

## FTP ACCESS GUIDE

---

### UPLOAD INSTRUCTIONS

---

- Please place all your files into a named folder (see file naming info below).
- Zip the folder.
- Upload the zipped file.

#### **NAVIGATE TO HTTP://67.226.141.209:8080**

Please complete the form

**USER ID:** Upload

**PASSWORD:** 5566

### ADDITIONAL INFORMATION

---

**FILE NAMING** Please use the Project number provided to you by your Account Manager followed by your company name e.g. "12345\_CompanyName.sit". If no Project number is available at the time of file transfer, please name the file with the company that will be invoiced for the project. e.g. "MyCompany.zip".

**UPLOAD ONE FILE ONLY** Please compress all your working files into one compressed archive. Do not send individual files. If possible, please provide files in .zip format.

**FILE FORMATS** Xibita currently uses Adobe Creative Suite 4. To ensure your files are supplied in a compatible format, please consult Xibita Artwork Preparation Guidelines. These guidelines can be downloaded from the FTP section of xibita.com.

**INTERRUPTED FILE TRANSFER** If your file transfer stops prior to completion, please try the upload again. The transfer may be continued successfully. Please send us an email at [ftpadmin@xibita.com](mailto:ftpadmin@xibita.com) once your file has been successfully uploaded.

**CONTACT US** If you have any questions or problems with your file transfer, please phone 604 276 2366 (West Coast) or 416 494 9553 (East Coast) and ask for the Graphics Department. Alternatively, you can call us Toll Free at 1 800 663 1737 or email us at [ftpadmin@xibita.com](mailto:ftpadmin@xibita.com).

**THANK YOU** We appreciate your business and if you have any issues please contact Sue, our Graphics Manager at 604.276.2366 or via email [graphicsmanager@xibita.com](mailto:graphicsmanager@xibita.com)