

Getting your files to CPS Printing and Cordius Group utilizing our in-house FTP server is a great way to move large files over the internet. With a wide variety of internet connections and the limited functionality of sending files via e-mail, FTP (File Transfer Protocol) is the most reliable way of transferring large amounts of data. You will need an internet connection, a compression utility and a FTP client software or a current Web Browser.

• Internet Connection •

CPS Printing and Cordius Group have a dedicated, high-speed connection to the Internet which allows us to receive nearly any size document or file. Keep in mind that the higher your connection speed, the faster your file will transfer across the internet to our FTP server.

• Compression Utility •

When uploading your files to our FTP server, it is recommended that you compress your files. This ensures the integrity of the files. Occasionally, when files are uncompressed they can become corrupt or lose their attributes. This is especially true with PostScript fonts. Compression also saves uploading time since your file is smaller. Please try to avoid using Mac OS X's built-in "Archive" (.zip) function as it strips the resource forks from all the files in the archive.

Some of the more popular compression software for both Windows and Mac platforms are listed below:

Mac OS

StuffIt www.allume.com

MS Windows

WinZip www.winzip.com
PKZIP www.pkware.com

• FTP Client Software •

The most reliable way of transferring data is with a piece of software known as a "client." While most current browsers are capable of FTP transfer, they are not always as reliable as purpose-built FTP client software. If you need to obtain FTP Client Software, the quickest and least expensive way to do so is by downloading the software from the Internet. Most clients are shareware, which means you can use them for free with limited functionality, but must pay a small fee to unlock all the available features.

*(Mac OS X currently does not allow for web based FTP transfer or transfer via the "Connect to Server...")

Listed below are a few of the more popular FTP Clients available:

Mac OS

Transmit www.panic.com
Fetch www.fetchsoftworks.com
Interarchy www.interarchy.com

MS Windows

CuteFTP www.cuteftp.com
WS_FTP www.ipswitch.com

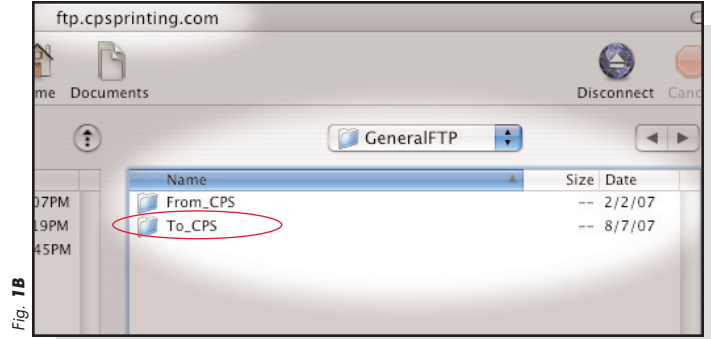
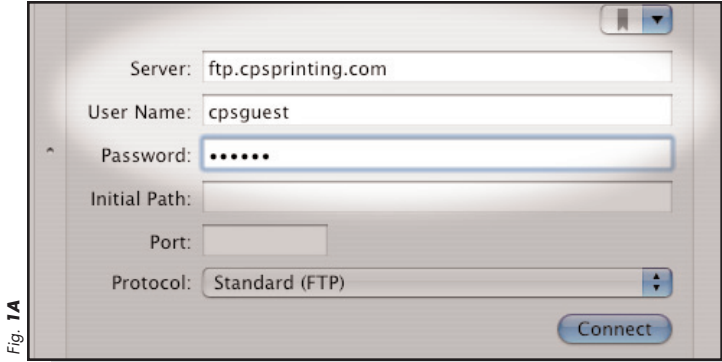
• Helpful Suggestions •

- ✓ To avoid possible delays, please label your files in a way that is easily identifiable for both you and CPS, example "ACME_corp_brochure.sit", not just "brochure.sit."
- ✓ Avoid using illegal characters when naming your files, **ie:** / ? < > \ : * | " , and try to keep file names under 24 characters in length.
- ✓ Please notify your CPS Customer Service Representative by phone, email or fax with the name(s) of the uploaded file(s).
- ✓ Also, please e-mail a PDF proof of the file or Fax a hard copy to your CPS CSR so it can be referenced to the corresponding file on the FTP Site as well as check it against the final proof.

Please see the next page for more details about accessing our FTP Server...

CPS Printing FTP server address and log-in information when using a FTP client:

Server: ftp.cpsprinting.com
Username: cpsguest
Password: cpsftp



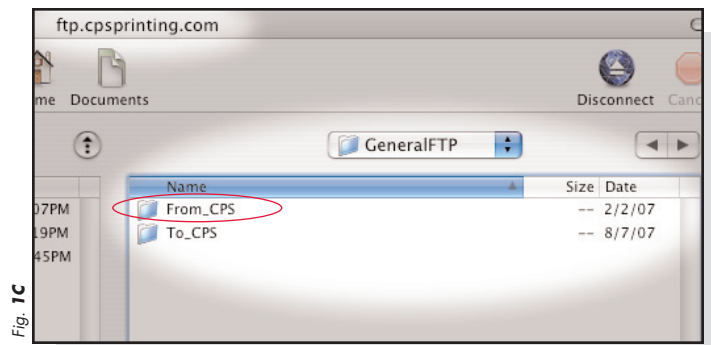
FTP Client-based Transfer

The examples above and to the right show the client *Transmit* on a Macintosh, but the principles are the same for any FTP client.

Server: **ftp.cpsprinting.com**. (Fig. 1A)
Enter the Username and Password provided to you to gain access to your salesperson’s directory.

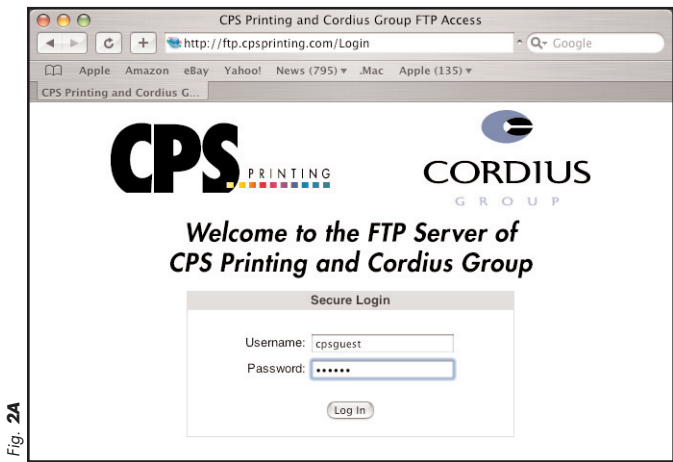
Once you have logged onto the FTP site, the folder structure is as shown to the right.

- Please upload all files to the “To_CPS” folder (Fig. 1B).
- The “From_CPS” folder is used when CPS Printing or Cordius Group is providing files to a customer. (Fig. 1C).



CPS Printing FTP server address and log-in information when using a Web Browser:

Address/URL: http://ftp.cpsprinting.com
Username: cpsguest
Password: cpsftp



Web Browser-based Transfer

Web-based FTP file transfer can be done with most current web browsers including Internet Explorer, Opera, Mozilla, Firefox, Netscape and Safari.

The address (URL) is: **http://ftp.cpsprinting.com** (Fig. 2A).
Enter the Username and Password provided to you to gain access to your salesperson’s directory.

Once you have logged into the FTP site, the folder structure is the same as described above for the FTP client software.