

# MITCHELL PRESS

Every Impression Matters

## **PDF Information, FTP Site Access and Supplying Files**

### **PDF Information**

A link to our **PDF Information** folder which contains information PDFs and support files for creating PDF documents is available by linking to the **Resources & Downloads** page of the Mitchell Press home page. See graphic on next page.

### **FTP Utilities**

To access the FTP site it is always easier and better to use FTP client software such as Fetch for the Mac or CuteFTP or AceFTP (or any other client). However, if one is not available, information on how to access the FTP site is described on the **Resources & Downloads/ File Transfer** page of the Mitchell Press home page. See graphic on next page.

### **A Note to All Users**

PDF files may be uploaded uncompressed. All native files, linked graphic files and font files should be compressed. MAC files should be stuffed to .sit or sitx files and PC files zipped to .zip files.

When uploading is completed, please e-mail a note to our prepress department at: **prepress@mitchellpress.com**

### **Supplying Pagination Application Files**

Clients may, at their discretion, supply the layout pages, support files and fonts used in the preparation of the PDF files. These files are to be used only by Mitchell Press as a backup resource. All files should be compressed if possible. MAC files should be stuffed to .sit files and PC files .zipped. Please check with the prepress department to verify that the department can support the pagination application.

## Resources & Downloads / PDF Information

Mitchell Press Ltd. - Resources & Downloads

http://www.mitchellpress.com/resources\_downloads.html

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Simply click on the links below to obtain a credit application, prepress information, or instructions on how to upload/download projects.

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## Resources & Downloads / File Transfer

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### File Transfer

**To log in to your assigned client folder:**  
To facilitate file transfers, it is recommended to use an FTP utility like Fetch (Mac) or AceFTP (Windows).

[Click here](#) to access PDF information and utilities required to create PDF files suitable for print production at Mitchell Press.

**To log in using an FTP utility:**  
Host: ftp.mitchellpress.com  
User ID: clientid  
Password: clientpassword

**To log in using OS X-based system:**  
On the finder, select Connect to Server from the Go menu. Enter `afp://ftp.mitchellpress.com` into the address bar.  
Enter your user name and password.  
Select your assigned client folder.

**To log in using Windows-based system:**  
In the address bar type `\\ftp.mitchellpress.com`  
Enter your user name and password.  
Select your assigned client folder.  
As a registered user, you may upload to and download from your client folder. Obtain your individual client ID and password from your CSR or send a request to `prepress@mitchellpress.com`

**A note to all users:**  
PDF files may be uploaded uncompressed. All native files, linked graphic files and font files must be compressed.  
Mac files should be stuffed to ".sit" or ".sitx" files. PC files should be zipped to ".zip" files.

We try to keep this site virus-free and we have not experienced any serious incidents to date. Mitchell Press however assumes no responsibility in any way for damages that may be caused by any files copied from this site. If you do experience problems please contact prepress administration at `prepress@mitchellpress.com`

When you have completed uploading, please e-mail a note to our prepress department at `prepress@mitchellpress.com`

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# Accessing the **FTP Users** area of the Mitchell Press FTP site using Fetch on the Macintosh

1. Have your internet browser such as Netscape running.
2. Launch **Fetch**. If you don't have Fetch it can be obtained from [www.fetchsoftworks.com](http://www.fetchsoftworks.com)
3. Fill in the fields in the **New Connection** menu. The example is set to place files into your client folder in the **FTP Users** area of the FTP site.  
Host: **ftp.mitchellpress.com**  
User ID: **youruserid (e.g., abcco)**  
(not case sensitive)  
Password: **client password (e.g., 123aBc)**  
(case sensitive)  
Directory: leave blank
4. Your personal folder is now open to upload or download files.

New Connection...

Enter host name, userid, and password (or choose from the shortcut menu):

Host:

User ID:

Password:

Directory:

Shortcuts:



**Tip:** A shortcut in Fetch may be created under **Customize — New Shortcut**. To open Shortcut, click on **File — Open Shortcut**.

## **A Note to All Users:**

All files must be compressed. Mac files should be stuffed to .sit files.

