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## DOWNLOADING FILES FROM TUKAIZ WEBNATIVE

In your web browser, (Safari, Firefox, or Internet Explorer) go to the Tukaiz home page:  
<http://www.tukaiz.com>

At the bottom left of the web page, you will see the "Client Login" area:



Click on "Web Native". (Note, if you do not have a Username and Password, please contact your Tukaiz Client Service Representative at 847-455-1588)

Enter your login information in the box that pops up:

A screenshot of an "Authentication Required" dialog box. It features a blue question mark icon on the left. The text reads: "Authentication Required" followed by "A username and password are being requested by http://client.tukaiz.com. The site says: 'WebNative'". Below this are two input fields: "User Name:" and "Password:". At the bottom right are two buttons: "Cancel" and "OK".

**Authentication Required**

A username and password are being requested by <http://client.tukaiz.com>. The site says: "WebNative"

User Name:

Password:

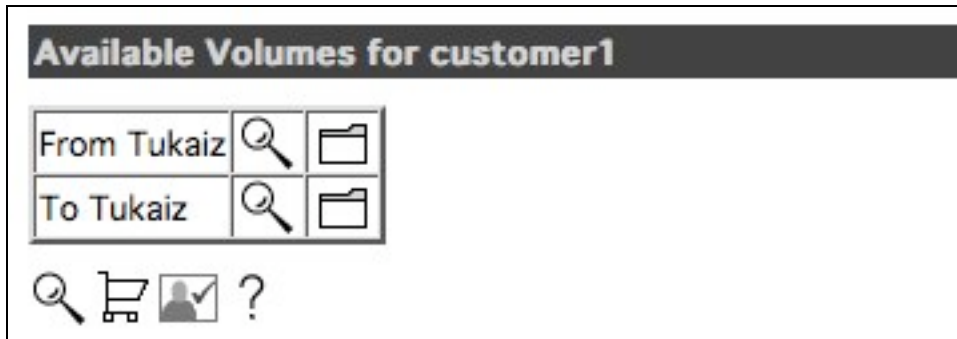
Cancel OK



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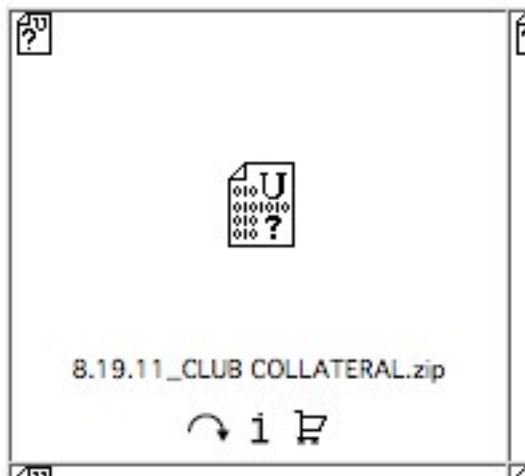
Once you are logged in, you will see the following:



**To Download files FROM TUKAIZ, Click on the 'Folder' Icon next to "FROM Tukaiz"**

At this point, you will have the option to either download a single file directly, OR add items to your shopping cart to be zipped and downloaded at one time.

Please choose either the **Clockwise arrow icon** OR **Shopping cart icon**.



If you choose to download a single file, your download will begin immediately.

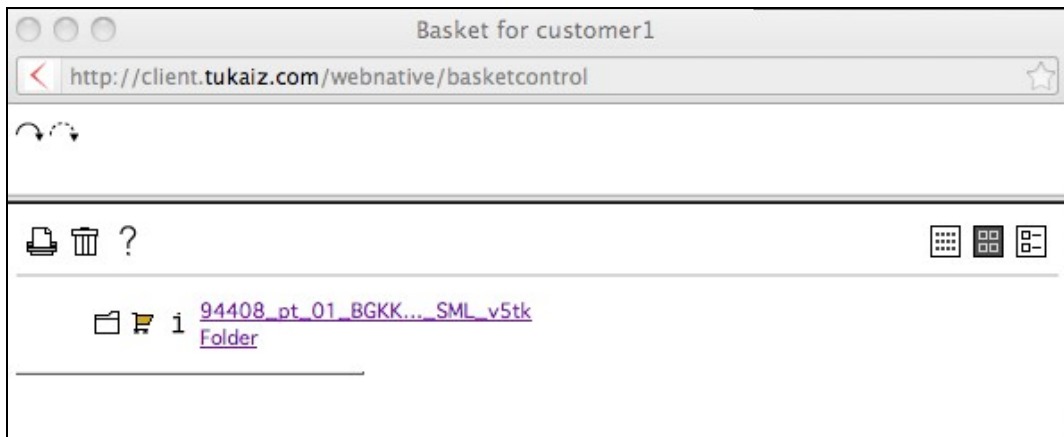
If you choose to use the Shopping Cart, you can continue to add items, or click the cart icon to check out.



