

FTP INSTRUCTIONS

To be able to transfer files electronically, we have set up two procedures to accomplish this task. One for **PC users** and one for **Mac users**. Whether or not you are a PC or Mac user you should always Zip or Stuff all appropriate files so they don't become corrupted in the mail stream. Collect your page layout document, all support files and fonts and place them in a folder. Compress the folder with Stuffit or WinZip and create a single archive file. Put the compressed file in the incoming folder on the ftp site.

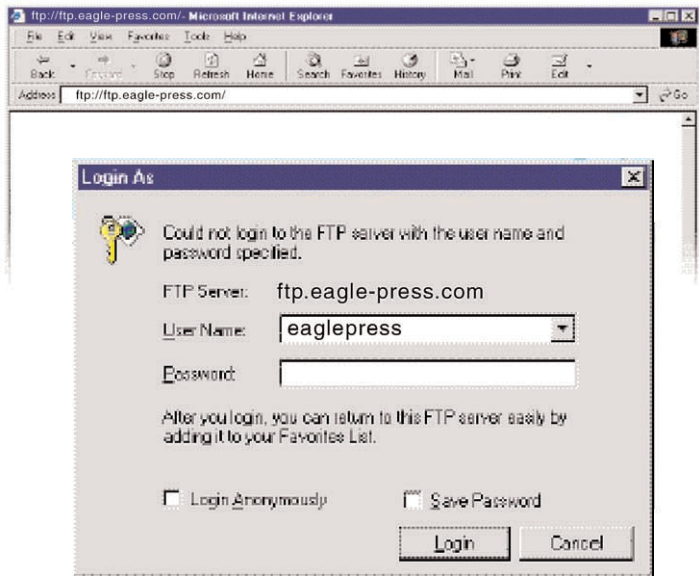
If you are a **PC user** you will be using your browser (preferably IE) to transfer your file(s). If you are a **Mac user** you will be using Fetch to upload your file(s). If you don't have a copy of Fetch 3.0.3 you can download a version at: <http://www.mac.org/internet/fetch/>.

To help us identify your files, please include your company name in your file/archive.
(Example: EaglePress_broch.zip, JohnCompany_Flyer.sit....etc.)

PC users please access the following URL for drag and drop file transfer:

ftp://ftp.eagle-press.com
 User ID: eaglepress
 Password: (leave empty)

Launch your internet browser:
 Type ftp://ftp.eagle-press.com into the address bar.



You will be prompted to login.
 User Name: **eaglepress**
 Password: **(leave empty)**
 Click **Login** to connect.

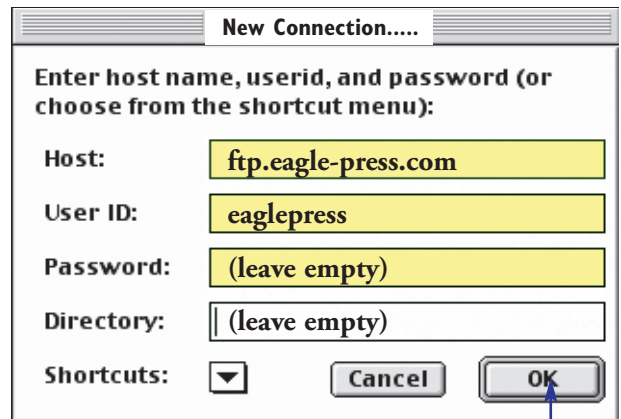
Once you have logged in you are now ready to drag and drop your file directly into the browser window (incoming folder). Once you have done this you should see a typical file coping menu appear.

Once the file is uploaded please email your salesperson and Eagle Press prepress department at prepress@eagle-press.com

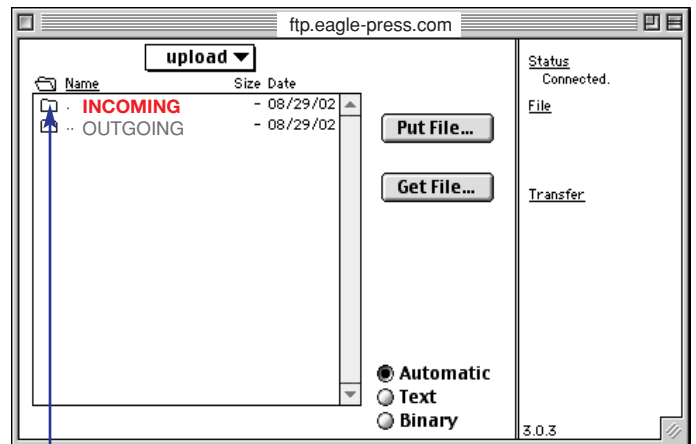
Mac users please use Fetch. Create a new bookmark with the following information:

Host: ftp.eagle-press.com
 User ID: eaglepress
 Password: (leave empty)
 Directory: (leave empty)

Once you have logged onto the site through Fetch. Click on the "Put" button to be able to search your computer and find the file you wish to transfer. Once you select it and click "Okay" you will be given the option of how you want to send the file. Choose "binhex". There is a progress area in the shape of a circle shape that shows the files tranfer progress. Once the circle is completely filled the file is finish tranferring.



THEN CLICK OK



DROP FILE IN HERE