

Uploading Files

Sending us your larger print ready files.

How do you send your large files, DropBox, YouSendIt, SendBigFile, email?

With so many options available to you you may wonder why we've gone to the effort of installing a system for you to use instead.

The main reasons for using our system instead of the above are:

- It's quick and easy and avoids the confusion that can be created with sending different files via different methods!
- When you have finished uploading you know that the files are already at Dayfold. No third party is storing your files for us to then download later.
- We get notified automatically when you upload via the web or even if you upload directly using ftp.
- You can manage the files you have uploaded and see a thumbnail of them.
- We can add files to your folder for you to download from us.

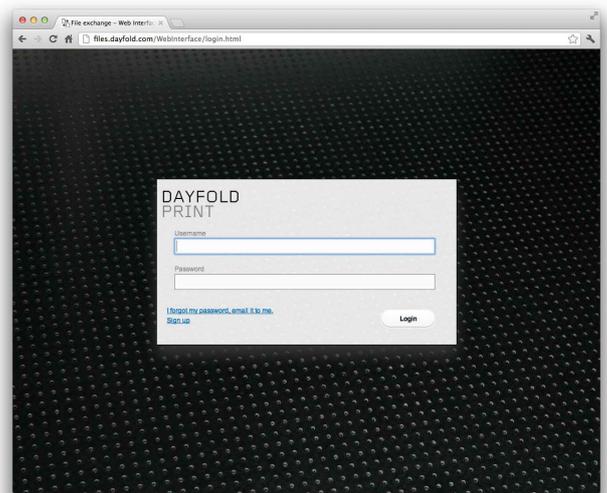
The connection details are:

- For web based access visit **dayfold.com/upload** in your web browser.
- For direct FTP access enter **ftp://files.dayfold.com** as the server address.
- In both cases you first need to **Sign up** using the link on the login page at **files.dayfold.com**. This will notify us of your interest and we will activate your account so that you can begin uploading.

Uploading via the web interface

Step 1: Log in

Go to files.dayfold.com and enter your login details.



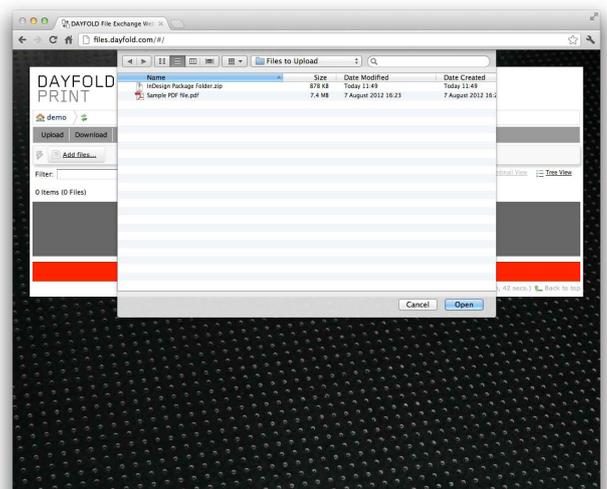
Log in screen

Step 2: Selecting your files

Please note that if you are uploading Fonts, Images & Document files and not just PDFs then please make sure you ZIP (compress) the files first and upload the zip file to ensure that they arrive without corruption.

If you are uploading a file larger than 100mb please enable the advanced download option (lightning icon beside the Add Files button), if prompted then allow the Java plugin to run and then tick the **Resume** check box.

Click **Add files** and select your files.



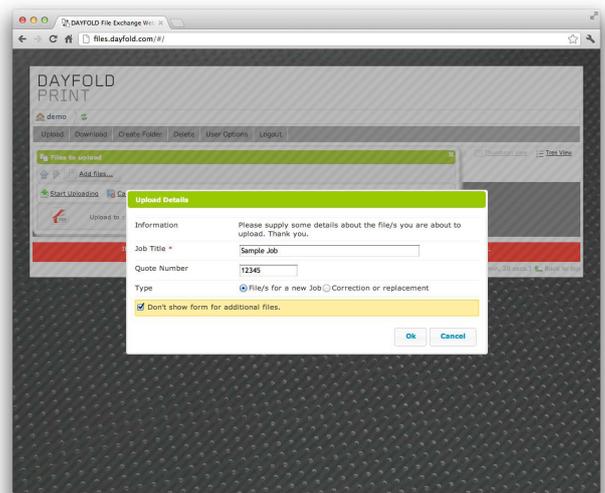
Select your files

When you add a file you will be asked to provide some information to let us know a bit about the files you're sending. Enter it on this screen. (If you have more files for the same job to upload then select the tick box **Don't show form for additional files.**)

(Depending on your preferences, the upload may not start automatically so that you can add additional files.)

To manually start uploading all added files click **Start Uploading** or to upload just one of the added files click **Start** on the line containing the relevant file.

It's very important that you don't let your computer go to sleep or shut down your internet browser during the files transfer or it will fail to upload correctly.



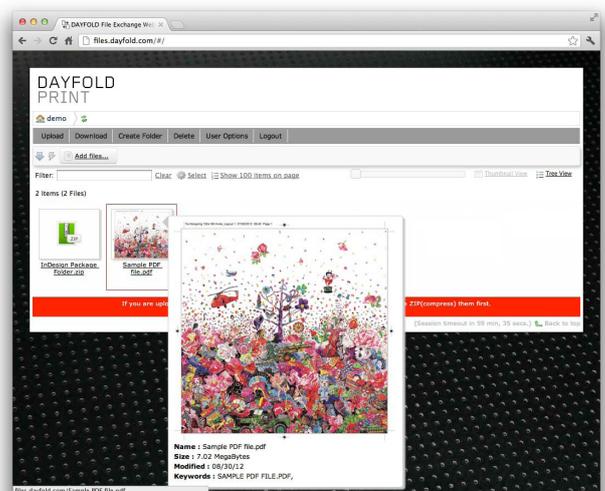
File information

The system will ask you to identify what job the files are for.

Step 3: Upload Complete

Within a couple of minutes of the upload completing the system will have generated a thumbnail image of the file (depending on file type). If you refresh the web page you will see the previews instead of generic icons for the files you have uploaded.

That's all there is to it, the files are now on Dayfold's system and we will automatically be notified that the files have been uploaded.



Uploaded file preview

If the file format can be previewed then a preview will be generated and displayed online when the upload is complete.

Any questions, please contact us, we're here to help.

27 Black Moor Road,
Verwood, Dorset.
BH31 6BE.

enquiries@dayfold.com
01202 812208

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