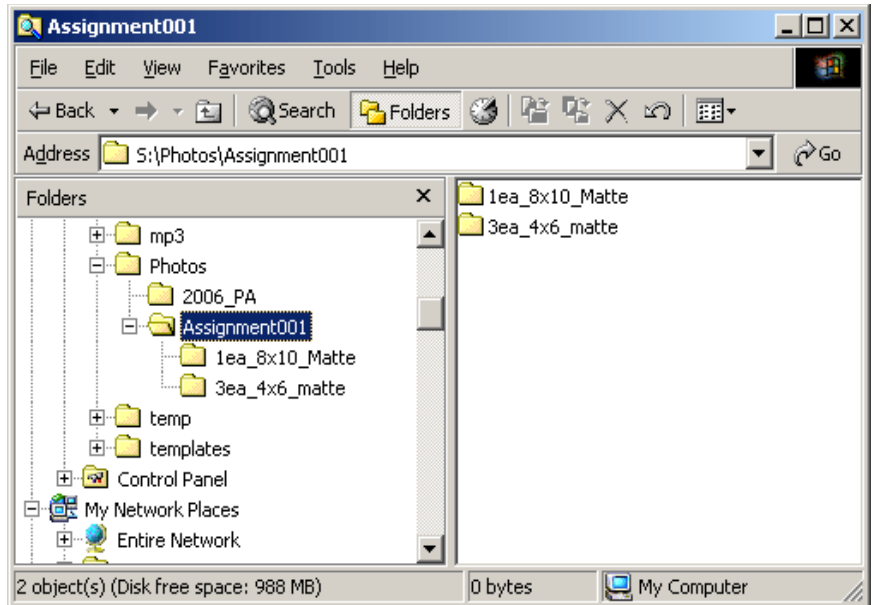


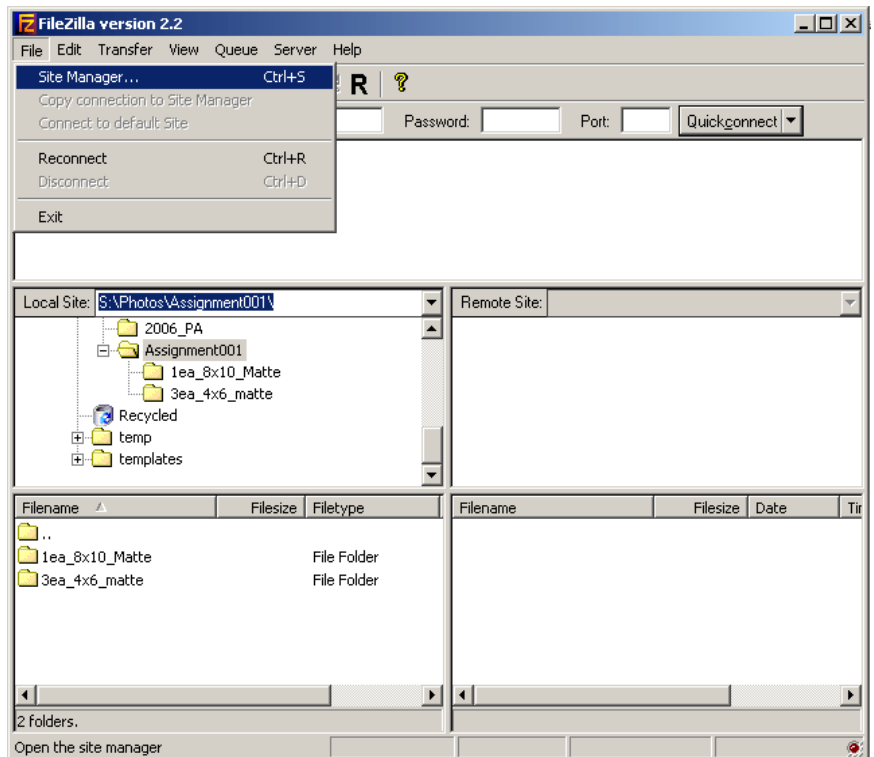


FileZilla Basic FTP Instructions

1. Organize your images in folders on your local hard drive. We suggest using a separate folder for each job. Within that folder, organize your images by what you want from each file. You can use the folder names as instructions.

