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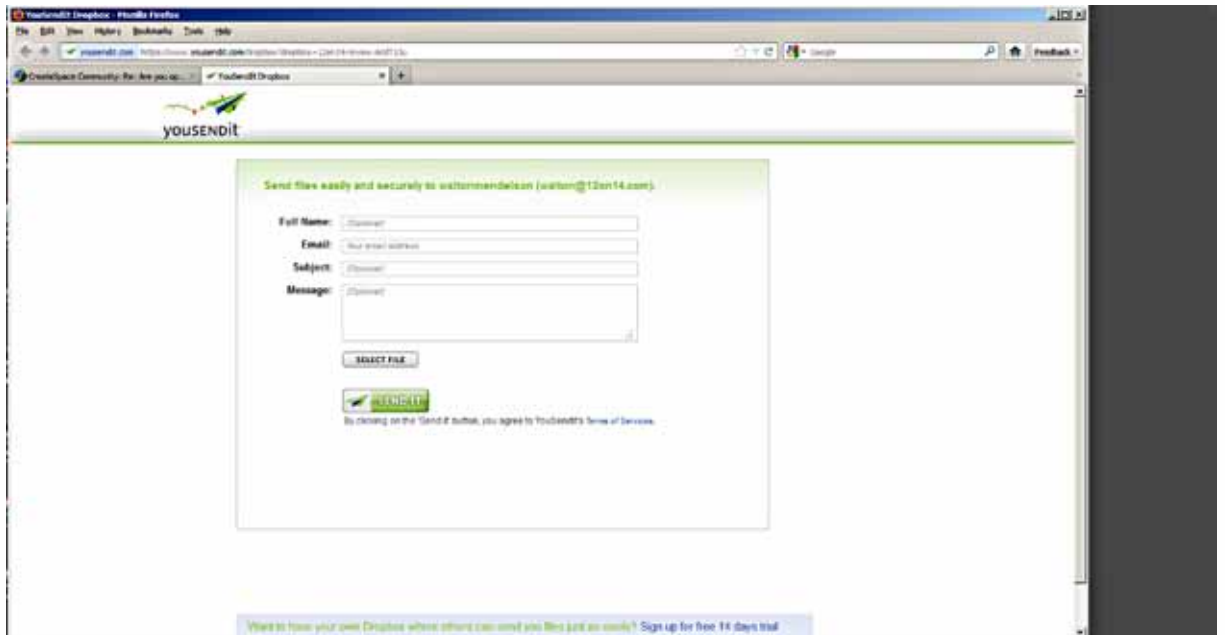
## Uploading Files

There are several reasons for using an upload system. It's safe—your files go to the upload site with password protection, and file types that can corrupt as email attachments are without that risk—and it's quick, easy, and free.

I use YouSendIt. Click on this link or put it in your browser address bar:

<https://dropbox.yousendit.com/12on14-review-AcdT13u>

The process is self guiding. When you enter that address, you will see this screen.



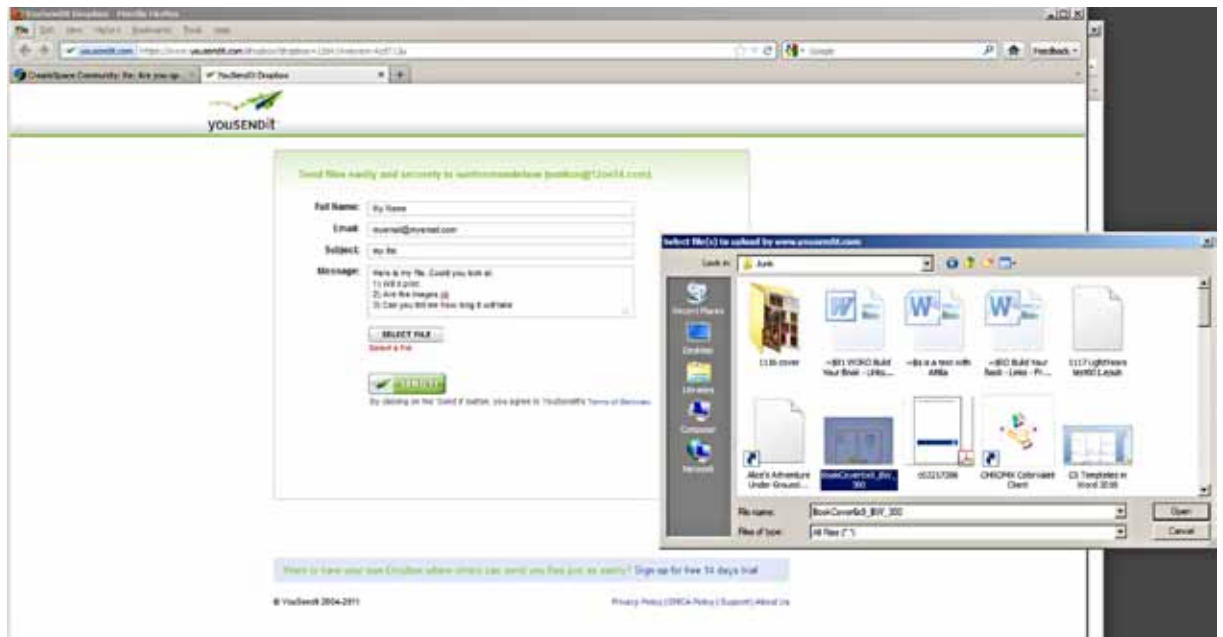
That's it. Fill in the information—please indicate exactly what you want done in the message box, or give me additional information—use the Select File button to choose the file or files you want to upload. Once they have uploaded, click Send.

