

## CPY Secure FTP Site Instructions

The best way to send files to CPY for anyone that has access to an internet connection is via the secure FTP. You can enter your FTP login information (see below) into FTP client software such as:

Fetch (Mac) from <http://www.fetchsoftworks.com> or  
WS-FTP (PC) from [http://www.ipswitch.com/products/ws\\_ftp/index.asp](http://www.ipswitch.com/products/ws_ftp/index.asp).

This allows you to "log on" to the site and select files to send and/or receive.

### First, prepare the file

All files other than PDF, should be prepared properly before transfer or they may become damaged in the process.

#### Preparing to send files from Mac

On Mac OS/X, you can use the built-in archive function to create a zip archive.

#### Preparing to send files from Windows PC

PC file transfers, files should be zipped using WinZip available at <http://www.winzip.com>. Again, a PDF is not generally affected during file transfer and should only be stuffed or zipped if there are multiple files to be transferred and one file would be easier to send than many.

### File and Folder Names

Do not use any illegal characters or spaces in any filename. Legal characters are Aa through Zz, 0 through 9, "\_" (underscore), "-" (dash) and "." (period)

### FTP Client Login Info

Host Name: sftp.cgx.com

Username: will be provided by your sales rep

Password: will be provided by your sales rep

### Once Connected

Click on Folders on the left side bar, Then Click on the CPY Folder

You will see two folders once connected:

Incoming (for files coming to CPY that you want to drop off)

Outgoing (for files CPY is sending you to pick up)

To send a file – open the Incoming folder then the folder of your company name and upload your files into this folder. Once the upload is complete, then disconnect (if connected using an internet browser, close the window). The files will disappear as they are sent to our local job server. Please send your sales rep/CSR an email with the file name of what has been uploaded.

To pickup a file – open the Outgoing folder and download your files from there.

### Alternate Option – DropBox

If you are unable to use the Secure FTP site please send all files via dropbox – [www.dropbox.com](http://www.dropbox.com). If you currently have a dropbox account send the invite to the files to your sales rep. If you do not have a dropbox account that can handle large file transfers then contact your sales rep and an invite can be sent to you for uploading files to the cpy dropbox.

**If you have any questions or problems, please contact John Copeland at 713-249-3431**