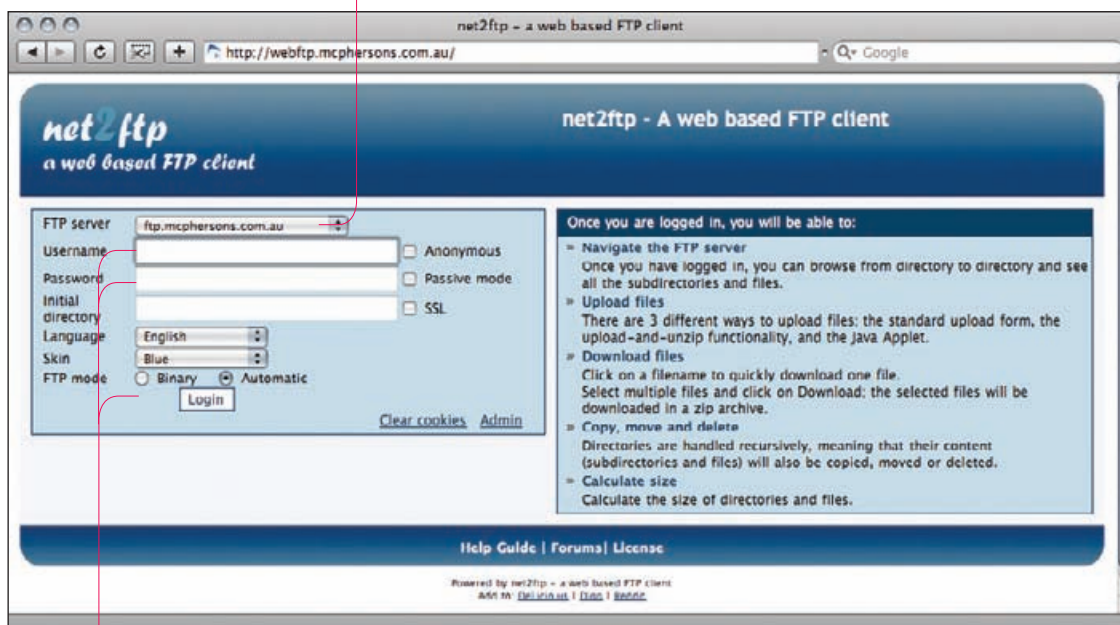


## Sending files to McPherson's Printing Group using FTP

McPherson's Printing Group (MPG) offers an internet based file transfer service. This service uses FTP technology, but can be accessed using a standard web browsing software such as Internet Explorer or Safari.

Before you can use the FTP service at McPherson's Printing Group, you will need to contact your account manager to obtain a **username** and **password**.

Step 1: Log onto [webftp.mcphersons.com.au](http://webftp.mcphersons.com.au) and select the appropriate server. [ftpnelson.mcphersons.com.au](http://ftpnelson.mcphersons.com.au) is the server located at our Maryborough plant. [ftp.mcphersons.com.au](http://ftp.mcphersons.com.au) is the server located at our Mulgrave plant. It is important to **select the correct server**, as your username and password will only work on the server they have been allocated to.

