



## File Transfer Protocol - FTP FILE UPLOAD GUIDELINES

***In order to provide our customers with the best service possible, we have provided an easy and seamless way of sending us your print ready Artwork.***

***By implementing a high speed FTP server you can now send us your art work in just a few easy steps.***

***Once the following steps are complete you can easily ftp us your images and Artwork!***

### **Step 1: Account Setup**

In order for you to gain access to our ftp server we have to setup a username and password for your account

Please contact us at **800.500.7951** or by e-mail at [support@nextdaycolor.com](mailto:support@nextdaycolor.com) so that we can setup a username and password for your account.

### **Step 2: Download FTP software.**

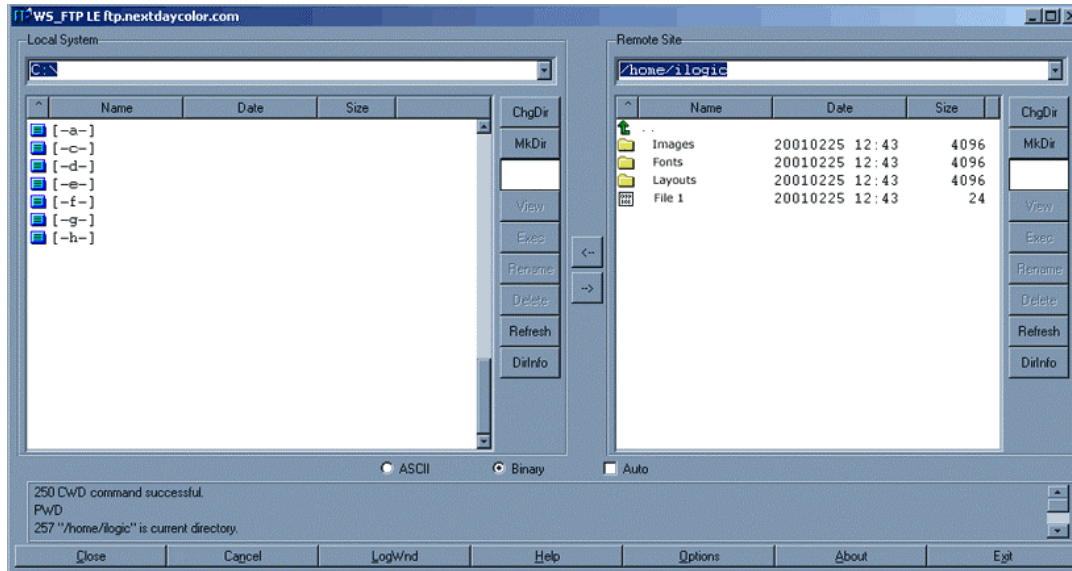
If you do not currently have ftp software installed on your computer you can download one from the following link.

<http://www.nextdaycolor.com/downloads/software/ftp>

Use **Ws FTP** for PC and **Fetch** for MAC



## Step 4: Upload and use our FTP service.



**Your Computer**

**Our Server**

After you are connected to the FTP server, you are ready to upload your files.

**Remember the files located on the left side are the files on your Computer, and the files located on the right side are files and directories on our server.**

Depending on your Internet connection speed this process may vary in time.

If you are on a Mac it is recommended that you include your files in a **MAC stuff it** folder **.sit** or in a **Mac Binary** format.

We generally **do not recommend** uploading files over **100MB** in size.

You can also use the menu on the left of each server to Create new Directories for Images and Fonts.

Some FTP clients also allow the option to **drag and drop** files into the server.

**We hope this has been helpful.**  
**Please contact us if you have any further questions.**

**Next Day Color Printing, Inc.**

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