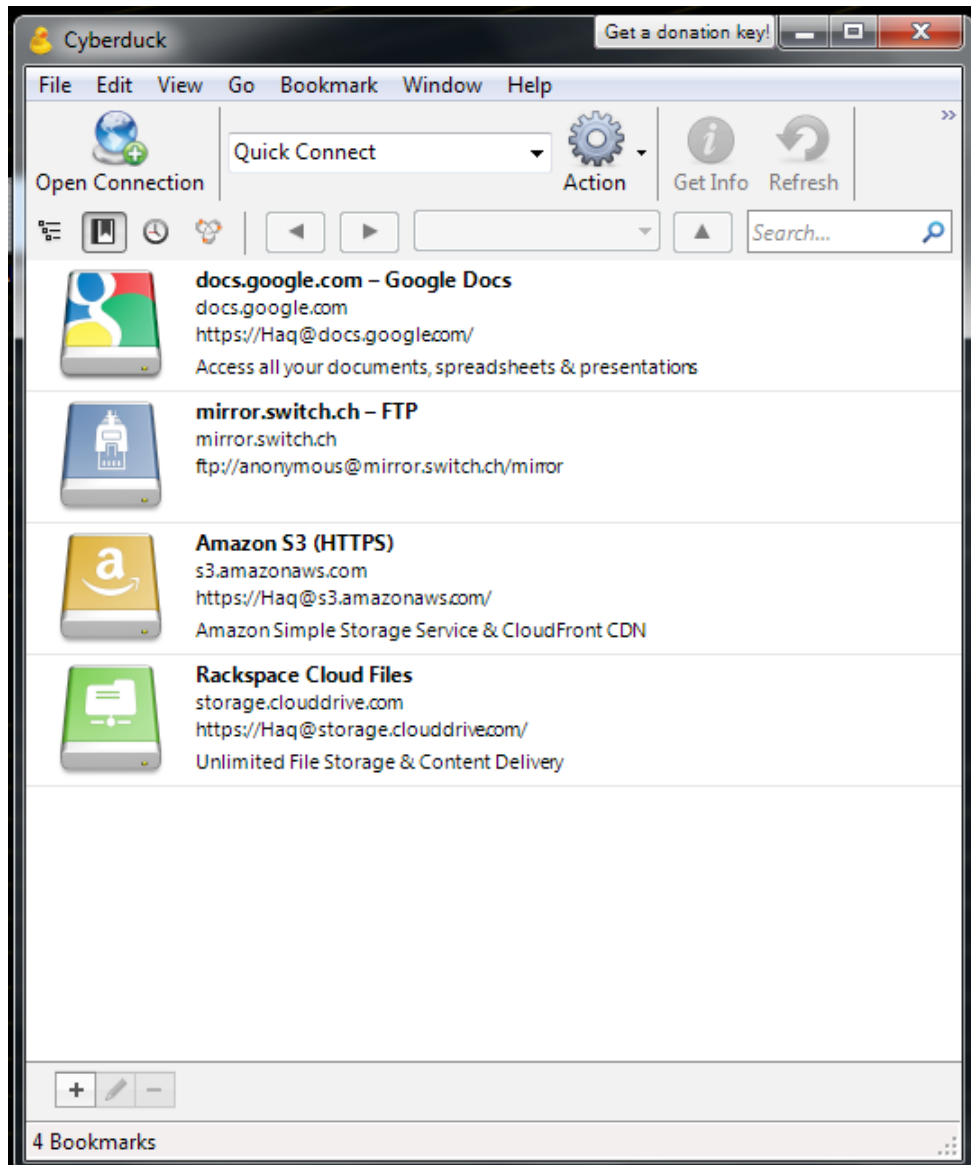


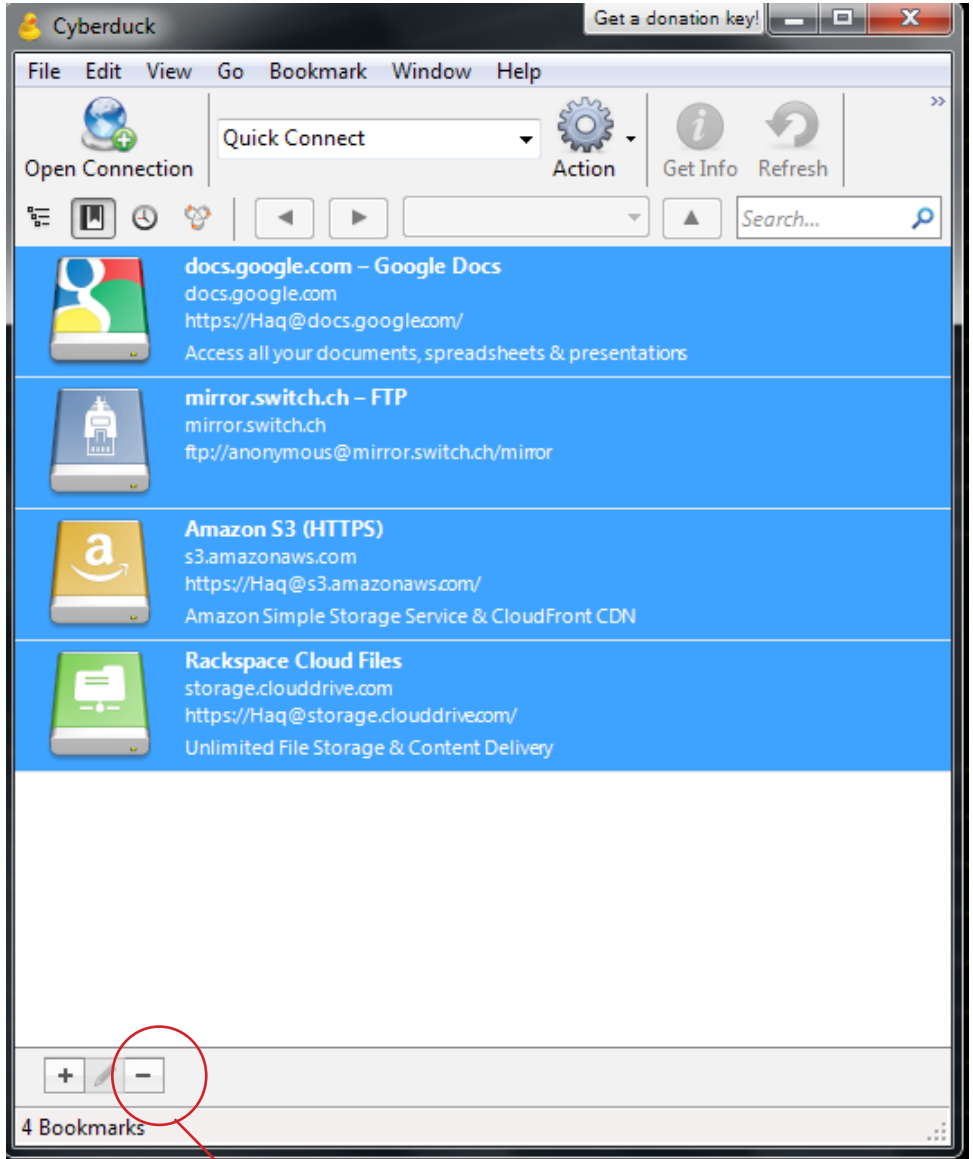
Enclosed you will find the CD with the Cyberduck FTP Software both in Mac Version & PC Version. Install the appropriate software by double clicking the icon and follow the step by step instructions.

Once installed, double click the application to Launch Cyberduck.

You will now see a screen that should look like this....



