



## Mail Files - FTP Instructions

### Uploading to the FTP

October 2020

### Upload mail files to the Southwest Offset Printing FTP site using the following steps:

#### 1. Go to Southwest Offset Printing's FTP.

<https://sopftp.southwestoffset.com>

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

#### 2. Login

Enter Username and Password on the Login screen.

*To obtain Username or Password please contact your Customer Service Representative.*

#### 3. Toolbars and Available Folders

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

#### 4. Upload Files

To upload files click on the "Upload file(s)" button and a **File Upload** window box will appear. You can either "Choose Files By Selecting" each file from its original location on your computer or you can just Drag and Drop the files onto the window box. The name of the file(s) will show up in the box. After all files 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 the 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 be 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 (310) 965-9122.

*If you require help with file upload, please contact SOP Prepress department at (310) 965-9120.*