



APARTMENT **SHOWCASE**.com in Your Community

SENDING FILES TO SHOWCASE ART DEPT USING THE ONLINE FILE FOLDER

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 in the lower left corner Attn: Showcase Art Department.

1. Open your Internet browser (Netscape, Internet Explorer, Firefox, Safari)
2. Type, in the URL: **www.onlinefilefolder.com**
3. Sign in using the following information (Case Sensitive)
 - **Username:** Ashowcase1
 - **Password:** upload1
 - Click **“Login”**
4. Click on the Orange **“Add File”** Button
5. Choose Destination Folder, ApartmentShowcaseArt
6. Find and select your management folder*
7. File Upload, Click **“Browse”** button to browse your system and find file to upload
8. To upload multiple files, click the 'Add another file' link repeat step above
9. Click **“Start Upload”** Orange button
10. When your files show up, right click your file and select **“Share”**
11. Click **“Send link to Email Recipient”**, fill out email address to: art@gwpi.net (if you would like a copy for yourself, add a comma and type your email address)
12. In subject line, type your name, management and property name.
13. Click **“Ok”** when you are done
14. Log off the system by clicking the **“Log Out”** link on the top right

*Note: if you do not see your Management/Property name you will need to create a new folder for your management/property:

- 1) Right click over **“ApartmentShowcaseArt”** on the left hand and select **“New Folder”**
- 2) Name the folder with your property name

The files will now be sent to the Showcase Art Department. We recommend you follow up by sending a fax to 703-893-8657 to verify that you have uploaded files to the online file folder. Include a copy of your ad so the Art Department can check that all the files transferred successfully.