



SENDING FILES TO PJ PRINTERS

CHOOSE A METHOD BELOW

FILE TRANSFER WEBSITES



*NO ACCOUNT NEEDED

EMAIL SYSTEMS



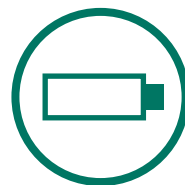
APPLE MAIL



OTHER METHODS



FTP



THUMB DRIVE
OR DISC



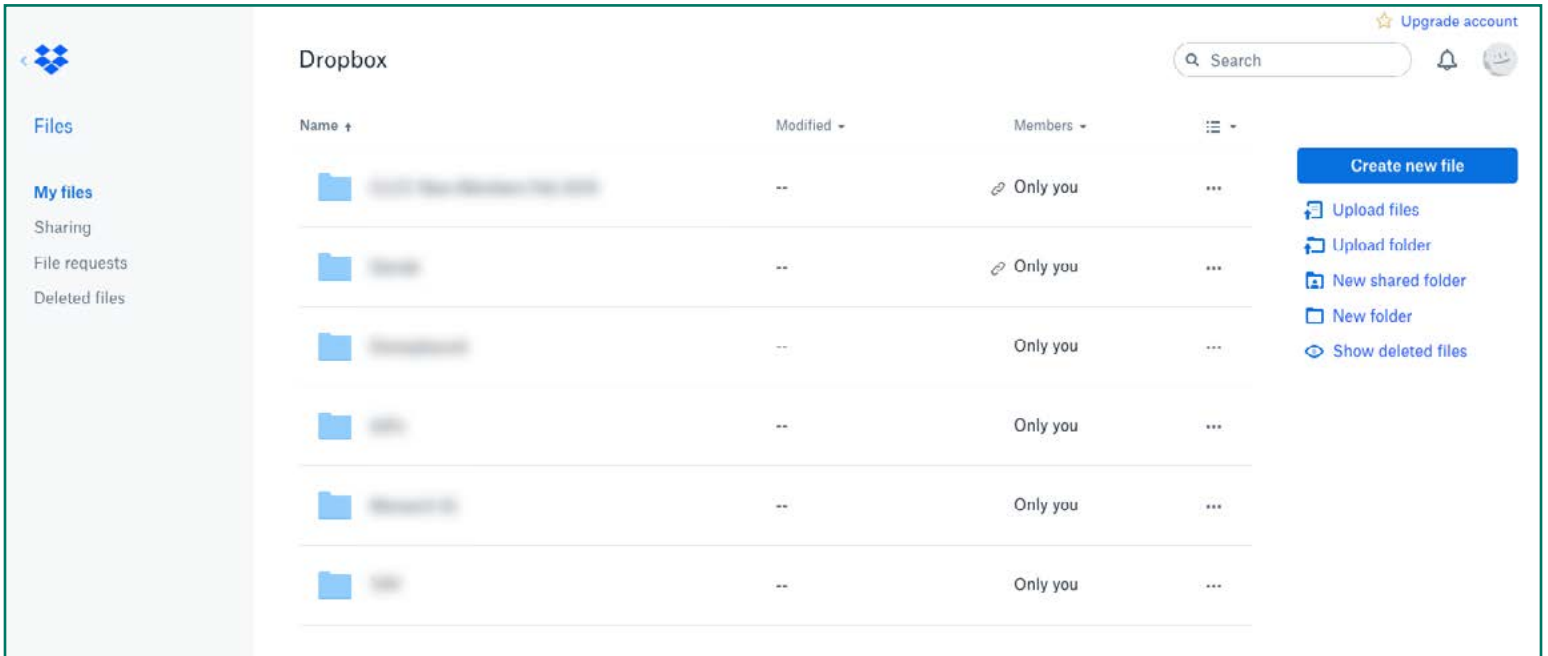
PHYSICAL
PRODUCT



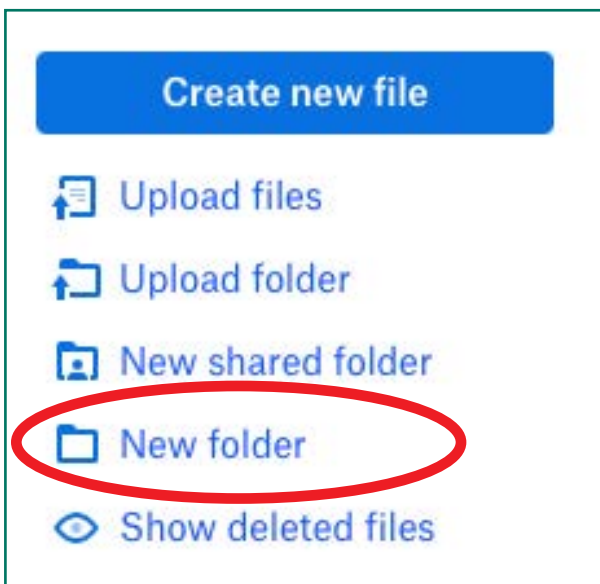
1 CREATE AN ACCOUNT (if you don't have one already)

[CREATE ONE HERE](#)

→ Once logged in, your home screen should look something like this:

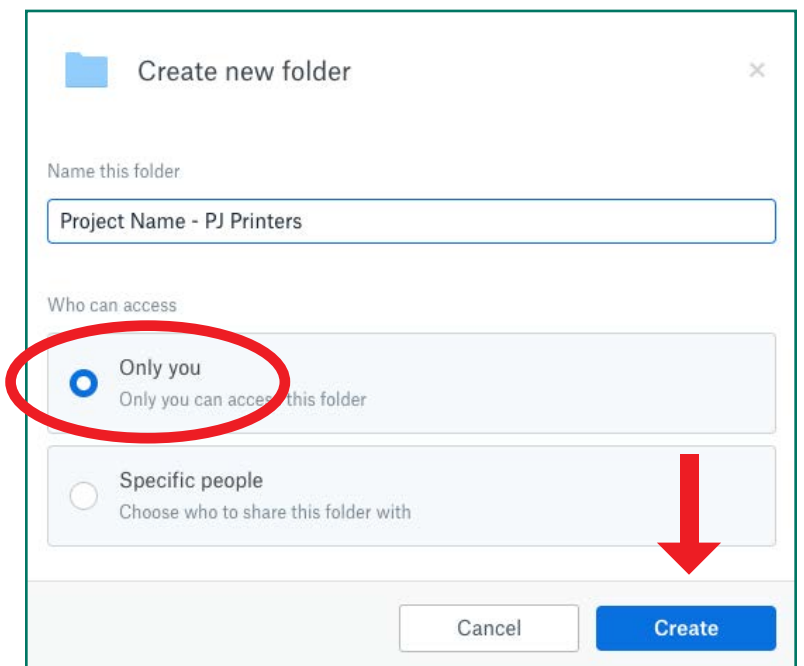


2 CREATE A NEW FOLDER

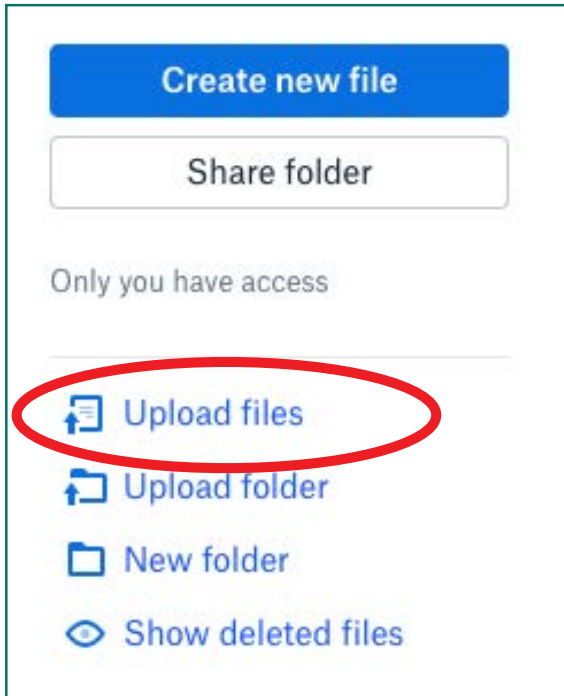


3 NAME YOUR FOLDER AND GIVE ACCESS

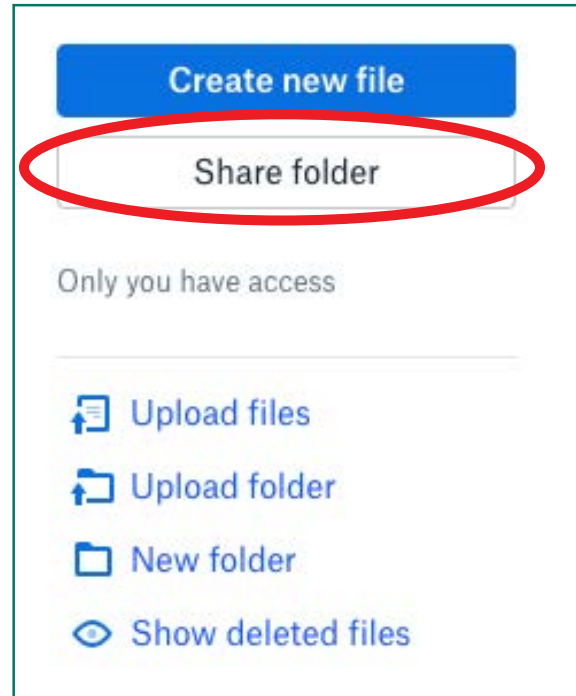
→ Make sure that "Only You" is selected.



