



## File Transfer Protocol - FTP FILE UPLOAD GUIDELINES

***In order to provide our customers with the best service possible, we have provided an easy and seamless way of sending us your print ready Artwork.***

***By implementing a high speed FTP server you can now send us your art work in just a few easy steps.***

***Once the following steps are complete you can easily ftp us your images and Artwork!***

### **Step 1: Account Setup**

In order for you to gain access to our ftp server we have to setup a username and password for your account

Please contact us at **800.500.7951** or by e-mail at [support@nextdaycolor.com](mailto:support@nextdaycolor.com) so that we can setup a username and password for your account.

### **Step 2: Download FTP software.**

If you do not currently have ftp software installed on your computer you can download one from the following link.

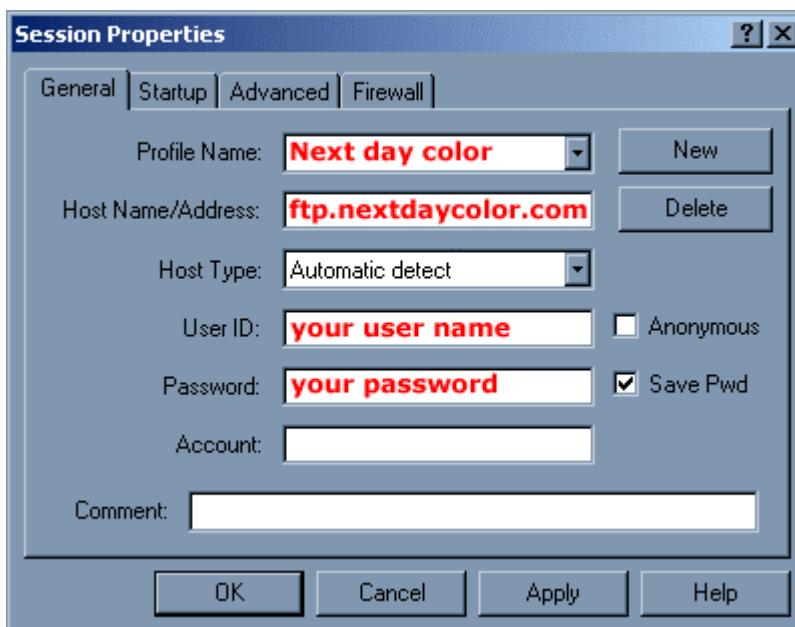
<http://www.nextdaycolor.com/downloads/software/ftp>

Use **Ws FTP** for PC and **Fetch** for MAC

### Step 3: Configure FTP software.

- a) After you download and install you FTP software you are ready to configure it. Click and start your FTP application.
- b) Enter the following information in your FTP applications (picture 1)

**Profile Name:** Next Day Color FTP (could be any name you wish)  
**Host Name:** ftp.nextdaycolor.com  
**Host Type:** Automatic detect  
**User ID:** Your user ID (provided by Next Day Color)  
**Password:** Your Password (provided by Next Day Color)



**Picture 1** - (WS FTP for Windows)

If you do not yet have a **username** and **password** please call and we will be glad to set one for you.

**Username:** your username  
**Password:** your password

Please be sure to **make a directory with your new file name** so that we know which files belong to your new project.

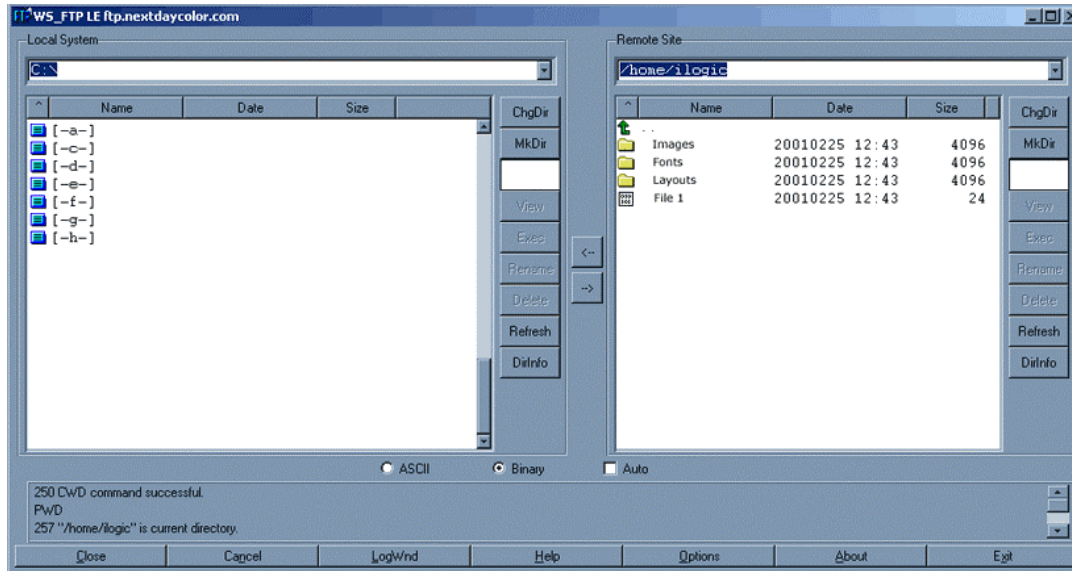
- c) Make sure you have selected (**Save Pwd**), this way you don't have to re-enter your password every time.
- d) After all of your settings are keyed in click **OK** to connect to our FTP server.

**Please note:** if you are on a network using a firewall or a Proxy please contact your System Administrator to make sure you have permission to FTP outside your network.

In your Port Settings add port 113 to the Open Local Ports section. Also add 113 to both TCP and UDP sections.

113 is the IDENT protocol and is related to FTP verifying the IP address of the machine that you are accessing from.

#### Step 4: Upload and use our FTP service.



**Your Computer**

**Our Server**

After you are connected to the FTP server, you are ready to upload your files.

**Remember the files located on the left side are the files on your Computer, and the files located on the right side are files and directories on our server.**

Depending on your Internet connection speed this process may vary in time.

If you are on a Mac it is recommended that you include your files in a **MAC stuff it** folder **.sit** or in a **Mac Binary** format.

We generally **do not recommend** uploading files over **100MB** in size.

You can also use the menu on the left of each server to Create new Directories for Images and Fonts.

Some FTP clients also allow the option to **drag and drop** files into the server.

**We hope this has been helpful.**  
**Please contact us if you have any further questions.**

**Next Day Color Printing, Inc.**

e-mail [info@nextdaycolor.com](mailto:info@nextdaycolor.com)

Web: <http://www.nextdaycolor.com>