



Parkwood Composition Services, Inc. and St. Croix Press, Inc.



FTP Instructions (*Macintosh*)

Requirements

To send files to Parkwood via FTP you need either a full-time or dial-up connection to the Internet. You can check with an Internet Service Provider in your area to get a connection. A 56 K modem is the recommended minimum. You need to get registered with St. Croix Press, Inc. (Parkwood's Parent Company) to use the secure FTP server. For temporary access you can use the username 'scp' and the password 'packers'. This will allow you to place files in temporary 'dropbox'. Contact Debbie Mealey or Lee Branjord to let them know your file name(s).

What Program Should I Use?

There are dozens of FTP programs that run on any platform that supports TCP/IP. So it really doesn't matter what program you use as long as you are comfortable using it. This instruction sheet will show you how to connect using the program Fetch for the Macintosh. Mac users can download Fetch from a link provided on our website. Go to www.stcroixpress.com and click on the Software Updates button. Click on the Fetch 3.0.3 link and you will be directed to the official Fetch website (<http://fetchsoftworks.com>) where you can download the software. Click the "Fetch 3.0.3" hyperlink to begin the download. Stuffit Expander is required to unhex the file. Once the download is complete, run the Fetch 3.0.3 Installer which was saved to your desktop. Fetch is shareware.

Uploading Files Using Fetch

1. Make sure you are connected to the Internet. After a connection has been established launch the application Fetch.
2. When Fetch opens you should see a window called New Connection...
3. Enter the following:
Host: ftp.stcroixpress.com
User ID: *User Name Here*
Password: *Password Here*
Directory: *Leave Blank* Click OK
You need to get registered with St. Croix Press to use the secure FTP server. If you don't have a User ID and a Password call St. Croix Press at 800-826-6622 or send an e-mail to ftpsetup@stcroixpress.com.
4. You can make shortcuts in Fetch by choosing "New Shortcut" from under the "Customize" menu. Enter the Host, Username, and Password and name the shortcut. The next time you open Fetch you can select your shortcut from the pop-up menu. It saves a fair amount of typing.
5. You should now see the main Fetch window with "ftp.stcroixpress.com" at the top.
6. You are in your own home directory now. The first time you using FTP this directory will be empty with the exception of a "pub" folder. This folder is a shortcut to the public folder on the FTP site. It holds public domain software updates, utilities, and the OFFSET PRINTER, St. Croix Press's quarterly newsletter. When you are in your home directory is the time when you can upload files to St. Croix Press.
7. To upload you can either drag files directly onto the Fetch window till a highlighted border shows up and then release the mouse button or click "Get File..." and navigate to where you have your file and click "Open". St. Croix Press prefers a "Binhex" format when uploading files to us. Fetch will immediately begin uploading the files. You will see a progress indicator on the right showing a running tally of how much of your file remains to be sent.
8. When the file is finished uploading successfully, the Transfer will say "Transfer Complete".