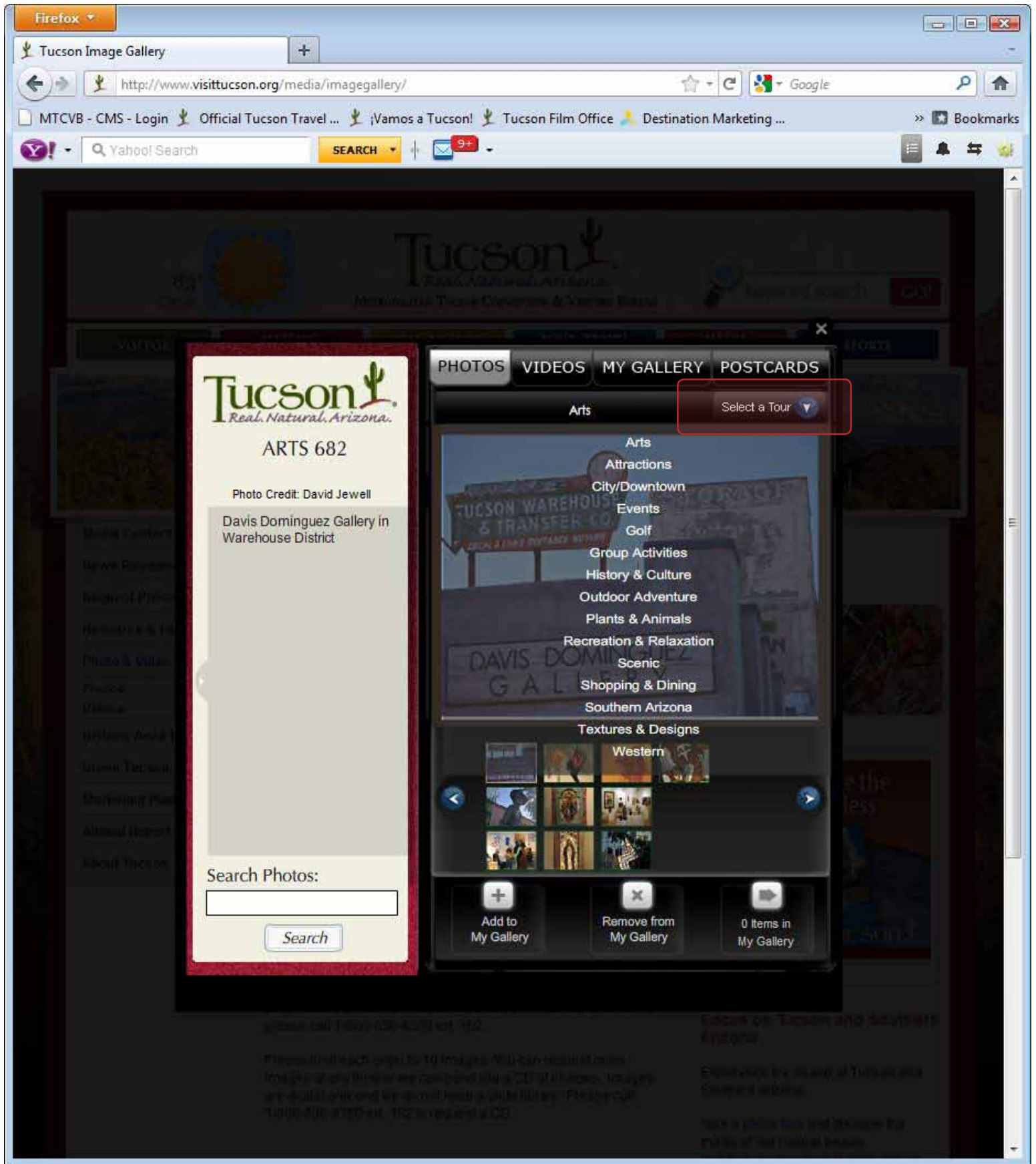


The screenshot shows a Firefox browser window displaying the Tucson Image Gallery website. The browser's address bar shows the URL <http://www.visittucson.org/media/imagegallery/>. The website header includes the Tucson logo with the tagline "Real. Natural. Arizona." and the text "METROPOLITAN TUCSON CONVENTION & VISITORS BUREAU". A search bar is present with the text "keyword search" and a "GO!" button. Below the header is a navigation menu with buttons for "VISITOR", "MEETING PROFESSIONAL", "VISITANTE DE MEXICO", "TOUR/TRAVEL TRADE", "MEDIA PROFESSIONAL", and "SPORTS". A large banner image shows a desert landscape with mountains and cacti. On the left side, there is a sidebar menu with links: "Media Contact Info", "News Releases", "Request Press Kit", "Research & Facts", "Photo & Video Tour", "Photos", "Videos", "Historic Anza Trail", "Green Tucson", "Marketing Plan '10-11", "Annual Report '09-10", and "About Tucson". The main content area is titled "Photo & Video Tour" and features a large image of a butterfly on a flower. Below this image is a section titled "Downloading Instructions" which contains the following text: "If you are a member of