

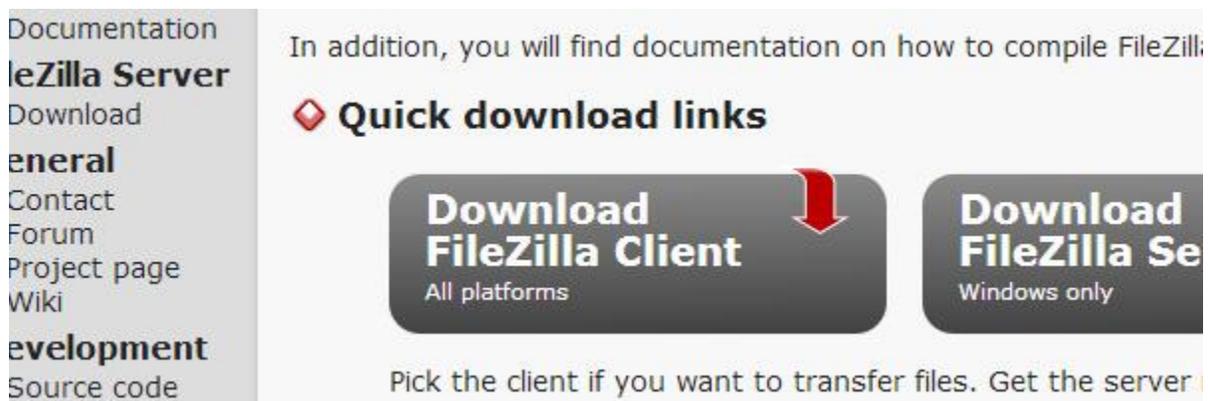
How to use FTP to upload your artwork

When you need to upload a larger file, for example an Adobe Illustrator or Adobe Photoshop file, you may be asked to use an FTP (aka File Transfer Protocol) client to upload it.

You can use an FTP client in various ways, but this tutorial will guide you in how to use this program to upload larger artwork files to your printer (like Firefly) or graphical artist! Please carefully follow the six easy steps listed below.

Step 1. Download Filezilla, this client is trusted and free to download and use!

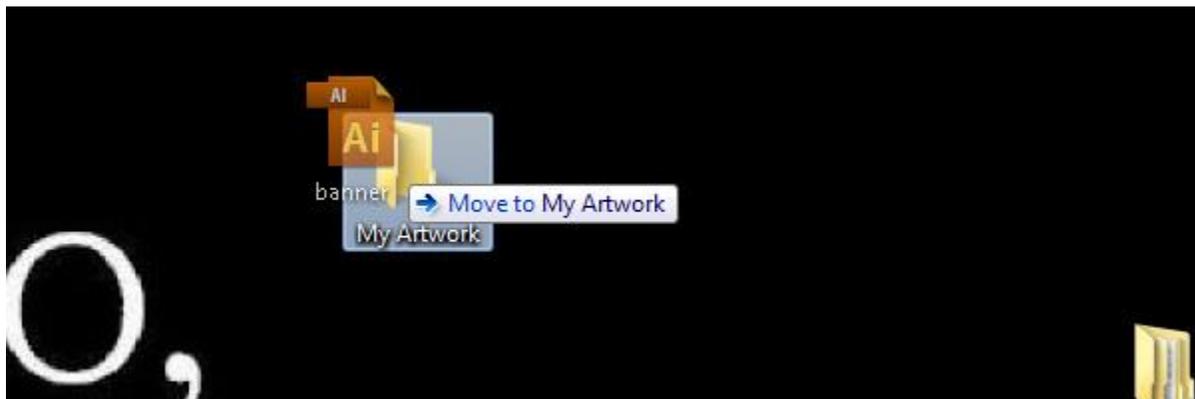
<https://filezilla-project.org/> ← Download it here



