



# FTP File transfer

with Windows® & Internet Explorer®

# BEFORE UPLOADING, PLEASE NOTE:

An anonymous FTP site is not secure. We have taken measures to prevent people from downloading files that others have uploaded. However, if you need to upload sensitive documents, please contact us at (312)357-9050 to arrange an alternate method of transferring them to us.

After uploading your file(s) please send an email to [service@emailbest.com](mailto:service@emailbest.com) telling us what files you have placed on this site and any job instructions. Please mention that you used the anonymous FTP, and be sure to include your contact information.

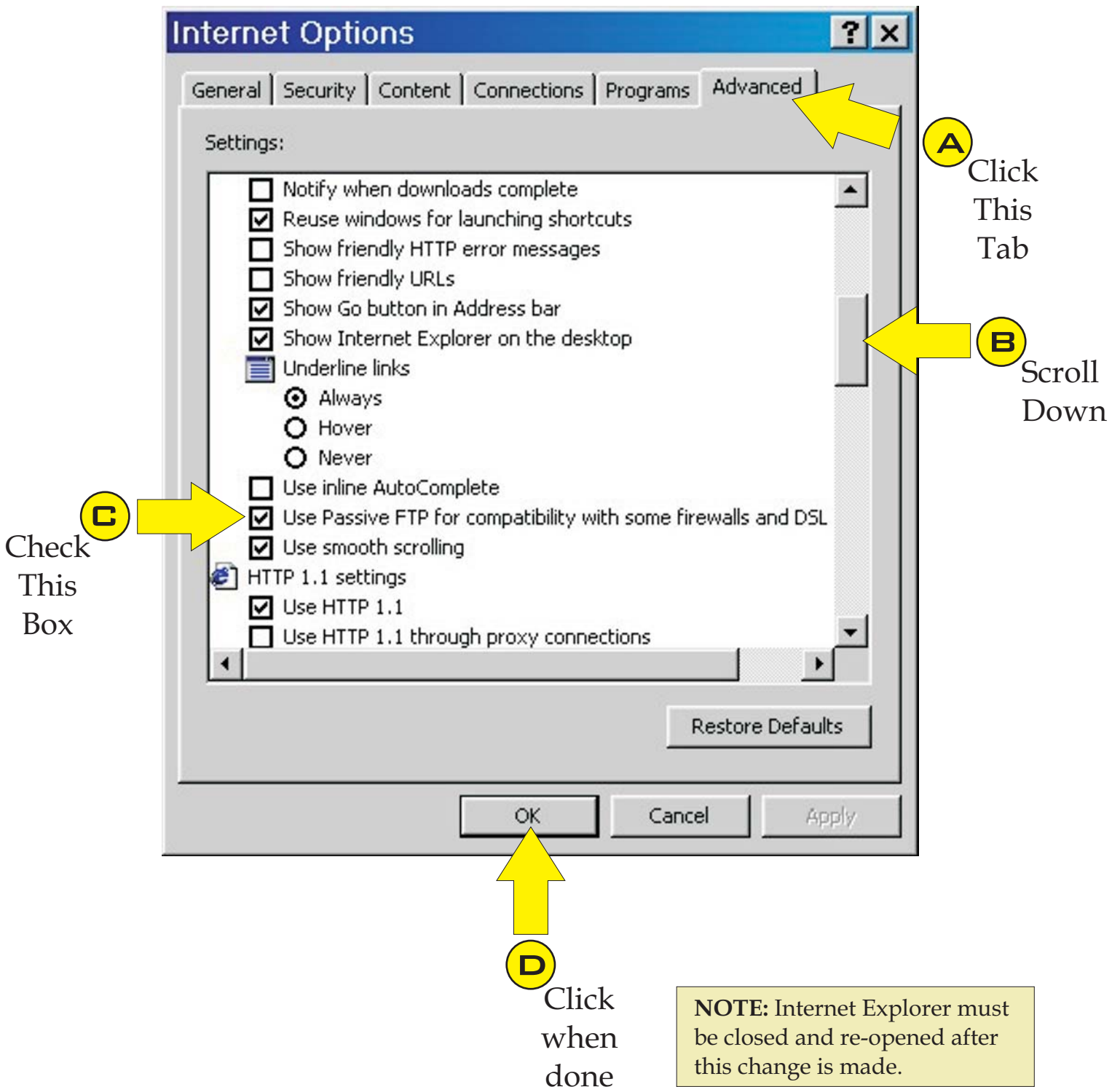
The first thing to do is set Internet Explorer to use passive FTP transfer. If you skip this step, you will probably get an error trying to connect.

