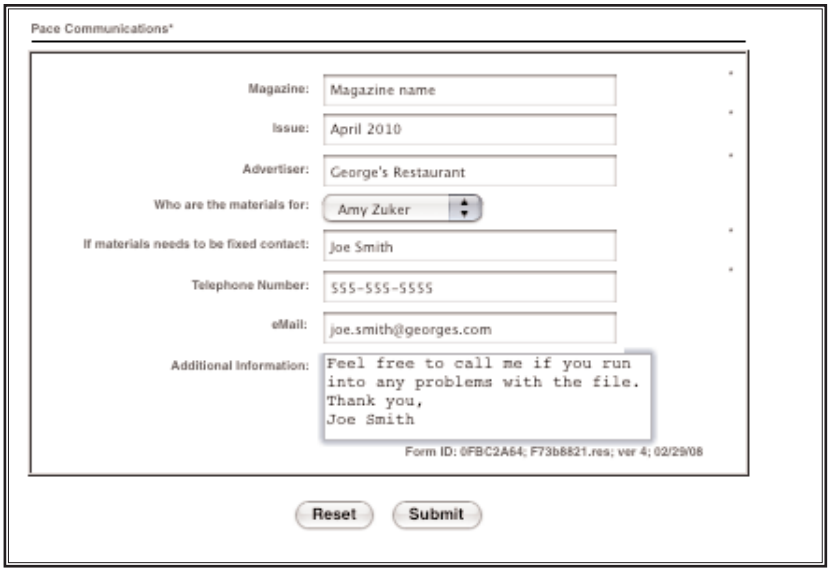
Internet Gateway

Directions for Sending Files/Folders to Pace Communications

1) Have the file/folder you are sending compressed as a .sit,.zip 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, if sending native files, you <u>MUST</u> 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:
   User Name - 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.

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!

Example of how to fill out job ticket

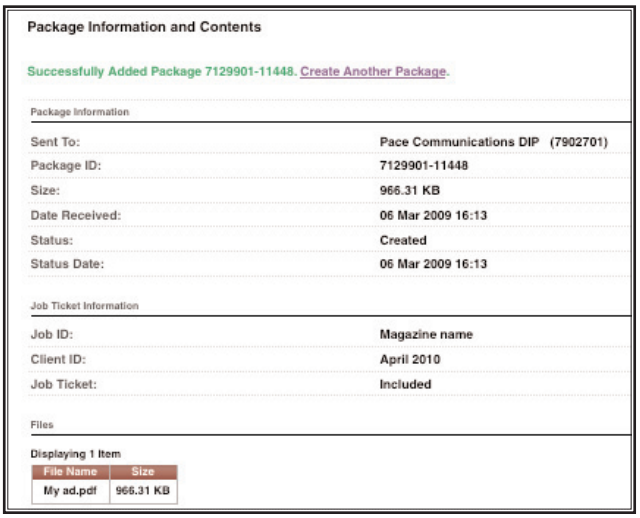


6) Click on "Complete Job Ticket" and a new window will open. Fields with an asterick to the right are required, all others are optional. Click "Submit" after filling out the ticket.

7) It is not necessary 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.

8) Click the "Submit" button. A progess bar will show up. Once it reaches 100% you will get a window stating the folder/files have been successfully added. This is also a summary window showing sending information.

10)Exit site.



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