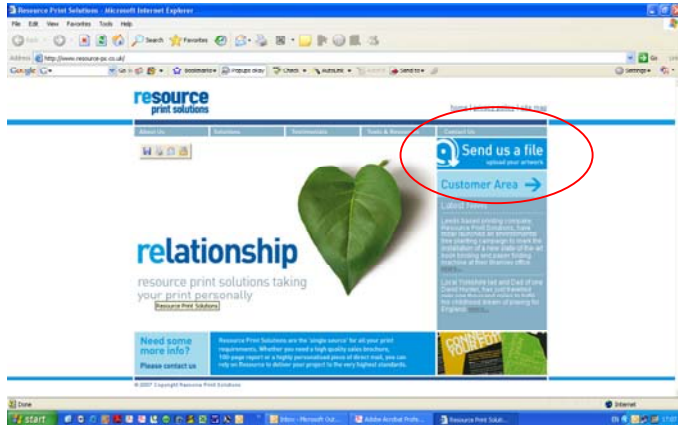


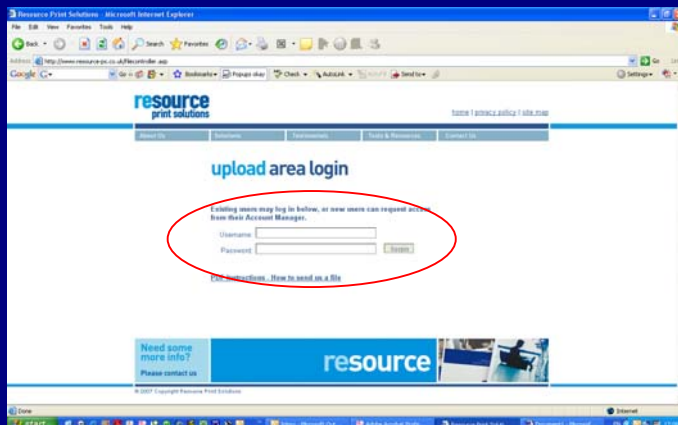
# Sending us a file via our website



1.

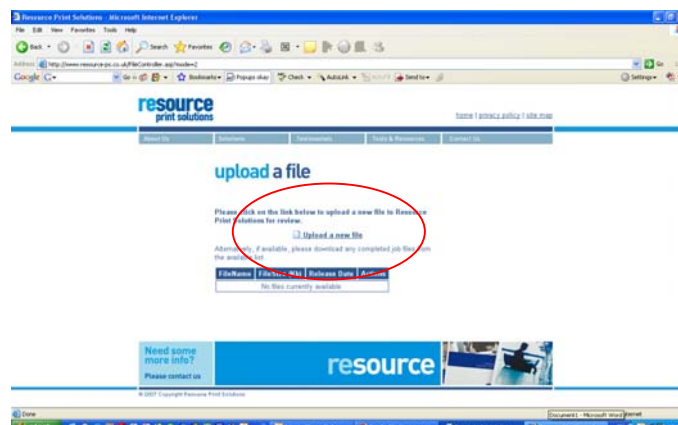
Log onto the Resource Print Solutions website at [www.resource-ps.co.uk](http://www.resource-ps.co.uk)

Click on the link that says “send us a file”



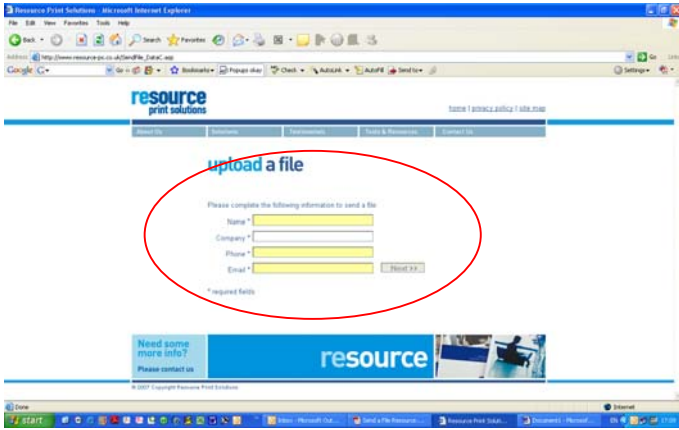
2.

Enter the username and password provided by your account manager\*\*



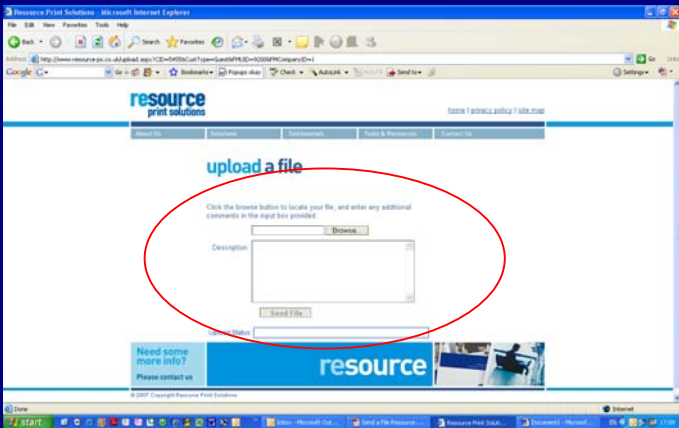
3.

Click the link that says “Upload a new file”



4.

Enter your name, company, phone number and email address in the appropriate boxes and click the “next” button



5.

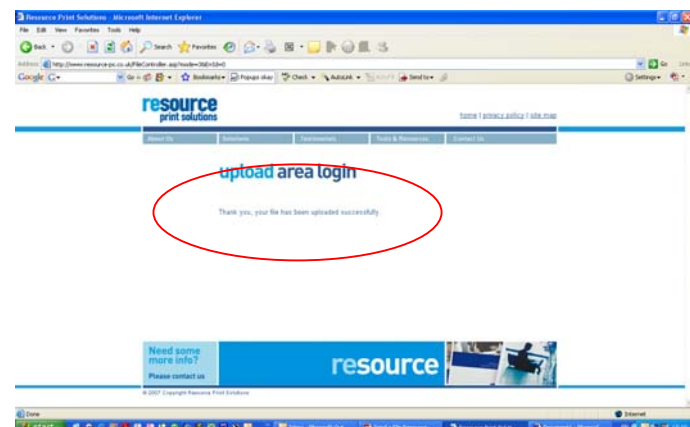
Click browse and browse to the file you would like to upload (\*see note below)

Add in any comments relating to the upload, this will form part of the email confirmation and will be received by yourself and your account manager.

Click “send File” the upload status will give you a good idea of the progress of your upload

\*If you are working on a PC please ensure all files are placed into a .zip file before uploading.

\*If you are working on a MAC it is vital you put all files within a .sit file (stuffit file) before uploading. If this is not done the files may be unusable when received .



6.

When your file has finished uploading there will be an on screen confirmation displayed saying:

“Thank you, your file has been uploaded successfully”

A confirmation email will now be sent to the email address you entered during the upload process and your account manager.