

### FTP For PC Users

The following information is needed to connect to our FTP Site:

HOST : 207.232.107.203

USERID - Jemco

**PASSWORD - YOU HAVE TO CALL US FOR THIS (1-800-633-3074)**

Each time you run WS\_FTP, the Session Profile window will be displayed. A profile contains the information needed to connect to our FTP Site. Creating a profile now will eliminate the need for you to configure the software each time you wish to connect to our FTP Site.

To create a profile, click the **"CONNECT"** button and enter the following information.

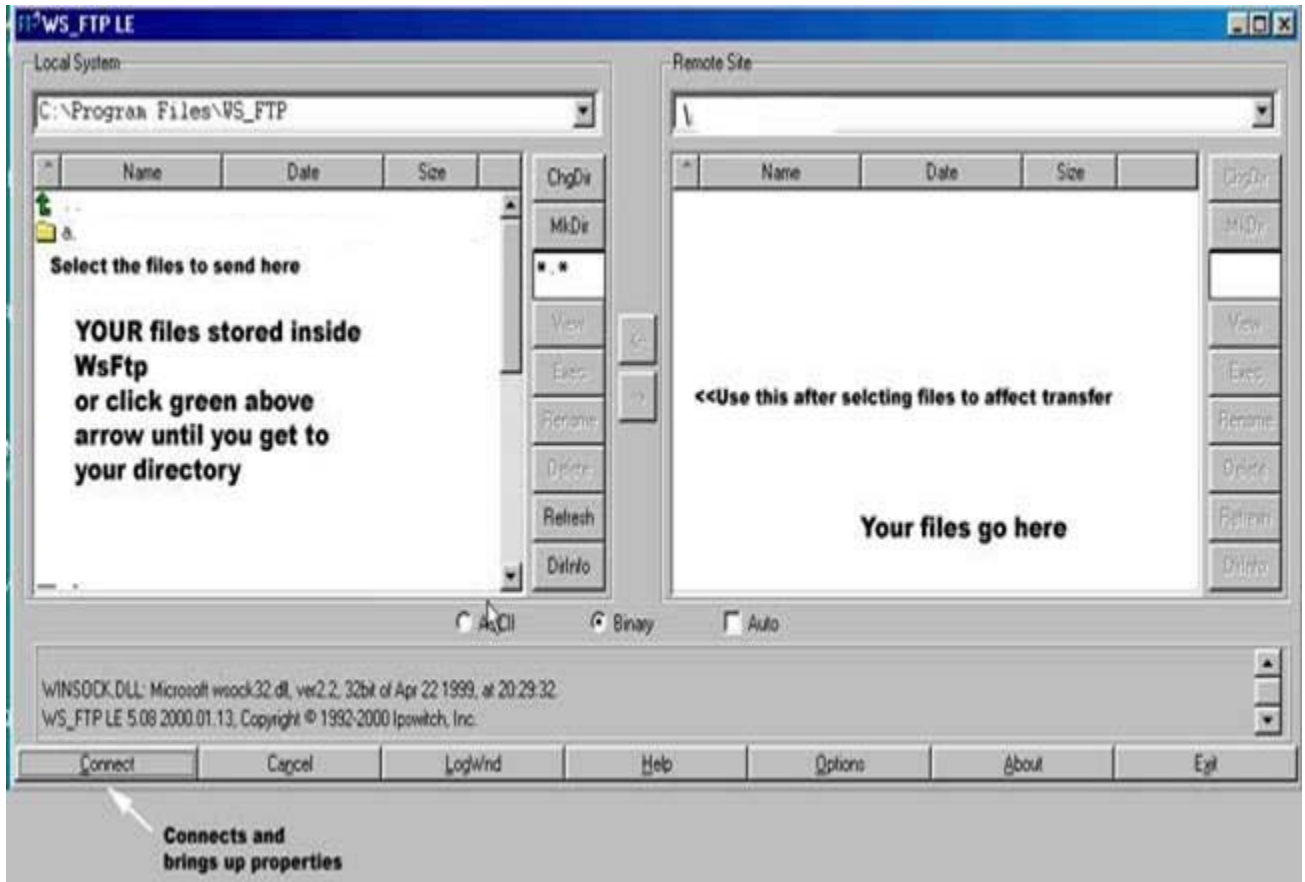
- **Profile Name:** Jemco
- **Host Name/Address:** 207.232.107.203
- **User ID:** ftp/jemcoftp
- **Password:** < YOU HAVE TO CALL US FOR THIS > **(1-800-633-3074)**
- Make sure **"Save Pwd"** is checked so you don't have to enter the password next time.

