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# FTP Guidelines

Using our FTP (File Transfer Protocol) Site is easy. An ftp client program such as Fetch(Mac) or WS\_FTP(PC) is recommended. Using such a program requires the following information. The site name, domain, or host name is [ftp.epicolorspace.com](http://ftp.epicolorspace.com). The username is "epicsclient" and the password is "job". You should leave the directory field blank. You may also access the ftp using a browser such as Internet Explorer, although this tends to be a little less reliable. The address is [ftp://epicsclient@ftp.epicolorspace.com](http://ftp://epicsclient@ftp.epicolorspace.com) and requires that you enter the User Name "epicsclient" and use the password "job". We have a T1 Circuit to the Internet. This means we can send and receive data at approximately 10 to 12 Megabytes per minute. We can upload files for collection by you from our FTP server, or conversely you can deposit files for us to work on per your specifications.



The following directories or folders are available to you after you open or double-click:

**[INCOMING](#)**

This directory accepts new file transfers; you will not be able to view other files in this directory.

**[OUTGOING](#)**

This directory holds client files that are available for downloading; you will be able to see all files in this directory.

**[USERS](#)**

This directory holds files that are specific to EPI-Colorspace clients that make high volume use of our FTP site. This requires a unique username and password.

Access to these FTP sites can be accomplished in one of two ways: either using a provided login (as above) or with a provided secure username. If you require a unique username and password please call us to pre-arrange this. When you have gained access to the server you can upload a file into the **Incoming** directory, or download files from the **Outgoing** directory.



The next step is the **FORMAT** of the data. Folders must be stuffed before placing on the site. The files we are to receive must not only be from one of our common applications such as Word, Quark, Photoshop, etc., they also have to be encrypted. The rules are different for MAC and PC platforms.

- For the PC - If you want to send a collection of PC files ZIP them into one archive. The program WINZIP is available from URL <http://www.download.com>. You will end up with one file having the extension .ZIP
- For the MAC - First STUFF the files into a single archive using Stuff-It Deluxe from Aladdin Systems - the URL is <http://www.aladdinsys.com>. You will end up with one file having the extension .sit.

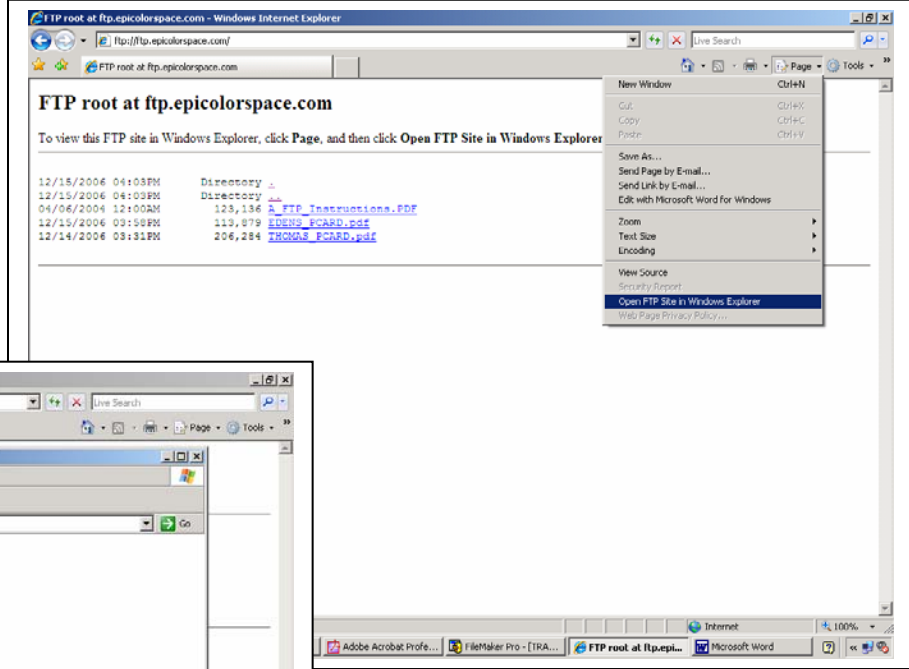
**When sending projects to EPI-Colorspace, please remember to [inform us via fax \(301-990-7890\) or e-mail](#) of the file name and other production information associated with your job. For further information, or to give us such a "heads up" you can always contact Customer Service at 301-990-2666.**



