How To Create, Download and Report Orders
Log in to your Wildscreen account

If you do not have an account, you can apply for one by selecting Register

Enter the email used to register

Login
email@gmail.com
Password
*********
Log In
Forgot your password?
Register
If you have problems trying to log in, please contact us
Enter a search term

Search or choose from the dropdown options
<table>
<thead>
<tr>
<th>Image 1</th>
<th>Image 2</th>
<th>Image 3</th>
<th>Image 4</th>
<th>Image 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Image 1" /></td>
<td><img src="image2.png" alt="Image 2" /></td>
<td><img src="image3.png" alt="Image 3" /></td>
<td><img src="image4.png" alt="Image 4" /></td>
<td><img src="image5.png" alt="Image 5" /></td>
</tr>
</tbody>
</table>

Hover over another image for options, use Add to order icon as a shortcut.

The file was added to your order!

Select Continue shopping to add more images to your order.
When finished selecting images, click on Order to take you to the summary page.

Here you can view the current order and make amendments including deselecting images or choosing file sizes.
3 file sizes are available

Original is the highest resolution available for the image, and is recommended for posters, large displays and banners etc.
High definition is a compressed file with high levels of detail still retained, useful for documents, presentations, reports, A4 sized posters etc.

Standard web use is recommended for sharing across social media platforms, blogs and newsletters. It's small file size uses less data and is quick to load.
To remove files from the order, select one or more tick boxes.

Then click Remove selected files.
Select OK to remove selected files, or Cancel to go back.

Your order has been updated.
**Order**

**Name:**
E-mail

You can download the files after you have confirmed your order.

If you need support please call us on +44 (0)117 9291222 during office hours or send an e-mail to exchangeinfo@wildscreen.org.uk.

<table>
<thead>
<tr>
<th>#</th>
<th>Rights</th>
<th>Royalty Free</th>
<th>Royalty Free</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Original resolution 5120 x 3487 pixels 3.0 MB size on disk</td>
<td>0.00 EUR</td>
<td>0.00 EUR</td>
</tr>
<tr>
<td><strong>1</strong></td>
<td>High Definition 2000 x 1280 pixels 1.0 MB size on disk</td>
<td>0.00 EUR</td>
<td>0.00 EUR</td>
</tr>
<tr>
<td><strong>1</strong></td>
<td>Standard web use 1000 x 664 pixels 1.0 MB size on disk</td>
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<tr>
<td><strong>2</strong></td>
<td>Original resolution 5120 x 3487 pixels 3.0 MB size on disk</td>
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<tr>
<td><strong>2</strong></td>
<td>High Definition 2000 x 1280 pixels 2.2 MB size on disk</td>
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<tr>
<td><strong>2</strong></td>
<td>Standard web use 1000 x 664 pixels 1.0 MB size on disk</td>
<td>0.00 EUR</td>
<td>0.00 EUR</td>
</tr>
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</table>

*admin info*

**Items total**

0.00

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Please type a brief description on how or where the images will be used

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Scroll down to proceed
Confirm you agree with the Wildscreen Exchange terms and conditions

Select Save to proceed with the order at a later date
Select Next to continue to the download page.

There are 2 options to download files, individually or as a batch.
Select Download file for an individual image

OR download all files as a single ZIP file, this is quicker for multiple images.
You can then ‘unzip’ them on your computer.
Click on the notification icon to display it

Click on the description to complete the notification alert, in this instance, usage reporting
The Usage page lists the images downloaded through your Wildscreen Exchange account, from current and previous orders.

3 files are awaiting confirmation, they were downloaded, but were they actually used?
You don’t have to confirm file usage immediately, but a ‘Confirm before’ date is applied to each order.

Select ‘confirm use’ if the image was successfully used.

Evidence of usage may be requested on occasion, to confirm fair usage and attribution.
Select 'file not used' if you downloaded the image, but did not use it. This file should be deleted and should NOT be stored.

To confirm your actions have been made to file usage, refresh the page by selecting Usage from the My account dropdown menu.
The file usage has been confirmed.

Select Refresh notifications to view any outstanding actions required on your account.
Wildscreen Exchange

Please email any questions to exchangeinfo@wildscreen.org.uk