

Using FileZilla to FTP jobs to United Color Lab

FileZilla is an easy FTP program that allows a direct connection from your computer to United Color Lab's FTP server. Transferring files is simply "drag and drop".

Pages 1 and 2 show how to set up your FTP access connection. This is a one time process. Pages 3 and 4 show how to transfer your files to us.

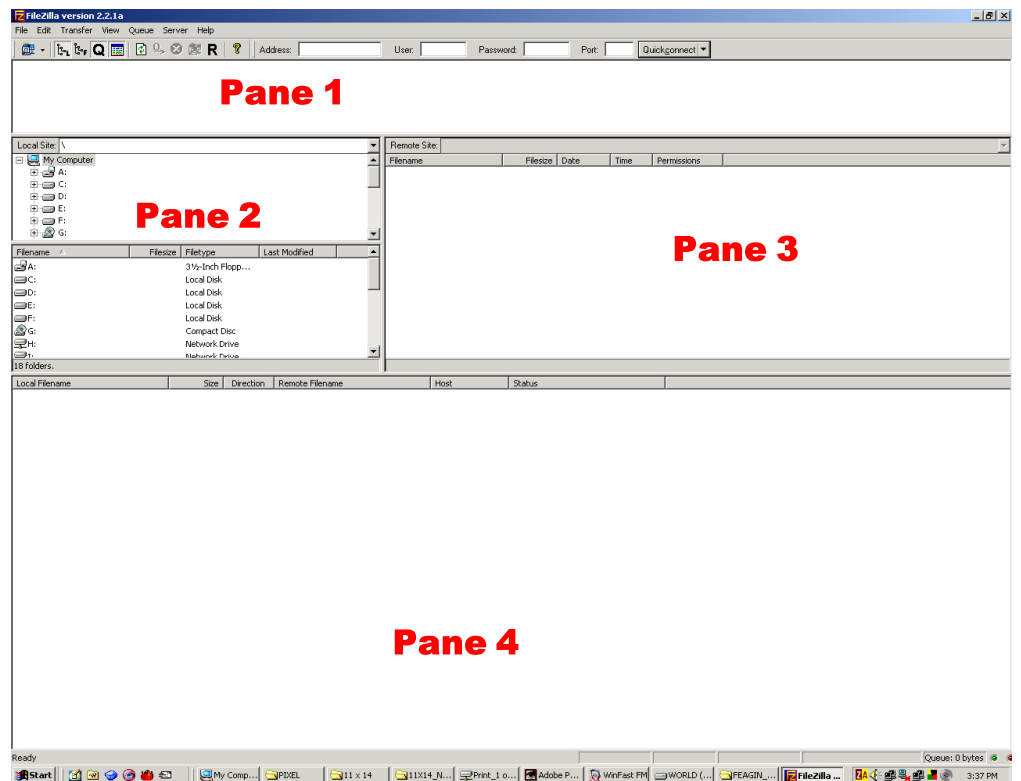
Open Filezilla.

Pane 1 is transfer status message center.

Pane 2 is the directory of files and folders on your computer.

Pane 3 is your folder on our FTP site.

Pane 4 shows the transfer of your files.



To setup your FTP connection :

Click on the leftmost icon on the toolbar.

The FTP Site Manager opens.

