

Instructions to Upload files to FTP site

Hint: Place the file you want to upload on your desktop for ease of access

Web address is: ftp.greentreeprinting.com (**please note** – there is no “http” or “www”)
User name is: (call Greentree Printing for user name)
Password is: (call Greentree Printing for password)

Once you are on the site, reduce the size of the screen so that you can see your desktop as well as the ftp site. Drag your file to the ftp site and drop it. (It will take a few minutes to upload). If this does not work, you will need FTP client software to upload the file. There are many different types, and you may use any of them. Below is one type that is

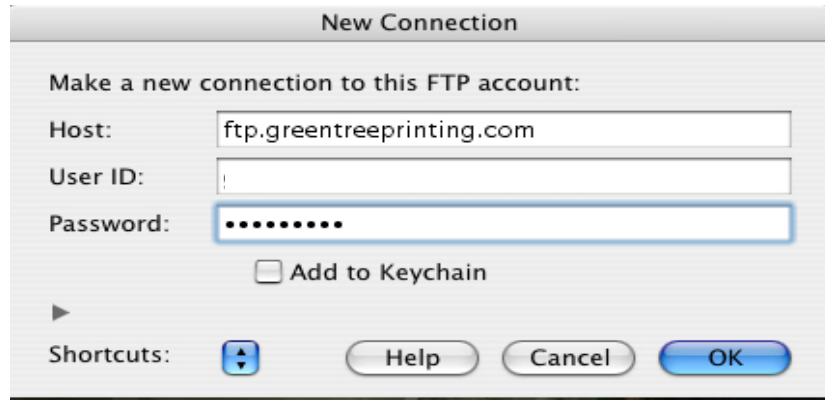
Instructions for FTP Site to download client software for MAC

Go to <http://www.download.com/3000-2151-10054365.html>

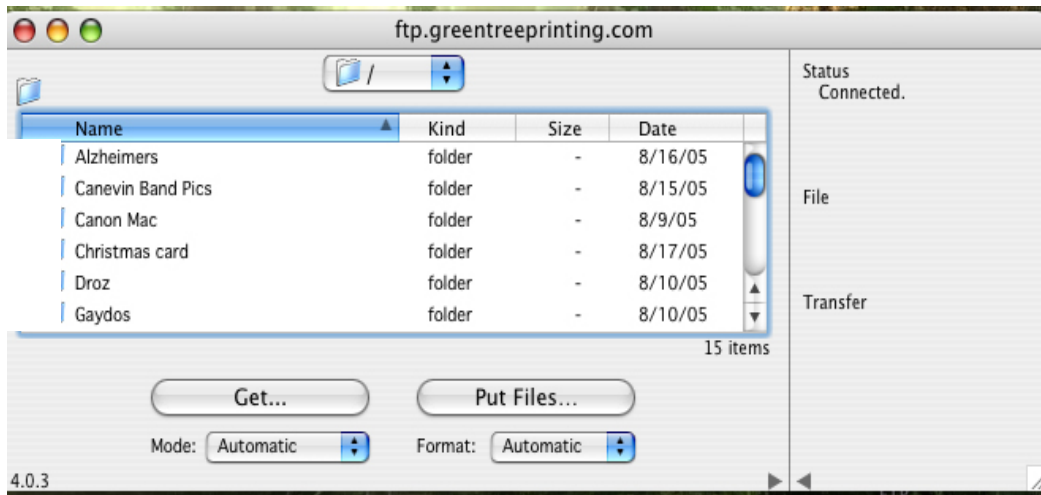
Click download now to download Fetch 5.0.2

Follow instructions to install

For Host type: ftp.greentreeprinting.com
user ID: (call Greentree Printing for user name)
password: (call Greentree Printing for password)



Click OK



Click button that says **Put Files...**
Leave Mode and Format at **Automatic**
Find your file, click **OK**