

FTP **FILE TRANSFER PROTOCOL**

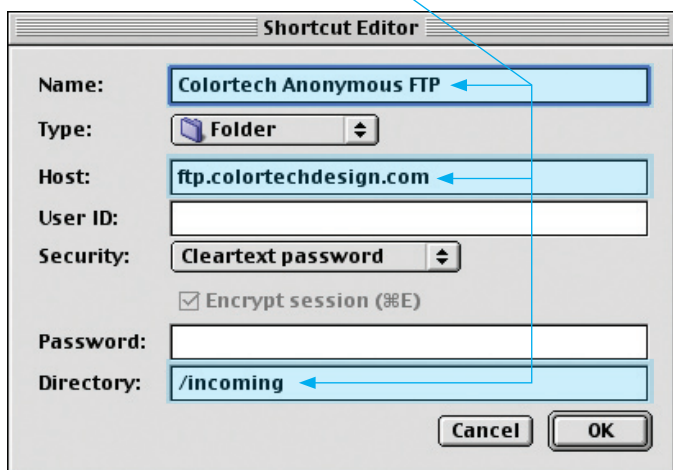
FTP (File Transfer Protocol) is a more reliable way of transferring your files over the internet as opposed to attaching to emails. FTP is more secure, quicker, and your files are not "coded" or "mimed" as there is no need to rely on your email server. Follow the instructions below to FTP your files to Colortech Graphics and Printing.

Step 1 Place your document files and any supporting images and fonts into a folder with your company name. Create a Stuffit (.sit) or Zip (.zip) Archive of that folder.

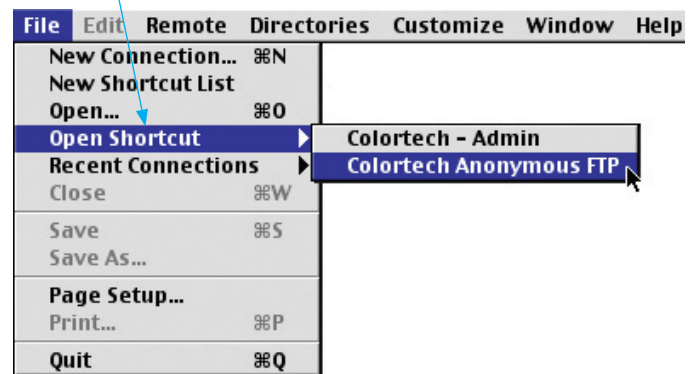
Step 2 If you need a FTP program, download and install it from the link below. If you already have FTP capabilities go to Step 3.

<http://www.colortechdesign.com/ftp>

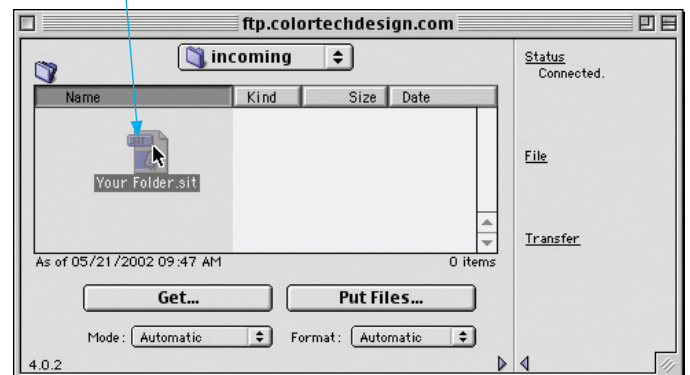
Step 3 Create a shortcut to our server by clicking on "Customize> New Shortcut" in the menu. Enter the information as shown below.



Step 4 Connect to our FTP server at ftp.colortechdesign.com by clicking on "File>Open Shortcut>Colortech Anonymous FTP" If the shortcut is configured properly, the program will automatically take you to our "incoming" directory.



Step 5 Drag your Stuffed or Zipped Archive file into the window as shown. You will see your files being uploaded, but will not see them in the directory once they are uploaded.



Step 6 Call your Customer Service Representative or our Art Department to confirm you have uploaded files.