the media, a tour operator or a meeting planner you may have access to these MTCVB images for your editorial purposes... Commercial, personal, and/or local use of these images is strictly prohibited." A red box highlights the link "Browse image thumbnails." in the text. Below the instructions, there is a paragraph: "Please limit each order to 10 images. You can request more images at any time or we can send you a CD of images. Images are digital only and we do not keep a slide library. Please call 1-800-638-8350 ext. 162 to request a CD." On the right side, there is a promotional box with the text "Experience the best for less" and an image of a Tucson CD. Below this box is the text "Focus on Tucson and Southern Arizona" and "Experience the beauty of Tucson and Southern Arizona." At the bottom of the page, there is a link: "Take a photo tour and discover the magic of our natural beauty, architecture, historic landscapes..."

## www.VisitTucson.org - PHOTO REQUEST TUTORIAL

**STEP  
01**

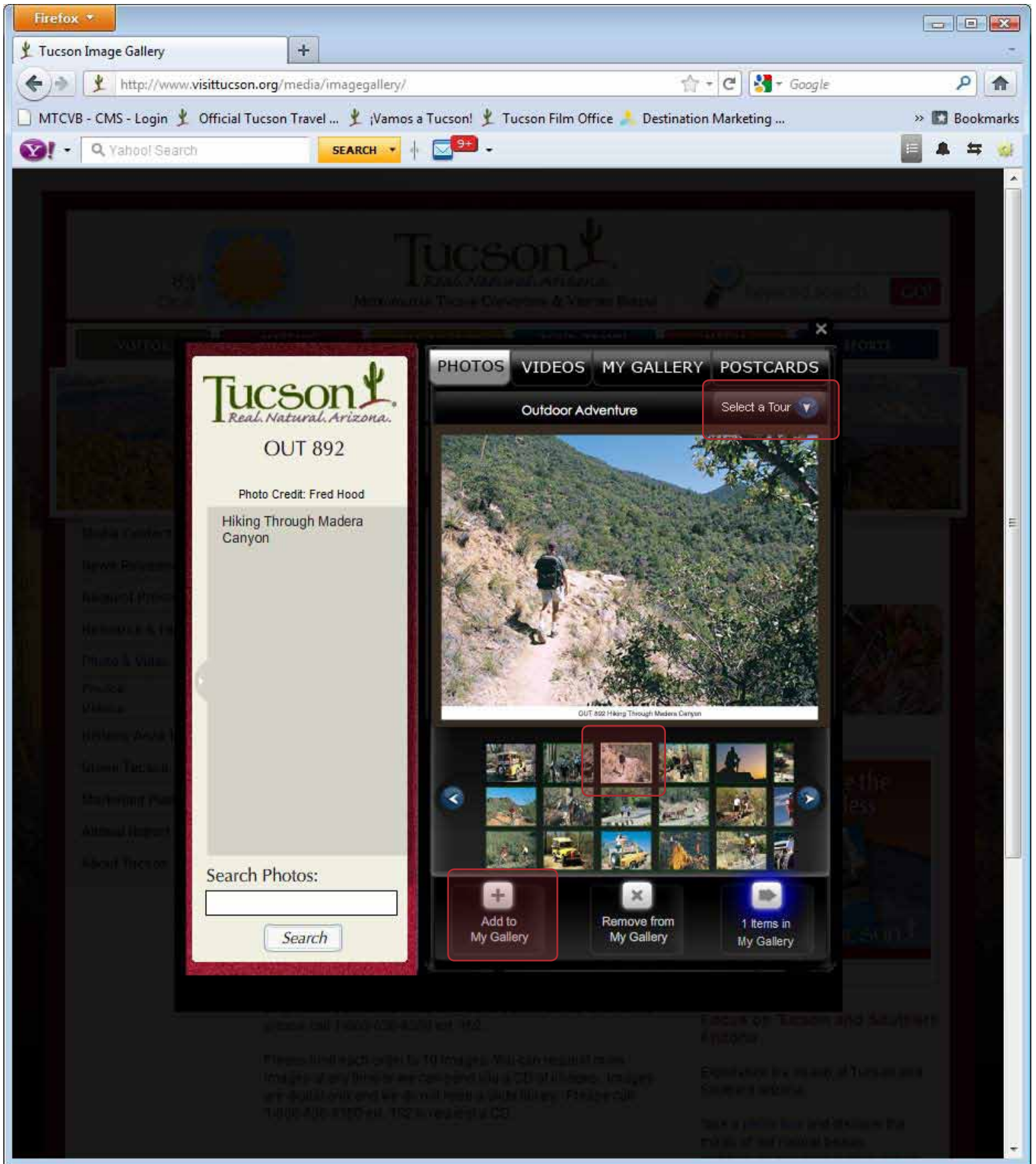
Point your browser to: [www.visittucson.org/media/imagegallery/](http://www.visittucson.org/media/imagegallery/) and click on the **Browse Image Thumbnails** link.



