



## **DOORS OPENING SUBSCRIPTION FORM**

*Let us help you get online and get noticed with  
our simple e-mail and post subscription options*

## JOIN BY EMAIL OR POST AND LET US HELP YOU GET ONLINE

We appreciate that not everyone has access to a personal computer, scanner or digital camera. That is why we are happy to help you set up your Doors Opening profile **ABSOLUTELY FREE.**

All you need to do is follow our simple instructions below and send off or e-mail your form, up to 20 images and your cheque for £35 to us and we will happily do the rest for you. Once your profile is set up we will drop you a line to let you know you are good to go.

We are also happy to refresh your profile twice a year. All you need to do is drop us your new images and/or text and we will amend your profile **ABSOLUTELY FREE.**

Just choose your preferred method and follow the simple instructions. If you choose "Join by e-mail" we offer some helpful tips on sending multiple images.

Of course if you have any problems feel free to e-mail us at [help@doorsopening.net](mailto:help@doorsopening.net).

Thank you for your custom and we look forward to welcoming you as a member.

	JOIN BY EMAIL	JOIN BY POST
<b>STEP 1</b>	Download and complete this form on your computer	Download and complete form by hand
<b>STEP 2</b>	Compose an e-mail to <a href="mailto:subscriptions@doorsopening.net">subscriptions@doorsopening.net</a> and attach your saved form	Gather together your images. We can scan photos or are happy to receive a CD-ROM containing your files as JPEGs
<b>STEP 3</b>	Gather together your images (up to 20). JPEG version is best for us. See below for help sending multiple large files	Make a cheque out to Doors Opening Limited for £35
<b>STEP 4</b>	Title your images appropriately	Pop your form, images and cheque in an envelope and stick on our handy address label
<b>STEP 5</b>	Attach your files to your email and send it to us	Post it
<b>STEP 6</b>	Make a cheque out to Doors Opening Limited for £35	
<b>STEP 7</b>	Pop it in an envelope and stick on our handy address label	
<b>STEP 8</b>	Post it	

### SENDING MULTIPLE IMAGE FILES BY EMAIL

Image files are often quite large files and can sometimes be too big to send in one email. You have a few options. The easiest way is to create a Zip file which compresses your files together and then attach this to your email; this can be done on PC and Mac, instructions are below. Alternatively you can send them in small batches of up to five images.

If you do have any problems feel free to email [help@doorsopening.net](mailto:help@doorsopening.net) and we will help you through.

## CREATE A ZIP FILE USING WINDOWS XP

1. If you're using Windows XP, it already has the ability to create **.zip** files.
2. To create a .zip file, first select all of the files you want to add. Then, right-click the files, select "Send To" and "Compressed (zipped) Folder"
3. This will create a **.zip** file in the same directory.

## CREATE A COMPRESSED FILE USING MAC OSX

1. To create a compressed file, either Control-click on the file and choose Create Archive (which is Apple-speak for "make a compressed ZIP file
2. Go to the Action menu (the button that looks like a gear up in the Finder window's toolbar), and choose Create Archive from there. Either way, it quickly creates a new file, with the file extension **.zip**. This is the compressed file.
3. You can also compress several different files into one single archive file — just Command-click (or Shift-click contiguous files) on all the files you want included, then choose Create Archive of X Items from the Action menu. A file will be created named **Archive.zip**.

## PROFILE INFORMATION

<b>FIRST NAME:</b>	
<b>LAST NAME:</b>	
<b>GROUP / COMPANY NAME:</b>	
<b>E-MAIL ADDRESS:</b>	
<b>TELEPHONE:</b>	
<b>PREFERRED USERNAME:</b>	
<b>PREFERRED CATEGORY: (PAINTER, PHOTO ETC...)</b>	
<b>WEB SITE URL:</b>	

<b>TEXT YOU WOULD LIKE TO APPEAR ON YOUR "ABOUT" PAGE</b>

**PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY**

### DOORS OPENING PROFILE IMAGE INFORMATION

	IMAGE NO / FILENAME	IMAGE TITLE	IMAGE DESCRIPTION (DIMENSIONS, MEDIUM, ETC)
1			
2			
3			
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<b>15</b>			
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<b>18</b>			
<b>19</b>			
<b>20</b>			



THE DOORS OPENING HANDY ADDRESS LABEL

DOORS OPENING LIMITED

LCB DEPOT

RUTLAND STREET

LEICESTER

LE1 1RE

ENGLAND