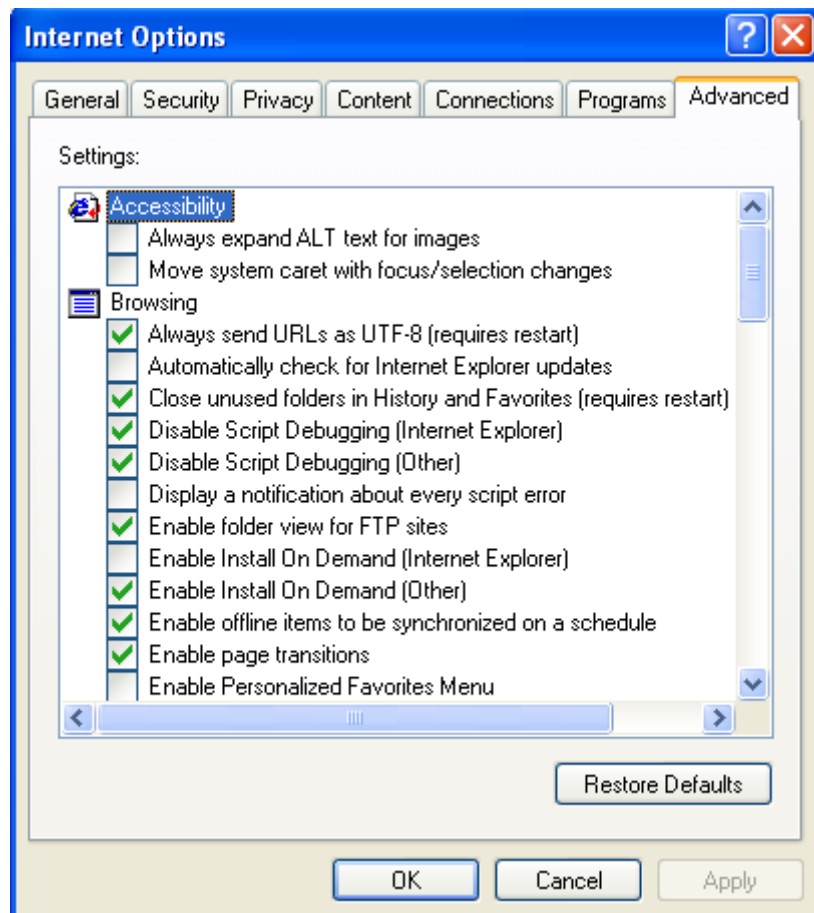


How to use our FTP site

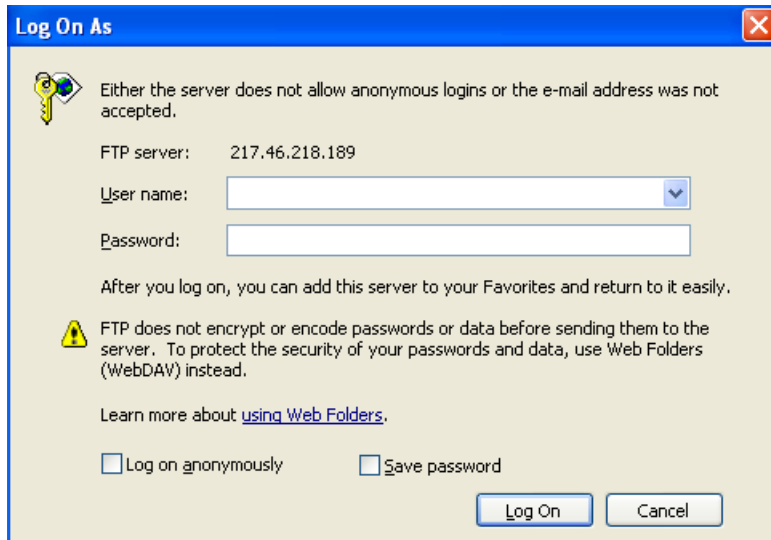
If this is your first time using an FTP site, check that your Internet Explorer is enabled to upload an FTP site.

In Internet Explorer, go to Tools and Internet Options and then choose the Advanced tab. Make sure that 'Enable folder view for FTP sites' is ticked under Browsing.



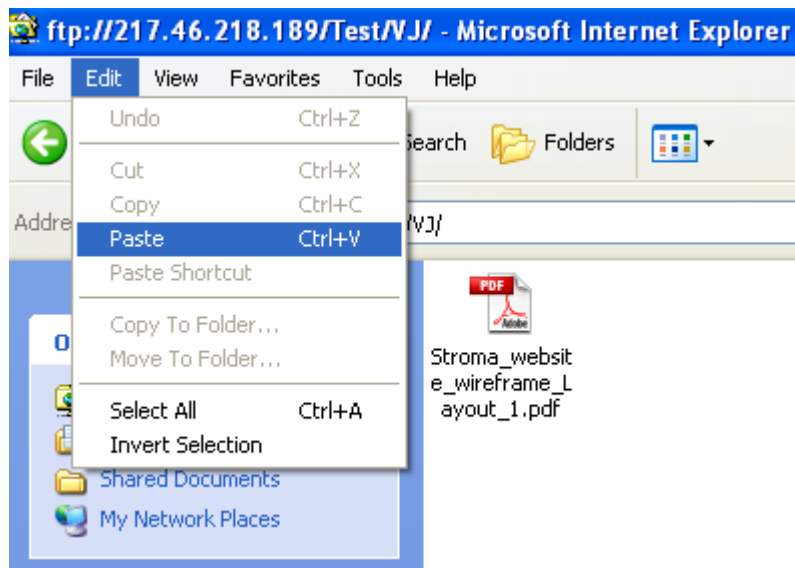
Once you have your login details, click on the link on the Client login page, or go to <ftp://217.46.218.189/>

A Log on As box will pop up asking for your user name and password.

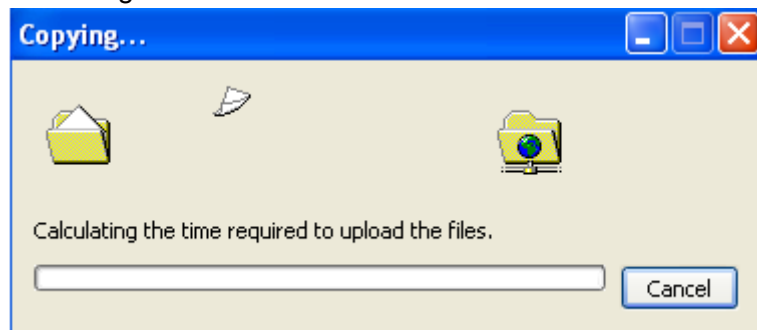


Type in your user name and password and click Log On.

Find the file you want to upload from your PC and copy it. In Internet Explorer click Edit and Paste.



You will see your file being copied to the FTP folder. When you have finished, closed Internet Explorer to log off.



Please note that once files have been uploaded we will require a production order to be sent to us within 24 hours. This can be uploaded to the FTP site at the same time as the files. Work cannot begin on files until an order has been received.