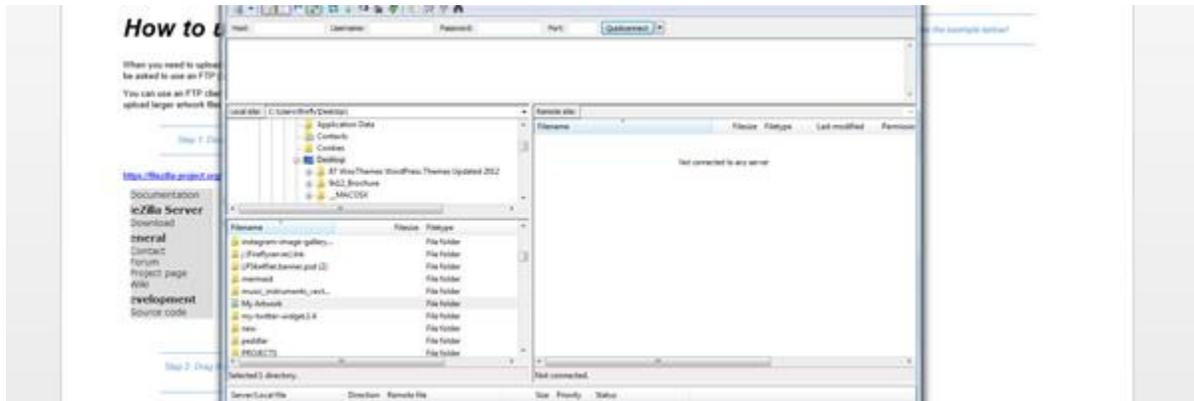
The screenshot shows the FileZilla website. On the left is a navigation menu with links for Documentation, FileZilla Server, Download, General, Contact, Forum, Project page, Wiki, Development, and Source code. The main content area features the text 'In addition, you will find documentation on how to compile FileZilla'. Below this is a section titled 'Quick download links' with two buttons: 'Download FileZilla Client' (All platforms) and 'Download FileZilla Server' (Windows only). A red arrow points to the client button. At the bottom, it says 'Pick the client if you want to transfer files. Get the server'.

Step 2. Drag the file(s) you wish to transfer into a folder you can easily find (like onto your desktop)

In this example, I am dragging my “banner” AI (Adobe Illustrator) file into a new folder I made on my desktop. It will be much easier to find my documents.

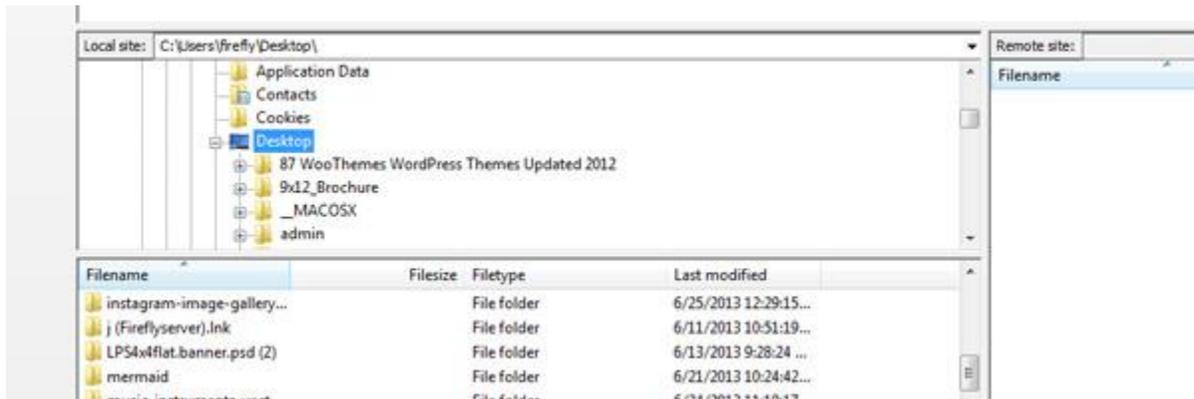


Step 3. Open the Filezilla program, it should look like the example below!

