



UMC Print
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Universal Printing "How-To" Series...

How To Upload Production Files to Universal

You can provide production/art files to us by either removable computer media or by accessing and uploading files to our FTP site.

Removable Media Types accepted by Universal:

- CD
- DVD
- USB Flash Drive

If you prefer to upload your files via FTP, please follow these instructions:

You can access and upload files using Windows Explorer or by using a FTP client software. We recommend using FTP client software for easy, faster, more efficient uploads from either Mac or Windows computers.

NOTE: For best FTP results, we recommend that you compress your files into .ZIP archives before uploading. Please name your files so they are easily recognizable by our production staff.

Windows-based computers:

For customers with no FTP application, you can download and install the FREE CoreFTP LE client that works very well:

http://download.cnet.com/Core-FTP-LE/3000-2160_4-10195752.html?tag=mncol;1

Mac computers:

For customers with no FTP application, you can download and install the FREE FileZilla client that works very well:

http://download.cnet.com/FileZilla-Client/3000-2160_4-10826495.html?tag=mncol;1

Once you've downloaded and installed a FTP client, use the host-name and login information below to connect and upload your files.

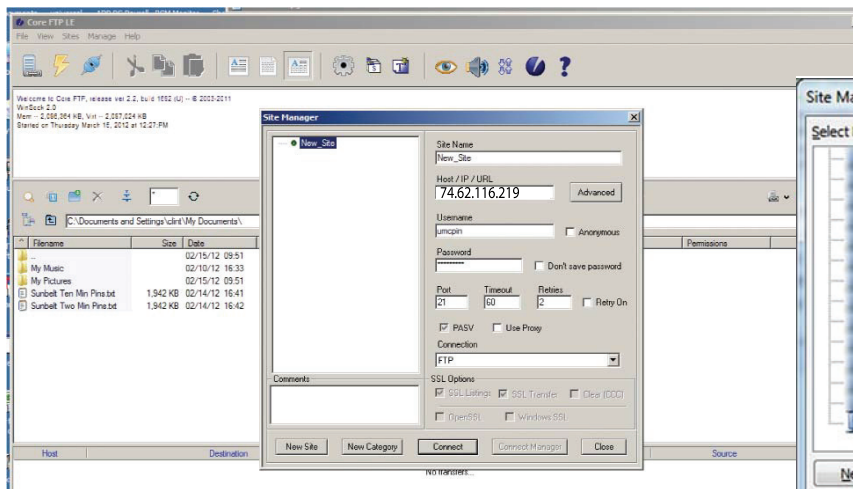
Hostname: <ftp://12.108.145.210>

User: [umcpin](#) **Password:** [universal](#)

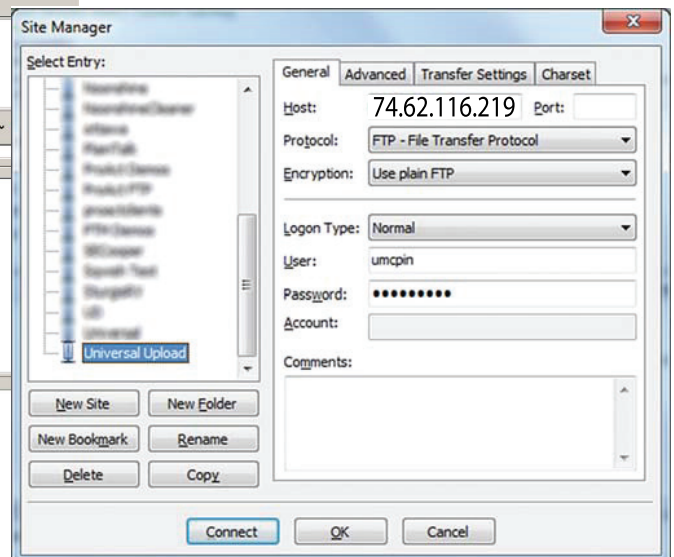
(See the screenshots below for more information)

If you need assistance uploading to our FTP site, please call 816.231.2771 or 800.524.5860 and ask for FTP help.

CoreFTP LE Site Manager configuration



FileZilla Site Manager configuration



1. Install and configure a FTP client using the login info above.
2. Choose "Connect."
3. Drag-and-drop files from the left pane (Local Folders) to the right pane (Remote FTP Site).
4. Disconnect and notify Universal of the upload.