

## **Sending Large Files to Van's**

A large file is any file or a combination of files greater than **10MB** in size. Many email providers will not allow files 10MB or larger to be transferred via email. If you have zipped the file (please read below for more information) and the file size remains above the 10MB threshold contact one of the following email addresses.

Contact:

*engineering at vansaircraft.com* for technical files (such as EFIS data log files)

*support at vansaircraft.com* for media files (such as construction photos)

*kens at vansaircraft.com* for media files (such as Calendar photos)

*webmaster at vansaircraft.com* for media files (such as First flight photos)

### **Instructions for sending a large file to Van's Aircraft**

Step 1: Zip the file (This process can make a significant difference in file size!)

These instructions are for the Windows operating system

Place the file on your "Desktop"

Right-click on the file to be zipped.

In the dialog box that pops up select "Send To" then "Compressed (zipped) Folder"

A new file will be produced on the "Desktop" with the same file name as before but with a new folder icon and a new file extension ".zip"

Step 2: Add "noreply@wettransfer.com" to your emails safe sender list.

Step 3: In your web browser go to [www.wettransfer.com](http://www.wettransfer.com)

Step 4: Follow the dialog boxes for adding files, to and from email addresses and adding a comment to let us know the context of the files being sent.

Step 5: Click the "Transfer" button