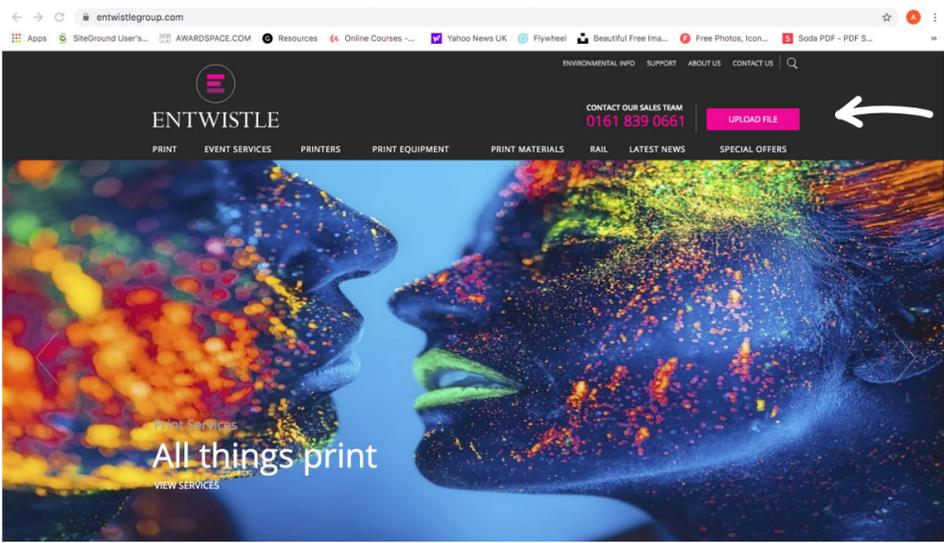
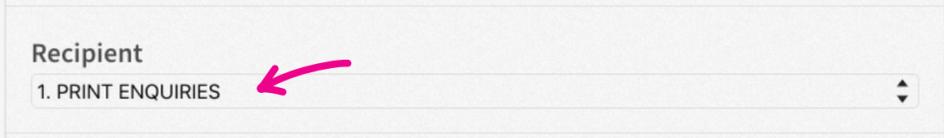


To send a large file please follow the instructions below:

1. Open our website on the home page and click on **UPLOAD FILE**.



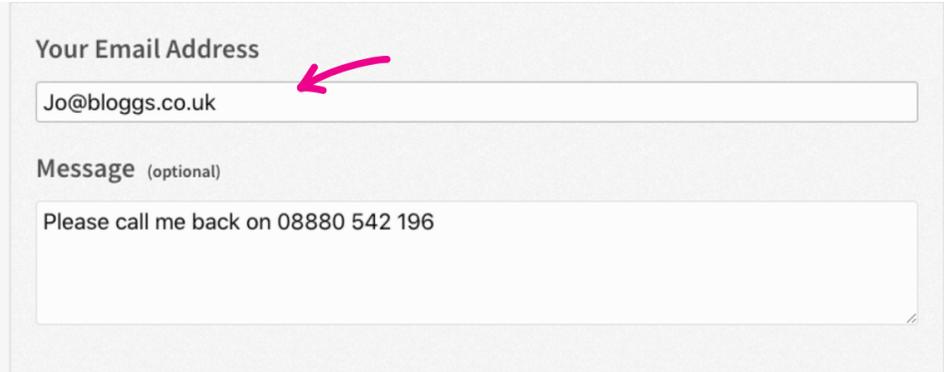
2. Click on recipient and if you know the name of your Entwistle contact select them or otherwise select **PRINT ENQUIRIES**.



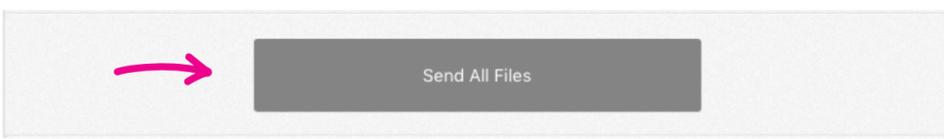
3. Add your files by either dragging your files from your folders or clicking on **ADD FILES** and selecting your files.



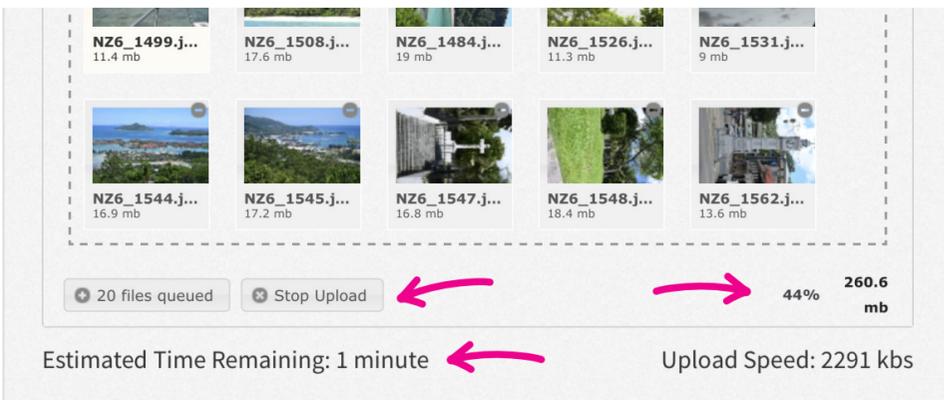
4. **ADD YOUR EMAIL ADDRESS** and if you have any special instructions please include them in the message field.



5. Press **SEND ALL FILES** when you are ready.



6. Once you have started the upload it may take some time depending on the size of the file and the speed of your internet connection. The progress of the upload is shown and an indication of the time remaining is shown on screen. Please do not close the window until the upload has completed although you can reduce the window. The upload can be stopped at any time.



7. Please keep the browser window open until the upload has completed. You know you will have successfully uploaded your files when the following message is displayed. You will also receive an email confirming that we have received the files.

