

# Windows FTP Upload Instructions using Windows Explorer

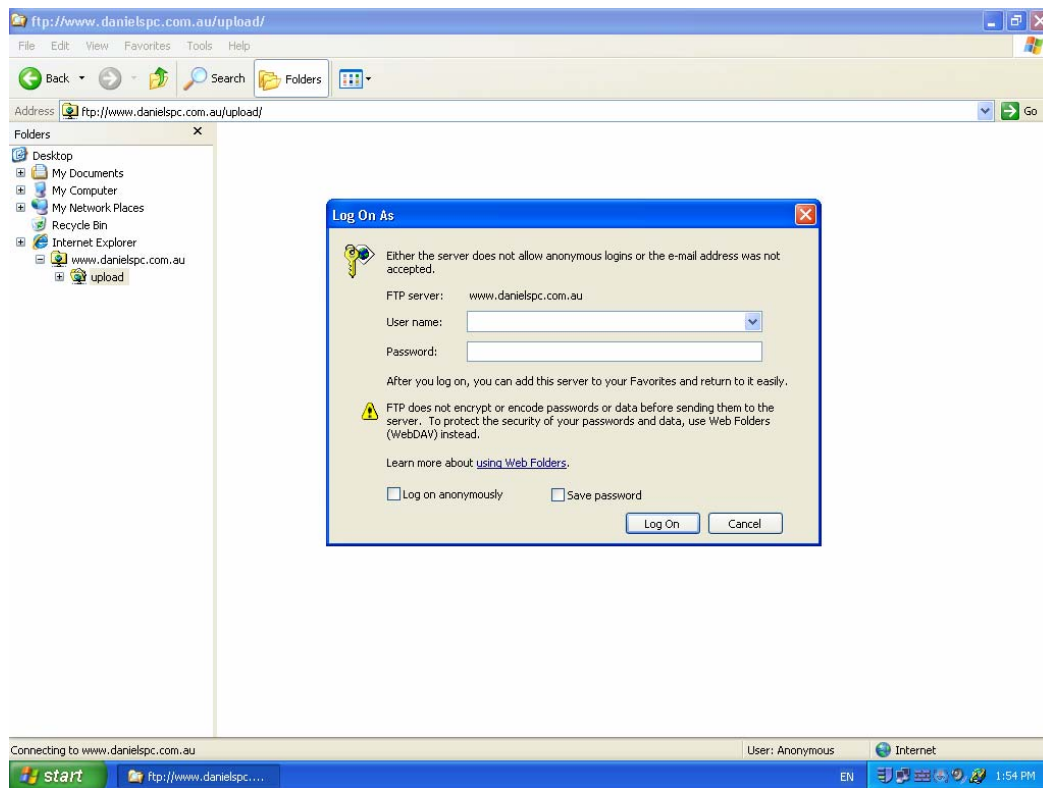
## Overview

This document provides step-by-step instructions on how to upload files to the Daniels FTP site to be collected by Pre-press using [Windows Explorer](#).

The instructions are based on a Microsoft Windows XP Operating System using the inherent Windows Explorer as the FTP browser.

## Instructions

1. Launch [Windows Explorer](#) by right clicking on the [Start](#) button, bottom left of the Desktop and choosing [Explore](#) from the menu that appears.
2. Type in <ftp://www.danielspc.com.au/upload> in the address bar and click [Go](#) or press the Return button. Refer to the screenshot in instruction 3 for visual guidance.
3. When prompted with a [Username](#) and [Password](#), enter the appropriate credentials emailed or supplied by your Daniels contact.



4. It is then possible to simply copy and paste your artwork files into [Windows Explorer](#) to be collected by Pre-Press.

## Troubleshooting

In the event of any issues or questions, please contact the Pre-Press department on Daniels 08 9204 6800 for assistance.