

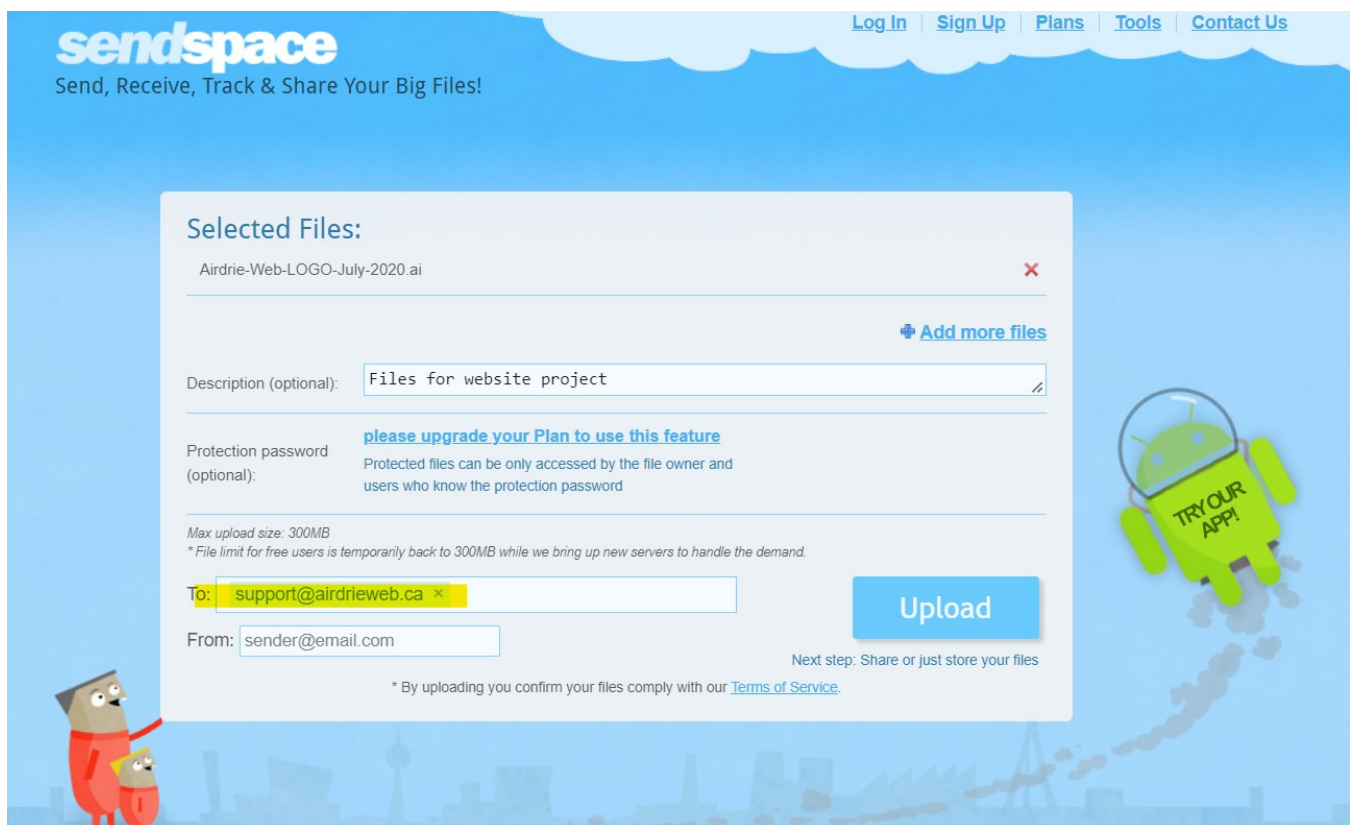
HOW DO I SEND FILES FOR MY WEBSITE PROJECT?

HOW TO SEND FILES:

- Most files can be emailed directly to: support@airdrieweb.ca
- If you are sending large files (over 10 MB) or sending a large number of photos, we recommend that you use sendspace.com to send your files.
- You can send a single file, such as a photo or a copy of your logo design.
- Or you can send multiple files at once. For example, you could upload a collection of photos for your website gallery.

FILE FORMATS:

- Send your logo in hi-resolution and/or vector format (AI/EPS/PDF/PNG)
- Send the written content for each page in MS-Word (doc/docx) or in an email.
- Send your photos in raw/hi-resolution JPG format. Do not resize your photos. We will edit, optimize and resize them for you.
- If your videos have been uploaded to YouTube or Vimeo you can simply send us the link/URL to the video.
- Please label your files clearly



The screenshot displays the SendSpace website interface. At the top, the logo "sendspace" is visible with the tagline "Send, Receive, Track & Share Your Big Files!". Navigation links for "Log In", "Sign Up", "Plans", "Tools", and "Contact Us" are in the top right. The main content area features a "Selected Files:" section with a file named "Airdrie-Web-LOGO-July-2020.ai" and a red "X" icon. Below this is a blue "Add more files" button. A text input field for "Description (optional):" contains "Files for website project". A "Protection password (optional):" section includes a link "please upgrade your Plan to use this feature" and a note: "Protected files can be only accessed by the file owner and users who know the protection password". Below this, it states "Max upload size: 300MB" and "File limit for free users is temporarily back to 300MB while we bring up new servers to handle the demand.". The "To:" field is filled with "support@airdrieweb.ca" and the "From:" field with "sender@email.com". A large blue "Upload" button is on the right. At the bottom right, there is a green Android robot icon with "TRY OUR APP!" written on its back. A small note at the bottom says "Next step: Share or just store your files" and "By uploading you confirm your files comply with our Terms of Service." The background is a light blue sky with a city skyline and a cartoon character in a red suit at the bottom left.