

**NEW!**

# WELCOME TO ABBA'S EASY WAY TO SEND US PHOTOS AND FILES

**STEP 1**

## Prepare and Organize Your Files

Before uploading your sale photos, design material, etc, start with renaming your files so we can best work with them to meet your requirements.

## Renaming files for sales

Rename your sale run lot photos the following way.

**Lot Number (or Animal ID) sale name**

(this is similar to how they appear on an online catalogue)

Example - **55 (or 2AM8645M) goldcity**

Example - **65 (or DJM1895M) brahmanweek**

If you are unable to rename the files, then in the transfer message box supply the photo names and their corresponding lot number (or Animal ID), sale name.

## Send us your

- Sale Photos
- Design Materials
- & More

**STEP 2**

## ABBA's WeTransfer Upload Page

Next go to ABBA's homepage for access to the **File Upload** button on the top maroon utility menu bar

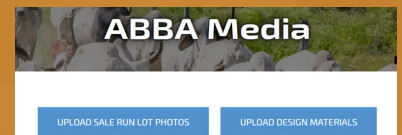
Go to  
ABBA website homepage  
<https://www.brahman.com.au>

Maroon menu bar

File Upload



ABBA Media Page Buttons



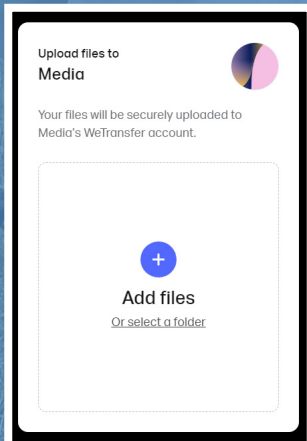
**STEP 3**

## Add your Folder

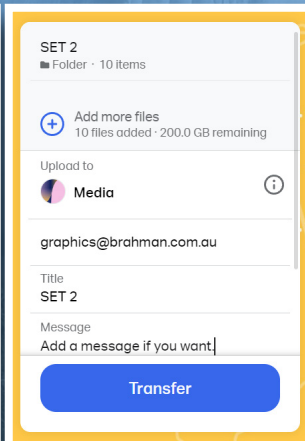
Drag & drop, or add your folder/files of renamed sale lot photos and/or files for design as shown in first screen view example below.

Add your email address and a message in the message box.

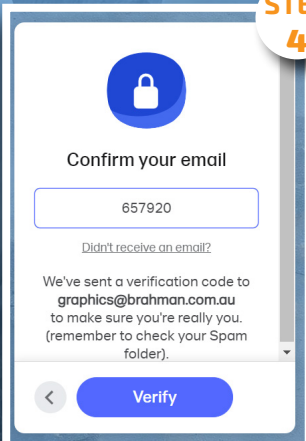
1



2



3



**STEP 4**

## Complete your Folder Upload

Tap or click the Transfer button – a verification code will be sent to your email address, copy and paste the code from the email you have just received and then tap or click verify. Your transfer to ABBA's WeTransfer folder will then start.

You will receive a confirmation email once your files have uploaded to ABBA's WeTransfer folder.

Finished.

### Items you can upload to us:

**Sales-** Lot Photos & Videos, ABBA BBSE Summary Certificate, ABBA Scanning Sheet, Web Banners.

**Brahman News & Design-** Design materials, Logos, Photos. Plus any other media or design files.