



## How to Submit Files

Identify the name of the file(s) you are sending, you can do this in an email or over the phone with our customer service representative.

### Files up to 10MB

- Send by email
- Stuff or zip multiple files to make just one attachment

### Files larger than 10MB

- Copy to zip disk, to CD, or to DVD
- Upload file(s) to Pacific Press public idisk folder, the user name is pacificepress
- Upload files to Pacific Press' FTP site. <ftp.pacificepress.com>. You will need an ftp client software to connect and upload to the ftp site, browsers will not work. Some examples of this software are: Fetch, Cyberduck, and Fugu or if you are a Windows user, WS FTP. Once you are connected you will need a user name and password, please contact our office for this information.