5 Steps of Using Magnum's FTP

Step 1: **To prepare a quality file, make sure**

1. All pictures are converted to CMYK mode and at least 300dpi
2. Provide single page in PDF file format
3. 3mm bleed on all edges
4. One color in black for black text (particular small black text)
5. Include crop marks in every page
6. Do not embed any ICC profile

Step 2: **To upload your files**

1. Go to ftp.magnumoffset.com.hk (or input 180.235.133.95 in "host" of FTP application)

2. FileZilla (FTP application) is recommended to utilize for create new folder then upload files for Windows platform. It can be downloaded from the following linkage.
   https://filezilla-project.org/download.php?type=client

   or

   Cyberduck (FTP application) is recommended to utilize for create new folder then upload files for Mac platform. It can downloaded from the following linkage or Mac App Store.
   http://cyberduck.en.softonic.com/mac/download

   Remark: login name (or username) and password will be provided by Magnum to new clients when files are ready for upload.

Step 3: **Where to put your files**

1. Create a folder name under the job title name
2. Upload all files inside that specific folder

OR

   a. Send us your email address so that we will send you an invitation to join Magnum's dropbox
   b. Upload your files to the corresponding dropbox folder created using the book title name
   c. Drag and drop your files to upload or download

Step 4: **Where to upload correction files**

1. Create a folder name under your job title name_corr1 (e.g. "title_corr1")
2. Upload all 1st round correction files into this folder
3. 2nd round corrections will be uploaded to title name_corr2 folder (e.g. "title_corr2) so on and so forth

Step 5: **Where to check low resolution PDF proofs**

1. Find low res PDF proofs from folder under you job title name_corr1_lowres (e.g. "title_corr1_lowres")
2. 2nd round low res PDF proofs from folder title_corr2_lowres, so on and so forth