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## FTP Upload Procedures and Information

After accessing the FTP and entering your “username” and “password” if you are using IE7.0 or greater, you will see “Root Directory” or “Index of FTP”. You will need to select either “View” or “Page” on the menu bar and chose “View FTP in Windows Explorer”. You may have to re-enter your username and password. Otherwise for pre 7.0 you will be directed to your folder on our FTP site. You will see a folder called "Trash". The Trash folder is for our purposes. You can drag the files from your computer and drop them on the FTP window outside the Trash folder. While you are in the FTP site you can save it to your favorites for future use.

If you are using a MAC, Safari may be used, but should you have trouble accessing the FTP with Safari, utilities such as Fetch or Transmit have been reliable. Another alternative would be to layout your publication on a MAC and then transfer the files to a CD or flash drive and send them from a PC.

Mozilla Firefox requires an extension which can be located via Firefox by selecting “Tools” and “Add Ons” from the dropdown window. Search and install Fire FTP. After installation, you will run Fire FTP from the “Bookmarks” dropdown window. When Fire FTP is open it will look like a dual window (right/left). You will need to set up the account or connection information:

1. Select the dropdown arrow below the Fire FTP tab and chose “Create Account”
2. Enter the account name such as “GDP FTP site”
3. Enter “64.244.179.134” (without quotes) as the “Host”
4. Enter your Greater Dallas Press assigned username and password and click “OK”

To access an FTP from Firefox’s Fire FTP, click “Connect” and chose the account you want to connect to. You can browse your computer on the left and highlight the file you want to transfer. Click the transfer arrow located between the two dual windows pointing to the FTP window and the file should transfer.

Google Chrome at this time does not have an FTP utility and cannot access FTP sites.

### Several very important things to remember for uploading:

1. This site is as secure as your username and password.
2. You can transfer files both ways from any computer.
3. **You cannot delete files.** This is a safety precaution for our purposes.
4. You cannot overwrite an existing file. If you need to upload a new file, you will need to change the file name. We suggest appending the file name with "new" and re-upload.
5. If a change is made to a file, you will need to notify us **VERBALLY** of the change. We move very quickly to make plates. Email and voicemail are not reliable for making sure the change gets translated to the plates before it goes on the press, and you do not incur additional costs for plates or printing.

6. Before transferring files, please **PROOF your print file**. We do not print from the layout file. You should be sure the uploaded print file is correct.
7. Please send the production sheet before, during or shortly after transferring the print files. We will not know if printable files are in without the production sheet. A fax number is located at the top of the page. A hard copy of the production sheet can be downloaded from our website, [www.greaterdallaspress.com/uploadfile.html](http://www.greaterdallaspress.com/uploadfile.html) , or from the same page an Online Production Sheet is available for simple broadsheet and tabloid printing, at this time. We cannot proceed with the job without the production sheet. If you feel compelled to upload the production sheet to the FTP, please notify someone at Greater Dallas Press verbally so we will know the production sheet is on the FTP.
8. It is very important that we get both a day and night contact number on the production sheet in case we run into any problems this will avoid delays.

If you are unable to access the FTP, a firewall or security setting may not allow it. We recommend copying the files to a thumb drive or CD and take them to a remote location such as home and transfer from there. The files can also be transferred using our **Yousendit** link either located on our website at [www.greaterdallaspress.com/yousenditupload.html](http://www.greaterdallaspress.com/yousenditupload.html) or go to [www.dropbox.yousendit.com/GDPprepress](http://www.dropbox.yousendit.com/GDPprepress) . Lastly files can be emailed to prepress at ***prepress@greaterdallaspress.com***, but be aware there may be a file size limitation from your ISP or email provider. You will indicate on the production sheet how the files are sent. This way the prepress operator knows where to look for the files.