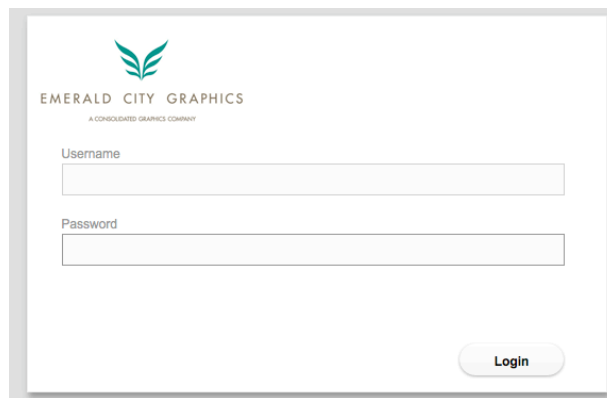


Welcome to Emerald City Graphics FTP Site: Web Interface

- Emerald City Graphics has a Web Interface for our FTP Site. The following is a brief explanation on how to access and upload and download files via this interface.

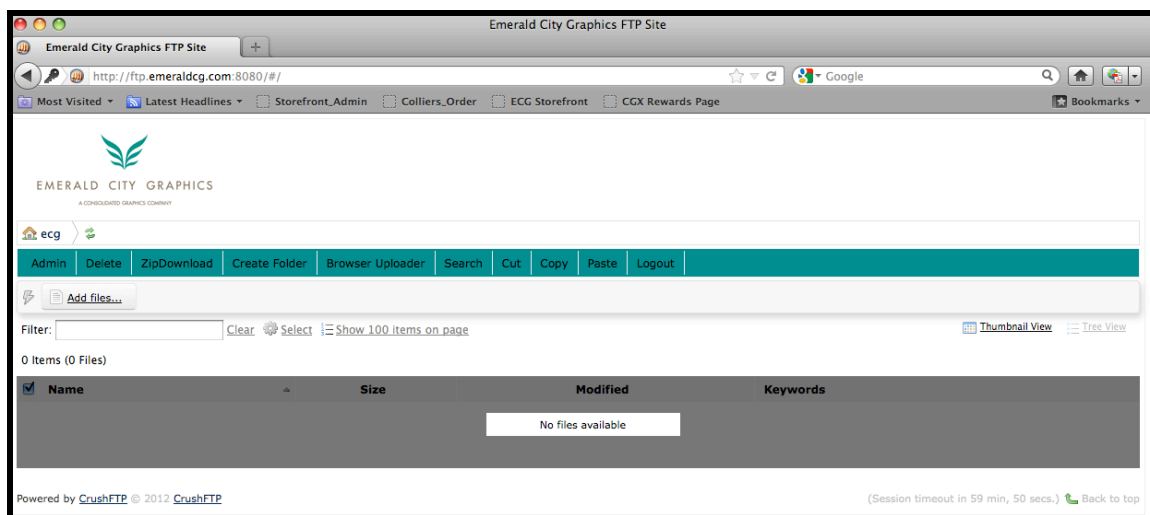
~ Logging-in to FTP Site ~

- After obtaining a user name and password from your Sales Person. Open your browser and type the following url <http://ftp.emeraldcg.com:8080>
- The following is screen you will see.

