

PROCEDURES ON SENDING LARGE FILES:

Here are the steps to upload large files using our account in <http://www.yousendit.com>
The maximum file to upload is 2GB.

1. Open up a web browser and go to the website <http://www.yousendit.com>
2. Click on Login.
3. The login information are as follows:
Username: chinosignsplus@aol.com
Password: graphics
4. A screen will appear like the one below.

The screenshot shows the YouSendIt web interface. At the top is a navigation bar with buttons for 'Send', 'Start Your Free Trial', 'Subscribe', 'My Account', 'Applications', 'Need Help?', and 'Referral'. On the left is a sidebar with icons and labels for 'Send File', 'Inbox', 'Outbox', 'Sent Items', and 'Contacts'. Below the sidebar, a message states: 'You have used 0% of your 1 GB download limit. Want more bandwidth?'. The main content area is a form for sending a file. It includes a 'To:' field with 'chinosignsplus@aol.com' entered, a 'Subject (optional)' field, and a large 'Enter message (optional)' text area. Below these is a 'Select a file' section with a text input showing 'C:\Users\Patrick\Documen' and a 'Browse...' button. Underneath, there is an 'Add another file' section with a list of services and their costs: 'Premium Delivery [+]' for \$8.99, 'Password-Protected Secure Delivery [+]' for \$3.99, 'Certified Delivery with Tracking [+]' for \$3.99, and 'Return Receipt [+]' for \$3.99. At the bottom of the form is a large green 'SEND IT' button with a paper plane icon.

5. Fill in the fields on the screen. Please type **chinosignsplus@aol.com** under the "To:" section. It is not necessary to check the services that contain a fee.
6. Press **SEND IT** when complete. We will be notified in our e-mail address that your file has been successfully sent. Also, a message will show in the web browser that upload was sent.
7. Press LOGOUT before exiting web browser.