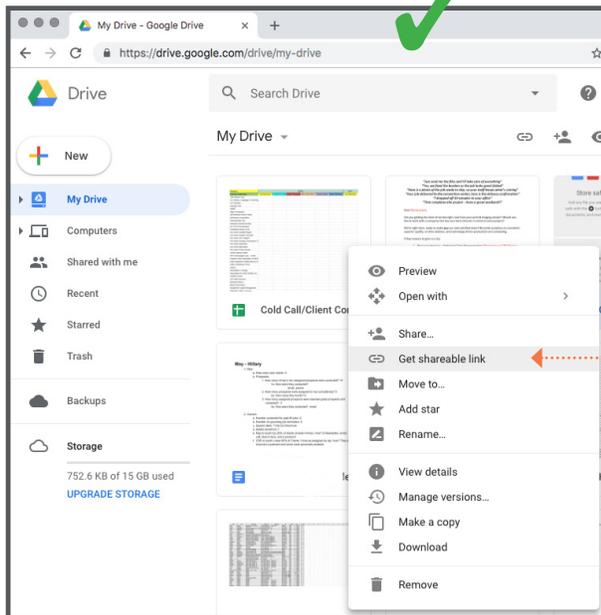


## HOW TO SEND US A LINK FROM GOOGLE DRIVE



From your Google Drive list of files, right-click on the file or folder you want to send and select “**Get shareable link**”.

A link to the file or folder will be copied into your computer’s clipboard. You can then copy the link into an email to send to your sales representative who will forward it to our Prepress Department where the file or folder will be downloaded and put into production.

We recommend that you do not right-click and select “**Share**” on the file or folder you want to share. This will take you to a window which asks for an email address of a person to send the file or folder to. Typing email addresses means that only the owners of those addresses can view or download the file or folder.

