



Quality Graphics, Inc.
For All Your Printing & Promotional Needs

Quality Graphics, Inc. FTP INSTRUCTIONS

If you have any questions or problems, please contact our office for assistance at 617-440-6688.

Last Updated 2.2009

If you are trying to send artwork that is over **5mb** in size to an email address at quality Graphics, it is possible the file will be returned as undeliverable. Any file over the 5mb should be placed on our FTP site. Below are the instructions for placing the files.

If you are using a PC, please start with STEP ONE.

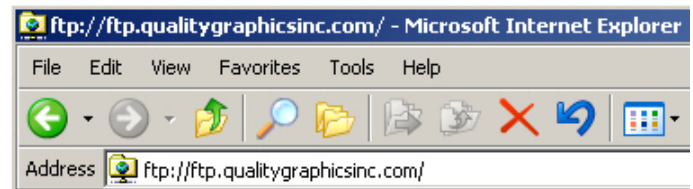
If you are using a MAC, you **may not** have access directly through your web browser, it may be necessary to use third party software such as FETCH, and then follow the instructions below. Fetch can be downloaded for free on the web at <http://fetchsoftworks.com/>

STEP ONE

Open your web browser, such as Internet Explorer

In the "Address" bar type the following:

`ftp://ftp.qualitygraphicsinc.com`

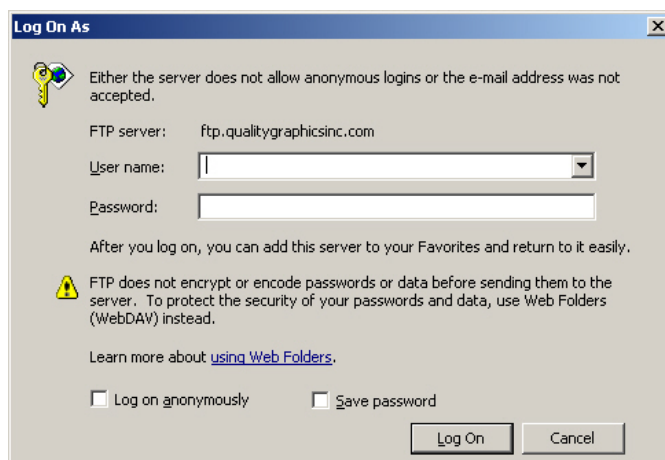


A dialog box appears for user name and password, type the following:

Username: QGcustomer101
Password: QGcustomer101!

The User Name & Password are case sensitive, type in EXACTLY how you see it above.

Click the "Log On" button in the bottom right corner of the dialog box:



STEP TWO

An FTP folder appears. **Drag your files from your computer to the FTP site (into the Customer 101 folder).** You should always STUFF or ZIP your files before uploading to the FTP, this ensures a smooth transition and quicker downloads. You may already be inside the Customer101 folder, and not actually see a folder called that, that is OK. Most likely you will see many random design files previously uploaded.

FINAL STEP

After you have finished uploading your files, please notify your Quality Graphics Salesman/Contact AND the art department at (art@qualitygraphicsinc.com) that your files have finished uploading and they are ready to be downloaded. **WE DO NOT HAVE AN AUTOMATIC NOTIFY SYSTEM**, please email both parties above as noted.