

Instructions for using the FTP server

Here are some simple instructions of how to upload file to the FTP server if you don't have any FTP software. These instructions will only work with Internet Explorer, other systems will have to download an FTP client software program. For Macintosh users you can download a freeware ftp client called CYBERDUCK directly from www.macupdate.com. For other systems we recommend using Commander for Windows to connect to the FTP.

1. Type this address into the address bar of your Windows Explorer <ftp://ftp.gzdm.cz> (you can access Windows Explorer by right clicking on the „**My Computer**“ icon, then choosing „*Explore*“) and hit ENTER. You can also access Windows Explorer by going to the **START** menu, clicking **RUN** and entering „*explorer*“.
2. Then use your user name and password (click on the “remember password” or “save password” option so that you don't need to enter it each time)
3. This then opens a window where you can then place your files
4. Find the files that you want to upload, mark them with your mouse and pres Ctrl+C (this will copy the files)
5. Then go to the window that opened in Explorer and press Ctrl+V and the files should start uploading into the box. If you are uploading multiple orders then please create a new folder for each title. It is essential to name the folder with the catalogue number of the title that you want to upload. It is also necessary to make sure that each file in each folder is clearly labeled so that we know what it is for. For example you can name the folder with the catalogue number 9966, then use say LABEL_A9966.pdf for the label for side A and LABEL_B9966.pdf, or ONBODY_PRINT9966.pdf for the onbody print and so on. This is just an example, so please use identification numbers or letters that correspond to the catalogue number of the title.

It is very easy to create a folder and can be done by clicking on FILE at the top of the open communication window where you want to make the file, and then by pressing on NEW, then by pressing FOLDER. This creates a new folder that you can upload files into. This will avoid any confusion when we are downloading the files as we will know for which order the files are for. If your files are not clearly labelled then the risk of using the wrong files for the wrong order is greatly increased.

If you still have problems then please contact your customer service representative or your sales person.