



# Hopkins Printing

## Electronic File Transfer Guide 2018



At Hopkins Printing, we continually strive to provide our customers with solutions that we believe will help simplify the printing process. As such, we'd like to invite you to take advantage of the various ways to send us your files electronically.

This all-inclusive document details the tasks you should complete before sending us your files, the various ways to send us your files, any software you may need, and instructions for using that software.

If you have any questions, please feel free to contact us for more information.



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# Table of Contents

Table of Contents .....	2
Preflight Tasks .....	3
Collecting Your Files .....	4
How Do I Send My Files? .....	5-7
<b>Software Instructions</b>	
IZArc Instructions (Windows Users) .....	8
CyberDuck Instructions (Mac & Windows Users) .....	9
Thank You .....	10



## Preflight Tasks

Before you send your files to us, please perform the following task:

- ▶ Collected all your files into a single folder\* and compress\*\* it.

\* See page 4 on how to collect your files into a single folder.

\*\* Compressing your files into a .zip file helps protect your files so they don't fall victim to potential corruption while they are in transit (fonts especially). Fortunately, this is easy to do and there are plenty of free software options in order to do this:

### [Mac OS X - 10.8 \(Mountain Lion\) through 10.13 \(High Sierra\)](#)

With all files in a single folder, control-click (or right-click) the folder and select **Compress <Folder Name>**. No 3rd party software is needed.

### [Windows XP/Vista/7/8/10](#)

Windows users may download **IZArc** ([www.izarc.org](http://www.izarc.org)) for free if they have no pre-existing compression software.

Instructions are included later in this document on how to use IZArc.

- OR -

You can right-click the folder and choose **Send to > Compressed (Zipped) Folder**.



## Collecting Your Files

Many of the popular page layout applications have a feature that collects the final document, used fonts and graphics/images into a single folder. Below is a list of applications and where its collect feature is located. **More detailed documents on how to use this feature in many of the popular page layout applications are available on the Hopkins University page of our website:**

<http://www.hopkinsprinting.com/services/hopkins-university/>

### Application

Adobe InDesign  
Adobe Freehand  
Adobe Illustrator  
QuarkXPress  
Microsoft Publisher

### Feature

Package  
Collect for Output  
Package  
Collect for Output  
Pack and Go

### Location

Under the **File** menu  
Under the **File** menu  
Under the **File** menu  
Under the **File** menu  
Under the **File** menu



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## How do I send my files?

Hopkins Printing offers several ways in which you may send us your files:

- **Electronic Mail (Email)**
- **Website File Upload**
- **File Transfer Protocol (FTP)**

### [Electronic Mail \(Email\)](#)

As you know, email is an efficient way to send files. See page 6 for a detailed description of our email capabilities.

### [Website File Upload](#)

Our website has an upload feature where you can upload files to our FTP site. This method requires no special software or settings. You will, however, need to supply some basic contact and file information before the upload can begin. Files of all sizes can be uploaded using this method.

### [File Transfer Protocol \(FTP\)](#)

In lieu of using our website, you can also use dedicated FTP software. Our FTP site is available 24 hours a day and because of its vast amount of storage space, file size is of no consequence. Use of this method is only recommended when the Website File Upload method cannot be used. Please contact your sales representative about setting up a dedicated FTP account on our site.



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## How do I send my files? cont.

Now that all Preflight tasks have been completed, your file is ready. The question you may have is, “Which method should I use to send my file?” Generally speaking, small files of less than 5 megabytes\* are good candidates for email.

Hopkins Printing has three primary email addresses for sending files:

[prepress@hopkinsprinting.com](mailto:prepress@hopkinsprinting.com)

[mailing@hopkinsprinting.com](mailto:mailing@hopkinsprinting.com)

[wideformat@hopkinsprinting.com](mailto:wideformat@hopkinsprinting.com)

You may be wondering which email address to use. Any files (fonts / graphics / layout file) related to the actual press printing of your files should be sent to the prepress account while mailing lists (spreadsheet / database / text file) should be sent to our mailing account. If your project will print materials like cardboard, styrene, or foamcore, your files should be sent to the wide format account.

\* Hopkins Printing has a dedicated email server system which is capable of handling file attachments larger than 5 megabytes. You are more than welcome to email us larger files but successful transfer of your files will depend on the capabilities of your email server. Please contact your Email Administrator for more information.



## How do I send my files? cont.

If your file is larger than 5 megabytes and your email system is not capable of handling larger files, Hopkins Printing has an FTP site for handling larger files.

There are two ways you can upload your files to our FTP site:

### Website File Upload (preferred method)

Using your web browser:

1. Open your web browser to [www.hopkinsprinting.com](http://www.hopkinsprinting.com)
2. Click the **FTP Services** link towards the upper right corner of the site.
3. Choose the type of file you are sending to us: graphic files or mailing list
4. Complete the online submission form.
5. Choose the file(s) you wish to send us.
6. Click the **Begin Upload** button.