**NOTE:** If you are using IE 5.0 or older, this may not work, as it does not offer a “passive FTP” option.

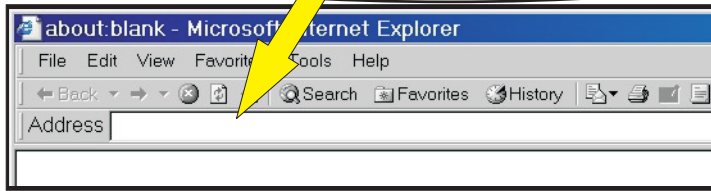


In the **Tools** menu, select **Internet Options**.

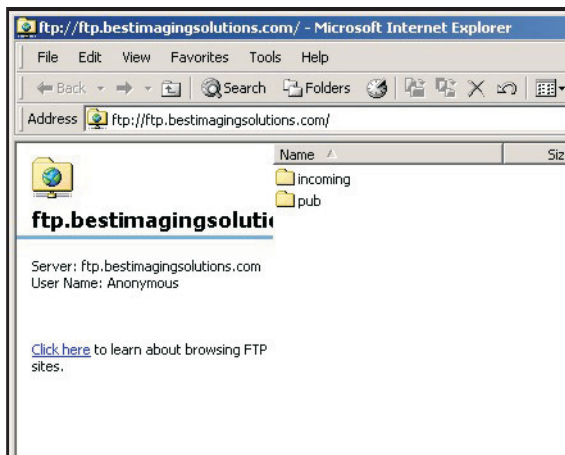
In the Internet Options window, click the **Advanced** tab. Then, scroll down to the box labeled “Use Passive FTP...” Check that box. Click OK when done.



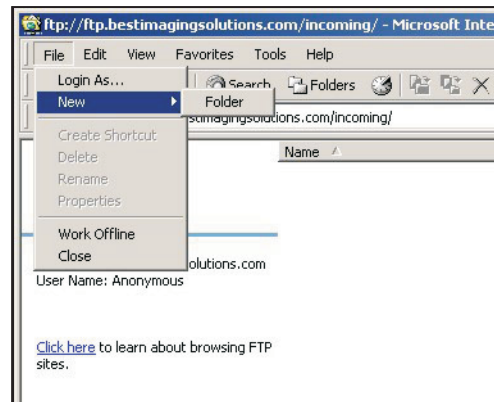
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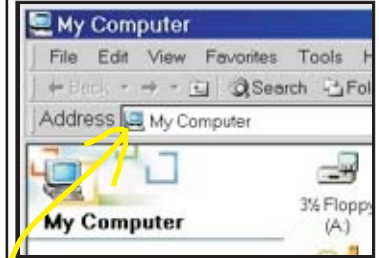
Once the server logs you in, you will see a window similar to the one below. Open the Incoming folder.



Drag your files into the Incoming folder. If you want to make a new folder in the Incoming folder, open the FILE menu and select New, then Folder.



### TIP



If you don't want to use Internet Explorer, you can use Windows Explorer instead. Simply open your "My Computer" window and type the FTP address in the Address bar. It works the same as IE, and sometimes will work even when IE gives an error.

Remember to send an email to [service@emailbest.com](mailto:service@emailbest.com) after uploading files.