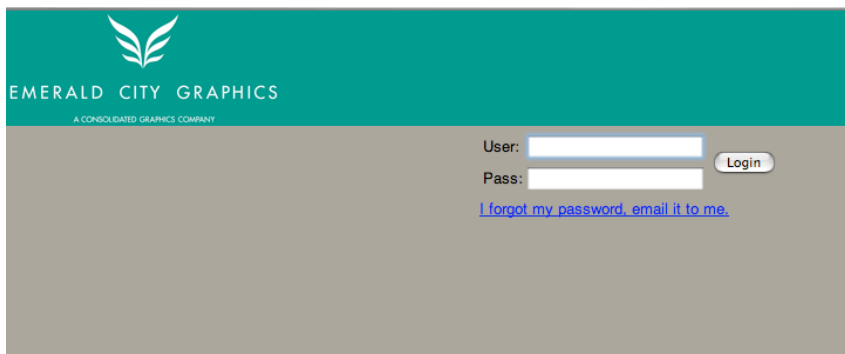


# Welcome to Emerald City Graphics FTP Site: Web Interface

- Emerald City Graphics has a Web Interface for our FTP Site. The following is a brief explanation on how to access and upload and download files via this interface.

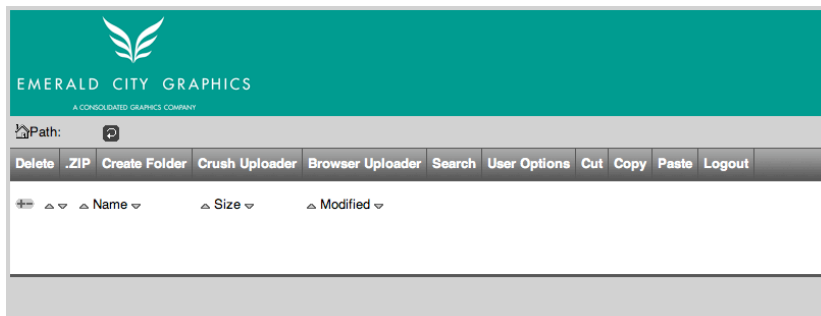
## ~ Logging-in to FTP Site ~

- After obtaining a user name and password from your Sales Person. Open your browser and type the following url <http://ftp.emeraldcg.com:8080>
- The following is screen you will see.



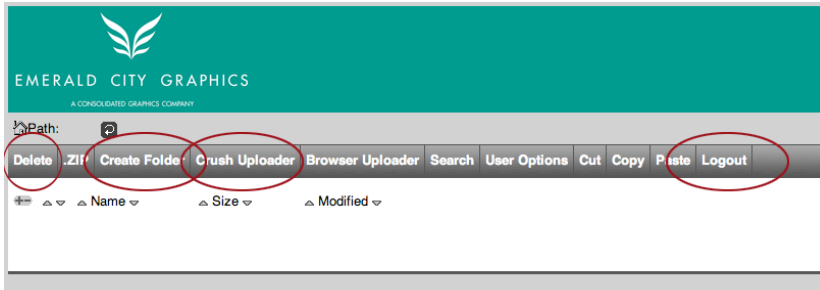
The screenshot shows the login page for the Emerald City Graphics FTP site. At the top, there is a teal header with the Emerald City Graphics logo (a stylized leaf) and the text "EMERALD CITY GRAPHICS" and "A CONSOLIDATED GRAPHICS COMPANY". Below the header, there is a login form with two input fields: "User:" and "Pass:". To the right of the "Pass:" field is a "Login" button. Below the input fields, there is a blue link that says "I forgot my password, email it to me."

- After entering you User Name and Password in the appropriate locations, you will be taken to the following Screen.

