

### What is FTP?

FTP is a standard network protocol used to exchange and manipulate files over a TCP/IP based network, such as the Internet.

### How do I use City Printing's FTP service?

#### FTP Site

To access City Printing's FTP site: Type "ftp://ftp.cityprinting.com/" into any open web browser address bar. Upon entering that address, you'll be asked to enter a username and password (a username and password can be obtained from your sales representative.) Once successfully logged in, you can drag and drop your files like any other folder.

#### FTP Clients

FTP Clients are programs that allow you to not only log in and upload files, but also manage your transfers with much more control. Programs such as "CyberDuck" (for the Mac platform) and CuteFTP or Filezilla (for the Windows platform) are very effective (and often free). This is the recommended method of FTP transfer. It allows you to verify your files were sent successfully without any problems.

Like before, you'll need to enter: ftp://ftp.cityprinting.com/ in the site field, and also provide a valid username and password (provided by your sales rep.)

Below is an example of how most FTP clients are arranged, allowing the user to drag and drop files they wish to upload, in addition to monitoring the process.

CuteFTP client shown in example. Other clients may vary in appearance.

