

DIGITAL AND PHOTO KEEPSAKES



Bookshelf Box



Hardcover Book



Online Memorial

1 SELECT A THEME for your Digital Keepsake. Each theme is paired with a song.

To preview the theme and song, please visit videos.douglassandzook.com, and click on a theme.



Additional bookshelf box themes are available for Gold and Platinum stationery designs. Please visit videos.douglassandzook.com to review.

2 SUBMIT PHOTOS for your Digital Keepsake using one of the following options.

Keepsake includes 75 photos. Additional photos in increments of 5, up to 25 per DVD, are \$5.00 each.

• Digital Photos

Please name your photos in the order you would like them to appear in your DVD. (example: photo1.jpg, photo2.jpg, photo3.jpg)
Email your photos to dzphoto@forestlawn.net. Please put your family name in the subject line.

• Print Photos

Place your photos in the envelope provided. Bring them back to Douglass & Zook and we will scan them for you. Please mark the back of the photos with the order you would like them to appear in your DVD. (example: photo 1, photo 2, photo 3)

3 REVIEW THIS SCHEDULE to ensure that photos submitted for the DVD can be added to the Digital Keepsake before your first scheduled service. Photos cannot be guaranteed to appear in the Digital Keepsake if submitted after the cutoff time shown.

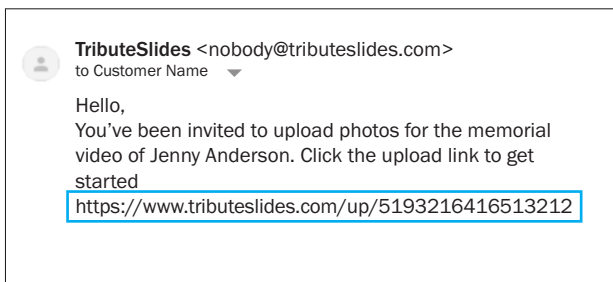
The custom DVD tribute will play at your service. Photos in the softcover book will lay out in the same order as the DVD. The softcover book and the final boxed keepsake will be delivered to you in about 7-10 business days.

DAY OF SERVICE	SUBMIT ALL SELECTIONS AND PHOTOS BEFORE
MONDAY	SATURDAY, 2 PM
TUESDAY	SUNDAY, 2 PM
WEDNESDAY	MONDAY, 2 PM
THURSDAY	TUESDAY, 2 PM
FRIDAY	WEDNESDAY, 2 PM
SATURDAY	THURSDAY, 2 PM
SUNDAY	FRIDAY, 2 PM

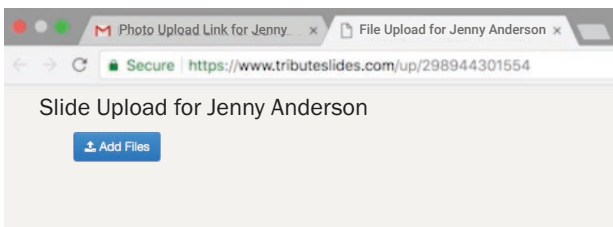
HOW TO USE THE FAMILY UPLOAD FEATURE

Includes 75 photos. Additional photos in increments of 5, up to 25 per DVD, are \$5.00 each.

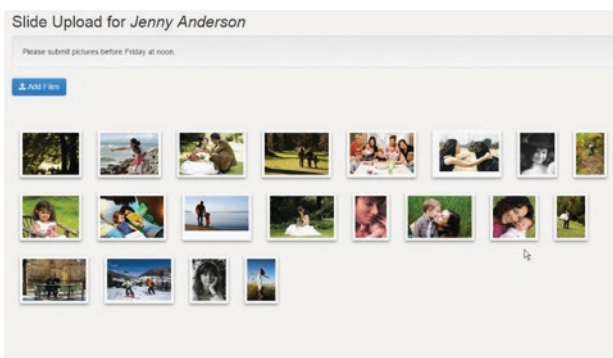
- 1 You will receive an e-mail with the upload link. **CLICK ON THE LINK** in the email.



- 2 **CLICK ON THE “ADD FILES” BUTTON.** Select photo file(s) from your computer or mobile device. Includes 75 photos. Additional photos in increments of 5, up to 25 per DVD, are \$5.00 each.

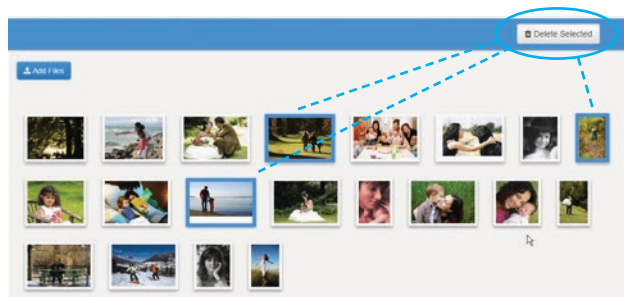


- 3 Once the photos and videos have been uploaded you will see this:

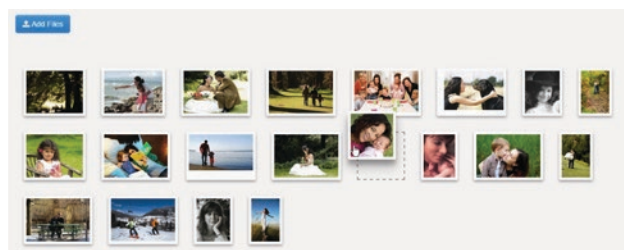


- 4 **TO DELETE PHOTOS:** **CLICK ON A PHOTO** and a message will appear asking if you want to delete the photo. **CLICK “DELETE SELECTED” BUTTON.**

(Note: This can also be done with multiple photos at once – see below*)



- 5 **TO ARRANGE PHOTOS:** It's easy to rearrange the photos. Simply **CLICK AND DRAG** the photo to the preferred order.



*Tips for deleting or arranging multiple photos:

- Click on a photo to select it.
- Hold the **SHIFT** key while clicking on another photo to select all photos in between.
- Hold the **CTRL** or **COMMAND** key to add or remove a single photo from selection.
- Multiple photos can be deleted or moved at once if they are all selected.

- 6 **THAT'S IT:** Your uploads are automatically saved. You can return and add/delete photos per the schedule timeline.