

The Shopping News is providing this Web Based service to make transfer of files easier for you, our valued customer. These instructions will walk you through the process. Thank You.

Step 1:

The previous screen is requesting a password. You may obtain that password from your sales representative or the composing staff. This password will only allow you to continue to the sign on screen and prevents non-customers from using this site. This password will be different than the password mentioned below.

Woodward Communications, Inc. Weekly Publications Division

Step 1

Shopping News HOME

Please enter your password for access to the Shopping News File Transfer Web Page

Password:

Submit

Password given by Shopper Staff

Client instructions: [HTML](#) [PDF](#)

Step 2:

One time/First time user:

If you are a one-time or first time user for this site, you need to fill out the required fields on the lower part of the screen. See "How to Register" below if you will want to use this site often.

This information is required to send notification to the composing staff at the Shopping News. Once that information is input, click the submit button and you will be taken to the upload file page.

Registered User:

If you are already a registered user you can enter your email address and password in the top part of the page, then click the submit button. This will take you to the upload file page, which will have the information you provided when you registered already on the page.

How to register?

If you would like to register on the site fill out the all the required fields in the bottom part of the page. You must include a password to register for the site.

When you click the submit button you will need to verify your password.

Your password should be different than the sign-in password. If a password is not provided you will have to enter the required information each time you use this site. You may click the “back” button on your browser if you forget to enter a password.

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Step 2 **ShoppingNews** HOME

Are you already registered? If yes complete the next 2 fields then click submit.
(items labled with an asterisk() are required.)*

Your Email Address: * Password: *

If not please fill out the following form with your person contact information.
(items labled with an asterisk() are required.)*

Your Email Address: *

Your Name: *

Your Company Name: *

Your Work Phone: *

Your Fax Number:

Your Assigned Sales Rep:

Password: Optional. Provide only if you choose to register. (Recommended for frequent client use)

You choose your password for future use.

Registered Users

New or One Time Users

Step 3:

You should now be on the “Upload File” page of the site with your required information displayed. Once on the page, click the browse button to find the file you would like to upload to our server. The only requirement is that you must have at least one file to be uploaded. There is also a place for you to include special comments to send along with the files.

When you are ready for you file to be sent to the ftp server click the “Upload file(s) and Send Email Notice” button. The files will upload to our ftp server and

send a confirmation email to one of our staff members letting us know who uploaded the file, the filenames, and your contact information.



Shopping News

Name: John Doe
Company: Acme Plumbing
E-mail: jdoe@acmeplumb.com
Phone: 563-555-555
Fax: N/A
Sales Rep: N/A

Additional Comments:

Where on your hard drive are the file(s) you want to upload?
Use the "browse" button to locate.

Check the box for each file please.

You must select the checkbox if a file has been chosen to be uploaded.

<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<i>* required</i>
<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>	
<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>	
<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>	
<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>	
<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>	

Files to be sent to Shopping News