I will be notified when the file or files are available to be downloaded, and I will get your message. The download procedure is, password protected so that no one else will have access to your files.

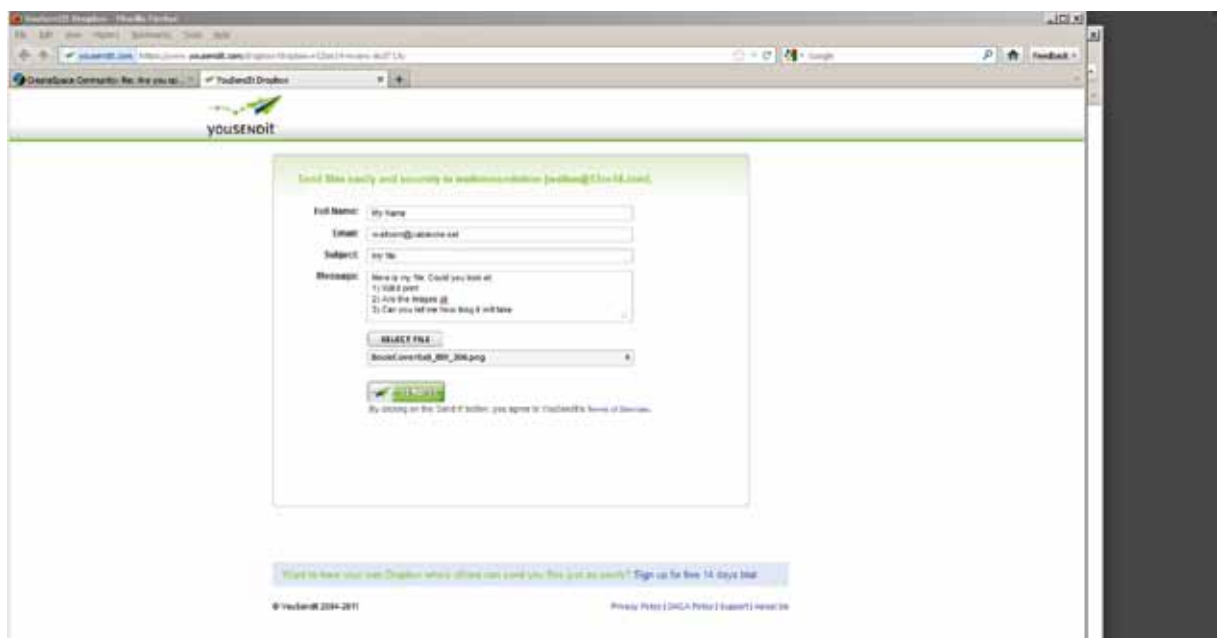
The following screens will show the step by step screens you'll see.

