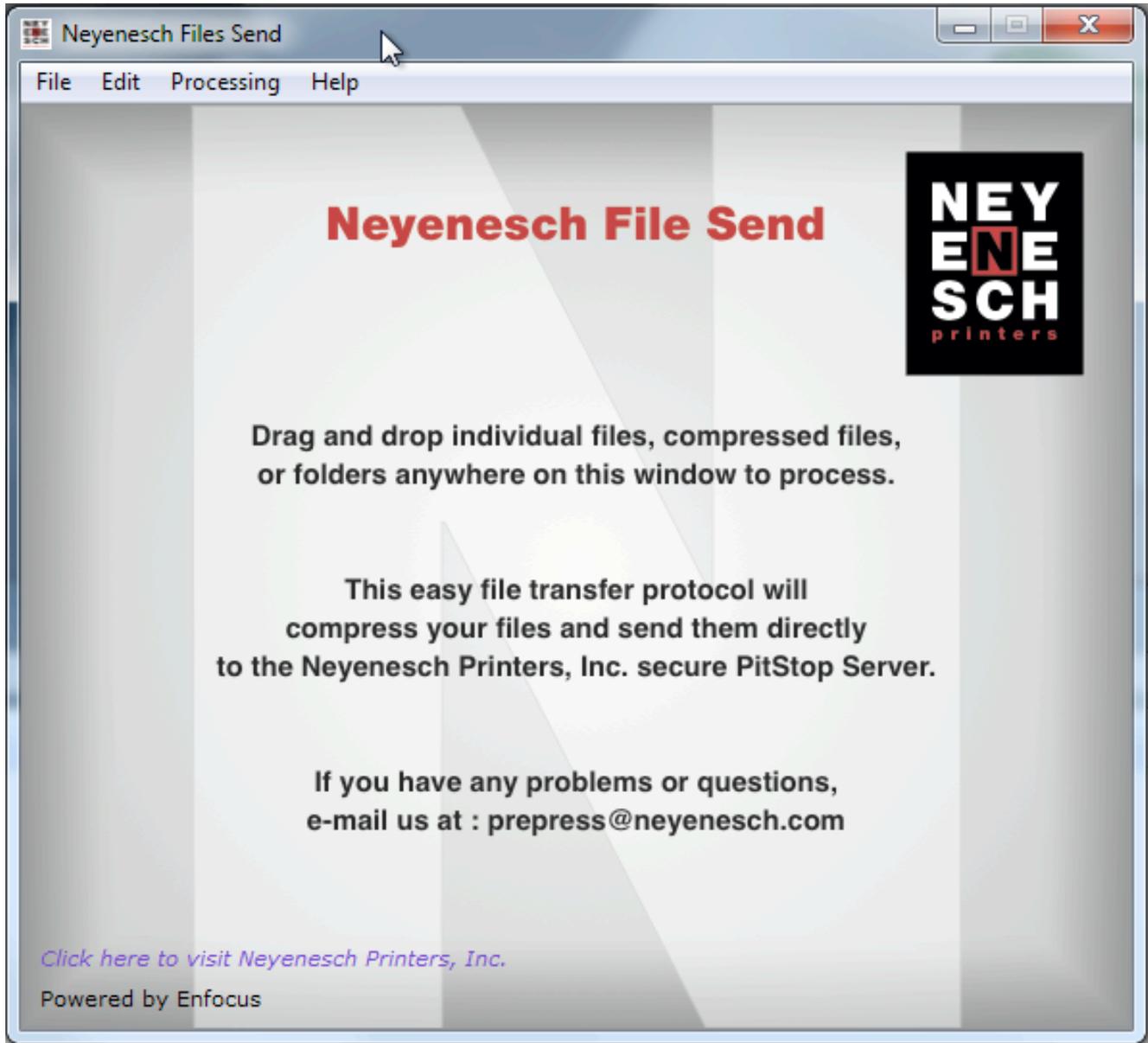
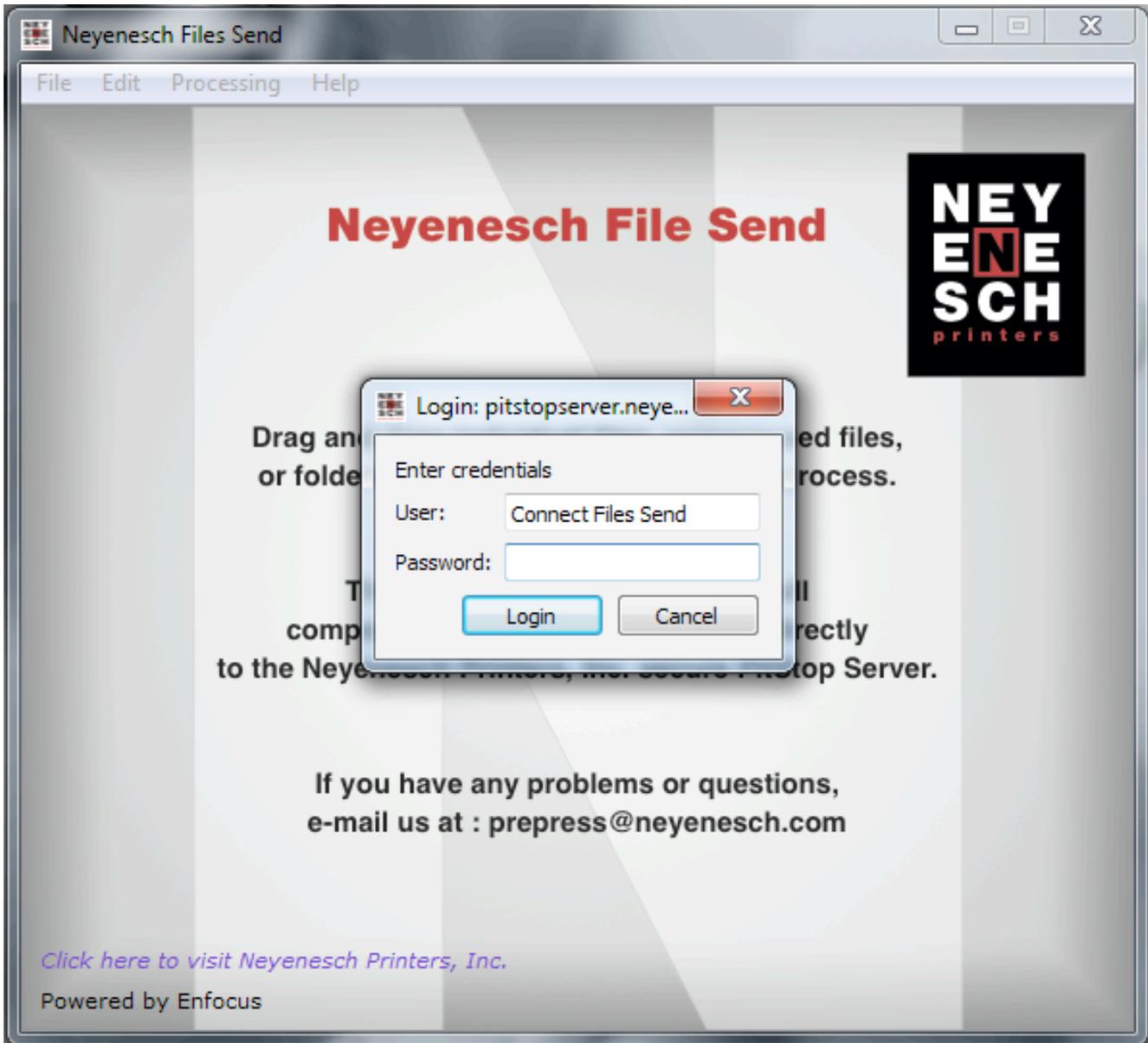


