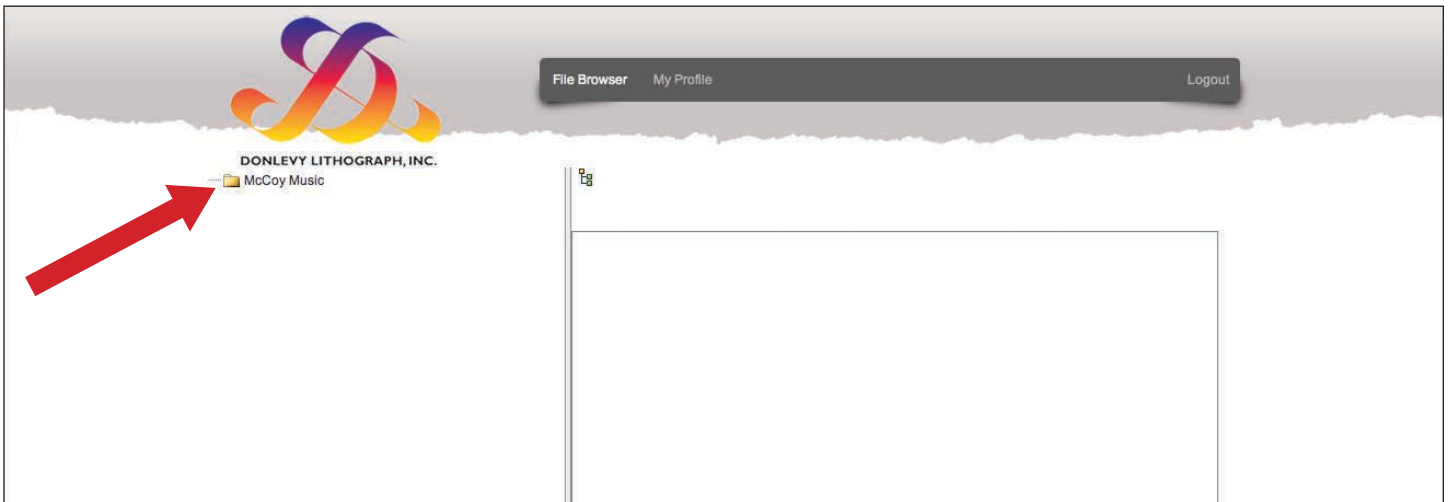
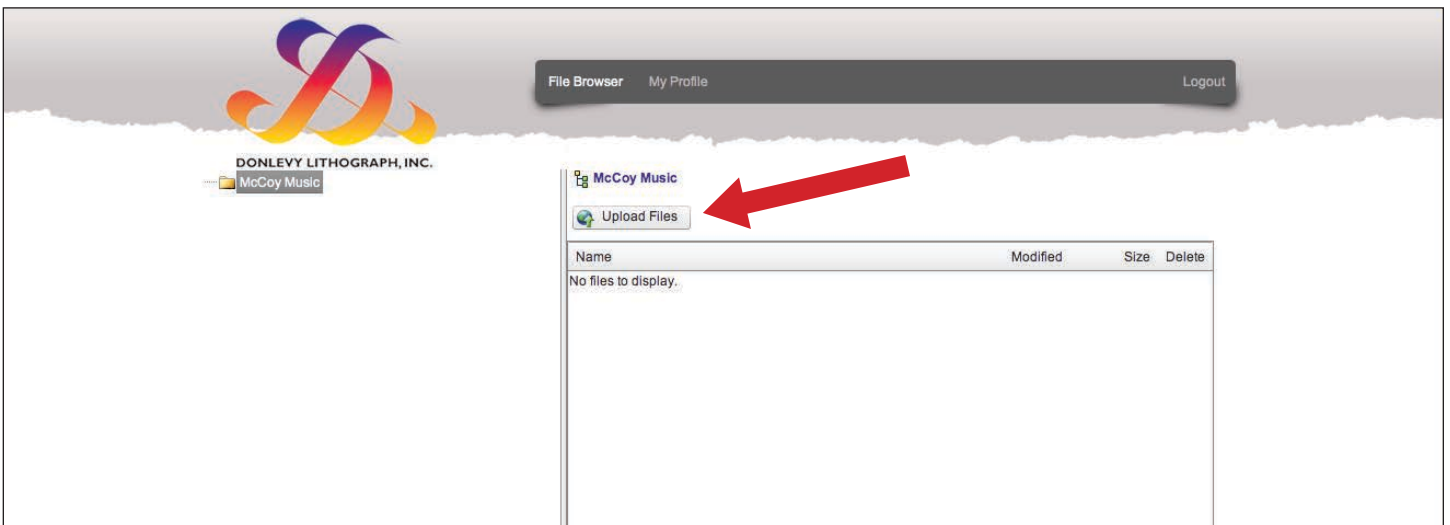




