

## FTP TRANSFER SPECIFICATIONS

### What is FTP:

FTP is the quickest way to transfer large files directly to our server. Files under 10mb can be emailed directly to your sales representative. Files larger than 10mb need to be sent another way. You can burn them to CD/DVD, but if you have a fast internet connection, uploading them to our FTP server will mean that we get your files much quicker.

### How to Supply Artwork

Artwork should be zipped up before sending to ensure they don't get corrupted. PDF files already have a layer of protection so can be sent unzipped.

### FTP Software

Sending files via FTP requires a compatible program. There are free programs available, if you do not have any. We recommend FireFTP, which is a plugin for Mozilla Firefox web browser. Another program that is simple to use is Fling FTP.

These programs can be found at;

<http://fireftp.mozdev.org>

<http://www.nchsoftware.com/ftp/index.html>

### FTP Server Details

Once you have software installed, please use the following details to connect to our server.

**Address:** ftp://visualexposure.com.au

(Some software will not require the ftp:// at the start)

**Login:** artwork

**Password:** visual

Please place the files in the folder that has been set up for you. This is usually your business name.

### Important Notes:

Please send an email to your sales representative after the files have finished uploading to let us know they are there.

Make sure that the files have finished first, as if we try and download these files while they are still uploading, it can corrupt the files.

All activity on the FTP server is logged. Do not try to access folders that you are not supposed to be in.