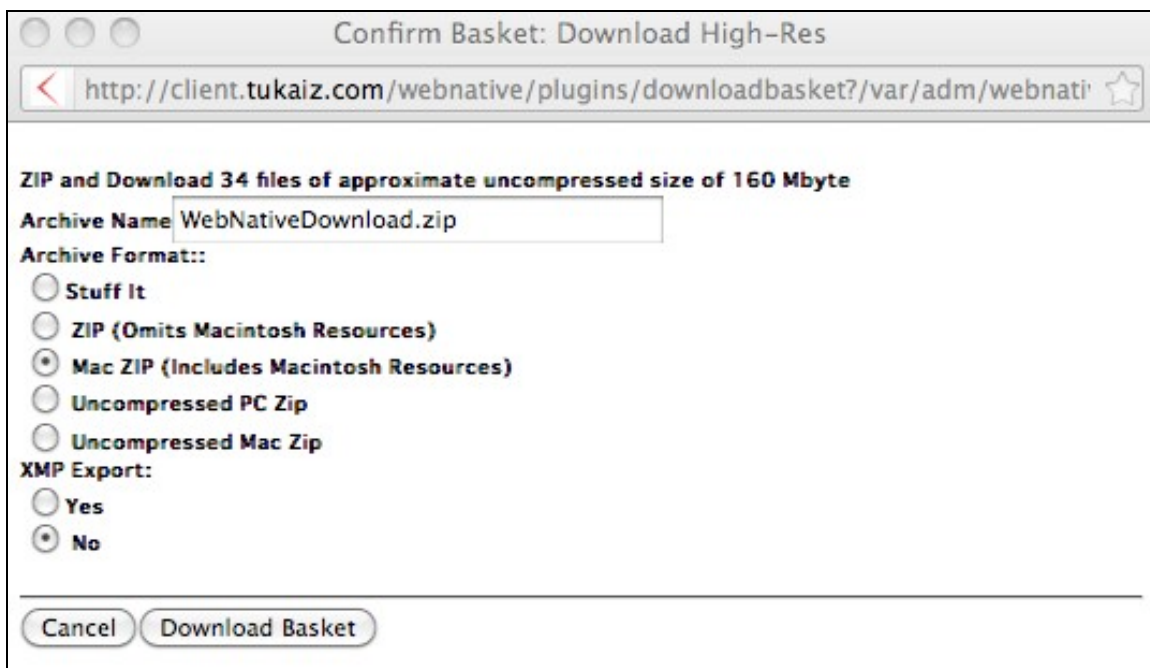
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At the TOP of the cart page, you will notice there are 2 clockwise arrows. The SOLID arrow is to download High Resolution files. The dotted arrow is to download 'FPO' low resolution versions.



Once you choose the type of download, you will be presented with a download confirmation: This window will let you choose your download type, and allow you to name the file. Click "Download Basket" when ready.