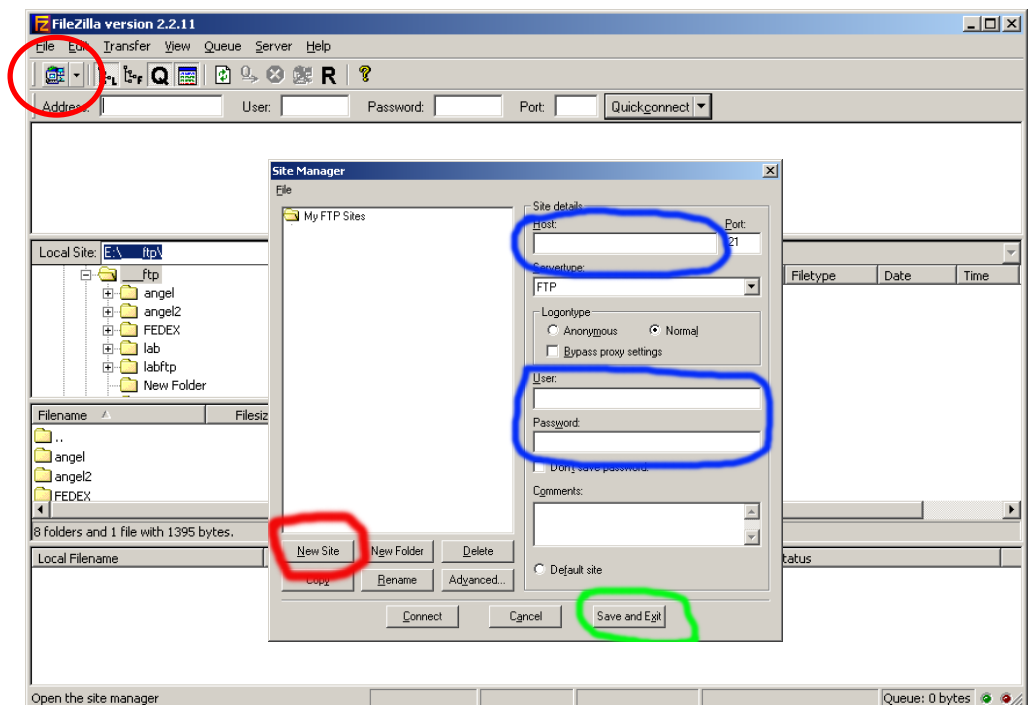
Below the **MY FTP SITES** window, click **NEW SITE** button.

Type UNITED213 in the blue box.

To the right, in the HOST box, type 70.151.85.213

LOGONTYPE - change to NORMAL

Type in your user name and password



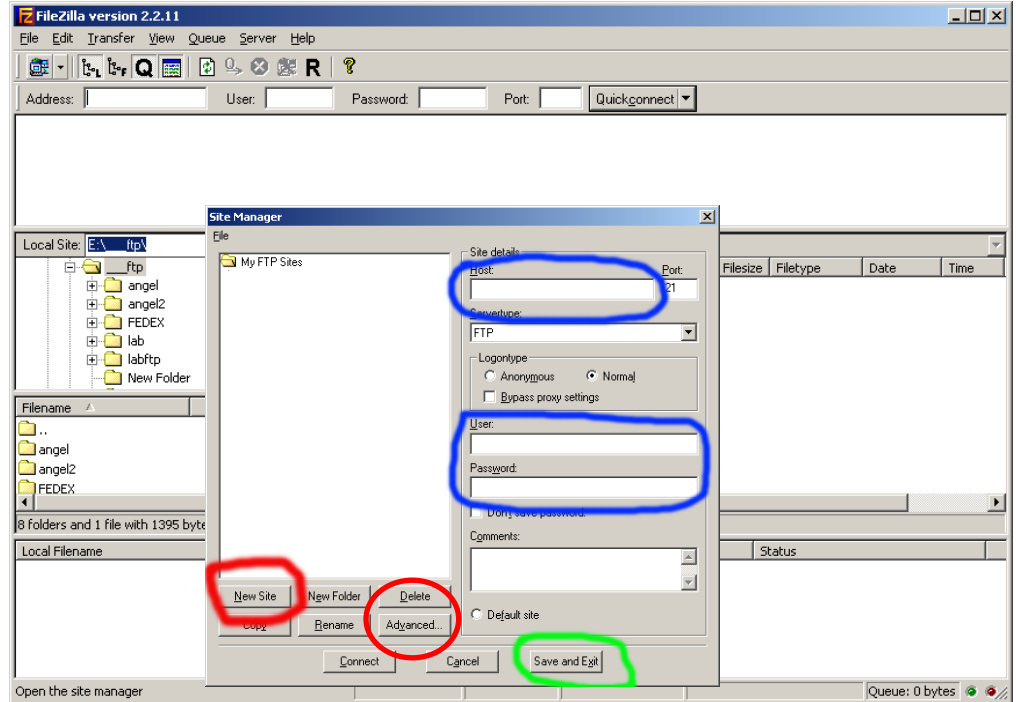
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Below the **MY FTP SITES** window, click **ADVANCED** button.

