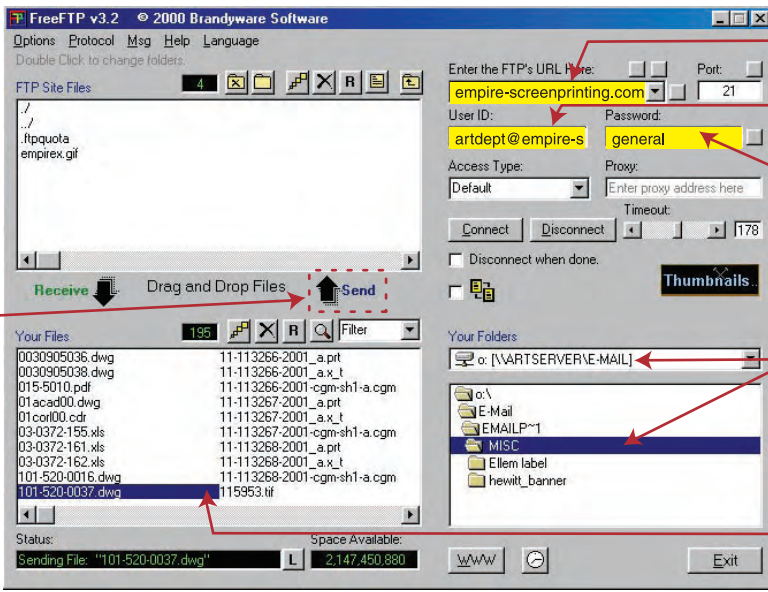


FILE TRANSFER PROTOCOL (PC)

- 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- <http://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.



The screenshot shows the FreeFTP v3.2 interface. Red callout boxes point to the following elements:

- FTP Site Files:** A box pointing to the 'empire.gif' file in the remote site list.
- Enter the FTP's URL Here:** A box pointing to the text 'empire-screenprinting.com' in the URL field.
- User ID:** A box pointing to the text 'artdept@empire-s' in the User ID field.
- Password:** A box pointing to the text 'general' in the Password field.
- Your Files:** A box pointing to a list of files in the local 'Your Files' pane, with a red dashed box around the '101-520-0037.dwg' file.
- Your Folders:** A box pointing to the 'MISC' folder selected in the 'Your Folders' pane.
- Status:** A box pointing to the status bar at the bottom, which shows 'Sending File: "101-520-0037.dwg"'. A red arrow points from the 'Your Files' list to this status bar.
- Buttons:** A box pointing to the 'Send' button in the top toolbar.

- 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