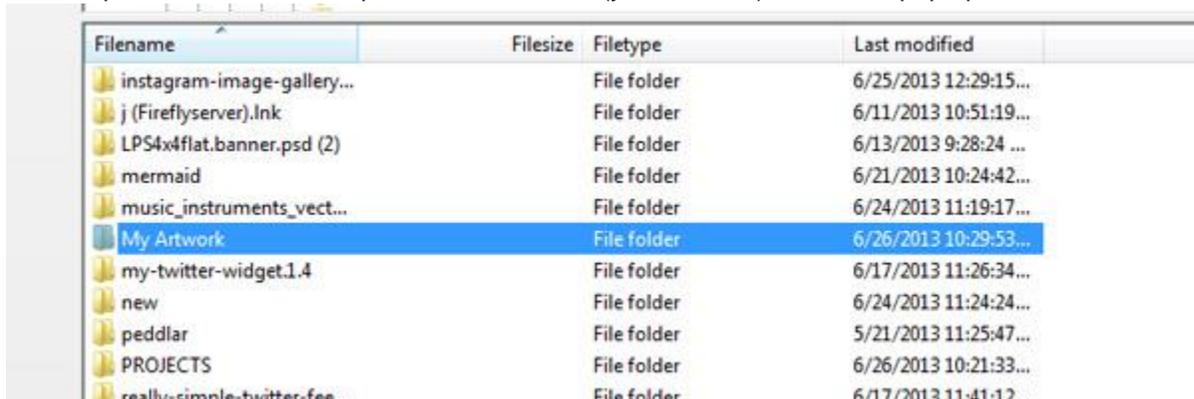


Step 4. Click your 'Desktop' folder in the upper box, and then double click your 'My Artwork' folder in the lower box