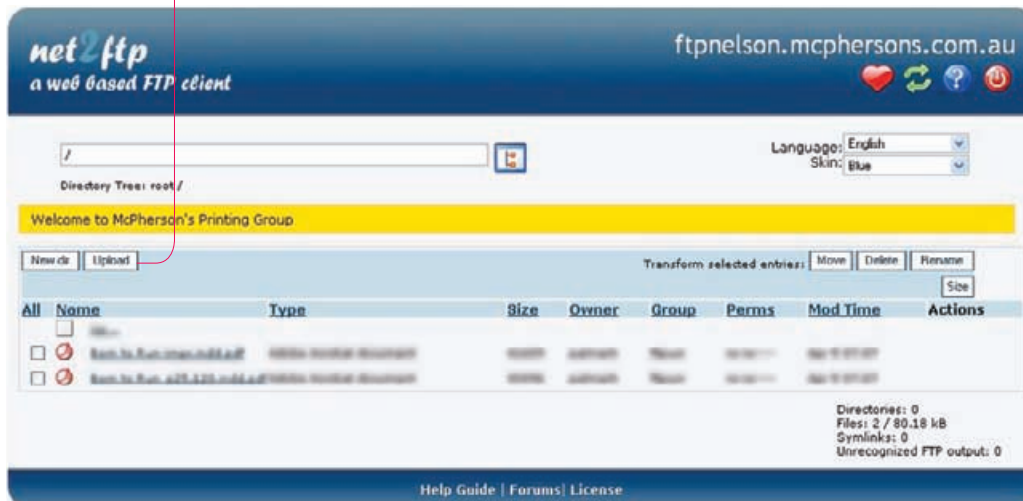


Step 2: **Enter** the **username** and **password** supplied by MPG. **Click login**.

Once you have logged onto the server you have two options. You can either **upload** files (send to MPG) or **download** files (retrieve from MPG).

## Uploading files

Step 1: **Click** on the **upload** button.



Step 2: **Click** on the **Browse** button. You do not need to adjust the settings in the directory window.



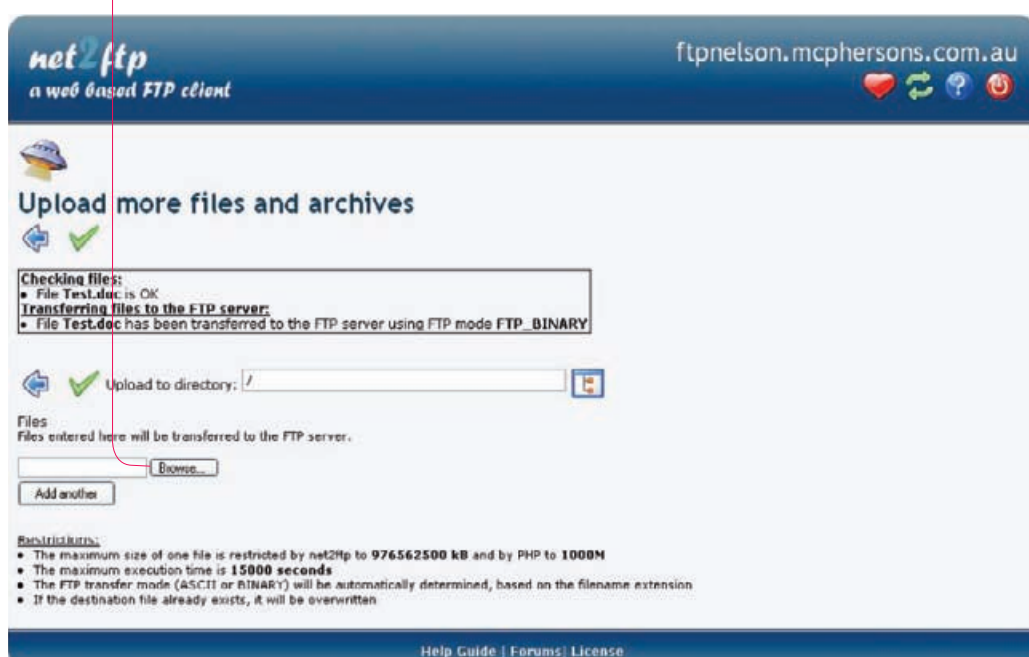
You will now be able to see the desktop on your computer. **Navigate to the location of your files and select them.** Once you have selected the file, **click** on the **open** button. Your file is now ready to upload. Please take note of the file restrictions listed.

## Uploading files

Step 3: If you have **additional files** to upload, **select** the next **browse** button that appears and **repeat Step 2**. Once all files to be uploaded have been selected, **click** on the **green tick** and your files will be uploaded to the MPG server.



