



## **FTP Site Instructions**

### for Uploading or Downloading Artwork

#### **To upload (or download) files to (or from) the Burns FTP site:**

You will need to download an FTP access program

To find an FTP program, go to

[http://en.wikipedia.org/wiki/Comparison\\_of\\_FTP\\_clients](http://en.wikipedia.org/wiki/Comparison_of_FTP_clients)

Search for one that is free (Filezilla is a good one for Windows) follow the links to download it.

Using the FTP program that you download, enter the following info when prompted:

HOST: 50.248.97.93

USER ID: ftpuser

PASSWORD: burnstftp

Once the site opens up you should be able to drag and drop files in and out of the window, depending on the FTP program you are using.

**\*\*When uploading files to the Burns FTP Site, please call or email us to let us know when the upload is complete. This will let us know when to access the site to retrieve your files.**

**Otherwise we might not know to check the site for recently uploaded files.**

**If you have any questions or problems, please give us a call, fax or email.**

**Contact the Art Department at Burns Mailing & Printing**

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