

Welcome to Stuart Web's File Transfer Site. This will help guide you through the basics on how to upload your files to Stuart Web. If you have any questions, please feel free to contact the Prepress Department either by phone or email. ****NOTE**** Make sure we have a good email address on file. If you forget your Log In information it can be emailed to you automatically.

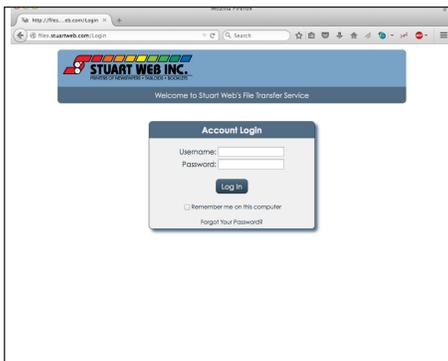
Also, once the files have been uploaded we do require an Upload Form to be filled out and sent back to us. There is one provided to use in your Upload Folder once you have logged in.

DRAG AND DROP METHOD

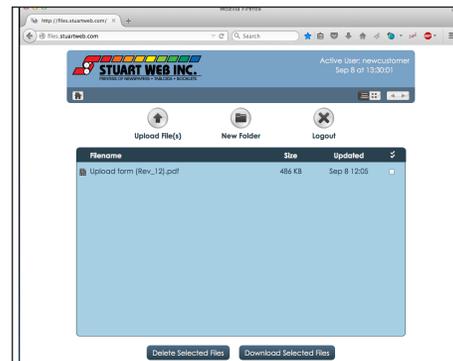
Will work with all Web Browsers, PC and Mac, that are HTML5 Compliant, example: (Safari 7 and later, Firefox 16 and later, Google Chrome 26 and later, Microsoft Internet Explorer 10 and later). If your browser is older than these, please jump ahead to page 3 for the *Manual File Selection Uploading Method*.

STEP 1 LOGGING IN

To access the site go to files.stuartweb.com. (Click-able link) This will take you straight to the Log In Page. Enter your username and password that was supplied to you by Stuart Web and Log In. This will bring you to your personal File Transfer Page.



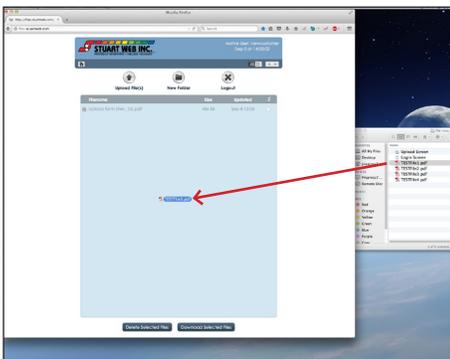
Log In Page



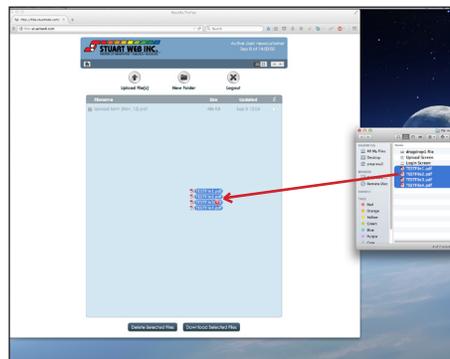
File Transfer Page

STEP 2 DRAGGING FILES

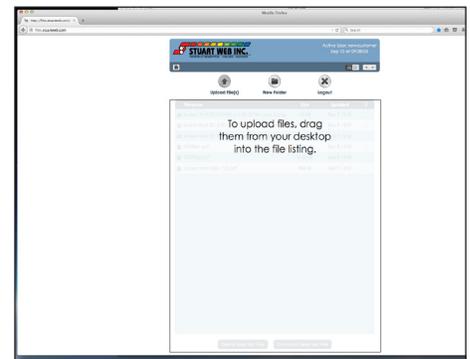
From your computer, you will need to select the file(s) you want to upload and Drag and Drop them into the light blue box in the middle of the page, *Example 2A and Example 2B*. ****NOTE****, if you click the Upload Files(s) button, you will see a white shaded box over the file upload location directing you to Drag your file(s) into the file upload location, *Example 2C*.



