

FTP File Transfer

NOTES:

If you want to upload a group of files, put files in a folder & Stuff(Mac) or Zip(PC) the folder.

Mac Users:

If the files you will be sending include macintosh font files, please place them into a folder and stuff the folder before uploading to our FTP site.

Please make all file names PC compatible:

(Do not use characters \ / : * ? " | < > . in your file names)(except for file extension i.e. .tif, .eps etc.

1 – Please use an FTP uploading utility, to upload your files directly to our FTP server.

If you don't already have an FTP program for file transfers there are many low cost or even free trial programs you can choose from. Below are some suggested programs we have used successfully.

For a Windows users:

WS_FTP from Ipswitch which can be found at: http://www.ipswitch.com/products/ws_ftp/

For Mac users:

Fetch which can be found at: <http://www.fetchworks.com/>

Transmit which can be found at: <http://www.panic.com/transmit/>

2 – Once you have selected an FTP program to work with, you are ready to begin. To set up the connection, you will be asked for the Host Name/Address, User/ID, and Password.

host name: <ftp.midstatelitho.com>

username: upload@midstatelitho.com

password: [upload](#)

To help protect your file during the transfer, we suggest you compress your file using a compression software program such as WinZip or PKZip for Windows users or Stuffit for Mac users. (especially Mac font files, or files without file extensions)

3 – If you are sending native files please include a lo-res PDF along with your compressed files. The PDF will allow us to compare the output for type flow and image positioning before a proof is run out. (The PDF is for review only, it does not need to be hi-res)

4 – Please let your customer service representative know that you are going to place files on the FTP site, or send us an email to let us know you are going to start. If the PDF is under 5MB send that along with the e-mail. This will allow us to print out hard copy before we work on your files. Once you have completed the file transfer, please call or send us a quick email to let us know that you have placed a file on the FTP site. That way we will avoid downloading the file prematurely and potentially corrupting the file.

NOTE: For files over 100mb we suggest copying your files to a CD or DVD & sending the disk directly to us.

There are also many FTP services that will transfer files for you, using only your web browser, for free or low cost. below is one we have had success using. (sign up for free account to transfer files under 100mb):
<http://www.yousendit.com/>

Please contact us for a recipient e-mail address if you will be using this service.