

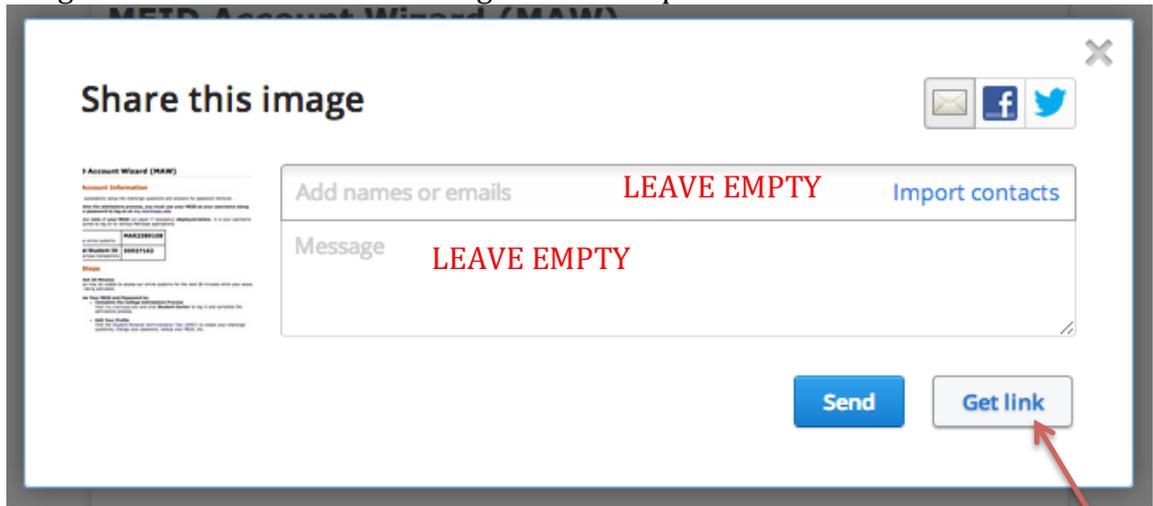
COPTIC DIOCESE OF MISSISSAUGA & VANCOUVER; LOGO SUBMISSION GUIDE

Option 1: Dropbox Upload and Link

1. Open Dropbox. www.dropbox.com
2. Press this image  at the top right to upload your logo submission.
3. After the upload is complete, press this image  respectively for your logo submission file. For example:



4. Leave the “Add names or emails” and “Message” input boxes blank; and press the get link button at the bottom right. For example:



5. After pressing “Get link” the public link will be copied to your clipboard.
6. Now open your email client. For example: Gmail, etc.
7. Compose a new email.
8. To: logo@canadiandiocese.tk
9. Subject: Logo Submission
10. In the message past your link that was copied to your clipboard. You can also explain your submission...

Option 2: Gmail/ Google Drive upload

1. Open Gmail. www.gmail.com
2. Click the “Compose” button at the top left.
3. To: logo@canadiandiocese.tk
4. Subject: Logo Submission
5. In the message you can explain your submission...
6. Upload the file.

- If the file is too large continue the steps provided with Gmail to upload it using Google Drive.
 - *MAKE SURE TO MAKE THE FILE PUBLIC AND SEND US THE LINK TO THE FILE UPLOADED TO YOUR GOOGLE DRIVE.
- If the file is not too large you can just continue uploading it just like any regular email with an attachment.

Option 3: Personal preference File Sharing service

1. Choose a file sharing service. For example:
 - Mediafire
 - Etc.
2. Upload your submission.
3. Generate a public sharing link.
4. Send us the link of the file to ~ logo@canadiandiocese.tk
5. Make the Email Subject: Logo Submission