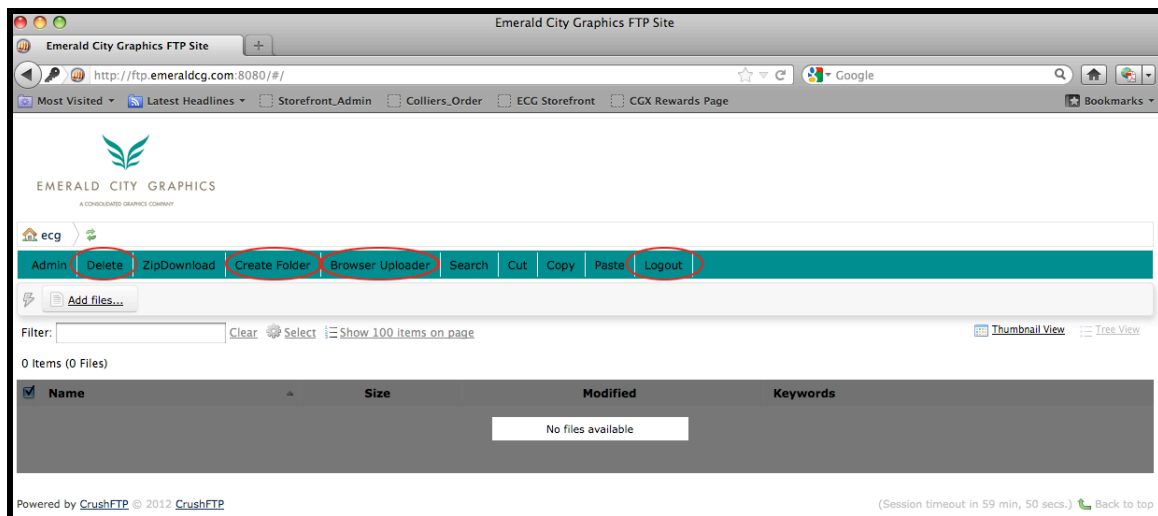


The screenshot shows the login page for the Emerald City Graphics FTP Site. At the top, there is a logo consisting of three green leaves. Below the logo, the text "EMERALD CITY GRAPHICS" is displayed, followed by "A CONSOLIDATED GRAPHICS COMPANY" in smaller text. There are two input fields: "Username" and "Password". Below these fields is a "Login" button.

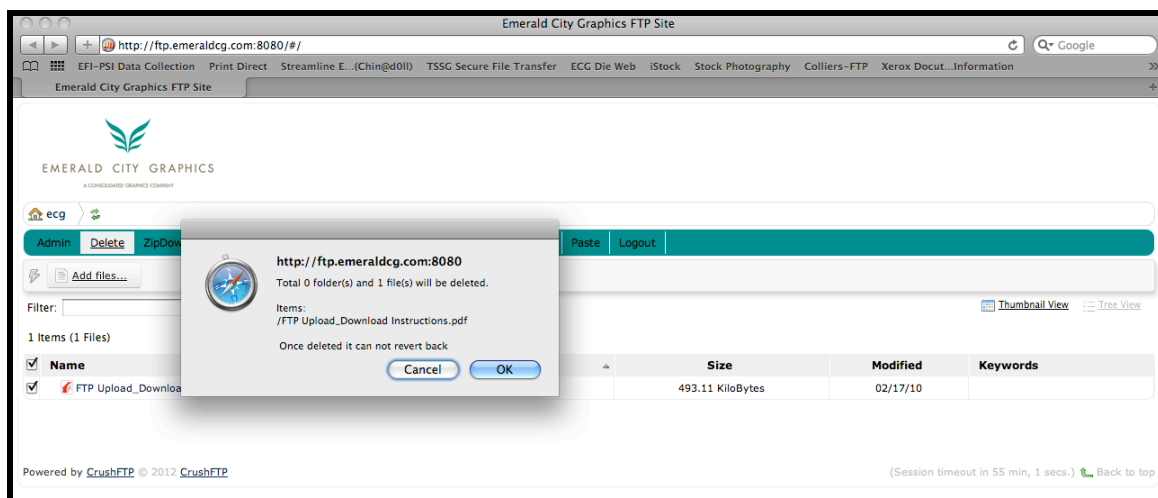
- After entering you User Name and Password in the appropriate locations, you will be taken to the following Screen.



