HOW TO SEND FILES

HOW TO SEND FILES FOR YOUR WEBSITE PROJECT:

- Most files can be emailed directly to: **support@airdrieweb.ca**
- If you are sending large files (over 10 MB) or sending a large number of photos, we recommend that you use a file transfer program, such as **sendspace.com** to send your files.
- You can upload a single file, such as a large photo or a copy of your logo design, or you can send multiple files at once. For example, you could upload a collection of photos for your website gallery.

FILE FORMATS:

- Send your **logo** in hi-resolution and/or vector format (AI/EPS/PDF/PNG)
- Send the **written content** for each page in MS-Word (doc/docx) or in an email.
- Send your **photos** in raw/hi-resolution JPG format. Do not resize your photos. We will edit, resize, and optimize all images for your website.
- If your **videos** have been uploaded to YouTube or Vimeo, you can simply send us the link/URL to the video.
- Please label your files clearly and send to **support@airdrieweb.ca**