

# Printco's Guide to FTP

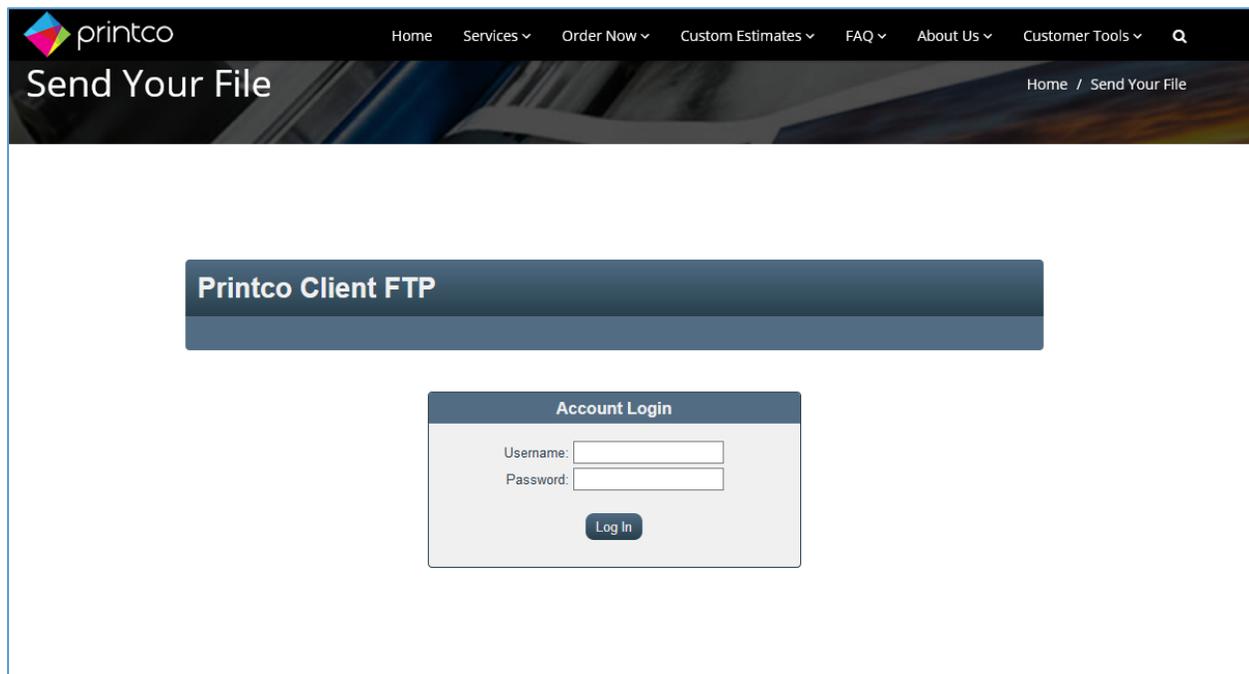
The easy way to send your files

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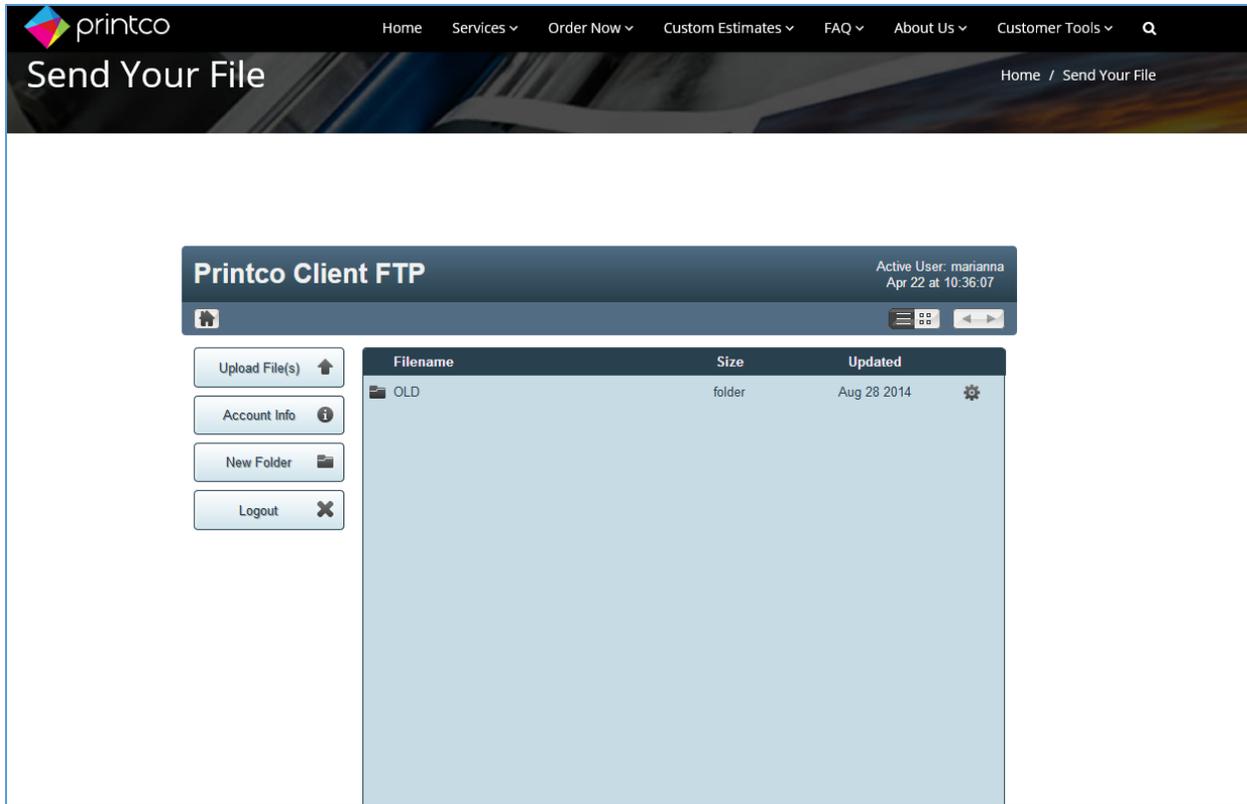


Printco provides free FTP logins to all of our customers. To request yours, write to [support@printcographics.com](mailto:support@printcographics.com). Please be sure to include your name and your company's name.

Once you have your login information, you may begin sending files. Go to <http://printcographics.com/sendfile.php>



On this screen, enter your Username and Password, then click "Log In." You will be taken to your personal FTP folder.



Once you have logged into your personal FTP folder, you may upload files by clicking the “Upload Files(s)” button on the left.

Start by clicking the “**Choose Files By Selecting**” box, then navigate to the files you wish to send. (You may also drag files onto this box to auto-upload them.)

You may upload multiple files together, but you may *not* upload a folder. If you have multiple files to send, we recommend **zipping your files** before uploading to create one single file. (See last page of this guide for instructions on zipping a file.)

Enter other fields as indicated – your name, company name, phone number, e-mail address, and a reference name for the files you are sending (ex: James Doe Business Cards). Then select “Begin Upload” to send your files.

For larger files, you may see a progress bar.

**Do not close your window** or go to another web page **until the file is finished uploading**. When it is done, you will see this message: “The file has been successfully sent.”

## How to zip a folder

To Zip a folder using **Windows**, right click the folder and choose “Send to”, then choose “Compressed (zipped) folder.”

To Zip a folder on a **Mac**, right click on the folder and choose “Compress (name of your folder)”.

With both methods, your new file will appear in the same folder as the original, with the same name plus “.zip”

