

UPLOADING INSTRUCTIONS

In order to use our FTP Server you need to have a client, to use to connect to our server. To use the Appleshare server you need a Mac with Appleshare client installed (default is installed).

The Address is <ftp.mailwayprinters.com>

IP for Appleshare: 24.220.3.202

Instructions for CuteFTP (Windows), Fetch 4.0 (Mac) AppleshareIP (Mac)

First off the client software.

<http://www.winfiles.com/> - All sorts of freeware and shareware
The FTP clients are located under Network Tools then FTP Clients.
Or just follow this link -- <http://winfiles.cnet.com/apps/98/ftp.html>

<http://www.bpftp.com/> - Bulletproof FTP
<http://www.globalscape.com/> - CuteFTP (recommended)
<http://www.ipswitch.com/> - WsFTP (lite version is free)

Mac Software

<http://www.macdownload.com/> - complete library of freeware and shareware.

<http://www.dartmouth.edu/pages/softdev/fetch.html> - Fetch Version 4.0 +

If you choose to use a Mac utilities other than Fetch or AppleshareIP you must stuff the files to avoid them becoming corrupted.

The next part explains how to transfer files with ftp clients.

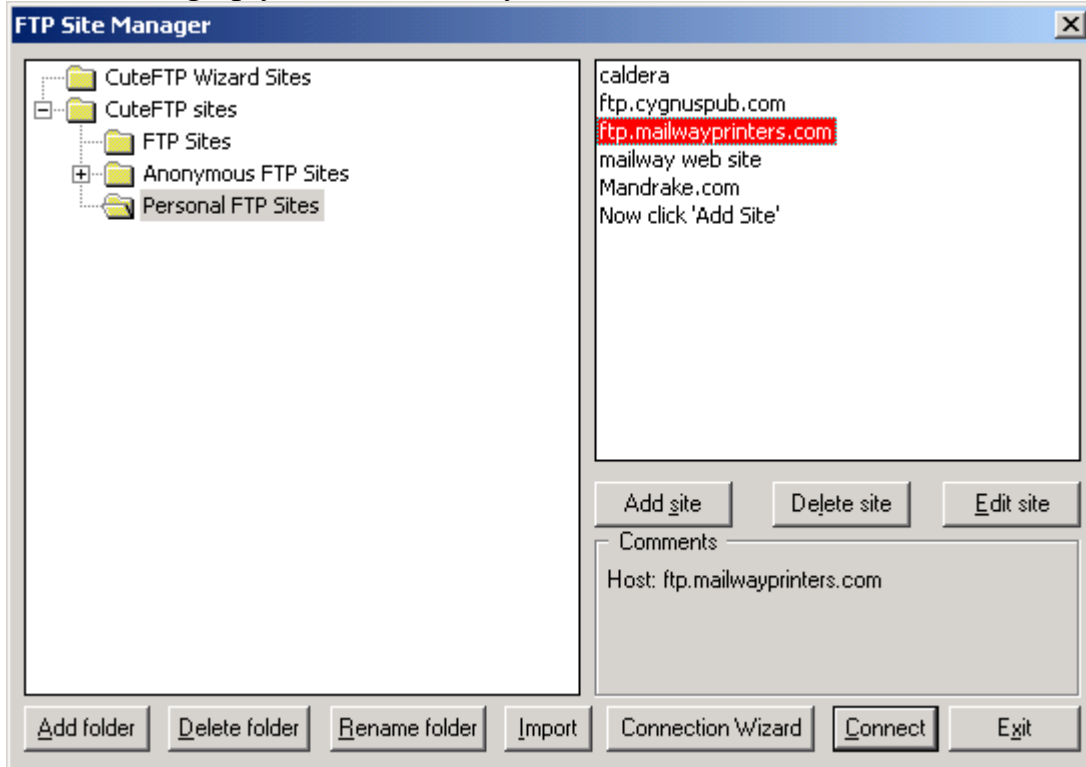
Download and install the software of your choice.

Second – the login and connection

Windows 95 / 98 / Me / 2000 / XP

Login and password is obtained from Mailway Printers, no guest or anonymous access is allowed for security reasons.

When setting up your FTP client you should have a screen similar to this.



Notice the site name: [ftp.mailwayprinters.com](ftp://ftp.mailwayprinters.com)
24.220.3.202 will work as well.