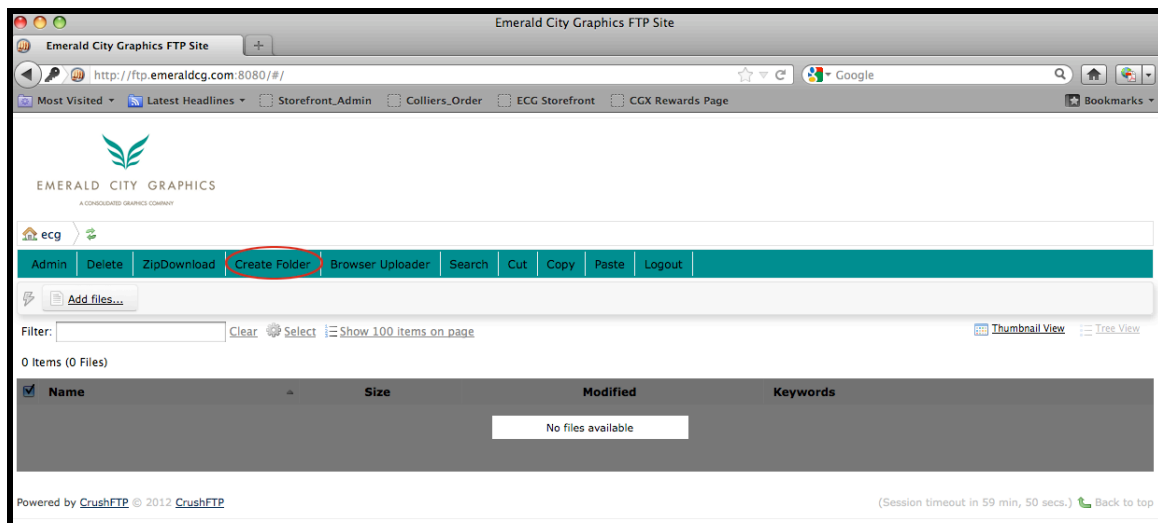
- Among the many things you can do on this screen you will be able to delete existing files, create new folders, upload files, and Logout.



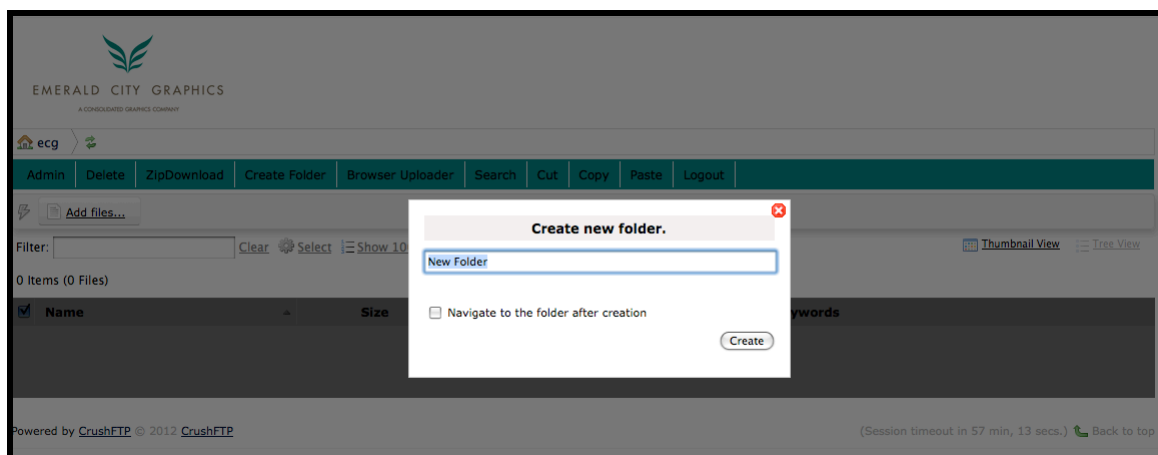
- To delete existing files.
- Check the boxes to the left of the files you wish to be deleted and Select the Delete Button. You will then be prompted with warning that you are about to delete a file.



- To create a new folder select "Create Folder" button.



- You will then be prompted for a name for the new folder.