Please follow the steps below to use the Neyenesch Files Send.exe program file.

1. Open the Neyenesch Files Send.exe program file and you will see a splash screen with a brief set of instructions.



2. Drag the item(s) that you want to send onto the splash screen. After dragging your files onto the splash screen you will be prompted to enter a password. The password is “Neyenesch” and it is case sensitive, click the Login button once you have entered the password.



3. Fill out the required form fields and click on the OK button. The Job Number field is optional and not required.

The screenshot shows the 'Neyenesch File Send' application window. A 'Metadata' dialog box is open, titled 'Metadata for 'Plain Text File Send.txt''. The dialog contains the following fields:

Your Full Name	Mike Snyder
Your Email Address	mike@neyenesch.com
Type of Printing	Conventional
Neyenesch Sales Representatives	Mike Balsley
Comments	Instructions
Job Number (If Supplied by Neyenesch)	

At the bottom of the dialog, there is a checkbox labeled 'Use for all other jobs' which is unchecked. There are 'OK' and 'Cancel' buttons at the bottom right of the dialog. The background application window shows a menu bar with 'File', 'Edit', 'Processing', and 'Help'. The main area of the application has the text 'Neyenesch File Send' and a logo for 'NEYENESCH'. There is also a progress bar at the bottom right showing '0%'.

4. Your file will now begin transferring, once the file transfer is complete you can close the window.

