

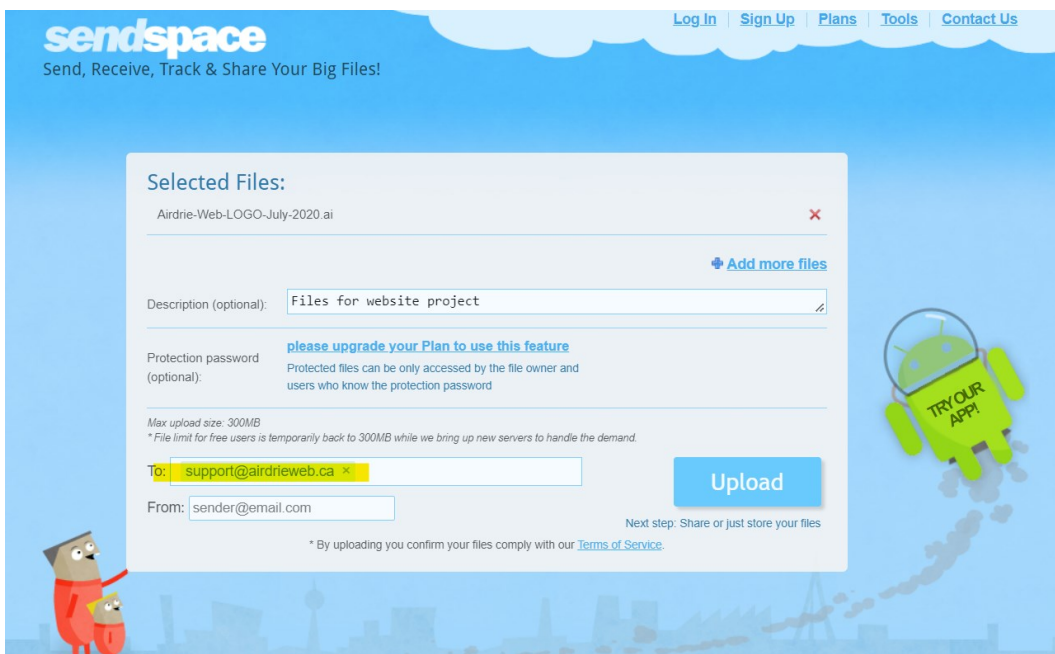
HOW TO SEND FILES

HOW TO SEND FILES FOR YOUR WEBSITE PROJECT:

- 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 a file transfer program, such as sendspace.com to send your files.
- You can upload a single file, such as a large 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, resize, and optimize all images for your website.
- 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 and send to support@airdrieweb.ca



The screenshot shows the SendSpace website interface. At the top, there is a navigation bar with links for "Log In", "Sign Up", "Plans", "Tools", and "Contact Us". The main heading is "Send, Receive, Track & Share Your Big Files!". Below this, there is a form for uploading files. The form includes a "Selected Files" section with a file named "Airdrie-Web-LOGO-July-2020.ai" and a red "X" icon to remove it. There is a blue "Add more files" button. The "Description (optional)" field contains "Files for website project". The "Protection password (optional)" field has a note: "please upgrade your Plan to use this feature" and "Protected files can be only accessed by the file owner and users who know the protection password". The "To:" field is filled with "support@airdrieweb.ca" and the "From:" field is filled with "sender@email.com". A blue "Upload" button is visible. Below the form, there is a note: "Next step: Share or just store your files" and a link to "Terms of Service". On the right side of the form, there is a green Android robot icon with the text "TRY OUR APP!". At the bottom left, there is a cartoon character in a red suit. The background features a city skyline and a blue sky with clouds.