

# TIPS FOR SUCCESSFUL PROJECT MANAGEMENT

## INSTRUCTIONS ON HOW TO FTP FILES TO BALMAR

The Balmar FTP allows customer to easily upload their files electronically from your computer to our server 7-days a week, 24-hours a day. Sending files through traditional email is not a reliable method of transferring files as they may become corrupt and often times do not reach their destination due to file size limits set by servers. To simplify the upload process it is recommended to access the server using the methods outlined.

### THE BASICS

When sending files to our FTP site, it is important to compress the document with fonts and links (if necessary). This will protect your files from corruption and make the file(s) smaller. This will minimize the time involved with the upload and download process. Balmar's recommended choice for file compression software is **WinZip** for the PC and **StuffIt** for the Macintosh. Compress your folder into one "zipped" (Windows) or "stuffed" (Mac) file.

- **Make sure you use universally accepted file names; less than 30 characters and use hyphens and underscores instead of spaces.**

### COMPRESSION SOFTWARE DOWNLOADS

If you do not have a preferred compression application here is a list of websites where you can download Balmar's recommended compression clients and FTP programs for Windows and MAC based computers:

- **WinZip** — The world's most popular Windows Zip utility for file compression, file sharing, file encryption and data backup.  
[www.winzip.com](http://www.winzip.com)
- **StuffIt for MAC** — Gives you all the features you need to backup, share, archive, encrypt and shrink your photos, music, and other documents without compromising quality.  
[www.stuffit.com](http://www.stuffit.com)
- **WinRAR** — A powerful archive manager that can backup your data and reduce the size of email attachments, decompress RAR, ZIP and other files downloaded from the Internet and also create new archives in RAR and ZIP file format.  
[www.rarlab.com](http://www.rarlab.com)

### FTP CLIENTS

- **Fetch** — A reliable, full-featured file transfer client for the Macintosh whose user interface emphasizes simplicity and ease of use. Fetch supports FTP and SFTP, the most popular file transfer protocols on the Internet.  
[www.fetchsoftworks.com](http://www.fetchsoftworks.com)
- **FileZilla** — An FTP solution for both Windows and Macintosh.  
[www.filezilla-project.org](http://www.filezilla-project.org)



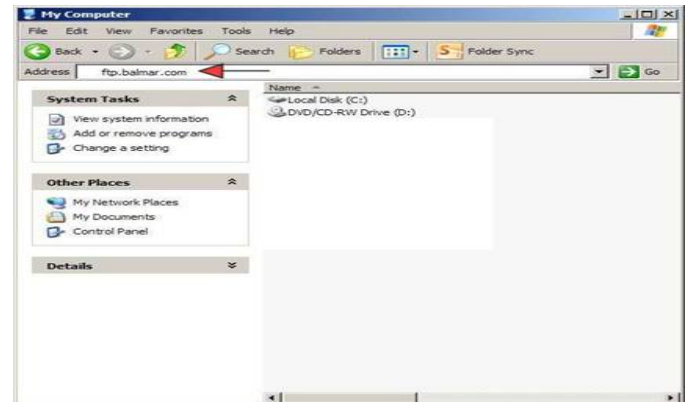
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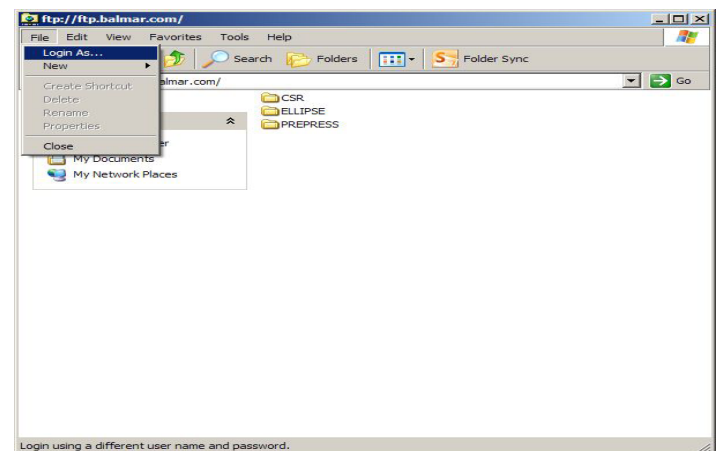
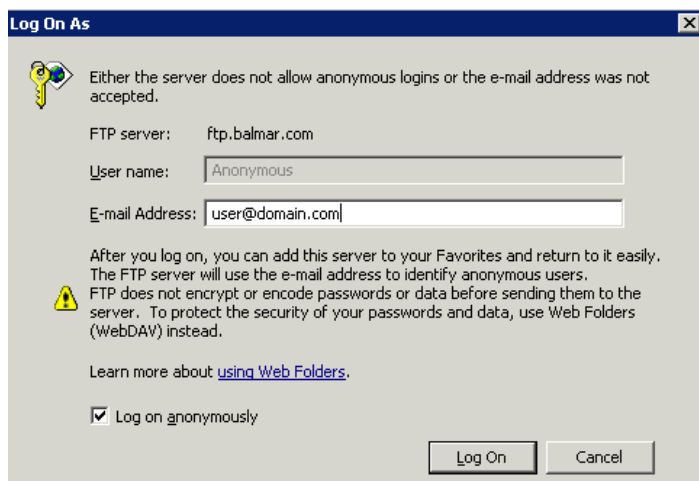
### HOW TO FTP FROM A PC

- For PC users, gather files into a single folder and archive them using a PC compression software.

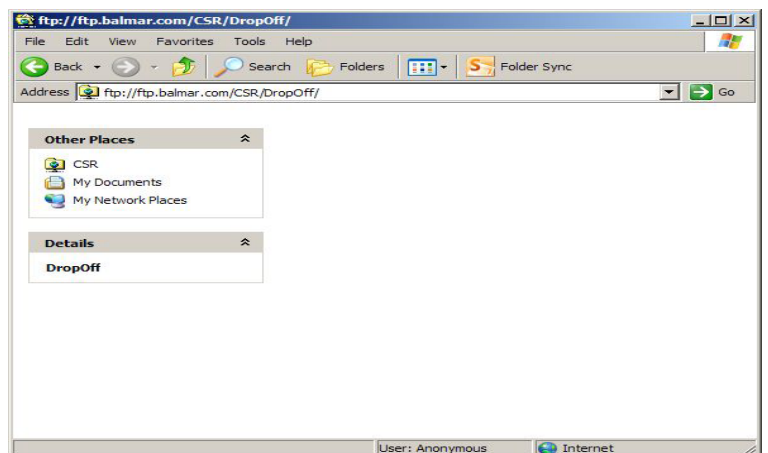
1. Double click the My Computer icon on your desktop or launch Windows Explorer and type **ftp.balmar.com** on the address line within that window.
2. Check the “Log on anonymously” box and enter your email address as the password.



3. Navigate to the appropriate “Drop Off” folder to upload your file. Your choices are: CSR (Customer Service Department), Ellipse, or Prepress. Please contact your Balmar Representative if you are unsure which folder to select.



4. When you have opened the appropriate directory, the window will appear blank. Locate the compressed file on your computer and simply drag and drop the file from your computer to the blank window. The file will begin copying to the Balmar FTP server. The amount of time this will take depends on your internet connection speed.



*Note: For security reasons you will not be able to “see” the files you have uploaded to the FTP server.*

