Mail Files FTP Instructions

Uploading to the FTP

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Upload mail files to the Southwest Offset Printing, Co. FTP site using the following steps:

1. Go to the appropriate FTP.

SOP (Gardena): http://sopftp.southwestoffset.com

San Jose: http://sjsop.ftp.southwestoffset.com

Web page (link) is the same for all operating systems and Web browsers.

2. Login

Enter user name and password on the log-in screen.

> *To obtain user name or password please contact your Customer Service Representative.*

3. Toolbars and Available Folders

The action toolbar will be at the top of the page and available folders will be on the left.

4. Upload Files

To upload files click on "Upload file(s)" button and follow instruction on right section of the page. Choose the number of files you want to upload from the drop-down menu, then choose each file from its origin location from your computer. After all locations are selected click the "Begin Upload" button.

Please always use the designated folder created for your job. Folder locations and access information can be provided by Mailing department or your designated Customer Service Representative.

5. Additional Files and Corrections

After the upload is complete if you need to upload more files or go back to the previous screen use the navigation buttons on top right of the page.

After files are uploaded you won't be able to delete them. If you need to make any adjustments or corrections, new files need to uploaded with new file names.

6. Logout

When the upload is complete use the "Logout" button to log-out of the FTP site.

Tips:

- All mail files need to be in comma separated or comma delimited format.

- For walk-sequence lists make sure you also upload layout and sequence run sheet. Make sure to include sequence order in layout.

- files can be supplied in forward (normal) or reverse order.

- If your files are not in comma delimited or comma separated format please contact our Mailing department to request an exception and estimate of additional charges.

> *If you require help with file upload, please contact SOP Prepress department on ext. 120 or (310) 965-9120.*

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