

## F. T. P.

### File's prep, login and transfer procedures

**Create** a new folder with both your company name and the subject of the files / project (**maximum** of 25 characters. ei: ABC Inc\_Poster).

Put your file(s) in the new folder you just created.

**Compress** your folder using “**Stuffit**” or “**Zipit**”, etc.

**Login to the following internet address**

<http://dropbox.yousendit.com/photogram>

When the login is complete, **drag** your compressed folder into the window.

Your files will begin to upload