4 UPLOAD FILES



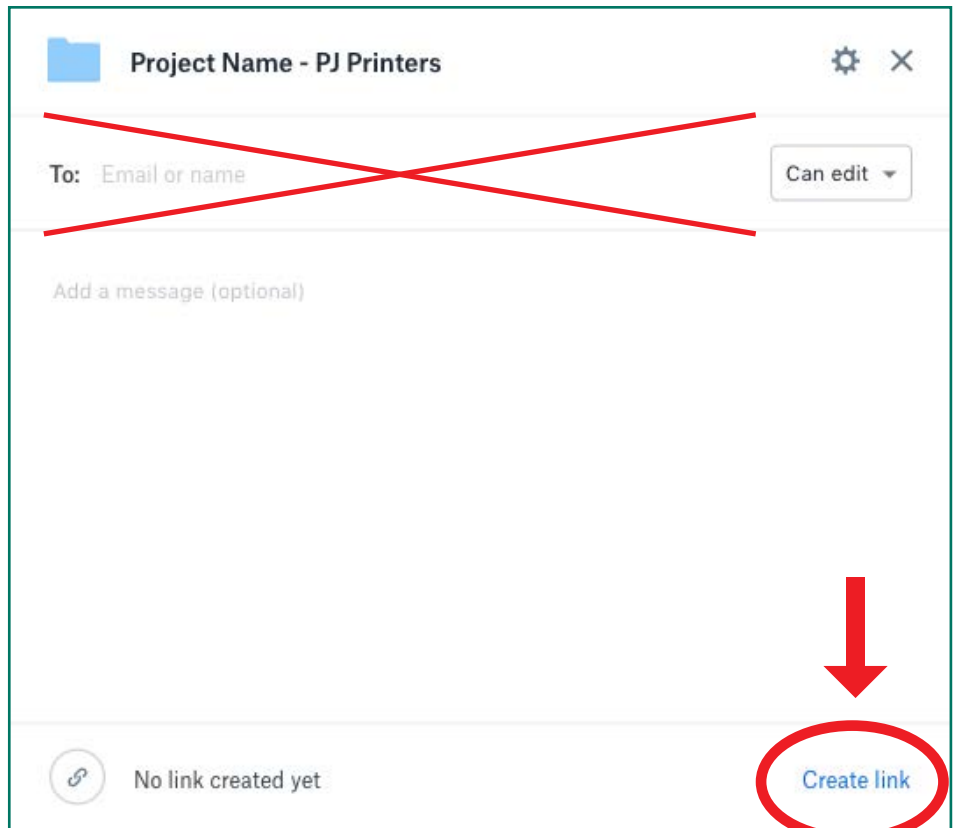
5 SHARE FOLDER



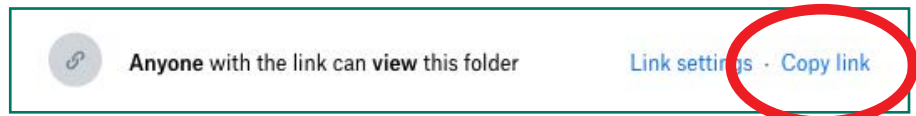
6 CREATE LINK

➔ Do not worry about entering one of our emails here. This causes problems down the line when someone else in our facility may need to access the file.

Simply click on the **Create Link** button in the lower right corner.



7 COPY LINK & EMAIL



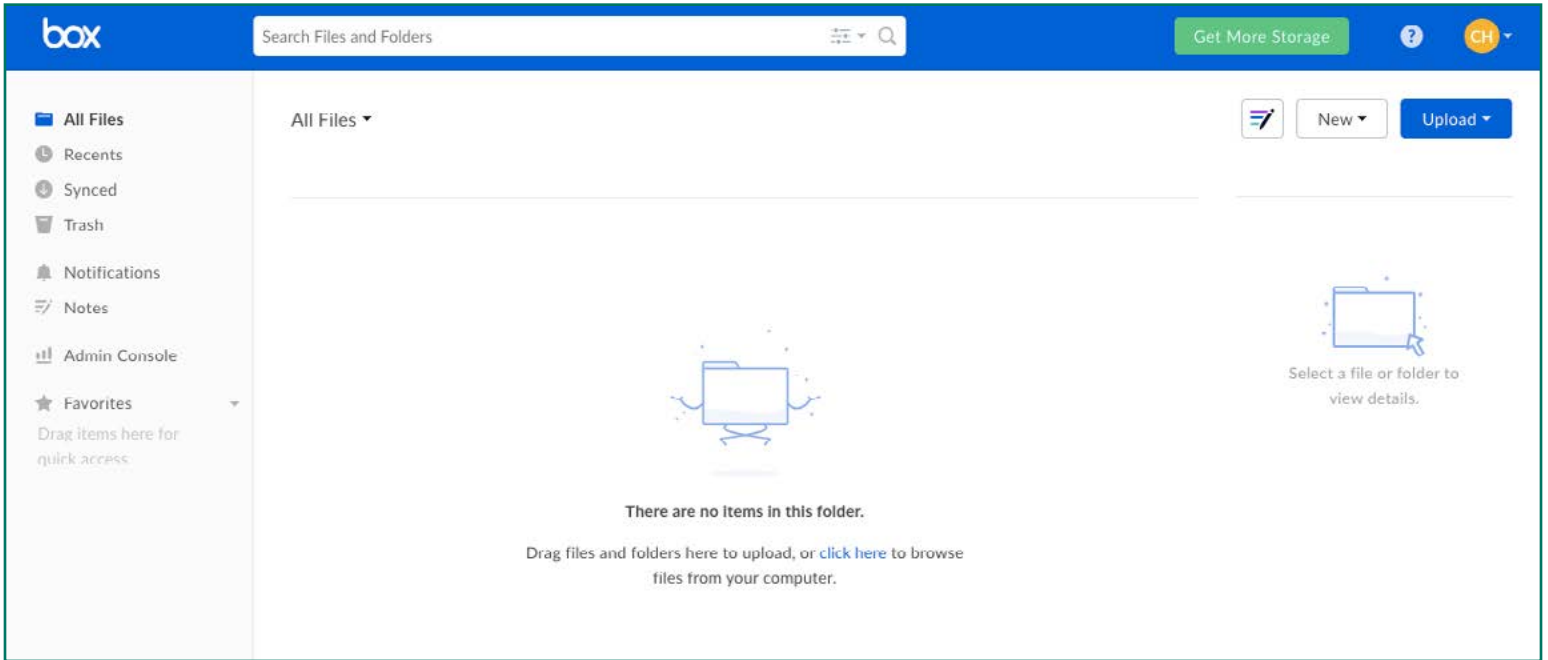
➔ Simply email your CSR the link by Pasting it into your email



