

## **INSTRUCTIONS for uploading a file to MADERWEB**

(This file is ftp\_upload.pdf located in pdf directory)

This service is for uploading large files to MADERWEB. Large file are sometimes blocked by mail servers so this give you an opportunity to send large files directly to me via FTP.

First, let me know that you would like to upload a file either by **phone** or **e-mail**. I will then send you an e-mail with a link (see below) for you to go and upload a file.

+++++++SAMPLE E-MAIL+++++++

From: webmaster@maderweb.com  
[mailto:webmaster@maderweb.com]  
Sent: Monday, February 09, 2004 6:53 PM  
To: karen@wlta.org  
Cc: webmaster@maderweb.com  
Subject: Mader Web Page Design Notification

You can upload your file by clicking on the URL below or by going to the URL with any standard web browser. This URL expires in 7 calendar days.

<http://upload.maderweb.com/index.cfm?ACTION=UP&ID=dLES7Kf6WNdO9Ec4EHqvGqPUmlTA5VaorKbdR3t%2BTGoZNJAPqRP6iJBsFyLGzHQj3vbPBR84wqk%3D>

If you have any problems or questions, please contact us immediately at webmaster@maderweb.com or webmaster@maderweb.com.

+++++++END SAMPLE E-MAIL+++++++

When you click on the link in the e-mail, you will see the following screen.

Use the "Browse..." button to find the file on your computer that you wish to send. Click "Upload File" to send the file to the Server. I will automatically be notified that is file is waiting for me to review. (NOTE: You also have the option to add an additional message.)

**Patience:** Only click "Upload File" once. Depending on the size of the file and your connection speed, the upload may take some time to upload.