When uploading is completed, please e-mail a note to our prepress department at: [prepress@mitchellpress.com](mailto:prepress@mitchellpress.com)

# Accessing the **FTP Users** area of the Mitchell Press FTP site using AceFTP2 on the PC

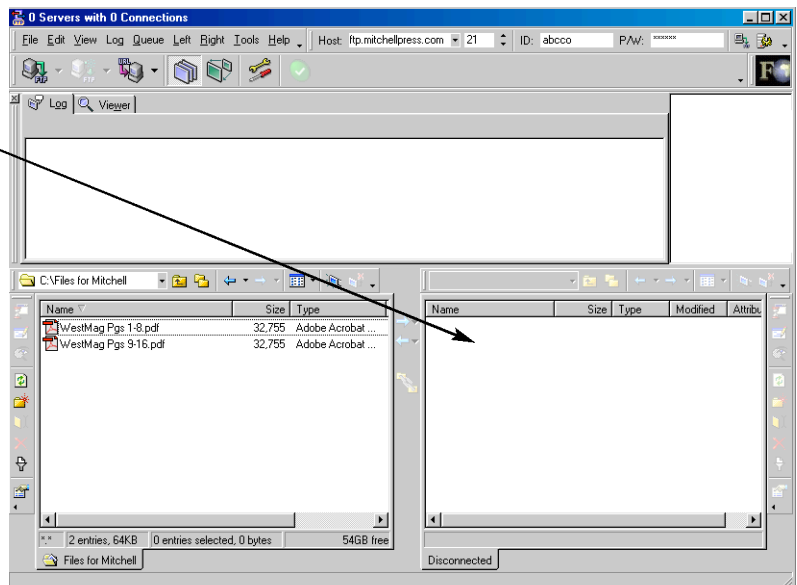
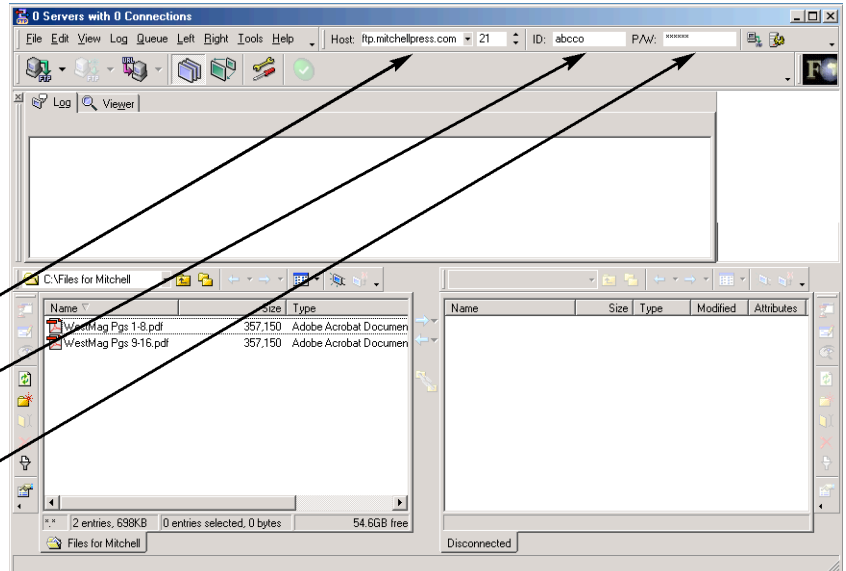
1. Have your internet browser such as Netscape running.
2. Launch **AceFTP2**.
3. Fill in the fields in the **Host, ID** and **P/W** menus. The example is set to place files into the **FTP Users** area of the FTP site.

Host: **ftp.mitchellpress.com**

User ID: **youruserid**  
(e.g., **abcco**)  
(not case sensitive)

Password: **client password**  
(e.g., **123aBc**)  
(case sensitive)

4. Your personal folder is now open to upload or download files.



## **A Note to All Users:**

All files must be compressed.  
PC files should be Zipped.

When uploading is completed,  
please e-mail a note to our  
prepress department at:  
**prepress@mitchellpress.com**

## **AceFTP2**

**AceFTP2** may be obtained from Visicom Media at **www.visicommedia.com** or from the Mitchell Press FTP site in **PDF Information / 06 FTP Utilities** or via e-mail from Mitchell Press.

**Note for first time users:** There is a small registration form to be filled out in order to receive, via e-mail, the registration code to allow access to the software.