

Internet Gateway

Directions for Sending Files/Folders

Persons Sending Files to Pace's Wamnet Box

1) Have the file/folder you are sending compressed as a .sit or .sitx and ready to send. Compression is not required, but preferred unless you are sending only a pdf.

Your file/folder name must be less than 30 Characters in length including spaces, periods, etc.

Also, in addition to the native files, you MUST include a low or high res pdf as a content proof.

2) Go to internet site <http://internetgateway.wamnet.com>. **If you are using OSX, do not use Internet Explorer..instead use Safari or Firefox.**

3) Type the username and password in lowercase:

Username - pacegateway

Password - wamprod

Select "Secure" and click on the submit button.

4) This window(right) will appear on your screen.

Select Send/Create Package; a new window will open.

Log In

Please enter user name and password [Login Help](#)

User Name:

Password:

Mode: Standard Secure

5) In the new window click on the top "Browse" button. Next navigate to the compressed folder or file you are sending; click "Open" to select folder or file. Note that if you do not compress the folder, you have to send each file separately. It will be much easier if the folder is compressed!

Internet Gateway

▼ SEND RECEIVE

Create Package View Dock

Successfully logged in

Welcome, pace communications client

You may access Internet Gateway functions using the color coded menus above.

6) Choose "none" from the "Select Job Ticket" menu.

7) Fill in the following fields

Job ID = Title of Publication that ad is for and ad name.

Client ID = Your name and telephone No.

There is no need to type anything into the "Delivery Notification Email" line as Pace is notified when files are uploaded. However, if you would like to receive an email notification you may type your address here.

Getting Started Latest Headlines

Face Communications DIP (7902701) - Direct IP

*Send To: Face Communications DIP (7902701) - Direct IP

Select Files

*File 1: /Users/gonder/Desktop/Fc How to send files digitally.pdf

File 2:

File 3:

File 4:

File 5:

File 6:

File 7:

File 8:

File 9:

File 10:

File 11:

Complete Metadata Information

Select Job Ticket: None

Job ID:

Client ID:

Select Delivery Options

Delivery Notification Email:

Done

8) Click the "Submit" button. "Processing Request" will show up.

9) You will then get a window stating the folder/files have been successfully added. This is also a summary window showing sending information.

Package Information and Contents

Successfully Added Package 7129901-8396. [Create Another Package.](#)

Package Information

Sent To: Pace Communications DIP (7902701)

Package ID: 7129901-8396

Size: 164.76 KB

Date Received: 13 Nov 2007 15:30

Status: Created

Status Date: 13 Nov 2007 15:30

Job Ticket Information

Job ID: Greg's test job ID#2

Client ID: Greg's test Client ID#2

Job Ticket: None

Files

Displaying 1 Item

File name	Size
How to send files digitally.pdf	164.76 KB

10)Exit site.