## www.VisitTucson.org - PHOTO REQUEST TUTORIAL

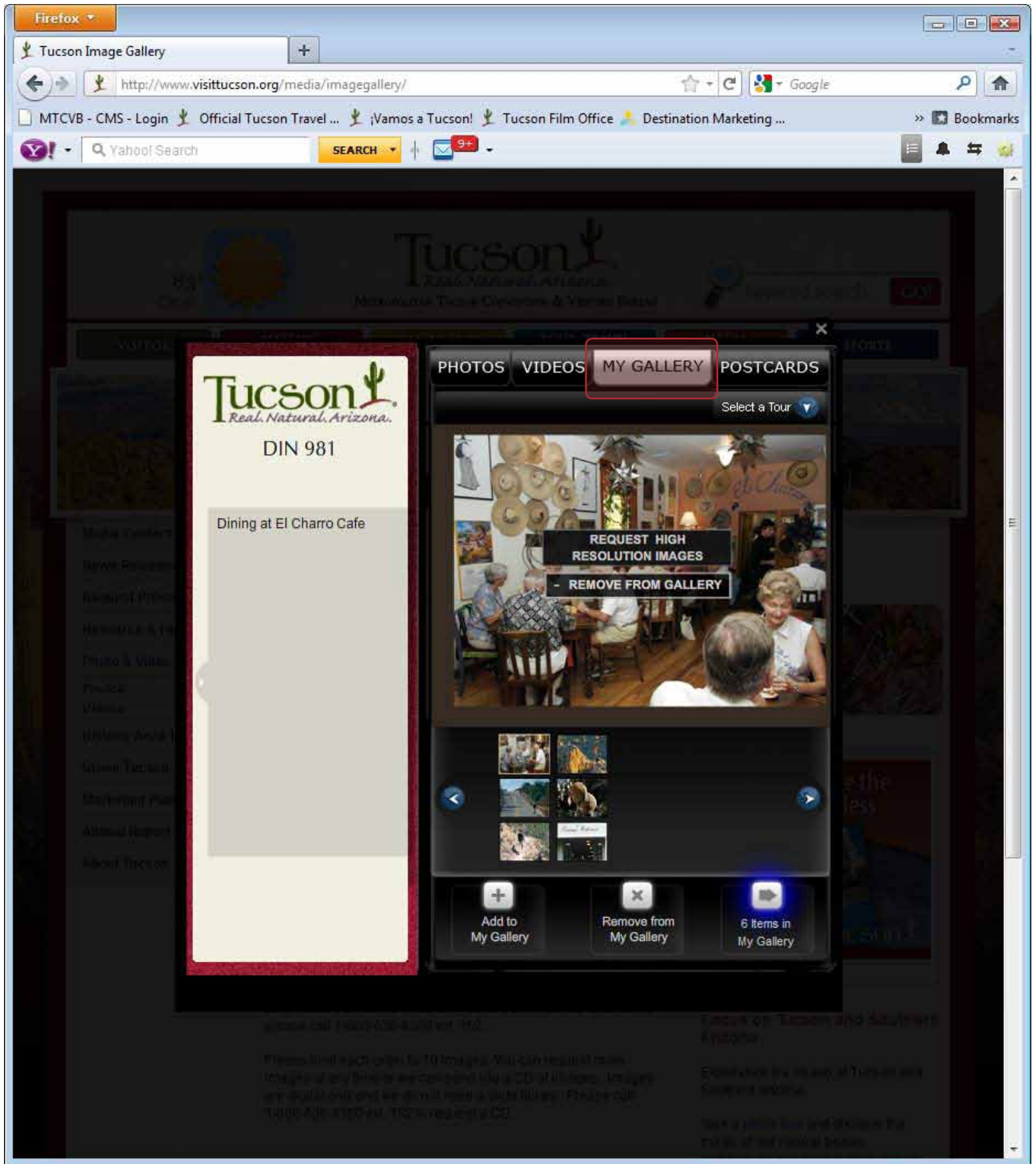
**STEP**  
**02**

Choose the photo gallery category by clicking on the **Select a Tour** button.



## www.VisitTucson.org - PHOTO REQUEST TUTORIAL

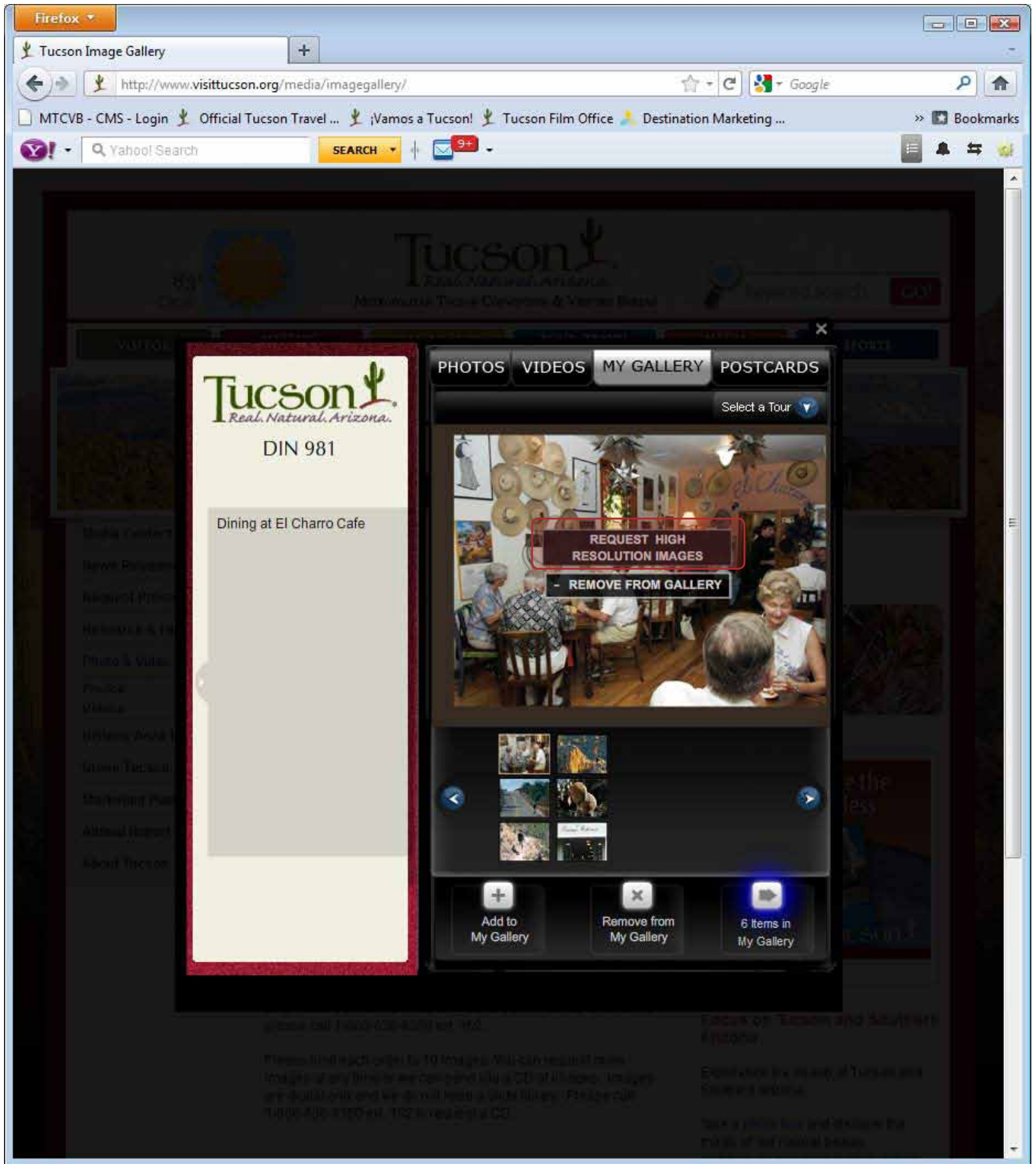
**STEP 03** | View photos by clicking on the thumbnails, and to add to your gallery, select the **Add to My Gallery** button. The My Gallery will **GLOW BLUE** when there are photos within. Continue adding from Tours as needed.



