



the **exhibit** source

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How to FTP

Step 1

Send a .pdf of the artwork to the graphics department:
dlanghoff@theexhibitsource.com and
to your sales rep. Also contact your sales rep. to get your job number.
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Step 2

Stuff all files over 12mb and label the artwork using the job number
given by your sales rep.

Step 3 - Uploading Artwork

Go to: www.box.net

Login (please contact your rep for user ID and password).

At the next prompt window, click the "My Files" tab at the top left of
the browser window.

Select the folder your sales rep has directed you towards from those
displayed. If no folder has been created, you can always create one by
selecting the "Create a Folder" button located on the right-hand side of
the folders window.

After selecting the appropriate folder, the contents window of this
folder is displayed. From the options displayed, select "Upload."

The upload dialogue box will pop-up. Select "Add Files" to select your
files from a list on your hard drive or select "drag and drop" to open the
dialogue box that allows you to grab files and drag them into the
window. Be sure to click "Trust" to accept this option when prompted.

Prompts will indicate when uploads are complete. Upload as many files
as needed.

Step 4

Send an email to the graphics department letting them know the files
are loaded.