1 CREATE AN ACCOUNT (if you don't have one already)

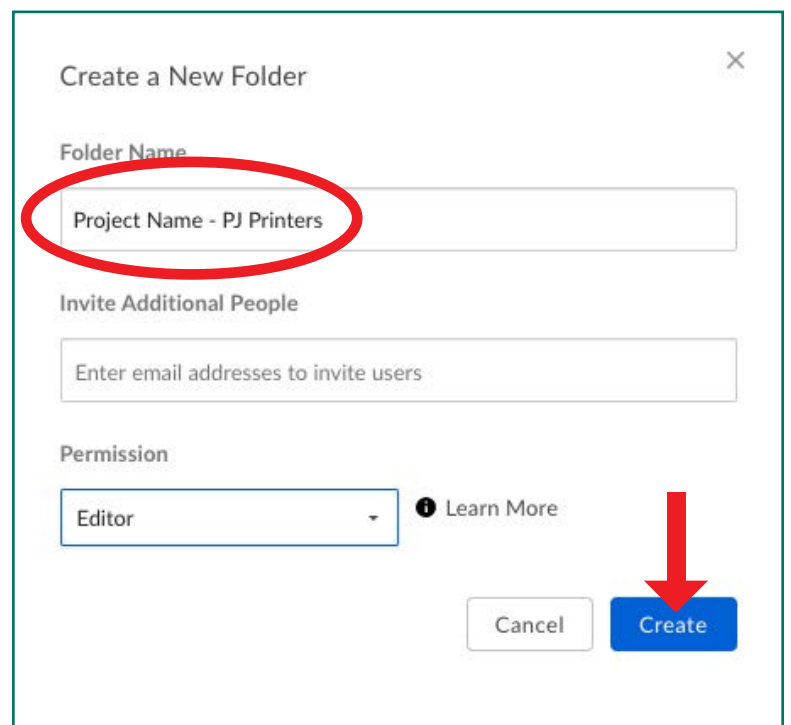
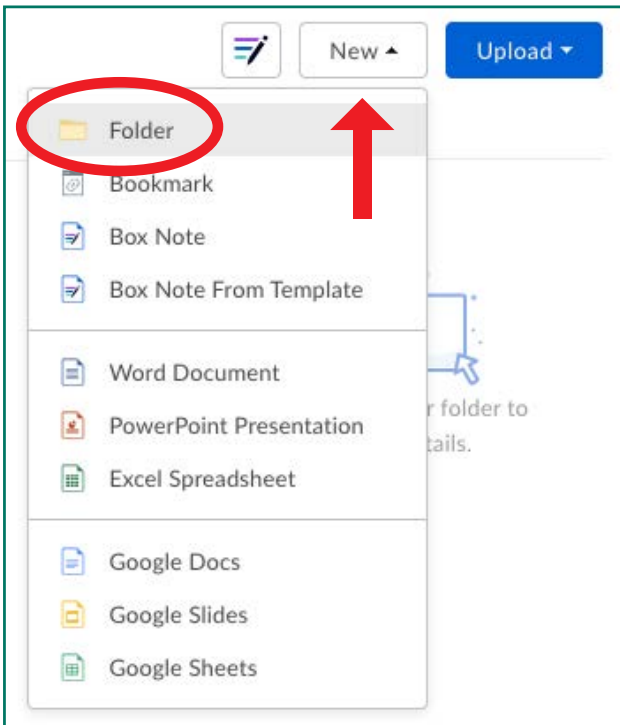
[CREATE ONE HERE](#)

→ Once logged in, your home screen should look something like this:



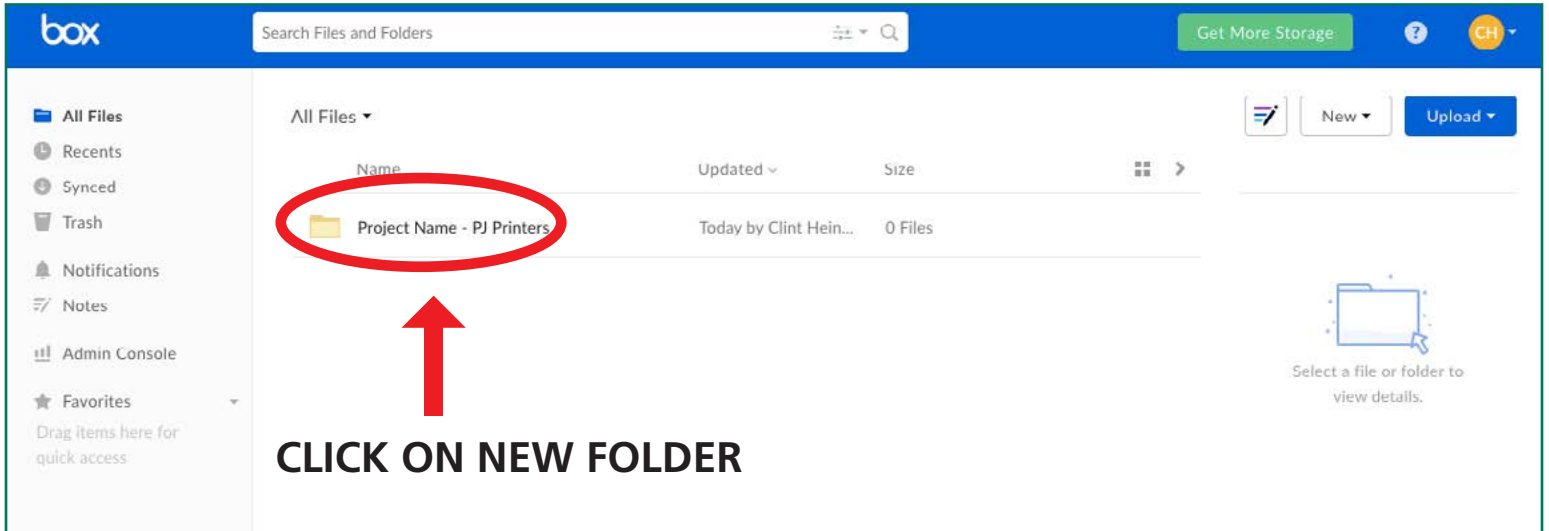
2 CREATE A NEW FOLDER

3 NAME YOUR FOLDER

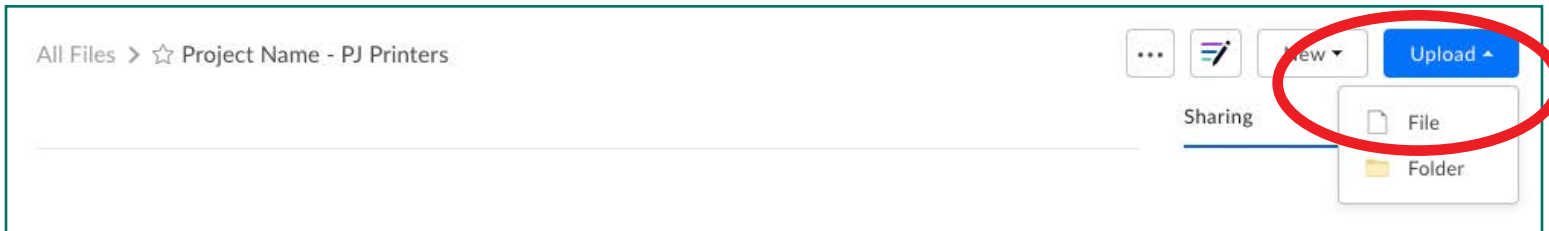


4 ENTER INTO THE NEW FOLDER

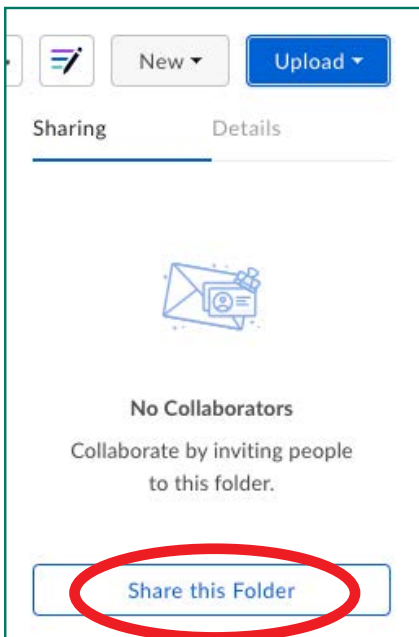
→ After Step 3, your screen will look like this. You need to click the new folder to enter into it so you can place your files there.



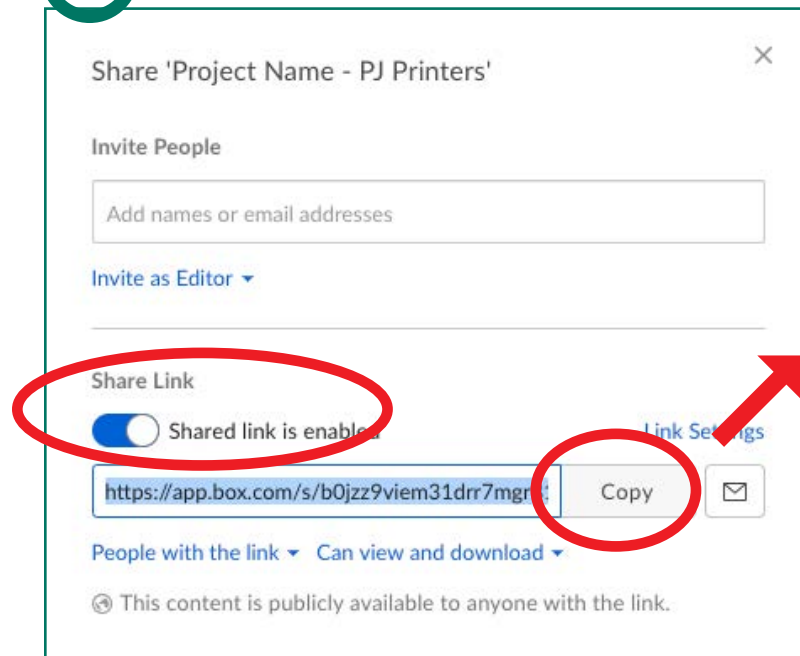
5 CLICK ON UPLOAD. CLICK ON FILE.



