

## INSTRUCTIONS FOR SENDING AN AUDIO-VISUAL VIA WETRANSFER

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 AVs.

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 AVs.

Notes:

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

If you wish to send two AV's at once, we suggest putting each AV and any accompanying information such as the publicity image into a separate folder.

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.

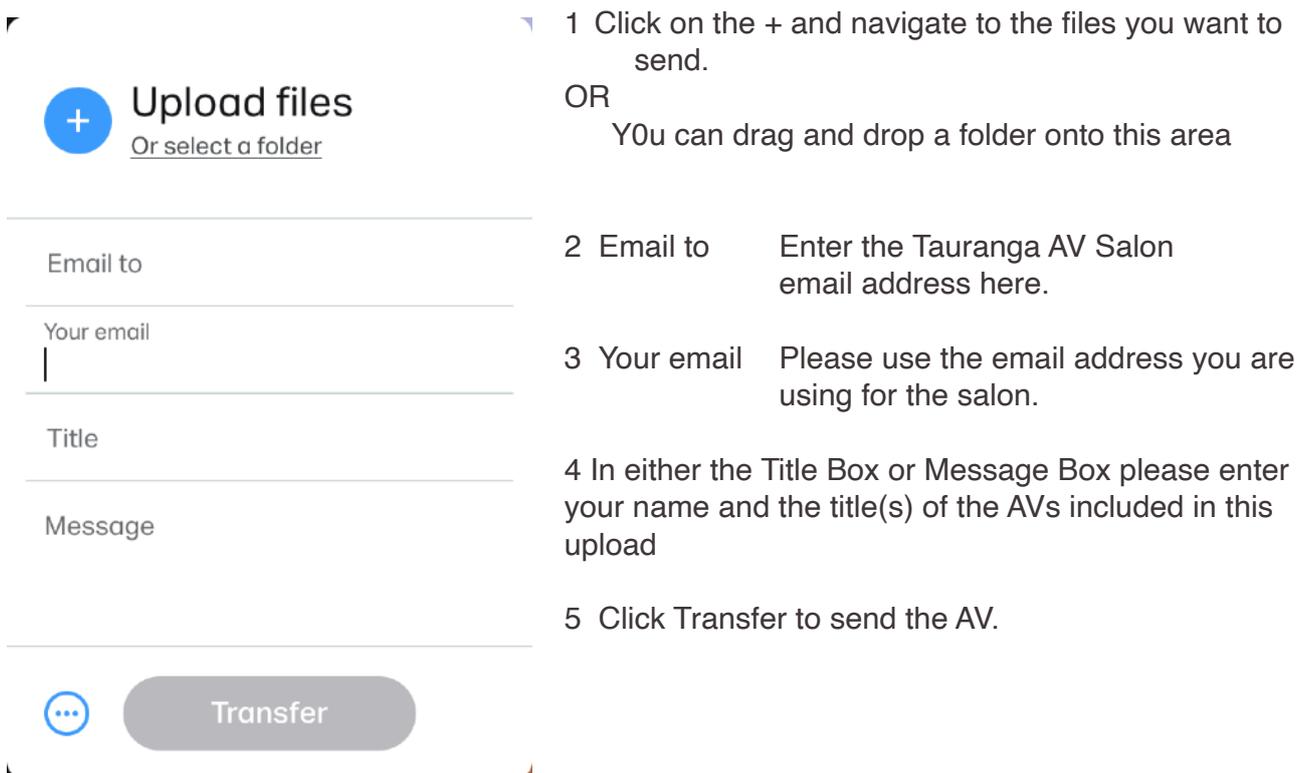
Note that the person receiving your file will be able to download it in about 10 minutes or less depending on the file size and their internet speed.

To transfer files:

Go to <http://wetransfer.com>

Ensure that you have been taken to the free upload page. Avoid being taken to a page where you are asked to pay to use this application. It is free for uploads under 2GB. If your complete upload is greater than 2GB then split it into two separate uploads.

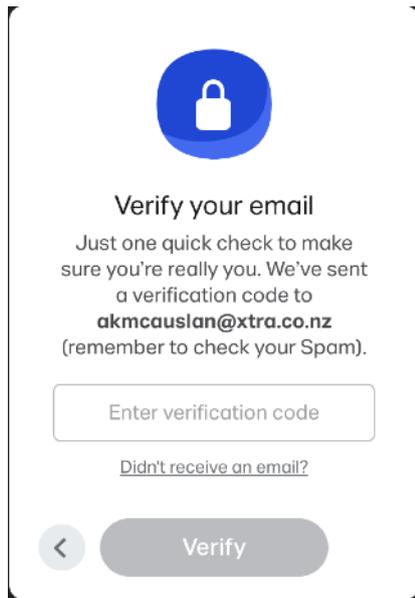
On this page you will see a screen like this one:



The screenshot shows the Wetransfer upload page. On the left, there is a blue circle with a white plus sign and the text "Upload files" and "Or select a folder". Below this are input fields for "Email to", "Your email", "Title", and "Message". At the bottom, there is a blue circle with three dots and a grey button labeled "Transfer".

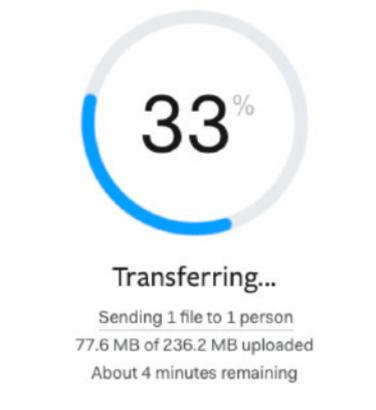
- 1 Click on the + and navigate to the files you want to send.  
OR  
YOU can drag and drop a folder onto this area
- 2 Email to Enter the Tauranga AV Salon email address here.
- 3 Your email Please use the email address you are using for the salon.
- 4 In either the Title Box or Message Box please enter your name and the title(s) of the AVs included in this upload
- 5 Click Transfer to send the AV.

Next you will be taken to this verification screen.



You can either complete this screen each time you use WeTransfer. Alternatively you can set up a free account which automatically verifies your address and saves the hassle of having to enter a verification code each time.

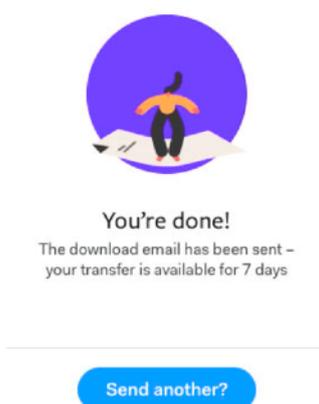
As soon as the verification process is complete the AV will start transferring. You will get a progress screen like this one.



This screen shows the progress of the transfer

The speed of the transfer will depend on the speed of your internet connection and how busy the internet is. Don't be concerned if it takes an hour or two to complete the upload.

Note the WeTransfer application runs a programme of changing shapes and images to ensure your computer doesn't go to sleep.



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

You will receive an email saying your AVs have been sent and another email when they are downloaded