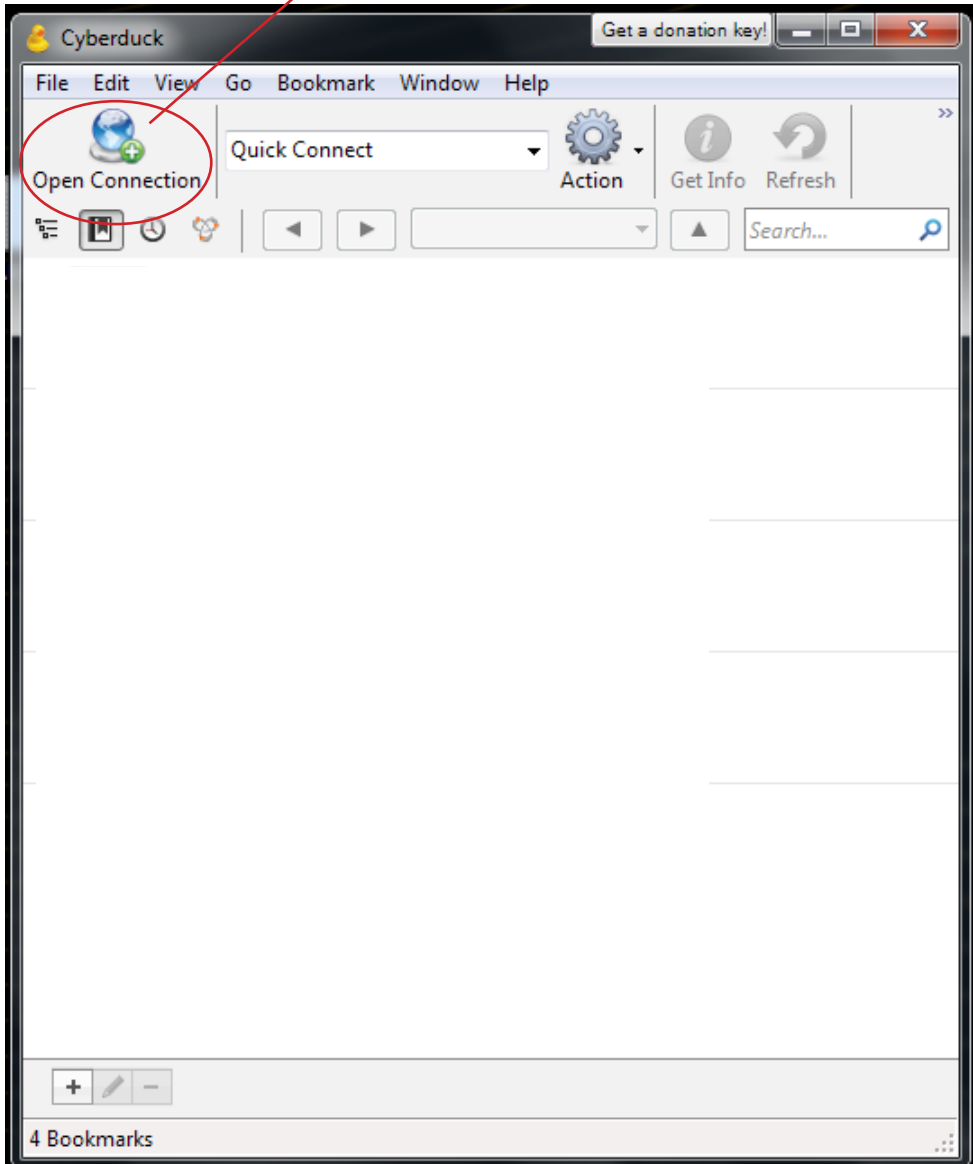
You will see 4 Bookmarks in the centre. Highlight the 4 Bookmarks & press the minus sign in the bottom left corner. This will clear all the unnecessary Bookmarks.



Press the Delete Button here

Once the Bookmarks have been deleted....Click the Open Connection Button in the Top Left Corner.