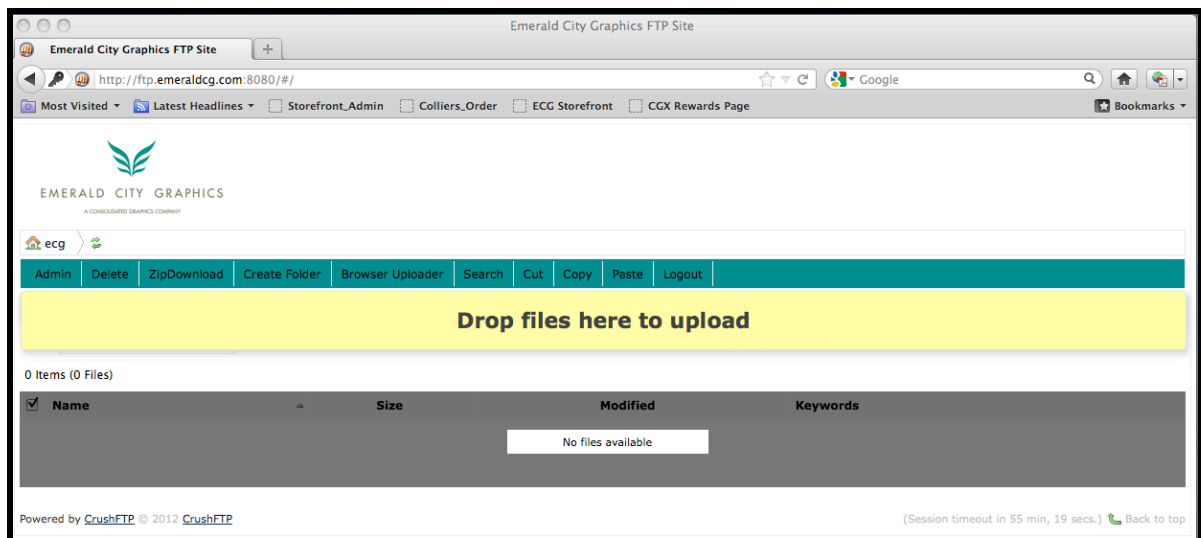


~ Uploading Files ~

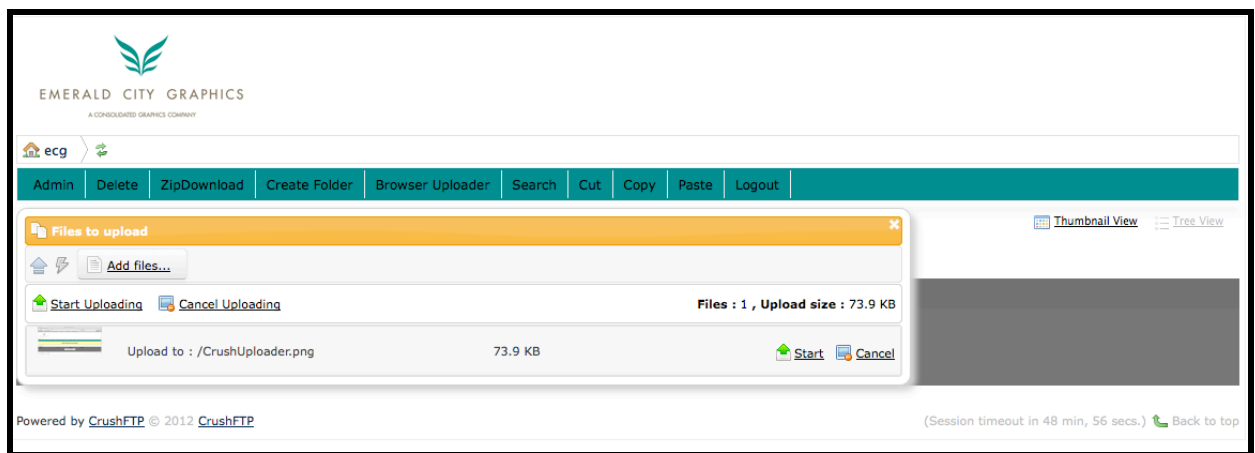
- There are two ways to upload files to our site. If you have the latest Java installed then you can use the drag and drop method for uploading the files. If you are unsure if you have the latest java then you will need to use the "Browser Uploader" method.

