

Welcome to the Reprint FTP site

As a rule of thumb, use FTP or a CD to send files that are too large to send as e-mail attachments. Although limits on e-mail attachments vary, they are usually restricted to between 10 Mb and 20 Mb.

Before you try to use either FTP or e-mail, remember that file upload speeds are usually much slower than file download speeds — even on many high-speed connections. You might decide that it makes more sense to send a file on a CD instead of waiting an hour or more to try sending the file as an e-mail attachment or uploading it using FTP.

Although the following FTP instructions are written for clients using Microsoft's Internet Explorer 6, you can probably adapt them for the software you're using on your computer — or call us at (416) 923-3374 and ask for FTP technical support.

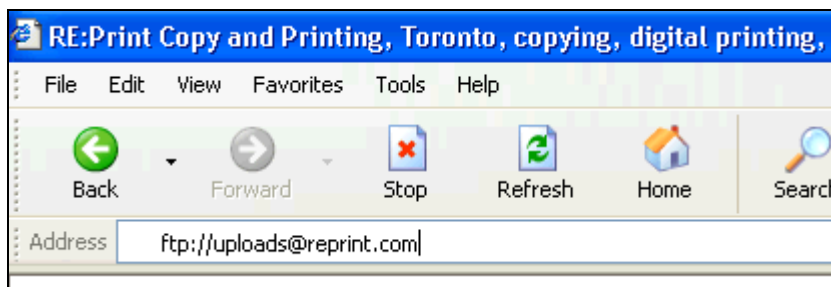
Before you call RE:Print, be sure to ask your technical support person whether you're allowed to FTP files. Many companies block FTP transfers for security reasons.

Important note: Always call or e-mail your RE:Print representative in advance to let them know that you'll be uploading a file using FTP.

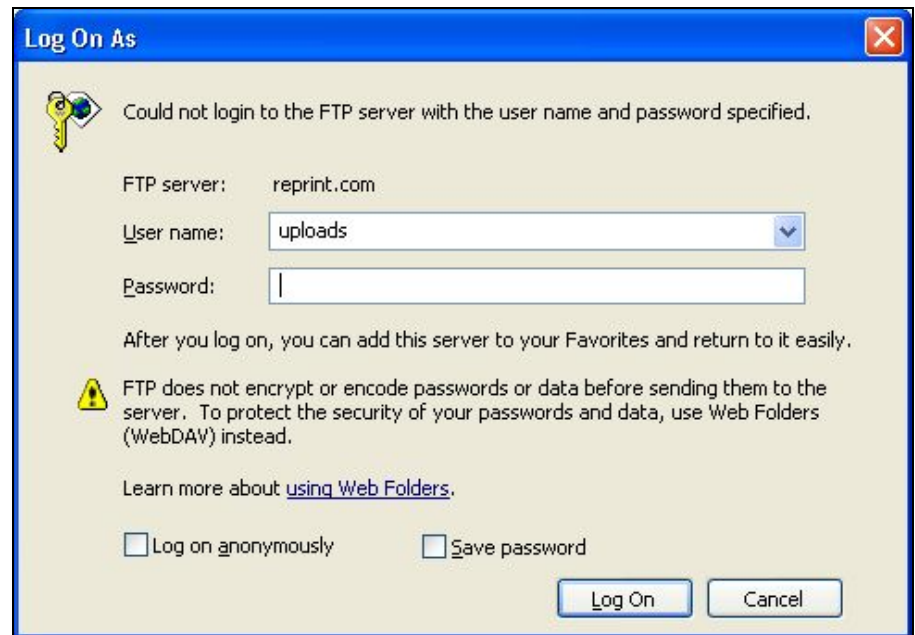
FTP with Internet Explorer 6

1. Open an "Internet Explorer 6" window.

2. In the Address box of the Address bar, type in ftp://uploads@reprint.com. The Address box should then look something like this:



3. Then, click on the "Go" button on the right side of the Address bar. You may have to wait a minute or so while IE6 displays a flashlight symbol, but a "Log On As" dialog box should then pop up asking you for a password. The Log On As dialog box looks something like this:

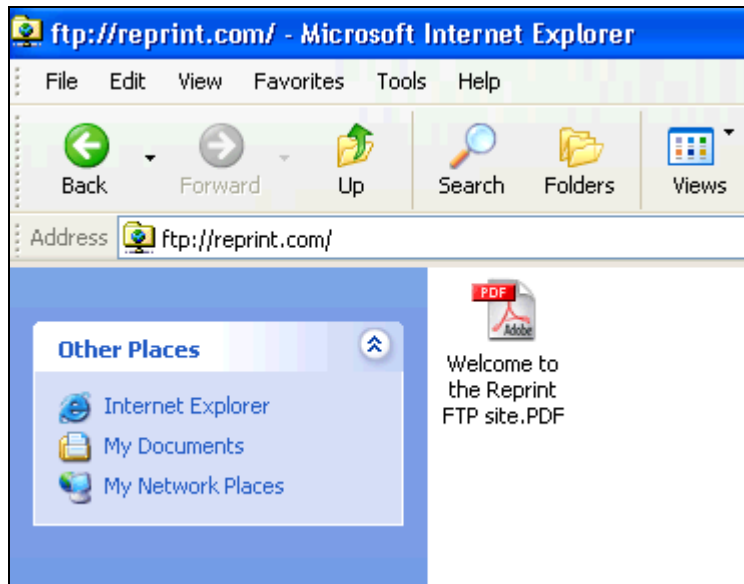


4. The User name "uploads" should already appear in the Log On As box; if it doesn't, type in "uploads" as it appears in the picture above.

5. In the password box, type "reprint2000" without the quotation marks. Be sure to type reprint two zero zero zero, not reprint two oh oh oh.

6. Click on the "Log On" button of the "Log On As" dialog box. DO NOT click on "Log on anonymously". You may again have to wait a minute or so while IE6 displays a flashlight symbol.

7. If you log on successfully, you will see a screen similar to the image below with a file named "Welcome to the Reprint FTP site", which is a PDF file with the same FTP login instructions that you're reading now.



8. Use Windows Explorer or a "My Computer" window and use it to navigate to the folder where you've saved the file that you want to upload. You will then have one IE6 window open and one Windows Explorer window open. You can either copy the file you want to upload and then paste it into the IE6 window, or you can drag the file from the Windows Explorer window over to the IE6 window.

9. Remember that uploading a large file can take a long time. If you are working on a computer network and the file you want to upload is located on a file server, you may want to copy it to your desktop computer and then upload it from the local disc drive rather than the network server.

10. When your FTP upload is complete, remember to contact your RE:Print representative to confirm that you've uploaded a file using FTP.