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## Upload Instructions

1. Point your web browser to [www.blackhawkcolor.com](http://www.blackhawkcolor.com)
2. Click on the **Hawkdam** logo in the lower left hand corner
3. You will be prompted for a **User ID** and **Password**; enter *blackhawkguest* (all lower case one word) for both
4. Click the *Browse* button
5. If you see your folder, click that; otherwise, click **the New Not Sure** folder
6. Click the *upload* button and find your files that you want to upload

Note: If you are uploading a native file, please *stuff* prior to uploading. PDF files do not need to be *stuffed*.