

5 STEPS OF USING MAGNUM'S FTP



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

1. All pictures are converted to CMYK
2. Your files are at least 300dpi
3. Provide single page
4. 3mm bleed on all edges
5. One color black for black text

Step 2: To **upload** your files

1. Go to <ftp://203.169.176.9>
2. You are recommended to use the FileZilla Server Download program for easy upload (it is a free download program). If you don't have it in your computer, both Mac or PC users can go to the below link to download:
<http://filezilla-project.org/download.php?type=server>
3. If you prefer not to use the server download program (Attention: you may have to turn off your firewall for both PC and Mac users):
 - a. For Mac users, click on safari and type in the link
 - b. If you are using Microsoft IE 6.0 or newer versions, you can type the link using explorer
 - c. If you are using other versions, go to My Computer and type in the link
4. There is a message box saying unauthorized access. That's normal because you haven't login yet. Click ok to it
5. Go to File on the tool bar, and choose login as
6. Type in the given login ID and password
7. You can now access Magnum's ftp

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

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

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

Starting from 2008, PDF will be the only acceptable file format. We can provide our guests (by request) an electronic manual on how to convert your files into high quality PDF ready to print files. Special arrangements will be made for clients who can't provide PDF for output.