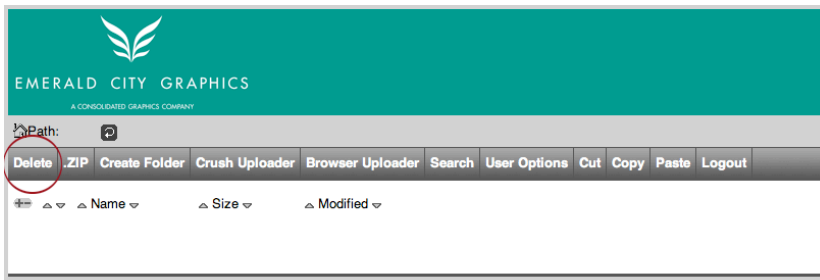
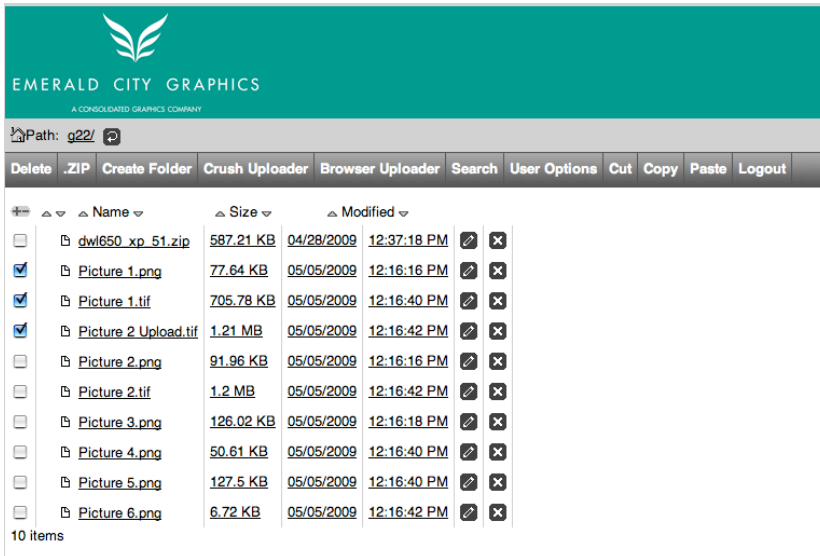


The screenshot shows the file management interface for the Emerald City Graphics FTP site. At the top, there is a teal header with the Emerald City Graphics logo and the text "EMERALD CITY GRAPHICS" and "A CONSOLIDATED GRAPHICS COMPANY". Below the header, there is a "Path:" field with a home icon. Below the path field, there is a toolbar with buttons for "Delete", ".ZIP", "Create Folder", "Crush Uploader", "Browser Uploader", "Search", "User Options", "Cut", "Copy", "Paste", and "Logout". Below the toolbar, there is a table with columns for "Name", "Size", and "Modified".

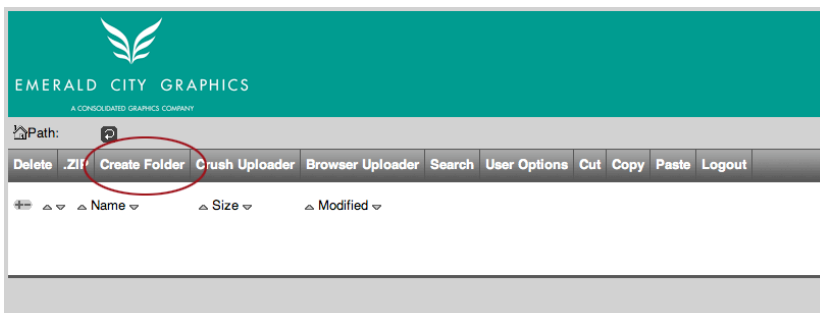
- Among the many things you can do on this screen you will be able to delete existing files, create new folders, upload files, and Logout.



- To Delete existing files Check the files you wish to be deleted and Select the Delete Button.



- To create a new folder select the following button "Create Folder".