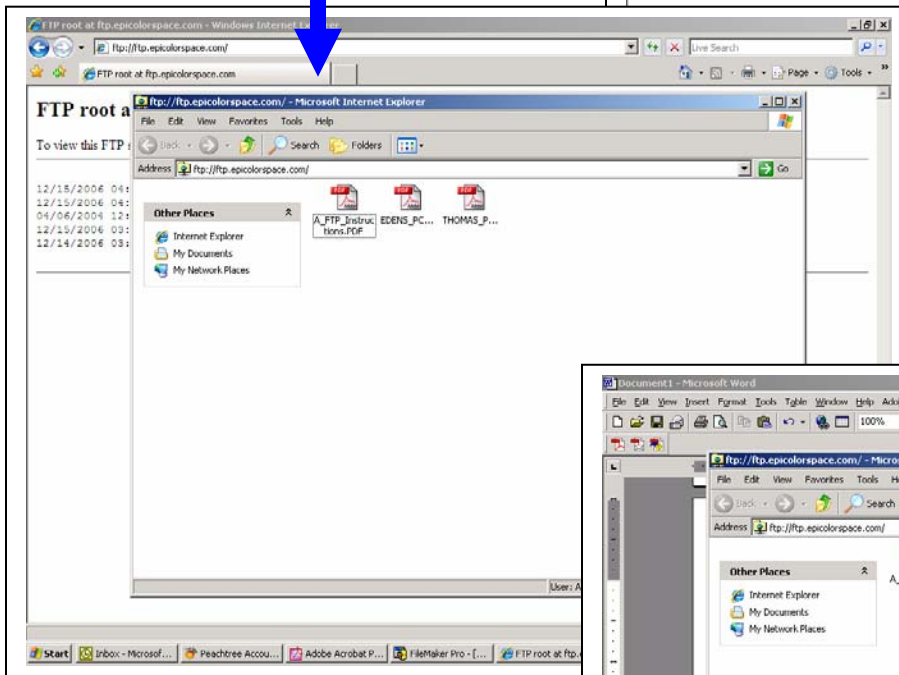
# Supplemental Information for Windows - Internet Explorer 7 Users

In Windows Internet Explorer 7 there are a few additional steps necessary to access the correct folder.

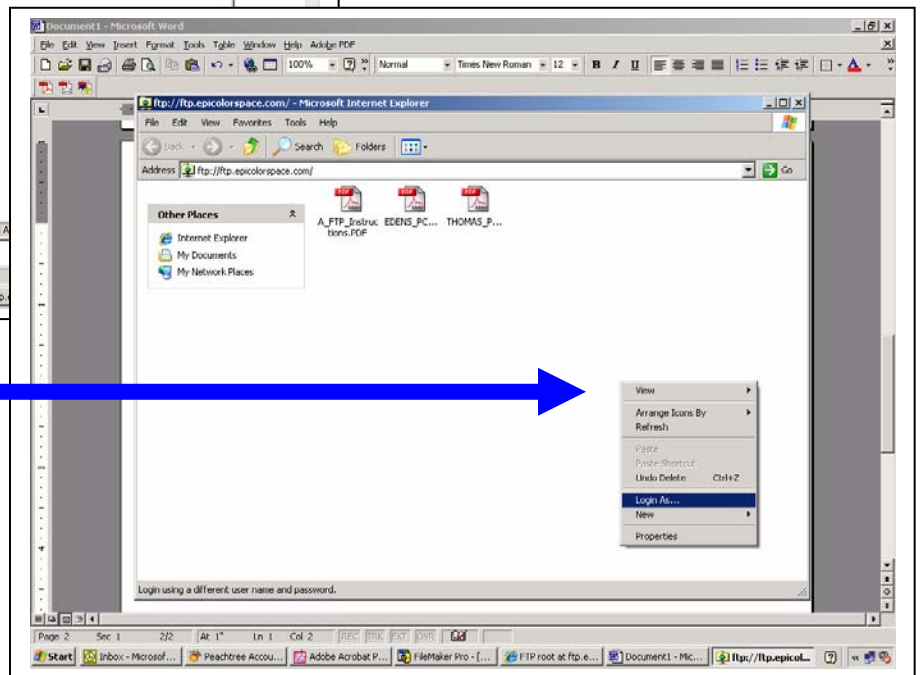
1. Initially, you will see a screen like the one to the right. It directs you to the “page” icon at the upper right of the menu bar; then, using the pull-down menu, select “Open FTP Site in Windows Explorer”.