Edit Host

General | Advanced

Site Label: Host Type:

Host Address: Initial Remote Directory:

User ID: Password: Initial Local Directory:

Login type: ☒ Normal ☐ Anonymous ☐ Double

Transfer type: ☐ ASCII ☐ Binary ☒ Auto-Detect

☐ Enable Filtering

After Transfer is:

Edit Host

General | Advanced

Port: Connection Retries:

Delay between:

Max Safe Index Size:

☒ Logical Parent Dirs ☒ KeepAlive

☒ Auto-Load Index Files ☒ Use firewall

☐ AutoRename ☒ Resolve Links

Upload Filenames: ☒ Preserve Case ☐ Force Uppercase ☐ Force Lowercase

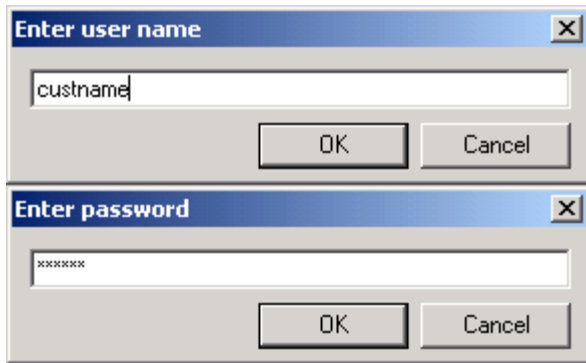
☐ Simple dir listing ☐ Shell Integration

☒ PASV mode

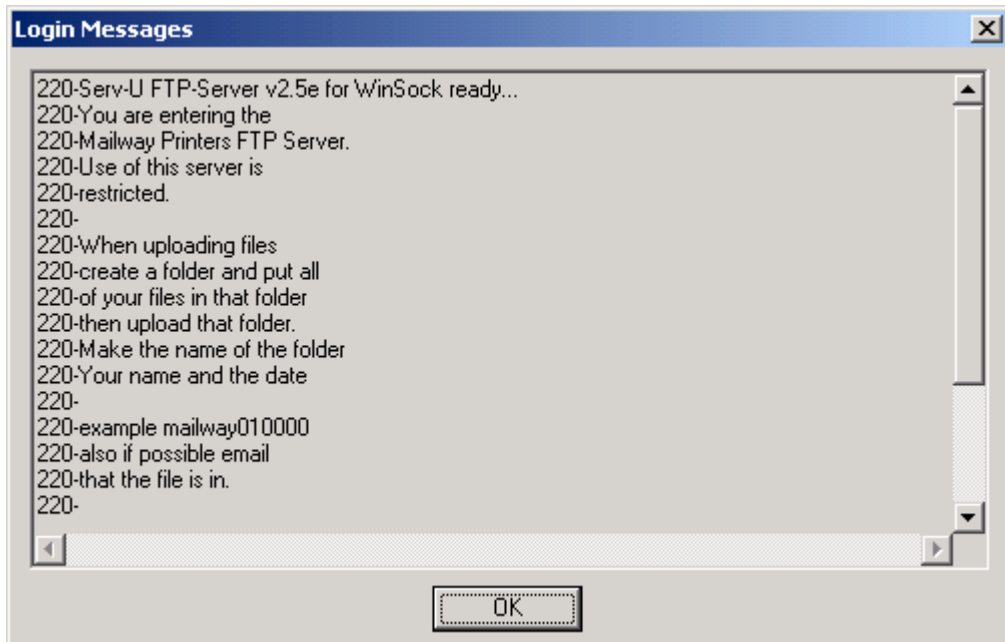
Comments:

