

# How to use FTP?



**STEP 1:**

Save the artwork on your desktop



**STEP 2:**

Open Internet Explorer

*Internet Explorer is the only browser that has an FTP client built into it. (Our server also supports any standard FTP client)*

**STEP 3:**

Type **ftp://uploads.qldsignfactory.com.au** into the address bar and click Enter



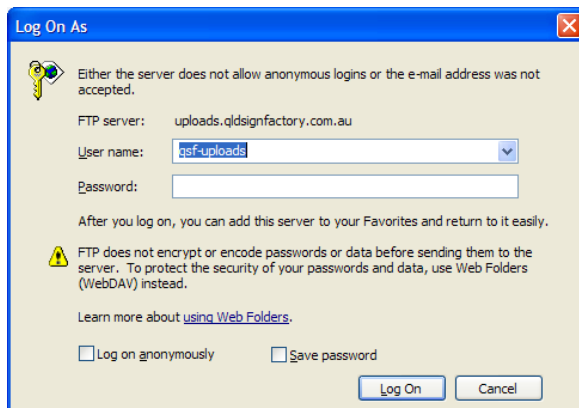
**STEP 4:**

You will be prompted to enter the FTP username and password

Username: **qsf-uploads**

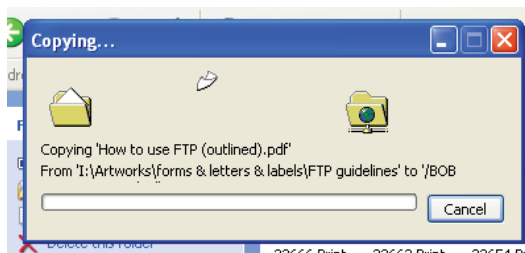
Password: **qsf-uploads**

Enter this information and select Log On.



**STEP 5:**

Now simply copy and paste your artwork into the browser window, and wait for the file to transfer. A progress bar will be popped up.



**STEP 6:**

Once you have sent your file, the icon for the file will appear in the Internet Explorer window. The file is now uploaded. (upload speed may vary depending on the stability and speed of the network) **Email us any required information including the file name you have just uploaded.**