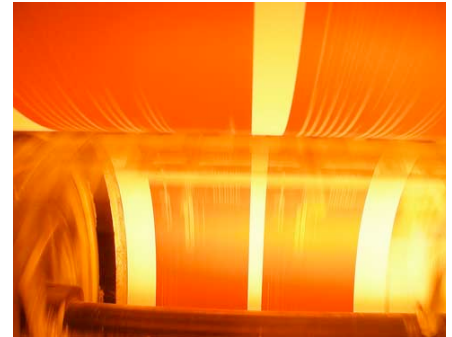
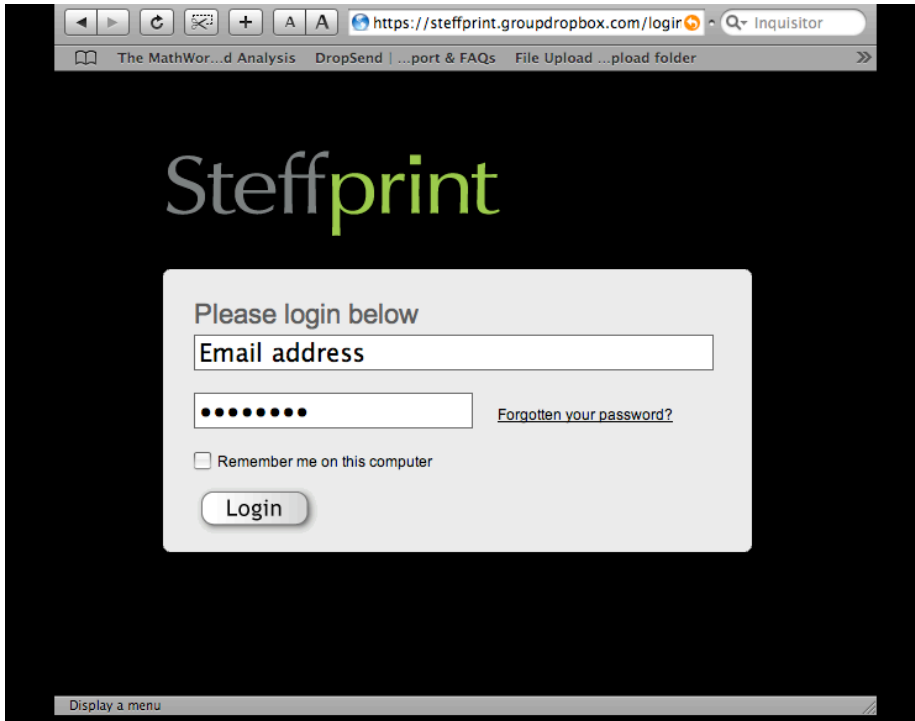


## Customer guides



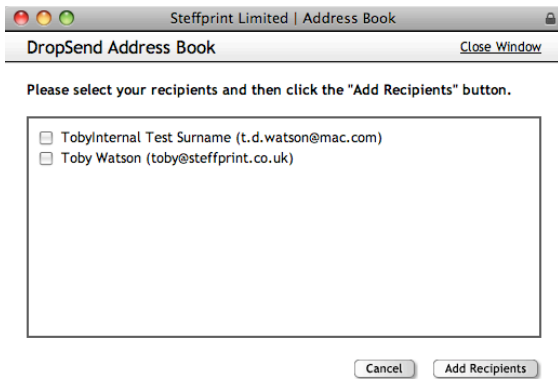
## Uploading files to Steffprint via the web

Steffprint is pleased to offer customers the ability to upload files to us via the web in a convenient and secure browser-based interface. Before using this service please request an account from your account representative or the pre-press department.