Press the Open Connection Button Here



Once you have pressed the Open Connection Button another screen will appear like this...

The image shows a dialog box titled "Open Connection" with a close button in the top right corner. Inside the dialog, there is a dropdown menu set to "FTP (File Transfer Protocol)". Below this, there are two input fields: "Server:" containing "81.149.62.81" and "Port:" containing "21". Underneath, there is a "URL:" label followed by a large empty text box. Below that, there are two more input fields: "Username:" containing "Your User Name Here" and "Password:" containing "Your Password Here". There are two checkboxes: "Anonymous Login" which is unchecked, and "Save Password" which is checked. At the bottom right, there are two buttons: "Connect" and "Cancel". At the bottom left, there is a "More Options" label with a downward-pointing arrow.

Where it says Server:....Type in 81.149.62.81.

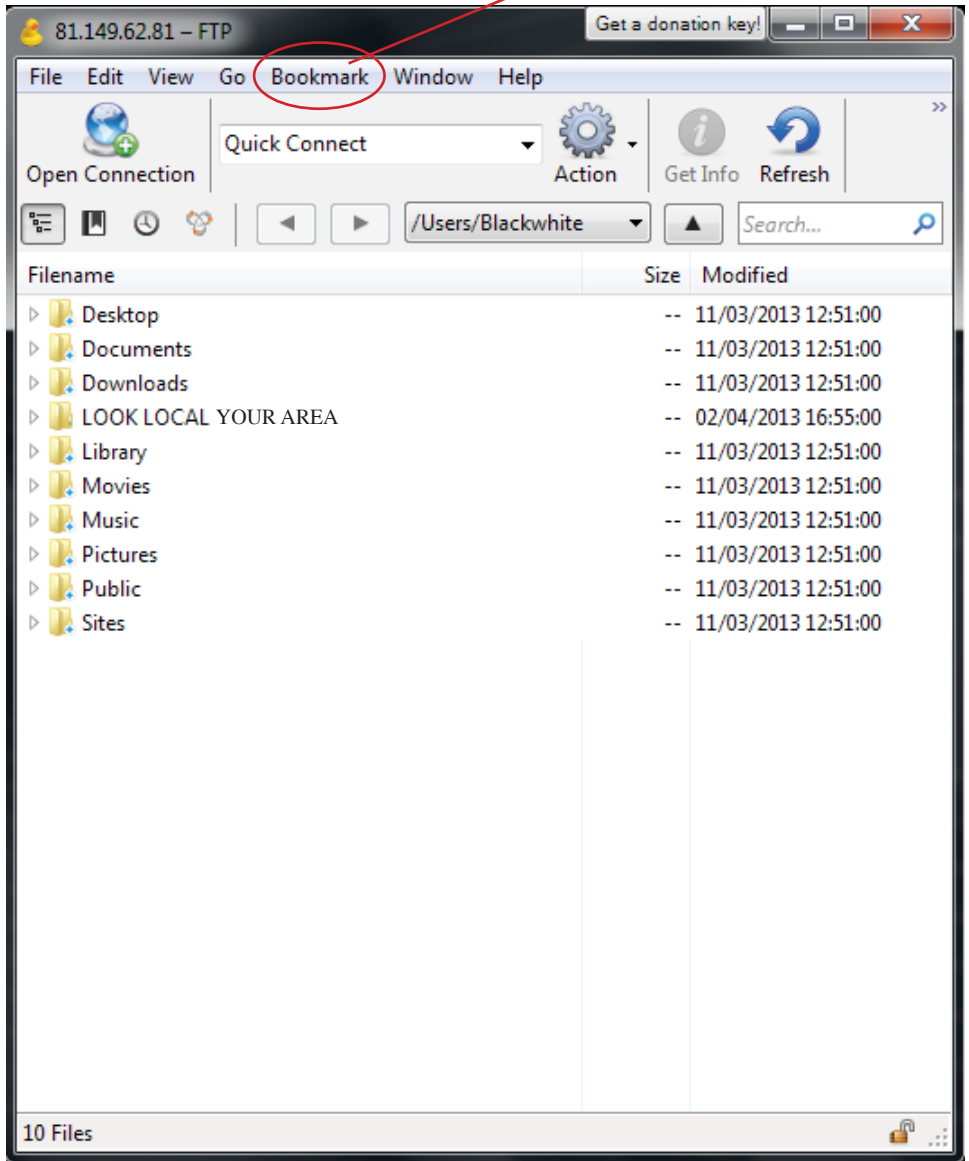
Where it says Username:... type in your specific Username which was emailed to you.

