

# How To Receive a Large File With SplitReceiver™

1. When you receive a letter with a Description File, you double-click on it to launch the SplitReceiver app.

*Document.tiff ↵*

*A Description File*

**Note:** If the Description File has a folder icon, you do not have the SplitReceiver app placed in your **~/Apps** or **/LocalApps** folder. If you don't have the SplitReceiver app, you must tell the sender of the Description File to mail the SplitReceiver to you.

In the SplitReceiver window you can see how many Split Files you should receive.

*Incoming\_Files.tiff ↵*

*You should receive five Split Files.*

2. For each Split File you receive, drag the Split File from the Mail window to the **File Well** in the SplitReceiver window. The name of the corresponding file should then turn black.

*paste.tiff ↵*

*The first Split File is dropped in the File Well.*

3. When you have dragged all the Split Files from the letters to the File Well, then all the names of the incoming files should be black. When the last Split File is dropped in the File Well, then the **Save** button in the SplitReceiver window will be enabled.
4. Click the **Save** button to recreate the original file. A Save panel will appear and lets you name and position the file.

You have now completed the reception procedure and can delete the letters in the mailbox to free disk space.

**Note:** Do not delete any of the letters until you have recreated the original file.