

Apartment Showcase AjaXplorer (Online File Upload System) Instructions



Apartment Showcase's **AjaXplorer** features:

- **Secure individual logins** – each client will get their own username & password.
- **Secure files** – each client will only have access to their own directories and content.
- **Faster downloads/uploads**
- **Automatic notifications** – Art Department are automatically notified when any client uploads new files to the AjaXplorer system.

Important: Please review Ad Prep Requirements.

To send your images and documents, follow the steps below.

If you would prefer not to use this system, send your files on a Mac-formatted CD to the address below.

Attn: Showcase Art Department

1919 Gallows Rd Ste 200

Vienna VA 22182

To start using AjaXplorer, follow these easy steps:

Go to <http://asart.gwpi.net> (no www)

Enter your username/password. Please check with your Account Executive for your login information.

- Your personal login: **[username]**
- Your personal password: **[password]**

The Art Department will be automatically notified via email when a client has uploaded any file to the AjaXplorer. However, you may email the Art Department or your Account Executive regarding details of how you want the files to be used.

In AjaXplorer, the functions you need are located in the buttons at the top of the page.



To Upload Files:

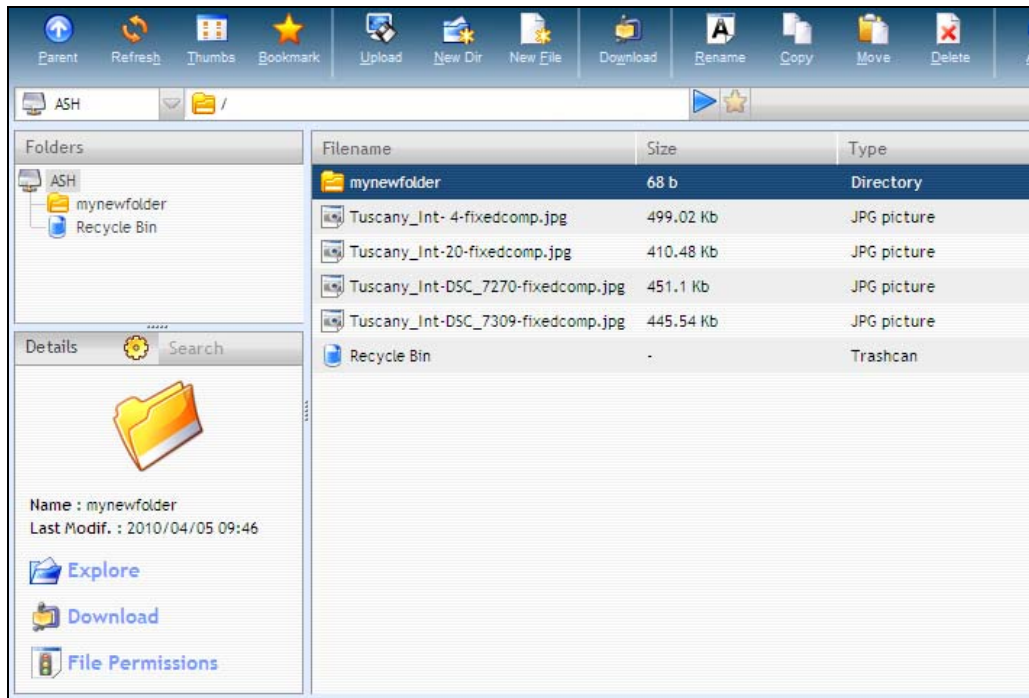
- Navigate (double-click) to the folder you want your files to be placed in. By default, when you log in, you should be at the root of your directory (ASH)..



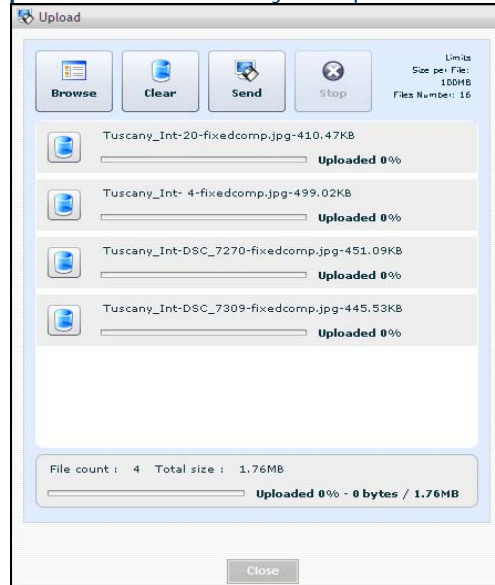
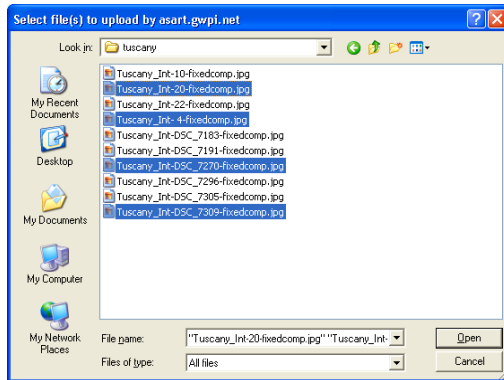
- If you want to create a **new folder**, click on “**New Dir**” and enter the name of the new folder and click on OK.



