



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



## FTP Instructions (*Windows 95/98/NT/2000*)

### Requirements

To send files to St. Croix Press 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 (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).

### Sending Files via FTP

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 Cute FTP for Windows. Windows users can download Cute FTP from a link provided on our website. Go to [www.stcroixpress.com](http://www.stcroixpress.com) and click on the Software Updates button. Click on the Cute FTP link and you will be directed to the official Cute FTP website (<http://www.cuteftp.com>) where you can download the software. Click the "[Download Trial](#)" hyperlink to go to the download page. Enter your e-mail address and click "Downlad Now!" You will be directed to the CNet download page where you can click "Download Now" to begin the download. On the "File Download" window, select "Save this program to disk" and click OK and then navigate to the desktop and click Save. This is a 30 day trial version. It's up to you to take care of any licensing or purchasing agreements. When the download is complete, open the cuteftp.exe file. This will launch the installer. You should choose the following settings:

1. When prompted to choose your ISP, select 'Other'
2. Enter 'St. Croix Press' when asked to save the connection name.
3. Enter 'ftp.stcroixpress.com' as the site address.
4. Next, enter your username and password as assigned by St. Croix Press.
5. The next screen is for selecting your default local drive. This is where Cute FTP will default to on your hard drive. More than likely this will be your 'C:\' drive. It may also be a mapped drive, probably a server. You should select whichever drive most of your files are stored that you will be sending to St. Croix Press.
6. Next you can select either auto connect or right click menu. If St. Croix Press is the only FTP site you connect to, select "Auto," otherwise select the "Right Click" option.
7. You can now connect to St. Croix Press. If you selected 'auto connect' you will already be connected. If you selected 'right click' you'll need to right click on 'St. Croix Press' and select 'connect'.
8. You will then connect to our server. The left side of the screen is your local drive. The right side is the St. Croix Press server. You will automatically be logged into your home folder on the FTP site (right side).
9. At this point you need to navigate on the left hand screen and find the files you wish to send to St. Croix Press. Once you locate the files you can drag them over to the right screen to begin copying.

Happy FTPing! Call Parkwood at 800-844-2183 if you have any questions.