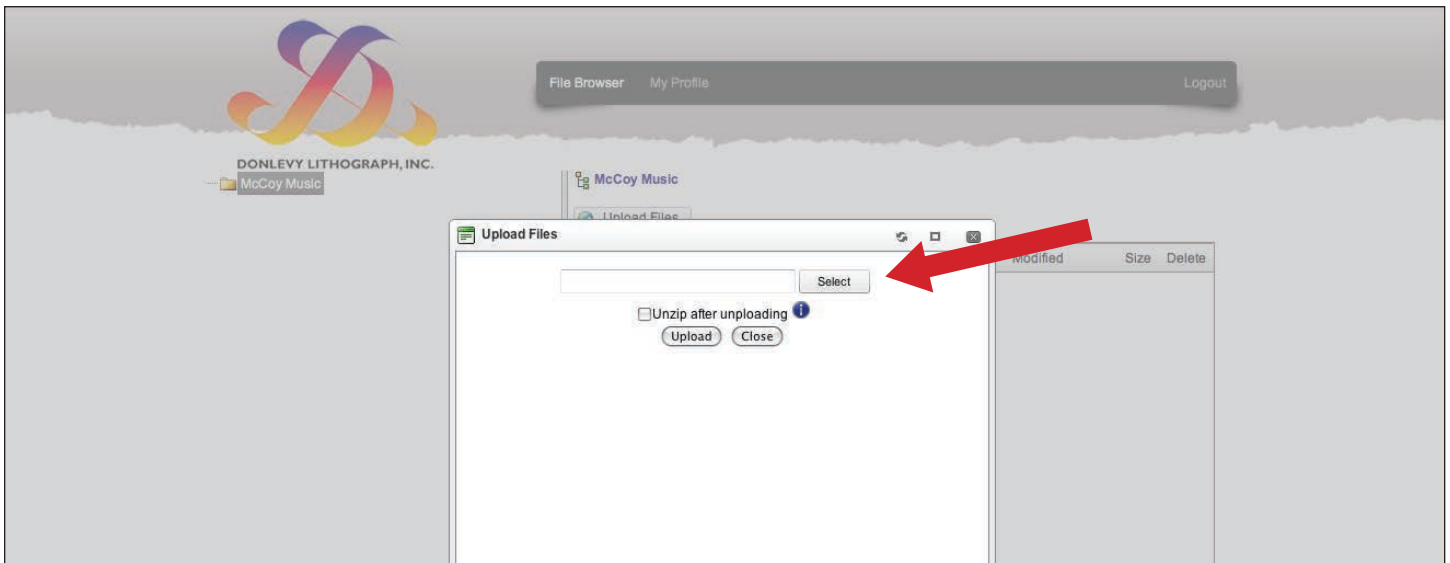
4. This will bring you to your personal folder screen. Click on your folder.



