

Supply of Artwork

How to Upload Files to Look Print's FTP Server

Step 1:

- You need to have ftp client software. Do not use any web browser i.e. Internet Explorer or Mozilla to upload files because these web browsers have different security settings and can cause upload problems
- For those who don't have ftp client software, cut and paste the link below into your web browser and download/install the ftp client software. It is free software.

For Mac users:

http://www.apple.com/downloads/macosx/internet_utilities/cyberduck.html

For Window users:

<http://www.coreftp.com/download.html>

Download the free version and click either www.coreftp.com or ftp.coreftp.com not the download.com.

Step 2 :

- In order to connect to Look Print's ftp server, setup your ftp client software to the following settings
- Host/IP/URL = [ftp.look.com.au](ftp://ftp.look.com.au)
- User name = sales
- Password = *please refer to your account manager*

Here is an example on how to set up Core FTP Lite for Windows users

- Open Core FTP Lite
- Click **Sites > Site Manager** (see figure: 1)

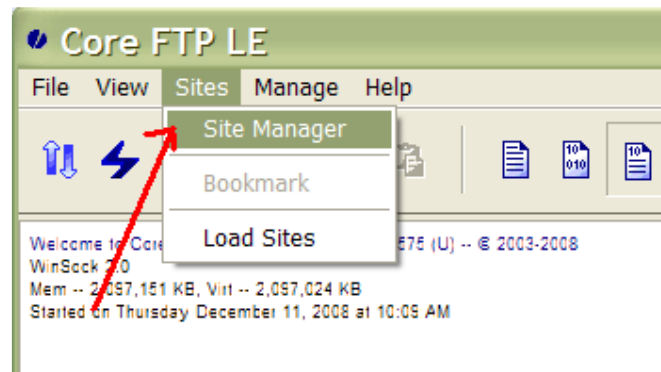


Figure: 1

- Click **New Site**

- Enter details as shown in figure 2. For the password, please refer to your account manager.
- Click **Connect**

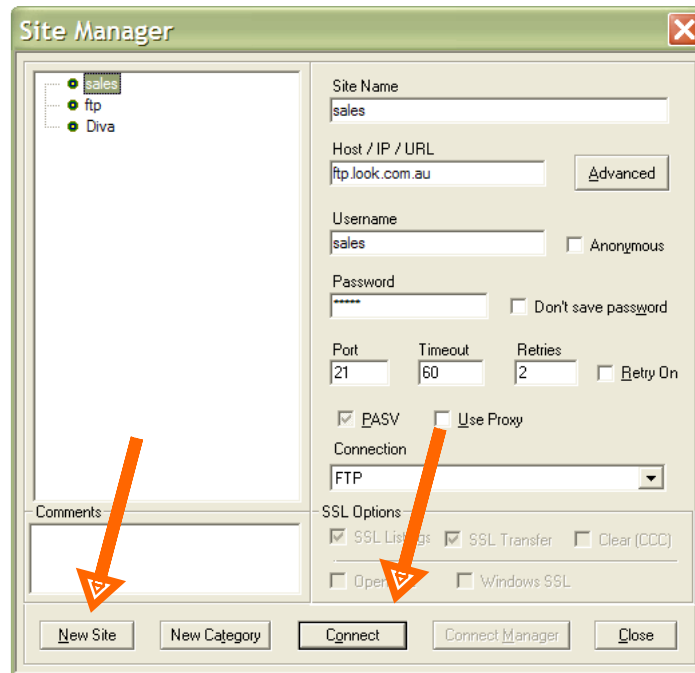


Figure : 2

Step 3 :

- As per figure: 3 below, you can just drag and drop the folder you want to upload. Please ensure you create just one folder for all your files. Once the upload is completed, Look Print receives an email alerting the upload has been completed. Please advise your account manager when uploading artwork to ensure we act on your job as quickly as possible.

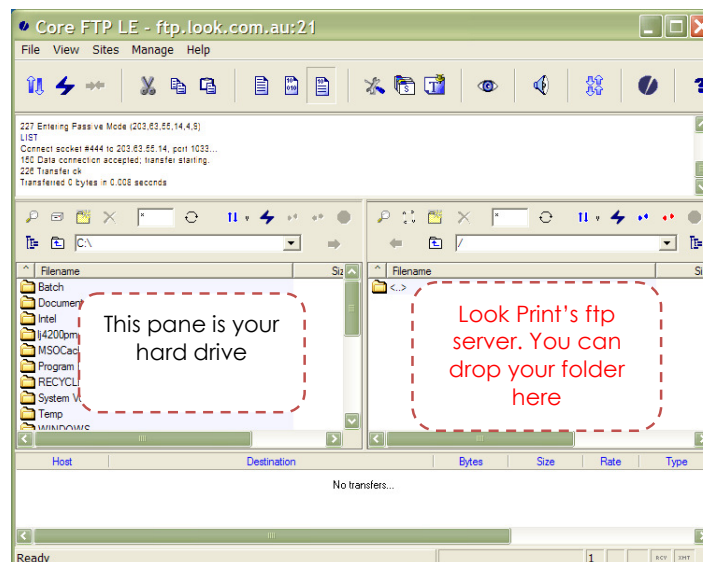


Figure: 3