



## Quality Graphics, Inc. FTP INSTRUCTIONS

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

**Last Updated 11.2014**

quality graphics

If you are trying to send artwork that is over **7mb** in size to an email address at quality Graphics, it is possible the file will be returned as undeliverable. Any file over the 7mb should be placed on our FTP site.

Below are the instructions for placing the files.

### **Upload & Download using FTP - From a PC:**

1) Using an FTP client (such as CuteFTP or other) type **ftp.qualitygraphicsinc.com** for the server address, type in your **user name** (QGcustomer101) and **password** (QGcustomer101!) and connect.

2) Using Internet Explorer 5.5 or Higher type **ftp://ftp.qualitygraphicsinc.com** in the address line and click "Go". When prompted type in **user name** (QGcustomer101) and **password** (QGcustomer101!) and click "Log On". If not prompted or if you get an anonymous login failure go to the file menu and pull down to "Login As", type user name and password and click "Log On".

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

### **Upload & Download using FTP - From a MAC:**

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, Cyberduck or other....

Fetch can be downloaded for free on the web at <http://fetchsoftworks.com/>

Cyberduck is for mac OS X (10.3 only) that can be downloaded for free here at <http://cyberduck.ch/>

|   |           |                                   |
|---|-----------|-----------------------------------|
| BOTH Software Programs prompt you to fill in: | HOSTNAME  | <b>ftp.qualitygraphicsinc.com</b> |
|   | USER NAME | <b>QGcustomer101</b>              |
|   | PASSWORD  | <b>QGcustomer101!</b>             |

Then hit connect, select GET or PUT.

### **Upload & Download using AFP - From a MAC:**

When a user connects via AFP(Apple File Protocol) a volume will mount locally on their computer that the user can drag and drop to or from as they would with any local volume.

(OS X only)

Select "Connect to Server" under the "Go" menu in the finder (Mac Desktop) and type **afp://ftp.qualitygraphicsinc.com** for the server address, type in **user name** (QGcustomer101) and **password** (QGcustomer101!) and hit "connect".

### **FINAL STEP**

After you have finished uploading your files, please notify your Quality Graphics Salesman/Contact AND the art department at ([art@qualitygraphicsinc.com](mailto: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.