

DEVELOPERS PAGE INSTRUCTIONS

INTRODUCTION

The Developers Page provides PURE and its clients/partners with an easy way to exchange files and documents – anything from project updates to media coverage and images. The Developers Page is password protected and can handle individual files up to 8MB each.

REGISTERING

To create a PURE Developers account, please contact your PURE representative. They will organise the creation of your tailor-made page and provide log in details. At this point it may be wise to discuss with your representative what your page is to be used for – reporting, image exchange, etc.

LOGGING IN

Once you have received your log in details just enter your email address and password in the appropriate fields and click 'Submit'.

UPLOADING/DOWNLOADING

The three different field names can be changed on request. Please contact your PURE representative if you would like to do this.

The process for uploading documents is as follows:

- 1 Type in the file name you would like to appear
- 2 Select the category in which you would like the file to be placed
- 3 Locate the document and then click 'Open'
- 4 Click 'Submit'

SAVING FILES

Uploaded files are viewed by clicking on the file name. Each type of document – Word, Excel, etc – will have its own 'Save As' function should you wish to make a copy. For image files, you may need to right click on the image once it has been displayed and then select 'Save Picture As...'. Any uploaded file can be deleted by clicking the 'delete' link.

PROBLEMS?

Should you experience any problems with your page please do not hesitate to get in contact with the PURE marketing department on T: 020 3031 2860.