Drag and Drop Method

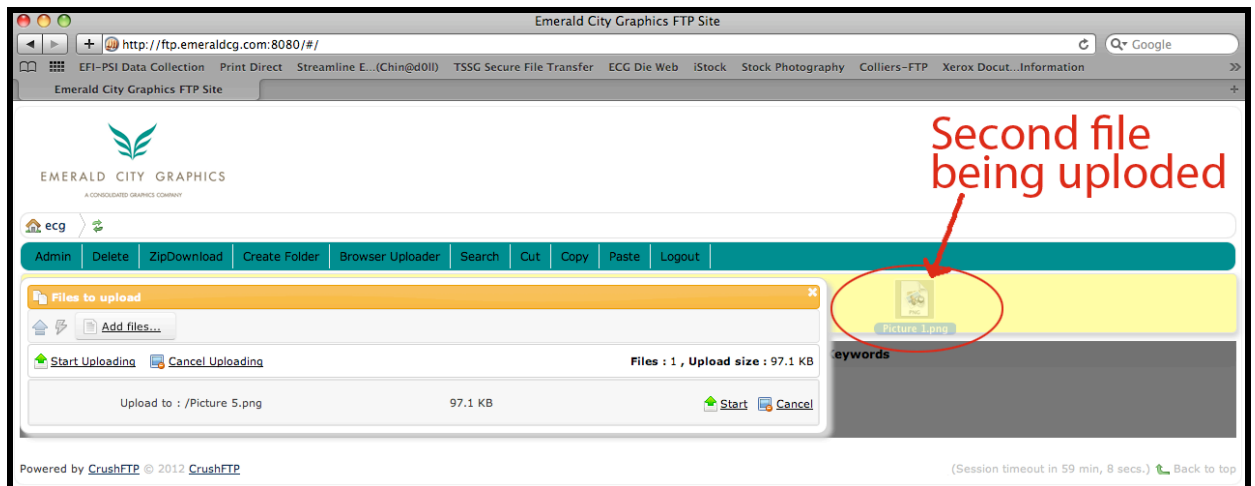
- Select the file or files you wish to upload and drop them on to the area just below the menu bar. A yellow bar will appear when you are over the proper area.



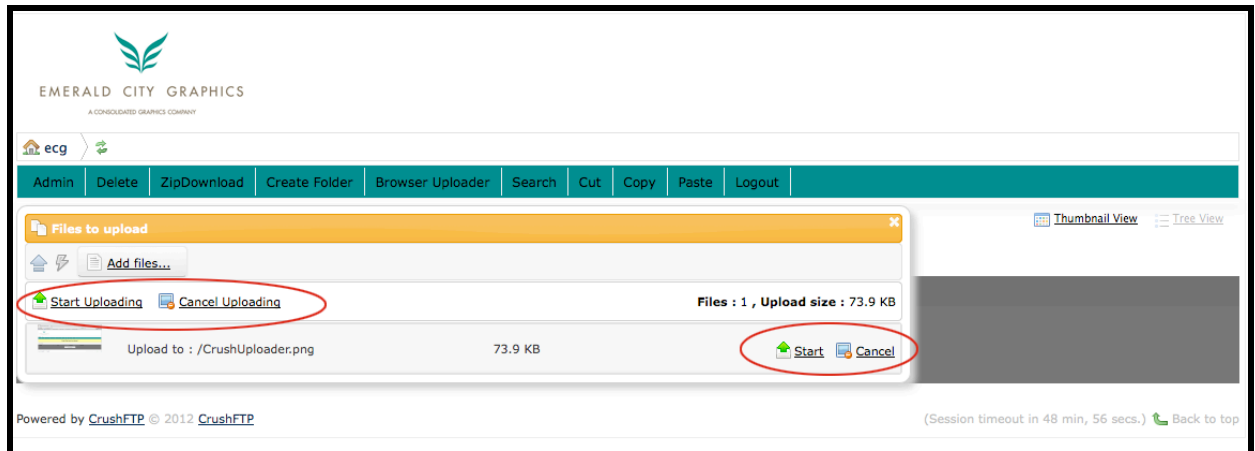
- Once you have a file in this area you will see a window that shows the file name(s), total size of all the files, start uploading buttons and cancel uploading buttons.



- If you need to add another file. Drop the file onto that same area below the menu bar. Once again a yellow bar will appear when you are over the area.