## www.VisitTucson.org - PHOTO REQUEST TUTORIAL

**STEP**  
**04**

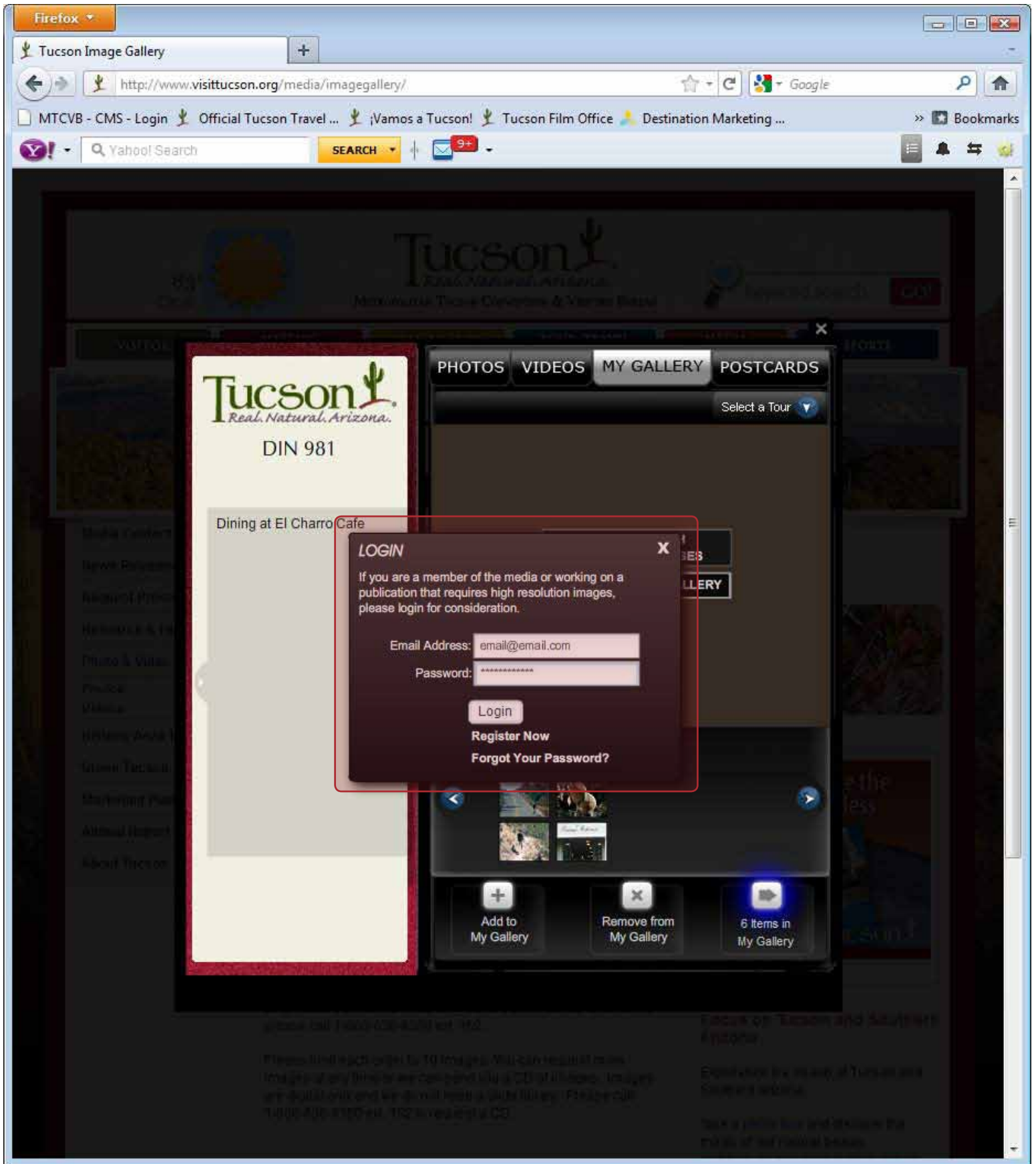
When finished selecting all photos, click on the **My Gallery** tab at the top of the window. You should see all of the photo thumbnails you selected. You can remove photos at this stage.



