

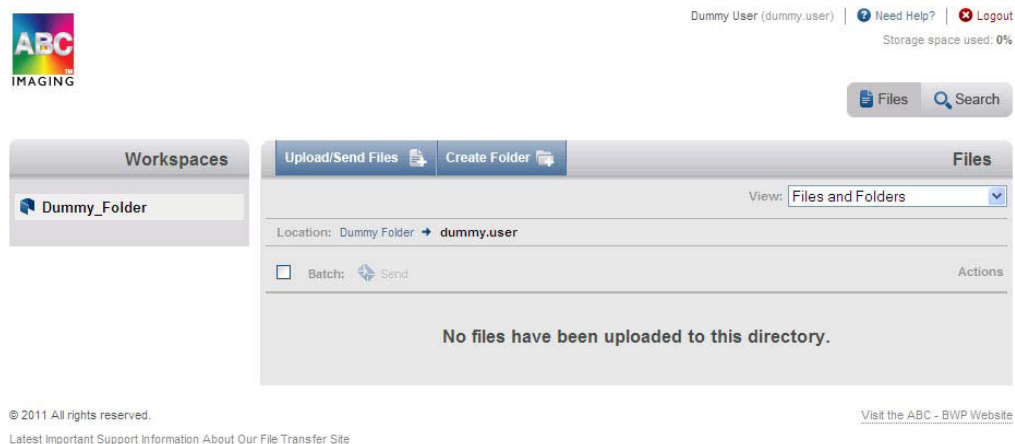


ABC Air Online File Exchange User Guide

The ABC Air Online File Exchange system allows users to upload files/folders to ABC Imaging for processing and distribution. The system is a quick and user friendly way to transfer your print data to the ABC Imaging printrooms.

These are the steps involved in signing up and using the system.

1. To become a user you will need to send a request to yourCompanyName@abcimaginguk.com specifying your full name, email address and at which office you are based. Once the information has been verified a user account will be created for you. You will receive a welcome email detailing your user details. The first time you login at <https://abcyourcompanyname.filetransfers.net> you will be asked to change your password and verify the change.
2. Once logged in you will see your home screen. Click on the folder that bears your username.



3. Click the "Upload/Send Files" button. Browse to the files you require. Due to the functionality of the page and to overcome any potential client side problems files must be attached individually. There are three file upload buttons. To upload multiple files (more than 3) please create a zip file of all files and upload the zip file (See attached Creating a Zip file.pdf).

Select Your Files

C:\Documents and Settings\ [Browse...]

Add File ID Add Comment

[Browse...]

[Browse...]

Only file names with letters, numbers, underscores, commas, and hyphens please. 128 characters max.

File Preferences

Email me confirmation when each recipient first downloads these files

Require login to access these files

Expire notification download links in

15 days

1 day = 24 hours from right now

Add Additional Recipients?

Select additional users to receive your files.

User, Dummy

Hold Ctrl (PC) or Cmd (Mac) to select multiple names. [Select All](#)

Enter the email addresses of non-users (with no site access) to receive your files.

[Text Area]

Separate multiple addresses by a comma.

Send a Message with your File(s)?

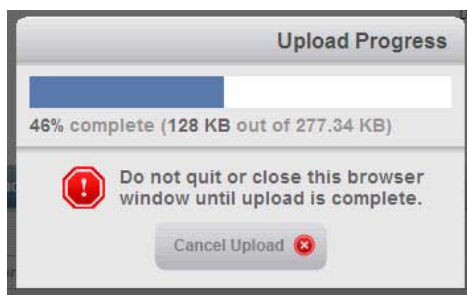
Enter a message and select message recipients on the right.

Project Code: 123-ABC
 PO Number: BWP-123
 Please supply 2 copies, double sided in colour of attached 14 Page
 Delivery to:
 1 to London
 1 to Bristol

BWP, ABC
 Sivyler, Lee

Hold Ctrl (PC) or Cmd (Mac) to select multiple names. [Select All](#)

Once the files have been selected you can check the **“Email me confirmation when each recipient first downloads these files”** if you require notification that the files are being processed. You can also select the amount of time the file can be downloaded. Next enter your job instructions into the **“Send a message with your File(s)”** field. Please include as much information as possible to ensure your job is processed correctly. **Finally Select the YourCompanyName,ABC user in the right pane to receive the message/job instructions. This is important as if no recipient is selected no job instructions will be received.** Click **“Upload Files”**.



Your files and job instructions are now on the ABC - YourCompanyName File Transfer Server and the ABC Imaging team have received your files and instructions.