Where it says Password:... type in your specific Password which was emailed to you.

Once you have entered your details, click the save Password Box and then press the connect button on the bottom right corner.....

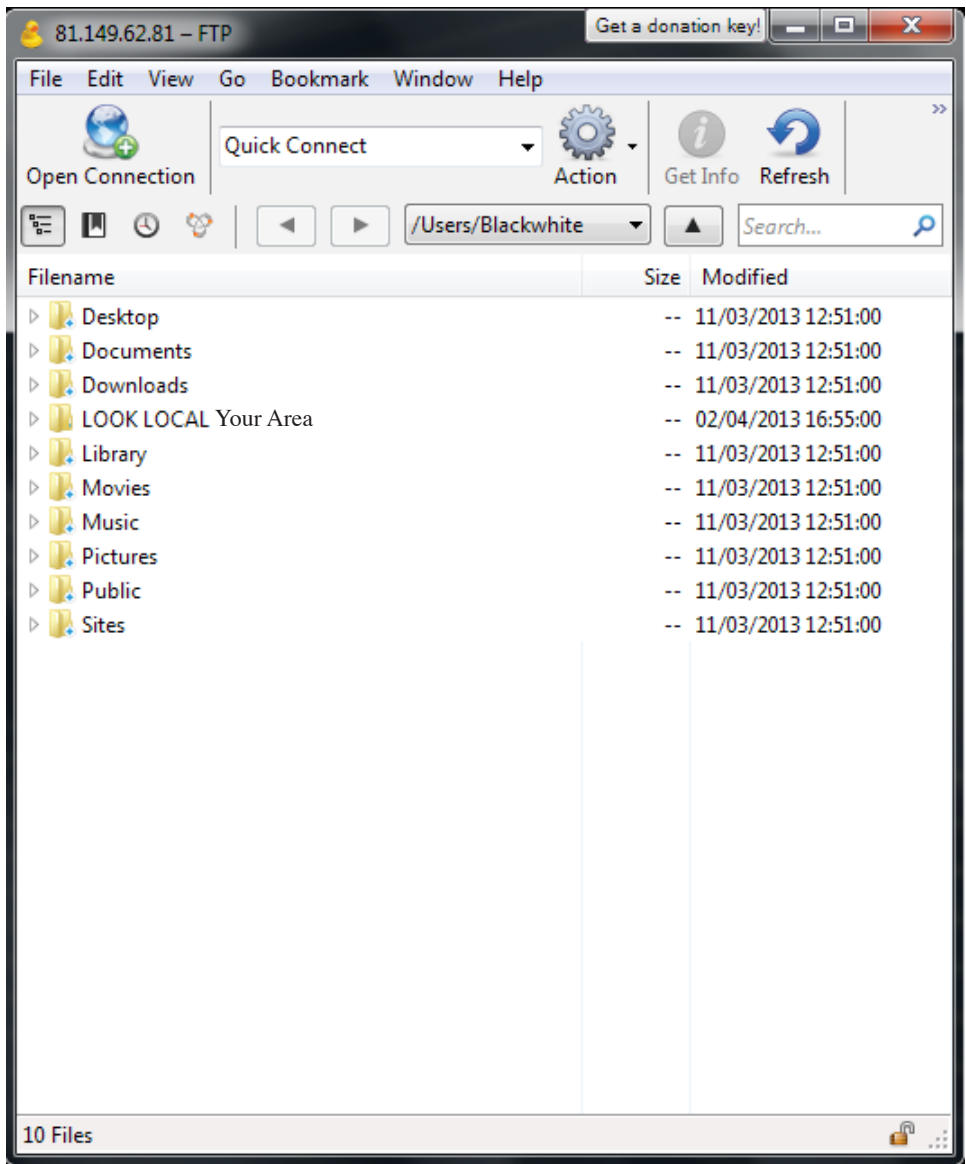
You should now see a screen like this....