6 SHARE THE FOLDER



7 CLICK SHARE LINK BUTTON AND COPY



Simply email your CSR the link by Pasting it into your email

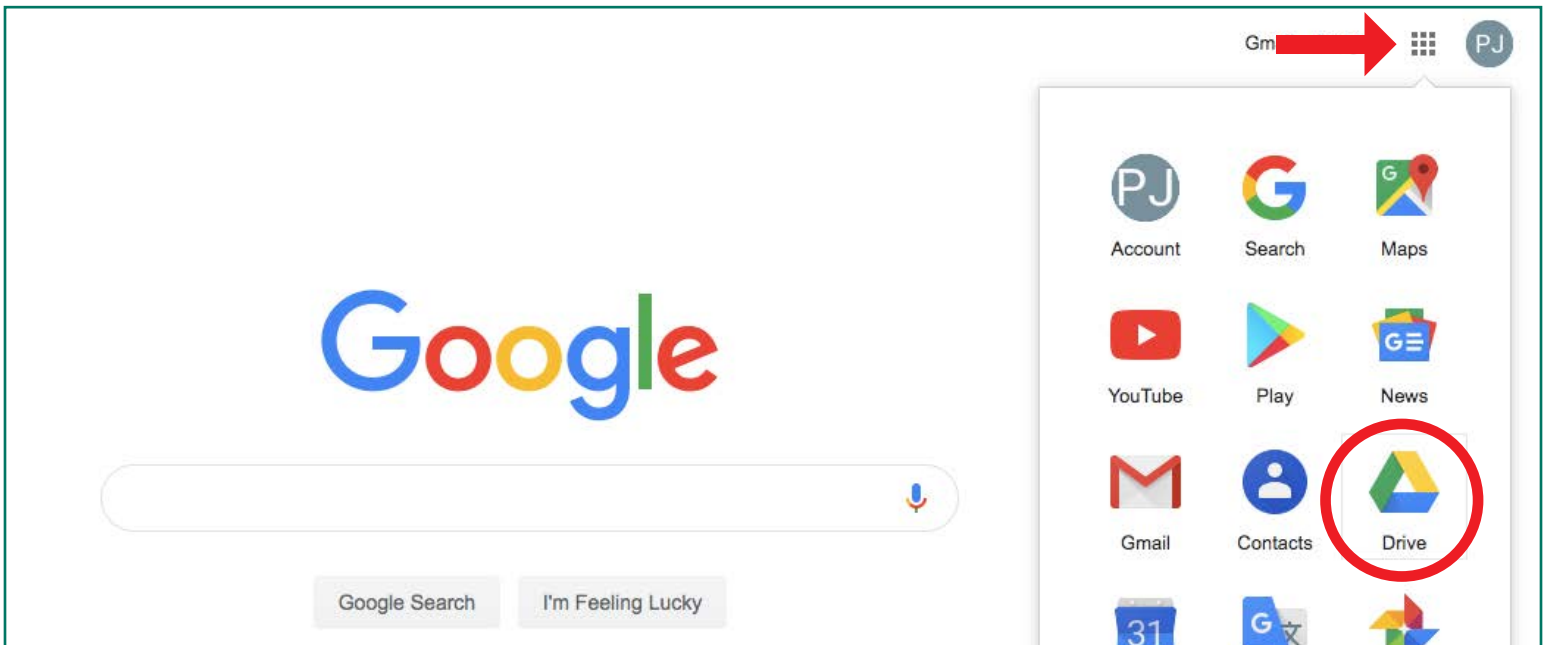


1 CREATE A GOOGLE ACCOUNT (if you dont' have one already)

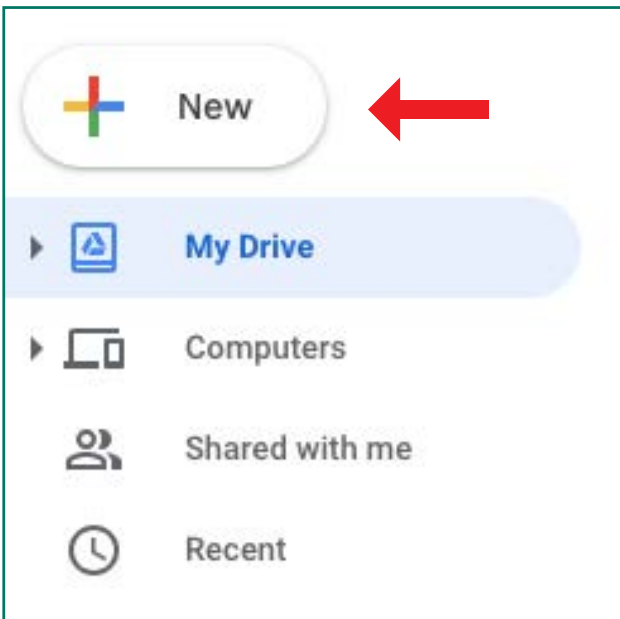
[CREATE ONE HERE](#)

2 GET TO GOOGLE DRIVE

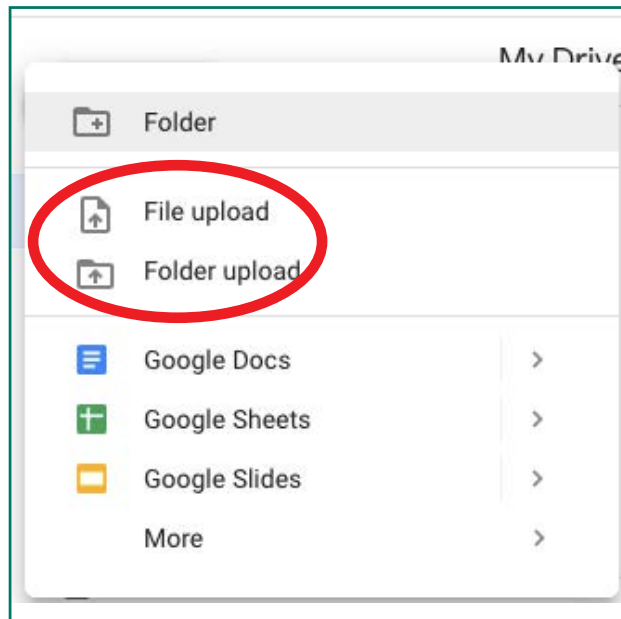
→ Visit google.com and click on the App Icon. Click on Google Drive



3 CLICK "NEW"



4 CLICK "FILE" OR "FOLDER" UPLOAD



5 SHARE THE FILE/FOLDER

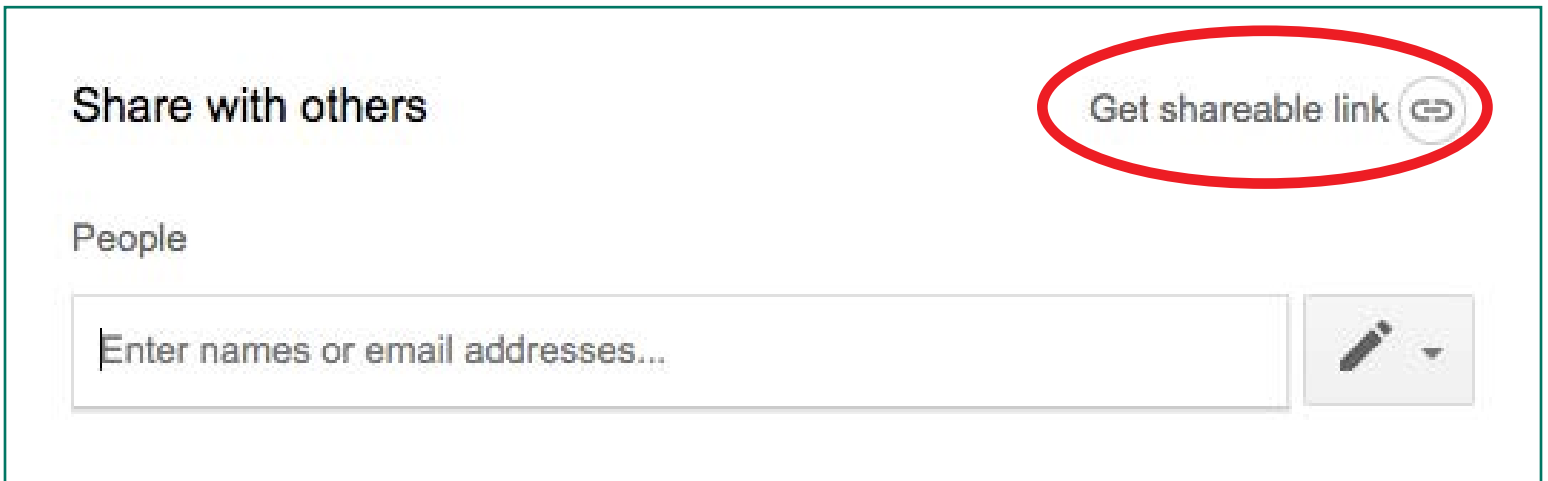
→ Select your file/folder, then click on the Share icon on the Top Bar



