SpectraColor
PRINTING & DESIGN

TRANSFER SITE (FTP) INSTRUCTIONS

Please follow the instructions below to access our FTP site to review your proofs, pick up files we've left for you or to drop off new files.

Please be sure <u>not</u> to email files larger than 15MB. Those files should be transferred using the FTP site.

(If you already have an FTP application on your computer, go to step 2.)

<mark>Step 1</mark>: Download a FREE FTP application from the Internet.

<u>If using a PC</u> – Search online for "Cute FTP." Download a free trial version of the FTP application and go to step 2.

<u>If using a Mac</u> – Search online for "Fetch FTP." Download a free trial version of the FTP application and go to step 2.

<mark>Step 2</mark>: Once you've installed the FTP application, a dialog box should open. Enter the following information where indicated:

<div align="center">

Host: ftp.spectracolorinc.com
Login: uploads@spectracolorinc.com
Password: uploads

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<u>Step 3</u>: Once logged on, you will see folders labeled as "PICK UP: CUSTOMER PROOFS, OUTGOING FILES" and "DROP OFF: INCOMING CUSTOMER FILES". Place your files in the appropriate folder or pick up your files from the appropriate folder. Please be sure your files are labeled with your name/company name.

<u>Step 4</u>: Contact us via phone or email to let us know if you've placed files on the site or if you've reviewed your proofs from the site.

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Please feel free to call 808.244.5100 or email printing@spectracolorinc.com with any questions.

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