

# Craftsmen

*Smart ideas for print communications*

*[www.craftsmenprinting.com](http://www.craftsmenprinting.com)*

## **FTP Site Instructions**

Click on the following link:

<http://www.craftsmenprinting.com>

Click on the FTP/Ordering link.

*If you are a new user:*

Click File Transfer – Send Us Files link

Fill in the info with red stars beside the fields and any other info you would like to include.

*If you are a returning user:*

Sign In

Click File Transfer – Send Us Files link.

Fill in the info with red stars beside the fields and any other info you would like to include.

### ***File Transfer – Send Us Files***

There are no software downloads needed to transfer files to us. All you need is your Internet browser.

Scroll down, select “Attach Files” radio button (2<sup>nd</sup> radio button), click browse and find your file.

Click send.

A pop up window will appear to show the progress.

The site will automatically send you a confirmation email telling you your file has been successfully posted.