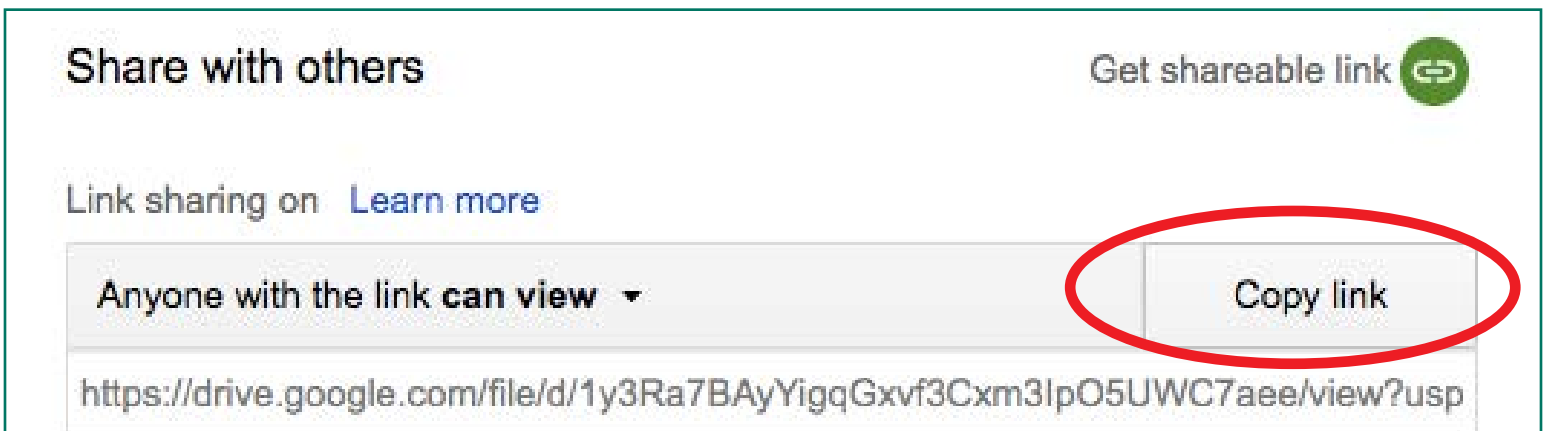
6 GET SHAREABLE LINK

→ Do not worry about entering one of our emails here. This causes problems down the line when someone else in our facility may need to access the file.

Simply click on the **Get shareable link** button in the lower right corner.



7 COPY THE LINK AND PASTE IT INTO AN EMAIL TO YOUR CSR

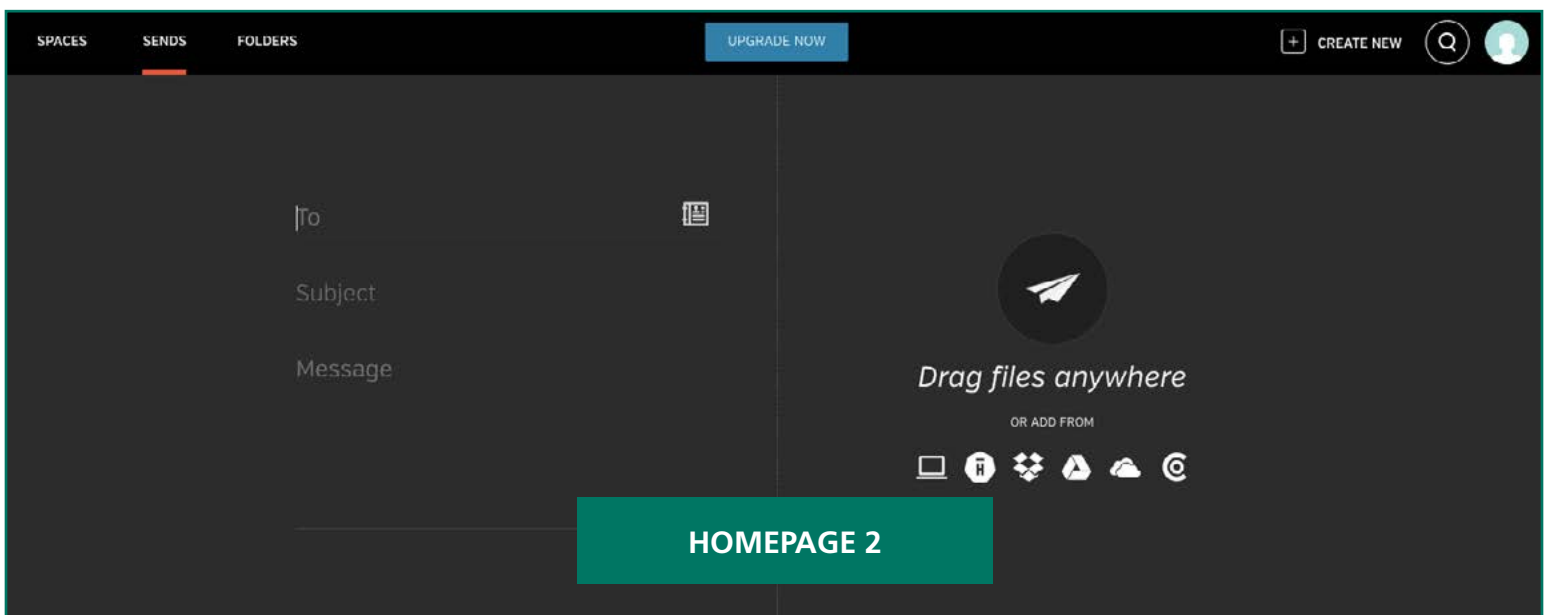
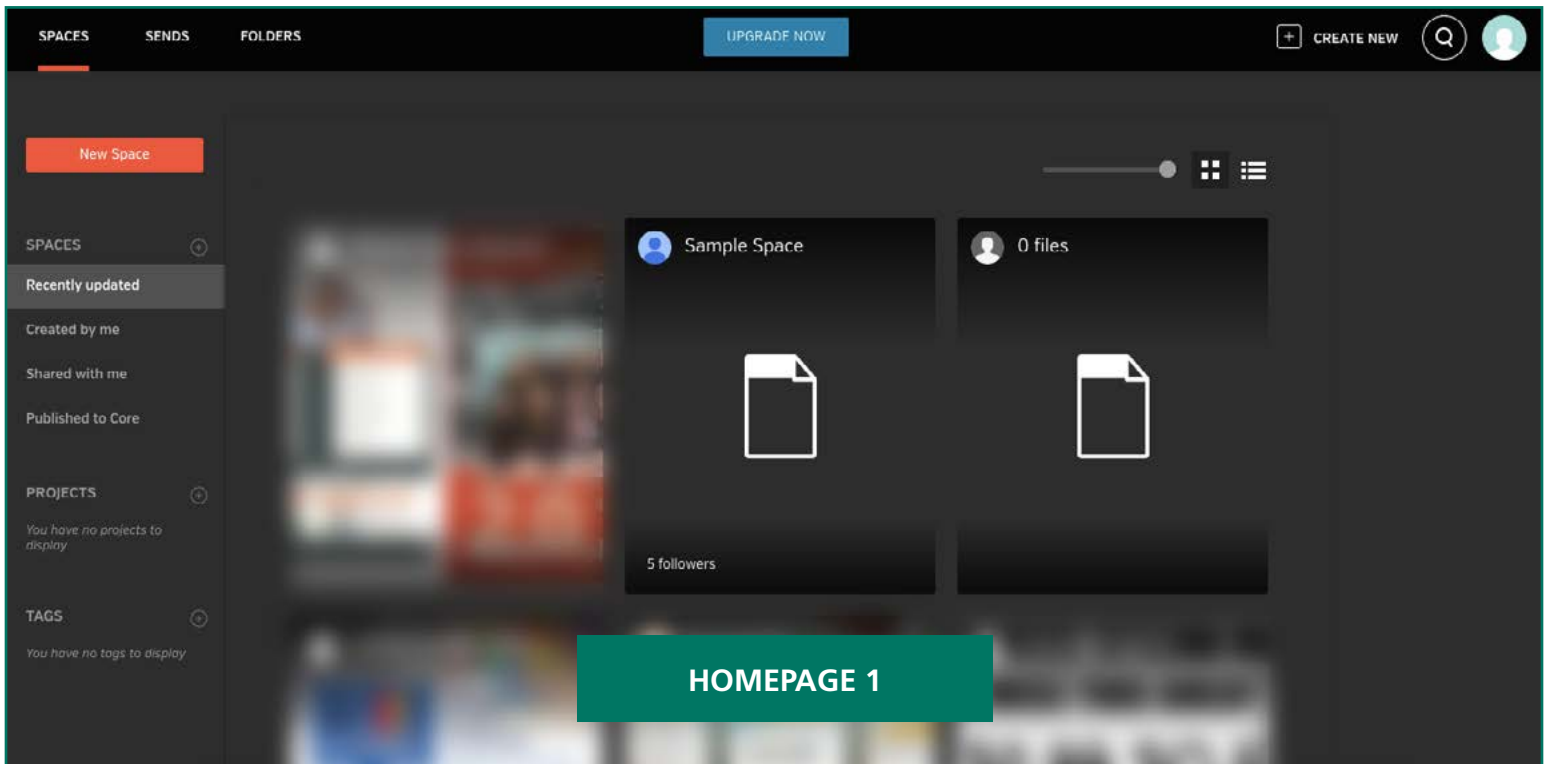


