



FILE TRANSFER PROTOCOL (FTP) Instructions for Transmittal

FXO Commercial Press has the capability to receive your graphic files electronically. As you are well aware, e-mail medium was never intended for file transmission and, when attempted, is fraught with problems. With FTP however, files can be virtually problem free.

Below is a replication of what appears on the screen when you have accessed our site. The steps are as follows:

Access the Internet

Type in our URL address: <https://ecom.howardpress.com/upload>

The File Upload utility menu will appear

The following fields need to have the requested data entered:

File to Upload – You can type in the full file name and path or simply click on the “Browse” button and select. (The file should be in your “C” drive.)

Company Name - Enter your company's name.

Your E-mail Address – Enter your e-mail address.

Contact – Note that this is a drop down menu. Use the drop down menu and select the contact person.

Description – Describe the piece, e.g., 4 page booklet, etc.

Special Instructions – Enter any additional information you deem important.

Upload File – You are now ready to transmit, select this button and the file will be sent.

Sending us the file in this manner should save considerable time.