Create Send

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

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 1**00MB**.

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.

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.

New Send

Name (required)

Test Text

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.

Send

FILTERS

Search Sends

⊞ All Sends

Types
📄 Text
📄 File

+ New Send

Name ▲	Deletion date ⇕	Options
📄 Test File 🔑	Dec 1, 2023, 3:18:40 PM	⋮
📄 Test Text 🔑	Dec 6, 2023, 3:26:55 PM	⋮

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