2. You will then see a window similar to the one shown below.



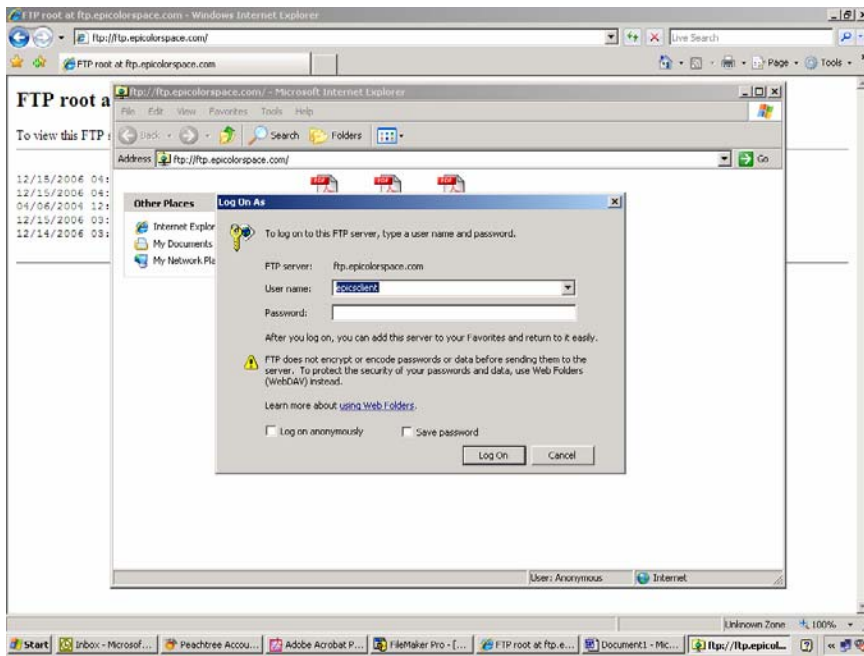
3. Right click to select “Login As”



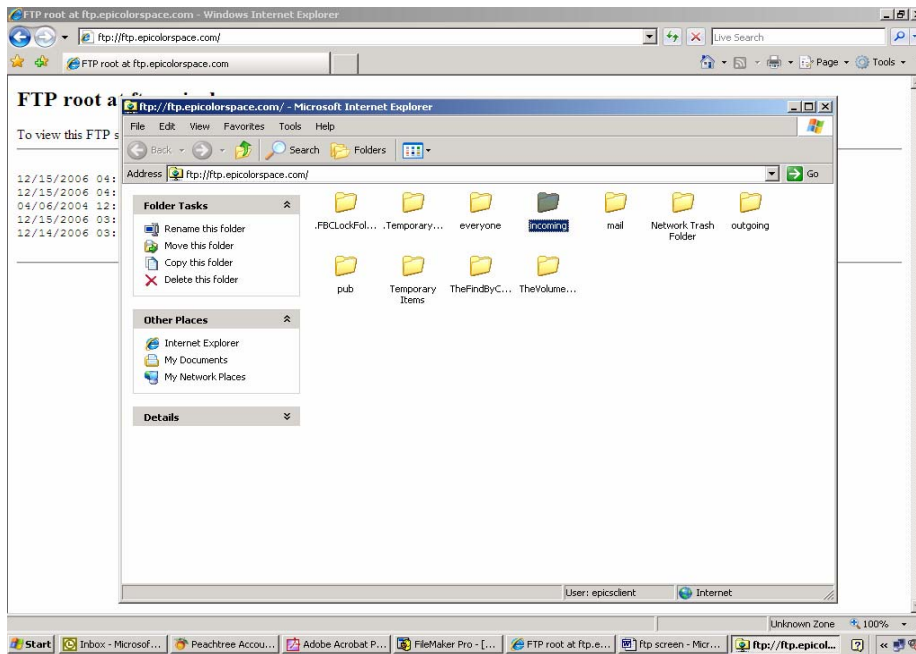
#### 4. Login as:

User name: **epicsclient**

Password: **job**



#### 5. Then you can open the appropriate folder to upload or download.



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