

FTP Instructions

1. COMPRESS LARGE FILES/FOLDERS

Compress file(s)/or folders using Stuffit for Macs or WinZip for PCs into .sit or .zip files. This step is not required, but can shorten upload/download time.

2. USE SIMPLE FILE NAMES

Avoid spaces and non-letter characters, such as * & # ! ^ % + > < , in file names. Use hyphens (-) or underscores (_) when necessary.

3. FTP SITE REQUIRES FTP SOFTWARE

Upload files using an FTP program such as Cyberduck, Fetch or Transmit for Mac users or WS_FTP or FTPWizard for PC users.

FTP Host:	ftp.marinmagazine.com
User ID:	marinmagftp
Password:	marin

Most of these programs have trial periods. If no FTP software is available, use an internet-based program such as YouSendIt.com for free, through your browser.

4. SEND PRODUCTION AN EMAIL - ONCE UPLOAD IS COMPLETE

After completing file upload, send an email to:
production@marinmagazine.com to confirm receipt of your file(s).

Thank you.