Change the *Passive Transfer Mode* from default to **USE ACTIVE**

Click **OK**

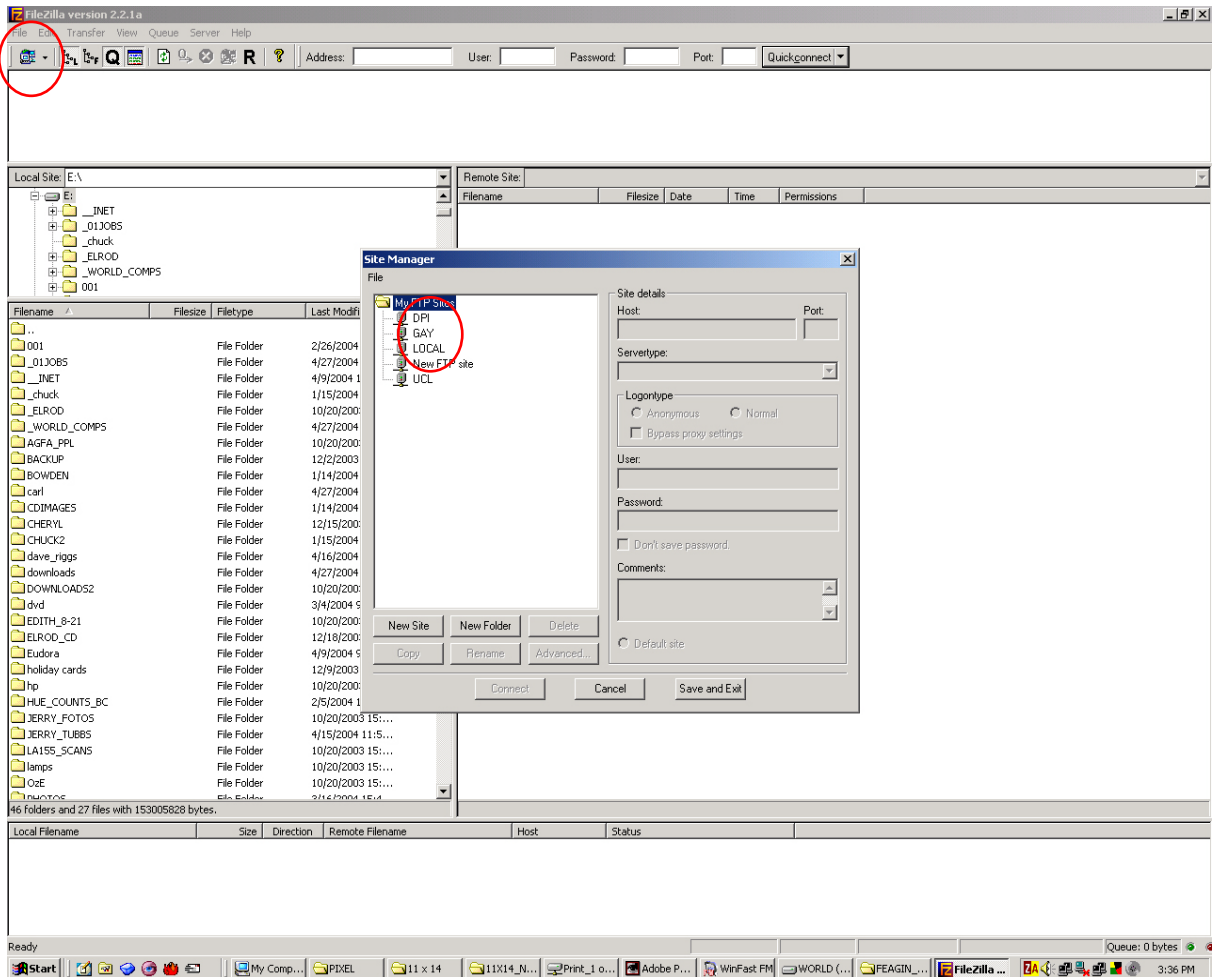
Click the **SAVE AND EXIT** button



You have now set up your access connection to our FTP server.