HIGHTAIL

1 CREATE AN ACCOUNT (if you don't have one already)

[CREATE ONE HERE](#)

→ Once logged in, your home screen will look one of two ways:

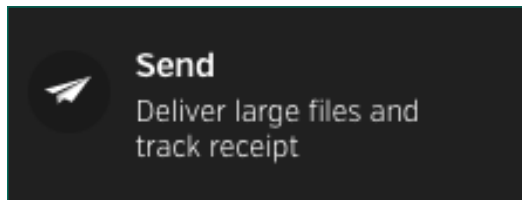


2 IF HOMEPAGE 1 SHOWS, CLICK ON CREATE NEW

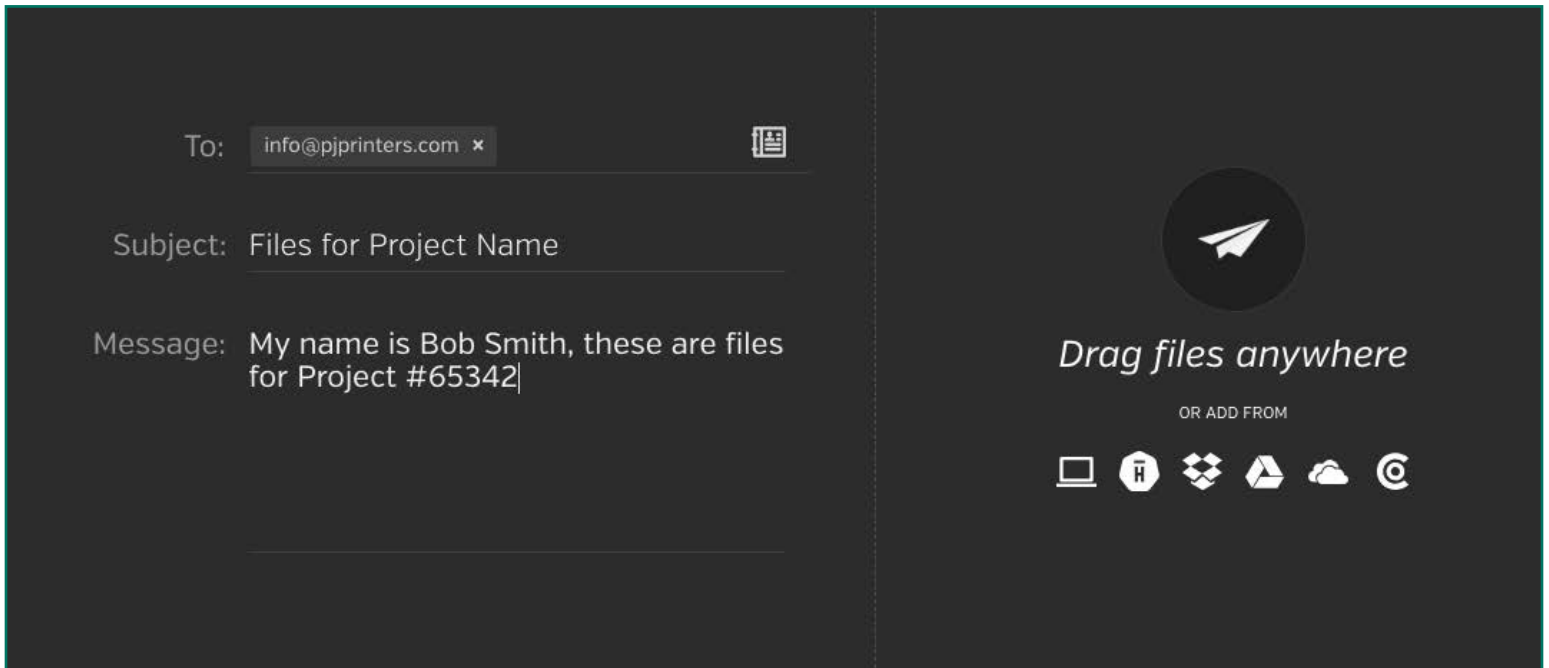
→ If Homepage 2 shows, proceed to Step 4

[+ CREATE NEW](#)

3 CLICK SEND



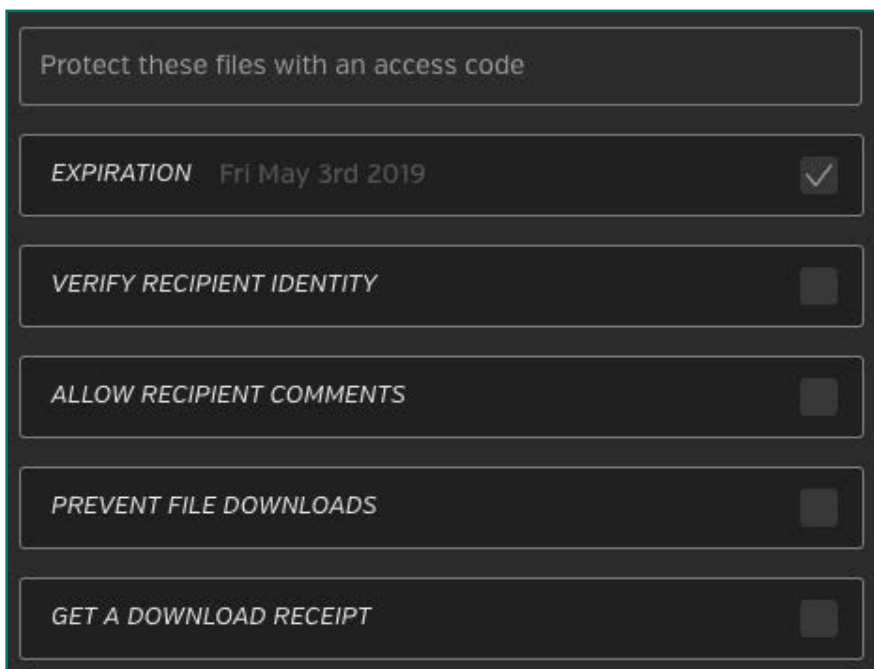
4 FILL OUT INFO AND UPLOAD YOUR FILES.



5 CLICK NEXT



6 USE ADDITIONAL OPTIONS.



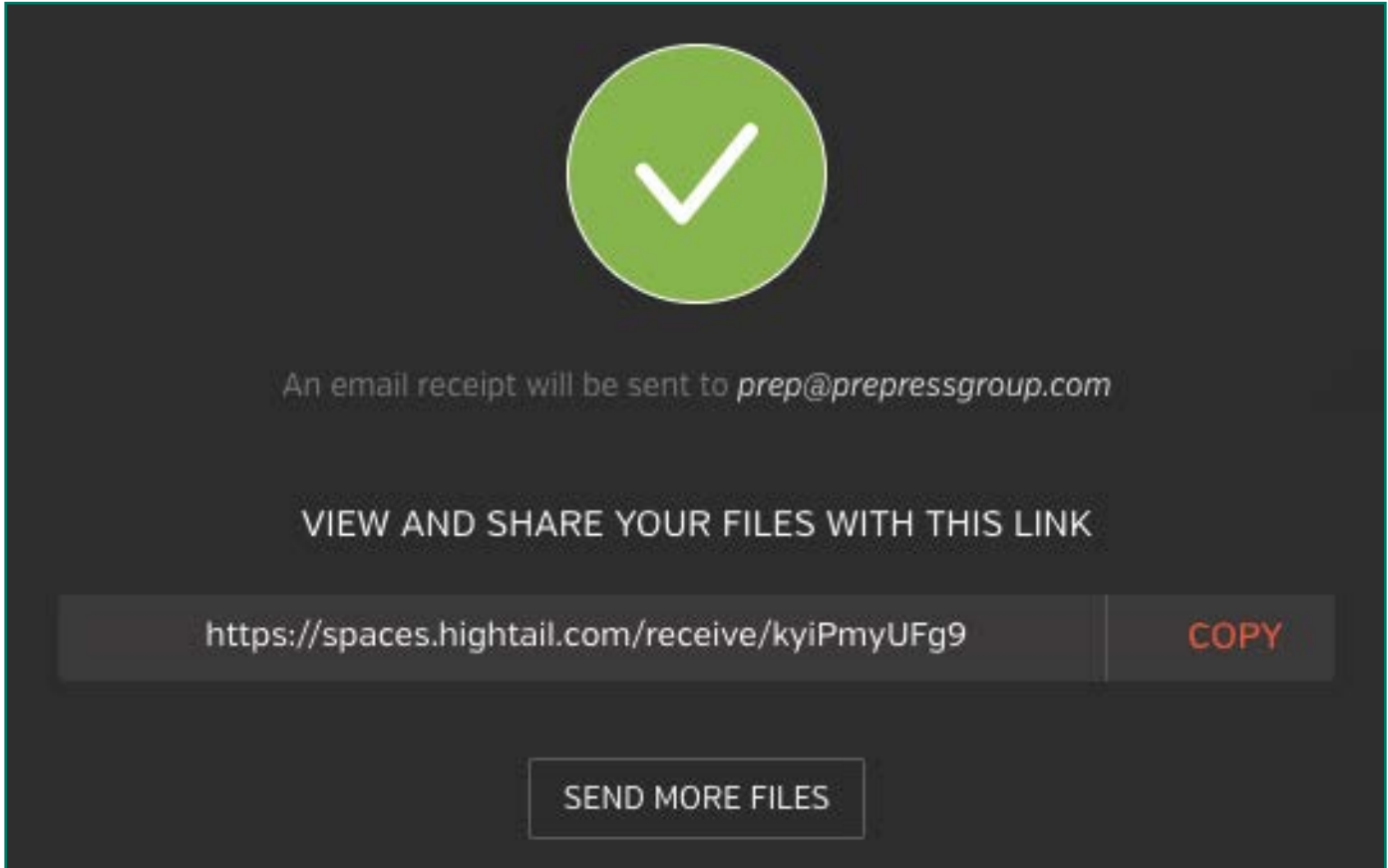
We do not recommend using any of these settings for generic file sharing to PJ Printers.