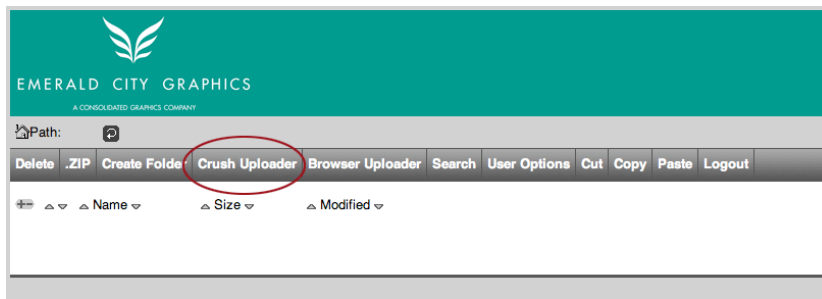


- After selecting “Create Folder” you will be prompted for a name for the new folder.

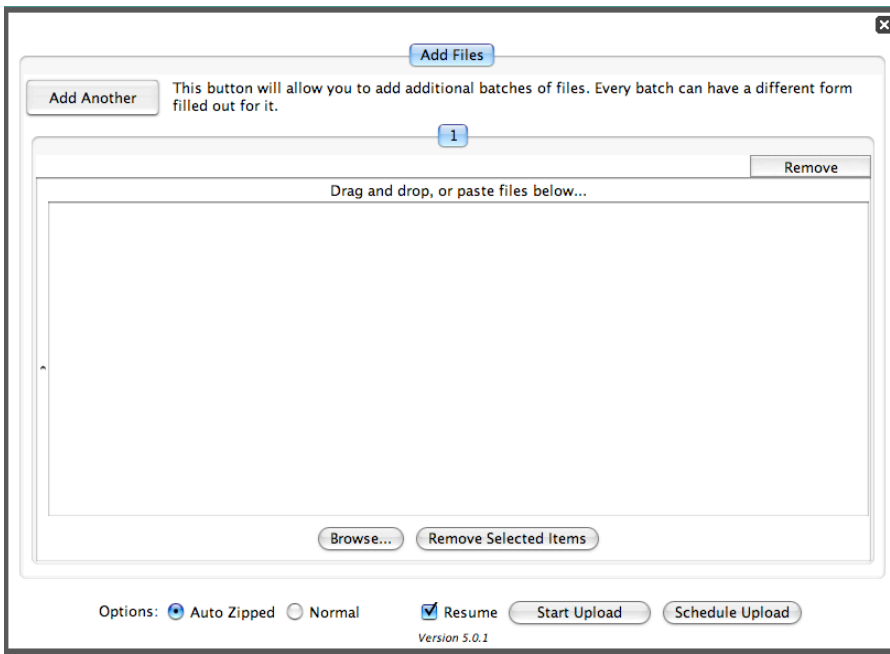


## ~ Uploading Files ~

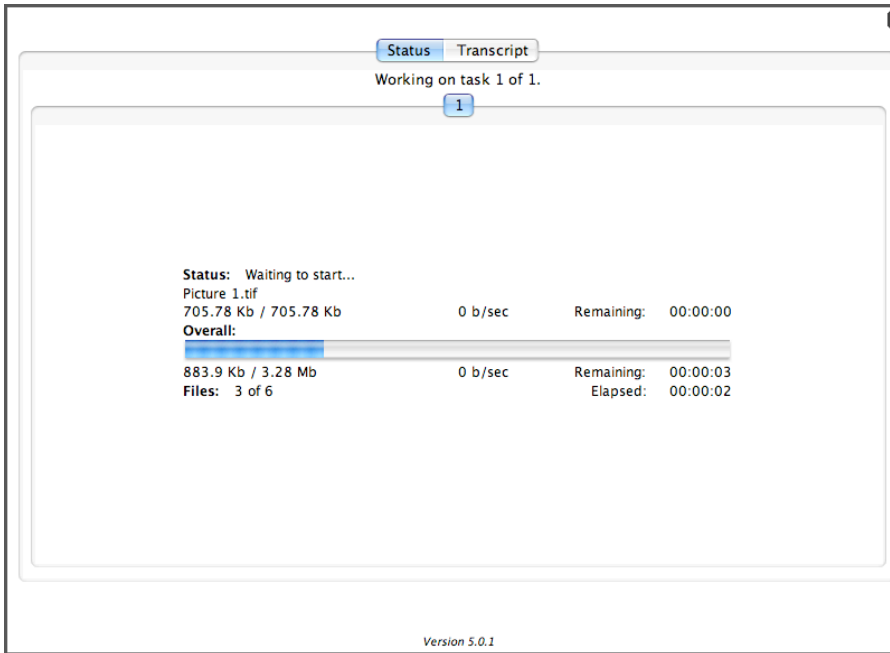
- There are two ways to upload files to our Site. If you have Java installed then you want to select the “Crush Uploader”. If you don't have java or are unsure if you have java then select the “Browser Uploader”
- To upload a file via the “Crush Uploader” selection, select the “Crush Uploader” button.



