



# FTP ACCESS

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Northwest Label provides FTP access on the internet for transferring files and links. Mac and Windows users can connect using the instructions below.

## **Get Fetch**

:: To download a shareware version of Fetch, go to

<http://fetchsoftworks.com>

site

**ftp.nwlabel.com**

for user name and password

**call your sales representative**

**WINDOWS ::** Most Windows users can access the FTP site by typing the address (ftp.nwlabel.com) directly into the address bar of the internet browser.

**If you are a Windows user and are having trouble ::** open your control panels > click on internet options (if you are using XP ... switch to classic view) > click on advance tab > check "use passive ftp" > close > re-connect to FTP.

**MACINTOSH ::** Macintosh users will need to access the FTP site with a client program such as Fetch. Use the info above to connect.

**If you are a Mac user and are having trouble ::** check for a preference or control that allows you to use "passive ftp".

**WHEN CONNECTED ::** Place files in a folder with identifying name ... place folder inside file named <put files here>.

**NOTIFY NW LABEL ::** send an email message to your sales rep and to the NW Label Art Department (art@nwlabel.com) stating that you have completed a file transfer and what the name of the folder containing the files is. To send printed proofs, see address at left.

## **CONTACT US**

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