

## OGP FTP Instructions

Sending us a file:

### Method 1.) Attach your file to an e-mail.

Our e-mail address is [info@oldgypsumprinter.com](mailto:info@oldgypsumprinter.com).

Just use the **attach** function to send us your file. Be sure the total e-mail size is 3MB or less. (Some e-mail servers place a restriction on the size of file they will allow to be attached to an e-mail message.)

Please call to check that we have received the file.

E-mail delivery with attached files is usually much slower than text only e-mail. It may take many hours for it to arrive at the Old Gypsum Printer.

### Method 2.) FTP your file to us.

You can use an internet browser or an FTP program to transfer/upload your files.

If **using an internet browser**, clicking here <ftp://ogp.zftp.com> will take you to a connecting window. You will need to enter the following information:

User Id: [prepress@ogp.zftp.com](mailto:prepress@ogp.zftp.com)

Password: mountains

Account: Prepress

Open the **customer files** folder. Drag and drop your file onto that screen. Please remember to compress your files or folder with a zip or stuffit compression program before uploading to the FTP site.

Be sure to notify us by e-mail [info@oldgypsumprinter.com](mailto:info@oldgypsumprinter.com) or phone, 970-524-1015 that you sent a file by FTP.

**Or**

Use an **FTP program such as Fetch:**

**Hostname:** ogp.zftp.com

**User Id:** [prepress@ogp.zftp.com](mailto:prepress@ogp.zftp.com)

**Password:** mountains

**Account:** Prepress

Open the customer files folder and drag and drop your file.

Please remember to compress your files or folder with a zip or stuffit compression program before uploading to the FTP site.

Be sure to notify us by e-mail [info@oldgypsumprinter.com](mailto:info@oldgypsumprinter.com) or phone, 970-524-1015 that you sent a file by FTP.