That's it! **No additional software or settings are necessary.**

### FTP Software

If you encounter problems using our Website File Upload system, the use of dedicated FTP software is supported:

#### Mac OS X or Windows

Mac users can download **CyberDuck** ([www.cyberduck.io](http://www.cyberduck.io)) for free. Instructions are included later in this document on how to use CyberDuck.

### User Names and Passwords

#### For Prepress/Graphic Files:

Server = uploads.hopkinsprinting.com  
Username = printfiles  
Password = printing

#### For Mailing Lists:

Server = uploads.hopkinsprinting.com  
Username = mailfiles  
Password = mailing

#### For Wide Format Files:

Server = uploads.hopkinsprinting.com  
Username = wideformat  
Password = wideformat



# IZArc Instructions

[www.izarc.org](http://www.izarc.org)

If you already have compression software other than IZArc, simply use that software to compress your files into a single zip file.

1. Install IZArc using the default options as presented in its Install Wizard.
2. After installing IZArc, find the collected folder containing the files you are sending us.
3. Right-click the folder and choose **IZArc → Add to <Folder Name>.zip** from the contextual menu that appears.
4. This will create a zip file in the same location as the original folder.

If you have other compression software, simply use that software's procedures to create a zip file of the collected folder.





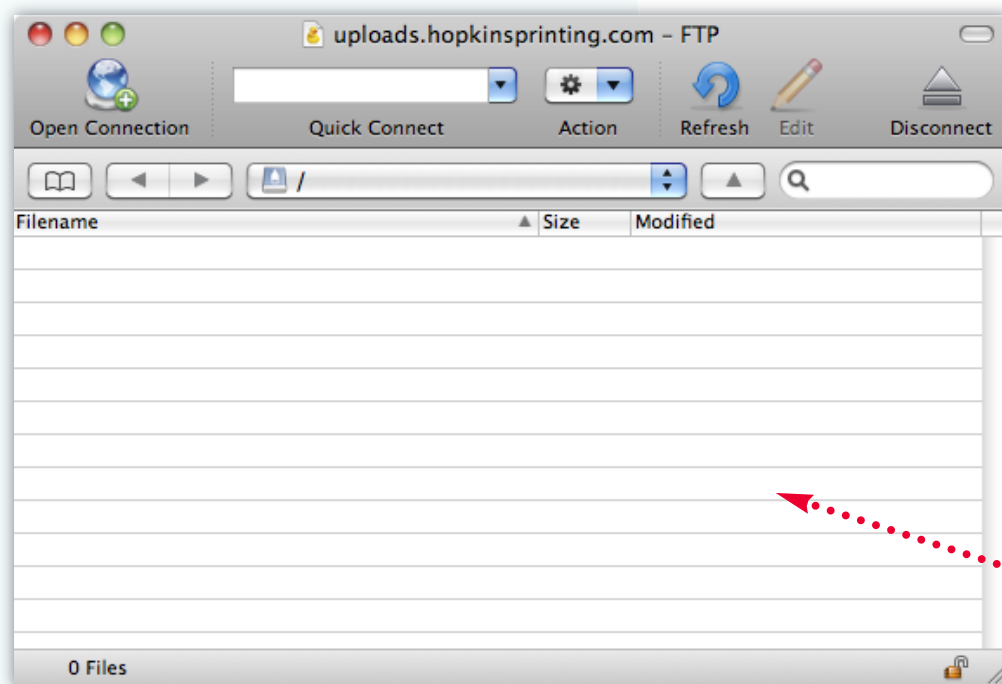
# CyberDuck Instructions - Mac/Windows

[www.cyberduck.ch](http://www.cyberduck.ch)

If you already have an FTP software package you wish to use, simply use that software to upload your file(s). FTP site address, user name, and password can be found at the bottom of page 7 earlier in this document.

1. Install CyberDuck using the instructions provided with the software.
2. Open CyberDuck and click **Open Connection**.
3. Complete the *Server*, *Username*, and *Password* fields and click **Connect**.

The following window appears:



4. Simply drag your Zip file(s) into the window above.
5. When the transfer is complete, click **Disconnect**, and close CyberDuck.



## Thank You

We, the employees of Hopkins Printing would like to thank you for taking the time to review the contents of this document. We believe that using this information during the preparation of your project will help your project flow more smoothly. This will help us ensure we are able to deliver your project on time as promised.

If you have questions about anything contained in this document, please do not hesitate to contact your sales or customer service representative so that we may get you the answers you need right away.

Hopkins Printing  
2246 Citygate Drive  
Columbus, Ohio 43219  
614-509-1080 Voice  
614-509-1081 Fax  
[www.hopkinsprinting.com](http://www.hopkinsprinting.com)

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