



FTP FILE UPLOAD FROM A MAC

You'll need to use an FTP program such as "Fetch" <http://fetchsoftworks.com/>. There are free versions to download on the internet.

1. Once Fetch is opened you'll enter the host address as:

ftp.imagemediagx.com

USER NAME: upload@imagemediagx.com

PASSWORD: imagemedia

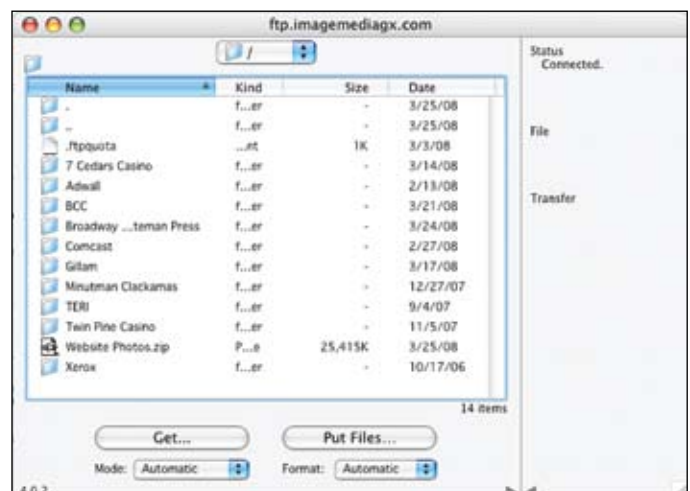


2. Once logged in just drag and drop your folder with your files into the programs live area. It should then copy and past over.

Be sure your not uploading more than 200 MB otherwise you will run out of room. If your file(s) are over 200 mb please call for further directions.

3. Once all of your files have been uploaded successfully e-mail us at geoff@imagemediagx.com to confirm your file upload.

Any question regarding this file transfer please contact Geoff Gillam at **1.800.824.8311**





FTP FILE UPLOAD FROM A PC

Windows XP

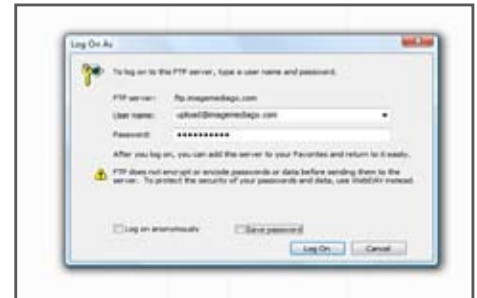
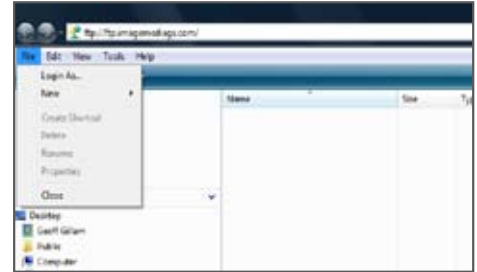
1. Open a web browser and in the url line (web address) clear everything out and enter...

ftp://ftp.imagemediagx.com

Microsoft Vista users go to the [Vista Login here](#).

2. Then under “FILE” go to “LOG IN AS...”
3. You should then get a dialog box asking for a user name and password.
USER NAME: upload@imagemediagx.com
PASSWORD: imagemedia
4. Once logged in just drag and drop your folder with files in it into the web browser. It should then copy and past over.
5. Once all of your files have been uploaded successfully e-mail us at geoff@imagemediagx.com to confirm your file upload.

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Windows Vista

1. Open a web browser and in the url line (web address) clear everything out and enter...

ftp://ftp.imagemediagx.com

This will bring you to a blank page.

2. Under your navigation bar find the “Page” button. Usually on the upper right side of the navigation bar.
3. Under “Page” select “Open FTP Site in Windows Explorer”. This will open the Windows Internet Explorer web browser. Select “Allow” if asked by Vista. This will most likely bring another message up saying “Windows can not access this folder...” Select “OK”.
4. In the new browser (Windows Internet Explorer) select “File” and then “Login”.
5. A login window will appear asking for a user name and password.
USER NAME: upload@imagemediagx.com
PASSWORD: imagemedia
6. You will then see the FTP index with all folders. Create a new folder with your name and drag and drop your files into it.
Be sure you’re not uploading more than 200 MB otherwise you will run out of room. If your file(s) are over 200 mb please call for further directions.
7. Once all of your files have been uploaded successfully e-mail us at geoff@imagemediagx.com to confirm your file upload.

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