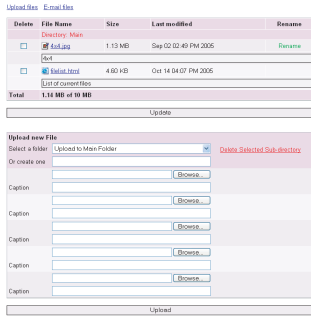


To upload a file and send an order via Client Uploads on the website.

1

First click on Client Uploads in the top left of the screen. Type in your Username and Password.

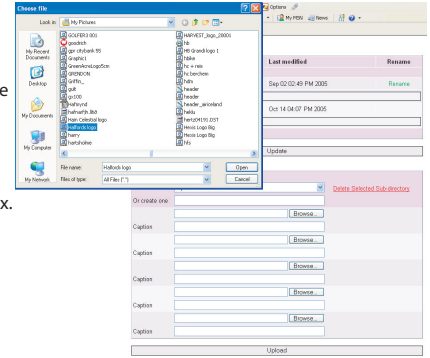


2

The next screen you see has two large lilac boxes. The top one is where you can see a list of all the files you have uploaded. The bottom one is your means of uploading up to 5 files at a time.

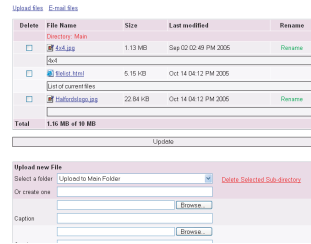
3

To upload a file simply click on one of the Browse buttons in the bottom box. Then choose the file from its location on your computer. Click save. Then click Upload at the bottom of the lower box.



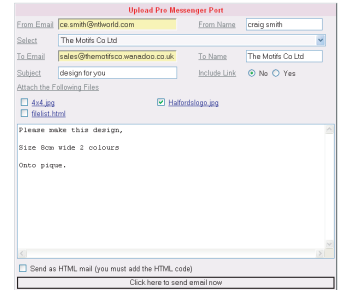
4

You will now see that your file has appeared in the top list of uploaded files.



5

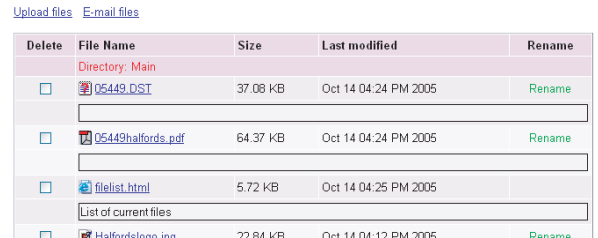
To email an order simply click Email files above the top lilac box. This will give you an email message screen. Select the recipient i.e. The Motifs Co. (You may have to manually type our address in the first time). Then select the files to attach by checking their box. Then type all the order details in the message area. please remember to include size, colours, the material it will be stitched onto and any other relevant information. Click the Send email now button at the bottom of the box. Your order has now been sent.



Once your order has been completed by The Motifs Co. Ltd. you will be sent a notification via email that your design is ready to download from the website.

1

Log in to Client Uploads as before. You will see that there is a design file and a .pdf instruction sheet file in your file list.



2

To download simply RIGHT mouse click on the file name and choose Save Target AS from the pop up menu. Then in the Save as box simply save the file on your computer. Do this for both files.