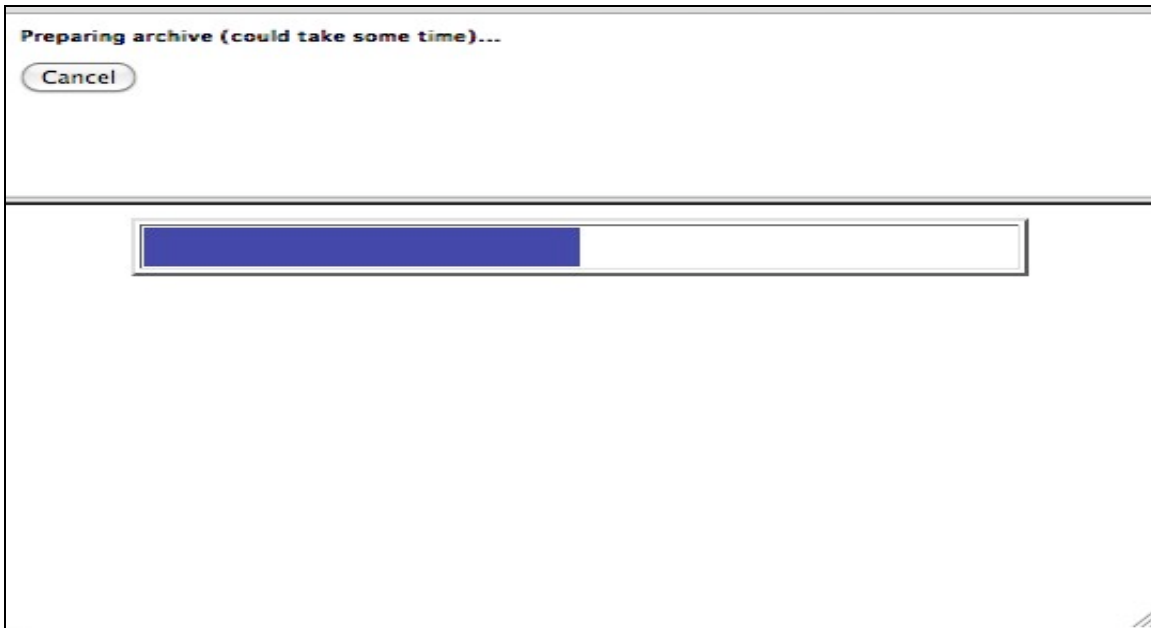




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The system will now bundle up your files, and create the chosen archive file type, and download will begin.



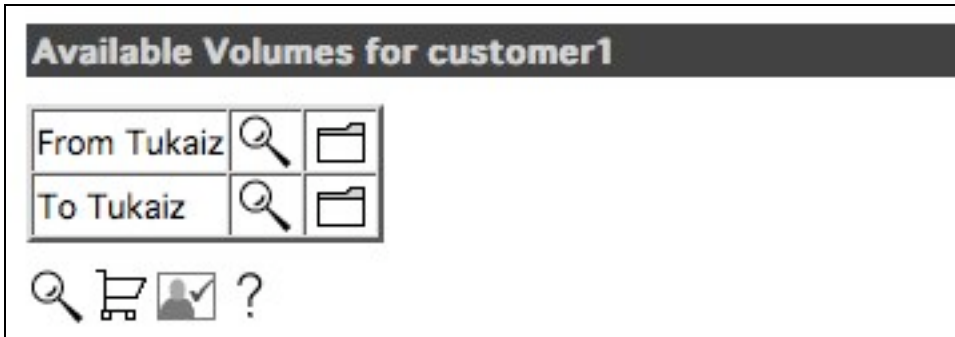


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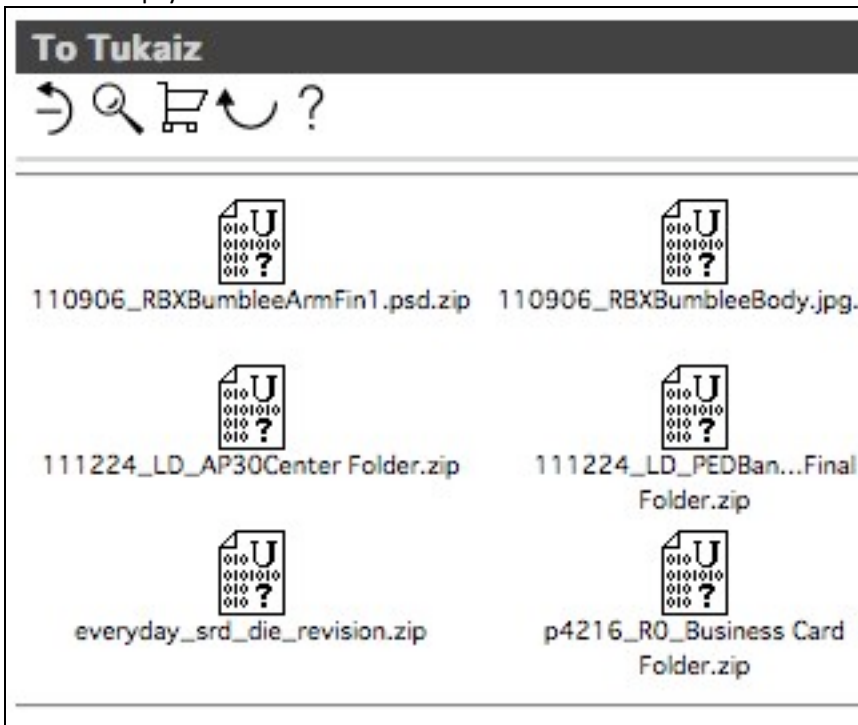
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**UPLOADING FILES TO TUKAIZ WEBNATIVE**

To **UPLOAD** files TO TUKAIZ, click on the folder icon next to "To Tukaiz"



The following page will look similar to this based on whether you have uploaded files before and MAY be empty.





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Simply click on the 'counterclockwise' arrow icon, and you will be presented with an upload page, where you can browse your local computer and select a file to upload:



Once you have selected the file, click 'Upload' and the process will begin. Once completed, you will see a confirmation page where you can browse back to your 'To Tukaiz' directory, OR add an additional upload:



Once you have uploaded a file to the system, an automatic email is generated alerting your CSR that there are new files in your account.

When you are complete, close your browser to end your session.

If you have further questions, there is a help system built in along the way. To access the help system, click the "Question Mark" icon on any page.

For further assistance, contact your Tukaiz Client Service Representative at 847-455-1588.