

# HOW-TO

## UPLOAD AND DOWNLOAD FILES

### PREP FILES FOR UPLOADING TO SUTTLE-STRAUS:

- When supplying more than one file or folder, upload these as a single zip (PC) or compressed (MAC) file.
- To do this, right click on the folder or selected files and choose
  - **On Windows:** Send To > Compressed (zipped) folder
  - **On Mac:** Compress

### TO UPLOAD FILES TO SUTTLE-STRAUS:

1. On the home screen of the FTP site, Open the **“Upload print-ready or data files”** folder for production ready files.  
If you are working with the Suttle-Straus Creative team, open the **“Upload files to Creative for design”**
2. Adding files (Please zip/compress all files/folders before adding. See how to above)
  - **To add files:** Click “Add Files...”. Browse to the file(s) you wish to upload. Select one or more files and click “Open”. Alternatively, you can click and drag files into the interface from a standard file explorer (Windows) or the Finder (Mac).
  - **To add a folder of files:** Click “Add Folder...”. Browse to the folder you wish to upload, select it and click “Open”. Alternatively, you can click and drag folders into the interface from a standard file explorer (Windows) or the Finder (Mac).
3. Once the files you want to upload are queued, click “Start Upload”. You can also click “Start” or “Cancel” per file.

+ Add Files...

+ Add Folder...

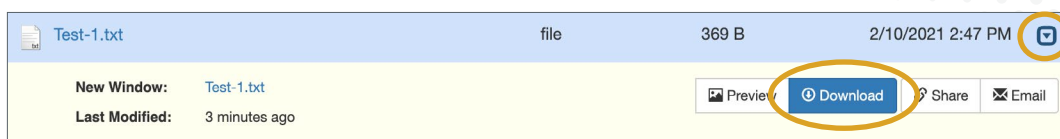
⌚ Start Upload

### Note:

- Files are automatically downloaded and removed from the FTP every 10 minutes by Suttle-Straus.  
If a file disappears after you’ve uploaded it, that means we’ve received it and it’s safe.
- Folders are not removed immediately so that users can add additional files to the same folder.  
If there is a folder you previously added but no longer need on the ftp, you can choose to delete it.

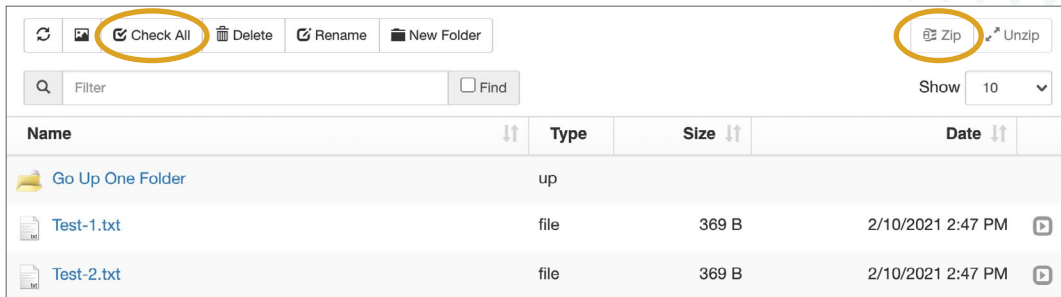
### TO DOWNLOAD FILES FROM SUTTLE-STRAUS:

1. On the home screen of the FTP site, Suttle-Straus will send files through the **“Download files from Suttle-Straus”** folder.
2. Browse to the appropriate subfolder, depending on what you are downloading.
3. Downloading a single file
  - Select the file you want to download, turning the background blue as shown below.
  - Click the arrow at the far-right side of the window and click “Download”

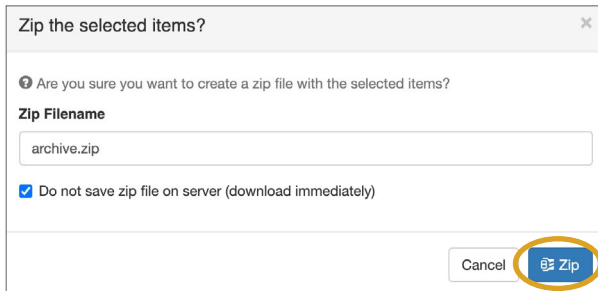


#### 4. Downloading multiple files

- Select “Check All” if downloading all files in a single folder, or select each file individually from the list of files shown.
- Select “Zip”.



- In the pop-up window name the archive of the files. Keep the checkbox “Do not save zip file on server (download immediately)” selected and select “Zip”. The .zip file will download to your systems default download location, typically the “Downloads” folder.



- Once the zip file is downloaded, open it/extract it to get access to the files within.

#### Note:

- The “Share” and “Email” options are disabled.
- A file retention policy removes all files from the FTP after 14 days.