

## File Transfer Instructions

Please use a compression utility before uploading files. This is especially important for Mac files. Files created on Macintosh computers contain two parts, the data file and the resource fork. Compressing the files will keep the file parts intact and prevent unreadable files. We recommend Stuffit™ for the Mac and Winzip™ for the PC.

**FTP address:**  
**ftp.geographicsinc.com**

### **Instructions for uploading files for Mac OS X:**

1. Obtain a username and password from Sales or Customer Service.
2. In the Connect to Server dialog box, type:

**ftp://username:password@ftp.geographicsinc.com**

### **Instructions for uploading files for Mac OS 9:**

1. Obtain a username and password from Sales or Customer Service.
2. Open your FTP utility program
3. You will be prompted to make a new connection:

**Host = ftp.geographicsinc.com**

4. When connected you will have two choices: GET FILE or PUT FILE. If you

are sending work to Geographics select PUT FILE. Then navigate to the file you wish to upload. Select the file and press OPEN. Accept the default RAW DATA. Press OK and the transfer will begin. Repeat this step if you have multiple files.

### **Instructions for uploading files for Windows:**

1. Obtain a username and password from Sales or Customer Service.
2. Install a FTP program. Any FTP for windows program is suitable.
3. Launch the FTP program and enter the address:

**ftp.geographicsinc.com**

3. Enter your username and password then press the CONNECT button.
4. Upload your files.

**If you have a problem sending files call Geographics, 404-762-3853. You will be connected to the Prepress manager.**

*Thanks for selecting Geographics. It's going to be a great project.*