Example 2A (Single File)



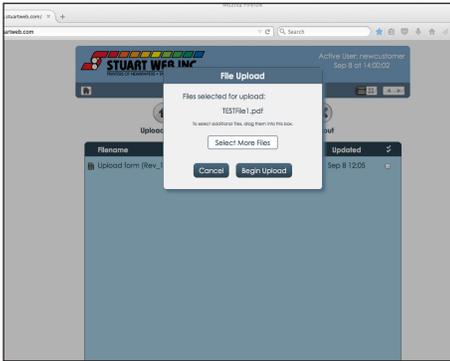
Example 2B (Multiple Files)



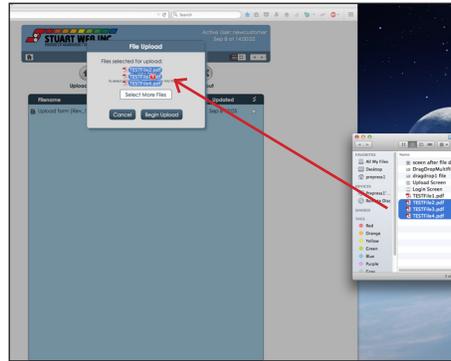
Example 2C

STEP 3 DROPPING FILES

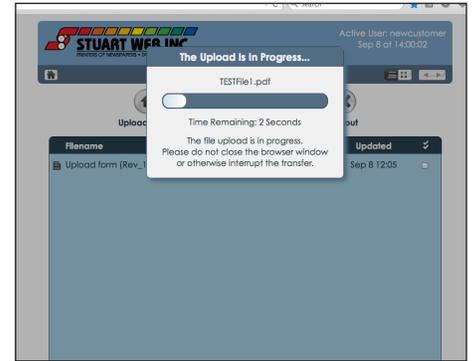
Once you have dragged the file(s) over to the upload location, drop the file(s) into the box. You will see a File Upload Window pop-up, **Example 3A**. From here you have the option to add more files to the upload by Dragging and Dropping into the Grey box, **Example 3B**, or if all your files are selected you can select Begin Uploading and this will begin the transfer. You will see a Progress Window open, **Example 3C**.



Example 3A



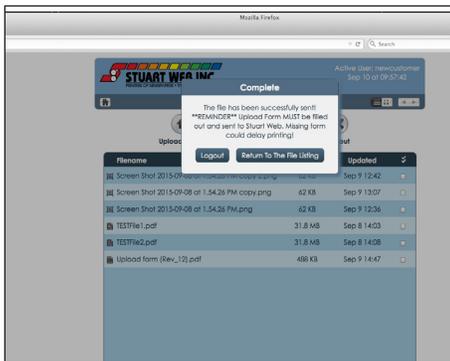
Example 3B (Adding more files)



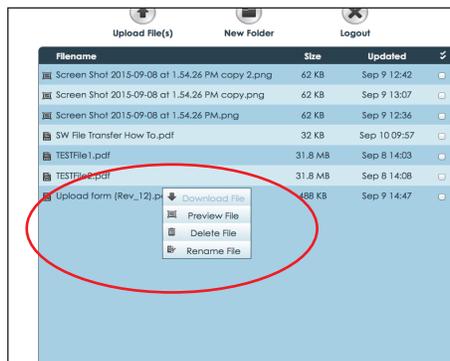
Example 3C

STEP 4 UPLOADING COMPLETE

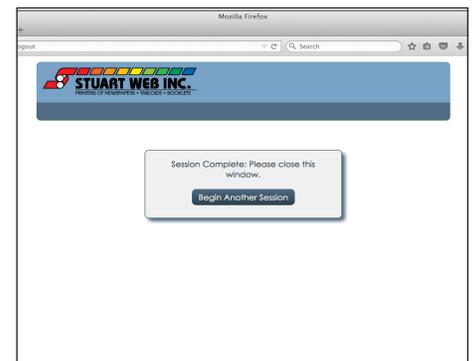
Once the files have finished uploading you will get a window confirming the process is complete, **Example 4A**. It will have a reminder to fill out the Upload Form and send to Stuart Web. From here you can click the Logout button and Logout or if you choose, click the Return to File Listings button. This will allow you to check that all files are uploaded. You can re-upload files that you may need to using the instructions above, if there are any changes or you need to add files. Also, you will be able to download, preview or delete any file by clicking on it and selecting the appropriate option, **Example 4B**. When done, click the Logout button and your session will be closed, **Example 4C**.



