<sup>th</sup> Grade Science- Events page or type the following web address into your browser <http://headlands07.shutterfly.com>. You may also want to copy and past the address rather than type it over. The Headlands 2007 Shutterfly Collection is password protected. The password is in the email invitation to check out the collection. Please review your email for this information. To add pictures, share comments or order pictures, you will need to create a Shutterfly account or sign in to your existing account. No purchase is necessary.

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❷ Read the following information to find out how to add photos to our collection.

A collection is a great way to easily gather pictures from a special event or get together (like a family reunion or wedding) in one place for everyone to enjoy.

Shutterfly has a unique feature that allows you to add your own pictures to a friend or family member's Collection.

This is a great way to gather pictures from a group after an big event like a wedding or family reunion. If you have pictures other people have missed (for instance, pictures of the photographer — since they never get pictures of themselves), add them to the Collection!

To add pictures to an existing album in a Collection, go to the pictures page of that album, click on the 'Add your pictures' link, and follow the instructions for adding pictures. You'll first be asked whether you want to add pictures from your computer or transfer them from an album in your Shutterfly account. Then you'll be asked to select the pictures you want to add. You'll have a final chance to rotate the pictures and edit titles and descriptions before you add them to the Collection. Make sure you do this correctly — once pictures are added to the Collection, they cannot be modified.

You can also add an entire album to a Collection. To do this, sign in from the Collection Home Page. Click on the link to add pictures and you'll be given the choice of creating a new album or posting pictures to an existing album in the Collection. Next follow the steps outlined above.

If you add pictures to a Collection by uploading from your computer, the pictures will also be copied into a new album in your Shutterfly account so you can easily organize them, share them again, and order prints or photo products.

At this time, only Shutterfly members can add pictures to a Collection. To add pictures, you will need to be signed into your account. This protects the Collection from abusive picture posting, and makes it easy for the owner of the album to know who added the pictures.<sup>1</sup>

If you are not signed in to your Shutterfly account, you will be asked to sign in or create a new account for free before you can add pictures.

The owner of the Collection can decide whether or not visitors can add pictures. If this feature is turned off, the links to add pictures will not be visible. The ability to add pictures is only available within Collections. You cannot currently add pictures to a single shared album.

Note that only the owner has the ability to delete added pictures. If you've added pictures in the past that no longer show up, the owner has probably deleted them. In addition, once you've added pictures, you will be unable to delete them (unless you are the owner).<sup>1</sup>

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<sup>1</sup> Instructions courtesy of help desk at Shutterfly.com.

③ You can also learn more about collections by clicking the link below  
<http://www.shutterfly.com/learn/collections.jsp>

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