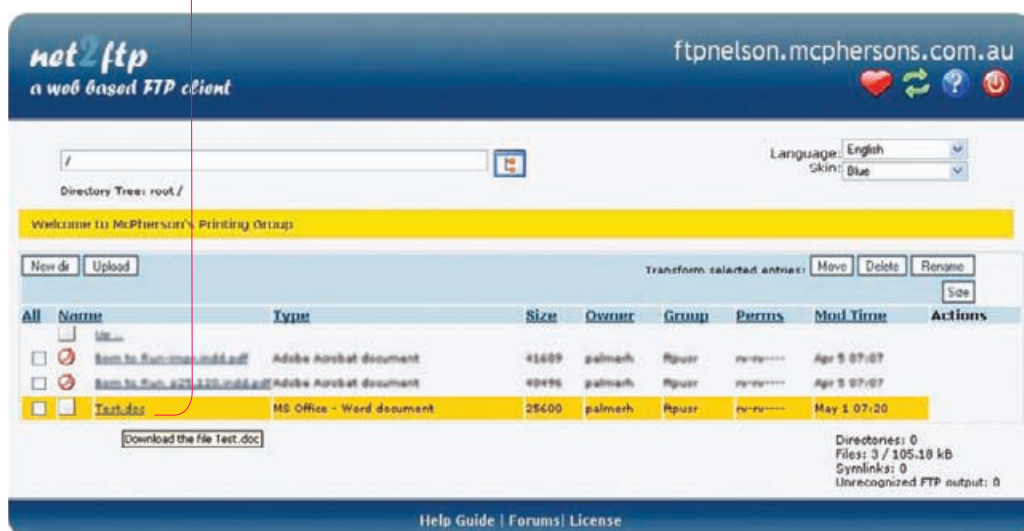
Step 4: Below is the screen you will see once you have uploaded your files. Please note that, if needed, you can upload more files at this stage simply by selecting the browse button that appears. Once you have finished uploading files, you simply **close the webftp/browser window to exit**.



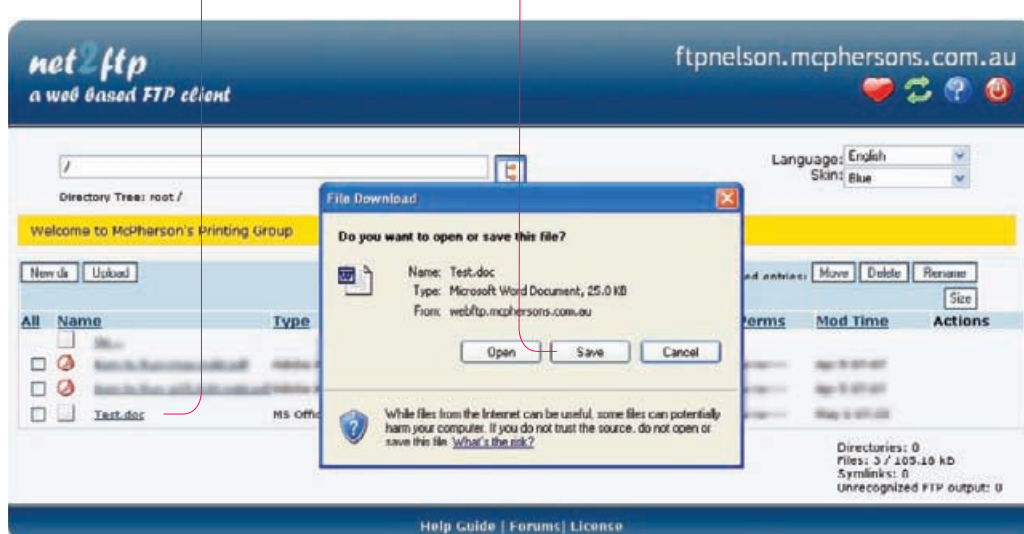
## Downloading files

In the event that you need to retrieve files from McPherson's Printing Group, it is possible to use the same FTP interface as when you upload files.

Step 1: **Log in** using your username and password, as per the instructions on page 1. You will then see a list of files that are available for you to download. These files can only be accessed by logging in to your account and cannot be seen by any other user.



Step 2: When you **click** on the name of **the file you wish to download**, you will be prompted to open, save or cancel. **Select save** if you wish to download the file. Once you have selected save, you will be able to choose the location on your computer where you wish to save the file. **Select the location** and **click save** to download the file.



Please contact your account manager if you have any concerns or questions.