Gray check-boxes mean: use defaults defined in main Options menu

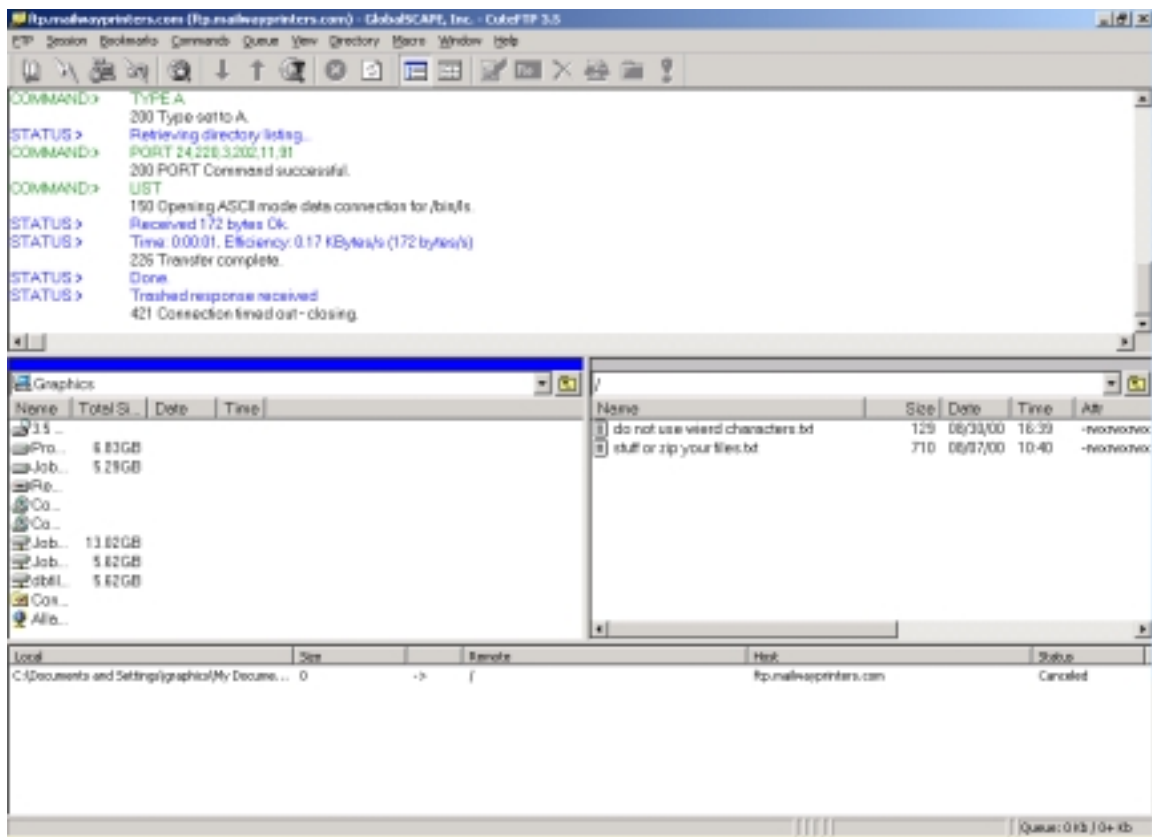
The port address is the default FTP port 21; other options depend on your connection to the Internet. Passive mode may work but you are better off not using Passive mode (PASV).



This is what you should get after you connect, or if these are specified in the ftp settings then the program will automatically do these steps.



Following a successful login, depending on the program you should receive a welcome message that is similar to the one pictured above. Certain products don't show this log so if you don't see it that doesn't mean you are not connected.



This is the main screen of CuteFTP – your local files are on the left, the servers are on the right. Upload by dragging the files you want to transfer over to the server side of the screen. You can upload single files or whole folders to our server. You are the only one that will be allowed access to your directory, besides Mailway Printers. Files that are uploaded, after we use them will be deleted. For this reason you should not use the server to store personal, non-job related files.

MacOS based FTP Product FETCH 4.0



The user ID: will be the account name that we gave you.

The password will be the same as the password we gave you.



After a successful connection you will see your folder, you have to go into your folder in order to store or retrieve files. Under the Put Files button you'll notice a pull down with the title of Format: File Type. This NEEDS to be set to BinHex or your files will get corrupted in the process of getting moved. The reason for this is a limitation in the MacOS file system in that it stores file information in a separate part of the file that gets stripped off.

Preferences

General Download Upload Firewall Misc Security

Default Download Mode: Automatic

☐ "Automatic" defaults to "Text"

☐ Overwrite files with conflicting names

☐ Use download folder:

Edit text files with: SimpleText

Default binary type/creator: Type: ??? Creator: ???