## www.VisitTucson.org - PHOTO REQUEST TUTORIAL

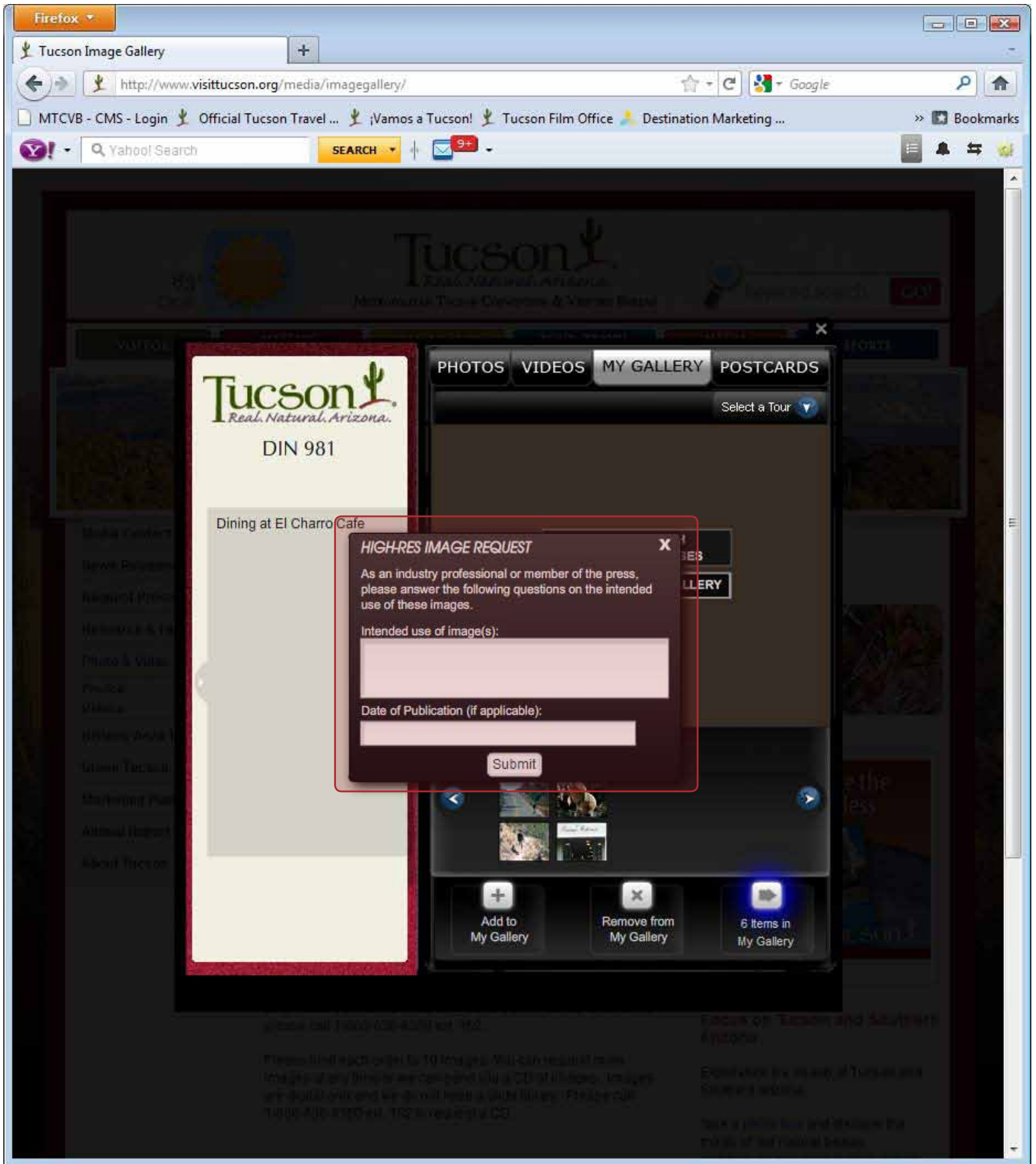
**STEP**  
**05**

To request photos, you **MUST** click on the **Request High Resolution Images** button in the middle of the screen.



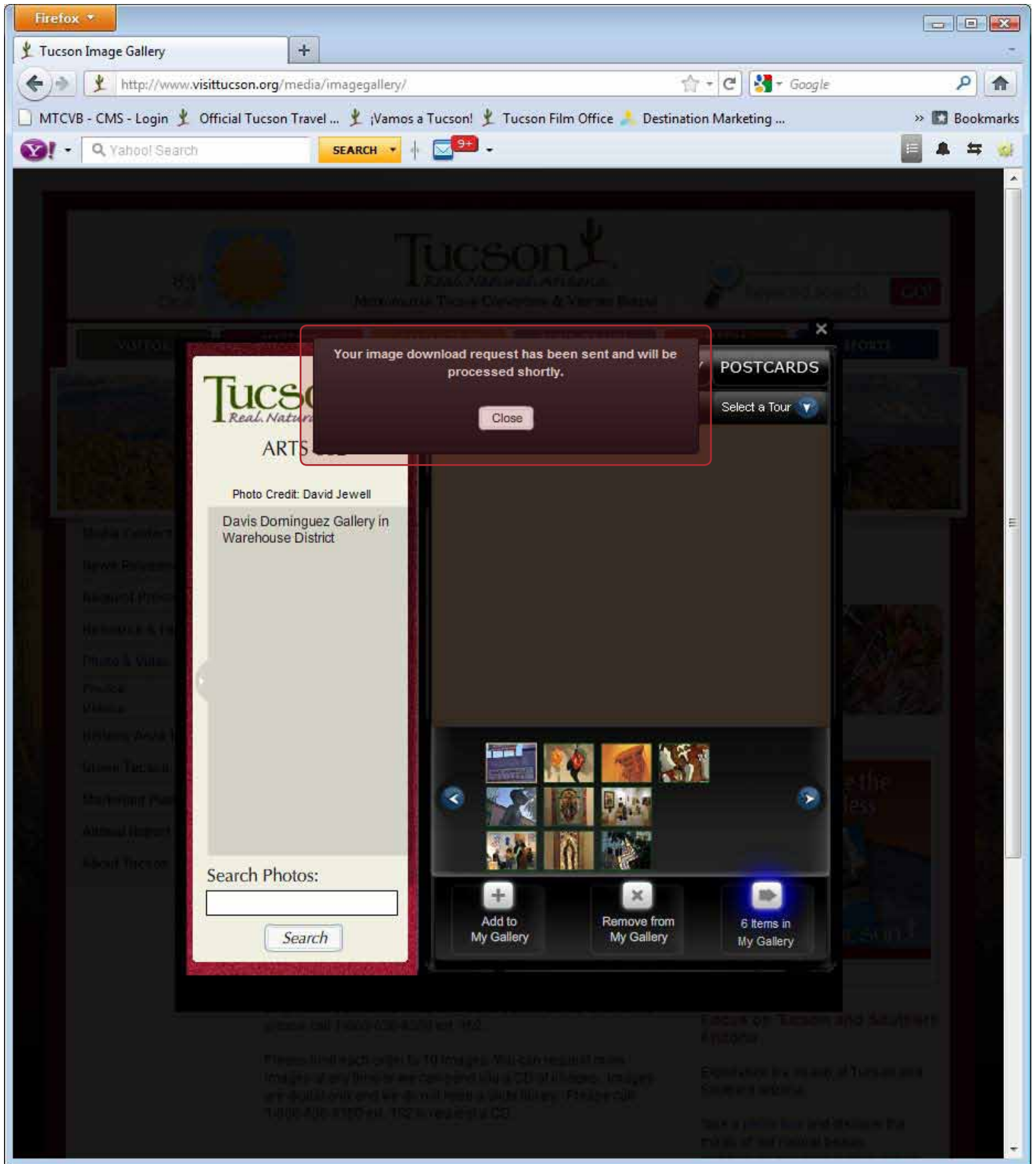
## www.VisitTucson.org - PHOTO REQUEST TUTORIAL

