



FTP ACCESS GUIDE



UPLOADING FILES TO PORTABLES

Host: ftp.theportables.com
User ID: upload
Password: 5566



DOWNLOADING FILES FROM PORTABLES

Host: ftp.theportables.com
User ID: download
Password: 8765

BEFORE YOU UPLOAD

1. **DO NOT USE A WEB BROWSER** (such as Netscape, Safari or Internet Explorer) to send files to Portables FTP server. Use dedicated FTP software such as Fetch for Macintosh or Ace FTP for PC. Free and Shareware FTP client software is available from various sources online.
2. **FILE NAMING** Please use the 5 or 6 digit requisition number given to you by your Portables Sales Representative, followed by your company name. e.g. "12345_CompanyName.sit" **If no Requisition 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"**
3. **UPLOAD ONE FILE ONLY** Please compress all your working files into one compressed archive. Do not send individual files. All files must be compressed as either a **.sit**, **.sitX**, **.sea** or **.zip** file. No other formats of compression can be accepted.
4. **FILE FORMATS** Portables uses the latest industry standard graphics applications. To ensure your files are supplied in a compatible format, please consult Portables Artwork Preparation Guidelines, which can be downloaded through our website at: www.theportables.com
5. **INTERRUPTED FILE TRANSFER** If your file transfer stops before being completed, please rename the file (e.g. 12345_MyCompany2.sit) and send the file again.
6. **INFORM PORTABLES** Once your file has been successfully uploaded, please ensure your Portables sales representative is aware of the exact file name and date it was sent.
7. **OTHER SERVERS** Portables policy is to have clients supply artwork either on CD, DVD or via FTP. If Portables is requested to download artwork from other sources, a fee of \$100/Hr will be incurred for the duration of the file transfer.
8. **CONTACT US** If you have any questions or problems with your file transfer, please phone (604) 276-2366 and ask for the Graphics Department. Or Toll Free at: 800-663-1737.



[Click Here for a Print Friendly Version](#)



UPLOADING FILES TO PORTABLES

Host: ftp.theportables.com

User ID: upload

Password: 5566



DOWNLOADING FILES FROM PORTABLES

Host: ftp.theportables.com

User ID: download

Password: 8765



FTP ACCESS GUIDE

BEFORE YOU UPLOAD

1. **DO NOT USE A WEB BROWSER** (such as Netscape, Safari or Internet Explorer) to send files to Portables FTP server. Use dedicated FTP software such as Fetch for Macintosh or Ace FPT for PC. Free and Shareware FTP client software is available from various sources online.
2. **FILE NAMING** Please use the 5 or 6 digit requisition number given to you by your Portables Sales Representative, followed by your company name. e.g. "12345_CompanyName.sit" **If no Requisition 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"**
3. **UPLOAD ONE FILE ONLY** Please compress all your working files into one compressed archive. Do not send individual files. All files must be compressed as either a **.sit, .sitX, .sea** or **.zip** file. No other formats of compression can be accepted.
4. **FILE FORMATS** Portables uses the latest industry standard graphics applications. To ensure your files are supplied in a compatible format, please consult Portables Artwork Preparation Guidelines, which can be downloaded through our website at: www.theportables.com
5. **INTERRUPTED FILE TRANSFER** If the file transfer stops responding before being completed, please rename the file (e.g. MyCompany2.sit) and send the file again.
6. **INFORM PORTABLES** Once your file has been successfully uploaded, please ensure your Portables sales representative is aware of the exact file name and date it was sent.
7. **OTHER SERVERS** Portables policy is to have clients supply artwork either on CD, DVD or via FTP. If Portables is requested to download artwork from other sources, a fee of \$100/Hr will be incurred for the duration of the file transfer.
8. **CONTACT US** If you have any questions or problems with your file transfer, please phone **(604) 276-2366** and ask for the Graphics Department. Or Toll Free at: **800-663-1737**.