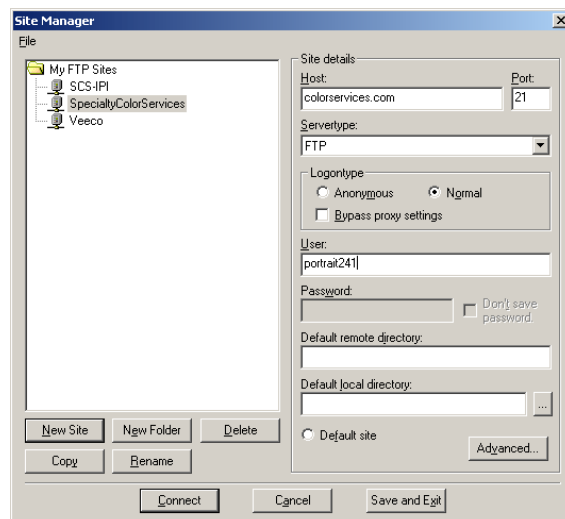


2. Since we do not accept anonymous connections, please contact us for a user name and password.

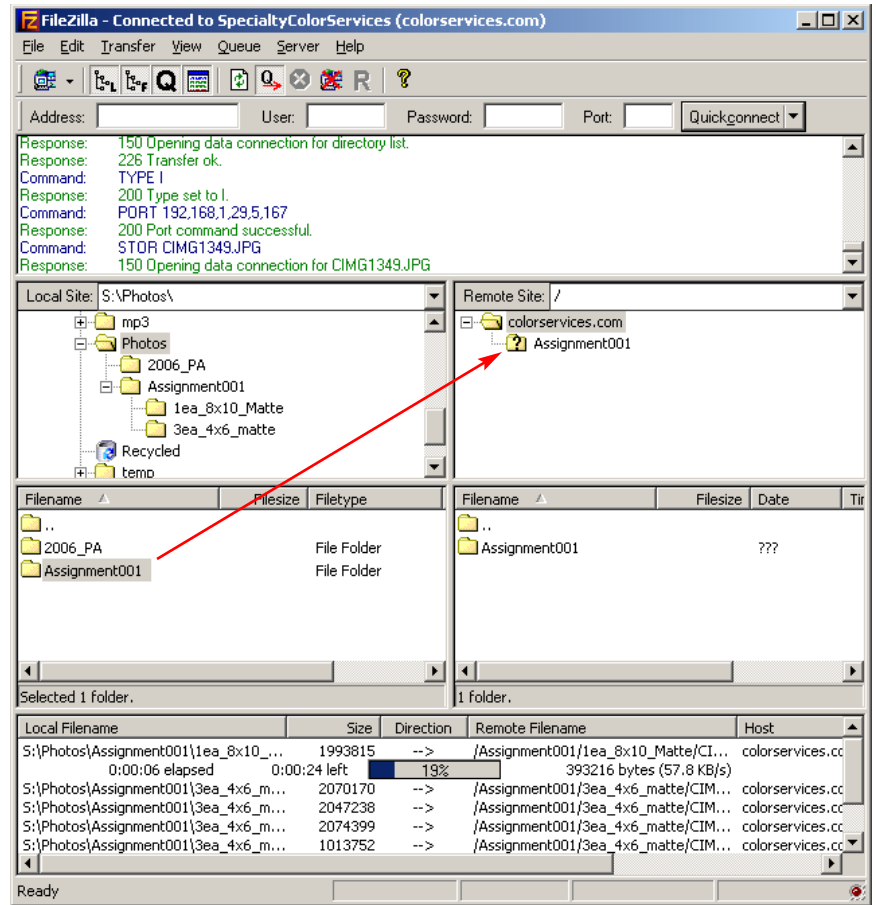


3. Open the Filezilla Site Manager.

4. Create a new site. The host is colorservices.com. The Servertype is FTP. The Logontype is Normal. Enter your user name in the User field. It will not accept a password at this point. Click "Connect". You will be prompted for your password.



5. The client will connect to the server. The left side of the screen shows your computer, and the right side of the screen shows your folder on the FTP server. Drag your job folder onto the server pane and the transfer will begin. The pane at the bottom will show the progress of each file. The pane at the top shows the actual FTP commands. You can configure the client to show or hide different combinations of panes with the View menu.



6. If you actually want us to do something with your files, call us or send us an email notifying us that you have uploaded a job. If you have complex instructions, it is a good idea to include a text file with all of your instructions and contact information. We prefer to avoid proprietary file formats, so a Notepad or Wordpad *.txt file is better than a Microsoft Word document for this purpose.

7. Please be aware that our FTP server is intended to facilitate the delivery of files, not the storage of files. Once the files have been on the FTP server for one month without modification, they become eligible for deletion by our system administrators. We do not provide any notification when the file are deleted. The point here is that you should not store the only copy of your images on an FTP server.

FileZilla is an open source program that can be obtained from:

<http://sourceforge.net/projects/filezilla>

More information about FTP can be found at:

<http://www.ftplanet.com>