**STEP 06** | Please fill out your Login information, or Register Now if you haven't already done so. Click **Login** when complete.



## www.VisitTucson.org - PHOTO REQUEST TUTORIAL

**STEP 07** | Please fill out the Intended Use of Images and Date of Publication. Click **Submit** when complete.



## www.VisitTucson.org - PHOTO REQUEST TUTORIAL

**STEP**  
**08**

**SUCCESS!** We will process your request within 24-hours. If you do not receive this message, your request has not been processed.

Reply to All Forward Send/Receive Search address books

**Inbox**

From	Subject	Received
MTCVB Video and Photo Tour	MTCVB Video and Photo Tour Photo Request	Tue 9/20/2011 11:03 AM

**MTCVB Video and Photo Tour Photo Request**  
MTCVB Video and Photo Tour [phototour@visittucson.org]  
Sent: Tue 9/20/2011 11:03 AM  
To:

Greetings from MTCVB Video and Photo Tour and thank you for your photo request!

Please remember to credit the photographer when publishing photos.

[Click here](#) to download the requested images.

If the link above does not work copy the following url into your browser:  
<http://www.visittucson.org/phototour/?action=download&requestID=1852>

To access additional photos in the future, please use login information below:  
Username:  
Password:

COMMENTS

For questions or difficulty accessing the images, please contact us at [efrederico@visittucson.org](mailto:efrederico@visittucson.org); [adamdick@visittucson.org](mailto:adamdick@visittucson.org).

Thank you.  
<http://www.visittucson.org>

## www.VisitTucson.org - PHOTO REQUEST TUTORIAL

**STEP  
09**

You will receive an email from: [phototour@visittucson.org](mailto:phototour@visittucson.org) entitled **MTCVB Video and Photo Tour Photo Request**. It will contain a link in which you can download your photos.\* If you do not receive this email within 24 hours, **check your SPAM folder**. If you still are having problems, contact Abby Zollinger, Marketing Systems Manager: [AZollinger@VisitTucson.org](mailto:AZollinger@VisitTucson.org) or Graeme Hunt, Webmaster: [GHunt@VisitTucson.org](mailto:GHunt@VisitTucson.org)

\* Due to photographer credits/rights of use, not all photos may be approved.