7 CLICK SEND



8 COPY LINK

→ We recommend copying the link and saving it somewhere in case we do not receive the file from Hightail. This link is fullproof and should be copied somewhere.



1 VISIT WETRANSFER.COM

TAKE ME THERE

→ Everybody likes free stuff right? Click Take Me To Free

WeTransfer

- ✓ Send up to 2GB
- ✓ Customize your backgrounds
- ✓ Keep transfers for longer
- ✓ Protect your transfers



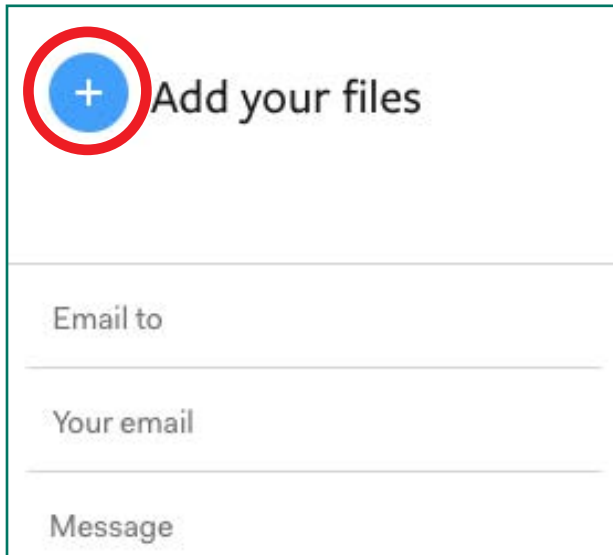
Take me to Free

WeTransfer **PLUS**

- ✓ Send up to 20GB
- ✓ Customize your backgrounds
- ✓ Keep transfers for longer
- ✓ Protect your transfers

Get WeTransfer Plus

2 ADD YOUR FILES



+

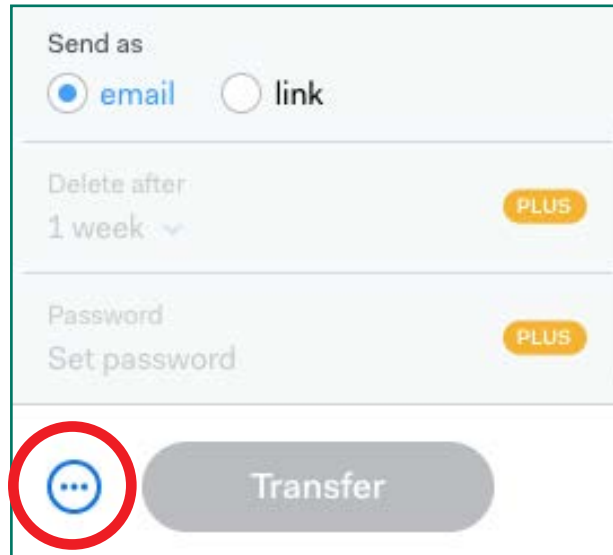
Add your files

Email to

Your email

Message

3 CLICK ON ELLIPSES



Send as

email link

Delete after

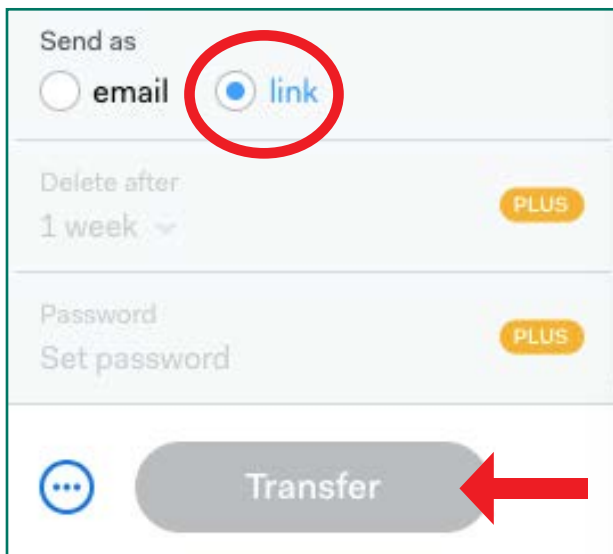
1 week ▾ PLUS

Password

Set password PLUS

⋮ Transfer

4 CHOOSE LINK, THEN TRANSFER



Send as

email link

Delete after

1 week ▾ PLUS

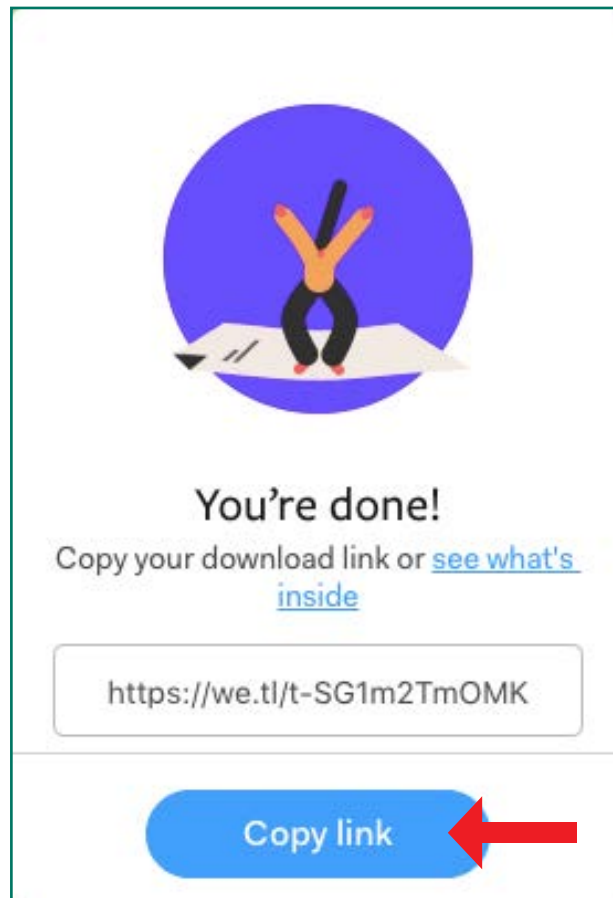
Password


Set password PLUS

⋮ Transfer

5 COPY LINK

➔ Email copied link to CSR





You're done!

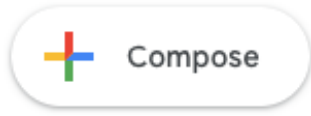
Copy your download link or [see what's inside](#)

`https://we.tl/t-SG1m2TmOMK`

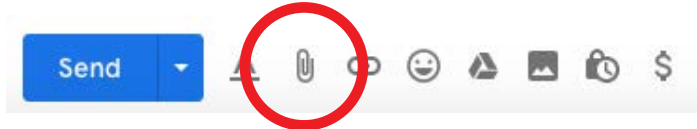
Copy link



1 COMPOSE



2 ATTACH



PLEASE NOTE:

- The file attachment limit is 25mb.
- If your file exceeds 25mb, a Google Drive link will automatically be generated in your email, and your files will automatically be placed into your Google Drive.
- For questions about Google Drive, see Page 6.

