

DIRECTIONS: The following instructions will permit you to access your account on the Integrity Printing FTP server. The application used in this tutorial is called CyberDuck, and is available at <http://cyberduck.ch/>. It is a fast, free, and feature filled application. However, if you are already familiar with another FTP client simply create a session within that client using the username and password provided to you by a Integrity Printing representative. Proceed to the steps below if you instead elect to use the recommended FTP client software.

Step 1: Download application Cyberduck v2.6 (aprox.8.3Mb) from <http://cyberduck.ch/> to your desktop. Click the CONTINUE option to complete the download. Feel free to close the Download dialog box. Then, double click on the desktop image to launch the application.

Step 2: Locate and click on the Cyberduck icon within the to launch application window.



Step 3: A new window will appear. Click on the Open Connection option.



Step 4: Fill out the dialog window with the following information:

Server: **ftp.integrityprinting.com**

Username: **provided via email** (make sure to include "@integrityprinting.com")

Password: **provided via email**

The image shows the main connection dialog box in Cyberduck. At the top, there are three small icons: a globe, a book, and a clock. Below these is a dropdown menu showing "FTP (File Transfer Protocol)". The address bar contains "ftp://ftpuser@integrityprinting.com@integrityprinting.com:". The "Server:" field is set to "ftp.integrityprinting.com" with a warning icon and a "Port:" field set to "21". The "Path:" field is empty. The "Username:" field is "ftpuser@integrityprinting.com" and the "Password:" field is filled with dots. There are three checkboxes: "Add to Keychain" (checked), "Anonymous Login" (unchecked), and "Use Public Key Authentication" (unchecked). Below the last checkbox is the text "No Private Key selected". The "Connect Mode:" dropdown is set to "Passive" and the "Encoding:" dropdown is set to "UTF-8". At the bottom right, there are "Cancel" and "Connect" buttons.

NOTE: Checking the Add to Keychain option will remember your password for later sessions. Click on the Connect option after filling in the necessary fields. The dialog box will go away leaving only the Cyberduck window's active connection to the integrityprinting.com FTP server.

Step 5: You are now able to upload files simply by selecting them from their location on your workstation, and then dragging them into the Cyberduck application window. This will launch a file transfer status window showing current progress. It will look similar to the figure below.

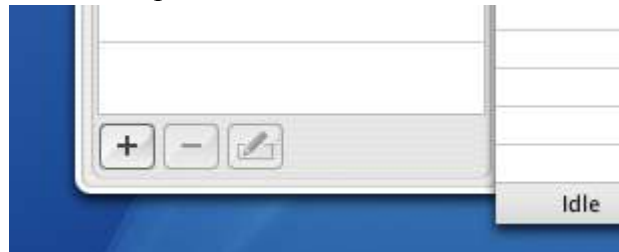


Feel free to close the status window when the file transfer is complete. However, you can use this window to continue uploading files as needed.

Step 6: Now we need to create a bookmark for future sessions. This will allow you to bypass Steps 3&4 during later uses of the application. Click on the Bookmarks option, and a side menu will slide out.



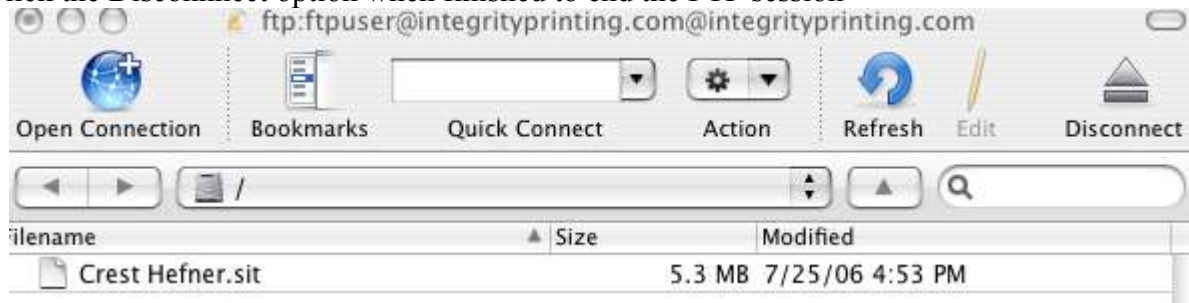
Step 7: Click on the + button to add this ftp site to the Bookmarks list.



Step 8: Verify the information in the window that appears matches what you entered in Step 4. You may close this window when done.

NOTE: You can close the Bookmarks slider window by clicking the Bookmarks option again.

Step 9: Click the Disconnect option when finished to end the FTP session



NOTE: You can log into future sessions with the FTP server by simply dropping the quick connect menu down, and selecting your integrityprinting.com account from the list.

Additional information and FAQs can be obtained by visiting the CyberDuck's website at <http://cyberduck.ch/help/en/>. You may also contact an Integrity Printing representative either by email or phone.