

Create Send

Click on the **Send Menu link** to access the Send Screen. A **List of Sends** are displayed.

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Types

Text

File

Send

+ New Send

Name ▲	Deletion date ⚙	Options
<div><div>Test File</div><div></div></div>	Dec 1, 2023, 3:18:40 PM	<div></div>
<div><div>Test Text</div><div></div></div>	Dec 6, 2023, 3:26:55 PM	<div></div>

Click the **New Send button** to create a New Send. The **New Send Screen** is displayed.

There are **2 types of Sends** that can be created - a **File Send** and **Text Send**.

Create a File Send

In the **Name** field, enter a Name for the Send. This should describe the Send.

Choose **File** from the **What type of send is this?** radio buttons.

Upload the File to send.

The **maximum file size** is **100MB**.

New Send✕

Name (required)

Test File

A friendly name to describe this Send.

What type of Send is this?

☒ File

☐ Text

File (required)

Choose File

test file.png

The file you want to Send. Maximum file size is 500 MB.

Share

☒ Copy the link to share this Send to my clipboard upon save.

> Options

Save

Cancel

Click **Save** to Save the send. The **Send List Screen** displays with the new send in the list.

Alternatively, click **Cancel** to cancel the operation.

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Create a Text Send

In the **Name** field, enter a Name for the Send. This should describe the Send.

Choose **Text** from the **What type of send is this?** radio buttons.

In the **Text** field, add the text to be sent.

Check the **When accessing the Send, hide the text by default**. This field is **optional**. If you check this box, the person accessing the send will need to unhide the text in order to view it, in order to protect the **privacy** of the text.

Name (required)

A friendly name to describe this Send.

What type of Send is this?☐ File☒ Text**Text**

The text you want to Send.

☐ When accessing the Send, hide the text by default**Share**☐ Copy the link to share this Send to my clipboard upon save.[> Options](#)**Save**

Cancel

Click **Save** to Save the send. The **Send List Screen** displays with the new send in the list.

Alternatively, click **Cancel** to cancel the operation.

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