The screenshot shows the 'Session Properties' dialog box with the 'General' tab selected. The 'Profile Name' is set to 'Jemco'. The 'Host Name/Address' is '207.232.107.203'. The 'Host Type' is 'Automatic detect'. The 'User ID' is 'Jemco'. The 'Password' field is masked with asterisks. The 'Account' field is empty. The 'Comment' field is empty. There are checkboxes for 'Anonymous' (unchecked) and 'Save Pwd' (checked). Buttons for 'New', 'Delete', 'OK', 'Cancel', 'Apply', and 'Help' are visible.

Next you need to click **"OK"** to continue. WS\_FTP will start to connect to our FTP Site. WS\_FTP will display a split screen where files on the left-hand side are within your own computer. You will see on the right-hand side our Upload Directory, meaning a successful connection is established as illustrated below.

To upload a file or files, simply highlight the file(s) on the left and click the right arrow button **[->]** in the center of the window. Be sure to upload the graphic files in **Binary** mode. To transfer a file to a subdirectory, double-click the appropriate subdirectory to open it before transferring the desired file(s).

Create the whole print job within a folder on your own computer and upload all the files at once by holding down the shift key as you select the files in the left window. Subdirectories can be included in this upload and WS\_FTP will automatically create the necessary new subdirectories on our FTP Site. If the job fails part way, you can resume the upload by performing the same upload process for that file again.



For efficiency reasons, we highly prefer you **compress** all your files into one ZIP file before you upload it to our FTP Site.

There are many programs to produce **ZIP** files available for download at <http://www.download.com>.

For example, one such compression utility is called "**WINZIP**". WinZip can be downloaded for free at <http://www.winzip.com>.

### FTP For MAC Users

The following information is needed to connect to our FTP Site:

**Name:** Jemco

**Host:** 207.232.107.203

**UserID:** ftp/jemcoftp

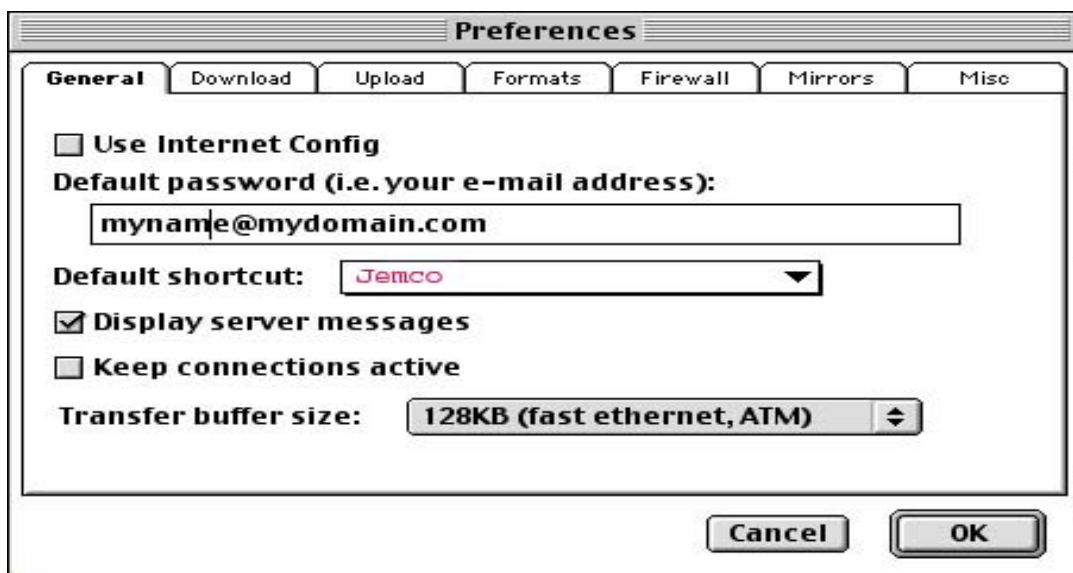
**PASSWORD:** YOU HAVE TO CALL US FOR THIS (1-800-633-3074)

### Bookmarking the Connection

- Under the Customize menu, select *NEW SHORTCUT*.  
A window will pop up. Fill in the above and name the connection: **Jemco**
- Under Type, choose File from the pop-up menu.

