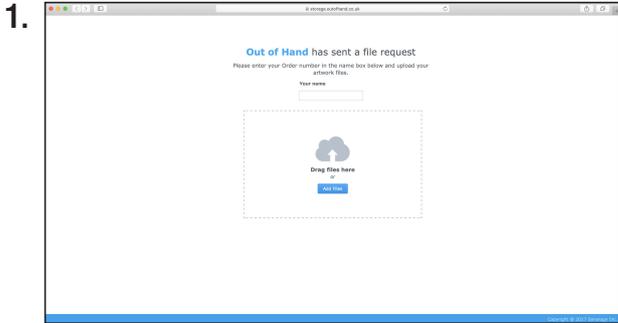


EDINBURGH FRINGE 2019 - Artwork upload instructions

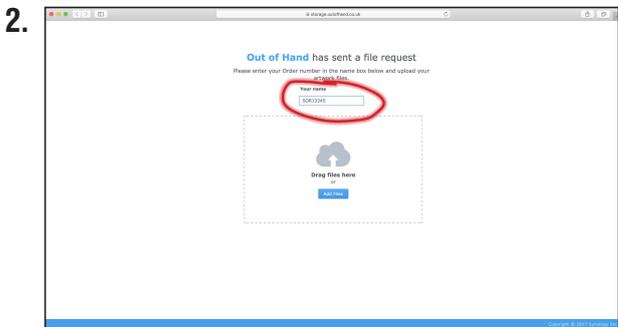
For 2019 we have updated our artwork upload so that we receive your files directly, when you upload them they will be saved directly onto our secure server. We no longer need to download them from a 3rd party file transfer system.

Due to the volume of artwork we receive during the lead up to the Fringe the timescale between uploading your artwork and us checking it for print may vary. We will only contact you if there are any issues with the artwork, this will always allow enough time that it can be resolved before your advertising display period.



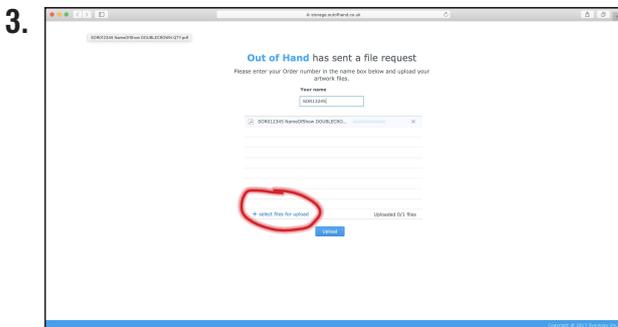
Open the link supplied

The upload link will have been supplied to you with your order confirmation and your unique production 'SOR' number



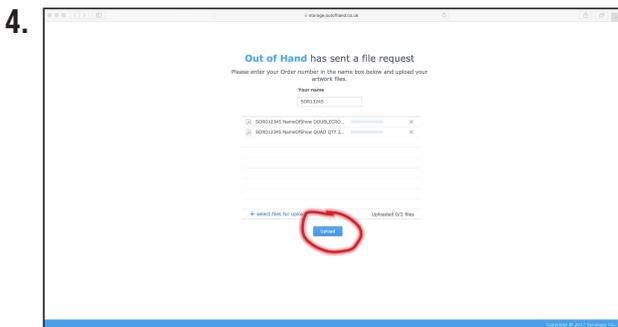
Enter your SOR number (SOR0XXXXX)

This creates a folder directly on our server. The name entered here enables us to locate and identify your artwork. If you do not have an SOR. number please use your web order number. If this is not known either please put your name and Show name here to help us identify your artwork.



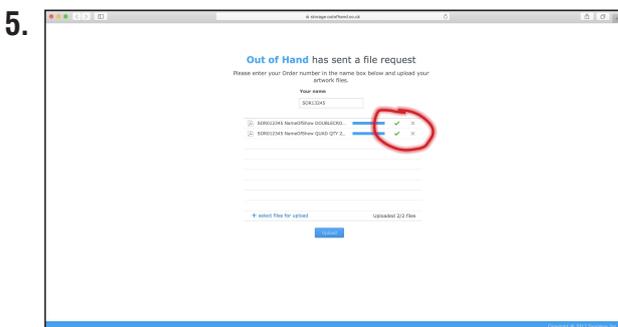
Select your files to upload, or drag them into the window

Multiple files can be uploaded together, they will all be placed together in your folder on our server.



Once you have all your files input select 'Upload'

The bars will show the upload progress



Once you files have uploaded you will see a green tick

This is your confirmation that we have received your artwork and it is safely stored on our sever under your order number.

If you see a red cross this means your upload has failed, please try again one more time, if it fails again please contact us.

You will not receive a confirmation email as your artwork has been uploaded directly onto our server

If you see the green tick we have your files ✓