

INSTRUCTIONS FOR SENDING AN AUDIO-VISUAL VIA WEBTRANSFER

Using wetransfer.com:

There are a number of options for sending AV's over the internet such as Drop Box but the maximum file size they will accept is too small for some of our AV's.

We have chosen to use wetransfer because it is free for files up to 2GB and that is plenty of space for any of our AV's.

Notes:

1. You can send more than one AV per transfer (up to 2GB).

If you wish to send two AV's at once, put the AV's in a folder and compress (zip) the folder before sending.

2. The length of time taken for the transfer will depend on the size of the file and your internet upload speed. If you have regular Broadband it may take anywhere up to 4 hours to upload. If you have High Speed Fibre, it will be a lot quicker.

According to the company, unless you have an old computer which is struggling, you should be able to continue using your computer while the transfer goes on in the background.

Note that the person receiving your file will be able to download it in about 10 minutes or less depending on the file size and internet speed.

3. If you want to send a Fotomagico Stand Alone programme you will need to zip it first otherwise it breaks up into its components during the transfer process and can't be played. To compress the file, either right click on the file in Finder and select compress OR Select the file(s) to compress and in Finder Go to File -> Compress

To transfer files:

Go to <http://wetransfer.com> Click on 'Take me to Free' - the following screen will come up Enter details as shown:

The image shows a screenshot of the wetransfer.com interface with several fields and a button. Red arrows point to the 'Add your files' button, the 'Your email address here' field, and the 'Transfer' button. Blue arrows point to the 'Add your files' button, the 'taurangaAVsalon@gmail.com' field, the 'Enter your name and title of AV here' field, and the 'Transfer' button. Red text instructions are placed next to the red arrows, and blue text instructions are placed next to the blue arrows.

Click here to select the AV you wish to send

Enter AV Salon email address here

Enter your email address here

Enter your name and AV title here

Click here to send AV. NOTE: It make take a LONG time to upload

+ Add your files

taurangaAVsalon@gmail.com

Your email address here

Enter your name and title of AV here

Transfer



Transferring...

Sending 1 file to 1 person
77.6 MB of 236.2 MB uploaded
About 4 minutes remaining

Cancel

This screen will show the progress of the transfer.



You're done!

The download email has been sent –
your transfer is available for 7 days

Send another?

When you see this screen you're done and can close the website.