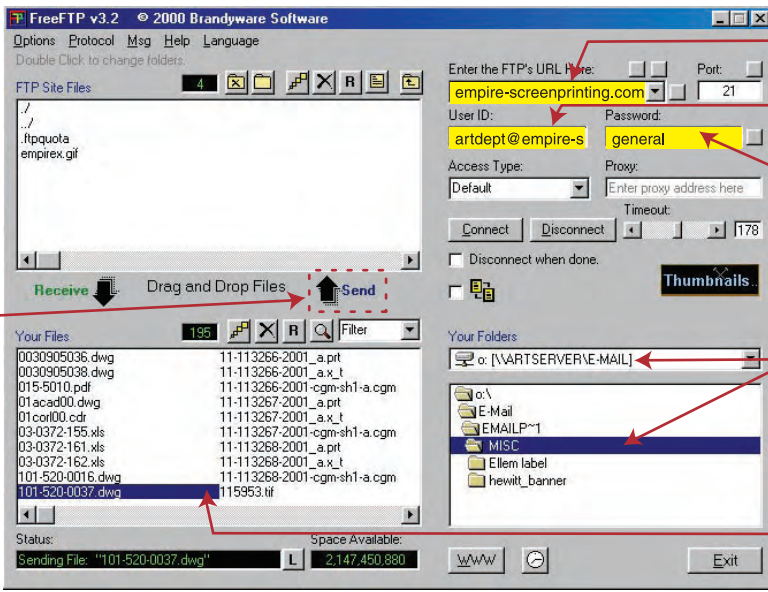# FILE TRANSFER PROTOCOL (PC)

- Files can be transferred to Empire's FTP site with a Mac or PC using almost any FTP software. It is best to use FTP software, not an internet browser like Internet Explorer. There are a number of software packages that can be downloaded free, (see FreeFTP below) or you can use one that is already installed on your computer. Files can be sent "from customer to Empire" and "from Empire to customer."

- Depending on which FTP program you are using the dialog boxes and steps may be slightly different.
  *Please note: Empire's FTP site and website are different addresses.

- Host or FTP URL: empire-screenprinting.com (Capitalization and dashes must be entered exactly as shown.)

- FreeFTP
  download at- htp://www.tucows.com/preview/195156.html
  - Different versions are available for different Windows operating systems.
  - Install on PC computer. A shortcut can be added to the desktop if wanted.
  - Launch FreeFTP and fill in boxes as shown.

Type in exactly as shown
empire-screenprinting.com

Type in your USER ID
(artdept@empire-screenprinting.com)
Type in your PASSWORD (general)

Browse to folder on your computer network where your files are
(will be different from shown to display your files)

Select your files, shift may be held to select multiple files. (will be different from shown to display your files)

Press SEND

- Please e-mail the art department at artpc@empirescreen.com after you upload a file; include the file name, your company name and your Empire sales person's name in the e-mail to help expedite your order. If you have any questions or concerns regarding the FTP, please direct them to artpc@empirescreen.com

Thank-You