

## GENERAL NOTES

To access you account, you have to authenticate your credentials. If you have not yet received your User Name and Password, kindly send an email requesting your account activation to [prepress@graphicom.it](mailto:prepress@graphicom.it).

The uploaded files must be compressed (Stuffit or Zip).

Please confirm via e-mail when files are uploaded.

PLEASE USE FTP ONLY FOR LAST MINUTE DELIVERY!

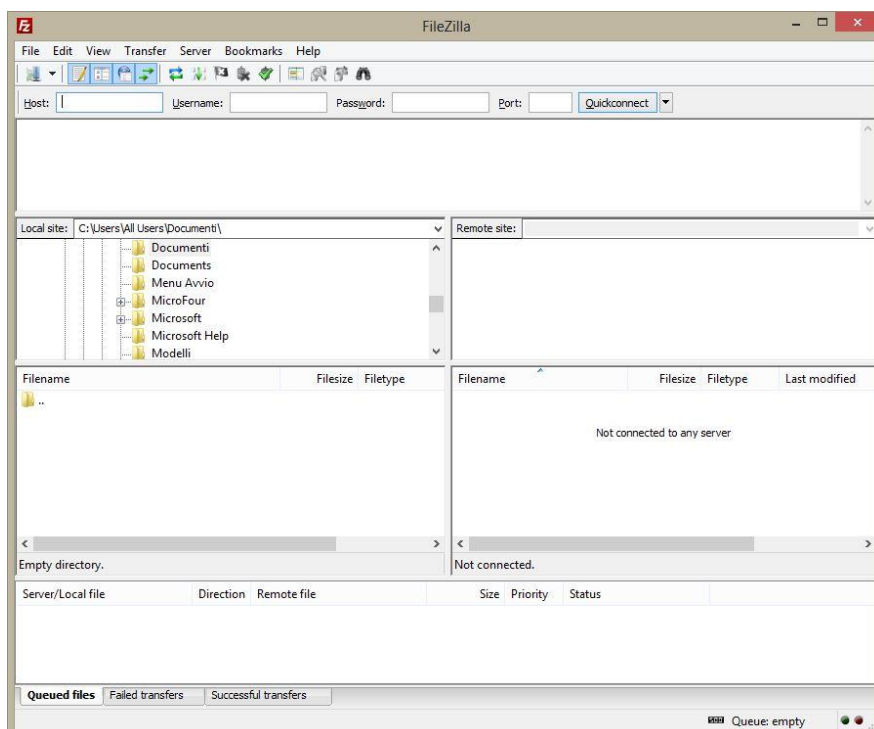
In naming files NEVER use symbols (#,\$,%,&,>,\*,?, etc. etc.) but only normal alpha-numerical types.

If possible use FTP softwares such as Cyberduck for Mac OSX or FileZilla for Windows. Using Client Software you can upload also very big files.

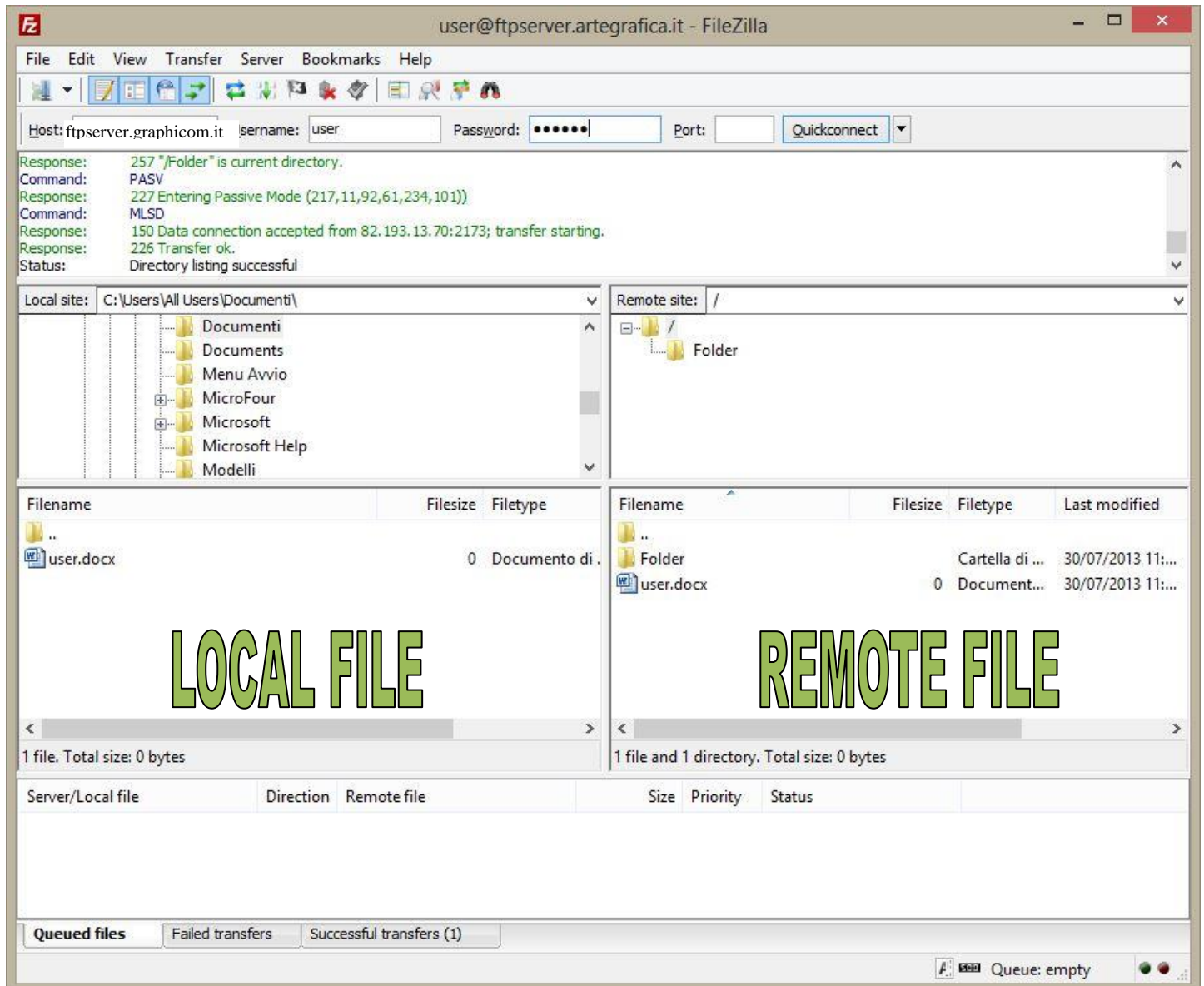
## FTP SOFTWARE CLIENT ACCESS

Here below there is an example how to use FileZilla. The procedure remains the same if you use other client ftp software.

Open the program



Write **ftpserver.graphicom.it** in the address box; write the username supplied by us in the user box and the password supplied by us in the password box. Choose QuickConnect:



To upload your files drag and drop the files from the local site window to the remote site window. And Viceversa to download the files.