



FTP Instructions for Uploading Digital Files

Customer File Procedure

1. Compress all Native files into a single archive in Stuffit (.sit), Binhex (.hqx) or ZIP (.zip) format.
2. PDF's do not need to be compressed
3. Remove all spaces in the name of the compressed archive
4. Confirm upload with an email to your CSR at csr@copprints.com

PC Users:

You can upload and download using IE 5.5 or later.

- Enter the following - <ftp://ftp1.copprints.com> into your browser.
- Login
- Drag files or copy and paste files into IE browser window to upload.
- Most FTP clients for PC are compatible as well.

Mac Users:

Note: Internet Explorer, Safari, Netscape for OS9 & OSx do not support uploading to FTP.

- **OS9**
Fetch version 3x is the most common FTP client used on OS9. WS_FTP and other FTP clients are compatible as well.
- **OSx (Jaguar, Panther, or Tiger)**
Free FTP Client called RbrowserLite is available at <http://www.rbrowser.com/RBrowserLite/Download.html>

Fetch 4x or Transmit are examples of other options that OSx users have available.

Using FTP Client for PC or Mac

1. Enter Host (or server) name: <ftp1.copprints.com>
2. Enter your User ID (Login) given to you by COP Customer Service Rep.
3. Enter your password given to you by COP Customer Service Rep.
4. Leave Port to Default (21)
5. Leave PASV mode on.
6. Once logged on, you should not see any folders unless you or someone from your company have uploaded files at a previous time.
7. Drag your folder containing PDFs or the compressed native files into the ftp window of ftp client.

Note:

Typing <ftp.copprints.com> will NOT allow you to logon. This is used only for COP employees.