

Directions for using The Printing Center *Public* FTP Server

As of June 2007 we have a new FTP server that allows you to upload a file to our server without using dedicated FTP software. The old method will still work, and if your using Mac OS 9 you will still need to use Fetch or some other FTP software.

Using any browser you like (Internet Explorer, Netscape, Firefox, Safari...) type in the following address: <http://ftp.printcenter.com:81/Login> and press return.



Use the Username Public and Password guest

the Printing Center, inc.

Secure Login

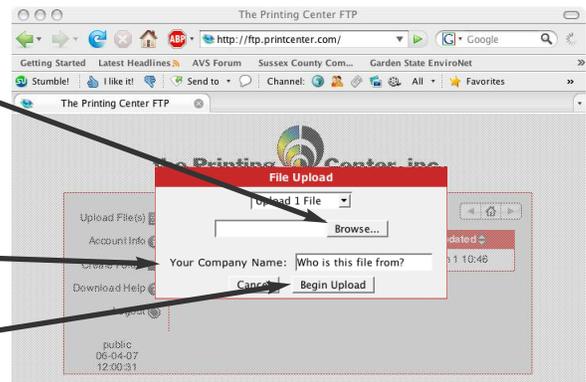
Username:

Password:

Once logged in press the **Upload File(s)** button.



Another dialog box will come up allowing you to **Browse** to the file that you need to upload. Remember to **Stuff/Zip** (compress) all your files into one file and make sure not to use any special characters, plus keep the name under 30 characters.



Please fill this area in with your company name so that we will know who the file is from.

Press the **Begin Upload** button and a progress bar will estimate how long the upload will take.

Once done you'll get a confirming dialog box and an email will automatically be sent to a Printing Center contact.



Once back at the file listing you can confirm the file uploaded and then press the **Logout** button.