[TAKE ME THERE](#)

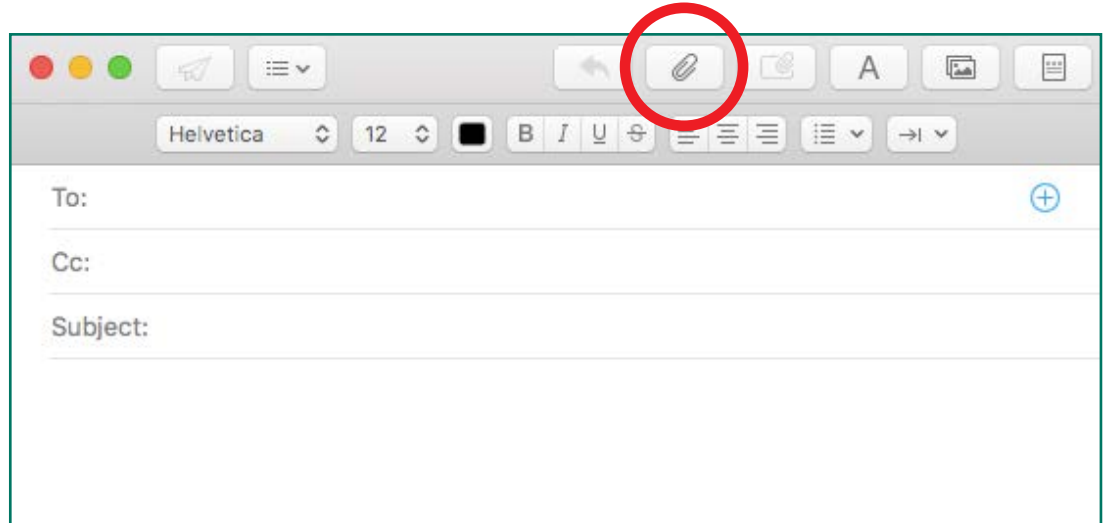


APPLE MAIL

1 COMPOSE



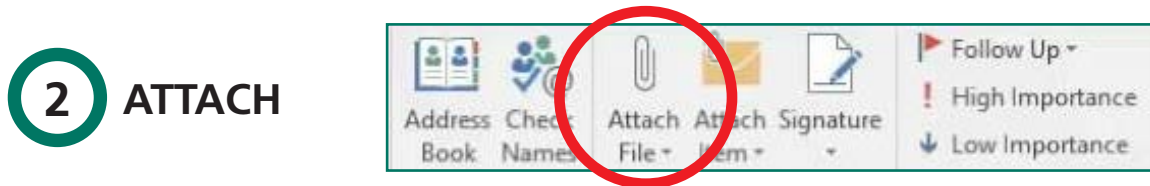
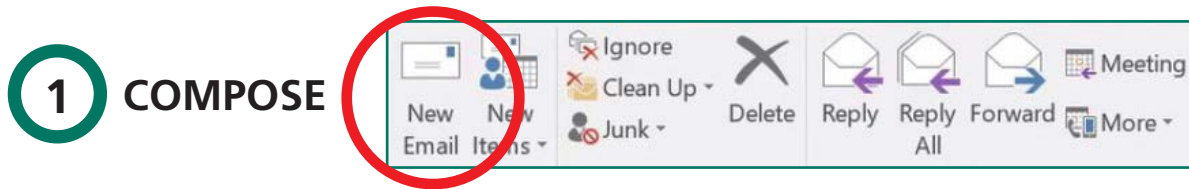
2 ATTACH



PLEASE NOTE:

- The file attachment limit is 20mb.
- If your file exceeds 20mb, Apple Mail will prompt you to use Mail Drop. This simply creates a link within the email message for the recipient to click and download.

Outlook



PLEASE NOTE:

- The file attachment limit is 20mb.
- If your file exceeds 20mb, you will need to Use Microsoft OneDrive.

For information on using OneDrive:

[LEARN ABOUT ONEDRIVE](#)



PJ PRINTERS FTP

1 VISIT [UPLOAD.PREPRESSGROUP.COM](https://upload.prepressgroup.com)

TAKE ME THERE

2 FILL OUT THE NECESSARY INFORMATION

A screenshot of a web form titled "Step 1 - Provide Customer Information". The form has a blue background and contains the following fields: "First Name:", "Last Name:", "Company:", "Phone:", "Email:*" (with an asterisk indicating it is required), and "Notes" (with a small icon in the bottom right corner). Below the "Notes" field is a "Next" button. At the bottom of the form, there is a note: "* Required".

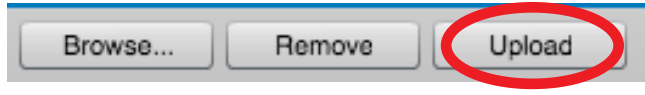
3 BROWSE YOUR COMPUTER FOR YOUR FILES.
YOU CAN SEND INDIVIDUAL FILES, OR ZIP FILES.

A screenshot of a file upload interface. At the top, there are three buttons: "Browse..." (circled in red), "Remove", and "Upload". Below the buttons is a table with four columns: "File", "Size", "Status", and "Reason". The table is currently empty. At the bottom left, there is a status bar that says "Total files size 0 kB".

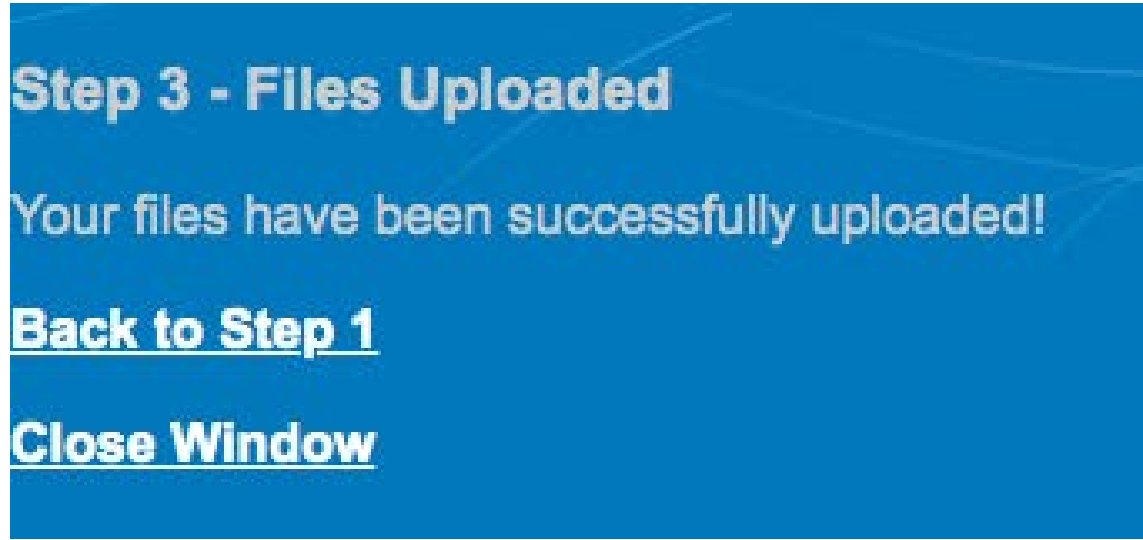
PLEASE NOTE:

- The file send limit is 2GB, and sometimes then it may fail.

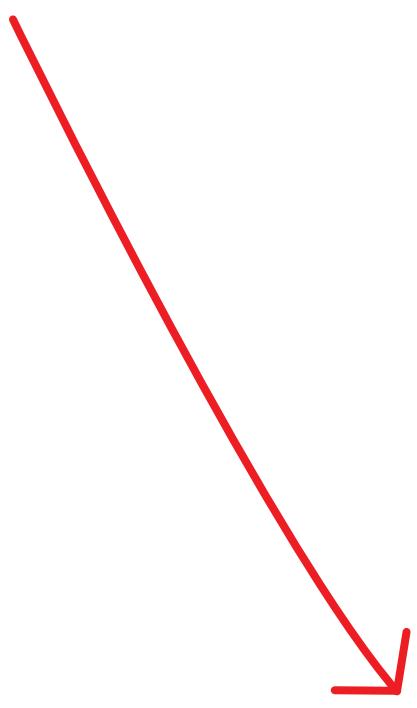
4 ONCE YOUR FILES HAVE BEEN CHOSEN, CLICK "UPLOAD"



5 IF ALL IS SUCCESSFUL, YOU WILL BE GREETED BY THIS SCREEN



If you have any troubles with this process, we apologize for the inconvenience, but please try one of the other methods listed in this document





PHYSICAL PRODUCTS

Our office is open Monday - Friday from 8am - 5pm.

Please inform your CSR that you will be stopping by, or simply leave your products with the Front Desk.

We hold all physical products for you and will return any and all products back to you upon job completion.

Please leave all products in some kind of envelope, box, or other container with your name, email, and phone number written on it. Other helpful info would include: Company Name, Business Address, and Project Name/ Due Date.