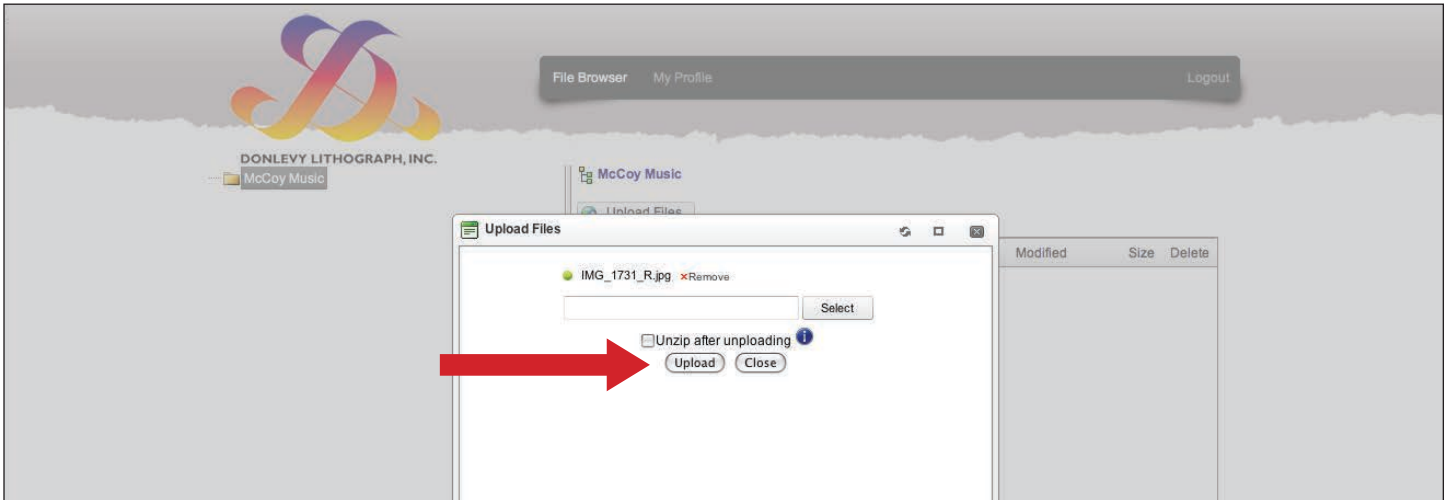
5. Click on "Upload Files".



6. Click on the "Select" button and navigate to the file that you want to upload. You may upload single files or Zipped (or Stuffed) folders of multiple files. You have the option of having the folder Unzipped after uploading or we'll Unzip it when the file is downloaded to our system.

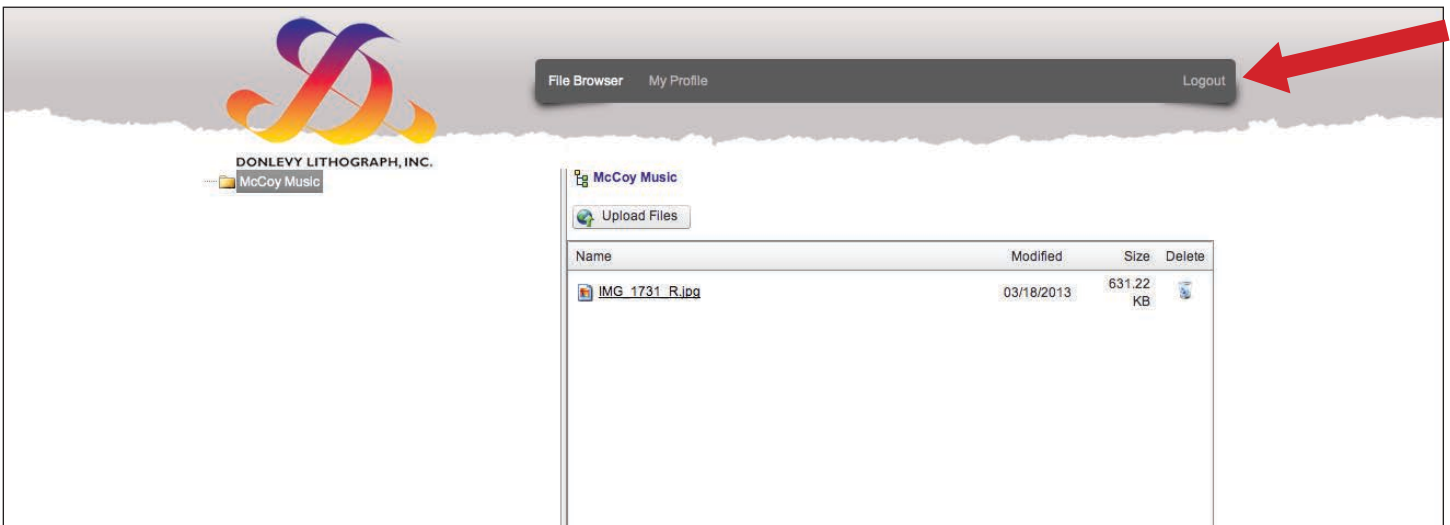


4. The name of the file you have chosen will be displayed. If this is correct click on the Upload button.



5. This will bring you back to the original folder screen with your file displayed so you can check that everything went correctly with the upload process.

6. Click on "Logout". An Email notification will be sent to us that your file has arrived.



Feel free to call us (Gary Heitz or Kip Pohlman at 316-262-7277) if you have any problems and thank you so much for using Donlevy Lithograph for your printing needs.