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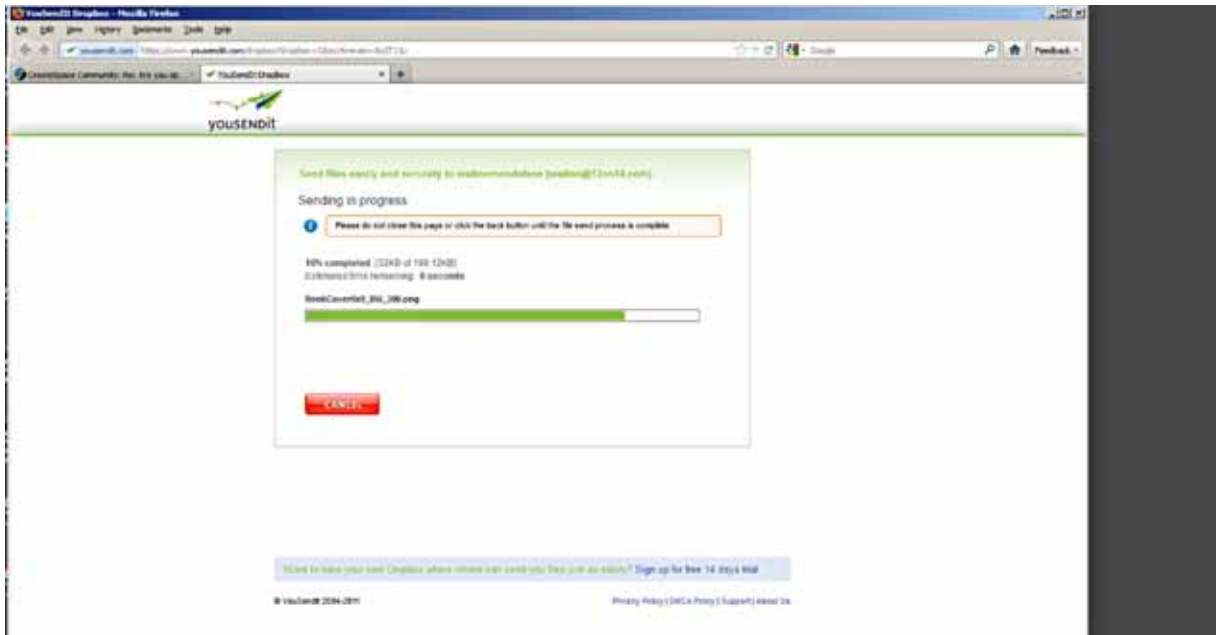
Then click on <Select File> button. This will open a navigation window. Navigate to the folder or file you want to send. Either type the name in the file File name window or click on the file and the name will show up in the File name window. Then click <Open>.



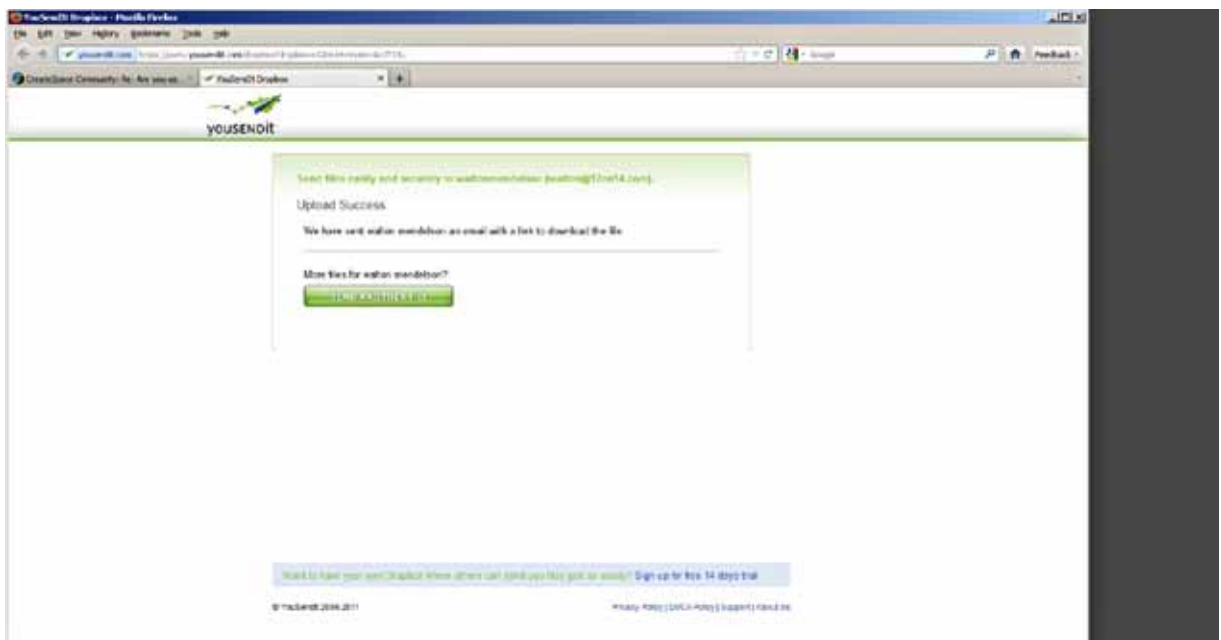
You can upload additional files by clicking <Select File> again. When you are ready, to upload the files, click <SEND IT>



When you click <SEND IT> the screen will change to show you a progress bar. Note that you must not close the page or the process will be interrupted. On most computers, you should have enough resources to do other things during the upload process.



When the upload is complete the screen will change.



You will have the option to send another file or you can close the window and/or your browser.

I will receive a notification that a file is available for me to download. No one, except me, with my account name and password can access your files. So your files are safe.

Why use YouSendIt, because uploading and downloading files is much safer than attaching them to emails. Acrobat has an error message concerning Word files in particular that can be corrupted while being sent as attachments.