Example 4A



Example 4B



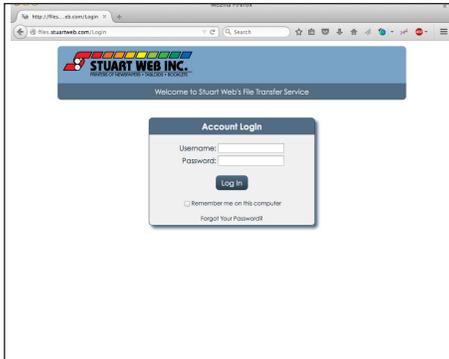
Example 4C

MANUAL FILE SELECTION UPLOADING METHOD

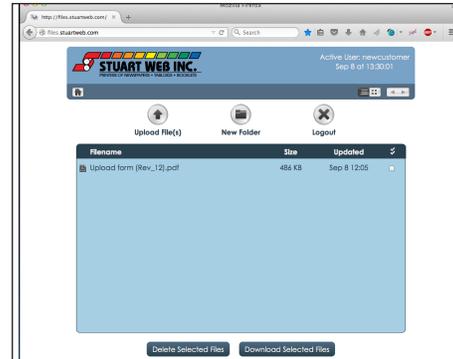
If your computers Web Browsers, PC and Mac, are NOT HTML5 Compliant, example: (Safari 6 and older, Firefox 15 and older, Google Chrome 25 and older, Microsoft Internet Explorer 9 and older), you will need to follow the steps below.

STEP 1 LOGGING IN

To access the site go to files.stuartweb.com. (Click-able link) This will take you straight to the Log In Page. Enter your username and password that was supplied to you by Stuart Web and Log In. This will bring you to your personal File Transfer Page.



Log In Page

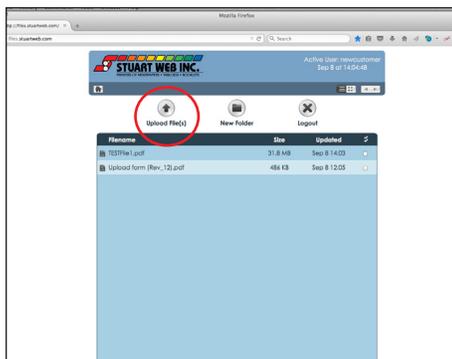


File Transfer Page

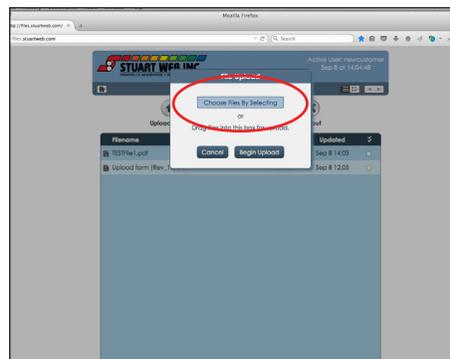
STEP 2 SELECTING FILES TO UPLOAD

Once in the File Transfer Page, click the Upload File(s) button, **Example 2A**. You will see a window Pop-up. Click the Choose Files By Selecting, **Example 2B**. A new window will pop-up. You will need to navigate to the folder you are keeping your files in. Once there you can select one file or multiple files, **Example 2C**. To select multiple files, click the top most file once to highlight it, hold the shift button on the keyboard, then select the bottom most file. This will select a range of files. Once all the files are selected, Click the OPEN button.

