



# Annex North FTP Uploading Instructions

All files **must be compressed / zipped** to prevent corruption when uploading.

## Step 1:

To upload via FTP within your web browser:

1. Open a browser window.
2. Type **http://annexnorth.loadingdock.ca** into the address bar and click **Enter**. Screen **A** below will appear.

## Step 2:

Follow the on screen instructions

1. Enter your email address and confirm
2. Enter any instructions
3. Select person(s) to notify - default is "All"
4. Select number of files to upload
5. Click "browse" to select your file(s)
6. Click "Send" to upload file(s)

## Step 3:

### Confirmation screen

This screen confirms that your file(s) have been successfully uploaded. An email has been automatically sent to the assigned Coordinator(s) to notify them that a file has been uploaded.

| Macintosh                 | Ver # |
|---------------------------|-------|
| Adobe - Acrobat .PDF      |       |
| Adobe - Illustrator .AI   | CS3   |
| Adobe - InDesign .INDD    | CS3   |
| Adobe - Photoshop .PSD    | CS3   |
| Microsoft - Word .DOC     |       |
| Quark - Xpress .QXD       | 7.0   |
| Encapsulated PS .EPS      |       |
| Bitmap .JPG or .JPEG      |       |
| Bitmap .TIF or .TIFF      |       |
| Microsoft - Excel .xls    |       |
| Microsoft - PowerPoint .p |       |

  

| Windows                   | Ver # |
|---------------------------|-------|
| Adobe - Acrobat .PDF      |       |
| Microsoft - Word .DOC     |       |
| Encapsulated PS .EPS      |       |
| Bitmap .JPG or .JPEG      |       |
| Bitmap .TIF or .TIFF      |       |
| Microsoft - Excel .xls    |       |
| Microsoft - PowerPoint .p |       |

**Any Questions or Problems... Please contact Trish Ramsay at tramsay@annexweb.com**