

# FTP INSTRUCTIONS

Please review the following instructions prior to uploading to Pictura's FTP site, which is protected by a client-specific password and ID, for complete security.

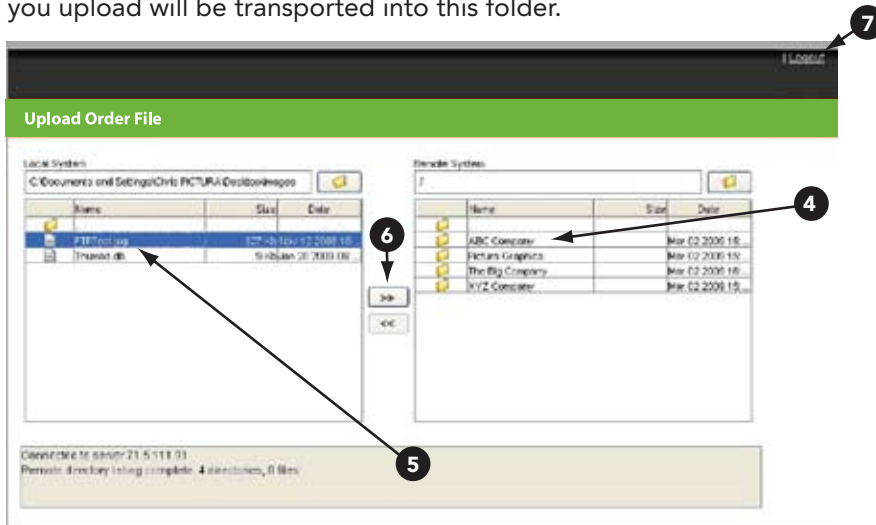
## FILE TRANSFER INSTRUCTIONS

Follow these instructions for a quick and easy FTP upload:

1. Login to <http://www.ftpgraphics.com/>
2. Enter your Username: **Company Username** and Password: **Company Password**.
3. Enter "**Your Company's Name**" into the **Project Name** field and click **Save & Close**. This will create a folder with your company name on our remote system and will allow us to easily locate your files.



4. Find the folder with "**Your Company's Name**" from the **Remote System** column and double click on that folder to open it. This files you upload will be transported into this folder.



5. Find the file you would like to upload from your **Local System** and click on it so it is highlighted.
6. Click on the arrow button (>>) to transfer your file from your Local System to our Remote System (FTP site).
7. Once file transfer is complete, click on the **Logout** link to exit.

## FILE TRANSFER CHECKLIST

1. **INCLUDE ART FILES:** All linked, placed or embedded art file **MUST** be saved as separate files (in their native formats) and sent along with the final project. Also include a lo-res PDF file or jpg of your final composite for us to use as a guide only.
2. **INCLUDE FONTS:** All fonts used in the artwork must be sent with the file. Please note that we are unable to use the .PFB and .PFM PC font files. If Mac compatible fonts are not available, convert the areas of live type to outlines, to ensure that the text stays intact.
3. **COMPRESS FOR UPLOAD:** All files **MUST** be compressed for upload, resulting in a single ZIP or Stuffit archive for each project.  
**PC USERS:** Compress all files as a .ZIP archive using WinZip.  
**MAC USERS:** Compress all files with Stuffit or Control-Click the project folder and select the Create Archive feature to create a Zip archive.
4. **FILE NAMES:** Do NOT include special characters in your file name -- avoid using: \ / : \* ? < > | " ". Also, please reference this same file name on the P.O. provided to your Pictura account manager when placing the order.

### QUESTIONS?

Contact **Laura** - Preflight Dept.  
**888.590.5900 ext.35**  
[lault@picturagraphics.com](mailto:lault@picturagraphics.com)

**rēnu**™  
**Displays+Graphics**  
by **pictura**

5900 Olson Memorial Highway  
Minneapolis, MN 55422  
[www.picturagraphics.com](http://www.picturagraphics.com)

**FINAL ARTWORK DUE: JULY 31, 2010**