



Hopkins Printing

Electronic File Transfer Guide



At Hopkins Printing, we continually strive to provide our customers with solutions that we believe will help simplify the printing process. As such, we'd like to invite you to take advantage of the various ways to send us your files electronically.

This all-inclusive document details the tasks you should complete before sending us your files, the various ways to send us your files, any software you may need, and instructions for using that software.

If you have any questions, please feel free to contact us for more information.



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Preflight Tasks

Before you send your files to us, there are a few tasks that need completed:

- ▶ You have completed the **Prepress Form and Checklist** (attached to this PDF*).
- ▶ You have collected all your files (along with the completed Prepress Form and Checklist) into a single folder** and compressed*** it.

* See instructions on page 11 of this document on how to detach the Prepress Form and Checklist from this PDF.

** See page 4 on how to collect your files into a single folder.

*** Compressing your files into a .zip file helps protect your files so they don't fall victim to potential corruption while they are in transit (fonts especially). Fortunately, this is easy to do and there are plenty of free software options in order to do this:

Mac OS X - 10.4 "Tiger"

With all files in a single folder, control-click (or right-click) the folder and select *Create Archive of <Folder Name>*. No 3rd party software is needed.

Mac OS X - 10.5 (Leopard) and 10.6 (Snow Leopard)

With all files in a single folder, control-click (or right-click) the folder and select *Compress <Folder Name>*. No 3rd party software is needed.

Windows 2000/XP/2003/Vista/7

Windows users can download **IZArc** (www.izarc.org) for free if they have no pre-existing compression software.

Instructions are included later in this document on how to use IZArc.



Collecting Your Files

Many of the popular page layout applications have a feature that collects the final document, used fonts and graphics/images into a single folder. Below is a list of applications and where its collect feature is located. **More detailed documents on how to use this feature in many of the popular page layout applications are available on the Hopkins University page of our website:**

<http://www.hopkinsprinting.com/index.php/services/hopkins-university>

<u>Application</u>	<u>Feature</u>	<u>Location</u>
Adobe InDesign	Package	Under the File menu
Adobe PageMaker	Save for Service Provider	Under the Tools menu
Adobe Freehand	Collect for Output	Under the File menu
Adobe Illustrator	<i>No known feature*</i>	
QuarkXPress	Collect for Output	Under the File menu
Microsoft Publisher	Pack and Go	Under the File menu

*3rd party software is available that can help with collecting files. Please visit the Hopkins University page on our website and download the Adobe Illustrator *Collect for Output* document for details about alternative solutions.



How do I send my files?

Hopkins Printing offers several ways in which you may send us your files:

- **Electronic Mail (Email)**
- **Website File Upload**
- **File Transfer Protocol (FTP)**

[Electronic Mail \(Email\)](#)

As you know, email is an efficient way to send files. See page 6 for a detailed description of our email capabilities.

[Website File Upload](#)

Our website has an upload feature where you can upload files to our FTP site. This method requires no special software or settings. You will, however, need to supply some basic contact and file information before the upload can begin. Files of all sizes can be uploaded using this method.

[File Transfer Protocol \(FTP\)](#)

In lieu of using our website, you can also use dedicated FTP software. Our FTP site is available 24 hours a day and because of its vast amount of storage space, file size is of no consequence.



How do I send my files? cont.

Now that all Preflight tasks have been completed, your file is ready. The question you may have is, “Which method should I use to send my file?” Generally speaking, small files of less than 5 megabytes* are good candidates for email.

Hopkins Printing has two primary email addresses for sending files:

prepress@hopkinsprinting.com

mailing@hopkinsprinting.com

You may be wondering which email address to use. Any files (fonts / graphics / layout file) related to the actual press printing of your files should be sent to the prepress account while mailing lists (spreadsheet / database / text file) should be sent to our mailing account.

* Hopkins Printing has a dedicated email server system which is capable of handling file attachments much larger than 5 megabytes. You are more than welcome to email us larger files but successful transmission of your files will depend upon your email servers capabilities. Contact your email system Administrator for more information.



How do I send my files? cont.

If your file is larger than 5 megabytes and your email system is not capable of handling larger files, Hopkins Printing has an FTP site for handling larger files.