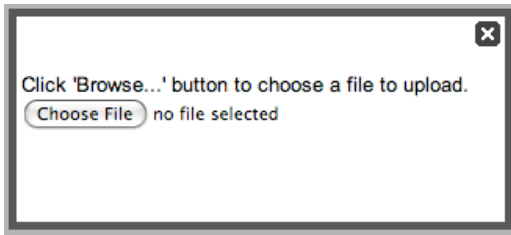
- After selecting the “Crush Uploader” Button you will be brought to the following Screen. Here you will have the ability to Upload files via a selecting individual files via the “Browse” button, Copy the files from your desktop and pasting them into the Window, or Dragging the files from your desktop and dropping them onto the window. By selecting options to “Auto Zipped” will automatically zip multiple files into one compressed document or selecting Normal will send the files uncompress. After all files are dropped into the window Select “Start Upload”. This will start the uploading. NOTE: if you don't have java installed you either wont see a window or nothing will happen. If that is the case then upload files via the non Java way by selecting “Browser Uploader”



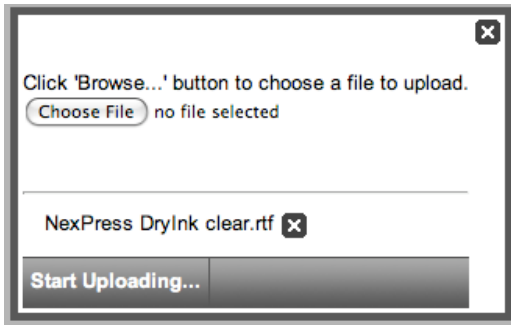
- After selecting "Start Upload" you will see a progress bar indicating how long your upload will take.



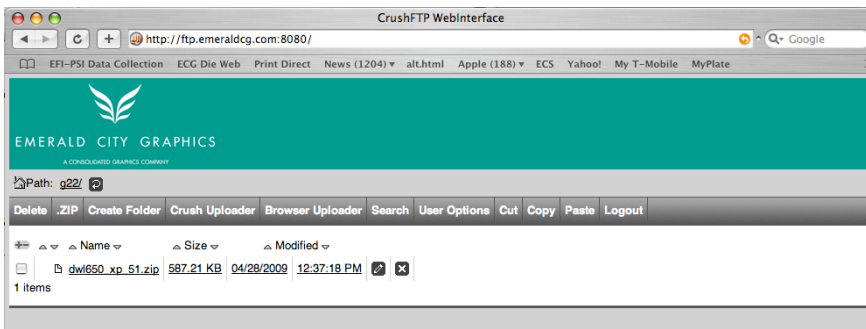
- To upload files via the non java way Select the “Browser Uploader”. This will bring up a screen to have you browse and select files one at a time.



- Once you have added all the files you wish to upload select the “Start Uploading...” Button.



- When your upload is complete you will be taken back to your home directory where you will see everything that you have just uploaded along with anything else you have previously uploaded.



## ~ Downloading Files ~

- To download files Right Click on file you wish to download to your desktop and select “Save Target As”.

## ~ Logging Out ~

- After all files are uploaded you can then close your browser or select the “Logout” Button.

