

## Windows Read Me File

Welcome to ftp.prismstudios.com - the Prism Studios, Inc. FTP server.

PLEASE READ THE INSTRUCTIONS BELOW BEFORE UPLOADING FILES TO OUR SITE.

### File Compression

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When uploading files, we prefer that you compress them to a file format such as .zip, .sit, or .hqx.

You will be unable to upload a directory (folder) unless it is translated to one of the file types above. Compressing files and directories (folders) has the added benefit of shortening your upload times. Use compression software such as Aladdin DropStuff or WinZip. These are available at [www.download.com](http://www.download.com) or [www.windowstracker.com](http://www.windowstracker.com).

### FTP software

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For best results when using the Prism Studios FTP Server, we recommend that you use FTP client software to access our server. Go to [www.download.com](http://www.download.com) and search for FTP software. Download and install the program of your choice.

### FTP file transfers

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Place the files you will be sending in a directory (folder).

Compress the directory (folder) containing your files as described above.

Launch your FTP client software.

You will need the following information to connect to our server to upload your files: SERVER NAME, USER NAME, PASSWORD and DIRECTORY (not used). Enter the following information into your program:

SERVER NAME = ftp.prismstudios.com

USER NAME = leave this field blank or type "anonymous" (no quotes)

PASSWORD = leave this field blank or type "guest" (no quotes)

DIRECTORY = leave this field blank

Connect to the FTP server.

There is a directory labeled "incoming" for anonymous file uploads from our clients. Open the "incoming" directory and upload or "put" your file(s) there.

Because you have write-only permissions for this directory, once you have uploaded a file you will not be able to see the file in the directory or delete the file. You will not be able to upload a directory (folder) unless it has been translated as described in the "File Compression" section above.

If you need to re-upload the same file (for example, if your upload was interrupted) change the name slightly or you may get an error. This is because the server will not overwrite a file with the same name.

#### Summary

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1. Please be sure that you have contacted us regarding the instructions and scheduling for your job, and to let us know that your file(s) will be arriving via FTP.
2. Place the files you will be sending in a directory (folder).
3. Compress the directory (folder) containing your files.
4. Enter the server name "ftp.primstudios.com" into your FTP software.
5. Connect to the server.
6. Open the directory named "incoming".
7. Upload your file(s).

Thank you.

#### Contact Information

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