There are two ways you can upload your files to our FTP site:

Website File Upload (preferred method)

Using your web browser:

1. Open your web browser to www.hopkinsprinting.com
2. Click the **FTP Services** link in the upper right corner of the site.
3. Choose the type of file you are sending to us: Printing or Mailing
4. Complete the online submission form.
5. Choose the file(s) you wish to send us.
6. Click the **Begin Upload** button.

That's it. **No additional software or settings are necessary.**

FTP Software

If you encounter problems using our Website File Upload system, the use of dedicated FTP software is supported:

Mac OS X

Mac users can download **CyberDuck** (www.cyberduck.ch) for free. Instructions are included later in this document on how to use CyberDuck.

Windows NT/2000/XP/2003/Vista/7

Windows users can download **FileZilla** (www.filezilla-project.org) for free. Instructions are included later in this document on how to use FileZilla.

User Names and Passwords

For Prepress/Graphic Files:

Server = uploads.hopkinsprinting.com
Username = printfiles
Password = printing

For Mailing Lists:

Server = uploads.hopkinsprinting.com
Username = mailfiles
Password = mailing



IZArc Instructions

www.izarc.org

If you already have compression software other than IZArc, simply use that software to compress your files into a single zip file.

1. Install IZArc using the default options as presented with its Install Wizard.
2. After installing IZArc, find the collected folder containing the files you are sending us.
3. Right-click the folder and choose **IZArc** → **Add to <Folder Name>.zip** from the contextual menu that appears.
4. This will create a zip file in the same location as the original folder.

If you have other compression software, simply use that software's procedures to create a zip file of the collected folder.



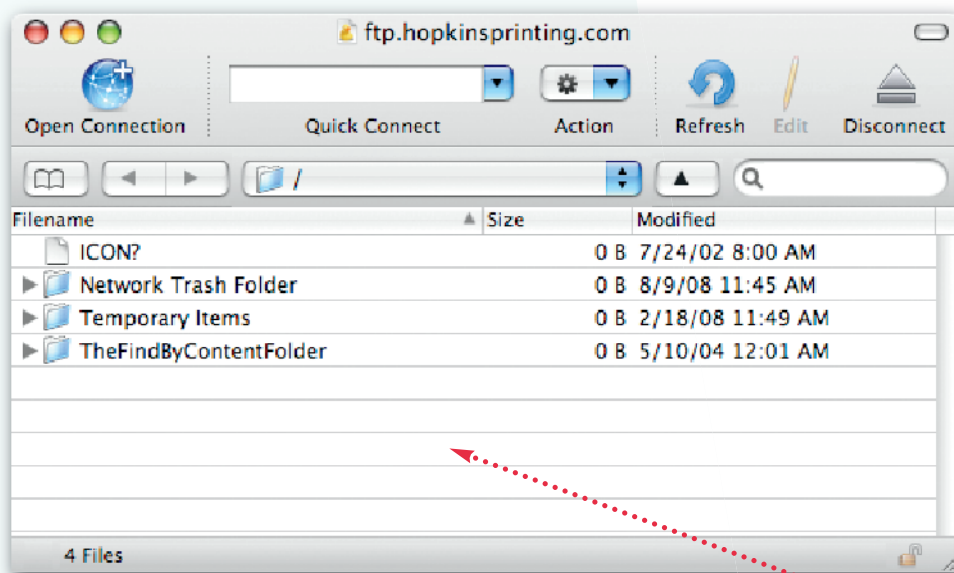
CyberDuck Instructions

www.cyberduck.ch

If you already have an FTP software package you wish to use, simply use that software to upload your file(s). FTP site address, user name, and password can be found at the bottom of page 7 earlier in this document.

1. Install CyberDuck using the instructions provided with the software.
2. Open CyberDuck and click the **Open Connection** button.
3. Complete the *Server*, *Username*, and *Password* fields and click **Connect**.

The following window appears:



4. Simply drag your Zip file(s) into the window above.
5. When the transfer is complete, click the **Disconnect** button, and close CyberDuck.