Recognize and decode:

- ☒ AppleSingle Format
- ☒ BinHex4 Format
- ☒ MacBinary Format

Cancel OK

Preferences

General Download Upload Firewall Misc Security

Default Upload Format: Automatic

☒ Add .hqx suffix to BinHex uploads

☒ Add .bin suffix to MacBinary III uploads

☐ Add .txt suffix to Text uploads

☐ Add Internet Config suffix to Raw Data uploads

☒ Encode and decode file and folder names

Cancel OK

Connecting using AppleshareIP

Because our server is now running on a Macintosh platform you can transfer your files through the chooser. This is a new feature for us and offers the best compatibility for Mac users.





Connect to the file server "mailwayftp" as:

☐ Guest
☒ Registered User

Name:

Password: ☐ Add to Keychain

2-way Encrypted Password

3.8.6



mailwayftp

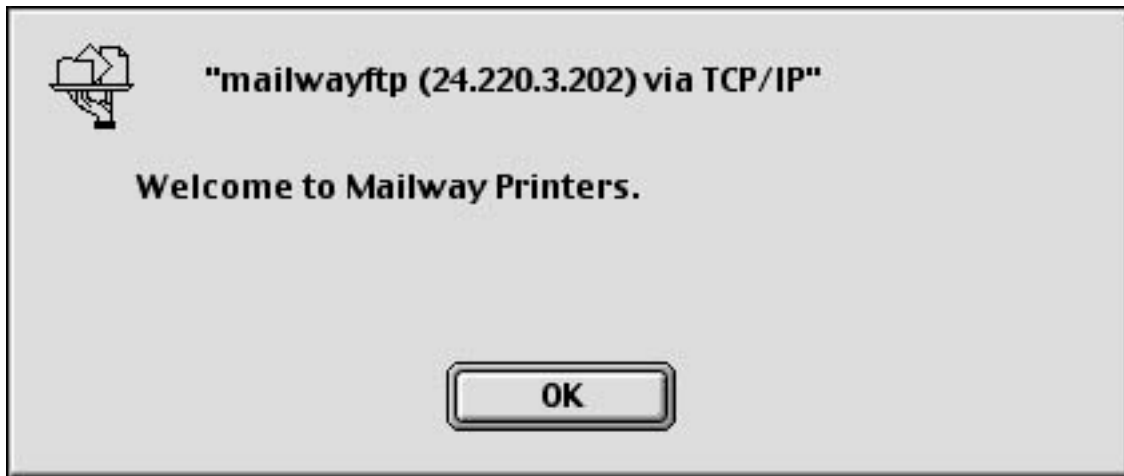
Select the items you want to use:

mailway	<input type="checkbox"/>

Checked items will be opened at system startup time

3.8.6

Do NOT check the box, just HIGHLIGHT your folder.
If you check the box it will attempt to connect everytime your computer starts.



You should now have an icon on your desktop.

Trouble Shooting and Tips

- Avoid using these characters as part of your filename
\\ : * ? " < > | - These are reserved characters for the OS
- Always Zip or Stuff your files
This especially goes for Macs, when a file transfers through a foreign system the resource forks get stripped off and the file then becomes a generic file (still works, just takes the time to figure out what the file is)
- If you can't stuff or zip a file, please follow these instructions
 - Use an appropriate extension so that we know what program the file came from.
 - name.qxd = Quark
 - name.fh5 = Freehand 5, .fh7 = Freehand 7, .fh8, .fh9
 - name.p65 = Pagemaker 6.5 file
 - name.pm6 = Pagemaker 6 file
 - name.psd = Photoshop, name.ai = Illustrator
 - name.eps = to many different programs...
 - name.cdr = CorelDraw
 - name.pub = Microsoft Publisher

- fontname.ttf, fontname.pfb, .pfm (**highly recommend** zipping or stuffing fonts; these are **virtually impossible** for us to recover after they have been corrupted.)
- <http://www.winzip.com/> - Windows
- <http://www.aladdinsys.com/> - Mac and Windows

- If you are getting timeout errors check these things
 - Is your ISP connection timing out first?
 - Try to reduce the file size, or upload fewer files at a time
 - Also the time of day is a factor, if between 1 and 4 or 5 and 8 the internet is at its peak time, try again later.
 - How fast is your connection? 56k Modem? Downloads will frequently timeout. Our server software allows uploads and downloads to continue where they left off. This allows you to quit in the middle of an upload and continue it later.
 - Our connection is a half of a T-1. So congestion on our end should not happen.
 - If you are still having problems, give us a call and we, or our in house tech can help you solve your problem.