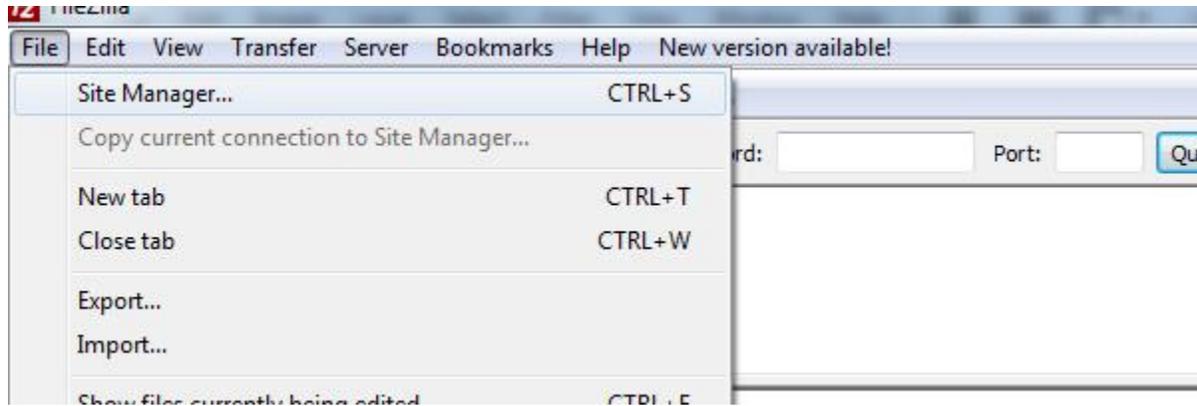
Click **'Desktop'** in the upper box



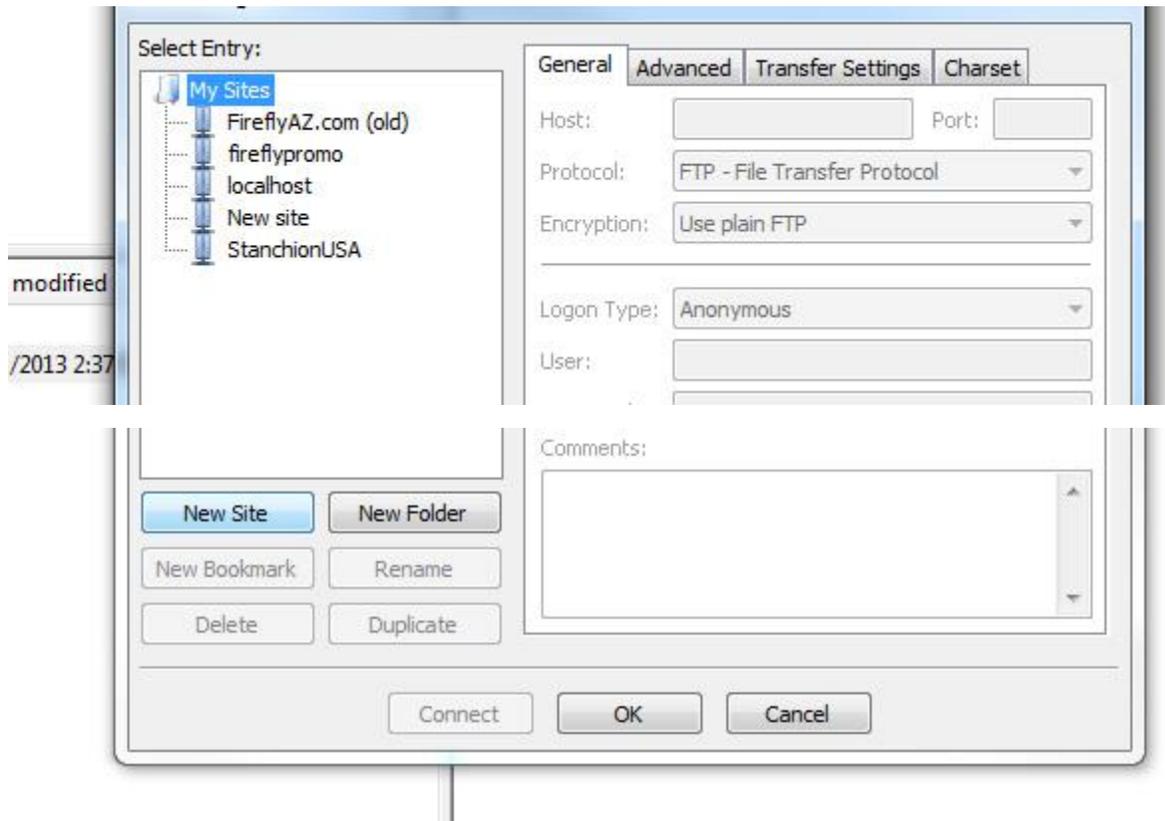
Open your 'My Artwork' folder, or whatever you named the folder you placed your artwork in on the desktop. **Double click** it to open it. The contents (your artwork) file should pop up in the lower box!



Step 5. Now, connect to the Firefly site so you can send us your artwork! Go to File > Site Manager in your Filezilla program to begin



A dialog box will pop-up (below) – Yours will be blank, so click “NEW SITE”



Host: <ftp.fireflypromo.com>

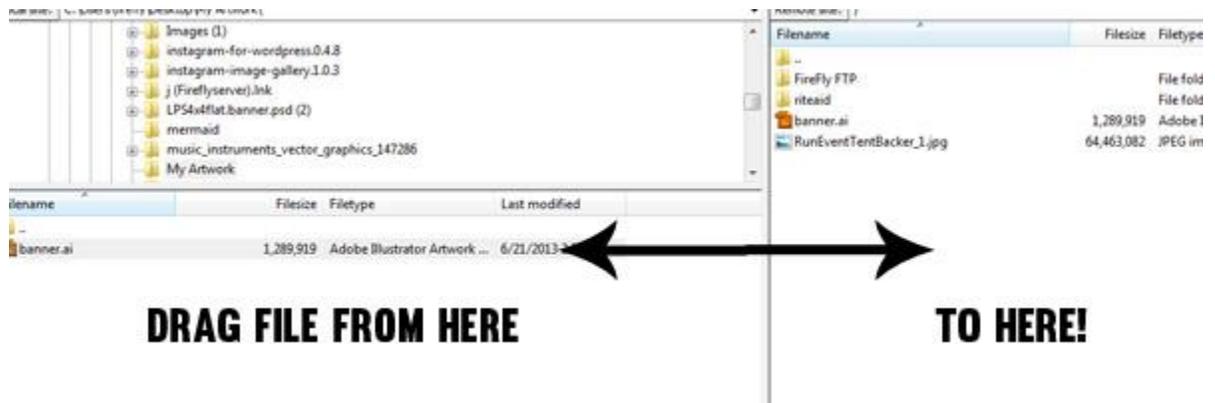
Logon Type: Normal

User: client@fireflypromo.com

Password: firefly123

Now click '**Connect**'!

Step 6. Drag your file from the left box → to the right box, now we have your file!



Great! All done. We are just a phone call away if you need assistance. Just shoot us an email at artwork@fireflyaz.com with your file name, or call us!

Thank you for choosing Firefly for all your special event and printing needs!



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