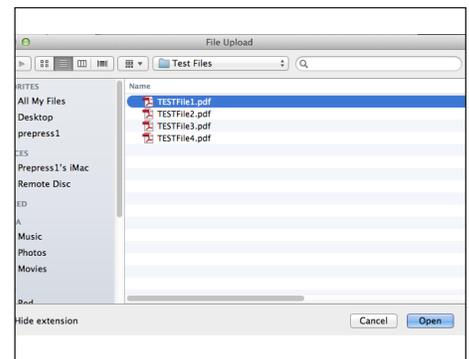
****NOTE**** Depending if you are on Windows or Mac, and what browser you are using **Example 2C** may look different.



Example 2A



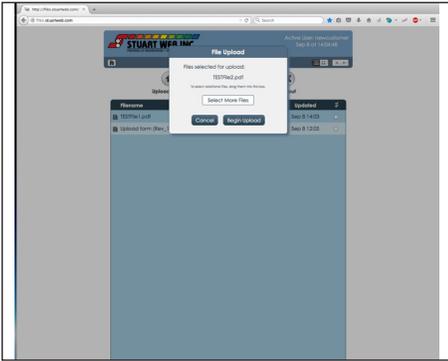
Example 2B



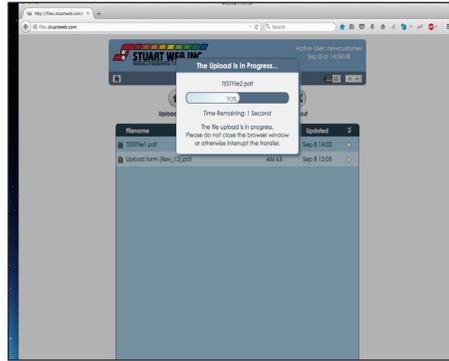
Example 2C

STEP 3 SENDING OF FILES

You should now see the File Upload window with all your selections. At this point you can select more files or click Begin Upload to start the uploading process, *Example 3A*. You will now see the Upload Progress Bar, *Example 3B*.



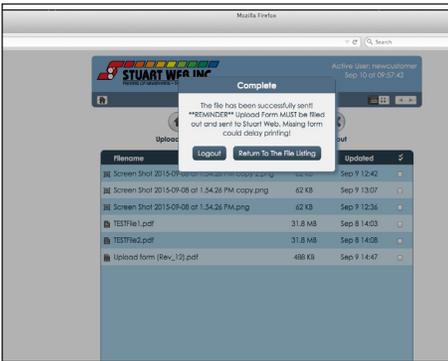
Example 3A



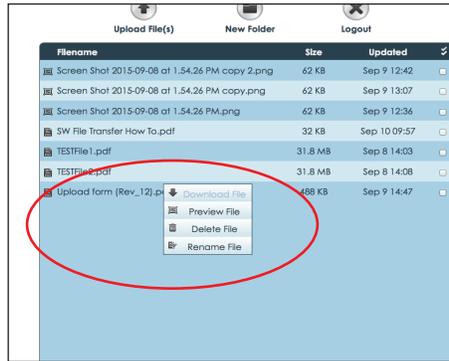
Example 3B

STEP 4 UPLOADING COMPLETE

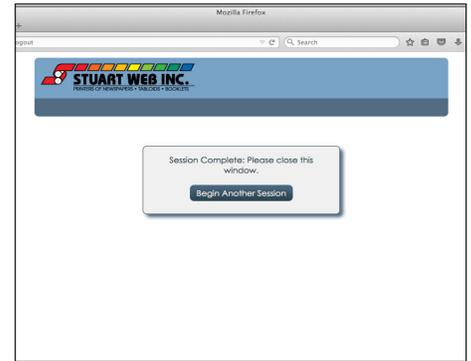
Once the files have finished uploading you will get a window confirming the process is complete, *Example 4A*. It will have a reminder to fill out the Upload Form and send to Stuart Web. From here you can click the Logout button and Logout or if you choose, click the Return to File Listings button. This will allow you to check that all files are uploaded. You can re-upload files that you may need to using the instructions above, if there are any changes or you need to add files. Also, you will be able to download, preview or delete any file by clicking on it and selecting the appropriate option, *Example 4B*. When done, click the Logout button and your session will be closed, *Example 4C*.



Example 4A



Example 4B



Example 4C