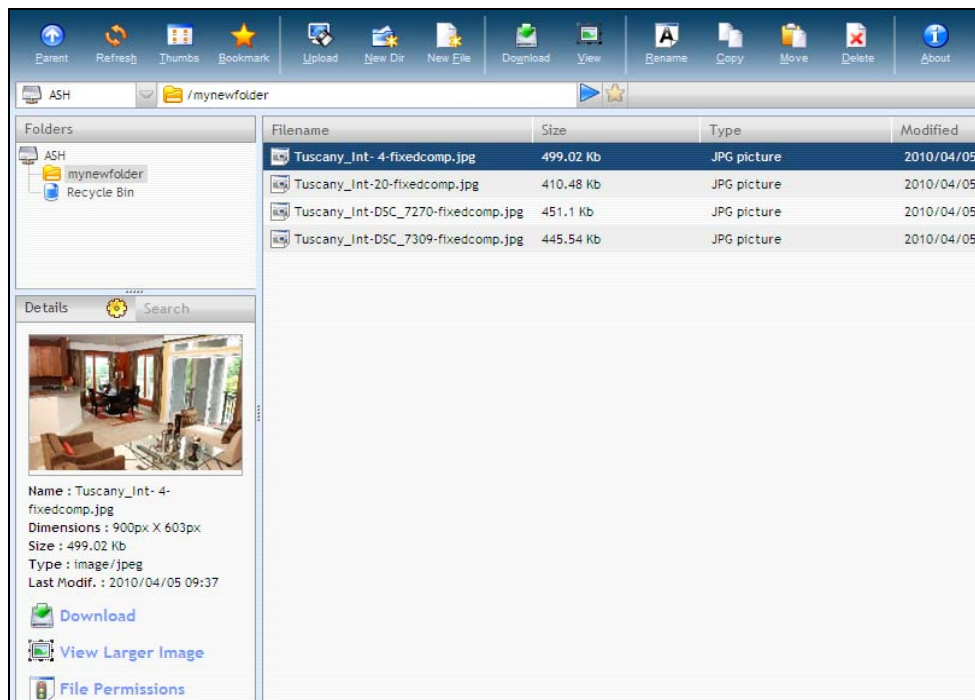
- **Double-click on the folder** to navigate to that folder.



- Click on **Upload** > **Browse**. Select the file(s) you want to upload from your computer.
- To upload multiple files at one time, hold down the **CTRL** button, and then click on the files. Click on **Open** to add them to your Upload.



- Click on **Send** to start the upload.
- **Close** the Upload window when done.
- The preview of the selected image (this excludes TIF files) will be shown in the lower left hand corner, as shown below.

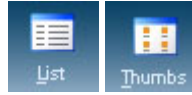


THE BEST WAY TO FIND AN APARTMENT
 1919 GALLOWES RD STE 200, VIENNA, VA 22182
 703-992-1100: ART@GWPI.NET

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CHANGE HOW YOU VIEW YOUR FILES

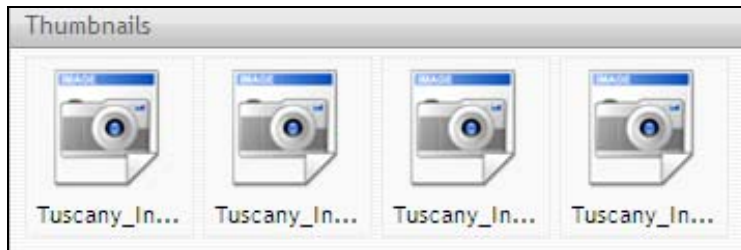
- You may also change how you view your files in the system. You can view your files in a **Thumbnail** or **List** view. To do this, click on “**Thumbs**” or “**List**” icon.



List View Example (shown below):

Filename	Size	Type	Modified
 Tuscany_Int- 4-fixedcomp.jpg	499.02 Kb	JPG picture	2010/04/05 09:37
 Tuscany_Int-20-fixedcomp.jpg	410.48 Kb	JPG picture	2010/04/05 09:37
 Tuscany_Int-DSC_7270-fixedcomp.jpg	451.1 Kb	JPG picture	2010/04/05 09:37
 Tuscany_Int-DSC_7309-fixedcomp.jpg	445.54 Kb	JPG picture	2010/04/05 09:37

Thumbnail View Example (shown below):



Preview your files:

- Highlight the file(s). You may select multiple files by holding down the CTRL button while clicking on the files.
- Select **View selected images** link at the bottom left hand corner.

Download your files:

- Highlight the file(s). You may select multiple files by holding down the CTRL button while clicking on the files.
- Select **Download** link located at the bottom left hand corner OR click on the **Download** icon located at the top navigation.
- If you are downloading multiple files, they will be combined into a single compressed ZIP file for fast and easy downloading.