

Client FTP Upload Instructions

Revision E



Skyline FTP Site:

Skyline Exhibits allows clients to upload production artwork into the 'pub' folder of our FTP Site.

You will have upload rights to only the "pub" folder. If you are on Mac OSX, we prefer that you compress your project with the "Create Archive" function of OSX, found under the "File" menu. This will create a special .zip file that will preserve all the unique portions of a Macintosh file. You can use .sit files, but we have had some trouble with them recently. If you are on a PC, you should "zip" your files. You should compress all the files of your project into one compressed file. You should try to keep the maximum upload size to around 200MB after compression. Larger jobs should be sent on CD or DVD. Make sure to name your upload file with the proper company name. You should only use letters, numbers, spaces and dashes in your file name. After you have uploaded, you should let your Skyline Sales Rep know you have uploaded to the "pub" folder and tell them the exact file name you used.

Windows PC: Web browsers such as Internet Explorer and Firefox will not work for FTP uploading. Instead use Windows itself, by opening the My Computer icon from the desktop. Then enter the address below into the address bar of the My Computer window with no spaces. Notice the ftp:// at the front instead of http://. ftp://ftp.skyline.com/pub/ Login window will appear, then enter User name as "skyline" and Password as "displays"

After connecting, you should see many files and folders. Drag your upload file into a blank white area of this window, among the other files and folders. If you are only seeing several folders, including a folder called 'pub' then you need to double click into the 'pub' folder before uploading.

Macintosh: Web browsers such as Safari and Firefox will not work for FTP uploading. We recommend downloading a FTP application called RBrowser from www.rbrowser.com. Once on the site, click the Download link, and click any of the download links for the version of Mac OSX that you run.

Once you launch RBrowser, click the "FTP Only" (freeware mode) button, and then use the logon info below in the New Site Login Panel:

Protocol: FTP

Host/Server: ftp.skyline.com Port: <Leave Blank>

Username/UserID: skyline (all lowercase letters)

Password: displays (all lowercase letters)

Initial Path/Directory: pub

Hit Connect

Now drag your upload file into the file listing, and avoid dropping it inside of other project folders.

If you are having difficulties after following the included instructions carefully, please contact John Gettler at our corporate Minnesota location at 651-234-3244 for technical assistance.