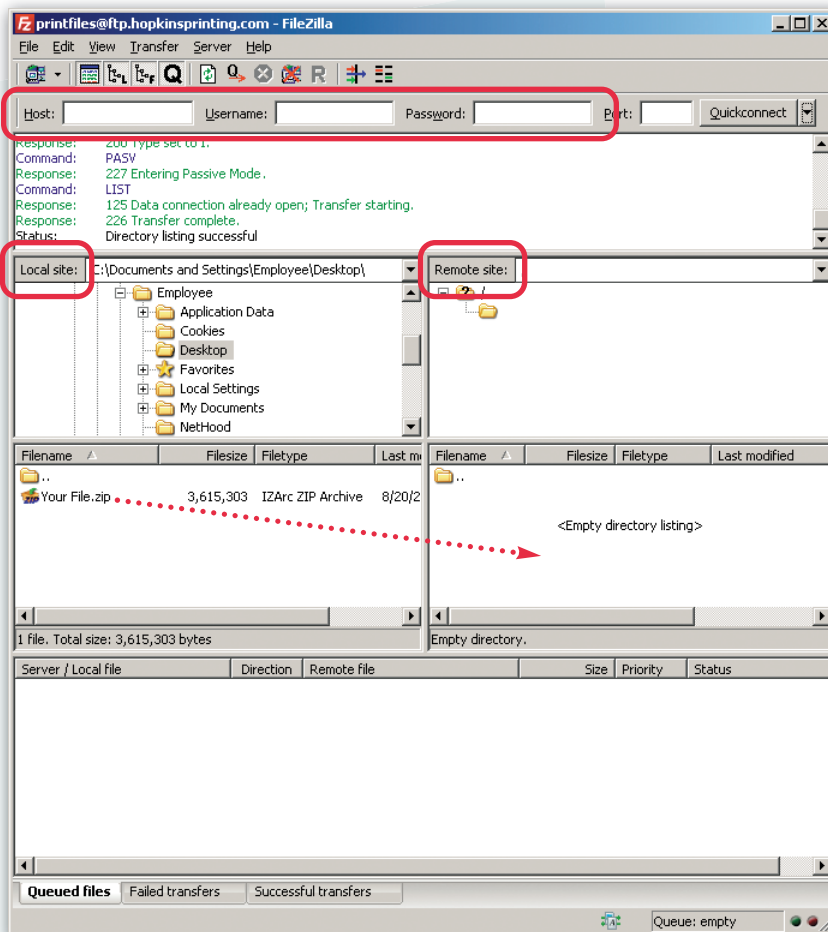


FileZilla Instructions

www.filezilla-project.org

If you already have an FTP software package you wish to use, simply use that software to upload your file(s). FTP site address, user names, and passwords can be found at the bottom of page 7 earlier in this document.

1. Install FileZilla using the instructions provided with the software.
2. Open FileZilla. The following window appears:



3. Complete the **Host**, **Username**, and **Password** fields and press the **Return** or **Enter** key to connect.

4. The column on the left is the **Local site** (your PC) while the column on the right is the **Remote site** (our FTP site).

5. Navigate to the location of the file on the **local site** you are sending and drag it to the **remote site**.

6. Once the transfer is complete, click the **Disconnect** button () and exit out of FileZilla.



File Detachment Instructions

Beginning with later versions of Acrobat, the ability to attach a file to a PDF (like you would to an email) has been added. Attached to this PDF is the Prepress Form and Checklist (also in PDF format) mentioned earlier in this document.

If you plan on sending us a disc, please detach, print out, and complete the Prepress Form and Checklist and include it with the disc you are sending us. If you intend to send us your files electronically, the Prepress Form and Checklist can also be filled out electronically and saved* in the collected folder you are sending.

The **Attachments** panel should automatically appear at the bottom of the screen each time you open this PDF. If it is not present, it can be revealed by going to the **View** menu and choosing:

Navigation Tabs → **Attachments** in Acrobat 7

Navigation Panels → **Attachments** in Acrobat 8 and 9

To detach the Prepress Form and Checklist in Acrobat:

In the **Attachments** panel, select the *Prepress Form and Checklist* and click the **Save** button choosing a location to save it to.

*Version 7 or later of Acrobat Reader is needed to fill out and save the Preflight Form and Checklist electronically. The latest version of Acrobat Reader can be downloaded using the following link: http://www.adobe.com/go/EN_US-H-GET-READER



Thank You

We, the employees of Hopkins Printing would like to thank you for taking the time to review the contents of this document. We believe that using the information contained herein during the preparation of your project will help your project flow more smoothly. This will help us ensure we are able to deliver your project on time as promised.

If you have questions about anything contained in this document, please do not hesitate to contact your sales or customer service representative so that we may get you the answers you need right away.

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