



PRINT PRODUCTIONS INC.

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MORMARK FTP INSTRUCTION GUIDE

- a) Compress your files into a single folder
- b) Upload via FTP
- c) **Notify us** via email or the contact form on our website

How to Prepare Your Files for FTP

Please compress your files into a single folder (.zip/ .sit/ .sitx)
Download a compression program necessary for compressing your files.

Program	web address
Stuffit (PC/Mac)	http://www.stuffit.com/
WinZip (PC only)	http://www.winzip.com/
Winrar (PC only)	http://winrar.com/

How to Access Mormark Print FTP Site

1) Download a free FTP program necessary for contacting the FTP site.
There is a myriad of other programs available online that serve the same purpose.
FTP applications are available for downloading. (these are just a few of the many applications available)

Program	Website
WS FTP Home	http://www.ipswitch.com/download/wsftphome.asp
Smart FTP	http://www.smartftp.com/download/
FileZilla (Mac & PC64)	http://filezilla-project.org/
Transmit (Mac OS X)	http://www.panic.com/transmit/
Fetch (Mac OS 9&X)	http://fetchsoftworks.com/

2) Install the program on your computer and launch it.

3) Once launched, you will be required to enter the necessary information needed to contact the FTP site.

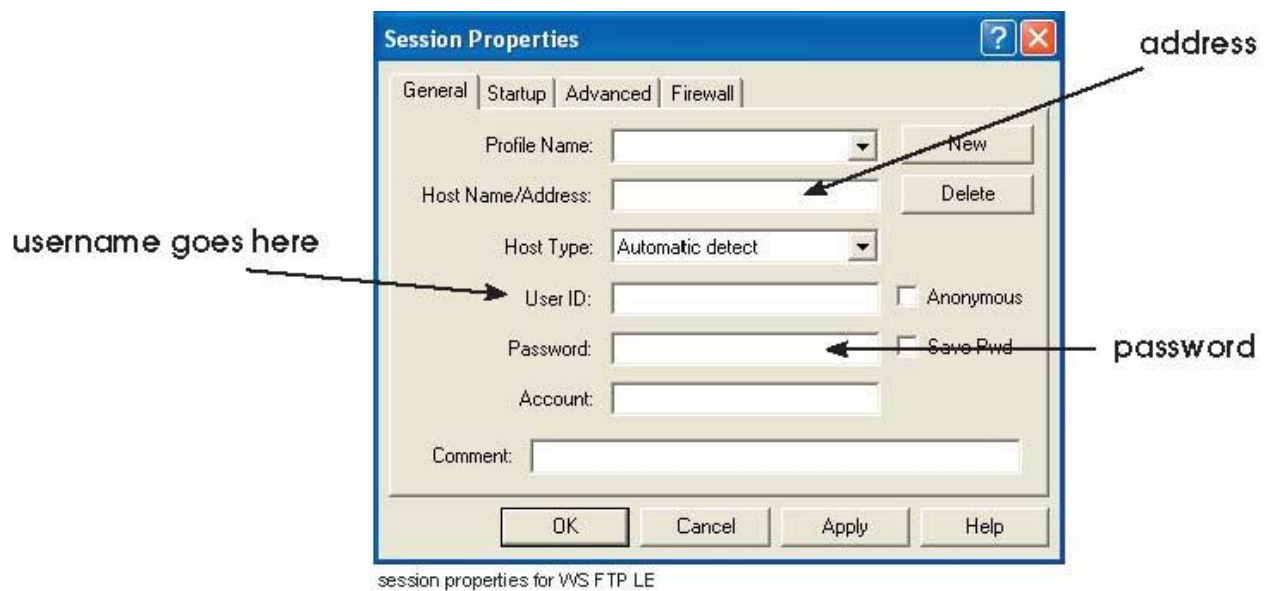
You will need the address, username, and password.

The information will be supplied by your Mormark Sales Representative.

It is client privileged information; PLEASE do not share it with others!

Host: XXXXXXXXX
Username: XXXXXXXXXXXXX
Password: XXXXXXXXX

Here is an example of what you will encounter once the program is launched.



After typing the information in the appropriate field(s) and hitting "OK" you will be connected to the FTP site. Now it is simply a matter of using the program to locate the field(s) that you wish to upload and doing so.

How to Notify Mormark Print about your uploads

Please email us or fill out the contact form on the 'Contact' page to let us know the **file name** & the **status** of your upload. Thank you in advance.