

# Instructions to upload to ABC Printing's FTP site:

1. Enter **ftp://ftp.abcprinting.ca/** in your browser window and click Enter or Return (Mac). Your browser should open our FTP site.
2. You will be required to enter a *Username:* **abcclient** and a *Password:* **letmein** in a space provided, once filled out click Enter or Return (Mac).
3. Locate the file on your hard disk. When the file is located you can just drag and drop the file/folder into the ftp window. It should show files being transferred. \* You will need a program such as "Fetch", available at [fetchsoftware.com](http://fetchsoftware.com) (other options: "transmit" or "interarchy").

**Tip:** *As we do receive many files, it is always best to name your file according to who you are and the name of the job. Or, create your own folder if you have many files. **Example - Smith\_Contracting\_Flyer.pdf***