

FILE UPLOADING INSTRUCTIONS

Basic information for uploading files onto the KBW ftp site is listed below, for both Mac and PC platforms. The tips below are here to help you prepare the files in such a way as to facilitate a quick turnaround time. **Please follow all instructions to the letter; failure to do so can result in problems and possibly production delays.** Consort is unable to troubleshoot uploading and other technical errors from our side of the file server. For assistance, please contact your IT department or your local IT professional.

BEFORE YOU UPLOAD YOUR FILES

Once files are uploaded onto the KBW ftp site, they can not be edited, changed or deleted.

File Preparation

- Double-check files for compliance with KBW's file guidelines (spec sheets for digital printing and screen printing files are readily available on our website and upon request). Failure to do so could result in production delays and possible art charges.
- Save all files into one zipped folder whenever possible. This helps organize files.
- After successfully uploading, please contact your Consort Representative at (800) 525-6424.

File Naming

- Please give each file a specific name. Rather than "bannerfile_file.zip" or "background 1.zip," please use "yourcompany.zip" to avoid confusion with other client files.
- Please make sure the file name is **LESS THAN 15 CHARACTERS** long. Longer names will cause problems uploading.
- Use only alphanumeric characters (A-Z and numbers only) when naming files. Adding special characters (ie. \$, %, &, #, @, etc.) will cause the upload to fail.

Transmitting/Uploading

- In order to access the ftp site an ftp client is required. **You cannot type the ftp address into a web browser; it will not work.** If you are unable to obtain one, we recommend either sending the file(s) via CD, or utilize a public transfer service, such as:
 - www.mailbigfile.com (100mb file upload max)
 - www.yousendit.com (100mb file upload max)
- The speed of the ftp site is limited by the speed of your internet connection. If a large file is taking a very long time to upload (as a result of a slow connection speed), we recommend sending the file(s) to us on a CD.

ACCESSING THE FTP SITE

Address: art.consort.com

Username: consort

Password: fileupload