Press Here to create a New Bookmark

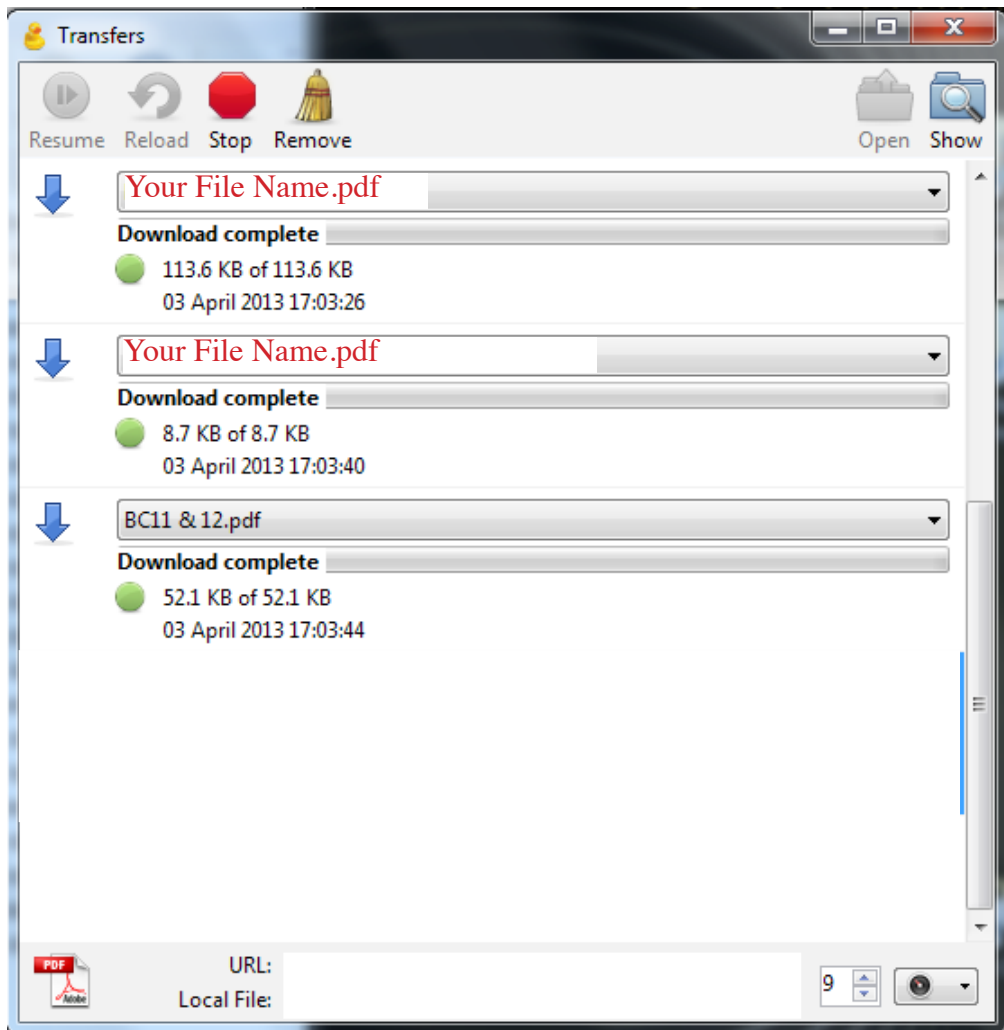


The only Folder you need to use is the **LOOK LOCAL** folder in capitals followed by your specific area....Press the Bookmark button to create a New Bookmark....This will now put a bookmark just for your FTP in the centre next time you Launch Cyberduck. Double click this bookmark and it will take you straight to the screen above without having to go through all the previously explained steps.