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Transferring Files.



To open an FTP connection and transfer files:

Click on the leftmost icon on the toolbar.

The FTP Site Manager opens.

Double click on UNITED213

Pane 1 will show connection status.

When connected to FTP site, in pane 3 (Remote Site) you will see WELCOME.TXT

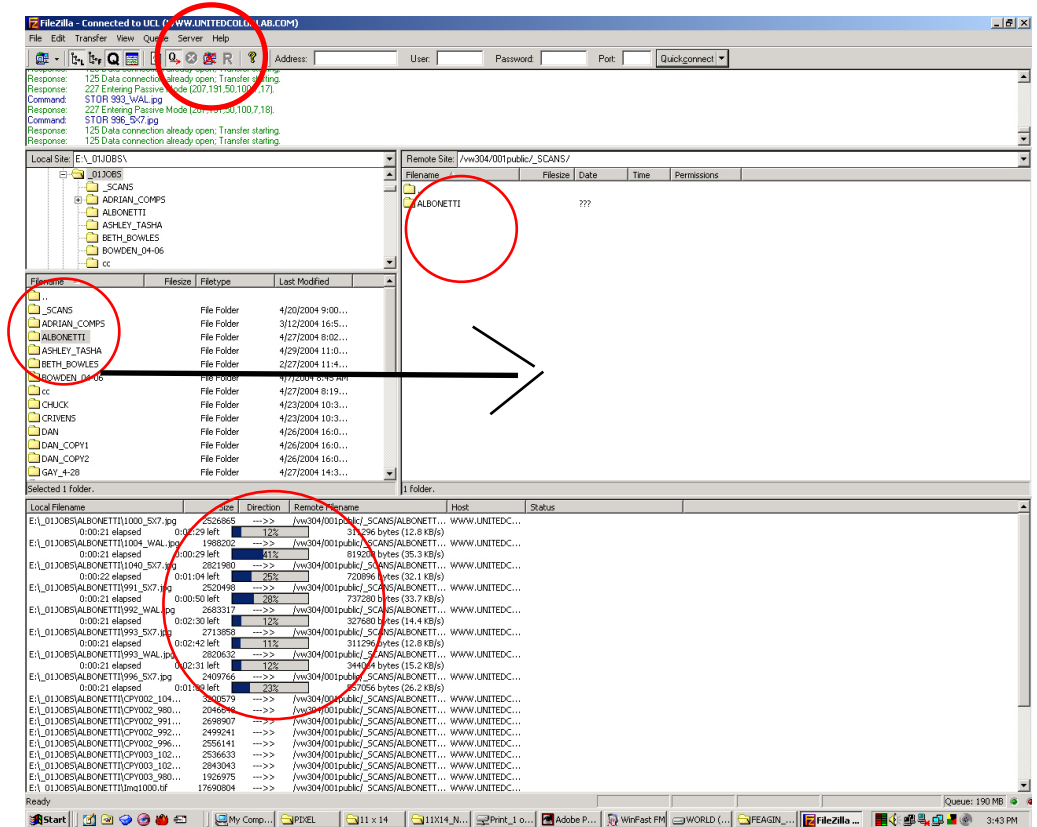
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Drag your folder or files from pane 2 to pane 3.

You will see the transfer status in pane 4.

When all files have transferred, click the RED X icon on the toolbar to disconnect.

Close Filezilla.



After all of your files have transferred, you must fill out our web order form.

Open your internet browser and go to <http://unitedcolorlab.com/forms/use/lab/lab.html>