FTP Information Sheet

Please check out our File Preparation Sheet for our requested submission specifications.

Please note that deviations from the file preparation specifications may increase turn-around time for your job or prevent the job from being completed altogether.

BEFORE you upload your files to the ftp dropbox:

1. Individual compressed bitmap files (jpg, LZW tif) can be uploaded individually.

2. Individual uncompressed bitmap files (tif, eps) should be saved into one or a few folders and compressed using Winzip or Stuffit compression software prior to upload. This is not necessary, but can save time during upload and prevents most file corruptions during upload associated with time-outs and connection interruptions.

3. Page layout files (Quark, InDesign) and individual vector-based files with links (Illustrator eps) should be saved into a single folder and compressed (Winzip/Stuffit).
* PLEASE NOTE: Fonts should ALWAYS be compressed prior to upload to prevent corruption.

FTP Upload Information:

1.) You may use an "FTP client" (software) such as WS_FTP, cute FTP (windows) or Fetch (Mac) to access the FTP dropbox; You may also use a web browser (Internet Explorer, etc.) to access your dropbox. Either method will require your user ID and password.

2.) This screen capture shows all the information you will need to access the dropbox EXCEPT the password. That is NOT included on this sheet for security purposes. Contact your sales representative for your specific psssword.

3.) When you attempt to connect to the FTP dropbox, it may take 5 to 10 seconds for the connection to be made. You <u>may</u> also be prompted for the password a <u>second</u> time; simply retype the password in the pop-up window.

NOTE TO MAC USERS - you must use an "FTP client" (usually Fetch) to upload files to our FTP dropboxes.

Questions? Call Us @ 480-503-2265