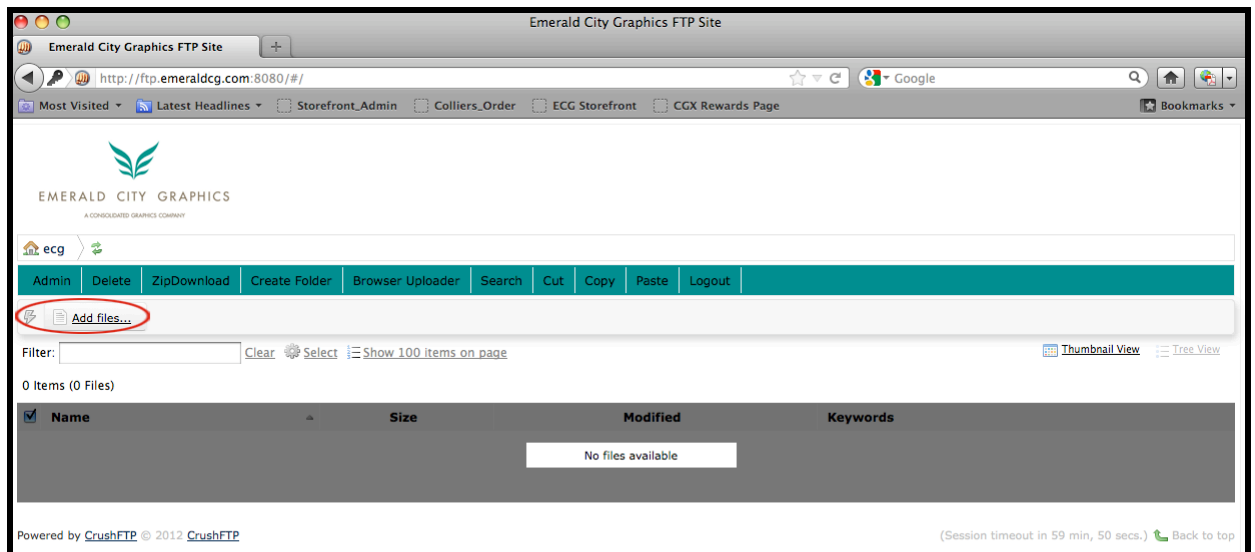
- Select “Start” next to the file to upload one file at a time or select “Start Uploading” above the file names to start uploading everything at once. If you want to remove one of the files or remove all the files select “Cancel” next to the individual file or “Cancel Uploading” to cancel all the files.



- You will receive a message once everything has been uploaded.

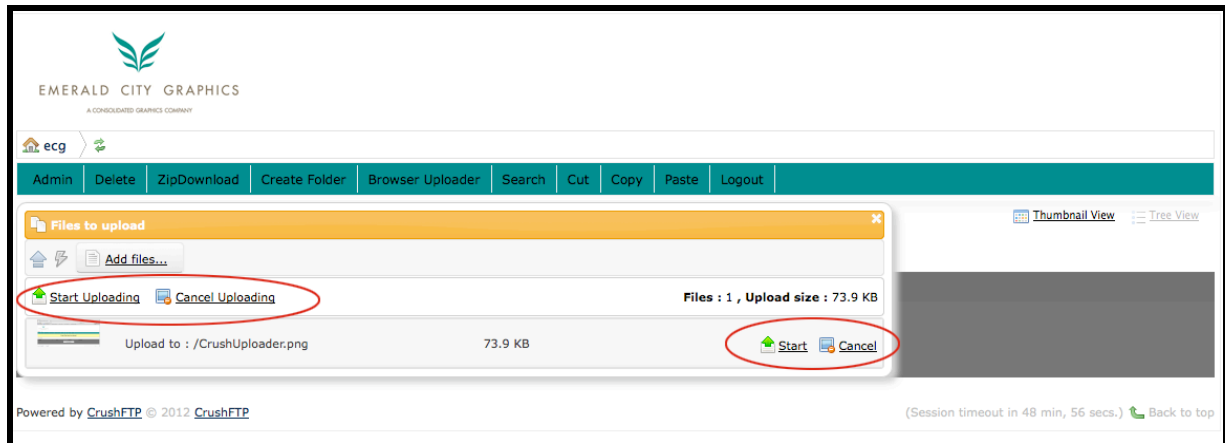
Browser Uploader Method (non-java)

- The second way to upload the files is via the “Browser Uploader”.
- This is where you select the files individually via a window instead of dragging and dropping the files onto the upload area.



- Select “Add Files” Button
- A window will open up where you can path and choose the file. The file will then be placed into the “Files to upload” window.
- Select “Add Files” for each additional file you wish to upload

- Select “Start” next to the file to upload one file at a time or select “Start Uploading” above the file names to start uploading everything at once. If you want to remove one of the files or remove all the files select “Cancel” next to the individual file or “Cancel Uploading” to cancel all the files.



- You will receive a message once everything has been uploaded.

~ Downloading Files ~

- To download a file.
- Check the box to the left of each file you wish to download. Click on one of the files and the files you have chosen will be automatically compressed downloaded to your default download directory.

~ Logging Out ~

- After all files are uploaded you can then logout by using the “Logout” Button.

