

## Basic FTP Instructions for Submitting Files to Printing Services

Here is the essential information you need to access our Drop Boxes (for jobs to be produced on the Xerox Nuvera Black & White Production Printer, the Xerox DC250 Color Laser Printer, or on our presses via film output). We assume you're using an FTP client to do the uploading. If you don't have an FTP client, please call Bill Kasper at x9-5273, and he'll help you get your files to us.

1. Open your FTP client software. The server name (or hostname) to which you need to connect is (no quotes): "**printing.ucsc.edu**"
2. Enter your username and password as (no quotes) "**anonymous**" (or leave them blank).
3. Once you've connected with the server you'll see a number of folders/subdirectories in the FTP client window. If you're submitting work for the Nuvera or DC250, double-click on the "**nuvera**" drop box; if you're submitting work for digital film output, double-click on the "**digitalfilm**" drop box. You should see nothing in it except for a file entitled "**WARNING: .:Permission denied**" (which means you don't have permission to see anything in the folder).
4. Drag your file(s) into the open window in the FTP client, or select the files and use the "**Put**" feature of your FTP client to put them in the folder. Windows users might see a "**STOR 550**" error, but this just means your FTP client cannot refresh the file list after the "**Put**" is completed.
5. Quit your FTP client.

If you have any worries about whether your file was successfully transferred to Printing Services, please call Bill Kasper at x9-5273 and he will check the appropriate drop box for your file.

Remember, we still need your Printing Services Order and a proof of your job so it can enter production. Contact Laurie Gagnon at x9-2925 with any questions about the production process.

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