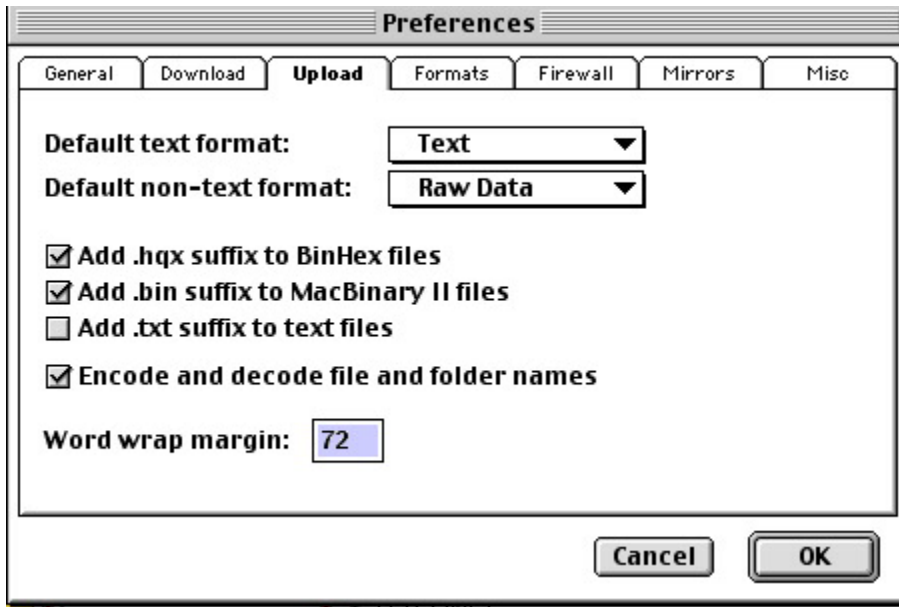
To remember your password so you won't have to type it in each time, type in the Password field.

Now, under the same Customize menu, choose **Preferences**, and under the **General** tab, make sure the connection you just entered is selected as the default shortcut. Next time you open up Fetch, your shortcut will be opened automatically and all you have to do is click the OK button!



Each time you run Fetch, the New Connection window will be displayed. A profile containing the information needed to connect is **BEST COLOR**. Creating a profile now will eliminate the need for you to configure the software each time you wish to connect to our FTP Site.

**Check Your preferences under customize menu so they show like these**



Be sure to upload your graphic files in **BINARY** mode. Or to make life easier, click on the **Automatic** button as shown in the sample window above This allows Fetch to choose which format to upload your files in.

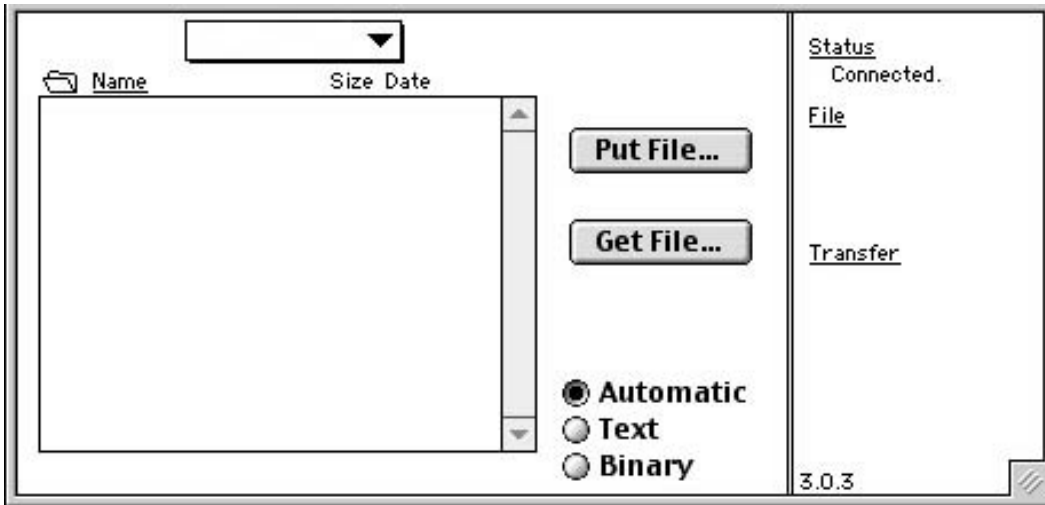
Now go to the windows menu  
Choose **FETCH SHORTCUTS** and click on **Jemco**

Fetch will pop up this connection window, click OK to make the connection



A file window showing our FTP site will pop up and is shown below.

LEAVE THE TRANSFER TYPE ON AUTOMATIC if you are not sure what format to use to upload your files.



**Click on "Put File..." to choose which files to upload**

Navigate to the folder where you saved your graphic files. And then select all the files you want to upload to us.

Before you upload your artwork to us, however, we strongly recommend you compress all your files into one file before uploading. As this is more efficient for uploading and also ensures we have all the files that you wanted to upload.

A compression utility available for the Mac is called "**StuffIt**". A trial version is available for download at [Alladin Systems](#)