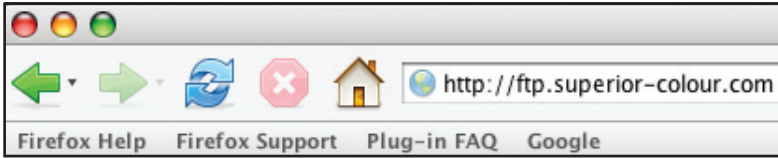


# File Transfer Protocol (FTP) Instruction Sheet



Our FTP Server Software has an easy to use Web Interface that can be accessed from any PC or Macintosh Web Browser such as Internet Explorer, Safari, Firefox, Netscape, etc. The following illustrations show how to navigate to our FTP Server using the Web Browser Firefox (All Web Browsers will connect in the same way - the interface will just look different).



Using the Web Browser, type in the address as follows:

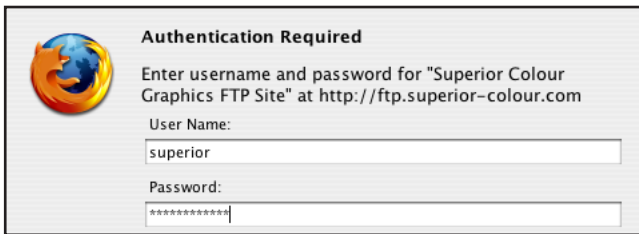
http://ftp.superior-colour.com

Make sure it begins with http:

Then press enter or click GO on the address bar

Note that the address will be the same

regardless of the Web Browser that you are using.



Once the address is entered, a security window will appear asking for a User Name and Password. Enter the following:

User Name: superior

Password: graphics0723

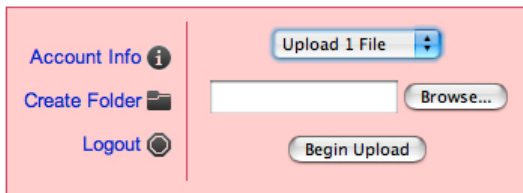
The Password will appear as \*\*\*\*\* for security reasons.

Remember that the User Name and Password are case sensitive. Each Web Browser's login window will look different, but the information entered will be the same.



## Superior Colour Graphics File Center

After logging in the next screen to appear is the Superior Colour Graphics File Center page as shown on the left.

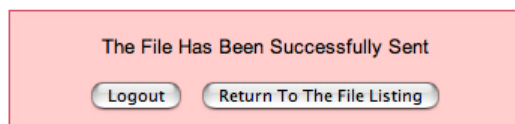


We recommend that you archive or compress groups of files into a single file. Using a utility that creates a .zip file or a .sit file would be best. It is especially important to apply this procedure to any fonts, as they will become corrupted if not compressed or archived.

To upload a single file, click on the Browse button under the "Upload 1 File" heading and navigate to the file that you wish to upload. If uploading multiple files, use the drop down menu to set the number of files, click on the Browse button, and select the files. You can also click on "Create Folder" to create a new folder for your files.



## Superior Colour Graphics File Center



When you have your files selected, click on the Begin Upload button. You will see status window indicating your upload is in progress. When complete, you will see the dialog box at left. If you are finished uploading files, click on the Logout Button, and our Pre-press Department will be notified of your upload. If you have more files to upload, click on the Return To The File Listing button.