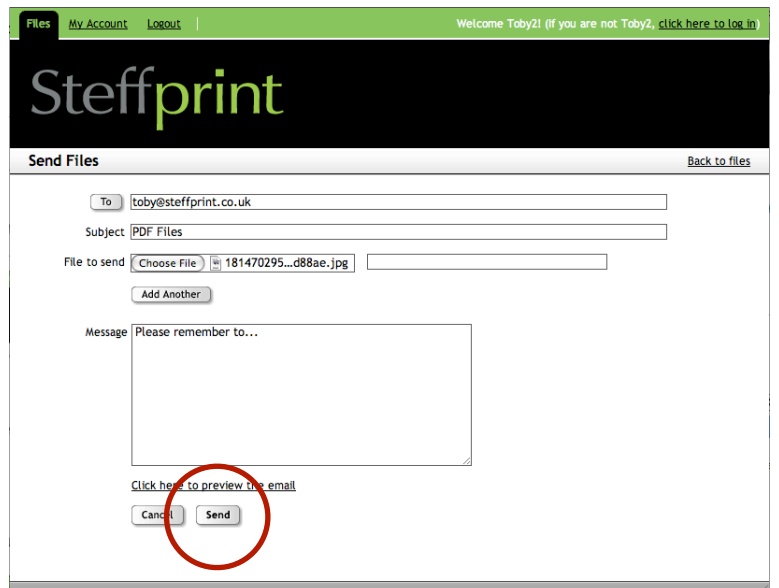
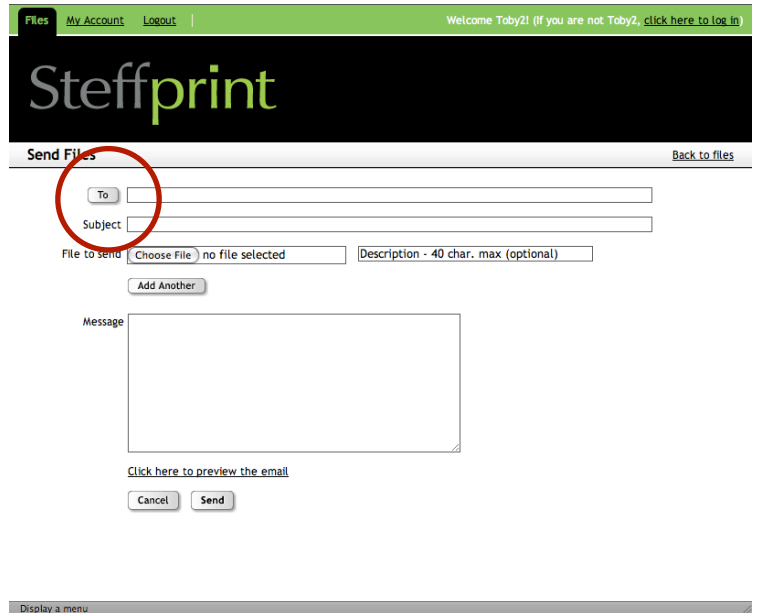
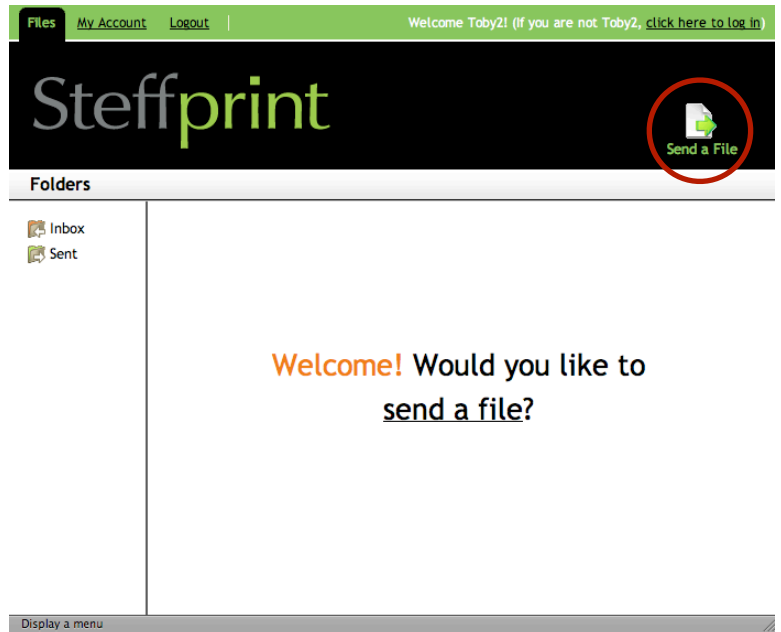
### TO UPLOAD A FILE:

- In your web browser, go to <http://www.steffprint.co.uk/upload.html> where you should click the link for web uploads and be presented with the screen above.
- Login to the site with your e-mail and password that we will provide.
- When you login you will be presented with the homepage for your account. Click **Send a File** in the top right corner.

- On the next screen you should click **To** and select (tick) the recipient. Normally this should be [phil@steffprint.co.uk](mailto:phil@steffprint.co.uk). Once selected you should click **Add Recipients**.



- You can now select **Choose File** to select the file you want to upload. Once you have added a file you can click Choose File to add another file to the upload. Please fill in the Subject and Message to reflect the job that the file(s) relate to.
- Finally, click **Send** to upload your files to Steffprint.



## TIPS

Your upload speed will depend on how fast your internet connection is. Uploads will be faster if you Zip or Stuff the file(s) into an archive first. It is a good idea to Zip or Stuff the files if you have a large number. Finally, if there is anything to note about the files you are uploading please let us know in the Message