Double click the **LOOK LOCAL** folder and you are now ready to **Upload** your Files.

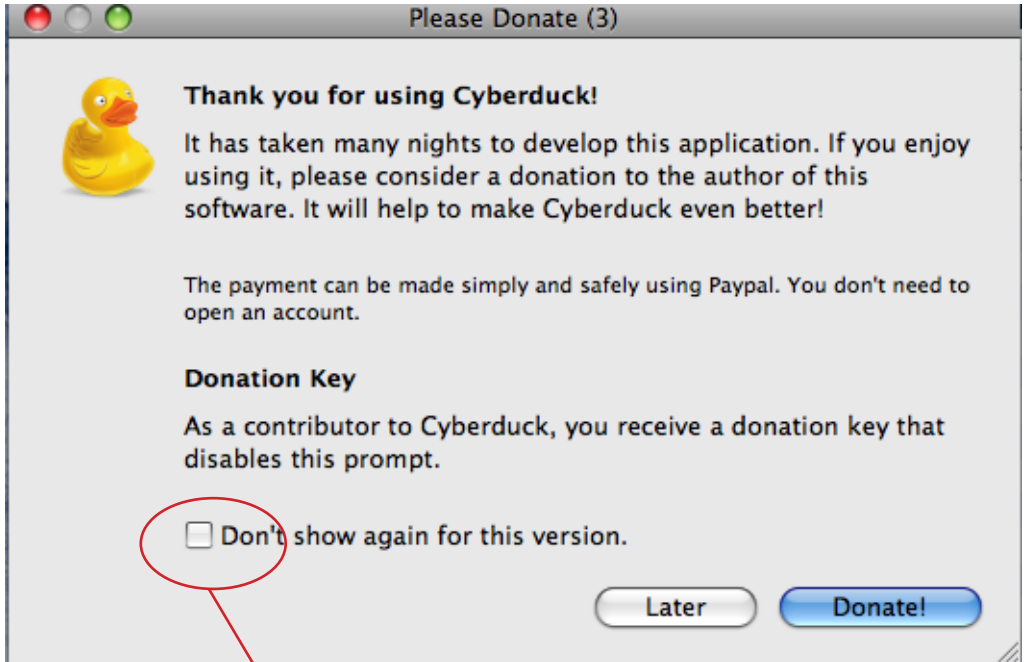


To Upload your Files Just simply Drag & Drop them Inside your **LOOK LOCAL FOLDER**.....You will now see a screen like this...



Once all your files have completed Uploading you can close Cyberduck & Email us to let us know you have uploaded the files. We will then check the files & Rip them to make sure all is ok. Once we have done that, we will put them back on the FTP in a Folder Marked...RIPPED PROOFS and email you to let you know they are there ready for you to check. All you will need to do then is Launch Cyberduck, double click your BOOKMARK and Open the LOOK LOCAL FOLDER....Find the RIPPED PROOFS FOLDER & Drag the Files onto your Desktop. You can now check all the pages for any Errors & email us back if all is ok to proceed to Print.

When you Exit Cyberduck you will see a screen like this...



Tick this Box and then Click Later...

By doing this you won't see this message again. This message comes up because it is a Freeware Software which relies on People Donating....YOU DO NOT HAVE TO IF YOU DON'T WANT TO...It is Your Decision to Donate OR Not.

Any Problems Using this Software please don't hesitate to contact us & we will help you as much as we can. Our Contact details will also be emailed to you along with your specific Username & Password.