



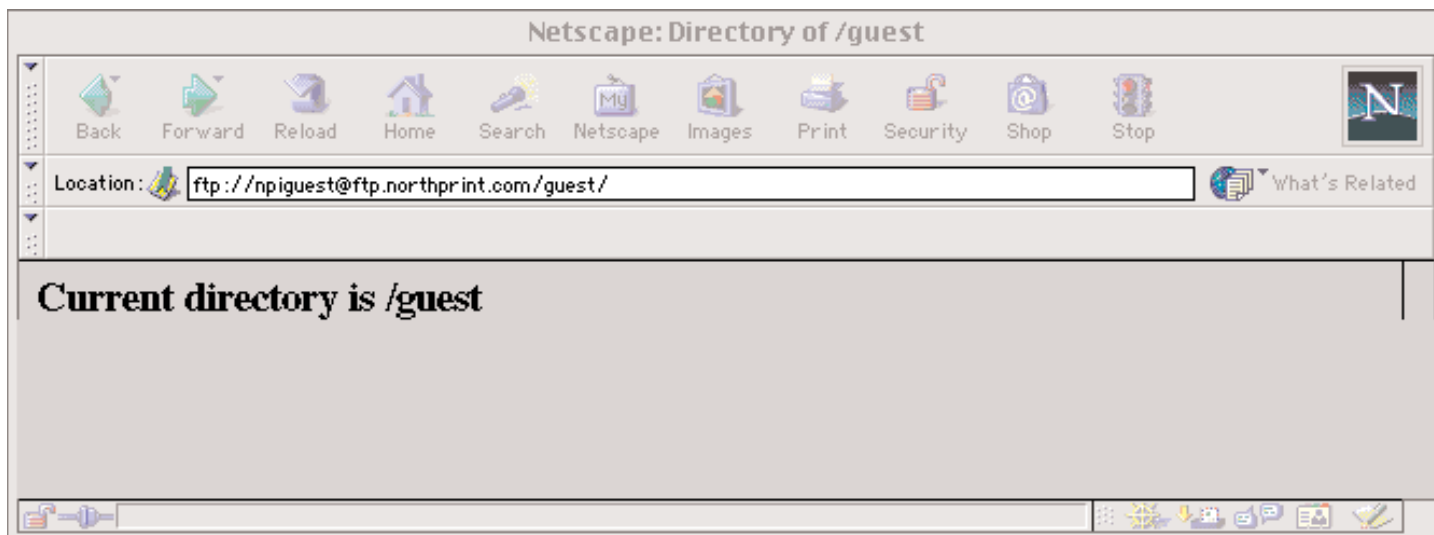
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Visit our website at www.northprint.com

NorthPrint International offers a File Transfer Protocol (ftp) site on its server to transfer your compressed files that exceed two megabytes which cannot be sent via e.mail. Transferring files via FTP is a good option because most e.mail servers limit the size of files to be received which is usually 2 megabytes. All files must be compressed before transferring. Files may be transferred by either Mac or PC computers. Below is the procedure for transferring files:

1. Log on to the internet using your usual browser, example - Netscape Communicator, Internet Explorer, etc. Note: If one browser does not work properly try another browser.
2. In the browser line type in NorthPrint International's ftp site address:
`ftp://npiguest@ftp.northprint.com` (remember no http or www)
As with all Internet addresses, be sure to type it in exactly as shown, using no spaces or extra characters.
3. The log in window will appear on the screen.
The user ID should be filled in already which is npiguest.
For security reasons the password will be blank, you will need to call your NPI Customer Service Representative to obtain the password at 1.800.662.5784.
4. Once you are properly logged in there will be 2 folders or hyperlinks; one being etc. and the other guest. Open or click on guest.
5. Select the file on your computer that you want to transfer.
6. Simply drag and drop the file onto the ftp window.
7. **NOTIFY** your Customer Service Representative or NorthPrint International's Prepress Department that your files are done uploading onto the ftp site, so we can begin processing your files as soon as possible.

Note: There are ftp programs for both the Mac and PC you can install. For Mac the program Fetch is user-friendly, for more information go to <http://fetchsoftworks.com>. On the PC there is a program called CuteFTP, for more information go to <http://globalscape.com>. If using a FTP program the steps are the same, instead of opening your browser open your FTP program.



This is how your screen should look with a successful login and opening the Guest folder (in this example Netscape Communicator was used on a Mac).