

Transferring Artwork files through our FTP server (File Transfer Protocol)

An FTP site is like a large filing cabinet that can be used to store & transfer digital data, art files, and important documents via the Internet.

- **Your own personalized access to our FTP site can be set-up at your request with a group name folder containing one or more users. Each user will be assigned their own “User ID” and “Password”.**
- **The advantages of your personalized access to our FTP site consist of: larger file capacity, faster transfer times-of files being shared. These advantages outweigh those limitations transferring files via e-mail.**
- **Security & Confidentiality. The files being shared are only accessible by the sender and receiver.**
- **Once you have requested your access to our FTP it will take only one time setup to configure a new group with user/users. This information will be sent to you via e-mail with your IP address, user ID and login password.**
- **You must use compression software, such as “Stuffit Deluxe” for Macintosh or “WinZip” for PC to insure proper transferring and avoiding corruption of files.**
- **Also recommended is the use of FTP software, such as “Fetch” or “Captain FTP” to assist in the management of files being transferred. These applications are downloadable off of the Internet. Most are free of charge.**
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Once files have been transferred, we should be notified to provide you a faster response and verification of files received.